

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO.	NCL-AU-81-26
DATE RECEIVED	March 10, 1981
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
9-23-81 <i>Date</i>	<i>Robert R. Warner</i> <i>Archivist of the United States</i>

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 Office

3. MINOR SUBDIVISION
Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER
John Henry Hatcher, Ph.D.

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 04 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 4 Mar 81	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Guy B. Oldaker</i>	E. TITLE Chief, Records Management Division
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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>1. This request is submitted in order to secure the Archivist's concurrence in preserving certain record series that document Army activities occurring during wartime or in a combat environment. In each of the cases enumerated below, the archival and historical value of the records is multiplied when they document actions taken or events occurring during combat situations or in a theater of operations.</p> <p>2. This request is prompted in part by our desire to establish a mobilization base for management of our records, and in part by the current joint appraisal of about 60,000 cubic feet of records accumulated during hostilities in Southeast Asia. In the case of the record series cited below, the existing retention standards were--by and large--established during peacetime and intended for peacetime application, and as such are adequate. However, in a combat environment their importance to historians, researchers, affected individuals and organizations, and the Army at large is greatly increased. As an example, Military Police Journals (commonly called "desk blotters") created in Saigon during the conflict contain a wealth of data which is in daily reference use to verify status, records, applications, requests, etc. of the myriad refugees who fled South Vietnam and were admitted for residence in the United States and other nations. This reference activity</p>		16 items

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	<p>is certain to continue for many years to come.</p> <p>3. We therefore submit the following for approval:</p> <p>1. DAILY JOURNAL, STAFF JOURNAL, AND TACTICAL OPERATIONS CENTER (TOC) LOG FILES (FN 228-09, AR 340-18-2). Documents reflecting a chronological record of events affecting a headquarters, a TOC, or an organization during a given period of time. Included are journals and logs, and documents necessary to support entries thereon, such as copies of orders, periodic reports of a unit and its subordinate or attached units, periodic reports of higher and lateral units when applicable, personnel reports, ammunition expenditure charts, other statistical data, and similar documents. Excluded are daily activity reports of a housekeeping nature as described in FN 101-04, AR 340-18-1.</p> <p><u>Disposition:</u> a. Peacetime: Destroy after 5 years.</p> <p>b. Mobilization:</p> <p>(1) Units in a combat environment or designated as combat support elements, and offices of HQDA: Permanent. Offer 20 years after cessation of hostilities.</p> <p>(2) Other offices: Destroy after 5 years.</p> <p><u>Background:</u> All "daily journal" files (as they have been known in the past) have been carried in the Army's files structure as (unscheduled and unapproved) permanent records. During the recent Permanent Files Review this record series was submitted to NARS for confirmation of its permanency (Job # NC1-AU-78-17). This job was withdrawn by NARS letter of 23 February 1979, which stated that "...this item...requires further study. When we complete our evaluation of these records, we will suggest an appropriate disposition standard." We now assert that these records, when not associated with hostilities, are ephemeral and can be destroyed in the current files area after 5 years, but that those generated in wartime by organizations in a combat zone, those designated as combat support elements, and HQDA are of lasting value and should be permanently preserved.</p>		

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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
2.	<p>MILITARY POLICE JOURNAL FILES (FN 509-16, AR 340-18-5). Documents containing a chronological record of police activity developed from reports, complaints, incidents, information received and action taken, and record of police radio traffic. Included are desk blotters and police radio logs.</p> <p><u>Disposition:</u> a. Peacetime: Destroy in CFA after 5 years.</p> <p> b. Mobilization:</p> <p> (1) Units in a combat environment or designated as combat support elements: Destroy after 75⁵⁰ years.</p> <p> (2) Other elements: Destroy in CFA after 5 years.</p>		
3.	<p>NEWS MEDIA AND RELEASE FILES (FN 412-05, AR 340-18-4). Documents on the preparation, coordination, clearance, and release of information to the public through newspapers, periodicals, radio, television, motion pictures, public appearances, and other media of dissemination. Included are printed or processed press releases, speeches, radio, television and motion picture scripts, and the coordinating documents gathered in obtaining clearances for the releases.</p> <p><u>Disposition:</u> a. Peacetime:</p> <p> (1) Offices performing Army-wide responsibility: Destroy after 10 years.</p> <p> (2) Offices of information or technical liaison officers of the Army Staff and headquarters of major commands and major subordinate commands: Destroy after 5 years.</p> <p> b. Mobilization:</p> <p> (1) Offices in a combat environment or designated as combat support elements, and offices performing Army-wide responsibility: Permanent. Offer 20 years after cessation of hostilities.</p> <p> (2) Other offices: Same disposition as a.(2) above.</p>		

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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
4	<p>COMMAND INFORMATION GENERAL FILES (FN 413-01, AR 340-18-4). Documents on the general administration of the command information program, such as documents on reviews of command newspapers; observation and analysis of troop opinion; preparation of informational materials; and documents concerned with informing troops of news events, policies, and official actions.</p> <p><u>Disposition:</u></p> <p>a. Peacetime:</p> <p>(1) Offices performing Army-wide responsibility: (a) Policy guidance documents; are Permanent; offer when 20 years old. (b) Destroy other documents after 10 years.</p> <p>(2) Offices of headquarters of major commands and major subordinate commands: Destroy after 5 years.</p> <p>(3) Other offices: Destroy after 2 years.</p> <p>b. Mobilization:</p> <p>(1) Offices in a combat environment or designated as combat support elements, and offices performing Army-wide responsibility: Permanent. Offer 20 years after cessation of hostilities.</p> <p>(2) Other offices: Same as disposition a.(2) and (3) above.</p> <p>John Henry Hatcher and Phil Burnham (AGO/RMD) have agreed to changes made in this schedule.</p> <p>R. Storm (NARS/NCD) 4 May 1981 September 17, 1981</p>		