

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-143-85-01

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

## Description:

This schedule provided disposition for records in a Federal Record Center. There are no records in the Federal Records Centers that reference this schedule, so it is presumed records disposition has been implemented.

Date Reported: 06/19/2020

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

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

LEAVE BLANK

JOB NO.

NC 1-143-85-1

DATE RECEIVED

12-17-84

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

1. FROM (Agency or establishment)

Department of the Navy

2. MAJOR SUBDIVISION

Naval Data Automation Command

3. MINOR SUBDIVISION

Naval Records and Information Management Department

4. NAME OF PERSON WITH WHOM TO CONFER

Margaret Daymude

5. TELEPHONE EXT.

433-4217

DATE

3/27/85

ARCHIVIST OF THE UNITED STATES

*[Signature]*

In accordance with the provisions of 44 U.S.C. 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

**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 83 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

14 Dec 84

C. SIGNATURE OF AGENCY REPRESENTATIVE

*[Signature]*

D. TITLE **Director, Naval Records and Information Management Department, NAVDAC (Code 17)**

7. ITEM NO.

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

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARS USE ONLY)

Records of the Bureau of Supplies and Accounts (RG 143)

In 1892, the Bureau of Provisions and Clothing in the Department of the Navy became the Bureau of Supplies and Accounts (BuSanda). Before its disestablishment in 1966, when most of its functions were assumed by the newly-created Naval Supply Systems Command, BuSanda had responsibility for the supervision of the procurement, storage, and issuance of food, fuel, clothing, and general stores for the Navy; operation of Naval supply depots and supervision of Supply Corps officers; supervision of transportation of Naval supplies and of travel of Naval personnel; and administration of financial accounts for the Department of the Navy.

On the sheets attached are descriptions of all records of the Bureau of Supplies and Accounts which can be located in Record Group 143 at the Washington National Records Center. Spanning seven decades, from about 1897 to about 1966, the 185 accessions comprise 3,283 cubic feet of records. Many of the accessions include records which have been appraised by the National Archives and Records Service as permanent. However, intermingled with many permanent records are disposable materials which may be expeditiously separated only in archival processing. Thus, notwithstanding any disposition listed herein, the following materials may be disposed of in processing:

records disposable under approved Naval and Marine disposition authorities,

99 items

## REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NO.

PAGE

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7.  
ITEM  
NO.8. DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)9. GRS OR  
SUPERSEDED  
JOB  
CITATION10. ACTION  
TAKEN  
(NARS USE  
ONLY)

records disposable under items in the General Records  
Schedules, and  
non-record and duplicative materials.

Records listed for permanent retention will be offered to  
the National Archives in Fiscal Year 1986 unless otherwise  
noted in individual disposition instructions for specific  
series.

*Changes (to Items 4, 15, 18, 20, 21, 22, 23, 24, 25, 39, and 79),  
and addition of Items 38A, 39A, and 39B, made with concurrence  
of M. Daymude (NAVDAC, DPT. OF NAVY), 3-25-85. ~~Return~~ (NIRS, NARS)  
3-27-85*

1. SECRET GENERAL CORRESPONDENCE FILES. 1942-1945. 13 cubic feet.

Arranged by subject filing symbol from the Naval filing manual and thereunder chronologically.

Maintained by the Confidential Files Section of the Administrative Services Division of the Bureau of Supplies and Accounts. Correspondence, transmittals, endorsements, enclosures; part of the central files of the Bureau.

WNRC holds one accession of secret general correspondence files:

<u>Years</u>	<u>Accession Number</u>	<u>Volume in Cubic Feet</u>
1942-1945	4197	13.

Disposition: Permanent.

Justification: Secret general correspondence files, part of the security-classified central correspondence files of the Bureau of Supplies and Accounts, are essential for the proper documentation of the principal functions and activities of the Bureau.

2. CONFIDENTIAL GENERAL CORRESPONDENCE FILES. 1942-1945. 38 cubic feet.

Arranged by subject filing symbol from the Naval filing manual and thereunder chronologically.

These files were maintained by the Confidential Files Section of the Administrative Services Division of the Bureau of Supplies and Accounts. They are part of the central files of the Bureau and document its principal functions and activities.

There is one accession at WNRC of confidential general correspondence files:

<u>Years</u>	<u>Accession Number</u>	<u>Volume in Cubic Feet</u>
1942-1945	4795	38.

Disposition: Permanent.

Justification: Confidential general correspondence files, part of the security-classified central correspondence files of the agency, are essential for the proper documentation of the basic work of the Bureau of Supplies and Accounts. The National Archives presently holds about 10 cubic feet of confidential general correspondence files from the central correspondence files of the Bureau for the period from 1927 to 1942.

3. RESTRICTED AND UNCLASSIFIED GENERAL CORRESPONDENCE FILES. 1946-1949. 406 cubic feet.

Arranged by subject filing symbol from the Naval filing manual.

Maintained by the General Files Section of the Office Services Division of the Bureau of Supplies and Accounts. Correspondence, transmittals, endorsements, publications and other enclosures; part of the central files of the Bureau.

WNRC holds one accession of mixed restricted and unclassified general correspondence files:

<u>Years</u>	<u>Accession Number</u>	<u>Volume in Cubic Feet</u>
1946-1949	6180	406.

Disposition: Destroy immediately.

Justification: These files, records of the peacetime Navy, contain correspondence which is facilitative, routine, and disposable in part under various items in the General Records Schedules (among them, GRSs 6.5, 7.1, 14.4, 14.7, 23.1, and 23.4) and various paragraphs in the present Naval disposition manual, SECNAVINST P5212.5B (among them, SSICs 1000.2, 2000.2, 7000.2a, 9000.2a, and 12000.2a). The National Archives presently holds about 3,200 cubic feet of fragmentary unclassified general correspondence from the central correspondence files of the Bureau of the period from 1885 to 1942.

NOTE: The "Records Transfer Request", which preceded shipment of these records to the Naval Records Management Center in 1951 and is now among the administrative files of WNRC, shows (by a handwritten "X" on a mostly typed form) these records to include both restricted and unclassified documents. However, nothing else--neither any box markings nor a careful survey of the contents of the boxes--indicates that any documents in Accession 6180 were classified "restricted".

4. UNCLASSIFIED GENERAL CORRESPONDENCE FILES. 1918-1966. 1,845 cubic feet.

Arranged by subject filing symbol from the Naval filing manual (after 1959, by Standard Subject Identification Code), and thereunder chronologically.

These files were maintained first by the General Files Section of the Administrative Services Division (after 1951, the Office Services Division), then, after 1961, by the office of the Director of Management Engineering in the Office Services Division, and finally, after 1965, by the Mail and Files Branch of the Administrative Division of the Bureau of Supplies and Accounts. These records are part of the central files of the Bureau and help document its principal functions and activities.

Thirty accessions at WNRC include unclassified general correspondence files:

<u>Years</u>	<u>Accession Number</u>	<u>Volume in Cubic Feet</u>	<u>Notes</u>
1918-1949 (mostly 1942-1943, 1945-1946)	A4488 B4488 C4488 D4488 E4488 F4488 G4488 H4488 J4488 K4488 L4488 M4488 N4488 P4488 R4488 S4488 (boxes 1268-1299) T4488 U4488 B4488 E4488	103 6 6 8 6 25 30 12 5 7 4 2 11 2 3 32 1 23 1	Remnants of 1,299 cubic feet, filed largely under: A1-1 -- JJ56-1/L10 JJ56-1(1) -- L1-1(Act 7-1-22) L3/EN1JJ -- L4/JJ-55(20) L4/JJ59(3) -- L4-2(6) L4(26) -- L5-2 L7-1 -- L8-1(2) L10-3 -- L10-3(30) L10-6/JJ/L4-3 -- L11-3/NT4-124 L11-5(5) -- L11-1/L16-4 L16-4 -- L16-9(12) L20-3 -- L20-3(252238) L20-5(9) -- L21/EN9(30-9) L21/EN25-5 -- L21/EN25-13 L21/FLA L21-2(4) -- L21-3(8) L21-4(5) -- L21-5 N1-13/L4/L11-4 -- N6 N6/KK -- S94;
1918-1945 (mostly 1944-1945)	3080	162	Remnant of 519 cubic feet, filed largely under: A1-1 -- EE4/JJ EE4/L4-3(27) -- EE4/L11-3 EE7/A2-14 -- EF13/L4 EF13/L10 -- EN9/A7-1(3) EN9-5 -- EN9(29) EN9(27) -- GF/L101(10) JJ7/A0 -- JJ56-1 JJ56-1/NY2 -- L4/JJ-14(6) L4/JJ-24(1) -- L4/JJ-56(7) L4-1(1) -- L4-3/EN9-2 L4-3/NY10 -- L6-2(13);
1946-1950	{A8675 B8675}	495	

# UNCLASSIFIED GENERAL CORRESPONDENCE FILES

1951-1952	14018	301	Includes some so-called company files, interspersed;
1953-1954	15948	178	
1955-1956	61A2207	135	
1957-1959	62A3192	135	
1960-1961	64A4134 (boxes 1-71)	71	Includes some so-called company files;
1962-1963	66A5207	71	
<del>1962-1966</del>	<del>68A728</del>	<del>9</del>	<del>Retired by the Naval Supply Systems Command.</del>
1964-1965	347-G8AG055	96	Retired by the Naval Supply Systems Command.

Dispositions: ~~Destroy immediately.~~

Justification: Unclassified general correspondence of the Bureau of Supplies and Accounts is routine and facilitative, disposable in part under various items in the General Records Schedules (among them, GRSs 6.5, 7.1, 14.4, 14.7, 23.1, and 23.4) and under various paragraphs in the present Naval disposition manual, SECNAVINST P5212.5B (among them, SSICs 1000.2, 2000.2, 7000.2a, 9000.2a, and 12000.2a). The National Archives presently holds about 3,200 cubic feet of unclassified general correspondence from the central files of the Bureau of Supplies and Accounts and its predecessor, the Bureau of Provisions and Clothing, for the period from 1885 to 1942. Like those records, these are very fragmentary; unlike those, these records have no indices.

- ←
- A. Destroy company files immediately.
  - B. After screening, all other materials are permanent.



5. COMPANY FILES AND CONGRESSIONAL CORRESPONDENCE. 1947-1950. 7 cubic feet.

Arranged alphabetically under filing symbol 14-1(10) of the Naval filing manual.

Maintained by the General Files Section of the Office Services Division of the Bureau of Supplies and Accounts. Unclassified general correspondence from and copies of unclassified general correspondence to private firms, organizations, members of Congress, and staff of the Congress.

There is one accession at WNRC of company files and congressional correspondence:

<u>Years</u>	<u>Accession Number</u>	<u>Volume in Cubic Feet</u>	<u>Note</u>
1947-1950	10034	7	Remnant of 121 cubic feet retired in 1954.

Disposition: Destroy immediately.

Justification: This is routine correspondence, concerning functional operations and administration, facilitative correspondence of marginal value.

6. SECRET AND CONFIDENTIAL GENERAL SUBJECT FILES. 1957-1963. 28 cubic feet.

Arranged by subject and thereunder chronologically.

Maintained by the Office Services Division (by 1966, the Administrative Services Division) of the Bureau of Supplies and Accounts. Part of the central files of the Bureau, these records (which include some secret and confidential miscellaneous files) help document its principal functions and activities.

There are three accessions at WMRC of secret and confidential general subject files:

<u>Years</u>	<u>Accession Number</u>	<u>Volume in Cubic Feet</u>
1957-1959	63A3137	2
1957-1959	63A3138	15
1960-1963	66A5051	11.

Disposition: Permanent.

Justification: These files help document the formulation and implementation of policy in and show significant work of the Bureau of Supplies and Accounts.

7. SECRET AND CONFIDENTIAL PLANNING FILES. 1949-1964. 5 cubic feet.

Not arranged.

Retired by the Naval Supply Systems Command, these files may have been maintained by the Confidential Files Section of the Administrative Services Division of the Bureau of Supplies and Accounts. Operating plans for the Bureau of Supplies and Accounts, including annual program objectives, field planning memoranda, analyses, and plans for mobilization and logistical support; slight admixture of material from other Naval components.

There are two accessions of secret and confidential planning files at WNRC:

<u>Years</u>	<u>Accession Number</u>	<u>Volume in Cubic Feet</u>
1955-1964	67A7177	3
1949-1964	67A7205	2.

Disposition: Permanent.

Justification: These files help document the conception and development of major programs and contingency plans of the Bureau of Supplies and Accounts.

8. SPECIFICATION FILES. 1918-1960. 108 cubic feet.

Largely arranged numerically.

Largely maintained by the General Files Section of the Office Services Division of the Bureau of Supplies and Accounts. Specifications for items which the Bureau procured for the Navy, with some related correspondence (files retired by the Office Services Division were excerpted from the central general subject correspondence files of the Bureau) and some indices.

WNRC holds six accessions which include specification files:

<u>Years</u>	<u>Accession Number</u>	<u>Volume in Cubic Feet</u>	<u>Notes</u>
1951-1954	60A2267	58	
1918-1947	60A3112	6	Retired by the Catalog and Standardization Branch of the Stock Coördination Division;
1918-1947	61A2797 (boxes 1 and 2)	1	Half-sized boxes retired by the Catalog and Standardization Branch of the Stock Coördination Division;
1951-1960	62A2091	2	Retired by the Stock Coördination Division;
1955-1956	62A2927	16	
1957-1959	64A3893	25.	

Disposition:A:Files possessing significant value, such as those documenting the development or procurement of important items of clothing or general stores, are permanent.  
B:All other files may be destroyed immediately.

Justification: These are some of the records of the Bureau of Supplies and Accounts which document research and development. Significant files help illuminate the methods of the Bureau in procuring supplies for the Navy, one of the principal responsibilities of the Bureau. Other files contain comparatively little such information.

9. ANNUAL REPORTS OF THE PAYMASTER GENERAL OF THE NAVY. 1893-1953. 3 cubic feet.

Largely arranged chronologically.

Maintained first by the Library Branch of the Office Services Division, then, by 1958, by the Directives and Special Publications Branch of the Publications Division of the Bureau of Supplies and Accounts. Published reports (a few supplemented by second volumes), some relevant correspondence and working papers. As Paymaster General of the Navy, the Chief of the Bureau oversaw a force of thousands of uniformed and civilian clerks and accountants; these performed several essential functions of the Bureau: the procurement, allocation, and disbursement of all funds withdrawn from the Treasury for the Navy.

Two accessions at WNRC include annual reports of the Paymaster General of the Navy:

<u>Years</u>	<u>Accession Number</u>	<u>Volume in Cubic Feet</u>	<u>Note</u>
1893-1932	9316	2	
1921-1953	16230(box 2 in part)	1-	1953 edition published by Office of the Comptroller, Department of the Navy.

Dispositions: A. Record copies of publications (or best available copies of those publications for which record copies cannot be found) are permanent.  
B. All other materials may be destroyed immediately.

Justification: Record copies of annual reports and their occasional supplements document essential functions of the Bureau of Supplies and Accounts. Other materials are duplicative or facilitative.

10. SPEECH FILES OF CHIEF AND DEPUTY. 1947-1953. 2 cubic feet.

Arranged chronologically.

Maintained by the Assistant Secretarial Branch of the Administrative Assistant Division of the Bureau of Supplies and Accounts. Files contain texts of speeches and addresses (occasionally supported by correspondence or news releases) delivered by the Chief or Deputy Chief of the Bureau in his official capacity.

There is one accession at WNRC of speech files of Chief and Deputy:

<u>Years</u>	<u>Accession Number</u>	<u>Volume in Cubic Feet</u>
1947-1953	16295	2.

Disposition: Permanent.

Justification: Texts are permanent under Item 1a of General Records Schedule 14, news releases under Item 1b of the same schedule; the tiny amount of other supporting documentation forms an integral part of the files.

11. ANNUAL AND SEMI-ANNUAL REPORTS TO THE SECRETARY OF THE NAVY. 1947-1953. 1 cubic foot.

Arranged chronologically.

Maintained by the Information Services Branch of the Technical Information Division of the Bureau of Supplies and Accounts. The reports are official accounts of the status of the Bureau and its programs during the periods covered.

One accession at WNRC includes annual and semi-annual reports to the Secretary of the Navy:

<u>Years</u>	<u>Accession Number</u>	<u>Volume in Cubic Feet</u>
1947-1953	9607(box 1 in part)	1-.

Disposition: Permanent.

Justification: These are record copies of publications which document essential functions of the Bureau of Supplies and Accounts.

12. NEWSPAPER CLIPPINGS. 1952. 1 cubic foot.

Largely arranged chronologically.

Maintained by the Information Services Branch of the Technical Information Division of the Bureau of Supplies and Accounts. Mounted news articles, editorials, and illustrations clipped from American newspapers and other publications. The articles concern hearings held in 1952 by a committee of the Federal House of Representatives to examine wastefulness in military procurement.

One accession at WNRC includes newspaper clippings:

<u>Year</u>	<u>Accession Number</u>	<u>Volume in Cubic Feet</u>
1952	9607(in part)	1-.

Disposition: Destroy immediately.

Justification: These non-record materials contain little significant information regarding the Bureau of Supplies and Accounts.



13. CORRESPONDENCE FILES OF THE ORGANIZATION BRANCH. 1950-1965. 7 cubic feet.

Largely arranged by Naval component and thereunder chronologically.

Maintained by the Organization Branch of the Administrative Division of the Bureau of Supplies and Accounts. Correspondence, publications, transmittals, and related papers concerning organizational and functional manuals proposed for the Marine Corps, Bureau of Naval Personnel, and other components of the Department of the Navy. The Organization Branch commented upon those portions of such manuals which concerned the Bureau of Supplies and Accounts.

WNRC holds one accession of correspondence files of the Organization Branch:

<u>Years</u>	<u>Accession Number</u>	<u>Volume in Cubic Feet</u>	<u>Note</u>
1950-1965	67A5798	7	Retired by the Naval Supply Systems Command.

Disposition: Destroy immediately.

Justification: These are routine correspondence files relating to the administration and organization of other Naval components, disposable in part under SECNAVINST P5212.5B, SSIC 5400(1)(e).

14. FIELD ACTIVITY STANDARD ORGANIZATION FILES. 1947-1959. 18 cubic feet.

Arranged by type and location of Naval installation.

Maintained by the Organization Branch of the Management Engineering Division of the Bureau of Supplies and Accounts. Copies of organization charts and manuals for field activities of the Bureau, with related program correspondence from and copies of program correspondence to activities of the Bureau at various Naval installations.

WNRC holds four accessions of field activity standard organization files:

<u>Years</u>	<u>Accession Number</u>	<u>Volume in Cubic Feet</u>
1947-1951	13155	6
1947-1954	59A2105	5
1949-1959	61A2330	1
1947-1959	63A2569	6.

Disposition: Permanent.

Justification: As mere reference copies, these charts and manuals are disposable under Item 267 of II-NNA-323, under which they were retired. However, as record copies of organization charts and manuals of field activities (permanent under Items 13a and 13b, respectively, of General Records Schedule 16) cannot now be found either in Record Group 143 in the National Archives or in Record Group 143 at WNRC, these should be substituted. The correspondence included documents the oversight by the Bureau of Supplies and Accounts of the execution of its assigned responsibilities by various Naval field activities.

15. INSPECTION REPORTS. 1950-1965. <sup>59</sup>  
~~60~~ cubic feet.

Arranged chronologically by facility or activity inspected.

Maintained by the Office of the Inspector General of the Supply Corps ~~in~~ the Bureau of Supplies and Accounts. Staff of the Bureau periodically inspected activities (such as supply depots) which the Bureau managed as well as functions under the technical control of the Bureau (such as the supply and disbursing functions of all Naval districts). Reports include related correspondence.

Eleven accessions at WNEC include inspection reports:

<u>Years</u>	<u>Accession Number</u>	<u>Volume in Cubic Feet</u>	<u>Note</u>
1951-1954	11696	9	
1950-1954	12550	6	
1950-1953	14220	3	
1950-1954	15821	5	
1951-1957	60A2159	14	
1954-1958	61A3226	5	
1955-1960	63A3127	9	
1960-1961	64A3994	2	
<del>1954-1964</del>	<del>65A5480 (box</del>	<del>1</del>	<del>Not arranged,</del>
	<del>1 in part)</del>		
1960-1964	69A5220	5	
1963-1965	70A3310	1.	

Disposition: Destroy immediately.

Justification: Routine reports, disposable under II-NNA-323, Items 297, 298, and 299.

16. "PROJECT 100" FILES. 1963-1965. 3 cubic feet.

Largely arranged chronologically.

Maintained by the Inventory Systems Branch of the Bureau of Supplies and Accounts. "Project 100" outlined the attitude of the Department of the Navy toward the establishment of the Defense Supply Agency (later renamed the Defense Logistics Agency), which absorbed some of the former responsibilities of the Bureau within the Department of the Navy. The report is in binders, supplemented by "viewgraphs" (small, marked, transparent or translucent sheets, intended for enlargement by optical projection).

WNRC holds one accession of "Project 100" files:

<u>Years</u>	<u>Accession Number</u>	<u>Volume in Cubic Feet</u>
1963-1965	66A4495	3.

Disposition: Permanent.

Justification: "Project 100" files help document an important change in major responsibilities of the Bureau of Supplies and Accounts.

17. INTEGRATED NAVAL SUPPLY SYSTEM FILES. 1946-1948. 3 cubic feet.

Largely arranged chronologically.

Maintained by the General Files Section of the Administrative Services Division of the Bureau of Supplies and Accounts. Correspondence, briefing papers, drafts, reports, and other papers largely relating to the development of a plan for the establishment of an integrated supply system for the Department of the Navy. The Bureau administered the system after the Secretary of the Navy approved the basic plan in 1947.

One accession at WNRC includes integrated Naval supply system files:

<u>Years</u>	<u>Accession Number</u>	<u>Volume in Cubic Feet</u>
1946-1948	54488 (boxes 1306-1308)	3.

Disposition: Permanent.

Justification: The files document the creation of a major responsibility of the Bureau of Supplies and Accounts, the administration of a system coordinating nearly all procurement for the Department of the Navy.

18. REPORT OF THE ARNOLD BOARD. 1958. 1 cubic foot.

Not arranged.

Maintained by the office of the Inspector General of the Supply Corps in the Bureau of Supplies and Accounts. A copy of the report of the Arnold Board on "The Adequacy of Naval Aviation Support", with some related correspondence.

WNRC holds one accession which includes the report of the Arnold Board:

<u>Year</u>	<u>Accession Number</u>	<u>Volume in Cubic Feet</u>
1958	65A5480(in part)	1-.

Disposition: ~~Destroy immediately.~~ Permanent.

Justification: This is only a copy of part of the report of the Arnold Board, which was retired to WNRC more fully in Accession 72-62A2636 and recommended for accession into the National Archives by disposition job NCL-72-84-1.

19. FOOD RESEARCH PROJECT FILES. 1951-1956. 1 cubic foot.

Arranged by authorization number.

Maintained by the Advanced Supply System Research and Development Division of the office of the Assistant Chief for Supply Management in the Bureau of Supplies and Accounts. Technical studies which evaluate methods of preparing food, compare equipment used to store or prepare food, and recommend means for serving food.

WNRC holds one accession of food research project files:

<u>Years</u>	<u>Accession Number</u>	<u>Volume in Cubic Feet</u>
1951-1956	15088	1.

Disposition: Permanent.

Justification: These files contain results of studies which the Bureau of Supplies and Accounts or its contractors undertook to enable the Bureau better to fulfill its essential responsibilities for the storage and issuance of food for the Navy.

20. COMMISSARY RESEARCH PROJECT FILES. 1932-1958. 7 cubic feet.

Largely arranged by project.

Maintained by the Advanced Supply System Research and Development Division of the office of the Assistant Chief for Research and Development in the Bureau of Supplies and Accounts. Annual progress reports, technical reports, correspondence, background materials, and other papers pertaining to the formal study of aspects of storage and preparation of provisions.

WNRC holds one accession of commissary research records:

<u>Years</u>	<u>Accession Number</u>	<u>Volume in Cubic Feet</u>
1932-1958	59A0821	7.

Dispositions: ~~A. Annual progress reports and final reports and studies compiled by or for the Bureau of Supplies and Accounts are permanent.~~  
~~B. All other materials may be destroyed immediately.~~ Permanent.

Justification: Reports and studies document research to improve a primary responsibility of the Bureau of Supplies and Accounts, provisioning the Navy. Other materials are facilitative correspondence, background materials, and similar papers disposable under Item 276 of II-NNA-323.



21. LOGISTICS RESEARCH PROJECT FILES. 1951-1960. 6 cubic feet.

Arranged by project.

Maintained by 1958 by the Planning Branch of the Advanced Supply System Research and Development Division, by 1963 by the Advanced Logistics Research Division, and by 1964 by the Systems Research Division of the office of the Assistant Chief for Research and Development of the Bureau of Supplies and Accounts. Records include some working papers, correspondence, and other related papers as well as annual progress reports and technical reports on aspects of transportation and supply.

WNRC holds three accessions of logistics research project files:

<u>Years</u>	<u>Accession Number</u>	<u>Volume in Cubic Feet</u>
1951-1956	59A0723	4
1955-1960	63A2934	1
1956-1963	64A3538	1.

Dispositions: ~~A. Annual progress reports and technical reports are permanent.~~  
~~B. All other materials may be destroyed immediately.~~ Permanent.

Justification: Reports document research to improve a primary responsibility of the Bureau of Supplies and Accounts, oversight of many of the logistical operations of the Navy. Other materials are facilitative correspondence, background materials, and similar papers disposable under Item 276 of II-NNA-323.

2<sup>2</sup>. EQUIPMENT AND MATERIALS RESEARCH PROJECT FILES. 1951-1959. 3 cubic feet.

Arranged by project.

Maintained by the Equipment and Materials Research Division of the Office of the Assistant Chief for Research and Development in the Bureau of Supplies and Accounts. Correspondence, reports, requisitions, drawings, and related materials concerning the development, administration, and coordination of formal study of packaging, shipping, preparation and service of food, storage, handling, and other matters under the general purview of the Bureau.

WNRC holds two accessions of equipment and materials research project files:

<u>Years</u>	<u>Accession Number</u>	<u>Volume in Cubic Feet</u>
1951-1959	62A2153	1
1951-1959	63A2350	2.

Dispositions: ~~A. Final reports and studies compiled by or for the Bureau of Supplies and Accounts are permanent.~~  
~~B. All other materials may be destroyed immediately.~~ Permanent.

Justification: Reports and studies document research to improve primary responsibilities of the Bureau of Supplies and Accounts in furnishing logistical support to the Navy. Other materials are facilitative correspondence, background materials, and similar papers disposable under Item 276 of II-NNA-323.

23. CLOTHING RESEARCH PROJECT FILES. 1944-1958. 5 cubic feet.

Largely arranged by project.

Maintained by the Clothing and Textiles Branch of the Equipment and Materials Research Division of the Bureau of Supplies and Accounts. Annual progress reports, technical reports, facilitative correspondence, background materials, and related papers pertaining to the design, procurement, storage, and issuance of clothing, for which the Bureau had Navy-wide responsibility.

WNRC holds one accession of clothing research project files:

<u>Years</u>	<u>Accession Number</u>	<u>Volume in Cubic Feet</u>
1944-1958	60A1916	5.

Dispositions: ~~A. Annual progress reports and final reports and studies compiled by or for the Bureau of Supplies and Accounts are permanent.~~  
~~B. All other materials may be destroyed immediately. Permanent.~~

Justification: Reports and studies document research to improve a primary responsibility of the Bureau of Supplies and Accounts, furnishing clothing to the Navy. Other materials are working papers, disposable under Item 276 of II-NNA-323.

2<sup>4</sup>. STOCK POINT OPERATIONS PROJECT FILES. 1955-1960. 1 cubic foot.

Arranged by project.

Maintained by the Stock Point Operations Branch of the Inventory Control Division of the Bureau of Supplies and Accounts. Correspondence, reports, publications, and related materials concerning inventory, delivery, and other aspects of controlling stocks of supplies.

WNRC holds one accession of stock operations project files:

<u>Years</u>	<u>Accession Number</u>	<u>Volume in Cubic Feet</u>
1955-1960	63A2837	1.

Dispositions: ~~A. Reports and studies compiled by or for the Bureau of Supplies and Accounts are permanent.~~  
~~B. All other materials may be destroyed immediately.~~ Permanent.

Justification: Reports and studies document research to improve a primary responsibility of the Bureau of Supplies and Accounts, logistical support of the Navy. Most other materials are disposable under General Records Schedule 16, Item 10.

25. MISCELLANEOUS RESEARCH PROJECT FILES. 1950-1957. <sup>66</sup> <sup>11</sup> 2 cubic feet.

Partially arranged by project.

Maintained by the office of the Assistant Chief for Research and Development in the Bureau of Supplies and Accounts. Unsegregated research project files of the Bureau and other activities, consisting of correspondence, reports, working papers, and related material concerning packaging, inventory management, material distribution, and other matters; include some formerly restricted papers.

WNRC holds one accession of miscellaneous research project files:

<u>Years</u>	<u>Accession Number</u>	<u>Volume in Cubic Feet</u>	<u>Note</u>
1951-1956	59A2539	2.	
1962-1966	68A728	9	Retired by the Naval Supply Systems Command.

Dispositions: ~~A. Final reports and studies compiled by or for the Bureau of Supplies and Accounts are permanent.~~  
~~B. All other materials may be destroyed immediately.~~ Permanent.

Justification: Reports and studies document research to improve primary responsibilities of the Bureau of Supplies and Accounts, oversight of the logistical operations of the Navy. Facilitative correspondence, background materials, and similar papers are disposable under Item 276 of II-NNA-323.

26. RESTRICTED CORRESPONDENCE FILES OF THE ASSISTANT CHIEF FOR TRANSPORTATION. 1950-1952.  
3 cubic feet.

Arranged by subject filing symbol from the Naval filing manual and thereunder chronologically.

Maintained by the office of the Assistant Chief for Transportation in the Bureau of Supplies and Accounts. Correspondence and related papers concerning Navy-wide policies and procedures regarding governmentally-furnished travel by Naval personnel and dependents and governmentally-furnished shipment of Naval matériel and household goods.

WMRC holds one accession of restricted correspondence files of the Assistant Chief for Transportation:

<u>Years</u>	<u>Accession Number</u>	<u>Volume in Cubic Feet</u>	<u>Note</u>
1950-1952	8793	3	Correspondence filed largely under: A8-6 -- L17-2/1-M L17-2/1-W -- F15.

Disposition: Permanent.

Justification: These files document the development and implementation of a major, Navy-wide responsibility of the Bureau of Supplies and Accounts, the oversight of transportation.

27. RESTRICTED GENERAL SUBJECT FILES OF THE ASSISTANT CHIEF FOR TRANSPORTATION. 1943-1951.  
2 cubic feet.

Arranged by subject and thereunder chronologically.

Maintained by the office of the Assistant Chief for Transportation in the Bureau of Supplies and Accounts. Correspondence and related reports and other papers concerning Navy-wide policies and procedures regarding governmentally-furnished travel of Naval personnel and dependents and governmentally-furnished shipment of Naval matériel and household goods.

WNRC holds one accession of restricted general subject files of the Assistant Chief for Transportation:

<u>Years</u>	<u>Accession Number</u>	<u>Volume in Cubic Feet</u>
1943-1951	8383	2.

Disposition: Permanent.

Justification: These files document the development and implementation of a major, Navy-wide responsibility of the Bureau of Supplies and Accounts, the oversight of transportation.

2<sup>8</sup>. TRANSPORTATION PROJECT AND PLANNING FILES. 1944-1951. 2 cubic feet.

Arranged by subject and thereunder chronologically.

Maintained by the Director's Office, office of the Assistant Chief for Transportation, Bureau of Supplies and Accounts. Reports, correspondence, and related papers concerning the development and implementation of projects for the management of traffic in freight, a principal responsibility of the Bureau.

There is one accession at WNRC of transportation project and planning files:

<u>Years</u>	<u>Accession Number</u>	<u>Volume in Cubic Feet</u>
1944-1951	9839	2.

Disposition: Permanent.

Justification: These files document the execution of one of the major functions of the Bureau of Supplies and Accounts.



29. CORRESPONDENCE FILES OF THE LAND AND AIR TRANSPORTATION DIVISION. 1961-1965. 24 cubic Feet.

Arranged by Standard Subject Identification Code and thereunder chronologically.

Maintained by the Land and Air Transportation Division of the Bureau of Supplies and Accounts. General correspondence and related papers, largely concerning the internal operation and administration of the office responsible for matters pertaining to travel and transportation by land and by air.

There are four accessions at WNRC of correspondence files of the Land and Air Transportation Division:

<u>Years</u>	<u>Accession Number</u>	<u>Volume in Cubic Feet</u>	<u>Notes</u>
1962-1963	66A4405	2	
1961-1963	66A4955	10	
1963-1965	67A5660	9	Retired by the Naval Supply Systems Command;
1962-1963	67A5717	3	Retired by the Naval Supply Systems Command.

Disposition: Destroy immediately.

Justification: Disposable under SECNAVINST P5212.5B, SSIC 4600(2).

30. ADMINISTRATIVE CORRESPONDENCE FILES OF THE INLAND TRANSPORTATION BRANCH. 1943-1946. 1 cubic foot.

Arranged by subject filing symbol from the Naval filing manual and thereunder chronologically.

Maintained by the Inland Transportation Branch of the Transportation Division of the Bureau of Supplies and Accounts. Correspondence received, copies of correspondence sent, and related papers concerning regulations, orders, and materials of the Bureau.

WNRC holds one accession which includes administrative correspondence files of the Inland Transportation Branch:

<u>Years</u>	<u>Accession Number</u>	<u>Volume in Cubic Feet</u>
1943-1946	3306(box 4, originally box 33)	1.

Disposition: Destroy immediately.

Justification: Routine correspondence on internal administration, maintained for information and guidance, disposable under General Records Schedule 23, Item 1.

31. MISCELLANEOUS CORRESPONDENCE ON RAILROAD TRANSPORTATION. 1943-1946. 2 cubic feet.

Arranged by ~~subject filing symbol~~ from the Naval filing manual, and thereunder chronologically.

This file was maintained by the Inland Transportation Branch of the Transportation Division of the Bureau of Supplies and Accounts. It consists of correspondence to and copies of correspondence from the Branch concerning routing and shipment by rail.

There is one accession at WNRC which includes miscellaneous correspondence on railroad transportation:

<u>Years</u>	<u>Accession Number</u>	<u>Volume in Cubic Feet</u>	<u>Note</u>
1943-1946	3306 (boxes 2-3, originally boxes 31-32)	2	2 of 4 cubic feet remaining of a 33-cubic-foot accession of various disposable reports and disposable correspondence.

Disposition: Destroy immediately.

Justification: Routine administrative and operational correspondence, ~~disposable~~ under Item 128a of II-NNA-2103.

32. TRANSPORTATION STATISTICAL DATA. 1961-1963. 3 cubic feet.

Partially arranged chronologically.

Maintained by the Navy Management Fund Section of the office of the Comptroller of the Bureau of Supplies and Accounts. Detailed summaries of transportation, including weights, distances, and costs of materials moved by the Bureau, other activities, and private contractors.

WNRC holds one accession of transportation statistical data:

<u>Years</u>	<u>Accession Number</u>	<u>Volume in Cubic Feet</u>
1961-1963	65A41114	3.

Disposition: Permanent.

Justification: These files contain detailed information, not found elsewhere (they were retired under SSIC 4600[3]--unscheduled--indicating that the information contained in them was neither "forwarded to [nor] summarized in reports submitted to higher authority"), pertaining to transportation, a primary responsibility of the Bureau of Supplies and Accounts.

33. RAILROAD MILEAGE REPORTS. 1946. 1 cubic foot.

Arranged by title of report.

This file was maintained by the Inland Transportation Branch of the Transportation Division of the Bureau of Supplies and Accounts. It consists of reports on routing and shipment by mail, submitted to or created by the Branch.

There is one accession at WNRC which includes railroad mileage reports:

<u>Year</u>	<u>Accession Number</u>	<u>Volume in Cubic Feet</u>	<u>Note</u>
1946	3306(box 1, originally box 30)	1	1 of 4 cubic feet remaining of a 33-cubic-foot accession of various disposable reports and disposable correspondence.

Disposition: Destroy immediately.

Justification: Routine administrative and operational reports, disposable under  
Items 120, 121, and 128a of II-NNA-2103.

3<sup>4</sup>. CARGO-HANDLING FILES. 1948-1954. 1 cubic foot.

Partially arranged chronologically.

Maintained until 1953 by the Cargo and Terminal Operations Division (later, by the Terminal Division) of the Office of Transportation in the Bureau of Supplies and Accounts. Files include routine lists, reports, and correspondence concerning cargo-handling battalions' equipment, personnel, complement, and allotments.

There is one accession at WNRC of cargo-handling files:

<u>Years</u>	<u>Accession Number</u>	<u>Volume in Cubic Feet</u>
1948-1954	59A2368	1.

Disposition: Destroy immediately.

Justification: Routine, facilitative files, disposable under Item 612 of II-NNA-323 and Item 130 of II-NNA-2103.

35. MILITARY CONSTRUCTION PROGRAM PROJECTS FILES. 1957-1964. 4 cubic feet.

Partially arranged geographically, partially chronologically.

Maintained by the Shore Facilities Branch of the Activity Management Division of the office of the Assistant Chief for Transportation and Facilities in the Bureau of Supplies and Accounts. Correspondence, plans, and related papers concerning overall planning of civil engineering for the Bureau, and particularly construction of facilities to house activities of the Bureau.

WNRC holds two accessions of military construction program projects files:

<u>Years</u>	<u>Accession Number</u>	<u>Volume in Cubic Feet</u>
1957-1964	64A4103	3
1960-1963	66A4399	1.

Disposition: Permanent.

Justification: These files document the implementation of an important supporting program of the Bureau of Supplies and Accounts.

36. INTERNATIONAL PRIMARY PROGRAM LOGISTICS RECORDS. 1964-1965. 3 cubic feet.

Partly arranged by Standard Subject Identification Code.

Retired by the Integrated Support Branch of the Naval Supply Systems Command, successor in 1966 to the Bureau of Supplies and Accounts. Correspondence and related papers pertaining to the development and implementation of Naval logistical policies concerning the Navy's international mission and military assistance.

WNRC holds one accession of international primary program logistics records:

<u>Years</u>	<u>Accession Number</u>	<u>Volume in Cubic Feet</u>
1964-1965	68A0125	3.

Disposition: Permanent.

Justification: Although the Bureau of Supplies and Accounts apparently did not formulate or promulgate policy in regard to foreign military assistance, the Bureau does seem to have influenced the development of Naval logistical policies and programs in foreign military assistance; these records help document that influence.



37. CONFIDENTIAL MILITARY ASSISTANCE GENERAL SUBJECT CORRESPONDENCE FILES. 1956-1957.  
4 cubic feet.

Arranged by subject and thereunder chronologically.

Maintained by the office of the Director of Military Assistance in the Bureau of Supplies and Accounts. Correspondence, reports, and other related papers pertaining to grant aid, training, sales, and other aspects of military assistance to foreign countries.

WNRC holds two accessions of confidential military assistance general subject correspondence files:

<u>Years</u>	<u>Accession Number</u>	<u>Volume in Cubic Feet</u>
1957	60A1547	3
1956-1957	60A1868	1.

Disposition: Permanent.

Justification: Although the Bureau of Supplies and Accounts apparently did not formulate or promulgate policy in regard to foreign military assistance, the Bureau does seem to have influenced the development and facilitated the implementation of Naval logistical policies and programs in rendering foreign military assistance; these records help document such influence and facilitation.

38. UNCLASSIFIED MILITARY ASSISTANCE GENERAL SUBJECT CORRESPONDENCE FILES. 1947-1964.  
25 cubic feet.

Largely arranged by subject.

Maintained by 1955 by the Military Assistance Division, from 1961 by the Mutual Security Programs Division, and by 1965 by the International Logistics Division of the Bureau of Supplies and Accounts. Correspondence, reports, and related papers pertaining to grant aid, training, sales, and other aspects of military assistance to foreign countries.

WNRC holds seven accessions of unclassified military assistance general subject correspondence files:

<u>Years</u>	<u>Accession Number</u>	<u>Volume in Cubic Feet</u>	<u>Notes</u>
1947-1954	11311	1	
1954-1957	59A1912	1	
1958	61A2936	1	
1955-1963	66A4587	7	
1957-1963	66A4708	5	
1959-1964	67A7010	5	Retired by the Naval Supply Systems Command;
1958-1964	68A0260	5	Retired by the Naval Supply Systems Command.

Disposition: Destroy immediately.

Justification: The Bureau of Supplies and Accounts seems neither to have formulated nor to have promulgated policy in regard to foreign military assistance. These files show merely the routine execution of procedures designed to implement military assistance to foreign countries.

38A. INSPECTION REPORTS ON MILITARY ASSISTANCE ADVISORY GROUPS. 1954-1964.  
1 cubic foot.

Not arranged.

Maintained by the Office of the Inspector General of the Supply Corps in the Bureau of Supplies and Accounts. Staff of the Bureau periodically inspected the Navy Sections of Military Assistance Advisory Groups (MAAGs). Some Navy Sections provided Navy Exchange Service to MAAGs, while others funnelled naval equipment to the navy of the host country or trained its navy in supply operations.

<u>Years</u>	<u>Accession Number</u>	<u>Volume in Cubic Feet</u>
1954-1964	65A5480(box 1 in part)	1-.

Disposition: Permanent.

Justification: Inspection reports provide information about Navy Sections of MAAGs. NNM believes that this information may not be available elsewhere.

39. REPORTS AND LISTINGS OF MILITARY AID. 1941-1947, <sup>89</sup>~~1957-1959~~. 105 cubic feet.

Partially arranged chronologically.

Partly maintained by the Property Investment Account Branch of the Property Accounting Division of the Bureau of Supplies and Accounts. Lists, reports, inventories, and other accounts of Naval matériel granted to, exchanged with, or sold to foreign governments, including subsequent adjustments of such accounts, related correspondence, and other papers.

WNRC holds five accessions which include reports and listings of military aid:

<u>Years</u>	<u>Accession Number</u>	<u>Volume in Cubic Feet</u>	<u>Notes</u>
1942-1943	0612	62	
1941-1947	A3372	24}	{Retired in 1948 as unclassified; in 1959, classified secret and confidential;
<del>1941-1947</del>	<del>B3372</del>	<del>12</del>	
1941-1942	S4488	3	Retired by the General Files Section of the Administrative Services Division;
	(boxes 1313-1315)		
<del>1957-1959</del>	<del>62A2381</del>	<del>4</del>	<del>Retired by the Military Assistance Program Branch of the office of the Comptroller of BuSanda.</del>

Disposition: Destroy immediately.

Justification: Logistical aspects of military aid are documented more substantially elsewhere. These files are routine and facilitative, disposable in part under SECNAVINST P5212.5B, SSICs 4900(2)(1)(2) and 4920(2). Thousands of cubic feet of such records have already been destroyed (see NC to Donald J. Simon, Chief, Records Services Division, Department of State, October 3, 1972; and Donald J. Simon to NC, November 10, 1972). The value of the records is tiny, compared to their bulk.

39A. LISTINGS OF LEND-LEASE NAVAL ASSISTANCE. 1941-1947. 12 cubic feet.

Partially arranged chronologically.

Maintained by the Property Investment Account Branch of the Property Accounting Division of the Bureau of Supplies and Accounts. Lists and other accounts of Naval matériel granted to or exchanged with foreign governments (particularly by the United Kingdom), with related papers.

<u>Years</u>	<u>Accession Number</u>	<u>Volume in Cubic Feet</u>	<u>Note</u>
1941-1947	B3372	12	Retired in 1948 as unclassified; in 1959, classified secret and confidential.

Disposition: Permanent.

Justification: Accession of these records would supplement the present holdings of NNM relating to Lend-Lease assistance channelled through the Navy.

39B. RECORDS OF THE MILITARY ASSISTANCE PROGRAM BRANCH. 1957-1959. 4 cubic feet.

Partially arranged chronologically.

Retired by the Military Assistance Program Branch of the office of the Comptroller of the Bureau of Supplies and Accounts. Such accounts as lists, reports, and inventories of Naval matériel granted to, exchanged with, or sold to foreign governments, including subsequent adjustments of such accounts, related correspondence, and other papers.

<u>Years</u>	<u>Accession Number</u>	<u>Volume in Cubic Feet</u>
1957-1959	62A2381	4.

Disposition: Permanent.

Justification\* Accession of these records would supplement the present holdings of NNM relating to military assistance to foreign governments channelled through the Navy.

40. CONFIDENTIAL REPORTS OF GRANT AID TRAINING. 1955-1965. 2 cubic feet.

Arranged chronologically.

Maintained by 1955 by the Military Assistance Division, from 1961 by the Mutual Security Programs Division, and by 1965 by the International Logistics Division of the Bureau of Supplies and Accounts. Copies of monthly, quarterly, and semi-annual reports of training of foreign personnel under the Mutual Defense Grant Aid Program (an implementation of the Mutual Defense Assistance Act of 1948), classified "Confidential" when retired.

WNRC holds two accessions of confidential reports of grant aid training:

<u>Years</u>	<u>Accession Number</u>	<u>Volume in Cubic Feet</u>	<u>Note</u>
1955-1958	59A2176	1	
1958-1965	69A5925	1	Retired by the Naval Supply Systems Command.

Disposition: Destroy immediately.

Justification: Merely copies of routine, periodic reports submitted to other authorities (Office of the Chief of Naval Operations, Commander of Naval Forces in Japan, etc.), these concern a program which the Bureau of Supplies and Accounts did not create and which did not arise from the chief responsibilities of the Bureau.

41. MILITARY ASSISTANCE SALES FILES. 1957-1965. 5 cubic feet.

Largely arranged chronologically by transaction.

Maintained largely by the Financial Operations Branch of the Mutual Security Programs Division of the Bureau of Supplies and Accounts. Case files of sales of Naval matériel to foreign countries, including copies of correspondence, lists of surplus material, bills of sale and of lading, and related papers.

WNRC holds three accessions of military assistance sales files:

<u>Years</u>	<u>Accession Number</u>	<u>Volume in Cubic Feet</u>	<u>Note</u>
1957-1961	65A4476	2	
1957-1961	65A4482	1	
1962-1965	66A5125	2	Retired by the Mutual Security Programs Branch of the Budget Division.

Disposition: Destroy immediately.

Justification: These are closed cases, disposable under General Records Schedule 4, Items 6a and 6b; SECNAVINST P 5212.5B, SSIC 4900(2)(i)(2); and II-NNA-2103, Items 66 and 67.



42. CONFIDENTIAL CORRESPONDENCE FILES RELATING TO BUDGETING AND ACCOUNTING FOR MILITARY ASSISTANCE. 1950-1960. 1 cubic foot.

Arranged by subject and thereunder chronologically.

Maintained by the Budget and Accounting Branch of the Mutual Security Programs Division of the Bureau of Supplies and Accounts. General subject files of correspondence and related papers concerning budgetary and accounting aspects of military assistance to foreign countries, particularly transportation and general administrative and logistical support.

WNRC holds one accession of confidential correspondence files relating to budgeting and accounting for military assistance:

<u>Years</u>	<u>Accession Number</u>	<u>Volume in Cubic Feet</u>
1950-1960	61A2746	1.

Disposition: Permanent.

Justification: Although the Bureau of Supplies and Accounts apparently did not formulate or promulgate policy in regard to foreign military assistance, the Bureau does seem to have influenced the development as well as to have facilitated the implementation of Naval logistical policies and programs in rendering foreign military assistance; these records help document such influence and facilitation.

43. UNCLASSIFIED CORRESPONDENCE FILES RELATING TO BUDGETING AND ACCOUNTING FOR MILITARY ASSISTANCE. 1950-1961. 5 cubic feet.

Arranged by subject.

Maintained by 1959 by the Budget and Accounting Branch of the Military Assistance Division, from 1961 by the Budget Division of the Office of the Comptroller, and by 1964 by the Financial Operations Division of the Office of the Comptroller in the Bureau of Supplies and Accounts. General subject files of correspondence and related papers concerning budgetary and accounting aspects of military assistance to foreign countries, particularly transportation and general administrative and logistical support.

WNRC holds three accessions of unclassified correspondence files relating to budgeting and accounting for military assistance:

<u>Years</u>	<u>Accession Number</u>	<u>Volume in Cubic Feet</u>	<u>Note</u>
1956-1958	60A1812	2	
1950-1960	62A2535	2	Includes some allotment ledgers;
1954-1961	64A4278	1.	

Disposition: Destroy immediately.

Justification: The Bureau of Supplies and Accounts seems neither to have formulated nor to have promulgated policy regarding foreign military assistance. These files show merely the routine execution of procedures designed to implement military assistance to foreign countries.

44. CONSOLIDATED EXPENDITURE REGISTERS FOR MUTUAL SECURITY PROGRAMS. 1950-1959. 8 cubic feet.

Arranged by account and thereunder chronologically.

Maintained by the Mutual Security Programs Branch of the Financial Operations Division of the Bureau of Supplies and Accounts. Bound accounts of expenditures through the Department of the Navy for foreign military assistance.

WNEC holds one accession of consolidated expenditure registers for mutual security programs:

<u>Years</u>	<u>Accession Number</u>	<u>Volume in Cubic Feet</u>
1950-1959	65A4139	8.

Disposition: Destroy immediately.

Justification: The Bureau of Supplies and Accounts seems neither to have formulated nor to have promulgated policy in regard to foreign military assistance. These files, disposable in part under SSIC 4900(2)(i)(2) of SECNAVINST P5212.5B, show merely the routine execution of procedures designed to implement military assistance to foreign countries.

45. CORRESPONDENCE FILES OF THE PUBLICATIONS DIVISION. 1943-1961. 2 cubic feet.

Arranged by subject filing symbol.

Maintained by the Publications Division of the Office of the Director of Publications and Technical Information, Bureau of Supplies and Accounts. Facilitative correspondence, with related requisitions, samples, and other papers, concerning the printing and distribution of publications and forms of the Bureau, particularly those later transferred to the Office of the Comptroller (Department of the Navy) as well as the Manual of the Bureau of Supplies and Accounts.

WNRC holds one accession of correspondence files of the Publications Division:

<u>Years</u>	<u>Accession Number</u>	<u>Volume in Cubic Feet</u>
1950-1961	62A2213	2.

Disposition: Destroy immediately.

Justification: Disposable under General Records Schedule 13, Items 3a and 3b.

46. NAVY SHIPPING GUIDE. 1924-1958. 11 cubic feet.

Arranged chronologically by edition.

Maintained by the Official Publications Branch (by 1960, by the Manual Branch) of the Publications Division of the Bureau of Supplies and Accounts. Copies of the Navy Shipping Guide (issued in 1918--missing--and revised in 1924, 1930, 1932, 1941, 1943, and later), printed changes, and working papers. The Guide consisted largely of shipping information together with instructions drawn for the most part from the Manual of the Bureau of Supplies and Accounts. Transmittals indicate that some publications were retired as "master print files".

Two accessions at WNRC include the Navy Shipping Guide:

<u>Years</u>	<u>Accession Number</u>	<u>Volume in Cubic Feet</u>	<u>Note</u>
1924-1945	9639(boxes 10 in part, 11)	2-	
1945-1958	61A2114	9	Box 9 was classified "Confidential" when retired.

Dispositions: A. Record copies (or best available copies if record copies cannot be found) of publications are permanent.  
B. All other material may be destroyed immediately.

Justification: Record copies of the Guide and changes, published in partial fulfillment of the responsibility of the Bureau of Supplies and Accounts for overseeing shipment of Naval freight, are permanent under Item 1a of General Records Schedule 16. Working papers are disposable under Item 10 of the same schedule.

47. NAVY TRAVEL INSTRUCTIONS. 1929-1936. 3 cubic feet.

Arranged by edition and thereunder by working papers, drafts, changes, and printed copies.

Maintained by the Official Publications Branch of the Publications Division of the Bureau of Supplies and Accounts. In discharging its responsibility for overseeing the governmentally-furnished travel of Naval personnel and dependents, the Bureau issued Navy Travel Instructions in 1929, a revision in 1936, and changes to each edition.

WNRC holds one accession of Navy Travel Instructions:

<u>Years</u>	<u>Accession Number</u>	<u>Volume in Cubic Feet</u>
1929-1936	7433	3.

Dispositions: A. Record copies (or best available copies if record copies cannot be found) of publications are permanent.  
B. All other material may be destroyed immediately.

Justification: Record copies of the Instructions and changes thereto are permanent under Item 1a of General Records Schedule 16. Most working papers are disposable under Item 10 of the same schedule.

48. BUSANDA NOTICES AND INSTRUCTIONS. 1949-1965. 66 cubic feet.

Arranged by category and thereunder by number.

Maintained by 1954 by the Official Publications Branch, by 1957 by the Manual Branch, by 1960 by the Directives and Special Publications Branch, and by 1962 again by the Official Publications Branch of the Publications Division of the Bureau of Supplies and Accounts (often referred to by the acronymous "BuSanda"). Notices and Instructions were formal directives which related to the execution of the programmatic functions of the Bureau and announced changes in the procedures employed. Files frequently include working papers, Notices and Instructions of other Naval components, and cancelled Notices and Instructions. Transmittals indicate that some were retired as "historical case files."

Fourteen accessions at WNRC include BuSanda Notices and Instructions:

<u>Years</u>	<u>Accession Number</u>	<u>Volume in Cubic Feet</u>	<u>Notes</u>
1951-1954	9707	3	
1951-1954	11067	4	
1954	12552	3	
1952-1956	14423	3	
	(boxes 1-3)		
1954-1956	16144	4-	
	(boxes 1-3, 4 in part)		
1952-1957	59A1664	5	
1955-1959	60A2606	6	
1949-1960	61A2916	7	
1952-1961	62A2928	5	
1952-1962	63A3054	5	
1961-1963	64A4244	6	
1957-1963	65A5292	7	
1951-1964	67A5932	3	Retired by the Naval Supply Systems Command;
1961-1965	67A7035	5	Retired by the Naval Supply Systems Command.

Dispositions: A. Record copies (or best available copies if record copies cannot be found) of publications are permanent.  
B. All other material may be destroyed immediately.

Justification: Record copies of Notices and Instructions are permanent under Item 1a of General Records Schedule 16. Other material is disposable under Item 10 of the same schedule or is duplicative.

49. CIRCULAR AND MULTIPLE ADDRESS LETTERS. 1914-1952. 15 cubic feet.

Arranged chronologically.

Maintained by 1953 by the Official Publications Branch of the Publications Division and by 1964 by the Office Services Division of the Bureau of Supplies and Accounts. Letters of advice and instruction (particularly regarding logistics and accounting) issued periodically by the Bureau for distribution throughout the Navy.

WNRC holds three accessions which include circular and multiple address letters:

<u>Years</u>	<u>Accession Number</u>	<u>Volume in Cubic Feet</u>
1930-1948	8817(boxes 16-18)	3
1949-1952	16144(boxes 5-6)	2
1914-1951	64A4134 boxes 91- 100)	10.

Disposition: Permanent.

Justification: Record copies are permanent under General Records Schedule 16, Item 1a.



50. CIRCULAR LETTERS OF OTHER BUREAUS AND ACTIVITIES. 1941-1952. 20 cubic feet.

Arranged chronologically.

Maintained by 1953 by the Official Publications Branch of the Publications Division and by 1964 by the Office Services Division of the Bureau of Supplies and Accounts. Letters of advice and instruction issued by other Naval components and received by the Bureau of Supplies and Accounts.

WNRC holds two accessions which include circular letters of other bureaus and activities:

<u>Years</u>	<u>Accession Number</u>	<u>Volume in Cubic Feet</u>	<u>Note</u>
1941-1949	8817(box 19)	1	
1942-1952	64A4134 (boxes 72-90)	19	Includes some circular letters from Federal agencies other than the Navy.

Disposition: Destroy immediately.

Justification: Issued by various Naval components (other than the Bureau of Supplies and Accounts) in fulfillment of their responsibilities, one copy of each publication should already have been accessioned by the National Archives.

51. ORDERS AND DIRECTIVES. 1958-1966. 1 cubic foot.

Arranged by number.

Maintained by the Official Publications Branch of the Bureau of Supplies and Accounts. Orders and Directives document both major programs and routine internal operations.

WNRC holds one accession which includes Orders and Directives:

<u>Years</u>	<u>Accession Number</u>	<u>Volume in Cubic Feet</u>	<u>Note</u>
1958-1966	69A6267 (box 1)	1	Retired by the Naval Supply Systems Command.

Disposition: Permanent.

Justification: General Records Schedule 16, Item 1a, in part. Distinctions between issuances documenting programmatic functions and issuances concerning routine administrative matters are often unclear, especially when both types are arranged in the same series. Because the screening necessary to separate the types of issuances would be lengthy though the present volume is small, accessioning the entire series would be more efficient.

52. BUREAU OF SUPPLIES AND ACCOUNTS MEMORANDA. 1902-1946. 28 cubic feet.

Partially arranged by source material (thereunder, chronologically), correspondence, and working papers (thereunder, by article number).

Maintained by the Official Publications Branch of the Publications Division of the Bureau of Supplies and Accounts. Copies of the Memoranda, as well as papers used in the compilation of the Memoranda. Originally issued irregularly, the Memoranda of the Bureau were collected, revised, and issued in a comprehensive edition in 1931; essentially directives, this edition was superseded by the Manual of 1946.

Three accessions at WNRC include Bureau of Supplies and Accounts Memoranda:

<u>Years</u>	<u>Accession Number</u>	<u>Volume in Cubic Feet</u>	<u>Note</u>
1902-1931	5741	21	Includes a few <u>Special Orders</u> ;
1944-1945	8817(box 2 in part)	1-	
1931-1946	9639(boxes 5 in part, 6-9, 10 in part)	6-.	

Dispositions: A. Record copies (or best available copies if record copies cannot be found) of publications are permanent.  
B. All other material may be destroyed immediately.

Justification: Record copies of the Memoranda are permanent under General Records Schedule 16, Item 1a; most working papers are disposable under Item 10 of the same schedule.

53. BUREAU OF SUPPLIES AND ACCOUNTS MANUAL. 1914-1959. 97 cubic feet.

Arranged into correspondence (thereunder, chronologically), working papers (thereunder, by article number), source material (thereunder, unarranged), and changes (thereunder, numerically).

Maintained by the Official Publications Branch (by 1959, by the Manual Branch) of the Publications Division of the Bureau of Supplies and Accounts. The accessions include working papers for and record copies of the Bureau's Manual, which prescribed Navy-wide procedures for accounting and supply officers and ratings. The voluminous Manual was first issued in 1929 and revised in 1946; each edition edition was amended by numerous changes. Transmittals indicate that some publications were retired as "record" or "master" copies.

Seven accessions at WNRC include files pertaining directly to the Bureau of Supplies and Accounts Manual:

<u>Years</u>	<u>Accession Number</u>	<u>Volume in Cubic Feet</u>	<u>Notes</u>
1914-1929	5742	23	Source material includes numerous earlier, more specialized manuals issued by the Bureau;
1946-1952	8729	8	Volumes VI (Accounting Ashore and VII (Accounting Classification), edition of 1946;
1926-1943	9639 (boxes 1-4, 5 in part)	5-	Edition of 1929;
1946-1953	10553	16	Volumes V, VI, and VII, edition of 1946;
1946-1959	60A2257	6	Volume III, edition of 1946;
1946-1959	60A2961	27	Volume II, edition of 1946;
1946-1960	61A2861	12	Volume IV, edition of 1946.

Dispositions: A. Record copies (or best available copies if record copies cannot be found) of publications are permanent.  
B. All other material may be destroyed immediately.

Justification: Record copies of manuals, which document procedures and program functions of the Bureau of Supplies and Accounts, are permanent under General Records Schedule 16, Item 1a. Most other materials are disposable under Item 10 of the same schedule or are non-record, such as duplicate copies of publications.

54. MISCELLANEOUS NUMBERED PUBLICATIONS. 1896-1965. 73 cubic feet.

Largely arranged by number.

Maintained by 1953 by the Official Publications Branch, by 1958 by the Directives and Special Publications Branch, and by 1962 again by the Official Publications Branch of the Publications Division of the Bureau of Supplies and Accounts. Handbooks, bulletins, lists, tables, guides, instructions, and orders issued by the Bureau and treating a wide variety of the functions and procedures of the Bureau. Some publications are accompanied by correspondence, background materials, or drafts (a few of which were not published); a few publications are not dated.

Seventeen accessions at WNRC include miscellaneous numbered publications:

<u>Years</u>	<u>Accession Number</u>	<u>Volume in Cubic Feet</u>	<u>Notes</u>
1896-1952	8817(boxes 2 in part, 3-15, 20)	15-	
1932-1956	13672(boxes 1-3, 5 in part, 6)	5-	
1956	14423(box 4)	1	
1922-1957	16230 (boxes 1, 2 in part, 3-5, 6 in part, 9-10)	8-	
1956-1958	59A0131	2	
1959	61A2495	4	
1949-1961	61A2797 (box 3)	1-	Cross-reference index-card file for <u>Qualified Products Lists</u> (numbered publications) in half-sized box;
1958-1960	61A2917	1	
1955	62A1990	1	Classified "Secret" when retired;
1956-1962	63A2297	7	
1951-1962	63A3061	3	
1961-1962	63A3424	1	
1949-1963	64A4327	9	
1957-1962	64A4351	2	
1963-1964	66A4037	4	
1951-1965	66A4621 (boxes 1-4, 5 in part, 6)	6-	
1957-1962	67A5718 (boxes 1-3)	3	Retired by the Naval Supply Systems Command.

## MISCELLANEOUS NUMBERED PUBLICATIONS

Dispositions: A. Record copies (or best available copies if record copies cannot be found) of publications are permanent.  
B. All other material may be destroyed immediately.

Justification: Record copies of publications issued by the Bureau of Supplies and Accounts are permanent under Item 1a of General Records Schedule 16. Most other materials are disposable under Item 10 of the same schedule or are non-record.

55. MISCELLANEOUS OFFICIAL PUBLICATIONS. 1945-1958. 5 cubic feet.

Partially arranged chronologically.

Maintained by 1958 by the Manual Branch and by 1959 by the Directives and Special Publications Branch of the Publications Division of the Bureau of Supplies and Accounts. Mostly publications of the Bureau, with some other publications and related papers intermixed. Transmittals indicate that many of the publications of the Bureau were retired as record copies.

WNRC holds two accessions of miscellaneous official publications:

<u>Years</u>	<u>Accession Number</u>	<u>Volume in Cubic Feet</u>
1946-1952	16882	3
1945-1958	59A1640	2.

Dispositions: A. Record copies (or best available copies if record copies cannot be found) of publications are permanent.  
B. All other material may be destroyed immediately.

Justification: Record copies of publications of the Bureau of Supplies and Accounts are permanent under General Records Schedule 16, Item 1a. Most other papers are disposable under Item 10 of the same schedule.

56. MISCELLANEOUS UNNUMBERED PUBLICATIONS. 1922-1964. 35 cubic feet.

Partially arranged alphabetically by title.

Maintained generally by the Official Publications Branch of the Publications Division of the Bureau of Supplies and Accounts. Handbooks, bulletins, lists, tables, guides, instructions, and orders issued by the Bureau and treating a wide variety of the functions and procedures of the Bureau. Some publications are identified as "historical copies" by transmittals; some are accompanied by correspondence, background materials, or drafts (a few of which were not published); a few publications are not dated or seem to have been issued by other organizations; some publications are present in more than one copy.

Ten accessions at WNRC include miscellaneous unnumbered publications:

<u>Years</u>	<u>Accession Number</u>	<u>Volume in Cubic Feet</u>	<u>Notes</u>
1922-1951	8817(boxes 1, 2 in part)	2-	
1944-1954	9861	2	Retired by the Materials Handling and Warehousing Branch of the Storage Division; Includes some Departmental Bulletins;
1943-1952	12069	2	
1946	13672 (boxes 4, 5 in part)	2-	
1950-1954	16144(box 4 in part)	1-	
1934-1956	16230 (boxes 6 in part, 7-8)	3-	
1952-1957	62A1991	1	Retired by the Inventory Control Division;
1944-1964	65A5194	20	
1959-1962	66A4621 (box 5 in part)	1-	
1948-1962	67A5718 (box 4)	1	Retired by the Naval Supply Systems Command.

Dispositions: A. Record copies (or best available copies if record copies cannot be found) of publications are permanent.  
B. All other material may be destroyed immediately.

Justification: Record copies of publications issued by the Bureau of Supplies and Accounts are permanent under Item 1a of General Records Schedule 16. Most other materials are disposable under Item 10 of the same schedule or are not records.



57. BUSANDA MONTHLY NEWSLETTER. 1945-1949. 6 cubic feet.

Largely arranged chronologically.

Maintained by the General Files Section of the Administrative Services Division of the Bureau of Supplies and Accounts. Correspondence, drafts, other working papers (including some publications), photo-ready approved copy, and some copies of the published Newsletters. The BuSanda Monthly Newsletter succeeded the Paymaster Monthly Newsletter in August, 1942, as an internal periodical publication for the uniformed and civilian members of the Bureau.

One accession at WNRC includes records of the BuSanda Monthly Newsletter:

<u>Years</u>	<u>Accession Number</u>	<u>Volume in Cubic Feet</u>
1945-1949	SH488 (boxes 1300-1305)	6.

Dispositions: A. Record copies (or best available copies of those issues for which record copies cannot be found) of the BuSanda Monthly Newsletter are permanent.  
B. All other material may be destroyed immediately.

Justification: Record copies of the Newsletter help document the procedures and policies of the Bureau of Supplies and Accounts, as well as its structure. Other materials are facilitative working papers or duplicate copies.

58. RESTRICTED CORRESPONDENCE FILES OF THE MANAGEMENT ENGINEERING DIVISION. 1946-1952. 2 cubic feet.

Arranged generally by type and location of Naval activity.

Maintained by the Management Engineering Division. Program correspondence from and copies of program correspondence to activities of the Bureau of Supplies and Accounts at various Naval installations.

WNRC holds one accession of restricted correspondence files of the Management Engineering Division:

<u>Years</u>	<u>Accession Number</u>	<u>Volume in Cubic Feet</u>
1946-1952	9119	2.

Disposition: Permanent.

Justification: These records document the oversight of the Bureau of Supplies and Accounts of its assigned functions and responsibilities at various Naval field activities.

59. MANAGEMENT SURVEYS. 1947-1962. 3 cubic feet.

Not arranged.

Maintained by the Management Engineering Division of the Bureau of Supplies and Accounts. Reports and related papers concerning the internal administration of various components of the Bureau.

There is one accession at WNRC of management surveys:

<u>Years</u>	<u>Accession Number</u>	<u>Volume in Cubic Feet</u>	<u>Note</u>
1947-1962	69A7633	3	Retired by the Naval Supply Systems Command.

Disposition: Destroy immediately.

Justification: Disposable under General Records Schedule 23, Item 1.

60. MANPOWER UTILIZATION AND CONTROL FILES. 1958-1963. 1 cubic foot.

Arranged chronologically.

Maintained by the Management Engineering Division of the Bureau of Supplies and Accounts. Correspondence and related papers documenting the allocation of personnel within the Bureau.

WNRC holds one accession which includes manpower utilization and control files:

<u>Years</u>	<u>Accession Number</u>	<u>Volume in Cubic Feet</u>	<u>Note</u>
1958-1963	69A6267(box 1 3)	1	Retired by the Naval Supply Systems Command.

Disposition: Destroy immediately.

Justification: These are internal administrative files, disposable under General Records Schedule 23, Item 1 (Army has already scheduled comparable series for disposal under File Numbers 603-01, 603-05, and 715-04).

**61. FORMS DESIGN CASE HISTORY FILES. 1940-1963. 7 cubic feet.**

Arranged by type and thereunder by number.

Maintained to 1960 by the Forms Management Branch of the Program Division of the Office of Management Engineering, then by the Management Analysis Division (by 1966, the Management Analysis Branch of the Management Services Division) of the Bureau of Supplies and Accounts. Case history files for BUSANDA Forms, DD Forms, NAVSANDA Forms, and Standard Forms, each with a copy of the published form, related correspondence, and, frequently, paste-ups and working papers.

Four accessions at WNRC include forms design case history files:

<u>Years</u>	<u>Accession Number</u>	<u>Volume in Cubic Feet</u>
1950-1957	15178	2
1940-1958	60A2021	1
1951-1963	64A3187	3
1950-1962	66A5200(box 2)	1.

Disposition: Destroy immediately.

Justification: Disposable under General Records Schedule 16, Items 4a and 4b.

**62. REPORTS CONTROL FILES. 1949-1964. 6 cubic feet.**

Arranged by number of report and thereunder chronologically.

Maintained first by the Reports Control Branch, then (by 1960) by the Management Analysis Branch, of the Management Engineering Division (by 1966, the Management Services Division) of the Bureau of Supplies and Accounts. Case files include copies of reports, directives, justification and usage data, correspondence, and related papers.

Six accessions at WNRC include reports control files:

<u>Years</u>	<u>Accession Number</u>	<u>Volume in Cubic Feet</u>
1952-1954	11728	1
1954-1955	12837	1
1951-1956	14996	1
1957-1959	61A2027	1
1954-1961	63A2553	1
1949-1964	66A5200 (box 1)	1.

Disposition: Destroy immediately.

Justification: Disposable under II-NNA-323, Item 271, and General Records Schedule 16, Item 8.

63. GENERAL PROPERTY REDISTRIBUTION AND DISPOSAL RECORDS. 1956-1965. 11 cubic feet.

Partly arranged by Standard Subject Identification Codes.

Maintained by the Utilization and Disposal Section of the Inventory Systems Branch of the Bureau of Supplies and Accounts. Correspondence, with some reports and other papers, concerning the disposal of Naval property, other than real estate, by sale, loan, donation, or other means. Subjects treated include policy regarding such disposal and the operation and administration of the function, as well as some individual dispositions of property.

WNRC holds two accessions of general property redistribution and disposal records:

<u>Years</u>	<u>Accession Number</u>	<u>Volume in Cubic Feet</u>
1957-1963	65A4855	6
1959-1965	68A0523	5.

Disposition: A. Those records which document the establishment, development, and implementation of policy regarding the redistribution and disposal of property are permanent.  
B. All other material is disposable.

Justification: The Bureau of Supplies and Accounts, chief agency within the Department of the Navy for procurement of personal property, also had primary responsibility for disposal and redistribution of personal property and thus influenced Naval policy regarding disposition of property. Records which do not document the establishment, development, and implementation of policies, programs, and procedures are disposable under SECNAVINST P5212.5B, SSIC 4500(2), and partly under General Records Schedule 4, Items 4, 5, 6a, and 6b.

6h. ACCOUNTING RECORDS OF THE SUBSISTENCE DIVISION. 1922-1946. 6 cubic feet.

Ledgers are not arranged; accounts are mostly arranged chronologically within ledgers.

Maintained by the Subsistence Division of the Bureau of Supplies and Accounts. Ledgers, covering such matters as records of commissary stores and receipts of provisions, track the transfer and issuance of specific matériel.

WNRC holds one accession of accounting records of the Subsistence Division:

<u>Years</u>	<u>Accession Number</u>	<u>Volume in Cubic Feet</u>
1922-1946	8240	6.

Disposition: Destroy immediately.

Justification: Merely routine, facilitative records of accounts, disposable under General Records Schedule 8, Items 3 and 4.



65. RECONCILIATION STATEMENTS. 1944. 1 cubic foot.

Arranged by activity, and thereunder chronologically.

These files were maintained by the General Files Section of the Administrative Services Division of the Bureau of Supplies and Accounts. They consist of reports, submitted by activities under the oversight of the Bureau, which reconcile materials and monies held and disbursed.

There is one accession at WNRC which includes reconciliation statements:

<u>Year</u>	<u>Accession Number</u>	<u>Volume in Cubic Feet</u>
1944	54488(box 1311)	1.

Disposition: Destroy immediately.

Justification: Routine, facilitative reports, disposable under General Records Schedules 3, Item 10c, and 6, Item 5b.

66. STOCK REPORTS AND APPLICATIONS. 1943-1949. 5 cubic feet.

Partly arranged by activity, partly by form number.

Largely maintained by the Stock Division of the Bureau of Supplies and Accounts; retired by the General Files Section of the Administrative Services Division of the Bureau. Various reports, applications, and related correspondence and other papers concerning inventory control, consumption, and allocation of automotive equipment, metals, and other materials.

WNRC holds one accession which includes stock reports and applications:

<u>Years</u>	<u>Accession Number</u>	<u>Volume in Cubic Feet</u>
1943-1949	54488(boxes 1309-1310, 1316-1318)	5.

Disposition: Destroy immediately.

Justification: Routine, facilitative reports and other papers, disposable under SECNAVINST P5212.5B, SSICs 4440 and 4480, and General Records Schedule 3, Items 10a, 10b, and 10c.

67. OFFICER PERSONNEL DETAIL JACKETS. 1959. 3 cubic feet.

Partially arranged by service number.

Maintained by the Services Branch of the Office of Supply Corps Personnel in the Bureau of Supplies and Accounts. Duplicate personnel jackets for inactive and retiring regular Naval officers of the Supply Corps.

WNRC holds one accession of officer personnel detail jackets:

<u>Year</u>	<u>Accession Number</u>	<u>Volume in Cubic Feet</u>
1959	60A2792	3.

Disposition: Destroy immediately.

Justification: Disposable under II-NNA-323, Item 63, and SECNAVINST P5212.5B, SSIC 1000(2).

68. CIVILIAN PERSONNEL GENERAL CORRESPONDENCE FILES. 1950-1965. 6 cubic feet.

Arranged by Standard Subject Identification Code and thereunder chronologically.

Maintained by the Field Industrial Relations Division of the Bureau of Supplies and Accounts. Correspondence concerning employee relations, legal activities, personnel studies, civilian personnel practices, employment, wage and classification matters, and other operations and procedures relating to civilian personnel.

There is one accession at WNRC of civilian personnel general correspondence files:

<u>Years</u>	<u>Accession Number</u>	<u>Volume in Cubic Feet</u>
1950-1965	67A5750	6.

Disposition: Destroy immediately.

Justification: Disposable under General Records Schedule 1, Item 3.

**69. GENERAL SUBJECT FILES OF THE TRAINING AND PROCUREMENT DIVISION. 1926-1961. 4 cubic feet.**

Arranged by subject and thereunder chronologically.

Maintained by the Training and Procurement Division of the Bureau of Supplies and Accounts. Correspondence and related papers regarding curricula and training matters under various training programs of the Supply Corps.

WNRC holds one accession of general subject files of the Training and Procurement Division:

<u>Years</u>	<u>Accession Number</u>	<u>Volume in Cubic Feet</u>
1926-1961	63A3268	4.

Disposition: Destroy immediately.

Justification: General Records Schedule 23, Item 1: largely facilitative correspondence, these files do not reflect any major responsibility of the Bureau of Supplies and Accounts but only internal administrative matters.

70. VOUCHERS FOR TRANSFERS BETWEEN APPROPRIATIONS AND/OR FUNDS. 1958-1960. 1 cubic foot.

Arranged numerically.

Maintained by the Accounting Control Division of the Office of the Comptroller of the Bureau of Supplies and Accounts. Completed copies of Standard Form 1080.

There is one accession at WNRC of vouchers for transfers between appropriations and/or funds:

<u>Years</u>	<u>Accession Number</u>	<u>Volume in Cubic Feet</u>
1958-1960	62A3040	1.

Disposition: Destroy immediately.

Justification: Disposable under General Records Schedule 6, Item 1.

71. ARMED SERVICES' BOARD OF CONTRACT APPEALS CASE FILES. 1955-1965. 5 cubic feet.

Arranged alphabetically by name of contractor.

Maintained by the Office of Counsel in the Bureau of Supplies and Accounts. Copies of case files of legal suits brought by contractors (generally of the Bureau) against the Federal government, including correspondence, documentary evidence, and related records, either in original form or transcribed.

One accession at WNRC includes Armed Services' Board of Contract Appeals case files:

<u>Years</u>	<u>Accession Number</u>	<u>Volume in Cubic Feet</u>
1955-1965	66A5375 (boxes 1-5)	5.

Disposition: Destroy immediately.

Justification: Disposable under General Records Schedule 3, Item 19.

72. ARMED SERVICES' BOARD OF CONTRACT APPEALS TRANSCRIPTS OF PROCEEDINGS. 1955-1965.  
2 cubic feet.

Arranged alphabetically by name of contractor.

Maintained by the Office of Counsel in the Bureau of Supplies and Accounts. Copies of transcripts of hearings before the Armed Services' Board of Contract Appeals (with a few related records, such as depositions, interfiled) of legal suits brought by contractors (generally of the Bureau) against the Federal government.

One accession at WNRC includes Armed Services' Board of Contract Appeals transcripts of proceedings:

<u>Years</u>	<u>Accession Number</u>	<u>Volume in Cubic Feet</u>
1955-1965	66A5375 (boxes 6- 7)	2.

Disposition: Destroy immediately.

Justification: Disposable under General Records Schedule 3, Item 19.



**73. COURT OF CLAIMS CASE FILES. 1951-1967. 4 cubic feet.**

Arranged alphabetically by name of contractor and thereunder chronologically.

Maintained by the Office of Counsel in the Bureau of Supplies and Accounts. Correspondence, documentary evidence, records of proceedings, and other records relating to legal suits of contractors against the federal government or of the government against contractors.

There are two accessions at WNRC of Court of Claims case files:

<u>Years</u>	<u>Accession Number</u>	<u>Volume in Cubic Feet</u>	<u>Note</u>
1951-1966	67A6813	1	
1943-1967	67A7108	3	Includes some records of the Naval Supply Systems Command.

Disposition: Destroy immediately.

Justification: Disposable under General Records Schedule 3, Item 19.

**74. MISCELLANEOUS LEGAL FILES. 1961-1964. 6 cubic feet.**

Not arranged.

Maintained by the Office of Counsel in the Bureau of Supplies and Accounts. Some Congressional and other correspondence, copies of dockets, judicial exhibits, and publications concerning contracts, relations with Federal employees, and other routine matters.

WNRC holds one accession of miscellaneous legal files:

<u>Years</u>	<u>Accession Number</u>	<u>Volume in Cubic Feet</u>
1961-1964	66A4778	6.

Disposition: Destroy immediately.

Justification: These are routine, facilitative records, neither setting policies nor reflecting development of major programs of the Bureau of Supplies and Accounts.

75. PHOTOGRAPHS OF INACTIVE NAVAL INSTALLATIONS. 1944-1948. 2 cubic feet.

Arranged by geographic location.

Maintained by the Space Control and Allocation Branch of the Storage Division of the Bureau of Supplies and Accounts. Photographs (including a few duplicates), largely of sites of former supply depots and other activities once under the purview of the Bureau, which the Bureau received from Naval districts; interfiled are some related papers.

There is one accession at WNRC of photographs of inactive Naval installations:

<u>Years</u>	<u>Accession Number</u>	<u>Volume in Cubic Feet</u>
1944-1948	3380	2.

Dispositions: A. Original negative and one captioned print (or two prints in cases in which there is no negative) for each item and related papers are permanent; offer to the National Archives immediately.

B. Duplicate photographs (in excess of those which may be retained under Item 75A of this schedule) may be destroyed immediately.

Justification: These photographs visually document sites at which the primary missions of the Bureau of Supplies and Accounts were carried out.

**76. HISTORICAL STUDIES. 1944-1945. 1 cubic foot.**

Not arranged.

Maintained by the Library Branch of the Office of Services Division. The studies are abstracts which treat aspects of the history of the Supply Corps and its predecessors from 1883 to 1945.

There is one accession at WNRC of historical studies:

<u>Years</u>	<u>Accession Number</u>	<u>Volume in Cubic Feet</u>
1944-1945	9818	1.

Disposition: Permanent.

Justification: Studies of agencies' history are permanent under General Records Schedule 16, Item 13c.

77. MOTION PICTURES. 1945. 1 cubic foot.

Four reels, unarranged.

Maintained by the Administrative Section of the Planning Division of the Bureau of Supplies and Accounts. According to accompanying labels, the four reels of black-and-white, 35-mm. film show life and work in the village of Shimobaru and the fields around it on the island of Okinawa, and the establishment of American military government in the village by Commander Fraser (apparently an officer of the Supply Corps) in April, 1945.

One accession at WNRC includes motion pictures:

<u>Year</u>	<u>Accession Number</u>	<u>Volume in Cubic Feet</u>
1945	A1999(box 38)	1-.

Disposition: Permanent, unless actual screening of the film should show that it is in fact not of sufficient value to justify permanent preservation; offer to the National Archives immediately.

Justification: If the written labels accompanying the film be correct, this unique print shows not only an event of exemplary significance--the establishment of military government at the local, rural level in captured enemy territory--but also an unusual sidelight to the history of the Bureau of Supplies and Accounts.

78. MISCELLANEOUS MATERIALS CONCERNING THE HISTORY OF THE BUREAU OF SUPPLIES AND ACCOUNTS. 1897-1961. 79 cubic feet.

Not arranged.

Largely maintained by the Administrative Section of the Planning Division of the Bureau of Supplies and Accounts. Numerous papers include short and usually very limited treatises on aspects of the histories of the Bureau, the Supply Corps, and their predecessors; transcripts of lectures, speeches, and interviews on those histories; copies of official documents and publications; photographs and charts; technical treatises; historical narratives required by the Bureau to be submitted quarterly by activities over which it had control during World War II; and other records pertaining directly or indirectly to the history of the Bureau. Most records concern the Second World War.

Three accessions at WNRC include miscellaneous materials concerning the history of the Bureau of Supplies and Accounts:

<u>Years</u>	<u>Accession Number</u>	<u>Volume in Cubic Feet</u>	<u>Note</u>
1942-1946	A1999 (except box 38)	41	
1941-1945	B1999	1	
1897-1961	70A1383	37	Retired by the Naval Supply Systems Command.

Dispositions: A. Extra copies of documents and publications duplicated within this series are disposable.  
B. Other materials are permanent.

Justification: General Records Schedule 16, Item 13c.

79. REPORTS ON DISPOSAL OF NAVAL AIR STATIONS. 1918-1919. 1 cubic foot.

Arranged by subject within each report; reports are not arranged.

Maintained by the General Files Section of the Administrative Services Division of the Bureau of Supplies and Accounts. Copies of correspondence, agreements of sale, reports, blueprints, inventories, and related papers. When the Navy disposed of Naval air stations and similar installations in Europe (Ireland, England, France, and elsewhere) after the First World War, the supply officer in charge of the sale or transfer of property made a full report to the Assistant Secretary of the Navy on the acquisition, improvement, damage, and disposal of the property.

One accession at WNRC includes reports on disposal of Naval air stations:

<u>Years</u>	<u>Accession Number</u>	<u>Volume in Cubic Feet</u>
1918-1919	SL4188(box 1312)	1.

Disposition: ~~Destroy immediately~~ Permanent.

Justification: These are merely copies of reports made to authority higher than the Bureau of Supplies and Accounts and largely facilitative in nature.