

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See instructions on reverse)

9/2/80

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

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JOB NO

**NCI-338-80-3**

DATE RECEIVED  
**September 5, 1980**

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

**9-12-80** *Joseph Lander*  
Date activity Archivist of the United States

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

2. MAJOR SUBDIVISION  
**U. S. Army Ryukyus Islands (USARYIS)**

3. MINOR SUBDIVISION

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

5. TEL EXT  
**8-273-7248**  
**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  
**12 Aug 80**

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
	<p>Located at the National Personnel Records Center (Military), St. Louis, MO, are Army field 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.</p> <p>This schedule covers only those records of USARYIS 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.</p> <p>Unless otherwise noted, the item numbers listed in column 9 correspond to those in AR 340-18.</p>		<p><b>31 items</b></p>

115-107

STANDARD FORM 115  
Revised April, 1975  
Prescribed by General Services Administration  
FPMR (41 CFR) 101-11.4

*Closed 9-22-80*

*Copies to agency, GNEP, NAB, NAG - 9-16-80*

Series Previously Appraised as Permanent

Base Development Plans, ca. 1957-63, 4 in., 1502-06A

Circulars, ca. 1957-62, 2 cu. ft., 227-01

General Orders, ca. 1957-62, 1 cu. ft., 227-01

Management Improvement Project Files, ca. 1957-62, 2 in., 216-01A

Management Survey Case Files, ca. 1957-62, 6 in., 217-01A

Military Historian's Files, ca. 1955, 1 in., 228-01

Newspaper Files, ca. 1957-62, 1 cu. ft. 413-05A

Operations Planning Files, ca. 1957-62, 6 in., 208-01A

Organization Planning Files, ca. 1957-62, 2 cu. ft., 207-01

Organizational and Fuctional Manual, ca. 1957-62, 1 in., 227-01 and 207-01

Regulations, ca. 1956-62, 2 in., 227-01

Review and Analysis Reports (Command Progress Reports), ca. 1957-62, 4 in., 227-01 and 211-03

Staff Directories (Organization Charts), ca. 1957-62, 1 in., 207-01

Pamphlets, ca. 1957-62, 3 in., 227-01

Training Operations Files, ca. 1957-63, 1 cu. ft., 1002-02

List of Items in This Schedule

1. Administrative Subject Correspondence Files
2. Operating Program Progress Reporting Files (Progress Analysis Files)
3. Memorandums
4. Bulletins
5. Daily Journals
6. Personnel Administrative Files
7. Personnel Control Background Data Files
8. Management Structure
9. Army Performance Analysis System Reporting Files
10. Army Command Management System (ACMS) Files
11. Field Command Operating Program Files (Budget Estimate Files)
12. Publications Background Files
13. Catalogs
14. Telephone Directories
15. Reenlistment Guide
16. Board of Officers Investigation Files
17. Congressional Correspondence Files
18. Command Inspection Files
19. Inspector General Inspection Files
20. Intelligence Reporting Files
21. Field Command Mobilization Program Planning Files
22. Command Operating Program
23. Permission to Marry Files
24. Periodic Logistic Summaries
25. Educational Development Reporting Files
26. Armed Forces Censorship Files

## 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>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. USARYSIS 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, Intelligence, Legal Services, Supply, Fiscal, 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> <p>Destroy immediately upon approval of this schedule.</p>	AR 345-220/18D and other items in AR 345-200 series	
2.	<p><u>Operating Program Progress Reporting Files (Progress Analysis Files)</u>, ca. 1957-63, 1 cu. ft.</p> <p>Documents which reflect actual performance, progress, accomplishments, deficiencies, and problems in relation to program goals. Included are substantive quarterly narrative reports, cost and performance reports, statements of analysis, feeder reports, drafts, workpapers, and other related correspondence.</p> <p>a. Quarterly narrative reports in final form.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p> <p>b. All other correspondence.</p> <p>Destroy immediately upon approval of this schedule.</p>	221-03	
3.	<p><u>Memorandums</u>, ca. 1957-62, 1 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>	227-01	

115-203

Permanent. Offer to NARS immediately upon approval of this schedule.

STANDARD FORM 115-A  
Revised July 1974  
Prescribed by General Services  
Administration  
FPMR (41 CFR) 101-11.4

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
4	<p>b. All other memorandums. Destroy immediately upon approval of this schedule.</p> <p><u>Bulletins</u>, ca. 1957-62, 1 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 outlining minor procedural changes.</p> <p>a. Bulletins containing significant information concerning division functions and/or activities. <i>Permanent offer to NARS immediately upon approval of this schedule.</i></p> <p>b. Daily bulletins. Destroy immediately upon approval of this schedule.</p> <p>c. All other bulletins. Destroy immediately upon approval of this schedule.</p>	227-01	
5	<p><u>Daily Journals</u>, ca. 1957-62, 3 in.</p> <p>Daily staff journals chronologically listing incidents, messages, orders, and other events originated by or affecting USARYIS. Topics include troop arrivals and departures, equipment and supply needs, transmission of orders, visits, inspections, and similar matters.</p> <p><i>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. Permanent offer to NARS immediately upon approval of this schedule.</i></p> <p><i>b. All other daily journals. Destroy immediately upon approval of this schedule.</i></p>	228-09	
6	<p><u>Personnel Administrative Files</u>, ca. 1957-62, 6 cu. ft.</p> <p>Requests for permission to marry foreign nationals submitted by both military and civilian personnel. Includes request, certificate of counseling by chaplain, approval, and related correspondence.</p> <p>Destroy immediately upon approval of this schedule.</p>	701-01A & 801-01A	<i>schedule.</i>
7	<p><u>Personnel Control Background Data Files</u>, ca. 1957-62, 4 in.</p> <p>Letters, memorandums, reports, and other correspondence relating to various personnel practices, such as reassignments, authorizations for positions, and similar matters. These records generally do not concern individual personnel although they may relate to a single position.</p> <p>Destroy immediately upon approval of this schedule.</p>	201-01	

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
8.	<p><u>Management Structure, ca. 1958-62, 6 in.</u></p> <p>Publication which is a uniform classification of all the non-tactical functions of USARYIS and which provides the basis upon which data may be generated and accumulated in connection with programming, budgeting, and preparing required reports on program performance and cost, personnel utilization, and the like. Mandated by AR 1-11, Management Structure consists of a listing of names of functions and their code numbers; acceptable rate of production, if applicable; responsible organizational element; and special instructions applicable to the completion of specific reports.</p> <p>Destroy immediately upon approval of this schedule.</p>	227-01	
9.	<p><u>Army Performance Analysis System Reporting Files, ca. 1957-62, 1 cu. ft.</u></p> <p>Periodic statistical reports listing and evaluating staff hours expended by various operational elements on various functions. Actual staff hours utilized are compared with the standard staffing requirements for the operation in order to arrive at a rate of effectiveness and productivity. Series consists of consolidated annual reports prepared by the Comptroller as well as reports submitted by various staff sections and offices.</p> <p>Destroy immediately upon approval of this schedule.</p>	603-07	
10	<p><u>Army Command Management System (ACMS) Files, ca. 1957-62 9 cu. ft.</u></p> <p>Daily time and attendance reports, civilian labor cost summary vouchers, cost distribution vouchers, performance analysis feeder reports, drafts, workpapers, and related correspondence used to prepare finalized performance analysis reports (item 9).</p> <p>Destroy immediately upon approval of this schedule.</p>	603-07	
11	<p><u>Field Command Operating Program Files (Budget Estimate Files) ca. 1957-62, 2 cu. ft.</u></p> <p>Budget estimates, schedules, directives, and other correspondence created by Army field commands for use in the preparation and defense of the Army budget. These files reflect priorities established by various levels of command and provide the budget justification and general plan for accomplishing command objectives. Includes budget estimate schedules</p>	AR 345-210/202-11	

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	<p>that detail previous fiscal year appropriation items and project budget requirements for the next fiscal year.</p> <p>Destroy immediately upon approval of this schedule.</p>		
12	<p><u>Publications Background Files</u>, ca. 1957-63, 1 cu. ft.</p> <p>Letters, memorandums, and other correspondence relating to the preparation, review, and issuance of various publications. Series consists primarily of drafts and routine concurrences of proposed publications.</p> <p>Destroy immediately upon approval of this schedule.</p>	227-04A	
13	<p><u>Catalogs</u>, ca. 1957-63, 2 in.</p> <p>Catalogs of training aids, films, and other supplies.</p> <p>Destroy immediately upon approval of this schedule.</p>		
14	<p><u>Telephone Directories</u>, ca. 1957-62, 3 in.</p> <p>Quarterly directories of telephone numbers of all military activities and personnel stationed at Okinawa.</p> <p>Destroy immediately upon approval of this schedule.</p>		
15	<p><u>Reenlistment Guide</u>, ca. 1957-62, 1 in.</p> <p>Brief issuances containing information concerning the USARYIS reenlistment program. Includes such information as monthly statistics, reenlistment trends, and changes in applicable regulations.</p> <p>Destroy immediately upon approval of this schedule.</p>		
16	<p><u>Board of Officers Investigation Files</u>, ca. 1957-62, 3 in.</p> <p>Letters, memorandums, statements, appointing orders, and related correspondence concerning investigations/missing funds, damage to government property, and similar matters invariably minor in nature.</p> <p>Destroy immediately upon approval of this schedule.</p>		

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17	<p><u>Congressional Correspondence Files, ca. 1957-62, 6 in.</u></p> <p>Correspondence with members of the U. S. Congress occasioned by complaints, generally concerning personnel problems, from individual soldiers. Series consists of letters of inquiry, responses thereto, and internal correspondence relating to the investigation of the complaint.</p> <p>Destroy immediately upon approval of this schedule.</p>		
18	<p><u>Command Inspection Files, ca. 1957-62, 1 cu. ft.</u></p> <p>Documents relating to the conduct of command inspections, including a copy of the report sent to the inspected office or organization, supporting papers and checklists, report of corrective action taken by inspected office, and other related correspondence.</p> <p>Destroy immediately upon approval of this schedule.</p>	223-03	
19	<p><u>Inspector General Inspection Files, ca. 1957-63, 6 in.</u></p> <p>Inspection reports accumulated by USARYIS 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>Permanent. Offer to NARS immediately upon approval of this schedule.</p>	224-02	
20	<p><u>Intelligence Reporting Files, ca. 1957-63, 2 cu. ft.</u></p> <p>Reports accumulated in and prepared by intelligence offices resulting from collection, evaluation, analysis, integration and interpretation of technical intelligence or information about activities or conditions in the USARYIS area of command which potentially or actually threaten the security of the United States and information relating to the war potential, military geography, military forces, and other military, political and related activities in foreign countries.</p> <p>Permanent. Offer to NARS immediately upon approval of this schedule.</p>	502-01 502-02	



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21	<p><u>Field Command Mobilization Program Planning Files</u>, ca. 1957-63, 2 cu. ft.</p> <p>Plans, annexes, changes, supplements, and related correspondence pertaining to the mission of USARYIS and its components in the event of mobilization and to the personnel requirements associated with such a mobilization.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>	AR345-210/ 201-26	
22	<p><u>Command Operating Program</u>, FY 1959, 1 in.</p> <p>A single mimeographed publication which represents the planned execution of the USARYIS/IX Corps mission during fiscal year 1959. It presents the activities to be conducted; identifies the subordinate elements responsible for their execution in terms of policies, priorities and objectives; indicates the resources necessary to achieve the programmed ends; and serves as a basis for quarterly review and analysis studies of performance.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>	AR345- 210/202- 11	
23	<p><u>Permission to Marry Files</u>, ca. 1959, 1 in.</p> <p>Correspondence relating to granting permission to military personnel overseas to marry foreign nationals. Includes the application for permission to marry, report of background investigation of foreign national, and related correspondence.</p> <p>Destroy immediately upon approval of this schedule.</p>		
24	<p><u>Periodic Logistic Summaries</u>, ca. 1957, 2 in.</p> <p>Mimeographed monthly reports of the supply situation in USARYIS. Consists primarily of statistical information regarding quantity and monetary value of supplies procured; essential and critical items in short supply; disposition of property; vehicle usage; and similar matters. These reports do not contain interpretive or analytical narratives.</p> <p>Destroy immediately upon approval of this schedule.</p>		

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25	<p><u>Educational Development Reporting Files</u>, ca. 1961, 1 in.</p> <p>Copies of statistical reports reflecting the educational level of military personnel in USARYIS units. These reports were submitted to USARPAC through USARYIS by subordinate units.</p> <p>Destroy immediately upon approval of this schedule.</p>	1014-04	
26	<p><u>Armed Forces Censorship Files</u>, ca. 1961, 1 in.</p> <p>Correspondence, including contingency plans, for the implementation of procedures for the examination and control of personal communications to or from military personnel or persons accompanying or serving with USARYIS.</p> <p>Destroy immediately upon approval of this schedule.</p>	510-01	