

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-304-92-001

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

## Description:

This schedule provided disposition for records in a Federal Record Center. There are no records in the Federal Records Centers that reference this schedule, so it is presumed records disposition has been implemented.

Date Reported: 06/19/2020

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-304-92-1</i>	DATE RECEIVED <i>5/11/92</i>
1 FROM (Agency or establishment) FEDERAL EMERGENCY MANAGEMENT AGENCY		NOTIFICATION TO AGENCY  In accordance with the provisions of 44 U S C 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION			
3. MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER <i>A E WARREN</i>	5. TELEPHONE <i>646-2641</i>	DATE <i>5/19/92</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>

6. AGENCY CERTIFICATION  
 I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 54 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;  is attached; or  has been requested.

DATE <i>5-6-92</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Alfred E Warren</i>	TITLE <i>Records Officer</i>
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Unscheduled records stored at the WNRC under Record Groups 304 and 396		
<i>Copies sent to agency, NSR, NNS, NNWS, NWT NCF 8/26/92</i>			

## Office of Civil and Defense Mobilization

Described below are unscheduled records assigned to RG 304 and RG 396 at the Washington National Records Center. Often intermingled with the permanent records are disposable materials which cannot easily be removed until the records are transferred to the National Archives where they can be screened during archival processing. The National Archives may remove and destroy any of the following types of materials found interspersed with the records:

1. Records authorized for destruction by SF 115s;
2. Records authorized for destruction by the General Records Schedules, and;
3. Nonrecord, including duplicate materials.

### **Federal Civil Defense Administration** Office of the Administrator

1. Correspondence, 1953-57. 2 cubic feet. Arranged in two sections: section one alphabetically by the last name of the correspondent. Section two (White House correspondence) chronologically.

Correspondence between Val Peterson, Administrator of the Federal Civil Defense Administration (FCDA) and other Federal, state, and local officials and private citizens on civil defense issues. White House correspondence files include drafts of letters to the President and Presidential statements. Series also includes a report by Katherine Howard on civil defense in Portugal, Denmark, Sweden, and Norway and subject files on NATO conferences, Pakistan, and Puerto Rico.

WNRC Accession 396-63M0259 Boxes 350-351

**PERMANENT.** Transfer immediately to the National Archives.

2. Minutes, 1956-58. 1 cubic foot. Arranged chronologically.

Minutes, agenda, and meeting schedules related to meetings of the Administrator with the Assistant Administrators of the Federal Civil Defense Administration. These Assistants were responsible for the major operations of the agency including communications, education, special activities, planning, operations, resources and requirements, research and development, health and medical affairs, general administration, and congressional and state relations.

WNRC Accession 396-63B0259 Box 92

**PERMANENT.** Transfer immediately to the National Archives.

3. Advisory Bulletins, 1951-61. 11 cubic feet. Arranged by number and date.

Bulletins, supplements, recisions, reports, and memoranda from the Administrator's office designed to formally convey to governors and State civil defense directors information necessary to the nation's civil defense effort.

WNRC Accession 304-64A0450 Boxes 1-11

**PERMANENT.** Transfer to the National Archives immediately.

Office of the Deputy Administrator

4. Subject Files, 1950-58. 10 cubic feet. Arranged alphabetically by subject or type of record.

Correspondence, reports, speeches, memoranda, newsletters, conference proceedings, and other records.

WNRC Accession 304-62B0314	Boxes 796-798, 802
304-62A0574	1
396-63M0259	344, 346-349

Destroy immediately.

Civil Defense Coordinating Board

5. Subject Files, 1955-58. 7 cubic feet. Arranged alphabetically by subject. Progress reports at the end of the series arranged chronologically.

Correspondence, speeches, minutes and agenda, Federal Civil Defense Administration (FCDA) and other Federal agency publications, staff papers and reports, and other records relating to the work and responsibilities of the Civil Defense Coordinating Board (CDCB). These records were maintained by W.A. Ross, Executive Secretary of the CDCB. Also includes progress reports and other records which document the civil defense planning and mobilization efforts of other Federal agencies. Some material from the Office of Civil Defense Mobilization is included, but the bulk of the material is from the FCDA.

WNRC Accession 396-63B0259 Boxes 80-86

**PERMANENT.** Transfer to the National Archives immediately.

Office of the Assistant Administrator for Congressional Liaison and State Relations

6. Records Relating to the National Civil Defense Advisory Council, 1955-58. 1 cubic foot. Arranged by subject.

Minutes and agenda of meetings, lists of members, correspondence, and other records pertaining to the National Civil Defense Advisory Council. The Council was composed of the Administrator of the Federal Civil Defense Administration, who served as Chairman, representatives of State governments, political subdivisions of states, and private citizens with public interest experience.

WNRC Accession 396-63I0259 Box 235

**PERMANENT.** Transfer immediately to the National Archives.

Atomic Test Operations Staff

7. Project Files of Benjamin C. Taylor, Project Officer, 1951-62. 3 cubic feet. Arranged by subject.

Correspondence, memoranda, minutes, reports, and scientific observations relating to atomic tests. Included are such topics as FCDA-AEC coordination, Presidential briefings, Armed Forces Special Weapons Project, dosimetry, and air-zero locators.

Taylor began as a Project Officer, became the Director of the Engineering Office in 1957, and retired these records from his post as Technical Liaison Directorate, Office of Civil Defense, Office of the Secretary of the Army. The bulk of this material is from the FCDA, but there are records from OCDM.

WNRC Accession 304-65A0299 Boxes 2-4

**PERMANENT.** Transfer to the National Archives immediately.

8. Slides of Atomic Tests, 1953-57. 1 cubic foot. Arranged by subject.

Slides of test shots and blast effects for Operation Plumbbob and prior shots. Slides are housed in metal containers, appear to be physically stable, and have individual descriptions.

WNRC Accession 396-63Z0003E Box 115

**PERMANENT.** Transfer to the National Archives immediately.

9. Operation Plumbbob Subject File, 1956-58. 7 cubic feet. Arranged alphabetically by subject. Under the subject "projects," arranged by number.

Reports, correspondence, press releases, observations, briefings, photographs, and slides relating to the atomic test "Operation Plumbbob" of 1957. Subjects include the Effects of Nuclear Weapons on a Large Biological Specimen (pig), Fallout Patterns, shot schedules, Missile Studies with a Biological Target (dalmatians), and cumulative dosages of radiation for each individual worker at test site and for towns and communities in Nevada, Utah, and Arizona.

WNRC Accession 396-63Z0003E Boxes 116-122

**PERMANENT.** Transfer to the National Archives immediately.

10. Operation Teapot Subject File, 1955. 3 cubic feet. Arranged alphabetically by subject. Under the subject "projects," arranged by number.

Reports, correspondence, press releases, observations, briefings, photographs, and slides relating to the atomic test "Operation Teapot" of 1955.

WNRC Accession 396-63Z0003E Boxes 123-125

**PERMANENT.** Transfer to the National Archives immediately.

11. Operation Hardtack Subject File, 1958. 2 cubic feet. Arranged alphabetically by subject. Under the subject "projects," arranged by number.

Reports, correspondence, memoranda, press releases, observations, briefings, photographs, and color photographs relating to the atomic test "Operation Hardtack" of 1958.

WNRC Accession 396-63Z0003E Boxes 126-127

**PERMANENT.** Transfer to the National Archives immediately.

#### General Counsel

12. Legal Reference and Subject File, 1951-58. 7 cubic feet. Arranged alphabetically by subject.

Correspondence, reports, legal agreements, and claims files relating to rulings, decisions, interpretations, direction and assistance on the enactment or adoption of laws, contracts, litigations, and other legal processes of the FCDA. Subjects include legislation, tort

claims, congressional inquiries, and transactions of the Reconstruction Finance Corporation.

WNRC Accession 396-63-0003      Boxes 131-137

Destroy immediately.

### Planning Staff

13. National Plan File, 1950-60. 16 cubic feet. Arranged by a numeric-alpha system, thereunder by date.

- a. Reports, drafts, comments, statistical and technical data, minutes, and correspondence relating to the development and revision of the National Plan for survival. Many changes resulted from advances in enemy weapons technology and the shifting assumptions of likely targets in the United States. A final plan with all 42 annexes is included. This series includes records created by OCDM.

WNRC Accession 304-67A0131      Boxes 1-15

**PERMANENT.** Transfer to the National Archives immediately.

- b. Duplicate records.

WNRC Accession 304-63A0263      Box 11

Destroy immediately.

14. Records Relating to Operations and Exercises, 1953-61. 9 cubic feet. Arranged by subject, thereunder by date.

Reports, evaluations, plans, correspondence, minutes, slides, and photographs relating to exercises such as OPAL (1954-1961), Sentinel I and II (1956-1957), Uncle (1958), and Surprise (1955), as well as subjects such as staff readiness and Joint U.S./Canada Standing Planning Group. FCDA prepared some of these reports, while others were done for the agency by the Standfort Research Institute.

WNRC Accession 396-63I0003      Boxes 17-24  
396-63B0260                              45

**PERMANENT.** Transfer to the National Archives immediately.

15. Office, Working, and Reference Files, 1943-59. 41 cubic feet. Arranged by subject or type of record.

Correspondence, reports, publications, minutes of meetings, and drafts comprising office or reference files of individual employees who served on the Planning Staff.

WNRC Accession 304-62B0314	Boxes	692-720, 724-729
304-62E0574		192-193
396-63-0003		29-30, 77

Destroy immediately.

Office of the Assistant Administrator for Resources and Requirements

16. Subject File, 1951-57. 5 cubic feet. Arranged by subject.

Correspondence, clippings, reports, and minutes, on such topics as the United Nations, "Operation Alert" (1954 and 1956), the Red Cross, rescue services, conferences, and water supply and the economic impact of an emergency for states and cities. There is also a public survey undertaken by FCDA titled "Public Thinking about Atomic Warfare and Civil Defense," a collection of quotes on civil defense, and a 12 copies of a report on potential targets in the District of Columbia.

WNRC Accession 304-62C0574	Boxes	178-181
396-63C0260		75

**PERMANENT.** Transfer to the National Archives immediately.

Government Liaison Office

17. Director's Files, 1951-57. 6 cubic feet. Arranged by subject.

Minutes, correspondence, and reports relating to agency contacts, material on committee coordination, delegations of authority, and an attempt to reform the "homemade" system of recordkeeping; including unclassified, restricted, and confidential reading files.

WNRC Accession 304-62C0574	Boxes	177
304-64A0126		6-10

Destroy immediately.

Field Administration Office

18. Field Administration Subject File, 1950-58. 8 cubic feet. Arranged by subject.

Correspondence, reports, photographs, minutes, clippings, and publications on such topics as civil defense courses, shelters, state matching funds, and recruitment of

volunteers. Includes biweekly field reports and monthly regional reports, as well as administrative meetings and all-region directives. The records relate primarily to three areas: the Ground Observer Corps, a civilian volunteer civil defense unit supervised by the Department of the Air Force; the National Citizens Committee for Civil Defense; and the Joint Federal-State Action Committee. EXCLUDING copies, non-record material, and routine administrative records which will be destroyed during archival processing.

WNRC Accession 304-62B0314    Boxes 790-795, 800  
396-63B0260                      43

**PERMANENT.** Transfer to the National Archives immediately.

Region II, Olney, Maryland

19. Regional Civil Defense Planning Records, 1953-58. 6 cubic feet. Arranged by subject.

Plans, reports, studies, minutes, correspondence, contracts, and other records relating to the Preliminary Operational Survival Plan for part of Region II.

WNRC Accession 304-63C0642    Boxes 31-36

**PERMANENT.** Transfer to the National Archives immediately.

20. Records Relating to Regional Civil Defense Mobilization Board Meetings, 1955-59. 3 cubic feet. Arranged by date.

Minutes, reports, and correspondence relating to Regional Civil Defense Mobilization Board meetings.

WNRC Accession 304-63B0656    Boxes 11-13

**PERMANENT.** Transfer to the National Archives immediately.

21. Regional Administrative File, 1952-60. 32 cubic feet. Arranged by year, thereunder alphabetically.

Correspondence, reports, communications, plans, and studies relating to organization and administration. Subjects include details on implementation of OPAL and a number of State and local exercises, liaison with Federal agencies, surplus property disposal, training, and procurement.

WNRC Accession 304-63A0642    Boxes 1-10, 20-25, 46-55, 61-66

Destroy immediately.

Education and Services

22. Subject File, 1950-60. 12 cubic feet. Arranged alphabetically by subject.

Correspondence, reports, evaluations, photographs, and charts from the Assistant Administrator of Training and Education (after 1953, Education Services) on subjects such as FCDA organization, training schools, foreign civil defense schools, and central training centers. There are also class lists, state civil defense reports, copies of facilities reports from universities, and material from the Field Administration Office and the Public Affairs Office of FCDA.

WNRC Accession 304-62B0314	Boxes 779-788
396-6300003	47-48

Destroy immediately.

Public Affairs Office

23. Office File, 1950-58. 10 cubic feet. Arranged alphabetically by subject.

Speeches, correspondence, reports, and publications.

WNRC Accession 304-62B0314	Boxes 765-774
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**PERMANENT.** Transfer to the National Archives immediately.

24. Administrative and Operational Files, 1951-56. 23 cubic feet. Arranged by subject.

Reports, correspondence, publications and issuances. The bulk of the series consist of civil defense reports and newsletters form States and localities and records relating to relations between the Public Affairs Office and FCDA regional offices.

WNRC Accession 304-62B0314	Boxes 730-734, 748-760, 775-778
396-63E0260	310 and package

Destroy immediately.

Audio-Visual DivisionRadio and Television Branches

25. Office Files, 1951-58. 13 cubic feet. Arranged by subject, thereunder alphabetically or by date.

Combined records of the Radio Branch and the Television Branch, consisting of correspondence, reports, civil defense information kits, and radio and television scripts.

Some of the more interesting records pertain to Godfrey Chambers, Drew Pearson, Edward R. Murrow, and other personalities working closely with or solicited by FCDA. There are also inquiries into other notables that may have had prior memberships in organizations that would embarrass the FCDA.

WNRC Accession 304-62B0314      Boxes 735-747

**PERMANENT.** Transfer to the National Archives immediately.

#### Joint Visitors Bureau

26. Records of the Director, 1955-57. 4 cubic feet. Arranged by year, thereunder by date or by operation.

Records of Lou Chatham, Director, consisting of publications, correspondence, reports, memoranda, and participant lists.

WNRC Accession 304-62B0314      Boxes 761-764

**PERMANENT.** Transfer to the National Archives immediately.

#### Publications Office

27. Daily News Compilations, 1/1957-12/1961. 7 cubic feet. Arranged by date.

Publications of the "Daily News Digest," a compendium of synopses of articles on civil defense from magazines and newspapers.

WNRC Accession 304-62E0314      Boxes 938  
396-63X0003                              78-83

Destroy immediately.

#### Technical Advisory Services

28. Material Subject File, 1951-53. 2 cubic feet. Arranged alphabetically by subject.

Reports, and correspondence relating to material requirements for the nation in a time of civil defense emergency. Subjects include requirements, total program dollar estimates, and general materials situation.

WNRC Accession 304-62D0314      Boxes 879-880

**PERMANENT.** Transfer to the National Archives immediately.

Engineering Office

29. Director's Files, 1951-60. 3 cubic feet. Arranged by subject.

Files of Benjamin C. Taylor, a project officer and later, Director, Engineering Office, comprising correspondence, reports, scientific observations, minutes, and briefings. Much of the material relates to atomic testing and similar topics such as shelters, air zero locators, and the Armed Forces Special Weapons Project. There are also National Security Council and Atomic Energy Commission correspondence, and minutes of the Special Committee on Shelter Programs.

WNRC Accession 304-65A0299 Boxes 2-4

**PERMANENT.** Transfer to the National Archives immediately.

Shelter Division

30. Subject File, 1951-58. 5 cubic feet. Arranged by subject. Projects arranged by number.

- a. General information on shelter design and materials, including several blueprints and photographs. Folders in box 161 relating to shelters are titled "General," "Design," "Miscellaneous," "Shelter-Home, 1957," and "Relationships."

WNRC Accession 304-62B0574 Box 161 (partial)

**PERMANENT.** Transfer to the National Archives immediately.

- b. Material containing information on individual blast and fallout shelters, mainly in hospitals, throughout the nation, including a number of publications and studies such as "Damage Control in Wartime," "Forest Fuels Blast and Radiation Studies," and "Target Zone Populations." These reports were either commissioned by FCDA or gathered from universities or other agencies.

WNRC Accession 304-62B0574 Boxes 158-161 (partial), 162

Destroy immediately.

Survival Projects Office

31. Project files, 1951-53. 1 cubic foot. Arranged alphabetically by subject or project.

Incomplete series from the Survival Projects Office of the FCDA ("A"- "P"), consisting mainly of memoranda and reports covering such topics as damage control, policies and functions, use of Federal personnel in a civil defense emergency, manpower statistics,

and allocation of civil defense workers. Also includes files relating to an Essential Activities Committee, which made recommendations on which occupations and functions would be essential after an atomic attack, and some material on private businesses such as AT&T.

WNRC Accession 304-62A0574 Box 2

**PERMANENT.** Transfer to the National Archives immediately.

32. Natural Disaster Reports, 1951-60. 2 cubic feet. Arranged by date, thereunder by disaster.

Reports, correspondence, and memoranda on natural disasters, such as Hurricane Audrey, the Flint, MI tornado, and the Kansas flood, and a folder of correspondence and reports on miscellaneous disasters, 1953-1960.

WNRC Accession 396-63B0003 Boxes 31  
396-65B0204 7

**PERMANENT.** Transfer to the National Archives immediately.

#### National Blood Program

33. General Records and Promotional Material, 1951-54. 24 cubic feet. Unarranged.

Clippings, blood collection forms, correspondence, news releases, progress reports, press kits, and distribution statements relating primarily to National Blood Program advertising spots developed for print, radio, and television.

WNRC Accession 304-62A0267 Boxes 191-214

Destroy immediately.

#### Health and Special Weapons Division

34. Project Files, 1953-61. 5 cubic feet. Arranged alphabetically by hospital or health care facility.

Specifications, blueprints, correspondence, and requirements for equipping and stockpiling emergency hospitals, health and medical facilities, on a nationwide basis. The records, from 1953, relate to compliance with FCDA regulations on hospital construction or applications for loans from the Reconstruction Finance Corporation (RFC) through FCDA. Under the Federal Defense Act of 1950, FCDA could allocate civil defense money through other agencies including RFC. However, FCDA had to

approve the loan, and if the hospital was going to be built in a "target" area, FCDA requirements such as reinforced concrete and fire prevention measures had to be met.

Several files document a local/state-Federal bureaucratic battle, as some hospitals requested waivers of protective construction requirements, even enlisting Governors and Congressmen to plead their case. On the FCDA side, the records document how the agency reacted when challenged on a basic part of the "National Plan for Civil Defense," adequate health care facilities for post-attack target areas.

WNRC Accession 304-62C0574 Boxes 185-189

**PERMANENT.** Transfer to the National Archives immediately.

#### Sanitary Engineering Branch

35. Subject File, 1959-63. 1 cubic foot. Arranged alphabetically by subject.

Reports, correspondence, and minutes relating to such emergency sanitation, food contamination, insect and rodent control, radiological warfare, and water and sewage.

WNRC Accession 304-62E0314 Box 942

**PERMANENT.** Transfer to the National Archives immediately.

#### Fire Office

36. Reference File, 1915-61. 6 cubic feet. Arranged by publication.

Copies of fire fighting related publications, insurance company reports, reports from the National Board of Fire Underwriters, multiple copies of the 1961 review draft of the Fire Defenses Operations Plan, and multiple copies of lectures on fire fighting from the civil defense staff college.

WNRC Accession 396-63B0003 Boxes 26-28, 52-52B, 54-54

Destroy immediately.

#### Industry Office

37. Reference and Subject Files, 1950-56. 8 cubic feet. Arranged by subject.

Publications, reports, manuals, bulletins, specifications, and circulars kept as secondary sources of information, and other records relating to efforts to promote civil defense measures among American industry.

WNRC Accession 396-63-0003 Boxes 205-212

Destroy immediately.

38. U.S. Capital Protection Plans, 1951-54. 1 cubic foot. Arranged by facility.

Plans, correspondence, memoranda, training and building defense manuals, and reports relating to the security of the U.S. Capital area.

WNRC Accession 396-63Z0003H Boxes 213

**PERMANENT.** Transfer to the National Archives immediately.

Emergency Operations Office

39. Records Relating to Atomic Tests and Warnings Exercises, 1954-57. 20 cubic feet. Arranged by test or warning exercise; thereunder, by date, FCDA region, locality, or Air Defense Unit.

- a. Summaries, evaluations, reports, and recommendations that relate to tests, trials, or warnings undertaken by the FCDA and its Emergency Operations Office to gauge the readiness of Federal, State, and local institutions to respond to a nuclear attack. Most of the records concern "Operation Alert" (OPAL) of June, 1954 and "OPAL II" on June 15, 1955, simulated attacks on various U.S. cities. Also included are "Operation Minuteman," which involved the coordination of the Army for certain aspects of the OPAL; "Teapot," an actual detonation, designed to measure off-site fallout by using automatic monitoring stations throughout Nevada, New Mexico, Utah, and Colorado; and "Doorstep," which sought to gather information on how homes, shelters and automobiles along with mannequins inside the structures, were affected by an atomic blast. In addition to these, there are number of regional and local exercises documented.

WNRC Accession 304-62-0574 Boxes 3-4, 6-7, 9, 11, 168-174

**PERMANENT.** Transfer to the National Archives immediately all records in boxes 3,4, and 7. Also, records in boxes 6,9, 11 and 168-174 that are final reports or evaluations of the national or regional operation and files that are not readily identifiable as communications between national and regional or local commands.

- b. Records excluded under the disposition instruction for subitem a above and those that consist of routine communications between commands, are drafts or repetitive, are routine budget or personnel material, or were generated at the local or state level.

WNRC Accession 304-62-0574 Boxes 5, 8, 10, 167, 176, 183-184

Destroy immediately.

Readiness Division

40. Subject File, 1952-58. 5 cubic feet. Arranged by subject, thereunder by regional sections arranged by number.

Reports and correspondence relating preparations for a nuclear attack. Most of the records concern communications systems and operations in an emergency situation and cover the spectrum from prepared executive branch briefings to state and local plans. Subjects include security control of air traffic, Canada, various FCDA and interagency committees, conferences, legislation, foreign countries, evacuations, weather, research, metropolitan target zones, NATO, and CONELRAD (Control of Electromagnetic Radiation), a program that allowed broadcast only on am radio during a civil defense emergency. Also, the quarterly reports of the Emergency Operations Office and FCDA, and the correspondence with agencies such as the Atomic Energy Commission, are included.

WNRC Accession 304-62A0574 Boxes 12-16

**PERMANENT.** Transfer to the National Archives immediately.

Warning and Communications Office

41. Subject File, 1951-59. 6 cubic feet. Arranged by subject. Project files are arranged alphabetically by State, thereunder by city or locality.

Correspondence, reports, minutes, studies, and routine requests relating to emergency communications equipment, matching funds, regional conferences, policy, European efforts, emergency communications systems, budgets, relations with private industry (AT&T), and Project East River, a study commissioned by the FCDA to determine what steps would be necessary to improve the civil defense effort.

WNRC Accession 304-62A0574 Boxes 21-23  
396-63Z0003J 216-218

**PERMANENT.** Transfer to the National Archives immediately.

Supply Office

42. Office File, 1950-58 . 24 cubic feet. Arranged by subject or type of record.

Correspondence, reports, invoices, vouchers, and other records relating to the purchase, storage and transport of civil defense supplies, especially medical supplies.

WNRC Accession 304-62-0314 Boxes 558-559, 824-832, 865-869, 872, 874-876  
304-62A0574 17-20

Destroy immediately.

Tactical Operations Office

43. Records Relating to Rural Civil Defense, 1956-1957. 2 cubic feet. Arranged alphabetically by subject.

Correspondence, reports, and studies from the files of Col. Battley, an expert in rural civil defense. Includes correspondence with the Department of Agriculture and records relating to the National Advisory Council on Rural Civil Defense, as well as files on such topics as agriculture, resources utilization, fallout data, and rural civil defense.

WNRC Accession 304-62D0314 Boxes 870-871

**PERMANENT.** Transfer to the National Archives immediately.

Support Planning Division

44. Damage Assessment Reports, 1955-1956. 1 cubic feet. Arranged by subject.

Reports, correspondence, and memoranda relating to damage assessment reports for OPAL, 1955 and OPAL, 1956.

WNRC Accession 304-62D0314 Box 873

**PERMANENT.** Transfer to the National Archives immediately.

Radiological Defense Office

45. Subject File, 1957-58. 2 cubic feet. Arranged by subject.

Correspondence, reports, and directives on radiological defense relating to warning systems, Federal agency responsibilities, the National Civil Defense Plan and the office's annex to that plan, NATO, ad hoc committees, and budgetary matters. Also photographs of the High School Instrument Program, which provided devices and materials to high schools for radiological education and civil defense.

WNRC Accession 304-62B0574 Boxes 156-157

**PERMANENT.** Transfer to the National Archives immediately.

Office of the Director

46. Records of Director's Staff Meetings, 1951-56. 4 cubic feet. Arranged chronologically by date of meeting or action.

Meeting summaries, reports, and correspondence relating to meetings chaired by the Director of ODM. The meetings were held to discuss mobilization issues and formulate

ODM policy. The records also include action reports which followed up on ODM policy decisions.

WNRC Accession 304-63A0263    Boxes 12 (partial)  
304-64A0126                            17-19

**PERMANENT.** Transfer to the National Archives immediately.

47. Quarterly Reports to the President, 1951-56. 2 cubic feet. Arranged chronologically.

Drafts, page proofs, artwork, and final copies of reports to the President on the programs and policies of the Office of Defense Mobilization.

WNRC Accession 396-63A0259B    Boxes 49-50

Destroy immediately.

48. Records relating to the Defense History Program, 1951-53. 4 cubic feet. Arranged by subject or type of document.

- a. Correspondence, studies, reports, press releases, and other documents pertaining to the Office of Defense Mobilization's involvement in the Defense History Program. The Office of Defense History was established as part of the Bureau of the Budget (BOB) in 1951. BOB coordinated the production of historical studies by Federal agencies on their role in the defense program. The files appear to be those of Charles Danhof, the ODM historian. Includes information on the planning and development of the Defense History program and the participation of different Federal agencies including the Federal Communications Commission, the General Services Administration, the Department of Labor, the Department of Justice, and the National Security Council.

WNRC Accession 396-63C0259    Boxes 99-100

**PERMANENT.** Transfer to National Archives immediately.

- b. Draft copies of historical reports and studies about the Economic Stabilization Agency, the Office of Price Stabilization, and the Wage Stabilization Board.

WNRC Accession 396-63C0259    Boxes 101-102

Destroy immediately.

49. Congressional Testimony and Speeches, 1950-55. 2 cubic feet. Arranged chronologically.

Congressional testimony and speeches by Office of Defense Mobilization (ODM) officials on civil defense and mobilization programs of the agency. Most of the speeches were given by Charles E. Wilson, Director of the ODM from 1951 to 1952 and Arthur S. Flemming, Director of the ODM from 1953 to 1956. Speeches were presented to industry and civic organizations such as the Rubber Manufacturers Association, the American Mining Congress, the Council of State Governments, and the American Industrial Development Council.

WNRC Accession 396-63A0259A Boxes 31-32

**PERMANENT.** Transfer to the National Archives immediately.

50. Subject Files of William Y. Elliott, Assistant to the Director, 1951-53. 2 cubic feet. Arranged alphabetically by subject.

Correspondence, conference summaries, and draft reports on a variety of international issues that affected U.S. mobilization. Topics include Canadian resources, British steel, Pacific mineral resources, the Interdepartmental Committee on Far East Mobilization, the International Materials Conference, and Japanese resources. The files were created by William Y. Elliott, who served as ODM's Congressional Liaison in 1951, and also served on the Interdepartmental Committee on Far East Mobilization during that year. In 1952 he became Assistant to the Director for Foreign Activities. A year later he became ODM's representative to the National Security Council, a post he occupied until 1959. These records cover the years 1951-53 from Elliott's time as Congressional Liaison and Assistant to the Director for Foreign Activities.

WNRC Accession 304-63A0199 Boxes 80-81

**PERMANENT.** Transfer to the National Archives immediately.

#### Office of the Administrative Officer

51. Central Files, 1953-7/58. 51 cubic feet. Arranged in blocks of two years, (1953-54, 1955-56 etc.) thereunder by a alpha-numeric filing system.

Correspondence, reports, minutes of meetings, committee records, and other records of the operation of the ODM. The records concern all aspects of defense mobilization with a heavy emphasis on natural resources and stockpiling supplies such as lead, zinc, copper, and other metals.

WNRC Accession 396-63C0260 Boxes 115-116  
396-64E0320 1-48, 55

**PERMANENT.** Transfer immediately to the National Archives.

52. Administrative Files, 1945-60. 60 cubic feet. Arranged by subject.

Correspondence, reports, and other records relating to ODM administrative matters, such as space allocation, equipment and services, committee management, operation of the ODM library, and the ODM budget. Also includes publications, minutes or transcripts of meetings, chronological files, press releases (mostly DPA), and unofficial material.

WNRC Accession 304-63G0199	Boxes 79, 84-88, 128-132
304-63A0263	1-5, 7, 23, 25-28,
396-63-0260	64-66, 88, 117-123, 131, 138, 147-153, 175-184
396-66-0003	8, 9-11, 14-17

Destroy immediately.

53. Administrative Orders and Other Issuances, 1951-57. 1 cubic foot. Arranged by type of document, thereunder by number of issuance.

Administrative Orders, Administrative Instructions, and Administrative Circulars pertaining to the programs, policies, and functions of the Office of Defense Mobilization (ODM).

WNRC Accession 396-63A0259 Box 76

**PERMANENT.** Transfer immediately to the National Archives.

Office of the Special Assistant to the Director for Foreign Trade

54. Records Relating to Petroleum and Oil, 1952-57. 11 cubic feet. Arranged by subject or type of document.

Transcripts of hearings, statements, petitions, correspondence, minutes of committees and working groups, trade agreements, and other records relating to Office of Defense Mobilization (ODM) investigations of the impact of oil imports on national security. These files were created by Harold Gresham, Assistant to the Director for Foreign Trade. Topics include the Committee on Energy Supplies and Resources Policy, the Middle East Emergency Committee, crude oil imports, the Foreign Trade Working Group, and oil companies. Some records dealing with other imports such as chemicals and cables are also included.

Includes minutes of 20 meetings held 1956-57 of the Middle East Energy Committee, composed of government and oil company representatives, responsible for examining

petroleum supply problems resulting from the 1956 Middle East war. There are also minutes of 19 meetings of the related Supply and Distribution Committee.

WNRC Accession 304-63G0199	Boxes 113-116
396-63I0260	164-170

**PERMANENT.** Transfer immediately to the National Archives.

55. Records Relating to Cases on Imports Affecting National Security, 1951-62. 8 cubic feet. Arranged by item imported, cordage case, dental burs, and wool knit gloves.

Records documenting three cases before the ODM on the importation of an item that potentially affected national security, including briefs, petitions, correspondence, reports, press releases, copies of hearing transcripts, reports, and copies of Congressional hearings.

WNRC Accession 396-63I0260	Boxes 158
396-63F0660	19-24
396-64C0713	4

Destroy immediately.

#### Information Office

56. Reference and Subject Files, 1950-61. 11 cubic feet. Arranged by subject or type of document.

Correspondence, reports, studies, news clippings, press releases, and other records.

WNRC Accession 304063G0199	Boxes 141
396-63C0259	77
396-63C0260	105-113

Destroy immediately.

57. Records Relating to the Emergency Information Program, 1955-57. 5 cubic feet. Arranged chronologically, thereunder by subject or type of document.

Press releases, memoranda, directories of personnel, press query logs, ticker tape, organizational charts, press clippings, press guidelines, and other records documenting the Office of Defense Mobilization's Emergency Information Program which was set up during Operation Alert (OPAL) civil defense exercises of 1955, 1956, and 1957. Includes information on press programs; the creation of government telephone, telex, and other communications networks; press conferences; responses to the press; and coordina-

tion of ODM public affairs activities with those of the Federal Civil Defense Administration and other Federal agencies.

WNRC Accession 396-63A0259A Boxes 26-31

**PERMANENT.** Transfer to the National Archives immediately.

Office of the General Counsel

58. Legal Office Files, 1950-62. Contracts arranged numerically by contract number; reports arranged by subject; legislative files by Congress and bill.

Contracts and reports with related correspondence on voluntary agreements between the Defense Production Administration, the Office of Defense Mobilization and industries, and bill files relating to proposed legislation. Also includes records on production pools.

WNRC Accession 304-60A0205	Boxes 17-19
396-63I0260	140-145, 146
396-65B0204	5-6, 8-14

Destroy immediately.

Office of the Assistant Director for Plans and Readiness

59. Subject Files, 1952-58. 4 cubic feet. Arranged alphabetically by subject.

Correspondence, speeches, memoranda, studies, survival plans, and other records maintained by the Deputy Assistant Director for Plans and Readiness, Innis D. Harris. Topics include Project East River, the reduction of urban vulnerability, the Executive Reserve, mobilization training programs, community plans for industrial survival, the Emergency Action Task Force, martial law in time of an emergency, and Operation Alert. Some records are from the Office of Civil and Defense Mobilization, but the bulk of the records are from the Office of Defense Mobilization.

WNRC Accession 396-63I0260 Boxes 198-201 (partial)

**PERMANENT.** Transfer immediately to the National Archives.

60. Chronological Files, 1955-57. 1 cubic foot. Arranged chronologically.

Records of Innis Harris, Deputy Assistant Director for Plans and Readiness.

WNRC Accession 396-63I0260 Boxes 201 (partial), 202

Destroy immediately.

61. Records Relating to Operation Alert, 1956-58. 2 cubic feet. Arranged chronologically.

Reports, guidelines, plans, key documents, and other records relating to Operation Alert, 1956, 1957 and 1958.

WNRC Accession 396-63I0260 Boxes 207-208

Destroy immediately.

#### Continuity of Government Division

62. Subject Files, 1948-59. 6 cubic feet. Arranged by subject or type of document.

Correspondence, site surveys, studies, cabinet papers, Defense Mobilization Orders and other records of Henry F. Hurley, Director of the Continuity of Government division of Plans and Readiness. The records focus on the development of a national policy of dispersal to reduce vulnerability of the American government, cities, and industry to a nuclear attack. Topics include industrial dispersion, bombproofing Federal buildings, radiological defense of relocation sites, planning for the security of Washington, D.C., construction of new Federal facilities, target cities, and Congressional views on the dispersion policy. Some records are from the Office of Civil and Defense Mobilization, but most of the records are from the Office of Defense Mobilization.

WNRC Accession 396-63I0260 Boxes 204-206, 209-211

**PERMANENT.** Transfer immediately to the National Archives.

63. Records Relating to a Survey of Essential Government Functions, 1951-59. 7 cubic feet. Arranged by subject or type of document.

Correspondence, reports, staff papers, coding manuals, and other records, most of which pertain to the Office of Defense Mobilization's survey analysis project to determine the essential wartime functions of Federal agencies. A few records from the OCDM are included.

WNRC Accession 396-63-0260 Boxes 46, 48-53

Destroy immediately.

#### Director of the Continuity of Industry Division

64. Subject Files, 1952-54. 3 cubic feet. Arranged alphabetically by subject.

Reports and memoranda relating to a number of industry related civil defense issues. Included are reports from the Civil Defense Research Association, a group of

representatives from private industry who met to discuss Civil Defense problems. The records also include reports on industrial activity dispersion, information on the status of specific products, resources, and companies; and memos on post-attack planning conferences. The records were compiled by Ted E. Enter, Director of the Continuity of Industry Division.

WNRC Accession 304-63G0199 Boxes 120-122

**PERMANENT.** Transfer immediately to the National Archives.

Office of the Assistant Director for Materials

65. Subject Files, 1948-56. 16 cubic feet. Arranged alphabetically by name of material or subject.

Correspondence, reports, and other records relating to critical and strategic materials. Many of the records were created by the Munitions Board of the Department of Defense. Topics include importation of materials, the Interdepartmental Stockpile Committee, and stockpiling. Materials include aluminum, chromite, castor oil, asbestos, cadmium, and cobalt.

WNRC Accession 304-63G0199	Boxes 140
304-60A0205	29-33
396-63J0260	242-248, 252-253
396-63K0260	229

Destroy immediately.

66. Case Files, Correspondence, and Reports Relating to Tax Amortization, 1950-59. 19 cubic feet. Arranged chronologically, thereunder alphabetically by name of company or individual.

Correspondence between the Office of Defense Mobilization and private companies relating to tax amortization, mainly concerning eligibility for the tax amortization program and requests for information on proper procedures for applying.

WNRC Accession 304-62A0238	Boxes 77-87
304-63G0199	98-101
396-63A0259	68-71

Destroy immediately.



71. Strategic and Critical Materials Subject Files, 1950-63. 7 cubic feet. Arranged by subject.

Correspondence, spreadsheets, working papers, orders, reports, and other records on the production, mobilization, and stockpiling of strategic and critical materials including graphite, asbestos, dolomite, talc, fluorspar, and limestone. Includes some materials from the Munitions Board and the Interdepartmental Stockpile Committee.

WNRC Accession 396-63J0260	Boxes 237-238
396-63K0260	230-231
396-63D0204	25-26
396-63G0660	16

Destroy immediately.

72. Aluminum, Copper, Lead, and Zinc Subject Files, 1951-58. 15 cubic feet. Arranged by subject.

Correspondence, reports, drafts, working papers, staff reports, and other records relating to the stockpiling, production, and mobilization of aluminum, copper, zinc, lead and other strategic and critical materials.

WNRC Accession 304-63G0199	Boxes 102-110
396-63K0260	223-228

Destroy immediately.

73. Subject Files Relating to the Munitions Board, 1946-53. 3 cubic feet. Arranged alphabetically by subject.

Reports, correspondence, and other records relating to pro-curement objectives, the Economic Cooperation Administration, the Marshall Plan, and the stockpiling of critical materials.

WNRC Accession 396-63J0260	Boxes 268-270
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Destroy immediately.

#### Office of the Assistant Director for Production

74. Subject Files Relating to Stockpiles, 1937-58. 3 cubic feet. Arranged alphabetically by subject.

Studies, memoranda, agenda and minutes of committees, reports, disaster plans for contractors, stockpile directives and status reports, and other records relating to the

stockpiling of critical and strategic materials. Topics include export controls of stockpiled materials, national stockpile requirements and objectives, the stockpiling responsibilities of the Office of Defense Mobilization, and the Interagency Committee on Essential Survival Items.

WNRC Accession 396-63C0260 Boxes 93-95

**PERMANENT.** Transfer immediately to the National Archives.

75. Strategic and Critical Material Subject Files, 1947-58. 7 cubic feet. Arranged alphabetically by name of material.

Reports, correspondence, data sheets, and other records relating to stockpiling of critical and strategic materials. Records were created by the Munitions Board, the Office of Defense Mobilization (ODM), and the Office of Civil and Defense Mobilization. The bulk of the records are from the ODM. Topics include the establishment of stockpile objectives, statistics on the production of materials in the United States and other countries, and removal of materials from the Strategic and Critical Materials list.

WNRC Accession 396-63J0260 Boxes 271-277

**PERMANENT.** Transfer immediately to the National Archives.

76. Administrative and Reference Files, 1951-58. 25 cubic feet. Arranged by subject.

Correspondence, reports, evaluations, and other records relating to Operation Alert, production expansion for manufactured goods, and interagency committee consideration of production goals for various industrial components. Also records relating to US Government assistance for school construction in districts where Federal activities had a significant impact on school enrollments.

WNRC Accession 304-60A0205	Boxes 20-25
304-63-0199	89-97, 117-119
396-63-0260	185-188, 279-281

Destroy immediately.

Office of the Assistant Director for Stabilization

77. Subject Files, 1953-60. 8 cubic feet. Arranged by subject or type of document.

Correspondence, reports, Executive Orders, legislation, minutes and agenda, copies of the National Plan, records transmittal forms, and messages, press releases, reports,

administrative orders and other records relating to Operation Alert 1957 and 1958. Also includes a chron file, 1956-58.

WNRC Accession 304-64B0126	Boxes 4
396-63-0260	76-80, 171
396-66E0003	13

Destroy immediately.

#### Office of the Assistant Director for Manpower

78. Subject Files, 1951-61. 6 cubic feet. Arranged generally alphabetically by subject.

Correspondence, reports, studies, and other records on manpower mobilization issues. Topics include the National Reserve Plan to mobilize the military, scientific manpower, and the Task Force on Utilization of Foreign Civilian Manpower. The earliest records, 1951-52, were compiled by Arthur S. Flemming, Assistant Director for Manpower, who later became ODM Director.

WNRC Accession 304-63G0199	Boxes 111-112
396-63I0260	189-192

**PERMANENT.** Transfer to the National Archives immediately.

#### Office of Community Forums

79. Subject Files, 1951-53. 2 cubic feet. Arranged alphabetically by subject or type of document, thereunder chronologically.

- a. Correspondence, drafts and final copies of speeches, fact sheets, newsletters, mailing lists, reports, questionnaires, and other records relating to the activities and policies of the Community Forums Program of the Office of Defense Mobilization. Includes information on the participation of organizations such as the American Bar Association, the American Legion, and Rotary International; the development of radio and TV broadcasts; and organization and administrative history of the office.

WNRC Accession 396-63A0259B Boxes 33 (partial), 34 (partial)

**PERMANENT.** Transfer to the National Archives immediately.

- b. Phonograph recording of George Meany, President of the American Federation of Labor speaking on the defense mobilization program, and three 1/4" reel to reel tapes. One tape contains a speech by Harvey Firestone, Jr. of the Firestone and Rubber Company and the second tape was made by boxer Gene Tunney. The contents of the other tape are unknown as it is merely labeled "Sandburg, mastered copy."

WNRC Accession 396-63A0259B Boxes 33 (partial), 34 (partial)

**PERMANENT.** Transfer to the National Archives immediately, but destroy during processing if determined to lack archival value.

Defense Mobilization Board

80. Records relating to Defense Mobilization Board Meetings, 1951-58. 7 cubic feet. Arranged by date of meeting.

Minutes and reports documenting the meetings and actions of the DMB. Topics include controlled materials, defense agencies, molybdenum, monopolies, stabilization, and stockpiles.

- a. WNRC Accession 304-63A0263 Boxes 12 (partial)  
304-64A0126 11-15

**PERMANENT.** Transfer to the National Archives immediately.

- b. WNRC Accession 304-64A0126 Box 16

Destroy immediately.

National Advisory Board on Mobilization Policy

81. General Records, 1951-53. 2 cubic feet. Arranged by subject. Meetings arranged by date.

Minutes, correspondence, reports, and statements relating mainly to the meetings of the Board.

WNRC Accession 304-660A0205 Boxes 15-16

**PERMANENT.** Transfer to the National Archives immediately.

Interdepartmental Committee on the Soft Coal Industry

82. Subject Files, 6-12/1954. 1 cubic foot. Arranged alphabetically by subject.

Correspondence, reports, summaries of meetings. Topics include committee organization, the state of the coal industry, and the state of the energy industry in general. Included are summaries of the five meetings, and staff reports to the chairman summarizing findings and recommendations. Also, reports from other government agencies and from private industry about coal and energy production.

WNRC Accession 304-63G0199 Boxes 78

**PERMANENT.** Transfer to the National Archives immediately.

Executive Committee of the Kansas and Missouri Flood Rehabilitation Advisory Committees

83. Subject Files, 7-10/1951. 2 cubic feet. Arranged by subject. Most material is stored in loose leaf binders labeled "Missouri-Kansas Flood".

Summaries of committee meetings held between July and October of 1951, maps of the affected area, Congressional testimony, proposed legislation, and damage estimates from various Federal agencies, including the General Services Administration, the Departments of Labor and Commerce, and the Atomic Energy Commission. Also flood progress reports dated between July 13 and July 26 containing flood stage levels, weather reports, and transportation estimates.

WNRC Accession 304-63A0199 Boxes 82-83

**PERMANENT.** Transfer to the National Archives immediately.

Joint US-Canada Industrial Mobilization Planning Committee

84. Meeting Summaries, 1949-50. 1 cubic foot. Arranged chronologically by date of meeting.

Lists of participants and accounts of discussions and recommendations. Summaries of subcommittee discussions and conclusions are also included. In seeking to coordinate industrial mobilization plans between the U.S. and Canada, the Committee looked at a variety of issues, including metals and minerals, chemicals and explosives, transportation, health resources, and administrative controls. Discussions also addressed planning for emergencies and various reciprocal agreements. (Copies of routine, "Miscellaneous Reports" will be destroyed during archival processing.)

WNRC Accession 304-63A0263 Box 6

**PERMANENT.** Transfer to the National Archives immediately.

Production Policy Committee

85. Records Relating to Production Policy Committee Meetings, 1952-53. 1 cubic foot. Arranged chronologically.

Meeting summaries, agendas, reports, working papers, and background papers relating to the work of the Production Policy Committee. Topics of concern to the Committee included wartime production capacity, munitions production capacity, how the level of resources affect production, and possible programs to increase mobilization production.

WNRC Accession 304-63A0263 Box 13

**PERMANENT.** Transfer to the National Archives immediately.

Health Resources Advisory Committee

86. Minutes of Meetings, 1950-53. 5 cubic feet. Arranged chronologically by meeting date.

Minutes and supporting documentation and testimony from witnesses representing the Department of Defense Medical Services, the Surgeon General, the American Medical Association, the American Dental Association, the American Nursing Association, and the Red Cross. Subjects include medical education in the U.S., reserve medical personnel, registration of medical personnel for emergencies, medical personnel and the military, and the Blood Plasma Program.

WNRC Accession 304-63G0199 Boxes 123-127

**PERMANENT.** Transfer to the National Archives immediately.

87. Subject Files, 1950-56. 12 cubic feet. Arranged by type of record or subject.

Computer printouts, data entry forms, code sheets, questionnaires, tabulations, work sheets, correspondence, publications and other records relating to health resource surveys sponsored by the Health Resources Advisory Committee, Federal agencies, and medical associations.

WNRC Accession 396-63-0259 Boxes 59-66, 76  
396-63I0260 172-174

Destroy immediately.

Committee on Defense Transportation and Storage

88. Minutes, 1951-55. 2 cubic feet. Arranged numerically by meeting number.

Minutes and agenda of the Committee on Defense Transportation and Storage and its subcommittees. Topics include transportation responsibilities of different Federal agencies, shipping routes, highways, and railroads. These records were maintained by Joseph F. Vaughan, Executive Secretary of the Office of Defense Mobilization.

WNRC Accession 396-63C0260 Boxes 125-126

**PERMANENT.** Transfer immediately to the National Archives.

89. Reports, 1951-55. 2 cubic feet. Arranged numerically by information paper number.

Reports, information papers, and memoranda, issued by the Defense Transportation and Storage Committee and Task Groups. Topics include emergency measures, strategic railroad routes, shipping, civil defense, and other transportation issues. Series includes some minutes of meetings.

WNRC Accession 396-63C0260 Boxes 127-128

**PERMANENT.** Transfer immediately to the National Archives.

90. Records Relating to Transportation Survey, 1955-58. 2 cubic feet. Arranged by Federal Civil Defense Administration region (I-VIII); thereunder by city.

Final reports, questionnaires, correspondence, and other records pertaining to a study of the status of local emergency plans for transportation and evacuation in 30 major cities. Records include the final reports, "ODM Report on the Status of Transportation Planning in 30 Major Target Areas," and "Summary Report of ODM Transportation Survey Conducted in 27 Cities" which contains summary reports of the evacuation plans for each city. Individual files on each city include evacuation plans, maps showing routes for evacuations, lists of members of state civil defense committees, and questionnaires.

WNRC Accession 396-63A0259B Boxes 57-58

**PERMANENT.** Transfer immediately to the National Archives.

91. Miscellaneous Records and Reports, 1952-56. 4 cubic feet. Arranged by subject.

Office of Defense Mobilization weekly division reports, Defense Transportation Storage Committee information reports, and other records.

WNRC Accession 396-63-0260 Boxes 123-123, 129-130, 294

Destroy immediately.

Manpower Policy Committee

92. Studies, 1951-54. 2 cubic feet. Arranged chronologically.

Studies relating to manpower issues such as migrant labor, the merchant marine, critical housing. The series also includes policy statements and minutes of meetings of the Manpower Policy Committee.

WNRC Accession 396-63I0260 Boxes 196-197

**PERMANENT.** Transfer to the National Archives.

Telecommunications Advisory Board

93. Subject Files, 1956-58. 2 cubic feet. Arranged by subject or type of document.

Minutes, agenda, reports, correspondence, and other records of the Telecommunications Advisory Board. Topics include enemy jamming of international communications circuits, national telecommunications policy, microwaves, telegraph cables, and radio frequencies. Some records from the Office of Civil Defense and Mobilization are included.

WNRC Accession 396-63J0260 Boxes 292-293

**PERMANENT.** Transfer immediately to the National Archives.

President's Communication Policy Board

94. Subject File, 1950-51. 5 cubic feet. Arranged by subject or type of document.

Correspondence, reports, minutes, agenda, staff reports, industry reports, policy statements, press releases, survey data, and other records of the President's Communication Policy Board. The major function of the board was to study the current and potential use of radio and wire communication facilities by government and non-government agencies and make recommendations on policies for more effective use of radio frequencies, dealing with international radio and wire communications, and the relationship of government communications to non-government communications.

WNRC Accession 396-63J0260 Boxes 284-285, 287-289

**PERMANENT.** Transfer immediately to the National Archives.

Records Relating to Intergovernmental Committees

95. Records of Miscellaneous Committees, 1951-61. 36 cubic feet. Arranged by committee, thereunder by subject or type of record.

Minutes, correspondence, reports, and other records relating to intergovernmental boards and committees that dealt with the ODM, including the Advisory Committee on Production Equipment, the Facilities Protection Board, the Intergovernmental Committee of Industrial Security, the Advisory Committee on the Watch Industry, the Surplus Manpower Committee, Telecommunications Planning Committee, and defense materials committees.

WNRC Accession 304-60A0205	Boxes 26-28, 33-36
396-63A0259B	42-44
396-63-0260	154-157, 159-161, 193-195, 291
396-64F0320	49-51
396-65D0711	7-14
396-66B0003	1
396-68A1579	1-3

Destroy immediately.

**Office of Defense and Civilian Mobilization**  
Office of the Director

96. Subject Files, 1956-60. 10 cubic feet. Arranged alphabetically by subject.

Correspondence, reports, drafts, budget estimates, newspaper clippings, and other records relating to the programs and activities of the Office of Civil and Defense Mobilization (OCDM). These files were created by Lee A. Hoegh, Director of the OCDM. Topics include casualty estimates of projected nuclear attacks, continuity of government, the damage assessment program, regional underground control centers, telecommunications, press relations, resources, and transportation. Series includes some material from the Administrator of the Federal Civil Defense Administration.

WNRC Accession 396-63A0260 Boxes 12-21

**PERMANENT.** Transfer immediately to the National Archives.

97. Correspondence Files, 1956-60. 2 cubic feet. Arranged alphabetically by last name of correspondent.

Correspondence between Lee A. Hoegh, the Director of the Office of Civil and Defense Mobilization (OCDM) and Federal, State, and local officials and private citizens on civil

defense activities and issues. Contains some materials from the Administrator of the Federal Civil Defense Administration, Val Peterson.

WNRC Accession 396-63B0260 Boxes 25-26

**PERMANENT.** Transfer immediately to the National Archives.

98. Records of the Director's Staff Meetings, 7/58-7/60. 2 cubic feet. Arranged by date of meeting or action.

Minutes, reports, drafts, briefings, and memoranda relating to top level staff meetings chaired by the Director. Also included are Cabinet actions on OCDM items.

WNRC Accession 304-64A0126 Boxes 20-21

**PERMANENT.** Transfer to the National Archives immediately.

99. Records Relating to Cabinet Meetings, 1958-60. 2 cubic feet. Arranged by subject.

Reports, correspondence, studies, and other records relating to Office of Civil Defense and Mobilization (OCDM) issues which were discussed at cabinet meetings or were the topics of cabinet status reports. Topics include emergency agencies, the National Plan, the National Emergency Alert Repeater system (NEAR), Operation Alert, civil defense in Washington, D.C., stockpiling, the national shelter policy, post-attack communications, and relocation of Federal employees.

WNRC Accession 396-63B0260 Boxes 27-28

**PERMANENT.** Transfer immediately to the National Archives.

#### General Counsel

100. Emergency Preparedness Orders, 1958-61. 1 cubic foot. Arranged by number of proposed order or alphabetically by agency or final orders.

Proposed and final Emergency Preparedness Orders (EPOs). These orders were issued by OCDM to instruct other parts of the Federal government as to their functions in civil defense, emergencies, and defense mobilization. The Federal Reserve, the Attorney General, NASA, and USDA were some of the government entities that were affected by EPOs.

WNRC Accession 396-63Q0003 Boxes 5

**PERMANENT.** Transfer to the National Archives immediately.

101. State Disaster Files, 1952-61. 4 cubic feet. Arranged alphabetically by state.

Reports, evaluations, requests for assistance, and correspondence relating to natural disasters in various states. Records on declared emergencies and disasters in each state containing information on floods, droughts, storms, hurricanes, and other natural disasters and plans for preparedness as well as post-disaster evaluations.

WNRC Accession 396-64A0337 Boxes 4-7

**PERMANENT.** Transfer to the National Archives immediately.

102. Legal Reference and Administrative Files, 1951-61. 21 cubic feet. Arranged by subject.

Reports, correspondence, regulations, and other records relating to the relationship of the Office of Civil and Defense Mobilization, the Federal Civil Defense Administration, and the Office of Defense Mobilization to each other and other Federal agencies. Also includes records relating to National Plan Annexes and Reconstruction Finance Corporation loans; copies of leases, contracts, and specifications relating to the Family Fallout Shelter Program.

WNRC Accession 396-63-0003	Boxes 59-60, 61, 66-72, 73-76,
396-63K0259	247
396-64A0337	1-3
396-64F0713	7
396-65B0204	1-2

Destroy immediately.

#### Office of the Director of Special Liaison

103. Records Relating to the Joint United States-Canada Civil, Defense Committee, 1951-61. 2 cubic feet. Arranged by Committee Working Group (I-XI)

Correspondence, reports, minutes, and other records of the Joint United States-Canada Civil Defense Committee which was established to promote close relationships between American and Canadian civil defense organizations and uniformity in programs such as stockpiling and communications. Committee members included representatives from the Office of Civil Defense Mobilization, other Federal Agencies, and Canadian governmental units. Records include Canadian civil defense booklets, reports, and other materials. The series includes records from the Congressional Liaison and State Relations office of the Federal Civil Defense Administration.

WNRC Accession 396-63I0259 Boxes 233-234

**PERMANENT.** Transfer immediately to the National Archives.

Office of Civil Defense and Mobilization

104. Central Files, Operational Headquarters, 1959-1961. 113 cubic feet. Arranged in four segments, the first three chronologically by year and thereunder into an alphabetical file and a subject file. The fourth section is arranged by year and thereunder by subject.

Correspondence, reports, studies, and other records of the Operational Headquarters of the Office of Civil Defense and Mobilization in Battle Creek, Michigan. Subjects include warning and communication systems; stockpiling of resources; civil defense training; bomb shelter design; appropriations; transportation; the relationship with other Federal agencies, labor unions, religious groups, civic organizations and industry; research and development; and public affairs. The two segments of this series for the years 1959-1960, cover the same years, but include different documents.

WNRC Accession 396-63-0259	Boxes 141-210, 277-295
396-63A0286	1-12
396-63B0260	40

**PERMANENT.** Transfer immediately to the National Archives.

105. Central Files, National Headquarters, 1958-61. 26 cubic feet. Arranged in chronological blocks, thereunder in subseries by addressee and subject; also includes bulky files.

Correspondence, reports, studies, and other records relating to the programs, policies, activities, and functions of the Office of Civil and Defense Mobilization (OCDM). This series was created by the National Headquarters located in Washington, DC. Subjects include warning and communication systems, stockpiling of resources, civil defense training, bomb shelter design, appropriations, transportation, and public affairs.

WNRC Accession 304-63A0263	Boxes 24
396-63E0259	113-121
396-63B0260	39
396-64A0337	9-23

**PERMANENT.** Transfer immediately to the National Archives.

106. Records Relating to Operation Alert (OPAL) Exercises, 1955-62. 22 cubic feet. Arranged chronologically by year, thereunder by subject.

- a. Reports, memoranda, and instructions concerning the planning, execution, and evaluation of yearly Operation Alert civil and military defense exercises. Topics include operation standards, exercise rules, guidelines for civil and military mobilization, and publicity. Evaluation topics include fuel and energy, personnel, health, public participation, industrial vulnerability, and damage analysis. The

exercises were run jointly by the Office of Defense Mobilization and the Federal Civil Defense Administration until these agencies combined in 1958 to form the Office of Civilian and Defense Mobilization.

WNRC Accession 304-63A0263    Boxes 14-17  
396-63D0697                            10

**PERMANENT.** Transfer to the National Archives immediately.

b. Duplicates and other routine materials.

WNRC Accession 396-63B0259    Boxes 89-90  
396-63C0260                            57-61, 213-221, loose vols

107. Nuclear Attack Studies, 1955-60. 2 cubic feet. Arranged by Study, thereunder by part or annex.

Reports that examine U.S. preparedness for nuclear attack. Includes Parts III (Non-Military Target Attack Designs) and IV (Select Economic Area Hazard Probability Tables) of "Nuclear Attack Hazard," of a 1959 study prepared jointly by OCDM's Damage Assessment Center and the Department of Defense. Parts I and II of the Study (Introduction and Military Targets) are missing. Also, a report on the NATO exercise "Side Step" along with the companion domestic exercise "Snap Switch" both of which focus on the state of logistics in the event of a nuclear attack. "Snap Switch" was run jointly by OCDM and JCS. Also several ODM/OCDM reports concerning the state of the transportation system in the event of a nuclear attack.

WNRC Accession 304-63A0263    Boxes 29-30

**PERMANENT.** Transfer to the National Archives immediately.

108. Records Relating to OCDM Organization in the Event of War, 1955-61. 1 cubic foot. Arranged alphabetically by subject ("E"- "P").

Correspondence, reports, and organization charts relating to the functions, authorities, and responsibilities of the OCDM divisions in the event of war. The records outline the specific powers and authorities of various government agencies in a war. The topics include: Emergency Agency Guidelines for Activities, Emergency Designees, Emergency Information, Emergency Reconstruction Agency, Emergency Stabilization, Emergency Food and Housing, Military Assistance to Civil Authority, National Health Agency, National Production Administration, and Psychological Operations. Some of the record were created by the Office of Defense Mobilization.

WNRC Accession 396-65C0204    Box 15

**PERMANENT.** Transfer immediately to the National Archives.

## Office of Civil and Defense Mobilization

109. Records Relating to Miscellaneous Boards and Committees, 1948-62. Arranged by board or committee, thereunder by type of record.

Publication, reference, and administrative files relating to OCDM relations with several interagency groups, such as Interdepartmental Committee on Soft Coal, Stockpile Committee, Textile Committee, Borrowing Authority Review Board, and Advisory Committee on Essential Survival Items.

WNRC Accession 396-63G0451	Boxes 11
396-63-0452	2-3, 5-7
396-64B0320	54
396-64B0797	1-2
396-67B1617	2

Destroy immediately.

## Office of the Director of Research

110. Research Papers Relating to Nuclear Attacks and the Psychological Affect of an Attack or Other Disasters, 1956-62. 2 cubic feet. Arranged by subject of research reports.

Papers prepared for or collected by the OCDM relating to the affects of nuclear war. There are two PAC reports, No. 123 and 37 titled, "Post-Attack Resources Management" and "War Management Research: Methods and Topics" by Ralph F. Spear, the director of the Research, Policy, and Review Office. Also included are reports on the physiological affect of nuclear war and other disasters on the American people and several reports on occasions when the attack warning sirens were set off in Oakland and in Chicago (the Chicago sirens were set off to celebrate the White Sox winning the pennant). There are also reports on living in a bomb shelter for two weeks.

WNRC Accession 396-64-0713      Boxes 5-6

**PERMANENT.** Transfer immediately to the National Archives.

## Office of the Assistant Director for Plans and Operations

- 11d. Records of the Mobilization Plans Group, 1959-61. 1 cubic foot. Arranged by date of Mobilization Plans Group meetings.

The Mobilization Plans Group which included members from other government agencies was established as an internal OCDM committee to assist the Assistant Director of Plans and Operations. Records include correspondence, reports, list of members, summary

minutes of meetings, and group charters relating to the planning and operating of a national civil defense system such as stockpiling, nuclear defense preparation, economic investigations and planning.

WNRC Accession 396-64F0396 Box 20

**PERMANENT.** Transfer immediately to the National Archives.

Operational Analysis Office

112. Subject File, 1957-61. 3 cubic feet. Arranged by subject.

Correspondence and reports relating to nuclear attack and the potential for survival. Includes such subjects as the Census, targeting misconceptions, damage assessment, estimations of blast and thermal damage, regional correspondence, and attack surveillance.

WNRC Accession 396-63Z0003D Boxes 111-113

**PERMANENT.** Transfer to the National Archives immediately.

Office of the Deputy Assistant Director for Federal, State and Local Plans

113. Operational Survival Plans, 1957-59. 54 cubic feet. Arranged by state, thereunder by city, county, or area of plan.

Plans, reports, maps, requirement statements, and studies relating to preliminary operational survival plans (POSPs) and operational survival plans (OSPs). The plans, largely drafted by local civil defense authorities or contractors working for such authorities, provide the details of how a locale expected to respond to a civil defense emergency; compiled information includes such details as evacuation routes, means of traffic control, locations and quantities of stockpiled essential supplies, and means of warning and communication.

WNRC Accession 304-64A0652 Boxes 1-54

**PERMANENT.** Transfer immediately to the National Archives (appropriate regional unit).

114. Administrative Files, 1953-59. 4 cubic feet. Arranged by subject.

Office of Civil and Defense Mobilization Information Bulletins, press releases, legislation, travel vouchers, job applications, and other records of the Director of the Plans Development and Review Division.

WNRC Accession 396-63E0259 Boxes 123  
 396-63C0260 54-56

Destroy immediately.

Office of the Deputy Assistant Director for Public Affairs

115. Subject Files, 1960-61. 2 cubic feet. Arranged by subject.

Correspondence, photographs, proposals for publications, reports, press releases, conference proceedings, TV scripts, and other records relating to the programs and policies of the Public Affairs Office. Topics include rural civil defense, prototype bomb shelters and the National Emergency Alarm Repeater (NEAR) system.

WNRC Accession 396-63L0259 Boxes 270-271

**PERMANENT.** Transfer immediately to the National Archives.

116. OCDM Public Issuances, 1950-60. 3 cubic feet. Arranged in binders by subject.

- a. Correspondence, news clippings, conference proceedings, press releases, delegation bulletins, information bulletins and Federal Civil Defense Administration (FCDA) and Office of Civil and Defense Mobilization (OCDM) publications. Topics include chemical and biological warfare, bomb shelters, Hurricane Audrey, atomic tests, radiobiology and radiation medicine, and Civil Defense Week. Excluding items covered under "b" below.

WNRC Accession 396-63L0259 Boxes 260 (partial), 261 (partial), 262 (partial)

**PERMANENT.** Transfer to the National Archives immediately.

- b. The binder of material entitled "Advisory Bulletins, 1-228" in box 260; the following binders of materials relating to Operation Alert exercises: Box 261: "Operation Alert, 1955, Standards, Time Tables, Codes"; "Operation Alert, 1955, High Point and Newpoint communiques, press releases"; "Operation Alert, 1956, basic documents,"; "Operation Alert, 1955, Lowpoint Communiques"; Box 262: "Operation Alert 1956, Standards, Timetables, Codes" and "Operation Alert 1957."

WNRC Accession 396-63L0259 Boxes 260 (partial), 261 (partial), 262 (partial)

Destroy immediately.

117. White House Press Releases, 1952-60. Less than one cubic foot. Arranged chronologically.

Copies of the press releases and executive orders relating to OCDM and its functions.

WNRC Accession 396-63C0673 Box 14 (partial)

**PERMANENT.** Transfer immediately to the National Archives.

118. Biographies of OCDM Officials, 1958-59. Less than one cubic foot. Arranged alphabetically by name of individual.

Biographical information including experience and educational background as well as personal information on high level OCDM staff members.

WNRC Accession 396-63C0673 Box 14 (partial)

**PERMANENT.** Transfer immediately to the National Archives.

119. Information Office Files Relating to Disasters, 1947-60. 4 cubic feet. Unarranged.

Reports, correspondence, newspaper clippings, photographs and other records relating to specific disasters and disaster planning. Included are both natural disasters such as floods, hurricanes, earthquakes, tornados, and volcanoes and manmade disasters such as fires, and nuclear explosions. Many of the records were created before 1958 when the Information Office was part of the Federal Civil Defense Administration.

WNRC Accession 396-63E0451 Boxes 3-6

**PERMANENT.** Transfer immediately to the National Archives.

120. Public Affairs Subject and Reference File, 1951-61. 39 cubic feet. Arranged by subject or type of record.

Correspondence, reports, publications, issuances, Congressional hearings transcripts, draft articles and press releases, and general administrative records.

WNRC Accession 396-63C0003	Boxes 46
396-63-0259	213, 215, 217-218, 236-238, 263-268, 272-276
396-63E0260	309
396-63F0451	7-9
396-63-0673	1-13, 15-21

Destroy immediately.

Office of the Deputy Assistant Director for Women's Activities

121. Subject File, 1957-1961. 5 cubic feet. Arranged generally by subject.

Reports on activities, programs, and statistics; speeches; minutes; correspondence; home preparedness packets; proceedings; photographs; program evaluations; and statements of goals of the Women's Activities section. Created by Dorothy W. Pearl, Deputy Assistant Director of the Women's Activities Office. Subjects include the Home Preparedness Award program, regional women's civil defense councils, the National Women's Advisory Committee, the Religious Affairs Office, and efforts of women on behalf of civil defense legislation.

WNRC Accession 396-63G0259 Boxes 214, 216, 219-221

**PERMANENT.** Transfer immediately to the National Archives.

Office of the Assistant Director for Resources and Production

122. Subject Files, 1956-62. 4 cubic feet. Arranged generally alphabetically by subject.

Correspondence, reports, studies, budget estimates, speeches, and other records relating to the Office of Defense Mobilization (ODM), the Federal Civil Defense Administration (FCDA), and the Office of Civil Defense Mobilization (OCDM). These records were maintained by G. Lyle Belsley, Deputy Assistant Director and J. Roy Price, Assistant Director for Resources and Production of the OCDM. Topics include ODM, FCDA, and OCDM committees; Resources and Production divisions such as Fuel and Energy, and Food and Water; FCDA and ODM relationships; medical stockpiling, cabinet papers, and oil imports.

WNRC Accession 396-63L0260 Boxes 67-68  
396-63-452 12-13

**PERMANENT.** Transfer immediately to the National Archives.

123. Reference, Reading, and Administrative Files, 9/52-1/61. 22 cubic feet. Arranged by subject or type of record.

Correspondence, reports, and publications, of several individuals who served on the staff of the Assistant Director.

WNRC Accession 396-63-0260 Boxes 5-7, 69-73, 89-91, 304-308  
396-63A0286 15-16  
396-63A0322 1-2  
396-63B0660 1-2

Destroy immediately.

Office of the Deputy Director for Telecommunications

124. General Records, 1952-61. 2 cubic feet. Arranged by subject or type of document.

Reports, correspondence and other records relating to the telecommunications systems of the United States. Included are records from various regions of the United States. Also included are records from the FDCA telecommunications office and records relating to the Presidential Advisory Committee on Telecommunication Policy and Organization which contain information on broadcast jamming and monitoring of the USSR.

WNRC Accession 396-63J0260      Boxes 283  
396-63D0452                              4

**PERMANENT.** Transfer to the National Archives immediately.

125. Records Relating to Operation Alert, 1954-61. 5 cubic feet. Arranged chronologically by year of OPAL (1954-1961).

Records relating to the yearly exercise OPAL (Operation Alert), a practice exercise to prepare the emergency response teams for war and nuclear attack. Includes records relating to the telecommunications, instructions and evaluations on the communications systems of the United States and analysis on their effectiveness in the event of nuclear war. Also included are correspondence, reports, documents prepared for the exercise, and other records.

WNRC Accession 396-64B0927      Boxes 10-14

**PERMANENT.** Transfer immediately to the National Archives.

126. NEAR System Records, 10/57-4/62. 1 cubic foot. Arranged by subject, thereunder by date.

- a. Final Report and Project Summary of the National Emergency Alarm Repeater (NEAR) System. The Midwest Research Institute was under contract to FCDA and OCDM to develop "boxes" that would be placed on power line poles and, when triggered by a special repeating pulse of electricity, would emit a warning signal.

WNRC Accession 304-64A0450      Box 53 (partial)

**PERMANENT.** Transfer to the National Archives immediately.

- b. Progress reports, requirements, briefings, and summaries.

WNRC Accession 304-64A0450 Box 53 (partial)

Destroy immediately.

Office of the Deputy Assistant Director for Economic Stabilization

127. Subject Files, 1956-59. 2 cubic feet. Arranged by subject.

Correspondence, statements, reports, memorandums of decision, petitions, and other records relating to Office of Civil and Defense Mobilization (OCDM) investigations of various imports and their effect on national security. Imports include fluorspar, cobalt, tungsten, needles, pliers, wool textiles, and ammunition. Series includes some records from the Office of Defense Mobilization (ODM), but the bulk of the records are from the OCDM.

WNRC Accession 396-63I0260 Boxes 163-164

**PERMANENT.** Transfer immediately to the National Archives.

128. Records Relating to Regional Stabilization Activities, 1958-61. 2 cubic feet. Arranged by region.

Correspondence, reports, minutes of meeting, conference reports, and other records relating to the administration of the Office of Economic Stabilization in the regions. The records contain instructions and guidelines on procedures given by the central office to the regional offices.

WNRC Accession 396-65C0711 Boxes 5-6

**PERMANENT.** Transfer immediately to the National Archives.

129. Office and Reference Files, 1951-63. 19 cubic feet. Arranged by subject or type of record.

Working papers, spreadsheets, drafts, reports, memoranda, and other records used to prepare essential import studies of materials. These records include several office files of Economic Stabilization staff responsible for studying imports of particular commodities or broader industry areas. (Includes some records from the Office of Defense Mobilization.)

WNRC Accession 396-63-0259	Boxes 87-88, unnumbered, 132, 140
396-63-0260	8-11, 85-87, 28
396-63D0660	7-8
396-64-0396	16-17
396-64C0443	4
396-65C0711	4

Destroy immediately.

Office of the Deputy Assistant Director for Production and Material

130. Subject Files, 1954-61. 1 cubic foot. Arranged by alphabetically by subject.

Correspondence, briefing papers, program evaluations and reviews, and other records of S.S. Shepard, of the Office of the Deputy Assistant Director for Production and Materials. Topics include regional Production and Material conferences, stockpiling of critical and strategic materials, plans for emergency operation and construction, and staffing.

WNRC Accession 396-63C0260 Box 92

**PERMANENT.** Transfer immediately to the National Archives.

131. Miscellaneous Records, 1956-62. 4 cubic feet. Unarranged.

Statistical tabulations of various stockpiled materials including lead, manganese ore, and vegetable tannin; an incomplete office subject file (letters "B" and "C" only); and copies of printed "stockpile reports" to Congress.

WNRC Accession 396-63H0260	Boxes 324
396-63I0452	11, 16-17

Destroy immediately.

Office of the Deputy Assistant Director for Transportation

132. Subject Files, 1951-61. 8 cubic feet. Arranged generally by subject or type of document.

Correspondence, reports, studies, legislation, photographs, testimony, and minutes relating to readiness and mobilization of transportation in emergencies. Topics include the Civil Reserve Air Fleet, transportation of the Executive Reserve and other personnel during an emergency, railroads, the use of highways as airstrips, the ODM Committee on Defense Transportation and Storage, ports, wartime plans for the organization of

transportation, the Cabinet Committee on Transportation Policy, air transport, maritime policy, and budgetary and legislative matters.

WNRC Accession 396-63C0260 Boxes 96-102, 104

**PERMANENT.** Transfer immediately to the National Archives.

Office of the Deputy Assistant Director for Fuel and Energy

133. Records Relating to Power and Water Studies, 1955-61. 4 cubic feet. Unarranged.

Correspondence, reports, minutes of meeting, newspaper clippings, and other records relating to power and water studies. Included are studies on electrical power in various areas of the country, such as Alaska, California, Niagara, Pacific Northwest, Southwest, Southern California, regional reports on power and water sources of the country, and reports on survival items for light, power, and fuel and records relating to the Technical Interagency Power Group.

WNRC Accession 396-64B0396 Boxes 1-4

**PERMANENT.** Transfer immediately to the National Archives.

134. Records Relating to Residual Fuel Oil Imports, 1961. 2 cubic feet. Arranged by document number, 1-135.

Petitions, statements, correspondence, and other records relating to an Office of Civil and Defense Mobilization (OCDM) study of whether to eliminate restrictions on the importation of residual oil. Includes correspondence both in favor of the elimination of restrictions, and in opposition to the proposed action from the Oil Users Association, the American Public Power Association, oil and coal companies, and trade unions.

WNRC Accession 396-63E0259 Boxes 127-128

**PERMANENT.** Transfer immediately to the National Archives.

135. Records Relating to Oil Imports, 1958-60. 4 cubic feet. Arranged by subject or type of document.

Petitions, statements, correspondence, telegrams, and other records relating to an Office of Civil and Defense Mobilization (OCDM) investigation of oil imports. Series includes correspondence with oil companies such as Standard Oil and Shell Oil, and Congressmen on both sides of the issue.

WNRC Accession 396-63C0260 Boxes 81-84

**PERMANENT.** Transfer immediately to the National Archives.

136. Report Relating to the Soft Coal Industry, 1960. 1 cubic foot. Unarranged.

"Reports of the Task Force of the Interdepartmental Committee on the Soft Coal Industry" dealing with topics such as research and development of coal, unemployment in the coal regions, coal freight rates, and coal exports.

WNRC Accession 396-63E0259 Boxes 129

**PERMANENT.** Transfer immediately to the National Archives.

137. Price Survey Computer Cards. 2 cubic feet. Unarranged.

Computer punch cards labeled "Price Survey IBM cards."

WNRC Accession 396-63E0259 Boxes 130-131

Destroy immediately.

Office of Civil and Defense Mobilization, Region 2

138. Records Relating to Natural Disasters, 1950-61. 6 cubic feet. Arranged loosely by the state.

- a. These records relate to natural disasters including reports, correspondence, graphs, charts, and other detailed evidence relating to the windstorm disasters of Cleveland, Ohio in May 1956. Also included are log books and disaster registers for Ohio and Pennsylvania in 1959; records of the Weather Bureau relating to floods; and reports on survival plans for states outside of Region 2.

WNRC Accession 396-63D0780 Boxes 3-6, 9

Destroy immediately.

- b. Operating manuals and procedures for various cities within Region 2 that give detailed plans on how to survive an emergency created by the U.S. Army's Corps of Engineers. There are reports for the following cities: Baltimore, Buffalo, Louisville, Memphis, Lower Mississippi Valley, Nashville, Norfolk, Philadelphia, Pittsburgh, and Vicksburg.

WNRC Accession 396-63D0780 Box 10

**PERMANENT.** Transfer immediately to the National Archives.

- 139. Reports on Construction and Design of Shelters, 1951. 1 cubic foot. Arranged by report.

The reports prepared by private companies on how to design and build a shelter for protection in a disaster or in the case of a nuclear attack.

WNRC Accession 396-63C0780 Box 2

Destroy immediately.

- 140. Regional Office Administrative Files, 1955-61. 3 cubic feet. Unarranged.

Correspondence, and reports relating to the general administration and operation of the Region 2 office, mostly correspondence of the regional director with the other regions and the central office of the OCDM. Also included are files of staff members.

WNRC Accession 396-63B0780 Boxes 1, 7-8

**PERMANENT.** Transfer to the National Archives (Mid-Atlantic Region - 3NN) immediately.

Civil and Defense Mobilization Board

- 141. Minutes of Meetings, 1955-61. 2 cubic feet. Arranged chronologically by date of meeting.

Minutes of the Civil and Defense Mobilization Board and its predecessors, the Defense and Civil Mobilization Board and the Defense Mobilization Board.

WNRC Accession 396-63-0452 Boxes 14-15

**PERMANENT.** Transfer to the National Archives immediately.

Operations Coordinating Board

- 142. Records of Wilbert G. Fritz, 1957-61. 1 cubic foot. Unarranged.

Reports, correspondence, minutes of meetings and other records relating to the Operations Coordinating Board (OCB). Wilbert G. Fritz served as an assistant to Russell Hughes of the OCDM, who was a Chairman of a working group of the OCB. The records include printed reports from the OCB relating to economic production and industrial and agricultural stockpiles in the United States and foreign countries.

WNRC Accession 396-63A0322 Box 3 (partial)

**PERMANENT.** Transfer immediately to the National Archives.

Defense Production Administration  
Office of Administration

143. General Records, 1951-55. 5 cubic feet. Arranged by subject. Reports, correspondence, meeting summaries, and staff papers relating to DPA activities, policies, and organization. Records relate to the following DPA committees: Components Committee, Defense Loan Review Committee, Dispersion Review Committee, Emergency Percentage Committee, Loan Review Committee, Percentage Committee, and Resources Expansion Committee. The records contain much information about the general state of the economy.

WNRC Accession 304-63A0263 Boxes 18-22

**PERMANENT.** Transfer to the National Archives immediately.

**Defense Production Administration**

144. Press Releases, 1951-53. 1 cubic foot. Arranged into two sections. The first section includes press Releases arranged by subject. The second section includes press releases arranged numerically from 1-520.

Press releases which summarize the activities and programs of the Defense Production Administration (DPA) including the authorization of loans made to industrial facilities crucial to the national defense and the designation of critical areas where special action needed to be taken to assure housing and facilities for defense workers. Included are lists of industries which were certified by the DPA to use the accelerated tax amortization program for construction of defense-related facilities.

WNRC Accession 396-63A0259A Box 25

**PERMANENT.** Transfer to the National Archives immediately.

Office of the General Counsel

145. Program Files, 1950-52. 1 cubic foot. Arranged by subject or legal issue.

Correspondence, reports, copies of bills, and other records relating to the legal opinions of the General Counsel for the Defense Production Administration (DPA). The records were created by James P. Durkin, the Assistant General Counsel. Many of the records interpret the statutes that established the DPA and that provided the guidelines and functions of the organization, including the Defense Production Act of 1950.

WNRC Accession 396-65B0204 Box 3

**PERMANENT.** Transfer immediately to the National Archives.

146. Reports on Legislative Cases, 1941-53. 1 cubic foot. Arranged by report.

Four reports on legislative related topics: 1) a copy of the court transcript of U.S. v the Tinken Roller Bearing Co.; 2) Digests of Unusual Cases, 1941-1942; 3) Statements for Subcommittee on Mines and Mining of Committee on Interior and Insular Affairs, House of Representative, 1951; and 4) report of Legislative Review Task Force for the President's Cabinet Committee on Mineral Policy, December 31, 1953.

WNRC Accession 396-65B0204                      Box 4

Destroy immediately.

#### Office of Program and Requirements

147. General Records, 1949-52. 3 cubic feet. Arranged by subject, thereunder alphabetically by subtopic.

- a. Reports, memoranda, meeting summaries, and allotment forms for materials. The records are divided into National Production Authority divisions including Aircraft, Aluminum, Building Materials, Construction Machinery, Durable Goods, and Electronics Equipment. This information was used to compile an "Historical Consumption Analysis" of different materials. There are also reports on an "Industrial Feasibility Test" - a program to evaluate requirements of the military, the atomic energy industry, exports, and war-supporting and consumer programs in the event of war.

WNRC Accession 304-63G0199      Boxes 134-135, 136 (partial)

**PERMANENT.** Transfer to the National Archives immediately.

- b. A War Production Board binder entitled "Receipts, Use, Inventory and Requirements of Material" for the first quarter of 1943, and dated February 10, 1943.

WNRC Accession 304-63G0199      Box 136 (partial)

Destroy immediately.

#### Assistant Administrator for Labor

148. Subject Files, 1952. 1 cubic foot. Arranged alphabetically by subject.

Reports, staff papers, and correspondence relating to various Office of Labor programs and policies. Topics include Programs, Atomic Energy Projects, Field Visits to Labor Unions, Strikes, Wage Disputes, and Military Productivity. There is also a short history of the Office of Labor. The files were created by Joseph D. Keenan, Assistant Administrator for Labor, 1952-53.

WNRC Accession 304-63A0263 Box 9

**PERMANENT.** Transfer to the National Archives immediately.

Office of Construction and Resource Expansion

149. History Files, 1941-53. 1 cubic foot. Arranged by chapter of report.

Report No. 8 from "Historical Reports on Defense Production," entitled "A History of the Office of Construction and Resources Expansion, Defense Production Administration." This report, which was written by Herbert H. Scheier, was never completed or published. Included in this series are materials relating to chapters of the report which were never finished.

WNRC Accession 396-63K0259 Box 249

**PERMANENT.** Transfer to the National Archives immediately.

150. Office Files, 1950-1961. 13 cubic feet. Arranged by subject or type of document.

Press releases, speeches, copies of articles, DPA memoranda, manuals of instruction for preparation of tax amortization necessity certificates, Congressional testimony, Office of Defense Mobilization Orders, reading files, public correspondence, and other records.

WNRC Accession 396-63A0259B	Boxes 35-41, 46-48, 67
396-63K0259	248
396-64A0443	1-2

Destroy immediately.

Chairman of the Procurement Pricing Board

151. Subject Files, 1951-52. 1 cubic foot. Arranged alphabetically by subject.

Minutes, reports, and correspondence relating to the activities of the Board. Topics include Procurement Pricing Board Organization, tax amortization cost problems, and Board meeting minutes. Concerns over inflation led the Board to review early tax amortization applications until the program was perceived as sound. The files were created by Herbert H. Scheier, Chairman of the Procurement Pricing Board.

WNRC Accession 304-63A0263 Box 10

**PERMANENT.** Transfer to the National Archives immediately.

Deputy Administrator for Aluminum

152. Subject Files, 1950-53. 3 cubic feet. Arranged generally alphabetically by subject.

Correspondence, reports, and meeting summaries dealing with various aspects of aluminum production and mobilization. Topics include stockpiling, Canadian aluminum competition, full mobilization requirements, industrial plans, and expansion goals. The records were compiled by Samuel W. Anderson, Deputy Administrator for Aluminum.

WNRC Accession 304-63G0199 Boxes 137-139

**PERMANENT.** Transfer immediately to the National Archives.

#### Aircraft Production Board

153. Subject Files, 1950-53. 1 cubic feet. Arranged alphabetically by subject.

Correspondence, meeting summaries, aircraft production plant surveys. Topics include aircraft production, planning, scheduling, and defense production. The records also contain minutes of the Airport Mobilization Sub-committee which met to prepare plans for airport mobilization.

WNRC Accession 304-63G0199 Box 133

**PERMANENT.** Transfer to the National Archives immediately.

#### Office of Procurement and Production

154. Subject Files, 1950-53. 1 cubic feet. Arranged alphabetically by subject.

Correspondence, reports, memoranda, and other records relating to the Procurement and Production Office. Topics include highway and school construction, machine tools, mobilization, and recommendations on decontrol.

WNRC Accession 396-63H0260 Box 323

Destroy immediately.

#### National Security Resources Board

155. Subject and Reference Files, 1947-53. 5 cubic feet. Arranged alphabetically by subject.

Policy statements, correspondence, reports, and other records on the work and activities of the National Security Resources Board. Topics include industrial dispersal, emergency relocation plans for the Executive branch, the preservation of essential Federal records in an emergency, censorship, continuity of government, and mobilization of resources.

WNRC Accession 396-63F0260 Boxes 311-312

Destroy immediately.

Mobilization Planning Staff

156. Subject Files, 1950-53. 4 cubic feet. Arranged by a numerical subject system.

Studies, reports, correspondence, and policy outlines on the topic of manpower. Studies were produced by the National Security Resources Board or by other Federal agencies and cover women in defense work, sanitary engineers, training of merchant marine, rural manpower, the labor supply in a post-attack situation, critical occupations, the selective service, and programs for the full mobilization of manpower.

WNRC Accession 396-63F0260 Boxes 316-319

**PERMANENT.** Transfer immediately to the National Archives.

157. Records Relating to Censorship, 1942-53. 4 cubic feet. Arranged by subject.

Correspondence, project proposals, progress reports, and other records relating to the National Security Resources Board's development of a censorship mobilization plan. Topics include censorship during World War II in the Army, Navy, Post Office, and other Federal agencies; preparation of readiness measures; censorship of films and the press; and legislation. Some records from the Office of Defense Mobilization are included, but the bulk of the records are from the National Security Resources Board.

WNRC Accession 396-63F0260 Boxes 313-315  
396-63I0260 222

**PERMANENT.** Transfer immediately to the National Archives.

Office of Economic Management

158. Security-Classified Office File of Oscar L. Endler, 1949-61 . 33 cubic feet. Arranged loosely by subject.

Correspondence, reports, graphs, charts, ledger sheets, copies of Congressional Bills, publications, minutes of meetings, and other records related to the Office of Economic Management of the National Security Resources Board. The records are the office files of the director, Oscar L. Endler and cover a wide variety of economic and financial topics. Also included in the records are minutes from board and committee meetings of the NSRB and records of an economic feasibility study conducted on various industries in 1950.

WNRC Accession 396-64C0797 Boxes 3-35

**PERMANENT.** Transfer immediately to the National Archives.

### **Economic Stabilization Agency**

159. General Records of the Director, Program and Planning Staff, and the Administrator, 1950-53. 1 cubic foot. Arranged by type of file, thereunder subdivided by subject, number, or date.

Correspondence, reports, and staff studies relating to ESA programs and policies. Subject topics include administration, relaxation of controls, credit policies, and ESA liquidation. Orders and Regulations include input from various ESA components, including the National Enforcement commission, Office of Rent Stabilization, and Salary Stabilization Board. The files were created by George Seltzer, Director of Program and Planning from 1951-1953.

WNRC Accession 304-63A0263 Box 8

**PERMANENT.** Transfer to the National Archives immediately.

160. Historical Reports and Monograph, 1951-53. 6 cubic feet. Unarranged.

Multiple copies of reports and studies of the Economic Stabilization Agency (ESA) and its divisions, the Office of Price Stabilization (OPS) and the Wage Stabilization Board (WSB). Included are OPS History Monographs and Operational History Papers on different industries, reports of the Office of Rent Stabilization which was part of the WSB, and WSB regional histories and termination reports.

WNRC Accession 396-63A0259B Boxes 51-56

Destroy immediately.

### **President's Committee on Scientists and Engineers**

161. Minutes of Meetings, 9/57-8/58. Less than one cubic foot. Arranged chronologically by date of meeting.

Summary minutes of the committee meetings. The committee focused much of its time on the secondary educational system in the United States.

WNRC Accession 396-63I0451 Box 13 (partial)

**PERMANENT.** Transfer to the National Archives immediately.

162. Local Action Program Records, 1957-58. Less than one cubic foot. Arranged by city.

Reports, memoranda, publications and correspondence on ways to improve the educational system in local areas of the United States. Arranged by local areas, each area has proposed plans for the area and ways of organizing a local area committee.

WNRC Accession 396-63I0451 Box 13 (partial)

**PERMANENT.** Transfer to the National Archives immediately.

163. Subject Files, 1957-59. 7 cubic feet. Arranged alphabetically by subject.

Correspondence, reports, and other records relating to the President's Committee on Scientists and Engineers. Included are biographies of the committee members. The subject files relate to various program areas with heavy emphasis on education including a large volume of reports on vocational guidance, aimed at informing teens of the various careers available in the science and technological field.

WNRC Accession 396-63-0451 Boxes 14-20

**PERMANENT.** Transfer immediately to the National Archives.

164. Records of the Local Action Task Force Steering Committee, 1957-58. 6 cubic feet. Arranged by state thereunder alphabetically by name or organization of correspondent.

Correspondence relating to routine requests for information about local action activities and records relating to speaking engagements.

WNRC Accession 396-63A0697 Boxes 1-7

Destroy immediately.