

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

LEAVE BLANK	
JOB NO  <b>NCI-338-82-2</b>	
DATE RECEIVED  <b>4-15-82</b>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<b>4-20-82</b> Date	<i>[Signature]</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  
**Barracks**

3. MINOR SUBDIVISION

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

5. TEL EXT  
**8-273-7182  
07-693-7182**

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 <b>12 Apr 82</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> <b>JOHN HENRY HATCHER, PhD</b>	E. TITLE <b>Chief, Programs Branch (HQDA) DAAG-AMR-P, Alexandria, VA 22331</b>
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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>Army organizational records, dating generally from 1950 through the 1960's, are located at the National Personnel Records Center (MPR), St. Louis, Missouri.</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 U.S. Army barracks records located at NPRC. Consequently it is not applicable to current records.</p> <p>Unless otherwise noted, the numbers listed in column 9 correspond to those in AR 340-18.</p>		<i>[Signature]</i>

*No Mass Data Change Required.  
Closed out: 4-26-82: K.T.J.  
Copy to NNMG*

The following series are located at NPRC but are not described in this schedule because they are already appraised as permanent.

Activation and Inactivation Files, ca. 1964-66, 1 in.  
General Orders, ca. 1951-62, 9 in.  
Management Improvement Project Files, ca. 1958-61, 1 in.  
Management Survey Case Files, ca. 1955-59, 1 in.  
Operating Program Progress Reports, ca. 1952-61, 1.5 cu. ft.  
Operations Planning Files, ca. 1961-63,  $\frac{1}{2}$  in.  
Organization Planning Files, ca. 1957-63, 3 in.  
Unit Historical Files, ca. 1953-55, 3 in.

LIST OF ITEMS IN THIS SCHEDULE

1. Bulletins
2. Manuals
3. Memorandums
4. General Correspondence Files
5. Work Simplification 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>Bulletins</u>, ca. 1953-56, 3½ in.</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	
2	<p><u>Manuals</u>, ca. 1959-62, ¼ in.</p> <p>Issuances prescribing uniform policies and procedures, establishing programs, describing organizational structure, and listing responsibilities and functions. These are in printed form and are distributed to many units to serve as operational reference guides for the implementation of directives.</p> <p>a. Manuals containing policies and responsibilities; organization and function; significant procedures; or important information.</p> <p><u>Permanent</u>. Offer to NARS immediately upon approval of this schedule.</p> <p>b. All other manuals.</p> <p>Destroy immediately upon approval of this schedule.</p>	227-01	
3	<p><u>Memorandums</u>, ca. 1953-62, 7½ in.</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</p>	227-01	

## 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

nature applicable only to the headquarters organization of the issuing element.

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

b. All other memorandums

Destroy immediately upon approval of this schedule.

4 General Correspondence Files, ca. 1951-58, 30.5 cu. ft.

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 applies not only to those files identified on NPRC finding aids as General Administrative Files, but also to those records identified as Dispensary Administrative Files and Hospital Administrative Files, which pertain primarily to procurement of supplies, rosters of medical personnel, and the like. Individual files which document long-range planning, organizational, and policy matters have previously been scheduled for permanent retention. Consequently, the item is not applicable to them.

Destroy immediately upon approval of this schedule.

AR 345  
220/18D  
& other  
items in  
AR 342-200  
series.

5 Work Simplification Files, ca. 1959-62, 2½ in.

Documents related to proposals to simplify and improve specific work procedures. Includes proposals and instructions for improvement, transmittals, & related correspondence.

Destroy immediately upon approval of this schedule.

216-03