

DECLASSIFIED
Authority AWD 883078

WAGE CLAIM FILES

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Authority AW 12 88 30 78

MEMO ROUTING SLIP

NEVER USE FOR APPROVALS, DISAPPROVALS,
CONCURRENCES, OR SIMILAR ACTIONS

1	NAME OR TITLE	INITIALS	CIRCULATE
	ORGANIZATION AND LOCATION	DATE	COORDINATION
	<i>All Clerks</i>		
	<i>C + D Section</i>		
2			FILE
			INFORMATION
3			NECESSARY ACTION
			NOTE AND RETURN
4			SEE ME
			SIGNATURE

REMARKS

Read and initial the attached memorandum concerning procedures for requesting Wage Claim files from KERC.

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FROM NAME OR TITLE	<i>A. Inhof</i>	DATE	<i>22 Jun 59</i>
ORGANIZATION AND LOCATION	<i>Asst Supv CSO Sec</i>	TELEPHONE	

DD 1

FORM
FEB 50

95

Replaces DA AGO Form 895, 1 Apr 48, and AFHQ
Form 12, 10 Nov 47, which may be used.

16-48487-4 GPO ☆

MEMORANDUM FOR RECORD

19 June 1959

SUBJECT: Requesting Wage Claim Files from KCRC

1. The following procedures will be followed when requesting and returning borrowed records to the Kansas City Records Center:

2. Requesting loan of records.

a. Prepare USARCEN Form 189. One copy will be made and it will be handwritten by the analyst. The section classification (AGAR-RC) will be shown in the upper left corner. The name of the subject and the current date will be entered in the appropriate spaces. The space for service number will be left blank. On the "Subject" line, the second box will be checked indicating a request for records. The date of the case will be entered in the space provided. A check will be entered in the box to "CO, KCRC, TAGO". At the bottom of the form the following standard paragraph will be shown.

"Request loan of wage claim files for all persons of the above name who allege employment between 8 Dec 41 and 6 May 42."

b. Prepare DA Form 1222 as follows:

- (1) Indicate 1 - to Reviewer
2 - to Records Section

(2) Put note in blank area: "Suspend Date , 189 to KCRC for wage claim files." Allow 2 weeks for the suspense date.

c. Analysts will put a note on their calendar pads on the date the suspense will be up. If Records Section overlooks pulling the record for follow-up action, the analyst can check on it. This is important because analysts will be held responsible to check on these cases.

3. Controlling records.

a. KCRC uses a form indorsement to the Form 189 to send records here. This indorsement indicates a time limit for returning the borrowed records. The mail room attaches a Form 178b when routing the records to this branch. Records Section will remove this control slip from the incoming records and maintain the control until the records are returned.

b. KCRC gives us 2 months to return the records, which should be ample time to complete the case. The analyst will be responsible for returning these files within the time allowed.

Initials
a.v.
L.A.
J.M.
B.K.
C.L.
S.M.G.
S.W.
J.P.
J.C.B.
M.L.
C.A.
C.L.
M.R.
King
M.H.
J.H.
J.H.
J.H.

MEMORANDUM FOR RECORD

19 June 1959

SUBJECT: Requesting Wage Claim Files from KCRC


4. Returning records.

a. When returning records to KCRC, the bottom of the 1st Indorsement will be used. The remark "Return to KCRC" will be handwritten by the analyst. At the left side a notation will be made to show "_____ Incl n/c."

b. A DA Form 1222 will be made to route the correspondence and records to the reviewer and Records Section.

c. The reviewer will stamp the current date under the notation made by the analyst. The reviewer's initials will be placed beneath the date followed by the section symbol (AGAR-RC).

5. Since the above procedures eliminate any record in the 201 folder that the wage claim files were requested from KCRC, this fact should be included in the memo for record.


MARCELO M. ILAGAN
Chief, C & D Section

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DECLASSIFIED
Authority NAJ 883078

19 June 1959

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MARCELO M. ILAGAN
Chief, C & D Section

DECLASSIFIED
Authority *AWB 88307P*

MEMORANDUM FOR RECORD

19 June 1959

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COPY FOR AIR. 10R10

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19 June 1959

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