

Rec'd NCO 28 Jul 78

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

LEAVE BLANK
JOB NO  NC 1-46-78 124
DATE RECEIVED  AUG 1 1978
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10
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  
The Adjutant General's Office

3. MINOR SUBDIVISION  
Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER  
P. Burnam

5. TEL. EXT.  
693-1937

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 6 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 21 Jul 78	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Guy B. Oldaker</i> GUY B. OLDAKER	E. TITLE Chief, Records Management Division
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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
	<p><u>AR 340-18-15, Maintenance and Disposition of Facilities Files.</u></p> <p>Files descriptions and disposition instructions contained in the attached 5 pages relate to facilities documentation accumulated in the Army.</p> <p>Request approval of permanent retention.</p> <p>The files covered by this disposition request are believed to possess sufficient value to warrant permanent retention. They were selected from a large number of currently unscheduled files. Assisting this Division in making this selection were representatives of the Records Disposition and Military Archives Divisions, National Archives, and Records Service.</p> <p>FN 1502-02 1502-08 1502-10 1502-11 1515-19</p>		<p><u>Withdrawn</u></p>

K/W

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

<p>1. AR 340-18- <u>15</u> FILE NUMBER, DESCRIPTION, AND DISPOSITION</p>	<p><u>1502-02</u> Industrial facilities review files. Reports and other documents relating to the review and analysis of industrial or commercial type facilities to determine the establishment or continuation of such facilities and to aid in their economical operation.</p> <p>Offices performing Army-wide staff responsibility: Permanent. Cut off when no longer required for current operations. Other offices: Destroy 3 years after determination, or on discontinuance, whichever is first.</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>Office of the Chief of Engineers</p>
<p>3. CURRENT VOLUME.</p>	<p>10 linear feet</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>2 linear feet</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>Alpha by installation</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>These records may contain data which is of administrative and informational value.</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>AR 405 series</p>
<p>8. RECORDS WILL BE OFFERED.</p>	<p>The permanent files described above will be offered to the National archives 20 years after they are no longer required for current operations.</p>
<p>9. ADDITIONAL REMARKS.</p>	<p>.</p> <p>.</p> <p>.</p>

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

1502 08

**Mobilization planning files.** Documents relating to the preparation, development, and approval of mobilization plans of permanent and nonpermanent Army installations for use in emergency. Included are mobilization plans consisting of basic information maps; analysis of existing facilities; tabulations of existing and required facilities; preliminary mobilization land use plans; and the mobilization development plan which consists of airspace utilization plan, flight hazard strip plan and profiles mobilization reservation plan mobilization site plan, the mobilization analytical report, and comparable or related documents.

*Note.* One set of mobilization plans will be retained permanently for retirement to the Washington National Records Center. Retirement will be made by the appropriate installation on discontinuance or on revision of the mobilization plan.

Installation to which the plan pertains: Permanent.

OCE: Destroy when superseded or when the installation is transferred from Army control, whichever is first.

Other offices: Destroy after 6 years, except the mobilization plan will be destroyed on supersession, obsolescence, or discontinuance of the individual facility or entire installation.

*Scope?  
copy only*

1. AR 340-18-15  
FILE NUMBER,  
DESCRIPTION,  
AND  
DISPOSITION

2. ORGANIZATIONAL  
LOCATION.

Army Installations

3. CURRENT VOLUME.

160 linear feet

4. ANTICIPATED  
ANNUAL INCREASE.

40 linear feet

5. ARRANGEMENT (ALPHA,  
NUMERIC, CHRONO).

Alpha

6. JUSTIFICATION FOR  
PERMANENT RECORDS.

These records may contain data which is of administrative and informational value.

7. REASON RECORDS  
ACCUMULATE (ARs, etc)

AR 210 series

8. RECORDS WILL BE  
OFFERED.

The permanent files described above will be offered to the National archives 20 years after revision of the plan.

9. ADDITIONAL REMARKS.

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

<p>1. AR 340-18-<u>15</u> FILE NUMBER, DESCRIPTION, AND DISPOSITION</p>	<p><u>1502-10</u> Installation mobilization requirement files. Documents relating to the analysis of data and the development of overall plans for installations and training facilities to meet mobilization requirements, including reserve mobilization requirements.</p> <p>Office performing Army-wide staff responsibility: Permanent.</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>Office of the Chief of Engineers</p>
<p>3. CURRENT VOLUME.</p>	<p>10 linear feet</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>2 linear feet</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>Alpha by installation</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>These records may contain data which is of administrative and informational value.</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>AR 210 series</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 340-18-15 FILE NUMBER, DESCRIPTION, AND DISPOSITION</p>	<p><u>1502-11</u></p> <p>Mobilization construction program files. Documents reflecting advance mobilization programs prepared from advance mobilization expansion plans. Included are site maps, site plans, tabulations of available facilities, and comparable or related documents.</p> <p>OCE: Permanent. Cut off on receipt of new plan. Other offices: Destroy 3 years after suppression or on discontinuance of related activity or installation.</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>Office of the Chief of Engineers</p>
<p>3. CURRENT VOLUME.</p>	<p>100 linear feet</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>5 linear feet</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>Alpha by installation</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>These records may contain data which is of administrative and informational value.</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>AR 415 series</p>
<p>8. RECORDS WILL BE OFFERED.</p>	<p>The permanent files described above will be offered to the National archives 20 years after receipt of new plan.</p>
<p>9. ADDITIONAL REMARKS.</p>	

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

<p>1. AR 340-18-<u>15</u> FILE NUMBER, DESCRIPTION, AND DISPOSITION</p>	<p><u>1515-19</u> Progress reporting files. Progress reports submitted by field agencies for each construction project or line item of construction, or acquisition of real estate, including advance design reports.</p> <p>OCE: Published reports, final reports prior to Jan 60, and monthly reports after Jan 60: Permanent. Cut off on completion of project. Monthly reports prior to Jan 60 and supplemental reports: Destroy after 2 years or earlier as they have served their purpose.</p> <p>Field offices: June or final report: Destroy after 5 years. Other reports: Destroy after 1 year.</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>Office of the Chief of Engineers</p>
<p>3. CURRENT VOLUME.</p>	<p>20 linear feet</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>5 linear feet</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>alpha by state and installation</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>These records may contain data which is of administrative and informational value.</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>AR 415 series</p>
<p>8. RECORDS WILL BE OFFERED.</p>	<p>The permanent files described above will be offered to the National archives 20 years after completion of project.</p>
<p>9. ADDITIONAL REMARKS.</p>	