

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO  <b>NC 1-268-77-1</b>	
DATE RECEIVED <b>JAN 17 1977</b>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
1-28-77 Date	<i>James B. Rhoads</i> Archivist of the United States

TO. **GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)  
**Foreign Claims Settlement Commission**

2. MAJOR SUBDIVISION  
**Philippine War Damage Commission**

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER  
**Addie Brown**

5. TEL EXT  
**653-6161**  
~~128-9778~~

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 \_\_\_\_\_ 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 <i>Jan 14, 1977</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Francis Thwaitson</i>	E. TITLE
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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	<p align="center">RECORDS OF THE PHILIPPINE WAR DAMAGE COMMISSION (Record Group 268)</p> <p align="center">Central Correspondence Files (1947-50) (WNRC Accession Number 51-A49, 75 cubic feet)</p> <p>Arranged by War Department decimal filing system. Records in this collection were created or maintained by the Management Services Division, Bureau of Administration--one of the five offices under the supervision of the Office of the Secretary--and consist of routine administrative, legal, personnel, and fiscal actions to include such records as requests for reconsideration of claims, transmittal letters, correspondence with U.S. agencies regarding status of claims, correspondence between the commission and the Republic of the Philippines, incoming-outgoing cables, inter-office memos pertaining to outstanding claims; blank forms; legal matters such as opinions of the General Counsel; commission issuances, personnel and financial matters including routine actions as employment, salaries, and leaves; purchase orders, check balances, statement of disbursements, accounts receivable, requests for supplies</p>		<b>5 items</b>

<sup>115-107</sup>  
SENT to NCR - 2/2/77  
SENT to AGENCY - 2/2/77

Request for Records Disposition Authority - Continuation		JOB NO.	PAGE OF
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
2	<p>and equipment. Other records include public hearings, investigations of claims, statistical data on claims and publicity items.</p> <p>(a) <u>PERMANENT</u>. Offer to NARS immediately</p> <p>010.1 Legal matters  016.1 Opinions of Legal Counsel  042.1 Proposed and pending legislation affecting the commission  300.1 Policies of the Administration  300.54 Circulars and Orders  300.55 Bulletins</p> <p>(b) All others destroy immediately</p> <p>Correspondence Files (1947-50)  (WNRC Accession Number 51-155, 14 cubic feet)</p> <p>Arranged by subject and intended to be interfiled at some later date into the Central Correspondence File. Records in this file were created or maintained by the Management Services Division of the Bureau of Administration and include records pertaining to routine administrative activities such as personnel leaves and salaries, purchase orders for supplies and equipment; tax exemption statements for imported and local goods purchased; incoming and outgoing memos relating to individual claims; valuation of goods and appraisal procedures and manuals; inspection reports; letters from the Secretary and other official's; agenda for meetings; applications for employment, personnel information; investigations of alleged fraud against commission personnel, copies of affidavits involving claims frauds and other irregularities; commission rules and memos concerning sugar policy and claims, schedules of property and organizational charts for sugar centrales.</p> <p>(a) <u>PERMANENT</u>. Offer to NARS immediately</p> <p>Francisco A. Delgado's Inspection Report (1951)  Appraisal General Procedures  Appraisal Procedures  Reference Manual (n.d.)  Letters prepared for signature of the Secretary 1947-50  Agenda for Meetings, 1947-49  Letters of the Commissioner, other commissioners, and general counsel.</p>		

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JOB NO.

PAGE OF

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3	<p>Memos on Sugar Policy Commission rules on Sugar Claims</p> <p>(b) Destroy all others immediately</p> <p>Private and Public Claims 1947-50 (WNRC Accession Number 51AG118, 7 cubic feet)</p> <p>Arranged alphabetically in folders by surname or government agency. Records were either created or maintained by the Management Services Division of the Bureau of Administration and consist of schedules of claims, statements, affidavits, schedules of private and public property, cash value, and figures for loss and damage.</p> <p>Destroy immediately.</p>		