

**ACTIVE ITEMS.** These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

**INACTIVE ITEMS.** These items may no longer be used to disposition records. They are superseded, obsolete, filing instructions, describe non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items may be annotated on the schedule.

**(P) Permanent**

**(T) Temporary**

ITEM	STATUS	WHY INACTIVE
1	P (Active)	
2 / a	P (Active)	
2 / b	T (Inactive)	
2 / c	T (Active)	Agency reported all records are destroyed, no more will be created
3 / a	T (Active)	
3 / b	T (Inactive)	Agency reported all records are destroyed, no more will be created
4 / a	P (Active)	
4 / b	T (Inactive)	Agency reported all records are destroyed, no more will be created
5	T (Inactive)	Agency reported all records are destroyed, no more will be created
6	T (Inactive)	Agency reported all records are destroyed, no more will be created
7	T (Inactive)	Agency reported all records are destroyed, no more will be created
8	T (Inactive)	Agency reported all records are destroyed, no more will be created

3.

Bases

Boston Army Base, ca. 1952-64, 6.2 ft.

Killeen Base, Killeen, TX, ca. 1952-59, 3.5 ft.

New Orleans Army Base, ca. 1964-66, 1.5 ft.

Sandia Base, Albuquerque, NM, ca. 1951-61, 25.5 ft.

Records Previously Appraised as Permanent

Boston Army Base

General Orders, ca. 1952-63, 2 in.  
Operating Program Progress Reports, ca. 1955-64, 6 in.  
Organization Planning, 1955, ½ in.  
Regulations, 1963, 1 in.

Killeen Base

General Orders, ca. 1952-59, 3 in.  
Mobilization Planning Files, 1957, 1 in.  
Operations Planning, 1958, 1 in.  
Organization Planning, 1958, 2 in.  
Regulations, ca. 1952-57, 2 in.  
Unit History Files, ca. 1952-54, 3 in.

New Orleans Army Base

Activation and Inactivation Files, ca. 1964-66, 1.2 ft.  
Installation Historical Files, 1965, 1 in.  
Master Planning Files, 1965, 1 in.  
Operating Program Progress Reports, 1966, 1 in.

Sandia Base

General Orders, ca. 1951-61, 2 in.  
Newspapers, ca. 1951-54, 9 in.  
Organization Planning, 1956, 1 in.  
Regulations, ca. 1953-57, 4 in.  
SOP's, 1961, 1 in.  
Unit History Files, 1953, 5 in.

5.

Items in this Schedule

1. Medical Publications
2. General Correspondence
3. Sanitary Engineering and Correspondence Files
4. Memorandums
5. Legal Instruction Files
6. Bulletins
7. Circulars
8. Letters

6.

1. Medical Publications, 1961, 1 in.

Records from U.S. Army Hospital at Sandia Base consisting of articles submitted for clearance for publication. The articles document medical activities and are quite technical in content. They reflect medical work done at Sandia but do not contain any data on atomic weapons or radiation.

Permanent. Offer to NARA immediately upon approval of this schedule.

2. General Correspondence, ca. 1951-57, 23.3 ft.

Letters, memorandums, reports, and other correspondence from Boston (3.3 ft.), Killeen (3 in.), and Sandia (19.8 ft.) relating to a wide variety of functions and subjects. The vast bulk of this correspondence concerns ephemeral transactions and procedures relating to the day-to-day operations of the creating unit. Records from Boston are totally routine in nature, with much data on training of ROTC units. Material from Killeen is generally from the 600 level of the Decimal Filing System and contains data on maintenance, construction of a water tower, telephone equipment, and the like, but no maps or site plans. Files from Sandia are also mostly routine in nature, concerned with routine base administration and operation rather than with AFSWP or the development and testing of nuclear weaponry. Among the items are records from the 400 level on supply, requisitions, and disposal of excess property; records from the 100 and 200 levels on finances and personnel; and material from the 600 level on dependent housing and on maintenance and repair. However, Sandia also produced excellent historical records in 314.7, as well as maps of the base in the 600 level. This item is applicable not only to centralized General Administrative Files, but also to specific administrative files maintained by individual offices. This item is not applicable to those individual files documenting long range planning, organizational and policy matters and which have previously been scheduled for permanent retention. In addition, this item is not applicable to specific series or portions of administrative files described and provided for elsewhere in this schedule.

a. Historical reports in Decimal File 314.7 or elsewhere; maps or site plans filed in 600 level or elsewhere.

Permanent. Offer to NARA immediately upon approval of this schedule.

b. Records relating to environmental pollution.

Temporary. Destroy in 2036.

c. All other records.

Destroy immediately upon approval of this schedule.

7.

3. Sanitary Engineering and Correspondence Files, ca. 1951-53, 2 in.,  
901-01

Reports and correspondence from the Boston Army Base consisting of reports of inspections of cafeterias, lists of approved bakeries, and monthly sanitary reports. The last documents problems, if any, with water and sewage, and may be useful in any study of environmental pollution at the Base.

a. Monthly sanitary reports.

Temporary. Destroy in 2036.

b. All other records.

Destroy immediately upon approval of this schedule.

4. Memorandums, ca. 1951-62, 3 ft., 227-01

Numbered and unnumbered near-print issuances from Boston, Killeen, and Sandia Bases, used for a variety of purposes, from promulgating significant administrative procedures to outlining short-term routine matters. Those from Boston (6 in.) are totally routine in nature. Most memorandums from Sandia (10 in.) are also routine, but several of the unnumbered memorandums, as well as one on fire prevention, have maps and site plans of the base attached. Memorandums from Killeen (1.6 ft.) contain a mixture of routine and valuable information. Non-classified issuances are all routine and housekeeping in nature; classified memorandums, however, in addition to routine material, also contain data on weapons assembly and salvage, radiation, disposal of radioactive waste, and significant operating procedures.

a. Classified memorandums from Killeen; memorandums from Sandia containing maps or site plans.

Permanent. Offer to NARA immediately upon approval of this schedule.

b. All other memorandums.

Destroy immediately upon approval of this schedule.

5. Legal Instruction Files, 1961, ½ in., 401-01

Correspondence from Sandia Base Relating to the question of the testimony of military doctors at Sandia in civil suits, and whether these doctors could be subpoenaed. The discussion revolves around the legal authority of the state over personnel on military federal property within the state. There is also correspondence on what expenses should be paid for doctors who are subpoenaed. Decisions on these questions would be made on a level higher than Sandia Base.

Destroy immediately upon approval of this schedule.

8.

6. Bulletins, ca. 1951-59, 1.7 ft.,

227-01

Numbered issuances from Killeen, Sandia, and Boston used to convey official and unofficial information of an advisory, informative, or directive nature. The vast majority of these are Daily Bulletins providing routine, housekeeping types of data. The remainder consist of Supply Bulletins, listing items of equipment, and Information Bulletins, noting forms available or advising of minor procedural changes.

Destroy immediately upon approval of this schedule.

7. Circulars, ca. 1953-63, 8 in.,

227-01

Numbered, near-print issuances from Boston Army Base published for the purpose of providing operating instructions for the implementation of regulations. The information promulgated generally concerns routine procedures, and is often transitory in nature.

Destroy immediately upon approval of this schedule.

8. Letters, ca. 1955-56, 2 in.,

227-01

Numbered and unnumbered issuances from Sandia Base used to advise subordinate sections of changes in policies or procedures; provide them with information necessary to fulfill their mission; or outline routine, housekeeping procedures.

Destroy immediately upon approval of this schedule.