

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N2-131-15-001

This schedule provided disposal authority for records previously accessioned into the holdings of the National Archives.

Per NARA Directive 1540 – *Reappraisal and Deaccessioning of Archival Federal Records*:

An internal disposal is the permanent removal of a discrete set of an accessioned series of records from NARA's physical and legal custody, from any number of physical locations (up to and including all physical locations), because they have been reappraised as temporary, without affecting the existing disposition authority for any remaining records. This removal can result in the records being destroyed, permanently returned to an agency, or donated to another organization.

It is assumed that the schedule was implemented after the record scheduling process was completed (concurrence by the agency, notice to the public via the Federal Register, and approval by the Archivist of the United States).

Date Reported: 11/18/2020

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

# Request for Records Disposition Authority

(See Instructions on reverse)

Leave Blank (NARA Use Only)

To: National Archives and Records Administration (NIR)  
Washington, DC 20408

1. From: (Agency or establishment)

National Archives and Records Administration

2. Major Subdivision

Research Services

3. Minor Subdivision

Textual Records Services Division

4. Name of Person with whom to confer

Ashby Crowder

5. Telephone (Include area code)

301-837-1492

Job Number

N2-131-15-001

Date Received

DECEMBER 1, 2014

### Notification to Agency

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

Date

6 August 2018

Archivist of the United States

*[Signature]*

### 6. Agency Certification

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 now needed 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:

is not required

is attached

has been requested

Signature of Agency Representative

*[Signature]*

Title

Executive for Research Services

Date (mm/dd/yyyy)

12/1/2014

7. Item Number

8. Description of Item and Proposed Disposition

9. GRS or Superseded Job Citation

10. Action taken (NARA Use Only)

List of Items Attached

1      **Records of Chemnyco, Inc.**

Seized Chemnyco financial and accounting records and indexes.

Entries UD 378, UD 379, UD 380, UD 381, UD 381-A, UD 382, UD 387, UD 388, and UD 389

Volume: Approximately 20 feet

Disposition: Destroy immediately upon approval of this schedule.

2      **Corporate Accounting Records of Various Companies**

Seized financial and accounting records, mostly ledger books, of various companies.

Entries UD 326, UD 370, A1 161, and A1 196

Volume: Approximately 112 cubic feet

Disposition: Destroy immediately upon approval of this schedule.

3      **Miscellaneous Records Related Japanese Corporations**

Seized miscellaneous records of multiple Japanese companies, including routine and facilitative documents such as handwritten notes, fact sheets, and low-level accounting data.

Entry UD 341

Volume: Approximately 12 cubic feet

Disposition: Destroy immediately upon approval of this schedule.

4      **Library Books**

Seized library books from multiple Japanese and German companies and organizations, including bound newspaper editions and other published material.

Entry UD 342

Volume: Approximately 22 cubic feet

Disposition: Destroy immediately upon approval of this schedule.

5 Social Security Payroll Records

Seized Social Security Payroll Records of the German Railroads Information Office.

Entry UD 337

Volume: Approximately 1 cubic foot

Disposition: Destroy immediately upon approval of this schedule.

6 Address Plates

Unidentified addressograph plates used in the course of preparing mailings.

Entry UD 343

Volume: Approximately 1 cubic foot

Disposition: Destroy immediately upon approval of this schedule.

7 Evidence Relating to Vested Property Case Files

Bundles of seized financial and accounting records relating to vested property case files.

Entry UD-12W 47

Volume: Approximately 27 cubic feet

Disposition: Destroy immediately upon approval of this schedule.

**8 Records Relating to Correspondence Files**

Bundled enclosures to numerical correspondence case files, consisting of routine accounting and financial records, and enclosures pertaining to case files that were not accessioned.

Entry UD-WW 6

Volume: Approximately 5 cubic feet

Disposition: Destroy immediately upon approval of this schedule.

**9 Records Relating to Disposal of Alien Property**

Sample of routine facilitative documentation pertaining to sale and disposal of items by the Alien Property Custodian.

Entry UD 1005

Volume: Approximately 27 cubic feet

Disposition: Destroy immediately upon approval of this schedule.

**10 Records Related to Suits Filed Relating to Alien Property Claims**

Index cards documenting petty cash transactions and Hungarian language slips documenting postal transactions.

Entry UD 46

Volume: Approximately 6 cubic feet

Disposition: Destroy immediately upon approval of this schedule.

11 Accounting Records

Accounting, disbursement, and payroll records of the Office of Alien Property and its various components.

Entries UD 23, UD 24, UD 74, UD 233, UD 402, UD 403, UD 404, and UD 405

Volume: Approximately 3 cubic feet

Disposition: Destroy immediately upon approval of this schedule.

12 Indexes that do not relate to records in NARA holdings

All Indexes relating to Office of Alien Property administrative and case records that have already been destroyed or to records that were never accessioned.

Entries UD-12W 16 (partial), UD 88, UD 152, UD 153, UD 154, UD 154-B, UD 154-E, UD 1003, UD-WW 15 (partial), UD-12W 7, UD-12W 9, UD-12W 12, and UD-12W 17

Volume: Approximately 17 cubic feet

Disposition: Destroy immediately upon approval of this schedule.

13 Superseded or Redundant Indexes Relating to Vested Property Case Files

Indexes that are either redundant or superseded by other indexes.

Entry UD-12W 9

Volume: Approximately 1 cubic foot

Disposition: Destroy immediately upon approval of this schedule.

14 Correspondence and claims indexes that are not useful in providing access

Indexes to series small enough that they can be directly accessed more easily than they can be using an index, in cases where the index does not include significant information not in the indexed records.

Entries UD 225 and UD-12W 5

Volume: Approximately 1 cubic foot

Disposition: Destroy immediately upon approval of this schedule.

15 Partial Vesting Order and Case File Indexes

Fragments of the full vesting order and minor case file indexes that do not provide reliable enhanced access to the indexed records.

Entries UD 69 and UD-12D 8

Volume: Approximately .5 cubic feet

Disposition: Destroy immediately upon approval of this schedule.

16 Alienated Correspondence Fragments

An alienated bundle of routine OAP outgoing correspondence from 1919

Entry UD 407

Volume: Approximately .25 cubic feet

Disposition: Destroy immediately upon approval of this schedule.

17 Miscellaneous Accounting Correspondence Fragments

Unidentifiable correspondence relating to accounting matters; photographs; and published material.

Entries UD 154-A and UD 395 (portion)

Volume: Approximately 1 cubic foot

Disposition: Destroy immediately upon approval of this schedule.

18 Miscellaneous Records related to Yokohama Specie Bank Claims

Sample forms, sample correspondence, and correspondence about matters such as costs and fees.

Entry UD-12W 1

Volume: Approximately .5 cubic feet

Disposition: Destroy immediately upon approval of this schedule.

19 Records Related to Records Transfer

Inventory sheets, abstracts, budget justifications, and other records related to Office of Alien Property recordkeeping and the transfer of records from the Office of Alien Property to the National Archives.

Entry UD 398

Volume: Approximately .5 cubic feet

Disposition: Destroy immediately upon approval of this schedule.



20 Transactional Tracking Cards

Cards used to track the status and progress of OAP office work.

Entries UD-12W 6 (portion), UD-12W 8, and UD 12-W 14

Volume: Approximately 4.5 cubic feet

Disposition: Destroy immediately upon approval of this schedule.

21 Administrative records that would be considered disposable under the General Schedule but were accessioned under an agency-specific schedule

Organizational and records management documentation, delegations of authority, file classification schemes and code values, lists of records disposed of or sent to the National Archives, and business enterprise records.

Entry UD-12W 22

Volume: Approximately 5.5 cubic feet

Disposition: Destroy immediately upon approval of this schedule.

22 Personnel and Personal Records

The papers of the Chief of the Office of Alien Property's Personnel Division (1918-1921), including lists of personnel, dates of appointments to positions, and salaries; also includes personal records of the chief's work as a paid consultant.

Entry UD 22

Volume: Approximately 5.5 cubic feet

Disposition: Destroy immediately upon approval of this schedule.

23 **Records Related to Recordkeeping and Records Management**

Records appraisal and inventory forms for records created and maintained by the various administrative components of the Office of Alien Property and its predecessors.

Entry UD 346

Volume: Approximately 1.5 cubic feet

Disposition: Destroy immediately upon approval of this schedule.