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- RECORDS ANALYSIS -

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any papers to which the above evaluation applies but which were not encountered during the study.

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for decorations and awards, since there is a charge for replacement. However, practically all persons entitled to this medal have applied for and received it by this time, and charging for replacements would result in an injustice in a relatively few cases.

5. Add a comment on WWI Bonus papers

(e) The miscellaneous papers accumulated over the past 40 years pertaining to persons for whom a record of service after 1 November 1912 does not exist or has not been identified can be considered as "dead" file material. The only group of papers which merit any consideration from the standpoint of value are rejected applications for commissions, since correspondence is occasionally received from persons who think they were automatically commissioned upon submitting applications. However, various types of complications and officer registers are available to disprove such allegations. Because of their age, it is unlikely that such persons would apply for commissions in the future. Only in such instances would data contained in rejected applications be of reference value from the standpoint of evaluating qualifications.

i. It is impractical to obtain samples of all papers considered unessential from the functional standpoint. However, those listed in EXHIBIT E are believed to be generally representative. For reference purposes, there is attached as EXHIBIT I copies or extracts from military publications pertaining to the forms generally used during the WW I period and subsequent peacetime period.

7. RECOMMENDATION:

- a. Retain papers described in EXHIBIT D and destroy those described in EXHIBIT E.
- b. This office be delegated authority to retain or destroy, at its discretion,

(enemy alien decimal files), and 3 involved FBI fingerprint checks (establish military service). It is believed that elimination of the papers described in this study would not result in an increase of auxiliary type record searches of a degree that would materially affect case production. Of particular interest is the fact that a determination (TAGO Form 108 type) was made in 10 instances of the total 2,795 inquiries. These generally involved resolving exact dates of active duty and time lost.

3. The call for copies of such documents as general court-martial orders and reports of proceedings of Boards of Officers is infrequent and generally limited to requests from the Veterans Administration. These documents are also utilized by the Review Boards in connection with requests for review of discharge and/or correction of military records. Copies of court-martial orders, when needed, may be obtained from the National Archives and records of trials by general courts-martial are in the custody of The Judge Advocate General. With regard to reports of Board of Officer proceedings pertaining to line of duty status, medical records normally reflect such determinations. Further, it is believed that all matters and questions involving line of duty status have been resolved during the past 40 years. The same reasoning can be applied to reports of Board of Officer proceedings resulting in other than honorable separations. In this case, it is believed that reason and authority for discharge is sufficient data for Review Boards to determine whether an injustice occurred.

4. Listed among the papers proposed for elimination for the Victory Medal. This particular paper is referred to in connection with requests

an application

with the statements of service sent to State Adjutants General. Though this source is not utilized because of the controversy regarding accuracy, it is believed the bulk of veterans' benefits type inquiries, excluding those involving medical data and the 90 day active duty requirement (time lost not included in notations), concerning personnel with war time service could be worked from the notations.

(c) Many of the papers can be considered similar to, and of no more value than, the types of administrative records authorized for destruction under the current AR 345-200 series; e. g., classification score cards, transfer and assignment files, promotion files, leave of absence and pass files, personal effects files, as outlined in AR 345-265; and immunization records, hospital admission work sheets, patient disposition reports, physical examination work sheets, patient statistical cards, as outlined in AR 345-270.

(d) Current records activity and present day inquiries, as indicated by the following statistics revealed by recent surveys:

1. A check of 3, 189 inquiries revealed that reference to the 201 file was required in 99 instances, or approximately 3% of the total. 71 of the 99 instances involved checking prior reports furnished to the Veterans Administration.

2. A check of 2, 795 inquiries revealed that a search of Rolls and Rosters was required in 80 instances, or approximately 3% of the total. Of the 80 searches, 66 were successful and 14 were negative. A total of 28 searches were required of records retained by offices and agencies outside the Center, or approximately 1% of the total. Of the 28 outside searches, 12 involved the General Accounting Office (dates paid to establish exact dates of service), 11 involved the retained Selective Service records (date of induction), 2 involved the National Archives

Personnel have found that discrepancies in dates exist in various papers. This raises doubt as to the accuracy of data recorded in the Service Record with slow-down of production resulting from unnecessary verification from retained auxiliary records or from sources outside the Center.

(b) When missing from the three basic documents described above; *i. e., Enlistment Record, Service Record, Pay Card;* military history type data may be obtained from the following sources.

1. Rolls and Rosters Unit, WW I Branch. See EXHIBIT G for a compilation of records other than individual that are maintained, together with the inclusive dates thereof and information normally shown.
2. Sources outside the Center. See EXHIBIT H for a list of agencies and offices from which this Center can obtain data, and the nature of the data obtainable. With regard to State Adjutants General, statements of WW I service were furnished to the various states in accordance with the provisions of the Act of Congress, approved 11 July 1919. Attached as inclosures to EXHIBIT H are a list of forms which were used, and a copy of one of the forms used indicating the nature of the data furnished. It has not been the practice of this Center to contact State Adjutants General for verification of WW I data furnished them by the Department; however verification of National Guard service from their records is requested. The accuracy of the data furnished ^{*to the State Adjutants General*} is a matter of controversy, with estimates ranging from fairly accurate. Regardless, the degree of accuracy is sufficient as a last resort from which to obtain data as a starting point in reconstructing a record of service if such occasion should arise.

3. Notations on Enlisted Jacket. Statement of service data appearing on enlisted jackets, it is believed, were placed thereon in conjunction

service number are important for identification purposes.

(1) The retention of Congressional and higher type correspondence is required under TAGO office regulations. To retain all such correspondence which has been accumulated over the past 40 years is not justified since the Members of Congress who initiated correspondence are either no longer in office or deceased, with perhaps some exceptions. It is believed all matters involving military service for WW I veterans have been satisfactorily resolved, except the categories of personnel whose records have been excluded from this study and the category of personnel who were separated other than honorably and whose requests for corrective actions by the Review Boards were denied. In those instances where requests for corrective actions were granted, it is improbable that a veteran would question the matter further. Replies to Congressional inquiries do have "convenience" reference value when future inquiries from the same source are anticipated on a particular subject or action. This premise, however, is applicable to present and future correspondence rather than correspondence conducted in the past. Many of the policies which governed the actions taken and replies made in connection with Congressional, as well as routine inquiries, over the past 40 years are no longer in effect.

(2) Records Considered Unessential:

(a) Military or medical history type data shown is normally reflected in the Enlistment Record, Service Record, Pay Card, or Medical Records, as evidenced by comparison. See EXHIBIT F which charts the various data contained in records considered essential. In working cases, the accumulated miscellaneous papers act as a deterrent rather than an aid since from experience

(g) The record of Designation of Beneficiary is important in identifying next of kin.

(h) A Record of Determination contains data normally of a corrective nature which supplements the service record and ^{is} considered an integral part thereof. These documents normally contain references to data or records upon which the determination was based.

(i) Prior reports furnished to the Veterans Administration which list the specific medical records lent are a type of control record which show the disposition made of medical records in a particular instance. The retained copies can be considered to have convenience value to both this Center and the Veterans Administration. That agency occasionally requests copies of prior reports, and in the case of follow-ups and requests for additional data the prior reports serve as a ready reference for this Center to ascertain prior actions. The claim numbers shown on the reports serve as a means for this Center in identifying records, since many inquiries are received from various sources containing name and VA claim number, rather than service number, because all military personnel were not assigned service numbers. Further, retained copies of reports ^{aid} and the Veterans Administration in preventing duplication of claims.

(j) Secretary of the Army directives issued in connection with Review Board type actions contain data which supplements the service record, and from that standpoint can be considered ~~a~~ primary source documents.

(k) The record of Notification of Change in ~~the~~ Department of the Army Records, TAGO Form 110, particularly those concerning name or

(1) Records Considered Essential:

(a) The importance of the Service Record as a primary source document for military history type data is self-evident, since it reflects the greatest variety of information.

(b) The Enlistment Record represents the service contract, and from that standpoint may be considered to have legal value. Further, the soldier's signature therein is important for identification purposes.

(c) The Report of Death documents evidence of death while in military service and from the legal standpoint is comparable to the Certificate of Death ^{Required} ~~reference~~ under civil law.

(d) The value of the Pay Card lies in the data recorded; e. g., dates of enlistment, discharge, absence without leave, date of birth, last grade, and soldier's signature. Such data is useful in resolving discrepancies and omissions in the service record when encountered and precludes time-consuming searches of auxiliary records holdings.

(e) The Report of Discharge or Retirement was used as a report of final physical examination during peacetime service and can be classified as a medical type record.

(f) The various types of medical records document a person's medical history and are primary source documents for such data. However, it is believed that in instances where medical cards and tags exist in conjunction with clinical registers; i. e., both reflect identical medical diagnoses and data periods are the same, the medical cards and tags should be disposed of from the standpoint of duplication of information.

Organization and component

Next of kin.

Decorations and awards.

Race.

State of residence at entry.

(2) Medical History Data^X

(3) In addition to military and medical history data, copies of documents such as listed below are also furnished, in almost all instances to the Veterans Administration, depending on the nature of the inquiry:

Medical records.

General court-martial orders.

Reports of Board proceedings (line of duty or separation).

Prior reports sent to the Veterans Administration (VA Form 3101 type).

g. Copies of documents furnished or records from which data is extracted or verified, including those containing evidence of administrative changes or corrective actions can generally be limited to the specific papers listed and contained in EXHIBIT D. These papers are a mock-up of a screened enlisted jacket and 201 file, and contain material considered essential from the functional standpoint. Attached as EXHIBIT E is a list of papers, described according to enlisted jacket and 201 type material which could be destroyed without jeopardizing the entitlement of veterans or their survivors to available benefits, rights or privileges.

h. Listed below are reasons for the retention of records contained in EXHIBIT D and elimination of material described in EXHIBIT E, respectively:

(2) Office of the Quartermaster General, a Department of the Army agency which administers benefits; e. g. , headstones, burials in National Cemeteries.

(3) U. S. Civil Service Commission which administers matters; e. g. , job preference for civil service employment, credit for military service for retirement.

(4) Soldier's Homes (U. S. and State) which administer matters pertaining to eligibility for entrance.

f. The data and ¹ or copies of documents which this Center is normally called upon to furnish consists of the items listed below. See EXHIBIT C which charts data furnished in response to the types of inquiries normally received.

(1) Military Service Data:

Name and aliases.

Service number.

Age or date of birth.

Place of birth.

Personal description.

Place of entry.

Dates of active duty.

Dates of overseas service.

Days or dates of time lost.

Type and character of separation.

Reason for separation.

Place of separation.

Grade.

d. Statistics reveal that approximately 96% of the WW I type inquiries involve verification of military service and/or medical treatment, generally in connection with benefits, rights or privileges available to veterans or their survivors. Agencies which administer benefits, or extend rights and privileges, request verification of military service for use in granting such; and veterans and/or their next of kin request military service data for use in applying for benefits, rights or privileges. The amount and nature of data furnished or verified vary according to the benefit, right or privilege. The records to which reference is necessary are identical in the case of either living or deceased veterans. In the case of deceased personnel, which is estimated to be about 40% of the WW I veterans, it has been found from experience that from 3 to 5 inquiries can be expected after death; e. g. headstone and burial cases, Veterans Administration benefits type cases, and requests from next of kin for statements of service or certificates in lieu of lost or destroyed discharge certificates. An estimated 87% of the inquiries concerning deceased personnel are being received during year of death, with the bulk of all types of inquiries being received within 5 years after death. In processing requests, the pattern of records reference activity established is Enlistment Record, Service Record, Pay Card, and Medical Records, in that order of frequency.

e. The agencies from which the preponderance of inquiries are received and to which a greater variety of data is furnished are listed below:

(1) Veterans Administration which administers benefits; e. g., pensions, disability compensation, burial allowance, flags, hospitalization. Inquiries from this agency alone account for about 70% of the total correspondence intake.

a. The objective of this study is the retention of the minimum amount of documents on each person which not only will establish military service but also enable the Department to satisfactorily fulfill its obligation to furnish essential information necessary for establishing entitlement to rights and benefits of a veteran, or his next of kin, accruing from military service. In essence, the information furnished involves statement of military and/or medical history type data. The records from which such data is extracted are relatively few in comparison with the papers accumulated, and are easily identifiable.

b. It is realized that this proposal to "boil down" military personnel records to the bare essentials is one of a pioneer nature since it involves an untouched area of records. Apprehension may arise concerning the possibility that destruction of papers may preclude some person from receiving benefits. Great as the calculated risk might appear, the chance that such an injustice might occur is improbable since auxiliary records are available which can be resorted to for the purpose of establishing military service, or dates of particular events during service.

c. With regard to establishing the exact dates of service and/or events during military service, this is important only in connection with certain benefits which involve the 90 day active duty requirement. The importance of accuracy is obvious in those cases where the number of days of active duty is close to the requirement; otherwise, it does not matter, from the standpoint of benefits to which a WW I veteran would be entitled, whether a date is off a day or so. To attempt to resolve exact dates in cases where the active duty requirement is amply met serves no useful purpose.

transfer, absence without leave, overseas service, promotions, and medical treatment. Documents created after service reflect administrative actions related to correspondence, and consist largely of worksheet type material which was retained for future reference. See EXHIBIT A for a composite of enlisted jacket material.

(2) 201 file consisting of correspondence and documents created during service; and correspondence and documents created after service, mostly by this Records Center, and maintained for future reference. Material created during service can be considered as a collection of papers subordinate to the service record. This material generally represents correspondence initiated in connection with either acquiring data to be recorded in the service record or verifying recorded data. Material created and retained by this Center generally consists of copies correspondence and forms which in essence are statements of military and/or medical histories in varying degrees of detail, the data having been extracted from the service record or medical records in the enlisted jacket. See EXHIBIT B for a composite of 201 type material.

b. Folders of 201 type material created over the past 40 years containing correspondence involving persons for whom a record of Army service after 1 November 1912 has not been identified. Examples of file material are rejected applications for commissions, offers to serve, inquiries pertaining to whereabouts, latest address, whether a particular person had military service, and requests for statements of service, addressed to the Army, from persons who served in other branches of the armed services.

6. EVALUATION:

← Place on top page 4

interest in establishing entitlement to veterans' benefits for such service. Presently, personnel discharged from draft are not entitled to any veterans' benefits under the laws administered by the Veterans Administration. Some of these individuals who were discharged by reason of physical disability were physically examined and found unacceptable for service several weeks after reporting to camp, having become disabled for service as the result of an injury incurred while performing normal camp duties during the interim.

3. INCLUSIVE DATES: 1 November 1912 through 7 September 1939.

4. VOLUME (linear feet):

a. Present:

(1) Enlisted jacket material 37,000

(2) 201 file material 52,000

(3) Total 89,000

b. Potential Disposal:

(1) Enlisted Jacket material 13,000

(2) 201 file material 30,000

(3) Total 43,000

5. DESCRIPTION:

a. Enlisted personnel service records involving an estimated 4,701,761 records consisting of two parts, as follows:

(1) Enlisted jacket normally containing military and medical history type records, and a variety of miscellaneous papers created during and after military service. Documents created during service reflect actual dates of events peculiar to military service; e. g., enlistment and discharge, assignment and

1. FUNCTIONAL PURPOSE: Military Personnel Administrative Files.

2. IDENTIFICATION: This study involves records of enlisted military personnel only. The following categories of records have been excluded for the reasons shown:

a. Officer Type: This category which involves 201 type material will be the subject of a future separate study since such records contain a great deal of unessential material.

b. Records of enlisted enemy aliens discharged other than honorably. The enlisted jacket material in such cases normally consists of only the types of papers and documents which are considered essential in identifying such service. The 201 type material consists largely of review of discharge type correspondence which reflects an increasing interest by Members of Congress in granting relief to enemy aliens whose service is characterized other than honorable, based on their contributions to the country after discharge.

c. Records of enlisted personnel who were "Discharged from Draft" because of dependency, physical disability, or cancellation of the draft. As in the case of enemy aliens, enlisted jacket material normally consists of papers considered essential in identifying such service. The 201 file material consists largely of correspondence pertaining to certificates in lieu of lost or destroyed discharge certificates and explanations of the nature ^{of} such service. Inquiries received from various sources, including members of Congress, concerning personnel discharged from draft because of physical disability reflect a growing

INDEX OF EXHIBITS

Exhibit A	General Enlisted Jacket Material
Exhibit B	General 201 File Material
Exhibit C	Chart of Data furnished in Relation to Inquiries Normally Received
Exhibit D	Material Considered Essential
Exhibit E	List of Unessential Material
Exhibit F	Chart of Data Contained in Essential Records
Exhibit G	Auxiliary Records on File
Exhibit H	Data Sources Outside USARCEN
Exhibit I	Available Compilation on Forms Used

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INDIVIDUAL PERSONNEL MEDICAL FILE REFERENCE FREQUENCY CHART
 Detailed Statistics for the Months of Jan., June, and Nov., 1955 and Jan., 1956
 (Does not include records received direct from Air Force medical facilities)

GROUP	DATE OF RECORDS (General)	UTILIZATION			SEARCHES BY DATE OF RECORD																
		TOTAL	POS	NEG		40 + Pri	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55
1 a.	1947-1956	458	338	120	POSITIVE	0	0	0	0	0	0	0	0	3	2	21	77	126	137	12	2
					NEGATIVE	0	0	1	1	2	1	1	2	6	13	55	69	86	86	4	0
b.	1947-1956	232	108	124	POSITIVE	0	0	0	0	0	0	0	1	2	4	6	24	34	49	4	1
					NEGATIVE	0	0	0	0	0	0	0	0	3	5	11	43	57	72	66	3
c.	1947-1956	0	0	0	POSITIVE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
					NEGATIVE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2	1912-1952	223	136	87	POSITIVE	15	3	3	5	6	6	4	13	38	46	43	1	2			
					NEGATIVE	5	1	3	0	4	7	6	8	10	12	35	23	12			
3	1912-1952	157	6	151	POSITIVE	0	0	1	0	1	0	1	1	0	1	1	0	0			
					NEGATIVE	9	3	3	4	7	8	10	25	22	29	58	29	11			
4	1912-1952	87	0	87	POSITIVE	0	0	0	0	0	0	0	0	0	0	0	0	0			
					NEGATIVE	4	1	3	1	5	5	4	10	18	12	28	10	4			
5	1948-1952	1	0	1	POSITIVE	0	0	0	0	0	0	0	0	0	0	0	0	0			
					NEGATIVE	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	
6	1953-1956	0	0	0	POSITIVE	0	0	0	0	0	0	0	0	0	0	0	0	0			
					NEGATIVE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
7	1950-1954	0	0	0	POSITIVE	0	0	0	0	0	0	0	0	0	0	0	0	0			
					NEGATIVE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
8	1941-1950	30	0	30	POSITIVE	0	0	0	0	0	0	0	0	0	0	0	0	0			
					NEGATIVE	0	0	1	3	4	12	5	3	1	1	0	0	0			
TOTALS		1188	588	600	POSITIVE	15	3	4	5	7	6	5	15	43	53	71	102	162	186	16	3
					NEGATIVE	18	5	11	6	22	33	26	51	62	78	219	189	186	152	7	0

* POSITIVE: 1913(1), 1920(1), 1930(1), 1931(1), 1932(1), 1934(4), 1935(1), 1937(2), 1938(1).
 * NEGATIVE: 1918(2), 1940(2), 1912-1950(1).

NOTES: /1 The total utilization for each group represents the number of inquiries that required a search of records in a particular group of files. In those cases where one inquiry required the utilization of records created during 2 or more years in a particular group, one search was recorded for each respective year, thereby determining the extent of utilization for each year. Further, one inquiry sometimes required several groups of files to be searched. Therefore, the total number of inquiries will not agree with the total utilizations.

/2 The reference activity presented above discloses that from the total of 588 positive utilizations as reflected against all groups of files included in this study, the information was obtained from the following groups:

- Group 1. Files set up by creator - 75.9%
- Group 2. Clinical Records of dependents of Military Personnel (A-Z) - 23.1%
- Group 3. Clinical Records of other than dependents of Military Personnel (A-Z) - 1%

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GROUP	IDENTIFICATION	RECORDS	TYPE OF RECORDS	ARRANGEMENTS	MAINTAINED BY OR TRFD FROM	VOLUME CU.FT.	BOX NUMBERS OR LOCATIONS
1	Received direct from the field-pertain to categories of personnel generally allocated to KCRC	1947-1956 (Small portion dated pri to '50)	a. Clinical files b. Outpatient indexes c. Dental registers and medical treatment cards	Set up by creator, type record, year of creation & category of personnel	Field	17,485	CP 74-2728, Units 16295-366, Units 4306-4318, except Bxs 1-171, 4313&18-32/4314
2	Commonly referred to as a Class III. Predominately dependents of Army & AF Mil personnel. Contains other categories enumerated below.	1912-1952	Predominately clinical records. Also, contain dental registers, medical treatment cards, birth reports and death reports.	Alphabetically A-Z without regard to creator or category of personnel.	Former CPRB	12,300	CP 8905-13821
3	Commonly referred to as Class VI. Predominately civilians other than dependents of Mil personnel. Contains other categories enumerated below.	1912-1952	Predominately clinical records. Also, contains dental registers, medical treatment cards, birth reports and death reports.	Alphabetically A-Z without regard to creator or category of personnel.	Former CPRB	4,400	CP 7144-8904
4	Misc. collection predominately dependents of Army & AF personnel & Civilians other than dependents of Army & AF personnel. Contains other categories enumerated below.	1912-1952	Outpatient indexes for most part. Also contains clinical records, dental registers, medical treatment cards, birth reports and death reports	Alphabetically A-Z without regard to creator or category of personnel.	Former CPRB	1,020	CP 14217-14623
5	Categories of personnel generally allocated to KCRC that are not identifiable with creator.	1948-1952	Outpatient indexes, medical treatment cards and dental registers (Clinical files not included).	Alphabetically A-Z without regard to creator or category of personnel.	Former CPRB and those mis-routed to and forwarded fr PIB, MPRC, Air AG, etc.	170	Bldg 2, Floor 1, (68 locker boxes)
6	Categories of personnel generally allocated to KCRC that are not identifiable with creator.	1953-1956	Outpatient indexes, medical treatment cards & dental registers, including small volume of clinical files.	Alphabetically A-Z without regard to creator or category of personnel.	Misrouted to and forwarded fr PIB, MPRC, Air AG, etc.	15	Bldg 2, Floor 1, (6 locker boxes)
7	Surgeon General's files- documents sent SGO by the field, Predominately dependents of Army & AF Mil personnel and civ. other than dependents of Mil personnel. Some pertain to Mil personnel.	1950-1954	Medical report cards- WDAGO or DA Forms 8-24, 8-26, 8-27, and 8-28, small volume of civ. clinical files.	Alphabetically A-Z without regard to creator or category of personnel.	Office of The Surgeon General	130	Bldg 2, First 1, (53 locker boxes)
8	Foreign Nationals	1941-1950 (small portion dtd pri 1941)	Clinical files, syphilis registers and miscellaneous papers.	Alphabetically by Nationality	MPRC in Aug 1955.	80	Unit 4313 Bxs 1/17 32 Unit 4314, Bxs 18-32/32.

CATEGORY OF PERSONNEL

Army Military including retired
AF Military including retired
Navy & Marine Corps Military
National Guard
Coast Guard
US Military Academy
Merchant Seamen
Enemy Prisoners of War
Navy Civilian Employees

CATEGORY OF PERSONNEL

Citizens Military Training Corps
Reserve Officer Training Corps
Enlisted Reserve Corps
Civilian Conservation Corps
General Prisoners
Dependents of Army & AF Military
Dependents of Navy & Marine Corps Military
Army & AF Civilian Employees
Red Cross

CATEGORY OF PERSONNEL

Foreign Nationals treated in AF medical facilities
Foreign Nationals treated in Army medical facilities
Post Exchange Employees
VA Beneficiaries
Civilian Inductees (rejected)
Dependents of Civ. Employees of Army & Air Force
Dependents of Civ. Employees of Navy & Marine Corps
Other civilians not mentioned above

INDIVIDUAL PERSONNEL MEDICAL FILES
CLINICAL FILE DISPOSITION
CHART

Destroy Clinical files after 10 years except as otherwise indicated below:

<u>CATEGORY OF PERSONNEL</u>	<u>RECOMMENDED DISPOSITION</u>
Army Military	Transfer to the Army Records Center, St. Louis, Mo.
AF Military	Transfer to the Army Records Center, St. Louis, Mo. for interfiling and further segregation, transferring the residue to the AF Records Center.
Navy and Marine Corps Military	Transfer to the Navy Records Management Center, St. Louis, Mo.
National Guard	Transfer to the Army Records Center, St. Louis, Mo. for interfiling with National Guard personnel files.
US Military Academy	Transfer to the Surgeon, US Military Academy
Merchant Seaman	Transfer to the Chief Medical Officer, Maritime Admin.
Coast Guard	Transfer to the Commandant, Coast Guard, Washington, D. C.
Enemy Prisoners of War	Transfer to the POW Information Bureau, Ft. Holabird, Md.
General Prisoners	Transfer to the Army Records Center, St. Louis, Mo.
Army and AF Civilian Employees	Transfer to the Federal Records Center, St. Louis, Mo.
Navy Civilian Employees	Transfer to the Federal Records Center, St. Louis, Mo.
VA Beneficiaries	Transfer to the Federal Records Center, Kansas City, Mo.
Red Cross	Transfer to the Medical Director, American National Red Cross

5 CP 74-2728, Units
16295-366, Units
4306-4318, except Bxs
1-171, 4313, 18-32/4314

0 CP 8905-13821

0 CP 7144-8904

0 CP 14217-14623

0 Bldg 2, Floor 1,
(68 locker boxes)

5 Bldg 2, Floor 1,
(6 locker boxes)

0 Bldg 2, First 1,
(53 locker boxes)

0 Unit 4313 Bxs 1/17
32 Unit 4314, Bxs
18-32/32.

L
AF medical facilities
Army medical facilities
es

1)
of Army & Air Force
of Navy & Marine Corps
and above

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9. REMARKS: Cont'd

- c. Reference is made to letter, OFDGI-9, Office of Chief of Ordnance to Chief, Columbus AG Regional Records Office, 13 Nov 47, subject: "Shipment of Records from Rock Island Arsenal", wherein the foregoing information was indicated (copy inclosed - Attachment 1). However, in the letter referred to above, The Chief of Ordnance expressed an interest in these reproductions as they can be utilized to determine which original tracings have all the revisions and the various steps of the changes made by the revisions.
- d. In the recommendation contained in paragraph 10, below, consideration was also given to the date period in which these files were accumulated insofar as models and types of automotive vehicles being outmoded with the rapid changes in the automotive industry.
- e. In view of the lack of reference activity it would appear doubtful whether these files have any potential value and further retention would not be in line with the current accelerated records Administration Program.
- f. Based on the fact that: (1) original tracings and revisions are of record and these documents are copies thereof; (2) date of creation would indicate much of this collection possibly pertains to outmoded automotive vehicles; and (3) lack of current and doubtful potential value, further retention does not appear to be warranted, unless the Chief of Ordnance still desires this collection be retained indefinitely as indicated in letter referred to in paragraph 9c, above.

10. RECOMMENDATION:

- a. Destroy in bulk immediately.
- b. Apply as a one time authority.

1. RECORD CATEGORY: Class II Installations and those Class II Activities performing similar technical functions.
2. FUNCTIONAL PURPOSE: Supply Administration Files.
3. IDENTIFICATION: Automotive drawings and prints.
4. LOCATION: Boxes 264170-400.
5. VOLUME:
(Linear Measurement) 578 feet.
6. INCLUSIVE DATES: 1921 - 1946 (estimated)
7. REFERENCE ACTIVITY: None as shown by statistics maintained during the period 13 Jul 53 - 28 Feb 55. Contact with operating personnel further indicated these files were not utilized during the period 1 April - 31 December 55. Further, there is evidence subject files have not ever been utilized since retirement.
8. DESCRIPTION: Reproduced copies of tracings and revisions of automotive drawings.
9. REMARKS:
 - a. Subject files were accumulated by the Rock Island Arsenal, Moline, Illinois and are identified as "Back File Automotive Drawings". These files were initially retired to the former Columbus AG Regional Records Office and later transferred to KCRC. The inclusive date period of these files is not available, however, dates were encountered for years as early as 1921 and it is believed they extend into 1946.
 - b. Drawings and prints included herein show such information as sections, component parts, special installations, name of manufacturer, and Ordnance parts numbers of trucks, cars, tanks and other automotive vehicles and mechanical attachments.
 - c. Files are believed to come within the provisions of paragraph 20, AR 345-220 "Convenience Files", as the Chief of Ordnance indicated the original tracings and revisions were of record.

9. RECOMMENDATIONS: Cont'd

- c. documents which may be encountered not covered in 9a, b, d, and e, after 5 years.
- d. Segregate and retain permanently reports of death and birth.
- e. Transfer to the Federal Records Center, St. Louis, Missouri, civilian medical and medical absentee record files identified in paragraphs 91 and 93, AR 345-270 that may be encountered.
- f. Appropriately amend AR 345-270 to provide for disposition as indicated in 9a, b, and e.

DECLASSIFIED

Authority

8. REMARKS: Cont'd

- l. screening or detailed examination problems would be destroyed in bulk in accordance with approved disposition standard. No examination or detailed screening would be made of card records such as outpatient indexes, medical report cards and dental registers for the purpose of transfer.
- m. It is the policy of KCRC and has been for a number of years, that whenever an inquiry is received involving the records not properly allocated to KCRC, the records, if available, are withdrawn and request with the records are forwarded to the proper office or depository for direct reply. As a result, a quantity of files have been returned to the proper depository. While the recommendations do not provide for the segregation of all such files, this procedure should be continued until the files are otherwise destroyed at KCRC.
- n. Approximately 5900 cubic feet of such files accumulated in and retired by Air Force medical facilities and maintained by name of the creator (Ref: Group #1) are not included. This volume is covered in a study submitted by the AF Liaison Representative, KCRC, by Memo dated 6 Oct 55 to the AF Records Management Office, AAG, subject: "Disposition of Individual Medical Records (Med-2)", recommending the establishment of a 7-10 year standard. However, files accumulated in AF facilities included in Groups #2 thru #7 are covered in this study.
- o. Copy furnished the Chief, AF Records Center Annex, KCRC.

9. RECOMMENDATIONS:

- a. Destroy Clinical Files after 10 years except such files shown on the "Clinical File Disposition Chart" (Chart #3), wherein other recommended disposition is indicated.
- b. Destroy Outpatient index, medical treatment, and dental register cards, after 5 years.
- c. Destroy medical report cards, immunization registers, syphilis registers, and any other

8. REMARK : Cont'd

1. In placing a value on subject files, consideration should be given to the fact that these records do not contain the type information that would have sufficient value to justify preservation as a part of the permanent archives of the United States.
- j. Subject files contain a small volume of birth and death reports scattered throughout Groups #2, #3, and #4 included for the most part in the clinical folders. Administrative files used to calculate reference activity show that these reports are used some but not to any great extent. During disposition of these groups the reports could be withdrawn without a great deal of additional effort. These reports are the type that should be filed in the organizational records of the appropriate medical facility, however it is found that these reports filed as individual medical files are not in all cases duplicated in the organizational records. On this basis it is believed they should be segregated and retained permanently.
- k. Civilian medical and medical absentee record files (paragraphs 91 and 93, AR 345-270) were not encountered during the analysis and there is no record of such files being used for reference. However, it is safe to assume that a quantity of such files do exist in Groups #2, #3, and #4. Since they are permanent records it is believed they should be segregated during disposition.
- l. If and when disposition authority is received, it is proposed that files in the groups that contain clinicals would be examined beginning at a date shortly after the receipt of authority for the purpose of withdrawing those files for transfer, permanent retention, and eligible for destruction, thereby leaving the residue for block disposal 10 years after the latest date in the group. Files in groups predominately 5 year documents, but include a number of clinical files would be examined when the group is 5 years old, for the purpose of withdrawing clinical files for transfer or subsequent disposal and those reports to be retained permanently and destruction of the remainder in bulk. Groups that present no

8. REMARKS:

- g. Although some medical records may appear to have value, an actual analysis of the use is very enlightening from the standpoint of their past and potential use and the actual value of the information contained in the records as relates to current treatment of patients. For example, in the past a small quantity of subject files pertaining to civilian and quasi-civilian personnel, (used to answer a number of inquiries) were examined by a competent medical authority and revealed they contained little, if any, information of value to the treatment that the former patient might be receiving at that time. It would be a conjecture as to the many times this has been the case when furnishing the requested information. Taking in consideration the foregoing and (1) the lack of any reference to certain medical files; (2) certain blocks of files which were utilized to answer inquiries that contained no information; (3) those files utilized many times that contained positive information in only a few cases; and (4) blocks of files that show a diminishing use after a period of years, it appears KRC is subjected to a very costly maintenance and servicing operation for files that do not warrant retention beyond a limited number of years.
- h. No information could be located to indicate that the Army or Air Force, and thus the Federal Government, is in any way responsible or obligated to maintain and service files of personnel that are not members or former members of the Armed Forces and employees or former employees of the Federal Government. Further, no information could be located to indicate that the files recommended for destruction establish a legal status of any kind. Information obtained from the local medical association indicates that the statute of limitation for filing claims in Missouri involving medical records of physicians is 5 years. It is appreciated the statute in other states vary. Should the foregoing be a fact, it would not appear the Government would be either obligated or have a desire to maintain large volumes of medical records that have served their purpose and have no apparent current or potential value.

8. REMARKS: Cont'd

- d. patient and had diminishing value thereafter until they have either lost their value or within a relative short time will cease to have further value. This is further illustrated by the fact that of the total of 696 positive searches by years 94% were from records dated 1946 and subsequent and only 6% from records dated 1945 and prior. In this connection it is noted that of the positive searches by year of record the desired information was secured in 76% of the cases from Group #1, 20% from Group #2, and 4% from Group #3, while no positive information was secured from Groups #4 thru #8.
- e. Reference statistics readily discloses the most active files are those for more recent dates and retired by the creator direct to KCPC (Ref: Group #1). The statistics also indicate clinical files are the most active but have diminishing value and the only clinical files being used to any extent are those created in the past 8 years limited to dependents. In addition, statistics reveal that outpatient indexes have diminishing value during 5 years to a point that no positive information is being furnished, especially from Groups #4, #5, and #6. As indicated dental registers, medical report cards, and medical treatment cards were not used in the past year.
- f. As indicated in Charts #1 and #2 the collection includes 1415 cu. ft. of files which were not used during the past year to supply a single bit of positive information; 4400 cu. ft. which supplied only 4% of the positive information; 12,300 cu. ft. which supplied 20% of the positive information; and 17,485 cu. ft. which supplied 76% of the positive information without taking into consideration the dates of the files utilized. On this basis and figuring at a cost of \$1.00 per cubic foot per year, it costs in excess of \$18,000 per year to store and maintain files which are used rather infrequently or never used in supplying positive information.

7. REFERENCE ACTIVITY:

- c. Information relative to source and category of personnel as contained on the chart attached as Inclosure #3, to the D/F referenced in 6a, below, is substantially the same proportionately to the inquiries surveyed during the 4 month period.
- d. Statistics included herein do not include reference activity for files received direct from Air Force medical facilities (Ref: Group #1) set up by creator. However, an examination of the administrative files for the period mentioned in a, above, indicates the reference activity as set forth is substantially the same in proportion to the volumes of AF files.

8. REMARKS:

- a. Reference is made to D/F, CO, KCRC, TAGO, to Chief, Admin Svc Div, TAGO, 17 Sep 53, subject: "Individual Personnel Medical Files (except x-rays)" wherein recommendations were previously submitted for the disposition of subject files. A substantial portion continues to apply.
- b. Descriptive data and other identifying information pertaining to subject files set forth in "Chart #1" attached. It should be noted that the Group number and the identifying information pertaining thereto corresponds to the Group number and reference activity reflected on Chart #2.
- c. The aim of this study is to preserve records having enduring value as pertains to certain categories of personnel or of interest to agencies having custodial responsibilities for medical records of their respective personnel and the disposal of those records that cease to have value.
- d. The value of these files for further treatment should not be underestimated. However, as shown by Chart #2 this collection contains large volumes pertaining to certain group of files and categories of personnel that had value during the treatment of the

1. FUNCTIONAL PURPOSE: Medical Administration Files.
2. IDENTIFICATION: Individual Personnel Medical Files
(except x-rays)
3. LOCATION: Boxes CP 74-2728, CP 7144-13821 and
CP 14217-14623; Units 4306-4318 and
16295-16367; and 133 boxes 4-Z files
Building 2, Floor 1.
4. VOLUME: 35,600 cubic feet.
5. DESCRIPTION: Individual Personnel Medical Files
identified in part in Sections IV, V,
and X, AR 345-270 consisting of clinical
records, outpatient indexes, dental
registers, immunization registers, medical
report cards, reports of birth, and reports
of death and by-enlarged pertain to various
categories of civilians.
6. INCLUSIVE DATES: 1912-1956.
7. REFERENCE ACTIVITY:
 - a. Administrative files maintained by
operating personnel (searchers and refer-
ence supervisors) for the period 1 Jan 55
to 31 Jan 56, were examined, which in-
cluded a detailed compilation of 4 months
in this period, show that inquiries requir-
ing use of subject files are being received
at the rate of 200 per month. The detail-
ed compilation for 4 months selected at
intervals within this period shows that:
a total of 675 inquiries as pertains to CONUS
Army Hospitals were received, of which
529 were answered in the positive. Detail-
ed statistics pertaining to these inquiries
reflected against each group of files are
shown on the chart attached as "Chart #2".
 - b. An examination of the remaining 9 months
of the period mentioned in a, above, indi-
cates the same pattern as established for
the 4 month period. The reference activity
reflected on the chart was further confirmed
by operation personnel who indicated the
selected 4 months were representative of
the other 9 months, and that there were
no abnormal months that would change this
pattern.

75

These Papers.

This type is exactly as the title implies - a "hodge podge" of Memos, notes, statistical summaries of men and equipment, Civilians taken up for meals etc.

Each such file should be screened, any records containing info of value (individual names of soldiers and actions on or there to and historical references) should be retained. All other papers disposed of.

(14)

Procurement receipts.

Receipts showing procurement of foodstuffs from various Barris.
All food apparently came from the 15% share of the Government ~~fund~~ and was procured direct from the Farms and plantations.

Time limitation on claims of this nature has passed —

13

Transmittal of USAFFE Cases
approved for payment. (Lists of Cases)

The Areas in pay program ~~of the~~
PA has closed. This type of record,
has never been referred to since records
entered custodianship of USARCEV.

(12)

Individual receipts & vouchers
covering the receipt & payment
for food & material by Gila
procurement officers.

~~Under~~ the time limitation
~~limit~~ on claims of this type
has expired.

Receipts

(12)

Controversial -

Unable to determine if future value as Archive warrants retention.

7-Off receipts for money to be expended for supplies etc.

Further research necessary

1542

(10) - 8

Paid Creditors List

Extracts of Paid Vouchers in file
"Phil Army Library" RPD-Mandaluyong
Rizal.

Since all claims therein have
previously been settled &
the time limitation for
filing claims of this nature has
expired, no useful purpose can
be served by retaining records
of this type.

(9) Substance Purchase Vouchers

Tests articles purchased; ~~amt~~
purchasers; amt paid. Mostly food
stuffs in small quantities.

Claims arising from these
transactions should have been
previously settled since time
limitation has expired.

(2)

Subsistence Vouchers

Since names of soldiers appear on these vouchers and in some instances info pertaining to AWOL; transfers and joining of unit, this type of record should be screened prior to attempting to suggest any disposition.

(7)

Not listed
same as 6

Misc vouchers & receipts pertaining to
Procurement of supplies by 6th M.D.
Time limitation for settling claims of
this nature has expired

(6)

Referent to tabulated lists of
procured supplies & names of individuals
from whom procured (quantity and description
of articles included)

(5)

Books containing Affidavits; Certificates,
Check sheets; Memos and Letters on
Commandeering of supplies, material and
vehicles, ~~etc~~

This type of ~~file~~ record has not
been used for any purpose whatsoever since
its acquisition in Feb 1953. No ref swe
action is anticipated since claims
arising out of actions recorded should
have been settled before now.

Authority to settle claims was initially
granted to War Claims Commission (Subsequently
became Foreign Claims Settlement Commission).

The ^{time} limitation has expired on claims
of this nature.

Proj C.

1. X Procurement Creditors Files - Gila -
~~1201 D-4~~ Proc Cr File C-1188
~~D2 1197~~ Proc

2. X Receipts and Vouchers - Gila
1203 D-2 (I. Bernardo, Sofia)
D2 1197 Proc Receipts

3. X Finance Accounts - Organ Records - Gila

4. X Civ Empl Accounts - U + G.

5. ~~House Staffs~~

6. X Misc Personnel Records - Gila -
(200) Duplicate Gil Posters (no copy attached)
D-2 (1198) Misc Gila Pers Rec

7. X Misc Historical Records
MEMOS + Notes Army Hqs 4th M.D. (PH) 1945 C-1184-D-1
MISC PAPERS 7th M.D. C-1184-D-2 1189

8. X Transmittal letters of approved payment cases
(D-1 1209) I. Zwang USAFFE NOV 47 (Gila cases not paid)

9. X Misc Gila & PA Organ Records
Sick Book D3 1192 Return

	FT	inches
1 Misc Unit Pers Rec	220	
2 Misc PA + Guerrilla Orgn Rec	32	
4 FINANCE ACCOUNTS	6	
3 Procurement Creditors files	9	3
5 CIVILIAN Payrolls	5	11
6 TRANS with Ltr of Appraisal <small>claims for pay</small>	2	
7 Misc Historical Rec	2	
8 Receipts & Vouchers, Guerrilla	190	
	<hr/> 472	

4

Provincial Investigators files:

These files pertain to investigators reports of ^{towns,} Barrios, ~~towns~~ etc, which alleged to have supported guerrilla organizations by contributions of food ^{equipment} & medical supplies. Files may be broken down to respective ^{towns,} Barrios etc and each treated as a distinct element.

No Ref SVC has been made on this type of Rec since acquisition in ^{7/1953.} 1953. All claims should have been resolved prior to this date.

(3)

List of Operators of Vehicles ^{with info} on vehicle
in Davao 1941 -

This particular type of record shows name of vehicle operator, info on vehicle and registration information. This record may have been of some use in deciding cases concerning commandeered vehicles, however, it is now believed that all necessary info has long since been gathered from other sources, and all claims therefor have been adjudicated.

There has been no reference activity in this file since records were acquired by US Army Records Center in ^{Feb} 1953.

1542
1461
262

(2)

Open market Purchase Vouchers

Contains no info re Mil Pers.
applies to purchase of food stuffs
& other supplies.

Limitation date passed on
basis of this nature

(1)

~~Miss Hunt's Personal Records.~~

220

~~Contents~~ to ind Proc Off

Gen Vouchers of Gila Hunt for food, medicines and supplies purchased from civilians. This type of record is predominant throughout

this category of records. No reference service activity of any kind has been made for this type of record since acquisition by US ARKCN in Feb 1953. No reference service

action is anticipated since all claims arising out of recorded transactions should have long since been equitably ~~handled~~ settled.

determination. If conclusively shown on form as "positive" for service, file will be appropriately banded. If conclusively shown as "negative" or a similar statement showing lack of evidence for "positive" determination, file will be appropriately banded.

O.C. Step 4. If none of the forms shown in subparagraphs a through d above are located, case ^{will} ~~can~~ be ~~returned to file as~~ ^{considered as} "Undetermined".

b Step 2. If this form is located, case can be considered as "positive" and appropriately handled, unless a subsequent VA ^{Form} 3101 ~~Form~~ is located which shows that "positive" status has been revoked.

c. Step 3. If no ARGEN Form 632 ^(or comparable form) is located, the file should be ~~examined~~ ^{examined} for ^{the latest} VA 3101. If VA 3101 is located and service information has been furnished to the USVA, case can be considered as positive and appropriately handled.

d. Step 4. This step will be taken only after a thorough examination has been made of the file and none of the ~~forms~~ ^{forms} named in Steps "a" through "c" have been located. The file will ~~then~~ be examined for ARGEN Form 636; MPRC Form 1-667 and/or any other form designated as a "Memorandum for Record" or "Work Sheet". If one or more of these forms are located, the most currently dated form will be used as the basis for

Purpose.

1. To identify those ^{individual} records in which an ^{acceptable} determination of positive service has been made.
2. To identify those records in which negative determination of us has been made.
3. To identify those

Positive Case -

1. This denotes a case in which service has been established either
as a ~~Woffe~~ (PA) or as a recognized ~~Irish~~.
2. The Positive Cases can be identified by locating certain ~~and~~ ~~forms~~ in the file ~~and~~ ~~the~~ entries ^{shown on} these forms ~~and~~ ~~the~~ ~~of the~~ ~~form~~ ~~distinction~~ ^{denote the} ~~between~~ ~~a~~ ~~positive~~ ~~of~~
4. a VA 3101 dated subsequent to 10 Feb 1950 negative work

3. The date of the form, will for this purpose be that shown

3. The ~~normal~~ form most commonly used to denote service determination or case is the VA 3101 (~~VA 3101~~)

~~3~~ A Negative determination ^{negative} for case will have the entry as shown on the specimen in Figure 1

4 A Pos dot (Pos case) will have a 3101 and a Form 632 see figures 2 and 3

Pos, Case 1

his file ^{groups} ~~was~~ contains ~~files~~ of ~~members~~ ^{of} alleged ~~members~~ of the P-C-Army, incl both the rec and unrec ~~glas~~ ^{who} ~~is~~ ~~members~~ of the P-C in the service of the ~~USA~~ in the Philippines, ~~performed~~ ~~service~~ against the Japanese during ~~that~~ ~~the~~ ~~II~~.

or some ~~other~~

for the period between 26 July 41 and 30 Jun 46 when the organized ~~unit~~ ~~force~~ of the Phil Com were ~~in~~ the service of the Armed Forces of ~~Hollis~~ ~~at~~ ~~the~~ ~~president~~ ~~of~~ ~~the~~ ~~U.S.~~

I. General

II Purpose -

1. to prescribe the procedures to be followed in conducting a Test for the purpose of identifying
Positive, Negative and Undetermined cases.

2. - Aim

III Definition

- ✓ USAFF. Copy out of SOP - 5-2-1-1
- ✓ USAFF - India " " " "
- ✓ Recognized
- ✓ Unrecognized
- ✓ Current Enlistee

Positive case
Negative case
Undetermined case -

IV Procedure -

1. Clerks will be assigned to work with a ^{full} cabinet of records.
2. The ^{alphabetical} file sequence within ~~the~~ each drawer will be maintained.
3. Illegible names on the folders will be referred to the supervisor.

General:

This file group contains the reconstructed personnel records or service claims of members and alleged members of the Philippine Commonwealth Army, including both the recognized and unrecognized Guerrillas, for the period between 24 July 1941 and 30 June 1946 when the organized military forces of the Philippine Commonwealth were in the service of the Armed Forces of the United States.

BANDING OF FILES.

1. When the file is known to be in the "positive" category, a Green paper band (3/4" in width) will be placed on file folder (See figure #).
2. When the file is known to be in the "negative" category, a Red paper band (3/4" in width) will be placed on file folder (See figure #).
3. When no adjudication of service status has been made the file will not be disturbed in any manner.

Statistical Summary of information (See figure #4).

- * a. Number of files banded positive
- b. Number of files banded negative
- c. Number of files with ^{undetermined} ~~no adjudication made.~~
- d. Time for completion of drawer
- e. Number of files in drawer
- ~~f. Time per file~~

Materials necessary.

Adhesive paper tape 3/4" in width (Red and Green).

* A record of consistency of the following information will be kept by each individual and turned in to the Chief, Records Section at the end of each day —:

* If the latest VA 3101 that can be found in the folder is dated prior to 10 Dec 1950** the folder should be brought to the attention of the Chief, Records Section. If the latest VA 3101 located is dated subsequent to 10 Dec 1950 and

** examination should be made for an ~~entry~~
VB Form 33 dated subsequent to 10 Dec 50. If
VB Form 33 cannot be located

Types of Forms

d. For the purpose of identification of the various forms used in the adjudication of cases, the forms most applicable for accomplishing this operation are listed below:

- (1) VA 3101 (*Request for Army Info*) (See Figure) 3101 A+B
VB Form 33 Memo for Record
- (2) ARGEN Form 632 (*VB Form 32*) (See Figure)
OR VB Form 32 TITLE
- (3) ~~XXXXX~~ MPRC Form 1-625 (*TITLE*) (See Figure)
- (4) Memorandum For ^{Record} (currently ARGEN Form 636) (See Figure)
- (5) *Memorandum for Record by WCC Certification (See Figure)*
VB Form 33 (TITLE)

3. Procedures

In examining a file the following steps should prove to be the most expeditious, in making the ~~determination~~ *necessary examination*:

a. Step 1. Examine the file for an MPRC Form 1-625, form for certifying prisoner of war status information to the War Claims Commission, which is usually found on the bottom of the left hand side of the folder. If entries under Paragraph 2 are positive for prisoner of war status, the appropriate band may be affixed to the folder. If Paragraph 2 shows entries "NONE" or "NO RECORD", or, if MPRC Form 1-625 cannot be located, proceed to Step 2.

b. Step 2. Examination should be made for the latest ARGEN Form 632 (also VB Form 32 or MPRC Form 1-632) which is also filed on the left hand side of the folder. If this form is located, case can ~~usually~~ *subsequently dated* be considered as positive and appropriately banded, unless a ~~subsequent~~ VA 3101 is located which shows that "positive status" has been revoked.

c. Step 3. If no ARGEN Form 632 (or comparable form) can be located, *the* file should be examined for the latest VA Form 3101. ^{*} ~~If VA 3101 is located and~~ service information has been furnished thereon, case will be positive and can be appropriately banded. If VA 3101 contains a statement similar to the following:

"Subject individual has no recognized Guerrilla service, nor was he a member of the Philippine Commonwealth Army in the service of the Armed Forces of the United States", case can be considered as negative and appropriately banded. *If none*

of the above ^{named} forms can be locate, proceed to Step 4.

a. Positive Case — ~~"Positive case"~~ is

One wherein a positive certification of military service has been furnished to the United States Veterans Administration or a ^{Positive} certification of ^{status} ~~prisoner of War status~~ has been furnished to the War Claims Commission.

b. Negative Case — ~~"Negative case"~~ is

One wherein a negative certification has been made to the United States Veterans Administration or a report of "No Record" or ~~"None"~~ has been made to the War Claims Commission.

c. Undetermined case — ~~"Undetermined case"~~ is

One wherein no certification of military service or ~~prisoner of War status~~ has been furnished to the United States Veterans Administration or to the War Claims Commission.

categories of cases can be accomplished, — F

C. d. Scope. The screening process will consist of an examination of each file separately; a determination of the specific ~~category~~ ^{group} into which it falls, (Positive, negative and undetermined); and affixing the proper identifying feature as outlined in the instructions in Par _____; *and tabulating the files on the Statistical Summary sheet (Figure 32448)*.

SECTION 2. - Identification: ~~The specific category~~ ^{into which a 201 file should be} designated may be readily determined by examining the file for the particular forms which are used in the adjudication of cases. The Philippine Army personnel 201 folder is normally divided into two ~~groups~~ ^{parts}. When the folder is opened, the right side of the folder will usually contain all of the basic claim forms and supporting evidence including the Memorandums for Record (currently ARCEN Form 636 and MPRC Form 1-667). The left side of the folder usually contains copies of correspondence (pertaining to the individual concerned), file copies of reports from archives and inclosures thereto, forms, worksheets, verification data, etc., utilized in the development, identification and determinations for the purpose of effecting certifications of military service to the USVA and prisoner of war status to the War Claims Commission (currently designated as the Foreign Claims Settlement Commission).

Standing
~~Standard~~ Operating Procedures

Recovered Personnel Records Branch, ARCEN

TEST
~~Part V~~
~~Chapter~~
Identification of Positive,
Negative and Undeterminable *ed*
Cases

SECTION I - General *Information*

~~TYPE 1 General Information~~

1. Introduction:

a. Definitions. The Philippine Army file group contains approximately 800,000 personnel records or service claims of members and alleged members of the Philippine Commonwealth Army, including both the recognized ~~guerrillas~~ and unrecognized guerrillas, ~~for the period between~~ ^{to} 26 July 1941 and 30 June 1946, ~~when~~ ^{the} the organized military forces of the Philippine Commonwealth were in the service of the Armed Forces of the United States. ^{records pertain to} These individuals may be classified into four categories: ^{who}

- (1) USAFFE - Copy from pages 1 and 2 of PA SOP 5-2-1-1.
- (2) USAFFE GUERRILLAS - Copy from page 2 of PA SOP 5-2-1-1.
- (3) RECOGNIZED CIVILIAN GUERRILLAS - Copy from page 2 of PA SOP 5-2-1-1.
- (4) CURRENT ENLISTEES - Copy from page 2 of PA SOP 5-2-1-1.

b. Purpose. The purpose of this SOP is to prescribe the procedures that will be followed in conducting a test for the object of screening the Philippine Army 201 files and identifying the positive, negative, and undetermined cases by the use of colored bands. This test will serve as a guide in ascertaining the time and personnel requirements to complete the screening of the entire Philippine Army file group.

add to scope c. Care in Examining Files. Extreme care should be exercised in the examination of the files [in order that an accurate tabulation of the specific

AGAR-R

Chief, RPR Branch

Steps taken to compile a roster of known
Philippine Scout personnel.

Chief, Recs Section
RPR Branch

25 Sep 1957 *M. Dehu/JV/764*

1. The following steps have been completed with the aim of compiling a roster of all known Philippine Scouts who served during World War II in the Philippine Islands.

a. "Blue Cards" (These cards from the former AGRD pertained to Philippine Scouts showing records routing information and other notations. Use of these cards terminated in 1952). The "Blue Cards" were checked against the Project "J" card file. If a card showing identical name and service number was not located in the Project "J" card file, the "Blue Card" was reduced to IBM size and interfiled therein.

b. A supplementary list to the "Blue Cards" was checked against the Project "J" card file. A card was made for each name listed on the Supplementary List, when no card was located and the cards were interfiled with the Project "J" cards.

c. The "military payroll reference cards" have been interfiled with the Project "J" cards.

d. The list of Philippine Scout personnel that was received from Finance Center was checked against the War Department Casualty List (8 December 1941). The names that appeared on the Finance List, but did not appear on the War Department Casualty List was checked against the Project "J" card file. If no card was located in the Project "J" card file, a card was made and interfiled.

e. The War Department Casualty Listing was checked against the Project "J" card file. When no card was located in the Project "J" card file for the names listed on the War Department Casualty List, a card was made and interfiled.

f. The card file pertaining to "Retired Philippine Scouts" was checked against the Project "J" card file. When no card was located in the Project "J" card file for the names that appeared in the "Retired Philippine Scout" card file, a card was made and interfiled.

2. A test was made to ascertain the time and personnel requirements which would be required to symbolize the cards in the Project "J" card file to indicate the type of service of each individual carded.

The results of a test of two hours duration are as follows:

a. Approximately 3 inches of cards were screened (300 cards).

DECLASSIFIED

Authority NND 883078

25 Sep 1957

SUBJECT: Steps taken to compile a roster of known Philippine Scout personnel.

2. (Cont'd)

b. On the cards where complete service numbers were given, no difficulty was experienced in the determination of the Branch of Service for each individual.

c. It was difficult to readily ascertain the Branch of Service for the individuals whose cards showed no information pertinent to service numbers or Branch of Service. The Branch of Service can be established, in most cases, by checking archival references listed on the card, however, this would be a long drawn out process. From the results of this test, it appears that this method of locating and identifying the cards of Philippine Scouts is too expensive and will consume too much time.

3. A test was made of comparing the War Department Casualty List (arranged by Service Numbers) against the service number files in Special Service, PWW II Branch for the service number Group (Assigned to Headquarters, Philippine Department in February 1918) 310,001 thru 330,000. This test was made to ascertain the feasibility of using this method in locating the names of Philippine Scouts, who served during World War II in the Philippine Islands, for which no record has yet been located. The following data comprises the results of that test:

a. There were a total of 183 names found in PWW II Service Number file (310,001 thru 330,000) that were not listed on the War Department Casualty List.

b. Seven (7) names of the 183 were located on the FINC list showing transfer information and 14 other names for which records were already requested. Total of 21 names listed on FINC list.

c. The names of 113 of the 183 individuals was found carded in the Project "J" card file.

d. The names of 41 of the 183 individuals was found listed in Book of Retired Philippine Scouts.

e. The records of the 121 individuals (included in the 183 individuals whose names did not appear on FINC list or on Retired list) were requested from WW II and PWW II. The following is the results of that request:

(1) 50 records were received from WW II Branch.

(2) 13 records were received from PWW II Branch.

(3) Information on file shows that the records of 37 individuals were transferred to PI Branch.

(4) 7 records were returned to file because the service depicted was for periods other than WW II or because of service in the AUS.

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Authority NND 883078

25 Sep 1957

SUBJECT: Steps taken to compile a roster of known Philippine Scout personnel.

3. e. (Cont'd)

(5) No records were found for 14 individuals Ww II & PwW II.

f. The net results of this test is as follows:

(1) The names of 62 former Philippine Scouts were added to our card file which includes Philippine Scouts who served during Ww II.

(2) The records of 63 former Philippine Scouts were located and placed in processing backlog.

(3) The probable location of the records of 71 other former PS was obtained.

g. In view of the foregoing it is recommended that the three other Service Number blocks which were assigned to Philippine Department prior and during Ww II (3,291,001 thru 3,296,000; 6,610,001 thru 6,615,000; and 10,300,000 thru 10,309,000) be screened and a list be compiled of those individuals whose names do not appear on the War Department Casualty List. When the list has been compiled it should then be processed as shown in 3(b); (c) and (d) above and the records of those individuals whose names do not appear on the FINC list or Book of Retired Philippine Scouts be requested from Ww II and PwW II Branches.

4. It is recommended that the following procedure be followed in compiling the list of all known Philippine Scouts who served in the Philippine Islands during World War II:

a. When a claim for Public Law 217 is worked, that the pertinent card from Project "J" card file be withdrawn, stamped "P. S.", and refiled in Project "J" card file.

b. If a claim is worked and no card is located in the Project "J" card file, a card will be made, stamped "P. S." and filed in Project "J" card file.

c. Upon completion of PL 85-217 claims project, or, at a set deadline, the Project "J" card file be screened and those cards that have been stamped "P. S." be pulled from file.

d. That the remaining cards be screened and that the cards that can be identified as pertaining to Philippine Scouts with service during Ww II be pulled.

e. That the cards pulled from the Project "J" card file be forwarded for the compilation of IBM card and/or IBM List.

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AGAR-R

25 Sep 1957

SUBJECT: Steps taken to compile a roster of known Philippine Scout personnel.

5. It is believed that the system outlined in Paragraph 4 above will be more economical since after the completion of PL 85-217 claims only a fraction of the cards will have to be identified as indicated in Paragraph 4e or through the use of archive searches, as indicated in Paragraph 2 above.

C. R. WEBER
Chief, Recs Sec
RPR Branch

To Chief, RPRB From Op Off 27 Sep 57

Ret for submission of fol info:

a. No of pers utilized and man hrs exp to conduct test and in par 3 cont #

b. Est no of pers to be utilized and man hours to be exp to screen SW No blocks and in sub par 3 cont #1

EEW
MAG

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Authority NND 883078

AGAR-R

SUBJECT: Steps Taken to Compile a Roster of Known Philippine Scout Personnel.

1. The following man hours have been expended on the test of checking the War Department Casualty List against the Service Number file:

a. There was 16 man hours expended in checking the War Department Casualty List against the Service Number file, Post World War II Branch and listing the names that appeared in SN file that did not appear on FINC List. (2 people - 8 hrs each)

b. There was 12 man hours expended in checking the list of names (results of paragraph a above) against the Project "J" card file; Finance List, and Retired Philippine Scout list. (2 people 6 hrs Each)

c. There was 8 hours expended in the requesting of records from WW II Branch and Post World War II Branch, and in the receipt and disposition of the records.

d. A total of 36 man hours was expended on the entire test.

2. It is estimated that it will require approximately 64 man hours to complete the check of the WD Casualty roster against the SN file in PWW II Branch (Blocks of SN's assigned to Philippine Department only). It is also estimated that it will require approximately 64 man hours to check the resulting list against the Finance List of Philippine Scouts; Project "J" card file; List of Retired Philippine Scouts and to request records from WW II and PWW II Branches. (4 people - 4 days each)

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Authority NND 883079

1
Memo for Record 31 Dec 57
Re: PS Roster, Compilation of

Has informed this date that
permission to compile a roster of all
known PS who served during WWII was denied
by Col. Barry. (Informed by Mr. Torio)

19 JUL 1956

AGAR-R 314

SUBJECT: Transfer of Procurement and Wage Claim Files Relating to Philippine Claims

rates of pay. Further, these same records are used on occasion in the adjudication of claims under the Missing Persons Act from personnel residing in the Philippines during World War II.



DAVID H. ARP, Colonel, AGC
Commanding

1 Incl
n/c

AGCR (7 Jun 56)

SUBJECT: Transfer of Procurement and Wage Claim Files
Relating to Philippine Claims

~~THRU Chief, Adm Svs Div, TAGO~~ FROM Chief, Compt Div, TAGO DATE 26 JUL 1956 COMMENT NO. 5
TAGO Laj 27 Jul 56 Mr. Vaught/cnb/75486

TO CO, KCRC, TAGO

Subject files should be retained in your custody until actions on all on-hand requests have been completed. It is requested that this office be advised when these actions have been completed in order that further consideration can be given to disposition of the files at that time.

1 Incl
n/c

W. S. Renshaw
W. S. RENSHAW, Colonel, AGC
Chief, Comptroller Division, TAGO

ALHS-PT Rec 5-10

THRU: Chief, Adm Svs Div, TAGO FROM: CO, KCRC, TAGO DATE: 9 Nov 56 COMMENT NO 6.
27 Nov 56 Mr. Hens /nc/110

TO: Chief, Compt Div, TAGO

1. attached as inclosure 2 is Records Analysis Study with recommendations as to disposition of subject files.

2. Actions on all "On Hand" requests have been completed. No inquiries have been received since March 1956 relative to the project mentioned in comment Nr. 2 or of a project nature. A small number of individual inquiries being received on a current basis requiring use of subject files are discussed in paragraph 7b(8) of the attached study. In addition, approximately 25 individual inquiries per month are being received from ABCEN, St Louis, Mo, requesting substantially the same information as those discussed in paragraph 7b(8) of the study, but dealing with verification and whether or not a claim had previously been filed, a portion of which indicates the claim was filed under the provisions of the "Missing Persons Act".

2 Incl
Added 1 incl
2. study (in dupe)

W. W. Conquest
WARD W. CONQUEST, Colonel, AGC
Commanding

AGCR

SUBJECT: Transfer of Procurement and Wage Claim Files Relating to Philippine Claims

THRU Chief, AGM Sys Div, FROM Chief, Compt Div, DATE 21 JUN 1956 COMMENT NO 3
TAGO TAGO Mr. Vaught/wjh/75486

TO CG, Army Records Center

Request reconsideration and comments relative to recommendation contained in Inclosure 1, including information as to proposed usage of the files that will justify their transfer to the Army Records Center.

Handwritten mark

1 Incl
n/c

J. W. Rees
U. S. SENIOR, Colonel, AGC
Chief, Compt Div, TAGO

1-1-56

FROM Chief, AGM Sys Div, TAGO DATE 10 JUN 1956 COMMENT NO 1
Mr. Vaught/wjh/75486

1. It is requested that the files center be maintained in light of information received from the claims division, Branch Office of DIAL, Fort Holston, which have been approved by TAGO. The filing of claims under provisions of the Contract Settlement Act of 1942 is only one type of reference to one group of records. Included in subject collection are claims of civilians who performed services for the U.S. Forces and others who performed services for the Philippine Army Forces. These claim files are the only source of information for verification of periods of service, assignment, activities and

2. It is not known in the collection and subject files will have no value after the "on-hand" files received from the claims division, Branch Office of DIAL, Fort Holston, have been approved by TAGO. The filing of claims under provisions of the Contract Settlement Act of 1942 is only one type of reference to one group of records. Included in subject collection are claims of civilians who performed services for the U.S. Forces and others who performed services for the Philippine Army Forces. These claim files are the only source of information for verification of periods of service, assignment, activities and

AGKO-R

13 Jun 56

SUBJECT: Transfer of Procurement and Wage Claim Files Relating to Philippine
Claims

historical value. The Records Analysis Unit of this center has made a preliminary study of the files and plans to submit recommendations at the appropriate time. It is very probable that disposal may be feasible prior to phasing out this center.

3. It is estimated that 1% of the file material is security classified. Such documents are interspersed throughout the files.

4. Transportation costs to effect transfer are estimated at \$585.00. Costs to prepare the files for movement is estimated at \$50.00.

5. Transfer of these files is not in the best interest of economy, efficiency, consistency and uniformity of policy in resolving pertinent claims since essentially all the claims thereto have been received.

6. If after reconsideration, the decision is to transfer subject files, it is recommended that the movement be deferred until the reference requests on hand are processed.

1 Incl
n/o

Wm A. TIFFANY, Lt Col, ADC
Commanding

DISPOSITION FORM

FILE NO.

2438

Transfer of Procurement and Wage Claim Files
Relating to Philippine Claims

TO: Chief, Compt Div, TAGO
FROM: Chief, Compt Div, TAGO
DATE: 14 Jun 56

COMMENT NO. 1

Mr. Vaught/cnh/75486

TO: Chief, Records & Records Center

1. Reference is invited to Disposition Form, 2 June 1956, subject as above, from the Chief, Compt Officer, TAGO, and to Comment 2 in reply thereto, which is attached (encl 1).

2. Request your office make necessary arrangements with the Commanding Officer, Army Records Center, for transfer of the records.



W. H. McQuinn, Colonel, USA
Chief, Comptroller Div, TAGO

1 incl
By Lt, 1 Jun 56
W/VJ/100

A070-6

TO: Chief, Compt Div, TAGO
FROM: Chief, Compt Div, TAGO

DATE: 13 Jun 56
COMMENT NO. 2
Mr. Sigel/sgj/307

1. It is recommended that the decision to transfer Procurement and Wage Claims Files relating to Philippine Claims to Army Records Center, TAGO, be reconsidered.

2. The following information is pertinent:

a. The Congress, by Public Law 451, 83rd Congress, established 31 December 1954 as a last date upon which claims filed under the provisions of the Contract Settlement Act of 1944 might be received.

b. Approximately 30,000 claims were filed. The Claims Division, Branch Office of IDAG, Fort Holabird received approximately 10,000 without requesting individual claims file. The remainder resulted in requests of this center for the individual claims file. To date 17,800 individual files have been forwarded for permanent retention. The 8,200 requests on hand will be forwarded on a permanent loan basis.

c. After compliance with the loan requests, reference to these files will be negligible. The individual files remaining will have no legal or administrative value. A small segment of policy files, 4 linear feet, may or may not have

DD FORM 96
1 FEB 50

REPLACES AND SUPPLEMENTS FORMS 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95

U.S. GOVERNMENT PRINTING OFFICE: 1953 O - 4807

DECLASSIFIED
Authority

DECLASSIFIED
Authority NND883078

RECEIVED: Transfer of Treatment and Claim files relating to Philippine Claims

DATE 27 NOV 1956
COMMIT NO 7
Mr. [unclear]

FROM Chief, Dept IV, TAGO

TO [unclear]

TO [unclear]

The enclosures provided in transfer of the subject files to the Army Records Center is not warranted, in view of the limited reference activity and the probability of their ultimate disposal. It is requested that the files be retained in your custody until 1 January 1957 and that information as to reference activity and source of information during this period be furnished this office as that time to assist in arriving at a determination as to their appropriate disposition.

LEONIDAS GAVALAS, Col, AGO
Asst Chief, Dept IV, TAGO
LEONIDAS GAVALAS, Colonel, AGO
Asst Chief, Comptroller Div, TAGO

COPY FURNISHED:
CO, ARSEN, TAGO, w/prev copies



DISPOSITION FORM

AGCR

SUBJECT: Transfer of Procurement and Wage Claim Files Relating to Philippine Claims

~~THRU Chief, Adm Svs Div,~~
~~TAGO Laj, 28 Nov 56~~

FROM Chief, Compt Div,
TAGO

DATE 27 NOV 1956 COMMENT NO 7
Mr. Vaught/wjh/75486

TO CO, KCRC, TAGO

The expense involved in transfer of the subject files to the Army Records Center is not warranted, in view of the limited reference activity and the probability of their ultimate disposal. It is requested that the files be retained in your custody until 1 January 1960, and that information as to reference activity and source of inquiries during 1959² furnished this office at that time to assist in arriving at a determination as to their appropriate disposition.

LEONIDAS GAVALAS, Col, AGC
Asst Chief, Compt Div
LEONIDAS GAVALAS, Colonel, AGC
Asst Chief, Comptroller Div, TAGO

COPY FURNISHED:
✓ CO, ARGEN, TAGO, w/prev corres



10/1/49

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Working Title	Type of Cabinet	Size of Document	Linear Feet	Security Class	Condition of Contents	Type of Record	Filing Arrangement	Frequency of Use	Informational Content and Nature of Use	Remarks
1689 ^{To} 1695 ARREARS IN PAY CARDS	20 drawers, wood	3x5	201	Conf	Good	Individual 3x5 CARD.	Alphabetical	Not Used	Cards reflect NAME, ASN, grade, organization, CLAIM NUMBER, AMOUNT OF ARREARS IN PAY, CHECK #, DATE RECEIVED. Cards pertain to USAFFE and guerrillas both positive and negative cases.	
										<i>Check this with 1698</i>
1696 Miscellaneous AGRD File	5 drawers, steel legal	Various	7	Conf.	Poor	Bound Folders and Envelopes	NONE	Not Used	Consolidations of recommendations for findings of death (CIV. PS and AUS personnel), WD civilian personnel, Circulars, Memoranda, Machine Record Rosters of Non-Recovered PS + AUS personnel, ledgers, Copies of Concept, Letter Orders, Copies VA 3101 series, Copies Civilian	Files should be screened by Proj J' section and proper disposition made. <u>YES</u>
1697 ^{To} 1744 Project 'C' Files	5 drawers, steel legal	9x15	460	SECRET	Good	Individual and Group Folders + ledgers.	NONE	Not Used	Files contain index ledgers, procurement and subsistence receipts, general and cash vouchers, Civilian payrolls, lists of accounts payable, lists of civilians arrested, Radiograms, guard reports, Gila Troop rosters, SOs, Casualty reports, lists of military personnel, dispensary records, X-ray and serological reports.	These records pertain predominantly to gila procurement from civilian sources. However, ^{and GILA} military records are included and should be screened out and filed with the military archives. Military records are found in cabinets 1706 B to E, 1715 D + E, 1721 A, 1722 A, B, E, 1727 A + B, 1731 A.
1745 Organization Index Cards	6 drawers, steel	3x5	46	Conf.	Good	Individual 3x5 Cards	Numerically by orgn and alphabetical within the orgn.	Not Used	Cards reflect organization, name of individual, ASN, grade, home address, name and address of claimant (in deceased cases) for PA, PC, and PS personnel.	The purpose for which these cards were prepared can not be determined. It appears that cards were used in AGRD as a form of case control. <i>for investigation purposes</i>

Working Title	Type of Cabinet	Size of Document	Linear Feet	Security Classification	Condition of Contents	Type of Record	Filing Arrangement	Frequency of Use	Informational Content and Nature of Use	General Remarks
1668 ^{to} 1680 Master Card Index File	20 section compartmented table top, wood	3 1/4 x 17 1/2"	510	Conf.	Good	Individual Index Card	Alphabetical	Continuously	Cards reflect name and grade (rank) of individuals (PA personnel) and brief description of information contained in archives including file reference for location of pertinent archives.	
1661 ^{to} 1663 NSLI Card Index File	20 Section compartmented table top, wood	3 1/4 x 17 1/2"	88	Conf.	Good	Individual Index Cards	Alphabetical	Continuously	Cards reflect name of individual and available information pertinent to National Service Life Insurance on PA personnel.	Cards contain information shown in NSLI Bk in cabinet #1600 and 1601.
1684 ^{to} 1686 Reports of Investigations	5 drawer, steel legal	9 x 15"	24	Conf.	Good	Bound folders	None	Not Used	Folders contain duplicate copies of field investigations made in the P.I. in connection with alleged service in PA, AUS, PS, PC and WD civilian employment.	Files should be screened and duplicates disposed of since originals are apparently filed in 201 files of individuals concerned. Several files checked revealed originals.
1686 ^{to} 1687 Headquarters, Records Investigation Br, AGRD	5 drawer, steel legal	various	13	Conf.	Good	Bound folder and cards	None	Not Used	Files contain TM's, copies of radiograms and telegrams, case inventories, reimbursement rosters, copies of travel expense vouchers, weekly reports on cases, and personnel, time and attendance charts, photographs, maps, blank forms, stencils, policy folders, memoranda, performance evaluation charts, travel orders, SOP, copies of communications management surveys, file dividers, job descriptions, ledgers, investigators case card file.	File should be screened for possible dispositions.
1688 Adjustment Division - Arrears in Pay	4 drawer, steel legal	9 x 12"	8	Conf.	Excellent	Bound folder	None	Not Used	Folders contain copies of letters of transmittal for approved arrears in pay payment on USAFFE and Grla personnel. Both living and deceased cases involved.	

added to Master card file

check this with 1689-1695

JE

88
510
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610

Working Title	Type of Cabinet	Size of Document	Linear Feet	Security Classification	Condition of Contents	Type of Record	Filing Arrangement	Frequency of Use	Informational Content and Nature of Use	General Remarks
1630 ² 30 ⁶ (continued)									on initial rosters, revision of recognition dates of grla units and revised Troop rosters showing name, soc number + period of soc. Used in verification of individual's grla soc.	
1630 ¹ Letters of Individual Recognition	4 drawer, steel 15X24X50	9X15 ✓	1 1/2	Restricted	Good	Bound folder	Alphabetical	Continuously	Letters prepared by Hq. Phil Ry Comd to Chief of Staff, AFP, advising of the granting of individual grla recognition to grla personnel. Used for verification of individual's grla soc.	NONE
1631 Miscellaneous Grla Information	4 drawer, steel 18X24X50	9X15 ✓	6	Restricted	Good	Bound folder	None	Infrequently	Contains copies TIR, SO's, correspondence, + lists. Used in connection with grla recognition program.	Recommend files be screened for consolidation and/or disposition.
1632 Guerrilla Casualty Reports	5 drawer, steel, legal	9X15 ✓	10	Restricted	Excellent	Bound folder	Dewey decimal + ORGANIZATIONAL	Continuously	Contains individual and consolidated casualty reports on grla personnel. Casualty reports show name, unit, date of casualty, description of casualty, NOK or beneficiary. Used to identify grla casualty roster listing.	CARDED - CARDS filed 1668-1680 (MOF)
1633 ¹⁰ 1664 Guerrilla Archives	5 drawer, steel, legal	9X15 ✓	292	Restricted	Excellent	Bound folder	Set-up by org + Comd, numerically.	Continuously	Contains GO's, SO's, morning reports, TIO's, rosters, payrolls, maps + mosaic, periodic reports and memoranda pertaining to grlas. Used to verify grla soc.	Files could be improved for searching by replacing present folders with stiff-back folders with raised tabs.
1665 ¹⁰ 1667 Duplicate Copies of Initial Reconstructed + Casualty Guerrilla Rosters	4 drawer, steel, legal	9X15 ✓	15	Restricted	Good	Bound folder	None	Not Used	Contains duplicate copies of Grla IEM rosters, initial reconstructed grla troop rosters, grla casualty rosters, and revised reconstructed grla troop rosters.	These copies were received in Feb 1956 from the Far East. Mr. McCool requested rosters be sent this office. Rosters are duplicates of rosters on file in cabinet #1627 to 1639. (and 163-164)

(to placed subject to GAO)

Working Title	Type of Cabinet	Size of Document	Linear Feet	Security Classification	Condition of Contents	Type of Record	Filing Arrangement	Frequency of Use	Informational Content and Nature of Use	General Remarks
1626 Guerrilla IBM Rosters	4 drawer, steel 18x24x50	11x15	5	Restricted	Good	Bound folders	Alphabetical	Occasionally	Rosters reflect name, rank, orgn, service number, casualty code, folder number, page number on recognized grla personnel. Used in locating individuals on recognized grla rosters.	Suggest different file cabinet be used since present cabinet drawers are defective. There are two cabinets of same size available. (1620-1624 only)
1627-28 Guerrilla Initial Reconstructed Troop Rosters	4 drawer, steel 18x24x50	9x15	10%	Restricted	Good	Bound folders	Set-up by Comd and numerically	Continuously	Correspondence pertinent to initial recognition of various grla units rosters showing individuals recognized. Used to establish grla service.	None Orig. copy in GAD file (1603-1617) dup copy 1665-1667
1629-30 Guerrilla Casualty Rosters	4 drawer, steel 18x24x50	9x15	4	Restricted	Good	Bound folders	Set-up by Comd and Numerically	Continuously	Correspondence pertinent to casualty recognition of grla members and rosters of casualties (MIA, ILLD, KILLD, USA, KIA, DILD, USLD + Miss) Used to establish grla service and casualty status.	None same remarks as 1622-1628
1629c Medical Tag Cards	4 drawer, steel 18x24x50	3 1/2 x 7 1/2	1	None	Good	Individual IBM cards	Alphabetically (O to Z missing)	Not used	Cards reflect name, Book and Sheet No and type of record. Information refers to individual Med Tags & Casualty Reports dated in '41 and '42 which were formerly maintained with the USARF archives. Documents have since been interfiled in individual 301 file.	Cards could be used to verify spelling variations on individual cases where medical data are not located in PA201 file. If retained, cards should be placed in USAFFE archives (1630d) Destroy Remove in 2012 or consolidate in Master C
1629c Individual Grla Recognition Card File	4 drawer, steel 18x24x50	3x5	1	None	Excellent	Individual 3x5 Card	Alphabetical	Not Used	Cards reflect name, SO number on which name appears, paragraph and date number. SO indicate individual casualty + non-casualty recognition. SO's published by HNDF.	Card file never used by this Branch and appears file can be disposed of. (F-505-506) also work file) Master Card File
1629d Grla Archives Index Cards (6th + 10th Mil. Dist)	4 drawer, steel 18x24x50	3x5	2 1/2	None	Good	Index 3x5 cards	Numerically by orgn by Military Dist	Infrequently	Cards reflect orgn unit name, chronological listing of available TIRs + PIRs with decimal file reference to rosters, and name of IO.	Card file never ^{seldom} used in Branch and (never completely indexed.) want to use them on a sort for a catalog
1630-30 Revised Reconstructed Grla Troop Rosters	4 drawer, steel 18x24x50	9x15	4 1/2	Restricted	Good	Bound folders	Set-up by Comd + numerically	Continuously	Correspondence pertaining to addition + deletion of name	(See page #9)

check against list of names grla and, as of 8/8

Working Title	Type of Cabinet	Size of Document	Linear Feet	Security Classification	Condition of Contents	Type of Record	Filing Arrangement	Frequency of Use	Informational Content and Nature of Use	General Remarks
1624I to 1624J Revision Rosters, 3d Army Corps, FAIT	1 drawer, steel	3 1/4 x 7 1/8	3 1/2	Restricted	Excellent	Individual Cards	Alphabetical	Continuously	Cards reflect name, rank, periods of service, numerical listing of ind. on revised rosters.	Used in identifying recognized grla personnel.
1624K Revision Rosters, Hunters ROTC	1 drawer, steel	3 1/4 x 7 1/8	4	Restricted	Excellent	Individual IBM Cards	Alphabetical	Continuously	Cards reflect name, numerical listing of individual on revised rosters. Used in identifying recog grla personnel in Hunters ROTC.	
1625A Guerrilla Officers	4 drawer, wood	3 x 5	2	Restricted	Excellent	Individual Officer Cards	Alphabetical	Occasionally	Cards reflect name, rank, orgn and period recognized grla service. Cards were prepared by screening of GAD files. Facilitates identification of orgn in cases where organizational title is not known but name of CO is available.	Good convenient file to aid in searches. Savings in time.
1625B 14th Infantry Cards	4 drawer, wood	3 1/4 x 7 1/8	1 1/2	Restricted	Good	Individual IBM Cards	Alphabetical	Not used frequently	Cards reflect name, unit, date carried on roster.	Recommend cards be placed with 14th Infantry study file. (1625C)
1625C Guerrilla Organizations and Numbered Units	4 drawer, wood	3 x 5	1/2	Restricted	Good	3 x 5 Card	Numerical by organization	Frequently	Grla orgn cards reflect name of orgn and data pertaining to recognition or non-recognition of units. File used as ready reference to assist in identification of units. Numbered unit cards reflect organizational element with index reference numbers.	duplicate cards in file in master OK
1625D Card Index on PA Orgns.	4 drawer, wood	3 1/4 x 7 1/8	1	Restricted	Excellent	IBM Cards	Numerical	Continuously	Cards reflect orgn name, activation or inactivation dates, authority, page # and BK #. Used to facilitate search of Philippine Army records.	prepare me master booklet. OK - roster for general use -
1625E Rosters File	On top of cabinet	9 x 15	1/2	Restricted	Good	6 Folders	None	Not used frequently	Rosters reflect names of personnel allegedly serving with 14th Inf PA, AUS or Grla units. Rosters are reported to be fabricated.	Recommend folders be placed with 14th Infantry study file. <u>dup</u> - used by Rec Sec in connection w/ 1625B (PA Ar. Index)

DECLASSIFIED
Authority NND 883078

Working Title	Type of Cabinet	Size of Document	Linear Feet	Security Classification	Condition of Contents	Type of Record	Filing Arrangement	Frequency of Use	Informational Content and Nature of Use	General Remarks
1608 to 1670 Guerrilla Affairs Division Files	5 drawer, steel legal	9x15	100	Conf.	Good	Manila folder containing papers pertinent to individual guerrilla units	Numerically	Regularly	Contain basic correspondence between field officers and Guerrilla Affairs Division relative to individual and unit recognition, historical outline of units, initial and subsequent requests for recognition, rosters, affidavits and investigations pertinent to recognition. Results of investigations and determinations as to recognition or non-recognition. Files are used in answering inquiries pertinent to grla organizations, individual grla recognition in clarification of apparent discrepancies in recognized grla rosters.	copies of Recogn rosters are also filed 1627-1630A-E 1665-1667 INTACT GAD Key copy
1671 to 1675 Policy Files	5 drawer, steel legal	9x15	4	Conf.	Good	Manila folders	None	Reference	Contain misc. publications, list of grla personnel, reports on individual grla members and units, press releases, order radiograms, affidavits, compilation of activities of individuals, comments by officers on various grla officers and units, alphabetical listing of casualty and non-casualty grla files, list of grla units, SOI of Sections within Organ Rec. Br, RAC, indexes and policies pertinent to aforementioned records.	Recommend these folders be screened and grla informational folders be consolidated with grla files. The majority of folders pertain to policies and should be controlled by Hq personnel and filed in Br Hq.
1618 Guerrilla Affairs Division Individual Files	5 drawer, steel legal	9x12	5 1/2	Conf.	Excellent	Individual GAD Folders	Alphabetical	Not Used	Folders consist primarily of individual requests for and grla status reports on RS personnel.	Recommend folders be interfiled in each individual's TAGO SOI file. DUE <u>destruction!</u>
1619 Specimen Signatures	5 drawer, steel legal	9x15	3 1/2	Conf.	Excellent	Individual Folders and IBM Cards	Alphabetical	Infrequently	File consists of three alphabetical sets of files. The first set contains signature specimens of Filipino civilian employees of AGRD and consists of signed personal history statements. The second set consists of official signature specimens of officers + former officers (Filipino + Amer). Third set consists of IBM cards showing official signature + signed initials of present + former employees of former AGRD and officers assigned to that office.	Used in verifying the authenticity of signature of military + civilian personnel formerly assigned to AGRD Questionable worth at this time Used to assist the VA in assessing the validity of cert. proba received by VA
1620 to 1674 Individual Grla IBM Cards	11 drawer, steel 20" x 36" 50"	3 1/2 x 1 1/2	177	Conf.	Excellent	Individual IBM Card	Alphabetical	Continuously	Card reflects name, rank, organization command of grla unit, folder number and page number of grla IRTR's on which individual's name is listed. Used in identifying recognized grla personnel.	

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Working Title	Type of Cabinet	Size of Document	Linear Feet	Security Class.	Condition of Contents	Type of Record	Filing Arrangement	Frequency of Use	Informational Content and Nature of Use	Remarks
1589 ^{a,b} 1589 ^{c,d} Case Control Cards	9 drawer wood	3x5	4	None	Good	Individual 3x5 Card	Alphabetical	Not Used	Cards reflect name, status, review and determination number, running date control on action taken. Cards pertain to PS and AUS personnel	Cards are no longer of any value and should be <u>disposed</u> of.
1590 ARREARS in Pay Indon Control Cards	9 drawer wood 22x30x50	3x5	26	None	Good	Individual 3x5 Card	Alphabetical	Not Used	Cards reflect name, grade, ASN, Book, Page and Line # and the amount paid per arrears in pay to PS, AUS and civilian personnel	Book, page + line number referred to are not known. Cards are of value without this info. dispose
1591 Book List for ARREARS in Pay Settlement	5 drawer, steel legal	11x18	1	Conf.	Fair	62 line consolidated list, Single entry log	Alphabetical	Not Used	Entries include name, ASN, or wage rate, rank or job title and pay data in connection with settlement of arrears in pay.	Personnel involved were PS and AUS servicemen and American and Filipino civilians. Study
1592 ^{To} 1601 USAFFE Archives	5 drawer, steel legal	9x15	66	Conf.	Fair	Folders and Binders containing Group and Organizational Records	Dewey Decimal	Continuously	Archives consist of Troop Rosters, Payrolls, General and Special orders, Rations and Subsistence Vouchers, Crivotos and Rollcalls, Hospital Records, Death and Internment Records, Radiograms, Military History, War Diaries, Medical Reports, Medical Station Logs, Induction Notices, Death Reports, POW Rosters, POW Death Rosters, Newspaper Files and National Service Life Insurance data pertaining to PA personnel. Records date from 1947 to 1945.*	All archives should be placed in stiff binders for protection and with raised tabs for easy identification and to facilitate searching (action as proposed in progress discontinued by non availability of material) * Records are used for verification of service and status of former PA personnel in the service of the Armed Forces of the United States.
1602 ^{To} 1607 Philippine Army Archives	5 drawer, steel legal	9x15	58	Conf.	Good	Folders and Binders containing Group and Organizational Records	Organizational	Continuously	Archives consist of Payrolls, Hospital Admission Lists, Duty Rosters, Murnung Reports, General and Special Orders, Company Orders, Tables of Organization, Strength Reports, San reports, Guard Reports and Mailing and Station Lists. Records date from 1945 to 1950 and are used for verification of service, status and discharge of PA personnel	This file will be amended w/project of screening Proj 'e' files.

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Working title	Type of Cabinet	Size of Documents	Linear Feet	Security Class	Condition of Contents	Type of Record	Filing Arrangement	Frequency of Use	Informational Content + Nature of Use	Remarks
1583 ^a Statement cards	10 drawn, wood	3x5	3	Comp	Good	Individual 3x5 card	Alphabetical	Not used	Cards reflect name grade and casualty information on AUS personnel. Appear to have been used as reference cards in processing cases.	Cards are of no apparent value and should be <u>disposed</u> of.
1583 ^b Case Control Cards	10 drawn, wood	3x5	1 1/2	None	Good	Individual 3x5 card	Alphabetical	Not used	Cards reflect name, grade & ASN of AUS personnel carried in a casualty status in the P.I., date case received & date dispatched. Cards prepared in Washington.	Cards are of no apparent value and could be <u>disposed</u> of.
1583 ^c Statement cards	10 drawn, wood	3x5	2 1/2	Comp	Good	Individual 3x5 cards	Alphabetical	Not used	Cards reflect name grade and missing status information on PS personnel. Also contain a second set pertaining to AUS personnel.	As all missing personnel cases during WWII have been resolved, cards are of no apparent value + should be <u>disposed</u> of.
1583 ^d Case Control Cards	10 drawn, wood	3x5	1 1/2	None	Good	Individual 3x5 cards	Alphabetical	Not used	Cards reflect name grade & ASN of AUS personnel and notations as to action taken on case.	Cards are of no apparent value and could be <u>disposed</u> of.
1584 ^a 1585 ^a Negative Determination Cards	8 drawn, steel	3x5	33	None	Good	Individual 3x5 cards	Alphabetical	Not used	Cards reflect name of civilian employee and notation that neg det in employment was made. File was used for case control.	Some info shown on cards is reflected in individual 201 file cards could be <u>disposed</u> of. TESTED!
1585 ^b Positive Determination Cards	10 drawn, wood	3x5	11	None	Good	Individual 3x5 cards	Alphabetical		Cards reflect name of civilian employee and notation that positive det on employment was made. File was used for case control.	Since information shown on cards is also reflected in individual 201 folder cards are of no value and should be <u>disposed</u> of.
1586 1588 Case and Record Control Card	6 drawn, steel	5x8	1	None	Good	Individual 5x8 cards	Alphabetical	Not used	Cards reflect name of individual, status (civilian or military), service # where applicable, running date control on action taken and shipping date applicable to St. Louis. Cards pertain to PS & AUS personnel and civilian employees in the WD.	Since cards are no longer used for the purpose for which they were initiated they could be disposed of. use: put in PA (201's) at 90 days
1588 ^a Case and Record Control Book	Not in cabinet	8x11	1	None	Good	Loose leaf Binder	Alphabetical	Not used		

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Working Title	Type of Cabinet	Size of Document	Linear Feet	Security Classification	Condition of Contents	Type of Record	Filing Arrangement	Frequency of Use	Informational Content and Nature of Use	General Remarks
1580 Civilian Payroll Index Cards	11 drawer, steel 13" x 36" x 50"	3x5	✓ 50	Conf.	Excellent	Individual Card	Alphabetical	Continuously	Cards show name, employing agency, payroll voucher number, date of voucher, folder number and page number. Used in locating pay information on Civilian payrolls on file in Proj. "I" Archives.	(1420 edes is a partial inter to same info -)
1581 Civilian Payroll Index Cards	11 drawer, steel 13" x 25" x 51"	3x5	✓ 39	Conf.	Excellent	Individual Card	Alphabetical	Continuously	As above	
1582 A-H Philippine Scout Payroll Index Cards	10 drawer, wood 13" x 25" x 51"	3x5	✓ 30	Conf.	Excellent	Individual Card	Alphabetical	Continuously	As above	(consolidate w) 1561-1562
1582 I Miscellaneous Card File	10 drawer, wood 13" x 25" x 51"	3x5	1/2	Conf.	Good	Individual Card	Alphabetical	Not Used	Consists of two sets of cards: One pertaining to civilian employees & showing information as to charge-out of 301 file. One pertaining to Casualty Reports on PS and AUS personnel.	Cards should be disposed of. OK ✓ 1562
1583 A-C Philippine Island Death Report Cards	10 drawer, wood 13" x 25" x 51"	3x5	8	Conf.	Good	Individual Card	Alphabetical	Not Used	Cards reflect name, ASN, determination number, death information on PS + AUS personnel. Cards were prepared when individual's case was resolved by the preparation of Report of Death.	Since cards were prepared for control purposes at the time AGRD was resolving PI deaths and information shown on the cards is now in the 301 files recommend cards be disposed of.
1583 D Payroll Voucher Number Card	10 drawer, wood 13" x 25" x 51"	3x5	1/4	Conf.	Good	3x5 Card	Alphabetical	Not Used	Cards reflect name of Fin. Officer, Voucher number, organization paid and month and year for which paid. Apparently were used at one time for identification of PS payrolls.	Since payroll vouchers are now filed by organizations this card file is no longer of value and could be disposed of.
1583 E Philippine Scouts Recalled to Active Duty	10 drawer, wood 13" x 25" x 51"	3x5	1/2	Conf.	Excellent	3x5 Card	Alphabetical	Not Used	Individual cards reflect order number and paragraph, name, grade, ASN, EA and NOK of PS's recalled to active duty at the outbreak of war. Cards were used for identification purposes in conjunction with WD casualty listing of PS and AUS personnel.	Data shown on cards could be transferred to WD Casualty listings and cards disposed of. 1561-1562

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Working Title	Type of Cabinet	Size of Document	Linear Feet	Security Classification	Condition of Contents	Type of Record	Filing Arrangement	Frequency of Use	Informational Content and Nature of Use	General Remarks
1580 Civilian Payroll Index Cards	11 drawer, steel, 13" x 30" x 50"	3x5	✓ 50	Conf.	Excellent	Individual Card	Alphabetical	Continuously	Cards show name, employing agency, payroll voucher number, date of voucher, folder number and page number. Used in locating pay information on Civilian payrolls on file in Proj. "J" Archives.	(1420 def is a partial inter to same info -)
1581 Civilian Payroll Index Cards	11 drawer, steel, 13" x 25" x 51"	3x5	✓ 39	Conf.	Excellent	Individual Card	Alphabetical	Continuously	As above	
1582 A-H Philippine Scout Payroll Index Cards	10 drawer, wood, 13" x 25" x 51"	3x5	✓ 30	Conf.	Excellent	Individual Card	Alphabetical	Continuously	As above	Consolidate w/ 1561-1562
1582 I Miscellaneous Card File	10 drawer, wood, 13" x 25" x 51"	3x5	1/2	Conf.	Good	Individual Card	Alphabetical	Not Used	Consists of two sets of cards: One pertaining to civilian employees + showing information as to charge-out of 301 file. One pertaining to Casualty Reports on PS and AUS personnel.	Cards should be disposed of. OK ✓ 1562
1583 ABC Philippine Island Death Report Cards	10 drawer, wood, 13" x 25" x 51"	3x5	8	Conf.	Good	Individual Card	Alphabetical	Not Used	Cards reflect name, ASN, determination number, death information on PS + AUS personnel. Cards were prepared when individual's case was resolved by the preparation of Report of Death.	Since cards were prepared for control purposes at the time AGRD was resolving PI deaths and information shown on the cards is now resolved in the 301 files recommend cards be disposed of.
1583 D Payroll Voucher Number Card	10 drawer, wood, 13" x 25" x 51"	3x5	1 1/2	Conf.	Good	3x5 Card	Alphabetical	Not Used	Cards reflect name of Fin Officer, Voucher number, organization paid and month and year for which paid. Apparently were used at one time for identification of PS payrolls.	Since payroll vouchers are now filed by organizations this card file is no longer of value and could be disposed of.
1583 E Philippine Scouts Recalled to Active Duty	10 drawer, wood, 13" x 25" x 51"	3x5	1/2	Conf.	Excellent	3x5 Card	Alphabetical	Not Used	Individual cards reflect order number and paragraph, name, grade, ASN, EA and NOK of PS's recalled to active duty at the outbreak of war. Cards were used for identification purposes in conjunction with WD casualty listing of PS and AUS personnel.	Data shown on cards could be transferred to WD Casualty listings and cards disposed of. 1561-1562

Working Title	Type of Cabinet	Size of document	Linear Feet	Security Class.	Condition of contents	Type of Record	Filing Arrangement	Frequency of Use	Informational Content & Nature of Use	General Remarks
1424 Miscellaneous Loyalty Data	5 drawers steel, legal	9x12	✓	2 1/2 Conf	Good	Consolidated Papers pertaining to Loyalty Status	Numerical	Not used	Contains Compilation of Loyalty Status Based Proceedings, Mail + Document Register or HSB cards and list of individuals on HSB reports. Files are obsolete.	To Class Post Sec
1425 201 Change Cards	4 drawers, steel standard	9x12	✓	2 1/2 None	NA	Change cards	Alphabetical	Not Used	Cards show name, ASN of PS whose Project 'J' military 201 file has been forwarded to TAGO, Washington, D.C. for consolidation in TAGO(PS) 201 file.	Cards could be disposed of since all the Project 'J' Military 201 files have been consolidated with TAGO 201 files or have been filed in Record Sections WWII.
1425 1509 Proj 'J' Civilian 201 files	4 drawers, steel standard	9x12	✓	820 1/2 Conf	Excellent	Civilian 201 File	Alphabetical	Continuously	Contains records pertinent to individual personal history and WD civilian employment. Used in processing claims based on such service.	
1560 Index cards, Proj 'J' Military	6 drawers wooden 15 1/2 x 17 x 17"	3x5	✓	7 Conf	Good	Index cards	Alphabetical	Infrequently	Cards contain index reference numbers per Microfilm records and Project 'J' archive files.	Book index is used because of easier access.
1561-1562 Project 'J' IBM card files	11 drawers, steel	3 1/2 x 11 1/2	✓	77 Conf	Excellent	IRM cards	Alphabetical	Continuously	Cards reflect individuals name and notations as to listings in Proj J archives. Used as index to archives. PS + AUS + Div	
1563 POW cards - Japanese	7 drawers, metal	5 1/2 x 8	✓	14 Conf	Good	Individual cards	Alphabetical	regularly	Personal + POW data on civilians who were interned at Santa Tomas.	AS 15 Identify fully Post Sec
1563 Personal History on Medical Personnel	7 drawers, metal	4 x 6	✓	2 Conf	Good	Individual cards	Alphabetical	Not Used	Contain personal, educational and military data on American individuals located in P.I. at outbreak of war.	Cards indicate US Army + Navy personnel and civilians. 201 Post Sec of serv
1563 1519 Project 'J' Archives	5 drawers, steel, legal	varied	147	Secret	Good	Bound folders	Rowley Decimal + number filing arrangement.	Continuously	Files contain POW records, individual camp records, time reference cards, parole for civilians, 50 + 50 on PS, AUS personnel, histories of PS, diaries, PS + civilian lists, rosters of non-recovered PS + AUS, rosters of Japanese personnel assigned to POW camps, sick reports, receiving reports, wills + testaments, Bill of Prison hosp. reports, army papers on insurance + pay, copies of calligrams on POWs + m.l. personnel recovered from POW camps, individual medical reports on AUS + PS personnel (see remarks)	medical exam, dispensary reports on civilian + military personnel, casualty reports on civilian + military personnel, US Casualty list has on AUS personnel, lists of deceased personnel furnished by Graves Registration, Death Reports, Jap. Propaganda, monthly list of ship sinkings, reports of a location, X-ray films, maps of P.I. prison camps, lists of repatriated POWs on PS, AUS, civilian, Amer + Foreign nationals, Philippines + Jap newspaper lists of news + ship + air + sea news, used in conjunction with press releases Proj 'J' military personnel.

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Survey of Records Holdings Recovered Personnel Records Branch

Number Sequence	Working Title	Type of Cabinet	Size of Document	Linear Feet	Security Classification	Condition of Contents	Type of Record	Filing Arrangement	Frequency of Use	Informational and Nature of Use	General Remarks
1-502	Philippine Army 201 Files	4 drawers, steel legal	9x15	3308	Confidential	Good	Individual Folders	Alphabetical	Continuously	Files contain records pertinent to military service and personal history of Philippine Army personnel	NONE
51-628	Philippine Army 201 Files	5 drawers, steel legal	9x15	562	do	Good	Individual Folders	do	do	Used in processing claims based on such service	
29-404	Philippine Army 201 Files	4 drawers, steel legal	9x15	4654	do	Good	Individual Folders	do	do		
				8524							
4-100	X-ray Films	3 drawers, steel legal	14x18	45	Conf.	Excellent	Individual X-ray Film in Envelope	Alphabetical and Numerical	Continuously	X-ray Films (predominantly chest) of PA & PS personnel	NONE
4-100	X-ray Films	Open shelving	14x18	8	do	Excellent	Individual X-ray Film in Envelope	Alphabetical and Numerical	do	Furnished to VA on Request	"PA" NEED ONE MORE Cabinet
1412-1417	Papers for Destruction	4 drawers, steel legal	NA	Fluctuating	Low	NA	Duplicate copies. Misc records & documents removed from PA 201 files	NONE	NA		NONE
418-419	Philippine Recovered Records	4 drawers, steel legal	9x15	11	Conf.	Good	Microfilm Records	Numerical	Infrequently	Reels contain Troop rosters, General & Special Orders, Hospital records, Medical reports, Lists of US Civilian employees, Unit Histories, Diaries, Maps, POW rosters, POW Death Reports, Grave registrations, copies of newspaper and radiograms	Military records pertain to PA and AUS personnel. These reels and copies of Project 'J' archives. (1944-1979)
4-100	Philippine Recovered Records	4 drawers, steel legal	9x15	2	Conf.	Good	Photo copies of microfilmed Records	Alphabetical	Occasionally	Roster reflects name, rank, and organization status & disposition of U.S. Army, Navy & Civilian personnel in the PI. during WWII	This roster was reproduced on microfilm reels in 1979 AB. Project 'J' archives (1944-1979) contain photo copy of original roster transfer.
4-100	Philippine POW Claims	7 drawers, steel microfilm	1x3 1/2 x 4	18	Conf.	Excellent	Microfilm reels	Numerical	Regularly	Reels contain copies of WCC claim forms submitted by former PA and PS personnel in connection with their claims for reimbursement under Public Law 490, Title 48	NOT PL 490 Congress
4-100	Philippine Recovered Records	7 drawers, steel microfilm	1x3 1/2 x 4	30	Conf.	Excellent	Microfilm reels	Numerical	Regularly	Duplicates of reels filed in 1978 plus set of similar photographs	(P) 4 reels classified 'Secret'
20-	POW Claim File - Set # 3	20 drawers, wood	3 1/2 x 7 1/2	27	Conf.	Excellent	IBM Card File	Numerical	Regularly	Cards reflect name of claimant, WCC claim number and microfilm index number, and are used to locate reel containing copy of claim. Personnel involved are predominantly PA but some are PS, some AUS and some civilian	
20-	POW Claim File - Set # 3	30 drawers, wood	3 1/2 x 7 1/2	34	Conf.	Excellent	IBM Card File	Alphabetical	Regularly	Cards reflect name of employee, agency, folder #, date, etc. and index to Civilian Payroll Vouchers	Project of entering data on cards started in 1978 and not complete. In present condition cards are up to date. Update index in 1980
21	POW Claim File	22 drawers, wood	3 1/2 x 7 1/2	34	Conf.	Excellent	IBM Card File	Alphabetical & Numerical	Regularly	As above - Drawers 1420-1426	Cards are used to locate microfilm reel number on which individual POW claim is shown.
22	POW Claim File	11 drawers, steel	3 1/2 x 7 1/2	40	Conf.	Excellent	IBM Card File	Alphabetical	Regularly	As above - Drawers 1420-1426	
23	POW Claim File	11 drawers, steel	3 1/2 x 7 1/2	40	Conf.	Excellent	IBM Card File	Numerical	Regularly	As above - Drawers 1420-1426	
4-100	Project 'J' Loyalty Files	5 drawers, steel legal	9x12	34	Conf.	Good	Individual 201 Loyalty Folders	Alphabetical	Not Used	Folders contain VA requests for loyalty data and loyalty investigation reports on former PE personnel	Files are inactive. Recommend files be inter-filed with individual personnel file in Records Section. NO - to Class Rel Sec
4-100	Spanish American War Veterans Loyalty Files	5 drawers, steel legal	9x12	12	Conf.	Good	Individual 201 Loyalty Folders	Alphabetical	Not Used	Folders contain VA requests for and/or investigation of Spanish-American War Philippine Scouts	Files are inactive. Since report has been furnished to the VA and files are no longer used, it is recommended that these files be disposed of. - to Dept. Rec. Br.

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