

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N2-227-87-001

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INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE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	
JOB NO	N2-227-87-1
DATE RECEIVED	3/24/87
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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>Frank A. Bunker</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)
National Archives and Records Administration

2 MAJOR SUBDIVISION
Office of the National Archives

3 MINOR SUBDIVISION
Civil Archives Division

4 NAME OF PERSON WITH WHOM TO CONFER
Lee R. Johnson

5 TEL EXT
523-3238

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 5 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 3-17-87	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Franklin W. Burch</i>	E TITLE <i>Acting Director NNF</i>
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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
	<p>Record Group 227, Records of the Office of Scientific Research and Development</p> <p>The Office of Scientific Research and Development (OSRD) was created June 28, 1941, within the Office for Emergency Management to ensure adequate provision for research in scientific and medical problems relating to national defense. A center for the mobilization of scientific personnel and resources, the OSRD coordinated, aided, and supplemented research activities of the War and Navy Departments and other Federal agencies. The OSRD was terminated December 31, 1947, and its business was transferred for completion to the National Military Establishment.</p> <p>The records described below as items 1-26 constitute 82 cubic feet of records. If created today, they would be considered disposable under General Records Schedule criteria. All of the records were created at least forty years ago. Any administrative or legal value they might have had has long expired. They possess no research value because they were created solely to facilitate the daily administrative activities of OSRD. Policy and program records for OSRD have been retained in sufficient quantity and substance to document the activities of OSRD.</p>		

cy to NNF 6/03/87
28/NIRM

26 items

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1.	<p><u>Office of the Executive Secretary.</u> Project control file consisting of mailing lists, receipts, and other miscellaneous documents relating to the distribution of reports. 3 Cubic feet of records. DESTROY IMMEDIATELY</p>		
2.	<p><u>Administration Division.</u> Miscellaneous contracts for various administrative services to OSRD. Less than 1 cubic foot of records. DESTROY IMMEDIATELY</p>		
3.	<p>Records relating to the transferring and surplusung of office and laboratory equipment. 3 cubic feet of records. DESTROY IMMEDIATELY</p>		
4.	<p>Records relating to the assignment of numbers to various OSRD projects. Less than 1 cubic foot of records. DESTROY IMMEDIATELY</p>		
5.	<p>Messenger and car service dispatch sheets and bills of lading. Less than 1 cubic foot of records. DESTROY IMMEDIATELY</p>		
6.	<p><u>Division of Personnel Operations and Management</u> War bond applications, transmittals, and receipts. 2 1/2 cubic feet of records. DESTROY IMMEDIATELY</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
7.	Miscellaneous personnel records consisting of position descriptions, time and attendance slips, leave applications, and pay roll change slips. 9 cubic feet of records. DESTROY IMMEDIATELY		
8.	Payroll lists, distribution sheets, and receipts. 3 cubic feet of records. DESTROY IMMEDIATELY <u>Legal Division</u>		
9.	Personnel files consisting of copies of time and attendance reports, information on passes, and other miscellaneous personnel requests. 1 cubic foot of records. DESTROY IMMEDIATELY <u>Patent Division</u>		
10.	Miscellaneous service requisitions and copies of travel vouchers. Less than 1 cubic foot of records. DESTROY IMMEDIATELY <u>Priorities and Property Control Section</u>		
11.	Payroll registers, voucher copies, savings bonds schedules, bills of lading, and other accounting documents. 3 cubic feet of records. DESTROY IMMEDIATELY		
12.	Requests for typing, short-hand notebooks, distribution lists, and mail receipts. 3 cubic feet of records. DESTROY IMMEDIATELY		

REPRODUCED FROM HOLDINGS OF THE NATIONAL ARCHIVES

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<u>Security Section</u>		
13.	Records relating to property accounting for contractees and various security documents such as requests for clearance, agreements for disclosure, and lists of clearances for individual OSRD employees. 17 1/2 cubic feet of records DESTROY IMMEDIATELY		
	<u>Liaison Office</u>		
14.	Registered mail receipts. 1 cubic foot of records. DESTROY IMMEDIATELY		
15.	Classified document receipts. 4 cubic feet of records.		
16.	Records relating to shipment of equipment. Less than 1 cubic foot of records. DESTROY IMMEDIATELY		
17.	Miscellaneous requisitions. Less than 1 cubic foot of records. DESTROY IMMEDIATELY		
18.	Distribution of report lists and miscellaneous personnel documents. Less than 1 cubic foot of records. DESTROY IMMEDIATELY		
19.	Copies of orders from various suppliers for office equipment. Less than 1 cubic foot of records. DESTROY IMMEDIATELY		

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REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
20.	<p style="text-align: center;"><u>Applied Mathematics Panel (AMP).</u></p> <p>Requests for AMP reports and distribution lists for AMP reports. 4 cubic feet of records. DESTROY IMMEDIATELY</p>		
21.	<p style="text-align: center;"><u>Committee on Publications</u></p> <p>Purchase orders, travel vouchers, and various inventories. Less than 1 cubic foot of records. DESTROY IMMEDIATELY</p>		
22.	<p style="text-align: center;"><u>NDRC Division 8 of OSRD</u></p> <p>Miscellaneous papers relating to the distribution of reports. 3 cubic feet of records. DESTROY IMMEDIATELY</p>		
23.	<p style="text-align: center;"><u>NDRC Division 8 of OSRD</u></p> <p>Authorized visit forms, shipping orders, per diem claims, and travel authorizations. Less than 1 cubic foot of records. DESTROY IMMEDIATELY</p>		
24.	<p style="text-align: center;"><u>NDRC Division 14 of OSRD</u></p> <p>Requisitions for delivery of equipment, property transfer forms, space requests, shipping orders, and travel authorization. 5 cubic feet of records. DESTROY IMMEDIATELY</p>		
25.	<p style="text-align: center;"><u>NDRC Division 14 of OSRD</u></p> <p>Visit authorization files for various Division 14 facilities. 3 cubic feet of records. DESTROY IMMEDIATELY</p>		
26.	<p style="text-align: center;"><u>NDRC Division 14 of OSRD</u></p> <p>Property disposition requests, transfer of property and equipment forms, and other reports relating to deliveries of property and equipment. 12 cubic feet of records. DESTROY IMMEDIATELY</p>		