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Access to Morning Reports and Unit Rosters

- Federal (non-archival) Records
- Archival Records

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FEDERAL RECORDS - (NON-ARCHIVAL RECORDS) ACCESS

Army Morning Reports and Unit Rosters, dated 1969-1974, are non-archival.*

Individuals may access these records by submitting a written request for copies of the records via postal mail or fax. Federal law [5 USC 552a(b)] requires that all requests for records and information be submitted in writing. Each request must be **signed** (in cursive) and **dated** (within the last year).

Please include as much of the following information in your request: the exact unit of assignment ("Company A, 1st Battalion, 116th Infantry Regiment"), a description of the action ("I was wounded and sent to a hospital") and an approximate date ("June 1944"). Without this type of information, the NPRC may be unable to perform a search.

- **Mail a letter or Standard Form (SF) 180, Request Pertaining to Military Records to:**

National Personnel Records Center
1 Archives Drive
St. Louis, MO 63138

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

SEARCH FEES: The NPRC may assess a fee for non-archival records, depending on the number of searches required. If that is the case, payment is required before the searches are undertaken. Fees are assessed for our time spent locating the records (at the rate of \$13.25 per hour) and for any copies that are made (first 6 pages, \$3.50; each additional page, \$0.10), with a minimum charge of \$8.30. A deposit of \$8.30 is required before we begin the search. You will be billed for any additional costs. All remittances should be made payable to the National Personnel Records Center.

OBTAINING RELEASE AUTHORIZATION FROM ARMY: If you wish to review Army non-archival morning reports in person, you will first need to write to the following office to obtain the required authorization for access to these records:

Department of the Army
Freedom of Information and Privacy Acts Office

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FEDERAL RECORDS - (NON-ARCHIVAL RECORDS) ACCESS

7701 Telegraph Road
Alexandria, VA 22315-3860

** Army Morning Reports and Unit Rosters, dated 1969-1974, are non-archival. Non-archival records are maintained under the Federal Records Center Program and are subject to access restrictions. Army Morning Reports and Unit Rosters, dated 1912-1968, and all Air Force Morning Reports, are archival records. These records have been accessioned into the National Archives and are open to the public. See above for information on how to access archival Morning Reports and Unit Rosters.*

ARCHIVAL RECORDS - ACCESS

Army Morning Reports and Unit Rosters, dated 1912-1968, and all Air Force Morning Reports, are archival records.*

Written requests for archival Morning Reports and Unit Rosters **are not** accepted. Individuals may only access these records by:

- Visiting the NPRC Archival Research Room in St. Louis, MO, or
- Employing an independent researcher to examine the records on their behalf

COPY FEES: There is no fee to request and review an archival record in the Archival Research Room. However, the NARA fee schedule authorizes the Agency to **collect fees from the public** for copies of archival records (44 USC 2116c and 44 USC 2307).

If you or your designated representative decide to review the records, please notify us in advance of your visit so we can make the necessary arrangements. You will need to speak to an Attendant at **314-801-0850** to schedule an appointment to visit our Archival Research Room.

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Army rosters and Army morning reports through 1968 are now in the legal custody of the National Archives and Records Administration. However, Army rosters for 1944 -1946 were destroyed in accordance with the General Records Schedule and are no longer available.

Unfortunately, photocopies of the filmed images are often illegible. Due to the poor quality of the film reproduction, we do not offer photocopies of microfilmed rosters or morning reports through the mail, nor do we offer to sell duplicate reels of morning report microfilm.

If you would like to personally view the rosters or morning reports, we will make them available, by appointment only, in our Archival Research Room located at the National Personnel Records Center, Archival Research Room, 1 Archives Drive, St. Louis, MO 63138. For a small fee, you may print copies of the pages you want from the microfilm. To schedule an appointment, please contact the Archival Research Room in advance, by phone at (314) 801-0850 or by email at stlarr.archives@nara.gov.

An alternative to a personal visit is to hire an independent researcher to view these rosters or reports for you. See a listing of potential independent researchers for hire.

The U.S. National Archives and Records Administration

1-86-NARA-NARA or 1-866-272-6272

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