

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-084-91-01

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 8/18/2025

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These items, unless subsequently superseded, may be used by the agency to disposition records.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.

Permanent items 1 ,2, 4, 12, 13, 21, 22, and 24 are active

SUPERSEDED AND OBSOLETE ITEMS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 They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling.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 3 is accessioned: National Archives Identifier 1756419.

Item 5 is accessioned: National Archives Identifier 1756542

Item 6 is accessioned: National Archives Identifier 1756547

Item 7 is accessioned: National Archives Identifier 1756549

Item 8a is accessioned: National Archives Identifier 1756559

Item 8b is presumed destroyed.

Item 9a is accessioned: National Archives Identifier 1756575

Item 9b and 10 are presumed destroyed.

Item 11 is accessioned: National Archives Identifier 2124925

Item 14 is accessioned: National Archives Identifier 2125314

Items 15-19 are presumed destroyed.

Item 20 is accessioned: National Archives Identifier 1756598

Item 23 is presumed destroyed.

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Item 20 is accessioned: National Archives Identifier 1756598

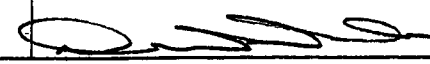
Item 23 is presumed destroyed.

Item 25 is accessioned: National Archives Identifier 1756605

Item 26 is accessioned: National Archives Identifier 2125321

Items 27 and 28 are presumed destroyed.

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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.	N1-84-91-1
1. FROM (Agency or establishment) DEPARTMENT OF STATE		DATE RECEIVED	4/12/91
2. MAJOR SUBDIVISION U.S. Embassy Office Berlin		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION		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.	
4. NAME OF PERSON WITH WHOM TO CONFER Willie Gee	5. TELEPHONE EXT. 647-6023	DATE 7/1/91	ARCHIVIST OF THE UNITED STATES 
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 9 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 4/5/91	C. SIGNATURE OF AGENCY REPRESENTATIVE 	D. TITLE Philip M. Tinney, Director, OIS
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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)																																								
	<p>This schedule covers the unique files created by the defunct U.S. Mission Berlin. Files of the Chief and Deputy Chief of Mission and the general subject files and chronological files of the Political Section and the Economic Section are covered by various authorities in N1-84-87-1.</p> <table> <tr> <td>POLITICAL SECTION</td> <td>Item 1</td> <td></td> <td></td> </tr> <tr> <td> Legal Adviser</td> <td>Items 2-3</td> <td></td> <td></td> </tr> <tr> <td> AK Legal Committee</td> <td>Items 4-10</td> <td></td> <td></td> </tr> <tr> <td> Senat Liaison Officer</td> <td>Item 11</td> <td></td> <td></td> </tr> <tr> <td> AK Secretariat</td> <td>Items 12-15</td> <td></td> <td></td> </tr> <tr> <td>ECONOMIC SECTION</td> <td>Item 16</td> <td></td> <td></td> </tr> <tr> <td> Frequency Management</td> <td>Items 17-19</td> <td></td> <td></td> </tr> <tr> <td> AK Economic Committee</td> <td>Items 20-23</td> <td></td> <td></td> </tr> <tr> <td>BERLIN AIR SAFETY CENTER</td> <td>Items 24-25</td> <td></td> <td></td> </tr> <tr> <td>BERLIN AERONAUTICS UNIT</td> <td>Items 26-28</td> <td></td> <td></td> </tr> </table>	POLITICAL SECTION	Item 1			Legal Adviser	Items 2-3			AK Legal Committee	Items 4-10			Senat Liaison Officer	Item 11			AK Secretariat	Items 12-15			ECONOMIC SECTION	Item 16			Frequency Management	Items 17-19			AK Economic Committee	Items 20-23			BERLIN AIR SAFETY CENTER	Items 24-25			BERLIN AERONAUTICS UNIT	Items 26-28				
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<p><i>Copies sent to agency, NN-W, NCF, NNT 7/9/91</i></p>																																											

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NO.

NL-84-91-1

PAGE

2 OF 9

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)
1.	<p style="text-align: center;"><u>POLITICAL SECTION</u></p> <p><u>Protest Books, 1961-1990.</u></p> <p>Arranged chronologically. Notes, statements, telegrams, summary sheets, chits, documents, and other material. Document protests made by the Soviet Union to the Allies and the Allies to the Soviet Union.</p> <p>Volume: 8 feet</p> <p>PERMANENT. Transfer to WNRC. Transfer to the National Archives when 30 years old.</p> <p><u>LEGAL ADVISER</u></p>		
2.	<p><u>SUBJECT AND AK SENSITIVE FILES, 1945-1990.</u></p> <p>Arranged by subject. Correspondence, reports, telegrams, memorandums, airgrams, notes, chits, and other material. Records relate to legal issues in Berlin and activities of the AK Legal Committee.</p> <p>Volume: 8 feet</p> <p>PERMANENT. Transfer to WNRC. Transfer to the National Archives when 30 years old.</p>		
3.	<p><u>HESS FILES, 1945-1987.</u></p> <p>Arranged by subject. Briefing material, telegrams, correspondence, memorandums, reports, notes, chits, and other material. Files relate to the imprisonment of Rudolf Hess in Spandau Prison.</p> <p>Volume: 3 feet</p> <p>PERMANENT. Transfer to the National Archives immediately.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION		JOB NO. N1-84-91-1	PAGE 3 OF 9
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)
4.	<p><u>AK Legal Committee</u></p> <p><u>RECORDS ON POLITICAL AFFAIRS AND RELATIONS, 1945-1990.</u></p> <p>Arranged by subject. Correspondence, reports, memorandums, telegrams, airgrams, notes, chits, and other material. Files cover political affairs and relations as they relate to the AK Legal Committee.</p> <p>Volume: 8 feet</p> <p>PERMANENT. Transfer to the National Archives immediately.</p>		
5.	<p><u>SUBJECT FILES, 1945-1990.</u></p> <p>Arranged by subject. Memorandums, correspondence, notes, reports, chits, documents, clippings, telegrams, memorandums of conversation, airgrams, and other material. Records cover the activities of the AK Legal Committee.</p> <p>Volume: 30 feet</p> <p>PERMANENT. Transfer to the National Archives immediately.</p>		
6.	<p><u>LEGAL COMMITTEE FILES, 1955-1990.</u></p> <p>Arranged by year and thereunder by type of document. Official minutes, reports, letters, memos, and other issuances of the AK Legal Committee.</p> <p>Volume: 7 feet</p> <p>PERMANENT. Transfer to the National Archives immediately.</p>		
7.	<p><u>INTERNATIONAL TREATIES (K 131 FILE), 1952-1990.</u></p> <p>Arranged by treaty. Correspondence, reports, memorandums, texts of treaties, and documents. Files document review of FRG treaties to see if they affect the statues of the Allies in Berlin.</p> <p>Volume: 15 feet</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

11-84-91-1

PAGE

4 OF 9

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8.	<p>PERMANENT. Transfer to the National Archives immediately.</p> <p><u>JURISDICTION CASES, FAMILY CASES, AND ADOPTIONS, 1957-1990.</u></p> <p>a. Berlin Document Center case, Tiede case, LaBelle case, Dostal case, and other cases with significant political impact.</p> <p>Volume: 4 feet</p> <p>PERMANENT. Transfer to the National Archives immediately.</p> <p>b. All other cases.</p> <p>Destroy immediately.</p>		
9.	<p><u>CARD INDEXES.</u></p> <p>a. Card indexes to Subject Files and International Treaties. Arranged by subject or country.</p> <p>PERMANENT. Transfer to the National Archives immediately.</p> <p>b. Card indexes to Jurisdiction Cases. Arranged by name.</p> <p>Destroy immediately.</p>		
10.	<p><u>ALLIED MEDIATION BUREAU FILES, 1988-1990.</u></p> <p>Arranged by complaint. Correspondence, drafts, memorandums, and other material. Files relate to complaints made to the Allied Mediation bureau.</p> <p>Volume: 3 feet</p> <p>Destroy immediately.</p>		
11.	<p><u>SENAT LIAISON OFFICER</u></p> <p><u>SENAT LIAISON FILES, 1977-1990.</u></p> <p>Arranged chronologically. Correspondence, memorandums, reports, notes, chits, issue papers,</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NO.

N1-84-91-1

PAGE

5 OF 9

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)
	<p>and other material. Files relate to relations with the Berlin Senat.</p> <p>Volume: 27 feet</p> <p>PERMANENT. Transfer to the National Archives immediately.</p>		
12.	<p><u>ALLIED KOMMANDATURA SECRETARIAT</u></p> <p><u>CLASSIFIED FILES, 1963-1990.</u></p> <p>Arranged by year and thereunder by committee or type of document. Official minutes, correspondence, letters, agendas, orders, documents, and issuances of the Allied Kommandatura.</p> <p>Volume: 60 feet</p> <p>PERMANENT. Transfer to the National Archives immediately.</p>		
13.	<p><u>UNCLASSIFIED FILES, 1963-1990.</u></p> <p>Arranged by type of document and thereunder chronologically. Official correspondence, agendas, documents, letters, orders, minutes, and other issuances of the Allied Kommandatura.</p> <p>Volume: 50 feet</p> <p>PERMANENT. Transfer to the National Archives immediately.</p>		
14.	<p><u>SUBJECT FILES, 1945-1990.</u></p> <p>Arranged by subject. Correspondence, agendas, documents, letters, orders, minutes, memorandums, notes, chits, telegrams, airgrams, and other material. Files relate to U.S. participation in the Allied Kommandatura.</p> <p>Volume: 35 feet</p> <p>PERMANENT. Transfer to the National Archives immediately.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

N1-84-91-1

PAGE

6 OF 9

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15.	<p><u>MICROFILM, 1945-1963.</u></p> <p>Arranged by subject or type of document. Eighty-seven rolls of 16mm negative microfilm containing copies of memorandums, minutes, documents, letters, orders, and other material. The material documents U.S. participation in the Allied Kommandatura.</p> <p>Volume: 2 feet</p> <p>Destroy immediately.</p> <p><u>ECONOMIC SECTION</u></p>		
16.	<p><u>STOCKPILE REPORTS, 1970-1990.</u></p> <p>Arranged chronologically. Reports and inventories of goods stockpiled in Berlin for emergency purposes.</p> <p>Volume: 3 feet</p> <p>Destroy immediately.</p> <p><u>FREQUENCY MANAGEMENT</u></p>		
17.	<p><u>CHRONOLOGICAL FILES, 1975-1990.</u></p> <p>Arranged chronologically. Extra copies of messages, notes, memorandums, and correspondence. Documentation covers the assignment of radio frequencies.</p> <p>Volume: 1 foot</p> <p>Destroy when no longer needed or in five years, whichever is sooner.</p>		
18.	<p><u>SUBJECT FILES, 1975-1990.</u></p> <p>Arranged by subject. Correspondence, memorandums, notes, telegrams, reports, and other material. Documentation covers the assignment of radio frequencies.</p> <p>Volume: 5 feet</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NO.

N1-84-91-1

PAGE

7 OF 9

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19.	<p>Destroy when no longer needed or in five years, whichever is sooner.</p> <p><u>CASE FILES, 1975-1990.</u></p> <p>Arranged by case. Documents, correspondence, notes, chits, notifications, telegrams, requests, and authorizations. Files cover the assignment of radio frequencies.</p> <p>Volume: 7 feet</p> <p>Destroy when no longer needed or in five years, whichever is sooner.</p>		
20.	<p><u>AK ECONOMIC COMMITTEE</u></p> <p><u>CLASSIFIED FILES, 1945-1990.</u></p> <p>Arranged by subject or type of document. Correspondence, reports, documents, telegrams, memorandums, clippings, notes, and other material. Files cover the activities of the AK Economic Committee.</p> <p>Volume: 8 feet</p> <p>PERMANENT. Transfer to the National Archives immediately.</p>		
21.	<p><u>SUBJECT FILES, 1945-1990.</u></p> <p>Arranged by subject. Notes, chits, memorandums, correspondence, telegrams, clippings, reports, and other material. Records cover the activities of the AK Economic Committee.</p> <p>Volume: 48 feet</p> <p>PERMANENT. Transfer to the National Archives immediately.</p>		
22.	<p><u>INTERNATIONAL AGREEMENTS, 1955-1990.</u></p> <p>Arranged by agreement. Documents, chits, notes, memorandums, and texts of international agreements. Files document review of</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NO.

11-84-91-1

PAGE

8 OF 9

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23.	<p>international agreements to determine the economic impact on Berlin.</p> <p>Volume: 4 feet</p> <p>PERMANENT. Transfer to the National Archives immediately.</p> <p><u>WEAPONS LICENSES, 1945-1990.</u></p> <p>Arranged by dealers, clubs, and Allied sectors of Berlin. Requests for and authorizations of licenses to have weapons in Berlin</p> <p>Volume: 10 feet</p> <p>Destroy immediately.</p> <p><u>BERLIN AIR SAFETY CENTER</u> <u>(BASC)</u></p>		
24.	<p><u>SUBJECT FILES, 1946-1990.</u></p> <p>Arranged by subject. Memorandums, reports, notes, minutes of meetings, correspondence, directives, histories, daily logs (with annotations), telegrams, and other material. Files relate to the duties and operations of the Berlin Air Safety Center.</p> <p>Volume: 20 feet</p> <p>PERMANENT. Transfer to the National Archives immediately.</p>		
25.	<p><u>DAILY LOGS, 1955-1978.</u></p> <p>Arranged chronologically. Logs of all incoming and outgoing flights. Logs are annotated to note special or unusual aspects or activities of the Berlin Air Safety Center.</p> <p>Volume: 8 feet</p> <p>PERMANENT. Transfer to the National Archives immediately.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

11-84-91-1

PAGE

9 OF 9

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	<p style="text-align: center;"><u>BERLIN AERONAUTICS UNIT</u> <u>(BAU)</u></p> <p>26. <u>BERLIN AIR COORDINATING COMMITTEE FILES, 1955-1990.</u></p> <p>Arranged by type of document and chronologically. Minutes, documents, notes, telegrams, memorandums, briefing material, correspondence, and other material. Records cover the activities of the Berlin Air Coordinating Committee.</p> <p>Volume: 2 feet</p> <p>PERMANENT. Transfer to the National Archives immediately.</p> <p>27. <u>HIJACK PLANS AND SUBJECT FILES, 1975-1990.</u></p> <p>Arranged by subject. Memorandums, correspondence, telegrams, circulars, and other material. Files document contingency plans for plane hijackings, and activities at Tempelhof Airport.</p> <p>Volume: 1 foot</p> <p>Destroy immediately.</p> <p>28. <u>NUMERICAL (SUBJECT) FILES, 1970-1990.</u></p> <p>Arranged by subject according to a numerical filing scheme. Memorandums, notes, forms, correspondence, and other material. Records document activities of the Berlin Aeronautics Unit.</p> <p>Volume: 48 feet</p> <p>Destroy immediately.</p>		