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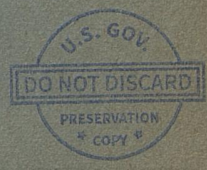
SERIES XII. THE VETERANS' ADMINISTRATION

NO. 13. INDIANA

GOVERNMENT PUBLICATIONS

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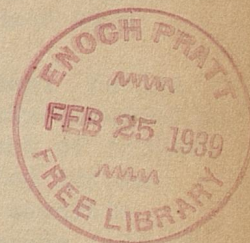


INVENTORY OF FEDERAL ARCHIVES IN THE STATES

Prepared by

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

The National Archives
Cooperating Sponsor



SERIES XII. THE VETERANS' ADMINISTRATION

NO. 13. INDIANA

Indianapolis, Indiana
The Survey of Federal Archives
1938

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 nationwide project of the Works Progress Administration from January 1, 1936 to June 30, 1937, and has been continued in Indiana since that date as a state project of that Administration.

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

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

In Indiana the work of the Survey was under the direction of Professor William O. Lynch, with Mr. J. Harley Nichols as his assistant, from its inception until June 1936, at which time Mr. Nichols succeeded him as director. Since June 1937, Mr. A. W. Fishback has been in charge of the project. This Inventory of the records of the Veterans' Administration in Indiana was prepared in the Indianapolis office of the Survey and was edited before final typing by Miss Elizabeth Edwards of the Washington office. It is reproduced in mimeographed form with the aid of the Historical Records Survey.

Indianapolis, Indiana
October 22, 1938

A. W. Fishback, State Director
Survey of Federal Archives
in Indiana

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INDIANAPOLIS

VETERANS' ADMINISTRATION FACILITY
26th Street and West Riverside Drive

The Veterans' Administration Facility at Indianapolis is a combined facility, that is, it has both hospital and regional office activities. The Facility was established in this city in 1930. At present it occupies a modern government-owned building. Other buildings in which veteran activities have been conducted in Indianapolis are the Meridian Life Building, 311 North Pennsylvania Street, from 1921 to March 1925, and the Test Building, 54 Monument Circle, from March 1925 to October 1931. None of its records have been destroyed, and all useless papers are held until instructions are received to dispose of them. Certain records, according to instructions, are sent to the Veterans' Administration in Washington at regular intervals.

Adjudication Division

1. ABSTRACTS OF ACTION, 1936 to date. Action taken on claims against the Veterans' Administration for the burial of veterans. The United States Government allows \$107.00 on the burial expense of any veteran. Filed alphabetically. (Daily, official.) 3 x 5 cards, 9 in., in wooden card cabinet. R. 129. (1255)
2. ACTIVE COMPENSATION FILE, 1936 to date. VA Forms 680 (for wives and children) and 681 (parents), record of additional compensation awarded veterans because of dependents. Each year a questionnaire is sent to the veterans regarding their dependence status. Filed chronologically. (Daily, official.) 3 x 5 cards, 2 ft., in wooden filing case and card cabinet. R. 129. (1400)
3. ADMINISTRATIVE DECISIONS, 1933 to date. Decisions of General Hines (Veterans' Administrator) relative to points of law. Decisions are studied by the rating boards and used as a guide to their findings in veterans' appeals or claims. 3 x 5 card index, 2 ft. 9 in., in R. 130. (Daily, official.) 9 x 12 folders, 4 in., in desk. Rs. 131 and 132. (1184)
4. ATTORNEYS' AND AGENTS' FILE, Mar. 1933 to date. Complete list of attorneys and agents in the United States authorized by the Veterans' Administration to administrate compensation and pension claims of veterans. Filed alphabetically. (Daily, official.) 3 x 5 cards, 2 ft., in wooden card cabinet. R. 129. (1254)
5. LIST RECEIPTED AWARDS, Apr. 1935 to date. Compensation awards granted by the adjudication division to veterans. Filed numerically, by case numbers. (Daily, official.) 9 x 12 sheets, 3 in., in desk. R. 129. (1252)
6. INDEX TO NEW CLAIMS, 1933 to date. An index system giving information on veterans' original claims for compensation or pensions. It was

at first a complete record, of claims, but as the claims developed, it became an index to the claims and its related records. A new type of index is being completed that will replace this one. Filed numerically. (Daily, official.) 5 x 5 cards, 6 ft., in 4 wooden card cabinets. Rating Board Office. (1189)

7. CONFIDENTIAL FILE, 1926 to date. Information relative to the personnel of this division, including statistical information, correspondence, etc., concerning the Federal Business Association. Filed chronologically. (Daily, official.) 9 x 12 folders, 9 in., in desk. R. 130. (1178)

8. CONTROL CARDS, 1931 to date. Location and status of claims for benefit under Government Life and War Risk Insurance. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft., in drawer of wooden filing case. R. 130. (1180)

9. CONTROL CARDS, 1933 to date. Location and status of claims for compensation or pensions that have been appealed to the rating board at the local Facility or before the Veterans' Board at Washington, D. C., including certified cases and those that are awaiting action of the appeals board. 3 x 5 card index, 6 in., in wooden cabinet. (Daily, official.) 5 x 8 cards, 5 ft., in wooden card cabinets. Rating Board Office. (1188)

10. CONTROL CARDS, Mar. 17, 1933 to date. Location and status of all appeals for compensation or pensions of veterans as presented to the rating board under authority of Act of Congress (Public Act No. 2, 73d Congress). Filed numerically. (Daily, official.) 3 x 5 cards, 8 ft., in wooden card cabinet. Rating Board Office. (1187)

11. CONTROL CARDS, June 1933 to date. Review and location of all claims for compensation or pensions that have been denied or disallowed under Public Act No. 2, as authorized under Public Act No. 78, 73d Congress. Filed numerically. (Daily, official.) 3 x 5 cards, 2 ft., in wooden card cabinet. Rating Board Office. (1185)

12. CONTROL RECORD FILE, 1935 to date. Location and status of new claims for compensation, including correspondence relative to the claim or the claimant's case history. Filed numerically. (Daily, official.) 3 x 5 cards, 3 ft., in wooden card cabinet. R. 129. (1251)

13. CONTROL CARDS, Mar. 24, 1934 to date. Record of claims allowed or disallowed under Public Acts Nos. 2 and 78 (in effect through Public Act. No. 141, 73d Congress). Filed numerically. (Daily, official.) 3 x 5 cards, 9 ft. 6 in., in drawer of wooden filing case. Rating Board Office. (1182)

14. CONTROL CARDS, 1936 to date. Record of compensations and pensions of hospitalization cases, kept for reference. Filed chronologically. (Daily, official.) 3 x 5 cards, 6 in., in drawer of wooden filing case. R. 129. (1175)

15. CONTROL CARDS, 1936 to date. Federal employees receiving retirement deduction pensions, apportioned in ratio to the rate of pay the pen-

sioners received during his or her period of employment. Filed chronologically. (Daily, official.) 3 x 5 cards, 1 ft., in wooden cabinet. R. 129. (1250)

16. DIARY CARD, 1936 to date. VA Form 693, a record of veterans' compensation claims brought forward for decisions showing name, address, claim number, etc. Filed chronologically. (Daily, official.) 5 x 8 sheets, 6 in., in drawer of wooden filing case. R. 129. (1249)

17. VETERANS' ADMINISTRATION ISSUES AND PRECEDENTS, 1925 to date. Instructions, service letters, general decisions, administrative decisions, solicitors' opinions, articles of general opinion, miscellaneous memoranda, minutes of staff conferences, precedent letters, monthly statistical reports, and data on activities of adjudication division for April 1933 - 36. 3 x 5 card index, 2 ft. 9 in., in 2 wooden drawers. (Daily, official.) 9 x 12 folders, 4 ft., in 3 drawers of wooden filing case. R. 130. (1181)

18. JOURNALS, Aug. 21 - Nov. 20, 1933. Findings of reviews of compensation cases refused under Public Act No. 2, but approved under Public Act No. 78, 73d Congress. Filed chronologically. (Rarely, official.) 8 x 14 vols. (2), 2 in., in wooden desk drawer. R. 130. (1176)

19. JOURNAL, Feb. 1934 to date. Actions of the rating board on compensation or pension claims. Filed chronologically. (Daily, official.) 8 x 14 vol., 6 in., on filing cabinet. Rating Board Office. (1186)

20. PERSONNEL RECORD, 1936 to date. Daily record of employees of this division giving absences, vacations, etc. Filed chronologically. (Daily, official.) 9 x 12 folders, 1 in., in drawer of wooden filing case. R. 130. (1177)

21. PRECEDENT LETTERS, 1933 to date. Letters to this office from the Veterans' Administration in Washington relative to rating proceedings and the interpretation of the laws governing same. These letters help to clarify the meaning of the three Veterans' Acts (Public Nos. 2, 78, 141), and serve as legal precedent for guidance of the rating board. Filed chronologically. (Daily, official.) 9 x 12 folders, 1 ft. 5 in., in drawer of wooden filing case. Rs. 129, 131, and 132. (1183, 1248)

22. ROUTE BOOK, 1935 to date. A record of the routing of all case records entering this division from mail and record department showing case numbers, departments charged to, and names of employees in charge. (Daily, official.) 9 x 14 vols. (2), 2 in., on desk. R. 129. (1253)

23. STATISTICAL REPORTS, Aug. 21 - Nov. 20, 1933. Reports covering the activities of the special rating board. (Rarely, official.) 9 x 12 folders, 2 in., in drawer of wooden filing case. R. 130. (1179)

Office of Chief Attorney

24. BONDING COMPANIES, 1935 to date. List of bonding companies authorized by the Government to supply surety bonds to persons administrating the affairs of veterans. Filed alphabetically, by bonding companies.

(Daily, official.) 3 x 5 cards, 6 in., in wooden card cabinet. R. 128. (1031)

25. INDEX OF CIVIL WAR VETERANS OF INDIANA, 1936 to date. An index, set up according to recent instructions from the central office of the Veterans' Administration, of all Civil War veterans, under the jurisdiction of this office, who are receiving pensions. A survey is to be made of their general living conditions to ascertain whether or not they are receiving full benefits from their pensions. This survey is similar to the one being conducted for other war veterans, but Civil War veterans of Indiana are segregated. Filed alphabetically, by counties. (Daily, official.) 3 x 5 cards, 9 in., in steel card cabinet. R. 128. (1035)

26. GENERAL CORRESPONDENCE, 1932 to date. Correspondence concerning cases for which no guardianship has been established, or on which there is no probability of one being established. Filed alphabetically, by names. (Daily, official.) 9 x 12 folders, 2 ft., in wooden filing case. R. 128. (1038)

27. THE DOCKET, 1933 to date. Pending litigated cases (including civil, criminal, and guardianship), where petitions have been filed for removal, etc. (in accordance with Sec. 21, Par. 2, World War Veterans' Act of 1924 as amended); cases in which exceptions have been filed to guardians' accounts and appeals; and completed cases. Indexed. (Daily, official.) 12 x 12 loose-leaf books, 3 in., in steel filing case. R. 125. (1041)

28. INDEX ON FIDUCIARIES, 1925 to date. Index to correspondence concerning fiduciaries, and complaints by or against a guardian, giving name and address of fiduciary, name of the ward, date of approval, claim number, and whether or not a minor. Filed alphabetically, by fiduciaries. (Daily, official.) 3 x 5 cards, 2 ft. 6 in., in steel card cabinet. R. 128. (1034)

29. FIELD EXAMINATIONS, COMPLETED, 1933 to date. Field examinations; guardianship cases, offences against the Federal laws, accidents due to negligence on the part of Veterans' Administration employees, damage to Veterans' Administration property, claims for compensation, adjusted compensations, pensions, emergency officers retirements and insurance, and investigations of civil and criminal cases requested by the U. S. District Attorney. Filed alphabetically, by counties. (Daily, official.) 9 x 12 folders, 2 ft. 3 in., in 2 wooden filing cases. R. 128. (1040)

30. FIELD EXAMINATIONS, PENDING, 1936 to date. Field examinations: guardianship cases, offences against the Federal laws, accidents due to negligence on the part of Veterans' Administration employees, damage to Veterans' Administration property, claims for compensation, adjusted compensations, pensions, emergency officers' retirements and insurance, and investigations of civil and criminal cases requested by the U. S. District Attorney. Filed alphabetically, by counties. (Daily, official.) 9 x 12 folders, 6 in., in drawer of wooden filing case. R. 128. (1039)

31. PRINCIPAL GUARDIANSHIP FILE, 1925 to date. Record of guardians appointed for incompetent veterans. Record covers cases of minors and

wards, cases in which a person or institution has been constituted or appointed guardian within the area of the regional office, and cases in which a legal guardian is presiding. Also included in this file are guardians' annual reports (audited by the accountants), and all original correspondence regarding guardianships. 3 x 5 and 5 x 8 card index, 4 ft. 9 in., in steel cabinet. (Daily, official.) 9 x 12 folders, 118 ft., in 63 drawers of wooden filing cases. R. 128. (1032)

32. CUSTODIANS' GUARDIANSHIP FILES, 1925 to date. Guardianship over minors whose total payment is less than \$100.00 or whose monthly payment is not more than \$5.00. Filed numerically. 3 x 5 card index, arranged alphabetically. (Frequently, official.) 9 x 12 folders, 8 ft., in 5 wooden filing cases. R. 128. (1037)

33. PENDING GUARDIANSHIP FILE, 1936 to date. A record of the status of each case pending appointment of a fiduciary; also the action taken for the ultimate appointment of a fiduciary, recorded currently until final consummation. When this record is completed the index card is filed with the principal guardianship index. See entry numbers 28 and 31. 5 x 8 card index, 6 in., in steel cabinet, arranged alphabetically. (Daily, official.) 9 x 12 folders, 1 ft. 8 in., in 2 drawers of steel filing case. R. 125. (1174)

34. PRECEDENT FILE, 1925 to date. Record of cases arising under the laws administered by the Veterans' Administration. Chief attorneys report all such cases coming to their attention to the Solicitor, and if additional information is needed it is supplied by the Solicitor upon request. 3 x 5 card index, 6 in., in wooden case, R. 128; cross indexed by 7 x 10 loose-leaf books (2), in R. 126. (Daily, official.) 7 x 10 loose-leaf books (11), 2 ft., in 2 bookcases. R. 126. (1036)

35. OBSOLETE GUARDIANSHIP FILES, Oct. 1935 to date. Records of institutional cases on which final accounting from the chief officer has been approved, and the balances of the allowances have been returned in accordance with existing instructions. The records relating to guardians become obsolete six months after the final accounts have been approved and the guardians have been discharged, or by death of beneficiary. Index. (Daily, official.) 9 x 12 folders, 9 ft., in 5 drawers of wooden filing cases. R. 128. (1033)

36. SOCIAL SURVEY REPORTS, 1935 to date. A survey on the present living conditions of veterans under guardianships or their beneficiaries, with relative correspondence. This survey is carried on by the field examiners of the local division, under authority of the Veterans' Administration (April 8, 1933), to determine whether veterans or their beneficiaries are getting the amounts due them under guardianships. 3 x 5 card index, 2 ft. 9 in., in 3 drawers of wooden card cabinet. (Daily, official.) 9 x 12 folders, 1 ft. 3 in., in drawer of wooden filing case. R. 128. (1030)

Finance Division

37. REGISTER OF ALLOTMENT AND LEDGER TRANSACTIONS, 1934 to date. Budget allotments, with detailed instructions, for each department. Filed

numerically. (Daily, official.) 10 x 15 and 15 x 17 loose-leaf books (5), 1 ft. 3 in., on shelf. R. 31. (872)

38. CONSOLIDATED MONTHLY REPORTS ON BUDGET ACTIVITIES, 1929 to date. Master sheet of the fiscal transactions of this Facility, posted monthly. Filed chronologically. (Monthly, official.) 15 x 22 loose-leaf books (2), 2 in., on table. R. 31. (873)

39. ADJUSTED SERVICE CERTIFICATES, 1927 to date. Adjusted Service Certificates on which veterans have borrowed 50% or less, held with the veterans' notes as security. Filed numerically. (Daily, official.) 4 x 9 envelopes, 6 ft. 6 in., in 5 drawers of steel filing cases in fire-proof vault. R. 24. (874)

40. INDEX TO ADJUSTED SERVICE CERTIFICATE SETTLEMENTS, 1936 to date. Veterans' notes given at time loans were made showing names, addresses, and brief histories of veterans. Filed alphabetically, by names. (Daily, official.) $2\frac{1}{2}$ x 8 sheets, 2 ft., in drawer of steel filing case. R. 24. (868)

41. OBSOLETE CHECK COPIES, 1931 - 1935. Duplicate copies of checks issued from the finance department of this Facility. The issuing of Government checks from this office has been discontinued. Filed chronologically. Indexed numerically, by check numbers. (Rarely, official.) 9 x 16 loose-leaf books, 28 ft., on shelves. R. 31. (871)

42. SCHEDULES OF DISBURSEMENTS, Apr. 1935 to date. Expenditures of the entire Facility. Filed chronologically. (Monthly, official.) 9 x 12 bundles or paper packages, 6 in., on shelves. R. 31. (869)

43. FIELD SERVICE RECEIPTS, 1927 to date. Receipts covering the payment of interest and principal on Adjusted Service Certificate loans. Filed alphabetically. (Daily, official.) 4 x 8 sheets, 3 ft., in 2 drawers of steel filing case. R. 24. (875)

44. OBSOLETE RECORDS, 1931 - 1935. Cost accounting records, vouchers received, correspondence, duplicate copies of requests for meals and lodging, etc. (Rarely, awaiting disposition orders from Washington, D. C.) 3 x 5 cards and 8 x 12 folders, 8 ft., on floor of fireproof vault. R. 24. (867)

45. SALARY RECORD CARDS, ACTIVE AND INACTIVE, 1925 to date. Showing name, address, number of hours worked, salary, etc., of each employee of the Facility. Indexed by 12 x 17 vols. (2) payroll voucher books. (Semi-monthly, official.) 5 x 8 cards, 1 ft., in drawer of wooden filing case. R. 31. (870)

46. APPLICATIONS FOR SETTLEMENT, 1936 to date. Application by the veteran on prescribed forms for the \$50.00 bonds, in final settlement of Adjusted Service Certificates as provided for by an act of Congress, with all necessary papers attached. Filed chronologically. (Daily, official.) Various sized bundles or paper packages, 62 ft., on shelves in vault. Scattered. R. 24. (876)

Accounting Section

47. COMPENSATION AND AWARD CARDS, ACTIVE, 1932 to date. Deceased veterans' cases; also contains calendar file on future changes in rates on compensation. Filed numerically. Indexed by 14 x 17 loose-leaf books (2), in R. 31. (Daily, official.) 5 x 8 cards, 9 ft., in roll-top wooden filing tubs. Rs. 24 and 31. (814)

48. DISABILITY COMPENSATION AND PENSION AWARD CARDS, Oct. 1923 - June 1932. Condensed records of adjusted compensation and pension awards of deceased veterans; records segregated and known as inactive files. Filed numerically. Indexed. (Often, official.) 5 x 8 cards, 31 ft., in 16 drawers of steel filing cases. R. 24. (825)

49. BUDGET RECORDS, 1934 to date. Budget allotments, transfers, correspondence, and budget authorizations; used to determine the amount the budget is encumbered by the purchases. Filed numerically, by budget account numbers. (Frequently, official.) 8 x 10 folders, 1 ft. 6 in., in 2 drawers of steel filing case. R. 24. (788)

50. CONTRACTS, 1929 to date. Agreements between the veterans and the Government concerning loans against Adjusted Service Certificates, accompanied by relative correspondence and vouchers. Filed alphabetically, by veterans' names. (Daily, official.) 9 x 12 folders, 3 ft., in 2 steel filing cases. R. 24. (792)

51. CORRESPONDENCE, 1935 to date. Correspondence relative to changes of addresses, compensations, pensions, awards, etc. Filed chronologically. (Occasionally, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. R. 24. (789)

52. COST ACCOUNTING RECORDS, July 1, 1935 to date. Complete cost of materials, services, and equipment; used as a basis for monthly report. Filed numerically. 14 x 17 loose-leaf index books (3), in R. 31. (Monthly, official.) 3 x 5 cards and 8 x 10 folders, 1 ft. 6 in., in 2 drawers of steel filing case. R. 24. (793)

53. IN CARE OF ADDRESS FILE, 1932 to date. A file maintained to prevent sending more than two checks to an "In Care of Address," to any person. Filed alphabetically. (Daily, official.) 3 x 5 cards, 6 in., in drawer of wooden filing case. R. 24. (816)

54. MISCELLANEOUS FILE, July 1, 1935 to date. Sketches, memoranda, correspondence with the division of disbursement, schedules of money received, etc. Filed alphabetically, by subject-matter. (Daily, official.) 8 x 10 folders, 2 ft., in drawer of steel filing case. R. 24. (790)

55. VETERANS' NOTE CARDS, ACTIVE AND INACTIVE, 1927 to date. Abstract record of veterans' loans made against their Adjusted Service Certificates. 5 x 8 card index, 18 ft. (Daily, official.) 5 x 8 cards, 30 ft., in 11 drawers of steel filing cases. R. 24. (817)

56. VETERANS' NOTES, 1927 to date. A record of notes the veterans have signed when they borrowed money on their Adjusted Service Certifi-

cates. The Adjusted Service Certificates are held by the Government as collateral. Filed numerically, by voucher numbers. (Often, official.) 8 x 10 and 9 x 12 sheets, 13 ft., in 10 drawers of steel filing cases. R. 24. (812)

57. STOP PAYMENT NOTICES, Jan. 1934 to date. Record relative to payment of compensation and pension claims, with authorizations for discontinuance of payments on either compensations or pensions. Filed numerically. (Rarely, official.) 5 x 8 sheets, 9 in., in steel filing case. R. 24. (791)

58. COPIES OF RECEIPTS, FIELD SERVICE, Apr. 16, 1935 to date. Copies of receipts for all money received by the cashier. Filed numerically, by receipt numbers. (Rarely, official.) 4 x 8 bundles and sheets, 1 ft. 6 in., in drawer of steel filing case. R. 24. (794)

59. GOVERNMENT REQUESTS, July 1, 1928 to date. Requests for meals, lodging, hospitalization, travel, etc., accompanied by an itemized report of canceled and paid bills. Filed alphabetically. (Daily, official.) 4 x 8 sheets, 3 ft., in 2 drawers of steel filing case. R. 24. (815)

60. MISCELLANEOUS VOUCHERS, July 1, 1934 to date. Administrative expenses in connection with hospital and regional office, such as medical, dental, travel expenses in connection with veterans' treatments, etc. Filed alphabetically. (Daily, official.) 9 x 11 folders, 15 ft., in 10 drawers of steel filing cases. Rs. 24 and 31. (813)

61. RECORD OF PAID VOUCHERS, INACTIVE, July 1, 1924 - June 30, 1927. Vouchers paid showing to whom paid, addresses of veterans, and reason for payment. Filed alphabetically. (Rarely, awaiting disposition orders.) 5 x 8 cards, 2 ft. 6 in., in drawer of steel filing case. R. 24. (795)

Office of Manager

62. GENERAL AND CENTRAL OFFICE CORRESPONDENCE, 1929; 1933 to date. Miscellaneous correspondence, instructions, letters from central office as to policy and procedure, service complaints and memorandum receipts, and central office inspector's reports. Filed by subject-matter. (Daily, official.) 9 x 12 folders, 3 ft., in 2 drawers of wooden filing case. R. 136. (1404)

63. ADMINISTRATIVE ISSUES, 1928; Mar. 19, 1933 to date. Veterans' regulations, instructions, orders, circulars, bulletins, interpretations of laws relative to facility activities, administrative decisions, and Veterans' Administration regulations and procedure. Filed alphabetically, by subject-matter; volumes indexed. (Daily, official.) 9 x 12 folders and 8 x 11 vols. (2), 1 ft., in drawer of wooden filing case. R. 136. (1403)

64. REGULATIONS, ACTIVE, 1929 to date. Regulations issued pursuant to World War veterans, directors' decisions and service letters, general orders, bulletins, circulars, etc. Filed alphabetically. (Occasionally, official.) 8 x 10 vols. (2) and 9 x 12 folders, 1 ft. 6 in., in drawer of wooden filing case. R. 136. (1569)

65. STATISTICAL REPORTS, 1936 to date. Reports sent to the central office at Washington, D. C., such as dietitians' reports, monthly reports of regional activities, etc. Filed alphabetically, by subject-matter. (Monthly, official.) 9 x 12 folders, 1 ft. 6 in., in drawer of wooden filing case. R. 136. (1394)

66. STATISTICAL REPORTS, 1934 - 1935. Monthly reports of the regional office, monthly report of the out-patient service, canceled issues of regulations and procedure, etc. Filed by subject-matter. (Seldom, official.) 9 x 12 folders, 1 ft., in drawer of wooden filing case. R. 136. (1405)

Contact Unit

67. CIVILIAN CONSERVATION CORPS APPLICATIONS, May 1933 to date. Various breakdowns of records from time of application of veteran for CCC placement until application is completed. 3 x 5 card index, arranged alphabetically. (Daily, official.) 9 x 12 folders, 7 ft. 6 in., in 8 drawers of wooden filing cases. R. 27. (577)

Mail and Records Unit

68. ABSTRACT CARDS, INACTIVE, 1918 to date. Transcript of all adjudicatory actions concerning claims of veterans. Filed numerically. (Seldom, official.) 5 x 8 cards, 27 ft., in 7 drawers of steel filing cases and in transfer cases. R. 32. (583)

69. ABSTRACT CARDS, ACTIVE, 1935 to date. Transcripts of all adjudicatory actions concerning claims of veterans. Filed numerically. (Daily, official.) 5 x 8 cards, 21 ft., in 4 wooden folding top filing tubs. R. 32. (578)

70. RECORDS OF TRANSFER OF CASE, 1933 to date. Claimants who may have moved from one regional district to another. Filed numerically. (Occasionally, official.) 5 x 8 sheets, 3 ft., in 6 drawers of steel filing cases. R. 32. (579)

71. CLAIM FILES, 1918 to date. Chronological history of all correspondence with veterans relative to claims for compensation or pensions. Filed numerically. 3 x 5 card index, arranged alphabetically. (Daily, official.) 9 x 12 folders, 2,325 ft., in 968 drawers of steel filing cases and 196 drawers of wooden filing cases. R. 32. (582)

72. MISCELLANEOUS CORRESPONDENCE, 1933 to date. Correspondence from this office to claimants or interested persons. Filed alphabetically. (Seldom, official.) 9 x 12 folders, 3 ft., in 2 drawers of steel filing cases. R. 32. (584)

73. RECORD OF ALL PATIENTS IN HOSPITAL, 1935 to date. Giving name, date of admission, date of birth, home address, address of guardian, preliminary and final diagnosis, dates of examinations, financial status, etc. Filed alphabetically. (Daily, official.) 3 x 5 cards, 6 in., in drawer of wooden filing case. R. 32. (581)

74. RECHARGE RECORD, 1936 to date. Record of location of claims filed at any time throughout the district. Filed numerically. (Daily, official.) 4 x 6 sheets, 9 in., in pasteboard box. R. 32. (580)

75. OBSOLETE RECORDS, 1933 - 1935. Budget statistics, carbon copy of checks issued, appeal records, prescription requests, leave cards, rating board memorandum books, supply records, miscellaneous loan correspondence, etc. (Rarely, awaiting disposition orders.) Various sized bundles or paper packages, 100 ft., on metal shelves. R. 18. (576)

Personnel Unit

76. INDIVIDUAL RECORD OF ABSENCE, 1934 - 1935. Record of absence from duty of each employee of this Facility. This report has been discontinued. Filed alphabetically. (Daily, official.) 5 x 8 cards, 6 in., in drawer of wooden filing case. R. 135. (1573)

77. COMPENSATION FILE, about 1921 to date. Official information relative to veterans' compensations, placed in this file for reference use of the American Red Cross, American Legion, and other veterans and fraternal organizations. Filed by subject-matter. (Occasionally, public.) 9 x 12 folders, 1 ft., in drawer of steel filing case. Brittle and scattered. R. 135. (1570)

78. CONTROL CARDS, 1921 to date. Giving name of employee, date of employment, salary range, and the various duties performed. Filed alphabetically, according to divisions or departments. (Daily, official.) 5 x 8 cards, 6 in., in drawer of wooden filing case. R. 135. (1401)

79. ANNUAL LEAVE AND VACATION, 1936 to date. VA Forms 3227 and 3204, official application filled out by the Facility employees for annual leaves and vacations. Filed alphabetically. (Daily, official.) 5 x 8 sheets, 9 in., in drawer of wooden card cabinet. R. 135. (1572)

80. APPLICATIONS FOR EXTENSIONS OF LEAVE, 1934 to date. Requests filed on approved forms for extensions of time while on permitted leaves of absence or vacations. (Seldom, official.) 5 x 8 sheets, 1 ft., in drawer of steel filing case. R. 135. (1398)

81. PERSONNEL CLASSIFICATION BOARD, 1931 to date. PCB Form 4, approved by the central office in Washington, describing in detail the duties of all the personnel in the local Facility. Filed alphabetically. (Daily, official.) 9 x 10 loose-leaf books (5), 6 in., in drawer of steel filing case. R. 135. (1406)

82. PERSONNEL RECORDS, ACTIVE, 1935 to date. Central office letters, requests for transfer of personnel, applications for positions in this Facility and relative correspondence, weekly time records, active time cards, and active master cards. Filed by subject-matter. (Daily, official.) 9 x 12 folders, 2 ft. 6 in., in 2 drawers of steel filing case. R. 135. (1571)

83. PERSONNEL RECORDS, INACTIVE, 1927 to date. Correspondence from the central office in Washington relative to the personnel of this Facil-

ity. Filed by subject-matter. (Daily, official.) 9 x 12 folders, 2 ft. 6 in., in 2 drawers of steel filing case. R. 135. (1397)

84. PERSONNEL FOLDERS, 1921 to date. All records and complete information on each employee. Records of persons leaving the employ of the Facility are held for one year before being sent to Washington. Filed alphabetically. (Daily, official.) 9 x 12 folders, 6 ft. 6 in., in 4 drawers of steel filing case. R. 135. (1396)

85. PERSONNEL JOURNAL, 1926 to date. Names of entire personnel of the Facility, with their salaries, attendance, etc. (Daily, official.) 12 x 20 loose-leaf book, 1 in., in steel filing case. R. 135. (1399)

86. SPECIAL FOLDERS ON PHYSICIANS, SPECIALISTS, ETC., 1921 to date. Special list of physicians, specialists, surgeons, dentists, etc., authorized by the Veterans' Administration to practice in the local Facility; also those designated to examine (on a fee basis) veterans. Filed alphabetically. 3 x 5 card index, 1 ft., in wooden cabinet. (Daily, official.) 9 x 12 folders, 4 ft., in 3 drawers of steel filing case. R. 135. (1395)

87. REGULATIONS AND PROCEDURE, 1928 to date. Printed regulations, issued at the central office in Washington for administration of the Facility. Filed numerically. (Daily, official.) 8 x 10 loose-leaf books (2), 2 in., in 2 drawers of steel filing case. R. 135. (1568)

88. SERVICE RECORD CARDS, 1935 to date. Complete service record of present and former employees of the Facility. (Daily, official.) 5 x 8 cards, 2 in., in drawer of wooden card cabinet. R. 135. (1402)

Transportation Unit

89. REGULAR TRANSPORTATION SERIES A, MASTER ACCOUNTS, Jan. 1929 to date. Account kept of all cost in transportation of veterans to and from hospital. The file is cross-indexed, part 1 to part 2; one part is filed numerically, by serial numbers of the veterans, the other part is filed alphabetically, by names of the veterans. (Daily, official.) 5 x 8 cards, 1 ft., in drawer of wooden card cabinet. R. 142. (1208)

90. MISCELLANEOUS FILE, 1933 to date. Reports of outstanding requests of any character from a veteran to the Facility, record of all unused transportation tickets and their disposition, requests for transportation expenses to return deceased veterans to their homes, reports of Canadian veterans using local bus tokens, and correspondence with railroad companies relative to schedules, time tables, etc. Filed by subject-matter. (Daily, official.) 9 x 12 folders, 6 in., in wooden desk drawer. R. 142. (1190)

91. REQUESTS FOR GOVERNMENT TRANSPORTATION, 1934 to date. Copies of requests for transportation, meals, lodging, etc., for veterans and their attendants, from their homes to the hospital and return; also trip copies which serve as receipts for expenses incurred. Filed numerically. (Daily, official.) $8\frac{1}{2}$ x 16 loose-leaf books (13), 1 ft. 3 in., in wooden bookcase. R. 142. (1192)

92. TRAVEL ORDERS, 1934 to date. Copies of travel orders and instructions to Facility personnel while on field duty, with travel cost accounts attached. Also included in this file are authorizations from central office for the transfer of patients from one hospital to another, authorizations to furnish additional meal tickets to veterans enroute to hospital or return, copies of car token records, and copies of receipts for employees' travel orders. Filed by subject-matter. (Daily, official.) 9 x 12 folders, 2 ft. 6 in., in wooden desk drawer. R. 142. (1191)

Medical Division

93. GENERAL CORRESPONDENCE, 1930 to date. Correspondence with applicants for admission, with veterans relative to compensation and pensions, with Washington, and with persons and organizations interested in veteran activities. Filed by subject-matter. (Daily, official.) 9 x 12 folders, 4 ft., in 2 steel filing cases. R. 119. (687)

94. REPORTS, 1935 to date. Statistical reports dealing with patients as a group, classified report of the number of patients in the hospital, and a summary report of all the medical activities of the hospital. Filed alphabetically, by subject-matter. (Daily, official.) 9 x 12 folders, 4 ft., in 2 drawers of steel filing case. R. 119. (686)

95. CROSS INDEX OF MEDICAL CASES, 1932 - 1935. An index record classified according to diseases, from which it is possible to quickly refer to any patient's individual case record. Filed alphabetically, by names of diseases. (Occasionally, official.) 5 x 8 cards, 11 ft., in 10 drawers of steel filing cases. R. 116. (651)

96. DISCHARGED CASES, 1935 to date. Daily records of all discharged patients. This is a combination active and inactive file, soon to be changed to an index file. Filed alphabetically. (Daily, official.) 3 x 5 cards, 9 in., in 2 drawers of steel filing case. R. 37. (685)

Clinical Unit

97. COMPLETE CLINICAL RECORDS OF PATIENTS' HOSPITALIZATION, 1932 to date. Record of medical attention given patients in this hospital. Filed numerically, by register numbers. (Occasionally, official.) 9 x 12 folders, 160 ft., in 20 double wooden file racks. R. 11. (684)

98. CLINICAL RECORDS OF DISCHARGED PATIENTS, 1936 to date. Complete clinical record of patients. Filed alphabetically, by patients' names. (Daily, official.) 9 x 12 folders, 3 ft., in 2 drawers of steel filing case. R. 116. (660)

99. CORRESPONDENCE, about 1932 to date. Correspondence relative to scheduled examinations of patients for hospitalization, travel vouchers of patients, and personnel and out-patient vouchers. Filed alphabetically, by subject-matter. (Daily, official.) 9 x 12 pockets and sheets, 3 ft., in 3 drawers of steel filing case. R. 116. (657)

100. GENERAL CORRESPONDENCE, 1932 to date. Correspondence and reports dealing with patients, personnel, etc.; also correspondence with patients'

relatives or other interested persons. Filed alphabetically, by subject-matter. (Daily, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. R. 116. (659)

101. IN-PATIENTS' CORRESPONDENCE, 1934 to date. Complete correspondence of each patient admitted to hospital for treatment. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft., in drawer of steel filing case. R. 116. (654)

102. REGISTER OF DISCHARGED PATIENTS, ACTIVE, 1932 to date. Complete record of patients discharged from the hospital giving names, addresses, etc. Filed alphabetically, by patients' names. (Daily, official.) 3 x 5 cards, 4 ft., in 4 drawers of wooden filing case. R. 116. (661)

103. COPIES OF EXAMINATION REPORTS, about 1934 to date. Diagnoses of patients before being discharged from hospital. Filed alphabetically. (Daily, official.) 9 x 12 sheets, 9 ft., in 5 drawers of steel filing cases. R. 116. (658)

104. X-RAY FILMS OF PATIENTS. Films of patients in Veterans' Hospital. X-ray film negatives, acetate (150,000), in jackets in fireproof vault. Filed numerically. 3 x 5 card index, arranged alphabetically. X-ray Laboratory, NW. 1st floor. (P-16)

105. CARD FILE OF HOSPITALIZATION CASES, 1932 to date. A condensed history of each individual case showing admittance date, disease, date of discharge, etc. Filed numerically. (Daily, official.) 5 x 8 cards, 6 ft., in 3 drawers of steel filing case. R. 116. (653)

106. INDEX FILE ON DISPOSITION OF APPLICATIONS FOR HOSPITALIZATION, 1936 to date. Disposition of applications, i.e., whether applicant is received, rejected, or otherwise disposed of for hospitalization. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft., in drawer of wooden filing case. R. 115. (697)

107. IN-PATIENT REGISTER, ACTIVE, 1934 to date. A record of each patient giving name, address, case number, and other pertinent information. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft. 6 in., in drawer of wooden filing case. R. 116. (652)

108. DAILY REPORTS OF THE OFFICER OF THE DAY, 1932 to date. Reports of the officer of the day while on official duty at the hospital. Filed chronologically. (Daily, official.) 9 x 14 vols. (6), 6 in., on shelf in wooden rack. R. 11. (683)

109. MISCELLANEOUS REPORTS, 1932 to date. Daily, weekly, and monthly reports of the statistician; also property and other reports relative to the clinical unit. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft., in drawer of wooden filing case. R. 116. (656)

110. TIME SCHEDULES, 1936 to date. Schedule file for examination of patients showing names, addresses, kinds of treatments to be given, and the day and hour patients are to be ready. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft., in drawer of wooden filing case. R. 116. (655)

111. TREATMENT FILE, ACTIVE AND INACTIVE, 1921 to date. Waiting list of persons who have applied for hospital treatment. Filed alphabetically, by names. (Daily, official.) 9 x 12 folders, 10 ft., in 7 drawers of steel filing cases. R. 115. (698)

112. NIGHT NURSES' WARD REPORTS, 1932 - 1936. A minute report of all changes in the condition of patients and any other events that happen in the ward. Each ward is under the care of a nurse day and night. This report is obsolete, awaiting disposition orders. Filed chronologically. (Rarely, official.) 8 x 11 and 9 x 14 vols., 8 ft., on wooden rack. R. 11. (682)

Dental Unit

113. RECORD OF ORAL EXAMINATIONS, 1925 to date. A record of the oral examinations of out-patients. Filed numerically. (Daily, official.) 10 x 16 folders, 1 in., in drawer of steel filing case. R. 150. (748)

114. OUT-PATIENT DENTAL TREATMENT, ACTIVE AND INACTIVE, 1925 to date. A complete record of dental treatments given out-patients. The active cases are those that are still receiving treatments, while the inactive cases are those that have been discharged. Filed alphabetically, by names. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in drawer of steel filing case. R. 150. (747)

115. CLINICAL DENTAL RECORD, ACTIVE AND INACTIVE, 1935 to date. Patients receiving treatment, and those discharged. Filed alphabetically. (Daily, official.) 9 x 12 folders, 6 in., in drawer of steel filing case. R. 150. (751)

116. OUT-PATIENT DENTAL MASTER CARD, 1926 to date. Consolidated record of dental treatments of out-patients showing the status of each case. Filed alphabetically. (Daily, official.) 5 x 8 cards, 5 ft., in 3 drawers of wooden filing case. R. 150. (750)

117. HOSPITAL DENTAL MASTER CARDS, 1932 - 1933. Consolidated record of treatments given dental patients showing the status of each case. Filed alphabetically. (Rarely, official.) 5 x 8 cards, 3 ft. 6 in., in 3 drawers of wooden filing case. R. 150. (749)

Social Service Unit

118. GENERAL CORRESPONDENCE, 1928 to date. Social histories of veterans, with relative correspondence, correspondence relative to contracts made with people in various parts of the United States, with other divisions of the Veterans' Administration, with public and private social agencies, and with physicians, employers, ex-service men, etc. 3 x 5 and 5 x 8 card indexes, 5 ft., in 4 wooden cases. (Daily, official.) 9 x 12 folders, 14 ft., in 3 drawers of steel filing case and 4 drawers of wooden filing case. R. 113. (947)

Supply Division

119. BLANK FORMS RECORDS, 1932 to date. An inventory record of blank forms used throughout the Facility. When a department needs forms of a particular kind they send a requisition to the supply division; this is filled and a record is kept of the transaction. Filed numerically, by form numbers. (Daily, official.) 5 x 8 cards, 6 in., in drawer of wooden filing case. Supply Warehouse. (948)

120. MATERIAL AND SERVICE CONTRACTS, July 1, 1934 to date. Contracts for material and service, such as paint, plaster, and employment of labor to execute the job. Filed alphabetically, by subject-matter. (Older, occasionally; newer, daily, official.) 9 x 12 folders, 9 ft. 6 in., in 5 drawers of steel filing cases. Office. (821, 826)

121. CONTRACT FILE, 1936 to date. Agreements between the Facility and various manufacturers and dealers for the purchase or use of various materials, such as clothing, motion-picture films, insulin, etc.; also copies of prosthetic contracts and insulin purchases for 1936. Filed alphabetically, by subject-matter. (Daily, official.) 9 x 12 folders, 1 ft. 3 in., in drawer of wooden filing case. Office. (830)

122. MISCELLANEOUS INSTRUCTIONS AND CORRESPONDENCE, 1936 to date. Instructions and correspondence from Washington and the regional office, and correspondence with local concerns. Filed alphabetically, by subject-matter. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in drawer of wooden filing case. Office. (822)

123. CONSOLIDATED MEMORANDUM RECEIPTS, 1932 to date. A charge and credit sheet, whereby each department head is charged with material and must show disposition of same; receipted by department heads only. Filed numerically. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in wooden filing tub. Office. (818)

124. FLAG RECORDS, 1932 to date. Complete record of small flags issued to the relatives of deceased honorably discharged war veterans for placing on their graves. These become the property of the relatives. Flags issued to relatives by the postmaster of the county seat in which the deceased lived, but locally by the funeral directors. Filed alphabetically, by localities. (Daily, official.) $3\frac{1}{4}$ x $5\frac{1}{2}$ postcards, 2 ft. 6 in., in 2 drawers of wooden filing case. Supply Warehouse. (949)

125. MISCELLANEOUS FILE, 1935 to date. Personnel records, personnel absentee reports, weekly estimates on fruits and vegetables by local commission merchants, etc. Filed alphabetically, by subject-matter. (Rarely, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. Office. (827)

126. ORTHOPEDIC AND PROSTHETIC APPLICATION FILE, ACTIVE AND INACTIVE, Dec. 1930 to date. Copies of purchase orders for equipment purchased for use in treatment of orthopedic and prosthetic cases. Filed alphabetically, by subject-matter. (Daily, official.) 5 x 8 sheets, 1 ft. 9 in., in drawer of wooden filing case. Office. (786)

127. PURCHASE ORDERS, COPIES, 1933 to date. The purchasing agent's copy of each transaction made. Filed alphabetically, by subject-matter. (Daily, official.) 9 x 12 folders, 4 ft., in 2 drawers of steel filing case. Office. (820)

128. PROPERTY CARDS, EXPENDABLE, about 1921 to date. Complete inventory of expendable property, such as pencils, ink, paper folders, food, etc. Filed numerically. (Often, official.) 5 x 8 cards, 3 ft., in 2 drawers of steel filing case. Office. (828)

129. PROPERTY CARDS, NONEXPENDABLE, about 1921 to date. Complete inventory of all nonexpendable property such as desks, file cases, chairs, etc. Filed numerically. (Daily, official.) 5 x 8 cards, 2 ft. 4 in., in 2 drawers of wooden filing case. Office. (824)

130. REQUISITIONS, COMPLETED (INACTIVE), 1935 to date. Requisitions for supplies, made up periodically and forwarded to Washington for approval. When they are approved, they are known as completed requisitions. Filed numerically. (Rarely, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. Office. (823)

131. PENDING REQUISITIONS AND MISCELLANEOUS CORRESPONDENCE, Jan. 1, 1935 to date. Requisitions for supplies that must await an authorization from the Washington office before being granted; also miscellaneous correspondence with regional and Washington offices. Filed alphabetically and numerically. (Daily, official.) 9 x 12 folders, 5 ft., in 3 drawers of steel filing case. Office. (819)

132. PROPERTY VOUCHERS, Nov. 1934 to date. Vouchers for expendable and nonexpendable property. Filed numerically. (Daily, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. Office. (787)

Utility Division

133. BLUEPRINTS, Dec. 1930 - 1932. Blueprints of buildings, grounds, landscape, etc. 3 x 5 card index. (Daily, official.) 26 x 38 blueprints, 1 ft., in 5 drawers of blueprint cabinet. R. 30. (587)

134. CHARLES C. COFFIN FILES, 1930 - 1931. Government construction superintendent's records of construction: contracts, correspondence, etc. Filed alphabetically, by subject-matter. (Seldom, official.) 9 x 12 folders and envelopes, 2 ft., in drawer of steel filing case. R. 30. (588)

135. GENERAL CORRESPONDENCE, 1932 to date. Service letters and monthly reports to Washington headquarters covering all activities of the utility division. Filed by subject-matter. (Daily, official.) 9 x 12 folders, 2 ft. 6 in., in 2 drawers of steel filing case. R. 30. (585)

136. MECHANICAL DETAILS, BUILDING AND EQUIPMENT, 1930 - 1932. Blueprints of buildings under construction showing mechanical details and equipment to be used. Filed numerically. (Seldom, official.) 9 x 12 envelopes, 3 ft. 3 in., in 2 drawers of steel filing cases. R. 30. (590)

137. PERSONNEL REPORTS, 1932 - 1935. Absence from duty reports, and reports of utility division personnel concerning working hours, wages, working schedules, etc. Filed by subject-matter. (Occasionally, official.) 9 x 12 folders, 1 ft., in drawer of steel filing case. R. 30. (591)

138. MAINTENANCE AND REPAIR PROJECTS, 1932 to date. Requests to Washington for funds for maintenance and repair of buildings, upkeep of grounds, and construction projects. 8 x 12 book index. (Daily, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. R. 30. (589)

139. COMPLETED WORK ORDERS, 1936 to date. Orders for work on construction or repair projects at the local Facility on which services have been rendered; also property records, and vouchers. Filed by subject-matter. (Daily, official.) 9 x 12 folders, 1 ft., in drawer of steel filing case. R. 30. (586)

MARION

VETERANS' ADMINISTRATION FACILITY Southeast of Marion on Road 21

In 1888, a "National Home for Disabled Volunteer Soldiers" was established on these grounds. By an act of Congress of July 3, 1930 the President was authorized to consolidate and coordinate under a single control all Federal agencies dealing with veterans' affairs. The Veterans' Administration, thus established, took over in 1931 the work of the Home, and since then it has been known as the Veterans' Administration Facility. The records of the National Home for Disabled Volunteer Soldiers prior to 1914 were destroyed by fire. Copies of reports, vouchers, property, and clothing records of patients are sent to Washington. This Facility, limited to hospital and domiciliary activities, is subordinate to the Indianapolis office, which has regional office activities. In the following inventory those records of the one-time National Home which still exist in the files of this Facility have not been distinguished from the latter's regular records, due to the difficulty of separating papers which are internally so closely related.

Finance Division Bldg. 50

140. APPROPRIATION CONTROL LEDGER, May 1935 to date. Debits and credits of the various accounts maintained by the Facility. Filed by account names. (Daily, official.) 10 x 16 loose-leaf books, 2 in., in metal office safe. Finance Room. (484, 497)

141. BUDGET PAPERS, July 1, 1934 to date. Procurement papers, letters of authority, schedules of disbursements, travel budget allowances, etc. Filed numerically. (Daily, official.) 8 x 10 $\frac{1}{2}$ folders, 6 ft., in 4 drawers of steel filing case. Finance Room. (492)

142. GENERAL CORRESPONDENCE, 1931 to date. Inter-office correspondence, correspondence relative to budget allowances, administrative procedure, travel, travel estimates, financial status of patients, personnel classifications, personnel changes of status, payrolls and time sheets, etc. Filed numerically. 8 x 10 $\frac{1}{2}$ loose-leaf book index, arranged alphabetically. (Daily, official.) 8 x 10 $\frac{1}{2}$ folders, 2 ft., in drawer of steel filing case. Finance Room. (488)

143. CONTRACT FILE, July 1, 1935 to date. Contracts for building leases, supplies, construction, equipment, rental, repair, etc. Filed alphabetically, by contractors' names. (Twice weekly, official.) 8 x 10 $\frac{1}{2}$ folders, 3 ft., in drawer of steel filing case. Finance Room. (491)

144. PERSONAL FUNDS OF PATIENTS, Apr. 1935 to date. Patients' requisitions against personal funds; also correspondence from regional office and guardians relative to the financial status of the patients. Filed alphabetically. (Occasionally, official.) 8 x 10 $\frac{1}{2}$ folders, 18 ft., in 12 drawers of steel filing cases. Finance Room. (481)

145. MISCELLANEOUS FILES, July 1, 1935 to date. Control file: schedules of disbursements, schedules of collections, advice on the advance of funds, schedules of canceled checks, and copies of monthly reports (utilized as a basis for the control ledger). Pay roll file: statement sheets showing payment of salaries for entire personnel of the Facility. General receipts file: receipts for general funds. Filed chronologically. (Twice weekly, official.) 8 x 10 $\frac{1}{2}$ folders, 2 ft., in 2 drawers of metal filing case. Finance Room. (483)

146. OFFICIAL RECEIPTS OF PATIENTS' FUNDS, July 1, 1934 to date. Receipts showing that personal funds have been received giving name of veteran, ward, amount received, etc.; also abstract from the regional office showing to whom funds belong. Filed numerically. (Weekly, official.) 8 x 10 $\frac{1}{2}$ folders, 2 ft., in drawer of steel filing case. Finance Room. (495)

147. REPORT FILE, 1931 to date. Budget, occupational therapy, audits, and personnel reports. Filed chronologically. (Twice weekly, official.) 8 x 10 $\frac{1}{2}$ folders, 6 in., in drawer of steel filing case. Finance Room. (490)

148. PATIENTS' REQUISITIONS IN PROCESS OF COMPLETION, 1936 to date. Clothing, shoes, reading matter, tobacco, toilet articles, etc. This file never contains records over a month old. Filed numerically. (Daily, official.) 8 x 10 $\frac{1}{2}$ folders, 6 in., in drawer of steel filing case. Finance Room. (493)

149. SALARY CARDS, COMPLETED AND ACTIVE, July 1, 1931 to date. Showing dates salary was paid, employee's name and address, amount of salary, and employment classification, i.e., temporary employment, classified or unclassified, etc. Cards are completed when employee leaves the Facility or card is full. Filed alphabetically. (Completed, seldom; active, semimonthly, official.) 5 x 8 cards, 8 ft. 6 in., in 4 steel index trays and in 3 drawers of metal filing case. Finance Room. (498, 487, 486)

150. SCHEDULE FILE, 1931 - 1935. Collections, disbursements, canceled checks, etc. Filed alphabetically. (Rarely, official.) $8\frac{1}{2}$ x 11 folders, 1 ft. 6 in., in drawer of steel filing case. Finance Room. (489)

151. SPECIAL TRUST FUND VOUCHERS, July 1, 1935 to date. Vouchers showing disbursement of personal funds of patients, general post funds, and special deposit funds. Filed numerically. (Daily, official.) $8\frac{1}{2}$ x 11 folders, 4 ft., in 2 drawers of steel filing case. Finance Room. (496)

152. VOUCHERS PAID FROM PUBLIC MONEY APPROPRIATIONS, July 1, 1935 to date. Vouchers for payment of salaries, supplies, repairs, food, clothing, construction, etc. Filed alphabetically, by names of payees. (Daily, official.) $8\frac{1}{2}$ x 11 folders, 8 ft., in 5 drawers of steel filing cases. Finance Room. (494)

Accounting Section
Bldg. 50

153. FINAL ACCOUNTING RECORD, 1932 - 1933. Statement of patient's funds showing amounts received, amounts spent, and amount on hand at time of discharge or death, with relative correspondence. (Rarely, official.) 8 x $10\frac{1}{2}$ bundles or paper packages, 1 ft., in wooden transfer case. Attic. (514)

154. ALLOTMENT LEDGERS, July 1, 1933 to date. Record of allotments granted Facility, and encumbrances against them. Filed chronologically. (Current, often; older, rarely, official.) 11 x 16 and 14 x 18 loose-leaf books, 2 ft., in safe. Finance Room. (482, 485)

155. BUDGET AND COST ACCOUNTING DATA, July 1, 1932 - June 30, 1935. Credit slips, expense vouchers, property vouchers, recapitulation register, operating cost ledger, voucher registers, consolidated monthly report of hospital activities, record of storehouse issues, etc.; also related correspondence. Filed numerically. (Never.) Various sized folders and envelopes, 9 ft., in 4 wooden transfer cases. Dirty. Finance Room Vault and Attic. (501, 511)

156. CIRCULAR LETTERS, 1931. Administrative instructions, inter-office correspondence, memoranda, statistical data, departmental procedure, etc. Filed chronologically. (Never.) $9\frac{1}{2}$ x $11\frac{1}{2}$ loose-leaf books, 4 in., in wooden transfer case. Attic. (513)

157. COMPLETED CONTRACTS, July 1, 1931 - June 30, 1936. Inactive contracts with firms for supplies, equipment, construction, repair, etc. Filed alphabetically. (Never.) 8 x $10\frac{1}{2}$ folders, 8 ft., in wooden transfer case. Dirty. Attic. (504)

158. COUNCIL OF ADMINISTRATION OF POST FUNDS, 1927 - 1931. Notes, minutes, financial status, resolutions, etc. of the council meetings. Filed chronologically. (Never.) $9\frac{1}{2}$ x $11\frac{1}{2}$ loose-leaf books, 2 in., in wooden transfer case. Attic. (505)

159. CRITICISMS, PUBLIC MONEY ACCOUNTS, 1921 - 1931. Criticisms offered by the board of managers relative to public money matters. Filed

chronologically. (Never.) $9\frac{1}{2}$ x $11\frac{1}{2}$ loose-leaf books, 2 in., in wooden transfer case. Attic. (525)

160. CERTIFICATES OF DEPOSITS, 1927 - 1929. Certificates of deposits of all funds credited to the checking account of the Facility. Filed numerically. (Never.) 3 x 8 envelopes, 2 in., in wooden transfer case. Attic. (508)

161. STATEMENT OF DISBURSEMENT ACCOUNT, Jan. 1929 - May 1934. Record of checks issued by the Facility; serves as receipts for disbursements. Filed chronologically. (Never.) $8\frac{1}{2}$ x 13 bundles or paper packages, 8 in., in wooden transfer case. Attic. (518)

162. GENERAL FUND LEDGER, July 1, 1921 - June 30, 1931. Record of disbursements, and receipts of the general funds of this office. Filed chronologically. (Never.) $11\frac{1}{2}$ x 17 loose-leaf books, 4 in., in wooden transfer case. Attic. (516)

163. GENERAL FUNDS, LETTERS SENT, 1930 - 1931. Letters sent out relative to purchases from the general fund. Filed chronologically. (Never.) $9\frac{1}{2}$ x $11\frac{1}{2}$ loose-leaf books, 7 in., in wooden transfer case. Attic. (507)

164. PENSION ROLLS, July 1931 - 1933. Record giving name of each pensioner and the amount he draws each month. Filed chronologically. (Never.) 4 x 9 bundles or paper packages, $1\frac{1}{2}$ in., in wooden transfer case. Dirty. Attic. (512)

165. GENERAL POST FUND, July 1, 1921 - June 30, 1931. Record of disbursements, and receipts of the general post fund. Filed chronologically. (Never.) 12 x 15 loose-leaf books, $3\frac{1}{2}$ in., in wooden transfer case. Attic. (517)

166. LEDGER ACCOUNTS, PATIENTS' FUNDS, July 1, 1931 - Apr. 8, 1935. Debits and credits of the patients' personal fund. Filed alphabetically. (Occasionally, official.) 8 x $10\frac{1}{2}$ bundles or paper packages, 4 ft., in 2 wooden boxes and in wooden transfer case. Finance Office Vault and Attic. (503)

167. PATIENTS' FUNDS LEDGERS, Dec. 1922 - June 30, 1931. Receipts, and record of disbursements of patients' funds. Filed alphabetically. (Never.) 10 x 13 loose-leaf books, 6 ft., in wooden transfer case. Attic. (515)

168. PAYROLL VOUCHERS, 1934 to date. Memoranda, instructions, employees' clearances of indebtedness, pay rolls for personal services performed, etc. Filed chronologically. (Never.) 11 x 17 folders, 1 ft., in wooden transfer case. Finance Room Vault. (499)

169. PATIENT'S PERSONAL FUND VOUCHERS, July 1, 1931 - June 30, 1936. Vouchers for withdrawals against patient's personal fund for clothing, shoes, reading matter, toilet articles, tobacco, etc. Filed numerically. (Older, never; newer, occasionally, official.) Various sized folders and bundles or paper packages, 22 ft., in 4 wooden transfer cases. Attic. (521, 506, 510)

170. PENSION CASH BOOK, 1908 - 1929. Receipts, and disbursements of veteran pension funds under the jurisdiction of the National Home for Disabled Volunteer Soldiers. Filed chronologically. (Never.) $12\frac{1}{2}$ x 18 vols., 3 in., in wooden transfer case. Dirty. Attic. (520)

171. RECEIPTS FOR VOID AND CANCELED CHECKS, Jan. 1927 - Dec. 1931. Receipts for void and canceled checks from the General Accounting Office (Washington). Filed chronologically. (Never.) 8 x $10\frac{1}{2}$ folders, 1 in., in drawer of wooden transfer case. Attic. (519)

172. FIELD SERVICE RECEIPTS, July 1931 - May 15, 1935. A record of receipts for money sent to patients by guardians; called "Patients' Fund Money" by the Facility. Filed alphabetically. (Never.) 4 x 8 bundles or paper packages, 4 ft., in wooden transfer case. Attic. (524)

173. QUARTERLY REPORT OF LIBERTY BONDS OF DECEASED MEMBERS, July 1920 - Sept. 1927. Record of Liberty Bonds possessed by deceased inmates. Filed chronologically. (Never.) 8 x $10\frac{1}{2}$ bundles or paper packages, 1 in., in wooden transfer case. Attic. (523)

174. PATIENTS' REQUISITIONS, Jan. 1932 - Dec. 1933. Requisitions for clothing, toilet articles, tobacco, reading matter, etc. Filed alphabetically. (Never.) 8 x $10\frac{1}{2}$ packages, 38 ft., in 5 wooden transfer cases. Attic. (509)

175. RECORD OF VALUABLES OF DECEASED PATIENTS, Jan. 1927 - Dec. 1930. Inventory of patients' valuables, such as watches, diamonds, rings, etc. Filed alphabetically. (Never.) $8\frac{1}{2}$ x 11 envelopes, $\frac{1}{2}$ in., in wooden transfer case. Attic. (522)

176. SPECIAL DEPOSIT VOUCHERS, GENERAL POST FUND, AND PENSION FUND, July 1, 1933 to date. Vouchers showing money credited to special deposit fund, general post fund, and pension fund. Filed numerically. (Occasionally, official.) $8\frac{1}{2}$ x 11 folders, few sheets only, in wooden transfer case. Finance Room Vault. (502)

177. PAID VOUCHERS, SALARIES AND EXPENSES, July 1, 1933 to date. Vouchers for supplies, equipment, personal services, government contracts, etc. Filed alphabetically. (Occasionally, official.) $8\frac{1}{2}$ x 11 bundles or paper packages, 5 in., in 2 wooden transfer cases. Finance Room Vault. (500)

Office of Manager
Bldg. 50

178. GENERAL OFFICE CORRESPONDENCE, 1931 - 1934. Correspondence with central office, regional office, and members of Congress relative to administrative decisions, hospital day, and National Home Service; also weekly news letters, service letters, miscellaneous correspondence, and manager's personal correspondence. (Occasionally, official.) 4 x $8\frac{1}{2}$ sheets, 3 ft., in 2 drawers of metal document file. Attic. (228)

179. GUARDIANS OF PATIENTS, 1921 to date. Record giving name of patient, and name and address of guardian. Filed alphabetically, by patients'

names. (Daily, official.) 3 x 5 cards, 1 ft., in drawer of steel filing case. Manager's Office. (225)

180. GENERAL FILE, 1931 to date. Reports and records; correspondence with central office, regional office, and members of Congress relative to hospital day activities, circuit court appeals, occupational therapy, Veterans' Administration regulations, instructions, procedure, executive orders, and acts of Congress; and memorandum of duty hours, budget estimates, telegrams received and sent in 1935, weekly news letters, manager's personal letters, etc. Filed by subject headings. (Daily, official.) Various sized folders, 5 ft. 6 in., in 3 drawers of metal filing case and on metal shelf. Manager's Office. (240)

181. RECEIPTS, 1933 to date. Field service fund receipts; also Veterans' Administration regulations, instructions, and procedure. Filed chronologically. (Rarely, official.) $3\frac{1}{2}$ x 8 sheets, 1 ft., in 3 drawers of metal document file. Manager's Office. (227)

182. TELEGRAMS, 1933 - 1934. Copies of telegrams sent and received by this Facility. (Never.) $3\frac{1}{2}$ x $8\frac{1}{2}$ sheets, 6 in., in document file. Manager's Office. (224)

Contact Unit
Bldg. 60

183. CORRESPONDENCE, ACTIVE AND INACTIVE, 1925 to date. Correspondence with other Facilities, veterans, and relatives of veterans concerning compensations, hospital care, Adjusted Service Certificates, pensions, personal business matters of the veteran, etc. The active file pertains to patients now in the hospital, while the inactive file applies to those discharged. Filed alphabetically. (Inactive, never; active, daily, official.) Various sized folders, 16 ft., in 8 drawers of steel filing cases. Contact Representative's Office. (312, 313)

184. STATUS CARDS, ACTIVE AND INACTIVE, 1925 to date. Information relative to patients' claims for compensation, hospital care, Adjusted Service Certificates, pensions, etc. Filed alphabetically. (Daily, official.) 5 x 8 cards, 4 ft., in 4 drawers of wooden card cabinet. Contact Representative's Office. (310, 311)

Personnel Unit
Bldg. 50

185. DAILY RECORD OF EMPLOYEES, AND RECORD OF ABSENCE, 1932 to date. Giving name and address of employee, building number, department or division, date of absence, number of days absent, regular or part time employee, etc. Reports are made out daily, and combined into the semimonthly report. Current records are filed alphabetically; inactive records are arranged alphabetically, by departments. (Older, never; newer, daily, official.) 8 x $10\frac{1}{2}$ folders, 8 x $10\frac{1}{2}$ bundles or paper packages, and 5 x 8 cards, 4 ft. 1 in., in 4 wooden transfer cases and in drawer of metal filing case. Personnel Office and Attic. (562, 552, 560, 561, 543)

186. INDIVIDUAL RECORD OF ABSENCE FOR THE YEAR, 1932 - 1935. Giving name and address of each employee, building number, department or division, etc. Arranged numerically, by building numbers. (Never.) $5\frac{1}{2}$ x 8 bundles or paper packages, 2 ft., in wooden transfer case. Attic. (563)

187. APPLICATIONS FOR LEAVE, 1932 to date. Applications for annual, military, and sick leaves showing name and address of employee, date of leave, time returning for duty, duration of leave, nature of illness if on sick leave, extension of leave, and whether on leave with or without pay. Current records are filed alphabetically; inactive records are arranged alphabetically, by departments. (Older, never; newer, daily, official.) 5 x 8 cards and 5 x 8 and 8 x $10\frac{1}{2}$ bundles or paper packages, 11 ft., in 3 wooden transfer cases and in 2 drawers of metal filing case. Personnel Office and Attic. (585, 589, 558, 546)

188. APPLICATIONS, INACTIVE AND ACTIVE, 1934 to date. Employment applications, with relative correspondence; classified as follows: ex-service, non-preference, or kind of labor. When records are over one year old they are considered inactive. Current records are filed according to classification of service; inactive records are filed alphabetically. (Inactive, rarely; active, daily, official.) 8 x $10\frac{1}{2}$ folders, 4 ft., in 2 drawers of metal filing case. Personnel Office. (547, 550)

189. ASSIGNMENT OF QUARTERS, July 1, 1931 to date. Record of assignment giving type of room, rate of charge, name of employee assigned to room, bed number, etc. Filed numerically, by building numbers. (Occasionally, official.) 5 x 8 cards, 4 in., in drawer of metal filing case. Personnel Office. (554)

190. MONTHLY COORDINATION REPORTS, 1931 - 1935. Coordination of all activities of the personnel in this Facility. Arranged by months. (Never.) 9 x $12\frac{1}{2}$ bundles or paper packages, $1\frac{1}{2}$ in., in wooden transfer case. Attic. (559)

191. CORRESPONDENCE, 1931 to date. Correspondence with the Administrator of Veterans' Affairs and his Assistant, Budget Officer, Chief of Statistics, Chief of Classification, Civil Works Administration, Chief of Personnel, Director of Supply Division, Civil Service Commission, etc. Filed by topic headings. (Daily, official.) 8 x $10\frac{1}{2}$ folders, 2 ft., in drawer of metal filing case. Personnel Office. (548)

192. DAILY RECORD OF EMPLOYEES, 1932 - 1933. A daily record of employees giving name and address of each employee, time started to work, time quit, number of hours worked, etc. This record applied only to the personnel of the utility division. Filed alphabetically. (Never.) 8 x 10 folders, 2 ft., in wooden transfer case. Attic. (588)

193. EMPLOYEES' PASSES, LATE, 1932 - 1936. VA Forms 3203 and 3204, record of passes to and from this Facility. Filed by dates. (Never.) 3 x 5 cards in bundles, $2\frac{1}{2}$ in., in wooden transfer case. Attic. (553)

194. PHYSICAL EXAMINATION RECORD CARDS, July 1931 to date. A record of the annual physical examination of each employee giving name, date examination due, time examination was made, and results. Filed alphabetic-

ally. (Monthly, official.) 5 x 8 cards, 3 in., in drawer of metal filing case. Personnel Office. (545)

195. PERSONNEL FOLDERS, INACTIVE AND ACTIVE, May 1931 to date. A record of each employee showing rating, physical examination, personal history, and each transaction that is made in the personnel Journal (See entry number 196). Filed alphabetically. (Inactive, occasionally; active, daily, official.) 8 x 10 $\frac{1}{2}$ folders, 20 ft., in 10 drawers of metal filing cases. Personnel Office. (541, 542)

196. PERSONNEL JOURNAL, May 1931 to date. Record of decentralized personnel transactions, such as appointments, change in status, and change of position. Decentralized positions are positions which the Facility has authority to govern, while centralized positions are controlled by the central office. Filed chronologically. (Weekly, official.) 12 $\frac{1}{2}$ x 19 loose-leaf books, 2 in., on metal filing case. Personnel Office. (557)

197. POSITION CONTROL CARDS, July 1, 1931 to date. A record showing name and address of employee, employment classification, identification number, and department employed in. Filed numerically. (Daily, official.) 5 x 8 cards, 8 in., in drawer of metal filing case. Personnel Office. (556)

198. SERVICE RECORD CARDS, July 1, 1931 to date. Complete employment history of each employee of this Facility. Filed alphabetically. (Daily, official.) 5 x 8 cards, 6 in., in drawer of metal filing case. Personnel Office. (551)

199. TIME CARDS, July 1, 1919 - July 1, 1930. Record of the time of each employee of this Facility; grouped according to work classification. Filed alphabetically. (Seldom, official.) 4 x 6 cards, 16 ft., in 16 drawers of metal filing cases. Personnel Office. (555)

200. TIME RECORD, Jan. 1, 1936 to date. Daily and semimonthly time reports of the employees of this Facility. Filed alphabetically, by departments. (Semimonthly, official.) 8 x 10 $\frac{1}{2}$ folders, 6 in., in drawer of metal filing case. Personnel Office. (549)

201. UNSATISFACTORY AND UNCLASSIFIED PERSONNEL, 1931 to date. Showing name and address of employee, complaint, date, length of service, etc. Filed alphabetically. (Occasionally, official.) 5 x 8 cards, 1 ft., in drawer of metal filing case. Personnel Office. (544)

Medical Division

Clinical Unit

Bldgs. 48, 50, and 60

202. HOSPITAL ADMISSION CARDS, 1920 - 1931. Showing name and address of patient, address of guardian, nature of treatment, ward assigned to, etc. Filed alphabetically. (Seldom, official.) 3 x 5 cards in bundles, 3 ft., on window shelf. Basement (Bldg. 50). (309)

203. CLINICAL RECORDS, 1919 to date. Death certificates, military service records, family histories, progress notes, correspondence regarding patients; briefs giving diagnosis of each case, history of present disease, and objective symptoms; neuropsychiatric examination reports, treatment charts, progress and treatment records, reports of physical examinations, hospital admission cards, applications for hospitalization by guardians, and reports from other hospitals of patients' conditions. Filed numerically. 3 x 5 card index, arranged alphabetically. (Inactive, never; active, daily, official.) $8\frac{1}{2}$ x 11 envelopes and $9\frac{1}{2}$ x 12 folders, 352 ft., on 24 wooden transfer cases and in 50 drawers of steel filing cases. Torn. Clinical Office and Basement (Bldg. 60). (295, 308)

204. DEATH RECORD BOOK, 1916 to date. Patients who have died in the hospital. Filed numerically. (Occasionally, official.) 8 x $10\frac{1}{2}$ vol., 2 in., in bookcase. Office of the Clinical Director (Bldg. 60). (303)

205. DISCHARGE RECORDS, Apr. 1, 1936 to date. A record of discharged patients showing each patient's diagnosis, family and personal history, history of present disease, objective symptoms, neuropsychiatric examination reports, treatment charts, progress and treatment records, report of physical examinations, hospital admission cards, applications for hospitalization by patients' guardians, reports from other hospitals where patient has been, etc. Filed numerically. 3 x 5 card index, arranged alphabetically. (Daily, official.) $9\frac{1}{2}$ x 12 folders, 6 ft., in 3 drawers of steel filing case. Clinical Office (Bldg. 60). (296)

206. MONTHLY DIETICIAN'S REPORTS, July 1931 to date. Record of food costs, overhead expenses, gross ration expenditures, per capita cost, waste, general equipment needed, number of employees, number and class of meals served, number of inmates and place served, quantity and variety of food, and report on amount of raw foods consumed per capita; also memorandums from finance officer showing total operating costs. Filed chronologically. (Daily, official.) $8\frac{1}{2}$ x 10 folders, 2 in., in drawer of steel filing case. Dietician's Room (Bldg. 48). (290)

207. GENERAL FILE, 1931 to date. Records, correspondence, and reports grouped under subject titles as follows: drop shipments, requisitions, procurement, food service, property, construction, care of equipment, yeast, fish, milk and ice cream, garbage report, property account, subsistence supplies record, record of employees, personnel, issuance of subsistence supplies, memorandum requests, special diets, record of guest meals, and menus. See the serial report for detailed descriptions of each title. Filed by topic headings. (Daily, official.) 8 x $10\frac{1}{2}$ folders, 2 ft., in 3 drawers of steel filing case. Dietician's Room (Bldg. 48). (289)

208. OUT-PATIENTS' EXAMINATIONS, Aug. 1931 to date. Examinations of patients prior to release from the hospital. Filed alphabetically. (Occasionally, official.) $9\frac{1}{2}$ x 12 folders, 6 ft., in 3 drawers of metal filing case. Clinical Record Room (Bldg. 60). (292)

209. GENERAL FILE, 1931 to date. Letters from the Chief, budget and statistics, correspondence on insurance, letters from Administration, letters from medical director, correspondence relative to out-patients, personnel correspondence, general correspondence, annual reports, Civilian

Conservation Corps dental reports, financial reports, narcotic and alcoholic quarterly reports, nurses' daily reports, record sheet of alcoholic and narcotic drugs, time records, local memoranda, special station orders, staff conferences, recreation, sanitation, inspection of surgical instruments, and telegrams. Filed alphabetically. (Daily, official.) 8 x 10 $\frac{1}{2}$ folders, 1 ft. 6 in., in 2 drawers of metal filing case. Office of the Clinical Director (Bldg. 60). (300)

210. HOME PAPERS, 1920 - 1931. Record of veterans while at the National Home for Disabled Volunteer Soldiers showing admission papers, cards recording military history and leaves, applications for passes, correspondence relative to the patients, etc. Filed numerically. 4 x 6 card index, arranged alphabetically. (Rarely, official.) 4 x 9 $\frac{1}{2}$ jackets, 49 ft., in 33 steel document holders. Clinical Office (Bldg. 60). (297)

211. INDEX FILE OF PATIENTS, 1920 to date. An index giving name and address of each patient in the Facility. Filed alphabetically. (Seldom, official.) 3 x 5 cards, 4 ft., in drawer of metal filing case. Office of Clinical Director (Bldg. 60). (301)

212. LOCATION CARDS, 1926 to date. Giving name of patient, cottage number, ward number, etc.; used to ascertain a patient's location within the Facility. Active file refers to patients now in the hospital, while the inactive file refers to those discharged. Filed alphabetically. (Inactive, seldom; active, daily, official.) 4 x 5 cards, 3 ft., in 3 drawers of metal filing case. Office of Chief Nurse (Bldg. 60). (317, 316)

213. DIAGNOSES, 1931 to date. VA Medical Form 2593, medical diagnoses of patients, with the names of their beneficiaries. Filed numerically. 3 x 5 card index. (Inactive, occasionally; active, daily, official.) 5 x 8 cards, 6 ft., in 6 drawers of metal filing cases. Clinical Record Room (Bldg. 60). (291, 293)

214. MISCELLANEOUS FILE, 1931 to date. Forms 2601, 2593, and P-10; also correspondence relative to patients here, reports of analyses, copies of weekly reports, copies of Civilian Conservation Corps reports, correspondence relative to gifts for patients, transfers to other hospitals, general office letters, copies of requisitions, record of persons failing to enter hospital after being authorized to do so, etc. Filed by topic headings. (Frequently, official.) 8 x 10 $\frac{1}{2}$ and 9 $\frac{1}{2}$ x 12 folders, 2 ft., in drawer of metal filing case. Clinical Record Room (Bldg. 60). (299)

215. PATIENT FILE, BY STATES, 1920 to date. Names and addresses of patients in this Facility, arranged according to states. Filed alphabetically, by states and by names of patients. (Seldom, official.) 3 x 5 cards, 1 ft., in drawer of metal filing case. Clinical Director's Office (Bldg. 60). (302)

216. LAST SHEET PROGRESS NOTES, 1932 to date. Record of each patient's most recent medical progress. When this sheet is filled it becomes part of the clinical records. Filed numerically, by cottage numbers. (Daily, official.) 9 $\frac{1}{2}$ x 12 folders, 2 ft., in drawer of steel filing case. Clinical Office (Bldg. 60). (298)

217. SCHEDULES OF DUTY FOR NURSES, May 1934 to date. Schedules giving nurse's name, time on and off duty, shift, annual leave, leave without pay, days and hours off, etc. Filed alphabetically. (Daily, official.) 8 x 10 $\frac{1}{2}$ vols., $\frac{1}{2}$ in., on steel filing cabinet. Chief Nurse's Office (Bldg. 60). (315)

218. STATEMENTS OF DEPENDENTS, 1934 to date. Form 404 giving names, addresses, ages, and number of dependents of the veteran receiving hospital treatment, or institutional or domiciliary care. Filed alphabetically. (Frequently, official.) 8 x 10 $\frac{1}{2}$ folders, 1 ft., in drawer of steel filing case. Clinical Office (Bldg. 60). (294)

219. NURSE'S TIME RECORD, Mar. 1934 to date. Daily report of each nurse's time on duty during the day. Filed alphabetically. (Daily, official.) 8 x 10 $\frac{1}{2}$ vols., $\frac{1}{2}$ in., on steel filing case. Chief Nurse's Office (Bldg. 60). (314)

Social Service Unit
Bldg. 60

220. OUT-PATIENT MISCELLANEOUS FILE, May 1935 to date. General correspondence, and copies of social investigations on out-patients. Filed alphabetically. (Daily, official.) 8 x 10 $\frac{1}{2}$ folders, 1 ft., in drawer of metal filing case. Social Service Office. (305)

221. SOCIAL SERVICE RECORDS, 1920 - 1936. Patient's service record, family history, case notes, and correspondence concerning patient after dismissal. Filed numerically. (Never.) 8 $\frac{1}{2}$ x 11 envelopes, 108 ft., in 8 wooden transfer cases. Basement. (307)

222. SOCIAL SERVICE, WORK RECORDS, n.d. Social service work brief sheets, social service face sheets, clinical record briefs, correspondence relative to case histories of veterans, etc. Filed alphabetically. (Daily, official.) 8 x 10 $\frac{1}{2}$ folders, 15 ft., in 10 drawers of metal filing cases. Social Service Office. (306)

223. STATISTICAL FILE, Dec. 1932 to date. Statistics of incoming and outgoing veterans showing social, financial, mental, physical, and living conditions. Filed alphabetically. (Daily, official.) 5 x 8 folders, 1 ft. 6 in., in 2 drawers of metal filing case. Social Service Office. (304)

Wards

Cottage 1

224. CLINICAL RECORD, 1931 to date. Ward surgeon's progress and treatment sheet, nurse's treatment and progress record, dental charts, weight charts, and other subject-matter pertaining to the patient's clinical record. Filed alphabetically. (Daily, official.) 8 x 10 $\frac{1}{2}$ folders, 6 in., in wooden desk drawer. Office. (377)

225. CLOTHING CARDS, 1935 to date. Amount of clothing possessed when admitted, amount issued, amount condemned, amount purchased, clothing

allowance, etc. Filed alphabetically. (Daily, official.) 8 x 10 $\frac{1}{2}$ folders, 5 in., in wooden box on desk. Office. (372)

226. FILING CARDS, 1921 to date. Name of patient, home address, date of admission, name and address of guardian, preliminary and final diagnostic reports, dates of examinations, financial status, etc. Filed alphabetically. (Daily, official.) 5 x 8 cards, 2 in., in wooden box. Office. (371)

227. FINANCIAL BALANCE CARDS, 1935 to date. Financial status of each patient giving amount on hands at time of admission, credit for disability checks received from Washington, credit for all other money received, debit for all expenses incurred, and balance on hands at close of each month. Filed alphabetically. (Daily, official.) 4 x 6 cards, 2 in., in wooden box. Office. (374)

228. IN AND OUT BOOK, 1931 to date. Notations by nurses and attendants of the exact time of arrival at and departure from work. (Daily, official.) 8 x 10 vol., $\frac{1}{2}$ in., on wooden table. Office. (376)

229. REISSUE LISTS OF TOILET ARTICLES, TOBACCO, ETC., 1935 to date. Requests for toilet articles, tobacco, etc. for indigent patients, accompanied by certificates of patients' eligibility to receive issues. Filed alphabetically. (Daily, official.) 8 x 10 $\frac{1}{2}$ folders, $\frac{1}{2}$ in., in wooden desk drawer. Office. (373)

230. ROLL CALL BOOK, Apr. 1936 to date. A record showing name of each patient and whether absent or present at roll call. Filed alphabetically. (Daily, official.) 8 x 10 $\frac{1}{2}$ vols., $\frac{1}{2}$ in., on wooden desk. Office. (375)

Cottage 2

231. CLINICAL RECORDS, Oct. 1935 to date. Ward surgeon's progress and treatment record, weekly prescriptions and notes, nurse's progress and treatment record, temperature readings, weight charts, etc. Filed alphabetically. (Occasionally, official.) 8 x 10 $\frac{1}{2}$ folders, $\frac{1}{2}$ in., in wooden desk drawer. Office. (346)

232. CLOTHING RECORDS, July 1935 to date. Inventory of clothing received, condemned, and turned in to storeroom, receipts for incoming personal property, beneficiary's property receipts, transfer slips, credit slips on nonexpendable property, etc. Filed alphabetically. (Occasionally, official.) Various sized folders, 1 ft., in wooden box. Office. (345)

233. FILING CARDS, 1924 to date. Giving patient's date of entry, guardian's name and address, preliminary and final diagnosis, dates of examinations, financial status, etc. Filed alphabetically. (Daily, official.) 5 x 8 cards, 2 in., in card cabinet. Office. (351)

234. FINANCIAL BALANCE CARDS, 1924 to date. Showing name of patient, amount of money on hands when admitted, amount of money credited to his account through Government checks and other sources, debit of expenditures,

and balance on hands at the end of the month. Filed alphabetically. (Monthly, official.) 4 x 6 cards, 1 in., in card cabinet. Office. (348)

235. DAILY REPORT, Apr. 4, 1936 to date. Daily report of the activities of the ward. Filed chronologically. (Daily, official.) 8 x 10 $\frac{1}{2}$ folders, $\frac{1}{2}$ in., in wooden desk drawer. Office. (349)

236. IN AND OUT BOOK, Apr. 1936 to date. Notations by nurses and attendants of the exact time of arrival at and departure from work. Filed chronologically. (Daily, official.) 8 x 11 vol., $\frac{1}{2}$ in., on desk. Office. (347)

237. ROLL CALL BOOK, Mar. 1936 to date. A record showing name of each patient and whether absent or present at roll call each morning and evening. Filed alphabetically. (Daily, official.) 8 x 10 $\frac{1}{2}$ vol., $\frac{1}{2}$ in., on wooden desk. Office. (350)

Cottage 3

238. CLINICAL RECORDS, 1931 to date. Ward surgeon's progress record, nurse's progress record, weight charts, dental charts, laboratory sheets, clinical record briefs, etc. Filed alphabetically. (Daily, official.) Various sized folders, 1 ft. 2 in., in wooden desk drawer. Office. (328, 354)

239. CLOTHING CARDS, 1935 to date. Clothing possessed by patient when admitted, amount issued, and amount condemned; accompanied by certificate of eligibility of indigent patients for reception of issues. Filed alphabetically. (Daily, official.) 8 x 10 $\frac{1}{2}$ folders, 1 ft., in wooden box. Office. (352)

240. FILING CARDS, 1921 to date. Name of patient, date of admission, date of birth, home address, address of guardian, preliminary and final diagnosis, dates of examinations, financial status, etc. Filed alphabetically. (Daily, official.) 5 x 8 cards, 3 in., in wooden filing box on desk. Office. (330, 356)

241. FINANCIAL BALANCE CARDS, 1935 to date. Money on hand at time of admission, money credited including Government checks, expenditures debited, and balance on hands at close of each month. Filed alphabetically. (Daily, official.) 4 x 6 cards, 1 $\frac{1}{2}$ in., in card cabinet and in wooden box. Office. (357, 326)

242. IN AND OUT BOOK, Apr. 1936 to date. Notations by nurses and attendants of the exact time of arrival at and departure from work. Filed chronologically. (Daily, official.) 8 x 10 and 7 x 11 vols., 1 $\frac{1}{4}$ in., in desk. Office. (329, 355)

243. PASS CARDS, May 1936 to date. Cards issued to patients on leave of absence, permitting them to leave the Facility. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 in., in wooden box on desk. Office. (327)

244. ROLL CALL BOOK, Mar. 1936 to date. Record of each individual showing absence or presence at roll call each morning and evening. Filed alphabetically. (Daily, official.) 8 x 10 vol., $\frac{1}{2}$ in., on wooden desk. Office. (353)

Cottage 4

245. CLINICAL RECORDS, n.d. Ward surgeon's progress record, nurse's progress record, weight charts, dental charts, laboratory sheets, etc. These records are kept here until the sheets are full, then they are sent to the laboratory office. Filed alphabetically. (Daily, official.) 8 x $10\frac{1}{2}$ folders, 6 in., in desk drawer. Office. (344)

246. CLOTHING SLIPS, 1935 to date. Clothing possessed by patient when admitted, amount issued, amount condemned, clothing repaired, etc., accompanied by a certificate of eligibility of indigent patient for reception of issues. Filed alphabetically. (Daily, official.) 5 x 8 and 8 x $10\frac{1}{2}$ folders, 9 in., in wooden box on desk. Office. (337)

247. FILING CARDS, 1920 to date. Name of patient, date of admission, date of birth, home address, address of guardian, preliminary and final diagnosis, dates of examinations, financial status, etc. Filed alphabetically. (Daily, official.) 5 x 8 cards, 3 in., in wooden card cabinet and in wooden box. Office. (339)

248. IN AND OUT BOOK, Apr. 1936 to date. Notations by nurses and attendants of the exact time of arrival at and departure from work. Filed chronologically. (Daily, official.) 7 x 11 vol., $\frac{1}{2}$ in., on desk. Office. (343)

249. LEAVE OR TRIAL VISIT SHEET, June 1, 1936 to date. Sheet signed by patient before he is allowed leave of absence for a trial visit. Filed chronologically. (Semiweekly, official.) 8 x $10\frac{1}{2}$ folders, $\frac{1}{4}$ in., in wooden desk drawer. Office. (338)

250. PROPERTY LISTS, 1934 to date. Inventory of nonexpendable property held by Cottage 4, with memorandums and return slips. Filed alphabetically. (Occasionally, official.) 3 x 8 and 8 x $10\frac{1}{2}$ folders, $\frac{1}{2}$ in., in wooden desk drawer. Office. (335)

251. REISSUE SLIPS, INDIGENT PATIENTS, Oct. 1935 to date. Requests by patients for reissue of toilet articles, tobacco, etc., accompanied by certificates of eligibility of indigent patients for reception of issues. Filed by years. (Monthly, official.) 8 x $10\frac{1}{2}$ packages, 2 in., in wooden desk drawer. Office. (340)

252. BENEFICIARY'S REQUISITION, Jan. 1, 1936 to date. List of articles requested for patients by their beneficiaries. Filed alphabetically. (Trimonthly, official.) 8 x $10\frac{1}{2}$ packages, $\frac{1}{2}$ in., in wooden desk drawer. Office. (341)

253. MONTHLY REQUISITION SLIP, Oct. 1935 to date. List of all articles available, and a check on articles requested. Entered by classifications. (Monthly, official.) 8 x $10\frac{1}{2}$ loose-leaf books, 6 in., in wooden desk drawer. Office. (342)

254. ROLL CALL BOOK, Mar. 1936 to date. Record of patients' absence or presence at morning and evening roll calls. Filed alphabetically. (Daily, official.) 7 x 11 vol., $\frac{1}{2}$ in., in wooden desk drawer. Office. (336)

Cottage 5

255. CLINICAL RECORD, 1934 to date. Ward surgeon's progress record, nurse's progress record, weight charts, dental charts, laboratory sheets, etc. Filed alphabetically. (Daily, official.) 8 x $10\frac{1}{2}$ folders, 7 in., in wooden desk drawer. Office. (368)

256. CLOTHING CARDS, 1934 to date. Clothing possessed by patient when admitted, amount issued, and amount condemned and repaired; accompanied by a certificate of eligibility of indigent patient for reception of issues. Filed alphabetically. (Daily, official.) 8 x $10\frac{1}{2}$ folders, 1 ft., in wooden box. Office. (367)

257. FILING CARDS, 1921 to date. Name of patient, date of admission, date of birth, home address, address of guardian, preliminary and final diagnosis, dates of examinations, financial status, etc. Filed alphabetically. (Daily, official.) 5 x 8 cards, 2 in., in wooden box on desk. Office. (366)

258. IN AND OUT BOOK, Apr. 1936 to date. Notations by nurses and attendants of the exact time of arrival at and departure from work. Filed chronologically. (Daily, official.) 8 x 10 vol., $\frac{1}{2}$ in., on wooden table. Office. (369)

259. REISSUE LISTS OF TOILET ARTICLES, TOBACCO, ETC., 1935 to date. Requests for toilet articles, tobacco, etc. for indigent patients, accompanied by certificates of eligibility of patients to receive issues. Filed alphabetically. (Daily, official.) 8 x $10\frac{1}{2}$ folders, $\frac{1}{2}$ in., in wooden desk drawer. Office. (370)

260. ROLL CALL BOOK, Feb. 1936 to date. Record of patients' absence or presence at morning and evening roll calls. Filed alphabetically. (Daily, official.) 8 x 10 vols., $\frac{1}{2}$ in., on wooden desk. Office. (365)

Cottage 6

261. CLINICAL RECORD, 1935 to date. Ward surgeon's progress record, nurse's progress record, weight charts, dental charts, laboratory sheets, etc. Filed alphabetically. (Daily, official.) 8 x $10\frac{1}{2}$ folders, 6 in., in wooden desk drawer. Office. (364)

262. CLOTHING CARDS, 1935 to date. Clothing possessed by patient when admitted, amount issued, condemned, and repaired; accompanied by certificate of eligibility of indigent patient for reception of issues. Filed alphabetically. (Daily, official.) 8 x $10\frac{1}{2}$ folders, 1 ft. 6 in., in wooden box on table. Office. (361)

263. FILING CARDS, 1921 to date. Name of patient, date of admission, date of birth, home address, address of guardian, preliminary and final

diagnosis, dates of examinations, financial status, etc. Filed alphabetically. (Daily, official.) 5 x 8 cards, 2 in., in wooden box on desk. Office. (362)

264. FINANCIAL BALANCE CARDS, 1933 to date. Money on hand when patient was admitted, money credited from Government checks and other sources, debit of all expenditures, and balance on hands at end of each month. Filed alphabetically. (Daily, official.) 4 x 6 cards, 2 in., in wooden box on desk. Office. (359)

265. IN AND OUT BOOK, Apr. 1936 to date. Notations by nurses and attendants of the exact time of arrival at and departure from work. Filed chronologically. (Daily, official.) 8 x 10 vol., $\frac{1}{2}$ in., on wooden desk. Office. (363)

266. REISSUE LISTS OF TOILET ARTICLES, TOBACCO, ETC., 1935 to date. Requests for toilet articles, tobacco, etc. for indigent patients, accompanied by certificates of eligibility of patients to receive issues. Filed alphabetically. (Daily, official.) 8 x 10 folders, $\frac{1}{2}$ in., in wooden desk drawer. Office. (358)

267. ROLL CALL BOOK, Mar. 1936 to date. Record of patient's absence or presence at morning and evening roll call. Filed alphabetically. (Daily, official.) 8 x 10 vol., $\frac{1}{2}$ in., on wooden desk. Office. (360)

Cottage 10

268. CLINICAL RECORD, Jan. 1, 1935 to date. Ward surgeon's progress record, nurse's progress record, weight charts, dental charts, laboratory sheets, etc. Filed alphabetically. (Daily, official.) 8 x 10 $\frac{1}{2}$ folders, 6 in., in wooden desk drawer. Office. (414)

269. CLOTHING CARDS, 1935 to date. Clothing possessed by patient when admitted, amount issued, and amount condemned and repaired; accompanied by a certificate of eligibility of indigent patient for reception of issues. Filed alphabetically. (Daily, official.) 8 x 10 $\frac{1}{2}$ folders, 9 in., in wooden box on table. Office. (411)

270. FILING CARDS, 1931 to date. Name of patient, date of admission, date of birth, home address, address of guardian, preliminary and final diagnosis, dates of examinations, financial status, etc. Filed alphabetically. (Daily, official.) 5 x 8 cards, 2 $\frac{1}{2}$ in., in wooden box. Office. (412)

271. FINANCIAL BALANCE CARDS, 1935 to date. Money on hands when patient was admitted, money credited from Government checks and other sources, debit of all expenditures, and balance on hands at the end of each month. Filed alphabetically. (Daily, official.) 4 x 6 cards, 2 in., in wooden box on desk. Office. (409)

272. IN AND OUT BOOK, Apr. 1936 to date. Notations by nurses and attendants of the exact time of arrival at and departure from work. Filed chronologically. (Daily, official.) 8 x 10 vols., $\frac{1}{2}$ in., on wooden desk. Office. (408)

273. REISSUE LISTS OF TOILET ARTICLES, TOBACCO, ETC., 1935 to date. Requests for toilet articles, tobacco, etc. for indigent patients, accompanied by certificates of eligibility of patients to receive issues. Filed alphabetically. (Daily, official.) 8 x 10 folders, $\frac{1}{2}$ in., in wooden desk drawer. Office. (410)

274. ROLL CALL BOOK, Apr. 1936 to date. Record of patients' absence or presence at morning and evening roll calls. Filed alphabetically. (Daily, official.) 8 x 10 vols., $\frac{1}{2}$ in., on wooden desk. Office. (413)

275. DAILY WARD REPORT, May 1936 to date. Daily report of the activities of the ward. Filed chronologically. (Daily, official.) 8 x 10 $\frac{1}{2}$ folders, $\frac{1}{2}$ in., in wooden desk drawer. Office. (407)

Cottage 11

276. CLINICAL RECORD, 1935 to date. Ward surgeon's progress record, nurse's progress record, weight charts, dental charts, laboratory sheets, etc. Filed alphabetically. (Daily, official.) 8 x 10 $\frac{1}{2}$ folders, 5 in., in wooden desk drawer. Office. (422)

277. CLOTHING CARDS, Jan. 1936 to date. Clothing possessed by patient when admitted, amount issued, and amount condemned and repaired, accompanied by a certificate of eligibility of indigent patient for reception of issues. Filed alphabetically. (Daily, official.) 8 x 10 $\frac{1}{2}$ folders, 9 in., in wooden box on table. Office. (419)

278. FILING CARDS, July 24, 1936 to date. Name of patient, date of admission, date of birth, home address, address of guardian, preliminary and final diagnosis, dates of examinations, financial status, etc. Filed alphabetically. (Daily, official.) 5 x 8 cards, 2 in., in wooden box on table. Office. (420)

279. FINANCIAL BALANCE CARDS, 1935 to date. Money on hand when patient was admitted, money credited from Government checks and other sources, debit of all expenditures, and balance on hands at close of each month. Filed alphabetically. (Daily, official.) 4 x 6 cards, 2 in., in wooden box on desk. Office. (417)

280. IN AND OUT BOOK, Apr. 1936 to date. Notations by nurses and attendants of the exact time of arrival at and departure from work. Filed chronologically. (Daily, official.) 8 x 10 vol., $\frac{1}{2}$ in., on desk. Office. (416)

281. REISSUE LISTS OF TOILET ARTICLES, TOBACCO, ETC., Jan. 1936 to date. Requests for toilet articles, tobacco, etc. for indigent patients, accompanied by certificates of eligibility of patients to receive issues. Filed alphabetically. (Daily, official.) 8 x 10 folders, $\frac{1}{2}$ in., in wooden desk drawer. Office. (415)

282. ROLL CALL BOOK, July 24, 1936 to date. Record of patients' absence or presence at morning and evening roll calls. Filed alphabetically. (Daily, official.) 8 x 10 vol., $\frac{1}{2}$ in., in wooden box. Office. (421)

283. DAILY WARD REPORT, May 1936 to date. Staff nurse's daily narrative report, sent to the chief nurse, of the activities of the ward. Filed chronologically. (Daily, official.) 8 x 10 $\frac{1}{2}$ folders, $\frac{1}{2}$ in., in wooden desk drawer. Office. (418)

Cottage 12

284. CLINICAL RECORD, 1921 to date. Ward surgeon's progress record, nurse's progress record, weight charts, dental charts, laboratory sheets, etc. Filed alphabetically. (Daily, official.) 8 x 10 $\frac{1}{2}$ folders, 5 in., in wooden desk drawer. Office. (388)

285. CLOTHING RECORDS, 1935 to date. Clothing possessed by patient when admitted, amount of clothing issued, condemned, and purchased, amount of personal and Government clothing in possession of patient, and amount ordered by patient. Current records are filed alphabetically; inactive records are filed chronologically. (Older, occasionally; newer, daily, official.) 8 x 10 $\frac{1}{2}$ folders and vols., 1 ft. 8 $\frac{1}{2}$ in., in wooden box, in 2 pasteboard boxes, and on wooden shelf. Office and Linen Room. (389, 397, 396)

286. FILING CARDS, 1926 to date. Name of patient, date of admission, date of birth, home address, address of guardian, preliminary and final diagnosis, dates of examinations, financial status, etc. Filed alphabetically. (Daily, official.) 5 x 8 cards, 2 in., in wooden box on desk. Office. (386)

287. IN AND OUT BOOK, Apr. 1936 to date. Notations by nurses and attendants of the exact time of arrival at and departure from work. Filed chronologically. (Daily, official.) 8 x 10 vol., $\frac{1}{2}$ in., on desk. Office. (391)

288. RECORD OF ISSUES TO PATIENTS WITHOUT FUNDS, July 1933 - 1935. Issues of clothing, toilet articles, tobacco, etc. to patients without funds. Filed alphabetically. (Never.) 5 x 8 cards, $\frac{1}{2}$ in., in metal drawer. Office. (394)

289. LAUNDRY RECORD, 1933 to date. Record of each patient's clothing sent to the laundry; compiled weekly. Filed alphabetically. (Weekly, official.) 8 x 10 $\frac{1}{2}$ vol., $\frac{1}{2}$ in., on wooden shelf. Linen Room. (395)

290. PROPERTY RECORD, Oct. 1934 to date. Consolidated memorandum receipts, issue slips, credit vouchers, etc. Filed alphabetically, by classifications. (Occasionally, official.) 3 $\frac{1}{2}$ x 8 $\frac{1}{2}$ and 8 x 10 $\frac{1}{2}$ folders, 1 in., on wooden shelf. Linen Room. (398)

291. REISSUE LISTS OF TOILET ARTICLES, TOBACCO, ETC., 1935 to date. Requests for toilet articles, tobacco, etc. for indigent patients, accompanied by certificates of eligibility of patients to receive issues. Filed alphabetically. (Daily, official.) 8 x 10 folders, $\frac{1}{2}$ in., in wooden desk drawer. Office. (390)

292. ROLL CALL BOOK, Mar. 1936 to date. Record of patients' absence or presence at morning and evening roll calls. Filed alphabetically.

(Daily, official.) 8 x 10 vol., $\frac{1}{2}$ in., on wooden desk. Office. (387)

293. DAILY WARD REPORT, May 1936 to date. Staff nurse's daily narrative report, sent to the chief nurse, of the activities of this ward. Filed chronologically. (Daily, official.) 8 x $10\frac{1}{2}$ folders, $\frac{1}{2}$ in., in wooden desk drawer. Office. (392)

294. WEIGHT BOOK, July 1931 to date. Monthly report of the weight of each patient in this ward. Filed alphabetically. (Monthly, official.) $6\frac{1}{2}$ x $11\frac{1}{2}$ and 8 x $10\frac{1}{2}$ vols., 1 in., in wooden desk drawer. Office. (393)

Cottage 14

295. CLINICAL RECORD, 1931 to date. Ward surgeon's progress record, nurse's progress record, weight charts, dental charts, laboratory sheets, etc. Filed alphabetically. (Daily, official.) 8 x $10\frac{1}{2}$ folders, 5 in., in wooden desk drawer. Office. (406)

296. CLOTHING CARDS, 1935 to date. Clothing possessed by patient when admitted, amount issued, and amount condemned and repaired; accompanied by a certificate of eligibility of indigent patient for reception of issues. Filed alphabetically. (Daily, official.) 8 x $10\frac{1}{2}$ folders, 1 ft., in wooden box on desk. Office. (401)

297. FILING CARDS, 1921 to date. Name of patient, date of admission, date of birth, home address, address of guardian, preliminary and final diagnosis, dates of examinations, financial status, etc. Filed alphabetically. (Daily, official.) 5 x 8 cards, 2 in., in wooden box on desk. Office. (400)

298. FINANCIAL BALANCE CARDS, 1935 to date. Money on hands when patient was admitted, money credited from Government checks and other sources, debit of all expenditures, and balance on hands at the end of each month. Filed alphabetically. (Daily, official.) 4 x 6 cards, 2 in., in file box on desk. Office. (403)

299. IN AND OUT BOOK, 1936 to date. Notations by nurses and attendants of the exact time of arrival at and departure from work. Filed chronologically. (Daily, official.) 8 x 10 vol., $\frac{1}{2}$ in., on wooden desk. Office. (404)

300. REISSUE LISTS OF TOILET ARTICLES, TOBACCO, ETC., 1935 to date. Requests for toilet articles, tobacco, etc. for indigent patients, accompanied by certificates of eligibility of patients to receive issues. Filed alphabetically. (Daily, official.) 8 x 10 folders, $\frac{1}{2}$ in., in wooden desk drawer. Office. (402)

301. ROLL CALL BOOK, Apr. 1936 to date. Record of patients' absence or presence at morning and evening roll calls. Filed alphabetically. (Daily, official.) 8 x 10 vols., $\frac{1}{2}$ in., on wooden desk. Office. (399)

302. DAILY WARD REPORT, May 1936 to date. Staff nurse's daily narrative report, sent to the chief nurse, of the activities of the ward. Filed chronologically. (Daily, official.) 8 x $10\frac{1}{2}$ folders, $\frac{1}{2}$ in., in wooden desk drawer. Office. (405)

Cottage 16

303. CLINICAL RECORD, 1935 to date. Ward surgeon's progress record, nurse's progress record, weight chart, dental chart, laboratory sheets, etc. Filed alphabetically; arranged by wings of building. (Daily, official.) 8 x 10 $\frac{1}{2}$ folders, 3 ft., in 3 drawers of metal filing case. Nurse's office. (333)

304. CLOTHING RECORDS, 1934 to date. Credit voucher sheets, receipts for incoming clothing, discarded clothing sheets, storekeeper's record of clothing now stored by patient, etc. Filed alphabetically. (Daily, official.) Various sized folders, 2 ft., in wooden box. Baggage Room. (334)

305. FILING CARDS, 1931 to date. Name of patient, date of admission, date of birth, home address, address of guardian, preliminary and final diagnosis, dates of examinations, financial status, etc. Filed alphabetically. (Daily, official.) 5 x 8 cards, 4 in., in drawer of steel filing case. Nurse's Office. (331)

306. FINANCIAL BALANCE CARDS, 1935 to date. Money on hands when patient was admitted, money credited from Government checks and other sources, debit of all expenditures, and balance on hands at end of each month. Filed alphabetically. (Frequently, official.) 4 x 6 cards, 6 in., in drawer of metal filing case. Nurse's Office. (332)

Cottage 18

307. CLINICAL RECORD, 1931 to date. Ward surgeon's progress record, nurse's progress record, weight charts, dental charts, laboratory sheets, etc. Filed alphabetically. (Daily, official.) 8 x 10 $\frac{1}{2}$ folders, 6 in., in wooden desk drawer. Office. (378)

308. CLOTHING CARDS, 1935 to date. Clothing possessed by patient when admitted, amount issued, and amount condemned and repaired; accompanied by a certificate of eligibility of indigent patient for reception of issues. Filed alphabetically. (Daily, official.) 8 x 10 $\frac{1}{2}$ folders, 10 in., in wooden box on desk. Office. (380)

309. FILING CARDS, 1922 to date. Name of patient, date of admission, date of birth, home address, address of guardian, preliminary and final diagnosis, dates of examinations, financial status, etc. Filed alphabetically. (Daily, official.) 5 x 8 cards, 2 in., in wooden box on desk. Office. (382)

310. FINANCIAL BALANCE CARDS, 1935 to date. Money on hands when patient was admitted, money credited from Government checks and other sources, debit of all expenditures, and balance on hands at the end of each month. Filed alphabetically. (Daily, official.) 4 x 6 cards, 2 in., in wooden box on desk. Office. (379)

311. IN AND OUT BOOK, Apr. 1936 to date. Notations by nurses and attendants of the exact time of arrival at and departure from work. Filed chronologically. (Daily, official.) 8 x 10 vol., $\frac{1}{2}$ in., on wooden desk. Office. (381)

312. REISSUE LISTS OF TOILET ARTICLES, TOBACCO, ETC., 1935 to date. Requests for toilet articles, tobacco, etc. for indigent patients, accompanied by certificates of eligibility of patients to receive issues. Filed alphabetically. (Daily, official.) 8 x 10 folders, $\frac{1}{2}$ in., in wooden desk drawer. Office. (383)

313. ROLL CALL BOOK, Apr. 1936 to date. Record of patients' absence or presence at morning and evening roll calls. Filed alphabetically. (Daily, official.) 8 x 10 vol., $\frac{1}{2}$ in., on wooden desk. Office. (384)

314. DAILY WARD REPORT, May 1936 to date. Staff nurse's daily narrative report, sent to the chief nurse, of the activities of this ward. Filed chronologically. (Daily, official.) 8 x 10 $\frac{1}{2}$ folders, $\frac{1}{2}$ in., in wooden desk drawer. Office. (385)

Cottage 21

315. CLINICAL RECORD, 1934 to date. Ward surgeon's progress record, nurse's progress record, weight charts, dental charts, laboratory sheets, etc. Filed alphabetically. (Daily, official.) 8 x 10 $\frac{1}{2}$ folders, 9 in., in wooden box, in wooden desk drawer, and on wooden desk. Office. (463, 472)

316. CLOTHING RECORD CARDS, 1935 to date. Clothing possessed by patient when admitted, amount issued, and amount condemned and repaired; accompanied by certificate of eligibility of indigent patient to receive issues. Filed alphabetically. (Daily, official.) 8 x 10 $\frac{1}{2}$ folders, 7 $\frac{1}{2}$ in., in wooden box and on wooden shelf. Nurse's Office. (465, 456)

317. FILING CARDS, 1920 to date. Name of patient, date of admission, date of birth, home address, address of guardian, preliminary and final diagnosis, dates of examinations, financial status, etc. Filed alphabetically. (Daily, official.) 5 x 8 cards, 2 in., in wooden box on desk. Office. (471)

318. FINANCIAL BALANCE CARDS, 1935 to date. Money on hands when patient was admitted, money credited from Government checks and other sources, debit of all expenditures, and balance on hands at the end of each month. Filed alphabetically. (Daily, official.) 4 x 6 cards, 2 $\frac{1}{2}$ in., in wooden desk drawer. Office. (462, 470)

319. NARCOTIC REPORT, June 1925 to date. Record of patients to whom narcotics are given showing dates given, kinds of narcotics, amounts given, etc. Filed alphabetically. (Daily, official.) 8 x 10 $\frac{1}{2}$ folders, 1 in., in metal narcotic chest. Office. (458)

320. IN AND OUT BOOK, Apr. 1936 to date. Notations by nurses and attendants of the exact time of arrival at and departure from work. Filed chronologically. (Daily, official.) 8 x 10 vols., 1 in., on wooden desk. Office. (464, 467)

321. ISSUE LIST, EXPENDABLE, Dec. 1935 to date. Record of expendable property available for issue, and issues made. Filed numerically, by classification numbers. (Occasionally, official.) 8 x 10 $\frac{1}{2}$ loose-leaf books, $\frac{1}{2}$ in., in wooden desk drawer. Office. (466)

322. REISSUE LISTS OF TOILET ARTICLES, TOBACCO, ETC., 1935 to date. Requests for toilet articles, tobacco, etc. for indigent patients, accompanied by certificates of eligibility of patients to receive issues. Filed alphabetically. (Daily, official.) 8 x 10 folders, 1 in., in 2 wooden desk drawers. Office. (469, 461)

323. DAILY REPORT RECORD, 1936 to date. The staff nurse's daily narrative report, sent to the chief nurse, of the activities of the ward. Filed chronologically. (Daily, official.) 8 x 10 $\frac{1}{2}$ folders, 1 in., in wooden desk drawer. Office. (457)

324. ROLL CALL BOOK, Feb. 1936 to date. Record of patients' absence or presence at morning and evening roll calls. Filed alphabetically. (Daily, official.) 8 x 10 vols., 1 in., on wooden desk. Office. (468, 460)

325. TEMPERATURE SHEETS, June 15, 1936 to date. Daily record of the temperature readings for each patient. Filed alphabetically. (Daily, official.) 8 x 10 $\frac{1}{2}$ sheets, 1 in., on metal chart holder on wall. Office. (459)

Cottage 22

326. CLINICAL RECORD, 1934 to date. Ward surgeon's progress record, nurse's progress record, weight charts, dental charts, laboratory sheets, etc. Filed alphabetically. (Daily, official.) 8 x 10 $\frac{1}{2}$ folders, 9 in., in wooden box and in pasteboard box, on metal stand. Office. (428, 450)

327. CLOTHING CARDS, Aug. 1935 to date. Clothing possessed by patients when admitted, amount issued, and amount condemned and repaired; accompanied by certificates of eligibility of indigent patients to receive issues. Filed alphabetically. (Daily, official.) 8 x 10 $\frac{1}{2}$ folders, 8 in., in wooden box and on shelf. Office. (423, 451)

328. FILING CARDS, 1922 to date. Name of patient, date of admission, date of birth, home address, address of guardian, preliminary and final diagnosis, dates of examinations, financial status, etc. Filed alphabetically. (Daily, official.) 5 x 8 cards and bundles, 2 in., in wooden box on desk. Ward Office. (429)

329. FINANCIAL BALANCE CARDS, 1935 to date. Money on hands when patient was admitted, money credited by Government checks and other sources, debit of all expenditures, and balance on hands at the end of each month. Filed alphabetically. (Daily, official.) 4 x 6 cards, $\frac{1}{2}$ in., in wooden box on metal stand. Office. (455)

330. IN AND OUT BOOK, 1936 to date. Notations by nurses and attendants of the exact time of arrival at and departure from work. Filed chronologically. (Daily, official.) 8 x 10 vols., 1 in., on wooden desk. Office. (424, 452)

331. REISSUE LISTS, TOILET ARTICLES, TOBACCO, ETC., 1935 to date. Requests for toilet articles, tobacco, etc. for indigent patients, accompanied by certificates of eligibility of patients to receive issues. Filed

alphabetically. (Daily, official.) 8 x 10 folders, $\frac{1}{2}$ in., in wooden desk drawer. Office. (454)

332. NONEXPENDABLE PROPERTY, Oct. 1934 to date. Inventory of nonexpendable property, with issue slips, credit slips, consolidated memorandum sheets, etc. Filed numerically, by classification numbers. (Seldom, official.) 8 x $10\frac{1}{2}$ folders, $\frac{1}{2}$ in., in wooden desk drawer. Office. (426)

333. ROLL CALL BOOK, Feb. 1936 to date. Record of patients' absence or presence at morning and evening roll calls. Filed alphabetically. (Daily, official.) 8 x 10 vols., 1 in., on wooden desk. Office. (427, 453)

334. DAILY WARD REPORT, Apr. 1, 1936 to date. Staff nurse's daily narrative report, sent to the chief nurse, of the activities of the ward. Filed chronologically. (Daily, official.) 8 x $10\frac{1}{2}$ folders, 1 in., in wooden box on desk. Office. (425, 449)

Cottage 23

335. RECORD SHEETS FOR ALCOHOLIC AND NARCOTIC DRUGS, Jan. 1, 1936 to date. Record of alcoholic and narcotic drugs used on patients showing kinds of drugs used, and on which patients. Filed by names of drugs. (Frequently, official.) 8 x $10\frac{1}{2}$ folders, 2 sheets only, in wooden desk drawer. Nurse's Office. (321)

336. DOCTORS' ORDERS, Jan. 1, 1936 to date. Copies of doctors' orders and notes concerning patients. Filed numerically. (Daily, official.) 8 x $10\frac{1}{2}$ sheets, 1 in., on wall. Nurse's Office. (320)

337. NURSES' NOTES, Jan. 1936 to date. Daily notes on patients' conditions. Filed alphabetically. (Daily, official.) 8 x $10\frac{1}{2}$ folders, 6 in., in drawer of metal filing case. Nurse's Office. (319)

338. TEMPERATURE SHEETS, Apr. 30, 1936 to date. Daily record of the temperature of each patient. Filed numerically. (Daily, official.) 8 x $10\frac{1}{2}$ sheets, 1 in., on wall. Nurse's Office. (323)

339. DAILY WARD REPORTS, Mar. 1936 to date. Staff nurse's daily narrative report, sent to the chief nurse, of the activities of this ward. Filed chronologically. (Daily, official.) 8 x $10\frac{1}{2}$ folders, 2 in., in wooden desk drawer. Nurse's Office. (318)

340. WEIGHT SHEET, Jan. 1936 to date. A chart compiled each week of the weight of each patient, showing loss or gain. Filed numerically. (Daily, official.) 8 x $10\frac{1}{2}$ sheets, 1 in., on wall. Nurse's Office. (322)

Cottage 24

341. CLINICAL RECORD, 1923 to date. Ward surgeon's progress record, nurse's progress record, weight charts, dental charts, laboratory sheets, etc. Filed alphabetically. (Daily, official.) 8 x $10\frac{1}{2}$ folders, 3 in., in wooden desk drawer. Office. (474)

342. CLOTHING CARDS, 1929 to date. Clothing possessed by patient when admitted, amount issued, and amount condemned and repaired; accompanied by certificate of eligibility of indigent patient to receive issues. Filed alphabetically. (Daily, official.) 8 x $10\frac{1}{2}$ folders, 9 in., in wooden box. Office. (473)

343. FILING CARDS, 1924 to date. Name of patient, date of admission, date of birth, home address, address of guardian, preliminary and final diagnosis, dates of examinations, financial status, etc. Filed alphabetically. (Daily, official.) 5 x 8 cards, 2 in., in drawer of metal cabinet. Office. (477)

344. IN AND OUT BOOK, Apr. 1936 to date. Notations by nurses and attendants of the exact time of arrival at and departure from work. Filed chronologically. (Daily, official.) 7 x 11 vol., $\frac{1}{2}$ in., in wooden desk drawer. Office. (475)

345. LAUNDRY BOOK, 1933 to date. Record of each patient's clothing sent to the laundry each week. Filed alphabetically. (Weekly, official.) 8 x $10\frac{1}{2}$ vol., $\frac{1}{2}$ in., on wooden shelf. Linen Room. (480)

346. NONEXPENDABLE SHEET, 1934 to date. Inventory of nonexpendable property held by this ward, with memorandum sheets, issue slips, and credit slips. Filed numerically, by classification numbers. (Rarely, official.) 8 x $10\frac{1}{2}$ folders, $\frac{1}{2}$ in., in wooden desk drawer. Office. (479)

347. REISSUE LISTS OF TOILET ARTICLES, TOBACCO, ETC., Jan. 1, 1936 to date. Requests for toilet articles, tobacco, etc. for indigent patients, accompanied by certificates of eligibility of patients to receive issues. Filed alphabetically. (Daily, official.) 8 x 10 folders, $\frac{1}{2}$ in., in wooden box. Office. (476)

348. DAILY WARD REPORT, Jan. 1936 to date. Staff nurse's daily narrative report, sent to the chief nurse, of the activities of the ward. Filed chronologically. (Daily, official.) 8 x $10\frac{1}{2}$ folders, $\frac{1}{2}$ in., in desk drawer. Office. (478)

Cottage 25

349. CANTEEN ORDERS, Jan. 1936 to date. Requests for toilet articles, tobacco, etc. for patients with funds to pay for same. Filed alphabetically. (Daily, official.) 8 x 10 folders, $\frac{1}{2}$ in., in wooden desk drawer. Office. (435)

350. CLINICAL RECORD, 1922 to date. Ward surgeon's progress record, nurse's progress record, weight charts, dental charts, laboratory sheets, etc. Filed alphabetically. (Daily, official.) 8 x $10\frac{1}{2}$ folders, 8 in., in drawer of steel filing case. Office. (432, 440)

351. CLOTHING RECORD, 1935 to date. Clothing possessed by patient when admitted, amount issued, and amount condemned and repaired; accompanied by a certificate of eligibility of indigent patient to receive issues. Filed alphabetically. (Daily, official.) 8 x $10\frac{1}{2}$ folders, 8 in., in drawer of metal filing case. Office. (433)

352. INDIGENT PATIENTS' CLOTHING CARDS, Nov. 1935 to date. Record of clothing needed by patients without funds, showing kind of clothing needed. Filed alphabetically. (Frequently, official.) 4 x 6 cards, 1 in., in metal box on desk. Office. (447)

353. FILING CARDS, 1934 to date. Name of patient, date of admission, date of birth, home address, address of guardian, preliminary and final diagnosis, financial status, etc. Filed alphabetically. (Daily, official.) 5 x 8 cards, 3 in., in wooden desk drawer. Office. (443)

354. FINANCIAL STATUS CARDS, 1935 to date. Money on hands when patient was admitted, money credited from Government checks and other sources, debit of all expenditures, and balance on hands at end of each month. Filed alphabetically. (Daily, official.) 4 x 6 cards, 2 in., in metal filing box on desk. Office. (442)

355. IN AND OUT BOOK, Apr. 1936 to date. Notations by nurses and attendants of the exact time of arrival at and departure from work. Filed chronologically. (Daily, official.) 8 x 10 vols., 1 in., on table and on desk. Office. (444, 431)

356. LAUNDRY RECORD, 1933 to date. Weekly report of each patient's clothing sent to the laundry. Filed alphabetically. (Weekly, official.) 8 x 10 $\frac{1}{2}$ vols., $\frac{1}{2}$ in., on shelf. Basement. (439)

357. MONEY CARDS, 1935 to date. Money on hands when patient was admitted, money credited from Government checks and other sources, debit of all expenditures, and balance on hands at the end of each month. Filed alphabetically. (Frequently, official.) 4 x 6 cards, 2 in., in metal box on desk. Office. (445)

358. NARCOTIC ORDER BOOK, 1934 to date. A record of narcotic issues showing patients to whom given, kinds of narcotics given, amounts given, dates given, etc. Filed chronologically. (Daily, official.) 5 x 8 vols., $\frac{1}{2}$ in., in wooden desk drawer. Office. (437)

359. PATIENTS' CHECK BOOK, Nov. 1933 to date. Record of absence or presence of all patients in the ward, signed by the night nurse attendant. Filed chronologically. (Daily, official.) 8 x 10 vols., 2 in., on wooden desk. Office. (446)

360. NONEXPENDABLE PROPERTY, 1934 to date. Record of nonexpendable property on hand, with issue slips, credit slips, consolidated memorandum sheets, etc. Filed numerically, by classification numbers. (Rarely, official.) 8 x 10 $\frac{1}{2}$ folders, $\frac{1}{2}$ in., in wooden desk drawer. Office. (438)

361. REISSUE LISTS OF TOILET ARTICLES, TOBACCO, ETC., Jan. 1936 to date. Requests for toilet articles, tobacco, etc. for indigent patients, accompanied by certificates of eligibility of patients to receive issues. Filed alphabetically. (Daily, official.) 8 x 10 folders, $\frac{1}{2}$ in., in wooden desk drawer. Office. (434)

362. SEROLOGY CARDS, 1935 to date. Serology report and diagnosis of patient showing the treatment to be given. Filed alphabetically. (Daily, official.) 4 x 6 cards, $\frac{1}{2}$ in., in metal box on desk. Office. (448)

363. THERAPY SLIPS, Jan. 1936 to date. Record of therapy treatments showing kind of treatments and time used. Filed chronologically. (Daily, official.) 8 x $10\frac{1}{2}$ sheets, $\frac{1}{2}$ in., in metal medicine cabinet. Office. (430)

364. DAILY WARD REPORT, May 1936 to date. Staff nurse's daily narrative report, sent to the chief nurse, of the activities of the ward. Filed chronologically. (Daily, official.) 8 x $10\frac{1}{2}$ folders, 3 in., in drawer of metal filing case. Office. (441)

365. WEIGHT BOOK, 1935 to date. Record of the weight of each patient in this ward. Filed alphabetically. (Daily, official.) $7\frac{1}{2}$ x $9\frac{1}{2}$ and 8 x 10 folders, 1 in., in wooden desk drawer. Office. (436)

Supply Division
Bldgs. 50, 51, and 52

366. MEMORANDUM COPIES OF BILLS OF LADINGS ISSUED, June 1934 - Jan. 1935. Government bills of lading, telegrams and correspondence relative to shipment of goods, certificates of authorization, etc. Filed numerically. (Never.) 8 x $10\frac{1}{2}$ folders, 2 in., on wooden shelf. Storeroom Vault (Bldg. 52). (258, 265)

367. GOVERNMENT CLOTHING ACCOUNT, 1935 to date. Record of clothing issued to patients by the Veterans' Administration. This file contains both active and inactive records. Filed numerically. (Inactive, occasionally; active, daily, official.) 3 x 5 cards, 6 in., in 2 drawers of wooden card cabinet. Storeroom Office (Bldg. 52). (255, 274)

368. CLOTHING CARDS, INACTIVE AND ACTIVE, 1930 to date. Record of personal clothing stored for patients while in hospital. Filed alphabetically. (Inactive, rarely; active, frequently, official.) 8 x $10\frac{1}{2}$ folders, 31 ft., in 21 drawers of metal filing cases. Clothing Room Office (Bldg. 52). (268, 253, 269, 254, 267)

369. CONSTRUCTION SERVICE, 1933 - 1934. Correspondence from Washington relative to construction service allotments. Filed numerically. (Never.) 8 x $10\frac{1}{2}$ folders, 1 in., on wooden shelf in vault. Storeroom (Bldg. 52). (256, 261)

370. CONTRACTS, DROP SHIPMENT PRICES AND CONTRACTS, 1933 to date. Names of companies, amounts purchased, shipping schedules, places of delivery, instructions from Procurement Division in Washington, abstracts of drop shipment contracts, delivery schedules, etc. Records from 1935 to date are in the commissary office. Filed numerically, by contract numbers. (Older, never; newer, daily, official.) 8 x $10\frac{1}{2}$ folders, 7 in., on wooden shelf in vault and on desk. Storeroom (Bldg. 52) and Commissary Office (Bldg. 51). (264, 262, 280)

371. GENERAL CORRESPONDENCE, 1934 to date. Correspondence with Director of Supplies, with dealers, manufacturers, brokers, wholesalers, contractors, etc. Filed alphabetically. (Daily, official.) 8 x 10 $\frac{1}{2}$ sheets and folders, 2 ft. 2 in., in drawer of metal filing case and on keystone clip. Supply Office (Bldg. 50) and Commissary Office (Bldg. 51). (239, 279)

372. FREIGHT RECORDS, 1936 to date. Freight bills, bills of lading, and duplicate shipping invoices. Filed by dates of receipts. (Daily, official.) 5 x 8 $\frac{1}{2}$ peg file, 1 ft., on wooden shelf in cabinet and on peg file on wall. Commissary Office (Bldg. 51). (284)

373. GENERAL FILES, July 1, 1935 to date. Incoming and outgoing bills of lading; contracts for supplies and services; correspondence, miscellaneous inactive records, records of power and light rates, laboratory reports on examination of milk, and semiannual reports; surplus property reports; gasoline estimates; Veterans' Administration correspondence; letters of authority; headstone applications; requisitions for clothing for indigent patients; delinquent purchase notices; service records of deceased veterans; Director of Finance's letters of difference; Federal specifications on supplies; service letters regarding functioning of supply division; Comptroller General's decisions on payments for supplies and services; Administrators' decisions on veterans or veterans' families compensations or properties; bulletins on changes in address of personnel, and shipping points of stations; Administrator's instructions concerning claims, pensions, retirement pay, clothing, and burials; report on scrap dental gold; inventory and appraisal of livestock; report on printing plant; estimate for funds; coal analysis; correspondence concerning War Department property; and general pamphlet schedule of supplies showing contractor's name, article, and period for which contract covers. Filed numerically. 3 x 5 book index, arranged alphabetically. (Daily, official.) 8 x 10 $\frac{1}{2}$ folders, 10 ft., in 6 drawers of steel filing cases. Supply Office (Bldg. 50). (234)

374. GREENHOUSE PRODUCTION REPORT, 1931 - 1935. Record showing number of flowers planted in woods, names of plants, etc. Filed by names of plants delivered. (Never.) 8 x 10 $\frac{1}{2}$ folders, 6 in., on wooden shelf. Vault (Bldg. 52). (243)

375. HISTORICAL REGISTER, 1888 - 1931. Patients' military, domestic, and home histories, with general remarks. Filed numerically, by inmate numbers. 10 x 14 book indexes (7), arranged alphabetically. (Occasionally, official.) 12 x 16 vols., 6 ft., on 30 special roller shelves. Brittle and yellow with age. Vault (Bldg. 50). (247)

376. HOME PAPERS, 1890 - 1920. Records of veterans while in the National Home for Disabled Volunteer Soldiers showing admission papers, transfer cards, inventories of personal effects, hospitalization records, correspondence relative to patients, etc. Filed numerically. (Rarely, official.) 4 x 9 envelopes, 227 ft., in 681 pasteboard boxes. Dirty. Attic (Bldg. 50). (226)

377. HOSPITAL RECORD, 1906 - 1907. Histories of all hospitalization cases under the National Home for Disabled Volunteer Soldiers. Filed nu-

merically, by patients' numbers. (Rarely, official.) $12\frac{1}{2}$ x 18 vols., 2 ft., on metal shelf. Supply Office (Bldg. 50). (230)

378. ICE BOOK, 1933 to date. Record of ice delivered to the various departments and divisions of this Facility. Filed chronologically. (Daily, official.) 5 x 8 vols., $\frac{1}{2}$ in., on wooden desk. Commissary Office (Bldg. 51). (286)

379. RECORD OF IMPERISHABLE PROPERTY ISSUES, n.d. Record of current subsistence and household issues to the various departments from storeroom, showing unit number, head, class, and name of article. Filed numerically. Indexed. (Never.) 8 x 11 loose-leaf books, 6 in., on 2 metal shelves. Supply Office Vault (Bldg. 52). (241, 242)

380. ISSUES OF IMPERISHABLE PROPERTY, HOSPITAL, n.d. Complete list of hospital equipment issued. Filed alphabetically, by names of articles. Indexed numerically, by departments. (Never.) 8 x $10\frac{1}{2}$ loose-leaf books, $\frac{1}{2}$ in., on wooden shelf. Vault (Bldg. 52). (251)

381. ABSTRACTS OF UNPOSTED ISSUES FOR DIETICIAN'S REPORT, June 1, 1936 to date. A daily report showing receipts, issues, and balance on hand of fruits, vegetables, meats, and other products. Filed by subject headings. (Daily, official.) 12 x 19 rolled package, 4 copies, on wooden shelf. Commissary Office (Bldg. 51). (283)

382. ISSUE SLIPS, EXPENDABLE PROPERTY, 1932 - 1934. Record of requests and distribution of expendable property to various departments. Filed numerically. (Never.) 3 x 5 and $3\frac{1}{2}$ x 8 bundles or paper packages, 3 ft. 8 in., in metal pigeon-hole and in metal box. Storeroom Vault (Bldg. 52). (229, 260)

383. INCOMPLETE FILE, 1936 to date. Never over 10 days old. Record of personal property of patient at time of arrival. Filed alphabetically. (Daily, official.) 8 x $10\frac{1}{2}$ folders, 2 in., in drawer of metal filing case. Clothing Storeroom Office (Bldg. 52). (252, 271)

384. INSPECTION REPORTS OF MEATS, MEAT FOOD PRODUCTS, POULTRY, AND EGGS, June 1, 1936 to date. Inspection reports filed with invoices when merchandise is received, showing that products meet Government requirements. Filed numerically. (Daily, official.) 8 x $10\frac{1}{2}$ sheets, $\frac{1}{2}$ in., in pasteboard box. Commissary Office (Bldg. 51). (285)

385. RUNNING INVENTORY, 1923 to date. Daily inventory of all unposted subsistence supplies showing receipts, issues, and amounts on hands. Filed alphabetically. (Daily, official.) 5 x 8 and 7 x 9 cards and bundles or paper packages, 2 ft., in drawer of steel card cabinet and on wooden shelf. Commissary Office (Bldg. 51). (288)

386. RETAINED COPIES OF INVITATION, BID AND ACCEPTANCE SHEET, 1934 to date. Invitation, bid and acceptance sheet showing authority for purchases, detailed specifications of articles requested, bidders' list, and Government laws and restrictions for purchase. Filed numerically. (Daily, official.) 8 x $10\frac{1}{2}$ sheets, 26 ft., on 6 wooden shelves. Supply Office and Vault (Bldg. 50). (245)

387. INVOICES AND RECEIPTS OF INCOMING PROPERTY, Apr. 1, 1936 to date. Invoices, receipts, requisitions, packers' lists, and shipping tickets from supply office of station sending property. Filed alphabetically. (Daily, official.) 8 x 10 $\frac{1}{2}$ bundles or paper packages, 1 in., in wooden desk drawer. General Storeroom (Bldg. 51). (277)

388. CONSOLIDATED ISSUE LIST, Dec. 1935 to date. Weekly consolidated issue list of all expendable property issued to the various departments. Filed by classifications. (Weekly, official.) 8 x 10 $\frac{1}{2}$ folders, 2 ft., in drawer of steel filing case. Supply Office (Bldg. 50). (248)

389. MONTHLY ISSUE LIST OF EXPENDABLE PROPERTY, Dec. 1935 to date. Monthly list of issues, such as food, clothing, ink, medicine, tobacco, toilet articles, papers, blank forms, etc. Filed numerically, by department numbers. (Daily, official.) 8 x 10 $\frac{1}{2}$ folders, 1 ft., in drawer of steel filing case. Supply Office (Bldg. 50). (246)

390. LETTERS RECEIVED, 1932. Telegrams, order receipts, service invoices, copies of letters, etc. Filed numerically. (Never.) 8 x 10 $\frac{1}{2}$ folders and loose-leaf books, 5 in., on wooden shelf in vault. Storeroom (Bldg. 52). (273)

391. LETTERS SENT, 1932. Carbon copies of all letters sent by this Facility. Filed numerically. (Never.) 8 x 10 $\frac{1}{2}$ folders, 3 in., on wooden shelf in vault. Storeroom (Bldg. 52). (259, 272)

392. CONSOLIDATED MEMORANDUM RECEIPTS, 1931 to date. Record of nonexpendable property issued to each department, with debit and credit property slips. Filed numerically. (Daily, official.) 8 x 10 $\frac{1}{2}$ folders, 2 $\frac{1}{2}$ ft., in 7 drawers of steel filing cases. Supply Office (Bldg. 50). (249)

393. ORDER RECORDS, 1931 - 1935. Showing dealer to whom order was given, articles, date merchandise was received, date of payment, remarks relative to payments, etc. Filed numerically. (Rarely, official.) 8 x 10 $\frac{1}{2}$ vols., 4 in., in 4 pigeonholes. Vault (Bldg. 50). (233)

394. CERTIFICATES OF OVERAGES AND SHORTAGES, Jan. 1933 - Apr. 1934. Quarterly report of property over or short in each division or department. Filed chronologically. (Never.) 8 x 10 $\frac{1}{2}$ folders, 4 in., on wooden shelf. Storeroom Vault (Bldg. 52). (266)

395. PATIENTS' PROPERTY, 1922 to date. List of the patients' valuables stored in the vault, such as watches, rings, etc. Both active and inactive records are in this file. (Older, rarely; newer, frequently, official.) Various sized loose-leaf books and cards, 2 ft. 6 in., in 2 drawers of metal filing case and on wooden shelf. Office of Clothing Room and Vault (Bldg. 52). (244, 270)

396. PROPERTY RECORD CARDS, 1933 to date. Record of property received, on hand, and issued to departments. Filed alphabetically. (Daily, official.) 5 x 8 cards, 6 ft., in 8 drawers of steel filing cases. Supply Office (Bldg. 50). (235)

397. PROPERTY VOUCHERS, AND PROPERTY RECORD CARDS, Sept. 1932 to date. Property inventory, with invoices and receipts for property received on requisitions or transfers. Filed numerically. (Older, rarely; newer, daily, official.) 5 x 8 cards and 8 x 10 $\frac{1}{2}$ folders, 7 ft., in 2 drawers of metal filing case and in 2 pasteboard boxes. Supply Office (Bldg. 50). (231, 238)

398. PROPERTY VOUCHER CORRESPONDENCE, Aug. 1933 - Dec. 1934. Correspondence concerning property vouchers. Filed numerically. (Never.) 8 x 10 $\frac{1}{2}$ folders, 3 in., on wooden shelf. Vault (Bldg. 52). (232)

399. UNFINISHED PROPERTY VOUCHERS, GENERAL SUPPLIES, Apr. 1, 1936 to date. Invoices, receipts, and delivery sheets for goods purchased, with relative correspondence. Filed alphabetically. (Daily, official.) 5 x 6 and 8 x 10 clipped bundles, 2 in., in wooden desk drawer. General Store-room (Bldg. 51). (273)

400. RECEIVING BOOK, 1923 to date. Complete description of incoming subsistence supplies. Filed chronologically. (Inactive, rarely; current, daily, official.) 7 $\frac{1}{2}$ x 9 $\frac{1}{2}$ vols., 1 ft., in wooden desk drawer. Commissary Office (Bldg. 51). (287)

401. REQUISITIONS (RETAINED), CENTRAL OFFICE AND SUPPLY DEPOT, July 1, 1933 to date. Requisitions for supplies, such as ink, writing paper, envelopes, typewriter ribbons, filing folders, paper clips, desks, filing cases, medical equipment, lumber, steel, etc. Filed numerically. Indexed. (Occasionally, official.) 8 x 10 $\frac{1}{2}$ folders, 1 ft., in drawer of metal filing case. Supply Office (Bldg. 50). (237)

402. REQUESTS, RECEIPTS, AND ISSUES FOR SUBSISTENCE SUPPLIES, June 1, 1936 to date. Record of requests, receipts, and issues of subsistence supplies to the various departments. Filed chronologically. (Daily, official.) 8 x 10 $\frac{1}{2}$ loose-leaf books and clipped packages, 6 $\frac{3}{4}$ in., on desk and on wooden shelf. Commissary Office (Bldg. 51). (282, 281)

403. COMPLETED DELIVERY SCHEDULES, 1934. Giving name of article, date and time scheduled for delivery, authorization by commissary of subsistence, etc. (Never.) 8 x 10 $\frac{1}{2}$ folders, 1 in., on wooden shelf in vault. Storeroom (Bldg. 52). (257, 263)

404. FEDERAL SPECIFICATIONS, 1931 to date. Federal specifications for plumbing supplies, textiles, paints, lumber, leather, building materials, concrete, sand, etc. Filed numerically. Index arranged alphabetically. (Daily, official.) 5 x 8 pamphlets, 3 ft. 6 in., in 3 drawers of steel filing case. Supply Office (Bldg. 50). (236)

405. TRUCK REPORT, DAILY ACTIVITY, 1925 - 1930. Detailed account of truck drivers and deliveries made. Filed chronologically. (Never.) 4 x 6 vols., 4 in., in drawer of wooden card cabinet. Commissary Office (Bldg. 51). (275, 276)

406. VOUCHERS PENDING SIGNATURE, 1936 to date. Unsigned vouchers, awaiting statements of amounts due on invoices, receipts for supplies, or copies of purchase orders; also invitations for bids, bid and acceptance

sheets, statements, and certificates of award. Filed alphabetically, by firm names. (Daily, official.) 8 x 10 $\frac{1}{2}$ folders, 1 ft., in drawer of steel filing case. Supply Office (Bldg. 50). (250)

Utility Division
Bldgs. 50 and 79

407. CONTRACTS, 1931 to date. Contracts for personal services, supplies, equipment, construction repair, etc. This file includes contracts completed and those in the process of being completed. Filed numerically, by contract numbers. (Older, occasionally; newer, daily, official.) 8 x 10 $\frac{1}{2}$ folders, 2 ft. 8 in., in wooden transfer case and in steel filing case. Dirty. Utility Office and Attic (Bldg. 50). (584, 568, 573)

408. BLUEPRINTS, 1888 to date. Blueprints of all buildings at the Facility, and changes now in progress. 8 $\frac{1}{2}$ x 11 index sheet. (Older, occasionally; newer, daily, official.) Various sized blueprints, in 2 blueprint racks, on desks, and on wall. Utility Office (Bldg. 50). (583)

409. BUILDING CARDS, 1931 to date. Record of painting, paper hanging, plastering, brick laying, etc. done on buildings. Filed by building types. (Frequently, official.) 5 x 8 cards, 3 in., in drawer of steel filing case. Utility Office (Bldg. 50). (569)

410. DESCRIPTIONS OF BUILDINGS, 1889 to date. A record of each building giving description, cost, upkeep, measurements, and repairs. Filed numerically, by building numbers. (Frequently, official.) 8 x 10 $\frac{1}{2}$ bundles or paper packages, 3 in., in drawer of steel filing case. Utility Office (Bldg. 50). (575)

411. EQUIPMENT AND MACHINERY CARDS, 1936 to date. Record of the repairs on machinery and equipment in each building. Filed numerically, by building numbers. (Daily, official.) 5 x 8 cards, 1 ft., in drawer of filing case. Utility Office (Bldg. 50). (576)

412. LAUNDRY LIST, June 1935 to date. Record of patients' laundry, laundry of uniforms, and garments cleaned. Older records filed chronologically; current records filed numerically, by cottage numbers. (Occasionally, official.) 8 $\frac{1}{2}$ x 11 bundles or paper packages, 6 ft., on wooden desk. Superintendent's Office and Basement (Bldg. 79). (324)

413. LAUNDRY RECORDS, 1931 to date. Daily and weekly records of the number of pieces of goods handled by laundry. Filed chronologically. (Daily, official.) 8 x 10 vols., 1 in., in wooden desk drawer. Superintendent's Room (Bldg. 79). (325)

414. LAUNDRY STEAM CHARTS, 1931 - 1934. A record of steam used by laundry as recorded by an automatic steam chart. Filed by dates. (Never.) 2 ft. paper dials, in wooden transfer case. Attic (Bldg. 50). (581)

415. ANNUAL REPORT OF MECHANICAL UTILITIES, 1932 to date. Operating data, quantity of materials used, cost of Facility operation, etc. Filed chronologically. (Occasionally, official.) 15 x 22 sheets, 5 sheets only, in wooden cabinet. Utility Office (Bldg. 50). (577)

416. MAINTENANCE AND REPAIR REPORTS, 1931 to date. Requests for material and labor for maintenance and repair of buildings, grounds, equipment, etc. within this Facility. Filed numerically, by ledger account numbers. 4 x 6 card index. (Older, never; newer, daily, official.) 8 x 10 $\frac{1}{2}$ folders, 8 ft. 6 in., in wooden transfer case and in metal filing case. Utility Office and Attic (Bldg. 50). (566, 571, 586)
417. MISCELLANEOUS CARDS, 1931 to date. Records of motor car repairs, tires, refrigerators, personnel, etc.; data used to compile the monthly report. Filed by subject-matter. (Daily, official.) 5 x 8 cards, 1 $\frac{1}{2}$ in., in metal card cabinet. Utility Office (Bldg. 50). (567)
418. MISCELLANEOUS FILE, 1935 to date. Inspection reports, inter-office correspondence, administrative procedure, instructions, circular letters, memoranda, statistical data, etc. Filed alphabetically. (Daily, official.) 8 x 10 $\frac{1}{2}$ folders, 3 ft. 6 in., in drawer of metal filing case. Utility Office (Bldg. 50). (565, 572)
419. POWER PLANT LOG BOOK, 1933 to date. Form 6008, daily record sheet of power plant activities; and log book. Filed chronologically. (Log Book, occasionally; Form 6008, daily, official.) 12 x 19 vols. and 12 x 20 loose-leaf books, 1 ft. 2 $\frac{1}{2}$ in., in wooden transfer case and cabinet. Utility Office and Attic (Bldg. 50). (580, 574)
420. PRICE CARDS, 1931 - 1933. Record of the prices paid for materials and supplies. Filed alphabetically. (Frequently, official.) 4 x 6 and 5 x 8 cards, 1 ft. 4 in., in metal card cabinet. Utility Office (Bldg. 50). (564)
421. INACTIVE REPORTS, 1935 to date. Motor vehicle log showing mileage, tonnage, and number of passengers carried. Filed alphabetically; arranged by motor vehicle numbers. (Daily, official.) 8 x 10 $\frac{1}{2}$ folders, 1 ft., in drawer of metal filing case. Utility Office (Bldg. 50). (578)
422. INACTIVE REPORTS, 1931 - 1934. Building repairs, contracts, Facility requests completed, etc. Filed chronologically. (Occasionally, official.) 8 x 10 $\frac{1}{2}$ folders, 3 ft. 6 in., in wooden transfer case. Attic (Bldg. 50). (587)
423. MONTHLY REPORTS, July 1, 1936 to date. Motor vehicle, and monthly construction service reports. Filed alphabetically. (Daily, official.) 8 x 10 $\frac{1}{2}$ folders, 1 ft. 6 in., in drawer of metal filing case. Utility Office (Bldg. 50). (570)
424. TIME CLOCK DIALS, 1931 - 1936. Paper dials recording the exact time the guards punch the time clocks on their rounds of inspection. Filed chronologically. (Seldom, official.) 2 $\frac{1}{2}$ in. diam. paper dials, 4 in., in wooden transfer case. Attic (Bldg. 50). (582)
425. WORK ORDERS, 1932. VA Form 116 U 1, records of work ordered done on the buildings within this Facility. Filed numerically, by building numbers. (Occasionally, official.) 5 x 8 bundles or paper packages, 2 ft., in wooden transfer case. Attic (Bldg. 50). (579)

