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INVENTORY OF FEDERAL ARCHIVES IN THE STATES

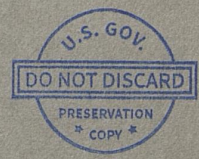


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SERIES XII. THE VETERANS' ADMINISTRATION
NO. 43 UTAH



THE SURVEY OF FEDERAL ARCHIVES
WORK PROJECTS ADMINISTRATION

INVENTORY OF FEDERAL ARCHIVES IN THE STATES



The Survey of Federal Archives

Prepared by

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

The National Archives
Cooperating Sponsor

Division of Professional and Service Projects

SERIES XII. THE VETERANS' ADMINISTRATION

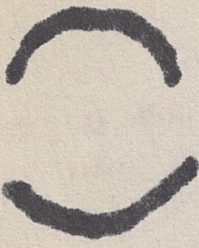
NO. 43. UTAH

WORK PROJECTS ADMINISTRATION

F. G. Harrington, Commissioner
D. J. Greenwell, State Administrator

Salt Lake City, Utah
The Survey of Federal Archives
1940

INVENTORY OF FEDERAL ARCHIVES IN THE STATES



The Survey of Federal Archives

Philip M. Hamer, National Director
John E. Ireland, State Director

Division of Professional and Service Projects
Work Projects Administration

The National Archives
Cooperating Sponsor

Division of Professional and Service Projects

SERIES XII THE VETERANS' ADMINISTRATION
Florence Kerr, Assistant Commissioner
Ruby S. Garrett, State Director

WORK PROJECTS ADMINISTRATION

F. C. Harrington, Commissioner
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Salt Lake City, Utah
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PREFACE

The Inventory of Federal Archives in the States is one of the products of the work of the Survey of Federal Archives, which operated as a nationwide project of the Works Progress Administration from January 1, 1936 to June 30, 1937, and has been continued in Utah since that date as a state project 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, acknowledgments, 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 588A 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 Utah the work of the Survey has been under the direction of Mr. John E. Ireland, since its inception. This Inventory of the records of the Veterans' Administration in Utah was prepared in the Salt Lake City office of the Survey and was edited before final typing by Miss Elizabeth Edwards of the Washington office.

Salt Lake City, Utah
December 18, 1939

John E. Ireland, State Director
Survey of Federal Archives
in Utah

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VETERANS' ADMINISTRATION COMBINED FACILITY

A sub-office of the Veterans' Administration was established in 1954. In 1955, under the Veterans' Administration Act, the facility then being operated as a combined facility for the Veterans' Administration and the Department of the Army.

The combined facility was established in 1954 and is located at the same site as the former Veterans' Administration facility. The facility is a combined facility for the Veterans' Administration and the Department of the Army. The facility is a combined facility for the Veterans' Administration and the Department of the Army.

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REPRODUCED FROM THE NATIONAL ARCHIVES

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SALT LAKE CITY

VETERANS' ADMINISTRATION COMBINED FACILITY

Veterans' Administration Bldg.,
12th Ave. and E St.

A sub-office of District 11 of the Veterans' Bureau was established here in 1921. In 1924 it became a regional office and continued as such under the Veterans' Administration. In 1932 it was combined with the Facility then being opened. The present Combined Facility handles all veterans' cases relating to claims or hospitalization that arise in Utah.

Adjudication Division

1. ABSTRACT OF VETERAN'S CASE FILE, 1920 to date. Form 6604, certified to be a true and correct abstract of Form 526, giving a complete record of birth, enlistment, discharge, insurance effective, policy, service, compensation, place of entrance, hospital record, disease and injuries, physical status, beneficiary, compensation and disability allowance, physical examinations, date claim filed, claim pending, reason, and burial award. Filed by case number. Index. (Daily, official.) 5 x 9 cards, 9 ft., in drawers of 2 wooden card cabinets. R. 125. (2141)

2. CORRESPONDENCE OF ADJUDICATOR'S OFFICE, 1931 to date. With Central Office, state departments, and relatives of deceased veterans regarding burial allowances, death certificates, pensions paid to wife, allowances made for minor children, lists of new and reopened disability cases, acknowledgments, receipts and adjudication of claims by veterans and their beneficiaries; Forms 674, 674-a, 674-b, 681 are attached. Filed alphabetically, numerically and chronologically. (Older records, rarely; recent ones, daily, official.) 9 x 12 folders, 5 ft. 1 in., in 4 drawers of steel filing case. R. 125. (2076, 2077, 2084)

3. DISABILITY CASES, 1931 to date. Form 6609, diary slip questionnaire sent each year to veterans to check condition of their cases and to make allowances in accordance with existing conditions. (Daily, official.) 5 x 8 loose sheets, 1 ft. 6 in., in wooden card cabinet. R. 125. (2075)

4. REQUESTS FOR CERTIFICATE OF DISABILITY FOR TAX EXEMPTION, 1932 - 1933. Letters from disabled veterans to Facility Manager requesting disability certificates to be filed with application for tax exemption as provided by Utah State law. (Occasionally, official.) 11 x 13 envelope, 1 in., in drawer of steel filing case. R. 125. (2085)

5. REPORT OF REVIEW OF CASES COVERED BY INSTRUCTIONS, No. 3, SECTIONS 27-28, TITLE 111 PUBLIC 141, 73d. CONGRESS, 1933 - 1935. Report on number of cases to be reviewed, awards continued, awards discontinued, percent disability, number of hospital or home cases, awards restored to compensation rolls by application of public 141 and status under public No. 2, awards not restored, awards restored (payments under public No. 141) 1925 schedule, and relative memoranda; duplicates are sent to Central Office, Washington, D. C. (Occasionally, official.) 9 x 12 folder, 1 in., in drawer of steel filing case. R. 125. (2080)

6. PENSION AWARDS, Apr. 27, 1933 - June 30, 1935. Memoranda from adjudication officer to accountant concerning pensions awarded and discontinued, giving name and case number of pensioner. Arranged chronologically. (Never.) 9½ x 12 covers, 3 in., on wooden shelf. R. 24. (1435)

7. REQUISITIONS, RECEIPTS AND INVENTORIES OF EQUIPMENT AND SUPPLIES OF ADJUDICATION OFFICE (DUPLICATES), 1934 to date. (Occasionally, official.) 9 x 12 folder, 1 in., in drawer of steel filing case. R. 125. (2083)

8. STATEMENTS REGARDING PATIENTS' DEPENDENTS, July 1, 1934 - Dec. 31, 1935. Adjudication Form 404, statements regarding dependents of persons receiving hospital treatment, institutional or domiciliary care; copies are kept in Regional Office case file. Arranged chronologically. (Never.) 9½ x 11 covers, 1 ft., on wooden shelf. R. 24. (1652)

9. LIST OF CASES REVIEWED BY ADJUDICATION OFFICERS (DUPLICATES), 1935 to date. Upon request from Central Office, Washington, D. C. (Occasionally, official.) 9 x 12 folder, 3 in., in drawer of steel filing case. R. 125. (2081)

10. DAILY CENSUS SUMMARIES, 1936 to date. Compiled from daily census report on patients and hospital activity, showing capacity of wards, (beds occupied, unoccupied or available), admissions and discharges, critically ill, seriously ill, on leave, name and number of discharged patients as made by nurses and doctors at hospital; duplicate of summary is sent to Central Office, Washington, D. C., daily. (Daily, official.) 9 x 12 folder, 1 in., in drawer of steel filing case. R. 125. (2079)

11. MONTHLY ADJUDICATION REPORT, 1936 to date. Form 3400 (pages 7 - 10), report of all cases reviewed by adjudication office, showing number of cases in files, new cases for month, deceased since last month, terminated, additional statutory awards, analysis of disallowances made during month, analysis of active awards, awards on institutional cases, disability allowance and disability compensation cases, adjudication of formal and informal cases, reopened cases received from E4 or E9, adjudication during month, claims before rating board, adjudication correspondence received, report of committees on recoveries, appeals to administrator of veterans' affairs and appeal cases on which new and material evidence has been submitted. (Monthly, official.) 8 x 15 folder, 1 in., in drawer of steel filing case. R. 125. (2082)

12. REPORTS ON ADJUDICATION FINANCE AWARDS, AND STOP PAYMENT REQUESTS, 1936 to date. Reports on awards to veterans or beneficiaries issued by Facility Adjudication Officers, and stop payments, ordered from Central Office or this office, showing amount of awards to be paid or stopped, name to whom paid and percent of disability; duplicates are sent to Central Office, Washington, D. C., and to Finance Officer. (Weekly, official.) 9 x 12 folder, 2 in., in drawer of steel filing case. R. 125. (2078)

Office of the Chief Attorney

13. CLOSED WAR RISK INSURANCE CASES - VETERAN VS. U. S., 1924 - 1935.

Summons to appear, copies of complaint, answer to complaint, examination brief, photostatic copies of enlistment, service records, discharge, physical examination and clinical records as furnished by War or Navy Department, reports by U. S. Bureau of Investigation, synopsis of facts and details, statements of private physicians who have attended plaintiff and photostatic copies of Veterans' Administration physical examinations, hospital records, clinical charts and correspondence. (Never.) 9 x 15 folders, 7 ft., in drawer of steel filing case. R. 130. (2060)

14. GUARDIANSHIP CASES OF INCOMPETENT AND MINOR BENEFICIARIES, AND RELATED CORRESPONDENCE, 1924 to date. Containing authorizations for compensation, appointment of guardian by court and of custodian by Administration Attorney; Form 4716-b, contact report of Regional Attorney; amendments of allowances, etc. with statements of facts in each case; Form 4720, case briefs; Form P-9, claimant's appeal to Administration of Veterans' Affairs; Form 553 C, decision of question of facts of law; statements of investments; court reports covering legal guardian's statement of accounts; notice to fiduciary and certificate of deposit; Form 4706-a, schedule of annual accounting; related correspondence between Veterans' Administration attorneys, legal guardians, custodians, banks, schools, hospitals, bonding companies and others interested. Form 3400-d (pages 1 - 6), consolidated monthly reports, forwarded to Washington monthly. Filed alphabetically. 3 x 5 card index, 3 ft. (Daily, official.) 9 x 12 and 9 x 15 folders and covers, 18 ft., in 11 steel and 2 wooden drawers of filing cases. R. 130. (1623, 2059, 2042)

15. MISCELLANEOUS FILE OF CHIEF ATTORNEY, 1931 to date. Form 1012 a, schedule of disbursements, travel vouchers, including per diem; docket of field examinations; monthly reports of legal activities; action on beneficiaries' accounts; summary of accounts; recovery of savings and other legal service; summary of social surveys; field examinations; Form 3528, monthly report on field examinations of beneficiaries or guardian; monthly summary of work and expenses; Form 3530, schedule of disbursements on adjusted service certificates; Form 787, report on war risk insurance cases commenced on docket of U. S. Court. Filed by name of activity. (Daily, official.) 9 x 15 folders, 1 ft. 3 in., in drawer of steel filing case. R. 130. (2061)

16. TRANSFERRED CASES, 1933 - 1935. Form 7216, record of case files that were transferred for judicial examination, giving name, case number, from where and to whom transferred, date of transfer, description of file, status of case and signature of receiving officer. Filed alphabetically by name of veteran. (Occasionally, official.) 5 x 9 loose sheets, 2 in., in drawer of wooden card cabinet. R. 130. (2058)

17. COURT RECORDS OF GUARDIANSHIP CASES, 1933 to date. Form 55, showing name and case number of veteran, names of guardian and guardian's attorney, cause for action, date of hearing, appeal recommended, other docket entries, amount of costs paid and journal entries. (Daily, official.) 12 x 12 loose-leaf book, 6 in., on filing case. R. 130. (2057)

Finance Division

18. DISABILITY COMPENSATION AWARDS, c. 1920 to date. Record cards con-

taining data on monthly payments of disability compensation awards made to Administration beneficiaries. Grouped by discontinued and active cases and filed chronologically by case number. (Older records, rarely; recent ones, daily, official.) 5 x 8 cards, 6 ft., in 3 card cabinets. R. 134. (1916, 1914)

19. RECORD OF VETERANS WHO WERE ISSUED SERVICE CERTIFICATES TO WHICH THEY WERE NOT ENTITLED, 1925 to date. Showing veteran's name, administration and certificate numbers. Arranged alphabetically. (Never.) 3 x 5 and 9 x 12 bundles and cover, 1 ft. 1 in., on 2 shelves. Rs. 24 and 134. (2039, 2040)

20. MONTHLY STATEMENTS - ALLOTMENT LEDGER, July 1, 1925 to date. Form 1015-a, itemized accounts of allotment, expenditures, amount of allotment, purpose of appropriation and ledger balance for each operating activity. Filed by project. (Older records, never; recent ones, daily, official.) 10 x 15 and 11 x 18 bundles and loose-leaf books, 3 ft. 3 in., in drawer of wooden filing case, on wooden shelf and on steel shelf in vault. Rs. 24 and 134. (1465, 1418, 2021)

21. MISCELLANEOUS VOUCHER RECORDS, July 1, 1926 - June 30, 1934. Form 1039, record of vouchers issued by Finance Officer. Arranged alphabetically by name of contractor. (Never.) 5 x 8 bundles (2), 1 ft., on wooden shelf. R. 24. (1415)

22. RECORD OF LOANS ON ADJUSTED SERVICE CERTIFICATES (COPIES), Jan. 1927 to date. Giving balance due or over-payment. Filed alphabetically by active, transferred and deceased cases. (Rarely, official.) 5 x 8 loose sheets, 1 ft., in drawer of wooden card cabinet. R. 134. (2026, 2027)

23. NOTES FOR LOANS ON ADJUSTED SERVICE CERTIFICATES, Apr. 1, 1927 to date. Veterans note and Form 1185, certificate of identification. Arranged alphabetically. (Daily, official.) 5 x 10½ loose sheets, 28 ft., in 7 drawers of steel filing cases. R. 119. (1882)

24. VETERANS' NOTE RECORD, c. 1927 to date. Form 1184-d, individual data pertaining to notes, paid or refinanced, made by veterans on adjusted service certificates, with final accounting of payment in full through issue of bonds and check. Filed alphabetically. (Daily, official.) 5 x 8 and 5 x 9 cards, 52 ft., in 2 card holders and 24 drawers of card cabinets. R. 119. (1883, 1884)

25. REQUESTS FOR MEALS, LODGING AND SPECIAL TRANSPORTATION, July 1, 1928 to date. Form 3266, requests for meals and lodging; Forms 3267 and 3267-a, requests for special transportation; one copy is sent to Central Office, and two copies are retained by hospital. Arranged chronologically by type of request, and paid or unpaid. (Older records, yearly; recent ones, daily, official.) 3½ x 8 cards, 3 ft., in 6 drawers of wooden card cabinet. R. 134. (1765, 1766, 1764, 1760, 1763, 1759)

26. RECEIPTS ISSUED FOR PAYMENTS ON ADJUSTED SERVICE CERTIFICATE LOANS, Dec. 1, 1928 - Mar. 27, 1935. Finance Service Form 1028, field service receipts, containing accounting data pertaining to payments of principal

and interest on Adjusted Service Certificate loans made from life insurance fund appropriation; originals are sent to remitter, two copies are sent to Treasury Department, with schedules of collections and one copy is sent to Central Office, Washington, D. C. Filed alphabetically by name of remitter. (Never.) $3\frac{1}{2}$ x 8 bundle, 6 in., on wooden shelf. R. 24. (2038)

27. MEMORANDUM VOUCHER FILE, July 1, 1930 - June 30, 1934; July 1, 1935 to date. Form 1034-a, public vouchers for purchases and services other than personal, with supporting papers and correspondence; copies are sent to Washington. Arranged alphabetically. (Older records, yearly; recent ones, daily, official.) 9 x 12 folders, 21 ft., on 4 wooden shelves and in 3 drawers of steel filing case. Rs. 24 and 134. (1316, 1844, 1845)

28. MONTHLY REPORT OF FINANCE ACTIVITIES, REPORT OF OVER-PAYMENTS, July 1931 to date. Form 3400, Veterans' Administration reports of regional activities (copies); monthly report of financial activities, also memorandum reports showing over-payments outstanding on pensions and compensation; copies are sent to Washington. Arranged chronologically by type. (Older records, rarely; recent ones, monthly, official.) 9 x 15 covers (2), 3 in., on steel shelf. R. 134. (2028, 1996)

29. PROPERTY AND SUPPLIES, 1932 - 1936. Form 6502, register of storehouse issues of supplies and property; Form 6602, register of vouchers for supplies, property and service; and Form 6606, cost ledger of operating expense and recapitulation of registers. (Daily, official.) 15 x 18 vol., 6 in., on steel shelf. Vault, R. 134. (2025)

30. PAY ROLLS FOR PERSONAL SERVICES, 1932 to date. Form 1013-c. Duplicates and originals are sent to Treasury Department Disbursing Office. (Semi-monthly, official.) 11 x 18 loose-leaf books, 6 in., on steel shelf. Vault, R. 134. (2023)

31. SCHEDULES OF COMPENSATION PAYMENTS, 1932 to date. Furnished by Treasury Department Disbursing Office, showing name, number and rating of veteran, amount of deductions and amount and number of checks issued as payment (copies). (Monthly, official.) 15 x 18 vols., 3 in., on steel shelf. R. 119. (1997)

32. REPORTS OF SCHEDULES OF DISBURSEMENTS, July 1, 1932 - June 30, 1935. Form 1025, symbols 89869, 11425, 99149, schedule of disbursements of Government Life Insurance fund, Administration salaries and expenses, and adjusted service certificate fund, respectively. Made by Special Disbursing Agent of this Facility; originals are sent to Treasury Department, Washington and copies are sent to Treasury Department Disbursing Office, Salt Lake City. Filed chronologically. (Rarely, official.) 9 x 15 covers (3), 9 in., on steel shelf. R. 134. (2030, 2032, 2031)

33. LOAN REPAYMENTS - FIELD SERVICE RECEIPTS (COPIES), July 7, 1932 to date. Accountant's memorandum receipt issued for miscellaneous services and repayments on Adjusted Service Certificate Loans. Arranged alphabetically. (Daily, official.) 5 x 8 cards, 1 ft., in drawer of wooden card cabinet. R. 134. (1917)

34. PATIENTS' FUNDS - FIELD SERVICE RECEIPTS, July 7, 1932 to date. Accountant's memorandum receipts issued in handling hospital patients' funds; copies are filed in Central Office, Washington, D. C. Arranged alphabetically. (Daily, official.) 5 x 8 cards, 6 in., in drawer of wooden card cabinet. R. 134. (1913)

35. MONTHLY RECORD OF JOURNAL ENTRIES, Aug. 1932 - June 30, 1934. Finance Officer's monthly record of journal entries. Arranged chronologically. (Never.) 9½ x 12 covers, 2 in., on wooden shelf. R. 24. (1436)

36. MONTHLY REPORT OF EXPENSE BUDGETS, 1933 - 1936. Form 6620, showing total encumbrance for current month, net encumbrance and total allotment for administration expense of adjusted compensation payments, salaries and expense, supplies and equipment, beneficiaries travel expense and all other expenses of facility. (Daily, official.) 13 x 18 loose-leaf book, 1 in., on shelf. Vault, R. 134. (2022)

37. COLLECTION AND CANCELATION SCHEDULES, July 1, 1933 - June 30, 1935. Form 1026, schedules of collections, itemized monthly reports of collections made by Special Disbursing Agent; memorandum copy of schedules of cancellations, with itemized report of checks canceled; originals are sent to Treasury Department, Washington, D. C.; copies are sent to Treasury Disbursing Office, Salt Lake City, and to the Veterans' Administration, Central Office, Washington, D. C. Filed chronologically. (Rarely, official.) 9 x 15 covers, 4 in., on steel shelf. R. 134. (2029)

38. BUDGET DATA, July 1, 1933 - June 30, 1934; July 1, 1935 to date. Instructions, supply service and Central Office memoranda, intra-facility office memoranda and data pertaining to budgets for fiscal years, administration expense, allotment advice, and Form 1064, schedule of allotments; copies are sent to Washington. Filed by account number and alphabetically by type of record. (Older records, never; recent ones, daily, official.) 9 x 12 folders and covers, 6 ft., on wooden shelf and in 2 drawers of steel filing case. Rs. 24 and 134. (1440, 1842, 1841)

39. REGISTER OF ALLOTMENT LEDGER TRANSACTIONS, July 1, 1933 - June 30, 1934; Jan. 1, 1936 to date. Form 1017-c, itemized record of all allotments, showing expenses paid, balances unexpended, and amount of audited vouchers; originals are sent to Central Office. (Older records, never; recent ones, daily, official.) 14 x 18 and 15 x 18 bundles and loose sheets, 4 in., on 1 wooden and 1 steel shelf in vault. Rs. 24 and 134. (1417, 2024)

40. SALES AND COLLECTIONS, Jan. 16, 1934 - Feb. 6, 1935. Cash receipts for used material sold, and money collected for meals, etc. Arranged chronologically. (Never.) 9½ x 11 folders, 6 in., on wooden shelf. R. 24. (1416)

41. MONTHLY RECAPITULATION REPORT, Feb. 1934 - June 1935. Taken from financial journal accounting record of operation costs and expenditures (copies). (Never.) 9½ x 12 covers, 2 in., on wooden shelf. R. 24. (1437)

42. COST ACCOUNT DATA, Feb. 1934 to date. Cost Accountant's memorandum copies of Supply Officer's debit and credit vouchers, property invoices and

receipts, and order slips; non-expendable property and other records of expenditures, also reports of monthly cost data from Utility and Chief Medical Officers; Form 1034-a, public voucher for purchase and services other than personal; copies are sent to Central Office. Arranged chronologically. (Older records, never; recent ones, daily, official.) 9 x 12 folders, 4 ft. 6 in., on wooden shelf and in drawer of wooden filing case. Rs. 24 and 134. (1439, 1762)

43. CORRESPONDENCE ON ADJUSTED SERVICE CERTIFICATE LOANS, Mar. 27, 1934 to date. Advising Finance Officer of change of address of veterans who are paying on loans, also letters of acknowledgment sent to veterans. Arranged chronologically and alphabetically. (Daily, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. R. 134. (1840)

44. MONTHLY COST ACCOUNTING REPORTS, 1935 to date. Covering operation costs for each unit in facility and analysis of general operation and maintenance costs prepared for Facility Finance Office use only. Arranged by month and unit of operation. (Daily, official.) 15 x 18 vol., 1 in., in vault. R. 134. (2020)

45. STOP PAYMENT NOTICES, Jan. 1, 1935 to date. Form 521, stop payment notices sent from Adjudication Office of this facility to Finance Officer, containing data pertaining to pensions or compensation where payment is to be stopped. Filed by case number. (Daily, official.) 5 x 8 loose sheets, 4 in., in drawer of wooden card cabinet. R. 134. (1995)

46. CONTRACTS, FISCAL YEARS 1936 and 1937, July 1, 1935 to date. Form 33, standard government short form contracts, related papers and correspondence; multiple copies are made of all forms contained in this file and are filed in other divisions of this facility according to nature of material or service, also on file in Central Office, Washington, D. C. Arranged alphabetically by kind or use of material and name of vendor. (Daily, official.) 8 x 10½ folders, 2 ft., in drawer of wooden filing case. R. 134. (1761)

47. MISCELLANEOUS FINANCIAL RECORDS, July 1, 1935 to date. Consisting of vouchers in transit, public voucher for purchases and service other than personal (copies), active and closed ledger account of patient's funds, related office memoranda and correspondence. Grouped by type of record. (Daily, official.) 9 x 12 folders and covers, 2 ft., in drawer of steel filing case. R. 134. (1843)

48. SCHEDULES OF ALLOWANCES, Jan. 1, 1936 to date. Form 997, appropriation for vocational rehabilitation training, giving name and number of veteran, rate of allowance, deduction from allowance, amount of payment, numbers of checks issued, and relative correspondence. (Never.) 9½ x 15 folders, 2 ft., on wooden shelf. R. 24. (1464)

49. DISBURSEMENT LEDGER, 1936 to date. Form 1014-m, disbursement ledger for all facility disbursements, including personal funds of patients' warrant account, checking account, cash voucher account, salaries and expenses, Veterans' Administration and U. S. Government life insurance fund. (Daily, official.) 12 x 18 loose-leaf book, 2 in., on steel shelf. Vault, R. 134. (2041)

50. APPLICATIONS FOR PAYMENT OF ADJUSTED SERVICE CERTIFICATES (DUPLICATES), Jan. 15, 1936 to date. Form 1701, given to applicants as replacements for forms on which they have made errors. Arranged alphabetically. (Daily, official.) 8 x 10½ loose sheets, 2 ft., in drawer of steel filing case. R. 119. (1881)

51. NOTICES OF CHANGE OF ADDRESS, Mar. 1936 to date. Form 1710, data pertaining to veterans that changed addresses after applying for payment of veterans adjusted compensation certificates; copies are sent to Treasury Department and Central Office, Washington, D. C. (Daily, official.) 5 x 9 loose sheets, 6 in., in drawer of steel filing case. R. 135. (1858)

52. NOTICES OF ITEMS TO BE VOIDED IN ADJUSTED SERVICE CERTIFICATE PAYMENT APPLICATIONS, June 1936 to date. Form 1711, showing items to become void because of error. Filed chronologically. (Daily, official.) 5 x 8 loose sheets, 6 in., in drawer of steel filing case. R. 119. (1862)

53. CORRECTION NOTICES, June 15, 1936 to date. Form 1713, correction notices containing advice on minor corrections to be made in settlement data in statement of adjusted service certificates; made in manifold, copies are sent to Central Office and to Treasury Department. Arranged chronologically. (Daily, official.) 5 x 8 loose sheets, 6 in., in drawer of steel filing case. R. 119. (1864)

54. STATEMENTS OF ADJUSTED SERVICE CERTIFICATES, June 15, 1936 to date. Form 1705 (i), Veterans' Administration data, pertaining to payment of veterans' adjusted service certificates, and to Treasury Department settlement data; also Form 1707, schedule of disbursements for payment of adjusted service certificates, and Form 1706 (i), public voucher for payment of adjusted service certificate; Form 1705-h, identification, showing amount of certificate, deductions, and balance. Filed chronologically and alphabetically. (Daily, official.) 8 x 15 and 2½ x 8 covers (6) and cards, 9 ft., on wooden desk and in 2 drawers of steel filing case. R. 119. (1863, 1861)

55. SALARY RECORDS, July 1, 1936 to date. Data on salaries paid to classified and unclassified employees of station. Arranged alphabetically according to classification. (Semi-monthly, official.) 5 x 8 bundles, 6 in., in wooden card cabinet. R. 134. (1915)

56. GUEST MEAL REQUESTS, Sept. 10, 1936 to date. Form 2684 (superseding Form 1216), showing name of guest, date and number of meals to be furnished. Filed numerically. (Daily, official.) 3 x 5 cards, 9 in., in wooden card cabinet. R. 134. (2062)

Office of the Manager

57. NOTICES FOR PAY ROLL CHANGES (COPIES OF NOS. 121 - 331), Sept. 1, 1928 - June 30, 1934. Issued by manager's office and copies sent to Finance Officer and others concerned. Arranged numerically and chronologically. (Never.) 9 x 12 covers, 3 in., on wooden shelf. R. 24. (1438)

58. INSTRUCTIONS, SERVICE LETTERS, BULLETINS, AND ADMINISTRATIVE ORDERS, Aug. 1, 1929 - Apr. 1932. Including related correspondence and office

memoranda. Arranged chronologically. (Never.) $9\frac{1}{2}$ x 11 covers, 3 in., on wooden shelf. R. 24. (1654)

59. PERSONNEL CLASSIFICATION RECORD, 1932 to date. Form 4, record of individuals employed within Combined Facility, showing name, previous incumbent record, extent of education, description of work, qualifications and personal traits considered important for satisfactory performance of duties; duplicates are sent to Central Office, Washington. (Occasionally, official.) 9 x 12 folder, 1 in., in drawer of steel filing case. R. 129. (2140)

60. GENERAL FACILITY REPORTS, 1934 to date. Form 3400, monthly combined report compiled from daily divisional records, of all hospital divisions except utility, pages 1 - 13 and 21 - 31 including medical, accounting, clinical, laboratory, adjudication, out-patient, physiotherapy, personnel, legal, and other forms. For details see addenda. One copy is sent to Washington, and pertinent part of report is sent to each division. Filed chronologically. (Monthly, official.) 12 x 16 leaflets, 1 ft., in drawer of steel filing case. R. 129. (2143)

61. RADIOGRAMS AND TELEGRAMS, Sept. 1, 1934 to date. Copies of radiograms and telegrams dispatched to and received from Central Office, other divisions, and individuals. Arranged chronologically. (Rarely, official.) 5 x 8 bundles (2), 6 in., on wooden shelf. R. 24. (1483, 1482)

62. PHYSICIANS', NURSES' AND ATTENDANTS' REPORTS, 1935 to date. Form 132, showing name, time in and out of wards, with reason; used by personnel division as a record of duties performed. Filed by week. (Daily, official.) 9 x 15 loose sheets, 6 in., in drawer of steel filing case. R. 129. (2139)

63. REPORT OF LEGAL ACTIVITIES (DUPLICATES), 1935 to date. Form 3400, monthly reports on activities of legal staff, covering financial transactions of all activities, vouchers, over-payments, compensation and pensions, checks drawn, applications for loans on adjusted service certificates, legal activities, statistical guardianship case summary, accounts, action on accounts, summary of accounts, court actions, recoveries and savings, other legal services, social surveys, field examinations, investigations and criminal prosecutions; one copy is sent to Washington. (Monthly, official.) 9 x 15 folder, 1 in., in drawer of steel filing case. R. 129. (2138)

64. VETERANS ENROLLED IN CCC, Sept. 15, 1936 to date. Form P-130, application for enrollment in CCC, containing data furnished by veteran as to eligibility, endorsement of two responsible persons, certification of manager to War Department, certification of public relief agency furnishing relief, and pertinent correspondence and instructions. Arranged according to status of the applicant. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., on desk. R. 120. (2063)

Mail and Record Section

65. CASE FILE OF CLAIMS FOR COMPENSATION, PENSION, AND DISABILITY ALLOWANCE, 1918 to date. Data pertaining to claims for compensation, pen-

sions, disability allowance or other benefits that are authorized under acts of Congress; completed or retired cases are grouped separately. See addendum for filing arrangement and classification. 3 x 5 index, 6 ft. (Daily, official.) 10 x 12 covers (5184), 96 ft., in 48 drawers of steel filing cases. R. 127. (2655, 2656)

66. LITIGATED CASES, 1918 to date. Case records of war veterans' claims for compensation, pensions, disability allowances, or other benefits that are authorized under acts of Congress of which the war risk insurance phase of the claims has been litigated. Arranged numerically by claim number. Index. (Rarely, official.) 10 x 12 covers (96), 8 ft., in 4 drawers of steel filing case. R. 127. (2660)

67. MISCELLANEOUS CLAIMS (DUPLICATES), 1919 - 1932. Claims segregated from claimants case files. Arranged alphabetically. (Never.) $9\frac{1}{2}$ x 11 covers, 3 ft., on wooden shelf. R. 24. (1371)

68. APPLICATIONS FOR CERTIFICATE OF RECOGNITION, TREATMENT, AND/OR HOSPITALIZATION, 1924 - 1932. Related correspondence and supporting war service data furnished by Adjutant General's Office. Arranged alphabetically. (Yearly, official.) $9\frac{1}{2}$ x 11 folders, 4 ft. 4 in., on wooden shelf. R. 24. (1420)

69. CASE FILES - TRANSFERRED, Jan. 1, 1930 to date. Catalogue of compensation, pension, and disability allowance case files of beneficiaries, requested and received from other Veterans' Administration offices, showing case file number, name of beneficiary, name of dispatching office, date requested, and date received. Arranged chronologically. (Daily, official.) 10 x 12 covers (2), 6 in., in drawer of wooden desk. R. 127. (2628, 2627)

70. CASES TRANSFERRED TO OTHER OFFICES, Jan. 1, 1930 to date. Catalogue of case files which have been transferred by request of other facility, regional or administration offices, showing claim number, name of beneficiary, name of office to which transferred and date sent. Arranged chronologically. (Daily, official.) 10 x 12 cover, 3 in., in drawer of wooden desk. R. 127. (2640)

71. CATALOGUE OF FILES SENT TO CENTRAL OFFICE, 1930 to date. Catalogue of compensation, pension, and disability allowance case files, showing case file number, name of beneficiary, and date sent. Arranged chronologically. (Daily, official.) 10 x 12 binder, 3 in., in drawer of wooden desk. R. 127. (2629)

72. ASSIGNED CLAIM NUMBERS, Jan. 12, 1931 - Oct. 5, 1934. List of claim numbers assigned to veterans who have applied for benefits allowed under federal statutes, showing number of veterans' case, name of veteran, date and claim number. Arranged chronologically. (Daily, official.) 10 x 12 binder, 3 in., in drawer of wooden desk. R. 127. (2638)

73. MASTER INDEX, Sept. 1931 to date. Form 7202, Master index and catalogue of case files and complementary records, containing identification and statistical data of claimant as well as claim number, war risk insurance file number and status of file. Arranged alphabetically by name of beneficiary of claimant. (Daily, official.) 3 x 5 cards, 6 ft., in 6 drawers of wooden card cabinet. R. 127. (2657)

74. LITIGATED WAR RISK INSURANCE (COPIES), Jan. 1932 - Dec. 1935. Record of cases tried, or dismissed in court giving War Department's certification of soldier's service and health record, photostatic copies of insurance policy and physical examination, and related correspondence and documents. (Never.) $9\frac{1}{2}$ x 15 folders, 5 ft. 6 in., on wooden shelf. R. 24. (1469)

75. ADDRESSES OF OFFICES AND FACILITIES, 1932 to date. Including names of officers in charge. Arranged alphabetically. (Daily, official.) 10 x 12 folder, 1 in., in drawer of wooden desk. R. 127. (2639)

76. STATISTICAL RECORD REPORTS, July 7, 1932 to date. Form 3617-a, semiannual statistical report of records maintained by field offices; Form 3617, information on preparing monthly statistical report of field office mail and record work; Form VB 20, daily progress statistical report of mail, and record of activities; originals are sent to Washington. Arranged chronologically. (Daily, official.) 10 x 12 cover, 6 in., in drawer of wooden desk. R. 127. (2658)

77. HOSPITAL RECORDS, CORRESPONDENCE AND MISCELLANEOUS, July 7, 1936 to date. Miscellaneous records, work sheet data, memoranda, and correspondence with various agencies and public that cannot be consistently classified. Arranged according to type of material. (Weekly, official.) Various sized folders (29), covers (138), loose-leaf book and bundles (4), 8 ft., in 4 drawers of steel filing case. R. 127. (2659)

Medical Division

Admittance Office

78. DESIGNATED EXAMINERS AND ATTENDING SPECIALISTS, BUDGET ESTIMATES AND MISCELLANEOUS CORRESPONDENCE, c. 1919 to date. Medical Form 1885, copies of nominations for designated medical examiners and attending specialists; also doctor's applications, letters of authorization, related correspondence, office memoranda, and medical budget estimates. Arranged alphabetically by name of physician or type of record. (Monthly, official.) 10 x 12 folders, 2 ft., in drawer of steel filing case. R. 138. (2361)

79. PHYSICAL EXAMINATION REPORT ON GOVERNMENT PENSION CASES, c. 1926 - c. 1931. Examining doctors' report of physical examination, authority for examination and correspondence relating to case annuitants from federal agencies other than military forces; original examination reports are sent to office requesting service. Filed chronologically. (Never.) $9\frac{1}{2}$ x 11 folders, 3 in., on wooden shelf. R. 24. (1656)

80. OUT-PATIENTS' TREATMENT FILE (ACTIVE AND INACTIVE), Jan. 1, 1930 to date. Form 564, patient's rating sheet giving compensation and other data pertaining to eligibility and status of patient, including medical department data as to diagnosis, prescriptions and clinical records. Arranged alphabetically. Index. (Current records, daily; older ones, seldom, official.) 10 x 12 folders, 20 ft., in 7 drawers of steel filing case. R. 138. (2323, 2324)

81. AUTHORIZATIONS FOR PHYSICAL EXAMINATIONS, Jan. 14, 1931 to date. Date received, name of claimant, initials of doctors who made examination, dates they submitted reports; and address of station making request and final disposition of reports. Arranged chronologically. (Daily, official.) $8\frac{1}{2}$ x 14 vol., 1 in., on wooden shelf. R. 138. (2392)

82. WEEKLY, SEMI-MONTHLY, MONTHLY, SEMI-ANNUAL AND ANNUAL STATISTICAL REPORTS, July 1932 to date. Originals in most cases are sent to Washington, D. C., Chief of Statistics, Budget Officer, and Medical Division according to type of report. Arranged chronologically. (Weekly, official.) Various sized folders and loose sheets, 1 ft., in drawer of steel filing case. R. 138. (2408)

83. ADMINISTRATIVE REGULATIONS AND PROCEDURE, July 5, 1932 to date. General instructions, station memoranda and decisions regarding functions of this facility; and managing affairs of veterans of U. S. armed forces, allied soldiers, CCC, CWA or others eligible for benefits. Arranged by type of record. (Daily, official.) 10 x 12 folders, envelopes (3), covers (2), loose-leaf books (2) and bundle, 2 ft., in drawer of steel filing case. R. 138. (2380)

84. CLINICAL RECORDS, July 5, 1932 to date. Covering all patients treated in hospital, excepting veterans who have died while under treatment, in which case the file is sent to Washington, D. C. A "change of files" card indicates location of files which have been removed from this facility. Arranged numerically by patient's register number. 3 x 5 card index, 8 ft., covering these and other files. (Daily, official.) $9\frac{1}{2}$ x 11 and 10 x 12 covers, 59 ft., on 24 wooden shelves and in 4 drawers of steel filing case. Rs. 24 and 138. (1655, 2395)

85. CONTROL OF PATIENTS' REGISTER NUMBERS, July 5, 1932 to date. Index and control of patients' register numbers, showing name, address, case number, hospital ward, etc. Arranged numerically. (Daily, official.) $8\frac{1}{2}$ x 14 vol., 1 in., on wooden shelf. R. 138. (2382)

86. INDEX TO REGISTER OF PATIENTS, July 5, 1932 to date. Medical Form 2580, showing patient's name, claim number, date of birth, home address, last rank and organization, hospital ward number, data pertaining to patient's hospital treatment, in-patient record as to register number, date admitted, and date discharged. Grouped by active and inactive, and arranged alphabetically. (Older records, weekly; recent ones, daily, official.) 3 x 5 cards, 2 ft. 6 in., in 2 drawers of wooden card cabinets. R. 138. (2397, 2396)

87. PATIENTS TRANSFERRED, July 5, 1932 to date. Form 2557, admission cards, made when patients are transferred from a diagnostic center to hospital, or from one hospital to another; cards are bifurcated, one-half is given veteran and the other half serves receiving hospital as authority for admittance, and is filed with patient's clinical record. Arranged alphabetically by name of patient. (Rarely, official.) 10 x 12 folder, 1 in., in drawer of steel filing case. R. 138. (2423)

88. PHYSICAL EXAMINATIONS OF SPANISH-AMERICAN WAR VETERANS AND FEDERAL EMPLOYEES, July 6, 1932 to date. Veterans' examinations for increase in

pension, miscellaneous physical examinations made for other federal agencies and related correspondence and memoranda; original physical examination reports are sent to Central Office of Veterans' Administration or to offices of federal agency that requested examination. Arranged alphabetically. (Monthly, official.) 9 x 11 covers, 4 ft., on wooden shelf. R. 24. (1651)

89. DAILY CENSUS REPORTS OF PATIENTS, July 7, 1932 to date. Issued by Chief Medical Officers, from data submitted by doctors and nurses, showing capacity of wards, beds occupied and unoccupied or available, admissions and discharges, critically ill, seriously ill, on leave, name and serial number of discharged patients; a copy is made for each doctor and department of hospital. Filed chronologically. (Daily, official.) Various sized covers, folders and loose sheets, 2 ft. 3 in., on 2 wooden shelves and in 2 drawers of steel filing case. Torn. Rs. 24, 145, 30 and 138. (1369, 1609, 2264, 1493, 2362)

90. DAILY WARD REPORTS, July 7, 1932 to date. Form SLH 10, hospital reports signed by ward nurse and ward surgeon, showing general condition of ward i.e., number of patients, number of available beds, and other pertinent information. Arranged chronologically. (Older records, never; recent ones, daily, official.) Various sized folders and covers, 2 ft., on 2 wooden shelves and in drawer of steel filing case. Rs. 24 and 138. (1370, 1608, 2360)

91. RATING SHEETS, Mar. 1, 1933 to date. Adjudication Form 564, copies of claimant's rating for compensation or other benefits; pertinent case files have been sent to Central Office, original rating sheets filed in claimant's case file, and copies retained by this office to facilitate handling of cases where claimant may require treatment while his case file is in Central Office. Filed alphabetically by name of claimant. (Rarely, official.) 10 x 12 folders, 2 ft., in drawer of steel filing case. R. 138. (2409)

92. PATIENTS DISCHARGED, Apr. 1, 1933 to date. Abstract of data taken on date of discharge, showing register number, religion, name, case number, class of beneficiary, regulation, ward, date of discharge, diagnosis, condition on date of discharge, disposition or post-mortem. Arranged numerically by hospital register number. (Daily, official.) $8\frac{1}{2}$ x $10\frac{1}{2}$ vol., 3 in., on wooden shelf. R. 138. (2394)

93. DOMICILIARY OR HOSPITALIZATION RECORDS, Dec. 26, 1933 to date. Medical Form 2593, brief record of status, diagnosis, treatment and disposition of patients; made in triplicate: white copy sent to Central Office, red copy to office having patient's case file, and green copy retained. Arranged numerically by patients' register. (Daily, official.) 5 x 8 loose sheets, 3 ft., in 3 drawers of wooden card cabinet. R. 138. (2344)

94. ABSTRACT OF APPLICATIONS FOR HOSPITAL BENEFITS, Aug. 1, 1935 to date. Pertains to status of applicant and his application, set up to facilitate compiling statistical data, and as a record of disposition of applications. Arranged chronologically. (Daily, official.) $8\frac{1}{2}$ x $10\frac{1}{2}$ vol., 3 in., on wooden shelf. R. 138. (2381)

95. PATIENTS' CORRESPONDENCE AND RECORDS, Aug. 5, 1935 to date. Applications for hospital care, correspondence, office or medical memoranda, clinical records or any official paper pertaining to patient while under treatment in hospital. Arranged by register numbers. (Daily, official.) 10 x 12 folders, 2 ft., in drawer of steel filing case. R. 138. (2383)

96. REPORTS OF PHYSICAL EXAMINATIONS (COPIES), Aug. 25, 1936 to date. For veterans requesting pensions; also reports of physical examinations made for employees of other federal departments and agencies, pertinent correspondence, and office memoranda; original physical examination reports of veterans' pension cases are sent to Central Office; reports for physical examinations for federal employees are sent to office requesting examination. Arranged alphabetically. (Daily, official.) 10 x 12 covers, 1 ft. 6 in., in drawer of steel filing case. R. 138. (2322)

97. APPLICATIONS FOR HOSPITALIZATION OR DOMICILIARY CARE FOR PATIENTS CALLED IN, Nov. 4, 1936 to date. Form P-10, from patients on waiting list and from patients that have been called in but have not yet reported. Arranged alphabetically. (Daily, official.) 8 x 10 loose sheets, 2 ft., in drawer of steel filing case. R. 138. (2384)

98. OUT-PATIENTS' INDEX, Dec. 1, 1936 to date. Data used in compiling statistics for official monthly reports; records are disposed of at end of each month. Arranged alphabetically. (Daily, official.) 3 x 5 cards, 6 in., in drawer of wooden card cabinet. R. 138. (2393)

99. REQUESTS FOR PHYSICAL EXAMINATION, Dec. 1, 1936 to date. Form 2507, submitted by Regional Office, requesting medical division to give a physical examination to claimant for pension, insurance, compensation, etc. Filed chronologically according to date claimant made request. (Daily, official.) 5 x 8 cards, 1 ft., in drawer of wooden card cabinet. R. 138. (2391)

Chemical Laboratory

100. WASSERMAN REPORTS, 1932 to date. Serological blood test for syphilis made by State Board of Health at request of Veterans' Administration of all patients treated or examined at hospital; data is posted as to their clinical records; in cases where a positive reaction is shown, the laboratory retains original report for its own convenience. (Weekly, official.) 6 x 7 folders, 6 in., in drawer of steel filing case. R. 4. (1617)

101. CLINICAL LABORATORY EXAMINATIONS, Jan. 1, 1934 to date. Medical Form 26141, showing name, address, register and serial number of patients and record of laboratory examinations of discharged patients and out-patients; copy of this report is filed with patient's clinical record. Arranged alphabetically by name of patient. (Older records, never; recent ones, daily, official.) 8 x 10 $\frac{1}{2}$ bundles and folders, 7 ft., in wooden cabinet and in 4 drawers of steel filing case. Rs. 27 and 4. (1535, 1532, 1534, 1533, 1536)

102. BLOOD DONOR LIST, Jan. 1, 1936 to date. Individual cards showing names and addresses of blood donors, data as to type of blood, age and sex

of donor. Grouped by type of blood and listed alphabetically by name of donor. (Weekly, official.) 3 x 5 cards, 6 in., in drawer of wooden card cabinet. R. 4. (1549)

Chief Medical Officer

103. GENERAL FILE, July 2, 1932 to date. Consisting of Veterans' Administration bulletins, regulations and procedure, service letters, and copies of some periodical reports and office memoranda between Chief Medical officer and Facility Manager, and miscellaneous data pertaining to functions of Medical Division. Filed alphabetically. (Daily, official.) Various sized folders, envelopes (2), covers (6), loose-leaf books (4) and bundles (2), 2 ft., in drawer of steel filing case. R. 104. (2432)

104. MISCELLANEOUS FILE, July 2, 1936 to date. Miscellaneous correspondence with government agencies, veterans and general public pertaining to activities of this office; also copies of medical bulletins, daily census of patients, operative schedules, ward narcotic records, telegrams, radiograms and hospital diet lists. Arranged alphabetically. (Daily, official.) 10 x 12 folders, 2 ft., in drawer of steel filing case. R. 104. (2424).

Chief Nurse

105. NURSE ASSIGNMENTS, June 1, 1932 to date. Daily record made by chief nurse in assignments of duty to hospital nurses, showing name, status, ward or special duty to which assigned, date and hours worked. (Daily, official.) 8 x 10 $\frac{1}{2}$ vol., 1 in., in drawer of wooden desk. R. 105. (2442)

106. TIME BOOKS, June 1, 1932 to date. Prepared by the chief nurse, showing nurses' and attendants' record of time worked, time on and off duty, date, and remarks; data is used in compiling official reports and pay rolls. Entered chronologically. (Daily, official.) 8 x 10 $\frac{1}{2}$ vols. (3), 4 in., in drawer of wooden desk and on wooden shelf. Rs. 105 and 24. (2439, 2440, 1337)

107. CHIEF NURSE'S CONFIDENTIAL FILE, July 2, 1932 to date. Consisting of copies of daily, weekly, monthly, annual and miscellaneous reports that are prepared by chief nurse; also records of physical examinations of hospital attendants and nurses and other data pertaining to hospital personnel under supervision of chief nurse. Arranged according to name of report or type of record. (Daily, confidential.) 11 x 12 folders, 2 ft., in drawer of steel filing case. R. 105. (2441)

108. NIGHT REPORTS, July 5, 1932 - May 24, 1933. Made by the night nurse and the night attendant on activities of each ward; data contained in these used by chief nurse in making basic hospital reports. (Older records, never; recent ones, daily, official.) 8 x 11 vols. and bundle, 7 in., in drawer of filing case and desk, Rs. 24 and 105. (1461, 2443)

Dentist

109. DENTAL FILE (ACTIVE AND COMPLETED CASES), Apr. 30, 1929 to date.

Form 2688, master dental cards, showing status of patient and record of completed dental cases, also claims for dental treatment. Grouped by completed and active cases and filed alphabetically by name of patient or claimant. (Older records, monthly; recent ones, daily, official.) 5 x 8 cards, 8 in., in 2 drawers of wooden card cabinet. R. 145. (2249, 2251)

110. DENTAL APPOINTMENTS, July 1, 1932 to date. Form 2679, record of appointments and services rendered to patients, including appointment time, name of patient, case or registry number, services rendered, remarks and hours operated. Arranged chronologically. (Rarely, official.) 6 x 11 vols. (4), 4 in., in drawer of steel filing case and on wooden desk. R. 145. (2263, 2267)

111. GENERAL FILE OF CHIEF DENIAL OFFICER, July 5, 1932 to date. Consisting of correspondence with dental clinic patients and administration offices, station and administration office memoranda, copies of daily, monthly, quarterly and annual dental reports, administration service letters, instructions for reports and ratings, station orders, out-patient treatment requests, rating sheets, administration's decisions, related instructions, and memoranda. Filed by subject. (Daily, official.) $9\frac{1}{2}$ x 12 folders, 1 ft., in drawer of steel filing case. R. 145. (2266)

112. PROPERTY RECORDS OF DENIAL CLINIC, July 5, 1932 to date. Consolidated memorandum and receipt for non-expendable property issued to dental clinic with issue, credit and exchange slips relating thereto, and issue lists, issue slips and receipts for expendable property; also copies of quarterly requisitions for dental clinic, copies of purchase orders, government short form contracts, invoice and receipts for supplies and services. (Daily, official.) $9\frac{1}{2}$ x 11 folders and envelope, 6 in., in drawer of steel filing case. R. 145. (2265)

113. REGISTER OF DENIAL GOLD, July 5, 1932 to date. Record of gold removed from dental appliances and returned to patient, and of government gold used in doing dental work for patients, with date of operation, name of patient, case number, weight of gold, description of appliance and initial of operator. (Daily, official.) $9\frac{1}{2}$ x 11 vol., 1 in., in drawer of steel filing case. R. 145. (2262)

114. CLINICAL DENIAL RECORDS, Apr. 11, 1936 to date. Form 2614-p, dental record; Form 2570, oral examinations, and Form 2614-h, roentgenological reports; X-ray pictures filed with clinical record. Filed alphabetically by name of patient. (Daily, official.) $9\frac{1}{2}$ x 12 folders, 1 ft., in drawer of steel filing case. R. 145. (2252, 2250)

Dietitian

115. OFFICIAL REGULATIONS FOR MEDICAL AND SUPPLY DIVISIONS (COPIES), July 6, 1932 to date. With pertinent correspondence and office memoranda. Arranged chronologically. (Daily, official.) 8 x 10 $\frac{1}{2}$ binder, 1 ft., in drawer of steel filing case. R. 219. (2546)

116. DIETETIC DEPARTMENT TIME RECORD (COPIES), July 7, 1932 to date. Form 2713, daily record of regular employees, Personnel Form 3205, daily

list of absentees; report of overtime, weekly time schedule and related office memoranda. Arranged chronologically. (Daily, official.) $8\frac{1}{2}$ x $10\frac{1}{2}$ vol. and folder, 6 in., in drawer of steel filing case. R. 219. (2549)

117. MEMORANDA OF DIETETIC DEPARTMENT, Aug. 1, 1934 to date. Office memoranda between Dietetic Department and other departments of hospital pertaining to various activities of this office e.g., suggestions for improvement of service, notes to supply office regarding purchases and cost data. Arranged alphabetically by department name. (Daily, official.) 8 x $10\frac{1}{2}$ folders, 2 ft., in drawer of steel filing case. R. 219. (2545)

118. WEEKLY MENUS (COPIES), Aug. 1, 1934 to date. Made by dietitian and posted in hospital dining room; one copy sent to Chief Medical Officer and original is sent to Medical Director, Veterans' Administration Dietetic Section, Washington, D. C. Filed chronologically. (Daily, official.) $8\frac{3}{4}$ x 14 folders, 6 in., in drawer of steel filing case. R. 219. (2552)

119. DIETARY SUBSISTENCE REPORT, Aug. 31, 1934 to date. Statistical report, showing number of ounces of meat, bread, vegetables, eggs, fruits, cereals, milk, butter, sugar, coffee, tea, etc., and cost of each; data is consolidated at end of month and report is mailed to Washington, D. C. Arranged chronologically. (Daily, official.) 8 x $10\frac{1}{2}$ folders, 3 in., in drawer of steel filing case. R. 219. (2550)

120. DIETITIAN'S REPORT, Aug. 15, 1935 to date. Form 2653, statistical report showing rations cost per capita, number and type of employees in dietetic department, recommendations and price of equipment needed; originals are sent to Washington, D. C. Arranged chronologically. (Monthly, official.) 8 x $10\frac{1}{2}$ folder, 1 in., in drawer of steel filing case. R. 219. (2548)

121. DROP SHIPMENT CONTRACTS, Jan. 1, 1936 to date. Government short form contracts for staple and perishable food supplies, including shipping schedules, debit and credit slips, and work orders; originals are sent to Washington, D. C. Arranged chronologically. (Daily, official.) Various sized folders, 2 ft. 1 in., in 2 drawers of steel filing case. Rs. 219 and 18. (2547, 1659)

122. SUBSISTENCE SUNDRIES, Apr. 1, 1936 to date. Medical Form 2819, statistical report of perishable sundries used in Hospital Dietetic Section; originals are sent to Central Office, Washington, D. C. Arranged chronologically. (Daily, official.) $8\frac{3}{4}$ x 14 binders, 1 ft., in drawer of steel filing case. R. 219. (2551)

123. CONSOLIDATED MEMORANDUM AND RECEIPT, July 1, 1936 to date. Form 2598-e, consolidated memorandum and receipt for non-expendable property issued to Dietetic Department, Form 2598-d, issue slips, and Form 2598-a, credit slips. (Monthly, official.) 9 x 12 covers (2), 3 in., in drawer of steel filing case. R. 219. (2553)

Drug Dispensary

124. MONTHLY RECORD OF PRESCRIPTIONS CONTAINING EXEMPT NARCOTICS, July 5, 1932. Medical Form 2657, showing date, name of person to whom prescrip-

tion was issued, number of prescription and amount, summary of balance carried forward, amount prepared, amount prescribed and balance on hand. (Daily, official.) 8 x 11 covers, 2 in., in drawer of wooden desk. R. 23. (2172)

125. ALCOHOL AND NARCOTIC PRESCRIPTIONS, July 5, 1932 to date. Form 2577, prescriptions for legally exempt alcohol and narcotic preparations, signed by prescribing officer; reverse side is certificate of receipt signed by recipient. Arranged chronologically and numerically. (Older records, rarely; recent ones, daily, official.) 4 x 5½ loose-leaf books, 5 ft., on wooden cabinet shelf and in drawer of wooden desk. R. 23. (2100, 2122, 2101, 2099, 2098, 2123)

126. OUT-PATIENTS PRESCRIPTIONS, July 5, 1932 to date. Form 2577, prescriptions for preparations issued to out-patient beneficiaries and hospital wards, signed by medical officer issuing prescription. Grouped by out-patients, refillable and ward orders and filed chronologically and numerically. (Older records, rarely; recent ones, daily, official.) 4 x 5 loose-leaf books, 5 ft. 6 in., on wooden cabinet shelf and in drawer of wooden card case. R. 23. (2135, 2136, 2121, 2134, 2137, 2120)

127. CONSOLIDATED RECEIPT OF NON-EXPENDABLE PHARMACY PROPERTY, Aug. 1, 1933 to date. Consisting of combined memorandum inventory and receipts, issue slips, credit, debit and exchange slips with periodical certificates of inventory. Arranged chronologically. (Monthly, official.) 10 x 12 folders, 2 in., on wooden shelf. R. 23. (2170)

128. NARCOTIC AND ALCOHOL ORDER BOOKS, Aug. 4, 1934 to date. Showing name of patient, medicine, dosage, signature of authorizing physician, initial of administering or supervising nurse, date and time administered. Filed chronologically. (Daily, official.) 8 x 10½ vols. (3), 3 in., in drawer of wooden desk and in 2 drawers of steel desk. Rs. 206, 304 and 315. (2465, 2518, 2517)

129. LISTS OF PHARMACEUTICS, ALCOHOL AND NARCOTICS, July 1, 1936 to date. Form 2598-g, record of narcotics and alcohol stock issued to pharmacy. Arranged alphabetically by name of article according to classification number. (Daily, official.) 9½ x 12 covers (4), 4 in., on wooden shelf. R. 23. (2173, 2174)

130. EXPENDABLE PROPERTY, NARCOTICS, WHISKEY AND ALCOHOL, July 5, 1936 to date. Form 2598-f, property record card, showing disposition by pharmacist of narcotics, whiskey and alcohol, prescription number, date and amount of material used. Grouped by name of drug and filed chronologically. (Daily, official.) 5 x 8 loose-leaf books, 6 in., in drawer of wooden desk. R. 23. (2171)

131. PRESCRIPTIONS FOR RUBBING ALCOHOL, July 5, 1936 to date. Form 2577, signed by ward surgeon or medical officer. Arranged chronologically by active and inactive. (Older records, rarely; recent ones, daily, official.) 4 x 5½ loose-leaf books, 1 ft. 4 in., on wooden cabinet shelf and in drawer of wooden card case. R. 23. (2133, 2119)

Library

132. LIBRARY BOOKS LOANED, July 1932 to date. Card system kept by librarian, showing name of staff member or patient to whom book was last loaned, giving date taken, title, author, etc. Arranged alphabetically by title. (Daily, official.) 3 x 5 cards, 5 ft. 6 in., in 6 drawers of wooden card cabinet. Rs. 236 and 238. (2615, 2617, 2661, 2622, 2616, 2614)

133. RECREATIONAL AND MEDICAL LIBRARY BOOK RECORDS, July 7, 1932 to date. Used to record books that are taken from library, showing date book is taken, name of patient or staff member, title and identification data of book. Arranged alphabetically by title of book. (Daily, official.) 3 x 5 cards, 2 ft., in 2 drawers of wooden card cabinet. Rs. 236 and 238. (2621, 2620)

Medical Ward

134. PATIENTS' PASSES, Feb. 9, 1934 to date. Passes issued to patients who are permitted to leave hospital temporarily, showing patient's name, status, date and number of hours granted. Arranged alphabetically by name of patient. (Daily, official.) 5 x 8 vol., 1 in., in drawer of wooden desk. R. 206. (2463)

135. PATIENTS' INDEX REGISTER, Jan. 1, 1935 to date. Brief record of patients treated, giving name, age, religion, status, diagnosis, case number and hospital register number. Grouped by under-treatment, transferred and discharged patients and filed alphabetically. (Daily, official.) 3 x 5 cards, 2 ft., in 2 drawers of wooden card cabinet. R. 206. (2510)

136. CLINICAL RECORDS, Aug. 23, 1935 to date. Of patients being treated in medical ward. Arranged alphabetically by name of patient. 3 x 5 index cards, 4 ft. (Daily, official.) 10 x 12 covers (36), 2 ft., in drawer of steel desk. R. 221. (2475)

137. WEIGHT CHART, 1936 to date. Form 2614-f, graphic record of weights of patients in medical ward, showing losses and gains in weight at weekly intervals or more of ten in special cases; data as to normal weight, weight upon admission, minimum, maximum, and weight at time of discharge. Arranged alphabetically by name of patient. (Weekly, official.) 8 x 10½ loose sheets, 1 in., on wooden rack on wall. R. 206. (2490)

138. TEMPERATURE RECORDS, Feb. 7, 1936 to date. Temperatures of medical ward patients. Arranged chronologically. (Daily, official.) 8½ x 14 vols. (3), 3 in., on wooden shelf. Rs. 224 and 206. (2469, 2470)

139. NURSES' DAY REPORTS AND NIGHT ORDERS, Apr. 16, 1936 to date. Chronological journal report of activities of day nurses, treatment data of patients, especially reactions of patients listed as critically and seriously ill; also orders for special treatments to be given by night nurses. (Daily, official.) 8 x 10½ vols. (5), 7 in., on wooden shelf and in drawer of wooden desk. Rs. 224 and 206. (2462, 2464)

140. NURSES' PROGRESS AND TREATMENT RECORD, Dec. 1, 1936 to date. Med-

ical Form 2614-k, daily record of treatment given patients, showing reaction and results; and notes on complication and progress of patient; entries made and signed by nurse or nurses supervising or administering treatment. Arranged alphabetically by name of patient. (Daily, official.) 8 x 10 $\frac{1}{2}$ loose sheets, 1 in., on clipboard on wooden wall rack. R. 206. (2485)

141. WARD SURGEON'S PROGRESS AND TREATMENT RECORD, Dec. 1, 1936 to date. Medical Form 2614-j, records of diet, treatments, complications, diagnosis, inter-current diseases and daily progress of patients being treated in medical ward, and are signed by prescribing surgeon and initialed by attending nurse. Arranged alphabetically by name of patient. (Daily, official.) 8 x 10 $\frac{1}{2}$ loose sheets, 1 in., on clipboard on wooden wall rack. R. 206. (2487)

142. CLINICAL GRAPHS, Dec. 15, 1936 to date. Form 2614-e, graphic chart made from nurses' records of patient's temperature, pulse and respiration, also showing number of days patient has been hospitalized, date and time above data was obtained, and patient's name and status. Arranged alphabetically by name of patient. (Daily, official.) 8 $\frac{1}{2}$ x 10 $\frac{1}{2}$ loose sheets, $\frac{1}{2}$ in., on clipboard on wooden wall rack. R. 206. (2477)

Physiotherapy

143. DAILY REPORT, 1934 to date. Form 2611, attached to patient's clinical report, becomes part of patient's clinical file. Arranged by years and filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft. 6 in., in 3 drawers of wooden filing case. R. 30. (1497)

144. GENERAL FILE, Jan. 1, 1934 to date. Including physiotherapy daily reports, copies of monthly reports, also property reports, requisitions, office memoranda, correspondence and instructions. (Daily, official.) 9 $\frac{1}{2}$ x 11 folders, 1 ft., in drawer of steel filing case. R. 30. (1496)

145. CLINICAL RECORDS, Mar 2, 1936 to date. Form 2614-m, record of treatment that is being administered and progress made by patients; after patient has been discharged record is sent to Chief Medical Officer and is filed with patient's clinical record. Arranged alphabetically. (Daily, official.) 8 x 10 $\frac{1}{2}$ folders, 1 ft., in drawer of steel filing case. R. 30. (1498)

Recreation

146. DEPARTMENT CORRESPONDENCE, July 1932 to date. Between station's recreational department and veterans' organizations and patriotic societies pertaining to recreational aid, individual entertainers, entertainment and recreational activities at hospital. Arranged alphabetically by name of organization. (Daily, official.) 10 x 12 folders, 2 ft., in drawer of steel filing case. R. 237. (2619)

147. MOTION PICTURE RECORD, July 7, 1932 to date. Pertaining to motion picture equipment of Facility Hospital Recreational Department, and catalogue list of motion pictures that are available, records and data of pictures that have been shown at station; correspondence with motion picture

agencies, office memoranda pertaining thereto, copies of purchase orders and contracts with motion picture agencies. Arranged by subject and name of motion picture firm. (Daily, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. R. 237. (2618)

148. GENERAL LIBRARY FILE, Aug. 1, 1934 to date. Containing recreational and medical book lists and periodical lists, copies of purchase orders, requisitions, cost accounting and property accounting data, record of books given to library, correspondence between Station Librarian and Central Office pertaining to library books, also book reviews, monthly statistical reports pertaining to circulation of library books and recreational activities. Arranged alphabetically according to type and subject. (Daily, official.) 10 x 12 folders, 2 ft., in drawer of steel filing case. R. 237. (2598)

Surgical Ward

149. PATIENTS' DAILY TREATMENTS, July 2, 1932 - Mar. 13, 1936. Ward surgeon's and nurse's day and night report books containing the orders for special treatments, also a brief report on condition of patients. (Never.) Various sized vols. and bundles, 4 ft., on wooden shelf. R. 24. (1338)

150. NARCOTICS AND TEMPERATURE BOOKS, July 6, 1932 - Oct. 1, 1934. Ward nurse's and surgeon's narcotic record, temperature record, and day and night reports; used in compiling hospital reports. Grouped by wards A and B. (Never.) 8 x 11 vols. and bundle, 1 ft. 6 in., in 2 drawers of filing case. R. 24. (1463, 1462)

151. INDEX REGISTER OF HOSPITAL PATIENTS, Jan. 1, 1935 to date. Brief record of patients treated in surgical ward, giving name, age, religion, status, diagnosis, case number, and hospital register number. Arranged alphabetically according to status of patient. (Daily, official.) 3 x 5 cards, 2 ft., in 2 drawers of wooden card cabinet. R. 315. (2511)

152. NURSES' DAY REPORTS AND NIGHT ORDERS, Nov. 23, 1935 to date. Activities of surgical ward, treatments given, and reaction to treatment; also orders for special treatments to be administered by night nurse. Arranged chronologically. (Daily, official.) 8 x 10½ vols., 5 in., in 2 drawers of steel desk. Rs. 315 and 304. (2508, 2509)

153. TEMPERATURE RECORDS, Nov. 26, 1935 to date. Showing pulse, and respiration of patients under treatment in surgical wards; entries are made twice daily, or oftener where condition of patient indicates, and is posted to patients' clinical record. Arranged chronologically. (Daily, official.) 8½ x 14 vol., 6 in., in drawer of steel desk. Rs. 304 and 315. (2521, 2522)

154. RECORD OF SURGICAL DRESSINGS, Dec. 23, 1935 to date. Showing type of dressing, kind and amount of material used, date, time, and by whom applied, and is posted to patient's clinical record. Arranged chronologically. (Daily, official.) 8 x 10½ vols. (2), 2 in., in drawer of steel desk. Rs. 304 and 315. (2520, 2519)

155. CLINICAL RECORDS, Jan. 20, 1936 to date. Data on patients being treated in surgical ward. Arranged alphabetically. (Daily, official.) 10 x 12 covers (60), 2 ft., in drawer of steel desk. R. 314. (2476)

156. DAILY CLINICAL TREATMENT, Dec. 15, 1936 to date. Form 2614-k, daily record of reaction to treatment given patients in surgical ward, and data concerning complications and progress, signed by nurse or nurses who supervise or administer treatment. Arranged alphabetically. (Daily, official.) 8 x 10 $\frac{1}{2}$ loose sheets, 1 in., in metal clipboard in wooden wall rack. R. 315. (2486)

157. WARD SURGEON'S PROGRESS AND TREATMENT RECORD, Dec. 15, 1936 to date. Medical Form 2614-j, daily record of diet, treatment, complications, changes of diagnosis, inter-current diseases and daily progress of patients in surgical ward, signed by prescribing surgeon and initialed by attending nurse. Arranged alphabetically. (Daily, official.) 8 x 10 $\frac{1}{2}$ loose sheets, 1 in., on clipboard on wooden wall rack. R. 314. (2488)

158. WEIGHT CHARTS, c. 1936 to date. Form 2614-f, weight graphs of patients under treatment in surgical wards, showing gains and losses at weekly intervals, or oftener, in special cases; also normal, minimum, maximum weight and weight at time of admission and discharge, and is filed with patient's clinical record. Arranged alphabetically by name of patient. (Weekly, official.) 8 x 10 $\frac{1}{2}$ loose sheets, 1 in., on wooden rack on wall. R. 314. (2489)

159. ALCOHOLIC AND NARCOTIC PREPARATIONS, Jan. 1, 1937 to date. Form 2638, showing drugs received and dispensed within surgical ward; separate sheet used for each type of non-exempted narcotic and alcoholic preparation, showing ward number and date, balance from previous month, amount received, kind and date dispensed, amount and method used, patient's name, and name of nurse who administered or supervised treatment. (Daily, official.) 8 x 10 $\frac{1}{2}$ loose sheets, 1 in., on clipboard in steel desk. R. 315. (2512)

X-Ray

160. X-RAY TECHNICIANS' GENERAL FILE, July 1, 1932 to date. Form 2685, monthly X-ray reports, yearly summaries, station orders, office memoranda, administration correspondence, quarterly requisitions, consolidated memorandum receipt for non-expendable property, and issue slips; electrocardiography record reports, numbers 1 - 642, and some copies of clinical record roentgenological reports in cases where duplicates have been made for special purposes. Arranged according to type of record. (Daily, official.) 9 $\frac{1}{2}$ x 12 folders, 1 ft., in drawer of steel filing case. R. 101. (2238)

161. X-RAY FILMS, CLINICAL RECORDS, AND ROENTGENOLOGICAL REPORTS, July 5, 1932 to date. Approximately 12,000 X-ray films with clinical record; Form 2614-h, roentgenological reports showing beneficiaries identification data and an analysis of X-ray findings, signed by Clinical Roentgenologist; duplicates are in clinical files. Filed by X-ray laboratory numbers 1 - 2668. 5 x 8 card index, 5 ft. 6 in. (Daily, official.) 14 x 17 $\frac{1}{2}$ film preserver jackets, 27 ft., in 9 drawers of steel filing cases. R. 102. (2239)

162. X-RAY DAY BOOK, July 7, 1932 to date. Showing beneficiaries name, X-ray number, date, hospital register number, or if out-patient, relating data, size, type and number of films used, anatomical and pathological classification and initials of authorizing medical officer. (Daily, official.) 11 x 16 vol., 1 in., on office desk. R. 102. (2236)

163. ELECTROCARDIO RECORD, Dec. 1, 1932 to date. Name of beneficiaries, case number, register and/or compensation number, pathological type and class of beneficiary, with initials of authorizing medical officer. Arranged numerically. (Daily, official.) 9 x 14 vol., 1 in., on office desk. R. 102. (2237)

Supply Division

164. PROSTHETIC APPLIANCES, Aug. 6, 1921 - Apr. 1932; July 5, 1936 to date. Form 2529, record of prosthetic appliances, giving date, status and eligibility of claimant, description of article, purchase order reference, signatures of inspecting physician and claimant. Arranged alphabetically. (Older records, never; recent ones, rarely, official.) 5 x 8 and 10 x 12 cards and folder, 1 ft. 1 in., in drawer of wooden card cabinet and drawer of steel filing case. Rs. 12 and 138. (1792, 2410)

165. INVENTORIES AND AUDITS OF SUPPLY OFFICER'S PROPERTY, Aug. 9, 1928 - Aug. 22, 1933. Including certificates of transfer of property of supply department from retiring to incoming supply officer, and related correspondence; originals are sent to Washington. (Never.) 9 x 12 and 8½ x 14 covers, 3 in., on wooden shelf. R. 24. (1354)

166. BODY INSPECTION REPORTS AND BURIALS, Apr. 28, 1931 - Mar. 15, 1935. Form 2693, inspection, embalming and shipment of bodies of deceased beneficiaries; death certificate attached to each report. Arranged chronologically. (Never.) 9½ x 12 folders, 2 in., on wooden shelf. R. 24. (1352)

167. AUTHORITY TO ALLOW TRANSPORTATION, MEALS AND LODGING, July 1, 1931 - June 30, 1932; July 1, 1933 to date. Form 1240a and Form 4, copies of authorization for supply officer to allow transportation, meals and lodging to veterans enroute from distant points to hospital, showing name of beneficiary, amount of order, name of contractor and date paid. Filed chronologically and alphabetically. (Older records, never; recent ones, daily, official.) Various sized bundles and loose sheets, 3 ft., on wooden shelves and in drawer of wooden cabinet. Rs. 24 and 12. (1419, 1824, 1826, 1825)

168. TRANSPORTATION, MEALS AND LODGING REQUESTS, July 1, 1931 to date. Paid by Facility Finance Officer. Arranged by type of request and filed numerically. (Rarely, official.) 4½ x 8 bundles and 9 x 12 folders, 3 ft., on wooden shelf and in drawer of steel filing case. Rs. 24 and 13. (1421, 1706)

169. EXPENDABLE AND NON-EXPENDABLE PROPERTY RECORDS, 1932 to date. Form 1243, Supply Officer's perpetual inventory of facility property for which he is accountable; Form 2598, inactive property records; Form 1243, non-expendable property record; Form 2598-c, consolidated memorandum receipt and inventory of non-expendable property. Arranged numerically by

classification number and alphabetically by name or use of article. (Older records, yearly; recent ones, daily, official.) 5 x 8 cards and 9 x 12 guides, 9 ft., in 4 drawers of steel card cabinet and in 1 wooden and 1 steel drawer of filing case. Rs. 18 and 13. (1662, 1661, 1660, 1701)

170. PROPERTY VOUCHERS, INVOICES AND RECEIPTS, Jan. 1, 1932 to date. Form 137-a, vouchers for property received with invoice and receipt for property attached; originals are sent to Washington. Arranged numerically. (Daily, official.) $9\frac{1}{2}$ x 12 folders, 4 ft., in 2 drawers of wooden filing case. R. 18. (1657)

171. CONTRACTS, REQUISITIONS AND PURCHASE ORDERS, July 1, 1932 - June 30, 1934. Bids, contracts, requisitions, and purchase orders for equipment and supplies, invitations to bid, accepted and rejected, invoices for materials and related correspondence. (Never.) $9\frac{1}{2}$ x 11 folders, 12 ft., in 3 wooden and 3 steel drawers of filing cases. R. 24. (1470)

172. NUMBER CONTROL AND INDEX TO PURCHASE ORDERS, July 1, 1932 - Mar. 5, 1935. Arranged numerically, 1 - 840. (Never.) $10\frac{1}{2}$ x $15\frac{3}{4}$ vol., 1 in., on wooden shelf. R. 24. (1350)

173. EMPLOYEES' TRAVEL RECORDS, July 1, 1932 to date. Copies of requests, and authorizations for transportation. Arranged alphabetically. (Monthly, official.) 5 x 8 cards, 1 ft., in drawer of wooden card cabinet. R. 12. (1791)

174. GENERAL FILE, July 1, 1932 to date. Form 3267-b, copies of requests for special transportation to hospital; Form 2211, requisitions for supplies; Form 134-a, combination requisition, invoice and receipt; packers' list and shipping tickets; supporting papers and related correspondence. Arranged chronologically. (Older records, monthly; recent ones, daily, official.) $3\frac{1}{2}$ x 8 cards and 9 x 12 folders, 7 ft., in drawer of wooden card cabinet and in 3 drawers of steel filing case. Rs. 12 and 13. (1795, 1686, 1704, 1705)

175. PATIENTS' PERSONAL PROPERTY RECORDS, July 5, 1932 to date. Form 2604, Supply Officer's record of clothing, etc., deposited with him by incoming patients, including records of present patients, discharged patients and patients out on pass; copy filed with patient's clinical record showing record of government owned clothing issued to patient at time of admittance. Arranged alphabetically. (Older records, never; recent ones, daily, official.) 8 x $10\frac{1}{2}$ folders and bundles, 5 ft., on steel shelf and in 3 drawers of wooden filing case. R. 18. (1663, 1681, 1682, 1683)

176. GOVERNMENT SHORT FORM CONTRACTS, July 7, 1932 to date. Form 33, invitation to bid, acceptance and contract to supply materials, supplies and services to Veterans' Facility and related correspondence. Arranged alphabetically. (Older records, never; recent ones, daily, official.) Various sized bundles and folders, 5 ft., on wooden shelf and in 1 wooden and 2 steel drawers of filing cases. Rs. 24 and 13. (1653, 1684, 1703)

177. MEAT AND MEAT FOOD PRODUCTS INSPECTION REPORTS, July 11, 1932 - July 3, 1935. M.I. Form 148, U. S. Department of Agriculture, Bureau of Animal Industry, copies of report on meats and meat food products inspected

for Veterans' Administration showing kind of product, specifications, amount and name of contractor, name of inspector and inspector in charge. Arranged chronologically. (Never.) 10 x 12 covers, 6 in., on wooden shelf. R. 24. (1336)

178. TRANSPORTATION, MEALS AND LODGING REQUESTS GRANTED, Jan. 1, 1933 to date. To veterans residing at distant points for transportation to hospital, with meals and lodging enroute; originals are in Finance Office. Arranged chronologically. (Older records, never; recent ones, daily, official.) 5 x 8 loose sheets, 2 ft., in drawer of wooden card cabinet. R. 12. (1829, 1828, 1830, 1827)

179. RECEIPTS FOR BURIAL FLAGS, July 1, 1933 - June 30, 1935. Issued by Supply Officer. Arranged chronologically. (Never.) 8 x 10 folders, 3 in., on wooden shelf. R. 24. (1351)

180. MEAL AND LODGING REQUESTS, July 1, 1933 to date. Form 3266-b, issued to veterans under prescribed conditions; originals are sent to Central Office, Washington, D. C., duplicate is on file in Finance Office. Arranged chronologically. (Daily, official.) $3\frac{1}{2}$ x 8 cards, 1 ft., in drawer of wooden card cabinet. R. 12. (1794)

181. TRANSPORTATION REQUESTS, July 1, 1933 to date. Form 1030, issued to beneficiaries for railroad and steamship transportation under certain authorized conditions; original is on file in Central Office and duplicate is filed in Finance Office of this facility. Arranged chronologically. (Rarely, official.) $3\frac{1}{2}$ x 8 cards, 1 ft. 6 in., in 2 drawers of wooden card cabinet. R. 12. (1796, 1793)

182. MONTHLY INVENTORY OF SUPPLIES, Sept. 1, 1933 - Aug. 31, 1934. Standard inventory; originals are sent to Director of Supplies. Arranged chronologically. (Never.) 9 x 12 covers, 1 in., on wooden shelf. R. 24. (1353)

183. PURCHASES AND EXPENDITURES, July 1, 1934 - June 30, 1936. Correspondence pertaining to purchases, fiscal estimates to Disbursing Office, copies of government contracts, bids, orders, statements and reports. Arranged alphabetically by name of article or type of service. (Never.) 9 x 12 folders, 4 ft., on 2 wooden shelves. R. 24. (1339)

184. MONTHLY ACCOUNTS OF PROPERTY, July 1, 1934 to date. Form 137-a, Supply Officer's monthly stock control account, showing value and amount expended each month. Arranged chronologically. (Monthly, official.) $9\frac{1}{2}$ x 12 covers, 2 ft., in drawer of wooden filing case. R. 18. (1658)

185. CONTRACTS AND PROPOSALS - REJECTED, July 1, 1935 - June 30, 1936. Bid and acceptance, government short form contracts, proposals and specifications on which no award was made. (Never.) 9 x 12 bundles, 3 ft., on wooden shelf. R. 24. (1315)

186. MISCELLANEOUS CORRESPONDENCE, July 1, 1935 to date. Supply officer's miscellaneous correspondence with Central Office or other station offices pertaining to administration; also surplus property lists and procurement file, with related correspondence. Arranged alphabetically ac-

ording to subject. (Older records, monthly; recent ones, daily, official.) 9 x 12 folders, 3 ft., in 2 drawers of steel filing case. R. 13. (1685, 1702)

187. RECORD OF PURCHASE ORDERS, July 1, 1935 to date. For articles and services. Arranged numerically. (Older records, monthly; recent ones, daily, official.) 9 x 12 folders, 2 ft. 6 in., in 2 drawers of steel filing case. R. 13. (1707, 1709)

188. PURCHASE ORDERS FOR ARTICLES OR SERVICES NOT YET RECEIVED, July 1, 1936 to date. Form 1252, purchase order, held pending arrival of merchandise or completion of services. (Daily, official.) 9 x 12 folders, 4 in., in drawer of steel filing case. R. 13. (1708)

Utility Division

189. BLUEPRINTS, Mar. 1, 1931 to date. Covering buildings, grounds, machinery and equipment of this facility; copies are sent to Washington, D. C. Arranged in complementary sets. (Daily, official.) Various sized loose sheets, 4 ft., in blueprint rack. R. 133. (1731)

190. TEMPORARY PERSONNEL, Mar. 1, 1931 to date. Index record of temporary utility personnel hired by utility officer, giving name, address and status of employee. Arranged alphabetically. (Weekly, official.) 3 x 5 cards, 1 ft., in drawer of steel card cabinet. R. 133. (1735)

191. CONSTRUCTION CORRESPONDENCE AND SPECIFICATIONS, Mar. 26, 1931 - July 11, 1934. Correspondence, specifications, office memoranda, instructions, copies of contracts, work and construction program reports and data pertaining to construction activities. Arranged alphabetically by subject and type of activity. (Yearly, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. R. 133. (1734)

192. EQUIPMENT, OPERATION AND INSPECTION REPORTS, July 1, 1932 - June 30, 1936. Inspection reports of facility equipment and Utility Officer's monthly report of equipment and personnel, purchase requests and correspondence relative to the utility operations. (Rarely, official.) 9½ x 11 covers and bundle, 1 ft. 6 in., in wooden box. R. 24. (1481)

193. UTILITY OFFICER'S GENERAL FILE, July 1, 1932 to date. Correspondence, accounting data, specifications and data on maintenance, construction and repairs, administration instructions and office memoranda pertaining to administrative functions of utility office. Arranged alphabetically by subject. (Older records, monthly; recent ones, daily, official.) 9 x 12 folders, 4 ft., in 2 drawers of steel filing case. R. 133. (1710, 1711)

194. UTILITY REPORTS, July 1, 1932 to date. Forms 162, 6012, 6009, 1245, and 1281, reports submitted monthly, quarterly, semi-annually and annually, covering general activities of utility division and mechanical equipment, fire and theft protection, supervision and labor, inspection and value of apparatus, fire fighting equipment, and plant operation, showing amounts chargeable to boiler room, refrigerating plant, water supply, sewage disposal, etc.; copies of recapitulation of vehicle opera-

tion cost, with meter readings, miles, ordered by, destination, purpose, etc.; originals are sent to Washington, D. C., with copies to Facility Manager's Office and Accounting Office. (Daily, official.) 9 x 12 covers and loose sheets, 1 ft. 6 in., in 2 drawers of steel filing case. Rs. 133 and 129. (1712, 2142)

195. MAINTENANCE AND REPAIR REQUESTS, July 6, 1932 to date. Form 6002-b, requests, authorized or canceled by construction service, Procurement Division, also correspondence, office memoranda, plans, blueprints and other supporting data; originals and three copies are sent to construction service, Veterans' Bureau, Washington, D. C.; one copy is approved or canceled and returned. Filed alphabetically by name of material or service. (Older records, rarely; recent ones, daily, official.) $9\frac{1}{2}$ x $11\frac{3}{4}$ and 9 x 12 covers and bundles, 5 ft. 6 in., on wooden shelf and in drawer of steel filing case. Rs. 24 and 133. (1480, 1713)

196. METER CHARTS, Jan. 1, 1936 to date. Form 6008, meter graphs of steam, gas, oil, and water flow from automatic recording instruments in boiler room. Arranged chronologically. (Older records, never; recent ones, daily, official.) Various sized bundles, 3 ft., on wooden shelf. Rs. 24 and 133. (1471, 1736)

197. RADIOGRAMS AND TELEGRAMS (COPIES), Jan. 1, 1936 to date. Sent or received. Arranged alphabetically by name of the addressor and addressee. (Daily, official.) 5 x 8 loose sheets, 2 ft., in 2 drawers of steel card cabinet. R. 133. (1732, 1733)

