

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

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JOB NO

*NCI-AV-85-23*

DATE RECEIVED

*1-10-85*

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

*7-31-85* *Frank S. Bunde*  
Date Archivist of the United States

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

1 FROM (AGENCY OR ESTABLISHMENT)

*Department of the Army*

2 MAJOR SUBDIVISION

*Service Schools*

3 MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

*MARVIN H. KABAKOFF*

5 TEL EXT

*07-693-7249  
8-273-7249*

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 22 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

D SIGNATURE OF AGENCY REPRESENTATIVE

E TITLE

3 Dec 84

*John Henry Hatcher*  
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 1950 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 schools located in NPRC. Consequently, it is not applicable to current records.</p> <p>Unless otherwise noted, the item numbers cited in column 9 correspond to those in AR 340-18.</p>		<p><i>89 items</i></p>

115-107 *Copies sent to Department of Army, NNI, NNB, NKM, and NC 8/8/85. LLM*

1. Command Report Files, ca. 1956-59, 1.1 cu. ft., 228-07

Monthly and annual reports from Command and General Staff College (1 in.) and from Medical Services School (1 ft.) which document the activity of each section and its subordinate units. Includes explanatory chronologies, missions, and events, as well as documentation of work of particular sections.

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

2. Annual Reports, ca. 1919-1954, 2 cu. ft., 227-01

Reports of activities from Quartermaster School (2 in.) and from Walter Reed Institute (1.8 ft.). Latter consists mostly of research results illustrating types of work being done, especially research on epidemic diseases, and providing information on production of vaccine, a task which Walter Reed accomplished for the whole country. The QM reports provide a history of the school, its organization and administration, curriculum and instruction, facilities available and research accomplished.

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

3. Command Programs, ca. 1956-59, 6 in., 227-01

Issuances outlining missions of Finance School (2 in.) and Walter Reed Institute (4 in.) as whole, and of each subsection, describing in detail the program of subsection, and giving authorization and methods of accomplishment.

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

4. Staff Studies (Committee Reports), ca. 1951-62, 19 cu. ft., 227-01

Research reports or studies by school staff persons or by high-level students on variety of subjects, such as a critical analysis of armor activities in World War II, and an evaluation of the effect of enemy possession of atomic weaponry on the employment of armored units. Series includes abstracts of committee research reports. Records were created by Army War College (13 ft.), and the Armor School (6 ft.).

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

5. Standard Operating Procedures, ca. 1952-62, 7 in., 227-01

Issuances establishing continuing policies, practices, procedures, responsibilities, standards, and instructions. These are internal documents used by individual units and offices to perform their mission from day to day. Records were created by Armor, Infantry, Signal, and Transportation School.

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

6. Reference Books, ca. 1953-61, 5 in., 227-01

Numbered publications of Army Command and General Staff College (3 in.) at the Infantry School (2 in.) to provide background information for students on a variety of topics. Most are compilations of selected readings on a given subject drawn from historical, military, psychological, and sociological sources. Others contain problem-solving material on such military questions as the tactical employment of nuclear weapons. Topics covered by the readings include military history, comparative military systems, and leadership in the higher commands. Related photos and drawings are included.

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

7. Operating Procedures Files, ca. 1955-63, 1 cu. ft., 208-02

Reports and correspondence relating to the establishment and standardization of operating procedures, end to changes in those procedures. Included are proposals for improvement, reports of studies, and copies of standard operating procedures. Records were created at Adjutant General, Engineer, Ordnance Guided Missile, Quartermaster, and Signal Schools.

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

8. Conference Files, ca. 1957-64, 3 in.,

Letters, memorandums, reports, and other correspondence relating to the planning, holding, and results of conferences at the JAG and Infantry Schools and the Army War College. Included are reports on an infantry conference on standardization of doctrine, tactics, and techniques, and providing information on role and training of infantry; information on seminars held at Combat Development Command Institution of Advanced Studies, with General Ridgeway speaking on U.S. strategic objectives, and Edward Teller on limited nuclear warfare; and arrangements for and reports on annual National Strategy Seminars, which brought together leading figures from various areas (business, religion, universities, government) for discussions on national strategy.

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

9. Research and Development Tripartite Standardization Files  
ca. 1959-62, 1 in., 1307-03

Correspondence from the Artillery and Guided Missile School at Ft. Sill and from the Infantry School relating to materiel and non-materiel standardization among NATO countries. Non-materiel items cover: promotion of free exchange of information and ideas; publications; and research such as a common standard atmosphere for ballistic calculations. Series also includes information on standardization among armies of U.S., Britain, and Canada.

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

10. General Correspondence Files, ca. 1917-63, 376 cu. ft. AR345-220/18D and other items in AR 345-200 series

Letters, memorandums, reports, and other correspondence relating to a wide variety of functions and activities of Army schools and institutes. The records were created by the following schools (date span and volumes are approximate): The Adjutant General's School (1951-56, 10 ft.); Air Defense School (1956-57, 8 ft.); Armor School (1951-54, 25 ft.); Artillery and Guided Missile Schools at Fort Sill (1953-57, 24 ft.); and at Fort Bliss (1951-55, 7.7 ft.); Aviation School (1954-58, 19 ft.); Spartan School of Aeronautics (1954, 8 in.); Chaplain's School (1952-54, 4.5 ft.); Chemical School (1951-53, 5.8 ft.); Command and General Staff College (1953-58, 14 ft.); Finance School (1954-57, 5 ft.); Food School at Benning (1952-54, 1.2 ft.); Food School at Fort Knox (1951-52, 1 ft.); Infantry School (1946-63, 37 ft.); Walter Reed Institute (1917-58, 28 ft.); Institute of Pathology (1951-55, 7 ft.); Intelligence Schools at Fort Holabird (1956-57, 2 ft.) and Washington, DC (1955, 6 in.); Judge Advocate General's School (1951-58, 7 ft.); Language School (1951-58, 10.7 ft.); Military Academy (1951-63, 2.2 ft.); Ordnance Schools in Europe (1953-54, 3 ft.); and at Aberdeen (1951-58, 22.6 ft.); Ordnance Automotive School (1952-55, 2 ft.); Ordnance Guided Missile School (1953-55, 4.3 ft.); Quartermaster School (1951-58, 40 ft.); Signal School (1952-57, 22 ft.); QM School in Europe (1953, 2.5 ft.); Signal School in Europe (1954-58, 4 ft.); Southeastern Signal School (1951-57, 9 ft.); Signal Supply School (1951-54, 6 ft.); Transportation School (1951-55, 10.5 ft.); Army War College (1950-58, 19 ft.); Medical Services School (1951-54, 7.8 ft.); and Caribbean School (1953, 3 ft.).

The vast bulk of this correspondence concerns ephemeral transactions and procedures relating to the day-to-day operations of the creating unit. Much of the material is from the 352-353 level of the War Department Decimal Filing System, pertaining to service schools and training; this section also includes numerous drafts and copies of schedules, texts, programs of instruction, course outlines, and similar items, some of which are already disposable. Material from high level schools, such as the Command and General Staff College, will be retained. Certain schools created records of archival value because of the nature of the training mission: the Chemical School has records on atomic and radiation defense. Records of the Army Language School include correspondence on anti-communist broadcasts by instructors, and translations of material relating to counterespionage. The Institute of Pathology records contain correspondence on the diagnosis and spread of epidemics, especially tropical diseases, and reports on medical experiments. Records from Walter Reed include reports on tropical and Southeast Asian diseases, and on long-term effects of radioactive fall-out. Other schools created records that are mixtures of the mundane with historically valuable material. These archival records can generally be identified by the War Department Decimal Filing System. For example, most schools created excellent historical reports filed under 314.7. In addition, records from the 400 level have archival value, such as data on atomic tests and chemical warfare from the Armor School, and reports of helicopter testing from the Infantry School. There are some Infantry School records that are not arranged by the Decimal Filing System, and these should all be retained: they include

a report on problems the infantry had in Korea, data on atomic warfare, and information on the use of helicopters by ground troops. Finally, all classified correspondence files created by schools should be kept. For example, those from artillery schools relate to atomic weaponry and warfare, and to missiles.

This series includes not only Centralized General Correspondence Files, Subject Files, and Administrative Files, but also specific administrative files maintained by individual offices and identified on NPRC finding aids as Intelligence, Personnel, etc. Administrative Files. This item is not applicable to those individual files which document long-range planning, organizational, and policy matters, and 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 general correspondence files; all correspondence files from Walter Reed Institute, Institute of Pathology, Army War College, Command and General Staff College, Adjutant General's School, Army Language School, and the Chemical School at Fort McClellan; correspondence files from the Infantry School which are arranged alphabetically, and not by the Decimal Filing System; in the War Department Decimal Filing System from all schools, files 314.7 (historical reports), 337 (conferences), and those from the 400 level concerning new equipment and combat methods, and atomic and chemical warfare; all records relating to atomic testing and radiation.

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

b. All other general correspondence files.

Destroy immediately upon approval of this schedule.

11. Training General Correspondence Files, ca. 1946-67, 490 cu.ft., 1001-01

Letters, reports, memorandums, training materials, and other correspondence relating to the training of military personnel in a variety of Army schools and institutes. The records were created by the following schools (date spans and volumes are approximate): the Adjutant General's School (1947-63, 24 ft.); Air Defense School (1956-64, 9.5 ft.); Armor School (1951-61, 64 ft.); Artillery and Guided Missile Schools at Fort Sill (1954-59, 2.5 ft.) and at Fort Bliss (1951-54, 6.3 ft.); Helicopter School (1958, 4 in.); Aviation School (1955-59, 9.4 ft.); Chemical School at Fort McClellan (1951-62, 13 ft.); assorted chemical schools (1951-60, 5.2 ft.); Command and General Staff College (1951-56, 75 ft.); Engineer School (1952-57, 15 ft.); Finance School (1951-58, 2 ft.); Food Schools (1951-55, 15.5 ft.); Infantry Schools (1951-63, 108 ft.); Information School (1946-58, 10 ft.); Walter Reed Institute (1951-52, 1.3 ft.); Institute of Pathology (1954-57, 10 in.); Judge Advocate General's School (1951-63, 1.7 ft.); Language School (1951-62, 4.7 ft.); Ordnance School at Aberdeen (1947-58, 1.5 ft.); Ordnance Automotive School (1952-59, 14 ft.); Provost Marshal School (1951-61, 14 ft.); Quartermaster School (1951-63, 10 ft.); Signal School (1954-62, 6 ft.); Southeastern Signal School (1953-62, 8 ft.); Transportation School (1951-64, 34 ft.); Industrial College, (1966-67, 1 ft.); Medical Services School (1952-60, 30 ft.); Caribbean School

(1954-59, 10 in.); Civil Affairs School (1955-61, 9 in.); Command Management School (1957-60, 1.5 ft.); WAC School (1956-59, 10 in.).

The vast bulk of this series is composed of a plethora of material pertaining to the routine aspects of training: schedules, lesson plans, course information, programs of instruction, rosters, texts, publications background files, and other items relating to training. Most of this material is either already disposable, recommended for disposal elsewhere in this schedule, or copies of materials described in item 10. The correspondence sections of these files are also quite routine in nature, dealing with the day-to-day activities and transactions of the school. They include statistical reports on students, information on courses and curriculum changes, course requirements, training methods, and similar matters. Portions of the material from some schools do have archival value. These include historical reports from various schools; information on radiation exposure and disposal of radioactive material from the Chemical School; reports on troop tests of new equipment from the Armor School; some conference files and excellent publications from the Information School on the Army, Japan, and the Soviet Union. In addition, there is material from the Command and General Staff College on training methods; this should be retained because of the high level of officers being trained. Material in this series is arranged, variously, by the War Department Decimal Filing System, Army Manual TAFFS numbers, course numbers, or alphabetically by language for the Army Language School. Much of the material is not arranged at all.

a. Decimal file 314.7, and other records titled historical reports; records of Command and General Staff College on training methods; records on radiation exposure and disposal of radioactive material; reports on troop tests of new equipment; conference files and publications from the Information School.

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

b. All other training general correspondence files.

Destroy immediately upon approval of this schedule.

12. Research and Development General Correspondence Files  
ca. 1949-59, 12.5 cu. ft. 1301-01

Letters, memorandums, reports, and other correspondence relating to the wide variety of functions and activities of research and development sections of the Air Defense School (1956-58, 1 ft.); the Armor School (1953-55, 1.1 cu. ft.); Artillery School at Ft. Sill (1958-60, 10 in.); the Aviation School (1955-58, 7 in.); the Infantry School (1949-57, 4 ft.); Walter Reed Institute (1958-60, 3 in.); and the Food and Container Institute (1950-57, 5 ft.). Topics cover a range of issues, and include valuable correspondence on medical research and disease control in Southeast Asia; the immediate effects of radiation dosages on military personnel; space medicine; use of infantry in atomic warfare; and relationships between aviation and the infantry. Less valuable material relates to training projects on radios, map readings, and food rations. Much of the correspondence consists of items such as budget estimates

and office procedures. In addition, the series includes copies of tests and studies prepared by other Army echelons, such as the Continental Army Command or the Army Armor Board; record copies of this material would be filed with the records of the creating organization.

a. All material except non-record copies of studies prepared by other Army organizations, and except budget estimates and routine office procedures.

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

b. Copies of studies prepared by other Army organizations; budget estimates; office procedures.

Destroy immediately upon approval of this schedule.

13. Research and Development Case Files, ca. 1940-64, 181 cu. ft.

Items identified on NPRC finding aids as project or item case files, or as technical or progress reports, and consisting, variously, of final reports, progress reports, specifications and drawings, laboratory notebooks, budget estimates, and supply, procurement, and contract files. All of the material relates to the wide variety of research and development projects undertaken at schools and institutes. Because of the range in evidential and historical value of case files, the records from each type of school will be appraised separately.

A. Walter Reed Graduate Institute, ca. 1948-64, 8.5 cu. ft.

Research and annual reports generally relating to study of tropical diseases: work with mosquitos, viruses, inoculations, and antibiotics. Includes correspondence on supplies and equipment; comments on political activity, such as communist activity preventing collection of samples; and notes on preparations for ground operations in Southeast Asia.

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

B. Infantry School, ca. 1952-61, 6.5 cu. ft.

Technical and progress reports on variety of subjects: ionizing radiation, traumatic surgery, blood derivatives, infections, attempts to develop antiradiation drug. Troop test reports, concerned with use of helicopters in combat, especially in jungle conditions; defensive use of troops in atomic warfare; proposed reorganization of infantry regiments and lower-level units. Series includes studies of physical combat proficiency and officer opinion survey on physical training.

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

C. Quartermaster Food and Container Institute, ca. 1940-64, 165 cu. ft.

Technical reports on variety of topics: plant-killing diseases; protection from chemical-biological-radiological warfare (CBR); Quartermaster's role in decontamination of radioactive personnel and

clothing; CBR test reports; and related material. Reports from Quartermaster Intelligence Agency on foreign quartermaster activities in these same areas. Series includes correspondence on contracts between Institute and private firms and universities, with information on supplemental agreements, vouchers, project proposals and bids. Much of this correspondence concerns the irradiation of food products for long-term preservation; the remainder concerns food consumption and soldiers' attitudes towards military food.

a. All technical reports; all material relating to CBR and irradiation of foodstuffs; all reports from Quartermaster Intelligence Agency.

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

b. All other material.

Destroy immediately upon approval of this schedule.

D. Artillery and Guided Missile School, ca. 1953-54, 4 in.

Although labelled case files, this series from Fort Sill contains only test reports, consisting solely of photographs, on a variety of motorized vehicles. The major concern seems to be the amount of personnel and equipment that can fit into each vehicle.

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

E. Medical Field Services School, ca. 1947-60, 9 in.

Individual project files relating to the preparation of training kits and training films on various aspects of study at the school, such as anatomy, physiology, first aid, prevention of cold injuries, and evacuation of casualties. Series is more similar to publications background files than to research and development project files.

Destroy immediately upon approval of this schedule.

F. Armor School, ca. 1953-55, ½ in.

Series consists only of trip reports relating to field tests of such items as tents, tanks, and tractors, and to conferences on similar topics. Includes some individual correspondence, generally procedural material relating to the trip itself, or thank you notes.

Destroy immediately upon approval of this schedule.



14. Medical Daily Diaries, ca. 1954-61, 1 cu. ft. 902-03

Documents reflecting events in chronological order. Included are journals, diaries, activity reports, and similar or related documents. While most diaries are like daily journals, those from Walter Reed and from the Institute of Pathology are monthly activity reports showing research work being done, lectures given, conferences attended, visitors, medical consultations, and the like.

a. Diaries from Walter Reed and the Institute of Pathology documenting monthly activities.

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

b. All other medical daily diaries.

Destroy immediately upon approval of this schedule.

15. Circulars, ca. 1953-64, 2 cu. ft.

Issuances published at most schools 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.

16. Memorandums, ca. 1951-65, 19 cu. ft. 227-01

Issuances used at almost all schools 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.

17. Bulletins, ca. 1951-63, 5 cu. ft. 227-01

Numbered issuances used at most schools 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 division 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.

18. Manuals, ca. 1952-59, 10 in. 227=01

Issuances used at most schools 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 function; significant procedures; or important information.

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

b. All other manuals.

Destroy immediately upon approval of this schedule.

19. Guides, ca. 1952-58, 6 cu. ft. 227-01

Numbered and unnumbered issuances used for a variety of purposes, from providing histories and mission statements of particular schools to giving information on motor vehicle maintenance, petroleum procurement, and American idioms (for foreign students), to listing training aids and lectures, with transparencies, much like lesson plans.

a. Guides providing history, mission statement, or organization and function information on particular schools as a whole.

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

b. All other guides.

Destroy immediately upon approval of this schedule.

20. Handbooks, ca. 1956-58, 5 in. 227-01

Issuances of Infantry, Transportation, and Signal Schools providing a variety of information, such as history, organization and function, mission, procedures, and technical instructions, on particular schools and operations.

a. Handbooks containing historical data, organizational and function data, or mission statements for schools as a whole.

Permanent. Offer NARS immediately upon approval of this schedule.

b. All other handbooks.

Destroy immediately upon approval of this schedule.

21. Pamphlets, ca. 1951-64, 3 cu. ft. 227-01

Numbered issuances from most schools 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, house-keeping 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.

22. Daily Journals, ca. 1955-64, 16 cu. ft. 228-09

Documents reflecting a chronological record of events affecting most schools during a given period of time. Consists primarily of journals but may also include documents necessary to support the journal entries, such as copies of orders, personnel reports and the like.

a. Daily journals maintained by a commanding general or which reflect the activities of a unit engaged in combat operations or, in the case of peacetime units, the activities of the headquarters as a whole.

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

b. All other daily journals.

Destroy immediately upon approval of this schedule.

23. Texts, ca. 1948-53, 52 cu. ft. 227-01

Texts and special texts, generally published yearly, for courses given in various Army schools. The vast majority of the series, 48 cu. ft., was created at the Army Language School, and concern a wide range of topics, from songs to military terminology in foreign languages. The remaining texts cover such topics as electronic terms and formulas, railway logistical data, and wire transmission engineering. Other schools creating texts, were the Adjutant General's School (2 in.); the Air Defense School (1 in.); Command and General Staff College (7 in.); Infantry School (1 in.); the Ordnance School at Aberdeen (1.3 ft.); and the Transportation School (1.9 ft.).

a. Texts from Adjutant General's School and Command and General Staff College.

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

b. All other texts.

Destroy immediately upon approval of this schedule.

24. Security General Correspondence Files, ca. 1955-60, 2 cu. ft. 501-01

Letters, memorandums, reports, and other correspondence from most schools 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 operations of the creating unit, such as the handling of classified material, the regrading of security classified documents, the processing of individual security clearances, and training in restricted areas.

Destroy immediately upon approval of this schedule.

25. Manuscripts, ca. 1954-62, 1 cu. ft. 227-01

School publication from both Artillery and Guided Missile Schools and the Infantry School that either provide information on courses being offered, as advance sheets do, or contain lectures, or outlines of lectures, for the courses. A portion of the lectures include training aids for the classes.

Destroy immediately upon approval of this schedule.

26. Directives, ca. 1951-63, 8 in. 227-01

Weekly numbered issuances from the Chemical and Infantry Schools similar in nature to daily bulletins, containing procedural instructions, such as routing procedures and paperwork instructions; announcements of personnel changes, holidays, courses, and the like; and information on training aids and new changes in training manuals.

Destroy immediately upon approval of this schedule.

27. Letters, ca. 1954-60, 6 in. 227-01

Numbered and unnumbered issuances from most schools containing announcements of routine procedures, speakers, meetings, lectures, and symposia; information on courses and changes to manuals; lists of instructional material, of publications by staff members; and of faculty advisors.

Destroy immediately upon approval of this schedule.

28. Catalogues, ca. 1952-62, 10 in. 227-01

Published issuances of various schools, listing courses taught, with instructions on how to apply, or listing, for the benefit of instructors, instructional materials, or training aids, available at the school.

Destroy immediately upon approval of this schedule.

29. Notes, ca. 1947-63, 2 cu. ft. 227-01

Issuances of Artillery School and Infantry School, having a variety of titles, e.g. "Instructor's Notes," "Infantry School Notes," etc., and providing information and advice to instructors on training aids, changes in teaching manuals, classes for instructors, courses offered, and related matters. (One issuance, called "Weekly Notes for Assistant Commandant", is actually a form of weekly bulletin, containing information and announcements similar to those in Daily Bulletins.)

Destroy immediately upon approval of this schedule.

30. Newsletters, ca. 1953-60, 4 in. 227-01

Numbered issuances of Infantry and Artillery and Guided Missile School (Ft. Sill) containing announcements of personnel changes, and new unit designations; lists of instructional materials; advice on instruction; new training problems and teaching ideas; school news, such as visitors, luncheons, and conferences; and similar routine items.

Destroy immediately upon approval of this schedule.

31. Examinations, ca. 1951-63, 40 cu. ft. 1001-01

Instructors' copies of examinations administered to students at Adjutant General School (1 in.), Air Defense School (3 in.), Infantry School (36 ft.), and Army Language School (3 ft.). Includes name of course and examination, statistical results of test, an occasional roster, copies of exams with correct answers, and number or percentage of students answering correctly. Tests from Army Language School are on tape.

Destroy immediately upon approval of this schedule.

32. Rosters, ca. 1953-64, 25 cu. ft. 1001-01

Student rosters of various types, used in keeping account of school attendees. Included are class rosters, statistical rosters for officer candidate board, and counselling rosters. These contain, variously, name, rank, service number, organization, ratings, attendance record, attitude, dependability, combat preference, and physical efficiency test results. These are sometimes used as backgrounds for individual academic records. Most of these rosters, 22.8 ft., were created by the Infantry School, and the remainder at the Ordnance Missile School.

Destroy immediately upon approval of this schedule.

33. Schedules, ca. 1946-64, 106 cu. ft., 1011-02

Published daily and weekly class schedules providing, variously, name of class, date, assembly time and place, area of instruction, problem number, time and subject, type of instruction, uniform, study equipment, and study reference. Records were created at the AG School (2 in.), the Air Defense School (10.3 ft.), Artillery and Guided Missile School (5 ft.). Engineer School (8 ft.), the Finance School (1 ft.), the Infantry School (26 ft.), the Intelligence School (6.4 ft.), JAG School (3 in.), Army Language School (13 ft.), the Ordnance School at Aberdeen (4.5 ft.), Quartermaster School (16.8 ft.), Signal School (2.5 ft.), Southeastern Signal School (9 ft.), and the Medical Services School (2 ft.).

Destroy immediately upon approval of this schedule.

34. Management Improvement Project Files, ca. 1951-64, 6 cu. ft.

Documents relating to projects of administrative sections of most schools and concerning changes in work and management methods. Included are studies, charts, coordination papers, statistical data, and similar material relating to improved office efficiency and decreased costs. This material has little or no archival value.

Destroy immediately upon approval of this schedule.

35. Management Survey Case Files, ca. 1959-64, 2 cu. ft.

Documents generally from the administrative sections of a wide variety and number of schools, and usually 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.

36. Facilities Control Files, ca. 1955-60, 9 in.

Letters, memorandums, reports, and other correspondence relating to the acquisition, construction, repair, condition, transfer, utilization, or closure of specific facilities. Records were created at Air Defense and Engineer Schools, and the Institute of Pathology.

Destroy immediately upon approval of this schedule.

37. Memorialization Board Files, ca. 1958-60, ¼ in., 228-11

Letters, memorandums, and other correspondence relating to the dedication of new educational building at General Staff College. Includes correspondence with relatives of individual in whose honor building was named, and administrative procedures on dedication of building and on press coverage.

Destroy immediately upon approval of this schedule.

38. Student Evaluation Report Summary, ca. 1958-61, 5 in.

End of course critique conferences at Finance School, summarizing student evaluation reports on courses and changes proposed because of evaluations. Includes discussion of any problems with course, use of training aids, and students critiques of facilities of school, such as mess hall and housing.

Destroy immediately upon approval of this schedule.

39. Instructional Policies, ca. 1953-54, ¼ in., 227-01

Published instructions of Infantry School on various aspects of teaching, such as use of training aids, teaching techniques, course listings, and development of programs of instruction. Series is illustrative of primary mission of the school.

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

40. Infantry School Quarterly, ca. 1951-62, 8 in., 227-01

"Magazine for Infantryman," published quarterly by Army Infantry School at Ft. Benning. Contains articles on variety of subjects relating to training and activities of infantry, such as: military tactics of infantry; Soviet infantry; atomic defensive tactics; German use of airborne troops; pentomic army; infantry psychology; POWs; and guerrilla warfare.

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41. USAIS Development Positions, ca. 1955-59, 2 in., 227-01

Army Infantry School positions on development of particular items of equipment or training activities, or which provide requirements for certain pieces of equipment or for particular infantry jobs, such as specialist sniper. Series illustrates school's function in research and development and in combat studies.

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42. Brochures, ca. 1953-61, 10 in., 227-01

Issuances containing histories of Infantry School or providing overview and introduction to school, infantry activities, and courses for a variety of visitors, from other Army or military schools or from foreign countries. Includes photos of infantry weapons demonstrations and other training activities.

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43. Posters, ca. 1959-62, 2 in., 227-01

Pictorial and photographic representation of various aspects of infantry: historical material; functions of infantry personnel; weaponry used; mobility of infantry; infantry in various countries; and importance of infantry in warfare. Posters are created for publicity and training uses by Infantry School.

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44. Commandant's Letters, ca. 1958-61, 3 in., 227-01

Welcome, Farewell, and periodic letters from Commandant of Infantry School to commanders of infantry divisions, regiments, and related organizations, generally containing information on equipment or courses, and on needs of infantry school and personnel. Includes letters from departing and incoming commandants. Since the same basic letter went to all commanders of infantry units, the series contains a great deal of repetition.

Destroy immediately upon approval of this schedule.

45. Judge Advocate Legal Service Publication, ca. 1958-61, 5 in., 227-01

Numbered issuances prepared by JAG School. The major focus of the publication is opinions delivered by the U.S. Court of Military Appeals on a variety of topics affecting military activities and personnel. Also included are reports on JAG achievements and activities; lectures on JAG; and miscellaneous military justice material, such as court-martial rates, and various laws or decisions impacting on the military. (Publication previously titled, "Chronicle Letter of Recent Developments in Military Law of Immediate Importance to Army Judge Advocates".)

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46. Military Law Review, ca. 1958-61, 1 in., 227-01

Numbered quarterly issuances of Judge Advocate General School designed as medium for military lawyers to share results of experience or research with fellow Army lawyers. Journal contains scholarly articles on specific legal points, comments on legal situations, book reviews, and related material.

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47. Army War College Pre-War Publications, ca. 1932-36, 3 cu. ft.

Courses, lectures, articles, reports, and related material used by the Army War College to train high-level Army personnel in the years preceding World War II. Records include courses on various divisions of the Army, such as intelligence and ordnance, and on the conduct of war; these include lectures by well-known professors, diplomats, and generals. Other records include a translation of a Soviet Army Manual on tactics; an article by a German general, military attache' at the German Embassy, on the organization of artillery in an infantry division. A final item in the collection contains correspondence from A. S. Rowan, an officer ordered to make contact with Cuban insurgents in 1898, and from the U.S. Consul in Jamaica.

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48. Biographical Sketches, ca. 1962-64, 1 in., 227-01

Published volume containing biographical sketches of U.S. Army War College staff, faculty, and students, as well as of officers at Army Institute of Advanced Studies. Sketches provide educational, military, and career backgrounds of each individual.

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49. Artillery Quarterly, ca. 1957-60, ½ in., 227-01

Numbered issuance containing information on research and work developments in each department of the Artillery School: combat development, gunnery, materiel, communication and electronics, and observation. The publication is designed to provide information to the artillerypersons in the field on these developments.

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50. Research and Review Information Notes, ca. 1954-56, ½ in., 227-01

Numbered issuances of gunnery department of Artillery School used to disseminate to instructors information on projects being worked on by Research and Review Division relating to new developments or changes to existing techniques; these projects sometimes result from queries from the field. The notes reflect the state of the art in artillery.

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51. Trends in Artillery, ca. 1956-59, 1 in., 227-01

Quarterly issuance designed to provide Artillery personnel with tactical and technical data peculiar to field artillery, and to keep them abreast of most recent developments in that area of expertise. Contains articles on variety of subjects pertaining to field artillery.

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52. Carry On, ca. 1956-58, ¼ in., 227-01

Publication of Artillery School designed to attract personnel to the school and to becoming artillery officers. Contains information, illustrated by photographs, of the functions and activities of artillery personnel.

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53. Famous Artillery Quotations, 1955, ¼ in., 227-01

Publication to be used as aid in teaching importance of artillery and as adjunct in building esprit de corps. Contains quotations on power of artillery and its importance in military operations, from variety of sources, including artillery journals, military leaders of numerous countries, literature, and historical works.

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54. The Old Post, ca. 1957-58, ¼ in., 227-01

Monograph giving detailed history of Fort Sill, home of Artillery and Guided Missile School. Contains numerous photographs and prints, and information on 19th century relations with Indians.

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55. Domestic Intelligence Data Files, ca. 1953-55, 1 in., 502-01

Letters, reports, and other correspondence relating to possible subversive activities at Fort Sill. Included are reports on labor difficulties at an aircraft company, and on the impersonation of an FBI agent; information on a defective weapon resulting in death of soldier; letters on possible communists, and copies of magazines alleged to be subversive in nature.

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56. Advance Sheets, ca. 1956-58, ½ in., 227-01

Issuances of Army Air Defense School providing students with information on particular course or subjects; similar in style to pamphlet or brochure, and similar in content to student text or reference.

Destroy immediately upon approval of this schedule.

57. Classes (USAR), ca. 1955-56, 12 cu. ft., 227-01

Instructors' manuscripts from the Artillery School containing course outline, lecture briefs, exams, and appropriate transparencies and diagrams.

Destroy immediately upon approval of this schedule.

58. Student References, ca. 1956-58, 1 in., 227-01

Reference textbooks for students at Artillery and Guided Missile School (Ft. Bliss) on variety of topics related to courses being taken. Similar in nature to texts.

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59. Intelligence Report Files, ca. 1952-54, ½ in., 502-01

Monthly reports of activities undertaken in training of personnel in intelligence matters, such as security of military information and proper handling of classified materials. Series includes negative reports of domestic intelligence in the areas of subversion, labor, and racial activities. Records created at Artillery and Guided Missile School at Ft. Sill.

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60. Army Aviation Digest, ca. 1955-59, 5 in., 227-01

Numbered issuances of the Aviation School (Ft. Rucker) providing information of operational or functional nature concerning safety and aircraft accident prevention; training, maintenance, operations, research and development, aviation medicine, and other related data.

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61. Medical Publications, ca. 1952-63, 6.3 cu. ft., 901-01

Variety of publications relating to medical problems encountered by the Army, generally in combat situations. Series includes research studies on such topics as plague, medical defense against biological warfare, and infectious hemorrhagic fever in the USSR; reports of research teams on Korean battle casualties; and published lecture series for courses, including one on the management of mass casualties, with topics such as psychological considerations in atomic warfare, and radiation cancerogenesis. Most of the material concerns two major themes: providing better medical care in the Korean War; and preparing for a major war in which chemical, biological, and atomic weaponry might be employed. Walter Reed created 5.9 cu. ft. of these records; the Institute of Pathology created 4 in.

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62. Science Advisory Organization Files, ca. 1952-61, 3 in., 1302-04

Letters, reports, minutes of meetings, and other correspondence relating to Scientific Advisory Committees of Walter Reed Graduate Institute and Armed Forces Institute of Pathology. Covers organization, function, and mission of institutes, and of subdivision of each, including description of activities. Series also contains progress reports, information on American Registry of Pathology, and a report on Medical Museum activities.

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63. Technical Committee Operations Files, ca. 1958-60, 4 in., 1303-02

Letters, reports, memorandum, minutes of meetings, and other correspondence relating to the various technical committees and boards associated with the Walter Reed Institute of Research, such as the Armed Forces Epidemiology Board, and the Committee on Bio-Astronautics. Correspondence includes membership lists, with lumineries like James Van Allen, Salvador Luria, Robert Jastrow, and Albert Sabin. Minutes of meetings include reports of activities of subsidiary panels and committees, such as research work and exchange of information with Soviet scientists. Major topics cover work done with various diseases; medical problems resulting from nuclear attack or chemical or biological warfare; and biological, physiological and psychological aspects of space exploration.

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64. Research and Experimental Case Files, ca. 1942-56, 78 cu. ft., 914-04

Individual case files and variety of correspondence relating to medical and psychological research studies undertaken by Walter Reed Institute of Research. Studies include Ft. Dix Peptic Ulcer Project, to ascertain causes of ulcers with particular reference to stress in military service. Individual case files contain questionnaires on reactions to and handling of anxiety and anger, a psychiatric evaluation, military service, and nude photos. Another study, containing psychiatric analyses of personnel and their families, attempted to make psychiatric forecasts of enlisted personnel's military performance. A collection of viral studies, connected with efforts to create vaccines, is composed of both individual case files and correspondence related to the studies themselves. The latter contains research information relating to Q Fever epidemics, and information on use of serum from Japanese POWs to test for encephalitis antibodies.

a. Correspondence relating to studies.

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b. Individual Case Files

Destroy immediately upon approval of this schedule.

65. Monographs, ca. 1942-55, 1 cu. ft., 227-01

Issuances of the Ordnance School at Aberdeen containing instructional or lesson plans, course descriptions, and copies of final exams to be administered to students. Portions of this series duplicate items described elsewhere in this schedule.

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66. Museum General Correspondence Files, ca. 1959-61, 1 in.

Letters, memorandums, orders, and other correspondence relating to the establishment and operation of Quartermaster Museum. Contains information on donations of military paraphernalia, historical books, obsolete quartermaster corps items; exhibits and displays at Museum; and leaflets asking for donations of materials.

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67. Information Sheets, ca. 1951-64, 10 in., 227-01

Issuance describing and explaining specific sub-organizations and operations within Signal School, and showing mission, functions, and responsibilities of those sub-units. Includes some historical information on specific activities, such as signal operations in Korea and in the European Theater of Operations.

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68. Training Research Files, ca. 1958-60, 1 in.

Studies relating to improvement of teaching techniques in the Signal Schools, such as course evaluation because of large number of academic failures; study of relationship between mathematic instruction and achievement in particular courses; and a study on improving reading skills.

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69. Signal School Chalkboard, ca. 1956-58, ¼ in., 227-01

Signal School publication containing items for instructors and supervisors pertaining to instructional techniques; education philosophy, concepts, and doctrine; human relations in teaching; and similar items.

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70. Newspapers, ca. 1954-56, 4 in., 413-05

Numbered issuances of European Signal School containing routine school news and announcements, local news and sports, cartoons and pin-up pictures, occasional national news items relating to the Army, and chaplain's news and views.

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71. Army Exchange Historical Records, ca. 1958-61, 1 in.

Letters, memorandums, reports, minutes, and other correspondence reflecting a school's role 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. Records were created at the U.S. Military Academy.

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72. Dependents Schools Historical Program Files, ca. 1961-63, 1 in.

Letters, memorandums, supply lists, reports, and other correspondence relating to the operation of the elementary school at West Point. The vast majority of the records are concerned with routine procedural matters, such as building use, budget matters, supplies and furnishings, schedules, and estimates on the number of students.

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