

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

LEAVE BLANK

JOB NO

NCI-338-84-1

DATE RECEIVED

12/23/83

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

Jan 4, 1984  
Date

*Robert H. Hatcher*  
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

Zones

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Marvin H. Kabakoff

5. TEL EXT

07-693-7249  
8-273-7249

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

19 DEC 1983

D. SIGNATURE OF AGENCY REPRESENTATIVE

*John Henry Hatcher*

E. TITLE

JOHN HENRY HATCHER, PhD  
Archivist of the Army

7. ITEM NO

8. DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)

9. SAMPLE OR  
JOB NO

10. ACTION TAKEN

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.

This schedule covers only those records of U. S. Army Zones located in NPRC. Consequently, it is not applicable to current records.

Unless otherwise noted, the item numbers listed in column 9 correspond to those in AR 340-18.

*22/1/84*

*No more Data sheet Required*

*GKP & Agency sent 1-20-84 by DMW.*

Zones Creating Records Maintained at NPRC

U. S. Army Communication Zone, Europe  
Korean Communication Zone  
U. S. Army Communication Zone BASEC, Poitiers  
First Transportation Zone, Pittsburgh  
Second Transportation Zone, Memphis  
Third Transportation Zone, St. Louis, Kansas City  
Fourth Transportation Zone, Fort Douglas, Utah

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

Command Programs, ca. 1955-57, 2 in.  
Command Report Files, ca. 1952-65, 1.2 ft.  
General Orders, ca. 1954-65, 1.3 ft.  
Installation Diary Files, ca. 1954-64, 4 in.  
Management Improvement Project Files, ca. 1953-57, 3 ft.  
Management Survey Files, ca. 1959-62, 2 in.  
Military Historians Files, ca. 1953-56, 2 ft.  
Operating Program Briefing Files, ca. 1962-64, 1 in.  
Operating Program Progress Reports, ca. 1953-60, 1.3 ft.  
Operations Planning Files, ca. 1957-62, 8 in.  
Organization Planning Files, ca. 1952-64, 3 ft.  
Regulations, ca. 1963-65, 9 in.  
SOP, ca. 1953-63, 4 in.  
Unit History Files, ca. 1952-64, 7 in.

List of Items in this Schedule

1. Intelligence General Correspondence Files
2. Intelligence Report Files
3. Counter-Intelligence Spot Reports
4. Zone Program Files
5. Conference Files
6. Newspaper Files
7. General Correspondence Files
8. Memorandums
9. Circulars
10. Letters
11. Manuals
12. Pamphlets
13. Directives
14. Bulletins
15. Sketch Book of Outsize Equipment
16. Army Exchange Historical Files

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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>Intelligence General Correspondence Files, ca. 1953-57, 6 in.</u></p> <p>Letters, reports, memorandums, and other correspondence created by the European Communications Zone relating to the administration of intelligence and espionage activities in Europe, and especially in Germany, in the mid-1950's. Included is information on the organization and function of intelligence operations, and on a variety of missions. The series also contains routine, procedural correspondence relating to the day-to-day activities of the creating units.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>	501-01	
2	<p><u>Intelligence Report Files, ca. 1953-57, 1.5 ft.</u></p> <p>Various types of intelligence and espionage reports created by the Intelligence Section of the European Communications Zone in the mid-1950's, and pertaining to activities in France and Germany. Included are reports on political, economic, social, and labor conditions in France, with data on communist activities, French press, U. S. public relations work, and U. S. - French relations. The series also contains issues of a Monthly Intelligence Digest with summaries of intelligence work on French attitudes and security, communism and the labor movement, and other developments in France. The bulk of the series is composed of intelligence reports on West German political organizations, and "special" intelligence reports on the German Democratic Republic, based on espionage and data from informants, including sketches of East German military installations and information on sources of opposition to the regime.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>		

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3	<p><u>Counter-Intelligence Spot Reports</u>, ca. 1953-59, 1 in.</p> <p>Brief intelligence and espionage reports and summaries from the G-2 section of the European Communications Zone in the mid-1950's. Items concern events and developments in France and Germany and generally pertain to social, economic, labor, and political activities.</p> <p><u>Permanent</u>. Offer to NARS immediately upon approval of this schedule.</p>		
4	<p><u>Zone Program Files</u>, ca. 1953-56, 7 in.</p> <p>Letters, memorandums, reports, staffing charts, and other correspondence from transportation zones relating to mission, organization, and functions of the zones and of the transportation board. Includes staffing charts, task lists, and management improvement reports.</p> <p><u>Permanent</u>. Offer to NARS immediately upon approval of this schedule.</p>		
5	<p><u>Conference Files</u>, ca. 1953-60, 6 in.</p> <p>Transcripts, reports, minutes, and other items created at Zone Transportation Conferences, in which heads of each transportation zone participated. Topics include missions and operations of transportation zones, rules and regulations affecting them, and various problems encountered in the fulfillment of their mission.</p> <p><u>Permanent</u>. Offer to NARS immediately upon approval of this schedule.</p>		
6	<p><u>Newspaper Files</u>, ca. 1954-59, 2 in.</p> <p>Weekly publications of Advance Section of European Communication Zone, containing local news relating to U. S. personnel, zone news and announcements, information on the French, sports news, travel advice, and many traffic safety hints.</p> <p><u>Permanent</u>. Offer to NARS immediately upon approval of this schedule.</p>	413-05	

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7	<p><u>General Correspondence Files, ca. 1948-62, 33 ft.</u></p> <p>Letters, memorandums, reports, and other correspondence relating to a wide variety of functions and activities of zones. The vast bulk of this correspondence concerns ephemeral transactions and procedures relating to the day-to-day operations of the creating unit, such as claims and repairs, supplies, property acquisition and disposal, freight traffic and requisitions, and bills of lading, transit, and consignment files. Also included are historical reports and conference files pertaining to zone mission and operations, and correspondence on U. S. petroleum installations in France. This item is applicable not only to centralized General Administrative Files, and Correspondence Files, but also to specific administrative files maintained by individual offices and identified on NPRC finding aids as Training, Sanitation, Security, 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, nor to specific series or portions of administrative files described and provided for elsewhere in this schedule.</p> <p>a. Historical reports (314.7); conference files (337); items from other series - command reports and programs, intelligence administrative and reporting files - which have been combined with general correspondence files.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p> <p>b. All other general correspondence files.</p> <p>Destroy immediately upon approval of this schedule.</p>	AR 345-220/18D and other items in the AR 345-200 series	

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8	<p><u>Memorandums</u>, ca. 1954-63, 1.7 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	
9	<p><u>Circulars</u>, ca. 1955-65, 2.2 ft.</p> <p>Issuances published for 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: <u>Destroy</u> immediately upon approval of this schedule.</p>	227-01	

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10	<p><u>Letters</u>, ca. 1951-59, 9 in.</p> <p>Numbered and unnumbered issuances from the European Communications Zone, used to advise subordinate sections of changes in policies and procedures, or provide them with information necessary to fulfill their mission. Included are Mission Letters, which document present and new missions for subordinate units of the Communications Zone. Also labelled as "Letters" on NPRC finding aids are a collection of letters between the Zone Liaison Mission and its French counterpart relating to U. S. use of French properties and sites, and correspondence on claims and complaints concerning Zone use of appropriated properties.</p> <p>a. Mission letters.</p> <p><u>Permanent</u>. Offer to NARS immediately upon approval of this schedule.</p> <p>b. All other letters.</p> <p>Destroy immediately upon approval of this schedule.</p>	227-01	
11	<p><u>Manuals</u>, ca. 1953-62, 1 ft.</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	

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12	<p><u>Pamphlets</u>, ca. 1955-65, 4 in.</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	
13	<p><u>Directives</u>, ca. 1954-60, 7 in.</p> <p>Numbered weekly issuances of communication zones, generally with an effectiveness of 90 days, containing routine announcements and procedures, similar in purpose to daily bulletins. Topics covered include uniforms to be worn, income tax information, lectures, special activities, and similar matters.</p> <p>Destroy immediately upon approval of this schedule.</p>	227-01	
14	<p><u>Bulletins</u>, ca. 1954-63, 2 ft.</p> <p>Numbered issuances used to convey official and unofficial information of an advisory or informative nature. Issued by communication zones for plethora of purposes, such as announcements of various types, routine maintenance and repair procedures, and transmittal of information received from higher-level offices.</p> <p>Destroy immediately upon approval of this schedule.</p>	227-01	

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15	<p><u>Sketch Book of Outsize Equipment</u>, ca. 1956-58, 1 in.</p> <p>Book of scale drawings of outsize or heavy equipment, such as trucks, trailers, howitzers, etc., belonging to the European Communications Zone. The drawings include shipping instructions, and are used to coordinate special arrangements with the Central Office of French railroads.</p> <p>Destroy immediately upon approval of this schedule.</p>		
16	<p><u>Army Exchange Historical Files</u>, ca. 1953-55, 1/4 in.</p> <p>Letters, memorandums, and minutes of meetings of French Central Exchange of the European Communications Zone, the equivalent to the regular Army exchange. Material concerns items available for sale to military personnel in Europe, and problems pertaining to procuring these items, determining which items to sell, and similar matters.</p> <p>Destroy immediately upon approval of this schedule.</p>		