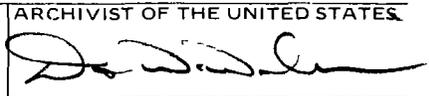


DM

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 N1-338-87-8	DATE RECEIVED 5/15/87
1 FROM (Agency or establishment) Department of the Army		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION U.S. ARMY INFORMATION SYSTEMS COMMAND (AS-OPS-MR) Armed Forces Institute		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
3 MINOR SUBDIVISION Deputy Chief of Staff for Operations			
4 NAME OF PERSON WITH WHOM TO CONFER Marvin H. Kabakoff	5 TELEPHONE EXT 7-693-7216 8-273-7216	DATE 5/10/88	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 _____ 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 12 Feb 88	C. SIGNATURE OF AGENCY REPRESENTATIVE Robert P. ...	D. TITLE Army Information Retention Manager
-----------------------------	---	---

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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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 SF 115 is a part of this effort.</p> <p>This schedule covers only those records located in NPRC created by the U.S. Army Armed Forces Institute. 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>		

Titens

Justifying Memorandum for Standard Form 115 on Records of
U.S. Armed Forces Institute 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 in the National Personnel Records Center (Military) that have been offered to the National Archives for possible accessioning as archival. This SF 115 covers records created by the U.S. Armed Forces Institute between 1942 and 1967; the volume of this collection is approximately 110 cu.ft.

The Armed Forces Institute grew out of the Army Institute which was established by the War Department on December 27, 1941, and began operations on April 1, 1942, in Madison, Wisconsin. It was first designed to offer educational opportunities through correspondence study to enlisted Army personnel. By February, 1943, it was expanded to provide educational opportunities for both officers and enlisted personnel in all branches of the service, and was redesignated as the Armed Forces Institute (USAFI). During World War II, it had overseas branches in most theaters of war, and a special branch at Geneva that handled the educational needs of American POWs in Europe. Although originally envisaged as a wartime necessity to provide interim education to service personnel, the value of the programs was such that in 1946, USAFI was established as a permanent peacetime organization. In 1949, the organization became an agency of the Department of Defense, operating under the Armed Forces Information and Education Division.

The mission of USAFI was to provide educational opportunities to all military personnel in subjects normally taught in civilian academic institutions, so that the individual might efficiently fulfill his/her present assignment, increase capabilities for greater responsibility, and satisfy intellectual interests. It was charged with the responsibility for developing educational materials, and procuring and maintaining an adequate stock of educational materials. USAFI was also the repository for all educational records of individual service personnel and the only agency authorized to make official reports of educational attainment.

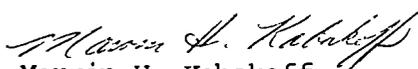
In addition to correspondence courses and educational manuals for group classes or individual self-teaching, which ranged from grade one through junior college, USAFI also offered extension courses from over 40 cooperating colleges and universities under government contract. These courses went from eighth grade through beginning graduate work. The Institute had very close ties with the University of Wisconsin; its courses and tests were evaluated by the American Council on Education. In addition, USAFI ran five overseas Institutes, in Japan, Europe, Alaska, and Hawaii, and in Guam in the early 1950's and the Caribbean in the late 1950's.

Records from each series were examined intensively for this SF 115. After it is approved, the records will be screened at NPRC, and then arranged by series and thereunder chronologically. A detailed box listing will be compiled and a separate Form 6710A prepared for each series.

Additional comments on the appraisal and disposition of some series follow:

Item 3. General Correspondence. This series, arranged by War Department Decimal Filing System, constitutes the core of USAFI's records. Because these records reflect routine daily activities, the vast bulk of this series consists of marginal and archivally valueless correspondence. Significant data documenting courses offered, enrollments, supplies, and costs, may be found in the operational activities reports in 319.1, which are quite similar to operating program progress reports. The evaluations of testing procedures are recommended for permanent retention because they appear to be the record copies of broad studies of USAFI done by an outside agency.

Item 4. Course Publications. These records do not possess any archival value. Many of the texts were standard ones from civilian publishers; others are outdated. The information they provide on courses offered may be found, in more concise form, in the USAFI catalogues (item 2), which have been recommended for permanent retention. Course publications from almost all regular Army schools have already been appraised as disposable (AR 340-18-1011-03).


Marvin H. Kabakoff
Archivist
Military Operations Branch

Items in this Schedule

1. Manuals
2. Catalogues
3. General Correspondence
4. Course Publications
5. Memorandums
6. Bulletins

1. Manuals, ca. 1952-53, 2 in., 227-01

Printed issuances providing uniform policies and procedures, describing organizational structure, listing responsibilities and functions of each section, and providing mission statement and brief historical information on USAFI.

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

2. Catalogues, ca. 1942-65, 1 cu.ft., 227-01

Printed issuances of USAFI providing brief history of the organization, data on goals and methods, description of course offerings, and lists of affiliated colleges and universities. This series documents changes in mission and course offerings over the years.

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

3. General Correspondence, ca. 1951-58, 5.5 cu.ft., AR 345-220/18D

Letters, memorandums, reports, and other correspondence relating to a wide variety of functions and activities of USAFI. The vast bulk of this correspondence concerns ephemeral transactions and procedures relating to the day-to-day operations of the creating unit. Much of this routine material consists of budget estimates, requests for funds, correspondence on contracts and procurement, stock status reports, publications background files, strength reports, and data on space utilization. However, the series also includes histories of USAFI in file 001, annual reports and activities reports in 319.1, and detailed studies of testing procedures in 352.

a. Histories in file 001, annual reports and operational activities reports in 319.1, and studies of test procedures in 352.

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

b. All other records.

Destroy immediately upon approval of this schedule.

4. Course Publications, ca. 1942-67, 101 cu.ft.

Textbooks, study guides, workbooks, tests with answer sheets, and similar materials for USAFI courses, contained in envelopes arranged by course number. The guides, workbooks, and tests were created by USAFI. Some of the textbooks were also created by USAFI, but others, especially the hardbacks, were from civilian publishers and were standard high school or college texts. None of this material has archival value.

Destroy immediately upon approval of this schedule.

5. Memorandums, ca. 1953-55, 2 in., 227-01

Numbered near-print issuances used for a variety of routine purposes, generally relating to short-term administrative procedures.

Destroy immediately upon approval of this schedule.

6. Bulletins, ca. 1951-54, 1 in., 227-01

Numbered near-print issuances used to convey official and unofficial information of an advisory, informative, or directive nature. Generally used to outline minor procedural changes.

Destroy immediately upon approval of this schedule.