Finding Your World War I Veteran at The National Archives at St. Louis

Theresa Fitzgerald
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- Maintains physical custody of records that are still under the legal custody of the creating service branch or agency

- Information contained within these records is still protected under provisions of the Privacy Act of 1974 (P.L. 93-579)

- Information from these records is available to the public under conditions specified by the creating service branch or agency and according to FOIA.
The National Archives at St. Louis (NARA)

- Maintains records that are in the legal custody of the National Archives

- Records in the custody of the National Archives are available to the public for research

- Information within these records is open to the public, except for information protected by the personal privacy exemption of the Freedom of Information Act (FOIA), U.S.C. 552(b)(6).
Military Personnel Records
Military Personnel Records

Archival Records & Project 62

If a veteran was discharged, deceased, or retired 62 years or prior to “today’s date,” it becomes a permanent accession to the National Archives and Records Administration; therefore the record is accessible to the public.

- If the veteran separated from military service before today’s date 62 years ago -- The record is “Archival”
- If the veteran separated from military service after today’s date 62 years ago -- The record is considered an unaccessioned Federal record.
Military Personnel Records

- Official Military Personnel Files (OMPFs)
- Records of Persons of Exceptional Prominence (PEP)
  - Presidents, members of Congress and the Supreme Court; famous military leaders; decorated heroes; celebrities; and other cultural figures who served in the military

- Auxiliary Records
  - Morning Reports
  - Unit Rosters
  - Pay Vouchers
  - Officer Pay Cards
  - Selective Service Records
  - General Courts-Martial
Official Military Personnel Files (OMPFs)

Created primarily for administrative functions

Contain information about the subject’s service history:
- Date and type of enlistment/appointment
- Duty stations and assignments
- Training, qualifications
- Performance
- Awards and decorations received
- Disciplinary actions
- Insurance
- Emergency data
- Administrative remarks
- Date and type of separation/discharge/retirement (including DD Form 214, Report of Separation, or equivalent)
- May also contain: birth certificates, marriage certificates, divorce decrees, letters, and photographs

Detailed information about the veteran’s participation in battles and their military engagements is NOT contained in the record.
<table>
<thead>
<tr>
<th>Branch of Service</th>
<th>Official Military Personnel Files, Archival Holdings</th>
</tr>
</thead>
</table>
| Army                                   | Enlisted discharge dates 1912 to 1953*  
| (includes Army Air Corps and Army Air Forces) | Officers discharge dates 1917 to 1953*                                                  |
| Navy                                   | Enlisted discharge dates 1885 to 1953*  
|                                        | Officers discharge dates 1902 to 1953*                                                  |
| Air Force                              | All Personnel with discharge dates 1947 to 1953*                                         |
| Marine Corps                           | All Personnel with discharge dates 1895 to 1953*                                         |
| Coast Guard                            | All Personnel with discharge dates 1898 to 1953*                                         |

*Military records are accessioned into the National Archives, and become archival, 62 years after the service member’s separation from the military. This is a rolling date; hence, the current year, 2015, minus 62 years is 1953.
The 1973 Fire

Shortly after midnight, on July 12, 1973, a fire was reported at NPRC’s military personnel records building.
The 1973 Fire

Records damaged or lost include over 17 million military records. Records damage occurred from both fire and water.

<table>
<thead>
<tr>
<th>Records Affected</th>
<th>Criteria of Records Damaged</th>
<th>Estimated Loss</th>
</tr>
</thead>
<tbody>
<tr>
<td>Army WWI</td>
<td>11/1/1912-9/7/1939 9/8/1939-12/31/1946 1/1/1947-12/31/1959</td>
<td>80%</td>
</tr>
<tr>
<td>Army WWII</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Army Post-WWII</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Air Force</td>
<td>9/25/1947-12/31/1963 surnames Hubbard-Z</td>
<td>75%</td>
</tr>
</tbody>
</table>
The 1973 Fire
Auxiliary Records
<table>
<thead>
<tr>
<th>Branch of Service</th>
<th>Archival Record Series</th>
<th>Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Branches</td>
<td>Applications For Headstones</td>
<td>1925-1970</td>
</tr>
<tr>
<td>All Branches</td>
<td>Applications for Headstones and Markers; Department of Memorial Affairs</td>
<td>1970-1985</td>
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<tr>
<td>All Branches</td>
<td>Arlington National Cemetery Daily Logs</td>
<td>1948-2011</td>
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<tr>
<td>All Branches</td>
<td>Burial Case Files</td>
<td>1915-1939</td>
</tr>
<tr>
<td>All Branches</td>
<td>Deceased Veterans Claims (XC files) - successor series to &quot;Pension Files&quot;</td>
<td>1898-1945</td>
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<tr>
<td>All Branches</td>
<td>Deceased Veterans Claims Index Cards</td>
<td>1918-1945</td>
</tr>
<tr>
<td>All Branches</td>
<td>Interment Control Forms</td>
<td>1928-1962</td>
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<tr>
<td>All Branches</td>
<td>North Carolina WWI Index Cards</td>
<td>1917-1918</td>
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<tr>
<td>All Branches</td>
<td>VA Master Index File</td>
<td>through 1972</td>
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<tr>
<td>Air Force &amp; Army</td>
<td>Enlistment/Induction Serial Number Ledgers</td>
<td>1947-1960</td>
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<tr>
<td>Air Force</td>
<td>Awards Card File, Air Force</td>
<td>1942-1963</td>
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<tr>
<td>Air Force</td>
<td>Casualty Files / Mortuary Files / Individual Deceased Personnel Files (IDPFs), Air Force</td>
<td>1940-1973</td>
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<tr>
<td>Air Force</td>
<td>Drop Cards</td>
<td>1947-1969</td>
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<tr>
<td>Air Force</td>
<td>Individual Flight Records</td>
<td>1911-1958</td>
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<td>Morning Reports, Air Force</td>
<td>1947-1966</td>
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<tr>
<td>Air Force</td>
<td>Publications (microfilm)</td>
<td>1940-1953</td>
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<tr>
<td>Air Force</td>
<td>Publications (paper)</td>
<td>1954-1968</td>
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</table>

Photograph from the Army Student Nurse Individual Academic Records - 1919-1937
<table>
<thead>
<tr>
<th>Branch of Service</th>
<th>Archival Record Series</th>
<th>Years</th>
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<tbody>
<tr>
<td>Army</td>
<td>American Expeditionary Forces Card File</td>
<td>1917-1918</td>
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<tr>
<td>Army</td>
<td>Army Hospital Clinical Record Cover Sheets</td>
<td>1906-1959</td>
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<td>Army</td>
<td>Award Cards, WWI Army</td>
<td>1918-1940</td>
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<td>Army</td>
<td>Awards Precedence Files</td>
<td>1918-1920</td>
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<td>Army</td>
<td>Berlin Airlift Device Cards</td>
<td>1948-1949</td>
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<td>Army</td>
<td>Chaplain Files</td>
<td>1917-1950</td>
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<td>Army</td>
<td>Chemical Warfare Service Officers Index</td>
<td>1941-1959</td>
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<td>Army</td>
<td>Courts Martial Records of Trial, General</td>
<td>1917-1976</td>
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<td>Courts Martial Records of Trial, Special (resulting in Bad Conduct Discharge)</td>
<td>1939-1976</td>
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<td>Army</td>
<td>Courts Martial Summaries, American Expeditionary Forces in Germany</td>
<td>1919-1921</td>
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<tr>
<td>Army</td>
<td>Daily Reports of Changes, US Army</td>
<td>1918-1919</td>
</tr>
<tr>
<td>Army</td>
<td>Dependency Folders, U.S. Army</td>
<td>1918-1943</td>
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<tr>
<td>Army</td>
<td>Deserters Vouchers, US Army</td>
<td>1926-1930</td>
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<tr>
<td>Army</td>
<td>Disability Discharges, US Army</td>
<td>1917-1939</td>
</tr>
<tr>
<td>Army</td>
<td>Discharge from the Draft, US Army</td>
<td>1918</td>
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<tr>
<td>Army</td>
<td>Discharge Reports, WWI, US Army</td>
<td>1918-1920</td>
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<tr>
<td>Army</td>
<td>District of Columbia National Guard</td>
<td>1887-1945</td>
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<tr>
<td>Army</td>
<td>Individual Civilian Internment Cards</td>
<td>1941-1946</td>
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<td>Army</td>
<td>Mexican Border Service</td>
<td>1916-1917</td>
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<td>Army</td>
<td>Miscellaneous Unit Records and Name Lists</td>
<td>1912-1957</td>
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<tr>
<td>Army</td>
<td>Morning Reports and Rosters, US Army</td>
<td>1947-1959</td>
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<tr>
<td>Army</td>
<td>Morning Reports, US Army</td>
<td>1912-1946</td>
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<tr>
<td>Army</td>
<td>Muster Rolls and Rosters, US Army</td>
<td>1912-1943</td>
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<tr>
<td>Army</td>
<td>National Guard Papers, WWI, US Army</td>
<td>1916-1919</td>
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<tr>
<td>Branch of Service</td>
<td>Archival Record Series</td>
<td>Years</td>
</tr>
<tr>
<td>-------------------</td>
<td>---------------------------------------------------------------------------------------</td>
<td>-------------</td>
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<tr>
<td>Army</td>
<td>Nurses Cards, World War II Army</td>
<td>1944</td>
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<td>Army</td>
<td>Nurses (Student) Individual Academic Records, US Army</td>
<td>1919-1937</td>
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<tr>
<td>Army</td>
<td>Officers' Reports of Change</td>
<td>1918</td>
</tr>
<tr>
<td>Army</td>
<td>Patient Rosters, US Army</td>
<td>1940-1948</td>
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<tr>
<td>Army</td>
<td>Pay Cards, Army Deserter</td>
<td>1943-1945</td>
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<td>Army</td>
<td>Pay Cards, Army Officers</td>
<td>1940-1951</td>
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<td>Army</td>
<td>Pay Cards, Army WWI Officers &amp; Nurses</td>
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<td>Pay Cards, Contract Nurses, US Army</td>
<td>1933-1940</td>
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<td>Pay Cards, Contract Surgeons and Chaplains, US Army</td>
<td>1935-1942</td>
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<td>Pay Cards, Field Clerks, US Army</td>
<td>1917-1921</td>
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<td>Pay Cards, National Guard Officers</td>
<td>1922-1936</td>
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<td>Army</td>
<td>Pay Cards, Regular Army Officers and Field Clerks</td>
<td>1920-1941</td>
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<td>Pay Cards, US Army, Reserve Officer Training Corps Students</td>
<td>1920</td>
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<td>Pay Cards, Warrant Officers, US Army</td>
<td>1917-1921</td>
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<td>Pay Vouchers, Final, Army WWI, Officers &amp; Nurses</td>
<td>1917-1921</td>
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<td>Pay Vouchers, US Army Enlisted, WWI (Multiple-name and Single-name)</td>
<td>1917-1921</td>
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<tr>
<td>Army</td>
<td>Payments, Enlisted Men, US Army</td>
<td>1915-1917</td>
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<td>Branch of Service</td>
<td>Archival Record Series</td>
<td>Years</td>
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<td>-------------------</td>
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<td>Army</td>
<td>Philippine Prisoners of War Card File (QTP in Registry)</td>
<td>1941-1945</td>
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<tr>
<td>Army</td>
<td>Reserve Officer Training Camps: Officers &amp; Candidates for Commission, US Army</td>
<td>1917-1918</td>
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<tr>
<td>Army</td>
<td>Return of Nurse Corps, US Army</td>
<td>1917-1920</td>
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<tr>
<td>Army</td>
<td>Russian Railway Service Corps</td>
<td>1917-1920</td>
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<tr>
<td>Army</td>
<td>United States Soldiers Home Accounts</td>
<td>1900-1926</td>
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<td>Marine Corps</td>
<td>Compiled Service Records</td>
<td>1895-1904</td>
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<td>Navy</td>
<td>Casualty Reports (IDPFs)</td>
<td>1907-1970</td>
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<td>Navy</td>
<td>Individual Deceased Personnel Files (IDPFs)</td>
<td>1964-1975</td>
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<td>Navy</td>
<td>Inpatient (Clinical) Record Files Non-Fixed Medical Facilities</td>
<td>1943-1945</td>
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<tr>
<td>Navy</td>
<td>Officer Orders &amp; Officer Personnel Jackets - South Pacific Force</td>
<td>not shown</td>
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<td>SSS</td>
<td>Selective Service System - Registration Cards and Classification Ledgers</td>
<td>1940-1975</td>
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<td>SSS</td>
<td>Alien Registration Forms</td>
<td>1940-1947</td>
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<tr>
<td>Merchant Mariners</td>
<td>Card Records of Licenses Issued to Merchant Marine Officers</td>
<td>1910-1946</td>
</tr>
<tr>
<td>Merchant Mariners</td>
<td>Deceased and War Casualty Seaman's Records</td>
<td>1937-1950</td>
</tr>
</tbody>
</table>
WWI Burial Case Files

- **Official name:** Correspondence, Reports, Telegrams, Applications, and Other Papers Relating to Burials of Service Personnel (Also known as “Cemeterial Files” or “293 Files”)

- **National Archives Identifier (NAID)** 595318
Burial Case Files

- **RG 92, Records of the Quartermaster General’s Office, 1915-1939**
- **Record information relating to burials of members of the military and veterans**
- **Arranged alphabetically**
Burial Case Files

May contain:

- Reburial information

REPORT OF DISINTERMENT AND REBURIAL

Date: Jan 13, 1922

1. REMAIN OF: [Name]
2. REMARKS: [Additional information]
3. DISINTERMENT: [Date and Details]
4. REBURIAL: [Details]

Wounds or missing parts (received at time of casualty):
Fractured left femur. Missing: Right and left tibia and fibula.
Burial Case Files

May contain:

- Circumstances of Death

Killed in action 29, Augt 1918 in the trenches in front of Dickebusch Lake by high explosive shell. Shell exploded a few feet from where he was on duty, killing him instantly. Buried in Aheeae Cemetery, Plot No. 3, Row D, Grave 8 by chaplain Fueker.

P.S. Luit Turner wrote this man's mother at the time.

Informant: Lt. E.C. Carroll
A.R.C. Searcher,
27th Division,
26, Dec 1918.
Burial Case Files

May contain:

- Grave markers/ Identification Disks
Burial Case Files

May contain:

- Correspondence

Yesterdays Mrs Washington of Somerset Ky was in to see me regarding the burial of her son George Theddeus Washington aged 31 yrs whose body is coming from over seas. Said that she would write you, but wished for me to also write letting you know that I was to have charge of the burial and desired that the body be shipped to my care.

I will appreciate your informing me the date shipment is made.

Now while I am writing I would appreciate very much if you, when you can, would speak a good word for me in the way of recommending me as the leading Funeral Director of my City.

Thanking you in advance.

I am very respectfully yours,

W. R. Milward.
Burial Case Files

May contain:

- Other interesting documents

![Image of a floral order form from A. Laborderie, dated 23 August 1926, mentioning a Gerbe fleur nature and designed for August B. Labordeau.]
Burial Case Files

Gold Star Mothers

- Mothers and widows
- 1930-1933
- All expenses paid
- More than 6,600 women
Burial Case Files

Gold Star Mothers

- Correspondence
- Passport photos
- Refusals due to poor health
Burial Case Files

Itineraries

ITINERARY FOR OSCEHO ALBOM GROUP
PARTY "C"

MAY 26th
Arrived Cherbourg at 1:30 P.M. on SS "REGULUS" May 25, 1920. Met by
Major G.W. Bailey, Lt. Freeman and Miss Blanche Biles, Captain Army Nurse.

Party "C" was originally intended to be transported on the SS "MARGO"
sailing from New York on May 14 and arriving at Cherbourg on May 22, but due to
the fact that this ship was withdrawn from schedule, the members of Party "C" were
transferred to the SS "REGULUS" sailing from New York on May 13, which ship al-
ready bore the pilgrims of Party "C". The "REGULUS" was not due at Cherbourg un-
til May 24th and consequently, party "C" lost one day of its officially scheduled
stay in France, at the very beginning.

Conducted to their compartments on train which left at 3:40 P.M. as
scheduled. Train arrived at the Invalid station in Paris at 9:30 P.M. on time.

The Officer in Charge, his staff, seven conducting officers, four in-
terpreters and two baggage checkers met the train at the station.

Mrs. Margaret Forsyth of Ohio, being one of the party, was welcomed
personally by the Officer in Charge and accompanied by Mrs. Carter, the party out
of the train to the bus. The French Government was represented by Mr. Jean
Peyrier, Special Commissioner from the Minister of the Interior.

The pilgrims were promptly ushered in their bus and arrived at the
hotels, followed by their baggage, in a very short time.

MAY 28th
The morning was devoted to rest and orienting the pilgrims and personal
business. The afternoon was free and was devoted to rest.

MAY 30th
Morning free. In afternoon at 5:30 P.M., Mrs. Margaret Forsyth placed
a wreath on the tomb of the Unknown Soldier and afterwards they were conducted
to Restaurant Laurent where an informal tea and reception was tendered on behalf
of the US Government.

Left for cemetery - returned to Paris June 1st.

JUNE 1st
Day devoted to a trip to the Park and Chateau of Fontainbleau.

JUNE 2nd
Morning free. Sightseeing in the afternoon.

JUNE 4th Morning free. Visited Napoleon's Tomb. Afternoon free, for shopping
and preparation for their trip to Cherbourg next day.
Deceased Veterans Claim Files or Claim Files

- AKA Compensation Files, XC Files
- Record Group 15, Records of the Department of Veterans Affairs
Claim Files

- History
- Cases opened 1917-1945
- NARA custody
Claim Files—1952 and 1955 World War I plus:

- Civil War
- “Indian Wars”
- Spanish-American War
- Philippine Insurrection
- China Relief Expedition
Claim Files

- Organized numerically — No. 2 to No. 3990713
- Only a percentage of files from that era
Claim Files

- First box of cases
- XC 2
Claim Files

What you can find—Veterans

- Full name of individual
- Birth date, parents, family
- Beneficiaries
- Date(s) of enlistment
- Period(s) of service
- Unit(s)
- Residence
- Death date
Claim Files
If Veteran Survived Service

- Discharge papers
- Medical records
- Changes of address
- Wills
- Death certificates
- Funeral receipts
Claim Files
What You Can Find—Family

- Correspondence
- Marriage certificates
- Birth certificates
- Affidavits
- Death certificates
Claim Files

Other interesting items

- Insurance applications
- Foreign documents
- Photographs
Returns of the Nurse Corps

- 1917-1921
- NAID 3370993
- Created by War Department
- Army Nurse Corps
- U.S. and Overseas
Returns of the Nurse Corps

May contain:

- Rank
- Transfers
- Illnesses
- Deaths
- Promotions
- Discharges
- Leaves
# Returns of the Nurse Corps

**May contain:**

- **Rosters**

  **Searched by location**

<table>
<thead>
<tr>
<th>Name</th>
<th>Status/Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carow</td>
<td>Sick in hospital</td>
</tr>
<tr>
<td>Cary</td>
<td>Night duty, ward 25, Influenza.</td>
</tr>
<tr>
<td>Chapman</td>
<td>Night duty, women's ward.</td>
</tr>
<tr>
<td>Cookson</td>
<td>Night duty, ward 109, Influenza.</td>
</tr>
<tr>
<td>Donnellan</td>
<td>Night duty, ward 22, Influenza.</td>
</tr>
<tr>
<td>Edie</td>
<td>Head nurse, ward 108, Influenza ward.</td>
</tr>
<tr>
<td>Gibson</td>
<td>Sick in hospital</td>
</tr>
<tr>
<td>Gunison</td>
<td>Night duty, tubercular ward.</td>
</tr>
<tr>
<td>Hayes, A.</td>
<td>Head nurse, ward 105, Influenza ward.</td>
</tr>
<tr>
<td>Kapp</td>
<td>Col. leave to November 22, 1918.</td>
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<tr>
<td>Langsang</td>
<td>Day duty, ward 19, obstetrical.</td>
</tr>
<tr>
<td>Mrs. McDonald</td>
<td>Head nurse, ward 26, medical.</td>
</tr>
<tr>
<td>Mrs. Smith</td>
<td>To fill for Daniels, B1, November 6, 1918.</td>
</tr>
<tr>
<td>Miltz</td>
<td>Head nurse, officers' ward.</td>
</tr>
<tr>
<td>Miller</td>
<td>Eye clinics.</td>
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<tr>
<td>Plunk</td>
<td>Wrench.</td>
</tr>
<tr>
<td>Playfair</td>
<td>Sick in quarters.</td>
</tr>
<tr>
<td>Sprague</td>
<td>Day duty, ward 104, Influenza.</td>
</tr>
<tr>
<td>Sprague</td>
<td>Night duty, wards 6, 5 &amp; 9, surgical.</td>
</tr>
<tr>
<td>Thorneygren</td>
<td>Day duty, ward 25, Influenza.</td>
</tr>
<tr>
<td>Wathen</td>
<td>Day duty, ward 6, Surgical.</td>
</tr>
<tr>
<td>Williams, L.</td>
<td>Head nurse, Stable ward. Eye, nose &amp; throat &amp; Orthopedic.</td>
</tr>
<tr>
<td>Blakely</td>
<td>Head nurse, ward 25, Influenza.</td>
</tr>
</tbody>
</table>

**Reserve Nurses**

<table>
<thead>
<tr>
<th>Name</th>
<th>Status/Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Miss Alvarado</td>
<td>Day duty, ward 19, Pneumonia.</td>
</tr>
<tr>
<td>Appleman</td>
<td>Day duty, ward 6, Influenza.</td>
</tr>
<tr>
<td>Beth S.</td>
<td>Day duty, ward 15, Influenza for women.</td>
</tr>
<tr>
<td>Bonner</td>
<td>Day duty, ward 5, Influenza.</td>
</tr>
<tr>
<td>Mrs. Bruggeman</td>
<td>Sick without leave since October 21, 1918.</td>
</tr>
<tr>
<td>Boyer</td>
<td>Night duty, ward 24, Influenza.</td>
</tr>
<tr>
<td>Blood</td>
<td>Day duty, ward 8, Influenza.</td>
</tr>
<tr>
<td>Simon-Carpenter</td>
<td>Sick in quarters.</td>
</tr>
<tr>
<td>Bolen</td>
<td>Day duty, ward 27, medical.</td>
</tr>
<tr>
<td>Boone</td>
<td>Day duty, ward 4, Influenza.</td>
</tr>
<tr>
<td>Brown</td>
<td>Head nurse, ward 6, Orthopedic.</td>
</tr>
<tr>
<td>Breuer</td>
<td>Day duty, ward 22, Influenza.</td>
</tr>
<tr>
<td>Mrs. Brooks</td>
<td>Day duty, ward 6, Orthopedic.</td>
</tr>
<tr>
<td>Mrs. Bruggeman</td>
<td>Day duty, ward 20, Influenza.</td>
</tr>
<tr>
<td>Mrs. Bruggeman</td>
<td>Sick in quarters.</td>
</tr>
<tr>
<td>Sprague</td>
<td>Night duty, Emergency ward.</td>
</tr>
<tr>
<td>Stumpf</td>
<td>Head nurse, ward 24, Influenza.</td>
</tr>
<tr>
<td>Thompson</td>
<td>Head nurse, ward 21, Influenza.</td>
</tr>
<tr>
<td>Cargile</td>
<td>Day duty, ward 24, Influenza.</td>
</tr>
<tr>
<td>Deboe</td>
<td>Day duty, Isolation ward.</td>
</tr>
<tr>
<td>Curry</td>
<td>Night duty, ward 16, Influenza for women.</td>
</tr>
<tr>
<td>Mrs. Maxwell</td>
<td>Night duty, ward 16, Influenza.</td>
</tr>
</tbody>
</table>

**Mrs. Mrs.**
Pay Cards and Vouchers

- Created by General Accounting Office to keep track of compensation and deductions

- Used to prove service for reconstruction
Pay Cards and Vouchers

- **Army World War I Officers and Nurses Pay Cards and Final Pay Vouchers**

- 1917-1921

- NAID cards: 1488383

- NAID vouchers: 1561423
Pay Cards and Vouchers
## Pay Cards and Vouchers

### Mahin, Lillian, Nurse

<table>
<thead>
<tr>
<th>Period Pay End</th>
<th>Tarp.</th>
<th>Qty.</th>
<th>Total Hrs. and Hours</th>
<th>Miles</th>
<th>Date of Payment</th>
<th>Quartermaster</th>
<th>No. of Voucher</th>
<th>Remarks</th>
</tr>
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<tbody>
<tr>
<td>June 29, July 1</td>
<td>60</td>
<td>24</td>
<td>33 23 20</td>
<td>7.31</td>
<td>11-1-19</td>
<td></td>
<td>6639</td>
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<tr>
<td>Aug.</td>
<td>60</td>
<td>24</td>
<td>4.75</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Sept.</td>
<td>60</td>
<td>24</td>
<td>8.85</td>
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<td></td>
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<tr>
<td>Oct.</td>
<td>60</td>
<td>24</td>
<td>11.10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nov.</td>
<td>60</td>
<td>24</td>
<td>14.10</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Dec.</td>
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<td>24</td>
<td>15.50</td>
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<td>15.80</td>
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<tr>
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<td>7.59</td>
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<tr>
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<td>8.45</td>
<td>5-1-19</td>
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<td></td>
<td></td>
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<tr>
<td>May</td>
<td>60</td>
<td>24</td>
<td>8.45</td>
<td>6-1-19</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>June</td>
<td>60</td>
<td>24</td>
<td>6.94</td>
<td>7-1-19</td>
<td></td>
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<td>July</td>
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<td>24</td>
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<td>8-1-19</td>
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<td></td>
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<tr>
<td>Aug.</td>
<td>60</td>
<td>24</td>
<td>7.60</td>
<td>9-30-19</td>
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<tr>
<td>Sept.</td>
<td>60</td>
<td>24</td>
<td>7.60</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Oct. 1-Nov.</td>
<td>68.66</td>
<td>2.45</td>
<td>36</td>
<td>11-6-19</td>
<td></td>
<td></td>
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</tbody>
</table>

**Remarks:**
- March: Rations: 37.50 - 47.50
- October: Rations: 38.75 - 47.50
- November: 38.75 - 47.50
- December: 38.75 - 47.50
- January 1919: 38.75 - 47.50
- February 1919: 38.75 - 47.50
- March: Bonus: 60
Pay Cards and Vouchers

- Won’t always have a final pay voucher
Pay Cards and Vouchers

- Won't always have a final pay voucher
Enlisted Men
Final Pay Vouchers

- NAID 1436496
- 1917-1921
- Single and multiple pay
Enlisted Men Final Pay Vouchers

— Single

May contain:

- Rank
- Unit
- Enlistment date and place
- Character of Discharge
Enlisted Men Final Pay Vouchers — Multiple

May contain:

- Serial number
- Rank
- Enlistment date and place
- Location of discharge
- Allotments, credits, collections, balance paid
- Only contains detachment unit
Enlisted Men Final Pay Vouchers — Multiple
Payments to Enlisted Men

- U.S. Army Enlisted Personnel Payment Records
- NAID 5756921
- Only payments for enlisted men (despite form)
Payments to Enlisted Men

- Only pay dates and amounts paid for service from July 1915 to September 1917 (prewar)
- Includes rank, unit, payment details
- Remarks may include overpayments and deductions, soldier's specific duty (e.g., “sharpshooter”)
World War I Award Cards

- Created to record the awards given to men for service accomplishments, acts of heroism, or injury.

- Consists of mainly but not limited to, Army award Cards. However, other branches of service may be represented.

- Includes: name, service number, rank, general order number, order date and issuing organization, award type, date awarded, and a description of the event or act of heroism.

- Awards may also exist for civilians as well as awards related to peacetime acts, performed by servicemen outside the service of war.
World War I National Guard Papers

- This series consists of correspondence between the State Adjutant General offices, the Adjutant General of the United States Army, and the individual state units of the National Guard concerning the federalization of the National Guard.

- The information contained in these files is separated by subject: Letters of Transmittal, Oaths and Contracts, Physical Qualifications, Prior Service, and Regimental Papers. Documents may contain multiple names and multiple units.

- Letters of Transmittal details officers and enlisted men mustering in, mustering out, and being discharged due to dependents, physical inefficiency, and desertion.

- Oaths and Contracts consist of the oaths signed upon enlistment into the service of the National Guard.

- The Physical Qualification files hold reports of the physical assessment of officers and enlisted men upon their entrance to the service.

- Prior Service files contain any service an enlisted man or officer had before enlistment in the National Guard at the time of the survey.

- Regimental Papers consist of the administrative records of the individual National Guard units. This information covers enlistments, muster rolls, absences, requests for medical supplies, fingerprints, and disqualifications from the National Guard, transfer of hospital patients, rosters, and inspections of medical detachments.
Letters of Transmittal details officers and enlisted men mustering in, mustering out, and being discharged due to dependents, physical inefficiency, and desertion.

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Regimental Papers consist of the administrative records of the individual National Guard units. This information covers enlistments, muster rolls, absences, requests for medical supplies, fingerprints, and disqualifications from the National Guard, transfer of hospital patients, rosters, and inspections of medical detachments.
**Russian Railway Corps**

- **State Department** formed this semi-military organization of American railway engineers and technicians in September 1917, at the request of the Russian government.

- The mission was to operate the Trans-Siberian, Chinese Eastern, and Ussuri Railways and instruct the Russian railway men in the American methods of railway operation.

- The corps originally had no connection with the military forces of the United States, but members had simulated military rank and were uniformed similar to army officers, with the exception of the collar insignia, which read “R.R.S.”

- On March 30, 1971, the U.S. District Court for the District of Columbia determined that service with the Russian Railway Corps was creditable for military service.

- Personnel records were maintained for each member in order to retain each individual’s work history, behavior, pay and allotment information, and medical conditions. Information on each member includes commissions received, promotions, correspondence, prior employment information, and personal letters.
Russian Railway Corps

Alexander, Lewis Pierce
First Lieutenant
Train Master

Application to Washington 10-25-17

Arrival
First: Oct 25 1917
Second: Nov 1 1917
Third: Nov 3 1917

Vaccination: Oct 12 1917

Commission Received
Commission Date: Nov 4 1917

Passport Received

In case of absence notify Mr. L. P. Alexander, 1178 10th St St. Paul

Resigned: First National Bank, St. Paul, credit Mrs. L. P. Alexander

Effective September 30th, 1918, Second Lieutenant L. P. Alexander is promoted from Third Lieutenant to Third Master, and from Second Lieutenant to First Lieutenant. Washington notified 10-12-16.

First Lieutenant Lewis Pierce Alexander arrived in the States in good health and was discharged from the Corps on the Yanket Poke, en route to France, on June 24th, 1920, and at St. Nazaire on July 11, 1920. Also served on July 14th, 1920. Washington notified on July 16th, 1920. Papers in file PHS-General.
Selective Service Records

NARA at St. Louis maintains World War II through Vietnam era Selective Service Records – men born April 28, 1877 to March 28, 1957
World War I Selective Service Information

Initial World War I Selective Service Registration records are located at the National Archives in Atlanta. They hold:

- WWI selective service cards
- WWI selective service classification ledgers

These registration cards may also be found on ancestry.com. However, image quality may be difficult.

To request a copy of the original record from Atlanta, please write to:

- 5780 Jonesboro Road
  Morrow, Georgia 30260
  Phone: 770-968-2100
  Fax: 770-968-2547
WWII- 4TH Registration- April 27th 1942- “Old Mans Draft”

-DOB- April 28th 1877 - February 16th 1897
-Not liable for military service
-Occupational Strength
-Registered 14,369,325 men (911,630 in NYC alone)

REGISTRATION CARD—(Men born on or after April 28, 1877 and on or before February 16, 1897)

SERIAL NUMBER  1. NAME (Print)
11111       ALBERT     EINSTEIN
(Frist)      (Middle)  (Last)

2. Place of Residence (Print)
112 MERGER ST.     PRINCETON, N.J.
(Number and street) (Town, township, village, or city)
(State) (County)

[THE PLACE OF RESIDENCE GIVEN ON THE LINE ABOVE WILL DETERMINE LOCAL BOARD
JURISDICTION; LINE 2 OF REGISTRATION CERTIFICATE WILL BE IDENTICAL]

3. Mailing Address

4. Telephone
Prin. 1486

5. Age in Years
63

6. Place of Birth

7. Name and Address of Person Who Will Always Know Your Address
Institute of Advanced Study, Princeton, N.J.

8. Employer’s Name and Address

9. Place of Employment or Business

I AFFIRM THAT I HAVE VERIFIED ABOVE ANSWERS AND THAT THEY ARE TRUE.

D. S. S. Form I
(Revised 4-1-42) 16-21639-2
(also)
(Registrant’s signature)
What information can you find from the registration card?

- Name
- Order number
- Serial number
- Address at the time of registration
- Mailing Address
- Telephone number
- Date of Birth
- Place of Birth
- Employer’s name and place of business
- Descriptive information- Height, Weight, and how they were classified for complexion and race
- Physical characteristics that would aid in identification
- Local Board
Courts-Martial Records

Available are Army General and Special Courts-Martial Records from 1917-1976
**Army Courts Martial Case Files**

- **Record Group 153: Records of the Office of the Judge Advocate General (Army)**

- **National Archives Identifier 5916929 (1917-1938)**

- **General Courts Martial and Special Courts Martial resulting in a Bad Conduct Discharge**

- **Arranged numerically by Courts Martial case number**

- **May contain charges and specifications, pleas, proceedings, findings, sentences, exhibit material, and Photographs**
What information is needed to locate a military personnel record?

- Veteran's complete name as used in service
- Service number
- Branch of service
- Date and place of birth
- Dates of service

For records affected by the 1973 fire additional information such as: place of discharge, last assigned unit, and place of entry into service may be useful.
Locating records

**Burial Case Files**
- **Full name**
- **Date of birth**
- **Date of birth and/or death**
- **Service number**

**Claim Files**
- **Full name**
- **Claim file number**
- **Place of residence or enlistment**
- **Date of birth and/or death**
Locating records

Returns of the Nurse Corps
- Unit
- Location
- Full name

Pay Cards and Vouchers, Payments to Enlisted Men
- Full name
- Rank
- Unit
Locating records

- **WWI Award Cards**
  - Full Name
  - Service number, if known
  - Unit if Known
  - Possible awards received

- **WWI National Guard Papers**
  - Arranged by State

- **Russian Railway Corps**
  - Complete name of veteran as used in service
Locating Records

- Selective Service Records
  - Complete Name
  - Date of Birth
  - Home address at time of registration

- General Courts-Martial Records
  - Name of the veteran on trial
  - Service number, if known
  - Unit, if known
  - Approximate Date and Place of Trial
Created as part of personnel and payroll functions by the military service departments

Used to verify events or assignments which may not be documented in an individual's Official Military Personnel File (OMPF)
# Morning Reports and Unit Rosters

<table>
<thead>
<tr>
<th>Branch of Service</th>
<th>Record Type</th>
<th>Dates</th>
<th>Access</th>
</tr>
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<tbody>
<tr>
<td>Army (includes Army Air Corps and Army Air Forces)</td>
<td>Morning Reports &amp; Unit Rosters</td>
<td>November 1, 1912 - 1959</td>
<td>Archival</td>
</tr>
<tr>
<td>Army</td>
<td>Morning Reports &amp; Unit Rosters</td>
<td>1960 - 1974</td>
<td>Non-Archival</td>
</tr>
<tr>
<td>Air Force</td>
<td>Morning Reports</td>
<td>September 1947 - June 30, 1966</td>
<td>Archival</td>
</tr>
</tbody>
</table>
**Morning Report Index - WWI**

- **WWI morning reports are indexed first by type of unit or arm of service, then by numerical designation.**

- **The WWI index card shows the box number that identifies microfilm reel.**
Sample Army
WWI Morning Report

INSTRUCTIONS.

1. This form, which will be known as company morning report, will be used by companies, troops, and batteries of all arms, corps, and departments, by machine-gun companies and troops, and by supply companies and troops. It will also be used by detachments except headquarters detachments of regiments, mounted battalions of Engineers and detachments of enlisted specialists of the Coast Artillery Corps.

2. The remarks will conform strictly to the model as given on pages 2 and 3. The abbreviations authorized for the pay roll will be used in the remarks on morning reports.

3. The company or detachment commander will attach his initials on the line with and following the last entry of the day under remarks. Care will be taken to make each letter of the initials legible.

4. The station of the company or detachment will be entered on the left of the page devoted to Station and Record of Events and immediately following the day of the month. If there is no change during a ten-day period, the name of the station will be entered only once. On the march the camp or bivouac at the beginning of the day will be regarded as the station of the company or detachment for that day.

5. Actions in which the organization, or any portion of it, has been engaged, scouts, marches, maneuvers, changes of station, and everything of interest relating to the discipline, efficiency, or service of the organization, will be minutely and carefully noted, with dates, places, distances marched, etc., under Record of Events.

6. The name and rank of officers and soldiers killed, missing, or wounded in action, with dates and places, will be accurately noted under Record of Events.

7. Additional sheets will be attached for remarks and for station and record of events, if the space allotted therefor proves insufficient.
<table>
<thead>
<tr>
<th>Date</th>
<th>Remarks</th>
<th>Rations</th>
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</thead>
<tbody>
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<td>Absent</td>
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<tr>
<td>--------------</td>
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<tr>
<td>1</td>
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<td>10</td>
</tr>
<tr>
<td>10</td>
<td>21</td>
<td>11</td>
</tr>
</tbody>
</table>
Civilian Personnel Records

COOPER, Jordan C.
586 West Taylor, Kokomo, Indiana
Title - Assoc., Inspector
Grade - SP-6
Kit No. -
Plant - Delco Radio Division, Kokomo, Indiana
Age - 28
Height - 5' 6½"
Weight - 135
Color Hair - Brown
Color Eyes - Brown
Civilian Personnel Records

- Archival records date from the mid-nineteenth century through 1951
  - In the complete custody of NARA
  - Information is available to the public
  - Certain information is restricted under terms of the Freedom of Information Act (5 U.S.C. 552 (b) (6))
Also available are the records of the Civilian Conservation Corps and the Works Progress Administration.
INDIVIDUAL RECORD
CIVILIAN CONSERVATION CORPS

I. GENERAL INFORMATION:

Serial No. CC 1927

1. Name: Tsuruya, George Motome
2. Address: P.O. Box 235, Hilo, Hawaii
3. Date of birth: August 8, 1919
4. Place of birth: Hilo, Hawaii
5. Nearest relative: Matsu Tsuruya, P.O. Box 235, Hilo, Territory of Hawaii
6. Citizenship: Native born
7. Color: Japanese
8. Military or naval service: None
9. Education (circle highest grade completed): Grammar school
10. Occupation: Homer Sugar Co., Laborer, Agriculture

II. OATH OF ENROLLMENT

I, George Motome, do solemnly swear (or affirm) that the information given above as to my status is correct. I agree to remain in the Civilian Conservation Corps for a period of 6 months from March 9, 1939, to September 8, 1939, unless sooner released by proper authority, and that I will obey all in authority and observe all the rules and regulations thereof to the best of my ability and will accept such allowances as may be provided pursuant to law and regulations promulgated pursuant thereto. I understand and agree that any injury received or disease contracted by me while a member of the Civilian Conservation Corps cannot be made the basis of any claim for compensation or relief from the work or from any injury received while under the act. I shall not be entitled to any allowances upon release from camp, except transportation to the place at which I was accepted for enrolment. I understand further that the United States Government, for use while a member of the Civilian Conservation Corps, are, and remain, property of the United States Government and that willful destruction, loss, sale, or disposal of such property subjects me to financial responsibility for the cost thereof and liable to trial in the civil courts. I understand further that any interruption of the rules or regulations of the Civilian Conservation Corps renders me liable to expulsion therefrom. Let me God.

Place: Hawaii National Park, Hawaii

III. NOTICE OF TERMINATION OF EMPLOYMENT

Name: Tsuruya, George Motome

Date: March 9, 1939

Effective: June 1, 1939

Reason: Reassigned to take up other employment.

Authorized:

[Signature]

Approved:

[Signature]
How To Request Records
What information is needed to locate a civilian personnel record?

- Full name of employee and any alternate names or spellings
- Date of birth
- Employing agency/agencies
- Dates of employment
- Location of employment
- Social security number (if known)
What information is needed to locate a CCC or WPA personnel record?

- Full name used at the time of service
- Social Security Number (if known)
- Date of birth
- Place of birth
- Hometown (city and state) at time of employment
- Parents' name
- Spouse's name (for WPA employment)
- Dates of service (day, month and year)
- Location of employment

Forms are available at:
- Works Progress Administration: Form NA 14137
- Civilian Conservation Corps: Form NA 14136
How do I request copies of Official Military Personnel Files?

Individuals may access these records by:

- **Mail a Standard Form (SF) 180, Request Pertaining to Military Records** to:
  
  National Personnel Records Center  
  1 Archives Drive  
  St. Louis, MO 63138  

- **Fax a Standard Form 180 to:** 314-801-9195

- **Unaccessioned Federal records requests may also be made online via eVetRecs:** [http://www.archives.gov/veterans/military-service-records/index.html](http://www.archives.gov/veterans/military-service-records/index.html) or by visiting the Federal research room, by calling 314-801-0800
How do I request copies of Civilian Personnel Records, Selective Service Records, Courts-Martial Records, and other Auxiliary Series?

Individuals may access these records by:

• **Mail a written request to:**

  National Archives & Records Administration  
  ATTN: Archival Programs  
  P.O. Box 38757  
  St. Louis, MO 63138

• **Fax a request to:** 314-801-9187
Record Reproduction Fees

- **Official Military Personnel Files (OMPFs) and civilian Official Personnel Folders (OPFs)**
  - $70.00 for records over five pages
  - $25.00 for records five pages or less

- **Selective Service Records**
  - $20.00 for a classification ledger
  - $7.00 for a selective service registration card

- **Service Record Cards (civilian)**
  - $7.00 per service record card

- **Persons of Exceptional Prominence OMPFs**
  - Paper format: Eighty cents ($0.80) per page
  - Digital format for a fee ranging from $20 - $250 depending on the size of the record.
  * Not every record is presently available in digital format

- **Additional Auxiliary Series (Burial Files, Chaplains Files, etc.)**
  - Eighty cents ($0.80) per page
  - Minimum charge of $20.00

- **Army General and Special Courts-Martial Records**
  - Tiered fee of $65.00, $98.00, $145.00 depending on the size of the record
Visit NARA at St. Louis’ Archival Research Room

Location:
1 Archives Drive
St. Louis, MO 63138

Public Hours:
Tuesday – Friday, (7:30am - 3:45pm CT)

Contact Information:
(314) 801-0850
Stlarr.archives@nara.gov
(314) 801-0608 (Fax)

Appointments are Required
Websites
The National Archives at St. Louis:  http://www.archives.gov/st-louis/archival-programs/index.html


Inquiries can be submitted to:

General archival inquiries:  stl.archives@nara.gov
Research room inquiries:  stllarr.archives@nara.gov, phone line 314-801-0850
Persons of Exceptional Prominence records:  pep.records@nara.gov
Facebook and Twitter inquiries:  stlfb.archives@nara.gov
Public Programs:  stlpublic.programs@nara.gov

Military Personnel Records -- Theresa Fitzgerald:  theresa.fitzgerald@nara.gov
Civilian Personnel Records -- Ashley Mattingly:  ashley.mattingly@nara.gov