

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK

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

JOB NO. *NC 1-AU-85-22*

1 FROM (AGENCY OR ESTABLISHMENT)

Department of the Army

DATE RECEIVED

*1-10-85*

2 MAJOR SUBDIVISION

Arsenals

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the disposal request, including amendments is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER

Marvin H. Kabakoff

5 TEL EXT

07-693-7249  
8-273-7249

*8/21/85* *James P. O'Neill*  
Date Acting Archivist of the United States

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 19 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 6 DEC 1984 D SIGNATURE OF AGENCY REPRESENTATIVE *[Signature]* E TITLE

JOHN HENRY HATCHER, Ph.D.

Army Records Manager

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>Located at the National Personnel Records Center (military) St. Louis, Missouri, are Army organizational records generally dating from the late 1940's through the early 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 those records of U.S. Army arsenals located in NPRC and may be applied to similar records held at WNRC. It is not applicable to current records.</p> <p>Unless otherwise noted, the item numbers listed correspond to those in AR 340-18.</p>		<p><i>42 items</i></p>

*Copies to Dept. of Army, NC, NNI, NNM, and NNS, 8/23/85. LHM*

Item 1: Radioactive Material General Correspondence Files, ca. 1961-64, 1 in.

Letters, reports, memorandums, and other correspondence from Edgewood Arsenal concerning the shipping and disposal of radioactive waste material. Includes procedures for and after action reports on disposal at sea, memorandums on problems encountered in shipping contaminated material, and information on amount of exposure allowed.

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

Item 2: Sanitary Engineering General Correspondence Files, ca. 1954-57, 2 in. 901-01

Letters, memorandums, reports, and other correspondence relating to sanitation problems at Redstone Arsenal. Bulk of material concerns messhall and latrine inspections. However, series also includes information on radioactive and toxic waste disposal, the radiation protection service, problems with chemical contamination leading to medical hazards, and flouridation of the water supply.

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

Item 3: Administrative Instructions. ca. 1953-56, 5 in. 227-01

Issuances of Redstone Arsenal numbered according to the War Department Decimal Filing System outlining policies and procedure, mission and responsibilities for each arsenal activity.

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

Item 4: Technical Directives. ca. 1952-54, 1/4 in. 227-01

Numbered issuance defining command policy, procedure, and responsibilities of each mission agency of Redstone Arsenal relating to various projects of the guided missile and rocket program.

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

Item 5: Staff Conferences. ca. 1959-63, 3 in. 227-01

Weekly issuances providing reports on activities of each section of Raritan and Rock Island Arsenals, including discussions of those activities and future plans affecting arsenal.

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

Item 6: Reports to Commanding General (Command Reports). ca. 1953-62, 5 cu.ft.

Monthly or quarterly activity reports from various sections or division of Redstone, Red River, and Picatinny Arsenals to commanding general providing data on section activities, such as public information, and rocket and missile research and development, including reports on tests and launches.

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

Item 7: Research Review. ca. 1954-61, 6 in. 227-01

Quarterly issuances of Redstone Arsenal reporting on supporting research activities in research divisions and in guided missile and rocket development divisions. Contains information on progress made in various experimental projects.

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

Item 8: Medical Symposium Publication. ca. 1958, 1/2 in. 227-01

Report on mental health symposium sponsored by Redstone Arsenal Medical Division and community and state organizations. Topics concerned mental health and its relationships with the workplace, supervision, and military life.

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

Item 9: Graduate Training Publications. ca. 1952-56, 4 in.

Handbooks, catalogues, lectures, and other material relating to the Redstone Arsenal Graduate Institute, its mission and responsibilities, and its policies and procedures.

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

Item 10: Feasibility Study Reports. ca. 1952-54, 1 in. 227-01

Reports on specific aspects of rocket research and development at Redstone Arsenal. Includes general overview of mission of Army guided missiles, requirements for missiles, historical review of missile programs, and information on various types of missiles and their capabilities.

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

Item 11: Unsatisfactory Condition Reports. ca. 1952-54, 1/2 in. 227-01

Monthly summaries of unsatisfactory condition reports providing a general picture of malfunction data from testing of rockets and missiles at Redstone Arsenal.

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

Item 12: Redstone Missile Photographs. 1953, 1 in.

Series of photographs from Redstone Arsenal showing sequence of operations performed in preparation for firing of Redstone missile.

Permanent. Offer to NARS immediately approval of this schedule.

Item 13: Requirements Computations Files. ca. 1961-63, 1 in. AR 345-210-201-14

Series contains data from Edgewood Arsenal needed by Defense Atomic Assessment Center and Department of Defense Damage Assessment Center in order to prepare pre-attack nuclear hazard estimates and post-attack nuclear damage assessments. The data provides information on each installation, the targets therein, and the facilities that might be available after an attack, and includes mobilization operating programs and budget requirements.

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

Item 14: Scientific Advisory Committee Files. ca. 1951-65, 10.3 cu.ft. 1301-05

Reports and correspondence of various scientific committee serving as advisors at Edgewood, Watertown, and Picatinny Arsenals, such as the Chemical Corps Advisory Committee, the Medical and Protection Committees of the Chemical Corps, and the Metallurgical Advisory Committee. Although some of the material is purely procedural, concerned with the planning of meetings, much of it is substantive in nature, containing test reports and recommendations on various chemical and biological agents, including botulism, LSD, and anthrax, and their potential use in warfare. The series includes abstracts of scientific reports; newsletters with reports on committee meetings, educational and medical news, and research and development; and information on ties among the American Chemical Society, government, industry, and universities for the purpose of research in chemical and biological warfare.

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

Item 15: Project Management Planning Files. ca. 1962-63, 1 in. 1308-01

Report from Edgewood Arsenal on Chemical Incapacitating Weapons System BZ, giving scope, military objectives, requirements, and ideas and concepts for use of chemical agents. Series includes Project Manager Files with a description of the weapons system, with photographs and diagrams, and discussion of the character, purpose, and methods of delivery of the system. Also incorporated in the series are monthly highlight summaries of various aspects of the weapons system.

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

Item 16: Tripartite Standardization Conference Files. ca. 1962-64, 1/2 in. 1307-03

Agendas, letters, membership lists, and other correspondence from Edgewood Arsenal relating to international conferences on chemical, biological and radiological warfare, and concomitant medical problems, with representatives from the U.S., Canada, and Britain, and occasionally Australia. Series includes summaries of objectives and tentative U.S. positions on agenda items.

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

Item 17: Foreign Scientific Information Files. ca. 1962-64, 1/4 in. 1304-02

Correspondence from Edgewood Arsenal relating to release of information to the government of the Netherlands on the military use of defoliants. Series includes discussion of which agency should govern release of this information, as well as data on herbicides and defoliants.

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

Item 18: Public Information Instruction Files. ca. 1962-64, 1/4 in. 401-01

Correspondence from Edgewood Arsenal relating to release of information on chemical and biological warfare studies and activities. Series states what agencies must provide clearance before information is released to the public or before visits to facilities by media representatives.

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

Item 19: Civil Affairs Instructions Files. ca. 1962-64, 1/4 in.

Reports from Edgewood Arsenal on off-base equal opportunity conditions containing information about some segregation in restaurants, public schools, and theaters, and marked racial discrimination in the housing market and the local American Legion. Reports include responses to this situation by Black military personnel.

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

Item 20: Counter Intelligence Spot Report Files. ca. 1962-63, 1/4 in. 503-06

Letters, messages, memorandums, and other correspondence from Edgewood Arsenal concerning incidents destructive of military property which may have been caused by sabotage, and events related to intelligence activities by possible enemy personnel.

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

Item 21: Research and Development Case Files, ca. 1915-66, 768 cu.ft.

Series consists of those items identified as project or item case files, or as technical reports, on NPRC finding aids. Included are technical, final, interim, and progress reports, as well as items which would, if considered separately, be considered disposable. These include item testing files, laboratory notebooks, budget estimates, scientific and raw data files, and other routine administrative correspondence. Drawings and specifications of the particular items are also often included in the case file. Because of the volume, and the variation in evidential and historical value of records from each arsenal, the series will be broken down by arsenal for an easier understanding of the appraisal.

I. Rocky Mountain Arsenal, ca. 1962-64, 6 in.

Monthly progress reports, final reports, technical instructions, contract data, and other correspondence relating to the development of delivery systems for both chemical and biological warfare agents. Series includes Industrial Preparedness Measures monthly reports providing brief analyses of all R&D projects at the arsenal.

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

II. Pine Bluff Arsenal, ca. 1953-64, 17.2 cu.ft.

Quarterly, progress, final, and technical reports, memorandums, instructions, and other correspondence relating to research in and development of biological and chemical warfare agents. Series documents work with effect of various cultures on seeds and animals.

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

III. Redstone Arsenal, ca. 1946-57, 89.3 cu.ft.

Technical reports, final reports, quarterly and progress reports, budget estimates, test summaries, scientific and raw data files, and a variety of correspondence relating to the development of rockets and their components and fuel sources. The series documents the American rocket research program from its inception, immediately after World War II. Some of the material from 1946-47 is in German and concerns experiments with various chemicals for use as rocket fuels; it was created by German scientists, most of whom had worked at Peenemunde and had been brought to this country in 1946. The scientific and raw data files are composed of sound recordings, films of rocket shots, and star shots.

a. All case files, with the exception of scientific and raw data files.

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

b. Scientific and raw data files.

Destroy immediately upon approval of this schedule.

IV. Detroit Arsenal, ca. 1948-58, 30 cu.ft.

Progress reports, final technical reports, graphs, charts, cost estimates, work orders, and correspondence relating to the development and testing of engines for tanks and other military vehicles, and to the vehicles themselves. Series includes information and drawings of tanks and related vehicles and contract data with such corporations as Chrysler and Continental Aviation.

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

V. Frankford Arsenal, ca. 1915-64, 105 cu.ft.

Final technical reports, laboratory and test reports, maximum range data, drawings, and correspondence relating to the development and testing of bullets, small arms, fire control, weapons systems, metal corrosion, fuzes, and other items related to guns and ammunition. Includes data on pre-World War II research on 30 caliber and frangible ball bullets, with velocity, pressure, and accuracy reports. Material accumulated after 1942 may duplicate records maintained at higher administrative levels.

a. All final and technical reports and interim and quarterly reports; case files dating from 1915-45; case files pertaining to fire control, weapons systems, artillery, rockets, and nuclear studies.

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

b. All other material.

Destroy immediately upon approval of this schedule.

VI. Picatinny Arsenal, ca. 1924-62, 427 cu.ft.

Final technical reports, interim and monthly reports, notebooks, blueprints, drawings, photographs, and correspondence relating to the development of warheads, bombs, mines, fuzes, cartridges, shells, rockets, and similar items. Material from 1941-62 probably duplicates records accumulated by the Office of the Chief of Ordnance in its project control files and collection of technical reports.

a. All technical report record files; case files from period 1924-41; those case files pertaining to bombs, warheads, mines, missiles and rockets, grenades, and liquid rocket propellants, but not to components thereof.

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

b. All other material.

Destroy immediately upon approval of this schedule.

VII. Rock Island Arsenal, ca. 1947-62, 25.7 cu.ft.

Technical reports, final quarterly, and progress reports, drawings, budget and contract data, and correspondence, all relating to the development of artillery, howitzers, machine guns, rifle mounts, tripods, rocket launchers, and similar items. Some material may duplicate records accumulated by OCO.

a. All technical and final reports; case files relating to artillery, rocket launchers, howitzers, and machine guns, but not to components thereof, except fire control.

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

b. All other material.

Destroy immediately upon approval of this schedule

VIII. Raritan Arsenal, ca. 1952-61, 20 cu.ft.

Technical, final, and interim reports, drawings, budget data, and other correspondence relating to research and development of guns, howitzers, tanks, flame throwers, water pumps, and similar items. Much of this material may duplicate records from the OCO, although these case files contain more detail on particular items.

a. All technical and final reports; case files relating to guns, howitzers, tanks, and flame throwers, but not to components thereof, except fire control.

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

b. All other material.

Destroy immediately upon approval of this schedule.

IX. Springfield Armory, ca. 1951-59, 30 cu.ft.

Technical reports, final and interim reports, drawings and specifications, and assorted correspondence, relating to research and development of a variety of guns, rifles, machine guns, cartridges, and the components thereof. Some of the material may duplicate records maintained at higher administrative levels.

a. Technical and final reports; case files relating to guns, rifles, and machine guns, but not their components, except fire control.

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

b. All other material.

Destroy immediately upon approval of this schedule.

X. Watertown Arsenal, ca. 1960-66, 14 cu.ft.

Technical reports, final and interim reports, drawings, and assorted correspondence relating to research and development projects for gun mounts and carriages, missile launchers, and metallurgy and stress analysis of alloys. Some of the material may duplicate records accumulated by OCO and previously offered to NARS.

a. All technical and final reports; case files relating to missile launchers.

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

b. All other material.

Destroy immediately upon approval of this schedule.

XI. Watervliet Arsenal, ca. 1940-45, 10 cu.ft.



Inspection and test reports, photographs, X-rays of broken equipment, reports of failure and of unserviceable material, and correspondence, all relating to repair and testing of equipment, and especially guns. These do not appear to be research and development case files, but rather, records of equipment failure and repair. No technical or final reports are included in these records.

Destroy immediately upon approval of this schedule.

Item 22: Research and Development General Correspondence Files, cal 1951-63,  
81 cu.ft. 1301-01

Letters, reports, project proposals, memorandums, operating procedures, historical summaries, and other correspondence relating to the administration of research and development activities at Redstone (7 cu.ft.), Pine Bluff (4 in.), Frankford (3 in.) Edgewood (1 in.), Detroit (6 cu.ft.), Watertown (67 cu.ft.), and Watervliet (3 in.). Much of the material concerns ephemeral transactions and procedures documenting the day-to-day operations of the creating units, such as proposals for R&D projects, spare parts for ordnance and missiles, and correspondence with the military and with commercial firms regarding project work, contracts, and the like. Also included are historical summaries of missile development projects, procedures for removing biological hazards from test equipment, and information on foreign developments in ordnance and aircraft research.

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

Item 23: Drawings and Specifications, ca. 1880-1963, 477 cu.ft., 1304-12  
1410-02

Preliminary, experimental, and final drawings and specifications; items relating to design, engineering development, or modification; documents depicting design or working order of parts, assemblies, and items of material, including parts lists and related correspondence. Series includes spare parts lists, memorandum texts of revisions, proposed revisions of specifications, drawings and correspondence relating to cancelled projects, and photographic negatives of equipment described in technical manuals. Creators of these records are Redstone (17 cu.ft.), Detroit (31 cu.ft.), Frankford (128 cu.ft.), Picatinny (108 cu.ft.), Watertown (36 cu.ft.), Springfield (68 cu.ft.), Rock Island (66 cu.ft.), and Raritan (23 cu.ft.).

a. Files determined by NARS to be of historical value. Such files include all records from Redstone Arsenal; preliminary and final drawings of complete items of materiel (as opposed to secondary components); and records pre-dating 1945, except those that pertain to the machinery needed to manufacture Army materiel.

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

b. Files determined by NARS to be lacking in historical value. Such files include memorandum texts of revisions and proposed revisions of specifications (created mostly at Watertown and Frankford Arsenals); photographic negatives (from Raritan Arsenal); files relating to the machinery used to produce Army materiel; drawings of secondary components of items of materiel (as opposed to drawings depicting the entire item); intermediate (as opposed to preliminary and final) drawings which depict only minor changes in design.

Destroy immediately upon approval of this schedule.

Item 24: Hospital General Correspondence Files. ca. 1951-56, 4 cu.ft. 901-01

Letters, memorandums, reports, and other correspondence from Redstone, Frankford, and Pine Bluff Arsenals, relating to routine administration of arsenal hospitals and dispensaries. The vast bulk of this correspondence concerns ephemeral transactions and procedures relating to the day-to-day operations of the creating unit, such as personnel utilization files. Some of the records contain information on medical problems related to chemical, biological, and radiation warfare.

- a. Administrative files containing information on chemical, biological, and radiation warfare.

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

- b. Other administrative files.

Destroy immediately upon approval of this schedule.

Item 25: Graduate Training General Correspondence Files. ca. 1951-55, 6 in.

Letters, memorandums, reports, and other correspondence relating to routine administration of graduate training program at Redstone Arsenal. The vast bulk of the correspondence concerns ephemeral transactions and procedures relating to the day-to-day operations of the creating unit, such as information on course development, and housing and travel arrangements for guest speakers. However, the series also includes instructors' biographies, which contain information on work done at Peenemünde by former German scientists.

- a. Instructors' biographies.

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

- b. All other graduate training administrative files.

Destroy immediately upon approval of this schedule.

Item 26: Operating Procedures Files, ca. 1951-64, 31.5 cu.ft. 208-02

Reports, memorandums, and other correspondence relating to the establishment of and changes in operating procedures and associated standard operating procedures. Included are proposals for improvement, flow process charts, and copies of standard operating procedures. Subjects range from the mundane, such as filing, maintenance, and sewage, to the significant, such as missile work and development of chemicals. Records were created at Edgewood (16 cu.ft.), Redstone (3 cu.ft.), Pine Bluff (4 in.), Frankford (1 cu.ft.), Picatinny (3 cu.ft.), Raritan (7.5 cu.ft.), and Watertown (8 in.).

- a. Procedures for those operations vital to the primary mission of the arsenal.

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

- b. Procedures for routine, administrative or maintenance operations.

Destroy immediately upon approval of this schedule.

Item 27: Daily Journals. ca. 1954-63, 8 in.

228-09

WITHDRAWN

Daily staff journals chronologically listing incidents, messages, orders, and other events that are originated by or affect Edgewood, Pine Bluff, or Raritan Arsenals. Journals show time event occurred and time of disposition. Topics include equipment and supply needs, transmission of orders, visits and inspections, and similar matter. Journals may include documentation of accidents at arsenals.

a. Daily journals reflecting activities of arsenal as a whole or documenting unusual events or significant activities.

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

b. All other daily journals.

Destroy immediately upon approval of this schedule.

*Note:  
These records will  
be destroyed per  
FN 228-09A*

Item 28: Memorandums. ca. 1950-62, 2.5 cu.ft.

227-01

Issuances used for a variety of purposes, from promulgating significant policy directives similar to regulations to prescribing short-term administrative procedures.

a. Memorandums containing policies and responsibilities and prescribing administrative procedures of a continuing nature applicable only to the headquarters organization of the issuing element.

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

b. All other memorandums

Destroy immediately upon approval of this schedule.

Item 29: Circulars. ca. 1954-61, 1 cu.ft.

227-01

Issuances published for variety of purposes, from promulgating significant policies and procedures that are directive in nature to circulating routine information that is transitory in duration. Circulars generally bear an expiration date not later than one year from the date of issue.

a. Circulars directing significant policy or procedural actions or containing important information concerning the functions, operations, or activities of the creating unit.

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

b. All other circulars

Destroy immediately upon approval of this schedule.

Item 30: Letters. ca. 1954-57, 1 cu.ft.

227-01

Numbered issuances used by arsenal headquarters to advise subordinate sections of changes in policies and procedures; provide them with information necessary to fulfill their mission; or outline routine, technical, housekeeping procedures.

- a. Letters containing significant information concerning Army functions and/or activities.

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

- b. Technical letters.

Destroy immediately upon approval of this schedule.

Item 31: Bulletins. ca. 1953-60, 2.5 cu.ft.

227-01

Numbered issuances used to convey official and unofficial information of an advisory, informative, or directive nature issued by a variety of offices for a plethora of purposes, from providing significant instructional information to outlining minor procedural changes.

- a. Bulletins containing significant information concerning arsenal functions and/or activities

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

- b. Daily bulletins

Destroy immediately upon approval of this schedule.

- c. All other bulletins.

Destroy immediately upon approval of this schedule.

Item 32: Manuals. ca. 1953-63, 5.5 cu.ft.

227-01

Issuances from Redstone, Frankford, and Rock Island, used for a variety of purposes, such as prescribing uniform policies and procedures; establishing programs; describing organizational structure; listing responsibilities and functions; listing spare parts available; and setting maintenance procedures. These issuances are in printed form.

- a. Manuals containing policies and responsibilities; organization and functions; significant procedures; or important supply or technical information.

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

- b. All other manuals.

Destroy immediately upon approval of this schedule.

Item 33: Pamphlets. ca. 1959-61 2 in.

227-01

Numbered issuances of Frankford Arsenal used for a variety of purposes, such as disseminating significant policy and program directives, providing information, guidance, and reference material of a continuing nature; and outlining routine, short-term, housekeeping procedures. These are published in printed form and are distributed to both units and individuals.

a. Pamphlets containing policies and responsibilities; prescribing significant administrative procedures of a continuing nature; documenting the major functions of a unit; or containing significant informational content.

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

b. All other pamphlets.

Destroy immediately upon approval of this schedule.

Item 34: Medical Daily Diaries. ca. 1944-63, 16 cu.ft.

902-03

Logbooks and other documents from most arsenals reflecting medical care events in chronological order, and including diagnosis and disposition of each case. Some diaries, especially those from Rocky Mountain Arsenal, contain information on exposure to a variety of chemical and biological warfare agents.

a. Diaries containing information on exposure to chemical and <sup>biological</sup> warfare agents.

Destroy after 50 years.

b. Other diaries.

Destroy immediately upon approval of this schedule.

Item 35: General Correspondence Files, ca. 1941-58, 1,394 cu.ft.

AR 345-210/18D  
and other items  
in AR 345-200  
series.

Letters, memorandums, reports, and other correspondence relating to a wide variety of functions and activities of arsenals. The records were created at the following installations; Benicia (76 cu.ft.); Detroit (94 cu.ft.); Edgewood (3 cu.ft.); Frankford (167 cu.ft.); Joliet (17 cu.ft.); Lake City (28 cu.ft.); Milan (9 cu.ft.); Ogden (15 cu.ft.); Picatinny (86 cu.ft.); Pine Bluff (150 cu.ft.); Raritan (125 cu.ft.); Red River (17 cu.ft.); Redstone (51 cu.ft.); Rock Island (34 cu.ft.); Rocky Mountain (94 cu.ft.); Springfield (224 cu.ft.); Twin Cities (5 cu.ft.); Watertown (9 cu.ft.); and Watervliet (190 cu.ft.). The vast bulk of the material of this series concerns ephemeral transactions and procedures relating to the day-to-day operations of the creating unit. The records are arranged by War Department Decimal Filing System or as functional files according to the TAFFS system. Much of the material is from the 400 level of the Decimal Filing System concerning supplies and equipment, and therefore pertains to procurement, contracts, and problems with the myriad of ordnance and research and development

materiel used by the Army, a primary function of arsenals. This item applies to those files identified on NPRC finding aids as Administrative Files, but is not applicable to specific series or portions of administrative files described and provided for elsewhere in this schedule. Individual files which document long-range planning, organizational, and policy matters have previously been scheduled for permanent retention. Consequently, this item is not applicable to them.

a. Classified records arranged as functional files under TAFFS system. Records arranged by War Department Decimal Filing System under the following numbers: 070, Inventions; 314.7, Military Histories; 320, Organization; 381, Mobilization Planning; 400, Supplies, services, and equipment; 470-476, Ammunition and armament; 633, Storehouses; and 635, Factories, shops and laboratories.

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

b. Unclassified records arranged as functional files under TAFFS system; records arranged by War Department Decimal Filing System other than those cited in (a) above.

Destroy immediately upon approval of this schedule.

Item 36: Intelligence General Correspondence Files. ca. 1953-61, 9.5 cu.ft.  
501-01

Letters, reports, memorandums, and other correspondence from Redstone, Red River, and Watertown Arsenals relating to the routine administration of intelligence and security activities. The vast bulk of this correspondence concerns ephemeral transactions and procedures relating to the day-to-day operations of the creating unit, such as the handling of top secret documents, and the processing of individual security clearances. The material is not concerned with intelligence activities like espionage or sabotage.

Destroy immediately upon approval of this schedule.

Item 37: Training General Correspondence Files. ca. 1953-57, 2.7 cu.ft.

Letters, reports, course information, memorandums and other correspondence relating to the routine administration of training at and by Redstone, Rocky Mountain and Joliet Arsenals. The vast bulk of this correspondence concerns ephemeral transactions and procedures relating to the day-to-day operations of the creating unit, such as planning classes, organizing conferences on MOS, and the like. The series includes material created by higher-level organizations, such as the Chemical Corps, on chemical and biological warfare.

Destroy immediately upon approval of this schedule.

Item 38: Housing General Correspondence Files. ca. 1956-58, 1 in. 1501-01

Letters, memorandums, reports, and other correspondence from Redstone Arsenal relating to routine administration of arsenal housing. The vast bulk of this correspondence concerns ephemeral transactions and procedures relating to the day-to-day operations of the creating unit, such as assignment of housing units to personnel, and repair and maintenance.

Deatroy immediately upon approval of this schedule.

Item 39: Instruction Files, ca. 1951-63, 4 cu.ft.

Letters, memorandums, reports, and other correspondence relating to establishment of continuing procedures and interpretation of directives. This series is similar to General Correspondence Files (Item 35), of which it was a part until the issuance of AR 345-210 in October 1962, but was established as a distinct series to provide for the separate filing of the more significant administrative correspondence of individual units. Consequently, correspondence in this series relates to on-going procedures and practices for relatively specific transactions, e.g. procedures for changes in work simplification, work measurement procedures or security administration. Series does not include record copies of publications.

Destroy immediately upon approval of this schedule.

Item 40: Communications Instructions Files. ca. 1961-63, 1/4 in.

Correspondence from Edgewood Arsenal relating to improvement of communications security and to the reduction and control of message and telephone traffic during emergency situations.

Destroy immediately upon approval of this schedule.

Item 41: Facilities Control Files. ca. 1951-58, 2.2 cu.ft.

201-01A

Letters, memorandums, reports, and other correspondence from Redstone Arsenal relating to the acquisition, construction, repair, condition, transfer, utilization, or closure of specific facilities.

Destroy immediately upon approval of this schedule.

Item 42: Material Engineering Case Files, ca. 1948-62, 117 cu.ft.

1410-01

Memorandums, letters, reports, drawings, and other correspondence relating to specific projects, such as gun barrels or rocket launchers, and reflecting a continuing procedural history of that project. Included are supply lists, funding requests, reports of verification tests and studies, and contract-related files; information on procurement and surveys; and on contract modifications. The vast bulk of the material is routine and procedural in nature, although intermixed may be valuable project history files, which actually belong with R&D final reports or R&D general correspondence files, and which will be screened out during final processing. Records in this series were created by Frankford (5.5 cu.ft.), Picatinny (101 cu.ft.), Rock Island (7.5 cu.ft.) Springfield (2 cu.ft.) and Watertown (1 cu.ft.).

Destroy immediately upon approval of this schedule.

Item 43: Arsenal Policy and Instructions. ca. 1954-60, 3 in. 227-01

Numbered issuances outlining policies and procedures for routine activities at Redstone and Detroit Arsenals. such as civilian personnel administration, assignments, schooling of dependents, instructions for duty officers, and the like, and safety procedures for working with toxic chemicals.

Destroy immediately upon approval of this schedule.

Item 44. Standard Missile Inspection Procedures. ca. 1953-56, 2 in. 227-01

Procedures used at Redstone Arsenal for inspecting a variety of missiles and rockets for defects in order to ensure acceptable quality levels. Procedures vary according to type of missile being inspected.

Destroy immediately upon approval of this schedule.

Item 45: Provost Marshal Policies and Procedures. ca. 1952-54, 4 in. 227-01

Memorandums, instructions, and policy statements relating to responsibilities and jurisdiction of Provost Marshal Division of Redstone Arsenal. Bulk of material concerns routine procedures, such as patrols and prisons, as well as special instructions for each PM position and its task.

Destroy immediately upon approval of this schedule.

Item 46: Officers' Roster and Directory. ca. 1961-63, 3 in. 227-01

Numbered issuances of Pine Bluff Arsenal listing arsenal officers, giving name, service number, category and branch, assignment and date thereof, MOS, and phone number. Directory includes much of the same information arranged by section of arsenal.

Destroy immediately upon approval of this schedule.

Item 47: Mobilization Program Planning Files, 1937, 1949-63, 7.5 cu.ft.

Roster, charts, planning files, and other documents, created at most arsenals, and relating to mobilization, which is one of the primary functions of arsenals. Includes information on arsenal mission, rosters of personnel to be awakened in emergency, lists of equipment to be moved into shelters, and similar administrative and procedural records.

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

Item 48: Handbooks, ca. 1952-59, 5.3 cu.ft. 227-01

Technical publications, created at Redstone (4 cu.ft.), Frankford (4 in.) and Red River (1 cu.ft.) Arsenals, and providing operating procedures for repair and maintenance of equipment used in rockets and missiles. Includes descriptions,



photographs, and schematic drawings of tools and equipment. Much of the material is similar to that maintained in research and development case files.

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

Item 49: Safety Missilegrams. ca. 1955-56, 4 in. 227-01

Monthly issuances of Redstone Arsenal providing monthly rates of arsenal injuries and accidents, as well as safety information and advice.

Destroy immediately upon approval of this schedule.

Item 50: Posters. ca. 1956-58, 1 in. 227-01

Pictorial presentations and placards designed to attract attention to the Redstone Arsenal incentive awards programs.

Destroy immediately upon approval of this schedule.

Item 51: Newsletters. ca. 1953-61, 6 in.

Monthly issuances of various staff sections within Redstone Arsenal providing information on the services offered and procedures used in each section.

Destroy immediately upon approval of this schedule.

Item 52: Newsflashes. ca. 1953-55, 1/4 in. 227-01

Bi-weekly issuances of Pine Bluff Arsenal technical liaison office, providing news and information on arsenal personnel: promotion, birth and death announcements; and related items of general interest.

Destroy immediately upon approval of this schedule.

Item 53: Special Services Publications. ca. 1952-61, 6.5 in. 227-01

Weekly and monthly issuances of Special Services Section of Redstone Arsenal, listing events scheduled for each day, and providing information and leaflets on activities, such as dances or special classes, sponsored by the section in the areas of sports, entertainment, and recreation.

Destroy immediately upon approval of this schedule.

Item 54: Church Bulletins. ca. 1952-61, 7 in.

227-01

Weekly issuances from Redstone Arsenal of Catholic, Protestant, and Jewish religious bulletins, providing order of worship, religious announcements, and information on religious matters.

Destroy immediately upon approval of this schedule.

Item 55: Character Guidance Files. ca. 1955-58, 1 in.

Minutes of meetings of character guidance council at Rocky Mountain Arsenal concerning various activities affecting personnel morale, such as sports and recreation, education, and religious programs.

Destroy immediately upon approval of this schedule.

Item 56: Research and Development Technical Committee and Board Files.  
ca 1956-60, 2 cu.ft.

Letters, memorandums, reports, minutes of meetings, and other correspondence relating to ordnance and chemical corps advisory committees. Records concern problems and ideas on chemical munitions, preparation of the Ordnance Engineering Handbook series; budget estimates; procedural and administrative matters of committee meetings and organization; and minutes of meetings. Little substantive information is incorporated in the series, and that information is also contained in the more valuable technical reports. The records were created at Frankford, Rock Island, Springfield, and Watertown Arsenals.

Destroy immediately upon approval of this schedule.

Item 57: Defense Scientist Immigration Program Files. ca. 1957-60, 1/2 in.

Letters, transmittal sheets, and other correspondence from Redstone Arsenal relating to the security clearances for visiting or immigrating foreign scientists, mostly German, in this country to work on rocket development, either with the Army or with private industry. The intelligence reports themselves on the scientists are not included in these records.

Destroy immediately upon approval of this schedule.

Item 58: Domestic Intelligence Data Files. ca. 1959-61, 1 in.

Quarterly activity reports, in statistical form, of the security division at Detroit Arsenal, providing information on the numbers of classified documents received, regraded, declassified, destroyed, etc; the number of badges issued; the number of investigations undertaken; and similar procedural matters.

Destroy immediately upon approval of this schedule.

Item 59: Contractor Reliability Case Files. ca. 1952-57, 8 in. 505-18

Security Termination statements of civilian employees of companies having contracts with Redstone and Detroit Arsenals. Includes some correspondence on individual security clearances, several personnel security questionnaires, and security inspections of civilian facilities.

Destroy immediately upon approval of this schedule.

Item 60: Conservation of National Resources Files. ca. 1958-60, 1/2 in. 1517-02

Correspondence and instructions relating to hunting and fishing on grounds of Redstone Arsenal.

Destroy immediately upon approval of this schedule.

Item 61: Army Exchange Historical Records. ca. 1946-57, 1.5 cu.ft.

Letters, memorandums, reports, minutes, and other correspondence reflecting Redstone and Red River Arsenals; roles in the establishment and operations of post exchanges. Subjects include the construction of facilities, prices, liaison with the Army and Air Force Exchange Service, and suggestions by advisory committees composed of commissioned and non-commissioned officers.

Destroy immediately upon approval of this schedule.