

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N2-107-94-001

This schedule provided disposal authority for records previously accessioned into the holdings of the National Archives.

Per NARA Directive 1540 – *Reappraisal and Deaccessioning of Archival Federal Records*:

An internal disposal is the permanent removal of a discrete set of an accessioned series of records from NARA's physical and legal custody, from any number of physical locations (up to and including all physical locations), because they have been reappraised as temporary, without affecting the existing disposition authority for any remaining records. This removal can result in the records being destroyed, permanently returned to an agency, or donated to another organization.

It is assumed that the schedule was implemented after the record scheduling process was completed (concurrence by the agency, notice to the public via the Federal Register, and approval by the Archivist of the United States).

Date Reported: 11/18/2020

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N2-107-94-1	
1 FROM (Agency or establishment) National Archives and Records Administration		DATE RECEIVED 11-9-93	
2 MAJOR SUBDIVISION Office of the National Archives		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION Textual Projects Division			
4 NAME OF PERSON WITH WHOM TO CONFER Lisha B. Penn	5 TELEPHONE (202) 501-5465	DATE 9-6-94	ARCHIVIST OF THE UNITED STATES <i>Arudy Huskamp Peterson</i>

6 AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 15 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

☐ is not required, ☐ is attached, or ☐ has been requested

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
10/7/93	<i>Kenneth N. Phillips</i>	Dir., Textual Projects Div.

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	RG 107 - RECORDS OF THE OFFICE OF THE SECRETARY OF WAR See the attached list for a description of the records, and disposition recommendation.		

Copies sent NNT @ 9/15/94

The following records of RG 107, Records of the Office of the Secretary of War, are identified for internal disposal. The records are not covered by a previous SF 115, "Request for Records Disposition Authority."

Records Relating to Civilian Employees

- 1) REGISTER OF APPLICATIONS FOR POSITIONS AS LABORERS, CHARWOMEN, AND MESSENGERS, n.d. (1 vol.=1/4 in.)
Location: 9W-4; 17/03/01

Description: The register shows the name of applicant and position applied for. These registered applications are not found among the retained position applications in RG 107.

Disposition Recommendation: The volume contains no other descriptive information than what is described in the description above. The records contain no long-term historic or informational value which warrants further retention by the National Archives.

- 2) BLANK EXAMINATIONS FOR CLERICAL JOBS, n.d. (2 in.)
Location: 9W-4; 17/03/01

Description: The forms consists of printed and handwritten lists of clerical examination questions.

Disposition Recommendation: There is no descriptive information on the forms. The records contain no evidential, historic, or informational value that warrants continued retention by the National Archives.

- 3) REGISTER OF APPLICATIONS FOR CLERKSHIPS, 1863-64. (1 vol.=1 in.)
Location: 9W-4; 17/03/01

Description: The register lists the name of applicant and occasionally the Army unit in which the applicant served. None of these applications are found among the applications in the Appointment Division records, or with the letters received by the Secretary of War.

Disposition Recommendation: The volume was created and used administratively by the War Department, and furnishes no substantial information which warrants permanent retention by the National Archives.

- 4) LISTS OF EMPLOYEES IN THE OFFICE OF THE ADJUTANT GENERAL AND SURGEON GENERAL, 1889-92. (1 vol.=1 in)
Location: 9W-4; 17/03/01

Description: The volume shows the name and grade of employees, and dates of discharge, resignation, or transfer.

Disposition Recommendation: The information is duplicated in the series of Registers of Civilian Employees of the War Department stationed in Washington, DC., Aug. 1863-Dec. 1908. The records contain no historic or informational value that warrants further retention by the National Archives.

- 5) LISTS OF APPOINTMENTS AND CHANGES IN THE STATUS OF CIVILIAN EMPLOYEES, 1911-12. (1 vol.=1 in.)
Location: 9W-4; 17/03/01

Description: The volumes lists the name of employee, office to which the employee is assigned, salary, and dates of appointment, promotion, transfer, or separation.

Disposition Recommendation: The information in the volumes is duplicated in the Registers of Appointments and Changes in the Status of Civilian Employees of the War Department, 1894-1913. The records do not warrant further retention by the National Archives.

- 6) MISCELLANEOUS CORRESPONDENCE OF THE ASSISTANT SECRETARY OF WAR RELATING TO CIVILIAN EMPLOYMENT, 1919. (2 in.)
Location: 9W-4; 17/03/01; LTA-S, 1 box

Description: The records concern applications for employment, compensation for minor injuries, back pay, and reemployment of veterans by private companies.

Disposition Recommendation: The records contain no evidential, historic or informational value which warrants further retention by the National Archives.

- 7) MEMORANDUMS OF THE CIVILIAN PERSONNEL DIVISION, 1940-42.
(4 binders=11 in.)
Location: 9W-4; 17/03/01

Description: The records relate to Civil Service Commission regulations and provided information to employees on such subjects as training, personnel forms, and identification badges.

Disposition Recommendation: The information in these records is duplicated in RG 107, entry 12. The records contain no historic or informational that warrants continued retention by the National Archives.

- 8) MEMORANDUMS AND REPORTS OF THE WAR DEPARTMENT BOARD ON CIVILIAN AWARDS, 1943-46. (5 in.)
Location: 9W-4; 17/03/02; LTA-S, 1 box

Description: The records pertain to the presentation of awards, with-in-grade and meritorious promotions, rejected suggestions, and statistics on the employee suggestion program.

Disposition Recommendation: The records contain no long-term evidential, historic or informational value that warrant permanent retention by the National Archives.

9) GRADES OF STUDENTS IN THE CIVILIAN PERSONNEL OFFICERS SCHOOL , 1944. (1/3 in.)

Location: 9W-4; 17/03/02; 2 letter size folders

Description: The records lists the name of student, course title, date of course, and grade.

Disposition Recommendation: The records were used administratively by the War Department, and contains no sufficient evidential, historic or information which warrants continued retention by the National Archives.

10) CORRESPONDENCE OF THE DIRECTOR OF THE SCHOOL OF CIVILIAN PERSONNEL ADMINISTRATION, 1946-48. (8 in.)

Location: 9W-4; 17/03/02; LTA-S, 2 boxes

Description: The records concern exchanges of between various offices with the War Department regarding estimates of training needs, class schedules, quotas for attendance at courses, and nominations of persons to attend the classes.

Disposition Recommendation: The records were created and used for administrative purposes only, and contains no evidential, historic, or informational value that warrants permanent retention by the National Archives.

Records Relating to Advertising, Printing, Binding, and Stationery

11) REGISTERS AND INDEX OF NEWSPAPER ADVERTISING ACCOUNTS, 1863-65. (3 vols.=6 in)

Location: 9W-4; 17/03/05

Description: The registers (with a partial index) document the advertisements placed in newspapers. The advertisements or notices concern such matters as purchasing or selling quartermaster stores, drafting or recruiting of soldiers, and War Department orders. The registers list the account number, name of newspaper, description of the advertisement, cost, and name of soldier who placed the notice.

Disposition Recommendation: The volumes have no potential for research use by the general public, and were created for the administrative purposes of the Office of the Secretary of War. The volumes contain no long-term historic or informational value that warrants permanent retention by the National Archives.

12) LETTERS AUTHORIZING ADVERTISEMENTS, 1870-73. (1 vol.=2 in.)

Location: 9W-4; 17/03/05

Description: The volume contains copies of letters from the Chief Clerk of the War Department to Army officers authorizing the placement of advertisements in newspapers. Most of the advertisements pertain to the purchase or sale of quartermaster supplies, and Corps of Engineer proposals for river and harbor improvements.

Disposition Recommendation: The volume has no potential research use, and was created for the administrative purposes only. The volume contains no long-term historic or informational value to warrant permanent retention by the National Archives.

- 13) LEDGERS OF ADVERTISING ACCOUNTS, 1913-42. (11 vols.=3 ft.)
Location: 15W-2; 17/09/01-17/09/02

Description: The ledgers pertain to the amounts paid for newspaper advertising, with the name and location of the newspaper, account number, date of first insertion, number of insertions, number of lines, and date approved.

Disposition Recommendation: The information in the volumes is of a short-term nature, primarily of use at the time of creation. Because the volumes were used mostly for administrative purposes, they have no potential research use. The volumes contain no historic or informational value that warrants permanent retention by the National Archives.

- 14) REQUESTS TO PLACE ADVERTISEMENTS, 1914-43. (22 ft.)
Location: 15W-2; 17/05/04-17/06/05; LTA-S, 52 boxes

Description: The records relate to requests from Army officers and civilian employees to the War to place notices in local newspapers for such matters as hiring employees, selling surplus stores or real estate, and requesting bids for furnishing supplies. Included also are copies of the advertisements and lists of advertisements.

Disposition Recommendation: The records are of short-term administrative value, and have no potential research use. The records contain no historic or informational value which warrants permanent retention by the National Archives.

- 15) ADVERTISING ACCOUNT CARDS ("DISPLAY ADVERTISING INDIVIDUAL ACCOUNTS"), 1919-27. (2 vols.=8 in.)
Location: 15W-2; 17/08/02

Description: These accounts were with the newspapers in which advertisements were placed. The volumes show the name and location of the newspaper, date of publication, number of lines (in the advertisement), and cost.

Disposition Recommendation: The volumes were created and used for administrative purpose, and have no potential for research use by the general public. The volumes contain no long-term historic or

informational value that warrants permanent retention by the National Archives.

16) PRINTING AND BINDING REQUISITIONS, 1864-86. (14 vols.=3 ft.)
Location: 9W-4; 17/03/05-17/04/01

Description: File copies of printing and binding requisitions sent by the Chief Clerk of the War Department to the Superintendent of Public Printing. Each requisition shows the date sent, description of material to be printed or bound, and War Department office or bureau that would receive the material. Originally part of old PC-25, entry 113.

Disposition Recommendation: The volumes were created and used for administrative purposes only, and have no potential use for research. The volumes contain no sufficient historic or informational value which warrants permanent retention by the National Archives.

17) REGISTER OF PRINTING AND BINDING REQUISITIONS, 1886-1911.
(9 vols.=1 ft.)
Location: 9W-4; 17/04/01-17/04/02

Description: The volumes contain lists of printing and binding requisitions. Each entry shows the date, type and amount of printing or binding work, office or receipt, estimated and actual cost, and date order was received.

Disposition Recommendation: The volumes were created and used for administrative purposes only, and have very little potential use for research by the general public. The volumes contain no historic or informational value that warrants permanent retention by the National Archives.

18) CARD REGISTER OF PRINTING AND BINDING REQUISITIONS, 1911-22.
(5 ft.)
Location: 13W-3; 16/19/03 (roller drawer)

Description: The 5 inch x 8 inch index card list the requisitions for printing and binding which are arranged by War Department office and bureau. The index cards show the office for which the work was being done, date and number of the requisition, quantity ordered, and cost. Originally old PC-25, entry 115.

Disposition Recommendation: The index cards were created for short-term administrative use, and have no potential value for research use. The cards contain no sufficient historic or informational value to warrant permanent retention by the National Archives.

19) REGISTER OF PRINTING AND BINDING REQUISITIONS, 1919-38.
(9 vols.=2 ft.)
Location: 15W-2; 17/11/02-17/11/03

Description: The volumes give a detailed chronological list of requisitions for printing and binding. The volumes show the date, requisition number, office for which the work was done, description of work, and number of copies ordered.

Disposition Recommendation: The volumes were created and used for administrative purposes, and have no potential value for research use by the general public. The volumes contain no sufficient historic or informational value that warrants permanent retention by the National Archives.

20) PRINTING AND BINDING LEDGERS, 1916-37. (9 vols.=3 ft.)
Location: 15W-2; 17/10/04-17/11/01

Description: The ledgers show the expenditure of funds for printing and binding by each office and bureau. The ledgers show the date, and amounts of estimated and actual expenditures.

Disposition Recommendation: The volumes were used for administrative purposes only, and have no real research use potential. The volumes contain no long-term historic or informational value to warrant permanent retention by the National Archives.

21) CLASSIFICATION LEDGERS OF PRINTING AND BINDING EXPENSES, 1929-40. (2 vols.=10 in.)
Location: 15W-2; 17/11/04

Description: The ledgers show the bill number, amount expended, and kind of office work done (classification), such as printing forms, envelopes, and telephone directories.

Disposition Recommendation: The records were created and used solely for administrative purposes, and have no potential research use. The volumes contain no significant historic or informational value that warrants permanent retention by the National Archives.

22) MISCELLANEOUS RECORDS CONCERNING ADVERTISING, PRINTING, AND BINDING, 1886-1942. (16 ft.)
Location: 15W-2; 17/06/05-17/07/04; LTA-S, 39 boxes

Description: The records contain requests for authority to place advertisements, lists of advertisements placed, printing and binding contracts and requisitions, routine correspondence relating to advertising rates, and orders and reports concerning printing and binding.

Disposition Recommendation: The records were used for office use only, and have no research value. The records contain no long-term historic or informational value which warrants permanent retention by the National Archives.

23) CORRESPONDENCE OF THE CHIEF CLERK AND ADMINISTRATIVE ASSISTANT TO THE SECRETARY OF WAR RELATING TO PRINTING AND BINDING,

1915-43. (27 ft.)

Location: 15W-2; 17/04/02-17/05/04; LTA-S, 65 boxes

Description: The records relate to the funding and production of War Department publications including annual estimates of printing and binding of War Department offices, receipts for publications, inventory of publications, and purchase and use of printing machinery.

Disposition Recommendation: The records were created and used for office purposes, and have no research value. The records contain no historic or informational value to warrant permanent retention by the National Archives.

24) REGISTERS OF REQUISITIONS FOR STATIONERY, 1884-85; 1903-09; 1913-29. (8 vols.=2 ft.)

Location: 15W-2; 17/08/02

Description: The records show the office or bureau requesting the stationery, requisition number, date, and cost.

Disposition Recommendation: The volumes were used for administrative purposes, and have no potential use for research. The volumes contain no significant historic or informational value which warrants permanent retention by the National Archives.

25) STATIONERY LEDGERS, 1919-29. (9 vols.=1 ft.)

Location: 15W-2; 17/08/02-17/08/03

Description: The ledgers show the office or bureau requesting the stationery, requisition number, order number, and cost.

Disposition Recommendation: The volumes were created for office use, and have no research value. The volumes do not contain any sufficient historic or informational value which warrants permanent retention by the National Archives.

26) STATIONERY SUPPLY CONTROLS, 1920-39. (22 ft.)

Location: 15W-2; 17/09/02-17/10/04; 17/11/02; Brown manila packets.

Description: The forms were used to stocks and cost of stationery and other office supplies such as "Stationery Supplies Stock," "Miscellaneous Supplies Stock," and "Appropriation Ledgers."

Disposition Recommendation: The records contain absolutely no potential value for research use. The records contain no historic or informational value that warrants permanent retention by the National Archives.

27) REGISTER OF ORDERS FOR STATIONERY AND OTHER OFFICE SUPPLIES, 1926; 1931-34. (5 vols.=8 in.)

Location: 15W-2; 17/09/01

Description: The volumes show the date, the order number, the type of supplies, and company from which the supplies were ordered.

Disposition Recommendation: The volumes have no potential use for research. The volumes contain no long-term historic or informational value to warrant permanent retention by the National Archives.

Fiscal and Accounting Records

28) QUARTERLY ACCOUNTS OF FRANCIS DATCHER, 1847-62. (1 vol.=1 in.)
Location: 9W-4; 17/03/03

Description: The volume was kept by War Department clerk, Francis Datcher, to record purchases and expenses for office supplies, telegrams, newspapers, and transportation.

Disposition Recommendation: The volume was formerly old PC- 25, entry 98. The book was created and used for administrative purposes, and has no potential value for research use by the general public. The volume contains no sufficient evidential, historic, or informational value that warrants permanent retention by the National Archives.

29) SALARY RECEIPT BOOKS, 1853-64. (2 vols.=2 in.)
Location: 9W-4; 17/03/03

Description: The book contains the signatures of employees of the Office of the Secretary of War, and shows their monthly salary.

Disposition Recommendation: The volumes were formerly old PC-25, entry 25. The books were created for office use only, and have no research value. The receipt books contain no significant evidential, historic, or informational value which warrants further retention by the National Archives.

30) MISCELLANEOUS ACCOUNTS, 1875-1927. (5 in.)
Location: 9W-4; 17/03/03; LGA-S, 1 box

Description: The account books document expenses for printing, office supplies, books, newspapers, rent, travel, salaries of temporary employees, and postage paid in Washington offices and national military battlefield parks. Included also are some memorandums and orders relating to miscellaneous expenditures.

Disposition Recommendation: The volumes were created and used for administrative purposes by the War Department, and have no potential value for research use by the general public. The books contain no historic or informational value which warrants permanent retention by the National Archives.

31) LEDGERS OF APPROPRIATIONS AND EXPENDITURES, 1875-85.
(2 vols.=2 in.)
Location: 9W-4; 17/03/03

Description: The ledgers record the amounts of appropriations and expenditures for salaries and expenses for War Department offices, and buildings which house the offices.

Disposition Recommendation: The volumes were created for office use, and have no research value. The ledgers contain no evidential, historic, or informational value which warrants continued retention by the National Archives.

- 32) EXPENDITURES FROM THE CONTINGENCIES OF THE ARMY FUND, 1892-1903. (1 vol.=1 in.)
Location: 9W-4; 17/03/03

Description: Memorandums of expenditures which shows the office making the purchase, name of supplier, date, cost, and description of item. The expenditures were for miscellaneous articles such as photographic supplies, maps, paper, and books.

Disposition Recommendation: The volume was created for administrative purposes, and has no potential research value. The volume contains no long-term historic or informational value that warrants permanent retention by the National Archives.

- 33) SUMMARIES OF FINANCIAL ACCOUNTS, 1903-08. (1 vol.=1 in.)
Location: 9W-4; 17/03/05

Description: Press copies of accounts for stationery and miscellaneous supplies. The volume records the office making the purchase, name of supplier, date of contract or open market purchase, supplies or services purchased, and cost.

Disposition Recommendation: The volume was created for office use, and has no potential research value. Many of the pages in the volume are illegible. The volume contains no sufficient evidential, historic, or informational value to warrant further retention by the National Archives.

- 34) JOURNAL OF MISCELLANEOUS ACCOUNTS, 1909-13; 1918-33.
(7 vols.=1 ft.)
Location: 15W-2; 17/08/03

Description: The journal records chronologically the expenditures under the "General Account Miscellaneous," with the date, office, requisition number, order number, and amount. A few of the entries list the purpose of the expenditure such as travel, temporary labor, telephone service, electric current, and laundering towels.

Disposition Recommendation: The volume has no intrinsic value to warrant permanent retention by the National Archives. The volume has no potential use for research by the general public.

- 35) MISCELLANEOUS AND STATIONERY LEDGERS, 1903-20. (6 vols.=1 1/2 ft.)
Location: 15W-2; 17/08/03-17/09/01

Description: The ledgers contain separate accounts for stationery and other (miscellaneous or general) office expenses in the same volumes. Each type of account shows the office expending the funds, date, requisition number, order number, and amount. Some of the miscellaneous account entries list the purpose of the expenditure such as hauling ashes, electric current, laundering towels, and mail bags.

Disposition Recommendation: The volumes contain no sufficient evidential, historic, or informational value to warrant permanent retention. The volumes have no potential research value.

36) MISCELLANEOUS LEDGERS, 1918-29. (10 vols.=2 ft.)
Location: 15W-2; 17/11/05

Description: The ledgers notes for each War Department office, the date, requisition number, and amount expended. A few of the entries record the purpose of the expense (laundering towels and hauling ashes).

Disposition Recommendation: The volumes contain no intrinsic value that warrants further retention by the National Archives. The volumes have no potential use for research by the general public.

37) LEDGERS OF GENERAL EXPENDITURES, 1921-35. (11 vols.=2 ft)
Location: 15W-2; 16/01/01

Description: The ledgers record the date (and fiscal year), number of order, number of requisition, description of item or service, and amount of expenditure. The expenditures were made for books, gasoline, auto repairs, office machines repairs, and laundry services.

Disposition Recommendation: The volumes contain no evidential, historic, or informational value which warrants permanent retention by the National Archives. The volumes have no potential research value.

38) DOCUMENT FILE OF THE CHIEF DISBURSING OFFICER, 1912-36.
(9 ft.)
Location: 17/07/04-17/08/02; LGA-S, 22 boxes

Description: The records relate to accounting procedures and operations within the War Department that pertain to office property, cash on hand, disposal of useless papers, accounts of national military battlefield parks, and refunds for overpayments to employees.

Disposition Recommendation: The records contain no significant historic or informational value to warrant permanent retention by the National Archives. The records have no potential research value for use by the general public.

39) CONTRACTS, 1882-1932. (14 ft.)

Location: 9W-4; 17/03/03-17/03/04; LGA-S, 14 boxes

Description: Articles of agreement for furnishing supplies and services made by contractors with various officers of the War Department. The contracts cover purchases as stationery, forage, fuel, ice, and laundry services. A few if the contracts are dated 1863-81.

Disposition Recommendation: The records were created and used for administrative purposes, and have no potential research value. The records contain no intrinsic value that warrants permanent retention by the National Archives.

40) CASH BOOKS, 1933-38. (4 vols.)

Location: 15W-2; 17/08/03

Description: Chronological lists of amounts charged to the War Department's general account. For each entry, it shows the date, bill number, amount, and office to which the bill was charged.

Disposition Recommendation: The volumes were created for office use, and have no long-term research value. The records contain no historic or informational value that warrants permanent retention by the National Archives.

41) SAMPLE FORMS AND REPORTS USED BY THE DISBURSING OFFICE, 1900-30. (8 in.)

Location: 9W-4; 17/03/04; LTA-S, 1 box; Box 25

Description: Completed sample forms and reports which are composed of vouchers, payrolls, statements of disbursements, contracts, receipts, and lists of cancelled checks. The records may have been samples from a large series of records which were destroyed.

Disposition Recommendation: The records contain no long-term evidential, historic, or informational value to warrant permanent retention by the National Archives. The records have no potential research value.

42) CHARITY DRIVE ACCOUNTS, 1918-19. (1/4 in.)

Location: 9W-4; 17/03/05

Description: Lists of employees who donated money to charities, with the total amounts collected for each charity.

Disposition Recommendation: The records contain no intrinsic value which warrants permanent retention by the National Archives. The records have no potential value for research use by the general public.

43) UNIDENTIFIED SUBJECT INDEX, ca. 1856. (1 vol. (No. 364)= 1/2 in.)

Location: 9W-4; 17/04/02

Description: The entries in the index relate to payments made for the subjects entered in the volume. The subjects include pensions, military posts, Indian tribes, and states. The volume may also contain references to accounts of Volunteer units during the Mexican War. The volume was received by the Record and Pension Office from the Office of the Secretary of War, but does not index any of the records of the Disbursing Office.

Disposition Recommendation: The index does not pertain to any records previously accessioned by the National Archives. The volume contains no research value, and does not warrant permanent retention by the National Archives.

- 44) DUPLICATE NAME AND SUBJECT INDEX TO REPORTS OF CLAIMS BOARDS, OF SERIES C7. (1 vol.=1/4 in.)
Location: 9W-4; 17/04/02

Description: The index is incomplete. The information found in the volume is duplicated in volume 13 of (May 1875-Jan. 1879) of "Reports of the Hardie Board and Its Successors, 1868-1879," Entry 192 of RG 107.

Disposition Recommendation: The volume duplicates volume 13 of entry 192. The index contains no long-term historic or informational value which warrants permanent retention by the National Archives.

- 45) RALPH WHITMAN'S CORRESPONDENCE RELATING TO THE PANAMA CANAL EXHIBIT, Jan.-Aug. 1907 (1 vol.=1 in.)
Location: 9W-4; 17/04/02

Description: Letters and accounts received, and carbon copies of letters sent by Ralph Whitman. Whitman was a member of the Isthmian Canal Commission and was in charge of the Panama Canal exhibit. Most of the correspondence concerns the construction of a relief model of the exhibit.

Disposition Recommendation: This correspondence duplicates the information found in entries 16 and 20 of RG 107. The records contain no significant information of research value that warrants permanent retention by the National Archives.

- 46) REGISTER OF LETTERS RECEIVED AND ENDORSEMENTS SENT BY THE BOARD OF STATE AND TERRITORIAL WAR CLAIMS, Nov. 1886-Aug. 1887; and Apr.-Sept. 1888. (1 vol. (No. 21)=1/2 in.)
Location: 9W-4; 17/04/02

Description: This volume registers the correspondence received and endorsements sent by the Board. Most of the correspondence relates to routine office affairs and contains little information on the claims themselves. The volume includes references to other records of the Board which have not been located.

Disposition Recommendation: The register was used mostly for administrative purposes, and has no potential research value. The volumes contains no intrinsic value which warrants permanent retention by the National Archives.

- 47) DUPLICATE CORRESPONDENCE CONCERNING VISITS OF FOREIGN MILITARY REPRESENTATIVES, Feb.-Aug. 1907. (1/2 in.)
Location: 9W-4; 17/04/02; LGA-S, 1 box

Description: The records relate to visits of foreign military representatives to Washington, DC., and Jamestown, VA.

Disposition Recommendation: The records duplicate the Adjutant General Office (AGO) file consolidation #1082117 in RG 94. The records concern administrative matters which no permanent retention by the National Archives.

- 48) CORRESPONDENCE OF JOSEPH J. HITTINGER, CHIEF SPECIAL AGENT REPRESENTING THE WAR DEPARTMENT, Jan. 1907-Feb. 1908. (3 in.)
Location: 9W-4; 17/04/02

Description: The records were sent and received by Joseph Hittiger, and concern the shipping and installation of War Department exhibits.

Disposition Recommendation: The records contain no intrinsic value that warrants permanent retention by the National Archives.

- 49) MONTHLY TABULAR REPORTS RELATING TO WAR DEPARTMENT OFFICE SPACE ("SPACE AND PERSONNEL RECORDS"), Apr.-July 1918. (1 vol.= 1/2 in.)
Location: 9W-4; 17/06/03

Description: The reports document the present space and personnel assignments of each War Department bureau (that includes the physical location of each office), number of personnel in each office, and square feet of space occupied by each office. They also record estimates of future space and personnel requirements.

Disposition Recommendation: The volume was created for administrative purposes, and has no research use potential. The volumes contains no historic or informational value which warrants permanent retention by the National Archives.

- 50) PHOTOSTATIC COPIES OF WAR DEPARTMENT ORGANIZATIONAL CHARTS, n.d. (5 in.)
Location: 9W-4; 17/05/05; LTA-S, 1 box

Description: Duplicate copies of the original War Department organizational charts found among the records in RG 107.

Disposition Recommendation: The records contain no historic or informational value that warrants permanent retention by the National Archives.

- 51) COPIES OF THE DAILY MORNING CHRONICLE, Feb. 2, 1870. (4 in.)
Location: 9W-4; 17/07/02;

Description: Three copies of the Feb. 2, 1870, edition of the Daily Morning Chronicle, a Washington, DC., newspaper.

Disposition Recommendation: The newspapers were not created by the is consisted a secondary source, and are not original records created by the Federal government. The newspapers contain no intrinsic value which warrants permanent retention by the National Archives.

- 52) COPIES OF NEWSLETTERS AND PRESS RELEASES, 1919-20. (4 in.)
Location: 9W-4; 17/07/03

Description: Copies of newsletters from the American Legion, press releases from the Federal Reserve Board, and monthly newsletters from the Federal Board for Vocational Education.

Disposition Recommendation: The records contain no historic or informational value that warrants permanent retention by the National Archives.

- 53) DUPLICATE REGISTER OF APPLICATIONS FOR COMMISSIONS OR PROMOTIONS IN THE REGULAR ARMY, ca. 1854. (1 vol.=1 in.)
Location: 9W-4; 17/06/03

Description: The register lists the names of fifteen applicants which are duplicated in volume 1 of the "Registers of Applications for Commissions and Promotions in the Regular Army, 1854-1861."

Disposition Recommendation: The register is a duplicate of a volume found among the records in RG 107, and does not warrant permanent retention by the National Archives.

- Info. by
dis. by
final rpt.
see attached
GMR
9/1/94*
54) GALLEY PROOF, ca. March 1874. (2 in.)
Location: 9W-4; 17/07/02

Description: Gallery proof of a Civil Service Commission report regarding the reform of the Civil Service.

Disposition Recommendation: The records contain no historic or informational value which warrants permanent retention by the National Archives.

- 55) BLANK FORMS, n.d. (1/2 in.)
Location: 9W-4; 17/07/03

Description: Blank forms used by the War Department offices.

Disposition Recommendation: The records contain no evidential, historic, or informational value that warrants permanent retention by the National Archives.

56) CIRCULARS AND MEMORANDUMS OF THE CIVILIAN PERSONNEL DIVISION,
1923-38. (5 in.)
Location: 9W-4; 17/07/02; LGA-S, 1 box

Description: The records concern retirements, reductions-in-force, position classifications, pay, travel, life insurance, leave usage, work schedules, and position allocations.

Disposition Recommendation: The records were created for administrative use, and has no potential research use. The records contain no historic or informational value which warrants permanent retention by the National Archives.

57) DUPLICATE COPIES OF SYLLABI OF CIVILIAN PERSONNEL TRAINING
COURSES, 1946-47. (2 ft.)
Location: 9W-4; 17/07/02; LGA-S, 4 boxes; Boxes 388-391

Description: Copies of training syllabi and other instructional materials used by the War Department School of Civilian Personnel Administration. The records were formerly described as old NM-2, entry 69.

Disposition Recommendation: The records contain no long-term historic or informational value that warrants permanent by the National Archives.

58) DUPLICATE COPIES OF APPENDICES, Dec. 1946. (5 in.)
Location: 15W-2; 17/04/02; LTA-S, 2 boxes

Description: Copies of appendices to the final report of the Army Specialist Corps.

Disposition Recommendation: The records contain no intrinsic value which warrants permanent retention by the National Archives.