

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-AU-78-017

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 9/30/2025

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

Item 5 Installation historical file

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 1 is superseded by NC1-AU-80-035 All other items were withdrawn before approval of the schedule.

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)

Department of the Army

2. MAJOR SUBDIVISION

The Adjutant General's Office

3. MINOR SUBDIVISION

Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER

James D. McGill

5. TEL. EXT.

693-1937

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 8 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>4/6/78</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> CHIEF B. OLDAKER	E. TITLE Chief, Records Management Division	
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>File description and dispositions are contained in the attached <u>7</u> pages and relate to Military History Program and Operations Files.</p> <p>Request approval of permanent retention.</p> <p>FW 228-01</p> <p>228-04</p> <p>228-06</p> <p>228-09</p> <p>228-10</p> <p>228-11</p>		

LEAVE BLANK	
JOB NO.	NC1 AU 78 17
DATE RECEIVED	1 FEB 1978
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.	
SIGNATURE OF THE ARCHIVIST IS NOT REQUIRED FOR APPROVAL OF PERMANENT RETENTION OF RECORDS	
Date	Archivist of the United States

Agency Copy sent 2/26/78

sent NNM, WNV

[Signature]
2-27-78

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

<p>1. AR 340-18- <u>2</u></p> <p>FILE NUMBER,</p> <p>DESCRIPTION,</p> <p>AND</p> <p>DISPOSITION</p> <p><i>Item 1</i></p>	<p><i>File No.</i> 228-01</p> <p><i>Description</i> Historians background material files. Documents used as the background or basis for published historical volumes. Included are internal critiques and outside reviews; the first complete typed draft of the manuscript; special research studies, including pertinent compilations of statistics and charts; personnel diaries, transcripts of personal interviews, memoirs, and personal correspondence between authors and participants; and security and statistical clearance documents.</p> <p><i>Disposition</i> Permanent. Cut off on publication of related volumes.</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>US Army Center of Military History, Forrestal Bldg., WASH., DC <i>and other locations</i></p>
<p>3. CURRENT VOLUME.</p>	<p>US Army Military History Institute: 1,910 lin ft Center of Military History: 2,452 lin ft; Reels: 1,500 lin</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>30 lin ft</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>Chronological</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Contains authenticating documents in support of Army Historical Records believed to be of archival value.</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>AR 870-5</p>
<p>8. RECORDS WILL BE OFFERED.</p>	<p>The permanent files described above will be offered to the National Archives in accordance with the 1976 schedule for special records collections.</p>
<p>9. ADDITIONAL REMARKS.</p>	<p><i>Record that relate to the preparation of specific studies will be offered on the completion and/or publication of the study. other records will be offered to NARS when no longer needed for Army historical activities.</i></p>

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

<p>1. AR 340-18- <u>2</u></p> <p>FILE NUMBER</p> <p>DESCRIPTION ,</p> <p>AND</p> <p>DISPOSITION</p> <p><i>Item 2</i></p> <p>WITHDRAWN</p>	<p>228-04 Historical photographic files. Photographs covering events of historical importance, war theater activities and campaigns, ceremonies, tactical training operations and maneuvers, including photographs of interest because of unusual treatment, studies of terrain, color photography, and night news.</p> <p>These are permanent files.</p> <p><i>Withdrawn</i></p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>US Army Center of Military History</p>
<p>3. CURRENT VOLUME.</p>	<p>106 lin ft</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>40 lin ft</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>Chronological by subject</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Required for illustrating historical volumes written by US Army Center of Military History and to meet public requests for photos. Also considered as having archival import.</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>AR 870-5</p>
<p>8. RECORDS WILL BE OFFERED.</p>	<p>The permanent files described above will be offered to the National archives on discontinuance of the US Army Center of Military History.</p>
<p>9. ADDITIONAL REMARKS.</p>	

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

<p>1. AR 340-18- <u>2</u></p> <p>FILE NUMBER, DESCRIPTION, AND DISPOSITION</p> <p><i>Item 3</i></p> <p>WITHDRAWN</p>	<p>228-06 Annual historical summary files. Documents relating to annual historical summaries prepared by Army staff agencies, major continental commands, and major overseas commands, as required by AR 870-5. Included are annual historical summaries with annexes and attachments and other directly related documents.</p> <p>Permanent.</p> <p><i>Withdrawn</i></p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>Department of the Army-wide</p>
<p>3. CURRENT VOLUME.</p>	<p>160 lin ft</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>45 lin ft</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>Chronological</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Provides annual update of Army events believed to be of historical and archival significance.</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>AR 870-5</p>
<p>8. RECORDS WILL BE OFFERED.</p>	<p>The permanent files described above will be offered to the National archives 20 years after creation.</p>
<p>9. ADDITIONAL REMARKS.</p>	

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

<p>1. AR 340-18- <u>2</u></p> <p>FILE NUMBER,</p> <p>DESCRIPTION,</p> <p>AND</p> <p>DISPOSITION</p> <p><i>Item 4</i></p> <p>WITHDRAWN</p>	<p>228-09</p> <p>Daily journal files. Documents reflecting a chronological record of events affecting a unit during a given period of time. Included are journals and documents necessary to support the journal entries, such as copies of orders, periodic reports of the unit and its subordinate and attached units, periodic reports of higher and adjacent units when applicable, personnel reports, ammunition expenditure charts, other statistical data, and similar documents. Excluded are daily activity reports and similar documents described under file number 101-04, AR 340-18-1.</p> <p><i>Permanent.</i></p> <p><i>Withdrawn</i></p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>Department of the Army field commands</p>
<p>3. CURRENT VOLUME.</p>	<p>200 lin ft</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>30 lin ft</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>Chronological</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Consists of records which provide an audit trail believed to be of historical and archival importance.</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>AR 220-15</p>
<p>8. RECORDS WILL BE OFFERED.</p>	<p>The permanent files described above will be offered to the National archives 20 years after creation.</p>
<p>9. ADDITIONAL REMARKS.</p>	

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

<p>1. AR 340-18- <u>2</u></p> <p>FILE NUMBER,</p> <p>DESCRIPTION ,</p> <p>AND</p> <p>DISPOSITION</p> <p><i>Item 5</i></p>	<p>228-10 Installation historical files. Documents maintained to reflect a chronological record of noteworthy events of interest from a historical or statistical standpoint which occur at an installation or activity.</p> <p>Permanent. Retain in CTA 5 years and retire from RIA on discontinuance of installation or activity. Upon request, files may be returned on reactivation.</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>Department of the Army-wide</p>
<p>3. CURRENT VOLUME.</p>	<p>120 lin ft</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>30 lin ft</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>Chronological</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Provides historical audit trail of events believed to be of archival value.</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>AR 870-5</p>
<p>8. RECORDS WILL BE OFFERED.</p>	<p>The permanent files described above will be offered to the National archives 20 years after creation.</p>
<p>9. ADDITIONAL REMARKS.</p>	

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

<p>1. AR 340-18- <u>2</u></p> <p>FILE NUMBER,</p> <p>DESCRIPTION,</p> <p>AND</p> <p>DISPOSITION</p> <p><i>Item 6</i></p> <p>WITHDRAWN</p>	<p>228-11</p> <p>Memorialization board files. Documents relating to the naming of installations, buildings, groups of buildings, streets, driveways, areas, or facilities. Included are proposals and coordinating papers, photographs, citations, copies of orders or directives, and related documents.</p> <p>Approving office: Permanent. Retain in CFA 5 years and retire from RHA on discontinuance of the affected facility. Supervisory, reviewing, or other offices: Destroy after 2 years or on discontinuance, whichever is first.</p> <p><i>Withdrawn</i></p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>Department of the Army Major Commands</p>
<p>3. CURRENT VOLUME.</p>	<p>70 lin ft</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>10 lin ft</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>Alphabetical by name</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Comprises case files of deceased Army members for which Army facilities have been named, thus constituting records believed to be of historic and archival value.</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>AR 1-33</p>
<p>8. RECORDS WILL BE OFFERED.</p>	<p>The permanent files described above will be offered to the National archives 20 years after creation.</p>
<p>9. ADDITIONAL REMARKS.</p>	