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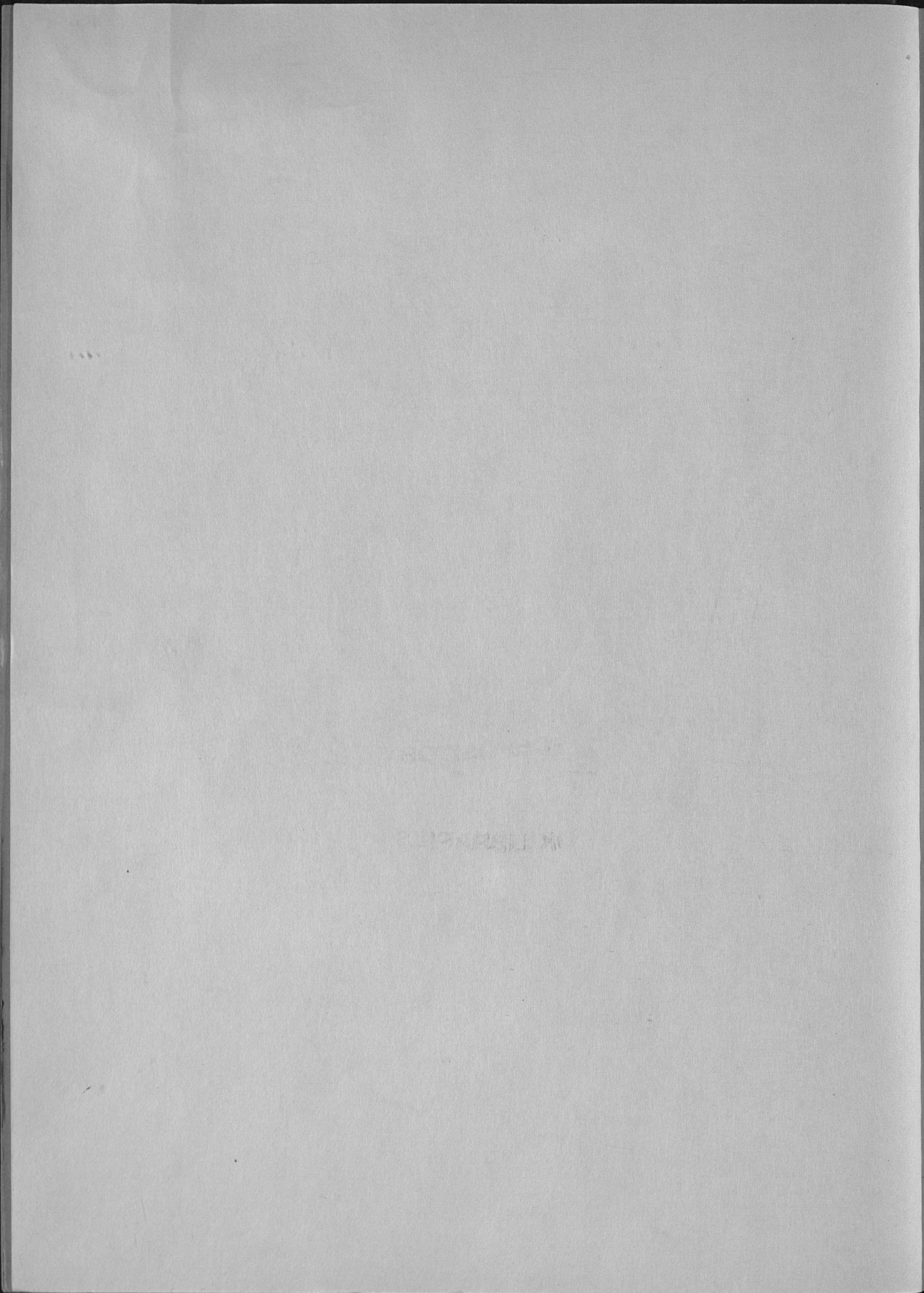
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INVENTORY OF
FEDERAL ARCHIVES
IN THE STATES

SERIES XII
THE VETERANS' ADMINISTRATION
NO. 23
MISSISSIPPI

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SURVEY OF FEDERAL ARCHIVES
WORK PROJECTS ADMINISTRATION
DIVISION OF PROFESSIONAL AND SERVICE PROJECTS
NEW ORLEANS, LOUISIANA



INVENTORY OF FEDERAL ARCHIVES IN THE STATES

Prepared by

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

The National Archives
and
Louisiana State University
Cooperating Sponsors

SERIES XII

THE VETERANS' ADMINISTRATION

NO. 23
MISSISSIPPI

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New Orleans, Louisiana
The Survey of Federal Archives
1940

THE SURVEY OF FEDERAL ARCHIVES
BUREAU OF FEDERAL ARCHIVES IN THE STATES

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MISSISSIPPI

WORK PROJECTS ADMINISTRATION

New Orleans, Louisiana
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PREFACE

The Inventory of Federal Archives in the States is one of the products of the work of the Survey of Federal Archives, which operated as a nation-wide project of the Works Progress Administration from January 1, 1936 to June 30, 1937, and has been continued in Louisiana since that date as a state project of that Administration and of the Work Projects Administration with Louisiana State University as its local sponsor.

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

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

In Mississippi the work of the Survey was under the direction of Mr. Stanley C. Arthur, regional director for Mississippi, Arkansas, Louisiana, and Tennessee, with Mr. George E. Schilling as state supervisor, until June 30, 1937. From that time until April 1939, Mr. Schilling was in charge of the state project. This Inventory of the records of The Veterans' Administration in Mississippi was prepared in the New Orleans office of the Survey under the direction of Mrs. Norris Fazekas, editor-in-chief and assistant state supervisor, and was edited for final typing by Miss Elizabeth Edwards of the Washington office.

New Orleans, Louisiana
June, 1940

Stanley C. Arthur
State Supervisor
Survey of Federal Archives
in Louisiana

CONTENTS

	Page
BILOXI	
Veterans' Administration Facility.....	1
Finance Division.....	1
Manager, Office of the.....	1
Personnel Unit.....	3
Medical Division.....	4
Dental Clinic.....	4
Dietitian's Office.....	4
Laboratory and Clinical Unit.....	4
Library and Recreational Unit.....	7
Supply and Utility Divisions.....	8
GULFPORT	
Veterans' Administration Facility.....	10
Finance Division.....	11
Manager, Office of the.....	14
Personnel Unit.....	17
Medical Division.....	18
Dental Clinic.....	18
Laboratory and Clinical Unit.....	19
Library Unit.....	28
Pharmaceutical Unit.....	28
Social Service Unit.....	28
Supply and Utility Divisions.....	29
JACKSON	
Veterans' Administration Regional Office.....	30

THE VETERANS' ADMINISTRATION

BILOXI

VETERANS' ADMINISTRATION FACILITY

1 1/2 Miles N. of Highway 90

- (A) Hospital Bldg. No. 1
- (B) Convalescent Home Bldg. No. 2
- (C) Recreation Bldg. No. 17

This Facility was established August 10, 1933 and has always maintained quarters at its present location.

Every two years a list of records to be destroyed is submitted to the Central Office in Washington, but so far none have been destroyed. Finance records are sent to Washington through the Facility at Gulfport. Records of deceased veterans are retained about 30 days and then sent to Washington. Personnel records are retained except in case of transfer when they are forwarded to the transfer destination. All other records are retained.

Finance Division

1. INDEX TO EXPENDABLE VOUCHERS, 1919 to date. With some records from Gulfport, Mississippi. Arranged numerically by classification of property. (Frequently, official.) 5 x 8 cards, 1 ft. 10 in., in wooden file tub. R. 10 (Bldg. A). (26)

2. PERPETUAL INVENTORY AND INDEX TO CURRENT RECORDS, Aug. 10, 1933 to date. Volumes 1-5 consisting of nonexpendable accounts; volumes 6-9 consisting of expendable accounts; card index on nonexpendable voucher sheets for fiscal year of 1937. Arranged alphabetically. Indexed. (Daily, official.) 5 x 8 cards and 13 x 17 loose-leaf books (9), 3 ft. 2 in., in wooden card cabinet. R. 10 (Bldg. A). (28)

3. PROPERTY VOUCHERS AND RECEIPTS, n. d. to date. For Gulfport and Biloxi Facilities before and after consolidation, with memorandum receipts for nonexpendable property charged to departments and signed for by responsible official; and miscellaneous correspondence. (Daily, official.) 9 1/2 x 11 3/4 folders, 5 ft. 2 in., in steel filing case. R. 10 (Bldg. A). (30)

Office of the Manager

4. DISPOSED CONTRACTS AND PROPOSALS, July 1, 1933 - June 30, 1936. Contracts completed and proposals rejected and accepted. Arranged alphabetically. (Rarely, official.) 10 x 12 folders and bundles (4),

7 ft., on open wooden shelf. R. 12 (Bldg. A). (77)

5. STAFF RECORDS, Aug. 1, 1933 - Apr. 16, 1936. Minute book of staff meetings, and staff register showing daily in and out time record. Entered daily. (Minute book, frequently; staff register, seldom, official.) 8 x 10 1/2 vol. and loose-leaf book, 3 1/2 in., in steel filing case. R. 129 (Bldg. A). (88)

6. PERSONAL PROPERTY AND CLOTHING RECORD OF DISCHARGED VETERANS, Aug. 10, 1933 - Aug. 11, 1936. Record of personal property and clothing of all veterans admitted, and record of all clothing received from government while in Facility. Arranged alphabetically. (Daily, official.) 10 x 12 folders, 10 ft. 11 in., in steel filing case and in 2 wooden drawers. R. 35 (Bldg. A). (47)

7. PERSONAL RECORDS OF MEMBERS OF HOME, Aug. 10, 1933 - Oct. 1, 1936. Form 2686, application for issue or repair of clothing; Form 2686c, personally owned clothing record; Form 2504, decisions of questions of fact and law; list of clothing charged with; Form 2686a, certification of clothing or individual; and Form P-11, application for furnishing clothing. Arranged alphabetically. (Occasionally, official.) 9 x 12 folders, 6 ft., in 3 drawers of steel filing case. R. 125 (Bldg. B). (236)

8. GENERAL RECORDS OF HOME AND PERSONNEL, Aug. 10, 1933 - Dec. 1, 1936. Baggage cards of inmates, roster cards of members, discharge and AWOL cards, daily roster of inmates with duty records, camp and barracks details, daily records of inmates, guard house record, morning reports showing number of inmates, supply issues, pass book, laundry cards, and blueprints of home. (Occasionally, official.) 4 x 6 cards, 8 x 11 vols. (18), 10 x 12 folders, and 26 x 36 blueprints, 8 ft. 6 in., in 4 drawers of steel filing case and 4 drawers of steel card cabinets. R. 125 (Bldg. B). (230)

9. BARRACKS' ROSTER CARDS, Aug. 10, 1933 to date. Showing name of veteran, rank, and information received from discharge; record of hospital cases; and AWL and AWOL records relative to enforced furloughs. Arranged alphabetically. (Daily, official.) 4 x 5 cards, 2 ft., in steel card cabinet. R. 9 (Bldg. A). (24)

10. CONTACT OFFICERS' FILES, Aug. 10, 1933 to date. Copies of admittance records and all correspondence and notes relative to any contact between veteran and any branch of government, as pensions, claims, bonuses, and CCC enlistments. Arranged alphabetically. (Semiweekly, official.) 9 1/2 x 11 3/4 folders, 14 ft. 4 in., in steel filing case and in sectional steel cabinet. R. 5 (Bldg. A). (18)

11. CORRESPONDENCE OF MANAGER AND ASSISTANT MANAGER, Aug. 10, 1933 to date. Confidential correspondence and letters relative to personnel, miscellaneous correspondence, personnel forms, and regulations and procedure. Filed alphabetically. (Daily, official.) 9 1/2 x 11 3/4 folders, 5 ft. 6 in., in 2 sections of steel filing cases. R. 4 (Bldg. A). (17)

12. MISCELLANEOUS FILES, Aug. 10, 1933 to date. Records of chief medical officer relative to administration of hospital. See addenda for list of contents. Arranged alphabetically. (Daily, official.) 9 1/2 x 11 3/4 folders, 6 ft., in 4 drawers of filing case. R. 129 (Bldg. A). (15)

13. MISCELLANEOUS RECORDS OF ASSISTANT MANAGER, Aug. 10, 1933 to date. Correspondence, reports, regulations, and service letters relative to administration of Facility. See addenda for list of contents. Filed alphabetically. (Daily, official.) 10 1/2 x 12 folders, 7 ft. 8 in., in 2 sections of steel filing case. R. 9 (Bldg. A). (25)

14. PERSONAL PROPERTY AND CLOTHING RECORDS FOR VETERANS IN BARRACKS OR HOSPITAL, Aug. 10, 1933 to date. Personal property record showing name, address, claim file number, dates of admittance and discharge, and name and location of Facility; inventory sheet showing personal effects and condition of same, with receipts for effects; inventories, receipts of deceased members' effects, admittances, discharges, transfers, requisitions for clothing, and inactive cases waiting to be put in closed files. Active file arranged numerically. (Daily, official.) 10 x 12 folders, 2 ft., in steel filing case. R. 35 (Bldg. A). (43)

15. LINEN EXCHANGE RECORDS, 1935 - 1936. Printed laundry slips which have been used for distribution of laundry in hospital and home. Laundry lists filed by months, lists for linens issued or due bills filed semi-yearly. (Occasionally, official.) 8 1/2 x 10 1/2 bundles, 2 ft. 3 in., on shelf. R. 16 (Bldg. A). (83)

16. ROUTING CARDS, TRAVEL ORDERS, AND GOVERNMENT BILLS OF LADING, July 1, 1935 to date. Routing cards for train arrivals and departures and travel orders. Routing cards filed alphabetically. (Daily, official.) 5 x 8 cards and 10 x 12 folders, 3 ft., in 2 drawers of steel desk. R. 12 (Bldg. A). (36)

17. TIME REGISTER, May 1 - Sept. 30, 1936. Of employees in kitchen showing time reported for work and time checked out on new sheet for each pay period. (Daily, official.) 8 1/4 x 14 vol., 1 1/4 in., on wooden shelf. Kitchen (Bldg. A). (81)

Personnel Unit

18. PERSONNEL RECORDS, Aug. 10, 1933 to date. Chart positions, and leave and service records. Arranged alphabetically. (Daily, official.) 5 x 8 cards, 8 3/4 in., in steel card cabinet. R. 9 (Bldg. A). (27)

19. PERSONNEL RECORDS, Aug. 10, 1933 to date. Complete record of all Civil Service and nonclassified employees including forms and correspondence relative to active and dropped employees. Filed alphabetically. (Daily, confidential.) 9 1/2 x 11 folders, 11 ft., in 2 sections of steel filing case. R. 4 (Bldg. A). (16)

Medical Division

Dental Clinic

20. MISCELLANEOUS RECORDS, Aug. 1933 to date. Pertaining to dental clinic. See addenda. (Daily, official.) 8 x 10 vols. (4) and 10 x 12 folders, 2 ft. 10 in., in steel filing case. R. 137 (Bldg. A). (54)

21. GOLD LEDGER, Sept. 1933 to date. Complete record of gold received from all sources and disposition of same; if patient has had gold fillings put in by private dentist, gold is patient's property, if put in by government dentist, it is government property and sent to Washington headquarters for further disposition. (Daily, official.) 8 x 10 1/2 vol., 1 in., in steel filing case. R. 137 (Bldg. A). (55)

22. DENTAL RECORD, Jan. 1934 to date. Showing name, class of benefit, compensation number, register number, date examined and completed for dental work on in and out patients. (Daily, official.) 8 x 10 1/2 vols. (2), 2 in., in steel filing case. R. 137 (Bldg. A). (56)

Dietitian's Office

23. MISCELLANEOUS FILES, Jan. 1, 1936 to date. All reports, correspondence, and orders relative to dietitian's work including menus, operation of kitchen, personnel, and equipment. (Daily, official.) 9 1/2 x 11 3/4 folders, 1 ft. 10 in., in drawer of steel desk. Dietitian's Office (Bldg. A). (44)

Laboratory and Clinical Unit

24. NURSES RECORDS FOR WARDS 2A, 2B, 3A, 3B, AND FOURTH FLOOR, 1933 to date. Records maintained by nurses for each ward consisting of admission and disposition records, patients' weight records, nurses' daily charts, temperature records, day and night reports, ward surgeon's notes, and monthly reports on toilet articles issued. Filed chronologically. (Frequently, official.) 8 x 10 vols. (25) and 10 x 12 clip files, 4 ft., in steel office desk. Rs. 228, 238, 328, 332, and 432 (Bldg. A). (237)

25. LABORATORY RECORDS, Aug. 1933 - Jan. 1934. Tests made on patients showing date, name of patient, compensation number, register number, description of tests given and results. Entered by kind of test. (Inactive file, occasionally, official.) 7 1/2 x 8 1/2 and 7 1/2 x 12 vols. (3), 2 in., in drawer of metal desk. R. 101 (Bldg. A). (78)

26. LABORATORY RECORDS, Aug. 1933 - Feb. 1, 1935. Book one showing tests made of milk, butter, water, and blood, with dates and names of supplies; book two, records of laboratory tests made on out-patients. Indexed. (Daily, official.) 12 x 12 1/2 vols. (2), 3 1/2 in., in open wooden file on desk. R. 101 (Bldg. A). (58)

27. DAILY PROGRESS REPORT CARDS, Aug. 1933 - Dec. 1935. Showing

name of veteran, compensation number, register number, character of treatment, diagnosis number, date, and station. Arranged alphabetically by years. (Inactive file, seldom, official.) 3 x 5 cards, 2 ft., in pasteboard box. R. 28 (Bldg. A). (39)

28. APPLICATIONS FOR MEDICAL EXAMINATIONS, MISCELLANEOUS CORRESPONDENCE, AND NURSES' REPORTS, Aug. 1933 to date. Applications from veterans and relative correspondence, miscellaneous correspondence, and monthly form reports of daily activities of each nurse. Applications arranged numerically; correspondence arranged alphabetically by subject. 8 x 10 1/2 vol. index, 1 in. (Daily, official.) 10 x 12 folders, 5 ft. 9 in., in steel filing case. R. 33 (Bldg. A). (85, 84)

29. MISCELLANEOUS FILES, Aug. 1933 to date. Monthly and daily reports, orders, memoranda, and correspondence relative to operation of laboratory. (Daily, official.) 10 x 12 folders, 10 in., in drawer of steel filing case. R. 101 (Bldg. A). (82)

30. CLINICAL RECORDS, Aug. 10, 1933 to date. Of veterans admitted to and still in Facility, from entrance to discharge, correspondence, domiciliary record, personal, clinical, and hospital records of veteran. See addenda. Arranged alphabetically. 11 x 16 vol. index, 2 in.; see entry 37. (Daily, official.) 10 x 12 folders, 15 ft. 4 in., in 2 steel filing cases. R. 33 (Bldg. A). (42)

31. CLINICAL RECORDS, Aug. 10, 1933 to date. Of discharged veterans from admittance to discharge, correspondence, domiciliary record, personal, clinical, and hospital record of veteran; if veteran returns individual folder is taken out and placed in active file. 11 x 16 vol. index, 2 in.; see entry 37. (Frequently, official.) In-patients' records filed numerically 1-4917; out-patients' records filed alphabetically. 10 x 12 folders, 101 ft. 9 in., on 4 open wooden shelves and in 33 sectional steel filing cases. R. 31 (Bldg. A). (40)

32. DAILY CLINIC RECORDS AND PRESCRIPTION ORDER BOOKS, Aug. 10, 1933 to date. Records are detail of daily examinations made in eye, ear, nose, and throat clinic showing date, name, ward or department, and treatment; prescription order books for glasses from American Optical Company and Mid-West Optical Company. (Occasionally, official.) 5 1/2 x 9 and 8 1/2 x 11 vols. (14), 1 ft. 2 in., on open wooden shelf. R. 136 (Bldg. A). (235)

33. DAILY RECORD PATIENT BOOKS AND GENERAL FILE, Aug. 10, 1933 to date. Records of roentgenologist and pathologist service showing name of service, and standard supplies R and P; quarterly requisitions, memoranda, orders, station, Central Office instructions, and daily record book of in-patients and out-patients showing register number, claim number, name, X-ray and file number, date and part of body X-rayed. (Daily, official.) 8 1/2 x 11 vols. (4) and 10 x 12 folders, 1 ft., in drawer of steel filing case and on desk. R. 117 (Bldg. A). (233)

34. EYE, EAR, NOSE, AND THROAT EXAMINATION RECORDS, Aug. 10, 1933 to

date. Of completed examinations made in clinic; mimeographed Form MD 25, showing name, compensation number, register number, ward, date, age, and results of examination. Arranged alphabetically by patient's name. (Occasionally, official.) 8 1/2 x 11 sheets, 2 ft., in 2 pasteboard boxes. R. 136 (Bldg. A). (234)

35. GENERAL FILE, Aug. 10, 1933 to date. Miscellaneous records consisting of reports, clinical records, requisitions, reports of admissions and discharges, official orders, work requests, correspondence, and daily and monthly reports kept by physiotherapy aide. (Daily, official.) 10 x 12 folders, 7 in., in drawer of steel desk. R. 26 (Bldg. A). (37)

36. INDEX OF X-RAY FILE, Aug. 10, 1933 to date. Index to X-ray pictures made of in-patients, out-patients, and discharged patients, showing name, case number, claim number, date, register number, number of X-ray picture, and part of body X-rayed. Arranged alphabetically. This is an index to records reported on in entries 48 and 49. (Daily, official.) 3 x 5 cards, 4 ft., in 4 drawers of steel card cabinets. R. 117 (Bldg. A) (232)

37. IN-PATIENT REGISTER, Aug. 10, 1933 to date. VA Form 3219, numbered 1-4984, showing register number, name, compensation number, class of benefit, home or hospital, and location of file. Entered by date. This is an index to records reported on in entries 30 and 31. (Daily, official.) 11 x 16 vols. (2), 2 in. R. 33 (Bldg. A). (41)

38. PATHOLOGICAL CROSS INDEX RECORDS, Aug. 10, 1933 to date. Classification cards showing principal conditions, associated conditions, secondary conditions, complications, anesthetics, and operations as cross reference to Medical Form 2593, record of domiciliary or hospital care; direct and indirect causes of deaths; and autopsies. See addenda. Classification cards arranged alphabetically by disease or condition. (Daily, official.) 5 x 8 cards, 10 ft., in wooden card cabinets. R. 33 (Bldg. A) (79)

39. RECORD OF INACTIVE IN-PATIENTS AND COMPLETE RECORD OF OUT-PATIENTS, Aug. 10, 1933 to date. Showing register number, name, compensation number, date of birth, home address, service record and ward number of hospital patient; if patient reenters, his card is transferred to active files. Filed alphabetically. (Daily, official.) 3 x 5 cards, 4 ft. 6 in., in metal card cabinet. R. 33 (Bldg. A). (14)

40. SICK CALL RECORD, Aug. 10, 1933 to date. Record of medical care given members from barracks showing name of disease and register number of member receiving treatment; clinical record of treatment is filed in clinical folder. Arranged alphabetically by diseases. (Daily, official.) 5 x 8 cards, 4 ft. 3 in., in wooden card cabinet. R. 32 (Bldg. A). (87)

41. OFFICER OF DAY REPORT, Sept. 10, 1933 to date. Daily narrative account of happenings in hospital. Entered chronologically. (Daily, official.) 8 x 10 1/2 vols. (7), 5 1/2 in., in steel filing case. R. 129 (Bldg. A). (80)

42. G. U. CLINIC RECORDS, Dec. 6, 1933 to date. Daily records showing name of patient, date, ward or hospital, and kind of treatment received. (Frequently, official.) 8 1/2 x 10 vols. (3), 4 in., on desk. R. 120 (Bldg. A). (231)

43. OUT-PATIENT REGISTER, Dec. 7, 1933 to date. Of active patients not domiciled in hospital or barracks, who come in for treatment, showing register number. (Daily, official.) 10 1/2 x 16 vol., 1 in., on table. R. 33 (Bldg. A). (13)

44. LABORATORY RECORDS, INACTIVE, 1934 - 1935. Showing patient's name, date, compensation number, register number, and laboratory tests made. Arranged alphabetically. (Rarely, official.) 5 x 8 cards, 3 ft., in drawers 3 and 4 of wooden card cabinet. R. 101 (Bldg. A). (57)

45. RECORDS FOR USE OF CHIEF NURSE, 1935 - 1936. Consisting of day and night reports, daily time records, hospital attendants' records and reports, and perpetual inventory of patients in hospital. (Frequently, official.) 5 x 8 cards, 9 x 12 folders, and 9 x 14 vol. and loose-leaf book, 2 ft. 11 in., in 2 drawers of steel filing case. R. 115 (Bldg. A). (238)

46. DAILY PROGRESS REPORT CARDS, Jan. 1, 1936 to date. Showing veteran, compensation number, register number, character of treatment, diagnosis number, date, and station. Arranged alphabetically. (Daily, official.) 3 x 5 cards, 6 in., in wooden filing case. R. 26 (Bldg. A). (38)

47. LABORATORY RECORDS, Jan. 1, 1936 to date. Showing patient, date, compensation number, register number, and completed laboratory tests. Arranged alphabetically. (Daily, official.) 5 x 8 cards, 2 ft. 6 1/2 in., in 2 drawers of wooden card cabinet on desk. R. 101 (Bldg. A). (46)

48. X-RAY FILMS, n. d. 1600 X-ray negatives taken of patients. 3 x 5 card index, 4 ft.; see entry 36. 8 ft. 4 in., in jackets in envelopes in wooden filing case. Storage Room (Warehouse Bldg.). (2)

49. X-RAY FILMS, n. d. 15,075 X-ray negatives taken of patients. 3 x 5 card index, 4 ft.; see entry 36. 14 ft. 8 in., in jackets in envelopes in steel filing case. R. 117 (Bldg. A). (1)

Library and Recreational Unit

50. ACCESSION RECORDS, Aug. 10, 1933 to date. Miscellaneous records relative to books in library. Filed by Dewey system and cataloged by Dorcas and Fellows rules. (Frequently, official.) 5 x 8 cards, 7 ft. 6 in., in 6 drawers of wooden card cabinets. Library (Bldg. C). (228)

51. MISCELLANEOUS RECORDS, Aug. 10, 1933 to date. Resume of weekly news sent to papers prior to 1935; requisitions for books and supplies; Form 2598c, property record, showing article, date and quantity on hand;

consolidated memorandum receipt for nonexpendable property issued to library and ground floor; Form 2598b, issue slips for nonexpendable property; and general correspondence relative to above forms. (Occasionally, official.) 10 x 12 folders, 4 in., in drawer of wooden counter desk. Library (Bldg. C). (229)

52. RECORD OF BOOKS TAKEN OUT, Aug. 10, 1933 to date. Simplified double charging system consisting of title cards showing date loaned, date returned, book number, author's name, and title of book; borrowers' cards showing date loaned, date returned, number of book, borrower's name, and ward or department in which he stays. Title cards arranged chronologically; borrowers' cards arranged alphabetically. (Daily, official.) 3 x 5 cards, 1 ft. 10 in., in 2 drawers of wooden card cabinet. Library (Bldg. C). (227)

53. MISCELLANEOUS RECREATIONAL RECORDS, July 1, 1934 to date. Relative to activities. See addenda. (Occasionally, official.) 4 x 9 sheets, 9 x 14 vols. (2), and 10 x 12 folders, 1 ft. 11 in., in 2 drawers of steel filing case. Office (Bldg. C). (226)

Supply and Utility Divisions

54. TOPOGRAPHICAL MAP, SITE OF SOLDIERS' HOME, BILOXI, Oct. 1931. Original blueprints of plan of Veterans' Facility. (Daily, official.) 82 x 151 map, on wall. R. 6 (Bldg. A). (19)

55. BLUEPRINTS OF HOSPITAL, HOME, AND STAFF QUARTERS, Nov. 2, 1931 to date. Complete blueprints of buildings and grounds. See addenda for titles, detailed description, and number of prints. Arranged numerically. (Daily, official.) 27 x 38 1/2 blueprints, 2 ft. 7 in., on wooden racks A and B. Damaged by careless handling. R. 6 (Bldg. A). (20)

56. BLUEPRINTS AND SPECIFICATIONS, Nov. 3, 1931; Dec. 20, 1933; June 2, 1936; July 30, 1936. Eight sheets of blueprints for proposed pier; seven sheets of blueprints for Guard House, building 18; mimeographed copy of specifications for Utility Building; two mimeographed copies of specifications for Recreation Building; and seven mimeographed copies of specifications for Guard House. (Daily, official.) 8 x 10 1/2 sheets and 25 1/2 x 41 1/2 blueprints, 11 1/2 in., on table. R. 6 (Bldg. A). (21)

57. COST ACCOUNTING, 1932 - June 1936. Expense issue slips, register of storehouse issues, materials and supplies, consolidated monthly reports of hospital activities, pay roll for personal services, and expenditure vouchers; initial vouchers 1932-1933, during construction of hospital; clothing issue for Nov. 1933; quarterly commodity report for fiscal year 1934; authorizations for transportation; and correspondence for fiscal year 1936. Arranged by calendar months. (Older records, occasionally; recent ones, daily, official.) 10 x 12 folders, 8 ft. 1 in., in drawer of filing case and in bundles on floor. Vault (Bldg. A). (50, 49)

58. PROPERTY VOUCHERS, 1932 - 1936. Vouchers 1-1700, first audit, years 1932 and 1933; vouchers 1-2400, second audit, year 1934; vouchers 1-3400, year 1935; and vouchers of Gulfport, Mississippi, prior to consolidation, 1-3200, year 1936. (Seldom, official.) 8 x 10 1/2 vols. (2) and 9 1/2 x 11 3/4 folders, 8 ft. 8 in., in wooden filing case. R. 10 (Bldg. A). (29)

59. CONSTRUCTION RECORDS, June 30, 1932 - June 24, 1933. Of initial buildings consisting of completed contracts, correspondence, inspection certificates, costs, and complaints. Arranged by buildings. (Seldom, official.) 10 x 12 folders, 2 ft. 1 in., in drawer of sectional filing cabinet. Vault (Bldg. A). (86)

60. CONTRACT AND OPEN MARKET SUPPLIES, July 1, 1933 - June 30, 1935. Bids, correspondence, orders, cancelled vouchers, and all records relative to purchase of subsistence supplies, equipment and appliances for Facility, under contract or on open market. Arranged alphabetically by name of firm. (Rarely, official.) 10 x 12 folders, 12 ft. 3 1/2 in., in bundles on floor. Vault (Bldg. A). (45, 48)

61. AUTHORIZATIONS AND REQUESTS FOR TRANSPORTATION, MEALS, AND LODGING, July 1, 1933 - June 30, 1936. Correspondence, reports, records of transportation, meals and lodging of out-patients, hospital, and domiciliary cases. Arranged chronologically. (Occasionally, official.) 10 x 12 folders, 2 ft. 2 in., in 5 packages on floor. Vault (Bldg. A). (52)

62. PROPOSALS, SPECIFICATIONS, AND EXPENSE ISSUE SLIPS, Aug. 1933 to date. Proposals, standard and master specifications for 1935, and expense issue slips. (Seldom, official.) 10 x 12 folders, 1 ft. 10 in., in 4 packages. Vault (Bldg. A). (53)

63. GENERAL FILE, Aug. 10, 1933 to date. Miscellaneous reports of activities, and requests for maintenance and repairs approved, active, and completed. (Daily, official.) 9 1/2 x 11 3/4 folders, 5 ft. 11 in., in 4 drawers of steel filing case. R. 7 (Bldg. A). (22)

64. INDEX TO REQUISITIONS, Aug. 10, 1933 to date. For expendable and nonexpendable property showing name, description, price and quantity required for each item; this office purchases supplies for Biloxi and Gulfport Facilities, and Regional Office at Jackson. (Daily, official.) 5 x 8 cards, 3 in., in steel card cabinet. R. 11 (Bldg. A). (32)

65. MISCELLANEOUS FILES, Aug. 10, 1933 to date. Form reports of maintenance, repairs and cost of operation of all utilities, instructions, regulations, bulletins, catalogues of supplies and equipment, daily log for guard house, vouchers, correspondence, cancelled laundry slips, and construction files for recreation and utility buildings. (Daily, official.) 9 1/2 x 11 3/4 folders, 5 ft. 4 in., in 4 drawers of steel filing case. R. 7 (Bldg. A). (23)

66. MISCELLANEOUS RECORDS, Aug. 10, 1933 to date. Requisitions

completed, personnel and miscellaneous correspondence, printed matter referring to supplies, administrative decisions, veterans' regulations, invoices and receipts, schedule of collections and credit vouchers. Arranged alphabetically. (Daily, official.) 9 1/2 x 11 3/4 folders, 5 ft. 6 in., in steel filing case. R. 11 (Bldg. A). (31)

67. RECORD OF FIRMS ON APPROVED BIDDERS LIST, Aug. 10, 1933 to date. Showing name and address, and service or supplies furnished. See addenda. (Arranged alphabetically. (Daily, official.) 4 x 5 and 5 x 8 cards, 7 ft. 6 in., in 2 card cabinets. R. 12 (Bldg. A). (33)

68. MARKET CONTRACTS, July 1, 1935 - June 30, 1936. Records of subsistence, equipment, and appliances. Arranged alphabetically. (Occasionally, official.) 10 x 12 folders, 10 1/2 in., in 2 packages on floor. Vault (Bldg. A). (51)

69. SUPPLY CONTRACTS, PROPOSALS, AND PURCHASES FOR GULFPORT AND BILOXI, July 1, 1935 - June 30, 1936. Contracts, proposals, and allotments, relative to purchases of supplies and services. See addenda for description, dates, and filing information. (Daily, official.) 9 1/2 x 11 3/4 folders, 17 ft. 6 in., in 3 sections of steel filing cases. R. 12 (Bldg. A). (34)

70. MISCELLANEOUS RECORDS OF SUPPLY OFFICE OF GULFPORT FACILITY, July 1, 1935 - June 30, 1937. Relative to purchases for Veterans' Facility. See addenda for description, dates, and filing. Arranged alphabetically. (Daily, official.) 9 1/2 x 11 3/4 folders, 12 ft., in 2 sections of steel filing case. R. 12 (Bldg. A). (35)

GULFPORT

VETERANS' ADMINISTRATION FACILITY Highway 90

- (A) Administrative Bldg. No. 28, V.A.F.
- (B) Medical Bldg. No. 1, V.A.F.
- (C) Wards C and D, Bldg. No. 3, V.A.F.
- (D) Wards E and J, Bldg. No. 4, V.A.F.
- (E) Ward K, Bldg. No. 5, V.A.F.
- (F) Wards N and O, Bldg. No. 62, V.A.F.

This Facility was established July 15, 1921 as the U. S. Veterans' Hospital 74 under the Public Health Service and was taken over by the Veterans' Bureau in June 1924. The Veterans' Bureau became the Veterans' Administration in September 1931. The Hospital has always maintained quarters at its present location and now occupies 67 numbered buildings with 628 beds.

A list of useless records is sent to Washington every six months with copies of forms attached. These records may be destroyed with the approval of Washington. Only death records are sent to Washington; all others are retained.

Finance Division

71. GUARDIANSHIP FILES, 1923 to date. Of all financial transactions for each patient in hospital and those who have been discharged consisting of correspondence to and from guardian of patient relative to transmitting of funds; Medical Form 2675, patient's requisition; and schedule of disbursements of patient's funds and collections. Filed alphabetically by patient's name and by discharged and active patients. (Frequently, official.) 10 x 12 folders, 31 ft. 3 in., in 15 drawers of steel filing cases. Finance Office 2 (Bldg. A). (198)
72. PROPERTY RECORDS, 1925 - July 1, 1936. Form 2598, issue slip for expendable and nonexpendable property; Form 3511, master file requisition of Central Office numbered consecutively; government bills of lading; patients' purchase orders; property register vouchers; subsistence storeroom records; general correspondence; surplus lists of other facilities; service, daily census report; library correspondence regarding books; property transfer receipts, freight and express. Arranged chronologically by group. (Never.) 8 x 10 1/2 vols. (11), 10 x 12 folders, and 4 x 8 bundles (5), 12 ft. 4 in., in 4 wooden boxes. Attic (Bldg. B). (263)
73. MISCELLANEOUS FINANCE RECORDS, Feb. 1926 - Dec. 1936. Budget files, field service receipts for patients, disbursing reports, patients' requisitions, contracts, cost accounting reports, patients' paid vouchers, collections folders, consolidated monthly reports, patients' funds account, records of disbursing officer, certificates of deposit, schedule of disbursements, cost and statistical reports, voucher record cards, register of allotment ledger transactions, and personal reports. (Never.) 10 x 12 folders and sheets, 68 ft. 3 in., in 20 wooden boxes. Attic (Bldg. B). (227)
74. MISCELLANEOUS FINANCE RECORDS, July 1, 1928 - June 30, 1935. All records relative to purchase contracts, rejected and accepted bids, procurement reports, purchase orders, pay rolls, budget files, revenue from sale of government property, patients' funds, receipts and disbursements, and miscellaneous correspondence. Correspondence filed alphabetically, receipts on patients' funds filed numerically, and pay rolls and budgets filed chronologically. (Frequently, official.) 5 x 8 and 10 x 16 vols. (5), 10 x 12 folders, and 8 1/2 x 11 sheets, 53 ft. 4 in., in 22 drawers of steel filing cases and in 2 wooden boxes. Personnel Office (Bldg. A). (207)
75. MISCELLANEOUS RECORDS, 1929 - 1936. Form 3205, daily absentee report of employees; Form 1034a, paid public vouchers for purchases and services other than personal; Form 1013c, pay rolls; daily postings, register of allotment ledger transactions showing previous balance, description of disbursements, amount authorized and balance; Form 33, invitations, bids, acceptances, and accepted contracts; construction contracts, prosthetic appliances contracts; budget estimates allotments and pay rolls; voucher suspension exceptions to payments made by Gulfport office from Jackson office; and correspondence. (Never.)

10 x 12 folders, 8 1/2 x 11 clip files, and 14 x 17 sheets, 11 ft. 9 in., in 2 wooden boxes. Finance Office (Bldg. A). (206)

76. MISCELLANEOUS FINANCE RECORDS, July 1, 1930 - June 30, 1935. Paid vouchers, completed contracts, letters of authority, schedule of meal requests, transportation requests, addresses of patients discharged; and Medical Form 2675, patient's requisition. Arranged alphabetically. (Frequently, official.) 10 x 12 folders and sheets, 33 ft., in 12 drawers of steel filing cases and in wooden box. Mimeograph Room (Bldg. A). (211)

77. REQUESTS AND PERSONNEL RECORD CARDS, July 1, 1930 to date. Forms 3267 and 3266a, meal, lodging and special transportation requests; Form 2684, guest meal request; salary record cards of personnel of Biloxi and Gulfport Facilities. Request cards filed numerically; salary cards filed alphabetically by names under each facility group. (Frequently, official.) 5 x 8 cards, 8 ft. 9 in., in 7 drawers of wooden card cabinets. Finance Office 2 (Bldg. A). (194)

78. REPORTS, July 1, 1932 to date. Forms 6634, 6634a, and 6634b, cost accounting reports; Form 6620, consolidated monthly report of budget activities; and Forms 6502, 6606, and 6608, work sheets of cost accounting. Arranged chronologically. (Frequently, official.) 14 x 17 loose-leaf books (3), 8 in., on wooden filing case. Finance Office 2 (Bldg. A). (203)

79. PATIENTS' LEDGER CARDS, July 2, 1932 to date. Revised Finance Form 1083, showing record of money received for patients, receipts, and disbursements; audited annually. Arranged alphabetically by patient. (Frequently, official.) 8 x 10 sheets, 5 ft. 4 in., in drawer of steel filing case and in 2 steel open filing boxes. Finance Office 2 (Bldg. A). (201)

80. BUDGET LEDGERS, July 1, 1933 - Dec. 1936. Standard Form 1015a, allotment ledger. Entered chronologically. (Frequently, official.) 11 x 16 loose-leaf books (11), 4 ft., on shelf of sectional bookcase and on filing case. Finance Office 2 (Bldg. A). (199)

81. BUDGET FILE, July 1, 1934 - Dec. 1936. Records of all expenditures paid and pending, annual estimates, and schedules of disbursements for Gulfport and Biloxi Facilities. Filed by allotment symbol and facility. (Frequently, official.) 10 x 12 folders, 16 ft. 8 in., in 8 drawers of steel filing cases. Finance Office 2 (Bldg. A). (200)

82. GENERAL FILE, July 1, 1934 to date. Correspondence relative to finance; correspondence with New Orleans, Louisiana, relative to disbursing division; reports on appropriations, schedules of collections; checks returned and cancelled; allotments; budget estimates; and disbursements. Filed alphabetically. (Frequently, official.) 10 x 12 folders, 8 ft. 4 in., in 4 drawers of wooden filing case. Finance Office 1 (Bldg. A). (193)

83. FIELD SERVICE RECEIPTS, Apr. 1, 1935 to date. Form 1028, P series, receipt on patients' funds; Form 1028, G series, receipt on general funds; above receipts issued in triplicate form by agent cashier, original to remitter, one to finance officer and one retained by agent cashier, numbered consecutively as issued (duplicates). Filed numerically. (Frequently, official.) 5 x 8 sheets, 3 ft. 10 in., in 3 drawers of steel card cabinet. Finance Office 1 (Bldg. A). (202)

84. REPORTS AND FIELD SERVICE RECEIPTS, Apr. 1935 to date. Reports, monthly records, correspondence, and miscellaneous disbursing and collection records; semimonthly statement of account of funds entrusted to agent; patients' personal funds; Form 1028, field service receipt, P series, receipt issued for money received for patients' personal use; G Series, receipt issued for money received for services other than personal; these receipts issued in triplicate, one copy for remitter, one for finance office, and third copy to agent cashier. (Frequently, official.) 5 x 8 cards and 10 x 12 folders, 6 ft., in drawer of wooden filing case, 2 drawers of steel card cabinet, and cardboard filing case. Finance Office 2 (Bldg. A). (190)

85. CONTROL LEDGER, Apr. 15, 1935 to date. Form 1014m, control record for all appropriations, showing receipts, debits, and balances on separate sheets for each appropriation and schedule. Entered chronologically by appropriations. (Daily, official.) 14 x 17 loose-leaf books (2), 4 in., in wooden desk. Finance Office 1 (Bldg. A). (192)

86. PAID VOUCHERS, July 1, 1935 to date. For Biloxi and Gulfport Facilities, for supplies, equipment and operating expense, and cost accounting records. Vouchers filed alphabetically by name of dealer, cost accounting records filed chronologically. (Frequently, official.) 10 x 12 folders, 23 ft., in 11 drawers of steel filing cases. Finance Office 2 (Bldg. A). (196)

87. RECORD OF STAMPS, July 1935 to date. Used for mailing disbursements and reports from this office to New Orleans, Louisiana, showing kind and quantity of stamps issued and used, date issued, for what purpose, and total amount. Entered chronologically. (Daily, official.) 5 x 8 and 8 x 10 1/2 vols. (2), 2 in., in drawer of wooden desk. Finance Office 2 (Bldg. A). (191)

88. SCHEDULES OF COLLECTIONS, July 1935 to date. Daily record showing number of schedule, whether patients' or general funds, and date of collection, in book for Biloxi and one for Gulfport Facility; schedules numbered consecutively. (Daily, official.) 5 x 8 vols. (2), 2 in., in drawer of wooden desk. Finance Office 2 (Bldg. A). (195)

89. CONTRACTS EXISTING, July 1, 1936 to date. All local, Central Office, yearly, and miscellaneous contracts for Gulfport and Biloxi Facilities; Form 1064, schedule of disbursements, revised June 5, 1935; at end of each fiscal year above records are stored awaiting official order to be destroyed. (Frequently, official.) 10 x 12 folders, 1 ft. 6 in., in open wooden box. Finance Office 1 (Bldg. A). (197)

Office of the Manager

90. MANAGER'S GENERAL FILE, 1921 to date. Reports, personnel records, and general correspondence. Filed alphabetically. (Daily, confidential.) 10 x 12 folders, 14 ft. 7 in., in 7 drawers of steel filing cases. Secretary's Office (Bldg. B). (213)
91. RECORDS OF CONTACT OFFICER, 1921 to date. Admittance sheet, correspondence and notes pertaining to any contact between veteran and any branch of government regarding pension claims, compensation or bonus; there are 650 active cases of patients in hospital and 6350 inactive cases of discharged patients, cases numbered 1-7000. Filed alphabetically. (Active file, frequently; inactive file, rarely, official.) 10 x 12 folders, 52 ft. 1 in., in 25 drawers of steel filing cases. R. 231 (Bldg. B). (277)
92. EXPENDITURE SCHEDULE AND PURCHASE ORDER, PATIENTS' FUNDS, Oct. 1921 - Dec. 1935. Form 2696 showing date, order number, patient, article to be purchased, ward number, price, total amount for patient, approval of manager, date article received in ward, and signature of ward nurse. Filed in reverse chronological order. (Seldom, official.) 10 x 12 folders, 8 in., on open wooden shelf. R. 307 (Bldg. B). (299)
93. CHECKING BOOK, 1922 - 1935. Four daily roll calls of patients by wards, showing ward number, date, patient, and whether present or out on leave; in separate book for each ward. (Older books, rarely; current ones, frequently, official.) 5 x 8 and 8 x 10 1/2 vols. (19), 1 ft. 7 in., on open wooden shelf. R. 307 (Bldg. B). (311)
94. RECORD OF PARCEL POST PACKAGES, 1923 - 1936. Showing date, name of patient receiving package, name and address of sender, and signature of attendant delivering package. Entered chronologically. (Seldom, official.) 5 x 8 and 8 x 10 1/2 vols. (24), 2 ft., on open wooden shelf. R. 307 (Bldg. B). (316)
95. ADMISSION AND DISPOSITION RECORD, May 23, 1924 - June 28, 1933. Showing name of patient, compensation and register numbers, date of admission, date staffed, date transferred, ward or disposition, diagnosis, and remarks. (Rarely, official.) 8 x 10 1/2 vols. (2), 2 in., on open wooden shelf. R. 307 (Bldg. B). (302)
96. RESTRAINT OR SECLUSION ORDERS, 1925 to date. Station Form 60, mimeographed, daily record made by nurse on ward containing ward number, date, names of patient and doctor, type of restraint or seclusion, time applied and removed, total time, ordered by, nurse present, diagnosis, and reason for restraint. Arranged chronologically. (Occasionally, official.) 8 x 10 1/2 and 8 1/2 x 14 vols. (6) and 8 x 10 1/2 sheets, 4 ft., on open wooden shelf. R. 307 (Bldg. B). (290)
97. CLOTHING RECORDS, 1926 - 1936. For all wards giving name, compensation and register numbers, date admitted, clothing on hand, and notation in case of transfer to another ward with date, and transfer

ward; in separate books for each ward. Indexed. (Occasionally, official.) Various sized vols. (45), 4 ft. 6 in., on open wooden shelf. R. 307 (Bldg. B). (319)

98. CORRESPONDENCE, 1927 - 1933. Copies of letters written by chief nurse to applicants for employment, with original letter from applicant attached. Filed chronologically. (Rarely, official.) 10 x 12 folders, 6 in., in pasteboard box. R. 307 (Bldg. B). (300)

99. MISCELLANEOUS RECORDS, 1928 - 1935. Mimeographed station orders, memoranda and instructions with penciled notations; Station Form 56, ward transfer list of patient's personal clothing, showing compensation number, register number, number of articles, article, and kind; report on staff meetings; Station Form 12, physiotherapy record sheet; record of extra cigarettes received and issued; record of patient's clothing condemned by board of survey; patient's clothing card, and record of lectures attended by nurses. (Seldom, official.) 8 1/2 x 10 1/2 vols. (3), 10 x 12 folders, and 8 x 13 sheets, 1 ft., in pasteboard box. R. 307 (Bldg. B). (321)

100. FORWARDING ADDRESSES OF PATIENTS, Feb. 1, 1928 to date. Records showing names of discharged patients and addresses to which they are going when leaving hospital. Arranged alphabetically by names. (Occasionally, official.) 5 1/4 x 8 vol., 1 in., on open wooden shelf. R. 307 (Bldg. B). (291)

101. EMERGENCY ADDRESSES, 1929 - 1933. Showing name and address of nearest relative or guardian in case of an emergency, and special order record showing patient's name, ward number, and request made by guardian regarding patient as to leave and visitors. Indexed. (Rarely, official.) 4 x 7 vol., 1 in., on open wooden shelf. R. 307 (Bldg. B). (308)

102. MIMEOGRAPH RECORDS, 1929 - 1936. List of stencils cut for mimeographed forms showing number of stencil, title, and date originated. Entered numerically. (Frequently, official.) 5 x 8 vol., 1 in., in drawer of wooden filing case. Mimeograph Room (Bldg. A). (209)

103. PATIENTS' FUNDS, 1929 - 1936. Record of cash each patient has in reserve showing name of patient, class of benefit, compensation and register numbers, remarks, whether patient chews or smokes and kind of tobacco used, funds, and amount. Entered alphabetically by names and months. (Seldom, official.) 8 x 10 1/2 vol., 1 in., on open wooden shelf. R. 307 (Bldg. B). (309)

104. MISCELLANEOUS REPORTS AND CORRESPONDENCE, Jan. 1933 - July 1, 1934. Between regional office and hospital, and between hospital and veteran in reference to eligibility of veteran seeking entrance to Facility for medical aid; each veteran is given a register number when applying. Filed numerically by register number of patient. 3 x 5 card index, 11 ft. 2 in; see entry 147. (Seldom, official.) 10 x 12 folders, 2 ft., in wooden box. Attic (Bldg. B). (223)

105. ROSTER OF PATIENTS, Sept. 1933 to date. Record of patients in hospital, on trial leave, and discharged. Filed alphabetically. (Inactive records, occasionally; active records, daily, official.) 5 x 8 cards, 2 ft. 6 in., in 2 drawers of steel card cabinet. Manager's Office (Bldg. B). (212)

106. PATIENTS' DAILY DETAIL RECORDS, 1934. Showing date, where detailed, name of patient, and whether detailed for morning or afternoon duty. Entered chronologically. (Rarely, official.) 5 x 8 vols. (3), 3 in., on open wooden shelf. R. 307 (Bldg. B). (303)

107. ATTENDANTS' LECTURES, 1934 - 1935. Record of all lectures attended, date of lecture, and name of each attendant at lecture. Arranged chronologically. (Occasionally, official.) 5 x 8 vols. (2), 2 in., on wooden desk. R. 143 (Bldg. B). (251)

108. WARD PASSES AND OFF RESERVATION PERMITS, Dec. 30, 1934 - Dec. 1936. Station Form 46, showing date, person visiting patient, patient's name, ward number, relationship to patient, address of visitor, signature of chief nurse, ward surgeon or officer of day; Station Form 57, showing assumption of responsibility of patient for his conduct on pass and his return to ward, signature of visitor, relationship to patient, and address; both forms are kept 3 years and then destroyed. (Seldom, official.) 3 1/2 x 8 and 4 1/2 x 7 1/2 sheets, 3 ft., in pasteboard box. R. 307 (Bldg. B). (296)

109. CORRESPONDENCE, 1935 to date. With hospital officials in reference to eligibility of patients seeking to enter Facility for medical aid. Filed alphabetically. (Daily, official.) 10 x 12 folders, 2 ft. 2 in., in 2 drawers of steel filing case. R. 123 (Bldg. B). (215)

110. PARCEL POST BOOKS, 1935 to date. Record of all packages received through mail by any patient in Facility, showing name and address of patient receiving package, name and address of sender, and hour received. Filed chronologically. (Frequently, official.) 5 x 8 vols. (3), 3 in., on wooden desk. R. 143 (Bldg. B). (241)

111. STAMP RECORD, Jan. 1, 1935 to date. Record of all three-cent stamps issued to indigent patients showing date issued, name of beneficiary, and amount issued. Filed chronologically. (Frequently, official.) 5 x 8 vol., 1 in., in drawer of wooden desk. R. 143 (Bldg. B). (240)

112. PASSES, OFF WARD AND ON WARD, 1936. Station Form 57, off ward passes, permission for patient to leave Facility; Station Form 46, on ward passes, permission to visit patient in ward. Filed alphabetically by surname of patient. (Frequently, official.) 3 x 8 and 5 x 8 sheets, 2 ft. 6 in., in 2 drawers of steel card cabinet. R. 143 (Bldg. B). (243)

113. TRIAL LEAVE, Jan. 1936 to date. Form 85, authorization to patient for leave of absence, showing name, register number, age, date

effective, and date of expiration; at expiration of trial leave, disposition of case is recorded in book as permanent record showing date patient returned. Forms filed alphabetically; book entered chronologically. (Frequently, official.) 5 x 8 vol. and 10 x 12 folders, 2 in., in drawer of wooden desk. R. 143 (Bldg. B). (248)

114. VISITORS' RECORDS, Jan. 1, 1936 to date. Medical Form 2820, showing patient, nearest relative, guardian, visitor, date, and relationship. Arranged chronologically. (Frequently, official.) 10 x 12 folders, 1 ft., in drawer of wooden desk. R. 143 (Bldg. B). (246)

Personnel Unit

115. PERSONNEL RECORDS, ACTIVE AND INACTIVE, 1920 - 1936. Complete record of Civil Service, non-classified, and temporary employees, consisting of forms and all correspondence in separate folders relative to each employee for present and dropped personnel; records of transferred personnel are sent to transfer destination. Filed alphabetically by names. (Inactive records, occasionally; active records, daily, official.) 10 x 12 folders, 9 x 12 and 12 x 19 loose-leaf books (3), and 8 1/2 x 11 sheets, 35 ft. 3 in., in 6 drawers of steel and wooden filing cases, and on closed steel shelf. Personnel Office (Bldg. A). (208)

116. TIME BOOKS, 1922 - 1933. Time records of nurses, attendants, and maids showing name, assignment, date, and whether on duty or off duty. Entered chronologically. (Occasionally, official.) 10 1/2 x 16 vols. (6), 7 in., on open wooden shelf. Bindings broken. R. 307 (Bldg. B). (320)

117. PERSONNEL ON LEAVE, 1929 - 1933. Typewritten list showing date, name, and type of leave. Arranged alphabetically. (Seldom, official.) 8 x 10 1/2 sheets, 11 in., in wooden box. R. 307 (Bldg. B). (310)

118. NIGHT DUTY RECORD OF ATTENDANTS, 1933 - 1936. Showing name, hours on and off duty, and designations; between 1933-1935 records were kept in book, in 1936 records were kept in folder with separate sheet for each attendant. Filed chronologically. (Frequently, official.) 5 x 8 vol. and 10 x 12 folders, 4 in., in drawer of wooden desk. R. 143 (Bldg. B). (255)

119. DAILY RECORD OF REGULAR NURSES, Sept. 16, 1933 - Dec. 31, 1935. Form 2713, showing profession, division of employment, name, date, remarks, morning and afternoon, and presence or absence of nurses for 2-week period. Arranged chronologically. (Seldom, official.) 8 x 10 1/2 bundles, 1 ft., on open wooden shelf. R. 307 (Bldg. B). (297)

120. DAILY RECORD OF REGULAR EMPLOYEES, 1936. Form 2713, revised July 1929, showing date, division, section, name of employees, time reporting and leaving work, and remarks. Arranged chronologically. (Daily, official.) 10 x 12 folders, 2 ft., in drawer of wooden filing case. R. 143 (Bldg. B). (249)

121. DAILY TIME RECORDS OF NURSES AND ATTENDANTS, 1936. Duplicates of reports made by chief nurse to clinical director showing name, designation, record of time, remarks, and time off and on duty. Entered alphabetically under each class. (Frequently, official.) 8 1/2 x 14 vol., 2 in., on wooden desk. R. 143 (Bldg. B). (256)

122. RECORD OF ATTENDANTS, 1936. Form SP-2, condensed record kept on each attendant, showing name, religion, date and place of birth, nearest relative, government service, vaccinations and immunizations, experience, education, salary and remarks; placed in personnel folder of each attendant at end of calendar year. Filed alphabetically. (Occasionally, official.) 5 x 8 cards, 2 in., in drawer of wooden desk. R. 143 (Bldg. B). (252)

123. PERSONNEL RECORDS, NURSES AND ATTENDANTS, ACTIVE AND INACTIVE, 1936 to date. Form PS-2, showing name, religion, date and place of birth, nearest relative, government service, vaccinations and immunizations, experience, education, salary, and remarks. Arranged alphabetically by surname. (Frequently, confidential.) 10 x 12 folders, 4 ft., in 2 drawers of wooden filing case. R. 143 (Bldg. B). (253)

124. REQUESTS FOR EXTRA NIGHT DUTY, Jan. 1936 to date. Showing list of attendants, number of rooms they occupy and number of beds, and letters requesting extra night duty. Filed alphabetically. (Frequently, official.) 10 x 12 folders, 1 in., in drawer of wooden desk. R. 143 (Bldg. B). (250)

125. DAILY RECORD OF TIME ON WARD FOR PERSONNEL, May 21, 1936 to date. Mimeographed station forms showing doctors, nurses, and attendants who enter ward, time of arrival and departure, reason, and time returned, with each doctor or nurse marking his or her time on ward for twenty-four hour period. Filed in reverse chronological order. (Seldom, official.) 8 1/2 x 14 sheets, 3 ft., on wooden shelf. R. 307 (Bldg. B). (294)

126. ATTENDANTS' DUTY RECORD, Jan. 1937 to date. Weekly record of attendants made from daily reports, showing time on and off duty, date, and name of attendant. (Daily, official.) 8 1/2 x 11 clip file, 2 in., on wooden desk. R. 143 (Bldg. B). (254)

127. NURSES' TIME SCHEDULE AND HOLIDAYS GRANTED, 1937 to date. Schedule for nurses' time showing name, location, time off, and remarks; temporary record of holidays granted showing names, dates of leaves, and number of days granted. Filed chronologically. (Frequently, official.) 10 x 12 folders, 1 in., in drawer of wooden desk. R. 143 (Bldg. B). (257)

Medical Division

Dental Clinic

128. SCRAP GOLD RECORD, Mar. 3, 1926 to date. Record of gold not

used showing date, amount brought forward, and total; method of keeping this record was changed Jan. 1, 1937 and record is now kept in two sections; section A, record of patient's gold showing date, name of patient, number, kind and disposition; section B, record of government owned gold, showing date, name of patient, number, kind, weight, and total. Entered chronologically. (Frequently, official.) 9 x 14 vols. (2), 2 in., in drawer of steel filing case. R. 140 (Bldg. B). (285)

129. DENTAL APPOINTMENT AND RECORD BOOK, Feb. 1, 1928 to date. Medical Form 2679, showing hour of appointment, name, compensation and register numbers, class, tooth number, services rendered, remarks, and hours operated. Entered chronologically. (Daily, official.) 6 x 11 vols. (9), 1 ft., in drawer of steel filing case. R. 140 (Bldg. B). (288)

130. GENERAL CORRESPONDENCE AND MISCELLANEOUS RECORDS, 1929 to date. Regional Office correspondence, Central Office orders, station orders, general correspondence pertaining to out-patients; and Medical Form 2587, monthly report of dental clinic. Filed chronologically. (Frequently, official.) 10 x 12 folders, 6 ft., in 3 drawers of steel filing case. R. 140 (Bldg. B). (284)

131. PROPERTY CARDS, AND GOLD ISSUE SLIPS, Oct. 14, 1932 to date. Medical Form 2598f, daily balance record of gold; and Form 2609, gold issue slip. Filed chronologically. (Daily, official.) 5 x 8 cards, 4 in., in drawer of wooden desk. R. 140 (Bldg. B). (286)

132. DENTAL APPOINTMENTS, 1934 - 1936. Showing date, hour, patient, and ward identification. Entered chronologically. (Occasionally, official.) 4 x 7 vols. (3), 3 in., on open wooden shelf. R. 307 (Bldg. B). (317)

133. PATIENTS' DENTAL CLINIC RECORDS, 1935 to date. Medical Form 2614p, clinical record; Medical Form 2570, dental record for each patient, active, abeyance, and completed, with Form 2598f, property card, attached to completed patient's record. Filed alphabetically by group. (Frequently, official.) 10 x 12 folders, 5 ft., in 3 drawers of steel filing case. R. 140 (Bldg. B). (287)

Laboratory and Clinical Unit

134. DOCTORS' ORDER BOOKS, 1921 - 1922; 1930 - 1931. Daily record showing patient's name, prescription ordered, time, and initials of doctor giving order. Entered chronologically. (Rarely, official.) 5 x 8 vols. (2), 2 in., on open wooden shelf. R. 307 (Bldg. B). (305)

135. NURSES' DAY AND NIGHT REPORTS, 1921 - 1936. Summary report in red ink by night nurse and in black ink by day nurse, signed by each, telling how patients rested and any unusual happenings. Entered chronologically by wards. (Occasionally, official.) 5 x 8 and 8 1/2 x 14 vols. (451), 37 ft. 5 in., on open wooden shelf. R. 307 (Bldg. B). (322)

136. IN-PATIENT REGISTER, July 29, 1921 - Dec. 20, 1932. Showing register number, date admitted, surname, first name, company number, source, diagnosis on admittance, name and address of nearest relative, class of patient, diagnosis on discharge, and disposition. 3 x 5 card index, 11 ft. 2 in.; see entry 147. (Never.) 17 x 17 vols. (2), 6 in., in wooden transfer case. Attic (Bldg. B). (292)
137. CLINICAL RECORDS, PERMANENTLY INACTIVE, July 29, 1921 - Aug. 28, 1936. Clinical records of discharged patients with copies of all correspondence relative to case; Form 1946g, nurse's progress record; report on any operation performed; Forms 19343 and 1946k, reports of physical examination; Form 1946j, radiographical report; reviewed history and diagnosis of case with recommendations for disposition; copy of staff meeting interview of patient; signed statement of articles received by patient; letter to district manager, U. S. Veterans' Bureau, New Orleans, Louisiana, stating that patient who has left hospital has been sent complete Form F by medical officer in charge; and copy of patient's discharge from Facility. Arranged numerically. 3 x 5 card index, 11 ft. 2 in.; see entry 147. (Inactive, file, seldom, official.) 10 x 12 folders, 330 ft., in 158 wooden boxes. Attic (Bldg. B). (224)
138. MINOR SURGERY AND DRESSINGS, 1922 - 1933. Record book for each doctor, showing date, name of patient, and detailed report of minor surgery. Entered chronologically. (Occasionally, official.) 5 x 8 and 8 x 10 1/2 vols. (9), 9 in., on open wooden shelf. R. 307 (Bldg. B). (312)
139. RECORD SHEET FOR ALCOHOLIC AND NARCOTIC DRUGS, 1922 - Feb. 1936. Medical Form 2638, monthly record sheet, showing year, month, ward letter or number, drug, balance from last month, amount received, balance on hand, dispensed, date, amount, mouth or hypodermic, and patient and nurse. Arranged chronologically. (Older books, occasionally; current ones, daily, official.) 5 x 8 vols. (11) and 10 x 12 folders, 2 ft., on open wooden shelf. R. 307 (Bldg. B). (295)
140. RECORD OF EAR, NOSE, THROAT, AND EYE TREATMENTS AND EXAMINATIONS, 1923 - 1935. Showing doctor, date, and patient. Arranged numerically. (Occasionally, official.) 5 x 8 and 8 x 10 1/2 vols. (3), 3 in., on open wooden shelf. R. 307 (Bldg. B). (313)
141. ISSUE AND CREDIT SLIPS, 1923 - 1936. Issue slips on property issued to laboratory, and credit slips on nonexpendable property returned by laboratorian. (Occasionally, official.) 2 x 8 sheets, 2 in., in drawer of wooden desk. R. 222 (Bldg. B). (273)
142. LABORATORY FINDINGS FOR ACTIVE PATIENTS, 1923 - 1936. Showing date of examination, name, compensation and register numbers, and service connection; and on personnel, others, and CCC patients showing name, date of examination, test made, and findings. Filed alphabetically and chronologically. (Frequently, official.) 4 x 6 cards, 2 ft. 3 in., in 2 wooden boxes. R. 226 (Bldg. B). (275)

143. LABORATORY FINDINGS FOR INACTIVE PATIENTS, 1923 - 1936. Record of patients who were in hospital but have since left showing compensation and register numbers, name, date of examination, and service connection. Filed alphabetically. (Inactive file, occasionally, official.) 4 x 6 cards, 21 ft. 1 in., in 15 drawers of wooden and 4 drawers of steel card cabinets. R. 228 (Bldg. B). (276)

144. NIGHT SUPERVISOR'S REPORTS, 1923 - 1936. Showing date, ward, names of disturbing patients, summary remarks about unusual happenings, and list of guests visiting wards. (Occasionally, official.) 9 x 14 vols. (3), 4 in., on open wooden shelf. R. 307 (Bldg. B). (318)

145. REGISTER OF ACTIVE PATIENTS, Mar. 1, 1924 to date. Kept by clinical clerk showing name, service connections, compensation and register numbers, nearest relative, age, war, date of admission, and ward where patient is kept. Arranged alphabetically. (Daily, official.) 3 x 8 cards, 8 in., in drawer of wooden cabinet. R. 100 (Bldg. B). (266)

146. CLINICAL RECORDS, ACTIVE, May 23, 1924 to date. Of patients now in Facility with duplicate copy of all correspondence relative to case; Form 1946g, nurse's progress record; report on any operations performed; Forms 19343 and 1946k, reports of physical examinations, showing complete family history of patient; Form 1946j, radiographical report, reviewed history and diagnosis of case with recommendations for disposition; and staff meeting interview of patient. Arranged numerically. 3 x 5 card index, 11 ft. 2 in.; see entry 147. (Daily, official.) 10 x 12 folders, 41 ft., in 20 drawers of steel filing cases. R. 123 (Bldg. B). (217)

147. MASTER INDEX TO IN-PATIENTS, ACTIVE AND INACTIVE, AND OUT-PATIENTS, May 23, 1924 to date. Medical Form 2580, index to patients' records, showing patient, register number, compensation number, date of birth, home address, last rank and organization, and in-patient and out-patient records. Arranged alphabetically. This is an index to records reported on in entries 104, 136, 137, 146, 148, 149, 150, 167, 183, and 199. (Daily, official.) 3 x 5 cards, 11 ft. 2 in., in 9 drawers of steel card cabinets. R. 127 (Bldg. B). (218)

148. OUT-PATIENT FILES, ACTIVE, May 23, 1924 to date. Clinical files of veterans who do not live in hospital but are entitled to medical aid at Facility whenever needed. Arranged alphabetically. 3 x 5 card index, 11 ft. 2 in.; see entry 147. (Daily, official.) 10 x 12 folders, 25 ft., in 12 drawers of steel filing cases. R. 123 (Bldg. B). (216)

149. PATHOLOGICAL CROSS INDEX, May 23, 1924 to date. Records are divided into principal conditions, minor and intercurrent conditions, complications, anesthetics, operations, deaths, and autopsies. Filed numerically by register number under each group. 3 x 5 card index, 11 ft. 2 in.; see entry 147. (Daily, official.) 5 x 8 cards, 2 ft. 3 in., in 2 drawers of wooden card cabinet. R. 127 (Bldg. B). (220)

150. RECORD OF DOMICILIARY OR HOSPITAL CARE, ACTIVE, INACTIVE, OUT-PATIENT, May 23, 1924 to date. Medical Form 2593, card made out when veteran is admitted to hospital which becomes permanent record with entries as diagnosis is made and treatment is given; Medical Form 2642 showing treatment given an out-patient. Arranged numerically. 3 x 5 card index, 11 ft. 2 in.; see entry 147. (Daily, official.) 5 x 8 cards, 6 ft. 3 in., in 4 drawers of steel card cabinet. R. 127 (Bldg. B). (222)
151. RECORD OF PATIENTS, ACTIVE AND INACTIVE, 1925 to date. Showing name, register and claim numbers, address, and service. Filed alphabetically. (Frequently, official.) 5 x 8 cards, 2 ft. 6 in., in 2 drawers of wooden card cabinet. R. 143 (Bldg. B). (244)
152. RECORD OF X-RAY FILMS, 1925 to date. Record of X-ray films giving patient's X-ray number, date, name, part of body X-rayed, and remarks. Entered chronologically. (Frequently, official.) 8 x 10 1/2 vols. (4), 4 in., on closed steel shelf. R. 233 (Bldg. B). (278)
153. MINOR SURGERY RECORDS, Jan. 19, 1925 to date. Station Form 31, syphilitic cases, active and inactive, showing name, diagnosis, state of syphilis, symptoms, and date of treatment; record of operation showing date, patient, operator, assistant, anaesthetist, operation, and nurse; spinal punctures; and minor surgery dressings. Entered chronologically. (Daily, official.) 5 x 8 cards and 6 x 8 and 10 x 16 vols. (3), 1 ft. 6 in., in 2 drawers of steel card cabinet and on desk. R. 132 (Bldg. B). (238)
154. DAILY TEMPERATURE RECORD, 1927 - 1935. Showing date, patient, temperature recordings, pulse and respiration of each patient. Filed alphabetically. (Occasionally, official.) 5 x 8 vols. (25), 2 ft. 1 in., on open wooden shelf. R. 307 (Bldg. B). (315)
155. ATTENDING SPECIALIST'S DAILY RECORD, May 1927 - May 1, 1930. Showing specialist, date, numbers of visits, of patients attended, examinations made, treatments, consultations, and operations, and whether major or minor. (Rarely, official.) 11 x 16 vol., 1 in., on open wooden shelf. R. 307 (Bldg. B). (301)
156. TRIAL LEAVE, 1928 - 1936. Record showing name and number of patient's ward, name of patient, date of leave, and date of expiration of leave. Entered chronologically. (Rarely, official.) 5 x 8 vol., 1 in., on open wooden shelf. Torn, binding broken. R. 307 (Bldg. B). (306)
157. INJURY BOOK, 1930 - 1932. Detailed description of how personal injury occurs to patients showing damage done, witnesses, and time of injury. Entered chronologically. (Rarely, official.) 5 x 8 vols. (2), 2 in., on open wooden shelf. R. 307 (Bldg. B). (304)
158. RECORD OF EXAMINATIONS OF PATIENTS BEFORE DISCHARGE, 1930 - 1934. Showing date, patient, ward, findings, and signature of doctor

making examination. Entered chronologically. (Seldom, official.)
8 x 10 1/2 vol., 1 in., on open wooden shelf. R. 307 (Bldg. B). (307)

159. ACTIVE SUMMARY STAFF CARDS, 1930 - 1936. Summary report kept on patients in hospital by clinical director showing attending physician, name and address of patient, compensation and register numbers, age, admission date, ailment, diagnosis, treatment, and remarks of attending physician. Arranged alphabetically. (Frequently, official.) 5 x 8 cards, 1 ft. 3 in., in drawer of steel card cabinet. R. 101 (Bldg. B). (259)

160. WEIGHT BOOK, 1930 - 1936. Weekly record showing patient, date, and weight. Arranged alphabetically. (Occasionally, official.) 5 x 8 vols. (5), 5 in., on open wooden shelf. R. 307 (Bldg. B). (314)

161. INDEX OF X-RAY FILMS, 1930 to date. Station Form 4, showing patient, compensation and register numbers, plate number, date, doctor referring patient for X-ray, part to be X-rayed, and roentgen findings. Filed alphabetically. (Daily, official.) 4 x 6 cards, 15 ft. 2 in., in 13 drawers of wooden card cabinets. R. 233 (Bldg. B). (280)

162. MISCELLANEOUS REPORTS ON X-RAYS, Jan. 1, 1930 to date. Showing number of patients X-rayed during each month, semiannual reports showing number of filing cases, kind, number of jackets, and number of pictures made during that time; X-ray films used previous to 1930 have been sent to Central Office, Veterans Administration, Washington (duplicates). Filed chronologically in reverse order. (Occasionally, official.) 8 1/2 x 11 clip file, 3 in., on closed steel shelf. R. 233 (Bldg. B). (279)

163. X-RAY NEGATIVES OF PATIENTS, 1930 to date. 9,253 X-ray negatives. All negatives prior to 1930 have been forwarded to the Central Office, Washington. 4 x 6 card index, 15 ft. 2 in.; see entry 161. In jackets in fireproof vault. R. 233A (Bldg. B). (1)

164. PERPETUAL INVENTORY OF PATIENTS IN HOSPITAL, 1931 - 1936. Showing name, service connection, war, compensation and register numbers, date of admission, and ward. Filed alphabetically. (Daily, official.) 3 x 5 cards, 2 ft., in steel revolving perpetual file. R. 101 (Bldg. B). (258)

165. REGISTER BOOK, 1931 to date. Form 3212, reference to history of patient, showing date admitted, register number, initials of doctor in charge, and date history is completed. Entered numerically. (Daily, official.) 8 1/2 x 14 vol., 1 in., on wooden desk. R. 100 (Bldg. B). (264)

166. MISCELLANEOUS REPORTS, Aug. 3, 1931 to date. On patients accepted, on waiting list, cases pending, ineligible, and transferred; Form 2601, monthly report; weekly bed report showing type of patient and number of service and non-service connected; Form P 132, CCC camp report, statement of expenses incurred by Veterans' Administration on account of

CCC camp patients; monthly personnel report showing percentage of time spent on out-patient work; monthly report of consultant showing number of visits; Form WS 35, monthly report on deaths, one made out for each death Form 3400a, finance officer's report; Form 2565, out-patients' monthly report; and Form 1082, allied ex-service men's record. (Frequently, official.) 10 x 12 folders, 1 ft. 6 in., in drawer of wooden desk. R. 127 (Bldg. B). (219)

167. REGISTER OF IN-PATIENTS AND OUT-PATIENTS, Jan. 1, 1932 to date. Showing register number, date admitted, name, company number, service or non-service connected, war, and first or second treatment. 3 x 5 card index, 11 ft. 2 in.; see entry 147. (Out-patient register, frequently; in-patient register daily, official.) 10 x 16 and 13 x 17 vols. (2), 4 in., on wooden table. Out-patient register damaged by careless handling, torn. R. 127 (Bldg. B). (221)

168. INDEX TO SERVICE LETTERS AND GENERAL FILE, 1933 - 1936. Showing title under which letter is filed and date. Veterans' Administration service letters and regulations, filed alphabetically; administrator's decisions and relative correspondence filed chronologically. (Frequently, official.) 10 x 12 folders, 8 in., on closed wooden shelf. R. 101 (Bldg. B). (261)

169. MISCELLANEOUS RECORDS OF CLINICAL DIRECTOR, 1933 - 1936. Chief nurse's reports, library reports, occupational therapy reports, physiotherapy schedule, recreational reports and programs, post-mortem records, special reports, memoranda, station orders, survey of patients, form letters, and staff activities. Filed chronologically. (Frequently, official.) 10 x 12 folders, 1 ft. 3 in., in drawer of wooden desk. R. 101 (Bldg. B). (267)

170. PHYSIOTHERAPY CHARTS, Mar. 9, 1934 - Dec. 31, 1936. Completed charts used with American recorder showing patient's name and date of recording. (Rarely, official.) 10 in. paper discs, 1 ft. 5 in., in 8 pasteboard boxes. Attic (Bldg. B). (225)

171. WARD NURSES' DAILY REPORTS, July 31, 1934 - Dec. 31, 1936. Form 14, daily report for twenty-four hours ending at midnight, showing ward, number of beds, number of patients admitted, discharged, transferred, on trial visit, AWOL, deaths, census last report, present census, and space for names under each heading. Arranged chronologically. (Seldom, official.) 8 1/2 x 12 1/2 sheets, 6 ft. 6 in., in 2 wooden transfer cases. Attic (Bldg. B). (293)

172. EYE CLINIC RECORDS, Oct. 2, 1934 to date. Showing date, patient, and result of examination. Entered chronologically. (Frequently, official.) 8 x 11 vol., 1 in., on table. R. 141 (Bldg. B). (239)

173. MISCELLANEOUS REPORTS, 1935. Daily, weekly, and monthly reports showing classification of patients and number under each classification; laboratory reports on examinations; and metabolism tests of inactive patients. (Rarely, official.) 10 x 12 folders, 2 ft., in wooden box. Attic (Bldg. B). (226)

174. CHIEF NURSE'S DAILY REPORTS, 1935 - 1936. Station Form 14, twenty-four hour census report on hospital with remarks about any unusual happenings; made in triplicate for chief nurse, clinical director, and manager. (Occasionally, official.) 8 1/2 x 11 sheets, 1 ft. 6 in., on closed wooden shelves. Rs. 143 and 101 (Bldg. B). (272, 262)
175. DAILY WARD REPORTS, Jan. 1, 1935 to date. Showing ward, official capacity, extra beds, total number of beds, census, vacancies, and remarks. Filed chronologically. (Frequently, official.) 8 1/2 x 11 sheets, 1 ft., on steel card cabinet. R. 101 (Bldg. B). (260)
176. WARD NURSES' DAILY REPORTS, Dec. 1935 to date. Station Form 14, daily report for twenty-four hours, showing ward number, official capacity of ward, extra beds, total number of beds, number of patients admitted, discharged, transferred, on trial visit or furlough, number AWOL, deaths, census of last report and present census, and summary remarks by ward nurse on each ward with all wards recorded on one sheet. Arranged chronologically. (Seldom, official.) 8 x 13 bundles, 9 in., on open wooden shelf. R. 307 (Bldg. B). (298)
177. MISCELLANEOUS REPORTS OF LABORATORIAN, 1936. Monthly clinical laboratory report on in-patients and out-patients, memoranda, station orders, chemical and bacteriological examinations of water, sewage, cream, and milk, and Wasserman reports. (Frequently, official.) 10 x 12 folders and 8 x 11 1/2 clip files, 1 ft., in drawer of wooden desk and on wall. R. 222 (Bldg. B). (274)
178. INJURY AND ACCIDENT RECORD, 1936 to date. Showing date, hour, where accident occurred, patient or patients involved, detailed account of what occurred and outcome, and signature of ward attendant. Filed chronologically. (Frequently, official.) 10 x 12 folders, 1 in., in drawer of wooden desk. R. 143 (Bldg. B). (245)
179. NARCOTIC CHECK, 1936 to date. Record of all narcotics administered to patients showing names and addresses of patients, kind and amount of narcotics. Entered chronologically. (Frequently, official.) 5 x 8 vol., 1 in., on wooden desk. R. 143 (Bldg. B). (247)
180. NIGHT REPORT BOOK, 1936 to date. Twenty-four hour hospital census report on wards made up each night showing number of patients in hospital, received, discharged, and remaining. (Daily, official.) 8 1/2 x 14 vol., 2 in., in drawer of wooden desk. R. 143 (Bldg. B). (242)
181. OFFICER OF THE DAY REPORTS, 1936 to date. Showing number of admissions to hospital, number of discharges, and daily routine of doctor in charge; records are kept in book for one year, then filed permanently. (Daily, official.) 10 x 11 1/2 loose-leaf book, 3 in., on wooden table. R. 100 (Bldg. B). (265)
182. PHYSIOTHERAPY RECORDS, 1936 to date. Form 2611, active and inactive cases, showing name, compensation number, register number,

treatment station, date, initials of aide, year, month, and final disposition; Form 2612 attached; Form 2614m, monthly report, showing class of patients and number under each class; Station Form 12, record of tubs and packs given each patient; and Form 2581, daily report by aide. (Daily, official.) 3 x 5 cards and 10 x 12 folders, 3 ft., in drawer of wooden desk. Rs. 134-139 (Bldg. B). (228)

183. CLINICAL RECORDS, TEMPORARILY INACTIVE, 1937. Showing complete history of veteran from entrance to Facility until discharge; temporarily inactive because patients are out on ninety-day leave to determine whether or not they are sufficiently recovered to be permanently discharged; above records held in file for ninety days at which time patient either returns and record is returned to active file or is dismissed and file becomes permanently inactive. Arranged numerically. 3 x 5 card index, 11 ft. 2 in.; see entry 147. (Daily, official.) 10 x 12 folders, 58 ft. 6 in., in 24 drawers of wooden and steel filing cases and in drawer of wooden desk. R. 123 (Bldg. B). (214)

184. WARD A RECORDS, 1937. Admittance ward; all records are kept here until patient is transferred to permanent ward or is discharged, then records are sent to clinic clerk and become part of permanent file. See addenda for detailed description, form numbers, and measurements of records. (Daily, official.) 3 x 5 and 5 x 8 cards and 8 1/2 x 11 vols. and sheets, 2 ft. 3 in., in drawer of steel filing case, in wooden and pasteboard box, and on clip files. R. 109 (Bldg. B). (229)

185. WARD B RECORDS, 1937. Infirmary ward; all records of patients are sent to clinic clerk for filing with permanent records when patient is transferred to regular ward with records consisting of case records, complete history of each patient; financial status cards; record of patients; Form 2614j, ward surgeon's progress and treatment record; laboratory and miscellaneous reports; Form 2638, narcotic records; requests for clothes; nurse's register, daily narrative report on each patient; and check book showing if patients are present morning and night. (Daily, official.) 3 x 5 and 5 x 8 cards, 8 1/2 x 11 vols. (2) and sheets, and 10 x 12 folders, 1 ft. 6 in., in drawer of steel filing case, on 6 closed steel shelves, in wooden and paper boxes, and on steel clip files. R. 203 (Bldg. B). (230)

186. WARD C RECORDS, 1937. Parole ward where patients are waiting to be discharged, including status cards showing financial record and health record of each patient; alphabetical record of patients showing location; Form 2604, clothes request for patients; day book, nurse's record of patients condition; check book on presence of patients night and morning; and report on number of patients to be discharged. (Daily, official.) 8 1/2 x 11 vols. (2) and sheets, 10 x 12 folders, and 3 x 5 and 5 x 8 cards, 1 ft. 6 in., in drawer of steel filing case, on 6 closed steel shelves, in wooden and pasteboard boxes, and on clip files. Ward C (Bldg. C). (231)

187. WARD D RECORDS, 1937. Closed ward for semi-disturbed patients, including status cards; alphabetical record of patients; Form 2604,

clothes request; day book, nurse's record of patients condition; check book on presence of patients at night and morning; and nurse's register, complete chart of each patient. (Daily, official.) 8 1/2 x 11 vols. (2) and sheets, 10 x 12 folders, and 3 x 5 and 5 x 8 cards, 1 ft. 6 in., in drawer of steel filing case, on 6 closed steel shelves, in wooden and pasteboard boxes, and on steel clip files. Ward D (Bldg. C). (232)

188. WARD E RECORDS, 1937. Closed ward records, including status cards; record of patients; Form 2604, clothes request; day book, nurse's narrative record of patient's condition; check book on patients presence night and morning; nurse's register showing condition of each patient. (Daily, official.) 8 1/2 x 11 vols. (2) and sheets, 10 x 12 folders, and 3 x 5 and 5 x 8 cards, 1 ft. 6 in., in steel drawer of filing case, on 6 closed steel shelves, in wooden boxes, and on clip files. Ward E (Bldg. D). (233)

189. WARD J RECORDS, 1937. Closed ward records including status cards; record of patients; check book on patients, showing presence morning and night; Form 2604, clothing record; Form 2638, narcotic record; Form 2614j, ward surgeon's progress and treatment record; Form 214f, weight record; Form 2614e, temperature chart; nurse's progress and treatment register; and laboratory reports. Arranged alphabetically. (Daily, official.) 8 1/2 x 11 vols. (2) and sheets, 10 x 12 folders, and 3 x 5 and 5 x 8 cards, 1 ft. 6 in., in drawer of steel filing case, on 6 closed steel shelves, in wooden and pasteboard boxes, and on steel clip files. Ward J (Bldg. D). (234)

190. WARD K RECORDS, 1937. Ward of patients who require more clothing than other patients, with records consisting of: Station Form 69, clothing record; check book on patients, showing presence night and morning; record of patients; status records; Form 2638, narcotic record; Form 2614j, ward surgeon's progress and treatment record; Form 214f, weight record; Form 2614e, temperature record; Form 2614k, nurse's progress and treatment register, laboratory and miscellaneous reports; and Form 102a, time slips for nurses. Filed alphabetically. (Daily, official.) 8 1/2 x 11 vols. (2) and sheets, 10 x 12 folders, and 3 x 5 and 5 x 8 cards, 2 ft., in 2 drawers of steel filing case, on 8 closed steel shelves, in wooden and pasteboard boxes, and on clip files. R. 102 (Bldg. E). (235)

191. WARD N RECORDS, 1937. Semi-suicidal ward with records consisting of status records; record of patients; check book on patients; Form 2604, clothing record; Form 2638, narcotic record; Form 2614j, ward surgeon's progress and treatment record; Form 214f, weight record; Form 2614e, temperature record; Form 2614k, nurse's progress and treatment record, laboratory, and miscellaneous reports; daily report on condition of patients; diet sheets; physiotherapy records; occupational therapy records; and orders of ward surgeon. Filed alphabetically. (Daily, official.) 8 1/2 x 11 and 14 x 18 vols. (2), 10 x 12 folders, 8 1/2 x 11 sheets, and 3 x 5 and 5 x 8 cards, 2 ft. 6 in., in 2 drawers of steel filing case, on 6 closed steel shelves, in wooden and pasteboard boxes, and on clip files. R. 133 (Bldg. F). (236)

192. WARD O RECORDS, 1937. Acute disturbed and suicidal ward with records consisting of status record; record of patients; check book on patients; Form 2604, clothing record; Form 2638, narcotic record; Form 2614j, ward surgeon's progress and treatment record; Form 214f, weight record, Form 2613e temperature chart; Form 2614k, nurse's progress and treatment register; laboratory and miscellaneous reports; and physiotherapy records. Filed alphabetically. (Daily, official.) 8 1/2 x 11 and 10 1/2 x 16 vols. (2), 8 1/2 x 11 sheets, 10 x 12 folders, and 3 x 5 and 5 x 8 cards, 2 ft. 6 in., in 2 drawers of steel filing case, on 6 closed steel shelves, in wooden box, and on clip files. R. 200 (Bldg. F). (237)

Library Unit

193. INDEX TO MEDICAL REFERENCE BOOKS, 1937. Showing title, number of copies in library, author, date of latest edition, publisher, and summary sentence as to contents of book. Arranged alphabetically by title. (Frequently, official.) 3 x 5 cards, 2 ft. 6 in., in 2 drawers of wooden card cabinet. R. 236 (Bldg. B). (289)

Pharmaceutical Unit

194. GENERAL PRESCRIPTIONS AND WARD ORDERS, 1921 to date. Medical Form 2577, general prescriptions numbered from 1-6688; ward orders, daily orders received from ward each morning for articles needed that day but not numbered. Filed chronologically. (Occasionally, official.) 4 x 6 sheets, 8 ft., on closed wooden shelf and in drawer of wooden desk. R. 131 (Bldg. B). (270)

195. ALCOHOLIC AND NARCOTIC PRESCRIPTIONS, 1924 to date. Medical Form 2577, alcoholic prescriptions, numbered 2852-3816; and narcotic prescriptions numbered 2898-3974; previous to 1935 prescriptions were tied in bundles each year, since then they have been pasted in books. Filed numerically. (Frequently, official.) 8 1/2 x 14 vols. (2) and 4 x 6 sheets, 1 ft. 8 in., in 2 drawers of wooden desks. R. 131 (Bldg. B). (268)

196. NARCOTIC AND ALCOHOLIC INVENTORY, 1924 to date. Forms 2598 and 2598f, revised in 1929, showing date, amount of narcotics received, date and amount dispensed, ward number, and balance on hand. Entered chronologically. (Frequently, official.) 10 x 12 folders, 2 in., in drawer of wooden desk. R. 131 (Bldg. B). (269)

197. RECORD OF TOOTH PASTE, TOOTH BRUSHES, AND CIGARETTES ISSUED TO INDIGENT PATIENTS, Dec. 1, 1936 to date. Showing date issued, patient, ward, quantity received at pharmacy, and total quantity issued to patients. Entered chronologically. (Frequently, official.) 8 1/2 x 14 vols., 1 in., in drawer of wooden desk. R. 131 (Bldg. B). (271)

Social Service Unit

198. ADMISSION CARDS, ACTIVE AND INACTIVE, 1930 - 1936. Form 2580,

active, made in duplicate. Active cards filed alphabetically by surname of patient in one drawer, and filed alphabetically by states in one drawer; inactive cards, filed alphabetically by names. (Active file, frequently; inactive one, occasionally, official.) 3 x 5 cards, 7 ft., in 6 drawers of wooden card cabinets. R. 142 (Bldg. B). (281)

199. SOCIAL SERVICE RECORDS OF PATIENTS IN HOSPITAL, 1930 - 1936. Form 2670, social work face sheet, with history sheet, correspondence, and information secured through investigations made by social worker attached. Arranged alphabetically. 3 x 5 card index, 11 ft. 2 in.; see entry 147. (Frequently, official.) 10 x 12 folders, 8 ft. 4 in., in 4 drawers of wooden filing case. R. 142 (Bldg. B). (282)

200. INVESTIGATIONS BY PSYCHIATRIC SOCIAL WORKER, July 1934 - Dec. 1936. Reports on investigations made for regional offices at Jackson, Mississippi, and Tuscaloosa, Alabama, concerning veterans applying for pensions or compensation. Arranged chronologically. (Frequently, official.) 10 x 12 folders, 1 ft., on wooden desk. R. 142 (Bldg. B). (283)

Supply and Utility Divisions

201. BLUEPRINTS, Jan. 13, 1923 - July 21, 1936. Relative to erection of all buildings of Facility. (Frequently, official.) Various sized sheets, 2 ft., in drawer of wooden filing case. Utility Office (Bldg. A). (204)

202. MISCELLANEOUS RECORDS OF UTILITY OFFICE, 1932 - 1934. Records of purchase and hire allotments, miscellaneous allotments for buildings 1 and 4, procurement files, allotments and contracts for buildings 1 and 4, completed constructions cover purchase and hire allotments and procurement files for buildings 5 and 7, allotments for building 3, completed construction, purchase and hire projects, completed contracts for garage building, and miscellaneous contracts. Filed alphabetically by subjects. (Frequently, official.) 10 x 12 folders, 18 ft. 9 in., in 9 drawers of wooden filing cases. Mimeograph Room (Bldg. A). (210)

203. GENERAL FILE, July 1, 1936 to date. Maintenance and repair requests pending and completed, purchase, hire and special allotments, purchase requests, correspondence relative to all matters, reports, correspondence, and instructions relative to utilities of Facility, contracts VAC-706 for NP infirmary building 41, contracts VAC-707 with Blake Palmer Elevator Company, schedule of payments, weekly pay rolls, vouchers, progress reports, shop drawings, amendments to contracts, moving picture contracts, and letters and reports relative to same. Filed alphabetically. (Daily, official.) 10 x 12 folders, 5 ft., in 3 drawers of wooden filing case and drawer of desk. Utility Office (Bldg. A). (205)

JACKSON

REGIONAL OFFICE
Post Office and Courthouse
Capitol and Southwest Sts.

This office was established in 1921 as a suboffice of District 6, and was changed to a Regional Office on November 15, 1924. However, this Survey shows a few records dated as early as 1917. It was located in the Edwards Hotel in Capitol Street until 1929, when it moved to the Tower Building where it remained until it moved to its present location in May 1935. Records are destroyed only on authorization of the Central Office in Washington. All records of living veterans are kept and those of deceased veterans are closed and sent to Washington.

204. CASE FILES, 1917 to date. Covering 45000 individual cases. See addenda. Arranged numerically. (Frequently, official.) 10 x 12 folders, 1971 ft., in 1072 drawers of 260 steel and 8 wooden filing cases. R. 316. (63)

205. DENTAL EXAMINATIONS AND OPERATIONS, 1917 to date. Miscellaneous correspondence and dental medical charts. (Frequently, official.) 10 x 12 folders, 7 ft., in 4 drawers of steel filing case. R. 338. (65)

206. GUARDIANSHIP AND PROSECUTION RECORDS, 1917 to date. Records of cases wherein a guardian is necessary, including request for appointment of guardian, copies of letters of guardianship, bond, certification from chief attorney, annual accounting, exceptions to account, general correspondence in regard to all phases of guardianship, report of social contact with wards, and final determination of this phase of guardianship. Arranged numerically. (Frequently, official.) 10 x 12 folders, 73 ft. 6 in., in 4 drawers of 13 steel filing cases. R. 304. (64)

207. COMPENSATION CARDS, 1922 to date. For service connected and nonservice connected disability cases. Arranged numerically. (Frequently, official.) 5 x 8 cards, 53 ft., in 2 steel and 2 wooden filing cases. R. 302. (58)

208. GENERAL CORRESPONDENCE, 1924 to date. Relative to loans and other matters. Arranged alphabetically. (Frequently, official.) 10 x 12 folders, 11 ft. 6 in., in 7 drawers of 2 steel filing cases. R. 302. (52)

209. NOTE RECORD, 1927 to date. Note cards with memoranda showing only the last loan made in each veteran's case (duplicates). Arranged alphabetically. (Frequently, official.) 5 x 8 slips, 11 ft. 6 in., in 4 drawers of steel filing case. R. 302. (54)

210. REMAILING AND STOP-PAYMENT FILES, 1927 to date. Stop-payment

notices, changes of address, and transfers to other offices in compensation cases. Arranged numerically. (Frequently, official.) 5 x 8 slips, 3 ft. 6 in., in 3 drawers of 2 wooden filing cases. R. 302. (57)

211. VETERANS' NOTES, Jan. 1, 1927 to date. Notes given by veterans against adjusted service compensation. Arranged alphabetically. (Occasionally, official.) 8 1/2 x 11 sheets, 33 ft., in 20 drawers of 5 steel filing cases. R. 302. (55)

212. VETERANS' NOTE CARDS, Jan. 1, 1927 to date. Showing loans made on adjusted service certificates. Arranged alphabetically. (Frequently, official.) 5 x 8 cards, 57 ft., in 18 drawers of 3 steel filing cases. R. 302. (51)

213. VETERANS' NOTE CARDS, Jan. 1, 1927 to date. For cases in which no applications for bonds have been filed. Arranged alphabetically. (Frequently, official.) 5 x 8 cards, 3 ft., in card files. R. 302. (53)

214. BUDGET PROCUREMENT INSTRUMENTS AND VOUCHER FILE, July 31, 1931 to date. Administrative estimates. Arranged chronologically. (Vouchers, rarely; procurement instruments, frequently, official.) 8 1/2 x 11 folders, 18 ft., in 12 drawers of steel filing cases. R. 302. (60)

215. CORRESPONDENCE REGARDING APPLICATIONS, 1936. And changes of addresses in cases of payment of adjusted service compensation. Filed alphabetically. (Rarely, official.) 8 1/2 x 11 sheets, 3 ft., in 2 drawers of wooden filing case. R. 302. (59)

216. RECORD OF APPLICATIONS, 1936. Applications received which were transferred to other offices showing name, addresses, and certificate numbers. Filed alphabetically. (Rarely, official.) 3 x 5 cards, 2 ft., in 2 drawers of wooden filing case. R. 302. (61)

217. RECORD OF BOND ISSUES, 1936. Showing name, address, number, and amount of bonds issued as adjusted compensation. Arranged alphabetically. (Frequently, official.) 2 1/2 x 8 slips, 10 ft., in 8 wooden drawers. R. 302. (56)

