

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

LEAVE BLANK

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

JOB NO.  
N1-147-90-1 ~~X~~

DATE RECEIVED  
11-1-90

1. FROM (Agency or establishment)  
SELECTIVE SERVICE SYSTEM

2. MAJOR SUBDIVISION  
NATIONAL HEADQUARTERS

3. MINOR SUBDIVISION  
STATE HEADQUARTERS

4. NAME OF PERSON WITH WHOM TO CONFER

PAULA SWEENEY *Paula D. Sweeney*

5. TELEPHONE EXT.

724-1173

DATE

3/11/91

ARCHIVIST OF THE UNITED STATES

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

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; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence:  is attached; or  is unnecessary.

B. DATE

11/1/90

C. SIGNATURE OF AGENCY REPRESENTATIVE

*Paula D. Sweeney*

D. TITLE

*Records Manager*

7. ITEM NO.

8. DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARS USE ONLY)

RECORDS SERIES HELD AT THE WASHINGTON NATIONAL RECORDS CENTER (SEE ATTACHED SHEETS)

*NNW-WS 3/17/91*

*Copies sent to agency, NNW, NNT, NCF 3/14/91*

SELECTIVE SYSTEM SERVICE  
(RECORD GROUP 147)

Described below are all remaining unscheduled records assigned to RG 147 at the Washington National Records Center. Often intermingled with the permanent records are disposable materials which cannot easily be removed until the records are transferred to the National Archives where they can be screened during archival processing. In addition to those records identified in this schedule, the National Archives will remove records authorized for destruction under the following:

1. Records authorized for destruction by SF 115s approved for Selective Service System records;
2. Records authorized for destruction by the General Records Schedules, and;
3. Nonrecord including duplicate materials.

National Headquarters  
Office of the National Director

1. Policy Files, 1942-1947. Arranged by individual subject category in the following order: General, Rehabilitation, Administration, Weekly Digest, and Executive Division Opinion. The contents of the records for a particular category are arranged according to a subject index located at the beginning of each roll. A Table of Abbreviations, containing the organizational symbols of National Headquarters divisions (exs. PC denotes Planning Council, FD indicates Field Division) is included on the first roll (General), while the legal opinions are numbered consecutively, Nos. 500-775.

This series on 16 mm positive microfilm consists of substantive correspondence and memoranda between the Director and Deputy Director and State directors, U.S. congressmen, and foreign diplomats; "Local Board Memoranda" and "State Director Advices" issued by the Director; opinions rendered by the Legal Division and by the General Counsel (including an opinion on "stateless aliens," or those Japanese-Americans who renounced U.S. citizenship during World War II); policy determinations relating to the Veterans Personnel and Camp Operations divisions; and "digest card files" of the Administrative Division for currently applicable local board memoranda.

WNRC Accession 71A1053, box 164 (part); 16 mm microfilm, rolls 2-6

**PERMANENT.** Transfer to the National Archives immediately.

2. Presidential Appeal Board Card Index, 1940-1945. Arranged alphabetically by surname of appellant and thereunder by an assigned docket number.

This is a 16 mm positive microfilm index to appeals made by registrants to the Presidential Appeal Board before April 30, 1945. A typical index entry contains the name of registrant, the docket number, an order number, and local board number.

WNRC Accession 71A1053, box 164 (part); 16 mm microfilm, rolls 3-7

**PERMANENT.** Transfer to the National Archives immediately.

3. General Subject Files, 1940-47. Arranged by subject or type of record. Forms 110 are arranged alphabetically by state, while the Alien Student Registrant Index cards are arranged by the native country of a student.

16 mm and 35 mm microfilm containing DSS Forms 3A, 3B, 7 (Record for Appointment--Uncompensated Personnel), 23 (Appointment Order and Applications to Local Boards), and related Forms 88, 500, 501, and DSS forms I-F (Foreign) or "Foreign Registration Cards" of those alien registrants called for induction or those inducted. Also included are records relating to specially exempted Canadian students and other records concerning the induction of inmates of Federal penal institutions directly into the armed forces.

WNRC Accession 71A1053, boxes 157-63, 164 (part), 165, 16 mm microfilm; boxes 166-77, 35 mm microfilm

**PERMANENT.** Transfer to the National Archives immediately.

4. Appointment Orders and Related Papers, 1940-47. Arranged sequentially by appointment order number.

Orders issued by the National Director, Major General Lewis B. Hershey, appointing members of local boards, examining physicians, reemployment committeemen, and appeal board members. The bulk of the series consists of Forms 405, Recommendation for Uncompensated Personnel Action, signed by state governors and accompanying files of Form 401, Personnel History Statement, signed by appointees.

WNRC Accession 71A1053, boxes 1-116

Destroy immediately.

5. Special Service Medals and Certificates Files, 1940-68.

Correspondence between the Deputy Director and the Appointments and Personnel Division chief and State directors, Territorial directors, and State Headquarters officials regarding the awarding of selective service medals and Congressional Certificates of Merit to outstanding uncompensated personnel of the Selective Service System. Also included is correspondence between State and Territorial directors and National Headquarters officials regarding current local board addresses and periodic individual board member address changes; rosters of reemployment committeemen; shipping order receipts for insignia; rosters and lists of board members eligible for awards; and copies of appointment orders.

WNRC Accession 71A1053, boxes 117-118, 146-156.

Destroy immediately.

Administrative Division

6. Central Decimal Files, 1948-63. Arranged by filing code number and thereunder grouped alphabetically by state.

Correspondence and memoranda between the National Director and state directors and Administrative Division chiefs and State Headquarters fiscal and procurement officers regarding policy matters associated with inductions, special exemptions, and various appeals determinations. Other records document administrative and housekeeping matters that may be destroyed during archival processing under General Records Schedule authorities, as noted at the beginning of this schedule. Also included in the records are letters of the Director to the Civil Service Commission concerning the technical application of SSS employment procedures and practices.

WNRC Accession 71A3785, boxes 1-10.

**PERMANENT.** Transfer to the National Archives immediately.

7. State General Correspondence, 1940-65. Arranged alphabetically by state.

Routine administrative correspondence between the Administrative Division chief and Assistant chief and state directors relating mainly to specified uncompensated personnel actions. Also included are file copies of telegrams between the National Director, Major General Lewis B. Hershey, and State Headquarters directors relating to personnel matters as well as other Administrative Division communications with local board members.

WNRC Accession 71A1053, boxes 124-127

Destroy immediately.

8. Records Relating to Uncompensated Personnel Actions, 1940-47. Arranged alphabetically by state, thereunder by city or county, and thereunder by local board number.

Form AD-8, used to record actions taken by the APD on local board personnel, particularly the listing of the names and terms of service of board members, reemployment committeemen, examining physicians, and government appeal agents. Also included are lists of appointment order numbers and replacement appointment order numbers and effective dates, and rosters of resigned, deceased, or terminated board members.

WNRC Accession 71A1053, boxes 128-145

Destroy immediately.

9. Oaths of Office and Pay Waivers, 1947-71. Arranged alphabetically by state and thereunder by local board number.

SSS Form 400, Oath of Office and Waiver of Pay, the basic documentation of the swearing in of volunteers and other uncompensated personnel who served as members of local boards. Civil officials administered the oaths according to relevant provisions of the Selective Service Act of 1948, in the states of Alabama, New York, Ohio, Oklahoma, Oregon, and Rhode Island. Also included are certified true copies of appointment orders issued by the National Director, and SSS Forms 401 and 405, containing recommendations of state governors and local board members.

WNRC Accessions: 71A2855, boxes 1-4  
72A4954, boxes 1-9  
71A1053, boxes 119-123

Destroy immediately.

Maryland State Headquarters  
Local Board 54

10. Alien Resident and Deferred Student Registration Case Files, 1969-72. Arranged by classification status category, thereunder by year of birth, and thereunder by selective service number.

SSS Forms 101, Registrant File Folder, for certain registrants born in the years 1953 and 1954. Included are correspondence between Immigration and Naturalization Service and Department of State officers and Local Board officials concerning the current classification status of alien residents and deferred students. Also includes SSS Forms Questionnaire, Report for Pre-Induction Physical, Report for Induction, and Request for Deferment, and registrant requests for status reclassification.

WNRC Accession 76-0014, boxes 387-391

Destroy immediately.