

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO. <i>NCI-AU-85-25</i>	
DATE RECEIVED <i>1-10-85</i>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<i>8-6-85</i> Date	<i>James A. Bond</i> 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

Hospitals

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

PATRICIA M. RHODES

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 11 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	<i>John Henry Hatcher</i> 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 hospitals 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>		<i>34 Items</i>

Copies sent to Dept. of Army, NNI, NNM, NNB, and NC 8/8/85. LLM

Request for Records Disposition Authority—Continuation		JOB NO.	PAGE OF
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p><u>Directives</u>, 1961, 1 in.</p> <p>Numbered issuances used at Ireland Army Hospital, Ft. Knox, in lieu of numbered memorandums and SOP's. Used to disseminate important policies, procedures, and instructions.</p> <p><u>Permanent</u>. Offer to NARS immediately upon approval of this schedule.</p>	227-01	
2.	<p><u>Guides</u>, ca. 1954-64, 2 cu. ft.</p> <p>Issuances published at a variety of military installations to establish rules about important functions and procedures, and to give instructions about the operation of a military hospital. Frequently used in place of regulations or SOP's.</p> <p><u>Permanent</u>. Offer to NARS immediately upon approval of this schedule.</p>	227-01	
3.	<p><u>Newspapers</u>, ca. 1950-64, 5½ cu. ft.</p> <p>Authorized Army publications for hospital staff and patients and for the general public. They contain: features about patients and about both medical and support staff members; news about parties, sports, visits by celebrities, and other events; articles about developments in the fields of medicine and physical rehabilitation; explanations of new Army regulations, Veterans Administration benefits, and the like; wire service stories; cartoons, pin-ups, and many photographs. Because hospitals are often a highly visible component of the Army, these frequently were slick, handsome, effective public relations instruments, designed to appeal to a wide range of readers.</p> <p>● Newspapers from major Commands (Walter Reed, Brooke, Fitzsimmons) <i>and all other facility papers.</i></p> <p><u>Permanent</u>. Offer to NARS immediately upon approval of this schedule.</p> <p>All other newspapers:</p> <p>Destroy immediately upon approval of this schedule.</p>	413-05A	

Request for Records Disposition Authority - Continuation		NO.	PAGE OF
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
4.	<p><u>Medical Presentation Files, ca. 1946-59, 1½ cu.ft.</u></p> <p>Professional papers prepared for oral delivery at conferences at Brooke Army Medical Center. Some are on a single topic, e.g. "Goiter, Toxic and Nontoxic", "Peritonitis", "Aortic Aneurysm", etc. These discuss the medical condition and the state of the art regarding treatment. Others are presentations of specific cases, including case history, laboratory findings, diagnosis, prognosis, and course of treatment, utilizing each case as an example of certain diseases or syndromes.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>		
5.	<p><u>Professional Research Papers, ca. 1960-65, 8 ins.</u></p> <p>Papers written to document both interim and final stages of research projects conducted at various Army hospitals and medical laboratories. These cover a diversity of medical topics, such as "Hypervitaminosis" and "Left Axis Deviation: A Clinical, Electrocardiographic and Vectorcardiographic Study". Some of these papers were written for publication and others for in-house dissemination. They demonstrate the types of research which were being conducted at Army hospitals during the 1950's and 60's, and thus provide evidence about a major function of these hospitals.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>		
6.	<p><u>Technical Report Record Files, ca. 1960-64, 2 ins.</u></p> <p>Progress reports on research projects at the Armed Forces Institute of Pathology, Walter Reed Army Medical Center. Includes studies on such diverse topics as "Sudden Crib Death Syndrome in Infants", "Atomic Casualties from Hiroshima and Nazasaki", and "Effects of Cosmic Rays on the Brain".</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>	1304-14	

Request for Records Disposition Authority - Continuation

NO.

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7.	<p><u>Psychiatric Report on Repatriated Prisoner of War 1953, ½ in.</u></p> <p>Summary of psychiatric interview with American soldier who had been a POW during United Nations police action in Korea. Conducted at Sandia Army Hospital two months after repatriation, the interview covers personal history, military history, experiences as a POW, attitudes about his capture, fellow POWs, the enemy, and repatriation. Also includes discussion of his physical and emotional health and predicted long-term effects of the experience. Illuminating look not only at the POW himself but also at the Army psychiatrists.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>		
8.	<p><u>Counter-Intelligence Spot Reports, 1955, ½ in.</u></p> <p>Correspondence generated at Brooke Army Medical Center concerning the need to monitor the activities of all personnel of Puerto Rican descent, because of activities elsewhere by Puerto Rican nationalists.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>	503-06	
9.	<p><u>Research and Experimental Files, ca. 1952-64, 1 cu.ft.</u></p> <p>Documents relating to experimental and research work, in progress or completed, at Walter Reed, Brooke, Martin, and Letterman. Typical experiments: a study involving ink injection tests on dogs to determine vascular congestion and kidney failure; research concerning an attempt to develop a pill for protection against total body radiation.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>	914-04	

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10.	<p><u>Research and Development Case Files, 1960, 1 in.</u></p> <p>Booklet from Walter Reed, describing the development of an audiometric diagnostic aid, to be used in hearing rehabilitation. Specifically links this device to use in hearing loss which is peculiar to the military, as well as for those whose deafness is caused by prolonged exposure to noise from aircraft or artillery firing.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>	1305-01	
11.	<p><u>Operating Procedures Files, ca. 1957-61, 1 cu.ft.</u></p> <p>Reports and correspondence relating to the establishment and standardization of operating procedures, and to changes in those procedures. Includes proposals for improvement, reports of studies, and copies of standard operating procedures. All of these files are from Walter Reed.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>	208-02	
12.	<p><u>Assignment of Unit Mission, ca. 1960-61, ½ in.</u></p> <p>Series of statements from the commanding officer of the U.S. Army Hospital, Bad Kreuznach, Germany, setting forth the primary peacetime missions and projected emergency missions for the hospital and for several subsidiary medical detachments located throughout Germany. Includes information about chain of command, locations, facilities, personnel, and major duties.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>		

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13.	<p><u>Circulars, ca. 1954-64, 9 ins.</u></p> <p>Issuances published by a number of hospitals for a variety of purposes, from promulgating significant policies and procedures that are directive in nature, to circulating routine information of minor import.</p> <p>a. Circulars directing significant policy of procedural actions, or containing important information about the functions, operations, or activities of the creating unit.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p> <p>b. All other circulars Destroy immediately upon approval of this schedule.</p>	227-01	
14.	<p><u>Memorandums, ca. 1950-64, 20 cu. ft.</u></p> <p>Issuances used for a variety of purposes. These range from dissemination of significant policies to publication of short-term administrative procedures.</p> <p>a. Memorandums containing policies and responsibilities and prescribing administrative procedures of a continuing nature and applicable only to the headquarters of the issuing element.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p> <p>b. All other memorandums</p> <p>Destroy immediately upon approval of this schedule.</p>	227-01	
15.	<p><u>Bulletins, ca. 1950-65, 34 cu. ft.</u></p> <p>Numbered issuances used to convey official and unofficial information of an advisory, informative, or directive nature. Used to provide both important instructional matter and minor procedural changes. Published by nearly every Army hospital.</p> <p>a. Bulletins containing significant information concerning major functions and/or activities.</p>		

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15. Cont.	<p>Permanent. Offer to NARS immediately upon approval of this schedule.</p> <p>b. Daily bulletins and all other bulletins.</p> <p>Destroy immediately upon approval of this schedule.</p>		
16.	<p><u>Manuals</u>, ca. 1955-63, 7 ins.</p> <p>Issuances used for a variety of purposes, such as prescribing uniform policies and procedures; establishing programs; describing organizational structure; listing responsibilities and functions; and setting maintenance procedures. Usually in printed form. Issued by Walter Reed, Brooke, Ft. Ben Harrison, and Tokyo Army Hospital.</p> <p>a. Manuals containing policies and responsibilities; organization and function; significant procedures; or important information.</p> <p>Permanent. Offer to NARS immediately upon approval of this schedule.</p> <p>b. All other manuals.</p> <p>Destroy immediately upon approval of this schedule.</p>	227-01	
17.	<p><u>Pamphlets</u>, ca. 1955-63, 5 ins.</p> <p>Numbered issuances 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.</p> <p>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.</p>	227-01	

Request for Records Disposition Authority—Continuation		JOB NO.	PAGE OF
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17. (cont.)	<p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p> <p>b. All other pamphlets.</p> <p>Destroy immediately upon approval of this schedule.</p>		
18.	<p><u>Medical Daily Diaries</u>, ca. 1950-63, 6 cu. ft.</p> <p>Documents reflecting events in chronological order. Included are journals, diaries, ledgers, log books, professional activities reports, patient rosters, printed forms, and similar or related documents.</p> <p>a. Diaries containing chronological entries about events.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p> <p>b. Diaries containing only rosters of patients.</p> <p>Destroy immediately upon approval of this schedule.</p>	902-03	
19.	<p><u>General Correspondence Files</u>, ca. 1949-62, 185 cu. ft.</p> <p>Letters, memorandums, messages, reports, and other forms of correspondence relating to a wide variety of functions and subjects. The overwhelming preponderance of these files concern completely routine operations and procedures, generally of transitory nature, of Army hospitals and their subdivisions. This item is applicable to any other records listed in NPRC finding aids as "Correspondence Files" or "General Administrative Files", except those specifically described elsewhere in this schedule, or those which have been previously appraised for permanent retention.</p> <p>a. Files from major commands (Brooke, Walter Reed, Fitzsimmons) which are in the 700 series of the War Dept. Decimal File System and/or which have significant information regarding important policies, procedures, functions, or missions of a continuing nature:</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p> <p>b. All other General Correspondence Files:</p> <p>Destroy immediately upon approval of this schedule.</p>	EAR 345-220-18D	

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20.	<p><u>Training Correspondence Files</u>, ca. 1949-64, 19 cu.ft.</p> <p>Letters, memorandums, training material, class rosters, class rankings, reports, and similar or related documents pertaining to the training of military personnel and support staff in Army hospitals. These records are quite routine in nature, dealing with the day-to-day activities of the training classes.</p> <p>Destroy immediately upon approval of this schedule.</p>	1001-01A	
21.	<p><u>Security General Correspondence Files</u>, ca. 1950-60, 5 cu.ft.</p> <p>Letters, memorandums, reports, and other correspondence 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. About 90% of the volume is from very large facilities-Brooke, Walter Reed, Letterman, and Fitzsimmons; the rest is from smaller units, often based in foreign countries.</p> <p>Destroy immediately upon approval of this schedule.</p>	501-01	
22.	<p><u>Consolidated Class Schedules</u>, ca. 1961-64, 8 ins.</p> <p>Lists of courses, subject matter, location, instructor, and sometimes rosters of students. From Letterman Army Hospital.</p> <p>Destroy immediately upon approval of this schedule.</p>		
23.	<p><u>Professional Staff Programs</u>, ca. 1955-63, 1 cu.ft.</p> <p>Monthly publications of schedules for clinics, ward rounds, and other medical and surgical services. Includes names of members of various hospital committees and names of civilian consultants. Issued by nearly every Army hospital and usually printed in booklet form.</p> <p><i>Permanent. Offer to NARS immediately upon the approval of this schedule.</i></p> <p>Destroy immediately upon approval of this schedule.</p>		

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24.	<p><u>Legal Instruction Files, 1961, ½ in.</u></p> <p>Correspondence generated by a military physician at Sandia Army Hospital, complaining because he has been subpoenaed to testify in a civil trial. Folder also contains verbatim excerpts from Army regulations concerning participation in civil trials by military personnel.</p> <p>Destroy immediately upon approval of this schedule.</p>	401-01	
25.	<p><u>Letters, ca. 1960-61, 1 in.</u></p> <p>Numbered issuances concerning purely routine, everyday matters: assignment of the Officer of the Day, notice of coming inspections, results of past inspections, times of worship services. Published at Ft. Sill, as Administrative Letters, and at Bad Kreuznach, as Information Letters.</p> <p><u>Destroy immediately upon approval of this schedule.</u></p>	227-01	
26.	<p><u>Hospital Command Management System Files, ca. 1957-58, 8 in.</u></p> <p>Reports and correspondence relating to budget planning and distribution of personnel at Valley Forge Army Hospital.</p> <p>Destroy immediately upon approval of this schedule.</p>	901-01	
27.	<p><u>Facilities Control Files, ca. 1952-59, 3 cu.ft.</u></p> <p>Letters, memorandums, reports, and other correspondence relating to the acquisition, construction, repair, condition, utilization, transfer, or closing of specific facilities.</p> <p>Destroy immediately upon approval of this schedule.</p>	201-01A	

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28.	<p><u>Procedural Standardization Files</u>, ca. 1951-60, 4 cu.ft.</p> <p>Documents, including proposals, instructions, and the like, which relate to the improvement and standardization of specific work procedures. Includes such topics as the re-numbering of hospital rooms and the size standardization of surgical gurnies.</p> <p>Destroy immediately upon approval of this schedule.</p>	216-03	
29.	<p><u>Work Simplification Proposal Files</u>, ca. 1957-64, 10 ins.</p> <p>Documents relating to simplifications and improvement of specific work procedures. Includes proposals, instructional material and similar documents. Typical subjects are better placement of beds in hospital wards, color-coding of surgical sponges, and the like.</p> <p>Destroy immediately upon approval of this schedule.</p>	216-03	
30.	<p><u>Gold Flow Program Files</u>, ca. 1963-64, ½ in.</p> <p>Correspondence regarding a continuing program of education about the need for reducing the expenditure of U.S. money in foreign markets. Included is correspondence concerning classes, bulletin board notices, "Buy America" posters, and other methods of educating military personnel. Created at an Army field hospital in Heidelberg, Germany.</p> <p>Destroy immediately upon approval of this schedule.</p>		
31.	<p><u>Army Exchange Historical Files</u>, ca. 1951-59, 4 ins.</p> <p>Letters, memorandums, reports, minutes, daily journals, and other material relating to the operation and administration of post exchanges. These records were created by the hospitals, and document the relationships between the hospitals and the exchanges. Included are records about the establishment of the exchanges, personnel matters, and similar routine administrative business. Created by only a few hospitals; Letterman, Valley Forge, Hot Springs, and Ft. McPherson.</p> <p>Destroy immediately upon approval of this schedule.</p>	501-01	

APPRAISAL REPORT ON RECORDS DISPOSITION REQUEST

JOB NUMBER
NCL-AU-85-25

SECTION I - ACTION TAKEN

1. **APPROVED FOR DISPOSAL:** The records described under all items of the schedule, except those that may be listed in blocks 2, 3, and 4 of this section, are disposable because they do not have sufficient value for purposes of historical or other research, functional documentation, or the protection of individual rights to warrant permanent retention by the Federal Government.

GENERAL ACCOUNTING OFFICE CONCURRENCE IS NOT NECESSARY IS NECESSARY AND HAS BEEN OBTAINED.

2. **APPROVED FOR PERMANENT RETENTION:** The records described under the following item or items have been appraised by the National Archives and Records Service (NARS) and are designated for permanent retention by the Federal Government. The agency will offer these records to NARS as specified in the schedule.
Items 1-14a, 15a, 16-18a, 19a, and 23.

3. **DISPOSITION NOT APPROVED:** The records described under the following item or items are not approved for disposition. See Section III of this form for explanation.

4. **WITHDRAWN:** The records described under the following item or items have been withdrawn at the request of the agency.

SECTION II - RECOMMENDATION/CONCURRENCES

	TITLE	SIGNATURE	DATE
APPRAISAL	APPRaiser	<i>Gary D. Morgan</i>	7/23/85
	DIRECTOR, RECORDS DISPOSITION DIVISION	<i>Kenneth F. Ryan</i>	7/23/85
CONCURRENCES	NNI	<i>Patricia A. Andrews</i>	7-29-85
	NNM	<i>Garry D. Ryan</i>	8-5-85

SECTION III - APPRAISER'S COMMENTS

This request covers records of U.S. Army hospitals, 1946-65, presently stored in the National Personnel Records Center (Military). The records designated for permanent retention adequately document the functions and activities of these hospitals. The records recommended for destruction do not have sufficient archival value for retention in the National Archives. These include routine correspondence files, records relating to administrative management, and records having information that is also included in the records having archival value.