

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-131-08-004

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 02/25/2021

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

Item 18. Most has been accessioned by NARA, with the exception of three boxes scheduled for transfer in January 2021.

Item 19. Most has been accessioned by NARA, with the exception of one box scheduled for transfer in January 2021.

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

- Item 1 was transferred to NARA in 2011 (NN3-131-11-003).
- Item 2 was transferred to NARA in 2011 (NN3-131-11-004).
- Item 3 was transferred to NARA in 2011 (NN3-131-11-005).
- Item 4 was transferred to NARA in 2011 (NN3-131-11-006).
- Item 5 was transferred to NARA in 2011 (NN3-131-11-007).
- Item 6 was transferred to NARA in 2011 (NN3-131-11-008).
- Item 7 was transferred to NARA in 2011 (NN3-131-11-009).
- Item 8 was transferred to NARA in 2011 (NN3-131-11-010).
- Item 9-17, and 20-27 shows in ARCIS as accessioned by NARA in 2011.

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER <i>N1-131-08-4</i>	
1 FROM (Agency or establishment) Department of Justice		Date Received <i>9/19/08</i>	
2 MAJOR SUB DIVISION Civil Division		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION Office of Alien Property		In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4 NAME OF PERSON WITH WHOM TO CONFER Larry J Easterling <i>Larry Easterling</i>	5 TELEPHONE (202) 616-8074	DATE <i>10/21/08</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
6 AGENCY CERTIFICATION <i>9/12/2008</i> I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached _____ page(s) are not needed now for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies. <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE <i>9/19/2008</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeanette Plante</i> <i>Jeanette Plante</i>		TITLE Director, Office of Records Management Policy, JMD Department of Justice
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	See attached sheets RECORDS OF THE OFFICE OF ALIEN PROPERTY (RG-131), CIVIL DIVISION, DEPARTMENT OF JUSTICE Management Information and Tracking Cards Associated with World War II Alien Property Program (1942-1968) Various sets of management information and tracking cards maintained within several components of the Office of Alien Property. These cards contain identification, reference, and management information about various aspects of vested property and provide valuable cross-references between the several different kinds of identification and file numbers <i>see attached</i>	<i>see attached</i>	

RECORDS OF THE OFFICE OF ALIEN PROPERTY, CIVIL DIVISION,
DEPARTMENT OF JUSTICE (RG-131)

Vested Property Case Files, Claim Files, Orders, Organizational and Procedural Documentation, and the Management Information, Tracking, and Finding-Aid Cards Associated with the World War II Alien Property Program (1942-1968)

These records include the comprehensive collection of individual case files for property vested by the Office of Alien Property in connection with World War II, the comprehensive collection of case files for claims filed for the return of such property, the comprehensive collection of management information, tracking, and finding-aid cards for these and other Alien Property records, and various organizational and procedural documentation related to the Office of Alien Property

1 **Vesting Order Cards (1942-1953)**

3x5 tracking cards for each vesting order issued (VO 1 to VO 19,312), organized by vesting order number Describes the property vested and provides the names of owners, heirs, or beneficiaries Provides the vested property file number and financial account number (240 inches)

Disposition PERMANENT Transfer immediately to NARA

2 **Copyright Vesting Order Cards (1942-1967)**

3x5 tracking cards for each copyright vesting order issued (VO 500A-1 to VO 500A-301), organized by vesting order number Provides the names of the beneficiary owner, the vested property file number, and the financial account number (3 inches)

Disposition PERMANENT Transfer immediately to NARA

3 **Satellite Vesting Order Cards (1956-1961)**

3x5 tracking cards for each satellite vesting order issued (SA-1 to SA-292), organized by vesting order number Describes the property vested and provides the name of the owner and the owner's city and country of residence Provides the vested property file number and financial account number (4 inches)

Disposition PERMANENT Transfer immediately to NARA

4 **Philippine Vesting Order Cards (1942-1967)**

3x5 tracking cards for each Philippine vesting order issued (P-1 to P-847), organized by vesting order number Describes the vested property and location and provides the name and believed location of the beneficiary owner Provides the vested property file number and the financial accounting number (1 inch)

Disposition PERMANENT Transfer immediately to NARA

5 **Philippine Claimant Cards (1942-1967)**

3x5 tracking cards for claims filed for return of Philippine vested property (P-4 to P-1027) Cards list claimant, claim number, and vesting order One set of cards is organized by claim number, and a second is organized alphabetically by the name of the claimant (11 inches)

Disposition PERMANENT Transfer immediately to NARA

6 **Divesting Order Cards (1957-1965)**

3x5 tracking cards for each divesting order issued (1 to 838), organized by divesting order number Provides the name of the property owner, the financial account number, the vested property file number, the vesting order number, and a description of the amount and manner of divesting payment (9 inches)

Disposition PERMANENT Transfer immediately to NARA

7 **Master Vested Property Cards (1942-1967)**

Key set of 3x5 tracking cards for all property vested, organized alphabetically by the name of the property owner or company Provides a description of the kind of property (estate, trust, securities, real estate, etc), the names of the beneficiaries or owners, the vesting order number, the vested property file number, and the financial account number (1,152 inches)

Disposition PERMANENT Transfer immediately to NARA

8 **Property and Correspondence Cards (1942-1967)**

Large set of 3x5 tracking cards for property vested or correspondence received, organized by the name of the property owner, company, or topic of correspondence received Provides the name of the property or property owner, the vested property or correspondence file number, and occasionally the nature, date, and source of the correspondence (1,728 inches)

Disposition PERMANENT Transfer immediately to NARA

9 **Estates and Trusts Vesting Cards (1942-1967)**

5x8 cards related to the vesting of estates and trusts, organized by vesting order number. Records the vested property file number, financial account number, name and address of the national, the country of the national, date of the vesting service, name and address of the person upon whom the vesting order was served, the name and address of the person from whom the property was received, and the name and address of the depository for the property (112 inches)

Disposition PERMANENT Transfer immediately to NARA

WNRC accession 131-09-0040, Boxes 1-4

10 **Estates and Trusts Tracking Cards (1942-1967)**

3x5 tracking cards for vested estates and trusts, organized alphabetically by the name of the estate or trust. Provides the name of the estate or trust, the vesting order number, and the vested property file number (104 inches)

Disposition PERMANENT Transfer immediately to NARA

WNRC accession 131-09-0041, Boxes 1-2

11 **Estates and Trusts Status Cards (1942-1967)**

5x8 tracking cards that list the dates of key actions in the management of vested estates and trusts, organized by vesting order number. Provide the name of the estate or trust, the amount, the vesting order number, the vested property file number, and the date and nature of major actions in the management of the property (28 inches)

Disposition PERMANENT Transfer immediately to NARA

WNRC accession 131-09-0042, Box 1

12 **Closed Insurance Status Cards (1942-1967)**

5x8 tracking cards that list the dates of key actions in the management of vested insurance policies, organized by vesting order number. Provide the vesting order number, the vested property file number, the name of the insurance company, the holder

of rights to the policy, and the dates of major activities with respect to the management of the account (14 inches)

Disposition PERMANENT Transfer immediately to NARA

WNRC accession 131-09-0043, Box 1

13 Compliance Group Cards (1942-1967)

5x8 tracking cards for estates and trusts referred to the Compliance Group, divided into separate collections for closed cases, apparent compliance cases, deferred payment cases (dividends and interest), non-compliance cases, bearer bond cases, and cases referred to litigation. Within those groups, the cards are ordered by vesting order number. The cards contain identifying information such as the vesting order number, vested property file number, name of the trust, description of security, nationality of beneficiary, fiduciary or company, financial account numbers, and actions taken (10 inches)

Disposition PERMANENT Transfer immediately to NARA

WNRC accession 131-09-0044, Box 1

14 Legislation Status Cards (1949-1968)

5x8 tracking cards concerning legislation proposed in the 81st through the 90th Congresses related to the Office of Alien Property, organized by congress and bill number. Provides description of the nature of the bill and the dates of major actions in its progress through the congress (10 inches)

Disposition PERMANENT Transfer immediately to NARA

WNRC accession 131-09-0045, Box 1

15 Intercustodial Case Cards (1942-1967)

5x8 tracking cards for intercustodial cases, organized by countries, banks, and claims. Provides the country of origin, the name and address of the property owner, the type of property, the vested property file number, financial account numbers, claim numbers, vesting order numbers, cross-references, and some narrative "additional information" providing background and the amounts and value of property. Major countries represented are Netherlands, Mexico, Denmark, Norway, Belgium, Cuba, Dominican Republic, France, Guatemala, Haiti, Honduras, India, Luxembourg, Sweden, Switzerland, and Great Britain (42 inches)

Disposition PERMANENT Transfer immediately to NARA

WNRC accession 131-09-0046, Boxes 1-2

16 **Claims Hearings Docket Cards (1942-1967)**

5x8 docket cards for claims for return of property brought before hearing examiners of the Office of Alien Property, organized by name of the claimant Provides name of the claimants, their title claim numbers, their docket number, and journal entries for correspondence and documentation of major events in the handling and disposition of the claims (8 inches)

Disposition PERMANENT Transfer immediately to NARA

WNRC accession 131-09-0047, Box 1

17 **Copyright Cards (1942-1967)**

A **Copyright Claim Cards** 3x5 tracking cards for claims made for return of copyrights, consisting of one group organized by claim number, a second group organized alphabetically by name of claimant, and a third group of closed claims organized by claim number Provides name of claimant, claim number, title of the copyrighted work, and vesting order number (13 inches)

Disposition PERMANENT Transfer immediately to NARA

WNRC accession 131-09-0048, Box 1 (part)

B **Motion Pictures Under Claim Cards** 3x5 tracking cards of motion pictures under claim, organized by country first and then alphabetically by title of the film within the country Provides title of the film, its location, claim number, and vesting order number (13 inches)

Disposition PERMANENT Transfer immediately to NARA

WNRC accession 131-09-0048, Box 1 (part)

C **Copyright License Cards** 3x5 tracking cards of licenses granted to reproduce vested copyrighted material, organized into three groups The first is organized alphabetically by name of licensee, the second is organized alphabetically by title of the copyrighted material, and the third is organized by country of origin Cards also provide vesting order number (39 inches)

Disposition PERMANENT Transfer immediately to NARA

WNRC accession 131-09-0048, Box 1 (part) through Box 2 (part)

D **Copyright Inventory Cards** 3x5 tracking cards of vested copyrights, organized into two groups, one for enemy-owned copyrights and one for non-enemy-owned copyrights. Within those groups, cards are organized alphabetically by the name of the author of the copyrighted work. Provides name of author, title of work, reporter, owner, nationality, vesting order number, and vested property file number (26 inches)

Disposition PERMANENT Transfer immediately to NARA

WNRC accession 131-09-0048, Box 2 (part)

E **Registration Cards** 3x5 tracking cards of registration of Attorney General as proprietor of copyright in a work made for hire. Provides date of registration and registration number for certificates received (1 inch)

Disposition PERMANENT Transfer immediately to NARA

WNRC accession 131-09-0048, Box 2 (part)

F **Owner and Title Cards** 3x5 tracking cards of the owner and title of copyrighted material, organized into separate groups for sheet music, recordings, and books (10 inches)

Disposition PERMANENT Transfer immediately to NARA

WNRC accession 131-09-0048, Box 2 (part)

G **Film License Cards** 3x5 tracking cards of vested films licensed for use, organized alphabetically by the name of the licensee. Provides name of licensee, license number, date of execution, and date of termination (6 inches)

Disposition PERMANENT Transfer immediately to NARA

WNRC accession 131-09-0048, Box 3 (part)

H **Japanese Film Cards** 3x5 tracking cards of vested Japanese films, organized alphabetically by English translation of title Provides title in English and Japanese and vesting order number (5 inches)

Disposition PERMANENT Transfer immediately to NARA

WNRC accession 131-09-0048, Box 3 (part)

I **Captured Enemy Film Cards** 3x5 tracking cards for captured enemy news or documentary films, organized by MID number (4 inches)

Disposition PERMANENT Transfer immediately to NARA

WNRC accession 131-09-0048, Box 3 (part)

J **Destroyed Film Cards** 3x5 tracking cards of German and Japanese films destroyed, organized alphabetically by title of the film Provides country of origin (Germany, Japan), title, volume of film, date of destruction, and company performing destruction (13 inches)

Disposition PERMANENT Transfer immediately to NARA

WNRC accession 131-09-0048, Box 3 (part)

18 **Vested Property Case Files**

In connection with World War II, the U S government vested property in the United States belonging to the nationals of enemy countries (Germany, Italy, and Japan) and countries occupied by or subject to those enemy countries, pursuant to the Trading with the Enemy Act of 1917 Vesting the property established the government's ownership and control of it, which secured it against benefiting the enemy countries, and thereafter the U S liquidated those assets or derived income from them (e g , licensing the use of patents and copyrights) in support of its war effort The kinds of property vested included corporations, companies, real estate, personal estates, bank accounts, stocks, bonds, works of art, intellectual property such as patents, copyrights, and trademarks, and various other kinds of property Primarily, the vested property resided in the United States, Hawaii, and the Philippines Following the war, the amended statute allowed for the return of some vested property under certain limited conditions, and numerous claims were filed and administratively or judicially decided Property belonging to nationals of countries that came under Soviet domination after the war remained frozen The vested property case files contain vesting orders, investigative documentation to determine and prove the true original ownership of the property as a basis for vesting it, correspondence related to the securing of the property, financial reports and statements

from institutional custodians of the property, and documentation of the management, exploitation, liquidation, return, or other disposition of the property. Documentation establishing the original ownership of the property sometimes included complex efforts to “cloak” the enemy ownership of it, sometimes through Swiss corporations. The file numbers for these case files begin with the letter “D” or “F” to designate original ownership of the property by a “domestic” residing enemy national or a “foreign” residing enemy national, followed by a numeric country code for the national, followed by a sequential file number (e.g., “F-28-1234” or “D-39-4321”). Associated with the case files are enclosures, exhibits and other bulky items maintained external to the primary file.

Disposition: PERMANENT Transfer immediately to NARA.

Supersedes N1-131-01-1, items 6, 23
N1-131-00-1, item 11

WNRC accessions

131-61L0109	Boxes 71-75
131-61M0444	Boxes 858-885
131-65B1063	Boxes 1-318
131-67-0010	Boxes 668-2726 Boxes 2967-2993 Boxes 2915-2920
131-96-0001	Boxes 1-4
131-99-0001	Boxes 1-28

19 Claim Case Files

Case files created for claims filed with the Office of Alien Property (OAP) under the provisions of the Trading with the Enemy Act, as amended, for the return of property or other assets vested by OAP on behalf of the U.S. government. The Act permitted the return of property under a limited number of circumstances where claimants could prove that they met defined conditions.

Case files include the claim forms submitted by claimants, supporting documentation, authentication of documents, translations of such documents, transcripts of proceedings before hearing examiners, depositions, exhibits, briefs, formal decision documents detailing the legal basis for the decision, and correspondence related to the evaluation of the claim and the formal return and acknowledgement of receipt of any property. Claim files and hearing examiner files are numbered simply with the sequential number of the claim. There is a separate series of claim files for Philippine property.

Disposition. PERMANENT Transfer immediately to NARA.

Supersedes N1-131-01-1, items 6, 12, 15, 16, 17, 29

WNRC accessions

131-61M0109	Boxes 76-161
131-61R0109	Boxes 260-265
131-61L0444	Boxes 825-857
131-64D0411	Boxes 151-1368
131-64G0630	Boxes 489-566
131-65C1063	Boxes 320-324
131-67Z0010ZJ	Boxes 2727-2838
131-67Z0010ZPA	Boxes 2921-2926
131-99-0002	Boxes 1-4
131-64C0411	Boxes 65-150
131-67Z0010ZPB	Boxes 2927-2930
131-61Q0109	Boxes 249-259
060-88-0374	Boxes 1-28

20. Indexes to Claims, Vesting Orders, Property, Copyrights, Trademarks, Patents, Satellite, and Philippines.

Numerous card indexes that cover various aspects of the vesting and claims processes

Disposition PERMANENT Transfer immediately to NARA

Supersedes N1-131-01-1, item 26

WNRC accessions.

60-88-0184	Boxes 1-8
60-88-0185	Boxes 1-23
60-88-0186	Boxes 1-9
60-88-0187	Boxes 1-3
60-88-0188	Boxes 1-3
60-88-0189	Box 1
60-88-0190	Box 1
60-88-0191	Box 1
60-89-0031	Boxes 1-11
60-89-0032	Boxes 1-3
60-89-0034	Box 1
60-89-0035	Box 1
131-93-0003	Boxes 1-14
131-94-0002	Boxes 1-10
131-98-0001	Boxes 1-19
131-98-0002	Boxes 1-2

21 **Transfer Case Files**

Records documenting the transfer of vested property to the Republic of the Philippines
Arranged by vesting order number

Disposition PERMANENT Transfer immediately to NARA.

Supersedes N1-131-01-1, item 9

WNRC accession 131-61H0109, Boxes 51-54

22 **Divesting Orders**

Divesting orders documenting the relinquishing of property by the US government

Disposition PERMANENT. Transfer immediately to NARA

Supersedes N1-131-01-1, item 8

WNRC accession number. 131-65M1063, Box 489

23 **Inter-Allied Reparations Agency, 1944-1966.**

Department of Justice records relating to the Agency Includes some duplication with
Department of State records

Disposition PERMANENT Transfer immediately to NARA

Supersedes N1-131-01-1, item 21

WNRC accession 131-67A0010, Boxes 643-655

24 **Office of Administration Records.**

Various OAP organizational and records management documentation delegations of
authority, *file classification schemes and code values*, lists of records disposed or sent to
the National Archives, Business Enterprise records, organized by state, records disposal
lists, efforts to schedule records, complete box lists for OAP records accessions retired
1953-1970

Disposition PERMANENT Transfer immediately to NARA

Supersedes N1-131-01-1, item 30

WNRC accession 131-93-0001 Boxes 1-5

25. **OAP Organization and Administrative Procedures.**

A miscellaneous collection of reports, histories, correspondence, and directives concerning the policies, organization, internal functions, responsibilities, staffing, and evolution of the Office of Alien Property within the Department of Justice. It includes, amongst other items, documentation concerning the organization of the OAP and its subcomponents, staffing reports and lists, formal delegations of authority, the transfer of duties from and cooperation with the Treasury Department, miscellaneous procedures of the first Alien Property Custodian for World War I; a consideration of the definition and direction of the alien property program at the outset of World War II, a lengthy consideration of the determination of "enemy" character under the Trading with the Enemy Act, an administrative history of the Property Division, the Rules of Practice and Regulations of the OAP, a Conference of the Consulting Committee for the APC, real estate vesting instructions, supervisory orders involving internees, a depository manual, the discussion of various program policy issues, and miscellaneous routine matters

Disposition PERMANENT Transfer immediately to NARA

Supersedes N1-131-01-1, Item 28

WNRC accession 060-88-0373 Box 7 only

26 **Motion Picture License Case Files, 1942-1969**

Case files consisting of copies of vesting orders, license applications, license, license agreements, correspondence, memoranda, and other records pertaining to the commercial and educational use of vested German and Japanese motion pictures. Arranged alphabetically by name of motion picture

Disposition PERMANENT Transfer immediately to NARA

Supersedes N1-131-01-1, Item 14

WNRC accession: 131-67Z0010 Boxes 441-509

27 **Records Relating to the Administration of Vested Motion Pictures, 1942-1964**

Records maintained by the OAP Liquidation Section documenting routine aspects of administering vested motion pictures, such as distribution rights and commercial requests

Disposition PERMANENT Transfer immediately to NARA

Supersedes N1-131-01-1, Item 19

WNRC accession 131-67A0010, Boxes 510-523