

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 Japan (USARJ)

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Daniel J. Rooney

5. TEL EXT

8-273-7248
07-693-7248

LEAVE BLANK	
JOB NO NCI-338-81-2	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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 Date	<i>John Henry Hatcher</i> Archivist of the United States

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 11 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	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>John Henry Hatcher</i>	E. TITLE JOHN HENRY HATCHER, PhD HQDA (DAAG-AMR-P)
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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
	<p>Located at the National Personnel Records Center (NPRC), 9700 Page Blvd., St. Louis, MO, are Army field organizational records generally dating from 1950 thru the 1960's.</p> <p>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 the <u>U. S. Army Japan (USARJ)</u> 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 file numbers listed in column 9 correspond to those in AR 340-18.</p>		

*31 items
Set*

*Closed Out: 10-20-80: K.T.D.
Copies Set to Agency. NPRC NNG & NNR*

Series Previously Appraised As Permanent

Base Development Plan, 1961, 3 in., 1502-06A

Circulars, ca. 1957-63, 3 cu. ft., 227-01

General Orders, ca. 1957-63, 1 cu. ft., 227-01

Military Historian's Files, ca. 1957-63, 1 cu. ft., 228-01

Management Improvement Project Files, ca. 1957-63, 4 cu. ft., 216-01

Management Survey Case Files, ca. 1957-63, 1 cu. ft., 217-01A

Pamphlets, ca. 1957-63, 1 cu. ft., 227-01

Posters, ca. 1957-63, 1 in. 227-01

Operating Program Progress Report Files (Progress Analysis Reports),
ca. 1957-63, 6 in., 211-03

Operations Planning Files, ca. 1957-63, 6 in., 208-01A

Overseas Base Rights Files, ca. 1957-63, 1 in., 202-03

Regulations, ca. 1957-63, 1½ cu. ft., 227-01

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

List of Items in This Schedule

1. Administrative Subject Correspondence File
2. Logs, Journals, and Indexes
3. Field Command Mobilization Program Planning Files
4. Annual Historical Summary Files
5. Intelligence Reporting Files
6. Training Directives
7. Supply, Control, Distribution, and Storage Instruction Files
8. Memorandums
9. Bulletins
10. Letters and Newsletters
11. Character Guidance Instruction Files
12. "Command Policy"
13. Master Memus
14. Army Performance Analysis System Report Files
15. Army Command Management System (ACMS) Files
16. Field Command Operating Program Files (Budget Estimates)
17. Publications Background Files
18. Civilian Personnel Administrative Program Files
19. Personnel Control Background Data Files
20. Facilities Control Files
21. Command Inspection Files
22. Training Aids Files
23. Records Management Instruction Files
24. Climatological Data Files

25. Personnel Security Instruction Files
26. Work Simplification Files
27. Personal Files of Lt. Gen Emerson L. Cummings
28. Foreign Jurisdiction Case Files

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, ca. 1957-63,</u> 75 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 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, Instruction Files, or similar titles. 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 other Administrative Subject Correspondence Files or portions thereof included elsewhere in this schedule or disposable under other authorities.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>	AR 345-220/18D and other items in AR 342-200 series.	
2	<p><u>Logs, Journals, and Indexes, ca. 1957-61, 3 cu. ft.</u></p> <p>Logs of incoming and outgoing messages; journals of correspondence signed by general officers; and other indexes to the Central Administrative Subject Correspondence File.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>		
3	<p><u>Field Command Mobilization Program Planning Files, ca. 1957-63</u> 6 in.</p> <p>Plans, annexes, changes, supplements, and related correspondence that pertains to the mission of USARJ 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>	AR 345-210/201-26	

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
4	<p><u>Annual Historical Summary Files</u>, ca. 1957-63, 3 in.</p> <p>Narrative reports, often in quarterly or semi-annual installments, of the activities of individual staff offices or of USARJ as a whole. These reports sometimes contain supporting documents and may be filed under different titles, e.g., "command reporting files", "staff office reports", etc.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>	228-06	
5	<p><u>Intelligence Reporting Files</u>, ca. 1957-63, 3 in.</p> <p>Reports accumulated in intelligence offices resulting from the collection, evaluation, analysis, integration, and interpretation of information concerning possible subversive actions by American citizens abroad or Japanese nationals, e.g., visits by Americans to the Soviet embassy, the activities of the Japanese Communist Party and its members, and similar matters.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>	502-02	
6	<p><u>Training Directives</u>, ca. 1957-63, 6 in.</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>		
7	<p><u>Supply Control, Distribution, and Storage Instruction Files</u> ca. 1957-63, 1 in.</p> <p>Letters, memorandums, and other correspondence relating to policies and procedures for the control distribution, and storage of equipment and supplies.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>	1401-01	

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
8	<p><u>Memorandums</u>, ca. 1957-63, 15 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, 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.</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	
10	<p><u>Letters and Newsletters</u>, ca. 1957-63, 1 cu. ft.</p> <p>Brief issuances used to advise USARJ personnel of administrative changes and other information of a transient nature. These were generated primarily by the chaplain and the civilian personnel officer.</p> <p>Destroy immediately upon approval of this schedule.</p>		

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
11	<p><u>Character Guidance Instruction Files</u>, ca. 1957-63, 2 in.</p> <p>Lesson plans, and other correspondence relating to the conduct of the character guidance program and training.</p> <p>Destroy immediately upon approval of this schedule.</p>		
12	<p><u>"Command Policy"</u>, ca. 1957-63, 2 in.</p> <p>Brief statements of USARJ policy on such matters as leave, visits, inspections, assignment of quarters, and similar matters. These issuances were not used to establish new policies but simply to implement policies previously promulgated in other publications.</p> <p>Destroy immediately upon approval of this schedule.</p>		
13	<p><u>Master Menus</u>, ca. 1957-63, 3 in.</p> <p>Issuances used to advise mess halls of foodstuffs they will receive and daily menus throughout USARJ.</p> <p>Destroy immediately upon approval of this schedule.</p>		
14	<p><u>Army Performance Analysis System Report Files</u>, ca. 1957-63, 6 in.</p> <p>Cost and performance and other statistical reports and related correspondence used to determine and report the productivity ratings of USARJ non-tactical offices.</p> <p>Destroy immediately upon approval of this schedule.</p>	603-07	
15	<p><u>Army Command Management System (ACMS) Files</u>, ca. 1957-63,</p> <p>Monthly performance reports, material cost ledgers, job orders, material registers, cost and performance reports, and related correspondence accumulated in the course of preparing statistical analyses of office efficiency and productivity.</p> <p>Destroy immediately upon approval of this schedule.</p>	603-07	

7. EM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
16	<p><u>Field Command Operating Program Files (Budget Estimate Files)</u> ca. 1957-63, 6 cu. ft.</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 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>	AR 345- 210/202- 11	
17	<p><u>Publications Background Files</u>, ca. 1957-63, 14 cu. ft.</p> <p>Documents relating to the preparation, review, and issuance of regulations, memorandums, circulars, pamphlets, and comparable publications. Included are studies, coordinating actions, recommendations, concurrences, and similar documents that provide a basis for issuance or that contribute to the content of the publication.</p> <p>Destroy immediately upon approval of this schedule.</p>	227-04	
18	<p><u>Civilian Personnel Administrative Program Files</u>, ca. 1957-63, 15 cu. ft.</p> <p>Letters, memorandums, cables, studies, reports, and other correspondence relating to the recruitment, assignment, utilization, and administration of civilian personnel, including both local nationals and native American citizens. Series contains considerable amounts of correspondence concerning the master labor contract (MLC) governing Japanese nationals. Other subjects include the control and reporting of overtime, incentive awards, wages, complaints and grievances, career planning, and similar matters.</p> <p>Destroy immediately upon approval of this schedule.</p>	801-01 and other items in 800 series.	
19	<p><u>Personnel Control Background Data Files</u>, ca. 1957-63, 3 cu. ft.</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. EM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
20	<p><u>Facilities Control Files</u>, ca. 1957-63, 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	
21	<p><u>Command Inspection Files</u>, ca. 1957-63, 4 cu. ft.</p> <p>Documents relating to the conduct of command inspections. Included are the retained copy of the report, report of corrective action submitted by the unit inspected, and related correspondence.</p> <p>Destroy immediately upon approval of this schedule.</p>	223-03	
22	<p><u>Training Aids Files</u>, ca. 1957-63, 2 in.</p> <p>Routine administrative correspondence relating to the acquisition, preparation, and utilization of training aids.</p> <p>Destroy immediately upon approval of this schedule.</p>	1020-01	
23	<p><u>Records Management Instruction Files</u>, ca. 1957-63, .6 in.</p> <p>Letters, memorandums, reports, forms, and other correspondence relating to records management. Subjects include training of personnel, inventory of files, requests for exception to disposition instructions, and similar matters.</p> <p>Destroy immediately upon approval of this schedule.</p>	201-01	
24	<p><u>Climatological Data Files</u>, ca. 1957-63, 3 in.</p> <p>Correspondence relating to weather conditions and, on occasion, damages therefrom.</p> <p>Destroy immediately upon approval of this schedule.</p>	1513-02	
25	<p><u>Personnel Security Instruction Files</u>, ca. 1957-63, 1 in.</p> <p>Correspondence relating to the physical security of security classified documents and similar matters.</p> <p>Destroy immediately upon approval of this schedule.</p>	501-01	

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26	<p><u>Work Simplification Files</u>, ca. 1957-63, 2 in.</p> <p>Documents related to proposals to simplify and improve specific work procedures. Includes proposals for improvement, transmittals, and related correspondence.</p> <p>Destroy immediately upon approval of this schedule.</p>	216-03	
27	<p><u>Personal Files of Lt. Gen Emerson L. Cummings</u>, Jan. 21 - Aug. 2, 1958; 1 in. Incoming and outgoing correspondence of Gen. Cummings, USARJ Commanding General, concerning such subjects as the capabilities of the U.S. military services in Japan and future reentry problems in the case of war or other emergencies.</p> <p>Permanent. Offer to NARS immediately upon approval of this schedule.</p>		
28	<p><u>Foreign Jurisdiction Case Files</u>, ca. 1957, 1 cu. ft. Correspondence chiefly relating to the trial by a Japanese criminal court of an Army enlisted man for manslaughter in the death of a Japanese national. Series includes case reports on the exercise of criminal jurisdiction by foreign tribunals, trial observer reports, requests for or provision of counsel, record of trial (in Japanese), and related correspondence.</p> <p>Destroy immediately upon approval of this schedule. <i>Permanent. Offer to NARS immediately upon approval of this schedule.</i></p>	405-02	