

DEPARTMENT OF THE ARMY
U.S. Army Medical Department Center and School
2250 Stanley Road
Fort Sam Houston, Texas 78234-6160

Memorandum
Number 870-1

1 December 1999

Historical Activities
ARCHIVES

1. **PURPOSE.** This memorandum establishes policy and assigns responsibility for the collection and maintenance of archival materials relating to the U.S. Army Medical Department Center and School (AMEDDC&S).

2. **POLICY.**

a. The archives of the AMEDDC&S are maintained at Stimson Library

b. The archives will include, but will not be restricted to, the following items:

(1) The AMEDD Journal, AMEDD Observer, and comparable serial publications.

(2) U.S. Army Medical Department Center and School student's theses or other publications submitted to national clearinghouses, such as the Defense Technical Information Center

(3) Histories of the AMEDDC&S, U.S. Army Medical Command (MEDCOM), and the Army Medical Department (AMEDD) to include the various medical corps.

(4) Reports, publications, or regulations of historical significance regarding the organization, function, or structure of the AMEDDC&S, MEDCOM, and the AMEDD.

(5) Reports and special texts of historical significance to medical and allied health sciences in the military.

3. **RESPONSIBILITIES.**

a. Directors and department and branch chiefs are responsible for forwarding to Stimson Library three copies of the archival material described in paragraphs 2b(1) through (5).

b. The AMEDDC&S historian and the AMEDD Regiment historian are responsible for recommending reports, publications of

historical importance regarding the organization, function, and structure of the AMEDDC&S, MEDCOM, and the AMEDD.

c. The Chief Librarian, Stimson Library, is responsible for receiving, preserving, and making available AMEDDC&S archival materials.

(MCCS-HSL)

FOR THE COMMANDER:

OFFICIAL:


LUCY S. PEREZ
Secretary of the General Staff

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E, plus:

50-MCCS-IAP (Pubs Stock Room)

5-MCCS-HSL