

FW 4.14:
N81c/Ser. I/
No. 7

UNIVERSITY OF KENTUCKY



Inventory of the State
Archives of North Carolina

Series I
General Governmental Agencies

No. 7
State Planning Board

North Carolina Historical
Records Survey
Division of Community
Service Programs
Work Projects Administration
Raleigh, N. C.
March 1942

GOVERNMENT PUBLICATIONS

UNIVERSITY OF KENTUCKY
LIBRARIES

1870

1871

1872

1873

1874

INVENTORY OF THE STATE ARCHIVES

OF
NORTH CAROLINA

SERIES I

GENERAL GOVERNMENTAL AGENCIES

No. 7

STATE PLANNING BOARD

Prepared By

The North Carolina Historical Records Survey
Division of Community Service Programs
Work Projects Administration

* * * * *

Raleigh, North Carolina
The North Carolina Historical Records Survey
March 1942

Historical Records Survey

Sargent B. Child, Director
M. A. Rushton, Jr., Acting State Supervisor

Research and Records Program

Harvey E. Becknell, Director
Milton W. Blanton, Regional Supervisor
Colbert F. Crutchfield, State Supervisor

Division of Community Service Programs

Florence Kerr, Assistant Commissioner
Blanche M. Ralston, Chief Regional Supervisor
May E. Campbell, State Director

WORK PROJECTS ADMINISTRATION

Howard O. Hunter, Commissioner
Roy Schrober, Regional Director
C. C. McGinnis, State Administrator

Sponsored by the North Carolina Historical Commission

R. D. W. Connor, Chairman
C. C. Crittenden, Secretary

Gift (M. U. Library)

Gift 1961

FOREWORD

The Inventory of the State Archives of North Carolina is one of a number of guides to historical materials prepared throughout the United States by workers on the Historical Records Survey of the Work Projects Administration. Each state department, institution, or other agency will be represented by a separate section of the inventory; the sections for functionally related agencies will be grouped in series.

The Historical Records Survey program was undertaken in the winter of 1935-36 for the purpose of providing useful employment to needy unemployed historians, lawyers, teachers, and research and clerical workers. In carrying out this objective, the project was organized to compile inventories of historical materials, particularly the unpublished government documents and records which are basic in the administration of local government, and which provide invaluable data for students of political, economic, and social history. Up to the present time approximately 1,800 Survey publications have been issued throughout the country. The archival guide herewith presented is intended to meet the requirements of day-to-day administration by the officials of the State, and also the needs of lawyers, businessmen and other citizens who require facts from the public records for the proper conduct of their affairs. The volume is so designed that it can be used by the historian in his research in unprinted sources in the same way he uses the library card catalog for printed sources.

The inventories produced by Historical Records Survey projects attempt to do more than merely give a list of records--they attempt to sketch in the historical background and to describe precisely and in detail the organization and functions of the agencies whose records they list. The inventories for the entire country will, when completed, constitute an encyclopedia of state and local government as well as a bibliography of state and local archives.

The successful conclusion of the work of the Historical Records Survey, even in a single agency, would not be possible without the support of public officials, historical and legal specialists, and many other groups in the community. Their co-operation is gratefully acknowledged.

The Survey program was organized by Luther H. Evans who served as Director until March 1, 1940, when he was succeeded by Sargent B. Child. The Survey operates as a Nation-wide series of locally sponsored projects in the Division of Community Service Programs, of which Mrs. Florence Kerr, Assistant Commissioner, is in charge.

HOWARD O. HUNTER
Commissioner of Work Projects

Sept (M. V. Library)

Jan. 1961

PREFACE

The Historical Records Survey was created in the winter of 1935-36 as a Nation-wide Works Progress Administration project for the "discovery, preservation and listing of basic materials for research in the history of the United States."¹ Under the direction of Dr. Luther H. Evans, the Survey undertook an extensive program for the inventory of state and local archives, early American imprints, church archives, and collection of manuscripts. Pursuant to the provisions of the Emergency Relief Act passed June 30, 1939, the existence of the Survey as a single Nation-wide project sponsored by WPA itself was terminated August 31, 1939; and the work of the Survey was continued within the individual states by locally sponsored projects operating within the National WPA Historical Records Survey which continued under the direction of Dr. Evans until his resignation and the subsequent appointment of Sargent B. Child as National Director on March 1, 1940.

The North Carolina Project of the Federal Historical Records Survey was established February 1, 1936, with Dr. C. C. Crittenden, Secretary of the North Carolina Historical Commission, as director. Until November 1936 the Survey operated as an autonomous unit of the Federal Writers' Project, directed in North Carolina by Edwin Bjorkman. Dr. Crittenden resigned as State Director June 30, 1937, and was succeeded by Dan Lacy, who had previously served as Assistant State Director. The work of the North Carolina unit of the Historical Records Survey was continued by the North Carolina Historical Records Survey Project established September 1, 1939, and sponsored by the North Carolina Historical Commission. Mr. Lacy resigned as State Supervisor on April 2, 1940, to accept an appointment as Assistant to the Director of Historical Records Survey Projects in Washington, D. C., and was succeeded by Colbert F. Crutchfield, who resigned on December 7, 1941 to accept a position as State Supervisor of Research and Records Program in North Carolina. He was succeeded by M. A. Rushton, Jr., as Acting State Supervisor.

The Inventory of the State Archives of North Carolina is being published in nine functional groups or series, namely: I, General Governmental Agencies; II, Agencies of Fiscal Control; III, Courts and Law Enforcement Agencies; IV, Regulatory Agencies; V, Public Works Agencies; VI, Agricultural and Conservational Agencies; VII, Educational Agencies and Institutions; VIII, Social Service Agencies; and IX, Miscellaneous Agencies. The order of offices within each group is based partly on age, partly on importance, but chiefly on functional relationships with other offices in the same group. The present section, the inventory of the records of the State Planning Board, No. 7, Series I, General Governmental Agencies, gives the structural organization and evolution of the office, its powers and duties, and the housing, care, and accessibility of its records. The record series of the agency are described in entries

1. Works Progress Administration, Operating Procedure No. W-2, Revised July 2, 1937.

1-8, which show the title of the record, dates for which available, quantity, labeling and variant titles, description of contents, manner of arrangement, indexing, nature of recording, size of volumes or containers, and location.

The present inventory is based on a field survey made in January 1940 when Dan Lacy was state supervisor of the Project and Colbert F. Crutchfield was assistant state supervisor. The inventory was prepared under the immediate supervision of Branson Marley, who was at that time assistant project supervisor in charge of public archives. Field work was done by Nelson T. Worley and James W. Parker. The inventory was read for the sponsor by Dr. C. C. Crittenden of the North Carolina Historical Commission and was edited by the central office staff. The Survey is indebted to T. S. Johnson and Stanley Stevens, of the State Planning Board, for their generous co-operation in the work.

M. A. RUSHTON, JR.
Acting State Supervisor
North Carolina Historical Records
Survey Project

March 1942

ABBREVIATIONS, SYMBOLS, AND EXPLANATORY NOTES

p., pp.	page (s)
s., ss.	section (s)
<u>v.</u>	<u>versus</u>
vol. (s)	volume (s)
--	current or to date

Exact titles of records are written in all capitals without brackets, as in entry 2.

Explanatory titles, written with initial capitals, and enclosed in brackets, have been added to exact titles which are misleading or which are not sufficiently descriptive of record content, as in entry 3.

Descriptive titles, written in all capitals and enclosed in brackets, have been assigned to records having no exact titles on volumes or containers, as in entry 1.

If units of a record have distinguishing numbers, letters, or other labeling, such labeling is indicated in parentheses following the statement of quantity in the title line.

A title-line cross reference is used in the entry for a record if a part of the record is kept for a period of time in the same volume or container with another record and consequently appears physically in another entry. It brings into the title line of the entry for a record any separate parts and shows in what other entries these parts are contained, as in entry 1.

A body-of-entry cross reference, appearing in the entry containing the part and referring to the entry describing the record, is used to complement each title-line cross reference.

Third-paragraph cross references are used to indicate relationship between records or to refer to records of similar nature described in other entries.

Dimensions of volumes or record containers are given in inches.

Number of papers contained, as shown in title lines, is the approximate total number covered by the entry.

Unless otherwise indicated the condition of the record is assumed to be good or excellent.

All records were housed, at the time of the survey in March 1940, in the State Planning Board's offices in the New State Office Building, Raleigh, N. C.

STATE PLANNING BOARD

1. Structural Organization and Evolution

On January 26, 1935, the Governor of North Carolina, in response to the suggestion of the National Resources Board, an agency of the United States Government, designated certain heads of departments and certain citizens of the State as a State Planning Board. The Federal authorities requested that the board be given a statutory recognition, whereupon the General Assembly approved the State Planning Board as an advisory agency of the State under the direction of the Governor, and decreed that each member of the board should be a "Commissioner for special purpose" under the State constitution. The same members of this special board, originally appointed by the Governor, were made members of the board as created by legislative enactment, and served without pay at the pleasure of the Governor, who filled vacancies occurring for any reason.¹

In 1937 the State authorized the continuance of the work of the State Planning Board and established it in its present form as an advisory agency of nine members under the supervision of the Governor. Five members must be chosen from State officials or heads of departments, one of whom shall be director of the Department of Conservation and Development; at least one representative from the University of North Carolina must be included; the remaining members may be chosen from other citizens of the State. The members are appointed by the Governor and serve without pay, except for reasonable expenses incurred in the performance of duties and authorized by the board, which are to be paid out of any funds available.² The Governor appoints a chairman for the board and the board elects one of its members to serve as secretary-treasurer. The board may appoint employees and fix their compensation.³

2. Powers and Duties

The State Planning Board was originally empowered to make investigations and to give information on all matters concerning Federal or State agencies. It was the duty of the State Planning Board to collect data concerning various projects in the State which in its opinion were proper and useful for development within the scope of the various agencies of the State and Federal Government and for which funds were or might be made available.⁴

Under the revised Act of 1937, the State Planning Board is empowered to make studies relating to the general development of the State; to present from time to time the results of such studies in the

1. Public Laws of North Carolina, 1935, c. 488, s. 1, hereafter cited as Public Laws.

2. Ibid., 1937, c. 345, s. 2.

3. Ibid., s. 3.

4. Ibid., s. 2.

(Housing, Care, and Accessibility of Records)

(1, 2)

form of reports, plans, maps, and recommendations relative to the conservation, wise use, and plain development of the human and natural resources of North Carolina;⁵ to adopt, in co-operation with other agencies, either Federal, State, regional, county, or municipal, such plans and recommendations as it may deem necessary to accomplish common purposes;⁶ to furnish information to the Governor, to the General Assembly, or to other State, county, or municipal officials on matters relating to State planning and to prepare and submit drafts of maps for carrying out any plans that they may adopt;⁷ to accept and to disburse, with the approval of the Director of the Budget, all contributions by any State or Federal agency or by public or private endowment;⁸ to adopt rules and regulations that it may deem proper and necessary; and to contract individuals or corporations for any special services that it may require.⁹

The State Planning Board is required to keep a public record of all its proceedings.¹⁰

3. Housing, Care, and Accessibility of Records

The records of the State Planning Board relative to general problems of State, regional, and national planning were at the time of the survey housed in the offices of Mr. T. S. Johnson, consultant to the State Planning Board, located in rooms 243 and 246 of the New State Office Building, which space is allotted to the Department of Conservation and Development. The building, constructed in 1938-39 of steel, stone, brick, and concrete, is considered to be 100 percent fireproof. All offices have terrazo floors and steel casement windows.

Conditions of storage and facilities for use of records are unusually good. The offices are large, light, and well-ventilated. There is ample space for additional filing equipment.

1. [MINUTES], 1936--. In Correspondence, entry 2. Minutes of meetings of the board showing roster of members present and business transacted.

2. CORRESPONDENCE, 1936--. 9,000 letters in 3 file drawers (dated and labeled by contained letters of alphabet). General correspondence relative to business of State Planning Board. Also contains [Minutes], entry 1. Arranged alphabetically by subject. No index. Typed and handwritten. 12 x 14 x 27.

5. Public Laws, 1937, c. 345,
s. 4.

6. Ibid., s. 5.

7. Ibid., s. 2.

8. Ibid., s. 7.

9. Ibid., s. 3.

10. Ibid., s. 7.

(3-8)

3. N[orth] C[arolina] STATE PLANNING BOARD, GENERAL, 1936--.
33,000 papers in 11 file drawers (labeled by contained numbers).
Subtitled by subject.

Booklets, pamphlets, bulletins, briefs, plans, and reports relative to planning elements of State and National planning, and completed and proposed work of the board. Arranged by subject and numbered. For index, see entry 4. Typed on mimeographed forms; typed on printed forms; typed on printed heads. 12 x 14 x 27.

4. FILING INDEX, undated. 1 page.

Numerical subject index to North Carolina State Planning Board General, entry 3, showing general subject, specific subject thereunder, and subject number. Arranged numerically by subject number. Typed. 10 x 15 x $\frac{1}{2}$.

5. [MISCELLANEOUS STATISTICAL MATERIAL AND CORRESPONDENCE],
1936-37. 4,000 papers in 1 file drawer.

Correspondence, questionnaires, and pamphlets sent by city officials and individuals in North Carolina and other states from whom the board requested statistical data on natural and social conditions. Arranged in folders by subject. No index. Typed and handwritten on mimeographed forms. 12 x 13 x 24.

6. [CITY AND COUNTY DATA], 1930-35. 4,000 papers in 8 bundles.

Financial and general data concerning cities, towns, and counties of North Carolina used in compiling publications, copies of which are to be placed at the University of North Carolina, State College, Duke University, and the office of the State Planning Board. Includes statistics on population, present indebtedness, defaults, real and personal taxable property, industrial facilities, composition of population by age, color, income classes, and education. Arranged alphabetically by name of county or town. No index. Typed on mimeographed forms. $8\frac{1}{2}$ x 11 x 3.

7. [NATIONAL INVENTORY OF WORK PROJECT REPORTS], 1935-37.
1 box.

Reports on needed work projects in North Carolina to be sponsored by the board in co-operation with the Work Projects Administration, showing for each project priority, character, total estimated cost, amount included for purchase of land or supplies, and capacity for producing revenue. Arranged alphabetically by name of town or county. No index. Typed on mimeographed forms. 10 x 15 x 15.

For work papers, see entry 8.

8. [WORK PAPERS], 1935-37. 300 sheets in 3 boxes.

Work papers used in compiling reports on work projects. No obvious arrangement. No index. Handwritten and typed. 10 x 15 x 15.

For reports, see entry 7.

I N D E X

(Acc-Sta)

(Underlined numbers refer to pages; other numbers refer to entries.)

- Accessibility
 - records, 2
- Act of 1937, 1
- Booklets, 3
- Briefs, 3
- Budget
 - Director, 2
- Bulletins, 3
- Care
 - records, 2
- Chairman, 1
- Cities
 - data, 6
 - defaults, 6
 - indebtedness, 6
 - industrial facilities, 6
 - population, 6
 - taxable property, 6
- Conditions
 - natural and social, 5
- Conservation
 - natural resources, 2
- Correspondence
 - general, 2
 - miscellaneous, 5
- Counties
 - data, 6
 - defaults, 6
 - indebtedness, 6
 - industrial facilities, 6
 - population, 6
 - taxable property, 6
- Data
 - city, 6
 - conditions
 - natural and social, 5
 - financial, 6
 - county, 6
- Defaults
 - city and county, 6
- Department of Conservation and Development, 1-2
- Development, 2
- Director of the Budget, 2
- Duke University, 6
- Duties, 1-2
- Evolution, 1
- Filing index, 4
- Financial data
 - city and county, 6
- Housing
 - records, 2
- Indebtedness
 - city and county, 6
- Index
 - general, 4
- Industrial facilities
 - city and county, 6
- Inventories
 - work project reports, 7,8
- Investigations, 1
- Johnson, T. S., 2
- Maps, 2
- Meetings
 - minutes, 1-2
- Members, 1
- Minutes, 1-2
- National Resources Board, 1
- National planning
 - general, 3
- National inventory of work project reports, 7-8
- Natural conditions, 5
- Natural resources
 - conservation, 2
- New State Office Building, 2
- Organization, 1
- Pamphlets, 3, 5
- Plans, 2, 3
- Planning
 - general, 3
- Population statistics, 6
- Powers and duties, 1-2
- Proceedings, 2
- Purpose of State Planning Board, 2
- Publication data, 6
- Questionnaires, 5
- Records, 1-8
 - housing, care, and accessibility, 2
- Reports, 3
 - work projects, 7-8
- Salaries, 1
- Social conditions, 5
- State College, 6
- State planning
 - general, 3
- Statistics
 - data, 5
 - population, 6

Index

(Stu-Wor)

Structural organization and
evolution, 1
Studies, 1-2
Taxable property
city and county, 6

University of North Carolina, 1,
6
Vacancies, 1
Work Projects Administration, 7-8
Work projects reports, 7-8

NORTH CAROLINA HISTORICAL RECORDS SURVEY

List of Publications

THE HISTORICAL RECORDS OF NORTH CAROLINA: THE COUNTY RECORDS:

- Vol. 1. Alamance through Columbus. (26 counties, xi, 491 p. printed, March 1938)
- Vol. 2. Craven through Moore. (40 counties, xi, 568 p. printed, August 1938)
- Vol. 3. Nash through Yancey. (37 counties, x, 760 p. printed, October 1939)

INVENTORY OF THE STATE ARCHIVES OF NORTH CAROLINA:

- Series 2. Agencies of Fiscal Control:
No. 4. Local Government Commission. (iv, 32 p. mimeo., March 1941)
- Series 4. Regulatory Agencies:
No. 1. Utilities Commission. (vi, 72 p. mimeo., March 1942)
No. 3. Insurance Department. (iv, 78 p. mimeo., August 1940)
No. 4. State Board of Alcoholic Control. (iv, 12 p. mimeo., November 1939)
No. 5-27. Licensing Boards. (vii, 123 p. mimeo., June 1941)
- Series 8. Social Service Agencies:
No. 1. North Carolina Board of Health. (vi, 121 p. mimeo., December 1941)
No. 20. Stonewall Jackson Manual Training and Industrial School. (iv, 12 p. mimeo., January 1941)
- Series 9. Miscellaneous Agencies:
No. 1. North Carolina Historical Commission. (iv, 13 p. mimeo., September 1940)
Nos. 2-4. State Library, Library Commission of North Carolina, and State Board of Elections. (vii, 27 p. mimeo., November 1941)
No. 5. Board of Advisers of the Veterans Loan Fund. (iv, 22 p. mimeo., April 1940)
No. 10. North Carolina Rural Electrification Authority. (iv, 9 p. mimeo., January 1940)

MANUSCRIPT PUBLICATIONS:

Guide to Depositories of Manuscript Collections in North Carolina. (18 p. printed, 1940)

Guide to Manuscript Collections in the Duke University Library. (v, 165 p. mimeo., June 1939)

Guide to the Manuscripts in the Southern Historical Collection of the University of North Carolina. (viii, 204 p. printed, 1941)

Guide to the Manuscript Collections in the Archives of the North Carolina Historical Commission. (v, 216 p. printed, 1942)

A Calendar of the Bartlett Yancey Papers in the Southern Historical Collection of the University of North Carolina. (iv, 48 p. mimeo., February 1940)

INVENTORY OF THE CHURCH ARCHIVES OF NORTH CAROLINA:

Southern Baptist Convention:

North Carolina Baptist State Convention:

- Alleghany Association. (vi, 12 p. mimeo., March 1940)
- Brunswick Association. (vi, 23 p. mimeo., January 1941)
- Central Association. (vi, 40 p. mimeo., February 1941)
- Flat River Association. (vi, 39 p. mimeo., February 1941)
- Raleigh Association. (vi, 56 p. mimeo., July 1940)
- Stanly Association. (vi, 33 p. mimeo., February 1941)
- Yancey Association. (vii, 45 p. mimeo., February 1942)



