

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

11/2/80
LEAVE BLANK

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

JOB NO
NCL-338-80-1

DATE RECEIVED
1-2-80

NOTIFICATION TO AGENCY
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

8-273-7248 or 1-8-80 Date *Acting* *James P. O'Neil* Archivist of the United States
07-693-7248

1. FROM (AGENCY OR ESTABLISHMENT)
Department of the Army

2. MAJOR SUBDIVISION
U.S. Army Pacific

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Daniel J. Rooney

5. TEL. EXT.
8-273-7248 or
07-693-7248

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE: 11 DEC 1979
D. SIGNATURE OF AGENCY REPRESENTATIVE: *Guy B. Oldaker*
E. TITLE: GUY B. OLDAKER, Chief, Records Mgt Division

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>Located at the National Personnel Records Center (Military), St. Louis, MO, are Army organizational records dating from about 1950 through the 1960's. These records are now being reviewed for the purpose of determining their ultimate disposition. The submission of this SF 115 is a part of this effort.</p> <p>This schedule covers only those records of the United States Army Pacific (USARPAC) located in NPRC or, in the case of security classified series, recently transferred from NPRC to the Washington National Records Center, Suitland, MD. Consequently, this SF 115 is not applicable to current records.</p> <p>Unless otherwise noted, the item numbers listed in Column 9 are those in AR 340-18.</p>	<p>10F 11T 21 items</p>	

Copy for NARS Agency

Closed-1-18-80 JK

Request for Records Disposition Authority—Continuation

JOB NO

PAGE OF

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p><u>Annual Historical Summary Files</u>, ca. 1957-64, 8 cu. ft.</p> <p>Arranged by quarterly installments, thereunder by preparing staff office. Quarterly narrative reports, with some annual summaries intermixed, of the activities of and events of interest to Headquarters, United Nations Command/U. S. Forces Korea. The events reported upon concern not only military affairs but also political, economic, cultural, and social developments on the Korean Peninsula. These reports generally include copies of documents relating to the events reported upon.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>	228-06	
2.	<p><u>Field Command Mobilization Program Planning Files</u>, ca. 1951-63, 2 cu. ft.</p> <p>Documents accumulated by USARPAC in the fulfillment of its mobilization responsibilities. Series includes plans, annexes thereto, and related correspondence.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>	AR 345- 210/201- 26	
3	<p><u>Army Capabilities Planning Files</u>, ca. 1951-63, 9 in.</p> <p>Documents accumulated in the process of developing short-range plans and which set forth strategic concepts, missions, and tasks for the use of current forces and resources. Series includes plans, annexes thereto, and related correspondence.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>	AR 345- 210/201- 18	
4	<p><u>Intelligence Reporting Files (including Domestic Intelligence Data Files)</u>, ca. 1951-63, 3 in.</p> <p>Reports accumulated in and prepared by intelligence offices resulting from the collection, evaluation, analysis, integration, and interpretation of technical intelligence; domestic intelligence or information about activities or conditions in the United States which potentially or actually threaten the internal security; and information relating to the war potential, military geography, military forces, and other military and related activities of foreign countries.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>	502-01 502-02	

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
5	<p><u>Terminal and Port Planning Files</u>, ca. 1951-63, 2 in.</p> <p>Correspondence relating to the planning for and utilization of terminal and port activities and facilities, including those in Vietnam in the early 1960's.</p> <p><u>Permanent</u>. Offer to NARS immediately upon approval of this schedule</p>	1204-02	
6	<p><u>Letters of Instruction</u>, ca. 1951-63, 1 in.</p> <p>Issuances promulgated for the purpose of providing specific instructions for the implementation of particular parts of an operations plan or for other similar purposes.</p> <p><u>Permanent</u>. Offer to NARS immediately upon approval of this schedule.</p>		
7	<p><u>Inspector General Inspection Files</u>, ca. 1951-63, 3 cu. ft.</p> <p>Inspection reports accumulated by USARPAC in the course of inspections by it of subordinate units. Series includes copy of inspection reports, reports of corrective action taken, and supporting documents.</p> <p><u>Permanent</u>. Offer to NARS immediately upon approval of this schedule.</p>	224-02	
8	<p><u>Memorandum</u>, ca. 1952-63, 3 cu. ft.</p> <p>Issuances used for a variety of purposes, from promulgating significant policy directives similar to regulations to prescribing short-term administrative procedures.</p> <p>a. Memorandums containing policies and responsibilities and prescribing administrative procedures of a continuing nature applicable only to the headquarters organization of the issuing element.</p> <p><u>Permanent</u>. Offer to NARS immediately upon approval of this schedule.</p> <p>b. All other memorandums.</p> <p>Destroy immediately upon approval of this schedule.</p>	227-01	
9.	<p><u>Bulletins</u>, ca. 1951-62, 2 cu. ft.</p> <p>Numbered issuances used to convey official and unofficial information of an advisory, informative or directive nature. Issued by a variety of offices for a plethora of purposes, from providing significant instructional information to</p>	277-01	

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10	<p>outlining minor procedural changes.</p> <p>a. Bulletins containing significant information concerning army functions and/or activities.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p> <p>b. All other bulletins.</p> <p>Destroy immediately upon approval of this schedule.</p> <p><u>Daily Journal Files</u>, ca. 1951-63, 1 in.</p> <p>Documents reflecting a chronological record of events affecting a unit during a given period of time. Consist primarily of journals but may also include documents necessary to support the journal entries, such as copies of orders, personnel reports and the like.</p> <p>a. Daily journals maintained by a commanding general or which reflect the activities of a unit engaged in combat operations or, in the case of peacetime units, the activities of the headquarters as a whole.</p> <p><u>Permanent.</u> Offer to NARS immediately, upon approval of this schedule.</p> <p>b. All other daily journals</p> <p>Destroy immediately upon approval of this schedule.</p>	228-09	
11	<p><u>Administrative Subject Correspondence Files</u>, ca. 1951-63, 6 cu. ft.</p> <p>Letters, memorandums, reports, and other correspondence relating to a wide variety of functions and subjects. The vast bulk of this correspondence concerns ephemeral transactions and procedures relating to the day-to-day operations of the creating unit. This item is applicable not only to centralized Administrative Subject Correspondence Files but also to the specific administrative files maintained by individual offices and identified on NPRC finding aids as Training, Incentive Awards, Security Classification, etc., Administrative Files. Those individual files which document long-range planning, organizational, and policy matters have previously been scheduled for permanent retention. Consequently, this item is <u>not</u> applicable to them nor is it applicable to individual files included elsewhere in this schedule.</p> <p>Destroy immediately upon approval of this schedule.</p>	AR 345-220/18 D and other	

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12.	<p><u>Instruction Files</u>, ca. 1958-63, 2 cu. ft.</p> <p>Letters, memorandums, reports, and other correspondence relating to establishment of continuing procedures and interpretation of directives. This series is similar to General Administrative Files (item 11), of which it was a part until the issuance of AR 345-210 in October 1962, when it was established as a distinct series to provide for the separate filing of the more significant administrative correspondence of individual units. Consequently, correspondence in this series relates to ongoing procedures and practices for relatively specific transactions, e.g., disposition of remains of deceased personnel; processing of suggestion program and incentive awards; daily operations of post exchanges; administration of the safety and civilian personnel programs; management of real property and procurement operations.</p> <p>Destroy immediately upon approval of this schedule.</p>	Various	
13	<p><u>Army Exchange Historical Series</u>, ca. 1951-63, 1 cu. ft.</p> <p>Letters, memorandums, reports, minutes, daily journals, and other correspondence relating to the operations and administration of post exchanges. These records were not created by the exchanges but document the activities of USARPAC in its relations and liason with the exchanges. Subjects include the establishment of branch exchanges, the suggestions of advisory committees, personnel matters, and similar routine administrative matters.</p> <p>Destroy immediately upon approval of this schedule.</p>	501-01	
14	<p><u>Command Inspection Files</u>, ca. 1951-63, 3 in.</p> <p>Correspondence relating to the conduct of command inspections. Includes copy of report of inspection; supporting papers, primarily checklists used to inspect individual units and inspections; and related correspondence.</p> <p>Destroy immediately upon approval of this schedule.</p>		
15.	<p><u>Climatological Data Files</u>, ca. 1951-63, 1 in.</p> <p>Routine administrative correspondence relating to weather conditions, personnel requirements of USARPAC weather units, and related subjects.</p> <p>Destroy immediately upon approval of this schedule.</p>		

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16	<p><u>Censorship Files</u>, ca. 1951-63, 3 in.</p> <p>Correspondence relating to the routine administration of communications censorship.</p> <p>Destroy immediately upon approval of this schedule.</p>	510-01	
17	<p><u>Fiscal Accounting Files</u>, ca. 1949-63, 6 in.</p> <p>Monthly reports and related correspondence of civilian personnel strength and obligations for personnel services by appropriation. They indicate, for each appropriation, position authorized, actual strength, total staff months worked, moneys obligated for the current month, and cumulative total of same for fiscal year. These reports are carbon copies of originals forwarded to higher headquarters.</p> <p>Destroy immediately upon approval of this schedule.</p>		
18	<p><u>Facilities Control Files</u>, ca. 1951-63, 6 in.</p> <p>Letters, memorandums, reports, and other correspondence relating to the acquisition, construction, repair, condition, transfer, utilization, or closure of specific facilities.</p> <p>Destroy immediately upon approval of this schedule.</p>	201-01A	