

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N1-090-88-4

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

DATE RECEIVED

9-29-88

1. FROM (Agency or establishment)

Department of Health and Human Services

2. MAJOR SUBDIVISION

Public Health Service

3. MINOR SUBDIVISION

U. S. Cadet Nurse Corps

4. NAME OF PERSON WITH WHOM TO CONFER

Linda Querec, Records Officer
Public Health Service

5. TELEPHONE EXT.

443-2055

DATE

2/29/88

ARCHIVIST OF THE UNITED STATES

Claudia [Signature]

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

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 5 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE

9/29/88

C. SIGNATURE OF AGENCY REPRESENTATIVE

[Signature]
Dr. George Deal

D. TITLE

DHHS Records Management Officer

7. ITEM NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARS USE ONLY)

RECORDS OF THE UNITED STATES CADET NURSE CORPS, 1941- 1949

United States Public Health Service, a part of the Federal Security Agency, began administering Federal aid to schools of nursing in FY 1942 under a special national defense appropriation of \$3,500,000 granted by Congress. As a continuation of aid to schools of nursing both houses of Congress passed the Bolton Act on June 15, 1943.

[Signature]
special Asst to the
Chief Nurse Officer,
USPHS

8-26-88
Date

9 items

- I. Financial files of the Office of Administration, Division of Budget Finance, Accounting Section. 1940 -1948. Accession 90-52A0390. 48 cubic feet. Packages 139-156. 20/27:23-7-1 - 20/27:25-5-6. Arranged chronologically.

This series of records consists of collection registers, expense distribution ledgers, allotment ledgers, three ledgers (Package 153 - 20/27:25-4-1) used in connection with the nurse education program (1943-1946), and ten summary registers of allotment ledger transactions.

Disposition:
Destroy immediately.

- II. Files of the Office of the Surgeon General, Division of Nurse Education, Nursing Resources Section.

- A. Memorials relating to the Cadet Nurse Corps Program. 1943 - 1949. Accession 90-58A0523. 4 cubic feet. Box 1-4. 20/34:45-3-5 - 20/34:45-4-2. Arranged by subject.

Records assembled in the Office of Director, Division of Nurse Education, as permanent documentation of this program. Letters, memoranda, bulletins, public laws, directives, forms, charts, rosters, telegrams, articles, testimony, reports, photographs, personnel information, minutes, audit reports, tissue carbon reports, press releases, policy papers on Blacks in nurse training programs, fact sheets, and handbooks created and maintained mainly by the Director and her immediate office.

Included are original and entire drafts, or their transcripts of the music scores for the U.S. Cadet Nurse Corps (USCNC) march, USCNC song, "Induction Pledge" by Rolf Baker, and USCNC music for the opening fanfare induction ceremony. Copyright restrictions may apply.

Disposition:
Permanent. Offer to the National Archives during FY 1988.

- B. Program Funding Case Files.

1. Pre-Bolton Act Program Funding Case Files. 1941-1943. Accession 90-52A0183. 25 cubic feet. Boxes 46-73. 20/35:23-7-2 - 20/35:25-4-2. Arranged alphabetically by State or Territory and thereunder by hospital or school of nursing.

Contains correspondence, applications for funds, proposed curricula, proposed budgets, memoranda, descriptions of nursing programs, forms, course outlines, reading lists, telegrams, notices of encumbrance, annual reports, and audit reports that relate to the application process for federal funding of individual nursing programs during the period before the passage of the Bolton Act.

2. Bolton Act, Program Funding Case Files. 1943-1949. Accession 90-52A0183 Boxes 1-45,74. 20/35:21-5-5 - 20/35:23-7-1 and 20/35:25-3-6. Arranged alphabetically by State or Territory and thereunder by hospital or school of nursing.

Contains memoranda, correspondence, audit reports, follow-up evaluations of individual schools by auditors, financial statements, lists of receipts and expenses, notices of encumbrance, budgetary forms, school applications for admission to the program, school bulletins and catalogues, class schedules, annual reports and telegrams which relate primarily to fiscal matters and involve the funding of undergraduate and postgraduate programs at individual nursing schools.

Disposition:

- audit reports, quarterly reports, R92*
- a. Annual reports, applications, reports of affiliations, catalogues and bulletins. Permanent. Offer to the National Archives during FY 1988.
 - b. The remainder of these records lack sufficient evidential and informational value to warrant permanent retention and should be disposed of during archival processing.

C. Cadet Nurse Identification Cards.

1. Cadet Nurse Membership Cards. 1943-1948.
 - a. Undergraduate Cadet Nurse Membership Cards. Accession No. 90-52A0390. 63 cubic feet.

Location and arrangement:

Boxes 1-31, Form 300B. 20/36:42-4-3 -
20/36:43-1-1. Arranged alphabetically by
name of cadet.

Boxes 32-Part 64, Form 300B. 20/36:44-1-2 -
20/36:44-3-5. Arranged alphabetically by
State or Territory and thereunder by city
and school of nursing.

Boxes Part 64-126, Form 300A. 20/36:44-3-5 -
20/36:48-2-6. Arranged alphabetically by
State or Territory and thereunder by city
and school of nursing.

The cards, Form 300, and reprint versions 300A
and 300B, contain abstracted information for
each cadet. The abstracted information for
each cadet includes dates of birth, admission
to school and Corps, and prospective beginning
of Senior Cadet period. Also listed are data
concerning school of nursing attended,
signature, age, home address; signature of the
Director of School of Nursing; and reason for
termination from program, graduation or
withdrawal.

- b. Postgraduate Membership Cards, Forms PG-400,
400A, 400B. Accession 90-52A0390. Boxes 127-
Part 135. 20/36:48-3-1 - 20/36:48-3-5. Forms
are interfiled and arranged alphabetically by
State or Territory, thereunder by hospital or
school of nursing, and thereunder by form
number in chronological order.

Disposition:

Permanent. Transfer to the National Archives on April 1, 1998

2. Form IT354, License Control Cards. Accession 90-
52A0390. Boxes Part 135-140. 3 cubic feet.
20/36:48-3-5 - 20/36:48-4-1. Arranged numerically.

This series contains license control cards which
reflect the license number and date of approval or
validation of licenses for individual nurses.

Disposition:

Destroy immediately.

III. Files of the Recruitment and Public Relations Section of the Division of Nurse Education relating to its Publicity Project.

- A. Publicity Project Binders. 1943-1946. Accession 90-52A0390. 12 cubic feet. Packages. 157-177. 20/27:23-5-1 - 20/27:25-6-6. Arranged for the most part alphabetically by State or Territory, or subject and thereunder roughly chronologically.

This sub-series consists of seventeen newspaper clippings binders, four photograph binders, one magazine binder, and one motion film binder. The binders, textual records, document the different mediums used by the Recruitment and Public Relations Section to publicize the accomplishments of the Corps and stimulate new student nurse recruits.

- B. Publicity Project Sound Recordings. 1944-1945. Accession 90-52A0390. 4 cubic feet. Packages. 178-184. 3/14:9-3-1 - 3/14:9-3-4. Unarranged.

The discs are sound recordings of speeches, rallies, and installation ceremonies.

Disposition:

Permanent. Offer to National Archives during FY 1988. Unplayable records will be disposed of during archival processing.