

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	
NC1 <i>AU</i> 78 30	
DATE RECEIVED	
3 FEB 1978	
NOTIFICATION TO AGENCY	
<p>In accordance with the provisions of 44 U.S.C. 3306a the disposal request, including amendments, is approved except for items that may be stamped "disposition not approved" or "withdrawn" in column 10.</p> <p style="font-size: 2em; text-align: center;"><i>Withdrawn 1/31/81</i></p> <p style="text-align: right;"><i>JW</i></p>	
Date	Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)

DEPARTMENT OF THE ARMY

2. MAJOR SUBDIVISION

OFFICE OF THE ADJUTANT GENERAL

3. MINOR SUBDIVISION

RECORDS MANAGEMENT DIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

R. Bonnell

5. TEL. EXT.

693-1939

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 12 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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
30 Jan 78	<i>Guy B. Oldaker</i> GUY B. OLDAKER	Chief, Records Management Division

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>File descriptions and dispositions contained in the attached 11 pages relate to research and development files accumulated in and administered by the Department of the Army.</p> <p>Request approval of permanent retention.</p> <p>1302-01 1302-02 1302-04 1302-05 1304-01 1304-02 1304-03 1304-07 1304-16 1306-01 1308-01</p>		23 items

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

<p>1. AR 340-18- <u>13</u> FILE NUMBER, DESCRIPTION, AND DISPOSITION</p>	<p style="text-align: center;"><i>File No.</i> 1302-01</p> <p style="text-align: center;"><i>Description</i> R&D planning files. Documents that accumulate from the process of developing long range plans or forecasts in research and development. They involve the establishment of schedules to achieve the Army's long range research and development objectives, the formulation of new concepts and requirements in research and development for planning purposes, and similar matters. Included are research and development long range plans, research and development forecasts, documents reflecting the evolution of these plans or forecasts and documents contributing to the development of the plans or forecasts.</p> <p style="text-align: center;"><i>Disposition</i> Offices performing Army wide staff responsibility and offices responsible for preparation of the plan or forecast: Permanent. Cutoff on supersession. Contributing offices: Destroy after 5 years. Commenting or coordinating offices: Destroy after 2 years or on supersession, as applicable.</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>Army agencies and installations performing a research and development mission.</p>
<p>3. CURRENT VOLUME.</p>	<p>55 cubic feet</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>8 cubic feet</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>Chronological</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Contain records of probable historical, fiscal, legal, or other archival value.</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>AR 70-55, AR 70-1, AR 70-6</p>
<p>8. RECORDS WILL BE OFFERED.</p>	<p>The permanent files described above will be offered to the National archives 20 years after creation.</p>
<p>9. ADDITIONAL REMARKS.</p>	

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

<p>1. AR 340-18- <u>13</u> FILE NUMBER, DESCRIPTION, AND DISPOSITION</p>	<p>1302-02 R&E Policy Council files. Documents relating to the Army's participation in, or relationships with, the Research and Engineering Policy Council. Included are agenda and minutes of meetings of the Council, memoranda reflecting the Army's position on subjects considered by the Council, and related documents.</p> <p>Office of the Army member: Permanent. Retire when no longer required for current operations.</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>HQDA Deputy Chief of Staff for Research, Development and Acquisition</p>
<p>3. CURRENT VOLUME.</p>	<p>1 foot</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>minimal.</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>Chronological</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Contains high level policy records of probable archival value</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>AR 70-1</p>
<p>8. RECORDS WILL BE OFFERED.</p>	<p>The permanent files described above will be offered to the National archives 20 years after creation.</p>
<p>9. ADDITIONAL REMARKS.</p>	

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

<p>1. AR 340-18- <u>13</u> FILE NUMBER, DESCRIPTION, AND DISPOSITION</p>	<p>1302-04 Army Scientific Advisory Panel files. Documents accumulated by the Executive Secretary of the Army's Scientific Advisory Panel concerning review and evaluation, appraisal of facilities, and study and recommendations on special problems of research and development in the Army. Included are documents reflecting actions taken and matters considered by the panel, such as agenda of meetings, minutes of meetings, reports and recommendations distributed to panel members, and similar documents.</p> <p>Offices of the panel secretariat and ad hoc group staff assistants: Permanent. Retire when no longer needed for current operations.</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>Office of the Assistant Secretary of the Army for Research, Development and Acquisition.</p>
<p>3. CURRENT VOLUME.</p>	<p>12 lin ft</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>5 lin ft</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>Chrono</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Contains high level policy records of probable historical and other archival values</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>AR 15-8</p>
<p>8. RECORDS WILL BE OFFERED.</p>	<p>The permanent files described above will be offered to the National archives 20 years after creation.</p>
<p>9. ADDITIONAL REMARKS.</p>	

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

<p>1. AR 340-18- <u>13</u> FILE NUMBER, DESCRIPTION, AND DISPOSITION</p>	<p>Office of the board's chairman or secretariat whichever is designated as the office of record: Permanent. Offices of board members: Destroy after 2 years.</p>
<p>2. ORGANIZATION LOCATION</p>	<p>ARDA Deputy Chief of Staff for Research, Development and Acquisition</p>
<p>1302-05 VOLUME.</p>	<p>10 lin ft</p>
<p>ANTICIPATED ANNUAL INCREASE.</p>	<p>3 lin ft</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>Chrono</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Contain records of historical, legal, fiscal and other probable archival value^s.</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>AR 15-29</p>
<p>8. RECORDS WILL BE OFFERED.</p>	<p>The permanent files described above will be offered to the National archives 20 years after creation.</p>
<p>9. ADDITIONAL REMARKS.</p>	

*Army R&D Review Board files. Documents accumu-
lated from the activities of the R&D Review Board
reflecting the review of program segments and budget
estimates of elements of the R&D Program.*

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

<p>1. AR 340-18- <u>13</u> FILE NUMBER, DESCRIPTION, AND DISPOSITION</p>	<p>1304-01 R&D supervisory files. Documents relating to the overall administration of research, development, test, and evaluation activities which due to their general nature cannot logically be filed with papers relating to a specific project or task, as defined in subfunctional category 1305 of this regulation.</p> <p>Offices performing Armywide staff responsibility, offices of developing agencies at the Army staff, and offices at headquarters of major commands: Permanent.</p> <p>Offices at headquarters of intermediate commands responsible for supervision of the R&D function: Permanent. Retire after 2 years in the CFA and 3 years in the RHA.</p> <p>Offices involved in research, development, test, or evaluation at installations and laboratories: Destroy after 2 years in the CFA and 3 years in the RHA.</p> <p>Other offices: Destroy after 2 years.</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>Deputy Chief of Staff for Research, Development and Acquisition; US Army Materiel Development and Readiness Command; and other installations ^{INTERMEDIATE COMMANDS} performing R&D Functions.</p>
<p>3. CURRENT VOLUME.</p>	<p>60 cubic feet</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>20 cubic feet</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>Chronological</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Contains records of probably research, historical, fiscal, legal, or other archival value</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>AR 70-1, AR 70-6, AR 1000-1.</p>
<p>8. RECORDS WILL BE OFFERED.</p>	<p>The permanent files described above will be offered to the National archives 20 years after creation.</p>
<p>9. ADDITIONAL REMARKS.</p>	

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

<p>1. AR 340-18-____ FILE NUMBER, DESCRIPTION, AND DISPOSITION</p>	<p>1304-02 Foreign scientific information files. Documents relating to relationships with foreign nations respecting the exchange and collection of scientific information. Included are papers relating to plans for cooperation, discussions, visits with foreign government officials, and comparable relationships. Permanent.</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>US Army Materiel Development and Readiness Command</p>
<p>3. CURRENT VOLUME.</p>	<p>24 cu ft</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>8 cu ft</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>By agreement by country</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Contain records of probable historical value.</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>AR 70-33</p>
<p>8. RECORDS WILL BE OFFERED.</p>	<p>The permanent files described above will be offered to the National archives 20 years after creation.</p>
<p>9. ADDITIONAL REMARKS.</p>	

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

1. AR 340-18- <u>13</u> FILE NUMBER, DESCRIPTION, AND DISPOSITION	DESCRIPTION	DISPOSITION
2. ORGANIZATIONAL LOCATION.	1304-05 RD project control files. Documents accumulating from the supervision, management, and administration of research, development test, and evaluation projects at subordinate installations, activities, and elements. Included are documents relating to project appraisals; recommendations for project initiation, termination, or cancellation; review and analysis of specific RD projects; and other papers relating to the projects, but exclusive of documents belonging in the research and development project case files. Arrange by project serial number and nomenclature, or title.	Offices performing Army-wide staff responsibility, offices of developing agencies at the Army staff, and offices at headquarters of major commands: Permanent. Retire 2 years after completion, termination or cancellation of the project. Offices at headquarters of intermediate commands: Permanent. Cut off on completion, termination, or cancellation of the project. Retire after 2 years in the CPA and 3 years in the RHA. Offices of laboratory chiefs and directors supervising RD projects conducted by project officers in elements of their installation or laboratory: Destroy 2 years after completion, termination, or cancellation of the project. However, correspondence and documents which influence the course of action taken on a project and which are not duplicated in the RD project case file will be withdrawn and consolidated with that file prior to its transfer to the RHA.
3. CURRENT VOLUME.	30 lin ft	
4. ANTICIPATED ANNUAL INCREASE.	6 lin ft	
5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).	Alpha and chrono by subject area within the project	
6. JUSTIFICATION FOR PERMANENT RECORDS.	Contain records of probable historical, legal, fiscal or other archival value.	
7. REASON RECORDS ACCUMULATE (ARs, etc)	Management of Army R&D functions	
8. RECORDS WILL BE OFFERED.	The permanent files described above will be offered to the National archives 20 years after creation.	
9. ADDITIONAL REMARKS.		

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

<p>1. AR 340-18-<u>13</u> FILE NUMBER, DESCRIPTION, AND DISPOSITION</p>	<p>1304-07 Equipment name files. Documents relating to the assignment of popular names to development items of equipment. Included are correspondence containing proposed names, coordinating actions on the proposed names, approvals, and related papers.</p> <p>Offices responsible for obtaining Secretary of the Army approval: Permanent. Offices of developing agencies of the Army staff and headquarters of major and intermediate commands proposing the name: Permanent. Cut off on type classification of the related equipment. Commenting offices: Destroy after 2 years.</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>US Army Materiel Development and Readiness Command, Development and Engineering Directorate Systems Division</p>
<p>3. CURRENT VOLUME.</p>	<p>2 cu ft</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>½ cu ft</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>Alpha and numerical</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Contain records of probably historical, and other archival value</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>AR 70-28</p>
<p>8. RECORDS WILL BE OFFERED.</p>	<p>The permanent files described above will be offered to the National archives 20 years after creation.</p>
<p>9. ADDITIONAL REMARKS.</p>	

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

<p>1. AR 340-18-____ FILE NUMBER, DESCRIPTION, AND DISPOSITION</p>	<p>1304-16 Research task reporting files. Documents used in compiling information on research studies to be conducted or sponsored by the Department of the Army. The reports reflect the research, project number, title, and name of the investigator; purpose, approach, and status of the study; and similar information. Included are research task reports, research and technology unit summaries, and papers directly related to the reports.</p> <p>Offices performing Army-wide staff responsibility: Research and technology work unit summaries: Permanent. Research task reports: Destroy 1 year after publication of the summary. Reporting offices of developing agencies at the Army staff, headquarters of major and intermediate commands, and laboratories: Destroy after 2 years.</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>Offices assigned Army-wide staff responsibility for research projects.</p>
<p>3. CURRENT VOLUME.</p>	<p>25 lin ft</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>2 lin ft</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>Alpha by proponent and numerically thereunder</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Contains concise capsulized information concerning Army research projects, considered to be of probable historical, and other archival value.</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>AR 70-9</p>
<p>8. RECORDS, WILL BE OFFERED.</p>	<p>The permanent files described above will be offered to the National archives 20 years after creation.</p>
<p>9. ADDITIONAL REMARKS.</p>	

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

<p>1. AR 340-18-____ FILE NUMBER, DESCRIPTION, AND DISPOSITION</p>	<p>1306-01 Human factors or operations research case files. Documents relative to the conduct or technical supervision or individual human factors and operations research study projects. Included are project proposals and approvals, study reports, preliminary evaluations of the reports, and related correspondence.</p> <p>Project office and offices of project advisory committee chairman: Permanent. Cut off annually, or on completion of evaluation. Offices of project advisory group members: Destroy 2 years after completion of the study.</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>Deputy Chief of Staff for Personnel</p>
<p>3. CURRENT VOLUME.</p>	<p>34 lin ft</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>8 lin ft</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>Chrono by project</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Contains records of probable historical, administrative, legal, fiscal, or other archival value</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>AR 602-1</p>
<p>8. RECORDS WILL BE OFFERED.</p>	<p>The permanent files described above will be offered to the National archives 20 years after creation.</p>
<p>9. ADDITIONAL REMARKS.</p>	

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

<p>1. AR 340-18-____ FILE NUMBER, DESCRIPTION, AND DISPOSITION</p>	<p>1308-01 Project management planning files. Documents reflecting the project manager's master plan for research, development, procurement, production, distribution, and logistical support of a designated weapon or equipment system. These plans are used as management tools and as a means of informing higher authority of the system's status. Included are project management master plans, superceded and obsoleted parts of the plans, reports used to keep the plan current, and related documents.</p> <p>Office of the Project Manager: Permanent. Cut off on removal of the item or system from project management control. Other Offices: Destroy on supersession, obsolescence, or when no longer needed for reference.</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>US Army Materiel Development and Readiness Command</p>
<p>3. CURRENT VOLUME.</p>	<p>8 lin ft</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>2 lin ft</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>Chrono by system</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Contains research records of probable historical value.</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>AR 70-6</p>
<p>8. RECORDS WILL BE OFFERED.</p>	<p>The permanent files described above will be offered to the National archives 20 years after creation.</p>
<p>9. ADDITIONAL REMARKS.</p>	

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

<p>1. AR 340-18- <u>13</u> FILE NUMBER, DESCRIPTION, AND DISPOSITION</p>	<p>1302-05 Army R&D Review Board files. Documents accumulated from the activities of the R&D Review Board reflecting the review of program segments and budget estimates of elements of the R&D Program.</p> <p>Office of the board's chairman or secretariat whichever is designated as the office of record: Permanent. Offices of board members: Destroy after 2 years.</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>HQDA Deputy Chief of Staff for Research, Development and Acquisition</p>
<p>3. CURRENT VOLUME.</p>	<p>10 lin ft</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>3 lin ft</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>Chrono</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Contain records of historical, legal, fiscal and other probable archival value^s.</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>AR 15-29</p>
<p>8. RECORDS WILL BE OFFERED.</p>	<p>The permanent files described above will be offered to the National archives 20 years after creation.</p>
<p>9. ADDITIONAL REMARKS.</p>	