

REQUEST FOR RECO
(See Instr. *ns*)

ION AUTHORITY
(*verse*)

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NC 1 A 4 78 6

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

DATE RECEIVED 31 OCT 1977

1. FROM (AGENCY OR ESTABLISHMENT)
Department of the Army

2. MAJOR SUBDIVISION
The Adjutant General's Office

3. MINOR SUBDIVISION
Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER
John Roach

5. TEL. EXT.
693-1938

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

12-12-80 *D. M. Jones*
Date Archivist of the United States

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 31 Oct 77	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Guy B. Oldaker</i>	E. TITLE Chief, Records Management Division
	GUY B. OLDAKER	

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN																														
1.	<p>Maintenance and Disposition of Facilities Functional Files</p> <p>File description and dispositions are contained in the attached 34 ¹⁴ pages and relate to acquisition, utilization, management, and disposal of real property; design and construction of military projects; installation maintenance; operation of utility plants; performance of engineering services in connection with installations; accounting for real and installed property; housing; cemetery administration; engineering studies and design, construction, operation and maintenance of civil works projects activities.</p> <p>Request approval of permanent retention.</p> <table border="0"> <tr> <td>1502-04</td> <td>1514-11</td> <td>1517-07</td> </tr> <tr> <td>1503-1X</td> <td>1514-12</td> <td>1517-08</td> </tr> <tr> <td>1509-02</td> <td>1515-05</td> <td>1517-11</td> </tr> <tr> <td>1512-01</td> <td>1516-07</td> <td>1517-12</td> </tr> <tr> <td>1518-02</td> <td>1517-02</td> <td>1518-02</td> </tr> <tr> <td>1518-04</td> <td>1517-03</td> <td>1519-16</td> </tr> <tr> <td>1513-05</td> <td>1517-03</td> <td>1522-03</td> </tr> <tr> <td>1514-03</td> <td>1517-04</td> <td>1542-04</td> </tr> <tr> <td>1514-06</td> <td>1517-05</td> <td></td> </tr> <tr> <td>1514-09</td> <td>1517-06</td> <td></td> </tr> </table>	1502-04	1514-11	1517-07	1503-1X	1514-12	1517-08	1509-02	1515-05	1517-11	1512-01	1516-07	1517-12	1518-02	1517-02	1518-02	1518-04	1517-03	1519-16	1513-05	1517-03	1522-03	1514-03	1517-04	1542-04	1514-06	1517-05		1514-09	1517-06			26 items
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1514-09	1517-06																																

*Closed Out: 12-18-80: K.I.J.
Copy sent to Agency, NNA & NNB*

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

1. AR 340-18-15 1508-02 Installation maintenance program files, Documents relating to long-range programs which concern the upkeep of buildings, roads, railroads, and grounds, including insect and rodent control and sanitary fill and dump areas, or other documents necessary to maintain essential data on the conditioning of the above facilities. These files will be retained at the installation and will remain with the buildings and grounds when transferred from the jurisdiction of the Army.
- Item 1
- Permanent.
2. ORGANIZATIONAL LOCATION. Army-wide
3. CURRENT VOLUME. 1260'
4. ANTICIPATED ANNUAL INCREASE. 315'
5. ARRANGEMENT (ALPHA NUMERIC, CHRONO). Alpha
6. JUSTIFICATION FOR PERMANENT RECORDS. Records may be of probable legal, administrative, historical, fiscal or other archival value.
7. REASON RECORDS ACCUMULATE (ARs, etc) ER 1160-2-101 ER 1125-2-304
8. RECORDS WILL BE OFFERED. The permanent files described above will be offered to the National archives 20 years after creation.
9. ADDITIONAL REMARKS.
- Withdrawn

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

- | | | |
|-----------------|---------|---|
| 1. AR 340-18-15 | 1508-03 | Building maintenance files. Documents relating to the criteria, standards, practices, and application of measures for the maintenance, repair, and improvement of buildings and structures at military installations. |
| FILE NUMBER, | | |
| DESCRIPTION, | | |
| AND | | |
| DISPOSITION | | |
| | | a. Office performing Amy-wide staff responsibility . Permanent. <i>Withdrawn</i> |
| | | b. Other offices: Destroy when superseded, obsolete, or no longer required for reference, whichever is first. |
- Item 2*
- | | | |
|--|---|--|
| 2. ORGANIZATIONAL | | |
| LOCATION. | Corps-wide | |
| 3. CURRENT VOLUME. | 30 - 40 feet | |
| 4. ANTICIPATED ANNUAL INCREASE. | 5 feet | |
| 5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO). | Alpha | |
| 6. JUSTIFICATION FOR PERMANENT RECORDS. | Records may be of probable legal, administrative, historical, fiscal or other archival value. | |
| 7. REASON RECORDS ACCUMULATE (ARs, etc) | TL 1110-3-204 | |
| 8. RECORDS WILL BE OFFERED. | The permanent files described above will be offered to the National archives 20 years after creation. | |
| 9. ADDITIONAL REMARKS. | | |

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

1. AR 340-18-15
FILE NUMBER,
DESCRIPTION,
AND
DISPOSITION
- 1508-04 Ground maintenance files. Documents relating to the criteria, practices, and application of measures for the development and improvement of lands of military reservations, including cemeteries and golf courses.
- a,* ~~Offices performing Army-wide staff responsibility: Permanent.~~ *Withdrawn*
- b* Other offices: Destroy when superseded, obsolete, or no longer required for reference, whichever is first.
- Item 3*
2. ORGANIZATIONAL
LOCATION. Corps-wide
3. CURRENT VOLUME. 30 - 40 feet
4. ANTICIPATED ANNUAL INCREASE. 5 feet
5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO). Alpha
6. JUSTIFICATION FOR PERMANENT RECORDS. Records may be of probable legal, administrative, historical, fiscal or other archival value.
7. REASON RECORDS ACCUMULATE (ARs, etc) ER 1130-2-402
8. RECORDS WILL BE OFFERED. The permanent files described above will be offered to the National archives 20 years after creation.
9. ADDITIONAL REMARKS.

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

1. AR 340-18-15
FILE NUMBER,
DESCRIPTION,
AND
DISPOSITION
- 1508-05 Entomology service files. Documents relating to the criteria, practices, and application of measures for insect and rodent control for the protection of personnel, material, buildings, and other facilities.
- a.* ~~Offices performing Army-wide staff responsibility: Permanent.~~ *Withdrawn*
- b.* Other offices: Destroy when superseded, obsolete, or no longer required for reference, whichever is first.
- Item 4*
2. ORGANIZATIONAL
LOCATION. Corps-wide
3. CURRENT VOLUME. 30 - 40 feet
4. ANTICIPATED
ANNUAL INCREASE. 5 feet
5. ARRANGEMENT (ALPHA,
NUMERIC, CHRONO). Alpha
6. JUSTIFICATION FOR
PERMANENT RECORDS. Records may be of probable legal, administrative, historical, fiscal or other archival value.
7. REASON RECORDS
ACCUMULATE (ARs, etc) AR 420-76 Pest control services
8. RECORDS WILL BE
OFFERED. The permanent files described above will be offered to the National archives 20 years after creation.
9. ADDITIONAL REMARKS.

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES.

1. AR 340-18-15 FILE NUMBER AND DESCRIPTION. FN 1508-17

Item
5
Land management files. Documents relating to the preservation, development, improvement, and maintenance of real property of military reservations including control of erosion, dust, and vegetative fire hazards; drainage establishment and maintenance of vegetative cover; control of weeds and noxious plants; and irrigation and supply of water for plant growth on military lands.

- a. ~~Offices performing Army-wide staff responsibility: Permanent~~ *Withdrawn*
b. Other offices: Destroy when superseded, obsolete, or no longer required for reference, whichever is first.

2. ORGANIZATIONAL LOCATION.

Army Installation/MACOM/OCE/DA

3. CURRENT VOLUME.

15 Linear feet

4. ANTICIPATED ANNUAL INCREASE.

1 Linear foot per year
Installation/MACOM/OCE/DA

5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).

Alphabetically by installation

6. JUSTIFICATION FOR PERMANENT RECORDS.

Contains records of probable administrative, historical, legal, fiscal or other archival value.

7. REQUIREMENT FOR ACCUMULATION (ARs ETC.)

AR 420-74

8. RECORDS WILL BE OFFERED.

The permanent files described above will be offered to the National archives 20 years after creation.

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

- | | | |
|-----------------|---------|---|
| 1. AR 340-18-15 | 1515-01 | Military planning, design, and construction correspondence files. Documents relating to the overall function of planning, designing, and construction of projects for the Army, Air Force, and other Government agencies (as assigned), but exclusive of specific files described herein. |
| FILE NUMBER, | | |
| DESCRIPTION, | | |
| AND | | |
| DISPOSITION | | <i>a.</i> OCE: Permanent. Retire after 5 years.
<i>b.</i> Other offices: Destroy after 5 years. |

Item 6

- | | | |
|--|---|--|
| 2. ORGANIZATIONAL | | |
| LOCATION. | OCE | |
| 3. CURRENT VOLUME. | 60 | |
| 4. ANTICIPATED ANNUAL INCREASE. | 15' | |
| 5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO). | Subject/alpha | |
| 6. JUSTIFICATION FOR PERMANENT RECORDS. | Records may be of probable legal, administrative, historical, fiscal or other archival value. | |
| 7. REASON RECORDS ACCUMULATE (ARs, etc) | ER 405-345-100
ER 415-345-12 | |
| 8. RECORDS WILL BE OFFERED. | The permanent files described above will be offered to the National archives 20 years after creation. | |
| 9. ADDITIONAL REMARKS. | | |

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

1. AR 340-18-15 1515-08 Guide specification files. Specifications and related correspondence used as guides for military construction contract specifications.
FILE NUMBER,
DESCRIPTION,
AND
DISPOSITION

Item 7

a. ~~OCE: Permanent. Cut off when superseded or obsolete.~~ *Withdrawn*
b. Other offices: Destroy correspondence after 2 years and specifications when superseded or obsolete.

2. ORGANIZATIONAL
LOCATION. OCE

3. CURRENT VOLUME. 12 feet

4. ANTICIPATED ANNUAL INCREASE. 3 feet

5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO). Subject/alpha

6. JUSTIFICATION FOR PERMANENT RECORDS. Records may be of probable legal, administrative, historical, fiscal or other archival value.

7. REASON RECORDS ACCUMULATE (ARs, etc) TL 1110-3-153
EP 310-1-5
EP 1110-1-5

8. RECORDS WILL BE OFFERED. The permanent files described above will be offered to the National Archives when guide specifications are superseded or obsolete.

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

1. AR 340-18-15 1517-01 Civil works planning and development
FILE NUMBER, correspondence files. Documents
DESCRIPTION, relating to the long-range planning
AND and development of civil works activi-
DISPOSITION ties, but exclusive of specific files
 herein.
- a.* OCE: Permanent.
b. Field offices: Destroy after 5 years.
- Item 8
2. ORGANIZATIONAL
LOCATION. OCE
3. CURRENT VOLUME. 70 feet
4. ANTICIPATED
ANNUAL INCREASE. 15 feet
5. ARRANGEMENT (ALPHA,
NUMERIC, CHRONO). Subject/alpha
6. JUSTIFICATION FOR
PERMANENT RECORDS. Records may be of probable legal, administrative,
historical, fiscal or other archival value.
7. REASON RECORDS ER 70-2-3
ACCUMULATE (ARs, etc) ER 15-2-9
8. RECORDS WILL BE
OFFERED. The permanent files described above will be offered
to the National archives 20 years after creation.
9. ADDITIONAL REMARKS.

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES.

1. AR 340-18-15 FILE NUMBER AND DESCRIPTION. FN 1517-12

Item
9
International Joint Board files. Documents relating to the activities of the US Sections of international boards, established by the International Joint Commission at the request of the Governments of the United States and Canada or Mexico to conduct special studies and investigations concerning boundary waters. Included are minutes of board meetings, public notices, transcripts of public hearing and proceedings, board progress reports to International Joint Commission, instructions and policy statements, reports of inspection trips, supplemental reports, final reports of boards and International Joint Commission, and related correspondence.

OCE: Permanent. Retire on discontinuance of the Board.

2. ORGANIZATIONAL LOCATION.

OCE

3. CURRENT VOLUME.

20 Linear feet/OCE

4. ANTICIPATED ANNUAL INCREASE.

2 Linear feet per year

5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).

Alphabetically by project

6. JUSTIFICATION FOR PERMANENT RECORDS.

Contains records of probable historical, administrative, legal, fiscal or other archival value.

7. REQUIRING DIRECTIVE.

ER's in 1110 Series

8. RECORDS WILL BE OFFERED.

The permanent files described above will be offered to the National archives 20 years after creation.

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES.

1. AR 340-18-15 FILE NUMBER AND DESCRIPTION. FN 1518-02

Special civil works project files. Correspondence, technical reports, agreements, and related documents pertaining to special civil works projects and problems will fall outside routine procedures, including but not limited to such projects as the St. Lawrence Seaway, survey of water resources of Alaska, interstate pollution control, interstate water resources development compacts, investigation for the control of aquatic vegetation in navigable waters, research regarding general mineral resources affected by civil works, and projects affecting the interests of numerous Federal agencies.

OCE: Permanent. Cut off after 5 years and retire after 5 more years.

2. ORGANIZATIONAL LOCATION.

OCE

3. CURRENT VOLUME.

20 Linear feet/OCE

4. ANTICIPATED ANNUAL INCREASE.

1 Linear foot per year

5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).

Alphabetically by project

6. JUSTIFICATION FOR PERMANENT RECORDS.

Contains records of probable historical, administrative, legal, fiscal or other archival value.

7. REQUIRING DIRECTIVE.

ER's in 1110 Series

8. RECORDS WILL BE OFFERED.

The permanent files described above will be offered to the National archives 20 years after creation.

Item
10

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

- | | | |
|-----------------|---------|--|
| 1. AR 340-18-15 | 1520-01 | Operation and maintenance correspondence files. Documents relating to the overall operation and maintenance of civil works projects, but exclusive of specific files described herein. |
| FILE NUMBER, | | |
| DESCRIPTION, | | |
| AND | | |
| DISPOSITION | | |
- a.** OCE: Permanent.
b. Field offices: Destroy after 6 years.

Item 11

- | | | |
|--|---|--|
| 2. ORGANIZATIONAL | | |
| LOCATION. | OCE | |
| 3. CURRENT VOLUME. | 60 feet | |
| 4. ANTICIPATED ANNUAL INCREASE. | 15 feet | |
| 5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO). | Subject/alpha | |
| 6. JUSTIFICATION FOR PERMANENT RECORDS. | Records may be of probable legal, administrative, historical, fiscal or other archival value. | |
| 7. REASON RECORDS ACCUMULATE (ARs, etc) | ER 11-2 Series ER 18-2 Series
ER 570-2-1 ER 15-2-9
ER 350-3-2 ER 70-2-3 | |
| 8. RECORDS WILL BE OFFERED. | The permanent files described above will be offered to the National archives 20 years after creation. | |
| 9. ADDITIONAL REMARKS. | | |

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

- | | | |
|---|--|--|
| <p>1. AR 340-18-15</p> <p>FILE NUMBER,</p> <p>DESCRIPTION,</p> <p>AND</p> <p>DISPOSITION</p> | <p>1521-02</p> | <p>Plant data files. Documents created in connection with the acquisition, operation, maintenance, alteration, repair, identification, hire, lease scheduling assigning accident investigation utilization, redistributions, and disposal civil works aircraft, floating and land plant, structures, and facilities. Included are plant description cards, drawings, photographs, operating and repair reports, and related documents. When plan is transferred, related field office files will be transferred therewith.</p> |
| <p><i>Item 12</i></p> | | |
| <p style="margin-left: 300px;">a. OCE: Permanent. Cut off on final disposition of related plant. <i>withdrawn</i></p> <p style="margin-left: 300px;">b. Other offices: Destroy 2 years after final disposition of plant.</p> | | |
| <p>2. ORGANIZATIONAL</p> <p>LOCATION.</p> | <p>OCE</p> | |
| <p>3. CURRENT VOLUME.</p> | <p>175 feet</p> | |
| <p>4. ANTICIPATED ANNUAL INCREASE.</p> | <p>20 feet</p> | |
| <p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p> | <p>Subject/alpha</p> | |
| <p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p> | <p>Records may be of probable legal, administrative, historical, fiscal or other archival value.</p> | |
| <p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p> | <p>ER 1125-2-300
ER 1125-2-306</p> | |
| <p>8. RECORDS WILL BE OFFERED.</p> | <p>The permanent files described above will be offered to the National Archives 10 years after final disposition of related plant.</p> | |

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

1. AR 340-18-5 1521-05 Marine design and construction files.
 FILE NUMBER, Documents relating to the design of floating
 DESCRIPTION, plant and studies pertaining to marine pro-
 AND jects but exclusive of contract documents re-
 DISPOSITION lating to construction of plant by contract.
 Included are design memoranda; design analysis
 and criteria; calculations; technical specifi-
 cations; plans (original and "as built"); cost
 and weight estimates; photographs; trial per-
 formance studies; test reports; history of
 construction; operation, maintenance and
 instruction manual; prototype testing and
 evaluation data; ENG Form 3083-R (Floating
 Plant Initiation and Completion Design Report);
 ENG Form 3638-R (Floating Plant Design and
 Construction Report); and other related material.
- Item 13*
- a. ~~Marine Design Division, U.S. Army Engineer
 District, Philadelphia: Permanent. Cut Off
 on disposition of plant or removal of plant
 from service. *Withdrawn*~~
- b. Other field offices: Destroy on Disposition
 of plant, except ENG Form 3083-R and ENG
 Form 3638-R will be destroyed after 5 years.
- c. OCE: Destroy after 5 years.
2. ORGANIZATIONAL Marine Design Division, US Army Engineer District,
 LOCATION. Philadelphia.
3. CURRENT VOLUME. 1500 feet
4. ANTICIPATED 75 feet
 ANNUAL INCREASE.
5. ARRANGEMENT (ALPHA,
 NUMERIC, CHRONO). Project/numeric
6. JUSTIFICATION FOR Records may be of probable legal, administrative,
 PERMANENT RECORDS. historical, fiscal or other archival value.
7. REASON RECORDS ER 1110 Series
 ACCUMULATE (ARs, etc) EM 1110 Series
 TL Series
8. RECORDS WILL BE The permanent files described above will be offered
 OFFERED. to the National Archives 10 years ~~on~~ *NEER* disposition of
 plant or removal of plant from service.

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

1. AR 340-18- 1522-08 Federal Power Commission permit and license files. Documents relating to the Chief of Engineers operations under the Federal Power Act which include reports of investigation on applications for Federal Power Commission permits and licenses for development of power affecting navigable waters; supervision of investigations, construction, and operation of projects under such permits and licenses; preparation of special reports as required by Federal Power Commission; and comparable matters. They include applications or declarations of intention, investigations and reports, maps and plans, licenses, permits, public notice hearings, and related correspondence.
- Item 14*
- a. OCE: Permanent. Cut off every 5 years, except that monthly reports will be destroyed after 6 years.
- b. Field offices: Permanent. Cut off on removal of structure except monthly reports will be destroyed after 6 years. *Withdrawn*
2. ORGANIZATIONAL LOCATION. OCE
3. CURRENT VOLUME. 60 feet
4. ANTICIPATED ANNUAL INCREASE. 20 feet
5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO). Subject/alpha
6. JUSTIFICATION FOR PERMANENT RECORDS. Records may be of probable legal, administrative, historical, fiscal or other archival value.
7. REASON RECORDS ACCUMULATE (ARS, etc) ER 1140-2-2 ER 1110-2-1
8. RECORDS WILL BE OFFERED. The permanent files described above will be offered to the National archives 20 years after creation, except that those accumulating at Field Offices will be offered 10 years after removal of structure.