

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
Missions

3. MINOR SUBDIVISION

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

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

LEAVE BLANK	
JOB NO	NCL-338-82-4
DATE RECEIVED	June 11, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
7-16-82 <i>Date</i>	<i>Dale R. Har</i> <i>Archivist of the United States</i>

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
10 Jun 82	<i>John Henry Hatcher</i> JOHN HENRY HATCHER, Ch Programs Br	Records Management Division HQDA (DAAG-AMR-P) Washington, DC 20310

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 missions 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>		

Closed out: 7-27-82:cm
Copies to Agency, NPRC (MPP) & NNM
NNB

Note: Records will be formally offered under RG 334.

Justifying Memorandum for Standard Form 115 on Mission 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.

Army missions provide for U. S. military training of soldiers of the country in which the mission is stationed and help coordinate the sale and shipment of American military materiel to foreign countries. Files from each series of mission records were examined intensively for this SF 115. Generally, the descriptions and disposition instructions for most items are self-explanatory. General Correspondence Files constitute the one exception. These files contain a great variety of material, from mundane records of personnel changes and travel arrangements, to reports on social, economic, and military conditions in the host country. In addition, there is a large amount of material in Spanish, sometimes with translations attached. Because of the small volume of the records, I was able to scan general correspondence files from all the missions. Most of the mission correspondence files were purely routine in nature and have no archival value. Missions in three countries, however, Bolivia, Ecuador, and Venezuela, did create some records of historic value. These include staff studies of the host country, covering various conditions in the country, as well as educational and military needs, and mission objectives; a long report on Okinawan settlers in Bolivia; reports on the relation of missions to other offices, both American and native; daily journals documenting mission activities; and command reports. These valuable records are intermixed with routine, archivally valueless files. The only disposable materials that can easily be screened out are the folders of ingoing and outgoing messages, which are totally routine. The remaining material will be difficult to screen unless it is done on a page-by-page basis. I therefore recommend retaining the correspondence files only from those missions in Bolivia, Ecuador, and Venezuela, in order to insure the retention of the archival material contained therein.

Marvin H. Kabakoff
MARVIN H. KABAKOFF
Archivist
Military Operations Branch

Items 4 and 5 have been modified at NNM's request to provide for the permanent retention of all material, rather than selective preservation as proposed by Dr. Kabakoff. Dr. Kabakoff has agreed to these changes.

Wallace
6/8/82

U.S. ARMY MISSIONS

List of U.S. Army missions and date span of records (both temporary and permanent) listed on NPRC finding aids:

Argentina	1948-52
Bolivia	1954-64
Brazil	1958-64
Chile	1953-64
Colombia	1945-64
Costa Rica	1954-60
Cuba	1952-58
Ecuador	1952-64
Guatemala	1953-62
Honduras	1955-61
Nicaragua	1954-61
Paraguay	1955-61
Peru	1950-65
Uruguay	1956-64
Venezuela	1951-62

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

Foreign Training Program Files, ca. 1963-64, 6 in.

General Orders, ca. 1944-70, 1 cu. ft.

Operations Planning Files, ca. 1949-58, $\frac{1}{2}$ in.

Organization Planning Files, ca. 1952-59, 2 in.

Progress Analysis Files, ca. 1953-63, 10 in.

Regulations, ca. 1960-62, $\frac{1}{2}$ in.

LIST OF ITEMS IN THIS SCHEDULE

1. Weekly Activity Reports
2. Standard Operating Procedures
3. Military Assistance Program Construction Projects
4. General Correspondence Files
5. Memorandums
6. Mission training Correspondence Files
7. Military Assistance Program General Correspondence Files
8. Daily Bulletins
9. International Conference Files
10. Hydrological Data Files

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1	<p><u>Weekly Activity Reports</u>, ca. 1960-62, 1/2 in.</p> <p>Weekly summations of activities of mission to Ecuador, showing meetings and conferences attended, classes taught, actions taken, and relations with host government.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>		
2	<p><u>Standard Operating Procedures</u>, ca. 1962-64, 1/4 in.</p> <p>Issuances establishing continuing policies, practices, procedures, responsibilities, standards, and instructions, either prescribed by higher authorities, or inherent in the nature of mission operations.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>	227-01	
3	<p><u>Military Assistance Program Construction Projects</u>, ca. 1955-60, 2 in.</p> <p>Letters, memorandums, reports, and other correspondence relating to construction projects in Ecuador, such as road-building and defense-related items. The projects were undertaken by the MAP Engineer Bn., and paid for by the governments of Ecuador and/or the U. S. The primary mission of the battalion was to increase the combat effectiveness of the U. S. and Ecuadoran military by means of general engineer work. Although the bulk of the material consists of correspondence about supplies, the series includes lengthy descriptions of projects planned and the reasons for them.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>		

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4	<p><u>General Correspondence Files</u>, ca. 1948-58, 3.5 cu. ft.</p> <p>Letters, memorandums, reports, and other correspondence in English and Spanish relating to a wide variety of functions and activities of U. S. Army missions. The vast bulk of this correspondence concerns ephemeral transactions and procedures relating to the day-to-day operations of the creating unit, such as training classes; security clearances, shipping and transport of supplies, and personnel changes and transfers. Also included in the series, however, are items of more historic value, such as staff studies of social, economic, and military conditions of the host country, daily journals and command reports documenting mission activities, and information on the relationship between missions and other offices. The content of the series varies by country. This series item is applicable not only to centralized General Administrative Files, Subject Files, and Correspondence Files, but also to specific administrative files maintained by individual offices and identified on NPRC finding aids as Security, Procurement, 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 correspondence files described and provided for elsewhere in this schedule.</p> <p>_____ _____ _____</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p> <p>_____ _____</p>	AR 345-220/18D and other items in the AR 345-200 series	

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Memorandums, ca. 1953-64, 7 in.

227-01

Issuances used for a variety of purposes, from promulgating significant policy directives similar to regulations to prescribing short-term administrative procedures.

~~_____~~
~~_____~~
~~_____~~

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

~~_____~~
~~_____~~

6

Mission Training Correspondence Files, ca. 1957-61, 3 cu. ft.1001-01,
1001-02

Letters, memorandums, reports, and other correspondence, in English and Spanish, relating to routine administration of training of foreign military personnel conducted or coordinated by the mission. The vast bulk of this correspondence concerns ephemeral transactions and procedures relating to the day-to-day operations and students, with biographical data; course listings and class schedules; academic reports on individual personnel; and lists of supplies needed for training, including both printed matter and military equipment.

Destroy immediately upon approval of this schedule.

7

Military Assistance Program General Correspondence Files, ca. 1960-62, 3 in.

Letters, vouchers, supply lists, and other correspondence relating to supplies, shipping, and training classes. The vast bulk of this correspondence concerns ephemeral transactions and procedures relating to the day-to-day operations of the military assistance program, such as supplies for the program, lists of parts, order changes, and the like.

Destroy immediately upon approval of this schedule.

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Daily Bulletins, ca. 1957-59, 4 in.

227-01

Numbered issuances used to convey official and unofficial information of an advisory, informative, or directive nature. They are concerned primarily with prescribing appropriate dress, indicating travel arrangements, and providing information on the ordering of foodstuffs and beverages from the Canal Zone.

Destroy immediately upon approval of this schedule.

9

International Conference Files, ca. 1962-64, 1/4 in.

201-01

Letters, memorandums, and other correspondence relating to planning conference of mission chiefs from Latin America. Subjects covered include guidelines and tentative schedule for conference, housing of visitors, and preparation of travel orders.

Destroy immediately upon approval of this schedule.

10

Hydrological Data Files, ca. 1930-60, 3 in.

1513-03

Logbooks containing data on river gauge observations in Nicaragua, showing water depths and evaporation. Operations were undertaken on Lake Nicaragua and on nearby rivers.

PERMANENT OFFICE TO NARS

~~Destroy~~ immediately upon approval of this schedule.

JW/RWC 7/14/82