

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NL-131-86-28
DATE RECEIVED	MAR 5 1987
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
6-1-87 <i>Date</i>	<i>James S. Burke</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 Justice

2 MAJOR SUBDIVISION
Civil Division

3 MINOR SUBDIVISION
David Graham OFL
Foreign Litigation Section

4 NAME OF PERSON WITH WHOM TO CONFER
Robert Yahn

5 TEL EXT
724-6043

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 13-02-87	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Bernard W. Berglind</i> Bernard W. Berglind	E TITLE Assistant Chief, Records Management Section/GSS/OPA/JMD
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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
1.	Records of the Office of Alien Property-World War I Related Records Vouchers paid from Administrative Expense Fund 1938-1942 2 cubic feet Various types of vouchers, including SF 1034 (Public Voucher for Purchases, and Services other than Personal), SF 1067 (Public Voucher for Transportation of Passengers), and SF 1012 (Voucher for Pier Diem and/or Reimbursement of Expenses Incident to Official Travel). Vouchers paid for supplies, repairs, storage, printing, street car passes, and other services. Arranged chronologically. Disposition: Destroy Immediately. WNRC Accession: 131-61D0109 Boxes 31-32(part)		
2.	Vouchers paid from Trusts 1940-1942 3 inches Various types of vouchers, including SF 1034, SF 1067, and SF 1012, paying for various services and taxes. Arranged chronologically.		20 items

Disposition: Destroy Immediately.

WNRC Accession: 131-61D0109 Box 32(part)

3. Vouchers paid from Income Distribution Fund 1942-1956
3 inches

destroy
Various types of vouchers, including SF 1034a, paying for various services. Arranged chronologically.

Disposition: Destroy Immediately

WNRC Accession: 131-61D0109 Box 33(part)

4. Henkel's Interest Accounting Cards 1928-1941 28 cubic feet

destroy
5x8 inch accounting cards giving name of beneficiary, old balance, description of assets, debit, trust number, and claim number. Approximately 50,000 cards arranged numerically by trust number.

Disposition: Destroy Immediately.

WNRC Accession: 131-61B0109 Boxes 1-28

5. World War I Treasury Interest Bearing Certificate Accounting Cards 1930-1941 2 cubic feet

destroy
5x8 inch accounting cards giving name of beneficiary, old balance, description of assets, debit, trust number, claim number, and indication of the amount of interest withheld. Approximately 5,000 cards arranged numerically by trust number.

Disposition: Destroy Immediately

WNRC Accession: 131-61C0109 Boxes 29-30

6. World War I Trusts Accounting Files 1942-1956 5 cubic feet

destroy
Accounting case files consisting of income vouchers, expense vouchers, posting advices, memoranda recommending and allowing claims, register sheets showing trust fund transactions, statements of property, and other accounting records. Arranged numerically by trust number.

Disposition: Destroy Immediately

WNRC Accession: 131-61E0109 Boxes 36-40

7. World War I Trusts Trial Balance Sheets 1951-1957 3 inches

Handwritten trial balance sheets and a few memoranda pertaining to World War I trusts. Arranged chronologically.

destroy
Disposition: Destroy Immediately

WNRC Accession: 131-61D0109 Box 35 (part)

8. World War I Property Annual Report Working Papers 1950-1957
2 inches

destroy
Trial balance sheets, memoranda, and other records relating to World War I property transactions. Information was used in the Annual Report of the Office of Alien Property. Arranged chronologically.

Disposition: Destroy Immediately

WNRC Accession: 131-61D0109 Box 35 (part)

9. Principal Payment Schedules 1942-1956 2 inches

destroy
Schedules consists of requests to the Department of the Treasury for payment of World War I claims under section 9 of the Trading with the Enemy Act or the Settlement of War Claims Act of 1928. Request form contains claim number, trust number, name of claimant, account number, amount payable, and amount withheld. Arranged chronologically.

Disposition: Destroy Immediately

WNRC Accession: 131-61D0109 Box 35 (part)

10. Principal Payment Schedules 1939-1956 1 inch

destroy
Schedules consists of requests to the Department of the Treasury for payment of World War I claims under section 23(d) of the Trading with the Enemy Act. Request form contains claim number, trust number, name of claimant, account number, amount payable, and amount withheld. Arranged chronologically.

Disposition: Destroy Immediately

WNRC Accession: 131-61D0109 Box 35 (part)

11. Claims and Expense Sheets 1949-1957 2 inches

destroy
Handwritten sheets giving claim number, trust number, claimant name, assets, administrative expenses, and balance of trusts. Sheets used to keep track of administrative expenses incurred in administratering trusts and balance in each trust account. Arranged chronologically.

Disposition: Destroy Immediately

WNRC Accession: 131-61D0109 Box 35 (part)

12. World War I Schedules of Disbursements 1942-1957 3 inches

Destroy
Schedules show disbursement of funds from income, interest, and other sources. Each schedule gives voucher number, payee, check number, and amount. Arranged by type of disbursement and thereunder chronologically.

Disposition: Destroy Immediately

WNRC Accession: 131-61D0109 Box 33 (part) Box 35 (part)

13. World War I German Account Schedules 1939-1952 1 inch

Destroy
Schedules give trust number, claim number, and debit and credit information on German accounts. Arranged chronologically.

Disposition: Destroy Immediately

WNRC Accession: 131-61D0109 Box 35 (part)

14. Cash Receipts 1942-1956 2 inches

Destroy
Cash receipt files consisting of remittance advices, posting advices, and other financial records relating to the receipt and transfer of World War I Alien Property Custodian funds. Arranged chronologically.

Disposition: Destroy Immediately

WNRC Accession: 131-61D0109 Box 35 (part)

15. Treasury Checking Account Statements 1933-1935 1 inch

Destroy
Monthly Department of the Treasury checking account statements relating to the Alien Property Custodian's special deposit account for earning and interest distribution. Also included are cancelled Treasury checks. Arranged by chronologically.

Disposition: Destroy Immediately

WNRC Accession: 131-61D0109 Box 33 (part)

16. Check Cancellation File 1950-1951 1 inch

Destroy
Memoranda and forms authorizing the cancellation of checks drawn on the Treasurer of the United States. Arranged by account symbols and thereunder chronologically.

Disposition: Destroy Immediately

WNRC Accession: 131-61D0109 Box 33 (part)

17. World War I Miscellaneous Subject File 1919-1957 1 cubic foot

Correspondence, memoranda, reports, copies of executive orders, certified copies of commissions, stock certificates, patents, foreign currency (German Marks 1922-1923), and other records pertaining to World War I alien property matters. Unarranged.

Done
Disposition: Permanent. Offer to the National Archives and Records Service in ~~1985~~¹⁹⁸⁷.

WNRC Accession: 131-61D0109 Boxes 33 (part)-34

18. World War I Corporate Management Division Case Files 1918-1934
31 cubic feet

Done
Case files consisting of correspondence, audit reports, incorporation papers, minutes of stockholders and board of directors meetings, stock certificates, reports, memoranda, and other legal and business records created or accumulated by the Corporate Management Division in the process of managing of enemy-owned corporations during and after World War I. Arranged numerically by corporate management case number, and thereunder chronologically.

Disposition: Permanent. Offer to the National Archives and Records Service in ~~1985~~¹⁹⁸⁷.

WNRC Accession: 131-58E0088 Boxes 1647-1654 (oversized)
131-58F0088 Boxes 1655-1656 (oversized)

19. Audit Reports 1934 1 cubic foot

Done
Bound audit reports, including supplemental schedules and lists, pertaining to various financial activities of the Office of Alien Property Custodian as of June 1934. These reports were prepared by the Humphrey Robinson and Company and F.W. Lafrentz and Company as part of the process of abolishing the Office and assigning the Custodian's responsibilities to the Attorney General in the Alien Property Bureau within the Department of Justice. Series consists of two 8 x 11 inch volumes and six 10 x 15 inch volumes.

Disposition: Permanent: Offer to the National Archives and Records Service in ~~1985~~¹⁹⁸⁷.

WNRC Accession: 131-58F0088 Box 1657 (part)

20. Report on Restatement of 20% Accounts 1939 1 inch

Done
12 x 18 inch bound volume containing financial information on World War I trusts which were subject, under the Attorney General's opinion of May 8, 1934, to having only 80 percent of claims paid. Each item gives trust number, war claim number,

amounts and dates of invested and uninvested funds, amounts of the 20 percent retained, status of trust, and other balance and deficit amounts. Non-record. The National Archives and Records Service has the record copy.

Disposition: Destroy Immediately.

WNRC Accession: 131-58F0088 Box 1657 (part)