RECORDS DISPOSITION SCHEDULE FOR OITA MILITARY GOVERNMENT TEAM APO 929	OFFICE UNIT	SUBUNIT LOCATION Oita, Kyushu	DATE PREPARED 12 May 1947	APPROVED BY Fred K Magenot FRED K. MAGENOT Lt. Col, INF

DESCRIPTION OF FILES (1)	Vol (file drawers) (2) NOW ON HAND	Vol (file drawers) (2) PER YEAR	DISPOSAL AUTHORITY (3)	DISPOSITION INSTRUCTIONS (4)
1. Non Record Material (Decimal Files)	4	4	Par 26 TM12-259	Destroy disposable material quarterly.
2. Publications	4	2	Par ~~66~~ 76 a (1) TM12-259	Destroy obsolete or superseded copies.
3. Classified Documents	1	½	Par 26 TM12-259	Destroy disposable material quarterly.
4. Surplus copies from decimal files and non-record publications	3	3	Par 26 TM12-259	"
5. Surplus copies of Record publications	1	½	Par ~~66~~ 76 a (1) & (3) TM12-259	Destroy obsolete or superseded copies.
6. Stencils	1	½	Par 66 c TM12-259	Destroy or salvage obsolete or unserviceable copies.

WD AGO Form R-5112
August 1945

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RECORDS DISPOSITION SCHEDULE FOR	OFFICE	SUBUNIT	DATE PREPARED	APPROVED BY
Kyushu Mil Govt Region	Central Files		3/15/47	C. L. Bachtel C. L. BACHTEL 1st Lt, Sig C
	UNIT: Hq	LOCATION: Fukuoka, Kyushu		

DESCRIPTION OF FILES (1)	Vol (file drawers) (2) NOW ON HAND	Vol (file drawers) (2) PER YEAR	DISPOSAL AUTHORITY (3)	DISPOSITION INSTRUCTIONS (4)
1. Non Record Material (Decimal Files)	5	3	Par 26 TM12-259	Screen Quarterly. Destroy disposable material.
2. Publications (Records copies of all Orders Bulletins, and Memoranda)	2	1	Par ~~66a (1) & (3)~~ 26 TM12-259	Screen Quarterly. Destroy on supersession or when obsolete.
3. Classified Documents	1	½	Par 33 a (1) AR380-5 Par 13 AR15-15 Par 27 c TM12-259	Screen Quartesly. Burn in presence of disinterested officer.
4. Surplus copies from Decimal files and Non record publications.	1	6	Par 26 TM12-259	Screen Monthly Pass to Sections for desk files. Destroy unwanted copies when obsolete.
5. Surplus copies of Record publications	1	½	Par ~~66a (1) & (3)~~ 66a TM12-259	Screen Monthly Pass to Sections for desk files. Destroy on supersession on when obsolete.
6. Stencils	½	½	Par 66c TM12-259	Screen Monthly Destroy or salvage, which ever is applicable, when obsolete or when deterioration makes reproduction unsatisfactory.

WD AGO Form R-5112
August 1945

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HEADQUARTERS I CORPS
APO 301 (Kyoto, Honshu)

AG 313.6 - HA

SUBJECT: Disposition of Records

SEP 301948

TO: Chief, Kinki Civil Affairs Region, APO 25
Chief, Tokai-Hokuriku Civil Affairs Region, APO 710
Chief, Kyushu Civil Affairs Region, APO 24-5
Chief, Shikoku Civil Affairs Region, APO 1050
Chief, Chugoku Civil Affairs Region, APO 248

The AG Section, I Corps lists the following instructions regarding non-record materials and all other Civil Affairs records to be destroyed.

a. Non-record materials may be destroyed (par 93, SR 345-920-1).

b. Other Civil Affairs records should be disposed of as prescribed in Letter, Hq Eighth Army, 18 July 1947 (AG 313.6 (RC), subject: Disposal Standards for Occupation Records. (copy inclosed).

BY COMMAND OF MAJOR GENERAL COULTER:

RECORDED

1 Incl:
as indicated

HEADQUARTERS EIGHTH ARMY
United States Army
Office of the Commanding General
APO 343

18 July 1947

AG 313.6 (RC)

SUBJECT: Disposal Standards for Occupation Records

TO: Commanding General, I Corps, APO 301

1. Reference 3d Indorsement to letter I Corps, AG 313-L, Subject: "Disposal Standards for Occupation Records", 31 March 1947.

2. Disposal standards for records pertaining to Military Government, Civil Affairs and Provost Court Activities in the occupation area are established as follows:

a. Correspondence pertaining to Military Government and Civil Affairs, procurement demands, receipts, releases, etc.

Screen at least once each year, destroy disposal material; retain record material until unit is inactivated at which time records will be turned over to the successor unit or the next higher headquarters whichever is applicable. Non-current records will be shipped in accordance with paragraph 6, Circular 16, Eighth Army, c.s., and remain under the jurisdiction of the Commanding General, Eighth Army.

b. Military Occupation Provost Courts:

The same as for paragraph 2, a, above.

3. These records will not be shipped to the Zone of Interior, but will be considered the official record copies and held available at Central Records Depot No. 4 for the purpose of reference and/or research.

BY COMMAND OF LIEUTENANT GENERAL EICHELBERGER:

/s/t/ MARSHALL J PUJO
Major, AGD
Asst Adj Gen

INFO COPIES FURNISHED:
CO, CRD #4
MG Section, Eighth Army
JA Section, Eighth Army
PM, Eighth Army

C.FILE

File 313.6

26597

Records Dispositions

1949

C.FILE

File

C.FILE

RECORDS DISPOSITION SCHEDULE	FOR (INSTALLATION) Nagasaki Mil Govt Team APO 24 Unit 5	DATE PREPARED OR REVISED 20 June 1949	APPROVED BY Vernon C. Hill VERNON C HILL Capt CAC
OFFICE Headquarters	UNIT Adjutant	SUBUNIT	LOCATION Bldg T-815 Rm 21

IDENTIFICATION OF FILES 1	VOLUME ON HAND (LINEAR FEET) 2	DISPOSITION AUTHORITY 3	DISPOSITION INSTRUCTIONS 4
1. Headquarters Subject Files. Incoming Correspondence from higher Headquarters.	7½ Linear Feet	Par 93 SR 345-920-1	Cut-off after 1 year; hold 1 additional year; destroy disposal material and retire to Sv C record depot.
2. Reference publications	12 Linear Feet	Par. 93c (1) SR 345-920-1	Screen semi-annually.
3. Transitory Files	6 Linear Feet	Par 93c (4) (a)	Cut-off after 1 year; held 1 additional year.

A AGO FORM R-5112
Feb 1949

File C.FILE
Fig 9

BASIC: Ltr, Hq I Corps, APO 301, subj: "Records Disposition Schedules", dtd 6 Sept 49.

1st Ind

KYUSHU CIVIL AFFAIRS REGION, HQ & HQ DET, APO 24-5, 9 Sep 49

TO: Commanding Officer, Fukuoka Civil Affairs Team, APO 24-5
Commanding Officer, Saga Civil Affairs Team, APO 24-5
Commanding Officer, Nagasaki Civil Affairs Team, APO 24-5
Commanding Officer, Kumamoto Civil Affairs Team, APO 24-1
Commanding Officer, Kagoshima Civil Affairs Team, APO 970
Commanding Officer, Miyazaki Civil Affairs Team, APO 24-2
Commanding Officer, Oita Civil Affairs Team, APO 24-2

1. Forwarded for your information and necessary action in compliance with paragraph one basic communication.

2. Revised schedules will be returned to this headquarters on or before 29 September 1949.

BY ORDER OF COLONEL HILTON:

THOMAS W. CAREW
1st Lt FA
Ass't Adjutant

1 Incl:
WD AGO Form R-5112

2nd Ind

HEADQUARTERS NAGASAKI CIVIL AFFAIRS TEAM, APO 24 UNIT 5, 8 Oct 1949

TO: Commanding Officer, Kyushu Civil Affairs Region, APO 24 Unit 5

Revised Records Disposition Schedule is enclosed.

FOR THE COMMANDING OFFICER:

1 Incl:

ROBERT L LELONG
1st Lt Inf
Actg Adjutant

File C.FILE

1st Lnd

HEADQUARTERS NAGASAKI CIVIL AFFAIRS TEAM, APO 24 UNIT 5, 8 October 1949

TO: Commanding Officer, Kyushu Civil Affairs Region, APO 24 Unit 5

Revised schedules of Records Disposition Schedules is enclosed.

FOR THE COMMANDING OFFICER:

1 Incl:

ROBERT L LELONG
1st Lt Inf
Actg Adjutant

C File

C FILE

RECORDS DISPOSITION SCHEDULE FOR Nagasaki Mil Govt Team, APO 24-5	OFFICE Headquarters UNIT Adjutant		SUBUNIT General Files LOCATION Bldg T-815 Rm21	DATE PREPARED 17 June 1949	APPROVED BY Vernon C. Hill VERNON C HILL Captain CAC
DESCRIPTION OF FILES (1)	Vol (file drawers) (2)		DISPOSAL AUTHORITY (3)	DISPOSITION INSTRUCTIONS (4)	
	NOW ON HAND	PER YEAR			
1. Central Decimal File	5	2	26a TM 12-259	Cut-off after 1 year; hold 1 additional year; destroy disposal material and retire to Sv C record depot.	
2. Publications: Record copies of General Orders, Special Orders, Numbered and Administrative Memoranda, Daily Bulletins	8	2	26a TM 12-259	Screen semi-annually; destroy disposal papers; retire noncurrent files of continuing value to Sv C records depots when accumulated to the extent of two file drawers.	
3. Message Facilities: Incoming and outgoing telegrams and teletypes.	1	1	Par 33a, TM 12-259	Destroy after 6 months.	
4. Recurrent Reports	3	1	26a TM 12 - 259	Cut-off after 1 year; hold 1 additional year; destroy disposal material and retire to Sv C record depot.	

WD AGO Form R-5112
August 1945 (Re-produced)

C.FILE

File B

BASIC: Ltr, Hq Kyushu Mil Govt Region, APO 24 Unit 5, dtd 16 June 1949, subj: "Transmittal of WD AGO Form 20's".

VCH/sn

1st Ind

HEADQUARTERS NAGASAKI MILITARY GOVERNMENT TEAM, APO 24 UNIT 5, 18 June 1949

TO: Commanding Officer, Kyushu Mil Govt Region, APO 24 Unit 5

Receipt acknowledged.

FOR THE COMMANDING OFFICER:

16 Incls:
w/drawn

VERNON C HILL
Captain CAC
Actg Adjutant

KYUSHU MILITARY GOVERNMENT REGION
HEADQUARTERS AND HEADQUARTERS DETACHMENT
Fukuoka, Kyushu, Japan

TWC/te

APO 24 Unit 5
16 June 1949

SUBJECT: Transmittal of WD AGO Form 20's.

TO : Commanding Officer, Nagasaki Mil Govt Team,
APO 24 Unit 5

1. Transmitted herewith are the WD AGO Form 20's for the following EM:

Name	RA
Roger C. Beaudet	RA 16 204 103
Ernest L. Berk	RA 33 979 228
Stanley L. Berteaux	RA 19 257 359
Ernest E. Byers	RA 6 664 232
Thomas S Dutton Jr.	RA 18 270 492
Thomas C. Gaster	RA 13 247 935
Ferdinand Johnston	RA 6 945 706
Gaylord A. June	RA 16 234 202
Virgil E. Leanna	RA 13 254 002
Bobby Mahone	RA 18 081 264
Edward Charles Muldoon Jr.	RA 31 037 397
William F. O'Leary	RA 12 263 735
Joseph J. Opal	RA 7 024 565
Emil Roycik	RA 32 998 988
Albert A. Self	RA 6 816 836
John E. Sumrall	RA 20 934 111

2. Request acknowledgment of receipt by indorsement hereon.

BY ORDER OF COLONEL HILTON:

Thomas W. Caren

THOMAS W. CAREN
2nd Lt., FA
Ass't. Adjutant

16 Incls:
a/s

C.FILE

REC'D		1
CO		
X-O	✓	ACK
GOVT		
PW		
PH		
EDUC		
INFO		
ECON		
CPC		
TRPS		TO
SASEBO		
KPTS	✓	COPY
SNL	✓	✓ B
FILE		✓
	ACTION	

RECEIVED 10 JUL 49 NAGASAKI M.G. TEAM JDT/ky

KYUSHU MILITARY GOVERNMENT REGION
HEADQUARTERS AND HEADQUARTERS DETACHMENT
Fukuoka, Kyushu, Japan

APO 24 Unit 5
10 June 1949

313.6

SUBJECT: Revised Record Disposition Schedules and Reports

TO : Commanding Officer, Fukuoka Mil Govt Team, APO 24-5
Commanding Officer, Saga Mil Govt Team, APO 24-5
Commanding Officer, Nagasaki Mil Govt Team, APO 24-5
Commanding Officer, Kumamoto Mil Govt Team, APO 24-1
Commanding Officer, Kagoshima Mil Govt Team, APO 970
Commanding Officer, Oita Mil Govt Team, APO 24-2
Commanding Officer, Miyazaki Mil Govt Team, APO 24-2

1. References:

a. Daily Bulletin Number 131, Hq I Corps, dated 7 June 1949.

b. Section II, SR 345-920-1 dated 15 March 1949.

c. Section V SR 345-920-1 dated 15 March 1949.

2. Revised records disposition schedules will be submitted in six copies, to reach this headquarters by 25 June 1949. (Reference 1b above)

3. Annual records disposition reports RCS-AG-21(R-1), to reach this headquarters not later then 30 June 1949, reference 1c above. One copy required.

BY ORDER OF COLONEL HILTON:

Charles L. Bachtel

CHARLES L. BACHTEL
1st Lt SIG C
Adjutant

REC'D		
CSO	✓	
X-O	✓	
GROWT		
FW		
FH		
EDUC		
INFO	TO:	
ECON		
CPC		
TRPS		
SASEBO		
RPTS		
PSNL	✓	
FILE	✓	
[illegible] ACTION		

C.FILE

HEADQUARTERS I CORPS
APO 301 (Kyoto, Honshu)

14 March 1949

AG 313.6 - LM

SUBJECT: Records Disposition Schedules.

See Distribution.

In accordance with the provisions of letter DA, Office of The Adjutant General, 3 March 1949, on the above subject, the action required by paragraph 6, Retirement Control, Memorandum No. 10, Headquarters I Corps, 5 March 1949, subject: Records Administration, is suspended pending receipt in the near future of a revision of these special regulations which incorporate TM 12-259, Records Administration - Disposition of Records.

BY COMMAND OF MAJOR GENERAL COULTER:

C. C. CARTER
Colonel, AGD
Adjutant General

DISTRIBUTION:
C

TM 30-218 - Oct 41 - Counter Intelligence Investigations
TM 14-504 - Dec 43 - Payment for Supplies & Nonpersonal Svc.
TM 14-700 - Jul 48 - Fiscal Code
TM 14-701 - Jul 45 - Fiscal Accounting for Operating Agencies
TM 14-702 - Oct 46 - " " " Field Installations
TM 14-904 - Apr 45 - Accounting for Lost, Damaged & Destroyed Property
TM 38-320 - 15 May 47 - Disposition of Excess & Surplus Property in OS Cond.
TM 38-403 - May 48 - Station Supply Procedure
TM 38-418 - Nov 45 - Overseas Requisition
TM 38-650 Feb 47 - Basic Maintenance Manual
~~TM 2-220 Mar 1874 The Horseshoer~~
~~TM 1-205 Nov 1941 Musket Firing~~
~~TM 9-401 Apr 1765 Roasting Ants and elephant toenails~~

361.70 B11 Inst