

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-338-84-02

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 2/9/2022

## **ACTIVE ITEMS**

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

Items 1, 2, 8-12 and 14

## **SUPERSEDED AND OBSOLETE ITEMS**

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

These are temporary items that are not in Archives and Records Centers Information System (ARCIS) and presumed destroyed:

Items 3-7, 13 and 15-17

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

LEAVE BLANK

JOB NO.

**NCI-338-84-2**

DATE RECEIVED

**3/23/84**

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

**3-29-84** *John Henry Hatcher*  
Date 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  
Services

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER  
Patricia M. Rhodes

5. TEL. EXT.  
07-693-7249  
08-273-7249

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 <b>20 MAR 1984</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>John Henry Hatcher</i>	E. TITLE <b>JOHN HENRY HATCHER, PHD Archivist of the Army</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>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 Services located in NPRC. Consequently, it is not applicable to current records.</p> <p>Unless otherwise noted, the item numbers cited in Column 9 correspond to those in AR 340-18.</p>		<p>18 items</p>

115-107 Agency, NNM, NNB & NCW SENT 4-13-84 by DMW.  
**No Mass Data Change Required**

Records included in this schedule were created by the following Services:

Army Map Service

Headquarters - Washington, D.C.

Field Offices - Providence, RI; San Antonio, TX; Kansas City, MO; Far East

Development and Proof Service - Aberdeen Proving Ground, MD

Ordnance Technical Intelligence Service - Aberdeen Proving Ground, MD

RYCOM Chemical Service - Ruyukus Islands

RYCOM Engineer Service - Ruyukus Islands

RYCOM Ordnance Service - Ruyukus Islands

RYCOM Quartermaster Service - Ruyukus Islands

RYCOM Signal Service - Ruyukus Islands

RYCOM Transportation Service - Ruyukus Islands

Veterinary Food Inspection Service - Chicago, IL

Armed Forces Press, Radio, and Television Service - New York, NY

Signal Service - Ft. Clayton, Panama Canal Zone

Military Personnel Procurement Service - New York, NY

Quartermaster Technical Training Service - Ft. Lee, VA

Military Traffic Management and Terminal Service - Brooklyn, NY

Psychological Warfare Service - Far East

Army Dental Service - Far East

Property Disposal Service - Europe

List of items in this Schedule, arranged on the basis of creating Organization(s):

Records created only by Army Map Service (AMS):

Recommended for Permanent retention:

1. Project Vanguard Files, ca. 1957-60, 3 cu.ft.
2. Field Office Chiefs' Conference, 1961, 2 ins.

Recommended for immediate Destruction:

3. Circulars, ca. 1963-65, 1/4 in.
4. Contractor Reliability Case Files, ca. 1951-53, 1 in.
5. Facilities Control Files, ca. 1951-60, 1 cu.ft.
6. Management Survey Files, ca. 1958-62, 2 cu.ft.
7. Work Simplification Proposal Files, ca. 1955-60, 3 ins.

Records created by Development and Proof Service (DPS) and/or Ordnance Technical Intelligence Service (OTIS):

Recommended for Permanent retention:

8. Research and Development Project Files, ca. 1923-54, 99 cu.ft. (DPS)
9. OTIO's ca. 1954-67, 6 cu.ft., (DPS & OTIS)
10. Ordnance Technical Intelligence Summaries, 1958, 5 ins. (OTIS)
11. Technical Report Record Files, 1961, 4 1/2 ins. (DPS)
12. Acceptance Test Procedures, 1958, 1/4 ins. (DPS)

Recommended for immediate Destruction:

13. Staff Letters, ca. 1955-56, 1 in. (DPS)

Records created by various Services:

Recommended for Permanent retention:

14. Manuals, ca. 1936-66, 5 ins. (AMS, DPS, RYCOM Ordnance Service, RYCOM Transportation Service)

Recommended for immediate Destruction:

15. Bulletins, ca. 1954-66, 2 cu.ft., (AMS; RYCOM Quartermaster Service, RYCOM Transportation Service, RYCOM Ordnance Service, RYCOM Signal Service, Property Disposal Service, Military Personnel Procurement Service, Canal Zone Signal Service, USAFFE Psychological Warfare Service)
16. Memorandums, ca. 1948-63, 2 cu.ft., (AMS, DPS, Press, Radio and Television Service, Quartermaster Technical Training Service, Canal Zone Signal Service, Property Disposal Service; and RYCOM Engineering; Ordnance, Quartermaster, Transportation, and Signal Services)

2.

17. General Correspondence Files, ca. 1942-63, 43 cu.ft. (AMS, Military Personnel Procurement Service, Defense Traffic Management Service, RYCOM Chemical Engineering, Ordnance, Quartermaster, Signal, and Transportation Services, and Technical Training Services)
18. Management Improvement Project Files, ca. 1951-62, 3 1/2 cu.ft., (AMS, Military Personnel Procurement Service, RYCOM Engineering and Ordnance Service)

1. Project Vanguard Files, ca. 1957-60, 3 cu.ft.

These are the records from six "picket fence" stations operated by the U.S. Army as an activity of the International Geophysical Year. The mission was two-fold: 1.) to determine the passage of a Vanguard satellite, and 2.) to receive the scientific information transmitted by radio from each satellite. The stations, were located at Havana, Cuba; Quito, Equador; Santiago, Chile; Antofagasta, Chile; Ft. Stewart, Georgia; and Lima, Peru. Originally the Army Map Service, creator of this series, participated in the Navy's Project Vanguard, which failed in its attempt at the first U.S. satellite. Later, the Vanguard stations successfully tracked all U.S. satellites placed in orbit between January 31, 1958 and February 28, 1959, at which time the project was turned over to the National Aeronautics and Space Administration. In addition, they tracked Russia's Sputnik I in 1957. These files include history, correspondence, messages, regulations, progress reports, strength reports, and copies of orders.

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

*Publications of the*

2. Field Office Chiefs' Conference Files, 1961, 2 ins.

A set of manuals and pamphlets regarding the mission, policies, procedures, etc., of the San Antonio Field Office of the Army Map Service, in particular, and to a lesser extent for all other offices of the AMS in general. These are the record copies created and maintained by the San Antonio Office and painstakingly detail the workings of the Army Map Service.

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

3. Circulars, ca. 1963-65, 1/4 in.

227-01

Issuances describing The Army Functional File System (TAFFS). Created by and for the San Antonio Field Office of the Army Map Service.

Destroy immediately upon approval of this schedule.

4. Contractor Reliability Case Files, ca. 1951-63, 1 in.

505-13

Correspondence relating to obtaining security clearances for employees contracted by Department of Defense. Created by Army Map Service.

Destroy immediately upon approval of this schedule.

5. Facilities Control Files, ca. 1951-60, 1 cu.ft.

201-01A

Letters, reports, memorandums, and other correspondence relating to the acquisition, construction, condition, repairs, transfer, utilization, or closing of specific facilities. Created by Army Map Service, Washington

Destroy immediately upon approval of this schedule.

2.

6. Management Survey Files, ca. 1958-62, 2 cu ft. 217-01

Case files and other documents from the Comptroller and Mail Management Branches of the Washington Headquarters of the Army Map Service. These records are concerned primarily with efficiency and cost reduction efforts, and have virtually no archival value.

Destroy immediately upon approval of this schedule.

7. Work Simplification Proposal Files, ca. 1953-61, 4 ins. 216-03

Documents relating to simplification of specific work procedures. Subject matter is routine and mundane: proposals for transferring responsibility for periodic reports within the U.S. Army Map Service from one office to another, revised procedures for procurement of supplies, use of office equipment, etc. Also includes Procedural Standardization Files.

Destroy immediately upon approval of this schedule.

8. Research and Development Project Files, ca. 1923-54, 99 cu.ft.

These records are from Aberdeen Proving Ground's Development and Proof Service, and are composed of final reports and interim progress reports tracing the development of various types of military equipment, and refinements in existing equipment. Series may include reports, narratives, drawings, photographs, charts, graphs, lists, test results, scientific and raw data files, and laboratory notes.

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

9. OTIO's, ca. 1954-57, 6 cu.ft.

Record copies of reports prepared by the Ordnance, Technical Intelligence Service, Aberdeen Proving Ground. These are a series of reports, prepared by the Army Chief of Ordnance, regarding analysis of arms and other types of military material produced by foreign nations. These analyses were done either by acquiring and studying the actual objects, or by translating treatises about the subjects into English from the original language. Although the majority of reports concern Soviet Union products, there are also some from many other countries, including NATO nations and Iron Curtain satellites.

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

10. Ordnance Technical Intelligence Summaries, 1958, 5 ins.

Monthly editions of a publication created by the Ordnance Technical Intelligence Service of Aberdeen Proving Ground. This publication was a digest of articles based on intelligence documents concerning foreign and domestic ordnance items. The purpose of these Summaries was to keep Aberdeen personnel apprised of current trends and of predicted future developments in their technical fields. These are record copies.

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

3.

11. Technical Report Record Files, 1961, 4 cu.ft. 1304-14

Near-print volumes containing technical reports on the development and performance of various items. Topics include ordnance, ballistics, and the like; the reports may be preliminary, quarterly, interim, or final. Many of these pertain to performance tests of previously developed items; others to tests on newer items.

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

12. Acceptance Test Procedures, 1958, 1/4 ins.

Outline of routine procedures to be used for testing performance of various shells, cartridges, and other munitions. Created by Development and Proof Service, Aberdeen Proving Ground.

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

13. Staff Letters, ca. 1955-56, 1 in. 227-01

Official statements which are not of a policy or procedural nature but rather of a general informational nature, dealing with such topics as cut-off dates for submission of purchase requests, automobile registration, refuse disposal, and maintenance of office reading files. From Development and Proof Service.

Destroy immediately upon approval of this schedule.

14. Manuals, ca. 1936-66, 5 ins. 227-01

Record copies of printed manuals giving final reports on items produced through various Research and Development facilities at Aberdeen Proving Ground; created by Development and Proof Service. Also, record copy of policy manual regarding both military and civilian personnel, created by Army Map Service, Washington.

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

15. Bulletins, ca. 1954-66, 2 cu.ft. 227-01

Issuances used to convey official and unofficial information of an advisory, informative, or directive nature. Although bulletins often provide important instructional matter, those examined in this appraisal were all quite routine. Examples: notices about recent hirings, promotions, and retirements; reminder to vote in National elections; safety hints; good wishes for holidays. Created by following types of Services: Engineering, Map, Military Personnel Procurement, Ordnance, Property Disposal, Psychological Warfare, Quartermaster, Signal, and Transportation.

Destroy immediately upon approval of this schedule.



4.

16. Memorandums, ca. 1948-63; 2 cu.ft.

227-01

Issuances used for a variety of purposes, which may range from dissemination of significant, world-wide policies, to publication of short-term administrative procedures. However, all of the Memorandums from Services seem to be of the latter type. Examples: an index of forms, schedule of holidays, and lists of visitors, from the San Antonio field office of the Army Map Service; schedules for Officer of the Day, from Development and Proof Service; assignment of civilian personnel to employee advisory committees at Press, Radio and Television Service. Records are also from other office of Army Map Service; the Engineering Ordnance, Quartermaster, Transportation, and Signal Services of RYCOM; Property Disposal Service; Canal Zone Signal Service; and Quartermaster Technical Training Service.

Destroy immediately upon approval of this schedule.

17. General Correspondence Files, ca. 1942-63, 43 cu.ft.

EAR-345-220-18D

Letters, memorandums, reports, messages, and other forms of correspondence relating to a wide variety of functions and subjects. These files are concerned with extremely mundane, routine operations and procedures, such as procurement of supplies, designation of security officers, transmittals for changes to manuals, travel plans for personnel, briefings, debriefings, and the like-matters generally temporary in nature rather than being established, long-term procedures.

This item is applicable not only to those records labelled "General Correspondence/Administrative Files" but also to: Civilian Personnel Administrative Files, Management Improvement Administrative Files, Procurement Administrative Files, Training Administrative Files, Installation and Facility Security Administrative Files, Intelligence Correspondence Files, and any other records listed on NPRC finding aids as "Correspondence" or "Administrative" Files, except those specifically described elsewhere in this schedule.

The various Correspondence Files were created by the following types of Services: Chemical, Defense Traffic Management, Engineering, Map, Military Personnel Procurement, Ordnance, Quartermaster, Signal, Technical Training, and Transportation.

Destroy immediately upon approval of this schedule.

18. Management Improvement Project Files, ca. 1951-62, 3 1/2 cu.ft.

216-01

Documents relating to proposed changes in work methods, management, and cost reduction. Includes correspondence, studies, statistical data, recommendations, and the like. Generally created by Forms, Comptroller, or Management Offices and possessing no archival value. Created by Army Map Service, Military Personnel Procurement Service, and the Engineering and Ordnance Services of RYCOM.

Destroy immediately upon approval of this schedule.