

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
 (See Instructions on reverse)

*Rec'd 9/20/79*

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

**1 FROM (AGENCY OR ESTABLISHMENT)**  
 Department of the Army

**2 MAJOR SUBDIVISION**

**3 MINOR SUBDIVISION**

**4 NAME OF PERSON WITH WHOM TO CONFER**  
 Gregory A. Pomicter

**5 TEL EXT**  
 8-273-7248

**LEAVE BLANK**

**JOB NO**  
 NC1-338-79-8

**DATE RECEIVED**  
 9/20/79

**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the disposal request including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

**OCT 1 1979**  
 Date *Anthony* *James P. O'Neil*  
 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.

**A Request for immediate disposal.**

**B Request for disposal after a specified period of time or request for permanent retention.**

**C DATE** *18 SEP 1979* **SIGNATURE OF AGENCY REPRESENTATIVE** *Guy B. Oldaker* **E. TITLE**  
**GUY B. OLDAKER**  
**Chief, Records Mgt Division**  
**TAGCEN**

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>Located at the National Personnel Records Center (MPR), St. Louis, Missouri, are Army organizational records generally dating from 1950 thru the 1960's. The 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 is applicable to the records of all Army posts, both overseas and stateside, that are presently housed in NPRC.</p> <p>Unless otherwise noted, the item numbers listed in column 9 are those in AR 340-18.</p>		<i>9 items</i>

## Request for Records Disposition Authority—Continuation

JOB NO.

PAGE OF

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p><u>Administrative Subject Correspondence Files</u>, ca. 1951-65, 2<math>\frac{1}{2}</math> cu. ft.</p> <p>Letters, memorandums, reports, and other correspondence relating to a wide variety of functions and subjects. The vast bulk of this correspondence concerns ephemeral operations of the creating unit. This item is applicable not only to centralized General Administrative Files but also to the specific administrative subject correspondence files maintained by individual offices and relating only to their activities, e.g., Training Administrative Files, etc. This item is <u>not</u> applicable to organizational or operational planning files, which have previously been scheduled for permanent retention.</p> <p>Destroy immediately upon approval of this schedule.</p>	AR 345-220/18 D and other items in the AR 345-200 series.	
2	<p><u>Work Simplification Proposal Files</u>, ca. 1951-65, 1 cu. ft.</p> <p>Documents relating to the analysis of specific work procedures to simplify and improve them. Included are proposals for improvement, work distribution charts, flow process charts, work counts, motion economy studies, layout studies, actions taken on proposals, and related documents.</p> <p>Destroy immediately upon approval of this schedule.</p>	216-03	
3	<p><u>Personnel Control Background Data Files</u>, 1951-65, 6 in.</p> <p>Letters, memorandums, reports, and other correspondence relating to various personnel practices, such as reassignments, authorizations for positions, and similar topics. These records generally do not concern individual personnel although they may relate to a single position.</p> <p>Destroy immediately upon approval of this schedule.</p>	603-07	
4	<p><u>Memorandums</u>, ca. 1951-65, 3<math>\frac{1}{2}</math> cu. ft.</p> <p>Issuances originating from various staff offices pertaining to a variety of routine and short-term administrative matters. Topics include such subjects as instructions for preparing reports, procedures for carrying out day-to-day operations, and changes to established instructions and operating procedures.</p> <p>Destroy immediately upon approval of this schedule.</p>	227-01	

## Request for Records Disposition Authority—Continuation

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
5	<p><u>Bulletins</u>, ca. 1951-65, 2 cu. ft.</p> <p>Numbered issuances used to convey official and unofficial informative or directive nature. Issued by a variety of offices for a plethora of routine purposes such as outlining minor procedural changes and conveying information on unit activities.</p> <p>Destroy immediately upon approval of this schedule.</p>	227-01	
6	<p><u>Manuals</u>, ca. 1951-65, 6 in.</p> <p>Issuances prescribing uniform policies and procedures, establishing programs, describing organizational structure, and listing responsibilities and functions. These are in printed form and are distributed to many units to serve as operational reference guides for the implementation of directives.</p> <p><del>Destroy immediately upon approval of this schedule.</del></p>	227-01	
7	<p><del>PERMANENT. Offer to NARS immediately upon approval of this schedule.</del></p> <p><u>Circulars</u>, ca. 1951-65, 1½ cu. ft.</p> <p>Numbered issuances published for the purpose of providing operating instructions for the implementation of regulations. The information promulgated is often transitory in nature and circulars generally bear an expiration date not later than one year from the date of issue.</p> <p>Destroy immediately upon approval of this schedule.</p>	227-01	
8	<p><u>Operating Procedures Files</u>, 1949-61, 6 cu. ft.</p> <p>Studies, letters, memorandums, and other correspondence relating to the establishment of and changes in standard operating procedures, administrative procedures manuals, and pertinent background correspondence.</p> <p>Destroy immediately upon approval of this schedule.</p>	208-02	

## Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
9	<p><u>Publication Background Papers</u>, ca. 1951-65, 4 in.</p> <p>Drafts, memorandums, concurrences, time and labor estimates, editorial comments, and other correspondence relating to the preparation of circulars, bulletins, technical manuals, and other publications.</p> <p>Destroy immediately upon approval of this schedule.</p>	227-04	
10.	<p><u>Newspapers</u>, ca. 1951-65, 6 in.</p> <p><u>Permanent</u>. Offer to NARS immediately upon approval of this schedule.</p>	404-06	