

Hall of Records
Commission

REQUEST FOR RECORDS RETENTION SCHEDULE
to be Submitted to the Records Management Division
Hall of Records Commission

SCHEDULE NO. **265**

PAGE NO. **1.** ✓

1. Requesting Agency

MILITARY DEPARTMENT

2. Division or Bureau of Requesting Agency

3. Authorization Requested (Check only one of the squares below).

A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No. 5. Description of Records
Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

1. WAR SERVICE RECORD

Size: 8½" x 11"
Dates: 1917-1919
Quantity: 52 letter-size drawers
File Arrangement: Alphabetical
Disposable Amount: 10¼ cubic feet

The material in this file consists of:

War Service Record - a card form showing name of individual, branch of service, rank, home address, place and date of birth, names and addresses of immediate family, brief narrative of career prior to entrance into the service, and a summary of the military service.

Correspondence - concerned with the information on service record.

The information on the War Service Record card, except that concerning the individual's family and pre-service career, was published by the War Records Commission in 1933. The publication is in three volumes entitled Maryland in the World War, 1917-1919, Military and Naval Service Records.

No use has been made of this file since publication of the volumes.

RECOMMENDATION: DESTROY ACCUMULATION.

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

Milton A. Record
Signature

The Adjutant General
Title

October 3, 1956
Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

10/5/56
Date

Morris S. Radloff
Archivist

Date

[Signature]
Secretary