

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

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

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

2. MAJOR SUBDIVISION  
U.S. Army Alaska

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER  
Patricia M. Clement

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

6. CERTIFICATE OF AGENCY REPRESENTATIVE

LEAVE BLANK

JOB NO  
NCI-338-81-1

DATE RECEIVED  
October 14, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

10-16-80 Robert M. Har  
Date Archivist of the United States

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 12 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 6 OCT 1980 SIGNATURE OF AGENCY REPRESENTATIVE John Henry Hatcher E. TITLE **JOHN HENRY HATCHER, PhD  
HQDA (DAAG-AMR-P)**

| 7. ITEM NO | 8. DESCRIPTION OF ITEM<br>(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, Missouri, are Army organizational records generally dating from 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 <u>U. S. Army Alaska</u> located in NPRC. 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> |                     |                  |

*37 items*

*Closed Out: 10-20-80: K.T.J.  
Copies sent to ASAS, NPRC, UNK & NALB*

| 7.<br>ITEM NO. | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)   | 9.<br>SAMPLE OR<br>JOB NO.                                     | 10.<br>ACTION TAKEN |
|----------------|---|--|---------------------|
| 1              | <p><u>Administrative Subject Correspondence Files, ca. 1941-65, 252 cu. ft.</u></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 General Administrative Files but also to the specific administrative files maintained by individual offices and identified on NPRC finding aids as Training, Intelligence, 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. In addition, this item is <u>not</u> applicable to specific series or portions of administrative files described and provided for elsewhere in this schedule.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p> | <p>AR 345-220/18D<br/>and other items in AR 342-200 series</p> |                     |
| 2              | <p><u>Operating Procedures Files, ca. 1962-64, 8 cu. ft.</u></p> <p>Studies, letters, memorandums, and other correspondence relating to the establishment of, and changes in, standard operating procedures. Includes relevant standard operating procedures, administrative procedures manuals, and pertinent background correspondence.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>  | 208-02A  |                     |
| 3              | <p><u>Management Survey File, ca. 1960-64, 3 cu. ft.</u></p> <p>Reports, studies, and correspondence analyzing the efficiency and effectiveness of selected Army functions and responsibilities. Studies and reports include mission statements, narrative reports, organization charts, and flow process charts.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>  | 201-01   |                     |

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| 4              | <p><u>Inspection Reports</u>, ca. 1957-64, 5.5 cu. ft.</p> <p>Reports of command and general inspections of individual units and staff sections. Included are detailed supporting papers essential to and filed with reports, a copy of the report sent to the inspected unit or selection, and its response indicating corrective actions taken. Areas covered by inspection include installation, ordinance, finance, and personnel records of Regular Army, National Guard and Army Reserve Units.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p> | 224-02                     |                     |
| 5              | <p><u>Training Directives</u>, ca. 1956-65, 3 cu. ft.</p> <p>Issuances of a directive nature used to announce training exercises and schedules, establish basic procedures, and designate key personnel.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>  | 227-01                     |                     |
| 6              | <p><u>Command Report Files</u>, ca. 1954-66, 2 in.,</p> <p>Annual reports documenting in summary form the activities of the field army and its subordinate units. Includes explanatory chronologies of commanders, missions, and events for army headquarters as a whole, and for general and specific staff sections individually.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>   | 228-07                     |                     |
| 7              | <p><u>Field Command Mobilization Program Files</u>, ca. 1961-64, 2 in.</p> <p>Plans, annexes, changes, supplements, and other records that pertain to the mission of USARAL and its components in the event of mobilization and to the personnel requirements associated with mobilization.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>   |                            |                     |

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| 8              | <p><u>Commander's Notes, 1963, 1 in.</u></p> <p>Periodic informational publications issued by the Commanding General to inform his Command of new policies, attitudinal changes, interpretations of Army regulations, and the like.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>  |                            |                     |
| 9              | <p><u>Commander's Staff Conference Files, 1957, 1 in.</u></p> <p>Reports of staff conferences during which the commander reviewed problem areas and other matters of command interest ranging from executing major combat exercises to correcting minor administrative deficiencies.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>                             | 228-07                     |                     |
| 10             | <p><u>After Action Report - Project Sanford, 1959, 2 in.</u></p> <p>Report on planning, execution, and findings of "Project Sanford". Purpose was to develop advanced mountaineering techniques and to determine capabilities of both fixed- and rotary-wing aircraft to land and take off at extreme altitudes.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p> |                            |                     |
| 11             | <p><u>Training Report - Report of Investigation of Exercise, 1962, 2 in.</u></p> <p>Report of proceedings covering investigation of facts and circumstances involved in the deaths of three enlisted men and injuries to nine others during mountain training exercise.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>  |                            |                     |

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| 12             | <p><u>Bulletins</u>, ca. 1956-65, 1.5 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.</p> <p><u>Permanent</u>. Offer to NARS immediately upon approval of this schedule.</p> <p>b. Daily bulletins.</p> <p>Destroy immediately upon approval of this schedule.</p> <p>c. All other bulletins.</p> <p>Destroy immediately upon approval of this schedule.</p>           | 227-01                     |                     |
| 13             | <p><u>Circulars</u>, ca. 1956-64, 11.5 cu. ft.</p> <p>Issuances published for a variety of purposes, from promulgating significant policies and procedures that are directive in nature to circulating routine information that is transitory in duration. Circulars generally bear an expiration date not later than one year from the date of issue.</p> <p>a. Circulars directing significant policy or procedural actions or containing important information concerning the functions, operations, or activities of the creating unit.</p> <p><u>Permanent</u>. Offer to NARS immediately upon approval of this schedule.</p> <p>b. All other circulars:</p> <p>Destroy immediately upon approval of this schedule.</p> | 227-01                     |                     |

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| 14           | <p><u>Manuals</u>, ca. 1956-63, 1.5 cu. ft.</p> <p>Issuances prescribing uniform policies and procedures, establishing programs, describing organizational structure, listing responsibilities and functions, or listing procedures for routine operations such as equipment repair. These are in printed form and are distributed to many units to serve as policy reference and operational guides for the implementation of directives.</p> <p>a. Manuals containing significant information concerning Army functions and/or activities.<br/><i>PERMANENT. Offer to NARS immediately upon approval of schedule.</i></p> <p>b. All other manuals.</p> <p>Destroy immediately upon approval of this schedule.</p>   | 227-01                     |                     |
| 15           | <p><u>Memorandums</u>, ca. 1956-63, 9.5 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                     |                     |
| 16           | <p><u>Pamphlets</u>, ca. 1957-63, 2.5 cu. ft.</p> <p>Numbered issuances used for a variety of purposes, such as disseminating significant policy and program directives; providing information, guidance, and reference material of a continuing nature; and outlining routine, short-term, house-keeping procedures. These are published in printed form and are distributed to both units and individuals.</p> <p>a. Pamphlets containing policies and responsibilities; prescribing significant administrative procedures of a continuing nature; documenting the major functions of a unit; or containing significant informational content.</p> <p><u>Permanent</u>. Offer to NARS immediately upon approval of this schedule.</p> <p>b. All other pamphlets.</p> <p>Destroy immediately upon approval of this schedule.</p> | 227-01                     |                     |

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| 17             | <p><u>Civilian Personnel Administration Files</u>, ca. 1948-64,<br/>5.4 cu. ft.</p> <p>Routine documents relating to the day-to-day activities and functions of civilian personnel administration within the Department of the Army. Includes reports on cost of living allowances, wages, assignments, eligibility for Army clinics, disability compensation, and the like.</p> <p>Destroy immediately upon approval of this schedule.</p>  | 801-01                     |                     |
| 18             | <p><u>Training Administrative Files</u>, 1959, 2 in.</p> <p>Letters, memorandums, reports, and other correspondence relating to a variety of training functions and subjects. The vast bulk of this correspondence concerns ephemeral transactions and procedures relating to day-to-day activities and administration of the training section. This item does <u>not</u> apply to Training Operations Files, which have previously been appraised as permanent.</p> <p>Destroy immediately upon approval of this schedule.</p>  | 1000-01                    |                     |
| 19             | <p><u>Daily Journals Files</u>, ca. 1962, 6 in.</p> <p>Documents reflecting a chronological record of events affecting a unit during a given period of time. Consists 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>Permanent. 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                     |                     |
| 20             | <p><u>Troop Basis Files</u>, 1963, 1 in.</p> <p>Documents developed by major command to show its organization of units; military and civilian spaces by types of personnel; equipment; and planned actions to perform its assigned mission within established strength authorization.</p> <p>Destroy immediately upon approval of this schedule.</p>   | AR 345-<br>210,602-01      |                     |

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| 21             | <p><u>Veterinary Inspection Report Files</u>, ca. 1963, 1.5 cu. ft.</p> <p>Veterinary Inspection Reports (DA Form 8 - 134) reflecting poundage of subsistence product inspected, food producing establishments inspected, type of inspection, explanations for unusual amounts of rejections or significant trends, and related information.</p> <p>Destroy immediately upon approval of this schedule.</p> | 928-02                     |                     |
| 22             | <p><u>Work Simplification Correspondence Files</u>, ca. 1961-63, 1 cu. ft.</p> <p>Documents related to simplification and improvement of specific work procedures. Includes instructional material, proposals, and similar documents.</p> <p>Destroy immediately upon approval of this schedule.</p>  | 216-03                     |                     |
| 23             | <p><u>Air Cargo</u>, 1960, 1 in.</p> <p>Routine correspondence relating to Army airlift cargo allocations, scheduling of MATS flights, procedures for shipment of perishables, and similar matters.</p> <p>Destroy immediately upon approval of this schedule.</p>  |                            |                     |
| 24             | <p><u>Closure of Air Force Bakeries</u>, 1960, 1 in.</p> <p>Correspondence relating to proposed closing of military bakeries in Alaska, purchase of bread from local civilian bakeries, and resulting price increase in commissaries.</p> <p>Destroy immediately upon approval of this schedule.</p>  |                            |                     |
| 25             | <p><u>Military Affiliate Radio System File</u>, 1960, 1 in.</p> <p>Routine correspondence and documents relating to programming, regulation, and instructions concerning the military affiliate radio system and amateur radio operations on military installations.</p> <p>Destroy immediately upon approval of this schedule.</p>   | 1101-01                    |                     |



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| 26             | <p><u>Nuclear Accident and Incident Plan, 1962, 1 in.</u></p> <p>Document relating to the implementation of nuclear reactor safety standards and procedures. Includes modifications to earlier plans regarding nuclear definitions and procedures for reporting incidents and accidents.</p> <p>Destroy immediately upon approval of this schedule.</p>   | 228-08                     |                     |
| 27             | <p><u>Operation of Commissaries, 1960, 1 in.</u></p> <p>Routine correspondence dealing with operation of commissaries, price comparisons with civilian grocery stores, extension of commissary privileges, and the like.</p> <p>Destroy immediately upon approval of this schedule.</p>   |                            |                     |
| 28             | <p><u>Storage of Ammunition, 1960, 1 in.</u></p> <p>Routine correspondence relating to location and storage of ammunition by civilian and military units.</p> <p>Destroy immediately upon approval of this schedule.</p>  |                            |                     |
| 29             | <p><u>"Missile Files," ca. 1951-63, 1 in.</u></p> <p>Cables and brief memorandums relating to routine supply requirements of those USARL units that possessed atomic missiles.</p> <p>Destroy immediately upon approval of this schedule.</p>   |                            |                     |
| 30             | <p><u>Basic Topographic Data Files, ca. 1948-58, 4 in.</u></p> <p>Studies and reports on the establishment of elements of the Distant Early Warning (DEW) System. Subjects include the selection of possible sites for radar installations; the development of architectural types, engineering designs, and construction material for Alaskan military construction; and the implementation of the Aleutian segment of the DEW System.</p> <p>Permanent. Offer to NARS immediately upon approval of this schedule.</p> |                            |                     |