

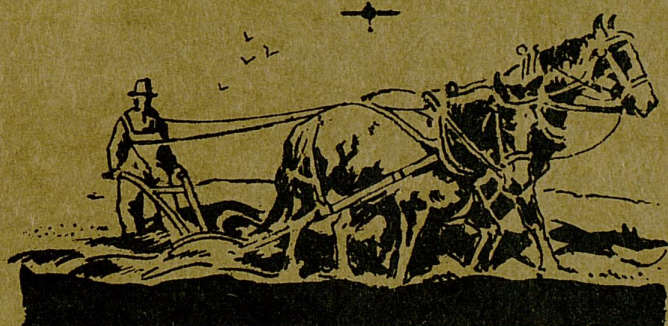
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UNIVERSITY OF KENTUCKY

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INVENTORY
OF
FEDERAL ARCHIVES
IN
THE STATES

SERIES - IX
DEPARTMENT
OF
AGRICULTURE
No. 5
CALIFORNIA



PART-III

GOVERNMENT PUBLICATION

UNIVERSITY OF KENTUCKY
LIBRARIES

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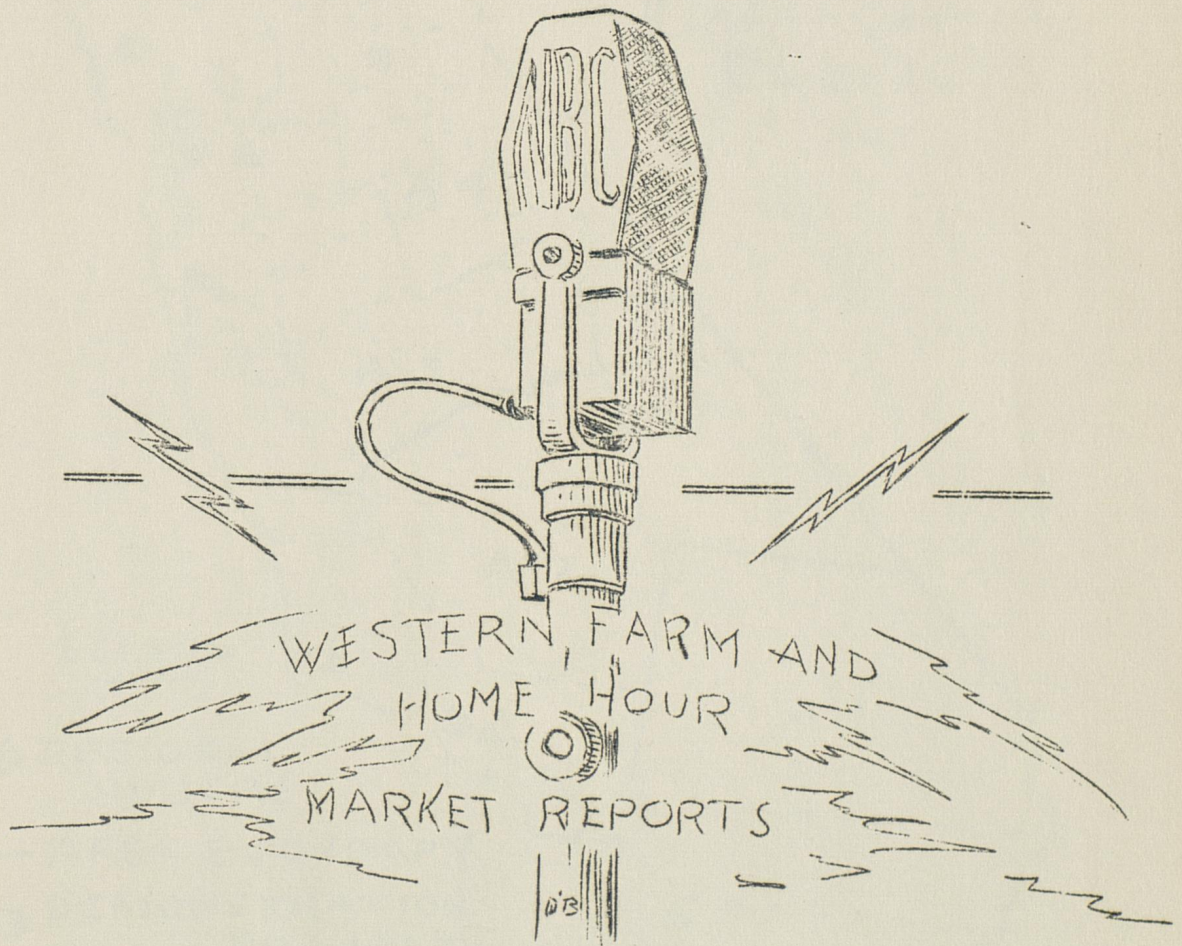
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OFFICE OF
INFORMATION



DEPARTMENT
of
AGRICULTURE

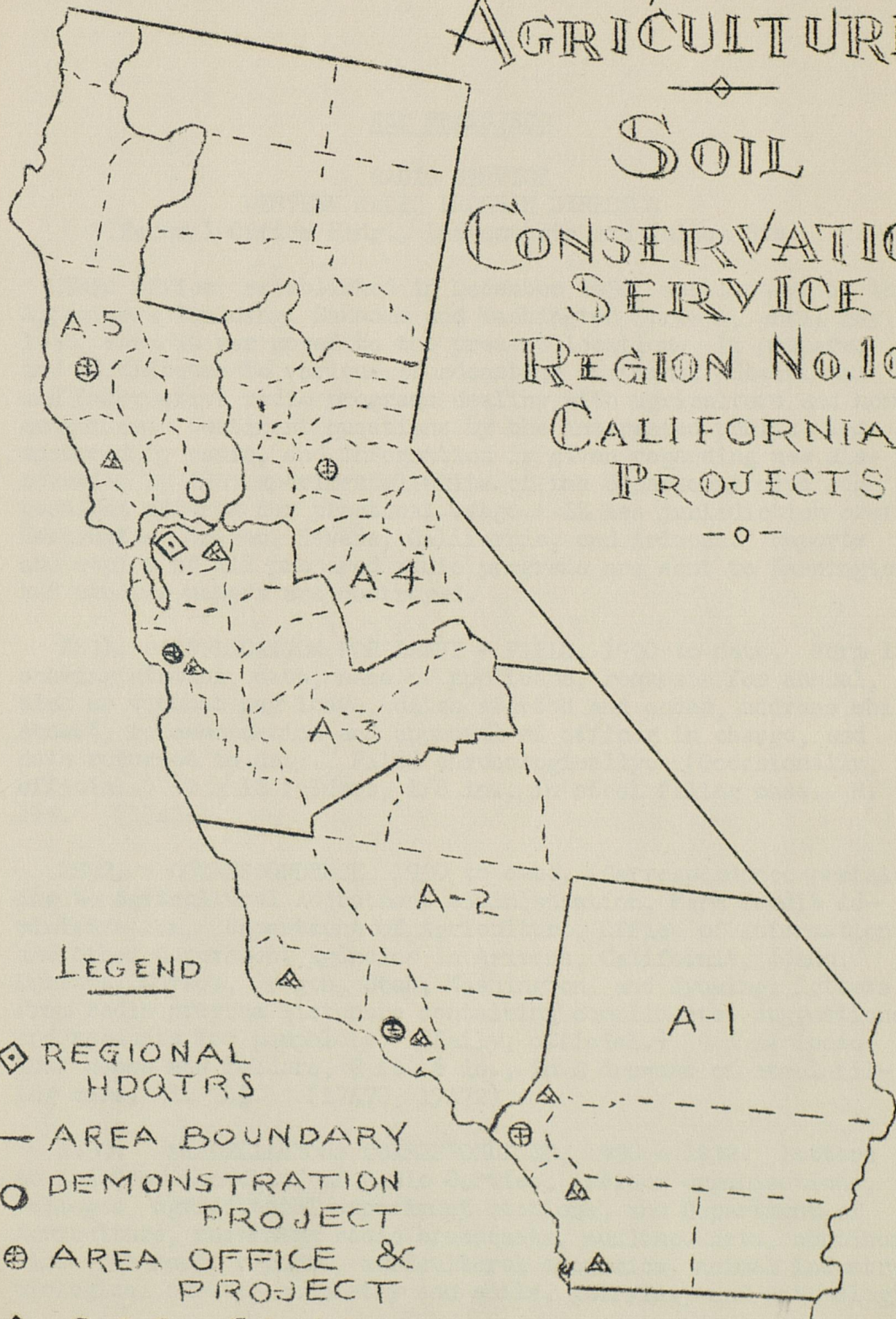
SOIL

CONSERVATION
SERVICE

REGION No. 10

CALIFORNIA
PROJECTS

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LEGEND

- ◇ REGIONAL HDQTRS
- AREA BOUNDARY
- DEMONSTRATION PROJECT
- ⊕ AREA OFFICE & PROJECT
- △ SCS CAMP

OFFICE OF INFORMATIONSAN FRANCISCO

RADIO SERVICE

WESTERN RADIO PROGRAM DIRECTOR

Federal Office Bldg., Leavenworth and Fulton Sts.

This office, established in December 1930, was located in the Appraisers Building, Sansome and Washington Streets, until May 1936, when it was moved to the present location. It prepares and distributes to various broadcasting stations, educational and informative radio programs dealing with agriculture and home economics. Pertinent questions by the interested public are answered by radio, and information is given regarding new discoveries by the experimental units of the department with suggestions offered for practical usage. It has jurisdiction over Washington, Oregon, Nevada, California, and Arizona. Reports and copies of all prepared radio programs are sent to Washington, and useless papers are destroyed.

2831. APPLICATION FOR LEAVE - FIELD, 1930 to date. Form 17A, showing station, date, name of applicant, requests for annual, sick or without pay leave, dates started and ended, address while absent, recommendation and approval of officer in charge, and date returned to duty. Filed chronologically. (Occasionally, official.) 9 x 12 folders, 1/6 in., in steel filing case. R. 115. (17471)

2832. CORRESPONDENCE, 1930 to date. Correspondence pertaining to Agricultural Adjustment Administration, Farm Credit Administration, Department of Agriculture, Office of Information, and other Government agencies in Arizona, California, Idaho, Montana, Nevada, Oregon, Utah, Washington, and Wyoming; letters from radio program listeners containing compliments, suggestions, and requests for pamphlets. (Daily, official.) 9 x 12 loose-leaf books and folders, 9 ft. 6 in., in 4 drawers of steel filing case. R. 115. (17470, 17472)

2833. MISCELLANEOUS CORRESPONDENCE, 1930 - 1932. Letters to and from the Chief of Radio Service, various organizations, colleges, agricultural experiment stations, and Department of Agriculture, regarding radio broadcasts, audience data, continuities, finances, reports, agricultural economics, animal industry, biological survey, chemistry and soils, dairying, and entomology.

(Rarely, official.) 12 x 14 loose sheets, 2 ft. 6 in., in letter files on wooden shelf. R. 35, basement. (14204)

2834. PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL, 1930 to date. Standard Form 1034A, showing disbursing office voucher number, date, place, department appropriation, payee's name and address, account, requisition, and contract numbers, date, activity, expenditure symbol, number and date of order, date of delivery of service, and articles of service. Filed chronologically. (Frequently, official.) 9 x 12 folders, 1/6 in., in steel filing case. R. 115. (17469)

2835. PUBLIC VOUCHER FOR REIMBURSEMENT OF TRAVEL AND OTHER EXPENSES, INCLUDING PER DIEM, 1930 to date. Standard Form 1012, showing name of department appropriation, and name and address of payee, official headquarters, domicile, residence, period and amount, covered by travel expense, authority number, date, and an itemized schedule of travel and other expenses. Filed chronologically. (Frequently, official.) 9 x 12 folders, 1/4 in., in 2 drawers of steel filing case. R. 115. (17474)

2836. REQUESTS FOR SUPPLIES, EQUIPMENT, AND SERVICE, 1930 to date. AD Form 14, showing date requested, bureau or office, C.S. number, to whom delivered, appropriation charged, project and stock numbers, how shipped, description of article, quantity, unit, unit price, amount, filed by whom, packed and delivered by whom, how shipped, Government bill of lading number, carted by whom, and certificate of receipt of articles with signature and date. Filed chronologically. (Daily, official.) 9 x 12 folders, 1/4 in., in 2 drawers of steel filing case. R. 115. (17475)

2837. TEMPORARY SERVICE CERTIFICATES, 1930 to date. Form 22 EA (Bureau Accounting Service), showing date, state, L.A. number, E.A. name, designation and grade of employee, distribution of service, county, commodity, period of service, number of days worked, rate of pay, date of certificate of correctness, remarks, and director's approval. Filed chronologically. (Occasionally, official.) 9 x 12 folders, 1/8 in., in steel filing case. R. 115. (17473)

2838. MAILING LIST, 1931 to date. Showing name and address of organization or individual and number of reports or manuscripts to be furnished. Filed alphabetically and by states. (Daily, official.) 2 x 4 cards, 2 ft. 4 in., in wooden card cabinet. R. 113. (14206)

2839. MANUSCRIPTS, 1931 - 1934. Copies of manuscripts of radio broadcasts, showing date, persons preparing and presenting article, station and network broadcasting, and date broadcast given. (Daily, official.) 8 x 10 1/2 folders, covers, and binders,

25 ft. 2 in., in steel filing case and on desk. Rs. 113 and 25, basement. (14203, 14205, 14207)

2840. MANUSCRIPTS OF RADIO BROADCASTS GIVEN BY THE DEPARTMENT OF AGRICULTURE, 1931 to date. Showing date, person preparing and presenting article, station and network broadcasting, and date broadcast given. Segregated under Agricultural Adjustment Administration, Farm Credit Administration, Department of Agriculture, various states, and miscellaneous. (Daily, official.) 9 x 12 bundles, 11 ft. 6 in., in 6 drawers of filing cases. R. 115. (17468)

2841. RADIO PROGRAMS, 1931 - 1936. Manuscripts, continuities, and synopses of Western Farm Hour radio program, showing name of person preparing and producing article, network and station, time of broadcast, and name of speaker. (Frequently, official.) 8½ x 10½ loose-leaf books, 6 ft. 8 in., on steel shelves. R. 115. (15147)

2842. SUBJECT MATTER FOR RADIO PROGRAMS, 1934 to date. Showing date and statistics. Filed alphabetically, by name of subject. (Frequently, official.) 9 x 12 folders, 3 ft. 8 in., in 2 drawers of steel filing case. R. 115. (17466)

2843. STENCILS, 1936 to date. Relating to radio broadcasts given on the Western Farm and Home Hour, showing date, topic, station, network, and names of persons preparing and presenting. (Daily, official.) 9 x 12 folders, 5 ft. 6 in., in wooden filing case. R. 113. (15148)

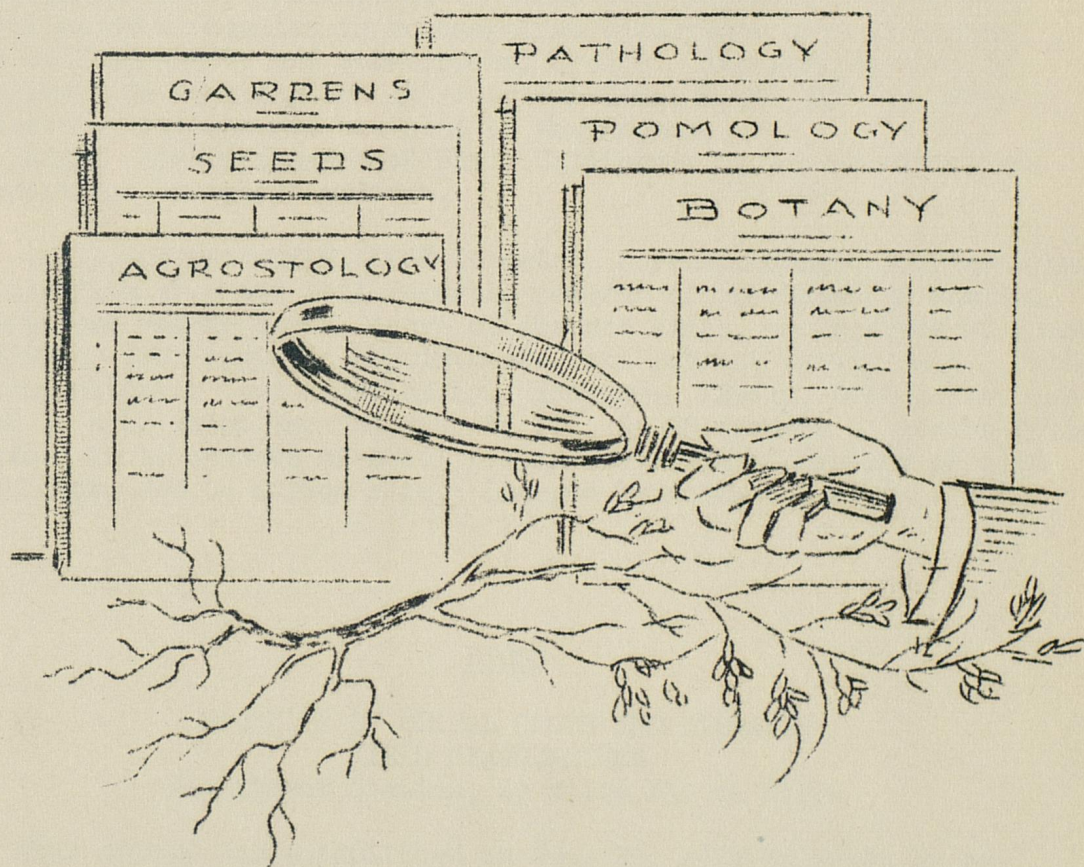
2844. OUTLINES FOR OFFICE AND PROGRAM RECORDS, 1938 to date. Reports of Western Farm and Home Hour broadcasts, showing date of broadcast, title of talk, by whom prepared and delivered, and minutes on the air; audience data, continuities, finance, inventory, press releases, program synopses, records, general regulations, National Broadcasting Company, stations KTI and KTA band, and field and trip reports. (Daily, official.) 9 x 12 folders, 6 in., in steel filing case. R. 115. (17476)

2845. RADIO RELEASES, 1938 to date. Manuscripts of broadcasts supplied by the Secretary of Agriculture for reference. Filed alphabetically, by name of subject. (Frequently, official.) 9 x 12 folders, 1 ft. 7 in., in steel filing case. R. 115. (17467)

2846. REFERENCE FILE - CURRENT PROGRAM, 1938 to date. Reserve material, advance manuscripts, biographies of speakers, progress, program unit activities, Agricultural Adjustment Administration, crops, and Federal and state reports. Filed alphabetically by name of subject. (Daily, official.) 9 x 12 folders, 1 ft. 4 in., in 2 drawers of steel filing case. R. 115. (17465)

BUREAU
of
PLANT INDUSTRY

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BUREAU OF PLANT INDUSTRYBARD

DIVISION OF WESTERN IRRIGATION AGRICULTURE
YUMA FIELD STATION
Office Bldg., RFD 2, Yuma, Arizona

This station was opened about 1908 to aid and advise agriculturists as to the best methods to follow in farming their lands in the newly irrigated lands known as the Imperial Valley. A continuous survey is maintained covering weather, soils, water, and crops and the agency is frequently consulted regarding irrigation and its possibilities in other arid sections. These activities have resulted in remunerative vine-crops such as melons, as well as citrus and sub-tropical fruits. Its jurisdiction is presumed to be along the All-American Canal Route and its tributaries. All reports are sent to Washington.

NOTE: Discontinuance of Bard, California as a post office accounts for the above address.

2847. GENERAL FILE, 1908 to date. Correspondence, weather data, classified crop and soil reports, records of purchases of machine parts and repair costs, leave of absence slips, photographs of plant culture, crop reports, appointments, and current survey data. Filed alphabetically and numerically. Indexed. (Daily, official.) 4 x 6 and 10 x 12 vols. and folders, 64 ft., in 20 drawers of wooden filing cases, in 12 drawers of steel filing cases, in 10 drawers of card cabinets, and in office safe. Damaged by rodents. R. 5. (4)

BIGGS

DIVISION OF CEREAL CROPS AND DISEASES
FIELD HEADQUARTERS
Experiment Station, 4½ miles NW. of Biggs

This office was established on June 29, 1912 to prove by experimentation that the northern Sacramento Valley was adaptable to the profitable growing of rice. Through laboratory investigations and field experiments this has been proven. While jurisdiction appears to be local, this agency supplies information relating to rice culture throughout the United States. Annual reports are sent to Washington.

2848. FIELD NOTES ON NURSERY AND RICE EXPERIMENT PLOTS, 1908 - 1929; 1931 to date. Record of activities and agronomic notes regarding condition of rice and its diseases; also results and expenses of field trips. (Older records, rarely; current records, daily, official.) 4 x 8 $\frac{1}{2}$ vols. (58), 3 ft. 9 in., in steel filing case. Main Office. (6)

2849. FIELD NOTEBOOKS, 1909 - 1929; 1931 to date. Daily notes by members of staff, relating to experiments and observations on rice and other grains in the field and on daily trips and inspections. (Older records, rarely; current records, daily, official.) 4 x 7 vols., 2 ft., in steel filing case. Main Office. (9)

2850. ANNUAL REPORTS, 1911 - 1935. Original reports of rice investigations from agronomic notes on various tests and experiments as conducted by this station. (Older records, rarely; current records, daily, official.) 9 x 11 covers, 1 ft., on wooden shelf. Main Office. (5)

2851. GENERAL CORRESPONDENCE, 1912 to date. To and from Washington relating to general activities and to and from individuals regarding rice diseases. Filed alphabetically, by name. (Older records, rarely; current records, monthly, official.) 8 $\frac{1}{2}$ x 11 folders, bundles, and letter files (6), 3 ft. 9 in., on shelves. Main Office. (10)

2852. WEATHER DATA, 1913 to date. Form D Phys. Lab. SPI, Daily Maximum and Minimum Temperature Report; Form EB 10 Phys. Invest. BPI, Humidity Determination; Form A Biophys. Invest. BPI, Daily Evaporation from Tank and Precipitation; Form H, Biophys. Invest. BPI, Wind Velocity - Daily. (Annually, official.) 8 $\frac{1}{2}$ x 11 $\frac{1}{4}$ envelopes, 1 ft. 6 in., in steel filing case. Main Office. (8)

2853. MEMORANDUM VOUCHERS, 1916 to date. Form 1012A, Public Voucher; Form 1034A, Public Voucher for Purchases and Services Other Than Personal Memorandum; also all relative bills attached to voucher. (Monthly, official.) 8 $\frac{1}{2}$ x 11 $\frac{1}{2}$ envelopes, 1 ft. 5 in., in steel filing case. Main Office. (7)

CHICODIVISION OF PLANT EXPLORATION AND INTRODUCTION
EXPERIMENTERS' FIELD HEADQUARTERS
U. S. Plant Introduction Gardens,
4 Miles SE. of Chico

This office was established in 1904 for the purpose of experimenting with foreign seeds and plants to determine their adaptability to American climate and soil and their usefulness. In cooperation with the agricultural departments of colleges and universities, studies are conducted on exotic plants in test beds and in the field. It has jurisdiction over Butte County. Important records are sent to Washington and useless papers are destroyed upon receipt of permission from headquarters.

2854. BULLETINS, 1900 to date. Bulletins from Government, state, and other agencies, relating to cultivation of fruits, vegetables, and ornamental plants. (Occasionally, official.) 6 x 8 vol., 8½ x 10 pamphlets, and 9 x 12 folders, 26 ft. 8 in., on 7 wooden shelves and in wooden filing cases. (106, 107, 110)

2855. SOIL SURVEY MAPS, 1900 - 1904. Charts and maps of experimental plots in various locations. (Rarely, official.) 8 x 10 vols., 2 ft. 10 in., on shelf. (124)

2856. TRANSACTIONS OF HORTICULTURAL SOCIETY, 1900 to date. Propagation, care, and advancement in old and new varieties of plants and flowers, and general activities of allied operations. (Weekly, official.) 6 x 9 folders, 25 ft., on shelves. (113)

2857. INFORMATION ON PLANT INTRODUCTION, 1904 to date. Tests of promising seeds and plants from foreign countries, investigations of the methods of cultivation, and allied operations. (Daily, official.) 3 x 5 cards, 30 ft. 6 in., in 27 drawers of wooden card cabinets. (114)

2858. INVENTORY CARDS, 1904 to date. Record of 115,000 new plant introductions into the United States, giving date of introduction and variety. (Daily, official.) 3 x 5 cards, 31 ft. 6 in., in 27 drawers of wooden card cabinets. (104)

2859. MEMORANDUMS - ACTIVE AND INACTIVE, 1904 to date. Regulations and instructions from Department of Agriculture and decisions of Comptroller General. (Older records, monthly; current records, daily, official.) 9 x 12 folders, 2 ft. 4 in., in filing cases. (116, 117)

2860. PLANT DATA - INACTIVE, 1904 - 1934. Notes of experiments made on various plants at this station. (Monthly, official.) 3 x 5 cards, 17 ft. 2 in., in 14 drawers of wooden card cabinets. (118)

2861. PROPAGATION DATA, 1904 - 1934. Complete data on propagation of various plants and seeds. (Monthly, official.) 9 x 12 folders, 1 ft. 6 in., in filing case. (120)

2862. INVENTORY - INACTIVE, 1905 - 1910. Inventory of seeds, plants, vegetables, and fruits relating to functions of micro-organisms in soil fertility and crop production. (Monthly, official.) 4 x 6 cards, 2 ft., in 2 drawers of filing case. (105)

2863. VOUCHERS - INACTIVE, 1910 - 1934. Form 1034A, Public Vouchers for Purchases and Services Other Than Personal. (Rarely, official.) 9 x 12 folders, 1 ft. 5 in., in wooden filing case. (127)

2864. FEDERAL SPECIFICATIONS, 1915 to date. Standard catalogue of Government specifications for material, equipment, and supplies. (Monthly, official.) 5½ x 8 binders, 1 ft. 9 in., in filing case. (125)

2865. CWA CORRESPONDENCE - INACTIVE, 1925 - 1930. Correspondence with CWA and PWA coordinators. (Never.) 8½ x 11 loose sheets, 1 ft. 10 in., in filing case. (111)

2866. FEDERAL STOCK CATALOGUE, 1925 to date. Information on equipment, supplies, and material on hand. (Rarely, official.) 10 x 12 loose-leaf book, 9 in., on shelf in wooden wall case. (126)

2867. FIELD REPORTS - INACTIVE, 1929 - 1933. Record of experiments and observations carried on in field regarding condition of plants. (Rarely, official.) 9 x 12 loose sheets, 5 in., in filing case. (121)

2868. CLIPPING FILE OF NEW HORTICULTURAL VARIETIES, 1930 to date. Relating to the propagation of new varieties of plants and flowers, describing necessary care to attain best results. (Daily, official.) Various sized loose sheets, 3 ft. 9 in., in 4 drawers of steel filing case. (112)

2869. GENERAL CORRESPONDENCE, 1930 to date. Letters and telegrams to and from Washington headquarters, relating to general activities and personnel, and with individuals regarding plants, soil, irrigation, and fertilization. (Daily, official.) 9 x 12 folders, 3 ft. 10 in., in filing cases. (108, 109)

2870. INFORMATION ON FRUIT VARIETIES, 1935 to date. Pertaining to improvements in crop quality and yield of orchard by the application of correct methods and the elimination of diseased conditions. (Weekly, official.) 9 x 12 envelopes, 4 in., in filing case. (115)

2871. FEDERAL SCHEDULE OF SUPPLIES, July 1935 to date. Record of material purchased or to be purchased including equipment catalogues. (Daily, official.) 9 x 12 loose sheets, 1 ft. 7 in., in wooden filing case. (123)

2872. REPORTS, July 1, 1935 to date. Appointment records, vouchers, inventories, and fiscal matters. (Daily, official.) 9 x 12 folders, 2 ft., in filing case. (122)

2873. EXPERIMENTAL PROJECTS, n. d. Fruit and nut experiments, showing results obtained under specified conditions. (Daily, official.) 9 x 12 folders, 11 in., in filing case. (119)

DAVIS

DIVISION OF CEREAL CROPS AND DISEASES
FIELD HEADQUARTERS
Agronomy Bldg., College of Agriculture

This office was established in 1922 and has undergone no re-organization. Its chief function is to improve the crop quality and yield of cereal plants. In order to control and eradicate mildew, rust, smut, and other blights injurious to cereal growth, field investigations are conducted during crop seasons and recommendations made. The Hessian fly and other disease-spreading insects are studied and their effects analyzed under different weather conditions. Field work-sheets are condensed into an annual report which is sent to Washington.

2874. ANNUAL REPORT, 1922 - 1935. Details on field reports which are condensed, put into annual reports, and sent to Davis, Berkeley, and Washington. (Frequently, official.) 9 x 12 vols., 2 ft., in filing case. (29)

2875. FIELD REPORTS, 1922 - 1935. Agronomic notes, regarding blight of plants, dates headed and ripe, disease insects, reactions, and yields. (Daily, official.) 4 x 9 vols., 1 ft. 6 in., in filing case. (28)

2876. CORRESPONDENCE, 1929 to date. Professional and technical reports and letters, relating to administrative details, cereal crops of farms, transmittal of records to Washington, farm advis-

ory material, and opinions on agricultural diseases. (Daily, official.) 9 x 12 folders, 5 ft., in 2 drawers of filing case. (30, 31)

2877. ROUGH RECORDS OF ANNUAL REPORTS, 1929 - 1935. Fundamental and weather data, list of publications, experimental data on barley, wheat and oats, Hessian fly summary, and foundation seed distribution. (Rarely, official.) 9 x 12 envelopes, 1 ft., in filing case. (27)

DIVISION OF CEREAL CROPS AND DISEASES
NOXIOUS WEED RESEARCH FIELD HEADQUARTERS
Agronomy Bldg., College of Agriculture

This office was established on January 1, 1936. It functions as an additional safeguard to the public health in the attempt to free field crops from noxious weeds, especially those with an arsenic content. Laboratory and field tests are conducted to determine the most effective eradicator. Experiments have centered largely around the Gutzert Method of discovering the presence of arsenic. It is noted that some correspondence antedates that of establishment as shown on report 59.

2878. CORRESPONDENCE, Oct. 1935 to date. Pertaining to expenditures, routine, and chemical supplies. (Rarely, official.) 9 x 12 loose sheets, 3 in., in wooden filing case. (59)

2879. EXPERIMENTAL BOOK, May 4, 1936 to date. Tests of the Gutzert method for determining arsenic. (Frequently, official.) $6\frac{1}{2}$ x $8\frac{1}{4}$ vol., 1 in., in desk. (58)

DIVISION OF FRUIT AND VEGETABLE CROPS AND DISEASES
SACRAMENTO HORTICULTURAL FIELD STATION
FIELD HEADQUARTERS
Horticultural Bldg., College of Agriculture

This office was established on July 1, 1935. Its main purpose is to improve the orchards and the quality of fruit by controlling or eradicating diseases affecting the trees. In addition to conducting laboratory and orchard tests, it also records the growth and health progress of individual seedlings from the foliage to the fruit state. Extensive experiments in fruit budding are made, especially of plums and apricots. It is noted that some records pertaining to seedlings (report 69) antedate that of establishment.

2880. SEEDLING RECORDS, 1933 to date. Tree records showing foliage, fruit, skin, flesh, stone, blooming, and harvest dates. (Occasionally, official.) $7\frac{1}{2}$ x $10\frac{1}{2}$ vols., 1 ft. 6 in., in bookcase. R. 106. (69)

2881. EXPERIMENT STATION FILE, 1935 to date. Fruit budding project records of cross-grafts of plums and apricots and records of expenditures. (Daily, official.) 9 x 12 folders, 4 in., in filing case. R. 106. (68)

DIVISION OF SOIL FERTILITY INVESTIGATIONS
SUGAR BEET SOIL STUDIES FIELD LABORATORY
Animal Science Bldg., College of Agriculture

This office was established about 1934. The Division of Soil Fertility Investigations was originally under the Bureau of Chemistry and Soil. It acts as an aid to sugar beet growers in the selection of fields for planting and devising the most effectual fertilizers to be used thereon. Data is compiled by laboratory and field tests and the findings passed on to interested growers as well as to the stations of the Division of Sugar Plant Investigations at Davis and Riverside. Some of the records antedate its establishment; all such reports and records were made by similar agencies and copies sent to this laboratory. A separate report of each local project is sent to Washington.

2882. GENERAL FILE, 1930 to date. General correspondence, memorandum vouchers, copies of reports sent to Washington, photographs of project work, and copies of pay rolls. (Daily, official.) 9 x 12 folders, 5 ft., in 3 drawers of filing case. R. 241. (53, 54)

2883. LABORATORY AND FIELD NOTEBOOK, 1930 to date. Laboratory and field data that has been taken from field work. (Never.) 5 x 9 vol., 6 in., in filing case. R. 241. (55)

2884. NOTEBOOK, Jan. 1936 to date. Tabulations for field and laboratory work. (Frequently, official.) 8 x 10 vol., $\frac{1}{2}$ in., on table. R. 241. (52)

DIVISION OF SUGAR PLANT INVESTIGATIONS
SUGAR BEET INVESTIGATIONS FIELD HEADQUARTERS
Animal Science Bldg.

This office was established in January 1931. Originally quartered in the Horticultural Building, it was moved to the present location in 1935. Removal to the Botany Building on August 1, 1936 is contemplated.

Its major function is to promote the production of sugar beets by improving the quality and yield. Field and laboratory experiments are conducted to study and control diseases affecting the plant and beets are analyzed for their sugar content and its purity.

It is noted that report 63 antedates the establishment of the agency and appears to be data compiled by some other agency at the same location. Annual reports and a summary of the year's activities are sent to Washington.

2885. ORIGINAL DATA, 1930 to date. Field and laboratory data and pathological problems relating to beets; agronomic data taken at Davis and field diaries. (Frequently, official.) $5\frac{1}{4}$ x 8 and 9 x 12 vols. (8) and envelopes, 2 ft., in filing case. R. 24. (63)

2886. FILES, 1931 to date. Records and data on agronomic field work, sugar analysis, purity analysis, and field yields. (Frequently, official.) Various sized folders and bundles, 2 ft., in filing case. R. 241. (64)

2887. OLD VOUCHERS, 1931 to date. Pay roll and public service vouchers, expense accounts, and copies of original invoices. (Occasionally, official.) 9 x 12 envelopes, 8 in., on shelf. R. 241. (62)

FRESNO

DIVISION OF FRUIT AND VEGETABLE DISEASES
DECIDUOUS FRUIT INVESTIGATIONS
FIELD HEADQUARTERS
Pathology, Storage, and Transportation Bldg.,
Peach and California Aves.

This office was established in July 1929. In December 1934, it was moved from 2025 Del Mar Avenue to the present location. Its major function is to improve the crop quality and yield of field, orchard, and vineyard by the application of correctants through laboratory and field investigations and to eliminate diseased

conditions. The control of aphids and disease-spreading insects is closely studied and the efficacy of eradicants determined by spraying experiments. Orchard and vineyard machinery and equipment is field-tested to discover the most effectual and advice on installation and care of them is furnished. An annual report of all work accomplished and all original records are sent to Washington.

The many records dated prior to the year of establishment indicate some other agency was active in this work before 1929. Information is not available.

2888. MALNUTRITION OF PLANTS AND CROP DETERIORATION, Dec. 1901 - July 1912. Correspondence and data concerning sick citrus orchards in southern California and plans for investigation of the trouble. (Rarely, official.) 9 x 12 folders, $\frac{1}{2}$ in., in wooden filing case. (158)

2889. FIELD NOTES, 1907 to date. Record of field activities and notes taken, regarding condition and diseases of plants, vines, and fruit trees. (Frequently, official.) 4 x 6 cards, 2 ft. 8 in., in card cabinet. (160)

2890. LITERATURE REFERENCE INDEX, 1907 to date. Pertaining to plant diseases. (Frequently, official.) 3 x 5 and 4 x 6 cards, 17 ft. 8 in., in wooden card cabinets. (156)

2891. MAPS AND CHARTS, 1907 to date. Maps, charts, and blueprints of experimental plots in various locations. (Occasionally, official.) 24 x 24 rolls, 6 in., on wooden shelf. Dirty, torn. (172)

2892. SPRAYING AND COLD STORAGE LABORATORY EXPERIMENTS, 1907 to date. Reports on results of experiments. (Occasionally, official.) Various sized vols. and loose-leaf books, 3 ft. 5 in., on wooden shelf. (163)

2893. GENERAL CORRESPONDENCE, 1908 to date. To and from Washington, relating to general activities and to and from individuals regarding vine and fruit tree diseases. (Frequently, official.) 9 x 12 folders, 1 ft. 6 in., in wooden filing case. (161)

2894. INFORMATION REGARDING PUBLISHED ARTICLES, 1908 to date. Letters, notes, and photostatic copies of reports. (Frequently, official.) $7\frac{1}{2}$ x $8\frac{1}{2}$ and 9 x 12 vols. and loose sheets, 6 in., in wooden filing case. (157)

2895. MANUSCRIPTS, 1910 to date. Pertaining to plant diseases. (Frequently, official.) 8 x 11 envelopes, 1 in., in wooden filing case. (168)

2896. FIELD REPORT OF DISEASES, 1911 - 1930. Description of diseases of plants, trees, and vines investigated on field trips.

(Rarely, official.) 9 x 12 vol., 8 in., in wooden filing case.
(167)

2897. WEEKLY ITINERARY REPORTS, 1911 - 1930. Senior pathologist's personal expense and travel reports. (Occasionally, official.) 9 x 12 folders, 5 in., in wooden filing case. (166)

2898. RECORD OF VOUCHERS, 1913 - 1916; 1918 to date. Letters of authorization from Washington and voucher covering senior pathologist's expenses on official business. (Frequently, official.) 9 x 12 loose-leaf books and bundles, 2 ft., in wooden filing case.
(171)

2899. MISCELLANEOUS FILES, 1918 to date. Crop and field trip reports, pamphlets, drawings, blueprints, maps, correspondence, and information regarding equipment, manufacturers of equipment, dealers in supplies, and letters to and from orchardists. (Frequently, official.) 9 x 12 folders, 1 ft. 6 in., in wooden filing case. (159)

2900. PERSONAL MEMORANDA, 1918 to date. Personal notes and memoranda, relating to plant diseases. (Frequently, official.) 4 x 6 cards, 1 ft. 6 in., in card cabinet. (164)

2901. RULES AND REGULATIONS, 1924 to date. Published rules of Department of Agriculture, pertaining to conduct of personnel, care of equipment, and revisions and decisions of Comptroller General. (Frequently, official.) 9 x 12 loose sheets, 4 in., in wooden filing case. (162)

2902. NOTES AND INVESTIGATIONS, 1925 to date. Pertaining to plant pathology and results of investigations and field and laboratory work. (Frequently, official.) 9 x 12 folders, 9 in., in wooden filing case. (165)

2903. EXPERIMENTAL WORK, 1929 to date. Notes on laboratory, field and experimental work, showing results of experiments. (Frequently, official.) 7 x 10 and $9\frac{1}{2}$ x $11\frac{1}{2}$ loose-leaf books, 3 ft. 7 in., on wooden shelf. (169)

2904. RECOMMENDATIONS AND RESULTS, Jan. 1, 1936 to date. Records for control of plant diseases and results obtained from following recommendations. (Frequently, official.) $9\frac{1}{2}$ x $11\frac{1}{2}$ loose-leaf books, 1 in., on wooden shelf. (170)

DIVISION OF FRUIT AND VEGETABLE CROPS AND DISEASES
GRAPE INVESTIGATIONS FIELD HEADQUARTERS
Grape Production Bldg., Peach and California Aves.

This office was established in 1903. In 1927 it was moved from a private residence, location not available, to the present location. Its major function is to improve the quality and yield of grapes by laboratory and vineyard experimentation. Seeds and buds are X-rayed and rootstocks are studied for moisture consumption and soil penetration. In an experimental vineyard various varieties of grapes are grafted on selected rootstocks to test the disease resistance, quality, and yield of fruit and to ascertain juice percentage in weight and sugar content. The Stienic Method of studying the change in characteristics of the grapes so grafted is charted and tabulated to enable vineyardists in the selection of rootstocks and buds which will produce fruit of uniform quality and character. An annual progress report is sent to Washington, and previous to 1927, a portion of the records were also forwarded.

2905. GRAPE INTRODUCTION, 1898 to date. Records of introduction into the United States of various varieties of grapes. (Frequently, official.) 4 x 6 cards, 7 in., in wooden card cabinet. (193)

2906. EXPERIMENT VINEYARD, 1903 to date. Planting lists and records of changes in plantings. (Frequently, official.) 9½ x 11½ folders, 1 ft., in wooden filing case. (203)

2907. VINEYARD RECORDS, 1903 - 1934. Relating to growth and fruiting of vines and sugar content of grapes. (Occasionally, official.) 5½ x 11 vols., 13 ft. 4 in., on wooden shelves. Dirty. (217)

2908. SEASONAL DATA, 1915 to date. Annual reports required by the Department of Agriculture at Washington, showing progress made in growing. (Frequently, official.) 4 x 6 cards, 1 in., in wooden card cabinet. (195)

2909. CORRESPONDENCE, 1916 to date. To and from Washington and from individuals, regarding grape culture. (Frequently, official.) 9½ x 11½ folders, 3 ft. 1 in., in wooden filing case and on shelf. (190, 215)

2910. FIELD NOTES, 1916 to date. Records of field trips, showing results and expenses. (Frequently, official.) 4 x 7 vols., 3 ft. 3 in., in wooden filing case and on shelf. (218)

2911. GRAPE GRAFTING, 1916 to date. Memoranda, notes, and photostatic copies of experiments. (Occasionally, official.) 14 x 16 bundles, 1 in., on wooden shelf. (211)

2912. GRAPE SEEDS, May 1917. Classification of European grapes by seeds. (Rarely, official.) 4 x 6 cards, $\frac{1}{2}$ in., in wooden card cabinet. (198)

2913. GRAPE BREEDING, 1923 to date. Showing character, crosses, and fruiting results. (Occasionally, official.) 4 x 6 cards and $9\frac{1}{2}$ x 11 folders, 1 ft. 2 in., in wooden filing case, in wooden card cabinet, and on wooden shelf. (201)

2914. MISCELLANEOUS DATA, 1923 to date. Pertaining to office building plans and grape culture. (Occasionally, official.) $9\frac{1}{2}$ x $11\frac{1}{2}$ folders, 9 in., in wooden filing case. (204)

2915. SHAFTER ORCHARD RECORDS, 1923 to date. Growth records, reports, and field notes of U. S. Cotton Field Station. (Occasionally, official.) 9 x 12 loose-leaf books, 1 ft. 3 in., on wooden shelf. (210)

2916. REPORTS, 1924 - 1929; 1931 to date. Weekly and annual progress reports. (Daily, official.) $9\frac{1}{2}$ x $11\frac{1}{2}$ folders and loose-leaf books, $3\frac{1}{2}$ in., in wooden filing case. (202)

2917. BUILDING CONSTRUCTION, 1925. Blueprints, specifications, and labor items for constructing Government buildings. (Occasionally, official.) $9\frac{1}{2}$ x $11\frac{1}{2}$ folders, 5 in., in wooden filing case. (205)

2918. PHOTOGRAPHS, 1925 to date. Showing development of buds and seeds. (Frequently, official.) $5\frac{1}{2}$ x $7\frac{1}{2}$ envelopes, 1 ft., in desk. (216)

2919. GRAPE PROPAGATION, 1927 to date. Records of cuttings, nursery stock, budding, and grafting. (Frequently, official.) $9\frac{1}{2}$ x $11\frac{1}{2}$ folders, 2 in., in wooden filing case. (207)

2920. MANUSCRIPTS AND GRAPHS, 1927 to date. Manuscripts prepared for publication, regarding grape culture and graphs showing root distribution and penetration. (Frequently, official.) $9\frac{1}{2}$ x $11\frac{1}{2}$ and 14 x 17 folders, 7 in., in wooden filing case. (192)

2921. STENIC RELATIONSHIP, 1927 to date. Tabulations, charts, graphs, and reports, showing relationship between various varieties and rootstock. (Frequently, official.) $9\frac{1}{2}$ x $12\frac{1}{2}$ loose-leaf books, 1 in., on wooden shelf. (200)

2922. ACCOUNTS, 1930 to date. Duplicate vouchers and invoices for operating expenses. (Occasionally, official.) $9\frac{1}{2}$ x $11\frac{1}{2}$ folders, 6 in., in wooden filing case. (208)

2923. GRAPE DISTRIBUTIONS, 1930 to date. Requests and correspondence to growers and State Experiment Station. (Frequently,

official.) 4 x 6 cards and $9\frac{1}{2}$ x $11\frac{1}{2}$ folders, 3 in., in wooden filing case and in card cabinet. (197)

2924. GRAPE VARIETIES, 1930 to date. Listings of varieties of grapes and data on rootstocks and vinefera varieties. (Frequently, official.) Various sized folders, loose-leaf books, and cards, 11 in., in wooden filing case, in wooden card cabinet, and on wooden shelf. (191)

2925. METHODS OF TESTING WINE, 1930 to date. Reports, tabulations, and pamphlets on wine testing. (Occasionally, official.) $8\frac{1}{2}$ x $12\frac{1}{2}$ loose-leaf books, 1 in., on wooden shelf. (199)

2926. GRAPE BUD SELECTION, 1932 to date. Notes on bud selection. (Occasionally, official.) 4 x 6 cards, 2 in., in steel card cabinet. (213)

2927. MISCELLANEOUS INFORMATION, 1932 to date. Miscellaneous data and private notes, relating to grape culture. (Occasionally, official.) 4 x 6 cards, 2 in., in steel cabinet. (212)

2928. TEMPERATURE RECORDS, 1932 to date. Thermographs showing daily record of vineyard temperatures. (Occasionally, official.) 9 x $11\frac{1}{2}$ folders, 6 in., in wooden filing case. (206)

2929. PROJECT REPORTS, 1933 to date. Relating to sub-projects of grape production investigations. (Frequently, official.) 9 x 12 folders, 1 ft. 2 in., in steel filing case. (214)

2930. GRAPE GROWERS, Jan. 1, 1935 to date. Names and addresses of growers requesting information. (Occasionally, official.) 4 x 6 cards, 1 in., in wooden card cabinet. (194)

2931. X-RAY TREATMENTS, Jan. 1936 to date. Reports on ray treatments of buds and seeds. (Occasionally, official.) 4 x 6 cards, 1 in., in wooden card cabinet. (196)

DIVISION OF FRUIT AND VEGETABLE CROPS AND DISEASES
INVESTIGATIONS OF METHODS OF HANDLING, TRANSPORTATION AND
STORAGE, AND MARKET DISEASES OF FRUITS, VEGETABLES AND FLOWERS
FIELD HEADQUARTERS
Pathology, Storage and Transportation Bldg.
Peach and California Aves.

This office was established in July 1929. In December 1934, it was moved from 2025 Del Mar Avenue to the present location. Its main function is to improve the appearance and condition of fruits, vegetables, and flowers upon their arrival in the market.

Laboratory and field experiments in handling and packing are conducted, refrigeration in transit and storage is studied, and experimental test plots are observed to discover the water consumption of growing fruit and its percentages relation to the moisture-loss in drying. In plots of wine grapes the juice from the press is compared to the water consumption. The tartar and sugar content of wine-grape juice is discovered by laboratory analysis. An annual report of all work accomplished is sent to Washington. Some records cited in reports 183 and 186 are dated prior to the agency's establishment. They appear to have come from other similar agencies and may be considered as a reference library.

2932. BULLETINS AND REPRINT FILES, 1900 to date. Copies of publications received from other agencies and of those originating in this office. (Frequently, official.) 8 x 9 pamphlets, 17 ft., in pamphlet cases. (186)

2933. COMMODITY FILE, 1926 to date. Data, abstracts, and photographs, relating to general activities of this office. Filed alphabetically, by name of commodity and by subject. (Frequently, official.) 9 x 12 folders, 5 ft. 2 in., in steel filing case. (183)

2934. BIDS, 1929 to date. Copies of bids submitted for equipment, service, and space. (Rarely, official.) 9 x 12 folders, 2 in., in wooden filing case. (180)

2935. BILLS OF LADING, 1929 to date. Issued by this office for shipments of various articles. (Frequently, official.) 9 x 12 folders, 2 in., in wooden filing case. (179)

2936. EQUIPMENT AND MATERIAL, 1929 to date. Record of material purchased or to be purchased and equipment catalogues. (Frequently, official.) 9 x 12 folders, 2 in., in wooden filing case. (181)

2937. MEMORANDA FILE, 1929 to date. Instructions from Department of Agriculture and current decisions of Comptroller General. (Frequently, official.) 9 x 12 folders, 2 in., in wooden filing case. (177)

2938. PERSONNEL FILE, 1929 to date. Records of promotions and temporary and permanent appointments. (Occasionally, official.) 9 x 12 folders, $\frac{1}{2}$ in., in wooden filing case. (178)

2939. RECORDS OF VOUCHERS, 1929 to date. Letters of authorization and records of expenditures submitted to purchasing department at Washington, regarding station and field expenditures for equipment. (Frequently, official.) 9 x 12 folders, 1 ft. 3 in., in wooden case. (176)

2940 MARKET REPORTS, 1930 to date. Daily and monthly market

reports on various commodities. (Frequently, official.) 8 x 14 folders, 6 in., on wooden shelf. (182)

INDIO

DIVISION OF FRUIT AND VEGETABLE CROPS AND DISEASES
CITRUS, AVOCADO, AND OTHER SUBTROPICAL FRUIT INVESTIGATIONS
FIELD HEADQUARTERS
Main Entrance Road

- (A) Administration Bldg., and Library
- (B) Greenhouse

This office was established in 1908, for the specific purpose of introducing the cultivation of dates. Gradually other tropical and subtropical products were investigated by this station and the test-beds, greenhouses, and nearby fields became a source of otherwise unattainable knowledge for American growers, especially concerning jujubes, pistachio nuts, Arabian figs, and carob fodder. The most important, however, are the avocado and citrus fruit developments. It has only local jurisdiction, but its consulting service is unlimited. Outstanding reports on plant, soil, and climatic conditions as they affect exotic growths are sent to Washington.

2941. FIELD NOTES, 1908 to date. Records of field trips, results of experiments, and various reports. (Never.) 5 x 8 and 10 x 12 folders and loose-leaf books, 5 ft. 6 in., on 2 shelves of steel cabinet. Entry Hall (Bldg. B). (14)

2942. GENERAL FILES, 1909 to date. Bulletins, circulars, telegrams; general correspondence, vouchers, purchase orders, applications, appointments, transfers, expense accounts, leases, contracts, and bills of lading; also reports on repairs, laboratory supplies, finances, expenditures, cold storage, tests, equipment, car loading, and activities of CWA, NRA, and WPA. (Daily, official.) 10 x 12 folders, 73 ft., in 37 drawers of wooden filing cases. Office and Library (Bldg. A). (4)

2943. RIXFORD NEGATIVES, 1917 - 1920. Photographic plates of pictures taken of various subtropical trees planted around San Francisco Bay and San Joaquin valley areas; varieties depicted are jujubes, pistachio, fig, and carob. Filed numerically. (Occasionally, official.) 5½ x 7½ envelopes, 3 ft., in 2 drawers of wooden filing case. E. room (Bldg. B). (9)

2944. MISCELLANEOUS REPORTS AND CORRESPONDENCE, 1918 to date. Correspondence and reports on field experiments, plant diseases, and progress. (Daily, official.) 10 x 12 folders, 8 ft., in 3 drawers of wooden filing case and in steel filing case. E. room

(Bldg. B). (12)

2945. MISCELLANEOUS CORRESPONDENCE AND PERSONAL FILES, 1921 - 1925. Pertaining to field experiments and results and general activities. (Never.) 10 x 12 bundles, 1 ft. 3 in., on shelves in wooden cabinet. Torn. Entry Hall (Bldg. B). (15)

2946. EXPERIMENTAL DATA AND CALCULATIONS ON DATE VARIETIES, 1925 to date. Field notebooks containing material gathered from studies in connection with the establishment of new date ranches in this country, showing results of tests and observations. (Daily, official.) 5 x 8 and 10 x 12 loose-leaf books (6), 11 ft. 6 in., in 6 drawers of steel filing cases, on wooden shelf, and in steel safe. E. room (Bldg. B). (10)

2947. PHOTOGRAPHS AND NEGATIVES, 1929 to date. Pictures of date varieties and details of morphology and various operations in the culture of dates. (Monthly, official.) 5 x 8 envelopes, 1 ft. 6 in., in steel filing case. E. room (Bldg. B). (11)

2948. PHOTOGRAPHIC NEGATIVES, 1930 - 1933. Showing activities of the experiment station and indigenous and introduced flora of this region. (Occasionally, official.) 7½ x 9½ envelopes, 2 ft., in wooden filing case. Library and Office (Bldg. A). (5)

DIVISION OF FRUIT AND VEGETABLE CROPS AND DISEASES
FIELD HEADQUARTERS
1st building on Main Road

This office was established in 1931 and was located in the King Street Laboratory of the Date Growers Association until July 1934. Its major purpose is to promote the date and citrus fruit industries in the eastern half of Riverside County by perfecting the best methods of handling and pre-cooling the fruits and transporting them to the markets. This office is temporary and the associate physiologist takes the records to Riverside each summer. Reports, however, are sent to Washington.

2949. GENERAL FILE, 1921 to date. General correspondence, information on tests, and vouchers covering costs of work; records pertaining to tests and field notes on citrus fruits and dates; studies made on pre-cooling, storing, and shipping. (Daily, official.) 10 x 12 folders, 12 ft., in 6 drawers of wooden filing cases. Office. (19)

POMONADIVISION OF FRUIT AND VEGETABLE CROPS AND DISEASES
INVESTIGATIONS OF METHODS OF HANDLING, TRANSPORTATION AND
STORAGE AND MARKET DISEASES OF FRUITS, VEGETABLES AND FLOWERS
FIELD HEADQUARTERS
Federal Bldg., 440 S. Thomas St.

This office was established in 1932. Its major function is to improve the appearance and condition of fruits, vegetables, and flowers upon their arrival in the markets. Laboratory and field experiments in handling and packing are conducted, refrigeration in transit and in storage is studied, the causes of fruit sweats are investigated, and the effect of carbon dioxide given off by oranges and grapefruit in transit and storage is measured. Laboratory fruit plots are observed to determine the water consumption of growing fruit and its percentage relation to the moisture thrown off in drying, and the set counts of blooms and leaves in potted plants are noted. The winter set and the spring set of fruit of individual citrus trees is counted and measured for circumference to determine the growth rate as against the water consumption and method of its application.

Various records antedating the agency's establishment appear to be a reference library of graphs, charts, photographs, laboratory notes, published bulletins, and treatises. These apparently have been supplied by other offices of this type. All reports are sent to Washington.

2950. GENERAL FILE, 1905 to date. General correspondence, vouchers, and purchase orders, applications, appointments, transfers, repair, monthly reports, expense accounts, leases, contracts, laboratory supplies, finances, progress reports, bills of lading, expenditures, labor vouchers, payroll, plants, miscellaneous memoranda, vouchers, office supplies, telegrams and telephone messages, cold storage, foreign fruits, estimates for appropriations, press information, car loadings, and notebook on tests. (Daily, official.) 9 x 12 folders, envelopes, and loose-leaf books, 13 ft., in 8 drawers of filing cases. R. 307. (102)

2951. GENERAL INDEX, 1921 to date. Bulletins, transportation and diseases of fruits, plant psychology, fruit culture, fruit and vegetable storage, plant hormones, etc. (Daily, official.) 3 x 5 cards, 1 ft., in 5 drawers of wooden card cabinets. R. 207. (97)

2952. GENERAL FILE ON TRANSPORTATION, 1929 to date. Transportation tests, refrigeration of citrus fruit in transit, sweating of oranges, and original data, reports, and correspondence. (Daily, official.) 9 x 12 folders, 10 in., in filing case and in desk. R. 207. (98)

2953. MISCELLANEOUS BLUEPRINTS OF TESTS, 1929 to date. Relating to citrus fruits such as lemons, grapefruit, and oranges. (Daily, official.) Various sized blueprints, 1 ft. 4 in., in cabinet. R. 210. (101)

2954. PHOTOGRAPHS AND REPORTS, 1930 to date. Photographs and preliminary reports on experiments. (Daily, official.) 9 x 12 loose-leaf books, 6 in., on desk. R. 207. (99)

2955. GRAPHS AND CHARTS, 1931 to date. Data for study and experiments. (Weekly, official.) 16 x 20 loose sheets, 2 in., in steel cabinet. Rs. 5 and 7. (90)

2956. LABORATORY NOTES, 1931 to date. Records of experiments in handling packing, storage, and transportation. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in desk. Rs. 5 and 7. (89)

2957. RECORD OF MISCELLANEOUS EXPERIMENTS, 1931 to date. Record of completed experiments on various fruits. (Rarely, official.) 9 x 12 folders, 5 in., in filing case. Rs. 5 and 7. (86)

2958. FIELD NOTES, 1932 to date. Record of experiments and observations carried on in field. (Frequently, official.) 4 x 7 vol., 6 in., in wooden filing case. Rs. 5 and 7. (88)

2959. GENERAL PROGRESS REPORTS, 1932 to date. Showing apparent growth rate of lemon fruits with regard to supply of moisture to tree, response of lemon trees to various irrigation treatments, and relation of soil moisture to functions of lemon trees, records of repairs, notes, and charts. (Daily, official.) 8 x 10 $\frac{1}{2}$ loose-leaf books, 3 in., on desk. R. 9. (95)

2960. GRAPHS AND CHARTS, 1932 to date. Records of plots such as fruit volume, irrigated average percent moisture, specific gravity of fruits, dry weight per fruit, and percentage soil moisture. (Daily, official.) 16 x 23 and 17 x 24 loose-leaf books, 1 ft. 1 in., in wooden cabinet. R. 9. (93)

2961. MISCELLANEOUS FILE, 1932 to date. Appointment questionnaires, specifications, vouchers, freight and express bills, changes in fruit, original fruit data, moisture, potted lemon trees and tomatoes, application of sugar solution to wilted plants, irrigation and transportation record, miscellaneous data, yield record sheet, root distribution, citrus, temperature and humidity, fruit counts per branch yield, measurements of fruits during winter and spring, and soil air surplus fruit sample for moisture and specific gravity. (Daily, official.) Various sized vols. and folders, 3 ft. 6 in., in 2 drawers of filing case. R. 9. (105)

2962. MISCELLANEOUS NOTES, 1932 to date. Notes, correspondence and manuscripts. (Weekly, official.) 9 x 12 folders, 1 ft. 6 in., in filing case. Rs. 5 and 7. (87)

2963. NOTES ON PLOTS, 1932 to date. Records of average by plots for bloom pre-set and set counts per 100 leaves. (Weekly, official.) $9\frac{1}{2}$ x 12 loose-leaf books, 3 in., on desk. R. 9. (92)

2964. REFRIGERATION RECORDS, 1932 to date. Temperatures of fruits in storage. (Yearly, official.) $3\frac{1}{2}$ x 13 loose sheets, 6 in., on wall. Rs. 5 and 7. (85)

2965. MISCELLANEOUS NOTES, 1934 - 1935. Fruits per tree, fruits citrus, winter set, circumference, and measurements of spring set. (Daily, official.) 9 x 12 folders, 3 in., on desk. R. 9. (94)

RIVERSIDE

DIVISION OF COTTON AND OTHER FIBER CROPS AND DISEASES

FIELD HEADQUARTERS

Rubidoux Laboratory, 4501 Alvarado St.

This office was established in 1930. Its primary function is the promotion of cotton production and the investigation of the commercial possibilities of other tubular-celled plants. Cotton and its hybrids, as well as all cytologic plants are examined from seed to the harvested crop in laboratory and field to determine the hardiness, disease resistance, and yield. It has jurisdiction over southern California. All reports and records of experimentation are sent to Washington.

2966. SEEDS, 1910 to date. Packets of seeds numbered CB 100 to CB 1090 and CBW 1 to CBW 200, containing cotton, cotton hybrids, and cotton relatives. Arranged numerically. (Daily, official.) 3 x $5\frac{1}{2}$ envelopes, 10 ft. 6 in., in 2 drawers of wooden table. SE. room. (29)

2967. CHROMOSOME COUNTS AND CYTOLOGICAL DRAWINGS, 1930 to date. Relating to cotton, cotton hybrids, and cotton relatives. Filed numerically, by series. (Daily, official.) 4 x 6 cards, 10 in., in steel cabinet. NE. room. (35)

2968. FILE OF TECHNICAL METHODS AND MAILING LIST, 1930 to date. Reports on microscopic methods, seed and plant treatment, and miscellaneous field culture methods. Arranged alphabetically. (Occasionally, official.) 3 x 5 cards, 3 in., in steel cabinet. SE. room. (33)

2969. GENERAL FILE, 1930 to date. Field notes on cotton vouchers, auto reports, correspondence with headquarters at Washington, and miscellaneous records involving seed and plant exchange and distribution. Filed alphabetically, by subject. (Daily, official.) 10 x 12 folders, 1 ft. 3 in., in wooden filing case. SE. room. (31)

2970. HERBARIUM OF COTTON PLANTS, COTTON HYBRIDS, AND RELATIVES, 1934 to date. Specimens such as leaves, parts of plants, flowers, and lint of different species and hybrids. Arranged numerically. (Occasionally, official.) 12 x 17 folders, 9 in., on table. SE. room. (30)

2971. WOOD SPECIMENS FROM COTTON AND COTTON RELATIVES, 1934 to date. Specimens of the largest branches from all woody plants from one to four years of age. Filed numerically. (Occasionally, official.) Various sized bundles (3), 30 ft., on wooden shelf. SE. room. (32)

DIVISION OF FRUIT AND VEGETABLE CROPS AND DISEASES
CITRUS, AVOCADO, AND OTHER SUBTROPICAL FRUIT INVESTIGATIONS
FIELD HEADQUARTERS
Federal Bldg., 3580 - 7th St.

This office was established in 1909. Its chief function is the improvement of subtropical fruits in quality and yield. Field experiments are conducted on citrus and deciduous fruits with sprout and bud variations to determine disease resistance, fruit flavor, appearance yield. Growth records are kept of individual trees in the form of photographic slides which are shown at frequent lectures given before orchardists. Since 1921, the agency has been instrumental in the development of Shamel strain marsh grapefruit at the Dale Burnstead orchards near Phoenix, Arizona. Reports on all activities, records of experiments, and originals of correspondence are sent to Washington.

2972. DECIDUOUS FRUIT EXPERIMENT RECORDS, 1909 to date. Records of experiments with peaches, pears, apricots, prunes, apples, oranges, lemons, and grapefruit; also individual tree performance records, and original field notes and tabulations from same. Filed chronologically and by varieties. (Occasionally, official.) $9\frac{1}{2}$ x $11\frac{1}{2}$ and 10 x 12 binders (21) and bundles (42), 17 ft. 1 in., in filing case, in safe, on wooden shelves, and in pasteboard boxes. R. 8. (54)

2973. PHOTOGRAVES, NEGATIVES, ENLARGEMENTS, CHARTS, AND LANTERN SLIDES, 1910 to date. Illustrate orchard and packing operations of various fruits, flowers, and ornamental plants; also

bud variations and results of various experiments. (Older records, rarely; current records, daily, official.) Various sized folders and cards, 16 ft. $5\frac{1}{2}$ in., in 16 drawers of steel filing cases and on table. R. 8. (52)

2974. MANUSCRIPTS, 1911 to date. Articles to be used in department publications. Filed alphabetically, by subject. (Older records, never; current records, monthly, official.) 10 x 12 envelopes, 8 ft., in 2 drawers of steel filing case. R. 8. (55)

2975. CORRESPONDENCE, 1913 to date. Correspondence to and from Washington headquarters relative to general activities and with individuals regarding vine and fruit tree diseases. Filed alphabetically. (Daily, official.) 10 x 12 folders, 1 ft. 2 in., in 7 drawers of steel and wooden filing cases. R. 8. (49)

2976. INDEX TO SPROUT AND BUD VARIATIONS, 1915 to date. Showing bud and sprout variations, results of experiments, and growth and observation of same. Filed alphabetically. (Daily, official.) 3 x 5 and 10 x 12 cards and folders, 2 in., in steel filing case and in card cabinet. R. 8. (51)

2977. CITRUS FRUIT EXPERIMENTS, 1921 to date. Records of commercial citrus fruit progeny experiments made at the Dale Burnstead orchards for the development of the Shamel strain of marsh grapefruit. Filed chronologically. (Frequently, official.) 10 x 12 loose-leaf books, 6 in., on metal filing case. R. 8. (48)

2978. PAINTINGS, n.d. Illustrate bud variations in connection with fruit trees. Filed by subject. (Quarterly, official.) $8\frac{1}{2}$ x $10\frac{1}{2}$ folders, 8 in., in steel filing case. R. 8. (53)

DIVISION OF FRUIT AND VEGETABLE CROPS AND DISEASES
TOMATO DISEASE FIELD HEADQUARTERS
Rubidoux Laboratory, 4501 Alvarado St.

This office was established in 1931. For three or four years previous to the occupancy of the present location, some of the investigative work was done at the Citrus Experiment Station at Riverside. All activities concern the improvement of tomatoes by control or eradication of diseases. Pathological studies are continually made in laboratory, fields, and hothouses. Temperature and soil humidity records are also compiled. Extensive investigations and studies have been made in widely scattered sections of the State of California over which the agency has jurisdiction. It is noted that many records antedate that of establishment. Reports 39 and 42 consist of treatises on tomato culture by various authorities located elsewhere, and report 40 covers pathologic observa-

tions made by other similar agencies. In addition to reports by this agency, report 43 covers antedated records of temperature and soil humidity compiled by bureau employees at various experimental locations, throughout the state. All records and reports are sent to Washington.

2979. GENERAL FILE ON TOMATOES, 1913 to date. Bibliographic notes, manuscripts, biological abstracts, symptomatology, diseases, culture, control, outlines of work, laboratory methods, correspondence regarding work, fiscal reports, and inventories of equipment. Filed by subjects. (Daily, official.) 10 x 12 folders and pamphlets, 11 ft. 1 in., in 4 drawers of wooden filing case, and in desk. SE. room, ground floor. (42)

2980. FIELD AND LABORATORY NOTES, 1917 - 1922. Pertaining to tomato pathology observations. Filed by subjects. (Occasionally, official.) 4 x 6 cards, 3 in., in desk. NE. room, ground floor. (40)

2981. PATHOLOGICAL HERBARIUM, 1920 - 1923. Giving description of various plants and their relative diseases and treatment for same. (Daily, official.) 8 x 10 $\frac{1}{2}$ pamphlets, $\frac{1}{2}$ in., in bookcase. NE. room, ground floor. (39)

2982. TEMPERATURE AND HUMIDITY RECORDS, 1921 to date. Field and hothouse records of ground and air at following locations: Shafter and Watsonville, Riverside Field, Riverside Propagation House, Berkeley, Riverside Greenhouse, Carlsbad, Riverside Cages & Chambers, Davis, Lewis Ranch, and Fujino. (Occasionally, official.) Various sized envelopes, 9 in., on shelf. SE. room, ground floor. (43)

DIVISION OF SUGAR PLANT INVESTIGATIONS
SUGAR BEET INVESTIGATIONS FIELD HEADQUARTERS
School Administration Bldg., 3949 Lime St.

This office established in 1919, was moved from the Citrus Experiment Station to the present location in 1929. Its primary function is to promote the cultivation and improvement in quality and yield of sugar beets. Laboratory and field investigations of sugar plants are conducted to determine the most effectual method of eradication of diseases and pests. Various soils in test plots are studied and planted under different climatic conditions to discover factual data regarding health, growth, and yield under specific conditions. Other experiments are made with leaf hopper inoculations such as the feeding of diseased beets to pure culture hoppers which inoculate healthy plants. Photographs for publications and photographic slides for lectures are made of these

experiments. All reports are sent to Washington and useless papers are destroyed upon receipt of departmental permission.

2983. REPORTS, 1900. Record of temperatures taken at Bakersfield, California. Filed chronologically. (Never.) 8 x 10 loose sheets, 1 in., on shelf. R. 1, basement. (66)

2984. CORRESPONDENCE, 1912 to date. General and miscellaneous correspondence to and from the Bureau of Entomology and various departments and individuals, pertaining to investigations, experiments, and general activities of this office. Filed chronologically. (Older records, never; current records, daily, official.) Various sized folders and bundles, 9 ft. 11 in., in 6 drawers of steel filing cases, in wooden box in safe, and on wooden shelves. Basement Storage Room. (74)

2985. INVENTORIES AND PERSONNEL RECORD, 1915 to date. Inventories of expendable, semi-expendable, and non-expendable property; personnel records pertaining to the personal activities of employees. Filed alphabetically. (Daily, official.) 5 x 8 cards, 10 ft., in steel card cabinet. R. 1, basement. (62)

2986. MISCELLANEOUS THERMOGRAPH RECORDS, 1916 - 1925. Registering thermometer record of constant changes in temperature. Filed chronologically. (Frequently, official.) 3 x 12 bundles, 4 in., on wooden shelf. Basement Storage Room. (59)

2987. FIELD NOTES AND TESTS, 1918 - 1919. Data taken from work done in the field, tests and resistance studies, and sugar analyses. (Seldom, official.) In card cabinets. Basement Storage Room and R. 1, basement. (61)

2988. PROGENY TESTS, 1921 - 1935. Inoculation records of tests made on insect culture in sugar beets. (Rarely, official.) 9 x 11 vols. and bundles, 6 in., on wooden shelf. Basement Storage Room. (73)

2989. DEPARTMENT MEMORANDA, 1929 to date. Field and laboratory data on pathological problems relating to beets and other problems in agronomy. Filed chronologically. (Daily, official.) 10 x 12 folders, 1 ft. 6 in., in wooden box in safe. R. 1, basement. (64)

2990. BIOCHEMICAL RESEARCH DATA, Nov. 1929 to date. Records of laboratory tests and experiments made on sugar beets and on insects and diseases affecting them. (Daily, official.) 9 x 12 folders, 9 in., in filing case. R. 8, basement. (69)

2991. ADMINISTRATIVE FILE, 1930 to date. Fiscal papers, reports, administration bulletins, circulars, adjustment information, and vouchers. (Daily, official.) 4 x 6 cards and 9 x 11

folders and bundles, 2 ft., in wooden filing case. R. 1, basement. (65)

2992. PATHOLOGICAL AND AGRONOMIC DATA, 1930 to date. Reports, manuscripts, test plot tables, charts, notes on various studies and experiments, agronomic evaluation studies, microscopic slides of cross sections of beets, beet stocks, and leaf hopper; records and comparison material for publications. Filed alphabetically, by subject. (Daily, official.) 5 x 7 cards and 10 x 12 folders, 13 ft. 1 in., in metal card cabinet, in safe, and in standard slide boxes. R. 1, basement. (60)

2993. PHOTOGRAPHS, NEGATIVES, AND SLIDES, 1930 to date. Record of experiments and tests made of sugar beets, showing healthy and unhealthy beets, leaf hoppers, and result of inoculation of healthy beets with diseased beet culture. (Daily, official.) Various sized folders and envelopes, 37 ft. 2 in., in 7 drawers of wooden filing cases, on shelves, and in 6 pasteboard boxes in safe. R. 1, basement. (67)

2994. LEAF HOPPER INOCULATION STUDIES, 1932 to date. Methods of obtaining culture for inoculating healthy beets with diseased beet culture. (Daily, official.) 4 x 6 cards, 11 ft., on 2 steel shelves. R. 1, basement. (63)

2995. CULTIVATED BEETS, n. d. Original and copies of treatise on beet culture by Vilmorin; translated from French. (Never.) 8 x 11 bundles, 4 in., on shelf. R. 1, basement. (71)

2996. MANUSCRIPT, n. d. Resistance Manuscript U. S. 1, published treatise on the disease known as curly top, affecting sugar beets. (Never.) 8 x 11 bundles, 1 in., on shelf. Basement Storage Room. (72)

DIVISION OF WESTERN IRRIGATION AGRICULTURE
FIELD HEADQUARTERS

Rubidoux Laboratory, 4501 Alvarado St.

This office was established in 1928. Its chief function is to preserve the chemical purity of irrigation waters. Laboratory, stream, well, and ditch examinations are made for boron and other salts common to western waters and their effects on field, grape, and orchard crops are studied. A chart of the sources of water supply, a table of consumption, and a water level record are maintained for reference. It has jurisdiction over Arizona, California, and New Mexico. All reports are sent to Washington.

2997. PUBLICATIONS OF THE DIVISION OF WATER RESOURCES, 1923 to date. Mimeographed tabulations of Ventura and Orange counties in-

vestigations, Mojave River investigation and utilization of waters, south coastal basin investigation, and Sacramento and San Joaquin water supervision reports. Indexed. (Weekly, official.) 8 x 11 vol., 1 ft. 1 in., on shelf. NE. room, 1st floor. (10)

2998. SOLIDIZATION OF SOILS, 1926. Nassov Agriculture Experiment Station Bulletin 44, 1926, a treatise by K. K. Gedraiz on soils; translated by V. P. Sokoloff of this station. (Monthly, official.) $8\frac{1}{2}$ x 11 folders, $\frac{1}{2}$ in., on shelf. Vault. (15)

2999. WEEKLY REPORTS, 1926 to date. Western Irrigation Agriculture Office reports covering activities of different stations under this department. Filed chronologically. (Daily, official.) 8 x $10\frac{1}{2}$ loose-leaf books, 5 in., on shelf. NW. room. (4)

3000. BOTANICAL SPECIMENS, 1928 to date. Mounted field specimens, showing effects of boron. (Frequently, official.) Various-sized loose sheets, 5 in., in wooden case. Center room, 2d floor. (18)

3001. CORRESPONDENCE FILES, 1928 to date. General and administrative correspondence concerning work to be done and other activities to be performed. Filed alphabetically, by subject. (Daily, official.) 10 x 12 folders, 18 ft., in 7 drawers of steel filing cases, in pasteboard boxes, and in vault. NE. room, 1st floor. (6)

3002. FISCAL RECORDS, 1928 to date. Vouchers, financial statements, expense accounts, and other financial records. Current records filed alphabetically, by subject, others, chronologically. (Daily, official.) 10 x 12 folders, 3 ft., in steel filing case, in pasteboard box, and on shelf. Vault and NE. room, 1st floor. (8)

3003. PHOTOGRAPHS, FILMS, AND SLIDES, 1928 to date. Illustrations of the response of plants to boron and other salts commonly occurring in the irrigation water of the United States; also a comparison of relative borontolerances and reactions of a number of citrus varieties and citrus relatives. (Photographs, weekly; slides, occasionally, official.) Various-sized loose sheets, 6 ft. 2 in., in wooden filing case and on display hanger. Vault, center, 1st floor. (22)

3004. PLANT NUTRITION STUDIES, 1928 to date. Concerning the response of plants to boron and other salts commonly or frequently occurring in the irrigation waters of the United States; Experiment 30 was an investigation of material and methods for supplying iron to plants in furtherance of the above investigations and Experiment 24, an investigation of elements that might replace boron as an essential element. (Older records, rarely; current records, daily, official.) 10 x 12 vols., 1 ft. 2 in., in filing

case. Vault. (14)

3005. PROPERTY INVENTORY, 1928 to date. Permanent inventory of furniture, equipment, chemicals, and supplies held at this station. Filed alphabetically. (Weekly, official.) 5 x 8 cards, 6 in., in 2 drawers of steel card cabinet. NE. room, 1st floor. (5)

3006. SALONETZ SOILS: THEIR ORIGIN, PROPERTIES, AND AMELIORATION, 1928. Nassov Agriculture Experiment Station Bulletin 46, 1928, a treatise on soils; translated by V. P. Sokoloff of this station. (Rarely, official.) $8\frac{1}{2}$ x 11 folders, $\frac{1}{2}$ in., on shelf. Vault. (16)

3007. SOIL ANALYSES, 1928 to date. Original records showing analyses of soils from western states, covering 461 samples taken principally from locations in California. Filed numerically. (Daily, official.) 8 x $10\frac{1}{2}$ loose-leaf books, 4 in., on shelf. Vault. (23)

3008. WORK SHEETS, 1928 to date. Chemical analyses records covering 3228 specimens of leaves of western crops. Filed numerically. (Daily, official.) 4 x $10\frac{1}{2}$ loose-leaf books, 1 ft. 6 in., on wooden shelf. Vault. (21)

3009. WATER ANALYSES, July 6, 1928 to date. Original laboratory work sheets comprising original data of 10712 samples of water from western United States and accession records of same. Filed numerically. (Frequently, official.) 8 x $10\frac{1}{2}$ vols. and loose-leaf books, 5 ft., on shelf. Vault and NE. room, 1st floor. (11)

3010. HERBARIUMS, 1929 - 1932. Ornamental and crop specimens of vines, trees, and shrubs; plants, leaves, parts of plants, and flowers from Death Valley trip in April; also field specimens, showing effects of boron. (Rarely, official.) 10 x 12 folders and bundles, 2 ft. 2 in., on shelf. Vault, 1st floor. (13)

3011. PHOTOGRAPHS, Apr. 1930. Photographs on Experiment 7, showing relative tolerance and reactions of citrus varieties to boron. (Occasionally, official.) 16 x 30 photographs, on display hanger. Center room, 2d floor. (79)

3012. BORON CHARTS AND GRAPHS, 1932. Graphs illustrating fixation of boron soils, chart showing relation between boron content of leaves and boron content of displaced soil solution, and chart showing effect of nitrogen on the boron content of leaves. (Monthly, official.) 11 x 17 loose sheets, $\frac{1}{2}$ in., on wall. Center room, 2d floor. (20)

3013. THE C. A. SHAVER GROVE AT CHULA VISTA, Apr. 17, 1934. Rubidoux Laboratory memorandum, accumulated data on the quality of

water used for irrigation, the salinity of the soil, and certain physical and chemical characteristics of leaves from the C. A. Shaver Lemon Grove; prepared by Frank M. Eaton, Physiologist. (Weekly, official.) 8 x 10 $\frac{1}{2}$ loose-leaf books, $\frac{1}{4}$ in., on desk. Vault. (24)

3014. BORON IN SOILS AND IRRIGATION WATERS, Feb. 1935. Effects of boron on plant growth, boron in soils, counter action of boron, quality of irrigation water, and discussion and analyses of waters of San Joaquin Valley, California. (Frequently, official.) 6 x 9 vols. (160), 3 ft. 6 in., on shelf. Vault. (25)

3015. BLUEPRINTS, Aug. 17, 1935 - Jan. 4, 1936. U. S. Field Station water level recordings taken at wells 2 B, M, K, E, and R, at Yuma, Arizona. (Rarely, official.) 12 x 18 loose sheets, 2 in., on shelf of bookcase. NE. room, 1st floor. (7)

3016. REPORTS OF WATER RESOURCES COMMITTEE OF THE NATIONAL RESOURCES COMMITTEE, Jan. - Feb. 1936. Sent to Federal agencies concerned with water use and control. Indexed. (Weekly, official.) 8 x 10 $\frac{1}{2}$ vol., $\frac{1}{2}$ in., in bookcase. NE. room, 1st floor. (9)

SACRAMENTO

DIVISION OF FRUIT AND VEGETABLE CROPS AND DISEASES
DECIDUOUS FRUIT INVESTIGATIONS
FIELD HEADQUARTERS
Federal Bldg., 8th and I Sts.

This office was established in 1917. In 1927, the work of this division was reorganized and the employees were reclassified. It occupied quarters in the California State Office Building, 10th and K Streets, 1917 - 1921; Native Sons Hall, 116 J Street, 1921 - 1928; Forum Building, 9th and K Streets, 1928 - 1934. Records are sent to Washington upon request and so-called useless papers are filed.

3017. CULTURE OF MISCELLANEOUS TREE FRUITS, 1918 to date. Records consist of correspondence, photographs, loose notes, and reports, concerning all phases of culture of cherries, olives, figs, avocados, and persimmons. Some of these reports have been published in Government bulletins and in scientific journals. (Occasionally, official.) 4 x 7 notes, 5 x 7 photographs, and 9 $\frac{1}{2}$ x 12 envelopes, 4 ft. 6 in., in steel filing case, and in wooden card cabinet. R. 217. (353)

3018. GENERAL FRUIT PRODUCTION INVESTIGATIONS, 1919 - 1936. Reports, memos, statistical material, and charts of various

investigations of production of peaches, cherries, apricots, plums, pears, prunes, olives and avocados, giving production, quality, size of fruit, growth, shape of trees, pruning of trees, thinning of fruit to allow for development, temperature of soil, various varieties of fruits, irrigation of and preparing the soil; inter-departmental correspondence; expense accounts, general travel expense, and monthly expense voucher of general maintenance of bureau; weekly and monthly summarized reports are sent to Washington. (Weekly, official.) Various sized folders and cards, 48 ft. 9 in., in 3 drawers of steel filing case and on steel shelf. R. 217. (352)

3019. PLUM AND PRUNE CULTURE, 1920 to date. Correspondence, reports, notes, and photographs. Some of these reports have been published in Government bulletins and in scientific journals. (Occasionally, official.) 4 x 7 notes, 5 x 7 photographs and 9½ x 12 envelopes, 5 ft. 6 in., in steel filing case, in wooden card cabinet, and in desk drawer. R. 217. (354)

3020. PEAR CULTURE, 1926 to date. Studies in pruning, pollination and root growth of pears to improve quality and production. Correspondence between fruit growers and experimenters. Report on findings sent to Washington. (Frequently, official.) 4 x 7 notebooks, 5 x 7 photographs, 9½ x 12 envelopes, and 8 x 10½ and 16 x 21 charts, 6 ft., in steel filing case, in wooden card cabinet, and in desk and table drawers. R. 217. (357)

3021. FRUIT TREE ROOT GROWTH EXPERIMENTS, 1930 to date. Notes, charts, photographs, and progress reports, and correspondence to and from Washington. Some progress reports have been published in scientific journals. (Frequently, official.) 4 x 7 loose-leaf books, 5 x 7 photographs, 9½ x 12 envelopes, and 8 x 10½ and 16 x 21 charts, 2 ft. 10 in., in steel filing case, in wooden card cabinet, and in desk and table drawers. R. 217. (356)

3022. PEACH CULTURE, 1932 to date. Correspondence, reports, tabulations, charts, photographs. Correspondence between fruit growers and experimenters; studies on leaf and fruit growth and root extension. (Frequently, official.) 4 x 7 loose notes, 5 x 7 photographs, 9½ x 12 envelopes, and 8 x 10½ and 16 x 21 charts, 2 ft. 2 in., in steel filing case, in wooden card cabinet, and in desk and table drawers. R. 217. (355)

DIVISION OF FRUIT AND VEGETABLE CROPS AND DISEASES
NUT INVESTIGATIONS FIELD HEADQUARTERS
Federal Bldg., 8th and I Sts.

This office, established in February 1920, was moved in 1921 to the Native Sons Building in Sacramento, and to the present address in 1933. This is an experimental and investigative unit in the study of nut culture, the aim being to improve the quality and tree-yield of nuts. It has jurisdiction over the entire State of California. Reports and vouchers are sent to Washington.

3023. ALMOND VARIETY INVESTIGATIONS AND CLASSIFICATIONS, 1920 to date. Characteristics of varieties and seedlings, notes regarding suitability and unsuitability of varieties for different sections and conditions, and reports to Washington on the subject. (Frequently, official, public.) 5 x 7 photos, and 9 x 12 folders and cards, in 2 drawers of steel and wooden filing case and in 3 drawers of wooden card cabinet. R. 219. (369)

3024. MISCELLANEOUS NUT INVESTIGATIONS - CULTURAL, 1920 to date. Descriptive notes, field notes, tabulations, photographs, and reports relative to miscellaneous nut investigations, covering cultivation, irrigation, insects, diseases, harvesting methods, ripening dates, and yields. (Frequently, official, public.) Various sized folders, envelopes, cards, and photographs, 4 ft., in steel filing case and in 3 drawers of card cabinet. R. 219. (367)

3025. POLLEN TECHNIQUE, Feb. 1920 to date. Tabulations, notes, photographs, and charts on field technique and microscopic and laboratory studies. (Frequently, official.) $8\frac{1}{2}$ x 11 folders, envelopes, and cards, 2 ft., in steel filing case and in card cabinet. R. 219. (364)

3026. ALMOND STUDIES, Mar. 1920 to date. Tabulations and notes on almond breeding, floral biology, pollination, blooming, and cultural studies; maps and charts regarding research work; photographs and films of almonds. (Frequently, official, public.) 4 x 6 envelopes and cards and $8\frac{1}{2}$ x 11 folders and loose-leaf books, 16 ft., in 16 drawers of steel filing cases and in 8 drawers of card cabinets. R. 219. (361)

3027. MISCELLANEOUS BLOSSOM STUDIES, 1921 to date. Descriptions, photographs, field notes, and mounted herbarium specimens relating to the study of almond blossoming; also information on walnuts and other nuts. (Occasionally, official.) Various sized folders, envelopes, and mounted photographs, 6 ft., in wooden filing case, in card cabinet, and on steel shelves. R. 219. (368)

3028. NUT POLLINATIONS, 1922 to date. Descriptions, notes, tabulations, photographs, and charts pertaining to the pollination of walnuts, almonds, and other nuts. (Frequently, official.) Various sized folders, envelopes, and mounted photographs, 3 ft. 6 in., in steel filing case and in card cabinet. R. 219. (366)

3029. ALMOND BREEDING, 1923 to date. Correspondence, reports, descriptions, photographs, tabulations relative to breeding of almonds; charts showing planting arrangements in experimental breeding plots, and notes on hybrids distributed for trial. (Frequently, official.) Various sized folders, envelopes, and mounted photographs and charts, 3 ft. 6 in., in 2 drawers of steel and wooden filing case. R. 219. (370)

3030. MISCELLANEOUS NUTS, Mar. 1923 to date. Tabulations and notes on pistachio, filberts, chestnuts, and other nuts; charts regarding research work; photographs, and films. (Frequently, official, public.) $8\frac{1}{2}$ x 11 folders, envelopes, loose-leaf books, and cards, 8 ft., in 4 drawers of steel filing case and in 4 drawers of card cabinet. R. 219. (363)

3031. WALNUT STUDIES, Mar. 1923 to date. Tabulations and notes on walnut pollination, blooming habits, variety investigations, and cultural studies; maps and charts regarding research work, and walnut photographs and films. (Frequently, official.) $8\frac{1}{2}$ x 11 folders, envelopes, loose-leaf books, and cards, 8 ft., in 16 drawers of steel filing cases and in 6 drawers of card cabinets. R. 219. (362)

SAN FRANCISCO

DIVISION OF FOREST PATHOLOGY
FIELD HEADQUARTERS
Phelan Bldg., 760 Market St.

This office was established in 1909. From 1909 to 1914, offices were occupied in the First National Bank Building at Post and Montgomery Streets; from 1914 to 1920 in the Adam Grant Building at 114 Sansome Street; from 1920 to 1933 in the Ferry Building, foot of Market Street. In 1933 the agency was moved to the present location. The function of this office is the study and investigation of diseases in trees of the forest. It has jurisdiction over the States of California, Nevada, Utah, southern Idaho, and the Wyoming and Teton National Forests in the State of Wyoming. Original manuscripts on investigative work and copies of important correspondence are sent to Washington.

3032. GENERAL FILE, 1910 to date. Reports, suggestions, corres-

pondence, catalogues, expense accounts, circulars, and pamphlets pertaining to the personnel of this bureau, biological survey, Department of the Interior, plant migration, Federal quarantine, national parks, and plants foreign to this country. Arranged alphabetically. (Daily, official.) 9 x 12 folders, 39 ft., in 20 drawers of steel filing cases and in 9 drawers of transfer cases. R. 446. (1863)

3033. INDEX FILES, 1910 to date. Index to library and filing systems in this office. Arranged alphabetically. (Daily, official.) 3 x 5 cards, 52 ft. 4 in., in 44 drawers of wooden filing cases. R. 446. (1864)

3034. MANUSCRIPTS, 1910 to date. Records of experiments conducted by the personnel of this office pertaining to forest pathology and its various studies. Arranged alphabetically, by name of author. (Daily, official.) 9 x 12 folders, 7 ft., in 4 drawers of wooden filing case. R. 446. (1832)

SHAFTER

DIVISION OF COTTON AND OTHER FIBER CROPS AND DISEASES FIELD STATION U. S. COTTON FIELD STATION

The exact date of establishment of this station is not available but the earliest records indicate the year to be 1922. Its major function is to promote cotton growing by improving the quality and increasing production. From seeds to crop, cotton and its hybrids as well as all cytologic plants are examined in field and laboratory to determine hardiness, disease resistance, quality and yield. At different dates various varieties of long and short fiber cotton are planted in selected test plots to discover the most suitable planting season for each. Plants are placed at various distances apart to determine the proper spacing. Many fertilizers are tested and experiments in irrigation conducted and the plant progress recorded. Wind velocity, air and soil humidity and weather are noted and their effects studied. The cotton pods are examined for boll-weevil and experiments conducted toward its eradication. Various varieties are ginned separately and the cotton compared for tensile strength of long-fiber; weaveableness of short-fiber, and quality and yield of both. It is noted that serial 23 contains soil maps made prior to the agency's establishment. All records are sent to Washington, annually.

3035. SOIL MAPS, 1918 - 1921. Shows areas of various types of soil in connection with cotton growing. (Occasionally, official.) 5 x 10 vols., 2 ft., in wooden cabinet. Office. (23)

3036. ACCOUNTS, INVOICES, AND BILLS PAID, 1922 to date. Reports and various financial records. (Frequently, official.) 10 x 12 folders, 2 in., in wooden filing case. Office. (19)
3037. COMPLETE CWA FILE AND GENERAL MEMORANDA, 1922 to date. Government regulations covering reports. (Frequently, official.) 10 x 12 folders, 1 ft., in wooden filing case. Office. (24)
3038. COTTON DATA, 1922 to date. Breeding records and other related information. (Frequently, official.) 10 x 12 folders, 4 in., in wooden filing case. Office. (18)
3039. FILE OF PUBLICATIONS ON COTTON, 1922 to date. Government and state publications dealing with cotton plants and various agricultural products. (Frequently, official.) 3 x 5 and 4 x 8 pockets and cards, 15 ft. 6 in., in wooden case and in wooden card cabinet. Office. (5)
3040. GIN RECORD BOOKS, 1922 to date. Record of cotton ginnings. (Frequently, official.) 10 x 12 folders, 9 in., in steel filing case. Office. (15)
3041. METEOROLOGICAL RECORDS OF WIND VELOCITY AND HUMIDITY, 1922 to date. Form 1009, D, A, E, and H. (Occasionally, official.) 12 x 12 vols., 9 in., in desk drawer. Office. (22)
3042. OFFICIAL CORRESPONDENCE, 1922 to date. Letters with Government agencies, and Farm Bureau cottonseed distributors. (Frequently, official.) 10 x 12 folders, 12 ft. 6 in., in 3 drawers of steel and wooden filing cases, and on wooden shelves. Office. (4)
3043. PREREQUISITE RECORD OF BUILDING COSTS, 1922 to date. Covers cost of buildings located at this station. (Occasionally, official.) 10 x 12 folders, 1 in., in steel filing case. Office. (17)
3044. PLANT PROMULGATION, 1922 to date. Photographs. (Frequently, official.) 5 x 7 envelopes, 4 in., in wooden filing case. Office. (20)
3045. COOPERATIVE SERIES, 1923 - 1933. One row variety tests of cotton. (Occasionally, official.) 10 x 12 folders, 6 in., in steel filing case. Office. (13)
3046. IRRIGATION EXPERIMENTS, 1923 - 1933. Results of irrigation experiments. (Frequently, official.) 10 x 12 folders, 6 in., in steel filing case. Office. (8)
3047. VARIETY TESTS, 1923 to date. Comparisons for yield and quality. (Frequently, official.) 10 x 12 folders, 9 in., in

steel filing case. Office. (9)

3048. SPACING EXPERIMENTS, 1924 - 1932. Comparisons of different spacings of cotton. (Occasionally, official.) 10 x 12 folders, 6 in., in steel filing case. Office. (12)

3049. WEATHER RECORDS, 1924 to date. Thermograph sheets. (Frequently, official.) 5 x 12 loose sheets, 1 in., in wooden filing case. Office. (21)

3050. CROP FUND ACCOUNT, 1925 to date. Record of sales of crops and use of funds. (Frequently, official.) 10 x 12 folders, 4 in., in steel filing case. Office. (16)

3051. LEGAL DOCUMENTS, 1925 to date. Station leases and memoranda. (Occasionally, official.) 10 x 12 folders, 3 in., in steel filing case. Office. (14)

3052. COTTON INDEXES AND DATA, 1926 to date. Record of boll samples. (Frequently, official.) 10 x 12 folders, 9 in., in steel filing case. Office. (6)

3053. STRAIN TESTS, 1926 to date. Covers tests for tensile strength of cotton fiber. (Frequently, official.) 10 x 12 folders, 9 in., in steel filing case. Office. (10)

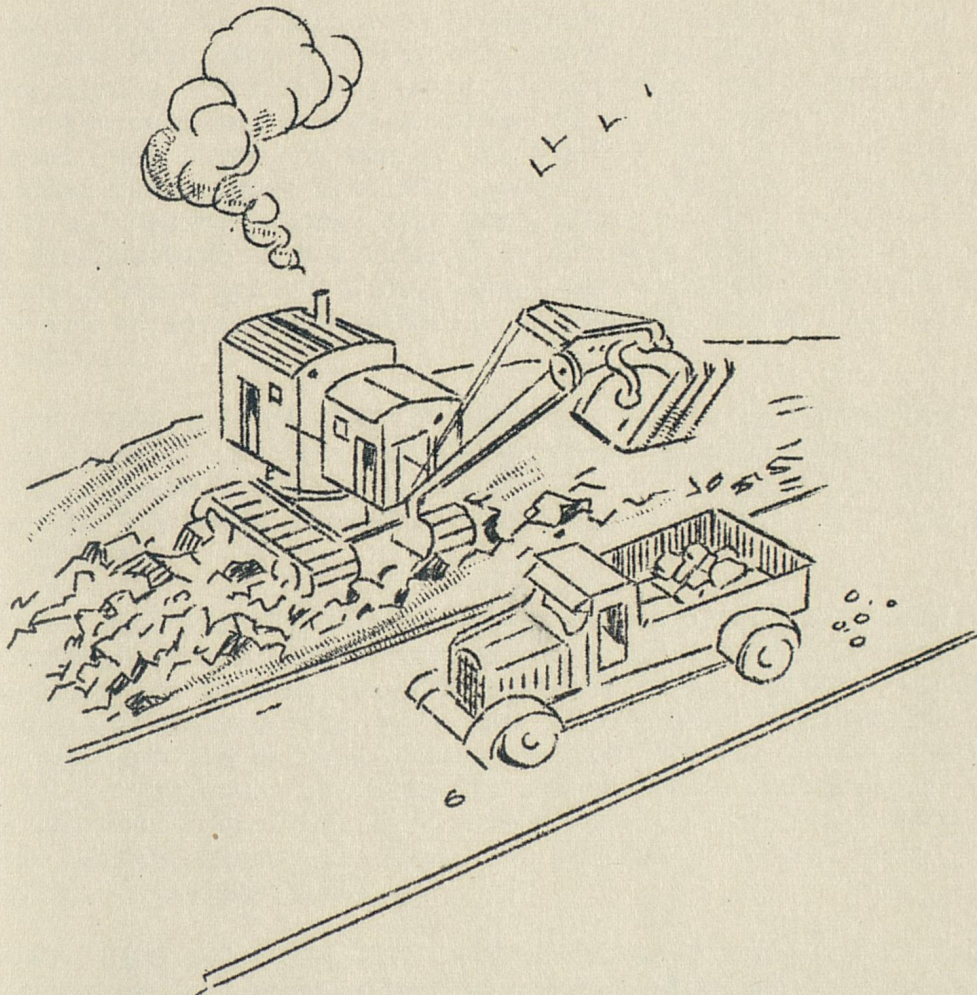
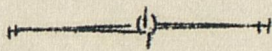
3054. DATES OF PLANTING, 1929 to date. Experiments to determine best time for planting cotton. (Frequently, official.) 10 x 12 folders, 9 in., in steel filing case. Office. (11)

3055. RECORD OF MAINTENANCE OF AUTOMOBILES, 1929 to date. Covers cost of operation and repairs. (Occasionally, official.) 10 x 12 folders, 10½ in., in wooden filing case. Office. (25)

3056. FERTILIZER EXPERIMENTS, 1931 to date. Covers results of experiments. (Frequently, official.) 10 x 12 folders, 9 in., in steel filing case. Office. (7)

3057. MISCELLANEOUS DATA, 1931 to date. Records of tobacco and tomato projects. (Occasionally, official.) 10 x 12 folders, 1 ft. 6 in., in wooden filing case. Office. (26)

BUREAU
of
PUBLIC ROADS



BUREAU OF PUBLIC ROADSOAKLAND

WESTERN FIELD ORGANIZATION

SUPPLY DEPARTMENT

- (A) Administration Bldg., Government Island
- (B) Storehouse No. 15, Government Island

This office was transferred to Government Island in 1933 from Ogden, Utah, where it had been maintained since 1910. Besides being a distributing point for supplies and equipment used in the building and maintenance of public roads in national forests and parks, it was at the time of this survey a storage center for records from the several states in the district. In 1937 all records stored here were transferred to the district headquarters in the Federal Building at San Francisco. All Supply Department records, except payrolls, are disposed of at the end of seven-year periods. No records are sent to Washington.

3058. NEGATIVES OF VARIOUS PROJECTS, 1914 - 1921. Showing various types of construction and progress of work at various periods. (Never.) $3\frac{1}{2}$ x 5 envelopes, 13 ft. 6 in., in wooden box and in 5 drawers of wooden card cabinet. Dirty R. 9 (Bldg. B). (1316A)

3059. BLUE PRINTS, 1916 to date. Blue prints, maps, plats, and sketches, showing construction plans for roads in Arizona, California, and Nevada; blueprints of buildings, grounds, water systems, and other developments and improvements at Government Island; blueprints on road grading and surfacing. (Occasionally, official.) Various sized prints and sketches, 115 ft., on steel and wooden shelves, in 2 wooden boxes, and in mail sack. Brittle, dirty, sooty, and torn. R. 105 (Bldg. A) and R. 9 (Bldg. B). (1312A-1315A)

3060. BIDS AND CONTRACTS, 1917 to date. Bid price data for road construction, showing project, state, standard Government form of invitation for bid, special provisions, specifications, and conditions; freight receipts, financial reports on equipment, and purchase orders for road building and grading. (Occasionally, official.) Various sized folders, envelopes, pockets, loose-leaf books, and bundles, 107 ft. 6 inc., in 2 wooden boxes, in

33 cardboard boxes, and in 8 drawers of steel filing cases.
R. 101 (Bldg. A) and R. 9 (Bldg. B). (1337A-1342A)

3061. CORRESPONDENCE, 1917; 1918; 1921 - 1925; 1927 to date. Pertaining to contract estimates, specifications, plans, tests, purchase orders, inspection of highways, etc.; relative blue prints, photographs, plans, inspection reports, and mileage charts. (Occasionally, official.) Various sized folders, envelopes, pockets, covers, and loose-leaf books, 67 ft., in 31 drawers of filing cases and in wooden box. Rs. 101, 102, and 105 (Bldg. A) and R. 9 (Bldg. B). (1345A-1349A)

3062. LEDGERS, 1917 - 1926. Field books, purchase orders, time books, daily time cards, and specifications. (Never.) Various sized folders, envelopes, loose-leaf books, and bundles, 4 ft., in wooden box. Brittle, dirty, torn, scattered. R. 9 (Bldg. B). (1321A)

3063. VOUCHERS, 1917 - 1928. Covering trucks, automobiles, equipment, etc., for Fort Logan, Colorado; also for purchases and services on various road projects. (Older records, never; later records, occasionally, official.) 8 x 10½ and 9 x 11 folders, envelopes, covers, loose-leaf books and bundles, 39 ft. 6 in., in cardboard box and in 23 drawers of wooden filing cases. R. 9 (Bldg. B) (1323A, 1324A)

3064. FINANCIAL RECORDS, 1919 to date. Cost and estimate records for construction of or improvement on roads in national forests. (Occasionally, official.) 10 x 12 vols., 4 ft., on steel shelf. Vault (Bldg. A). (1317)

3065. MISCELLANEOUS FILE, 1919 - 1935. Maps, specifications, photographs, construction plans, and contracts for various road projects; graphs, reports, memoranda, maps; requisitions for road surveys and grading and surfacing; time records; estimate books; reports on road surfacing and grading at Red Bluff and Susanville; property accounts, reports, and history cards of roads in national forests in Washington, New Mexico, California, Idaho, Oregon, Alaska, Montana, Colorado, and South Dakota; survey reports; stock room orders, inventories, packing slips, receiving reports, cost sheets, invoices, payroll sheets, time books, and field files. (Older records, never; later records, occasionally, official.) Various sized folders, envelopes, pockets, covers, loose-leaf books, and bundles, 216 ft., in wooden box, in 56 cardboard boxes, in wooden filing case, in trunk, and on floor. R. 9 (Bldg. B). (1351A-1361A)

3066. SURVEY FIELD BOOKS, 1919 to date. Covering proposed and active projects in Arizona, California, Nevada, and Utah, giving full specifications such as topographical elevations and

soil formation of road bed; also survey books on the improvement and development of Government Island. Indexed. (Occasionally, official.) 5 x 7½ vols. and 8½ x 11½ covers, 260 ft., in steel filing case, on steel shelves, in wooden box, and in 374 cardboard boxes. Vault (Bldg. A) and R. 9 (Bldg. B). 1332A-1336A)

3067. FEDERAL AID PROJECTS, 1920 - 1923. Giving estimated cost to complete Federal aid highways, required additional cost and materials, number of miles constructed; status of improvement of Federal aid highway systems and existing mileage; reports of highway engineers regarding construction and maintenance; general correspondence pertaining to grade crossings, bridges, projects on Indian reservations, etc.; Federal aid policy books and log of Federal aid systems. (Occasionally, official.) 8½ x 11½ covers, 10 ft., in filing case and in 3 cardboard boxes. R. 9 (Bldg. B). (1368A)

3068. GRAVEL WEIGHING TICKETS, 1920 - 1929. Giving source of gravel, weight in cubic feet, date, and signature of weigher. (Never.) 2 x 4 and 3 x 7½ cards, 10 ft., in 4 wooden boxes. Dirty. R. 9 (Bldg. B). (1371A)

3069. MATERIAL TICKETS AND MISCELLANEOUS REPORTS, 1920. Receipts for materials used in construction of public roads, giving date of delivery and amount in cubic feet; road project reports, time records, and relative correspondence. (Never.) 3 x 7½ and 8 x 10½ folders and bundles, 12 ft., in box and on floor. Dirty, scattered. R. 9 (Bldg. B) 1326A)

3070. MOTOR VEHICLE REPORTS, 1920 - 1922. Record of all vehicles used on road construction projects, and reports on mileage covered, gas and oil consumed, name of driver, motor and license numbers, etc. (Occasionally, official.) 8½ x 11½ covers, 2 ft., in filing case. R. 9 (Bldg. B). (1325A)

3071. DAILY TIME RECORDS, 1921 - 1925. Giving name of employee, time reported for duty, time in and out for lunch, time of departure, and number of hours worked including overtime if any. (Never.) 5 x 8 folders, 4 ft., in wooden filing case. Dirty. R. 9 (Bldg. B). (1365A)

3072. EXPENDITURE REPORTS, 1921 - 1925. Covering status of appropriations and record of expenditures for various projects in the process of construction. (Occasionally, official.) 8½ x 11½ covers, 21 ft., in boxes. R. 9 (Bldg. B) (1329A)

3073. OREGON HIGHWAY COMMISSION, 1921 - 1931. Specifications, contracts and agreements for state highway construction. (Occasionally, official.) 8 x 10½ folders, envelopes, and loose-leaf books, 2 ft., in box. Dirty. R. 9 (Bldg. B). (1327A)

3074. INDEX TO SPECIFICATION, 1921 - 1929. Record of all specifications used in road building, surfacing, grading, etc. (Never.) 5 x 8 cards, 4 ft. 6 in., in 3 drawers of card cabinet. Dirty, dusty. R. 9 (Bldg. B). (1370A)

3075. TEST SHEETS, 1921 - 1929. Showing results of tests made by various U. S. testing laboratories of material used in road construction, such as concrete, piping, steel wire mesh reinforcement, etc. (Occasionally, official.) Various sized covers and loose-leaf books, 6 ft., in filing case and in wooden box. R. 9 (Bldg. B). (1343A, 1344A)

3076. TRAFFIC CENSUS, 1921 - 1923. Count of traffic over roads built under the supervision of this Bureau. (Occasionally, official.) $8\frac{1}{2}$ x $11\frac{1}{2}$ folders, 2 ft., in filing case. R. 9 (Bldg. B). (1373A)

3077. BUDGET REPORTS, 1923 - 1926. Showing estimated cost, amount of appropriation expended and for what materials or labor, anticipated cost for completion, and estimated period for completion. (Occasionally, official.) $8\frac{1}{2}$ x $11\frac{1}{2}$ covers, 2 ft., in filing case. R. 9 (Bldg. B). (1372A)

3078. GRAPHS AND ROAD MAPS, 1923. Showing progress and improvements to highway system, portion under construction, portion completed, and projects proposed for future construction. (Never.) Various sized folders, envelopes, pockets, loose-leaf books, and maps, 3 ft., in 2 wooden boxes. Dirty. R. 9 (Bldg. B). (1318A)

3079. REQUISITIONS, 1924; 1927; 1928; 1931. Requisitions for supplies, equipment, and labor for projects operating in field; field invoices and packing slips. (Occasionally, official.) $8\frac{1}{2}$ x $11\frac{1}{2}$ covers, 19 ft., in folder document holders. Dirty. Shipping Room (Bldg. B). (1374A)

3080. PERSONNEL RECORDS, 1925 - 1926. Correspondence, applications for employment, Civil Service examinations and results of same, personnel supplemental reports, and personnel record cards. (Occasionally, official.) $8\frac{1}{2}$ x $11\frac{1}{2}$ loose sheets, 2 ft., in steel filing case. R. 9 (Bldg. B). (1328A)

3081. PURCHASE ORDERS, 1928 - 1931. Form M-150-D, used to cover each purchase, showing date of purchase, requisition and purchase order numbers, name and address of vendor, description of article, unit cost, and remarks. (Occasionally, official.) 8 x 11 covers, 18 ft., in 9 drawers of steel filing case. R. 102 (Bldg. A). (1363A)

3082. CURRENT JOB RECORDS, 1929 to date. Record of jobs performed at Government Island and in field, showing type of work, number of persons on payroll, number of permanent and temporary employees, construction methods used, etc. (Frequently, official.) $8\frac{1}{2}$ x $11\frac{1}{2}$ covers, 4 ft., in 2 drawers of steel filing case. R. 101 (Bldg. A). (1375A)

3083. INDEX TO NATIONAL FOREST AND PARK PROJECTS; NOTICES OF SALE, 1929 - 1936. Giving name and number of projects and items of equipment used on these projects; also notices of sale of U. S. property, 1933. (Occasionally, official.) 5 x 8 vols., $\frac{1}{2}$ in., in steel filing case. Office (Bldg. B). (1350A)

3084. MAJOR EQUIPMENT RECORDS, 1929. Forms ME 217a and 217b, Equipment Rental Report, covering all major equipment assigned to forest highway construction; Form ME 710A, Equipment Service Report, showing name of each piece of equipment on project, number of hours in use, amount of equipment in storage, and data concerning mileage on trucks and cars; equipment for field testing record, showing date, description of equipment, quantity used, and purpose; equipment check list, showing amount of equipment necessary for field testing. (Occasionally, official.) 8 x 11 bundles, 10 ft., in 5 drawers of filing case. R. 102 (Bldg. A). (1362A)

3085. MISCELLANEOUS REQUISITIONS AND CATALOGS, 1929 to date. Form 56-M, showing date, value of articles, purchasing and handling charges, total amount assessed against the project, and remarks; relates to all equipment, property and supplies that can be anticipated as needed on the project; also catalogs used in the purchase or requisition of equipment, property, and supplies. (Occasionally, official.) $8\frac{1}{2}$ x $11\frac{1}{2}$ covers, 2 ft., in steel filing case. R. 101 (Bldg. A). (1330A)

3086. PROPERTY RECORDS, 1929 to date. Relating to all property borrowed by or from the Bureau of Public Roads. (Occasionally, official.) 8 x 11 folders, 1 ft. 6 in., in 2 wooden boxes. R. 102 (Bldg. A). (1331A)

3087. SHOP RECORDS, 1929 to date. Instructions on procedure in conducting all types of work and record of work done in shops at this station. (Older records, never; later records, occasionally, official.) 4 x 6 covers and 8 x 10 folders, 42 ft. 6 in., in cardboard box and in 20 drawers of steel filing cases. R. 102 (Bldg. A) and R. 9 (Bldg. B). (1319A, 1320A)

3088. FIELD FILES, 1930 - 1932. Specifications for work in progress and correspondence pertaining to work done and materials used or needed for completion. (Never.) 9 x 11 folders and covers, 3 ft., in cardboard box. R. 9 (Bldg. B). (1367A)

3089. FIELD REPORTS, 1932 - 1934. Giving information as to location of work, amount of work in progress, type of work, work completed, working force, quality of work; material receipts for supplies used in road building, and relative correspondence. (Never.) 3 x 7½ bundles, 3 ft., in cardboard box. Dirty, sooty, torn, bindings broken. R. 9 (Bldg. B). (1366A)

3090. PAYROLLS, 1933. Showing state, county, period of employment, classification, average number of men employed, and average hourly wage rate, and names of convicts used in road construction. (Occasionally, official.) 8½ x 11½ covers, 13 ft., in 5 cardboard boxes. In poor condition. R. 9 (Bldg. B). (1364A)

3091. SPECIFICATIONS, COST DATA, AND INSPECTION REPORTS, 1931 to date. Form 58, cost report, showing period, report, district, account and project numbers, project, forest, or park, county and state, length of the section or sections covered by the report, standard width of roadway under construction, type, name of contractor, date bids were opened, effective time allowed for completion, additional days allowed for completion, contract time elapsed on date of report, contractor and labor cost; construction items, unit and total cost, charges to be prorated, penalties, total liabilities, proratable factor, weather record for period, remarks, and signature of title of project engineer; reverse side of form shows cost to government and remarks. Specifications and inspection reports pertaining to construction work on Government Island. (Rarely, official.) 9 x 12 folders, 11 ft., in 4 pasteboard boxes. Vault (Bldg. A). (1322A)

3092. STOCK ROOM ORDERS, 1934 - 1935. Orders for materials and supplies to be sent to various road building projects in national forests and parks in this district. (Never.) 5 x 8 notebooks, 4 ft., in cardboard carton. Torn, dusty. R. 9 (Bldg. B). (1369A)

SAN FRANCISCO

WESTERN FIELD ORGANIZATION
REGIONAL HEADQUARTERS
Federal Office Bldg., Civic Center

The regional headquarters was established in San Francisco in May 1921. Offices were occupied at the addresses and during the periods as follows: Mills Building, 220 Montgomery Street, May 1921 - July 1, 1923; Bay Building, 9 Main Street, July 1, 1923 - July 1, 1926; Sheldon Building, 461 Market Street, July 1, 1926 - May 9, 1936; Federal Building, Civic Center, May 9, 1936 to date.

This office was created for the administration of Federal aid road programs and emergency authorizations in the western states and of national forest and national park road work. Other functions include administration of funds for the restoration of flood damaged roads and bridges and the solving of numerous technical problems that are constantly arising in its construction work. Districts 1, 2, 3, 11, and 12 are under the direct control and supervision of regional headquarters. The states covered by this jurisdiction are California, Nevada, Arizona, Montana, Colorado, Wyoming, Oregon, Utah, and the Territories of Alaska and Hawaii. Copies of all records are sent to Washington except preliminary correspondence with district offices.

3093. COMPLETED PROJECT LEDGER, 1917 - 1930. Covering appropriations, allotments, and apportionments of funds on forest, park, and other Federal aid road systems. Filed alphabetically. (Occasionally, official.) 16 x 25 loose-leaf book, 2 in., in pasteboard box. R. 60, basement. (2486)

3094. NEGATIVES OF DRAWINGS OF BRIDGES, 1920 to date. Negatives of plans covering construction of trestles, bridges, and culverts. (Occasionally, official.) 22 x 36 loose sheets, 6 in., in 2 drawers of wooden filing case. Rs. 479 and 485. (2709)

3095. TOPOGRAPHICAL MAPS, 1920 to date. Of Hawaii and the states under the direction of this district. (Occasionally, official.) 22 x 26 loose sheets, 12 ft. 6 in., in 6 drawers of wooden filing cases. Rs. 479 and 485. (2708)

3096. BRIDGE AND GRADE CROSSING DATA, 1921 - 1926. General correspondence and reports of conferences on grade crossings to be eliminated by relocation; maps, photographs, and engineers' reports on the elimination of grade crossings and photographs of bridges in the various stages of construction. Filed chronologically. (Seldom, official.) 10 x 12 binders, 2 ft., in steel filing case. R. 604. (2420)

3097. CONTRACTS AND SPECIFICATIONS - FEDERAL AID SYSTEM, 1921 - 1934. Proposals for construction giving instructions to bidders, Federal requirements pertaining to employment of labor, subcontracts, and use of domestic materials; miscellaneous provisions; liquidated damages to be paid in case of failure to complete as specified; certificate of compliance; proposal bond; cross reference; state requirements pertaining to employment of labor, specifications for separate units of projects, and specification and contract agreements for project construction; blueprints and photographs of completed job with final reports. (Occasionally, official.) 10 x 12 folders and loose-leaf books, 28 ft., in 15 drawers of steel filing cases. R. 604. (2381)

3098. ECONOMICS INVESTIGATIONS, 1921 to date. Correspondence, printed material, blueprints, miscellaneous maps, and statistical reports. Filed chronologically and alphabetically. 3 x 5 card index. (Daily, official.) 10 x 12 folders and binders, 17 ft., in steel filing case. Rs. 604 and 606. (2371)

3099. FEDERAL AID SYSTEM REPORTS AND CORRESPONDENCE, 1921 to date. Showing estimated cost to complete Federal aid highways, satisfactory miles, required additional construction and cost, number of miles reconstructed and cost on improved sections, grade crossing elimination and cost to complete project, state highway system, status by improvement; NRS highways, status of improvement of Federal aid highway systems and existing mileage; state yearly reports; report of highway engineers regarding construction and maintenance; active monthly reports from senior highway engineer to department engineer; Federal aid construction monthly reports; general correspondence pertaining to grade crossings; cross reference to grade crossings; elimination program; report of conference of special commission of Association of American Railroads on engineering research; grade crossing separations and related problems, program for protective devices for grade crossings, list of proposed grade crossing and bridge projects, diagrams of grade crossing signals and safety devices, grade crossing supplemental lists; Federal aid policy books and log of Federal aid systems; general correspondence regarding Federal road projects in Indian reservations showing description of project, name, number, length and condition of project, and improvement recommended. See addenda for further description. Filed chronologically and by district. (Daily, official.) 10 x 12 folders and loose-leaf books, 19 ft., in 8 drawers of steel filing cases. R. 604. (2370)

3100. FEDERAL LANDS HIGHWAY PROJECT PHOTOGRAPHS AND VOUCHER DATA, 1921 to date. Photographs of projects and data regarding final vouchers, showing state, project number, date passed for final payment, total final estimate, total Federal aid paid, Federal funds released, surplus funds assigned to fiscal year, and public vouchers for construction of public roads. Filed chronologically. 3 x 5 card index. (Daily, official.) 10 x 12 folders, 31 ft. 6 in., in 12 drawers of steel filing cases. R. 604. (2331)

3101. GENERAL FILE FOR ALL PROJECTS, 1921 to date. Correspondence relating to passes and identification cards, instructions to force, quarters camps, cooperation with departments, itineraries, miscellaneous matters, and foreign relations; circular letters on contracts, surety bonds, and informal bids; circular letters on patents and decisions of Comptroller of Treasury and solicitor of department. Filed alphabetically, 3 x 5 card index. (Daily, official.) 10 x 12 folders, 16 ft. 10 in., in 9 drawers of wooden filing cases and in card cabinet.

Rs. 604 and 606. (2359)

3102. GENERAL FILE ON ECONOMICS AND INVESTIGATIONS, 1921 - 1934. Data on the oiling of highways; road statistics showing mileage, cost of roads, convict labor, and bond issue; automobile revenue and registration date; national and state legislation; publications, photographs, and maps. Arranged by subject. (Occasionally, official.) 10 x 12 folders and binders, 35 ft., in 18 drawers of steel filing cases. R. 604 (2421)

3103. GENERAL FILE ON NATIONAL PARKS AND FOREST ROADS, 1921 to date. Correspondence, maps, estimates, reports, cost sheets, letters, photographs, bulletins, and inspection reports. Filed alphabetically, by state and numerically, by route number. 3 x 5 card index. (Occasionally, official.) 10 x 12 folders and binders, 100 ft., in 48 drawers of steel filing cases. Rs. 604 and 606. (2372)

3104. GENERAL FILES - HAWAII, 1921 to date. Correspondence, telegrams, tabulations of financial statements, reports, programs and allotment records relating to highways constructed by Federal aid funds in Hawaii. Filed numerically and chronologically. (Occasionally, official.) 10 x 12 folders and binders, 8 ft. 6 in., in 4 drawers of steel filing case. Rs. 454 and 456. (2616)

3105. MISCELLANEOUS REPORTS, 1921 - 1934. Survey reports, general reports, labor reports, monthly and final progress reports, maintenance reports, and specifications on closed, abandoned or completed projects. Filed alphabetically and numerically. (Occasionally, official.) 10 x 12 folders and binders, 22 ft., in 10 drawers of steel filing cases. Rs 604 and 606. (2414)

3106. PERMANENT EMPLOYEES, 1921 to date. Applications, personnel records, letters of appointment, and confirmations. Filed alphabetically, by districts. (Daily, official.) 10 x 12 folders and binders, 15 ft., in 7 drawers of steel filing cases. R. 462. (2532)

3107. PERSONNEL FILES, 1921 - 1934. Copies of confirmations, classifications, correspondence, telegrams and appointments of personnel in regional office. Arranged alphabetically and chronologically. 3 x 5 card index. (Occasionally, official.) 10 x 12 folders and binders, 15 ft., in 7 drawers of steel filing cases. Rs. 604 and 606. (2373)

3108. POLICY BOOKS, 1921 to date. Letters of instructions on policy to be followed in various primary subdivisions of region. Filed chronologically. (Daily, official.) 10 x 12 folders and binders, 2 ft., in steel filing case. Rs. 464 and 486. (2587)

3109. PROJECT FILES, 1921 to date. Estimates, reports, correspondence, telegrams, sketch maps and mounted photos of completed or abandoned projects. Filed chronologically. 3 x 5 card index. (Occasionally, official.) 10 x 12 folders and binders, 190 ft., in 64 drawers of steel filing cases. Rs. 604 and 606. (2412)

3110. RECORDS, CORRESPONDENCE, AND REPORTS OF STATE ROADS AND HIGHWAYS GIVEN FEDERAL AID, 1921 to date. Correspondence, telegrams, estimates, proposals, plans, specifications, estimate reports, photographs, final reports, and project agreements between State Highway Commission and Bureau of Public Roads. Filed alphabetically, by states and numerically, by project numbers. 3 x 5 card index. (Daily, official.) 9 x 12 folders and binders, 350 ft., in 179 drawers of steel filing cases. Rs 604 and 606. (2337)

3111. REPORTS AND CORRESPONDENCE ON PARK ROADS, 1921 to date. Correspondence, telegrams, monthly progress reports, allotments, estimate of contracts, specifications, and final construction and test reports. Filed alphabetically, by name of park. 3 x 5 card index. (Daily, official.) 9 x 12 folders and binders, 42 ft., in 20 drawers of wooden and steel filing cases. Rs. 604 and 606. (2335)

3112. REPORTS ON FOREST AND PARK ROADS, 1921 to date. Physical progress reports; construction estimates; mounted photographs showing physical and topographical details and relative narrative reports. Filed alphabetically, by state and numerically, by route number. 3 x 5 card index. (Daily, official.) 10 x 12 folders, 33 ft., in 20 drawers of steel filing cases. Rs. 604 and 606. (2358)

3113. REPORTS ON MAINTENANCE OF PARKS AND FEDERAL LANDS HIGHWAYS BUILT AND MAINTAINED WITH FEDERAL AID FUNDS, 1921 to date. Bridge and highway maintenance reports, showing exact location of project, type, length, width, year built, improvements made, date elements, description of condition, traffic census, maintenance force on job, date of inspection and name and title of inspector. Filed alphabetically and chronologically. 3 x 5 card index. (Daily, official.) 9 x 12 folders, 9 ft., in 4 drawers of steel filing case. R. 604. (2332)

3114. ROAD CONSTRUCTION, 1921 to date. Records showing methods of paving forest and park roads and specifications of bridges and culverts in each district on Federal aid. Filed alphabetically and numerically. 3 x 5 card index. (Daily, official.) 10 x 12 folders and binders, 14 ft., in 6 drawers of wooden filing cases and in card cabinet. R. 604 and 606. (2413)

3115. SPECIAL STATUS AND INVESTIGATIONS, 1921 - 1930.

General road construction history and diary on forest or park roads; reports on bridges and highways damaged by flood; maps, photographs and description of damages; maps and district reports on number and percentage of concrete pavements broken; physical report of projects; correspondence and miscellaneous reports. (Occasionally, official.) 10 x 12 binders, 3 ft. in 2 drawers of steel filing case. R. 604. (2383)

3116. STATE COOPERATIVE AGREEMENTS WITH FEDERAL BUREAU, 1921 to date. Between state departments and Bureau of Public Roads for constructions and maintenance of forest roads. Filed alphabetically, by state and numerically, by route number. 3 x 5 card index. (Daily, official.) 10 x 12 folders and bundles, 15 ft., in 8 drawers of steel filing cases. Rs. 604 and 606. (2336)

3117. U. S. GEOLOGICAL SURVEY MAPS, 1921 to date. Showing physical and geographical details of allotted areas. Filed by states and districts. (Daily, official.) 16 x 20 loose maps, 5 ft., in 10 drawers of wooden filing cases. R. 606 (2357)

3118. BID TABULATIONS ON FOREST AND PARK ROADS, 1922 to date. Abstracts of bids by contractors on individual projects. Filed by district, state, and route number. (Occasionally, official.) 10 x 12 folders and binders, 4 ft., in 3 drawers of wooden filing case. R. 476. (2660)

3119. GENERAL FILE, 1922 - 1935. General correspondence, list of Federal aid projects on Federal highways system, maps showing 7% on trunk highway systems, inspection reports, photographs showing progress of construction, blueprints and sketch maps, mileage charts and description of improved and unimproved roads on Federal aid highway system, list and description of primary and secondary roads, and monthly reports of Division of Construction. (Seldom, official.) 10 x 12 binders, 15 ft., in 8 drawers of steel filing cases. R. 604. (2384)

3120. MISCELLANEOUS PHOTOGRAPHIC NEGATIVES, 1922 to date. Negatives of photos taken on various road projects in this regional district. Filed chronologically. (Occasionally, official.) 5 x 8 envelopes, 10 ft., in 3 drawers of steel filing case. R. 458. (2574)

3121. ENGINEERS' ORIGINAL FIELD NOTES, 1924 to date. Of proposed projects, stating full specifications such as topographical elevations and soil formation of proposed road bed. Filed by district and state. (Occasionally, official.) 10 x 12 folders and bundles, 20 ft., in 15 drawers of steel filing cases. R. 482. (2711)

3122. TRACINGS OF BRIDGES, CULVERTS, AND ROAD STRUCTURES, 1926 to date. Miscellaneous road structure drawings. Filed numerically. (Occasionally, official.) 22 x 36 covers, 30 ft., in 15 drawers of steel filing cases. Rs. 479 and 485. (2710)

3123. STATISTICAL REPORTS, 1927 - 1935. On road projects in various states and districts. Filed by districts and states. (Occasionally, official.) 10 x 12 binders, 5 ft., in 2 drawers of steel filing case. R. 458. (2572)

3124. PERSONNEL CONFIDENTIAL FILES, 1929 to date. Letters and telgrams concerning personnel, Civil Service examinations and results of same, narrative letters, confidential correspondence concerning projects, organizations, personnel supplemental reports, and personnel record cards. Filed alphabetically. 3 x 5 card index. (Daily, confidential.) 10 x 12 folders, 6 ft. 4 in., in 2 drawers of steel filing case and in wooden card cabinet. R. 468. (2485)

3125. PROGRESS MAPS, 1930 to date. Showing projects completed and progress of work being done on all types of roads, route number, type of road, and complete description of roads under construction. Arranged geographically. (Daily, official.) 36 x 36 framed maps, 3 ft., stacked on floor. R. 468. (2488)

3126. REDUCED BLUEPRINTS, 1930 to date. Of projects, showing physical data regarding details of construction. Filed numerically, by districts. (Daily, official.) 14 x 20 blueprints, 11 ft., in 6 drawers of steel filing cases. R. 480. (4712)

3127. GENERAL ADMINISTRATIVE ACCOUNTING, 1932 to date. Estimates, administrative expenditure reports, bills of lading, claims, and passenger transportation accounts. Filed numerically, by districts. (Daily, official.) 10 x 12 folders and binders, 36 ft., in 3 drawers of steel filing case. R. 462. (2541)

3128. GENERAL FILES ON FORESTS, HIGHWAYS, AND ROADS, 1932 to date. General correspondence pertaining to individual districts in eleven western states and Alaska; intermediate letters of authorization, program of funds available to states for fiscal year, and programs proposed for fiscal year showing project, whether or not Federal aid, status of survey and probable data. Filed chronologically and alphabetically, by states. 3 x 5 card index. (Daily, official.) 9 x 12 folders, 70 ft., in 32 drawers of steel filing cases. R. 604. (2333)

3129. PERSONNEL RECORD CARDS, 1932 - 1935. Records of employment in field operations. Filed alphabetically, by name and by district. (Never.) 5 x 8 cards, 3 ft. 6 in., in steel filing case. R. 458. (2571)

3130. TEMPORARY AND SEASONAL EMPLOYEES, 1932 to date. Applications, personnel record cards, letters of appointment, confirmations, and correspondence. Filed alphabetically, by districts. (Daily, official.) 10 x 12 folders and binders, 3 ft. in 2 drawers of steel filing case. R. 462. (2533)

3131. CORRESPONDENCE, 1933 - 1935. Letters, telegrams, and radiograms from engineers and administrative force in regional office concerning operations and administration of work. Filed chronologically. (Frequently, official.) 10 x 12 binders, 14 ft., in 3 steel filing cases. R. 604 (2419)

3132. DOCKETS - NATIONAL RECOVERY WORK RELIEF, 1934 - 1935. General correspondence concerning project status of public works docket; contractors' performance bonds, contracts, proposals, items with unit price bid, approximate quantity, amount, and certificate of certified check to amount of 5% of total bid; blueprints and specifications, status of PWA projects, subcontracts, specifications and provisions concerning material and labor, and summary of quantities; section blueprints of entire project, detail estimates, contractors' agreements and bonds of summary of proposals, notice to contractors, Federal requirements, special and general provisions, proposals and execution of contracts, scope of work and general requirements, control of work, measurements and payment, and specifications for materials and workmanship. (Never.) 10 x 12 vols., folders, and loose-leaf books, 20 ft., in 8 drawers of steel filing cases. R. 604. (3282)

3133. HIGHWAY TRANSPORTATION SURVEY MAPS, 1934. Showing load capacities, travel volumes, and kindred data. Filed alphabetically, by counties. (Daily, official.) 24 x 26 vol., 1 in., on filing cabinet. R. 476. (2662)

3134. GENERAL FILES OF PLANNING SURVEY, 1935 to date. Correspondence, reports, tabulations, blueprints, preliminary cooperative surveys of traffic, and financial and load data on all state highways regardless of Federal aid, or those entirely under state supervision. Filed numerically, by districts. (Daily, official.) 10 x 12 vols. and binders, 7 ft., in 4 drawers of steel filing case. R. 474. (2612)

3135. WORK PROGRAMS FOR FEDERAL AND STATE DISTRICTS 1 AND 3, 1935 to date. Correspondence, reports, tabulations, maps, and telegrams covering regional and district work programs. Filed by district and states. (Occasionally, official.) 10 x 12 folders

and binders, 9 ft., in 4 drawers of steel filing case. Rs. 454, 456, and 466. (2588, 2614)

3136. COST REPORTS ON FOREST AND PARK ROAD PROJECTS, 1936 to date. Monthly reports showing costs of items of work done on individual projects. Filed by districts, states, and route numbers. (Daily, official.) 10 x 12 binders and folders, 3 ft., in 2 drawers of wooden filing case. R. 476. (2663)

3137. MISCELLANEOUS STATE HIGHWAY MAPS, 1936 to date. Maps originating in the Bureau of Public Roads, state highway departments, and Coast and Geodetic Survey and Geological Survey departments of Federal government. Filed alphabetically and by state. (Daily, official.) Various sized maps, vols., folders, and covers, 10 ft. 6 in., hanging on wall, in 4 drawers of wooden filing case, on shelves, on cabinets and on filing cases. Rs. 454 and 466. (2595, 2615)

3138. MONTHLY FINANCIAL STATEMENTS ON PARK AND FOREST ROAD PROJECTS, 1936 to date. Covering status of appropriations and expenditures for various projects under construction. Filed chronologically. (Daily, official.) 10 x 12 folders and binders 3 ft., in 3 drawers of wooden filing case. R. 476. (2661)

3139. PENDING PLANS, SPECIFICATIONS, AND ESTIMATES FOR FEDERAL LANDS, FORESTS, AND PARKS; 1936 to date. Correspondence, preliminary plans, specifications, estimates, and blueprints, pertaining to pending projects. Filed numerically, by districts and states. (Daily, official.) 10 x 12 folders and binders and 22 x 36 blueprints, 48 ft., in steel filing cases and in wooden cabinets. Rs. 454 and 456. (2613)

3140. PLANS, SPECIFICATIONS, AND ESTIMATES, 1936 to date. Preliminary plans, specifications, estimates and blueprints of pending projects and correspondence relative to Federal aid and Federal lands. Filed numerically by states and districts. (Daily, official.) 10 x 12 folders and binders and 22 x 36 blueprints, 10 ft., in 9 drawers of steel filing cases and in wooden cabinet. Rs. 464 and 466. (2596)

WESTERN FIELD ORGANIZATION
DISTRICT 2 HEADQUARTERS
Federal Office Bldg., Civic Center

In 1916 jurisdictional areas in this bureau were created, with California, Nevada, Arizona, and New Mexico being designated as District 2. In 1919 the districts were reorganized and California alone became District 2. In 1922 Nevada was added and in

1925 Arizona (at that time Arizona and New Mexico comprised District 13, New Mexico was transferred to the jurisdiction of the Denver office and District 13 abolished). No changes have been made since 1925. The first offices occupied were located in the Post Office Building at Berkeley, California. The office remained there until October 1917, and then moved to the Mills Building, 220 Montgomery Street, San Francisco. In June 1923 it was moved to the Bay Building, 9 Main Street, in June 1926 to the Sheldon Building, 461 Market Street, and finally, on May 11, 1936, to its present location.

District 2 was organized for the purpose of carrying out the provisions of the Federal Highway Act and for administering emergency funds to be expended under the provisions of the act. It passes on all proposals and plans submitted by the states under its jurisdiction. These documents include road construction programs, project statements, plans, specifications and estimates, contracts, and final construction reports. This office also makes regular inspections of maintenance of all roads completed with Federal funds in northern California and the State of Nevada over which it has jurisdiction.

Records for the Arizona division of this district, with the exception of the few noted in the abstracts, are kept at Phoenix, Arizona. The non-current records listed under the Supply Department in Oakland were transferred from Government Island to district headquarters in 1937. Records are kept showing the status of all funds and of all projects and claims audited for reimbursement from the states.

3141. QUADRANGULAR MAPS, 1890 to date. Coast and geodetic surveys in the States of California, Nevada, and Arizona, showing topographical and other physical conditions. (Daily, official.) 18 x 22 and 20 x 24 loose-leaf books (10), 20 ft., in 10 drawers of steel filing cases. R. 418-420. (2139)

3142. BLUEPRINTS AND REDUCED PLANS, 1916 - 1926. Of roads, culverts, and bridges in California, Arizona, and Nevada. Filed numerically. (Daily, official.) 11 x 18 loose sheets, 3 ft., in 5 drawers of steel filing cases, on wooden rack, and on cabinet. R. 418-420. (2196)

3143. TRACINGS OF ROADS, BRIDGES, CULVERTS, AND UNDERPASSES, 1916 to date. In California, Arizona, and Nevada, showing engineering data transferred from field books to graph and physical form. Filed numerically. (Daily, official.) 18 x 22 and 22 x 36 covers, 10 ft., in 41 drawers of steel and wooden filing cases. R. 418-420. (2197)

3144. ACCOUNTING DEPARTMENT LEDGERS, 1917 - 1934. Of district and regional offices, showing authorization, allotments, encumbrances, expenditures, dates, district numbers, states, names of projects, project numbers, administrative allotment,

previous balances, reference numbers, liquidated encumbrances, vouchers, and new balance. (Seldom, official.) 14 x 20 and 16 x 20 loose-leaf books (52), 21 ft. 10 in., on shelves, on cases, and on floor. R. 8, basement. (2266)

3145. GENERAL FILE, 1917 to date. Applications for employment, records of employees' transfers, lists of county and state officials, contractors, attorneys, banks, insurance and surety companies, and Government office personnel. Filed alphabetically. (Daily, official.) 3 x 5 cards, 33 ft., in 22 drawers of steel and wooden card cabinets. Rs. 436 and 438. (2145)

3146. PERSONNEL RECORDS, 1917 to date. Reports on personnel, classified Civil Service employees, service rating forms, graphic ratings, scales and final ratings; also confidential weekly news letters, general correspondence, reclassifications, confidential records of persons no longer in the service, and contracts and agreements. Alphabetical index. (Daily, confidential.) 10 x 12 cards, 15 ft., in 6 drawers of steel filing cases. R. 432. (2267)

3147. MISCELLANEOUS BLUEPRINTS, 1919 to date. Of completed projects. Filed by state and numerically. (Daily, official.) 22 x 36 bundles and wooden slat binders, 74 ft., in pasteboard boxes and on racks. R. 8, basement. (2308)

3148. RECORDS OF NATIONAL FOREST AND PARK EMPLOYEES, 1919 to date. Record of permanent and temporary employees, showing date of appointment or promotion, position, salary, date of leaving and cause, fingerprints, result of medical examination, duties and location of position, leaves, furloughs, and vacations. Filed alphabetically. (Daily, official.) 10 x 12 folders and loose-leaf books, 55 ft., in 25 drawers of steel and wooden filing cases. R. 430. (2198)

3149. COOPERATIVE AGREEMENTS, 1921 to date. Between the State Department of Public Roads and the Federal Bureau of Public Roads. Filed numerically. (Daily, official.) 9 x 12 loose-leaf books (16), 1 ft. 6 inc., in wooden bookcase. R. 422. (2234)

3150. GENERAL CORRESPONDENCE, 1921 to date. San Francisco Federal Business Association letters, reports, and tabulations of coordinating Federal Government officials; data, reports, and correspondence to and from heads of various Federal offices of this district. Filed chronologically. (Daily, official.) 10 x 12 folders, 12 ft., in steel filing cabinets. R. 434. (2085)

3151. STATISTICAL REPORTS ON FEDERAL AID, PARKS, AND HIGHWAYS, 1921 to date. General information on state highway mileage and road construction on state highway system in Arizona, California, and Nevada giving project number, date begun, date completed, type of construction, total mileage completed, replaced road, type of road, mileage replaced, net mileage added or abandoned, accounting table of mileage changes on highway systems, types of highway construction during year, former type of road before improvement or abandonment, grade and amount of materials used, names of Members of State Highway Commissions and engineers, salary and expenses of employees, and state highway expenditures certified by a state official and chief accountant; general correspondence pertaining to projects, maps, Federal aid system controls, route number, locations, length and class of construction, summary of log of State Bureau of Public Roads, Indian and Reclamation Service, and state highway system exclusive of Federal aid; state motor fuel tax earnings giving month, rate of tax, gross gallons reported, allowance for shrinkage, gallons exempted from taxation, gross gallons taxed, gross gallons subject to refund, net gallons taxed, gross tax assessed, refunds earned, net tax earnings, motor fuel tax collections, and initial disposition of collecting agency; motor vehicle registration, fees and miscellaneous receipts, motor vehicle registration study over a period of 16 years, number of vehicles registered, type (private, truck, motorcycle, etc.); license receipts, cost of plates, increased costs year by year, population, and persons per car, receipts from state taxation of motor vehicles operated for hire and other motor carriers, final disposition of funds to expending agency; total miles of roads by types built during year and total mileage of country roads existing at end of year, income and disbursements for roads and bridges under control of local authorities, status of outstanding road bonds of states, accident analyses, traffic accident summary and death toll, chart of motor fuel disbursed and taxed giving chronological data for California and Nevada. Filed chronologically. (Daily, official.) 10 x 11 bundles, 3 ft., in wooden cabinet. R. 436. (2144)

3152. OFFICIAL REPORTS AND CORRESPONDENCE, 1922 - 1933. Reports of tests of corrugated pipe, concrete, steel wire mesh reinforcements, and all materials used in construction and maintenance of roads, highways, and parks. General correspondence on explosives, bridges, culverts, specifications and plans, inspection reports on materials, inspection reports on maintenance, requisitions for materials and supplies, and purchase orders; monthly report of Division of Construction; bids for contracts not accepted; maps and publications; Western Construction News letters; blueprints; research committee reports; Coast and Geodetic Survey and forest highway expenditure reports; reduced plants; report of construction inspector and maintenance reports;

monthly activity report on national projects and photograph negatives of projects; Government Island unit reports; employment survey reports by states; financial statements, contractors' bid award data, vouchers, special deposits, shipping reports, bills of lading, paid bills, project reports, monthly balance statements, statements for supplies and materials used by various projects, park statements, construction cost reports, job invoices, rental adjustment invoices, overhead assessment invoices, rental invoices, store invoices, refunds, transfer vouchers, monthly financial statements, equipment allotments, fiscal regulations, appropriations, estimates and budgets, rejected proposals, letters of authorization, contractors' financial statement, temporary personnel on projects, reports on accidents and deaths to temporary personnel, compensation reports, and miscellaneous correspondence. (Yearly, official.) Various sized folders, envelopes, loose-leaf books, and cards, 297 ft., in 90 drawers of steel filing cases and in 20 drawers of wooden filing cases. R. 8, basement. (2293)

3153. MATERIALS USED AND TESTED, 1923 to date. On Federal roads in California, Nevada, and Arizona; reports from laboratory and field, and specifications for all Federal roads, including those in national forests and parks. Filed numerically. 3 x 5 card index. (Daily, official.) 9 x 12 folders, 90 ft., in 40 drawers of steel filing cases. R. 412. (2134)

3154. ACCOUNTING DEPARTMENT RECORDS, 1925 to date. Cost of material for projects; payrolls for field engineers and men per diem; payrolls for staff; payee and identification vouchers; cash payments for equipment damaged, giving names of contractors, projects, survey costs, maintenance costs; statement of projects showing account number, project number, class of fund, total authorization, estimated cost, surplus and deficit, expenditures to date, and estimated additional expenses; allotment ledger showing previous balance, symbol, date, reference number, errors, corrections, cancellations, resubmissions and equipment, encumbrances, unencumbered balance of allotments, audited vouchers, liquidated and authorized encumbrances; administration allotment ledger for Federal aid forest and park highways; equipment allotment ledger showing PWA record of payment; authorization control record showing total authorization for all funds; apportionment control ledger showing work done, impounded funds, debits, credits, balances, general cash, unallotted authorizations, expenditures, and unencumbered and unauthorized expenditures; monthly appropriation report; expenditure analyses; statement showing Congressional authorization, appropriations, expenditures, estimated expenditures, and balances of forest and park highways, forest and park emergency construction, and national recovery forest and park highways, apportionment between states and Department of Agriculture; program of work, and balances available for programs; stores and ship register showing rental adjustments,

invoices, overhead adjustment invoices, payments and repayments, shop and stores adjustments, transfers from stores to major equipment department, general ledger and register, park, roads and trail statements, national park statements, and forest roads statement. (Daily, official.) Various sized vols., bundles, and pockets, 30 ft., on steel shelves and in steel and wooden boxes. R. 448. (2126)

3155. BRIDGE CONSTRUCTION DATA, 1925 to date. Tabulations, computations, blueprints, catalogues of materials, cost sheets, and calculations. Filed numerically. 3 x 5 card index. (Daily, official.) 10 x 12 folders, loose sheets, maps, and blueprints, 35 ft., in 14 drawers of steel filing cases. R. 406. (2084)

3156. ORIGINAL DRAWINGS OF ROAD PLANS, 1926 to date. For public roads, bridges, bridge approaches, and culverts; quantity sheets, estimates, and field books. Filed numerically and alphabetically. (Daily, official.) 14 x 16 loose sheets, 175 ft., in cardboard boxes. R. 412. (2140)

3157. BLUEPRINTS OF ROAD PROJECTS, 1927 to date. Construction blueprints, maps, plats, and sketch plans of all regional projects, except those for District 2. Filed numerically and by state. (Daily, official.) 22 x 34 bundles, rolls, and slat binders, 270 ft., in 14 pasteboard boxes and on pipe racks. R. 60, basement. (2484)

3158. COPIES OF REDUCED PLANS OF ROADS, BRIDGES, CULVERTS, AND APPROACHES, 1930 to date. Surplus copies used by contractors in making bids. (Occasionally, official.) 11 x 18 loose sheets, 2 ft., on steel cabinet. R. 422. (2235)

3159. FOREST AND PARK ROAD RECORDS, 1932 to date. Surveys, project programs, approval of plans, specifications and estimates, cooperative agreements, financial statements, letters of authorization, contracts, special agreements, extension and annulment letters, monthly and final inspection reports, general correspondence, field personnel correspondence and telegrams, advertisement notices, contractors' final statements, and miscellaneous publications pertaining to bids asked and awarded. Filed chronologically and numerically, by state project, and by route numbers. Indexed. (Daily, official.) 9 x 12 folders, covers, and binders, 150 ft., in 6 drawers of steel filing cases. R. 422. (2233)

3160. MISCELLANEOUS STATIONERY STOCK RECORDS, 1933 to date. Requisitions, quotations, packing receipts, and confirmation of orders. Filed chronologically. (Occasionally, official.) 10 x 12 folders and binders, 2 ft., in steel filing case. R. 602. (2573)

3161. CONTRACTORS' PAYROLLS, 1934 to date. For Arizona, California, and Nevada projects, including Works Progress Administration, Public Works Administration, Federal aid, and projects paid for by Dept. of Agriculture, showing kind of labor, relief or nonrelief, names, number of names on payroll, man-hours worked, amount earned, certified by state official, location and kind of project, weekly payroll summary, weekly payroll master sheet (copies of which are sent to Washington, State National Emergency Council, and statistical office in San Francisco); also weekly state payroll summary, copies of which are sent to regional office and to Washington. (Daily, official.) 10 x 12 folders, 46 ft., in 23 drawers of steel filing cases. R. 424. (2210)

3162. GENERAL FILES, 1934 to date. General and statistical correspondence, statistics, audits, special railroad audits, statistical data of revenues, disbursement of Public Works Administration funds, data on roads and highways, data on special trust funds, Federal aid, and accounting procedures for Arizona, California, and Nevada. (Daily, official.) Various sized vols., 182 ft., in 40 drawers of steel filing cases. Rs. 442, 446, and 448. (2127)

3163. PAYROLL STATISTICS AND REPORTS ON CONSTRUCTION AND MAINTENANCE OF HIGHWAYS, 1935 to date. USES Form 325, Assignment Slips; WPA Form 403, Notice of Change in Work Status; Nevada monthly state payroll analysis; monthly report of men employed on highway construction, showing state, county, project number, period of employment, classification, average number of men employed average hourly wage rate, and names of convicts used on project; monthly report on men employed on highway maintenance, showing State Maintenance Division number, date covered by report, date report rendered, organization, number employed and monthly payroll, average days worked by roadside crew and number of convicts used; monthly report of projects completed and new projects under construction by state districts; master sheet showing list of projects and date reports; construction employment survey master sheet; maintenance employment survey; summary of monthly employment reports; monthly tabulation of contracts awarded; bid price data; monthly report on state highway employment; project employment record showing state, system, project number, municipality or county, date work began, date completed, contractor, resident engineer, and number of men employed during any given month. (Monthly, official.) 10 x 12 folders and loose-leaf books, 7 ft., in steel filing case. R. 424. (2209)

Division of Highway Transport

3164. MAPS OF FEDERAL AID HIGHWAY SYSTEM AND UNITED STATES HIGHWAYS, 1929 - 1934. Showing progress and improvement, and

code marking which designates Federal aid highway system, portion of system improved with Federal aid, portion of system otherwise improved, portion of system under construction, Indian reservations, and approved Federal aid mileage for various states. (Occasionally, official.) 24 x 30 vols. (6), 8 in., on table. R. 432. (2208)

Forest and Park Section

3165. PLANS, PRINTS, AND PLATS, 1916 to date. Forest highway original plans, blueprints, and field and estimate books: Filed numerically, by job, state, and route numbers. (Daily, official.) Various sized books and loose sheets, 38 ft., in pasteboard boxes. Bindings broken. R. 418-420. (2195)

3166. GENERAL FILES, 1917 - 1934. Correspondence, supplemental cooperative agreements for construction and maintenance of forest and park highways in Arizona, Nevada, and California; blueprints and maps; money transfers, monthly financial reports, reports of equipment and supplies assigned to various projects, and material lists; location survey estimates; inspection reports; photographs of highways, bridges, and roads showing final construction reports, estimates; surveys and maintenance, location, amount of work in progress, work done, working force, quality of work and when completed, and recommendations to Secretary of Agriculture for transfer of money. Filed alphabetically and numerically, by decimal system. 10 x 12 vols., folders, and envelopes, 72 ft., in 36 drawers of steel filing cases. R. 428. (2078)

3167. PHOTOGRAPHS OF FEDERAL AID PROJECTS, 1920 to date. Showing progress of work, condition before and after improvements, roll number, photographer's name, date, hour, weather conditions, location, and complete description of subject. (Daily, official.) $9\frac{1}{2}$ x $11\frac{1}{2}$ loose-leaf books (30), 6 ft., in wooden cabinet. R. 436. (2201)

3168. PHOTOGRAPH FILE, 1927 to date. Showing name of project, route and album numbers, location of project, and whether on forest, park, or Federal lands. Indexed. (Daily, official.) 8 x 10 loose sheets, 2 ft., in wooden cabinet. R. 436. (2200)

3169. PHOTOGRAPHS, 1927 to date. Of forest and park projects, showing progress of work done, condition before and after improvement, roll number, photographer's name, date, hour, weather conditions, location, and complete description of subject. Indexed. (Daily, official.) 11 x 15 loose-leaf books (22), 4 ft., on wooden shelves. R. 436. (2203)

3170. ROUGH DRAFTS, PLANS, ESTIMATES, AND SPECIFICATIONS, 1930 to date. Notes, data, facsimiles of correspondence,

estimates, plans and specifications for highways in national parks and forests. (Daily, official.) 10 x 12 folders, 24 ft., in 8 drawers of steel filing cases and in 3 drawers of transfer cases. R. 418-420. (2141)

3171. NEGATIVES AND DESCRIPTIONS OF FEDERAL AID PROJECTS, 1932 to date. Negatives of photographs showing progress of work done on various California and Nevada projects. Photographic exposure record showing roll number, photographer's name, date, hour, weather conditions, location, and complete description of subject. (Daily, official.) $3\frac{1}{2}$ x 6 envelopes, 6 ft., in wooden filing case. R. 438. (2202)

3172. FOREST ROADS PROPOSED AND UNDER CONSTRUCTION - CALIFORNIA AND NEVADA, 1935 to date. Bids, contracts, and bonds for forest road construction, showing project, state, project number, standard Government form of invitation for bids, inspection of projects, standard Government form of bid bond, special provisions, standard specifications, selection of labor, and conditions. (Daily, official.) $8\frac{1}{2}$ x $10\frac{1}{2}$ envelopes, 20 ft., in 10 drawers of steel filing cases. R. 430. (2199)

YOSEMITE VALLEY

NATIONAL PARKS SECTION

FIELD HEADQUARTERS

Road Engineer's Bldg., Government Center

This office was established in 1923. It has supervision over the construction, improvement, and maintenance of all roads within the confines of Yosemite National Park. There are no useless papers nor are any records or reports sent to Washington.

3173. FIELD NOTE BOOKS, 1923 to date. Engineer's notes and statistics. (Daily, official.) 4 x 8 vol., 5 in., on wooden shelf. Office. (228)

3174. SUPERVISOR'S FILE, 1927 to date. Correspondence, plans, charts, and final reports of bureau supervisor. (Monthly, official.) 10 x 12 folders, 2 ft., on shelf. Office. (231)

3175. TRUCK AND CAR REPORTS, 1932 to date. Statistical records for motor vehicles. (Daily, official.) 3 x 5 cards, 4 in., in wooden box. Office. (232)

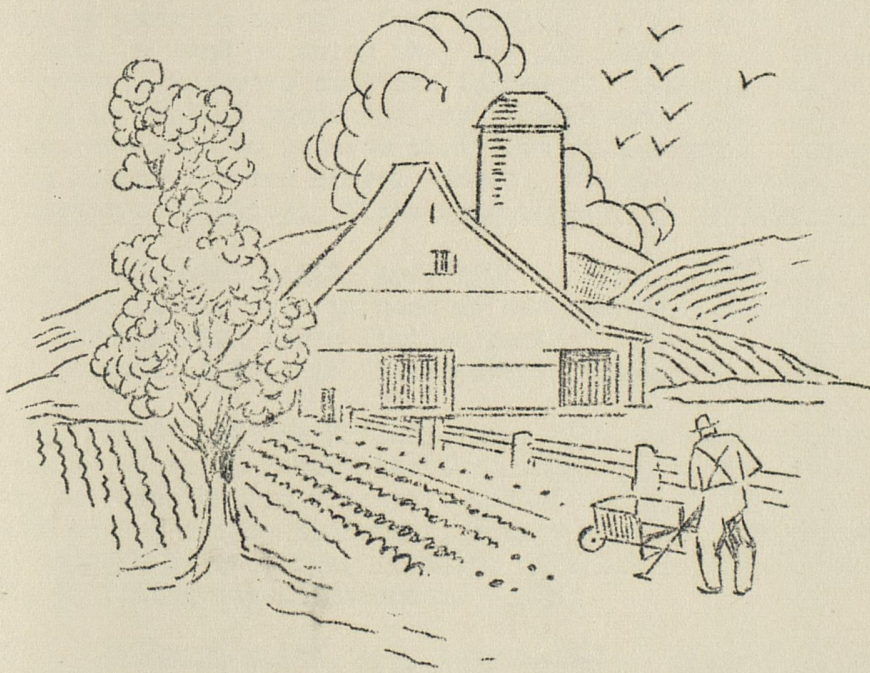
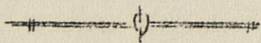
3176. ACTIVE PROJECTS, 1934 to date. Charts, maps, orders, and correspondence regarding active projects. (Daily, official.) 10 x 12 folders, 2 ft., in filing case. Office. (229)

3177. MISCELLANEOUS FILE, 1934 to date. Map surveys, plans, correspondence, telegrams, and data on completed projects. (Semi-weekly, official.) 10 x 12 folders, 2 ft., in filing case. Office. (230)

ADMINISTRATION



RESETTLEMENT
ADMINISTRATION



RESETTLEMENT ADMINISTRATIONAUBURN

RURAL REHABILITATION DIVISION
DISTRICT OFFICE
Auburn Library Bldg., 171 Almond St.

District 8 was organized in 1935, with the district office located at Auburn. On January 1, 1937 the office was placed under the jurisdiction of the Department of Agriculture. From July 1935 to January 1936 the district office occupied space in the Odd Fellows Building, 1252 Lincoln Street and from January to date at their present quarters. The purpose of the rural rehabilitation program is to help farm families on relief to become self-sustaining on land on which they are now located, or in the vicinity thereof. Moderate sums are loaned to rehabilitants to be invested in capital goods and for subsistence goods until the families are able to provide their own subsistence. Jurisdiction of this agency covered Sierra, Nevada, Placer, Eldorado, Amador, and Calaveras Counties. State headquarters is at Berkeley.

3178. EMERGENCY CASES, Apr. 1935 to date. Applicants referred to this office who were in need of and have received emergency grants through SERA for a limited period. (Rarely, official.) 9 x 14 folders, 1 ft., in filing case. Basement. (32)

3179. MISCELLANEOUS REPORTS, Apr. 1935 to date. Statistics pertaining to rural rehabilitation, state and county weekly reports, returned public vouchers, travel vouchers, inactive resettlement cases, office equipment, weekly reports, and register of trial balance by counties. (Daily, official.) 9 x 12 folders, 2 ft., in filing case. Basement. (33)

3180. STANDARD CASES, Apr. 1935 to date. Records of people who have received loans through this division. (Daily, official.) 9 x 12 folders, 2 ft., in filing case. Basement. (31)

3181. WORK SHEETS OF FEDERAL LAND BANK, Apr. 1935 to date. Appraisal reports and production credit inspection reports. (Occasionally, official.) 9 x 14 loose sheets, 8 in., in filing case. Basement. (30)

BERKELEYRURAL REHABILITATION DIVISION
STATE HEADQUARTERS
2130 Center St.

The Rural Rehabilitation Corporation was incorporated on February 23, 1935. It was formed to administer that part of the general program of the Resettlement Administration in California having to do with the rehabilitation of destitute and low income families. Working capital for the corporation came from an FERA grant of approximately \$987,000. Of this sum \$287,000 was allotted to the California rural rehabilitation program and the balance to the Matanuska, Alaska project (see below). Specifically, the California funds were to be used for (1) making loans to individuals based upon acceptable farm management plans; (2) loans for livestock, feed, seed and equipment, and (3) loans to cooperative associations formed for such purposes as the joint purchase of heavy equipment and the installation of community water loans.

From June 1934 to July 1935, loan applications were made through offices of the California State Emergency Relief Administration which in July 1935 turned the applications and attendant records over to this corporation. From then on applications were made at the local field offices of this corporation (see map for location and territories) which after investigation, forwarded them to the state office for approval or rejection. When a loan became operative the local office set up a farm and home plan based upon the individual requirements of each family, and furnished advisory assistance while the loans were being repaid. By September 1935, loan applications had exceeded available funds and the Resettlement Administration assumed unpaid commitment. New loans were made from Resettlement Administration funds with the Rural Rehabilitation Corporation acting in the same supervisory capacity as with loans made from their own funds.

On May 31, 1937 all assets of the Rural Rehabilitation Corporation were transferred to the U. S. Government in trust, the corporation continuing to supervise present loans and make supplementary loans. It is anticipated that the majority of the loans will expire by 1942 and the present program completed. The funds of the corporation then will revert to the State of California.

Approximately \$700,000 of the original FERA grant was allotted to the project at Matanuska, Alaska. Around \$541,000 were spent for supplies, equipment, and transportation and the balance transferred to the Alaska Rural Rehabilitation Corporation at Palmer, Alaska, for further use by the project.

3182. REQUESTS FOR LOANS, June 1934 - June 1935. Correspondence and Forms pertaining to requests for loans under SERA jurisdiction. (Occasionally, official.) 9 x 15 folders, 7 ft., in filing case. 2d floor. (1201)

3183. VOUCHERS, May 1935 to date. Vouchers for various expenditures; transportation and supplies for Matanuska project; also financial statements compiled by the finance office. (Rarely, official.) Various sized loose sheets and folders, 8 ft. 2 in., in pasteboard box and in filing case. 2d floor. (1202, 1203)

3184. CORPORATION LOANS, June 1, 1935 to date. Record of all loans made by this agency. (Occasionally, official.) 9 x 15 folders, 5 ft., in filing case. Damaged by careless handling. 2d floor. (1204)

3185. FARM MANAGEMENT PLANS AND GRANTS, June 1935 to date. Form RA-RR 14, Annual Farm Business Statement and Farm Plan; Form RA-RR 18, Acceptance of Case as RR Client; Form RA-RR 59, Recommendation for Emergency Rehabilitation Grant; and Form RA-RR 65-C, Rejection of Case; also cases pending. (Daily, official.) 10 x 14 folders, 50 ft. 3 in., in 34 drawers of filing cases. 2d floor. (1205)

3186. GENERAL CORRESPONDENCE, June 1935 to date. Letters between clients, regional offices and this agency, pertaining to office administration, personal matters, and applications for and the granting of loans. Filed alphabetically. (Occasionally, official.) 9 x 14 folders, 4 ft., in filing case. 2d floor. (1206, 1207)

3187. GENERAL SUBJECT FILE, June 1, 1935 to date. Memorandums pertaining to applications and granting of loans, personnel data, bulletins, and circulars. (Daily, official.) Various sized folders, 12 ft., in 9 drawers of filing cases. 2d floor. (1208)

3188. PERSONNEL FILES, July 1, 1935 to date. Correspondence, reports, and tabulations pertaining to applications for employment, appointments, changes in classifications, and salaries. (Frequently, official.) 9 x 12 folders, 5 ft., in 2 drawers of filing case. 2d floor. (1209)

3189. TIME CARD FILE, July 1, 1935 to date. Showing names and occupations of employees, hours worked on regular schedule, and overtime. (Frequently, official.) 4 x 6 cards, 1 ft., in agate card box. 2d floor. (1210)

3190. FILES OF STATE FINANCE, Sept. 10, 1935 to date. Form RA-FI 5, Public Voucher; Form RA-RR 15, Loan Agreement and Request for Funds; Form RA-FI 58, Public Voucher for Direct Relief; Form RR 59, Recommendation for Emergency Rehabilitation Grant; also correspondence and schedules. (Frequently, official.) 9 x 14 folders, 10 ft., in 8 drawers of filing cases. 2d floor. (1211)

3191. INDEX OF CLIENTS, Sept. 10, 1935 to date. Showing names, addresses, ages, sexes, and general information pertaining to rural

rehabilitation loans. Filed alphabetically and numerically. (Daily, official.) Various sized cards, 23 ft., in 19 pasteboard boxes. 2d floor. (1212-1214)

3192. SECURITY DEPARTMENT FILES, n. d. Legal instruments and notices. (Frequently, official.) 9 x 15 folders, 3 ft., in 3 drawers of filing case. 2d floor. (1200)

REGION IX
REGIONAL OFFICE

- *(A) American Trust Bldg., 2140 Shattuck Ave.
- *(B) Morgan Professional Bldg., 2054 University Ave.
- *(C) W. E. Woolsey Bldg., 2085 Allston Way
- (D) University of California, Giannini Hall
- (E) 2067 Center Street
- *(F) Shattuck Square Bldg., 14 Shattuck Square
- (G) Mercantile Bldg., 2082 Center Street

Note: All the records listed as being in the (*) buildings are now at 85 2nd Street, San Francisco, California.

This office was established in July 1935 to administer the activities of the newly created Resettlement Administration in Arizona, Utah, Nevada, and California.

The Resettlement Administration was created by Executive Order No. 7027 of April 30, 1935 and amended by Executive Order No. 7200 of September 26, 1935 under authority of the Emergency Relief Appropriation Act of 1935 (Pub. Res. No. 11, 74th Congress, approved April 8, 1935). Its duties and purpose were: (a) To administer approved project involving rural rehabilitation relief in stricken areas, the resettlement of destitute or low-income families from rural and urban areas, and the establishment, maintenance and operation, in such connection, of communities in rural and suburban areas; (b) To initiate and administer a program of approved projects with respect to soil erosion, stream pollution, seacoast erosion, reforestation, flood control, and other useful projects; (c) To make loans, as authorized under the Emergency Relief Appropriation Act of 1935 and to finance, in whole or in part, the purchase of farm lands and necessary equipment by farmers, farm tenants, croppers, or farm laborers.

Subsequently, Executive Order No. 7028 of April 30, 1935 transferred all the property, functions, funds, etc., of the Land Program of the Federal Emergency Relief Administration to the Resettlement Administration. Executive Order No. 7041 of May 15, 1935 transferred from the Secretary of the Interior to the Resettlement Administration, all the property functions, funds, etc., relating to the Division of Subsistence Homesteads. Later, the Land Policy Section of the Agricul-

tural Adjustment Administration, and the functions, etc., of the Rural Rehabilitation Division of the Federal Emergency Relief Administration were transferred to the Resettlement Administration.

The administrative divisions in the regional office are:

Business Management	Information	Investigation
Finance and Control	Legal	Personnel
Labor Relations	Procedure	Special Plans
Land Utilization	Management	Construction
Rural Resettlement	Suburban Resettlement	
Rural Rehabilitations	Special Skills	

The present regional director, Mr. Jonathan Garst, was appointed on February 13, 1936. Serving directly under him is an assistant and two acting assistant regional directors. At the time this survey was made there were approximately 325 people on the payroll.

The three main divisions of the Resettlement Administration in California are outlined briefly below:

LAND UTILIZATION DIVISION

The general purpose of the division is "a national land use planning program which has as its purpose the formulation of methods for securing a better use of rural land, and a land use adjustment program which includes a series of projects demonstrating how land may be put to better use." (NOTE: This activity continues and supplements those of the Land Program of the Federal Emergency Relief Administration and the Land Policy Section of the Agricultural Adjustment Administration.)

This division is, in turn, divided into two sections, (a) and (b) below:

(a) LAND USE PLANNING SECTION whose purpose is "to classify rural land as to its present use and capability. To study problems of public finance, farm settlement and land tenure. To establish policies and devise programs to guide such activities as: public land acquisition, improvement of fiscal conditions of rural local governments, public and private settlement programs, and the zoning of rural lands." (Some of these activities are handled on a cooperative basis with other agencies.)

The land Use Planning Section operates projects such as:

Project No. 1

Type - Land Use Survey of Santa Cruz County.

Objectives - "to indicate existing problems of land use in specific areas; to associate the land use problems with the physical, economic and social conditions which have caused the present problems; to make a physical and economic classification of the land in the county; and to make recommendations as to suitable methods of making land use adjustments that appear desirable."

Area - 12,600 acres located in the highland area of Santa Cruz County.

Project No. 2.

Type - Economic Land Tenure Study.

Objectives - "to suggest possible lines of action which may remedy

such economic maladjustments as may exist by reason of the current tenure pattern."

Area - Imperial Irrigation District, Imperial County.

Project No. 3.

Type - Study of land use problems on Indian lands in California preparatory to a suggested land use adjustment program.

Objectives - "to determine Indian land resources and the dependency of Indian population on the resources so as to formulate an Indian land use program."

Area - Approximately 800,000 acres in Indian reservation land and land held under Indian allotments and homesteads.

Project No. 4.

Type - Proposed State Land Use Legislation.

Objectives - "to assist the Washington office by supplying information which presumably will be analyzed with a view to determining the effects of the probable legislative measures upon a sound land use program."

Area - In a general way all land in Resettlement Administration Region 9.

In addition to field projects a wide diversity of land classification maps and reports, bearing upon non-urban land use problems, are being prepared. A complete description of these maps will be found in Report 1191.

(b) PROJECT PLANNING AND DEVELOPMENT SECTION whose purpose is "to purchase, at prices based on expert appraisal, selected areas of poor farm land, and other idle tracts, that can be developed for beneficial use. These lands then improved, with the aid of relief labor, by controlling soil erosion, stream pollution, and floods and by establishing forests, grazing, and recreational areas and wild life preserves."

The Project Planning and Development Section is operating one project:

Project No. 1.

Type - Land Purchase Project.

Objectives - "to purchase and develop submarginal land, and make it available for higher use."

Area - 6,000 acres in Mendocino County, California.

RURAL REHABILITATION DIVISION

(NOTE: This division of the regional office supervises the general rural rehabilitation program throughout Resettlement Administration Region 9. In addition there is a California Rural Rehabilitation Division, described elsewhere, which supervises loans, allots funds, etc., in California through some nineteen field offices.)

The general purpose of this division is "to make destitute and low-income farm families self-supporting on a basis consistent with acceptable standards and local conditions by means of (1) loans to individuals based on acceptable farm management plans and (2) loans to cooperative associations in furtherance of rural rehabilitation."

In Region 9 the number of loans and repayments to September 30, 1936 was as follows:

<u>STATE</u>	<u>NUMBER OF BORROWERS</u>	<u>AMOUNT OF LOANS</u>	<u>REPAYMENTS</u>
California	2,513	\$2,522,229	\$153,308
Utah	3,058	1,713,547	116,929
Arizona	935	349,863	17,436
Nevada	276	245,575	10,193

In addition, the number of short-term grants to meet cases of acute distress, pending determination of the applicant's eligibility for standard loans, was:

<u>STATE</u>	<u>NUMBER OF RECIPIENTS</u>	<u>AMOUNT OF GRANTS</u>
California	8296	\$743,000
Utah	4560	284,261
Arizona	988	52,400
Nevada	99	6,427

Typical of the projects operated by this division are:

Project No. 1.

Type - Correlation between land utilization and rural rehabilitation standard loans.

Objective - "To utilize the information, which the Land Utilization Division has secured, as a means of improving the rural rehabilitation program."

Area - Lands of present rural rehabilitation clients.

Project No. 2.

Type - Relocation project.

Objectives - Relocation of 23 clients and families on productive land. Homes to be built, land leveled, wells drilled, etc.

Area - Approximately 1,000 acres in the U. S. Reclamation Project at Orland, Glenn County, California.

RESETTLEMENT DIVISION

The general purpose of this division includes "the planning and execution of plans for projects involving the resettlement, on better land, of families from rural areas where submarginal land, tenancy, and other factors have created high relief percentages." "Management activities involve the administration of community projects as construction is completed. This includes the selection of occupants, licensing of houses, collection of rents and the care of maintenance of property."

The three major projects are:

Project No. 1.

Type - Part time farms.

Objectives - "To provide part time farms for migratory laborers (and) to assist in stabilizing their social and economic conditions.

Area - Nine tracts totaling 1332 acres in California
Projects Nos. 2 and 3.

Type - Migratory labor camps

Objectives - To provide sanitary camping facilities for migratory laborers.

Area - 12 tracts, totaling 797 acres.

In addition to the activities outlined above, the Resettlement Administration activities include the following:

FARM DEBT ADJUSTMENT

This consists of the conciliation of differences between farm debtors and creditors and is carried on through cooperation between this agency and some 400 volunteer state and county committees.

COMMUNITY AND COOPERATIVE SERVICES

Benefit loans to groups of farmers through the financing of community associations in the building of warehouses, grading sheds, purchase of heavy farm machinery, pure bred sire stock, construction of culinary water systems, etc. The object being to pool the credit of the community to obtain goods or services which improve the financial returns and living standards of the whole group. Loans range from \$1,700 to \$15,000 and offer facilities to as high as 200 families per project.

SELF-HELP COOPERATIVES

Financial assistance to encourage different types of cooperative efforts. This agency cooperates with other federal and state agencies in this work, both to prevent duplication and to work toward a coordinated program.

LABOR RELATIONS

A division which is responsible for the maintenance of sound and equitable working conditions on all projects developed by the Resettlement Administration.

It investigates and reports on prevailing wage rates and labor practices and determines in advance what labor will be available for proposed projects.

MANAGEMENT DIVISION

This division is charged with the successful operation of all projects after they are completed. It also makes the family selections for the relocation of low-income farm families from submarginal to productive land.

PART-TIME FARMS

This work was initiated to meet a condition peculiar to California in that more than half of the agricultural population is migratory, following crop harvest from one part of the state to another.

Groups of part time farms of about five acres are being set up in locations where established commercial farms need additional occasional laborers. These farms will provide as much of the home food requirements as possible, as well as supplement outside income by the sale of commercial crops grown on the balance of the acreage.

The above information only outlines the major activities of this agency. Further and more detailed information can be obtained from the many pamphlets and reports issued by this agency.

3193. GENERAL CORRESPONDENCE AND RECORD FILE OF REGIONAL FINANCE AND CONTROL DIRECTOR, July 1935 to date. Correspondence, reports, charts, and records of Administration Corporation Fund, legal matters, and payroll and personnel reports. (Daily, official.) 9 x 15 folders, 6 ft., in 2 drawers of filing case. R. 503. (1162)

3194. LOAN AGREEMENTS AND GRANTS, July 1, 1935 to date. Form RA-RR 15, Loan Agreements; Form RA-RR 59, Recommendation for Emergency Rehabilitation Grants; schedules of disbursements for this district. Cross index by voucher number. (Daily, official.) 9 x 12 pockets, 18 ft., in 4 drawers of filing case. R. 512-514. (1165)

3195. PAYROLL REPORTS, PAYROLLS, PAYROLL VOUCHERS AND DISBURSEMENT SHEETS, Aug. 1935 to date. Payrolls, payroll vouchers, disbursement sheets, requisitions, and purchase orders. (Daily, official.) 11 x 16 folders, 2 ft., in filing case. R. 510. (1164)

3196. LOAN AND GRANT ANALYSES, Nov. 1935 to date. Analyses of loans, grants, checks, billing, etc., maintained in conjunction with International Business Machine, which carries all cards covering above subjects. (Daily, official.) $3\frac{1}{2}$ x $7\frac{1}{2}$ cards, 35 ft., in 12 drawers of card cabinets. R. 504. (1163)

3197. MASTER PAYROLL VOUCHER CONTROL REGISTER, Nov. 15, 1935 to date. Records and tabulations, showing voucher number, date, and name and address of person to whom voucher was issued. (Daily, official.) 14 x 17 loose sheets, 1 ft., in bound register. R. 209. (1166)

3198. PAYROLL VOUCHER FILE, Nov. 15, 1935 to date. Form RA-PE 79, Record of All Payroll Vouchers Issued. Arranged by division and filed numerically and chronologically. (Daily, official.) 12 x 18 folders, 4 ft., in metal filing case. R. 209. (1167)

3199. PUBLIC VOUCHERS AND REGISTERS, Dec. 13, 1935 to date. Record of vouchers received and submitted. (Daily, official.) 14 x 17 registers (2), 1 in., on desk. R. 303. (1157)

3200. GENERAL VOUCHER FILE, Feb. 16, 1936 to date. Form 1034,

Travel Vouchers and Schedules; encumbrances; follow-up file and miscellaneous correspondence. Arranged alphabetically and numerically. 3 x 5 and 5 x 8 card indexes. (Daily, official.) 10 x 12 folders, 1 ft. 6 in., in 2 drawers of metal filing case. R. 303. (1158)

3201. RECORD OF REIMBURSEMENT AND TRAVEL VOUCHERS, Feb. 20, 1936 to date. Form RA-FI 48, showing all vouchers received and disbursed. Entered numerically. (Daily, official.) 13 x 16 loose-leaf books, 1 in., on record file. R. 303. (1159)

3202. LETTERS OF AUTHORIZATION FOR VOUCHERS, Feb. 21, 1936. Filed by source of letter and chronologically. (Daily, official.) 9 x 12 loose-leaf books, 2 ft. 6 in., on desk. R. 303. (1160)

3203. TRANSPORTATION CLAIM REGISTER, Mar. 16, 1936 to date. Claims for transportation expense. (Frequently, official.) 16½ x 19½ loose-leaf book, on desk. R. 303. (1161)

Personnel Section

3204. ORIGINAL APPLICATIONS, July 1935 to date. Original applications (exclusive of present personnel) which are filed separately from the complete personnel record folders, and general correspondence emanating from personnel office. 3 x 5 card index. (Frequently, official.) 3 x 5 cards and 9½ x 12 folders, 6 ft., in 3 drawers of filing case and in 3 drawers of card cabinet. R. 1010. (1168)

3205. PERSONNEL RECORDS, July 1, 1935 to date. Original employment applications, service certificates, official headquarters personnel lists, resignations, and terminations. Filed alphabetically. 5 x 8 card index. (Daily, official.) 9½ x 12 folders, 12 ft., in 8 drawers of filing cases and in 2 drawers of card cabinet. R. 1009. (1169)

Supply Section

3206. BACK ORDER FILES, Aug. 1935 to date. Record of all items of supplies on backorder, which were not received with delivery of original order. (Daily, official.) 5 x 8 loose sheets, 2 ft. 6 in., in 4 drawers of metal filing case. (1171)

3207. GENERAL CORRESPONDENCE, Aug. 1935 to date. Inter-office, inter-division, and Washington correspondence, catalogues, and pending and closed requisitions. (Daily, official.) 9 x 12 folders and pockets, 1 ft. 10 in., in 3 drawers of metal filing case. (1173)

3208. PROPERTY RECORD FILES, Aug. 1935 to date. Record of all property and location of same in this region, such as type-

writers, office furniture, etc. (Daily, official.) 5 x 8 cards, 4 ft. 6 in., in 5 drawers of filing cases and in 5 drawers of card cabinets. (1172)

3209. SUPPLY INVENTORY - STOCK CONTROL, Aug. 1935 to date. Form B-041, Resettlement Administration Stock Control Record, covering receipt and issue of all supplies. filed alphabetically. (Daily, official.) 12 x 15 loose-leaf books, 8 in., on desks. (1170)

Miscellaneous

3210. PERSONAL MISCELLANEOUS FILES OF THE FORMER REGIONAL DIRECTOR, May 1 - Dec. 1, 1935. Records, data, and general correspondence. To be filed and indexed systematically as soon as possible. (Rarely, official.) 9 x 12 folders, 3 ft., in 2 drawers of filing case. R. 411. (1186)

3211. LIBRARY MATERIAL, July 1, 1935 to date. Miscellaneous bulletins and pamphlets, pertaining to agriculture, forestry, and Emergency Relief. (Rarely, official.) 9 x 12 folders, 4 ft., in 2 drawers of filing case. R. 411 (1185)

3212. ADDRESSOGRAPH PLATES, Aug. 1935 to date. Covering newspaper mailing list. (Frequently, official.) $2\frac{1}{4}$ x 4 addressograph plates, 8 in., in 4 pasteboard boxes. R. 411 (1178)

3213. DATA ON INCOMING CORRESPONDENCE, Aug. 1, 1935 to date. Condensed data covering subject matter of all incoming correspondence. Filed alphabetically, by subject. (Frequently, official.) 3 x 5 cards, 19 ft., in 4 drawers of metal card cabinet. R. 411. (1184)

3214. FILE OF LAND OPERATIONS, Aug. 1, 1935 to date. Tabulations of incoming, current, and former land options. (Frequently, official.) 3 x 5 cards, 2 ft., in pasteboard boxes. R. 411. (1181)

3215. GENERAL CORRESPONDENCE AND ADMINISTRATION LETTER FILE, Aug. 1935 to date. General correspondence, organization projects, and miscellaneous reports. Entire general filing system being set up under the decimal system. Current material is being held until files are in order. (Daily, official.) 9 x 12 and 10 x 12 folders and 12 x 18 loose sheets, 31 ft. 2 in., in 15 drawers of metal filing cases. Rs. 224 and 411. (1175 - 1177)

3216. GENERAL FILES, Aug. 1 - Dec. 31, 1935. Correspondence, reports, and general data pertaining to suggested and existing projects, farm debt adjustment, procedure, rural resettlement special skills, management, personnel, legal, land utilization, business management, finance, and labor relations. (Occasionally, official.) 9 x 12 folders, 11 ft., in 14 drawers of filing cases. R. 411. (1182)

3217. OUTGOING CORRESPONDENCE, Aug. 1935 to date. Carbon copies of all outgoing correspondence. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 12 ft. 6 in., in 12 drawers of filing cases. R. 411. (1179, 1180)

3218. RECEIPTS FOR CORRESPONDENCE DELIVERED TO OTHER GOVERNMENT OFFICES, Aug. 1, 1935 to date. Showing to whom records or correspondence were delivered in outside Government departments and offices. (Frequently, official.) 3 x 5 cards, 2 ft. 8 in., in steel card cabinet. R. 411. (1183)

3219. EXPENSE RECORD FOR SPECIAL POSTAGE REQUIREMENTS, Jan. 1, 1936 to date. Descriptive tabulations and record of expense incurred in mailing special forms, correspondence, and reports. (Rarely, official.) 4 x 12 loose sheets, 1 ft. 4 in., in pasteboard box. R. 411. (1174)

Land Utilization Division

3220. LAND PLANNING AND RESEARCH PROJECTS, 1934 to date. Project 1, Survey of Major Non-Urban Land Use Problem Areas in California; Project 2, Delineation and Description of Areas Suitable for Closer Settlement; Project 3, Recommended Land Use Changes; Project 4, Land Use Adjustment Survey in San Diego County; Project 5, Land Use Survey in Santa Cruz County; Project 6, Lands Use Adjustment Survey of Kern County; Project 7, Land Use Programs of Public Agencies in California; Project 8, Correlation between Land Utilization and Rural Rehabilitation Standard Loans; Project 9, Significant Populations Movements in Non-Urban Areas of California, 1930 - 1935; Project 10, Population Distribution in California; Project 11, Mapping acreages of important California Crops; Project 12, Survey of the Location and Character of Indian Lands in California; Project 13, Non-Urban Areas Available for Closer Settlement; Project 14, Methods of Preparing Land Classification Maps; Project 15, Determination of "use-districts" in California; Project 16, Survey of Methods of Land Use Control. See addenda sheets for further description. R. 338. (1190)

3221. LAND CLASSIFICATION MAPS, Aug. 1934 to date. Climatological; crop and type of farming; Indian lands; irrigation and reclamation; judicial township boundaries; land ownership; land use changes; livestock and range; natural cover; population; problem areas, recreation, relief; soils and watersheds. R. 202. (1191)

3222. LAND USE REPORTS, Oct. 1934 to date. Preliminary rural land use adjustment survey report; brief general statement of non-urban land use in California; brief report of the National Resources Board rural land use adjustment survey of California; California land classification map series; investigation to determine the extent and character of desirable adjustment in the use of California non-urban lands and the most effective means of obtaining such ad-

justment; livestock population; significant population movements in non-urban areas of California, 1930 - 1935; pages, maps and tables, to be mimeographed pertaining to suitability for California lands for agricultural closer settlement; pages and maps pertaining to division of capital investments, receipts, and expenditures shared by owner and tenant under typical systems of leasing farms in twenty-two areas in California; report to the rural electrification administration on land classification in Modoc County and the northern portion of Lassen County; California land use adjustment survey report, 1936; progress report of Santa Cruz County land use survey; report to the Rural Electrification Administration on land classification in southeastern Plumas and northeastern Sierra Counties; preliminary report - Santa Cruz County land use planning activity - highland area; progress report - San Diego land use planning survey; location and character of Indian lands in California; land use programs of public agencies in California; organization, personnel history, and objectives; books, bulletins, and unpublished reports, not prepared by the Resettlement Administration, but which deal with land use planning and are available in this office for public use. See addenda for further description. R. 338. (1189)

3223. GENERAL FILES, Aug. 1, 1935 to date. Land planning reports and general correspondence; also Dept. of Agriculture bulletins and project reports. (Daily, official.) 9 x 12 folders, 14 ft., in 2 drawers of metal filing case. R. 215. (1187)

3224. LAND USE REPORTS, Sept. 1, 1936 to date. Rough draft land use reports to be typed. (Occasionally, official.) 10 x 15 loose sheets, 4 in., in wire basket. R. 338. (1188)

Architecture and Engineering Division

3225. GENERAL REFERENCE MAPS, July 1, 1935 to date. Cartographic, geodetic, and original reference maps. 3 x 5 card index. (Daily, official.) 36 x 48 maps, 2 in., in wooden map case. Rs. 200, 202 and 204. (1194)

3226. MAPS AND PRINTS NOT ORIGINATING IN THIS AGENCY, July 1, 1935 to date. Geodetic and hydrographic prints, tracings, and maps pertaining to the districts in the States of California, Arizona, Nevada and Utah. 3 x 5 card index. (Daily, official.) 3 x 6 pockets, cello-clip map, and plan file, 6 in., in metal map cabinet. R. 202. (1193)

3227. TRACINGS, Aug. 1935 to date. Tracings, blueprints, and working drawings. Filed by projects. (Daily, official.) 3 x 4 tracings, blueprints and drawings, 8 in., in wooden map cases. Rs. 212 and 222. (1192)

3228. GENERAL CORRESPONDENCE FILES, Nov. 30, 1935 to date. Copies of correspondence and inspection reports. Reports are sent to Wash-

ington. (Frequently, official.) 9 x 12 folders, 1 ft., in metal filing case. Rs. 400 and 401. (1195)

3229. CROSS INDEX TO ADMINISTRATIVE BULLETINS AND INSTRUCTIONS, ETC., Mar. 1936 to date. Condensed information contained in notices, bulletins, instructions, graphs, charts, and orders. (Daily, official.) 3 x 5 cards, 2 ft. 8 in., in card cabinets. Rs. 224 and 224-B. (1196, 1197)

Investigation Division

3230. INSPECTION REPORTS, June 30, 1935 to date. Copies of auditor's inspection reports and relative correspondence. (Frequently, official.) 9 x 12 folders and bundles, 3 ft., in metal filing case. R. 408. (1199)

3231. GENERAL RECORDS, Sept. 20, 1935 to date. Investigations and reports; originals sent to Washington. Arranged chronologically and alphabetically, by subject. (Daily, official.) 9 x 12 folders, 3 ft., in 4 drawers of metal filing case. Rs. 4 and 5. (1198)

EL CENTRO

RURAL REHABILITATION DIVISION COUNTY SUPERVISOR

Imperial County Courthouse, 900 W. Main St.

This office was established on January 29, 1936. State and regional headquarters are at Berkeley.

3232. GENERAL REFERENCE FILE, Jan. 29, 1936 to date. Office charts and graphs, records of operations of the Resettlement Administration in this county; correspondence, applications of clients desiring Government aid to settle on small farm tracts, data covering active and inactive cases, and rejected applications showing cause for rejection and other data. Filed alphabetically, by name of client. (Daily, official.) 11 x 16 folders, 8 ft., in 4 drawers of steel filing case. R. 5, basement. (48A)

FRESNORURAL REHABILITATION DIVISION
DISTRICT OFFICE
Holland Bldg., 2135 Fresno St.

This office for District 16 was established on July 1, 1935 and occupied quarters in the Bank of America Building, July 1 to September 26, 1935 when it was moved to its present location. This office has jurisdiction over Fresno and Kings Counties. Reports are sent to the state office at Berkeley.

3233. GENERAL CORRESPONDENCE, May 1935 to date. Correspondence and reports, pertaining to application for loans, acceptance or rejection, inspections, investigations, legal matters, action taken, and office administration. (Daily, official.) 9 x 15 folders, 4 ft. 6 in., in steel filing case. R. 304-A. (287A)

3234. KINGS COUNTY CASES, STANDARD AND CANCELLED, July 1935 to date. Form RA-RR 12, Referral of Case; Form RA-9RR 12, Questionnaire for Farm Assistance; Form RA-RR 13, Confidential Report; Form RA-RR 59, Recommendation for Emergency Rehabilitation Grant; Form RA-FI 58a, Public Voucher for Direct Relief; Form CF-RR 300, Capital Expenses by Month for Year; Form RA-RR 36, Annual Home Business Statement and Home Management Plan; Form RA-RR 14, Annual Farm Business Statement and Farm Plan; Form CF-RR 138, Supplement to Annual Farm Plan; Form RA-RR 15, Loan Agreement and Request for Funds; Form RA-FI 5, Public Voucher; Form RA-RR 16, Transmittal of Request for Funds; Form RA-RR 18, Acceptance of Case as RR Client and Form RA-RR 65c, Rejection of Case. See addenda for detailed description. Filed alphabetically, by name of client. (Frequently, official.) 3 x 5 cards and 9 x 15 folders, 1 ft. 2 in., in steel filing case and in card cabinet. R. 304-A. (282A)

3235. REFERRALS, Sept. 1935 to date. Form RA-RR 12, showing name, address and condition of applicant, description of case, if farmer, laborer, owner, or renter, life on farm and experience, relief status, length of time on relief, amounts received, circumstances which necessitated client to seek relief, size of family, and character and morals as observed by social workers. (Daily, official.) 9 x 12 folders, 1 ft., in pasteboard transfer case. R. 304-A. (283A)

3236. VISITORS, Sept. 26, 1935 to date. Reports and correspondence pertaining to Form RA-RR 19, Supervisor's Farm Visit Report. See addenda for detailed description. (Frequently, official.) 3 x 5 cards, 8 in., in pasteboard box. R. 304-A. (281A)

3237. EMERGENCY CLIENTS, Dec. 11, 1935 to date. Reports and correspondence, pertaining to Form RA-RR 12a, Application for Emergency Loan, showing name of applicant, age, sex, size of family,

and amount of family budget. (Occasionally, official.) 9 x 15 folders, 1 ft., in steel filing case. R. 304-A. (284A)

3238. INDIVIDUAL PROGRESS RECORD CARDS, July 1, 1936 to date. Showing progressive action taken on client's case relative to approved and rejected loans, grants, standard loans, potential rehabilitation cases, etc. Arranged alphabetically, by name of client. (Daily, official.) 8 x 10 $\frac{1}{2}$ cards, 2 in., on desk. R. 304-A. (289A)

GLENDALE

RURAL REHABILITATION DIVISION DISTRICT OFFICE Auditorium Bldg., 220 W. Broadway

This office for District 19 was established on July 1, 1935 and occupied quarters in the Parmalee-Dohrmann Building, 741 S. Flower Street, Los Angeles, from July 1 to Oct. 15, 1935; Washington Building, 311 S. Spring Street, Los Angeles, from Oct. 16 to Nov. 9, 1935, when it was moved to its present location in Glendale.

Ventura, Los Angeles and Inyo Counties, as well as the south eastern part of Kern County are under the jurisdiction of this office. Santa Barbara County and the southern half of San Luis Obispo County were formerly part of this district, but is now administered by the San Luis Obispo office.

Prior to June 1935 there was no local office. All operations in this district were made direct from San Francisco. During 1931 and 1932 groups of unemployed people voluntarily organized what was known as the "Self-Help Cooperatives." In 1934 FERA created a Division of Service for Self-Help Cooperatives and issued grants of money to this organization to aid in purchasing machinery and farm equipment. In October 1935 FERA discontinued this loan service.

All papers are retained until authority for disposition is given by the state director, regional office, or Washington. All original papers and reports are sent to the state office at Berkeley or the regional office at San Francisco.

3239. PENDING AND APPROVED LOANS, Jan. 1935 to date. Correspondence pertaining to following forms: RA-RR 15, Loan Agreement and Request for Funds; Form RA-RR 14, Annual Farm Business Statement and Farm Plan; Form RA-RR 36, Annual Home Business Statement and Home Management Plan; Form RA-RR 13, Confidential Report; Form RA-RR 19, Supervisor's Farm Visit Report; Form RA-RR 59, Recommendation for Emergency Rehabilitation Grant; Form RA-FI 5, Public Voucher;

Form CF-RR 138, supplement to Form RA-RR 14, Annual Farm Business Statement and Farm Plan; Form CF-RR 270, Chattels to be Mortgaged; Form CF-RR 682, Home Supervisor's Confidential Report; Form RA-RR 99, Certificate from Emergency Crop and Feed Loan Section; Form RA-LE 32.2, Waiver of Lien and Non-Disturbance Agreement; Form RA-RR 16, Transmittal of Request for Funds; also narrative reports on farm inspections, grant deeds, and land leases; office notations, memoranda, and photographs of lands leased by applicants; correspondence between loan applicants and this agency relative to farm loans. Part of these records cover pending cases awaiting new allocation of funds for farm loans. See addenda for description. Arranged alphabetically, by name of client. (Frequently, official.) 9 x 15 folders, 13 ft. 1 in., in 8 drawers of steel filing cases. R. 201. (89A, 90A)

3240. RECORD OF ACTION ON APPROVED AND REJECTED LOANS - ACTIVE, 1935 to date. Form RA-9 RR-30, showing progressive action taken on clients' cases relative to approved and rejected loans, grants, standard loans, potential rehabilitation cases, etc. Arranged alphabetically, by name of client. (Frequently, official.) 4 x 6 cards, 2 ft. 7 in., in card cabinets. Fair. R. 201. (86A)

3241. GENERAL CORRESPONDENCE AND MISCELLANEOUS PAPERS - LOS ANGELES COUNTY, Feb. 23, 1935 - Jan. 1936. Correspondence and telegrams to and from clients, the state office at Berkeley, and Washington, covering information and files on activities of Advisory Committee, applications for employment, bulletins, papers of incorporation, California rural rehabilitation, office personnel, real estate for sale, rent, etc., Regional Administration instructions rejections, and reports. Arranged alphabetically by subject. (Never.) 9 x 15 folders, 1 ft. 6 in., in cardboard filing case. R. 206. (105A)

3242. APPLICATIONS AND REPORTS - VENTURA AND SANTA BARBARA COUNTIES Sept. 1935 - Aug. 15, 1936. Correspondence, records and reports, pertaining to Forms RA-RR 18, Acceptance of Case as RR Client; Form RA-RR 65c, Rejection of Case; Forms RA-RR 200 and 228, Rural Supervisor's Weekly Report; Form RA-BM 99, Travel Expense Report; Form RA-PE 11, Application for Leave of Absence; Form RA-RR 76a, Monthly Report of County Farm Debt Adjustment Committee. See addenda for detailed description. (Rarely, official.) 9 x 15 folders, 3 ft. 5 in., in metal filing case and in cardboard transfer cases. R. 205. (84A)

3243. APPLICATIONS FOR REHABILITATION, LOAN AGREEMENTS, MORTGAGES, ETC., Sept. 1935 to date. Correspondence to and from clients who have made applications for loans for rehabilitation; Form RA-9RR 12, Questionnaire for Farm Assistance; Form RA-RR 13, Confidential Report; Form RA-RR 14, Annual Farm Business Statement and Farm Plan; Form RA-RR 15, Loan Agreement and Request for Funds; Form RA-RR 12, Referral of Case; Form RA-FI 5, Public Voucher; Form RA-

LE 31.2, Chattel Mortgage; Form RA-RR 59, Recommendation for Emergency Rehabilitation Grant. See addenda for detailed description. Arranged alphabetically, by name of client. (Seldon, official.) 9 x 15 folders, 5 ft. 8 in., in 3 drawers of metal filing case. R. 205. (99A)

3244. APPLICATIONS REJECTED - LOS ANGELES DISTRICT, Sept. 1935 to date. Records of applications for resettlement which have been rejected: Form RA-RR 65c, Rejection of Case; Form RA-RR 19, Application for Rehabilitation; Form RA-RR 16, Loan Agreement and Request for Funds; Form RA-LE 31.2, Chattel Mortgage; also correspondence concerning same to and from client. (Seldon, official.) 9 x 15 folders, 1 ft. 10 in., in cardboard filing case. R. 205. (98A)

3245. MISCELLANEOUS CORRESPONDENCE, REFERRALS, AND CONFIDENTIAL REPORTS ON CASES WHERE GRANTS BUT NO LOANS WERE MADE - INACTIVE, Sept. 1935 - June 1936. Correspondence to and from clients, other district offices, and Emergency Relief agencies, pertaining to Form RA-RR 59, Recommendation for Emergency Rehabilitation Grants; Form RA-RR 12, Referral of Case; and Form RA-RR 13, Confidential Report. See addenda for further description of forms. Arranged alphabetically, by name of client. (Seldon, official.) 8½ x 10 loose sheets, 3 ft., in 2 drawers of metal filing case, on cabinet, and in cardboard desk files. R. 205. (106A)

3246. RESETTLEMENT, Sept. 1935 to date. Records of applicants who are not on farms, but seek to be placed on farms through Resettlement Administration: Form RA-9RR 12, Questionnaire for Farm Assistance; Form RA-RR 13, Confidential Report; Form RA-RR 14, Annual Farm Business Statement and Farm Plan; Form RA-RR 15, Loan Agreement and Request for Funds; Form RA-RR 12, Referral of Case; Form RA-FI 5, Public Voucher; Form RA-LE 31.2, Chattel Mortgage; Form RA-RR 59, Recommendation for Emergency Rehabilitation Grant. See addenda for description of forms. Arranged alphabetically, by name of client. (Seldon, official.) 9 x 12 folders, 11 ft. 4 in., in 7 drawers of metal filing cases. R. 205. (102A)

3247. SRA RECORDS - INACTIVE, Sept. 1935 - Jan. 1936. Showing name and address of client, age, requests, disabilities, education, dependents, work done, debts, assets, and remarks. Filed alphabetically, by name of client. (Never.) 4 x 6 cards, 3 ft. 6 in., in metal filing cases. R. 205. (85A)

3248. STATE CERTIFICATIONS, MISCELLANEOUS FORMS, MONTHLY REPORTS, AND CORRESPONDENCE, Sept. 1935 to date. Form RA-FI 58, Public Voucher for Direct Relief, Stricken Agricultural Areas; Form RA-RR 13, Confidential Report; Form RA-RR 65c, Rejection of case; Form RA-RR 59, Recommendation for Emergency Rehabilitation, Grants and Lists of Grants, Feb. - June 1936; also lists of clients "Not Eligible," "Not Interested," or "Unable to Locate." Correspondence to and from

officials of SERA. See addenda for further description. Arranged alphabetically, by name of client. (Rarely, official.) 9 x 11-3/4 folders, 2 ft. 3 in., in 2 drawers of metal filing case. R. 205. (103A)

3249. CLIENTS' ACCOUNT BOOKS, Nov. 1, 1935 to date. Showing name and address of client, name of supervisor, amount of original loan, amount of supplemental loan if any, date and amount of advances, check numbers, repayment schedule and date, bank upon which check for repayment is drawn, date of mortgage, date and time of recording, and book, page and loan numbers. Arranged alphabetically, by name of client. (Daily, official.) 9 x 11 loose-leaf books (4), 5 in., in desk. R. 201. (92A)

3250. MISCELLANEOUS CORRESPONDENCE - VENTURA COUNTY, Nov. 1935 - June 30, 1936. Miscellaneous correspondence, bulletins, notices, etc., which were transferred to this office when the Ventura office was closed in August 1936: home management bulletins; returned forms - client moved; obsolete and revised state notices; scrap book, listing number and names of clients; also standard clients on loans and receipt of checks. (Never.) 9 x 15 folders, 8 ft. 7 in., in cardboard filing cases. R. 205. (83A)

3251. APPROVED LOANS - VENTURA AND SANTA BARBARA COUNTIES, Jan. 1936 to date. Form RA-9-RR 12, Questionnaire for Farm Assistance; Form RA-RR 59, Recommendation for Emergency Rehabilitation Grant; Form RA-RR 12, Referral of Case; Form RA-RR 13, Confidential Report; Form RA-RR 14, Annual Farm Business Statement and Farm Plan; Form RA-RR 15, Loan Agreement and Request for Funds; Form RA-FI 5, Public Voucher; Form RA-RR 19, Supervisor's Farm Visit Report; Form RA-RR 65c, Rejection of Case; Form RA-RR 16, Transmittal of Request for Funds; Form RA-RR 99, Certificate from Emergency Crop and Feed Loan Section; Form RA-RR 36, Annual Home Business Statement and Home Management Plan; Form RA-RR 17b, Action taken by State RR Office on Request for Funds; Form RA-LE 31.2, Chattel Mortgage, Note B; Form RA-LE 30-48, Chattel, Crop and Livestock Mortgage; Form RA-RR 18, Acceptance of Case as RR Client; Form RA-RR 20, Client's Quarterly Farm Progress Report. See addenda for detailed description. (Frequently, official.) 9 x 15 folders, 1 ft. 2 in., in metal filing cases. R. 201. (88A)

3252. CASE PROGRESS RECORD - INACTIVE, Jan. 1936 to date. Numbered consecutively, each number representing a Government form used. When a form is issued the number of that form is circled with a red pencil, showing progress of case to date. These cards are inactive because they cover cases pending grants, and no funds are available. See addenda for detailed description. (Daily, official.) 4 x 6 cards, 2 ft. 9 in., in 3 card cabinets. R. 205. (97A)

3253. CASE RECORDS - ACTIVE, Jan. 1936 to date. Individual

Progress Record Card, showing complete record of home management; household expense report, showing itemized monthly expenditures; Form RA-RR 19, Supervisor's Farm Visit Report, and Form RA-RR 36, Annual Home Business Statement and Management Plan. See addenda for detailed description. Arranged alphabetically, by name of client. Card index. (Daily, official.) 9 x 11-3/4 vols., 2 ft., in metal desk. R. 204. (104A)

3254. EMERGENCY GRANTS, Jan. 1936 to date. Form RA-RR 65c, Rejection of Case; Form RA-RR 13, Confidential Report; Form RA-RR 18, Acceptance of Case as RR Client. See addenda for detailed description. Arranged alphabetically, by name of client. (Occasionally, official.) 9 x 11-3/4 vols., 4 ft., 8 in., in 3 drawers of metal filing case. R. 205. (101A)

3255. GENERAL CORRESPONDENCE AND MISCELLANEOUS PAPERS, Jan. 1, 1936 to date. Reports, vouchers, applications for positions, personnel records, bulletins, notices, and other departmental papers and records; telegrams between state office, regional office, companies, corporations, individuals, and this agency relating to agricultural and extension programs, and community and cooperative service. Arranged alphabetically, by subject. (Frequently, official.) 9 x 15 folders, 2 ft. 5 in., in 2 drawers of steel filing case. R. 201. (94A)

3256. INDEX TO CLIENTS, Jan. 1936 to date. Showing name and address of client, number in family, date of issue on food and clothing, and name of case worker. Arranged alphabetically, by name of client. (Daily, official.) 4 x 6 cards, 8 in., in metal card cabinet. R. 205. (95A)

3257. OFFICE MANAGER'S REFERENCE AND ACTION FILE, Jan. 1, 1936 to date. Miscellaneous lists, personnel applications, and farm visit reports; Form RA-BM9, Requisition for Supplies, Equipment or Service; Forms RA-FC 1-58, RA-FI 33, and RA-FI 34, tabulations covering analysis of loan accounts, cash receipts, interest charges, original payments, delinquent accounts, etc. These forms have been discontinued. (Daily, official.) 9 x 12 folders, 9 in., in steel desk. R. 201. (93A)

3258. STANDARD LOANS - CANCELLED AND REJECTED, Jan. - Oct. 1936. Correspondence, reports, legal papers, and agreements: Form RA-RR 14, Annual Farm Business Statement and Farm Plan; Form RA-RR 36, Annual Home Business Statement and Home Management Plan; Form RA-FI 5, Public Voucher; Form RA-RR 15, Loan Agreement and Request for Funds; Form RA-RR 12, Referral of Case; Form RA-RR 13, Confidential Report; Form RA-9-RR 12, Questionnaire for Farm Assistance; Form RA-RR 16, Transmittal of Request for Funds; Form RA-RR 59, Recommendation for Emergency Rehabilitation Grant; Form RA-RR 31.2, Chattel Mortgage. See addenda for detailed description. Arranged alphabetically. (Never.) 9 x 14-3/4 vols., 1 ft. 4 in.,

in metal filing cases. Rs. 201 and 202. (87A)

3259. TRANSFERS AND VETERANS' APPLICATIONS, Jan. - June 1936. Papers and correspondence necessary in making transfer of a client from one county to another; Form RA-RR 12, Referral of Case; Form RA-RR 13-A, Confidential Report; Form RA-RR 14, Annual Farm Business Statement and Farm Plan; lists of veterans making applications, letters of instructions to veterans, and a form titled "Application for Settlement on Subsistence Homestead Finances by RR Administration." See addenda for detailed description. Arranged alphabetically, by name of applicant. (Never.) $8\frac{1}{2}$ x 10 loose sheets, and 9 x $11\frac{3}{4}$ vols. (10), 1 ft., in metal filing case. Rs. 201 and 205. (100A)

3260. FERA REQUISITIONS, Feb. - Sept. 1936. Correspondence from County Relief Commodity office; Forms 207 and 208, FERA Requisitions for Food and Clothing and an itemized list of commodities issued and signature of recipient. Arranged numerically, by serial number. Card index. (Annually, official.) $3\frac{1}{2}$ x 8 folders (11), 3 ft. 6 in., in pasteboard boxes. R. 205. (96A)

3261. REJECTIONS AND CANCELLATIONS, Feb. 1, 1936 to date. Form RA-RR 65c, Rejection of Case, showing name and address of client, name of supervisor, loan number, amount of original loan and supplemental loan if any, date and amount of advances, repayment schedule, date, check number, bank upon which check for repayment is drawn, date of mortgage, recording, book and page numbers. These records are of clients who were granted loans and then rejected for lack of requirements, or who requested cancellation. Arranged alphabetically, by name of client. (Occasionally, official.) 9 x 11 loose-leaf book, 2 in., in desk. R. 201. (91A)

3262. GENERAL CORRESPONDENCE AND MISCELLANEOUS OFFICE RECORDS, May 1936 to date. Form 40, Contract for Telephone Service; Form 1012, Public Voucher for Reimbursement of Travel and Other Expenses, including Per Diem; Form 1034, Public Voucher for Purchases and Services other than Personal; Form RA-BM 9-A, Request to Regional Supply Depot for Supplies; Equipment, or Service; Form RA-RR 28, Application for Loan by a cooperative Association; Form RA-RR 23, Application for Funds to Participate in Community and Cooperative Services; Form RA-RR 15, Loan Agreement and Request for Funds; Form RA-RR 16, Transmittal of Request for Funds; Form RA-LE 31.2, Chattel Mortgage Note B; also unnumbered forms, Articles of Incorporation of Self-Help Cooperatives, By-laws of Community and Cooperative Services, and By-Laws of Self-Help Cooperatives; form covering contract to share services; contract of patronage and chattel and livestock mortgage; Also correspondence pertaining to above subjects. See addenda for detailed description. Arranged alphabetically, by subject. (Daily, official.) 9 x 15 folders, 1 ft. 1 in., in steel filing case. R. 215. (82A)

LOS ANGELESRURAL REHABILITATION DIVISION
DISTRICT OFFICE
Block Bldg., 357 S. Hill St.

This office was opened in Los Angeles on December 1, 1935. It was moved to the present address from the Federal Building, 220 N. Main Street, on March 30, 1936. This office was established to handle farm debt adjustments in Imperial, Kern, Orange, Riverside, San Diego, San Bernardino, San Luis Obispo, Santa Barbara, and Ventura Counties.

3263. GENERAL FILES - LOS ANGELES COUNTY, Dec. 1935 to date. Records of default trusts, payrolls, requisitions, farm debt adjustments, state moratorium, office furniture and equipment, letters and telegrams, and tabulations relating to the administration and activities of this office. See addenda for further information. Filed alphabetically. (Daily, official.) 9 x 12 folders, 7 in., in steel filing case. R. 624. (5608)

3264. GENERAL FILES - SOUTHERN CALIFORNIA, Dec. 1935 to date. Applications for aid, inter-departmental and general correspondence relating to activities of this office, and copies of reports sent to the state supervisor. Segregated by counties and filed chronologically. (Daily, official.) 9 x 12 folders, 6 in., in steel filing case. R. 624. (5610)

3265. PENDING AND CLOSED ADJUSTMENTS, Dec. 31, 1935 to date. Showing date, name and address of applicant, detailed statement of applicant's problem, and name of interviewer; attached are notations, memos, and related correspondence. Filed alphabetically. (Closed cases, occasionally; pending cases, daily, official.) 9 x 12 folders, 9 in., in steel filing case. Scattered. R. 624. (5609)

MARYSVILLERURAL REHABILITATION DIVISION
DISTRICT OFFICE
Federal Bldg., 4th and C Sts.

This office for District 5, was established in 1935 and has jurisdiction over Sutter and Yuba Counties. Prior to 1935, it was under the jurisdiction of the State Rehabilitation Corporation which was financed by Federal funds.

3266. DAILY OFFICE CALLS, 1935 to date. Showing number of

people calling office during the day, number and date of calls, and names of clients. (Occasionally, official.) 3 x 5 bundles, 8 in., on steel shelf. Office. (68A)

3267. EMERGENCY GRANTS, 1935 to date. Record of grants to clients, showing purpose for farm rehabilitation for which grant is not repayable by client. (Occasionally, official.) 8 x 11 bundles 8 in., on steel shelf. Office. (69A)

3268. MISCELLANEOUS CORRESPONDENCE, 1935 to date. Pertaining to emergency loans and grants, office personnel, travel orders, salaries and appointments, quarterly reports made by clients denoting progress on place on which standard loan was made, and list of rejected loans. (Frequently, official.) 9 x 18 folders, 1 ft. 6 in., in steel filing case. Office. (67A)

3269. YUBA AND SUTTER COUNTY CLIENTS, 1935 to date. List showing money collected on loans from clients, clients who have received standard loans and emergency loans for burned area, and list showing names and addresses of clients who have chattel mortgages covering crops and livestock. (Frequently, official.) 5 x 8 cards and 9 x 18 folders, 5 ft. 4 in., in 3 drawers of steel filing case and in 2 drawers of card cabinet. Office.

MERCED

RURAL REHABILITATION DIVISION DISTRICT OFFICE Hill Bldg., 715 L St.

This office for District 15 was established on June 1, 1935. From June 1, 1935 to December 1, 1936, space was occupied in the Braner Building at Madera and from December 2, 1936 to date at the present location. It has jurisdiction over Merced, Mariposa, and Madera Counties.

3270. APPROVED LOANS, June 1935 to date. Form RA-FI 5, Public Voucher, showing voucher number, location, statement of account, distribution of future payments, certification, check number, date, and amount; Form RA-RR 12, Application For Rehabilitation, showing applicant's name, location of farm, race, type of farm, previous farm experience, accepted for relief, cash income received, agencies which have loaned money to applicant for farming, description of farm, and present resources and facilities; Form RA-RR 14, Supplement to Annual Farm Plan Form, showing title, location of farm, land, buildings and improvements, estimated livestock and poultry, and cash income; Form RA-RR 14, Annual

Farm Business Statement and Farm Plan, showing borrower's name, report of last year's business, total in crops, summary, financial statement, crop and livestock plan, financial plan for coming year, summary, date, client, homemaker, RR home supervisor, RR supervisor, and Resettlement Administration supervisor; Form RA-RR 15, Loan Agreement and Request For Funds, showing loan agreement, name of client, post office and route number, type of case, number of persons, color, sex, and age of borrower; Form RA-RR 16, Transmittal of Request for Funds, showing that accompanying documents are necessary when application is made; Form RA-RR 19, Supervisor's Farm Visit Report, showing RR case number, date, name of client, post office and route number itemized report, comments, and Rural Rehabilitation supervisor; Form RA-IX-RR 23, Confidential Summary Sheet, showing analysis data for RR division home plan, farm plan, and remarks; Form FSA 30-4b, Chattel, Crop and Livestock Mortgage, showing RR case number, address, amount, description of equipment, description of identification mark, and signature and acknowledgement; Form RA-LE 30, 50A, Chattel Mortgage Covenant, showing applicant's signature; Form RA-LE 31.2, Chattel Mortgage-Note B, showing check number, RR case number, amount, and signatures; Form RA-LE 32.2, Waiver of Lien and Non-disturbance Agreement, showing sworn relinquishment of liens; Form RA-RR 36b, Annual Home Business Statement and Home Management Plan, showing farm plan case, RR case, beginning month, name, number in family, food, operating supplies, household furnishings, and equipment; Form FGA-IX, RR 65, Renewal Promissory-Note B, showing RR case number, date, sum, installments, dates, wife's name, post office address, and correspondence between this office, client, and state office; Form RA-RR 89, Farm Debt Adjustment Individual Case Report, showing county, name of debtor, address, number of acres, assets, indebtedness, method of adjustment, date, and signature of chairman-secretary; Form RA-LE 90, Application for Release of Mortgaged Property, showing name of client, post office and route number, description of property to be sold or exchanged, purpose for which property is to be released, recommendations, date, and RR supervisor; Form RA-LE 100.4 or 100.50 revised, Partial Release of Chattel, Crop and Livestock Mortgage, showing code, RR case number, descriptive release sworn to by supervisor, and date; Form FSA-RR 126, Loan Servicing Information, showing RR case number, date, surname, given name, address, loan, repayment, and security information with list of other chattels owned by borrower including growing crops and recommendations; Form RA-RR 127, Forbearance Recommendation, showing name and recommendations of county RR supervisor. Filed alphabetically. (Daily, official.) 9 x 15 folders, 13 ft. 9 in., in 8 drawers of steel filing cases. R. 105A (122)

2271. GENERAL FILE, June 1935 to date. Correspondence pertaining to advances, applications, cooperatives, home supervisor, investigations, loan allocations, loan deletions, personnel, bonds, leaves of absence, supplemental loans, travel, etc.; Form RA-BM 9a, Resettlement Administration; Form RA-PE 11, Application for Leave-

Field; Form RA-RR 12, Application for Rehabilitation, showing applicant's name, location of farm, race, type of farm, previous farm experience, whether accepted for relief, cash income received, agencies which have loaned money to applicant for farming, description of farm, and present resources and facilities; Form RA-RR 14, Supplement to Annual Farm Plan Form, showing title, location of farm, land, buildings and improvements, estimated livestock and poultry, and cash income; Form RA-RR 14, Annual Farm Business Statement and Farm Plan, showing borrower's name, report of last year's business, total in crops, summary, financial statement, crop and livestock plan for coming year, summary, date, client, homemaker, RR home supervisor, RR supervisor, and Resettlement Administration supervisor; Form RA-RR 15, Loan Agreement and Request for Funds, showing loan agreement, name of client, post office and route number, type of case, number of persons, and color, sex, and age of borrower; Form RA-RR 16, Transmittal of Request for Funds, showing the accompanying documents necessary when application is made; Form RA-RR 19, Supervisor's Farm Visit Report, showing RR case, date, name of client, post office and route number, itemized report, comments, and Rural Rehabilitation supervisor; Form RA-IX. RR 23, Confidential Summary Sheet, showing analysis data for RR division home plan, farm plan, and remarks; Form RA-RR 36b, Annual Home Business Statement and Home Management Plan, showing farm plan case, RR case, beginning month, name, number in family, cost of food supplies, household furnishings, and equipment, and operating expenses; Form FSA-RR 126, Loan Servicing Information, showing RR case number, date, surname, given name, address, loan, repayment, and security information including other chattels such as growing crops owned by borrower, and recommendations; Form 1012, Public Voucher for Reimbursement of Travel and Other Expenses Including Per Diem; Form 1034, Public Voucher for Purchases and Services other than Personal; Form 1044, Schedule of Collections. (Daily, official.) 9 x 12 folders, 3 ft. 8 in., in 3 drawers of steel filing case. R. 105. (120)

3272. INDEX TO CLIENTS, June 1935 to date. Showing name, address, file number, amount of loans and supplementary loans, dates of mortgages, payment due date, and amounts due, paid, and delinquent. Filed alphabetically, by county. (Daily, official.) 5 x 8 cards, 6 in., in card cabinet. R. 105. (119)

3273. TICKLER FILE, June 1935 to date. Giving name and address of client to whom notices are to be mailed. Filed alphabetically, by name and chronologically. (Daily, official.) 3 x 5 cards, 8 in., in card cabinet. R. 105. (118)

MODESTORURAL REHABILITATION DIVISION
DISTRICT OFFICE
Beaty Bldg., 1024 J St.

This office was established in June 1935. The purpose of the Rural Rehabilitation program is to aid farm families on relief to become self-sustaining on land on which they are now located, or in the vicinity thereof. Moderate sums are loaned them to be invested in capital goods and for subsistence goods until they are able to provide their own subsistence. It has jurisdiction over Stanislaus, Tuolumne, and the northern part of Merced Counties.

3274. APPROVED LOANS, June 1935 to date. Form RA-FI 5, Public Voucher, showing voucher number, location, statement of account, distribution of future payments, certification, check number, date and amount; Form RA-RR 12, Application for Rehabilitation, showing applicant's name, location of farm, race, type of farm, previous farm experience, accepted for relief, cash income received, agencies which have loaned money to applicant for farming, description of farm, and present resources and facilities; Form RA-RR 14, Annual Farm Business Statement and Farm Plan, showing name of borrower, report of last year's business, total in crops, summary, financial statement, crop and livestock plan, financial plan for coming year, summary, date, client, homemaker, RR home supervisor and RR supervisor; Form RA-RR 14, Supplement to Annual Farm Plan Form, showing title, location of farm, land, buildings and improvements, estimated livestock and poultry, cash income, and correspondence between this office, client, and state office; Form RA-RR 15, Loan Agreement and Request for Funds, showing loan agreement, name of client, post office and RFD address, type of case, number of persons, color, sex, or borrower, and age of borrower; Form RA-RR 16, Transmittal of Request for Funds, showing accompanying documents necessary when application is made; Form RA-RR 19, Supervisor's Farm Visit Report, showing RR case, date, name of client, post office and RFD address, itemized report, comments, and Rural Rehabilitation supervisor; Form RA-IX, RR 23, Confidential Summary Sheet, analysis data for RR division, showing home plan, farm plan, and remarks; Form FSA 30-4B, Chattel, Crop and Livestock Mortgage, showing RR case number, name, address, amount, description of equipment, description of identification mark, and signature; Form RA-LE 30.50A, Chattel Mortgage Covenants, showing applicant's signature; Form RA-LE 31.2, Chattel Mortgage-Note B, showing check number, RR case number, amount, and signatures; Form RA-LE 32.2, Waiver of Lien and Non-disturbance Agreement, showing sworn relinquishment of liens; Form RA-RR 36b, Annual Home Business Statement and Home Management Plan, showing farm plan case, RR case, beginning month, name, number in family, food, operating expenses, supplies, household furnishings, and equipment; Form FGA-IX, RR 65, Renewal Promissory Note B, showing RR case number, date, sum, installments, dates, name of

wife, and address; Form RA-RR 89, Farm Debt Adjustment Individual Case Report, showing county, name of debtor, address, number of acres, assets, indebtedness, method of adjustment, date, and signature of chairman-secretary; Form RA-LE 90, Application for Lease of Mortgaged Property, showing name of client, post office and RFD address, description of property to be sold or exchanged, purpose for which property is to be released, recommendations, date and RR supervisor; Form RA-LE 100.4 (100.50 revised) Partial Release of Chattel, Crop, and Livestock Mortgage, showing code, RR case, descriptive release sworn to by supervisor, and date; Form FSA-RR 126, Loan Servicing Information, showing RR case number, date, name, address, loan information, repayment information, security information, other chattels owned by borrower including growing crops, and recommendations; Form RA-RR 127, Forbearance Recommendation, showing surname and recommendations of county RR supervisor. Filed alphabetically, by name of client. (Daily, official.) 9 x 15 folders, 5 ft. 2 in., in 4 drawers of steel filing case. R. 304. (108)

3275. COOPERATIVES, AND PERSONNEL, June 1935 to date. Copies of correspondence; individual records for personnel; "travel" overtime reports; expense accounts; Form RA-FI 5, Public Voucher, showing voucher number, location, statement of account, distribution of future payments, certification, check number, date, and amount; Form RA-RR 15, Loan Agreement and Request for Funds, showing loan agreement, name of client, post office and RFD address, type of case, number of persons, and color, sex, and age of borrower; Form RA-RR 16, Transmittal of Request for Funds, showing accompanying documents necessary when application is made; Form FSA-30-4B, Chattel, Crop and Livestock Mortgage, showing RR case number, name, address, amount, description of equipment, description of identification marks, signature, and acknowledgement; Form RA-LE 31.2, Chattel Mortgage-Note B, showing check number, RR case number, amount, and signatures; Form RA-LE 32.2, Waiver of Lien and Non-disturbance Agreement showing sworn relinquishment of liens; Form FGA-IX RR 65, Renewal Promissory Note B, showing RR case number, date, sum, installments, dates, name of wife, and address; Form FSA-RR 126, Loan Servicing Information, showing RR case number, date, name and address, loan information, repayment and security information and other chattels owned by borrower including growing crops, and recommendations. (Daily, official.) 9 x 12 folders, 2 ft., in steel filing case. R. 304. (112)

3276. GENERAL FILE, June 1935 to date. Copies of letters to and from regional and state offices, requisitions, recorders' receipts, Farm Production Credit Corporation and Surplus Commodity Corporation correspondence, telegrams received and sent, personnel records, reports on clients (part or full owners), cash tenants, partnership tenants, emergency loans, debt adjustments, equipment inventories, and bulletins. Arranged alphabetically. (Daily,

official.) 9 x 12 folders, 1 ft. 8 in., in wooden filing case.
R. 304. (109)

3277. INDEXES, June 1935 to date. File divided into three sections: (1) list of all clients of this office, showing name, location, case number, amount of loan, type of loan, and recording date; (2) repayment schedule cards used as reminder for sending payment notices; (3) list of clients whose loans have been cancelled or paid. Filed chronologically and alphabetically. (Daily, official.) 5 x 8 cards, 7 in., in card cabinet. R. 305. (115)

3278. LIQUIDATED AND PAID FILE, June 1935 to date. Divided into three groups: Paid Off, Cancelled, and Being Liquidated. Contents are the same as those described in Report 108. Arranged alphabetically, by name of client. (Daily, official.) 9 x 15 folders, 2 ft., in steel filing case. R. 304. (110)

3279. LOAN APPLICATIONS, June 1935 to date. Loans pending which are transferred to "loans rejected" or to "approved loan" file; also correspondence and forms similar to those itemized in Report 108. Filed alphabetically, by applicant's name. (Daily, official.) 9 x 12 folders, 2 ft. 2 in., in 2 drawers of steel filing case. R. 304. (111)

3280. SCHEDULE OF COLLECTIONS, June 1935 to date. Form 1044, showing name of remitter, date paid, receipt number, amount, fund to which money was credited, date, and signature of local supervisor. Filed chronologically. (Daily, official.) 9 x 13 loose sheets, 10 ft. 6 in., in 4 Shannon transfer cases. R. 304. (113)

OROVILLE

RURAL REHABILITATION DIVISION
DISTRICT OFFICE
Old Post Office Bldg., 1344 Huntoon St.

This office for District 4 was established on June 12, 1935 and has jurisdiction over Butte and Plumas Counties.

3281. GOVERNMENT MANUAL, June 1935 to date. Circular letters and bulletins pertaining to procedure for granting loans and office administration. (Daily, official.) 10 x 11½ loose-leaf books, 4 in., on desk. SW. room. (44A)

3282. INTAKE CASES, June 1935 to date. Case history pertaining to emergency grants, property leases, etc. Arranged alphabetically, by name of client. (Daily, official.) 9 x 11-3/4 folders, 2 ft.,

in 2 drawers of filing case. SW. room. (46A)

3283. LOAN AGREEMENT CASES, June 1935. Record of loans according to Form RA-RR 15, Loan Agreement and Request for Funds, showing case number, date and amount of loan, name and address of client, client's signature, and an agreement by client to keep records and accounts as prescribed by the Resettlement Administration and to use the funds to purchase goods listed on back of agreement form. (Daily, official.) 9 x 11½ folders, 3 ft., in 2 drawers of filing case. SW. room. (45A)

3284. OFFICE ADMINISTRATION, June 1935 to date. Forms and bulletins pertaining to office administration and personnel: employment applications, list of positions filled, salaries, expense accounts, separations, and requisitions for office supplies and equipment. (Daily, official.) 9 x 11-3/4 folders, 2 ft., in filing case. SW. room (47A)

3285. ACCEPTED EMERGENCY GRANT CLIENTS, Dec. 1935. Form RA-RR 18, Acceptance of Case as RR Client, showing case number, name and address of client, date of acceptance, and date received by this office. (Daily, official.) 10½ x 12½ loose-leaf books, 3 in., on desk. SW. room. (42A)

3286. EMERGENCY GRANT FILE, Dec. 1935 to date. Record of grants, showing name and address of client and purpose of future farm rehabilitation. (Daily, official.) 9 x 11-3/4 folders, 5 in., in filing case. SW. room. (48A)

3287. REJECTED EMERGENCY GRANT CLIENTS, Dec. 1935. Correspondence, reports, and Form RA-RR 65c, Rejection of Case, showing name and address of client, by whom referred, case number, and reason for rejection of loan. (Daily, official.) 10½ x 12½ loose-leaf books, 3 in., on desk. SW. room. (43A)

RED BLUFF

RURAL REHABILITATION DIVISION DISTRICT OFFICE

United States Post Office, Walnut and Jefferson Sts.

This office for District 2 was established on December 1, 1935 and has jurisdiction over Lassen, Shasta, Tehama, Trinity, Siskiyou, and Modoc Counties.

3288. CORRESPONDENCE, Dec. 1935 to date. Pertaining to reports, office supplies, inter-office communications, inventory reports,

vouchers for telephone and telegraph calls, receipt of checks, and personal correspondence. (Daily, official.) 9 x 12 folders, 14 ft., in 4 drawers of wooden filing case. R. 208. (185A)

3289. PENDING CASES, Dec. 1935 to date. Correspondence pertaining to applications for loans on which final decision is pending, awaiting completion of inquiries and data. (Occasionally, official.) 9 x 12 folders, 9 in., in steel filing case. R. 208. (183A)

3290. STANDARD CASES AND GRANT LOANS, Dec. 1935 to date. Form RA-RR 12, Referral of Case; Form RA 1, Questionnaire for Farm Assistance; Form RA-RR 13, Confidential Report; Form RA-RR 59, Recommendation for Emergency Rehabilitation Grant; Form RA-FI 58a, Public Voucher for Direct Relief; Form CF-RR 300, Capital Expenses by Month for Year; Form RA-RR 36, Annual Home Business Statement and Home Management Plan; Form RA-RR 14, Annual Farm Business Statement and Farm Plan; Form CF-RR 138, Supplement to Form RA-RR 14, Annual Farm Plan; Form RA-RR 15, Loan Agreement and Request for Funds; Form RA-RR 17, Action Taken by State RR Office on Request for Funds; Form RA-RR 18, Acceptance of Case as RR Client; Form RA-RR 65c, Rejection of Case. Filed alphabetically, by name of client. (Daily, official.) 9 x 12 folders, 7 ft. 1 in., in 8 drawers of wooden and steel filing cases. R. 208. (184A)

RIVERSIDE

RURAL REHABILITATION DIVISION
DISTRICT OFFICE
Lerner Bldg., 3131 - 10th St.

This office for District 22 was established in June 1935 at the present location and was transferred to the Department of Agriculture in January 1937. Records listed in this section are those for Riverside County only.

3291. REHABILITATION RECORDS AND CORRESPONDENCE, June 1935 to date. Correspondence, bids, purchase orders, etc.; Form RA-RR 19, Application for Rehabilitation, showing types of cases referred and transferred, farm plan, loan agreement, and rejections. Arranged alphabetically and numerically. (Daily, official.) 9 x 15 folders and 10 x 12 loose-leaf books (6), 5 ft. 3 in., in 13 drawers of metal filing cases, in 2 pasteboard boxes, and on metal table. Rs. 103, 105, and 111, 2d floor. (474A)

SALINAS

RURAL REHABILITATION DIVISION
DISTRICT OFFICE
Bank of America Bldg., 9 W. Gabilan St.

This office was established on July 1, 1935 and occupied quarters at 234 Monterey Street from July 1 to September 1, 1935 at which time it was moved to its present location. At the time this survey was made, this office had jurisdiction over Monterey, San Benito, Santa Cruz, and the northern half of San Luis Obispo Counties. The San Luis Obispo County records have since been sent to the newly created San Luis Obispo-Santa Barbara County Office at San Luis Obispo. The records of Monterey, San Benito, and Santa Cruz Counties have been moved to the present district headquarters at San Jose. All reports are sent to San Francisco headquarters.

3292. GENERAL CORRESPONDENCE, July 1, 1935 to date. Correspondence to and from San Francisco headquarters, covering all office operations. Filed alphabetically. (Daily, official.) 12 x 15 folders, 2 ft., in 2 drawers of filing case. R. 20. (5A)

3293. LOAN DOCKETS AND COMPLETED DOCKETS - ACTIVE, July 1, 1935 to date. Copies of survey reports, correspondence, and reports, covering all active loans and projects completed. Filed by counties. (Daily, official.) 12 x 15 folders, 7 ft. 6 in., in 4 drawers of filing case. R. 20. (6A)

SAN BERNARDINO

RURAL REHABILITATION DIVISION
DISTRICT OFFICE
Mapes Bldg., Court and D Sts.

This office for District 20 was established on April 8, 1935. It occupied quarters in the SERA Building, 1148 E Street, until the fall of 1936; Federal Building, 5th and D Streets, until December 1936, when it was moved to its present location. It has undergone no administrative reorganization since its establishment. At the time of this survey this office had jurisdiction over San Bernardino and Orange Counties. Part of the records of the discontinued Orange County Office are at a newly created office at Santa Ana and the balance at Riverside.

3294. GENERAL RECORD OF CLIENTS, Dec. 1935 to date. Showing name and address, amount owed by client, dates of payments, and amount paid; also general expenses of client for food, clothing,

utilities, medical care, equipment, old debts, real estate, livestock, feed, grant, and miscellaneous farming; also general information regarding client. (Daily, official.) 15 x 20 loose sheets, 1 in., on shelf. R. 22. (92A)

3295. INDEX OF VISITS TO CLIENTS, Dec. 1935 to date. Home supervisor's index of visits to clients, showing name and address, date visited, conditions found, and report covering amount paid to date and balance due by client. (Daily, official.) 10 x 12 loose-leaf books, 3 in. R. 22. (93A)

3296. MISCELLANEOUS CORRESPONDENCE, REPORTS, AND GENERAL RECORDS, Dec. 1935 to date. General correspondence and reports between this office and the Berkeley and San Francisco offices, pertaining to mortgage information, reports on repossessed property, requisitions, estimates of traveling expenses, statistical data, and register sheets. (Daily, official.) 9 x 12 folders, 2 ft., in steel filing case. R. 22. (95A)

3297. ORDERS, CIRCULARS, AND BULLETINS, Dec. 1935 to date. Circular letters and bulletins from Washington and Berkeley; general and administrative orders, current forms, organization charts, field letters, and instructions. (Occasionally, official.) 10 x 12 loose-leaf books (14), 2 ft., on steel filing case. R. 22. (91A)

3298. STANDARD PLANS AND APPLICATIONS, Dec. 1935 to date. Form RA-RR 20, Client's Quarterly Farm Progress Report; Form RA-RR 19a, Supervisor's Farm Visit Report; Form RA-RR 14, Annual Farm Business Statement and Farm Plan; Form RA-RR 13, Confidential Report; Form RA-LE 31.2b, Real Estate and Chattel Mortgage; Form RA-RR 35, Supplement to Form RA-RR 14, Annual Home Business and Management Plan; Form RA-9 RR 12, Questionnaire for Farm Assistance; Form RA-RR 16, Transmittal of Request for Funds; Form RA-RR 59, Recommendation for Emergency Rehabilitation Grant; Form RA-RR 18, Acceptance of Case as RR Client; Form RA-LE 90b, Application for release of Mortgaged Property; Form RA-LE 4, Partial Release of chattel and Crop and Livestock Mortgage; Form RA-LE 30-4, Real Estate and Chattel Mortgage of Crop and Livestock. See addenda for detailed description. Filed alphabetically, by name of client. 3 x 5 and 5 x 8 card indexes. (Daily, official.) 9 x 12 folders, 13 ft., in 7 drawers of steel filing cases. R. 22. (90A, 94A)

SAN DIEGORURAL REHABILITATION DIVISION
DISTRICT OFFICE
Spreckles Bldg., 2d and Broadway

This office for District 23 was established on July 1, 1935 and has occupied the present quarters since that date. It has jurisdiction over San Diego County.

3299. APPROVED AND REJECTED LOANS, July 1935 to date. Form RA-RR 18a, Acceptance of Case as RR Client; Form RA-RR 65c, Rejection of Case; Form RA-RR 15, Loan Agreement and Request for Funds; Form RA-RR 19, Application for Rehabilitation; Form RA-LE 31.2, Chattel Mortgage, Note B; Form CF-RR 138, Supplement to Form RA-RR 14; Form RA-RR 36, Annual Home Business Statement and Home Management Plan; Form RA-RR 14, Annual Farm Business Statement and Farm Plan; Form RA-IX-RR 23, Analysis Data for RR Division-Home Management Plans; Form RA-FI 5, Public Voucher; Form RA-LE 30-4-8, Chattel Crop and Livestock Mortgage. See addenda for detailed description. Filed alphabetically, by name of client. (Daily, official.) 9 x 12 folders, 8 ft., in 4 drawers of steel filing case. R. 248. (1223A)

3300. EMERGENCY GRANT, July 1, 1935 to date. Form RA-RR 59, Recommendation for Emergency Rehabilitation Grant and Form RA-FI 58, Public Voucher for Direct Relief in stricken agricultural area; also correspondence pertaining to emergency grants. See addenda for additional description. Filed alphabetically, by name of client. (Seldon, official.) 9 x 12 folders, 6 ft., in 3 drawers of steel filing case. R. 248. (1224A)

SAN JOSERURAL REHABILITATION DIVISION
DISTRICT OFFICE
Grant Bldg., 47 W. Santa Clara St.

This office for District 11 was established in March 1935. It occupied quarters in the Campen Building, 220-230 W. Santa Clara Street from March to October 1935 at which time it was moved to its present location. The records in this section are for Santa Clara, San Mateo, and San Francisco Counties and those of former District 9, consisting of Alameda, Santa Cruz, Monterey, and San Benito Counties. (The records surveyed in Salinas, California, Former California District 18, are not in this office.)

3301. CONFIDENTIAL REPORT, May 1935 to date. Form RA-RR 13,

confidential report of supervisor after investigation of applicant is completed, consists of recommendation for rehabilitation in present place, resettlement, ability of applicant to succeed and repay loan, and approval or disapproval of loan. (Daily, official.) 8 x 10½ pockets, 4 ft. 4 in., in 4 drawers of filing case. Rs. 24 and 25. (333A)

3302. QUESTIONNAIRE FOR FARM ASSISTANCE, May 1935 to date. Form RA 1, showing name of state, county, and date of application for assistance; name and address of client, nationality, race, education, occupation, disabilities, age, name and number of dependents, past employment, properties held, indebtedness, budget of necessities, purpose of loan, and signatures of husband and wife. (Daily, official.) 8 x 10½ pockets, 4 ft. 4 in., in 4 drawers of filing case. Rs. 24 and 25. (332A)

3303. RECOMMENDATION FOR EMERGENCY REHABILITATION GRANT, May 1935 to date. Form RA-RR 59, showing case and budget number, surnames and given names of client and wife, address, number in family, number of adults of each sex, and ages and sex of children; estimated and itemized family budget, estimated income, budget summary, and dates on which payments are to be made with totals for the three-months period of the grant; signed by RR supervisor and by resettlement administrator if approved by him. (Rarely, official.) 8 x 10½ pockets, 4 ft. 4 in., in 4 drawers of filing case. Rs. 24 and 25. (334A)

3304. REFERRAL OF CASE, May 1935 to date. Form RA-RR 12, used by SRA or other agencies to refer case to this bureau, showing name and address of applicant, condition of applicant, description of case, if farmer, laborer, owner, renter, life on farm, and experience, relief status, length of time on relief, amounts received, circumstances which necessitated client to seek relief, size of family, and character and morals as observed by social worker. (Daily, official.) 8 x 10½ pockets, 4 ft. 4 in., in 4 drawers of filing case. R. 24. (331A)

3305. ACCEPTANCE OF CASE AS RURAL REHABILITATION CLIENT, June 1935 to date. Form RA-RR 18, showing RR case number, name and address of client, and date of acceptance. (Occasionally, official.) 8 x 8½ pockets, 4 ft. 4 in., in 4 drawers of filing case. Rs. 24 and 25. (345A)

3306. ACTION TAKEN BY STATE RURAL REHABILITATION OFFICE ON REQUEST FOR FUNDS, June 1935 to date. Form RA-RR 17, narrative description by state administrator of action taken regarding request for loan. (Occasionally, official.) 8 x 8½ pockets, 4 ft. 4 in., in 4 drawers of filing case. Rs. 24 and 25. (344A)

3307. ANNUAL FARM BUSINESS STATEMENT AND FARM PLAN, June 1935 to date. Form RA-RR 14, report of last year's business, crop pro-

duction and sales, livestock sales and sales and total income; also financial statement, assets in crops and stock, and debts owed; crop and livestock plan for coming year, estimated production, feed requirements, financial plan for coming year, and estimated expense and income. Information is used to determine ability of client repaying loan. (Occasionally, official.) 8 x 10½ pockets, 4 ft. 4 in., in 4 drawers of filing case. Rs. 24 and 25. (338A)

3308. ANNUAL HOME BUSINESS STATEMENT AND HOME MANAGEMENT PLAN, June 1935 to date. Form RA-RR 36, showing farm plan case number, RR case number, date of beginning and ending of year, name of client and wife, address, number in family, ages and sex of children; itemized table of foods, showing quantity used last year, amount on hand, total quantity needed, and quantity to be produced and purchased during coming year. (Occasionally, official.) 8 x 10½ pockets, 4 ft. 4 in., in 4 drawers of filing case. Rs. 24 and 25. (337A)

3309. CAPITAL EXPENSES BY MONTH, June 1935 to date. Form CF-RR 300, itemized cost of subsistence of family if placed on farm, showing possible cash income for year, fixed charges, and possible operating expenses. (Occasionally, official.) 8 x 10½ pockets, 4 ft. 4 in., in 4 drawers of filing case. Rs. 24 and 25. (336A)

3310. DESCRIPTION OF CHATTELS TO BE MORTGAGED, June 1935 to date. Giving description of all land, equipment and stock now owned, of equipment to be purchased or built with the loan, of additional stock, if any, to be purchased, and showing exactly how money is to be used in event loan is approved. (Occasionally, official.) 8 x 10½ pockets, 4 ft. 4 in., in 4 drawers of steel filing case. Rs 24 and 25. (340A)

3311. LOAN AGREEMENT AND REQUEST FOR FUNDS, June 1935 to date. Form RA-RR 15, loan agreement signed by client and RR supervisor, showing date and amount of loan, name and address of client, nationality, race, sex, and age of client; also gives list of goods and services to be purchased. This form is used when RR supervisor approves loan and requests loan to be made. (Occasionally, official.) 8 x 10½ pockets, 4 ft. 4 in., in 4 drawers of filing case. Rs. 24 and 25. (341A)

3312. PUBLIC VOUCHER, June 1935 to date. Form RA-FI 5, voucher used when Resettlement Administration loan is approved and made, showing voucher and loan numbers, location, name and address of borrower, amount of loan, signature of client and disbursing officer. (Occasionally, official.) 8 x 10½ pockets, 4 ft. 4 in., in 4 drawers of filing case. Rs. 24 and 25. (342A)

3313. PUBLIC VOUCHER FOR DIRECT RELIEF IN STRICKEN AGRICULTURAL AREAS, June 1935 to date. Form RA-FI 58a, certifications by state office to Treasury for payments of direct relief, showing district

office voucher number, Resettlement Administration voucher number, state, county appropriation and title, date, names of recipients, case number, cause for direct relief, loan payment vouchers, amount and check numbers with totals, signature of person verifying account, statement of approval, and eligibility of clients. (Rarely, official.) 8 x 10½ pockets, 4 ft. 4 in., in 4 drawers of filing case. Rs. 24 and 25. (335A)

3314. REJECTION OF CASE, June 1935 to date. Form RA-RR 65c, showing RR case number, name and address of client, by whom referred, and reason for rejection of loan. (Occasionally, official.) 5 x 8 pockets, 1 ft. 4 in., in 4 drawers of filing case. Rs. 24 and 25. (346A)

3315. SUPPLEMENT TO ANNUAL FARM PLAN, June 1935 to date. Form CF-RR 138, supplement to Form RA-RR 14, showing condition of farm at beginning of second year, condition of land and water level, condition of buildings and improvements with improvements needed, estimate of livestock and poultry, number of animals and their health, cash income for year and explanation of difference in income from year preceding. From this information, budget is made for coming year. (Occasionally, official.) 8 x 10½ pockets, 4 ft. 4 in., in 4 drawers of filing case. Rs 24 and 25. (339A)

3316. TRANSMITTAL OF REQUEST FOR FUNDS, June 1935 to date. Form RA-RR 16, showing name, address, referred case, and confidential report on client. It is used to list each document transmitted in support of request for loan. Each document listed is numbered consecutively. (Occasionally, official.) 8 x 10½ pockets, 4 ft. 4 in., in 4 drawers of filing case. Rs. 24 and 25. (343A)

SANTA ANA

RURAL REHABILITATION DIVISION
DISTRICT OFFICE
Ramona Bldg., 5th and Sycamore Sts.

This office was established in April 1935. Part of the records of this section were surveyed in the San Bernardino district office. Since that survey the districts have been changed and this office created to handle Rural Rehabilitation activities in Orange County only.

3317. CLIENT AND STANDARD CASES, Apr. 1935 to date. Form RA-RR 36, Annual Home Business Statement and Home Management Plan; Form CF-RR 654, Summary of Balance at end of month; Form CF-RR 657, Classified Daily Record of Money Paid Out for Living Expenses;

Form CF-RR 655, Classified Daily Record of Money Paid Out for Farm Expenses, Loans, etc; Form RA-RR 19, Supervisor's Farm Visit Report; Form RA 9 RR 12, Questionnaire for Farm Assistance; Form RA-RR 13, Confidential Report; Form RA-RR 36, Supplement to RA-RR 14, Annual Home Business Statement and Home Management Plan, Form RA-LE 30.50a, Chattel Mortgage Covenants; Form RA-LE 30-4-8, Chattel, Crop and Livestock Mortgage. See addenda for detailed description. (Daily, official.) 10 x 12 folders, 13 ft. 6 in., in 9 drawers of steel filing cases. R. 217. (128A)

SANTA ROSA

RURAL REHABILITATION DIVISION DISTRICT OFFICE

Rosenberg Bldg., 306 Mendocino Ave.

This office for District 6 was established in June 1935. It occupied quarters in the Lepl Building, Exchange Avenue, from June to October 1935, when it was moved to present location. The records in this section are for former California District 6, comprising Sonoma, Napa, and Marin Counties. California Districts 1 and 6 have been combined, with headquarters at Santa Rosa, and the district now comprises Del Norte, Humboldt, Mendocino, Lake, Sonoma, Napa, and Marin Counties. The records of former California District 1 at Ukiah are now at this office.

3318. NATIONAL GOVERNMENT MANUAL, 1935. Instructions from the department of Agriculture, Washington. Arranged chronologically. (Daily, official.) 9 x 12 vols., 3 in., on cabinet. R. 501. (553A)

3319. ACCOUNT BOOK, June 1935 to date. Showing amount loaned and due, actual payments, and record of supplemental loans. Arranged numerically. (Daily, official.) 9 x 12 vols., 3 in., on cabinet. R. 501. (551A)

3320. ADMINISTRATION BULLETINS AND STATE INSTRUCTIONS, June 1935 to date. Bulletins of instructions from Washington and state instructions based on bulletins from Washington. Filed chronologically. (Frequently, official.) 9 x 12 vols., 3 in., on filing case. R. 501. (542A)

3321. CASE RECORDS AND GENERAL CORRESPONDENCE, June 1935 to date. Incoming and outgoing correspondence pertaining to individual case records. Filed alphabetically, by subject. (Frequently, official.) 8½ x 11 folders, 7 ft., in 4 drawers of steel filing case. R. 501. (540A)

3322. DAILY INTAKE REPORT, June 1935 to date. Showing every contact made by individual workers in field, office, visits, telephone calls, and record of meetings. Arranged chronologically. (Daily, official.) $8\frac{1}{2}$ x 11 loose-leaf books, 2 in., on cabinet. R. 501. (554A)

3323. INSTRUCTIONS, June 1935 to date. Letters of instruction from Washington; orders and instructions for administrative procedure; origination float charts, graphs, administration notices, forms, Works Progress orders, field letters and instructions, miscellaneous correspondence, and state instructions relating to procedure and granting of loans. (Daily, official.) $8\frac{1}{2}$ x 11 loose-leaf books, 1 ft. 2 in., on cabinet. R. 501. (546A-550A)

3324. INTAKE BOOK, June 1935 to date. Record of applications received from Emergency Relief, Account Social Service, and non-relief clients. (Daily, official.) 9 x 12 vol., 1 in., on cabinet. R. 501. (552A)

3325. RECORD OF APPLICATIONS, June 1935 to date. Record of applications for loans. Filed alphabetically, by name of client. (Frequently, official.) 3 x 5 cards, 1 ft., in 3 card cabinets. R. 501. (545A)

3326. RECORD OF APPROVALS, June 1935 to date. Record of loans or emergency grants approved, signed and numbered by state office. Filed numerically. (Frequently, official.) 3 x 5 cards, 1 ft., in 3 card cabinets. R. 501. (544A)

3327. REQUISITIONS, June 1935 to date. Requests for supplies and services, alphabetical list of clients, loan agreements, and requests for funds. Arranged chronologically, and filed alphabetically. (Frequently, official.) $8\frac{1}{2}$ x 11 loose sheets, 3 in., on filing case. R. 501. (543A)

STOCKTON

RURAL REHABILITATION DIVISION DISTRICT OFFICE

Post Office, Cor. Lindsay and Hunter Sts.

This office for District 10 was established in November 1934. It occupied space in SERA headquarters, 337 E. Webber Street from November 1934 to August 1935 and in the City Hall from August 1 to October 31, 1935, at which time it was moved to present location. At the time of the survey this office had jurisdiction over San Joaquin County; since then Contra Costa County has been added. All

papers are filed. The only papers destroyed are market quotations after a period of six months.

3328. APPROVED LOANS, Feb. 1935 - Apr. 29, 1936. Form RA-RR 12, Referral of Case; Form RA 1, Questionnaire for Farm Assistance; Form RA-RR 13, Confidential Report; Form RA-RR 59, Recommendation for Emergency Rehabilitation Grant; Form RA-FI 58a, Public Voucher for Direct Relief; Form CF-RR 300, Capital Expenses by month for year; Form RA-RR 36, Annual Home Business Statement and Home Management Plan; Form RA-RR 14, Annual Farm Business Statement and Farm Plan; Form CF-RR 138, Supplement to Annual Farm Plan Form RA-RR 14; Form RA-RR 15, Loan Agreement and Request for Funds; Form RA-FI 5, Public Voucher; Form RA-RR 16, Transmittal of request for Funds; Form RA-RR 17, Action taken by State Rural Rehabilitation Office on Request for Funds; and Form RA-RR 18, Acceptance of Case as Rural Rehabilitation Client. See addenda for detailed description. Filed alphabetically, by name of client. (Daily, official.) 9 x 15 folders, 1 in., in steel filing case. R. 217. (357A)

3329. APPLICATIONS FOR LOANS REJECTED, July 1, 1935 - Apr. 29, 1936. Form RA-RR 19, Application for Rehabilitation and Form RA-RR 65c, Rejection of Case. See addenda for detailed description. (Daily, official.) 9 x 12 folders, 1 in., in steel filing case. R. 217. (364A)

3330. CLERICAL, July 1, 1935 - Apr. 29, 1936. Correspondence and reports pertaining to accepted and rejected cases, personnel records regarding appointments, separations, salaries and all matters pertaining to operation of this office. (Frequently, official.) 9 x 12 folders, 1 in., in steel filing case. R. 217. (351A)

3331. COOPERATIVE WINERIES, July 1, 1935 - Apr. 1936. Correspondence. (Frequently, official.) 9 x 12 folders, 1 in., in steel filing case. R. 217. (347A)

3332. DAIRY CATTLE, July 1, 1935 - Apr. 29, 1936. Correspondence regarding available dairy cattle and prices. (Frequently, official.) 9 x 12 folders, 1 in., in steel filing case. R. 217. (349A)

3333. FARM BUREAU, July 1, 1935 - Apr. 29, 1936. Correspondence, regarding survey by branch farm bureau of immediate needs of members. (Frequently, official.) 9 x 12 folders, 1 in., in steel filing case. R. 217. (358A)

3334. FARM DEBT ADJUSTMENT, July 1, 1935 - Apr. 29, 1936. Correspondence regarding foreclosure and proceedings. (Frequently, official.) 9 x 12 folders, 1 in., in steel filing case. R. 217. (355A)

3335. FILIPINO COLONIZATION, July 1, 1935 - Apr. 20, 1936. Agreements for lease of lands. (Frequently, official.) 9 x 12 folders, 1 in., in steel filing case. R. 217. (350A)
3336. FLOOD AREA, July 1, 1935 - Apr. 29, 1936. Reports and correspondence on flood districts. (Frequently, official.) 9 x 12 folders, 1 in., in steel filing case. R. 217. (362A)
3337. INTER-OFFICE, July 1, 1935 - Apr. 29, 1936. General correspondence covering administration notices, debt adjustment, inspections and investigations, organization, personnel, and office procedure. (Daily, official.) 9 x 12 folders, 1 in., in steel filing case. R. 217. (356A)
3338. INVENTORY, July 1, 1935 - Apr. 29, 1936. Inventory of office equipment and supplies. (Occasionally, official.) 9 x 12 folders, 1 in., in steel filing case. R. 217. (353A)
3339. INVOICES, July 1, 1935 - Apr. 29, 1936. Vouchers and contracts. (Frequently, official.) 9 x 12 folders, 1 in., in steel filing case. R. 217. (352A)
3340. MISCELLANEOUS CORRESPONDENCE, July 1, 1935 - Apr. 29, 1936. Pertaining to procedure covering acceptance and rejection of loans, debt adjustment, investigations and inspections, legal matters, office personnel, travel expenses, reports and office management. (Daily, official.) 9 x 12 folders, 1 in., in steel filing case. R. 217. (359A)
3341. MONTHLY COUNTY REPORTS, July 1, 1935 - Apr. 29, 1936. Report of applications of approved and rejected loans. (Occasionally, official.) 9 x 12 folders, 1 in., in steel filing case. R. 217. (361A)
3342. OFFICE SPACE, July 1, 1935 - Apr. 29, 1936. Correspondence pertaining to lease and occupation of office space. (Frequently, official.) 9 x 12 folders, 1 in., in steel filing case. R. 217. (360A)
3343. PROPERTY LISTS, July 1, 1935 - Apr. 29, 1936. List of available property for resettlement purposes. (Frequently, official.) 9 x 12 folders, 1 in., in steel filing case. R. 217. (363A)
3344. REQUISITIONS, July 1, 1935 - Apr. 29, 1936. Forms RA-BN 46a and RA-BM 9, requisitions for supplies and equipment for Rural Resettlement work, and correspondence relating to orders. (Frequently, official.) 9 x 12 folders, 1 in., in steel filing case. R. 217. (346A)
3345. WEEKLY REPORTS, July 1, 1936. Weekly reports of approved and rejected cases. (Frequently, official.) 9 x 12 folders, 1 in.,

in steel filing case. R. 217. (348A)

3346. MAPS, n. d. Soil and road maps, giving information regarding quality of soil, etc. (Daily, official.) Various sized maps, 1 in., on wall and on desk. R. 216. (354A)

SUSANVILLE

RURAL REHABILITATION DIVISION
COUNTY SUPERVISOR
Veterans Memorial Bldg., Main St.

This office was opened on February 27, 1936 with jurisdiction over Lassen County. The Susanville office has been abolished and all records of former California District 3 are now at Red Bluff which is designated as the Tehama County office of the Rural Rehabilitation Corporation. All reports were sent to the district office at Red Bluff.

3347. CIRCULAR LETTERS AND INSTRUCTIONS, Jan. 1936 to date. Letters, bulletins, manuals, and instructions, relating to activities and administration of this office. (Daily, official.) 10 x 11½ binder, 7 in., on shelf. Basement. (103)

3348. FARM LOANS, 1936. Form RA-FI 5; Public Voucher - Resettlement Administration Loans, showing DO and RA voucher and loan numbers, county, location, appropriation symbol, title, borrower or payee, address, statement of account, distribution of future payments, certification of correctness and approval by administration, and date. (Daily, official.) 10 x 12 folders, 6 in., in steel filing case. Basement. (100)

3349. FARM PLACE RECORDS, 1936 to date. Form RA-FI 5, Public Voucher - Loan Payments; Form RA-RR 12, Referral of Case; Form RA-RR 13, Confidential Report; Form RA-RR 14, Annual Farm Business Statement and Farm Plan; Form RA-RR 15, Loan Agreement and Request for Funds; Form RA-LE 32.2, Waiver of Lien on Non-Disturbance Agreement; Form RA-RR 59, Recommendation for Emergency Rehabilitation Grant; Form CF-RR 138, Supplement to Annual Farm Plan Form RA-RR 14; Form CF-RR 161, Requisition for Produced Commodities; Form CF-RR 200, Rural Supervisor's Weekly Report. (Daily, official.) 10 x 12 folders, 3 in., in steel filing case. Basement. (102)

3350. MISCELLANEOUS CORRESPONDENCE, Jan. 1936 to date. Letters and reports relating to applications for loans and their acceptances or rejections; inspections, investigations, legal matters, and

related subjects; also instructions, suggestions, and recommendations relating to the activities and administration of this office. (Daily, official.) 9 x 12 folders and binder, 1 in., on shelf. Basement. (104)

3351. PROSPECTIVE CLIENTS, 1936. Form RA-RR 14, Annual Farm Business Statement and Farm Plan, showing farm plan case, whether RR case, date, name of client and spouse, state and county, report of last year's business, livestock sales, summary, financial statement, crop and livestock plan, feed requirements, and financial plan for coming year; summary and loan analysis, signatures of client and supervisor; also relative correspondence and data. (Daily, official.) 10 x 12 folders, 6 in., in steel filing case. Basement. (101)

UKIAH

RURAL REHABILITATION DIVISION DISTRICT OFFICE Rudee Bldg., State and Stanley Sts.

This office for District 1 was established in February 1926 and has undergone no administrative reorganization. However, since this survey was made, the records of this office have been transferred to Santa Rosa, California. The Ukiah office formerly had jurisdiction over the former District 1 comprising Del Norte, Humboldt, Mendocino, and Lake Counties.

3352. STANDARD RURAL REHABILITATION CASES, Sept. 1935 to date. Form RA-RR 20, Client's Quarterly Farm Progress Report; Form RA-RR 14, Annual Farm Business Statement and Farm Plan; Form RA-RR 15c, Loan Agreement and Request for Funds; Standard Form 1064, Voucher of General Accounting Office; Form RA-RR 12, Referral of Case; Form RA-RR 13, Confidential Report; Form RA-RR 16, Transmittal of Request of Funds; Form RA-RR 18, Acceptance of Case as RR Client; Form 17b, showing action taken by state office on request for funds; Form 17c, Return of Documents; Form 65b, Rejection of Case. See addenda for detailed description. 3 x 5 card filing case. R. 5. (10A)

3353. STATE INSTRUCTIONS, Sept. 11, 1935 to date. Correspondence pertaining to activities of Advisory Committee, Emergency Grant Register; telegrams from and to state directors and assistants, county supervisors, county welfare secretaries, and regional auditor; correspondence and reports relating to home management

plans and loan register; personal correspondence of supervisor, correspondence relating to personnel, annual leaves, appointments, checks of employees relating to salaries, loans, and travel expenses; identification cards of employees, notes and assignments, oaths of office, office hours, paymasters' signature cards, time reports, and applications for employment; newspaper and radio publicity; requisitions for office supplies and correspondence relative to orders; Form 1044, Schedule of Collections, receipt of remittance from client to disbursing officer at San Francisco, showing payment on rehabilitation loan with interest as per chattel mortgage contract; SRA-WPA inventory of surplus commodities on hand in Mendocino county and relative correspondence; Forms 1034, and 1034a, Public Vouchers for Services other than Personal; Correspondence relating to subject vouchers for janitor service at Ukiah and telephone and miscellaneous services for Mendocino, Humboldt, Lake, and Del Norte counties; temporary receipt records showing repayments of clients, name and address of remitter, date payment received, amount and number, and if paid by cash, check or money order; Forms 1012a and RA-BM 99, Travel Expense Vouchers, showing expense incurred by supervisor and correspondence relative to same to and from regional finance manager and RR supervisor; Forms RA-RR 76a and RA-Gen 1, Monthly report of County Farm Debt Adjustment Committee to District Farm Debt Adjustment Supervisor at San Francisco for Lake and Mendocino counties; Form RA-RR 79, Supervisor's Report of Applications, showing applications on hand, referred applications received and rejected, and applications on hand at end of monthly period sent to state director, San Francisco; Form CF-RR.200, Rural Rehabilitation Supervisor's Weekly Report, giving time in field and office (hours), miles traveled each day, out-of-office calls and telephone calls, daily letters sent, group meetings attended, attendance at meetings, approximate collections submitted; standard RR cases in operation, and a narrative report for each week when traveling and farms visited; also minutes of Mendocino County RR Advisory Committee; Form RI-FI 58, Public Voucher for Direct Relief; Standard Form 1064, with correspondence, from various state and county offices; Form RA-FI 33, Emergency Grant Register, showing name of borrower and amount borrowed; RA-RR 36, Annual Home Business Statement and Home Management Plan; Forms RA-BN 462 and RM-BM 9, Requisition Vouchers for Office Supplies and correspondence relative to orders. (Frequently, official.) 8 x 10 folders (19) and 12 x 12 loose-leaf books (2), 1-ft. 5 in., on wooden table and in steel filing case. R. 5. (12A, 15A)

3354. ABRIDGED PROCEDURE MANUAL, Mar. 11, 1936 to date. Manual containing field instructions, field letters from Washington, organization charts, flow charts, graphs, forms, and Works Progress orders. (Frequently, official.) 12 x 12 loose-leaf books, 1 in., on wooden table. R. 5. (16A)

3355. APPLICATION OF COOPERATION IN THE 1936 SOIL CONSERVATION PROGRAM, Apr. - Dec. 1936. Department of Agriculture Adjustment

Administration Form WR 2, Work Sheet B, showing name and address of operator, date, signature of operator agreement entered into, description and location of land, utilization of land and adjusted acres, distribution of farm acreage, AAA contract data, and yield of major crops and base acreage. See addenda for further description. (Frequently, official.) 8 x 9 folders (4), 8 in., on wooden filing case. Fair. R. 5. (9A)

3356. CANCELLATIONS, REJECTIONS, APPLICATIONS, REFERRALS, AND INQUIRIES, Apr. 1936 to date. Correspondence pertaining to Form RA-RR 65c, Rejection of Case; Form RA-RR 12, Referral of Case; Form RA-RR 15c, Loan Agreement and Request for Funds; inquiries pertaining to each case. See addenda for detailed description. Filed alphabetically. (Occasionally, official.) 8 x 10 folders (40), 2 ft., in steel filing case. R. 5. (11A)

3357. INDEX TO COLLECTIONS, Apr. 1936 to date. Showing name, address, and RR number of client, amount of loan, when paid, repayments, when due, date of application and date mortgage executed, when recorded, and numbers of volume and page on which recorded. (Frequently, official.) 3 x 5 cards, 6 in., in card cabinet. R. 5. (13A)

3358. NUMERICAL CLASSIFICATION SUBJECT MANUAL INDEX, Nov. 1936 to date. See addenda for complete description. (Occasionally, official.) 12 x 12 loose-leaf books, 2 in., on desk. R. 5. (14A)

VENTURA

RURAL REHABILITATION DIVISION VENTURA COUNTY OFFICE County Courthouse

This office was established in 1934. At the time records were surveyed this office had jurisdiction over Ventura County. It has since been closed, the Ventura County records sent to Glendale office and the Santa Barbara County records moved to the San Luis Obispo County office at San Luis Obispo. On August 5, 1937 the Santa Barbara County and San Luis Obispo County case records were moved to Visalia. The Visalia supervisor now has jurisdiction over these two counties.

3359. CASE RECORDS, Jan. 1936 to date. Pamphlet entitled "Summary of the Possibilities and Limitations of Rural Rehabilitation Loans to Farmers"; Form RA-RR 12, Referral of Case; Form RA-RR 13, Confidential Report; Form RA-RR 15, Loan Agreement and Request for Funds; Form RA-RR 19, Supervisor's Farm Visit Report;

Form RA-RR 14, Annual Farm Business Statement and Farm Plan; Form RA 9 RR 12, Questionnaire for Farm Assistance. See addenda for description. (Frequently, official.) 9 x 15 folders, 3 ft., in 2 drawers of filing case. Main Office. (103A)

3360. CONFIDENTIAL REPORTS OF APPLICANTS FOR FARM GRANTS, Jan. 1936 to date. Form RA-RR 14, Annual Farm Business Statement and Farm Plan; Form RA-RR 59, Recommendation for Emergency Rehabilitation Grant; Form RA-RR 12, Referral of Case; Form RA-RR 65c, Rejection of Case; Form RA-RR 18, Acceptance of Case as Client. See addenda for detailed description. Filed alphabetically, by districts. (Daily, official.) 9 x 15 folders, 2 ft., in filing case. Main Office. (101A)

3361. MISCELLANEOUS CORRESPONDENCE AND REPORTS, Jan. 1936 to date. Form RA-RR 59, Recommendation for Emergency Rehabilitation Grant; Form CF-RR 187, Home Supervisor's Weekly Report; Form RA-RR 36, Annual Home Business Statement and Home Management Plan; Form RA-9 RR 12, Questionnaire for Farm Assistance. See addenda for detailed description. (Daily, official.) 9 x 15 folders, 1 ft. 6 in., in filing case. Main Office. (102A)

3362. RECORD BOOK, Jan. 1936 to date. Record Book 4910, one each for Santa Barbara and Ventura Counties respectively, showing name of applicant, number of persons in family, letters of referral covering case, date grant received or rejected, and date commodity card was issued. Arranged numerically. (Daily, official.) 8 x 14 vols., $\frac{1}{2}$ in., on desk. Main Office. (100A)

3363. RECORD OF ACTION, Jan. 1936 to date. Form RA-9 RR 30, Farm Grants and Loan Cards issued upon qualification of applicant; record of search for land loan agreements; Form RA-RR 16, Transmittal of Request for Funds, detailed record and report of applicant's financial status and general conditions under which contract was issued. See addenda for detailed description. Filed alphabetically. (Daily, official.) 4 x 6 cards, 4 in., in card cabinet. Main Office. (99A)

VISALIA

RURAL REHABILITATION DIVISION
DISTRICT OFFICE
Larkins Bldg., 119 N. Church St.

This office for District 17 was established on July 1, 1935 and occupied quarters in the SERA office from July 1 to September 15, 1935 and in the City Hall from September 15, 1935 to April 11,

1936, at which time it was moved to its present location. This office has jurisdiction over Tulare County and the northern and western half of Kern County. On August 5, 1937 the records for Santa Barbara and San Luis Obispo Counties were moved to Visalia, and those counties are now under the jurisdiction of the Visalia supervisor.

3364. CORRESPONDENCE, July 1, 1935 - June 1, 1936. Correspondence on all matters pertaining to applications for and acceptances or rejections of loans. 4 x 5 card index. (Frequently, official.) 9 x 15 folders, 1 ft., in metal filing case. (175A)

3365. LOANS ON FARMS AND EMERGENCY CASES ACCEPTED AND REJECTED, July 1, 1935 - June 1, 1936. Reports, tabulations, and correspondence pertaining to all phases of applications for loans: Form RA-RR 18, Acceptance of Case as RR Client and Form RA-RR 65c, Rejection of Case. See addenda for detailed description. 4 x 5 card index. (Daily, official.) 9 x 15 folders, 6 ft., in metal filing case. (176A)

WILLOWS

RURAL REHABILITATION DIVISION DISTRICT OFFICE

Bank of America Bldg., Butte and Sycamore Sts.

This office for District 3 was established in October 1934. It occupied quarters in the Courthouse Annex, 534 W. Sycamore Street from October 1934 to September 3, 1935, when it was moved to its present location. This office has jurisdiction over Glenn and Colusa Counties.

3366. ACTIVE CASES, Oct. 1934 - June 8, 1936. Correspondence, records, references and forms pertaining to each application for loan. Filed alphabetically. (Daily, official.) $9\frac{1}{2}$ x 14-3/4 folders, 6 in., in steel filing case. R. 7. (34A)

3367. DEAD FILE, Oct. 1934 - June 7, 1936. Correspondence, forms, and reports pertaining to each case which has been dropped and completed and uncompleted cases. Filed alphabetically, by name of client. (Rarely, official.) $9\frac{1}{2}$ x 11-3/4 folders, 7 in., in steel filing case. R. 7. (36A)

3368. GENERAL FILE, Oct. 1934 - June 8, 1936. Correspondence and reports pertaining to activities of Advisory Commission and administration of this office: Form RA-RR 12, Referral of Case; Form RA 9RR 12, Questionnaire for Farm Assistance; Form RA-RR 13,

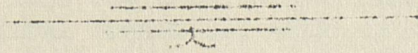
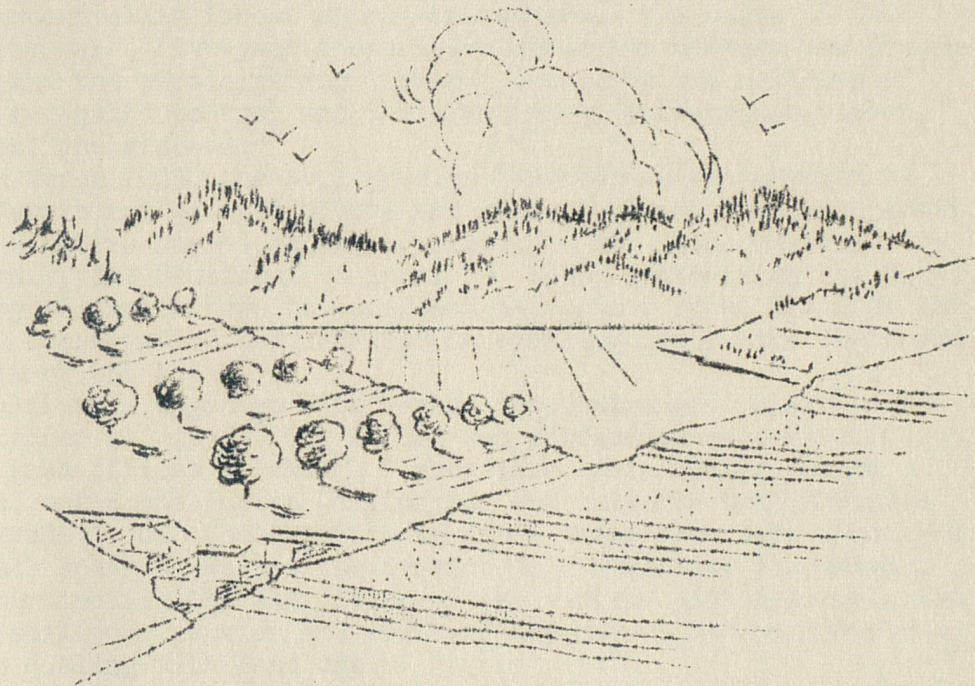
Confidential Report; Form RA-RR 59, Recommendation for Emergency Rehabilitation Grant; Form RA-FI 58a, Public Voucher for Direct Relief; Form CF-RR 300, Capital Expenses by month for year; Form Ra-RR 36, Annual Home Business Statement and Home Management Plan; Form RA-RR 13, Annual Farm Business Statement and Farm Plan; Form CF-RR 138, Supplement to Annual Farm Plan Form RA-RR 14; Form RA-RR 15, Loan Agreement and Request for Funds; Form RA-FI t, Public Voucher; Form RA-RR 16, Transmittal of Request for Funds; Form RA-RR 18, Acceptance of Case as RR Client; Form RA-RR 65c, Rejection of Case. Filed alphabetically, by name of client. (Daily, official.) $9\frac{1}{2}$ x $11\frac{3}{4}$ folders, 2 in., in steel filing case. R. 7. (35A)

3369. INSTRUCTIONS, Oct. 1934 - June 8, 1936. Bulletins, instructions, and circular letters pertaining to procedure for granting loans and office administration. (Daily, official.) $9\frac{1}{2}$ x $11\frac{1}{2}$ loose-leaf books (4), 8 in., on steel filing case. R. 7. (39A)

3370. EMERGENCY GRANTS, Jan. - June 6, 1936. Correspondence, reports, and forms covering cases that have been given emergency grants. (Occasionally, official.) 8 x $10\frac{1}{2}$ bundles, 1 in., in steel filing case. R. 7. (37A)

3371. COOPERATIVE PROGRAM, Apr. - June 6, 1936. Correspondence and instructions relating to securing bulls for herd sires. (Occasionally, official.) $9\frac{1}{2}$ x $11\frac{3}{4}$ folders, 3 in., in steel filing case. R. 7. (38A)

SOIL
CONSERVATION
SERVICE



FOREWORD

The Soil Erosion Service established on September 19, 1933 under the jurisdiction of the Department of the Interior and in January 1934, the first soil erosion demonstration project in California was established in the Las Posas section of Ventura County, with headquarters at Santa Paula. This demonstration embraced approximately 40,000 acres of agricultural land with principal crops of beans (mostly limas), walnuts, and citrus fruits, in a territory constantly endangered by erosion due to the uncontrolled forces of run-off waters. The basis of the program was a five-year cooperative agreement between the Government and the participating farmers, involving the building of dams for gully control and the planting of soil-holding trees, shrubs, and grasses.

In March 1935, the Soil Erosion Service was transferred to the Department of Agriculture and renamed in the following April when Congress passed an Act (Public, No. 46, 74th Congress) approved by the President on April 27, 1935, authorizing the Secretary of Agriculture to establish an "agency to be known as the 'Soil Conservation Service' and to exercise the powers conferred on him by the Act."

California together with Nevada was designated as Region 10 on October 21, 1935. The region was subdivided into five areas with area offices at Ukiah, Placerville, Watsonville, Santa Paula, and Santa Ana in California, and Caliente and Yerington in Nevada. Soil Conservation Advisory Committees were appointed in each state to assist the Service in formulating its program of coordinating the activities of the various agencies concerned with soil conservation and locating demonstration and other projects dealing with land use.

The reorganization of the Department of Agriculture in 1938, transferred the control of functions relating to the acquisition, development, and management of sub-marginal lands as provided under Title III of the Bankhead-Jones Farm Tenant Act, from the Bureau of Agricultural Economics.

On November 1, 1938 the Land Utilization division of the Bureau of Agricultural Economics, with offices in Berkeley, was transferred to the Soil Conservation Service. On May 15, 1939 the regional headquarters of the Soil Conservation Service was transferred from Santa Paula and combined with the Land Utilization office at Berkeley. Further reorganization within the Department of Agriculture provided for the transfer of the Division of Irrigation, formerly under the supervision of the Bureau of Agricultural Engineering, to the Soil Conservation Service. At this same time, the scope of the Service was again enlarged by the addition of the Territory of Hawaii, with offices in Honolulu and in close cooperation with the University of Hawaii.

The California State Legislature has enacted legislation which enables farmers to organize and form conservation districts which will have the status of Governmental subdivisions of the state. Funds for the development of the work are supplied partly by the landowner and land operator who benefit directly by the State and Federal Governments.

A brief recapitulation of some of the work already accomplished shows that a total of 642,000 trees with roots of a soil-holding nature were planted during the 1938-1939 season. In the same period, the Nursery Division cooperating with the Forestry Division of the Service produced 1,201,000 plants covering 5,360 square feet of sod and 7,500 pounds of seed for converting agricultural lands into wooded lands and protecting farms from the devastating ravages of uncontrolled water. In addition a great deal of work was accomplished by the Range Division, largely concerned in surveying range and pasture lands, principally in the coastal region, to ascertain the correct amount of annual vegetation needed, the proper methods for estimating carry-overs during the dry season, and continued annual vegetation as against perennial replenishment.

SOIL CONSERVATION SERVICEBERKELEY

SOIL CONSERVATION REGION NO. 10
REGIONAL HEADQUARTERS
2223 Fulton St.

This office was established in Santa Paula on January 1934 to administer soil erosion control in the Las Posas section of Ventura County, under the jurisdiction of the Department of the Interior. In March 1935 the Soil Erosion Service was transferred to the Department of Agriculture and renamed the Soil Conservation Service. On May 15, 1939 this regional headquarters was moved from Santa Paula to Berkeley and combined with the Land Utilization office. The functions of this office are to promote soil erosion control practices among farmers and to establish demonstration projects throughout the state. It has jurisdiction over the Territory of Hawaii and the States of California and Nevada.

Division of Business Administration
Conservator

3372. FIELD DIRECTOR'S PERSONAL FILE, 1934 to date. Narrative reports on agronomy activities, surveys made, employment file of camps, equipment and supply tabulations, correspondence to and from WPA office regarding employment, and intraoffice inventories. Indexed. (Daily, official.) 9 x 12 folders, 6 in., in filing case. Conservator's Office. (15)

3373. GENERAL FILE, Jan. 1934 to date. General correspondence, narrative and tabulated reports to Washington covering all activities, charts and maps showing rainfall and soil conditions, and records of trips of officials and meetings in Region 10. Filed by subject. (Daily, official.) 9 x 12 folders, 2 ft. 6 in., in filing case. Conservator's Office. (1, 2)

3374. MEMORANDA AND REPORTS ON NURSERY WORK, 1934 to date. Detailed reports of phases of the work, giving names and addresses of workmen, amount of work done, and date of completion; accompanying charts, maps, and engineer's reports. Originals sent to Washington. Filed alphabetically. (Daily, official.) 10 x 12 loose-leaf books, on steel shelf. Conservator's Office. (3)

3375. NAME AND ADDRESS FILE, 1934 to date. Names and addresses of persons and firms having dealings with Soil Conservation Service, both locally and nationally. Filed alphabetically. (Daily, official.) 3 x 5 and 5 x 8 cards, 2 ft., in card cabinets. Conservator's Office. (11, 14)

3376. ASSISTANT REGIONAL MANAGER'S FILE, July 1, 1934 to date. Reports and general correspondence on all activities dealing with soil conservation work in this district and chiefly with phases of engineering work on the projects. Filed alphabetically. (Daily, official.) 9 x 12 folders, 4 ft., in 3 drawers of filing case. Conservator's Office. (13)

3377. SILTING OF RESERVOIRS, July 1, 1934 to date. Progress report on reservoir surveys investigations by the Soil Conservation Service, notes of previous investigations of silting of reservoirs by other agencies, and photographs, maps and charts compiled by engineering staff. This report is made to regional conservator. (Frequently, official.) 9 x 11½ loose-leaf books, 3 in., on wooden shelf. Conservator's Office. (9)

3378. CAMARILLO DISTRICT, 1935. Narrative report covering Camarillo district in Ventura County, under consideration as an addition of the Soil Conservation project, showing damage caused by erosion, boundaries, rainfall for four years by days, photographs of crops grown, and acreage yield and returns. Compiled by regional conservator. (Frequently, official.) 9 x 11½ loose-leaf books, 1 in., on wooden shelf. Conservator's Office. (10)

3379. MISCELLANEOUS REPORTS ON PROCEDURE, 1935 to date. Regional memoranda, monthly reports on job progress from all departments, and cost service unit reports. These reports are made by the various departments to the regional conservator. (Daily, official.) 9 x 11½ folders, 2 in., in steel map cabinet. Conservator's Office. (4)

3380. PROGRAM OF SOIL EROSION SERVICE IN CALIFORNIA, 1935 to date. Survey report of the most badly eroded sections of this district; brief outline of recommendations and proposals for future work; photographs and diagrams of the work. Compiled by all departments under direction of regional conservator. (Frequently, official.) 9 x 11¼ vols., 6 in., in filing case. Conservator's Office. (8)

3381. SOIL CONSERVATION SERVICE IN CALIFORNIA, 1935. Copies of memoranda issued to workers in Soil Conservation Service, covering the various activities of the service. (Frequently, official.) 8½ x 10½ loose-leaf books, 1 in., on wooden shelf. Conservator's Office. (5)

3382. PROPOSED CALIFORNIA STATEWIDE EROSION CONTROL PROGRAM, Mar. 1935. Manuscript, giving survey of what has been done and what should be done on problem of eradicating soil erosion; accompanied by cost charts, photographs, and other illustrative data. Authors: Mr. H. Reddick, Regional Conservator and Chas. D. Jarrett, Jr., Extension Agent. (Frequently, official.) 9 x 11½ loose-leaf books, 2 in., in bookcase. Conservator's Office. (7)

3383. ADVICE ON PROJECT AUTHORIZATION, July 26, 1935. Narrative reports and tabulations of allotments of money for the continuation of the various projects in all districts, showing increases and decreases allowed for stated periods; field memoranda, fiscal procedure, and procurement manuals received from Washington. Listed by project numbers. (Daily, official.) 9 x 12 loose-leaf books, 2 ft., on wooden shelf. Conservator's Office. (12)

3384. UPLANDS AND SAN DIEGO COUNTY FLOOD DRAINAGE, Feb. 1936 to date. Flood drainage reports for uplands and San Diego County; supplementary reports with photographs and written description. Compiled by H. Reddick, Regional Conservator. This book is intended for publication when completed. (Occasionally, official.) 9 x 11½ loose-leaf books, ½ in., in bookcase. Conservator's Office. (6)

General

3385. INDEX TO LAND OWNERS AND TENANTS, 1934 to date. Showing dates leases expire, description of land leased by tenants, and location of property on which work is being contemplated or being done by the Soil Conservation Service. Filed alphabetically. (Frequently, official.) 5 x 8 cards, 4 in., in card cabinet. Administration Office. (29)

3386. INDEX TO MATERIAL RECEIVED, 1934 to date. Index of all equipment in this region, showing register number, date received, quantity ordered and received, value, to whom issued, and signature of persons receiving same. Filed chronologically. (Daily, official.) 5 x 8 cards, 3 ft., in 3 card cabinets. Administration Office. (28)

3387. INDEX TO MOTOR VEHICLES, 1934 to date. Showing make of vehicle, district in which employed, number of vehicles in district, serial number, and motor number and size of all vehicles in Region 10. Filed by districts. (Frequently, official.) 3 x 5 cards, 2 in., in card cabinet. Administration Office. (27)

3388. PHOTOGRAPHS AND NEGATIVES, Jan. 1934 to date. Pertaining to soil erosion and conservation work: photographs of dams made, head controls, eroded areas, conserved areas, etc.

Filed numerically. Indexed. (Daily, official.) $3\frac{1}{4}$ x $4\frac{1}{4}$ and 5 x 7 folders and 5 x 8 envelopes, 22 ft., in card cabinets. Photography Office. (179, 180)

3389. PROJECT MATERIAL RECEIVED, 1934 to date. Lists of all materials received on the various projects in Region 10, giving description of the materials. Filed by subject. (Daily, official.) 9 x 12 folders, 4 ft. 6 in., in 3 drawers of filing case. Administration Office. (33)

3390. REGIONAL GENERAL CORRESPONDENCE AND REPORTS, 1934 to date. Pertaining to advice on project authorization and change of allotment; receipts for checks paid; weekly and semi-monthly labor reports from the various projects throughout this region giving number of workers and work accomplished. Filed by subject. (Daily, official.) 9 x 12 folders, 1 ft., in filing case. Administrator's Office. (32)

3391. GENERAL REPORTS, June 1934 to date. General itinerary reports, project charge sheets, tabulations of equipment and supplies on projects, general reports on allotments of funds for construction projects, and plans and suggestions for future soil erosion. Reports are directed to the regional conservator. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 8 in., in filing case. Administration Office. (39)

3392. REGIONAL PROCUREMENT, Nov. 1934 to date. General correspondence from districts concerning procurement, active and inactive contracts, contractor's general schedule of supplies, and memoranda concerning certain property within the district. (Daily, official.) 9 x 12 folders, 1 ft., in filing case. Administration Office. (26)

3393. AUTOMOTIVE MONTHLY REPORT, Aug. 1935 to date. Tabulation of daily truck and automobile cost, showing gas, oil, depreciation, and cost per mile. (Daily, official.) 9 x 12 vols. and bundles, 2 ft., in filing case. Administration Office. (25)

3394. EQUIPMENT FILE INVENTORY, Aug. 1935 to date. Equipment inventories showing articles received, warehouse, in use, useable, difference, if any, with number received; narrative reports and general correspondence covering the inventories. Copies sent to Washington. Filed by subject. (Monthly, official.) 9 x 12 folders, 1 ft. 9 in., in filing case. Administration Office. (22)

3395. STOREKEEPER FILE, Sept. 1935 to date. Requisitions and orders for supplies from all departments, and correspondence pertaining to same. Filed chronologically. (Daily, official.) 9 x 11 folders, 6 in., in filing case. Administration Office. (24)

3396. GENERAL FILE, Oct. 1, 1935 to date. Correspondence and reports covering general office administration work, transportation statistics, records of WPA workers employed; SRA eligibility reports on needs of workers; reports of conservation experiment stations and cooperative agencies; soil survey and soil erosion reports and aerial drawings of the soil conservation area. This file is made from the field reports and are directed to the regional conservator. Filed by subject. (Daily, official.) 9 x 12 folders, 4 ft., in 3 drawers of filing case. Administration Office. (16)

Personnel

3397. EMPLOYEES' RECORDS, 1934 to date. Original applications with record of appointment, showing name, date of appointment, classification, grade, salary, headquarters, and date effective for regularly employed members of the Soil Conservation Service. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in filing case. Administration Office. (20)

3398. PERSONNEL APPLICATIONS - INACTIVE, 1934 - Dec. 1935. Showing name, address, date and place of birth, race, sex, marital status, health, education, training, experience, etc., for all classes of positions in the Soil Conservation Service; correspondence relating to applications. Filed by occupation. (Frequently, official.) 9 x 12 folders, 4 ft., in filing case. Finance Office, 1st floor. (34, 38)

3399. PERSONNEL RECORDS, 1934 to date. Case histories of executive and office workers at all offices in Regional District 10. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in filing case. Administration Office. (21)

3400. TRANSFER OF FISCAL PAPERS - PERSONNEL, Sept. 1934 to date. Narrative record of rejections of applicants, copies of appointments sent to Washington, letters of recommendations of employees, record of employee transfers to other regions, record of employees who have resigned, and temporary employees on emergency work; applications for positions in Nevada; and weekly labor reports from all projects. Filed by subject. (Frequently, official.) 9 x 12 folders, 2 ft., in filing case. Finance Office, 1st floor. (66)

3401. EMERGENCY CONSERVATION WORK EMPLOYEES' RECORDS, Aug. 1935 to date. Applications showing name, address, date and place of birth, age, sex, race, marital status, health, education, experience, training, etc., of applicant for work on the Emergency Conservation program. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 6 in., in filing case. Administration Office. (19)

3402. APPOINTMENTS PENDING, Mar. 1936 to date. List of appointments to be acted upon and, if accepted, to be filed with permanent appointees; also Civil Service examinations from Washington, with correspondence covering same. Filed by subject. (Frequently, official.) 9 x 12 folders, 2 ft., in filing case. Administration Office. (37)

Finance

3403. EMPLOYEES' NAMES - OBSOLETE, Jan. 1, 1934 - Mar. 1935. List of employees' names under the previous classifications. Filed alphabetically. (Never.) 3 x 8 cards, 1 ft., in 3 card cabinets. Finance Office, 1st floor. (69)

3404. EQUIPMENT RECORD, Jan. 1, 1934 - 1935. List of equipment and costs for the whole region. Filed chronologically. (Rarely, official.) 3 x 6 cards, 6 in., in card cabinet. Finance Office, 1st floor. (62)

3405. GENERAL CORRESPONDENCE, Jan. 1, 1934 to date. To and from Washington, pertaining to supplies received, wage scale, hours of work, contracts, requisitions, purchase orders, expenses, soils, and strip cropping. Filed by subject. (Frequently, official.) 9 x 12 folders and bundles, 2 ft. 6 in., in filing case and on floor. Finance Office, 1st floor. (68)

3406. JOB MATERIAL CARDS, Jan. 1, 1934 to date. Showing location, type of job, amount of material used, and man-hours engaged; engineer's specifications for jobs in this district. Filed by subject. (Frequently, official.) 5 x 8 cards, 1 ft., in 2 card cabinets. Finance Office, 1st floor. (55)

3407. OFFICE TIME CARDS, Jan. 1, 1934 to date. Time cards used by office workers in regional office, showing number of hours worked and activity. Filed alphabetically. (Daily, official.) 5 x 8 cards, 8 ft., in 8 card cabinets. Finance Office, 1st floor. (52)

3408. SEMI-MONTHLY TIME SHEETS - AGRONOMY DIVISION, Jan. 1, 1934 to date. Showing job numbers, type of planting, classification of labor, and hours engaged. Filed alphabetically. (Daily, official.) 8 x 13 folders, 4 ft., on floor. Finance Office, 1st floor. (61)

3409. TELEGRAMS, 1934 to date. Incoming and outgoing, relating to financial control. (Rarely, official.) 7 x 8 $\frac{1}{2}$ bundles, 1 ft., in filing case. Finance Office, 1st floor. (64)

3410. PAYROLL AND COMPENSATION FILE, July 1, 1934 to date. Reports to regional conservator, covering payrolls disbursed in field by WPA and employment service in Ventura and San Diego

Counties; transmittals, compensation reports, WPA safety reports, correspondence and reports on workmen injured, and record of compensation made. (Daily, official.) 9 x 12 folders, 2 ft. 6 in., in 2 drawers of filing case. Finance Office, 1st floor.

(44)

3411. REQUISITIONS AND CONTRACTS, July 1, 1934 to date. Form AD-14, requisitions for supplies, purchase orders and tabulations of materials purchased; contracts for supplies and equipment on projects. Filed alphabetically. (Older records, rarely; current records, daily, official.) 5 ft. 6 in., in 3 drawers of filing case. Administration Office and Finance Office, 1st floor. (36, 46)

3412. TRANSFER OF FISCAL PAPERS - GENERAL, Sept. 1934 to date. Correspondence covering the regional changes in civilian personnel, time reports of workers other than administrative, record of pay checks received, copies of purchase orders, requisitions for supplies, and tabulated record of postage stamps used. Filed by subject. (Daily, official.) 9 x 12 folders, 2 ft., in filing case. Finance Office, 1st floor. (67)

3413. TRAVEL VOUCHERS AND PAYROLLS, Oct. 1934 to date. Daily and weekly tabulated mileage and work performed sheets, showing cost of travel for the personnel; tabulations of personnel payroll; and bids for drafting equipment. (Daily, official.) 9 x 12 folders, 2 ft., in 2 drawers of filing case. Administration Office. (30)

3414. DAILY WORK SHEETS FOR TRUCKS, 1935 to date. Describing materials hauled, time consumed, mileage readings, number of truck, and name of operator. Filed chronologically. (Daily, official.) 8 x 10 bundles, 5 ft. 6 in., in pasteboard box. Finance Office, 1st floor. (57)

3415. FIELD WORK SHEETS, 1935 to date. Showing job numbers, kind of work, work hours, and reports on hauling of material. Filed chronologically. (Monthly, official.) 8½ x 11 loose-leaf books, 13 ft., on floor. Finance Office, 1st floor. (51)

3416. JOB COST RECORD - ARROYO GRANDE, 1935 to date. Showing cost of Arroyo Grande project to date; and tabulated and narrative reports from project to this office. (Daily, official.) 8½ x 11 bundles, 4 in., on floor. Finance Office, 1st floor. (42)

3417. JOBS STARTED AND COMPLETED, 1935. Records showing name of project foreman, short description of project, and estimates of operation costs; but discontinued Dec. 1935. (Never.) 3 x 5 cards, 3 ft., in 3 card cabinets. Finance Office, 1st floor. (54)

3418. LAS POSAS JOB RECORD, Jan. 1935 to date. Showing costs, date, and supplies furnished by cooperating farmers in Las Posas, Ventura County. (Daily, official.) 5 x 8 loose-leaf books, 2 ft., on filing cabinet. Finance Office, 1st floor. (45)

3419. MISCELLANEOUS REPORTS, 1935 to date. Finance reports from the district projects, warehouse requisitions, record of workmen on the projects, and operating costs. Filed alphabetically. (Frequently, official.) 9 x 12 envelopes, 1 ft. 6 in., in filing case. Finance Office, 1st floor. (58)

3420. MONTHLY REPORTS, Jan. 1, 1935 to date. Record of engineering, general and construction operations, showing daily and monthly man-hours and total cost of same. Filed chronologically. (Older records, rarely; current records, daily, official.) 10 x 12 folders and bundles, 1 ft. 9 in., in filing case. Finance Office, 1st floor. (70)

3421. RECAPITULATED TIME SHEETS, 1935 to date. Records transferred from the work sheets. Filed chronologically. (Semi-monthly, official.) 14 x 26 bundles, 1 ft., in pasteboard box. Finance Office, 1st floor. (50)

3422. ACCOUNTING - GENERAL, Mar. 1935 to date. Records of contracts, WPA pay received, purchase orders, and transmittals covering all districts and all phases of work. (Daily, official.) 9 x 12 folders, 3 ft., in 2 drawers of filing case. Finance Office, 1st floor. (48)

3423. LIST OF WORKERS' NAMES, Apr. 1935 to date. List of workers in office and field now employed in the Soil Conservation Service. Filed alphabetically. (Occasionally, official.) 3 x 5 cards, 1 ft., in 3 card cabinets. Finance Office, 1st floor. (53)

3424. VOUCHERS, June 1935 to date. Covering material or services for all branches of the service. Filed chronologically. (Daily, official.) 9 x 12 folders, 3 ft. 6 in., in 2 drawers of filing case. Finance Office, 1st floor. (47)

3425. TRANSFER FISCAL PAPERS - PUBLIC VOUCHERS, July 1, 1935 to date. Requisitions, orders, and vouchers covering all but personal services throughout the district. Filed chronologically. (Daily, official.) $8\frac{1}{2}$ x 11 bundles, 2 ft., in 2 drawers of filing case. Administration Office. (17)

3426. CHANGE OF WORK STATUS, Aug. 1, 1935 to date. Sixth copy of WPA Form 403, showing name, address, identification number, sex, race, and reason for employee leaving service. (Occasionally, official.) 4 x 6 slips, 1 ft., in card cabinet. Finance Office, 1st floor. (63)

3427. CORRESPONDENCE AND REPORTS, Aug. 1935 to date. Record of purchases closed, general requisitions to Washington and local agencies, contracts and invitations for bids covering all supplies and equipment, incoming and outgoing correspondence. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft., in filing case. Administration Office. (23)

3428. RECLASSIFICATION FILE, Aug. 1, 1935 to date. WPA Form 404, Reclassification of Workers, showing previous position and description of new position. Original copy sent to this office from WPA office. (Frequently, official.) 4 x 6 slips, 1 ft., in card cabinet. Finance Office, 1st floor. (65)

3429. EQUIPMENT WORK SHEET - DISCONTINUED, Aug. 16 - Dec. 1935. List of tools used in construction on all the projects. Filed chronologically. (Never.) 9 x 10 bundles, 4 in., on filing cabinet. Finance Office, 1st floor. (43)

3430. PAYROLL, Aug. 16, 1935 to date. Semi-monthly payroll for permanent and WPA workers. Filed chronologically. (Semi-monthly, official.) 9 x 12 folders, 6 in., in filing case. Administration Office. (18)

3431. DAILY TRUCK REPORTS AND TIME CARDS, Sept. 1, 1935 to date. Reports of truck drivers and time cards; inventories of tools and equipment on the trucks. Filed chronologically. (Rarely, official.) 8 x 10 folders and bundles, 2 ft. 6 in., in filing case. Administration Office. (35)

3432. ADMINISTRATION PERSONNEL, Dec. 1935 to date. Showing payroll for six months by days and the amount earned by administration workers of Region 10. Filed alphabetically. (Daily, official.) 5 x 8 cards, 6 in., in card cabinet. Administration Office. (31)

3433. ENGINEERING DEPARTMENT, Dec. 1935 to date. Specification sheets, engineers' weekly reports of jobs completed, showing amount of job, acres benefited, type of work, acres surveyed; structures and ditches finished, started and submitted, quarry equipment, and material reports. Filed by subject. (Weekly, official.) 9 x 12 folders, 1 ft., in filing case. Finance Office, 1st floor. (56)

3434. INCOMPLETE JOBS, Jan. 1936 to date. Reports from the projects to the finance office, giving statement of progress, costs to date, and cost to complete. Filed by projects. (Daily, official.) 8½ x 11 bundles, 1 ft., in 2 drawers of filing case. Finance Office, 1st floor. (41)

3435. LISTS OF JOBS COMPLETED, Jan. 1936 to date. Narrative reports describing the completion of projects. (Rarely, official.) 8½ x 11 bundles, 2 ft., in 3 drawers of filing case. Finance Office, 1st floor. (40)

3436. AGRONOMY DEPARTMENT - ACTIVE, Jan. 1936 to date. Summaries of job specifications, finished constructions, job number, property owner, type of construction such as free planting in gully control, etc., copies of specifications of jobs started, submitted, completed, and recapitulation of costs for all districts. (Daily, official.) 9 x 12 folders, 2 ft., in 2 drawers of filing case. Finance Office, 1st floor. (59)

3437. JOB COST WORK SHEETS, Jan. 1936 to date. Tabulation of skilled, intermediate, and unskilled work in man-hours and reports on transportation and equipment used. Filed by subject. (Daily, official.) $8\frac{1}{2}$ x 14 folders, 1 ft., on table and on floor. Finance Office, 1st floor. (60)

3438. MISCELLANEOUS, Mar. 15, 1936 to date. Copies of pay vouchers, invoices, annual leave slips, and notices of change in project payroll. (Daily, official.) 9 x 12 folders, 9 in., in filing case. Finance Office, 1st floor. (49)

Division of Engineering

3439. GENERAL FILES FOR SOUTHERN DISTRICT, Jan. 1933 to date. Correspondence to Washington, covering costs and prospective operations of soil control; reports on office personnel, and record of employees work, inventories of drafting room supplies, and original time sheet. Filed by subject. Indexed. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in filing case. Engineering Office, 2d floor. (112)

3440. FIELD BOOKS, Jan. 1934 to date. Engineers' field surveying books and maps of Las Posas Valley by sections, giving list of property owners. (Older records, rarely; current records, daily, official.) 5 x 8 vols., 4 ft., on wooden shelves. Engineering Office, 2d floor. (118)

3441. MAPS AND DRAWINGS, Mar. 1, 1934 to date. Originals covering all activities of conservation work in this region, showing extent of eroded lands, small dams, outfalls, head controls, terraces, grade ditches, and revetments; tables and project charts; base and aerial maps of profile and contour and aerial mosaics of the various districts; general soil erosion control phases such as silting, water eroded, and alkali areas; crop maps, and topographic and improvement maps. Arranged according to size designated by letters L, N, O, P, and R. (Daily, official.) Various sized maps (572), 56 ft., in 9 wooden and in 2 steel map cabinets. Engineering Office, 2d floor. (127)

3442. COSTS, NATIONAL SUMMARY, Apr. 1934 to date. Narrative and tabulated summaries of operation costs in all regions by project, showing what projects are above or below the average cost. Filed chronologically. (Monthly, official.) 9 x 12

folders, 6 in., in filing case. Engineering Office, 2d floor. (117)

3443. REGIONAL FILE CORRESPONDENCE, Apr. 1934 to date. Correspondence with department heads in this region; specification charts for the general budget; list of duties of project and camp engineers; tabulation of encumbrances; monthly progress reports to Washington covering engineering activities in this region. Filed by subjects. (Daily, official.) 9 x 12 folders, 2 ft., in filing case. Engineering Office, 2d floor. (128)

3444. REGIONAL FILE - NORTHERN DISTRICTS, Apr. 1934 to date. Correspondence to and from northern district heads and this office, cost sheets, work summaries, and engineers' weekly reports sent to this regional office from northern district foremen. Filed by subject. Indexed. (Daily, official.) 9 x 12 folders, 1 ft., in filing case. Engineering Office, 2d floor. (115)

3445. INDEX TO GENERAL FILE, May 1934 to date. Filed alphabetically. (Daily, official.) 5 x 8 cards, 1 ft. 6 in., on desk. Engineering Office, 2d floor. (121)

3446. GENERAL FILE, May 7, 1934 to date. Correspondence covering precipitation and other climatic conditions in Region 10; reports on sediment deposits; computations of run-off of soils; tabulated record of rain gauges; general operative reports which are sent to Washington; also correspondence from field workers pertaining to climatic conditions. Indexed. (Daily, official.) 9 x 12 folders, 3 ft., in filing case. Engineering Office, 2d floor. (122)

3447. WELL MEASUREMENT RECORD, May 7, 1934 to date. Showing depth of water and number of wells in Region 10. (Frequently, official.) 5 x 8 cards, 2 in., in card cabinet. Engineering Office, 2d floor. (124)

3448. COOPERATIVE AGREEMENTS AT VISTA, CALIFORNIA, June 1934 to date. Form 1-186, Agreements for Demonstrational and Experimental Work in Soil Erosion Control, giving site of work, land description, cropping plan with map attached, and designating what part of construction will be done by Government and what part by cooperating farmer. Filed by district. (Frequently, official.) 9 x 12 vols., 16 ft., in 8 drawers of filing cases. Engineering Office, 2d floor. (125)

3449. STREAM MEASUREMENT RECORDS, Nov. 1934 to date. Record of stream gauges, giving height, distance from initial point, depth in feet, velocity in feet per second, etc. These gauges are mostly located in Las Posas District, Ventura County, Calif. (Occasionally, official.) 5 x 7 vols. and folded forms, 2 ft., in wooden box. Engineering Office, 2d floor. (123)

3450. HYDROLOGICAL INVESTIGATIONS, 1935 to date. Narrative report and snapshots pertaining to soil erosion, showing damage caused and solution by different types of construction. Report made to regional conservator. (Frequently, official.) 9 x 11½ loose-leaf books (11), 2 ft., in filing case. Engineering Office, 2d floor. (126)

3451. VISTA DISTRICT MAPS, 1935. Aerial maps of the district controlled by Vista Mutual Water Company, showing areas of water company land which have been eroded. Maps were made in anticipation of erosion control work being undertaken. (Frequently, official.) 24 x 24 rolled maps, 2 ft. 6 in., on floor. Engineering Office, 2d floor. (120)

3452. WATERSHED AND HYDROLOGIC STUDIES, Jan. 1935 to date. Diagrams, photos, notes, narrative and descriptive accounts of experiences of the hydraulic engineer, showing conditions of soil erosion by water before and after construction and how the land was benefited. (Frequently, official.) 9 x 11½ loose-leaf books, 1 ft. 6 in., on wooden shelf. Engineering Office, 2d floor. (129)

3453. JOB COST SHEETS, July 1935 to date. Copies of cost sheets of each job for materials and labor on all the project constructions in this region. Originals sent to Washington. Filed chronologically. (Closed records, rarely; active records, daily, official.) 8 x 10 folders, 6 in., in filing case. Engineering Office, 2d floor. (111)

3454. ACCOUNTING BRANCH OF ENGINEERING DEPARTMENT, Aug. 1935 to date. Job cost sheets and postings from job cards, from which proper cost can be charged to the Engineering Dept. Filed chronologically. (Daily, official.) 12 x 15 loose-leaf books, 9 in., on wooden shelf. Engineering Office, 2d floor. (116)

3455. ENGINEER'S JOB CARDS, Aug. 1935 to date. Copies of engineer's job cards, describing jobs to be started or those in operation throughout Region 10; originals retained by engineers. Filed by districts. (Older records, rarely; current records, daily, official.) 5 x 8 cards, 2 ft. 6 in., in 3 card cabinets. Engineering Office, 2d floor. (119)

3456. DESIGN FILE, Sept. 1935 to date. Sketched designs of proposed construction work for soil erosion operations throughout this region. (Frequently, official.) 9 x 12 folders, 2 ft., in filing case. Engineering Office, 2d floor. (113)

3457. REGIONAL FILE, SOUTHERN CALIFORNIA AND NEVADA, Nov. 1935 to date. Correspondence to and from district heads, district reports, and specification sheets; also job cost sheets and summary of work done in the southern portion of this region. Filed

by subject. Indexed. (Daily, official.) 9 x 12 folders, 2 ft., in filing case. Engineering Office, 2d floor. (114)

3458. JOB SPECIFICATION SHEETS AND FINAL REPORTS OF WORK STARTED, Jan. 1936 to date. Job sheets, showing engineer's specifications to be carried out by workmen on dams, head controls, and terraces; also final reports on work summary, showing job number, property owner, type of construction, date submitted, started and completed. Reports sent to Washington. Filed by districts. (Rarely, official.) $8\frac{1}{2}$ x $10\frac{1}{2}$ folders, 1 ft. 6 in., in filing case. Engineering Office, 2d floor. (110)

Emergency Conservation Works Division

3459. APPLICATIONS, 1934 to date. From local experienced men; and a roster of all local foremen and experienced men employed with the Emergency Conservation work or working with the Soil Conservation Service in Region 10. (Frequently, official.) 9 x 12 folders, 1 ft., in filing case. 2d floor. (130)

3460. PURCHASE ORDERS, July 1934 to date. Covering materials, tools, office equipment and supplies used in ECW activities. (Frequently, official.) 9 x 12 folders, 2 ft., in filing case. 2d floor. (138)

3461. ELIGIBLE LIST, Aug. 1934 - Dec. 1935. Names of eligible persons for enrollment and employment in ECW, SCS and CCC camps. Arranged alphabetically. (Never.) 3 x 5 cards, 1 ft. 6 in., in 2 card cabinets. 2d floor. (132)

3462. PANACA, NEVADA, Sept. 1934 - Jan. 1935. Correspondence and reports, payrolls, purchase orders, general personnel data, and record of supplies on hand in CCC camps. Filed alphabetically, by camps. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in filing case. 2d floor. (140)

3463. CORRESPONDENCE, Nov. 1934 to date. To and from this office and Washington, pertaining to Emergency Conservation Work operations. (Frequently, official.) 9 x 12 folders, 6 in., in filing case. 2d floor. (131)

3464. CONTRACTS, Dec. 1934 to date. Dealing with all work done by the CCC for the Soil Conservation Service. (Frequently, official.) 9 x 12 folders, 1 ft., in filing case. 2d floor. (136)

3465. EXPIRED CONTRACTS, Dec. 1934 - Sept. 1935. Agreements drawn up between the ECW and the farmers who desired soil conservation work performed on their land. Filed alphabetically. (Rarely, official.) 9 x 12 folders, 2 ft., in filing case. 2d floor. (134)

3466. UNFINISHED CONTRACTS, Dec. 1934 to date. Agreements signed by ECW and cooperating farmer, for work to be performed on the farmer's land in the interest of soil conservation. (Frequently, official.) 9 x 12 folders, 1 ft., in filing case. 2d floor. (135)

3467. APPLICATION MEMORANDUM, Jan. 1935 - Dec. 1936. Applications for enrollment in CCC camps in this region, applications of foremen pertaining to essential data on qualifications. (Rarely, official.) 9 x 12 folders, 2 ft., in filing case. 2d floor. (145)

3468. PAYROLLS AND TRAVEL VOUCHERS, Jan. 1935 to date. Lists, showing travel and payroll expense of the ECW executives to and from the various CCC camps. (Daily, official.) 9 x 12 folders, 7 ft., in 4 drawers of filing case. 2d floor. (142)

3469. EMERGENCY CONSERVATION WORKS FILE, Mar. 1935 to date. Correspondence to and from this office and Washington, dealing with all phases of CCC and soil erosion activities. Filed by subject. (Daily, official.) 9 x 12 folders, 4 ft. 6 in., in 2 drawers of filing case. 2d floor. (139)

3470. CAMP REQUISITIONS, Aug. 1935 to date. Covering all supplies for CCC camps working with the Soil Conservation Service. (Occasionally, official.) 9 x 12 folders, 1 ft., in filing case. 2d floor. (137)

3471. MONTHLY TOOL AND EQUIPMENT INVENTORY, Aug. 1935 to date. Of all tools on all projects, showing lost, stolen or damaged tools and equipment to be replaced. (Monthly, official.) 9 x 12 folders, 1 ft., in filing case. 2d floor. (133)

3472. PERSONNEL CASES, Sept. 1935 to date. Personnel records, giving name, experience, age, and education of foremen and skilled workers in CCC camps. (Frequently, official.) 9 x 12 folders, 3 ft. 6 in., in 3 drawers of filing case. 2d floor. (144)

3473. PERSONNEL OF CCC CAMPS, Sept. 1935 to date. Showing names and addresses of all enrollees in CCC camps that are working in conjunction with the Soil Conservation Service in Region 10. (Frequently, official.) 5 x 8 cards, 7 ft. 6 in., in 5 card cabinets. 2d floor. (143)

3474. RODENT CONTROL REPORTS, Sept. 1935 to date. Narrative reports from the CCC, showing district covered, amount of poison used, area treated, and time spent in destroying rodents in soil eroded, infested area. (Weekly, official.) 9 x 12 folders, 6 in., in filing case. 2d floor. (141)

Nursery Division

3475. MISCELLANEOUS FIELD NOTES, Jan. 1, 1926 to date. Unfinished experiments of plant life, compiled by regional nursery manager. (Frequently, official.) 9 x 12 folders, 1 ft. 6 in., in filing case. Nursery Unit, 2d floor. (90)

3476. CORRESPONDENCE FROM SANTA PAULA, Jan. 1, 1934 - Jan. 1935. With former nursery manager at Watsonville, before he was transferred to this office. (Rarely, official.) 10 x 11 loose sheets, 1 ft. 6 in., in letter file. Nursery Unit, 2d floor. (79)

3477. PROPAGATION DATA, 1934 to date. Giving planting date, kind of tree or grass, where planted, number of trees surviving, and source. Filed by species. (Daily, official.) 10 x 12 loose-leaf books, 6 in., on table. Nursery Unit, 2d floor. (77)

3478. CORRESPONDENCE AND REPORTS, July 1, 1934 to date. From Washington covering nursery contracts, warehouse stocks, bids for materials, lease rentals, nursery practices in this region, plant materials, grass notes, and seed purchases; memoranda, pertaining to seed shipments, grass lists, and new planting systems; narrative reports on cost accounts, general nursery operations, and personnel. (Daily, official.) 9 x 12 folders, 2 ft. 4 in., in 4 drawers of filing case. Nursery Unit, 2d floor. (74, 88, 89-91)

3479. GENERAL FILE, Jan. 1, 1935 to date. Correspondence and reports from foremen on projects describing their work; correspondence to regional conservator informing him of general nursery operations on all projects in Region 10. (Daily, official.) 9 x 12 folders, 2 ft., in steel filing case. Nursery Unit, 2d floor. (83)

3480. MISCELLANEOUS NURSERY FILE, 1935 to date. Tabulation of seed purchased and cleaned; propagation schedule for 1935 - 1937; price list; nursery supplies; warehouse correspondence; and experiments on planting as to time. Filed by subject. (Frequently, official.) 9 x 12 folders, 4 in., in filing case. Nursery Unit, 2d floor. (73)

3481. DAILY, WEEKLY, AND SEMI-MONTHLY TIME REPORTS AND TIME SHEETS, Apr. 1935 to date. Weekly and semi-monthly time reports for nursery unit; daily time report sheets, showing name of employee, hours worked, rate, total earnings, and work classification. Filed chronologically. (Daily, official.) 8 x 10 and 9 x 12 bundles, 8 in., on desk and in filing case. Nursery Unit, 2d floor. (72, 80)

3482. CHANGE IN WORK STATUS AND RECLASSIFICATION SLIPS, July

1935 to date. WPA Forms 403 and 404, issued when employees have left service or have been reclassified to another position, stating changes in pay, hours engaged in service, etc. (Frequently, official.) 4 x 6 cards, 3 in., in card cabinet. Nursery Unit, 2d floor. (78)

3483. FINANCE, July 1, 1935 to date. Allotment ledger sheet reports, covering all financial matters of the nursery division, blueprints of nursery buildings, and field inventories of property. (Daily, official.) 9 x 12 folders, 6 in., in filing case. Nursery Unit, 2d floor. (82)

3484. MONTHLY REPORTS, July 1935 to date. Relating to the yardage of terrace outlets seeded and sodded, acres planted in forestations, amount of gully planting, planting bank for protection, and tabulation of man-days worked. Originals sent to regional conservator. Filed chronologically. (Monthly, official.) 9 x 12 folders, 1 ft. 6 in., in filing case. Nursery Unit, 2d floor. (86)

3485. VOUCHER FILE, July 1935 to date. Vouchers from various firms dealing in nursery material, labor vouchers, administration payroll and relief payroll. Filed by subject. (Daily, official.) 9 x 12 folders and vols., 1 ft., in filing case. Nursery Unit, 2d floor. (84)

3486. COUNT OF SEEDLINGS, Aug. 1935 to date. Showing number of seedlings, size, loss in propagation, and general statement regarding their condition. (Frequently, official.) 10 x 12 folders, 6 in., in filing case. Nursery Unit, 2d floor. (76)

3487. SEED COLLECTION CARDS, Aug. 1935 to date. Showing date seeds are received, where from, weight, whether cleaned or not cleaned, name of seed, and where disbursed to the various projects. (Daily, official.) 5 x 8 cards, 6 in., in card cabinet. Nursery Unit, 2d floor. (81)

3488. GRASS PLANT RECORDS, Nov. 1935 to date. Compiled record from daily observations and experiments, showing types of grasses, when planted, and whether dry or irrigated. (Daily, official.) 8 x 10 $\frac{1}{2}$ loose-leaf books, 1 in., on desk. Nursery Unit, 2d floor. (71)

3489. INVENTORY OF TOOLS AND EQUIPMENT, Dec. 1935 to date. Monthly inventory of all tools in nursery unit. (Monthly, official.) 8 x 10 folders, 1 in., in filing case. Nursery Unit, 2d floor. (75)

3490. NURSERY AND SEED WAREHOUSE REQUISITION MEMORANDA, Dec. 1935 to date. Covering requisitions from this office to various concerns, showing location of project and kind and cost of the

various plants and seed. Filed chronologically. (Daily, official.)
5 x 8 cards, 4 in., in card cabinet. Nursery Unit, 2d floor.
(85)

3491. RECORD OF SEED RECEIVED, Apr. 1936 to date. Giving date received, species, lot number, clean or unclean, date cleaned and where, and cost. (Daily, official.) 8 x 14 vols., 1 in., on desk. Nursery Unit, 2d floor. (87)

Division of Agronomy

3492. ASSISTANT AGRONOMIST'S DESK FILE, July 1934 to date. Narrative reports and correspondence from all districts, showing work in progress, and notes and experiments on agronomy. Filed by subject. (Daily, official.) 9 x 12 folders, 2 ft., in desk. Agronomy Office, 2d floor. (92)

3493. CHIEF AGRONOMIST'S DESK FILE, Aug. 1934 to date. Copies of correspondence dealing with all phases of agronomy and the work of chief regional director of agronomy. (Daily, official.) 9 x 12 folders, 2 ft., in desk. Agronomy Office, 2d floor. (109)

3494. FARM MANAGEMENT, Sept. 1934 to date. Narrative reports on all phases of agronomy and farm management; reports of purity of seed and their cost, monthly reports on project work completed, and estimations of continuation. Reports made to regional director. Filed by subject. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in filing case. Agronomy Office, 2d floor. (108)

3495. GENERAL DESK FILE, Oct. 1934 to date. Correspondence, charts, and general narrative reports, concerning fertilizer tests which have been made in the agronomy division. Filed by subject. (Daily, official.) 9 x 12 folders, 1 ft., in desk. Agronomy Office, 2d floor. (97)

3496. AGRONOMY DESK FILE, June 1935 to date. Job specification sheets and record of jobs submitted, started and completed in Las Posas area. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in filing case. Agronomy Office, 2d floor. (94)

3497. ACCOUNTING DATA SHEETS, July 1935 to date. Narrative reports on type of labor utilized in collecting, harvesting, planting, transplanting, cleaning seed, and in rodent control, showing hours, rate, cost, and totals. Filed chronologically. Indexed. (Daily, official.) 14 x 26 envelopes, 3 in., in filing case. Agronomy Office, 2d floor. (100)

3498. DAILY PLANTING RECORDS, July 1935 to date. Field report and tabulation of work involved and cost of operation in planting, harvesting, cultivation, etc., on the different projects.

(Daily, official.) 5 x 8 cards, 2 ft., in 2 card cabinets.
Agronomy Office, 2d floor. (101)

3499. MONTHLY INVENTORY OF SEED ON HAND, July 1935 to date. Filed chronologically. (Monthly, official.) 9 x 11 bundles, 4 in., in filing case. Agronomy Office, 2d floor. (99)

3500. INDEX TO AGRONOMY FILES, Aug. 1935 to date. Showing general titles of material and drawer location. (Daily, official.) 3 x 5 cards, 4 in., in card cabinet. Agronomy Office, 2d floor. (107)

3501. LIBRARY CHARGE CARDS, Aug. 1, 1935 to date. List of books available on soil erosion in the agronomy department and in other departments of the Soil Conservation Service. (Frequently, official.) 3 x 5 cards, 3 in., in card cabinet. Agronomy Office, 2d floor. (106)

3502. SPECIFICATIONS BY DISTRICTS, Aug. 1935 to date. Showing chemical analysis and difference in soils in the various localities. Filed by subject. Indexed. (Daily, official.) 9 x 12 folders, 1 ft., in filing case. Agronomy Office, 2d floor. (96)

3503. AGRONOMY FIELD BOOK, Oct. 19, 1935 to date. Information on agronomy work of the Soil Conservation Service, giving variety of seed, grasses, spacing of trees and shrubs, with recommendations and specifications for varied conditions existing in State of California. (Frequently, official.) 9 x 11 $\frac{1}{2}$ vols., $\frac{1}{2}$ in., on wooden shelf. Agronomy Office, 2d floor. (105)

3504. STOCK FILE OF NURSERY SEED AVAILABLE, Nov. 27, 1935 to date. Correspondence relating to inventories of seed and plants in nursery work; and reports of forestry work being undertaken in this district. Copies of reports sent to Washington. Filed by subject. (Daily, official.) 9 x 12 folders, 1 ft., in filing case. Agronomy Office, 2d floor. (93)

3505. ASSISTANT DIRECTOR'S CORRESPONDENCE, Dec. 23, 1935 to date. To Washington covering marketing. Filed by subject. (Daily, official.) 9 x 12 folders, 1 ft., in filing case. Agronomy Office, 2d floor. (95)

3506. AGRONOMY FILE, Jan. 1936 to date. Descriptive report of all projects, detailed labor classification, and type of work performed; statements of amount of materials utilized, area covered, and costs of labor and transportation. Filed by districts. Indexed. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in filing case. Agronomy Office, 2d floor. (98)

3507. AGRONOMY FILE - SOUTHERN DISTRICT, Jan. 1, 1936 to

Ventura County, California, and soil erosion progress on the Vieras ranch. (Occasionally, official.) 9 x 11½ loose-leaf books, ¼ in., on wooden shelf. Soil Office, 2d floor. (168)

3515. GENERAL FILE, May 1934 to date. Correspondence to and from Washington, relating to travel expenses of executives; charts, maps, and narrative reports on soil chemistry in the northern district of this region. Filed by subject. (Daily, official.) 9 x 12 folders, 2 ft., in steel filing case. Soil Office, 2d floor. (167)

3516. REPORTS, May 1934 to date. Monthly narrative reports sent to Washington, covering soil research and activities; general reports on rainfall action, and laboratory and field studies on soils in relation to soil erosion; also reports on conferences held concerning the amount of silt damage done throughout this section. (Daily, official.) 9 x 12 folders, 2 ft., in filing case. Soil Office, 2d floor. (174)

3517. ANNUAL REPORT OF PROJECTS, June 30, 1934 to date. Showing progress made on projects, cooperation with other agencies, general reports of the soil division office, and report to the regional conservator. (Annually, official.) 8½ x 11 loose-leaf books (3), 1 ft., in filing case. Soil Office, 2d floor. (175)

3518. CALIFORNIA SOILS, 1935. Descriptions and relationship of selected series of California soils and notes stating the possibilities of resettlement in the various locations. (Occasionally, official.) 9 x 11½ vols., 4 in., on wooden shelf. Soil Office, 2d floor. (171)

3519. PRELIMINARY INVESTIGATION ARNOLD TRACT, VENTURA COUNTY, CALIFORNIA, 1935. Narrative history of tract, discussion of present badly eroded conditions, suggestions for a program of soil conservation, and photographs and sketches of the proposed work. (Occasionally, official.) 9 x 11 loose-leaf books, ¼ in., on wooden shelf. Soil Office, 2d floor. (163)

3520. SOIL MOISTURE DETERMINATIONS, 1935. Study of the effects of certain erosion control practices on penetration and storage of moisture; and study of the differences in moisture conditions in uneroded and eroded soils. Compiled by junior soil clerk. (Frequently, official.) 9 x 11 loose-leaf books, ¼ in., on wooden shelf. Soil Office, 2d floor. (164)

3521. GEOGRAPHIC PEDOLOGIC SURVEYS, Sept. 27, 1935 to date. Eleven typewritten volumes showing the earth formation in the soil erosion districts in Region 10, including field memoranda Soil Section 5, report of progress and conditions, distinctive agricultural areas, proposed demonstration projects, and survey of the Arroyo Las Posas demonstration project. These volumes

cover 14 areas and 8 sub-areas and were prepared from material collected by the assistant agricultural aid. (Frequently, official.) 9 x 11½ vols., 1 ft. 6 in., on wooden shelf. Soil Office, 2d floor. (172, 173)

3522. REPORTS ON TESTS OF BITUMULUS TREATED SOILS, Oct. 29, 1935. Relating to tests carried on in district of Santa Paula, Calif., and worked out in the Soils Laboratory at Santa Paula. (Occasionally, official.) 9 x 11½ vols., ½ in., on wooden shelf. Soil Office, 2d floor. (177)

3523. GENERAL CORRESPONDENCE FILE, Jan. 1936 to date. Copies of letters to Washington covering Placerville Laboratory studies, plant nutrition tables, and soil charts for use in this division. Filed by subject. (Daily, official.) 9 x 12 folders, 1 ft., in filing case. Soil Office, 2d floor. (165)

Division of Woodland Management

3524. REGIONAL WOODLAND MANAGEMENT AND WILDLIFE RODENT CONTROL, Dec. 24, 1935 to date. Field memoranda from Washington, telegrams, applications for positions and correspondence covering same, tabulated requests to Washington for trees, shrubs, etc.; monthly tabulated seed inventories and lists of shrubs and trees with planting schedules; activity reports from projects; newspaper clippings; general rodent control records. Filed by subject. (Daily, official.) 10 x 12 folders, 1 ft. 6 in., in filing case. Woodland Management Office, 2d floor. (181)

Division of Information and Public Relations

3525. GENERAL CORRESPONDENCE, Jan. 1934 to date. To and from branch offices and Washington, relating to exhibits, newspapers and radio reports. Filed by subject. (Daily, official.) 9 x 12 folders, 1 ft., in filing case. Educational Department Office, 2d floor. (150)

3526. EDUCATIONAL CORRESPONDENCE, June 1934 to date. To all departments of Soil Conservation Service dealing with educational matters. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft. 6 in., in filing case. Educational Department Office, 2d floor. (146)

3527. SOIL EROSION PROBLEMS, Oct. 1934 - Oct. 1935. Type-written books: "Soils" by W. A. Lloyd, "Erosion Survey of States" by E. J. Carpenter, "Sub-Soiling and Hole Digging to Increase Moisture Penetration" by A. Averell, "Vegetative Control and Restoring a Balance" by C. W. Petit, "Facts the Cooperator Should Know About the Broad Base Terrace" by J. J. Bameberger. (Occasionally, official.) 9 x 11½ vols. (5), 1 in., on wooden shelf. Educational Department Office, 2d floor. (158)

3528. INDEX TO LECTURES ON SOIL EROSION, Nov. 1934 to date. Giving name of speaker and numbers of the lantern slides accompanying particular lectures given to members of Farmers' Soil Erosion Associations. (Frequently, official.) 5 x 8 cards, 1 ft., in card cabinet. Educational Department Office, 2d floor. (154)

3529. LANTERN SLIDES, Nov. 1934 to date. Showing the various types of dam construction, terraces, contour ditches, head controls, conditions before and after rains, and how control dams fill up with sediment to crest after rains. (Frequently, official.) $3\frac{1}{4}$ x 4 slides (455), 6 ft., in 6 card cabinets. Educational Department Office, 2d floor. (152)

3530. QUARTERLY NARRATIVE REPORT OF MOORPARK CAMP, Dec. 1934 - Mar. 1935. Describing progress made in erosion work by the CCC camp, giving account of soil erosion work performed, and illustrated by photographs. Compiled by junior extension agent. (Occasionally, official.) 9 x $11\frac{1}{2}$ loose-leaf books, $\frac{1}{2}$ in., on wooden shelf. Educational Department Office, 2d floor. (159)

3531. FILMS AND MOTION PICTURE REELS, Jan. 1935 to date. On all phases of soil erosion, 16 MM Positive, suitable for small hall or schools: 2 copies of "A Day in the Soil Conservation CCC Camps", 1600 ft., each; "General Views of CCC Camps", 2 reels, 500 ft.; "General Views of Soil Conservation Service Work in California", 10 reels, 3500 ft.; "First Aid Care of Minor Wounds", 1 reel, 100 ft.; "Formation of Soil", 1 reel, 400 ft.; "Navajo Project and Boulder Dam", 1 reel, 350 ft. (Frequently, official.) 7" diameter film containers, 22 reels, on 2 wooden shelves. Educational Department Office, 2d floor. (162)

3532. PHOTOGRAPHS FOR SLIDES, 1935. Copies of photographic prints from which lantern slides are made, illustrating soil erosion lectures on dam constructions, head controls, dam operations, contour ditches, etc. (Occasionally, official.) 5 x 8 cards, 3 ft. 6 in., in 6 card cabinets. Educational Department Office, 2d floor. (147)

3533. PLANT PROBLEMS IN CALIFORNIA, Jan. 1935. Describing the best plants to grow on hillsides and terraces to prevent soil erosion; compiled by regional conservator. (Occasionally, official.) 9 x 11 vols., $\frac{1}{2}$ in., on wooden shelf. Educational Department Office, 2d floor. (161)

3534. "SHOULD EROSION BE DRAMATIZED," Jan. 1935. A short article by the educational director. (Occasionally, official.) 9 x 12 vols., $\frac{1}{4}$ in., on wooden shelf. Educational Department Office, 2d floor. (160)

3535. TALKS AND RADIO SPEECHES, Jan. 1935 to date. Copies of newspaper releases, radio talks, broadcasts, and bulletins

relevant to conservation work. (Frequently, official.) 9 x 12 folders, 1 ft., in filing case. Educational Department Office, 2d floor. (149)

3536. "WESTERN FARM AND HOME HOUR" TALKS, Jan. 1935 to date. Copies of talks given over the radio on the Western Farm and Home Hour, of articles in various publications; and newspaper clippings. Arranged by regional conservator and junior extension agent. (Frequently, official.) 9 x 12 folders, 1 ft., on wooden shelf. Educational Department Office, 2d floor. (153)

3537. ADDRESSOGRAPH, Aug. 1935 to date. Names and addresses on metal plates of all members of Soil Conservation Associations. (Frequently, official.) 1½ x 4 metal plates, 11 ft., in 9 card cabinets. Educational Department Office, 2d floor. (151)

3538. MISCELLANEOUS PHOTOS OF CONSTRUCTION, Aug. 1935 to date. 200 photographs covering all project constructions, terraces, dams, erosion control in all its phases, etc. (Frequently, official.) 3 x 4 and 9 x 12 folders, 8 in., on wooden shelf. Educational Department Office, 2d floor. (148)

3539. SOIL CONSERVATION ASSOCIATIONS, Dec. 1935 to date. A list of the 27 associations in this region and names of members of these associations. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft., in filing case. Educational Department Office, 2d floor. (156)

3540. REQUESTS FOR PHOTOGRAPHS AND PRINTS, Jan. 1936 to date. Requests for additional photographs or prints, which are reprinted from the negatives stored in the photography room. Filed by subject. (Frequently, official.) 5 x 8 cards, 3 in., in card cabinet. Educational Department Office, 2d floor. (155)

NAPA

SOIL CONSERVATION DEMONSTRATION ENGLISH HILLS PROJECT Federal Bldg., 2d and Randolph Sts.

This office was established on May 1, 1936. Its purpose is not only to conserve the lands already under cultivation, but also to demonstrate the advisability of sowing particular crops in certain soils to maintain the productivity of the land. Owners of farm lands on which demonstrations are conducted waive all rights, but they, in return, receive all benefits. Jurisdiction is local, but cooperation is maintained with similar agencies in California, all of which operate under the state director at Berkeley. All reports are sent to Berkeley.

3541. BULLETINS OF INSTRUCTION, May 1, 1936. Bulletins from Washington headquarters, showing methods of procedure in conducting this office. (Frequently, official.) $9\frac{1}{2}$ x $11\frac{1}{2}$ loose-leaf books, $1\frac{1}{2}$ in., on desk. Fair. R. 1. (375)

3542. GENERAL CORRESPONDENCE, May 1, 1936 to date. To and from secretary, local office, state director, Washington office, and from applicants. Filed alphabetically, by subject. (Frequently, official.) $8\frac{1}{2}$ x 10 folders, 4 in., in wooden filing case. R. 1. (376)

3543. NAPA COUNTY WORKS PROGRESS ADMINISTRATION REPORTS, May 1, 1936 to date. Copies of progress reports and requisitions. (Frequently, official.) $8\frac{1}{2}$ x 10 folders, 8 in., in wooden filing case. R. 1. (378)

3544. SUMMARY WORK SHEET, May 1, 1936 to date. USDA Form WR3, showing name of applicant who wishes to cooperate with the Soil Conservation Service and number of acres of farm. Compiled from USDA Form WR2. (Frequently, official.) 17 x 30 rolls, 4 in., on wooden filing case. R. 1. (377)

3545. WORK SHEET B, May 1, 1936 to date. USDA Form WR2, showing name and address of land operators, utilization of land, and distribution of farm acreage of each operator. (Frequently, official.) $8\frac{1}{2}$ x 10 folders, 2 ft. 10 in., in 3 drawers of wooden filing case. R. 1. (374)

PLACERVILLE

REGIONAL CONSERVATOR

Fairchild Bldg., 641 Main St.

This office was established in September 1935. At the time the archives were being surveyed, June 4, 1936, the office was being reorganized by a supervisor from Washington headquarters. While this unit was primarily one of research to determine the most effective methods of prevention of soil erosion, it has gone even further by actual demonstration of the discovered methods of engineering in hill and gully control, rodent extermination, and land-anchoring with quick-growing tenacious plants. Demonstrations were conducted on Government or privately-owned lands, the owner of the latter having signed a contract of cooperation.

3546. ACCOUNTS AND DISBURSEMENTS, Sept. 1935 to date. Showing personnel of region, applications, and general correspondence pertaining to civil service, income tax, and accidents and damage claims. Filed alphabetically, by state. (Daily, official.) 9 x 12 folders, 1 ft., in filing case. (63)

3547. ADMINISTRATION AND ORGANIZATION RECORDS, Sept. 1935 to date. Field memoranda, weekly and monthly progress reports, and annual instructional letters from central office regarding plans and cooperation. Indexed. (Daily, official.) 9 x 12 folders, 8 in., in filing case. (59)

3548. CONTRACTS AND LEASES, Sept. 1935 to date. Invitation, bids, and awards, showing date, description of property, terms conditions, and signatures of parties. Indexed. (Occasionally, official.) 9 x 12 folders, 2 ft., in 3 drawers of filing case. (56-58)

3549. COOPERATION, Sept. 1935 to date. Notes and duplicates of agronomy and engineering specifications for work done in prevention of soil erosion. Indexed. (Frequently, official.) 9 x 12 folders, 6 in., in filing case. (51)

3550. ENGINEERING AND AGRONOMY RECORDS, Sept. 1935 to date. Relating to seed, gully control, terracing, irrigation, concrete constructions, strip cropping, truck, field and fruit crops, hydraulic, and wheat, forestry and rodent control. Indexed. (Frequently, official.) 9 x 12 folders, 5 ft., in 3 drawers of filing case and in desk. (47, 52)

3551. GRAPHS, Sept. 1935 to date. Engineering specifications, charts, and graphs. (Daily, official.) 30 x 48 forms, 2 in., in wooden filing case. (46)

3552. LABOR REPORTS, Sept. 1935 to date. WPA reports, wage scales, and record of labor at subsistence camps. Indexed. (Occasionally, official.) 9 x 12 folders, 1 ft., in filing case. (55)

3553. MISCELLANEOUS INQUIRIES, Sept. 1935 to date. Nontechnical inquiries from the general public. Indexed. (Occasionally, official.) 9 x 12 folders, 1 ft., in filing case. (54)

3554. PROJECT RECORDS, Sept. 1935 to date. Maps and information regarding land classification and utilization, research, nurseries, seed gathering, seed, ECW nurseries, rainfall reports, watershed surveys, stream and lake improvements, sedimentation, hill culture, engineering, and agronomy. Indexed. (Daily, official.) 9 x 12 folders, 8 in., in filing case. (60)

3555. PROPERTY RECEIPTS, Sept. 1935 to date. For non-expendable property issued to individuals. Indexed. (Occasionally, official.) 6 x 8 folders, 1 ft., in filing case. (49)

3556. PROPERTY RECORDS, Sept. 1935 to date. Record of all purchases of expendable and non-expendable property, including receipt and disposition and permanent inventory record. Indexed.

(Frequently, official.) 6 x 8 cards, 2 in., in filing case.
(50)

3557. TECHNICAL RECORDS, Sept. 1935 to date. Job specifications and memoranda on general engineering and cost construction analyses. Indexed. (Frequently, official.) 9 x 12 folders, 2 ft., in filing case. (48)

3558. TELEGRAMS, Sept. 1935 to date. Telegrams received and sent. Indexed. (Occasionally, official.) 9 x 12 folders, 6 in., in filing case. (53)

SANTA ANA

SOIL CONSERVATION DEMONSTRATION ALISO CREEK PROJECT City Hall, 3d and Main Sts.

This office was established in September 1935 and was located in the Commercial Building until July 1936. A virtual arroyo in the dry season, Aliso Creek runs diagonally through the semi-arid though extremely fertile lands of Orange County. In rainy seasons its floods have cut the stream banks deeply and encroached upon adjacent lands. To rectify these conditions is the major aim of this project. Practical methods, learned through research and experiment, are demonstrated on privately-owned lands, the owners cooperating by waiving all rights in return for ensuing benefits. Jurisdiction is confined to Aliso Creek. Reports are sent to regional headquarters at Santa Paula.

3559. ADMINISTRATIVE CORRESPONDENCE, Sept. 1935 to date. Originals and copies of letters to and from administrative and technical divisions and project manager. Filed alphabetically. (Daily, official.) 10 x 12 folders, 1 ft., in steel filing case. R. 301. (162)

3560. CONTRACTS, Sept. 1935 to date. SCS Form 551, Cooperative Agreement-Demonstrational and Experimental Work, showing date, names and addresses of cooperators, agreement articles, and signatures of Government representative, cooperator, witness, and contracting officer. Serial 149 filed alphabetically, by name of cooperator. (Daily, official.) 9 x 12 folders, 11 ft. 6 in., in 7 drawers of steel filing cases. Rs. 303 and 308. (149, 156)

3561. MAPS AND BLUEPRINTS, Sept. 1935 to date. Maps and blueprints of projects under contract, showing location, number, name, date and name of cooperator; also engineering drawings. Filed alphabetically, by name of cooperator and arranged numerically.

(Daily, official.) Various sized loose sheets, 2 ft., in steel filing case. R. 305. (152, 153)

3562. PERSONNEL RECORDS, Sept. 1935 to date. Showing name, address, position, salary, and amount paid. Filed alphabetically. (Daily, official.) 9 x 12 cards, 1 ft. 6 in., in steel filing case. R. 301. (157)

3563. PROCUREMENT CORRESPONDENCE, Sept. 1935 to date. Letters relating to property and procurement, estimates, requisitions, vendors' agreements, and purchase orders; material on payrolls, transmittals, and bills of lading. Filed alphabetically. (Daily, official.) 9 x 12 folders, 10 ft., in 6 drawers of steel filing cases. Rs. 301 and 307. (150, 158)

3564. REPORTS, Sept. 1935 to date. Monthly physical progress reports, showing period ending, contract number, name of owner or tenant, date submitted to agronomy, engineering, or drafting divisions, farm code number, and name of clerk checking report; job specification sheets showing engineers' specifications; weekly rodent control report, showing name and location of CCC camp, district covered, amount and kind of poison used, and time spent on the work; activity, itinerary, and progress reports; monthly cost summary, and related material. Serial 154 filed alphabetically, by name of camp. (Daily, official.) 9 x 12 and 10 x 12 folders, 3 ft., in steel filing case. R. 303. (154, 155)

3565. TIMEKEEPING, Sept. 1935 to date. Receipts for checks delivered to employees and time and accident reports. Arranged chronologically. (Daily, official.) 10 x 12 bundles, 1 ft., in steel filing case. R. 301. (159)

3566. TIME REPORTS, Sept. 1935 to date. Showing date, project name, number, location, employee's name and occupation, account number, hours worked each day, and total time. (Daily, official.) 8 x 9 covers, 2 ft., in steel filing case. R. 307. (151)

3567. VOUCHERS, Sept. 1935 to date. Public travel, and payroll vouchers. Filed numerically. (Daily, official.) 9 x 12 folders, 2 ft., in steel filing case. R. 301. (161)

3568. VOUCHER RECORDS, Sept. 1935 to date. Showing number, date, purchase order reference, and amount. Filed alphabetically, by name of payee. (Daily, official.) 8 x 12 cards, 1 ft. 6 in., in steel filing case. R. 301. (160)

WATSONVILLESOIL CONSERVATION DEMONSTRATION
CORRALITOS CREEK PROJECT

Soil Conservation Headquarters, 213 Main St.

This project was inaugurated at Watsonville on January 15, 1935, and occupied the Ford Garage for a short time thereafter. In the main this agency functions as a demonstrator of practical methods of soil conservation throughout the Watsonville district. To increase efficiency the agency has been divided into the following cooperative units:

Administrative: In addition to general administration, this division controls the project budget, handles all finance and accounting, and acts as the service unit for the technical divisions.

Engineering: This unit surveys all proposed demonstration areas, and plans and supervises terrace and ditch systems, gully control structures, or other control construction required.

Nursery: This unit selects the seed, plants, and plant materials needed and supervises the planting.

Agronomy: This unit, after classifying the various soils in the demonstration areas and determining the most effective fertilizer for each, acts as advisor to farmers on green manure crops, systems of crop rotation, and all matters pertaining to the better crop return and the conservation of lands. The office has jurisdiction over Placerville, Vacaville, Corralitos, and Pinto Lake. No reports are sent to Washington.

The Pinto Lake branch office was opened in July 1935 for the purpose of conserving the low lands around Pinto Lake. Concrete check dams, terraces, and gully structures were constructed with ditches and junctions.

3569. SOIL SURVEY AND SOIL EROSION BULLETINS, 1917 - 1936. Issued at Washington, pertaining to soil treatment and surveys in different sections of the United States, and to regional directors, concerning soil erosion projects. (Occasionally, official.) 6 x 9 vols. and pamphlets, and 9½ x 11 loose-leaf books, 4 ft., in steel filing case and on steel filing cabinets. Engineer's and Main Offices. (129, 146)

3570. AGRONOMY AND SOILS BULLETINS, 1934 to date. Issued by the chief forester at Washington to division chiefs for instruction and information pertaining to the planting, growing, care, and harvesting of various crops and the fertilization and drainage of soil. (Frequently, official.) 10 x 11½ loose-leaf books, 1 in., in steel filing cabinet. Main Office. (128)

3571. ENROLLMENTS - INACTIVE AND ACTIVE, Aug. 1934 - June 6, 1936. SCS Form 202, Personal Data Memorandum, showing date, name, address, place and date of birth, age, sex, marital condition,

race, physical description, occupation, and signature of applicant; FERA Form 325, Assignment Slips; WPA Form 403, Notice of Termination of Employment; and WPA Form 404, Reclassification Slips. (Frequently, official.) 8 x 10 $\frac{1}{2}$ and 9 x 12 folders, 1 ft. 7 in., in 2 drawers of steel filing case. Project Office. (136, 137)

3572. INVITATION, BID, AND ACCEPTANCE, Dec. 1934 to date. Form 33, showing invitation and contract numbers, department or establishment, office or station, address, date, item number, articles or services, quantity, unit, unit price, amount, bidder's name and address, conditions, and instructions to bidders and contracting officers. (Frequently, official.) 8 x 10 and 9 x 12 folders, 7 in., in 2 drawers of steel filing case. Main and Project Offices. (126, 135)

3573. BOOKKEEPING FILE, Jan. 1935 to date. Vouchers sent to Washington, purchase orders, allotment statistics, and inspection copies. (Frequently, official.) 9 x 12 folders, 6 in., in wooden cabinet. Clerical Office. (172)

3574. COMPLETED SPECIFICATIONS, 1935 to date. Form SPE 2, Job Specification Sheet, showing engineer's specifications, location, type of construction, dates started and completed, and drainage area; includes drawings and material specifications. (Frequently, official.) 8 x 10 $\frac{1}{2}$ loose sheets and 9 x 12 folders, 2 in., in steel filing case. Project Office. (138)

3575. DISTRICT ENGINEERS' MISCELLANEOUS RECORDS, 1935 to date. Correspondence, requisitions for materials and equipment from field engineers, and estimates of materials and equipment required for a given job. (Frequently, official.) 9 x 12 folders, 4 in., in steel filing case. Engineer's Office. (154)

3576. EQUIPMENT INVOICES AND VOUCHERS, Jan. - June 30, 1935. Showing types and prices of equipment purchased. (Occasionally, official.) 9 x 12 folders, 6 in., in wooden cabinet. Clerical Office. (184)

3577. GENERAL FILE, Jan. - June 30, 1935. Correspondence, payroll receipts, and placement records. (Occasionally, official.) 9 x 12 folders, 1 ft. 6 in., in steel filing cabinet. Clerical Office. (171)

3578. PROJECT DESIGNS, CALCULATIONS, AND COMPUTATIONS, 1935 to date. Engineering department data, showing extent of drainage area, pipe lines, and ditches. (Frequently, official.) 9 x 12 folders, 6 in., in steel filing case. Engineer's Office. (149)

3579. PROJECT MAPS, Jan. 1935 to date. Aerial maps, showing projects on which work has been completed. (Rarely, official.)

9 x 12 folders, 6 in., in steel filing case. Project Office.
(140)

3580. PUBLIC VOUCHERS FOR PURCHASES AND SERVICES OTHER THAN PERSONAL, 1935 - June 15, 1936. Form 1034A, showing name of firm, date and amount of invoice, quantity and kind of goods received or services rendered, and signature of district manager. (Frequently, official.) $8\frac{1}{2}$ x 11 and 9 x 12 folders, 1 ft. 3 in., in steel filing case. Clerical Office. (183)

3581. SOIL STATISTICS, 1935 to date. Maps, drawings, erosion surveys, and recommendations of field surveyors. (Frequently, official.) 9 x 12 folders, 6 in., in steel filing case. Engineer's Office. (148)

3582. STRUCTURAL DESIGNS, 1935 to date. Drawings and calculations, pertaining to ditch and dam construction. (Frequently, official.) 9 x 12 folders, 5 in., in steel filing case. Engineer's Office. (150)

3583. TIME SHEETS, Jan. 1935 to date. Daily report by field superintendent, showing workmen's time and class of work. (Frequently, official.) 8 x $10\frac{1}{2}$ and 9 x 12 folders, 3 ft. 2 in., in steel filing case. Project Office. (133)

3584. COST SUMMARY CARDS - INACTIVE, Feb. 1935 to date. Showing cost of completed jobs. (Occasionally, official.) 5 x 8 cards and 9 x 12 folders, 2 ft. 1 in., in steel filing case. Accounting Office. (166)

3585. MAPS, TRACINGS, DRAWINGS, AND PRINTS, Feb. 1935 to date. Aerial maps and engineers' drawings of tracts subject to soil erosion correction from which engineers furnish statistical figures and plans for work to be done. (Frequently, official.) Various sized loose sheets, 40 ft., in wooden cabinet. Engineer's Office. (145)

3586. REQUISITIONS - COMPLETE AND INCOMPLETE, Feb. 1935 to date. Material and equipment drawn or to be drawn from project warehouse, showing signatures of field superintendent and foreman. (Complete records, rarely; incomplete records, frequently, official.) $5\frac{1}{2}$ x 8 loose sheets and 9 x 12 folders, 4 ft. 7 in., in 2 drawers of steel filing case. Accounting Office. (163, 164)

3587. SURVEYORS' FIELD BOOKS, Feb. 21, 1935 to date. Guide books issued for use of surveyors to facilitate their work and aid in solving problems. (Frequently, official.) 5 x 8 vols. (32), 2 ft. 6 in., on wooden cabinet. Project Office. (143)

3588. MISCELLANEOUS REPORTS, Mar. 1935 to date. Showing progress and cost of work done on projects. (Frequently, official.)

9 x 12 folders, 6 in., in steel filing case. Accounting Office.
(157)

3589. JOB SPECIFICATIONS, Mar. 22, 1935 to date. Engineers' plans, maps, and drawings pertaining to a given district surveyed for the purpose of instituting erosion control and reconstruction. (Frequently, official.) 9 x 12 folders, 6 in., in steel filing case. Project Office. (139)

3590. FIELD ORDERS AND INSTRUCTIONS, Apr. 10, 1935 - May 31, 1936. Copies of orders, instructions, and information issued by various departments to field superintendents and foremen. (Frequently, official.) 9 x 12 folders, 5 in., in steel filing case. Clerical Office. (188)

3591. COOPERATIVE AGREEMENTS, May - Nov. 1935. Form 1-186, agreement between property owner and the Government, regarding service to be rendered by the Government and obligations assumed by the owner in regard to soil erosion activities; signed by owner and contractual officer. (Rarely, official.) 8 x 10½ folders, 4 in., in steel filing cabinet. Main Office. (127)

3592. PURCHASE RECORDS, May 1935 to date. Form AD 14, Request for Supplies, Equipment, or Service; Form 33, Invitation, Bid, and Acceptance; and Form 38C, Purchase Order. (Frequently, official.) 8 x 10½ and 9 x 12 folders, 4 in., in steel filing case. Project Office. (141)

3593. CORRESPONDENCE, June 1935 to date. Letters, telegrams, and notes to and from field superintendent and local officials, pertaining to routine office business. (Frequently, official.) 9 x 12 folders, 1 ft. 10 in., in safe. Clerical and Main Office. (122, 173)

3594. BUDGETS AND ALLOWANCES, July 1935 to date. For specified projects which have been approved by the divisional director. (Frequently, official.) 9 x 12 folders, 5 in., in steel filing case. Main Office. (124)

3595. PLACERVILLE AND VACAVILLE FILES, July 1935 to date. AD Form 14, Request for Supplies, Equipment, or Service; Form 33, Invitation, Bid, and Acceptance; Form 1034A, Public Voucher for Purchases and Services Other Than Personal; also correspondence pertaining to daily activities in this office. (Frequently, official.) 9 x 12 folders, 2 ft. 1 in., in 2 drawers of steel filing case. Main Office. (130, 131)

3596. ALLOTMENT LEDGER, Aug. 1935 to date. Form 1015A, Accounting for Allotments Made for Specified Projects, giving costs and unencumbered balances. (Frequently, official.) 11½ x 16 loose-leaf book, 2 in., on steel filing cabinet. Main Office. (125)

3597. JOB COST CARDS, Aug. 1935 - Feb. 1936. Showing costs of different jobs on the project and used in making reports to the regional director. (Rarely, official.) 5 x 8 cards, 1 ft., in 2 wooden boxes. Project Office. (142)

3598. JOB SPECIFICATIONS AND COST SHEETS, Aug. 1935 to date. Showing estimates and cost of materials, equipment, and labor required on projects. (Frequently, official.) 9 x 12 folders, 1 ft., in steel filing case. Engineer's Office. (151)

3599. MONTHLY REPORT, PROGRESS AND COST, Aug. 1935 - May 1936. Form SCS1P, showing itemized cost of work done, amount of work accomplished, and estimates of total costs to complete. (Frequently, official.) 8 x 10½ envelopes, 1 ft., in steel filing case. Accounting Office. (161)

3600. PAYROLLS FOR VACAVILLE, PLACERVILLE, AND WATSONVILLE, Aug. 1935 to date. Copies of payrolls, schedules of disbursements, and vouchers for clerical and office employees, showing names, amount paid, and totals. (Frequently, official.) 9 x 12 folders, 1 ft. 7 in., in 3 drawers of wooden filing case. Clerical Office. (179-181)

3601. TRUCK AND TIME SHEETS, Aug. 1935 to date. Showing daily truck time, trips and mileage, and semi-monthly labor time of each worker. (Frequently, official.) 9 x 12 folders and cards, 2 ft., in steel filing case and in box. Accounting Office. (156)

3602. WEEKLY REPORTS OF SOIL EROSION SURVEYS, Aug. 1935 - June 30, 1936. Showing acres surveyed, name of owner of property, date of survey, location of property, and relative statistics and calculations. (Frequently, official.) 9 x 12 folders, 2 in., in cabinet. Engineer's Office. (147)

3603. TIME REPORTS FOR WATSONVILLE, VACAVILLE, AND PLACERVILLE, Aug. 15, 1935 to date. WPA Form 502, Time Report for Personal Services, Work Projects, showing agency, name of project, by whom sponsored, pay period, payroll number, page, project numbers, work symbol, name of employee, sex, occupation, number of hours worked or lost each day, rate, amount earned, and signatures of time-keeper and project superintendent. (Frequently, official.) 9 x 12 and 14 x 17 folders, 1 ft. 1 in., in 3 drawers of steel filing cabinet. Clerical Office. (169, 176, 178)

3604. DAILY TIME SHEETS FOR VACAVILLE AND PLACERVILLE, Sept. Nov. 1935. Showing name, classification, total hours employed, and signatures of foreman and project superintendent. (Rarely, official.) 9 x 12 folders, 2 in., in steel filing case. Clerical Office. (175, 177)

3605. PERSONNEL TRANSFERRED - PLACERVILLE, Sept. 1935 - Apr. 1936. WPA Form 325, Assignment Slip; WPA Form 403, Notice of Termination of Employment; and WPA Form 404, Reclassification Slip. (Frequently, official.) 9 x 12 folders, 6 in., in steel filing case. Clerical Office. (182)

3606. PURCHASE ORDERS COMPLETED FOR VACAVILLE, PLACERVILLE, AND WATSONVILLE, Sept. 1935 - May 15, 1936. Showing quantity, article, prices and totals, with whom order was placed, and signature of regional director. (Frequently, official.) 8 x 10 $\frac{1}{2}$ and 9 x 12 loose sheets and folders, 4 ft. 9 in., in 3 drawers of steel filing case. Clerical Office. (185-187)

3607. INJURY AND COMPENSATION REPORTS, Oct. 1935 to date. Form Kl, showing name, address, and occupation of injured, time and description of injury, treatment given, compensation, and signatures of injured party and foreman. Reports are sent to regional director at Los Angeles. (Frequently, official.) 8 x 11 and 9 x 12 folders, 4 in., in steel filing case. Clerical Office. (170)

3608. PROJECT SUMMARY COST RECORDS - ACTIVE, Oct. 1935 to date. Showing cost of labor, material, equipment, transportation, and maintenance of each job division. Originals sent to regional office at Los Angeles. (Frequently, official.) 5 x 8 cards and 9 x 12 folders, 2 ft. 6 in., in 2 drawers of steel filing case. Accounting Office. (165, 167)

3609. RIGHT-OF-WAY DATA, Oct. 1935 to date. Surveyors' reports, survey of summaries, and records of deeds and rights-of-way. (Frequently, official.) 9 x 12 folders, 5 in., in steel filing case. Engineer's Office. (153)

3610. AGRONOMY COSTS, Nov. 1935 to date. Weekly, monthly, and job records of costs, pertaining to tree planting, fertilization, cover crops, seeding, and rodent control. (Frequently, official.) 9 x 12 folders, 1 ft., in steel filing case. Accounting Office. (159)

3611. ENGINEERING COSTS, Nov. 1935 to date. Weekly and monthly reports showing detailed cost of materials, equipment, and labor on different projects; and estimates of total costs upon completion. (Frequently, official.) 9 x 12 folders, 1 ft. 3 in., in steel filing case. Accounting Office. (158)

3612. OFFICIAL CORRESPONDENCE, Nov. 1935 - June 20, 1936. To and from chief regional director, pertaining to routine business of this office. (Frequently, official.) 9 x 12 folders, 1 ft. 3 in., in steel filing case. Main Office. (123)

3613. PAYROLL RECEIPTS FOR CHECKS, Nov. 1935 - Mar. 1936. Signed receipts of pay checks by field project workers. (Frequently, official.) 4 x 6 loose sheets, 1 in., in safe. Clerical Office. (174)

3614. PURCHASE ORDERS FOR MATERIAL AND EQUIPMENT, Dec. 1935 - June 1, 1936. Placed by the Watsonville office with local firms, and signed by district superintendent. (Frequently, official.) 8 x 10½ folders, 4 in., in steel filing case. Accounting Office. (162)

3615. DAILY AND MONTHLY HYDROLOGICAL REPORTS, Jan. 1 - May 31, 1936. Showing record of rainfall on different soil erosion projects and record of the flow or run-off and water levels. (Rarely, official.) 5 x 11 envelopes and 9 x 12 folders, 1 ft., in steel filing case. Engineer's Office. (152)

3616. SUPERINTENDENT'S MONTHLY REPORTS OF CORRALITOS PROJECT, Feb. - May 1936. Showing progress made and cost of materials, equipment, labor transportation, and maintenance. (Frequently, official.) 9 x 12 folders, 1 ft. 2 in., in steel filing case. Accounting Office. (160)

3617. PAYROLLS, May 1936 to date. Monthly payrolls of all classes of labor for both semi-monthly pay periods, showing signatures of foreman and project superintendent. (Frequently, official.) 9 x 12 folders, 2 in., in steel filing case. Project Office. (134)

Pinto Lake Sub-Office

3618. COMPLETED PROJECTS, Aug. 1935 - 1936. Charts, maps, and reports of completed projects. Arranged by project. (Frequently, official.) 36 x 42 loose sheets, ¼ in., in cabinet. Office. (193)

3619. PROJECT PLANS, Aug. 1935 to date. Miscellaneous data, charts, maps, and plans of completed and new projects, showing concrete check and soil-saving dams, masonry, ditch junctions, terraces, ditches, basins, gullies, structures, and topography. Arranged by project. (Frequently, official.) 24 x 28 loose sheets, 1 in., in cabinet. Office. (192)

3620. MISCELLANEOUS RECORDS, Aug. 5, 1935 to date. Certificates of compliance, transmittal memorandums, payrolls disbursed in field, requests for travel authorizations, charge sheets, personnel records, informal agreements, budget estimates, purchase orders, difference statements, exemption certificates, etc. (Frequently, official.) 9 x 12 folders, 3 ft., in steel cabinet. Office. (198, 199)

3621. PLANS OF PROJECTS UNDER CONSTRUCTION, Aug. 5, 1935 to date. Elevation drawings aerial maps, and structural drawings. Arranged by project. (Frequently, official.) Various sized loose sheets, 5 ft., in 5 drawers of wooden cabinets. Office. (200)

3622. AGRONOMY RECORDS, Sept. 1935 to date. Relating to progress and cost of gully control, construction of concrete terraces, field and fruit crops, forestry, and rodent control. (Frequently, official.) 9 x 14 folders, 4 in., in filing case. Office. (195)

3623. PERPETUAL INVENTORY CARDS, Sept. 1935 to date. SCS-ECW Form 29, showing purchases of expendable and non-expendable property and receipt and disposition of property. (Daily, official.) 7½ x 8 loose sheets, 9 in., in cardboard box. Office. (197)

3624. PROPERTY RECORD, Sept. 1935 to date. SCS-ECW Form 5, Reconciliation of Unliquidated Items, showing name of article, class number, description, name of vendor, requisition and purchase order numbers, receiving record, unit, total costs, issues, quantity ordered, received, and on hand. (Daily, official.) 7½ x 8 loose sheets, 4 in., in cardboard box. Office. (196)

3625. ENGINEERS' REPORTS, Apr. 1936 to date. RCA Form 101, Engineer's Job Specifications; RCA Form 106, Summary of Job Specifications; RCA Form 126, Engineer's Weekly Report. (Frequently, official.) 9 x 14 folders, 2 in., in filing case. Office. (194)

WHITTIER

SOIL CONSERVATION DEMONSTRATION LA HABRA PROJECT

- (A) Bank of America Bldg., 101 Philadelphia St.
- (B) Warehouse, Whittier Blvd., and Russell St.

This agency was established at Whittier on September 1, 1936. It has undergone no administrative reorganization since its inception nor has it occupied any quarters other than the present ones.

The La Habra Project is concerned with the prevention and control of accelerated soil erosion on agricultural lands. This function involves research and investigation into the problems of soil erosion and its control, and the propagation of erosion control practices through the medium of practical demonstration. The activities of this office cover twenty-five thousand acres in parts of Los Angeles and Orange Counties lying just east of

the city of Whittier. All records are retained until instructions for their disposal are received from headquarters.

Office of Project Manager

3626. MISCELLANEOUS RECORDS, PAPERS AND CORRESPONDENCE, Aug. 1936 to date. "Catch-all File" for surplus records; abstracts from miscellaneous reports, blueprints, photographs (7), notes and data; papers pertaining to talks, lectures and studies of asphalt ditch linings; miscellaneous correspondence between regional office at Santa Paula, California, and grove owners, civil engineers, realtors, etc., relating to soil conservation work; and unnumbered form which constitutes a visitor's record showing name of project visited, date, name and address of visitor, title and name of person conducting visitor, and visitor's reactions. Divided into four sections: Safety, Budget, Inventory, and Miscellaneous. (Rarely, official.) 9 x 12 folders, 10 in., in steel filing case. R. 407 (Bldg. A). (57)

3627. FARM COST RECORD, Sept. 1936 to date. Form LHL, Farm Cost Record Card, showing name of cooperator, job number, type of control, dates started and completed, type of work; labor, supervisory, material, equipment, and transportation costs, unit and total costs, number of units, totals, and remarks. Filed alphabetically, by name of cooperator. (Occasionally, official.) 5 x 8 cards, 4 in., in steel card cabinet. R. 407 (Bldg. A). (61)

3628. GENERAL FILE, Sept. 1936 to date. Divided into sections: miscellaneous papers, consisting of data, statements of financial status, hydrography notes, and memoranda on use of motor vehicle equipment; and correspondence, consisting of letters to and from this agency and regional headquarters, project camps, project managers, WPA, farm bureaus, Washington office, industrial companies, real estate agents, American Society of Civil Engineers, etc. Major subjects of correspondence pertain to activities of this agency relative to soil conservation and various phases of of this work. Miscellaneous papers filed by subject; general correspondence filed alphabetically, by name. (Daily, official.) 9 x 12 folders, 1 ft. 10 in., in steel filing case. R. 407 (Bldg. A). (54)

3629. MEMORANDA, Sept. 1936 to date. Bulletins and instructions from Washington to this agency and interdepartmental within the agency, relating to various subjects governing the activities of and pertaining to soil conservation work. Divided into three major sections: project, Washington, and Emergency Conservation Work; then into six sub-sections: procurement, personnel, engineering, fiscal, army orders in connection with ECW, and miscellaneous memoranda. Filed by point of origin and/or subject. (Occasionally, official.) 9 x 12 folders, 8 in., in steel filing case. R. 407 (Bldg. A). (56)

3630. PERSONNEL RECORDS, Sept. 1, 1936 to date. Local Form 159, Request for Travel Authorization, showing name, title, post of duty, points to which travel is necessary, justification for travel, mode of transportation, justification for mode of transportation, date authorization effective, date authorization expires and per diem in lieu of subsistence expense. Local Form 159-A, Report of Employment under Letter of Authorization; Local Form 159-B, Notice of Termination of Employment under Letter of Authorization; Local Form W-1, Employee's Home Address Card; Local Form 643, Report of Employee's Marital Status; local unnumbered form, Personal Data Memorandum gives date, name of applicant, address, date and place of birth, legal residence, sex, marital status, race, personal description, commercial experience, and education. SCS Form 113, Travel Authorization; DA Form 17-A, Application for Leave-Field; Standard Government Form 124-B, U. S. Civil Service Commission Declaration of Appointee; Standard Government Form 6, Personal History Statement; also telegrams and correspondence pertaining to applications, inquiries and recommendations. Divided into four sections: Classified personnel, WPA employees, temporary assistants, and camp personnel. See addenda for description of forms. Filed alphabetically, by status of employee. (Frequently, official.) 9 x 12 folders, 1 ft. 3 in., in steel filing case. R. 407 (Bldg. A). (55)

3631. REPORTS, Sept. 1936 to date. RCA Form 114, Weekly Agronomy Progress Report, showing project name and number, district, date, job number, type of work, total work to be done, work previously done, work done during current week, and balance to be completed; RCA Form 120, Weekly Rodent Control Report, showing project and case name and number, district, date, property, number, kind of material, amount, acres treated, filed hours, number of men, nature of infestation, weather condition, rodent species, and results; RCA Form 102, Vegetative Control Specifications Report; RCA Form 103, Vegetative Control Job Sheet; RCA Form 105, Summary of Job Specifications; Form 113, Construction Weekly Progress Report; RCA Form 116, Engineering Job Cost Report; RCA Form 126, Engineer's Weekly Report; SCS Form 231, Physical Progress Report. See Reports 93 and 94 addenda for description of forms. Divided into 33 main subdivisions: La Habra, SCS, California-6, Cucumonga, SCS, California-10, and Palos Verdes, SCS-13. Arranged numerically, by job number and filed by name of cooperator. (Frequently, official.) 9 x 12 folders, 1 ft. 4 in., in steel filing case. R. 407 (Bldg. A). (60)

3632. SPECIFICATION AND COST RECORDS, Sept. 1936 to date. RCA Form 101, Engineering Job Specification; RCA Form 102, Vegetative Control Specifications; RCA Form 116, Engineering Job Cost Report; also an unnumbered form giving a general cropping plan. See Reports 93 and 95 for description of forms. Divided into 33 sections: La Habra SCS, California-6, Cucumonga SCS, California-10, and Palos Verdes SCS, California-13. Arranged numerically, by job

number and filed by name of cooperator. (Daily, official.)
9 x 12 folders, 1 ft. 2 in., in steel filing case. R. 407 (Bldg. A). (62)

3633. VISITOR'S REGISTER, Sept. 1936 to date. Unnumbered local form listing visitors from the regional office and other areas and departments of the Soil Conservation Service, showing date, name of visitor, address, and title. Arranged chronologically. (Occasionally, official.) 9 x 12 folders, 1 in., on desk. R. 407 (Bldg. A). (59)

3634. PHOTOGRAPHS, Sept. 19, 1936 - Jan. 20, 1937. Photographs of activities of Soil Conservation Service on various projects in California and Nevada. 24 photos of scenes on the La Habra project in territory adjacent to towns of Redondo, Puente, La Habra, and Whittier, showing broad base terraces, terrace outlets, reinforced concrete dams, revetments, breast walls, earth fill dams, contact between gravels and siliceous shales showing differences in vegetation and erosion, the erodibility of gravel zones, representative hillside views, citrus orchards, ice plant carpets and cactus planting to prevent erosion. 153 photos of scenes on the Arroyo Grande Project, Calif., in territory adjacent to the towns of Arroyo Grande, Corralitos, Watsonville, El Toro, Somis, Moorpark, Pomona, Placerville, and San Pedro, showing terraces and outlet ditches, terraces on 25% slope, masonry check dams, retaining wall reinforcing, contour ditches, control work in Bruce Gully, rack wall protection, diversion ditches, flume transitions, gravel pits, drainage channels, CCC and WPA labor activity, etc. 42 photographs of scenes of the Sebastopol project, Calif., in territory adjacent to Sebastopol and Vista, showing stone and concrete outlet ditches, general panoramas, concrete lined ditches, effects of flood water, etc. 11 photographs of scenes on the Panaca and Nevada WPA projects, Nevada, in territory adjacent the towns of Panaca and Crystal Spring, Nevada, showing CCC workers in action, general view of east end of Panaca project, typical small brush and earth dams, crystal springs, brush spreaders, etc. (Rarely, official.) 10 x 12 loose-leaf books (3), 4 in., in steel filing case. R. 407 (Bldg. A). (63)

3635. INDEX LIST OF COOPERATORS, n. d. Giving cooperators' names, divided into two sections: numerical section, showing farm code number and name of cooperator; alphabetical section, showing name of cooperator, address, location, farm code number, and contact number. Arranged numerically, by farm code number and alphabetically, by name of cooperator. (Daily, official.) 3 x 5 cards, 4 in., in steel card cabinet. R. 407 (Bldg. A). (58)

3636. INDEX TO TECHNICAL PUBLICATIONS, n. d. Giving author's name, publication number, and title of publication or subject.

Filed numerically. (Occasionally, official.) 3 x 5 cards, 6 in., in steel card cabinet. R. 407 (Bldg. A). (53)

Office of Project Clerk

3637. GENERAL CORRESPONDENCE, Oct. 1936 to date. To and from regional office at Santa Paula, Calif., Washington headquarters, various projects, foremen of camps coming within the jurisdiction of this office, cooperators with soil conservation projects, vendors of products sold to this agency, and individuals. All correspondence pertaining to various Government departments and between Government agencies, filed numerically, by a modified form of the Dewey Decimal System and correspondence with individuals filed alphabetically, by name of correspondent. (See Report 67.) Indexed. (Daily, official.) 10 x 12 folders, 2 ft., in 2 drawers of steel filing case. R. 405 (Bldg. A). (64)

3638. INDEXES AND SOIL CONSERVATION MEMORANDA, Oct. 1936 to date. Numerical index, showing title as given to some memorandum issued by Washington to the regional offices pertaining to some phase of soil conservation work. Divided into 8 sections: fiscal, WPA, procurement and property, administrative, personnel, safety, and cooperative agreements. Indexed. (Frequently, official.) 8 x 10 loose-leaf books (8), 1 in., on wooden bookcase shelf. R. 405 (Bldg. A). (66)

3639. REGIONAL MEMORANDA, Oct. 1936 to date. Divided into fiscal memos, Calif., No. 6., Procurement and Property; Emergency Conservation Work; Safety, Personnel Reports, Statistics and Co-operative Agreements. Consisting of orders, instructions and suggestions from the regional office to various project superintendents regarding proper method of accomplishing purpose of Soil Conservation Act. Filed alphabetically, by subject. Indexed. (Frequently, official.) 8 x 10 loose-leaf books (5) and vols. (2), 10 in., on 2 wooden bookcase shelves. R. 405 (Bldg. A). (65)

3640. INDEX TO CORRESPONDENCE, n. d. Abbreviated and modified form of Dewey Decimal System arranged to meet local conditions. Main divisions are: 100, Administration and Organization; 200, Projects, Technical; 300, Accounts and Disbursements; 400, Information and Education; 500, Personnel; 600, Equipment and Contracts; 700, Legislation; 800, Labor; 900, Miscellaneous. Break-down of the divisions into subdivisions is by decimals such as 100.0, camps; 106.4, man-hour reports, etc. (Daily, official.) 9 x 12 folders, 1 in., in desk drawer. R. 405 (Bldg. A). (67)

Accounting Section

3641. ACCOUNTING LEDGERS, Oct. 1936 to date. Standard Form 1016, Register of Various Fiscal Papers, consisting of purchase orders, requisitions, Washington purchase order adjustments, bills

of lading, vouchers, and payrolls; allotment ledger records, showing total of each division distribution and balance and itemized account of all distributions. Arranged numerically, by classification of encumbrances. (Daily, official.) 10 x 16½ loose-leaf books (3), 5 in., in desk drawer. R. 405 (Bldg. A). (74)

3642. FISCAL FILE, PAYROLL, Oct. 1936 to date. Standard Form 1034A, Public Voucher for Purchases, record of payment for office supplies and equipment, showing name of department making voucher, appropriation symbol, name and address of payee, contract number, date, date of order and delivery, name of articles, quantity, price, amount, total, with signature of payee; Form 1012A, Public Voucher for Reimbursement of Travel, giving name of department, appropriation symbol, name and address of payee, date of incurred expenses, amount, duty status and itemized schedule of travel and expenses; Form 1013A, Payroll for Personal Services used for regular Government employees on annual salary, giving name and location of department office, period of payroll, name and grade of employee, amount earned, deductions, net amount paid, and remarks; WPA Form 503-A, Payroll, Work Projects, giving payroll number, project number, name and location of agency, pay period, name of employee, sex, identification number, occupation, hours per month, hours worked, rate per hour, amount, check number, date drawn on U. S. Treasury, remarks, voucher number, and appropriation symbol. Filed numerically. (Daily, official.) 9 x 12 folders, 10 in., in steel filing case. R. 405 (Bldg. A). (76)

3643. PURCHASE ORDERS - OPENED AND CLOSED, Oct. 1936 to date. SCS Form 11-A, Purchase Orders, covering La Habra project; regional order (i.e. Santa Paula), and Washington purchase orders; Standard Form 1058A, Government Bills of Lading, showing to whom billed, appropriation number, names of issuing office and officer, date, from whom received, origin, destination, numbers on packages, number and kind of packages, description, weight, authority for shipment, name of transportation company, and date. Arranged by source of purchase and filed chronologically. (Daily, official.) 9 x 12 folders, 10 in., in steel filing case. R. 405 (Bldg. A) (75)

3644. REQUISITIONS, Oct. 1936 to date. Form AD 14, Record of Requisitions for Supplies or Equipment. Filed numerically, by requisition number. (Frequently, official.) 9 x 12 folders, 5 in., in steel filing case. R. 405 (Bldg. A). (77)

Conservation Survey Section

3645. AERIAL PHOTOGRAPHS, 1930 - 1932. Taken by the Fairchild Aviation Commercial Photography Corporation. Each shot covers an area of approximately 3½ square miles at a photographic scale of 1"-500. Photographs cover La Habra project SCS No. 6, showing Palos Verdes Hills, Skyline Drive, Brea District, Times Mirror,

Grazide subdivision, and La Habra Heights District. (Seldom, official.) 18 x 22 photographs (29), 6 in., in steel cello-clip map and plan file. R. 408 (Bldg. A). (105)

3646. MONTHLY WEATHER REPORTS, 1930 to date. Showing month, place, date, dry and wet bulb, dew point, relative humidity, maximum 12-hour temperature, minimum 24-hour temperature, wind direction, velocity, precipitation 24 hours, clouds, and state of weather. 3 copies made and retained here. Filed chronologically. (Rarely, official.) 9 x 12 folders, 1 ft. 2 in., in steel filing case. R. 408 (Bldg. A). (103)

3647. GENERAL WORK FILE, Aug. 1936 to date. Records, notations, and memoranda relating to property data, soil descriptions, factual reports, soil legends, and soil conservation surveys; correspondence to and from regional office at Santa Paula, California, pertaining to various subjects associated with soil conservation survey. Filed by subject. (Daily, official.) 9 x 12 folders, 1 ft. 8 in., in steel filing case. R. 408 (Bldg. A). (104)

Engineering Section

3648. DESIGN FILE, Aug. 24, 1935 to date. Notes, computations, and estimates on proposed diversion ditches, dams, breast walls, structures, pipe line inlets, pipe lines, concrete check dams, gully crossings, culvert outlets, bridges, etc., pertaining to conservation work on La Habra Project No. 6; studies of asphalt ditch lining cost data; data on precipitation at Puente Packing House, Aug. 24, 1935 - Dec. 4, 1936. Arranged by subject. (Occasionally, official.) 9 x 12 folders, 8 in., in steel filing case. Fair. R. 408 (Bldg. A). (97)

3649. DRAFTING RECORDS, 1936 to date. Correspondence to and from Santa Paula regional office, pertaining to blueprints, drawings, plans, etc.; drafting room reports on work accomplished and proposed work to be done; personnel roster giving names, addresses and phone number; soil data sheets and general instructions. Arranged by subject. (Rarely, official.) 9 x 12 folders, 8 in., in steel filing case. R. 408 (Bldg. A). (92)

3650. ENGINEERING REPORTS, Apr. 1936 to date. RCA Forms 101, 105, 106, 113 and 126. See addenda for description of forms. (Occasionally, official.) 9 x 12 folders, 1 ft. 10 in., in steel filing case. R. 408 (Bldg. A). (94)

3651. COOPERATIVE AGREEMENTS, Aug. 1936 to date. Contract agreement between Dept. of Agriculture, Soil Conservation Service, and cooperator or land owner for demonstrational and experimental work in soil and water conservation. Main body of agreement is drawn on SCS Form 551, showing date agreement entered into, name

and address of cooperator, and 17 articles of agreement; original and first copy of agreement showing signatures of project manager, cooperator, two or more witnesses, and contracting officer. Original signed agreement sent to Washington and first copy given to cooperator. Form SP-S11, Legend for Soil Conservation Surveys; Form ECPl, Plan of Conservation Operations; Form SP.ECPl7, Contract Work Sheet. Agreements originate in this office in sextuplet; original and second copies sent to Washington, 1 copy given owner or cooperator, 2 sent to regional office at Santa Paula, Calif., 1 to engineering department, and 1 to technician's office. See addenda for description of forms. Filed alphabetically, by name of owner or cooperator. (Frequently, official.) 9 x 12 folders, 5 in., in steel filing case. R. 408 (Bldg. A). (95)

3652. GENERAL ENGINEERING RECORDS, Aug. 1936 to date. RCA Forms 101 - 103, 105, and 116 and SCS Form 551; also physical progress data, safety bulletins, instructions, notations, and cost data. See addenda for description of forms. (Daily, official.) 9 x 12 folders, 10 in., in steel desk. R. 408 (Bldg. A). (93)

3653. JOB STARTING AND COMPLETION CARDS - PALOS VERDES AND LA HABRA DISTRICTS, Aug. 1936 to date. RCA Form 104, showing project and camp names and numbers, job number, starting date, name of owner, location, type of work such as engineering, agronomy, range, woodland and wild life, with signature of foreman. Job starting card serves as job completion card when work is completed. Filed by districts and arranged alphabetically, by name of owner. (Frequently, official.) 4 x 5 cards, 8 in., in steel card cabinet. R. 408 (Bldg. A). (96)

3654. INDEX TO SOILS AND LAND USE MAPS, Aug. 3 - Dec. 28, 1936. Showing name of owner, drawing or map number, serial sheet number, name of operator, index sheet number, legal description of property, farm code number, acreage, and date. Arranged alphabetically, by name of owner. (Occasionally, official.) 3 x 5 cards, 6 in., in steel card cabinet. R. 408 (Bldg. A). (91)

3655. MISCELLANEOUS MAPS, DRAWINGS, AND BLUEPRINTS, Sept. 1936 to date. Showing reinforced concrete check dams, soil saving dams, masonry ditch junctions, terraces and ditches, stilling basins, gullies and structures in La Habra project district. Arranged by subject and filed numerically, by drawing number. Indexed. (Occasionally, official.) Various sized maps and blueprints (186), 1 ft. 10 in., in steel cello-clip map and plan file. R. 408 (Bldg. A). (100)

3656. PROFILE MAPS, Sept. 1936 to date. Of completed ditches, proposed pipe drains, gullies, irrigation changes, pipe lines, dam sections, diversion ditches, and topography maps of cooperator's property in La Habra project SCS Calif., No. 6. Arranged alphabetically, by name of cooperator and numerically, by drawing

number. Indexed. (Occasionally, official.) Various sized rolled maps (53), 1 ft., in wooden pigeonhole case. R. 408 (Bldg. A). (101)

3657. SOILS AND LAND USE MAPS, Sept. 1936 to date. Tracings and maps, preliminary and completed, drawn to scale of 1"-500', showing name and number of project, name of owner, farm code number, number of acres, drawing number, and planimeter calculations. Files divided into 2 sections: preliminary and completed; arranged numerically, by drawing number and filed by subject. Indexed. (Frequently, official.) 9 x 12 maps (292), 9 in., in steel filing case. R. 408 (Bldg. A). (98)

3658. AERIAL PHOTOGRAPHS, n. d. Taken by the Fairchild Aviation Commercial Photography Corporation, each shot covering an area of approximately $3\frac{1}{2}$ square miles at a photographic scale of 1"-500'; also photographs of La Habra Project SCS No. 6 district. (Rarely, official.) 18 x 22 photographs (42) and 20 x 26 covers, 2 in., in steel cello-clip map and plan file. R. 408 (Bldg. A) (99)

3659. INDEX TO DRAWINGS AND BLUEPRINTS, n. d. Showing drawing number, title of subject, description, material and size. Divided into 2 sections: Regional and Profile. Arranged alphabetically, by subject. (Daily, official.) 3 x 5 cards, 6 in., in steel card cabinet. R. 408 (Bldg. A). (102)

Payroll Section

3660. INDIVIDUAL SALARY CARDS, Oct. 1936 to date. SCS Form 106, Salary Record of Personnel, showing name and address of employee, title, classification or grade number, rate of pay, oath date, appointment date, hours for each day of pay period, total time, total amount earned, deductions and net amount paid. Filed by Civil Service Classification: Professional, Sub-professional, Clerical, Administrative, Fiscal, and Custodial; subdivided numerically, by grade under each classification. (Daily, official.) 5 x 8 cards, 6 in., in steel filing case. R. 406 (Bldg. A). (78)

3661. PAYROLL CERTIFICATION AND SIGNATURES, Nov. 1936 to date. Records of checks issued to employees and letter of confirmation of payroll certification, showing date, payroll period, amount, project number, signature of certifying official, name of employee receiving check, employee's signature, and check number; Form 7-59, Record of Check Transmittal Letter. (Occasionally, official.) 9 x 12 folders, 5 in., in steel filing case. R. 406 (Bldg. A). (80)

3662. REPORTS, Nov. 1936 to date. Pertaining to assets and liabilities of payroll department: SCS Form 517, Monthly Transportation Report; SCS Form 516, Monthly Equipment Report; SCS

Form 236, Financial Statement and Budget Analysis. Unnumbered forms: Foreman's Daily Work Report, Daily Report of Overtime, Monthly Report of Overtime, Semi-monthly Time Report, Semi-monthly Payroll Report, Report of Payrolls Disbursed in the Field, Itinerary Report. See addenda for description of forms. Filed chronologically. (Frequently, official.) 9 x 12 folders, 11 in., in steel filing case. R. 406 (Bldg. A). (79)

Procurement Section

3663. CONTRACT REGISTER, Oct. 1936 to date. Showing purpose of contract such as lease, supplies and equipment, name of contracting company, and date of contract. Arranged by groupings of contracts according to office granting same, and subdivided into numbered and unnumbered groups. (Frequently, official.) 5½ x 7½ loose-leaf book, 1 in., on wooden shelf. Stockroom (Bldg. A). (86)

3664. CONTRACTS, Oct. 1936 to date. Invitations, bids, and contracts; Form RL-P10, Information Invitation, Bid and Acceptance, covering contracts not to exceed \$50.00, showing issuing office address, date, place to be delivered, signature of persons involved, item number, name of articles, quantity, unit price, and amount; U. S. Standard Form 33 (Rev.), Invitation, Bid and Acceptance, covering contracts exceeding \$50.00 for supplies, equipment, telephone, water and light services; Form 880-A, Tax Exemption Certificates, certifying that specified articles purchased by the Soil Conservation Service is tax free; correspondence relating to contracts, delivery, etc. Divided into 3 sections: Washington, Regional, and La Habra Project No. 6, and subdivided into numbered and unnumbered contracts. Contracts originating from Washington filed by awarded numbers and regional office and this office, by individual office numbers. (Frequently, official.) 9 x 12 folders, 6 in., in steel filing case. R. 409 (Bldg. A). (83)

3665. INVENTORIES, Oct. 1936 to date. Expendable and non-expendable property inventories: SCS Form 140, Memorandum Receipts of Non-expendable Property, giving project number, date, receipt number, name and/or number of project charged to, class number, quantity, requisition number, purchase order number, description of article, and total cost; SCS Form 141-C, Property Transfer and Receipt, showing from and to whom property was transferred, quantity, name of articles, purchase order number, total cost, dates shipped and received, with signatures of sender and receiver; Form ECW 75, Monthly Inventory of Camp Heavy Equipment, showing class number, quantity, requisition number, purchase order number, name of articles, and total cost. Arranged alphabetically, by subject. (Daily, official.) 9 x 12 folders, 6 in., in steel filing case. R. 409 (Bldg. A). (82)

3666. LIST OF BIDDERS, Oct. 1936 to date. Bidders on contracts to supply material such as automobiles, cement, gas, and hardware, showing names, addresses and telephone numbers of bidders. Arranged alphabetically, by class of supplies of bidders. (Occasionally, official.) $5\frac{1}{2}$ x $7\frac{1}{2}$ loose-leaf book, 1 in., on wooden shelf. R. 409 (Bldg. A). (85)

3667. PROPERTY FILE, Oct. 1936 to date. Covering expendable and non-expendable materials received and issued through this warehouse, giving purchase order number, date received, to whom issued, and quantities issued. Arranged alphabetically, by name of material. (Frequently, official.) 5 x 8 cards, 5 in., in agate file tray. NW. room, 1st floor (Bldg. B). (90)

3668. PROPERTY RECORD AND INVENTORY, Oct. 1936 to date. Form SCS 15-CE, Expendable Property and Form SCS 150, Non-expendable Property, showing name of article, class number, description, name of vendor, receiving record, requisition number, date received, purchase order number, price (unit), total cost, quantity ordered, quantity received and in warehouse, disposition, quantity, date, reference, issued to, and remarks. Filed alphabetically, by name of article. (Frequently, official.) 5 x 8 cards, 3 ft. 5 in., in steel filing case. R. 409 (Bldg. A). (84)

3669. RECORD OF REQUISITIONS, Oct. 1936 to date. Showing name of item, requisition and voucher numbers. Arranged alphabetically, by name of item. (Occasionally, official.) 5 x 8 cards, 7 in., in agate card box. R. 409 (Bldg. A). (87)

3670. RECORD OF VOUCHERS ISSUED, Oct. 1936 to date. For supplies and equipment, showing voucher number, date, purchase order reference, and amount. Arranged alphabetically, by name of payee. (Frequently, official.) 5 x 8 cards, 6 in., in agate file. R. 409 (Bldg. A). (88)

3671. REQUISITIONS AND PURCHASE ORDERS, Oct. 1936 to date. Record of requisitions and purchases of supplies: Form AD-14, Requisition; SCS Form 11-A, Purchase Order; Form SCS 662, Warehouse Requisition, correspondence relating to above; warehouse requisitions and tax exemption records. Divided into 7 sections: Washington Purchase Orders, closed; Washington Purchase Orders, open; La Habra, Calif., Project No. 6 Purchase Orders, closed; Regional Purchases, open and closed records of purchases through the regional office at Santa Paula, Calif.; Washington requisitions, open and closed, and ECW requisitions. See addenda for description of forms. Arranged numerically. (Daily, official.) 9 x 12 folders, 1 ft. 1 in., in steel filing case. R. 409 (Bldg. A). (81)

3672. RECORD OF VOUCHER, PURCHASE ORDER, AND REQUISITION NUMBERS, Dec. 1936 to date. Listing vouchers issued, purchase order numbers, and requisition numbers, showing name of company,

name of item and date of transaction. Entered by subject.
(Daily, official.) $3\frac{1}{2}$ x $5\frac{1}{2}$ notebooks (3), 1 in., in desk. R.
409 (Bldg. A). (89)

Technician's Office

3673. COOPERATIVE AGREEMENTS - COMPLETE AND INCOMPLETE, Oct. 1936 to date. Complete data regarding work of conserving soil on an individual piece of land from the first tentative draft to the completed contract between owner and Government; SCS Form 551, Cooperative Agreement; SCS Form 551-A, Amendment to Cooperator's Agreement; Form 11, Legend for Soil Conservation Surveys, Standard Symbols for Land Use Maps, Plan of Conservation Service; Summary and Estimate of Materials and Cropping Plan. See serial 95 for description of forms. (Frequently, official.) 9 x 12 folders, 8 in., in 2 drawers of steel filing case. R. 405 (Bldg. A). (68)

3674. COOPERATIVE AGREEMENT PROGRESS SCHEDULE, Oct. 1936 to date. Record, showing contract number, name of owner and/or tenant, date submitted to the soils, agronomy, engineering and/or drafting divisions, farm code number, name of clerk checking same, date signed, and remarks. Arranged chronologically. (Occasionally, official.) 14 x 17 vol., 1 in., on steel filing case. R. 405 (Bldg. A). (72)

3675. LAND DATA AND REPORTS, Oct. 1936 to date. Pertaining to erosion control; RCA Form 125, Daily Labor Report prepared by foreman, showing foreman's name, date, name of property owner, job number, type of work, class of labor, number of hours and acres completed; RCA Form 129, Receipt for Materials or Service, giving farm code number, names and numbers of project and camp, name of person cooperating in furnishing materials, date, number and date of contract, name of materials or services, quantity, unit price, and value; Form 8, Weekly Report on Erosion Control Practice; SCS Form 231, Physical Progress Report; unnumbered forms, Agronomy Report; Engineering Report; Woodland Management Report; Wildfire Management Report; Information Report and Education Report; Seed Fertilizer and Tree Reports. See addenda for description of forms and reports. Filed chronologically. 9 x 12 folders, 11 in., in steel filing case. R. 405 (Bldg. A). (73)

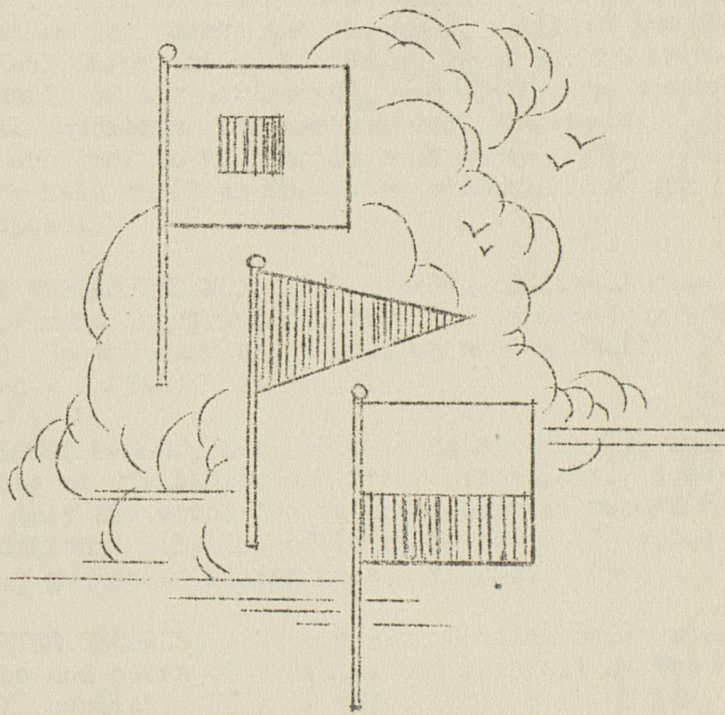
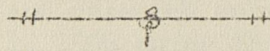
3676. MISCELLANEOUS LIST, Oct. 1936 to date. Alphabetical list of farmers, vendors, individuals, and firms who have dealings with the Soil Conservation Service, showing name, address, telephone number, and acreage if individual owns a farm. (Daily, official.) 3 x 5 cards, 5 in., in Agate file box. R. 405 (Bldg. A). (69)

3677. MISCELLANEOUS RECORDS, Oct. 1936 to date. Soil reports of the La Habra project area; interpretative data, pertaining to kinds of soil in area; map of different kinds of soil on which each color is given an alphabetical letter and the different

classifications of erosion types of soil are given numbers used in description of farm property in this area; Form SP-S-8, Farm Records, showing name of farm owner, farm code number, map index number, acreage, cooperative agreement number, and date of survey. Divided into 3 sections: Soil Reports, Preliminary Soil Descriptions, and Crop and Soil Legends. Arranged numerically and alphabetically. (Frequently, official.) 9 x 12 folders, 5 in., in desk. R. 405 (Bldg. A). (71)

3678. SOIL CONSERVATION MAPS, Oct. 1936 to date. Topographical maps of project area, showing names of property owners, boundaries, and acreage; map showing the four major alphabetical divisions and different numerical divisions under alphabetical groupings; enlarged drawings of both major and minor divisions. (Occasionally, official.) Various sized rolled maps (23), 1 ft. 1 in., on desk. R. 405 (Bldg. A). (70)

WEATHER
BUREAU



WEATHER BUREAUEUREKA

WEATHER STATION

Federal Bldg., 5th and H Sts.

A general weather service and research substation was established in Eureka on December 1, 1886 under the jurisdiction of the Army Signal Service of the War Department. On July 1, 1891 by authority of Congress, the agency was placed in control of the Department of Agriculture. From December 1, 1886 to December 31, 1910 offices were occupied in the Buhne Building, 227 F Street, and since January 1, 1911 in the present quarters. This station forecasts the weather for Eureka and vicinity, collects and furnishes meteorological information, including upper air observations for the benefit of air navigation, and reports on temperature and rainfall conditions for agricultural interests. All original records are sent to Washington each month. So-called useless papers are held until an inspector condemns them and directs their disposal.

3679. GENERAL CORRESPONDENCE, 1882 - 1887. Official communications and private inquiries received and answered by this office. (Never.) $3\frac{1}{2}$ x 9 bundles, 6 in., on wooden shelf. Dirty. N. central basement. (54A)

3680. DAILY LOCAL RECORD, Dec. 1886 to date. Hourly, daily, and monthly reports on visibility and other conditions. Sent to Washington where they are bound and returned here as record of past weather conditions. (Daily, official.) $10\frac{1}{4}$ x $12\frac{1}{4}$ vols. (47), 6 ft. 5 in., in wooden filing case. R. 301. (56A)

3681. ANEMOMETER RECORDS, 1887 - 1932. Showing daily wind velocity and force and hours of sunshine and rainfall at Eureka. (Rarely, official, public.) $6\frac{1}{2}$ x 18 vols. (46), 8 ft. 1 in., in cupboard. Dirty. N. central basement. (50A)

3682. INCOMING AND OUTGOING CORRESPONDENCE, 1887 - 1912. Pertaining to the administration of this office. Index. Arranged alphabetically. (Occasionally, official.) 3 x $8\frac{1}{2}$ and 10 x 12 bundles and vols., 3 ft. 10 in., in steel filing case. R. 301. (66A, 70A)

3683. TEMPERATURE RECORDS, 1887 to date. Reports of highest

and lowest temperatures and dates of occurrence. Sent to Washington, then returned in duplicate to this office. (Frequently, official.) 4 x 8½ loose sheets, 1 in., in steel filing case. R. 301. (63A)

3684. GENERAL WEATHER DATA, 1888 - 1915. Duplicate records of weather reports in the Eureka district. Originals sent to Washington. (Seldom, official.) 4 x 9½ loose sheets, 8 in., in steel filing case. R. 302. (72A)

3685. DAILY WEATHER JOURNALS, 1897 - 1904. Duplicate daily weather observations. Originals sent to Washington. Filed alphabetically. (Occasionally, official.) 10 x 13 vols. (10), 10 in., in steel filing case. R. 301. (69A)

3686. LIBRARY REPORT, Jan. 19, 1899 - Jan. 30, 1924. Form 4066, records and reports from this office printed and bound in book form at Washington, and returned showing period covered by each, and date book is received. (Rarely, official.) 4 x 8½ loose sheets, 4 in., in steel filing case. R. 302. (60A)

3687. REPORT OF WEATHER BUREAU PROPERTY, 1900 to date. Report on property of Eureka district incidental to annual and semi-annual functions of this agency. (Occasionally, official.) 4 x 9 loose sheets, 1 ft. 1 in., in steel filing case. R. 301. (71)

3688. MAP OF EUREKA, 1902. Complete panorama of Eureka, California. (Seldom, official.) 30 x 30 map, on shelf. Dirty. N. central basement. (52A)

3689. STATION EXPENSES, 1902 to date. Record of station operating costs showing voucher number for each transaction separately; and sent to Washington for approval and payment. Indexed. (Weekly, official.) 8 x 10½ vol., 1½ in., on desk. R. 301. (67A)

3690. STATION INSTRUMENTS, Mar. 20, 1903 - Dec. 31, 1934. Accounting of the kind and type of instruments and the number of each on hand and in use at this office. (Daily, official.) 4 x 8½ loose sheets, 3 in., in steel filing case. R. 301. (58A)

3691. CHART OF SEASONAL RAINFALL, 1905. Yearly rainfall for Eureka, California. (Rarely, official.) 28 x 28 chart, on shelf. Dirty. N. central basement. (53A)

3692. STATION MEMORANDUM BOOK, 1905 to date. For entering information regarding work for which no other record has been kept. Entered alphabetically. (Occasionally, official.) 8 x 10½ vol., 1½ in., on desk. R. 301. (68A)

3693. PLANS OF FEDERAL BUILDINGS, Apr. 2, 1909. Eureka Post

Office plans and Customs House blueprint. (Rarely, official.)
28 x 36 roll, on shelf. Dirty. N. central basement. (51A)

3694. GENERAL CORRESPONDENCE, 1913 to date. Official communications and private inquiries received and answered by this office; 7 x 10 vol. index. (Monthly, official.) 9 x 10 $\frac{1}{2}$ loose sheets, 1 ft. 9 $\frac{1}{2}$ in., in wooden filing case. R. 301. (55A)

3695. RECORDS OF VISIBILITY, Jan. 1922 to date. Form 1142, Aer., showing daily visibility, findings, readings, and reports. Sent to Washington at end of each year where they are bound and returned in duplicate. (Daily, official.) 4 x 8 $\frac{1}{2}$ loose sheets, $\frac{1}{2}$ in., in filing case. R. 301. (59A)

3696. SPECIAL DATA FOR AIRWAY OBSERVATION, Jan. 1930 to date. Aerological observation data of weather and other climatic conditions, effecting airplane schedules and operations. Sent to Washington and returned in duplicate. (Occasionally, official.) 5 x 9 loose sheets, 11 $\frac{1}{2}$ in., in steel and wooden filing case. R. 301. (64A)

3697. AEROLOGICAL REPORTS FOR EUREKA AND OUTLYING DISTRICTS, Jan. 1932 - Jan. 1935. Monthly summary of aerological observations at Eureka, Auburn, Donner Summit, Siskiyou, Summit, Protrero Hills, and Blue Canyon, California. (Occasionally, official.) 10 x 14 loose sheets, 7 in., in filing case. R. 301. (62A)

3698. TELEGRAPHIC AND AEROLOGICAL TELEGRAM OBSERVATIONS, Aug. 1932 to date. Daily telegraphic and aerological observations from various sources used in making weather forecasts and reports for the public by this station during the winter season. (Frequently, official.) 6 x 8 loose sheets, 1 ft. 6 in., in steel and wooden filing case. R. 301. (65A)

3699. PRESSURE REDUCTION DATA, July 1933 - May 1934. Sent to Washington for tabulation and returned in duplicate. (Occasionally, official.) 4 x 8 $\frac{1}{2}$ loose sheets, 1 in., in steel filing case. R. 301. (61A)

3700. COMPARATIVE BAROMETER READINGS, Jan. 19, 1934 to date. Daily barometer reports sent to Washington. Compiled monthly on Form F 1027 and returned in duplicate to this office. (Daily, official.) 4 x 8 loose sheets, 7 in., in steel filing case. R. 301. (57A)

FRESNOWEATHER STATION
Brix Bldg., 1221 Fulton St.

This station, established on August 18, 1887, was under supervision of the Signal Service of the War Department, until July 1, 1891, when it became a bureau of the Department of Agriculture. It has occupied quarters at the following locations: Taylor Block, 1887 - 1889; Hughes Block, 1889 - 1895; Bank of Central California Building, 1895; Farmers' National Bank Building, 1895 - 1913; Rowell Building, 1913 - 1933; present location, 1933 to date. Its major activities are to forewarn the people of Fresno and vicinity of expected weather conditions to prevail during the succeeding twenty-four or forty-eight hours and to furnish notice of flow or low water conditions of the San Joaquin River and its tributaries. Elements of meteorological readings are recorded for comparison with those of other stations to assist in making forecasts. The station is guided by the master forecast issuing from the San Francisco office but it can and does revise these forecasts to comply more accurately with the weather, climatic, and San Joaquin River conditions in Fresno and its vicinity. It has jurisdiction over Fresno and vicinity. Current reports and records are sent to the general office at Washington and useless papers are destroyed periodically.

3701. LETTERS RECEIVED, 1887 - 1902. Correspondence with sub-stations and individuals on matters connected with this office. (Rarely, official.) 4 x 10 loose sheets, 2 ft. 8 in., in tin files in wooden cabinet. Torn. R. 619. (322)

3702. MONTHLY METEOROLOGICAL REPORTS, 1887 to date. Forms 113-A and 1001, compilations of daily meteorological readings. (Monthly, official.) 10 x 12 vols., 3 ft., in wooden cabinet. R. 619. (326)

3703. CORRESPONDENCE, Aug. 1887 - July 1910; 1912 to date. Pertaining to barometric readings, flood and low water conditions, and general activities of the Weather Bureau. (Rarely, official.) 9 x 12 and 10 x 12 folders, 5 ft. 4 in., in wooden cabinet and in steel and wooden filing cases. R. 619. (325, 335, 336)

3704. DAILY JOURNAL, Aug. 1887 - Dec. 1904. Meteorological notes covering observations. (Rarely, official.) 8 x 13 vols., 4 in., in wooden cabinet. R. 619. (323)

3705. EXPENSE BOOK, Aug. 16, 1887 - May 1936. Miscellaneous station expense accounts. (Rarely, official.) 8 x 10 vols., 4 in., in wooden cabinet. R. 619. (324)

3706. WIND VELOCITY, 1888 - 1895. Anemometer readings, show-

ing the velocity of the wind. (Occasionally, official.) 4 x 14 vols., 1 ft. 4 in., on wooden shelf. R. 619. (327)

3707. ANNUAL REPORTS, 1889 - 1936. Form 1029, covering activities by months and grouped by quarter periods. (Rarely, official.) $8\frac{1}{2}$ x $10\frac{1}{2}$ pamphlets, 4 in., in wooden cabinet. R. 619. (328)

3708. ANNUAL REPORT OF INSTRUMENTS, 1896 to date. Inventory of scientific instruments with statements of condition. (Rarely, official.) $3\frac{1}{2}$ x 8 bundles, 2 in., in wooden drawer. R. 619. (332)

3709. RECORD OF WIND VELOCITY, SUNSHINE, AND RAINFALL, Jan. 1896 - May 1922. Form 1017, showing readings by this station and reports of abnormal conditions from other western agencies. (Occasionally, official.) 6 x 18 vols., 6 ft. 2 in., on wooden shelves. R. 619. (329)

3710. MISCELLANEOUS METEOROLOGICAL READINGS, July 1896 - Dec. 1906. Taken by other similar stations. (Rarely, official.) 10 x 13 vols., 4 in., in wooden cabinet. R. 619. (330)

3711. BAROGRAPH TEMPERATURE TRACE, Dec. 1896 - Dec. 1907. Form 1068, Instrumental Record of Barometric Pressure and Form 1072, Temperature Reference. (Rarely, official.) $3\frac{1}{2}$ x 12 vols., 8 in., on wooden shelf. R. 619. (331)

3712. ANNUAL REPORT OF PUBLICATIONS, Dec. 1899 to date. Record of text books charged to this office. (Rarely, official, public.) $3\frac{1}{2}$ x 8 bundles, 2 in., in wooden drawer. R. 619. (333)

3713. STATION MEMORANDA BOOKS, Aug. 1905 to date. Aerological and meteorological observations taken by this station. (Frequently official.) 8 x 10 vols., 2 in., in wooden desk. R. 619. (334)

3714. ANNUAL REPORT OF WEATHER BUREAU PROPERTY, 1913 - 1935. Inventory of office equipment. (Rarely, official.) 8 x $10\frac{1}{2}$ pamphlets, 5 in., in wooden drawer. R. 619. (337)

3715. PILOT BALLOON ASCENSION REPORTS, July 1921 - May 1936. Record of balloon and airplane wind reports. (Frequently, official.) 8 x $10\frac{1}{2}$ bundles, 3 ft. 6 in., in pasteboard box. R. 619. (338)

3716. SUB-STATION METEOROLOGICAL REPORTS, Oct. 1924 to date. Form 1009, Monthly Reports from sub-stations and ships at sea within the radius of a storm's travel, or approximately 500 miles. (Frequently, official.) 10 x 12 folders, 3 in., in steel filing case. R. 619. (339)

3717. RIVER, RAINFALL, AND SNOWFALL REPORTS, 1925 to date. Monthly reports dealing with the San Joaquin River and its tributaries, showing the amount of rainfall and snowfall. (Monthly, official.) $3\frac{1}{2}$ x 8 pamphlets, 7 in., in steel filing case. R. 619. (340)

3718. MAPS, Apr. 1928 - May 1936. Standard forecast maps. (Frequently, official.) 20 x 24 maps, 2 ft., on wooden shelves. Dirty. R. 619. (341)

3719. AEROLOGICAL RECORDS, July 1929 - May 1936. Forms 1136 to 1141, showing general weather conditions, ceiling, visibility, and wind reports. (Frequently, official.) 10 x 14 bundles, 8 in., in pasteboard box. R. 619. (342)

3720. TELEGRAPHIC WEATHER REPORTS, Apr. 1933 - Apr. 1936. Showing general climatic conditions teletyped by other similar stations. (Frequently, official.) 6 x 8 bundles, 1 ft. 6 in., on wooden shelf. R. 619. (343)

LOS ANGELES

WEATHER STATION

Central Bldg., 108 W. 6th St.

This station was established on July 1, 1877, and until 1892 was administered by the War Department under the Signal Service. In 1892, it was transferred to the Department of Agriculture becoming known as the Weather Bureau. As one of the cooperating stations of the San Francisco district, it is responsible to the central office at San Francisco. Originally located in the Ducommun Building, Main and Commercial Streets, it was moved to the Wilson Building, 102 S. Spring Street in 1899. In 1902, the station was moved to the Spring Street Trust Building, 2d and Spring Streets, and in 1908 took up the present location.

The chief function of the station is to forewarn industry, agricultural stations, vessels at sea, aircraft pilots, and the general public regarding probable weather and climatic conditions to be expected within the coming twenty-four to forty-eight hours. Meteorological observations are made, weather reports radioed by ships at sea and planes in the air are studied, and readings of barograph, thermograph, raingage and anemograph are taken hourly. These combined reports are analyzed comparatively against previous reports under similar conditions as evidenced by weather tables compiled in the past. A monthly report of actual observations and semi-annual reports of summarized observations with their accompanying graphs are sent to Washington and the graphs are later returned to the files of this agency. Useless correspondence

is destroyed after three years.

3721. ANNUAL REPORTS, July 1, 1877 - Dec. 31, 1904. Meteorological Form 1002, 1897 edition and U. S. Signal Service Form 127, showing the meteorological summary for each year tabulated by the month with total and average which give the mean barometric pressure, temperatures, humidity percentages, precipitation figures; and wind velocities. Entered chronologically. (Occasionally, official.) $7\frac{1}{2}$ x 10 vols., 1 in., on shelf of wooden bookcase. R. 833. (2277)

3722. DAILY JOURNAL, July 1, 1877 - Dec. 31, 1904 Summary of daily observations: weather reports, wind reports, barometer readings, maximum and minimum temperatures and comments as to operation of station, tabulated figures and instructions, and monthly comparative readings of the barometer. (Occasionally, official.) $8\frac{1}{2}$ x 14 vols. (8), 1 ft., on shelf of wooden bookcase. R. 833. (2276)

3723. ORIGINAL MONTHLY RECORD OF OBSERVATIONS, July 1877 - Dec. 31, 1904. Form 1001, showing data on actual temperature, reduction to sea level, dew point; relative humidity, vapor pressure, wind velocity and direction, precipitation, amount, kind and direction of clouds, state of weather, forecast, and fog. (Occasionally, official.) 10 x 12 vols. (19), 1 ft. 3 in., on shelf of wooden bookcase. R. 833. (2278)

3724. DAILY LOCAL AND ORIGINAL MONTHLY RECORDS OF OBSERVATIONS, Jan. 1, 1905 to date. Forms 1001 and 1014; showing date, time, barometer, thermometer readings, wind, clouds, and general state of weather; daily local record giving hourly observations of temperatures, state of weather, wind, precipitation, and general notes. Entered chronologically. (Occasionally, official.) 10 x 12 vols. (31), 3 ft., on shelves of wooden bookcase. R. 833. (2279)

3725. ORIGINAL OBSERVATIONS AT BRAWLEY, CALIFORNIA, Nov. 8, 1908 - Dec. 31, 1909. Pertaining to pressure, temperature, wind, weather, miscellaneous phenomena, precipitation, excessive rainfall, total amount of precipitation, total duration, and accumulation of excessive rain records. (Never.) $10\frac{1}{2}$ x $12\frac{1}{2}$ vols. (2), 3 in., on shelf of wooden bookcase. R. 833. (2281)

3726. ANEMOMETER RECORDS, 1912 - 1932. Form 1017, Daily Graph, showing meter recordings as to wind, rain, and sunshine and summaries of the various recordings of the Los Angeles station. Arranged chronologically. (Occasionally, official.) $6\frac{1}{2}$ x 18 vols., 3 ft. 8 in., on wooden filing case. R. 833. (2283)

3727. INDEX TO INSTRUMENTS, 1912 to date. Showing name of station, instruments in each station, date of acquisition, dates

of inspection, and reports on anemometers, thermometers, and barometers. (Frequently, official.) 3 x 5 cards, 2 ft., in wooden card cabinet. R. 833. (2289)

3728. MONTHLY REPORTS OF COOPERATING STATIONS AND SPECIAL OBSERVERS, 1916 to date. Meteorological reports, including precipitation figures and data on wind velocity, temperature, and barometric pressure. Filed alphabetically, by name of station or observer and chronologically, under station sub-division. (Frequently, official.) $8\frac{1}{2}$ x 11 loose sheets, 8 ft., in 4 drawers of wooden filing case. R. 833. (2286)

3729. ANNUAL SUMMARIES FROM COOPERATING STATIONS, 1918 to date. Monthly and yearly figures on mean maximum and mean minimum temperatures, precipitation, greatest twenty-four hours precipitation, number of rainy days in month, amount of snowfall, partly cloudy and cloudy days, and prevailing wind and direction. Arranged alphabetically. (Occasionally, official.) 10 x $11\frac{1}{2}$ loose-leaf books (6), 10 in., on shelf of wooden bookcase. R. 833. (2280)

3730. ANEMOMETER CHARTS OF SAN PEDRO, CALIFORNIA, 1925 - 1934. Daily graphs of recordings of wind, rain, sunshine, and temperature, with yearly registrations of thermographic instruments. (Frequently, official.) 5 x $12\frac{1}{2}$ bundles (10), 2 ft., in wooden filing case. R. 833. (2284)

3731. GENERAL OFFICE FILES, 1925 to date. Correspondence pertaining to personnel, general office expenditures, administration, accounts, buildings and grounds, materials and supplies, stations, observations and reports, publications, etc. Arranged according to Dewey Decimal System. (Daily, official.) 9 x 12 folders, 4 ft. 6 in., in 2 drawers of steel filing case. R. 833. (2287)

3732. FILE OF MAP SUBSCRIBERS, 1930 to date. Showing name and address to which maps are mailed, payment of subscription rate, whether paid or free subscription, and date of expiration. Filed alphabetically, by town and chronologically, by expiration date of subscription. (Frequently, official.) 3 x 5 cards, 3 ft., in 2 drawers of wooden card cabinet. R. 833. (2288)

3733. DAILY ANEMOMETER, BAROMETER, AND TEMPERATURE GRAPHS, 1933 - 1936. Forms 1071, 1072 and 1075, readings on recording instruments at various cooperating stations under jurisdiction of the Los Angeles station, showing wind, rain, sunshine, barometric pressure recordings, and thermometer readings. (Occasionally, official.) $3\frac{1}{2}$ x 12 and 5 x 12 bundles (12), 3 ft. 4 in., in 2 drawers of wooden filing case. R. 833. (2285)

3734. INDEX TO MONTHLY WEATHER REVIEW, n. d. Showing title, author, and volume and page number of monthly weather report.

(Frequently, official.) 3 x 5 cards, 8 ft. 3 in., in 11 paste-board boxes. R. 833. (2282)

POMONA

FRUIT FROST WARNING SERVICE
DISTRICT HEADQUARTERS
Federal Bldg., 440 S. Thomas St.

This office was established in 1917. From 1917 to 1931, it occupied quarters in the Park Avenue Packing House, Park Avenue and Commercial Street and from 1931 to date, at the present location. Its primary function is to disseminate information to agriculturists concerning impending frosts which may be injurious to growing crops. Tests of orchard thermometers are made in the field in order that growers may have an accurate gauge to judge the proper time to burn smudge pots. It has jurisdiction over the Pacific coast states. All reports and important records are sent to Washington. So-called useless papers are retained.

3735. MISCELLANEOUS SUMMARIES AND BULLETINS; 1916 to date. Frost reports from various Pacific coast points, showing name of city or town, date, temperature, damage, and general weather conditions; records of discontinued districts, including Kennewick and Walla Walla, Washington; type maps; summaries for all districts giving lowest temperature and its duration; summary of fruit frost work at Redlands, San Bernardino District; summaries of the Pacific states and the Winterhaven, Orlando, Bartow and Arcadia Districts in Florida, showing forecasts, minimum temperatures and frequencies, average and absolute minimum season temperatures of each station, and dates of occurrences. (Frequently, official.) 9 x 12 folders, 8 ft. 6 in., on steel shelves. R. A-2. (40)

3736. PHOTOGRAPHS, 1917 to date. Showing the effects of humidity, frost, and wind on fruits; various photographs on damage preventative measures against frost. (Rarely, official.) 9 x 12 and 10 x 12 folders and envelopes, 2 ft. 6 in., in 2 drawers of wooden filing case. R. 203. (32)

3737. BROADCAST RECORDS AND FIELD BOOKS, 1922 - 1935. Radio weather reports and field notes. (Rarely, official.) 3 x 6 books and 18 x 22 bundles, 4 ft. 6 in., in 2 drawers of wooden filing case and on shelf of steel rack. R. A-2. (37, 39)

3738. GENERAL MISCELLANEOUS, 1922 - 1933. Notes on weather, temperature, and fruit frost reports of following districts: Azusa, San Joaquin; Pomona, Uplands, Whittier, and San Jose, California, Yakima, Washington, and Medford, Oregon. (Rarely,

official.) 8 x 11 loose sheets, 1 ft., on steel shelf. R. A-2.
(41)

3739. MAPS, TRACINGS, AND BLUEPRINTS, 1922 to date. Manuscripts, synoptic maps, tracings of station reports, weather maps reporting daily temperatures and wind, and blueprints. (Daily, official.) Various sized covers and sheets, 2 ft: 11 in., on steel shelf, in wooden boxes, and on desk. Rs. A-2, 302, and Basement. (35, 42, 43, 45, 49)

3740. TEMPERATURE AND THERMOGRAPH REPORTS AND RECORDS, Nov. 1931 - Jan. 30, 1932. Readings at Redlands, Lindsay, El Centro, Azusa, Corona, and Sacramento Valley District. (Rarely, official.) 3 x 5 loose sheets, 1 ft., on steel shelf. R. A-2.
(46)

3741. PROPERTY REPORTS, 1932 to date. Reports on all property of this bureau. (Daily, official.) 10 x 12 folders, 2 ft., in wooden filing case. R. 203. (34)

3742. TEMPERATURE REPORTS, 1932 to date. District temperature reports and notes for California, Oregon and Washington. (Daily, official.) Various sized folders and sheets, 9 ft., in 6 drawers of wooden filing cases. R. 203. (33)

3743. DAILY WEATHER REPORTS AND TELEGRAMS, 1934 - 1935. Records sent to this station from district office. (Rarely, official.) 4 x 8 envelopes and cards, 6 ft., on steel shelf. R. A-2. (38)

3744. GENERAL CORRESPONDENCE, 1935 to date. Correspondence, telegrams, instructions, circulars, circular letters, memorandums; commendations of bureau, resolutions, criticisms, complaints; charges, and controversies; clippings and newspaper articles, educational work; investigation and research; forecast studies, frost studies, inspection and cooperative activities; control office and outside relations; separations; bids, specifications, contracts, and bonds; transportation bills of lading, drayage, express, freight, and passenger accounts; discrepancies returned for correction or reinstatement, delays in settlement, suspensions, disallowances, overpayments, vouchers requested; station administration, special journeys, special details, authority to travel; personnel, applications for entrance into bureau relations with Civil Service Commission, emergency assistance, appointments, promotions, absence; annual leave with pay and sick with pay assignments; personal record, probationary reports, transmitted for signature, checks missent, lost, duplicate; salaries of employees; personal injury claims; appropriations, estimates for completion of circulars; authority for station expenses, decisions by comptroller; Weather Bureau buildings or quarters in Federal buildings; telephone service including

electric call service; material and supplies, requisitions, supplies loaned or transferred; property accountability, property returns, authority to drop property, invoice, receipts, shortage, damaged, condemned, sold, office supplies such as furniture, bookcases, chairs, clocks, desks, safes, tables, carpets, rugs, and linoleum, fixtures and material, cameras, telescopes; typewriters, mop making outfits, machinery and its equipment, printing material, type, logatypes, cuts, electrotypes, electroplates; telephone and telegraph material and supplies, wireless lines and cables, loops, poles, batteries, repairs, instruments and instrumental equipment; thermometers and supports; rain and snow gauges, instrument shelters, barographs, thermographs, telthermographs; commercial airways, meteorological observations and reports, special report of storm, winds, and trail. (Daily, official.) Various sized folders and loose sheets, 9 ft., in 6 drawers of wooden filing cases. R. 205. (36)

3745. CHARTS AND MAPS, Aug. 1935 to date. Adiabotic charts, Rossby diagrams; Y. I. Meteorological Department maps, and telegrams. (Weekly, official.) 15 x 15 and 18 x 18 charts and maps, 4 in., on steel shelf. R. A-2. (44)

REDDING

COMMERCIAL AIRWAY SERVICE STATION Administration Bldg., Benton Airport

This station was established on October 1, 1928 under the present bureau. It was originally located in the Anglo California Bank Building from October 1, 1928 to April 1, 1929, when it was moved to its present headquarters. It has jurisdiction over Redding only. Its principal function is the compiling of meteorological and weather observations for the benefit of air pilots. Original observations are sent to Washington or to Oakland.

3746. STATION CLIMATOLOGICAL RECORD, 1875 to date. Record of investigations of causes of changes in climatic conditions. Filed chronologically. (Monthly, official.) 10½ x 12 vol., 1½ in., in wooden cabinet. Office. (297)

3747. AIRWAY WEATHER REPORTS, 1925 to date. Copies of daily and monthly reports, summary of aerological observations, and data on climatic conditions used in airplane operation. Filed chronologically. (Monthly, official.) 8 x 10½ bundles, 1 ft. 10 in., in 4 paper boxes. Office. (304, 313)

3748. WIND DIRECTION AND VELOCITY, 1925 to date. Monthly and daily reports, showing direction and velocity of the wind. Filed

chronologically. (Monthly, official.) 8 x 10 $\frac{1}{2}$ folders and bundles, 6 in., in pasteboard box. Office. (302)

3749. NOTIFICATION OF APPROVAL OF ACCOUNT, 1928 to date. Showing name of payee, date, statement of account, and statement that account is correct. Filed chronologically. (Never.) 3 x 5 cards, 1 ft. 1 $\frac{1}{2}$ in., in wooden desk. Office. (293)

3750. PAYROLLS AND STATION VOUCHERS, 1928 to date. Payrolls, showing location, period, name, grade, total salary, rate of pay, deductions, net amount paid, and signature of payee. Vouchers, showing date, appropriation, payee, expenditure symbol, article or service, quantity, unit price, amount, and signature of payee. Filed chronologically. (Monthly, official.) 8 $\frac{1}{2}$ x 11 envelopes, 3 in., in pasteboard box. Office. (292)

3751. STATION SALARIES, 1928 to date. Roster of personnel, showing rate of pay of employees. Filed alphabetically. (Monthly, official.) 8 x 11 $\frac{1}{2}$ vols., 1 in., in wooden desk. Office. (294)

3752. BAROGRAPHS, July 22, 1928 - Aug. 12, 1934. Original graph charts, showing the degrees of air pressure. Filed chronologically. (Never.) 3 $\frac{1}{2}$ x 12 $\frac{1}{2}$ bundles, 2 in., in pasteboard box. Office. (308)

3753. THERMOGRAPHS, July 30, 1928 - Aug. 12, 1932. Original mechanical graph charts, showing hourly temperatures; notations by the observer regarding accuracy of the graph needle. Filed chronologically. (Never.) 5 x 12 $\frac{1}{2}$ bundles, 3 in., in pasteboard box. Office. (306)

3754. STATION EXPENSES, Sept. 1928 to date. All expense items, including salaries of employees. (Daily, official.) 8 $\frac{1}{2}$ x 11 vols., 2 in., in wooden cabinet. Office. (290)

3755. COMPARATIVE BAROMETER READINGS, Oct. 1928 to date. Original daily barometer readings, showing the pressure of density of the air. (Monthly, official.) 8 x 10 $\frac{1}{2}$ folders, 1 in., in pasteboard box. Office. (303)

3756. CORRESPONDENCE AND REPORTS, Oct. 1928 to date. Pertaining to weather bureau activities, meteorological observations, and reports. Filed according to the Dewey Decimal System. (Daily, official.) 8 $\frac{1}{2}$ x 11 folders, 1 ft. 6 in., in 2 drawers of wooden desk. Office. (289)

3757. DAILY WEATHER OBSERVATIONS, Oct. 1928 to date. Form 1083, original tabulations, showing air pressure, temperature, wind velocity, precipitation, total duration, and accumulation of excess rainfall records. Filed chronologically. (Monthly, official.) 3 $\frac{1}{2}$ x 8 bundles, 10 in., in 3 boxes. Office. (305)

3758. MONTHLY SUMMARY OF CEILING HEIGHT, Oct. 1928 to date. Daily reports of ceiling height compiled into monthly report. Filed chronologically. (Monthly, official.) 8 x 10 $\frac{1}{2}$ bundle, 2 in., in box. Office. (310)
3759. MONTHLY SUMMARY OF GENERAL CONDITIONS, Oct. 1928 to date. Daily reports, compiled into monthly report, showing maximum and minimum temperatures, amount of precipitation, character of day, and amount of atmospheric pressure. Filed chronologically. (Monthly, official.) 8 x 10 $\frac{1}{2}$ bundle, 3 in., in box. Office. (309)
3760. MONTHLY SUMMARY OF TEMPERATURE AND DEW POINT, Oct. 1928 to date. Showing daily temperature and dew point and compiled into monthly reports. Filed chronologically. (Monthly, official.) 8 x 10 $\frac{1}{2}$ bundle, 2 in., in pasteboard box. Office. (311)
3761. MONTHLY SUMMARY OF VISIBILITY, Oct. 1928 to date. Giving distance of visibility, findings, and reports. Filed chronologically. (Monthly, official.) 8 x 10 $\frac{1}{2}$ bundles, 1 in., in box. Office. (301)
3762. ORIGINAL MONTHLY RECORD OF OBSERVATIONS, Oct. 1928 to date. Showing date, reduction to sea level, dew point, relative humidity, vapor pressure, wind velocity, direction, precipitation, clouds, amount, kind and direction, state of weather, forecast, and fog. Filed chronologically. (Weekly, official.) 8 $\frac{1}{2}$ x 11 folders, 6 in., in wooden cabinet. Office. (296)
3763. REPORT OF CLOUD ALTITUDE FROM BALLOON ASCENSIONS, Oct. 1928 to date. Record of observations taken from high elevations, showing cloud altitude. Filed chronologically. (Monthly, official.) 8 x 10 $\frac{1}{2}$ folders, 3 ft. 5 in., in 3 pasteboard boxes. Office. (300)
3764. TELEGRAMS SENT AND RECEIVED, Oct. 1928 to date. Messages received and sent from this station. Filed chronologically. (Monthly, official.) 8 $\frac{1}{2}$ x 11 packages, 3 ft. 4 in., in 2 paper boxes. Office. (295)
3765. TIME SHEET, Oct. 1928 to date. Monthly record of occupations, showing station, name of employee, time worked, and character of work assignment. Filed chronologically. (Monthly, official.) 10 $\frac{1}{2}$ x 11 folders, 1 in., in steel filing case. Office. (291)
3766. WEATHER CHARTS, 1929 to date. Showing direction and force of wind, temperature, and general description of weather at various stations. Filed chronologically. (Monthly, official.) 22 $\frac{1}{2}$ x 33 folders, 1 ft. 9 in., on 2 wooden shelves. Office. (298)

3767. HYDROGRAPHS, Oct. 28, 1929 - Aug. 12, 1934. Original graph charts, showing the degree of moisture in the atmosphere. Filed chronologically. (Never.) $3\frac{1}{2}$ x $12\frac{1}{2}$ bundles, 1 in., in pasteboard box. Office. (307)

3768. UPPER AIR CHARTS, Sept. 1933 to date. Showing direction and force of wind in the upper strata. Filed chronologically. (Monthly, official.) $22\frac{1}{2}$ x 33 folders, 6 in., on wooden shelf. Office. (299)

SACRAMENTO

WEATHER STATION

New Post Office Bldg., 9th and I Sts.

This station was established in July 1877. It was first organized under the Signal Corps of the War Department in 1872 and was transferred in 1890 to the Department of Agriculture. The office occupied quarters in the St. George Building, 4th and J Streets, 1877 - 1879; Fratt Building, 2d and K Streets, 1879 - 1883; Arcade Building, 1006 - 2d Street, 1883 - 1884; Lyon and Curtis Building, 121 J Street, 1884 - 1894; Old Post Office Building, 4th and J Streets, 1894 - 1933; Federal Building, 8th and I Streets, 1933 to date. Copies of monthly records are sent to Washington. Autographic meteorological reports are also sent to Washington for rebinding and are later returned for filing here.

3769. WEATHER MAPS, 1870 - 1899. Showing general weather conditions during past twenty-four hours, forecasts for next twenty-four hours, marine forecasts, and state forecasts. (Occasionally, official.) 19 x 24 framed maps (16). R. 472. (20)

3770. SIGNAL SERVICE REPORTS, 1874 - 1890. Notes on weather observations of the weather made when this department was under the jurisdiction of the Signal Service Corps. (Seldom, official.) 6 x 8 and 8 x 11 vols., 7 ft., on wooden shelves. R. 472. (28)

3771. ANNUAL SUMMARY, 1877 - 1933. Showing mean maximum and mean minimum temperatures, precipitation, greatest twenty-four hour precipitation, number of rainy days in month, amount of snow-fall, partly cloudy and cloudy days, and prevailing wind and direction. (Frequently, official.) 4 x 8 pamphlets, 6 in., in steel filing case. R. 472. (11)

3772. DAILY JOURNAL OF WEATHER REPORTS FOR SACRAMENTO OFFICE, July 1, 1877 - Dec. 1905. Summary of daily observations; weather reports, wind reports, barometer readings, maximum and minimum temperatures and comments as to operation of station, tabulated

figures and instructions, and monthly comparative readings of the barometer. (Occasionally, official.) 10 x 16 bundles, 1 ft., in bookcase. R. 472. (25)

3773. TRI-DAILY METEOROLOGICAL RECORDS, 1878. Showing wind, velocity, precipitation, temperature, and ratings. (Seldom, official.) 11 x 14 vols., 1 ft., on wooden shelf. R. 472. (29)

3774. REPORT OF CHIEF OF U. S. WEATHER BUREAU, 1897 - 1935. Information regarding all work done in Weather Bureau. Arranged chronologically. $9\frac{1}{2}$ x 12 vols., 2 ft. 6 in., in bookcase. R. 472. (76)

3775. YEAR BOOK OF AGRICULTURE, 1898 - 1918. Reports and tabulations covering the activities of the 25 bureaus of the Department of Agriculture. (Seldom, official.) $6\frac{1}{2}$ x 9 vols., 2 ft. 6 in., in bookcase. R. 472. (75)

3776. WEATHER BULLETINS, 1901 - 1906. Showing cloud data, precipitation, highest and lowest temperature during 24-hour periods, seasonal rainfall and deficiency, and wind velocity at different elevations. (Occasionally, official.) $9\frac{1}{2}$ x 12 vols., 1 ft., in bookcase. R. 472. (72)

3777. METEOROLOGICAL REPORTS, 1904 - 1935. Forms 1001, 1002, and 1014, showing name of station, date, maximum and minimum and mean and normal temperatures, precipitation, character of day, actual sunshine hours, percentage of possible sunshine, corrected mean, reduced pressures, relative humidity, vapor pressure, and dew point. Arranged chronologically. (Occasionally, official.) $10\frac{1}{2}$ x 12 vols., 4 ft. 6 in., in bookcase. R. 472. (26)

3778. WATER SUPPLY, 1906 - 1934. Records covering supply of ground water in the State of California, mainly from the Great Basin. (Seldom, official.) 6 x 9 vols., 4 ft., in bookcase. R. 472. (24)

3779. RIVER STAGES OF THE SACRAMENTO AND SAN JOAQUIN VALLEYS, 1907 - 1917. Showing conditions of river and flood warnings. (Seldom, official.) 8 x 10 vols., 3 ft. 6 in., in steel filing case and in bookcase. R. 472. (22)

3780. CALIFORNIA CLIMATOLOGICAL DATA, 1920 - 1936. Observations regarding temperature, precipitation, snowfall, fog, relative humidity, wind and sunshine and summarization of these recordings. Arranged chronologically. (Frequently, official.) $9\frac{1}{2}$ x 12 pamphlets, 1 ft. 6 in., in steel filing case. R. 472. (73)

3781. METEOROLOGICAL RECORDS, 1920 - 1936. Showing maximum, minimum, and range of temperature, wind direction, character of day, and amount of precipitation if any. (Occasionally, official.)

8 x 11 folders, 6 in., in wooden filing case. R. 472. (8)

3782. TELEGRAMS, May 1, 1933 - May 1, 1936. Messages received and sent from this station. (Seldom, official.) 6 x 8 bundles, 12 ft., on 4 steel shelves. R. 472. (27)

3783. CHARTS OF SACRAMENTO RIVER FLOOD STAGES, n. d. Used to determine flood stages at various places and times. (Frequently, official.) 19 x 24 maps (12), in wooden frames. R. 472. (71)

SAN DIEGO

WEATHER STATION

Post Office and Custom House

This station was established on October 25, 1871 under the jurisdiction of the Army Signal Service, a division of the War Department. On October 1, 1890, by authority of Congress, the Weather Bureau was ordered to be transferred to the control of the Department of Agriculture, effective July 1, 1891.

This agency has occupied offices at D Street between 3d and 4th, 1871 - 1875; Horton Bank Block, 3d and D Streets, 1875 - 1878; D and 5th Streets, 1878 - 1886; Horton Bank Block, 1886 - 1889; 825 - 5th Street, 1889 - 1895; Cole Block, 5th and G Streets, 1895 - 1897; Keating Building, 5th and F Streets, 1897 - 1913; at present location, 1913 to date.

The Weather Bureau has charge of the forecasting of the weather for San Diego and vicinity. It collects and furnishes meteorological information and forecasts, makes upper air observations for the benefit of air navigation, and reports temperature and rainfall conditions for agricultural interests. All original instrument records are sent to Washington. Printed circulars and pamphlets are destroyed periodically according to Department of Agriculture regulations. Published temperatures and rainfall records as kept by the Signal or Medical Corps of the Army are on file dating back to January 1, 1850, but the whereabouts of the official records is unknown.

3784. DAILY ANEMOMETER RECORDS, 1871 - 1936. Original records and reports that have been sent to Washington and returned to local department. (Occasionally, official.) 4 x 13 (16) and 6½ x 17 (42) vols., 10 ft. 6 in., on shelves. Brittle. R. 334. (25)

3785. LETTERS SENT, 1871 - 1912. Copies of outgoing letters relating to general administration, special legislation, publications, cooperative activities, personnel, appointments, accounts,

equipment, supplies, warning notices, unusual weather phenomena, and publicity; also correspondence from the Camps Observatory under supervision of the War Department Signal Service. (Occasionally, official.) $8\frac{1}{2}$ x 14 (6) and 10 x 12 vols. (5), 1 ft. 4 in., on metal shelves. R. 334, vault. (27)

3786. DAILY JOURNALS, Nov. 1, 1871 - 1902. Showing weather instrument readings taken at morning, noon, and evening of each day. (Rarely, official.) $8\frac{1}{2}$ x 14 vols., $10\frac{1}{2}$ in., on shelf. Faded. R. 334. (32)

3787. MONTHLY METEOROLOGICAL REPORTS, 1872 to date. Complete daily weather records and volumes entitled "Monthly and Annual Summary" covering period from 1872 to 1905. Arranged chronologically. (Older records, occasionally; current records, daily, official.) 9 x 15 and 10 x 12 vols. (2), 5 ft. 8 in., on shelves in steel vault. R. 334. (31, 36)

3788. DAILY "FORMS BOOK", 1874 - 1905. Forms 170, 1016, 1027, 1021, 1022, 1040, 1026, and 1092, showing daily maximum and minimum temperatures and precipitation data. (Frequently, official.) $10\frac{1}{2}$ x 14 vols., 5 in., on metal shelf. Brittle, faded. R. 334. (34)

3789. POSTAGE RECORD, Mar. 1875 - Apr. 1879. Showing postage used for reports and official correspondence, amount on hand at beginning of week, and amount used during week, giving purpose. (Never.) 8 x 10 vols. (2), $1\frac{1}{2}$ in., on shelf in steel vault. R. 334. (28)

3790. DAILY JOURNAL FOR CAMPO, CALIFORNIA, Sept. 1875 - Dec. 1879. Diary and notes on observations of the weather made by U. S. Signal Corps. (Rarely, official.) $8\frac{1}{2}$ x $13\frac{1}{2}$ vols., 1 in., on shelf in steel vault. R. 334. (30)

3791. LETTERS RECEIVED, 1880 - 1911. Letters preserved to comply with Government regulations and copies of letters received at Campo, California from 1875 to 1885. Filed chronologically. (Never.) 4 x 8 and 5 x 12 folders and vols. (2), 7 ft. 5 in., in 5 drawers of steel filing cases and in wooden filing case. R. 334. (42)

3792. CAUTIONARY SIGNAL RECORDS, Mar. 1886 - Oct. 1887. Daily record of highest wind velocity and of all cautionary signals hoisted. (Rarely, official.) $8\frac{1}{2}$ x $11\frac{1}{2}$ vols., 1 in., on shelf in steel vault. R. 334. (29)

3793. EXPENSE BOOKS, 1887 - 1933. Expense items in connection with local office. (Occasionally, official.) 8 x 10 vols., $5\frac{1}{2}$ in., on steel shelf. R. 334. (26)

3794. MISCELLANEOUS RECORDS, 1899 - 1932. Maps and charts of cyclones, waterspouts, and fogs of Central America and North Pacific; county meteorological and high and low temperature records; climatological data; frost data; precipitation charts; bar readings and instrument reports; also records pertaining to Army maneuvers, administrative air commerce, contracts, property returns, teletype discrepancy sheets, catalogues, bulletins, radio broadcasts, salary allocations, sub-station appointments and Civil Service. (Frequently, official.) 9 x 12 bundles and 10 x 12 folders, 2 ft. 8 in., in 3 drawers of filing case. R. 336. (33)

3795. STATION MEMORANDA, Nov. 1905 - June 1922. Diary of important events in the bureau office. (Rarely, official.) 8 x 10 vols. (2), 2 in., on shelf in steel vault. R. 334. (43)

3796. HOURLY THERMOGRAPH SHEETS, 1913 to date. Showing hourly temperature at the county stations of Bonita, El Cajon, and Escondido; also notations by the observer regarding accuracy of the graph needle. (Frequently, official.) 3-3/4 x 12 1/2 loose sheets, 3 ft., on shelves in wooden filing case. R. 336. (38)

3797. LETTER FILES, 1913 - 1922. Pertaining to matters of interest to the associate meteorologist in the business routine of his office. (Occasionally, official.) 8 x 10 loose sheets, 1 ft. 10 in., in filing case. Worn. R. 336. (39)

3798. ORIGINAL MONTHLY RECORDS OF DAILY OBSERVATIONS, Feb. 1, 1916 - Oct. 5, 1918. Reports of wind and hourly temperature recordings. (Occasionally, official.) 10 x 12 vols., 4 in., on metal shelf. R. 334. (35)

3799. DAILY WEATHER MAP AND BULLETIN, 1920 to date. Prepared daily except Sundays from observations at San Diego, principally at 8 a. m., showing cloud data, precipitation, highest and lowest temperature during 24-hour periods, seasonal rainfall and deficiency, and wind velocity at elevations of 10,000, 12,000 and 14,000 feet. (Occasionally, official.) 12 x 36 covers and loose sheets, 9 in., on wooden shelves and in cabinet. Rs. 335 and 336. (37)

3800. CURRENT LETTER FILES, 1923 - 1936. Correspondence relating to general administration, personnel, material, stations, accounts, publications, and observations. (Occasionally, official.) 9 x 12 folders, 4 ft., in 2 drawers of filing case. R. 336. (41)

3801. MISCELLANEOUS MAPS AND CHARTS OF OBSERVATIONS AT VARIOUS ALTITUDES, 1931 - 1935. Educational and illustrative material for instruction at State College and a source of information for the writing of publications. (Occasionally, official.) 22 x 26 loose

sheets, 2 in., in cabinet. R. 335. (44)

3802. INDEX TO TOPICS AND PERSONNEL, n. d. Special and general information useful to this office: list of U. S. Navy vessels, forecasts and distribution, and list of property. Filed alphabetically, by subject. (Daily, official.) 3 x 5 cards, 3 ft. 3 in., in 4 drawers of card cabinet. R. 336. (40)

SAN FRANCISCO

DIVISION OF CLIMATE AND CROP WEATHER
CLIMATOLOGICAL SECTION
HEADQUARTERS
Federal Office Bldg., Civic Center

This office, headquarters for the Division of Climate and Crop Weather was established in Sacramento in 1883, under the "State Weather Service." In 1896 it was renamed "Climate and Crop Service." It was at about this time that the offices were moved to San Francisco. In July 1910, the title was again changed to "Climatological Service," remaining as such until 1932. It then became known as the "Division of Climate and Crop Weather," its present title. Climatological Records and Statistics, a subdivision, was organized for the purpose of gathering weather statistics and data affecting crop conditions. Weekly and monthly bulletins of weather and crop conditions in California and complete climatological data are published and distributed to the public.

3803. METEOROLOGICAL RECORDS, 1849 - 1871. Weather observations records of an unofficial observer and the U. S. Signal Service, predecessor to U. S. Weather Bureau. (Never.) 12 x 20 vol., 1 in., on wooden shelf in fireproof vault. R. 557. (2466)

3804. CLIMATOLOGICAL RECORDS, 1871 to date. Daily observations regarding temperature, precipitation, snowfall, fog, relative humidity, wind and sunshine, and summarization of these recordings; records from discontinued stations in northern California. (Daily, official, public.) 10 x 16 and 12 x 20 vols. (4), 1 ft., in fireproof vault. R. 557. (2458, 2463)

3805. SUNSHINE CHARTS AND PHOTOGRAPHS, 1890 - 1907. Data in reference to sunshine in San Francisco, California and Phoenix, Arizona. (Seldom, official.) 12 x 16 vol., 1 in., on wooden shelf in fireproof vault. R. 557. (2464)

3806. ANEMOMETER RECORDS AT POINT REYES LIGHT, 1891; 1893; 1895 - 1904. Showing daily wind velocities. (Never.) 4 x 14

vols., 2 ft. 2 in., on wooden shelf. R. 535. (2395)

3807. WIND, RAIN, AND SUNSHINE RECORDS, 1892 to date. WB Form 1017, original records of meteorograph. (Daily, official, public.) 7 x 24 vols. (50), 11 ft., on floor in fireproof vault. R. 557. (2457)

3808. MONTHLY METEOROLOGICAL RECORD, 1896 - 1904. Observations at San Luis Obispo, Southeast Farallon, and Pt. Reyes, showing barometer, thermometer, wind, precipitation, and miscellaneous phenomena. (Never.) 10 x 12 vols. (17), 9 in., on wooden shelf. R. 535. (2526)

3809. DAILY WEATHER MAPS WITH FORECASTS FOR WASHINGTON, D. C., CHICAGO, NEW ORLEANS, DENVER, AND SAN FRANCISCO, 1900 - 1934. Showing meteorological conditions throughout U. S., pressures reduced to sea level and standard gravity, temperature change in 24 hours, wind velocity in miles per hour, and precipitation in last 24 hours. (Never.) 18 x 24 vols. (65), 8 ft., on wooden shelf. R. 535. (2525)

3810. ANNUAL METEOROLOGICAL RECORDS, 1906 - 1935. WB Forms 1001, 1002 and 1014, from Weather Bureau offices throughout the country. (Frequently, official.) 12 x 16 vols. (45), 6 ft., on shelf in fireproof vault. R. 557. (2455)

3811. GENERAL CORRESPONDENCE, 1906 to date. Pertaining to Weather Bureau activities. (Frequently, official.) 9 x 12 folders, 27 ft., in wooden filing cases. R. 527. (2456)

3812. INSTRUMENT RECEIPT CARDS, 1906 - 1935. Receipts for instruments in possession of observers, showing type and number of instrument and residence and signature of observer. Filed alphabetically. (Frequently, official.) 3 x 5 cards, 7 in., in wooden card cabinet. R. 541. (2282)

3813. METEOROLOGICAL RECORDS OF COOPERATIVE OBSERVERS, 1906 to date. Form 1009, Daily Reports, compiled monthly, showing maximum, minimum and range of temperature, wind direction, character of day, and amount of precipitation if any. (Occasionally, official, public.) 10 x 12 vols. (42) and 10 x 14 folders, 29 ft. 8 in., on wooden shelves and in filing cases. Rs. 537 and 541. (2183, 2298)

3814. CROP AND RAINFALL FILE, 1915 to date. Location of stations, giving latitude, longitude and elevations, names of observers, dates services began and ended, and average precipitation. (Occasionally, official, public.) 5 x 7 cards, 9 in., in filing case. R. 541. (2296)

3815. MONTHLY METEOROLOGICAL SUMMARY, 1915 - 1935. Form 1030,

Daily Reports, compiled monthly, showing maximum and minimum temperature, amount of precipitation, character of day, and atmospheric pressure at Weather Bureau stations of California. (Frequently; official, public.) 8 x 11 and 10 x 14 folders, 4 ft. 6 in., in wooden filing cases. R. 541. (2184)

3816. MONTHLY, SEASONAL, AND ANNUAL PRECIPITATION, 1915 - 1935. Average precipitation record, giving name of station and elevation, greatest 24-hour precipitation, and monthly and seasonal snowfall. Arranged alphabetically, by stations. (Occasionally, official, public.) 8 x 11 folders, 8 ft., in filing cases. R. 541. (2294, 2297)

3817. STATION MEMORANDA, 1918 - 1925. Relating to observations. (Seldom, official.) 12 x 20 vols., 2 in., on shelf in fireproof vault. R. 557. (2465)

3818. ANNUAL METEOROLOGICAL SUMMARY WITH COMPARATIVE DATA, 1923 - 1935. Comparative monthly data over a period of 10 years, giving temperatures, precipitation, relative humidity, sunshine, and wind velocity. Filed alphabetically. (Frequently, official, public.) 4½ x 9 leaflets, 2 ft., in steel filing case. R. 541. (2283)

3819. ANNUAL METEOROLOGICAL SUMMARY, 1931 - 1934. Form 1066, showing total precipitation for month, departure from normal, and number of days with precipitation. Arranged alphabetically. (Frequently, official, public.) 8 x 10 folders, 3 ft. 3 in., in 2 drawers of filing case. R. 541. (2295)

FORECAST DIVISION
FORECAST DISTRICT HEADQUARTERS
Federal Office Bldg., Civic Center

This Forecast District was established between the years 1880 and 1889. The exact year could not be ascertained. Offices were maintained at the following addresses: Merchants Exchange Building, California Street between Montgomery and Sansome Streets, date of establishment to September 4, 1890; Phelan Building, 760 Market Street, September 4, 1890 to November 1, 1892; Mills Building, 220 Montgomery Street, November 1, 1892 to April 18, 1906; 3018 Clay Street, April 18, 1906 to October 1, 1906; Merchants Exchange Building, 465 California Street, October 1, 1906 to date.

The office of the principal meteorologist and forecaster was organized for the purpose of forecasting weather conditions and issuing daily and weekly reports thereon. A high and low pressure map of the North American continent and a weather forecast for the ensuing twenty-four hours for the States of California, Nevada,

Idaho, Washington, and Oregon are published daily. In addition, the wind and weather off the Pacific coast is forecast and weather data is itemized for the past twenty-four hours.

Originals of all important records are sent to Washington each month. The policy of this agency is to preserve all records. None have been destroyed except those previous to April 18, 1906, the date of the great fire in San Francisco. The Mills Building, then the Weather Bureau headquarters, was completely gutted by fire and all records were destroyed.

The Forest Fire Warning Service, a subdivision of the Forecast District, was established in 1926. The primary function of this agency is to obtain data on weather conditions which might cause forest fires and to broadcast warnings of the danger to forest rangers and the public.

Principal Meteorologist and Forecaster

3820. METEOROLOGICAL OBSERVATIONS, 1847. Daily meteorological observations, barometer and thermometer readings and remarks, noted presumably by a member of the Army Medical Corps at a camp near San Francisco from Jan. - June 1847, and at Monterey, California, July - Sept. 1847. Appears to be first book of meteorological observations made at these points. (Never.) 4 x 7½ vols., ¼ in., on wooden shelf. R. 35. (2482)

3821. METEOROLOGICAL AND BAROMETRIC COMPUTATIONS, 1849 - 1850; 1858 - 1860; 1862 - 1866. Made at various points in the United States. Actual field notes; apparently first surveys of this nature in territories covered. (Never.) 6 x 8 vols. (11), 1 ft., on wooden shelf. Faded. R. 35. (2519)

3822. MONTE DIABLO SURVEY, 1858. Level book of U. S. topographical engineer engaged in Monte Diablo survey, showing ascent and descent degrees and thermometer readings of terrain of survey. (Never.) 4 x 6 vol., ¼ in., on shelf. Fair. R. 35. (2520)

3823. METEOROLOGICAL DATA, 1859 - 1889. Compiled semi-yearly by stations, showing wind, velocity, precipitation, temperature, and ratings. (Never.) 10 x 12 vols., 5 ft. 3 in., on wooden shelf. Bindings broken. R. 35. (2459)

3824. METEOROLOGICAL NOTES, 1860. Taken by an unknown observer, probably connected with Army. Mention is made of Ft. Churchill. Longhand notes dealing with humidity and vapor. (Never.) 3½ x 6 vol., ½ in., on wooden shelf. R. 35. (2521)

3825. POTOMAC RIVER FIELD NOTES, ODOMETER READINGS, 1861. Showing odometer readings and sketches by U. S. topographical engineer stationed at Budd's Ferry, Potomac River. These notes and sketches of terrain were undoubtedly made by the corps of topographical engineers assisting in the defenses of the city of

Washington, D. C. in Nov. 1861, five months after the Civil War started. The sketches or field maps are fairly complete, showing the major points in the locality covered, viz., location of Gen. Hooker's camp, Evanston Battery, Lower Battery, Middle Battery, creeks, ferries and rivers, Col. Taylor's camp, artillery, Pennsylvania 26th Reg., and 11th Massachusetts Reg. (Never.) $3\frac{1}{2}$ x 6 vol., $\frac{1}{4}$ in., on shelf. Fair. R. 35. (2527)

3826. BAROMETRICAL OBSERVATIONS, 1865. Daily weather summaries made by Dr. Henry P. Fisher, Surgeon in Chief, Overland Telephone Expedition commanded by Col. Chas. S. Balkley at New Archangel and Sitka, Alaska, Apr. 5th to June 9th, 1865. (Never.) $5\frac{1}{4}$ x $7\frac{1}{2}$ vol., $\frac{1}{2}$ in., on wooden shelf. R. 35. (2481)

3827. METEOROLOGICAL OBSERVATIONS, 1865. Thermometer and barometer readings and brief summaries of hourly weather conditions at Sitka, Alaska; page of "data for bed rock at Yerba Buena Wharf," San Francisco, specifying character of soil and rock on harbor floor. (Never.) 4 x 6 vol., $\frac{1}{2}$ in., on wooden shelf. Bindings broken. R. 35. (2578)

3828. TABLING ELEVATIONS, 1865. Tabling data and computations of reconnaissance by Major R. S. Williamson of U. S. Engineers in northern California, Nevada and southern Oregon for the purpose of obtaining elevations and other information concerning the topography of this district. (Never.) $3\frac{1}{2}$ x 6 vol., $\frac{1}{2}$ in., on wooden shelf. R. 35. (2530)

3829. NORTHERN CALIFORNIA AND SOUTHERN OREGON ODOMETER READINGS, 1866. Odoneter readings and topographical information obtained by a party of two officers, one non-commissioned officer, and ten soldiers of the Engineer's Corps on a survey covering more than 850 miles of northern California and lower Oregon: observations and computations made by the two commissioned officers of party, description of the country traversed, and several topographical sketches of same. (Never.) 4 x 6 vols., 1 ft., on shelf. R. 557. (2528)

3830. FIELD NOTES, 1867 - 1868. Made by unknown individual regarding progress of drilling at John Day Rapids and Homly Rapids, showing tide gauges at particular points, and inventory of effects on board ship Maria. (Never.) 3 x 5 vols., $\frac{1}{2}$ in., on wooden shelf. R. 35. (2524)

3831. MISCELLANEOUS NOTES, 1867. A notebook of W. H. Heuer, U. S. A. showing personal duties, activities, and expenditures for work in upper Columbia River, notes on Willamette River triangulations, and blasting operations at Blosson Rock. (Never.) 4 x 6 vol., $\frac{1}{2}$ in., on wooden shelf. R. 35. (2566)

3832. MISCELLANEOUS NOTES ON WILLAMETTE RIVER AND SWAN ISLAND

SURVEY, 1867. Personal notes of party in charge of work and memorandum of dredging the Willamette River and the Swan Island survey, regarding amount of work done, scows filled, soundings, and salary notations. (Never.) $3\frac{1}{2}$ x 6 vol., $\frac{1}{4}$ in., on wooden shelf. Bindings broken. R. 35. (2529)

3833. PORTLAND BRIDGE SURVEY SOUNDINGS, 1870. Hydrography notations and computations made on Portland Bridge survey and penciled filed notes that comprise a complete hydrography for the bridge. (Never.) 4 x 6 vol., 1 in., on wooden shelf. R. 35. (2577)

3834. SACRAMENTO RIVER SURVEY SOUNDING BOOK, 1870. Original field notes of hydrography of Sacramento River and soundings taken during survey. (Never.) 4 x 6 vol., $\frac{1}{2}$ in., on wooden shelf. R. 35. (2531)

3835. TIME BOOK, 1874. Giving names of employees, rate per day, days worked, and amount of compensation due. (Never.) 4 x 6 vol., $\frac{1}{2}$ in., on wooden shelf. R. 35. (2580)

3836. METEOROLOGICAL ANEMOMETER RECORDS, 1890 - 1892; 1896; 1899; 1904; 1906; 1910 - 1911; 1917. Form 1017, showing daily dates, precipitation, and wind, rain and sunshine records of Mt. Tamalpais and San Francisco stations. (Seldon, official.) 6 x 17 vol., 1 ft. 6 in., on wooden shelf. R. 35. (2479)

3837. METEOROLOGICAL SUMMARY AND DATA, 1892 - 1905. Form 1002, meteorological summaries of Point Reyes, giving temperature, frost, precipitation, clouds, and wind records. (Never.) 8 x 10 pockets, 2 in., on wooden shelf. R. 35. (2636)

3838. HOURLY WIND MOVEMENTS, 1895 - 1901. Records of movement of wind taken hourly at Point Reyes Light, California. (Never.) 9 x 12 folders, 1 in., on wooden shelf. R. 35. (2635)

3839. MISCELLANEOUS FORMS AND CHARTS, 1896 - 1902. Monthly meteorological reports and barometer readings from outside stations. (Never.) 6 x 8 bundles, 1 ft., on wooden shelf. R. 35. (2620)

3840. GENERAL CORRESPONDENCE, 1897; 1903 - 1930. To and from other stations and departments, relating to functions of local bureau. (Never.) 10 x 12 vols. and bundles, 61 ft., on wooden shelves. R. 35. (2396)

3841. WEATHER DATA FROM SUB-STATIONS, 1903 - 1915. Correspondence, weather charts, instrument readings, and other data pertaining to activities of stations. (Never.) Various sized loose sheets and charts, 14 ft., in wooden boxes. R. 35. (2618)

3842. METEOROLOGICAL SUMMARIES, 1905 - 1906; 1908; 1913 - 1914; 1918 - 1927; 1931 - 1934. Forms 1001, 1002, and 1014, daily local records of conditions at San Luis Obispo, Mt. Tamalpais, Point Reyes, and Bakersfield, giving name of station, date, maximum and minimum and mean and normal temperatures, precipitation, character of day, actual sunshine hours, percentage of possible sunshine, corrected mean, reduced pressures, relative humidity, vapor pressure, and dew point. (Seldon, official.) 10 x 12 vols., 3 ft. 8 in., on wooden shelf. R. 35. (2518, 2616)

3843. REPORT OF WEATHER BUREAU PROPERTY AT SAN FRANCISCO, 1906 - 1908; 1910 - 1913; 1915 - 1918; 1920 - 1923. Inventory of instruments on hand at last report, number received, expended and returned during year, and total remaining on hand. (Never.) 4 x 8 bundles, 1 ft. 8 in., on wooden shelf. Dirty. R. 35. (2361)

3844. STATION EXPENSES, 1906 - 1928. Showing date, money paid out, item of expense, detailed salary of observers, and general station expense. (Never.) 8 x 8 vols., 10 in., on wooden shelf. R. 35. (2583)

3845. NORTH PACIFIC RADIO FORECASTS, 1916 - 1921. Transcript of daily weather forecasts sent by radio operator twice daily from the Weather Bureau. (Never.) 6 x 8 vols., 4 in., on wooden shelf. R. 35. (2579)

3846. DAILY WEATHER CHARTS OF THE NORTH PACIFIC OCEAN AREA, 1923 - 1934. Compiled monthly by Marine Imperial Observatory at Kobe, Japan, showing direction and force of winds, temperature, and general description of weather at various stations. (Never.) 14 x 20 bundles, 2 ft., on wooden shelf. R. 35. (2619)

3847. DAILY WEATHER MAPS, 1928 - 1934. Map Form C, showing general weather conditions during each past 24 hours of the entire U. S., forecasts for next 24 hours, marine forecasts, and state forecasts. (Occasionally, official.) 19 x 24 loose sheets, 1 ft., on wooden shelf. R. 35. (2582)

3848. RADIO LOG, 1928 - 1935. Notations of all failures in radio transmission, variation in broadcast times, and any unusual occurrences. (Never.) 9 x 12 folders, 3 in., on wooden shelf. R. 35. (2637)

3849. VESSEL WEATHER MESSAGES VIA RADIO, 1931 - 1935. Showing weather readings in localities of ships. (Never.) 6 x 10 bundles, 1 ft., on wooden shelf. R. 35. (2500)

3850. WEATHER MAPS OF UNITED STATES, 1932 - 1934. Form A, compiled semi-daily, showing by symbols, weather conditions in

the western part of United States. (Occasionally, official.)
22 x 26 covers, 4 ft. 4 in., on wooden shelves. R. 35. (2581)

Forest Fire Warning Service

3851. WEATHER REPORTS AND RECORDS, 1885 - 1933. Climatological maps, charts, readings of weather record instruments and reports of fire weather observers. (Frequently, official.) 8 x 12 envelopes and bundles, 8 ft., on floor. R. 535. (2360)

3852. WEATHER REPORTS AND FIRE WEATHER STATION RECORDS, 1927 - 1935. Forms 1009E, 1078 and 1078D, monthly charts of humidity, minimum, maximum and mean temperatures, dry and wet bulb temperatures, vapor pressures, monthly, yearly and average temperatures, monthly and yearly readings at fire weather stations according to sun observations; names and locations of stations, dates established, elevations, latitudes, longitudes, types of stations, periods stations were in operation, and list of instruments and equipment. Filed chronologically and alphabetically. (Frequently, official, public.) Various sized folders and cards, 18 ft. 3 in., in 10 drawers of steel filing cases and on safe. R. 535. (2341, 2363)

SAN PEDRO

MARINE DIVISION STATION

Berth No. 83, Foot of 1st St.

This Marine Division station was established in October 1934. There has been no administrative reorganization since its inception nor has the agency occupied any office other than the present one. However, from information contained in the agency report, the office was to be moved to the Post Office and Custom House on October 15, 1936. The primary purpose of this station is to collect and transmit marine intelligence for the benefit of commerce and navigation. It also supplies Weather Bureau instruments and gives instructions for their use to ships' officers. It has jurisdiction over the Los Angeles Harbor at San Pedro. All reports received are forwarded to Washington. So-called useless papers are destroyed according to existing regulations of the bureau.

3853. INDEX OF WEATHER BUREAU CORRESPONDENCE, Oct. 1915. Giving subject of correspondence and date of receipt and reply. Entered according to the Dewey Decimal System. (Daily, official.) 7 x 9½ vols., 1 in., in wooden desk. R. 9, 2d floor. (878)

3854. BAROGRAPH CHARTS, Nov. 1934 to date. Form 1068, Charts Inscribed by Automatic Instruments, showing the air pressure and time of day in this area. Arranged chronologically. (Frequently, official.) $3\frac{1}{2}$ x 12 loose sheets, 1 in., in wooden cabinet. R. 9, 2d floor. (880)

3855. MISCELLANEOUS CORRESPONDENCE, Nov. 1934 to date. Pertaining to investigation and research, accounts, property records, boats, etc. Arranged chronologically. 7 x $9\frac{1}{2}$ index. (Occasionally, official.) 9 x 12 folders, 10 in., in wooden desk. R. 9, 2d floor. (879)

