

## **MICROFILM UNIT RECORDS ONSITE REVIEW**

As of August 2009, we are now able to schedule appointments for the viewing of Army, Air Corps, and Air Force unit records (morning reports, rosters) on site here at NPRC. Unit records were originally designed for the documentation of events and happenings involving the members of the unit for the purpose of strength accountability. If you wish to schedule an appointment, please notify us either by phone (314) 801-0850 or by email at [stlarr.archives@nara.gov](mailto:stlarr.archives@nara.gov) . We will schedule on a first-come/first-served basis.

The Army and Air Corps morning reports from 1940 through 1943 are organized by unit; the Army and Air Corps morning reports from 1944 forward are organized by unit, month and year; the Air Force morning reports are organized by unit, month and year until December 1950. Starting in January 1951, Army and Air Force morning reports are organized by unit and year. The entire reel of film which contains the specific unit being sought must be 62 years old or older before becoming a public record. The morning reports are all on microfilmed tape reels. Most unit records are compiled monthly and become public records 62 years after the month in which they were created. Example: Army morning reports created April 1, 1945 – April 30, 1945 became public records on May 1, 2007.

We will need to understand the depth of your research in order to determine the approximate length of time you will need to complete your examination of the film reels. When contacting us, please include:

**The name of the unit:** a complete unit designation would be best (for Army; division, battalion, regiment, company / for Air Corps; wing, squadron, group).

**The time frame you wish to search:** month and year (remember the broader the time span, the more film reels will need to be searched).

**Your name, address, phone, email** (for contact purposes).

We cannot provide service to customers on a walk-in basis; they must have an appointment. We cannot guarantee that our microfilm unit records holdings are complete.

When you arrive for your scheduled appointment, we will issue you an identification card and provide a brief orientation on Archival Research Room rules and procedures. The archives specialist will then instruct you on indexing, ordering, and interpreting the morning reports. The copy fee for film to paper copies is 50. cents per page.

Please be advised that this Center does not maintain Navy, Marine Corps or Coast Guard unit records (Navy deck/ship/shore logs or Marine Corps unit diaries).

Archival Research Room Hours are as follows:

**Open:** Tuesday through Friday  
10:00 a.m. to 4:00 p.m.

**Closed:** Mondays, weekends and Federal Holidays

**Phone:** (314) 801-0850      **Email:** [stlarr.archives@nara.gov](mailto:stlarr.archives@nara.gov)