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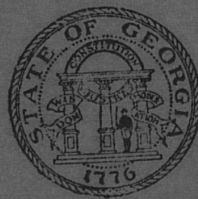


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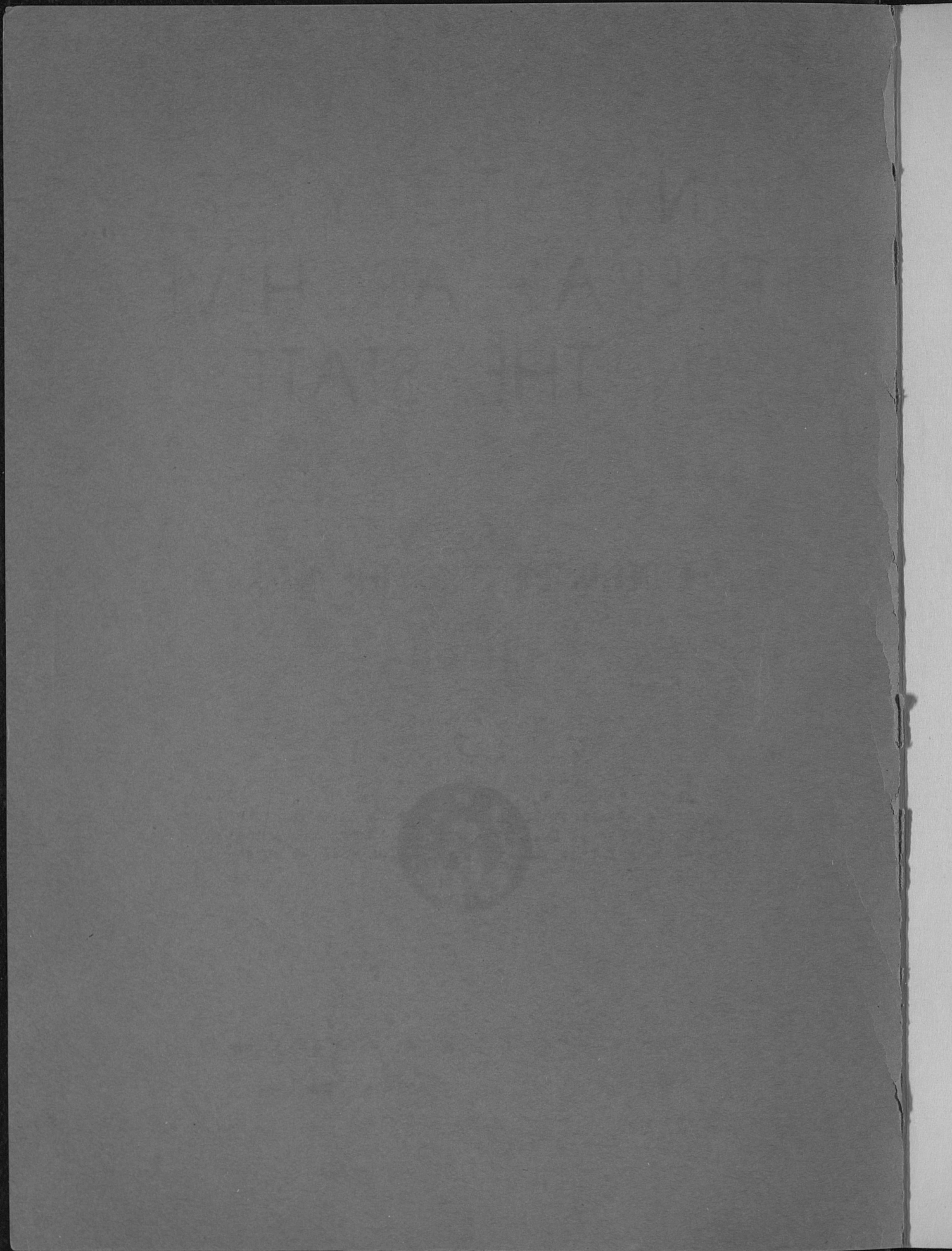
INVENTORY OF FEDERAL ARCHIVES IN THE STATES

LIBRARY
UNIVERSITY OF KENTUCKY

SERIES VIII
THE DEPARTMENT OF THE INTERIOR
No 10
GEORGIA



THE GEORGIA HISTORICAL RECORDS SURVEY
WORK PROJECTS ADMINISTRATION



The Department of
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INVENTORY OF FEDERAL ARCHIVES IN THE STATES

Prepared by

The Survey of Federal Archives
Division of Professional and Service Projects
Works Projects Administration

The National Archives
Cooperating Sponsor

SERIES VIII. THE DEPARTMENT OF THE INTERIOR

NO. 10. GEORGIA

Atlanta, Georgia
The Historical Records Survey
November 1941

The Historical Records Survey

Sargent B. Child, Director
Philip M. Hamer, Director Survey of
Federal Archives
Frederick S. Hulse, State Supervisor

Research and Records Program

Harvey E. Becknell, Director
Milton W. Blanton, Regional Supervisor
Julian J. Barfield, State Supervisor

Division of Community Service Programs

Florence Kerr, Assistant Commissioner
Blanche M. Ralston, Chief Regional Supervisor
Jane Van De Vrede, State Director

WORK PROJECTS ADMINISTRATION

Howard O. Hunter, Commissioner
Roy Schroder, Regional Director
H. E. Harman, Jr., State Administrator

"To bring together the records of the past and to house them in buildings where they will be preserved for the use of men living in the future, a nation must believe in three things. It must believe in the past. It must believe in the future. It must, above all, believe in the capacity of its people so to learn from the past that they can gain in judgment for the creation of the future."

FRANKLIN DELANO ROOSEVELT

PREFACE

The Inventory of Federal Archives in the States is one of the products of the work of the Survey of Federal Archives, which operated as a nationwide project of the Works Progress Administration from January 1, 1936 to June 30, 1937, and has been continued since that date as a unit of the Historical Records Survey, also operating as a nationwide project of the Works Progress Administration, and a group of state or local projects of that Administration and of the Work Projects Administration.

The plan for the organization of the Inventory is as follows: Series I consists of reports on the administration of the Survey, acknowledgements, and general discussions of the location, condition, and content of Federal archives in the states. Succeeding series contain the detailed information secured by workers of the Survey, in inventory form, a separate series number being assigned to each of the executive departments (except the Department of State) and other major units of the Federal Government. Within each series No. 1 is a general introduction to the field organization and records of the governmental agency concerned; the succeeding numbers contain the inventory proper, separate numbers being assigned to each state in alphabetical order. Thus, in each series, the inventory for Alabama is No. 2, that for Arizona No. 3, that for Arkansas No. 4, etc.

For each local office information regarding each series, or unit of related records, is presented in the following order: title, inclusive dates ("to date" indicating an open file at the time the information was secured), general description of informational content, description of the system of filing or indexing (if any), a statement of frequency and purpose of use, form of the record itself (bound volumes, sheets in folders, etc.), linear footage, description of the containers, physical condition of the records (not stated if satisfactory), location by room number or other identifying information, and finally, the number of the Form 58SA on which this information was originally recorded by a Survey worker and from which it was abstracted for the Inventory. This form is on file in The National Archives. When it contains substantial information on addenda sheets which has not been included in the mimeographed abstract, indication of this is given by use of the reference "See addenda."

In Georgia the work of the Survey was under the direction of Professor Merritt B. Pound from its inception until June 30, 1937. Since that time the Historical Records Survey in Georgia, now sponsored by the University of Georgia, has continued work on the Inventory of Federal Archives. This Inventory of the records of The Department of The Interior in Georgia was prepared in the Atlanta office of the Survey and was edited before final typing by Kenneth Munden, Junior Archives Assistant, The National Archives. It is reproduced in mimeographed form through the facilities of the Historical Records Survey.

Atlanta, Georgia
November 1941

Frederick S. Hulse, State Supervisor
Historical Records Survey in Georgia

CONTENTS

	<u>Page</u>
THE NATIONAL PARK SERVICE	
Atlanta, District "E" Field Office, Region I, Office of the Assistant Regional Officer	2
Marietta, Kennesaw Mountain National Battlefield Park	13

THE DEPARTMENT OF THE INTERIOR

THE NATIONAL PARK SERVICE

ATLANTA

DISTRICT "E" FIELD OFFICE, REGION I
OFFICE OF THE ASSISTANT REGIONAL OFFICER
Glenn Bldg., 120 Marietta St., N. W.

This office opened in 1934 and was one of five field offices responsible to the Director of Region I at Richmond, Virginia. In August, 1937, this office was consolidated with the office at Richmond. It is supposed that upon consolidation with the regional office all records were sent to Richmond.

Correspondence

1. TELEGRAMS, Mar. 1, 1935 - June 1, 1936. Confirmation telegrams connected with field personnel and a copy of each telegram that is sent from this office with reference to official business. Entered chronologically. (Never.) 7 x 8 bundles (6), 1 ft., on steel supply cabinet. R. 314. (3758)
2. PERSONNEL CORRESPONDENCE FILE, Mar. 1, 1935 to date. Correspondence pertaining to the active, inactive, resigned, separated, or promoted personnel of recreational projects, showing data concerning characteristics of personnel. Filed alphabetically. (Daily, official.) 9 x 12 folders, 4 ft., in steel filing case. R. 309. (3776)
3. GENERAL CORRESPONDENCE WITH THE CCC, REGION 1, Apr. 1, 1935 - Jan. 1, 1936. Correspondence pertaining to estimates, allotments, encumbrance record, pay rolls, equipments, educational programs, camp leases, abandonment of camps, time required to complete camps, and monthly record of truck operation. Filed alphabetically as to states and numerically as to camps. (Monthly, official.) $9\frac{1}{2}$ x $11\frac{1}{2}$ folders, 24 ft., in 3 steel filing cases. R. 307. (3620)
4. RECREATIONAL FACILITIES, June 1, 1935 to date. Correspondence with various camps regarding recreational facilities and invitations for suggestions as to necessities for improving camp. Filed alphabetically as to name of park. (Monthly, official.) 10 x 12 folders, 2 ft., in steel filing case. R. 301. (3742)
5. MISCELLANEOUS CORRESPONDENCE, Sept. 1, 1935 to date. Correspondence pertaining to forestry of national and state parks; fire protection, hazards, and equipment; and control maps and equipment; also miscellaneous correspondence of Alabama, Florida, Georgia, Mississippi, and Tennessee. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft., in steel filing case. Rs. 216 and 217. (3952)

6. READING FILE, Nov. 1, 1935 to date. Copies of letters from Recreational Demonstration Project on various subjects. Filed chronologically. (Daily, official.) 9 x 12 folders, 3 ft., in 2 steel filing cases. R. 301. (3692)

7. CONFIDENTIAL CORRESPONDENCE, July 1, 1936 to date. Correspondence between Regional Director of National Park Service and administrative officials, pertaining to investigations and other confidential matters. Filed chronologically. (Daily, official.) 9 x 12 folders, 4 in., in wooden filing case. R. 304. (3950)

8. CORRESPONDENCE FILES, July 1, 1936 to date. Correspondence pertaining to administrative pay rolls, travel expense, contracts, equipment, and expenditures. Arranged alphabetically as to subject and filed chronologically. (Semimonthly, official.) 8 x 11 loose papers, 1 ft., in steel filing case. R. 301. (3617)

9. BLUEPRINTS, Apr. 1, 1933 to date. Of improvements on state parks, road work, camps, buildings, bridges, garages, and telephone lines of Alabama, Florida, Georgia, Louisiana, Mississippi, and Tennessee. Filed alphabetically by state. (Daily, official.) 24 x 36 loose papers, 3 ft., in wooden filing case. R. 314. (3750)

10. NARRATIVE AND EXHIBIT FOLIOS, RECREATIONAL DEMONSTRATION PROJECTS, July 1, 1934 to date. Narrative description of park or project, photographs and maps depicting and describing land acquisition, wild life, agriculture, and other features; file also contains scenic views of area, camps, and lakes constructed as recreational demonstration projects. Filed alphabetically. (Daily, official.) $8\frac{1}{2}$ x 12 and 19 x 25 loose-leaf books (14), 1 ft. 6 in., in wooden filing case. R. 313. (3769)

11. TIME SHEETS, Nov. 9, 1934 to date. Records showing month, name of project, name and occupation of employee, account number, calendar days of month, and total time; reverse side shows allowance, cash, rate, total amount earned, deduction, retirement, quarters, subsistence, sale, code, others, net amount due, and signature of payee. Filed alphabetically and chronologically. (Semimonthly, official.) 6 x 9 loose-leaf book, 3 in., in steel filing case. R. 301. (3614)

12. MANUAL OF INSTRUCTIONS, Jan. 1, 1935 - July 30, 1936. Records showing instructions as to repairs to typewriters and office appliances, rental of office equipment, purchases by regional supply officers, authorization to make appointments of employees in field service, and control of administrative expenditures. (Never.) $10\frac{1}{4}$ x $11\frac{1}{2}$ loose-leaf books (9), 1 ft. 6 in., in steel supply cabinet. R. 314. (3756)

13. CONTRACT LETTERS, Mar. 1, 1935 - June 1, 1936. Records showing district number, date issued, state park, state park and project numbers, amount, District and Washington Offices approval, name of bidder, and signature of District Officer. Filed alphabetically by project. (Monthly, official.) $9\frac{1}{2}$ x $11\frac{1}{2}$ folders, 6 in., in steel filing case. R. 307. (3745)

14. READING FILE, Mar. 1, 1935 - June 1, 1936. Records pertaining to conferences with Georgia authorities, clearance of buildings, Inspector's meetings, forest fire suppression, approved projects, landscape architecture, oath of office, certificates of positions, and other projects. Filed chronologically. (Monthly, official.) $9\frac{1}{2}$ x $11\frac{1}{2}$ folders, 4 ft., in steel filing case. R. 307. (3793)

15. PAY ROLLS FOR PERSONAL SERVICE - SHORT FORM, Mar. 1, 1935 - Sept. 30, 1936. Records showing voucher and symbol numbers, department or establishment, bureau, division, or office, location, appropriation, by whom paid, amount, notations, signature of official in charge, name, grade, designation and total salary ratee gross amount earned, period, and net amount paid. Filed chronologically. (Monthly, official.) $9\frac{1}{2}$ x $11\frac{1}{2}$ folders, 3 in., in steel filing case. R. 307. (3667)

16. BULLETINS ON CCC REGION 1, Mar. 1, 1935 to date. Records pertaining to disposition of clothing, bonding of Reserve Officers, reports on accidental deaths, motion picture films, assignments of station number, visual education, and disposition of personnel records. Arranged by states and filed alphabetically by name of camp. (Daily, official.) $9\frac{1}{2}$ x $11\frac{1}{2}$ folders, 2 ft., in steel filing case. R. 307. (3627)

17. DISTRICT OFFICE CONTRACTS, Mar. 1, 1935 to date. Contracts for garage service, automobile storage, ice and photo service; office equipment, oxygen and acetylene, linen supply, tools, hardware, and dictaphone service. Filed alphabetically by subject. (Daily, official.) $9\frac{1}{2}$ x $11\frac{1}{2}$ folders, 2 ft., in steel filing case. R. 307. (3624)

18. GOVERNMENT BILLS OF LADING, Mar. 1, 1935 to date. Records showing issuing office, date issued, name and title of issuing officer, consignor, shipping point, destination, consignee, description of articles shipped, weight, marks, number of packages, authority for shipment, tariff authority, and name of transportation company. Filed numerically. (Daily, official.) $9\frac{1}{2}$ x $11\frac{1}{2}$ folders, 6 in., in steel filing case. R. 307. (3666)

19. PUBLIC VOUCHERS FOR REIMBURSEMENT OF TRAVEL AND OTHER EXPENSES, INCLUDING PER DIEM, Mar. 1, 1935 to date. Standard Form 1012, showing voucher number, name and address of payee, date issued, check number, date of check, amount, department, bureau or establishment, character of expenditure, notations, domicile, authority and sub-voucher numbers, subsistence, date of travel, and number of transportation request. Filed chronologically. (Daily, official.) 8 x $10\frac{1}{2}$ loose papers, 1 ft., in steel filing case. R. 307. (3697)

20. INVITATION BID AND ACCEPTANCE, SHORT FORM CONTRACTS, Mar. 1, 1935 to date. Records showing invitation and contract numbers, district, region, date issued, time of day, item number, articles or service, quantity, unit, unit price, amount, place of delivery, name and address of bidder, and signature of Regional Officer accepting bid. Filed alphabetically. (Daily, official.) $9\frac{1}{2}$ x $11\frac{1}{2}$ folders, 4 in., in steel filing case. R. 307. (3668)

21. PURCHASE ORDERS FOR ECW ONLY, Mar. 1, 1935 to date. Records showing order number, date issued, from whom purchased, to whom delivered, name of purchasing officer, routing information, item number, articles or service, quantity, unit, unit price, amount, and name of authorized receiving officer or employee. Filed numerically. (Daily, official.) $9\frac{1}{2}$ x $11\frac{1}{2}$ folders, 1 ft. 6 in., in steel filing case. R. 307. (3696)

22. RECORD OF ABSENCE FROM OFFICIAL DUTY, Mar. 1, 1935 to date. Records showing date appointed, bureau, days absent, annual and sick leave, leave without pay, tardy and military leave, total leave, and signature of chief clerk of department. Filed alphabetically by name of employee. (Daily, official.) $9\frac{1}{2}$ x $11\frac{1}{2}$ folders, 3 in., in steel filing case. R. 307. (3749)

23. CIRCULARS, Apr. 2, 1935 - July 23, 1936. Mimeographed circular letters pertaining to recreational demonstration projects, personnel reports, maps, pay rolls, travel expense, general requisitions, acquisition, equipment, plans, and development. Arranged alphabetically and chronologically. (Never.) 9 x 12 loose-leaf book, 2 in., in steel filing case. R. 301. (3694)

24. ORDER BOOK, Apr. 3, - Nov. 15, 1935. Records showing number, date, to whom order is sent, article or service, quantity ordered, unit of measure, price, and amount. Indexed alphabetically by name of project and filed numerically by order number. (Never.) 9 x 12 loose-leaf book, 1 in., in steel filing case. R. 301. (3672)

25. VOUCHERS, Apr. 10, 1935 to date. Standard Form 1034 - Public Vouchers For Purchases And Services Other Than Personal, showing place and date, when voucher was prepared, contract number, date, requisition number, date, activity, article or service, and amount. Entered alphabetically by project and numerically by voucher number. (Daily, official.) 9 x 12 loose-leaf books, (2), 6 in., in steel filing case. R. 301. (3753)

26. CIRCULAR LETTERS, Apr. 15, 1935 to date. Letters to inspectors, procurement officers, park authorities, camp superintendents, regional office managers, and field men, pertaining to instructions, specification, and plans for construction of dams. Filed chronologically. Indexed alphabetically by subject. (Daily, official.) 10 x $11\frac{1}{2}$ loose-leaf books (8), 6 in., in steel filing case. R. 307. (3778)

27. TABULATION OF EXPENDITURES, May 1 - June 30, 1935. Records showing month, allotment, salaries, amount required, used 15th and 30th, supplemental, total, balance, travel expense, supplies, equipment, rents, telephone, photographing, blueprinting, telegraph, and miscellaneous expense. Arranged alphabetically. (Never.) 9 x 12 loose-leaf book, 1 in., in steel filing case. R. 301. (3670)

28. ENCUMBRANCE RECORD, May 1, 1935 to date. Record showing period, project symbol, project manager, address, names and salaries of personnel, total, expense, such as supplies, rents, telephone,

telegraph, travel expense, light, heat, power, miscellaneous, and total. Arranged alphabetically and chronologically. (Daily, official.) 9 x 12 loose-leaf book, 1 in., in steel filing case. R. 301. (3671)

29. RECORD OF SUPPLIES AND EQUIPMENT, June 5, 1935 - July 2, 1936. Records showing issue number, date, project address, quantity ordered, unit of measure, unit price, and amount. Filed alphabetically by project and numerically by issue number. (Never.) 9 x 12 loose-leaf book, 2 in., in steel filing case. R. 301. (3673)

30. HISTORICAL - BY STATES, June 5, 1935 to date. Records covering parks, schools and colleges, fortifications, battlefields, monuments, and other places of historical interest; file also contains records pertaining to TVA and WPA activities. Filed alphabetically by state. (Daily, official.) 8 x 11 folders, 2 ft., in steel filing case. R. 216. (4656)

31. HISTORICAL - GENERAL, July 1935 to date. File contains folders on such subjects as the following: masonry fortifications of the Gulf Coast; Battle of Antietam, 1862; Battle of Bull Run, 1861; Capital Fortifications in the Southeast; Colonel T. Cuyler Wayside, Georgia; DeSoto Commission; Fort Macon; Historic American Building Survey; historical circulars; historical personnel, historical markers for highways; Historic Sites Advisory Board; historic sites legislation; historical studies on file in Washington; Historic Sites Survey; unclassified correspondence; correspondence with Supervisor of Historic sites, inspectors, technicians, and J. M. Mallory, Savannah, Georgia; memoranda to inspectors; monthly reports; motion pictures - Region 4; memoranda SP-5; park museum; press releases - Atlanta and Washington; preservation of historic structures; relief model construction; radio presentations; St. Simon's Island, Georgia; Smithsonian Institution, Washington; Sherwood's Gazeteer of Georgia; State Archivists and Historians; student enrollees; WPA procedure; and historic sites and buildings. Filed alphabetically by subject. (Daily, official.) 8 x 11 folders, 1 ft., in steel filing case. R. 216. (4710)

32. ACQUISITION LEASE AGREEMENTS AND ACCEPTANCES, July 1, 1935 to date. Records pertaining to acquisition of various tracts of land, including leases and acceptances, to promote recreational demonstration projects. Arranged alphabetically and chronologically. (Monthly, official.) 10 x 12 folders, 2 ft. 6 in., in steel filing case. R. 301. (3754)

33. APPLICATIONS FOR EMPLOYMENT AND MISCELLANEOUS RECORDS, July 1, 1935 to date. Records pertaining to applications for employment, prevailing wage scale, and other data connected with applications for positions with recreational demonstration projects. Arranged chronologically and alphabetically. (Monthly, official.) 10 x 12 folders, 1 ft. 6 in., in steel filing case. R. 301. (3751)

34. APPROVED JOBS, July 1, 1935 to date. Records pertaining to various plans submitted by park project managers for development, improvement, and betterment of projects, which have been approved by the Recreational Demonstration Project Division. Filed alphabet-

ically by states and parks. (Monthly, official.) 10 x 12 folders, 3 ft. 6 in., in steel filing case. R. 301. (3738)

35. PROPOSED AREAS, July 1, 1935 to date. Records pertaining to preliminary investigations of areas in Region 1, in which it is proposed that recreational demonstration projects be started; file also contains topographical maps of proposed areas. Filed alphabetically by states and parks. (Monthly, official.) 10 x 12 folders, 1 ft. 6 in., in steel filing case. R. 301. (3739)

36. RADIO DRAMA AND SCRIPT, July 1, 1935 to date. Radio scripts and dramas composed by local office force and presented in the interest of Recreational Demonstration Project Division of the National Park Service. Filed alphabetically. (Monthly, official.) 10 x 12 folders, 1 ft. 6 in., in steel filing case. R. 301. (3752)

37. PAY ROLLS, Sept. 1, 1935 to date. Records showing authority or classification number, name and designation of disbursing office, bureau or service, period, location, name and address (when required), official designation or occupation, compensation allowance, gross amount earned, deductions, net amount paid, notation of payment by check or cash, and certification of Chief of Regional Pay Roll Unit. Arranged chronologically and filed alphabetically as to name of employee. (Semimonthly, official.) $9\frac{1}{2}$ x 15 and 9 x 12 loose-leaf books (2), 3 in., in steel filing case. R. 301. (3613)

38. RECREATIONAL PLANS, Oct. 1, 1935 to date. Blueprints and maps for recreational demonstration projects showing track maps, park roads, truck and foot trails, camp structure, and bridges for seven projects including Oak Mountain, Alabama; Pine Mountain, Herd Labor Creek, and Alexander Stephens, Georgia; and Fall Creek Falls, Shelby Forest, and Montgomery Bell, Tennessee. Filed alphabetically. (Daily, official.) 18 x 24 loose papers, 2 ft., in 2 wooden filing cases. R. 314. (3755, 3775)

39. SEMIMONTHLY SERVICE CERTIFICATES, Nov. 1, 1935 to date. Records showing division, period, project name and number, region name, designation, executive order, grade, salary, rate, leave without pay, made of transportation, date and hour returned, number days of leave, remarks, and certification of official. Filed alphabetically by name of employee. (Semimonthly, official.) 10 x 12 loose-leaf book, 1 in., on steel filing case. R. 301. (3615)

40. SCHEDULE OF COLLECTIONS, Mar. 1 - Sept. 30, 1936. Records showing schedule and sheet numbers, department or establishment, name of party by whom received, title, date received, remitter, purpose, amount, symbol number, fund to be credited, reference or receipt number, and period. Filed numerically. (Monthly, official.) $9\frac{1}{2}$ x $11\frac{1}{2}$ folders, $\frac{1}{2}$ in., in steel filing case. R. 307. (3746)

41. TRANSFER OF PROPERTY EQUIPMENT, Mar. 1, 1936 to date. Records showing state park number, invoice or receipt, date issued, to and from whom shipped, quantity, articles, cost, condition, shipped via, dates shipped and received, name of sender, and name and title of

receiving officer. Filed numerically. (Daily, official). $9\frac{1}{2}$ x $11\frac{1}{2}$ folders, 3 in., in steel filing case. R. 307. (3689)

42. VOUCHER FOR ADJUSTMENTS BETWEEN APPROPRIATIONS AND FUNDS, Mar. 1, 1936 to date. Records showing voucher, bill, and paying office numbers, by whom paid, appropriation and funds to be debited, symbol number, title, amount, department or establishment, bureau or office, order number, date of delivery, quantity, unit price, and signature of officer in charge. (Daily, official.) $9\frac{1}{2}$ x $11\frac{1}{2}$ folders, 2 ft., in steel filing case. R. 307. (3762)

43. REPORT OF PROJECT COMPLETION, Apr. 1, 1936 to date. Records showing region, state, name of park, date of completion, priority number, brief summary of work accomplished, completion verified, recommended for acceptance, date recorded and approved, and signature of Regional Officer. Filed alphabetically by project. (Daily, official.) $9\frac{1}{2}$ x $11\frac{1}{2}$ folders, 1 ft., in steel filing case. R. 307. (3760)

44. JOB ESTIMATE AND ALLOTMENT REQUEST, June 1, 1936 to date. Records showing region number, submission date, state, name of park, date approved, job name and number, priority number, designation, skilled labor, units, value of job equipment, date checked, recorded, recommended, and approved. Filed alphabetically by project. (Daily, official.) $9\frac{1}{2}$ x $11\frac{1}{2}$ folders, 3 in., in steel filing case. R. 307. (3747)

45. PROJECT FILE, June 1, 1936 to date. Records pertaining to dams, telephone lines, water supply systems, roads, fire breaks, parking areas, septic tanks, fire pre-suppression, field planting, fences, pipe lines, suspension bridges, seeding and sodding, and tree plant disease control. Filed alphabetically by state and camps. (Daily, official.) $9\frac{1}{2}$ x $11\frac{1}{2}$ folders, 32 ft., in 4 steel filing cases. R. 307. (3622)

46. ALLOTMENTS, July 1, 1936 to date. Records pertaining to cost records, contracts, incumbrances, equipment, estimates, general pay rolls, purchase orders, vouchers, reports, and general schedule of supplies. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in steel filing case. R. 310. (3792)

47. CIRCULARS AND HANDBOOKS, July 1, 1936 to date. Circulars pertaining to recreational projects in state parks which provide a reference file for all operations, including safety program for guidance of facilitating personnel and other workers. Filed alphabetically by subject and numerically by circular. (Daily, official.) 9 x 12 vol., 1 ft., in steel filing case. R. 310. (3805)

48. LAND PROGRAM, July 1, 1936 to date. Records pertaining to rearrangement of land under Resettlement Administration for use of recreational projects in Region 1, District B. Filed alphabetically by state and numerically by project. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in steel filing case. R. 310. (3806)

49. PAY ROLL RECORDS - RECREATIONAL DEMONSTRATION PROJECTS, July 1, 1936 to date. File containing pay rolls, time sheets, schedule of disbursements, pay roll routing slips, and vouchers showing name, class, project, monthly rate, period worked, disbursement officer, bureau or office, voucher number, symbol, and data for paymaster. Filed chronologically. Indexed alphabetically by name, and numerically by project. (Semimonthly, official.) Various sized loose papers, 8 in., in steel filing case. R. 310. (3777)

50. TIME SHEETS, July 1, 1936 to date. Records pertaining to wage rates and semimonthly time reports, showing project name and number, job number, date, number of hours on duty, total hours and wages, and signature of project manager. Filed chronologically. (Daily, official.) 9 x 12 folders, 1 ft., in steel filing case. R. 310. (3789)

51. REQUISITION FOR MATERIAL, EQUIPMENT, OR SUPPLIES, July 15, 1936 to date. Records showing state park name and number, date of requisition, date needed, quantity, articles or service, project number, cost, signature, and title of party making requisition. Filed numerically (Daily, official.) $9\frac{1}{2}$ x $11\frac{1}{2}$ folders, 3 in., in steel filing case. R. 307. (3664)

52. INVITATION, BID, AND ACCEPTANCE, Aug. 1, 1936 to date. Invitations sent to bidders, also posted in post office lobby, for bids on articles and office supplies required by Recreational Demonstration Projects Division; file also contains acceptance of bids and award of contract. Filed alphabetically by article and numerically by bid on acceptance. (Monthly, official.) 9 x 12 folders, 6 in., in wooden tray file on wooden table. R. 311. (3804)

53. NOTICE OF MISCELLANEOUS ENCUMBRANCE, Aug. 1, 1936 to date. Records showing encumbrance, allotment, and job numbers, type of work, location and appropriation symbols, name of individual or firm, location of project, amount of encumbrance, appropriation title, date issued, department or agency, and signature of officer in charge. Filed numerically. (Daily, official.) $9\frac{1}{2}$ x $11\frac{1}{2}$ folders, 6 in., in steel filing case. R. 307. (3695)

54. SCHEDULE OF DISBURSEMENTS, Aug. 1, 1936 to date. Standard Form 1064 showing date paid, department or establishment, bureau or office, by whom paid, title or rank of payee, station by which paid, period, symbol, bureau schedule, and disbursing officer's voucher numbers, amount, and symbol of appropriation or fund. Filed numerically. (Daily, official.) $9\frac{1}{2}$ x $11\frac{1}{2}$ folders, 6 in., in steel filing case. R. 307. (3748)

55. COMMUNITY CAMPING SURVEY, Oct. 1, 1936 to date. File contains complete survey of community camps, including an outline of community surveys, community camping surveys, statement of policies, objectives of Advisory Committee, and typical plans of organized camps. Filed alphabetically. (Daily, official.) 8 x 11 folders, 1 ft. 6 in., in steel filing case. R. 216. (4655)

56. SUPPLY ORDERS, Nov. 1, 1936 to date. Records showing date, sheet number, name and address of office to which order is to be sent, and a list of supplies ordered, such as pencils, typewriter ribbons, stationery, and blank forms. Filed alphabetically. (Daily, official.) $5\frac{1}{2}$ x 8 loose papers, 2 in., in pasteboard filing box. R. 314. (3757)

Personnel

57. PERSONNEL CARDS, Mar. 1, 1935 to date. Cards showing name, address, date, nature of action, position, salary, and official station of ECW. (Daily, official.) 5 x 8 cards, 1 ft. 6 in., in cardex card cabinet and 2 pasteboard boxes. R. 309. (3774)

Reports

58. PROJECT MANAGER'S REPORT, Sept. 6, 1934 to date. Trimonthly reports showing state, symbol, project name, date and general status, subdivided as follows: preliminary investigation begun, preliminary proposal approved, project manager appointed, optioning begun and completed, final plan submitted, acceptances arriving and completed, development begun and completed, total number of tracts, ultimate area under option, appraised, total area, price per acre, farms and families in ultimate area, total number of families who will remain by agreement, for planned employment, or refusing to move, number of families who will move with or without financial aid, families in optioned area, date of completion, final plan completed; personnel, names and titles, days worked in period, status accomplished, difficulties, appraising, optioning, acquisition, surveying, mapping, land use, studies, planning rehabilitation, resettlement, CCC work projects, possibilities, under way developments, agencies assisting, projects, and scope of activity. Filed chronologically. (Monthly, official.) 9 x 12 loose-leaf book, 3 in., in steel filing case. R. 301. (3744)

59. REPORTS BY ENROLLMENT PERIODS ON NONCONSUMABLE PROPERTY PURCHASED FROM ECW FUNDS, Mar. 1, 1935 - June 1, 1936. Reports showing sheet number, article, quantity, unit cost, average, and total cost, Filed chronologically. (Monthly, official.) $9\frac{1}{2}$ x $11\frac{1}{2}$ folders, 2 ft., in steel filing case. R. 307. (3759)

60. REPORTS ON EQUIPMENT FILE, Mar. 1, 1935 to date. Reports pertaining to automobiles, trucks, shovels, drag lines, and cement mixers; file also contains reports from traveling mechanics regarding conditions and repairs of equipment. Filed alphabetically by subject. (Daily, official.) $9\frac{1}{2}$ x $11\frac{1}{2}$ folders, 1 ft., in steel filing case. R. 307. (3626)

61. HISTORY, WILD LIFE, AND GEOLOGY REPORTS, June 1, 1935 to date. File containing historical, wild life, and geology reports, historical investigation, reports on proposed areas, and special reports on wild life and investigated areas. Arranged by state and filed alphabetically by camp. (Daily, official.) 9 x 12 folders, 16 ft., in steel filing case. R. 307. (3623)

62. SEMIMONTHLY TIME REPORTS, RDP, Aug. 1, 1935 to date. Time reports of recreational demonstration projects, showing official work project and appropriation numbers, name of project manager, labor (relief and non-relief), name, identification number, occupation class, calendar month, total units, rate, unit, gross and net amount due, deductions, and remarks. Arranged alphabetically by name of state and filed numerically as to project number. (Semimonthly, official.) 9 x 12 folders, 1 in., in steel filing case. R. 301. (3616)

63. SEMIMONTHLY PROJECT PROGRESS REPORT, Oct. 15, 1935 to date. Records pertaining to land acquisition for use of recreational demonstration projects, showing date, region, state, project symbol number, name of project, type of activity, acreage covered and remaining, number of families occupying acreage, price per acre, high, low, average, property lines surveyed, appraised and optioned, families interviewed, number on relief, average size, number remaining to be interviewed, probable date of completing interview, families resettled by Land Utilization Division, total to date, number of white, negro, and others given financial aid of Resettlement Administration, average size farm, average cost to Resettlement Administration, average final appraised value, average cost supplies per unit to client, and average indebtedness assumed per unit by client. Arranged alphabetically by name of park and filed numerically by project. (Semimonthly, official.) 9 x 12 loose-leaf book, 2 in., in steel filing case. R. 301. (3743)

64. INSPECTORS' REPORTS, Dec. 1, 1935 to date. Daily reports pertaining to use of camp equipment showing whether available for transfer from one camp to another, number of miles carried, mo or needs, and equipment for quarries. Arranged alphabetically. (Daily, as records of camp equipment.) 4 x 10 loose-leaf book, 1 ft., on filing case. R. 216. (4653)

65. DAILY LABOR REPORTS, Jan. 1 - July 30, 1936. Reports showing name of project, date, number of unskilled, intermediate, skilled, technical, and clerical workers used in security wage labor, transient, land utilization clients, rural rehabilitation, labor from other sources, total, prevailing wage personnel, trucks and mule teams, whether trucks or mule teams are project-owned, rented under contract, if owner-operated, and signature of project manager. Arranged alphabetically and filed chronologically. (Never.) 8 x 11 bundles (7), 9 in., in steel filing case. R. 301. (3618)

66. INDIVIDUAL AND CONSOLIDATED MONTHLY REPORT OF CAMP ACCIDENTS, Mar. 1, 1936 to date. Records showing date of accident, camp number and symbol, total number of camps reported, type of accident, number of minor and lost time accidents, and name and title of person reporting. Filed alphabetically. (Daily, checking camp accidents.) $9\frac{1}{2}$ x $11\frac{1}{2}$ folders, 6 in., in steel filing case. R. 307. (3665)

Miscellaneous

67. LETTERS TO REGIONAL INSPECTORS, PROCUREMENT OFFICERS, AND PROJECT SUPERINTENDENT, Mar. 1, 1935 - June 1, 1936. Records concerning truck accidents, enrollees riding in trucks, appointment papers

for qualified consultants, caretakers of abandoned camps, appointment of registered geologist, and accident reports. Filed chronologically. (Monthly, official.) $9\frac{1}{2}$ x $11\frac{1}{2}$ folders, 2 ft., in steel filing case. R. 307. (3761)

68. DISTRICT AND REGIONAL OFFICE PERSONNEL - ECW, Mar. 1, 1935 to date. Records of traveling mechanics, former employees, graduate foresters, applications for position, wild life technicians, eligible list of civil service, and correspondence. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft., in steel filing case. R. 309. (3788)

69. MEMORANDA FROM REGION 1, DISTRICT E, Mar. 1, 1935 to date. Records pertaining to special allotments, safety instructions, travel orders, transfer of equipment, fiscal and personnel procedures, appointments of consultants, survey of areas, and tree-preservation bulletins. Filed alphabetically as to subject. (Daily, official.) $9\frac{1}{2}$ x $11\frac{1}{2}$ folders, 2 ft., in steel filing case. R. 307. (3625)

70. MISCELLANEOUS RECORDS, Mar. 1, 1935 to date. Records pertaining to parks, recreational projects, and personnel file in which ECW camps are involved, showing enrollment of student technicians, and general correspondence regarding camps. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft., in steel filing case. R. 309. (3798)

71. DISTRICT OFFICE CORRESPONDENCE, Apr. 1, 1935 to date. Files containing audit Regional office equipment, and surplus property reports; motion picture correspondence; requisitions to Richmond office; income tax data; accident reports; and bills of lading. (Daily, official.) $9\frac{1}{2}$ x $11\frac{1}{2}$ folders, 4 ft., in steel filing case. R. 307. (3621)

72. REGIONAL OFFICE RECREATIONAL DEMONSTRATION PROJECTS RECORDS, July 1, 1935 - July 31, 1936; Aug. 1, 1936 only. General, office, miscellaneous, personnel, and pay roll correspondence; final plan data, miscellaneous publicity and reports; personnel of general, district, and field offices; contracts, equipment, supplies, transmittal sheets, semimonthly progress report letters; reports from field, memoranda of district and field offices, pay roll, salary, and expense acknowledgments, purchase orders issued, public vouchers for purchases, status of planning, work under new procedure, notice of miscellaneous encumbrance, certification of labor, salary and expense acknowledgments, wage data, vouchers submitted for pay, allotment and budget, annual and sick leaves, travel orders and expenses, office expenditures, and unpaid invoices and back orders filled. Arranged alphabetically and chronologically. (Semimonthly, official.) 10 x 12 folders, 3 ft. 6 in., in 2 steel filing cases. R. 301. (3693)

73. MISCELLANEOUS FILE, Oct. 1, 1935 to date. Containing records on forestry work projects, fire control maps, fire reports, and record of Clarke-McNary Corporations for Alabama, Georgia, Florida, Louisiana, Mississippi, and Tennessee. Filed alphabetically. (Daily, official.) 8 x 11 folders, 2 ft., in steel filing case. R. 216. (4654)

74. MISCELLANEOUS CLOSED FILES, Dec. 31, 1935 - June 30, 1936. Files covering various recreational demonstration projects showing contracts, equipment, expenditures, reports, travel orders, expense accounts, pay rolls, correspondence, requisition for purchase of supplies, and consolidation sheets. Arranged alphabetically by parks and subjects and filed numerically by project. (Never.) 10 x 12 folders, 8 ft., in steel filing case. R. 301. (3740)

75. GEOLOGICAL FILE, Jan. 1, 1936 to date. General correspondence pertaining to geological markers, exhibits, relief models, photography, maps, and expense account of National Park Service of Alabama, Florida, Georgia, Louisiana, Mississippi, and Tennessee. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft., in steel filing case. Rs. 216 and 217. (3951)

76. INDIVIDUAL JOB PLANS, Jan. 1, 1936 to date. General correspondence with various projects, general job plans, reports, and records analysis of cost, cabin and camp layouts, topographic survey, stone quarries and chart pits, insect pest control, operating garage, culverts, marking boundaries, lineal surveys, table and bench, gully area treatment, athletic fields, settling basins, water systems, division ditches, sodding, truck trails, fire hazard reduction, development plans, impounding dams, sloping, sewerage disposal, road maintenance, poisonous plants, tree planting, tree surgery and camp maintenance. Filed alphabetically by parks and numerically by projects. (Daily, official.) 10 x 12 folders, 4 ft., in steel filing case. R. 301. (3741)

77. RECREATIONAL DEMONSTRATION PROJECTS, July 1, 1936 to date. Records of projects which, when completed, will be turned over to states in which located; file also contains WPA accident and time reports, correspondence with Resettlement Administration, purchase orders, allotment and budget, publicity, certification of pay roll, receiving and inspection reports, sick and annual leave, equipment, personnel, receipts for checks, expenditures, contracts, telephone record, requisitions, pay roll correspondence, travel and expense, supplies and master plan. Arranged chronologically and alphabetically by state and subject. (Daily, official.) 10 x 12 folders, 12 ft., in 3 steel filing cases. R. 301. (3619)

MARIETTA

KENNESAW MOUNTAIN NATIONAL BATTLEFIELD PARK
OFFICE OF THE ASSOCIATE ENGINEER
Merchants and Farmers Bank Bldg., S. W. corner
Root St. and Park Sq.

On June 26, 1935 (49 Stats., 423), Congress authorized the establishment of Kennesaw Mountain National Battlefield Park, which will include the area of the former Kennesaw Mountain National Battlefield Site, originally authorized February 8, 1917 (39 Stats., 901).

The work of this office concerns preliminary investigation and surveying of the area of the proposed park. Land acquisition reports are sent to Washington.

78. KENNESAW MOUNTAIN NATIONAL BATTLEFIELD PARK, Jan. 23, 1936 to date. File contains copies of deeds and abstracts of land to be purchased by the Government for the National Park, survey maps and copies of condemnation proceedings, the originals of which are sent to the Director of the National Park Service in Washington. Filed alphabetically by subject. (Daily, official.) 8 $\frac{1}{2}$ x 11 folders, 2 ft., in steel filing cabinet. NE. corner room, 2d floor. (427)



