

National Archives



Washington, DC 20408

Date February 17, 1989
Reply to
Attn of David A. Langbart, NIRM
Subject Job No. N1-59-89-21-P
To Director, NIR

Attached is an appraisal report prepared by Timothy Willard during his rotation in NIR. This memorandum covers 8 cubic feet of Department of State records listed as unscheduled in the WNRC 01 Report. Mr. Willard has done an excellent job in his review of these records. He has determined that the four series are covered by Job No. NN 166-5. We, therefore, do not have to send this appraisal to NNT for review. I will inform NCF that these records are scheduled when I send them my next list of scheduled records.

David A Langbart

DAVID A. LANGBART
Military Appraisal Branch
Records Appraisal
and Disposition Division

Enclosure

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Reply to
Attn of Timothy Willard
Subject Appraisal of records covered by N1-59-89-21-P
To Director NIR

The Military Appraisal Branch has identified the following unscheduled records in the Washington National Records Center Accession No. 59-72A1739/82-89. The records (Lot No. 69D283) were retired by the Office of the Medical Director for the Foreign Service of the Department of State. The Medical Division (MED) was authorized by the Foreign Service Act of 1946, and reports to the Office of Personnel (PER). In May, 1947, Dr. Marlon R. King was appointed the first Medical Director. MED's goal was to improve the quality of the medical care available Foreign Service personnel and their dependents. The program was subsequently extended to include the overseas employees of other civilian agencies as well as their dependents. The Division operates examination and immunization clinics. Overseas, the Division operates health units staffed with doctors or nurses in posts large enough to warrant it. In cases where local medical care is not adequate, MED coordinates and pays for evacuation of sick personnel. In 1956, MED appointed a Foreign Service nurse to direct the Departmental and Foreign Service nursing program. A Medical Board, composed of private physicians, advises the Division on difficult cases where medical problems might limit Foreign Service assignments.

The Medical Division files can be divided into four series

(1) Subject Files, 1948-69. 7 feet. Accession 59-72A1739, boxes 82-88 Lot 62D283. Arranged by subject. Includes letters, reports, clippings, photographs, pamphlets, maps, memorandums, blueprints, photographs, inventories, minutes of meetings, telegraphs, and other documentation. This series contains general subject files about MED's operations. Subjects covered include contacts with the American Medical Association and other private medical groups, correspondence with Congress and with private citizens, civil defense preparations for the State Department, the Task Force on Africa (1961) which studied health conditions for U.S. employees stationed in Africa, the Herter Committee recommendations on personnel (1963) (which includes correspondence with Carl Rowan, director of USIA), a report by Dr. Dorothy Ferebere concerning medical problems of personnel stationed overseas, the Hamilton Survey appraising the Medical Division's program

(1961), MED staff meeting minutes, awards, employee suggestion program, training, applications for medical discharge, statistical reports from MED clinics, surveys of medical care at various U.S hospitals overseas, and other subjects. This series contains important policy documentation for the Medical Division, very little of which is duplicated in other records of the Department. These records are already scheduled as permanent under job no NN 166-5 item 8a. This is a valid authority as the job was amended in August 1974 at the request of the Department of State. At that time, item 8a was designated permanent

(2) Marine Guard Files, 1954-66 6 inches. Accession 59-72A1739, box 89. Lot 62D283. Arranged in reverse chronological order. Letters, telegrams, medical reports, and authorizations of official travel concerning marine guards stationed at overseas posts who became sick and required medical treatment. These are a mixture of routine records with no permanent value.

(3) Accounting Files, 1955-64 2 inches. Accession 59-72A1739, box 89. Lot 62D283. Includes memorandums, letters, and reports covering the transfer of fiscal accounting procedures from DOD/H to MED, adjustments in accounting, expense reports, estimates of costs of overseas medical activities, contract costs, and medical claims. These are routine administrative records which have no permanent historical value and should be discarded.

(4) Equipment and Supply Files, 1955-63. 3 inches. Accession 59-72A1739, box 89 Lot 62D283. Includes contracts, vouchers, purchase orders, memorandums, telegrams, and letters, concerning procurement, contracts with private hospitals for a cancer detection program, supplies, laundry, maintenance and repair, cost reduction efforts, medical travel and hospitalization. These are routine administrative files with no permanent value and should be discarded. Record copies of the contracts were maintained by the Office of Finance

Items 2-4 are a mixture of disposable records covered by many items of NN 166-5.

Timothy Willard

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