

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO

NI-338-86-3

DATE RECEIVED

10/1/86

NOTIFICATION TO AGENCY

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

1 FROM (Agency or establishment)

Department of the Army

2 MAJOR SUBDIVISION

Depots

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

Marvin H. Kabakoff

5 TELEPHONE EXT

7-693-7216
8-273-7216

DATE

12-31-86

ARCHIVIST OF THE UNITED STATES

James R. Bunker

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, 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

17 Sep 86

C SIGNATURE OF AGENCY REPRESENTATIVE

WR Boardman, CRM
W. R. BOARDMAN, CRM

D TITLE

Army 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SUPERSEDED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)

Located at the National Personnel Records Center (Military), St. Louis, Missouri, are Army organizational records generally dating from the late 1940's through the 1960's. These records are now being reviewed for the purpose of determining their ultimate disposition. The submission of this SF115 is a part of this effort.

This schedule covers only those records located at NPRC created by U.S. Army Depots. Consequently, it is not applicable to current records.

Unless otherwise noted, the disposition numbers cited correspond to those in AR 340-18.

37 items

Items in this Schedule

Series Created by Two or More Depots:

Recommended for permanent retention:

1. Intelligence Reports
2. Research and Development Correspondence
3. Conference Files

Series containing both permanent and disposable material:

4. General Correspondence
5. Intelligence General Correspondence
6. Research and Development Case Files
7. Manuals
8. Circulars
9. Pamphlets
10. Facilities Control Files

Recommended for disposal:

11. Training General Correspondence
12. Hospital and Dispensary Correspondence
13. Security Correspondence
14. Civilian Personnel Administrative Program Files
15. Memorandums
16. Letters
17. Bulletins
18. Procedural Standardization Files
19. Work Simplification Proposal Files
20. Medical Daily Diaries
21. Army Exchange Historical Files

Series Created by One Depot

Recommended for permanent retention:

22. Radioactive Materials Correspondence
23. Brochures
24. Magazines

Recommended for disposal:

25. Material Engineering Correspondence
26. Policy Statements
27. Domestic Intelligence Data Files
28. Research and Development Specifications and Drawings
29. Counter-Intelligence Spot Reports

Series Created by Two or More Depots

1. Intelligence Reports, ca. 1953-56, 5 in.

Reports, studies, and other correspondence from various overseas depots relating to both security and intelligence operations. Some of the material consists of security surveys or negative routine reports concerning potentially intelligence-related activities. However, records from the Perigueux Quartermaster Depot contain monthly analyses of articles in the French press pertaining to depot relations with the French populace, economic conditions, and communist activity in the area.

Permanent. Offer to NARA immediately upon approval of this schedule.

2. Research and Development Correspondence, ca. 1946-56, 5.5 cu. ft. 1301-01

Letters, memorandums reports, and other correspondence from Rossford and Wingate Ordnance Depots, and from the Chicago Quartermaster Depot documenting the day-to-day activities of the research sections of those depots. Records from Rossford relate to items that play a part in the primary depot mission of storage, maintenance, and shipping. Those from Wingate concern bombs in buried storage and tests of detonation procedures on mines. Materials from Chicago document research in food preparation and packaging of food for long-term preservation, and include test results, graphs, and charts; some of these files were actually created by the Food and Container Institute but retired by the Depot.

Permanent. Offer to NARA immediately upon approval of this schedule.

3. Conference Files, cal 1951-64, 6 in.

Minutes of meetings and other correspondence from a variety of depots relating to the functions and activities of the depot. Some of the material is routine in nature, consisting only of Depot Commander's Staff Meeting notes, although these do provide summaries of depot accomplishments. Other files document the relations between the technical services at a depot and the organizations using the depot for supply.

Permanent. Offer to NARA immediately upon approval of this schedule.

4. General Correspondence, ca. 1941-62, 1783 cu. ft., AR 345-220/18D and
other items in AR
345-220 series

Letters, memorandums, reports, and other correspondence relating to a wide variety of functions and activities of U.S. Army Depots. Types of depots creating these records are: Ammunition Depots (1948-56, 10 cu. ft.); Chemical Depots (1951-56, 16.7 cu. ft.);

Engineer Depots (1946-56, 50.3 cu. ft.); General and Army Depots (1948-62, 686.8 cu. ft.); Medical Depots (1948-58, 42.6 cu. ft.); Ordnance Depots (1941-58, 525.2 cu. ft.); Quartermaster Depots (1948-57, 371.9 cu. ft.); Replacement Depots (1954-56, 4.9 cu. ft.); Signal Depots (1951-57, 61.8 cu. ft.); Transportation Depots (1948-55, 7.5 cu. ft.); and miscellaneous depots (1951-57, 5.4 cu. ft.). Despite the large volume and the variety of creating depots, there is a commonality to these records that renders unnecessary their breakdown, for appraisal purposes, by type of depot.

The vast bulk of the correspondence in this series concerns ephemeral transactions and procedures relating to the day-to-day operations of the creating unit, and generally contains the same records regardless of the creator. These consist of routine correspondence files on finances and accounting and on personnel, and of a variety of items from the War Department Decimal Filing System. This latter group is composed mostly of files from the 400 level, such as records on requisitions, shipping, stock control, supply and order listings, unserviceable supplies and unsatisfactory equipment reports, storage, vouchers, disposal of surplus, maintenance, and motor vehicle usage. Other routine, housekeeping items in this file system commonly created by all depots include: 142.1, inventory adjustment reports; 523 and 524, teletypes on shipping and stock; 551, transportation and shipping; records on repair and utilities in the 600 level; and lists of strategic and critical raw materials, usually filed in 319.1. All of these items and other related records comprise the overwhelming majority of this series and have no archival or legal value.

The series does contain some records of historical value, especially two major items. The first is historical reports, filed under 314.7. The second consists of site plans of the depot; the drawings and blueprints here seem to be the only extant maps of installations and buildings for most of these depots, and as such, form part of the historical record. These site plans are generally filed somewhere in the 600 level of the Decimal Filing System, most commonly in 600.1, but also in 601, 620, 633, or 680; they have also been filed with emergency planning files in 380, and, for unknown reasons, in 471.9. There are few other valuable records in this series. There is documentation of foreign employee labor union activity and Army responses in file 004.7 of some overseas depots. In addition, there are records filed with the general correspondence of some depots that would be permanent if filed separately. These are generally operating program progress reports filed in 319.1; also, intelligence reports are sometimes filed with the classified portions of the series.

In addition to permanent and disposable material in this series, there are some records that may have temporary legal or administrative value. These records pertain to handling and disposal of hazardous or toxic materials and possible groundwater contamination, and may be useful in lawsuits to which the U.S. Government is a party. Much of this material is found in files 720-729 on hygiene and sanitation; other relevant data may be found in in-

spection reports in file 333, sewage system records in file 671, disposition of real property in file 602, and related records. One example of this material consists of records on the closing of the San Jacinto Ordnance Depot and efforts at decontamination of buildings and equipment, including documentation of how the work was done and lists of individuals involved in the work.

This item is applicable not only to centralized General Administrative Files, but also to the specific administrative files maintained by individual offices. 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 specified series or portions of administrative files described and provided for elsewhere in this schedule.

a. Historical reports, filed under 314.7, or elsewhere; all site plans, maps, drawings, etc. of installation property, filed in 600 level or elsewhere in series; file 004.7 on labor union activities; classified intelligence reports; operating program progress reports filed under 319.1 or elsewhere; all records that would be permanent if filed separately.

Permanent. Offer to NARA immediately upon approval of this schedule.

b. All records pertaining to handling or disposal of hazardous or toxic materials, decontamination of buildings and equipment, ground water contamination, and related subjects, generally found in files 333, 602, 671, or 720-729, or elsewhere in the correspondence.

Temporary. Retain at NRC for 50 years. Destroy in 2035.

c. All other records.

Destroy immediately upon approval of this series.

5. Intelligence General Correspondence, ca. 1953-63, 2.8 cu. ft. 501-01

Letters, reports, memorandums, and other correspondence from the G-2 sections of a variety of Army Depots, relating to the routine, day-to-day operations of the creating unit. Most of the records are not concerned with intelligence activities but with security work: security clearances, security violations, security surveys and investigations, visits of foreign nationals, and protection of ammunition stored at the depot. However, some of the records are actually intelligence files, such as data on a strike by Japanese employees at the Kobe Ordnance Depot and U.S. responses.

a. Actual intelligence information, such as data on strikes.

Permanent. Offer to NARA immediately upon approval of the schedule.

- b. All other records, consisting generally of security correspondence.

Destroy immediately upon approval of this schedule.

6. Research and Development Case Files, ca. 1944-59, 60 cu. ft.

Studies, interim and final reports, drawings, photographs, test reports, surveys, and correspondence concerning research and development activities at a variety of Army Depots. Most of the material relates to depot operations of storage, maintenance, and shipping rather than to the development or improvement of military equipment. Included in this category are case files from Granite City on storage techniques and preservation of goods in storage; from Utah on experiments in the use of standard pallets for various items of storage; from Rossford on maintenance tools, and on paper and boards for shipping. Similar records concern cleaning kits, trestles for auto maintenance, packing material, degreasing machines, cranes, and forklifts. Other case files consist of test reports on newly-arrived materiel for conformance to specifications, on equipment used to test materiel, and on methods for disposal of obsolete bombs and ammunition. The only case files documenting actual research consist of 16 cu. ft. of records from the 1940's from the Chicago Quartermaster Depot containing: a 1945 survey of ration use in the Pacific; experiments on the nutritive value of various kinds of rations and vitamins; and a study of vitamin deficiencies in alcoholics, including protocols and summaries as well as individual folders on the people studied.

- a. Files from the Chicago Quartermaster Depot.

Permanent. Offer to NARA immediately upon approval of this schedule.

- b. All other case files.

Destroy immediately upon approval of this schedule.

7. Manuals, ca. 1948-63, 6.5 ft.

227-01

Printed issuances created by most depots and used for a variety of purposes, such as prescribing uniform policies and procedures; describing organizational structure and listing functions and responsibilities; listing spare parts; providing stock control information; and related subjects.

- a. Manuals containing policies and responsibilities, organization and function, or significant procedures.

Permanent. Offer to NARA immediately upon approval of this schedule.

- b. All other manuals.

Destroy immediately upon approval of this schedule.

8. Circulars, ca. 1953-66, 3.1 cu ft.,

227-01

Numbered issuances published for the purpose of providing operating instructions for the implementation of regulations. Created by most depots, circulars generally promulgate transitory information and bear an expiration date not later than one year from date of issue. However, classified circulars from Seneca Ordnance Depot relate to the disposal of radioactive waste and the assembly and shipment of special weapons.

- a. Classified circulars from Seneca Ordnance Depot.

Permanent. Offer to NARA immediately upon approval of this schedule.

- b. All other circulars

Destroy immediately upon approval of this schedule.

9. Pamphlets, ca. 1953-66, 5 in.,

227-01

Numbered and unnumbered issuances from a variety of depots used for many purposes, such as providing information and reference material on the history and function of a given depot; disseminating policy and program directives; or outlining routine, housekeeping procedures.

- a. Pamphlets containing policies and responsibilities; documenting the history and major functions of a depot; or providing significant informational content.

Permanent. Offer to NARA immediately upon approval of this schedule.

- b. All other pamphlets.

Destroy immediately upon approval of this schedule.

10. Facilities Control Files, ca. 1951-60, 9.4 cu. ft.

Letters, memorandums, reports, and other correspondence relating to acquisition, construction, transfer, space utilization, and related activities at specific facilities. Created at most depots, these files include installation capacity reports, correspondence on building changes, supply, storage, and visits. Some files include maps or drawings of installations.

- a. Installation site plans.

Permanent. Offer to NARA immediately upon approval of this schedule.

- b. All other records.

Destroy immediately upon approval of this schedule.

11. Training General Correspondence, ca. 1951-59, 10.2 cu. ft. 1001-01

Letters, memorandums, lists, reports, and other correspondence relating to the routine administration of training activities at most Army Depots. Includes correspondence relating to individuals taking courses; course lists; class rosters; copies of tests; individual questionnaires; and similar materials. Training refers to courses at Army schools for depot personnel, as well as to courses offered in depot operations to people from private industry and to foreign military supply personnel.

Destroy immediately upon approval of this schedule.

12. Hospital and Dispensary Correspondence, ca. 1951-58, 5.3 cu. ft. 901-01

Letters, memorandums, reports, and other correspondence from dispensaries at a variety of Army Depots relating to the day-to-day operations of the creating units. Series consists of routine correspondence on patients, staffing, stocks, and expenditures, claims; results of various physical tests on civilian employees; list of employees; eyeglass prescriptions. Also included are forms similar to outpatient registers, showing military personnel, diagnosis, and treatment.

Destroy immediately upon approval of this schedule.

13. Security Correspondence, ca. 1951-61, 8.6 cu. ft. 501-01

Letters, memorandums, reports, and other correspondence relating to the day-to-day activities of the security units at almost every depot. Series consists almost entirely of records that are disposable if filed separately, such as security violations, security inspections and surveys, clearances, document reclassification, routine data on foreign visitors, reports on military-police type incidents, and similar routine, housekeeping records relating to security work. None of the records pertain to intelligence activities.

Destroy immediately upon approval of this schedule.

14. Civilian Personnel Administrative Program Files, ca. 1960-65, 2.6 ft.
801-01

Letters, memorandums, reports, and other correspondence from Army Depots relating to the day-to-day activities and routine administrative work pertaining to the management and supervision of civilian employees at the depots. Includes data on hiring and promotion practices, training, supervisory responsibilities, and related matters. Series contains numerous publications and memorandums created at higher military levels.

Destroy immediately upon approval of this schedule.

15. Memorandums, ca. 1946-66, 42.8 cu. ft.

227-01

Numbered and unnumbered issuances created at most Army Depots and used for a variety of purposes, all pertaining to short-term administrative procedures, or to routine, housekeeping activities common to all military organizations.

Destroy, immediately upon approval of this schedule.

16. Letters, ca. 1951-66, 5.7 cu. ft.,

227-01

Numbered issuances used at most depots to advise subordinate sections of changes in policies and procedures; provide them with information necessary to fulfill their mission; or outline routine, technical, housekeeping procedures. Topics include maintenance and storage, shipping and supply, stocks and requisitions, and similar matters.

Destroy immediately upon approval of this schedule.

17. Bulletins, ca. 1941-66, 36.6 cu. ft.

227-01

Numbered issuances from almost all Army Depots used to convey official and unofficial information of an advisory, informative, or directive nature. These issuances generally contain data on only routine matters.

Destroy immediately upon approval of this schedule.

18. Procedural Standardization Files, ca. 1951-62, 40.6 cu. ft.

Documents from a variety of types of depots relating to the development of standard, routine procedures. The series includes publication background papers for SOP's: work measurement and work simplification files; routine operational memorandums; management improvement studies and reports; and similar records of no archival value at this level of military operations.

Destroy immediately upon approval of this schedule.

19. Work Simplification Proposal Files, ca. 1956-65, 5.8 cu. ft. 216-03

Documents from most types of depots relating to the analysis of specific work procedures to simplify and improve them. Included are approved and disapproved proposals for changes in routine procedures; forms and correspondence on incentive awards; suggestions program files; reports on improvement projects; and reviews of drafts of publications from higher organizational levels. Many of the records are similar to management improvement project files.

Destroy immediately upon approval of this schedule.

20. Medical Daily Diaries, ca. 1946-64, 6.5 cu. ft.

902-03

Documents from a variety of depots reflecting events in chronological order. Similar to patient registers, these diaries are generally daily logs of visits to depot clinics, and provide name, diagnosis, and treatment. Most of the individuals were civilian employees of the depot.

Destroy immediately upon approval of this schedule.

21. Army Exchange Historical Files, ca. 1951-56, 1.5 cu. ft.

Letters, minutes of meetings, and other correspondence from the Atlanta General Depot, the Philadelphia Quartermaster Depot, and the Inchon Replacement Depot documenting the activities of the depots in their relations and liaisons with the post exchanges. Included are minutes of exchange council meetings and of depot restaurant council meetings. Subjects include pricing, personnel matters, and similar routine operations.

Destroy immediately upon approval of this schedule.

Series Created by One Depot

22. Radioactive Materials Correspondence, ca. 1959-60, 2 in.

Letters, reports, memorandums, and other correspondence from the Eastern Chemical Depot at Edgewood Arsenal concerning the shipping and disposal of radioactive waste material. Includes procedures for and after action reports on disposal at sea, memorandums on problems encountered in shipping contaminated material, and information on amount of exposure allowed.

Permanent. Offer to NARA immediately upon approval of this schedule.

23. Brochures, ca. 1960-61, 1 in.

227-01

Issuance in typescript form, from Marion Engineer Depot, providing history and mission of depot, and including maps of depot and photographs illustrative of depot activities. Actually quite similar to unit history.

Permanent. Offer to NARA immediately upon approval of this schedule.

24. Magazines, ca. 1943-44, 3 in.

227-01

Printed issuances of Richmond Quartermaster Depot providing information on variety of depot activities. Magazines from 1943 are titled Sword and Key; those from 1944 are Inside Bellwood. Both detail the kinds of work in which the depot was engaged during wartime.

Permanent. Offer to NARA immediately upon approval of this schedule.

25. Material Engineering Correspondence, ca. 1962-63, 10 in., 1401-01

Bulletins, reports, and other correspondence created by Red River Army Depot and relating to proper storage of and care for variety of items of military materiel at depot. Included are technical inspection bulletins, showing how incoming materiel should be examined, and Quality Control Standards, providing standards against which depot storage activities could be measured.

Destroy immediately upon approval of this schedule.

26. Policy Statements, ca. 1961-63, ¼ in. 227-01

Printed issuances of the Atlanta General Depot authorizing certain individuals to remove condemned tags on equipment, and prescribing how inspections should be arranged. The series does not concern important policy issues.

Destroy immediately upon approval of this schedule.

27. Domestic Intelligence Data Files, ca. 1955-57 1 in. 502-01

Letters, memorandums, and reports from Navy Ordnance Depot, relating to routine security matters, including names of "alien" unemployables, requests for investigations of French individuals, and reports on missing ammunition and guns. The series does not contain any actual intelligence information.

Destroy immediately upon approval of this schedule.

28. Research and Development Specifications and Drawings, ca. 1951-53,
1.7 cu. ft. 1304-12

Proposed and approved drawings and specifications from Rossford Ordnance Depot for equipment to be used for storage, maintenance, repair, and shipping operations, such as tools, block and tackle, generators, vehicle washing equipment, gauges, packaging and shipping equipment, etc. None of these items are military materiel.

Destroy immediately upon approval of this schedule.

29. Counter-Intelligence Spot Reports, ca. 1954-56, 1 in.

Records of security investigations of possible violations or for the purpose of granting clearances to personnel at Sioux Ordnance Depot. The series title is a misnomer here, since no intelligence activities are involved.

Destroy immediately upon approval of this schedule.