Access is granted in accordance with the Protocols for the University Archives and Records Center.

INVENTORY

Production Supervision, 1941
Box 1
A-B
T-Z

Safety Engineering, 1941

Motion and Time Study, Wage Incentives, 1941

Management of Small Plants, 1941

Time Study and Work Simplification, 1941

Production Engineering, 1941

Production Training for Group Leaders, 1941

EDT Teacher Training Production Engineering, 1941 (Summer)

Job Teacher Training, 1941 Production Engineering, 1941 (Summer)

Production Engineering, 1941 (Summer)

Application forms
A - F
<table>
<thead>
<tr>
<th>Box 2</th>
<th>G - Z</th>
</tr>
</thead>
<tbody>
<tr>
<td>Production Engineering, 1941 (Summer)</td>
<td></td>
</tr>
<tr>
<td>Application forms</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Box 3</th>
<th>Application forms, S - Z</th>
</tr>
</thead>
<tbody>
<tr>
<td>Production Engineering, 1942 (Summer)</td>
<td></td>
</tr>
<tr>
<td>Application forms, A - R</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Box 4</th>
<th>Material Handling Engineering, Management, 1941-1942</th>
</tr>
</thead>
<tbody>
<tr>
<td>Box 3</td>
<td>Production Engineering, 1941-1942</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Advanced Production Engineering, 1941-1942</th>
</tr>
</thead>
<tbody>
<tr>
<td>Production Management, 1942</td>
</tr>
<tr>
<td>Production Supervision, 1941-1942</td>
</tr>
<tr>
<td>Management Problems of Supervisors, 1941-1942</td>
</tr>
<tr>
<td>Supervisory Problems in Handling Men, 1941-1942</td>
</tr>
<tr>
<td>Industrial Psychology, 1941-1942</td>
</tr>
<tr>
<td>Safety Engineering, 1941-1942</td>
</tr>
<tr>
<td>Advanced Safety Engineering, 1941-1942</td>
</tr>
</tbody>
</table>
Registration forms (filed by course) (cont.)

Box 3
- Industrial Hygiene and Occupational Disease, 1941
- Traffic Management, 1942

Box 4
- Withdrawals, 1942 (Summer)
- Defense Contract Accounting, 1941-1942
- Industrial Procurement, 1941-1942
- Job Teacher Training, 1941
- Motion and Time Study, 1941-1942
- Supervisory Training, 1942-1943
- Standard Cost Accounting, 1943
- Cost Control, 1944
- Industrial Statistics Elementary and Advanced, 1943-1944
- War Contract Accounting and Advanced, 1943-1944
- War Contract Renegotiation and Term Accounting, 1944
- War Contract Accounting and Taxes Problems, 1944
- War Contract Termination Proceedings and Accounting Instructor's Class, 1944
- War Contract Termination Personnel Class, 1944
- Fundamentals of Traffic Management, 1943
Registration forms (filed by course) (cont.)

Box 4
War Traffic Administration Advanced War Traffic Administration, 1943-1944
Job Analysis, 1942-1943

Box 5
Industrial Relations, 1943
Safety Engineering, 1942-1943
Advanced Safety Engineering, 1942
Industrial Fire Problems, 1942
Industrial Hygiene, 1943
Industrial Procurement, 1942-1943
Production Control and Expediting, 1942
Economic Utilization Machine Tools, 1942-1943
Maintenance and Management, 1943
Motion and Time Study, 1942-1943
Advanced Motion and Time Study, 1942-1943
Incentive Systems and Wage Payment, 1943
Personnel Management, 1942-1943
Production Supervision, 1942-1943
Supervisory Problems Handling Workers, 1942-1943
Industrial Psychology for Supervisors, 1942-1943
Registration forms (filed by course) (cont.)

Box 5

Safety Training for Industrial Supervisors, 1942-1943

Advanced Production Engineering, 1942-1943

Classes dropped

Production Engineering, 1942-1943

Personnel Management and Industrial Relations, 1943

Application forms

Advanced War Contract Accounting, 1942-1943

Office Management, 1942-1943

War Contract Accounting (includes Defense Contract Accounting), 1942-1943

Box 6

War Contract Accounting (10 weeks), 1942-1943

Advanced Time Study, 1943-1944

Wage Incentive Systems, 1944

Personnel Management, 1943

Personnel Policies and Principles, 1943-1944

Personnel Selection and Procedures, 1943

Job Analysis, 1943-1944

Industrial Relations, 1943-1944

Labor Legislation, 1943-1944

Personnel Counseling, 1943-1944
Registration forms (filed by course) (cont.)

Box 6

Safety Engineering, 1943 1944
Advanced Safety Engineering, 1943-1944
Industrial Hygiene and Occupational Disease, 1943
Industrial Fire Protection, 1944
Industrial Procurement, 1943
Office Management, 1943-1944
Industrial Accounting, 1943-1944
Cost Accounting for War Industry, 1943-1944
Production Control, 1942
Advanced Industrial Management and Problems, 1943-1944
Plant Layout, 1943
Production Control and Expediting and Planning, 1943-1944
Economic Utilization of Machine Tools, 1943
Plant Management, 1944

Box 7

Statistical Quality Control, 1943
Motion and Time Study, 1943
Production Management for Supervisors, 1943
Supervision for Workers, 1943-1944
Registration forms (filed by course) (cont.)

Box 7

Industrial Relations for Supervisors, 1944

Industrial Psychology for Supervisors, 1943-1944

Work Simplification for Supervisors, 1943

Production Management and Engineering, 1943-1944

Advanced Production Engineering, 1943

Production Management for Supervisors, 1944

Production Supervision A, 1944

Supervision of Workers, 1945

Industrial Psychology for Supervisors, 1944-1945

Industrial Safety for Supervisors, 1944

Problems in Industrial Supervision, 1945

Production Management A, 1944-1945

Production Management B, 1944-1945

Production Control and Expediting, 1944-1945

Advanced Production Control, 1944-1945

Production Control and Planning, 1944

Economic Utilization of Machine Tools, 1944

Production Cost Analysis, 1944-1945
Registration forms (filed by course) (cont.)

Box 7

Statistical Control of Quality, 1944

Industrial Management Problems, 1944

Advanced Industrial Management Problems, 1944

Motion Study, 1944

Time Study, 1944-1945

Advanced Time Study, 1944

Time Study for Foremen, 1944

Personnel Policies and Principles, 1944-1945

Personnel Selection and Procedures, 1944-1945

Industrial Relations, 1944-1945

Industrial Relations Labor Legislation, 1944

Box 8

Labor Legislation, 1944-1945

Job Analysis, 1944-1945

Personnel Tests, 1944

Personnel Counseling, 1945

Employment and Induction Techniques, 1944

Wartime Personnel Problems, 1944-1945

Job Simplification, 1945
ESMWT. Production Management Division
UPB 91.1
Inventory

Registration forms (filed by course) (cont.)

Box 8

Wage Incentive System, 1945
Safety Engineering, 1944-1945
Advanced Safety Engineering, 1944
Industrial Hygiene, 1945
Industrial Procurement, no forms here
Office Management, 1944-1945
Industrial Accounting, 1944-1945
Cost Accounting for War Industry, 1944-1945
Standard Cost Accounting, 1944
Cost Control, 1945
Advanced Industrial Statistics, 1944
Elementary Industrial Statistics, 1945
Advanced War Traffic Administration, 1943-1944
War Transportation Management, 1945

Index to records: registration cards (Student Records, access)

Box 9  Card box 1  A-Br
Card box 2  Bu-Dim
Card box 3  Din-Gel
Card box 4  Gem-Hub
Index to records: registration cards (Student Records, access)

Box 9  Card box 5  Hud-Leva
Card box 6  Leve-Me

Box 10  Card box 1  Mi-P
Card box 2  Q-She
Card box 3  Shi-U
Card box 4  V-Z

Production Training group leaders
Card box 4  1941

3 x 5 cards

Box 13  Bibliography (drawer labeled "Library")

Address cards, instructor and office force and general addresses, H Z

Topical list of headings, A Z

Terminations, list of students and companies

Production Engineering course

Box 14  Pamphlets on business activities, speakers, and correspondence; business course aids and materials

Production Engineering and purpose of course; methods, blueprints, tests

Personal History blanks

Box 15  Course materials, pamphlets
Box 15
Correspondence
Rolls, terminating classes, 1944-1945
Company lists
Ordinance Contract
Course plans
List of contractors
Pretermination attendance and planning

Box 16
Seminar planning
Publicity, pictures, etc.
Monthly statements, 1944-1945
Sub contractors lists
Personnel data, A-2
Treasurer's Office correspondence.

Box 17
United States Office of Education, budget and general correspondence (ESMWT)
Pamphlet advertising the film "The Story of Willow Run"
Information about the programs; course listings.
ESMDT, report on the program; re. supervision
EDT (Engineering Defense Training), ESMDT, ESMWT Production Management Reports
Box 17

United States Office of Education, Specialist Schwenning's material (in date order) correspondence and Reports

EDT budget sheets

List of budget allowances

Information about students in ESMDT course having a B.S. or higher

ESMWT Program with course lists

ESMDT budget sheets

Newspaper articles and information about publicity

Information concerning obtaining films

Application forms

ESMWT trainee lists A-Z with company affiliation; 3 x 5 cards