

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	
NCF-338-81-5	
DATE RECEIVED	
November 7, 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the disposal request including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
11-19-80	<i>[Signature]</i>
Date	Archivist of the United States

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

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

2. MAJOR SUBDIVISION
Seventh US Army

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Marvin H. Kabakoff

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 31 OCT 1980	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	E. TITLE JOHN HENRY HATCHER, PhD, CH, PROGRAMS BR, RMD
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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 (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 SF115 is a part of this effort.</p> <p>This schedule covers only those records of the Seventh U.S. Army located in NPRC. Consequently, it is not applicable to current records.</p> <p>Unless otherwise noted, the item numbers listed in column 9 are those in AR340-18.</p>		

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. 1951-63, 95 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 transactions and procedures relating to the ongoing operations and activities of the creating unit. This item is applicable not only to centralized General Administrative Files, but also to several specific administrative files maintained by individual offices and identified on NPRC finding aids as Intelligence, Geodetic, etc., Administrative Files, except as noted elsewhere in this schedule (items 17 and 18).</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>Letters</u>, ca. 1951-64, 3 cu. ft.</p> <p>Numbered issuances used by Field Army Headquarters staff sections to advise subordinate field sections of changes in policies and procedures, and to provide them with information necessary to fulfill their mission.</p> <p><u>Permanent</u>. Offer to the National Archives and Records Service (NARS) immediately upon approval of this schedule.</p>	227-01	
3	<p><u>Pamphlets</u>, ca. 1951-65, 1 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>	227-01	

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	<p><u>Permanent</u>. Offer to the National Archives and Records Service immediately upon approval of this schedule.</p> <p>b. All other pamphlets.</p> <p>Destroy immediately upon approval of this schedule.</p>		
4	<p><u>Maneuver Publications</u>, ca. 1951-65, 6 in.</p> <p>Operations orders issued as part of and relating to Field Training Exercises (FTX) or Command Post Exercises (CPX). Included as annexes to the operations orders are maps of the geographical area of the exercise; diagrams of enemy troop positions; and periodic intelligence reports. Series contains some publications relating to joint exercises with the North Atlantic Treaty Organization (NATO).</p> <p><u>Permanent</u>. Offer to NARS immediately upon approval of this schedule.</p>	227-01	
5	<p><u>Training Notes</u>, 1955-56, 1/2"</p> <p>Monthly issuances containing ideas and lesson plans for training classes on a variety of war-related topics, such as combat photography and handling POW's. Includes reports on training exercises, and reading and film lists.</p> <p><u>Permanent</u>. Offer to NARS immediately upon approval of this request.</p>	227-01	
6	<p><u>Civilian Personnel Directives</u>, 1958-64, 3 in.</p> <p>Numbered issuances establishing policies and procedures for German civilian employees of the Army, relative to both Army and union activities.</p> <p><u>Permanent</u>. Offer to NARS immediately upon approval of this schedule.</p>	227-01	

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
7	<p><u>"Medical Service for Field Army in Atomic Warfare", 1957, 1/2 in.</u></p> <p>Pamphlet contained in Annual Report of Medical Service Activities in Seventh United States Army, to provide guidance in training individuals and units, and for preparation of standing operational procedures. Contains information on general policies, casualty load, utilization of soldiers for self and mutual aid, organization and evacuation of incident area, and hospitalization, care, and decontamination of atomic casualties.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p> <p>Box 05-08-44-2-3</p>	227-01	
8	<p><u>Issuances of General Bruce C. Clarke, 1956, 1/2 in.</u></p> <p>Letter directives, memorandums, reprints of speeches, and other issuances of an official and semi-official nature issued by Lt. Gen. Bruce C. Clarke, Commanding General, 7th Army, for the information, instruction, and edification of 7th Army personnel. Topics include the 7th Army and its component divisions, training, inspections, and leadership.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>	227-01	
9	<p><u>Monthly Statistical Reports, 1954, 1/4 in.</u></p> <p>Issuances containing summary analyses of monthly reports, comparing statistics with those from previous months in such areas as recruitment, absences, injuries, and accidents.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>	227-01	
10	<p><u>Organizational Charts, 1955-56, 1/2 in.</u></p> <p>Organizational chart and directory of key personnel of Seventh Army Headquarters.</p>	227-01	

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	<u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.		
11	<u>Operating Procedures Files (Procedural Standardization Files)</u> , ca. 1953-65, 8 in. Studies, letters, memorandums, and other correspondence relating to the establishment of and changes in standard operating procedures. Include relevant standard operating procedures, administrative procedures manuals, and pertinent background correspondence.	208-02A	
12	<u>Permanent.</u> Offer to NARS immediately upon approval of this schedule. <u>Commander's Staff Conference Files</u> , ca. 1951-63, 6 in. 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.	228-07	
13	<u>Permanent.</u> Offer to NARS immediately upon approval of this schedule. <u>NATO Standardization Files</u> , 1963, 1 in. Documents relating to the Army's participation in those portions of NATO Standardization Program concerned with standardization of items of equipment under research and development, establishment of a NATO Military Police Force, and other activities. Included are coordinating actions on proposed standardization agreements, communications concerning these agreements, and related papers.	1307-20	
14	<u>Permanent.</u> Offer to NARS immediately upon approval of this schedule. <u>Memorandums</u> , ca. 1954-64, 8½ cu. ft. Issuances used for a variety of purposes, from promulgating significant policy directives similar to regulations to prescribing short-term administrative procedures.	227-01	

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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>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 the National Archives and Records Service (NARS) immediately upon approval of this schedule.</p> <p>b. All other memorandums.</p> <p>Destroy immediately upon approval of this schedule.</p>		
15	<p><u>Bulletins</u>, ca. 1954-63, 1½ 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 army functions and/or activities.</p> <p><u>Permanent.</u> Offer to the National Archives and Records Service (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	
16	<p><u>Circulars</u>, ca. 1954-65, 1½ cu. ft.</p> <p>Numbered issuances containing instructions and information that can be either directive in nature or of transitory general interest. Each circular bears an expiration date not later than two years from date of issue.</p> <p>a. Circulars 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 circulars.</p> <p>Destroy immediately upon approval of this schedule.</p>	227-01	

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
17	<p><u>Training Administrative Files</u>, ca. 1951-64, 5.8 cu. ft.</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>	1001-01	
18	<p><u>Security Administrative Files</u>, ca. 1951-64, 2 cu. ft.</p> <p>Letters, memorandums, reports, and other correspondence relating to routine administration of security violation and security classification activities. The vast bulk of this correspondence concerns ephemeral transactions and procedures relating to the day-to-day operations of the creating unit, such as the handling of classified material, the regrading of security classified documents, and the processing of individual security clearances.</p> <p>Destroy immediately upon approval of this schedule.</p>	501-01	
19	<p><u>Instruction Files</u>, 1963, 2 in.</p> <p>Letters, memorandums, reports, and other correspondence relating to the implementation of directives promulgated by higher headquarters or to routine administration and ongoing procedures. There are Instruction Files only for the areas of training and special warfare.</p> <p>Destroy immediately upon approval of this schedule.</p>		
20	<p><u>Administrative Orders</u>, 1956, $\frac{1}{4}$ in.</p> <p>Numbered issuances relating to routine, short-term administrative, training, and housekeeping matters, such as administrative leave because of adverse weather conditions or routine procedures relating to summer training. These orders were frequently issued for the purpose of implementing general orders, special orders, memorandums, and other correspondence promulgated by higher headquarters, copies of which may be included in this series.</p> <p>Destroy immediately upon approval of this schedule.</p>	227-01	

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21	<p><u>Office Orders</u>, ca. 1954-1963, 4 in.</p> <p>Numbered issuances announcing appointments to various staff positions, such as Alternate Top Secret Control Officer, Cosmic Control Officer, and Records Management Officer.</p> <p>Destroy immediately upon approval of this schedule.</p>	227-01	
22	<p><u>Weekly Report of Troop Movements</u>, ca. 1951-1963, 1 in.</p> <p>Weekly reports documenting transfer of a variety of units from one location to another and forecasting movement of units for the following week.</p> <p>Destroy immediately upon approval of this schedule.</p>	227-01	
23	<p><u>Weekly Directives</u>, ca. 1951-64, 1 cu. ft.</p> <p>Issuances published to disseminate current information and procedural instructions on routine activities relating to personnel, training, supply, ordnance, transportation, and other matters. They generally contained an automatic suspension date four months after the date of issuance.</p> <p>Destroy immediately upon approval of this schedule.</p>	227-01	
24	<p><u>Weekly Forecast of Tactical Unit Training</u>, ca. 1951-63, 2 in.</p> <p>Issuances listing units in major training areas, or conducting special interest training, and providing location, date, and type of training for each unit. These records do not contain information concerning the actual content of the training.</p> <p>Destroy immediately upon approval of this schedule.</p>	227-01	
25	<p><u>Training Guides</u>, 1955, $\frac{1}{2}$ in.</p> <p>Issuance published to supplement training circulars, provide training guidance and establish standards of proficiency desired. Lists subject, minimum hours per week, scope, standards of proficiency, and summaries of course content.</p>	227-01	

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26	<p><u>Manning Tables, 1963-65, 1 in.</u></p> <p>Numbered issuances allocating personnel and providing organizational charts for various civilian labor groups and labor service companies and battalions.</p> <p>Destroy immediately upon approval of this schedule.</p>	227-01	
27	<p><u>Equipment Allocation Lists, 1963-65, 3 in.</u></p> <p>Numbered issuances listing individual and organizational clothing and equipment allowances for civilian labor groups and labor service companies.</p> <p>Destroy immediately upon approval of this schedule.</p>	227-01	
28	<p><u>Publications Background Files, ca. 1954-64, 47 cu. ft.</u></p> <p>Drafts, memorandums, concurrences, time and labor estimates, editorial comments, and other correspondence relating to the preparation and publication of a variety of Army publications, including regulations, bulletins, circulars, and letters.</p> <p>Destroy immediately upon approval of this schedule.</p>	227-04A, 227-15	
29	<p><u>Daily Journals Files, cal 1951-64, 4½ cu. ft.</u></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><i>a. Daily journals maintained by a command 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 schedule.</i></p> <p><i>b. All other daily journals. Destroy immediately upon approval of schedule.</i></p>	228-09	
30	<p><u>Field Command Operating Program Files, (also known as Budget Estimate Files), ca. 1951-65, 10 in.</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.</p>	AR 345- 210/202- 11	

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	<p>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>		
31	<p><u>Troop Basis Files</u>, ca. 1951-1963, 2 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 345-210, 602-01	
32	<p><u>Performance Evaluation Files (Personnel Control Background Data Files)</u>, 1954, 5 in.</p> <p>Series consisting of Performance Evaluation 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.</p> <p>Destroy immediately upon approval of this schedule.</p>	603-07	
33	<p><u>Projects File</u>, 1957, $\frac{1}{4}$ in.</p> <p>Reports, memorandums, and other correspondence relating to projects for the maintenance and improvement of training areas, such as road repair, tree clearance and tank range construction.</p> <p>Destroy immediately upon approval of this schedule.</p>	1508-02	
34	<p><u>Non-commissioned Officers' Council Meetings</u>, 1956, $\frac{1}{2}$ in.</p> <p>Minutes and summaries of NCO council meetings dealing with routine administrative matters affecting enlisted personnel, dependents, and foreign civilian employees of the Army.</p>		

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35	<p><u>Inspection Reports</u>, ca. 1951-63, 10½ 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 section, and its response indicating corrective actions taken. Areas covered by inspection, include installation, ordinance, finance, and personnel records.</p> <p>Destroy immediately upon approval of this schedule.</p>	224-02	
36	<p><u>Mail Distribution Scheme Files</u>, ca. 1954-64, 2 in.</p> <p>Mail distribution schemes and data listing Army post offices which serve specific units and organizations.</p> <p>Destroy immediately upon approval of this schedule.</p>	1108-13	
37	<p><u>Annual Historical Summary Files</u>, ca. 1951-66, 4 cu. ft.</p> <p>Narrative reports, in both annual and quarterly installments, of the activities of the Seventh Army. The events reported upon concern not only military affairs but also political, economic, cultural and social developments in Europe.</p> <p><u>Permanent</u>. Offer to NARS immediately upon approval of this schedule.</p>	228-06	
38	<p><u>Intelligence Report Files</u>, ca. 1951-63, 1 cu. ft.</p> <p>Reports accumulated in and preserved by intelligence offices resulting from collection, evaluation, analysis, integration and interpretation of technical intelligence or information about activities or conditions in the ESARCABLE ^{Seventh Army} 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><u>Permanent</u>. Offer to NARS immediately upon approval of this schedule.</p>	502-01 and 02	