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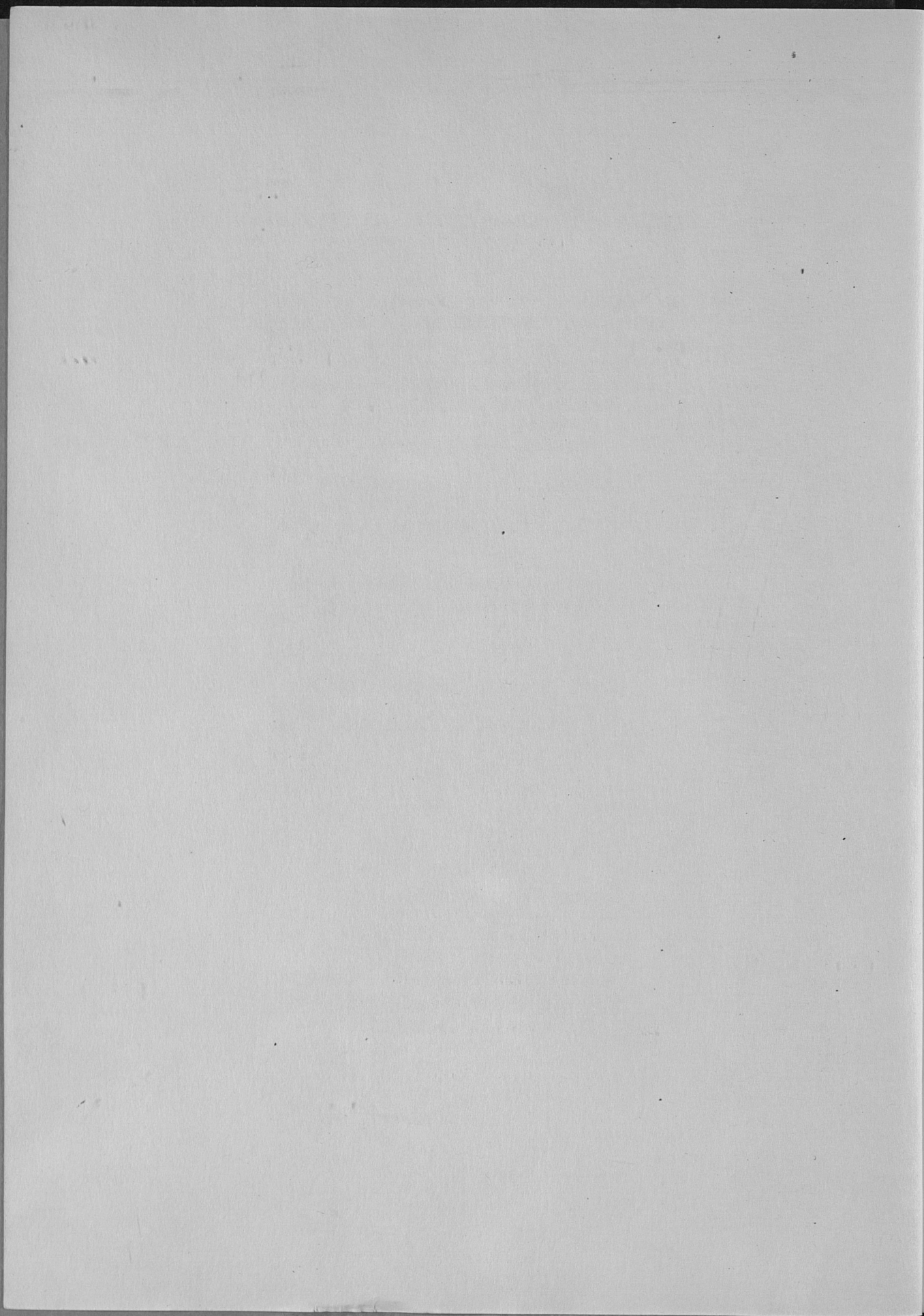


INVENTORY OF
FEDERAL ARCHIVES
IN THE STATES

LIBRARY
UNIVERSITY OF KENTUCKY

SERIES XV
WORKS PROGRESS ADMINISTRATION
NO. 23.
MISSISSIPPI

SURVEY OF FEDERAL ARCHIVES
WORK PROJECTS ADMINISTRATION
DIVISION OF COMMUNITY SERVICE PROGRAMS
NEW ORLEANS, LOUISIANA



INVENTORY OF FEDERAL ARCHIVES IN THE STATES

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

The National Archives
and
Louisiana State University
Cooperating Sponsors

SERIES XV.

WORKS PROGRESS ADMINISTRATION

NO. 23 MISSISSIPPI

New Orleans, Louisiana
The Survey of Federal Archives
1941

INVENTORY OF FEDERAL ARCHIVES IN THE STATES
The Survey of Federal Archives

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PREFACE

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

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

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

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

New Orleans, Louisiana
June 19, 1941

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

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WORKS PROGRESS ADMINISTRATIONBROOKHAVEN

Office of District Director (District 6)
Perkins Building, corner of Monticello and Whitworth Sts.

This office was established in July 1935, and has occupied quarters in its present location since established. The district director is responsible for the administration of all Works Progress Administration activities in his district with the exception of state projects, which are administered from the state office, and federal projects administered by representatives of the Washington office.

The district organization parallels that of the state office with a supervisor in charge of each division, who is directly responsible to the district director for the efficient operation of his division. All records are retained; none has been lost or sent to Washington.

1. APPLICATIONS FOR APPOINTMENTS, 1935 to date. Form WPA 2004, showing name, address, sex, date, telephone number, position desired, salary per month desired, lowest acceptable salary, date applicant could start work if appointed, social and economic history, education, work record, etc. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 1 ft. 6 in., in drawer of steel filing case. R. 2. (47)

2. GENERAL CORRESPONDENCE, 1935 to date. With county, district, and state offices. Filed alphabetically. (Frequently, official.) 10 x 15 folders, 10 ft. 6 in., in 6 drawers of steel filing cases. R. 2. (48)

3. PROJECT PROPOSALS, 1935 to date. Form WPA 301, showing amount requested, amount approved, project serial, and sponsor numbers, date, address, summary of estimated costs, estimated man-months of work, estimated federal expenditure for labor, labor analysis, equipment analysis, material and supplies analysis, other direct costs, condensed work schedule, estimate of cost by items of work, etc. Filed numerically and by counties. (Frequently, official.) 9 x 12 folders, 5 ft., in 3 drawers of steel filing case. R. 2. (49)

4. OFFICE MANAGER, APPLICATIONS FOR EMPLOYMENT, 1935 to date. Form WPA 2004, showing name, address, sex, position desired, salary desired per month, date applicant could start work if appointed, if free to work over-time, social and economic history, education, work record, etc. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 2 ft., in 2 drawers of steel filing case. R. 14. (36)

5. SEWING ROOM REPORTS, 1935 to date. Containing correct inventories of all finished products of the sewing room which are delivered to the commodity division for distribution. Filed chronologically, by counties. (Frequently, official.) 9 x 12 folders, 1 ft., in drawer of steel filing case. R. 14. (34)

6. TOOL AND EQUIPMENT RECORDS, 1935 to date. Form WPA SR-3387, Property Report, showing article, quantity received, quantity on project, return to inventory, missing etc.; Form WPA 712, Tool and Equipment Inventory Record, showing date, posting reference, source of receipt or final disposition, unit price, received, disposed, balance on hand, etc.; Form WPA 713, Requisition on Tool and Equipment Inventory, showing date required on project, article, quantity requested, quantity issued, quantity returned, etc.; Form WPA 714, Report of Tools and Equipment Returned to Inventory, showing quantity, article, etc.; Form WPA 715, Report of Missing Tools and Equipment, showing quantity, article, unit price, amount, circumstances attending loss or theft, suggestions for recovery, action taken for recovery, etc. (Occasionally, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. R. 14. (35)

Division of Employment

7. GENERAL CORRESPONDENCE, 1935 to date. With county, district, and state offices. (Frequently, official.) 9 x 12 folders, 3 ft., in 3 drawers of steel filing case. R. 15. (31)

8. OCCUPATIONAL RECORDS, 1935 to date. Form WPA SR-3903, Division of Employment Record for occupational classification, showing project number, identification number, name, address, number of professional society, apparent physical condition, occupational classification at which working on WPA, qualification for reclassification, etc. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. R. 15. (32)

9. REQUISITIONS FOR PURCHASE, 1935 to date. Form WPA A-6, revised, showing requisition, official project, project authorization advice, allotment, work project numbers, location, symbol, type of work symbol, item, appropriation symbol number, quantity, unit, description of articles, estimated cost, etc. Filed numerically. (Frequently, official.) 9 x 12 folders, 1 ft. 6 in., in drawer of steel filing case. R. 15. (33)

Assistant District Supervisor

10. INDEX OF FORM CAB-10-SR-4586, APPLICATION FOR CERTIFICATION, 1935 to date. Filed numerically. (Frequently, official.) 3 x 5 cards, 3 ft. 6 in., in 2 drawers of steel card cabinet. R. 5. (44)

11. APPLICATIONS FOR CERTIFICATION, 1935 to date. Form CAB-10-SR-4586, showing date, race, color, citizenship, dependents, telephone number, case number, county, beat, district, state, head of family, name and address, economic and social history, employment history, etc. Filed numerically. Indexed. (Frequently, official.) 9 x 12 folders, 9 ft., in 6 drawers of wooden filing cases. R. 5. (50)

12. CANCELLATION OF CERTIFICATES OF ELIGIBILITY, 1935 to date. Form WPA-602, showing effective date, name, address, case number, date filed, reason for discontinuance, etc. Filed numerically. (Occasionally, official.) 5 x 8 loose sheets, 2 ft. 6 in., in drawer of steel filing case. R. 5. (43)

13. CLASSIFICATION OF CERTIFICATES OF ELIGIBILITY, 1935 to date. Form CAB-600, showing name, address, case number, district, county, number of dependents, telephone, race or color, date of certification, family relationships, priority ranking, etc. Filed numerically by case numbers. (Frequently, official.) 5 x 8 loose sheets, 32 ft., in 7 drawers of steel card cabinets. R. 6. (12)

14. CCC APPLICATIONS FOR PAYMENT OF AMOUNT DUE DECEASED OR INCOMPETENT CIVILIAN EMPLOYEES, ETC., 1933 to date. Standard Form 1055, showing name, address, date, connection with United States of deceased or incompetent civilian, name, address, and relationship of person making application, etc., handled by ERA until 1935. (Occasionally, official.) 8 1/2 x 14 loose sheets, 1 ft., in drawer of wooden filing case. R. 5. (42)

15. GENERAL CORRESPONDENCE, 1935 to date. With county, district, and state offices. (Frequently, official.) 9 x 12 folders, 2 ft. 6 in., in 2 drawers of steel filing case. R. 5. (41)

16. GENERAL CORRESPONDENCE, 1935 to date. With county, district, and state offices. Filed numerically. (Frequently, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. R. 6. (10)

17. EMPLOYMENT RECORD BY WORK PROJECTS, 1935 to date. Showing name, address, project and identification numbers. Filed alphabetically. (Frequently, official.) 4 x 6 cards, 6 ft. 6 in., in 7 card-board card cabinets. R. 6. (9)

18. IDENTIFICATION SLIPS, 1935 to date. Form USES-350, showing case number, identification number, name, address, age, height, weight, classification, and registration dates. Filed numerically. (Rarely, official.) 3 x 5 loose sheets, 3 ft., in wooden box. R. 6. (8)

19. INDIVIDUAL OCCUPATIONAL CLASSIFICATION RECORD, 1935 to date. Form CAB-144-A, showing name, address, telephone number, classification of occupation, rate of pay, and case number, private and work division employment records, education, etc. Filed alphabetically. (Frequently, official.) 5 x 8 cards, 16 ft., in 11 drawers of steel card cabinets. R. 6. (11)

20. STUDY OF ASSIGNED WPA RELIEF CASES, 1935 to date. Form SR-3928, showing name, address, county, project, beat, case number, race, number in family, priority, worker, age, sex, health, classification, wage, identification number, resources, problems, and result of investigation. Filed alphabetically. (Frequently, official.) 8 1/2 x 11 loose sheets, 1 ft. 6 in., in 2 drawers of wooden filing case. R. 5. (45)

21. WORK ASSIGNMENT CARDS, 1935 to date. Form WPA-402, Notice to Report for Work on Project, showing name, address, identification and case numbers, sex, race, certified or noncertified, the time to report for work, rate of pay, etc. Filed numerically. (Frequently, official.) 4 x 6 loose forms, 5 ft., in 3 drawers of steel card cabinet. R. 6. (13)

22. WORKS DIVISION OCCUPATIONAL CLASSIFICATION RECORD, 1935 to date.

Form CAB-144, showing classification, name, address, telephone number, number of dependents, color or race, amount of budgetary deficiency, amount of direct relief allotted, employment and previous employment records, education, health, accident record, etc. Filed alphabetically. (Frequently, official.) 9 x 12 cards, 9 ft., in 5 drawers of steel filing cases, R. 6. (14)

Division of Finance and Statistics

23. ABSTRACT OF ALLOTMENT LEDGER SHEETS, 1935 to date. Form B-11-D, showing amount allotted to projects, amount used, and balance on hand. Filed numerically. (Occasionally, official.) 11 x 15 1/2 loose sheets, 1 ft., in drawer of steel filing case. R. 8. (20)

24. GENERAL CORRESPONDENCE, 1935 to date. With county, district, and state offices. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 6 ft., in 3 drawers of steel filing case. R. 8. (19)

25. INDIVIDUAL-EARNING CARDS, 1935 to date. Form WPA 507, revised 7-6-36, Individual-Earning Record, showing name, address, identification number, assignment date, pay roll period ending, project number, occupation, class, hours lost not allowable, total hours worked, rate per hour, amount paid, allowable hours carried over. Filed numerically. (Frequently, official.) 5 x 8 cards, 12 ft., in 12 drawers of steel card cabinets. R. 10. (24)

26. MATERIAL INVENTORY, 1935 to date. Form WPA 721, Material Inventory Record, showing work project number, item, maximum and minimum amount, record of requisitions, record of receipts, issues, and on hand. Filed numerically. (Frequently, official.) 5 x 8 cards, 1 ft. 6 in., in drawer of steel card cabinet. R. 10. (25)

27. NOTICE OF TERMINATION OF EMPLOYMENT, 1935 to date. Form WPA 403, revised 8-15-36, showing name, address, identification and case number, date, sex, race, certified and noncertified. Filed numerically. (Frequently, official.) 4 x 6 loose slips, 11 ft., in 3 drawers of steel card cabinet. R. 10. (23)

28. PAY ROLLS, 1935 to date. Form WPA 503-C (revised), Pay Roll for Personal Services - Work Projects, showing pay roll number, page, official project and work project numbers, name of employee, sex, identification number, occupation, class, hours worked, rate per hour and amount paid, etc. Filed numerically. (Frequently, official.) 11 x 17 loose sheets, 17 ft., in 10 drawers of steel filing cases. R. 8. (18)

29. PROJECT REGISTER, 1935 to date. Form WPA 704-A, Work Project Register, showing date of approval, estimated date of completion, date work started, date completed, state, district, number, sponsor, location of project, description of project, pay rolls, materials and supplies, percent of physical completion, relief, nonrelief, man-hours, etc. Filed numerically. (Frequently, official.) 14 3/4 x 18 loose-leaf book, 1 ft., on wooden shelf. R. 8. (16)

30. REQUISITION, 1935 to date. For supplies, materials, tools,

etc. Filed numerically. (Frequently, official.) 9 x 12 folders, 6 ft., in 4 drawers of steel filing cases. R. 8. (21)

31. STATEMENT OF PROJECT ESTIMATE DETAIL, 1935 to date. Form WPA 701, revised 6-22-36, showing sequence number, date, city, county, item, man-hours, distribution of funds, total funds, district, etc. Filed numerically. (Occasionally, official.) 9 x 12 folders, 1 ft. 6 in., in drawer of steel filing case. R. 8. (17)

32. TIME REPORTS, 1935 to date. Form WPA 502, revised 8-10-36, Time Report for Personal Services, Work Projects, showing pay roll number, hourly basis, city, district, county, official and work project numbers, sponsor, name of employee, identification number, page, occupation, rate per hour, amount of check, type of work symbol, etc. Filed numerically. (Frequently, official.) 14 x 17 loose-leaf books, 4 ft., in 3 drawers of steel filing case. R. 10. (22)

33. WEEKLY REPORTS OF PROJECTS' PROGRESS, 1935 - 1937. Form SR-2603, obsolete, to the state office, showing progress of the project, work and project numbers, district, county and beat numbers, number of skilled and unskilled workers. Filed alphabetically by counties. (Rarely, official.) 9 x 12 folders, 1 ft., in drawer of steel filing case. R. 8. (15)

Division of Operations

34. MISCELLANEOUS CORRESPONDENCE, 1935 to date. With county, district, and state offices. (Frequently, official.) 9 x 12 folders, 6 ft., in 4 drawers of steel filing cases. R. 19. (29)

35. PROJECT PROPOSALS, 1935 to date. Form WPA 301, showing amount of money requested, amount approved, work project and serial numbers, date, sponsors, proposal number, location of project, description of project, character of work, etc. Filed numerically. (Frequently, official.) 9 x 12 folders, 5 ft. 6 in., in 4 drawers of steel filing cases. R. 20. (26)

36. REQUISITIONS FOR PURCHASE, 1935 to date. Form WPA A-6 (revised), Requisition for Purchase, showing date, number, official project, project authorization advice, allotment, and work project numbers, symbol and title, city, county, state, item, quantity, unit, etc. Filed numerically. (Frequently, official.) 9 x 12 folders, 6 in., in drawer of steel filing case. R. 19. (30)

37. INDEX OF ACCIDENT REPORTS, SAFETY DEPARTMENT, 1935 to date. Of all minor and lost-time accidents. Filed alphabetically by counties. (Occasionally, official.) 4 x 5 cards, 1 ft., in wooden box. R. 12. (38)

38. ACCIDENT REPORTS, SAFETY DEPARTMENT, 1935 to date. Form SR-4221, Report of Lost-Time Accident, showing date, time, city, district, kind of project, worker's name, address, nature of work, nature of injury, cause of accident, etc.; and Form WPA 351, Foreman's Accident Report, showing date of accident, time, city, district number, kind of project, worker's name, address, nature of injury, cause of

accident, etc. Filed alphabetically by counties. Indexed. (Occasionally, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. R. 12. (39)

39. GENERAL CORRESPONDENCE, SAFETY DEPARTMENT, 1935 to date. With county, district, and state offices. Filed numerically by counties. (Frequently, official.) 9 x 12 folders, 6 in., in drawer of steel filing case. R. 12. (37)

40. FIRST-AID KIT RECORDS, SAFETY DEPARTMENT, 1935 to date. A card file. Arranged alphabetically by counties. (Occasionally, official.) 5 x 8 cards, 6 in., in pasteboard transfer case. R. 12. (40)

Division of Women's and Professional Projects

41. GENERAL CORRESPONDENCE, 1935 to date. With county, district, and state offices. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 7 ft., in 5 drawers of steel filing cases. R. 18. (6)

42. SEWING ROOM REPORTS, 1935 - 1937. Form WPA SR-720, Weekly Report, Materials Received, Used, and on Hand, showing kind of material, unit, on hand at beginning of period, received during the period, total to account for, used during period, actual inventory on hand at end of period, etc.; Form SR-4820, showing list of garments and household furnishings completed, total materials received, consumed, and on hand; Form 4410, showing number of projects approved, persons certified, male or female, number of persons assigned, number eligible but not assigned, district and county. Filed numerically. (Frequently, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. R. 18. (7)

Commodity Division

43. INDEX OF APPLICATIONS FOR OLD-AGE ASSISTANCE, 1935 to date. Showing name, address, case number, relief status, monthly record of commodities issued, code, etc. Filed numerically. (Frequently, official.) 6 x 8 cards, 6 in., in pasteboard box. R. 3. (63)

44. APPLICATIONS FOR OLD-AGE ASSISTANCE, 1935 to date. Form PW-1, showing case number, color, sex, age group, name, address, date, place of birth, marital status, residence for past nine years, health, relatives, insurance and annuities, property, income, employment, references, report of investigation by County Board of Public Welfare, etc. Filed numerically. Indexed. (Frequently, official.) 9 x 12 folders, 3 ft., in 2 drawers of steel filing case. R. 3. (64)

45. GENERAL CORRESPONDENCE, 1935 to date. With county, district, and state offices. Filed numerically. (Frequently, official.) 9 x 12 folders, 6 in., in drawer of steel filing case. R. 2. (61)

46. GENERAL CORRESPONDENCE, 1935 to date. With county, district, and state offices. (Frequently, official.) 9 x 12 folders, 6 in., in drawer of steel filing case. R. 3. (65)

47. HOME VISITORS' REPORTS, 1933 - 1936. Stating health and general condition in home of applicant. Filed numerically. (Frequently, official.) 9 x 12 folders, 1 ft., in drawer of wooden filing case. R. 3. (66)

48. MERCHANTS' DISTRIBUTION LISTS AND COMMODITY DISTRIBUTION REPORTS, 1935 to date. Form 101 (revised), Merchants' Distribution List, showing date and hour of delivery, carrier's license, driver's name, by whom list was prepared and checked, commodity items, units, period covered, store distributing, address, beat, county, name of recipient, identification card number, date issued, recipient's signature, etc.; on reverse side Form 104-C (revised), Commodity Distribution Report, showing commodity, general recipients, resettlement cases, organizations, etc. Filed numerically. (Frequently, official.) 9 x 12 folders, 6 in., in drawer of steel filing case. R. 2. (62)

49. RECORD OF PERSONS ELIGIBLE FOR COMMODITIES, 1935 to date. Filed numerically, by case numbers. (Frequently, official.) 3 x 5 cards, 1 ft. 6 in., in wooden box. R. 1. (59)

50. GENERAL REPORTS, 1935 to date. Form SCD-1 (revised), Monthly Report of Cases and Persons Certified as Eligible to Receive Surplus Commodities, showing recipient groups, total active cases beginning of month, total cases withdrawn during month, total cases added during month, total active cases at end of month, etc.; Form SCD-2 (revised), Report of Percentage Eligible Cases Served According to Distribution Points, showing address, name of retailer, R. R. cases, general cases, case-load, served, etc.; Form 103-C (revised), Semimonthly Inventory Report, showing county, address, period ending, commodity, opening inventory, receipts, total, issued, balance, actually on hand, shrinkage, etc.; Form 104-C (revised), Monthly Commodity Distribution Report, showing commodity, general recipients, resettlement cases, organizations, etc.; Form CD-8, Retail Store Report, showing name of store, owner, address, miles from warehouse, number of recipients assigned, etc.; Form CD-23, Merchant's Commodities Receipt, showing commodity, unit, opening inventory, receipt date, total, issued, balance, actually on hand, shrinkage, picked up, date re-allotted, merchant's signature, etc.; Form CD-98, Absentee Recipient's Report, showing recipient's name, address, case number, retain, remove, etc.; Form CD-99, Surplus Commodity Certification, showing name, address, town most accessible, number in family, color, etc.; Form CD-700, Receipt Covering Articles Produced, showing where delivered, received, garments, size, number, period, etc.; Form CD-9, Daily Packaging and Distributing Report, showing commodity, opening inventory, receipt, processed during day, shipped, closing inventory, processing cost, etc.; and Form SC-1, a transmittal letter, showing amount paid per pay roll period, number of male and female, etc.; from the different county units. (Frequently, official.) 8 1/2 x 11 and 8 1/2 x 14 loose sheets, 1 ft. 6 in., on shelf in steel cabinet. R. 1. (60)

Historical Research

51. GENERAL CORRESPONDENCE, 1935 to date. With county, district, and state offices. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 1 ft., in drawer of steel filing case. R. 17. (28)

Nutrition

52. GENERAL CORRESPONDENCE, 1935 to date. With county, district, and state offices. (Frequently, official.) 9 x 12 folders, 6 in., in drawer of steel filing case. R. 17. (27)

Division of Education

53. GENERAL CORRESPONDENCE, 1935 to date. With county, district, and state offices. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. R. 12. (3)

54. PROJECT REPORTS, 1935 to date. Showing name, address, title of project, subject, class number, location of class, and dates that class met. Filed numerically. (Frequently, official.) 9 x 12 folders, 1 ft., in drawer of steel filing case. R. 12. (4)

55. REPORTS OF TEACHERS, 1935 to date. Form SR-3345, WPA AE-1, Teachers' Attendance Class Reports, showing date, period, name of teacher, address, sex, race, kind of class, subject taught, location, days class met, number enrolled and attending, time class met, total hours, etc.; and Form SR-3345, WPA AE-2, Teachers' Class Rolls, showing name, address, age, sex, race, occupation, previous education, and days attendance. Filed numerically. (Frequently, official.) 9 x 12 folders, 1 ft. 6 in., in drawer of steel filing case. R. 12. (5)

Division of Recreation

56. GENERAL CORRESPONDENCE, 1935 to date. With county, district, and state offices. Filed numerically, by counties. (Frequently, official.) 9 x 12 folders, 2 ft. 6 in., in 2 drawers of steel filing case. R. 3. (46)

CORINTH

OFFICE OF AREA SUPERVISOR
First National Bank Bldg.
West Side Square

This office of the Area Supervisor was established in March 1937, when the district offices were broken up into area offices with a supervisor in charge. The administration is still carried on under the Division of Employment, Finance and Statistics, Operations, and Women's and Professional Projects. The work, however, is handled more directly through the state office than it was formerly and each person in charge is directly responsible to his state superior. Most of the financial records are sent to the state office immediately, where all necessary work is done on them. The records in the new area offices date back to the old district organization and some of the old Emergency Relief Administration era. The office has always maintained quarters at its present location. All records have been preserved, but at the time of the change many were transferred to the state office.

Division of Employment

57. CORRESPONDENCE, 1935 - 1937. Covering assignments to projects in area including Alcorn, Benton, Prentiss, Tishomingo, and Tippah Counties. Arranged alphabetically. (Frequently, official.) 10 x 12 folders, 8 ft., in 4 drawers of steel filing case. 1st floor. (34)

58. LABOR FILE, 1935 - 1937. Consisting of case record cards, showing occupation, type of work, and projects to which assigned; assignment slips; Form 402, reassignment; Form 403, notice of termination of employment; Form 404, reclassification. Arranged alphabetically. (Frequently, official.) 4 x 6 slips and 5 x 8 cards, 12 ft., in 6 drawers of steel filing cases. 1st floor. (33)

Division of Finance

59. CORRESPONDENCE, 1935 - 1937. Concerning time and pay rolls, between county, state, and federal offices. Arranged alphabetically. (Frequently, official.) 10 x 12 folders, 6 ft., in 3 drawers of steel filing case. 1st floor. (36)

60. TIME REPORTS, 1936 - 1937. Form 502, time reports, on all projects in this area, showing name, identification number, days and hours worked, rate and amount (duplicates). Arranged numerically by projects. (Occasionally, official.) 10 x 12 envelopes, 12 ft., in 6 drawers of steel filing cases. 1st floor. (35)

Division of Operations

61. FERA OCCUPATIONAL RECORDS, 1935. Form 144, occupational classification record of certified relief clients turned over to Employment Division of WPA for assignment purposes. Arranged alphabetically by counties in area. (Frequently, official.) 10 x 12 cards, 6 ft., in steel filing case. 1st floor. (32)

62. CORRESPONDENCE, 1936 - 1937. With county, state, and federal departments. Arranged alphabetically. (Frequently, official.) 10 x 12 folders, 2 ft., in drawer of steel filing case. 1st floor. (31)

63. WORK PROJECT FILE, 1936 - 1937. Documents on all work projects in area, active and inactive, including proposals, estimates, and reports. Arranged numerically by project numbers. 3 x 4 card index, 2 ft. (Frequently, official.) 10 x 12 folders, 12 ft., in 6 drawers of steel filing cases. 1st floor. (29, 30)

GREENWOOD

OFFICE OF DISTRICT DIRECTOR (DISTRICT 4)
Kimbrough Bldg., Market and Fulton Sts.

This office was established in 1935 and has maintained quarters in its present location since its establishment. The district director

is responsible for the administration of all activities with the exception of state projects, which are administered from the state office, and federal projects administered by representatives of the federal office.

The district organization parallels that of the state office with a supervisor in charge of each division, and he is directly responsible to the district director for the efficient operation of his division.

District Director's Office

64. GENERAL CORRESPONDENCE, 1935 - 1937. Between county, district and state offices. Filed alphabetically. (Frequently, official.) 10 x 12 folders, 5 ft., in 3 drawers of steel filing case. R. not numbered. (32)

65. REPORTS, 1935 - 1937. Form A-8, Receiving and Inspection Report; Form A-7, Purchase Order; Form A-3, Car Record Report. Filed numerically. (Frequently, official.) 10 x 12 folders, 8 in., in drawer of steel filing case. R. not numbered. (34)

66. WEEKLY PROJECT REPORTS, 1935 - 1937. Form SR-2603, showing week ending, number of skilled, unskilled, intermediate, professional and technical persons employed, manual and non-manual labor, relief and nonrelief cases, WPA project number, county, date work started and date work completed. Filed numerically. (Frequently, official.) 10 x 12 folders, 3 in., in drawer of steel filing case. R. not numbered. (33)

Division of Employment

67. CERTIFICATION FORMS, 1935. CAB Form 10, Application For Certification; CAB Form 600, Certification of Eligibility; CAB Form 601, Notice of Case Change; and WPA Form 602, Cancellation of Certification of Eligibility. Filed numerically. 3 x 5 card index, 5 ft. 10 in. (Frequently, official.) 10 x 12 folders, 8 ft. 6 in., on floor. Damaged by careless handling. R. not numbered. (63, 64)

68. APPLICATION OF CERTIFICATION, 1935 - 1937. CAB-10, showing date, race or color, citizenship, telephone, case number, beat, district, name and address of head of family, maiden name and address of wife, housing section, acreage, poultry, livestock, members of household, marriage information, other families living in house, and assistance during past year. Filed numerically. (Frequently, official.) 10 x 12 folders, 1 ft. 6 in., in transfer case. R. not numbered. (74)

69. ASSIGNMENT SLIPS, 1935 - 1937. Form USES-325, Assignment Slip Works Program; and WPA Form 403 (revised 8-15-36), Notice of Termination of Employment. Filed alphabetically. (Frequently, official.) 4 x 6 slips, 6 in., on floor. R. not numbered. (62)

70. ASSIGNMENT SLIPS, 1935 - 1937. USES Form 325, Assignment Slip Works Program; WPA Form 402 (revised 8-15-36), Notice to Report For Work On Project; and WPA Form 403 (revised 8-15-36), Notice Of Termination Of Employment. Filed numerically. (Frequently, official.) 4 x 6 slips, 2 ft. 7 in., in 2 wooden boxes. R. not numbered. (69)

71. ASSIGNMENT SLIPS, 1935 - 1937. WPA Form 402 (revised 8-15-36), Notice To Report For Work On Project, showing name, address, identification and case numbers, sex, race, certified, and noncertified cases. Filed numerically. (Frequently, official.) 4 x 6 slips, 3 in., in wooden card cabinet. R. not numbered. (78)

72. CERTIFICATION OF ELIGIBILITY, 1935 - 1937. WPA Form 600, showing name, address, case number, telephone and identification numbers, certification date, relief district and county, number of persons in case, race or color, registration date, and primary and secondary classification. Filed alphabetically. (Frequently, official.) 5 x 6 slips, 5 in., in wooden card cabinet. R. not numbered. (76)

73. CHANGE IN STATUS OF CASE, 1935 - 1937. Form AD-12, showing name, address, and case number of client, reason for change, race, sex, and color. Filed alphabetically. (Occasionally, official.) 5 x 8 sheets, 1 ft., in pasteboard box. Damaged by faulty containers. R. not numbered. (79)

74. CCC ENROLLMENT FORMS, 1935 - 1937. Form AD-903, Application For Enrollments and Form WPA-235-A, Information Memoranda For CCC Applicants. Filed numerically. 3 x 5 card index, 5 in. (Frequently, official.) 10 x 12 folders, 1 ft. 6 in., in transfer case. R. not numbered. (72, 73)

75. GENERAL CORRESPONDENCE, 1935 - 1937. Between county, district and state offices. Filed alphabetically. (Frequently, official.) 10 x 12 folders, 5 ft., on floor. Damaged by careless handling. R. not numbered. (61)

76. GENERAL CORRESPONDENCE, 1935 - 1937. Between county, district, and state offices. (Frequently, official.) 10 x 12 folders, 2 ft., in drawer of steel filing case. R. not numbered. (80)

77. INDUSTRIAL OCCUPATIONAL CLASSIFICATION RECORDS, 1935 - 1937. CAB Form 144-A, showing name and address of client, sex, date of birth, number of worker, color or race, case number, cross reference, languages spoken, education attained, physical condition, usual and alternate occupation, private employment record, works division employment record, applicant's signature, comments, interviewer's initials, and reference to accident record. Filed numerically. (Frequently, official.) 5 x 8 cards, 7 ft. 2 in., in 5 drawers of steel filing cases. R. not numbered. (67)

78. INVITATION, BID, AND ACCEPTANCE, 1935 - 1937, US Standard Form 33, short form contracts, showing invitation, bid, and acceptance. Filed numerically. (Frequently, official.) 10 x 12 folders, 6 in., in drawer of steel filing case. R. not numbered. (83)

79. LABOR REPORTS, 1935 - 1937. Showing date, county, number of men employed, location of project, total skilled and unskilled, certified and noncertified cases, time, number of foremen, total number of workers, man-hours worked during week, and name and identification

number of each man working. Filed alphabetically. (Frequently, official.) 10 x 12 folders, 4 in., in drawer of steel filing case. R. not numbered. (82)

80. NOTICE OF CASE CHANGE, CERTIFICATION, AND CANCELLATION, 1935 - 1937. WPA Form 600, Certification of Eligibility; CAB Form 601, Notice of Case Change; and WPA Form 602, Cancellation of Certification of Eligibility. Filed numerically. (Frequently, official.) 5 x 8 slips, 1 ft. 6 in., in 2 wooden card cabinets. R. not numbered. (71)

81. NOTICE OF CASE CHANGE, 1935 - 1937. WPA Form 601, showing name, address, case, telephone and identification numbers, and number of dependents. Filed numerically. (Frequently, official.) 5 x 8 slips, 3 in., in wooden card cabinet. R. not numbered. (77)

82. PAY ROLLS, 1935 - 1937. WPA Form 509, showing pay roll, page, official project, work project, type of work, and symbol numbers, state, district, county, name and designation of disbursing officer, name, identification and occupation of employee, rate for period, gross amount earned, deduction, net amount paid, check number and date drawn, and remarks. Filed numerically. (Frequently, official.) 8 1/2 x 11 bundles, 2 ft. 6 in., on floor. R. not numbered. (84)

83. REQUISITIONS FOR WORKERS, 1935 - 1937. WPA Form 401, showing requisition and project numbers, date, operating and employment office, locality, location and description of project, occupation and number of workers, sex, special requirements or conditions, and date, hour and place to report. Filed numerically. (Frequently, official.) 8 x 10 1/2 sheets, 2 ft., in drawer of steel filing case. R. not numbered. (81)

84. STATUS OF CASES AWAITING ASSIGNMENT OR REASSIGNMENT, 1935 - 1937. Form SP-3778, showing name and address of client, county, usual occupation, case number, priority number, age, sex, race, alternate occupation, number of referrals sent, dates of referral, present status of case, and recommendation. Filed numerically. (Frequently, official.) 7 1/4 x 8 1/2 slips, 2 ft. 6 in., on floor. R. not numbered. (65)

85. STUDY OF ASSIGNED WPA RELIEF CASES, 1935 - 1937. Form SR-3928, showing name, address, beat and case numbers, race, number in family, person employed, priority, age, sex, health, classification, project and identification numbers, wages, resources, major problems, investigation, recommendations, and employable members of household. Filed alphabetically. (Frequently, official.) 10 x 12 folders, 1 ft. 2 in., in drawer of steel filing case. R. not numbered. (75)

86. WORK ASSIGNMENT SLIPS, 1935 - 1937. WPA Form 402. Arranged numerically by projects. (Frequently, official.) 4 x 6 slips, 1 ft. 10 in., in wooden card cabinet. R. not numbered. (70)

87. WORKS DIVISION OCCUPATIONAL CLASSIFICATION RECORD, 1935 - 1937. CAB Form 144, showing family history, occupational classification, status of health, employment record, education, nationality,

sex, race, and case number. Filed numerically. (Frequently, official.) 9 x 12 cards, 3 ft. 8 in., in 2 transfer cases. R. not numbered. (66)

88. WORK RECORD SLIPS, 1935 - 1937. CAB Form 600, Certification of Eligibility; WPA Form 601, Notice of Case Change; WPA Form 602, Cancellation of Certification of Eligibility; USES Form 325, Assignment Slip; WPA Form 402 (revised 8-15-36), Notice to Report for Work on Project; WPA Form 403 (revised 8-15-36), Notice of Termination of Employment; and WPA Form 404, Reclassification Slip. Filed numerically. (Frequently, official.) 4 x 6 and 5 x 8 slips, 16 ft., in 4 wooden boxes. R. not numbered. (68)

Division of Finance and Statistics

89. ASSIGNMENT SLIPS, 1935 - 1937. USES Form 325, Assignment Slip; WPA Form 402, Notice to Report for Work on Project; and WPA Form 403, Notice of Termination of Employment. Filed numerically. (Frequently, official.) 4 x 6 slips, 6 ft., in pasteboard carton. R. not numbered. (47)

90. GENERAL CORRESPONDENCE, 1935 - 1937. Between county, district, and state offices. Filed alphabetically. (Frequently, official.) 10 x 12 folders, 1 ft. 4 in., in pasteboard carton. R. not numbered. (44)

91. INDIVIDUAL-EARNINGS RECORD CARDS, 1935 - 1937. WPA Form 507, showing name, address of client, identification number, initial assignment date, pay period, project number, occupation, class, hours worked, rate per hour, and total number of hours worked. Filed numerically. (Frequently, official.) 5 x 8 cards, 3 ft. 4 in., in pasteboard carton. R. not numbered. (46)

92. PAY ROLL JOURNAL, 1935 - 1937. Showing date, payer, description, project number, miscellaneous encumbrance number, pay roll number, total amount of credit, voucher number, date, and amount paid. Filed numerically. (Frequently, official.) 11 x 17 bundle, 4 in., on floor. Damaged by careless handling. R. not numbered. (49)

93. PROJECT REGISTER, 1935 - 1937. WPA Form 704-A, showing project approval date, estimated completion date, dates work started and completed, state, district number, sponsor, location and description of project, symbol number, type, sub-limitation, official project, and state WPA and sheet numbers. Filed numerically. (Frequently, official.) 14 x 17 sheets, 6 in., in bundles. R. not numbered. (48)

94. TIME REPORTS, 1935 - 1937. WPA Form 502 (revised 8-19-36), showing time for personal services, hourly base, district, county, description and location of project, name of sponsor, pay roll, page, official, and work project numbers, and type of work symbols. Filed numerically. (Frequently, official.) 14 x 17 bundle, 4 in., on floor. R. not numbered. (45)

95. REPORTS, 1935 - 1936. Treasury Form A-6, Requisition for Purchase; Treasury Form A-7, Purchase Order; WPA Form 710-A, Certification of Sponsor's Contributions; WPA Form 711, Semimonthly Physical

Progress Report; WPA Form 701, Statement of Project Estimate Detail; and Form SR-4006. Filed numerically. (Frequently, official.) 10 x 12 folders, 9 in., in drawer of steel filing case. R. not numbered. (39)

96. ACCIDENT REPORTS, 1935 - 1937. Of district safety inspector; Form SD-A-2345, Report of Lost-Time Accident; and Form SD-B-2199, Semimonthly Injury Summary. Filed chronologically. (Frequently, official.) 10 x 12 folders, 8 in., in drawer of steel filing case. R. not numbered. (43)

97. FOREMAN'S ACCIDENT REPORTS, 1935 - 1937. For district director; WPA Form 351, showing date of accident, hour of day, city or town, kind of project, worker's name, age, address, nature of work, nature of injury, and cause of accident. Filed numerically by project numbers. (Frequently, official.) 5 1/2 x 8 folders, 1 ft. 3 in., in 2 drawers of steel filing case. R. not numbered. (40)

98. FORMEN'S ACCIDENT REPORTS, 1935 - 1937. For district safety inspector; WPA Form 351, showing date of accident, city or town, district number, kind of project, workman's name, age, and address, nature of work and injury, and cause of accident. Filed alphabetically. (Frequently, official.) 4 x 5 3/4 slips, 2 ft. 6 in., in 2 wooden boxes. R. not numbered. (42)

99. GENERAL CORRESPONDENCE, 1935 - 1937. Between county, district and state offices. Filed alphabetically. (Frequently, official.) 10 x 12 folders, 3 in., in drawer of steel filing case. R. not numbered. (35)

100. GENERAL CORRESPONDENCE OF SAFETY INSPECTOR, 1935 - 1937. Between county, district and state offices. Filed alphabetically. (Frequently, official.) 10 x 12 folders, 5 ft. 6 in., in 3 drawers of steel filing case. R. not numbered. (41)

101. INVITATION AND ACCEPTANCE OF BIDS, 1935 - 1937. US Standard Form 33, Invitation Bid and Acceptance; Standard Form 36, Standard Government Form of Continuation Schedule for Standard Forms 31 or 33; and Treasury Form A-6, Requisition for Purchase. Filed numerically. (Frequently, official.) 10 x 12 folders, 1 ft., in drawer of steel filing case. R. not numbered. (37)

102. PROJECT APPLICATIONS AND PROPOSALS, 1935 - 1937. WPA Form 301, Project Proposal; and WPA Form 306, Project Application. Filed numerically. (Frequently, official.) 10 x 15 folders, 1 ft. 9 in., in drawer of steel filing case. R. not numbered. (36)

103. REQUISITIONS FOR WORKERS, 1935 - 1937. WPA Form 401, showing requisition and project number, operating agency and locality, employment office, location of project, and description of project, occupation, number of workers, special requirements or conditions, date, hour and place to report. Filed numerically. (Frequently, official.) 10 x 12 folders, 3 in., in drawer of steel filing case. R. not numbered. (38)

104. BIMONTHLY REPORTS, 1935 - 1937. Form SR-4410, WD-9 (revised), showing numbers of projects approved, men and women certified, assigned, and eligible but not assigned, district number, county, period ending, date, project description, unskilled and skilled supervisors, and total. Filed chronologically. (Frequently, official.) 10 x 12 folders, 1 ft. 4 in., in drawer of steel filing case. R. not numbered. (57)

105. FIELD REPORTS AND CORRESPONDENCE, 1935 - 1937. Form SR-4931, Field Report, showing county, supervisor, date, type, OP number, WP number, location, condition of workroom, and sponsor's contribution, general condition of workers, personnel, general attitude of workers toward workers, and correspondence concerning operation of projects. Filed alphabetically by county groups. (Frequently, official.) 10 x 12 folders, 1 ft. 4 in., in drawer of steel filing case. R. not numbered. (53)

106. GENERAL CORRESPONDENCE, 1935 - 1937. Between district, county, state, and federal offices. Filed alphabetically. (Frequently, official.) 10 x 12 folders, 2 ft. 6 in., in 3 drawers of wooden cabinet. R. not numbered. (52)

107. MATERIAL INVENTORY RECORD CARDS, 1935 - 1937. WPA Form 721, showing work project number, item, maximum, minimum, record of requisition, and receipts, issues, material on hand, material used by projects in this district. Filed numerically by project numbers. (Frequently, official.) 5 x 8 cards, 6 in., in drawer of steel card cabinet. R. not numbered. (54)

108. FORMS FOR APPROVED PROJECTS, 1935 - 1937. WPA Form 403 (revised 8-15-36), Notice of Termination of Employment; WPA Form 701 (revised 6-22-36), Statement of Project Estimate Detail; WPA Form 306-A (revised 10-1-36), Supplementary Project Application; WPA Form 401 (revised 8-15-36), Requisition for Workers; and SR-4006, same as WPA Form 701. Filed numerically by project number. (Frequently, official.) 10 x 12 folders, 5 ft. 6 in., on wooden filing table. Damaged by faulty containers. R. not numbered. (56)

109. REQUISITION FOR PURCHASE, 1935 - 1937. Treasury Form A-6 (revised 3-1-36), showing date, from what authorized official, to procurement officer of Treasury Department, item, quantity, unit, description of articles, estimated cost, total, and approval by approving and requisitioning officers. Filed numerically. (Frequently, official.) 10 x 12 folders, 8 in., in drawer of steel filing case. R. not numbered. (55)

DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
OFFICE OF DISTRICT SUPERVISOR (DISTRICT 4)
Kimbrough Bldg., Market and Fulton Sts.

This office of the District Supervisor for Division of Education Projects was established in January 1936 as a project under Division of

Women's and Professional Projects, and in Mar. 1937 organized as a division and has maintained offices at its present location since inception. This is a federal project under federal and regional supervision, and is under the direct supervision of the State Director of the Division of Education Projects. All records are retained in this office and none has been lost or sent to Washington.

Division of Education Projects

110. PROJECT REPORTS, 1936. Showing county, names and addresses of teachers, titles of projects, covering library workers' education, vocational, general education, parents' education, showing subject, number in class, and place where classes are held. Filed chronologically. (Frequently, official.) 10 x 12 folders, 1 ft. 3 in., in pasteboard carton. Damaged by faulty containers. R. not numbered. (58)

111. CORRESPONDENCE AND REPORTS, 1936. Between county, district, and state offices; Mississippi Form AE-3, WPA 829 (revised), Monthly Report of Employment, Enrollment and Attendance by Type of Education; Form SR-3345, WPA Form AE-1, Teachers' Attendance Class Reports in Adult Education; WPA Form AE-4, Report of Itinerant Teachers' Activities; WPA Form AE-4, page 2, Supervisory Activity Report; WPA Form AE-5, Proposed Activities and Itinerary of Itinerant Teachers; SR-3347, WPA Form AE-6, Proposed Activities and Itinerary of District Supervisors; SR-3348, WPA Form AE-7, District Supervisors' Bimonthly Reports; and lists of teachers, showing subjects taught during monthly periods. Filed alphabetically. (Frequently, official.) 10 x 12 folders, 10 ft. 3 in., in 3 drawers of wooden filing cases and in 2 pasteboard cartons. Damaged by faulty containers. R. not numbered. (60)

112. NOTICE OF TERMINATION OF EMPLOYMENT, 1936. WPA Form 403 (revised 8-15-36), showing name, address, identification and case number, sex, race, certified, noncertified, title of occupation, notice of termination of employment, reason, and signatures of persons issuing order. Filed numerically. (Frequently, official.) 4 x 6 slips, 4 in., in pasteboard card cabinet. R. not numbered. (59)

Library Extension Project

113. CORRESPONDENCE AND REPORTS, 1935 - 1937. Correspondence between county, district, and state offices; WPA Form 401, Requisition for Workers; Form 710-A, Certification of Sponsor's Contributions; Form SR-2587, Report of Library Assistant to County Library Director; and Form 2586, Monthly Report of County Library Director for 1935. Filed alphabetically. (Frequently, official.) 10 x 12 folders, 2 ft., in 2 drawers of steel filing case. R. not numbered. (51)

114. TIME REPORTS, 1935 - 1937. WPA Form 502, for personal services. Filed numerically. (Frequently, official.) 14 x 17 sheets, 8 in., in drawer of steel filing case. R. not numbered. (50)

Division of Recreation

115. CORRESPONDENCE AND REPORTS, 1935 - 1937. Correspondence with county, district, and state offices; Form SR-4356, Recreation Project Application; Form SR-3338, Playground Accident Report; Form SR-2506, Schedule Sheet for Bicounty Recreation Directors; and Form SR-4682, WPA and NYA, Assistants' Schedule for Two Weeks. Filed alphabetically by counties. (Frequently, official.) 10 x 12 folders, 1 ft., in wooden cabinet. R. not numbered. (85)

HATTIESBURG

OFFICE OF THE DISTRICT DIRECTOR (DISTRICT 3)
Turner Bldg., 319 - 321 East Pine St.

This office was established July 1, 1935 with offices in the Hotel Hattiesburg until November 1, 1935, when the office was moved to the annex of the same hotel and maintained quarters there until September 1, 1936 when it was moved to its present location. The district organization parallels that of the state office with a supervisor in charge of each division, and each is directly responsible to the district director for the efficient operation of his division. All records are retained, and none has been lost or sent to Washington.

District Director's Office

116. RECORDS, REPORTS, AND CORRESPONDENCE, 1935 to date. Lists of bidders on supplies, detail of expenses, reports on labor, requests for bulletins, requests for supplies, and correspondence with state engineering office. (Daily, official.) 10 x 12 folders, 1 ft. 4 in., in 2 drawers of wooden filing case. R. 201. (142)

117. CORRESPONDENCE, 1935. Letters received by district director requesting employment, and with state and county officers. Filed chronologically. (Never.) 10 x 12 folders, 1 ft. 8 in., in paste-board box. R. 302. (90)

118. CORRESPONDENCE, 1936 to date. Between district and state office, general correspondence and correspondence pertaining to matters not completed. Arranged alphabetically under each group. (Frequently, official.) 10 x 12 folders, 10 ft. 5 in., in 5 drawers of steel filing case. R. 201. (141)

119. CORRESPONDENCE, Nov. 1936 - Feb. 24, 1937. Between state and district departments; and correspondence pertaining to complaints and applications for employment. Filed alphabetically by counties. (Frequently, official.) 10 x 12 folders, 8 in., in drawer of desk. R. 200. (92)

Division of Employment

120. CANCELLATION OF ELIGIBILITY, 1935 - Jan. 25, 1937. Forms 144-A, 600 and 602, for persons ineligible for WPA work. Arranged alphabetically by county groups. (Occasionally, official.) 5 x 8 cards and slips, 20 ft., in 4 drawers of wooden filing cases, 4 wooden boxes and pasteboard box. R. 300. (7)

121. INDIVIDUAL OCCUPATIONAL CLASSIFICATION RECORD, 1935 - Jan. 25, 1937. Form 144-A, record of individuals eligible for work, white cards for men, blue for women, under groups of waiting assignment, reassignment, ineligibles awaiting 403, employed on WPA projects, employed on PWA or other government emergency project, and employed on NYA projects. Arranged alphabetically by line number classification or line number as per occupational class code 1935 - 2-A, published by WPA. Cross reference, see abstract 13. (Daily, official.) 5 x 8 cards, 27 ft. 5 in., in 7 drawers of steel card cabinets. R. 300. (12)

122. MISCELLANEOUS REPORTS, 1935 - Jan. 25, 1937. Forms SR-4393, 4394, 4610, 4852, 5072, and Form 5073 used instead of Form 4395 which is now obsolete, made weekly in triplicate for state and district directors and this file. Filed chronologically. (Frequently, official.) 8 1/2 x 11 sheets, 7 in., in drawer of steel filing case. R. 300. (11)

123. OCCUPATIONAL CLASSIFICATION RECORDS, 1935 - Jan. 25, 1937. Form 144 made each family eligible for relief; cases are transferred to inactive part of file when it is decided relief is no longer needed. Arranged alphabetically by counties. (Frequently, official.) 9 x 12 cards, 22 ft. 11 in., in 11 drawers of steel filing cases. R. 300. (8)

124. RECORD OF PROJECT WORKERS, 1935 - Jan. 25, 1937. Showing name of worker, identification number, case number and project number for relief and nonrelief cases, with white for men and blue for women. Arranged alphabetically by projects, with projects arranged numerically by counties. (Daily, official.) 4 x 6 cards and slips, 39 ft., in 12 drawers of wooden card cabinets and 8 pasteboard boxes. R. 300. (5)

125. ACTIVE CERTIFICATION OF ELIGIBILITY, 1935 - Jan. 26, 1937. Form 600 made in triplicate, one copy to NRS, one to district WPA office and third retained by local ERA director, but now all copies are in district office. Cross reference, see abstract 12. Arranged alphabetically by county. (Daily, official.) 5 x 8 slips, 35 ft. 10 in., in 7 drawers of steel card cabinets and pasteboard box. R. 300. (13)

126. INTERVIEWS, STUDY OF ASSIGNED WPA RELIEF WORKERS, 1935 - Jan. 27, 1937. Form SR-3928 and Form 3778 changed to Form 3928, July 1, 1936, reports on cases assigned for investigation of continuance of need of relief. Filed alphabetically by counties. (Frequently, official.) 10 x 12 folders, 10 ft. 5 in., in 5 drawers of steel filing cases. R. 300. (14)

127. RECORD OF OPERATION OF PROJECTS, 1935 - Feb. 15, 1937. Summary of each project, showing number of project, date, official project number, work project number, type of work symbol, date begun, and county, number of people allowed for project, and totals. Arranged numerically by project number. (Frequently, official.) 3 x 5 cards, 6 in., on wooden desk. R. 300. (136)

128. REQUISITIONS FOR WORKERS, July 15, 1935 - Jan. 25, 1937. Form 401, requisition for workers, which was sent to NRS office, to foreman on job and to district director of employment in 1935 and 1936 and was used as interoffice request for labor from division of operations to division of employment, except in cases of nonrelief, when copy was sent to NRS office in 1937. Filed alphabetically by counties, and divided into men and women and relief and nonrelief. (Rarely, official.) 10 x 12 folders, 2 ft. 1 in., in drawer of steel filing case. R. 301. (1)

129. CORRESPONDENCE, July 18, 1935 - Jan. 25, 1937. With heads of state, district, and county offices pertaining to workers. Arranged alphabetically by names of heads of departments and counties. (Frequently, official.) 10 x 12 folders, 2 ft. 1 in., in drawer of steel filing case. R. 301. (2)

130. OCCUPATIONAL CLASSIFICATION RECORD, July 18, 1935 - Jan. 25, 1937. Form 144-A, including persons whose certifications have been cancelled. Filed alphabetically by counties. (Frequently, official.) 5 x 8 cards, 1 ft., in drawer of wooden card cabinet. R. 300. (6)

131. MISCELLANEOUS RECORDS, Oct. 18, 1935 - Feb. 13, 1936. Letters of application from people seeking employment, and correspondence between district director and heads of various departments in state and district. Arranged alphabetically. (Never.) 10 x 12 folders, 1 ft., in drawer of steel filing case. R. 301. (4)

132. (a) RECORD OF OCCUPATIONAL CLASSIFICATION AND (b) TIME REPORT, (a) 1936, (b) June 1936. (a) Forms SR-3759, 3497 and 3903, showing name of worker, identification number, project number, address, member of professional society, physical condition, occupational classification at present, usual occupation, and work qualified for; (b) Form 502, engineer's copy of time reports sent in from projects for Stone, Lamar, Jones, Pearl River, Harrison and Hancock Counties. Arranged by projects under each county group. (Never.) 8 1/2 x 11 and 14 x 17 sheets, 3 ft., in 2 pasteboard boxes. R. 302. (74)

133. CAB RECORDS FOR FORREST COUNTY, 1936. Form CAB-10, application for certification, including cases 1 - 297; Correspondence; Form 325, Assignment Slip; and Form 600, Certification of Eligibility. Applications filed numerically, others filed alphabetically. (Rarely, official.) 10 x 12 folders and 5 x 8 slips, 1 ft. 5 in., in pasteboard box. R. 302. (79)

134. CAB RECORDS FOR GEORGE AND JACKSON COUNTIES, 1936. Form CAB-10, application for certification, including cases 1 - 200, bulletins with notations and correspondence; Form 325, Assignment Slip;

Form 600, Certification of Eligibility; and Form 144, Occupational Classification Record. (Rarely, official.) 10 x 12 folders, 5 x 8 slips, and 9 x 12 cards, 1 ft. 5 in., in pasteboard box. R. 302. (81)

135. CAB RECORDS FOR GREEN COUNTY, 1936. Form CAB-10, application for certification, including cases 1 - 281, and correspondence and reports. Applications filed numerically, others filed alphabetically. (Rarely, official.) 10 x 12 folders, 1 ft. 7 in., in pasteboard box. R. 302. (77)

136. CAB RECORDS FOR HANCOCK COUNTY, 1936. Form CAB-10, application for certification, including cases 1 - 406, list of persons eligible for commodities; correspondence, field director's file, Hattiesburg office and NRS; copies of pay rolls; Form 600, Certification of Eligibility; Form 601, Change in Status; and Form 325, Assignment Slip. Applications filed numerically, others filed alphabetically. 3 x 5 card index, 3 in. (Rarely, official.) 10 x 12 folders and 5 x 8 slips, 1 ft. 7 in., in pasteboard box. R. 302. (84, 85)

137. CAB RECORDS FOR HARRISON COUNTY, 1936. Form CAB-10, application for certification, including cases 1 - 891; correspondence between state, district and field office pertaining to certification; weekly report showing number certified; Form 600, copy, certificate of eligibility; and Form 325, assignment slip. Applications filed numerically. 3 x 5 card index, 9 in. (Never.) 10 x 12 folders and 3 x 5 slips, 3 ft. 10 in., in 2 paper boxes. R. 302. (86, 87)

138. CAB RECORDS FOR JEFF DAVIS COUNTY, 1936. Form CAB-10, application for certification; Form 600, certification of eligibility for work; Form 144, occupational classification record; correspondence with state and district offices and reports showing number certified. Applications filed numerically, others filed alphabetically. (Rarely, official.) 10 x 12 folders and 5 x 8 slips, 2 ft. 2 in., in pasteboard box. Damaged by faulty containers. R. 302. (88)

139. CAB RECORDS FOR JONES COUNTY, 1936. Form CAB-10, application for certification including cases 1 - 588, and correspondence and reports pertaining to employment. Applications filed numerically, and others filed alphabetically. (Rarely, official.) 10 x 12 folders, 1 ft. 6 in., in pasteboard box. R. 302. (78)

140. CAB RECORDS FOR LAMAR AND PERRY COUNTIES, 1936. Form CAB-10, application for certification including cases 1 - 426 Lamar, and 1 - 225 Perry, bulletins with supporting correspondence attached; Form 325, assignment slip; Form 600, certification of eligibility; Form 144, occupational classification record, showing all workable members of family and qualifications. Applications filed numerically, others filed alphabetically. 3 x 5 card index for Lamar County, 3 in. (Rarely, official.) 10 x 12 folders, 4 x 9 1/2 envelopes, 3 x 5 and 9 x 12 cards and 5 x 8 slips, 2 ft., in pasteboard box. R. 302. (82, 83)

141. CAB RECORDS FOR PEARL RIVER, COVINGTON AND STONE COUNTIES, 1936. Form CAB-10, application for certification including cases

1 - 282 and 1 - 100; Form CAB-144, occupational classification record; Form CAB-600, certification of eligibility; and correspondence. Applications filed numerically, others filed alphabetically. (Rarely, official.) 10 x 12 folders and 5 x 8 bundles, 1 ft. 4 in., in pasteboard box. R. 302. (80)

142. CERTIFIED APPLICATIONS FOR CERTIFICATION, 1936. Form CAB-10, application for certification, made at close of ERA. Filed numerically by counties and numbered from 1 up for each county, after being arranged alphabetically. (Frequently, official.) 10 x 12 folders, 4 ft. 2 in., in 2 drawers of steel filing case. R. 300. (16)

143. CORRESPONDENCE AND MISCELLANEOUS RECORDS, 1936 - Jan. 25, 1937. Correspondence with state, district and county office, field-workers and individuals, pertaining to labor matters, including investigations of certified cases, change in priority of workers, CCC workers, adult education, and NRS offices in district, and records, concerning inquiries from noncertified cases, state and district-wide transfers, and NYA certifications. Records filed alphabetically. (Frequently, official.) 10 x 12 folders, 8 ft. 4 in., in 4 drawers of steel filing case. R. 300. (15)

144. RECOMMENDATIONS FOR CHANGES IN STATUS OF CASES, 1936 - Jan. 25, 1937. Form CAB-12, made by assistant district director of employment, in duplicate, white copy sent to division of operations for laborers or to division of women's and professional projects. Filed in labor division alphabetically by counties. (Frequently, official.) 5 1/2 x 8 1/2 slips, 1 ft., in drawer of steel filing case. R. 300. (10)

145. CANCELLATION OF CERTIFICATION, 1936 - Jan. 26, 1937. Form 602, used by social service division to cancel certification of eligibility for relief; and made in triplicate, one copy to NRS, one attached to Form 600, and one retained by this department. Filed alphabetically by counties. (Frequently, official.) 5 x 8 slips, 1 ft. 3 in., in wooden box. R. 300. (18)

146. CERTIFICATION OF ELIGIBILITY, 1936 - Jan. 26, 1937. Form 600, certificate of eligibility for assignment to work based on need of employment. Filed alphabetically by counties. (Frequently, official.) 5 x 8 slips, 1 ft. 1 in., in pasteboard box. R. 300. (19)

147. CCC RECORDS, 1936 - Jan. 28, 1937. Applications, correspondence and records, pertaining to boys ineligible for camp, in camp or discharged from camp. Arranged alphabetically by counties. (Frequently, official.) 10 x 14 folders, 4 ft., in 3 drawers of wooden filing cases. R. 300. (20)

148. RECORD OF WORKERS ASSIGNED TO PROJECTS, July 1, 1936 - Jan. 25, 1937. Form 401, Requisition for Workers, for WPA and PWA projects. Filed alphabetically by counties for WPA projects and numerically by project number for PWA projects. (Frequently, official.) 10 x 12 folders, 2 ft. 1 in., in drawer of steel filing case. R. 301. (3)

149. APPLICATIONS FOR CERTIFICATION AND REGISTER OF CERTIFIED APPLICANTS, 1937. Form CAB-10, pending, certified and rejected applications for certification, and register of certified applications, showing case number, name of applicant, dates of application and certification. Pending and rejected applications filed alphabetically, certified applications filed numerically by county. (Frequently, official.) 7 1/2 x 12 vols. and 10 x 12 folders, 2 ft. 3 in., in 2 pasteboard boxes and on deck. R. 300. (17)

150. OCCUPATIONAL CLASSIFICATION RECORD SUSPENSE FILE, 1937. Cases whose eligibility has not been decided, with Form 144, correspondence, information from intake and certification departments and assignment slips; cases will become active or inactive upon decision and will be filed accordingly. Filed alphabetically by counties. (Frequently, official.) 9 x 12 cards, 6 in., in drawer of steel filing case. R. 300. (9)

Division of Finance

151. INDIVIDUAL-EARNINGS CARDS, 1935 - Jan. 25, 1937. Form 507, earnings of each individual employed by WPA, showing name, address, identification number of employee and project number, entries are made every two weeks, showing date and amount earned. Cards filed numerically by identification number under projects, projects filed numerically under county groups. (Frequently, official.) 5 x 8 cards, 8 ft., in 2 drawers of card cabinet. R. 300. (68)

152. NOTICE OF TERMINATION OF EMPLOYMENT, 1935 - Jan. 25, 1937. Form 403, notice that individual is no longer employed on project, original for pay roll unit. Filed alphabetically by surnames of individuals under county groups. (Rarely, official.) 4 x 6 slips, 8 ft., in 3 drawers of steel card cabinet. R. 300. (73)

153. RENTAL FOR TRUCKS, 1935 - Jan. 25, 1937. Form 507, individual earning cards for trucks hired on job, showing name of owner of truck, address, project number, and identification number of driver; Form A-7-A, assignment order, showing name, address of owner of truck, name and address of driver, job number, county, and assignment number; entries are made every two weeks, showing amount earned by truck. Filed by project number under county group. (Frequently, official.) 5 x 8 cards, 1 ft. 5 in., in pasteboard box. R. 300. (71)

154. ABSTRACT OF ALLOTMENT LEDGER SHEETS, 1935 - Jan. 31, 1937. Form 3-11-D, detail of allotments, showing allotment, encumbrance, expenditure, and balance, sent from Treasury Department every ten days, and used to balance district book. Filed numerically by county and project. (Frequently, official.) 10 x 17 bundles (13), 6 ft. 6 in., on wooden table. R. 300. (135)

155. ACCIDENT CLAIM REGISTER, 1935 - Feb. 15, 1937. Showing file number, numbered from one as received, name, address, project number, date of accident, time lost, number of days, nature of injury, date on which Forms CA-1, 2, 3, 4, 8, 16, 32, and S-69, or miscellaneous forms were forwarded; total hospital and medical expenses; and total amount of compensation. Filed numerically. (Daily, official.)

156. CLAIMS FOR LOSS OR DAMAGE TO PRIVATELY OWNED PROPERTY, 1935 - Feb. 15, 1937. WPA Form 950, complete description of claim for loss of or damage to private property, showing name, address of claimant, amount of claim, description of accident, how caused, and full circumstances surrounding damage. Filed alphabetically by name of claimant. (Frequently, official.) 10 x 12 folders, 1 ft., in drawer of steel filing case. R. 300. (149)

157. CORRESPONDENCE AND RECORDS, 1935 - Feb. 15, 1937. Copies of circular letters sent out by the director to the various projects; Form SR-3683, report from supervising timekeeper to director, regarding the keeping of time on each project; transferred receipts for checks on projects which have been discontinued or completed; and correspondence. Circular letters filed chronologically under subjects; forms filed by projects under each county group; check receipts filed by counties; correspondence filed alphabetically. (Rarely, official.) 10 x 12 folders, 6 ft. 3 in., in 3 drawers of steel filing case. R. 300. (139)

158. WEEKLY AND DAILY EMPLOYMENT REPORTS, 1935 - Feb. 15, 1937. Form 5131, weekly employment report, showing number of people on each project in each county, male or female, certified or non-certified, full or part time; and Form 502, daily employment report, showing project number, county, relief men and women, and nonrelief men and women. Filed chronologically. (Frequently, official.) 8 1/2 x 14 sheets, 6 in., on wooden desk. R. 300. (137)

159. FINANCE REPORTS, STATUS AND COST, 1935 - Feb. 15, 1937. Status reports on amount of money allotted for labor, showing project number, amount allotted for relief and amount for nonrelief labor, and total; WPA Form 707, monthly report on work projects, showing WPA funds, sponsor's contribution total pledged, and total contributed, man-hours, estimated total, total worked, total paid, and percent of man-hours. Filed chronologically. (Frequently, official.) 10 x 12 folders, 3 ft. 1 in., in 2 drawers of wooden filing case. R. 300. (131)

160. INDEX OF INDIVIDUAL ACCIDENT RECORD, 1935 - Feb. 15, 1937. Form SR-5230, showing name of injured, project number, date, name of foreman, nature, cause, first-aid, doctor, injury classification as minor, light work, and number of days. This is index of material reported in abstracts 147 and 148. Filed alphabetically. (Frequently, official.) 3 x 5 cards, 1 ft. 3 in., in drawer of steel filing case. R. 300. (151)

161. MINOR-INJURY RECORDS, 1935 - Feb. 15, 1937. WPA Form 351, complete description of the accident, with Form K-1, description of injury, attached; Form SR-4694, monthly summary of reports, showing direct causes and number of minor injuries which occurred from each cause. Filed numerically by project and county. (Frequently, official.) 10 x 12 folders, 4 ft. 2 in., in 2 drawers of wooden filing case. R. 300. (147)

162. MINOR-INJURY REGISTER, 1935 - Feb. 15, 1937. Made from Forms 351 and K-1, showing name, address of client, and extent and character of injury, showing each entry number. (Frequently, official.)

10 x 12 folders, 1 in., in drawer of steel filing case. R. 300. (146)

163. MISCELLANEOUS RECORDS PERTAINING TO COMPENSATION, 1935 - Feb. 15, 1937. Pending requests for supplies, receipts for supplies sent, receipts for instructions sent, and travel reports, pending or unpaid. (Frequently, official.) 10 x 12 folders, 1 ft. 2 in., in 2 drawers of steel filing case. R. 300. (150)

164. PAY ROLLS FOR PERSONAL SERVICES, 1935 - Feb. 15, 1937. Form 1013-E, sent to Jackson to be paid (duplicates). Filed chronologically by projects; and projects are filed numerically. (Rarely, official.) 10 x 12 folders, 6 ft. 3 in., in 2 drawers of steel and drawer of wooden filing cases. R. 300. (129)

165. PURCHASE ORDER JOURNAL AND CONTROL LEDGER, 1935 - Feb. 15, 1937. Journals showing pay rolls for services other than personal, and orders for material for which purchase orders have been issued, order number, project number, service, amount, paid voucher, and number; control ledgers showing expenditures, and balances of each project; trial balances are made from these ledgers. Filed chronologically. (Daily, official.) 7 x 10 loose-leaf books (2) and 11 1/2 x 17 loose-leaf books (3), 1 ft. 7 in., on wooden filing cabinet. R. 300. (134)

166. RECORD OF INJURIES, ACTIVE AND INACTIVE CLAIMS, 1935 - Feb. 15, 1937. Complete description of accidents and injuries, numbered in accordance with the register; Form 351, Record of Accident; Form K-1, Short Form of Injury Report; Form CA-1, Employee's Notice of Injury and Original Claim for Compensation and Medical Treatment; Form CA-2, Official Supervisor's Report of Injury; Form CA-16, Request for Treatment; Form S-16, Public Voucher for Services and Supplies of Hospitals and Physicians; Form CA-3, Report of Termination of Total or Partial Disability; Form CA-4, Claim for Compensation on Account of Injury; Form CA-8, Claim for Continuance of Compensation on Account of Disability; Form CA-32, filled in if a hernia results from accident. Filed numerically. 3 x 5 card index, 1 ft. 3 in.; see abstract 151. (Frequently, official.) 10 x 12 folders, 2 ft. 1 in., in drawer of steel filing case. R. 300. (148)

167. REGISTERS AND JOURNALS, 1935 - Feb. 15, 1937. Summary of all allotments and additions divided into federal and sponsors' contribution, and total; pay roll receipt register, showing project number, closing date of pay roll and date pay roll was received, and used as a check to show that all pay rolls are in the office; pay roll register, showing project number, county, date, number of pay roll and total amount. (Frequently, official.) 9 x 14 vols. (2), and 11 x 17 and 14 x 17 loose-leaf books (2), 8 in., on wooden desk. R. 300. (140)

168. PAID REQUISITIONS FOR MATERIALS OR SERVICES, 1935 - Feb. 15, 1937. Copies of requisitions for materials or services, purchase orders or orders covering requisitions and paid vouchers covering each purchase order. Filed by projects and counties. (Rarely, official.) 10 x 12 folders, 10 ft. 5 in., in 5 drawers of wooden filing case. R. 300. (125)

169. REQUISITION LEDGER, 1935 - Feb. 15, 1937. Record of all requisitions. Filed numerically by county groups. (Daily, official.) 15 x 17 loose-leaf book, 3 in., on wooden desk. R. 300. (133)

170. SCHEDULE OF DISBURSEMENTS, 1935 - Feb. 15, 1937. Form 1064, Schedule of Disbursements, showing allotments, disbursements, and balance, sheet of each project is issued monthly and used to verify accounts in district ledgers. Filed numerically by counties and projects. (Daily, official.) 10 x 12 folders, 2 ft. 1 in., in drawer of transfer case. R. 300. (128)

171. SPONSOR'S CONTRIBUTION OF MATERIAL AND PAY ROLLS, 1935 - Feb. 15, 1937. Form 710-A, certification of sponsors' contributions, pay rolls only, and is complete description of contribution; Form 710-B, detailed report on liquidation of sponsors' pledges with approval form to be signed by sponsor or his representative, and semi-monthly physical progress report, showing account of work completed and value of same; Form 701, original request for funds for project. Filed numerically by counties and projects. (Frequently, official.) 10 x 12 folders, 6 ft. 3 in., in 3 drawers of wooden filing case. R. 300. (127)

172. PAID AND SUSPENSE TIME REPORTS, 1935 - Feb. 15, 1937. Form 502, time report for personal services on a semimonthly basis, showing pay roll number, official project number, work project number, type of work symbol, agency, project, sponsored by disbursing officer, period from and to, name of employee, sex, identification number, occupation, class, rate for pay period, deduction, net amount paid, check number, hours in pay status, and remarks. Filed numerically by county groups and projects. (Occasionally, official.) 10 x 12 folders, and sheets, 87 ft. 6 in., in 34 drawers of steel and 8 drawers of wooden filing cases. R. 300. (124)

173. WORK PROJECT REGISTERS, 1935 - Feb. 15, 1937. WPA Form 704-A, showing date approved, estimated completion date, date started, date work completed, state, district, location, description, district number, approved symbol, type, official number, state number, amount authorized from WPA funds, pay rolls, materials and supplies. Filed numerically by counties and projects. (Older records rarely, current ones daily, official.) 15 x 17 loose-leaf books (9), 3 ft., on wooden desk. R. 300. (132)

174. INDIVIDUAL- EARNING CARDS, 1935 - Feb. 15, 1937. Form 507, covering inactive cases, showing earnings of each individual employed by WPA, name, address, identification number of employee, and project number, and duplicates of inactive and active cases. Inactive cases filed numerically by projects, and projects filed numerically by counties, duplicates filed alphabetically by name of employee under county group. (Occasionally, official.) 5 x 8 cards, 16 ft. 8 in., in 3 drawers of steel and drawer of wooden card cabinets. R. 300. (69)

175. ASSIGNMENT SLIPS, 1936 - 1937. Form 402, Notice to Report For Work on Project, showing name of worker, address, identification

number, case number, certified or not, if a transfer, when and where to report, wage class, signatures of employee and foremen. Filed alphabetically by surname of worker and under county groups. (Frequently, official.) 4 x 6 slips, 8 ft., in 2 drawers of steel card cabinet. R. 300. (70)

176. CORRESPONDENCE AND RECEIPTS FOR CHECKS, ACTIVE PROJECTS, 1936 to date. General correspondence with state office, area statistical office, and superintendents or clerks on projects; and receipted copies of pay roll sent to the project with checks. Correspondence filed alphabetically by surname of addressee, and receipts filed numerically by projects under each county group. (Frequently, official.) 10 x 12 folders, 10 ft. 5 in., in 4 drawers of steel filing case and in drawer of transfer case. R. 300. (138)

177. UNPAID REQUISITIONS AND PURCHASE ORDERS FOR MATERIALS OR SERVICES, 1936 to date. Requisitions for materials or services which have not been completed or paid, record of each requisition and purchase order covering same, for materials which have not been delivered. Filed by project number under each county group. (Daily, official.) 10 x 12 folders, 6 ft. 3 in., in 3 drawers of wooden filing case. R. 300. (126)

178. NOTICE OF CORRECTION IN NAME OF INDIVIDUAL, 1937. Form SR-5202, showing first name, middle initials, last name, complete address, identification number, case number, project number, sex, date, signature as at present recorded, witnessed, and WPA title of witness. Filed alphabetically by surname under counties. (Rarely, official.) 5 x 6 slips, 3 ft., on table. R. 300. (72)

179. TIME REPORTS, 1937. WPA Form 502, foreman's approved time report from which pay roll is prepared. Filed numerically by projects under county groups. (Frequently, official.) 10 x 12 folders, 2 ft. 1 in., in drawer of wooden filing case. R. 300. (130)

Operations Division

180. MISCELLANEOUS RECORDS, 1935 - 1936. WPA Form 325, now 402, assignment slip; weekly and semimonthly reports sent to district engineer, showing project number, date, location, and description of project, number of persons working as unskilled, intermediate, skilled, professional, and technical; Form 440, labor inventory, showing thirteen classes of workers with 160 sub-classifications. (Never.) Various sized sheets, 4 ft. 6 in., in pasteboard box. R. 302. (75)

181. REQUESTS FOR ADDITIONAL FUNDS, 1935 - 1936. Mimeographed form, statement of project estimate detail and request for money for operations; superseded by Form 701. Filed numerically by project number. (Never.) 10 x 12 folders, 3 ft. 4 in., in pasteboard box. R. 302. (89)

182. CORRESPONDENCE, 1935 - Jan. 25, 1937. With supervisors of projects, pertaining to purchases for their respective projects. Filed alphabetically by surnames. (Occasionally, official.) 10 x 12 folders, 2 ft. 1 in., in drawer of steel filing case. R. 300. (38)

183. MISCELLANEOUS FILE, 1935 - Jan. 25, 1937. Correspondence between district director of operations and heads of various departments, and with county officials, and superintendents of projects; and bulletins issued by state and district administrator, pertaining to operations, letters attached from director of operations to various engineers relative to bulletins. Bulletins filed numerically, correspondence alphabetically by surname. (Occasionally, official.) 10 x 12 folders, 2 ft. 1 in., in drawer of steel filing case. R. 300. (42)

184. PROJECT FILES, 1935 - Jan. 25, 1937. Forms 401, 710-A, 710, 711, and 720, requisitions for workers for Hancock, Harrison, George, Greene and Jackson Counties. Filed numerically by projects under county groups. (Regularly, official.) 10 x 12 folders, 3 ft., in pasteboard box. R. 300. (44)

185. PROJECT FILES, AREA ENGINEER FOR BUILDING, 1935 - Jan. 25, 1937. WPA Form 701, Statement of Project Estimate Detail, showing state administrator, sequence number, date approved, district number, and location project; and WPA and sponsors' distribution of funds, and man-hours; complete and incomplete material requisitions; purchase orders; and receiving and inspection reports for each project. Filed numerically by projects, and alphabetically by county groups. (Frequently, official.) 10 x 12 folders, 2 ft. 1 in., in drawer of steel filing case. R. 300. (58)

186. PROJECT FILE, AREA ENGINEER FOR BUILDINGS, 1935 - Jan. 25, 1937. Pending project proposals, approved but not in operation; discontinued or completed projects; and copies of paid pay rolls for 1936. Pay rolls filed numerically by projects under county groups, others filed by projects only. (Frequently, official.) 10 x 12 folders, 2 ft. 1 in., in drawer of steel filing case. R. 300. (60)

187. PROJECT FILES, 1935 - Jan. 25, 1937. Form 720, Material on Hand; Form 710, Sponsor's Contribution Other Than Pay Roll; Form 710-A, Sponsor's Pay Roll Contribution; Form 711, Physical Progress Report; and Form 401, Requisition for Workers. Filed numerically by projects under each county group. (Daily, official.) 10 x 12 folders, 2 ft. 1 in., in drawer of steel filing case. R. 300. (40)

188. PROJECT REPORTS, 1935 - Jan. 25, 1937. Form 301, Project Proposal; Form 701, Allotment of Funds; Form 401, Requisition for Workers; Form 711, Physical Progress Report; Form 708, Completed Form, for Completed, Inactive and Discontinued Projects. Filed numerically by counties. (Occasionally, official.) 10 x 15 folders, 4 ft. 2 in., in 2 drawers of steel filing case. R. 300. (30)

189. COMPLETED PURCHASE RECORDS FOR WOMEN'S PROJECTS, AND CORRESPONDENCE, 1935 - Jan. 25, 1937. Form A-6, Requisition for Purchases; Bids; Form A-7, Purchase Order; Form A-8, Inspection and Receiving Report. (Occasionally, official.) 10 x 12 folders, 2 ft. 1 in., in drawer of steel filing case. R. 300. (37)

190. REPORTS OF ACTIVE PROJECTS, 1935 - Jan. 25, 1937. Form 301, Project Proposal; Form 701, Allotment of Funds; Form 401, Requisition

for Workers; Form 711, Physical Progress Report. (Frequently, official.) 10 x 15 folders, 6 ft. 3 in., in 3 drawers of steel filing case. R. 300. (29)

191. PROJECT REGISTER, 1935 - Jan. 26, 1937. Showing sponsor's name, descriptive title, district, serial numbers, state serial number, WPA number, operating number, date sent, and man-months. Filed alphabetically by counties. Index, 1 in.; cross-reference abstracts 31 and 32. (Frequently, official.) 15 x 18 loose-leaf books (2), 2 in., on filing case. R. 300. (21, 22)

192. CORRESPONDENCE CONCERNING BUILDING PROJECTS, 1935 - Jan. 27, 1937. Inter-office and miscellaneous correspondence pertaining to projects; material requisitions for purchases; bulletins and letters of instructions; inspection reports made by area engineers from each county, showing project number by county, and day visited. Filed chronologically. (Frequently, official.) 10 x 12 folders, 2 ft. 2 in., in drawer of steel filing case and on desk. R. 300. (59)

193. REQUISITIONS, 1935 - Jan. 27, 1937. Pending requisitions and purchase orders, awaiting purchases and deliveries; completed requisitions and correspondence pertaining to same on active projects; completed and discontinued projects, consisting of requisitions, purchase orders, and correspondence for project completed or discontinued. Filed by projects and grouped by counties under each title. (Frequently, official.) 10 x 12 folders, 6 ft. 3 in., in 3 drawers of steel filing case. R. 300. (65)

194. OFFICE EQUIPMENT REGISTER, 1935 - Jan. 31, 1937. Complete record of all furniture and equipment in district office, and department or location of same. Filed by departments. (Frequently, official.) 8 1/2 x 10 loose-leaf book, 1 in., on wooden desk. R. 300. (154)

195. CORRESPONDENCE, 1935 - 1937. With state office, district correspondence, and 1935 reports and bulletins, with supporting correspondence and notations. Correspondence filed alphabetically, others filed chronologically. (Correspondence frequently; others yearly, official.) 10 x 12 folders, 8 ft. 4 in., in 4 drawers of steel filing case. R. 300. (27)

196. MISCELLANEOUS FILE, 1935 - 1937. Suspense file of all approved projects for which no funds have been allotted, and labor reports and correspondence. (Suspense file frequently, official; others, never.) 10 x 12 and 10 x 14 folders, 1 ft. 3 in., in wooden desk drawer. R. 300. (25)

197. CORRESPONDENCE AND MISCELLANEOUS EXPENSE RECORDS, July 1, 1935 - Jan. 25, 1937. Correspondence with area engineers and their assistants, and district division of finance; purchase orders and all records pertaining to administrative expense other than salary, such as telephone, light, rent, and equipment. Filed alphabetically. (Occasionally, official.) 10 x 12 folders, 2 ft. 1 in., in drawer of steel filing case. R. 300. (35)

198. REQUISITIONS FOR CONSTRUCTION PROJECTS, July 1, 1935 - Jan. 25, 1937. Requisitions From Engineer; Form A-6, Formal Requisition to

Treasury Department, copy of bid sent out by Treasury Department; A-7, Purchase Order; completed requisitions with Form A-8, inspection and receiving report attached; and records of completed projects. (Frequently, official.) 10 x 12 folders, 8 ft. 4 in., in 4 drawers of steel filing case. R. 300. (34)

199. PROJECT ESTIMATE DETAIL, REQUESTS FOR ALLOTMENT, AND CORRESPONDENCE, July 25, 1935 - Jan. 27, 1937. WPA Form 701 made in quadruplicate, three copies sent to state director for approval with Form SR-4343 and transmittal letters (duplicates); and correspondence with various sponsors of projects. Records filed numerically by counties and correspondence filed alphabetically by surname. Cross reference with abstracts 22 and 32. (Frequently, official.) 10 x 12 folders, 2 ft. 1 in., in drawer of steel filing case. R. 300. (31)

200. REPORTS OF PROJECTS APPROVED BUT NOT BEGUN, Aug. 1935 - Jan. 25, 1937. Projects approved by President but for which no funds have been allocated, with summary on outside of envelope, showing name of sponsor, county, amount of WPA allotment, amount of sponsor's contribution, date received, date sent and date approved. Filed numerically by counties. Cross reference with abstracts 22 and 31. (Occasionally, official.) 10 x 15 folders and envelopes, 2 ft. 1 in., in drawer of steel filing case. R. 300. (32)

201. MATERIAL INVENTORY RECORD, Sept. 30, 1935 - Jan. 28, 1937. Property record of all materials received on jobs, used, and on hand; Form 721, showing work project number, item, record of requisition, date, number, quantity requisitioned, received, and unfilled; record of receipts, issues on hand, received, used, and on hand. Filed alphabetically under each classification of material group. (Frequently, official.) 5 x 8 cards, 6 ft., on desk. R. 300. (152)

202. MATERIAL RECEIPTS, Oct. 1, 1935 - Jan. 25, 1937. Record of all bulk first-aid material issued, showing date received, amount received, date issued, quantity issued, and amount on hand; memoranda of all unit material issued, showing name of signee, date, project number, and number of packages of each item issued. (Frequently, official.) 8 1/2 x 14 vols. (2), and 8 1/2 x 11 sheets, 3 in., on desk and on clip file. R. 300. (51)

203. MINOR-INJURY REPORTS, Oct. 1, 1935 - Jan. 25, 1937. Showing county, project number, name, date of injury, character of injury, and treatment. Filed chronologically by counties. (Frequently, official.) 8 1/2 x 14 vols. (3), 6 in., on desk. R. 300. (52)

204. PROJECT VISITS, Oct. 1, 1935 - Jan. 25, 1937. Records of visits made by safety inspector to each project, showing name and address of superintendent, project number, description of project, and days visited. Filed numerically by projects under counties. (Frequently, official.) 8 1/2 x 11 loose-leaf books (5), 6 in., on desk. R. 300. (53)

205. TRUCK-INSPECTION CERTIFICATES, Oct. 1, 1935 - Jan. 25, 1937. Form SD-D, issued in triplicate, covering trucks inspected every 60 days. Filed alphabetically according to name of owner. (Frequently, official.) 10 x 12 folders, 1 ft., in drawer of steel filing case. R. 300. (50)

206. FOREMEN'S ACCIDENT REPORTS, Oct. 1, 1935 - Jan. 26, 1937. WPA Form 351, complete report of accident, made in duplicate by foreman, original sent to district safety inspector, and duplicate is retained by foreman; Form SD-AA, obsolete, and superseded by Form 351. Filed numerically by counties. (Frequently, official.) 10 x 12 folders. 2 ft. 1 in., in drawer of steel filing case. R. 300. (47)

207. MISCELLANEOUS FILE, Oct. 1, 1935 - Jan. 26, 1937. Correspondence with state, district and county supervisors, and from state safety inspector; weekly reports; NYA reports; first-aid equipment receipts, receipts for equipment sent out to projects; Form SD-BB, summary of all injuries during month for district, one copy being sent to district administrator, district director of operations, and state director of safety. (Frequently, official.) 10 x 12 folders, 2 ft. 1 in., in drawer of steel filing case. R. 300. (49)

208. RECORD OF MINOR INJURIES, Oct. 1, 1935 - Jan. 26, 1937. Showing name of worker, address, project number, identification number, injury, and treatment. Filed alphabetically and chronologically. (Frequently, official.) 3 x 5 cards, 1 ft. 6 in., in drawer of steel card cabinet. R. 300. (46)

209. SAFETY-INSPECTION REPORT, Oct. 1, 1935 - Jan. 26, 1937. WPA Form 352, made up by inspector when he inspects a project. Filed numerically by projects under counties. (Frequently, official.) 10 x 12 folders, 2 ft. 1 in., in drawer of steel filing case. R. 300. (48)

210. REPORTS, 1936 - Jan. 18, 1937. Condensed report, showing date of receipt of report Forms 710, 710-A, 711, 719 and 720, and date they were due, to show any delay in receiving regular reports. (Frequently, official.) 10 x 12 loose-leaf book, 1 in., on wooden table. R. 300. (28)

211. PAY ROLLS, 1936 - Jan. 23, 1937. Copies of pay rolls approved and paid, for projects in Hancock, Harrison, George, Greene, and Jackson Counties. Filed numerically by projects under county groups. (Frequently, official.) 10 x 12 folders, 3 ft., in pasteboard box. R. 300. (45)

212. EMPLOYEES' RECORDS, 1936 - Jan. 25, 1937. Letters of application, recommendation, and short history of employees. (Frequently, official.) 10 x 12 folders, 3 in., in drawer of wooden desk. R. 300. (66)

213. MISCELLANEOUS FILE, AREA ENGINEER, PROJECTS OTHER THAN BUILDINGS, 1936 - Jan. 25, 1937. Correspondence pertaining to operations of various projects with state departments, district, and counties; requisitions for labor; receipts for material; labor reports from district and counties; and approved pending projects with no funds allocated. Filed alphabetically. (Frequently, official.) 10 x 12 folders, 2 ft. 1 in., in drawer of steel filing case. R. 300. (64)

214. PROJECT FILE, AREA ENGINEER, PROJECTS OTHER THAN BUILDINGS, 1936 - Jan. 25, 1937. From 701, Project Proposal, showing complete breakdown of funds allotted for projects in operation, part to be used for labor, relief, nonrelief, and materials. (Frequently, official.) 10 x 12 folders, 10 in., in drawer of wooden desk. R. 300. (67)

215. REPORTS OF PROJECTS SUBMITTED FOR APPROVAL, 1936 - Jan. 25, 1937. Form 301, project proposal, and correspondence with state and district offices, and sponsors, pertaining to same. (Occasionally, official.) 10 x 12 folders and envelopes, 4 ft. 2 in., in 2 drawers of steel filing case. R. 300. (33)

216. WEEKLY MATERIAL REPORT, 1936 - Jan. 25, 1937. WPA Form 720, weekly report of materials on hand at beginning of period, received, used, and on hand. Filed numerically by project number under county group. (Frequently, official.) 10 x 12 folders, 2 ft. 1 in., in drawer of steel filing case. R. 300. (39)

217. PURCHASE OF TRUCKS AND TEAMS, 1936 - Feb. 25, 1937. Area engineers' memoranda to purchasing department, requesting hiring of trucks or teams for a job, formal requisitions to treasury department from district office, requesting hiring of teams or trucks for a job, copies of bids for same and purchase orders, showing name of successful bidder, number of hours assigned to work, and rate per hour. Filed numerically. (Frequently, official.) 10 x 12 folders, 2 ft. 1 in., in drawer of steel filing case. R. 300. (36)

218. PLANS OF BILOXI AIRPORT, 1936 - 1937. Twenty-four sets of blueprints, showing plots and details of airport and buildings. (Frequently, official.) 24 x 36 sheets, 2 ft., on drawing table. R. 300. (57)

219. ADMINISTRATIVE BULLETINS, Feb. 18, 1936 - Jan. 20, 1937. Issued by state administrator, state director of operations, state director of employment, and state director of finance, with penciled notations referring to contents. Filed numerically. (Frequently, official.) 10 x 11 loose-leaf books (2), 2 in., in wooden desk drawer. R. 300. (26)

220. TRACINGS, April 20, 1936 - Jan. 25, 1937. Original detailed tracings from which blueprints were made for various projects in district, showing job number and county. (Frequently, official.) c. 17 x 40 sheets, 1 ft., in wooden box. R. 300. (54)

221. CORRESPONDENCE OF DISTRICT DRAFTSMAN, April 20, 1936 - Jan. 27, 1937. Pertaining to interoffice requisitions for materials, miscellaneous plots, details, and bills of material, and is with district engineer, county engineers and project superintendents. Filed by county group or individual. (Frequently, official.) 10 x 12 folders, 2 ft. 1 in., in drawer of steel filing case. R. 300. (56)

222. PLANS AND PROFILES, April 20, 1936 - Jan. 25, 1937. Of all active and inactive projects in district. Grouped under project name by counties. (Frequently, official.) 12 x 15 folders, 27 ft. 1 in., in 12 drawers of wooden filing cases and drawer of steel transfer case. R. 300. (55)

223. TIME REPORTS, July 1, 1936 - Jan. 23, 1937. Sent in by superintendents on each project (originals). Filed numerically by projects under county group. (Frequently, official.) 10 x 12 folders, 6 ft. 2 in., in drawer of wooden and drawer of steel filing cases, and in pasteboard box. R. 300. (43)

224. PAY ROLLS, July 18, 1936 - Jan. 25, 1937. Which have been approved and paid (duplicates). Filed numerically by projects under county groups. (Rarely, official.) 10 x 12 folders, 6 ft. 3 in., in 2 drawers of wooden and steel filing cases. R. 300. (41)

225. REQUESTS FOR STATIONERY AND SUPPLIES, Sept. 1, 1936 - Feb. 23, 1937. Received from various workers in various counties and district office. (Occasionally, official.) 10 x 12 folders, 6 in., on open wooden shelf and in drawer of wooden table. R. 302. (76)

226. TOOL AND EQUIPMENT INVENTORY FOR PROJECTS, Dec. 1, 1936 - Jan. 28, 1937. WPA Form 712, complete record of all tools received on job, used, and on hand, showing date, posting reference, source of receipt or final disposition, unit price, quantity received, amount disposed, and balance on hand, detail of issuances returns, and inventory balances. Folders filed numerically by project number, and discontinued projects filed alphabetically by name of item. (Daily, official.) 8 x 10 cards, 7 ft. 8 in., on desk. R. 300. (153)

227. RECORD OF WORK CARDS, 1937. Memoranda of all work cards sent to foreman for workers, showing name of worker, date received by foreman, date delivered to worker, and signed by foreman. Filed alphabetically by surname of worker. (Daily, official.) 4 x 5 cards, 6 in., in pasteboard box. R. 300. (61)

228. INDIVIDUAL-EARNINGS RECORD, 1937. WPA Form 507, for trucks, their drivers and rented equipment. Filed numerically by identification number under projects. (Frequently, official.) 5 x 8 cards, 4 1/2 in., in wooden box. R. 300. (24)

229. PROGRESS MAP, 1937. Hand-drawn map of state, showing main and secondary roads and streams with blue flags for active, and red flags for discontinued or completed projects. (Frequently, official.) 48 x 60 map, 1 1/2 in., on wall. R. 300. (23)

230. QUOTA OF WORKERS, 1937. Set-up by counties, showing number of relief and nonrelief men on each project. (Frequently, official.) 8 1/2 x 11 loose-leaf book, 1 in., on desk. R. 300. (62)

231. SCHEDULE OF PROJECTS, FINANCIAL DATA, 1937. Showing name and number of projects, description, superintendent of project, address, amount of money available, amount for relief, and nonrelief material, and grand total. Listed numerically by projects under counties. (Daily, official.) 8 1/2 x 11 loose-leaf book, 1 in., on desk. R. 300. (63)

Division of Women's and Professional Projects

232. REQUISITIONS FOR WORKERS ON PROJECTS, 1935 - Feb. 20, 1937. Requests from supervisors of projects to district director of employment for additional workers. Filed alphabetically by counties under each group. (Frequently, official.) 10 x 12 folders, 9 in., in transfer case. R. 300. (144)

233. MISCELLANEOUS CORRESPONDENCE AND REPORTS, July 1935 - Feb. 25, 1937. Miscellaneous correspondence; reports to district director of

finance; state reports Form WD-9; Form 720, material report, showing materials on hand, received, used, and left; Form 701, request for additional funds; receiving and inspection reports; purchase orders; and requisitions. Filed alphabetically and numerically under counties. (Daily, official.) 10 x 12 folders, 2 ft. 1 in., in pasteboard transfer case. R. 200. (91)

234. GENERAL CORRESPONDENCE AND REPORTS, 1935 - Feb. 20, 1937. Correspondence between director and supervisors of various projects; general correspondence; state correspondence between district director and state office; daily, monthly, and weekly reports, pertaining to employment; reports on and receipts for commodities delivered. Filed alphabetically by subject. (Daily, official.) 10 x 12 folders, 6 ft. 3 in., in 3 drawers of wooden filing case. R. 200. (143)

HAZLEHURST

Office of the County Supervisor, (District 6)
Division of Women's and Professional Projects
Bass Building, West Railroad Ave.

This office was established in 1935 and has maintained quarters in its present location since its inception. The Federal Surplus Commodity Corporation for Mississippi turns over all the surplus commodities allotted to Mississippi, to the state Division of Women's and Professional Projects for distribution. The state office then allots these commodities to the various districts and counties. This county office was set up as a commodity division, charged with distribution of these commodities to the relief clients within the county.

This office has in its custody some of the old records of the State Board of Public Welfare, Civil Works Administration and the Emergency Relief Administration. All records have been retained and none has been lost or sent to Washington.

Commodity Division

235. ISSUE RECORD CARDS, 1932 to date. Form SC-105, showing store, county, case or RR number, name, address, town most accessible, store address, number in family, card number, date case opened and closed, and monthly issue record. Filed alphabetically. (Frequently, official.) 3 x 5 cards, 1 ft., in wooden card cabinet. R. 1. (9)

236. COMMODITY ORDERS, 1935 to date. Showing name, address, assigned, unassigned employable, unemployable RR clients, reason for need, etc. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 6 in., in wooden filing case. R. 1. (8)

237. CORRESPONDENCE AND REPORTS, 1935 to date. Letters between county and state offices; Form SCD-1, Monthly Report of Cases and Persons Certified as Eligible to Receive Surplus Commodities, showing recipient groups, total active cases beginning of month, total cases withdrawn during month, total cases added during month, total active

cases at end of month, county, case-load, etc.; Form SCD-2, Report of Percentage Eligible Cases Served According to Distribution Points, showing address, name of retailer, RR cases, general cases, case-load served, etc.; and Form CD-23, Merchant's Commodities Receipt, showing commodity, unit, opening inventory, receipt date, total issued, balance, actually on hand, shrinkage, picked-up date, re-allotted, signature of merchant, date, and signature of deliverer. Filed numerically. (Frequently, official.) 9 x 12 folders, 6 in., in pasteboard carton. R. 1. (5)

238. IDENTIFICATION CARDS FOR SURPLUS COMMODITIES, 1935 to date. Form SC-106, showing name, address, color, store, address of store, number in family, etc. Filed numerically. (Frequently, official.) 3 x 5 cards, 1 ft., in wooden box. R. 1. (10)

239. SURPLUS COMMODITY CERTIFICATION REPORT, 1935 to date. Form CD-99, showing date, agency, county, name, address, town most accessible, number in family, color, families to be added or removed from rolls of persons eligible to receive commodities. Filed numerically. (Frequently, official.) 9 x 12 folders, 3 in., in wooden filing case. R. 1. (6)

240. TIME REPORTS, 1935 to date. Form WPA 502 (revised August 1936), Time Report for Personal Services, showing hourly base, district, county, state, pay roll, page, official project and work project numbers, name, sex, identification number, occupation, class, normal hours assigned, time lost and maximum hours worked. Filed numerically. (Frequently, official.) 14 x 17 loose sheets, 6 in., on wooden shelf. R. 1. (7)

JACKSON

STATE OFFICE

- (A) Tower Bldg., W. Pearl and S. Roach Sts.
- (B) Millsaps Bldg., W. Capitol and S. Roach Sts.

The office of the state administrator of the Works Progress Administration for Mississippi was established July 1, 1935, and has maintained quarters at its present location since its establishment. The state administrator is responsible, within the limits of instructions promulgated by the Federal Administrator, for decisions on all matters of policy and for the efficient and economical operation of the entire state administration. He is specifically responsible for the transmission to districts, of instructions received from the federal administration and all matters relating to administrative personnel. He has a deputy, or coordinating administrator, directly under him, and he is charged with the coordination of the various divisions of the state office. Whenever branch offices are necessary, the approval of the regional field representative, who usually sends an assistant to represent him, must be obtained. When this condition exists the state field representative works in cooperation with and out of the state administrator's office. The records arising under the state field representative are then kept with those of the state administrator.

Some CWA and ERA records are in the custody of this office and are used by it.

The Emergency Adult Education program in Mississippi was established in 1932, under the State Board of Public Welfare and continued as such until c. January 1, 1934, when it was taken over by the Civil Works Administration. On April 1, 1934, it was transferred to the Emergency Relief Administration and remained under this agency until it was finally taken over by the Works Progress Administration in 1935. Various projects were first organized under the Division of Women's and Professional Projects, and operated as such until February 15, 1937, when all educational projects were consolidated and placed under the Division of Education Projects. This office of the State Director of this Division of Education Projects was established February 15, 1937, and had maintained quarters in the Tower Building, corner West Pearl and South Roach Streets, Jackson, Mississippi, from its inception until March 8, 1937, when it was moved to its present location in the Millsaps Building, corner West Capitol and South Roach Streets. The director has under him a state supervisor of the Division of Education Projects, together with supervisors of General Adult Education, Forums and Workers Education, Negro Education, and Nursery Schools, also six district supervisors for General Adult Education.

The records of this office consist entirely of correspondence and no records have been lost, destroyed, or sent to Washington.

The office of the State Director of Employment was established July 1, 1935 and has occupied its present location since its establishment. It is charged with the responsibility of all matters relating to hours and wages, labor classifications, assignments, reassignments and separations, complaints and adjustments having to do with the welfare of workers, and labor relations. The coordinating administrator is the acting director of employment and head of this office, and maintains liaison between the Works Progress Administration and the following agencies: United States Employment Service; other government agencies participating in the work program in matters pertaining to labor requirements and local relief agencies. None of the records of this office has been lost or destroyed and none has been sent to Washington.

The office of the State Director of the Division of Finance and Statistics was established July 1, 1935, and has occupied its present location continuously since its establishment. It is charged with the control of pay rolls, recording of sponsor's contributions, maintenance of records of materials and equipment, and general liaison with the state offices of all federal financial agencies. It is responsible for carrying out policies and instructions relative to timekeeping on projects, pay roll procedure, individual-earnings records, and project allotment control. This office carries on the general statistical and research work necessary for operating purposes, and making required reports to the Area Statistical Office. None of the records of this office has been lost or destroyed and none has been sent to Washington. Some old CWA and ERA records are in the custody of this office.

The office of the State Director, Division of Operations, was established July 1, 1935, and has maintained quarters at its present location since its inception. This office is charged with the promotion and planning of construction projects and the supervision of the execution of them to insure their efficient operation. It cooperates with the Division of Employment in matters pertaining to labor for such

projects. It maintains liaison with the State Procurement Office of the Treasury Department in all matters concerning specifications, requisitions, and other transactions relative to securing materials, and is charged with the promotion of safety on work projects. All records have been retained; none has been lost, destroyed, or sent to Washington.

The office of the State Director of the Division of Recreation was established in October, 1936, and has occupied quarters in its present location since its establishment. This is a state-wide project operating under federal and regional direction. The work carried on by the project was originally begun under the Civil Works Administration in January, 1934, and sponsored by the YWCA of Mississippi. In April, 1934, this work was taken over by the Emergency Relief Administration until October, 1935, when the Recreation Project of the WPA was organized under the Division of Women's and Professional Projects. The Division of Recreation was later organized in October, 1936, under its present sponsor, the State Board of Health, and continues to operate at the present under this setup. All records of this office have been retained.

The office of the State Director, Division of Women's and Professional Projects, was established July 1, 1935, and has been located in its present quarters in the Tower Building since its establishment. This office is responsible to the state administrator for the promotion and planning of women's and professional and service, research and educational projects, and for supervising the execution of such projects to insure their efficient operation. It cooperates with the Division of Employment in matters relating to scheduling of project, reduction of hours of work, labor classification and assignments, reassignments and separations. It supervises the execution of projects of the districts by means of periodic inspections. The director of this division must be a woman. There are numerous professional projects which are under regional direction but report to this division. Some old Emergency Relief Administration records have been retained in this office for better preservation, and are therefore included under this division. All records are considered valuable and none has been destroyed, lost, or sent to Washington.

241. WPA INDEX OF PERSONNEL AND GENERAL FILE, 1935 to date. In office of deputy administrator. Filed alphabetically. (Frequently, official.) 3 x 5 cards, 1 ft., in drawer of steel card cabinet. R. 1804 (Bldg. A). (409)

242. WPA GENERAL CORRESPONDENCE, 1935 to date. With national, state, and district officers. Filed alphabetically and chronologically. (Frequently, official.) 9 x 12 folders, 34 ft., in 24 drawers of steel filing cases. R. not numbered (Bldg. A). (405)

243. WPA PROJECT REPORTS, 1935 to date. Showing progress of various projects. Filed chronologically by district. (Occasionally, official.) 9 x 12 folders, 1 ft. 6 in., in drawer of steel filing case. R. 1801 (Bldg. A). (412)

Division of Educational Projects

244. GENERAL CORRESPONDENCE, 1932 to date. Between district supervisors, unit supervisors, teachers, state and national officials. Filed alphabetically by counties. (Frequently, answering correspondence requesting material, and noting progress.) 9 x 12 folders, 5 ft., in 3 drawers of steel filing case. R. 802 (Bldg. B). (490)

Division of Employment

245. APPLICATIONS FOR EMPLOYMENT, 1935 to date. With endorsements attached. Filed alphabetically by counties. (Occasionally, official.) 9 x 12 folders, 24 ft., in 12 drawers of steel filing case. R. not numbered (Bldg. A). (406)

246. FORMAL APPLICATIONS, 1935 to date. Form SR-3021, Application for Position, showing name, address, date of birth, relatives, place of birth, religion, nationality, race, health, education, special courses, employment record, etc. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 3 ft., in 2 drawers of steel filing case. R. 1802 (Bldg. A). (408)

247. INDEX OF GENERAL CORRESPONDENCE, 1935 to date. For all correspondence relating to this division. Filed numerically. (Frequently, official.) 3 x 5 cards, 1 ft., in drawer of wooden card cabinet. R. 1102 (Bldg. A). (440)

248. GENERAL CORRESPONDENCE, 1935 to date. In reference to complaints received in office. Filed numerically and chronologically. Index. (Frequently, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. R. 1102 (Bldg. A). (441)

249. GENERAL CORRESPONDENCE, 1935 to date. With district offices, pertaining to applications for employment. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 3 ft. 6 in., in 2 drawers of steel filing case. R. 1802 (Bldg. A). (407)

250. LABOR RELATIONS CORRESPONDENCE, 1935 to date. With state, county, and district offices relative to complaints, hours worked, rate of pay, name, address, and case number of client registering complaint. Filed chronologically by counties. (Frequently, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. R. 1101 (Bldg. A). (493)

251. MISCELLANEOUS CORRESPONDENCE, 1935 to date. Relating to personnel of employment, social service, financial, commodity, labor, and procurement divisions, women's and professional projects, National Youth Administration, and reports on projects, cannery equipment, etc. Filed alphabetically by subject. Index. (Frequently, official.) 9 x 12 folders, 14 ft., in 6 drawers of steel filing cases. R. 1801 (Bldg. A). (411)

252. OCCUPATIONAL CLASSIFICATION RECORDS, LABOR RELATIONS, 1935 to date. Form SR-3759, showing WPA project number, name, address, identification number, physical condition, occupational classification,

skilled or unskilled, professional, etc. Filed alphabetically by counties. (Frequently, official.) 9 x 12 folders, 8 ft., in 4 drawers of steel filing case. R. 1101 (Bldg. A). (494)

253. PREVAILING HOURLY RATE OF PAY, 1935 to date. Form SR-3953, filled out by employers throughout the state, showing hourly rate of pay for different types of work; used to determine WPA rate of pay. Filed alphabetically by counties. (Occasionally, official.) 8 1/2 x 11 loose sheets, 2 ft., in drawer of steel filing case. R. 1101 (Bldg. A). (492)

254. REPORTS ON NUMBER OF PERSONS EMPLOYED, 1935 to date. Form WPA-835, showing number of persons employed, sex, total number of man-hours, credit for time lost, total amount of earnings, persons from relief rolls, nonrelief cases, earnings and hours. Filed alphabetically by counties. (Occasionally, official.) 9 x 12 folders, 1 ft., in drawer of steel filing case. R. 1801 (Bldg. A). (410)

Division of Finance and Statistics

255. CWA INDEX OF COMPENSATION CLAIMANTS, 1933 - 1934. Showing name, address, case number, and amount of compensation. Filed alphabetically by counties. (Frequently, official.) 3 x 5 cards, 10 ft. 6 in., in 6 drawers of steel card cabinet. R. 810 (Bldg. A). (528)

256. CWA ACCIDENT REPORTS, 1933 - 1934. Showing name, address, case number, number of dependents, nature and cause of accident, amount of time lost, date returned to work, amount of compensation allotted, amount of hospital and medical attention. Filed numerically. Index. (Occasionally, official.) 9 x 12 folders, 19 ft. 6 in., in 10 drawers of steel filing case. R. 810 (Bldg. A). (530)

257. CWA CORRESPONDENCE, ACCIDENT COMPENSATION, 1933 - 1934. With state and county offices. Filed alphabetically. Index. (Frequently, official.) 9 x 12 folders, 5 ft. 6 in., in 3 drawers of steel filing case. R. 810 (Bldg. A). (529)

258. ADJUSTMENT VOUCHERS, 1935 to date. Form 1080, showing adjustment between appropriations and funds to be credited. Filed numerically. (Frequently, official.) 9 x 12 folders, 1 1/2 in., in drawer of steel filing case. R. 810 (Bldg. A). (556)

259. ADMINISTRATIVE PERSONNEL, 1935 to date. Showing name and address. Filed alphabetically. (Occasionally, official.) 3 x 5 cards, 5 ft. 6 in., in 5 drawers of steel card cabinets. R. 810 (Bldg. A). (551)

260. ALLOTMENT BALANCES, DAILY REPORT, 1935 to date. Showing balance amount allotted to different projects. (Frequently, official.) 11 x 15 1/2 loose-leaf books, 6 in., on wooden shelf. R. 811 (Bldg. A). (564)

261. ALLOTMENT JOURNAL, 1935 to date. Record of allotments for different projects. (Frequently, official.) 11 x 12 1/2 loose-leaf books, 1 ft., on wooden shelf. R. 811 (Bldg. A). (562)

262. ANNUAL-LEAVE RECORDS, 1935 to date. Form TD-2152, Individual Record of Absence of Year, showing name, date of oath, salary, accrued sick extension, extension leave on account of sickness, salary deductions for excessive absence, record of leave without pay and annual leave. (Frequently, official.) 5 x 8 cards, 1 ft. 6 in., in drawer of steel filing case. R. 810 (Bldg. A). (533)

263. ASSIGNMENT SLIPS, 1935 to date. Showing name, address, case number, sex, number of dependents, project number, skilled or unskilled, and hourly rate of pay. Filed numerically. (Frequently, official.) 4 x 5 loose sheets, 6 ft., in 7 pasteboard card cabinets. R. 810 (Bldg. A). (534)

264. COMPENSATION CLAIMANTS, 1935 to date. Reports on minor injuries, showing name, address, case number, cause and extent of injury, duration and amount of compensation. Filed numerically by district. (Frequently, official.) 3 x 5 cards, 3 ft., in 3 drawers of steel card cabinets. R. 810 (Bldg. A). (532)

265. GENERAL CORRESPONDENCE, ACCOUNTING DEPARTMENT, 1935 to date. Between district, state, division, and federal offices. (Frequently, official.) 9 x 12 folders, 9 ft., in 5 drawers of steel filing cases. R. 811 (Bldg. A). (578)

266. GENERAL CORRESPONDENCE, STATISTICAL DEPARTMENT, 1935 to date. Between state, district, county, and federal offices. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 4 ft. 6 in., in 2 drawers of steel filing case. R. 810 (Bldg. A). (552)

267. GENERAL CORRESPONDENCE, STATISTICAL DEPARTMENT, 1935 to date. Between state, district, and national offices. Filed numerically by districts. (Frequently, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. R. 810 (Bldg. A). (531)

268. ENCUMBRANCE CANCELLATIONS, 1935 to date. Form A-5-A, showing requisition number, encumbrance number, appropriation symbol, allotment number, official and work project numbers, job number, appropriation title, reason for cancellation, etc. (Occasionally, official.) 9 x 12 folders, 1 ft. 6 in., in drawer of steel filing case. R. 811 (Bldg. A). (569)

269. MISCELLANEOUS ENCUMBRANCE, 1935 to date. Form A-5 (revised), showing number, date, city, state appropriation number, title, particulars, voucher, liquidated, authorized and unliquidated encumbrances, location symbol, official project number, etc. Filed numerically. (Frequently, official.) 9 x 18 folders, 2 ft., in drawer of steel filing case. R. 811 (Bldg. A). (570)

270. EQUIPMENT AND SUPPLY REGISTER, 1935 to date. Showing supplies and equipment allotted and used on each project. (Frequently, official.) 11 1/2 x 14 loose-leaf books, 6 in., on wooden shelf. R. 811 (Bldg. A). (563)

271. FUNDS DISBURSEMENT JOURNAL, 1935 to date. Showing date, vendor, description, project, voucher number, source of funds, purchase voucher,

etc. (Frequently, official.) 12 x 18 loose-leaf books, 6 in., on shelf. R. 811. (Bldg. A). (572)

272. HIGH SCHOOL AND COLLEGE CONTROL CARDS, 1935 to date. Showing name of school, county, address, superintendent, allocation, pay periods, etc. (Frequently, official.) 5 x 8 cards, 1 ft., in paste-board card cabinet. R. 810. (Bldg. A). (535)

273. INDIVIDUAL-EARNINGS RECORDS, 1935 to date. Form WPA-507, showing name, address, identification number, assignment dates, project number, occupation, classification, hours worked, time lost, total number of hours, rate per hour, and amount paid. Filed numerically. (Frequently, official.) 5 x 8 cards, 12 ft. 6 in., in 19 transfer cases. R. 810. (Bldg. A). (536)

274. LEDGER CHANGES, 1935 to date. Form 701, Statement of Project Estimate Detail, showing city, county, location of project, type of work, appropriation, man-hours, materials, supplies, and amount of money allotted to project. (Frequently, official.) 8 1/4 x 11 1/4 loose-leaf books, 1 ft. 6 in., on shelves. R. 811. (Bldg. A). (573)

275. OATHS OF OFFICE, 1935 to date. Standard Form 8, showing department, bureau, name, oath, signature, date, notary seal, position, and date of entry. Filed alphabetically. (Occasionally, official.) 8 1/2 x 11 loose sheets, 1 ft., in drawer of steel filing case. R. 810. (Bldg. A). (549)

276. PAY ROLLS, 1935 to date. Showing name, address, number of dependents, case and project numbers, skilled or unskilled, total number hours worked, rate of pay per hour, and total amount earned. Filed alphabetically by counties. (Rarely, official.) 9 x 17 loose sheets, 13 ft., in 4 transfer cases. R. 810. (Bldg. A). (554)

277. ADMINISTRATIVE PAY ROLLS, 1935 to date. Showing name, address, and amount of salary issued semimonthly. (Rarely, official.) 9 x 12 folders, 2 ft. 6 in., in 2 drawers of filing case. R. 811. (Bldg. A). (574)

278. PROJECT ALLOTMENT, 1935 to date. Form TD-A-3, Advice of Allotment, showing project number, location, date, encumbrance, reference number, audited vouchers, allotment, amount, official project number, etc. (Frequently, official.) 9 x 12 folders, 19 ft., in 10 drawers of steel filing cases. R. 811. (Bldg. A). (566)

279. PROJECT ESTIMATE DETAIL STATEMENT, 1935 to date. Form WPA-701, showing date, district, city, location of project, estimated started and completion dates, official and work project numbers, relief and non-relief labor, etc. (Frequently, official.) 9 x 12 folders, 7 ft., in 4 drawers of steel filing case. R. 811. (Bldg. A). (567)

280. PURCHASE ORDERS, 1935 to date. Form TD-A-6, for office equipment, and supplies and equipment for state-wide projects, showing item, quantity, requisition number, appropriation symbol, project number, description of articles, estimated cost, date, etc. (Occasionally, official.) 9 x 12 folders, 8 ft., in 4 drawers of steel filing case. R. 811. (Bldg. A). (577)

281. REPORTS, 1935 to date. Forms WPA-712-715, and SR-3387, purchase orders, equipment reports and inventories, office inventories, warehouse inventories, and ERA transfers. (Frequently, official.) 9 x 12 folders, 5 ft., in 3 drawers of steel filing case. R. 811 (Bldg. A). (565)

282. REQUISITIONS FOR PURCHASES, 1935 to date. For office supplies, and equipment for state-wide projects. (Occasionally, official.) 9 x 12 folders, 13 ft. 6 in., in 7 drawers of steel filing cases. R. 811 (Bldg. A). (576)

283. SEWING ROOM REPORT, 1935 to date. Showing kinds of material used and work being done. (Never.) 9 x 12 folders, 6 in., in drawer of steel filing case. R. 810 (Bldg. A). (555)

284. STATISTICAL REPORTS, 1935 to date. Form WPA-717-R, Monthly Report of Administrative Expenses, showing personal services, travel expenses, supplies and material, printing, public utility service, rent, repairs, etc. (Frequently, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. R. 810 (Bldg. A). (557)

285. TIME REPORTS FOR PERSONAL SERVICES, 1935 to date. Form WPA-502-R, semimonthly, showing name, sex, case number, pay roll number, page number, official and work project numbers, and type of work. Filed numerically. (Occasionally, official.) 14 x 17 loose-leaf books, 3 ft., on wooden shelves. R. 810 (Bldg. A). (353)

286. TIME REPORTS FOR PERSONAL SERVICES ON PROJECTS, 1935 to date. Form WPA-502 (revised), semimonthly, showing payroll number, page number, official and work project numbers, rate per hour, type of work, and location of project. Filed numerically. (Frequently, official.) 14 x 17 loose sheets, 6 in., in drawer of steel filing case. R. 811 (Bldg. A). (561)

287. TRANSMITTAL SHEETS, 1935 to date. A complete summary of requisitions issued by this department. (Frequently, official.) 8 1/2 x 11 loose sheets, 6 in., in drawer of filing case. R. 811 (Bldg. A). (568)

288. TRAVEL AUTHORIZATIONS, 1935 to date. Authority to travel in connection with work on different projects, showing rate of pay per mile traveled by automobile, bus, or train, in performing work. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 4 ft., in 2 drawers of steel filing case. R. 810 (Bldg. A). (550)

289. TRAVEL EXPENSE AUTHORIZATIONS AND VOUCHERS, 1935 to date. Authorization is numbered and issued each month; voucher in payment for travel, showing number of miles traveled, rate per mile, total amount paid for month, etc. (Rarely, official.) 9 x 12 folders, 6 ft., in 3 drawers of steel filing case. R. 811 (Bldg. A). (575)

290. WORK PROJECT REGISTERS, 1935 to date. Form WPA-704-A, showing dates of project approval, estimated date of completion, date work started and completed, number of relief and nonrelief workers, materials and supplies used, district and project numbers, location and

description of project. (Frequently, official.) 14 x 18 loose-leaf books, 1 ft. 6 in., on wooden shelves. R. 811 (Bldg. A). (571)

Division of Operations

291. GENERAL CORRESPONDENCE, 1935 to date. With national, state, and district offices relative to project operations. Filed chronologically by district. (Frequently, official.) 9 x 12 folders, 2 ft. 6 in., in 2 drawers of steel filing case. R. 1610 (Bldg. A). (426)

292. GENERAL CORRESPONDENCE, 1935 to date. With national, state, and district offices. Filed chronologically by districts. (Frequently, official.) 9 x 12 folders, 4 ft., in 2 drawers of steel filing case. R. 1609 (Bldg. A). (425)

293. PROJECT APPLICATIONS, 1935 to date. Filed numerically by districts. (Frequently, official.) 11 x 16 envelopes, 36 ft., in 19 drawers of steel filing cases. R. 1607 (Bldg. A). (423)

294. PROJECT FILES, 1935 to date. For active and pending projects. Filed chronologically by districts. (Frequently, official.) 9 x 12 folders, 3 ft. 6 in., in 2 drawers of steel filing case. R. 1610 (Bldg. A). (427)

295. PROJECT REGISTER, GENERAL CORRESPONDENCE, 1935 to date. With district and state offices pertaining to different projects. Filed alphabetically by counties. (Frequently, official.) 9 x 12 folders, 5 ft., in 3 drawers of steel filing case. R. 1606 (Bldg. A). (438)

296. PROJECT REGISTRAR, INVOICES, AND BILLS OF LADING, 1935 to date. For material shipped to and used on various projects. Filed alphabetically by districts. (Frequently, official.) 9 x 12 folders, 4 ft., in 2 drawers of steel filing case. R. 1606 (Bldg. A). (436)

297. PROJECT REGISTRAR RECORDS, 1935 to date. Filed numerically by districts. (Frequently, official.) 9 x 12 folders, 7 ft. 6 in., in 4 drawers of steel filing case. R. 1606 (Bldg. A). (439)

298. PROJECT REGISTRAR, REQUISITIONS, 1935 to date. Form A-6, showing name of project supervisor, department of agency, city, state, symbol, title, requisition number, purchasing order number, project number, project authorization advice number, work project number, allotment number, location, type of work, appropriation. Filed numerically by districts. (Frequently, official.) 9 x 12 folders, 3 ft., in 3 drawers of steel filing case. R. 1606 (Bldg. A). (437)

299. REQUISITIONS FOR MATERIALS, 1935 to date. For various projects. Filed numerically by districts. (Occasionally, official.) 9 x 12 folders, 10 ft. 6 in., in 5 drawers of steel filing case. R. 1607 (Bldg. A). (424)

Safety Department

300. ACCIDENT REPORTS, 1935 to date. Forms SR-4221, and SD-AA, showing date of accident, hour, city, district, kind of project, workman's age, name, address, nature of work, cause of accident, if preventable, if so, how, first-aid, medical aid, and foremen's report. Filed alphabetically by districts. (Frequently, official.) 9 x 12 folders, 3 ft. 6 in., in 2 drawers of steel filing case. R. 1604 (Bldg. A). (434)

301. BUILDING INSPECTION REPORTS, 1935 to date. Form SD-F-2203, showing address, use of building, height, type of roof and floor, sprinkler system, fire equipment, elevators, sanitation, ventilation, wiring, etc. Filed alphabetically by counties. (Rarely, official.) 9 x 12 folders, 1 ft. 6 in., in drawer of steel filing case. R. 1604 (Bldg. A). (435)

302. GENERAL CORRESPONDENCE, 1935 to date. With state, district, and national offices, relative to program. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 2 ft. 6 in., in drawer of steel filing case. R. 1604 (Bldg. A). (435)

Supervising Airport Engineer

303. GENERAL CORRESPONDENCE, 1935 to date. With state, district, and national offices. Filed chronologically by districts. (Frequently, official.) 9 x 12 folders, 1 ft. 6 in., in drawer of steel filing case. R. 1604 (Bldg. A). (431)

304. PROJECT APPLICATIONS, 1935 to date. Active and under construction. Filed numerically by districts. (Frequently, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. R. 1604 (Bldg. A). (432)

Division of Recreation

305. CONFERENCE REPORTS, 1935 to date. From state and district offices. Filed alphabetically by districts. (Frequently, official.) 9 x 12 folders, 1 ft. 6 in., in drawer of steel filing case. R. 1106 (Bldg. A). (450)

306. GENERAL CORRESPONDENCE, 1935 to date. Between state, county, regional, and national offices, also relative to schedules. Filed alphabetically by counties. (Frequently, official.) 9 x 12 folders, 6 ft. 6 in., in 3 drawers of steel filing case. R. 1106 (Bldg. A). (451)

Division of Women's and Professional Projects

307. GENERAL CORRESPONDENCE, 1935 to date. To and from district, state, regional, and national offices, regarding women's and professional projects, also reports of monthly meetings and telegrams. Filed chronologically by districts. (Frequently, official.) 9 x 12 folders, 5 ft., in 3 drawers of steel filing case. R. 1603 (Bldg. A). (428)

308. GENERAL CORRESPONDENCE, 1935 to date. From district, state, and national offices, regarding women's and professional projects. Filed chronologically by districts. (Frequently, official.) 9 x 12 folders, 3 ft., in 2 drawers of steel filing case. R. 1602 (Bldg. A). (430)

309. STATISTICAL REPORTS ON PROJECTS, 1935 to date. Sent weekly from each district, in regard to activities on all projects. Filed numerically by districts. (Frequently, official.) 9 x 12 folders, 3 ft. 6 in., in 2 drawers of steel filing case. R. 1603 (Bldg. A). (429)

BRAILLE PROJECT STATE OFFICE
OFFICE OF STATE SUPERVISOR
Old Capitol Building, East End of Capitol St.

This office was established in 1933 under the Civil Works Administration and continued under the Emergency Relief Administration until July 1935, when it was taken over by the Works Progress Administration. It has maintained quarters at the present location since its inception.

This is a state-wide project, operating in the various counties. The state office is directly under the State Director of Women's and Professional Projects, but county workers are under supervision of the district offices.

The purpose of this project is to transcribe volumes of various subjects into Braille for the use of the blind. As volumes are completed, they are placed in the library of the Institute for the Blind. All other records are in the state office of the project, and none has been lost, destroyed, or sent to Washington.

310. BRAILLE TRANSCRIPTIONS, BOUND, 1933 to date. Different subjects transcribed into Braille for use of the blind. Filed by subject. (Occasionally, official.) 11 1/2 x 12 vols. (35), 11 ft. 8 in., on 3 shelves. Storage Room to R. 309. (852)

311. BRAILLE TRANSCRIPTIONS, BOUND, 1933 to date. Different subjects transcribed into Braille for use of the blind. Filed by subjects. (Occasionally, official.) 11 1/2 x 12 vols. (35), 11 ft. 8 in., on 4 shelves of wooden cabinet. N. end of hall, 3rd floor. (854)

312. ERA CORRESPONDENCE AND PAY ROLLS, 1934 - 1935. Between state administrator and relief workers of different counties, containing indirect orders from Washington, also pay rolls for the employees. Filed chronologically. (Rarely, official.) 10 x 12 folders, 1 ft. 8 in., in drawer of steel filing case. R. 309. (850)

313. BRAILLE TRANSCRIPTIONS, UNBOUND, 1935 to date. Different titles transcribed into Braille for use of the blind. Filed by title. (221 vols. are temporarily in the home of the assistant supervisor, for proof-reading and correction, and are not included in this serial.) (Occasionally, official.) 11 1/2 x 12 vols., 10 ft., in 10 pasteboard boxes. Storage Room to R. 309. (853)

314. BRAILLE TRANSCRIPTIONS, UNBOUND, 1935 to date. Different titles transcribed into Braille for use of the blind. Filed by title. (Rarely, official.) 11 1/2 x 12 vols., 3 ft. 4 in., in 2 pasteboard boxes. R. 309. (851)

315. CORRESPONDENCE AND PAY ROLLS, 1935 to date. Between state director of project and workers in the counties; also pay rolls. Filed by counties. (Frequently, official.) 10 x 12 folders, 4 in., in drawer of steel filing case. R. 309. (849)

CARTOGRAPHIC MAPS PROJECT STATE OFFICE
OFFICE OF STATE SUPERVISOR

Old Calvary Baptist Church, W. Capitol and Lemon Sts.

The work performed by this office was first started under the Emergency Relief Administration and carried on by that agency until 1936, when it was taken over by the Works Progress Administration. This office has maintained quarters at the present location since its inception. The new project that was set up under the WPA was a more extensive project and assumed additional tasks such as mapping the state, etc. It operates directly under the Women's and Professional Projects.

The work is now being carried on under the sponsorship of the Land Utilization Division of the Resettlement Administration, and all completed work is sent to their representative at State College, Mississippi. All other records are in the state office of the project and none has been lost, destroyed, or sent to Washington.

This project is making its maps and studies from old records belonging to various departments of the federal government, some dating as far back as 1910.

316. TENURE STUDY, 1930 - 1934. Showing the average cotton acreage on a previous five-year basis, owners, tenants, cash renters, and the amount each could sell under Bankhead Law, county, beat basis. Filed by counties. (Rarely, official.) 8 1/2 x 14 and 11 x 14 loose sheets, 6 ft. 6 in., on shelf of steel cabinet. R. not numbered. (863)

317. COTTON-YIELD DATA, 1934. Showing acreage per county in cotton, and relative percent of other products to be grown on the cotton acreage basis, viz: corn, hay, food crops, and idle lands. Filed by counties. (Occasionally, official.) 8 1/2 x 10 loose sheets, 1 ft., in drawer of steel filing case. R. not numbered. (862)

318. FISH AND GAME STATISTICAL REPORTS, 1935 - 1936. Sport tabulation scale and reports, showing preference of Mississippi hunters of species of game, based on vote cast by purchasers of hunting licenses on date of purchase. Filed by counties. (Occasionally, official.) 8 1/2 x 14 and 14 x 17 loose sheets, 2 ft. 4 in., on shelf of steel cabinet. R. not numbered. (858)

319. OWNERSHIP MAPS, 1935. Made in sections and put together on a scale of four inches to the mile, to be used by various agencies, showing section, amount owned, owner, and how much cultivated; information

is obtained from Mississippi Land Office; six counties completed, one in process. (Never.) Various sized maps (7), on table. R. not numbered. (859)

320. RECORD OF REPORTS RECEIVED, 1935 to date. Form SR-4433, showing name and address, date assigned, depository assignment, district and counties, relief or nonrelief, classification, reports of Forms 10-HR, 20-HR, received for the month, etc. Filed numerically. (Frequently, official.) 5 x 8 cards, 6 in., in pasteboard box. R. 301. (796)

321. MISCELLANEOUS REPORTS, 1935 to date. Duplicates of WPA Form 10-HR, Buildings Form, showing county, city, names of buildings, bureaus, room or vault names or numbers, description of building, damages to building, percentage of records in fireproof vaults, owner, rental paid, condition of rooms, construction of shelves, lighting, etc.; WPA Form 11-HR, printed Records Form, showing county, city, agency, bureau, title of records, title of publication, dates, missing volumes, indexing condition of printing, major subjects covered, etc.; WPA Form 12-HR, Volume Form, showing county, city, agency, bureau, exact title, dates, missing volumes, description of contents, indexing, nature of recording, binding, writing paper, etc.; WPA Form 13-HR, Unbound Records Form, showing city, county, agency, bureau, exact title, dates, gaps, sizes of file boxes, types of records included, indexing, condition of writing, etc.; WPA Form 14-HR, Newspaper Form, showing county, city, agency, bureau, name of owner and building, name of paper, dates succeeded by or successor, location, etc.; WPA Form 15-HR, Maps and Photographs Form, showing county, city, agency, bureau, name of owner and building, items, area covered, kind of printing or scale of maps, location, etc.; WPA Form 16-HR, Paintings and Statuary Form, showing county, city, agency, bureau, name of owner and building, items, title, date, size, kind of painting or statuary, condition, artist, location, etc.; WPA Form 17-HR, Manuscript Collection Form, showing county, city, owner, name of collection, dates, missing material, size, location, history of collection, and analysis of contents of collection; WPA Form 18-HR, Individual Record Form, showing county, city, agency, bureau, name of building, item, title of record, volume, date, quantity of item, nature of recording, condition of writing, paper, binding, and summary or description of item; WPA Form 19-HR, Individual Manuscript Form, showing county, city, name of owner and building, date, written from, number of pages, size of pages, or general description, name of collection, room or vault, nature of recording, symbol as to authorship, signature, etc.; WPA Form 20-HR, Church Records Form, showing county, city, name of church, address, denomination, date organized, date of lapse, previous buildings, dedication or consecration, rebuilt, architecture, bells, inscriptions, special features of building, first settled clergyman, tenure, educational background, minute books, register books of baptisms, confirmations, marriages, members, deaths, record books of Sunday School or other organizations, financial records, etc. Filed numerically by counties. (Frequently, official.) 9 x 12 folders, 32 ft., in 16 drawers of steel filing cases. R. 301. (799)

322. BASE-LINE MAPS, 1936 to date. Negatives or tracings, on scale of 1/2 inch to mile, each representing a county and covering the period of 1910 to date, and assembled from various sources, not new surveys, mostly from bureaus of the Department of Agriculture, especially Soil

Conservation, and for the use of various agencies, showing roads, railroads, towns, streams, sections, townships, and ranges; to be made into booklet form when completed, and photostatic copies made. (Never.) 18 x 24 maps (86), 1 in., on table. R. not numbered. (865)

323. BASE-LINE MAPS, 1936 to date. Negatives or tracings, on scale of 1 inch to mile, each representing a county and covering period of 1910 to date, assembled from various sources, not new surveys, mostly from bureaus of the Department of Agriculture, especially Soil Conservation; for the use of various agencies, showing roads, railroads, towns, streams, sections, townships, and ranges; some of the 16 completed ones have been sent to State College and the others are in the process of completion. (Never.) Various sized maps (6), on tables. R. not numbered. (864)

324. GENERAL CORRESPONDENCE, 1936 to date. With project, state, and district officials and the sponsor of the project. Filed alphabetically. (Frequently, official.) 10 x 12 folders, 8 in., in drawer of steel filing case. R. not numbered. (856)

325. MISCELLANEOUS FILE, 1936 to date. Time reports, requisitions, work cards, monthly reports, weekly reports, sponsors' contributions, narrative reports, receipts, invoices, and receiving and inspection reports. Filed by subjects. (Frequently, official.) 10 x 12 folders and envelopes, 1 ft. 8 in., in drawer of steel filing case. R. not numbered. (855)

326. PROBLEM-AREA MAP, 1936 to date. A Van Dyke print, hand colored, showing land suitable for agriculture, with high potential recreational value, percent of farms, eroded or poor, where a change in size of farm or supplemental income is necessary to provide an adequate living, control of erosion, distress drainage district, due to overlapping, overcapitalization and lack of development, land suitable for farming but needing clearing, drainage or flood control, non-problem land. (Never.) 36 x 51 map, rolled and placed on top of steel cabinet. R. not numbered. (857)

327. SOIL-SURVEY MAPS, 1936 to date. Van Dyke prints, hand colored, covering the period 1910 to date, assembled from various sources, not new surveys, mostly from bureaus of the Department of Agriculture, especially Soil Conservation, showing farming classification in colors, first, second, and third grade crop, grazing and forest land, wild life, recreational developments, roads, towns, railroads, streams, highways, sections, and townships; three complete, twelve in process. (Never.) Various sized maps (12), on tables. R. not numbered. (860)

328. SUPERVISOR'S REPORTS AND CORRESPONDENCE, 1936 to date. Consisting of project applications, reports from Land-Planning Commission and Resettlement Administration, and correspondence. Filed alphabetically. (Frequently, official.) 10 x 12 folders, 1 ft., in drawer of steel filing case. R. not numbered. (861)

EMERGENCY ADULT EDUCATION PROJECT STATE OFFICE
OFFICE OF STATE SUPERVISOR
Old Capitol Building, East End of Capitol St.

This office was established in 1932, under the State Board of Public Welfare, and continued under the Civil Works Administration and the Emergency Relief Administration until it was finally taken over by the Works Progress Administration in 1935. This office has maintained quarters in its present location since its inception.

This is a state-wide federal project under regional and federal direction. This office comes under the direct supervision of the State Director, Division of Education Projects. As far as can be ascertained, all records have been retained by the office.

329. APPLICATIONS, 1932 - 1936. Form EA-1 (revised), teachers' applications for employment on this project. (Occasionally, official.) 9 x 12 folders, 1 ft., in drawer of steel filing case. R. 211. (516)

330. CORRESPONDENCE, 1932 - 1936. Between state supervisors, state directors, district supervisors, adult teachers, national officials and state superintendent of education. Filed alphabetically by counties. (Frequently, official.) 9 x 12 folders, 15 ft., in 8 drawers of steel filing cases. R. 211. (517)

331. ERA PAY ROLLS, 1932 - 1936. Showing name, address, case number, number of dependents, skilled or unskilled, number hours worked, hourly rate, total amount money earned (obsolete). Filed alphabetically by counties. (Never.) 8 1/2 x 17 loose sheets, 1 ft., in drawer of steel filing case. R. 211. (515)

332. REPORTS, 1932 - 1936. Monthly, from teachers, district supervisors, statistical department, and national office. Filed alphabetically by counties. (Frequently, official.) 9 x 12 folders, 37 ft., in 19 drawers of steel filing cases. R. 211. (518)

FEDERAL MUSIC PROJECT STATE OFFICE
OFFICE OF STATE SUPERVISOR
Tower Bldg., corner W. Pearl and S. Roach Sts.

This office was established in December 1935, and has maintained quarters at its present location since its establishment.

This is a federal project operating under federal and regional direction, but reporting to the state office of the Division of Women's and Professional Projects in all administrative matters. All records have been retained and none has been lost, destroyed, or sent to Washington.

333. APPLICATIONS FOR EMPLOYMENT, 1935 to date. WPA Form 20-M, 2654, WD-30, Analysis of Applicant's Qualifications, showing name, professional name, address, personal history, general and musical education, professional career, concert appearances, relief employment history,

business experience, musical classification, and signature. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 1 ft., in drawer of steel filing case. R. 1402. (457)

334. MISCELLANEOUS CORRESPONDENCE, 1935 to date. Between state, district, and national offices, relative to the activities of the project. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 4 in., in 2 drawers of steel filing case. R. 1402. (455)

335. MUSICAL RESEARCH, 1935 to date. General project information forwarded to state director of Women's and Professional Projects. Filed alphabetically. (Rarely, official.) 9 x 12 folders, 1 ft., in drawer of steel filing case. R. 1402. (456)

336. NARRATIVE REPORTS, 1935 to date. Form SR-5068, Monthly Report for Workers, showing groups and numbers receiving instruction in music classes, total number, average enrollment of class, melodies copied, pianos tuned, hours spent in rehearsal, performances given, persons attending, etc.; Form 2934-FM-8, Weekly Report of Music Unit, showing project number, location, district, quota, sex, hours worked, relief and nonrelief cases, amount of pay rolls, money allocated, consumed and remaining, number of performances, attendance, performances booked, etc. Filed chronologically by districts. (Frequently, official.) 9 x 12 folders, 2 ft. 6 in., in 2 drawers of steel filing case. R. 1402. (453)

337. PROJECT REPORTS, 1935 to date. From district supervisors and fieldworkers, showing detailed information concerning progress of programs in their respective districts. Filed alphabetically by counties. (Occasionally, official.) 9 x 12 folders, 1 ft., in drawer of steel filing case. R. 1402. (452)

338. TIME REPORTS, 1935 to date. Form WPA-502, for personal service. Filed alphabetically. (Frequently, official.) 14 x 17 loose sheets, 2 ft., in drawer of steel filing case. R. 1402. (454)

FEDERAL WRITERS PROJECT STATE OFFICE
OFFICE OF STATE SUPERVISOR
Millsaps Bldg., W. Capitol and S. Roach Sts.

This office was established in 1935, and has maintained quarters at its present location since its inception. This is a federal project operating under federal and regional direction, but it reports to the State Office of the Division of Women's and Professional Projects in all administrative matters. All records have been retained and none has been lost, destroyed, or sent to Washington.

339. MASTER INDEX, 1935 to date. Of all records of the project and cross-reference index to manuscripts, showing symbol numbers. Filed alphabetically by topics and by counties. (Frequently, official.) 3 x 5 cards, 5 ft. 6 in., in 6 pasteboard boxes. R. 309. (816)

340. GENERAL CORRESPONDENCE, 1935 to date. With county, district, state and federal offices. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 6 ft., in 3 drawers of steel filing case. R. 308. (823)

341. INDIVIDUAL-EARNING RECORDS, 1935 to date. WPA Form 507, Individual-Earning Record, showing name and address, identification number, initial assignment date, pay-period ending, project number, occupation at which employed, class, hours worked, hours credited for time lost, total hours, rate per hour, etc. Filed numerically. (Frequently, official.) 5 x 8 cards, 6 in., in pasteboard box. R. 308. (824)

342. MANUSCRIPTS, 1935 to date. Materials for the American Guide, showing description of the state, its characteristics, and points of interest. Arranged by subjects according to system prescribed in the Manual of Instructions. Filed numerically by symbol number and alphabetically by subject. Cross index. (Frequently, official.) 9 x 12 folders, 58 ft., in 29 drawers of steel filing cases. R. 309. (817)

343. MANUSCRIPTS, 1935 to date. Same as abstract 817. 9 x 12 folders, 3 ft., in 2 drawers of steel filing cases. R. 303. (821)

344. MANUSCRIPTS, 1935 to date. Same as abstract 817. 9 x 12 folders, 2 ft., in drawer of steel filing case. R. 310. (822)

345. PERSONAL ASSIGNMENT RECORDS, 1935 to date. Form SR-5056, Assignment Record, American Guide, showing name, address, telephone number, district, supervisor, classification, assignment, date assigned, date due, date checked in, words, etc. Filed numerically. (Frequently, official.) 5 x 8 cards, 1 ft., in 2 pasteboard boxes. R. 309. (818)

346. MAPS, 1936 to date. Outlined from standard maps showing important features of Mississippi from various points of view, being made for the American Guide, and will probably become part of the archives of some institution of the state. (Frequently, official.) 10 x 12 maps, 1 ft., in transfer case. R. 302. (819)

347. PHOTOGRAPHS, 1936 to date. Collection of photographs of public buildings, private residences, parks, and other points of interest in Mississippi, for the American Guide. Filed by topics. (Frequently, official.) 4 3/4 x 5 3/4 and 8 x 10 unmounted photographs, 3 ft., in 3 covered pasteboard filing boxes. R. 310. (820)

HISTORICAL RECORDS SURVEY STATE OFFICE
OFFICE OF STATE SUPERVISOR

Millsaps Bldg., corner W. Capitol and S. Roach Sts.

This office was established in 1935, and has maintained quarters at the present location since its inception. This is a federal project operating under the federal and regional direction, but reporting to the State Office of the Division of Women's and Professional Projects in

all administrative matters. Original typed reports are mailed to the National Director of projects at Washington. Final disposition of the duplicates has not yet been determined. All other records are in the state office of the project, and none has been lost or destroyed.

348. GENERAL CORRESPONDENCE, 1935 to date. With county, district, state and national offices. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 1 ft., in drawer of steel filing case. R. 301. (798)

349. FIELDWORKERS' WEEKLY REPORTS, 1935 to date. Form SR-3987, showing name and address, county, work period, number of hours worked, summary of work sent in for week, place to be worked following week, number and forms needed, etc. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 1 ft., in drawer of steel filing case. R. 301. (797)

350. INDIVIDUAL-EARNINGS RECORD, 1935 to date. WPA Form 507, showing name and address, identification number, initial assignment date, pay period, project number, occupation at which employed, class, hours worked, rate, amount paid, etc. Filed numerically. (Frequently, official.) 5 x 8 cards, 6 in., in pasteboard box. R. 301. (795)

HISTORICAL RESEARCH PROJECT STATE OFFICE
OFFICE OF STATE SUPERVISOR

(Bldg. A) Millsaps Bldg., cor. W. Capitol and S. Roach Sts.
(Bldg. B) Cottage Bldg., 2550 N. State St.

This office was established in February, 1936, and has maintained quarters in its present location in the Millsaps Building, corner of W. Capitol and S. Roach Streets since its inception. The office of the State Supervisor of this project is under the direct supervision of the State Director of the Division of Women's and Professional Projects. It inherited records from a former Historical Research Project conducted under the Civil Works Administration, and those seldom used are stored in the Cottage Building of the Old State Insane Hospital at Jackson, Mississippi. All records have been retained and none has been lost or sent to Washington.

351. CWA MANUSCRIPTS, 1933 - 1934. County-wide notes and manuscripts of historical project 43-F2-70, Leflore County. (Rarely, public.) 8 1/2 x 11 loose sheets in package 5, 6 in., in pasteboard carton. Damaged by vermin, careless handling, faulty containers. NW. room, 2d floor (Bldg. B). (392)

352. GENERAL CORRESPONDENCE, 1936. Between state, county, and federal offices, relative to progress of the project. Filed alphabetically by counties. (Frequently, official.) 9 x 12 folders, 3 ft. 6 in., in 2 drawers of steel filing case. R. 412 (Bldg. A). (526)

353. MANUSCRIPTS, 1936. Detailed information secured from individuals, records and photographs, for use in making up historical data

for this project. Filed alphabetically by counties. (Frequently, public.) 9 x 12 folders, 1 ft. 6 in., in transfer case. R. 410 (Bldg. A). (325)

354. MANUSCRIPTS, 1936. Same as abstract 325. 8 1/2 x 11 loose sheets, 37 ft., in 21 drawers of steel filing cases, and 4 transfer cases. R. 405 (Bldg. A). (523)

355. PHOTOGRAPHS AND SKETCHES, 1936. Of public buildings, residences, and other scenes of historical value in the different counties of Mississippi. Filed alphabetically by counties. (Occasionally, public.) 9 1/2 x 12 envelopes, 6 ft., in 2 transfer cases and 3 pasteboard boxes. R. 411 (Bldg. A). (524)

356. REPORTS, 1936. From the various county units relative to this project. Filed alphabetically by counties. (Frequently, official.) 9 x 12 folders, 1 ft., in transfer case. R. 413 (Bldg. A). (522)

LIBRARY EXTENSION PROJECT STATE OFFICE
OFFICE OF STATE DIRECTOR
Mississippi Fire Insurance Bldg.
Corner N. Congress and Mississippi Sts.

This office was taken over by the Works Progress Administration of Mississippi in October, 1935, and has occupied quarters at its present location in the Mississippi Fire Insurance Building since July, 1936. Previous to this time it was located in the New Capitol. The project was begun under the Civil Works Administration in December, 1933, and was later taken over, as a valued and growing project, by the Emergency Relief Administration in 1934, and remained under this agency until October, 1935, when it was transferred to the WPA and placed under the Division of Women's and Professional Projects. However, from December, 1933, to the present it has remained under the same state director. The state director has under his supervision six district offices with a supervisor in charge of each. These offices, however, will be reduced to four, and made field offices. This project also maintains county libraries in each county in the state. The state office has either originals or copies of all records of importance, and none has been lost or sent to Washington.

357. MISCELLANEOUS RECORDS, 1933 - 1935. Correspondence, reports, disbursement records, inspection reports, travel vouchers, etc., accumulated prior to WPA supervision. (Rarely, official.) 8 x 10 and 8 1/2 x 11 loose sheets, 5 ft. 6 in., in 2 wooden and 3 pasteboard boxes. R. not numbered. (919)

358. MISCELLANEOUS RECORDS, 1935 to date. Showing requisitions, purchase orders, receiving and inspection reports, sponsor's contribution reports, travel vouchers, encumbrance adjustments. Filed numerically. (Frequently, official.) 10 x 12 folders, 1 ft., in drawer of steel filing case. R. not numbered. (921)

359. DIRECTOR'S MONTHLY REPORTS, 1935 - 1936. Showing hours worked, names and addresses of workers, books available, books purchased and donated, money received through donations, etc. Filed chronologically by counties. (Frequently, official.) 10 x 12 folders, 2 ft., in 2 drawers of steel filing case. R. not numbered. (922)

360. CORRESPONDENCE, July 1936 to date. With local office and county library directors, supervisors, and individuals, pertaining to progress, books, requests, and selections. Filed alphabetically. (Frequently, official.) 10 x 12 folders, 3 ft., in 2 drawers of steel filing case. R. not numbered. (920)

MALARIA CONTROL PROJECT STATE OFFICE
OFFICE OF THE DIRECTOR
Old Capitol Bldg., East end of Capitol St.

Operating directly under the Division of Operations, is the Malaria Control Project. This work was first begun in 1934, under the Civil Works Administration, and continued under the Emergency Relief Administration. All the records of the above agencies are in the custody of the State Office of the Malaria Control Project which has succeeded to their functions. It is a state-wide project and the county workers are under the direct supervision of the district offices. This project has been located in the Old Capitol Building since its inception. All records have been retained, and none has been lost, destroyed, or sent to Washington.

361. CWA MISCELLANEOUS FILE, 1933 - 1934. Correspondence, pay rolls, and expense vouchers, pertaining to malaria control. Filed alphabetically. (Occasionally, official.) 10 x 12 folders, 4 ft., in 2 drawers of steel filing case. R. 303. (830)

362. CWA MALARIA CONTROL PLAN, 1934. Outline of the engineering and drainage done for the prevention of malaria. Filed by counties. (Occasionally, official.) 10 x 12 folders, 8 in., in drawer of steel filing case. R. 303. (831)

363. CORRESPONDENCE AND REPORTS, 1936 to date. District supervisors' reports and correspondence, and all data on projects working in District 5. Filed by counties. (Frequently, official.) 10 x 12 folders, 1 ft. 8 in., in drawer of steel filing case. R. 303. (826)

364. MISCELLANEOUS FILE, 1936 to date. Showing pay rolls, expense vouchers, applications, requisitions, and administrative correspondence relative to malaria prevention. Filed by county and district. (Frequently, official.) 10 x 12 folders, 2 ft. 8 in., in 2 drawers of steel filing case. R. 303. (828)

365. PROJECT FILE, 1936 to date. Complete file of all malaria-control projects, outlining the preventative work to be done in different sections of the state. Filed by counties. (Frequently, official.) 10 x 12 folders, 1 ft., in drawer of steel filing case. R. 303. (827)

366. PROPOSED PROJECTS, 1936 to date. Prepared but not in operation. Filed by counties. (Occasionally, official.) 10 x 12 folders, 1 ft. 2 in., in drawer of steel filing case. R. 303. (829)

NUTRITION PROJECT STATE OFFICE
OFFICE OF STATE SUPERVISOR
Tower Bldg., corner W. Pearl and S. Roach Sts.

This office was established November 1, 1935, and was discontinued at the end of the school year. It was again reestablished November 23, 1936, and has maintained quarters at the present location since its inception.

The work now being done by this office was first begun in 1934, when the Civil Works Administration set up a school lunch project, and was continued under the Emergency Relief Administration after April, 1934. The Nutrition Project has not inherited any records belonging to the above agencies.

This is a state-wide project operating in the various counties. The state office is directly under the State Director of Women's and Professional Projects, but county workers are under the supervision of district offices. All records have been retained and none has been lost, destroyed, or sent to Washington.

367. GENERAL CORRESPONDENCE, 1935 to date. With county, district and state offices, pertaining to equipment, commodities, sponsorship, lunch rooms, community centers, teachers, and county supervisors. Filed alphabetically by counties. (Frequently, official.) 9 x 12 folders, 5 ft. 6 in., in drawers of steel filing cases, and 2 pasteboard transfer cases. R. 1406. (537)

368. REPORTS, 1935 to date. (Frequently, official.) 9 x 12 folders, 1 ft., in drawer of steel filing case. R. 1406. (527)

VITAL STATISTICS PROJECT STATE OFFICE
OFFICE OF STATE SUPERVISOR
Old Capitol Bldg., East End of Capitol St.

This office was established in 1933, under the Civil Works Administration, transferred to Emergency Relief Administration in 1934, and remained with the agency until 1936, when it was taken over by the WPA. It has maintained quarters at the present location since its inception.

This project is completing and indexing records, prior to 1912 to date, of the State Board of Health. All certificates, indexes, etc., will presumably remain with the State of Mississippi, however, they are reported on since they were created at the cost of the Federal Government. This office, however, is under the direction of the division of Women's and Professional Projects.

369. BIRTH AND DEATH CERTIFICATES, INCOMPLETE, prior to 1912. Showing person's name, color, date of birth, parents' names, etc.; work still

in progress. Filed chronologically. Indexed. (Frequently, official.) 6 x 9 bound vols. (4), and 6 x 9 unbound vols. (8), 3 ft., on 2 shelves of steel cabinet. Storage Room. (848)

370. INDEX OF BIRTH RECORDS, 1912 - 1924, 1927 and 1930. Photostatic copies, showing code number, family name, child's given name, middle name, father's initial, county, color, and certificate number. Filed chronologically. (Frequently, official.) 9 x 12 vols. (14), 3 ft. 6 in., on 2 shelves of steel cabinet. Adjoining R. 112. (839)

371. INDEX OF DEATH RECORDS, 1925 - 1926; 1932 - 1933. Photostatic copies, showing code number, family name, person's name, county, color, certificate number. Filed alphabetically and chronologically. (Frequently, official.) 9 x 12 vols. (2), 5 in., on shelf of steel filing cabinet. Adjoining R. 112. (841)

372. INDEX OF DIVORCE RECORDS, 1926 - 1933. Typed copy, showing code number, family name, man's initials, wife's maiden name, date of marriage, and date of divorce. Filed chronologically. (Frequently, official.) 12 x 12 vols., 3 in., on shelf of steel cabinet. Adjoining R. 112. (838)

373. BIRTH AND DEATH CERTIFICATES, 1927 - 1934. Compiled in 1933 and 1934 by CWA workers, showing child's name, color, date of birth, parents' names, etc. Filed chronologically. (Occasionally, official.) 6 x 9 vols. (32), 8 ft., on 2 shelves in steel cabinet. Storage Room. (845)

374. INDEX OF MARRIAGE RECORDS, 1932 - 1933. Photostatic copies, showing code number, maiden name, county, color, year married, certificate number. Filed chronologically. (Frequently, official.) 9 x 12 vols., 3 in., on shelf of steel cabinet. Adjoining R. 112. (840)

375. BIRTH CERTIFICATE LIST, INCOMPLETE, 1934 to date. Showing unnamed children in each county, number, parents' names, and covering the period from Nov. 1, 1912 - Dec. 31, 1937; compiled by CWA, ERA, and WPA workers. Filed by counties. (Frequently, official.) 8 1/2 x 14 booklets, 1 ft., in drawer of steel filing case. R. 112. (837)

376. CORRESPONDENCE, July 1, 1935 to date. Between main office and WPA workers in the various counties, concerning instructions, advice, etc. Filed by districts. (Frequently, official.) 10 x 12 folders, 1 ft. 1 in., in drawer of wooden filing case in R. 112, and in drawers of wooden desk in N. hall. (832, 836)

377. BIRTH AND DEATH CERTIFICATES, INCOMPLETE, 1936 to date. Available information necessary for completion, being supplied by WPA workers, which is usually child's name on birth certificate. Filed chronologically by counties. (Frequently, official.) 4 1/2 x 5 1/2 slips, 1 ft. 4 in., in drawer of wooden desk. N. hall. (834)

378. BIRTH AND DEATH DATA SLIPS, 1936 to date. Information sent in by fieldworkers, concerning births and deaths in state in past 12 months, checked against county register and compiled into volumes if not previously recorded, and which have been classified as unfound by State Board of Health. Filed chronologically by county. (Frequently,

official.) 4 1/2 x 5 1/2 slips, 6 in., in drawer of wooden filing case. Anteroom of R. 112. (842)

379. BIRTH AND DEATH DATA SLIPS, 1936 to date. Information on births and deaths occurring in state for past 12 months, sent by fieldworkers to central office for unrecorded data to be compiled into volumes. Filed chronologically by county. (Frequently, official.) 4 1/2 x 5 1/2 slips, 10 ft. 5 in., in corrugated box on floor. Storage Room. (847)

380. CORRESPONDENCE, PAY ROLLS, AND TRAVEL VOUCHERS, 1936 to date. Between main office and WPA workers in various counties, concerning instructions, advice, etc., also pay rolls and travel vouchers. Filed by districts. (Frequently, official.) 10 x 12 folders, 8 in., in drawer of wooden filing case. Anteroom of R. 112. (843)

381. MONTHLY REPORTS, 1936 to date. From project workers to main office, showing homes visited, color, births and deaths listed, births and deaths checked for registration, those already registered, hours worked, and distance traveled. Filed alphabetically by counties. (Frequently, official.) 9 x 14 vol., 3 in., in drawer of wooden filing case. R. 112. (835)

382. MONTHLY REPORTS, 1936 to date. Same as abstract 835. 9 x 14 vol., 6 in., on shelf of steel cabinet. Storage Room. (846)

383. WEEKLY REPORTS, 1936 to date. Same as abstract 835. 8 1/2 x 11 loose sheets, 7 in., in drawer of wooden desk. N. hall. (833)

384. UNNAMED CHILDREN REPORTS, 1936 to date. Information obtained and sent in by WPA enumerators on records covering the period of 1912 - 1927. Filed chronologically by counties. (Frequently, official.) 3 1/2 x 5 1/2 cards, 12 ft. 8 in., on 2 shelves of steel cabinet. Storage Room. (844)

WAR RECORD PROJECT STATE OFFICE
OFFICE OF STATE SUPERVISOR
Old Capitol Bldg., East End of Capitol St.

This office was established in February 1936, and has maintained quarters at its present location since its inception. The indexes reported on are to records in the office of the Adjutant General of the State of Mississippi, therefore, the archives indexed are not included in the Inventory as they are state records. Upon completion of this work the indexes which will be cross-indexes will be given to the state; however, they are reported on, since they were created at the cost of the Federal Government. This project is under the direction of the Women's and Professional Projects. All records are retained in the state office of the project and none has been lost, destroyed, or sent to Washington.

385. INDEX OF CORRESPONDENCE, 1936 to date. Between the adjutant general, War Department and National Guard officers throughout the state,

(incomplete). Filed alphabetically. (Never.) 8 x 10 1/2 loose sheets, 2 ft., in drawer of steel filing case. R. 301. (889)

386. INDEX OF GENERAL AND SPECIAL ORDERS, 1936 to date. Memoranda, circular letters and bulletins of the adjutant general and the militia bureau (incomplete). Filed alphabetically and numerically. (Never.) 8 x 10 1/2 loose sheets, 8 in., on clipboard on top of desk. R. 301. (825)

387. INDEX OF VETERANS, 1936 to date. List of all ex-service men (incomplete). Filed alphabetically by counties. (Never.) 8 x 10 1/2 loose-leaf sheets, 2 ft., in drawer of steel filing case. R. 301. (890)

COUNTY SEWING PROJECT
OFFICE OF SUPERVISOR
Cottage Bldg., 2550 N. State St.

This Hinds County project office was established under Works Progress Administration in 1935, although it has been in operation since 1933 under the Emergency Relief Administration and Civil Works Administration. The project occupied quarters in the Bell Telephone Bldg., East Pearl and South Congress Sts. in 1933, and at Pascagoula and South State Sts. in 1934, when it moved to its present address.

All records of the project, since the inception of WPA, have been preserved, and none has been lost or destroyed. No archives are sent to Washington.

388. MATERIAL LEDGERS, 1935 to date. Furnishing list of materials issued to different sewing rooms in Hinds County. Arranged chronologically. (Frequently, official.) 5 1/2 x 8 vols. (2), 2 in., on transfer case. N. wing, 1st floor. (1057)

389. PAY ROLLS, 1935 to date. For employees on project, showing name, sex, classification, and amount drawn (duplicates). Arranged chronologically. (Frequently, official.) 14 x 17 sheets, 8 in., in compartment of wooden cabinet. N. wing, 1st floor. (1056)

390. WORK REGISTER, 1935 to date. Of different garments made, showing name and number of dresses, pants, gowns, children's clothing and quilts made each week. Arranged chronologically. (Frequently, official.) 9 x 12 vol., 2 in., on transfer case. N. wing, 1st floor. (1059)

391. MATERIAL REPORTS, ISSUE ORDERS, SUPPLIES AND INVOICES, Nov. 1935 to date. Reports on various articles made, issue orders for lights, gas and materials used, special orders, garments issued, purchase orders, and invoices, pertaining to same. Arranged by dates. (Frequently, official.) 10 x 12 folders, 3 ft., in 2 drawers of steel filing case. N. wing, 1st floor. (1058)

DISTRICT OFFICES (DISTRICT 5)

- (A) Millsaps Bldg., cor. W. Capitol and S. Roach Sts.
- (B) Cottage Bldg., 2550 N. State St.
- (C) Mississippi State Hospital, Whitfield, Miss.

The office of the District Director for District 5 of the Works Progress Administration of Mississippi was established in 1935, and has been located in its present quarters in the Millsaps Building, corner of West Capitol and South Roach Streets, since its inception. The district director is responsible for the administration of all WPA activities in his district, with the exception of state projects, which are administered from the state office, or federal projects administered by representatives of the Washington office.

The district organization parallels that of the state office, with a supervisor in charge of each division. The records of this office consist chiefly of correspondence with the county, district and state offices; none has been destroyed, lost, or sent to Washington.

The office of the District Supervisor, Division of Employment, was established in 1935, and has maintained quarters in its present location in the Millsaps Building, corner of West Capitol and South Roach Streets, since its inception. It parallels that of the state office, except that the assistant district supervisor is a social worker and has the supervision of social service work and all matters pertaining to certification and questions of eligibility for employment. The records of this office contain a large mass of data and material suitable for sociological studies. None has been destroyed, lost, or sent to Washington; however, originals of reports on employment, Forms SR-4977, 4978, and 4979 are sent to the Area Statistical Office at Dallas, Texas. This office retains only copies of the above forms.

The office of the District Supervisor for the Division of Finance and Statistics was established in 1935, and has maintained quarters in its present location in the Millsaps Building, corner of West Capitol and South Roach Streets, since its inception. It parallels the state office in that it is charged with similar supervisory duties and responsibilities in connection with administering the finances and keeping statistics on district projects. No records have been lost, destroyed, or sent to Washington.

The office of the District Supervisor for the Division of Operations was established in 1935, and has maintained quarters in its present location in the Millsaps Building, corner of West Capitol and South Roach Streets, since its inception. It parallels the state office in that it is charged with similar supervisory duties and responsibilities in connection with district projects. No records have been lost, destroyed, or sent to Washington.

The office of the District Supervisor for the Division of Women's and Professional Projects was established in 1935, and has maintained quarters in its present location in the Millsaps Building, corner of West Capitol and South Roach Streets, since its inception. It has supervision of all professional, service, and women's work projects in the district. All records have been retained; none has been lost or sent to Washington.

Some old CWA and ERA records are in the custody of these offices, being stored in a very haphazard manner in the various buildings used for the storage of old records. There is an urgent need of steps being

taken to provide better storage facilities, as the most unsatisfactory ones exist at present, especially in the basement of the Mississippi State Hospital at Whitfield, Mississippi, located nine miles from Jackson. The records not in use at the present time are reported on in a separate section of the Inventory, entitled, "State and Local CWA and ERA, in custody of district 5 WPA Offices."

Office of District Director (Dist. 5)

392. CORRESPONDENCE, 1935 to date. With county, district, and state offices. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 4 ft., in 2 drawers of steel filing case. R. 501 (Bldg. A). (779)

Division of Employment

393. CCC RECORDS, 1933 to date. Form AD-903, CCC Application for Enrollment, showing name, address, local agency, date, personal, social, and work histories, education, beneficiary and relationship, signature, etc. Form WPA-235-A, Information Memoranda for CCC Applicants, showing district, name, address, date of birth, social and economic history of family, parents' permission if under 21, signature of school principal, etc. Filed numerically. (Frequently, official.) 9 x 12 folders, 6 ft., in 3 drawers of steel filing case. R. 613 (Bldg. A). (815)

394. APPLICATIONS FOR CERTIFICATION, 1935 to date. CAB Form 10, showing date, race or color, citizenship, telephone, case, beat and district number, name and address of head of family, age, sex, date of birth, marital status, length of residence in state and county, work record, education, social and economic histories, etc. Filed numerically. (Frequently, official.) 9 x 12 folders, 12 ft., in 6 drawers of steel filing cases. R. 205 (Bldg. A). (812)

395. ASSIGNMENT SLIPS, 1935 to date. Form USES-325, Assignment Slip, Works Program, showing name and address, date, identification, project, certified case and relief district numbers, age, sex, rate per hour or month, requisition number, etc. Filed numerically. (Frequently, official.) 4 x 6 slips, 6 in., in pasteboard filing case. R. 203 (Bldg. A). (807)

396. CERTIFICATION AND CANCELLATION OF ELIGIBILITY, AND NOTICE OF CASE CHANGE, 1935 to date. Form WPA-600, Certification of Eligibility, showing name, address, county, dependents, race, case number, date of certification, USES registration information, priority ranking, etc.; Form WPA-601, Notice of Case Change, showing effective date, name, address, dependents, case number, identification number, change information, etc.; Form WPA-602, Cancellation of Certification of Eligibility, showing effective date, reason for cancellation, name, address, etc. Filed numerically. (Frequently, official.) 5 x 8 slips, 45 ft. 6 in., in 7 drawers of steel filing cases, and 2 wooden boxes. R. 203 (Bldg. A). (809)

397. CERTIFICATION AND CANCELLATION OF ELIGIBILITY, NOTICE OF CASE CHANGE AND INDIVIDUAL OCCUPATIONAL CLASSIFICATION, 1935 to date. Form WPA-600, Certification of Eligibility, showing name, address, county, dependents, race, case number, and date of certification; Form WPA-601, Notice of Case Change, showing name, former and present address, number

of dependents, effective date, case number, identification number, etc.; Form WPA-602, Cancellation of Certification of Eligibility, showing name, address, case number, identification number, effective date, reason for cancellation, etc.; Form CAB-144-A, Individual Occupational Classification Record, showing name, address, sex, date of birth, color, education, classification, business experience and reference, case number, identification number, etc. Filed numerically. (Frequently, official.) 5 x 8 cards and slips, 27 ft., in 7 drawers of steel filing cases, and 2 wooden boxes. R. 202 (Bldg. A). (804)

398. CORRESPONDENCE, 1935 to date. With the county, district and state offices. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 5 ft. 6 in., in 3 drawers of steel filing case. R. 201 (Bldg. A) (800)

399. GENERAL CORRESPONDENCE, 1935 to date. With county, district and state offices. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 9 ft., in 5 drawers of steel filing cases. R. 205 (Bldg. A). (814)

400. EMPLOYMENT REPORTS, 1935 to date. Form SR-4393, WPA Quota Projects, showing district, county, date, project number, relief and nonrelief, sex, total project; Form SR-4394, Non-Quota Federal Projects and NYA Projects, showing district, county, date, project number, relief and nonrelief, sex, total employed, etc.; Form SR-5072, Total Certified First Priority Cases Awaiting Assignment and Reassignment, showing district, date, county, sex, total; Form SR-5073, Non-WPA Works Program Employment, showing district, date, project number, and agency, county in which project is located, county from which worker was assigned, relief and nonrelief, sex, total employed on project; Form 4610, Total Employment on Works Program Projects by WPA Districts, showing district, date, kind of project, relief and nonrelief, sex, total employed, total awaiting assignment or reassignment. (Frequently, official.) 10 x 12 folders, 9 ft. 6 in., in 5 drawers of steel filing cases. R. 202 (Bldg. A). (805)

401. EMPLOYMENT SLIPS, 1935. Form USES-325, Assignment Slip, Work Program, showing employee's name, address, identification number, date, etc.; Form WPA-402 (revised 8/15/36), Notice to Report for Work on Project, showing name, address, identification number, case number, date, etc.; Form WPA-404 (revised 8/15/36), Reclassification Slip, showing employee's name, identification and case number, address, etc. Filed numerically. (Frequently, official.) 4 x 6 slips, 1 ft. 6 in., in 2 pasteboard boxes. R. 202 (Bldg. A). (803)

402. NOTICE OF TERMINATION OF EMPLOYMENT, 1935 to date. Form WPA-403, Notice of Termination of Employment, showing name, address, identification and case number, date, sex, race, certified and non-certified, title of occupation, location of project, etc. Filed numerically. (Frequently, official.) 4 x 6 slips, 30 ft. 6 in., in 8 drawers of steel filing cases. R. 203 (Bldg. A). (808)

403. OCCUPATIONAL CLASSIFICATION RECORDS, 1935 to date. Form CAB-144, showing name, address, telephone number, number of persons in relief group, race, amount of budgetary deficiency, amount of direct relief allowed, age, sex, marital status, height, weight, status of health,

etc. Filed numerically. (Frequently, official.) 9 x 12 cards, 7 ft. 6 in., in 4 drawers of steel filing cases. R. 202 (Bldg. A). (806)

404. OCCUPATIONAL CLASSIFICATION RECORDS, 1935 to date. Form CAB-144, showing name, address, telephone number, number in relief group, race, amount of budgetary deficiency, amount of direct relief allowed, age, sex, marital status, height, weight, status of health, etc. Filed numerically. (Frequently, official.) 9 x 12 cards, 8 ft., in 4 drawers of steel filing cases. R. 203 (Bldg. A). (811)

405. REPORTS, 1935 to date. Form CAB-13, showing district number, county, name and address, case number, and reason for request of investigation. Filed numerically. (Frequently, official.) 9 x 12 folders, 1 ft., in drawer of steel filing case. R. 201 (Bldg. A) (801)

406. REPORTS, 1935 to date. Form SR-4977, notice to area statistical office of termination of employment, with Form WPA-403 enclosed; Form SR-4978, notice of reclassification, with Form WPA-404 enclosed; Form SR-4979, notice to report for work on project, with Form WPA-402 enclosed; originals sent to Area Statistical Office, Dallas, Texas. Filed alphabetically, by counties and projects. (Frequently, official.) 8 1/2 x 11 loose sheets, 8 ft., in 4 drawers of steel filing case. R. 203 (Bldg. A). (810)

407. REQUISITIONS FOR WORKERS AND PROJECT PROPOSALS, 1935 to date. Form WPA-401 (revised 8/15/36), Requisition for Workers, showing requisition number, date, operating agency, location, employment office, project number, location, description of project, occupational title, wage class, number of workers, sex, special requirements, rate per hour and month, date, hour and place to report; Form WPA-301 (revised 9/36), Project Proposal, showing type of workers required, average number of workers each month, total man-months, estimate of cost by items of work, quantity, unit, description of operation or feature of work, unit price, amount, etc. (Frequently, official.) 9 x 12 folders, 6 ft., in 3 drawers of steel filing case. R. 201 (Bldg. A). (802)

408. SURVEY FORMS, 1935 to date. Form SR-5051, Study of WPA Cases, showing whether assigned or unassigned, project, identification and case numbers, name and address, number in family, priority worker, sex, employability, member in CCC, ownership of farm, sharecropper, minor children needed at home, etc. Filed numerically. (Frequently, official.) 8 1/2 x 11 loose sheets, 4 ft., in 2 drawers of steel filing case. R. 205 (Bldg. A). (813)

Division of Employment
Intake and Certification Section

409. CORRESPONDENCE, 1935 to date. With WPA officials and clients, relative to needs of employment. Arranged alphabetically by counties. (Frequently, official.) 10 x 12 folders, 6 in., in desk drawer. R. 502 (Bldg. A). (1049)

410. APPLICATIONS, REPORTS, RECEIPTS, PROJECT LISTS, AND CORRESPONDENCE, July 1935 to date. Applications to CCC camps, with cancelled applications and reassignments, reports on CCC applications and special

reports, receipts on CAB equipment, list of projects, foremen and locations, Sardis project applications, transfers and reassignments, soil conservation projects, federal projects, women's division, plant and animal survey, rural resettlement, NYA, and supporting correspondence. Arranged by subjects and dates. (Frequently, official.) 10 x 12 folders, 5 ft. 6 in., in 4 drawers of steel filing case. R. 504 (Bldg. A). (1048)

411. GENERAL FILE OF CLIENTS, July 1935 to date. For Madison, Rankin, Scott, Leake and Warren Counties. Form CAB-600, Certification of Eligibility; Form CAB-601, Notice of Case Change; Form CAB-602, Cancellation of Certification of Eligibility; Form CAB-10, Application for Certification; Form SR-3928, Study of Assigned Relief Cases; and Forms SR-4627 and SR-5051, revised forms for Form SR-3928. Arranged alphabetically by counties. (Frequently, official.) 10 x 12 folders, 18 ft. 10 in., in 3 drawers of wooden and 9 drawers of steel filing cases. R. 502 (Bldg. A). (1051)

412. GENERAL FILE OF CLIENTS FOR HINDS COUNTY, July 1936 to date. Form CAB-600, Certification of Eligibility; Form CAB-601, Notice of Case Change; Form CAB-602, Cancellation of Certification of Eligibility; Form CAB-10, Application for Certification; Form SR-3928, Study of Assigned Relief Cases; and Forms SR-4627 and SR-5051, revised forms for SR-3928; Form 4245, termination of allotment from CCC to clients; and correspondence pertaining to relief clients. Arranged alphabetically. (Frequently, official.) 10 x 12 folders, 21 ft. 10 in., in 12 drawers of steel filing cases. R. 504 (Bldg. A). (1050)

413. CORRESPONDENCE, RECOMMENDATIONS, AND INSTRUCTIONS, 1937. Correspondence, concerning travel, recommendations for reassignment, and instructions governing office and investigations. Arranged alphabetically by counties. (Frequently, official.) 10 x 12 folders, 4 in., in desk drawer. R. 504 (Bldg. A). (1052)

414. CORRESPONDENCE, 1937 to date. Pertaining to suspense cases, including noncertified, suspended, and rejected cases. Arranged alphabetically by counties. (Frequently, official.) 10 x 12 folders, 8 in., in desk drawer. R. 504 (Bldg. A). (1053)

Division of Finance and Statistics

415. CWA FUND-CONTROL REGISTER, 1933 - 1934. Account books, showing obligations, payments, and approved project cost estimates on individual CWA projects. (Frequently, official.) 8 x 10 loose sheets and bound vols., 3 ft., in barrels, pasteboard cartons and boxes. Scattered, damaged by vermin, careless handling, faulty containers. NW. room, 2nd floor (Bldg. B). (394)

416. CWA FUND-CONTROL REGISTER, 1933 - 1934. Local account books kept by county administrators, showing obligation, payments, and approved projects, series not complete. Filed numerically by county. (Frequently, official.) 8 x 10 1/2 bound vols., 1 ft. 7 in., in 2 pasteboard boxes. Damaged by vermin, careless handling, and faulty containers. N. room, basement (Bldg. C). (383)

417. ALLOTMENT LEDGER, 1935 to date. Record of funds allotted to the various projects in district. (Frequently, official.) 8 1/2 x 11 1/2 loose-leaf books, 4 in., on wooden shelf. R. 510 (Bldg. A). (767)

418. CERTIFICATION OF SPONSOR'S CONTRIBUTIONS, 1935 to date. Form WPA-710, showing state, district, county, name of sponsor, official project, work project, work symbol, classification numbers, description, unit, quantity, unit price, amount, etc. Filed numerically. (Frequently, official.) 9 x 12 folders, 1 ft. 6 in., in drawer of steel filing case. R. 510 (Bldg. A). (769)

419. INDEX OF CLAIM AND ACCIDENT REPORTS, 1935 to date. Filed alphabetically. (Occasionally, official.) 3 x 5 cards, 4 in., in drawer of steel card cabinet. R. 509 (Bldg. A). (770)

420. CLAIM AND ACCIDENT REPORTS, 1935 to date. Form CA-1, Employee's Notice of Injury, showing address, date, date of injury, place of employment, manner, cause and nature of injury, witnesses, reasons for delay in notice, and signatures; Form CA-2, Official Superior's Report of Injury, showing department, bureau, place of employment, reporting office, person in charge, name of injured employee, address, personal history, occupation, length of service, rate of pay, working hours, place where injury occurred, rate of injury, work stopped and pay stopped, description of injury, blame, witnesses, name of physician, etc.; Form CA-4, Claim for Compensation on Account of Injury, showing name of injured, address, social and personal history, rate of pay, time of injury, compensation period information, cause of injury, nature and extent of injury, certificates of attending physician and superior official, etc.; Form CA-8, Claim for Continuance of Compensation on Account of Disability, showing date of injury, date for which compensation is claimed, employment information, month and year, amount earned, nature of work performed, name and address of employer, certificates of attending physician and superior official, etc.; Form CA-3, Report of Termination of Total or Partial Disability, showing department, bureau, place of employment, name, complete time information, report of death, etc.; Special Form CA-16, Request for Treatment of Injured Employees of the WPA, showing date, name of hospital or physician, name of injured, age, sex, color, occupation, location, date of injury, nature of injury, physician's report, etc.; Form S-69, Public Voucher for Services and Supplies of Hospitals and Physicians, showing payee, address, voucher number, contract number, date, expenditure symbol, date or period of treatment, name of employee and nature of injury, character of services or supplies, quantity or number, unit price, amount, notations, signatures of injured and medical officer, etc.; and special Form CA-17, Request for Examination of WPA Employee When Claim Is in Doubt, showing date, physician's name, name of injured, address, sex, color, occupation, office or project, location, date, cause and nature of injury, signature of superior official, physician's report, etc. Filed alphabetically. Indexed. (Frequently, official.) 9 x 14 folders, 1 ft. 6 in., in drawer of steel filing case. R. 509 (Bldg. A). (772)

421. GENERAL CORRESPONDENCE, 1935 to date. With county, district, and state offices. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 5 ft. 6 in., in 3 drawers of steel filing case. R. 513 (Bldg. A). (777)

422. MISCELLANEOUS ENCUMBRANCES, 1935 to date. Form TD-A-5, Notice of Miscellaneous Encumbrance, showing city and state, date, appropriation symbol number, appropriation title, in whose favor, purpose, location of project, transaction code, official project number, allotment number, job number, amount of encumbrance, date, particulars, voucher, and liquidated, unliquidated, and authorized encumbrances, etc.; Standard Form 1064, Schedule of Disbursements, showing department, bureau, date, paid, name, title, station, period, symbol number, disbursing officer's voucher number, bureau or office voucher number, payee, symbol of appropriation or fund, amount, etc.; and Form SR-2920, Certificate of Occupational Classification, showing date, town, county, number of relief and nonrelief workers and their occupational classifications, etc. Filed numerically. (Frequently, official.) 9 x 12 folders, 1 ft. 6 in., in drawer of steel filing case. R. 508 (Bldg. A). (761)

423. INDIVIDUAL-EARNING RECORD CARDS, 1935 to date. Form WPA-507 (revised 7/1/36), showing name, address, identification number, initial assignment date, project number, occupation, class, hours worked, rate per hour, etc. Filed alphabetically. (Frequently, official.) 5 x 8 cards, 17 ft., in 4 drawers of steel filing case. R. 508 (Bldg. A). (762)

424. MATERIAL INVENTORY RECORDS, 1935 to date. Form WPA-720, Weekly Report of Materials Received, Used, and on Hand, showing work project number, date, kind of material, unit, on hand beginning of period, received during period, total to account for, used during period, and actual inventory on hand at end of period; and Form WPA-721, Material Inventory Record, showing work project number, item, minimum, maximum, records of requisitions, record of receipts issued and on hand, etc. Filed numerically. (Frequently, official.) 8 x 10 1/2 loose sheets and 5 x 8 cards, 7 ft. 6 in., in 4 wooden boxes. R. 512 (Bldg. A). (759)

425. MULE AND TRUCK-HIRE RECORDS, 1935 to date. Showing name and address of owner, project number, number hours worked, rate of pay per hour, and total amount of money earned. Filed numerically by projects. (Frequently, official.) 5 x 8 cards, 2 ft. in wooden box. R. 512 (Bldg. A). (760)

426. NOTICE OF CORRECTION OF INDIVIDUAL'S NAME, 1935 to date. Form SR-5202, showing correct name, address, old name on records, identification number, case number, project number, sex, date, witness and title. Filed numerically by case number. (Frequently, official.) 4 1/4 x 6 loose sheets, 3 ft., in 2 drawers of steel filing case. R. 508 (Bldg. A). (764)

427. NOTICE TO REPORT FOR WORK ON PROJECT, 1935 to date. Form WPA-402 (revised 5/15/36), showing name, address, certification and case numbers, sex, race, location of project, working time, signatures of employee, placement officer, and foreman. Filed numerically. (Frequently, official.) 4 x 6 loose sheets, 18 ft., in 10 wooden boxes. R. 508 (Bldg. A). (763)

428. PAY ROLL ROUTING SLIPS, 1935 to date. Form D-53 (revised), showing pay roll and disbursing voucher number, appropriation symbol,

official project number, work project number, authorization, treasury voucher number, etc. Filed numerically. (Frequently, official.) 4 1/2 x 10 1/2 loose sheets, 4 ft., in 2 drawers of steel filing case. R. 508 (Bldg. A). (765)

429. PROJECT ESTIMATE DETAIL, 1935 to date. Form WPA-701, used for allocation of funds, showing name, address, date, sequence number, district number, vocational project, description of project, etc. Filed numerically. (Frequently, official.) 9 x 12 folders, 3 ft. 6 in., in 2 drawers of steel filing case. R. 508 (Bldg. A). (766)

430. PROJECT PAY ROLLS, 1935 to date. Form WPA-502-A (revised 9/5/36), Pay Roll for Personal Services, showing hourly basis, page, official project, work project, work symbol numbers, etc. Filed numerically. (Frequently, official.) 11 x 17 loose sheets, 29 ft., in 15 drawers of steel filing cases. R. 510 (Bldg. A). (768)

431. PROJECT PAY ROLLS, 1935 to date. Form WPA-503-A (same as abstract 768). 11 x 17 loose sheets, 2 ft. 6 in., in 2 drawers of steel filing case. R. 509 (Bldg. A). (771)

432. PROJECT REGISTERS, 1935 to date. Form WPA-704-A, Works Project Register Sheets, showing date of project approval, estimated date of completion, date work started, date work completed, official project, state WPA number, etc. Filed numerically. (Frequently, official.) 14 x 17 loose-leaf books, 1 ft. 6 in., on wooden shelf. R. 510 (Bldg. A). (773)

433. PURCHASE ORDERS, AND RECEIVING AND INSPECTION REPORTS, 1935 to date. Form TD-A-6 (revised 3/1/36), Requisition for Purchase, showing purchase order and requisition numbers, department making request, where to be shipped, date delivery required, item, quantity, unit, description of articles, estimated cost, etc.; Form TD-A-8, Receiving and Inspection Report, showing purchase order number, requisition number, transaction code, appropriation symbol, official project number, city and state, requisition and allotment number, receiving point, item number, quantity received, description of articles, and date received. Filed numerically. (Frequently, official.) 9 x 12 folders, 11 ft., in 6 drawers of steel filing case. R. 512 (Bldg. A). (757)

434. MISCELLANEOUS REPORTS, 1935 to date. Form SR-4208, Schedule of Sub-allotments, showing amount of allotment including increases and decreases, official and work project numbers, location and type of work, etc.; Form SR-4904, report of time reports received by assistant area engineer, showing official and work project number, hour and date received, and pay period, etc.; and Form SR-4559, Status of Funds for Past Period, showing transactions reported, unencumbered balances, total funds available, encumbrances issued, unliquidated pay roll encumbrances, paid vouchers, etc. (Frequently, official.) 9 x 12 folders, 4 ft., in 2 drawers of steel filing case. R. 513 (Bldg. A). (778)

435. TIME REPORTS, 1935 to date. Form WPA-502 (revised 8/19/36), Time Report For Personal Services, showing hourly basis, pay roll, page, official project, work project, symbol work numbers, name, sex, identification number, occupation, etc. Filed numerically. (Frequently,

official.) 14 x 17 loose sheets, 4 ft. 6 in., in 3 drawers of steel filing case. R. 512 (Bldg. A). (758)

Division of Operations

436. CORRESPONDENCE, 1935 to date. With county, district and state offices. Filed numerically. (Frequently, official.) 9 x 12 folders, 12 ft. 6 in., in 7 drawers of steel filing case. R. 503 (Bldg. A). (755)

437. GENERAL CORRESPONDENCE, 1935 to date. With county officers and area engineer. Filed alphabetically by counties. (Frequently, official.) 9 x 12 folders 4 ft. 6 in., in 3 drawers of wooden filing case. R. 506 (Bldg. A). (753)

438. PAY ROLLS, 1935 to date. Form WPA-503-A (revised), Pay Roll for Personal Services Work Projects, Hourly Basis, showing project, sponsor, period, pay roll number, page number, official project number, work project number, type of work symbol, name, sex, identification number, occupation, hourly rate, certified or non-certified, check number, amount paid, etc. Filed numerically. (Frequently, official.) 11 x 17 loose sheets, 10 ft., in 6 drawers of steel filing cases. R. 503 (Bldg. A). (756)

439. PROJECT REPORTS, 1935 to date. On various projects under construction in the counties of this district. Filed alphabetically by counties. (Frequently, official.) 9 x 12 folders, 5 ft. 6 in., in 3 drawers of steel filing case. R. 503 (Bldg. A). (776)

440. MISCELLANEOUS REPORTS, 1935 to date. Form 2603, Weekly Report of Project Progress, showing labor classification, sex, WPA and official project numbers, relief and non-relief cases, etc.; Form SR-4610, WPA Employment Report, showing district number, date, total employment on works program projects, total WPA quota projects, total WPA non-quota Federal projects, total NYA projects, total non-WPA Work Program projects, total certified first priority cases awaiting assignment and reassignment, relief or nonrelief, etc.; Form WPA-711, Semimonthly Physical Progress Report, showing official project number, work project number, type of work symbol, description and number of project, total working days and number of employees on pay roll, percentage of physical completion, item of work, unit, unit price, estimated total quantity and cost, etc.; Form WPA-707 (revision A), Monthly Report on Work Projects, showing district number, sheet number, identification, costs, man-hours, percentage, etc.; and Form WPA-303, Work Schedule and Analysis of Labor, showing work project number, serial number, sponsor's proposal number, occupational classification of persons needed, average number of persons to be employed each month, total labor cost, number on relief rolls, etc. Filed numerically. (Frequently, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. R. 503 (Bldg. A). (774)

441. MISCELLANEOUS REPORTS AND REQUESTS FOR TRAVEL AUTHORIZATION, 1935 to date. Form WPA-701 (revised 6/22/36), Statement of Project Estimate Detail, showing sequence, district, official and work project numbers, appropriation and type of work symbols, address, location, items, man-hours, distribution of funds, total funds, etc.; Form WPA-711,

Semimonthly Physical Progress Report, showing district number, state, date of report, description and location of project, item of work, unit, unit price, estimated total quantity and cost, total quantity completed to date, estimated value of total to date, total working hours, days, and number of employees, percentage of physical completion, etc.; Form SR-2400, Report of Project, showing area, project and WPA numbers, laborers requisitions and date to report, number working, supplies and materials requisitioned and received, rental requisitioned and in operation, sponsor's contribution, etc.; and Form WPA-2039, Request for Travel Authorization, showing name, address, rate per mile, signature, title, etc. Filed numerically. (Frequently, official.) 9 x 12 folders, 1 ft., in drawer of steel filing case. R. 506 (Bldg. A). (754)

442. REQUISITIONS FOR MATERIALS, 1935 to date. On completed projects and for projects under construction. Filed numerically. (Frequently, official.) 9 x 12 folders, 7 ft. 6 in., in 4 drawers of steel filing case. R. 503 (Bldg. A). (775)

443. GENERAL CORRESPONDENCE, 1935 to date. With state and district officials and project superintendents. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 1 ft., in drawer of steel filing case. R. 606 (Bldg. A). (750)

Safety Department

444. FIRST-AID REPORTS, 1935 to date. Form SR-4221, Report of Lost-Time Accident, showing date of accident, hour, city or town, district and project number, worker's name, address, age, nature of injury, cause of accident etc.; Form SD-F-2203, Building Inspection Report, showing city, county, date, construction, number of floors, type of roof, etc. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 1 ft., in drawer of steel filing case. R. 606 (Bldg. A). (752)

445. SAFETY INSPECTION AND ACCIDENT REPORTS, 1935 to date. Form WPA-352, Safety Inspection Report, showing project number, location, date, conditions found, and recommendations; and Form WPA-351, Foreman's Accident Report, showing date of accident, city or town, kind of project, workers's name, address, notice of work, nature of injury, cause of accident, etc. Filed numerically. (Frequently, official.) 9 x 12 folders, 1 ft., in drawer of steel filing case. R. 606 (Bldg. A). (751)

446. SAFETY-KIT RECEIPTS, 1935 to date. Form 2632 is a receipt for 1-16 unit first-aid kit. Filed numerically by projects. (Frequently, official.) 4 x 8 1/2 loose sheets, 6 in., in drawer of steel filing case. R. 606 (Bldg. A). (749)

447. TRUCK CERTIFICATE, 1935 to date. Form SD-D, Truck Certificate, showing date of inspection, name of truck owner and driver, type of truck body, motor number, condition of tires, body, springs, steering equipment, brakes, lights, battery, generator, windshield wiper, horn, capacity, etc. Filed alphabetically. (Frequently, official.) 5 1/4 x 7 1/2 loose sheets, 3 in., in drawer of steel filing case. R. 606 (Bldg. A). (748)

Division of Women's and Professional Projects

448. GENERAL CORRESPONDENCE, 1935 to date. With county, district and state offices. Filed alphabetically by county. (Frequently, official.) 9 x 12 folders, 6 ft. 6 in., in 4 drawers of steel filing case. R. 409 (Bldg. A). (792)

449. PROJECT REPORTS, 1935 to date. On sewing room, library, adult education, rug weaving, historical research, recreation, federal music, nursery school, lunchroom, Braille system, federal writers, commodities, and state fish and game. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 3 ft., in 3 drawers of steel filing case. R. 409 (Bldg. A). (794)

450. MISCELLANEOUS REPORTS, 1935 to date. Form SR-4410, Biweekly and Bimonthly Status Reports of Women's and Professional Project Division, showing number of projects approved, number of persons certified and unassigned, number of eligible but not assigned, district number, county, date, period, description of project, classification of workers, sex, total number, and etc.; Form SR-4340, Report of Housekeeping Aids Project, showing project number, county, date, number of white and colored cases, number of homes advised and rendered service, type of service, number of visits, remarks, etc.; Form SR-4820, Garment and Material Report, showing kind of garments and household furnishings made for week, and total to date, and materials received, consumed, and on hand; Form WPA-720, Weekly Report of Materials Received, Used, and on Hand, showing work project number, kind of material, material on hand at beginning of period, received during period, total to account for, total used during period, and inventory on hand at end of period. Filed alphabetically by counties. (Frequently, official.) 9 x 12 folders, 4 ft., in 2 drawers of steel filing case. R. 409 (Bldg. A). (793)

AIRPORT CONSTRUCTION PROJECT, AREA 9
Airport Construction Office, Airport Road

This office was established November 1936, with offices located on the airport grounds. There has been no change in the organization of the project itself, except expansion, but the supervision has changed from the old district administration to the present area, which is directly under the state Division of Operations. All records have been preserved; and none has been lost, destroyed, or sent to Washington.

451. TIME REPORTS AND TALLY SHEETS, 1936 to date. Of persons employed on project, showing name, number, time employed, class of employment, hourly wage scale, total time worked, and amount drawn. Arranged by dates. (Frequently, official.) 9 1/2 x 15 and 14 x 17 loose-leaf books (2), 2 in., on table. R. not numbered. (1041)

452. CORRESPONDENCE, RECORDS, AND REPORTS, Nov. 1936 to date. Records and reports of requisitions, purchase orders, bid invitations, dray tickets, and freight bills, with relative correspondence. Filed chronologically. (Frequently, official.) 10 x 12 folders, 1 ft. 5 in., in portable steel filing tray. R. not numbered. (1040)

453. BLUEPRINTS, Nov. 15, 1936 to date. Of original airport plans and various changes and improvements made since beginning of construction. (Frequently, official.) Various sized blueprints, 1 in., on desk. R. not numbered. (1042)

ADULT EDUCATION PROJECT

OFFICE OF THE DISTRICT SUPERVISOR (DISTRICT 5)

Millsaps Building, corner W. Capitol and S. Roach Sts.

This office was established in 1935, and has maintained quarters in its present location in the Millsaps Building, corner of West Capitol and South Roach streets, since its establishment.

This is a federal project under federal and regional supervision, and this office is under the direct supervision of the State Director of the Division of Education Projects.

As far as can be ascertained, all records have been retained and none has been lost or sent to Washington.

454. GENERAL CORRESPONDENCE, 1935 to date. With county, district and state offices. Filed alphabetically. (Frequently, official.) 10 x 15 folders, 1 ft., in drawer of steel filing case. R. 610. (782)

455. NOTICE TO REPORT FOR WORK ON PROJECT, 1935 to date. Form WPA-402 (revised), showing name and address, identification and project numbers, date, sex, race, certified or non-certified, location of project, time, classification, signature, rate of pay, etc. Filed numerically. (Frequently, official.) 4 x 6 loose sheets, 1 ft., in cardboard box. R. 610. (783)

456. GENERAL REPORTS, 1935 to date. Form SR-3345 or WPA Form AE-1, Teachers' Attendance Class Report, showing date, period, name, sex, race, address, subjects taught, daily class record, which includes number enrolled, attending, sex of pupils, time of class, average daily attendance, etc.; Form WPA-AE-3 and AE-3 (revised), Monthly Summary Reports, showing type of education, number of teachers, average daily attendance, number of employees and enrollees, number of classes, meeting attendance, total for county, city, and district, etc.; WPA Form AE-4, Supervisory Activity Report, showing name, county, period covered, narrative report of activities, etc.; WPA Form AE-5, Proposed Activities and Itinerary of Itinerant Teachers, showing city, date, name, period and activities covered, etc. Filed numerically. (Frequently, official.) 10 x 15 folders, 4 ft. 6 in., in 3 drawers of steel filing case. R. 610. (784)

NUTRITION PROJECT

OFFICE OF DISTRICT NUTRITIONIST (DISTRICT 5)

Millsaps Bldg., Cor. W. Capitol and S. Roach Sts.

This office was established in 1935, and has maintained quarters in its present location since its establishment. It is under the supervision of the State Supervisor of Nutrition; however, it reports to the

Division of Women's and Professional Projects. It operates in this district along similar lines as the state office of the Nutrition Project, except that county workers in the district are under the supervision of the district office. All records have been received by this office; none has been lost or sent to Washington.

457. GENERAL CORRESPONDENCE, 1935 to date. With county supervisors and state officials. Filed alphabetically by counties. (Frequently, official.) 9 x 12 folders, 6 in., on shelf. R. 614. (781)

458. NUTRITION PROJECT REPORTS, 1935 to date. Form SR-4895, Order Sheet of Mimeographed Material showing quantity and articles as receipts for cash and food contributions, balance sheet of contributions and lunches served, sales tickets, list of children eligible for lunch commodities, requisition blanks for commodities, menus for week, local, county, and district reports of school lunch project, and handbook of information for local managers Form WPA-710, Certification of Sponsor's Contributions, showing official and work project numbers, type of work symbol, state, district number, county, name of sponsor, pay roll period, certification number, pay roll number, relief and nonrelief employees, total paid to relief and nonrelief workers, total relief and nonrelief man-hours, etc. (Frequently, official.) 9 x 12 folders, 6 in., on wooden shelf. R. 614. (780)

MERIDIAN

OFFICE OF DISTRICT DIRECTOR (DISTRICT 2)
Old U. S. Post Office and Courthouse
Cor. of 8th St. and 22nd Ave.

This office was established in 1935, and has been located in its present quarters in the Old United States Post Office and Courthouse, corner 8th Street and 22nd Avenue, since its inception. The district director is responsible for the administration of all Works Progress Administration activities in his district, with the exception of state projects, which are administered from the state office, or federal projects administered by representatives of the Washington office.

The district organization parallels that of the state office, with a supervisor in charge of each division, and each is directly responsible to the district director for the efficient operation of his division. The records of this office consist chiefly of reports of projects, divisional records, personal applications, and correspondence with the county, district, and state offices; however, since the survey was made, this district office has been abolished and the records are in the custody of the assistant area supervisor who also served as district director. No records have been lost, destroyed, or sent to Washington.

459. GENERAL CORRESPONDENCE, 1935 - 1936. With state, district division offices, etc., on routine administrative matters, which belonged to the former district office, and left in custody of the present one. Filed alphabetically, by name of correspondents. (Occasionally, official.) 10 x 12 folders, 2 ft. 6 in., in drawer of steel filing case. 1st. floor. (110)

460. PROJECT AND DIVISIONAL DATA, 1935 to date. Personal applications, reports on all projects, divisional records, correspondence with state headquarters and other divisions, etc. Filed alphabetically by county and division. (Frequently, official.) 10 x 12 folders, 8 ft., in 4 drawers of steel filing cases. R. 207. (81)

Division of Employment

461. CERTIFICATION OF ELIGIBILITY, August 1, 1935 to date. Form FERA-600, based on need, showing name, address, case number, date of certification, number of persons in case, relationship to head, date of birth, sex, marital status, priority ranking, work history, etc. Filed alphabetically by county. (Frequently, official.) 5 x 8 folders, 28 ft., in 14 drawers of steel filing cases. 1st floor. (76)

462. CERTIFICATION OF ELIGIBILITY, NOTICE OF CASE CHANGE, AND CANCELLATION OF CERTIFICATION OF ELIGIBILITY, August 1, 1935 to date. Form FERA-600, Certification of Eligibility, showing name, address, case number, date of certification, number of persons in case, relationship to head, date of birth, sex, marital status, priority ranking, work history, etc.; Form FERA-601, Notice of Case Change, showing name, former and new address, case number, number of persons in case, priority ranking, changes recorded, etc.; Form FERA-602, Cancellation of Certification of Eligibility, showing name, address, date, case number, reason for discontinuance of relief, etc. Filed alphabetically by county. (Frequently, official.) 4 x 6 folders, 6 ft., in 6 drawers of wooden filing cases. 1st floor. (73)

463. EMPLOYMENT DATA, 1935 to date. Requisitions for workers for projects, correspondence with state headquarters, managers, superintendents, and foremen of projects, and director's personal file. Filed alphabetically by county. (Frequently, official.) 10 x 12 folders, 7 ft. 3 in., in 4 drawers of steel filing cases. 1st floor. (66)

464. EMPLOYMENT RECORDS, 1935 to date. Requisitions for workers, work slips, requests from Division of Operations for workers, assignments and reassignments, etc. Filed alphabetically by county. (Frequently, official.) 10 x 12 folders, 5 ft., in 3 drawers of wooden filing cases. 1st floor. (67)

465. PROJECT FILE, August 1, 1935 to date. Showing names, numbers, and locations of several projects. Filed alphabetically by county and project. (Frequently, official.) 4 x 6 folders, 2 ft. 6 in., in 3 drawers of wooden filing cases. 1st floor. (74)

466. WORK DIVISION OCCUPATIONAL CLASSIFICATION, 1935 to date. Form 144, showing name, address, age, color, sex, education, training, experience, eligibility, priority, classification, work division employment record, etc., of all members of family. Filed alphabetically by county. (Frequently, official.) 10 x 12 folders, 26 ft., in 13 drawers of steel filing cases. 1st floor. (72)

467. WORK STATUS FORMS, August 1, 1935 to date. Form WPA-402, Reassignment Slip, showing name, address, identification and case numbers, etc. Filed alphabetically by county. (Frequently, official.) 4 x 6 folders, 6 ft., in 6 drawers of wooden filing cases. 1st floor. (73)

468. EMPLOYMENT DATA, 1935 to date. Requisitions for workers for projects, correspondence with state headquarters, managers, superintendents, and foremen of projects, and director's personal file. Filed alphabetically by county. (Frequently, official.) 10 x 12 folders, 7 ft. 3 in., in 4 drawers of steel filing cases. 1st floor. (66)

date, age, sex, old and new project numbers, code, rate of pay, occupation, description and location of project, signature of worker, reassignment official, and foreman, etc.; Form WPA-403, Notice of Change in Work Status, showing name, address, identification and case numbers, date, certified or nonrelief, assigned occupation, code, project number, reason for change, effective date, etc.; Form WPA-404, Reclassification Slip, showing name, address, identification and case numbers, certified or nonrelief, assigned occupation, code, wage rate, change in occupation, explanation, etc.; Form 325, Old Assignment Slip. Filed alphabetically by form and county. (Frequently, official.) 4 x 6 folders, 6 ft. 6 in., in 8 pasteboard boxes. 1st floor. (75)

Intake and Certification Section

468. CERTIFICATION OF ELIGIBILITY, NOTICE OF CASE CHANGE, AND CANCELLATION OF CERTIFICATION OF ELIGIBILITY, 1935 to date. Form FERA-600, Certification of Eligibility, showing name, address, relief district, number of persons in case, case number, date of certification, names of members of family, relationship to head, sex, marital status, priority, etc.; Form FERA-601, Notice of Case Change, showing name, former and present address, number of persons in case, case number, change in list of eligible workers, priority, etc.; Form FERA-602, Cancellation of Certification of Eligibility, showing effective date, name, address, date, case number, reason for cancellation, etc. Filed alphabetically by county, with active and inactive cases filed separately. (Frequently, official.) 5 x 8 slips and folders, 14 ft., in 8 drawers of wooden filing case. 1st floor. (64)

469. CCC RECORDS, 1935 to date. Form AD-903, Application for Enrollment; Form WPA-235-A, Certification of Eligibility, from WPA and Resettlement lists. Filed alphabetically by county. (Frequently, official.) 10 x 12 folders, 20 ft., in 12 transfer cases. 1st floor. (61)

470. CORRESPONDENCE, INQUIRIES, AND COMPLAINTS, 1935 to date. Correspondence with headquarters and project supervisors, miscellaneous inquiries and complaints from project supervisors and workers, applications for certification, doctors' certificates, and general personal files. Filed alphabetically by county. (Frequently, official.) 10 x 12 folders, 6 ft., in 3 drawers of steel filing case. 1st floor. (63)

471. RECORD OF WORKERS, 1935 to date. Showing name, address, and sex of active and inactive workers in the district. Filed alphabetically by county. (Frequently, official.) 3 1/2 x 4 cards, 7 ft. 6 in., in 2 drawers of steel card cabinet, and 4 pasteboard boxes. 1st floor. (62)

Division of Finance and Statistics

472. PAY ROLLS FOR PROJECTS, 1935 to date. With receipts for checks delivered to the workers, and supporting correspondence. Filed alphabetically by county. (Frequently, official.) 10 x 12 folders, 5 ft., in 3 drawers of wooden filing case. 1st floor. (59)

473. ACCIDENT AND COMPENSATION DATA, September 1, 1935 to date. Reports of accidents of employees, supporting correspondence, and compensation records. Filed alphabetically by county. (Frequently, official.)

10 x 12 folders, 10 ft. 6 in., in 8 drawers of steel filing cases. Courtroom, 2d floor. (86)

474. CLASSIFICATION SLIPS, September 1, 1935 to date. Individual active slips for the district. Filed alphabetically by county. (Daily, official.) 4 x 6 folders, 24 ft., in 27 pasteboard boxes. Courtroom, 2d floor. (84)

475. CLASSIFICATION SLIPS, September 1, 1935 to date. Individual inactive slips for the district. Filed alphabetically by county. (Occasionally, official.) 4 x 6 folders, 12 ft., in 6 drawers of wooden card cabinets. Courtroom, 2d floor. (83)

476. CORRESPONDENCE AND FINANCIAL REPORTS, September 1, 1935 to date. Correspondence with state office, Treasury Department, and Dallas, Texas office, trial balance sheets, allotment reports, pay rolls, miscellaneous reports, etc. Filed alphabetically by county. (Frequently, official.) 10 x 12 folders, 40 ft., in 20 drawers of steel filing cases. Courtroom, 2d floor. (85)

477. MISCELLANEOUS RECORDS, February 4, 1936 to date. Showing personnel records, purchase orders, inspections, receiving reports, copies of pay rolls, checks and vouchers, general office records, and correspondence with state and national headquarters. Filed alphabetically by county and subject. (Daily, official.) 10 x 12 folders, 7 ft., in 4 drawers of steel filing cases. R. 7. (65)

Division of Operations

478. CORRESPONDENCE AND RECORDS, 1935 to date. Lists of approved projects, rejected CAB applicants, labor assignments, report on airports, lists of skilled and unskilled laborers, and general correspondence with state director and with counties in district. Filed alphabetically by county. (Frequently, official.) 10 x 12 folders, 8 ft., in 4 drawers of steel filing cases. R. 204. (77)

479. GENERAL OCCUPATIONAL DATA, 1935 to date. List of WPA laborers assigned to non-WPA projects, copies of bids accepted, copies of invitations for bids, official bulletins, general correspondence with headquarters and coordinating administrators. Filed alphabetically by county. (Frequently, official.) 10 x 12 folders, 1 ft., in 2 drawers of steel filing case. R. 206. (80)

480. PROJECT APPLICATIONS AND CONSTRUCTION DATA, 1935 to date. Approval of projects, construction records, and information pertaining to projects. Filed alphabetically by county. (Frequently, official.) 10 x 15 envelopes, 8 ft., in 4 drawers of steel legal filing cases. R. 204. (78)

481. PROJECT MAPS AND PRINTS, 1935 to date. Showing in detail, material to be used, kind and class of work to be performed. Filed alphabetically by project and county. (Frequently, official.) Various sized maps and prints, 4 ft., in 4 drawers of steel filing cases. R. 204. (79)

482. TOOL AND EQUIPMENT RECORDS, 1935 to date. Requisitions, receipts, inventories, correspondence with headquarters and project superintendents concerning tools, etc. Filed alphabetically by county. (Frequently, official.) 10 x 12 folders, 4 ft. 6 in., in 3 drawers of wooden filing case. 1st floor. (60)

Division of Women's and Professional Projects

483. CLOSED PROJECT RECORDS, 1935 to date. Showing name and location of project, workers, costs, and reports, with supporting correspondence. Filed alphabetically by county. (Occasionally, official.) 10 x 12 folders, 5 ft., in 3 drawers of wooden filing case. 1st floor. (52)

484. GENERAL CORRESPONDENCE, AND PROJECT DATA, 1935 to date. With state and county officials, project proposals, approved proposals, records of projects in operation. Filed alphabetically by county. (Frequently, official.) 10 x 12 folders, 6 ft., in 4 drawers of steel filing cases. R. 101. (51)

485. SEWING-PROJECT RECORDS, 1935 to date. Receiving and inspection reports, purchase orders, requisitions for materials and supplies, inventories of garments received and on hand, etc., with supporting correspondence. Filed alphabetically by counties. (Daily, official.) 10 x 12 folders, 4 ft., in 3 drawers of wooden filing case. 1st floor. (53)

OXFORD

DIVISION OF OPERATIONS

OFFICE OF THE ASSISTANT AREA ENGINEER (DISTRICT 1)

Brooks Patton Building, 1109 Jackson Ave.

This office was established January 1, 1936, with quarters in the Sims Building, remaining in this location until April 1936, at which time it was moved to its present location in the Brooks Patton Building, 1109 Jackson Avenue, Oxford, Mississippi.

This is a district sub-office, operating under the District Director; however, for the sake of economy all functions normally belonging to the divisions of Employment, Finance and Statistics and Operations, have been consolidated under the supervision of this office. It was originally set up as a county office with a paymaster in charge, and continued under that arrangement until the above change was made. Some of the old records are in the custody of this office. All records have been retained, none has been lost or sent to Washington.

486. DIVISION OF EMPLOYMENT, ASSIGNMENT CARDS, January 1935 to date. Showing name, identification, case and project numbers, date, sex, and occupation, for Lafayette County only. (Frequently, official.) 5 x 9 folders, 1 ft. 9 in., in 2 pasteboard boxes. 2d floor. (52)

487. DIVISION OF OPERATIONS, CORRESPONDENCE, DATA ON PROJECTS, AND MEMORANDA, November 1935 to date. With district office, in regard to

operations of projects. (Frequently, official.) 9 x 11 folders, 3 ft., in 2 drawers. 2d floor. (49)

488. DIVISION OF OPERATIONS, PROJECT REPORTS, November 1935 to date. Showing pay rolls, time sheets, weekly reports, daily reports, etc., for Lafayette County only. (Frequently, official.) 8 x 12 loose sheets, 1 ft. 7 in., on steel hooks. 2d floor. (51)

489. DIVISION OF FINANCE AND STATISTICS, TIME REPORTS, January 1936 to date. Pay rolls for various projects, showing name, identification number, occupation, class, hours worked, rate of pay, and amount paid. (Frequently, official.) 10 x 14 envelopes, 1 ft., in 2 drawers. 2d floor. (48)

TUPELO

OFFICE OF DISTRICT DIRECTOR (DISTRICT 1) Gregory-Moore Bldg., Cor. Troy and Broadway Sts.

This office was established in 1935 in the Doty Building, West Troy Street, and moved to its present location on an unknown date. The director is responsible for the administration of all Works Progress Administration activities in his district, with the exception of state projects, which are administered from the state office, and federal projects administered by representatives of the Washington office.

The district organization parallels that of the state office, with a supervisor in charge of each division, and he is directly responsible to the district director for the efficient operation of his division.

All records are retained; none has been lost or sent to Washington.

490. CORRESPONDENCE, 1935 - 1937. OF first district director and county, units, state and federal departments. Filed alphabetically. (Never.) 10 x 12 folders, 8 ft., in 4 drawers of steel filing case. R. 10. (73)

491. CORRESPONDENCE, 1936 - 1937. First district correspondence to and from county, state and federal officials, and individuals. Filed alphabetically. (Frequently, official.) 10 x 12 folders, 2 ft., in drawer of steel filing case. R. 3. (74)

Division of Employment

492. CORRESPONDENCE AND REPORTS, 1935 - 1937. Between county units, state and federal offices, covering employment matters, reports pertaining to Forms 144, 600 and 601, and labor inventory. Filed alphabetically by counties. (Frequently, official.) 10 x 12 folders, 12 ft., in 6 drawers of steel filing cases. R. 13. (58)

493. INDIVIDUAL EMPLOYMENT RECORDS, 1935 - 1937. Form 402, assignment slip; Form 403, dismissal; Form 404, reclassification; Form 600, certification of eligibility for employment; Form 601, change in case;

Form 602, cancellation of eligibility; Form 144-A, occupational classification record for closed cases. Filed alphabetically by county. (Daily, official.) 4 x 6 and 4 x 8 slips, 17 ft. 6 in., in 7 drawers of steel filing cases. R. 13. (60)

494. OCCUPATIONAL CLASSIFICATION RECORD, 1935 - 1937. Form 144; made from eligible lists of ERA clients, showing physical condition, education, training, experience, and previous employment. Filed numerically by county. (Frequently, official.) 10 x 12 folders, 4 ft., in 2 drawers of steel filing case. R. 13. (59)

495. WORK ASSIGNMENT SLIPS, 1935 - 1937. OF WPA and non-WPA workers, for active and inactive projects. Filed by identification number. (Frequently, official.) 4 x 6 cards, 2 ft., in 5 drawers of card cabinets. R. 13. (62)

Division of Finance

496. ALLOTMENT CONTROL LEDGER, WORK PROJECT REGISTER, AND ABSTRACT OF ALLOTMENT LEDGER, 1935 - 1937. Control ledger, showing name, number and location of project, dates, and amount of disbursements; work project register, showing location, sponsors' names, allotment, record of pay rolls charged to project, material and supplies, disbursements, official project number and WPA project number; abstract of allotment ledger, showing comparison sheets of each project, sent out every 10 days by state office. Filed by project and number. 4 x 6 card index, 4 ft., R. 13, Gregory-Moore Bldg; see abstract 72. (Daily, official.) Various sized loose-leaf books (8), 5 ft. 11 in., on 3 tables. R. not numbered. (53)

497. CORRESPONDENCE, 1935 - 1937. To district, state, and federal departments, state director, paymaster, area engineer, supervisors, division of investigation, county units, key timekeepers, WPA, state NYA director, U. S. Treasury Department, and purchase division. Filed alphabetically. (Frequently, official.) 10 x 12 folders, 6 ft., in 3 drawers of steel filing case. R. not numbered. (46)

498. PAID VOUCHERS, AMOUNT OF PROJECT SETUP, NONLABOR PAID VOUCHERS, AND UNFILLED REQUISITIONS, 1935 - 1937. Paid vouchers for labor on projects, records showing amounts set up on projects by WPA and sponsors, record of vouchers paid, covering other than labor, and record of unfilled requisitions for labor and materials. Filed alphabetically, by subjects. 4 x 6 card index, 4 ft., R. 13, Gregory-Moore Bldg; see abstract 72. (Frequently, official.) 10 x 12 folders, 34 ft., in 17 drawers of steel filing cases. R. not numbered. (49)

499. PROJECT MATERIALS, 1935 - 1937. Fifteen-day reports of material received, used, and on hand, sponsors' contributions, material inventories, work project number, date, quantity used, tools owned by WPA and used on projects, and tools of discontinued and completed projects. Filed alphabetically by project. (Frequently, official.) 10 x 12 folders and 5 x 8 cards, 14 ft., in 5 drawers of steel filing cases and in 2 wooden boxes. R. not numbered. (57)

500. TIMEKEEPERS' RECORDS, 1935 - 1937. Time reports for certified and non-certified workers, district-wide time reports, active and inactive earning records, active and inactive assignment slips, active earnings assignment slips, memoranda sheets, and pay roll register. Filed alphabetically by county. (Frequently, official.) 15 x 18 covers (20), 10 x 16 loose-leaf books (2), and 6 x 9 cards, 38 ft. 1 in., on 5 shelves, in 7 wooden boxes and on table. R. not numbered. (52)

501. UNFILED PURCHASE ORDERS, SUSPENSE FILE, AND PAID COMMITMENTS, 1935 - 1937. Purchase orders which have not been filled, suspense file covering matters not yet disposed of, and paid commitments covering obligations met. Filed alphabetically. (Frequently, official.) 10 x 12 folders, 20 ft., in 10 drawers of steel filing cases. R. not numbered. (50)

502. MISCELLANEOUS MATTER, 1935 - 1937. Administrative reports, time reports, applications for leave, doctors' certificates of illness, daily reports of time reports from Jan. 1936 to Feb. 1937, reports of completed projects, interoffice supplies, reports of timekeepers for 19 counties of district, schedule of collections and cancellations, purchase orders, and transmittals of purchase orders from state procurement office to U. S. Treasury Department. Filed alphabetically. (Frequently, official.) 10 x 12 folders, 2 ft., in drawer of steel filing case. R. not numbered. (47)

503. TEMPORARY FILE OF MISCELLANEOUS MATTER, 1937. Travel authorizations, area engineers' reports, reports of checks received, reports of checks delivered by counties, and copies of travel vouchers; all current matter to be permanently filed later. Filed alphabetically by subject. (Frequently, official.) 10 x 12 folders, 2 ft., in drawer of pasteboard transfer case. R. not numbered. (48)

Division of Operations

(A) Gregory-Moore Bldg., Troy and Broadway Sts.

(B) Hood Bldg., 108 1/2 Spring St.

504. CORRESPONDENCE, 1935 - 1937. To and from county, state, and federal officials, and individuals. Filed alphabetically. (Frequently, official.) 10 x 12 folders, 2 ft., in drawer of steel filing case. R. 4 (Bldg. A). (70)

505. INDEX OF PROJECTS, 1935 - 1937. For NYA, WPA and non-WPA projects, showing setup and locations of projects. This is index for records reported in abstracts 49 and 53, Kinney Bldg., and abstract 56, Hood Bldg. Filed by county. (Frequently, official.) 4 x 6 cards, 4 ft., in 4 drawers of card cabinets. R. 13 (Bldg. A). (72)

506. PROJECT FILES, 1935 - 1937. Estimates, allotments, property reports, invitations, bids and acceptances, weekly reports of materials received, used, and on hand, progress and detail reports of airports, certificates of sponsors' contributions, pay rolls, purchase orders, car records, invoices, project proposals for projects, covering sanitation, roads, streets, high schools, gyms, jails, cold storage, schools, malaria control, and courthouse. Projects for high school and jails are tornado projects. Filed alphabetically. 4 x 6 card index, 4 ft.,

R. 13, Gregory-Moore Bldg.; see abstract 72. (Frequently, official.) 10 x 12 folders, 2 ft., in drawer of steel filing case. R. not numbered (Bldg. B). (56)

507. SAFETY RECORDS AND ACCIDENT REPORTS, 1935 - 1937. Safety records of instructions, cases pending, semimonthly reports, reports of physically defective workers, and major and minor lost-time injury reports; accident reports, stating nature of injury and action taken. Filed by counties. (Frequently, official.) 10 x 12 folders, 4 ft., in 2 drawers of steel filing case. R. 10 (Bldg. A). (71)

508. GENERAL FILES OF EMPLOYMENT, July 1935 - Mar. 16, 1937. Correspondence and records of district 1, employment division, which were transferred to area assignment officer. Filed by county. (Frequently, official.) 10 x 12 folders, 3 ft. 6 in., in 4 drawers of steel filing case. R. 12 (Bldg. A). (61)

509. MISCELLANEOUS MATTER, 1936 - 1937. Requests for employment, area supervisors' correspondence, instructions from department heads, correspondence other than supervisors', receipts for checks, requisitions for workers, assignment slips, Form 403, and pay vouchers. Filed alphabetically. (Frequently, official.) 10 x 12 folders and 3 x 4 slips, 9 ft. 4 in., in 4 drawers of steel filing case and 2 wooden boxes. R. not numbered (Bldg. B). (57)

Division of Women's and Professional Projects

510. CORRESPONDENCE, 1935 - 1937. To and from federal, state, and county units, and individuals. Filed alphabetically. (Frequently, official.) 10 x 12 folders, 2 ft., in drawer of steel filing case. R. 1. (63)

511. PROJECT FILES, 1935 - 1937. Statements of project estimates, estimate details, changes, proposals, and change of allotment for active and inactive projects. Filed numerically by county. (Rarely, official.) 10 x 12 and 10 x 15 folders, 12 ft., in 2 drawers of steel filing case and 4 drawers of transfer case. R. 1. (65)

512. PROJECT REPORTS, 1935 - 1937. Form WD-9, covering reports on progress and kind of work being done. Filed alphabetically by county. (Frequently, official.) 10 x 12 folders, 2 ft., in drawer of steel filing case. R. 1. (64)

513. PURCHASE ORDERS AND SPONSORS' CONTRIBUTIONS, 1935 - 1937. Purchase orders for materials for project work, and record of sponsors' contributions. Filed alphabetically by county. (Frequently, official.) 10 x 12 folders, 2 ft., in drawer of card cabinet. R. 1. (66)

514. RECORD OF WORKERS, 1935 - 1937. Showing classifications, identification numbers, and projects on which working. Filed by county and project. (Frequently, official.) 4 x 5 cards, 2 ft., in 2 wooden boxes. R. 1. (67)

ADULT EDUCATION PROJECT
OFFICE OF THE DISTRICT SUPERVISOR (DISTRICT 1)
Hood Bldg., 108 1/2 Spring St.

This office was established in 1935, and has occupied various buildings before moving to its present quarters.

This is a federal project under federal and regional supervision, and this district office is under the direct supervision of the State Director of the Division of Education Projects.

All records have been retained; none has been lost, destroyed or sent to Washington.

515. CORRESPONDENCE, TEACHERS' REPORTS, AND TIME REPORTS, 1936 - 1937. Correspondence between county units, district, state and federal offices; teachers' reports, covering work accomplished, attendance records and courses pursued; and time reports, covering pay roll periods. Filed alphabetically. (Frequently, official.) 10 x 12 folders and 15 x 18 covers, 10 ft. 4 in., in 2 drawers of steel filing case and on 5 shelves. R. not numbered. (54)

MALARIA CONTROL PROJECT
OFFICE OF THE DISTRICT SUPERVISOR (DISTRICT 1)
Hood Bldg., 108 1/2 Spring St.

This office was established in 1935, with quarters at its present location. This is a state-wide project, and the county workers are under the direct supervision of the district office. This work was first begun in 1935, under the Emergency Relief Administration. All records prior to 1936 are in the custody of the state office of the Malaria Control Project. All records of this agency have been retained; none has been lost, destroyed or sent to Washington.

Division of Operations

516. CORRESPONDENCE AND WEEKLY AND SEMIMONTHLY REPORTS, 1936 - 1937. Correspondence to and from state and county offices, and reports to WPA and State Board of Health, covering progress made on work. (Frequently, official.) 10 x 12 folders, 2 ft., in drawer of steel filing case. R. not numbered. (55)

NUTRITION PROJECT
OFFICE OF THE FIELD SUPERVISOR (DISTRICT 1)
Gregory-Moore Bldg.

This office was established in 1935, with quarters in the Doty Building, where it remained until October 1936, at which time it moved to its present location. This work was first begun in 1933, under the Emergency Relief Administration, and continued under the Works Progress

Administration. However, information concerning disposition of records prior to 1935 is not available. All records of this agency have been retained; none has been lost, destroyed, or sent to Washington.

517. CORRESPONDENCE AND REPORTS, 1935 - 1937. To and from state office, and individuals working throughout the district; and reports covering sponsors' contributions and requisitions. Filed alphabetically. (Frequently, official.) 10 x 12 folders, 4 ft., in 2 pasteboard drawers. R. 19. (68)

RECREATION PROJECT
OFFICE OF THE DISTRICT SUPERVISOR (DISTRICT 1)
Gregory-Moore Bldg.

This office was established in 1933, under the supervision of the Civil Works Administration, and continued under the Emergency Relief Administration until taken over by the WPA. From July 1935 to October 1936 it maintained quarters in the Doty Building, when it moved to its present location. Information as to its location prior to July 1935 is not available. This is a federal project under federal and regional supervision, and this district office is under the direct supervision of the State Director of the Division of Education Projects. Disposition of records prior to 1936 cannot be ascertained. All other records have been retained; none has been lost, destroyed, or sent to Washington.

518. CORRESPONDENCE, 1936 - 1937. To and from state office, and workers on program throughout the district. (Frequently, official.) 10 x 12 folders, 2 ft., in desk drawer. R. 18. (69)

WEST POINT

OFFICE OF THE AREA SUPERVISOR
Commercial Hotel Bldg., South Commerce St.

This office was established in March 1937, when the district offices were broken up into area offices, with a supervisor in charge. The administration is still carried on under the Division of Employment, Finance and Statistics, Operations, and Women's and Professional Projects. However, the work is handled more directly through the state office than his state superior. Most of the financial records are sent to the state office immediately, and all necessary work is done on them there. The records in the new area offices date back to the old district organization, and some of the old Emergency Relief Administration era. The office has always maintained quarters at its present location.

All records have been kept, but at the time of the change many were transferred to the state office.

Division of Employment

519. FERA OCCUPATIONAL RECORD CARDS, 1935. Form 144, complete occupational record of client and family, secured by FERA for information of Division of Employment of WPA. Filed numerically by case numbers, under county groups. (Rarely, official.) 10 x 12 cards, 3 ft. 10 in., in 2 drawers of steel filing case. R. not numbered. (22)

520. OCCUPATIONAL RECORDS, ASSIGNMENTS, AND CERTIFICATIONS, 1935 - 1937. Form 144-A, occupational classification record; Form 402, reassignment slip; Form 403, notice of termination of employment; Form 404, reclassification slip; Form 600, certification of eligibility; Form 601, change of status; Form 602, cancellation of certification. Filed alphabetically under county groups. (Daily, official.) Various sized forms, 23 ft. 4 in., in 7 wooden boxes. R. not numbered. (21)

521. REQUISITIONS AND CORRESPONDENCE, 1935 - 1937. Requisitions covering requests for workers, and correspondence with county, state, and federal offices. Requisitions filed alphabetically by county and correspondence. (Frequently, official.) 10 x 12 folders, 2 ft. 6 in., in 2 drawers of steel filing case. R. not numbered. (23)

522. ASSIGNMENT CARDS, AND PROJECT CARDS, 1936 - 1937. Assignment cards, both WPA and non-WPA; suspension Form 402, inactive non-WPA Forms 402 and 403; project cards, covering active projects in each county setup, and showing kind of work. Assignment cards filed by projects, others by counties. (Frequently, official.) 4 x 5 cards, 5 ft. 9 in., in 6 drawers of card cabinet. R. not numbered. (24)

Division of Operations

523. GENERAL CORRESPONDENCE, 1935 - 1937. Relative to work program of area, between county, state, federal offices, and individuals. Filed alphabetically. (Daily, official.) 10 x 12 folders, 11 in., in 2 drawers of steel filing case. R. not numbered. (17)

524. WORK PROJECTS, 1935 - 1937. Records covering all approved projects, active and inactive; unapproved district projects, including statements of project estimate detail; reports of projects discontinued, completed, or transferred; and invitations for bids and acceptances. Filed numerically by project numbers. 4 x 6 card index, 7 in. (Daily, official.) 10 x 12 folders, 8 1/2 x 11 covers and 9 x 12 loose-leaf book, 4 ft. 8 in., in 4 drawers of steel filing case and on 2 wooden tables. R. not numbered. (18, 20)

525. TIME REPORTS, 1936 - 1937. Form 502, semimonthly time report, covering all active projects for area. Filed numerically by project, and by county. (Frequently, official.) 14 x 17 sheets, 6 in., in 5 wooden boxes. R. not numbered. (19)

PUBLICATIONS PREPARED BY THE
LOUISIANA HISTORICAL RECORDS SURVEY
DIVISION OF COMMUNITY SERVICE PROGRAMS
WORK PROJECTS ADMINISTRATION

INVENTORIES OF STATE ARCHIVES

Series II. The Judiciary.

- No. 2. The Supreme Court of Louisiana. (vii, 59 p. mimeo., April 1941)

INVENTORIES OF PARISH ARCHIVES

- No. 2. Allen. (iv, 91 p. mimeo., June 1938)
No. 6. Beauregard. (v, 105 p. mimeo., October 1940)
No. 8. Bossier. (v, 295 p. mimeo., August 1940)
No. 10. Calcasieu. (iv, 113 p. mimeo., March 1938)
No. 22. Grant. (iv, 110 p. mimeo., April 1940)
*No. 26. Jefferson. (iv, 437 p. mimeo., January 1940)
No. 26. Jefferson: A Brief History. (Reprinted from "A Brief History of Jefferson Parish," in Jefferson Parish Yearly Review, 1939, pp. 127-183; ix, 25 p. mimeo., April 1940)
No. 28. Lafayette. (iv, 118 p. mimeo., March 1938)
No. 35. Natchitoches. (v, 180 p. mimeo., September 1938)
*No. 36. Orleans. (v, 172 p. mimeo., June 1939)
No. 38. Plaquemines. (iii, 228 p. mimeo., August 1939)
No. 44. St. Bernard. (iii, 166 p. mimeo., December 1939)
*No. 45. St. Charles. (ii, 117 p. mimeo., November 1937)
No. 55. Terrebonne. (xiii, 169 p. mimeo., May 1941)
No. 59. Washington. (vi, 365 p. mimeo., March 1940)

INVENTORIES OF MUNICIPAL ARCHIVES

- Town of Franklinton. (x, 53 p. mimeo., April 1941)

MANUSCRIPTS PUBLICATIONS

"Guide to Depositories of Manuscript Collections in Louisiana," Louisiana Historical Quarterly, XXIV (1941), 305-353. Not distributed separately.

*Guide to the Manuscript Collections in Louisiana:

The Department of Archives. Vol. 1. (iv, 55 p. mimeo., August 1940)

*Guide to Manuscript Collections in the Department of Archives, Louisiana State University. Vol. 1. (2nd ed., vi, 108 p. multi., December 1940)

*Calendars of Manuscript Collections in Louisiana:

Series 1. The Department of Archives: No. 1. Taber Collection. (12 p. printed, May 1938)

An Inventory of the Collections of the Middle American Research Institute:

- *No. 1. Callender I. Fayssoux Collection of William Walker Papers.
(ii, 28 p. mimeo., May 1937)
- *No. 2. Calendar of the Yucatecan Letters. (viii, 240 p. mimeo.,
October 1939)
- *No. 3. Maps in the Frederick L. Hoffman Collection. (viii, 146 p.
mimeo., December 1939)

Transcriptions of Manuscript Collections in Louisiana:

No. 1. The Favrot Papers:

- Vol. I. 1695-1769. (iv, 123 p. mimeo., February 1940)
- Vol. II. 1769-1781. (x, 184 p. mimeo., December 1940)
- Vol. III. 1781-1792. (x, 166 p. mimeo., March 1941)
- Vol. IV. 1793-1796. (xiii, 140 p. mimeo., June 1941)
- Vol. IX. [1812]. (ii, 108 p. mimeo., February 1941)

"Mississippi River Ice at New Orleans," Louisiana Historical Quarterly,
XXI (1938), 349-353. Not distributed separately.

AMERICAN IMPRINTS INVENTORY PUBLICATIONS

Location Symbols for Libraries in the United States. (v, 258 p. mimeo.,
October 1939)

Location Symbols for Libraries in the United States, Additions and
Corrections. (36 p. mimeo., January 1941)

CHURCH ARCHIVES PUBLICATIONS

Church Directories

*Directory of Churches and Religious Organizations in New Orleans.
(iv, 96 p. mimeo., March 1941)

TRANSCRIPTIONS OF PARISH RECORDS OF LOUISIANA

No. 24. Iberville Parish: Series I. Police Jury Minutes.

- *Vol. 1. 1850-1862. (xlvi, 188 p. mimeo., April 1940)
- *Vol. 2. 1880-1901. (lxxvii, 361 p. mimeo., May 1940)
- *Vol. 3. 1901-1916. (lxxx, 468 p. mimeo., July 1940)
- *Vol. 4. 1916-1925. (l, 281 p. mimeo., October 1940)
- *Vol. 5. 1925-1936. (cviii, 613 p. mimeo., March 1941)

No. 26. Jefferson Parish: Series I. Police Jury Minutes.

- *Vol. 1. 1834-1843. (xxxvii, 237 p. mimeo., June 1939)
- *Vol. 3. 1858-1870. (liv, 319 p. mimeo., November 1939)
- *Vol. 3-A. 1871-1884. (lix, 347 p. mimeo., January 1940)
- *Vol. 4. 1870-1879. (lxix, 370 p. mimeo., March 1940)
- *Vol. 5. 1879-1888. (lxvi, 386 p. mimeo., April 1940)
- *Vol. 6. 1889-1895. (lxvi, 400 p. mimeo., April 1940)
- *Vol. 7. 1895-1904. (liii, 480 p. mimeo., June 1940)
- *Vol. 8. 1905-1912. (lvii, 342 p. mimeo., July 1940)
- *Vol. 9. 1912-1918. (lv, 492 p. mimeo., September 1940)

- *Vol. 10. 1918-1924. (lxxx, 532 p. mimeo., September 1940)
- *Vol. 11. 1924-1929. (lxxxv, 650 p. mimeo., September 1940)
- *Vol. 12. 1930-1935. (lxiv, 622 p. mimeo., November 1940)
- *Vol. 13. 1935-1938. (xlix, 545 p. mimeo., February 1941)

No. 44. St. Bernard Parish: Series I. Police Jury Minutes.
Vol. 1. 1870-1877. (xl, 107 p. mimeo., July 1941)

MISCELLANEOUS PUBLICATIONS

*County-Parish Boundaries in Louisiana. (vi, 139 p. mimeo.,
October 1939)

*Judicial and Congressional District Boundary Law in Louisiana.
(ii, 90 p. multi., October 1939)

* Denotes out of print.

PUBLICATIONS PREPARED BY THE
SURVEY OF FEDERAL ARCHIVES
DIVISION OF COMMUNITY SERVICE PROGRAMS
WORK PROJECTS ADMINISTRATION
IN LOUISIANA

INVENTORY OF FEDERAL ARCHIVES IN THE STATES:

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- Series IV. The Department of War (iv, 123 p. mimeo., June, 1938)
- Series V. The Department of Justice (iii, 12 p. mimeo., July, 1938)
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- Series XVII. The Miscellaneous Agencies (iv, 29 p. mimeo., April, 1941)

No. 17. LOUISIANA

- Series II. The Federal Courts (iv, 51 p. mimeo., October, 1939)
- Series III. Department of the Treasury (iv, 357 p. mimeo., July, 1938)
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- Series V. The Department of Justice (iii, 20 p. mimeo., August, 1938)
- Series VII. The Department of the Navy (iii, 46 p. mimeo., May, 1938)
- Series IX. The Department of Agriculture (vi, 301 p. mimeo., May, 1938)
- Series X. The Department of Commerce (iii, 88 p. mimeo., July, 1938)
- Series XI. The Department of Labor (iv, 19 p. mimeo., February, 1940)
- Series XII. The Veterans' Administration (iv, 40 p. mimeo., February, 1940)
- Series XVI. The Farm Credit Administration (iii, 13 p. mimeo., April, 1941)

No. 23. MISSISSIPPI

- Series II. The Federal Courts (vi, 53 p. mimeo., November, 1939)
- Series III. The Department of the Treasury (iv, 49 p. mimeo., December, 1939)
- Series IV. The Department of War (iv, 95 p. mimeo., June, 1938)
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