

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	
NC1-338-82-3	
DATE RECEIVED	
May 20, 1982	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
6-18-82 <i>Date</i>	<i>John Henry Hatcher</i> <i>Archivist of the United States</i>

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

1. FROM (AGENCY OR ESTABLISHMENT)

Department of the Army

2. MAJOR SUBDIVISION

Ports

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Marvin H. Kabakoff

5. TEL EXT

07-693-7210

8-273-7210

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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
11 MAY 1982	<i>John Henry Hatcher</i>	JOHN HENRY HATCHER, PhD CM, 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 U. S. Army ports 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>		

*No Max Date Change Required.
Copy to NPRC 6/22/82*

*Closed Out: 6-29-82: K.T.H.
Copy to Agency, NAMP
NPRC*

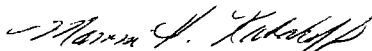
Justifying Memorandum for Standard Form 115 on Port Records at NPRC

This is one of a series of Standard Forms 115 covering the records of specific echelons of U. S. Army field units located in the National Personnel Records Center (Military) that have been offered to the National Archives for possible accessioning as archival.

Several examples from each record series, with samples from each port creating that series, were examined intensively for this SF 115. A list of Army ports with records at NPRC is attached. Generally, the descriptions and disposition instructions for most items are self-explanatory. Following, however, is further information and/or justification concerning specific items.

7. Port Historical and Operational Files. This series is composed of two very different types of records. The first type, comprising perhaps 10% of the total volume, is historical in nature and archivally valuable. It consists of minutes of cargo committee meetings, documenting port activities and long-term planning; blueprints of port facilities; and other items relating to the port as a whole. The second type, relating to individual ships or daily statistical reports and listings of ships and cargo, is concerned with routine, daily port operations, and has no archival value. Hence the volume of the permanent part of this series should be approximately seven cubic feet.

10. General Correspondence Files. These files, arranged by War Department Decimal Filing System, are generally the core of an individual port's records. They document the various transactions that took place in a particular port and constitute a detailed record of day-to-day operations. They therefore contain a considerable amount of marginal and archivally valueless correspondence, for the vast majority of the records are quite routine in nature. Important subjects are covered in series such as operations and organization planning files, or operating program progress reports, which have previously been appraised as permanent. The one item from the general correspondence files that should be retained is the historical file or report, generally filed under 314.7, the volume of which is negligible. It has been our standard practice to remove these records from disposable correspondence files as we do screening and final processing of the records.



MARVIN H. KABAKOFF
Archivist
Military Operations Branch

List of Army Ports Having Records at NPRC

<u>PORT</u>	<u>DATE SPAN OF RECORDS</u>
Beaumont Outport	1958
Brookley Port of Aerial Embarkation	1955
Bremerhaven Port of Embarkation	1953-63
United Kingdom Sub-port	1960-61
Hampton Roads Port of Embarkation	1951-53
Honolulu Army Port	1951-56
Inchon Port	1955-60
Kobe Port	1954-55
Leghorn Port of Embarkation	1954-56
Moji Port	1952
Mobile Outport	1958-59
New Orleans Port of Embarkation	1951-55
Pusan Outport	1956-60
Port of Whittier	1948-60
Yokohama Army Port	1955-57
373rd Transportation Major Port	1952-53
377th Transportation Major Port	1951-52

The following series are included among the port records at NPRC, but have not been described in this schedule because they have previously been appraised as permanent.

Command Report Files, ca. 1951-53, 9 in.
General Orders, ca. 1951-63, 1.5 cu. ft.
Installation Diary Files, ca. 1955-58, 1 in.
Management Improvement Project Files, ca. 1951-60, 9 in.
Management Survey Files, ca. 1957-58, $\frac{1}{2}$ in.
Military Historians Files, ca. 1951-59, 1.7 cu. ft.
Operating Program Progress Reports, ca. 1951-63, 1.5 cu. ft.
Operations Planning Files, ca. 1951-61, 6 cu. ft.
Organization Planning Files, ca. 1951-60, 2.5 cu. ft.
Procedural Standardization Files, ca. 1950-57, 4 in.
Regulations, ca. 1952-61, 3 in.
Unit History Files, ca. 1952-60, 1 cu. ft.

LIST OF ITEMS IN THIS SCHEDULE

1. Port Planning Files
2. Command Program Files
3. Port Commanders Letters
4. Analyses of Outloading Sites
5. Research and Development Report Files
6. Standard Operating Procedures
7. Port Historical and Operational Files
8. Manuals
9. Memorandums
10. General Correspondence Files
11. Intelligence General Correspondence Files
12. Security General Correspondence Files
13. Circulars
14. Letters
15. Bulletins
16. Operational Readiness Test
17. Officers Rosters
18. Counter-Intelligence Spot Reports
19. Newspapers
20. Climatological Data Files
21. Installation Memorialization Board Files
22. Medical Daily Diaries
23. Work Simplification Proposal Files

Request for Records Disposition Authority—Continuation

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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
1	<p><u>Port Planning Files</u>, ca. 1951-52, 2 in.</p> <p>Letters, reports, memorandums, and other correspondence relating to general operations and problems at port, and planning necessary changes to improve port activities. Some questions concerned civilian commercial use of military ports, handling of explosive materials; work with troop movements; and obtaining correct information on available cargo space.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>	1204-02	
2	<p><u>Command Program Files</u>, ca. 1956-58, 2 in.</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 management, information, safety, civil affairs, military and civilian personnel, and logistic services.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>	227-01	
3	<p><u>Port Commanders Letters</u>, ca. 1955-57, 1/2 in.</p> <p>Chronological correspondence file of commander of Moji subport of Yokohama U. S. Army port. Letters cover port activities and relations with local Japanese. Topics include joint U. S. - Japanese activities, local services provided for Army personnel, and shipping.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>		
4	<p><u>Analyses of Outloading Sites</u>, ca. 1951-53, 6 in.</p> <p>Studies and reports of potential port and beach sites along Atlantic and Gulf Coasts in order to find locations that could be used for loading general cargo and wheeled and tracked vehicles. Each report contains maps, hydro-graphic charts, photographs, capacity estimates, and descriptions of sites, as well as of facilities available and of surrounding areas.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</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
5	<p><u>Research and Development Report Files</u>, ca. 1951-53, ½ in.</p> <p>Reports of research and development work relating to port operations. Included is a study of the size of sea waves and their effect on over-the-beach operations; the files consist of data on sea waves, drawings of beaches, and a report on the relationship of wave size to landing operations. The series also includes test reports on special transporters used for moving household goods.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>		
6	<p><u>Standard Operating Procedures</u>, ca. 1954-62, 1 in.</p> <p>Issuances establishing continuing policies, practices, procedures, responsibilities, standards, and instructions. These are internal documents used by individual units and offices to perform their mission from day to day.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>	227-01	
7	<p><u>Port Historical and Operational Files</u>, ca. 1951-58, 55 cu. ft.</p> <p>Documents reflecting data pertinent to the organization and operation of port facilities. Files identified on NPRC finding aids as port historical and operational files include two major groupings. The first, comprising the vast majority of these records, is composed of individual ship folders, containing such data as cargo lists, itineraries, tally sheets, loading plans, and some correspondence on space available for military cargo. The other major group of records consists mainly of minutes of cargo committee meetings, which were daily sessions concerning shipping of cargo on specific ships, and the equipment used at the port; these also contain information on what ships use the port for what reasons, e.g. repair work, or transport of military equipment for use in Korean War. Taken as a whole, these minutes of meetings provide a detailed history of port activities. Other files included in the series are blueprints of port facilities, and daily cargo and ship listings.</p>	1204-01	

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	<p>a. Minutes of Cargo Committee meetings, blueprints, and other documents relating to long-term activities of port as a whole.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p> <p>b. Individual ship folders, daily cargo and ship listings, and other items relating to individual ships or daily, routine port operations.</p> <p>Destroy immediately upon approval of this schedule.</p>		
8	<p><u>Manuals</u>, ca. 1953-58, 4 in.</p> <p>Issuances used for a variety of purposes, such as prescribing uniform policies and procedures; establishing programs; describing organizational structure; listing responsibilities and functions; listing spare parts available; and setting maintenance procedures. These issuances are in printed form.</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	
9	<p><u>Memorandums</u>, ca. 1951-62, 3.5 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	

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10	<p><u>General Correspondence Files</u>, ca. 1948-57, 91 cu. ft.</p> <p>Letters, memorandums, reports, and other correspondence relating to a wide variety of functions and activities of U. S. Army posts. The vast bulk of this correspondence concerns ephemeral transactions and procedures relating to the day-to-day operations of the creating units. Much of the material is from the 400 level of the War Department Decimal Filing System, concerned with requisitions and supplies; another large group is from the 560 level on cargo and freight. This series contains not only centralized General Administrative Files, Subject Files, and Correspondence Files, but also specific administrative files maintained by individual offices and identified on NPRC finding aids as Dispensary, Sanitation, 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, such as Intelligence or Security Correspondence Files.</p> <p>Destroy immediately upon approval of this schedule.</p>	AR 345-210/18D and other items in the AR 345-200 series	
11	<p><u>Intelligence General Correspondence Files</u>, ca. 1953-56, 2 in.</p> <p>Letters, memorandums, reports, and other correspondence relating to routine administration of intelligence and security 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 installation security, security survey reports, and security classification.</p> <p>Destroy immediately upon approval of this schedule.</p>	501-01	

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12	<p><u>Security General Correspondence Files</u>, ca. 1951-56, 2 in.</p> <p>Letters, memorandums, reports, and other correspondence relating to routine administration of security violation and security classification activities. The vast bulk of 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	
13	<p><u>Circulars</u>, ca. 1953-59, 6 in.</p> <p>Numbered issuances published for the purpose of providing operating instructions for the implementation of regulations. The information promulgated is often transitory in nature and circulars generally bear an expiration date not later than one year from the date of issue.</p> <p>Destroy immediately upon approval of this schedule.</p>	227-01	
14	<p><u>Letters</u>, ca. 1956-62, 1.3 cu. ft.</p> <p>Numbered issuances used by port headquarters to advise subordinate units of changes in routine policies and procedures; provide them with information necessary to fulfill their mission; or outline routine, technical, housekeeping procedures. Activities covered in these port letters include snow removal plans, motor vehicle safety, and rosters of personnel with security clearances.</p> <p>Destroy immediately upon approval of this schedule.</p>	227-01	
15	<p><u>Bulletins</u>, ca. 1952-60, 3 cu. ft.</p> <p>Numbered daily and weekly issuances used to convey official and unofficial information of an advisory or informative nature. Bulletins contain lists of official details, data on uniforms, supplies, and related routine matters.</p> <p>Destroy immediately upon approval of this schedule.</p>	227-01	

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16	<p><u>Operational Readiness Test</u>, ca. 1957-59, ½ in.</p> <p>Issuances establishing port policy and procedure for all alert and muster instructions and notifications for all U. S. military units stationed within port area of responsibility. Issuance specifies actions to be taken in alert and responsibilities of each organizational unit.</p> <p>Destroy immediately upon approval of this schedule.</p>	227-01	
17	<p><u>Officers Rosters</u>, ca. 1958-62, 2 in.</p> <p>Issuance listing officers and warrant officers assigned to port. Arranged by rank and thereunder alphabetically, as well as by duty assignment, and thereunder by rank.</p> <p>Destroy immediately upon approval of this schedule.</p>		
18	<p><u>Counter-Intelligence Spot Reports</u>, ca. 1958-60, ½ in.</p> <p>Reports of counter-intelligence security inspections, listing operations inspected, methods and results of inspection. Series contains no intelligence or counter-intelligence information.</p> <p>Destroy immediately upon approval of this schedule.</p>		
19	<p><u>Newspapers</u>, ca. 1948-55, 8 in.</p> <p>Daily and weekly editions of newspapers, published by port commands, and providing news of local interest, such as events in port area, and activities of locally assigned units. Some papers include national and international news from wire services.</p> <p><i>Permanent offer to NARS immediately upon approval of this schedule.*</i> Destroy immediately upon approval of this schedule.</p>	413-05	
20	<p><u>Climatological Data Files</u>, ca. 1955-58, 1 in.</p> <p>Reports of climatological observations indicating temperatures; times, amounts, and types of precipitation; and weather conditions. Series consists almost entirely of carbon copies, with no indication of fate of originals.</p> <p>Destroy immediately upon approval of this schedule.</p>	1513-02	

115-203

Four copies, including original, to be submitted to the National Archives

* Change worded with Kabakoff, 5/5/82. Made per NMM memo 4/20/82. JW 5/5/82

STANDARD FORM 115-A

Revised July 1974

Prescribed by General Services

Administration

GSA GEN. REG. NO. 27

GPO 1975 O - 574-387

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21	<p><u>Installation Memorialization Board Files</u>, ca. 1957-59, 1/4 in.</p> <p>Small bit of correspondence, relating to renaming golf course at Bremerhaven Port of Embarkation after deceased serviceman who had been active in sports and a good soldier.</p> <p>Destroy immediately upon approval of the schedule.</p>	228-11	
22	<p><u>Medical Daily Diaries</u>, ca. 1951-53, 1/2 in.</p> <p>Yearly chronological account of events at port dispensary, covering promotions, reassignments of personnel, inspections, and trips for medical supplies.</p> <p>Destroy immediately upon approval of this schedule.</p>	902-03	
23	<p><u>Work Simplification Proposal Files</u>, ca. 1959-61, 2 in.</p> <p>Documents relating to suggestions and proposals to simplify and improve work procedures. Included are change proposals, analyses of procedures, actions taken on proposals, and related materials.</p> <p>Destroy immediately upon approval of this schedule.</p>	216-03	