

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N2-393-87-001

This schedule provided disposal authority for records previously accessioned into the holdings of the National Archives.

Per NARA Directive 1540 – *Reappraisal and Deaccessioning of Archival Federal Records*:

An internal disposal is the permanent removal of a discrete set of an accessioned series of records from NARA's physical and legal custody, from any number of physical locations (up to and including all physical locations), because they have been reappraised as temporary, without affecting the existing disposition authority for any remaining records. This removal can result in the records being destroyed, permanently returned to an agency, or donated to another organization.

It is assumed that the schedule was implemented after the record scheduling process was completed (concurrence by the agency, notice to the public via the Federal Register, and approval by the Archivist of the United States).

Date Reported: 11/18/2020

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REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK JOB NO. N2-393-87-1	
Page 1 of 2 TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		DATE RECEIVED 6/23/87	
1 FROM (Agency or establishment) National Archives and Records Administration		NOTIFICATION TO AGENCY In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
2 MAJOR SUBDIVISION Military Archives Division		DATE 10/23/87	
3 MINOR SUBDIVISION Military Projects Branch		ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>	
4 NAME OF PERSON WITH WHOM TO CONFER Robert H. Gruber		5 TELEPHONE EXT 523-3071	
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, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence ☐ is attached, or ☐ is unnecessary

B DATE	C SIGNATURE OF AGENCY REPRESENTATIVE	D TITLE
6/12/87	<i>[Signature]</i>	Director, Military Archives Division
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION
	This job seeks the disposal of 544 cubic feet of routine administrative or personnel related records of U.S. Army posts, mostly dating from the 1870's through the World War I era, with a few dating as late as 1940. The records were found among those of U.S. Army Continental Commands, 1821-1920, Record Group 393, in the course of compiling an inventory for the army post records. The records herein proposed for disposal have been determined to lack the essential informational, evidential, or intrinsic value necessary to justify their permanent retention. Information either identical to or similar to that found in many of them is available from other records among the holdings of the Military Archives Division. The records are described below in 14 general types or categories.	
1.	SPECIAL AND UNIT ORDERS RELATING TO ROUTINE DUTY ASSIGNMENTS AND PERSONNEL MATTERS AFFECTING POST GARRISONS, 1917-31, 343.5 cubic ft.	
2.	DESCRIPTIVE BOOKS AND LISTS PERTAINING TO POST OFFICER AND ENLISTED PERSONNEL, 1882-1918, 9.6 cubic ft.	
3.	ROSTERS OF ROUTINE DUTY ASSIGNMENTS FOR POST OFFICER AND ENLISTED PERSONNEL, 1870-1923, 7 cubic ft.	
4.	DAILY FORM REPORTS RELATING TO GUARD DUTY PERFORMED BY POST OFFICERS AND ENLISTED MEN, 1871-1924, 4.5 cubic ft.	
5.	DAILY MORNING REPORTS PREPARED ON FORMS AND CONTAINING ROUTINE STATISTICAL INFORMATION ON POST MILITARY PERSONNEL, 1871-1924, 30.8 cubic ft.	
		10 ACTION TAKEN (NARS USE ONLY)

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION		JOB NO	PAGE
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
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6.	ROUTINE RECORDS RELATING TO POST MILITARY AND CIVILIAN PERSONNEL, 1873-1940, 25.5 cubic ft. Registers and rosters of military and civilian employees; time books; 201-type files; records relating to travel, leave, furloughs, passes, absences, discharges, transfers, and desertions; pay rolls of military and civilian personnel, and records relating to garrison or summary courts-martial of post enlisted men.		
7.	RECORDS RELATING TO ROUTINE CLINICAL TREATMENTS AND EXAMINATIONS OF INDIVIDUAL MILITARY PERSONNEL IN POST HOSPITALS AND BY POST SURGEONS, 1886-1916, 56.3 cubic ft.		
8.	ROUTINE FORM REPORTS OF SICK AND WOUNDED MILITARY PERSONNEL, 1871-1934, 7.7 cubic ft.		
9.	CORRESPONDENCE RELATING TO PHYSICAL EXAMINATIONS AND ROUTINE HEALTH PROBLEMS OF POST MILITARY PERSONNEL, 1917-24, 14.5 cubic ft.		
10.	ROUTINE ADMINISTRATIVE RECORDS RELATING TO MILITARY PRISONERS, 1877-1918, 5.5 cubic ft. Administrative and statistical reports and returns and case files, records of employment and merit, registers of punishments, and records of clothing issues and accounts relating to individual prisoners.		
11.	ROUTINE ADMINISTRATIVE RECORDS RELATING TO RECRUITING OF ENLISTED PERSONNEL, 1891-1917, 9.6 cubic ft. Administrative and statistical reports, correspondence, returns, and orders relating to recruiting parties, recruit examinations, and recruit enlistment and reinlistment. Also included are some registers of recruits.		
12.	ROUTINE ADMINISTRATIVE RECORDS RELATING TO THE ISSUANCE OF CLOTHING, RATIONS, AND OTHER SUPPLIES TO THE POST GARRISON, 1870-1920, 5.4 cubic ft. Reports, accounts, receipts, vouchers, and receipts.		
13.	MISCELLANEOUS ROUTINE FINANCIAL AND ADMINISTRATIVE RECORDS, 1870-1940, 6.1 cubic ft. Administrative correspondence, reports, communications or mail logs, orders, accounts, vouchers, and receipts.		
14.	INDEX VOLUMES TO UNIDENTIFIED POST RECORD BOOKS, ca. 1870-1916, 18 cubic ft. Index volumes cannot be matched to any extant post record books.		