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INVENTORY OF  
FEDERAL ARCHIVES  
IN THE STATES

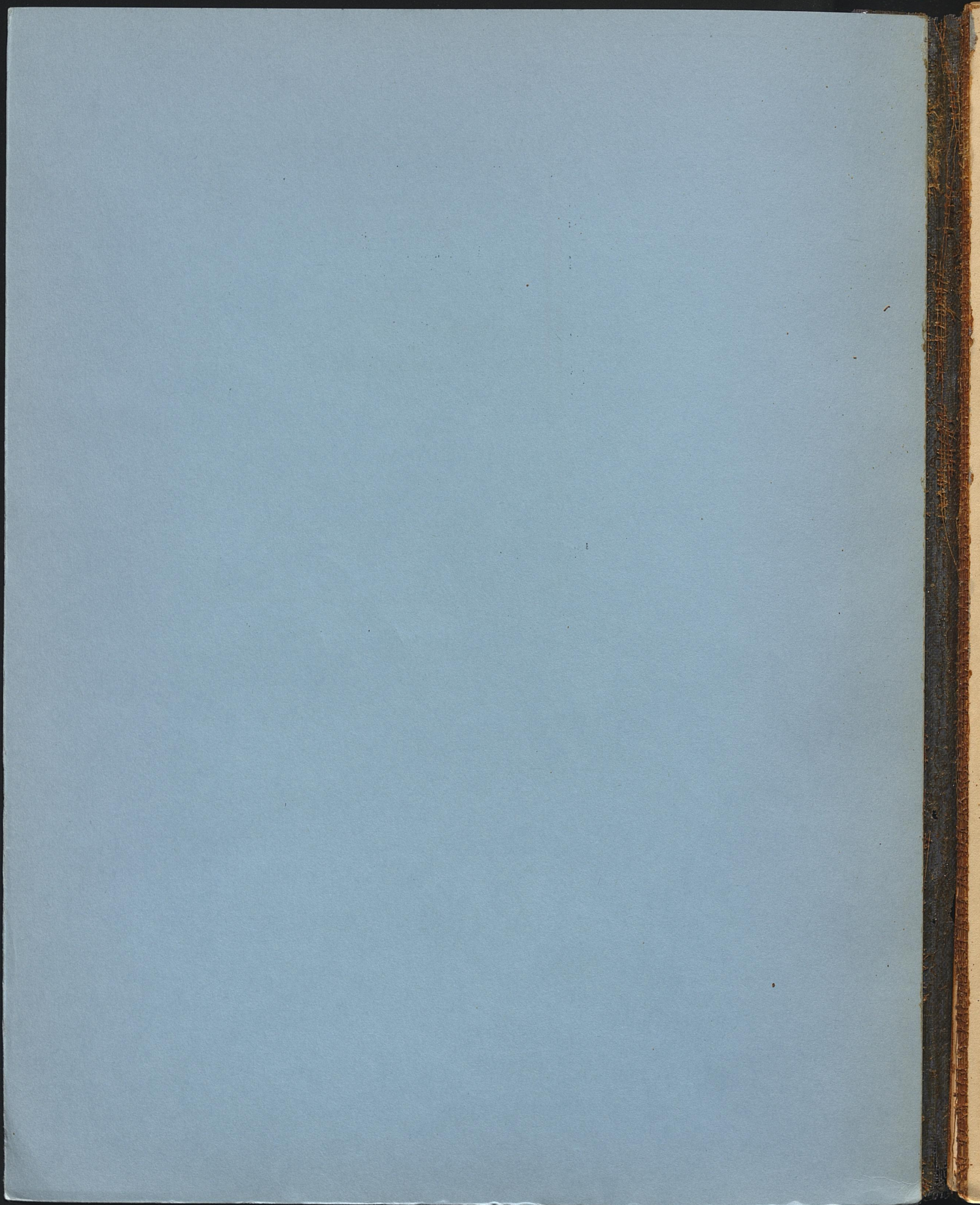
SERIES XI1  
THE DEPARTMENT OF  
VETERAN'S ADMINISTRATION  
NO. 37  
PENNSYLVANIA

NATIONAL ARCHIVES PROJECT  
WORK PROJECTS ADMINISTRATION

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INVENTORY OF FEDERAL ARCHIVES IN THE STATES

Prepared by

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

SERIES XII

THE VETERANS' ADMINISTRATION

No. 37 PENNSYLVANIA

Philadelphia Pennsylvania  
The Survey of Federal Archives  
1941



The Survey of Federal Archives

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Philadelphia, Pennsylvania  
February 1931

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The inventory of Federal Archives in the States is one of the products of the work of the Survey of Federal Archives, which operated as a nationwide project of the Works Progress Administration from January 1, 1936 to June 30, 1937 and has been continued since that date as a unit of the Historical Records Survey, also operating as a nation-wide project of the Work Project Administration, and a group of state or local projects of that 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 is satisfactory), location by room 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 mimeograph abstract, indication of this is given by use of the reference "See addenda."

The work of the Survey in Western Pennsylvania was under the direction of Mr. Louis W. H. Johnston, Regional Director from February 11, 1936 until October 4, 1937. Since that time Mr. John T. McMahon, Project Unit Supervisor has directed the Survey. The Survey in Eastern Pennsylvania was directed by Mr. Richard H. Heindel, Regional Director, from February 26 until August 1936 and from August until December 31, 1936 by Mr. John P. Corry. After Dr. Corry's resignation the project was reorganized with Dr. Richard B. Morris of New York as Regional Director and James L. Whitehead as Assistant Regional Director. In October 1937 Mr. James L. Whitehead was appointed Project Superintendent for the State and acted in that capacity until September 19, 1938 when he resigned and was succeeded by Miss Williametta Wallace. This Inventory of records of the Veterans' Administration in Pennsylvania was prepared in the Philadelphia and Pittsburgh offices of the Survey and was edited before final typing by Miss Elizabeth Edwards of the Washington office.

Philadelphia, Pennsylvania  
February 1941

Williametta Wallace  
State Supervisor  
Survey of Federal Archives  
in Pennsylvania



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THE VETERANS' ADMINISTRATION

COATESVILLE

VETERANS' ADMINISTRATION FACILITY  
Veterans' Administration Hospital

This United States Veterans' Administration Facility was established on November 11, 1930. It is concerned only with mental cases and its jurisdiction covers only the eastern district of Pennsylvania. Physical ailments are dealt with at other hospitals. Its records are not destroyed, and after a period of eight years are crated and sent to The Veterans' Administration Supply Depot at Perry Point, Maryland for storage.

Finance Division

1. WITHDRAWAL AUTHORIZATIONS, 1929 - 1935. Form 2675, giving authorization for withdrawal of various sums of money from the Patients' Institutional Award Fund at the U. S. Veterans' Hospital, Coatesville; form shows the patient's name, amount of withdrawal, by whom withdrawal was recommended and is signed by Acting Order. Arranged alphabetically. (Semiannually, official.) 9 x 12 folders, 22 ft., in 11 wooden boxes. Dirty. File room, basement. (8)
2. FIELD SERVICE RECEIPTS, 1930 - 1935. Form 1028, acknowledgment of various amounts of money withdrawn from patient's accounts, showing date, date of remittance, reason for remittance and to whose credit remittance is to be applied. Filed chronologically. (Semiannually, official.) 3½ x 8 folders, 20 ft., in 5 wooden boxes. Dirty. Basement. (9)
3. MISCELLANEOUS CORRESPONDENCE, 1930 - 1935. Of personal funds of patients who have been discharged by this hospital and to who a refund is issued; shows the amount of refund, name of patient, registration number, and date. (Semiannually, official.) 9 x 12 folders, 8 ft., in 4 wooden boxes. Dirty. File room, basement. (7)
4. BUDGET RECORDS, 1931 - 1935. Form 1017C, of registered allotments, and ledger transactions of this hospital, showing the previous balance, symbol, date, reference number, description audited vouchers, encumbrances, allotments, unencumbrances, balance of allotments and proof. (Semiannually, official.) 14 x 17 bundles, 6 ft., in 3 wooden boxes. Dirty. File room, basement. (19)
5. NOTICES OF SEPARATIONS, 1931 - 1935. Form 2710, sent to the director of the U. S. Veterans' Bureau, Washington, D. C., recommending that services of various employees at the hospital be discontinued on certain dates; notices also show reason for discontinuance, rate of pay, check number, and employee's occupation, and are signed by the officer in charge. (Semiannually, official.) 9 x 12 folders, 12 ft., in 6 wooden boxes. Dirty. File Room, basement. (15)



6. SERVICE RECORDS, 1931 - 1935. Form 7, is a complete record of employees of this hospital, showing the name and address, sex, color, occupation, date of employment, salary, bureau, official station, and status. (Annually, official.) 9 x 12 folders, 12 ft., in 6 wooden boxes. Dirty. File Room, basement. (14)
7. ALLOTMENTS, 1932 - 1934. Made through the Manager to the hospital accountant in compliance with requirements for work to be done at this hospital; showing the allotment number, description, amount of allotment, estimated cost, and signed by the hospital accountant and forwarded and approved by the Manager. (Semiannually, official.) 9 x 12 folders, 6 ft., in 3 wooden boxes. Dirty. File room, basement. (12)
8. COMBINATION REQUISITIONS, 1932 - 1935. Form 134A, covering invoices and receipts, packers' list, and shipping ticket, giving the name of consignor and consignee, address of both, stock item number, classification, number of articles, description, quantity ordered, unit price, voucher number, requisition number, and signed by the Manager. (Semiannually, official.) 9 x 12 folders, 6 ft., in 3 wooden boxes. Dirty. File Room, basement. (20)
9. COST ACCOUNTING PAPERS, 1932 - 1935. Form 137, showing the amount of money expended in the public service at the hospital, and giving the card number, quantity, unit, articles and description, unit cost and total amount. (Semiannually, official.) 9 x 12 folders, 16 ft., in 8 wooden boxes. Dirty. File Room, basement. (18)
10. PROPOSALS, 1932 - 1935. Received from various manufacturing concerns which have made bids on different materials and supplies needed at this hospital; attached are correspondence and memoranda pertaining to the same. (Semiannually, official.) 9 x 12 folders, 14 ft., in 7 wooden boxes. Dirty. File Room, basement. (16)
11. MONEY CARDS, 1933 - 1935. Form 2636b, issued by this hospital. These are deposit slips of patients depositing money into the patients' fund, giving the name of patient, registration number, date of admittance, date of deposit, amount of deposit and balance. Arranged alphabetically. (Semiannually, official.) 9 x 12 folders, 6 ft., in 3 wooden boxes. Dirty. File Room, basement. (13)
12. PUBLIC PURCHASING VOUCHERS, 1933 - 1935. Form 1034A, for purchases other than personal; shows by whom purchase was made, date of purchase, under what appropriation, payee, contract number, date of delivery and complete list of articles purchased, also quantity, unit price and total amount of purchases. (Semiannually, official.) 8 x 10 $\frac{1}{2}$  folders, 8 ft., in 4 wooden boxes. Dirty. File Room, basement. (11)
13. EXPENDITURE SCHEDULES, PURCHASE ORDERS, 1934 - 1935. Forms 2696, 2696b, of patient's funds; gives the name of the dealer from whom the article was purchased, names of articles, under what contract, terms of deduction, unit price, and total amount of bill to be withdrawn from the patients' funds. Arranged numerically. (Semiannually, official.) 9 x 12 folders, 6 ft., in 3 wooden boxes. Dirty. File Room, basement. (10)



14. STANDARD GOVERNMENT CONTRACTS, 1934 - 1935. Form 33, for supplies needed at this hospital; forms show item number, articles of services, quantity, unit, unit price and amount of dollars and cents, date when bids were opened, general stipulations, specifications, and contract number, and are signed by the Manager. (Semiannually, official.) 9 x 12 folders, 4 ft., in 2 wooden boxes. Dirty. File Room, basement. (17)

Medical Division

15. CLINICAL RECORDS, 1920 - 1932. Of Veteran patients who have been transferred to other Veterans' Hospitals, or that have been discharged from the hospital here, due to improved conditions; show the name and address of patient, parents' name, description and occupation, diagnosis of case, how illness was incurred, condition on disposition and date of disposition; attached are copies of correspondence. Filed in alphabetical order. (Seldom, official.) 9 x 12 folders, 80 ft., 40 drawers of steel and wooden filing cases. R. 1, basement. (6)

16. RECREATION FILES, 1930 - 1934. Copies of correspondence sent to various persons, organizations, and manufacturing concerns, acknowledging receipt of donations and articles that can be used for recreation purposes. (Seldom, official.) 8 x 10½ paper packages (5), 4 ft., on wooden shelf. Dirty. R. 1, basement. (30)

17. DAILY REPORTS OF NURSES, 1930 - 1936. And attendants at the hospital, on patients in various wards; reports show the capacity of wards, census of wards, amount of vacancies, the number of patients treated, name of patient, condition, the exact time of day or night treatment was made, and the nature of treatment. (Seldom, official.) 8 x 10½ vols. (100), and bundles, 50 ft., in steel filing cases. R. 1, basement. (3)

18. DEATH CHARTS, 1930 - 1936. Giving the name of patient, registration number, date of admittance to this hospital, date of death, cause of death, and a complete chart of treatment patient received while in the hospital; attached are clinical records, social service records, certificate of death, and correspondence pertaining to the disposition of deceased patient. Filed in alphabetical order. (Seldom, official.) 9 x 12 folders, 16 ft., in 8 wooden boxes. R. 1, basement. (5)

19. MISCELLANEOUS CORRESPONDENCE, 1930 - 1936. Pertaining to patients that have been transferred to other Veterans' Hospitals; requests for medical records to be forwarded to the hospital that the patient was transferred to, and copies of correspondence that was sent to patients' parents or benefactors informing them of the transfer, and giving reason for same. (Weekly, official.) 9 x 12 folders, 62 ft., on shelves and in 31 wooden boxes. R. 1, basement. (4)

20. PATIENTS' ROLL CALL RECORDS, 1930 - 1936. Showing the ward number, date, location of the ward in the building, number of the building, name of the patient in the ward, patient's registration number, and the individual clock readings at the time the roll call was made. Filed numerically. (Seldom, official.) 9 x 14 vols. (66) and bundles, 5 ft. 6 in., in drawers of steel filing case. R. 1, basement. (2)



21. PATIENTS' TRANSFER RECORDS, 1930 - 1936. Showing a complete list of patients transferred from various wards at this hospital, to other Veteran hospitals; giving the date of transfer, ward numbers, patients' names and complete list of articles and wearing apparel taken with each patient. (Seldom, official.)  $8\frac{1}{2}$  x 14 vols. (46) and bundles, 3 ft. 9 in., in drawers of steel filing case. R. 1, basement. (1)

22. CURRENT DISCHARGES, 1930 to date. Giving the name of the patient, class, registration number, name of hospital discharged from, home address of patient, sex, race, date, rank, authority for admission, date of admission, diagnosis number, date of diagnosis, service origin, treatment and result of treatment, date of discharge, and are signed by the Clinical Director. Filed in numerical order. (Daily, official.) 5 x 8 papers, 5 ft., 4 drawers in 2 steel filing cases. Clinical Record Room. (21)

23. INACTIVE CLINICAL RECORDS, 1932 - 1936. Giving name of patient, registration number, address, emergency address, religion, place of birth, age, sex, date of discharge from service, rank and source of admission, also complete list of diagnosis, number, date of diagnosis, date treated and untreated, result of treatment; attached is weight chart, graphic, surgeons' progress record, nurses' progress record. Filed numerically. (Occasionally, official.) 9 x 12 folders, 16 ft., 8 drawers in 2 steel filing cases. Clinical Record Room. (23)

24. TREATMENT BOOKS, 1934 - 1936. Records of treatments made by various physicians at this hospital; show a complete record of the patients treated in the various wards, giving ward number, name and registration number of patient, exact time treatment was administered and the nature of same. (Seldom, official.) 5 x 8 vols. (35), 1 ft. 6 in., on wooden shelf. Dirty. R. 1, basement. (32)

25. ATTENDANTS' REPORTS, 1935 - 1936. Showing name of attendant, date, time attendant reported for work, time left and ward to which attendant was assigned; also list of special duty that the attendant performed beside his regular duty. Arranged chronologically. (Seldom, official.) 5 x 8 vols. (18), 9 in., on wooden shelf. Dirty. R. 1, basement. (28)

26. DETAIL RECORDS, 1935 - 1936. Books showing to what details patients were assigned, such as kitchen duty, ground work and painting; under each of these items are listed name of patient, registration number, duties performed, date detail was issued, amount of hours on detail, and the date detail expired. Arranged chronologically. (Seldom, official.)  $10\frac{1}{2}$  x 16 vols. (2), 2 in., on wooden shelf. Dirty. R. 1, basement. (29)

27. RECORDS OF PACKAGES RECEIVED, 1935 - 1936. Showing date received, name and address of sender, name of the article, and name of patient to whom article or package was sent. Arranged chronologically. (Seldom, official.) 5 x 8 vols. (55), 2 ft. 3 in., on wooden shelf. Dirty. R. 1, basement. (27)



28. PATIENTS' EXAMINATION RECORDS, 1935 to date. Reference slips, correspondence and final examination results; correspondence pertains to official releases of various patients at the hospital; reference sheets show the recommendation for releasing patients; examination result sheets give the patients' name, home address, and condition upon being discharged from the hospital. Arranged chronologically. (Daily, official.) 9 x 12 folders, 8 ft., 4 drawers in steel filing case. Torn. Clinical Record Room. (22)

29. DRUG RECORDS, 1936 - Jan. 1937. Gives a complete list of drugs withdrawn from the drug supply room at the hospital, and show the symbols of the drugs and name of doctor to whom issued. Arranged chronologically. (Seldom, official.) Various sized paper packages (6), 3 ft., on wooden shelf. Dirty. R. 1, basement. (31)

30. ACTIVE CORRESPONDENCE, 1936 to date. Sent by Dr. A. H. Pierce, Manager of this hospital, to parents, guardians, in answer to their letters of inquiry pertaining to various patients at the hospital; correspondence to other Veteran Hospitals, dealing with transfer of patients; forms containing a complete history of the patient and date of admission. Filed in numerical order. (Daily, official.) 9 x 12 folders, 34 ft., 17 drawers in 5 steel filing cases. Clinical Record Room. (24)

31. CLINICAL RECORD BRIEFS, 1936 to date. Giving the name of patient, registration number, address, emergency address, religion, place of birth, age, sex, date of discharge from service, rank and source of admission, also complete list of diagnosis, number, date of diagnosis, date treated, and untreated, result of treatment; also attached is weight chart, graphic, surgeons' progress record, nurses' progress record. Filed numerically. (Daily, official.) 9 x 10 folders, 62 ft. 6 in., in 8 steel filing cases. Clinical Record Room. (25)

32. CLINICAL RECORDS, 1936 to date. Of patients at the hospital, who have been transferred to other Veteran Hospitals or who have been discharged from this hospital, due to improved condition; show the the name and address of patient, parents' names, description and occupation, diagnosis of case, how illness was incurred, condition on disposition, and date of disposition; attached are copies of correspondence sent to parents or patients as a notification of transfer and also copies of correspondence to the doctor in charge of the Veterans' Hospital, to which patient was transferred. Filed in alphabetical order. (Daily, official.) 9 x 12 folders, 30 ft., 10 drawers in 3 steel filing cases. Clinical Record Room. (26)

33. SOCIAL SERVICE CLINICAL RECORDS, 1936 to date. Giving the name of the patient, registration number, address, emergency address, religion, place of birth, age, sex, date of discharge from service, rank, source of admission, complete list of diagnosis, number, date of diagnosis, date treated and untreated; attached are copies of correspondence sent to the Regional Officer, dealing entirely with the transfer of patients from the U. S. Veterans' Administration Hospital, Coatesville, Pennsylvania. Filed alphabetically, numerically, and chronologically. (Daily, official.) 9 x 12 folders, 30 ft., 15 drawers in 5 steel filing cases. Social Service Bureau. (33)



PHILADELPHIA

## REGIONAL OFFICE

- (A) New Custom House, 2d and Chestnut Sts.
- (B) Naval Hospital, 17th and Pattison Sts.

This office was established in 1917 - 1918 as a result of the consolidation of various offices. In 1930 it came under the newly formed Veterans' Administration. Records pertaining to claims of individuals are kept as permanent records, but useless papers are reported to Washington and destroyed on authority from the Veterans' Administration. The Philadelphia Regional Office covers Eastern Pennsylvania and Delaware.

Adjudication Division

34. SOLDIERS' COMPENSATION CLAIM FOLDERS, 1918 - 1936. Of a veteran for compensation for a permanent disability; includes medical data, military records, correspondence. 3 x 5 card index, 623 ft. (Daily, official.) 10 x 11½ folders, 2898 ft., in 1932 drawers of 483 steel filing cases. Rs. 501 and 504. (Bldg. A). (754)

35. WARS, OCCUPATIONS, AND EXPEDITIONS, 1918 - 1936. Correspondence, photostatic copies of discharges, copies of physical examinations and applications for hospitalization. Filed alphabetically. (Weekly, official.) 9 x 12 folders, 48 ft., in 32 drawers of 8 filing cases. R. 501. (Bldg. A). (757)

36. DEPENDENTS' CLAIMS, 1929 - 1936. Of Veterans and claims made by minors of deceased veterans. Filed alphabetically. Index. (Daily, official.) 9 x 12 folders, 7 ft., in 4 drawers of steel filing case. R. 404. (Bldg. A). (1192)

37. BUREAU LISTS OF CLAIM NUMBERS AND MISCELLANEOUS FILES, 1930 - 1936. Memorandum copies of vouchers, general orders for distribution of material, general correspondence, obsolete personnel material, guardianship records. Filed numerically. (Weekly, official.) Various sized vols. and 9 x 12 folders, 7 ft., in 4 drawers of wooden filing case. R. 501. (Bldg. A). (1047)

38. APPLICATIONS FOR PENSIONS, 1933 to date. Of veterans for disability resulting from service in the military or naval forces. (Daily, official.) 10 x 11 folders, 40 ft., in 20 drawers of 5 steel filing cases. R. 501. (Bldg. A). (525)

Office of the Chief Attorney

39. INVESTIGATION FOLDERS, 1918 - 1936. Of all legal types of veteran's cases. Filed alphabetically. (Daily, official.) 10 x 12 folders, 40 ft., in 24 drawers of 6 filing cases. R. 501. (Bldg. A). (521)

40. LITIGATION INSURANCE FILES, 1919 - 1936. Having been removed to the U. S. District Attorney's Office, Washington, for court action but was returned and refiled. Alphabetically by names. (Daily, official.) 9 x 12 folders, 18 ft., in 12 drawers of 3 steel filing cases. R. 501. (Bldg. A). (522)



41. GUARDIANSHIP FILES, 1920 - 1936. Of guardians of veterans who have been judged incompetent. Filed alphabetically. (Daily, official.)  $9\frac{1}{2}$  x  $11\frac{1}{2}$  folders, 167 ft., in 100 drawers of 25 steel filing cases. R. 501. (Bldg. A). (756)
42. MISCELLANEOUS FILE OF LEGAL DEPARTMENT, 1920 - 1936. Hospital correspondence, form letters, legal advice, etc.; adjusted compensation records; American Legion records; county files; court files and opinions; memoranda on insurance legislation of different states; personnel reports; social service records; surety company data, etc. (Frequently, official.) 9 x 12 folders, 7 ft., in 4 drawers of steel filing cases. R. 501. (Bldg. A). (524)
43. GENERAL CORRESPONDENCE, 1928 - 1936. Between this office and litigators. Filed alphabetically by names of litigators. (Frequently, official.)  $9\frac{1}{2}$  x 12 folders, 10 ft., in 6 drawers of 2 filing cases. R. 501. (Bldg. A). (520)
44. GENERAL CORRESPONDENCE FROM BANKS AND TRUST COMPANIES, 1928 - 1936. Correspondence between this office and banks and Trust Companies in matters concerning the veterans. Filed alphabetically. (Weekly, official.) 9 x 12 folders, 2 ft., in 2 drawers of filing case. R. 501. (Bldg. A). (518)
45. CIVIL WAR CASES, 1936. Investigations of civil war veterans to see if they are properly cared for. Filed alphabetically. (Daily, official.)  $9\frac{1}{2}$  x  $11\frac{1}{2}$  folders, 1 ft. 2 in., in drawer of filing case. R. 501. (Bldg. A). (519)

#### Finance Division

46. HOSPITAL CARDS, 1919 - 1936. Filed according to names of hospitals and card number. (Daily, official.) 3 x 5 and 5 x 8 cards, 10 ft., in 3 drawers of steel filing case. R. 502. (Bldg. A). (464)
47. DISABILITY COMPENSATION AND ALLOWANCE AWARD CARDS, 1921 - 1936. Records of compensation and awards given to veterans for disability received in the Service. (Daily, official.) 5 x 8 cards, 32 ft., in 10 drawers of 2 steel filing cases. R. 502. (Bldg. A). (465)
48. FINANCE RECORDS, 1921 - 1936. Miscellaneous financial records, such schedules as disbursements, schedules of checked cancellation notices, and copies of paid vouchers. Arranged chronologically and numerically. (Daily, official.) 9 x 11 folders, 2 ft., in drawer of steel filing case. R. 502. (Bldg. A). (473)
49. INACTIVE COMPENSATION CARDS, 1921 - 1936. List name of veteran, his claim number, award rates, monthly compensation, check number, and adjustments; not now in use. Filed numerically. (Daily, official.) 5 x 8 cards, 26 ft., in 16 drawers of 3 steel filing cases. R. 502. (Bldg. A). (532)



50. FIELD SERVICE RECEIPTS AND OVER-PAYMENT ACCOUNTS ON AWARDS, 1924 - 1936. Receipts given to veterans who make payments on loans on their Adjusted Service Certificates; also accounts of overpayments made to veterans on compensation cards. Filed numerically. (Daily, official.) 5 x 8 copies, 2 ft., in drawer of filing case. R. 502. (Bldg. A). (535)

51. REPAYMENT RECEIPTS, RECEIVING SPOOLS USED IN THE RECORDAK AND CORRESPONDENCE, 1925 - 1927; 1929 - 1933. Repayment receipts on loans made on Adjusted Service Certificates, correspondence from United States Veterans' Bureau to Office of The Manager, and receiving spools used in the recordak. Year 1928 records missing. See addenda for additional description. (Never.) Various sized envelopes, covers, bundles, and cards, 7 ft., in 3 drawers of steel filing cases. R. 502. (Bldg. A). (531)

52. AUDIT 49, 1926 - 1936. Certifications of award and interregional office transfers. Arranged numerically according to card number. (Daily, official.) 5 x 8 forms, 1 ft., in drawer of filing case. R. 502. (Bldg. A). (533)

53. VETERANS' NOTE CARDS, 1926 - 1936. List all loans made to veterans on their Adjusted Service Certificates; contain application number, station, disbursing officer's name, check number, date of loan, interest rate, symbol. Filed alphabetically by names. (Never.) 5 x 8 cards, 28 ft., in 7 drawers of filing case. R. 502. (Bldg. A). (466)

54. SCHEDULES OF DISBURSEMENTS, 1927 - 1934. Form 1025, such as salary, expenses, life insurance, fund loans, Adjusted Service Certificate loans. (Weekly, official.) 12 x 17½ envelopes and 9 x 14½ covers, in 4 drawers of 2 steel filing cases. R. 502. (Bldg. A). (469)

55. ADJUSTED SERVICE CORRESPONDENCE, STOLEN AND ALTERED CERTIFICATES, AND MISCELLANEOUS RECORDS, 1929 - 1936. Correspondence concerning veterans' Adjusted Service Certificates which have been stolen or altered in any way. Filed chronologically by years and alphabetically within years. (Daily, official.) 10 x 11½ folders, 8 ft., in 8 drawers of 2 steel filing cases. R. 501. (Bldg. A). (755)

56. MEAL APPROPRIATIONS, LODGING AND SPECIAL TRANSPORTATION REQUESTS, PAID AND CANCELED, AND NOTICES OF EXCEPTION, 1929 - 1936. Forms issued to veteran beneficiaries who must report for treatment at hospitals; upon presentation of these forms they receive meals, lodgings, and transportation, which are later paid for by the Government. Filed numerically by card numbers. (Occasionally, official.) 4 x 8 and 5 x 8 papers, 32 ft., in 8 drawers of 2 steel filing cases. R. 502. (Bldg. A). (463)

57. MISCELLANEOUS MATERIAL, July 1930 - Nov. 1931. Rejected remittances, insurance transfer sheets, schedules of adjustments and insurance remittances. This material is awaiting disposition. (Never.) 9 x 11 covers, 2 ft., in drawer of steel filing case. R. 502. (Bldg. A). (472)

58. CONTRACTS, 1931. With Bell Telephone Co., Elliot Fisher, Philadelphia Electric Co.; also photostats of circular proposals, Form 1261. Filed alphabetically. (Weekly, official.) 9½ x 12 folders, 1 ft. 3 in., in drawer of steel filing case. R. 502. (Bldg. A). (468)



59. BUDGET RECORDS, 1931 - 1936. Estimates, Transportation Unit Form 3229, medical examinations, transfers of funds, consolidated monthly reports of budget activities. Filed numerically and chronologically. (Daily, official.)  $9\frac{1}{2}$  x 12 folders, 20 ft., in 13 drawers of 4 steel filing cases. R. 502. (Bldg. A). (471)

60. CARDS OF DECEASED CLAIMANTS, 1931 - 1936. Disability compensation award cards of deceased claimants. (Daily, official.) 5 x 8 cards, 2 ft. 3 in., in 2 drawers of steel filing case. R. 502. (Bldg. A). (527)

61. VETERANS NOTES ON ADJUSTED SERVICE CERTIFICATES, 1931 - 1936. Form 118S, records of notes which veterans give in securing loans on their Adjusted Service Certificates; note contains certificate number, date, application number, address, and signatures of notaries. (Daily, official.) 9 x 11 folders, 95 ft., in 50 drawers of 13 steel filing cases. R. 502. (Bldg. A). (753)

62. RE-MAIL AND CANCELLATION NOTICES, 1931 - 1936. Form 991, to re-mail checks and Form 950, cancellation notice. Filed numerically. (Daily, official.) 5 x 8 papers, 6 in., in drawer of filing case. R. 502. (Bldg. A). (467)

63. COMPENSATION, 1932 - 1933. Certificates for continuance after June 30th, 1933 of benefits payable March 20th, 1933. Attached are Forms 521, stop payment notices. Arranged alphabetically. (Daily, official.) 5 x 8 copies, 15 ft., in 4 drawers of steel filing case. R. 502. (Bldg. A). (534)

64. CORRESPONDENCE, 1932 - 1936. Pertaining to Adjusted Service Certificates, disbursing instructions, change of address, and premium insurance. Arranged alphabetically, numerically and chronologically. (Occasionally, official.) 9 x 11 folders, 12 ft., in 7 drawers of steel filing cases. R. 502. (Bldg. A). (474)

65. MEMORANDUM COPIES OF PAID VOUCHERS, 1934 - 1936. Form 1034-A, paid by the Veterans' Administration. Correspondence is attached to vouchers. Filed alphabetically and chronologically. (Daily, official.)  $9\frac{1}{2}$  x 12 folders, 40 ft., in 25 drawers of 7 steel filing cases. R. 502. (Bldg. A). (470)

66. ADDRESSES, 1936. Corrected addresses of veterans connected with the Administration. Arranged alphabetically by names. (Daily, official.) 9 x 12 folders, 1 ft., in drawer of steel filing case. Rs. 301 and 303. (Bldg. A). (1172)

67. CERTIFICATES OF IDENTIFICATION AND APPLICATIONS FOR SETTLEMENT ON ADJUSTED SERVICE CERTIFICATES, 1936. Form 1701, by block numbers in groups of fifty. Filed numerically. (Daily, official.) 8 x  $10\frac{1}{2}$  papers, 2 ft., in 2 drawers of 2 steel filing cases. R. 502. (Bldg. A). (529)

68. NOTE SHEETS, 1936. On applications of which there are no records in this office, the applications having been sent to Central Office at Washington. Filed alphabetically. (Daily, official.) 5 x 8 sheets, 1 ft. 3 in., in drawer of steel filing case. R. 502. (Bldg. A). (530)



69. RE-PAYMENTS, 1936. Made by veterans on loans on their Adjusted Service Certificates. Filed numerically. (Daily, official.) 9 x 12 Folders, 7 ft. 6 in., in 10 drawers of 5 steel filing cases. Rs. 301 and 303. (Bldg. A). (1174)

70. RE-SUBMISSIONS, 1936. Forms 1708A, 1184D, and 1701. Filed alphabetically. (Daily, official.) 9 x 12 folders, 10 ft. 6 in., in 7 drawers of 3 steel filing cases. Rs. 301 and 303. (Bldg. A). (1173)

71. PUBLIC VOUCHERS FOR PAYMENT OF ADJUSTED SERVICE CERTIFICATES, 1936. Form 1706-H, to veteran. Filed numerically. (Daily, official.) 9½ x 12 folders, 3 ft. 6 in., in drawer of steel filing case. R. 502. (Bldg. A). (528)

72. STATEMENTS OF ADJUSTED SERVICE CERTIFICATES FOR PAYMENT, 1936. Statements contain the name, address and amount payable to the veteran; attached are schedules of disbursements and public vouchers. Arranged numerically and chronologically. (Daily, official.) 9 x 14½ folders, 3 ft., in 4 drawers of steel filing case. R. 502. (Bldg. A) (526)

73. VETERANS' BONUS WORKING FILES, COMPUTED, VERIFIED AND PENDING, 1936. (Daily, official.) 9 x 12 folders, 22 ft., in 17 drawers of 5 steel filing cases. Rs. 301 and 303. (Bldg. A). (1175)

74. VETERANS' CORRESPONDENCE, 1936. Requesting consideration of applications for bonus. Arranged chronologically. (Weekly, official.) 8½ x 11 papers and 3¼ x 5½ cards, 6 ft., in 3 drawers of steel filing case. R. 502. (Bldg. A). (525)

#### Liason Office

75. RECORDS OF OUT-PATIENT DEPARTMENT, 1921 to date. Of treatment rendered veterans who do not require hospitalization. (Daily, official.) 10 x 12 folders, 32 ft., in 16 drawers of steel filing cases. R. 205. (Bldg. B). (8042)

76. GENERAL FILE OF APPLICATIONS, Apr. 1934 - June 1936. Of veterans; including their medical examinations, diagnosis and recommendation. Alphabetically filed. (Never.) 10 x 12 folders, 48 ft., in 48 drawers of wooden filing cases. R. 3297. (Bldg. B). (8041)

77. GENERAL FILE, June 6, 1936 to date. Of applications for hospital care of veterans, containing medical examination, diagnosis, and recommendation by Medical Officer in this hospital. (Daily, official.) 10 x 12 folders, 24 ft., in 12 drawers of steel filing cases. R. 205. (Bldg. B). (8039)

78. APPOINTMENT FILE, Mar. - Apr. 1937. Current and future appointments for medical examinations of veterans, for compensation or hospitalization. (Daily, official.) 5 x 8 forms, 1 ft. 6 in., in drawer of wooden card cabinet. R. 205. (Bldg. B). (8040)



Office of the Manager

79. INDIVIDUAL MONTHLY REPORTS OF OUT-PATIENTS, 1922 - 1936. Form 256b, reports of medical treatment of veterans who are not ill enough to stay in hospitals. Filed chronologically. (Daily, official.) 9 x 12 folders, 4 ft., in 2 drawers of steel filing case. R. 502. (Bldg. A). (1048)
80. MONTHLY CONSOLIDATED REPORTS OF REGIONAL OFFICE, 1923 - 1936. Form 3400, consolidated report of all the divisions in this region. Filed chronologically. (Daily, official.) 10½ x 15 folders, 1 ft. 6 in., in 2 drawers of steel filing case. R. 502. (Bldg. A). (1049)
81. GENERAL CORRESPONDENCE TO MANAGER'S OFFICE, 1924 - 1936. From various divisions of the Administration, and from outside sources. (Occasionally, official.) 9 x 12 and 11 x 14 folders, 17 ft., in 10 drawers of 4 steel filing cases. R. 502. (Bldg. A). (1050)
82. STATISTICAL REPORTS, 1925 - 1936. Of the medical division, personnel, regional activities, etc. Filed alphabetically. (Monthly, official.) 10½ x 15 folders, 2 ft., in drawer of steel filing case. R. 502. (Bldg. A). (1051)

## Contact Unit

83. DIRECTORS' DECISIONS, FOSTER PARENTS' AFFIDAVITS, HOSPITAL REPORTS, 1925 - 1935. Director's decisions are made by a Board of Directors at Philadelphia. If the claim is small, it eliminates the necessity of sending same to Washington, D. C. Foster parents' affidavits are standard Government forms used in the presentation of claims against the Veterans' Administration. Hospital reports are records of veterans who are patients in the Naval Hospital at Philadelphia. (Occasionally, official.) 9 x 12 folders, 4 ft., in 2 drawers of 2 steel filing cases. R. 404. (Bldg. A). (1188)
84. GENERAL CORRESPONDENCE, 1925 - 1926. Pertaining to special hospital cases, American Legion, cooperating agencies, Central Office. (Daily, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. R. 404. (Bldg. A). (1190)
85. HOSPITAL AND PRISON REPORTS, 1925 - 1936. Weekly reports of the outside contact men, regarding their visits to veterans in various hospitals and prisons. (Frequently, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. R. 404. (Bldg. A). (1186)
86. BURIAL OF VETERANS, 1927 - 1936. Whose death occurred in the U. S. Naval Hospital at Philadelphia, Pa.; records include certification of death, undertaker's records and record of final disposition of the body. (Daily, official.) 9 x 12 folders and 3 x 5 cards, 12 ft., in 18 drawers of 3 wooden filing cases. Rs. 423 and 424. (Bldg. A). (1193)



87. OUTSIDE CONTACT MEN'S REPORTS AND ITINERARIES, 1928 - 1936. Reports of the outside contact men covering their interviews with veterans, Veterans Bureau's, and Red Cross Units; including investigation of fraud, hospital and prison cases, etc. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in drawer of steel filing case. R. 404. (Bldg. A). (1187)

88. SERVICE LETTERS, ADMINISTRATOR'S DECISIONS, 1929 - 1936. Service letters are circular letters of general orders, and instructions from Washington, D. C. to this office, administrator's decisions referring to the legality of claims are made in Washington, D. C. (Daily, official.) 9 x 12 folders and 10½ x 11½ loose-leaf books (7), 2 ft., in drawer of steel filing case. R 404. (Bldg. A). (1189)

89. MISCELLANEOUS CCC CORRESPONDENCE, 1933 - 1936. Between this office and ex-service men who desire to be enrolled in the CCC Corps in Pennsylvania, New Jersey and Delaware. (Daily, official.) 9 x 12 folders, 2 ft., in 2 drawers of steel filing case. R. 425. (Bldg. A). (1194)

90. RECORD OF ENROLLMENT, DISCHARGES, AND APPLICATIONS PENDING, 1933 - 1936. Actual enrollment and discharge papers of ex-service men, who have been in the CCC Corps, and applications which are awaiting approval to be enrolled in this service. 3 x 5 card index, 14 ft. (Daily, official.) 9 x 12 folders, 32 ft., in 32 drawers of 8 steel filing cases. R. 400. (Bldg. A). (1176)

91. CONTACT REPORTS AND ATTENDANCE RECORDS, 1934 - 1936. Records of daily work accomplished by the contact men of this office by telephone interviews covering complaints, references, activities, pensions. (Daily, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. R. 404. (Bldg. A). (1191)

92. NATIONAL RED CROSS CORRESPONDENCE, 1935 - 1936. Pertaining to veterans' claim cases. Filed alphabetically. (Daily, official.) 9 x 12 folders, 48 ft., in 22 drawers of 6 wooden filing cases. R. 427. (Bldg. A). (1043)

93. CORRESPONDENCE REGARDING INSURANCE DETAILS, 1936. Correspondence between this office and Washington, D. C. relative to details of insurance, and correspondence between this office and veterans on insurance. (Daily, official.) 10 x 12 folders, 1 ft., in drawer of steel filing case. R. 404. (Bldg. A). (1185)

#### Medical Division

94. RECORDS OF CANADIAN SOLDIERS, 1918 - 1936. Records of medical treatment received by Canadian Veterans. Filed numerically by the number assigned by Canadian Government, Nos. 1 to 2476. (Daily, official.) 9 x 12 folders, 22 ft., in 11 drawers of 3 wooden filing cases. R. 400-A. (Bldg. A). (1181)

95. DENTAL RECORDS, 1919 - 1936. Of veterans receiving dental treatment. Filed alphabetically by names. (Weekly, official.) 5 x 8 folders, 24 ft., in 8 drawers of 2 wooden filing cases. R. 400-A. (Bldg. A). (1179)



96. RECORDS OF HOSPITALIZATION AND ORTHOPEDIC RECORDS, 1919 - 1936. Form 2557, compiled under World War Veterans' Act of 1924, under which veterans may receive free hospitalization and medical treatment from the Government. Filed alphabetically by name of hospital. 3 x 5 card index, 60 ft. (Daily, official.) 5 x 8 cards, 106 ft., in 21 drawers of 3 wooden filing cases. R. 400-A. (Bldg. A). (1177)
97. HOSPITAL RECORDS, 1929 - 1936. From hospitals in the Harrisburg Area, regarding the condition of veterans who are patients at these hospitals; sent in to this office weekly. (Daily, official.) 9 x 12 folders, 40 ft., in 20 drawers of 5 wooden filing cases. R. 400-A. (Bldg. A). (1184)
98. HOSPITAL REPORTS, 1929 - 1936. From hospitals in the Philadelphia Area, regarding the condition of veterans who are patients at these hospitals; sent in to this office weekly. (Daily, official.) 9 x 12 folders, 40 ft., in 20 drawers of 5 wooden filing cases. R. 400-A. (Bldg. A). (1183)
99. HOSPITAL REPORTS, 1929 - 1936. From hospitals in the Scranton, Pennsylvania Area, regarding the condition of Veterans who are patients, sent in to this office weekly. (Daily, official.) 9 x 12 folders, 32 ft., in 16 drawers of 4 wooden filing cases. R. 400-A. (Bldg. A). (1182)
100. RECORDS OF TREATMENT RECEIVED BY THE VETERANS, 1931 - 1936. Who are not now receiving such treatment. Filed alphabetically. (Daily, official.) 9 x 12 folders, 64 ft., in 32 drawers of wooden filing cases. R. 400-A. (Bldg. A). (1178)
101. VOUCHERS FOR THE PAYMENT OF HOSPITAL, DRUGS AND ORTHOPEDIC TREATMENTS, 1935 - 1936. Of disabled veterans. Filed alphabetically. (Daily, official.) 10 x 12 folders, 3 ft., in drawer of wooden filing case. R. 400-A. (Bldg. A). (1180)
102. LIST OF DISABLED VETERANS AND MISCELLANEOUS CORRESPONDENCE, 1933 - 1936. Concerned with Delaware and Eastern Pennsylvania. Filed alphabetically. (Daily, official.) 9 x 12 folders, 48 ft., in 22 drawers of 6 wooden filing cases. R. 443. (Bldg. A). (1044)
- Supply Division
103. PAYMENT VOUCHERS, 1929 - 1936. Made by the Administration for materials and services needed by veterans. Filed chronologically. (Daily, official.) 9 x 10 folders, 10 ft., in 8 drawers of 2 steel filing cases. R. 500. (Bldg. A). (759)
104. PROPERTY VOUCHERS, 1929 - 1936. Owned by the Administration. Filed chronologically. (Daily, official.) 9 x 10 folders, 16 ft., in 11 drawers of 3 steel filing cases. R. 500. (Bldg. A). (761)
105. COPIES OF TRANSPORTATION AND MEALS, 1931 - 1936. Given to veterans while traveling. Filed alphabetically by names. (Daily, official.) 4 x 8 folders, 15 ft., in 8 drawers of filing case. R. 435. (Bldg. A). (1045)



106. CONTRACTS WITH HOSPITALS AND COMMERCIAL FIRMS, 1934 - 1936. For services and materials necessary in the treatment of veterans. Filed chronologically. (Daily, official.) 9 x 10 folders, 24 ft., in 12 drawers of 3 steel filing cases. R. 500. (Bldg. A). (758)

107. CORRESPONDENCE, 1934 - 1936. Between this office and other divisions of the Administration and outside sources, regarding supplies. Filed chronologically. (Daily, official.) 9 x 10 folders, 5 ft., in 3 drawers of steel filing case. R. 500. (760)

108. COPIES OF PERSONAL TRAVEL ORDERS, CORRESPONDENCE IN REFERENCE TO TRANSPORTATION, TRAVEL ORDERS FOR BENEFICIARIES, 1935 - 1936. Filed alphabetically by names. (Daily, official.) 9 x 12 folders, 8 ft., in 4 drawers of steel filing case. R. 435. (Bldg. A). (1046)

#### PITTSBURGH

VETERANS' ADMINISTRATION REGIONAL OFFICE  
New Federal Building  
Seventh Avenue and Grant St.

A Sub-district Office of the Veterans' Bureau was opened in Pittsburgh in 1921. It became a Regional Office on November 25, 1924 and continued as such after the creation of the Veterans' Administration in 1930. The Pittsburgh or Aspinwall Facility was opened on October 10, 1925. On June 21, 1937 after the Survey of Federal Archives had been made, Pittsburgh Regional Office was consolidated with the Aspinwall Facility.

Pittsburgh Regional Office includes in its jurisdiction the following thirty-one counties of Western Pennsylvania: Allegheny, Armstrong, Beaver, Bedford, Blair, Butler, Cambria, Cameron, Center, Clarion, Clearfield, Clinton, Crawford, Elk, Erie, Fayette, Forest, Green, Huntingdon, Indiana, Jefferson, Lawrence, McKean, Mifflin, Mercer, Potter, Somerset, Venango, Warren, Washington and Westmoreland; also the counties of Brooke, Hancock, Ohio and Marshall in West Virginia which are know as the Panhandle Division. Veterans of any of the above mentioned counties of Western Pennsylvania eligible to medical and hospital service, if hospitalized, are required to receive treatment at the Aspinwall Facility. Mental cases from the counties in West Virginia enumerated above are sent to the Veterans' Facility at Chillicothe, Ohio.

Since its establishment the Pittsburgh office has occupied the following buildings: The Union Trust Building, Fifth Avenue; the Martin Building, 119 Federal Street; The Republic Building, 5118 Penn Avenue; The House Building, Water and Smithfield Streets. The period of time spent in the various buildings could not be learned. Since its consolidation, of course, offices have been maintained at the Aspinwall Facility.



No important records of this agency have been lost or destroyed. Records that have outlived their usefulness are termed "Dead and In-active Exhibits", but cannot be destroyed until permission is obtained from Washington, D. C. Reports are sent periodically to Washington, and in cases of death of a veteran, complete original records in regard to his case must be sent to Washington, D. C. Veterans' Administration within twenty-four hours.

#### Indexes

109. INDEX CARDS-INCOMPETENTS, 1926 to date. Name and address of incompetents; claim number; guardian; date of appointment. (Daily, official.) 5 x 8 cards, 1 ft., in wooden card cabinet drawer. R. 521. (412)

110. INDEX TO BUREAU ISSUES AND CORRESPONDENCE AND LAWS, 1926 to date. Index to general correspondence and laws on different cases; procurement of articles; purchase order for veterans. (Daily, official.) 3 x 5 cards, 1 ft., in wooden card cabinet drawer. R. 521. (409)

111. INDEX CARDS, MINORS, 1926 to date. Name and address of minor, claim number, name of guardian or trust company and address. (Daily, official.) 5 x 8 cards, 1 ft., in wooden card cabinet drawer. R. 521. (411)

112. INDEX TO FILE OF FINAL SETTLEMENTS, Jan. 1936 to date. Index for final settlement of certificates. Filed numerically. (Daily, official.) 2½ x 8 index cards, 21 ft., in 10 wooden card cabinet drawers. R. 518-G. (487)

#### Adjudication Division

113. VETERANS' LEGISLATION, 1861 - 1923. Notes pertaining to pension laws since 1861 - 1923 and different matters dealing with pensions and the like. (Occasionally, official.) 9 x 12 folders, 3 in., in steel filing case drawer. R. 518-F. (514)

114. TREASURY DEPARTMENT DECISIONS, INCLUDING COMPTROLLERS' REPORT OR DECISIONS, 1921 - 1936. Correspondence, mimeographs of exemption of pensions and other benefits paid to veterans and retired emergency officers; exemptions from federal income tax. (Frequently, official.) 9 x 12 folders, 6 in., in steel filing case drawer. R. 518-F. (448)

115. RATING BOARD, RATING SCHEDULE, Sept. 22, 1921. Disability rating table used in determining the degree of disability; term insurance and converted insurance policies; rules and regulations under which claim may be filed; a complete list of all possible diseases and injuries. (Frequently, official.) 9 x 12 folders, 3 in., in steel filing case drawer. R. 518-F. (432)

116. DISTRICT NO. 3, MEMORANDA AND INSTRUCTIONS, 1922 - 1924. Special memoranda to division chiefs and section heads, memoranda to chief of sections, chief of division, medical referees, reviewers, examiners, detail clerks, abstract clerks. (Occasionally, official.) 9 x 12 folders, ½ in., in steel filing case drawer. R. 518-F. (495)



117. CORRESPONDENCE, 1924 - 1934. With other offices, other areas and with coordinator about claims, etc. (Frequently, official.) 9 x 12 folders, 2 in., in steel filing case drawer. R. 518-F. (488)
118. DEPENDENCY, ALLOWANCE AND APPORTIONMENT, 1924 - 1936. Correspondence, inquiry related to payment of excess pension and compensation. (Frequently, official.) 9 x 12 folders, 1 in., in wooden desk drawer. R. 518-F. (510)
119. INACTIVE FORMS, OFFICIAL, 1924 - 1936. A collection of various forms that were or are used in carrying on the business of the department. Kept in single file for reference. These forms are used in the adjustment of claims. (Occasionally, official.) 9 x 12 folders, 2 in., in steel filing case drawer and in Shaw & Walker folder. R. 518-F. (426)
120. INTRA-DIVISION MEMORANDA, 1924 - 1935. Memoranda, except Medical Divisions and the office of the Manager; concerning the awards of excess pensions and discontinued pensions; also about making contacts for loans. (Frequently, official.) 9 x 12 folders, 2 in., in wooden desk drawer. R. 518-F. (506)
121. RATING BOARD, 1924 - 1933. Monthly report of Adjudication Board on analysis of cases before regional rating board. (Frequently, official.) 9 x 12 folders, 2 in., in steel filing case drawer. R. 518-F. (504)
122. ADJUDICATION, MEMORANDA ISSUED, 1925 - 1934. Copies of miscellaneous letters from the Regional Adjudication officer to Adjudication personnel; communications from Director of Compensation; memoranda to Claims and Rating Board. (Frequently, official.) 9 x 12 folders, 3 in., in steel filing case drawer. R. 518-F. (423)
123. ADMINISTRATION ISSUES, 1925 - 1934. Receipts of copies of all Regulations and procedure and related matters; certification of possession of disability rating schedules in both paper and cloth bound volumes. (Occasionally, official.) 9 x 12 folders, 6 in., in steel filing case drawer. R. 518-F. (422)
124. APPEALS, CORRESPONDENCE, INSTRUCTIONS, 1925 - 1931. From director in Washington to Manager at Pittsburgh, Pennsylvania; list of veterans and claim number of appealed claims; report of cases appealed during period, 1930 - 1931. (Frequently, official.) 9 x 12 folders, 1½ in., in steel filing case drawer. R. 518-F. (493)
125. AWARDS AND DISALLOWANCE, 1925 - 1935. General correspondence on procedure in handling the awards. (Frequently, official.) 9 x 12 folders, 5 in., in wooden desk drawer. R. 518-F. (441)
126. DEATH CASES, INCLUDING BURIAL, Mar. 1925 - Oct. 1935. Copies of letters to and from Central office concerning death and burial of veterans; instructions to adjudicator to see that death is authenticated so as to avoid error; copy of affidavit supporting burial claim; status of death claims. (Occasionally, official.) 9 x 12 folders, 3 in., in steel filing case drawer. R. 518-F. (429)



127. PHYSICAL EXAMINATIONS, AUTHORIZING, COMPILING AND SECURING, 1925 - 1935. Letters from Veterans' Hospital, Aspinwall, Pittsburgh, Pennsylvania; concerning examination of veterans; also requests for examinations; lists of diaries on cases awaiting examination; instructions from director at Washington, D. C. on the application of the regulation pertaining to appeal for examination. (Occasionally, official.) 9 x 12 folders, 1 in., in wooden desk drawer. R. 518-F. (522)
128. FORM 34-34A and 587A, 1925 - 1933. Monthly report of reviewers and examiners' work; requires correspondence from United States Veterans' Bureau, Washington, D. C., to Manager, Regional Office, Pittsburgh, Pennsylvania, also a monthly report of Adjudication offices' action on case. (Frequently, official.) 9 x 12 folders, 4 in., in steel filing case drawer. R. 518-F. (452)
129. INSURANCE AND REPORTS, CORRESPONDENCE, ETC., 1925 - 1935. General correspondence on insurance with form numbers given and a general report. (Frequently, official.) 9 x 12 folders, 2 in., in steel filing case drawer. R. 518-F. (490)
130. MEDICAL MEMORANDA, 1925 - 1934. Request for social histories; reports of pending pension claims; out-patient treatment cases; out-patient cases on fee basis. (Frequently, official.) 9 x 12 folders, 5 in., in wooden desk drawer. R. 518-F. (445)
131. RATING BOARD, 1925 - 1933. Instructions in regard to finding proper rating for an individual. (Frequently, official.) 9 x 12 folders, 1 in., in wooden desk drawer. R. 518-F. (507)
132. APPLICATION OF 1925 SCHEDULE, 1925 - 1932. Concerns a new schedule of disability ratings; comprises correspondence from Washington to Pittsburgh explaining certain orders and paragraphs with reference to rating and appeals. Explains "extensions" of the schedule which affect ratings. (Frequently, official.) 9 x 12 folders, 1 in., in wooden desk drawer. R. 518-F. (521)
133. PATIENTS AND CONTACTS, INCLUDING RATING BOARD, 1926 - 1933. Correspondence to medical officer in charge of United States Veteran Hospitals, to check on patients, so that their claims may be rated, gives the veteran's name and claim number. (Frequently, official.) 9 x 12 folders,  $\frac{1}{2}$  in., in steel filing case drawer. R. 518-F. (503)
134. SECTION 202-(7), 1926 - 1934. Report on Arrested Tuberculosis cases; review of Tuberculosis cases carrying statutory award; also statutory cases and what action was taken; 10% to 25% claims for Tuberculosis cases are allowed, according to state of illness. (Frequently, official.) 9 x 12 folders, 5 in., in wooden desk drawer. R. 518-F. (444)
135. CORRESPONDENCE, DICTATION, CONTACTS, 1926 - 1935. Report on unanswered mail on hand last month; mail requiring reply; total amount of mail to be answered; mail replied to during month; unanswered mail on hand end of current month; mail received requiring no reply. (Occasionally, official.) 9 x 12 folders, 1 in., in steel filing case drawer. R. 518-F. (494)



136. CORRESPONDENCE: PREPARATION OF CORRESPONDENCE MANUAL, 1926 - 1935. Special instructions from Manager to Division and Section Chiefs, on preparation of mail for signatures; correspondence, symbols, rules for insurance and use of stamps; rules concerning outgoing telegrams. (Frequently, official.) 9 x 12 folders, 6 in., in steel filing case drawer. R. 518-F. (436)

137. SERIES, 1926 - 1935. Form 3101, correspondence in regard to request for army information about veterans and the securing and preparation of this information. (Frequently, official.) 9 x 12 folders, 1 in., in wooden desk drawer. R. 518-F. (511)

138. MEMORANDA TO AND FROM MANAGER, 1926 - 1936. Letters from the Manager to the Department Heads concerning business procedure; memoranda on claims and rating; rules on fire hazards and fire prevention; rules on use and care of all office equipment; special memoranda on procedure of appeal cases. (Frequently, official.) 9 x 12 folders, 6 in., in steel filing case drawer. R. 518-F. (437)

139. DISABILITY ALLOWANCE, 1926 - 1933. Gives number of disability allowance claims before the rating boards for initial rating. (Frequently, official.) 9 x 12 folders  $\frac{1}{4}$  in., in steel filing case drawer. R. 518-F. (502)

140. PERMANENT AND TOTAL DISABILITY RATING INST. 3 V.R. 32, 1926 - 1936. Letters from Director of Veterans' Claims Service referring to the submission of cases for consideration under veterans' regulation No. 32; monthly reports of cases of total disability ratings; letters refer to pensions and compensations. (Frequently, official.) 9 x 12 folders,  $\frac{1}{2}$  in., in wooden desk drawer. R. 518-F. (520)

141. FILING AND SEGREGATING, 1926 - 1936. Regulation and procedure for filing that all offices must obey. Also in regard to messenger service and recharge of case files. (Frequently, official.) 9 x 12 folders, 6 in., in wooden desk drawer. R. 518-F. (442)

142. MEDICAL DIRECTOR, LETTERS AND DECISIONS, 1926 - 1935. Correspondence; etc., relative to social work; decisions of medical men on veterans' cases. (Daily, official.) 9 x 12 folders, 6 in., in steel filing case drawer. R. 518-F. (449)

143. PERSONNEL, MISCELLANEOUS FOLDERS, 1926 - 1936. Overtime of personnel; official duty and related matters; leave and tardy records; appointments and transfers; organization; Adjudication and rating board; salary records; PCB Forms (inactive); travel and transportation regulations; memoranda of the division. (Frequently, official.) 9 x 12 folders, 6 in., in steel filing case drawer. R. 518-F. (425)

144. CENTER OFFICE-CONFERENCE 1927, ADJUDICATION OFFICERS, 1926 - 1927. Records regarding major problems which have arisen in this office in the discharge of its adjudication responsibilities and duties of its division. (Occasionally, official.) 9 x 12 folders,  $\frac{1}{4}$  in., in steel filing case drawer. R. 518-F. (496)



145. BUDGET ESTIMATES-PROPERTY AND PERSONAL, 1927 - 1936. Estimate of financial, personal and non-expendable supply requirements. (Occasionally, official.) 9 x 12 folders,  $\frac{1}{2}$  in., in steel filing case drawer. R. 518-F. (489)

146. MONTHLY CONSOLIDATED CHART RECORDS, 1927 - 1929. Charts from different offices in the United States, comparing stations in cases handled, case hours, etc. (Frequently, official.) 9 x 12 folders, 2 in., in steel filing case drawer. R. 518-F. (498)

147. 1925 SCHEDULES-LESS 10% CASES, 1927 - 1928. Review of disallowed and terminated cases, cases to be reviewed and reported thereon, correspondence and reports. (Frequently, official.) 9 x 12 folders, 2 in., in wooden desk drawer. R. 518-F. (443)

148. SUPPLIES (REQUISITIONS), Sept. 1927 - Feb. 1936. Includes printed forms: A complete list of the estimate of property and supplies needed for this Division for quarterly periods; letters concerning same from Manager to all department heads; letters from director at Central Office to Regional Manager, concerning use of forms. (Occasionally, official.) 9 x 12 folders, 5 in., in steel filing case drawer. R. 518-F. (430)

149. MISSING VETERANS, Aug. 8, 1927 - Feb. 10, 1936. Letters asking for information concerning whereabouts of missing veterans; copies of posters giving brief history, description, and fingerprints of veterans; mental patients who have escaped from hospitals; letters from head of press contact department to Regional Offices and institutions where escaped veteran may be located. (Frequently, official.) 9 x 12 folders, 3 in., in steel filing case drawer. R. 518-F. (427)

150. WWACA-BONUS, Mar. 1927 - 1932. Correspondence from Director and Regional Manager to authorization officer, covering instructions relative to proper handling of Adjusted Service Certificate loans; specific instructions from Washington, D. C. as to handling of certificates for loans. (Frequently, official.) 9 x 12 folders, 5 in., in steel filing case drawer. R. 518-F. (434)

151. VITAL STATISTICS, PUBLIC RECORDS, 1927 - 1936. Certified copies of birth, death and marriage records are to be furnished free of fees to war veterans, and their dependents. (Frequently, official.) 9 x 12 folders, 4 in., in wooden desk drawer. R. 518-F. (499)

152. CORRESPONDENCE, FORMS AND GUIDE LETTERS, 1928 - 1934. Contains correspondence, forms and guide letters in regard to disability allowance, miscellaneous forms, new claims, etc. (Frequently, official.) 9 x 12 folders,  $1\frac{1}{2}$  in., in wooden desk drawer. R. 518-F. (505)

153. SEMI-ANNUAL REPORT OF RECORDS MAINTAINED BY FIELD OFFICES, Jan. 1928 - Dec. 1935. Name and number of records; quantity and description of filing equipment; active and inactive records; letters concerning same; reports of inactive records and recommendations for disposal of same. (Occasionally, official.) 9 x 12 folders, 8 in., in steel filing case drawer. R. 518-F. (435)



154. REIMBURSEMENT LOSS OF WAGES AND PER DIEM, 1928 - 1932. Report of claimants' travel and the cost of per diem of now and future estimates. (Occasionally, official.) 9 x 12 folders, 1 in., in steel filing case drawer. R. 518-F. (491)

155. FORMS, OFFICIAL-ACTIVE, 1929 - 1935. A collection of all forms used in this division; e.g., veterans' application for disability pension; application for hospital care; claim for burial expenses; decisions of questions of fact and law; claim for insurance; change of beneficiary of Adjusted Service Certificate; a catalog of forms authorized for use. Inventories on backs of folders. (Occasionally, official.) 9 x 12 folders, 7 in., in steel filing case drawer. R. 518-F. (431)

156. 1925 SCHEDULE - REPORTS ON REVIEWS UNDER EXTENSIONS, Mar. 1929 - Apr. 1933. Number of cases on hand at beginning of month; transferred-in during month; added to review; to be reviewed; reviewed during month; transferred-out during month; incorrectly reported; balance on hand at end of month; copies of monthly rating schedules. (Occasionally, official.) 9 x 12 folders,  $\frac{1}{4}$  in., in wooden desk drawer. R. 518-F. (515)

157. HEALTH RECORDS, GOVERNMENT DEPARTMENTS, 1930 - 1934. Correspondence-statistics on encephalitis, information when tuberculosis has been reported. Reports are retained in this office for ten years in open file, then stored. (Occasionally, official.) 9 x 12 folders  $\frac{1}{2}$  in., in wooden desk drawer. R. 518-F. (501)

158. LEGAL ADVISOR-DECISIONS, May 29, 1930 - Aug. 25, 1931. Just one letter and answer on a veteran in regard to whether he should get Compensation- he was dishonorably discharged from the army, but cause showed that he was entitled to it according to law governing the Veterans' Administrations claims. (Occasionally, official.) 9 x 10 folders, 1 sheet of paper, in steel filing case drawer. R. 518-F. (450)

159. MISCELLANEOUS MATERIAL, 1930 to date. Memos releasing property charged; copies of attendants' travel orders; requests for travel orders; semiannual reports of disposition of books of transportation; reports on reduced railroad fare for patients on leave. (Frequently, official.) 9 x 12 folders, 1 ft., in steel filing case drawer. R. 518-F. (523)

160. SERVICE ORGANIZATION, 1931. Correspondence and notes show how inconceivable it is for a layman to make a diagnosis of hernia, flatfeet, etc. File shows the Russian Red Cross Societies of New York, offering their help in finding information and what knowledge is desired from a source in Russia. (Frequently, official.) 9 x 12 folders,  $\frac{1}{2}$  in., in wooden desk drawer. R. 518-F. (512)

161. CENTRAL OFFICE CORRESPONDENCE, PRIOR TO 1932, 1927 - 1932. Cases-Reviews necessitated because of disability, rating, and other causes. (Occasionally, official.) 9 x 12 folders, 1 in., in steel filing case drawer. R. 518-F. (492)

162. PERSONNEL TRAVEL RECORDS, TRAVEL VOUCHERS AND CAR TOKENS, 1932 to date. Pencil records of travel reports of personnel of this division, filed alphabetically, gives name of places contacted, time, mileage, cab fare, train fare, etc. (Frequently, official.) 9 x 12 folders, 8 in., in steel filing case drawer. R. 518-F. (524)



163. ADJUDICATION AND APPEAL, 1933 - 1936. Handling of new claims; preparation for review on appeal 1; correspondence from Washington, D. C. concerning certain doubtful claims and appeals from the decisions of the rating board. These letters refer to all forms and regulations by number. (Frequently, official.) 9 x 12 folders, 2 in., in wooden desk drawer. R. 518-F. (517)

164. APPEALS, REPORTS, RECALL LISTS, 670s, 1933 - 1934. Special Reports covering number of appeals filed; pending; withdrawals by veterans, and those certified by Board of Appeals. All correspondence relative to same between Washington and Pittsburgh office. (Frequently, official.) 9 x 12 folders, 6 in., in steel filing case drawer. R. 518-F. (421)

165. RECOGNITION OF APPROVED REPRESENTATIVES, 1933 - 1935. Memoranda from the Administrator of Veterans' Affairs advising this office to extend recognition to designated representatives of the Veterans' of Foreign Wars, American Legion, disabled American veterans. Those selected are accredited representatives of veterans' claims before the administration. (Frequently, official.) 9 x 12 folders, 1 in., in wooden desk drawer. R. 518-F. (519)

166. SECTION 202 (10) - REPORTS CERTIFICATE OF RECOGNITION, 1933. Correspondence between Manager of Pittsburgh Pennsylvania branch; the Director of Compensation, Washington, D. C.; and Medical Director in regard to hospitalization cases. (Frequently, official.) 9 x 12 folders, 1/8 in., in steel filing case drawer. R. 518-F. (497)

167. PUBLIC NO. 2. GENERAL APPLICATION PRIOR TO PUBLIC NO. 78, 1933 - 1934. Correspondence on dental rating, compensation, working for United States Government, and also procedure in getting pension and adjudication of claims. List of disability allowance, claims pending on March 20, 1933, veterans' name and claim number is shown. (Frequently, official.) 9 x 12 folders, 2 in., in wooden desk drawer. R. 518-F. (509)

168. MISCELLANEOUS CORRESPONDENCE, 1933 - 1936. Correspondence, data on budget, statistical information, cases on file, etc., and questionable cases. (Frequently, official.) 9 x 12 folders, 4 in., in wooden desk drawer. R. 518-F. (438)

169. PROPERTY, NON-EXPENDABLE RECORD, 1933 - 1936. Reports on non-expendable property by heads of departments and corrections of same. (Frequently, official.) 9 x 12 folders, 2 in., in wooden desk drawer. R. 518-F. (446)

170. RATING BOARD, 1933 - 1936. Monthly statements of Claims before the Rating Board. (Frequently, official.) 9 x 12 folders, 4 in., in wooden desk drawer. R. 518-F. (439)

171. SCHOOL LETTERS PENDING COMPLETION, "CLAIMS FOR BENEFITS", 1933 to date. Continuation of compensation or pension is allowed by act of congress, 1933, after veteran's child has reached 18 years of age, provided said child is pursuing education at some approved school. School must make reports to Veterans' Administration. (Frequently, official.) 9 x 12 covers, 10 in., in steel filing case drawer. R. 518-F. (525)



172. SOLICITOR-INSTRUCTIONAL LETTERS, Apr. 14, 1933 - Oct. 31, 1933. Instructional letters from solicitor in regard to: modification of policy; review of cases of insane veterans; discontinuance of investigations. (Occasionally, official.) 9 x 12 folders, 1 in., in steel filing case drawer. R. 518-F. (451)

173. ADJUDICATION-QUARTERS ASSIGNED, 1934 - 1936. Correspondence to custodian and replies for fixing quarters as to shades, wash basin, etc., diagram how furniture will be placed in new location, time, moving will take place and the labeling of furniture. This correspondence also concerns the obtaining of quarters in the New Federal Building. (Frequently, official.) 9 x 12 folders,  $\frac{1}{4}$  in., in wooden desk drawer. R. 518-F. (500)

174. APPEALS, COPIES OF P-8C, 1934. Certificates of adequacy of appeal under veterans' regulation No. X2A; certification of complete information given to interested party on rights and requirements of appeal; all material facts developed; certification made by that veteran, or his duly authorized representative, fully stating basis of his case. (Frequently, official.) 9 x 12 folders, 3 in., in steel filing case drawer. R. 518-F. (424)

175. APPEALS-COPIES OF BOARD OF VETERANS' APPEALS, Oct. 1934 - Apr. 1936. Full description of claim before the board; the number of regulation and provision under which appeal is made; the question at issue; medical history and clinical record of veteran; summary of service; and final decision of Board of Appeals; citing of prior examinations and ratings. (Occasionally, official.) 9 x 12 folders, 4 in., in steel filing case drawer. R. 518-F. (433)

176. HOSPITALIZATION, 1934 - 1935. Discontinuance of additional allowance for nurse or attendant and special monthly pension for regular or frequent and periodical aid, etc. (Frequently, official.) 9 x 12 folders, 2 in., in wooden desk drawer. R. 518-F. (508)

177. INSURANCE, 1934 - 1936. Reports and correspondence on claims; number of claims on hand beginning of month, received, disposed of, and total at end of month. (Frequently, official.) 9 x 12 folders, 2 in., in wooden desk drawer. R. 518-F. (440)

178. VETERANS' EMPLOYMENT, 1934 - 1935. Inquiry covering employment, list of managers and address of various offices of the National Employment Service. (Frequently, official.) 9 x 12 folders, 1 in., in wooden desk drawer. R. 518-F. (513)

179. ADMINISTRATION ISSUES - RECEIPTS AND INSTRUCTIONS, 1935 - 1936. Correspondence between Managers office and Divisional and Central offices in regard to receipt of administration issues and instructions. (Frequently, official.) 9 x 12 folders, 2 in., in wooden desk drawer. R. 518-F. (447)

180. APPEALS, REPORTS AND INSTRUCTIONS, CARD FORM 670, 1935 to date. General correspondence; letters to the director of widows and dependents' claim service; monthly report of appeals to the Board of Veterans' Appeals; recall lists of claims certified as available for appellate review. Letters concerning appeal record. (Frequently, official.) 9 x 12 folders, 2 in., in wooden desk drawer. R. 518-F. (518)



181. REPORTS OF FIELD SUPERVISOR, PRIOR TO 1935, 1927 - June 1934. Reports of Supervisor of Adjudication Activities, Regional Office, Pittsburgh Pennsylvania. Concerns applications made for disability allowance; copy of physical examination made; memoranda to Rating Board, and reply; also reopening of claims by the Rating Board. (Frequently, official.) 9 x 12 folders, 4 in., in steel filing case drawer. R. 518-F. (423)

182. SUPPLY SERVICE CONTRACT INSTRUCTIONS, 1935 - Apr. 1936. Letters from the Director of the Procurement Division in Washington, D. C. Contract price lists from manufacturers for all medical supplies and laboratory equipment. (Occasionally, official.) 9 x 12 folders,  $\frac{1}{4}$  in., in wooden desk drawer. R. 518-F. (516)

Office of the Chief Attorney

183. DEPARTMENT OF JUSTICE DECISIONS, 1924 - 1936. Correspondence, decisions of Attorney General and Comptroller General as to pensions allowed; widows of veterans, and regarding guardianship. (Daily, official, confidential.) 10 x 12 folders, 2 ft., in steel filing case drawer. R. 517. (420)

184. ACCOUNT DIARY CARDS-INCOMPETENTS, 1926 to date. Report gives name of veteran and claim number of case; name of guardian, date audited, balanced, next account due. (Daily, official.) 5 x 8 cards, 1 ft., in 2 wooden card cabinet drawers. R. 521. (410)

185. ACCOUNT DIARY CARDS-MINORS' ACCOUNT REQUESTED, 1926 to date. Reports name of veteran, claim number, and case, who is guardian when it was audited, date balanced, next account due. (Daily, official.) 5 x 8 cards, 1 ft., in wooden cabinet drawer. R. 521. (406)

186. CONSOLIDATION AND FAILURE OF BANKS AND MISCELLANEOUS CORRESPONDENCE, 1926 to date. Concerns only the accounts with which the Veterans' Administration is interested. The accounts were filed with the Commissioner of Accounts. Letters asking these banks if sufficient bonds had been set aside to cover these accounts. Miscellaneous correspondence between Washington and attorney at Pittsburgh Facility. (Frequently, official.) 9 x 12 folders, 2 ft., in steel filing case drawer. R. 521. (400)

187. PENSION CASES, A-Z, 1926 - 1936. Necessary legal forms, filed by trust company, or individual, who is the legal guardian of minor or incompetent veteran. Regular reports from guardian as to expenditures. All correspondence between guardian and Veterans' Bureau. Card index. (Daily, official.) 9 x 12 folders, 6 ft., in steel filing case drawer. R. 521. (395)

188. CRIMINAL CASES, 1926 to date. Indictments for making false affidavits for War Risk Insurance; cases of guardians misusing the estates of incompetent heirs; cases of assault and battery against patients in veterans' hospitals; court cases involving reduction of compensation. All correspondence, documents, copies of court rules and appeals to higher court. (Frequently, official.) 9 x 12 folders, 2 ft., in steel filing case drawer. R. 521. (396)



189. COMPLETED INVESTIGATIONS, A-Z, 1926 to date. Correspondence from Chief Attorney of this branch to Managers and other officials of Veterans' Bureau, of different cities, in regard to different investigations made by field examiners for compensation at different times. 3 x 5 card index. (Daily, official.) 9 x 12 folders, 5 ft., in 3 wooden filing case drawers. R. 521. (408)
190. MISCELLANEOUS CORRESPONDENCE, A-Z, FOREIGN FILE AND LEGAL HEIR CORRESPONDENCE, 1926 to date. Instructional letters to solicitor's office. Adjusted Service Certificates; correspondence regarding surety companies; miscellaneous awards received on hospitalized veterans; certification in triplicate of the legal heir of veterans who died in hospitals, so that personal effects may be returned to heir. (Frequently, official.) 9 x 12 folders, 2 ft., in steel filing case drawer. R. 521. (397)
191. GUARDIAN RECORDS, A-Z, 1926 to date. Of cases where guardian is needed to handle estates of minor children, of veterans, or of incompetent veterans themselves. All legal correspondence between guardian and the Veterans' Bureau; confidential contact report of the guardian concerning ward. This covers Western Pennsylvania and four counties of West Virginia. The guardianship records were kept in Washington, D. C., prior to 1926. Card index. (Daily, official.) 9 x 12 folders, 104 ft., in 48 steel and 4 wooden filing case drawers. R. 521. (398)
192. TRUST COMPANY GUARDIANS, 1926 to date. Name and address of bank; name of veteran, ward, minor, or if incompetent, name of veteran, and file number. Sometimes a bond has to be posted by bank. (Daily, official.) 3 x 5 cards, 1 ft., in 2 wooden card cabinet drawers. R. 521. (403)
193. INDIVIDUAL GUARDIAN CASES, 1926 to date. Name of legal custodians and address. Name of veteran, or dependent and whether minor, helpless or incompetent. (Daily, official.) 3 x 5 cards, 1 ft., in 2 wooden card cabinet drawers. R. 521. (404)
194. PENDING ACCOUNTS, FORM 1732, 1926 to date. Record of guardianship of incompetent for purpose of Adjusted Compensation payment act of 1936 (Pat. 4 Ser. letter administrative office February 27, 1936). Name of veteran, date; place of birth; name of guardian; address of guardian; additional identifying information; name of Chief Attorney. (Daily, official.) 5 x 8 cards, 1 ft., in wooden card cabinet drawer. R. 521. (405)
195. OBSOLETE GUARDIANSHIP, A-Z, 1926 to date. Appointments of guardianship for incompetent and minor dependents of veterans, some who have died or are incompetent. 3 x 5 card index. (Occasionally, official.) 9 x 12 folders, 7 ft., in 4 wooden filing case drawers. R. 521. (407)
196. PENDING APPOINTMENTS, A-Z, 1926 to date. Petitions for the appointment of guardians for the estates of ex-service men who now hospitalized and not competent of taking care of estate. Letters between vet. posts and attorney of bureau; requests for disability pensions to be paid to minor children of veterans. Card index. (Daily, official.) 9 x 12 folders, 2 ft., in steel filing case drawer. R. 521. (401)



197. PENDING APPOINTMENT CARDS, SURETY COMPANIES CARD INDEX, ACCOUNTS REQUESTING, 1926 to date. The accounts from the administration. (Daily, official.) 5 x 8 cards, 1 ft., in card cabinet drawer. R. 521. (402)

198. MISCELLANEOUS MATERIAL, 1926 - 1936. List of names of Commanders of American Legion in this territory; records of cases transferred to other offices; correspondence with solicitor; mimeograph letters; state tax exemption correspondence; records of litigated cases transferred to New York; West Virginia correspondence; correspondence to Philadelphia Regional office. (Frequently, official.) 9 x 12 folders, 2 ft., in steel filing case drawer. R. 521. (399)

199. SOCIAL SURVEY, DIARY CARD INDEX, FOR INCOMPETENTS, 1926 to date. Card record of names of incompetents and addresses, name of guardians and addresses, names of veterans and file numbers, dates when guardian or trust fund was appointed. (Daily, official.) 5 x 8 cards, 1 ft., in wooden card cabinet drawer. R. 521. (415)

200. SOCIAL SURVEY DIARY CARD, INDEX FOR MINORS, 1926 to date. Card record of each name of minor and address, name of guardian and address, name of veteran and his number, survey report requested, received, due. (Daily, official.) 5 x 8 cards, 1 ft., in wooden card cabinet. R. 521. (414)

201. INSTITUTION SURVEY REPORT DIARY, 1926 to date. Record of giving reason for survey also the date and name of institution. (Daily, official.) 5 x 8 cards, 1 ft., in wooden card cabinet drawer. R. 521. (415)

202. BULLETINS, 1929 - 1935. Decisions, regulations, orders, bulletins by number, sent out by Administrator of Veterans' Affairs for the information of all officers and employes of the administration; also circulars, memoranda, directors' decisions, Department of Justice letters, Treasury Department letters, Comptroller General decisions. (Frequently, official.) 9 x 12 folders, 2 ft., in wooden filing case drawer. R. 521. (394)

#### Finance Division

203. DECISIONS OF THE COMPTROLLER GENERAL OF THE UNITED STATES, 1927 - 1929. Directors' decisions; Comptroller General's decision A2080-A-72714; service letters and section correspondence. (Occasionally, official.) 8 x 10½ folders, 2 ft., in steel filing case drawer. R. 502. (458)

204. LOAN RECORD TITLE, Apr. 1927 - 1945. Record of loans obtained by veterans on the security of Adjusted Service Certificates which mature in 1945. (Daily, official.) 5 x 8 index cards, 20 ft., in 10 wooden and steel filing case drawers. R. 518-G. (465)

205. BUREAU ISSUES, 1929 - 1936. Covering Veterans' Regulations, Bulletins, administration orders, service letters, directors' decisions, administrator's decisions, and one bound volume of "rules governing appeals to the administrator", Form No. 3003A. (Frequently, official.) 8 x 10½ folders, 2 ft., in steel filing case drawer. R. 502. (466)



206. MISCELLANEOUS CORRESPONDENCE, 1929 - 1936. This is a collection of correspondence between Regional Manager and Central Office to various officials of the Veterans' Administrative Bureau. (Occasionally, official.) 8 x 10 $\frac{1}{2}$  folders, 2 ft., in steel filing case drawer. R. 502. (462)

207. NUMERICAL FILE OF CERTIFICATE LOAN ACCOUNTS, Apr. 1929 - 1936. These are account cards, on which records are maintained of loans secured by Veterans since 1927, to present date. (Daily, official.) 2 $\frac{1}{2}$  x 8 index cards, 70 ft., in 35 wooden filing case drawers. R. 518-G. (460)

208. VETERANS' NOTE CARDS, 1931 - 1935. Card form 1184d, records of loans made prior to the enactment of 1936, certified to Cleveland. (Frequently, official.) 5 x 8 bundles, 10 ft., in 5 steel filing case drawers. R. 502. (469)

209. VETERANS' NOTE CARDS, 1931 - 1935. Forms 1185d, records of loans made prior to the enactment of 1936. (Frequently, official.) 8 x 10 bundles, 20 ft., in 10 steel filing case drawers. R. 502. (486)

210. INACTIVE DISABILITY ALLOWANCE AWARD CASES, 1932 - 1934. Form 511C, records of disability allowances paid to veterans. (Frequently, official.) 5 x 8 cards, 9 ft., in 9 wooden tubs. R. 502. (456)

211. CORRESPONDENCE AND REPORTS, 1933 - 1935. This is a report of Adjusted Service Certificate Loans; Deposits and collections; uncollectible remittances, and Division of Disbursement transactions. (Frequently, official.) 8 x 10 $\frac{1}{2}$  folders, 2 ft., in steel filing case drawer. R. 502. (463)

212. ACTIVE DISABILITY COMPENSATION AWARD CARDS, 1934 - 1936. Card forms 511abc; records of compensation awards to veterans. (Frequently, official.) 5 x 8 cards, 2 ft., in 2 wooden tubs. R. 502. (455)

213. CONTRACTS, 1935 FISCAL YEAR. With various firms and companies, relating to the transaction of business and also for supplying the necessary food and all other materials necessary for the veterans' institutions. These are contracts from various firms and companies which will be kept for three years and then sent to storage room. (Frequently, official.) 8 x 10 $\frac{1}{2}$  folders, 2 ft., in steel filing case drawer. R. 502. (485)

214. EQUIPMENT, SUPPLY CORRESPONDENCE, 1935 - 1936. Certain regulations as to the method of auditing and recording, also for borrowing or lending of equipment of different bureaus. (Monthly, official.) 8 x 10 $\frac{1}{2}$  folders, 2 ft., in steel filing case drawer. R. 502. (467)

215. FINAL SETTLEMENT OF ADJUSTED SERVICE CERTIFICATES, Jan. 1936 to date. Covering payment of the bonus to all World War Veterans. Indexed. (Daily, official.) 8 x 14 folders, 10 ft., in wooden and steel cabinets. R. 518-G. (454)

216. CONTRACTS, RETURNED VOUCHERS, MEMORANDA, PENDING AND COMPLETED CONTRACTS, 1936. These are contracts and returned vouchers with firms and companies having business with or supplying necessary food and medicine and everything needed for caring for the Disabled War Veterans. (Frequently, official.) 8 x 10 $\frac{1}{2}$  folders, 2 ft., in steel filing case drawer. R. 518-F. (457)



217. CORRESPONDENCE AND FORMS, June 1936 - July 1937. Record of collections, disbursements, copies of forms received and sent to the office of disbursement in Cleveland, Ohio. (Frequently, official.) 8 x 10 $\frac{1}{2}$  folders 2 ft., in steel filing case. R. 502. (464)

218. PAID VOUCHERS, 1936 fiscal year. Public vouchers for purchases and services other than personal. (Frequently, official.) 8 x 10 $\frac{1}{2}$  folders, 4 ft., in 2 steel filing case drawers. R. 502. (463)

#### Office of the Manager

219. CCC ELIGIBLE VETERANS OUT OF CAMP, 1933 - 1936. Records give complete case history of Veteran, both in army and CCC. Filed alphabetically. These records cover eligible veterans who have been discharged from CCC, because of expiration of term of enrollment. (Daily, official.) 10 x 12 folders, 6 ft., in 3 steel filing case drawers. R. 517. (419)

220. CCC INELIGIBLE VETERANS OUT OF CAMP, 1933 - 1936. Complete records and case histories of veterans discharged from CCC camps, who are not eligible for re-enrollment. Type of discharge is noted. Records classed as ineligible, cover case histories of veterans who do not apply for reenrollment immediately upon termination thereof, those discharged to accept employment and all who have not abided by rules and regulations of CCC authorities. Records are filed alphabetically. (Daily, official.) 10 x 12 folders, 4 ft., in 2 steel filing case drawers. R. 517. (418)

221. MISCELLANEOUS, CIVILIAN CONSERVATION CORPS, 1933 - 1936. Correspondence pertaining to veterans, who have applied for enrollment to CCC camp; applications of veterans who are not on active selective list of eligibles. Filed alphabetically. Records pertain to veterans who are not considered in fit physical or mental condition to do manual labor. (Daily, official.) 10 x 12 folders, 2 ft., in steel filing case drawer. R. 517. (416)

222. CCC VETERANS IN CAMP, 1934 - 1936. Correspondence, attested affidavits, army discharge records, complete case histories of applicants to CCC camps, and to emergency conservation work. Filed alphabetically. Only CCC employment handled by this office is enrollment of veterans. Preferential consideration is given in these cases to unemployed veterans who have dependents to support. (Daily, official.) 10 x 12 folders, 4 ft., in 2 steel filing case drawers. R. 517. (417)

#### Medical Division

223. MEDICAL RECORDS, 1925 - 1936. Complete case histories of veterans, requiring Medical or Orthopedic treatment for services received; injuries or diseases contracted while in service. From this office are supplied artificial eyes, limbs, and medicines. (Daily, official.) 10 x 12 folders, 4 ft., in 2 steel filing case drawers. R. 536L. (453)

#### Mail and Record Clerk's Office

224. CLAIMS FOLDER IN ACCOUNTING AND ADJUDICATION DIVISION, Mar. 1918 - Apr. 1935. Rating sheets; reports of physical examinations; reports of Neuropsychiatric; family histories and investigation briefs; letters and



file charge cards. No definite set-up for filing as Claims, folders are transferred from district to district where veteran establishes his residence. (Very frequently, official.) 8 x 10 $\frac{1}{2}$  folders, 1936 ft., in steel filing cases. R. 518. (479)

225. CERTIFICATES OF RECOGNITION IN ACCOUNTING AND ADJUDICATION DIVISION, 1918 - 1935. Cards issued to those persons other than World War Veterans in need of medical attention. (Daily, official.) 8 x 10 $\frac{1}{2}$  folders, 4 ft., in 2 steel filing case drawers. R. 518. (478)

226. DUPLICATE EXAMINATIONS IN ACCOUNT AND ADJUDICATION DIVISION, 1918 - 1936. Examinations of persons other than World War Service or World War Veterans not covered by WWVA. Filed alphabetically. (Daily, official.) 8 x 10 $\frac{1}{2}$  folders, 8 ft., in 4 steel filing case drawers. Dirty. R. 518. (477)

227. CORRESPONDENCE IN ACCOUNTING AND ADJUDICATION DIVISION, 1918 - 1935. Correspondence about veterans who have no claims. (Daily, official.) 8 x 10 $\frac{1}{2}$  folders, 32 ft., in 16 steel filing case drawers. R. 518. (481)

228. DUPLICATE PAPERS, 1918 - 1936. Rating sheets; reports of physical examination; file charge cards which have been segregated from claim folders. (Frequently, official.) 8 x 10 $\frac{1}{2}$  folders, 10 ft., in 5 steel filing case drawers. Dirty. R. 518. (475)

229. CANADIAN CLAIMS FOLDERS IN ACCOUNTING AND ADJUDICATION DIVISION, Mar. 1918 - 1935. Folders contain rating sheets, physical examination, file charge cards, investigation briefs. (Daily, official.) 8 x 10 $\frac{1}{2}$  folders, 16 ft., in 6 wooden filing case drawers. Dirty. R. 518. (472)

230. LISTS, 1918 - 1935. List of secondary folders that have been transferred to the Central Office. (Frequently, official.) 8 x 10 $\frac{1}{2}$  folders, 8 ft., in 4 steel filing case drawers. R. 518. (474)

231. RETIRED FOLDERS, 1918 - 1936. Arranged in numerical order. When the claim folder is segregated and the compartment is more than one inch thick, the retired folder is made and filed separate from the current files. (Frequently, official.) 8 x 10 $\frac{1}{2}$  folders, 60 ft., in 30 steel filing case drawers. Dirty, torn. R. 518. (473)

232. 2010 MEDICAL FOLDERS, 1918 - 1936. In regard to those who have no claim in this office. (Rarely, official.) 8 x 10 $\frac{1}{2}$  folders, 24 ft., in 12 steel filing case drawers. R. 518. (482)

233. MISCELLANEOUS FILE, 1918 - 1936. Hospital records; employment records; records for state bonus; service organization; list of deceased ex-service men; insurance records; AAC material, lost checks; correspondence. (Frequently, official.) 8 x 10 $\frac{1}{2}$  folders, 6 ft., in 3 steel filing case drawers. Dirty, torn. R. 518. (476)

234. MISCELLANEOUS, 1924 - 1925. This material covers Rules and Regulations, service letters, miscellaneous reports; daily report of office force; inactive work sheet; bulletins and general orders; general orders and decisions; (all inactive). (Rarely, official.) 8 x 10 $\frac{1}{2}$  folders, 2 ft., in steel filing case drawer. R. 518. (459)



235. APPLICATION FOR HOSPITALIZATION OR DOMICILIARY CARE, 1933 - 1936. These are applications of persons who are actually in hospitals or those of veterans who have filed claims and application for medical care. (Frequently, official.) 8 x 10 $\frac{1}{2}$  folders, 2 ft., in steel filing case drawer. Fair. R. 518. (471)

236. APPEAL FILE AND MEDICAL FILE, 1933 - 1936. This material is used when case goes to Central Office on appeal or review; it is sent to Central Office for final decision. It is held in this office for Veterans' interviews prior to final decision. These records are filed alphabetically and when material is out of this room a file charge card is inserted in its place. (Daily, official.) 8 x 10 $\frac{1}{2}$  folders, 6 ft., in 3 wooden filing case drawers. R. 518. (480)

237. LITIGATED CASES, 1935 - 1936. These are records of cases in which a veteran filed suit against the Government and counter-suits by the Government. Indexed. (Frequently, official.) 8 x 10 $\frac{1}{2}$  and 8 $\frac{1}{2}$  x 14 folders, 32 ft., in 16 steel filing case drawers. Fair. R. 518. (484)

238. TRANSFER SECTION WORK SHEET, IN-AND-OUT MATERIAL DIVISION, 1935 - 1936. Transfer data on cases that have gone out to other regional offices and to central office. (Frequently, official.) 8 x 10 $\frac{1}{2}$  folders, 8 ft., in 4 steel filing case drawers. Fair. R. 518. (470)

239. RECORDS OF CAR CHECKS AND TRAVEL ORDERS, July 1935 to date. Lists of car checks and travel orders of employees' accounts. (Frequently, official.) 8 x 10 loose-leaf forms, 2 ft., in steel filing case drawer. R. 518. (485)

240. APPLICATION FOR SETTLEMENT OF COMPENSATION, June 1936 - July 1937. Covering record of procedure at present time. Arranged alphabetically. (Frequently, official.) 8 x 10 $\frac{1}{2}$  folders, 8 ft., in 4 steel filing case drawers. R. 518. (461)

#### PITTSBURGH (ASPINWALL)

##### VETERANS' ADMINISTRATION FACILITY United States Veterans' Hospital Aspinwall, Pennsylvania

This United States Veterans' Hospital was established October 10, 1925. It is known as the Aspinwall or Pittsburgh Facility. On June 21, 1937, after the survey of The Veterans' Administration in Western Pennsylvania had been made, the Pittsburgh Regional Office was combined with it. See the section on Pittsburgh in this inventory. The Facility serves the following thirty-one counties: Allegheny, Armstrong, Beaver, Bedford, Blair, Butler, Cambria, Cameron, Center, Clarion, Clearfield, Clinton, Crawford, Elk, Erie, Fayette, Forest, Green, Huntingdon, Indiana, Jefferson, Lawrence, McKean, Mifflin, Mercer, Potter, Somerset, Venango, Warren, Washington and Westmoreland; also the counties of Brooke, Hancock, Ohio and Marshall in West Virginia which are known as the Panhandle Division.



The hospital buildings and grounds occupy a Government reservation adjacent to the boroughs of Aspinwall and Fox Chapel, and O'Hara Township, County of Allegheny.

Some of the Aspinwall hospital records for which there was no further use have been destroyed with permission of the Veterans' Administration headquarters at Washington, D. C. The Veterans' Administration policy is to have all inactive records reported to the Chief Clerk, Veterans' Administration, Washington, D. C. for disposition, either by permanent storage or destruction by burning. Certain records, such as financial vouchers and folders of separated personnel and deceased patients are forwarded to Perry Point, Maryland and Washington, D. C. for storage. (See Series XII, The Veterans' Administration p. 64 No. 19, Maryland, of the Inventory of Federal Archives in the States.) Inactive personnel folders are sent semiannually to Washington, D. C. headquarters. Since approval has been given for disposition of only a few of the Facility records since 1934 and the folders of deceased patients who have died prior to November 24, 1934 are being retained at the hospital, the result is that the inactive record room is very overcrowded and the Facility anticipates a relief from this condition by the granting of authority from Washington headquarters to send these folders to Washington.

#### Indexes

241. CROSS INDEX, Oct. 12, 1925 to date. Pathological files cross index used in connection with diagnosis cards, referring to causes for disability. (Frequently, official.) 3 x 5 cards, 6 ft., in steel filing case. R. 147. (17)

242. INDEX-TREATMENT FOLDERS, Jan. 1, 1925 to date. A record of the name of the patient, case number and other notes vital to disposition of the patient's case. (Frequently, official.) 3 x 5 cards, 9 ft., in card cabinet. R. 133. (5)

243. INDEX TO GENERAL FILES, Jan. 1928 to date. Covering rehabilitation of out-patients, active cases. (Frequently, official.) 3 x 5 cards, 5 ft., in card cabinet. R. 153. (7)

#### Facility Records

244. CORRESPONDENCE, May 1919 to date. Referring to compensation, disability, rehabilitation and the moral and social status of patients. (Frequently, official.) 10 x 11 folders, 2 ft., in wooden filing case. R. 153. (10)

245. PERSONNEL RECORDS, 1921 to date. Correspondence reports on the placement and distribution of employees throughout the administration. (Frequently, official.) 11 x 12 folders, 4 ft., in wooden filing case. R. 138. (86)

246. PERSONNEL FOLDERS-INACTIVE, 1921 to date. Confidential reports, correspondence covering investigation of each applicant for employment, with a complete history of his past connections. (Rarely, official.) 11 x 12 folders, 12 ft., in steel filing case. R. 140. (85)



247. PERSONNEL CORRESPONDENCE, 1921 to date. Of interest to the Veterans' Administration pertaining to personnel placements. (Frequently, official.) 11 x 12 folders, 4 ft., in steel filing case. R. 140. (84)

248. PERSONNEL FOLDERS-ACTIVE, 1921 to date. Confidential reports, correspondence covering investigation of the personal integrity of each applicant for employment, together with the complete history of his past experience and connections. (Frequently, official.) 11 x 12 folders, 12 ft., in steel filing case. R. 140. (83)

249. CONTRACTS, 1922 to date. Copies of contracts made with various outside interests for necessary services furnished to hospital, covering hospitalization, medical supply and mortician service. (Frequently, official.) 10 x 11 folders, 1 ft., in steel filing case. R. 134. (3)

250. ADMINISTRATIVE FILES, Oct. 12, 1925 to date. Correspondence, reports covering subjects in connection with the management. (Frequently, official.) 11 x 12 folders, 6 ft., in steel filing case. R. 136. (23)

251. ALLOTMENT LEDGERS, Jan. 1, 1925 to date. Tabulated record of salaries and expenses showing the amount of expense authorized, amount expended and the amount allotted. (Frequently, official.) 10 x 14 loose-leaf books, 4 ft., in steel filing case. R. 138. (73)

252. BLUEPRINTS, Oct. 12, 1925 to date. Designs of equipment, structural data, utilities and other essential equipment. Indexed by number on 8 x 10 sheets filed in folder and maintained in chief engineer's office. (Frequently, official.) 36 x 40 loose sheets, 6 ft., blueprint rack. Engineers office. (94)

253. GENERAL CORRESPONDENCE, Jan. 1925 to date. Of the Chief Medical Officer. (Frequently, official.) 10 x 11 folders, 4 ft., in wooden filing case. R. 145. (12)

254. INVENTORY, INACTIVE, Oct. 1925 - Oct. 1935. Record of clothing issued to each patient. (Rarely, official.) 11 x 12 folders, 4 ft., in steel filing case. Basement storeroom. (40)

255. MEMORANDUM RECEIPTS, Oct. 12, 1925 to date. Non-expendable property charged to various departments, containing detailed list of items furnished, their classification numbers, and annual inventory on hand. The proper receipts are taken for all items furnished. File contains the issue slips, credit slips for returned property surpluses, and a record of shortages. (Frequently, official.) 10 x 11 folders, 2 ft., in steel filing case. R. Procurement. (48)

256. SALARY RECORD, Oct. 1925 to date. List of employes, occupation, rate of salary and record of payments. (Frequently, official.) 5 x 8 cards, 2 ft., in steel filing case. R. 138. (77)

257. VOUCHERS, Oct. 12, 1925 - Dec. 1935. Pay roll vouchers and statement of expenses of administration of this hospital. (Frequently, official.) 10 x 11 folders, 20 ft., in wooden cupboard. R. Basement storeroom. (37)



258. APPLICATIONS, Oct. 12, 1925 to date. Claimants' requests for hospital and medical treatment. Cases are immediately closed if examination shows that injuries did not result from War service. Indexed. (Frequently, official.) 10 x 12 folders, 12 ft., on wooden shelves. Damaged by careless handling and in faulty containers. Torn. Basement File Room (27)

259. APPLICATIONS FOR MEDICAL ATTENTION-CURRENT, Oct. 12, 1925 to date. Applications denied and canceled; also those held in abeyance. (Frequently, official.) 10 x 11 folders, 1 ft., in steel filing case. R. 145. (25)

260. INACTIVE CLINICAL RECORD, Oct. 1925 to date. Name and address of applicant, his personal description and army record. Indexed. (Frequently, official.) 10 x 11 folders, 40 ft., in steel filing case. R. 144. (13)

261. CLINICAL RECORDS, Oct. 6, 1925 - Aug. 10, 1931. Numbered from 1 to 2226. Admission records which cover cases of patients who have been discharged from hospital. (Frequently, official.) 10 x 12 folders, 80 ft., on wooden shelves. Damaged by careless handling and in faulty containers. Torn. Basement File Room. (28)

262. CLINICAL RECORDS, INACTIVE, Oct. 12, 1925 to date. Duplicate of the original admission record which is known as the "A" record and contains name of applicant, address, personal description and records of army service. Some of these records are filed as "deceased cases". Indexed. (Frequently, official.) 10 x 12 folders, 60 ft., in steel filing case and piled on wooden shelves. Damaged by careless handling and in faulty containers. Torn. R. Basement storeroom. (28, 30)

263. COMPENSATION CASES, Jan. 1925 to date. Applications, disability allowance, supporting statements by examining medical officers, all pertinent data offered in support of claim and record of final disposition of case. Indexed. (Frequently, official.) 10 x 11 folders, 8 ft., in card cabinet. R. 133. (4)

264. CONFIDENTIAL INVESTIGATION, 1925 to date. Reports covering records of veterans' public deportment, social activities, investigation of complaints regarding misconduct, also investigations and recommendations made of marital responsibilities. (Frequently, official.) 11 x 12 folders, 2 ft., in steel filing case. R. 153. (9)

265. CONSTRUCTION DATA, Oct. 12, 1925 to date. Specifications of materials and supplies, blueprints and other essential data pertaining to the construction of the buildings and premises. (Frequently, official.) 11 x 12 folders, 16 ft., in steel filing case. R. 135. (22)

266. DIAGNOSIS CARDS, INACTIVE, Oct. 12, 1925 to date. Form 2593, containing the name of patient, a brief personal history, a record of diagnosis and final results of case. Filed by number, 1 to 7917. (Frequently, official.) 5 x 8 cards, 5 ft., in card cabinet. R. 147. (14)



267. FILE OF GENERAL SUBJECTS, Oct. 12, 1925 to date. Containing monthly reports of occupational therapy activities, auditors' reports, correspondence, annual reports and daily records. (Frequently, official.) 11 x 12 folders, 1 ft., in desk. R. Occupational Therapy. (88)

268. INACTIVE RECORDS, Oct. 12, 1925 - Dec. 1933. Of applications, correspondence, clinical records and other data which are marked for destruction; request for disposition made January 1936. (Frequently, official.) 11 x 12 folders, 8 ft., in steel filing case. R. Basement Store-room. (35)

269. REGISTERED CARDS, INACTIVE FILE, Oct. 12, 1925 to date. Containing name of patient, address, army rank, date admitted and final disposition. (Frequently, official.) 3 x 5 cards, 8 ft., in card cabinet. R. 147. (16)

270. REGISTER CARDS, ACTIVE FILE, Oct. 12, 1925 to date. Containing name of patient, address, army rank, date admitted and final disposition. (Frequently, official.) 3 x 5 cards, 8 ft., in card cabinet. R. 147. (15)

271. REGIONAL OFFICE MASTER DENTAL CARDS, ACTIVE, Oct. 1, 1925 to date. Active file showing name of patient, serial number and date of examination. (Frequently, official.) 5 x 8 cards, 2 ft., in card cabinet. R. 255. (68)

272. REGIONAL OFFICE MASTER DENTAL CARDS, INACTIVE, Oct. 1925 to date. Giving name of patient, serial number and date of examination. (Frequently, official.) 5 x 8 cards, 6 ft., in card cabinet. R. 255. (67)

273. REPORT OF PHYSICAL EXAMINATIONS, ACTIVE, Oct. 12, 1925 to date. Applications for hospitalization, supporting correspondence, records of disbursements for essential appliances and report of physical examinations. Indexed. (Frequently, official.) 11 x 12 folders, 14 ft., in steel filing case. R. 147. (18)

274. ROENTGENOLOGICAL REPORTS, Oct. 26, 1925 to date. A report made to medical officer of the findings resulting from x-ray examinations. Report shows the name of patient, locality of part x-rayed and serial number. The serial numbers are listed 1 to 16299. Indexed. (Frequently, official.) 11 x 12 folders, 6 ft., in steel filing case and piled on steel shelf. Rs. 250, 252. (60, 63)

275. MONTHLY REPORTS, Oct. 31, 1925 to date. Monthly x-ray reports, copy of monthly original report covering total number of x-ray exposures made, classification of examination, together with the names of personnel qualified to do x-ray work. (Frequently, official.) 10 x 11 folders, 2 in., in steel filing case. R. 252. (61)

276. REQUESTS FOR PHYSICAL EXAMINATIONS, Jan. 1925 to date. Name of applicant, his address, a brief statement of army service, cause of disability and statement of result of preliminary examinations. (Frequently, official.) 5 x 9 loose sheets, 2 ft., in card cabinet. R. 134. (2)



277. TREATMENT FOLDERS, 1925 to date. Application, preliminary examination reports, clinical records, copies of authorities for medical treatment, record of continuance and disposition for each case. Filed alphabetically. Indexed. (Frequently, official.) 11 x 12 folders, 14 ft., in card cabinet. R. 133. (6)

278. TREATMENT FOLDERS, INACTIVE, Jan. 1925 to date. Record of name of patient, case number and other vital notes in respect to disposition of the patient's case. Indexed. (Frequently, official.) 11 x 12 folders, 24 ft., in wooden filing case. R. Basement Storeroom. (36)

279. PROCUREMENT RECORDS, July 1, 1927 - July 1935. Yearly contracts, requisitions and authorization. (Frequently, official.) 10 x 11 folders, 4 ft., in steel filing case. Procurement. (53)

280. GENERAL FILE, Jan. 1928 to date. Containing detailed history of patients including personal life history, medical and clinical history and record of final disposition of case. Indexed. (Frequently, official.) 10 x 11 folders, 34 ft., in wooden filing case. R. 153. (8)

281. CLINICAL RECORDS, ACTIVE, Jan. 4, 1929 to date. Duplicate of original admission records known as the "A" record, containing name of applicant, his address, his personal description and record of army service. Filed numerically by register number. (Frequently, official.) 10 x 11 loose-leaf books, 4 ft., in steel filing case. R. 147. (21)

282. PROCUREMENT RECORDS, Jan. 1930 to date. Pending bids, active material, service letters, administrative decisions, orders and instructions. (Frequently, official.) 10 x 11 folders, 2 ft., in steel filing case. Procurement. (42)

283. A RECORD OF EXAMINATION OF PATIENTS, 1930 - 1932. A study of tuberculosis of the intestines, edited by Dr. Fred H. Clark. (Frequently, official.) 11 x 12 folders, 2 ft., in steel filing case. R. 252. (62)

284. MAINTENANCE AND REPAIR REQUESTS, Jan. 1931 to date. Requests made to the construction unit for necessary repairs to buildings, premises and equipment, together with correspondence. (Frequently, official.) 10 x 11 folders, 4 ft., in steel filing case. R. Procurement. (49)

285. RECORDS OF FLAGS ISSUED TO COUNTY POST OFFICES, Aug. 1931 to date. Correspondence, incoming and outgoing, in connection with flags furnished by various county post offices, to be used for funerals of deceased veterans. (Frequently, official.) 11 x 12 folders, 2 ft., in steel filing case. Procurement. (43)

286. DAILY REPORTS OF OCCUPATIONAL AIDE, July 1931 to date. Records of daily occupational performances stating hours worked, type of project and rating. (Frequently, official.) 11 x 12 folders, 1 ft., in wooden filing case. Occupational-Therapy. (90)

287. TRANSPORTATION REQUESTS, July 1, 1931 to date. Listing travelers' destination and name of transportation company. (Frequently, official.) 2 $\frac{1}{2}$  x 7 loose sheets, 32 ft., in steel filing case. R. Procurement. (57)



288. BOOKKEEPING REPORTS, Jan. 1932 to date. Monthly reports and budget records. These records are inactive and are used in connection with the administration of the Finance Division. (Frequently, official.) 8½ x 10 loose-leaf sheets, 4 ft., in steel filing case. R. Basement storeroom. (34)
289. MEAL AND LODGING REQUESTS, July 1932 to date. Requests for meals and lodging for veterans enroute and requests granted. (Frequently, official.) 5 x 8 cards, 3 ft., in wooden cabinet. R. Procurement. (59)
290. MATERIAL ISSUE SLIP AND RECORD OF ARTICLE RECEIVED, Jan. 1932 to date. Form 2588a, record of materials and supplies issued to patients for occupational pursuits. List of names and appraised value of materials used. A request for destruction of these records was made Dec. 31, 1935. (Rarely, official.) 11 x 12 loose sheets, 4 ft., in wooden filing case. R. Occupational Therapy. (89)
291. EXPENDITURE LIST PROPERTY, Jan. 1, 1934 to date. Consolidated list of expenditures prepared monthly. (Frequently, official.) 10 x 11 loose-leaf binders, 2 ft., in steel filing case. Procurement. (45)
292. PROPERTY RECORD CARDS, July 1, 1934 to date. Covering expendable supplies, giving class number, description of articles, unit price and the amount received. (Frequently, official.) 5 x 8 cards, 6 ft., in card cabinet. Procurement. (51)
293. PROPERTY RECORD CARDS, July 1, 1934 to date. Covering non-expendable supplies, giving class number, description of article, unit price and the amount received. (Frequently, official.) 5 x 8 cards, 6 ft., in card cabinet. Procurement. (52)
294. REPORTS ON HOSPITAL ACTIVITIES, June 1934 to date. A recapitulation of expenditures by month, together with a collective grand total for the fiscal year; contains an operating statement for same periods. (Frequently, official.) 14 x 28 loose sheets, 2 ft., in steel filing case. R. 138. (74)
295. MONTHLY REPORTS TO CENTRAL OFFICE, July 1, 1934 to date. Includes cost record cards, correspondence, building and material data, active maintenance and repair records and circular letters. (Frequently, official.) 11 x 12 folders, 1 ft., in steel filing case. R. Engineers Office. (92)
296. PROPERTY VOUCHERS, Sept. 15, 1934 to date. In connection with the purchase order form. Duplicate purchases and credit vouchers covering inter-departmental transfers. (Frequently, official.) 10 x 11 folders, 2 ft., in steel filing case. Procurement. (46)
297. CLINICAL CONFERENCE CARDS, Jan. 1934 to date. A record of optical examinations and prescribed treatments. (Frequently, official.) 5 x 8 cards, 1 ft., in wooden card cabinet. R. 232. (65)
298. CLINICAL EXAMINATIONS, Jan. 1934 to date. Record of examination of ears, nose and throat with diagnosis and treatment recommended and given; record shows name of patient, serial number and the name of medical officer. (Frequently, official.) 10 x 11 folders, 6 ft., in steel filing case. R. 232. (66)



299. ACCOUNTANTS' RECORD FILE, June 1935 to date. Accountants' audits, cost sheets, and other forms affecting accounting system employed. (Frequently, official.) 11 x 12 folders, 2 ft., in steel filing case. R. 138. (75)

300. ACCOUNTANTS' FILE, 1935 to date. Of general subjects covered in the accounting procedure applicable to the administration. (Frequently, official.) 11 x 12 folders, 2 ft., in steel filing case. R. 138. (78)

301. BUDGET AUTHORITIES, July 1, 1935 to date. Copies of authority issued to physicians throughout this district authorizing them to attend veterans in their immediate district; contains the duration of authority, description of the nature of service required and the name of the authorizing medical officer. (Frequently, official.) 11 x 12 folders, 1 ft., in steel filing case. R. 138. (79)

302. EXPIRED CONTRACTS, 1935 - 1936. Contracts which are not in force due to expiration. They cover material, supplies and equipment. (Frequently, official.) 11 x 12 folders, 2 ft., in wooden filing case. R. Procurement. (56)

303. CONTRACTS AND PURCHASE ORDERS, July 1, 1935 to date. Duplicates of invitations, bids and acceptances (known as short form contract), for materials, supplies and equipment, duly authorized by the office of the Manager. (Frequently, official.) 11 x 12 folders, 2 ft., in steel filing case. R. Procurement. (41)

304. MISCELLANEOUS CORRESPONDENCE, 1935 to date. Covering transportation. (Frequently, official.) 10 x 11 folders, 4 ft., in steel filing case. R. Procurement. (58)

305. COST RECORDS, June 1935 to date. An accounting record of expenditures for materials, supplies and equipment, including vouchers prepared and authorized for payment. (Frequently, official.) 11 x 12 folders, 2 ft., in steel filing case. R. 138. (76)

306. FILE OF GENERAL SUBJECTS, July 1935 to date. General correspondence; daily, weekly and monthly reports; departmental operating costs. (Frequently, official.) 11 x 12 folders, 1 ft., in steel filing case. Occupational-Therapy. (87)

307. INVENTORY, ACTIVE, Nov. 11, 1935 to date. Record of clothing issued to each patient. (Frequently, official.) 11 x 12 folders, 4 ft., in steel filing case. Basement storeroom. (39)

308. MEALS AND LODGING REQUESTS, July 1935 to date. Pending requests for meals and lodging; requests for same in transit and special transit requests. (Frequently, official.) 5 x 8 loose sheets, 1 ft., in card cabinet. R. 138. (70)

309. REQUEST FOR MEALS AND LODGING, June 1935 to date. Applications for meals and lodging which are pending and remain to be authorized. (Frequently, official.) 5 x 8 cards, 2 ft., in steel filing case. R. 138. (72)



310. MACHINE RECORD CARD, July 1935 to date. Record of expenditures made for maintenance and repairs to mechanical equipment. (Frequently, official.) 5 x 8 cards and folders, 1 ft., in card cabinet. R. Engineer's Office. (95)
311. MAINTENANCE AND REPAIR DATA, July 1, 1935 to date. Reports, blueprints, and correspondence concerning maintenance and repairs to building equipment and premises; also supply requests for maintenance and list of repairs active and completed. (Frequently, official.) 11 x 12 folders, 2 ft., in steel filing case. R. Chief Engineers. (93)
312. COMBINATION REQUISITION INVOICES AND RECEIPTS, July 1, 1935 to date. Copies of original requisitions for materials, supplies, and equipment, showing requisition number, voucher number, consignor and consignee, together with classification of materials required and the name of officer authorizing the purchase. (Frequently, official.) 11 x 12 folders, 1 ft., in steel filing case. R. 138. (80)
313. REQUISITIONS, Jan. 1935 to date. A master file maintained by class number, containing requisitions for supplies and interdepartment correspondence in reference to material. (Frequently, official.) 11 x 12 folders, 2 ft., in steel filing case. R. Procurement. (47)
314. PAY ROLLS, July 1935 to date. Duplicate copies of pay rolls prepared for each pay period of the fiscal year. (Frequently, official.) 11 x 12 folders, 2 ft., in steel filing case. R. 138. (82)
315. TRANSPORTATION, 1935 - 1936. Requests for transportation, travel authorization for incoming and outgoing patients. (Frequently, official.) 5 x 8 folders, 4 ft., in wooden filing case. R. Procurement. (54)
316. COPIES OF FISCAL VOUCHERS, July, 1935 to date. Duplicate of vouchers and bidders' invoices covering material, supplies and equipment which have been approved for payment. (Frequently, official.) 10 x 11 folders, 8 ft., in steel filing case. Procurement. (50)
317. PAID VOUCHERS, July 1935 to date. Copies of vouchers prepared from information of customers' invoice which have been authorized for payment. (Frequently, official.) 11 x 12 folders, 6 ft., in steel filing case. R. 138. (81)
318. CLINICAL RECORD, Oct. 1935 to date. Dental records containing diagnosis of teeth, a record of corrections recommended and made. (Frequently, official.) 11 x 12 folders, 2 ft., in steel filing case. R. 255. (69)
319. MISCELLANEOUS GENERAL FILE, Jan. 1935 to date. Including correspondence, bills of lading, requisitions and reports. (Frequently, official.) 10 x 11 folders, 4 ft., in steel filing case. R. Procurement. (44)
320. GENITO-URINARY CASES, July 1, 1935 to date. A record of above caption cases, giving date of examination, diagnosis recommendation, patients' name, name of surgeon and serial number. (Frequently, official.) 10 x 11 folders, 3 ft., in wooden filing case. R. 255. (64)



321. MISCELLANEOUS CORRESPONDENCE, Jan. 1, 1936 to date. With the administration of the Medical Division. (Frequently, official.) 10 x 11 folders, 2 ft., in steel filing case. R. 147 (20)
322. CORRESPONDENCE, Jan. 1, 1936 to date. Incoming and outgoing correspondence in reference to contracts. (Frequently, official.) 8½ x 10 loose papers, 1 ft., in wooden filing case. Procurement. (55)
323. MISCELLANEOUS, Jan. 1936 to date. Invoices approved and disapproved which have been submitted for payment for services rendered by contracts. (Frequently, official.) 10 x 11 folders, 2 ft., in steel filing case. R. 134. (1)
324. PERSONNEL RECORDS, Oct. 12, 1936 to date. Applications, record of investigation of applicants for positions as nurses and attendants; also record of accomplishments and ability. Non Civil Service. (Frequently, official.) 11 x 12 folders, 8 ft., in steel filing case. R. 139. (26)
325. ISSUE LIST-EXPENDABLE PROPERTY, Jan. 1, 1936 to date. Requests for the issuance of supplies submitted by various departments. Prepared monthly. (Frequently, official.) 8½ x 11 loose-leaf books, 2 ft., in steel filing case. Procurement. (38)
326. REQUISITION REQUESTS FILE, Jan. 1, 1936 to date. Requisition data, estimates of supplies, other miscellaneous notations in connection with procurement of materials, supplies and equipment necessary for the operation of the hospital. (Frequently, official.) 10 x 11 folders, 2 ft., in wooden filing case. R. Procurement. (32)
327. SALARY RECORD CARDS, Jan. 1, 1936 to date. Card records of salaries paid to all employes in the service of this Facility. Indexed. (Frequently, official.) 5 x 8 cards, 1 ft., in card cabinet. R. 138. (71)
328. GENERAL FILE, Jan. 1, 1936 to date. Manager's file including incoming and outgoing correspondence, reports and other data. (Frequently, official.) 11 x 12 folders, 2 ft., in wooden filing case. R. 137. (24)
329. CONTACT RECORDS, Jan. 1, 1936 to date. Reports submitted by disabled veterans' representative as result of his investigation. Indexed. (Frequently, official.) 10 x 11 folders, 4 ft., in steel filing case. R. 145. (11)
330. STATISTICAL RECORDS, Jan. 1936 to date. Covering admission, discharges, deaths, transfers, operations and other cases. (Frequently, unofficial.) 5 x 8 cards, 6 in., in steel filing case. R. 147. (19)
331. BIDDERS' LIST, n.d. Record of names of bidders qualified to bid on supplies, equipment and miscellaneous apparatus. (Frequently, official.) 3 x 5 cards, 1 ft., in card cabinet. Procurement. (33)
332. CATALOGS, n.d. Submitted by manufacturers of material supplies and equipment. (Frequently, official.) 11 x 12 folders, 2 ft., in steel filing case. R. Engineers Office. (91)



333. MISCELLANEOUS CATALOGS, n.d. Of specifications, illustrations, illustrations of material supplies, and equipment submitted by manufacturers for the purpose of bidding. (Frequently, official.) 11 x 12 folders, 2 ft., in steel filing case. R. Procurement. (31)

334. ROENTGENOLOGICAL EXAMINATIONS. X-ray films and x-ray negatives, in jackets. 5 x 8 card index. Basement File Room. (P-1)

335. ROENTGENOLOGICAL EXAMINATIONS. X-ray films and x-ray negatives, in jackets. 5 x 8 card index. R 252. (P-2)

336. ROENTGENOLOGICAL EXAMINATIONS. X-ray films and x-ray negatives, in jackets and fireproof vault. 5 x 8 card index. R. 250. (P-3)



