

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

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JOB NO <b>NC 1-AU-88-88</b>	
DATE RECEIVED <b>DEC 20 1976</b>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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>2-4-77</i> Date	<i>James S. Rhoads</i> 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  
The Adjutant General Center

3. MINOR SUBDIVISION  
Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL. EXT

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 4 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 <i>1-26-77</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Cassell G. Pomeroy for</i> S. J. POMRENZE	E. TITLE Chief, Records Management Division, TAGCEN
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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>Located at the National Personnel Records Center (Military), St. Louis, Missouri, are Army organizational records generally dating from the mid 1950's through the 1960's. These records are now being reviewed for the purpose of determining their ultimate disposition. The submission of this SF-115 covering lower echelon organizational records is a result of this effort.</p> <p><u>ORGANIZATIONAL HISTORY FILES FOR UNITS BELOW THE REGIMENTAL COMMAND LEVEL</u></p> <p>This item covers organizational history files created by units below the regimental command level. These units are listed on Attachment I to this disposition request. The history files were retired by units being inactivated, disbanded, or reduced to zero strength, and occasionally by active units that failed to follow correct disposition procedures. Most of the histories were retired during the years 1954-58 when the strength of the active Army was being reduced from 20 divisions to 15 and the pentomic division concept was being implemented. A sampling of the histories indicates that the</p>	AR 340-2, File No. 2-05.	Samples Attached

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

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	<p>earliest date period covered is 1917 and the latest 1965—but that the majority of them cover the years 1951 through 1957. It is estimated that there are 3,600 individual histories, including supplements, from the units in question and that they total 150 cubic feet in volume.</p> <p>The organizational history files consist of a unit history and annual supplements. Also included, but varying from history to history, are copies of lineage and honors certificates; data on distinctive insignia; citations for organizational decorations; newspaper and magazine clippings, photographs, certificates, letters, programs, and other material relating to special events and ceremonies in which a unit participated and to its basic mission; names of commanders and dates of changes and assumptions of command; copies of letters and orders pertaining to activations, inactivations, redesignations, reorganizations, reductions to zero strength, assignments, attachments, and detachments; and other records and memorabilia documenting a unit's organization and activities.</p> <p>These organizational history files have indefinite value to the concerned units and, it is believed, possess sufficient research value to historians and others to warrant their permanent archival preservation. They are currently listed as "permanent" in AR 340-2, under File No. 2-05, a copy of which is included as Attachment II to this disposition request.</p> <p>DISPOSITION: <u>Permanent. Offer to the National Archives &amp; Records Service</u></p>		
2.	<p><u>OTHER ORGANIZATIONAL RECORDS FROM UNITS BELOW THE REGIMENTAL COMMAND LEVEL</u></p> <p>This item covers all "permanent" organizational records or any other disposable records for which the approved retention period has not yet expired that were created by units below the regimental command (see Attachment I for a listing of them). They generally date from 1954 through 1968. EXCLUDED are the organizational history files mentioned in item 1 above and the reserve unit attendance records discussed in the paragraph below.</p>		

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	<p>The number of record series involved and their volume vary with the level of command, for example, battalions have more than detachments; from unit to unit at the same command level; and from year to year, with most of the records dating from 1954-58, after which their number and volume decrease significantly. These record series are intermixed with a large number of records from the same units that are now disposable but were not so at the time that they were retired. An idea of the exact series involved can be obtained from a review of the permanent record series listed in the Army disposition manuals in use during the 1950's and 1960's: AR 345-292 and AR 345-215, as well as, in a few instances, AR 345-250 through -285. Some series are encountered frequently: publication record sets, consisting of general orders, circulars, memoranda, and daily bulletins (the personnel-type orders, which are included in these sets, are now disposable); emergency planning files; and daily journal files. Other series are found less frequently: administrative files relating to general subject matters and to various specific functions, such as supply or training; and procedural standardization files. These records document the implementation of policy and procedures established at higher echelons of command and the routine, day-to-day operations and activities of these units below the regimental command level. They no longer possess any administrative, legal, or fiscal value to the Army.</p> <p>DISPOSITION: <u>Destroy Immediately.</u></p> <p>Reserve unit attendance records are excluded from disposal under item 2 above. They will be transferred to the Reserve Components Personnel and Administration Center (RCPAC), St. Louis, Missouri, in accordance with the disposition provided for them in AR 340-2, File No. 10-04, a copy of which is included as Attachment III to this disposition request. They are excluded because of their continuing value to RCPAC in documenting attendance of reserve unit members at training or drill sessions. This data is vital to determining the aware of retirement credits. It should be noted that the reserve attendance records in question do not comprise all of</p>		

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	<p>these records from the 1950's and 1960's. Rather, they represent only a few individual retirements of attendance records that were not removed and place in a separation collection at the time of their processing by the former Army Records Center. As such, they will simply fill in missing segments in the RCPAC collection.</p>		