

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 These items, unless subsequently superseded, may be used by the agency to disposition records.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

INACTIVE ITEMS. These items may no longer be used to disposition records. They are superseded, obsolete, filing instructions, describe non-records, or were lined off and not approved at the time of scheduling.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 may be annotated on the schedule.

(P) Permanent

(T) Temporary

ITEM	STATUS	WHY INACTIVE
1	(P) Active	
2	(P) Active	
3	(P) Active	
4	(P) Active	
5	(P) Active	
6	(P) Active	
7	(P) Active	
8	(P) Active	
9	(P) Active	
10	(P) Active	
11	(P) Active	
12	(P) Active	
13	(P) Active	
14	(P) Active	
15	(P) Active	
16	(P) Active	
17	(P) Active	
18 / a	(P) Active	
18 / b	(T) Inactive	Agency reported all records are destroyed, no more will be created
19 / a	(P) Active	
19 / b	(T) Inactive	Agency reported all records are destroyed, no more will be created
19 / c	(T) Inactive	Agency reported all records are destroyed, no more will be created
20 / a	(P) Active	
20 / b	(T) Inactive	Agency reported all records are destroyed, no more will be created
21 / a	(P) Active	
21 / b	(T) Inactive	Agency reported all records are destroyed, no more will be created
22	(T) Inactive	Agency reported all records are destroyed, no more will be created
23	(T) Inactive	Agency reported all records are destroyed, no more will be created

24	(T) Inactive	Agency reported all records are destroyed, no more will be created
25	(T) Inactive	Agency reported all records are destroyed, no more will be created
26	(T) Inactive	Agency reported all records are destroyed, no more will be created
27	(T) Inactive	Agency reported all records are destroyed, no more will be created
28	(T) Inactive	Agency reported all records are destroyed, no more will be created
29	(T) Inactive	Agency reported all records are destroyed, no more will be created
30	(T) Inactive	Agency reported all records are destroyed, no more will be created
31	(T) Inactive	Agency reported all records are destroyed, no more will be created
32	(T) Inactive	Agency reported all records are destroyed, no more will be created
33	(P) Active	
34	(P) Active	
35	(P) Active	

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)

Department of the Army

2. MAJOR SUBDIVISION

U. S. Army Caribbean (USARCARIB)

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Marvin H. Kabakoff

5. TEL. EXT.

8-273-7248

07-693-7248

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 14 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

6 OCT 1980

SIGNATURE OF AGENCY REPRESENTATIVE

John Henry Hatcher

E. TITLE

JOHN HENRY HATCHER, PhD
HQDA (DAAG-AMR-P)

7.
ITEM NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9.
SAMPLE OR
JOB NO.

10.
ACTION TAKEN

Located at the National Personnel Records Center (Military), St. Louis, Missouri, are Army organizational records generally dating from 1950 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.

This schedule covers only those records of the United States Army Caribbean (USARCARIB), located in NPRC. Consequently, it is not applicable to current records.

Unless otherwise noted, the item numbers listed in column 9 correspond to those in AR 340-18.

40 items

*Closed Out: 10-20-80: K.T.D.
Copies Sent to Agency, NPRC, NNG, & NNB*

List of Items in this Schedule

1. Administrative Subject Correspondence Files
2. Training Administrative Files
3. Mission Operation Reports
4. Reports of Joint Brazil-United States Military Commission
5. Intelligence Reports
6. Panama Canal Journals
7. Military Assistance Program Files
8. Disaster Relief Files
9. Daily Journals
10. Installation Memorialization Board Files
11. Foreigner Award Case Files
12. Command Emphasis Files
13. Inspection Reports
14. Training Notes
15. Station Lists
16. Manuals
17. Standard Operating Procedures
18. Memorandums
19. Bulletins
20. Circulars
21. Letters
22. Security Administrative Files

23. Military Affiliate Radio System (MARS) Administrative Files
24. Employee Instruction Files
25. Climatological and Topographic Data Files
26. Research and Experimental Case Files
27. Installation Project Files
28. Port Planning Files
29. Awards and Decorations Files
30. Army Exchange Historical Files
31. Guides
32. Veterinary Inspection Reporting Files
33. Military Assistance Program Correspondence Files
34. Censorship Files
35. Domestic Intelligence Data Files

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. 1951-58 127 cu. ft.</p> <p>Letters, memorandums, reports, and other correspondence relating to a wide variety of functions and activities of USARCARIB. The vast bulk of this correspondence concerns ephemeral transactions and procedures relating to the day-to-day operations of the creating unit. This item is applicable not only to centralized General Administrative Files, Subject Files, and Correspondence Files, but also to the specific administrative files maintained by individual offices and identified on NPRC finding aids as Intelligence, Inspector General, etc., Administrative Files. 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, e.g., items 22 and 23.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>	AR 345- 220/18D & other items in the AR 345-200 series.	
2	<p><u>Training Administrative Files</u>, ca. 1954-1961, 3.5 cu. ft.,</p> <p>Letters, memorandums, reports, and other correspondence relating to the training of Latin American military personnel in a variety of subjects. Series includes studies of problem areas in particular armies, and analyses of what particular countries were gaining from training, especially in the area of intelligence work. The series also includes listings of the number of students in each course from each country and correspondence relating to how many students from various countries would enroll in each course, and to the costs and scheduling of courses.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>	1001-01, 1009-02	
3	<p><u>Mission Operation Reports</u>, ca. 1949-56, 6 in.</p> <p>Letters, memorandums, reports, and other correspondence pertaining to relations between United States military missions and military of Latin American host countries. Includes analyses of military problems and needs of host country, reports on country as a whole and its social and economic conditions, and daily journal notes on events and activities.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>		

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
4	<u>Reports of Joint Brazil-United States Military Commission, ca. 1954-1955, 2 in.</u> Letters, memorandums, reports and other correspondence relating to commission objectives, analyses of United States military policy towards Brazil, and objectives of United States training. Includes minutes of commission meetings and trip reports on Brazilian military installations. <u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.		
5	<u>Intelligence Reports, ca. 1953-57, 1/2 in.</u> Memorandums, letters, reports, and other correspondence pertaining to social unrest in specific Latin American countries involving the military. Includes descriptions of events, and critiques of military training and action. <u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.		
6	<u>Panama Canal Journals, 1914-1943, 6 microfilm reels</u> Journals relating to operation of Panama Canal, including abstracts of engineering records, orders for equipment with descriptions, and reference drawings, such as blueprints of the underground distribution system. <u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.		
7	<u>Military Assistance Program Files, ca. 1954-1961, 2.5 cu. ft.</u> Memorandums, letters, reports, and other correspondence relating to various activities of the Military Assistance Program. Series includes general information on methods of selling equipment to Latin American countries, and reports on conferences of Army mission directors. Material on individual countries includes analyses of military needs and the reasons for them as well as routine correspondence pertaining to the sale and shipment of military supplies. <u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.		

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
8	<p><u>Disaster Relief Files</u>, ca. 1959-61, $\frac{1}{2}$ in.</p> <p>After action reports, memorandums, photographs, and other correspondence relating to relief activities of USARCARIB to aid Latin American countries, such as Chile and Peru, after severe earthquakes. Included are reports on the relief process, together with critiques of the activity and recommendations for future disaster relief work.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>	EAR 345-210-201-41	
9	<p><u>Daily Journals</u>, ca. 1958-1960, 1 in.</p> <p>Daily staff journals chronologically listing incidents, messages, orders, and other events that are originated by or affect the unit. Included are journals of the Office of the Provost Marshal in Panama, describing demonstrations in November, 1959, against United States control of the Canal Zone, and the unit's role in protecting American lives and property, and after-action reports on these activities.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>	228-09	
10	<p><u>Installation Memorialization Board Files</u>, ca. 1958-1960, $\frac{1}{2}$ in.</p> <p>Letters, memorandums, minutes of meetings, and other correspondence relating to the naming of installations and Army Reserve Centers in Puerto Rico, generally after Puerto Ricans killed in the Korean War.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>	228-11	
11	<p><u>Foreigner Award Case Files</u>, ca. 1959-1961, 1 in.</p> <p>Recommendations for the Legion of Merit award for Latin American troop commanders, generals, ministers of war, and the like. Series includes reasons for the award and a resume of the recipient's activities.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>	604-03	

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
12	<u>Command Emphasis Files</u> , ca. 1959-62, 1 in. Numbered issuances from commanding general concerning items deserving of special attention from commanders, staff officers, and inspectors, and affecting the mission or efficiency of the command. Some of these items are procedural in nature, relating to routine matters, such as efficiency reports or duty-free imports. Others are philosophical in tone and concern such matters as community relations or the protection of moral standards. <u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.	227-01	
13	<u>Inspection Reports</u> , ca. 1955-1962, 4 cu. ft. Correspondence relating to command inspections of subordinate units. Includes copy of report of inspection and supporting papers. Report describes the mission of each unit inspected, specifying operations and responsibilities, and giving the duties of assigned personnel. <u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.	224-01	
14	<u>Training Notes</u> , ca. 1951-61, 3 in. Monthly issuances containing training advice and information on training requirements and responsibilities. Contains ideas and lessons on a variety of topics, including the pentomic army and chemical and biological warfare. <u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.	227-01	
15	<u>Station Lists</u> , ca. 1951-62, 1 in. Issuances containing geographical lists of all installations, activities, and administrative area units located within field army area. <u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.	227-01	

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
16	<p><u>Manuals</u>, ca. 1955-57, 1 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><u>Permanent</u>. Offer to NARS immediately upon approval of this schedule.</p>	227-01	
17	<p><u>Standard Operating Procedures</u>, ca. 1952-1960, 5 in.</p> <p>Issuances establishing continuing policies, practices, procedures, responsibilities, standards, and instructions. These are internal documents used by individual units and offices to perform their mission from day to day.</p> <p><u>Permanent</u>. Offer to NARS immediately upon approval of this schedule.</p>	227-01	
18	<p><u>Memorandums</u>, ca. 1951-62, 1 cu. ft.</p> <p>Issuances used for a variety of purposes, from promulgating significant policy directives similar to regulations to prescribing short-term administrative procedures.</p> <p>a. Memorandums containing policies and responsibilities and prescribing administrative procedures of a continuing nature applicable only to the headquarters organization of the issuing element.</p> <p><u>Permanent</u>. Offer to NARS immediately upon approval of this schedule.</p> <p>b. All other memorandums.</p> <p>Destroy immediately upon approval of this schedule.</p>	227-01	

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
19	<p><u>Bulletins</u>, ca. 1951-62, 1 cu. ft.</p> <p>Numbered issuances used to convey official and unofficial information of an advisory, informative, or directive nature. Issued by a variety of offices for a plethora of purposes, from providing significant instructional information to outlining minor procedural changes.</p> <p>a. Bulletins containing significant information concerning division functions and/or activities.</p> <p><u>Permanent</u>. Offer to NARS immediately upon approval of this schedule.</p> <p>b. Daily bulletins.</p> <p>Destroy immediately upon approval of this schedule.</p> <p>c. All other bulletins.</p> <p>Destroy immediately upon approval of this schedule.</p>	227-01	
20	<p><u>Circulars</u>, ca. 1951-62, 2 cu. ft.</p> <p>Issuances published for variety of purposes, from promulgating significant policies and procedures that are directive in nature to circulating routine information that is transitory in duration. Circulars generally bear an expiration date not later than one year from the date of issue.</p> <p>a. Circulars directing significant policy or procedural actions or containing important information concerning the functions, operations, or activities of the creating unit.</p> <p><u>Permanent</u>. Offer to NARS immediately upon approval of this schedule.</p> <p>b. All other circulars:</p> <p>Destroy immediately upon approval of this schedule.</p>	227-01	
21	<p><u>Letters</u>, ca. 1951-1958, 6 in.</p> <p>Numbered issuances used by Field Army Headquarters staff sections to advise subordinate field sections of changes in policies and procedures; provide them with information necessary to fulfill their mission; or outline routine, technical, housekeeping procedures.</p>	227-01	

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>a. Letters containing significant information concerning Army functions and/or activities.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p> <p>b. Technical letters.</p> <p>Destroy immediately upon approval of this schedule.</p>		
22	<p><u>Security Administrative Files, ca. 1957-61, 3 in.</u></p> <p>Letters, memorandums, reports, and other correspondence relating to routine administration of security violation and security classification activities. The vast bulk of this correspondence concerns ephemeral transactions and procedures relating to the day-to-day operations of the creating unit, such as the handling of classified material, the regrading of security classified documents, and the processing of individual security clearances.</p> <p>Destroy immediately upon approval of this schedule.</p>	501-01	
23	<p><u>Military Affiliate Radio System (MARS) Administrative Files, ca. 1958-1960, 1/2 in.</u></p> <p>Correspondence relating to the number of members of MARS stations, and the hours worked, and to increased bandwidth on the bands used by these amateur radio operators.</p> <p>Destroy immediately upon approval of this schedule.</p>		
24	<p><u>Employee Instruction Files, ca. 1956-61, 1 cu. ft.</u></p> <p>Memorandums, letters, charts, and other correspondence relating to overseas employment of civilian personnel. Bulk of series consists of listings of jobs and the individuals holding them; some civilian employee organizational charts are included.</p> <p>Destroy immediately upon approval of this schedule.</p>	801-01	

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
25	<p><u>Climatological and Topographic Data Files</u>, ca. 1951-62, 2 in.</p> <p>Memorandums, reports, and other correspondence relating to weather conditions, storm warnings, and mapping of area through reconnaissance flights, trilateration, and triangulation. Series includes discussion of various Hiran station sites for mapping and charting purposes.</p> <p>Destroy immediately upon approval of this schedule.</p>	1513-01, 1513-02	
26	<p><u>Research and Experimental Case Files</u>, ca. 1958-1960, $\frac{1}{2}$ in.</p> <p>Questionnaires relating to individual soldiers who contracted malaria, asking where subject might have come in contact with disease-bearing mosquitos and what precautions, such as inoculations or use of mosquito-netting, had been taken against the disease.</p> <p>Destroy immediately upon approval of this schedule.</p>	914-04	
27	<p><u>Installation Project Files</u>, ca. 1952-62, 3 in.</p> <p>Memorandums, reports, drawings, and other correspondence relating to housing for military and civilian personnel. Topics include problems of inadequate housing, costs of bringing housing up to standard, and proposals for new housing to be built.</p> <p>Destroy immediately upon approval of this schedule.</p>		
28	<p><u>Port Planning Files</u>, ca. 1958-60, 2 in.</p> <p>Letters, memorandums, and other correspondence relating to the use of Army terminal ports by commercial firms, policies and procedures for commercial use set down by the Army Chief of Transportation, Army use of commercial ports, and similar matters.</p> <p>Destroy immediately upon approval of this schedule.</p>	1204-02	

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
29	<p><u>Awards and Decorations Files</u>, ca. 1959-1961, 3 in.</p> <p>Individual recommendations and files of awards and decorations for United States troops. Some of the awards were given for contributions to better relations between the United States and Latin America, such as work in orphanages or schools, but most were for excellent performances of routine activities. These files are duplicative of the original copies in official personnel folders.</p> <p>Destroy immediately upon approval of this schedule.</p>	601-01	
30	<p><u>Army Exchange Historical Series</u>, ca. 1945-1960, 3 cu. ft.</p> <p>Letters, memorandums, reports, minutes, daily journals, and other correspondence relating to the operations and administration of exchanges. These records were not created by the exchanges but document the activities of USARCARIB in its relations and liaison with the exchanges. Subjects include the establishment of branch exchanges, the suggestions of advisory committees, personnel matters, and similar routine administrative matters.</p> <p>Destroy immediately upon approval of this schedule.</p>	301-01	
31	<p><u>Guides</u>, ca. 1951-1961, 1 in.</p> <p>Issuances providing procedural information to military personnel, active and retired, and to dependents, on a variety of topics, such as retirement policies, and beneficiary claims.</p> <p>Destroy immediately upon approval of this schedule.</p>	227-01	
32	<p><u>Veterinary Inspection Reporting Files</u> (also known as <u>Veterinary History of Station Files</u>), ca. 1926-1961, 2 cu.ft</p> <p>Documents reflecting the poundage of subsistence products inspected, food producing establishment inspected, type of inspection, explanations of unusual amounts of rejections or significant trends, and related information. Included are inspection reports, reports of corrective action taken, and similar or related documents.</p> <p>Destroy immediately upon approval of this schedule.</p>	928-02	

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
33.	<p><u>Military Assistance Program Correspondence Files</u>, ca. 1951-63, 2 in.</p> <p>Letters, memorandums, reports, studies, plans, and other correspondence relating to USARCARIB's role in operating MAP in its area of command. Included is USARCARIB's input to the President's Committee to Study the MAP (1959).</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>	1401-01	
34.	<p><u>Censorship Files</u>, ca. 1949-59, 9 in.</p> <p>Letters, memorandums, reports, studies, plans and other correspondence relating to the implementation of the Army National Censorship Plan in Latin America, especially Panama.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>	510-01 thru 03	
35.	<p><u>Domestic Intelligence Data Files</u>, ca. 1951-63, 2 in.</p> <p>Reports, analyses, and other correspondence relating to the maintenance of USARCARIB facilities and systems for purposes of collecting intelligence and planning operations. Included are trip reports containing intelligence data concerning affairs in the USARCARIB area of command.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>	AR 345- 210/502- 01	