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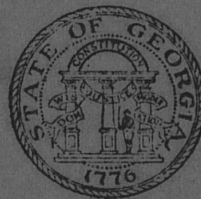


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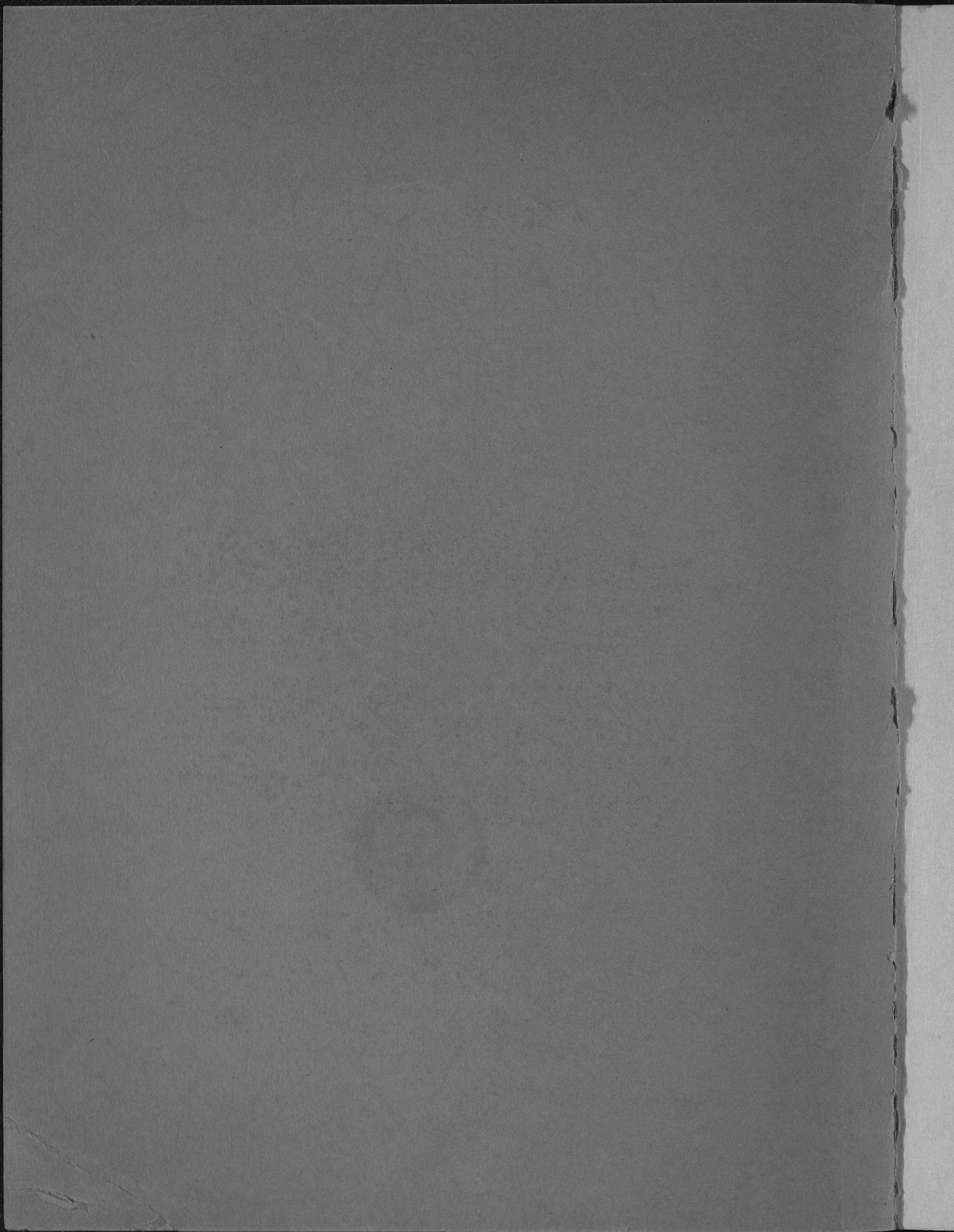
INVENTORY OF FEDERAL ARCHIVES IN THE STATES

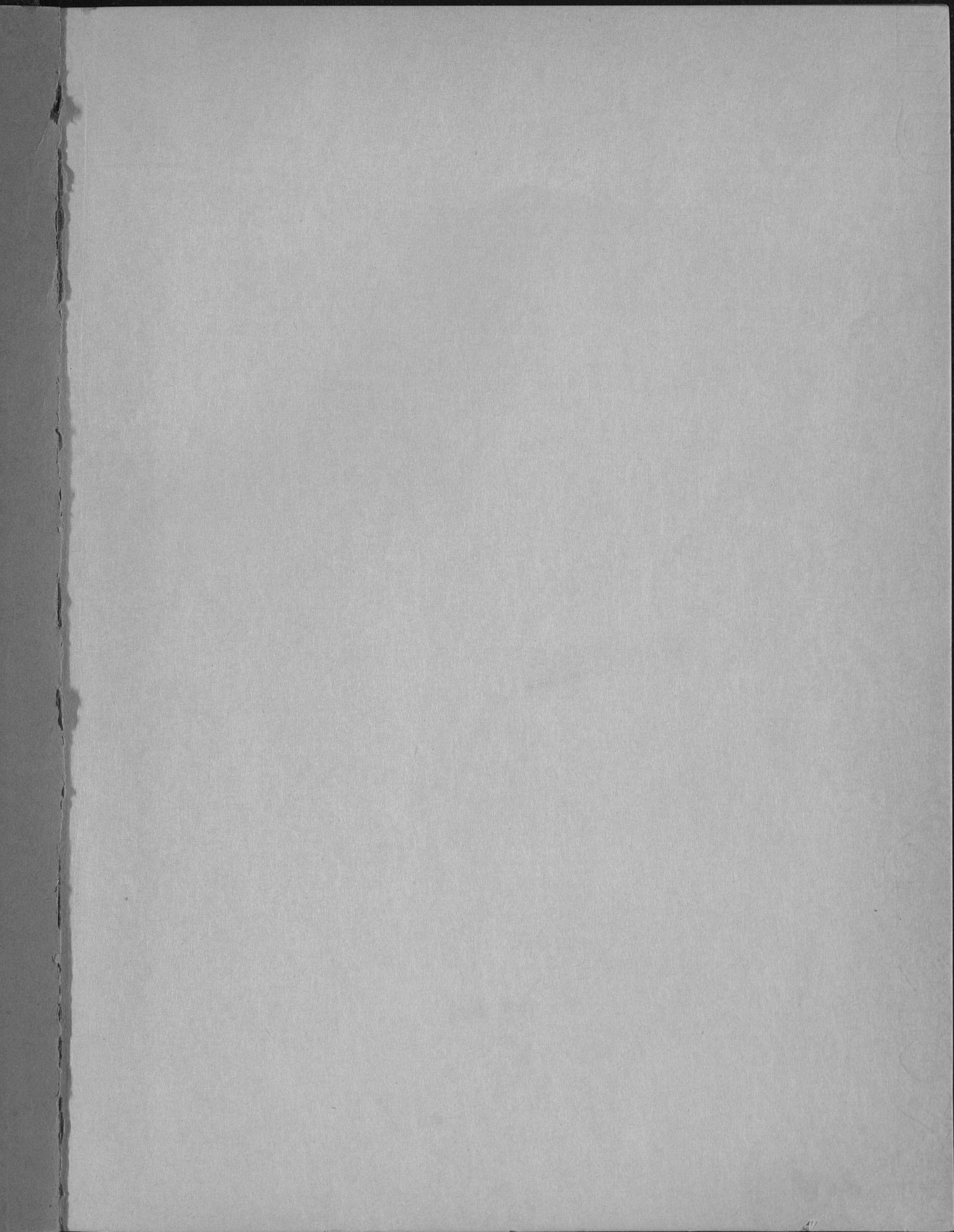
SERIES IX
THE DEPARTMENT OF AGRICULTURE
No 10
GEORGIA
PART 4

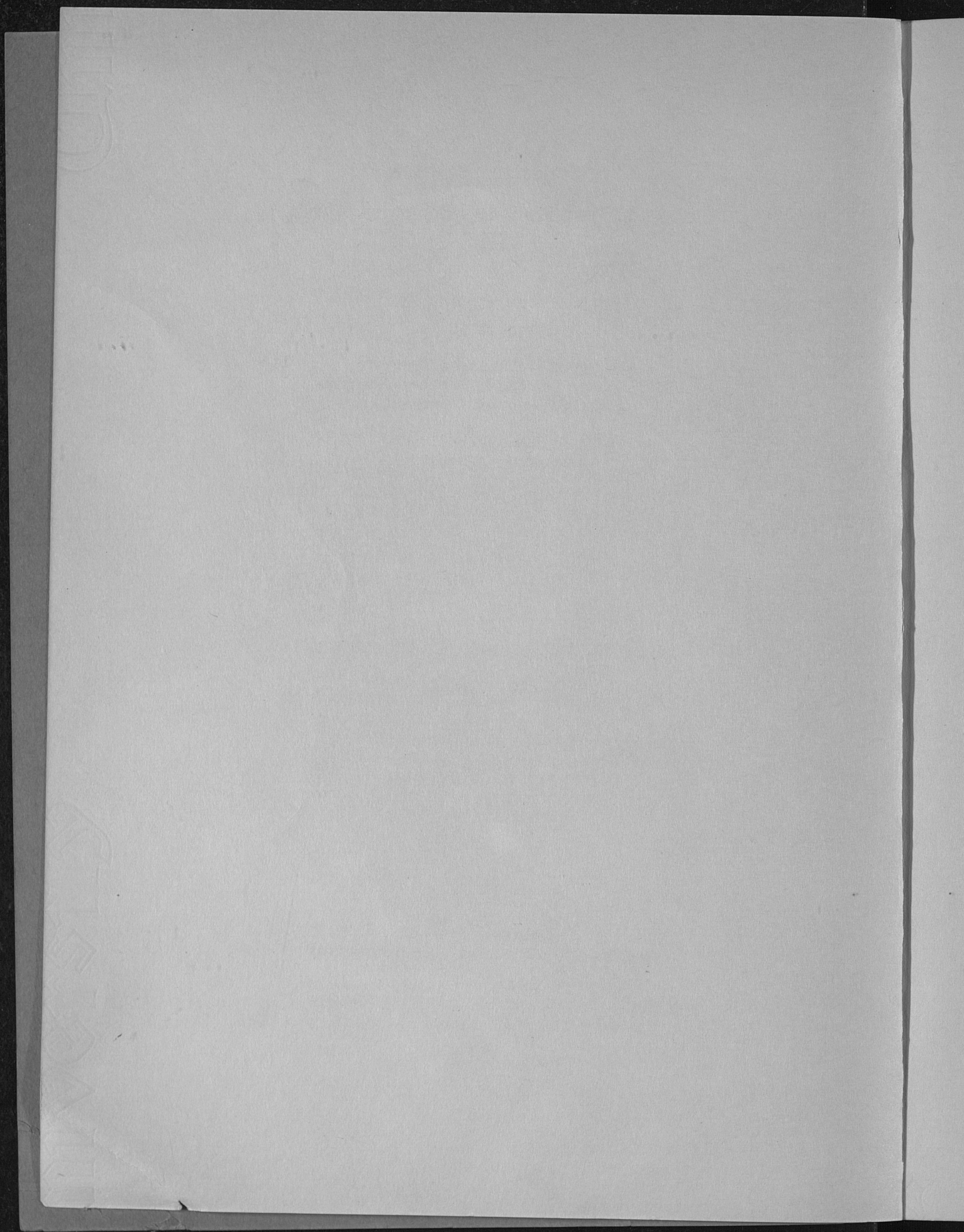
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THE GEORGIA HISTORICAL RECORDS SURVEY
WORK PROJECTS ADMINISTRATION







INVENTORY OF FEDERAL ARCHIVES IN THE STATES

Prepared by

The Survey of Federal Archives
Division of Community Service Programs
Work Projects Administration

The National Archives
Cooperating Sponsor

SERIES IX. THE DEPARTMENT OF AGRICULTURE

NO. 10. GEORGIA

IN 4 PARTS

PART 4

Atlanta, Georgia
The Georgia Historical Records Survey
April 1941

WORK PROJECTS ADMINISTRATION

Howard O. Hunter, Acting Commissioner
Robert L. MacDougall, Regional Director
H. E. Harman, Jr., State Administrator

Division of Community Service Programs

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

Research and Records Programs

Harvey E. Becknell, Director
Milton W. Blanton, Regional Supervisor
R. V. Connerat, State Supervisor

The Historical Records Survey
Philip M. Hamer, Assistant Director
in Charge of the Inventory of Federal Archives
Frederick S. Hulse, State Supervisor

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 nation-wide 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 nation-wide 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 State Planning Board, has continued work on the Inventory of Federal Archives. This Inventory of the Records of the Department of Agriculture (Soil Conservation Service, Weather Bureau) in Georgia was prepared in the Atlanta office of the Survey and was edited before final typing by Lewis J. Darter, Jr. of the Washington office. It is reproduced in mimeographed form through the facilities of the Historical Records Survey.

Atlanta, Georgia
April 30, 1941

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

SECRET

The following information is being furnished to you for your information and guidance. It is the property of the Department of Defense and is to be controlled as such. It is to be used only for the purposes for which it is furnished and is not to be disseminated outside the Department of Defense without the express approval of the Department of Defense. It is to be destroyed when it is no longer needed for the purposes for which it was furnished.

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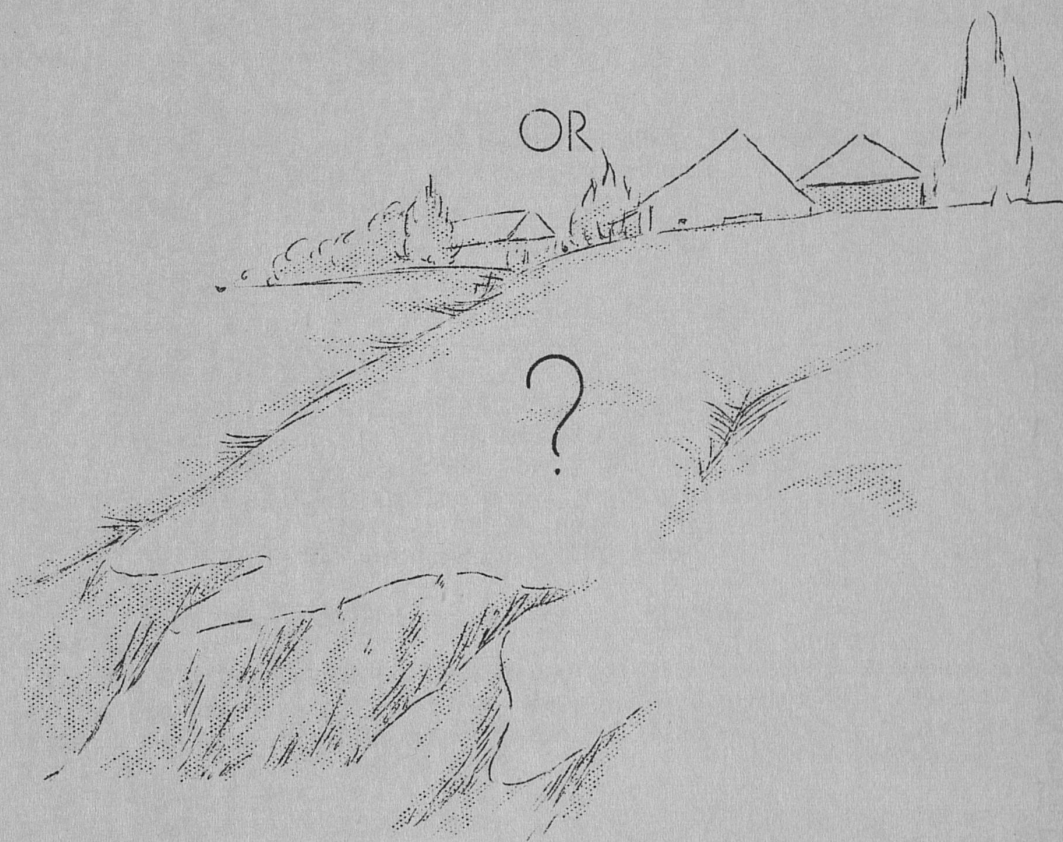
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CONSERVATION



COBLENZ

1840

BRUNNEN
KUNST-
VERLAG
G. BRUNNEN
MANNHEIM

SOIL CONSERVATION SERVICE

AMERICUS

SOIL CONSERVATION DEMONSTRATION
MUCKALEE CREEK PROJECT MANAGER
Post Office Bldg., Lamar and Lee Sts.

This project was established on Jan. 1, 1935 to serve Sumter County. No records have been destroyed. All reports are sent to Washington through the regional office at Spartanburg, S. C.

7652. LETTERS TRANSMITTING CHECKS TO EMPLOYEES, Aug. 12, 1935 - July 31, 1936. Letters sent to employees with check showing date, check number, amount, and pay period. (Monthly, official.) 8 x 10 $\frac{1}{2}$ folders, 1 in., in steel filing case. R. 211. (60)

ATHENS

SOIL CONSERVATION PROJECTS
STATE OFFICE

- (A) Head-McMahon Bldg., 258 Jackson St.
- (B) Post Office Bldg., College Ave.
Hancock and Washington Sts.
- (C) Athens Warehouse, 170 Broad St.

Agronomy and Erosion Department

7653. GENERAL CORRESPONDENCE, May 15, 1934 to date. Correspondence of the department head; report 98 shows rain gage reports. Filed alphabetically by name of addressee. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in steel filing cabinet. R. 317 (Bldg. B). (95, 98)

7654. GENERAL CORRESPONDENCE, Sept. 27, 1935 to date. Correspondence of junior clerk. Filed alphabetically. (Daily, confidential.) 8 x 12 folders, 6 in., in desk drawer. R. 317 (Bldg. B). (84)

7655. RECORDS AND RECEIPTS FOR SEEDS DELIVERED, Feb. 1934 to date. Farm number, names of operator and owner, kind and amount of seed, and date delivered. Filed alphabetically. (Daily, official.) 5 x 8 cards, 1 ft. 6 in., in 2 pasteboard boxes on table. Office (Bldg. C). (88)

7656. COST SHEET OF VARIOUS COOPERATORS OF PROJECT 19, May 1, 1934 to date. Record of amount of seed and fertilizer distributed to various cooperators, from which the cost is computed. (Daily, official.)

- 10 x 12 folders, 1 ft., in large folder with several divisions. R. 317 (Bldg. B). (124)
7657. RECORD OF SEED AND FERTILIZER DISTRIBUTED TO COOPERATORS, May 15, 1934 to date. Record of distribution of seed and fertilizer to co-operators, showing persons to whom the fertilizer and seeds are distributed. Arranged alphabetically and filed chronologically. (Weekly, official.) $8\frac{1}{2}$ x 11 loose papers, 6 in., in steel filing cabinet. R. 317 (Bldg. B). (94)
7658. SOIL MAPS FOR SANDY CREEK PROJECT, May 15, 1934 to date. Filed numerically. (Weekly, official.) 9 x 12 folders, 6 in., in steel filing cabinet. R. 317 (Bldg. B). (97)
7659. AERIAL PHOTOGRAPH FILE, Aug. 3, 1934 to date. Photographs showing type and condition of land in Sandy Creek Area, Project 19. Filed numerically by area photograph number. (Daily, official.) 15 x 24 loose photos, 4 in., in steel filing cabinet. R. 317 (Bldg. B). (86)
7660. COOPERATIVE AGREEMENT, Aug. 3, 1934 to date. Agreements between cooperators and the Government; also reports as to whether cooperator is carrying out his part of the agreement. Filed alphabetically by name of cooperator. (Daily, official.) 9 x 12 folders, 7 ft., in steel filing case. R. 317 (Bldg. B). (63, 96)
7661. INDEX TO COOPERATIVE AGREEMENTS, Aug. 3, 1934 to date. Index shows names, farm and contract numbers, number of acres, and addresses of cooperators. Filed alphabetically by name of cooperator. (Daily, official.) 5 x 8 index cards, 1 ft., in desk drawer. R. 317 (Bldg. B). (83)
7662. MAPS BY AERIAL PHOTOGRAPH Aug. 3, 1934 to date. Aerial photos of individual farms in this area, showing location of all lands owned by cooperator. Filed numerically. (Daily, official.) 9 x 12 folders, 3 ft., in steel filing cabinet. R. 317 (Bldg. B). (64)
7663. PERMANENT FILE OF CARDS AUTHORIZING DELIVERY OF MATERIALS, Aug. 3, 1934 to date. Record of all supplies delivered from warehouse to cooperator, showing name of cooperator, type of material, and date of delivery. Filed alphabetically by name of cooperator. (Monthly, official.) 6 x 8 cards, 1 ft., in pasteboard box. R. 317 (Bldg. B). (125)
7664. RECEIPT FILE, Aug. 3, 1934 to date. Receipts for material furnished cooperator by the Government, denoting delivery of material contracted for in cooperative agreement. Filed alphabetically by name of cooperator. (Weekly, official.) 9 x 12 folders, 6 ft., in steel filing cabinet. R. 317 (Bldg. B). (65)
7665. REGISTER OF AMENDMENTS OF COOPERATIVE AGREEMENTS, SANDY CREEK AREA, Aug. 3, 1934 - July 1935; Sept. 1, 1935 to date. Register shows name, farm and contract numbers, date amendment or agreement was received, and date mailed to Washington. (Daily, official.) 6 x 9 and 13 x 13 vols. (2), 2 in., on desk. R. 317 (Bldg. B). (87, 79)

7666. COOPERATIVE AGREEMENTS AND MAPS, Aug. 5, 1935 to date. Information for determining geographical terrain of farms mentioned in contracts. Arranged by camp. (Weekly, official.) 9 x 12 folders, 8 in., in steel filing cabinet. R. 317 (Bldg. B). (93)

7667. ECW COOPERATION AGREEMENT REGISTER, Sept. 16, 1935 to date. Register shows names of cooperators signed up, contract and farm numbers, and dates received and mailed to Washington. (Daily, official.) $6\frac{1}{2}$ x 16 vols., 1 in., on desk. R. 317 (Bldg. B). (82)

7668. REPORT OF SEED AND FERTILIZER RECEIVED AND DISTRIBUTED, May 1, 1934 to date. Monthly report showing kind, amounts received, returned, totals received and returned, issued and reissued during month, stock on hand, and stock plus amount issued to date. Filed chronologically. (Daily, official.) 14 x 26 pad, $\frac{1}{2}$ in., on desk, Office (Bldg. C). (78)

7669. SEASONAL REPORT ON SEEDS AND FERTILIZER, May 1, 1934 to date. Report shows amounts of seeds and fertilizer received and distributed; also list of Project 19 cooperators. (Semianually, official.) 9 x 12 folders, 6 in., in pasteboard cabinet. Office (Bldg. C). (80)

Bureau of Information and Education

7670. GENERAL CORRESPONDENCE, Nov. 1, 1934 to date. Filed alphabetically by name of recipient. (Daily, official.) $9\frac{1}{2}$ x 12 folders, 1 ft., in steel filing cabinet. R. 301 (Bldg. B). (10)

7671. STENCILS, May 2, 1934 to date. Stencils on news items, bulletins, office forms of various sorts, and announcements. See addenda for list. Filed alphabetically and numerically. (Quarterly, official.) 9 x 15 rolled stencils, 6 ft. 3 in., in 2 steel filing cabinets. R. 301 (Bldg. B). (9)

7672. SANDY CREEK NEWS BULLETINS, Nov. 1934 - Feb. 1936; Mar. 1936 to date. Monthly bulletins for cooperators showing detailed description of activities. Filed chronologically. (Monthly, official, public.) $8\frac{1}{2}$ x 11 covers, 1 ft. 6 in., in steel filing cabinet. R. 301 (Bldg. B). (11)

Engineering Division

7673. ENGINEERS' CORRESPONDENCE, May 1, 1934 to date. Correspondence regarding approved farms, terrace lines, engineer's reports, and cost of CCC work in project area. Filed numerically by project number. (Daily, official.) 9 x 12 folders, 6 in., in filing cabinet. R. 206 (Bldg. A). (111)

7674. HARDISTY, PERSONAL CORRESPONDENCE, Aug. 1, 1935 to date. Correspondence and Federal specifications. (Daily, official.) 9 x 12 folders, 1 ft., in steel filing cabinet. R. 206 (Bldg. A). (131)

7675. ASSIGNMENT SLIPS, May 1, 1934 to date. USES Form 325 showing name, address, case number, wage rate, name and location of project,

time to report for work, and signatures of assignment official and project supervisor. Filed alphabetically by name of employee. (Weekly, official.) 3 x 5 loose papers, 6 in., in cardboard case. R. 206 (Bldg. A). (116)

7675. DAILY TIME, May 1, 1934 to date. Cards showing date, name of person employed, case number, time worked, amount of pay, and by whom employed. (Daily, official.) 4 x 6 cards, 6 in., in cardboard card case. R. 206 (Bldg. A). (120)

7677. EARNINGS RECORDS, May 1, 1934 to date. SCS Form 106 showing name, address, title, rate of pay, pay periods, total time, total amount earned, deductions, and net amount paid for each period; reverse shows same. This card covers the entire year. Filed as to months worked. (Monthly, official.) 4 x 6 cards, 6 in., in open cardboard card case. R. 206 (Bldg. A). (115)

7678. FIELD TREATMENT MAPS, May 1, 1934 to date. Maps showing farmer's and owner's names, and number of acres in each farm; also outline showing crop to be planted on each acre, and cost of labor and supplies used. Filed alphabetically by name of farmer. (Daily, official.) 9 x 12 folders, 2 ft., in steel filing cabinet. R. 206 (Bldg. A). (121)

7679. IDENTIFICATION AND CASE NUMBERS, May 1, 1934 to date. Locally prepared identification cards, showing name, occupation, and rate of pay. Filed alphabetically by name of employer. (Weekly, official.) 4 x 6 cards, 6 in., in cardboard card case. R. 206 (Bldg. A). (118)

7680. CASE NUMBERS, INACTIVE, May 1, 1934 to date. Cards showing case number, name, address, title, and rate of pay. Filed alphabetically. (Monthly, official.) 4 x 5 cards, 1 ft., in open cardboard card case. R. 206 (Bldg. A). (104)

7681. INACTIVE ROLL, May 1, 1934 to date. Copies of each assignment and reassignment notice received by employee during service on Government projects, and dismissal signed by project official. Filed alphabetically by name of employer. (Semimonthly, official.) 3 x 5 papers, 1 ft., in open cardboard card case. R. 206 (Bldg. A). (103)

7682. RECEIPTS FOR PAY ROLLS, TIME SHEETS SENT TO CHIEF CLERK'S OFFICE, May 1, 1934 to date. Acknowledgements of receipt of salary checks, showing pay periods, date and time received, and signature of chief clerk. Filed chronologically. (Daily, official.) 9 x 12 folders, 1 ft., in steel filing cabinet. R. 206 (Bldg. A). (99)

7683. TERRACING OPERATIONS, May 1, 1934 to date. Duplicates of original copies of terracing operations sent to Washington; also tractor numbers, gasoline tickets, and applications of skilled operators. Filed alphabetically. (Weekly, official.) 9 x 12 folders, 1 ft., in steel cabinet. R. 206 (Bldg. A). (117)

7684. PUBLICATIONS, May 2, 1934 to date. Manuals, publications, and unpublished matter, regarding instructions for drainage and irrigation. Filed chronologically. (Daily, official.) 9 x 12 folders, 3 ft. 9 in., in metal cabinet. R. 206 (Bldg. A). (132)

7685. ECW CAMPS, Nov. 1934 to date. Correspondence to and from chief engineers and camps regarding inquiries made by camps and instructions given chief engineers; also maps of camps. Filed numerically by camp number. (Daily, official.) 9 x 12 folders, 1 ft., in metal cabinet. R. 206 (Bldg. A). (138)

7686. AUTOMOTIVE EQUIPMENT, COST AND RECORDS, May 1, 1934 to date. SCS Form 516, Monthly Equipment Report, showing date, locations, signature and title of person approving, make and type, identification number of equipment, hours, fuel, cost of repairs and maintenance, and other costs; SCS Form 517, Monthly Transportation Report, showing date, location, approval, signature and title, identification number of equipment, miles driven, fuel, detailed costs, and total. (Weekly, official.) 9 x 12 folders, 3 in., in steel filing cabinet. R. 206 (Bldg. A). (119)

7687. MISCELLANEOUS REPORTS, June 11, 1935 to date. Reports on terracing, injuries while laboring, lumber, rainfall, testing, and requisitions. Filed alphabetically. (Semiweekly, official.) 9 x 12 folders, 4 in., in steel filing cabinet. R. 206 (Bldg. A). (109)

7688. GULLY CONTROL WORK, May 1, 1934 to date. Requests from owners, showing location of farm and acreage needing repair; also foreman's report on gully control work, and a chart showing location of work and number and location of dams built. Filed alphabetically by name of owner. (Daily, official.) 9 x 12 folders, 7 ft., in 2 steel filing cabinets. R. 206 (Bldg. A). (113)

7689. TRANSIENT CAMP SHEETS, May 1, 1934 to date. Foreman's daily report, gully and terracing report, and information concerning CCC work. (Rarely, official.) 8 x 10 folders, 1 ft., in steel filing cabinet. R. 206 (Bldg. A). (114)

7690. ATHENS PROJECT, ALL SUB-PROJECTS INCLUDED, May 2, 1934 to date. Correspondence, reports, and memoranda between local offices, relative to activity in Project 19, or Athens Area, which is divided into three sections; also information and reports concerning sub-projects at Rome, LaGrange, Americus, Gainesville, and Monticello, and extension work by engineers. (Daily, official.) 9 x 12 folders, 2 ft., in metal cabinet. R. 206 (Bldg. A). (140)

Forestry Division

7691. CORRESPONDENCE, Jan. 6, 1935 to date. Correspondence between camps, technician, and assistant technician, with reference to planting trees, cutting underbrush, and various kinds of labor. Filed numerically by camp number. (Daily, official.) 9 x 12 folders, 6 in., in metal cabinet. R. 206 (Bldg. A). (107)

7692. PHOTOGRAPHS, Sept. 1934. Photographs of pine forests, showing dense and thin growth, and erosion. (Monthly, public.) 8 x 10 loose photos, 1 in., in metal cabinet. R. 206 (Bldg. A). (110)

7693. PLANTING GRAPH, Nov. 1, 1935 - Mar. 1, 1936. Record of number of trees planted and man days of labor for WPA workers in camps of

this agency. (Daily, official.) 17 x 22 loose papers, 1 in., in map filing case. R. 206 (Bldg. A). (105)

7694. CATALOG AND TRACTOR FILES, July 11, 1935 to date. Tractor schedules for Sandy Creek Soil Conservation Project, showing scheduled moves of tractors operating in this area. (Semimonthly, official.) 9 x 12 folders, 1 in., in steel filing case. R. 206 (Bldg. A). (101)

7695. PAMPHLETS, June 11, 1935 to date. Pamphlets on machinery needed for construction work in soil conservation. (Semiweekly, official.) 9 x 12 folders, 1 ft., in steel filing cabinet. R. 206 (Bldg. A). (102)

7696. MEMORANDA, Jan. 1, 1936 to date. Plans, allocations, and data on general operation of forestry, showing divisions and subdivisions, reports of and by personnel, travel vouchers and data, plantings, camp, and WPA labor used. (Weekly, official.) 9 x 12 folders, 1 ft., in steel filing cabinet. R. 206 (Bldg. A). (100)

7697. WORK REPORTS, Dec. 28, 1935 to date. Weekly and monthly reports showing a tabulation of labor in planting trees and building dams. Filed chronologically. (Weekly, official.) 9 x 12 folders, 6 in., in steel filing case. R. 206 (Bldg. A). (112)

7698. CORRESPONDENCE, Jan. 1, 1935 to date. General correspondence, memoranda, data, and reports to and from district forester. Filed alphabetically by divisions. (Daily, official.) 9 x 12 folders, 1 ft., in steel filing cabinet. R. 206 (Bldg. A). (108)

Fiscal Accounting Office

7699. DEAD FILE, Oct. 1, 1934 to date. Correspondence. Filed chronologically and alphabetically. (Semimonthly, official.) 9 x 12 folders, 6 in., in steel filing cabinet. R. 309 (Bldg. B). (12)

7700. CORRESPONDENCE WITH SPARTANBURG, SOUTH CAROLINA OFFICE, Jan. 1, 1936 to date. Filed alphabetically by name of addressee. (Daily, official.) $9\frac{1}{2}$ x 12 folders, 4 in., in steel filing cabinet. R. 309 (Bldg. B). (13)

7701. TIME CARDS, AGRICULTURE, Oct. 1, 1934 - Mar. 15, 1936. SCS Form 108, date, identification number, name, time worked and credited, and by whom employed. Filed chronologically. (Daily, official.) 5 x 8 cards, 1 ft., in metal card cabinet. R. 309 (Bldg. B). (56)

7702. CONTRACTS WASHINGTON AWARDED, Sept. 5, 1934 to date. Abstracts of proposals and relative letters. Filed numerically. Index. (Never.) $9\frac{1}{2}$ x 12 folders, 6 in., in steel filing case. R. 309 (Bldg. B). (15)

7703. PURCHASER ORDERS PENDING RECEIPT OF INVOICES, Oct. 1, 1934 to date. Filed alphabetically by name of vendor. (Monthly, official.) 9 x 12 loose papers, 3 in., in wooden filing cabinet. R. 309 (Bldg. B). (57)

7704. TIME CARDS FOR PER ANNUM EMPLOYEES, Oct. 1, 1934 to date. SCS Form 107, name, address, title, grade, salary, total time, total amount earned, deductions, and net amount paid; reverse side shows efficiency rating, post of and entrance on duty, and date of oath. Filed alphabetically. (Semimonthly, official.) 5 x 8 cards, 2 in., in steel card cabinet. R. 309 (Bldg. B). (60)

7705. VOUCHERS, Oct. 1934 to date. Standard Form 1013 (Rev.), Pay Roll for Personal Services, showing department or establishment, bureau, division, or office, location, name and designation of disbursing officer, inclusive period dates, name, grade, designation, and total salary rate, gross earnings, deductions, net amount paid, signatures, and remarks; WPA Form 503, Pay Roll for Personal Services, Works Projects, showing identifying numbers and type of work symbol, agency, description and location of project, names of sponsor and disbursing officer, inclusive period dates, name and number of employee, occupation and class, rate, deductions, net amount paid, check number, date, and remarks; reverse side shows agency, location, period dates, appropriation symbol and title, notations, amounts for services rendered, differences, verification, signature, amount, certification, approved amount, and signature and title of person approving; also travel vouchers and data on same, pay roll vouchers, and vouchers covering contracts. (Semimonthly, official.) $9\frac{1}{2}$ x 12 loose papers, 3 ft. 6 in., in metal filing case. R. 309 (Bldg. B). (16)

7706. CONTRACTS LOCALLY AWARDED, Feb. 25, 1935 to date. Purchase contracts and cooperative agreements with farmers. Arranged alphabetically and numerically. Index. (Daily, official.) $9\frac{1}{2}$ x 12 folders, 7 ft. 6 in., in 2 metal filing cases. Rs. 309 and 315 (Bldg. B). (14)

7707. AUTOMOTIVE COST RECORD, Sept. 1, 1935 to date. Individual cost records on trucks of Soil Conservation Service showing truck number and detailed costs of each truck. Indexed numerically. (Daily, official.) 6 x 9 cards, 3 in., in pasteboard box. R. 309 (Bldg. B). (44)

7708. PROPERTY, CENTRAL OFFICE, AND PROPERTY TRANSFERRED TO ECW WAREHOUSES FROM VARIOUS PLACES, Sept. 1, 1935 to date. SCS Form 140, Memorandum Receipt, showing project and receipt numbers, project to which charged, date, class number, quantity, requisition and purchase order numbers, article and description, total cost, remarks, and signature and title of recipient; SCS Form 141, Property Transfer and Receipt, showing number, from and to whom, quantity, articles and description, purchase order number, total cost, approval, title, date, shipping and receiving dates, signatures and titles of shipper and recipient, and bill of lading number. Arranged numerically by camp number and filed alphabetically. (Monthly, official.) 5 x 8 cards, 6 in., in steel card cabinet. R. 309 (Bldg. B). (58)

7709. GASOLINE DELIVERY TICKETS, ALL COMPANIES, Jan. 1, 1936 to date. Invoices, showing delivery of gasoline from various companies by purchase order numbers. Filed numerically. (Daily, official.) 5 x 8 cards, 1 in., in steel card cabinet. R. 309 (Bldg. B). (59)

7710. PERSONNEL, Oct. 1, 1934 to date. Applications and recommendations of present personnel. Filed alphabetically. (Frequently, official.) $9\frac{1}{2}$ x 12 folders, 3 ft., in metal filing cabinet. R. 309 (Bldg. B). (19)

7711. CAMP PROPERTY, July 27, 1935 to date. Records of receipt and disposition of expendable and non-expendable property by CCC camps, showing description and location of property. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft., in steel filing cabinet. R. 309 (Bldg. B). (85)

7712. LEAVE RECORDS, Oct. 1934 to date. Reports of leave granted each ECW employee. Indexed alphabetically. (Daily, official.) 5 x 8 cards, 3 in., in drawer of steel card cabinet. R. 309 (Bldg. B). (45)

7713. MONTHLY AND WEEKLY REPORTS, Aug. 1, 1935 to date. Reports submitted by CCC, such as gasoline consumption, accident, and distribution reports. Filed numerically by camp number. (Daily, official.) $9\frac{1}{2}$ x 12 folders, 2 ft., in steel filing cabinet. R. 309 (Bldg. B). (18)

7714. CCC FILE, June 25, 1935 to date. Records of business transactions of CCC of Georgia and correspondence relative to supplies needed; also agreements, purchase orders, time cards, requisitions, pay rolls, and labor employment for each camp in Georgia. Filed numerically by camp number. (Daily, official.) $9\frac{1}{2}$ x 12 folders, 2 ft., in steel filing cabinet. R. 309 (Bldg. B). (17)

Junior Administrative Assistant

7715. AMERICUS PROJECT, TECHNICAL, May 1, 1934 to date. Technical correspondence with officials of Americus Project. Filed alphabetically. (Daily, official.) 9 x 12 folders, 6 in., in steel filing cabinet. R. 313 (Bldg. B). (36)

7716. FORESTRY CORRESPONDENCE, May 1, 1934 to date. Correspondence regarding equipment, finances, and suggested activities. Filed by subject. (Daily, official.) 9 x 12 folders, 1 ft., in steel filing cabinet. R. 313 (Bldg. B). (28)

7717. GENERAL CORRESPONDENCE, AMERICUS, GEORGIA PROJECT, May 1, 1934 to date. General correspondence with officials of Americus Project; also technical correspondence. (Daily, official, public.) 9 x 12 folders, 1 ft., in steel filing cabinet. R. 313 (Bldg. B). (51)

7718. SOILS DEPARTMENT AND COOPERATIVE AGREEMENTS, CONTRACTS, ERA, May 1, 1934 - Apr. 20, 1936. Correspondence regarding cooperative agreements, contracts, and emergency relief. Filed alphabetically by name of recipient. (Monthly, official.) 8 x 12 folders, 1 ft. 6 in., in steel filing cabinet. R. 313 (Bldg. B). (26)

7719. ADDRESSED ENVELOPES TO ATLANTA, WASHINGTON, SPARTANBURG, AND PROJECTS, Jan. 1, 1936 to date. Correspondence to various project managers. Filed alphabetically by name of addressee. (Daily, official.) 10 x 12 envelopes, 1 ft., in steel filing cabinet. R. 313 (Bldg. B). (25)

7720. FIELD MEMORANDA, May 1 - Nov. 8, 1934. Releases from various departments, regarding disbursements, technicalities, and administration. Obsolete. (Never.) 9 x 12 folders, 1 ft., in steel filing cabinet. R. 313 (Bldg. B). (22)

7721. FIELD AGREEMENTS, INACTIVE, June 1, 1934 - July 30, 1935. Information concerning workers taking special training course in field work. (Rarely, official.) 6 x 8 loose papers, 4 in., in steel filing cabinet. R. 313 (Bldg. B). (48)

7722. FIELD TIME CARDS, July 1, 1934 - Aug. 1935. Records show name of employee, number of hours worked, rate of pay, and total amount of wages earned for pay period. Arranged by county and filed alphabetically by name of employee. (Weekly, official.) 5 x 8 cards, 2 ft. 6 in., in card filing cabinet. R. 313 (Bldg. B). (43)

7723. AGREEMENTS, COOPERATIVE PROJECT NUMBER 37, AMERICUS, GA., May 1, 1934 to date. Index shows name of owner and farm number. Filed alphabetically. (Daily, official, public.) 3 x 5 cards, 4 in., in steel card filing cabinet. R. 313 (Bldg. B). (40)

7724. BIDS AND CONTRACTS, May 1, 1934 to date. Bids and contracts made for various supplies. Filed alphabetically by name of contractor. (Weekly, official.) 9 x 12 folders, 1 ft., in steel filing cabinet. R. 313 (Bldg. B). (52)

7725. CLAIMS OF INJURED AND AMOUNTS PAID TO INJURED EMPLOYEES, May 1, 1934 to date. Record shows name of employee injured while on duty, complete histories of accident and employee, and date and amount of compensation. (Weekly, official.) 9 x 12 folders, 6 in., in steel filing cabinet. Damaged by handling. R. 313 (Bldg. B). (55)

7726. COOPERATIVE CONTRACTS, May 1, 1934 to date. Index to contracts already made and filed, showing name and address of person with whom contract is made. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft., in steel filing cabinet. R. 313 (Bldg. B). (53)

7727. MISCELLANEOUS CONTRACTS, May 1, 1934 to date. Index to miscellaneous contracts. Filed alphabetically. (Weekly, official.) 3 x 5 cards, 5 in., in steel filing cabinet. R. 313 (Bldg. B). (61)

7728. EMPLOYEES' ADDRESSES, May 1, 1934 to date. Record shows name and address of each employee. Filed alphabetically. (Daily, official.) 3 x 5 cards, 6 in., in steel card cabinet. R. 313 (Bldg. B). (35)

7729. FERA LABOR TIME CARDS, May 1, 1934 to date. Filed alphabetically by names of person and county. (Occasionally, official.) 3 x 5 cards, 6 in., in steel card cabinet. R. 313 (Bldg. B). (37)

7730. INVENTORY, May 1, 1934 to date. Monthly inventories of office equipment, supplies, etc., including all equipment in various warehouses. Filed chronologically. (Monthly, official.) 10 x 15 folders, 8 in., in steel filing cabinet. R. 313 (Bldg. B). (49)

7731. NON-RELIEF AND RELIEF WORKERS, May 1, 1934 to date. Record shows monthly pay rates, and serves to differentiate relief from non-relief workers. Filed alphabetically by name of employee. (Weekly, official.) 3 x 5 cards, 6 in., in steel filing cabinet. R. 313 (Bldg. B). (42)

7732. PAY ROLLS, May 1, 1934 to date. Copies of pay rolls. (Daily, official.) 9 x 12 folders, 1 ft., in steel filing cabinet. R. 313 (Bldg. B). (29)

7733. PERSONNEL FILE, May 1, 1934 to date. Applications for positions and card records of laborers no longer employed. Filed alphabetically by name of applicant. (Monthly, official.) 9 x 12 folders, 2 ft., in steel filing cabinet. R. 315 (Bldg. B). (27)

7734. RAIN GAUGE CARDS, May 1, 1934 to date. Reports from each district, showing gauge number, note on climate, and amount of rainfall in certain periods of time. Filed numerically. (Monthly, official.) 4 x 6 cards, 1 ft., in steel filing cabinet. R. 313 (Bldg. B). (54)

7735. REQUESTS FOR TRAVEL AUTHORIZATION, COPIES, May 1, 1934 to date. Requests show points to which travel is necessary, motor transportation, justification for travel, per diem, and inclusive dates. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 6 in., in steel filing cabinet. R. 313 (Bldg. B). (30)

7736. SUPPLIES AND EQUIPMENT CARDS, May 1, 1934 to date. Perpetual inventory. Filed alphabetically. (Monthly, official.) 5 x 8 cards, 1 ft., in steel filing cabinet. R. 313 (Bldg. B). (46)

7737. TIME CARDS, FIELD, May 1, 1934 to date. Cards show employee's name, rate of pay, and number of days worked. Filed alphabetically. (Weekly, official.) 5 x 8 cards, 3 ft. 6 in., in steel filing cabinet. R. 313 (Bldg. B). (47)

7738. VOUCHERS, May 5, 1934 to date. Purchase orders and vouchers. One copy is sent to Washington and one retained in local office. Filed numerically. (Daily, official.) 9 x 12 folders, 3 ft., in steel filing cabinet. R. 313 (Bldg. B). (32)

7739. ALLOTMENT LEDGER, Aug. 1, 1934 to date. Record of vouchers issued for purchases, showing amounts of purchases authorized, amounts paid, and unencumbered balances. Filed chronologically. (Daily, official.) 12 x 18 vol., 2 in., in steel filing cabinet. R. 313 (Bldg. B). (128)

7740. NON-EXPENDABLE PROPERTY, Aug. 1, 1934 to date. Purchase orders, requests for supplies, equipment, or service, and requisitions. Filed numerically. (Daily, official.) 11 x 12 loose-leaf book, 3 in., in steel filing cabinet. R. 313 (Bldg. B). (123)

7741. PURCHASE ORDERS, MONTICELLO, GEORGIA PROJECT, Aug. 1, 1934 to date. Purchase orders by chief clerk, Department of Interior and junior administrative assistant, Department of Agriculture, showing a list of

articles purchased and signature of officer in charge. Arranged numerically. (Weekly, official.) 10 x 12 loose-leaf book, 2 in., in steel filing cabinet. R. 313 (Bldg. B). (130)

7742. VOUCHER LEDGER, Aug. 1, 1934 to date. Records of operations of Monticello, Georgia Project, showing allotments for various projects and pay roll allotments. Entered alphabetically. (Daily, official.) 8 x 11 vol., 1 in., in steel filing cabinet. R. 313 (Bldg. B). (122)

7743. VOUCHER LEDGER, SOIL EROSION SERVICE, PROJECT 19, Aug. 1, 1934 to date. Ledger showing name of debtor, debits, credits, balance due, and items bought from debtor. Entered alphabetically. (Daily, official.) 8 x 11 vol., 3 in., in steel filing cabinet. R. 313 (Bldg. B). (127)

7744. VOUCHER REGISTER, MONTICELLO, GEORGIA PROJECT. Aug. 1, 1934 to date. Record of vouchers showing a description of purchase, amount of authorization, and name of payee. (Daily, official.) 12 x 18 vol., 1 in., in steel filing cabinet. R. 313 (Bldg. B). (129)

7745. VOUCHER REGISTER, SOIL EROSION SERVICE, PROJECT 19, Aug. 1, 1934 to date. Record of vouchers showing description, amount and authorization of purchase, and name of payee. (Daily, official.) 12 x 18 vol., 1 in., in steel filing cabinet. R. 313 (Bldg. B). (126)

7746. FERA LABOR, DEAD FILE, Mar. - May 1935. Time reports showing name, case number, and number of hours worked on FERA projects. Filed alphabetically. (Occasionally, official.) 3 x 5 cards, 6 in., in steel filing cabinet. R. 313 (Bldg. B). (41)

7747. ABSTRACTS OF AUTOMOBILE PARTS, June 12 - Sept. 9, 1935. Abstracts and bids. Obsolete. (Never.) 8 x 10 $\frac{1}{2}$ loose papers, 1 ft., in steel filing cabinet. R. 313 (Bldg. B). (33)

7748. MEMORANDA, Apr. 10, 1935 - Apr. 23, 1936. Record of business transactions in various branches of the office. Numerical index. (Daily, official.) 9 x 12 folders, 1 ft., in steel filing cabinet. R. 313 (Bldg. B). (31)

7749. INACTIVE TRANSIENT CAMP 1, Oct. 15, 1935 - Jan. 27, 1936. Cards showing name, address, number of hours worked, and wages earned by each person enrolled. Filed alphabetically by name of enrollee. (Never.) 5 x 8 cards, 6 in., in steel filing case. R. 313 (Bldg. B). (62)

7750. TECHNICAL PERSONNEL, WASHINGTON OFFICE, May 1, 1934 to date. Filed alphabetically. (Monthly, official.) 9 x 12 folders, 1 ft., in filing cabinet. R. 313 (Bldg. B). (24)

7751. RECORD OF MILEAGE AND COST OF FUEL USED BY TRUCKS, May 1, 1934 to date. Weekly report of gasoline and oil used and total mileage for each truck. (Weekly, official.) 5 x 8 cards, 1 ft. 9 in., in steel filing cabinet. R. 313 (Bldg. B). (38)

7752. SUB-OFFICES, ROME, GAINESVILLE, AND LAGRANGE, GEORGIA, May 1, 1934 to date. Statistical reports covering weekly employment and semi-monthly pay rolls for Rome, Gainesville, and LaGrange, Georgia nursery projects. Filed alphabetically by name of project. (Daily, official.) 9 x 12 folders, 8 in., in steel filing cabinet. R. 313 (Bldg. B). (50)

7753. ENGINEERING, May 1, 1934 - July 1, 1935. Cost sheets of various projects and relative correspondence. Filed alphabetically by projects name. (Monthly, official.) 9 x 12 folders, 6 in., in steel filing cabinet. R. 313 (Bldg. B). (34)

7754. WASHINGTON CORRESPONDENCE, GENERAL, Jan. 1, 1934 to date. Correspondence, telegrams, and monthly reports to Washington. Filed alphabetically. (Monthly, official.) 9 x 12 folders, 1 ft., in metal filing cabinet. R. 313 (Bldg. B). (20)

7755. GENERAL CORRESPONDENCE, May 1, 1934 to date. Correspondence of the chief clerk, Department of Interior, and junior administrative assistant, Department of Agriculture; also budgets of sub-projects in Spartanburg, Americus, Atlanta, and other projects. Filed alphabetically. (Daily, official.) 9 x 12 folders, 4 ft., in metal filing cabinet. R. 313 (Bldg. B). (23)

7756. GENERAL FILE, MONTICELLO, GEORGIA PROJECT, May 1, 1934 to date. Purchase vouchers, pay rolls, transmittal letters, and property transfers. Filed alphabetically by subject. (Daily, official.) 9 x 12 folders, 6 in., in steel filing cabinet. R. 313 (Bldg. B). (39)

7757. CORRESPONDENCE GENERAL, ALL PROJECTS, June 1, 1934 to date. Weather reports and climatological data issued by the Department of Agriculture, Weather Bureau; also correspondence with various projects. (Daily, official.) 9 x 12 folders, 1 ft. 4 in., in filing cabinet. R. 313 (Bldg. B). (21)

Project 19

7758. INTEROFFICE CORRESPONDENCE, Oct. 22, 1935 to date. Correspondence giving instructions to warehousemen. Filed chronologically. (Monthly, official.) $8\frac{1}{2}$ x 11 loose papers, 1 in., on metal stick file. Office (Bldg. C). (90)

7759. INVENTORY OF NON-EXPENDABLE AND EXPENDABLE SUPPLIES, Mar. 31, 1935 to date. List of expendable and non-expendable supplies of office, farm, and transportation equipment. (Daily, official.) $8\frac{1}{2}$ x 14 loose papers, 1 in., in steel cabinet. Office (Bldg. C). (92)

7760. RECORD OF AUTOMOBILES OWNED, May 19, 1935 to date. Records showing a detailed description of trucks and passenger cars used in Erosion Service. (Daily, official.) $9\frac{1}{2}$ x 12 folders, 1 in., in steel filing cabinet. Office (Bldg. C). (91)

Soil Scientist

7761. CORRESPONDENCE, WASHINGTON, STATE, AND GENERAL, May 1, 1934 to

date. Correspondence from Washington, miscellaneous letters from various Governmental departments, and correspondence regarding Georgia surveys. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft., in steel filing cabinet. R. 323 (Bldg. B). (77)

7762. SOILS DEPARTMENT, POST OFFICE MAPS, May 1, 1934 to date. Map for each district, showing acreage, number, outlines, and location of schools, churches, roads, and routes. Filed alphabetically. (Rarely, official.) 9 x 12 folded maps, 1 ft. 6 in., in steel filing cabinet. R. 323 (Bldg. B). (71)

7763. SOILS DEPARTMENT RECONNAISSANCE, SOIL SURVEY, May 1, 1934 to date. Maps of different types, one for each county, covering the entire survey of soils, showing description of soil, depth of loam and sand, and acreage of land being surveyed. Filed alphabetically. (Weekly, official.) 9 x 12 folders, 2 ft., in steel filing cabinet. R. 323 (Bldg. B). (69)

7764. STENCILS, REQUEST GA. 1, May 1, 1934 to date. Stencils showing name and amount of supplies. Filed numerically. (Weekly, official.) 8 x 10 stencils, 6 in., in steel filing cabinet. R. 323 (Bldg. B). (66)

7765. SOIL SURVEYS, COUNTIES OF GEORGIA, May 1, 1934 to date. Reports on soil conditions of each county, showing exact location of project, and outlines of work performed. Filed alphabetically by names of counties surveyed. (Daily, official.) 6 x 9 manuals, 2 ft., in steel filing cabinet. R. 323 (Bldg. B). (74)

7766. SOILS DEPARTMENT, TECHNICAL AND GENERAL INFORMATION, May 1, 1934 to date. Reports on proposal changes on farms, signed agreements, and erosion and control areas. Filed alphabetically by subject. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in steel filing cabinet. R. 323 (Bldg. B). (81)

7767. WEEKLY PROGRESS REPORT, May 1, 1934 to date. Cumulative record as to the number of acres surveyed by cooperators and CCC. Filed numerically by project number. (Daily, official.) 6 x 14 vol., 2 in., on desk. R. 323 (Bldg. B). (89)

7768. PUBLICATIONS, May 1, 1934 to date. Bulletins showing names and descriptions of surveys in Georgia engaged in improving soil by growing crops, building and the care of terraces; also reports on forestry, growing of shrubs, and information as to fertilizer. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft., in steel filing cabinet. R. 323 (Bldg. B). (68)

7769. SOIL SURVEYS, PERSONAL, G. A. CRABB, May 1, 1934 to date. Bulletins and letters from Washington to the Soil Scientist, describing survey work. Filed alphabetically. (Daily, official.) 9 x 12 folders, 6 in., in filing cabinet. R. 323 (Bldg. B). (67)

State Coordinator

7770. MISCELLANEOUS CORRESPONDENCE, May 1, 1934 to date. Letters pertaining to CCC camps, college trainers, correspondence relative to game reserve, men notified to report for work, and Federal agencies in Georgia compiled by the National Emergency Council. (Daily, official.) 9 x 12 folders, 2 ft., in steel filing cabinet. R. 321 (Bldg. B). (76)

7771. FIELD ORDERS MEMORANDA, May 1, 1934 to date. Memoranda regarding field orders, supply sheets, and instructions from Washington. Filed numerically. (Daily, official.) 9 x 12 loose-leaf books, 2 ft., in steel filing cabinet. R. 321 (Bldg. B). (73)

7772. WASHINGTON PERSONNEL, REGIONAL PERSONNEL, CONGRESSMEN AND SENATORS, May 1, 1934 to date. Information concerning business transacted in different branches of this work; also memoranda of regional directors, and business letters on subjects of interest to different departments. Filed alphabetically. (Weekly, official.) 9 x 12 folders, 1 ft. 6 in., in steel filing cabinet. R. 321 (Bldg. B). (72)

7773. APPLICATIONS 1934, CONGRESSMEN AND SENATORS, PROPOSED PROJECTS, May 1, 1934 to date. Application sheets of 1934, letters regarding proposed projects, and letters of recommendation from Congressmen and Senators. Obsolete. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in steel filing cabinet. R. 321 (Bldg. B). (75)

7774. APPLICATIONS, SCS DEPARTMENT, May 1, 1934 to date. Applications of persons seeking employment in Government offices, showing education, former employment, age, height, weight, and copies of letters of acceptance and recommendation. (Weekly, official.) 9 x 12 folders, 1 ft. 6 in., in steel filing cabinet. R. 321 (Bldg. B). (70)

GAINESVILLE

SOIL CONSERVATION DEMONSTRATION
LITTLE RIVER PROJECT MANAGER
Federal Bldg., Spring and Green Sts.

Little River Project No. Ga.-4 conducts soil conservation demonstration in the Hall-White-Lumpkin area. The regional office is at Spartanburg, S. C.

Correspondence

7775. CORRESPONDENCE, Sept. 1, 1935 to date. Correspondence containing applications for positions, highway express, advice for allotments, duplicate Government bills of lading, budget information, cancelled purchase orders, expense checks, insurance disability, and letters of transmittal. Filed numerically. (Daily, official.) 9 x 12 folders, 2 ft., in steel filing case. R. 108. (80)

7776. DRAFTING DEPARTMENT, CORRESPONDENCE, Sept. 15, 1935 to date. Correspondence with drafting office, Athens, Georgia, regarding maps made, Ozlid prints, instructions from regional drafting office, and drafting reports. Filed alphabetically by names of officials. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in steel filing case. R. 108. (50)

7777. PERSONAL DATA MEMORANDUM, Aug. 5, 1936 to date. Correspondence with Washington concerning drought relief activities, and brief form showing name, date of birth, age, sex, legal residence (voting address), occupation, marital status, number of dependents, and condition of health. Filed numerically. (Daily, official.) 9 x 12 folders, 4 ft., in steel filing case. R. 401. (69)

7778. GENERAL CORRESPONDENCE, Sept. 1, 1936 to date. Correspondence pertaining to news letters, list of agreements, letters sent to Washington, expense account, crop rotation, farmers' requests, daily reports, project work program, publications, and memoranda file. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft., on desk. R. 108. (90)

General Records

7779. AMENDMENT TO COOPERATIVE AGREEMENT, Jan. 10, 1935 to date. Records showing supplies and articles each farmer received during the year including fertilizer, barbed wire, seed, and fencing supplies; amendment can be rejected within one year if farmer does not cooperate with agreement. Filed numerically. (Daily, official.) 9 x 12 folders, 1 ft., in steel filing case. R. 108. (63)

7780. FARM SUMMARY MAP, Feb. 10, 1935 to date. Records showing field number, rotation of crops, acres stripped, crop acres, acres to be terraced and other treatments, and acres retired permanently. Filed numerically. (Daily, official.) 9 x 12 folders, 6 in., in steel filing case. R. 108. (71)

7781. FIELD MEMORANDA, Apr. 10, 1935 to date. Instructions from Washington regarding payment of wages for partial day, medical treatment, employment and pay roll reports, instructions for use of project labor, major activities, and acquisition of property and unskilled labor. Filed numerically. (Daily, official.) $9\frac{1}{2}$ x $12\frac{1}{2}$ loose-leaf books (2), 1 ft., in wooden bookcase. R. 111. (87)

7782. TOLL CALL CERTIFICATES FOR ALL TOLL CALLS EXCEEDING FIFTY CENTS, June 1, 1935 to date. Records showing bureau, division, names of person making call and person called, cities from and to which call is made, date, number of minutes charge, total, whether person to person or station to station call, nature, and signature and title of person who made call. Filed alphabetically by name of person making call. (Daily, official.) 9 x 12 folders, 3 in., in steel filing case. R. 108. (25)

7783. AERIAL PHOTOGRAPHS, Sept. 1, 1935 to date. Photographs of farms cooperating with the Soil Conservation Service showing areas of

territory; also record of each farm showing number of acres, name of owner, and number of acres in cultivation and in timber. Filed numerically. (Never.) 30 x 41 maps (40), 3 in., in wooden box on floor. Storage room, 1st floor. (102)

7784. INJURY FILE, Sept. 1, 1935 to date. Record of medical attendance, showing name of person injured, nature of injury, occupation, address, date, compensation, and results. Filed alphabetically. (Monthly, official.) 9 x 12 folders, 3 in., in steel filing case. R. 108. (78)

7785. MAP SUMMARY, Sept. 1, 1935 to date. Records showing name of owner of farm, farm number, number of acres, old and new sheet numbers, soil map tracings completed, field sketch made, tracings sent to Athens, Georgia for prints, and land maps used for tracings. Filed numerically by farm number. (Daily, official.) 14 x 25 $\frac{1}{2}$ loose-leaf book, 1 in., on drafting table. R. 108. (58)

7786. SOIL MAP PRINTS, Sept. 1, 1935 to date. Records of soil conservation maps, showing erosion, land use, slope, type of soil, names of persons by whom surveyed, traced, and checked, date surveyed, farm code number, number of acres in farm, name of owner, and scale of maps. Filed numerically by farm code number. (Daily, official.) 9 x 12 envelopes, 2 ft., in steel filing case. R. 108. (51)

7787. COOPERATIVE, AGREEMENTS, Sept. 5, 1935 to date. Agreement for demonstrational and experimental work in soil erosion control; plan of conservation operations and site of work, with land description, cropping plan, and map attached. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft., in steel filing case. R. 108. (62)

7788. ALLOTMENT LEDGER, Sept. 15, 1935 to date. Ledgers showing symbol and reference numbers, date, description, audited voucher, encumbrances liquidated and authorized, and allotments. Filed alphabetically. (Daily, official.) 9 x 12 folders, 3 in., in steel filing case. R. 108. (81)

7789. NOTICE OF MISCELLANEOUS ENCUMBRANCE, Sept. 15, 1935 to date. Records showing location of project, agency, date, particulars, voucher, encumbrances liquidated and authorized, unliquidated encumbrance, allotment number, type of work, and appropriation. Filed numerically. (Daily, official.) 9 x 12 folders, 6 in., in steel filing case. R. 108. (446)

7790. VOUCHER DISTRIBUTION, Sept. 15, 1935 to date. Records showing voucher number, relief employees, supplies and materials, building, construction, maintenance and repair contracts, contract services, travel including subsistence, advertising, equipment purchased, accrued interest, and total of attached voucher. Filed numerically. (Daily, official.) 9 x 12 folders, 1 ft., in steel filing case. R. 108. (49)

7791. AMENDED CROPPING PLAN, Sept. 16, 1935 to date. Records showing names of owner and operator of farm, farm number, field, acres, and number of years contract is to run between 1935 and 1939. Filed numerically by farm number. (Daily, official.) 9 x 12 folders, 1 ft., in steel filing case. R. 108. (55)

7792. NOTICE OF REQUEST FOR ISSUING PURCHASE ORDER, Sept. 16, 1935 to date. Notices of request to project manager to issue purchase order, showing name and address of vendor, quantity, description, unit price, total cost, dates issued and approved, and signature of project manager. Filed chronologically. (Daily, official.) $8\frac{1}{2}$ x $10\frac{1}{2}$ loose papers, 3 in., in steel filing case. R. 108. (96)

7793. REQUEST FOR SUPPLIES, EQUIPMENT, OR SERVICE, Sept. 16, 1935 to date. Record shows date issued, bureau or office, item and stock numbers, description of articles, quantity, unit, unit price, amount, by whom filled, checked, and packed, to whom delivered, how shipped, signatures of approving officer and party receiving articles, and date received. Filed numerically. (Weekly, official.) 9 x 12 folders, 1 ft., in steel filing case. R. 108. (27)

7794. SCHEDULE OF RETIREMENT AND DISABILITY FUND CREDITS, Sept. 16, 1935 to date. Records show schedule and sheet numbers, department or establishment, bureau or office, name of official, title, station, date issued, symbol, bureau or office and voucher numbers, amount, date, check number, amount of retirement deductions, and total amount. Filed numerically. (Daily, official.) 9 x 12 folders, 1 ft., in steel filing case. R. 108. (26)

7795. STATEMENT OF TRAVEL BY MOTOR VEHICLE, Sept. 16, 1935 to date. Standard Form 1012e, subvoucher number, name of traveler, department, bureau, kind of vehicle, where registered, registration number, name of owner, inclusive period dates, between what points, hours of departure and arrival, meter readings, miles traveled, rate per mile, and amount claimed. Filed numerically by subvoucher number. (Daily, official.) 8 x 11 loose papers, 1 ft., in steel filing case. R. 111. (73)

7796. WEEKLY WORK RECORD, DRAFTING SECTION, Sept. 16, 1935 to date. Record shows period of time, name of draftsman, date of drawing, division for which performed, description of drawing or map, and number of hours spent on drawing. Filed numerically. (Daily, official.) 9 x 12 folders, 3 in., in steel filing case. R. 108. (52)

7797. ABSTRACT OF PROPOSALS, Nov. 1, 1935 to date. Abstract of proposals received, showing item number, quantity, articles, bid number, name of bidder, check number and amount, and estimated shipping weight. Filed numerically. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in steel filing case. R. 108. (45)

7798. STANDARD SYMBOLS FOR LAND USE MAPS, Nov. 1, 1935 to date. Records consisting of symbols as follows: A-land removed from cultivation; B-sod buffer or spreader strips; C-contour tillage; D-diversion of hillside ditches; F-forest (new); G-gully control; K-contour furrowing; P-permanent sod waterways; N-seeded or planted to sod; O-orchard; P-pasture (permanent); (R) rotation; S-strip cropping and seeding; S.R. field stripping; and V-shrubs and vines for erosion control. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 in., in steel filing case. R. 108. (83)

7799. SEED AND MATERIAL, Nov. 10, 1935 to date. Record shows name

and address of owner, tenant, farm number, number of pounds of seed, acid phosphate, lime, basic slag, fertilizer, and sulphate of ammonia received, and remarks. Filed numerically. (Daily, official.) 9 x 12 folders, 3 in., in steel filing case. R. 108. (67)

7800. CONDITION OF SUPPLIES WHEN RECEIVED, Nov. 15, 1935 to date. Record shows condition of supplies when shipped and received at warehouse, date received, purchase order number, quantity, item, and description. Filed numerically. (Daily, official.) 9 x 12 folders, 1 in., in steel desk drawer. R. 17. (103)

7801. GASOLINE RECORD, Nov. 15, 1935 to date. Record shows name and address of agency, date received, number of gallons of gas, price paid, allowance, net price, grade of gas, name of company, salesman's number, and total cost. Filed alphabetically by name of company. (Daily, official.) 9 x 12 folders, 3 in., in steel desk drawer. R. 17. (100)

7802. INVOICES FOR SUPPLIES, Nov. 15, 1935 to date. Invoice number, date issued, names and addresses of shipper and receiver, item, and signature and title of person in charge. Filed numerically. (Daily, official.) 9 x 12 folders, 3 in., in steel desk drawer. R. 17. (105)

7803. MONTHLY RECORD OF TRUCK OPERATIONS, Nov. 15, 1935 to date. Record of truck operations; mileage, number of gallons of gas and oil used, grease used for chassis and parts, repairs, and number of car or truck. Filed numerically by car or truck number. (Daily, official.) 9 x 12 folders, 3 in., in steel desk drawer. R. 17. (99)

7804. VISITING CARE, Nov. 15, 1935 to date. Records pertaining to visiting officials from other districts of Soil Conservation Service, showing license number, gallons of gas and oil received, car number, pounds of grease, and name of person in charge. Filed alphabetically. (Monthly, official.) 9 x 12 folders, $\frac{1}{2}$ in., in steel desk drawer. R. 17. (104)

7805. CROSS SECTION OF COMPLETED TERRACES, Dec. 1, 1935 to date. Records show outfit number, date of report, project or camp number, location, name and title of official by whom approved, soil type, farm number, number of rounds, area water channel after settlement, earth moved per linear foot of terrace, number of cubic feet, size, make of equipment used, and name of terracer. Filed numerically. (Daily, official.) 9 x 12 folders, 2 ft., in steel filing case. R. 108. (28)

7806. LIST OF TEMPORARY ASSISTANTS EMPLOYED OUTSIDE OF WASHINGTON, Dec. 2, 1935 to date. Records show name, title or occupation, where stationed, compensation, date of employment, number of days or months of service reported as rendered, not reported, and total service rendered during the calendar year. Filed numerically. (Daily, official.) 9 x 12 folders, 3 in., in steel filing case. R. 108. (44)

7807. PUBLIC VOUCHER FOR REIMBURSEMENT OF TRAVEL AND OTHER EXPENSES INCLUDING PER DIEM, Dec. 15, 1935 to date. Standard Form 1012, voucher number, name of department, appropriation number, name and address of payee, official headquarters, domicile, residence, by whom paid, date,

period dates, authority number and date, amount, amount verified for account, initials of approval, additional statements, check number, itemized schedule, other expenses, date, character of expenditures, subvoucher number, amount, and totals. Filed numerically. (Daily, official.) 9 x 12 folders, 4 in., in steel filing case. R. 108. (43)

7808. AERIAL PHOTOGRAPHS, Feb. 3, 1935 to date. Photographs showing location of each farm and outlying boundaries of six counties covering twenty-five thousand acres which is maintained by the Service at Gainesville. Filed numerically. (Daily, official.) 18 x 22 photographs, 2 ft., in 2 steel filing cases. R. 108. (65)

7809. INDIVIDUAL TIME CARD, Apr. 1, 1936 to date. Cards show name and address of worker, post of duty, appointment, date, title, pay period, total time, total amount earned, and deductions. Arranged alphabetically and filed numerically. (Daily, official.) 3 x 5 cards, 2 ft., in steel desk drawer. R. 401. (68)

7810. WEEKLY RECORD OF TERRACE CONSTRUCTION, Apr. 1, 1936 to date. Records show tractor operations, week ending date, month, date, number of hours tractor operated, men worked, number of feet of terrace worked, amount of gasoline, oil, and grease used, area controlled, tractor number, name of machine operator, and name and number of farm. Filed numerically by farm number. (Daily, official.) 9 x 12 folders, 6 in., in steel filing case. R. 401. (59)

7811. MANUAL OUTLINE, July 1, 1936 to date. Reports based on pay rolls, open market purchases, contracts, abstract of bids, numbering of contracts, leases, gasoline tanks, fencing, approval of certifications, and draft reports on man-hours worked. Filed alphabetically by subject. (Daily, official.) 9 x 12 folders, 4 in., in steel filing case. R. 111. (75)

7812. REQUISITION FOR WORKERS, July 5, 1936 to date. Requisitions show operating agency, employment office, project number, location, description of project, occupation, wage class, number of workers, special requirements or conditions, and date, hour, and place to report. Filed alphabetically. (Monthly, official.) 9 x 12 folders, 6 in., in steel filing case. R. 401. (70)

7813. AGREEMENT FOR WORK, Aug. 1, 1936 to date. Agreements of the Government to do terracing and ditching to control erosion on farms of members of the Soil Conservation Association, using emergency drought relief labor. Filed alphabetically by name of county. (Daily, official.) $8\frac{1}{2}$ x $10\frac{1}{2}$ loose papers, 6 in., in steel filing case. R. 111. (72)

7814. ENGINEERING FILES, Sept. 1, 1936 to date. Aerial mapping program of the Soil Conservation Service for the Cartographic Unit, to obtain all the triangulation and leveling data that has been established by any other agency, covering the area of every project in which the Soil Conservation Service is interested. Filed numerically. (Daily, official.) 9 x 12 folders, 6 in., in steel filing case. R. 401. (66)

7815. JOB REPORT OF FIELD OPERATIONS, Sept. 10, 1936 to date. Record shows class of work, name of farm owner or operator, date work started, classification symbol, farm and field numbers, date completed, labor, materials, and equipment used, transportation, and names and titles of persons to whom reported. Filed numerically by farm number. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in steel filing case. R. 401. (56)

7816. TEMPORARY APPOINTMENT, TRANSFER, REINSTATEMENT, OR PROMOTION, Sept. 16, 1936 to date. Record shows name and address of applicant, application number, date of application, kind of examination, position sought, date of birth, education, name of college or university, dates of attendance, date degree conferred, and semester hours credited. Filed numerically by application number. (Monthly, official.) 9 x 12 folders, 6 in., in steel filing case. R. 111. (85)

7817. PURCHASE ORDER, Sept. 17, 1936 to date. Record shows order, official, and work project numbers, type of work symbol, appropriation title and symbol, to whom order was delivered, how shipped, quantity, articles, unit price, unit, total, and dates issued and delivered. Filed numerically. (Daily, official.) 9 x 12 folders, 6 in., in steel filing case. R. 108. (29)

7818. MAPS, Sept. 30, 1936 to date. Maps of territory under the supervision of Soil Conservation Service, showing paved and private roads, dwellings or stores, gravel pits, cemetery, railroad, power lines, area boundaries, county line, streams, and bridges. Filed alphabetically. (Weekly, official.) 9 x 12 folders, 3 in., in steel desk drawer. R. 108. (91)

7819. INFORMATION REGARDING TRUCKS, Nov. 15, 1936 to date. Record shows make, model, type, motor and serial numbers, capacity, tag number, number of spare tires, ignition, and mileage made in a day's work. Filed numerically. (Daily, official.) 9 x 12 folders, 1 in., in steel desk drawer. R. 17. (92)

7820. MILEAGE AND GAS RECORDS OF OFFICIAL CARS, Nov. 15, 1936 to date. Record shows date gas was issued, car number, name of driver, destination, mileage, and times of departure and return. Filed numerically by car number. (Daily, official.) 9 x 12 folders, 4 in., in steel desk drawer. R. 17. (97)

7821. RAILROAD ARRIVAL NOTICE OF ARTICLES, Nov. 15, 1936 to date. Records showing consignee, how shipped, freight bill and waybill numbers, date of waybill, weight, rate, number of articles, total prepaid, car number, date shipped, name and title of person who received merchandise, and name of shipper. Filed numerically by waybill number. (Daily, official.) 9 x 12 folders, 3 in., in steel desk drawer. R. 17. (98)

7822. RECEIPT FOR TOOLS, Nov. 15, 1936 to date. Record of tools checked in and out of warehouse each day, including shovels, axes, brush-hooks, cross-cut saws, post hole diggers, sledge hammers, wedges, and yard rakes. Filed numerically. (Daily, official.) 9 x 12 folders, 1 in., in steel desk drawer. R. 17. (101)

Personnel

7823. PERSONNEL RECORDS, July 1, 1934 to date. Records pertaining to change of status, personnel data and recommendations, notices of appointments and change of status, and personal history statements. Filed alphabetically by name of employee. (Daily, official.) 9 x 12 folders, 6 in., in steel filing case. R. 11. (76)

7824. PAY ROLL FOR PERSONAL SERVICES, MISCELLANEOUS, Sept. 15, 1935 to date. Standard Form 1074e, names and addresses, official designations or occupations, rate of compensation, class, value, total units, retirement, quarters or rent, deductions, net amount paid, notations of payments by checks, and general remarks. Filed numerically. (Daily, official.) 9 x 12 folders, 1 ft., in steel filing case. R. 108. (48)

7825. CHANGES IN CIVILIAN PERSONNEL, Nov. 15, 1935 to date. Records show sheet number, department or establishment, location, date of official change, date effective, name of employee, nature of action, station and positions, salary, and signature and official title of officer who made change. Filed numerically by sheet number. (Monthly, official.) 9 x 12 folders, 3 in., in steel filing case. R. 108. (89)

7826. PAY ROLL FOR PERSONAL SERVICES AND OWNER-OPERATED EQUIPMENT WORK PROJECTS, Nov. 15, 1935 to date. Record shows name of employee, identification number, occupation, kind of equipment, hours worked, rate per hour, amount paid, check number, and date drawn. Filed numerically. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in steel filing case. R. 108. (47)

7827. MEMORANDUM RECEIPT OF NONEXPENDABLE PROPERTY, Sept. 16, 1935 to date. Records showing name of project, receipt number, date issued, classification number, quantity, requisition and purchase order numbers, total cost, articles, description, and name and title of person who received articles. Filed numerically. (Weekly, official.) 8 x 10 $\frac{1}{2}$ loose papers, 1 ft., in steel filing case. R. 108. (53)

Reports

7828. PHYSICIANS' REPORTS, COMPENSATION COMMISSION, Sept. 1, 1936 to date. Reports show name and address of patient, place of employment, date and hour of first treatment, X-ray report, name of hospital, date admitted, and number of treatments given. Filed alphabetically. (Monthly, official.) 9 x 12 folders, 3 in., in steel filing case. R. 108. (79)

7829. MONTHLY TRANSPORTATION REPORT, Sept. 16, 1935 to date. Report shows sheet number, inclusive period dates, name and title of official, by whom approved, location, classification and outfit numbers, speedometer reading at end of month, miles driven current month to date, depreciation, cost per mile, costs of tires and tubes, repairs including maintenance, and miscellaneous materials, total, and region, state, district, and project. Filed chronologically. (Daily, official.) 9 x 12 folders, 4 in., in steel filing case. R. 401. (57)

7830. PHYSICAL PROGRESS REPORT, Sept. 16, 1935 to date. Report shows project name and number, acres and number of farms in project, number of ECW camps within project area, project manager, name of regional conservator, dates of physical progress report, and work phase talks. Filed numerically. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in steel filing case. R. 401. (60)

7831. COMPLETED JOB REPORT, Nov. 1, 1935 to date. Report shows sheet, camp or project, gully and field numbers, owner or operator, class of work, dates work started and completed, by whom reported, signature of official in charge, title, classification, item, rate, amount, total cost, quantity of work, and unit cost. Filed numerically. (Daily, official.) 8 x 11 loose papers, 1 ft. 6 in., in steel filing case. R. 108. (30)

7832. MONTHLY DISTRIBUTION REPORT, Nov. 1, 1935 to date. Report shows sheet number, month, region, division, state, district, project, camp, location, name and title of official by whom approved, unit and total cost, item, classification, hours, miles or quantity, and rate. Filed numerically. (Daily, official.) 9 x 12 folders, 6 in., in steel filing case. R. 108. (54)

7833. WEEKLY ACTIVITY REPORT, Nov. 1, 1935 to date. Report shows date, hours worked, location and type of work, acres, car miles, and remarks. Filed numerically. (Weekly, official.) 9 x 12 folders, 3 in., in steel filing case. R. 108. (82)

7834. SEED REPORT, Oct. 15, 1936 to date. Report shows name of person receiving seed and material, date delivered, farm and contract numbers, kind of material and seed, amount, plants, wire, fertilizer, annual lespedeza, soy beans, millet, cow peas, velvet beans, sorghum, sudan grass, and staples. Filed numerically by farm number. (Monthly, official.) 9 x 12 folders, 1 in., in steel filing case. R. 108. (84)

7835. FORESTER'S MONTHLY REPORT, Dec. 26, 1936 to date. Report shows name of forester, classification, class of work, reforestation nursery, fire protection, woodland management, educational work, and other phases of Soil Conservation Service. Filed numerically. (Monthly, official.) 9 x 12 folders, 1 ft., in steel filing case. R. 108. (94)

Miscellaneous

7836. MISCELLANEOUS, Sept. 1, 1935 to date. Physical progress reports, salary checks, receipts for property, summary sheets, tractor operations, seed and material for fall use, schedule for disbursements, and individual salary cards. Filed numerically. (Daily, official.) 9 x 12 folders, 6 in., in steel filing case. R. 108. (64)

7838. OFFICIAL CORRESPONDENCE AND MISCELLANEOUS INFORMATION, Sept. 16, 1935 to date. Annual reports, project work programs, correspondence with regional and state officers, daily reports from staff members, correspondence relative to public relations, applications for positions, and correspondence with district Congressmen. Filed alphabetically by subject. (Daily, official.) 9 x 12 folders, 2 ft., in steel filing case. R. 111. (74)

7838. MISCELLANEOUS FILE, Nov. 4, 1935 to date. Reports concerning electrical extension, Hall County farmers, market prices, monthly reports, terracing operations, statistical reports, bulletins, and publications, equipment, financial status, industrial management, nursery and planting reports, public relations, fire reports, and wild life. Filed alphabetically and numerically. (Daily, official.) 9 x 12 folders, 2 ft., in steel desk drawer. R. 108. (95, 93)

7839. REGIONAL OFFICE MEMORANDA, Nov. 27, 1935 to date. Records of new agreements, acceptance of gifts, reports of death or serious injury, general promotions, drafting section work record, staff members' daily reports, cost reports, confirmation of pay rolls, and Government bills of lading. Filed numerically. (Daily, official.) 9 x 12 folders, 3 in., in steel filing case. R. 111. (77)

LAGRANGE

SOIL CONSERVATION DEMONSTRATION
CANNONVILLE PROJECT MANAGER

LaGrange Banking and Trust Co. Bldg., 30-31 Court Sq.

Georgia Project No. 5 was established on September 15, 1935 to cover Troup County. Reports for Washington are made through the regional office, Spartanburg, S. C.

7840. CORRESPONDENCE, Sept. 15, 1935 to date. Interoffice and outer-office correspondence giving information as to activities of other offices and procedure to be followed by this office. (Daily, official.) $8\frac{1}{2}$ x 11 folders, 1 ft. 3 in., in steel filing case. R. 24. (36)

7841. CORRESPONDENCE, Sept. 15, 1935 to date. Record of all surveys made and instructions from immediate supervisors as to surveys that can be made, with specifications. (Weekly, official.) $8\frac{1}{2}$ x 11 folders, 9 in., in steel desk drawer. R. 27. (58)

7842. MISCELLANEOUS CORRESPONDENCE, Sept. 15, 1935 to date. Bulletins, correspondence with various vendors from whom merchandise has been purchased, and vendors desiring to get contracts or business through this office. Filed chronologically. (Daily, official.) $8\frac{1}{2}$ x 11 folders, 9 in., in steel filing case. R. 24. (37)

7843. PAY ROLL CORRESPONDENCE, Sept. 15, 1935 to date. Relative to checks due, over due, and those requested for services out of the ordinary routine of work by people with permanent jobs, relief and non-relief, and from state office regarding pay rolls. (Daily, official.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing case. R. 25. (44)

7844. CORRESPONDENCE, Oct. 1, 1935 to date. With WPA office at Columbus regarding labor and time reports, general correspondence, and bulletins with records of personal activities. (Weekly, official.) $8\frac{1}{2}$ x 11 folders, 1 ft. 3 in., in steel filing cabinet. R. 28. (63)

7845. CORRESPONDENCE, Dec. 1, 1935 to date. Relative to contracts, cooperative agreements, time reports, and memoranda, and correspondence on activities of farmers in accordance with their agreements, contracts, and cooperative agreements. (Weekly, official.) $8\frac{1}{2}$ x 11 folders, 2 ft., in steel filing case. R. 26. (54)

7846. CORRESPONDENCE, Dec. 1, 1935 to date. Relative to requisitions made for labor with qualifications stated, and correspondence with vendors regarding items purchased for engineering work, with prices. (Daily, official.) $8\frac{1}{2}$ x 11 folders, 9 in., in steel filing case. R. 28. (59)

7847. OFFICIAL CORRESPONDENCE, Dec. 1, 1935 to date. Regarding pay rolls, budgets, reports, accomplishments, projects, etc. (Daily, official.) $8\frac{1}{2}$ x 11 folders, 1 ft. 6 in., in wooden desk drawer. R. 20. (53)

7848. CORRESPONDENCE, Dec. 15, 1935 to date. Instructions for agronomist, maps and tracings of farms, cost schedules for demonstrations, and seed test with all information. (Daily, official.) $8\frac{1}{2}$ x 11 folders, 1 ft., in steel desk drawer. R. 30. (64)

7849. FIELD ORDERS, LEDGER BOOKS, Apr. 1, 1935 to date. Book showing orders, regulations, etc., governing the activities of the field force. (Daily, official.) 12 x 18 vols. (6), 1 ft. 6 in., in steel filing case. R. 36. (52)

7850. INSTRUCTIONS, Sept. 15, 1935 to date. From Athens district office and Washington stating procedure as to pay roll status and in individual cases. (Daily, official.) $8\frac{1}{2}$ x 11 folders, 4 in., in steel filing case. R. 36. (46)

7851. PROCUREMENT, BIDS, ETC., Sept. 15, 1935 to date. Records of projects that receive procurement authority through this office and vendors who make bids for sale of goods to various projects through this office and its procurement authority. (Monthly, official.) $8\frac{1}{2}$ x 11 folders, 3 in., in steel filing case. R. 24. (41)

7852. PURCHASE ORDERS AND VOUCHERS, Sept. 15, 1935 to date. Copies of all purchase orders, and vouchers; these vouchers certify that bill is correct and are sent to finance office for payment. (Daily, official.) $8\frac{1}{2}$ x 11 folders, 1 ft. 3 in., in steel filing case. R. 24. (40)

7853. MONTHLY RECORDS, Oct. 1, 1935 to date. Records showing monthly expenses, such as warehouse office expense, weekly time reports, actual jobs worked on, persons employed on each job, and hours worked by each. (Daily, official.) $8\frac{1}{2}$ x 11 folders, 6 in., in steel filing case. R. 20. (71)

7854. RECEIPTS, Oct. 1, 1935 to date. For seed furnished each farmer in accordance with his contract or cooperative agreement, with requests. (Daily, official.) 6 x 8 cards, 3 in., in pasteboard box on steel desk. R. 30. (65)

7855. RECORDS OF SOIL AND LAND USE MAPS, Oct. 1, 1935 to date. Blueprints, tracings, picture number of all farms on which drafting work has been done, and cross index showing information on work done by this department. (Daily, official.) $8\frac{1}{2}$ x 11 folders, 1 ft. 6 in., in steel filing case. R. 20. (86)

7856. SOIL EROSION AND LAND USE MAPS, Oct. 1, 1935 to date. Farm numbers with owner's name, picture number, and cross index to land use maps giving complete data on all work done. (Daily, official.) $8\frac{1}{2}$ x 11 folders, 1 ft. 3 in., in steel filing case. R. 20. (69)

7857. CONTRACTS, Oct. 30, 1935 to date. Contracts made by this office with local vendors; purchase requests made and all other data that pertains to contracts, whether local or made in Washington. (Weekly, official.) $8\frac{1}{2}$ x 11 folders, 1 ft., in steel filing case. R. 24. (35)

7858. MAPS, Nov. 18, 1935 to date. Aerial photo, land use, and forestry maps, which are made by other departments and furnished to the Engineering Department for their business transactions. (Daily, official.) 18 x 24 loose papers, 1 ft. 6 in., in 2 steel filing cabinets. Rs. 28 and 27. (60, 57)

7859. AERIAL PHOTO MAPS, Nov. 18, 1935 to date. Photographs of the entire area of Georgia; pictures are arranged by farm number, and topographical information placed thereon. (Daily, official.) 18 x 24 cards, 2 ft. 6 in., in steel filing cabinet. R. 26. (56)

7860. EROSION MAPS, Dec. 1, 1935 to date. Duplicate contracts, cooperative agreements, and soil erosion maps of all farms upon which work has been, or is now being done. Arranged numerically by farm number. (Daily, official.) $8\frac{1}{2}$ x 11 folders, 2 ft., in steel filing case and wooden desk drawer. Rs. 26 and 28. (55, 61)

7861. DAILY PLANTING RECORDS OF TREES AND SHRUBS, Jan. 13, 1936 to date. List of farms worked on, crews used, and list of trees and plants planted, with activities of employees. (Daily, official.) $8\frac{1}{2}$ x 11 folders, 4 in., in steel filing case. R. 35. (67)

7862. FARMS TO BE REPLANTED, Apr. 1, 1936 to date. Locations of the farms that have been planted, but for drought or other reasons will have to be replanted, maps showing portion of farm on which work was done, and specie planted. (Weekly, official.) $8\frac{1}{2}$ x 11 folders, 3 in., in steel filing case. R. 35. (68)

7863. DAILY WORK RECORDS, July 6, 1936 to date. Record shows names of all employees, number of hours spent on each job each day, and rate of pay. Weekly and monthly staff reports are made from these records. (Daily, official.) 6 x 8 cards, 4 in., in pasteboard box on filing cabinet. R. 20. (89)

7864. RECORD DRAWING NUMBER, July 6, 1936 to date. Description of each drawing made, by whom drawn, drawing number, and letters representing size of original drawings, from which a larger or smaller size may have been drawn. (Daily, official.) 10 x $11\frac{1}{2}$ vols. (2), 4 in., in steel cabinet. R. 20. (90)

7865. SAMPLES, MAPS, AND LEDGERS, July 6, 1936 to date. Data received from state office at Athens, maps, samples, symbols, and all other reference to draftsmanship, which are used in this office, stating specifications and type. (Daily, official.) $8\frac{1}{2}$ x 11 folders, 1 ft., in steel desk drawer. R. 20. (70)

7866. PERMANENT PERSONNEL, LEAVE, AND INDIVIDUAL TRAVEL, Sept. 15, 1935 to date. Material relative to permanent personnel, leaves of absence, rate of pay, traveling expenses, and authority for travel. (Daily, official.) 5 x 8 cards, 4 in., in steel card cabinet. R. 36. (50)

7867. PERSONNEL, Sept. 15, 1935 to date. Data and information on all individuals who receive their appointments, and who work out of this office, stating date of appointment, oath of office, and whether relief or non-relief worker. (Daily, official.) $8\frac{1}{2}$ x 11 folders, 1 ft. 9 in., in steel filing cabinet. R. 25. (43)

7868. PROPERTY CARDS, Sept. 15, 1935 to date. List of all persons who are now in possession of all real property and all expendable property that has been issued, and signatures of persons receiving same. (Daily, official.) 5 x 8 cards, 2 ft., in steel card cabinet. R. 36. (51)

7869. PROPERTY RECORDS, July 6, 1936 to date. Record of all property signed for by assistant engineering draftsman, which if nonexpendable, may be called for or inspected at any time. (Daily, official.) 6 x 8 cards, 1 in., in pasteboard box on filing cabinet. R. 20. (38)

7870. PAY ROLLS AND TIME REPORTS, July 1, 1934 - June 30, 1936. Reports sent in by this office for fiscal years 1935 and 1936, giving names of persons, rates of pay, and actual hours worked. (Daily, official.) $8\frac{1}{2}$ x 11 folders, 1 ft. 9 in., in 2 steel filing cases. R. 25. (42, 45)

7871. DAILY TIME REPORTS, Sept. 15, 1935 to date. Report shows foreman's signature as verification of hours worked by all individuals, date worked, amount paid, and semimonthly pay roll. (Daily, official.) 5 x 8 loose cards, 3 ft., in steel card cabinet. R. 36. (49)

7872. FIELD REPORTS, Sept. 15, 1935 to date. Complete daily, weekly, and monthly reports of all work being done in the engineering field, showing names of employees and their time reports. (Daily, official.) $8\frac{1}{2}$ x 11 folders, 6 in., in steel filing case. R. 28. (62)

7873. PROPERTY REPORTS, Sept. 15, 1935 to date. Record of property received or purchased including non-expendable and expendable property which is later used by or issued to individuals for use. (Daily, official.) $8\frac{1}{2}$ x 11 folders, 9 in., in steel filing case. R. 36. (38)

7874. DAILY STAFF MEMBER REPORTS, Sept. 15, 1935 to date. Reports to district office, Athens, Georgia, showing staff members, duties performed each day, and signatures of members. (Daily, official.) 3 x 5 loose papers, 1 in., in steel filing case. R. 36. (47)

7875. WEEKLY AND MONTHLY REPORTS, Oct. 1, 1935 to date. Daily, weekly, and monthly reports of the entire local office staff who work on drafting, giving exact details of their work. (Daily, official.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel desk drawer. R. 20. (87)

7876. MONTHLY, WEEKLY, AND INJURY REPORTS, Nov. 1, 1935 to date. Report of all activities of this office and of all accidents and injuries. (Monthly, official.) $8\frac{1}{2}$ x 11 folders, 4 in., in steel filing case. R. 24. (39)

7877. REPORTS, Dec. 1, 1935 to date. Daily reports on activities of employees, time reports, things planted, and progress made on all jobs. (Daily, official.) 6 x 8 loose cards, 1 in., in pasteboard box on steel desk. R. 30. (66)

7878. BUDGETS AND MONTHLY OPERATIONS REPORTS, Mar. 1 - June 30, 1936. Report shows total cost of operations, amount budgeted and spent for supplies, materials, labor, and all other expenses paid. (Daily, official.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing case. R. 36. (48)

ROME

SOIL CONSERVATION DEMONSTRATION AGATE PROJECT MANAGER

First National Bank Bldg., NE. corner Broad St.
and 2d Ave.

Georgia Project No. 3 was established on Sept. 16, 1935 for an area covering Bartow, Carroll, Clarke, Cobb, Floyd, and Polk counties. No records have been destroyed. All reports to Washington are made through the regional office, Spartanburg, South Carolina.

Correspondence

7879. OFFICE SPACE, CORRESPONDENCE, Aug. 29, 1935 to date. Correspondence of principal clerk and several real estate officials concerning renting of space for living quarters and office; also other business letters. Filed chronologically. (Monthly, official.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 404. (337)

7880. CORRESPONDENCE OF PROJECT MANAGER, Sept. 1, 1935 to date. Correspondence between project managers at Rome and Americus, and assistant agricultural engineer at Americus. Filed chronologically. (Monthly and weekly, official.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 406. (400, 298)

7881. PAY ROLL, ATHENS CORRESPONDENCE, Sept. 1, 1935 to date. Correspondence between project manager, principal clerk of this office, chief clerk, Athens, and other Soil Conservation officials pertaining to pay roll differences. Filed chronologically. (Weekly, official.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 406. (276)

7882. INVITATION TO BID, REINFORCING STEEL, Sept. 15 - Oct. 10, 1935. Correspondence pertaining to Invitation, Bid and Acceptance, with principal clerk at Athens. Filed chronologically. (Never.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 404. (262)

7883. GENERAL CORRESPONDENCE, Sept. 16, 1935 to date. Correspondence with various firms relative to signing vouchers; also other business correspondence. Filed alphabetically. (Daily, official.) $8\frac{1}{2}$ x 11 folders, 6 in., in steel filing cabinet. R. 404. (117)

7884. COOPERATIVE AGREEMENTS, CORRESPONDENCE, Sept. 17, 1935 to date. Correspondence with officials of regional office, Spartanburg, concerning cooperative agreements made between Soil Conservation Service and farmers; also other business letters between these offices. Filed chronologically. (Monthly, official.) $8\frac{1}{2}$ x 11 folders, 2 in., in steel filing cabinet. R. 404. (287)

7885. REQUISITIONS, CORRESPONDENCE, Sept. 17, 1935 to date. Requisitions and correspondence pertaining to purchases of seeds, nitrogen, brand inoculation, and general supplies. Filed chronologically. (Daily, official.) $8\frac{1}{2}$ x 11 folders, 6 in., in steel filing cabinet. R. 404. (237)

7886. PROPERTY, Sept. 19, 1935 to date. Correspondence relative to property deals and transfers, and bids of various kinds between officials of this office and Washington. Filed chronologically. (Monthly, official.) $8\frac{1}{2}$ x 11 folders, $\frac{1}{2}$ in., in steel filing cabinet. R. 404. (174)

7887. NATIONAL REEMPLOYMENT OFFICE, ROME, GEORGIA, Sept. 21, 1935 to date. Correspondence with manager National Reemployment office concerning men who have been transferred from one job to another or who have received promotion. Filed chronologically. (Weekly, official.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 404. (268)

7888. AREA STATISTICAL REPORTS, CORRESPONDENCE, Sept. 27, 1935 to date. Correspondence between project officials regarding area statistical reports, giving report of work and narrative report for each month. Filed chronologically. (Semimonthly, official.) $8\frac{1}{2}$ x 11 folders, $\frac{1}{2}$ in., in steel filing cabinet. R. 404. (236)

7889. WPA LABOR, MISCELLANEOUS, Sept. 28, 1935 to date. Correspondence pertaining to legal holidays, telegrams, daily time reports, forms, requests for daily time report blanks, draft report of man-hours, etc. Filed chronologically. (Quarterly, official.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 404. (256)

7890. ATHENS, GEORGIA, CORRESPONDENCE, Oct. 1, 1935 to date. Correspondence between project manager and associate soil conservationist, junior administrative assistant, chief agronomist, state administrator, coordinator, and other officials of the Soil Conservation Service office, Athens. Filed chronologically. (Weekly, official.) $8\frac{1}{2}$ x 11 folders, 6 in., in steel filing case. R. 406. (344, 367, 350, 352, 339, 322, 307)

7891. PAY ROLL, WASHINGTON, CORRESPONDENCE, Oct. 1, 1935 to date. Correspondence between project manager, state coordinator, regional personnel officer, and others pertaining to pay rolls. Filed chronologically. (Weekly, official.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 406. (279)

7892. GASOLINE, Oct. 7, 1935 to date. Correspondence between principal clerk, project manager, and Standard Oil Company, Atlanta, stating prices of gasoline sold, and acknowledging amount of money received. Filed chronologically. (Monthly, official.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 404. (209)

7893. TELEGRAMS SENT AND RECEIVED, Oct. 24, 1935 to date. Telegrams between project manager, and Athens, Washington, and Spartanburg, concerning pay rolls of relief and non-relief workers, permanent pay roll, and travel authorization requests for visiting camps and projects; also telegrams relative to business needing immediate attention. Filed chronologically. (Monthly and weekly, official.) $8\frac{1}{2}$ x 11 folders, 2 in., in steel filing cabinet. R. 404. (260, 131)

7894. TELEGRAMS RECEIVED, Oct. 26, 1935 to date. Telegrams received from officials at Athens, Spartanburg, and Washington, concerning expense of travel by workers, funds needed, travel authority granted, and authorization to buy necessities, and to rent if necessary. Filed chronologically. (Monthly, official.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 404. (255)

7895. REQUESTS FOR FORMS AND PUBLICATIONS, Oct. 29, 1935 to date. Correspondence concerning requests for forms and publications, between principal clerk and officials in Washington, Athens, and Spartanburg. Filed chronologically. (Semimonthly, official.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 404. (197)

7896. CORRESPONDENCE CONCERNING PAY ROLLS, Nov. 1, 1935 to date. Correspondence with Spartanburg, Athens, and Washington, between principal clerk and disbursing clerk of Atlanta, or other officials of the Treasury Department. Filed chronologically. (Weekly, official.) $8\frac{1}{2}$ x 11 folders, 2 in., in steel filing cabinet. R. 404. (172)

7897. SCHEDULE OF DISBURSEMENTS, CORRESPONDENCE, Nov. 5, 1935 to date. Correspondence with project manager and accountant in charge concerning report of pay roll disbursed in the field. These letters are to support Standard Form 1064 or information concerning pay rolls of WPA workers. Form 1064 attached. Filed chronologically. (Monthly, official.) $8\frac{1}{2}$ x 11 folders, $\frac{1}{2}$ in., in steel filing cabinet. R. 404. (167)

7898. PRICES, PURCHASE ORDERS RECEIVED, AND INVOICES RETURNED, Nov. 6, 1935 to date. Correspondence regarding prices on machinery, purchase orders received, and invoice returned; also correspondence with principal clerk and officials of various companies. Filed chronologically. (Monthly, official.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 404. (196)

7899. QUOTATIONS ON PURCHASE ORDERS, Nov. 7, 1935 to date. Correspondence pertaining to quotations on purchase orders covering tires,

lumber, cement, etc. Filed chronologically. (Daily, official.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 404. (215)

7900. TRACTORS, Nov. 12, 1935 to date. Correspondence with tractor and machinery companies regarding bids, invoices, prices, and personal messages. Filed chronologically. (Monthly, official.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 404. (220)

7901. PURCHASE ORDERS, CORRESPONDENCE, Nov. 14, 1935 to date. Correspondence pertaining to items purchased to be used on projects under construction. Filed chronologically. (Daily, official.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 404. (243)

7902. FOREMAN, CORRESPONDENCE, Nov. 18, 1935 to date. Correspondence with field foremen and assistant clerk concerning corrections of time sheets as to time worked. Filed chronologically. (Monthly, official.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 404. (175)

7903. AERIAL PHOTOGRAPHS, Nov. 21, 1935 to date. Correspondence with project manager and Washington concerning information regarding aerial photographs of projects, photogrammetry, drafting units, and aerial surveys. Filed chronologically. (Monthly, official.) $8\frac{1}{2}$ x 11 folders, $\frac{1}{2}$ in., in steel filing cabinet. R. 404. (168)

7904. LEASE, OFFICE, Nov. 22, 1935 to date. Correspondence concerning the lease of office space with various real estate companies and officials of the Soil Conservation Service. Filed chronologically. (Annually, official.) $8\frac{1}{2}$ x 11 folders, 2 in., in steel filing cabinet. R. 404. (336)

7905. CORRESPONDENCE, Dec. 1 - 31, 1935. Correspondence with soil scientist, Winston-Salem, North Carolina. Filed chronologically. (Never.) $8\frac{1}{2}$ x 11 folders, $\frac{1}{2}$ in., in steel filing cabinet. R. 406. (274)

7906. WORK CORRESPONDENCE, Dec. 1, 1935 to date. Correspondence with the state coordinator regarding forestry work, covering labor and work program. Filed chronologically. (Weekly, official.) $8\frac{1}{2}$ x 11 folders, 2 in., in steel filing cabinet. R. 406. (366, 275)

7907. INVITATIONS TO BID, CORRESPONDENCE, Dec. 12, 1935 to date. Correspondence requesting different firms and companies to submit bids on goods specified in certain recommendations submitted to the Government. Filed chronologically. (Annually, official.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 404. (284)

7908. AREA STATISTICAL OFFICE, ATLANTA, GEORGIA, Dec. 16, 1935 to date. Correspondence pertaining to change in work status, reclassification slips, copies of purchase orders, assignment slips, and requests for Form K-1, Short Form Injury Report, pay roll forms 506, 506-A, and Standard Forms 1013 and 1013-B. Filed chronologically. (Monthly, official.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 404. (259)

7909. ALLOTMENT LEDGER, Dec. 17, 1935 to date. Correspondence with officials at Athens regarding allotments of pay rolls, personal services,

and funds of various kinds. Filed chronologically. (Monthly, official.) $8\frac{1}{2}$ x 11 folders, $\frac{1}{2}$ in., in steel filing cabinet. R. 404. (165)

7910. TRANSMITTALS, Dec. 18, 1935 to date. Correspondence with project manager and state coordinator, Athens, giving a summary of work done weekly at this office, including physical progress report, technical staff members, technical men project, and other weekly reports. Filed chronologically. (Weekly, official.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 404. (137)

7911. CAMP CORRESPONDENCE, CASSVILLE CAMP, Jan. 1, 1936 to date. Correspondence with project manager, state coordinator, camp superintendent, and county agent, Bartow County. Filed chronologically. (Weekly, official.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 406. (365)

7912. CAMP CORRESPONDENCE, RELATIVE CAMPS, STATE COORDINATOR, Jan. 1, 1936 to date. Correspondence with project manager and state coordinator relative to cooperative agreements, kind of work, etc. Filed chronologically. (Monthly, official.) $8\frac{1}{2}$ x 11 folders, $\frac{1}{2}$ in., in steel filing cabinet. R. 406. (341)

7913. CORRESPONDENCE, Jan. 1, 1936 to date. Correspondence with project manager at LaGrange. Filed chronologically. (Monthly, official.) $8\frac{1}{2}$ x 11 folders, $\frac{1}{2}$ in., in steel filing cabinet. R. 406. (402)

7914. MISCELLANEOUS WASHINGTON CORRESPONDENCE, Jan. 1, 1936 to date. Correspondence with chief fiscal officer and assistant agronomist, whose offices are in Washington. Filed chronologically. (Weekly, official.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 406. (394)

7915. SPARTANBURG, SOUTH CAROLINA CORRESPONDENCE, Jan. 1, 1936 to date. Correspondence with regional conservator, regional photographer, regional personnel office, information specialist, chief agricultural engineer, associate soil scientist, acting business manager, chief draftsman, and regional conservationist. Filed chronologically. (Weekly and monthly, official.) $8\frac{1}{2}$ x 11 folders, 10 in., in 3 steel filing cabinets. Rs. 404 and 225. (302, 320, 326, 390, 392, 395, 399, 401)

7916. CORRESPONDENCE, CAMP SUPERINTENDENT, Feb. 1, 1936 to date. Correspondence with camp superintendent of Camp SCS Georgia 4, Villa Rica. Filed chronologically. (Weekly, official.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 406. (342)

7917. MISCELLANEOUS CORRESPONDENCE, Feb. 1, 1936 to date. Correspondence with College of Agriculture, Athens, Agricultural College, Clemson, South Carolina, and others. Filed chronologically. (Weekly, official.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 406. (295)

7918. TRANSMITTALS TO SPARTANBURG, SOUTH CAROLINA, Feb. 4, 1936 to date. Correspondence from principal clerk to officials at Spartanburg concerning pay roll vouchers, renewal of buildings, invitations to bid, purchase orders, and nonexpendable property report, and monthly transmittal reports. Filed chronologically. (Monthly, official.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 404. (219)

7919. REPLIES TO EXCEPTIONS, Feb. 15, 1936 to date. Correspondence concerning GAO Form 2085 with clerk of the Soil Conservation Service and principal clerk of this office. Form 2085 attached. Filed chronologically. (Weekly, official.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 404. (169)

7920. MISCELLANEOUS WASHINGTON CORRESPONDENCE, Feb. 18, 1936 to date. Correspondence with project manager and Agronomy Section, Wellington Brink, editor, Record and Statistics and Congressman M. C. Tarver, covering miscellaneous business matters. Filed chronologically. (Weekly, official.) $8\frac{1}{2}$ x 11 folders, $\frac{1}{2}$ in., in steel filing cabinet. R. 406. (393)

7921. CORRESPONDENCE, CAMP AGRONOMIST, Apr. 1, 1936 to date. Correspondence with camp agronomist, Villa Rica, covering all business matters pertaining to camp work and other subjects. Filed chronologically. (Monthly, official.) $8\frac{1}{2}$ x 11 folders, $\frac{1}{2}$ in., in steel filing cabinet. R. 406. (343)

7922. MISCELLANEOUS CORRESPONDENCE, Apr. 1, 1936 to date. Correspondence with this office and Commissioner of Accounts and Deposits pertaining to field memoranda. Filed chronologically. (Monthly, official.) $8\frac{1}{2}$ x 11 folders, $\frac{1}{2}$ in., in steel filing cabinet. R. 404. (267)

7923. CORRESPONDENCE, GOVERNMENT BILLS OF LADING, Apr. 12, 1936 to date. Correspondence concerning Government bills of lading between principal clerk and Spartanburg, Athens, and Washington, stating dates of shipments and contents of each. Filed chronologically. (Monthly, official.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 404. (199)

7924. MISCELLANEOUS REGIONAL CORRESPONDENCE, Apr. 22, 1936 to date. Correspondence with officials of the Spartanburg office, covering dismissals of WPA workers, transfer of property, and projects visited in each state. Filed chronologically. (Monthly, official.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 404. (253)

7925. COOPERATIVE AGREEMENTS, VILLA RICA CAMP, May 18, 1936 to date. Correspondence relative to cooperative agreements between land owners and project manager, superintendent, principal fiscal accounting clerk, and other Soil Conservation Service officials. Filed chronologically. (Weekly, official.) $8\frac{1}{2}$ x 11 folders, $\frac{1}{2}$ in., in steel filing cabinet. R. 406. (351)

7926. COOPERATIVE AGREEMENTS, VILLA RICA, June 23, 1936 to date. Correspondence with principal clerk and principal fiscal accounting clerk, Athens. Filed chronologically. (Weekly, official.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 404. (153)

7927. BUDGET, June 30, 1936 to date. Correspondence with project manager, principal clerk, and officials, Athens, Spartanburg, and Washington, giving a short summary of monthly budget; also a letter from President Franklin D. Roosevelt to the Secretary of the Treasury, stating amount of money to be used on Emergency Relief Appropriation Act of 1935

Filed chronologically. (Monthly, official.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 404. (216)

7928. CORRESPONDENCE, PERSONNEL, July 1, 1936 to date. Correspondence with project manager, state coordinator, Athens, and regional personnel officer. Filed chronologically. (Weekly, official.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 406. (303)

7929. CORRESPONDENCE, STATE ADMINISTRATOR, July 1, 1936 to date. Correspondence between project manager and state administrator, Athens. Filed chronologically. (Weekly, official.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 406. (321)

7930. CORRESPONDENCE, SUPERINTENDENT, July 1, 1936 to date. Correspondence with camp superintendent, Villa Rica. Filed chronologically. (Weekly, official.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 406. (300)

7931. CONSTRUCTION CAMP, CARTERSVILLE, GEORGIA, SCS GEORGIA NO. 13, July 1, 1936 to date. Correspondence with general project supervisor, Cartersville, state administrator, ECW, Athens, and other project officials. Filed chronologically. (Weekly, official.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 406. (296)

7932. PURCHASE ORDERS, CARTERSVILLE, July 11, 1936 to date. Correspondence with camp superintendents covering requests for supplies to be used in this district. (Semimonthly, official.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 404. (158)

7933. CORRESPONDENCE CONCERNING COOPERATIVE AGREEMENTS, July 20, 1936 to date. Correspondence with the regional office, Spartanburg, concerning changing of cooperative agreement numbers and other matters pertaining to cooperative agreements. Filed chronologically. (Weekly, official.) $8\frac{1}{2}$ x 11 folders, $\frac{1}{2}$ in., in steel filing cabinet. R. 404. (132)

7934. INVOICES AND PURCHASE ORDERS, VILLA RICA, July 21, 1936 to date. Letters relative to details of purchase orders, purchases of various kinds, and details needed at this office regarding seed of the various kinds used. Filed chronologically. (Monthly, official.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 404. (152)

7935. TELEGRAMS SENT, July 24, 1936 to date. Copies of telegrams sent to Villa Rica, Spartanburg, Athens, and Washington, concerning business matters needing immediate attention. Filed chronologically. (Monthly, official.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 404. (134)

7936. TRANSMITTAL, MONTHLY OPERATING REPORTS, July 27 - Aug. 13, 1936. Correspondence with acting business manager, Spartanburg, regarding monthly operating reports. (Monthly, official.) $8\frac{1}{2}$ x 11 folders, $\frac{1}{2}$ in., in steel filing cabinet. R. 404. (227)

7937. CORRESPONDENCE WITH STATE ADMINISTRATOR AND PROJECT MANAGER, July 31, 1936 to date. Pertaining to conditions of camps in this dis-

tract and other business matters. Filed chronologically. (Weekly, official.) $8\frac{1}{2}$ x 11 folders, $\frac{1}{2}$ in., in steel filing cabinet. R. 404. (188)

7938. CORRESPONDENCE, APPLICATIONS, Aug. 1, 1936 to date. Correspondence with project manager and applicants for jobs with the Soil Conservation Service. Filed chronologically. (Weekly, official.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 406. (308)

7939. CORRESPONDENCE, DROUGHT RELIEF LABOR, Aug. 1, 1936 to date. General correspondence with Athens, Marietta, and Atlanta, regarding drought relief. Filed chronologically. (Weekly, official.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 406. (278)

7940. CORRESPONDENCE WITH PROJECT MANAGER, LAGRANGE, GEORGIA, Aug. 1, 1936 to date. Filed chronologically. (Weekly, official.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 404. (323)

7941. CORRESPONDENCE, PUBLICITY, Aug. 1, 1936 to date. Correspondence with Section of Information, Soil Conservation Service. Filed chronologically. (Weekly, official.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 406. (301)

7942. WASHINGTON CORRESPONDENCE, Aug. 1, 1936 to date. Correspondence with Washington officials. Filed chronologically. (Weekly, official.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 406. (299)

7943. MISCELLANEOUS CORRESPONDENCE, Sept. 1, 1936 to date. Correspondence with state coordinator, Athens. Filed chronologically. (Weekly, official.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 406. (277)

7944. CORRESPONDENCE WITH PROJECT MANAGER, GAINESVILLE, GEORGIA, Oct. 1, 1936 to date. Filed chronologically. (Weekly, official.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 406. (280)

7945. GENERAL CORRESPONDENCE, Oct. 6, 1936 to date. Correspondence with superintendent of SCS Georgia 13, Cartersville. Filed chronologically. (Weekly, official.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 404. (160)

7946. WAREHOUSE SPACE, CORRESPONDENCE, Oct. 14, 1936 to date. Correspondence with O. P. Willingham & Company, pertaining to leasing the building located at 227 E. First Street, (lease number ER-ALS-858) used as a warehouse by the Soil Conservation Service. (Monthly, official.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 404. (331)

Finance

7947. SCHEDULE OF DISBURSEMENT, Oct. 17, 1935 to date. Record of disbursement of appropriations for relief and non-relief pay rolls. (Semimonthly, official.) 9 x 12 folders, $\frac{1}{2}$ in., in steel filing cabinet. R. 404. (221)

7948. RELIEF PAY ROLLS, Nov. 1, 1935 to date. Copies of pay rolls for personal services, the original being sent to disbursing officer, showing name of worker, type of work, and net amount paid. Filed chronologically. (Semimonthly, official.) $8\frac{1}{2}$ x 11 folders, 2 in., in steel filing cabinet. Dirty, torn, faded. R. 404. (254)

7949. TRANSMITTALS TO TREASURY STATE ACCOUNTS OFFICE, PAY ROLLS, MISCELLANEOUS ENCUMBRANCES, Jan. 1, 1936 to date. Pay rolls showing dates and amounts. (Daily, official.) $8\frac{1}{2}$ x 11 folders, $\frac{1}{2}$ in., in steel filing cabinet. R. 404. (238)

7950. ADMINISTRATIVE VOUCHERS, Jan. 25 - Feb. 4, 1936. Standard Form 1034, Public Voucher for Purchases and Services Other than Personal, agency, payee, address, payee's account number, expenditure symbol, number and date of order, articles or services, quantity, unit price, amount, and certification with signature of project manager. Filed chronologically. (Never.) $8\frac{1}{2}$ x 11 folders, 2 in., in steel filing cabinet. R. 404. (360)

7951. PAY ROLLS, Feb. 1, 1936 to date. Pay roll reports, and two copies of Form A-5, Miscellaneous Encumbrances and Supplements, covering pay roll periods. Filed chronologically. (Semimonthly, official.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 404. (217)

7952. PAY ROLL VOUCHERS, July 15 - Oct. 15, 1936. Pay roll vouchers for permanent relief and non-relief, with voucher distribution and schedule of disbursement attached to each pay roll, showing letter of authority, numbers, and dates. Filed chronologically. (Monthly, official.) $8\frac{1}{2}$ x 11 folders, $\frac{1}{2}$ in., in steel filing cabinet. R. 404. (242)

General Records

7953. CONTRACTS, Feb. 14, 1935 - Dec. 30, 1936. Amendments to cooperative agreements with landowner to use farm as a demonstrational and experimental project in soil erosion control. See individual reports for names of farmers. (Annually, official.) $8\frac{1}{2}$ x 11 folders, 3 ft. 4 in., in steel filing cabinet. R. 404. (305, 324, 325, 329, 345-349, 354-359, 364, 368, 389)

7954. FIELD MEMORANDA, Apr. 10, 1935 to date. Field orders covering number of contracts, pay rolls, improper use of government cars, leases, cooperative agreements and procedure to be followed in handling Government transportation requests; orders are signed by chief of Contract Section and approved by acting chief of operation. (Daily, official.) 10 x 12 ring binders, 6 in., on steel filing cabinet. R. 404. (156)

7955. ADVICE OF ALLOTMENT, ATLANTA, COLUMBIA, SOUTH CAROLINA, WASHINGTON, June 15, 1935 only; Sept. 1, 1935 to date. Treas. Form A 3, Advice of Allotment, showing project manager, advice and work project numbers, amount of allotment, project authorization advice number, name and address of director, type of project, and signature of State Administrator. Filed chronologically. (Some records rarely; others, monthly, official.) $8\frac{1}{2}$ x 11 folders, $2\frac{1}{2}$ in., in steel filing cabinet. R. 404. (310, 233, 309, 235)

7956. RECEIPTS, ASSOCIATE SOIL SCIENTIST, July 1, 1935 to date. Form SCS, number, description of items received, and signature of associate soil scientist. Filed chronologically, (Weekly, official.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 406. (294)

7957. AREA DATA, Aug. 3, 1935 to date. Data showing present distribution of acting state coordinators, present headquarters, states, and date, pertaining to soil building and soil rehabilitation. Filed chronologically. (Weekly, official.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 404. (266)

7958. CONTRACT, TOOLS AND HARDWARE, OWENS' HARDWARE COMPANY, ROME HARDWARE COMPANY, Aug. 30, 1935 - July 1, 1937. Contracts with Owens' and Rome Hardware Companies and certification used to support all agreements signed by these companies, executed and signed by the contracting office. Filed chronologically. (Annually, official.) $8\frac{1}{2}$ x 11 folders, 2 in., in steel filing cabinet. R. 404. (285, 333)

7959. INVITATION TO BID, TOOLS AND EQUIPMENT, Aug. 30, 1935 to date. Invitation sent to different firms to obtain lowest possible prices on Government needs. Filed chronologically. (Annually, official.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 404. (286)

7960. WPA OFFICE, MARIETTA, GEORGIA, Sept. 5, 1935 to date. WPA Form 404, Reclassification Slip, showing employee's name, address, identification number, date, if certified from relief rolls, case number, relief district, if non-relief person, show assigned occupation, code, wage rate, project number, location, city, county, occupation recommended, wage rate, explanation, signature of director of labor management, approval of district director, and effective date; WPA Form 403, Notice of Change in Work Status, showing employee's name, address, identification number, date, whether certified from relief rolls, case number, relief district number, assigned occupation, code, project number, location of project, reason for not working, explanation, signatures of approving official and supervisor, and effective date of change; also identification numbers and assignment document form. Filed chronologically. (Monthly, official.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 404. (263)

7961. REQUISITION FOR FORMS RECEIVED, PURCHASE ORDERS, Sept. 7, 1935 - July 6, 1936. Request for supplies, equipment, or service from Central Supply Section, Division of Purchase, Sales and Traffic, Washington. (Never.) $8\frac{1}{2}$ x 11 folders, $\frac{1}{2}$ in., in steel filing cabinet. R. 404. (250)

7962. FINANCIAL RECORDS, Sept. 16, 1935 to date. Records of administrative audit, difference statements, allotment ledgers, budgets, encumbrance records, and general correspondence concerning statements or reports. Filed alphabetically. (Daily, official.) $8\frac{1}{2}$ x 11 folders, 6 in., in steel filing cabinet. R. 404. (121)

7963. FORMS, MIMEOGRAPHED, Sept. 16, 1935 to date. Statisticians' weekly reports, warehouse bids, monthly reports, forms for enrollment in Floyd County, SCS Improvement Association, and daily time records.

Filed chronologically. (Daily, official.) 10x 12 ring binder, 3 in., on steel filing cabinet. R. 404. (189)

7964. MISCELLANEOUS FORMS, Sept. 18, 1935 to date. Government forms including Cooperative Agreements, Invitation, Bid and Acceptance, Advertisement and Contract forms, Public Voucher for Purchases, and Services other than Personal. Filed chronologically. (Daily, official.) 10 x 12 ring binder, 3 in., on steel filing cabinet. R. 404. (190)

7965. PHOTOGRAPHS OF SOIL CONSERVATION SERVICE PROJECTS, Sept. 16, 1935 to date. Photographs of land before and after work by the Soil Conservation Service, showing gullies caused by heavy rains before work was done, name of owner, and other facts regarding farm for which photographs were taken. Photographic envelopes attached. Arranged numerically by project numbers and filed chronologically. (Monthly, official.) $5\frac{1}{2}$ x $7\frac{1}{2}$ envelopes, 3 in., in steel filing cabinet. R. 404. (363)

7966. PURCHASE ORDERS AND ENCUMBRANCES FISCAL YEAR 1936, Sept. 18, 1935 to date. SCS Form 111, Purchase Order, name of vendor, quantity, description of article purchased, unit price, total, and signature of project manager; Treasury account and deposits Form A, Notice of Miscellaneous Encumbrances, encumbrance, official project, allotment and work project numbers, appropriation title, and amount of voucher. Forms attached. Filed chronologically. (Weekly, official.) 11 x 12 loose-leaf book, 8 in., on steel filing cabinet. R. 404. (148)

7967. CATALOGS AND PRICE LISTS, Sept. 21, 1935 to date. Catalogs and price lists of tools and supplies, pipes and fittings, iron and steel laboratory apparatus and reagents, and electric supplies and equipment. Filed chronologically. (Semimonthly, official.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 404. (222)

7968. TRUCKS, Sept. 21, 1935 to date. Invoices showing purchaser order numbers, price lists and contracts on purchasing of trucks, caterpillar tractors, and tires. Filed chronologically. (Monthly, official.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 404. (176)

7969. ENCUMBRANCES, Sept. 23, 1935 to date. Official encumbrances that have been cancelled, including rents, pay rolls, telephone, telegraph, mileage, per diem, and miscellaneous accounts. Filed chronologically. (Semimonthly, official.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 404. (177)

7970. TRANSMITTALS TO WASHINGTON, VOUCHERS, PAID PAY ROLLS, Oct. 1, 1935 - July 30, 1936. Record of vouchers for materials and equipment, showing to whom issued, amount paid and project number where used; vouchers for travel expenses; relief, non-relief, and permanent pay rolls, public vouchers, purchase orders, owner operated pay roll, and schedule of disbursements. (Never.) 9 x 12 and $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 404. (225, 241)

7971. COOPERATIVE AGREEMENTS, CARROLL COUNTY, Oct. 1, 1935 to date. SCS Form 551, agreement between Soil Conservation Service and the cooper-

ator showing number of acres to be planted in forest and other requirements with amendment forms attached. Filed chronologically. (Daily, official.) $8\frac{1}{2}$ x 11 folders, 6 in., in steel filing cabinet. R. 404. (120)

7972. FIELD MEMORANDA, Oct. 1, 1935 to date. Memoranda as to accidents, bills of lading, CCC camps, monthly statistical reports, disbursements, maps, official markings for signs, and vehicles. Filed alphabetically. (Daily, official.) 10 x 12 papers, $\frac{1}{2}$ in., in ring binders. R. 404. (187)

7973. WAREHOUSE STATIONERY FORMS, Oct. 1, 1935 to date. Record of forms kept on hand at warehouse and in the Soil Conservation office including compensation, encumbrance, lease, purchase, property, tool, and department forms, showing date received, requisition and purchase order numbers, total cost, from whom bought, date and to whom issued, and quantity on hand. Filed alphabetically by name of form. Form attached. (Daily, official.) 5 x 8 cards, 1 ft. 6 in., in pasteboard box. R. 404. (195, 231)

7974. INVITATION TO BID, GALVANIZED STEEL, Oct. 7, 1935 to date. Invitation to bid on galvanized steel to be used by the Government. Filed chronologically. (Annually, official.) $8\frac{1}{2}$ x 11 folders, $\frac{1}{2}$ in., in steel filing cabinet. R. 404. (283)

7975. LEASE WAREHOUSE, Oct. 8, 1935 - Apr. 13, 1936. Lease and a renewal of lease by Citizens Building and Loan Association, to the Department of Agriculture, for a building to be used as a warehouse for one year, located at 227 E. First St., Rome, Georgia. (Semiannually, official.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 404. (332)

7976. NEW CONTRACT NUMBERS AND OLD CONTRACT NUMBERS, Oct. 15, 1935 to date. Record shows name of cooperator, new and old contract numbers, and date cooperative agreement was mailed to Washington. Entered chronologically. (Weekly, official.) $7\frac{1}{2}$ x 12 vol., $\frac{1}{2}$ in., in steel filing cabinet. R. 404. (123)

7977. REJECTED BIDS AND PAPERS ON INVITATION FOR WAREHOUSE SPACE, Oct. 18 - Dec. 18, 1935. Records of rejected bids, contracts, telegrams, etc. (Never.) $8\frac{1}{2}$ x 11 envelopes, 1 in., in steel filing cabinet. R. 404. (334)

7978. RECEIPTS FOR CHECKS, DISBURSING OFFICER, Oct. 18, 1935 to date. Receipts for checks received by project manager, showing period covered, number of checks, and serial numbers. Filed chronologically. (Semi-monthly, official.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 404. (171)

7979. RECEIPTS FOR CHECKS, Oct. 21, 1935 to date. Receipts from employees for checks. Filed chronologically. (Semimonthly, official.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 404. (265)

7980. WORK PROJECT 3, Oct. 26, 1935 - Nov. 2, 1936. Treas. Form A4, Voucher Distribution Slips, voucher, official project, work project, and

job numbers, personal services, relief and non-relief employees, supplies and materials, rent, construction, maintenance, repair contracts, grants, contractual services, communication, travel, including subsistence and transportation, printing and binding, advertising, equipment purchased, loans, principal, and accrued interest. (Daily, official.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel cabinet. R. 404. (248)

7981. LOCAL WAYBILL, Nov. 6, 1935 to date. Waybills showing dates of arrival and costs of shipments. Filed chronologically. (Monthly, official.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 404. (206)

7982. TELEPHONE SERVICE, OFFICE, WAREHOUSE, Nov. 7, 1935 to date. Contract with the Bell Telephone Company, certified to support all agreements, which are executed and signed by the contracting office. (Annually, official.) $8\frac{1}{2}$ x 11 folders, 2 in., in steel filing cabinet. R. 404. (328, 335)

7983. ADMINISTRATIVE AUDIT DIFFERENCE STATEMENTS, Nov. 8, 1935 to date. GAO Form 117-A, name of payee, voucher number, amount claimed, difference, and explanation. Filed chronologically. (Weekly, official.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 404. (173)

7984. OUTSIDE BILLS OF LADING, Nov. 26, 1935 to date. Bills of lading concerning arrival notice, delivery receipt, freight bills, and duplicates. Filed chronologically. (Monthly, official.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 404. (207)

7985. MONTHLY STATEMENTS, Nov. 30, 1935 to date. Bills sent to project manager showing correct statements of bills due and overdue from various offices and companies. Filed chronologically. (Monthly, official.) $8\frac{1}{2}$ x 11 folders, 6 in., in steel filing cabinet. R. 404. (246)

7986. COPIES OF GOVERNMENT BILLS OF LADING, Dec. 5, 1935 to date. Government bills of lading, memoranda and copies, showing supplies purchased by the Government and sent direct to project manager. Filed chronologically. (Monthly, official.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 404. (202)

7987. WPA OF GEORGIA, BULLETIN, Dec. 27, 1935 to date. WPA bulletins showing number of workers who lost time on account of accidents, fevers, and bites from snakes. Filed chronologically. (Monthly, official.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 404. (258)

7988. PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL, Jan. 1 - June 30, 1936. Standard Form 1034, voucher, contract, check, requisition, and payee's account numbers, department, bureau or establishment, appropriation, name and address of payee, date, expenditure symbol, articles or services, quantity, unit price, amount, notations, totals, accounting classification, amount approved, and signature of payee. Filed chronologically. (Never.) $8\frac{1}{2}$ x 11 folders, 1 ft., in steel filing cabinet. R. 404. (272)

7989. INVITATION TO BID, POWER TERRACING UNIT, Jan. 3 - 27, 1936. Invitation to bid, giving rules for rental of terracing unit. Filed chronologically. (Never.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 404. (288)
7990. NOTICE OF MISCELLANEOUS ENCUMBRANCE, Jan. 15, 1936 to date. Treasury Form A 5, symbol numbers, name of firm or individual, amount of encumbrance, purpose, location of project, city, county, state, and signature of supervisor of finance; reserved at bottom for Treasury State Accounts Office, showing date, particulars, vouchers, and encumbrances authorized, liquidated, and unliquidated. (Current records, daily, official.) $8\frac{1}{2}$ x 11 envelopes, $9\frac{1}{2}$ x $11\frac{1}{2}$ loose-leaf ring binder, and 9 x 11 vol., $3\frac{1}{2}$ in., in and on steel filing cabinet. R. 404. (361, 201, 194)
7991. TRANSMITTALS, REQUESTS, Jan. 21, 1936 to date. ECW Form AD 14, Requisition for Supplies and Equipment, bureau number, date, how sent, item and stock numbers, description of articles, quantity, unit price, amount, and signatures of approving officer and project manager; also correspondence requesting transmittals. Filed chronologically. (Current records, monthly, official.) $8\frac{1}{2}$ x 11 and 9 x 12 folders, $1\frac{1}{2}$ in., in steel filing cabinet. R. 404. (218, 214)
7992. PURCHASE ORDERS, Jan. 24 - Aug. 8, 1936. Purchase orders from Washington office for material and equipment, showing to whom issued and amount paid. (Never.) 9 x 12 folders, $\frac{1}{2}$ in., in steel filing cabinet. R. 404. (208)
7993. FIELD MEMORANDUM, MANUAL, Jan. 24, 1936 to date. Memorandum SCS 224, Manual Outline, showing introduction, historical background; summary of general technical problems, fiscal appropriations, procurement, requisitions, contracts, leases, personnel, and field organizations. Filed chronologically. (Daily, official.) 10 x 12 loose-leaf ring binder, 6 in., on steel filing cabinet. R. 404. (159)
7994. AUTHORITY AND ALLOTMENTS, Jan. 27, 1936 to date. Records showing commissioner of accounts and deposits, advice of change in allotment, accounts that have been increased, and reports of different camps in this district; also relative correspondence with administrative assistant. Filed chronologically. (Weekly, official.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 404. (164)
7995. ELECTRIC CURRENT, OFFICE, WAREHOUSE, GEORGIA POWER COMPANY, Feb. 14 - June 15, 1936. Award of contract to Georgia Power Company, certified to support agreements signed which are executed and signed by contracting office. Filed chronologically. (Semiannually and quarterly, official.) $8\frac{1}{2}$ x 11 folders, 3 in., in steel filing cabinet. R. 404. (330, 338)
7996. CONTRACT, GASOLINE, ATLANTIC REFINING COMPANY, Feb. 25 - Sept. 30, 1936. Gasoline contract with Atlantic Refining Company showing gallons of gasoline and quarts of oil sold to the Soil Conservation Service, including CCC camps throughout the state (listed in contract), and signed by acting chief, Division of Purchase, Sales and Traffic, Soil

Conservation Service, Washington. (Semiannually, official.) $8\frac{1}{2}$ x 11 folders, 2 in., in steel filing cabinet. R. 404. (289)

7997. RECEIPTS, ASSOCIATE FORESTER, Mar. 1, 1936 to date. Receipts signed by associate forester for property and supplies, showing name and property number. Filed chronologically. (Weekly, official.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 406. (297)

7998. NON-RELIEF, ACTIVE, Mar. 19, 1936 to date. SCS Form 202, Applications for Employment on Non-Relief Basis, from Floyd and Polk counties, showing a confidential personal data memorandum for each applicant. (Daily, official.) $8\frac{1}{2}$ x 11 folders, $\frac{1}{2}$ in., in steel filing cabinet. R. 404. (319)

7999. RELIEF, SEPARATED, CEDARTOWN, GEORGIA, Mar 20 - 21, 1936. Inactive applications for relief work, showing personal data memorandum of each applicant. (Never.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 404. (317)

8000. APPLICATIONS FOR WPA RELIEF CLIENTS, Mar. 22, 1936 to date. Applications showing whether applicant is eligible for employment and personal data memorandum of each. (Monthly, official.) $8\frac{1}{2}$ x 11 folders, $\frac{1}{2}$ in., in steel filing cabinet. R. 404. (314)

8001. ENCUMBRANCE REGISTER, BILLS OF LADING, TRAVEL REQUEST, Apr. 1, 1936 to date. Record shows numbers, dates, and amount paid for freight, express, and travel expense; also bills of lading showing description of materials, from whom goods were shipped, and date received. (Daily, official.) $8\frac{1}{2}$ x 11 folders, $\frac{1}{2}$ in., on steel filing cabinet. R. 404. (229)

8002. INVITATIONS, BID AND ACCEPTANCE, Apr. 1, 1936 to date. Standard Form 33 (Rev.), agency, invitation, time limit for reception of bids furnishing supplies or services, signature and title of person requesting bids, item number, articles or services, quantity, unit, unit price, amount, bid, date, bidder's name and address, and signature and title of person authorized to sign bid; acceptance by the Government showing date and signature and title of person signing acceptance for the Government; reverse side shows conditions and instructions to bidders and contracting officers; Standard Form 36, Continuation Schedule. Forms attached. Filed chronologically. (Semimonthly, official.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 404. (273)

8003. SEPARATIONS, REGULAR APPROPRIATION, Apr. 1, 1936 to date. Personal data memoranda of applicants applying for employment; Forms SCS 202 and 210, Notice of Employment, class of workman, sex, and age. (Daily, official.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 404. (316)

8004. INVITATIONS TO BID, CABLES AND HARDWARE FOR CABLE, Apr. 15, 1936. Invitations to bid on cables and hardware for cables and acceptance of the Soil Conservation Service, showing each item and price. Filed chronologically. (Annually, official.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 404. (293)

8005. MANUAL DEAD FILE, May 1 - June 17, 1936. Obsolete bulletins taken from the active manual when sections have been revised and new ones attached. (Never.) 10 x 12 loose-leaf book, 1 in., on steel filing cabinet. R. 404. (157)

8006. REQUESTS FOR PUBLICATIONS, May 12 - Oct. 26, 1936. Form SCS 37, dates of request, when made and received; also correspondence or procedure for ordering publications. (Daily, official.) $8\frac{1}{2}$ x 11 folders, $\frac{1}{2}$ in., in steel filing cabinet. R. 404. (239)

8007. BACK ORDERS, May 22, 1936 to date. Orders showing articles delivered in accordance with bureau requisition number and date, and articles temporarily out of stock at time of request. Filed chronologically. (Monthly, official.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 404. (247)

8008. CONTRACT, METAL DIVIDERS AND DRAINEBOARDS, PICKENS ROOFING AND SHEET METAL WORKS, May 28 - June 12, 1936. Award of contract to Pickens Roofing and Sheet Metal Works, Spartanburg, South Carolina; certification will be used to support all agreements signed by the Pickens Roofing and Sheet Metal Works and the Government, and executed and signed by the contracting office. Filed chronologically. (Monthly, official.) $8\frac{1}{2}$ x 11 folders, $\frac{1}{2}$ in., in steel filing cabinet. R. 404. (282)

8009. TRANSMITTAL, REQUEST FOR SUPPLIES, ACTING PROCUREMENT OFFICER, June 3, 1936 to date. Requisition for supplies such as waste cotton, bags, and acid, showing dates and number. (Monthly, official.) $8\frac{1}{2}$ x 11 folders, $\frac{1}{2}$ in., in steel filing cabinet. R. 404. (249)

8010. ICE CONTRACTS, ATLANTIC ICE AND COAL COMPANY, June 8 - Oct. 15, 1934. Award of contract to Atlantic Ice and Coal Company, certified to support all agreements signed by the Atlantic Ice and Coal Company and the Government, and executed and signed by the contracting office. (Annually, official.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 404. (281)

8011. MISCELLANEOUS FORMS, June 10, 1936 to date. Copies of reports of miscellaneous forms including Invitation, Bid and Acceptance, Schedule of Collections, and rubber type forms. Filed chronologically. (Monthly, official.) $8\frac{1}{2}$ x 11 folders, $\frac{1}{2}$ in., in steel filing cabinet. R. 404. (264)

8012. ADVICE OF CHANGE IN ALLOTMENT, ATLANTA, June 11, 1936 to date. Treas. Form A 3a, name and address of project manager, official and work project numbers, date, symbol number, title, statement of change, amount of change, to whom copies of advice are sent, and signature of state administrator. Filed chronologically. (Annually, official.) $8\frac{1}{2}$ x 11 folders, $\frac{1}{2}$ in., in steel filing cabinet. R. 404. (234)

8013. ADVICE OF ALLOTMENT AND ADVICE OF CHANGE IN ALLOTMENT, July - Oct. 9, 1936. Treas. Form A3, Advice of Allotment, project authorization advice number, name and address of director, type of project, and signature of state administrator; Treas. Form A 3a, Advice of Change in Allotment, name and address of project manager, official and work project

numbers, date, symbol number, title, statement and amount of charge, to whom copies of advice are sent, and signature of state administrator. (Monthly, official.) $8\frac{1}{2}$ x 11 folders, $\frac{1}{2}$ in., in steel filing cabinet. R. 404. (252)

8014. REQUEST FOR SUPPLIES, EQUIPMENT OR SERVICE, July 1, 1936 to date. Form AD 14, record of outstanding and back orders for equipment and materials, showing item and stock numbers, description of article, quantity, unit, unit price, amount, from whom purchased, and to whom delivered. Form attached. (Monthly, official.) 11 x $11\frac{1}{2}$ ring binders, 1 in., on steel filing cabinet. R. 404. (192)

8015. TRAVEL AUTHORIZATION (ECW), July 1, 1936 to date. Travel authorization of employees of this office which are sent here from the regional office, Spartanburg, authorizing travel in Government owned automobiles in the State of Georgia to such points as may be necessary in the performance of duties. Filed alphabetically. (Monthly, official.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 404. (133)

8016. WPA EMPLOYEES, July 1, 1936 to date. Applications, reassignment and reclassification slips, and notice of change in work status for employees in Floyd and Polk counties working on Soil Conservation Service projects under the project manager. (Semimonthly, official.) $8\frac{1}{2}$ x 11 folders, 6 in., in steel filing cabinet. R. 404. (315)

8017. UNITED STATES TREASURY DEPARTMENT, STATE ACCOUNTS OFFICE TRANSMITTAL SHEETS, July 1, 1936 to date. Miscellaneous transmittals to and from the Treasury Department, Atlanta, showing amount of money spent on relief and non-relief work, non-relief and relief pay rolls of CCC, and classified personnel pay roll. Filed chronologically. (Semimonthly, official.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 404. (140)

8018. TRANSMITTAL, MEMORANDUM RECEIPTS, NON-EXPENDABLE PROPERTY OF ACTING PROCUREMENT OFFICER, July 3 - Oct. 16, 1936. (Daily, official.) 9 x 12 folders, $\frac{1}{2}$ in., in steel filing cabinet. R. 404. (213)

8019. RECORD OF OVERTIME, ABSENCE AND TARDINESS, CARTERSVILLE, VILLARICA, July 4, 1936 to date. Record shows names of employees, dates worked, absent on annual and sick leave without pay, on furlough, and tardy. Filed chronologically. (Daily and weekly, official.) $8\frac{1}{2}$ x 11 folders, 7 in., in steel filing cabinet. R. 404. (143, 162)

8020. ENCUMBRANCE REGISTER, WASHINGTON PURCHASE ORDERS, July 6 - Oct. 27, 1936. Register shows number, description of property and material bought and shipped from Washington office, from whom purchased, and amount paid. (Weekly, official.) $9\frac{1}{2}$ x $11\frac{1}{2}$ loose-leaf ring binder, $\frac{1}{2}$ in., on steel filing cabinet. R. 404. (240)

8021. INTEROFFICE MIMEOGRAPHED MEMORANDUM, July 14, 1936 to date. Memoranda covering subjects called to the attention of the employees by the project manager. Filed chronologically. (Weekly, official.) $8\frac{1}{2}$ x 11 folders, $\frac{1}{2}$ in., in steel filing cabinet. R. 404. (118)

8022. REQUESTS FOR PUBLICATIONS, FORMS, CATALOGS, July 14, 1936 to date. Requests from the regional office, Spartanburg, and the state office, Athens. Filed chronologically. (Daily, official.) $8\frac{1}{2}$ x 11 folders, 6 in., in steel filing cabinet. R. 404. (116)

8023. TIME RECORD, July 16, 1936 to date. Forms SCS 106, name, address, classification, period, total amount earned, deductions, and net amount paid. Arranged by occupational classification and filed alphabetically by name. (Never.) 5 x 8 cards, 1 ft., in pasteboard box. R. 404. (223)

8024. TRANSMITTAL PAID COPIES OF PAY ROLLS, ACTING FISCAL OFFICER, July 16, 1936 to date. Record shows permanent, relief, non-relief, and CCC pay rolls. Attached to each pay roll are two copies of schedule of disbursement and voucher distribution and appropriation. (Monthly, official.) $8\frac{1}{2}$ x 11 folders, $\frac{1}{2}$ in., in steel filing cabinet. R. 404. (251)

8025. PURCHASE ORDERS, July 17, 1936 to date. Record of purchases of items needed by the Soil Conservation Service, including seed, automotive equipment, and fuel; records consist of invitation to bid, requisitions, and purchase orders. Filed chronologically. (Daily, official.) $8\frac{1}{2}$ x 11 folders, 6 in., in steel filing cabinet. R. 404. (115)

8026. REQUESTS FOR SUPPLIES, VILLA RICA, July 20, 1936 to date. Requests for forms, envelopes, and foreman's weekly report sheets. Filed chronologically. (Weekly, official.) $8\frac{1}{2}$ x 11 folders, 6 in., in steel filing cabinet. R. 404. (151)

8027. TRAVEL REQUEST, ENCUMBRANCES, July 21, 1936 to date. Request for transportation, showing expense, to whom issued, and amount. (Monthly, official.) 9 x 12 folders, $\frac{1}{2}$ in., in steel filing cabinet. R. 404. (205)

8028. SCS SAFETY AND HEALTH BULLETINS, Aug. 8, 1936 to date. Bulletins from chief, Personnel and Training Division, to field officers covering fence construction, inspection of equipment, safety goggles, fire hazard from motor vehicles, violation of safety regulations, and treatment of accidental injuries and poisons of various kinds. (Daily, official.) $8\frac{1}{2}$ x 11 ring binders, 1 in., on steel cabinet. R. 404. (141)

8029. DROUGHT RELIEF, Aug. 12 - Sept. 1, 1936. Form SCS 202, Applications, showing name, class of work, race, sex, and marital status. Filed alphabetically. (Daily, official.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 404. (318)

8030. WPA PAY ROLLS, Aug. 16, 1936 to date. Record shows time and pay roll sheets from counties in this district and weekly and semimonthly pay roll reports. Filed alphabetically. (Daily, official.) $8\frac{1}{2}$ x 11 folders, 6 in., in steel filing cabinet. R. 404. (119)

8031. REQUISITION REGISTER, FISCAL YEAR 1936, 1937, Aug. 31, 1936 to date. Register shows date, Washington requisition and purchase order

numbers, description, amount, encumbrance, page, line, amount, and delivery date. Form attached. (Daily, official.) 10 x 11 $\frac{1}{2}$ loose-leaf ring binder, 1 in., on steel filing cabinet. R. 404. (193)

8032. ADDRESSES, Sept. 1, 1936 to date. Records showing addresses of firms to whom the Soil Conservation Service send bids for the purchase of cement. (Annually, official.) 8 $\frac{1}{2}$ x 11 papers, $\frac{1}{2}$ in., in loose-leaf ring binder on steel cabinet. R. 404. (226)

8033. ENCUMBRANCE REGISTER, PURCHASE ORDERS, Sept. 1, 1936 to date. Purchase orders showing from whom materials were purchased, to whom shipped, quantity, articles, unit price, unit, and total; also a register record of moneys paid out and to whom. (Monthly and daily, official.) 9 $\frac{1}{2}$ x 11 $\frac{1}{2}$ papers, 1 in., in loose-leaf ring binder on steel filing cabinet. R. 404. (224, 232)

8034. CONTRACT, CEMENT, UNIVERSAL ATLAS CEMENT COMPANY, BIRMINGHAM, ALABAMA, Sept. 12, 1936. Award of contract to Universal Cement Company, certified to support all agreements signed by the Universal Cement Company and the Government, and executed and signed by the contracting office. (Semiannually, official.) 8 $\frac{1}{2}$ x 11 folders, 6 in., in steel filing cabinet. R. 404. (327)

8035. CONTRACT, MISCELLANEOUS MATERIALS AND SUPPLIES, CARTERSVILLE, Sept. 21, 1936 to date. Contracts with Knight Mercantile Company and J. Hugh Gilbreath Hardware Company Inc., Cartersville, Georgia, signed by acting procurement officer, Spartanburg, and project manager of the Soil Conservation Service, Rome. Filed chronologically. (Annually, official.) 8 $\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 404. (291)

8036. ADMINISTRATIVE AUDIT DIFFERENCE STATEMENT, PUBLIC VOUCHER FOR PURCHASES AND SERVICES, Oct. 16, 1936 to date. Administrative audit difference statement, public voucher for property, purchases, and services other than personal, showing from whom purchased, amount paid, and by whom received. Filed chronologically. (Daily, official.) 9 x 12 folders, 1 in., in steel filing cabinet. R. 404. (271)

8037. FIELD MEMORANDA, n.d. Index shows subject and number as used in this office; also an index of an aerial survey. (Never.) 8 $\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 404. (362)

Personnel

8038. PERSONNEL RECORDS, Sept. 16, 1935 to date. Applications of employees, showing date work began, education, experience, present occupation, and salary paid. Filed chronologically. (Monthly, official.) 8 $\frac{1}{2}$ x 11 folders, 1 ft., in desk drawer. R. 406. (304)

Property

8039. GENERAL SCHEDULE OF SUPPLIES, July 1, 1935 - July 31, 1936. Schedule shows description, number, unit price, and from whom purchased; schedules are prepared by the Procurement Division, Branch of Supplies,

- Federal Warehouse, Washington. Filed numerically by class number. (Daily, official.) $8\frac{1}{2}$ x 11 folders, 8 in., in steel filing cabinet. R. 404. (311)
8040. LIST OF EXPENDABLE AND NON-EXPENDABLE PROPERTY, Sept. 6, 1935 to date. Property and supplies kept in warehouse at Washington, showing expendable (indicated by lower case type), and non-expendable (capital letters), items, and numbers and description of supplies. Filed alphabetically. (Daily, official.) $8\frac{1}{2}$ x 11 folders, $\frac{1}{2}$ in., in steel filing cabinet. R. 404. (313)
8041. WASHINGTON PURCHASE ORDERS ENTERED IN LEDGER, AND TRANSFER OF PROPERTY, Sept. 9, 1935 - Sept. 14, 1936. Property transfer and receipt of property transferred from one location to another, showing quantity, article, complete description, serial number, and cost; purchase orders show from whom purchased, to whom goods are consigned, how shipped, unit, unit price, and amount. (Daily, official.) 10 x 12 papers, 1 in., in binder on steel filing cabinet. R. 404. (185)
8042. RECEIPT OF PROPERTY, CAMP SCS GEORGIA 4, VILLA RICA, Oct. 1, 1935 to date. Form ECW-SCS 2, showing receipted invoice for equipment, description of article, and identification number. Filed chronologically. (Weekly, official.) $8\frac{1}{2}$ x 11 folders, $6\frac{1}{2}$ in., in steel filing cabinet. R. 404. (130, 144)
8043. SURVEY OF PROPERTY, Oct. 1, 1935 to date. Record of supplies and equipment, and invoices for rakes, forks, and spading shovels. Filed alphabetically. (Daily, official.) $8\frac{1}{2}$ x 11 folders, 6 in., in steel filing cabinet. R. 404. (129)
8044. TRANSFER OF PROPERTY, Oct. 1, 1935 to date. Form ECW 1, transfer of property from one location to another, description of property transferred, and unit and total costs. Filed chronologically. (Annually, official.) $8\frac{1}{2}$ x 11 folders, $\frac{1}{2}$ in., in steel filing cabinet. R. 404. (114)
8045. PROPERTY RECORD AND INVENTORY CARD, Oct. 8, 1935 to date. SCS Form 150, showing class number, description, receiving record, purchase order number, vendor, unit price, total cost, quantity ordered and received, vendor's reference, quantity on hand and in warehouse, disposition, quantity, date, reference, and to whom issued. White cards indicate expendable property and yellow non-expendable. Forms attached. (Daily, official.) 5 x 8 cards, 1 ft., on steel filing cabinet. R. 404. (270)
8046. TRANSMITTALS OF PROPERTY, Mar. 2, 1936 to date. Form SCS 140, memorandum receipts, non-expendable property, receipts number 34. (Semi-monthly, official.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 404. (211)
8047. WAREHOUSE FILE, Mar. 20, 1936 to date. Index shows description of article, description number, vendor, unit and total prices, quantities on hand and in warehouse, and disposition. Arranged alphabetically. (Daily, official.) 5 x 8 cards, 1 ft., in pasteboard box on steel filing cabinet. R. 404. (186)

8048. TIRE, TUBE, GASOLINE, AND OIL SCHEDULE, Apr. 2, 1936 to date. Contract on tires, tubes, gasoline, and oil, through the Department of Agriculture, showing maximum price, units, time of delivery, and contractor; schedule of supplies for fiscal year 1937, including classes 7, 14, and 51. (Daily, official.) $8\frac{1}{2}$ x 11 folders, $\frac{1}{2}$ in., in steel filing cabinet. R. 404. (312)

8049. TRANSMITTAL VOUCHERS, July 30, 1936 to date. Travel and public vouchers for materials and property for use in Emergency Relief, Agriculture, Soil Conservation Service, Flood Control, and other conservation for 1936-1937, showing period or date, purchase made, from whom purchased, and amount. (Daily, official.) 9 x 12 folders, 1 in., in steel filing cabinet. R. 404. (203)

8050. TRANSFER OF PROPERTY, VILLA RICA, July 31, 1936. Form ECW 1, property transferred from Project 1 to Project 3, including typewriters and road machinery equipment purchased. Filed chronologically. (Daily, official.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 404. (142)

8051. MONTHLY CAMP INVENTORY OF HEAVY EQUIPMENT, Aug. 31, 1936 to date. Form ECW 75, quantity, items, complete description, unit cost, purchase order number, and condition. (Monthly, official.) $8\frac{1}{2}$ x 11 and 10 x 12 folders, 1 ft. 1 in., in steel filing cabinet. R. 404. (127, 139, 191)

8052. RECEIVING AND DISPOSITION RECORD, Oct. 16, 1936 to date. SCS Form 150e, inventories of materials in warehouse, showing item and requisition numbers, date received, purchase order, vendor, unit price, total cost, quantity received, date posted to card, signature of warehouseman, and disposition of materials. Form attached. Filed chronologically. (Daily, official.) 10 x 12 loose-leaf book, 1 in., on steel cabinet. R. 404. (154)

Reports

8053. OPERATIVE BUDGET, Sept. 15, 1935 to date. Reports showing funds needed, total balance, unobligated funds including WPA, and total balance report. Filed chronologically. (Semimonthly, official.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 404. (200)

8054. PHYSICAL PROGRESS REPORTS, Sept. 16, 1935 to date. Form report of progress, showing number of acres under agreement, agreements cancelled, detailed erosion survey treatment, associations, man labor, days furnished nursery section, and farm account records. Forms attached. Filed chronologically. (Monthly, official.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 404. (124)

8055. RECORD OF INJURY, Sept. 16, 1935 to date. Report of employees' injuries while on duty. Form CA 3. Filed chronologically. (Weekly, official.) $8\frac{1}{2}$ x 11 folders, 4 in., in steel filing cabinet. R. 404. (122)

8056. DAILY REPORT CARDS, Oct. 1 - Nov. 1, 1935. Inactive daily

report cards made by foreman of crew, showing name of employee, hours worked, occupation, and whether non-relief or relief worker. (Never.) 5 x 8 cards, 1 ft., in pasteboard box on steel filing cabinet. R. 404. (230)

8057. MONTHLY WORK PROGRESS REPORT, Oct. 1, 1935 to date. Form ECW 7, transportation improvement, erosion and flood control, irrigation, drainage, forest culture and protection, land scope range (800 series), wild life, and other activities. Filed chronologically. (Monthly, official.) $8\frac{1}{2}$ x 11 folders, 6 in., in steel filing cabinet. R. 404. (125)

8058. PHYSICAL PROGRESS REPORT, Oct. 1, 1935 to date. Form reports showing physical progress, acres in project, and number of farms in the area. Form attached. Filed chronologically. (Monthly, official.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 404. (210)

8059. REPORT OF PAY ROLLS DISBURSED IN THE FIELD, Oct. 1, 1935 to date. Report showing official and work projects, pay roll, pay roll voucher, disbursement, and encumbrance numbers, type of pay roll, amount, and amount paid for relief, non-relief, and permanent and relief pay rolls. (Semimonthly, official.) 9 x 12 folders, $\frac{1}{2}$ in., in steel filing cabinet. R. 404. (198)

8060. WPA WORK RELIEF SCORE SHEET, Nov. 1, 1935 to date. Report on average relief labor employment per month, research relief and labor employment, showing increase of relief labor employment for each week. Filed chronologically. (Monthly, official.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 404. (261)

8061. WPA ACCUMULATED MAN-YEARS AND RELIEF LABOR EMPLOYMENT LEAFLET, Dec. 1, 1935 to date. Reports showing region number, state, man-year quota, man-year employment furnished, regional security employment to be maintained, number of relief laborers employed, per cent of regional security employment, and reports on research. Filed chronologically. (Monthly, official.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 404. (257)

8062. SEMIMONTHLY INJURY SUMMARY, Dec. 31, 1935 to date. Reports of injuries and sickness occurring during the period, showing project number, number of men and salary of each employee. Filed chronologically. (Semimonthly, official.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 404. (269)

8063. REPORT OF LEAVE OF ABSENCE AND OVERTIME, Jan. 25, 1936 to date. Reports showing overtime, absence in days or fractions, and tardiness in minutes. Filed chronologically. (Semimonthly, official.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 404. (170)

8064. TRANSMITTALS, AREA STATISTICAL OFFICE, TREASURY DEPARTMENT, Apr. 2, 1936 to date. WPA Area Statistical Reports, notice of change in work status, and purchase orders. Filed chronologically. (Semimonthly, official.) $8\frac{1}{2}$ x 11 folders, 6 in., in steel filing cabinet. R. 404. (245)

8065. INDIVIDUAL REPORTS, PERSONNEL, Apr. 3, 1936 to date. Reports of SCS employees concerning the Soil Conservation Service, insurance, income taxes, medical examinations, affidavits, training, and experience. Filed chronologically. (Monthly, official.) $8\frac{1}{2}$ x 11 folders, 2 in., in steel filing cabinet. R. 404. (166)

8066. SEMIMONTHLY INJURY REPORT, CAMP SCS GEORGIA 4, VILLA RICA, Apr. 20, 1936 to date. Reports of direct causes of injury by electricity, falls, explosives, handling objects, and miscellaneous causes; also a complete monthly report of all injuries. Filed chronologically. (Semimonthly, official.) $8\frac{1}{2}$ x 11 folders, $\frac{1}{2}$ in., in steel filing cabinet. R. 404. (128)

8067. WEEKLY REPORTS, Apr. 25, 1936 to date. Report shows summary of activities of past week, time worked each day, whether in office or field, plans, agreements, and trips, and staff meetings. Filed chronologically. (Daily, official.) $8\frac{1}{2}$ x 11 folders, 10 in., in steel filing cabinet. R. 404. (155, 161, 163, 178-184)

8068. PHYSICAL PROGRESS REPORT, SCS GEORGIA 4, VILLA RICA, June 1936. Reports on Physical Progress, ECW, from superintendent, showing acres under agreement, number of acres not completed, and total acres represented within camps. (Annually, official.) $8\frac{1}{2}$ x 11 folders, $\frac{1}{2}$ in., in steel filing cabinet. R. 406. (340)

8069. REPORTS OF OVERTIME, July 1, 1936 to date. Reports from Spartanburg to project manager; correspondence pertaining to overtime and salaries contained in Field Memorandum 354. Filed chronologically. (Semimonthly, official.) $8\frac{1}{2}$ x 11 folders, $\frac{1}{2}$ in., in steel filing cabinet. R. 404. (138)

8070. REPORTS ON ACCIDENTS, July 3, 1936 to date. Foreman's reports on accidents at Villa Rica. Filed chronologically. (Semimonthly, official.) $8\frac{1}{2}$ x 11 folders, $\frac{1}{2}$ in., in steel filing cabinet. R. 404. (126)

8071. TRANSMITTAL SHEETS, Aug. 7, 1936 to date. Transmittal sheets concerning new code numbers, purchase orders, ECW equipment, monthly report of camp, and accidents. Filed chronologically. (Semimonthly, official.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 404. (147)

Miscellaneous

8072. REQUISITIONS AND CORRESPONDENCE, Sept. 17, 1935 to date. Requisitions and correspondence pertaining to purchases of seed, supplies, fertilizer, fire pumps, various parts of machinery, and heating devices, handled by project manager and principal clerk with heads of companies. Filed chronologically. (Weekly, official.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 404. (204)

8073. ENCUMBRANCE, PAID COPIES OF DISBURSEMENTS, REPORT OF PAY ROLLS, LEDGER SHEETS, ADVICE OF CHANGE IN ALLOTMENTS, Jan. 1 - Sept. 24, 1936. Treas. Form A-3a; Advice of Change in Allotment, name and address of project manager, official and work project numbers, date,

symbol number, title, statement and amount of change, to whom copies of advice are sent, and signature of state administrator; Treas. Form A 5, Notice of Miscellaneous Encumbrance, symbol number, name of firm, amount of encumbrance, purpose, location of project, city, county, state, and signature of supervisor of finance; reserved at bottom for Treasury State Accounts Office showing date, particulars, vouchers, encumbrances authorized, and liquidated and unliquidated encumbrances. (Semimonthly, official.) $8\frac{1}{2}$ x 11 folders, $\frac{1}{2}$ in., in steel filing cabinet. R. 404. (226)

8074. PURCHASE, MISCELLANEOUS, Mar. 21, 1936 to date. Record of purchases made for labor, transportation and engineering operation; also correspondence pertaining to purchase orders and business letters from Chamber of Commerce, Chattanooga, Tennessee. Filed chronologically. (Monthly, official.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 404. (244)

8075. INVITATION TO BID, METAL DIVIDERS AND METAL DRAIN BOARDS, Apr. 1 - May 12, 1936. Invitations to bid on metal dividers and drain boards; also correspondence with project manager and presidents of companies submitting bids. Filed chronologically. (Annually, official.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 404. (290)

8076. VILLA RICA REPORT, MISCELLANEOUS, Apr. 1, 1936 to date. Reports on work completed in July 1936, and agronomy work completed to date; correspondence with project manager and camp superintendent, Camp SCS, ECW, Villa Rica. Filed chronologically. (Monthly, official.) $8\frac{1}{2}$ x 11 folders, $\frac{1}{2}$ in., in steel filing cabinet. R. 406. (353)

8077. INVITATION TO BID, SUSPENSION FRACTIONING DEVICE, Apr. 27 - 30, 1936. Invitation to bid on suspension fractioning device to comply with specifications shown in accompanying blueprint; also correspondence. Filed chronologically. (Annually, official.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 404. (292)

8078. REQUESTS FOR AND CORRESPONDENCE CONCERNING TRAVEL AUTHORIZATION, June 10, 1936 to date. Requests for travel authorization signed by project manager and sent to regional office for acceptance or rejection. If accepted a travel authorization is sent to this office; also relative correspondence. Filed chronologically. (Semimonthly, official.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 404. (145)

8079. MISCELLANEOUS TRANSMITTER, July 1, 1936 to date. Personal letters to state superintendent of CCC camp, Villa Rica, record of overtime, absence and tardiness; also purchase report from this office to Villa Rica. Filed chronologically. (Daily, official.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 404. (145)

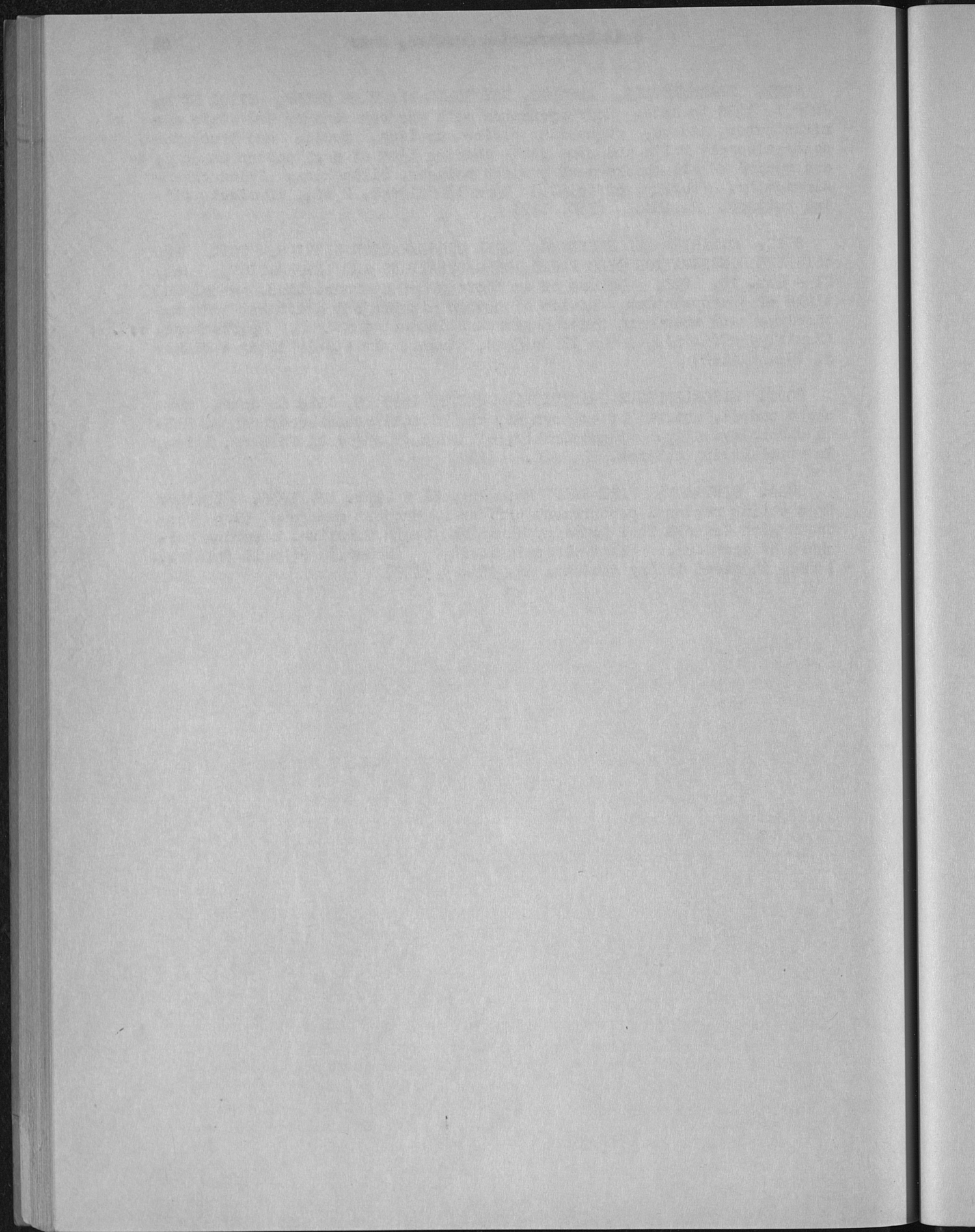
8080. REQUESTS FOR AND CORRESPONDENCE PERTAINING TO TRAVEL AUTHORIZATION, July 1, 1936 to date. Requests for travel authorization, signed by regional conservator, Spartanburg, and sent to different employees of the Department of Agriculture in Rome; also correspondence. Filed chronologically. (Semimonthly, official.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 404. (136)

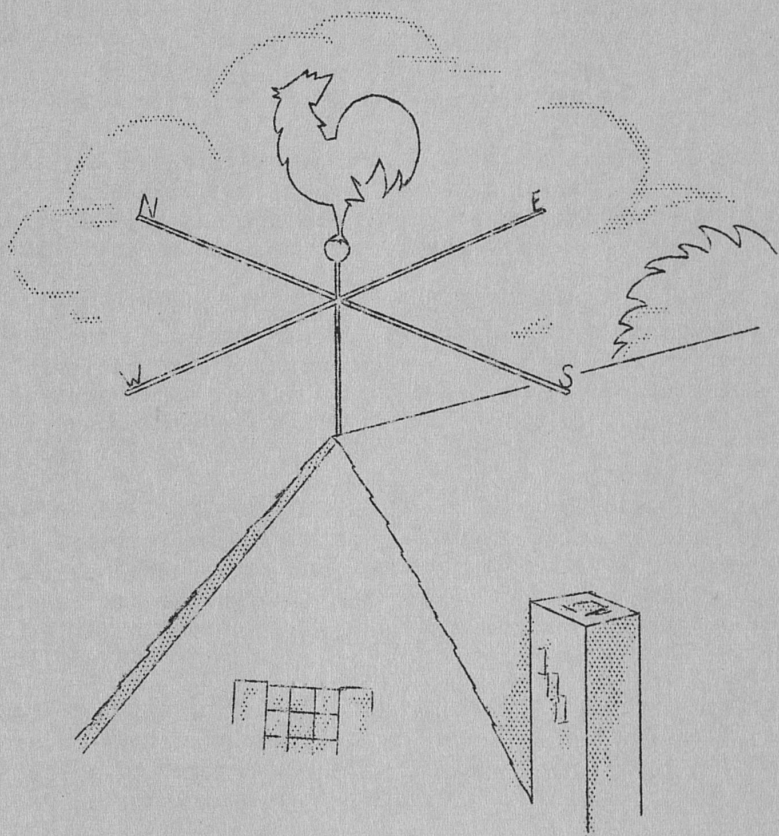
8081. TRANSMITTALS, REPORTS, PAY ROLLS AND TIME CARDS, VILLA RICA. July 1, 1936 to date. Correspondence with project manager and state administrator, Athens, requesting office supplies, tools, and truck repairs; also pay rolls and time cards showing time of each person on duty, and record of all checks sent project manager, Villa Rica. Filed chronologically. (Weekly, official.) $8\frac{1}{2}$ x 11 folders, 2 in., in steel filing cabinet. R. 404. (150, 149)

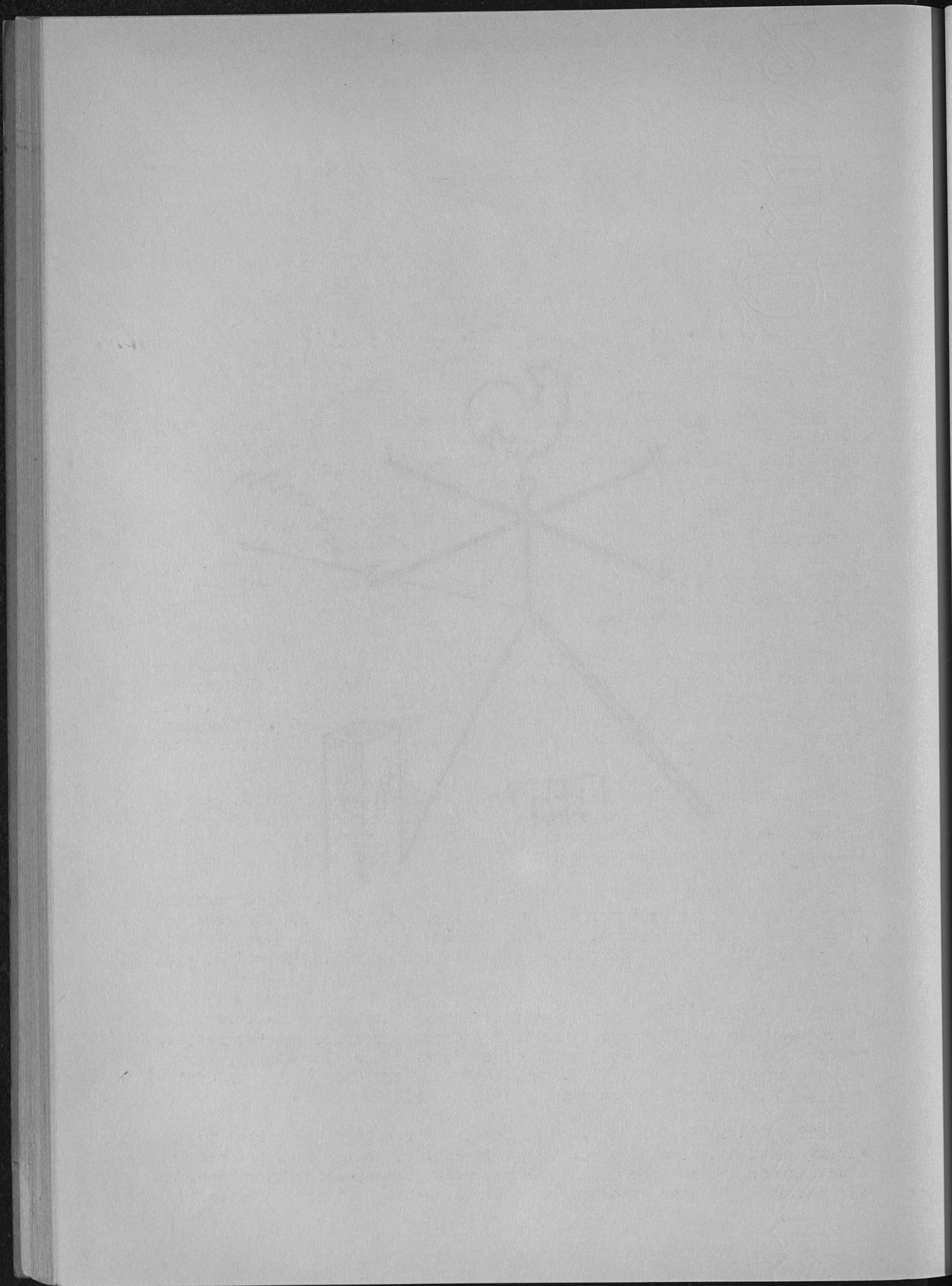
8082. SALARIES AND EXPENSES, SOIL CONSERVATION SERVICE, SOIL AND MOISTURE CONSERVATION OPERATIONS, DEMONSTRATIONS AND INFORMATION, July 21 - Oct. 15, 1936. Notice of an increase of appropriation, symbol and title of appropriation, advice of change in project allotment and authority, and amendment under Regional Allotment Advice 2, Spartanburg. (Monthly, official.) 9 x 12 folders, $\frac{1}{8}$ in., in steel filing cabinet. R. 404. (212)

8083. MISCELLANEOUS TRANSMITTAL SHEETS, July 28, 1936 to date. purchase orders, notices of employment, and miscellaneous encumbrance. Filed chronologically. (Semimonthly, official.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 404. (135)

8084. CONTRACT, FIRE SWATTERS, Aug. 31 - Sept. 15, 1936. Letters from acting regional procurement officer to project manager; also contract with Council Tool Company, Wananish, South Carolina, covering purchase of swatters. Filed chronologically. (Never.) $8\frac{1}{2}$ x 11 folders, 1 in., in steel filing cabinet. R. 404. (306)







WEATHER BUREAU

ATLANTA

AEROLOGICAL DIVISION
COMMERCIAL AIRWAY SERVICE STATION
Administration Bldg., Candler Field

This office was established on Nov. 1, 1928, to cover the entire state of Georgia. Useless papers are kept until instructions are issued for their disposition from the Weather Bureau at Washington. Monthly observation records are sent to Washington headquarters.

8085. CENTRAL OFFICE AND STATION ADMINISTRATION, July 1, 1929 to date. Correspondence pertaining to special journeys, special details, and authority to travel for the meteorologist, office methods and regulations, including correspondence relative to rank of employees, duty, and details. Indexed according to decimal system. (Daily, official.) 9 x 12 folders, 1 in., in wooden filing case. R. 108. (1391)

8086. COOPERATIVE ACTIVITIES, July 1, 1929 to date. Correspondence pertaining to cooperative activities, consolidation of the Weather Bureau and Teletype Department; cooperative activities with other bureaus, departments, and meteorological services. Indexed according to decimal system. (Daily, official.) 9 x 12 folders, $\frac{1}{4}$ in., in wooden filing case. R. 108. (1392)

8087. MATERIAL AND SUPPLIES, July 1, 1929 to date. Correspondence pertaining to material and supplies. See addenda for list of supplies. Indexed according to decimal system. (Daily, official.) 9 x 12 folders, 4 in., in wooden filing case. R. 108. (1398)

8088. OBSERVATIONS AND REPORTS, July 1, 1929 to date. Correspondence pertaining to weather observations and reports. See addenda for list of observations and reports. Indexed according to decimal system. (Daily, official.) 9 x 12 folders, 1 ft., in wooden filing case. R. 110. (1435)

8089. PUBLICATIONS, July 1, 1929 to date. Correspondence pertaining to request for publications (change in address), monthly weather review, weather maps, instructions, and correct forms to use in making reports. Indexed according to decimal system. (Daily, official.) 9 x 12 folders, 2 in., in steel filing case. R. 110. (1419)

8090. STATIONS, July 1, 1929 to date. Correspondence pertaining to airway stations, including weather information, supplies, and routes; also correspondence from the Weather Bureau personnel in other towns on air routes. Indexed according to decimal system. (Daily, official.)

9 x 12 folders, 2 ft., in wooden filing case. R. 110. (1429)

8091. INSPECTION, June 1, 1930 to date. Correspondence pertaining to special inspections and instructions as to the supervision of airways operating from Municipal Airport, Atlanta, Ga. Indexed according to decimal system. (Daily, official.) 9 x 12 folders, 1 in., in steel filing case. R. 108. (1394)

8092. CIRCULAR LETTERS AND STATION INSTRUCTIONS, Sept. 22, 1933 to date. Correspondence and instructions pertaining to operating the Weather Bureau, including instructions to personnel for operating instruments. Filed chronologically. (Daily, official.) $9\frac{1}{2}$ x $11\frac{1}{2}$ loose-leaf book, 1 in., in wooden filing case. R. 100. (1463)

8093. EMPLOYEE'S PERSONAL MAIL, Jan. 1, 1936. Correspondence to employees from department heads, pertaining to personnel of office, pay days, and vacations; also any personal mail received in care of the Weather Bureau. Filed chronologically. (Daily, official.) 8 x 10 loose papers, 2 in., in wooden filing case. R. 110. (1462)

8094. ACCOUNTS, Jan. 1, 1930 to date. Correspondence pertaining to cost of operating the station; also bills of lading, drayage accounts, discrepancies that are returned for correction or restatement, delays in settlement, suspensions, disallowances, overpayments, vouchers requested which have been transmitted for signature, checks which have been missent or lost, salaries of employees, appropriations, annual estimates, balances, travel by employees, bids and specifications, and passenger transportation accounts. Indexed according to decimal system. (Daily, official.) 9 x 12 folders, 2 in., in wooden filing case. R. 108. (1388)

8095. U. S. FORECAST WORK MAPS, Oct. 1, 1928 to date. Record of temperature and dew point degrees, sections marked for high or low pressure; C. A. map forms were used until August 1935, since then the A. M. maps are used. Filed chronologically. (Daily, official.) 23 x 33 loose papers and $8\frac{1}{2}$ x 24 loose-leaf books (50), 2 ft. 6 in., on wooden work table. Rs. 110 and 103. (1448)

8096. BAROMETER READINGS, Jan. 1, 1929 - Nov. 15, 1934. Form 1068 Met'l., used in giving warning of approaching storms, showing hour and drop and rise in readings. These records are now sent to city office of the Weather Bureau at end of each week. Form attached. Filed chronologically. (Daily, official.) 10 x 16 pockets, 2 in., in wooden filing case. R. 110. (1464)

8097. AVERAGE HEIGHTS OF CLOUDS, Jan. 1, 1929 to date. Record of average height of clouds, showing name and elevation of station, cloud type, season, average height of clouds, and number of observations made per month. Filed chronologically. (Monthly, official.) 8 x 10 folders, $\frac{1}{2}$ in., in wooden filing case. R. 110. (1456)

8098. EASTERN SECTION AIRWAY FORECAST MAPS, Jan. 1, 1929 to date. Record of wind directions, high and low pressure, and temperature and dew point degrees at all weather stations on eastern section of the United States. Filed chronologically. (Daily, official.) 20 x 22

bundles (72), 3 ft., on wooden work table. R. 103. (1446)

8099. WINDS ALOFT MAPS, Jan. 1, 1932 to date. Maps show wind directions and velocity in different parts of United States; also indicating wind directions and velocity when surface is 2,000 to 14,000 feet above sea level. Filed chronologically. (Daily, official.) 23 x 23 loose-leaf books (8), 6 in., on wooden table. Rs. 110 and 103. (1447)

8100. WEATHER BUREAU BROADCAST, July 1, 1932 to date. Record of all Weather Bureau broadcasts, including weather ceiling, wind velocity, and temperature, broadcast from Atlanta station over teletype. Filed chronologically. (Daily, official.) $5\frac{1}{2}$ x 8 papers and bundles (17), 2 ft., in wooden filing case. Rs. 110 and 103. (1437)

8101. TELETYPE WEATHER MAPS, Jan. 1, 1934 - Jan. 1, 1935. Maps of the entire United States, giving weather report showing high and low pressures and temperature. Filed chronologically. (Daily, official.) 14 x 15 papers, 4 in., in steel filing case. R. 103. (1449)

8102. AIRWAY, AIRPORT, OR OFF-AIRWAY STATION RECORD, Jan. 1, 1934 to date. Form 1144 Aer., record of stations in southeastern district showing name of observer, time his services began, salary, number of observations daily, observer's readings, and equipment at the station. Form attached. Filed chronologically. (Daily, official.) $8\frac{1}{2}$ x $10\frac{1}{2}$ loose papers, 1 in., on wooden desk. R. 110. (1477)

8103. CERTIFICATE OF AUTHORITY TO TAKE AIRWAY WEATHER OBSERVATIONS, Jan. 1, 1936 to date. Certificates which are issued to persons who are qualified to take official airway weather observations, showing certificate number, name and address. Filed chronologically. (Daily, official.) 8 x 11 loose papers, 4 in., on desk. R. 101. (1481)

8104. ORIGINAL MONTHLY RECORD OF OBSERVATIONS, July 1, 1936 to date. Daily entries showing barometer and thermometer readings, dew point, vapor pressure, wind, clouds, and state of weather. This record is sent to the city office. Filed chronologically. (Daily, official.) 10 x 12 loose papers, 1 in., on wooden desk. R. 110 (1475)

8105. MORNING TELEGRAPHIC RECORD OF WEATHER BROADCAST, July 8, 1936 to date. Record shows name of station, date, thermometer readings, direction of wind, precipitation, clouds, and barometer readings. Filed chronologically. (Daily, official.) 3 x 6 loose papers, $\frac{1}{2}$ in., in wooden desk. R. 110. (1476)

8106. PERSONNEL, July 1, 1930 to date. Record of all personnel. Indexed according to decimal system. (Daily, official.) 9 x 12 folders, 4 in., in wooden filing case. R. 108. (1389)

8107. SCHEDULE OF WORKING HOURS OF STATION EMPLOYEES, June 1, 1935 to date. Record of month, day of week, and hours of going on and off duty. Filed chronologically. (Daily, official.) 8 x 10 loose papers, $\frac{1}{2}$ in., in wooden filing case. R. 110. (1465)

8108. PILOT BALLOON ASCENSION REPORT, Nov. 1, 1928 to date. Record of balloons determining wind velocity, giving station, date, starting

time, ascension time, elevation and horizontal angles, distance from observation point. altitude, wind direction and velocity. Filed chronologically. (Daily, official.) 8 x 10 $\frac{1}{2}$ loose papers and bundles (6), 3 ft., in filing case and desk drawer. Rs. 110 and 103. (1459)

8109. AIRWAY WEATHER REPORT, Jan. 1, 1930 to date. Form 1130 Aer., general weather conditions for commercial airways, date, time, ceiling footage, visibility, wind direction and velocity, temperature, dew point, barometer, field condition or remarks, and observer. Filed chronologically. (Daily, official.) 9 x 12 loose papers, 16 ft., in 2 wooden filing cases. Rs. 110 and 103. (1438)

8110. MONTHLY SUMMARY OF AIRWAY METEOROLOGICAL OBSERVATIONS, Jan. 1, 1930 to date. Form 1136 Aer., Summary of Wind Direction and Velocity, wind direction and velocity in miles and degrees; Form 1140 Aer., Summary of Temperature and Dew Point, date and hour of reading, temperature and dew point readings; Form 1136 Aer., Summary of General Conditions, hour, fog, haze, precipitation, thunder storms, etc.; Form 1137 Aer., Monthly Summary of Ceiling Height, date, hour, and height of ceiling; Form 1138 Aer., Summary of Visibility, date, hour, and visibility; Form 1141 Aer., Summary of Airway Meteorological Observations, general conditions, ceiling, visibility, wind direction and velocity, temperature, and dew point. Filed chronologically. (Daily, official.) 10 x 14 papers, 5 ft., in book case. Rs. 110 and 103. (1430)

8111. WEEKLY SUMMARY OF AEROLOGICAL OBSERVATIONS WITH KITES AND CAPTIVE BALLOONS, July 1, 1932 to date. Record gives name of station, week ending date, number, kind and time of flights, reasons for failure to make flight, and remarks. Filed chronologically. (Daily, official.) 8 x 10 folders, $\frac{1}{2}$ in., in wooden filing case. R. 110. (1458)

8112. WEEKLY SUMMARY OF AIRPLANE OBSERVATIONS, Jan. 1, 1933 - Jan. 1, 1934. Record of stations, week ending date, time of take-off, time of filing message, and remarks. Filed chronologically. (Daily, official.) 8 x 10 folders, $\frac{1}{2}$ in., in wooden filing case. R. 110. (1457)

8113. TELETYPE WEATHER REPORTS, Jan. 1, 1934 to date. Weather reports showing temperature and dew point degrees, ceilings, and general weather conditions which are received by teletype. Filed chronologically. (Daily, official.) 1 $\frac{1}{2}$ x 8 $\frac{1}{2}$ rolls (915), 38 ft., in 6 pasteboard boxes. Rs. 110 and 103. (1455)

8114. TELEGRAPHIC CODED REPORT OF OBSERVATION, July 1, 1936 to date. Form 3070 Tel., record of telegraphic coded report of observations. At end of each month copies of observations are sent to the city office, Atlanta. Form attached. Filed chronologically. (Daily, official.) 5 x 8 loose papers, $\frac{1}{2}$ in., on wooden table. R. 110. (1474)

8115. WEATHER REPORTS RECEIVED BY WESTERN UNION AND POSTAL TELEGRAPH, July 1, 1936 to date. Weather reports received from airway stations in Georgia, Florida, Alabama, and Mississippi, giving ceiling, rain, and general weather conditions. Filed chronologically. (Daily, official.) 6 x 8 loose papers, 2 in., in filing case. R. 110. (1466)

8116. BUILDINGS AND GROUNDS, Jan. 1, 1929 to date. Correspondence

pertaining to the Weather Bureau building, grounds, and towers, Municipal Airport, Atlanta, Ga. and Miami, Fla.; also forms showing location of instruments of the Weather Bureau, Municipal Airport, Atlanta. Indexed according to decimal system. (Daily, official.) 9 x 12 folders, 1 in., in wooden filing case. R. 108. (1402)

8117. MISCELLANEOUS, July 1, 1929 to date. Correspondence pertaining to data requested or furnished by Weather Bureau, and discrepancy reports. Indexed according to decimal system. (Daily, official.) 9 x 12 folders, 2 in., in wooden filing case. R. 110. (1420)

8118. ADMINISTRATIVE AND EXECUTIVE REPORTS, Mar. 17, 1930 to date. Miscellaneous records including report of chief of the Weather Bureau, instructions from Dept. of Commerce for operation of teletype, circular letters from Dept. of Agriculture, office of chief of the Weather Bureau, Washington, D. C., allowance voucher, library books, rosters, and orders and memoranda. Indexed according to decimal system. (Daily, official.) 9 x 12 folders, 8 in., in wooden filing case. R. 108. (1387)

8119. INVESTIGATIONS AND RESEARCH, July 1, 1930 to date. Correspondence, instructions, and records of forecast studies, upper air explorations, miscellaneous scientific topics, and information requested or furnished by the Weather Bureau pertaining to weather reports and broadcasts. Indexed according to decimal system. (Daily, official.) 9 x 12 folders, 1 in., in wooden filing case. R. 108. (1390)

8120. STATION RECORD BOOK, Jan. 1, 1931 to date. Record of vacations and sick leaves, weather instruments gone bad or worn out, dates sent to city office and returned for repairs, and data pertaining to shipments of hydrogen gas. Filed chronologically. (Daily, official.) 8 x 10 $\frac{1}{2}$ vol., 1 in., in wooden desk. R. 110. (1478)

8121. BOOK OF INSTRUCTIONS, Mar. 31, 1934 to date. Telephone number of the Weather Bureau and Airway Station, call letters of weather reporting stations, circular letters, and instructions for daily transmission of airplane weather observations. Filed chronologically. (Daily, official.) 9 x 11 $\frac{1}{2}$ book, 2 in., in wooden desk. R. 110. (1479)

8122. GENERAL PUBLICITY, Apr. 1, 1935 to date. Correspondence pertaining to incorrect weather reports; also newspaper clippings pertaining to publicity, criticisms, complaints, and charges. Indexed according to decimal system. (Daily, official.) 9 x 12 folders, 1 in., in wooden filing case. R. 108. (1393)

CLIMATOLOGICAL SECTION

HEADQUARTERS

Federal Annex, Forsyth, Hunter and Spring Sts.

This work was inaugurated on October 1, 1878, for the entire State of Georgia. From this date until Oct. 1, 1890, it was under the direction of the War Dept. On Oct. 1, 1890 it was transferred to the Dept. of Agriculture. Many records dated prior to 1893 have been lost or destroyed, however, comprehensive summaries are available both in manuscript and printed form. Records dated prior to 1878 represent reports made direct to the Land Office, the Medical Corps of the Army, or to the Smithsonian Institute.

Finance

8123. STATION SALARIES, Jan. 1, 1920 to date. Record of each employee of this station and airport, giving name, address, telephone number, salary, number of days on duty, date and number of check, and date delivered to payee. Filed chronologically. (Daily, official.) 8 x 11 vol., 1 in., in wooden desk. Suite 528, R. 528. (1769)

8124. GEORGIA SUB-STATION SALARIES, Jan. 1, 1920 to date. Name, sub-station, days on duty, salary, date, check number, date and by whom check was mailed. Filed chronologically. (Daily, official.) 8 x 10 vol., $\frac{1}{2}$ in., in wooden desk. Suite 528, R. 528. (1758)

8125. PAYMENT OF ACCOUNTS, Jan. 1, 1928 to date. Notification of approval of accounts from Washington, for this and airport offices which have been paid. Filed chronologically. (Daily, official.) 3 x 5 cards, 1 ft., in card cabinets. Suite 528, R. 528. (1729)

8126. ACCOUNTS, Mar. 1, 1930 to date. Accounts pertaining to discrepancies, returned for correction or restatement, delays in settlement, suspensions, disallowances, overpayments, vouchers, requested and transmitted for signature, line receipts, compilation of circulars, authority for station expenses, outstanding accounts, bids and specifications, advertising contracts and bonds, bills of lading and drayage. Filed according to decimal system. (Daily, official.) 9 x 12 folders, 4 in., in filing case. Suite 528, R. 528. (1671)

General Records

8127. CARD RECORD OF CLIMATOLOGICAL DATA, GEORGIA SECTION, Jan. 1, 1826 to date. Record showing state, county, station, observer, temperature, precipitation, designation of station, elevation above sea level, longitude and latitude, and times service began and ended. (Oldest records are from Augusta, 1826 - 1860). See addenda for list of active and closed stations. Filed alphabetically. (Monthly, official.) 5 x 7 cards, 2 in., in wooden cabinet. Suite 528, R. 528. (1756)

8128. SUMMARIZED DATA FOR SUB-STATIONS, Jan. 1, 1844 to date. Summarized data of sub-station records showing temperature, precipitation, fogs, frost, drought, snowfall, storm data, and tornadoes of the Georgia section. Reports covering 132 stations are used for publication. Filed chronologically. (Daily, official.) 9 x 12 folders, 2 ft., in steel filing case. Suite 528, R. 529. (1786)

8129. DAILY MEAN TEMPERATURE, Jan. 1, 1878 - Dec. 31, 1908. Daily record of maximum and minimum temperatures; also daily mean temperature of Atlanta. Filed chronologically. (Never.) $8\frac{1}{2}$ x $11\frac{1}{2}$ vol., $\frac{1}{2}$ in., on steel wall stand. Suite 528, R. 501. (1796)

8130. METEOROLOGICAL RECORD, Sept. 28, 1878 - Oct. 15, 1881. Meteorological records made by the Division of Telegrams and Reports, for the benefit of commerce and agriculture, showing date, thermometer, winds, means, clouds, rain, or snow, and state of weather in Atlanta, Georgia. Filed chronologically. (Never.) 10 x 16 vols. (2), 2 in., on steel wall stand. Suite 528, R. 501. (1797)

8131. CLIMATOLOGICAL RECORD, Jan. 1, 1878 to date. Record of temperature and wind velocity which is entered monthly, giving miles and tenths per hour, hourly sunshine, daily snowfall, pressure reduced to sea level, hourly values of pressure, and temperature of this station and the airport station. Filed chronologically. (Monthly, official.) $10\frac{1}{2}$ x 12 vols. (6), 9 in., in bookcase. Suite 528, R. 528. (1724)

8132. MISCELLANEOUS METEOROLOGICAL DATA, Oct. 1, 1878 - July 1, 1895. Records of wind, rain, frost, barometer readings, gale and thunderstorms, leave of absence, and inspections. Entered chronologically. (Never.) $8\frac{1}{2}$ x 14 vols. (6), 1 ft., on steel wall stand. R. 501. (1806)

8133. ANEMOMETER RECORD SHEETS, Jan. 1, 1879 - Jan. 1, 1892. Records showing wind velocity in Atlanta, Georgia, from twelve noon to twelve noon, following day. Entered chronologically. (Never.) 4 x $13\frac{1}{2}$ vols. (12), 1 ft. 6 in., in steel cabinet. R. 501, Suite 528. (1807)

8134. MONTHLY METEOROLOGICAL REPORT, Sept. 1, 1881 - Jan. 1, 1890. Records of barometer, thermometer, dewpoint, wind, clouds, river observations, state of weather, and number of days in which rain or snow fell on Atlanta, Georgia. Entered chronologically. (Never.) $9\frac{1}{2}$ x 12 and $10\frac{1}{2}$ x $15\frac{1}{2}$ vols. (2), 4 in., on steel wall stand. R. 501. (1839)

8135. HOURLY WIND DIRECTION, June 1, 1884 - Dec. 31, 1898. Record of hourly wind, hourly precipitation readings, hourly thermograph readings, and sunshine, in Atlanta, Georgia. Entered chronologically. (Never.) $10\frac{1}{4}$ x $14\frac{1}{2}$ vols. (2), 2 in., on steel stand. R. 501. (1808)

8136. MONTHLY METEOROLOGICAL READINGS, July 1, 1889 to date. Record of weather, pressure, wind direction and movement, temperature at end of each hour, dewpoint, river gage, sunshine, hail, thermograph, barograph, and barometer readings. These records are kept daily and entered monthly in these volumes, one for each year. Filed chronologically. (Daily, official.) 11 x 13 vols. (45), 5 ft., in bookcase. R. 528. (1712)

8137. CLIMATOLOGICAL DATA, Jan. 1, 1890 - Jan. 1, 1908. Record of temperature, precipitation, direction of wind, and total snowfall of the following stations: Adairsville, Clayton, Diamond, Dudley, Elberton, Fitzgerald, Harrison, Mauzy, Morgan, Maylor, Point Peter, Poulan, Putnam, Rome, Talbotton, Tallapoosa, Valona, and Vidalia. (Made by Signal Corps, U. S. Army.) Entered chronologically. (Never.) 9 x $15\frac{1}{2}$ vols. (18), 6 in., in steel cabinet. R. 533, Suite 528. (1835)

8138. RECORD OF RIVER OBSERVATIONS, Dec. 1, 1890 - Jan. 1, 1916. Record of station, river, date, danger line, river gage reading, change in 24 hours, precipitation, wind, weather and river observers of the Flint, Chattahoochee, and Apalachicola rivers. Filed chronologically. (Annually, official.) $11\frac{1}{2}$ x 13 and 8 x $10\frac{1}{2}$ vols. (21), 1 ft., in steel filing cases and bookcase. Rs. 529 and 531. (1787)

8139. MONTHLY AND ANNUAL MEAN TEMPERATURES BY DIVISIONS, Jan. 1, 1892 - Dec. 31, 1920. Record of monthly temperatures of northern, middle, and southern Georgia divisions; also annual mean temperature. Filed chronologically. (Monthly, official.) 9 x 12 loose papers, 11 in., in wooden cabinet. Suite 528, R. 528. (1760)

8140. ANEMOMETER RECORDS, Jan. 1, 1892 to date. Triple register giving wind, rain, and sunshine from 12 noon to 12 noon; also precipitation and temperature of Atlanta. Filed chronologically. (Daily, official.) $6\frac{1}{2}$ x 18 vols. (27), and 6 x 17 loose papers, 6 ft. 6 in., in steel cabinet. Suite 528, Rs. 501, 529, and 533. (1814)

8141. SUB-STATION RECORDS, Jan. 1, 1893 to date. Record shows date, station, county, observation hours, temperature, precipitation, snowfall, wind, river gage reading, and flood stage height of sub-stations of Atlanta. Filed alphabetically. (Daily, official.) 9 x 12 folders, 11 ft. 6 in., in 2 steel filing cases. Suite 528, R. 529. (1788)

8142. DAMAGING WEATHER CONDITIONS IN GEORGIA, July 1, 1894 to date. Record of earthquakes, floods, fire, frost or injurious freezes, ice, hail, and hurricanes, rivers, snowfall, tornadoes and severe local storms, place, number people injured, number buildings destroyed, and amount property loss. Filed chronologically. (Weekly, official.) $7\frac{1}{2}$ x 12 vol., $\frac{1}{2}$ in., in wooden desk. Suite 528, R. 529. (1773)

8143. PRECIPITATION REDUCED TO 35 YEAR PERIOD, Jan. 1, 1898 - Dec. 31, 1932. Record of stations in Georgia district showing state, county, station, observer, temperature, precipitation, elevation, longitude, latitude, and precipitation reduced to 35 year period. Filed chronologically. (Monthly, official.) 9 x 11 loose papers, 1 in., in wooden cabinet. Suite 528, R. 528. (1759)

8144. HOURLY RAINFALL, Jan. 1, 1905 - Dec. 31, 1924. Record of hourly rainfall for Atlanta, tabulated by days and compiled by months to obtain a 20 year average. Filed chronologically. (Monthly, official.) 9 x 11 loose papers, 3 in., in cabinet. Suite 528, R. 528. (1772)

8145. HOURLY TEMPERATURE, Jan. 1, 1905 to date. Record of hourly temperature readings. Filed chronologically. (Daily, official.) 9 x 12 loose papers, 3 in., in cabinet. Suite 528, R. 528. (1752)

8146. MISCELLANEOUS METEOROLOGY, Dec. 7, 1805 - June 30, 1932. Miscellaneous data, such as hourly mean barometer readings from other states, excessive rainfall of foreign countries in 24 hours, ocean, temperature, and balloon voyages. Filed alphabetically. (Never.) 8 x 10 vols., 1 in., in steel wall stand. Suite 528, R. 501. (1838)

8147. MISCELLANEOUS WEATHER REVIEW, May 1, 1909 - Jan. 5, 1913. Record of storms, tornadoes, river record, and list of local offices of the Weather Bureau in the United States with names of officials in charge. (Consists of newspaper clippings.) Filed chronologically. (Never.) 9 x $14\frac{1}{2}$ vol., 1 in., in stand. Suite 528, R. 501. (1836)

8148. MONTHLY WEATHER REVIEW, July 1, 1909 - Jan. 1, 1913. Record of temperature (highest and lowest), whether skies clear or cloudy, winds, snowfall, and atmosphere pressure, giving station, county, and observers for the states of Virginia, North Carolina, South Carolina, Georgia, Alabama, Mississippi, and Louisiana. Filed chronologically. (Never.) $9\frac{1}{2}$ x 12 vol., 4 in., in bookcase. Suite 528, R. 528. (1725)

8149. INSTRUMENTS AT SUB-STATIONS, Jan. 1, 1910 to date. Record of instruments used by Georgia cooperative stations. Two files are made of each record, one under Instruments and one under Sub-stations. This is a record of thermometers, shelters, rain and snow gages, showing date, station, and instruments. Filed chronologically. (Daily, official.) 3 x 5 cards, 2 ft., in wooden card cabinet. Suite 528, R. 528. (1730)

8150. STATIONS, July 1, 1929 to date. Record of stations as follows: elevations and exposures of instruments, inquiry regarding equipment, etc., transfer of regular Weather Bureau Stations, cooperative meteorologist, sub-station, and river sub-station. Indexed according to decimal filing system. (Daily, official.) 9 x 12 folders, 11 ft. 6 in., in wooden filing case. Suite 528, R. 528. (1670)

8151. PUBLICATIONS, July 1, 1929 to date. Record of publications pertaining to the following subjects: articles requested or submitted for criticism or approval, request for publications, change of address, additions to station libraries, weekly, monthly, quarterly, and annual publications (National weather bulletin, monthly weather bulletin, monthly weather review, section publications including snowfall bulletins, and annual section summaries, yearbook of the department, crop reports, river bulletins, cotton region bulletins, weather maps, commercial daily publications, daily weather bulletin by newspaper, irregular publications, weather code, river stage book), and forms. Indexed according to decimal filing system. (Daily, official.) 9 x 12 folders, 3 in., in wooden filing case. Suite 528, R. 528. (1696)

8152. SUBSCRIPTIONS FOR CLIMATOLOGICAL DATA, GEORGIA SECTION, July 1, 1933 to date. Record of all people in the United States who subscribe for Climatological Data, giving name, address, date of subscription, and date of expiration. Filed chronologically. (Daily, official.) 3 x 5 cards, $\frac{1}{2}$ in., in wooden desk. Suite 528, R. 531. (1837)

8153. RIVER RECORDS, Jan. 1, 1933 to date. Record of the rise and fall of the Flint, Chattahoochee, and Appalachian rivers, showing river gage and rainfall of the river stations in the Georgia section. Filed chronologically. (Daily, official.) $8\frac{1}{2}$ x 14 vols, 3 in., in wooden desk. Suite 528, R. 529. (1785)

8154. TELEGRAMS, Aug. 1, 1933 to date. Telegrams received daily from all parts of the United States giving weather report to this station and airport station. Filed chronologically. (Daily, official.) $6\frac{1}{2}$ x 8 loose papers and 6 x 9 bundles (36), 23 ft., in wooden desk. Suite 528, Rs. 529, 531, and 501. (1834)

8155. WEATHER MAPS, Jan. 1, 1934 to date. Maps made daily showing record of winds, pressure, temperature, frost, snow, precipitation and rain of the United States; also latitude and longitude. Filed chronologically. (Daily, official.) 19 x $24\frac{1}{2}$ maps, 1 ft., in steel cabinet and wooden cabinet. Suite 528, Rs. 528 and 501. (1722)

8156. SPECIAL OBSERVERS' METEOROLOGICAL RECORD, Jan. 1, 1936 to date. Daily record of temperature, precipitation, wind direction, state of weather, river gage, depth of rain and melted snow, station, date, county, and latitude and longitude of each station in Georgia. Filed

chronologically. (Daily, official.) 10 x 13 $\frac{1}{2}$ loose papers, 6 in., in wooden cabinet. Suite 528, R. 528. (1771)

8157. DIVISION TABLES, n. d. Record of tables from 10 through 65 for checking rainfall and temperature and for getting the average rainfall and temperature from 10 to 65 years back. Filed numerically. (Daily, official.) 7 $\frac{1}{2}$ x 10 $\frac{1}{2}$ vol., $\frac{1}{2}$ in., on wooden desk. Suite 528, R. 528. (1774)

Personnel

8158. PERSONNEL, July 1, 1930 to date. Record of the following: applications for entrance into the Weather Bureau, relations with the Civil Service Commission, appointments, appointments by transfer, permanent assignments, and efficiency rating of personal record. Indexed according to decimal system. (Daily, official.) 9 x 12 folders, 3 in., in wooden filing case. Suite 528, R. 528. (1668)

8159. PERSONNEL FILE, Jan. 1, 1931 to date. Cards show name, number of hours worked in climatological, agricultural, meteorological, or river and flood service; also monthly salary of each employee of this office and airport office. Indexed chronologically. (Daily, official.) 9 x 12 folders, 3 in., in wooden filing case. Suite 528, R. 528. (1711)

8160. WPA PERSONNEL FILE, Oct. 21, 1935 to date. Record shows name, number of hours on duty, monthly salary, title of position held, and copy of transfers of the workers on this project in this office. Filed chronologically. (Daily, official.) 9 x 12 folders, 2 in., in wooden filing case. Suite 528, R. 528. (1700)

Reports

8161. CLIMATOLOGICAL REPORT, Oct. 1, 1891 to date. Climatological monthly report of range and temperature of the Georgia district, giving station's highest and lowest temperature, rainfall, whether cloudy or partly cloudy, wind direction, and least and daily range temperature. Filed alphabetically. (Monthly, official.) 9 $\frac{1}{2}$ x 12 vols., (9), 1 ft. 6 in., in bookcase. Suite 528, R. 528. (1723)

8162. PRINTING PLANT REPORTS, July 1, 1929 to date. Records of printer, time of hours on duty, and wages, printing plant report, letters and instructions, field plant report and inventories, machinery and equipment report of the printer, and plant of this office. Filed numerically. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in wooden filing case. Suite 528, R. 528. (1693)

8163. METEOROLOGICAL OBSERVATIONS AND REPORTS, July 1, 1930 to date. Record of meteorological observations and reports pertaining to different subjects listed as follows: time taken, regular observations, special observations, cooperative meteorological sub-station observations and reports, rivers, cotton, sugar, and rice regions, special report of storms, wind and hail, telegraph or telephone reports, delayed or missing, circuit reports, forecast districts, local forecasts, forecast

schemes (river), river and flood warnings, hurricane warnings, forecast distribution by telegraph, telephone, and forecast distribution by mail. Indexed according to decimal system. (Daily, official.) 9 x 12 folders, 6 in., in wooden filing case. Suite 528, R. 528. (1695)

Miscellaneous

8164. MATERIAL AND SUPPLIES, June 1, 1930 to date. Record of material and supplies. See addenda for list. Indexed according to decimal system. (Daily, official.) 9 x 12 folders, 4 in., in wooden filing case. Suite 528, R. 528. (1667)

8165. MISCELLANEOUS AIRPORT FILE, June 1, 1930 to date. Miscellaneous data pertaining to the airport, subjects listed as follows: general administration, personnel, accounts, buildings and grounds, material and supplies, stations, observations and reports, publications, and miscellaneous. Indexed according to decimal system. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in wooden filing case. Suite 528, R. 528. (1692)

8166. BUILDING AND GROUNDS, July 1, 1930 to date. Records pertaining to: Weather Bureau quarters in the Federal Building, rented buildings or quarters, leases or permits, construction of buildings, building equipment, and heating and power plants. Indexed according to decimal system. (Daily, official.) 9 x 12 folders, 2 in., in wooden filing case. Suite 528, R. 528. (1666)

8167. MISCELLANEOUS FILE, Jan. 1, 1931 to date. Records of office rental, pay rolls, telephone, electricity, laundry accounts, travel expenses, drayage, airplane flights and hydrogen, miscellaneous supplies, and services of this office and the office of the airport. Filed chronologically. (Daily, official.) 9 x 12 folders, 1 ft., in wooden filing case. Suite 528, R. 528. (1710)

8168. MISCELLANEOUS RECORD, Jan. 1, 1931 to date. Record of assignments, transfers, leaves of absence, salaries, promotions, change of address, and summary of special telegrams concerning employees. Filed chronologically. (Daily, official.) $8\frac{1}{2}$ x $10\frac{1}{2}$ vol., $\frac{1}{2}$ in., in wooden desk. Suite 528, R. 528. (1770)

8169. GENERAL ADMINISTRATION, July 1, 1931 to date. Administrative and executive reports, annual report of the chief of bureau, circulars, memoranda, commendations of resolutions passed, criticisms, complaints, changes, controversies, clippings and newspaper articles, lectures, educational work or visits to office, upper air explorations, aeronautics, etc., and miscellaneous scientific topics (information requested or furnished), sub-station, other bureaus or departments, other meteorological services and institutions, special journeys, special details, authority to travel, office methods and regulations, and circular correspondence relative to rank of employees' duty, and details. Indexed according to decimal system. (Daily, official.) 9 x 12 folders, 3 ft., in wooden filing case and wooden transfer case. Suite 528, Rs. 501 and 528. (1669)

8170. MISCELLANEOUS, July 1, 1932 to date. Miscellaneous subjects which are listed as follows: lost and delayed mail, crank file, requested or furnished data, certified copies, records in court testimony, unusual weather phenomena, and unclassified miscellaneous correspondence. Indexed according to decimal system. (Daily, official.) 9 x 12 folders, 4 in., in wooden filing case. Suite 528, R. 528. (1694)

8171. MISCELLANEOUS STATION EXPENSES, June 1, 1934 to date. Record of miscellaneous expenses of this station and airport station, showing date, expense incurred, name and address of payee, cost, check number, and date paid. Expenses include lights, telephone, drayage, repairs, rentals, travel reimbursements, and office supplies. (Daily, official.) 8 x 10 $\frac{1}{2}$ vols., (3), 2 in., in wooden desk. Suite 528, R. 528. (1757)

8172. DEVELOPMENT OF A METHOD OF LONG RANGE WEATHER FORECASTING, WPA, Oct. 21, 1935 to date. Pay rolls, schedule of disbursements, accounts, administrative instructions, correspondence from central office, Washington, D. C., correspondence from employment office and WPA office, miscellaneous correspondence, weekly, monthly, and semimonthly reports, disbursements other than wages, purchase orders, time reports, technical reports, receiving and inspection report, and winter temperature related to preceding autumn pressures at foreign stations. Filed chronologically. (Daily, official.) 9 x 12 folders, 3 ft., in wooden filing case. Suite 528, R. 528. (1701)

AUGUSTA

WEATHER STATION

Post Office and Courthouse Bldg., Telfair, Walker,
8th, and Ford Sts.

This station was established on November 2, 1870. Telegraphic reports are destroyed every three years, the law requiring them to be kept for that length of time; no other records have been destroyed. Daily records of automatic reports are sent to Washington, where they are bound and returned (at no stipulated time) for local filing. Records that originated under the Department of War, now in the custody of this agency, are grouped at the beginning of this section.

8173. RIVER CHARTS AND CORRESPONDENCE, Jan. 1, 1870 - Mar. 14, 1910. Charts of Savannah River, and general correspondence. (Weekly, official.) 9 x 11 folders, 6 in., in filing case. Paper brittle, dirty, torn. R. 311. (107)

8174. MISCELLANEOUS CORRESPONDENCE, Oct. 3, 1870 - Dec. 31, 1933. Correspondence including letters received, general, copies, and Weather Bureau and Federal Business Association correspondence and circulars. Indexed. (Never.) 10 x 16 vols. (19) and 8 x 11 package, 1 ft. 9 in., in 2 wooden cabinets. Paper brittle, ink faded, dusty. R. 310. (130)

8175. CLIMATOLOGICAL RECORDS, Nov. 2, 1870 to date. Summaries and condensations of weekly and monthly meteorological reports. (Daily, of-

official.) 10 x 12 vols. (3), 3 in., on wooden desk. Broken, ink faded, R. 311. (109)

8176. MEANS BOOKS, Jan. 1871 - 1904. "Means Book, Weather Bureau" and "Means Book, United States Department of Agriculture, Weather Bureau," which are monthly and annual summaries. (Never.) 11 x 12 vols. (2), 2 in., on wooden table. Brittle, dirty, torn, ink faded. R. 309. (113)

8177. MISCELLANEOUS INSTRUCTIONS, Oct. 1, 1871 to date. Index showing reports on river stages, damage by floods, frost, cold wave warnings from November to March, local weather forecasts, and information furnished to newspapers, such as rainfall, humidity, and temperature at different hours throughout day. Filed alphabetically. (Semiweekly, official.) 3 x 5 cards, 2 in., in wooden card cabinet. Dusty. R. 311. (104)

8178. RECORDS OF BULLETINS, Apr. 11, 1872 - Aug. 5, 1875. Daily meteorological records. Filed according to decimal system. (Never.) 10 x 15 vols. (7), 7 in., on wooden table. Damaged by vermin, torn, ink faded. R. 309. (112)

8179. WEEKLY METEOROLOGICAL RECORDS, Jan. 11, 1873 - Sept. 10, 1881. "War Dept., Signal Service of United States Army, Division of Telegrams and Reports for the Benefit of Commerce and Agriculture." Volumes dated. Filed according to decimal system. (Never.) 10 x 15 vols. (7), 10 in., on table. Ink faded, dusty. R. 309. (108)

8180. MONTHLY METEOROLOGICAL REPORTS, Sept. 1, 1881 - Dec. 1896. Form 113A, Original Record of Meteorological Observations. Volumes dated. Filed according to decimal system. (Never.) 12 x 12 vols. (10), 1 ft. 6 in., on wooden table. Torn, ink faded. R. 309. (127)

8181. DAILY JOURNALS OF AUGUSTA WEATHER BUREAU, July 1, 1882 - Dec. 31, 1906. Daily diary of happenings at the Augusta Bureau, with reference to sudden weather changes, and routine matters. (Monthly, official.) 9 x 11 vols. (3), 6 in., on wooden shelf. Paper brittle, torn, ink faded. R. 310. (129)

8182. CURRENT FILE, 1871 to date. Correspondence pertaining to work of this office. Records from 1871 - 1912 are stored in a nailed box and could not be opened. Filed according to decimal system. (Daily and occasionally, official.) Bundles and 9 x 12 folders, 5 ft. 6 in., in 3 steel filing cases and one wooden box. Torn. Rs. 310, 311. (116, 114)

8183. MAPS, CHARTS, AND BLUEPRINTS, 1796 - 1927. Many of these maps and charts bear no dates, several of them are reprints from extremely old material, in which case, only the original date is shown. It is impossible to determine the exact dates of the material now on hand. Majority of these records relate to the Savannah River at Augusta and to its flood conditions; also charts of rainfall, and blueprint of Post Office and Courthouse, and maps of city of Augusta. See addenda for list of maps, charts, etc. (Biannually, official, maps and charts loaned to science classes of various schools.) 36 x 60 charts, blueprints and maps (46), 3 ft., in drawer of laboratory table. Damaged by handling, faulty containers, dirty, torn. R. 310 $\frac{1}{2}$. (110)

8184. EXPENSE BOOK OF SIGNAL SERVICE (AUGUSTA, GEORGIA), July 23, 1874 - Mar. 9, 1901. Record of petty cash expenditures of Augusta office. (Never.) 10 x 14 vol., 2 in., in wooden cabinet. Dirty, broken, ink faded. R. 310. (132)

8185. INDEX OF ADDRESSOGRAPH LIST, July 1, 1891 to date. Records of daily weather forecasts, daily cotton bulletins during growing season, monthly summaries of high, low, and mean temperatures, and total rainfall for stations in Augusta district. Filed alphabetically. (Never.) 3 x 5 cards, 7 in., in wooden card cabinet. Ink faded, dusty. R. 311. (119)

8186. MONTHLY METEOROLOGICAL RECORDS, Jan. 1, 1897 - Dec. 31, 1904. Monthly records of weather observations at Augusta. (Weekly, official.) 9 x 11 vols. (8), 3 in., in bookcase. R. 311. (105)

8187. STATION LOG (AUGUSTA WEATHER BUREAU), Jan. 1907 - Dec. 1927. Records of broken thermometers, rain forecast, cold wave warning, absence on sick leave, and explanation. Filed according to decimal system. (Never.) 8 x 10 $\frac{1}{2}$ vol., 1 in., on wooden table. Dirty, ink faded. R. 309. (115)

8188. STATION EXPENSES (AUGUSTA WEATHER BUREAU), July 17, 1914 - June 30, 1925. Records showing date of receipt of account, authority name, character of account, amount, date sent to central office for payment, date check mailed to payee, date and number of check, and remarks. Filed alphabetically. Indexed alphabetically. (Never.) 9 x 11 vols. (2), 6 in., in wooden cabinet. Ink faded, dusty. R. 310. (126)

8189. INDEX OF BOOKS AND PUBLICATIONS, Jan. 8, 1916 only. Index showing crop distribution and moisture, pressure, fluctuation, forest meteorology, lightning and lightning conductors, long range weather forecasts, elementary meteorology, daily river stages, relative humidity and temperature, and frost. (Never.) 3 x 5 cards, 7 in., in wooden card cabinet. Ink faded, dusty. R. 311. (117)

8190. AIRWAY OBSERVATIONS MADE AT AUGUSTA, GA., Jan. 1, 1930 - Dec. 30, 1935. Copies of observations sent daily to Chicago for benefit of airways and originally called three-hourly observations, later under the Government economy program were reduced to four-hourly observations, and on May 1, 1935 became officially six-hourly observations. Filed according to decimal system. (Never.) 7 x 8 bundles (4), 8 in., in wooden cabinet. Damaged by handling, dirty. R. 310. (124)

8191. AEROLOGICAL FORMS, Jan. 1 - Dec. 31, 1934. Observations made at Augusta Weather Bureau four times daily, observations being taken at 4:00 A. M., 12:00 Noon, 4:00 P. M., 12:00 Midnight, showing general weather conditions, barometer readings, visibility of clouds, rate and direction in which they are moving, and velocity and direction of wind, recorded and initialed by observer. (Never.) 4 x 9 bundle, 3 in., in wooden cabinet. Dirty. R. 310. (131)

8192. OBSERVATION MAPS, Dec. 1, 1933 to date. Daily maps made from telegraphic reports received from 65 cities in the United States, together with observations of Augusta station showing a complete description of weather conditions and is considered one of the principal sources of information, showing weather conditions of the United States. (Daily, official.) 19 x 24 maps, 6 in., on desk. Dirty. R. 310. (125)

8193. REPORT ON VARIOUS STATIONS ON SAVANNAH RIVER, Sept. 9, 1888 - Mar. 28, 1936. Weather reports, charts, and records of observations at nine stations. (Daily, official.) 9 x 11 folders, 9 in., in one filing case. Damaged by faulty containers, paper brittle, torn. R. 311. (106)

8194. MISCELLANEOUS FORMS OF REPORTS, June 30, 1889 - Sept. 15, 1905. Monthly reports to Washington on comparative barometer readings, corn, hay, and cotton crops, river gages, maps issued, cold waves, rainfall, frost warnings, and hourly wind direction. (Never.) 10 x 13 vol., 1 in., in wooden cabinet. Damaged by water, bindings broken, ink faded, dusty. R. 310. (133)

8195. GEORGIA CLIMATOLOGICAL REPORTS, Mar. 1, 1902 - Dec. 31, 1912. Reports showing Georgia climatological reports from Mar. 1, 1902 through Mar. 1, 1912 and Georgia climatological reports by sections from 1910 through 1912. Filed according to decimal system. (Never.) 9 x 11 vols. (2), 2 in., in wooden cabinet. Dusty. R. 310. (123)

8196. REPORTS, Jan. 1, 1905 to date. Form 1014, daily meteorological summary, hourly temperature, sunshine, wind direction and velocity, river stage, atmospheric occurrences, amount and time of precipitation; Form 1001, monthly summary obtained from daily reports; and Form 1002, annual summary obtained from monthly summaries. Filed chronologically. (Semimonthly, official.) 11 x 12 vols. (30), 4 ft., in wooden bookcases. Bindings broken, ink faded. R. 311. (120)

8197. 1925 FARM CENSUS, Jan. 1, 1920 - Jan. 1, 1925. Duplicate reports from Department of Commerce, Washington, to Weather Bureau, and in turn released to press, showing number of farms in each county in state, value, acreage, principal crops, and livestock. Filed alphabetically by name of county. (Never.) 4 x 8 bundle, 2 in., in wooden cabinet. Papers dirty, torn. R. 310. (134)

8198. TELEGRAPHIC REPORTS, Jan. 1 - 31, 1932. Coded weather reports transmitted daily by telegram from the 20 sub-stations in the Augusta district, showing weather conditions. (Never.) 7 x 8 bundles, 5 in., in wicker basket. Damaged by rodents, handling, faulty containers, dirty. R. 310. (122)

8199. AIRWAYS WEATHER REPORT BY RADIO, June 10, 1932 - Dec. 28, 1933. Reports received at Augusta, Ga. from radio stations located at Charleston, Atlanta, and Spartanburg for information to airport managers and to post weather conditions on bulletins. (This system has been discontinued due to the fact that weather conditions made the reception unsatisfactory, and the telegraphic system installed.) (Never.) 8 x 10 pads, 3 in., in wooden cabinet. Dirty, torn. R. 310. (118)

8200. TELEGRAMS TRANSMITTING DAILY WEATHER REPORTS, Jan. 1, 1933 - Apr. 30, 1936. Coded daily weather reports and copies received and issued by this office. Filed according to decimal system. (Never.) 7 x 8 bundles. (40), 10 ft., in wooden cabinet. Dusty. R. 310. (121)

8201. DAILY TELEGRAPHIC REPORTS, JAN. 1, 1933 to date. Telegrams regarding daily telegraphic reports sent and received over a period of one month. (Never.) 7 x 8 bundles (34), 5 ft. 8 in., in wooden cabinet. Edges bent, dusty. R. 311. (128)

8202. SUB-STATION INDEX, Jan. 24, 1905 - Nov. 21, 1933. Index showing information about instruments used by observers, such as identification number, elevation, latitude and position of instruments, proximity of instrument to ground and high objects, and time of observation; also reports from sub-stations throughout district, on river stages, weather reports, temperature, and humidity. (Annually, official.) 3 x 5 index cards, $\frac{1}{2}$ in., in wooden card cabinet. Dusty. R. 311. (111)

MACON

AEROLOGICAL DIVISION COMMERCIAL AIRWAY SERVICE STATION Post Office Bldg., Mulberry and 3rd Sts.

This station was established on April 8, 1899 to serve Bibb County. Useless papers are destroyed. All reports are sent to Washington.

8203. LETTERS SENT AND RECEIVED, Jan. 1, 1912 - Dec. 31, 1916. Correspondence pertaining to personnel, salaries, and reports. Filed according to decimal system. (Biannually, official.) $8\frac{1}{2}$ x 11 folders, 9 in., in wooden filing cabinet. R. 325. (585)

8204. THERMOGRAPH AND BAROGRAPH RECORD, Jan. 1, 1901 - Feb. 25, 1906. Trace sheets for recording pressure and temperature. Filed numerically. (Annually, official.) 4 x 11 covers, (6), 4 in., in wooden cabinet. R. 325. (586)

8205. MONTHLY METEOROLOGICAL SUMMARY, Mar. 7, 1902 - Aug. 20, 1912. Summary compiled from 24 hour records of wind, rain, and sunshine, showing maximum, minimum, and mean temperature, precipitation in inches and hundredths, sunshine per cent, atmospheric pressure reduced to sea level in inches and hundredths, amount of snow fall for month, and amount of snow on ground at end of month. (Weekly, official.) $4\frac{1}{2}$ x 14 loose papers, 4 in., in steel filing cabinet. R. 325. (582)

8206. RECORDS OF WIND, RAIN, AND SUNSHINE, Jan. 1, 1929 - Jan. 31, 1932. Form 1017, velocity, direction of wind, duration of sunshine, and amount of rain. (Monthly, official.) $6\frac{1}{2}$ x 18 vols. (4), 8 in., in wooden filing case. R. 321. (583)

8207. MONTHLY SUMMARY, WIND, RAIN, AND SUNSHINE, July 1, 1929 to date. Summary shows velocity and direction of wind, visibility, sky, ceiling height, and general condition of weather. (Reports are made six times daily for the Atlanta-Jacksonville Airway Service.) Filed chronologically. (Monthly, official.) 11 x 14 folders, 2 in., in steel filing cabinet. R. 325. (596)

8208. MONTHLY SUMMARY OF AIRWAY METEOROLOGICAL OBSERVATIONS, May 1, 1934 to date. Record of general weather conditions, ceiling height, visibility, wind, direction and velocity, temperature, and dew point. (Monthly, official.) 10 x 14 loose papers, 2 in., in wooden filing case. R. 322. (645)

8209. OBSERVATION REPORTS ON WEATHER, July 1, 1929 to date. Reports made for the Atlanta - Jacksonville Airway Service during the period of 24 hours, showing ceiling, sky, visibility, weather obstruction as to vision, temperature, dew point, wind, thunderstorms, and pressure change. Filed chronologically. (Daily, official.) 7 x 8 $\frac{1}{2}$ loose papers, 1 ft. 6 in., in work table. R. 325. (587)

8210. GENERAL CORRESPONDENCE, Jan. 1, 1917 - Mar. 1, 1930. Reports, vouchers, tabulations, and climatological data. Reports relate to frost and cold wave warnings, rainfall, river gages, and flood stages; vouchers and paid bills represent expense of office; also comparative barometer readings, commercial airways, special report of rivers, reports missing or delayed forecasts, and shippers warnings. Filed according to decimal system. (Monthly, official.) 8 $\frac{1}{2}$ x 11 folders, 1 ft. 6 in., in steel filing cabinet. R. 325. (584)

WEATHER STATION

Post Office Bldg., SE. corner Mulberry and 3d Sts.

This station was established on April 8, 1899. Upon authorization, useless papers are destroyed after a period of three years. Some records, summaries, and all reports are sent to Washington.

8211. LETTERS SENT FROM MACON, GEORGIA, Nov. 16, 1899 - Feb. 14, 1903. Letters from the Weather Bureau in Macon, Georgia pertaining to local office and surrounding territory. Indexed alphabetically. (Every five years, official.) 10 $\frac{1}{2}$ x 12 vol., 2 in., in wooden bookcase. R. 321. (602)

8212. LETTERS FROM WASHINGTON, D. C. MAKING CORRECTIONS ON STATION RECORDS, Jan. 1, 1920 to date. Form 4012, letters from Washington calling attention to errors in station records, corrections, and advising station to correct copies in office accordingly. (Weekly, official.) 8 $\frac{1}{2}$ x 11 loose papers, 2 in., in wooden filing case. R. 322. (654)

8213. DEADHEAD TELEGRAMS, June 15, 1935 to date. Telegrams received from commercial stations and institutions not paid for by the Government, relating principally to river stages. (Monthly, official.) 7 x 8 loose papers, 1 in., in wooden filing case. R. 322. (653)

8214. UNITED STATES DEPARTMENT OF AGRICULTURE WEATHER BUREAU, Apr. 8, 1899 - Dec. 31, 1935. Forms 1001, 1002, 1014 showing Daily Local Record; Original Monthly Record of Observation and summary of each month which is signed by officer in charge giving his title. (Daily, official.) $10\frac{1}{2}$ x 12 vols. (37), 4 ft., in bookcase. R. 321. (641)

8215. RIVER FORMS, Apr. 8, 1899 to date. Forms 4004-c Misc. and 1006 showing name of river, flood stage, elevation, location of sub-station, flood lossage, and amount saved by flood warnings. This information covers rivers located at Macon, Hawkinsville, Abbeville, Lumber City, Milledgeville, Dublin, Covington, Griffin, Athens, and Greensboro, Georgia, and Charlotte, Doctortown, and Everitt City, North Carolina. (Daily, official.) $8\frac{1}{2}$ x 11 envelopes, 3 in., in steel filing cabinet. R. 322. (661)

8216. EXPENSE BOOK OF STATION AT MACON, GEORGIA, Jan. 1, 1901 to date. Records showing station and sub-station salaries and other expenses, authority for expense, name of payee, character of account, amount, period of service, dates sent to central office for payment and notification of approval, date and number of check, and remarks. Report 651 indexed alphabetically. (Annually, official.) 8 x 10 and 8 x $10\frac{1}{2}$ vols. (2), 2 in., in wooden bookcase and wooden filing case. Report 651 damaged by handling, torn, bindings broken. R. 321. (651, 650)

8217. STATION MEMORANDUM, June 2, 1905 to date. Memorandum used by officer in charge to record any event which might occur in this station and which he considers worthy of note. Indexed alphabetically. (Daily, official.) 8 x $10\frac{1}{2}$ vol., 1 in., in wooden bookcase. R. 321. (600)

8218. WEATHER BUREAU CORRESPONDENCE FILES, Oct. 15, 1915 to date. Index controlling Weather Bureau correspondence, based on the decimal system and divided into eight sub-divisions. Arranged according to decimal system. (Daily, official.) 7 x 10 vol., 1 in., on wooden desk. R. 322. (718)

8219. ANNUAL ESTIMATE FOR FORMS FOR USE AT THIS STATION, May 13, 1920 to date. Copy of estimate sent to central station requesting yearly supply of forms, forms used monthly, number on hand, additional ones needed, and signature of person in charge, (estimate of forms include Macon and eight sub-stations). (Annually, official.) 9 x 14 loose papers, 4 in., in folded document holder. R. 322. (655)

8220. COPIES OF PUBLIC VOUCHERS, Jan. 1, 1930 to date. Form 1034a, Public Vouchers for Purchases and Services Other Than Personal, name of department, appropriation and contract numbers, name and address of payee, date, articles or service, cost, totals and signature of officer in charge; Form 1012a, Purchase Voucher For Reimbursement of Travel and Other Expenses Including Per Diem, name of department, appropriation number, name and address of payee, date, domicile, residence, and signature of payee. (Daily, official.) $8\frac{1}{2}$ x 11 loose papers, 4 in. in wooden filing case. R. 322. (668)

8221. REQUISITIONS FOR PURCHASE OF SUPPLIES, LABOR AND EQUIPMENT, Jan. 1, 1930 to date. Forms 2044-a, 2044-b, and 4020-b, showing requis-

tion number, name of station, date, articles, charges, how shipped, class, and dates shipped and received. (Daily, official.) $8\frac{1}{2}$ x 11 folders, 2 in., in steel filing cabinet. R. 322. (660)

8222. MONTHLY ABSTRACT OF TELEGRAPH AND TELEPHONE MESSAGES SENT AND RECEIVED, Aug. 1930 to date. Printed forms showing names of places sent to and from, address, service, number of words in each message, and total number of words and messages for month. (Monthly, official.) 14 x 16 loose papers, 6 in., in folded document holder. R. 322. (656)

8223. NOTIFICATION OF APPROVAL OF ACCOUNTS, Dec. 6, 1931 to date. Cards from central station notifying officer in charge that expenses (except pay rolls) have been approved and forwarded to disbursing officer for payment. (Monthly, official.) 3 x 5 cards, 3 in., in wooden filing case. R. 322. (717)

8224. RECORD OF STATION AND SUB-STATION SALARIES, Jan. 1, 1934 to date. Station book shows record of station salary accounts of all commissioned officials, employees, and emergency assistants, and date check is delivered to employee; sub-station book shows authority, name and title of payee, period covered by account, amount, date sent to central office for payment, date and number of check, date mailed to payee, and remarks. Indexed alphabetically in front of vol. (Monthly, official.) 8 x 10 vols. (2), 2 in., in wooden filing case. R. 321. (643, 599)

8225. TIME SHEETS FOR EMPLOYEES, June 1, 1935 to date. Forms showing name of employee, number of projects worked on, hours worked each day, salary, and man-hour costs. (Bimonthly, official.) 10 x 11 loose papers, 3 in., in folded document holder. R. 322. (657)

8226. PAY ROLL FOR PERSONAL SERVICES, Dec. 1, 1935 to date. Form 1064, name of payee, disbursing voucher number, grade, designation and total salary rate, gross amount earned, net amount paid, and remarks. (Bimonthly, official.) 8 x 10 loose papers, 2 in., in wooden filing case. R. 322. (652)

8227. REPORT OF WEATHER BUREAU PROPERTY, Apr. 8, 1899 - Dec. 31, 1935. Form 2034, all office supplies, addressographs, and tele-thermoscopes. (Annually, official.) 9 x 11 paper pads, 8 in., in steel filing case. R. 322. (659)

8228. MEAN WEATHER REPORT BOOK, Apr. 8, 1899 to date. Forms showing monthly and annual meteorological and climatological data. Indexed alphabetically. (Monthly, official.) 10 x 12 vols. (4), 5 in., in wooden filing case. R. 321. (598)

8229. REPORT OF ELEVATION AND POSITION OF INSTRUMENTS, Jan. 1, 1905 to May 20, 1932. Form 1058 showing location of instruments, whether on roof, covered by roof or standard, station name, longitude and latitude, time, location of office at present and the one just vacated, date of establishment of station, and first observation in present office. (Every five years, official.) 8 x 10 $\frac{1}{2}$ folders, 1 in., in steel filing case. R. 322. (648)

8230. CODED WEATHER REPORTS, Jan. 1, 1930 to date. Reports showing station reports and words received under the system for collecting and distributing regular morning and afternoon weather report. (Daily, official.) 8 x 10 loose papers, 2 in., in wooden filing case. R. 322 (649)

8231. COMPARATIVE BAROMETER READINGS, Dec. 31, 1930 to date. Form 1027, Monthly Report of Corrected Means and Differences. The object of comparative readings is to ascertain accurately the amount of discordance between the barometers. (Daily, official.) 8 x 10 loose papers, 2 in., in wooden filing case. R. 322. (642)

8232. INSTRUMENTS FOR THE STATION, May 9, 1932 - Dec. 31, 1935. Form 4065, report covering all instruments used by this station, showing name of instrument, total number on hand, station, extra feet above ground, and remarks. Filed numerically. Indexed alphabetically. (Annually, official.) 8 x 10 $\frac{1}{2}$ folders, 1 in., in steel filing cabinet. R. 322. (646)

8233. MONTHLY REPORT OF SALARY ALLOCATIONS, June 1, 1935 to date. Showing signature of meteorologist, date, name of station, number of projects, hours worked each day for entire month, and salary. (Monthly, official.) 8 x 10 loose papers, 4 in., in folded document holder. R. 322. (658)

8234. MISCELLANEOUS RECORDS AND PAPERS, Apr. 8, 1899 - Dec. 31, 1929. Monthly and Annual Meteorological Summary, showing station, date, temperature (degrees Fahrenheit), character of day, final total of atmospheric pressure, temperature, mean relative humidity, weather, and miscellaneous phenomena; file also contains accounts of sales and auctions, cards showing notification of approval of account, and miscellaneous correspondence. (Annually, official.) 3 $\frac{1}{2}$ x 8 $\frac{1}{2}$ bundles (14), 4 ft. 6 in., in wooden box on floor. R. 418. (605)

8235. LETTERS, DAILY JOURNALS, FORMS (UNITED STATES BUREAU CORRESPONDENCE), Dec. 8, 1899 - Mar. 3, 1905. Books containing letters sent from Macon, Georgia, showing reports on forms regarding weather conditions, and daily journals showing salaries and other expenses incurred by this office. (Every five years, official.) 10 $\frac{1}{2}$ x 12 $\frac{1}{2}$ vols. (13), 1 ft., in wooden bookcase. R. 321. (601)

8236. CORRESPONDENCE (LETTERS, FORMS, CIRCULARS), Jan. 1, 1930 to date. Correspondence pertaining to information given and received by this office, requisitions, bulletins, and forms. Filed numerically. Indexed alphabetically. (Daily, official.) 8 x 10 $\frac{1}{2}$ folders, 10 in., in steel filing cabinet. R. 322. (647)

8237. WEATHER BUREAU, TELEGRAMS AND CODED REPORTS OF OBSERVATION, Jan. 1, 1932 - Apr. 1, 1936. Telegrams from various stations over the United States reporting on respective weather conditions; also Form 3070, Telegraphic Coded Report of Observation. (Monthly, to determine previous weather conditions.) 6 x 8 $\frac{1}{2}$ bundles (40), 15 ft., in 2 pasteboard boxes on floor. Dirty, disorderly arranged. R. 418. (606)

8238. TELEGRAMS AND TELEGRAPHIC CODED WEATHER OBSERVATION REPORTS, Apr. 15, 1936 to date. Telegrams relating to the duties of this station,

and telegraphic coded messages of weather observations and climatological data. (After three months these messages are compiled into a telegraphic report.) (Monthly, official.) 7 x 8 bundles, (3), 10 in., on wooden filing case. R. 325. (597)

Division of Climate and Crop Weather

8239. ANEMOMETER RECORDS, Apr. 8, 1899 - Dec. 31, 1928. Form 1017-Met'l., showing wind direction, movement, time and precipitation at time of observation, by register and by stick. (Monthly, official.) $6\frac{1}{2}$ x 18 vols. (30), 5 ft., in 2 wooden boxes on floor. R. 418. (604)

STATION

Post Office Bldg., Mulberry and 3d Sts.

This office was established on April 8, 1899 to serve Bibb County. Useless papers are destroyed. All reports are sent to Washington.

River and Flood Division

8240. RECORDS OF RAINFALL AND RIVER STAGES, Jan. 1, 1905 to date. Forms showing amount of rainfall and river stages for one month according to the Altamaha system of recording. (Daily, official.) 10 x 12 and 11 x 18 vols. (3), 4 in., in wooden filing case. R. 322. (644)

8241. RECORD OF RIVER OBSERVATION, Jan. 1, 1914 - Dec. 31, 1924. Books showing report of River Rainfall Station, Macon, Georgia, readings of river gage, change in 24 hours, depth of rain and snow, remarks, name of river, date, flood stage (number feet), and elevation of zero of gage above mean sea level (feet). (Monthly, official.) $8\frac{1}{2}$ x $10\frac{1}{2}$ vol., 1 in., in bookcase. R. 321. (603)

SAVANNAH

WEATHER STATION

Post Office and Custom House, Bull St.

This station was established in 1870. No records have been destroyed. Daily reports are sent to Washington. Records that originated under the Department of War are grouped at the beginning of this section.

8242. DAILY JOURNAL, 1871 - 1901. Volumes of tissue sheets on which water copies have been made, showing daily weather data for each month prior to 1901. Indexed alphabetically by subject. (Monthly, official.) 9 x 14 vols. (16), 1 ft. 8 in., on wooden shelf. Bindings broken, ink faded. R. R. Loft. (212)

8243. CLIMATOLOGICAL RECORDS, 1873 - 1936. Summary of climatological and meteorological data. Entered by subject matter. Indexed.

(Daily, official.) $10\frac{1}{2}$ x 12 vols. (3), 3 in., in wooden bookcase. R. 327. (161)

8244. MONTHLY METEOROLOGICAL RECORDS, 1873 - 1936. Forms 1001, 1002, and 1014; Form 1001, Daily Local Record; Form 1002, Original Monthly Record of Observation; Form 1014, summary of each month, showing signature of officer in charge and title. Arranged by subject and filed chronologically. (Daily, official.) $10\frac{1}{2}$ x 12 vols. (45), 4 ft. 8 in., in wooden bookcase. R. 327. (160)

8245. GENERAL CORRESPONDENCE, 1931 - 1936. Confidential. Arranged alphabetically by subject and filed numerically. (Daily, official.) $10\frac{1}{2}$ x $11\frac{1}{2}$ folders, 3 ft., in wooden transfer case. R. 327. (213)

8246. TELEGRAMS RECEIVED AND COPIES OF TELEGRAMS SENT, 1932 - 1935. Telegrams of daily weather conditions. (Never.) 8 x 12 vundles, (75), 18 ft. 9 in., on 3 wooden shelves. R. R. Loft. (174)

8247. INSTRUMENTS RECORDS, 1872 - 1936. Records of daily weather conditions of Savannah and Tybee. Entered chronologically. (Monthly, official.) $5\frac{1}{2}$ x $17\frac{1}{2}$ vols. (72), 12 ft., on 6 wooden shelves. R. R. Loft. (173)

8248. WATER COPIES OF METEOROLOGICAL FORMS, 1890 - 1909. Volumes of tissue sheets on which water copies were made before carbon paper was used. Entered chronologically. (Monthly, official and public.) $11\frac{1}{2}$ x $13\frac{1}{2}$ vols. (6), 6 in., on wooden shelf. R. R. Loft. (197)

8249. CARD INDEXES COVERING VARIOUS SUBJECTS, 1905 - 1936. Indexes to Notification of Approval of Account, Subjects on Monthly Weather Review (a printed publication), and data on marine work received from merchant vessels. Indexed alphabetically by names of vessels; Notification of Accounts, arranged chronologically. (Trimonthly, official.) 3 x 5 cards, 9 ft. 7 in., in wooden card cabinet. R. 327. (162)

8250. PENCIL WEATHER MAPS, 1904 to date. Daily maps made for use in forecast work. (Monthly, official.) 9 x 24 bundles, 6 ft. 2 in., on wooden shelves and on wardrobe. R. R. Loft. (172)

THOMASVILLE

WEATHER STATION

Post Office Bldg., Jefferson and Broad Sts.

This station was established on August 30, 1905; on August 1, 1933 it was transferred from a 1st to a 2d order station. It has jurisdiction over Thomas County. Useless papers are destroyed. Reports are sent to Washington through the Atlanta office.

Aerological Division

8251. AEROLOGICAL TELEGRAMS, Aug. 1, 1933 to date. Carbon copies

of telegraphic weather information showing number, time filed, check of number of words, place of origin, and date. Filed chronologically. (Daily, official.) $5\frac{1}{4}$ x 8 bundles, 6 in., in wooden filing cabinet. R. 222. (140)

8252. SPECIAL DATA FOR AIRWAY OBSERVATIONS, Aug. 1, 1933 to date. Form showing name of station, dates, time in meridian, the difference in dry and wet bulb thermometer, dew point, vapor pressure, barometer station and sea level, observed reading, total correction, station pressure, and a general summary of the twelve hours previous to this reading. Filed chronologically. (Daily, official.) 5 x 9 bundles, 4 in., in wooden desk drawer. R. 222. (146)

8253. AIRWAY WEATHER REPORT, Aug. 1 - Dec. 31, 1933. Form showing date, time, general condition, ceiling (feet), visibility (miles), wind direction and velocity, temperature, dew point, barometer, field condition or remarks, and initials of observer. Filed chronologically. (Never.) 8 x 10 loose papers, 1 in., in wooden desk drawer. R. 222. (148)

Division of Climate and Crop Weather

8254. GENERAL CORRESPONDENCE, Aug. 1, 1933 to date. Correspondence between this office and Weather Bureaus in Atlanta, Ga., Chicago, Ill., and Asheville, N. C., circular letters, bulletins, and miscellaneous data. Filed chronologically. (Daily, official.) $8\frac{1}{2}$ x 11 folders, 4 in., in wooden desk drawer. R. 222. (145)

8255. MISCELLANEOUS MEMORANDA, Aug. 12, 1933 - Oct. 27, 1936. Correspondence to and from this office concerning replies to requests for information, and requests for information on weather conditions. Filed chronologically. (Daily, official.) 8 x 11 loose papers, 6 in., in wooden desk drawer. R. 222. (152)

8256. WEATHER BUREAU CORRESPONDENCE, Sept. 1, 1933 to date. Correspondence between the Thomasville observer and the Atlanta meteorologist, and miscellaneous correspondence with individuals concerning weather conditions. Filed chronologically. (Daily, official.) $8\frac{1}{2}$ x 11 folders, 1 in., in wooden desk drawer. R. 222. (151)

8257. TELEGRAMS Oct. 1, 1933 to date. Telegrams from Washington showing date, address of office, hour sent, and general weather report of the day. Filed chronologically. (Daily, official.) $6\frac{1}{2}$ x 8 bundles, 1 ft., in wooden filing case. R. 222. (144)

8258. TELEGRAPHIC CODE OF OBSERVATION, Oct. 18, 1933 to date. Printed form showing date observation was taken, hour and minute filed, and initials of observer. Filed chronologically. (Daily, official.) 5 x 8 loose papers, 2 in., in wooden filing cabinet. R. 222. (141)

8259. STATION MEMORANDA, July 10, 1905 to date. Daily record of transactions of the station including thermometer's exhibit, mailing list purged, rugs cleaned, the employment of emergency assistance, receipt of supply forms, installation of new telephone, aerometer cleaned, and other transactions of the station. Filed chronologically. Indexed

alphabetically by subject. (Daily, official.) 8 x 10 $\frac{1}{2}$ vol., 1 in., on wooden desk. R. 222. (147)

8260. CLIMATOLOGICAL RECORD, Sept. 1, 1905 - Dec. 31, 1933. Form showing the minimum temperature for each month of the year. Filed chronologically. (Monthly, official.) 10 x 12 vols. (3), 3 in., in wooden bookcase. R. 222. (149)

8261. DAILY LOCAL RECORD, Sept. 1, 1905 - Dec. 31, 1933. Form showing station, day of week, date, hourly temperature, state of weather, wind conditions, and velocity per hour. Filed chronologically. (Daily, official.) 10 x 12 vols., 3 ft. 6 in., in wooden bookcase. R. 222. (150)

8262. THREE HOURLY OBSERVATIONS; Aug. 1, 1933 to date. Agri. Form 1135 showing name of station, dates, sky observation, visibility, direction of wind, temperature, barometer readings, changes, precipitation, condition of field, and initials of observer. Filed chronologically. (Daily, official.) 4 x 8 $\frac{1}{2}$ bundles, 6 in., in wooden filing case. R. 222. (142)

8263. REPORT OF ELEVATION AND POSITION OF INSTRUMENTS, Jan. 15, 1916 - Sept. 1933. Form showing name of station, longitude, latitude, location of office, height of barometer cistern above a fixed point, geological survey, station elevation, height of rain gage, aerometer cups, wind veil, and signature of observer. Filed chronologically. (Annually, official.) 8 x 10 loose papers, 1 in., in folded document holder on desk. R. 222. (143)

TIFTON

DIVISION OF CLIMATE AND CROP WEATHER
COOPERATIVE OBSERVER
Georgia Coastal Plain Experiment Station

8264. PAY ROLL SHEETS, Apr. 1, 1922 to date. Records showing name of department, object of labor, date, name of laborer, time worked, rate per hour, amount received, and signature of laborer. Filed chronologically. (Weekly, official.) 8 $\frac{1}{2}$ x 11 loose papers, 6 in., on wall clips. R. 1, 1st floor. (395)

8265. REQUISITION FOR SUPPLIES, May 1, 1932 to date. Records showing name and address, date, place requisition made, number, name of department, quantity, and name of supplies ordered, cost of each item, total cost, name of person making order, and signature of director. Filed chronologically. (Weekly, official.) 7 x 8 loose papers, 1 ft., in steel filing cabinet. R. 1, 1st floor. (394)

8266. COOPERATIVE OBSERVER'S MEMORANDA, Jan. 1, 1934 to date. Form 1011 showing day of week and month, degree of temperature, precipitation, observations and remarks. Filed chronologically. (Daily, official.) 2 $\frac{1}{2}$ x 5 $\frac{1}{4}$ vols. (35), 1 ft., in steel filing cabinet. R. 1, 1st floor. (450)

8267. INDEX FILE TO POULTRY, July 1, 1921 to date. Card showing name of bulletin, name of place experiment made, volume, number, date received, and name of author. Filed alphabetically by subject matter. (Weekly, official.) 3 x 5 cards, 6 in., in wooden filing cabinet. R. 2, 1st floor. (362)

8268. DAILY OPERATIONS, Apr. 1, 1922 to date. Records showing man labor, name of department, date, name of laborer, hours worked, rate per hour, amount received, mule labor, hours worked, kind of work, condition of weather, and signature of official in charge. Filed chronologically. (Daily, official.) $8\frac{1}{2}$ x 11 loose papers, 4 in., on wall clips. R. 1, 1st floor. (398)

8269. REQUEST FOR STUDENT LABOR, Apr. 1, 1922 to date. Records showing date to report, type of work to be done, days of the week, to whom and where to report, hour, and number employed regularly. Filed chronologically. (Weekly, official.) $8\frac{1}{2}$ x 11 folders, 2 in., in steel filing cabinet. R. 1, 1st floor. (396)

8270. REQUEST FOR STUDENT LABOR FOR COMING WEEK, Apr. 1, 1922 to date. Records showing name of department, names of days in week, number of men requested, and time, to whom, and where to report, kind of job or practice work, notes pertaining to same, and signature of official. Filed chronologically. (Weekly, official.) $8\frac{1}{2}$ x 11 folders, 2 in., in steel filing cabinet. R. 1, 1st floor. (397)

8271. SPECIAL OBSERVERS METEOROLOGIST RECORD, Apr. 1, 1922 to date. Form 1005 Met'l., showing month, station, county, hour of observation, state, latitude, longitude, meridian of time used on this form, date, precipitation, time of beginning, time of ending, amount, snow fall in inches, depth of snow on ground at time of observation, state of weather at time of observation, prevailing wind direction for the day, character of day sunrise to sunset, monthly summary, temperature, precipitation, number of days, miscellaneous phenomena, dates, remarks, signature, and address. Filed chronologically. (Daily, official.) $8\frac{1}{2}$ x 11 folders, 4 in., in steel filing cabinet. R. 1, 1st floor. (399)

