

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK
JOB NO NC1-338-84-4
DATE RECEIVED 8-31-84
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.
<i>Only Ex</i> <i>John Henry Hatcher</i> 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
Elements

3. MINOR SUBDIVISION

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

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 16 AUG 1984	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>John Henry Hatcher</i>	E. TITLE JOHN HENRY HATCHER, PHD Archivist of the Army
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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 Elements 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>		<i>15 items</i>

List of U. S. Army Elements Having Organizational Records at NPRC

U. S. Army Element
Allied Forces Central Europe

U. S. Army Element
Allied Forces Northern Europe

U. S. Army Element
Allied Forces Southern Europe

U. S. Army Element
American Forces Network

U. S. Army Element
Air Passenger Center, — ?

U. S. Army Element
Armed Service Police
U. S. Naval Gun Factory
Washington, DC

U. S. Army Element
Central Army Group
U. S. Forces — ?

U. S. Army Element
Defense Atomic Support Agency
Sandia Base, NM

6th U. S. Army Support Element
U.S.A. Electronic Proving Ground
Ft. Huachuca, AR

U. S. Army Element
Far East Exchange Service

2nd U. S. Army Support Element
Ft. George Meade, MD

U. S. Army Garrison and Logistical Support Operating Element
Camp Roberts, CA

U. S. Army Element
Hawaiian Armed Services Police

U. S. Army Element
Joint Communications Relay Center, Japan

U. S. Army Element
Joint U. S. Military Advisory Group
Bangkok, Thailand

Logistical Support Element
Presidio of Monterey, CA

U. S. Army Element
Military Assistance Advisory Group, Japan

U. S. Army Element
Military Assistance Advisory Group, Taiwan

U. S. Army Element
U. S. Military Liaison to C.I.C. Group of Soviet Forces in Germany

U. S. Army Element
School of Music
U. S. Naval Receiving Station
Washington, DC

U. S. Army Support Element
U. S. Army Pacific
Philippines

U. S. Army Element
Pacific Stars and Stripes, Korea

U. S. Army Element
SEATO (Southeast Asia Treaty Organization)

U. S. Army Element
Headquarters, SHAPE (Supreme Headquarters Allied Powers in Europe)

U. S. Army Element
School of Music
U. S. Naval Amphibious Base
Norfolk, VA

U. S. Army Element
Special Weapons Project
Sandia Base, NM

U. S. Army Element
Taiwan Defense Command

U. S. Army Transportation Airfield Operating Element
Ft. Eustis, VA

U. S. Army Transportation Amphibious Training Augmentation Element
Ft. Story, VA

The following series, included among the records of U. S. Army Elements, are located at NPRC but are not described in this schedule because they have been previously appraised as permanent:

General Orders, ca. 1951-65, 2 cu. ft.
Management Improvement Project Files, 1958, 1 in.
Operations Planning Files, ca. 1957-58, 1 in.
Organization Planning Files, ca. 1952-60, 3 in.
Regulations, ca. 1964-65, 1 in.
Unit Histories, ca. 1958-59, $\frac{1}{2}$ in.

List of Items in this Schedule

1. General Correspondence Files
2. Weekly Information Report Files
3. Training Notes
4. Directives
5. Circulars
6. Memorandums
7. Bulletins
8. Manuals

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>General Correspondence Files</u>, ca. 1951-57, 2 cu. ft.</p> <p>Letters, memorandums, reports, and other correspondence relating to a wide variety of functions and activities. This item applies to all Element records identified on NPRC finding aids as "Correspondence Files" or "Administrative Files", except those specifically described elsewhere in this schedule, or those which have been previously appraised for permanent retention.</p> <p>a. Records from the U.S. Army Element, Pacific <u>Stars and Stripes</u>, Korea; and from the U.S. Army Element, U.S. Army Pacific, Philippines, as well as files from other Elements which contain significant information regarding important policies, procedures, functions or missions of a continuing nature:</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 & other items in the AR 345-200 series.
2.	<p><u>Weekly Information Report Files</u>, 1958-59, 1½ in.</p> <p>Reports published by the U.S. Army Element of the Armed Forces Network, Europe, detailing each week's activities. Includes information about both the programming and the technical aspects of radio broadcasting. Mentions interviews with highly-placed government officials and show business stars, and coverage of various news events.</p> <p><u>Permanent</u>. Offer to NARS immediately upon approval of this schedule.</p>		
3.	<p><u>Training Notes</u>, 1961, 1 in.</p> <p>Issuances, both numbered and unnumbered, by the U.S. Army Element, Joint United States Military Advisory Group of Thailand. These contain copious amounts of information about jungle operations and guerilla warfare; and depict the U.S. Army's interest in these subjects at the beginning of the 1960's. Mentions application of these subjects to situation in Indochina at that time.</p> <p><u>Permanent</u>. Offer to NARS immediately upon approval of this schedule.</p>		

2 ITEM NO.	3 DESCRIPTION OF ITEM (Must include Dates or Retention Periods)	4 SAMPLE OR JOB NO.	5 ACTION TAKEN
4.	<p><u>Directives</u>, ca. 1958-60, 4 in.</p> <p>Issuances published to disseminate information or guidance on various matters.</p> <p>a. Directives containing significant information concerning functions and/or activities of U.S. Army elements:</p> <p><u>Permanent</u>. Offer to NARS immediately upon approval of this schedule.</p> <p>b. All other directives:</p> <p>Destroy immediately upon approval of this schedule.</p>	227-01	
5.	<p><u>Circulars</u>, ca. 1960, 2 in.</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 Immediately</u> upon approval of this schedule.</p>	227-01	
6.	<p><u>Memorandums</u>, ca. 1951-64, 2 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>	227-01	

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ITEM NO.3
DESCRIPTION OF ITEM
(Include Dates or Retention Periods)4
SAMPLE OR
JOB NO.5
ACTION TAKEN6.
Cont.

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

b. All other memorandums.

Destroy immediately upon approval of this schedule.

7.

Bulletins, ca. 1951-60, 2 cu. ft.

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.

a. Bulletins containing significant information concerning functions and/or activities of elements.

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

b. Daily bulletins.

Destroy immediately upon approval of this schedule.

c. All other bulletins.

Destroy immediately upon approval of this schedule.

8.

Manuals, ca. 1960-61, 1 in.

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.

a. Manuals containing policies and responsibilities; organization and function; significant procedures; or important information

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

b. All other manuals.

Destroy immediately upon approval of this schedule.

227-01

227-01