

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-338-86-001

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 2/9/2022

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

Items 1a, 3a, 4(I)(a), 4(II), 4(III), 4(IV), 5a, 22-23 and 25-27

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

These are temporary items that are not in Archives and Records Centers Information System (ARCIS) and presumed destroyed:

Items 1b, 3b, 4(I)(b), 5b, 6-21, 24, 28 and 29

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO NI-338-86-1	DATE RECEIVED 11/22/85
1 FROM (Agency or establishment) <u>Department of the Army</u>		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION <u>Proving Grounds</u>		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
3 MINOR SUBDIVISION		4 NAME OF PERSON WITH WHOM TO CONFER <u>MARVIN H. KABAKOFF</u>	5 TELEPHONE EXT 07-693-7248 8-273-7248
6 CERTIFICATE OF AGENCY REPRESENTATIVE		DATE 3-31-86	ARCHIVIST OF THE UNITED STATES <i>Francis J. Burke</i>

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 _____ 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	C SIGNATURE OF AGENCY REPRESENTATIVE	D TITLE
2] Nov 85	W. R. BOARDMAN, CRM <i>WR Boardman CRM</i>	Army Records Manager

7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
	<p>Located at the National Personnel Records Center (Military), St. Louis, Missouri are Army organizational records generally dating from World War II through the 1960's. These records are now being reviewed for the purpose of determining their ultimate disposition. The submission of this SF 115 is a part of this effort.</p> <p>This schedule covers only those records of U.S. Army Proving Grounds located in NPREC. Consequently, it is not applicable to current records.</p> <p>Unless otherwise noted, the item numbers cited correspond to those in AR 340-18.</p>		
	#86-8		36 ITEMS

Items in this Schedule

Series created by two or more proving grounds:

Series recommended for permanent retention:

1. Technical Report Record Files

Series containing both permanent and disposable material:

2. General Correspondence Files
3. Research and Development General Correspondence Files
4. Research and Development Case Files
5. Manuals

Series recommended for disposal:

6. Intelligence General Correspondence Files
7. Training General Correspondence Files
8. Security General Correspondence Files
9. Hospital and Dispensary General Correspondence Files
10. Memorandums
11. Letters
12. Bulletins
13. Circulars
14. Policy Statements
15. Newspapers
16. Management Survey Case Files
17. Management Improvement Project Files
18. Procedural Standardization Files
19. Army Exchange Historical Files

Aberdeen Proving Ground:

Series recommended for disposal:

20. Sanitation General Correspondence Files
21. Facilities Control Files

Electronic Proving Ground:

Series recommended for permanent retention:

22. Research and Development Technical Committee and Board Files
23. Photographs

Series recommended for disposal:

24. Daily Journals

White Sands Proving Ground:

Series recommended for permanent retention:

25. Research and Development Long-Range Planning Files
26. Operating Procedures Files
27. Research and Development Specifications and Drawings Files

Series recommended for disposal:

28. Scientific Committee Files

Yuma Proving Ground:

Series recommended for disposal:

29. Pamphlets

1. Technical Report Record Files, ca. 1948-67, 612 cu.ft.

1304-14

Printed and hear-print progress, interim, quarterly, and final technical reports prepared at proving grounds, and, on occasion, by private firms under contract to proving grounds. The vast bulk of the records (572 cu.ft.) were created at White Sands; these are arranged alphabetically by project and thereunder by launch date, and pertain to the development and testing of rockets and guided missiles from 1948-66. The remaining technical reports were created by Aberdeen (8 cu.ft.), Dugway (4.5 cu.ft.), Electronic (19 cu.ft.), and Yuma 8.5 cu.ft.). These reports concern research and development of items relating to chemical warfare; radar, mapping, radios, and other electronic devices; and ammunition, mortars, fuzes, trucks, and other items of military equipment. Reports from all proving grounds contain detailed historical and technical data on each project, and generally include relevant drawings and specifications. Much of the material pertains to technological development and testing rather than basic research.

Permanent. Offer to NARS immediately upon approval of this schedule.

2. General Correspondence Files, ca. 1942-58, 411 cu.ft.

AR345-220/18D and
other items in the
AR345-200 series

Letters, memorandums, reports, and other correspondence relating to a wide variety of functions and activities of proving grounds. The vast bulk of this correspondence concerns ephemeral transactions and procedures pertaining to the day-to-day operations of the creating units. Almost every proving ground created general correspondence files, but the volume varies greatly. Well over half the material (259 cu.ft.) comes from Aberdeen; Jefferson created 74 cu.ft.; White Sands has 66 cu.ft. Much smaller volumes come from Dugway (4.5 cu.ft.), Edgewood (2 cu.ft.), and the Electronic Proving Ground (3.8 cu.ft.). The material from Southwestern amounts to 2 cu.ft., and contains the oldest records in the series and the only ones from the World War II period; these records also constitute the only material from Southwestern in the collection. Approximately one-fifth of the series is security classified, and consists of records from Aberdeen, Dugway, and White Sands. These classified files contain final reports, drawings and specifications, and other valuable material on research and development projects. The unclassified portions of the series are a mixture of valuable documentation and routine housekeeping correspondence. The important material from all proving grounds falls into certain categories of the War Department Decimal Filing System: 314.7 (historical reports; 319.1 (annual and project reports); 337 (conference files); and the whole 400-499 level (item testing and research and development project material). Similar documentation can be found in one run of correspondence files from Dugway that have no arrangement system. This item is applicable not only to centralized General Administrative Files, Subject Files, and Correspondence Files, but also to the specific administrative files maintained by individual offices. This item is not applicable to those individual files which have previously been scheduled for permanent retention. In addition, this item is not applicable to specific series or portions of administrative files described and provided for elsewhere in this schedule.

- a. All classified material; all material from Southwestern Proving Ground; all material found in War Department Decimal Filing System item numbers 314.7, 319.1, 337, 400-499; records of the type found under those item numbers but located in unarranged files.

Permanent. Offer to NARS immediately upon approval of this schedule.

- b. All other material in General Correspondence Files

Destroy immediately upon approval of this schedule.

3. Research and Development General Correspondence Files, ca. 1942-62, 24 ft. 1301-01

Letters, reports, memorandums, and other correspondence relating to research and development matters, and created at Dugway (4 cu.ft.), Dugway's Mobile Unit in Florida (5 in.), and at the Electronic (1 in), and White Sands (19.5 cu.ft.) Proving Grounds. Much of this material concerns the routine day-to-day activities of the creating unit, but the series also contains records documenting research and development activities of particular proving grounds. The variation in the value of the material is extensive, and ranges from copies of technical directives and test schedules to reports on individual research projects. The records from the Dugway Mobile Unit at Bushnell, Florida, are the only ones in the series of World War II vintage, and contain data on field tests of DDT and Chemical warfare agents, project programs, and correspondence on the relation of wind speed to bombing effectiveness. The small amount of material from the Electronic Proving Ground consists only of copies of routine technical directives. Material from White Sands and Dugway varies according to whether or not it is classified. The non-classified records consist of such routine items as budget correspondence on construction of facilities, and range and test schedules (disposable per AR340-18-1304-10). Classified records contain correspondence and reports on individual projects, such as specific missiles at White Sands, and delivery systems for biological warfare agents at Dugway.

a. All classified materials; all records from Dugway Mobile Unit at Bushnell, Florida.

Permanent. Offer to NARS immediately upon approval of this schedule.

b. All other research and development correspondence files.

Destroy immediately upon approval of this schedule.

4. Research and Development Case Files, ca. 1946-61, 138.5 cu.ft.

Items identified as project or item case files on NPRC finding aids, and consisting, variously, of technical and final reports, interim and quarterly progress reports, specifications and drawings, budget estimates, blueprints, photographs, test data, contract information, and correspondence, all relating to the variety of research and development projects undertaken at proving grounds. Because of the range in evidential and historical value of case files, the records from each proving ground will be appraised separately.

I. Dugway Proving Ground, ca. 1951-53, 16 cu.ft.

Technical reports, interim progress reports, photographs, drawings, and correspondence relating to tests on mortar shells and to various other types of shells used as delivery systems for biological and chemical warfare agents, such as tularemia. Series also contains data on tests of immune systems against these agents. Included in the series are scientific and raw data files composed of still photos and rolls of film on tests performed.

- a. All case files except unclassified scientific and raw data files.

Permanent. Offer to NARS immediately upon approval of this schedule.

- b. Unclassified scientific and raw data files.

Destroy immediately upon approval of this schedule.

II. Edgewood Proving Ground, ca. 1951-53, 9.5 cu.ft.

Test reports, photographs, specifications and blueprints, contracts, and correspondence relating to tests performed for Chemical Warfare Board, and involving work on smoke pots, smoke grenades, flame throwers, gas masks and other protective devices, and decontamination methods.

Permanent. Offer to NARS immediately upon approval of this schedule.

III. Electronic Proving Ground, ca. 1954-61, 33 cu.ft.

Technical reports, progress reports, graphs and charts, photographs, blueprints, specifications and drawings, contract data, and correspondence, all relating to the development of a variety of electronic equipment used by the military. Projects include antennas, airborne radar and surveillance systems, radios and telephones, Doppler navigators, ground-based direction finders, radar deception devices, and related items.

Permanent. Offer to NARS immediately upon approval of this schedule.

IV. White Sands Proving Ground, ca. 1946-58, 80 cu.ft.

Variety of reports and data on missile testing, including copies of reports published by other agencies, especially the Ballistics Research Laboratory. Records consist mainly of various types of test reports, such as trajectory data reports, flight measurement survey reports, station reports, and launcher time data reports; these all consist, for the most part, of graphs and charts measuring the relationship of time, distance, and flight path in missile tests.

The series also includes laboratory notebooks, drawings and blueprints, missile plotting sheets, and station logs. Information and drawings from these various reports would be found in the final technical reports.

Permanent. Offer to NARS immediately upon approval of this schedule.

5. Manuals, ca. 1951-59, 7 in.

227-01

Issuances of Aberdeen, Electronic, and White Sands Proving Ground used for a variety of purposes, such as prescribing uniform policies and procedures; describing organizational structure; listing responsibilities and functions; and serving as catalogues of items of equipment and the capabilities of each.

a. Manuals outlining organization and function; catalogues of equipment.

Permanent. Offer to NARS immediately upon approval of this schedule.

b. All other manuals.

Destroy immediately upon approval of this schedule.

6. Intelligence General Correspondence Files, ca. 1949-60, 1.3 cu.ft. 501-01

Letters, reports, memorandums, and other correspondence relating to security matters, and created at Aberdeen, Dugway, Electronic, and White Sands Proving Grounds. The vast bulk of this material concerns ephemeral transactions and procedures relating to the day-to-day activities of the creating unit, such as individual and facility security clearances for private contractors; security surveys and correspondence on security violations; military and civilian alien personnel rosters; reports of visits of foreign nationals; and similar routine matters.

Destroy immediately upon approval of this schedule.

7. Training General Correspondence Files, ca. 1950-59, 1 cu.ft.

1001-01

Letters, memorandums, reports, and other correspondence created by Dugway and Aberdeen Proving Grounds and relating to training courses at the installations. The series includes course schedules, programs of instructions, comments on the courses, lesson plans, and correspondence on administrative aspects of holding the classes.

Destroy immediately upon approval of this schedule.

8. Security General Correspondence Files, ca. 1953-63, 3 cu.ft.

501-01

Letters, memorandums, reports, and other correspondence from almost all proving grounds relating to routine administration of security violation and security classification activities. The vast bulk of this correspondence concerns ephemeral transactions and procedures relating to the day-to-day activities of the creating unit, such as the handling of classified material, the regrading of security classified documents, and the processing of individual security clearances.

Destroy immediately upon approval of this schedule.

9. Hospital and Dispensary General Correspondence Files, ca. 1952,56, 2 ins. 901-01

Letters, reports, memorandums, and other correspondence files created by Dugway and Electronic Proving Grounds and relating to the routine administrative and personnel aspects of managing a medical facility at a proving ground. A few items pertain to disposal of radioactive waste generated at the hospital, such as isotopes, and to the need for accurate dosimetry readings; however, no substantive information is contained in these files.

Destroy immediately upon approval of this schedule.

10. Memorandums, ca. 1943-63, 2.5 cu.ft.

227-01

Numbered and unnumbered issuances created at all proving grounds and used to prescribe short-term administrative procedures, relating to security, records management, personnel practices, and similar routine, housekeeping matters.

Destroy immediately upon approval of this schedule.

11. Letters, ca. 1943-57, 5 ins.

227-01

Numbered issuances used by headquarters of Aberdeen and Edgewood Proving Grounds to advise subordinate sections of changes in administrative policies or outline routine, technical, or housekeeping procedures.

Destroy immediately upon approval of this schedule.

12. Bulletins, ca. 1951-58, 1.5 cu.ft.

227-01

Numbered issuances from almost all proving grounds used to convey official and unofficial information of an advisory, informative, or directive nature. Generally, these are Daily Bulletins outlining minor procedural changes, such as prescribed uniforms, officers for the day, and traffic regulations.

Destroy immediately upon approval of this schedule.

13. Circulars, ca. 1951-63, 1.5 cu.ft.

227-01

Numbered issuances from Aberdeen, Dugway, and White Sands Proving Grounds published for the purpose of providing operating instructions for the implementation of regulations. The information promulgated is often transitory in nature, and circulars generally bear an expiration date not later than one year from the date of issue. Examples of items published in these circulars are winter and summer uniform regulations, savings bond information, and rules and maps for hunting deer and waterfowl.

Destroy immediately upon approval of this schedule.

14. Policy Statements, ca. 1957-66, 3 ins.

227-01

Issuances of Aberdeen, Yuma, and White Sands Proving Grounds containing statements of installation policy on civilian personnel, vehicle uses, security arrangements, boards of officers, and other routine, administrative procedures.

Destroy immediately upon approval of this schedule.

15. Newspapers, ca. 1952-54, 1/4 in.

413-05

Series consist of two separate newspapers. One, of which only two issues are available, was published by a chemical battalion at Dugway, and contains sports and entertainment items. The other, from White Sands Proving Ground, consists of snippets of world and national news, but no information about events at the proving ground itself.

Destroy immediately upon approval of this schedule.

16. Management Survey Case Files, ca. 1958-65, 10 cu.ft.

217-01

Documents from the comptroller sections of Aberdeen, Dugway Electronic, Yuma, and White Sands Proving Grounds, and generally relating to improved efficiency and financial savings in the workplace. The surveys concern mundane, administrative subjects such as need for filing cabinets, office arrangements, and similar items of little or no archival value.

Destroy immediately upon approval of this schedule.

17. Management Improvement Project Files, ca. 1950-63, 13 cu.ft.

216-01

Documents relating to projects of comptroller sections of Aberdeen, Dugway, Electronic, Yuma, and White Sands Proving Grounds, and relating to changes in work and management methods. Included are studies, charts, coordination papers, recommendations, statistical data, and similar material relating to improved office efficiency and decreased costs.

Destroy immediately upon approval of this schedule.

18. Procedural Standardization Files, ca. 1953-61, 1.2 cu.ft.

216-03

Letters, memorandums, reports, studies, and other correspondence from Aberdeen, Electronic, and White Sands Proving Grounds, consisting of material used in the formulation of Standard Operating Procedures. As background papers of permanent issuances, these records have no archival value.

Destroy immediately upon approval of this schedule.

19. Army Exchange Historical Files, ca. 1940-58, 2.7 cu.ft.

Letters, memorandums, reports, minutes, daily journals, and other correspondence relating to the operations and administration of post exchanges at Aberdeen Proving Ground, and at the Electronic Proving Ground at Ft. Huachuca. These records were not created by the exchanges but document the activities of the proving grounds in their relations and liaison with the exchanges. Subjects include the establishment of branch exchanges, the suggestions of advisory committees, personnel, and similar routine administrative matters.

Destroy immediately upon approval of this schedule.

20. Sanitation General Correspondence Files, ca. 1953-56, 4 ins.

Letters, memorandums, reports, and other correspondence from Aberdeen Proving Ground relating to the routine administration of sanitation concerns, such as water chlorination, veterinary procedures, food handling, and health certificates for food handlers.

Destroy immediately upon approval of this schedule.

21. Facilities Control Files, ca. 1950-58, 1.7 cu.ft.

Letters, memorandums, reports, and other correspondence from Aberdeen Proving Ground relating to space utilization, assignment of buildings to various projects; furnace repair; and the housing of personnel.

Destroy immediately upon approval of this schedule.

22. Research and Development Technical Committee and Board Files, ca. 1954-57
5 ins.

Reports, memorandums, minutes of meetings, and other correspondence from the Electronic Proving Ground at Ft. Huachuca, and containing information on research projects and administrative programs. The series consists of minutes of technical panel meetings to analyse the mission of the proving ground, review its programs, technical projects, and available facilities, and coordinate the relations with the Signal Corps Engineering Laboratory. Projects discussed include satellite programs; spy systems in aircraft; combat surveillance programs; and radar guidance systems.

Permanent. Offer to NARS immediately upon approval of this schedule

23. Photographs, ca. 1964-66, 1 in.

Photographs created by the Electronic Proving Ground. Consisting of high altitude photographs of terrain and cities, and used in the evaluation of air to ground radar.

Permanent. Offer to NARS immediately upon approval of this schedule.

24. Daily Journals, ca. 1960-63, 6 ins.

228-09

Documents reflecting chronological record of events at the Electronic Proving Ground. Consists primarily of journals but may also include documents necessary to support the journal entries. Subject matter relates to running of tests (disposable per AR340-18-1304-11), visitors to the proving ground, trip reports by proving ground personnel, and other routine administrative concerns.

Destroy immediately upon approval of this schedule.

25. Research and Development Long-Range Planning Files, ca. 1957-58, 1 in.

The series consists of two near-print issuances of White Sands Proving Ground. The first is a Five-Year Range Instrumentation Modernization and Development Plan. This plan provides information on range requirements, costs summaries, missile projects data requirements, capital and test funds, research and development funds, and systems background and justification. The second issuance is a Mid-Range Plan for Integrated Range, which provides planning and programming information and describes the various sections of White Sands and the functions of each section.

Permanent. Offer to NARS immediately upon approval of this schedule.

26. Operating Procedures Files, cal 1960-63, 4.8 cu.ft.

208-02

Documents created by White Sands Proving Ground providing procedures for and descriptions of a variety of research and development projects. Each file contains a great deal of information on a project. Most of the material relates to missile development.

Permanent. Offer to NARS immediately upon approval of this schedule.

27. Research and Development Specifications and Drawings Files,
ca. 1960-65, 7 ins.

Specifications, technical specifications, drawings, and technical data packages from White Sands relating to research and development projects, and essentially, for completed projects, duplications of material contained in technical report record files, which are being recommended for permanent retention. Material relates to such items as amplifiers and receivers, telemeters, computers, oscillators, microwaves, cameras, etc. At least two-thirds of the drawings and specifications are stamped "cancelled" or "superceded".

Permanent. Offer to NARS immediately upon approval of this schedule.

28. Scientific Committee Files, ca. 1961-63, 1.5 cu.ft.

Records from White Sands Proving Ground generally relating to a variety of research projects, but actually concerned with administrative aspects of the committee, such as setting up meetings, deciding on membership, and arranging travel and accommodations. Although the series does contain some reports and abstracts of projects, the information therein is minimal, and exists in much greater detail in the permanent technical report record files.

Destroy immediately upon approval of this schedule.

29. Pamphlets, ca. 1964-66, 2 ins.

227-01

Numbered issuances from Yuma Proving Ground, consisting only of registers of recurring reports and indexes to regulatory publications.

Destroy immediately upon approval of this schedule.