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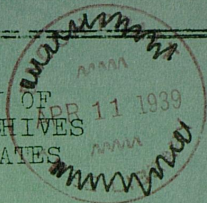
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INVENTORY OF
FEDERAL ARCHIVES
IN THE STATES

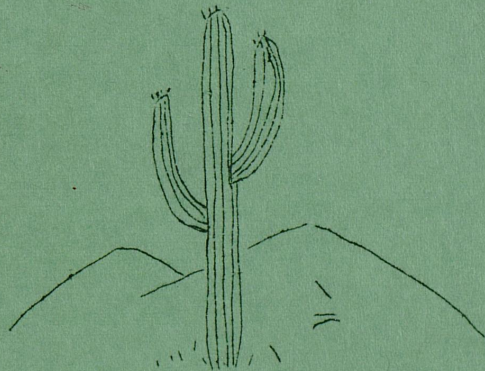


SERIES VI
THE POST OFFICE DEPARTMENT
NO. 3. ARIZONA

THE SURVEY OF FEDERAL ARCHIVES
WORKS PROGRESS ADMINISTRATION

GOVERNMENT PUBLICATIONS

UNIVERSITY OF KENTUCKY
LIBRARIES



INVENTORY OF FEDERAL ARCHIVES IN THE STATES



Prepared by

The Survey of Federal Archives
Division of Women's and Professional Projects
Works Progress Administration

The National Archives
Cooperating Sponsor

WORKS PROGRESS ADMINISTRATION
SERIES VI. THE POST OFFICE DEPARTMENT

NO. 3. ARIZONA

Tucson, Arizona
The Survey of Federal Archives
1939

PREFACE

The Inventory of Federal Archives in the States is one of the products of the work of the Survey of Federal Archives, which operated as a nation-wide project of the Works Progress Administration from January 1, 1936 to June 30, 1937, and has been continued since that date as a unit of the Historical Records Survey, also operating as a nation-wide project of the Works Progress Administration, and a group of state or local projects of that Administration.

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

For each local office information regarding each series, or unit of related records, is presented in the following order: title, inclusive dates ("to date" indicating an open file at the time the information was secured), general description of informational content, description of the system of filing or indexing (if any), a statement of frequency and purpose of use, form of the record itself (bound volumes, sheets in folders, etc.), linear footage, description of the containers, physical condition of the records (not stated 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 Arizona the work of the Survey was directed by Dr. Howard A. Hubbard of the University of Arizona, with Mrs. Meryl E. Morgan as his assistant, until June 30, 1937. Since that date the state project has been directed by Mrs. Morgan. This Inventory of the records of the Post Office Department in Arizona was prepared in the Tucson and Phoenix offices of the Survey. It was edited before mimeographing by Miss Elizabeth Edwards of the Washington office.

Tucson, Arizona
January 10, 1939

Meryl E. Morgan
State Director
Survey of Federal Archives
in Arizona

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THE POST OFFICE DEPARTMENTCLIFTONTHIRD CLASS POST OFFICE
Post Office Bldg., Railroad Ave.

The definite date of establishment of the Clifton Post Office cannot be determined, however, the earliest date shown on the records is 1889. Prior to moving to the present Post Office Building, it occupied office space in the Phelps Dodge Corporation Mercantile Store building. Records from Guthrie, Metcalf, and York, Arizona were stored in this post office when those offices were discontinued. The records on the desk in the main office are stored in the safety vault at night. Many of the records have been listed by the postmaster for destruction.

1. ADVICES RECEIVED OF MONEY ORDERS DRAWN UPON, 1889; 1891 - 1900; 1902 - 1907. Money orders issued and fees received. (Never.) 10 x 15 vols. (5), 4 in., on open wooden shelf. Storage room. (346)
2. INVENTORY OF THIRD CLASS OFFICE, Jan. 1, 1899 - 1901; 1908. Total stamps received, on hand, and issued. (Never.) 10 $\frac{1}{2}$ x 14 vol., $\frac{1}{4}$ in., on open wooden shelf. Storage room. (342)
3. QUARTERLY ACCOUNT AND RECORD BOOK, 1899 - 1901; 1911 - 1913; 1927 - 1929. Form 1545, quarterly postal account inventories, monthly statements, receipts, disbursements, etc. (Seldom, official.) 8 x 13 $\frac{1}{2}$ vols. (2), 1 in., on open wooden shelf. Storage room. (334)
4. REGISTERS, 1904 - 1905; 1907 to date. Domestic money orders; Form N, register of advices received of domestic money orders; Form L, domestic and international money orders issued. (Never.) 8-3/4 x 12-3/4 and 10 $\frac{1}{2}$ x 14 vols. (12), 1 ft., on open wooden shelf and on desk. Main office and storage room. (345)
5. OFFICIAL RECORD BOOK, 1904 - 1908; 1920 - 1924. Form 1558 $\frac{1}{2}$, stock accounts, certificates of deposit of funds in Phoenix office, monthly war savings stamp account, quarterly postal account, stamp account, cancellations, etc. (Never.) 8 x 13 $\frac{1}{2}$ vols. (3), 1 $\frac{1}{2}$ in., on open wooden shelf. Storage room. (339)
6. CASH BOOK OF INTERNATIONAL MONEY ORDER OFFICE, 1907 - 1911; 1914 - 1924; 1930 - 1931. Form N, debits, cash and credits, Form N, cash book for money order business of main office and station. (Never.) 8 $\frac{1}{2}$ x 12-3/4 vols. (11), 8 in., on open wooden shelf. Storage room. (348)
7. WEEKLY MONEY ORDER STATEMENTS, 1908 - 1911. Money orders issued, summary of money order transactions, recapitulation, money orders paid, domestic and international. (Never.) 15 $\frac{1}{2}$ x 18 vols. (3), 4 $\frac{1}{2}$ in., on open wooden shelf. Storage room. (351)
8. ACCOUNT AND RECORD BOOK, 1909 - 1927; 1930 - 1932. Form 1545 $\frac{1}{2}$, postmaster's account and record book, showing amount of stamps, postal

cards, books of stamps, stamped envelopes on hand, and statement of receipts and disbursements. (Earlier records, never; later records, occasionally, official.) $8\frac{1}{2}$ x 14 vols. (6), $3\frac{1}{2}$ in., on open wooden shelf. Storage room. (341)

9. CERTIFICATES, 1911 - 1919; 1921 to date. Form PS 505, postmaster's daily cash and stock summary, certificates of deposit; Form PS 600, applications for withdrawals; Form PS 317, withdrawals and balance; Form PS 541-A, statistical report; Form PS, non-negotiable certificates; Form PS 300, certificates paid, certificates of deposit in money order account, also stubs, etc. (Earlier records, never; later records, occasionally, official.) Various sized vols., $2\frac{1}{2}$ in., on open wooden shelf. Storage room. (335)

10. REGISTER OF POSTAL SAVINGS CERTIFICATES, 1911 - 1920. Form 509, register of postal savings certificates issued; Form 509-A, register of postal savings certificates paid. (Never.) $8\frac{1}{2}$ x $13\frac{1}{2}$ vols. (2), 2 in., on open wooden shelf. Storage room. (324)

11. POSTMASTER'S DAILY CASH AND STOCK SUMMARY, 1912 - 1917. Form 508, postal savings system summary of depositors' accounts, and savings card and savings stamp account. (Never.) $8\frac{1}{2}$ x $13\frac{3}{4}$ vols. (4), $3\frac{1}{2}$ in., on open wooden shelf. Storage room. (352)

12. DOMESTIC AND INTERNATIONAL MONEY ORDERS, 1912 - 1933; 1936 to date. Form 6011, postmaster's monthly money order account; Form 6012, money orders issued; Form 6014, money orders paid, domestic and international; Forms 6701 and 6701-A, applications for international money orders (English and Spanish forms); Form 6021, money order remittances, etc. (Earlier records, never; later records, occasionally, official.) 10 x $14\frac{1}{2}$ vols. and forms, 9 ft., on open wooden shelf. Storage room and safety vault. (356)

13. RECORD OF APPLICATIONS, 1917 - 1919. Applications for duplicate domestic money orders. Index. (Never.) $10\frac{1}{2}$ x $17\frac{3}{4}$ vol., $\frac{3}{4}$ in., on open wooden shelf. Storage room. (321)

14. POSTMASTER'S PERSONAL FILE, 1917 - 1919; 1937. Correspondence, etc., of postmasters. (Earlier records, never; later records, seldom, official.) 11 x $11\frac{3}{4}$ folders, 9 in., in 3 cardboard transfer cases and on wooden shelf. Storage room. (338)

15. BOX RENT AND KEY DEPOSIT REGISTER, 1917 to date. Form 1091, register of private mail box period, amount, etc.; Form 1538, bills for box rents; Form 1545-A, box rent schedule and quarterly account; Form 1550 T/C, schedule of box rent collections, and quarterly report. (Earlier records, never; later records, occasionally, official.) 10 x $12\frac{1}{2}$ and $13\frac{1}{2}$ x 17 vols. (59), 5 ft., on 2 wooden shelves. Storage room and safety vault. (357)

16. DAILY SUMMARY, 1917 to date. Form PS 708, postmaster's daily summary, cash accounts, postal savings certificates issued and paid, savings cards, and savings stamps including list of depositors; Form PS 600, applications to open savings accounts; Form PS 313, receipt of funds received from other postmasters; Form PS 706-A, abstract of certificates; Form PS 704, monthly current account, and record of interest paid. (Earlier records, never; later records, daily, official.) Various sized vols. (4), cards, and loose sheets, 3 in., on 5 open wooden shelves. Storage room and safety vault. (358)

17. MONEY ORDER COUPONS AND STUBS, 1918 - 1933. Money orders paid, C.O.D. money orders, and parcel stubs. (Earlier records, never; later records, occasionally, official.) $3 \times 3\frac{1}{2}$ coupons and stubs, 12 ft., on open wooden shelf. Storage room. (349)
18. NEWSPAPER AND PERIODICAL STATEMENTS, 1918 - 1934. Form 2539-S, direct accounting, postmaster's quarterly stamp, newspaper and periodical statement, postage, etc. (Earlier records, never; later records, seldom, official.) $10\frac{1}{2} \times 12\text{-}3/4$ vols. (4), 4 in., on open wooden shelf. Storage room. (332)
19. COMPLAINTS, 1919 - 1923. Form 022, complaints and articles lost or damaged. (Never.) $8\frac{1}{2} \times 13\frac{1}{2}$ vol., 2-3/4 in., on open wooden shelf. Storage room. (322)
20. RECORD OF SPECIAL DELIVERY ARTICLES, 1920 - 1921. Form 3953, articles received for special delivery, incoming and outgoing; Form 3954, window receipts for special delivery mail. (Never.) $10\frac{1}{2} \times 16$ vols. (4), $2\frac{1}{2}$ in., on open wooden shelf. Storage room. (331)
21. DAILY TIME RECORD OF PERSONNEL, 1920 - 1924. Time of arrival at office and time of departure. (Never.) $7\text{-}3/4 \times 10\frac{1}{2}$ vol., 3/8 in., on open wooden shelf. Bindings broken, some of volume missing. Storage room. (343)
22. RECORD OF STAMPED PAPER, 1920 - 1926. Stamped paper received, sold, and on hand. (Never.) 10×19 loose-leaf book, 1 in., on closed wooden shelf. Storage room. (344)
23. REGISTERED MAIL, 1920 - 1927; 1930 - 1931; 1933 to date. Form 3850, record of transit and delivered registered mail at window, parcels and mail forwarded; Form 3805, window receipts for registered articles outgoing; Form 3807, record of mail registered; Form 3950, roll for special delivery and registered mail service. (Earlier records, never; later records, daily, official.) $7\frac{1}{2} \times 9\frac{1}{2}$ vols. (20), 4 ft., on closed wooden shelf and on desk. Main office and storage room. (337)
24. C.O.D. PARCEL RECORD, 1920 to date. Form 3814-A, record of C.O.D. parcels received for delivery; Form 3813-A, sender's receipt for insured mail. (Earlier records, never; later records, daily, official.) $7\frac{1}{2} \times 10$ vols. (22), 2 ft., on open wooden shelf and on desk. Main office and storage room. (350)
25. MANIFOLD REGISTRY DISPATCH BOOK, 1921 to date. Forms 3852 and 3853, lists of articles received and dispatch bills, jacket bills, main office to station office, etc. (Earlier records, never; later records, daily, official.) $3\text{-}3/4 \times 8$ vols. and bundles, 10 ft. 6 in., on 2 open wooden shelves, and on desk. Main office and storage room. (330)
26. TREASURY SAVINGS CERTIFICATE STUBS, 1922 - 1923. Stubs detached from Treasury savings certificates. (Never.) $8 \times 10\frac{1}{2}$ stubs, 9 in., on open wooden shelf. Safety vault. (353)
27. FIRM DELIVERY BOOK, 1922 - 1926; 1932 - 1934. Form 3883, all mail and parcels received, number on parcel, office of origin, bill number, etc. (Never.) $4\frac{1}{2} \times 8\frac{1}{2}$ vols. (5), 5 in., on open wooden shelf and on desk. Main office and storage room. (340)

28. TIME RECORD AND PAY ROLL, 1923 - 1926. Form 1590, time record, monthly pay roll, and registered checks. (Never.) 13 x 16 $\frac{1}{2}$ vol., 3/4 in., on open wooden shelf. Storage room. (347)

29. CASH AND RECEIPT BOOK, 1923 - 1931. Form 3330 (formerly 012), special request envelope, name of person ordering, amount and date of delivery, and money received; Form 3202-A, memorandum of order for business special request envelope, amount, denomination, etc. (Never.) 10 x 13-3/4 vols. (4), 4 in., on open wooden shelf. Dirty, bindings broken. Storage room. (323)

30. RECORD OF POUCHES RECEIVED AND DISPATCHED, 1924 - 1933. Form 157a, listing nature of service, hour of arrival or departure, number of pouches received and sent during the week, etc. (Never.) 9 $\frac{1}{2}$ x 12 vols. (7), 3 $\frac{1}{2}$ in., on open wooden shelf. Storage room. (325)

31. QUARTERLY REPORTS, 1925 to date. Box rent collections, vouchers for rental service under contract, list of money orders issued, list of money orders paid, postmaster's money order account, quarterly report of applications of international money orders (English and Spanish), etc. (Earlier records, never; later records, frequently, official.) 8 $\frac{1}{2}$ x 14 loose sheets, 6 $\frac{1}{2}$ in., on open wooden shelf. Safety vault. (355)

32. APPLICATIONS FOR DOMESTIC MONEY ORDERS, 1926 to date. Form 6001, memoranda of issuing postmaster; and applications for domestic money orders. (Earlier records, never; later records, daily, official.) 3 x 5 $\frac{1}{4}$ forms, 27 ft., on 5 open wooden shelves. Storage room. (329)

33. CHANGE OF ADDRESS NOTIFICATIONS, 1928 - 1930. Form 22, notice to postmaster of change of address. Index. (Never.) 3 x 5 cards, 7-3/4 in., on open wooden shelf. Storage room. (333)

34. ACCOUNT AND CASH BOOK, 1929 to date. Receipts, disbursements and totals, authorized payment, quarterly account, record of stamp transactions, etc. (Earlier records, never; later records, frequently, official.) 8 $\frac{1}{2}$ x 13-3/4 vols. (2), 1-3/4 in., on open wooden shelf. Safety vault. (359)

35. REPORTS OF STAR ROUTE, 1935 to date. Form 5400, mail carrier's report, date, service, and route. (Occasionally, official.) 4 x 8 $\frac{1}{2}$ cards, 2 $\frac{1}{2}$ in., on open wooden shelf. Safety vault. (354)

Guthrie Post Office
(discontinued)

36. MONEY ORDER CASH BOOK, 1907 - 1921. Domestic money orders, certificates of deposit on money orders, accounts, and reports for the post office. (Never.) 8 x 12-3/4 vol., 1 $\frac{1}{2}$ in., on open wooden shelf. Storage room. (328)

37. REGISTERED MAIL, 1907 - 1921. Form 3850, record of transit and delivered registered mail at window, parcels and mail forwarded; Form 3805, window receipts for outgoing registered articles; Form 3807, record of mail registered; Form 3950, roll for special delivery and registered service. (Never.) 7 $\frac{1}{2}$ x 9 $\frac{1}{2}$ vols. (12), 1 ft., in pasteboard box. Storage room. (361)

38. MONEY ORDERS, 1912 - 1922. Form 6012, domestic and international money orders issued; Form 6014, money orders paid, and applications for international money orders. (Never.) 10 x 14 $\frac{1}{2}$ vols., 1 ft., on open wooden shelf. Storage room. (362)

39. APPLICATIONS, 1917 - 1923. Form 3371 WS, application for payment by mail of war savings certificates; Form PD 750, request for redemption of war savings certificates, war savings stamp cards, and certificates. (Never.) 3-3/4 x 6 slips and cards, 2 in., in pasteboard box. Storage room. (336)

40. DISPATCH AND REMITTANCE CARDS, 1920 - 1922. Registry dispatch and receipt cards, central accounting receipts, and remittances. (Never.) 3 x 5 cards, 3 in., in pasteboard box. Storage room. (327)

Metcalf Post Office
(discontinued)

41. APPLICATIONS, 1917 - 1923. Form 3371, application for payment by mail of war savings certificates; Form PD 750, request for redemption of above certificates, war savings stamps, and certificates. (Never.) 3-3/4 x 6 slips and cards, 3 in., in pasteboard box. Storage room. (360)

42. MONEY ORDER STUBS AND COUPONS, 1918 - 1933. Money orders paid, C.O.D. money orders, and parcel stubs. (Never.) 3 x 3 $\frac{1}{4}$ coupons and stubs, 4 ft., on open wooden shelves. Storage room. (365)

43. COMBINED MONEY ORDER REGISTER, 1922 - 1927; 1933 - 1936. Form M, combined register of orders received and orders paid, international office, exchange office, money orders issued, etc. (Never.) 8-3/4 x 12-3/4 vols. (3), 2 $\frac{1}{2}$ in., on open wooden shelf. Storage room. (326)

44. DOMESTIC AND INTERNATIONAL MONEY ORDERS, 1922 - 1927; 1933 - 1936. Form 6012, money orders issued; Form 6014, money orders paid; Forms 6701 and 6701-A, applications for international money orders (English and Spanish forms). (Never.) 10 x 14 $\frac{1}{2}$ vols., 2 ft., on open wooden shelves. Storage room. (364)

York Post Office
(discontinued)

45. REGISTER OF DOMESTIC MONEY ORDERS, 1904 - 1905. Form N, domestic money orders. (Never.) 8-3/4 x 12-3/4 vol., $\frac{1}{2}$ in., on open wooden shelf. Storage room. (363)

DOUGLAS

FIRST CLASS POST OFFICE
Post Office and Customs House
Tenth St. and F Ave.

The first post office in Douglas was at the corner of Tenth Street and H Avenue and the date of establishment is not known. In 1917 the post office was moved to a new building at Tenth Street and F Avenue. This

office was advanced to first class on July 1, 1917, reduced to second class on July 1, 1933, and again advanced to first class on July 1, 1936.

46. PERSONNEL, Dec. 15, 1911 to date. Clerks and carriers, personal postal employment history records of past and present employees, and records and correspondence concerning all employees from 1921 to date. Filed alphabetically. (Occasionally, official.) 9 x 11 $\frac{1}{2}$ envelopes and 10 x 12 folders, 1 ft. 9 in., in drawer of wooden filing case. R. 142 and money order-registry room. (185, 182)

47. CUSTODIAN'S CORRESPONDENCE AND INSTRUCTIONS, 1916 - 1935. Pertaining to building and equipment; also material on Camp Harry J. Jones, and blue prints of post office building and grounds. Filed subjectively. (Occasionally, official.) 9 x 11 $\frac{1}{2}$ folders, variously sized blue prints, 2 ft. 2 in., in 2 drawers of wooden filing case and in drawers of map cabinet. R. 142. (183)

48. QUARTERLY REPORTS, Jan. 1921 to date. Quarterly reports of receipts and expenditures of office. Filed chronologically. (Quarterly, official.) 9 $\frac{1}{2}$ x 15 envelopes, 3 ft., in 3 drawers of wooden filing case. Money order-registry room. (181)

49. ASSISTANT POSTMASTER'S CORRESPONDENCE, June 30, 1922 to date. Included are reports, requisitions, circulars, bulletins, and instructions covering all departments of the post office. Filed alphabetically and subjectively. (Daily, official.) 9 x 11 $\frac{1}{2}$ folders, 7 ft. 6 in., in 6 drawers of 3 wooden filing cases. Money order-registry room. (180)

50. CORRESPONDENCE OF SUPERINTENDENT OF MAILS, 1928 to date. Included are reports, circulars, bulletins, instructions, and requisitions pertaining to mailing. Filed alphabetically and subjectively. (Daily, official.) 10 x 12 folders and loose sheets, 2 ft., in drawer of wooden roll top desk. Edges torn. Mailing room. (179)

51. POSTMASTER'S CORRESPONDENCE, Aug. 1935 to date. Included are instructions and circulars. Filed alphabetically and subjectively. (Daily, confidential, official.) 8 x 11 $\frac{1}{2}$ folders, 8 in., in drawer of wooden filing case. R. 142. (184)

FLORENCE

THIRD CLASS POST OFFICE

Pinal Lumber and Hardware Company Bldg.
Main St.

The date of establishment of this office is unknown. It has occupied many buildings, the names and locations of which could not be ascertained. About ten years ago it leased a portion of the Pinal Lumber and Hardware Company Building. All of its records were destroyed by fire in 1933.

52. APPLICATIONS FOR DOMESTIC AND FOREIGN MONEY ORDERS, 1933 to date. Form 6001, name of sender, amount, to whom issued, etc. (Daily, official.) 3 $\frac{1}{2}$ x 5 bundles and loose sheets, 6 $\frac{1}{4}$ in., in drawer of wooden filing case. Work room. (97)

53. RECORD OF C.O.D. PARCELS RECEIVED FOR DELIVERY, 1933 to date. Form 3814-A, record of all C.O.D. mail received for delivery showing date of mail, C.O.D. parcel number, office and state of origin, date of receipt, charges, name of addressee, and disposition record of money order number. (Occasionally, official.) $7\frac{1}{2}$ x $10\frac{1}{2}$ vols., 3 in., on table. Work room. (100)
54. RECORD OF C.O.D. PARCELS TO BE DISPATCHED, 1933 to date. Form 3816, triplicate receipt form showing amount of C.O.D. and dispatch record. (Daily, official.) $3\frac{1}{2}$ x 10 cards, 10 in., on open wooden shelves. Work room. (99)
55. RECORD OF RECEIPT AND DELIVERY OF INSURED MAIL, 1933 to date. Form 3850, insured mail delivered or in transit, showing insured number, office of origin, date and number of receipt, delivery record, etc. (Occasionally, official.) $7\frac{1}{2}$ x 9 vols., 6 in., on table. Work room. (95)
56. RECORD OF TRANSIT AND DELIVERED REGISTERED MAIL, 1933 to date. Form 3850, registered mail delivered or in transit, showing registration number, office and state of origin, date and number of receipt, delivery record, etc. (Occasionally, official.) $7\frac{1}{2}$ x 9 vols., 6 in., on shelf in steel filing cabinet. Work room. (103)
57. REGISTER OF MONEY ORDERS ISSUED, 1933 to date. Form I, combined register of all money orders issued at Florence Post Office, showing date, money order number, amount, fee, etc. (Daily, official.) $8\frac{1}{2}$ x $13\frac{1}{2}$ vols., 3 in., in steel safe. Work room. (98)
58. SENDER'S RECEIPT FOR INSURED MAIL, 1933 to date. Form 3813, parcel post and third class matter, showing receipt number, name and date received at Florence. (Occasionally, official.) $7\frac{3}{4}$ x 10 vols., 6 in., on table. Work room. (101)
59. WINDOW REGISTRATION BOOK, 1933 to date. Form 3805, receipts of dispatch; each book consists of 300 numbered receipts covering registered mail of all nature for dispatch. (Daily, official.) 7 x $7\frac{3}{4}$ vols., 6 in., on table. Work room. (102)
60. RECORD OF POUCHES RECEIVED AND DISPATCHED, 1934 to date. Form 1576-A, nature of service, origin of pouches, train number, schedule time of arrival or departure, and actual time of arrival or departure. (Occasionally, official.) $9\frac{1}{2}$ x 12 bound folder, 1 in., on table. Work room. (106)
61. SAVINGS BONDS REMITTANCE, Aug. 22, 1935 to date. Form 914, record of all bond remittances to the Phoenix Office showing dates, etc. (Occasionally, official.) 9 x 12 folders, $\frac{1}{2}$ in., in safe. Work room. (96)
62. POSTMASTER'S ACCOUNT BOOKS, July 1936 to date. Inventory of government property on hand; table showing payments made by postmaster, receipts of authorized payments, payment of office help and rent, income from postage stamp stock, printed stamped envelopes, daily stamp sales, schedule of deposits, daily and quarterly cash books, advanced deposit and trust funds, special delivery fees, and box rent income. (Daily, official.) 8 x 14 vol., $\frac{1}{4}$ in., in safe. Work room. (104)

63. AIR MAIL BULLETINS AND SCHEDULES, Nov. 1936 to date. Schedule of air mail service for United States from the postmaster at Phoenix, including foreign air mail service to Canada, Mexico, Central and South America, and air mail map showing all air mail routes in the U.S. (Occasionally, official.) 8 x 10 $\frac{1}{2}$ folder and 18 x 30 map, $\frac{1}{2}$ in., on open wooden shelf, and (map) on wall. Work room. (108, 107)

64. CHANGE OF ADDRESS CARDS, Jan. 1937 to date. Form 22, old and new addresses, locations, date of change of address, etc. Arranged alphabetically. (Daily, official.) 3 x 5 cards, 9 in., in pasteboard box. Work room. (109)

65. POST OFFICE BOX RENT REGISTER, n.d. Box rent register for keyless equipment, showing box number, name of renter, amount paid, date rented, etc. (Occasionally, official.) 9 $\frac{1}{2}$ x 10 $\frac{1}{2}$ vol., $\frac{1}{8}$ in., on table. Work room. (105)

GLOBE

SECOND CLASS POST OFFICE Federal Bldg., Hill and Sycamore Sts.

A small office was established in 1875. By 1932 it had advanced to second class. Some of its earlier records could not be located, but the present postmaster has no knowledge of any being destroyed. Monthly reports are sent to Washington, D.C., and weekly and monthly postal savings reports are sent to Phoenix. The money order division records are destroyed after three years by order of the Inspector.

66. MAIL CARRIERS (RURAL AND CITY), 1925 to date. Applications for money orders, complaints of patrons, and daily record of number of pieces of mail delivered and collected. (Frequently, official.) 9 x 12 folders, 4 in., in drawer of steel filing case. Office. (298)

67. BOND STUBS, 1932 - 1935. Record of purchase, address, and amount (duplicates). (Occasionally, official.) 3 $\frac{1}{2}$ x 8 vol., 1 $\frac{1}{2}$ in., on open steel shelf and in steel safe. Office vault. (295)

68. APPLICATIONS FOR DOMESTIC MONEY ORDERS AND CORRESPONDING STUBS, 1932 to date. Applications and money order stubs specifying amount, name and address of purchaser. (Occasionally, official.) 1 $\frac{1}{2}$ x 2 stubs and 5 $\frac{1}{2}$ x 5 loose sheets, 62 ft., on 9 open steel shelves and in 42 pasteboard boxes. Office vault. (302)

69. CORRESPONDENCE, 1932 to date. Incoming and outgoing correspondence of postmaster and custodian to Washington and patrons. (Frequently, official.) 9 x 12 folders, 3 ft., in 2 drawers of steel filing case. Office. (296)

70. MONEY ORDER REPORTS, 1932 to date. Monthly summary of money order business sent to Washington, issued and paid money orders, monthly reports to Washington showing complete accounting (copies), and cash and daily financial statement. (Frequently, official.) 9 x 12 folders, 1 ft., 8 in., in drawer of steel filing case. Office. (305)

71. PARCEL POST RECEIPTS, 1932 to date. Insured and C.O.D. mail. (Occasionally, official.) 3 x 4 packages, 2 ft., on open shelf. Office vault. (297)
72. POSTMASTER'S DAILY SUMMARY OF POSTAL SAVINGS, 1932 to date. Daily and monthly reports of issued and paid certificates. 4 x 7 $\frac{1}{2}$ card index. (Occasionally, official.) 8 $\frac{1}{2}$ x 14 vols., 2 ft., on open steel shelf. Office vault. (303)
73. WEEKLY AND MONTHLY REPORTS OF POSTAL SAVINGS, 1932 to date. Reports are made to Phoenix showing name, address, amounts deposited, etc. (Frequently, official.) 8 x 10 $\frac{1}{2}$ vols. and 8 $\frac{1}{2}$ x 15 envelopes, 4 in., on open steel shelf. Office vault. (304)
74. BOX RENT REGISTER, 1934 to date. Receipt book for box rentals. (Occasionally, official.) 9 $\frac{1}{2}$ x 11 vol., 2 in., in drawer of steel desk. Office. (300)
75. REGISTERED MAIL RECEIVED FOR DISPATCH, 1934 to date. Date received, place of origin, etc. (Occasionally, official.) 10 $\frac{1}{2}$ x 16 and 9 x 11 vols., 4 in., on open steel shelf. Office vault. (301)
76. STAMP SALES, 1934 to date. (Frequently, official.) 9 x 12 folders, 6 in., in drawer of steel desk. Office. (299)

MIAMI

SECOND CLASS POST OFFICE

Miami Trust Company Bldg., Sullivan St.

This office was established about 1910. It occupied the Live Oak Building until about twelve years ago when it moved to its present location. Reports are sent to Washington, D.C. monthly, and money order division records are destroyed after three years by order of the Inspector.

77. DAILY SUMMARY OF POSTAL SAVINGS, 1914 to date. Postmaster's daily and monthly report of issued and paid certificates. 4 x 7 $\frac{1}{2}$ card index, 2 ft. (Daily, official.) 8 $\frac{1}{2}$ x 14 vols., 2 ft. $\frac{1}{2}$ in., in wooden filing cabinet. Office. (15)
78. BOX RENT REGISTER FOR KEYLESS EQUIPMENT, 1919 to date. Receipt book for box rentals. (Occasionally, official.) 8 $\frac{1}{2}$ x 12 $\frac{1}{2}$ vols. and 9 $\frac{1}{2}$ x 11 loose-leaf books (3), 2 ft., on desk. Work room. (13)
79. GENERAL CORRESPONDENCE, 1925 to date. From First, Second, Third, and Fourth Assistant Postmaster Generals' offices, Washington, D.C., Division of General Correspondence file. (Daily, official.) 9 x 12 folders, 6 in., in drawer of steel filing case. Office. (4)
80. RAILWAY MAIL SERVICE SCHEDULE, 1925 to date. Changes of schedule between Phoenix and Miami, Miami and El Paso, including correspondence of Second Assistant Postmaster. (Frequently, official.) 8 x 12 loose-leaf book, 1 in., on desk under dispatch case. Office. (5)

81. APPLICATIONS FOR DOMESTIC MONEY ORDERS, 1934 to date. Application forms and money order stubs showing amounts and names and addresses of purchasers. (Occasionally, official.) $3\frac{1}{2}$ x 5 loose sheets and $1\frac{1}{2}$ x 2 stubs, 60 ft. 6 in., in 10 drawers of wooden filing cases and in 40 paste-board boxes. Work room. (7)

82. DIVISION OF MONEY ORDERS, 1934 to date. Summary of money order business sent to Washington monthly, copies of issued and paid money orders, monthly reports to Washington showing complete accounting, cash and daily financial statement, monthly list of money orders issued, and daily financial statement. (Daily, official.) 9 x 15 vols. and loose-leaf books, 6 in., in desk drawer and in wooden locker. Work room. (14)

83. INSURED PARCEL POST RECORDS, 1934 to date. (Occasionally, official.) 8 x $10\frac{1}{2}$ vols., 1 ft. 9 in., in drawer of steel filing case. Work room. (10)

84. REPORTS OF POSTAL SAVINGS, 1934 to date. Reports are made to Phoenix weekly and monthly, showing name, address, amounts deposited, etc. (Daily, official.) $8\frac{1}{2}$ x 15 and 8 x $10\frac{1}{2}$ envelopes, 1 in., in steel safe. Office. (3)

85. C.O.D. PARCELS RECEIVED FOR DISPATCH, May 1934 to date. Records and stubs, C.O.D. parcels received for delivery, amount of money order and date, and of return (if returned). (Occasionally, official.) 8 x $10\frac{1}{2}$ loose-leaf books and 1 x $2\frac{1}{2}$ bundles and stubs, 1 ft. 2 in., in drawer of wooden filing case. Work room. (2)

86. REGISTERED MAIL RECEIVED FOR DISPATCH, June 1934 to date. Bills received in post office showing origin of registered mail. (Daily, official.) 9 x 11 and $11\frac{1}{2}$ x 16 loose-leaf books (2), 8 in., in drawer of wooden filing case. Work room. (6)

87. RURAL AND CITY MAIL DELIVERY RECORD, Aug. 1934 to date. Daily record of number of pieces of mail delivered and collected, and applications for money orders. (Daily, official.) $8\frac{1}{2}$ x 15 loose sheets, 2 in., in desk. Work room. (12)

88. REGISTER OF CHANGE OF ADDRESS, 1935 to date. Showing old and new addresses. Entered alphabetically. (Daily, official.) $9\frac{1}{2}$ x 12 loose-leaf books (4), 1 ft. 4 in., on table. Work room. (11)

89. AIR MAIL MAP, Nov. 1, 1935 to date. Showing all air mail routes throughout the United States. (Daily, official.) 19 x 28 map, on wall. Office. (9)

90. DUPLICATE BOND STUBS, Jan. 1, 1937 to date. Series C, record of purchases, address, and amount shown on stubs; records of original bond transactions are sent to Washington. (Occasionally, official.) $3\frac{1}{2}$ x 8 vol., 1 in., in steel safe. Work room. (8)

91. STAMP REQUISITIONS, May 1937 to date. Daily reports of records of purchases of stamps; destroyed when recorded as permanent record. (Daily, official.) $3\frac{1}{2}$ x $12\frac{1}{2}$ envelopes, 1 in., on desk. Office. (1)

NOGALES

SECOND CLASS POST OFFICE

Post Office Bldg., Morley Ave. and Hudgin St.

This office was established about July 15, 1885. The location of the office between that date and 1889 cannot be learned. At the latter date it moved to a frame building on Grand Avenue near International Street where it remained until 1924, at which time it moved to its present location. This office was advanced from fourth to third class on January 1, 1892, and from third to second class on July 1, 1914. Originals of all reports and other important documents are sent directly to the Post Office Department in Washington, and records of no permanent value are destroyed every three years.

92. CASH BOOKS, 1889 to date. Account of all stamps sold and box rent receipts. (Daily, official.) Various sized vols., 3 ft., on closed steel shelf. Main work room and basement. (231)

93. STATISTICAL REPORTS, c. 1916 to date. Record of everything taken in by the post office, except the money orders and postal savings, including mail sack and air mail dispatches to and from Mexico, air mail from Canada to Mexico which passes this point, Star Route service, storage on parcels per month, semi-annual report of inspection of carrier routes (inaugurated in 1925), quarterly postal accounts, and requisitions for supplies. (Daily, official.) Various sized bundles, c. 12 ft., on closed steel shelves. Main work room. (230)

94. GENERAL CORRESPONDENCE, 1916 to date. Instructions and bulletins, correspondence between postmaster and Post Office Department in Washington, Civil Service Commission, American and Mexican Consuls, Division Superintendent of Railway Mail Service, Air Mail Service, Veterans' Administration, etc. Indexed subjectively on folder, contents arranged chronologically. (Daily, official.) 9 x 15 folders, 8 ft., in 3 drawers of wooden filing case. Main work room. (229)

95. MOTOR VEHICLE SERVICE, 1924 to date. Vouchers for gas and oil used, correspondence, and general matter covering government owned cars. Filed chronologically. (Frequently, official.) 9 x 15 folders, 1 ft., in drawer of wooden filing case. Main work room. (228)

96. COMMUNICATION FILE, c. 1932 to date. Letters received from money order department, registered letters, C.O.D. parcels, Mexican register, cancellation of charges on parcels exchanged with Mexico, record of parcels received for delivery, miscellaneous correspondence, instructions from the Department on savings bonds, etc. Filed chronologically. (Daily, official.) 9 x 12 folders, 41 ft..6 in., in 9 drawers of wooden filing cases. Financial Dept. room. (233)

97. POSTAL SAVINGS, c. 1932 to date. Deposits and withdrawals, name, address and amount deposited by applicant. Index. Filed numerically. (Frequently, official.) 6 x 12 covers and loose-leaf books, 4 ft., in 3 drawers of wooden filing case. Financial Dept. room. (237)

98. RECORD OF C.O.D. PARCELS, c. 1932 to date. Correspondence relative to, and complete history of C.O.D. parcels, date received, delivered, returned, accepted, rejected, and forwarded. Filed alphabetically. (Daily, official.) 2 x 3 cards, 1 ft., in 2 small wooden drawers of filing case. Financial Dept. room. (232)

99. APPLICATIONS FOR MONEY ORDERS, 1934 to date. Kept in current order for four months for reference on short notice. Filed numerically. (Frequently, official.) 4 x 6 loose sheets, 33 ft. 6 in., in 7 drawers of wooden filing cases and on 2 open steel shelves in vault. Financial Dept. room. (235)

100. MONEY ORDER STUBS, 1934 to date. Stubs of money orders (duplicates). Originals sent to Washington. Filed numerically. (Frequently, official.) 4 x 4 stubs, 3 ft., in 8 drawers of wooden filing cases. Financial Dept. room. (236)

101. STATISTICAL REPORT, 1934 to date. Number of money orders issued and paid, and amount of fees for same, daily record of postal savings accounts, and recapitulation of same (duplicates). Originals sent to Washington. Filed chronologically. (Daily, official.) 9 x 15 vol., 4 in., in drawer of wooden desk. Financial Dept. room. (234)

102. REGISTRY DELIVERY NOTICES AND WINDOW RECEIPTS, 1935 to date. Window receipts of registered mail and parcels received and delivered at registry window and by carrier. Filed chronologically. (Daily, official.) 4 x 6 loose sheets, 1 ft., in 2 drawers of wooden filing case. Financial Dept. room. (238)

PHOENIX

FIRST CLASS POST OFFICE
MAIN POST OFFICE
New Post Office Bldg.

A post office was established in Phoenix on June 1, 1874. It was housed in an old adobe house west of Central Avenue until July 1, 1896; in a building at 15 East Monroe Street until 1912; in the Federal Building on North First Avenue and West Van Buren Street until September 1937; and since then in a newly erected Federal Building at Central Avenue and Fillmore Street. It was designated as a first class office July 1, 1907.

At present it has four substations located in different parts of the city. On occasions there have been more. The records of all the substations are sent to the main office as rapidly as they are created. A large number of records have been destroyed under postal regulations and some books have been burned because of termites.

Division of Air Mail Service

103. AIR MAIL RECORDS, 1931 to date. Air mail schedules, orders, weights, and record of air mail dispatched. (Frequently, official.) 6 x 11½ bundles, 3 ft., on steel shelf. R. 12. (594)

Division of Classification

104. STATEMENT OF MAILING, Jan. 1912 to date. Record of first, second, third, and fourth class mailing statements and permit records, number of pieces, amount of postage on each piece and weight of same. Filed chronologically. (Never.) 3 x 10 vols., and variously sized bundles, 5 ft., on steel shelf. R. 12. (630)

105. CHANGE OF ADDRESS CARDS, Jan. 1934 to date. Requests for address changes, showing date, name of party and old and new addresses. Filed alphabetically. (Older records, frequently; current records, daily, official.) Various sized bundles and cards, 159 ft., on steel shelves, in 5 drawers of wooden card cabinet and in cardboard boxes on steel shelves. R. 12 and work room. (629, 636)

106. UNDELIVERED MAIL, Jan. 1934 to date. Notices sent relative to non-delivery of second, third, and fourth class mail. Filed alphabetically. (Rarely, official.) 3 x 5 and 3 x 8 bundles, 12 ft., on steel shelves. R. 12. (632)

107. PRE-CANCELLED STAMP PERMITS, July 1, 1936 to date. Record showing number of permit and persons or firms to whom issued. Filed alphabetically. (Daily, official.) 3 x 5 cards, 10 in., in drawer of steel card cabinet. Work room. (627)

108. NEWSPAPER CHANGE OF ADDRESS, 1937 to date. Record relative to change of address of recipients of newspapers and periodicals, containing date, name of newspaper or periodical, name of addressee, and old and new addresses. Filed alphabetically. (Daily, official.) 4 x 6 cards, 5½ ft., in 11 drawers of wooden card cabinet. Work room. (641)

109. NOTIFICATION OF POSTAGE DUE, 1937 to date. Cards sent notifying patrons of amount of postage due on letters and packages. Filed alphabetically. (Daily, official.) 3 x 5 cards, 26 ft., in 26 drawers of steel card cabinet. Work room. (633)

110. NEWSPAPERS AND PERIODICALS, July 1937 to date. Form 3541, memoranda of mailing showing weight and postage of second class mail; and Form 3539, file of publications. Filed chronologically. (Never.) 12 x 18 vols. (2), and 6 x 7 bundles, 7 ft. 4 in., on steel shelves. R. 12. (631)

111. DISCONTINUED POST OFFICES, n.d. Records of various post offices which formerly operated in the state but are now closed. (Never.) Various sized bundles, 20 ft., on floor. R. 12. (593)

Division of Finance

112. CANCELLED MONEY ORDERS, 1874 to date. Permanent record of all money orders handled through this office, showing to whom sent, to whom paid, and amount. Filed chronologically and alphabetically. (Never.) 11 x 15 vols. (80), 8 ft., on steel shelves. R. 12. (614)

113. POSTAL SAVINGS, 1910 to date. List of postal savings depositors, containing names of parents of depositors, names and places of birth of depositors, finger prints, and signatures. Filed alphabetically. (Daily, official.) 4 x 7½ cards, 86 ft. 6 in., in 18 drawers of steel filing cases and 43 steel drawers in vault. R. 110. (617)

114. PAY ROLLS, 1916 to date. Record of all employees drawing pay from this office, showing name of employee, date attached to service, amount of time, and rate of pay. Filed chronologically. (Weekly, official.) Various sized vols. (16), 4 ft., on steel shelves. R. 112. (625)

115. BOX RENTALS, Jan. 1918 to date. Records showing mail boxes rented, date of rental, name of box holder, and receipts for payment of rent. Filed alphabetically. (Frequently, official.) 8½ x 12 loose-leaf books and 3 x 8 bundles, 8 ft., on steel shelf. R. 12. (613)

116. CANCELLED CHECKS, 1926 to date. Checks drawn on U.S. Treasury for employees' salary, and Treasury statements. Filed chronologically. (Never.) 9 x 17 vols., and 4 x 8 bundles, 10 ft. 6 in., on steel shelves. R. 12. (619)
117. BOOKKEEPER'S DAILY RECORD, 1929 to date. Report of business office on postal savings. Filed chronologically. (Daily, official.) 9 x 15 bundles, 1 ft. 6 in., on steel shelf. R. 12. (624)
118. QUARTERLY REPORTS, 1930 to date. Record showing how much business has been done during the quarter, stamps sold, money orders issued, amounts of postal savings deposited and paid out. (Quarterly, official.) 8¹/₂ x 11 bundles, 5 ft., on steel shelves. R. 12. (622)
119. REGISTERED MAIL, July 1, 1931 - 1935. Form 3807, sheet record of registered mail arriving at main post office and substations; and registered dispatch receipt bills. Filed chronologically. (Rarely, official.) Various sized bundles, 93 ft. 6 in., on steel shelf and in wooden and cardboard boxes. R. 12. (606)
120. APPLICATIONS FOR MAIL BOXES, 1931 to date. Requests filed by persons for permission to rent boxes, showing name of applicant, references, box number, box rent receipt stubs, and list of boxes rented. Filed numerically. (Daily, official.) 9 x 11 loose-leaf books (3) and 5 x 8 cards, 5 ft. 6 in., in and on wooden card cabinet. Work room. (634)
121. CLEARANCE CERTIFICATES, 1931 to date. Report of cash received from substations. Filed chronologically. (Never.) 4 x 10 bundles, 4 ft., on steel shelf. R. 12. (620)
122. CANCELLED CHECKS AND RECEIPTS, 1932 to date. Checks issued in payment of various items and returned after payment, and daily reports on office receipts including balance sheets from the central accounting division. Filed chronologically. (Never.) 3 x 9 bundles and various sized loose sheets, 45 ft., on steel shelves and in pasteboard boxes. R. 12. (621)
123. FINANCIAL SECTION BOOKS, 1933 to date. Daily reports of amounts of money orders issued and of postal savings deposited (duplicates). Filed chronologically and alphabetically. (Daily, official.) 10 x 16 vols. (7), 4 ft., on steel shelf. R. 12. (618)
124. STAMP REQUISITIONS, 1934 to date. Form O17FC, requests from substations for postage stamps to be used at stations 1, 2, 3, and 5. Filed chronologically. (Never.) 4 x 14 bundles, 6 ft., on steel shelf. R. 12. (612)
125. STATION REPORTS, 1934 to date. Daily reports on cash transactions at various substations, and money order remittance letters therefrom. Filed chronologically. (Rarely, official.) 8-3/4 x 12 bundles, 36 ft., on steel shelves. R. 12. (611)
126. CASH REGISTER TAPE, July 1934 to date. Rolls from cash registers in the Phoenix substations which are detached and sent to the main office as used. (Rarely, official.) Various sized paper rolls, 2 ft., on steel shelf. R. 12. (623)

127. REGISTERED DISPATCH BILLS, 1935 to date. Reports containing a detailed description of registered mail in transit. Filed alphabetically. (Daily, official.) $8\frac{1}{2}$ x 11 loose sheets, 52 ft., in 26 drawers of wooden filing cases. Work room. (608)

128. REGISTERED MAIL, 1935 to date. Registered dispatch receipt bills, daily and monthly balance sheets, dispatch books, miscellaneous information, and data on registered mail. Filed alphabetically. (Daily, official.) $8\frac{1}{2}$ x 11 loose sheets, 24 ft., in 12 drawers of steel filing cases. Work room. (607)

129. REMITTANCE LETTERS, 1935 to date. Reports of money sent in from substations, showing list of checks and currency, date remitted, and name of person making report. Filed alphabetically by name of remitters. (Records to Sept. 30, 1937, rarely; subsequent records, daily, official.) Loose sheets and 8 x 8 bundles, 54 ft., in 6 drawers of wooden filing case and on steel shelf. Rs. 12 and 112. (610)

130. MONEY ORDER APPLICATIONS AND COUPONS, July 1, 1935 to date. Daily records to bookkeeper, monthly reports to Post Office Department, returned C.O.D. tags, and money order stubs. Filed chronologically and alphabetically. (Rarely, official.) $2\frac{1}{2}$ x $3\frac{1}{2}$ and $3\frac{1}{2}$ x 5 bundles, 626 ft., on steel shelf and in cardboard boxes. R. 12. (616)

131. MONEY ORDER REPORTS, 1936 to date. Form 1841, list of money orders sent from various post offices in the state to the Phoenix Central Accounting Office, showing date, office from which received, and serial and office numbers. Filed chronologically. (Never.) $3\frac{1}{2}$ x 8 bundles, 24 ft., on steel shelves. R. 12. (615)

132. REGISTERED RECEIPT CARDS, 1936 to date. Receipts for registered mail delivered, and registered dispatch receipts. Filed alphabetically. (Frequently, official.) 3 x 5 cards, 25 ft. 4 in., in steel card cabinet. Work room. (609)

133. VALUABLES IN DEAD LETTERS, 1937. Record of money or valuables enclosed in mail which this office has been unable to deliver, and of final disposition of same. Filed alphabetically. (Annually, official.) 3 x 5 cards, 1 ft. 6 in., in 18 drawers of wooden card cabinet. R. 112. (595)

Division of Operation and Maintenance
Custodial Service

134. CORRESPONDENCE, Sept. 1936 to date. Letters to and from custodian relative to the building. Filed alphabetically. (Frequently, official.) $8\frac{1}{2}$ x 11 loose sheets, $3\frac{1}{2}$ ft., in drawers of steel filing case. R. 19. (646)

135. BLUE PRINTS, 1937 to date. Covering plumbing in the building. (Frequently, official.) 34 x 46 loose sheets, 4 in., in steel map case. R. 19. (645)

136. CUSTODIAN'S TREASURY DEPARTMENT RECORDS, 1937 to date. Bids, contracts, approvals, and rejections relative to the construction of the new building; also blue prints and drawings. Filed alphabetically. (Frequently, official.) $8\frac{1}{2}$ x 11 folders, 2 ft., in drawer of steel filing case. R. 19. (644)

137. EQUIPMENT, 1937 to date. Complete record of equipment and furniture in the new building. Filed alphabetically. (Frequently, official.) 5 x 8 cards, 3 ft., in 2 drawers of wooden card cabinet. R. 19. (642)

138. TIME CARDS, 1937 to date. Custodian's record of employees in the building, showing names, dates, hours worked, and amounts of salary. Filed alphabetically. (Frequently, official.) 4 x 10 cards, 6 in., in drawer of steel card cabinet. R. 19. (643)

Division of Personnel

139. PERSONNEL RECORDS OF RURAL CARRIERS, 1908 to date. Record of rural mail carriers, showing length of service, age, grades, and where and how long worked. Filed alphabetically. (Frequently, official.) $8\frac{1}{2}$ x 11 loose sheets, 1 ft. 6 in., in drawer of wooden filing case. R. 112. (597)

140. TIME RECORDS AND REPORTS, Jan. 1932 to date. Employees' daily time and appointment reports. Filed alphabetically and chronologically. (Rarely, official.) 3 x 8 and 4 x 10 cards and $8\frac{1}{2}$ x 12 loose sheets, 38 ft. 6 in., in 6 drawers of wooden card cabinet and pasteboard boxes. Rs. 12 and 112. (600)

141. CERTIFICATES OF SERVICE, 1936 to date. Amount of time of rural carriers in each pay period. Filed alphabetically and chronologically. (Seldom, official.) 7 x 8 cards, 1 ft., in drawer of wooden card cabinet. R. 112. (596)

142. MISCELLANEOUS RECORDS, 1937 to date. Pertaining to carriers, time and inspection reports, location, and section and territory of routes. Filed alphabetically. (Frequently, official.) 4 x 6 and 5 x 8 cards and $8\frac{1}{2}$ x 11 loose sheets, 3 ft. 10 in., in drawer of steel filing case and 2 drawers of steel card cabinet. Work room. (638)

Division of Postmasters

143. BUILDING CORRESPONDENCE, July 3, 1911 - Sept. 1936. Official letters written by or to the postmaster on matters relative to the old Post Office building. Filed alphabetically. (Never.) $8\frac{1}{2}$ x 11 loose sheets, 4 in., in 5 file boxes on desk. R. 12. (602)

144. APPOINTMENTS OF POSTMASTERS, 1924 to date. Record of appointments of postmasters to this office, commissions, orders appointing, dates of appointments and expirations of terms. Filed alphabetically. (Daily, official.) 4 x 6 cards, 8 in., in drawer of wooden filing case. R. 112. (598)

145. CORRESPONDENCE, 1929 to date. Between this and other offices and the Postmaster General, to and from employees and substations, and from individuals covering all manner of information and data relative to this office. Filed alphabetically. (Daily, official.) $8\frac{1}{2}$ x 12 folders and $8\frac{1}{2}$ x 11 loose sheets, 29 ft. 6 in., in 15 drawers of wooden filing cases. R. 112 and Work room. (601, 605)

146. INSTRUCTIONS, 1932 to date. From Post Office Department and related reports and correspondence. Filed alphabetically. (Weekly, official.) Various sized loose sheets, 8 in., in drawer of wooden desk. R. 112. (604)

147. ADJUSTED SERVICE CERTIFICATE RECORDS, June 16, 1936 to date. Receipts issued for adjusted service certificates of veterans and related letters. Filed alphabetically. (Daily, official.) $8\frac{1}{2}$ x 11 loose sheets, 6 ft., in 3 drawers of steel filing case. R. 112. (603)

148. CLAIMS, 1936 to date. List of claims filed against this office for lost mail, parcel post packages, etc. Filed alphabetically by name of claimant. (Frequently, official.) 3 x 5 cards, 4 ft., in 2 drawers of steel filing case. Work room. (599)

Division of Post Office Service

149. INSPECTOR'S CORRESPONDENCE, 1933 to date. Reports of postal inspectors on condition of service on rural routes. Filed alphabetically. (Frequently, official.) $8\frac{1}{2}$ x 11 folders, 4 ft., in 2 drawers of steel filing case. Work room. (639)

150. SPECIAL DELIVERY RECORDS, Jan. 1934 to date. Receipts of parties receiving special deliveries (originals). Filed alphabetically. (Rarely, official.) 8 x $10\frac{1}{2}$ bundles, 20 ft., on steel shelves. R. 12. (637)

151. PARCEL POST, 1935 to date. Form 3813, stubs of receipts for insured parcels; Form 3882, C.O.D. tag stubs; records of returned C.O.D. orders for forwarding and related correspondence; and C.O.D. stubs. Filed alphabetically. (Earlier records, rarely; later records, daily, official.) Various sized bundles and cards, 59 ft. 3 in., on steel shelves, in 17 steel drawers, and on hooks on wall. R. 12. and work room. (626, 635)

152. INSURED PARCEL POST RECEIPTS, Jan. 1, 1936 to date. Receipts issued for insured parcel post packages, showing from whom sent and to whom delivered. Filed alphabetically. (Daily, official.) Various sized cards, 110 ft., in 120 drawers of steel filing cases. R. 12 and work room. (628)

153. SPECIAL DELIVERY RECEIPTS, 1937 to date. Receipts signed by addressees upon delivery of special delivery mail. Filed alphabetically. (Rarely, official.) $8\frac{1}{2}$ x 11 loose sheets, 3 ft., on steel shelf. Work room. (640)

PRESCOTT

FIRST CLASS POST OFFICE
MAIN POST OFFICE
Federal Bldg., Montezuma St.

An office was established in Prescott in 1864. It occupied various small buildings in Prescott, the names and locations of which are unknown. Sometime previous to 1931 it was located in the Head Building, and in 1931 it was moved to the newly constructed Federal Building. It was advanced to first class July 1, 1919; reduced to second class July 1, 1921; and advanced again to first class on July 1, 1922.

It has a substation in Bashford-Burmester Company's store, the records of which are merged with those of the main post office, and one also at

the Veterans' Facility at Whipple. Records from the Whipple branch are stored in the main post office in separate files. Most of the older records have been destroyed according to postal regulations.

Division of Classification

154. NEWSPAPER AND PERIODICAL POSTAGE BOOKS, Jan. 1930 to date. Rates necessary to ascertain the cost of postage due on newspapers and magazines. The rates vary each year. (Occasionally, official.) 10 x 15 $\frac{1}{2}$ loose-leaf books (6), 8 in., in wooden cabinet. Work room. (17)

155. CHANGE OF ADDRESS CARDS, Nov. 1935 to date. Form 22, showing old and new addresses. (Frequently, official.) 3 x 5 cards, 5 ft. 3 in., in 6 drawers of wooden card cabinets. Work room. (18)

Division of Finance

156. MISCELLANEOUS BOOKS, Jan. 1879 - July 1934. Cash, ledgers, manifold, postal account, C.O.D., substation accounts, and press copy. (Never.) Various sized vols., 29 ft., on 4 metal shelves. E. storeroom in basement. (30)

157. POSTAL SAVINGS CERTIFICATE STUBS, June 1911 - Dec. 1935. Date of issue, account number, denominations, and serial number. Certificates given to the depositor and the stub retained by the post office. (Never.) 1 $\frac{1}{2}$ x 4 stubs, 5 ft., in pasteboard box. E. storeroom in basement. (42)

158. POSTAL SAVINGS ACCOUNTS, June 1911 to date. Depositors' file envelope; Form 600, original applications; applications for postal savings account by depositors; Forms PS 704, 705, 706A79, 600, 601, records of deposits and withdrawals, showing name, date, number, numbers of certificates issued, and cancelled amounts deposited, interest, amounts withdrawn, and balance. Index. 5 x 8 and 8 x 8 cards, 4 ft. 2 in., in drawers of metal filing case. E. storeroom in basement and work room. (45, 7)

159. PAY ROLLS, Jan. 1916 to date. Personnel pay rolls, showing the duties and salary of each person employed, with signed receipts for salary. (Frequently, official, regarding promotions and pensions.) 10 x 12 loose-leaf books (9), 2 ft. 11 in., in drawer of metal filing case. R. 106-B. (2)

160. QUARTERLY POSTAL REPORTS OF ACCOUNTS, Jan. 1925 - Jan. 1935. Form PS 1550. Filed by quarters. (Occasionally, official.) 4 x 10 envelopes, 1 ft. 6 in., in metal locker. E. storeroom in basement. (39)

161. APPLICATIONS FOR INTERNATIONAL MONEY ORDERS, Jan. 2, 1929 to date. Forms 6001-B and 6701, applications to send money to foreign countries. (Earlier records, never; later records, rarely, official.) 5 x 8 bundles and slips, 1 ft. 1 in., on shelf and in drawer of metal filing case. E. storeroom in basement. (38, 13)

162. POSTAL SAVINGS CONTROL CARDS, July 1930 - May 3, 1934. Form 6001, deposits and withdrawals from accounts, postal savings system records, dates, etc. (Frequently, official.) 4 $\frac{1}{2}$ x 8 cards, 1 ft. 2 in., in metal locker. E. storeroom in basement. (36)

163. POSTAL ACCOUNT BANK STATEMENTS, Jan. 1, 1931 - July 16, 1934. Monthly statements from bank to the post office giving particulars as to

deposits and withdrawals by the post office, with cancelled checks attached. (Rarely, official.) $4\frac{1}{2}$ x 9 bundles, 7 ft. 4 in., in drawers of metal filing case and in metal locker. E. storeroom in basement. (23)

164. MONEY ORDER AND MAIL ORDER RECEIPTS, May 1, 1931 - Apr. 1936. Receipts for money and mail sent from the main office at Prescott to its substations and contact stations. (Occasionally, official.) 4 x 8 slips, 1 ft. 2 in., in index file box and in cabinet. R. 106-B. (5)

165. DAILY FINANCIAL MONEY ORDER STATEMENTS, Sept. 1, 1931 - 1934. Forms 6019 and 6745, interdepartmental record from Financial Division to postmaster at the Prescott office only. (Never.) $5\frac{1}{2}$ x 8 bundles, 3 in., in drawer of metal filing case. E. storeroom in basement. (41)

166. INDEX TO POSTAL SAVINGS ACCOUNTS, Jan. 1931 to date. Giving all particulars that appear on account cards, date opened, signature, and account number. (Frequently, official.) 3 x 5 cards, 9 in., in drawer. Work room. (8)

167. MONEY ORDER STUBS, Jan. 1933 - 1935. Stubs for money orders issued by Prescott and all substations other than Whipple Station. (Rarely, official.) 1 x $2\frac{1}{2}$ stubs, 2 ft., on metal shelf. E. storeroom in basement. (33)

168. MONEY ORDER APPLICATIONS AND COUPONS, Jan. 1, 1933 to date. (Older records, never; later records, occasionally, official.) 4 x 6 and $3\frac{1}{2}$ x 5 bundles, 33 ft. 5 in., on metal shelves and in 48 drawers of wooden and metal card cabinets. E. storeroom in basement and work room. (32, 15)

169. REGISTERED AND C.O.D. STUBS, Jan. 1934 - Dec. 1935. Forms 3905, 3816, registered C.O.D. and insured records. (Rarely, official.) 4 x $10\frac{1}{2}$ stubs, 9 ft. 3 in., on 3 shelves of wooden locker. Work room. (11)

170. INSURANCE STUBS, July 1, 1934 to date. Form R 3813, records of insured parcels. (Rarely, official.) 5 x 8 paper books, $11\frac{1}{2}$ in., in drawer of metal filing case. Work room. (10)

171. SAVINGS BOND ACCOUNTS, Mar. 1 - Nov. 30, 1935. Forms 907, 917, 905, report on Baby Bonds sold and financial statements (duplicates). Originals sent to Washington, D.C. (Occasionally, official.) 6 x 8 bundles, 1 ft. 2 in., in metal locker. E. storeroom in basement. (26)

172. REPORTS AND APPLICATIONS FOR SAVINGS BONDS, Nov. 7, 1935 to date. Forms PS 904, 917, 905, monthly reports of savings bonds, applications for savings bonds, savings bonds receipts from Central Accounting Office, postal savings receipts, postmaster's stamp requisition from substations, certificates of money order deposits, receipts from post office in Phoenix on postal savings reports, and miscellaneous correspondence. (Frequently, official.) 3 x 10 bundles, 6 ft., in 18 drawers of metal filing cases. R. 103. (20)

173. INSURANCE RECEIPTS, Jan. 1, 1935 to date. Form 3849B, receipts obtained upon delivery of insured parcels. (Rarely, official.) 3 x 5 bundles, 3 ft. 8 in., in drawer of metal filing case. Work room. (19)

174. RECEIPTS FOR REGISTERED MAIL, Mar. 12, 1936 to date. Form 3849, receipts signed by persons for registered mail received from the post

office. (Occasionally, official.) 3 x 5 slips, 6 in., in metal drawer. Work room. (9)

Division of Motor Vehicle Service

175. MOTOR VEHICLE DATA, Jan. 1, 1926 - Aug. 1929. Form 4570, expenses incidental to the use of motor vehicle trucks. File discontinued Aug. 1929. (Rarely, official.) 4 x 9 $\frac{1}{2}$ loose sheets, 1 $\frac{1}{2}$ in., on metal shelf. E. storeroom in basement. (44)

176. MOTOR VEHICLE FILE, Jan. 1, 1932 - May 1936. Repairs, tire records, accidents, mileage, attendants, dates, and disposition of each mail truck. (Occasionally, official.) 9 x 15 bundles, 1 ft. 6 in., in drawer of metal filing case. Work room. (16)

Division of Operation and Maintenance
Custodial Service

177. BUILDING BLUE PRINTS, Jan. 29, 1930. All blue prints used in the construction of the post office building. (Frequently, official.) 36 x 36 blue prints, 16 ft., in 5 drawers of blue print cabinet. R. B-3. (22)

178. BUILDING CONSTRUCTION AND OPERATION, 1930 - 1935. Vouchers, payment of contracts, plumbing contracts, building construction, elevator installation, cost of construction, and all data pertaining to the construction of the post office building. (Seldom, official.) 10 x 14 folders, 3 ft., in drawer of metal filing case. R. B-3. (21)

Division of Personnel

179. EFFICIENCY RECORDS AND POUCH RECORDS, Jan. 27, 1932 - Jan. 1935. Forms 3990, 3991, 3993, records of the mail carriers, giving all data that has been given to carrier, carrier's personal ability, etc. (Rarely, official.) 9 x 12 vol., and 3 x 4 loose-leaf books, 1 ft. 9 in., on metal shelf. E. storeroom in basement. (43)

Division of Postmasters

180. MISCELLANEOUS RECORDS, Jan. 1898 - July 1934. Federal business, assorted orders, check book stubs, press copy books, special request envelope book, stock requisitions, monthly reports of registered mail, rental books, postal clerks' time cards, and registered mail arrival books. (Never.) Various sized vols., 4 ft., on metal shelves. E. storeroom in basement. (29)

181. MISCELLANEOUS REPORTS, 1898 - 1931. Carrier route inspection, district reports, office and general correspondence. (Rarely, official.) 5 x 8 bundles, 3 ft., in pasteboard boxes. E. storeroom in basement. (49)

182. GENERAL CORRESPONDENCE, Jan. 1902 to date. On official business between substations and Washington, Civil Service, personnel records, air mail, bond stubs, roster cards, employees' compensation, claims file, requests for treatment, and general correspondence of Second Assistant Postmaster. (Earlier records, rarely; later records, frequently, official.) 5 x 8 and 10 x 12 folders, 10 ft. 9 in., in metal box and drawer of metal filing case. E. storeroom in basement and R. 106-B. (48, 6)

183. POSTMASTER'S DAILY SUMMARY, June 12, 1911 - Dec. 1935. Form 1550, daily report of business. (Occasionally, official.) 6 x 12 loose-leaf books (12), 5 ft. 6 in., in drawers of metal filing cases. E. storeroom in basement. (24)

184. MISCELLANEOUS INSTRUCTIONS, Jan. 1913 - Jan. 1934. Form 6744, postal laws and regulations, official postal guides, money order books, money order cash books, district officers' reports, and general instructions. (Earlier records, never; later records, rarely, official.) Various sized vols. (62), c. 12 ft., on 2 metal shelves. E. storeroom in basement. (28)

185. POSTMASTER'S MONTHLY ACCOUNTS, Jan. 1, 1925 - Nov. 1934. Form PS 704.541. (Rarely, official.) 3 x 5 bundles, 1 ft., in drawer of metal filing case. E. storeroom in basement. (25)

186. FINANCIAL REPORTS, Jan. 1, 1931 to date. Form 6001, monthly reports of financial and general business sent to Washington, D.C. (duplicates). (Rarely, official.) $8\frac{1}{2}$ x 14 loose-leaf books, $6\frac{1}{2}$ in., in wooden cupboard. Work room. (12)

187. QUARTERLY REPORTS, May 2, 1931 to date. Sent to Washington, D.C. giving all data pertaining to the Prescott Post Office and its substations and stations (duplicates). (Occasionally, official.) 10 x 12 folders, 1 ft. 6 in., in wooden drawers of office desk. R. 106-B. (3)

188. OFFICE EQUIPMENT SUPPLIES, Nov. 14, 1931 to date. Office equipment, supplies, and motor vehicles. (Rarely, official.) 10 x 12 folders, 7 in., in drawer of metal filing case. E. storeroom in basement. (46)

189. DAILY STATION REPORTS, Oct. 1935 - Jan. 1936. Form PS 621, reports of daily business for Prescott Post Office and Whipple substation. (Rarely, official.) 4 x 7 bundles, $2\frac{1}{2}$ in., on metal shelves. E. storeroom in basement. (34)

Division of Post Office Service

190. INSURANCE CLAIM FILE, Dec. 31, 1921 - Jan. 1, 1935. Form 3812, memorandums of losses of insured parcel post, giving particulars as to value of claim, payment, etc. (Occasionally, official.) 4 x 8 envelopes (9), 2 ft. 6 in., in metal locker. E. storeroom in basement. (37)

191. C.O.D. TAGS, Jan. 1933 - Jan. 1935. Form 3816, tags removed from C.O.D. packages and used as applications for money orders instead of cash payment to carrier. (Rarely, official.) 4 x 4 bundles, 3 ft., on metal shelves. E. storeroom in basement. (47)

192. SPECIAL DELIVERY RECEIPT RECORDS, Jan. 1, 1933 - Jan. 1, 1936. Form PS 3951, records of all parcels and letters sent to this office and the receipt for same from the patron. (Never.) 8 x 10 bundles, 2 ft., in metal locker. E. storeroom in basement. (40)

193. STAR ROUTE FILES, July 29, 1933 to date. Pertaining to contracts for service between two stations; these files cover business or special happenings on rural delivery routes. (Occasionally, official.) 10 x 12 folders, 9 in., in drawer of metal filing case. R. 106-B. (1)

194. REGISTERED MANIFOLD BOOK, Jan. 1 - Dec. 31, 1935. Form 3853, parcel post records. (Never.) 8 x 12 vol., 3 in., on metal shelf. E. storeroom in basement. (31)

195. DAILY REFERENCE CASE FILE, Jan. 1, 1936 to date. Blank forms, receipted registered mail, dispatch cards, postal savings withdrawals by mail, completed inquiry file, authority to deliver registered mail, record of returned C.O.D. parcels, registered bills, C.O.D. receipts, and C.O.D. stubs. (Occasionally, official.) Various sized slips, 56 ft. 8 in., in 40 drawers of wooden cabinet. Work room. (14)

Whipple Substation

196. WHIPPLE RECORDS, Nov. 1, 1921 - Oct. 1, 1935. Manifold books, dispatch records, receipts for registered mail, postal savings records, rental box receipts, and miscellaneous correspondence. (Rarely, official.) 4 x 6 bundles, 2 ft., in metal box. E. storeroom in basement. (27)

197. MONEY ORDER STUBS, 1933 - 1935. (Daily, official.) 1 x 2 $\frac{1}{2}$ stubs, 1 ft., on metal shelf. E. storeroom in basement. (51)

198. DAILY POSTAL SAVINGS REPORT, Jan. 1, 1933 - Dec. 31, 1934. Form PS 621, for Whipple. (Occasionally, official.) 10 x 13 bundles, 1 ft., in metal locker. E. storeroom in basement. (35)

199. MONEY ORDER APPLICATIONS AND COUPONS, Jan. 1, 1933 to date. (Older records, rarely; later records, occasionally, official.) 4 x 6 and 3 $\frac{1}{2}$ x 5 bundles, 12 ft. 3 in., on open metal shelves and in wooden and metal card cabinets. E. storeroom in basement and work room. (50, 4)

SAFFORD

SECOND CLASS POST OFFICE Post Office Bldg., Fifth Ave.

The definite date of establishment of a post office at Safford could not be determined; the earliest date found on its records was 1892. According to information obtainable the buildings occupied were: Best Cafe Building, 1920 - 1921; Hooper Building, 1921 - 1931, and the Post Office Building since 1931. Useless papers are destroyed according to postal regulations.

200. MONEY ORDER REGISTER, 1892 - 1896; 1899 - 1900; 1916 - 1926. Form L, domestic, and combined domestic and international money orders issued. (Occasionally, official.) 10 $\frac{1}{2}$ x 15 vols. (8), 6 $\frac{1}{2}$ in., on closed wooden shelf. Office. (247)

201. MONEY ORDER CASH BOOK, 1892 - 1897; 1905 - 1918; 1921 - 1929; 1932 - 1936. Form N, domestic money order, 1892 - 1897; Form N, international money order, 1905 - 1918; 1921 - 1922; 1926; Form M, combined register of advices received and orders paid, international office, exchange office, 1922 - 1929; combined domestic and international money orders, 1932 - 1936. (Seldom, official.) 8-3/4 x 13-3/4 vols. (14), 10 in., on closed wooden shelf. Office. (245)

202. REGISTER OF POSTAL SAVINGS CERTIFICATES, 1911 - 1917; 1925 - 1931. Form PS 509, register of postal savings certificates issued; Form PS 509 A, register of postal savings certificates paid. Filed chronologically. (Seldom, official.) $8\frac{1}{2}$ x $13\text{-}\frac{3}{4}$ vols. (2), 2 in., on closed wooden shelf. Bindings broken. Office. (226)

203. RECORDS OF POSTAL SAVINGS, 1911 to date. Form 600, application and record of deposits and withdrawals; Form 608, interest receipts; Form 305, receipts; Form 316, draft stubs, certificate stubs, applications for withdrawals; Form PS 706, abstract (A), certificates issued; Form PS 706, abstract (B), certificates paid; Form PS 709, abstract of interest paid on certificates. Stubs filed alphabetically; certificates filed numerically. (Daily, official.) $12\text{-}\frac{3}{4}$ x $14\frac{1}{2}$ vol. and 4 x $7\frac{1}{2}$ cards and stubs, 10 ft., in 2 drawers of wooden filing case, 2 pockets in desk drawer, and on closed wooden shelf. Pages loose and bindings broken. Office. (230)

204. ACCOUNT AND RECORD BOOK, 1918 - 1922; 1924 - 1932. Form 1545 $\frac{1}{2}$, postmaster's account and record book showing amount of stamps, postal cards, stamped envelopes; statements of receipts and disbursements, quarterly stamp and postal account. Indexed chronologically. (Frequently, official.) $8\frac{1}{2}$ x 14 vols. (6), $3\frac{1}{2}$ in., on closed wooden shelf. Office. (233)

205. COMPLAINTS, 1920 - 1923. Form 022, parcel post damaged while enroute. (Seldom, official.) $8\frac{1}{2}$ x $13\frac{1}{2}$ vol., $\frac{3}{4}$ in., on closed wooden shelf. Office. (241)

206. MONEY ORDER STATEMENTS, 1920 - 1935. Form 6011, postmaster's monthly money order account; Form 6013, list of money orders issued, monthly recapitulation; Form 6014, list of domestic and international money orders paid. (Seldom, official.) 10 x 15 vols. (2), 5 in., on closed wooden shelf. Office. (251)

207. BOX RENT AND KEY DEPOSIT REGISTERS, 1920 to date. Form 1091, name of renter, box number, period, amount, etc.; Form 1538, bills for box rent. Indexed chronologically. (Frequently, official.) $13\frac{1}{2}$ x 17 vols. (20), and 10 x $12\text{-}\frac{3}{4}$ loose-leaf books (4), 1 ft. 6 in., on closed wooden shelf and on desk. Edges and bindings broken. Office. (227)

208. DAILY SUMMARY, 1920 to date. Form PS 708, postmaster's daily summary, cash account, postal savings certificates issued, postal savings certificates paid, savings cards and savings stamp account, including list of depositors, and Form PS 325, invoice of postal savings certificates. Indexed chronologically. (Daily, official.) $8\frac{1}{2}$ x $13\text{-}\frac{3}{4}$ vols. (7), $3\frac{1}{2}$ in., on closed wooden shelf. Office. (231)

209. REPORTS, 1922 to date. Retirement deduction reports; papers pertaining to the appointment of present office force, reports of carriers and railway mail service, number of route, time of departure and arrival. (Occasionally, official.) 10 x $14\frac{1}{2}$ folders and 4 x $8\frac{1}{2}$ cards, $2\frac{1}{2}$ in., in drawer of wooden filing case. Office. (236)

210. TREASURY CERTIFICATE STUBS, 1923. Form 3344 B, report of original registration stubs, detached from Treasury Savings Certificates, including interim receipts. (Seldom, official.) $3\frac{1}{2}$ x 8 vol. and 8 x $10\frac{1}{2}$ loose sheets, 1 in., on closed wooden shelf. Office. (237)

211. C.O.D. RECORD, 1923 to date. Form 3814 C, checking of C.O.D. parcels received for delivery; Form 1553 $\frac{1}{2}$, register record of undelivered C.O.D., insured, and ordinary mail matter. (Daily, official.) 9 x 10 $\frac{1}{4}$ vols., 9 ft., on closed wooden shelf. Office. (242)

212. BONDS, 1924 to date. Form 920, applications for savings bonds; Form 913, postmaster's receipt for savings bonds funds received from another postmaster; Form 904, postmaster's monthly savings bond accounts. (Frequently, official.) 9 $\frac{1}{2}$ x 11-3/4 folders, 2 in., in drawer of wooden filing case. Office. (234)

213. CORRESPONDENCE, 1924 to date. Relative to claims, Clifton star route, registered mail, directed postal savings, post office city delivery, Veterans' Administration, bonds, Department of Justice, and Social Security Act. (Frequently, official.) 9 $\frac{1}{2}$ x 11-3/4 folders, 2 ft., in 2 drawers of wooden filing case. Office. (238)

214. LEDGER, 1925 - 1932; 1933 - 1936. Ledger now takes the place of Form J (blotter now obsolete). Amount of money orders issued, fees and money orders paid prior to transferring the respective totals to cash book. Index. (Daily, official.) 8-3/4 x 13-3/4 vols. (7), 6 in., on closed wooden shelf. Office. (246)

215. RECORD OF STAMPED PAPER, 1926 to date. Daily record of stamped paper received, sold, and on hand; Form 3295, stamp stock inventory, requisitions, etc. Index. (Daily, official.) 10 x 19 loose-leaf books (2), 2 $\frac{1}{2}$ in., on desk. Office. (225)

216. TIME RECORD AND SEMI-MONTHLY PAY ROLL, 1926 to date. Form 1598, pay roll of administrative employees; Form 1591 B, regular village carriers service and pay record, special delivery messengers service record and pay voucher, mail carriers' time cards; Form 1592, substitute clerks' time record and semi-monthly pay rolls, daily time record of personnel. (Daily and semi-monthly, official.) 13 x 16 $\frac{1}{2}$ vols. (5) and loose-leaf books, 2-3/4 in., in drawer of wooden filing case and on closed wooden shelf. Office. (243)

217. POSTAL ACCOUNT AND CREDITS, 1927 - 1928. Form .09, general expense account of Safford Post Office, cash received and paid, general supplies, C.O.D. accounts and credits. Indexed chronologically. (Obsolete form, seldom, official.) 11-3/4 x 17-3/8 vols. (2), 1 $\frac{1}{2}$ in., on closed wooden shelf. Office. (235)

218. CERTIFICATES, 1928 to date. Form 425, certificates of service performed by regular carrier; Form 4253, by substitute, temporary or auxiliary carrier; Form 1531, certificates of appointment of carriers, substitute clerks, and receipts of mail carriers. (Occasionally, official.) 9 $\frac{1}{2}$ x 11-3/4 folders, 2 $\frac{1}{4}$ in., in drawer of wooden filing case. Office. (239)

219. NEWSPAPER AND PERIODICAL STATEMENT, 1928 to date. Form 2539 S, direct accounting, postmaster's quarterly stamp, newspaper and periodical statement, postage, etc. (Frequently, official.) 10 $\frac{1}{2}$ x 12-3/4 vols. (8), 10 $\frac{1}{2}$ in., on 2 closed wooden shelves. Office. (229)

220. DEMURRAGE, 1930 - 1931. Demurrage charges, foreign parcels and amounts collected, and copies of annual reports of international regis-

tered mail, domestic insured mail, domestic registered mail, etc. Index. (Occasionally, official.) $8\frac{1}{2}$ x 14 vols., 1 in., on desk. Office. (228)

221. CURRENT APPROPRIATIONS, 1930 to date. General statement of overhead expense. Indexed chronologically. (Occasionally, official.) $9\frac{1}{2}$ x $11\text{-}3/4$ folders, 1 in., in drawer of wooden filing case. Office. (240)

222. RECEIPTS, 1930 to date. Form 3813 A, sender's receipt for insured mail; Form 6387, receipt of postal carrier to remitter and certificate of postmaster for issue of money orders, also receipts of sender of C.O.D. articles. Indexed. C.O.D. receipts arranged numerically. (Seldom, official.) $7\text{-}5/8$ x $10\text{-}1/8$ vols. and $2\frac{1}{2}$ x $3\frac{1}{2}$ stubs, 2 ft. 6 in., on closed wooden shelf. Office. (250)

223. CASH AND RECEIPT BOOK, 1931 - 1935. Form 3330, (formerly 012), special request envelopes, date of order, name of person ordering, quantity, size, etc., Form 3202 A, memorandum of order for business special request envelopes. Indexed chronologically. (Daily, official.) $5\text{-}1/8$ x $5\text{-}3/8$ and 10 x $13\text{-}3/4$ vols. (2), $1\frac{1}{2}$ in., on desk. Office. (223)

224. WINDOW REGISTRATION BOOK, 1931 to date. Form 3805, receipts for outgoing registered articles; Form 3850, record of transit and delivered registered mail at window, and parcels and mail forwarded. (Daily, official.) $7\frac{1}{2}$ x $9\frac{1}{2}$ vols. (4) and bundles, 2 ft., on closed wooden shelf and in wooden box. Office. (244)

225. CASH AND ACCOUNTS, 1932 to date. Postmaster's postal account and cash book, listing receipts, disbursements and totals. Filed chronologically. (Frequently, official.) $11\text{-}3/4$ x $15\text{-}3/4$ and 12 x $12\frac{1}{2}$ vols. (3), $2\frac{1}{2}$ in., on desk. Office. (232)

226. MANIFOLD REGISTRY DISPATCH BOOKS, 1932 to date. Form 3852 (Rev.), used for dispatch bills, jacket bills; Form 3853 (Rev.), main office to station office, etc. (Daily, official.) $3\text{-}3/4$ x $11\frac{1}{2}$ vol. and bundles (3), $1\frac{1}{2}$ in., on closed wooden shelf. Office. (249)

227. NOTICES, 1933 - 1934. Form 3578, card notices to publishers of change of address of subscribers to various periodicals; Form 22, notice to postmaster of change of address. (Frequently, official.) $3\frac{1}{2}$ x 6 cards, 7 ft. 2 in., on closed wooden shelf and open pigeonhole shelves. Office. (224)

228. MONEY ORDERS, 1933 to date. Reply coupons, paid coupons; Form 6001, applications for money orders; and stubs. (Seldom, official.) $1\text{-}3/4$ x 3 and 3 x $3\text{-}3/8$ coupons and stubs, 20 ft., on closed wooden shelf and in 10 pasteboard boxes. Office. (248)

SUPERIOR

THIRD CLASS POST OFFICE
Old Dominion Bank Bldg., Main St.

The date of the establishment of a post office at Superior was about 1904. The office was housed previously in the Superior Commercial Store, a drug store building, and the Printing Office Building. In June 1934,

it was moved to its present location. On July 1, 1937 this office became a second class post office. Its records, with one exception, are rather recent, and the present postmaster cannot account for the earlier ones.

229. REGISTER OF ISSUED DOMESTIC MONEY ORDERS, Jan. 19, 1906 - Dec. 31, 1911. (Never.) 8 x 14 vols., 1 in., on wooden shelf. Office-work room. (1)

230. DAILY SUMMARY OF POSTAL SAVINGS, 1932 to date. Daily and monthly report of issues and paid certificates. Numerical card index. (Daily, official.) 4 x $7\frac{1}{2}$ and $8\frac{1}{2}$ x 14 cards, 2 ft., in drawer of wooden filing case. Office-work room. (5)

231. WEEKLY AND MONTHLY REPORT OF POSTAL SAVINGS, 1932 to date. Reports made to Phoenix Post Office showing name, address, amounts deposited, etc. (Daily, official.) $4\frac{1}{2}$ x $10\frac{1}{2}$ and $8\frac{1}{2}$ x $10\frac{1}{2}$ envelopes, 4 in., in drawer of wooden filing case. Office-work room. (9)

232. APPLICATIONS FOR DOMESTIC MONEY ORDERS, 1933 to date. Application blanks specifying amount, name and address of purchaser, and corresponding stubs showing names, etc. (Occasionally, official.) $3\frac{1}{2}$ x 5 and $1\frac{1}{2}$ x 3 stubs, 60 ft., in 3 drawers of steel filing case and in 54 wooden boxes. Office-work room. (7)

233. C.O.D. PARCELS RECEIVED FOR DISPATCH, 1933 to date. C.O.D. records and stubs, parcels received for delivery and amount of money order, date, record of return guaranteed. (Occasionally, official.) Various sized loose-leaf books and paper packages, 7 in., in steel filing case. Office-work room. (3)

234. DIVISION OF MONEY ORDERS, 1933 to date. Copies of issued and paid money orders, monthly reports showing complete accounting, cash and daily financial statement, monthly list of money orders issued, daily financial statement, and monthly summary of money order business sent to Washington. (Daily, official.) 9 x 15 vols., 9 ft. 3 in., in 4 drawers of steel filing cases. Office-work room. (14)

235. GENERAL CORRESPONDENCE, 1933 to date. Regarding railway mail schedules from Phoenix and Washington, correspondence from all offices, and the Post Master General in Washington. (Daily, official.) 9 x 12 folders, 1 ft., in transfer case. Office-work room. (12)

236. RECEIPT BOOK FOR RENTALS OF BOXES, 1933 to date. (Occasionally, official.) $8\frac{1}{2}$ x $12\frac{1}{2}$ and $9\frac{1}{2}$ x 11 vols., 3 in., on table. Office-work room. (10)

237. REGISTER OF CHANGE OF ADDRESS, 1933 to date. Indexed. (Daily, official.) $9\frac{1}{2}$ x 12 loose-leaf books (3), 1 ft. 4 in., in card cabinet. Office-work room. (11)

238. STAMP REQUISITIONS, 1933 to date. Record of stamps purchased twice monthly. (Occasionally, official.) $3\frac{1}{2}$ x $12\frac{1}{2}$ envelopes, $\frac{1}{4}$ in., in drawer of wooden filing case. Office-work room. (2)

239. INSURED PARCEL POST RECORDS, Apr. 1, 1935 to date. 3841 pieces received. (Occasionally, official.) 8 x $10\frac{1}{2}$ vols., 8 in., in drawer of steel filing case. Office-work room. (4)

240. RECORD OF REGISTERED MAIL RECEIVED FOR DISPATCH, Apr. 1, 1935 to date. 4537 pieces dispatched. (Daily, official.) $11\frac{1}{2}$ x 16 and 9 x 11 loose-leaf books (2), 10 in., in drawer of steel filing case. Office-work room. (6)

241. AIR MAIL MAP, Nov. 1, 1935 to date. Showing all air mail routes in the United States. (Daily, official.) 19 x 28 map, on wall. Office-work room. (13)

242. BCND STUBS, Jan. 1, 1937. Record of purchases, address, and amount shown on stubs in Series C (duplicates). Original sent to Washington. (Occasionally, official.) $3\frac{1}{2}$ x 8 vol., $\frac{1}{2}$ in., in safe. Office-work room. (8)

TUCSON

FIRST CLASS POST OFFICE

MAIN POST OFFICE

Federal Bldg., Scott & Broadway

A post office was established in Tucson on February 14, 1863 and closed shortly thereafter because of difficulties caused by the Civil War. It reopened on July 13, 1865. The buildings it first occupied are unknown. In 1900 it was located in the Arizona Daily Star Building, 38 W. Congress St; then in the Steinfeld Building, Stone and Pennington; Ronstadt Building, 66 E. Broadway; Alianza Building, 129 W. Congress St. and in the Christman Building, N. 4th and 8th St., from 1928 to 1930. In 1930 it moved to its present location. It has one station and one substation.

Division of Air Mail Service

243. CORRESPONDENCE, 1927 to date. Miscellaneous correspondence and diagrams showing country's airway routes, etc. (Daily, official.) 9 x 12 folders, 1 in., in drawer of wooden filing case. R. 102. (1495)

244. AIR MAIL SERVICE RECORDS, 1928 to date. (Occasionally, official.) 9 x 12 folders, $3\frac{1}{2}$ in., in drawer of wooden filing case. R. 102. (1525)

245. AIR MAIL ORDERS AND INSTRUCTIONS, Oct. 15, 1930 to date. General orders from Second Assistant Postmaster General, Washington, D.C. covering all phases of the Air Mail Service except the schemes. (Daily, official.) 9 x 12 folders, 1 in., in drawer of wooden filing case. R. 104. (1496)

246. AIR MAIL MAPS, July 1, 1934 to date. Designating air mail routes through Central and South America, Mexico, and United States. (Daily, public.) 19 x 24 and 19 x 28 maps, on wall. Rs. 102 and 104. (1498, 1497)

Division of Classification

247. FOREIGN MAILS, 1912 to date. (Frequently, official.) 9 x 12 folders, 3 in., in drawer of wooden filing case. R. 102. (1526)

248. SECOND CLASS MAIL MATTERS, 1917 to date. Post office station files containing record of second class matter, correspondence with Post

Office Department and various periodicals regarding permits, instructions, etc. (Daily, official.) 9 x 12 folders, 1 ft., in drawer of wooden filing case. R. 102. (1517)

249. PERMITS, 1928 to date. Permits issued to business persons, statements of mailing, rulings from the Post Office Department, and correspondence. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in drawer of wooden filing case. R. 102. (1508)

250. MAIL CLASSIFICATIONS AND RULINGS, 1933 to date. Matters pertaining to registered, insured, and C.O.D. mail, parcel post, and claim correspondence; and rulings governing the mailing of first, second, third, and fourth class mail. (Daily, official.) 9 x 12 folders, 4 in., in drawer of wooden filing case. R. 102. (1532)

251. CHANGE OF ADDRESS RECORDS, 1934 to date. Records of change of address. (Daily, official.) 11 x 13 loose-leaf books, 1 ft. 6 in., on open wooden shelves. Work room. (1499)

252. MISCELLANEOUS CORRESPONDENCE, 1935 - 1936. Inquiries and requests for change of address. (Daily, official.) 9 x 12 folders, 2 ft., in drawer of wooden filing case. R. 102. (1500)

Division of Dead Letters and Dead Parcel Post

253. DEAD PARCEL POST, 1936. Records of disposition of uncalled for parcel post. (Daily, official.) 3 x 5 cards, 6 ft., in 6 drawers of wooden filing cases. Work room. (1501)

Division of Finance

254. COMPTROLLER'S FILE, 1912 to date. (Frequently, official.) 9 x 12 folders, $\frac{1}{2}$ in., in drawer of wooden filing case. R. 102. (1531)

255. REGISTERED MAIL, 1931 to date. Receipts for registered articles received, delivered or returned to sender; record of dutiable packages received and records of payments to collector of customs. Filed numerically by fiscal year. (Daily, official.) 4 x 5 loose sheets, 40 ft., in 30 drawers of steel filing cases. Money order room. (1512)

256. STAMP FILE, 1933 to date. Form 3602 A, Philatelic Agency, division correspondence, statements of metered matter, division of general classification, rulings and instructions, metered permit matter, division of stamps invoices, special request envelopes, patron correspondence, migratory bird stamps, division classification, and postage chargeable to Social Security. (Daily, official.) 9 x 12 folders, 2 in., in drawer of steel filing case. R. 102. (1515)

257. POSTAL SAVINGS, 1933 to date. Applications, deposits, and withdrawals. Filed numerically. (Daily, official.) 5 x 12 bundles, 8 ft., in 6 drawers of steel filing cases. Money order room. (1511)

258. RECORDS OF BOX RENTALS, 1933 to date. Rentals of mail boxes at Tucson Post Office. (Daily, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. Work room. (1524)

259. PERSONNEL RECORDS, Sept. 1924 to date. Showing service, date of employment, vacations, discharges, etc. (Occasionally, official.) 9 x 12 folders, 2 in., in drawer of steel filing case. R. 102. (1523)

259. SAVINGS BONDS, Feb. 1935 to date. Correspondence concerning the receipt and sale of bonds. (Daily, official.) 9 x 12 folders, 1 in., in drawer of wooden filing case. R. 102. (1514)

260. MONEY ORDER COUPONS, 1935 to date. Orders paid in Tucson. (Daily, official.) 3 x 3½ bundles, 25 ft. 9 in., in 22 drawers of steel filing cases. Money order room. (1510)

261. APPLICATIONS FOR MONEY ORDERS AND C.O.D. ARTICLE NUMBERS, Mar. - July 1936. Form 6001. (Daily, official.) 4 x 4 cards, 20 ft., in 20 drawers of steel filing cases. Money order room. (1513)

Division of Motor Vehicle Service

262. VEHICLES AND SUPPLIES, 1917 to date. Leases, motor vehicle service, star routes, contracts and bonds of star route mail carriers, and supplies. (Daily, official.) 9 x 12 folders, 2 ft. 6 in., in 2 drawers of wooden filing case. R. 102. (1503)

Division of Operation and Maintenance

Office of the Assistant Custodian and of the Chief Engineer

This office for the Post Office and Courthouse (Federal) Building was established on September 20, 1930.

263. BLUE PRINTS, Jan. 31, 1929. Of Federal Building. (Seldom, official.) 24 x 36 blue prints, 2 in., in 2 drawers of wooden filing case. R. 233. (455)

264. RECORDS OF CONSTRUCTION, Mar. 1929 - Dec. 1930. Correspondence of engineer in charge of construction of building. (Occasionally, official.) 8½ x 11 folders, 2 ft., in drawer of steel filing case. R. 233. (449)

265. REQUISITIONS, ORDERS FILLED, CONTRACTS, AND MISCELLANEOUS CATALOGUES, 1930 to date. Records of miscellaneous contracts, laundry slips, elevator meter readings, supplies, letters of approval and authority, orders filled, etc. (Occasionally, official.) 7½ x 11 folders, 1 ft., in drawer of steel filing case. R. 233. (450)

266. BILLS OF LADING, Sept. 1930 to date. Bills of lading of shipments of furniture received, and furniture shipped away. (Rarely, official.) 8½ x 11½ folders, 1 ft. 6 in., in drawer of wooden and steel filing case. Damaged by cockroaches. R. 233. (454)

267. CORRESPONDENCE, Sept. 1930 to date. General correspondence regarding condition of the building. (Seldom, official.) 8½ x 11½ folders, 3 ft. 3 in., in drawer of wooden and drawer of steel filing cases. Damaged by cockroaches. R. 233. (451, 447)

268. KEY RECORDS, Sept. 1930 to date. Records of all keys of rooms in the building. (Seldom, official.) 8 x 13½ loose-leaf books, 1 ft. 6 in., in drawer of wooden and steel filing case. Damaged by cockroaches. R. 233. (453)

269. PERSONNEL RECORDS, Sept. 1930 to date. Showing service, date of employment, vacations, discharges, etc. (Occasionally, official.) 8½ x 11 folders, 6 in., in drawer of steel filing case. R. 233. (448)

270. VOUCHERS, Sept. 1930 to date. Records of vouchers of operating supplies for public buildings and post office since Sept. 1930. (Daily, official.) 8 x 13 $\frac{1}{2}$ loose-leaf books, 1 ft. 6 in., in drawer of wooden and steel filing case. Damaged by cockroaches. R. 233. (452)

Division of Personnel

271. CLERK FILE, 1912 to date. Name, address, appointments, qualifications, salary, etc. (Daily, official.) 9 x 12 folders, 5 in., in drawer of wooden filing case. R. 102. (1530)

272. PERSONNEL, 1918 to date. Employees and rural carriers. (Daily, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. R. 102. (1504)

Division of Postmasters

273. POSTMASTER APPOINTMENTS, 1912 to date. (Rarely, official.) 9 x 12 folders, $\frac{1}{2}$ in., in drawer of wooden filing case. R. 102. (1528)

274. POST OFFICE STATION FILE, 1917 to date. Record of establishment, business to be transacted, etc. (Daily, official.) 9 x 12 folders, 1 ft., in drawer of wooden filing case. R. 102. (1507)

275. CORRESPONDENCE, 1926 to date. Correspondence between postmaster and other divisions in the post office and with the public. Index. (Frequently; with the public, daily, official.) 9 x 12 folders, 1 ft. 8 in., in drawer of wooden filing case. Rs. 104 and 102. (1521, 1523)

276. DEPARTMENTAL CORRESPONDENCE AND REPORTS, 1930 to date. Financial reports, man-hour reports, rulings concerning personnel, dead letter correspondence, correspondence concerning location and site of post office and additional information, and with First, Second, Third, and Fourth Assistant Postmaster Generals; and records about postmasters. (Daily, official.) 9 x 12 folders, 3 ft., in drawer of steel filing case. Rs. 102 and 104. (1506, 1509)

Division of Post Office Service

277. COMPLAINTS, 1912 to date. Failure to receive mail, change of address not recorded, parcels damaged, etc. (Daily, official.) 9 x 12 folders, 7 $\frac{1}{2}$ in., in drawer of wooden filing case. R. 102. (1529)

278. INDEMNITY FILE, 1928 to date. Losses in mail redeemed, or requests for redemption. (Daily, official.) 9 x 12 folders, 6 in., in drawer of wooden filing case. Work room. (1533)

279. SPECIAL DELIVERY RECORD, 1928 to date. Tally sheets. (Daily, official.) 9 x 12 folders, 6 in., in drawer of wooden filing case. Work room. (1519)

280. DAILY RECORD OF REGISTERED MAIL RECEIVED FOR DISPATCH, 1933 to date. Of all registered articles received for dispatch through registry division windows; class of mail, fee paid, name of clerk receipting for same, name and address of addressee and the sender. These records are kept for four years, then destroyed. (Daily, official.) 12 x 20 loose-leaf books, 1 ft., in drawer of steel filing case. Work room. (1516)

281. REGISTER RECEIPT AND DISPATCH BILLS, 1933 to date. Forms 3852, 3853, 3854, record of registered packages and letters received or dispatched. (Daily, official.) Various sized bundles, 30 ft., on 9 steel shelves. Work room. (1522)

282. GENERAL DELIVERY CORRESPONDENCE, 1935 - 1936. (Occasionally, official.) 9 x 12 folders, 4 in., in drawer of wooden filing case. R. 104. (1518)

283. SIGNED INSURED PARCEL POST RECEIPTS, 1935 to date. Form 3849 B, record of packages delivered and those returned to the sender, record of tracers and claims filed. Receipts filed numerically by the last two numbers. (Daily, official.) 3 x 5 forms, 24 ft., in 8 wooden drawers and in 16 pasteboard boxes. Work room. (1520)

284. CARRIER MAPS OF CITY OF TUCSON, 1936 to date. Designation of 27 carrier districts. (Daily, official.) 17 x 21 map, on wall. R. 104. (1505)

Division of Railway Mail Service

285. RAILROAD ADJUSTMENTS, 1912 to date. (Frequently, official.) 9 x 12 folders, 4 in., in drawer of wooden filing case. R. 102. (1527)

286. RAILWAY MAIL SERVICE, 1926 to date. Correspondence between superintendent of Railway Mail Service, San Francisco, and chief clerks Los Angeles, California and El Paso, Texas. (Daily, official.) 9 x 12 folders, 1 ft. 2 in., in drawer of wooden filing case. R. 104. (1502)

GREENWAY STATION

Veterans' Administration Facility Bldg., S. 6th Ave.

This station was established about 1928 at the Veterans' Pastime Park Hospital, and moved to its present location, four miles south of Tucson, in 1933. Most of the records are moved to the Tucson Main Post Office quarterly by the Inspector.

287. MEMORANDUM AND GENERAL ORDERS, Aug. 1931 to date. Post Office Department regulations. Filed chronologically. (Frequently, official.) $8\frac{1}{2}$ x 11 loose sheets, 5 in., on file board on side of file case. Office. (655)

288. BOX RENT AND KEY DEPOSIT REGISTER, 1933 to date. Register of box numbers and rent paid by quarters. Arranged numerically. (Daily, official.) 10 x 12 loose-leaf binder, $1\frac{1}{4}$ in., on shelf in wooden cabinet. Office. (656)

289. POSTMASTER'S DAILY SUMMARY, June 1933 to date. Daily cash book showing postal savings, stamps sold, etc. Entered chronologically. (Daily, official.) $8\frac{1}{2}$ x 14 vols. (2), $\frac{1}{2}$ in., on shelf in wooden cabinet. Office. (657)

290. RECORD OF POSTAL SAVINGS CERTIFICATES PAID, Aug. 1933 to date. Abstract B, Form PS 706, dates and number of certificates paid. Entered chronologically. (Daily, official.) $13\frac{1}{2}$ x 14 vols. (2), $1/8$ in., on shelf in wooden cabinet. Office. (659)
291. APPLICATIONS TO OPEN POSTAL SAVINGS ACCOUNTS, Sept. 1933 to date. Form PS 600, face of card shows name, residence, etc., of applicant; reverse, a record of deposits and withdrawals. Arranged chronologically. (Daily, official.) 4 x $7\frac{1}{2}$ cards, 3 in., on shelf in wooden cabinet. Office. (658)
292. NOTICE OF ARRIVAL OF REGISTERED MAIL AND RECEIPT, Sept. 1936 to date. Form 3849. Filed chronologically. (Daily, official.) 3 x 5 bundles and loose sheets, 1 ft. 1 in., in pasteboard box on shelf of wooden cabinet. Office. (654)
293. APPLICATIONS FOR POSTAL REGISTRATION AND CERTIFICATES OF DECLARED VALUE, Oct. 1937 to date. Form 3882. Filed chronologically. (Daily, official.) 5 x 11 loose sheets, 2 in., on shelf in wooden cabinet. Office. (649)
294. DAILY REPORT OF STATION, Oct. 1, 1937 to date. Form PS 61, daily report to main office for Third Assistant Postmaster General, giving balance of cash on hand at date of last report, savings stamps sold, postal certificates issued, cash received from main office, drafts drawn on main office, and balance on hand. Filed chronologically. (Daily, official.) 8 x $10\frac{1}{2}$ loose sheets, 1 in., in pigeonhole. Office. (650)
295. INCOMING AND OUTGOING REGISTRY RECEIPTS, Oct. 1, 1937 to date. Form 3852 SS. Filed chronologically. (Daily, official.) 4 x $8\frac{1}{2}$ and $6\frac{1}{2}$ x $10\frac{1}{2}$ bundles and loose sheets, 11 in., on shelf of wooden cabinet and in pigeonhole above desk. Office. (647, 648)
296. RECORD OF C.O.D. PARCELS RECEIVED FOR DELIVERY, Oct. 1, 1937 to date. Form 3814 C, daily record. Filed chronologically. (Daily, official.) 4 x $11\frac{1}{2}$ bundles and 8 x $11\frac{1}{2}$ loose sheets, 6 in., on shelf of wooden filing case. Office. (651)
297. SENDER'S RECEIPTS FOR INSURED MAIL, Oct. 1, 1937 to date. Form 2813. Entered chronologically. (Daily, official.) 4 x $7\text{-}3/4$ stubs, $\frac{1}{2}$ in., on desk. Office. (653)
298. WINDOW REGISTRATIONS, Oct. 1, 1937 to date. Registration receipts (duplicates). Entered chronologically. (Daily, official.) 7 x 8 vol., $\frac{1}{2}$ in., on shelf in wooden filing case. Office. (652)

UNIVERSITY SUBSTATION

Marshall Bldg., 915 E. 3rd St.

This substation was established in 1920. It is located near the main entrance to the University of Arizona, and serves the university and the surrounding territory. Most of its records are sent to the main office daily, and all records except lock box rentals are destroyed every three years.

299. LOCK BOXES, 1920 to date. Form 1528, record of all box rentals since the opening of the station, showing name of holder, number of box, date rented, date released, etc. Entered chronologically. (Frequently, official.) 8 x 12 $\frac{1}{2}$ vols., 4 in., on desk. Superintendent's office. (1659)

300. C.O.D. MAIL, 1935 to date. Form 3814 C, record of C.O.D. packages mailed and received. (Frequently, official.) 8 x 11 loose sheets, 5 in., in steel file and on clip board. Superintendent's office. (1663)

301. INCOMING REGISTERED MAIL, 1935 to date. Form 385311, registered mail received and distributed. (Frequently, official.) 5 x 8 bundles and loose sheets, 1 ft., in steel file and on clip board. Superintendent's office. (1660)

302. MONEY ORDERS ISSUED AND PAID, 1935 to date. Form 6019 (duplicates). (Frequently, official.) 8 $\frac{1}{2}$ x 11 vol., 1 in., on counter. Superintendent's office. (1662)

303. REPORT OF ABSENCES, OVERTIME, ETC., 1935 to date. Form 023, report to main office for accounting purposes (duplicates). (Occasionally, official.) 8 x 10 $\frac{1}{2}$ loose sheets, 3 in., on clip board and in steel file. Superintendent's office. (1661)

