

An Inventory of University Records,

Repository: University of Northern Colorado, James A. Michener Library, Archival Services

Collection number: RG7 S5 F11-2

Accession number: Unknown

Title: Guide to the Air Force Contract Clerical School Papers

Author: Inventory prepared by Shirley Soenksen on 2010 April 5.

Dates: 1951-1952

Creator or Collector: United States Air Force; Colorado State College of Education

Size: .75 linear feet

Language: English

Abstract: This collection documents the history of the 3464th School Squadron of the Air Force Contract Clerical School at Colorado State College of Education for 1951-1952.

Scope and Content Note:

Arrangement (required for multiple level collections):

This collection is organized into a single series:

Series 1: Air Force Contract Clerical School

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Acquisition Information (if applicable):

Transferred to Archival Services (date unknown).

Documentation relating to the acquisition is on file in Archives, RG 13 S1 F1.

Subjects:

Colorado State College of Education -- Military.

University of Northern Colorado -- Military.

United States. Air Force Contract Clerical School, Greeley, Colo.

Korean War, 1950-1953.

Inventory:

Series 1: Air Force Contract Clerical School

Folder: AFCCS Administrative Records

Contract and Instruction and orientation documentation

Folder: AFCCS Clippings & Photographs

Folder: AFCCS Instruction Personnel 1951-52

Contains correspondence

Directory of office personnel and instructors

Instructor assignments

Teacher's Record

Name

Date of Birth

Complete Educational Record

Educational Experience

Publications

Honors

Date First Employed as Full-Time or Part-Time Teacher

Date When Placed on Permanent Tenure

Years, Title, Department, Duties, Salary

Leaves of Absence

Year, Quarters, Sabbatical, How Much Pay, Spent Where

Reports on Work

Date, By Whom Made, Nature of Report

Notes by the President

Air Force Directory -- Students

Name, Class, Section, Greeley Address, Home Address

Air Force Permanent Party Directory -- Non-Commissioned Officers

Name, Greeley Address, Phone, Home Address, Home Telephone

Air Force Permanent Party -- USAF 3464th School Squadron Directory -- Officers

Name, Greeley Address, Telephone

Air Force Permanent Party -- USAF 3464th School Squadron 1951 Personnel Officers

Name, Rank

Photographs

Folder: AFCCS Hours of Instruction Report

Personnel, financial & statistical reports. Personnel records may contain the following:

Name of Airman

AFSGN

Beginning Date

Ending Date
Compensable Days of Instruction
Compensable Hours of Instruction
Remarks
Dates Absent
Total Days Absent
Reason

Folder: AFCCS Curriculum Office Procedure

Student study guides and worksheets on a variety of topics.

Folder: AFCCS Curriculum, Military Correspondence

Student study guides and worksheets on military correspondence.

Folder: AFCCS Curriculum, English

Student study guides and worksheets on English language and grammar.

Folder: AFCCS Curriculum, Clerk Typist Syllabus

Also includes lists of students

Folder: AFCCS Squadron Graduation Lists

Lists from Class Number 1, Period of Instruction: April 9, 1951-June 29, 1951 to Class Number 19, Period of Instruction: January 21, 1952-April 1952.
Name of Airman and Serial Number

Folder: AFCCS Student Reports & Records

Student study guides and worksheets on a variety of topics.