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MONTANA

NO. 25



INVENTORY OF FEDERAL ARCHIVES IN THE STATES
SERIES XII
VETERANS' ADMINISTRATION

HISTORICAL RECORDS SURVEY
WORK PROJECTS ADMINISTRATION

LIBRARY
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INVENTORY OF FEDERAL ARCHIVES IN THE STATES

SERIES XII. THE VETERANS' ADMINISTRATION

NO. 25. MONTANA

Prepared by

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

The National Archives
Cooperating Sponsor

Bozeman, Montana
The Historical Records Survey Project
1940

PREFACE

The Inventory of Federal Archives in the States is one of the products of the work of the Survey of Federal Archives, which operated as a nation-wide project of the Works Progress Administration from January 1, 1936 to June 30, 1937, and has been continued since that date as a unit of the Historical Records Survey, which also operated as a nation-wide project until August 31, 1939 when a group of state projects of the Work Projects Administration were set up to carry on the Survey.

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

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

In Montana the work of the Survey of Federal Archives was under the direction of Mr. Daniel Sullivan, regional director, from March 4, 1936 until November 30, 1936. At that time the project was placed under the direction of Dr. Paul C. Phillips, who was also State Supervisor of the Historical Records Survey. The two projects operated independently until July 1937 when the Survey of Federal Archives became a unit of the Historical Records Survey. In March 1939 Mr. Charles H. Lyman succeeded Dr. Phillips as supervisor of the Historical Records Survey. This inventory of the records of the Veterans' Administration in Montana was prepared in the Butte office of the Survey by Miss Mary Aidan Murphy and was edited before final typing by Miss Elizabeth Edwards of the Washington office.

Charles H. Lyman, State Supervisor
Historical Records Survey
in Montana

Bozeman, Montana
July 9, 1940

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THE VETERANS' ADMINISTRATION

FORT HARRISON (HELENA)

VETERANS' ADMINISTRATION COMBINED FACILITY

Built in 1894 for use as a military post, Fort Harrison has an interesting history of changes and altered conditions. Through the influence of Colonel Broadwater, Representative Carter and other prominent Helena citizens, the U. S. Congress, by acts approved May 12, 1892, and March 3, 1893, authorized the military post.

The original act provided that at least 1,000 acres should be ceded without cost to the Government and provisions also were made for water rights sufficient for irrigating and other purposes. Consequently, 1,040 acres were ceded by the State, although certain mining rights and a 400-foot-wide Northern Pacific Railroad right-of-way were reserved. The act appropriated \$100,000 for the construction of buildings. Work on them was started in 1894 and extended until 1896, although the first troops occupied Fort Harrison in September 1895.

In 1906 a War Department Order changed the name of the Montana post to Fort William Henry Harrison, to distinguish it from Fort Benjamin Harrison in Indianapolis, Indiana. The change was made despite the fact the Montana fort was built in honor of President Benjamin Harrison.

The original post in 1896 had nine principal buildings, as well as other smaller ones. As one entered the road entrance, the buildings then in use were (to the right): Post exchange, bowling alley, band barracks, two two-company barracks, guardhouse, headquarters, post hospital and officers' quarters. Other buildings were the quartermasters' storehouse, fuel shop, QM shops and stables. These buildings are not used for the same purposes at the present time.

Military occupancy of the post at Fort Harrison included: Companies B and E, 22nd Infantry from Fort Assiniboine, on Sept. 23, 1895, and detachments of a number of infantries. The last regular troops, were of the 14th Infantry, released in 1912.

Except for National Guard activities, there were no military maneuvers at Fort Harrison from 1912 until June 17, 1916, when the National Guard mobilized for service on the Mexican border. The second and last mobilization took place March 27, 1917, prior to the entry of the United States into the World War. The troops left for France that November.

Owing to the immediate need for hospital beds, an agreement was made on Nov. 20, 1919 between the Secretary of War and the Secretary of the Treasury which allowed the Public Health Service to acquire and make use of the Fort Harrison buildings for hospital services. A number of changes were made, and the buildings were opened in 1921 as Public Health Service Hospital No. 72 with a bed capacity of one hundred and fifty. The hospital was transferred to the Veterans'

Bureau by executive order of April 29, 1922, and it was opened as a veterans' hospital on May 1, 1922.

Because of the great demand for beds for tuberculosis cases, its designation was changed June 30, 1923 to a tuberculosis hospital with a capacity of 300 beds. Tuberculosis patients decreased in number, however, while under modified and liberalized legislation demand for general medical care increased. Accordingly, on July 15, 1925 its designation was changed again to that of general medical and surgical hospital.

At that time, the regional office of the Veterans' Bureau occupied quarters in the Power Building and carried on functions pertaining to examination of veterans, rehabilitation work, compensation and insurance, and all other functions authorized for the benefit of veterans, except actual medical and hospital care. As the work progressed and became standardized, it was found desirable to combine the hospitalization units and the regional office, and so on June 1, 1929, the Combined Facility was opened at Fort Harrison. It was the fourth to be opened in the United States.

The disastrous Helena earthquakes of October 1935 caused considerable damage at Fort Harrison. On October 18, 1935 so much damage was done in the old barracks that the patients were removed to the new infirmary building as a measure of safety. The morning of October 31, 1935 following the most severe of the earthquakes it was deemed wise to abandon Fort Harrison as a hospital and the majority of the patients were sent to the Veterans' Administration Facilities at Roseburg, Oregon and Walla Walla, Washington, a few ambulatory cases being sent to their homes. The regional office functions were continued for the next year and a half while extensive changes were taking place at the Fort. Although the buildings were damaged during the earthquakes it did not interfere with the continuity of any records located in these buildings except in the X-ray Unit.

Nine of the old brick buildings, so badly damaged that repair was not practicable, were entirely removed. All of the tile walls of the infirmary were replaced with reinforced concrete making it earthquake resistant.

On February 1, 1937 the hospital was again reopened, the new infirmary building alone being used for patients. The present capacity is 145 beds.¹

1. The information contained in the above history was obtained from Dr. Herbert C. Watts, Manager, Montana Veterans' Administration. February 1940.

Adjudication Division

1. FILES UNDER REGULATION, 1928 to date. Continuance of benefits to children after their 18th birthday who are attending school or college or are permanently incapable of self support. Filed numerically. (Occasionally, official.) 9 x 12 folders, 1 ft. 6 in., in drawer of oak filing case. R. 37. (7916)

2. INSURANCE CLAIMS, 1930 - 1934. Demand for payment of insurance installments of war risk term insurance; filed to establish disagreement for purpose of entering suit under section 19, World War Veterans' Act. Filed numerically. (Rarely, official.) 3 x 5 cards, 1 ft., in drawer of oak card cabinet. R. 37. (7917)

3. APPEALS RECORDS, 1933 to date. Form 670, record of the entering of an appeal from the agency of original jurisdiction in compensation and pension claims and record of progress of appeal including certification to and decision by appeal board. Filed alphabetically. (Daily, official.) 5 x 8 cards, 1 ft. 4 in., in drawer of wooden card cabinet. R. 36. (7915)

4. CERTIFICATION OF ATTORNEYS, 1933 to date. Admitted by Central Office to practice for Veterans' Administration in compensation and pension claims. Filed alphabetically. (Daily, official.) 3 x 5 cards, 3 ft. 4 in., in 4 drawers of oak card cabinet. R. 37. (7914)

5. RATING BOARD DOCKET, 1934 to date. Giving name and number of claimant and date set for consideration of claim. Filed chronologically. (Daily, official.) 3 x 5 cards, 1 ft., in 2 drawers of oak card cabinet. Rs. 37 and 36. (7913)

Office of the Chief Attorney

6. CORRESPONDENCE, 1926 to date. Pertaining to guardianship and other legal matters. Filed alphabetically. (Daily, official.) 9 x 12 folders, 12 ft., in steel filing cases. Rs. 30 and 31. (7920)

7. GUARDIANSHIP INDEX, 1926 to date. Name, address, and other information concerning fiduciaries, incompetents, and minors under guardianship and custodianship. Filed alphabetically. (Daily, official.) 3 x 5 cards, 3 ft. 9 in., in card cabinet. R. 31. (7921)

8. GUARDIANSHIP CASES, INACTIVE, 1926 to date. Of minors and incompetent claimants; copies of court records, correspondence, and various Veterans' Administration forms. Filed alphabetically. (Rarely, official.) 9 x 12 folders, 18 ft. 9 in., in steel filing cases. R. 31. (7918)

9. GUARDIANSHIP RECORD CASES, 1928 to date. Name and address of guardian and name of incompetent or minor, and location of the court under jurisdiction of which the case comes. Filed alphabetically. (Daily, official.) 5 x 8 cards, 1 ft. 6 in., in oak card cabinet. R. 31. (7919)

10. CCC CORRESPONDENCE, APPLICATIONS, AND DISCHARGES, Jan. 1, 1936 to date. Applications for enrollment, correspondence relative to applications, general correspondence regarding CCC, discharges, reports to district office concerning enrollees; prior records destroyed. Filed alphabetically by classification and alphabetically by name. (Daily, official.) 8 $\frac{1}{2}$ x 10 covers, in steel filing case. R. 121. (7967)

11. MISCELLANEOUS FILES, 1938 to date. General correspondence and

confidential information. (Frequently, confidential.) 9 x 12 folders, in filing cabinet. Rs. 30, 31, and 32. (8014)

12. CONFIDENTIAL RECORDS, 1938 to date. General correspondence and confidential matters pertaining to the Veterans' Administration. (Frequently, confidential.) 9 x 12 folders, in filing cabinet. Rs. 30, 31, and 32. (7986)

Finance Division

13. AWARD CARDS, 1922 to date. A record of compensation and pension payments to veterans giving name of veteran, compensation and check number. Filed numerically. (Daily, official.) 5 x 8 cards, 6 ft. 8 in., in wooden tub. R. 33. (7906)

14. ACCOUNT OF SALES OR COLLECTIONS, 1928 to date. Form 1216, showing amounts collected from sales of employees' or guests' meals, laundry, garage rent, surplus of condemned property, such as furniture, medical or surgical equipment. Filed alphabetically and numerically. (Rarely, official.) 9 x 12 folders, 1 ft., in drawer of steel filing case. R. 33. (7910)

15. MISCELLANEOUS REPORTS, INACTIVE, 1929 - 1935. Various reports, not now in use including difference reports, cost accounting reports, patients' fund records, schedules of disbursements and collection, Forms 1216, budget records, and others. No arrangement. (Rarely, official.) 9 x 12 folders, 4 ft., in 2 drawers of steel filing case. Storage room. (7911)

16. VOUCHERS TO CENTRAL OFFICE AND CORRESPONDENCE, 1929 to date. Carbon copies of vouchers covering payments for purchases and services payable in Central Office, Washington. Filed alphabetically by name of payee. (Rarely, official.) 9 x 12 folders, 1 ft. 10 in., in 2 drawers of steel filing case. R. 33. (7895)

17. SALARY RECORDS OF PERSONNEL, 1929 to date. Giving date, amount and remarks. Inactive records filed alphabetically by name of employee; active records filed by salary group. Damaged by vermin. (Frequently, official.) 5 x 8 cards, 2 ft. 5 in., in wooden filing case. R. 33. (7907)

18. MEALS, LODGING, AND SPECIAL TRANSPORTATION REQUESTS, 1932 to date. Memorandum copies of paid and unpaid forms authorizing veterans to secure meals, lodging and special transportation at government expense; also canceled originals and memorandum copies. Filed numerically. (Frequently, official.) 4 $\frac{1}{2}$ x 8 sheets, 12 ft., in 3 drawers of wooden filing cases. R. 33. (7908)

19. VETERANS' NOTES AND ADJUSTED SERVICE CERTIFICATES, 1934 to date. General correspondence containing inquiries and replies in connection with adjusted service certificates. Filed alphabetically. (Rarely, official.) 9 x 12 folders, 2 ft. 6 in., in wooden boxes. R. 33. (7897)

20. PAID VOUCHERS, INACTIVE, 1935 - 1937. For services and purchases. Filed alphabetically. (Rarely, official.) 9 x 12 folders, 14 ft., on wooden shelves. Storage room. (7912)
21. FIELD SERVICE RECEIPTS, 1935 to date. Carbon copies of receipts for all monies collected, giving name of remitter, amount, appropriation and symbol to be applied. Filed numerically. (Daily, official.) $3\frac{1}{2}$ x 8 sheets, 11 in., in drawer of wooden filing case. R. 33. (7904)
22. SERVICE LETTERS, VETERANS' ADMINISTRATION ISSUES, 1935 to date. Instruction issued by Central Office concerning procedure used in performing the duties of all stations. Filed chronologically. (Frequently, official.) 9 x 12 sheets, 10 in., in desk drawer. R. 33. (7902)
23. BUDGET RECORDS AND REPORTS, 1936 to date. Forms recording all budget transactions together with carbon copies of all procurement instruments in connection with the budget. Filed numerically. (Daily, official.) 9 x 12 folders, 8 ft., in 4 drawers of steel filing case. R. 33 (7899)
24. SCHEDULES, MISCELLANEOUS, 1936 to date. Forms on which payments or collections are forwarded to Disbursing Office, Treasury Department, Helena, giving payee's name, appropriation, limitation, symbol, budget symbol and amount, also including disbursements, collections, voucher deduction, transfers and refunds, retirements and disability fund credits, cancelation of check notices, and General Accounting Office and Central Office letters of exception. Filed numerically. (Frequently, official.) 9 x 12 folders, 1 ft. 6 in., in steel filing case. R. 33. (7903)
25. CURRENT CORRESPONDENCE REGARDING ADJUSTED SERVICE CERTIFICATES, 1936 to date. Carbon copies of letters in reply to correspondence received from veterans, advising that all inquiries concerning Adjusted Service Certificates are referred to Washington. (Rarely, official.) 9 x 12 folders; 11 in., in drawer of steel filing case. R. 33. (7894)
26. PATIENTS' FUNDS RECORDS, 1937 to date. Covering amounts deposited by patients for safe keeping during their hospitalization which is deposited to their account and withdrawn as they need it or when discharged from hospital; all funds are forwarded to the Division of Disbursements, Treasury Department, for depositing. (Daily, official.) 9 x 12 folders, 10 in., in steel filing case. R. 33. (7893)
27. BUDGET ESTIMATES AND CORRESPONDENCE, 1937 to date. Carbon copies of budgets covering needs of Facility, by fiscal years and quarters with related correspondence. Filed chronologically. (Frequently, official.) 9 x 12 folders, 2 in., in steel filing case. R. 33. (7898)
28. AUTHORITIES FOR GUEST MEALS, 1937 to date. Issued to employees and guests for meals in Facility dining room giving name, date and

meal. Filed numerically. (Occasionally, official.) 3 x 5 cards, 10 in., in drawer of wooden card cabinet. R. 33. (7900)

29. CONTRACTS, 1937 to date. Carbon copies of contracts covering purchases and services in connection with the operation of the facility; the original copies are in Washington. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft. 5 in., in 2 drawers of steel filing case. R. 33. (7901)

30. MEMORANDUM COPIES OF VOUCHERS PAID, 1938 to date. Public vouchers for purchases and services. Filed alphabetically. (Daily, official.) 9 x 12 folders, 14 ft., in 7 drawers of steel filing cases. R. 33. (7896)

31. RE-MAIL AND STOP PAYMENT NOTICES, 1938 to date. Forms to authorize the disbursing officer to make changes in compensation payments on their addressograph plates, giving name, compensation number and change to be authorized from Disbursing Officer. Re-mail, filed alphabetically by name of payee; stop payment, filed numerically by compensation number. (Frequently, official.) 5 x 8 sheets, 5 in., in drawer of wooden filing case. R. 33. (7905)

32. CHANGE OF ADDRESS REQUESTS, 1938 to date. Patients' requests of change of address by letter on Form 572. Filed chronologically. (Daily, official.) 9 x 12 folders, 1 ft. 2 in., in drawer of steel filing case. R. 33. (7909)

Office of the Manager

33. REPORTS AND CORRESPONDENCE RELATIVE TO STATISTICAL REPORTS, 1921 to date. Form 3400, retained copies of consolidated monthly reports covering work accomplished and actions taken by: legal, finance, adjudication, and surgery divisions and units. Filed chronologically. (Occasionally, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. R. 102. (7922)

34. LEAVE CARDS, 1921 to date. Form 3225, individual record of absence for year on each employee having sick, military, or leave without pay, period of absence and accrued leave from prior years. Filed alphabetically. (Daily, official.) 5 x 8 cards, 7 ft., in drawers of steel card cabinet and filing case. R. 102. (7923)

35. QUARTERS CARDS, 1921 to date. Showing living quarters, occupants, charge, and date accepted and relinquished. (Occasionally, official.) 5 x 8 cards, 1 $\frac{1}{2}$ in., in wooden box. R. 102. (7924)

36. DESIGNATED MEDICAL AND DENTAL EXAMINERS, 1921 to date. Changes and appointments of medical and dental examiners. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 3 ft., in drawer of steel filing case. R. 102. (7925)

37. MISCELLANEOUS CORRESPONDENCE AND REPORTS, 1921 to date.

Budgets, correspondence with Central Office, managers of other hospitals, reports of inspections made by various Central Office supervisors. Filed chronologically. (Frequently, official.) 9 x 12 folders, 15 ft., in 3 drawers of steel filing cases and in wooden boxes. R. 102. (7926)

38. SERVICE RECORDS, 1921 to date. Form 7, date of appointments, change in status, promotions and salary. Filed alphabetically. (Daily, official.) 5 x 8 cards, 2 $\frac{1}{2}$ in., in drawer of steel card cabinet. R. 102. (7928)

39. REGULATIONS AND ORDERS, 1921 to date. Instructions from Central Office, service letters, bulletins, circulars, station orders, and administrative decisions. (Frequently, official.) Various sized folders and loose-leaf books, 12 ft., on shelves in book case. R. 102. (7929)

40. TRAVEL ORDERS, 1933 to date. Form 4507, request for and travel orders issued to personnel, field examiners, and attorneys, giving name, points of travel, per diem and amount of authorization. Filed alphabetically by name of employee. (Occasionally, official.) 9 x 12 folders, 2 in., in drawer of steel filing case. R. 102. (7930)

41. POSITION CARDS, 1936 to date. Form 6640, showing name of incumbent, salary range, position number, designation, date authorized, service and grade of employee and cost accounting symbol. Filed by organization unit. (Frequently, official.) 5 x 8 cards, 3 in., in drawer of steel card cabinet. R. 102. (7927)

Contact Unit

42. CORRESPONDENCE, REGULATIONS, ORDERS AND MEMORANDA, 1932 to date. Administrative decisions, duplicate copies of correspondence, laws pertaining to Veterans' Administration, and employment correspondence. Filed alphabetically. (Frequently, official.) 9 x 12 folders and envelopes, 2 ft. 3 in., in drawer of steel filing case. R. 121. (7933)

43. CCC RECORDS, 1933 to date. Forms used to supplement CCC correspondence, giving name, address, action taken, eligibility, amount of money each enrollee intends to deposit, character, and date of previous discharge. Filed by classification. (Daily, official.) 3 x 5 cards, 1 ft. 4 in., in wooden box. R. 121. (7932)

44. HOSPITAL CONTACTS, MEDICAL BRIEFS AND MEMORANDA, 1937 to date. Name and address of patient, nearest relative, date and place of birth, enlistment, discharge, character of discharge, rank, organization served in, whether or not claim is filed, date of claim, location of case file, whether pension or compensation is received, complaints, employment and income, economic status, and clothing eligibility status. Filed alphabetically. (Daily, official.) 5 x 8 cards, 3 ft., in wooden box. R. 121. (7834)

45. TELEGRAMS, Oct. 1938 to date. Pertaining to hospitalization of veterans, verification of service records, personnel matters, and CCC enrollment. Filed alphabetically. (Rarely, official.) Various sized sheets, 3 in., in drawer of steel filing case. R. 121. (7931)

Library

46. LIBRARY CARDS, n. d. Card catalogue of all books in library. Filed alphabetically. (Daily, official.) 3 x 5 cards, 6 ft., in wooden card cabinets. Library. (8011)

47. CORRESPONDENCE AND REPORTS, 1937 to date. Miscellaneous correspondence and reports. Filed alphabetically. (Daily, official.) 9 x 12 folders, 10 in., in wooden desk drawer. Library. (8012)

48. BORROWERS' CARD FILE, 1939 to date. Title of book, date taken and name of borrower. Filed alphabetically. (Daily, official.) 3 x 5 cards, 3 in., in card cabinet. Library. (8013)

Mail and Records Unit

49. CANADIANS' CLAIMS, 1921 to date. Complete record of compensation claims filed by Canadians who served in American Army. 3 x 5 card index, filed alphabetically. (Rarely, official.) 9 x 12 folders, 4 ft. 5 in., in 3 drawers of wooden filing case. Mail and records office. (7877)

50. PENSIONS, SPANISH AMERICAN AND WORLD WAR, 1921 to date. Correspondence, medical reports, and various forms required for compensation claims. 3 x 5 card index, filed alphabetically. (Occasionally, official.) 9 x 12 folders, 24 ft., in 6 drawers of wooden filing cases and on wooden shelves. Mail and records office. (7678)

51. DUPLICATE MATERIAL FILES, INACTIVE, 1921 to date. Duplicate material removed from claims folders when segregated, including medical reports, letters, changes of address, and notices. Filed numerically. (Rarely, official.) 9 x 12 folders, 9 ft., on wooden shelves. Mail and records office. (7879)

52. COMPENSATION CASES, 1921 to date. Complete case history including hospital reports, and reports of medical examination and all related correspondence. Filed numerically. (Daily, official.) 9 x 12 folders, 624 ft., in 312 drawers of steel filing cases. Mail and records office. (7882)

53. ABSTRACTS, 1921 to date. Giving name of veteran, compensation number, rank and organization served in, amount of compensation, hospital record, disabilities, marital status, date and place of birth, date and place of enlistment and discharge, physical examinations made, and beneficiary. 3 x 5 card index, filed numerically. (Daily, official.) 3 x 8 cards, 7 ft. 6 in., in oak tubs. Mail and records office. (7883)

54. INDEX CARDS, 1921 to date. Giving name of veteran, compensation number, rank and organization, date and place of birth, serial number, date of enlistment and discharge. Filed alphabetically. (Daily, official.) 3 x 5 cards, 8 ft. 4 in., in oak tub. Mail and records office. (7884)

55. TRANSFER INDEX CARDS, 1921 to date. Of veterans with notations as to place, and date of transfer. Filed alphabetically. (Daily, official.) 3 x 5 cards, 5 ft., in 5 drawers of oak card cabinet. (7885)

56. RETIRED FILE, INACTIVE, 1928 - 1937. Old material and correspondence taken out of claims folders, everything over a year old is put in retired files when folders are too full; if case is transferred, retired file is also transferred. Filed numerically. (Rarely, official.) 9 x 12 folders, 20 ft., on steel shelves. Mail and records office. (7886)

57. GENERAL CORRESPONDENCE, 1935 to date. Monthly reports from various departments including dental, medical, X-ray, physiotherapy, library, and Red Cross. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 3 ft. 10 in., in 2 drawers of filing case. Mail and records office. (7881)

58. MISCELLANEOUS CORRESPONDENCE, 1935 to date. Requests for hospitalization, and compensation information. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 2 ft., in 2 drawers of filing case. Mail and records office. (7880)

Medical Division

Chief Medical Officer

59. PATIENTS' REGISTER CARDS, 1937 to date. Showing name of patient, admission date, hospital register number, diagnosis, name and address of nearest relative, religion, claim number, class of beneficiary, amount of compensation or pension received. Filed alphabetically. (Daily, official.) 3 x 5 cards, 8 in., in steel drawer. R. 118. (7873)

60. SURGICAL SCHEDULES, 1937 to date. Showing patients' name, claim number, register number, diagnosis, kind of operation, value of surgeon, kind of anaesthesia, ward and date of operation, signature of chief surgeon, and approved by chief medical officer. Filed chronologically. (Frequently, official.) 8 x 10 $\frac{1}{2}$ sheets, 6 in., in steel filing case. R. 118. (7874)

61. RETAINED COPIES OF OUT-PATIENTS' REPORTS, 1938 to date. Form 2545, report of physical examination; routine laboratory tests, case history, surgical reports, etc. Filed alphabetically. (Frequently, official.) 8 x 10 $\frac{1}{2}$ sheets, 1 ft., in steel filing case. R. 117. (7876)

62. MISCELLANEOUS REPORTS, 1939. Morning reports, weekly surgical, monthly hospital reports of attending specialists, chemical and bacteriological analysis of milk, report of sanitary officer, and semiannual survey of surgical instruments. Filed alphabetically. (Daily, official.) 9 x 12 folders, 5 ft. 8 in., in 4 drawers of steel filing case. R. 117. (7875)

Chief Nurse

63. CONFIDENTIAL REPORTS ON EMPLOYEES, 1937 to date. And personal correspondence. Filed alphabetically. (Occasionally, official.) 8 x 10 $\frac{1}{2}$ sheets, 1 in., in steel filing case. R. 120. (7855)

64. WORK SCHEDULES, 1937 to date. Of daily nursing duties, giving name of nurse, and unit. Filed chronologically. (Occasionally, official.) 9 x 12 folders, 1 $\frac{1}{2}$ in., in steel filing case. R. 120. (7856)

65. DAILY RECORD OF EMPLOYEES, 1939. Form 3205, daily time reports, giving names of employees, time of arrival on duty, time excused, time charged, and remarks. Filed chronologically. (Occasionally, official.) 8 $\frac{1}{2}$ x 10 folders, 1 ft., in steel filing case. R. 120. (7853)

66. NIGHT SUPERVISOR'S REPORT BOOKS, 1939. General night reports on patients for all units of hospital. Filed chronologically. (Occasionally, official.) 8 $\frac{1}{4}$ x 10 $\frac{1}{8}$ vols., 1 $\frac{1}{2}$ in., in steel filing case. R. 120. (7854)

Chief Surgeon

67. RECORD OF CULTURES, 1937 to date. Form 2614i-1, bi-monthly surgical data on cultures taken from surgical instruments, linen, gloves, and other surgical items; also water cultures. Filed chronologically. (Daily, official.) 8 x 10 $\frac{1}{2}$ vols. and sheets, 3 3/4 in., in wooden drawer and in steel filing case. R. 319. (7826)

68. ALCOHOLIC AND NARCOTIC DRUGS, 1937 to date. Form 2638, showing amount of alcohol and narcotics in stock in surgery, date on which same are dispensed, mode of medication, and by whom administered. Filed chronologically. (Daily, official.) 8 x 10 $\frac{1}{2}$ sheets, $\frac{1}{2}$ in., in steel drawer in desk. R. 319. (7827)

69. ANTI-LUETIC TREATMENTS, 1937 to date. Name of patient, date, drug used, amount, number of treatments, and name of physician. Filed chronologically. (Frequently, official.) 8 x 10 $\frac{1}{2}$ vol., 3/4 in., in steel drawer. R. 319. (7829)

70. SURGICAL RECORDS, 1937 to date. Form 2614d, pre-operative and post-operative diagnosis, kind of operation performed, gross findings, technique used, type of anaesthesia, name of patient, surgeon, and other personnel of operating team. Filed alphabetically. (Daily, official.) 8 x 10 $\frac{1}{2}$ sheets, 8 in., in steel filing case. R. 319. (7830)

71. MEMORANDUM RECEIPTS FROM SUPPLY OFFICE, 1937 to date. Form 2598e, itemized lists of non-expendable surgical supplies. Filed alphabetically. (Daily, official.) 8 x 10 $\frac{1}{2}$ sheets, $\frac{1}{4}$ in., in wooden desk drawer. R. 319. (7831)

72. SURGICAL SCHEDULES, 1937 to date. Showing name of patient, diagnosis, kind of operation, operative data, surgeon, anaesthetist, ward, compensation number, register number, and date of schedule. Filed chronologically. (Frequently, official.) 8 x 10 $\frac{1}{2}$ sheets, 1 $\frac{1}{2}$ in., in steel desk drawer. R. 319. (7832)

73. SURGICAL OPERATIONS, 1937 to date. Date, name of patient, operation performed, names of surgeons, assistant, anaesthetist and surgical nurse, and type of anaesthesia. Filed chronologically. (Daily, official.) 8 x 10 $\frac{1}{2}$ vol., 3/4 in., in steel drawer. R. 319. (7833)

74. LAUNDRY AND LINEN RECORD, 1938 to date. Recheck of linen by classification number, date and count of pieces received from and by the laundry. Filed chronologically. (Daily, official.) 8 x 10 $\frac{1}{2}$ vol., 3/4 in., in steel drawer. R. 319. (7834)

75. DAILY STERILIZATIONS, 1938 to date. Circular graphic charts which state the degrees of sterilization, date, hour, and time spent in sterilizing surgical articles. Filed chronologically. (Daily, official.) 8 x 10 $\frac{1}{2}$ sheets, 1 in., in steel filing case. R. 319. (7828)

Dental Clinic

76. CLINICAL AND DENTAL RECORD, 1939. Form 2614p, giving diagnosis, result of dental examination, authority for treatment, request for dental relief, whether disability is service connected or non-service, name of patient, case number, and register number. Filed alphabetically. (Daily, official.) 8 x 10 $\frac{1}{2}$ sheets, 2 $\frac{1}{2}$ in., in desk drawer. R. 104. (7840)

Dietetic Unit

77. DIETITIAN'S REPORT, 1929 to date. Form 2653, monthly report giving raw food expenditures, overhead expense, number of different diets served, total number of rations served, total amount of waste, and amount of waste per ration. Filed chronologically. (Occasionally, official.) 8 x 10 $\frac{1}{2}$ sheets, 3/4 in., in steel filing case. Dietitian's office. (7864)

78. REQUISITIONS FOR EQUIPMENT, 1937 - 1939. Quarterly reports for all special items of equipment not carried in general store. Filed chronologically. (Occasionally, official.) 8 x 10 $\frac{1}{2}$ sheets, $\frac{1}{4}$ in., in steel filing case. Dietitian's office. (7865)

79. MENUS, 1937 to date. Weekly menus. Filed chronologically. (Occasionally, official.) 8 x 12 $\frac{1}{2}$ sheets, 2 $\frac{1}{2}$ in., in steel filing case. Dietitian's office. (7867)

80. CORRESPONDENCE, 1937 to date. Miscellaneous and service letters from Central Office. Filed chronologically. (Occasionally, official.) 9 x 12 folders, $\frac{1}{2}$ in., in steel filing case. Dietitian's office. (7868)
81. SUBSISTENCE REQUISITIONS, 1937 to date. Estimates and orders, including copies of contracts and purchase orders placed for meats and dairy products, bread, fresh fruits and vegetables. Filed chronologically. (Daily, official.) 8 x $10\frac{1}{2}$ sheets, 4 in., in steel filing case. Dietitian's office. (7869)
82. INVENTORY OF ALL SUBSISTENCE SUPPLIES NOT CONSUMED AT END OF MONTH, 1937 to date. Issued to dietetic unit. Filed chronologically. (Occasionally, official.) 8 x $10\frac{1}{2}$ sheets, $\frac{1}{2}$ in., in steel filing case. Dietitian's office. (7870)
83. INVENTORIES, 1937 to date. Reports, actual record of all equipment ordered and issued to the dietetic unit. Filed chronologically. (Frequently, official.) 8 x $10\frac{1}{2}$ sheets, $\frac{1}{2}$ in., in steel filing case. Dietitian's office. (7871)
84. STATION ORDERS, 1937 to date. All instructions from Manager's Office relative to local procedure. Filed chronologically. (Frequently, official.) 8 x $10\frac{1}{2}$ sheets, $\frac{1}{2}$ in., in steel filing case. Dietitian's office. (7872)
85. PERPETUAL INVENTORY OF ALL PERISHABLE SUBSISTENCE SUPPLIES OBTAINED ON UNPOSTED VOUCHERS, 1937 to date. Form 2819, daily report that records weight on items as received, and amount of items used daily. Filed chronologically. (Daily, official.) 8 x $10\frac{1}{2}$ sheets, $2\frac{1}{2}$ in., in steel filing case. Dietitian's office. (7865)
86. ACCOUNT OF SALES OR COLLECTION, 1937 to date. Form 1216, report of guest meals served, showing each individual meal, date, amount charged, guest card number, and total. Filed chronologically. (Occasionally, official.) 8 x $10\frac{1}{2}$ sheets, $\frac{1}{2}$ in., in steel filing case. Dietitian's office. (7863)
87. CONSOLIDATED DIET SHEET, 1939. Form 2603, daily report of diets on each ward and requisitions of nourishments. Filed chronologically. (Occasionally, official.) 8 x $10\frac{1}{2}$ sheets, $\frac{1}{2}$ in., in desk drawer. Dietitian's office. (7862)

General Clinic

88. INDEX TO REGISTER OF PATIENTS, 1921 to date. Form 2580, giving name of patient, date of birth, address, number of times hospitalized, dates of admission and discharge, register number, whether inpatient or out-patient. Filed alphabetically. (Daily, official.) 3 x 5 cards, 6 ft. 8 in., in 15 drawers of card cabinet. R. 126. (7844)
89. PATHOLOGICAL CARDS, 1921 to date. Giving register number of

patient and diagnosis. Filed alphabetically. (Rarely, official.) 5 x 8 cards, 2 ft. 6 in., in 3 drawers of wooden card cabinet. R. 126. (7345)

90. RECORD OF HOSPITAL CARE, 1921 to date. Form 2593, giving name, address, class of benefit, register number, date of admission, sex, race, date of birth, marital status, place of birth, date of last military service, rank and organization, diagnosis, if of service origin, and result of treatment. Filed numerically. (Occasionally, official.) 5 x 8 cards, 10 ft. 2 in., in 8 drawers of wooden card cabinet. R. 126. (7346)

91. CLINICAL CHARTS, RETAINED, 1921 to date. Record of patient's previous hospitalization, medical records such as X-rays, laboratory tests, etc. Filed alphabetically. (Daily, official.) 9 x 12 folders, 4 ft., in 2 drawers of wooden filing case. R. 126. (7347)

92. CLINICAL RECORDS, 1921 to date. Clinical records on discharged patients. Filed numerically. (Daily, official.) 9 x 12 folders, 436 ft., in steel filing cases and on wooden shelves. R. 126. (7349)

Out-Patient Unit

93. OUT-PATIENT TREATMENT FOLDERS, 1929 to date. Record of out-patient treatment including authorization to the physicians, reports of medical examinations made, and related correspondence. Filed alphabetically. (Daily, official.) 9 x 12 folders, 19 ft. 2 in., in 10 drawers of wooden filing cases. Out-patient's room. (7357)

94. MISCELLANEOUS RECORDS, 1929 to date. Correspondence with designated physicians relating to out-patient treatment or examinations. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 1 ft. 11 in., in drawer of wooden filing case. Out-patient's room. (7359)

95. LABORATORY RECORDS, 1931 to date. Giving name, register number, and compensation number of patients who are discharged or have died. Filed alphabetically. (Daily, official.) 4 x 6 and 5 x 8 cards, 6 ft. 10 in., in wooden card cabinet. R. 123. (7343)

96. REGIONAL OFFICE DENTAL MASTER CARDS, 1933 to date. Giving name and address of patient, date of authority for examination, and treatments. Filed alphabetically. (Daily, official.) 5 x 8 cards, 5 in., in wooden card cabinet. Out-patient's room. (7358)

97. CORRESPONDENCE, IN-PATIENTS, 1937 to date. Correspondence concerning patients in hospital at present time. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft., in filing case. R. 126. (7348)

98. BLOOD DONOR REGISTER, 1937 to date. Giving name, address, telephone number, type of blood, results of physical examination and

Wasserman test. Filed alphabetically. (Occasionally, official.) 3 x 5 cards, 1 in., in wooden card cabinet. R. 123. (7842)

99. RETAINED COPIES OF REPORTS AND MISCELLANEOUS RECORDS, 1937 to date. Correspondence and reports from physicians over state on out-patient treatments, giving name of patient treated, kind of service rendered, and dates of treatment. Filed alphabetically. (Frequently, official.) 9 x 12 folders and sheets, $4\frac{1}{2}$ in., in wooden filing case. R. 118. (7860)

100. SCHEDULES, 1937 to date. For out-patient examinations, giving name of veteran, examination date, purpose of examination and schedule made out two weeks in advance. Filed chronologically. (Frequently, official.) 9 x 12 folders, $\frac{1}{2}$ in., in steel filing case. R. 118. (7861)

Physiotherapy Unit

101. MEDICAL REPORTS, 1937 to date. Form 2581, daily report of treatments given; Form 2611, daily progress report, giving name of patient, ward, register number, date when treatments began, diagnosis, kind of treatments, dates of treatments, and final disposition of case; Form 2612, monthly report of treatments, compiled from daily reports, giving class and number of patients assigned and released during month, result of treatments, name of aide, dates of duty, title of treatments, and number given during month, and number of visits of patients during month. Filed chronologically and alphabetically. (Daily, official.) 8 x $10\frac{1}{2}$ sheets and 5 x 8 cards, $10\frac{1}{4}$ in., in wooden card cabinet, and in envelopes in desk drawer. Physiotherapy Unit. (7841)

Ward Nurse

102. MEMORANDUM RECEIPTS FROM SUPPLY OFFICE, 1937 to date. Form 2598c, itemized lists of non-expendable surgical and medical ward supplies. Filed alphabetically. (Daily, official.) 8 x $10\frac{1}{2}$ sheets, $\frac{1}{4}$ in., in steel desk drawer. R. 304. (7835)

103. NURSES' PROGRESS NOTES, 1937 to date. Form 2614k, showing name of patient, class of beneficiary, compensation and register number, date, hour, and progress of patient's condition. Filed chronologically. (Daily, official.) 8 x $10\frac{1}{2}$ sheets, $\frac{1}{2}$ in., in cement compartment in wall. R. 304. (7839)

104. SURGICAL RECORD, 1937 to date. Pre-operative and post-operative diagnosis, kind of operation performed, gross findings, technique used, type of anaesthesia, name of patient, surgeon, and other personnel of operating team. Filed alphabetically. (Frequently, official.) 8 x $10\frac{1}{2}$ sheets, 9 in., in steel desk drawer. R. 304. (7836)

Ward Surgeon

105. WARD SURGEON'S PROGRESS NOTES, 1937 to date. Form 2614j,

showing name of patient, class of veteran, compensation and register numbers, date of treatment, medication given or prescribed, progress of patient's condition. Filed alphabetically. (Daily, official.) 8 x 10 $\frac{1}{2}$ sheets, 3/4 in., in cement compartment in wall. R. 304. (7837)

106. CLINICAL FILES OF PATIENTS RECEIVING TREATMENT, 1937 to date. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft. 6 in., in steel filing case. R. 304. (7838)

X-ray Unit

107. RECORD OF EXPOSURE, 1921 - Oct. 31, 1935; Feb. 16, 1937 to date. Giving name of patient, claim number, X-ray number, date of X-ray exposure, and part of body X-rayed. Due to building repairs necessitated by earthquake damage no X-ray records were made between November 1, 1935 and February 15, 1937. Filed alphabetically. (Daily official.) 5 x 8 cards, 12 ft., in 16 drawers of wooden filing cases. R. 109-A. (7851)

108. RETAINED COPIES OF REPORTS, 1921 - Oct. 31, 1935; Feb. 16, 1937 to date. Form 2614h, report of X-ray or fluoroscope findings, giving date of request, date reported, number of films used, patient's name, class of beneficiary, claim number, and register number. Due to building repairs necessitated by earthquake damage no X-ray records were made between November 1, 1935 and February 15, 1937. Filed alphabetically. (Daily, official.) 8 x 10 $\frac{1}{2}$ sheets, 8 ft., in 4 drawers of steel filing case. R. 109-A. (7852)

109. X-RAY FILMS, 1925 - Oct. 31, 1935; Feb. 16, 1937 to date. Due to building repairs necessitated by earthquake damage no X-ray records were made between November 1, 1935 and February 15, 1937. Filed numerically. (Daily, official.) 14 x 17 envelopes, 68 ft. 3 in., in 21 drawers of steel filing cases and on wooden shelves. R. 109-A. (7850)

Supply Division

110. PROPERTY RECORD CARDS, SEMI-ACTIVE, 1921 - 1936. Forms 1243 and 2598f, posted record of property carried in stock or issued to departments, giving name of item, unit price, amount received, voucher number, and month of issue; separated into two groups; expendable and non-expendable property. Filed numerically. (Occasionally, official.) 5 x 8 cards, 9 ft. 6 in., in wooden tub. R. 43. (7999)

111. BIDDERS, 1921 to date. List of dealers who might be interested in bidding on Veterans' Administration requirements, giving name of dealer, address, line of merchandise, dates invitations to bid were sent, and whether invitations were returned. Filed alphabetically by group or classification of merchandise, and each group alphabetically filed thereunder by names of dealers. (Daily, official.) 3 x 5 cards, 6 in., in wooden card cabinet. R. 43. (7987)

112. CORRESPONDENCE, 1929 to date. General correspondence on repairs of equipment, loss of shipments, orders of material and equipment, adjustments in property matters, property accounting and vouchers. Filed chronologically and numerically. $5\frac{1}{2}$ x 8 vol. index, cross indexed. (Daily, official.) Damaged slightly by termites or paper bugs. 9 x 12 folders, 3 ft. 8 in., in wooden filing case. R. 43. (7988)

113. CONSOLIDATED MEMORANDUM RECEIPTS, INACTIVE, 1930 - 1939. Form 2598c, abstracts of property charged to departments, wards, or quarters and signed for by responsible employee. Filed numerically by department key number. (Rarely, official.) Damaged by rodents. 9 x 12 filing jackets, 2 ft. 1 in., in wooden filing case and on wooden shelf. R. 43. (7992)

114. FEDERAL SPECIFICATIONS, 1930 to date. Government specifications for supplies purchased. Filed chronologically by group or classification of property. 5 x 8 vol. index, arranged alphabetically by subject. (Frequently, official.) 5 x 8 vols., 2 ft. 9 in., in wooden card cabinets. R. 43. (7996)

115. ISSUE LISTS FOR EXPENDABLE PROPERTY, INACTIVE, July 1934 - Dec. 31, 1938. Departmental requests for expendable property, giving expendable items in stock and quantity of items ordered in each calendar month. Filed numerically by department. (Rarely, official.) $8\frac{1}{2}$ x 11 stapled sheets, 2 ft. 6 in., in wooden filing case and wooden box. R. 43. (7994)

116. CURRENT CONTRACTS FOR SUPPLIES, July 1, 1936 to date. Forms 33, 36 and 1036, contracts for procurement of supplies and services; also copies of invitations to bid and certificates of award. Filed numerically by contract number. (Daily, official.) 9 x 12 folders, 3 ft. 8 in., in steel filing case. R. 43. (7991)

117. PURCHASE ORDERS, July 1, 1936 to date. Giving date, name of dealer, items, quantity, cost per unit and total, and terms. Filed numerically by serial number. (Daily, official.) 9 x 12 folders, 3 ft. 8 in., in steel filing case and wooden box. R. 43. (7990)

118. GENERAL PROCUREMENT RECORDS, July 1, 1938. Miscellaneous papers and instruments including letters of authority, Central Office letters regarding contracts, shell fish shippers' lists, Department of Agriculture meat grading services, general correspondence relative to contracts and open market purchases. Filed chronologically by date of instrument. (Daily, official.) 9 x 12 folders, 1 ft., in steel filing case. R. 43. (7989)

119. REGISTER OF INVITATIONS FOR BIDS, July 1, 1938. Giving number of invitation, nature of product and date of opening of bids. Filed numerically by invitation number. (Occasionally, official.) 8 x $10\frac{1}{2}$ vols., $\frac{3}{4}$ in., in wooden desk drawer. R. 43. (8001)

120. PROPERTY RECORDS, 1938 to date. Reports on transportation

issued to beneficiaries and employees, monthly reports on antitoxins and serums in pharmacy, quantity of dental scrap gold turned in by dental clinic. Filed chronologically by date of reports and by departments. (Occasionally, official.) 9 x 12 folders, 3 in., in wooden filing case. R. 43. (7993)

121. REQUISITIONS FOR SUPPLIES, PENDING, July 1, 1938 to date. Forms 3211, 3224 and 134A, incomplete orders or requisitions for supplies received or on order giving item, stock number, quantity and estimated cost. Filed numerically by serial number. (Frequently, official.) 8 x 10 $\frac{1}{2}$ requisition register. 9 x 12 folders, 5 $\frac{1}{2}$ in., in wooden filing case. R. 43. (8000)

122. REQUISITION REGISTER, July 1938 to date. Of requests for purchases showing number of requisition, classification of items, name of item, date of requisition, date of completion or cancellation of requisition. Filed chronologically by date of requisition. (Frequently, official.) 8 x 10 $\frac{1}{2}$ vol., 3/4 in., on desk. R. 43. (7998)

123. VOUCHER REGISTER, Sept. 1938 to date. Giving voucher number, date, nature of voucher, purchase order number or requisition number. Arranged chronologically. (Daily, official.) 8 x 10 $\frac{1}{2}$ vol., 3/4 in., in desk drawer. R. 43. (7997)

124. PROPERTY VOUCHERS, ACTIVE, Sept. 1938 to date. Listing property received or expended, giving quantity, item, unit price and total, card number, and signature of storekeeper and supply officer. Filed numerically by serial number. (Daily, official.) 9 x 12 folders, 7 $\frac{1}{2}$ in., in wooden filing case. R. 43. (7995)

Transportation Unit

125. RAILROAD RATE CARDS (OUT-OF-STATE), 1932 to date. Giving name of railroad, best routing to Helena from various other Veterans' hospitals and other large cities (Chicago, Cincinnati, Grand Forks, etc.) Filed alphabetically. (Frequently, official.) 3 x 5 cards, 6 in., in card cabinet. R. 143-A. (8002)

126. RAILROAD RATE CARDS (STATE), 1932 to date. Giving name of railroad or bus line, best routing to Helena from towns of state, first and second class fare to Helena, cost of berths or bus fare. Filed alphabetically. (Daily, official.) 5 x 8 cards, 1 ft., in card cabinet. R. 143-A. (8003)

127. TRIPLICATE COPIES OF TRANSPORTATION REQUESTS, 1937 to date. Giving date, name of veteran, points between which traveled, name of railroad or bus line and amount of fare. Filed chronologically. (Frequently, official.) 8 $\frac{1}{2}$ x 20 loose-leaf books, 6 in., on wooden shelf. R. 143-A. (8004)

128. TRIPLICATE COPIES OF MEALS AND LODGING REQUESTS, 1937 to date. Form 3266b, giving name of veteran, date, cost of meals or lodging while traveling to or from hospital. Filed chronologically.

(Daily, official.) $8\frac{1}{2}$ x 20 loose-leaf books, 8 in., on wooden shelf. R. 143-A. (8005)

129. TRIPLICATE COPIES OF SPECIAL TRANSPORTATION REQUESTS, 1937 to date. Form 3267b, issued to veterans for rural stage travel, giving name of veteran, date, amount of fare, points between which traveled. Original copy goes to veteran, duplicate to Central Office. Filed chronologically. (Daily, official.) $8\frac{1}{2}$ x 10 loose-leaf book, 2 in., on wooden shelf. R. 143-A. (8006)

130. TRAVEL ORDERS AND MISCELLANEOUS FORMS, 1938 to date. Tissue copies of Forms 2511, 2512, 2510, giving name of veteran, amount of transportation, points between which traveled, amount of meals, lodging and date. Filed chronologically. (Daily, official.) $9\frac{1}{2}$ x 12 covers, 8 in., in steel locker. R. 143-A. (8007)

131. MEMORANDUM FORMS NO. 29, 1938 to date. Local mimeographed form to authorize transportation issued by chief medical officer to supply officer, giving name of veteran, point to which travel is authorized, reason for issue (hospitalization, dehospitalization, or for physical examination). Each book covers two month period. (Daily, official.) 7 x 9 covers, 1 ft. 3 in., in steel locker. R. 143-A. (8008)

132. STATE RATE CARDS (STATE), 1932 to date. Giving rural stage routes from towns to nearest railroad point, stage schedule, and fare. Filed alphabetically. (Daily, official.) 5 x 8 cards, 7 in., in wooden card cabinet. R. 143-A. (8009)

133. MASTER CARDS, ACTIVE AND INACTIVE, 1931 to date. Record of transportation issued to employees, giving book (Government requests for transportation) number, request number, date, signature of employee using transportation, and date duplicate copy is sent to Central Office. Filed numerically. (Frequently, official.) 5 x 8 cards, 2 in., in wooden card cabinet. R. 143-A. (8010)

Utility Division

134. BLUEPRINTS AND PLAT PLANS, 1895 to date. Plat plans and blueprints of all buildings on the post and vicinity. Filed numerically and alphabetically. (Daily, official.) Various sized sheets and 9 x 12 folders, 4 ft. 1 in., in wooden drawers, rolls, and in steel filing case. Utility office. (7889)

135. CORRESPONDENCE, 1925 to date. Between utility officer, Central Office and contractor on construction of infirmary, heating plant, garages, and dining hall. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft. 9 in., in wooden filing case. Utility office. (7890)

136. FEDERAL SPECIFICATIONS, 1925 to date. For material issued by Procurement Division of Treasury Department. Filed alphabetically.

(Occasionally, official.) 5 x 8 folders, 1 ft., in steel filing case. Utility office. (7891)

137. MISCELLANEOUS FILE, 1929 to date. Correspondence with Central Office pertaining to utility activities. 3 x 5 card index, filed alphabetically. (Daily, official.) 9 x 12 folders, 14 ft., in 6 drawers of wooden filing cases. Utility office. (7892)

138. MACHINE RECORDS, 1937 to date. Cost record of equipment repairs giving description of machine, serial number, model, size, location, date of repair, nature of repairs and cost. Filed alphabetically. (Frequently, official.) 5 x 8 cards, $2\frac{1}{2}$ in., in steel card cabinet. Utility office. (7887)

139. ADDRESSES, BUILDING, GENERAL INFORMATION, 1937 to date. Giving names of personnel and employees who are occupants of the various buildings of the reserve, addresses of manufacturers, names of former employees and contractors and general information. Indexed alphabetically. (Frequently, official.) 3 x 5 cards, 4 in., in wooden card cabinet. Utility office. (7888)

