

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO.	
NCL-AV-85-24	
DATE RECEIVED	
1-10-85	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
7-16-85	<i>Frank S. Sunde</i>
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
Offices

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
MARVIN H. KABAKOFF

5. TEL. EXT.
07-693-7249
8-273-7249

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 7 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
3 Dec 84	<i>John Henry Hatcher</i> JOHN HENRY HATCHER, Ph.D.	Army Records Manager

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>Located at the National Personnel Records Center (Military), St. Louis, Missouri, are Army organizational records generally dating from 1950 through the 1960's. These records are now being reviewed for the purpose of determining their ultimate disposition. The submission of this SF 115 is a part of this effort.</p> <p>This schedule covers only those records of U. S. Army Offices located in NPRC. Consequently, it is not applicable to current records.</p> <p>Unless otherwise noted, the item numbers cited in column 9 correspond to those in AR 340-18.</p>		28 items

115-107 Copies sent to NN-B, NN1, NNM, and NC; also Dept. of Army 7/17/85. *SLM*

1. General Correspondence Files, ca. 1947-61, 74 cu. ft., AR 345-220/18D
and other items in AR 345-200 series

Letters, reports, memorandums, and other correspondence relating to a wide variety of functions and subjects. The vast bulk of this correspondence concerns ephemeral transactions and procedures relating to day-to-day operations of the creating units. This series does not include any material from high-echelon offices. All of the records, except four feet of material from the Ordnance Research Office at Duke, were created by low level offices engaged in routine housekeeping matters: Engineer Supply Offices (21 cu. ft.); Finance and Accounting Offices (7.3 cu. ft.); Inspector General Field Offices (2 cu. ft.); Liaison Offices (2 in.); Quartermaster Supply and Field Offices (17 cu. ft.); Signal Field Offices (6 in.); and Transportation Field Offices (22.5 cu. ft.). Material from these Offices pertains to matters of supply, requisition, distribution, transport, maintenance, and similar mundane matters, and have no archival value. Any evidential value that might be gleaned from this material could more readily be found at higher levels of organization. The records from the Duke Ordnance Research Office consist mostly of rejected research proposals, which are disposable if considered separately; there is also a smattering of routine administrative material. The only records in the General Correspondence Files from this Office that have archival value are quarterly research and development reports which document the types of research undertaken there. The General Correspondence Files title of this series is applicable not only to centralized General Administrative Files, but also to the specific administrative files maintained by individual offices and identified on NPRC finding aids as Security, Intelligence, etc., Administrative Files. Those individual files which document long-range planning, organizational, and policy matters have previously been scheduled for permanent retention. Consequently, this item is not applicable to them. In addition, this item is not applicable to specific administrative files described and provided for elsewhere in this schedule.

a. Quarterly research and development progress reports created by the Ordnance Research Office at Duke, and found under file number 319.1 in the general correspondence files.

Permanent. Offer to NARS immediately upon approval of this schedule.

b. All other General Correspondence Files.

Destroy immediately upon approval of this schedule.

2. Research and Development General Correspondence Files,
ca. 1958-62, 4.7 cu. ft., 1301-01

Letters, memorandums, reports, and other correspondence relating to a variety of research and development functions, generally concerning the day-to-day operations of the creating unit. NPRC holdings contain records created by the Office of the Chief of the Signal Corps (1960-62, 4 cu. ft.), and by the Human Resources Research Office (1958-61, 8 in.). Records of the former consist of budget formulation

and development files, which have archival value at this level, and of contract files for a variety of Signal Office projects. These contract files would be disposable if considered separately, and contain information that would be duplicated in R&D Case Files of Signal Corps installations.

Records of the Human Resources Research Office illuminate the various functions of that office, generally pertaining to the development of more effective training techniques, and to human factors which impact on military performance of armored vehicles.

a. Files created by Human Resources Research Office; budget formulation and development files created by Office of the Chief of Signal Corps.

Permanent. Offer to NARS immediately upon approval of this schedule.

b. All other R&D General Correspondence Files.

Destroy immediately upon approval of this schedule.

3. Research and Development Case Files, ca. 1948-63, 22.4 cu. ft.

Series consists of those items identified on NPRC finding aids as project or item case files, or as technical or progress reports. Included are final reports, progress reports, technical reports, and similar items normally considered to have historic or evidential value. Other items labelled as case files belong, in reality, to other series and would be disposable under their correct titles; these include armor test reports and rejected research proposals. Because of the disparity in types of offices, case files from each office will be described separately.

I. Liaison Offices, Aberdeen Proving Ground, ca. 1948-55, 4.2 cu. ft.

Records consist of armor test reports on tanks, tractors, etc., showing problems with various components and modifications made; reports on Soviet artillery; and a 1940 report on German Projectile Development.

a. Reports on foreign military equipment; technical reports.

Permanent. Offer to NARS immediately upon approval of this schedule.

b. Armor test reports.

Destroy immediately upon approval of this schedule.

II. Human Resources Research Office, ca. 1955-59, 2 in.

Technical reports; quarterly research reports concerned with improving training and individual combat performance.

Permanent. Offer to NARS immediately upon approval of this schedule.

III. Nuclear Power Field Office, ca. 1961-63, 2.2 cu. ft.

Reports, correspondence, etc., on variety of topics related to nuclear power: report on reliability of nuclear power plants including information on equipment failure; malfunction reports relating to faulty equipment; project reports on crew training and overexposure; and correspondence on contract modification and experiments with core.

Permanent. Offer to NARS immediately upon approval of this schedule.

IV. Ordnance Technical Intelligence Office, Aberdeen, ca. 1956-59, 4 in.

Technical reports on foreign-made, especially Soviet, weaponry; translations of Soviet periodicals, generally concerned with chemical components of ammunition. Intelligence reports on same topics.

Permanent. Offer to NARS immediately upon approval of this schedule.

V. Ordnance Operations Research Office, John Hopkins, ca. 1951-53, 1 cu. ft.

Technical reports and memorandums on variety of topics, including employment of armor in Korea; reaction of enemy troops in Korea to UN weapons; effects of atomic weapons in forests of Western Europe; and psychological effects of atomic weapons training. Research reports on regional concentration of war industry and population in the U.S., and on "Making the Best Use of Negroes."

Permanent. Offer to NARS immediately upon approval of this schedule.

VI. Ordnance Research Office, Duke University, ca. 1951-55, 13.5 cu. ft.

Rejected research proposals which are already disposable according to AR 340-18-1302-15. These records should not have been placed in this series.

Destroy immediately upon approval of this schedule.

VII. Transportation Aviation Field Office, Wright-Patterson, ca. 1956-59, 1 cu. ft.

Case files on various aspects of helicopters; research proposals on non-metallic materials for aircraft fabrication.

a. Case files; accepted research proposals.

Permanent. Offer to NARS immediately upon approval of this schedule.

b. Rejected research proposals.

Destroy immediately upon approval of this schedule.

4. Management Survey Case Files, ca. 1955-62, 1.7 cu. ft., 217-01

Documents from the Adjutant General's Office (1957, 1.5 cu. ft.), and from the Management Science and Data Systems Office (1955-62, 3 in.), generally relating to improved efficiency and financial savings in the workplace. Surveys concern routine administrative subjects, although those from the AGO contain broader evidential value.

a. Case files from Adjutant General's Office.

Permanent. Offer to NARS immediately upon approval of this schedule.

b. All other case files.

Destroy immediately upon approval of this schedule.

5. Letters, ca. 1954-58, 5 in., 227-01

Numbered and unnumbered issuances used by Office headquarters to advise subordinate units of changes in routine policies and procedures; provide them with information necessary to fulfill their mission; or outline routine, technical, or housekeeping procedures. Letters were created by Engineer Supply Offices (3 in.) and by the Finance Office in Paris (1 in.); these are routine in nature and consist of requisitions, supply actions, vouchers, and similar mundane matters. Other letters were created by the Ordnance Explosive Disposal Office at Aberdeen Proving Ground (1 in.), and contain emergency procedures for planes carrying chemical and biological weapons, and health and safety precautions used with liquid rocket propellants.

a. Letters from Ordnance Explosive Disposal Office.

Permanent. Offer to NARS immediately upon approval of this schedule.

b. All other letters.

Destroy immediately upon approval of this schedule.

6. Manuals, ca. 1954-56, 1 in. 227-01

Issuances used for a variety of purposes, such as prescribing uniform policies and procedures; describing organization structure; listing responsibilities and policies; providing information on payroll and time card procedures; and various routine functions. Manuals were created by Human Resources Research Office and the Engineer Supply Control Office in St. Louis.

a. Manuals containing policies and responsibilities; organization and functions; or significant procedures.

Permanent. Offer to NARS immediately upon approval of this schedule.

b. All other manuals.

Destroy immediately upon approval of this schedule.

7. Memorandums, ca. 1951-63, 3.5 cu. ft., 227-01

Numbered and unnumbered issuances used for a variety of routine purposes, generally prescribing short-term administrative procedures, and providing routine information. These records were created only by low-level offices: Engineer Supply Offices (1951-63, 2.2 cu. ft.); Finance and Accounting Offices (1953-58, 6 in.); Post Offices (1954-58, 5 in.); and Transportation Field Offices (1952-54, 4 in.). This item in not applicable to creations of the Ordnance Research Office at Duke which are labelled "technical memorandums" but which are, in reality, research and development reports, and which are covered under that item on this schedule.

Destroy immediately upon approval of this schedule.

8. Circulars, ca. 1950-56, 3 in., 227-01

Numbered issuances of finance offices published for the purpose of providing operating instructions for the implementation of regulations. The information promulgated is transitory in nature, concerned with such matters as fire prevention, payroll procedures, requisitions, and the like.

Destroy immediately upon approval of this schedule.

9. Bulletins, ca. 1950-59, 10 in. 227-01

Numbered daily and weekly issuances used to convey official and unofficial information of an advisory or informative nature. Bulletins contain duty officer listings; announcements; information on uniforms; changes of quarters; events in lives of office personnel; and related routine matters. Records were created by only low-level offices: Engineer Supply (1951-57, 4 in.); Finance (1950-57, 5 in.); and Post Offices (1958-59, 1 in.).

Destroy immediately upon approval of this schedule.

10. Management Improvement Project Files, ca. 1949-61, 1.5 cu. ft. 216-01

Documents from Finance Offices (1.1 cu. ft.), Post Offices (2 in.), and the Signal Procurement Office (2 in.), relating to changes in work and management methods. Included are studies, charts, coordination papers, recommendations, statistical data, and similar material relating to improved office efficiency and decreased costs.

Destroy immediately upon approval of this schedule.

11. Adjutant General's Individual Name (201) Correspondence Files, ca. 1951-57, 20 cu. ft.

Arranged alphabetically by surname of individuals, these files consist of letters, memorandums, and other communications concerning personnel matters referred to TAGO for action or information. Includes requests for travel orders; appeals of adverse personnel actions affecting both military and civilian personnel; requests for investigations of irregularities in the personnel system; and correspondence concerning other similar personnel matters.

Destroy immediately upon approval of this schedule.

12. Preventive Maintenance Monthly, ca. 1951-52, 1 in., 227-01

Monthly issuance providing information on maintenance of trucks and tanks, and showing functions of the Preventive Maintenance Office at Aberdeen. Written in light fashion, magazine contains data on helpful hints on repair, maintenance, and handling of mobile Army equipment. It contains documentation of the primary mission of this Office.

Permanent. Offer to NARS immediately upon approval of this schedule.

13. Ordnance Corps Technicians Newsletters, ca. 1950-53, 1 in., 227-01

Monthly issuances of the Chief of Technicians at the Preventive Maintenance Office at Aberdeen for all ordnance corps technicians. Includes information on equipment and training aids; technical data on repairs and maintenance; and items of interest on individual technicians.

Destroy immediately upon approval of this schedule.

14. Training General Correspondence Files, ca. 1959-61, 9 in., 1001-01

Letters, reports, memorandums, and other reports created by the Nuclear Power Field Office, and relating to training of military personnel in routine operations of nuclear power plant and in polar operations. Includes procedural information on equipment, budget data, class schedules, and copies of tests, with correct answers. All the material concerns ephemeral transactions and procedures relating to routine training operations.

Destroy immediately upon approval of this schedule.

15. Pamphlets, ca. 1956-58, 4 in., 227-01

Stock management data pamphlets, issued by Engineer Supply Office in St. Louis, containing listings and descriptions of items in stock.

Destroy immediately upon approval of this schedule.