

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

LEAVE BLANK	
JOB NO <b>NCI-338-82-5</b>	
DATE RECEIVED <b>8/18/82</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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<b>8-24-82</b> Date	<i>Patricia M. Clement</i> Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)  
**Department of the Army**

2. MAJOR SUBDIVISION  
**Stockades and Disciplinary Barracks**

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER <b>Patricia M. Clement</b>	5. TEL. EXT. <b>07-693-7249 8-273-7249</b>
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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 <b>12 Aug 1982</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>John Henry Hatcher</i> <b>JOHN HENRY HATCHER, PhD</b>	E. TITLE <b>Chief, Programs Branch, HQDA Records Management Division, TAGO</b>
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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>Located at the National Personnel Records Center (Military), St. Louis, Missouri, are Army organizational records generally dating from 1950 through the 1960's. These records are now being reviewed for the purpose of determining their ultimate disposition. The submission of this SF 115 is a part of this effort.</p> <p>This schedule covers only those records of U. S. Army stockades and disciplinary barracks located in NPRC. Consequently, it is not applicable to current records.</p> <p>Unless otherwise noted, the item numbers listed in column 9 correspond to those in AR 340-18.</p>		<i>15 items</i>

*Closed out; 8-26-82:cm  
Copied to NPRC (MAR), NN/M & Agency*

List of U. S. Army Confinement Facilities Having Permanent  
or Unscheduled Records at NPRC

U. S. Disciplinary Barracks,  
Fort Crowder, MO

U. S. Disciplinary Barracks,  
Fort Gordon, GA

U. S. Disciplinary Barracks,  
Fort Leavenworth, KS

U. S. Disciplinary Barracks,  
Lompoc, CA

U. S. Army Stockade, 8044th  
Army Unit

U. S. Army Stockade, Japan

U. S. Army Stockade, Korea

I Corps (Group) Stockade

24th Infantry Division Stockade

Camp Drake Guardhouse

USAREUR Military Prison

The following series are included among the records of U. S. Army stockades and disciplinary barracks. Although located at NPRC, these records are not included in this schedule because they previously have been appraised as permanent.

General Orders, ca. 1951-61, 7½ cu. ft., 227-16

Management Improvement Project Files, ca. 1954-57, 2 cu. ft., 216-01

Military Historians Files, ca. 1947-62, 14 cu. ft., 228.01

Operations Planning Files, ca. 1953-59, 11 in., 208-01A

Organization Planning Files, ca. 1952-59, 7 in., 207-01

Regulations, ca. 1950-54, 2 in., 227-01

List of Items In This Schedule

1. Manuals
2. Memorandums
3. Bulletins
4. Commandant's File
5. Facilities Control File
6. General Correspondence File
7. Intelligence General Correspondence File
8. Installation Diary
9. Newspapers
10. Operational Instructions
11. Operating Procedure File

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
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1.	<p><u>Manuals.</u> ca. 1954-56, 2 in.</p> <p>Issuances used for a variety of purposes, such as prescribing uniform policies and procedures; establishing programs; describing organizational structure; listing responsibilities and functions; listing spare parts available; and setting maintenance procedures. These issuances are in printed form.</p> <p>a. Manuals containing policies and responsibilities; organization and function; significant procedures; or important information.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p> <p>b. All other manuals.</p> <p>Destroy immediately upon approval of this schedule.</p>	227-01	
2.	<p><u>Memorandums,</u> ca. 1959-61, 2.8 cu. ft.</p> <p>Issuances used for a variety of purposes, from promulgating significant policy directives similar to regulations, to prescribing short-term administrative procedures.</p> <p>a. Memorandums containing policies and responsibilities and prescribing administrative procedures of a continuing nature applicable only to the headquarters organization of the issuing element.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p> <p>b. All other memorandums.</p> <p>Destroy immediately upon approval of this schedule.</p>	227-01	

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
3.	<p><u>Bulletins</u>, ca. 1952-58, 1.3 cu. ft.</p> <p>Numbered issuances used to convey official and unofficial information of an advisory, informative, or directive nature. Issued by a variety of offices for a plethora of purposes, from providing significant instructional information to outlining minor procedural changes.</p> <p>a. Bulletins containing significant information concerning division functions and/or activities.</p> <p><u>Permanent</u>. Offer to NARS immediately upon approval of this schedule.</p> <p>b. Daily bulletins.</p> <p>Destroy immediately upon approval of this schedule.</p> <p>c. All other bulletins.</p> <p>Destroy immediately upon approval of this schedule.</p>	227-01	
4.	<p><u>Commandant's File</u>, ca. 1959, 1 in.</p> <p>Correspondence relating to various matters concerned with day-to-day operations. Includes letters, reports, intra-office memorandums, and the like.</p> <p>Destroy immediately upon approval of this schedule.</p>		
5.	<p><u>Facilities Control Files</u>, ca. 1952-57, 4 in.</p> <p>Letters, memorandums, reports, and other correspondence relating to the acquisition, construction, repair, condition, transfer, utilization, or closure of specific facilities.</p> <p>Destroy immediately upon approval of this schedule.</p>	201-01A	

## 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 TAKEN6. General Correspondence Files, ca. 1947-59, 24.2 cu. ft.

Letters, memorandums, reports, and other correspondence relating to a wide variety of functions and activities of stockades. The vast bulk of this correspondence concerns ephemeral transactions and procedures relating to the day-to-day operations of the creating unit. This item is applicable not only to centralized General Administrative Files, and Correspondence Files, but also to the specific administrative files maintained by individual offices and identified on NPRC finding aids as Intelligence, Inspector General, etc., Administrative Files. This item is not applicable to those individual files which document long-range planning, organizational, and policy matters and which have previously been scheduled for permanent retention. In addition, this item is not applicable to specific series or portions of administrative files described and provided for elsewhere in this schedule, e.g., item ~~7~~.

Destroy immediately upon approval of this schedule.

7. Intelligence General Correspondence Files, ca. 1953-56, 2 in.

Letters, memorandums, reports, and other correspondence relating to routine administration of intelligence and security activities. The vast bulk of this correspondence concerns ephemeral transactions and procedures relating to the day-to-day operations of the creating unit, such as installation security, security survey reports, and security classification.

Destroy immediately upon approval of this schedule.

8. Installation Diary, ca. 1952-57, 1 in.

Log book of prisoners, showing dates of confinement and nature of offense.

Destroy immediately upon approval of this schedule.

AR 345-210/18D and other items in the AR 345-200 series

501-01

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
9.	<p><u>Newspapers</u>, ca. 1951-55, 13 in.</p> <p>Daily or weekly editions of newspapers and newsletters, published by stockade personnel and prisoners for distribution among the prisoners. Contain items written by prisoners as well as some wire service stories.</p> <p>Destroy immediately upon approval of this schedule.</p>		
10.	<p><u>Operational Instructions</u>, ca. 1955-57, 3 in.</p> <p>Issuances establishing continuing policies, practices, procedures, responsibilities, standards, and instructions. These are internal documents used by individual units and offices to perform their mission from day to day.</p> <p>Destroy immediately upon approval of this schedule.</p>	227-01	
11.	<p><u>Operating Procedure File</u>, ca. 1952-57, 1 cu. ft.</p> <p>Reports and correspondence relating to the establishment of and changes in operating procedures and associated standard operating procedures. Included are proposals for improvement, flow process charts, and copies of standard operating procedures.</p> <p>Destroy immediately upon approval of this schedule.</p>	208-02	