

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See instructions on reverse)

LEAVE BLANK	
JOB NO NCL-338-81-6	
DATE RECEIVED January 28, 1981	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
2-5-81 Date	<i>Robert K. May</i> 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
U. S. Army Europe (USAREUR)

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 **16 JAN 1981**

D. SIGNATURE OF AGENCY REPRESENTATIVE
John Henry Hatcher

E. TITLE
JOHN HENRY HATCHER, PhD
CH, PROGRAMS BR
RECORDS MANAGEMENT DIVISION

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 SF 115 is a part of this effort.</p> <p>This schedule covers only those records of the United States Army Europe (USAREUR), 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>		

55 items

115-107

Closed Out: 2-9-81: K.T.D.
Copy Sent to NCPM & NNG Agency

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. 1951-63</u> 160 cu. ft.</p> <p>Letters, memorandums, reports, and other correspondence relating to a wide variety of functions and activities of USAREUR. 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, Subject Files, and Correspondence Files, but also to the specific administrative files maintained by individual offices and identified on NPRC finding aids as Intelligence, Inspector General, etc., Administrative Files. This item is not applicable to those individual files which document long-range planning, organizational, and policy matters and which have previously been scheduled for permanent retention. In addition, this item is not applicable to specific series or portions of administrative files described and provided for elsewhere in this schedule, e.g., items 24-26.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>	AR 345-220/18D & other items in the AR 345-200 series.	
2	<p><u>Program Directives, ca. 1955-58, 5 in.</u></p> <p>Numbered issuances outlining specific command programs in summary form, and stating the broad objectives and general policies of these programs. Included are such topics as command and management, military and civilian personnel, intelligence, legal services, training, and public information.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>	227-01	
3	<p><u>Civilian Personnel Directives, ca. 1954-62, 7 in.</u></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	
4	<p><u>Missile Range Requirements Study, 1 in., 1957</u></p> <p>Published report on equipment, facilities, personnel, and concept of organization necessary for the activation of a Nike missile range. Includes charts of personnel and equipment</p>	227-01	

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5	<p>requirements, and organizational charts.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p> <p><u>Command Inspection and Commander's Staff Visit Files,</u> ca. 1956-62, 2 in.</p> <p>Retained copies of command inspection reports by USAREUR headquarters of subordinate units and sections. Also included are reports of corrective actions taken, summaries of staff conferences on deficiencies, and essential related correspondence.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>	223-03A	
6	<p><u>Inspector General Inspection Files,</u> ca. 1954-62, 10 cu. ft.</p> <p>Reports of IG 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. Series contains annual general inspections, technical proficiency inspections, nuclear safety inspections, and other inspections conducted by the IG.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>	224-02	
7	<p><u>General Clarke's Report of Stewardship,</u> 1962, 1 in.</p> <p>Published report of activities of USAREUR under the command of General Bruce C. Clarke, depicting problems encountered, actions taken, and policies and procedures established. Includes HQ organization chart, bibliography, photographs, and drawings.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>		
8	<p><u>Country Law Study Files,</u> 1955, 2 in.</p> <p>Documents relating to the preparation of studies reflecting an examination of the substantive and procedural criminal laws of each foreign country in which United States military forces are subject to the criminal jurisdiction of foreign authorities and comparisons of those laws with procedural safeguards for a fair trial in the United States. Includes published</p>	405-01A	

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	copy of study and related correspondence. <u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.		
9	<u>International Agreements Files, ca. 1947-60, 1 in.</u> Documents resulting from the drafting of military treaties, international agreements, or other instruments which have military, military-economic, or military political implications. They also include documents reflecting military considerations in the relationship of the U. S. to the United Nations. <u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.	202-02	
10	<u>Civil Affairs Reports, ca. 1956-58, 1.5 cu. ft.</u> Weekly reports by Army liaison regional officials concerned with the relationship between U. S. Army forces stationed in Europe and government officials on the national, provincial, and local levels. Reports contain information on a wide variety of subjects, including the location and operation of bases, the local political situation, and relationships between soldiers and foreign nationals. <u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.		
11	<u>Individual Prisoner Case Files, ca. 1945-55, 1 cu. ft.</u> Documents relating to individual lower level war criminals incarcerated at Landsberg War Prison. Included are individual personnel jackets containing questionnaires, correspondence, basic personnel and clinical records; court records, records of impounded personal effects; reports of visitors; and records relating to parole and probation. <u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.		

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12	<p><u>German Adoption Case Files</u>, ca. 1954-55, 30 cu. ft.</p> <p>Applications, letters of reference, copies of birth certificates and marriage license, notarized records of adoption proceedings (in German and English), and other documents relating to the adoption of German children by U. S. Army families.</p> <p>Permanent. Offer to NARS immediately upon approval of this schedule. <i>Destroy when 100 years old.</i></p>		
13	<p><u>Installations Planning</u>, ca. 1952-60, 8 in.</p> <p>Issuances providing statistics on installation exchange projects planned and under construction; on project costs and installation activation dates; on estimated completion dates; and on moves, rehabilitations, and renovations. Statistics are broken down by type of installation, type of project, and European Central Exchange Area.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>		
14	<p><u>European Exchange System Annual Report</u>, ca. 1954-55, 1/2 in.</p> <p>Yearly issuance providing information on all aspects of Exchange Service activities, such as direct and indirect customer services, support facilities, personnel, organization, and finances.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>		
15	<p><u>Transportation Information Folder</u>, 1955, 1/4 in.,</p> <p>Issuance providing basic facts and figures on all aspects of USAREUR Transportation Division activities. Folder contains information on fiscal and personnel matters, equipment, and post activities.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>	227-01	

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16	<p><u>Transportation Policy Book, 1955, 1 in.</u></p> <p>Publication establishing policies, procedures, responsibilities, authorities, and guidance for all operations and functional areas of the Transportation Division, USAREUR.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>		
17	<p><u>Monthly Report of Operations, 1957, 3 cu. ft.</u></p> <p>Monthly reports from each section and division of USAREUR, describing the activities of each subordinate unit, the state of readiness of each, and commenting on incidents, personnel, and equipment. Series includes some daily journals.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>		
18	<p><u>Procurement Procedures, ca. 1951-63, 2 in.</u></p> <p>Issuance providing detailed instructions on all aspects of procurement in Europe, including responsibility and authority, contracts, and relevant U. S. Government and European governments regulations.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>	227-01	
19	<p><u>Memorandums, ca. 1951-66, 9.5 cu. ft.</u></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. <i>Permanent. Offer NARS on approval of schedule</i></p> <p>b. All other memorandums.</p> <p>Destroy immediately upon approval of this schedule.</p>	227-01	
20	<p><u>Bulletins, ca. 1954-63, 3.5 cu. ft.</u></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,</p>	227-01	

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	<p>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>		
21	<p><u>Circulars</u>, ca. 1954-66, 2 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; Destroy immediately upon approval of this schedule.</p>	227-01	
22	<p><u>Letters</u>, ca. 1953-63, 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; provide them with information necessary to fulfill their mission; or outline routine, technical, housekeeping procedures.</p> <p>a. Letters 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. Technical letters.</p> <p>Destroy immediately upon approval of this schedule.</p>	227-01	

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23	<p><u>Manuals</u>, ca. 1954-62, 2 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. <i>Permanent. Offers on approval of this schedule.</i></p> <p>b. All other manuals.</p> <p>Destroy immediately upon approval of this schedule.</p>	227-01	
24	<p><u>Pamphlets</u>, ca. 1954-66, 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> <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	
25	<p><u>Posters</u>, ca. 1951-63, 7 in.</p> <p>Pictorial presentations, placards, and notices which emphasize or attract attention to specific subjects, such as security and subversion, safety, or recruiting, or which are used as advertisements, such as those produced by the European Exchange Service.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>	227-01	

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26	<p><u>Incentive Awards Administrative Files, ca. 1954-60, 2 cu. ft.</u></p> <p>Letters, memorandums, reports, and other correspondence relating to the routine administration of incentives awards programs. The bulk of this correspondence concerns various types of awards given, attempts to increase participation in the employee suggestion program, and copies of nominations for awards.</p> <p>Destroy immediately upon approval of this schedule.</p>	601-01A	
27	<p><u>Training Administrative Files, ca. 1954-60, 3 in.</u></p> <p>Letters, memorandums, and other correspondence relating to a variety of training functions and subjects. The bulk of this correspondence concerns ephemeral transactions and procedures relating to day-to-day activities and administration of the training section.</p> <p>Destroy immediately upon approval of this schedule.</p>	1001-01	
28	<p><u>Security Administrative Files, ca. 1955-62, 1.5 cu. ft.</u></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	
29	<p><u>Weekly Directives, ca. 1955-62, 8 in.</u></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	

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30	<p><u>Administrative Orders</u>, ca. 1954-58, 2 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	
31	<p><u>Office Orders</u>, ca. 1952-63, 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	
32	<p><u>Military Commission Orders</u>, ca. 1955, $\frac{1}{4}$ in.</p> <p>Issuances concerning remission of sentences of foreign nationals to hard labor.</p> <p>Destroy immediately upon approval of this schedule.</p>	227-01	
33	<p><u>Chaplain's Newsletters</u>, ca. 1954-61, 4 in.</p> <p>Published issuances of Chaplain Division USAREUR, to individual chaplains, providing information on programs, activities, relevant events, and related subjects, and listing all arriving and retiring chaplains.</p> <p>Destroy immediately upon approval of this schedule.</p>	227-01	
34	<p><u>Civilian Personnel Newsletters</u>, ca. 1958-61, 1 in.</p> <p>Numbered issuances relating to routine personnel matters, such as emergency leave, shipment of baggage, and rules on travel, insurance, and leave. Newsletters also contain announcements of job vacancies and new personnel.</p> <p>Destroy immediately upon approval of this schedule.</p>	227-01	

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35	<p><u>Personnel Roster</u>, ca. 1955-61, 3 in.,</p> <p>Issuance listing officers and enlisted personnel assigned to specific staff division offices.</p> <p>Destroy immediately upon approval of this schedule.</p>	227-01	
36	<p><u>Special Services Publication</u>, ca. 1957-58, 4 in.</p> <p>Monthly issuances of special services sections used to inform staff personnel of current activities, and to provide programming models and ideas. Areas covered include arts and crafts, library, theater, and entertainment.</p> <p>Destroy immediately upon approval of this schedule.</p>	227-01	
37	<p><u>Service Club Notes</u>, ca. 1956-58, 2 in.</p> <p>Quarterly issuances containing information on service club administration, decorating suggestions, and holiday programs.</p> <p>Destroy immediately upon approval of this schedule.</p>	227-01	
38	<p><u>Monthly Round-Up of Tours</u>, ca. 1957-61, 5 in.</p> <p>Monthly issuance listing European and Middle Eastern tours available together with list of approved commercial travel agencies, for use by Special Services installations promoting travel for military personnel.</p> <p>Destroy immediately upon approval of this schedule.</p>	227-01	
39	<p><u>"Rod and Gun"</u>, ca. 1954-59, 2 in.</p> <p>Monthly magazine published by USAREUR Hunting and Fishing Fund, and containing information on hunting and fishing activities in Europe, including articles on particular animals, tips on techniques, and related topics.</p> <p>Destroy immediately upon approval of this schedule.</p>	227-01	

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40	<p><u>Manning Tables</u>, ca. 1958-62; 2 in.</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	
41	<p><u>Equipment Allocation Lists</u>, ca. 1954-62, 4 in.</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	
42	<p><u>Guides</u>, ca. 1952-61, 2 in.</p> <p>Issuances listing parts available for Army vehicles, with instructions on their procurement and use.</p> <p>Destroy immediately upon approval of this schedule.</p>	227-01	
43	<p><u>Catalogues</u>, ca. 1951-62, 5 cu. ft., 227-01</p> <p>Issuances listing vehicle maintenance equipment available from both the Army and from major civilian suppliers. Catalogues include price lists and procedures for procuring items.</p> <p>Destroy immediately upon approval of this schedule.</p>	227-01	
44	<p><u>Teletypewriter Routing Indicator Book</u>, 1960, $\frac{1}{2}$ in.</p> <p>Issuance containing a listing of routing indicators to be used by communications centers within the USAREUR Teletypewriter Network.</p> <p>Destroy immediately upon approval of this schedule.</p>	227-01	
45	<p><u>Publications Background Files</u>, ca. 1952-64, 55 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>	227-04	<p><i>Previously scheduled per NC 1-338-79-2, Item 5</i></p>

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(45)	Destroy immediately upon approval of this schedule.		
46	<p><u>Daily Journals</u>, ca. 1953-62, 3.5 cu. ft.</p> <p>Daily staff journals chronologically listing incidents, messages, orders, and other events that are originated by or affect the division. Journals show time event occurred and time of disposition. Topics include troop arrivals and departures, equipment and supply needs, the transmission of orders, visits and inspections of operating units, 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 of 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	
47	<p><u>Field Command Operating Program Files</u>, (also known as <u>Budget Estimate Files</u>), ca. 1953-67, 12 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	of this schedule.
48	<p><u>Personnel Control Background Data Files</u>, ca. 1952-60, 8.5 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	
49	<p><u>Work Simplification Proposal files</u>, ca. 1954-62, 8 in.</p> <p>Documents related to the analysis of specific work procedures to simplify and improve them. Employees' and supervisors' suggestions and proposals compose the bulk of this series, and include various studies and charts of the work process.</p> <p>Destroy immediately upon approval of this schedule.</p>	216-03	

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50	<p><u>Frozen Blood Research and Experimental Files</u>, 1964, $\frac{1}{2}$ in.</p> <p>Reports, memorandums, and other correspondence relating to the study of various types of blood preparations after long-term preservation by freezing. Significant material in the series are simply copies of correspondence created by the Walter Reed Institute of Research.</p> <p>Destroy immediately upon approval of this schedule.</p>	914-04	
51	<p><u>Aviation Hazards</u>, ca, 1955-57, $\frac{1}{2}$ in.</p> <p>Correspondence relating to various types of hazards to aviation affecting both military personnel and foreign nationals. Hazards discussed include flying altitudes over training areas and civilians' collecting material at drop-sites.</p> <p>Destroy immediately upon approval of this schedule.</p>		
52	<p><u>Safety Program Annual Report</u>, 1953-56, 1 in.</p> <p>Yearly issuance presenting accident data on personnel and equipment and providing the information necessary for measurement of progress or retrogression in accident prevention. Series includes charts comparing accident rates by year.</p> <p>Destroy immediately upon approval of this schedule.</p>	601-01	
53	<p><u>Troop Basis Files</u>, ca. 1951-62, 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	
54	<p><u>Quartermaster Supply Responsibility</u>, ca. 1957-58, 3 in.</p> <p>Letters, memorandums, reports, and other correspondence relating to the transfer of quartermaster supply responsibility from area commands to Seventh Army.</p> <p>Destroy immediately upon approval of this schedule.</p>		

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55	<p><u>Administrative Vehicle Authorizations, ca. 1961-62, 1 in.</u></p> <p>Issuances listing numbers of vehicles approved for various units in excess of those authorized by tables of organization and equipment, and providing information on additional or excess vehicles, and transfer and maintenance of vehicles.</p> <p>Destroy immediately upon approval of this schedule.</p>		