

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-338-87-009

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 2/10/2022

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These items, unless subsequently superseded, may be used by the agency to disposition records.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.

Items 1-9, 11-12, 13(A)(a), 13(B)(a), 13(C)(a), 13(D), 14a, 15a, 16a, 17a, 18a, 19a, 20a, 21a, 22a, 23a, 24a and 25a

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling.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 listed here may have been previously annotated on the schedule itself.

These are temporary items that are not in Archives and Records Centers Information System (ARCIS) and presumed destroyed:

Items 10, 13(A)(b), 13(B)(b), 13(C)(b), 14b, 15b, 16b, 17b, 18b, 19b, 20b, 21b, 22b, 23b, 24b, 25b and 26-40

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

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

JOB NO **N1-338-87-9**

DATE RECEIVED **2/2/88**

1 FROM (Agency or establishment)

NOTIFICATION TO AGENCY

Department of the Army

2 MAJOR SUBDIVISION

Army Records Management Operation Office

3 MINOR SUBDIVISION

Records Programs Division

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

4 NAME OF PERSON WITH WHOM TO CONFER

5 TELEPHONE EXT

DATE

ARCHIVIST OF THE UNITED STATES

William G. Seibert

7-693-7216
8-273-7216

4/28/88

[Signature]

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence ☐ is attached, or ☐ is unnecessary

B DATE

C SIGNATURE OF AGENCY REPRESENTATIVE

D TITLE

[Signature]
7
ITEM
NO

[Signature]

Army Information Retention Manager

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

9 GRS OR
SUPERSEDED
JOB
CITATION

10 ACTION
TAKEN
(NARS USE
ONLY)

Located at the National Personnel Records Center (Military) St. Louis, Missouri, are Army organizational records generally dating from the late 1940s through the 1960's. These records are now being reviewed for the purpose of determining their ultimate disposition. The submission of this SF 115 is a part of this effort.

This schedule covers only those records located in NPRC created by U.S. Army Districts. Consequently, it is not applicable to current records.

Unless otherwise noted, the disposition numbers cited correspond to those in AR 340-18.

copy to NCF, NNA, NND, NNS, NNA 5/11

Districts

Military Districts

Alabama Military District, ca. 1941-59, 13.3 cu. ft.
Arizona Military District, ca. 1951-58, 3.1 cu. ft.
Arkansas Military District, ca. 1951-59, 6.7 cu. ft.
California Military District, ca. 1947-58, 22.7 cu. ft.
Colorado Military District, ca. 1950-57, 2.9 cu. ft.
Connecticut Military District, ca. 1951-58, 8.9 cu. ft.
Delaware Military District, ca. 1950-57, 15.1 cu. ft.
District of Columbia Military District, ca. 1951-57, 7.2 cu. ft.
Florida Military District, ca. 1951-59, 5.8 cu. ft.
Georgia Military District, ca. 1951-58, 24.1 cu. ft.
Idaho Military District, ca. 1951-58, 18.5 cu. ft.
Illinois Military District, ca. 1947-57, 24.8 cu. ft.
Indiana Military District, ca. 1951-57, 14.5 cu. ft.
Iowa Military District, ca. 1951-56, 4.1 cu. ft.
Kansas Military District, ca. 1951-57, 51.9 cu. ft.
Kentucky Military District, ca. 1951-57, 17.7 cu. ft.
Louisiana Military District, ca. 1946-59, 4.0 cu. ft.
Maine Military District, ca. 1951-52, 2 in.
Maryland Military District, ca. 1951-58, 10.5 cu. ft.
Massachusetts Military District, ca. 1951-56, 7.1 cu. ft.
Michigan Military District, ca. 1951-55, 6.9 cu. ft.
Minnesota Military District, ca. 1950-57, 5.5 cu. ft.
Mississippi Military District, ca. 1951-59, 23.1 cu. ft.
Missouri Military District, ca. 1951-57, 38.6 cu. ft.
Montana Military District, ca. 1952-57, 33.5 cu. ft.
Nebraska Military District, ca. 1949-57, 14.5 cu. ft.
Nevada Military District, ca. 1951-58, 1.8 cu. ft.
New Hampshire Military District, ca. 1951-57, 1.7 cu. ft.
New Jersey Military District, ca. 1951-56, 34.3 cu. ft.
New Mexico Military District, ca. 1951-58, 7.1 cu. ft.
New York Military District, ca. 1951-57, 28.8 cu. ft.
North Carolina Military District, ca. 1949-58, 14.5 cu. ft.
North Dakota Military District, ca. 1951-53, 1.0 cu. ft.
Ohio Military District, ca. 1949-57, 20.7 cu. ft.
Oklahoma Military District, ca. 1950-59, 10.6 cu. ft.
Oregon Military District, ca. 1951-58, 4.8 cu. ft.
Pennsylvania Military District, ca. 1951-58, 30.9 cu. ft.
Rhode Island Military District, ca. 1951-57, 25.7 cu. ft.
South Carolina Military District, ca. 1951-58, 6.8 cu. ft.
South Dakota Military District, ca. 1951-57, 5.0 cu. ft.
Tennessee Military District, ca. 1950-58, 10.9 cu. ft.
Texas Military District, ca. 1946-58, 11.9 cu. ft.
Utah Military District, ca. 1951-58, 9.8 cu. ft.
Vermont Military District, ca. 1948-57, 1.9 cu. ft.

Virginia Military District, ca. 1951-57, 56.8 cu. ft.
* Military District of Washington, ca. 1945-64, 72.3 cu. ft.
Washington Military District, ca. 1951-58, 18.2 cu. ft.
West Virginia Military District, ca. 1951-57, 10.3 cu. ft.
Wisconsin Military District, ca. 1951-56, 11.0 cu. ft.
Wyoming Military District, ca. 1951-57, 1.5 cu. ft.
U.S. Army Military District, Europe, ca. 1957-62, 3. in.
U.S. Army Military District, Far East, ca. 1957-61, 4 in.
Military District for Great Britain, ca. 1955-56, 1/4 in.
USAR Military District, HACOM, ca. 1954-57, 1/4 in.
USAREUR Communications Zone Military District, ca. 1952-57, 1 in.
Central District, United Kingdom Base, ca. 1944-45, 3 in.
Southern Military District (USAR), ca. 1955, 1/4 in.
Western Military District (USAR), ca. 1955, 1/4 in.
Bordeaux District, 1953, 1 in.
Franconia District, ca. 1965-66, 1/4 in.
Garmisch Sub-District, 1965, 1 in.
Hesse District, ca. 1964-66, 2 in.
LaRoche District, 1953, 1/4 in.
Munich District ca. 1952-54, 8.7 cu. ft.
North Baden, District, ca. 1965-66, 3 in.
North Bavaria District, ca. 1965-66, 2 in.
Nurnberg District, ca. 1953-54, 4.9 cu. ft.
Palatinate District, 1966, 1/4 in.
Poitiers District, 1953, 1 in.
Rhineland District, ca. 1964-65, 1.3 cu. ft.
South Bavaria District, ca. 1965-66, 2 in.
Stuttgart District, ca. 1953-54, 1.1 cu. ft.
Vogelsberg District, 1966, 1 in.
Worms District, 1953, 1 in.
Wurzberg District, 1953, 7 in.

Ordnance Districts

Birmingham Ordnance District, ca. 1951-57, 25.9 cu. ft.
Boston Ordnance District, ca. 1951-61, 10.8 cu. ft.
Chicago Ordnance District, ca. 1943-57, 33.9 cu. ft.
Cincinnati Ordnance District, ca. 1922-59, 11.8 cu. ft.
Cleveland Ordnance District, ca. 1951-58, 40.9 cu. ft.
Detroit Ordnance District, ca. 1937-61, 21.4 cu. ft.
Los Angeles Ordnance District, ca. 1945-61, 11.6 cu. ft.
New York Ordnance District, ca. 1941-59, 21.1 cu. ft.
Philadelphia Ordnance District, ca. 1947-62, 38.1 cu. ft.
Pittsburgh Ordnance District, ca. 1919-53, 39.5 cu. ft.
Rochester Ordnance District, ca. 1943-58, 32.0 cu. ft.
St. Louis Ordnance District, ca. 1948-59, 29.9 cu. ft.
San Francisco Ordnance District, ca. 1947-62, 12.4 cu. ft.
Springfield Ordnance District, ca. 1948-56, 50.6 cu. ft.

Chemical Procurement Districts

Atlanta Chemical Procurement District, ca. 1950-57, 3.3 cu. ft.
Chicago Chemical Procurement District, ca. 1949-59, 5.6 cu. ft.
Dallas Chemical Procurement District, ca. 1942-57, 5.3 cu. ft.
New York Chemical Procurement District, ca. 1940-62, 3.8 cu. ft.
San Francisco Chemical Procurement District, ca. 1949-62, 2.3 cu. ft.

Procurement Districts

Birmingham Procurement District, ca. 1958-65, 1.4 cu. ft.
Boston Procurement District, ca. 1922-65, 7.9 cu. ft.
Cincinnati Procurement District, ca. 1960-65, 9 in.
Detroit Procurement District, ca. 1945-65, 7.3 cu. ft.
Los Angeles Procurement District, ca. 1939-64, 5.4 cu. ft.
New York Procurement District, ca. 1963-66, 7 in.
Philadelphia Procurement District, ca. 1960-64, 5 in.
St. Louis Procurement District, ca. 1918-65, 2.9 cu. ft.

Engineer Districts

Alaska Engineer District, ca. 1942-57, 8.5 cu. ft.
Albuquerque Engineer District, ca. 1945-55, 4 in.
Buffalo Engineer District, ca. 1952-54, 2 in.
Chicago Engineer District, ca. 1950-60, 2 in.
Detroit Engineer District, ca. 1946-56, 10 in.
Eastern Ocean Engineer District, ca. 1953-57, 3.9 cu. ft.
Edmonton Engineer District, ca. 1942-44, 11.0 cu. ft.
Fort Worth Engineer District, ca. 1951-57, 1.4 cu ft.
Garrison Engineer District, ca. 1952-54, 1 in.
Honolulu Engineer District, ca. 1951-56, 3.2 cu. ft.
Kansas City Engineer District, ca. 1950-57, 1.1 cu. ft.
Little Rock Engineer District, ca. 1953-63, 5 in.
Los Angeles Engineer District, ca. 1951-57, 7 in.
Middle East Engineer District, ca. 1950-51, 1/4 in.
Mobile Engineer District, ca. 1954-55, 1.2 cu. ft.
New York Engineer District, ca. 1950-58, 16.9 cu. ft.
Norfolk Engineer District, ca. 1945-53, 1 in.
Okinawa Engineer District, ca. 1953-58, 2.7 cu. ft.
Philadelphia Engineer District, ca. 1941-53, 1.8 cu. ft.
Pittsburgh Engineer District, ca. 1949-55, 5 in.
St. Louis Engineer District, ca. 1949-53, 1.3 cu. ft.
Seattle Engineer District, ca. 1953-57, 3 in.
Walla Walla Engineer District, ca. 1955-57, 6 in.

Engineer Divisions

East Ocean Division, 1954, 3 in.
Missouri River Division, ca. 1951-58, 8 in.
North Atlantic Division, 1954, 8.0 cu. ft.
South Pacific Division, ca. 1953-57, 2 in.
Southwestern Division, ca. 1951-62, 4.3 cu. ft.

Recruiting Districts

First US Army Recruiting District, ca. 1959-66, 6 in.

Second US Army Recruiting District, ca. 1959-64, 3 in.

Third US Army Recruiting District, ca. 1963-66, 1/4 in.

Fourth US Army Recruiting District, ca. 1960-61, 3 in.

Sixth US Army Recruiting District, ca. 1959-65, 3 in.

Southwestern Recruiting District, ca. 1945-56, 7.4 cu. ft.

The following series are included among the District records at NPRC, but have not been described in this schedule because they have previously been appraised as permanent.

Military Districts

Alabama Military District

General Orders, ca. 1953-58, 1 in.
Installation Historical Files, ca. 1941-58, 2 in.
Operations Planning Files, 1957, 5 in.
Organization Planning Files, ca. 1955-58, 1.9 ft.
Progress Analysis Files, ca. 1955-57, 1.3 ft.

Arizona Military District

General Orders, ca. 1954-58, 1 in.
Organization Planning Files, ca. 1955-57, 2 in.

Arkansas Military District

Emergency Operations files, ca. 1957-58, 1.3 ft.
General Orders, ca. 1951-59, 1 in.
Newspaper Files, ca. 1954-55, 1 in.
Organization Planning Files, 1955, 5 in.

California Military District

General Orders, ca. 1951-57, 4 in.
Newspaper Files, 1957, 1 in.
Operations Planning Files, ca. 1950-55, 9 in.
Organization Planning Files, ca. 1955-56, 1.5 ft.
Progress Analysis Files, 1955, 3 in.
Standing Operating Procedures, 1955, 1 in.

Colorado Military District

General Orders, ca. 1953-57, 1 in.
Installation Historical Files, ca. 1950-57, 1 in.
Operations Planning Files, 1957, 2 in.
Organization Planning Files, ca. 1953-57, 1 in.

Connecticut Military District

General Orders, ca. 1955-58, 1 in.
Operations Planning Files, 1955, 1 in.

Delaware Military District

General Orders, ca. 1953-55, 1 in.
Unit History Files, ca. 1950-55, 1 in.

District of Columbia Military District

General Orders, ca. 1954-57, 1 in.

Florida Military District

Command Programs, ca. 1957-58, 1 in.
General Orders, ca. 1953-58, 2 in.
Operations Planning Files, 1953, 1 in.
Organization Planning Files, ca. 1953-58, 2 in.
Procedural Standardization Files, 1953, 1 in.
Progress Analysis Files, ca. 1953-54, 4 in.
Regulations, ca. 1951-52, 3 in.
Standing Operating Procedures, ca. 1951-57, 5 in.

Georgia Military District

General Orders, ca. 1951-58, 2 in.
Operations Planning Files, ca. 1956-58, 1 in.
Organization Planning Files, ca. 1954-55, 3 in.
Progress Analysis Files, ca. 1956-58, 6 in.

Idaho Military District

General Orders, ca. 1954-58, 1 in.
Installation Historical Files, ca. 1955-58, 1 in.
Organization Planning Files, ca. 1951-52, 2 in.

Illinois Military District

General Orders, ca. 1952-57, 3 in.
Organization Planning Files, 1957, 1 in.
Procedural Standardization Files, ca. 1952-53, 1 in.
Progress Analysis Files, 1955, 1 in.
Unit History Files, ca. 1947-53, 7 in.

Indiana Military District

General Orders, ca. 1953-57, 3 in.
Organization Planning Files, 1957, 1 in.
Procedural Standardization Files, ca. 1953-56, 1 in.
Progress Analysis Files, ca. 1954-57, 9 in.
Standing Operating Procedures, ca. 1953-55, 2 in.

Iowa Military District

General Orders, ca. 1953-56, 1 in.
Military Historians Files, 1955, 1 in.
Organization Planning Files, 1955, 1 in.
Unit History Files, 1948, 1 in.

Kansas Military District

General Orders, 1957, 1 in.
Installation Historical Files, 1957, 1 in.
Organization Planning Files, 1957, 2 in.
Progress Analysis Files, 1957, 1 in.

Kentucky Military District

General Orders, ca. 1951-57, 1 in.
Mobilization Planning Files, 1956, 1 in.

Operations Planning Files, 1956, 1 in.
Organization Planning Files, 1956, 1 in.

Louisiana Military District

General Orders, ca. 1951-58, 2 in.
Organization Planning Files, 1958, 2 in.
Standing Operating Procedures, ca. 1954-55, 1 in.
Unit History Files, ca. 1946-59, 3 in.

Maine Military District

General Orders, ca. 1951-52, 1 in.
Organization Planning Files, ca. 1951-52, 1 in.

Maryland Military District

Command Report Files, ca. 1951-57, 1 in.
General Orders, ca. 1951-55, 1 in.
Operations Planning Files, ca. 1951-58, 3 in.
Organization Planning Files, ca. 1951-57, 4 in.
Procedural Standardization Files, ca. 1956-58, 3 in.
Progress Analysis Files, 1957, 4 in.

Massachusetts Military District

General Orders, ca. 1951-56, 2 in.
Standing Operating Procedures, 1956, 1 in.

Michigan Military District

General Orders, ca. 1953-55, 2 in.

Minnesota Military District

General Orders, ca. 1951-57, 3 in.
Organization Planning Files, ca. 1953-56, 1 in.
Unit History Files, ca. 1955-56, 2 in.

Mississippi Military District

General Orders, ca. 1951-57, 1 in.
Military Historians Files, 1958, 1 in.
Operations Planning Files, 1959, 1 in.
Organization Planning Files, ca. 1955-59, 4 in.
Progress Analysis Files, ca. 1956-59, 5 in.
Standing Operating Procedures, ca. 1955-57, 1 in.

Missouri Military District

General Orders, ca. 1951-57, 3 in.
Organization Planning Files, 1954, 1 in.
Progress Analysis Files, ca. 1954-56, 1.2 ft.

Montana Military District

General Orders, ca. 1954-57, 1 in.

Nebraska Military District

General Orders, ca. 1953-57, 1 in.
Installation Historical Files, ca. 1949-57, 2.2 ft.
Newspaper Files, ca. 1954-57, 4 in.
Operations Planning Files, ca. 1951-55, 1 in.
Organization Planning Files, ca. 1951-57, 1.8 ft.
Progress Analysis Files, ca. 1954-56, 5 in.

Nevada Military District

General Orders, ca. 1953-57, 1 in.
Operations Planning Files, ca. 1952-57, 5 in.
Organization Planning Files, 1958, 1 in.
Unit History Files, ca. 1951-52, 4 in.

New Hampshire Military District

General Orders, ca. 1951-57, 2 in.

New Jersey Military District

General Orders, ca. 1954-56, 2 in.

New Mexico Military District

General Orders, ca. 1952-56, 1 in.
Operations Planning Files, ca. 1955-57, 1 in.
Organization Planning Files, ca. 1955-58, 1 in.
Unit History Files, 1957, 1 in.

New York Military District

General Orders, ca. 1955-57, 2 in.
Organization Planning Files, 1955, 1 in.
Standing Operating Procedures, 1957, 1 in.
Unit History Files, ca. 1951-55, 3 ft.

North Carolina Military District

Command Report Files, 1958, 1 in.
General Orders, ca. 1953-58, 1 in.
Newspaper Files, ca. 1951-52, 5 in.

North Dakota Military District

General Orders, 1953, 1 in.

Ohio Military District

General Orders, ca. 1953-56, 2 in.
Newspaper Files, ca. 1952-57, 1 in.
Operations Planning Files, 1955, 1 in.
Organization Planning Files, ca. 1951-57, 6 in.

Oklahoma Military District

General Orders, ca. 1953-59, 2 in.
Organization Planning Files, ca. 1955-59, 5 in.

Oregon Military District

General Orders, ca. 1953-58, 3 in.
Progress Analysis Files, ca. 1951-52, 1 in.

Pennsylvania Military District

General Orders, ca. 1953-58, 3 in.
Organization Planning Files, ca. 1955-56, 10 in.

Rhode Island Military District

General Orders, ca. 1951-57, 4 in.

South Carolina Military District

General Orders, ca. 1951-58, 2 in.
Standing Operating Procedures, ca. 1953-54, 1 in.

South Dakota Military District

General Orders, ca. 1953-57, 1 in.
Mobilization Planning Files, 1951, 1 in.
Organization Planning Files, ca. 1951-52, 3 in.

Tennessee Military District

General Orders, ca. 1951-57, 3 in.
Installation Historical Files, ca. 1955-57, 5 in.
Newspaper Files, ca. 1951-53, 2 in.
Organization Planning Files, ca. 1954-58, 2 in.
Progress Analysis Files, ca. 1951-58, 8 in.
Unit History Files, ca. 1951-53, 1 in.

Texas Military District

General Orders, ca. 1953-57, 2 in.
Operations Planning Files, ca. 1953-56, 2.3 ft.
Organization Planning Files, ca. 1946-57, 4.1 ft.
Standing Operating Procedures, ca. 1954-56, 1 in.
Unit History Files, ca. 1950-58, 3 in.

Utah Military District

General Orders, ca. 1953-58, 2 in.
Organization Planning Files, ca. 1954-57, 2 in.
Progress Analysis Files, ca. 1956-57, 1 in.
Standing Operation Procedures, ca. 1954-55, 1 in.

Vermont Military District

General Orders, ca. 1949-57, 6 in.
Unit History Files, ca. 1948-55, 1 in.

Virginia Military District

General Orders, ca. 1951-55, 1 in.
Organization Planning Files, ca. 1954-57, 5 in.
Procedural Standardization Files, ca. 1956-57, 3 in.

Washington Military District
Command Report Files, 1953, 3 in.
General Orders, ca. 1951-58, 3 in.
Newspaper Files, 1954, 1 in.
Organization Planning Files, ca. 1952-57, 3 in.
Progress Analysis Files, 1957, 2 in.
Regulations, ca. 1954-58, 1 in.
Standing Operating Procedures, ca. 1951-55, 1 in.
Unit History Files, ca. 1952-54, 3 in.

West Virginia Military District
General Orders, ca. 1953-57, 1 in.

Wisconsin Military District
General Orders, 1956, 1 in.
Operations Planning Files, 1955, 2 in.
Progress Analysis Files, ca. 1955-56, 9 in.

Wyoming Military District
General Orders, ca. 1951-57, 1 in.
Installation Historical Files, 1957, 1 in.
Organization Planning Files, ca. 1955-57, 3 in.

U.S. Army Military District, Europe
Organization Planning Files, 1957, 1 in.
Unit History Files, 1957, 1 in.

U.S. Army Military District, Far East
General Orders, ca. 1957-61, 1 in.
Organization Planning Files, ca. 1957-58, 2 in.

Military District for Great Britain
General Orders, ca. 1955-56, 1 in.

USAR Military District, HACOM
General Orders, ca. 1955-57, 1 in.

USAREUR Communications Zone Military District
General Orders, ca. 1953-56, 1 in.

Southern Military District (USAR)
General Orders, 1955, 1 in.

Western Military District (USAR)
General Orders, 1955, 1 in.

Bordeaux District
General Orders, 1953, 1 in.

Franconia District

General Orders, ca.1965-66, 1 in.

Garmisch Sub-District

Regulations, 1965, 1 in.

Hesse District

General Orders, ca. 1965-66, 1 in.

Operations Planning Files, 1964, 1 in.

Regulations, 1965, 1 in.

LaRochelle District

General Orders, 1953, 1 in.

Munich District

General Orders, 1954, 1 in.

Newspaper Files, 1954, 1 in.

North Baden District

General Orders, ca. 1965-66, 1 in.

Regulations, 1965, 1 in.

North Bavaria District

General Orders, 1966, 1 in.

Regulations, 1965, 1 in.

Nurnberg District

General Orders, 1954, 1 in.

Newspaper Files, 1954, 1 in.

Procedural Standardization Files, 1954, 1 in.

Standing Operating Procedures, 1954, 1 in.

Unit History Files, 1954, 4 in.

Palatinate District

General Orders, 1966, 1 in.

Poitiers District

General Orders, 1953, 1 in.

Rhineland District

General Orders, ca. 1964-65, 1 in.

Operations Planning Files, ca. 1964-65, 2 in.

Regulations, ca. 1964-65, 10 in.

South Bavaria District

General Orders, ca. 1965-66, 1 in.

Regulations, 1965, 1 in.

Stuttgart District

General Orders, 1954, 1 in.

Newspaper Files, 1954, 1 in.
Operations Planning Files, 1954, 6 in.
Unit History Files, 1954, 1 in.

Vogelsberg District
General Orders, 1966, 1 in.

Worms District
Installation Historical Files, 1953, 1 in.

Military District of Washington

Command Programs, ca. 1953-57, 1 in.
Command Report Files, ca. 1958-59, 1 in.
General Orders, ca. 1953-64, 7 in.
Installation Historical Files, ca. 1955-62, 8 in.
Master Planning Files, 1963, 3 in.
Military Historians Files, ca. 1955-60, 1 in.
Mobilization Planning Files, ca. 1956-61, 3 in.
Operating Program Progress Reports, 1963, 4 in.
Operations Planning Files, ca. 1956-62, 1.4 ft.
Organization Planning Files, ca. 1952-63, 5.8 ft.
Progress Analysis Files, ca. 1952-60, 6 in.
Regulations, ca. 1963-64, 6 in.
Standing Operating Procedures, ca. 1953-64, 3 in.
Training Operations Files, ca. 1955-60, 1.3 ft.
Unit History Files, ca. 1947-61, 2.6 ft.

Ordnance Districts

Birmingham Ordnance District
General Orders, 1957, 1 in.
Military Historians Files, ca. 1951-55, 1.4 ft.
Operations Planning Files, 1956, 1 in.
Organization Planning Files, ca. 1954-55, 3 in.
Procedural Standardization Files, 1956, 2 in.
Progress Analysis Files, ca. 1951-55, 1 in.
Standing Operating Procedures, 1957, 1 in.

Boston Ordnance District
General Orders, ca. 1951-61, 3 in.

Chicago Ordnance District
Military Historians Files, n.d., 1 in.
Organization Planning Files, ca. 1951-56, 14.7 ft.

Cincinnati Ordnance District
General Orders, ca. 1952-59, 1 in.
Military Historians Files, ca. 1922-59, 11 in.

Mobilization Planning Files, ca. 1958-59, 4 in.
Operations Planning Files, ca. 1952-55, 2 in.
Organization Planning Files, ca. 1952-59, 11 in.
Procedural Standardization Files, ca. 1952-54, 4 in.
Progress Analysis Files, ca. 1950-54, 2.1 ft.
Standing Operating Procedures, 1955, 1 in.

Cleveland Ordnance District

General Orders, ca. 1953-58, 2 in.
Newspaper Files, ca. 1951-54, 1 in.
Operations Planning Files, 1952, 1 in.
Organization Planning Files, ca. 1952-54, 2 in.
Procedural Standardization Files, ca. 1951-54, 4 in.
Progress Analysis Files, 1951, 1 in.

Detroit Ordnance District

General Orders, ca. 1954-1960, 2 in.
Military Historians Files, ca. 1937-57, 1.8 ft.
Operations Planning Files, ca. 1951-61, 1.4 ft.
Organization Planning Files, ca. 1953-61, 4.6 ft.
Procedural Standardization Files, ca. 1954-59, 7 in.
Regulations, ca. 1955-1960, 2 in.

Los Angeles Ordnance District

General Orders, ca. 1954-60, 2 in.
Operations Planning Files, ca. 1957-61, 3 in.
Organization Planning Files, ca. 1951-60, 6 in.
Progress Analysis Files, ca. 1952-61, 6 in.
Unit History Files, ca. 1951-53, 1 in.

New York Ordnance District

General Orders, ca. 1954-59, 1 in.
Operations Planning Files, 1952, 2 in.
Organization Planning Files, ca. 1952-59, 6 in.
Progress Analysis Files, ca. 1955-56, 4 in.
Unit History Files, ca. 1941-56, 1.3 ft.

Philadelphia Ordnance District

General Orders, ca. 1951-62, 3 in.
Installation Historical Files, ca. 1958-62, 1 in.
Organization Planning Files, 1958, 4 in.
Progress Analysis Files, ca. 1950-54, 2.5 ft.

Pittsburgh Ordnance District

Installation Historical Files, ca. 1919-58, 2.5 ft.
Military Historians Files, ca. 1927-1940, 6 in.
Standing Operating Procedures, ca. 1957-58, 3.8 ft.

Rochester Ordnance District

General Orders, ca. 1955-57, 1 in.
Installation Historical Files, ca. 1943-56, 1.3 ft.
Procedural Standardization Files, 1959, 1.6 ft.

St. Louis Ordnance District

General Orders, ca. 1953-59, 2 in.
Organization Planning Files, ca. 1956-59, 3 in.
Procedural Standardization Files, ca. 1957-59, 1 in.
Progress Analysis Files, 1955, 1 in.

San Francisco Ordnance District

General Orders, ca. 1956-61, 2 in.
Operating Program Progress Reports, ca. 1960-62, 5 in.
Operations Planning Files, 1955, 1 in.
Organization Planning Files, ca. 1947-62, 5 in.
Progress Analysis Files, ca. 1953-59, 1 ft.

Springfield Ordnance District

General Orders, 1953, 1 in.
Installation Historical Files, ca. 1956-58, 1 in.
Operations Planning Files, ca. 1952-54, 1.3 in.
Organization Planning Files, ca. 1951-56, 9 in.
Procedural Standardization Files, ca. 1953-56, 10 in.
Progress Analysis Files, ca. 1951-54, 1.7 ft.

Chemical Procurement Districts

Atlanta Chemical Procurement District

Activation and Inactivation Files, 1957, 1 in.
General Orders, ca. 1953-57, 1 in.
Installation Historical Files, 1957, 1 in.
Organization Planning Files, ca. 1950-57, 11 in.
Regulations, 1957, 1 in.
Unit History Files, ca. 1950-56, 8 in.

Chicago Chemical Procurement District

General Orders, ca. 1954-59, 1 in.
Installation Historical Files, ca. 1949-58, 6 in.
Regulations, 1958, 1 in.
Unit History Files, 1955, 5 in.

Dallas Chemical Procurement District

General Orders, 1953, 1 in.
Military Historians Files, ca. 1944-57, 11 in.
Organization Planning Files, ca. 1951-57, 5 in.
Procedural Standardization Files, ca. 1954-56, 1 in.
Progress Analysis Files, ca. 1951-57, 4 in.

New York Chemical Procurement District

Activation and Inactivation Files, 1949, 1 in.

General Orders, ca. 1952-62, 1 in.

Installation Historical Files, ca. 1940-61, 3.8 ft.

Regulations, 1961, 1 in.

San Francisco Chemical Procurement District

General Orders, ca. 1949-62, 7 in.

Installation Historical Files, ca. 1951-62, 7 in.

Mobilization Planning Files, ca. 1957-62, 5 in.

Operating Program Progress Reports, ca. 1960-62, 1 in.

Operations Planning Files, 1952, 1 in.

Organization Planning Files, ca. 1953-61, 6 in.

Procurement Districts

Birmingham Procurement District

General Orders, ca. 1958-65, 2 in.

Mobilization Planning Files, ca. 1959-61, 2 in.

Organization Planning Files, ca. 1958-62, 1 in.

Regulations, ca. 1963-65, 2 in.

Standing Operating Procedures, 1961, 1 in.

Boston Procurement District

General Orders, ca. ca. 1962-65, 1 in.

Installation Historical Files, ca. 1922-58, 6.3 ft.

Mobilization Planning Files, ca. 1956-65, 4 in.

Operating Program Briefing Files, ca. 1962-64, 6 in.

Operating Program Progress Reports, ca. 1956-64, 7 in.

Organization Planning Files, 1964, 1 in.

Regulations, ca. 1963-65, 1 in.

Cincinnati Procurement District

General Orders, ca. 1960-65, 2 in.

Installation Historical Files, 1960, 1 in.

Mobilization Planning Files, 1960, 2 in.

Operating Program Progress Reports, 1960, 1 in.

Organization Planning Files, 1960, 3 in.

Detroit Procurement District

General Orders, 1961, 1 in.

Installation Historical Files, ca. 1945-63, 1.3 ft.

Operating Program Progress Reports, 1964, 3 in.

Operations Planning Files, 1963, 2 in.

Organization Planning Files, ca. 1962-1965, 1.1 ft.

Regulations, ca. 1961-63, 1 in.

Standing Operating Procedures, ca. 1962-65, 4.5 ft.

Los Angeles Procurement District

Installation Historical Files, ca. 1939-64, 2.4 ft.
Operating Program Progress Reports, ca. 1962-64, 4 in.
Operations Planning Files, ca. 1961-63, 11 in.
Organization Planning Files, 1961, 1 in.
Progress Analysis Files, 1962, 1 in.

New York Procurement District

Installation Historical Files, ca. 1965-66, 1 in.
Operating Program Progress Reports, ca. 1963-66, 6 in.

Philadelphia Procurement District

Organization Planning Files, ca. 1960-64, 2 in.

St. Louis Procurement District

Activation and Inactivation Files, 1964, 2 in.
General Orders, ca. 1960-65, 2 in.
Installation Historical Files, ca. 1918-63, 1.3 ft.
Mobilization Planning Files, ca. 1960-63, 2 in.
Operating Program Briefing Files, ca. 1958-65, 4 in.
Operating Program Progress Reports, ca. 1964-65, 6 in.
Organization Planning Files, ca. 1960-64, 2 in.
Regulations, ca. 1964-65, 1 in.

Engineer Districts

Alaska Engineer District

Basic Topographic Data Files, 1952, 8 in.
Progress Analysis Files, ca. 1949-53, 4 in.

Albuquerque Engineer District

Organization Planning Files, ca. 1954-55, 1 in.

Chicago Engineer District

Mobilization Planning Files, ca. 1950-58, 2 in.

Edmonton Engineer District

Military Historians Files, ca. 1942-44, 11 ft.

Honolulu Engineer District

Organization Planning Files, ca. 1951-56, 2 in.

Little Rock Engineer District

Mobilization Planning Files, ca. 1953-63, 3 in.

Los Angeles Engineer District

Mobilization Planning Files, ca. 1951-57, 7 in.

Middle East Engineer District

Installation Historical Files, cat 1950-51, 1 int

New York Engineer District

International Agreement Files, cat 1953-58, 1 in.

Norfolk Engineer District

Mobilization Planning Files, 1945, 1 int

Okinawa Engineer District

Master Planning Files, ca. 1953-56, 4 in.

Organization Planning Files, ca. 1953-58, 1 int

Progress Analysis Files, cat 1957-58, 1 in.

Engineer Divisions

Missouri River Engineer Division

Mobilization Planning Files, ca. 1951-56, 5 in.

Southwestern Engineer Division

Mobilization Planning Files, ca. 1951-62, 3 in.

Recruiting Districts

First US Army Recruiting District

General Orders, ca. 1960-66, 4 in.

Second US Army Recruiting District

General Orders, ca. 1959-64, 1 int

Regulations, 1963, 1 in.

Third US Army Recruiting District

General Orders, ca. 1963-66, 1 int

Fourth US Army Recruiting District

General Orders, ca. 1960-61, 1 in.

Sixth US Army Recruiting District

General Orders, ca. 1961-65, 1 in.

Progress Analysis Files, 1959, 1 in.

Southwestern Recruiting District

General Orders, ca. 1951-56, 8 in.

Operations Planning Files, 1953, 1 int

Organizations Planning Files, ca. 1945-46, 1 in.

Procedural Standardization Files, 1945, 1 in.

Progress Analysis Files, cat 1945-46, 5 in.

Standing Operating Procedures, 1953, 6 in.

Items in this Schedule

Series recommended for permanent retention

1. Equal Employment Opportunity (EEO) Correspondence
2. Facilities Correspondence
3. STRAC and STRAF Correspondence
4. CANOL Records
5. Domestic Intelligence Data Files
6. Guidance Files
7. Intelligence Report Files
8. Interment Files
9. Military Ceremony Files
10. Point Lookout Rest Center Files
11. Security Inspection Case Files
12. Special Visits and Tours

Series containing both permanent and disposable material

13. General Correspondence
14. Security General Correspondence
15. Intelligence Correspondence
16. Bulletins
17. Directives
18. Instructions
19. Letters
20. Manuals
21. Memorandums
22. Pamphlets
23. Employment-Management Relations Files
24. Procurement Board and Committee Files
25. Research and Development Case Files

Series recommended for disposal

26. Civilian Personnel Correspondence
27. Hospital and Dispensary Correspondence
28. Personnel Security Correspondence
29. Realty Correspondence
30. Research and Development Correspondence
31. Training Correspondence
32. Circulars
33. Guides
34. Information Digest
35. Newsletters
36. Notices
37. Civilian Personnel Intelligence Files
38. Command Inspection Files
39. Command Management System Files
40. Conference Files

41. Counter Intelligence Spot Report Files
42. Development Files
43. Facilities Control Files
44. Operating Procedure Files
45. Work Measurement Instruction Files

1. Equal Employment Opportunity (EEO) Correspondence, ca. 1962-63, 1 in. 601.01

Letters, Memorandums, reports, and other correspondence created by the Military District of Washington and Birmingham Procurement District. The MDW records pertain to the EEO requirements set forth in Executive Order 10925, dated March 6, 1961, and include: correspondence concerning designation of Deputy Employment Policy Officers within MDW, and explaining their function, which was to investigate promptly any complaints of discriminatory action and recommend corrective measures; a memorandum from the District's Director of Civilian Personnel stressing the strong position being taken by the Kennedy administration in the EEO area and advising unqualified compliance with both the spirit and the letter of EEO principles. This material documents early EEO activity in a major Army Command. The correspondence from Birmingham Procurement District consists of an evaluation of existing (1963) personnel policies and practices in the District as they related to the employment of minority individuals, and delineate an action plan to implement minority recruitment and foster career advancement of minority employees. This file provides evidence of the early stages of the Army's implementation of EEO policy in the deep South.

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

2. Facilities Correspondence, ca. 1958-60, 1 in.

Letters, memorandums, reports, and other correspondence of the Military District of Washington regarding physical modification of facilities at the various installations/sites falling within MDW jurisdiction. Subjects considered include: improvements made to Summerall Field, Ft. Meyer; construction of a skeet range, Ft. Meyer; erection of a test hanger at Davison US Army Airfield, Ft. Belvoir; provision of water service to Army housing units at Suitland, Maryland by the Washington Suburban Sanitary Commission. The file contains site plans and drawings.

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

3. STRAC and STRAF Correspondence, ca. 1958-60, 2 in. 501.01A

Letters, memoranda, reports, and other correspondence relating to Strategic Army Corps (STRAC) units and Strategic Army Forces (STRAF) units in the Military District of Washington Command structure. In the mid-1950's, the US Continental Army Command (CONARC) separated its troop units and assigned elements into two major force categories: General Support Forces and Strategic Army Forces (STRAF). The former category was comprised of units used to man headquarters elements, provide installation support, and support the training establishment. The STRAF, on the other hand, made up that part of the Army assigned to CONARC for employment at the national level in accordance with current Army contingency plans or approved emergency deployment schedules, to augment existing training, equipping, and maintenance activities. In May, 1958, the Strategic Army Corps

(STRAC) was organized as a force specially tailored from the STRAF to deal with limited wars and to move promptly to potential trouble spots anywhere in the world. It was designed to be the Army's mobile combat ready force, able to meet the initial requirements of limited warfare or to provide the initial reinforcements in a general war situation.

The records in this series deal with strength and equipment requirements of the STRAF and STRAC units in the MDW command, and with their operational and logistical readiness. They are similar to Mobilization Planning Files.

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

4. CANOL Records, ca. 1942-1954, 2.7 cu. ft.

Classified files of the Alaska and the Edmonton Engineer Districts pertaining to the construction and operation of the CANOL (Canadian Oil Line) Project, a petroleum refining and pipeline facility designed for the processing, transportation and distribution of both crude and refined oil products in northwestern Canada and Alaska. Begun in May 1942, construction of the CANOL system was motivated by the urgent need to improve Alaskan defenses in the wake of Pearl Harbor. The records include contract files, Standing Operating Procedures, and General Correspondence, the latter containing maps, site plans, and photographs of various features of the project; Operating Program Progress Reports and Military Historians Files, composed of bound monthly summaries of operations and progress reports. Among the Military Historians Files are two reports on a proposed pipeline to be built in the China-Burma-India Theatre, between Calcutta and Kunming. These files also contain numerous maps, charts, drawings and photographs.

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

5. Domestic Intelligence Data Files, ca. 1954-59, 5 in. 502.01

Intelligence spot reports compiled by the Military District of Washington on a variety of subjects perceived as having impact on the security of the Capital. Examples include reports of possible railroad and bus strikes that could cripple transportation into and out of the District of Columbia; a report on school integration in Virginia and the organized efforts of the state government to resist it; an evaluation of security at Davison Field. The latter contains a "Memorandum of Understanding Regarding Security of Davison US Army Airfields" which describes the mission of the airfield's Military Police Section to provide "maximum physical security of Presidential Aircraft of the Executive Flight Detachment on or off-home base," and details the section's organization and functions.

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

6. Guidance Files, ca. 1962-63, 4 in. 210.03A

Similar to budget estimate files, these records from the Military District of Washington are concerned with finance and accounting matters and contain material used in formulating the FY 63 MDW budget. As such they would not ordinarily be retained. These files, however, were created by a Major Army Command and include several memorandums, addressed to the Commanding General from his various Division Chiefs, which identify extraordinary costs incurred on account of and associated with the Cuban Missile Crisis.

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

7. Intelligence Report Files, ca. 1945-57, 4 cu. ft. 502.01

Classified intelligence reports compiled by the Alaska Engineer District, the Nurnburg and Alabama Military Districts, and the Military District of Washington. The Alaska records have reports on the program and participants planned for the Seventh Alaskan Science Conference, on the re-defection of Soviet and Satellite nationals, and an intelligence study of the Town of Juneau. The Nurnburg material contains an interesting report on a political refugee from one of the East-bloc countries. Near print "Monthly Domestic Intelligence Summaries," "Foreign Intelligence Summaries," and "Periodic Intelligence Reports" make up the bulk of the MDW and Alabama Military District files. These domestically orientated issuances provide reports on perceived subversive individuals and/or organizations and their activities, especially members of the Communist Party, USA and various "front" or sympathetic organizations; cases of espionage and sabotage; organized labor; civil rights advocacy, racial unrest, and exacerbation of race hatred. These summaries and reports give valuable historical insight into the Army's view of who and what constituted internal threats to National Security, from both the left and right extremes of the political spectrum. Many well-known individuals of the period appear as subjects of these reports. The "Foreign Intelligence Summaries" assess political and military conditions in all areas of the globe.

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

8. Interment Files, ca. 1958, 1.1 cu. ft.

This series of records, created by the Military District of Washington, pertains to the ceremony held in Washington May 28-30, 1958 for the interment of the Unknowns of World War II and Korea at Arlington National Cemetery. The following is included among the records in this series:

a. After Action Report (two volumes) on the Interment of the Unknowns of World War II and Korea, 28-30 May 1958. Contains a very detailed account of the planning and execution of the interment ceremony, and includes photographs; invitations; press parking stickers and accreditation cards, and a complete media list (all members of the media participating in coverage of the event); an account of Presidential participation and White House Briefing; a copy of the

Ceremonial Plan; maps of the parade route from the Naval Gun Factory to the Capitol and from the Capitol to Arlington; lists of Medal of Honor Holders who participated as honorary and actual pallbearers; additional VIP honorary pallbearers; texts of chaplains' participation in the funeral service held at Arlington on May 30, including Invocation, Psalm, Scripture lesson, Benediction and Committal services -- Catholic, Protestant, and Jewish; description of rehearsals; listing of all military contingents which participated in the various stages of the ceremony and description of their participation, e.g., corteges to and from the Capitol, lying in state in the Capitol Rotunda, military bands, military honors and salutes, interment at Arlington, etc.

b. Ceremonial plans files. Includes an Umbrella Plan to be followed in case of rain; three drafts of the actual plan for the ceremony; various alternative versions considered prior to adoption of finalized version; etc.

c. Rehearsal plans files. Contains MDW Memorandum detailing plans for rehearsal of the three-day ceremony; an SOP for the Working Group, Interment of the Unknowns of World War II and Korean Conflict, established within MDW for the purpose of producing the ceremony.

d. Press Kit. A copy of the Information Kit provided to members of the Press covering the ceremony. Includes a copy of the official Ceremonial Plan; a copy of the Funeral Program; extensive background information on the event, e.g., Official Press Release from Hqs, MDW, reproduced article from the Army, Navy, Air Force Journal, description of the two new crypts at the Tomb of the Unknown Soldier, outline of the plan used in selecting War Unknowns, legislative background of the project and ceremony, pamphlet describing the US Atlantic Fleet Phase of the project, pamphlets on the Tomb of the Unknown Soldier and Arlington National Cemetery; an Official Schedule of Events; a rehearsal schedule; list of Medal of Honor Holders participating; etc.

e. File of Concurrences. Concurrences to draft plans, briefings, and approval of funds for the project.

f. Background files. Contain background data, correspondence, and miscellaneous material pertaining to the ceremony, created or collected between December 31, 1956 and July 7, 1958.

g. Historical Data file. Contains background information which provides context for the interments: War Department Press Release, dated November 2, 1921, announcing ceremonies at the Capitol for World War I Unknown Dead; minutes of a meeting held February 8, 1950, regarding the Tomb of the Unknown Soldier to which is appended a file on the November 11, 1921 ceremony for the World War I Unknown; additional material on the 1921 ceremony.

h. Veterans and Patriotic Organizations' Participation File. Contains correspondence with veterans and patriotic organizations and with members of Congress in their behalf, etc. Also a Floral Tribute Register which lists those from whom flowers, wreaths, etc., were received.

i. Civilian and VIP Participation File. Correspondence with State governors, foreign ambassadors, and Members of Congress regarding their attendance at and/or participation in the ceremony.

j. Chaplains' Report. File contains material documenting the participation in the ceremony of Chief of Chaplains from each branch of the military, Army, Navy, and Air Force.

k. Media Coverage. A scrapbook compilation of media coverage of the Interment, prepared by the Office of the Chief of Information, MDW, containing reproductions of clippings from the print media.

9. Military Ceremony Files, ca. 1958-60, 8 in.

403.02

Records created by the Military District of Washington which document the District's ceremonial responsibilities and functions. These activities encompass planning and execution of various sorts of official events: the reception of foreign dignitaries, presentation and wreath laying ceremonies at the Tomb of Unknown Soldier, retirement and retreat ceremonies, state funerals and commemorations, etc. Among the occasions of historical interest recorded in these files are the state visits of Nikita Khrushchev, Charles DeGaulle, John Diefenbaker, the King and Queen of Denmark, the Crown Prince and Princess of Japan, the Kings of Thailand, Nepal and Jordan, the President of Columbia, the Commanders of NATO, and others; the state funerals of John Foster Dulles and George C. Marshall; the Centennial celebration of General Pershing's birth (General of the Armies John J. Pershing Centennial Day).

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

10. Point Lookout Rest Center Files, ca. 1958-65, 1 cu. ft.

Records pertaining to the purchase, establishment, operation, and ultimate sale of the Point Lookout Hotel property, Point Lookout, St. Mary's County, Maryland, by the Area of the District of Columbia Officers Recreation Reserve Fund (ADCORR), under the jurisdiction of the Military District of Washington Command Welfare Fund Council. Point Lookout was operated as a recreational facility and rest center for active duty officer-personnel (and dependents) assigned to Headquarters, Department of the Army; agencies of the Department located in the Washington area; and Headquarters, MDW. These files include extensive background information relative to the establishment of a resort facility designed specifically and exclusively to serve officer personnel of MDW and DA Headquarters: preliminary reconnaissance and identification of suitable areas and sites; detailed material concerning purchase, renovation, advertising,

operation, maintenance, and services of the facility; also correspondence documenting the closing down of the Center in 1963 and its sale in 1965.

~~Destroy~~
~~Destroy~~ immediately upon approval of this schedule.

11. Security Inspection Case Files, ca. 1954-58

Classified records, created by the Military District of Washington, composed of security and technical inspection reports, security checks and surveys. Photographs, site plans and drawings as well as narrative descriptions, of individual military facilities in and around Washington, D.C. are included in these files. Of particular interest are those files pertaining to the Pentagon and to various temporary buildings, some of which are no longer extant. A Security Survey Report for the Government Printing Office contains floor plans and drawings of the main GPO buildings on North Capitol Street between G and H Streets. Another Security Survey provides maps, photographs, drawings, site plans, and other record information on the Engineer Research and Development Laboratory (ERDL) at Ft. Belvoir, Virginia.

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

12. Special Visits and Tours, ca. 1957-58, 1 in.

Records of the Military District of Washington which document the District's responsibilities in connection with official visits by foreign dignitaries such as heads of government, senior ministers and military officials. The usual MDW role on these occasions involved conducting an Army Full Honor Arrival Ceremony and, frequently, a wreath-laying ceremony at the Tomb of the Unknown Soldier in Arlington Cemetery. Dignitaries whose visits are chronicled in this file include: The Honorable Duncan Sandys, United Kingdom Defense Minister; The Honorable Dr. Kuame Nkrumah, Prime Minister of Ghana; His Excellency Theodor Hen, President of the Federal Republic of Germany; His Imperial Majesty Mohammad Reza Pahlavi, Shah of Iran; His Excellency Carlos P. Garcia, President of the Philippines; His Excellency Don Mario Echandi Jimnez, President of Costa Rica; Dr. Franz Josef Strauss, Defense Minister of the Federal Republic of Germany. The records in this series are similar to those in MDW Military Ceremony Files described elsewhere in this schedule.

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

13. General Correspondence, ca. 1941-63, 893.5 cu. ft. EAR 345-220-18D

Letters, memorandums, reports, and other correspondence relating to a wide variety of functions and activities of Army Districts. Records in this series were created by virtually every District. The only significant exceptions are the Recruiting Districts; the only General Correspondence from these activities among the NPRC holdings is 2 cu. ft. of records created by the Southwestern Recruiting District in the early 1950's. (Records from other Recruiting Districts consist almost exclusively of Publication Records Sets created in the 1960's.) The bulk of the correspondence concerns ephemeral transactions and

procedures relating to the day-to-day operations of the creating organization. For the most part, the records are arranged by War Department Decimal Filing System. Certain record types and/or subject areas, found at various levels within the system, recommend themselves for permanent retention; others are almost always appropriate candidates for destruction. Among the latter group is correspondence dealing with finance, budget, accounting, appropriation and disbursement of funds; personnel administration, pay and allowances; business methods, general office procedure, records keeping; training; supplies, services operating equipment; transportation and shipping. Despite the mundane character of the greater part of this series, portions of the correspondence do have archival value. Because of the disparate nature of these potentially valuable records, the series is considered in segments according to four distinct categories of creator. The General Correspondence from Recruiting Districts (2 cu. ft.), mentioned above, possesses no archival value.

A. Ordnance, Chemical Procurement, and Procurement Districts. (289.5 cu. ft.)

Correspondence filed in 004.07 deals with industrial relations, contract negotiation, strike mediation and conciliation, labor disputes, disturbances and work stoppages within the Districts; reports pertaining to these subjects and the resulting effect on ordnance/chemical production.

Material at 000.7 and 014.13 includes press clippings describing District missions and accomplishments; correspondence pertaining to a proposed radio program to be produced by the Ordnance Corps for broadcast over local stations in each of the Districts, explaining the mission and functions of Ordnance Districts and their role in mobilizing for the Korean War; memorandums discussing the importance of public relations and the public's perception of the Ordnance Corps, public relations strategies and the relative merits of telling the whole truth versus attempting to manipulate information to the government's advantage, etc.

Correspondence analogous to Organization Planning Files, Operating Program Progress Reports, Mobilization Plan Files, and similar permanent series, is found at the 020, 310.1 319.1, 320, 322, and 323 levels. These files contain organization charts and manuals, mission and function statements, reorganization plans and proposals, Standing Operating Procedures (SOP), etc.

Files 032 and 471 from Springfield Ordnance District contain correspondence which documents Congressional investigation of alleged shortages in ammunition supplies available to combat forces in Korea, and Ordnance Corps reaction to these allegations. Records (filed in 032) from the Pittsburgh and Boston Districts pertain to Congressional investigation of defense contractors who defaulted during Korean mobilization; Rochester and Detroit District records address Congressional inquiries into charges of waste, inefficiency, and ineffectiveness in the respective Districts' ordnance inspection programs.

Charts and maps recording the geographical area of Districts are found at the 061 level.

Classified material from the Los Angeles Ordnance District, primarily in 312, contains correspondence of the Western Regional Representative of the Office of Ordnance Research (OOR), located in the Los Angeles District office. Various Research and Development topics of central importance to the Ordnance Corps' mission during the early 1950's, are discussed. Of particular interest is a long letter outlining a proposal for Ordnance nuclear weapons research which identifies as the ultimate goal of such research "full utilization of nucleonics in Ordnance devices and procedures," in effect a totally nuclear Army.

File 314.7 contains historical summaries and other historical records. Classified records from the Pittsburgh District, filed at 331.1, consist of a special 1944 Inspector General's Report which provides a detailed description of the organization and functions of the District and an organizational history for the preceding year.

Files 334 and 461 from the Pittsburgh District contain, respectively: a complete listing of members of the District Advisory Board from its inception, in 1926, to 1951, with their dates of membership and business affiliations while serving on the Board; directories created by the District during Korean War Mobilization, which list manufacturers in the District and classify them by the types of material they might produce, indicating past (WWII) production histories and evaluating current and future production capacity.

Classified correspondence at the 400.112, 471, and 472 levels includes analyses, reports, drawings, and photographs, pertaining to the design and development of various weapons and weapons components. Among the subjects covered are: short time-delay bomb fuses; short-range anti-aircraft truck cab machine-gun mounts; 2.5 ton amphibious tracked cargo trailer hulls; fragmentation warheads; photo flash bombs; small arms incendiary ammunition; the Battalion Anti-Tank Weapon; various rockets including the T200 and the JATO (Jet Assisted Take-Off) 2ES-40000 T29 Rockets. Of particular interest is a discussion of the possible advantages of the Falcon over the NIKE missile and what role the Falcon might play in the Air Defense System.

a. Files 000.7, 004.07, 014.13; correspondence analogous to Organization Planning Fields, Mobilization Planning Files, and Operating Program Progress Reports in 020, 310.1, 319.1, 320, 322, 323, or wherever filed; correspondence pertaining to Congressional investigation of ordnance procurement and inspection, and ammunition shortages during the Korean War in 032, 471, or wherever filed; file 312 from Los Angeles Ordnance District; file 314.7; files 334 and 461 from Pittsburgh Ordnance District; classified correspondence in 400.112, 471, and 472; and similar records wherever filed.

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

b. All other records from Ordnance, Chemical Procurement, and Procurement Districts.

Destroy immediately upon approval of this schedule.

B. Engineer Districts and Divisions (40.6 cu. ft.)

Most of the historically valuable correspondence from Engineer Districts and Divisions is found among classified material filed in the 600's and 800's in the War Department Decimal Filing System (also, unclassified files from Honolulu Engineer District). Generally these records document construction projects, site evaluation and selection, and engineering and design work performed by the Corps of Engineers, both in accomplishing its own military and civil works missions and in support of other Army and Air Force activities. Drawings, maps, site plans, and aerial photographs form an integral part of these files and provide important information on buildings, power sources, utility lines, water supply, air defense systems, airfield facilities, etc.

Archival records located in the 600's contain correspondence on the following subjects: design of Strategic Air Command (SAC) ammunition storage facilities; siting of TALOS Defense Units and the Semi-Mobile Radar Program; site selection for HAWK surface-missiles; radar siting reports and operational plans for the Air Defense System; methods of "protective construction," i.e., building facilities capable of withstanding nuclear attack, atomic bomb blast, and radiation contamination; location and safety criteria for storage & building of atomic weapons; evaluation of a proposal to build America's first large solar furnace at Holloman AFB, New Mexico; design for an independent water supply for Sandia Base, New Mexico; construction of radio transmitting, direction finder and radar homing stations at Hickam Field, Hawaii and on Johnston Island; anti-aircraft requirements and radar station planning, siting, and construction in Iceland, Greenland, and the Canadian Arctic; the Permafrost research program carried out in conjunction with Project Blue Jay and a report on the influence of the environment on design and construction on the Greenland Ice Cap; trip reports relating to Project SNOCOMP. Important non-textual material includes: drawings of Mississippi Lock and Dam #26 at the Chain of Rocks near St. Louis; site plans for standard facilities at Air Defense Command/Strategic Air Command (SAC) installations; site plans for Larson, Great Falls, Mountain Home, Wolters, Holloman, Goodfellow, Perrin, Carswell, Hickam, Johnson Island, and Barksdale Air Force Bases, Sandia and Manzano Army Bases, and White Sands Missile Range; maps of Harmon Field, Newfoundland and Goose Bay, Labrador.

At the 800 level, classified records of the Seattle District contain a detailed report on the perceived vulnerability to attack of the Puget Sound area, with maps, site plans, and aerial photographs of port facilities at Port Angeles, Olympia, Tacoma, Seattle, Everett, and Bellingham, Washington. Unclassified correspondence from the Honolulu District deals with the construction and maintenance of harbor and port facilities and flood control installations in the Hawaiian Islands.

Unclassified correspondence filed in 000.92 from the Honolulu District provides data on lateral geologic forces, or seismic activity, in the Hawaiian Islands and Johnson Island and outlines structural design standards appropriate for

these areas, based on earthquake and wind load potential. Files 320.2 and 323.361 contain organizational and functional charts for the Honolulu Area of the San Francisco Engineer District, predecessor organization to the Honolulu District.

Mobilization Planning Files are found at 320.3, 370.01, 370.1, and 461 as well as in the 600's. File 384.5 from the New York District holds Training Operations Files pertaining to "Exercise UNCAP." Correspondence from the Eastern Ocean District filed at 092.2, 160, and 337 documents the Army's assessment of political conditions in Denmark, Iceland, and Portugal in the late 1940's and early 1950's, and how these conditions might affect U.S. defense installations in Iceland, Greenland, and the Azores. Files at 091.01, 337, 523, 540, and 580 pertain to facilities of the Air Force Global Communications System; the construction of Aircraft Control and Warning Stations in Greenland; Project Blue Jay and expeditions across the Greenland Ice Cap. File 333 includes correspondence relating to the Senate Preparedness Sub-committee's investigation of alleged waste and extravagance in overseas military construction.

Files at 310.1 and 380.01 levels from the East Ocean, North Atlantic, South Pacific and Southwestern Engineer Divisions contain material descriptive of the organization and functions of those activities. Conference files of the North Atlantic and Southwestern Divisions, located at 337, include trip reports and other summaries pertaining to conferences on the Strategic Air Command (SAC) Special Storage Program, the Sergeant Hawk, NIKE, Redstone, and Intermediate Range Ballistic Missile (IRBM) Programs, and Joint Air Force/Corps of Engineer Construction Programs.

Correspondence from two of the Districts is organized primarily by subject folder heading rather than Decimal Filing System. Records of the Philadelphia District include much valuable material from the World War II and immediate post-War periods. Among the subjects addressed are: "passive protection/defense," i.e., camouflage and concealment of the Mid-Atlantic area, especially the City of Philadelphia and the New Jersey and Delaware Coasts; planning, siting, construction, and removal of Aircraft Warning and Control Facilities, including radar stations and VHF Radio installations; improved designs for sea coast fortifications; construction of bridges and piers, submarine cables, coast and harbor defenses, airfields, tugs, tow boats, barges, sea-going hopper dredges, and port reconstruction and repair ships. In the Delaware River Files is found a "Report Upon the Improvements of Rivers and Harbors in the Philadelphia, Pa., District" compiled in 1942. The folder on "Wrecks" contains a report on the demolition of the wreck of the S.S. Persephone, torpedoed and sunk by German submarine off the New Jersey coast May 27, 1942, and correspondence pertaining to other maritime casualties.

Files of the Alaska Engineer District are similarly irregular in their arrangement, the most recent year (1956) being organized according to the War Department Decimal Filing System and preceding years by subject folder heading. Two folders provide data on the location, planning, and construction of NIKE installations in Alaska. Another folder pertains to the operational start-up of

the Haines-Fairbanks Pipeline. Several folders relate to the construction of nuclear power plants in Alaska, at Fort Greely and at Sparrevohn. They include American Locomotive Company's "Proposal for Design and Construction of Army Package Power Reactor," proceedings of the Army Contractor Selection Board pertaining thereto; proceedings of the 1956 Corps of Engineers Conference on Protective Construction Policy and a "Hazards Summary Report" related to the Reactor. Material on atomic testing and studies of effects of underground explosions, as well as detailed information on radiation contamination, has been filed with this correspondence.

Correspondence files on the following topics were also created: "Operation Close Out"; "Project White Alice" (Distant Early Warning (DEW) Line in Alaska); "Exercise Overhaul"; the Alaska Petroleum Pipeline System (APPS) and Project CANOL: NIKE and TALOS sites; construction projects at military posts throughout Alaska, including Fort Greely and Fort Richardson, and Eielson, Ladd, and Elmendorf Air Force Bases; port facilities at Whittier, Alaska; field survey for Aircraft Control and Warning site at Gulkana, Alaska. Radar Siting Reports for "Operation Stretch Out" are filed for locations at Cape Grieg, Cape Sarichef, Cape Winslow, Cold Bay, Nikolski, Port Heiden, Port Moller, and Reindeer Point. A comprehensive study of Adak Island, intended for use in planning reduction of potential enemy lodgements there, provides in-depth analysis of the geography of the island.

a. Files 000.92, 320.2, and 323.61 from Honolulu Engineer District; Mobilization Planning Files and Training Operations Files in 320.3, 370.01, 370.1, 384.5, 461, or wherever filed; files 310.1, 380.01, and 337 from Engineer Divisions, and similar Engineer Division records wherever filed; all 600 and 800 level files; all records from the Philadelphia and the Alaska Engineer Districts; all records from the Eastern Ocean District; all site plans, maps, charts, and aerial photographs.

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

b. All the records from Engineer Districts.

Destroy immediately upon approval of this schedule.

C. Military Districts (540.3 cu. ft.)

Detailed information on railroad workers and electricians strikes in Ohio and the possible call-out of Army Reserve forces to operate the Ravenna Arsenal, is filed at 004.07 in correspondence of the Ohio Military District. Historical summaries and reports and unit histories, created by a number of Military Districts and found at 000, 314.7, and 319.1, include a narrative report from the Bordeaux District which describes in great detail conditions at Camp Bussac, France, location of the District's headquarters. Classified and unclassified correspondence delineating organizational structure, functions, and missions of Districts, including organization charts, planning files, activation and inactivation files, etc., are found at 020, 310, 310.1, 320, 320.4, 322, 323.3,

Correspondence filed at 007 (Fine Arts) pertains to dedication of "The Army Goes Rolling Along" as the official Army song, in ceremonies held at Ft. Meyer in honor of the Governor, staff, and residents of the U.S. Soldiers' Home on November 11, 1956. File 014 (Civil Matters) contains an interesting exchange of letters which addresses the propriety of Armed Services Police aiding civil

D. Military Districts of Washington (24.3 cu. ft.)

Destroy immediately upon approval of this schedule.

b. All other records from Military Districts, except from the Military District of Washington.

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

a. Unit histories, historical summaries and reports in 000, 314.7, 319.1 or wherever filed; correspondence analogous to Organization Planning Files, Activation and Inactivation Files, and Mobilization Plan Files in 020, 310, 310.1, 311.5, 320, 320.4, 322, 323.3, 325, 326.6, 334, 381, 413, 600.12, or wherever filed; publications previously appraised as permanent, wherever filed; file 000.096 from Wurzburg District; files 092, 312, and 370.07 from Nurnberg District; file 370.1 from Ohio Military District; file 354 from Rhode Island Military District; file 337 from Texas Military District; files 600 and 633 from the Maryland and California Military Districts, respectively; filed 310 and 413 from Washington Military District; and similar records wherever filed; all site plans and maps.

Additional items of interest from Military Districts include: a Classified Counter-Intelligence Summary from the Wurzburg District (000-096); unclassified correspondence at the 092, 312, and 370.07 levels from Nurnberg District detailing the vicissitudes of relations between German nationals and American military personnel in occupied Germany in the early 1950's, including reports of the German American Advisory Councils established in 1952 in all cities in Western Germany where U.S. troops were stationed; Ohio Military District records which document the Army's response to severe drought in Ohio in 1953-54 and discuss circumstances in which the Army would be called on to provide relief (370.1); material from the Rhode Island District indicating the participation of District personnel in the atomic tests at Camp Desert Rock, Nevada (354); Conference Files (337) of the Texas District that provide insight into problems faced by the Army Reserve program in Texas and discuss proposed solutions; 600 level correspondence from the Maryland and California Districts containing historical material on the building and dedication of Army Reserve Armories at Baltimore and San Bernardino, respectively; classified records pertaining to NIKÉ missile sites in the Washington (State) Military District (310 and 413).

325, 326.6, 334 and 413; Mobilization Planning Files turn up in 311.5, 381, and 600.12. Publications previously appraised as permanent, i.e., Command Programs, Station Lists, SOPs and Regulations, appear in files at various levels including 008, 300.5, 300.8, 311, 319.26, 370.01 and 353.

authorities in highway traffic patrol in the Washington area; concern is expressed over possible violation of the Posse Comitatus Act of 1878.

Records at the 200 level (Personnel) document noteworthy aspects of conditions within the command: the use of racial quotas for personnel assigned to the 3rd Infantry Regiment (Old Guard)t, Ft. Meyer; issuance of civilian (mess) clothes to Generals' orderlies, limitation of this privilege to Lieutenant Generals and above, concern over possible Congressional censure should it be extended to lower ranking officers; names of chauffeurs who attended the various top officials of the Army, including the Department Secretary, the Chief of Staff, General Marshall, General Taylor, etc.; high incidence of off-post offenses committed by Army members stationed in the Washington area, including statistics by installation and suggestions/plans for improving the situation.

Organization Charts for the District are found among both unclassified and classified material filed at 210 and 322. Correspondence at 322 deals with various aspects of the structure and organization both at Command level and below. Examples noted include: reorganization of the Third Infantry Regiment (Old Guard); respective responsibilities of the Commanding Generals of MDW and Ft. Belvoir vis-a-vis Davison Army Air Field; establishment of a Tank Platoon in the Third Infantry Regiment; reorganization of the 116th Counter-intelligence Corps Detachment.

Unit histories and historical reports for MDW and the various subordinate commands within it (e.g., Fort Churchill, Vint Hill Farms Station, etc.)t, are filed in 314.7 and 319.1. Periodic reports, entitled "Items of Interest" (319.1), list noteworthy occurrences taking place in the District; they provide interesting historical sidelights to events taking place in and around the Nation's Capital. MDW Monthly Domestic Intelligence Summaries appear among the classified correspondence at 319.1.

Establishment of the U.S. Army Chorus is documented in 320.2. This file also contains a position description for the Commanding General, MDW which affords a very detailed description of the organization and functions of the District.

Command Inspection Files, located in 333 and containing Command Inspection Reports for all of the installations under MDW jurisdiction, describe and evaluate the activities of a Major Army Command.

Classified Mobilization Planning Files at 381 and 471 deal with the conversion of Army Anti-aircraft Artillery sites to NIKE capability, their transfer from Regular Army to National Guard responsibility, logistics requirements in connection with them, etc. Also at 381 are various defense plans for Washington, D.C. and its environs: e.g., Department of Army Alternative Headquarters Plan, Emergency Plan White, MDW Defense Plan (MDWDP-53)t.

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

14. Security General Correspondence, ca. 1945-60, 9.5 cu. ft. 501.01A

Letters, memorandums, reports, and other correspondence relating to routine administration of security violation investigations and security classification activities. The records were created by the following organizations; Birmingham, Detroit, Los Angeles, Rochester, St. Louis, and San Francisco Ordnance Districts; Atlanta and Dallas Chemical Procurement Districts; Albuquerque, Little Rock, Norfolk and Pittsburgh Engineer Districts; Idaho and Nebraska Military Districts, and the Military District of Washington. Most of this correspondence is concerned with ephemeral transactions and procedures relating to the day-to-day operations of the creator, such as handling classified material, regrading security classified documents, the physical security of district buildings, and processing individual security clearances. Classified records from the Albuquerque Engineer District and the Military District of Washington, however, include material of greater significance. Conference files from the Albuquerque District address the design of operational facilities at Biggs Air Force Base, Texas to accommodate the installation and handling of nuclear warheads. The MDW correspondence deals with mobilization planning issues, specifically the need for a security force to provide ground defense of Air Defense sites in the District and to guard the atomic weapons located there, in case of attack. The series also includes security inspections and surveys, which are recommended for permanent retention elsewhere in this report. (See Security Inspection Case Files.)

a. Classified conference files from Albuquerque Engineer District and mobilization planning records from Military District of Washington, pertaining to the safe handling and/or the defense of nuclear weapons; classified security inspections and surveys from Military District of Washington; and similar records wherever filed.

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

b. All other Security General Correspondence.

Destroy immediately upon approval of this schedule.

15. Intelligence Correspondence, ca. 1952-63, 3.5 cu. ft. 501.01A

Letters, memorandums, reports, and other correspondence from various Military Districts, including the Military District of Washington, and the Alaska Engineer District relating to a variety of intelligence functions performed by the Districts. While much of the material is of a routine and ephemeral nature, pertaining to access to and/or safeguarding of classified and cryptographical information, granting security clearances, investigation of security violations, etc., the classified portions of the series and unclassified correspondence from the Military District of Washington and the Nevada Military District is more valuable. The unclassified MDW files contain information on activities of the 116th Counter-Intelligence Corps Detachment, reports of domestic intelligence incidents, memos setting forth intelligence and

counter-intelligence objectives and accomplishments of the District. Intelligence SOPts are filed in correspondence from the Nevada District. The classified records were created by Alaska Engineer District, Nurnburg Military District, and MDW, and reflect a broad range of intelligence gathering activities. The Alaska records provide a detailed account of Soviet research efforts in the field of Arctic medicine. Material in the MDW files includes an evaluation of Soviet bloc intelligence gathering capabilities against the continental United States; an analysis and evaluation of security conditions at Davison Army Airfield; reports of Soviet bloc attempts to subvert alien enlistees in the District and of possible disaffection and defection of military personnel. Counter-intelligence reports document Russian/East bloc military build-ups and troop disposition in satellite countries; also, possible acts of sabotage by the anti-communist underground, the presence of U.S. agents in, and the defection of officials from East bloc countries. There are correspondence files and status reports pertaining to the RECAP-K Program whereby U.S. Prisoners of War, returned from Korea, underwent intelligence processing and debriefing. Another file contains instructions for implementing the "Plan for Military Protection of the White House." Several folders provide eloquent documentation of the rising tide of McCarthyism, the prevailing ethos of the McCarthy era, and its manifestation in the Department of Army: one file contains a lengthy memorandum regarding extensive Communist infiltration of the Adjutant General's Office; others hold extensive correspondence, an MDW Staff Study, and G-2 and Counter-Intelligence Corps investigatory material on the allegedly widespread infiltration of subversives and homosexuals into the Department of Army and the Executive Branch as a whole.

a. All classified records; unclassified records from the Military District of Washington; Intelligence SOP's included in correspondence from the Nevada Military District; and similar records wherever filed.

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

b. All other Intelligence Correspondence.

Destroy immediately upon approval of this schedule.

16. Bulletins, ca. 1950-65, 24.2 cu. ft.

227.01

Numbered and unnumbered issuances used to convey official and unofficial information of an advisory, informative, or directive nature. Issued by most districts in all of the categories here considered, for numerous routine administrative or housekeeping purposes, ranging from dissemination of information on safety, health-care, educational opportunities, charity drives, reserve recruitment, reenlistment, and retirement; supply, transportation, purchasing, and chaplains' activities; military training and ROTC affairs; to daily Staff Duty Officer and Duty NCO listings, movie schedules, post exchange hours, and similarly ephemeral matters. Monthly Medical Bulletins created by the Military District of Washington, however, contain articles and lectures which

convey current health data to personnel of the District, including detailed information on the state of health at the various military installations in the Washington, D.C. area. The following titles are illustrative of this material: "Emergency Management in the Field of Neurological Casualties"; "Control of Environmental Industrial Hazards"; "A Century of Military Medicine"; "Control of Respiratory Disease."

a. Monthly Medical Bulletins from Military District of Washington.

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

b. All other Bulletinst

Destroy immediately upon approval of this schedulet

17t Directives, cat 1953-61, 7 int

227.01

Numbered and unnumbered issuances from a variety of Military and Ordnance Districts, promulgated to provide guidance, establish uniform policy and practice, and/or disseminate information to District personnel. Routine administrative matters are addressed almost exclusively; however, Directives of the Vermont Military District contain mission statements which describe organizational programs, functions and responsibilities. Directives from the Military District of Washington appear to be part of MDW Command Program recordst

a. Directives from Vermont Military District and Military District of Washingtont

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

b. All other Directives.

Destroy immediately upon approval of this schedule.

18. Instructions, ca. 1953-64, 11 in.

227.01

Numbered publications promulgating instructions covering a wide array of routine, day-to-day administrative operations of the Boston and the Los Angeles Ordnance Districts. Some of the subjects covered include: Army Performance Analysis System reporting; time and attendance reporting; fire protection and prevention; control of correspondence sent and received; procurement actions; etc. Unnumbered issuances of the Military District of Washington titled "Ceremonial Instructions," establish schedules to be followed and assign tasks, duties, and responsibilities to be performed in connection with the state visits of various officials of foreign governments. Among the dignitaries received were the Prime Ministers of Japan, Great Britain, and Malawi, the President of Zambia, and the Defense Minister of West Germany. Other instructions provide guidance for conducting wreath-laying ceremonies at the Tomb of the Unknown Soldier in Arlington National Cemetery. The records document in detail all of the arrangements made and duties performed by District personnel and others during

these state occasions. Particulars include the dates, times, and places events were to take place; who was to act as the official host; what honors were to be performed, e.g., gun salutes, ruffles and flourishes, marches, etc; which military band or bands were to play; and so forth.

a. Ceremonial Instructions from the Military District of Washington.

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

b. All other Instructions.

Destroy immediately upon approval of this schedule.

19. Letters, ca. 1949-57, 4 in.

227.01B

Numbered and unnumbered issuances from several of the Military Districts, including the Military District of Washington, and the Cleveland Ordnance District, used to convey information to all personnel on routine activities of the District, including such specific areas as procurement, training, inspection, shipment and/or storage of household goods, travel of military dependents, March of Dimes and Red Cross Blood Drive participation, office athletic teams, etc. Letters of the Colorado Military District, however, contain archival material: Standing Operating Procedures (SOP's) and organization charts.

a. Letters from the Colorado Military District which incorporate District SOP's and organization charts.

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

b. All other Letters.

Destroy immediately upon approval of this schedule.

20. Manuals, ca. 1953-63, 11 in.

227.01A

Near-print publications issued by various Ordnance, Procurement and Military Districts, including the Military District of Washington, for a number of purposes, such as prescribing uniform administrative policies and procedures; describing organizational structure; listing responsibilities and functions; outlining maintenance, procurement, or other routine procedures.

a. Organization and Function Manuals.

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

b. All other Manuals.

Destroy immediately upon approval of this schedule.

21. Memorandums, ca. 1942-64, 24.1 cu. ft.

227.01B

Numbered and unnumbered issuances used for various routine administrative and housekeeping purposes, such as prescribing minor or short-term procedures, publishing periodic duty assignments, etc. With the exception of the Engineer Districts, Memorandums from virtually every District are represented in the NPRC holdings. Philadelphia and St. Louis Ordnance District Memorandums include the District organization manual and Standing Operating Procedures, respectively. Memorandums from the Military District of Washington also define District organization and functions and publish Standing Operating Procedures. Among these is a Memorandum establishing the MDW Emergency Operation Center, charged with carrying out the operational responsibilities of the Command during national emergencies. Another Memo sets forth official policy governing visits by District personnel to the U.S. Army Transportation Agency, Washington, D.C., located in the White House. Others provide comprehensive outlines of MDW security policies and procedures, inspection procedures, and training policy and programs. MDW Station Lists are published in classified Memorandums.

a. Memorandums from the Philadelphia and St. Louis Ordnance Districts which describe District organization and functions and promulgate District SOP's; Memorandums from the Military District of Washington.

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

b. All other Memorandums.

Destroy immediately upon approval of this schedule.

22. Pamphlets, ca. 1963-65, 4 in.

227.01

Numbered issuances of the Birmingham Procurement District, the South Bavaria Military District, and the Military District of Washington used to document organization and function; disseminate significant policy and program directives or progress reports; provide historical or informational data on the District; list routine reference material; or outline short-term housekeeping procedures. Birmingham District publications include a Civilian Employees Information Handbook containing historical background material on the District. Among the MDW Pamphlets are the Annual Statistical Summary, the Quarterly Commander's Review, and an Organizational and Functional Pamphlet.

a. Pamphlets which document organization and function, significant policy and procedures, historical data, or District progress and activities.

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

b. All other Pamphlets.

Destroy immediately upon approval of this schedule.

23. Employment-Management Relations Files, ca. 1962, 1 in.

Contains extensive correspondence between the Commanding General, Military District of Washington and the local chapter of the Brotherhood of Painters, Decorators, and Paperhangers concerning the union's desire to be designated exclusive representative of painters employed by the District. This correspondence documents a division of opinion between organized labor and the Department of the Army as to the intent and practical effect of President Kennedy's Executive Order 10988, Employee Management Cooperation in the Federal Service. Correspondence pertaining to and training material provided by the Army Employee Management Relations Institute.

a. Material relating to Executive Order 10988.

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

b. Material relating to the Army Employee Management Relations Institute.

Destroy immediately upon approval of this schedule.

24. Procurement Board and Committee Files, ca. 1957-65, 1.1 cu. ft.

Records of meetings and actions of the Boston Ordnance District's Property Disposal Review Board. This Board considered routine requests by contractors to dispose of unserviceable property which they deemed not repairable. The Board determined whether or not disposal was warranted and, if so, recommended methods by which it could be effected: e.g., sale to highest bidder, sale as scrap or salvage, physical destruction.

a. Records bearing on environmental pollution and toxic wastes.

Temporary. Destroy in 2037.

b. All other records.

Destroy immediately upon approval of this schedule.

25. Research and Development Case Files, ca. 1950-54, 12.6 cu. ft.

Records from the Chicago, Detroit, and Los Angeles Ordnance Districts which contain three different types of material. The Los Angeles files consist of correspondence relating to rejected proposals for research projects to be carried out under contract negotiated with the Office of Ordnance Research (OOR), Durham, North Carolina. Actually proposal files rather than R&D Case Files. These records were retired as part of the District's General Correspondence. Moreover, the contents of these files would be duplicated among OOR records. The Detroit records are, for the most part, contract administration files pertaining to R&D contracts which the District routinely monitored for various Ordnance activities located in its geographical area, e.g., Detroit Arsenal, Ordnance Tank Automotive Command, Ordnance Tank Automotive Center, etc. Substantive or

significant data pertinent to the R&D work which these contracts represent would be found in records of the contracting agencies themselves. The third record type found in this series is the R&D technical report. The majority of these technical reports, classified records of the Chicago Ordnance District, document a variety of Ordnance research projects and contain charts, graphs, test reports, technical memorandums, drawings, photographs, specifications, and blue prints. Among the weapons, weapons systems, and materiel reported on are bombs; guided missiles; mines; amphibious cargo carriers; weapons systems for fighter aircraft; anti-aircraft guns; rockets and rocket launchers; single shot and repeating recoilless rifles; machine guns; high explosive plastic shells.

a. Research and Development Technical Reports.

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

b. Research and Development proposal files and contract administration files.

Destroy immediately upon approval of this schedule.

26. Civilian Personnel Correspondence, ca. 1962, 1 in.

Letters, memorandums, reports, and other correspondence of the Military District of Washington embodying proposals for improved civilian personnel management, including statements of priority emphasis and stipulating objectives to be implemented. These proposals pertain to the period FY 1960 through FY 1962. This material records generalized goals and objectives rather than actual accomplishments. Moreover, outlining proposals for improving civilian personnel management appears to be a routine annual exercise rather than a noteworthy innovation in administrative theory or practice.

Destroy immediately upon approval of this schedule.

27. Hospital and Dispensary Correspondence, ca. 1959, 1 in. 901.01A

Letters, memorandums, reports, and other routine correspondence of the Military District of Washington pertaining to training and residency programs for MDW medical personnel. Ephemeral administrative matters are addressed.

Destroy immediately upon approval of this schedule.

28. Personnel Security Correspondence, ca. 1948-57, 17.8 cu. ft. 501.01A

Letters, memorandums, reports, and other correspondence pertaining to routine security investigations and the granting of clearances to District personnel and/or employees of government contractors who required access to classified information. The records were created by various Military and Ordnance Districts, by the Dallas Chemical Procurement District and the Second U.S. Army Recruiting District.

Destroy immediately upon approval of this schedule.

29. Realty Correspondence, ca. 1958-59, 1 in.

Classified letters, memorandums, reports, and other correspondence of the Albuquerque Engineer District dealing with the location, leasing, and purchase of real property for use by Army and Air Force activities. These records reflect routine business transactions of the District.

Destroy immediately upon approval of this schedule.

30. Research and Development Correspondence, ca. 1951-54, 3 in. 1301.01A

Letters, memorandums, reports, and other correspondence created by the Birmingham Ordnance District reflecting activity of the Ordnance Corps Research and Development (R&D) program, especially with reference to R & D proposals received and research contracts advertized, negotiated, and administered through the Office of Ordnance Research (OOR) in Durham, North Carolina. The contents of this file would be duplicated among the records of that office.

Destroy immediately upon approval of this schedule.

31. Training Correspondence, ca. 1958-61, 1.2 cu. ft. 1001.01A

Letters, memorandums, reports, course outlines and schedules, and other correspondence from the North Carolina Military District and the Military District of Washington which document day-to-day training activities in these Districts. The bulk of this correspondence concerns routine and ephemeral transactions and procedures such as courses offered, personnel scheduled to attend training, training requirements, and related items.

Destroy immediately upon approval of this schedule.

32. Circulars, ca. 1949-65, 6.3 cu. ft. 227.01

Numbered issuances published for the purpose of circulating routine administrative information, frequently of a transitory nature. Often these publications simply reference Army-wide, or higher echelon issuances, providing guidance for local implementation of policies formulated and set forth by higher authority. Issued by most Districts, circulars generally bear an expiration date not later than one year from the date of issue.

Destroy immediately upon approval of this schedule.

33. Guides, ca. 1955-57, 4 in. 227.01

Issuances from the Oklahoma and the Texas Military Districts delineating, inter alia, administrative, training, or supply procedures to be followed in the District. Based largely on current directives received from higher headquarters, these guides contain information available in publications of other echelons further up in the Army hierarchy.

Destroy immediately upon approval of this schedule.

34. Information Digest, ca. 1955, 1 cu. ft.

Monthly publication of the Kansas Military District containing unofficial news and items of interest to District personnel. The material included is of a routine and ephemeral character typical of the standard office newsletter.

Destroy immediately upon approval of this schedule.

35. Newsletters, ca. 1951-57, 1 in.

227.01

Numbered and unnumbered publications of the Florida, Kentucky, Oklahoma, and Washington Military Districts and the Birmingham Ordnance District used to disseminate information on a variety of routine and ephemeral subjects including civilian personnel policies, training opportunities, Army recruiting activities, civilian salary scales as conditions of employment, news items of local interest and reprints from the Armed Forces Press Service (AFPS) covering Army-wide, national and international news.

Destroy immediately upon approval of this schedule.

36. Notices, ca. 1955-60, 7 in.

227.01

Numbered publications of the Los Angeles Ordnance District issued for the purpose of conveying up-to-date information on approved changes or soliciting comments regarding proposed changes to other District publications such as Instructions and Manuals; also to disseminate information of a transitory nature on such routine subjects as safeguarding military information, registration of privately owned vehicles, etc.

Destroy immediately upon approval of this schedule.

37. Civilian Personnel Intelligence Files, ca. 1952-56, 1 in.

Security clearance reports on individual civilian employees, composed of requests by employers for security investigation, e.g. National Agency Check; statements of personal history completed by employees; reports outlining results of investigation, including type of classification granted or denied; etc. The records were created by the Maryland Military District and Albuquerque Engineer District, and reflect ephemeral transactions relating to day-to-day operations.

Destroy immediately upon approval of this schedule.

38. Command Inspection Files, ca. 1956-64, 2.5 cu. ft. 223.03

Reports of inspections carried out by and/or in the Military District of Washington, including classified technical inspections. Annual Inspection reports for various organizations and installations within the purview of the

Commanding General, MDW, evaluate operations and conditions at Ft. Belvoir, Cameron Station, Davison U.S. Army Air Field, Ft. Meyer, Ft. McNair, U.S. Army Service Center for the Armed Forces (Pentagon), Third Infantry (Old Guard) Regiment, U.S. Army Band and Chorus, U.S. Army Arctic Test Center, Ft. Churchill, etc. An inspection of Headquarters, MDW by the Inspector General, (IG), U.S. Continental Army Command produced a recommendation that budgeting and funding support for certain Army Air Defense Command units located in the Washington, D.C. area be centralized at Hqs., MDW. Correspondence from various management elements within the District weighs the possible advantages and disadvantages of such a move. The classified files are composed of technical inspections of various facilities within MDW, e.g., classrooms, theatres, lecture halls, to insure that they were secure for the dissemination of classified information (i.e., that they were free of electronic listening or "bugging" devices).

Archival information regarding the organization, functions, and mission of MDW and its various sub-elements contained in these records, is available in other series previously scheduled for permanent retention, such as Operating Program Progress Reports and Organization Planning Files.

Destroy immediately upon approval of this schedule.

39. Command Management System Files, ca. 1957-60, 1.2 cu. ft. 301.01

Records created by the Alabama Military District and Boston Ordnance District composed of various instructions, policy files, and periodic reports pertaining to implementation and execution of the Army Command Management System in each District. The cost and performance data collection, accounting, and review and analysis documented in these files is available in records created at higher command levels.

Destroy immediately upon approval of this schedule.

40. Conference Files, ca. 1953-54, 1 in.

Minutes of the St. Louis Ordnance District's Management Advisory Board meetings and resume's of District Staff meetings. The former record discussions of routine, day-to-day District operations; the latter detail guidance/information from higher headquarters which was disseminated among District managers and staff.

Destroy immediately upon approval of this schedule.

41. Counter-Intelligence Spot Report Files, ca. 1949-51, 1 in.

Classified case files pertaining to two civilian employees of the Albuquerque Engineer District; one separated from the government service for disloyalty to the United States, the other separated on account of his being a fugitive from justice wanted by state authorities in California and North Carolina.

Destroy immediately upon approval of this schedule.

42. Development Files, ca. 1963-64, 5 in. 301.01

Operating Program and Budget Files created by the Military District of Washington.

Destroy immediately upon approval of this schedule.

43. Facilities Control Files, ca. 1951-60, 5 in. 201.01A

Routine correspondence of the Los Angeles Ordnance District and the Maine Military District pertaining to the use of buildings, grounds, and other facilities and to office equipment and supplies. The files include requests from other military entities for use of District facilities; office space studies, evaluations, and reports; and other ephemera.

Destroy immediately upon approval of this schedule.

44. Operating Procedure Files, ca. 1964-65, 1 in. 208.02A

Assignment files from the St. Louis Procurement District related to a variety of management analysis projects, e.g., the revision of SOP's; review and commentary on the impact of new directives issued from higher headquarters; evaluation of proposed staffing realignments and employee suggestions; work measurement studies; space studies; etc. Similar to Management Improvement or Management Survey Files, and background papers for SOP's.

Destroy immediately upon approval of this schedule.

45. Work Measurement Instruction Files, ca. 1964, 1 in. 601.01A

Records from the Detroit Procurement District composed of published proceedings of the 1963 and 1964 Army Materiel Command (AMC) Annual Work Measurement Conference together with notes and reports on the same, compiled by District employees who attended the conference. The information contained in this file would be duplicated among records of the AMC.

Destroy immediately upon approval of this schedule.