

DMW
12/10/87

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO.	<i>NI-338-87-5</i> R
1 FROM <i>(Agency or establishment)</i> Department of the Army		DATE RECEIVED	<i>10/8/87</i>
2 MAJOR SUBDIVISION Sub-Areas		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION		In accordance with the provisions of 44 USC 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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	ARCHIVIST OF THE UNITED STATES <i>12/3/87</i> <i>J. Andrew P. ...</i>
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 18 SEP 1987	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>W.R. Boardman, CRM</i> W. R. BOARDMAN, CRM	D TITLE Army Office Systems Manager
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
	<p>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.</p> <p>This schedule covers only those records located in NPRC created by U.S. Army Sub-Areas. Consequently, it is not applicable to current records.</p> <p>Unless otherwise noted, the disposition numbers cited correspond to those in AR 340-18.</p>		

Max
10/12/86

Justifying Memorandum for Standard Form 115 on
Records of Sub-Areas at NPRC

This is one of a series of Standard Forms 115 covering the records of specific echelons of U.S. Army Field units located at the National Personnel Records Center (Military) that have been offered to the National Archives for possible accessioning as archival. This offer consists of records created by U.S. Army Sub-Areas and similar organizations in the 1950's. Dr. John Hatcher estimated the volume of this offer to be 322 cu. ft.; however, that figure includes series that have since been appraised as disposable.

Sub-Areas were similar to installations, and this SF 115 may be considered as another addendum to the SF 115 on Installations previously submitted. The mission of most Sub-Areas was to provide authorized supplies, services, and housekeeping facilities to lodger units, individuals, accredited agencies, and their dependents, located within the geographical limits of the Sub-Area; to exercise command and staff supervision over assigned and attached units, and provide administrative and logistical support for troops and dependents. In addition, the Sub-Area was to furnish support and maintenance to authorized agencies stationed within the Sub-Area, train assigned troops, and be prepared to execute emergency plans at any time, with the first priority being the evacuation of non-combatants from the area.

Almost all Sub-Areas were located in Germany and were sub-units of the various geographic Area Commands, such as Southern Area Command, Western Area Command, etc., hence the designation Sub-Area. For example, the Southern Area Command contained 11 Sub-Areas, of varying size and importance. One of these, the Stuttgart Sub-Area, covered 1971 square miles of land, providing services to a variety of Army installations located therein. The non-German Sub-Areas were also geographic designations, but their mission was somewhat different. The New England and New York-New Jersey Sub-Areas were both established in 1949 to be intermediate headquarters between the military district and Army Headquarters. They were given responsibility for the coordination and supervision of organization and training activities and of inspections for all Organized Reserve Corps, National Guard, and ROTC affairs. The New England Sub-Area had jurisdiction over all the New England States. Both of these Sub-Areas were discontinued in 1953 and their functions were transferred to military districts.

Most of the German Sub-Areas were established in 1954 as redesignations of previously existing organizations, but only retained the new nomenclature for a few years before they were redesignated, dis-established, or incorporated into other Sub-Areas, or other echelons. Most had been labelled detachments prior to 1954, and many were redesignated posts or stations in 1956 or thereafter. Records from these latter incarnations were appraised with materials from other organizations with the same nomenclature. When the SF 115's for the various types of installations are approved, the records will be screened and arranged at NPRC. At that time, all the permanent records of one organization, regardless of nomenclature,

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will be brought together, so that one may trace the chronological development of a particular unit, in this case, from detachment to sub-area to post. Detailed box listings will be compiled, and GSA Forms 6710A will be prepared for each series from each organization.

Examples of each record series, with samples from each Sub-Area creating that series, were examined intensively for this SF 115. The creating organization(s) is stated for each series described, with volume and date span for each, as well as for those series previously appraised as permanent. Several common series were created by two or more Sub-Areas; when the value of the series varies according to the creator, that variance is noted in both the description itself and in the recommendations for disposal or permanent retention. The descriptions and disposition instructions for most series are self-explanatory. Following, however, are additional comments and explanations for particular series:

Item 4. General Correspondence. These files, generally arranged by War Department Decimal Filing System, are usually the core of an individual Sub-Area's records. They document the various transactions that took place in a particular Sub-Area and constitute a detailed record of day-to-day operations. They therefore contain a considerable amount of marginal and archivally valueless correspondence. This is particularly true for correspondence from Sub-Areas, since their mission was essentially one of providing support services. Nevertheless, there are two groups of records that should not be destroyed, either at all or at this time, those with archival value, and those relating to environmental pollution. The first includes documentation not only of the history and organization of a given Sub-Area, but also of relations between the U.S. military and the German civilians among whom they were stationed, and shows both the difficult and the rewarding aspects of that relationship. Also archival are the variety of site plans on installations in Germany; these copies may be the only ones extant. Records on environmental pollution may still have legal value for the military. Sub-Areas were often involved in local sewage and water projects, which would serve both the U.S. Army and the local populace. The Army was also responsible, in some cases, for the dumping of potentially toxic waste. Records on these matters will be separated out during screening and retained for 50 years under the disposition authority of AR 340-18-1512-06.

Item 5. Memorandums. Certain memorandums, often those related to fire regulation, include site plans of specific installations. While the memorandums themselves are totally routine, these copies of site plans may be the only ones extant. They will therefore be separated out during screening and offered as a permanent accession.



Marvin H. Kabakoff
Archivist
Military Operations Branch

Sub-Areas and Kasernes

Augsburg Sub-Area, ca. 1954-56, 4.5 cu. ft.
Bad Kreuznach Sub-Area, ca. 1954-58, 3.6 cu. ft.
Bamberg Sub-Area, ca. 1954-56, 2.1 cu. ft.
Baumholder Sub-Area, ca. 1951-58, 1.7 cu. ft.
Berchtesgaden Sub-Area, ca. 1951-60, 5.1 cu. ft.
Calcote and San Miguel Area, Japan, ca. 1954-55, 2 in.
Darmstadt Sub-Area, ca. 1950-55, 6.7 cu. ft.
Frankfurt Sub-Area, ca. 1954-57, 4.2 cu. ft.
Garmisch Sub-Area, ca. 1954-58, 5.5 cu. ft.
Giessen Sub-Area, ca. 1954-57, 2.1 cu. ft.
Grafenwohr Sub-Area, ca. 1954-56, 2.3 cu. ft.
Hanau Sub-Area, ca. 1954-55, 2.4 cu. ft.
Hohenfels Sub-Area, ca. 1954-56, 1.5 cu. ft.
Kaiserslautern Sub-Area, ca. 1954-58, 1.1 cu. ft.
Karlsruhe Sub-Area, ca. 1954-58, 3.1 cu. ft.
Kassel Sub-Area, ca. 1954-56, 5 cu. ft.
Kaufbeuren Sub-Area, ca. 1953-55, 8 in.
Munich Sub-Area, ca. 1954-59, 2.8 cu. ft.
Neureut Kaserne (Cantonment Area), ca. 1956-58, 1 in.
New England Sub-Area, Boston, MA, ca. 1951-53, 11 in.
New York-New Jersey Sub-Area, Ft. Totten, NY, ca. 1951-53, 2 cu. ft.
Nurnberg Sub-Area, ca. 1954-58, 5.4 cu. ft.
Pirmasens Sub-Area, ca. 1954-58, 2 cu. ft.
Rhineland Kaserne, (Cantonment Area), 1960, $\frac{1}{4}$ in.
Schnaebisch Hall Sub-Area, ca. 1954-56, 3 cu. ft.
Schweinfurt Sub-Area, ca. 1954-56, 11 in.
Straubing Sub-Area, ca. 1954-56, 3.2 cu. ft.
Stuttgart Sub-Area, ca. 1954-58, 3.3 cu. ft.
Wurzburg Sub-Area, ca. 1954-57, 3.5 cu. ft.
353rd Civil Affairs Area, New York City, 1962, $\frac{1}{4}$ in.

Records Previously Appraised as PermanentAugsburg

General Orders, ca. 1954-56, 1 in.

Unit History, 1954, 1 in.

Bad Kreuznach

General Orders, ca. 1954-58, 1 in.

Bamberg

General Orders, 1955-56, ¼ in.

Baumholder

General Orders, 1954-58, 1 in.

Berchtesgaden

General Orders, ca. 1954-56, 1 in.

SOP's, 1956-60, 1 in.

Darmstadt

General Orders, ca. 1954-55, 1 in.

Frankfurt

General Orders, ca. 1954-55, 1 in.

SOP's, 1955, 1 in.

Garmisch

General Orders, ca. 1954-56, 1 in.

Giessen

General Orders, ca. 1954-57, 1 in.

Organization Planning, 1956, 1 in.

SOP's, ca. 1955-56, 2 in.

Grafenwohr

General Orders, ca. 1954-56, 1 in.

Installation Diary Files, 1955, 2 in.

Regulations, 1954, 1 in.

Hanau

General Orders, ca. 1954-55, 1 in.

Military Historians Files, 1954, 3 in.

Hohenfels

General Orders, ca. 1954-56, 1 in.

Military Historians Files, ca. 1955-56, 1 in.

Operations Planning, ca. 1954-55, 1 in.

Unit History, 1954, 1 in.

Kaiserslautern

General Orders, ca. 1954-58, 1 in

5.

Karlsruhe

General Orders, ca. 1954-58, 1 in.

Kassel

General Orders, ca. 1954-56, 1 in.

Military Historians Files, ca. 1954-56, 2 in.

Operations Planning, ca. 1955-56, 1 in.

Organization Planning, ca. 1955-56, 1 in.

SOP's, 1955, ½ in.

Kaufbeuren

Unit History, ca. 1953-55, 1 in.

Munich

General Orders, ca. 1954-58, 1 in.

Organization Planning, ca. 1955-57, 2 in.

SOP's, ca. 1955-58, 1 in.

Unit History, 1956, 1 in.

New England

General Orders, 1951-53, 1 in.

Nurnberg

Command Reports, 1958, 1 in.

General Orders, ca. 1954-58, 1 in.

Military Historians Files, ca. 1954-57, 7 in.

Operating Program Progress Reports, 1958, 1 in.

Operations Planning, 1957, 1 in.

Pirmasens

General Orders, ca. 1954-58, 1 in.

Station List, ca. 1955-56, 1 in.

Schwaebisch Hall

General Orders, ca. 1954-56, 1 in.

Military Historians Files, ca. 1954-56, 2 in.

Schweinfurt

General Orders, ca. 1954-56, 1 in.

Straubing

General Orders, ca. 1954-56, 1 in.

Operating Program Progress Reports, ca. 1954-56, 2 in.

SOP's, 1954, 1 in.

Stuttgart

General Orders, ca. 1954-56, 1 in.

Military Historians Files, ca. 1954-57, 9 in.

Operations Plannings, ca. 1954-57, 2 in.

Organization Planning, ca. 1954-55, 1 in.

SOP's, ca. 1956-57, 1 in.

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Wurzburg

General Orders, ca. 1954-57, 1 in.

Military Historians Files, 1954, 1 in.

Organization Planning, ca. 1954-57, 2 in.

353rd Civil Affairs Area

General Orders, 1962, $\frac{1}{4}$ in.

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Items in this Schedule

1. Handbooks
2. Manuals
3. Procedural Standardization Files
4. General Correspondence
5. Memorandums
6. Hospital and Dispensary Correspondence
7. Directives
8. Letters
9. Circulars
10. Bulletins

8.

1. Handbook, 1954, ½ in., 227-01

Printed issuance of Stuttgart Sub-Area designed as an introduction to the organization for new arrivals. Included are a physical description of the Sub-Area, as well as organization and mission statements for the Sub-Area as a whole, and for each of its components.

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

2. Manuals, 1955, 1 in., 227-01

Printed issuance of Nurnberg Sub-Area used to describe organizational structure, and list mission, responsibilities, and functions of each subordinate section of the Sub-Area.

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

3. Procedural Standardization Files, 1954, 6 in., 216-03

Though listed on the indexes as "procedural standardization files", these records, from a variety of Sub-Areas, are actually SOP's, rather than studies or background papers. They therefore establish continuing policies, practices, procedures, responsibilities, and standards, and have previously been appraised as permanent.

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

4. General Correspondence, ca. 1950-56, 51.2 cu. ft., AR 345-220/18D
and other items in
AR 345-200 series

Letters, memorandums, reports, and other correspondence relating to a wide variety of functions and activities of most Army Sub-Areas. The vast bulk of this correspondence concerns ephemeral transactions and procedures relating to the day-to-day operations of the creating unit. Hence, most of this material is routine in nature and archivally valueless, pertaining to the movement and housing of dependents, marriages to German nationals, commissaries, laundries, supplies, and similar mundane matters. Records from the 600 level are composed mostly of correspondence relating to the acquisition and disposition of German real estate, both land and buildings; some of these files contain drawings and site plans. This material includes some data on sewage treatment, water supply lines, and environmental pollution. For example, records from Pirmasens document the dumping of waste oil and grease into ditches. Despite the routing nature of the overwhelming majority of this series, some archival material is also included, often concerning relations between military personnel and German civilians. This is most often found in file number 0.7 and includes, for example, correspondence from Nurnberg on the alleged execution, by the

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U.S. Army, of German POWs at the end of World War II, and from Bad Kreuznach, on relations between the Army and the German government, both federal and local. File number 322.01, from Darmstadt, consists of Civil Affairs Operational Reports documenting relations between the Army and German civilians, often showing assistance provided by the military. Files from some Sub-Areas contain historical reports, in 314.7 or 319.1, and important data on the organization of the Sub-Area in 320.3. The remaining records in this series are all routine in nature. This item is applicable not only to Centralized General Administrative Files, Subject Files, and Correspondence Files, but also to 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 specific series or portions of administrative files described and provided for elsewhere in this schedule.

a. Site plans, generally in the 600 level; historical reports, in 314.7, 319.1, or wherever filed; organizational records in 320.3; and records on German-American relations, in 0.7 or 322.01.

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

b. Records relating to environmental pollution, generally found in 600 and 700 levels.

Temporary. Destroy in 2036.

c. All other records.

Destroy immediately upon approval of this schedule.

5. Memorandums, ca. 1954-60, 6.5 cu. ft.,

227-01

Numbered and unnumbered printed issuances from most Sub-Areas used for a variety of purposes, from promulgating routine policy directives, to prescribing short-term administrative procedures. Some memorandums include site plans of sections of the Sub-Area.

a. Site plans.

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

b. Memorandums.

Destroy immediately upon approval of this schedule.

10.

Hospital and Dispensary Correspondence, ca. 1954-55, 6 in., 901-01

Letters, reports, transmittals, and other correspondence from various German Sub-Areas relating to training, equipment, facilities, maintenance, and similar routine items, as well as to requests for medical records, and transmittals on corrected sick cards. All of the material is purely routine in nature.

Destroy immediately upon approval of this schedule.

7. Directives, ca. 1956-57, 2 in. 227-01

Numbered issuances from Giessen Sub-Area used to convey official and unofficial information relating to routine procedural activities. These records are quite similar to Daily Bulletins.

Destroy immediately upon approval of this schedule.

8. Letters, ca. 1955-57, 8 in., 227-01

Numbered and unnumbered print and near-print issuances from a variety of Sub-Areas, used to advise subordinate sections of changes in policies and procedures; provide them with information necessary to fulfill their mission; or outline routine, housekeeping procedures. Many of the letters are similar to Daily Bulletins.

Destroy immediately upon approval of this schedule.

9. Circulars, ca. 1954-60, 11 in., 227-01

Numbered issuances from a variety of Sub-Areas, published for the purpose of providing operating instructions for the implementation of regulations, generally pertaining to routine matters. The information promulgated is often transitory in nature, and most circulars have a short-term duration.

Destroy immediately upon approval of this schedule.

10. Bulletins, ca. 1954-59, 10.8 cu. ft., 227-01

Numbered, printed issuances from most Sub-Areas used to convey official and unofficial information of an advisory, informative, or directive nature. Issued for a plethora of routine purposes, generally housekeeping and short-term. The overwhelming majority of this series consists of Daily Bulletins.

Destroy immediately upon approval of this schedule.