

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
AMERICAN BATTLE MONUMENTS COMMISSION

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE
Ria Voigt 202-761-0533

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 6 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; or has been requested.

DATE 8/18/95	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> LTC Ernest R. Morgan III	TITLE Chief, Admin., Logistics, Information Management
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JOB NUMBER
NI-117-95-1

DATE RECEIVED
8-18-95

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 12-18-95 ARCHIVIST OF THE UNITED STATES *[Signature]*

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p>Program Records of the American Battle Monuments Commission (ABMC)</p> <p>The American Battle Monuments Commission, established by an Act of Congress on March 4, 1923, erects and maintains memorials at suitable sites (except in national cemeteries) commemorating the services of American Armed Forces since April 6, 1917; designs, constructs, administers, and maintains permanent American military cemeteries located outside the United States and its possessions; maintains at overseas cemeteries rosters of men recorded as missing and of burials; and provides regulations for the erection of American war memorials by other sponsors.</p> <p>MEETING MINUTES AND AGENDAS (1923-present). Arranged chronologically. Total accumulation: 1.5 cubic feet.</p> <p>Detailed record of proceedings of the semi-annual meetings of the Commission. Also includes agendas of topics to be discussed. Includes minutes of semi-annual working dinners (1988-present) as well.</p>		

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Copy to: Agency, NNR, NIA
NNS, NNT, NNE

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION

JOB NUMBER
N1-117-95-1

PAGE
2 OF 6

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>Includes Index, arranged alphabetically by topic, for the years 1923 through 1935.</p> <p><u>PERMANENT</u>. Cut off annually. Transfer years 1923 through 1994 to the National Archives immediately upon approval of this schedule. Thereafter, transfer to the National Archives in 10 year blocks when the oldest records are 15 years old.</p>		
2.	<p>ANNUAL REPORTS (1924-present). Arranged chronologically. Total accumulation: 1.5 cubic feet.</p> <p>Detailed reports, submitted annually to the President and the Congress,, describing major projects, accomplishments, and expenditures of the Commission for the previous year.</p> <p><u>PERMANENT</u>. Cut off annually. Transfer years 1923 through 1994 to the National Archives immediately upon approval of this schedule. Thereafter, transfer to the National Archives in 10 year blocks when the oldest records are 15 years old.</p>		
3.	<p>INSPECTION REPORTS.</p> <p>Reports containing findings on the conditions of individual overseas military cemeteries and recommendations for improving or correcting any deficiencies or problems. These reports are the result of annual inspection trips by Commission members.</p> <p><u>TEMPORARY</u>. Destroy upon issuance of new report or when no longer needed for administrative purposes, whichever is sooner.</p>		
4.	<p>COMMISSIONERS FILES (1923-present). Arranged alphabetically by Commissioner. Total accumulation: 2 cubic feet.</p> <p>Commission member biographies, affidavits of appointment, and correspondence between Commissioners and the White House, members of Congress, and Commission staff.</p> <p><u>PERMANENT</u>. Transfer files of all Commissioners who served prior to 1993 to the National Archives immediately upon</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION

JOB NUMBER
N1-117-95-1

PAGE
3 OF 6

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5.	<p>approval of this schedule. Thereafter, transfer files when each Commissioner leaves office or when accumulation totals 1 cubic foot, whichever occurs later.</p> <p>VIDEO RECORDINGS.</p> <p>Original video films produced by or for the Commission for distribution.</p> <p><u>PERMANENT.</u> Transfer (2) two copies of each video to the National Archives at time of production.</p>		
6.	<p>LEGISLATIVE HISTORY FILES (1946-present).</p> <p>Arranged chronologically. Total accumulation: 1 cubic foot.</p> <p>Correspondence, reports, memoranda, and other records pertaining to proposed or existing legislation or regulations which have or will have an impact on the mission, function and responsibilities of the Commission.</p> <p><u>PERMANENT.</u> Cut off annually. Transfer to the National Archives when no longer needed for administrative use, or when accumulation totals 1 cubic foot, whichever is later.</p>		
7.	<p>PUBLICATIONS.</p> <p>Informational brochures, booklets, pamphlets, reports and other types of materials developed, published and distributed by the Commission.</p> <p><u>PERMANENT.</u> Transfer (1) one copy of all publications currently on hand immediately to the National Archives. Thereafter, hold (1) one record copy of each publication 5 years and transfer to the National Archives.</p>		
8.	<p>PHOTOGRAPHS (1960-present).</p> <p>a. Still photographs, various sizes, showing overseas military cemeteries and Battle Memorials; photographs depicting substantive Commission activities, significant personalities and events etcetera. Includes original negative and a captioned print or its equivalent for</p>		WITHDRAWN

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION

JOB NUMBER
N1-117-95-1

PAGE
4 OF 6

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	<p>each black and white image and the original color transparency or color negative or its equivalent for each color image.</p> <p><u>PERMANENT.</u> Transfer to the National Archives when obsolete or when 5 years old, whichever occurs first.</p> <p>b. Still photographs having limited use or interest, as well as photographs of subjects and activities not directly related to ABMC operations and responsibilities.</p> <p><u>TEMPORARY.</u> Destroy when obsolete or when 5 years old, whichever occurs first.</p> <p>c. Still photographs which are technically or photographically inferior.</p> <p><u>TEMPORARY.</u> Destroy when no longer needed.</p>		<p>WITHDRAWN</p> <p>WITHDRAWN</p>
9.	<p>LITHOGRAPHS. 24 Items.</p> <p>Color lithographs, measuring 14" x 17," depicting the 24 U.S. Military cemeteries overseas for which the Commission has oversight responsibility.</p> <p><u>PERMANENT.</u> Transfer (2) two copies of each lithograph to the National Archives immediately upon approval of this schedule.</p>		<p>WITHDRAWN</p>
10.	<p>REJECTED DESIGNS FOR KOREAN WAR VETERANS MEMORIAL (1986-1991). 19 Items.</p> <p>The Commission served as the administrative support agency to the Korean War Veterans Memorial Advisory Board. This series includes rejected color drawings of proposed memorial as submitted by various architects during the design competition. The drawings measure approximately 38" x 41.</p> <p><u>PERMANENT.</u> Transfer to the National Archives immediately upon approval of this schedule.</p>		<p>WITHDRAWN</p>
11.	<p>BLUEPRINTS OF TEMPORARY CEMETERIES (1919). Arranged by Plat numbers, Thereunder by Party, Book Number, and page number.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION

JOB NUMBER
N1-117-95-1

PAGE
5 OF 6

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	<p>Total accumulation: 1 cubic foot.</p> <p>13" x 13" Grave Registration Survey blueprints (Field Sketches and Plane Table Surveys) by the 1st Detachment, 29th Engineer Battalion, showing the location of temporary World War I overseas military cemeteries. The blueprints depict the cemetery and surrounding area, including rivers, roads, villages, etc., and the name, rank, military unit, and plot number of each soldier interred.</p> <p><u>PERMANENT</u>. Transfer to the National immediately upon approval of this schedule.</p>		
12.	<p>SUPERINTENDENT'S MONTHLY REPORTS. Arranged alphabetically by cemetery. Thereunder, chronologically by month.</p> <p>Monthly reports submitted by Superintendent's of each of the overseas military cemeteries describing activities and accomplishments. Also includes horticultural reports, photographs, plats, work orders, correspondence, and memorandas on routine maintenance matters.</p> <p><u>TEMPORARY</u>. Destroy when 5 years old, or when no longer needed for administrative use, whichever occurs first.</p>		
13.	<p>MONUMENTS AND MEMORIALS CORRESPONDENCE FILES (1927-present). Arranged alphabetically by monument or memorial. Total accumulation: 15 cubic feet.</p> <p>Correspondence, memorandas, and reports, pertaining to the erection and maintenance of existing or proposed monuments or memorials on overseas battlefields. Also includes plats, maps, newspaper articles, photographs, articles of agreements, etcetera.</p> <p><u>PERMANENT</u>. Transfer to the National Archives when no longer needed for administrative use or when accumulation reaches 1 cubic foot, whichever is later.</p> <p>Note: Any duplicate, nonrecord, General</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION

JOB NUMBER
N1-117-95-1

PAGE
6 OF 6

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Records Schedule (GRS) items, and records lacking historical value will be destroyed during archival processing.