

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

1/2/80
HAVE BLANK

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

JOB NO
NC1-338-80-2

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

DATE RECEIVED
1-2-80

2. MAJOR SUBDIVISION

NOTIFICATION TO AGENCY

3. MINOR SUBDIVISION

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

4. NAME OF PERSON WITH WHOM TO CONFER

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

1-8-80
Date *acting* *James E. O'Hair*
Archivist of the United States

Daniel J. Rooney

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
TAGCEN

7. ITEM NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. SAMPLE OR JOB NO.

10. ACTION TAKEN

Located at the National Personnel Records Center (Military), St. Louis, Missouri, are Army organizational records generally dating from 1950 thru the 1960's. These records are now being reviewed for the purpose of determining their ultimate disposition. The submission of this SF 115 is part of this effort.

This schedule covers only those records of the U. S. Army, Hawaii (USARHAW), currently located in NPRC, as well as security classified records recently shipped from NPRC to the Washington National Records Center. Consequently, it is not applicable to current records.

Unless otherwise noted, the item numbers listed in column 9 correspond to those in AR 340-18.

14P
17T
31 items

115-100

Copies to NCPM, NARC 1/14/80

closed out - 1-18-80 JR

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, ca. 1957-63, 6 in.</u></p> <p>Arranged by quarterly installments, thereunder by preparing staff section. Quarterly narrative reports of the activities of and events of interest to Headquarters, USARHAW. The events reported upon concern not only military affairs but also political, economic, social, and other developments in Hawaii. Each report contains a list of supporting documents which, however, are not included in the series.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>	228-06	
2	<p><u>Master Planning Files, ca. 1957-63, 3 in.</u></p> <p>Documents relating to the preparation, development, review, approval, and revision of master plans for permanent installations. Includes the master plan which consists of basic information maps; analysis of existing facilities report; tabulation of existing and required facilities; preliminary land use plans; and plans for future development, including the general site plan, analytical report, background material and related correspondence.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>	1502-06A	
3	<p><u>Inspector General Inspection Files, ca. 1957-63, 1 cu. ft.</u></p> <p>Inspection reports accumulated by USARHAW 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	
4	<p><u>Officers Exchange Program Files, ca. 1957-63, 6 in.</u></p> <p>Letters, memorandums, itineraries, reports, critiques, and other correspondence relating to the exchange of U. S. Army and foreign armies' officers for visits and training. Most of the correspondence concerns exchanges with the Australian and New Zealand armies. Series contains critiques and observations by American officers of the practices of foreign armies along with a considerable body of arrangements correspondence.</p>		

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5	<p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p> <p><u>Army Command Management System Files</u>, ca. 1957-63, 6 in.</p> <p>Operating manuals, reports of visits by and conferences with ACMS teams from HQDA, letters, memorandums, studies, and other correspondence relating to the implementation, operation, and effectiveness of the ACMS in USARHAW.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>	301-01A	
6	<p><u>"Commanders' Health and Sanitary Guide to Southeast Asia"</u>, March 1, 1960, 1 in.</p> <p>Publication outlining various diseases and health problems common to six Southeast Asian countries, including Indonesia, Thailand, and all the former French colonies in Indochina. Also included are sections on indigenous snakes, insectborne diseases, and a glossary of medical terms.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>	227-01	
7	<p><u>Pamphlets</u>, ca. 1957-63, 1 cu. ft.</p> <p>Numbered issuances used for the dissemination and explanation of significant policy and directive information and guidance on a wide variety of topics to both units and individuals. Topics include standards and norms for the preparation of progress analysis reports; register of required periodic reports; special services available to troops; monthly master menus; monthly recapitulations of master menu issues; and similar subjects.</p> <p>a. Monthly master menus and monthly recapitulations of master menu issues.</p> <p>Destroy immediately upon approval of this schedule.</p> <p>b. All other pamphlets.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>	227-01	

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8	<p><u>Memorandums</u>, ca. 1957-63, 1½ 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. 1957-63, 6 in.</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 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>	227-01	
10	<p><u>Administrative Subject Correspondence Files</u>, ca. 1957-63, 2 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 day-to-day operations. USARHAW did not maintain a centralized Administrative Subject Correspondence File. Hence, this item is applicable to the specific administrative files maintained by individual operating offices and identified on finding aids as Incentive Awards, Security Classification, Industrial Security, Training, 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 not applicable to them.</p>	AR 345-220/18D and other items in AR 345-200 series	

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(10)	Destroy immediately upon approval of this schedule. /		
11	<p><u>Instruction Files</u>, ca. 1957-63, 3 in.</p> <p>Letters, memorandums, reports, and other correspondence relating to the implementation of directives promulgated by higher headquarters and the establishment and operation of ongoing procedures. Among USARHAW records there are few instruction files, the subjects of which include the disposition of remains of deceased personnel and the management of space for offices and recreational activities.</p> <p>Destroy immediately upon approval of this schedule.</p>	Various	
12	<p><u>Port Historical and Operations Files</u>, ca. 1957-63, 5 cu. ft.</p> <p>Primarily copies of monthly reports prepared to provide cargo movement requirements for inter/intra overseas theaters traffic. These reports were forwarded to higher headquarters and were used to develop workloads, prepare budget estimates, adjust established workloads programs, and submit transportation requirements to the Military Sea Transportation Service. Series may also contain other cargo movement forms and reports, and similar or related correspondence.</p> <p>Destroy immediately upon approval of this schedule.</p>	1204-01A	
13	<p><u>Command Inspection Files</u>, ca. 1957-63, 6 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 sections and units; and related correspondence.</p> <p>Destroy immediately upon approval of this schedule.</p>	223-03A	
14	<p><u>Military Assistance Program Files</u>, ca. 1957-63, 3 in.</p> <p>Letters, memorandums, reports, and other correspondence relating to the training of individual foreign soldiers by U. S. Army units. Series includes copies of brief quarterly statistical reports of training performed and reports of problems encountered in training. All these reports were forwarded to higher headquarters.</p> <p>Destroy immediately upon approval of this schedule.</p>	1401-01	

Request for Records Disposition Authority - Continuation

JOB NO.

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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
15	<p><u>Field Command Mobilization Program Planning Files</u>, ca. 1951-63, 1 cu. ft.</p> <p>Plans, annexes, changes, supplements, and other records that relate to the responsibilities of USARPAC and its components in the event of mobilization for combat.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>	AR345-210/201-26	
16	<p><u>Army Capabilities Planning Files</u>, ca 1951-63, 1 in.</p> <p>Plans, annexes, changes, supplements, and other correspondence relating to short-range planning, that is, planning concerning the establishment of military strategy and objectives based upon resources immediately available. Consequently, these plans set forth strategic concepts, missions and tasks for the use of current forces and resources.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>	AR345-210/201-18	
17	<p><u>Training and Promotion Agreement Files</u>, ca. 1957-63, 1 in.</p> <p>Letters, memorandums, position descriptions, evaluation forms, training programs, and other correspondence relating to the training and promotion of individual employees.</p> <p>Destroy immediately upon approval of this schedule.</p>	810-01	
18	<p><u>Training Aids Reports Files</u>, ca. 1957-63, 1 in.</p> <p>Reports and related correspondence concerning the production of graphic training aids.</p> <p>Destroy immediately upon approval of this schedule.</p>		
19	<p><u>Facilities Control Files</u>, ca. 1957-63, 3 in.</p> <p>Letters, memorandums, and other correspondence relating to the utilization of installation facilities.</p> <p>Destroy immediately upon approval of this schedule.</p>	201-01A and AR 345-250/31	

Request for Records Disposition Authority - Continuation

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20	<p><u>Board and Committee Files, 1962, 1 in.</u></p> <p>Minutes of the Therapeutic Agents Committee concerning the purchase of medicinals by the sections or pharmacy of the Tripler U. S. Army Hospital.</p> <p>Destroy immediately upon approval of this schedule.</p>	901-03	
21	<p><u>Non-Appropriated Fund Historical Files, 1960, 1 in.</u></p> <p>Quarterly activities reports prepared by the non-commissioned officers open mess at Schofield Barracks.</p> <p>Destroy immediately upon approval of this schedule.</p>		
22	<p><u>Uncollectable Check Files, 1960, 1 in.</u></p> <p>Correspondence relating to bad checks passed at the Schofield Barracks commissary.</p> <p>Destroy immediately upon approval of this schedule.</p>		
23	<p><u>Daily Journal Files, ca. 1957-63, 3 in.</u></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. Series includes some daily journals maintained by the Commanding General, USARHAW.</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	

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24	<p><u>Data Processing Services Files</u>, ca. 1957-63, 1 in.</p> <p>Routine requests for service on automatic data processing hardware.</p> <p>Destroy immediately upon approval of this schedule.</p>		
25	<p><u>Intelligence Reporting Files (including Domestic Intelligence Data Files)</u>, ca. 1951-63, 1cu. ft.</p> <p>Reports accumulated in and prepared by intelligence offices resulting from 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 and 502-02	
26.	<p><u>Domestic Disturbance Planning Files</u>, ca. 1951-63, 2in.</p> <p>Documents that accumulate from planning for or actions to provide military assistance to civil authorities through the intervention of USARPAC troops because of civil unrest or violation of law</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>		
26. 27.	<p><u>Explosive Ordnance Disposal Operations Reports</u>, ca. 1957-63, 3 in.</p> <p>Brief reports of incidents involving the locating, removal and disposal of explosive ordnance.</p> <p>Destroy immediately upon approval of this schedule.</p>		