

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NCL-286-85-1	
DATE RECEIVED 10-18-84	
NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date 2-20-85	Archivist of the United States <i>Robert E. Gibson</i>

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

1. FROM (AGENCY OR ESTABLISHMENT)
Agency for International Development

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Robert E. Gibson

5. TEL EXT

235-2113

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 6 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 3/12/84	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Barbara J. Felton</i>	E. TITLE Agency Records Management Officer
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	The records described in this request constitute 1032 cu. ft. of material accumulated over the period 1948-1961, by the Washington offices of the various predecessor agencies of the Agency for International Development: Economic Cooperation Administration (ECA), 04/03/48 - 10/31/61; Mutual Security Agency (MSA), 11/01/51 - 07/31/61; Technical Cooperation Administration (TCA), 06/01/50 - 07/31/55; Foreign Operations Administration (FOA), 08/01/53-06/30/55; and International Cooperation Administration (ICA). - The records also include the Institute for Inter-American Affairs (IIAA) 1948 - 1950, which functioned as a operating arm of the Technical Cooperation Administration. All of the records in this request are recommended for immediate disposal based on an analysis and evaluation of their value and use to the Agency for International Development, and consideration of their possible use by the general public and other Government agencies. The records are categorized by office and by series. Included is a brief description of the records to be disposed of, the inclusive dates, the Washington National Records Center accession numbers, Agency box numbers, and the volume in cubic feet.		

115-107

Agency copy sent 2/27/85 DMM
copy to NNF. ~~W. J. ...~~ sent 2/27/85 DMM
copy to NC 2/27/85 DMM

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

TECHNICAL COOPERATION ADMINISTRATION

- 1. Working Files 1950-1953 13 cu. ft.
 Personal files of staffs consisting of copies of agreements, contract, cables. Some of the files were used in the preparation of reports, some files relate to the projects fo Near East and African Development Service. This material is duplicative of data in official files.
 Acc. 54-A-559, Bxs. 33-44 and 135

INSTITUTE OF INTER-AMERICAN AFFAIRS

- 2. General Administrative Files 1942-1953 13 cu. ft.
 Files include copies of agreements, correspondence regarding health, sanitation, housing and welfare projects in Latin American Countries; travel files, personal data and other general administrative matters.
 Acc. 54-A-466, Bxs. 81-84
 Acc. 55-A-296, Bxs. 151-154
 Acc. 57-A-365, Bxs. 86-90

OFFICE OF TRANSPORTATION

- 3. Routine Administrative Files 1950-1953 32 cu. ft.
 These files consist of routine correspondence cables, memoranda, airgrams, report, procurement documentation, shipping documents, waiver files, IBM runs showing names of vessels, port of loading, tonnage, balance of funds, etc.
 Acc. 55-A-79, Bxs. 28-32
 Acc. 55-A-79, Bxs. 195-202
 Acc. 57-A-164, 41-49
 Acc. 60-A-43, Bxs. 9-10
 Acc. 60-A-606, Bxs. 90-92
 Acc. 61-A-31, Bxs. 83-87

OFFICE OF CONTROLLER

- 4. Fiscal Files 1954-1958 319 cu. ft.
 These files include routine fiscal reports, cables, airgrams, correspondence, copies of procurement authorization, currency account files, individual payment certificates including ledgers, summary reports bys country prepared from ECA field reports showing shipments, tonnage and fiscal status of procurement action, etc.
 Acc. 54-A-34, Bxs. 41-52
 Acc. 55-A-79, Bxs. 1-15
 Acc. 56-A-20, Bxs. 10-14
 Acc. 57-A-45, Bxs. 23-99
 Acc. 57-A-365, Bxs. 168-175
 Acc. 57-A-709, Bxs. 212-234
 Acc. 59-A-1121, Bxs. 97-102
 Acc. 59-A-1405, Bxs. 84-93
 Acc. 60-A-148, Bxs. 180-190

Acc. 60-A-309, Bxs. 1-47/132-196
Acc. 60-A-481, Bxs. 26-29
Acc. 60-A-5011, Bxs. 251-255
Acc. 61-A-32, Bx. 18-20
Acc. 61-A-32, Bxs. 297-301
Acc. 61-A-138, Bxs. 95-111
Acc. 61-A-259, Bxs. 107-114
Acc. 61-A-259, Bx. 239-240
Acc. 62-A-209, Bxs. 317-318

TRAINING OFFICE

5. Training Files 1947-1960 146 cu. ft.
Files include correspondence, cables, airgrams, participant project files, summary of training course and related papers, trainee grant files, fiscal documents project proposals, technical assistance authorizations, public health training programs records, etc.
Acc. 55-A-296, Bxs. 100-105
Acc. 55-A-296, Bxs. 105-115
Acc. 56-A-70, Bxs. 8-9
Acc. 57-A-365, Bxs. 97-127
Acc. 57-A-365, Bxs. 162-167
Acc. 57-A-709, Bxs. 325-331
Acc. 57-A-164, Bxs. 155-163
Acc. 57-A-709, Bxs. 88-123
Acc. 57-A-709, Bxs. 301-303
Acc. 60-A-481, Bxs. 94-100
Acc. 61-A-32, Bxs. 154-164
Acc. 62-A-209, Bx. 319
Acc. 62-A-144, Bxs. 53-66
Acc. 62-A-209, Bxs. 340-341

VARIOUS OFFICES

6. Technical Assistance Project Files
1943-1961 38 cu. ft.
Case files pertaining to the technical assistance program consisting of project agreements, implementation letters, evaluation reports, copies of contracts, correspondence, cables and related documents.
Acc. 54-A-241, Bxs. 11-30/74-86
Acc. 54-A-464, Bxs. 14-15
Acc. 54-A-559, Bxs. 3-4
Acc. 55-A-74, Bxs. 119-126
Acc. 55-A-394, Bxs. 117-184
Acc. 56-A-632, Bxs. 15-87
Acc. 57-A-164, Bxs. 296-308
Acc. 57-A-365, Bxs. 46-35
Acc. 57-A-365, Bxs. 91-96
Acc. 57-A-365, Bxs. 136-151

Acc. 59-A-105, Bx. 65
Acc. 60-A-148, Bxs. 75-81
Acc. 60-A-149, Bxs. 101-102
Acc. 60-A-482, Bxs. 1-34
Acc. 60-A-607, Bxs. 247-262
Acc. 60-A-32, Bxs. 267-273
Acc. 61-A-32, Bxs. 287-292
Acc. 61-A-259, Bxs. 229-230
Acc. 61-A-443, Bxs. 145-163
Acc. 62-A-145, Bxs. 12-14
Acc. 62-A-209, Bxs. 340-341
Acc. 62-A-406, Bx. 75
Acc. 63-A-28, Bxs. 1-20

AGENCY CENTRAL FILES

7. German Industry Dismantling Files

1948-1951, 7 cu. ft.

Individual case files on plants considered for dismantling under the German reparations program. The essential substance of these files, contained in summary reports to be retained.

Acc. 54-A-34, Bxs. 32-38

INDUSTRY DIVISION

PRIORITIES BRANCH

8. Priorities Assistance files 1951-1953 49 cu. ft.

Cables, correspondence, and processed materials pertaining to function assisting foreign countries in securing priority delivery on defense material orders placed in this country.

Acc. 54-A-241, Bx. 129-167

Acc. 57-A-709, Bxs. 193-202

OFFICE OF FAR EASTERN OPERATIONS

9. China Funds Counterpart File

1951-1952 1 cu. ft.

Expenditure authorizations and related documents.

Acc. 57-A-164, Bx. 144

OFFICE OF FAR EASTERN OPERATION

ADMINISTRATIVE OFFICE

COMMUNICATION AND RECORDS SECTION

10. Administrative Subject File 1950-1954 6 cu. ft.

Correspondence, cables, memoranda, issuance, reports, and other related general administrative documentation.

Acc. 57-A-709, Bxs. 76-81

EXECUTIVE OFFICE

11. Country File 1951-1954 4 cu. ft.

Case Files of requests submitted by the missions for procurement of non-project type items and justification

Acc. 59-A-1121, Bxs. 162-165

SPECIALIST DIVISION BRANCH

12. Cotton File 1948-1953 8 cu. ft.
Correspondence, cables, airgrams, memoranda, copies of contracts, reports, statistical, summaries. Documentation relates to shipping, stock piling, internal trade and other general information on the cotton procurement program.
Acc. 59-A-2458, Bxs. 266-273

OPERATING STATISTICS BRANCH

13. Invoice and Contracts Abstract File
1951-1958 21 cu. ft.
Consists of (ICA Form 280) Abstracts of Commodities procured under the foreign aid program.
Acc. 60-A-43. Bxs. 11-31

OFFICE OF INDUSTRIAL RESOURCES
PROGRAM CONTROL

14. Staff Priorities Assistance File
1952-1955 4 cu. ft.
Cables, memoranda, recommendation, special supply assistance requests and other related correspondence used in rating and issuing priorities for certain commodities shipped under the economic aid program.
Acc. 60-A-148, Bx. 130-133

OFFICE OF STATISTICS AND REPORTS
DOLLARS OPERATION STATISTICS BRANCH

15. Paid Shipment Tabulations
1948-1959 11 cu. ft.
IBM machine tabulations of paid shipments under the Agency's foreign aid program.
Acc. 61-A-31, Bxs. 216-226

OFFICE OF PUBLIC HEALTH
TECHNICAL RESOURCES DIVISION

16. Special Report File 1952-1953 2 cu. ft.
Correspondence, cables extra copies of reports covering subject such as nursing, sanitary, engineering, medical education, health education, housing, and welfare.
Acc. 61-A-31, Bxs. 227-228

OFFICE OF PUBLIC REPORTS
PUBLIC HEALTH DIVISION
LATIN AMERICAN BRANCH

17. Health Project Agreements File
1941-1955 13 cu. ft.
File consists of signed copies of project agreements for hospital construction, health centers, water works, surveys, technical training, etc. carried on by this division in the participating Latin American countries.
Acc. 58-A-735, Bxs. 30-42

OFFICE OF AFRICAN AND
EUROPEAN OPERATIONS

18. Country Allotment File
1948-1953 2 cu. ft.
Allotment authorizations and changes with clearances.
Acc. 60-A-481, Bxs. 42-43

APPRAISAL REPORT ON RECORDS DISPOSITION REQUEST

JOB NUMBER

NC1-286-85-1

SECTION I - ACTION TAKEN

- 1. **APPROVED FOR DISPOSAL.** The records described under all items of the schedule, except those that may be listed in blocks 2, 3, and 4 of this section, are disposable because they do not have sufficient value for purposes of historical or other research, functional documentation, or the protection of individual rights to warrant permanent retention by the Federal Government.
- 2. **APPROVED FOR PERMANENT RETENTION.** The records described under the following item or items have been appraised by the National Archives and Records Service (NARS) and are designated for permanent retention by the Federal Government. The agency will offer these records to NARS as specified in the schedule.
- 3. **DISPOSITION NOT APPROVED.** The records described under the following item or items are not approved for disposition. See Section III of this form for explanation.
- 4. **WITHDRAWN.** The records described under the following item or items have been withdrawn at the request of the agency.

SECTION II - RECOMMENDATION/CONCURRENCES

	TITLE	SIGNATURE	DATE
APPRAISAL <i>Acting</i>	APPAISER <i>HW, 2-7-85</i>	<i>Demit H. Neuhler</i>	2-1-85
	DIRECTOR, RECORDS DISPOSITION DIVISION	<i>Frank Bevan</i>	2/11/85
CON- CURRENCES	NNE	<i>Samuel T. Mogg</i>	2-19-85

SECTION III - APPRAISER'S COMMENTS

This job requests authority for the immediate disposal of 1032 cubic feet of records of the Washington offices of the various predecessor agencies of the Agency for International Development. Records are designated for disposal because they document routine administrative activities or were of limited use to the agency and have little historical research value, or are duplicated in series identified for continued retention. The records currently are stored at the Washington National Records Center.

Because of previous extensive discussion and agreement with NNE/NNFC regarding these records, informal review is not necessary.

I recommend approval of this job.



General Services Administration
National Archives and Records Service
Washington, DC 20409

Date : 2/15/85

Reply to
Attn of : NNFG

Subject: NC1-286-85-1+2 ✓

To : Director, Civil Archives Division -- NNF

NNFG concurs with the recommendations.

Janet L. Hargett

JANET L. HARGETT
Chief, General Branch
Civil Archives Division



Date : January 30, 1985

Reply to

Attn of : David H. Herschler

Subject: AID Predecessor Agencies SF 115s

To : Director, NIR (Acting)

The Agency for International Development (AID) has requested disposition authority for the records of its predecessor agencies, in the form of four SF 115 schedules, as follows:

- NC1-286-85-1: disposable records of Washington Offices
- NC1-286-85-2: disposable records of Overseas Missions (USOM)
- NC1-286-85-5: permanent records of Overseas Missions (USOM)
- NC1-286-85-6: permanent records of Washington Offices

The Agency for International Development was established by the Foreign Assistance Act of 1961. Prior to that time -- dating back to the Marshall Plan period (ca. 1948) -- its functions were carried out by several organizations, including the Economic Cooperation Administration, the Mutual Security Agency, the Technical Cooperation Administration, the Foreign Operations Administration, and the International Cooperation Administration. The records cover the period 1948-1961, with some material dated earlier. The agency contracted with Thomas Wadlow, former director of the Records Disposition Division of NARS, to examine all AID predecessor agency records and develop disposition schedules for them. All of the records are located at the Washington National Records Center. Each item on the SF 115's is identified by organizational element within the predecessor agency, the NCW accession number and box number(s), and volume.

These four disposition schedules were the subject of extensive discussion among NCD, NNF, NNF, NND, and representatives of AID records management staff when drafts were first submitted to NARS for informal examination last February (see attached memos of meetings prepared by MNF). The following information and disposition recommendations are based on those discussions and subsequent discussions with relevant NARS and AID staff.

NC1-286-85-1 and NC1-286-85-2 request authority for the immediate disposal of 1032 cubic feet of Washington offices records and 1836 cubic feet of USOM records, respectively. Records are recommended for disposal because of their routine administrative nature, their duplication in series identified for permanent retention on the other disposition schedules, or because they were of limited use to the agency or contain limited secondary research value. In particular, USOM Subject Files, item 1 of NC1-286-85-2, have been identified for disposal because they cover decentralized subject

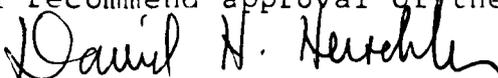
files of overseas offices where there was a centralized subject file and therefore are duplicative of the centralized files. Decentralized subject files of missions maintaining no centralized subject files have been identified for permanent retention on NC1-286-85-5 (item 1).

NC1-286-85-5 and NC1-286-85-6 request authority for continued retention of 1461 cubic feet of USOM records and approximately 3460 cubic feet of Washington offices records, respectively. Collectively these records document the functions of the predecessor agencies to AID and contain information of continuing historical value. The records, however, present a complex appraisal and accessioning problem. There is a vast amount of material created by several predecessor agencies to AID, each having experienced many reorganizations. The records reflect the confusion of the reorganizations, with many of the series in disarray and unmanageable in their present condition. Examination of the records and some of the SF 135s, moreover, revealed that many items, including some of less than one cubic foot volume, consist of more than one series. Despite the wealth of long-term historical information, many of the series include a considerable amount of disposable material. Finally, the records must be reviewed for declassification, and at least one-third of the items extend beyond the 1954 cut-off date through which NARS has declassification authority using existing State Department guidelines.

For these reasons, it was agreed that a project would be undertaken to deal with the records of the predecessor agencies of AID as a whole. The SF 115s would be approved, essentially as submitted. Records identified as disposable on NC1-286-85-1 and NC1-286-85-2 would be destroyed; records identified on NC1-286-85-5 and NC1-286-85-6 would be processed by NMF/MFC systematically. Duplicative and otherwise disposable material would be identified, removed, and destroyed. The remaining records would be arranged, described, and reboxed. Those series ending before 1955 would be reviewed for declassification, and accessioned by NARS. Series extending beyond 1954 would be retired to WRC until such time as the records could be reviewed for declassification and accessioned.

To facilitate the implementation of this project, disposition instructions have been added to cover all items on NC1-286-85-5 and NC1-286-85-6. Because of the previous extensive discussion and general agreement regarding these records, and with the concurrence of NMF, I do not believe that informal review by NMF/MFC is necessary, and have attached for signature CSA Forms 7238 to each of the four SF 115s. If there are questions or proposed revisions to the jobs, NMF/MFC should call me on 724-1490.

I recommend approval of these jobs as amended.



DAVID H. HERSCHLER

Records Appraisal and Disposition Division

UNITED STATES INTERNATIONAL DEVELOPMENT COOPERATION AGENCY
AGENCY FOR INTERNATIONAL DEVELOPMENT
WASHINGTON D C 20523

AW, 10/17/84

March 12, 1984

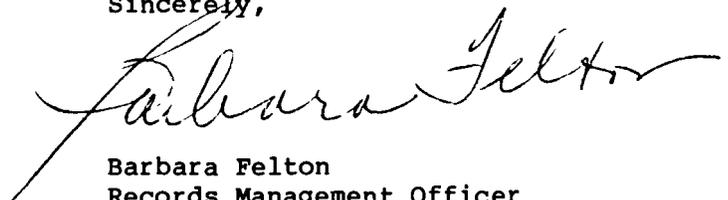
Mr. Raymond Mosley
National Archives and Records
Services
General Service Administration
Washington, D. C. 20408

Dear Mr. Mosley:

The attached 2 "Request for Records Disposition Authority" is forwarded for your approval. The schedule describes the records held by the Agency for International Development predecessor agencies.

Your early approval or comments will be appreciated. Should you have any questions concerning this schedule please contact Robert Gibson at 235-2113.

Sincerely,



Barbara Felton
Records Management Officer
M/SER/MO/CRM/RM, Rm. 123 SA-8

Attachments: 2 Standard Form 115s

February 23, 1984

RECORDS OF PREDECESSOR AGENCIES TO AID

Meeting with representatives from AID to discuss the records of predecessor agencies to aid. (See previous notes dated February 16, 1983, concerning these records.)

Meeting held at NCD's office, 11:00 a.m., Thursday, February 23, 1984. Attending: Raymond Mosley and David Herschler (NCD), Edwin Thompson (NND), Dan Goggin (NNF), Ralph A. Williams, Chief, Communications and Records Management Division (AID), and three other persons from AID. Also present was Thomas Wadlow who has a contract to prepare the AID schedules.

PURPOSE: To discuss the draft schedules for predecessor agencies to AID and how to deal with the 8,000 cubic feet, including potential declassification review through the 1954 time period using the Department of State declassification guidelines. Thompson indicated that his primary interest was outside of the meeting but related to the overall matter.

DISCUSSION: Herschler presented the idea of dealing with the records as a whole: process them by arranging, describing, weeding out disposable material, declassifying only the material finally determined as accessionable, etc. Mosley expanded this a bit more emphasizing the positive aspects of a "total" approach to the records. Williams was immediately acceptable to the idea of dealing with the entire collection as a whole and not to attempt a piecemeal approach. He emphasized that the

declassification activity was an intimate part of the overall processing and should be intergrated into the program. Mosley asked me to comment a bit on goals. I explained our idea of what the final product might be: Records identified as permanent would be processed as outlined. All series ending by the end of 1954 could be planned for accessioning after declassification review. Series that begin prior to 1955 but run beyond that date would be processed also and a new SF-135 prepared to retire them to WNRC until guidelines were available. (If a series "broke" cleanly at 1954, we could bring in these records because ideally it would be best to accessioning all material through 1954 at one time.) Series dated after 1954 would also be processed, reboxed, described, and retired to WNRC for later action, including declassification review and accessioning. Doing this would provide AID and NARS with a complete finding aid to all records of permanent value and which organization still had custody of which parts of the records. Williams was most agreeable to this and explained that it would help AID to know what records actually exist and who had them. Further agreed by all that the schedules with only disposable material would be appraised and that AID could act soon on disposing of this material. For material identified among the permanent items as disposable, that material would be set aside, appraised, and disposed. If it had to be retained longer, it would be reboxed and retired to WNRC.

The result of the processing is an overall identification of those records to be accessioned by NARS, time frames would be established for accessioning them pending declassification

review, and the public would be served by making these valuable records available. Thompson rightly expressed that as more and more of the Department of State 1950-54 records become available more interest will be expressed by researchers to use the pre-AID records.

NEXT: Williams, after being asked, stated that his agency is in a position to probably fund the entire operation. NARS will determine which NARS organization will have primary responsibility for the program.

1. Ideally Williams would like to begin soon, but at least by FY 1985 so he can program money for that year and the following three years.

2. NARS will prepare a "master" plan covering a four year period for the processing of the records including the declassification review. The plan will be by yearly increments showing costs.

3. NND will develop declassification estimates after conducting a pilot project on 20 boxes using Department of State declassification guidelines.

4. After meeting, NCD/NNF discussed briefly the development of the plan. It was decided that each unit will outline what it believes it should be responsible for in preparing the plan and compare notes the week of March 5. After agreement, NCD and NNF staff members would work together to develop the plan.

5. The plan will include all phases of the project including declassification. (Williams agreed with others that declassification should not be done until segments were processed. It would be wasteful of funds to review material

likely to be disposable or that is not properly processed prior to review. If review happened before processing, then withdrawal cards, controls, etc. would have to be constantly changed as the actual processing progressed.)

6. The NARS proposal (plan) for dealing with the pre-AID records should be prepared and presented to AID for consideration within eight weeks, about April 19, 1984.

(Some discussion concerned the issue if all of the records identified on the schedules actually covered all pre-AID records. Are there existing elsewhere some earlier series not brought up to the AID period? Could some be in the missions? Answers were that all extant pre-AID records not brought into the AID period are in the WNRC and are on the schedules. Many records have been lost due to rapid evacuation of mission offices or just leaving them in a building, such as might have happened with the project files of the AID mission to Brazil. It is slightly possible that some AID records were turned over to Department of State personnel abroad when AID might have left sooner than State personnel. The lot files might be examined to see if there are any clearly identifiable records of the pre-AID period among RG 84 material. There will be many AID records among State records that are officially State records because of the close tie between the two agencies.)

February 16, 1984

RECORDS OF PREDECESSOR AGENCIES TO THE
AGENCY FOR INTERNATIONAL DEVELOPMENT

The Agency for International Development was established by the Foreign Assistance Act of 1961. Several organizations had operated prior to 1961 performing similar functions. AID is now a part of the United States International Development Cooperation Agency which was established by Reorganization Plan No. 2 of 1979, effective October 1, 1979.

This concerns records created by predecessor agencies to AID and that are deposited at the Washington National Records Center Building.

AID contracted with Thomas Wadlow to examine all pre-AID records in NCW and to develop schedules. Four draft schedules have been prepared (the SF-115 cover sheets are attached):

1. Identifies those headquarters records that are potential candidates for accessioning by the National Archives.
2. Identifies those mission records that are potential candidates for accessioning by the National Archives.
3. Identifies those headquarters records that are recommended for disposal.
4. Identifies those mission records that are recommended for disposal.

Although not officially submitted to the National Archives and Records Service for appraisal at this time, the draft schedules

have been reviewed by NCD in conjunction with NNFG: it is generally agreed that the proposed schedules, with possibly minor changes, will be accepted.

A meeting was held in NND's office February 15, 1984, to discuss various matters concerning these schedules as well as the declassification issues involved. Attending were: Edwin Thompson (NND), Raymond Mosley and David Herschler (NCD), and Dan Goggin (NNF); Janet Hargett and John Butler (NNFG) were not present due to the flu. [NND has been talking informally with AID about a reimbursable agreement to review these records through 1954 for potential declassification prior to accessioning into the National Archives. It is presumed that the current Department of State guidelines could be used. Because declassification review is but a part of the overall problem concerning these records, the meeting was held to focus on all issues relating to these records, including appraisal, processing a very "mixed up" group of records, potential accessioning, and control.]

Volume of records: ca. 8,000 cubic feet

Volume of headquarters records identified as permanent: 3,605

Volume of mission records identified as permanent: 1,827

Volume of headquarters records identified for destruction: 1,051

Volume of mission records identified for destruction: 1,818 .

The records are dated 1948-61, with some material dated earlier. Few items contain records dated as late as 1961 because it is presumed many of these series were continued into the AID period

and will be found among the "current" AID records. Wadlow has also prepared a schedule concerning the AID records which will be submitted to NARS soon. This schedule will be reviewed in conjunction with the four schedules dealing with the pre-AID records.

HEADQUARTERS RECORDS: PERMANENT.

There are 522 items, dated 1948-61, identified by organizational element within the predecessor agencies. Each item briefly describes the records, and shows the NCW accession and box numbers. A cursory examination of some of these records shows that many items consist of more than one series. The items are as small as one cubic foot, and the examination revealed that some of these small items comprise more than one series. All agree that a considerable amount of disposable material is among the records recommended for retention. Also, because of the complexity of the predecessor agencies and the many reorganizations they went through, a "simple" control and arrangement project is almost impossible. To deal solely with the declassification issue of those series dated only through 1954 and ignore the other aspects of the problem concerning all records dated through 1961 would be a mistake. It was agreed that reviewing and declassifying records through 1954 and then accessioning them would present NN with serious problems, such as having bits and pieces of series, confusion for researchers when parts are in NARS and parts still with AID, and difficulty for the NN staff to work with only segments of the records in arranging, describing, and servicing the records.

Data concerning the breakdowns for declassification review:

Number of items dated through 1954: 276

Cubic foot volume: 1,777

Number of items dated before 1954 and up to 1961: 152

Cubic foot volume: 1,165

Number of items all dated beyond 1954: 64

Cubic foot volume: 619

[There are an additional 18 items without dates amounting to 61 cubic feet.]

MISSION RECORDS: PERMANENT.

This schedule has 60 items, 1948-61. Similar problems are found among the mission records. Additionally, there is one very large "consolidated" series of 1,260 cubic feet, 1948-61 which is presumed to contain disposable material and no doubt consists of many series that must be identified, arranged, and described before appraisal, processing, and declassification review can be undertaken in any meaningful way.

Data concerning breakdowns for declassification review:

Number of items dated through 1954: 37

Cubic foot volume: 121

Number of items dated before 1954 and up to 1961: 21

Cubic foot volume: 1,354

Number of items all dated beyond 1955: 2

Cubic foot volume: 4

ISSUES:

1. The offer still requires appraisal.
2. There is a vast amount of records created by many predecessor agencies to AID. These agencies went through constant reorganizations; the records reflect the "confusion" of such reorganizations and are almost unmanageable in their present condition. The records are in 72 WNRC accession jobs.
3. To further illustrate the last point, in the headquarters schedule there are 88 items of 1 cubic feet, 96 items up to 1 cubic feet; all told there are 311 items of 5 cubic feet or less. The need to clearly identify the provenance of this material, write descriptions, and to organize it in some logical manner is essential even before a large scale declassification review can be undertaken.
4. NND is planning to do a pilot project on 20 selected cubic feet of these records to determine the time required to review them and evaluate the usefulness of the Department of State records declassification guidelines through 1954. NND speculates, based on the records descriptions in the schedules that about one half of the material might be able to be bulk declassified. This can only be established after a survey is done.
5. At this time, only about one half of the headquarters records and only 121 cubic feet of the mission records could be reviewed for declassification.

PROPOSALS:

Various approaches to deal with these records were discussed. The following was agreed to.

1. NARS propose to AID that it reimburse NARS to organize all of the records into a logical order, including basic descriptions.
2. The records recommended for retention could be relocated to one area for processing. Like series, subgroups, etc. would be brought together, boxed, labeled, and identified. During the process, the disposable material would be removed and reboxed; this would be retired to WNRC under new accessions or disposed of the spot if eligible.
3. Simultaneously certain large series could be being reviewed for declassification with reimbursable staff.
4. The processing project would organize and describe all of the records, 1948-61, recommended for continued preservation. Records would be brought together by creating organization arranged by subgroup and series, and placed in acid-free folders and archives boxes. All permanent records would be processed, placed under control, and identified for eventual transfer to NARS custody at specific time periods. After processing, the records dated through 1954 would be reviewed for declassification and then accessioned; the post 1954 records would be reviewed when guidelines become available. These post 1954 records would be "retired" to NCW under a new accession pending their eventual declassification review and accessioning by NARS. Because all the permanent records will be described, arranged, and reboxed it will be far easier to determine what material is accessioned and what is not accessioned. It will reduce costs both for A and NARS because the processing would deal with the entire collection, result in a product that will be used for

systematic plan to approach the declassification project and for accessioning, will identify records for disposal and reduce AID holdings in WNRC space, will "clean up" the pre-AID period records on deposit in the WNRC Building, and will make it easier to respond to requests for these records whether they are still under AID control or NARS control because the records will be well organized and described, thus far easier to service than they currently are.

PLAN

1. Meet with Mr. Williams, Chief of Communications and Records Management Division (AID) to make the proposal for the overall project.
2. If AID accepts, develop an agreement.
3. If AID will not accept its obligation to provide for organizing the records into a coherent body prior to accessioning, at least the potential of declassification review through a reimbursable agreement could be considered.

[There are some drawbacks to declassifying these records without first getting them under overall control. NARS would be obligated to accession bits and pieces of the records at various times. The problem of identifying, controlling, describing, arranging, and performing reference service on incomplete series and for parts of pre-AID agencies would be very difficult for NARS and be a burden on the researcher.]