

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

|  |                                |
|--|--------------------------------|
| LEAVE BLANK  |                                |
| JOB NO   | NC1 <i>44</i> 78 39            |
| DATE RECEIVED  | 3 FEB 1978                     |
| 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10. |                                |
| <del>SIGNATURE OF THE ARCHIVIST IS</del>   |                                |
| <del>NOT REQUIRED FOR APPROVAL OF</del>  |                                |
| <del>PERMANENT RETENTION OF RECORDS</del>  |                                |
| 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

The Adjutant General's Center

3. MINOR SUBDIVISION

Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER

James D. McGill

5. TEL. EXT

693-1937

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 6 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   | D. SIGNATURE OF AGENCY REPRESENTATIVE | E. TITLE                           |
| 30 Jan 78 | <i>Guy B. Oldaker</i>                 | Chief, Records Management Division |
|           | GUY B. OLDAKER                        |                                    |

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)   | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|-------------|---|----------------------|------------------|
|             | Files descriptions and dispositions are contained in the attached <u>5</u> pages and relate to the processes of planning, gathering, and evaluating information; and to improving methods and techniques in the field of psychological operations.<br><br>Request approval of <del>permanent retention</del> disposition for the following file series (see attached 5 pages for full descriptions).<br><br>1. 206-01 Psychological operations planning files (Permanent).<br>2. 206-02 Psychological operations research study files (Permanent).<br>3. 206-04 Psychological operations materiel research files (Permanent).<br>4. 206-05 Psychological operations nonmateriel research files (Permanent).<br>5. 206-06 Psychological operations informational files (Temporary, except for samples illustrating Psy-Warfare techniques) NN-169-15.<br><br>Changes made in this schedule and attached pages concurred in by TAGO (Burnham) on 12-10-80.<br><br>RCTagge, NARS/NCD |                      | 5 items          |

*Closed Out: 1-5-81: K.T.D.  
Copy sent to Agency, NNB's NNM*

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

|   |  |
|---|--|
| <p>1. AR 340-18- <u>2</u><br/>FILE NUMBER,<br/>DESCRIPTION,<br/>AND<br/>DISPOSITION</p> | <p><i>File No.</i><br/><b>206-01</b></p> <p><i>Description</i><br/><b>Psychological operations planning files. Documents relating to the development of the psychological operations part of war plans. Included are estimates, annexes, directives, or similar documents. These documents relate to the use of such techniques, propaganda, and political, military, economic, and ideological actions planned and conducted to create in neutral or foreign friendly groups the emotions, attitudes, or behavior to support the achievement of national objectives. They also form a part of, or are preliminary to the development of the operational parts of war plans.</b></p> <p><i>Disposition</i><br/><b>Permanent. Cut off on finalization of related plans.</b></p> |
| <p>2. ORGANIZATIONAL<br/>LOCATION.</p>  | <p>HQDA, Office of Deputy Chief of Staff Operations and Plans, Operations and Readiness Directorate</p>  |
| <p>3. CURRENT VOLUME.</p>   | <p>1 lin ft.</p>   |
| <p>4. ANTICIPATED<br/>ANNUAL INCREASE.</p>  | <p>1 lin ft.</p>   |
| <p>5. ARRANGEMENT (ALPHA,<br/>NUMERIC, CHRONO).</p>                                     | <p>Alphabetical</p>  |
| <p>6. JUSTIFICATION FOR<br/>PERMANENT RECORDS.</p>                                      | <p>Contains records of probable historical, administrative, legal, fiscal or other of archival value.</p>  |
| <p>7. REASON RECORDS<br/>ACCUMULATE (ARs, etc)</p>                                      | <p>FM 33-1 &amp; 5; Army Capability Plan</p>   |
| <p>8. RECORDS WILL BE<br/>OFFERED.</p>  | <p>The permanent files described above will be offered to the National archives 20 years after creation, and in five year blocks.</p>  |
| <p>9. ADDITIONAL REMARKS.</p>   |  |

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|   |   |
|---|---|
| <p>1. AR 340-18- <u>2</u><br/>FILE NUMBER,<br/>DESCRIPTION,<br/>AND<br/>DISPOSITION</p> | <p><b>206-02</b> Psychological operations research study files. Documents produced from data in source materials and relating to psychological operations subjects. Included are studies, monographs, and similar or related documents.</p> <p>Permanent. Cut off when no longer required for current operations.</p> |
| <p>2. ORGANIZATIONAL<br/>LOCATION.</p>  | <p>HQDA, Office of Deputy Chief of Staff Operations and Plans, Operations and Readiness Directorate</p>   |
| <p>3. CURRENT VOLUME.</p>   | <p>1 lin ft.</p>  |
| <p>4. ANTICIPATED<br/>ANNUAL INCREASE.</p>  | <p>1 lin ft.</p>  |
| <p>5. ARRANGEMENT (ALPHA,<br/>NUMERIC, CHRONO).</p>                                     | <p>Alphabetical</p>   |
| <p>6. JUSTIFICATION FOR<br/>PERMANENT RECORDS.</p>                                      | <p>Contains records of probable historical, administrative, legal, fiscal or other of archival value.</p>   |
| <p>7. REASON RECORDS<br/>ACCUMULATE (ARs, etc)</p>                                      | <p>FM 33-1 &amp; 5; Army Capability Plan</p>  |
| <p>8. RECORDS WILL BE<br/>OFFERED.</p>  | <p>The permanent files described above will be offered to the National archives 20 years after creation, and in five year blocks.</p>   |
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| <p>1. AR 340-18- <u>2</u><br/>FILE NUMBER,<br/>DESCRIPTION,<br/>AND<br/>DISPOSITION</p> | <p>206-04 Psychological operations materiel research files. Documents relating to materiel research accomplished in support of psychological operations projects.</p> <p>Permanent. Cut off when no longer required for current operations.</p> |
| <p>2. ORGANIZATIONAL LOCATION.</p>  | <p>HQDA, Office of Deputy Chief of Staff Operations and Plans, Operations and Readiness Directorate.</p>  |
| <p>3. CURRENT VOLUME.</p>   | <p>1 lin ft.</p>  |
| <p>4. ANTICIPATED ANNUAL INCREASE.</p>  | <p>1 lin ft.</p>  |
| <p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>   | <p>Alphabetical</p>   |
| <p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>  | <p>Contains records of probable historical, administrative, legal, fiscal or other of archival value.</p>   |
| <p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>  | <p>FM 33-1 &amp; 5; Army Capability Plan</p>  |
| <p>8. RECORDS WILL BE OFFERED.</p>  | <p>The permanent files described above will be offered to the National archives 20 years after creation, and in five year blocks.</p>   |
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| <p>1. AR 340-18- <u>2</u><br/>FILE NUMBER,<br/>DESCRIPTION,<br/>AND<br/>DISPOSITION</p> | <p>206-05 Psychological operations nonmateriel research files. Documents relating to research programs involving the experimentation and testing of methods and techniques of psychological operations. Included are statements of research tasks, modification of research tasks, and completed studies or evaluations.</p> <p>Permanent. Cut off when no longer needed for current operations.</p> |
| <p>2. ORGANIZATIONAL LOCATION.</p>  | <p>HQDA, Office of Deputy Chief of Staff Operations and Plans, Operations and Readiness Directorate</p>  |
| <p>3. CURRENT VOLUME.</p>   | <p>1 lin ft.</p>   |
| <p>4. ANTICIPATED ANNUAL INCREASE.</p>  | <p>1 lin ft.</p>   |
| <p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>   | <p>Alphabetical</p>  |
| <p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>  | <p>Contains records of probable historical, administrative, legal, fiscal or other of archival value.</p>  |
| <p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>  | <p>FM 33-1 &amp; 5; Army Capability Plan</p>   |
| <p>8. RECORDS WILL BE OFFERED.</p>  | <p>The permanent files described above will be offered to the National archives 20 years after creation, and in five year blocks.</p>  |
| <p>9. ADDITIONAL REMARKS.</p>   |  |

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| <p>1. AR 340-18- <u>2</u><br/>FILE NUMBER,<br/>DESCRIPTION,<br/>AND<br/>DISPOSITION</p> | <p>206-06 <del>Psychological</del> Psychological operations informational files. Documents relating to the development and distribution of informational materials. These materials are designed to influence the opinions, emotions, attitude, and behavior of enemy, neutral, or friendly groups to support the achievement of national objectives. Included are flyers, posters, leaflets, and similar documents produced from source data, and related requests for publication and distribution.</p> <p>Destroy after 2 years, except that representative samples, especially any of unique significance, are permanent.</p> <p>illustrating psychological warfare techniques</p> |
| <p>2. ORGANIZATIONAL LOCATION.</p>  | <p>HQDA, Office of Deputy Chief of Staff Operations and Plans, Operations and Readiness Directorate</p>  |
| <p>3. CURRENT VOLUME.</p>   | <p>1 lin ft.</p>   |
| <p>4. ANTICIPATED ANNUAL INCREASE.</p>  | <p>1 lin ft.</p>   |
| <p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>   | <p>Alphabetical</p>  |
| <p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>  | <p>Contains records of probable historical, administrative, legal, fiscal or other of archival value</p>   |
| <p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>  | <p>FM 33-1 &amp; 5; Army Capability Plan</p>   |
| <p>8. RECORD WILL BE OFFERED.</p>   | <p>The permanent files described above will be offered to the National archives 20 years after creation, and in five year blocks.</p>  |
| <p>9. ADDITIONAL REMARKS.</p>   |  |