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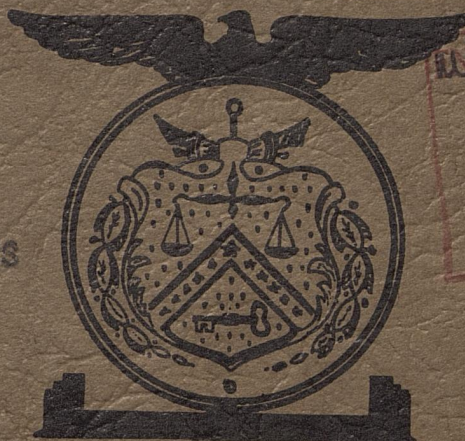


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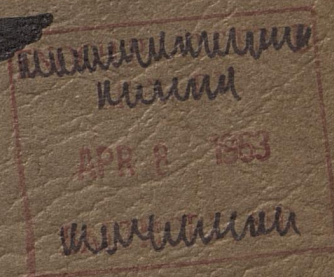
INVENTORY  
OF  
FEDERAL ARCHIVES  
IN  
THE STATES

SERIES — III  
DEPARTMENT  
OF THE  
TREASURY  
NO 5  
CALIFORNIA

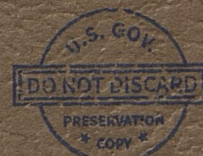


GOVERNMENT PUBLICATIONS

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PART-I



SURVEY OF FEDERAL ARCHIVES  
WORK PROJECTS ADMINISTRATION

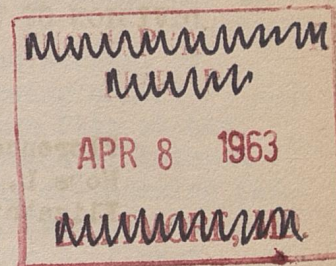


INVENTORY OF FEDERAL ARCHIVES IN THE STATES

Prepared by

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

The National Archives  
Cooperating Sponsor



SERIES III. THE DEPARTMENT OF THE TREASURY

NO. 5. CALIFORNIA

PART 1 OF 4 PARTS

San Francisco, California  
The Survey of Federal Archives  
1940



# THE SURVEY OF FEDERAL ARCHIVES

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The Inventory of Federal Archives in the States is one of the products of the Survey of Federal Archives, which operated as a nation-wide project of the Work Projects Administration from January 1, 1936 to June 30, 1937, and has been continued in California since that time as a state project of that Administration and of the Work Projects 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.

In California the work of the Survey was under the direction of Mr. Charles L. Stewart, Regional Director for California and Nevada, from its inception until June 30, 1937. From that time until September 1, 1937 the work was under the supervision of Mrs. Thelma Ziemer, State Director of the Historical Records Survey. Since then Mr. Cyril E. Paquin has been in charge of the state project. This Inventory of the records of the Department of the Treasury was prepared in the San Francisco office of the Survey and was edited before final typing by Mr. Erik Achorn and Miss Elizabeth Edwards of the Washington office.

San Francisco, California  
October 15, 1940

Cyril E. Paquin, State Supervisor  
Survey of Federal Archives  
in California



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THE OFFICE OF  
COMMISSIONER OF  
ACCOUNTS & DEPOSITS

---



OFFICE OF THE COMMISSIONER OF ACCOUNTS AND DEPOSITS

LOS ANGELES

BRANCH DISBURSING OFFICE

- (A) Furniture Exchange Bldg., 1206 S. Santee St.
- (B) 939 South Broadway Bldg.
- (C) Temple Emanuel Bldg., 635 S. Manhattan Place
- (D) Bess Dickenson Bldg.

This branch office was established on August 15, 1935 to serve Los Angeles County in the disbursement of Federal Emergency Relief funds. It has jurisdiction over Los Angeles County. Reports and some correspondence are sent to Washington. So-called useless papers are retained until authority for their disposition is received from Washington.

1. INDEX, TREASURY PURCHASE SYMBOL AND STATE RELIEF ADMINISTRATION, Nov. 1935 - 1936. Showing purchase order number, date of purchase, name and address to whom sent, and full description of article, equipment or furniture. Filed alphabetically, by name of equipment. (Daily, official.) 3 x 5 cards 2 in., on desk. SE. room, 2d floor (Bldg.C). (4799)

2. INDEX, STATE EMERGENCY RELIEF ADMINISTRATION, Nov. 1935 - June 1936. Showing purchase order number, date of purchase, name and address to whom sent, and full description of article, equipment or furniture. Filed alphabetically, by name of equipment. (Never.) 3 x 5 cards, 9 in., on desk. SE. room, 2d floor (Bldg.C). (4801)

3. CONSOLIDATED CROSS INDEX, Aug. 1935 to date. Supplemented with numerals placed after each subject, for reference to pages in volumes containing letters and bulletins from Washington. Arranged alphabetically, by subject and name of each Washington official whose signature appears in the classified volumes. (Frequently, official.) 8 x 10½ roll book, ½ in., in desk. W. center room, 8th floor (Bldg.A). (3595)

4. REGULATION AND PROCEDURE INDEX AND RECORD, Aug. 1935 to date. Of all authorizations, instructions, rules and regulations, emanating from Washington; a brief statement of the rule or regulation sought, and also a reference to the circular number, manual number and page, or other source of information. (Daily, official.) 3 x 5 cards, 5 ft. 5 in., in wooden desk. 5th floor (Bldg.A). (3481)



5. INDEX, REGISTER OF REQUISITIONS, May 26, 1936 to date. Showing requisition number, description of item, and name of person signing requisition. Filed chronologically. (Daily, official.) 9 x 14½ loose-leaf book, ½ in., on desk. N. center room, 2d floor (Bldg. D). (4686)

Administrative Section

6. CORRESPONDENCE AND GENERAL FILE, 1935 to date. Records of supplies, bills of lading, telegrams, leases, furniture and equipment, power expense, pay roll schedules, stamp purchases, inter-office requisitions, and general correspondence. Arranged alphabetically, by subject. (Occasionally, official.) 9 x 15 folders, 1 ft. 8 in., in steel filing case. NW. room, 5th floor (Bldg. A). (3491)

7. ENCUMBRANCES, 1935 to date. Showing anticipated disbursements; notices of miscellaneous encumbrances; schedules of disbursements; public vouchers for reimbursement of travel and other expenses including per diem, encumbrance cancellations, rents, and pay rolls. Arranged numerically, by encumbrance number. (Daily, official.) 9 x 15 folders, 9 in., in filing case. NW. room, 5th floor (Bldg. A). (3494)

8. RECORD OF ENCUMBRANCES, APPROVED VOUCHERS, AND ADVICE OF ALLOTMENT, 1935 to date. Record of encumbrances and vouchers transmitted to State Accounts Office, showing date, reference number, audited liquidation vouchers, authorized unencumbered balance of allotment and copy of advice of allotment. Arranged numerically, by encumbrance number. (Daily, official.) 9 x 15 folders, 1 in., in filing case. NW. room, 5th floor (Bldg. A). (3489)

9. REPORT OF ADMINISTRATIVE OBLIGATIONS, 1935 to date. Daily record of amount of encumbrance, personal service pay roll, supplies, equipment, telephone, travel expense, freight, rentals, and miscellaneous obligations. Arranged numerically, by encumbrance number. (Daily, official.) 9 x 15 folders, 1 in., in wooden desk. NW. room, 5th floor (Bldg. A). (3492)

10. REQUISITIONS, 1935 to date. For supplies and equipment for the State Accounts Office, purchase orders, receiving and inspection reports, and public vouchers for purchases other than personal. Arranged numerically, by requisition number. (Daily, official.) 9 x 15 folders, 1 ft. 2 in., in steel filing case. NW. room, 5th floor (Bldg. A). (3490)

11. PRODUCTION STATISTICS, Jan. 1, 1936 to date. Showing number of documents handled daily as authorizations, allotments, requisitions, purchase orders, and miscellaneous encumbrances. Arranged chronologically. (Bimonthly, official.) 9 x 15 loose sheets, 1 in., in wooden desk. NW. room, 5th floor (Bldg. A).



## Administrator's Records

12. ADVICE OF CHANGE IN PROJECT AUTHORIZATION AND ALLOTMENT, 1935 to date. Showing character and purpose of work and total amounts of allotments recorded. Arranged numerically, by authorization symbol number and official Works Progress Administration project number. (Frequently, official.) 5 x 8 loose sheets, 1 ft. 8 in., in 2 drawers of steel card cabinet. N. center room, 5th floor (Bldg. A). (3509)

13. MISCELLANEOUS REPORTS, 1935 to date. Reports, vouchers, check sheets, and confidential records pertaining to daily cash position and balances of all departmental or agency accounts, administrative pay rolls, overtime and all daily work of this department, including transportation, expenses, and security wage scale. (Daily, official.) 8½ x 11 folders, 1 ft., in filing case. N. center room, 5th floor (Bldg. A). (3507)

14. RECORD OF REPORTS FORWARDED, 1935 to date. Giving date, time, method of delivery, and name and nature of report. Arranged chronologically. (Daily, official.) 3 x 5 cards, 1 in., on desk. N. center room, 5th floor (Bldg. A). (3506)

15. STATE EMERGENCY RELIEF ADMINISTRATION FILE, 1935 to date. Telegrams, correspondence, schedules, tabulations, and audits, pertaining to the State Emergency Relief Administration personnel efficiency, and other confidential matters relating to the executive administration of this office. Arranged chronologically. (Daily, official.) 8½ x 11 folders, 1 ft., in filing case. N. center room, 5th floor (Bldg. A). (3508)

## Administrative Assistant's Records

16. GENERAL CORRESPONDENCE, Aug. 31, 1935 to date. Telegrams, reports, time sheets, and correspondence pertaining to administration personnel, and general office business. (Occasionally, official.) 8½ x 11 folders, 4 ft., in steel filing case. N. center room, 8th floor (Bldg. A). (3602)

17. STOP PAYMENT FILE, Aug. 31, 1935 to date. List of names of persons or firms for whom payment on checks has been stopped, because of loss, overpayment, theft or submitted in error, and proper authorizations for same. Filed alphabetically, by name of person or firm. (Frequently, official.) 8½ x 11 folders, 4 ft., in 2 drawers of steel filing case. N. center room, 8th floor (Bldg. A). (3603)

Accounting and Bookkeeping Section

18. CHECKING ACCOUNT CERTIFICATES OF DEPOSITS, Apr. 1935 to date. Form 6599, showing name, address and title of depositor, date,



amount deposited, name and location of depository - whether bank or U. S. Treasury, deposit number, name of officer to be credited, and certification by assistant cashier of bank or Treasury. Arranged numerically, by symbol number. (Occasionally, official.)  $3\frac{1}{2}$  x 8 bundles, 3 ft., in wooden filing case. Rs. 704-706 (Bldg. B). (5635)

19. CORRESPONDENCE, Apr. 1935 to date. Correspondence and telegrams pertaining to agents, cashiers, central office, Agriculture, General Land Office, Indian agencies, Internal Revenue, National Park Service, Procurement Division, Veterans' Administration, and lost checks. Arranged alphabetically, by department. (Daily, official.)  $9\frac{1}{2}$  x  $11\frac{3}{4}$  folders, 5 ft., in 5 steel drawers. Rs. 704-706 (Bldg. B). (5622)

20. CURRENT ACCOUNTS, Apr. 1935 to date. Form 1019, showing name and title of officer accountable, department and bureau, station, class of account, period covered, appropriation, fund and account, title, balance due from last account, receipts, accountable warrants, collections and adjustments, balance due United States, and totals of disbursing and collection cash account, and signature of the assistant disbursing officer under his official bond. Filed chronologically and arranged numerically, by symbol number. (Frequently, official.)  $9\frac{1}{2}$  x 12 folders, 2 ft. 6 in., in 2 drawers of steel filing case. Rs. 704-706 (Bldg. B). (5634)

21. DAILY SUMMARY OF DISBURSEMENTS, Apr. 1935 to date. Form 1692, showing location of disbursing office, symbol number, date, lot number, amount Dr. 03.31, control account Cr. 03.11, transfers and refunds, and debit appropriation or other accounts. Arranged chronologically. (Daily, official.)  $8\frac{1}{2}$  x  $10\frac{1}{2}$  loose sheets, 2 ft. 2 in., in 3 steel drawers. Rs. 704-706 (Bldg. B). (5625)

22. LEDGER, Apr. 1935 to date. Form 1014-M, showing account, date, description, debit, credit, and balance. Arranged numerically, by symbol number. (Daily, official.) 11 x  $16\frac{1}{2}$  loose-leaf books (6), 1 ft. 6 in., in safe. Rs. 704-706 (Bldg. B). (5638)

23. NOTICE TO REMAIL CHECKS, Apr. 1935 to date. Form 991, showing corrections made on payee's record card upon request for remailing of check to new address, showing check and symbol numbers, amount, and date remailed. Arranged alphabetically, by name of payee. (Occasionally, official.)  $5\frac{1}{4}$  x 8 loose sheets, 1 ft. 1 in., in filing case. Rs. 704-706 (Bldg. B). (5636)

24. PROGRESS SHEETS, Apr. 1935 to date. Form 1691, showing location of disbursing office, symbol, date, lot number, schedule number, number of vouchers and checks, amounts, appropriations and accounts charged, and complete history of the routine of checks issued. Arranged numerically, by lot number. (Frequently, official.)  $8\frac{1}{2}$  x  $10\frac{1}{2}$  loose sheets, 5 ft. 4 in., in 3 steel drawers. Rs. 704-706 (Bldg. B). (5623)



25. PROOF OF DEPOSITORY BALANCE, Apr. 1935 to date. Form 5022, showing symbol number, period and date, balance to official credit as shown by treasurer's statement for the month, balance to official credit as claimed by officer, outstanding checks paid and canceled, check number, and amount and symbol of each check. Arranged chronologically and filed numerically, by symbol number. (Occasionally, official.) 9 x 14 loose sheets, in filing cases. Rs. 704-706 (Bldg. B). (5628)

26. SCHEDULE OF ADJUSTMENTS, Apr. 1935 to date. Form 1081, showing schedule and lot numbers, which department's or establishment's funds are to be debited and credited, by whom paid, name, title and place, period, appropriation and fund to be debited or credited, voucher number, amount, summary, by whom paid, check number, date, amount on Treasury of the United States in favor of United States, and date received. Arranged chronologically. (Daily, official.)  $8\frac{1}{2}$  x  $10\frac{1}{2}$  loose sheets, 2 in., in filing case. Rs. 704-706 (Bldg. B). (5632)

27. SCHEDULE OF CANCELED CHECKS, Apr. 1935 to date. Form 1044, showing department or establishment, bureau or office schedule number, by whom received, title and station, period, symbol number, date issued, check number, name of payee, reason for cancellation, amount, fund to be credited, date, and by whom forwarded, and title. Arranged chronologically. (Daily, official.)  $8\frac{1}{2}$  x  $10\frac{1}{2}$  loose sheets, 4 in., in steel filing case. Rs. 704-706 (Bldg. B). (5630)

28. SCHEDULE OF DISBURSEMENTS, Apr. 1935 to date. Form 1064, showing lot number, department or establishment, bureau or office, date paid, by whom paid, title or rank, station period, symbol number, bureau schedule number, date sheet was prepared, disbursing officer's voucher number, bureau or office voucher number, payee, symbol of appropriation or fund, amount, and signature and title of certifying officer. Arranged chronologically and filed numerically. (Frequently, official.)  $8\frac{1}{2}$  x  $10\frac{1}{2}$  loose sheets, in 3 steel drawers. Rs. 704-706 (Bldg. B). (5624)

29. SCHEDULE OF UNCOLLECTIBLE CHECKS, Apr. 1935 to date. Form 1044, showing department or establishment, bureau or office, date and by whom check was received, title and station, period, symbol number, remitter, reference or receipt number, purpose, amount, and fund to be charged. (Rarely, official.)  $8\frac{1}{2}$  x  $10\frac{1}{2}$  loose sheets, 1 in., in filing case. Rs. 704-706 (Bldg. B). (5631)

30. SUMMARY AND SCHEDULE OF COLLECTIONS, Apr. 1935 to date. Forms 1044 and 1693, showing department or establishment, bureau or office, schedule number, by whom received, title and station, symbol number, date received, remitter, purpose, amount, fund to be credited, forwarded by whom, title, and forwarding date. Arranged chronologically and filed numerically, by schedule number. (Daily, official.)  $8\frac{1}{2}$  x  $10\frac{1}{2}$  loose sheets, in 3 drawers of steel filing case. Rs. 704-706 (Bldg. B). (5629)



31. TRANSCRIPT OF RETURNED CHECKS, Apr. 1935 to date. Form 1656, showing date, check number, purpose of payment, name of payee, amount of check, address given on check and reason same was returned. Filed alphabetically, by name of payee and arranged numerically. (Daily, official.)  $3\frac{1}{2}$  x 8 loose sheets, 7 in., in wooden boxes. Rs. 704-706 (Bldg. B). (5637)

32. TRANSFERS AND JOURNAL VOUCHERS, Apr. 1935 to date. Form 1694, showing location of regional disbursing office, symbol number, date, and whether debit or credit. Filed numerically, by transfer and voucher numbers. (Daily, official.)  $8\frac{1}{2}$  x  $10\frac{1}{2}$  loose sheets, in 3 steel drawers. Rs. 704-706 (Bldg. B). (5626)

33. TRANSFERS AND REFUNDS, Apr. 1935 to date. Form 1046, showing bureau, schedule and lot numbers, department or establishment, bureau or office, by whom paid, name, title and station, period, symbol number, remitter, purpose, amount refunded and/or transferred, fund to be credited, signature and title of approving officer, and date received. Arranged chronologically. (Daily, official.)  $8\frac{1}{2}$  x  $10\frac{1}{2}$  loose sheets, 2 in., in steel filing case. Rs. 704-706 (Bldg. B). (5633)

34. TREASURER'S STATEMENT, Apr. 1935 to date. Form 5215, received from Washington, showing checking account balance for the month, and abstract of checks paid and deposits received. (Occasionally, official.) 9 x 14 loose sheets, 1 ft. 4 in., in filing case. Rs. 704-706 (Bldg. B). (5627)

#### Accounts Control Records

35. ARMY ENGINEERING AND QUARTERMASTER CORPS FILE, Sept. 1925 - Feb. 1936. Warrants, project allocations, status of allotments, reports from disbursing officer, certificates of deposit for checking accounts, transmittal memoranda, transmittal of accounting media, correspondence regarding construction and improvement of buildings, and statements of disbursements and collections. Arranged chronologically and filed alphabetically. (Daily, official.) 9 x 15 folders and bundles, 3 in., in 2 drawers of steel filing case. SE. room, 5th floor (Bldg. A). (3551)

36. CURRENT ACCOUNTS, ARMY ENGINEERS, July 1935 - Jan. 1936. Form 1022 and photostatic copy of Form 1019, reports of current accounts of captains and majors of the Engineer Corps, showing symbol number, receipts, collections, disbursements, and balance due from last account. Filed chronologically. (Frequently, official.) 14 x 17 loose-leaf book, 1 in., in filing case. SE. room, 5th floor (Bldg. A). (3531)

37. EMERGENCY RELIEF GRANTS TO STATES, Aug. 1935 - Jan. 1936. Pertaining to improvements of buildings, excavations, pipe lines, fairground improvements, storm drains and various activities of



the Emergency Relief Administration and showing description, location, official project limitation, allotment, date, amount, allotment balance, and authorization. Arranged chronologically. (Never.) 11 x 18 loose sheets, 1 in., on cabinet. SE. room, 5th floor (Bldg. A). (3546)

38. RECAPITULATION OF DAILY CONTROL RECORD, Aug. 1935 - June 1936. Showing location, date, project authorization, allotments, encumbrances, list of vouchers, and number of items. Arranged chronologically. (Daily, official.)  $8\frac{1}{2}$  x 16 loose-leaf book, 1 in., on table. SE. room, 5th floor (Bldg. A). (3554)

39. PROPERTY RECORD, EXPENDABLE AND NONEXPENDABLE, Aug. 1, 1935 - June 30, 1936. Inventory of office supplies, showing date, amount of supplies received, date and number of payment voucher, unit and total price, date and number of requisition for stock issued, section or station receiving same, quantity issued, and balance on hand. Filed alphabetically, by name of article. (Daily, official.) 5 x 8 cards, 4 in., in card cabinet. SE. room, 5th floor (Bldg. A). (3544, 3545)

40. DISBURSING CLERK'S CURRENT ACCOUNTS, Aug. 11, 1935 - June 20, 1936. Showing period dates, symbol, official bond date, name and title of accountable officer, whether for account of department, bureau or station; appropriation, fund and account titles; balance due from last account, receipts, total payments, balance now due, and signature and certification of disbursing clerk. Arranged chronologically. (Daily, official.)  $14\frac{1}{2}$  x 18 loose-leaf books, 2 ft., on table. SE. room, 5th floor (Bldg. A). (3541)

41. STATE ACCOUNTS OFFICE STATEMENT OF CONTROL ACCOUNTS, Aug. 15, 1935 - June 20, 1936. Showing period dates, accounts office, debit and credit balance accounts, balance at end of period, journal vouchers, report on cash position, trial balance, summary transactions by appropriations, and analysis of available funds, with certification and signature of accountant in charge. Arranged chronologically. (Daily, official.)  $14\frac{1}{2}$  x 22 loose-leaf book, 2 in., on table. SE. room, 5th floor (Bldg. A). (3553)

42. AUTHORIZATION LEDGER, DETAILS OF EXPENDITURES AND ENCUMBRANCES, Aug. 31, 1935 - Mar. 9, 1936. Showing expenditures, encumbrances, transmittal code, date, city, state, allotment, Works Project number, appropriation symbol, official project number, authorization number, and amount. Arranged chronologically. (Daily, official.)  $11\frac{1}{2}$  x 14 loose-leaf books (4), 8 in., on table and on steel card file case. SE. and SW. corner rooms, 5th floor (Bldg. A). (3527, 3533)



43. DAILY SUMMARY OF ALLOTMENTS, ENCUMBRANCES, AND VOUCHERS BY ALLOTMENTS, Aug. 31, 1935 - June 9, 1936. Showing date, city, state, allotments, Works Project number, encumbrance number, voucher number, appropriation symbol, official project number, and amount. Arranged chronologically. (Daily, official.)  $11\frac{1}{2}$  x 17 loose-leaf books (3), 2 ft. 8 in., on table and on steel card file. SE. and SW. corner room, 5th floor (Bldg. A). (3534, 3536)

44. DAILY REPORT OF ALLOTMENT BALANCES, Sept. 3, 1935 - June 9, 1936. Showing date, city, state, appropriation symbol, official project number, allotment, Work Projects number, unliquidated encumbrances, memoranda, unencumbered allotments, and items passed before and after cut-off. Arranged chronologically. (Daily, official.)  $11\frac{1}{2}$  x 17 loose-leaf books (4), 2 ft. 8 in., on table and on card file. SE. and SW. corner rooms, 5th floor (Bldg. A). (3535)

45. DETAILED REPORT BY APPROPRIATION ALLOCATIONS, Sept. 20 - June 20, 1935. Showing special, supplemental and revised summaries, and a detailed grand summary of all activities and complete descriptions of appropriation allocations. Arranged chronologically. (Daily, official.)  $17\frac{1}{2}$  x 25 loose-leaf books, 2 in., on table. SE. room, 5th floor (Bldg. A). (3552)

46. DISTRIBUTION OF EXPENDITURES BY OBJECTIVE CLASSIFICATIONS AND TYPE OF WORK, Sept. 30, 1935 - May 31, 1936. Copies of forms, showing location of State Accounts Office, organization and cumulative data, objective classification, type of work symbol Chart 4, reason of expenditures, type of work, location of project, grand total, and summary sheet, showing total of expenditures for the period. Arranged chronologically. (Daily, official.)  $11\frac{1}{2}$  x 14 and  $14\frac{1}{2}$  x  $15\frac{1}{2}$  loose-leaf binders (2), 4 in., on table. SE. room, 5th floor (Bldg. A). (3542)

47. SUBJECT FILE, CORRESPONDENCE, Oct. 1935 - June 1936. Forms A-6, C-3-A, C-6-1, C-6-2, and SF-1-23, and general correspondence regarding appropriations by official project numbers, detailed reports, allocations, requests for transfer of funds, employees' overtime reports, summaries and statements of miscellaneous collections, distribution of expenditures, and War Department procurements. Arranged alphabetically. (Daily, official.) 9 x 15 folders, 3 in., in steel filing case. SE. room, 5th floor (Bldg. A). (3539)

48. REGISTER OF JOURNAL VOUCHERS, COLLECTIONS AND ADJUSTMENTS, Dec. 10, 1935 - July 3, 1936. Showing date, amount, appropriation symbol, purpose of journal voucher, whether collection or adjustment; schedules of disbursements and adjustments, reduction allotments, collections from Federal Theater projects and other sources as sale of scrap material from sewing projects, overpayment of checks, contributions of Federal Civil Service employees to retirement funds, and pertaining to transfers of funds from chief



disbursing officer. Filed numerically. (Daily, official.)  $10\frac{1}{2}$  x 13 loose-leaf book, 1 in., on desk. SE. room, 5th floor (Bldg. A). (3550)

49. LIMITATION BALANCES, Jan. 31 - June 15, 1936. Showing date, appropriation symbol, project authorization number, amount of project authorization, official project number, allotments, limitations, balance of limitations, and amount of unallotted balance for project authorization. Arranged chronologically. (Daily, official.)  $14\frac{1}{2}$  x 18 loose-leaf books, 2 ft. 2 in., on table and on steel card filing case. SE. and SW. corner rooms, 5th floor (Bldg. A). (3524, 3532)

50. SUMMARY STATEMENT OF DISBURSEMENTS AND COLLECTIONS BY OFFICIAL PROJECTS, Feb. 29 - June 20, 1936. Form 1092, list of vouchers supporting schedule of disbursements and showing official project number, amount for project, for which department, bureau or officer, rank or title, by whom made, period, station and symbol number, appropriation, and net charge. Arranged chronologically, by period. (Daily, official.) 12 x 18 and 15 x  $18\frac{1}{2}$  loose-leaf books (3), 3 in., on table. SE. room, 5th floor (Bldg. A). (3543)

51. SUMMARY STATEMENT OF MISCELLANEOUS COLLECTIONS, Feb. 29 - June 30, 1936. Showing accounts office, state, city, official project, symbol and title, amount of appropriation, account originally charged and to be credited, collections of principal and interest on loans, and other cumulative and concerning data. Arranged chronologically. (Daily, official.) 12 x  $16\frac{1}{2}$  loose-leaf book,  $\frac{1}{2}$  in., on table. SE. room, 5th floor (Bldg. A). (3540)

52. SUBPURCHASE ORDERS, JOURNAL VOUCHERS, June 11 - June 30, 1936. Showing general fund receipts, amount of disbursing officer's cash, schedule of transfers, refunds, and collections, current project expenditure, available funds, certificates of deposit, and adjustment vouchers. Arranged chronologically. (Tri-monthly, official.) 8 x  $11\frac{1}{2}$  loose-leaf book, 1 in., on desk. SE. room, 5th floor (Bldg. A). (3548)

53. ACCOUNTING SECTION FILE, Jan. 1935 to date. Showing daily cash position, certificates of deposits for checking account, interoffice transmittals and office memoranda, inventory of items on hand on the 15th and last day of month, journal vouchers, daily summaries of disbursements, abstracts of allotments, and general interoffice correspondence between officials. Filed alphabetically. (Daily, official.) 9 x 15 folders and bundles, 10 in., in filing case. SE. room, 5th floor (Bldg. A). (3547)

54. DAILY SUMMARIES OF DISBURSEMENTS AND ADJUSTMENTS, Aug. 1935 to date. Forms A-20 and 1692, ten-day period reports of transfer vouchers, canceled checks, journal vouchers, regional disbursing



office accounts, and Treasury documents of authorization, Arranged chronologically. (Daily, official.) 8 x 15 loose sheets, 3 in., in filing case. SE. room, 5th floor (Bldg. A). (3529)

55. DISBURSING OFFICE LEDGER, Aug. 1935 to date. Form 1014-M, showing dates, description of debits, credits and balances pertaining to transfer of funds, checks paid out, deposits of collections, vouchers, and schedules of collections and deductions. Arranged chronologically and filed alphabetically. (Daily, official.) 11 x 16 loose-leaf binder, 2 in., in steel drawer. SE. room, 5th floor (Bldg. A). (3537)

56. COPIES OF MISCELLANEOUS REPORTS RENDERED BY DISBURSING CLERKS THROUGH TREASURY DEPARTMENT, Aug. 1935 to date. Forms A-13; 1044, 1046, 1065, 1070, 1080, 1081, 1669, 1674, 1675, 1676, 1689, 1693, 1694, 1699, 1703, and 1964, daily and 10-day periodical reports, showing collections; Treasury deposits, disbursements, statements of balances, transfers of accounts, refunds, canceled checks, moneys advanced to agent cashiers, adjustments, journal voucher entries, and transfers of refunds. (Daily, official.) 8 x 15 loose sheets; 7 in., in Shannon files on filing cabinet. SE. room, 5th floor (Bldg. A). (3530)

57. DAILY MACHINE CONTROL TABULATIONS, Aug. 31, 1935 to date. Showing date, authorization, appropriation and symbol, allotment, encumbrance, expenditure, lot number, advice number, vouchers, limitation, and summary of final disposition of various moneys received. Filed chronologically. (Daily, official.) 14½ x 17 loose-leaf books, 3 in., on table. SE. room, 5th floor (Bldg. A). (3538)

58. GENERAL LEDGER, Sept. 1935 to date. Showing status of emergency relief disbursing officer's cash, accounts receivable, current projects expenditures for stores, equipment and property, Works Progress Administration grants and allotments to various suburban localities for emergency relief, Soil Conservation Service and Agriculture Plant Industry projects. Filed according to decimal code numbers. (Daily, official.) 12 x 14½ loose-leaf binders (2), 1 ft. 4 in., on table. SE. room, 5th floor (Bldg. A). (3536)

59. MISCELLANEOUS CORRESPONDENCE, COPIES, Sept. 1935 to date. Letters, Army radiograms and telegrams to Commissioner of Accounts and Deposits, Internal Revenue agents, State Administration disbursing officers, Comptroller General of United States, General Accounting Office, and heads of other divisions. Filed chronologically and alphabetically. (Daily, official.) 9 x 15 folders (4), 3 in., in filing case. SE. room, 5th floor (Bldg. A). (3528)



60. PUNCHED TABULATING CARDS, Sept. 15, 1935 to date. Index to all mechanically tabulated documents. Arranged numerically, by project number and symbol. (Daily, official.)  $3\frac{1}{4}$  x  $7\frac{3}{8}$  cards, 111 ft. 5 in., in 120 drawers of steel filing cases. SW. corner room, 5th floor (Bldg. A). (3522)

61. TRANSCRIPTIONS BY ELECTRIC ACCOUNTING MACHINES, Sept. 15, 1935 to date. Forms B-11-D, B-14, B-15, B-16, C-3-A, SF-1, C-5, C-6, C-10, and 1092, report transcriptions, showing titles of projects, grants to states, locations, allocations, encumbrances, unencumbered balances, expenditures, type of work, objective classifications, summaries in detail of appropriated allocations and registrations of transactions, allotments, balances, and special statements. Arranged numerically. (Daily, official.) 14 x 17 loose sheets, 4 ft., in filing case. SW. corner room, 5th floor (Bldg. A). (3520)

62. MISCELLANEOUS PERSONAL FILE OF CHIEF OF ACCOUNTING DIVISION, Oct. 1935 to date. Containing copies of telegrams from Commissioner of Accounts and Deposits and Department of the Treasury; daily reports of cash balances, statements regarding overtime of employees, instructions as to long distance phone calls and office procedure, works projects ledger sheets, reports regarding abstracts, allotments, encumbrances, and other cumulative data contained in office memos, telegrams, bulletins, and forms. Filed alphabetically. (Daily, official.) 9 x 15 folders, 5 in., in steel filing case. SE. room, 5th floor (Bldg. A). (3549)

63. PROOF TABULATION LEDGER, Apr. 10, 1936 to date. Summary of trimonthly reports of allotments, allocations, and accounts, and tabulated in code. Arranged chronologically. (Daily, official.) 12 x 16 loose-leaf book, 2 in., on desk. SW. corner room, 5th floor (Bldg. A). (3521)

64. DAILY ALLOTMENT BALANCE, June 11, 1936 to date. Form B-11-B, works project abstract of allotments, showing code, dates, reference number, type of entry, allotments, expenditures, unliquidated balance, and Works Progress number. Arranged chronologically. (Daily, official.) 12 x 17 vols., 4 in., on desk. SW. corner room, 5th floor (Bldg. A). (3523)

#### Disbursing Section

65. REDRAWAL SLIPS, REGISTER OF UNNUMBERED CHECKS USED, Aug. 1935 - June 1936. Form 1690, record of checks which had to be rewritten, showing date, lot number, voucher or payment number, name of payee, amount, substitute check number, control number, and names of persons preparing and writing checks. Arranged chronologically. (Rarely, official.) 8 x  $10\frac{1}{2}$  bundles, 1 ft., on wooden shelf. SE. room, 8th floor (Bldg. A). (3601)



66. OLD PROGRESS SHEETS, Aug. 31, 1935 - June 30, 1936. Copies of Form 1691, showing lot, symbol, and schedule numbers, date, number of vouchers, numbers and amounts of checks, initials of person recording and signing checks with signatures of proof reader and paymaster. Arranged chronologically, in monthly groups. (Occasionally, official.) 2 x 10½ loose-leaf books, 1 ft. 11 in., on shelf. NE. room, vault, 8th floor (Bldg. A). (3590)

67. FEDERAL, PUBLIC WORKS ADMINISTRATION AND TREASURY PROJECT CHECKS, Aug. 31, 1935 - July 15, 1936. Copies of Form 1658-A, checks issued in payment of accounts and pay rolls on all Public Works Administration projects, showing dates, identification symbols, and names of payees. Filed numerically. (Frequently, official.) 8½ x 16½ folders, 2 ft. 4 in., on wooden shelves. SE. room, 8th floor (Bldg. A). (3599)

68. WORKS PROGRESS ADMINISTRATION PROJECT CHECKS, DISTRICT 11, Oct. 24, 1935 - July 15, 1936. Copies of Form 1658-A, checks issued in payment of accounts and pay rolls on all Works Progress Administration projects, showing date, identification symbols, and names of payees. Filed numerically. (Frequently, official.) 8½ x 16½ folders, 70 ft. 9 in., on wooden shelves. SE. room, 8th floor (Bldg. A). (3597)

69. CHECKS, COLLECTIONS, AND SPECIAL DEPOSITS, Mar. 7 - July 15, 1936. Copies of Form 1658-A, checks issued to special agents and cashiers; records of remittances sent to Washington of miscellaneous collections and special deposits, showing date, identification symbols, and by whom paid. Filed numerically. (Rarely, official.) 8½ x 16½ folder, 1 in., on wooden shelf. SE. room, 8th floor (Bldg. A). (3598)

70. APPOINTMENT SLIPS, Jan. 1935 to date. Showing date of appointment, name of person, and nature of business. Filed chronologically. (Never.) 3 x 5 slips, 6 in., on steel filing cabinet. 5th floor (Bldg. A). (3476)

71. CIRCULARS, REGULATIONS, AND COPIES ("ADMINISTRATIVE," "FLOW," AND "ACCOUNTING"), June 28, 1935 to date. Instructions and procedure information sent from Washington; also typed copies and excerpts of this material. Filed alphabetically, by subject. (Daily, official.) 11 x 12 loose-leaf books (3), 9 in., on table. 5th floor (Bldg. A). (3480)

72. PERSONNEL CORRESPONDENCE, July 1, 1935 to date. Applications, reports and other data concerning employees. Arranged alphabetically, by name. (Daily, official.) 9 x 12 folders, 2 ft., in filing case. 5th floor (Bldg. A). (3479)

73. EXCEPTIONS TO PAY ROLL, Aug. 1935 to date. General Accounting Office statement of exceptions, showing discrepancies, as



wrong classification of project and erroneous payments with copy of "Reply to Exceptions", signed by accountant and statement from the pay roll supervisor, showing certified correction attached. Arranged numerically, by voucher number. (Occasionally, official.) 5 x 8 and 8½ x 11 loose sheets, 2 ft. 5 in., in wooden boxes on wooden shelf. NE. room, vault, 8th floor (Bldg. A). (3588)

74. FEDERAL RESERVE BANK STATEMENT OF PAID CHECKS, Aug. 1935 to date. Showing date, disbursing symbol, number, amount, and total of all checks. Arranged chronologically, in monthly groups. (Occasionally, official.) 8½ x 14 bundles, 1 ft., on wooden shelf. NE. room, vault, 8th floor (Bldg. A). (3587)

75. PROGRESS SHEETS, Aug. 1935 to date. Showing schedule number, number of vouchers and checks, amounts, appropriations and accounts charged; also voucher totals, amounts of checks and appropriations, initials of person recording vouchers, and schedules and initials of person posting them. Filed chronologically. (Rarely, official.) 8 x 11 bundles, 5 ft. 3 in., on wooden shelf. SE. room, 8th floor (Bldg. A). (3600)

76. PROPERTY RECORD, Aug. 1935 to date. Showing date ordered, description of material, serial and requisition numbers, Treasury procurement symbol number, date received, vendor or source, whether borrowed or purchased, quantity, and cost. Arranged alphabetically, by name of article. Indexed. (Daily, official.) 7½ x 12½ vol., 1 in., in desk. W. center room, 8th floor (Bldg. A). (3593)

77. PROPERTY RECORDS, Aug. 1935 to date. Form 1683, requisition to Washington for blank forms, and requisitions to Works Progress Administration for supplies, showing description of materials, how many desired, and signature of disbursing clerk; Form A-8, pick-up voucher, showing quantity and cost of supplies issued; Form D-20, credit voucher, relating to property acquired; Form D-18, expenditure voucher for adjusting minor losses, destruction, breakage, or for accounting of shortages when it is believed that circumstances do not justify an investigation by a board of survey; Form D-19, debit voucher, for picking up items on property record cards, which are acquired at the station, and for which no other pick-up voucher has been executed. All voucher records show purchase order, voucher and requisition numbers, date, item number, description, amount, and signature of head supply clerk. Material received reports, showing name of vendor or vendor's agent, quantity received, description, condition of goods, and signatures of receiving clerk, disbursing clerk, and certifying officer; bills of lading, with attached correspondence between Washington and shippers relating to shipments. Arranged chronologically. (Daily, official.) 9 x 15 folders, 2 in., in desk. W. center room, 8th floor (Bldg. A). (3596)



78. SUMMARY STATEMENT OF ACCOUNT PAYMENT PERIOD, Aug. 1935 to date. Form C-10, showing date of payment, symbol numbers, title and official number of project, amount of disbursements, collections, or canceled checks, and charge for each project; summary of gross disbursement, adjustment vouchers, and signature of approving clerk. Arranged chronologically. (Occasionally, official.)  $10\frac{1}{2}$  x 17 loose sheets, 2 in., on wooden shelf. NE. room, vault, 8th floor (Bldg. A). (3591)

79. VOIDED CHECKS, Aug. 1935 to date. Showing date, check number, disposition as to whether voided or new issue made, and signature of chief examiner, with a copy of tabulations of these checks, signed by the accountant in charge and sent to the disbursing clerk for examination and return. Arranged chronologically, in monthly groups. (Never.)  $8\frac{1}{2}$  x 11 bundles, 1 ft. 2 in., on wooden shelf. NE. room, vault, 8th floor (Bldg. A). (3586)

80. CHECKS UNDELIVERED, Aug. 31, 1935 to date. Showing pay roll numbers, amounts, date, reason for nondelivery with name and address of Federal paymaster from whom received and final disposition by paymaster or remail clerk. Filed alphabetically, by name. (Daily, official.) 4 x 9 loose sheets, 1 ft. 6 in., on desk. W. center room, 8th floor (Bldg. A). (3592)

81. PROPERTY VOUCHER REGISTER, Sept. 1935 to date. Giving date, nature of property, number of voucher, requisition and form numbers, with notations. Arranged numerically, by voucher number. (Daily, official.) 6 x 10 vol., 1 in., in desk. W. center room, 8th floor (Bldg. A). (3594)

82. PROPERTY RECORD OF EXPENDABLE AND NONEXPENDABLE MATERIAL, Jan. 1, 1936 to date. Showing voucher number, quantity of article, unit price, date when issued, amount of each issue, and balance on hand after each issue; records of nonexpendable articles, showing TPS number on metal tag attached to article, department in which used, and name of person responsible for the article. (Daily, official.) Arranged alphabetically, by name of article and numerically, by TPS number. 5 x 8 cards, 4 in., on desk. SE. room, 8th floor (Bldg. A). (3589)

83. EMPLOYEE LIST, n. d. Showing names, addresses, and status of employees in State Accounts Office. Arranged alphabetically. (Never.) 3 x 5 cards, 2 ft., in 2 cardboard card cabinets. 5th floor (Bldg. A). (3478)

84. PERSONNEL RECORDS, n. d. Divided into four groups: service record cards, showing employee's name, place and date of birth, legal voting residence, marital status, and any previous Government service; Form D-5, salary record cards, showing name, office, city, state, grade, title, salary, effective date, semimonthly totals, and totals; Form 2240, leave record - Treasury Department, showing name



of employee, date of appointment, office where employed, amount of leave granted, sick or otherwise, tardy record, and salary reductions; Form 2152, showing individual record of absence for the year, employee's name, date of oath, salary, and accrued sick extension. Arranged alphabetically, by name of employee. (Daily, official.) 5 x 8 cards, 3 ft. 9 in., in 4 drawers of steel card cabinet. 5th floor (Bldg. A). (3477)

#### Assistant Disbursing Clerk's Records

85. ACCOUNTS CURRENT, Aug. 9, 1935 - July 7, 1936. Duplicates of printed forms of schedules for transferring to State Accounts Office records of collections and disbursements of Treasury funds, showing dates, symbols and identification numbers, unexpended balances, and certified to by disbursing clerk. Filed chronologically. (Rarely, official.) 9 x 11½ folders, 7 in., in filing case. NW. room, 8th floor (Bldg. A). (3605)

86. MISCELLANEOUS FILE, Sept. 4, 1935 - July 14, 1936. Reports, tabulations, bulletins, correspondence and telegrams pertaining to the functioning of official project 12-1 under the division of disbursements; notices of encumbrances, requisitions, voucher distribution slips, abstract of allotments, proof of depository balance, schedule of collection by disbursing office, instructions to department and agencies, appropriation symbol numbers, office memoranda, bills of lading, executive regulatory orders, business manager's statement of ledger accounts, administrative expense, receipts, instructions from central office regarding promotions and confidential data concerning same, work volume schedules, and various reports relative to project operations. (Rarely, official.) 9 x 11½ folders, 1 ft. 6 in., in 2 drawers of steel filing case. NW. room, 8th floor (Bldg. A). (3604)

87. SPECIAL AGENTS, CASHIERS AND BUSINESS MANAGERS APPOINTMENT APPROVALS, Feb. 4 - July 14, 1936. Letters and telegrams authorizing appointment and placement of bonded clerks qualified to handle special funds and perform duties required by the division of disbursement. Filed alphabetically, by name of appointee. (Rarely, official.) 9 x 11½ folders, 3 in., in filing case. NW. room, 8th floor (Bldg. A). (3606)

88. MISCELLANEOUS SCHEDULES, TABULATIONS AND REPORTS, Aug. 14, 1935 - July 14, 1936. Transmittals, telegrams, schedules, tabulations and reports, referring to and embracing all activities of the division of disbursements. (Occasionally, official.) 9 x 10½ folders, 2 ft. 6 in., in filing case. NW. room, 8th floor (Bldg. A). (3612)

89. APPROPRIATION LEDGER, Aug. 31, 1935 to date. Showing debits, credits, and balance of funds remaining after deducting all expenditures. Arranged alphabetically, by name of project.



(Frequently, official.) 12 x 15 vols., 2 in., in steel filing case. NW. room, 8th floor (Bldg. A). (3607)

90. DISBURSING OFFICE LEDGER, Aug. 31, 1935 to date. Showing all moneys received from the United States Treasurer or collected from miscellaneous sources, credited to accounts, and all debits, credits and balances of individual accounts. (Daily, official.) 14 x 18 vol., 2 in., on desk. NW. room, 8th floor (Bldg. A). (3611)

91. PROGRESS SHEETS, Aug. 31, 1935 to date. Tabulations of daily financial status of all projects or Government agencies for which disbursements are made by this office and showing a complete schedule of all payments, amounts of disbursements, check and voucher numbers, and balance at close of each day. Arranged numerically. (Daily, official.)  $8\frac{1}{2}$  x 11 bundles, 8 ft., in 4 drawers of steel filing case. NW. room, 8th floor (Bldg. A). (3610)

92. SIGNATURE AUTHORITY, Aug. 31, 1935 to date. Showing name of person authorized to sign pay rolls. Arranged alphabetically, by name. (Occasionally, official.) 3 x 5 cards, 6 in., in paper box. NW. room, 8th floor (Bldg. A). (3609)

93. SCHEDULES OF DISBURSEMENTS, Aug. 31, 1935 to date. Showing date, period of payment and total amount of each pay roll of projects for which disbursements are made through this office. Arranged alphabetically, by project name and filed chronologically, by date of payment. (Frequently, official.) 10 x 13 bundles, 8 ft., in 4 drawers of steel filing cases. NW. room, 8th floor (Bldg. A). (3608)

#### Pay Roll Section

94. SIGNATURES, 1935 to date. Showing names and signatures of certifying pay roll officers, title, department certifying, and name of authorizing Government agent. Filed alphabetically, by name. (Occasionally, official.) 3 x 5 cards, 1 in., in steel filing case. SW. room, 5th floor (Bldg. A). (3519)

95. PAY ROLL PROGRESS REPORT, Nov. 1935 to date. Record of all pay rolls passing through this office, giving project and appropriation numbers, organization sponsoring project, date of pay roll period, time received, time returned, and pay roll number, with examiner's signature. Arranged chronologically. (Occasionally, official.)  $8\frac{1}{2}$  x 13 and 11 x 17 bundles, 5 in., in steel filing case. SW. room, 5th floor (Bldg. A). (3518)

96. ANALYSIS OF PAY ROLLS RECEIVED IN STATE ACCOUNTS OFFICE, Jan. 1936 to date. Showing daily totals of pay rolls on hand, number sent to trouble unit, number returned to administrative



offices, and time consumed in preparing pay rolls. Arranged chronologically. (Daily, official.) 4 x 18 folders, 3 in., in steel filing case. SW. room, 5th floor (Bldg. A). (3517)

97. DAILY SUMMARIZED ANALYSIS OF PAY ROLLS, Jan. 1936 to date. Form D-52, daily report of pay rolls ready for distribution, time required for flow through State Accounts Office, and time required for pay roll to be disbursed. Arranged chronologically. (Daily, official.) 8 x 11 folders, 4 in., in filing case. SW. room, 5th floor (Bldg. A). (3516)

98. LETTERS TO TREASURY DEPARTMENT REGARDING PAY ROLLS, COPIES, Jan. 1936 to date. Outlining the routine of pay roll activities, and summaries of paymasters' duties under the direction of disbursing officer. Arranged chronologically. (Frequently, official.) 8 x 11 folders, 7 in., in steel filing case. SW. room, 5th floor (Bldg. A). (3515)

#### Examiner of Vouchers Division

99. INVITATIONS TO BID AND ACCEPTANCE, 1935 to date. Pertaining to purchases of trucks, rentals, office equipment, food supplies, lumber, pipe and fittings, gravel, sand and cement, brick, steel bars, tools, road oil, and chemicals. Arranged numerically, by contract number. (Daily, official.) 9 x 11-3/4 folders, 6 ft. 10 in., in 8 wooden boxes on wooden tables. N. center room, 5th floor (Bldg. A). (3484)

100. CORRESPONDENCE, Aug. 1930 to date. General correspondence on matters relating to all phases of the State Accounts Office activities. Arranged alphabetically. (Daily, official.) 9 x 12 folders, 4 ft., in 2 drawers of steel filing case. N. center room, 5th floor (Bldg. A). (3483)

101. PRESIDENTIAL LETTERS AND TELEGRAMS, Aug. 1935 to date. Relating chiefly to Works Progress Administration project authorizations and executive orders. Arranged numerically. (Frequently, official.) 9 x 12 folders, 4 ft. 8 in., in 3 drawers of steel filing case. N. center room, 5th floor (Bldg. A). (3482)

#### Filing Section

102. SCHEDULE OF DISBURSEMENTS, Aug. 20, 1935 - June 22, 1936. Form 1064, showing office voucher number, date of issue, payee, symbol of appropriation or fund, amount, and accounts and funds examined and O.K.'D. Filed numerically, by voucher number. (Occasionally, official.) 9 x 11 1/2 folders, 6 ft. 2 in., in 4 drawers of steel filing case. NE. room, 5th floor (Bldg. A). (3497)

103. PAY ROLLS FOR PERSONAL SERVICES, WORKS PROGRESS ADMINISTRATION AND FEDERAL PROJECTS, Sept. 16, 1935 - Feb. 29, 1936.



Showing period of service, project and symbol, name of employee, grade, classification and salary, amount earned, amount paid, check numbers, and other data pertaining to project and employees' services. Filed numerically, by project number. (Occasionally, official.) 10 x 11½ folders, 16 ft. 6 in., in 9 cardboard transfer boxes. NE. room, 5th floor (Bldg. A). (3499)

104. LIQUIDATED ENCUMBRANCES, WORKS PROGRESS ADMINISTRATION AND FEDERAL PROJECT EXPENDITURES AND PAY ROLLS, Oct. 1, 1935 - June 27, 1936. Form 1034, showing vouchers, accounting documents, notices of encumbrances, requisitions for purchase orders, and pay rolls. Filed numerically, by project number and arranged alphabetically, by name of vendor. (Frequently, official.) 10 x 11½ folders, 77 ft. 5 in., in 55 drawers of steel filing cases. NE. room, 5th floor (Bldg. A). (3496)

105. CHECKS, VERIFIED LISTS, Jan. 3 - Feb. 20, 1936. Showing name of payee, amount of payment, and name and number of examiner certifying same, with certified tabulations of totals attached. Arranged chronologically. (Never.) 8½ x 20 bundles, 6 ft., in 3 pasteboard boxes under table. NE. room, 5th floor (Bldg. A). (3505)

106. SCHEDULE OF ADJUSTMENTS BETWEEN PROJECTS, Feb. 1 - June 9, 1936. Form 1081, covering transfer of funds between projects, showing department and district whose funds are to be credited and debited, date and amount of transfer, and voucher, symbol and project numbers. Filed numerically, by voucher number. (Occasionally, official.) 10 x 11½ folders, 5 in., in filing case. NE. room, 5th floor (Bldg. A). (3498)

107. OUTSTANDING FEDERAL PROJECTS OTHER THAN WORKS PROGRESS ADMINISTRATION, 1935 to date. Copies of advice of project authorizations, notices of encumbrance, requisitions for purchase, and purchase orders. Arranged numerically, by project number. (Never.) 10 x 12 folders, 11 ft. 11 in., in 7 drawers of steel filing cases. NE. room, 5th floor (Bldg. A). (3504)

108. OUTSTANDING WORKS PROGRESS ADMINISTRATION PROJECTS, 1935 to date. Notices of miscellaneous encumbrances from control unit; notices of miscellaneous encumbrances from voucher unit of examining section, with leases, contracts, bills of lading and travel orders stamped "examined"; requisitions for purchases, purchase orders, contracts, leases from control unit of field agencies and project and voucher units of examining section; Form A-5, notice of miscellaneous encumbrance and Form A-6, requisition for purchase from field agency. Arranged numerically, by project number. (Daily, official.) 10 x 12 folders, 18 ft. 3 in., in 12 drawers of steel filing cases. NE. room, 5th floor (Bldg. A). (3500)



109. PROJECT AUTHORIZATION AND ALLOTMENTS, 1935 to date. Advices from control unit of project authorization, changes in project authorization, when allotment is made, amount, and any change in amount of allotment. Arranged numerically, by project number. (Occasionally, official.) 10 x 12 folders. 2 ft. 6 in., in 2 drawers of steel filing case. NE. room, 5th floor (Bldg. A). (3502)

110. TRANSMITTALS, 1935 to date. Copies of incoming and outgoing transmittals, showing to whom sent, date, transmittal number, number of documents, item and voucher numbers, and official and work project numbers. Arranged numerically, by transmittal number and filed alphabetically, by subject. (Occasionally, official.) 10 x 12 folders, 7 ft. 10 in., in 5 drawers of steel filing cases. NE. room, 5th floor (Bldg. A). (3501)

111. LIQUIDATED CONTRACTS, WORKS PROGRESS ADMINISTRATION AND FEDERAL PROJECTS, Oct. 1, 1935 to date. Copies of invitation, bid, and acceptance, short form contract, showing quantity, description of articles or services, unit price, total costs and conditions regarding delivery, and dated statements of award and acceptance on various purchases for projects. Filed numerically, by contract number. (Occasionally, official.) 10 x 11½ folders, 4 ft. 6 in., in 4 drawers of steel filing case. NE. room, 5th floor (Bldg. A). (3495)

112. ENCUMBRANCE CANCELLATIONS AND REDUCTIONS, 1936 to date. Copies of Form A-5-A, showing cancellation or reduction of amount of money originally granted to projects. (Never.) 8 x 10 and 8½ x 13 covers and binder, 2 in., in steel filing case. NE. room, 5th floor (Bldg. A). (3503)

#### Storage Division

113. ARMY PAY CHECKS, Aug. 2, 1935 - Feb. 28, 1936. Showing name of payee, date, amount, serial, and voucher number. (Never.) 8½ x 19½ loose sheets, 3 ft. 7 in., in 2 cardboard boxes. W. center room, basement (Bldg. A). (3616)

114. VOUCHERS, PAY ROLLS, AND TRANSMITTALS, Aug. 13, 1935 - Feb. 26, 1936. War Department vouchers and pay rolls handled by Department of the Treasury; forms pertaining to purchase, pay roll, travel vouchers, purchase and liquidated shipping orders, voucher and pay roll routing slips, personal service, Work Progress project advertising, voucher distribution contracts, finance department, material purchases, incoming transmittals, and miscellaneous encumbrances. (Never.) 5 x 7½ and 9 x 12 folders and cards, 8 ft. 10 in., in 5 cardboard boxes. W. center room, basement (Bldg. A). (3615)



115. INTEROFFICE TRANSMITTALS, Sept. 18, 1935 - Jan. 29, 1936. State Accounting Office form, showing item, official project, Work Project number, description, exact time received, and pertaining to requisition for purchase, Works Progress Administration pay rolls, requests for transfer of funds, miscellaneous encumbrances, vouchers, journal vouchers, voided checks, and schedules of disbursements. Arranged numerically. (Never.) 9 x 15 folders, 2 ft. 4 in., in cardboard box. W. center room, basement (Bldg. A). (3613)

116. ROUTE TICKETS, Oct. 10, 1935 - Feb. 15, 1936. Records of an obsolete system pertaining to routes, projects, control tabulating, stenographic, mailing, verification, bookkeeping and pay roll examining units, and general filing procedures. Arranged chronologically. (Never.) 10 x 12½ bundles (26), 7 ft. 7 in., in 2 cardboard boxes. W. center room, basement (Bldg. A). (3614)

#### Mail Section

117. PROJECT AUTHORIZATIONS, FEDERAL AND WORKS PROGRESS ADMINISTRATION, Sept. 16, 1935 to date. Excerpts from Presidential letters authorizing work projects, showing official date and number of letter, official project number, location and character of work, appropriation, check symbols, and notations of project changes and rescinding orders with authorization shown in detail. Filed numerically, by project number. (Daily, official.) 5 x 8 cards, 1 ft. 8 in., in 2 drawers of card cabinet. E. center room, 5th floor (Bldg. A). (3488)

118. DOCUMENT RECORDING BLOTTERS, Nov. 20, 1935 to date. Records of pay rolls, public vouchers, requisitions, advices of allotments, authorizations, contracts, purchase orders, pay roll routing slips, and data relative to identification and disposition of said documents. Arranged numerically. (Daily, official.) 11 x 17 loose-leaf books (7), 7 in., in steel drawers. E. center room, 5th floor (Bldg. A). (3486)

119. TRANSMITTAL MEMORANDA, Jan. 31, 1936 to date. Record of documents received and transmitted to procurement, finance or disbursing departments, showing classification of document, code, and amount of money involved. Filed numerically, by transmittal number. (Frequently, official.) 10 x 11½ folders, 1 ft. 7 in., in filing case. E. center room, 5th floor (Bldg. A). (3485)

120. DAILY REPORT OF DOCUMENTS RECEIVED AND RELEASED, Feb. 21, 1936 to date. Showing total number, type and classification of each document, and record of all authorizations, allotments, requisitions, purchase orders, contracts, public vouchers, and pay rolls in connection with Work Progress Administration and Federal projects received and released. Filed chronologically. (Daily, official.) 10 x 11½ folders, 2 in., in steel filing case. E. center room, 5th floor (Bldg. A). (3487)



## Addressograph Division

121. CHECK CARBONS, Apr. 1935 to date. Form 1658-A, showing name and address of payee, check number, amount of check, date, for what purpose, and voucher number. Arranged numerically, by symbol number. (Occasionally, official.)  $8\frac{1}{2}$  x  $16\frac{1}{2}$  loose sheets, 42 ft. 8 in., on shelves. Rs. 704-706 (Bldg. B). (5639)

122. POSTAL AND CHECK RECEIPTS, Apr. 1935 to date. Form 3877, showing name and address of addressee, description of articles, fees paid, total number of pieces listed by sender and received at post office, postmark date and time of receipts, number of checks, by whom received, and acknowledgement. Arranged alphabetically. (Daily, official.)  $9\frac{1}{2}$  x  $11\frac{3}{4}$  folders, 10 in., in steel filing case. Rs. 704-706 (Bldg. B). (5640)

Project Division

123. LIST OF PERSONNEL AND DIGEST INDEX, Apr. 1935 to date. This file is divided into two parts: listing office personnel, showing names, salary rates, titles, gradings, dates of commencement and expiration of assignment; a digest of condensed information on various subjects. Arranged alphabetically, by subject. (Frequently, official.) 3 x 5 cards, 8 in., in tray on table. NW. room, 5th floor (Bldg. A). (3573)

124. SPECIAL LETTERS, June 1935 - June 1936. Mimeographed letters, pertaining to general subjects, allocations, projects, financial reports, interdepartmental communications, Congressional mail list of suspensions, pay roll and progress reports, and data on emergency relief matters. Filed chronologically. Indexed. (Occasionally, official.)  $10\frac{1}{2}$  x  $11\frac{1}{2}$  loose-leaf book, 3 in., on steel filing case. NW. room, 5th floor (Bldg. A). (3578)

125. SYSTEM OF ADMINISTRATIVE ACCOUNTS, June 28, 1935 - Apr. 10, 1936. Coding system charts, disbursing forms index, general ledger accounts, index with pro forma entries, instructions for maintaining records, chart of general ledger and disbursing ledger accounts, regulation No. 1, for administrative procedure, and salary tables. Arranged alphabetically, by subject. Indexed. (Occasionally, official.) 11 x  $11\frac{1}{2}$  loose-leaf book, 3 in., on table. NW. room, 5th floor (Bldg. A). (3577)

126. DISBURSEMENTS, July 1935. Bulletins, schedules of procedures, instructions from the Department of the Treasury in Washington, relating to the Federal Reserve Bank, bank checks, vouchers and pay rolls, advances to travelers, payment procedures, bookkeeping, current accounts, collections, and schedules for disbursements. Filed chronologically. (Rarely, official.)  $10\frac{1}{2}$  x  $11\frac{1}{2}$  loose-leaf book, 3 in., on steel filing case. NW. room, 5th floor (Bldg. A). (3581)



127. FLOOR CHARTS, July 1 - Sept. 26, 1935. Showing allocations in chronological order under headings of Sponsor of Project, Application for Approval of Project, Advisory Committee on Allotments, Order of the President making allocation, Treasury General Accounts Office, Certified Appropriation Warrant, Advice of Allocation Administration, U. S. Treasury Department, and Accounts and Deposits. (Frequently, official.) 13 x 16 covers and charts (15), on wall. NW. room, 5th floor (Bldg. A). (3564)

128. PROCUREMENT DIVISION, July 1935 - June 1936. Circular letters, bulletins and instructions from the Department of the Treasury, to officials of this particular branch, pertaining to organization, taxes, patents, bids, requisitions, coding systems, emergency relief, itineraries, purchasing, rentals, cancellations, and interdepartmental correspondence. Filed chronologically. (Frequently, official.) 10½ x 11½ loose-leaf books (2), 6 in., on table. NW. room, 5th floor (Bldg. A). (3580)

129. RECAPITULATIONS OF DAILY CONTROL RECORDS, Aug. 1935 - Mar. 1936. Showing dates, locations, project authorizations, allotments, encumbrances, and other relative data. Arranged chronologically. (Daily, official.) 8½ x 16 loose-leaf book, 1 in., on table. NW. room, 5th floor (Bldg. A). (3567)

130. MISCELLANEOUS FILE, Aug. 10, 1935 - July 1, 1936. Regarding annual vacations and sick leave schedules, authorizations and limitations, confirmations of check audits, examiner's instructions to various employees regarding duties and responsibilities, daily records of employees, monthly reports of personnel, inventory check sheets, equipment accounting, executive orders, detailed reports of appropriation allocations, special letters, trial balances, addresses and telephone numbers of employees, abstracts from allotment letters, analyses of checks, costs, and pay rolls, notices of employment terminations, expense vouchers for travel, and miscellaneous correspondence relating to personnel and confidential matters. Arranged alphabetically, by name of subject. (Daily, official.) 9 x 15 folders, 1 ft. 4 in., in filing case. NW. room, 5th floor (Bldg. A). (3563)

131. INTERNATIONAL BUSINESS MACHINE TRANSCRIPTS, Aug. 15, 1935 - Mar. 31, 1936. Of all collections, repayments, encumbrances liquidated and unliquidated, and expenditures made for labor, relief and non-relief, by official projects under the appropriation symbol 065027, together with a list of canceled checks covering said transactions. (Occasionally, official.) 12 x 16½ loose-leaf books, 8 in., in desk. NW. room, 5th floor (Bldg. A). (3584)

132. SPECIAL AUDIT, Aug. 15, 1935 - Mar. 31, 1936. Copies of 10-day period financial statements sent to Washington, showing schedules, authorizations, allotments, expenditures, unencumbered



allotments, unliquidated Report C-1 encumbrances, analyses of official projects reflecting increases, adjustments, miscellaneous procedure segregated as to type of performance required, and exhibits and comments concerning same. Arranged alphabetically, by name of subject. Indexed. (Occasionally, official.)  $9\frac{1}{4} \times 13\frac{1}{2}$  vol., 1 in., in desk. NW. room, 5th floor (Bldg. A). (3585)

133. WORK PAPERS, Aug. 15, 1935 - Mar. 31, 1936. Miscellaneous tabulations of various accounts with records in detail, summary sheets and analyses of authorizations, allotments, expenditures, revenues, repayments, limitations, and other relative information. Arranged according to appropriation symbols. Indexed. (Occasionally, official.)  $8\frac{1}{2} \times 14$  vols. (3), 4 in., in drawer. NW. room, 5th floor (Bldg. A). (3582)

134. STATE ACCOUNTS OFFICE STATEMENT OF CONTROL, Aug. 15, 1935 - June 20, 1936. Showing period dates, debit and credit balances at end of periods, lists of journal vouchers, reports on cash position, trial balances, summary of transactions by appropriations, and analyses of available funds with certification and signature of accountant in charge. Arranged chronologically. (Daily, official.)  $14\frac{1}{2} \times 22$  loose-leaf book, 2 in., on table. NW. room, 5th floor (Bldg. A). (3557)

135. REPORTS, Aug. 16, 1935 - July 3, 1936. Telegrams and copies pertaining to instructions from Washington relative to summaries and statements of disbursements and collections, limitation balances, unpaid vouchers, transfer of funds, statement of allotments, unencumbered balances; and general interoffice correspondence. Arranged alphabetically, by subject and filed numerically, by form number. (Daily, official.)  $11 \times 11\frac{1}{2}$  loose-leaf books (3), 10 in., on table. NW. room, 5th floor (Bldg. A). (3569)

136. APPLICATIONS FOR POSITIONS, Aug. 26, 1935 - Jan. 1, 1936. Photographs and forms, giving general qualifications of applicants, record of previous employment, and references. Arranged alphabetically. (Frequently, official.)  $9 \times 11\text{-}3/4$  folders, 1 ft. 4 in., in steel filing case. NW. room, 5th floor (Bldg. A). (3561)

137. DAILY REPORT OF ALLOTMENT BALANCES, Sept. 3, 1935 - June 9, 1936. Showing date, city, state, appropriation symbol, official project number, allotment memoranda, unencumbered allotments, and items passed before and after cut-off. Arranged chronologically. (Daily, official.)  $11\frac{1}{2} \times 17$  loose-leaf books (2), 1 ft. 4 in., on table. NW. room, 5th floor (Bldg. A). (3555)

138. AUTHORIZATION SIGNATURES, Sept. 16, 1935 - June 30, 1936. Showing signatures, titles, and authorization limitations of those authorized to sign and execute pay rolls, purchase orders, and documents incident to Federal and Works Progress Administration work projects in District 11. Filed alphabetically, by name and



arranged numerically, by project number. (Frequently, official.)  
3 x 5 cards, 6 in., in card cabinet. W. center room, 5th floor  
(Bldg. A). (3511)

139. EXCERPTS FROM PRESIDENTIAL LETTERS FOR GUIDANCE OF EXAMINERS  
OF DOCUMENTS, Sept. 16, 1935 - June 30, 1936. Showing abstracts and  
excerpts regarding the authorization of work projects, and allot-  
ments of funds for their maintenance. (Occasionally, official.)  
10 x 15 folders, 7 in., in filing case. W. center room, 5th floor  
(Bldg. A). (3512)

140. NOTICES AND REPLIES REGARDING ENCUMBRANCE EXCEPTIONS FROM  
WASHINGTON OFFICE, Sept. 16, 1935 - June 30, 1936. Copies of cor-  
respondence and replies regarding notices of exceptions from Wash-  
ington. Filed numerically, by payment voucher number. (Frequently,  
official.) 10 x 15 folders, 1 ft. 11 in., in filing case. W.  
center room, 5th floor (Bldg. A). (3514)

141. PROJECT SUPERVISOR'S CORRESPONDENCE, DISTRICT 11, Sept. 16,  
1935 - June 30, 1936. Originals and copies of inquiries for informa-  
tion and advice between departments, agencies, and other authorities  
concerning examination of pay rolls, purchase orders, and all work  
project documents. (Occasionally, official.) 10 x 15 folders, 5  
in., in filing case. W. center room, 5th floor (Bldg. A). (3510)

142. DETAILED REPORT OF APPROPRIATION ALLOCATIONS, Sept. 20,  
1935 - June 20, 1936. Giving summary and complete description of  
all activities covered by appropriation allocations. Filed chrono-  
logically. (Daily, official.) 17½ x 25 loose-leaf books, 2 in.,  
on table. NW. room, 5th floor (Bldg. A). (3556)

143. DISTRIBUTION OF EXPENDITURES BY OBJECTIVE CLASSIFICATION  
AND TYPE OF WORK, Sept. 30, 1935 - May 31, 1936. Copies of forms,  
showing location of State Accounts Office, details of project  
organization, location, objective and type of work by symbol chart  
4, reasons for expenditures, and totals of same; also summary by ob-  
jective classification and type of work. Arranged chronologically.  
(Daily, official.) 11½ x 17 and 14½ x 18 loose-leaf books, 2 in.,  
on table. NW. room, 5th floor (Bldg. A). (3558)

144. REPORT OF ADMINISTRATIVE EXPENSES, Oct. 1935 - June 1936.  
Copies of Form D-31, revised, showing reason for expenditures, office  
operating expenses, production data, number of employees, salaries  
and other expenses for month; also summary with grand totals.  
Arranged chronologically. (Daily, official.) 11½ x 17 and 14½ x  
18 loose-leaf books, 2 in., on table. NW. room, 5th floor (Bldg.  
A). (3574)

145. FIELD OFFICE MEMORANDA, Nov. 1, 1935 - June 25, 1936. In-  
structions and memoranda from the Commissioner of Accounts and De-  
posits to department heads. Arranged chronologically and filed



numerically. (Frequently, official.)  $10\frac{1}{2} \times 11\frac{1}{2}$  loose-leaf books (6), 1 ft. 7 in., on table and in filing case. NW. room, 5th floor (Bldg. A). (3570)

146. PERSONNEL, Nov. 18, 1935 - June 10, 1936. Correspondence pertaining to annual leave, applications, appointments; D-1, personnel reports, extensions of appointments, field office memoranda, recommendations, resignations, rosters, salaries, employment terminations, transfers, and communications from head offices at Washington; administrative manual regarding supplies and personnel procedure, specifications for positions, and other general information. Indexed. (Frequently, official.)  $11 \times 11\frac{1}{2}$  loose-leaf books, 3 in., on table. NW. room, 5th floor (Bldg. A). (3579)

147. CONSOLIDATED DAILY REPORTS, Nov. 21, 1935 - July 2, 1936. Showing description of project, number, zone, engineer's code; whether non-security, unskilled, intermediate, skilled or professional and technical workers; records of absences, average rate per hour, total hours, and daily cost; unexpended balance, expenditure and commission percentages, and recapitulation, showing distribution of pay roll expenditures. (Daily, official.)  $8 \times 15$  folders, bundles and loose sheets, 1 ft. 5 in., in filing case. NW. room, 5th floor (Bldg. A). (3562)

148. DAILY REPORT OF DOCUMENTS RECEIVED AND RELELEASED, Dec. 2, 1935 - July 2, 1936. Showing type of document received; total number of pay rolls and vouchers received and released, and number of transmittals issued. Arranged chronologically. (Daily, official.)  $11 \times 14$  loose-leaf books, and loose-leaf binder, 2 in., on table. NW. room, 5th floor (Bldg. A). (3566)

149. CASH POSITION, Dec. 3, 1935 - June 29, 1936. Reports showing cash symbol title, tabulations of previous thirty-day requirements, disbursing officer's cash, unliquidated encumbrances, available funds, and minimum cash on hand. Arranged chronologically. (Occasionally, official.)  $11\frac{1}{2} \times 11\frac{1}{2}$  loose-leaf book, 3 in., on table. NW. room, 5th floor (Bldg. A). (3576)

150. DAILY ANALYSIS OF PAY ROLL, Jan. 7, 1936. Copies of letters sent to the Commissioner of Accounts and Deposits, concerning revised reports of pay rolls, summaries of regular and adjusted pay rolls, and other matters relating to branch office procedure. Arranged numerically, by form number. (Frequently, official.)  $11 \times 11\frac{1}{2}$  loose-leaf book, 2 in., on table. NW. room, 5th floor (Bldg. A). (3568)

151. LIMITATION BALANCES, Jan. 31 - June 15, 1936. Copies of forms, showing date, appropriation symbol, project authorization and official project number, amount of project authorization, allotments, limitations, and balance of unallotted project authorization. Arranged chronologically. (Daily, official.)  $14 \times 18$  loose-



leaf books, 2 in., on table. NW. room, 5th floor (Bldg. A). (3565)

152. DAILY SUMMARIZED ANALYSES OF PAY ROLLS, Feb. 1 - July 3, 1936. Showing three schedules of required time: for flow of pay rolls through accounts office and various subdivisions; daily report of disbursing officer of pay rolls and checks ready for distribution; and before release by disbursing officer. Arranged chronologically. (Daily, official.) 9 x 16 loose-leaf books, 2 in., on table. NW. room, 5th floor (Bldg. A). (3575)

153. ALLOTMENTS, Feb. 26 - July 3, 1936. Form B-11-D, daily abstract of allotments; Form B-15, daily summary of encumbrances by allotment; Form B-16, daily report of allotment balances, and transcript of instructions from Washington regarding a revised method of accounting procedure. Filed alphabetically, by title and arranged numerically, by form number. (Frequently, official.) 11 x 11½ loose-leaf book, 2 in., on table. NW. room, 5th floor (Bldg. A). (3572)

154. SUMMARY OF STATEMENT OF DISBURSEMENTS AND COLLECTIONS BY OFFICIAL PROJECTS, Feb. 27 - June 30, 1936. Form 1092, showing department, amount, for and by whom made, period covered, bureau or officer, title or rank, date paid, station and symbol numbers, appropriation under, official project and number, net charge, and listing of supporting vouchers and schedule of disbursements. (Daily, official.) 12 x 18 and 15 x 18½ loose-leaf books, 3 in., on table. NW. room, 5th floor (Bldg. A). (3559)

155. SUMMARY STATEMENTS OF MISCELLANEOUS COLLECTIONS, Feb. 29 - June 30, 1936. Showing United States Treasury Account's Office, city, state, date, appropriation or official project collection, symbol and title, principal and interest on loans, account to be credited, account originally charged, other collections, totals, and cumulative date. Arranged chronologically. (Daily, official.) 12 x 16½ loose-leaf book, ½ in., on table. NW. room, 5th floor (Bldg. A). (3560)

156. ANALYSIS AND AUDIT OF SPECIAL PAY ROLL, June 1936. Showing appropriation symbol, allotment, official project encumbrance and voucher numbers, date, amount of voucher, and encumbrance and allotment balances. (Occasionally, official.) 11½ x 15½ loose-leaf book, 1 in., on desk. NW. room, 5th floor (Bldg. A). (3583)

157. ADVICE OF ALLOTMENT, FEDERAL AND WORKS PROGRESS ADMINISTRATION PROJECTS, Sept. 16 - June 30, 1936. Prepared from project authorization cards, showing date of project starting, location and type of work, official project number, project authorization number, work appropriation, check symbols, and being the complete and concise record of all projects in this district, with symbols and identification numbers. Filed numerically, by project number.



(Daily, official.) 5 x 8 cards, 3 ft. 7 in., in 4 drawers of steel card cabinet. W. center room, 5th floor (Bldg. A). (3513)

158. OUTGOING REPORTS, Dec. 1935 to date. Memoranda covering daily and weekly reports, allotments, monthly estimates, work sheets, vouchers, agreements, administrative expenses, statements of disbursements, daily analysis of pay rolls, miscellaneous collections, and cut-off time. Arranged chronologically. (Daily, official.) 3 x 5 cards, 3 in., on desk. NW. room, 5th floor (Bldg. A). (3571)

#### Records Covering Federal Music Project

159. CHORAL PERSONNEL, STATE EMERGENCY RELIEF ADMINISTRATION, Dec. 1934 - July 1935. Showing name, address, telephone number, case, identification number, hours, occupation, rate, and district of assignment. Filed alphabetically. (Never.) 4 x 6 cards, 7 in., in steel filing case. SE. room, 2d floor (Bldg. C). (4797)

160. RECEIVING AND INSPECTION REPORTS, Nov. 5, 1935 - Aug. 1936. Showing name and address of the Department of the Treasury State Procurement officer; official project, requisition, purchase order and allotment numbers; from where and from whom received, date, item and number, quantity received, description, whether accepted or rejected, and reason, with signature and address of receiving administrative officer. Arranged numerically, by commodity and requisition numbers. (Daily, official.) 9 x 11½ folders, 4 in., in filing case. NW. room, 2d floor (Bldg. C). (4793)

161. TRANSMITTAL MEMORANDA, Nov. 5, 1935 - Aug. 1936. Form D-11 WPA-120-R, showing to whom sent, number, date, item, official and work project numbers, description of form or document, and by whom receipted. Arranged chronologically. (Daily, official.) 9 x 11½ folders, 9 in., in filing case. NW. room, 2d floor (Bldg. C). (4794)

162. MISCELLANEOUS CORRESPONDENCE, Nov. 1935 - 1936. Regarding purchase orders, office bulletins, receiving and inspection reports, tools and sundry equipment, returned shipping tickets, reports of transferred equipment, inventories of office furniture and equipment, and other relative matters awaiting confirmation. Arranged alphabetically, by subject. (Daily, official.) 9½ x 15 vols. and bundles, 1 ft. 4 in., in 2 drawers of steel filing case. SE. room, 2d floor (Bldg. C). (4798)

163. BUILDING MAINTENANCE, Nov. 6, 1935 to date. Interdepartmental correspondence pertaining to cost and purchases of buildings, completed and incompletd projects, removal of furniture and equipment; Form A-6, requisition for supplies, piano tuners, and outside building equipment. Arranged alphabetically, by name and



subject. (Daily, official.) 9 x 14 folders, 1 ft. 2 in., in 2 drawers of steel filing case. SE. room, 2d floor (Bldg. C). (4796)

164. PURCHASE ORDERS, Nov. 15, 1935 - Aug. 1936. Showing appropriation, official project, Work Projects allotment, and CK symbols and numbers, requisition and purchase order numbers, from whom received and to whom sent, location, description of commodity or equipment, type of work, number of units, unit price and total amount, and shipping instructions, with signature of procurement officer. Arranged numerically, by commodity and requisition numbers. (Daily, official.) 9 x 11½ folders, 2 in., in filing case. NW. room, 2d floor (Bldg. C). (4792)

165. RENTAL EQUIPMENT RELEASED, Nov. 15, 1935 - Aug. 1936. Records of equipment issued to supply department and zone engineer, showing project authorization advice, official project, works project, TPS and contract numbers and symbols; from whom received, date, address, description, unit, quantity, with recommendations of project and zone engineers, and approval of supply officer and supervisor of operations. Arranged chronologically, by date of release. (Daily, official.) 9 x 11½ folders, 2 in., in steel filing case. NW. room, 2d floor (Bldg. C). (4791)

166. ENCUMBRANCE CANCELLATIONS, ACTIVE, Dec. 5, 1935 - Aug. 1936. Showing date of cancellation, appropriation, official project, work project, allotment, project authorization numbers, requisition, miscellaneous encumbrance and serial number of encumbrance, job, location, type of work, and amount of encumbrance to be canceled and reason thereof, with signatures of approving and issuing officers. Arranged chronologically, by date of cancellation. (Daily, official.) 9 x 11½ folders, 1 ft. 1 in., in steel filing case. NW. room, 2d floor (Bldg. C). (4790)

167. MATERIAL RECEIVED REPORTS, Dec. 5, 1935 - Aug. 1936. Showing from where and from whom shipped, how made, address, by whom received; requisition, receiving truck, project purchase order and item numbers, appropriation symbol, quantity received, unit, description, amount over or under, whether damaged or in good condition, acceptance, and signature of approving and receiving clerks. Arranged numerically, by commodity number. (Daily, official.) 9 x 11½ folders, 9 in., in steel filing case. NW. room, 2d floor (Bldg. C). (4789)

168. REQUESTS FOR MATERIAL AND FOR NONPERSONAL SERVICES, Dec. 5, 1935 - Aug. 1936. Showing project number and location; requisition, Works Project allotment, and requisition approved numbers; amount, description, date received, class entered, manner of procurement, and name of supervisor. Arranged numerically, by project number. (Daily, official.) 9 x 11½ folders, 1 ft. 2 in., in steel filing case. NW. room, 2d floor (Bldg. C). (4788)



169. REQUISITIONS FOR PURCHASES, Dec. 5, 1935 - Aug. 1936. CAL/WPA Form 18, requisition for office supplies, showing itemized requisition, description of articles required, to whom to be shipped, address and shipping instructions, date delivery requested; official project, project authorization advice, allotment advice, work project number and appropriation symbol, location of project, type of work, department or agency, and name and address of project supervisor. Arranged numerically, by commodity number. (Daily, official.) 9 x 11½ folders, 10 in., in steel filing case. NW. room, 2d floor (Bldg. C). (4787)

170. CONFIDENTIAL REPORTS, Apr. 16, 1936 to date. WPA Form 12, showing name, address, telephone number, city, date, birthplace, identification number, occupation on project, whether naturalized, when and where first papers secured, and name of assistant to the director of the Federal Music Project. Filed alphabetically. (Daily, official.) 9 x 15 folders and bundles, 10 in., in steel filing case. SE. room, 2d floor (Bldg. C). (4800)

171. MISCELLANEOUS TREASURY PROCUREMENT SERVICE, Nov. 1935 to date. WPA Form 116, office furniture and appliance record, showing description of office furniture, location, city, county, date, department, transfers, name and address of vendor, contract price, when examined, date of inventory, initial rental date, number of monthly payments, rent, date of last payment, and accumulated monthly equity. Arranged numerically. (Daily, official.) 9½ x 12 loose-leaf ledgers (2), 8 in., in steel filing cabinet. SE. room, 2d floor (Bldg. C). (4795, 4803)

172. STATE RELIEF ADMINISTRATION RECORD, Feb. 1936 to date. Giving description of office furniture and equipment loaned from Los Angeles County Relief Administration to the various locations where Works Progress Administration projects are maintained. Filed numerically. (Daily, official.) 9½ x 12 loose-leaf ledger, 3 in., in steel drawer. SE. room, 2d floor (Bldg. C). (4802)

#### Records Covering Federal Theatre Project

173. DEAD FILE OF MISCELLANEOUS REQUISITIONS AND PURCHASE ORDERS, Nov. 30, 1935 - May 26, 1936. Form A-6, requisition for purchase. Filed numerically, by schedule number. (Never.) 9 x 14½ folders, 4 ft. 4 in., in steel filing case. N. center room, 2d floor (Bldg. D). (4684)

174. NOTICE OF MISCELLANEOUS ENCUMBRANCES, Mar. 2, 1936 to date. Form A-5, rentals and public utilities encumbrances, showing date, official and work project numbers, location of project, purpose, and in whose favor encumbrance is made, with signature of authorizing agent. Filed chronologically. (Rarely, official.) 9½ x 12 folders, 1 in., on desk. N. center room, 2d floor (Bldg. D). (4689)



175. MATERIAL RECEIVED REPORT, May 26, 1936 to date. Form A-8, receiving and inspection report, showing material and item received, official project, work project, and requisition and Los Angeles project numbers. Filed chronologically. (Rarely, official.)  $8\frac{1}{2}$  x 11 loose-leaf book,  $\frac{1}{2}$  in., on desk. N. center room, 2d floor (Bldg. D). (4688)

176. MISCELLANEOUS FILE, May 26, 1936 to date. Form 101, physical progress reports of statistical survey and research type projects; correspondence, transmittal memorandums, bulletins from manager of procurement department, travel vouchers, and utilities requisitions. Filed alphabetically and arranged numerically. (Rarely, official.)  $9 \times 14\frac{1}{2}$  folders, 6 in., in steel filing case. N. center room, 2d floor (Bldg. D). (4685)

177. PURCHASE REQUISITION BOOK, May 26, 1936 to date. Segregated under headings of drama, vaudeville, marionettes, research, entertainment, teaching and music, and broken down into divisions of equipment rentals, material and supplies, other direct costs, and showing dates, descriptions, requisition and purchase order numbers, material received, allotment for each project, and amount allocated to each division. Arranged chronologically. (Daily, official.)  $11\frac{1}{2} \times 18$  loose-leaf books (2), 3 in., on desk. N. center room, 2d floor (Bldg. D). (4682)

178. REQUISITIONS, May 26, 1936 to date. For purchase of materials for drama, vaudeville, and marionettes projects, purchase orders, and reports of material received. Filed numerically, by requisition number. (Daily, official.)  $9 \times 14\frac{1}{2}$  folders, 2 ft. 1 in., in steel filing case. N. center room, 2d floor (Bldg. D). (4683)

179. REQUISITION TRANSMITTAL REPORTS, May 26, 1936 to date. Form D-11 WPA 120-R, showing official project, work project and requisition numbers, items, and other related data. Filed numerically, by report number. (Rarely, official.)  $8\frac{1}{2} \times 11$  loose-leaf books, 1 in., on desk. N. center room, 2d floor (Bldg. D). (4687)

#### SAN FRANCISCO

##### REGIONAL DISBURSING OFFICE Federal Office Bldg., Civic Center

This office was established in 1935 and occupied space in the Phoenix Building, 360 Pine Street, until May 27, 1936 when it was moved to its present location. Its primary function is the disbursement of funds for Federal expenses and salaries. A regional



disbursing officer is in charge. It has jurisdiction over the states of California, Nevada, Utah, and Arizona. Monthly reports are made to Washington.

180. CHECK COPIES, 1935 - 1936. Showing date drawn, amount, name of payee, and check and voucher numbers. (Rarely, official.) 8 x 16 loose-leaf books, 34 ft. 6 in., in 28 drawers of steel filing cases. R. 165. (8530)

181. CORRESPONDENCE, SPECIAL SUBJECTS, 1935 - 1936. Special correspondence received from Washington and various disbursement offices throughout the country, concerning instructions regarding funds and disbursements, receipts, vouchers and use of office equipment, travel advances, symbols, individual Indian payments, and code words. (Rarely, official.) 10 x 11½ loose-leaf books (6), 10 in., in steel filing case. R. 165. (8532)

182. GENERAL CORRESPONDENCE, 1935 - 1936. Pertaining to emergency work programs, soil conservation, Maritime Commission, equipment, custodian, addressograph, time and travel, deceased veterans, radiograms, and checks upon which payment has been stopped. (Frequently, official.) 9 x 12 folders, 7 ft., in 4 drawers of steel filing case. R. 165. (8531)

183. INVENTORIES, INVOICES AND RECEIPTS, 1935 - 1936. Inventories of office furniture, desks, tables, chairs, waste baskets, cabinets, and other equipment and supplies; list of articles loaned to other offices, receipts for same and records of their return; invoices for supplies, pencils, paper, and typewriter ribbons received. (Occasionally, official.) 9 x 12 folders, 6 in., in steel filing case. R. 165. (8577)

184. SCHEDULES OF DISBURSEMENTS, AND PROGRESS SHEETS WITH ACCOUNT DATA, 1935 - 1936. Progress sheets accounting for all Federal moneys coming into possession of disbursing officer, showing name of officer accountable, number and title of appropriation fund and account, balance due Government from last accounting, fund receipts, payments made, schedule, voucher and check numbers, analysis of balance due Government; statement of current accounts with supporting papers consisting of schedules of transfers to regional office accounts, schedules of Treasury deposits, certificates of deposit, summaries of collections and disbursements, monthly report of work by volume, reconciliation statements, summaries and schedules of advances and outstanding advances to agent cashiers, summarized statement of disbursements and collections within appropriation limitation, list of checks and canceled checks, statement of receipts and disposition of checks received; certificates for funds deposited in the Federal Reserve Bank at San Francisco; journal vouchers, showing the amount involved and to which account debited or credited, and statements of daily balances. (Frequently, official.) 8 x 12 and 9 x 15 envelopes, 39 ft., in 23 drawers of steel filing cases. R. 165. (8533)



185. BONUS CHECKS, 1936. Copies of checks given to veterans in settlement of war bonuses, showing names and addresses of veterans and number and amount of check. (Frequently, official.) 8 x 16 folders, 11 ft., in 9 drawers of steel filing cases. R. 165. (8505)

186. BONUS CORRESPONDENCE, 1936. Concerning wrong addresses, stop payments, errors, instructions, progress reports, statements of bonds, personnel, delayed submission notices, re-signature cards, and confirmation of telegrams. (Frequently, official.) 9 x 12 folders, 1 ft. 6 in., in steel filing case. R. 165. (8501)

187. BONUS VOUCHERS, 1936. For adjusted service certificates, showing name and address of veteran, certificate number, fiscal office, amount of certificate, lien deduction, and amount payable. (Occasionally, official.) 9 x 15 folders, 20 ft., in 10 drawers of steel filing cases. R. 165. (8498)

188. BOOKKEEPING RECORDS OF BONUS CHECKS AND BONDS, 1936. Showing appropriation number for adjusted certificate fund for the States of California, Idaho, Washington, Arizona, Oregon, Nevada, Utah, and the Territory of Hawaii, and debits, credits and daily balance. (Occasionally, official.) 10½ x 15 envelope, 1 in., in steel filing case. R. 165. (8502)

189. CHECK REGISTER, 1936. Register of substitute checks given in place of checks previously drawn but in which mistakes were made, showing control and voucher number, date of issue, and amount and number of check. (Occasionally, official.) 10 x 15 vol., 1 in., in steel filing case. R. 165. (8500)

190. PAY ROLLS AND VOUCHERS, 1936. Pay rolls for personal service, showing department or establishment, bureau of service, location, name, address and occupation of employee, compensation, allowance, gross amount earned, deductions and net amount paid; vouchers for materials, services, rent, storage, medical service, and hospitalization. (Occasionally, official.) 8½ x 11 loose sheets, 6 in., in steel filing case. R. 165. (8576)

191. PROGRESS SHEETS, 1936. Showing schedule, voucher and check numbers, amount of check, account on which check was drawn, appropriation symbol, and the account to which check was charged. (Occasionally, official.) 8 x 10½ bundles (9) and loose sheets, 5 ft., in 3 drawers of steel filing case. R. 165. (8575)

192. SCHEDULE OF CANCELED CHECKS AND BONDS, 1936. Notices of items to be voided, showing name of office preparing notice, to whom forwarded, name of veteran, number of Adjusted Service certificate, number of item and voucher, and number and amount of canceled checks and bonds. (Occasionally, official.) 8 x 10 bundles, 4 in., in steel filing case. R. 165. (8499)



193. SCHEDULE OF DISBURSEMENTS, 1936. Pertaining to disbursements for payment of Adjusted Service certificates, showing number of appropriation or fund, disbursing officer's voucher number, office voucher number, item number, total amount to be paid, and certification. . (Occasionally, official.) 8 x 10 bundles, 4 in., in steel filing case. R. 165. (8504)

194. STATEMENT OF CHECKING ACCOUNT, 1936. Monthly statement, showing condition of the checking account for adjusted compensation payments, together with proof of depository balance as furnished to the Treasury Department by this office. (Occasionally, official.) 9 x 15 folders, 1 in., in steel filing case. R. 165. (8503)

195. VOUCHERS, ORIGINALS, 1936. Vouchers for purchases and services other than personal, showing appropriation and voucher numbers, name and address of payee, description of articles or services, accounting classification, and amount paid. (Occasionally, official.) 9 x 11 folders, 2 in., in steel filing case. R. 165. (8578)

STATE ACCOUNTS OFFICE  
Apparel Center Bldg. 49 - 4th St.

This office was established on July 2, 1935, by the Commissioner of Accounts and Deposits, under authority of Executive Order No. 7034, Section 2-A, for the purpose of accounting of appropriations authorized under the Emergency Relief Acts. Accounts in detail are kept of all allotments and expenditures for approved projects, all documents relating to projects being cleared through this office. In this respect, it has jurisdiction over the State of California with the exception of Los Angeles County. It also handles the Re-settlement Administration loan accounts in the States of California, Nevada, Arizona, and Utah. An accountant in charge has supervision over the office. The following records are sent to Washington: original vouchers in support of disbursements, summary reports of appropriations, daily reports of allotment balances, trimonthly abstracts of allotment ledger sheets, and miscellaneous reports covering general operations. As there is no policy regarding so-called useless papers, all records are preserved.

196. ADVICE OF ALLOTMENT INDEX, 1935 to date. Showing date and amount of allotment, department, and by whom issued, official, work, and project authorized advice numbers, location by state, county and city of project, appropriation and check symbols, and name of project manager. Arranged numerically. (Never.) 5½ x 8 cards, 4 ft. 2 in., in card file. R. 409. (10106)



197. DETAILED REPORTS OF APPROPRIATION ALLOCATIONS, 1935. Form C-3A, showing dates and amounts of allotments, amount of unallotted authorization, net encumbrances, unliquidated encumbrances, unencumbered allotments, official and works projects numbers, appropriation symbol, and page, machine and operator's numbers. Arranged numerically, by official project number. (Never.) 11 x 16 loose sheets, 2 in., on wooden shelf. Record Storeroom, 2d floor. (13125)

198. ABSTRACT OF ALLOTMENT, WORK PROJECTS LEDGER SHEETS, 1935. Form B-11D, showing date and type of entry, amount of allotment, net encumbrance, expenditures, unencumbered balance of allotment, and work project, bureau or department and allotment numbers. Arranged numerically. (Never.) 11½ x 16 bundles and loose sheets, 21 ft. 6 in., on wooden shelf and on wooden table. Record Store-room, 2d floor. (13127)

199. REGISTER OF LOANS TO INDIANS, 1935. Form B-25, showing transaction number, date, approved loans, canceled and net loans, advances and advance net, amount collected on principal, reversed and net, amount collected on interest reversed and net, total amount collected, name and address of borrower, loan number, and voucher or schedule number. Arranged numerically. (Frequently, official.) 12 x 16 folder, 1 in., on desk. R. 418. (10643)

200. ADVICE OF CHANGE IN ALLOTMENT, 1935 - 1936. Showing name of director, district number, address, allotment number, appropriation title, reason for change, advice number, date, official project number, project authorization advice number, allotment advice number, type of work, appropriation symbol, check symbol, and name of official issuing advice. Arranged numerically. (Daily, official.) 5½ x 8 slips, 2 ft. 3 in., in transfer case. R. 409 (10161)

201. AMOUNTS DUE UNITED STATES, 1935 - 1936. Record of overpayments to firms, persons, and employees on various projects, showing name, title, amount of salary monthly and yearly, amount overpaid and due, date of request for refund, whether amount due has been collected, and date payment was made. Arranged alphabetically. (Frequently, official.) 3 x 5 cards, 4 in., in paste-board box. Rs. 420-422. (10818)

202. APPROPRIATION ALLOCATIONS, 1935 - 1936. Record of cumulative transactions to date by official projects, showing appropriation symbol, official project number, amount of project authorization allotment, net encumbrances, vouchers and amount, unliquidated encumbrance, and unencumbered allotment balances, date, and machine and operator's numbers. Arranged numerically. (Never.) 11 x 15 bundles (6), 6 in., on wooden shelf. R. 418. (10582)



203. AUTHORIZATION LEDGER OF ENCUMBRANCES AND EXPENDITURES, 1935 - 1936. Showing official project, authorization, state number, appropriation symbol and amount, official project amount, grand total, transaction number, date, and machine and operator's numbers. Arranged numerically. (Never.) 11 x 16 bundles, 5 in., on wooden shelf. R. 408. (10581)

204. AUTHORIZATION SIGNATURES, 1935 - 1936. Of officers authorized to certify pay rolls, vouchers, advice of allotments, purchase requisitions, travel orders, and obligation documents, showing department or establishment, regional office, district number, and certification by district or acting director. Arranged alphabetically. (Daily, official.) 3 x 5 cards, 1 ft., in paste-board box. R. 411. (10378)

205. BUREAU CIRCULARS, 1935 - 1936. Letters of instruction from the Treasury Department, pertaining to control operations of this office and all agencies. Arranged alphabetically. Indexed. (Daily, official.) 11 x 11½ loose-leaf books (35), 5 ft., on 2 wooden shelves. Rs. 420-422. (10898)

206. CHECKS DRAWN, COPIES, 1935 - 1936. Showing number, date, name and address of payee, warrant number, names of persons issuing checks, and certification of records being complete, true, and correct. Arranged numerically. (Frequently, official.) 9 x 17 loose sheets, 2 ft., in transfer case. R. 409. (10167)

207. CROSS REFERENCE, 1935 - 1936. Showing official project, advice of project authorization, appropriation and allotment numbers, work symbol, and location of project. Arranged numerically. (Never.) 3 x 5 cards, 6 ft., in 4 drawers of steel card cabinet. R. 409. (10169)

208. DAILY CONTROL RECORD, 1935 - 1936. Form A-14, showing lot, series number, amount of project authorization, project authorization change, project limitation, allotment and allotment change, requisition amount, contract, pay roll, travel and transportation orders, encumbrance increase and decrease, voucher amount, journal number, and number of persons employed. Arranged chronologically. (Frequently, official.) 11 x 22 bundle and loose-leaf books (3), 1 ft. 3 in., on wooden shelf. Rs. 420-422. (11050)

209. DAILY REGISTER OF ALLOTMENTS, 1935 - 1936. Showing authorization symbol, number of state work done, official project and allotment works project numbers, unliquidated encumbrance memoranda, unencumbered allotment items passed before cut-off, and items passed after cut-off. Arranged numerically. (Daily, official.) 11 x 15½ bundles (12), 1 ft. 2 in., on wooden shelf and on wall case. R. 418. (10509)



210. DAILY REGISTER OF RECAPITULATIONS, 1935 - 1936. Of disbursements, encumbrances, authorizations, allotments, and collections, showing date, appropriation number and symbol, official project and accounts numbers, totals by account, and control total. Arranged chronologically. (Never.) 11 x 15 bundles, 45 ft., on wooden shelf. R. 418. (10576)

211. DISTRIBUTION OF EXPENDITURES BY TYPE OF WORK - UTAH, NEVADA, WASHINGTON, ARIZONA, AND CALIFORNIA, 1935 - 1936. Form C-5, showing object and amount of expenditures, amount expended for supplies, materials, rented equipment, travel including subsistence, equipment purchased, contractual service, advertising, heat, light, power and water, and grand total of expenditures by each state. Filed chronologically. (Rarely, official.) 12 x 14 and 15½ x 15½ loose-leaf books, 4 in., on desk. R. 415. (10846)

212. FLOW OF DOCUMENT MEMORANDUMS, 1935 - 1936. Showing ticket numbers, number of documents, form numbers of documents, date, and time received and released. Arranged numerically. (Rarely, official.) 8 x 11 bundles (3), 3 in., on wooden shelf under counter. R. 408. (10379)

213. LEDGER PERTAINING TO NOTICE OF EXCEPTIONS, 1935 - 1936. Showing name of department and bureau, disbursing office number, date received, appropriation symbol, amount of voucher, accounting period, type of voucher, cause of suspension, name of examiner, action to be taken, date sent to agency, date returned, and date sent to disbursing office. Arranged alphabetically, by project. (Daily, official.) 14 x 25 loose sheets, 2 in., on desk. Rs. 420-422. (10820)

214. LIMITATION CONTROL, 1935 - 1936. Showing date, official project and project numbers, advice of change and allotment numbers, and amounts of limitation and balance. Arranged numerically. (Rarely, official.) 3 x 5 cards, 3 ft., in pasteboard box. Rs. 420-422. (10707)

215. MISCELLANEOUS FILE, 1935 - 1936. Correspondence, death claims, interoffice memoranda, voucher acceptances, and record of flow of work. Arranged chronologically. (Daily, official.) 9 x 12 folders, 10 ft., in 6 drawers of steel filing cases. R. 411. (10858)

216. MONTHLY REPORT OF ADMINISTRATIVE EXPENSE, 1935 - 1936. Showing object of expenditures, obligations for current month, cumulative obligations from previous month, estimated obligations for 1st and 2d ensuing months, estimated obligations for balance of fiscal year, total estimated obligations from end of current month to end of fiscal year, and grand total of estimated obligations from June 1935. Filed chronologically. (Frequently, official.) 14 x 18½ loose-leaf book, 1 in., on desk. R. 415. (10844)



217. PRESIDENTIAL LIMITATION TABULATION REPORT, 1935 - 1936. Showing appropriation symbol, district and county, limitation and official project numbers, amount of allotment, and allotment balance. Arranged numerically. (Never.) 11 x 15 bundles, 5 in., on wooden shelf. R. 408. (10857)

218. RECORD OF NATIONAL YOUTH ADMINISTRATION PAY ROLLS, 1935 - 1936. Showing dates project started and ended, number employed, and dates and amount of pay rolls. Arranged numerically. (Never.) 4 x 6 cards, 11 in., in pasteboard boxes and on desk. Rs. 420-422. (10899)

219. REPLIES TO DISBURSING OFFICE, COMPLETED, 1935 - 1936. Form 2084, record of exceptions cleared through the General Accounts Office where payment has been withheld pending a satisfactory explanation in regard to nature of transaction, showing voucher number, amount, date, and name of firm receiving payment. Arranged numerically. (Frequently, official.) 5 x 8 loose-leaf book, 1 in., on file cabinet. Rs. 420-422. (10819)

220. REPORT OF UNLIQUIDATED ENCUMBRANCES, 1935 - 1936. Showing official project, allotment, and encumbrance numbers, date, transaction code, voucher and objective class numbers, amount of encumbrance vouchers, unliquidated balance of encumbrance, and total unliquidated balance of allotment. Arranged numerically. (Never.) 11 x 15½ bundles and loose sheets, 12 ft., on wooden shelf. Record Storeroom, 2d floor. (11258)

221. RESETTLEMENT ADMINISTRATION RURAL REHABILITATION LOAN LEDGER - ARIZONA, UTAH, AND NEVADA, 1935 - 1936. Showing state, county, name and address of borrower, date, note or agreement, and account numbers, amount authorized, interest rate, relative remarks and reference, amount of loan, debits and credits, and new balance. Arranged alphabetically. (Never.) 8½ x 11 pockets and cards, 3 ft., in steel filing case. R. 409. (10162)

222. TRANSFERRED FILE, 1935 - 1936. Time records and old applications of transferred employees and applications of persons who have found other employment. Filed alphabetically. (Rarely, official.) 9 x 12 folders, 2 ft., in steel filing case. R. 415. (10917)

223. UNENCUMBERED ALLOTMENT BALANCE RECORD, 1935 - 1936. WPA Form 701, showing dates project started and ended, statute limit, route tickets, date received, description, materials and equipment, and amount of unencumbered allotment balance. Arranged numerically. (Never.) 9 x 14 bundles (65), 3 ft. 4 in., on wooden shelf and under counter. R. 408. (10377)

224. SPECIAL REPORT OF LIMITATIONS BY DISTRICTS, Apr. 30, 1935. Form SF 1, showing detailed description of Works Progress



Administration grants to states, location by city or county, type of work, state code number, district and county appropriation symbol, official project number, and amount of project limitation. (Never.) 12 x 17 loose sheets, 1 in., on wooden shelf. Record Storeroom, 2d floor. (11259)

225. PROJECT AUTHORIZATION LEDGER, July 31, 1935 - Mar. 31, 1936. Detailed description of appropriation and project, giving authorization check number, date of each entry, amount of each voucher unallotted authorizations, unencumbered allotments and unliquidated balance. Arranged numerically. (Daily, official.) 14½ x 18 loose-leaf book, 3 in., on wooden shelf. R. 409. (10112)

226. ALLOTMENT LEDGER, Sept. 1935 - Dec. 1936. Showing appropriation, official project, work project and reference numbers, location, function, departments, title and description of work, date and type of entry, amount of allotment, net encumbrance, expenditures, unliquidated balances of encumbrance, unencumbered balance of allotment, and project number check. Arranged numerically. (Never.) 14 x 17½ loose sheets, 2 in., on wooden shelf. R. 409. (10158)

227. DAILY SUMMARY OF ENCUMBRANCES BY ALLOTMENT, 1936. Showing appropriation symbol, state, objective class, official project, allotment works project, encumbrance and transaction numbers, district, county, and amount. Filed chronologically. (Daily, official.) 12 x 16 bundles (6), 1 ft., on wooden shelf. Rs. 420-422. (10647)

228. ENCUMBRANCES UNLIQUIDATED, 1936. Showing date, official project, allotment, encumbrances, appropriation symbol, voucher, transaction and objective class numbers, encumbrance and voucher amounts, unliquidated balance of encumbrances, and total amount of unliquidated balance of allotment. Arranged numerically. (Daily, official.) 11 x 15½ bundles (3), 3 ft., on table. Rs. 420-422. (10860)

229. REGISTER OF RESETTLEMENT ADMINISTRATION FOR UTAH AND NEVADA, 1936. Showing date, state, county, name of person securing loan, regional office loan number, amount authorized, amount withheld, principal, previous balance, new balance, and total amount unpaid. Arranged numerically. (Never.) 8½ x 15½ bundles, 2 in., on wooden shelf. R. 409. (10160)

230. RESETTLEMENT REGISTER OF LOANS, 1936. Showing date, name of borrower, town or city, county, code, loan number, amount of loan approved, amount of advance, collections, principal and interest, date of interest payment, balances due from borrower, amount to be advanced, and current memoranda. Arranged numerically. (Never.) 13 x 17½ vols., 9½ in., on wooden shelf. R. 409. (10159)



231. SUMMARY STATEMENT OF DISBURSEMENTS AND COLLECTIONS, 1936. Form C-10, ten-day report of official project, showing date, name of department for which statement was made, (whether for bureau or officer), name and title of person making report, name of station, symbol, voucher and official project numbers, title, amount of official project, disbursements, collections, canceled checks, and recapitulation of disbursements and adjustment vouchers. Arranged chronologically. (Daily, official.) 11 x 17 bundles (3), 6 in., on file cabinet. Rs. 420-422. (10894)

232. TEN-DAY RECAPITULATION OF ENCUMBRANCES, 1936. Showing dates, state number, appropriation symbol, amount of allotments to various districts, total by appropriation symbol, subtotal excluding shoals, and total including shoals. Arranged numerically. (Never.) 11 x 15 bundles (7), 8 in., on wooden shelf. R. 418. (10577)

233. TRANSMITTAL MEMORANDA, 1936. Form A-3, SF-1591, showing allotment, change of advice, official project, and district and P/L Form 929, project authorization and appropriation numbers. Arranged numerically. (Frequently, official.)  $8\frac{1}{2}$  x 10 bundles, 3 in., on wooden shelf. Rs. 420-422. (10705)

234. PAY ROLL REPORT, Jan. - June 1936. Showing appropriation symbol, official and work project numbers, type of work, date of pay roll, period, number of elapsed hours, pay period, amount of pay roll, receipts in accounts office, number in trouble unit, number in accounts office, district office total, and subtotals and grand total of pay roll. Arranged numerically. (Never.) 11 x 15 bundles (10), 8 in., on wooden shelf. R. 418. (10578)

235. CUMULATIVE REPORT OF OFFICIAL PROJECTS, Mar. 1936. Showing state, appropriation symbol, official project number, amount of project limitation, number of district, allotment A-3 amount, description of work, and unencumbered balance. Arranged numerically. (Never.) 11 x 26 bundles (4) and loose sheets, 6 in., on wooden table. Record Storeroom, 2d floor. (11256)

236. DETAILED REPORT BY APPROPRIATION ALLOCATIONS, Apr. 30, 1936. Form SF 1, showing appropriation symbol, department, name of state where project is located, date to which cumulative, description of work, location, city or county, state code and official project numbers, project limitation, amount of expenditures authorized, net encumbrances, amount of voucher payments, and current balances. Arranged numerically. (Never.) 18 x 24 bundle and loose sheets. 1 ft., on wooden table. Record Storeroom, 2d floor. (11257)

237. DAILY SUMMARY OF ENCUMBRANCES BY ALLOTMENT, May - June 1936. Form B-15, showing official works project allotment, encumbrances, and voucher numbers; appropriation symbol, district,



county, and amount. Arranged numerically. (Never.) 11 x 16 bundles and loose sheets, 1 ft., on table. Record Storeroom, 2d floor. (13126)

238. WORKS PROGRESS ADMINISTRATION LIMITATION BALANCES, May - June 1936. Showing appropriation symbol, amount of limitation, allotment, balance of limitation and unallotted balance of authorization. Arranged numerically. (Never.) 11 x 15 loose sheets, 1 in., on wooden shelf. Record Storeroom, 2d floor. (11260)

239. JOURNAL ENTRY SHEETS, July - Aug. 1936. Auditor's memoranda of adjustment to allotment accounts, showing adjustment and reference numbers, date, appropriation and appropriation symbol, allotment, encumbrance and voucher numbers, increase or decrease, explanation, and by whom prepared and approved. Arranged numerically. (Frequently, official.) 8 x 10 $\frac{1}{2}$  loose sheets, 4 in., on wooden shelf. R. 408. (10380)

240. DAILY SUMMARIZED ANALYSES OF PAY ROLLS, July 1 - Dec. 1936. Form D-52, showing daily report number, date, type of pay roll, whether weekly, semimonthly, monthly or otherwise, and number and daily totals of pay rolls and checks. Arranged chronologically. (Daily, official.) 8 x 10 bundles (2), 4 in., in steel filing case. Rs. 420-422. (10895)

241. SUSPENSION REGISTER, July - Dec. 1936. Form D-101, ten-day report notices, showing date received, name of payee, appropriation symbol, disbursement office symbol, voucher number, reason, date of reply to disbursement office, general accounts office release date, and number and dates of letters written and received. Arranged chronologically. (Daily, official.) 12 x 18 bundle, 2 in., in desk drawer. Rs. 420-422. (10815)

242. UNLIQUIDATED ENCUMBRANCE, Oct. - Nov. 1936. Showing appropriation symbol, official project, allotment district and encumbrance numbers, date, object of transaction, voucher number, encumbrance and voucher amounts, and unliquidated balance of encumbrance and allotment. Arranged numerically. (Frequently, official.) 11 x 15 $\frac{1}{2}$  bundles (28), 2 ft., on wooden shelf. R. 409. (10107)

243. ENCUMBRANCE CANCELLATIONS, 1937. Requisitions for cancellation, showing reason, appropriation symbol and amount, allotment and work project numbers, date of authorization, location, type of work symbol, amount of encumbrance, and signature of approving officer of the division of finance. Arranged numerically, by district numbers. (Daily, official.) 9 x 12 folders, 2 ft., in steel filing case. R. 411. (10263)

244. RESETTLEMENT ABSTRACT OF ALLOTMENTS, 1937. Form B-11-D, showing appropriation symbol, entry day, official project, bureau,



and Treasury reference numbers, type of entry, allotment or limitation amount, net encumbrance, expenditures, unliquidated balance of encumbrance, and unencumbered balance of allotment or limitation. Arranged numerically. (Daily, official.) 11 x 15 bundles (6), 8 in., on wooden shelf. Rs. 420-422. (10645)

245. STATUS OF FUNDS BY CLASS OF PROJECT, Feb. 28, 1937. Form SF 6, showing appropriation title and symbol, Works Progress Administration account class code, authorization of encumbrances, unencumbered authorizations, unliquidated encumbrances, vouchers, and date to which the report is cumulative. Arranged alphabetically, by name of project. (Daily, official.) 11 x 15½ bundle, 2 in., on desk. R. 415. (10957)

246. ACCOUNTS, 1935 to date. Abstract of allotment ledger sheets, showing date, department, project authorization, and official project numbers, title appropriation symbol, location, project authorization check number, allotments, voucher, and unencumbered and unliquidated encumbrances. Arranged numerically, by appropriation, official project, and allotment numbers. (Daily, official.) 14 x 15½ loose sheets, 32 ft., in 2 drawers of steel filing case and in 14 wooden boxes. R. 408. (10104)

247. ADMINISTRATIVE CORRESPONDENCE, 1935 to date. Presidential and administrative letters, regarding appropriations and advice of allotments. Filed numerically. (Daily, official.) 9 x 12 folders, 11 ft., in 6 drawers of steel filing cases. R. 415. (10956)

248. ADVICE OF ALLOTMENT, 1935 to date. Form SAO-SF-20, showing advice of allotment for work project, official and project authorization advice numbers, project location, type of work, appropriation, check symbol, name of project director, and name and title of person issuing advices. Filed numerically, by project number. (Daily, official.) 5 x 8 cards and bundles (15), 9 ft., on 2 shelves under counter and in pasteboard boxes. R. 415. (10924)

249. ADVICE OF ALLOTMENT, 1935 to date. Showing official project, official project authorization advice, work project and check numbers, state, county and city of project location, purpose and type of work, name and address of project manager, and department and name of administrator issuing advice of increase or decrease in allotment. Arranged numerically. (Daily, official.) 5 x 8 cards, 11 ft., in 13 pasteboard boxes. Rs. 420-422. (10704, 10775)

250. AUTHORIZATION SIGNATURES, 1935 to date. Form A-11, showing department, location, signature and title of officer authorized or certified to sign advice of allotments, requisitions, travel orders, pay rolls, and other documents, with approval of regional



manager. Arranged alphabetically. (Daily, official.) 3 x 5 cards, 1 ft., in fiber card cabinet. Rs. 420-422. (10778)

251. BLOCK CONTROL AND CASH ROUTE SHEETS, 1935 to date. Forms TAO-SF-47 and 48, distribution of cash applied to loan, giving breakdown of principal and interest, name of state, block number, kind of loan, and amount of cash applied to principal and interest. Arranged numerically. (Daily, official.) 8 x 10 $\frac{1}{2}$  and 9 x 12 folders and bundles (10), 6 ft., on wooden shelf. Rs. 420-422. (11051)

252. BUREAU CIRCULARS, 1935 to date. Special letters, administrative and financial report memoranda, voucher examination series, field office memoranda, and accounting procedures. Arranged chronologically. (Frequently, official.) 11 x 11 $\frac{1}{2}$  loose-leaf books, 10 ft. 6 in., on filing cabinet. R. 411. (10505)

253. CONTROL REPORT, 1935 to date. Record of authorizations, allotments, limitations, and encumbrances, showing amount of project authorization, increase and decrease, net authorizations, requisitions, contracts, pay rolls, travel orders, transport orders, encumbrance adjustment increases, decreases, cancellations, and net encumbrance amounts. Arranged numerically. (Daily, official.) 11 $\frac{1}{2}$  x 16 bundles (2), 4 in., on desk. R. 418. (10580)

254. CORRECTION MEMORANDA, 1935 to date. Circulars forwarded from accounts office to various agencies of the Government, as War, Navy, Commerce, and Treasury Departments, showing document number, amount, and remarks regarding corrections to be made. Arranged chronologically, under bureau and department. (Daily, official.) 8 x 10 folders, 2 ft., in steel filing case. Rs. 420-422. (10738)

255. CORRESPONDENCE, 1935 to date. Letters between this and the General Accounts Office, regarding suspensions of amounts deposited by reason of being held for payment until explanation is made regarding transaction, showing date and voucher number and amount, with signature of the acting Comptroller of the United States; correspondence pertaining to Works Progress Administration projects, Navy and Treasury Departments, Department of the Interior, and the Resettlement Administration. Arranged alphabetically. (Daily, official.) 9 x 12 folders, 3 ft., in 2 drawers of steel filing case. Rs. 420-422. (10897)

256. CORRESPONDENCE, 1935 to date. Presidential letters, field office memoranda regarding various regulations concerning this division, and miscellaneous correspondence. Filed numerically and alphabetically, by department and agency. (Daily, official.) 9 x 12 folders, 12 ft., in 2 drawers of steel filing case and in 5 transfer cases. R. 408. (10105)



257. CORRESPONDENCE FORWARDED, 1935 to date. Letters and memos regarding incorrect data on documents received, sent to proper authorities for corrections, and copies of correspondence relating to official business of this office. Arranged chronologically. (Frequently, official.) 9 x 12 folders, 4 ft., in 2 transfer cases. R. 409. (10166)

258. DAILY REPORT OF ALLOTMENT BALANCES, 1935 to date. Forms B-16 and B-16 revised, showing appropriation symbol, work project allotment number, status of work, amount of encumbrance, amount of unencumbered allotments, and amount of items passed before and after cut. Arranged numerically. (Never.) 11½ x 16 bundles and loose sheets, 22 ft. 6 in., on wooden table. Record Storeroom, 2d floor. (13128)

259. DAILY REPORT OF ALLOTMENT BALANCE SHEETS, 1935 to date. Showing appropriation symbol, official and work project allotment numbers, unliquidated encumbrance, memorandum of unencumbered allotments, and items passed before and after cut-off. Arranged chronologically. (Frequently, official.) 10 x 14 bundles (70), 8 ft., on 3 wooden shelves. R. 408. (10109)

260. DETAIL REPORTS, 1935 to date. Appropriation and allotment reports, showing appropriation symbol, name of department, official project and allotment numbers, county, city, location and description of project, type of work code, allocation by the President, project authorization advice, expenditures authorization, administrative allotments, record of voucher payments, checks issued, current balances, and unliquidated encumbrances. Arranged numerically. (Frequently, official.) 17 x 26 loose-leaf books (4), 8 in., on filing case. R. 418. (10644)

261. GENERAL DOCUMENT FILE, 1935 to date. Reports of liquidated encumbrances, copies of paid vouchers, schedules, journal vouchers, authorizations, records of allotments, correspondence, special memoranda, Presidential letters, and miscellaneous forms. Filed numerically, by appropriation symbol and by official project and allotment numbers, according to type of document. (Daily, official.) 9 x 11 folders, 875 ft., in 296 drawers of steel filing cases and in 171 transfer cases. R. 408. (10103)

262. GENERAL LEDGER, 1935 to date. Standard Form 250, showing account number, description of entry, reference number, debits and credits, balance, and total amount of charges and credits brought forward. Arranged numerically. (Daily, official.) 11½ x 15 loose-leaf books (6), 3 ft., on filing cabinet. Rs. 420-422. (10744)

263. JOURNAL VOUCHERS, 1935 to date. Showing date, reference number, symbol explanation, amount of funds for 1935 and 1936, debit and credit of unliquidated encumbrances, expended



appropriation, and revenues and repayment schedules of uncollected checks for Resettlement Administration of California, Utah, and Arizona. Arranged numerically. (Daily, official.) 9 x 11½ loose-leaf books (3), 6 in., in steel filing case. Rs. 420-422. (10743)

264. MISCELLANEOUS AND CORRESPONDENCE FILE, 1935 to date. Reports on daily production, cash position, checks drawn by disbursing officer, register of delayed pay rolls, long distance telephone calls, weekly inventory of vouchers on hand, status of funds by class, project sponsor's contributions, signature cards, and adjustment and transmittal letters, used in compiling reports to Washington. Filed numerically. (Daily, official.) 9 x 14 folders, 8 ft., in 4 drawers of steel filing case. R. 415. (10845)

265. MISCELLANEOUS FILE, 1935 to date. Telegrams, general correspondence, disbursing office letters, interoffice memoranda, project appropriation data, pay roll vouchers, daily summaries of adjustment, reports of collection and disbursement, journal vouchers, schedule of canceled checks, records of collections of deposits, copies of accounts current, and statements of control accounts. Arranged alphabetically. (Daily, official.) 9 x 12 folders, 12 ft., in 7 drawers of steel filing cases. Rs. 420-422. (10777)

266. MISCELLANEOUS FILE, 1935 to date. Supply Form D-13, non-expendable; Supply Form D-14, expendable; Supply Form D-95, monthly inventory report; Form A-16, receiving and inspection report; and Form D-18, expenditure voucher. Arranged numerically. (Daily, official.) 9 x 12 folders, 8 ft., in 4 drawers of steel filing cases and in transfer case. R. 412. (10955)

267. MISCELLANEOUS FILE, 1935 to date. Correspondence, allotment ledger sheets, accounting procedures, Resettlement Administration codes, grants, collections, project costs, land utilization reports, and semimonthly and monthly resettlement account reconciliation. Filed alphabetically. (Rarely, official.) 9 x 15 folders, 6 ft., in 4 drawers of steel filing case. R. 415. (10847)

268. MISCELLANEOUS FILE, 1935 to date. Copies of pay rolls, applications for positions, letters of appointments, resignations, and general correspondence pertaining to personnel matters, division appointments, authorizations and cancellations, and monthly personnel reports. Filed alphabetically. (Daily, official.) 9 x 11 folders, 2 ft., in steel filing case. R. 415. (10920)

269. MISCELLANEOUS FILE - GENERAL AND RESETTLEMENT, 1935 to date. Correspondence, revisions, transfers, miscellaneous Works Progress Administration and encumbrance reports, telegrams, memoranda, and interoffice reports. (Daily, official.) 9 x 11 folders, 4 ft., in 2 drawers of steel filing case. Rs. 420-422. (10776)



270. PAY ROLL ROUTING SLIPS, 1935 to date. Forms D-53 and D-53 revised, showing slip number, pay roll number, appropriation, official project, allotment and authorization symbols, kind of service, type of pay roll, how paid, total of attached vouchers, amount to be liquidated, length of day period, and date received in accounts office. Arranged numerically and chronologically. (Never.) Various sized cards and bundles (6), 72 ft., in 6 wooden boxes and in pasteboard transfer cases. Rs. 408-409. (10111, 10164)

271. PERSONNEL FILE, 1935 to date. Reports concerning history of personnel, showing time of service, grades, annual, sick and without pay leaves of absence, and data relating to resigned and transferred employees of this division. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft. 6 in., in 2 drawers of steel filing case. R. 415. (10918)

272. PRESIDENTIAL LETTERS, 1935 to date. Copies of letters from the President to the Secretary of the Treasury, requesting transfer of funds to Works Progress Administration projects, stating amount, and purpose of work, and telegrams, Army and Navy radiograms from Washington, regarding advice of change in project authorization. Arranged numerically. (Frequently, official.) 9½ x 11½ loose-leaf books (18), 2 ft. 5 in., on wooden shelf. Rs. 420-422. (10706)

273. PROPERTY RECORD, 1935 to date. Record of expendable and nonexpendable property, showing class number, name and number of articles, unit of use, amount of stock received and issued, control and location of articles. Arranged numerically. (Daily, official.) 5 x 8 cards, 2 ft., in pasteboard file boxes. R. 412. (10954)

274. RESETTLEMENT REGISTER OF LO/NS, 1935 to date. Showing name of borrower, county and city, voucher, schedule, code and loan numbers, transaction code, amount of approved loan, date, amount advanced, amount collected on principal, amount of interest, date of payment, and amounts due from borrower or to be advanced. Arranged numerically. (Frequently, official.) 13 x 18 bundles (7), 1 ft. 6 in., on wooden shelf. Rs. 420-422. (10642)

275. SALARY RECORD, 1935 to date. Showing name and address of employee, title, grade, amount of salary, date of appointment and daily records of time on duty. Filed alphabetically. (Daily, official.) 5 x 8 cards, 2 ft. 6 in., in 3 pasteboard boxes. R. 415. (10919)

276. SUMMARY OF DISBURSEMENT AND COLLECTIONS BY OFFICIAL PROJECTS, 1935 to date. Form C-10, showing name of department, establishment, bureau or office, title and name of officer making statement, date, symbol, voucher and official project numbers,



appropriation symbol, title of project, amounts of disbursements and collections, canceled checks by official projects, and net charge. Filed chronologically. (Daily, official.) 11 x 17 bundles, 5 ft., on wooden shelf. R. 415. (10925)

277. SUMMARY REPORT, 1935 to date. Forms SF-1, 4, and 6, cumulative reports, showing appropriation title, Works Progress Administration appropriation symbol and account class code, amounts of authorizations, encumbrances and vouchers, amount of unencumbered authorizations and unliquidated encumbrances, and end of month summaries from Works Progress Administration districts. Arranged chronologically. (Daily, official.) 11½ x 17 loose-leaf book, 5 in., on desk. Rs. 420-422. (10779)

278. SUMMARY REPORT BY APPROPRIATION ALLOCATION, 1935 to date. Showing appropriation title and symbol, name of state, status of work, code number, project limitation, allocation by the President, expenditures authorized, net encumbrance, voucher payments, current balances of unobligated allotments, allocations, unliquidated obligations, and total of unexpended balance. Arranged alphabetically, by name of project. (Daily, official.) 18 x 26 loose-leaf book, 2 in., on desk. R. 415. (10958)

279. TABULATING CARDS, 1935 to date. Compiled by International Business Machine System of Bookkeeping, for control of daily tabulation of accounts, showing limitations, unliquidated encumbrances, and daily allotment balances on Forms B-16, B-11, and SF-1. Arranged numerically. (Daily, official.) 3½ x 7½ cards, 1089 ft., in 339 wooden boxes, in 139 pasteboard boxes, and in 140 drawers of steel filing cases. Rs. 408 and 418. (10110, 10511)

280. TRANSMITTAL FILE, 1935 to date. Original receipts signed by consignee on receiving documents from this office, copies of receipts for official documents received and forwarded, and descriptions of original documents received, signed, and returned to sender. Arranged chronologically. (Daily, official.) 8 x 10½ and 9 x 11 folders and bundles (10), 26 ft., in 10 drawers of filing cases and in 10 pasteboard transfer cases. R. 409. (10165)

281. WORKS PROJECT ABSTRACT OF ALLOTMENT LEDGER WORK SHEETS, 1935 to date. Showing department number, date, reference number, type of entry, allotment, net encumbrance, expenditures, unliquidated balance, unencumbered balance, and bureau and allotment numbers. Filed numerically, by appropriation, official project, and allotment numbers. (Daily, official.) 11 x 15½ loose-leaf books (4) and bundles (96), 9 ft., on 3 wooden shelves and on table. R. 408. (10108)

282. ABSTRACT OF ALLOTMENT, WORK PROJECT LEDGER SHEETS, 1936 to date. Form B-11-D, showing appropriation symbol, date of entry,



official project, bureau reference and type of entry numbers, amount of allotment or limitation, net encumbrance, expenditures, unliquidated balance of encumbrance, and balance of allotment or limitation. Filed chronologically. (Frequently, official.) 11 x 16 bundles (13), 3 ft. 6 in., on shelf. R. 415. (10923)

283. AUTHORIZATION LEDGER, 1936 to date. Summaries of expenditures and encumbrances, showing date, transaction code, allotment, works project, official project, and authorization numbers, and amounts. Arranged numerically. (Frequently, official.) 11 x 13½ bundles (4), 8 in., on wooden shelf. Rs. 420-422. (10646)

284. COST REPORTS, 1936 to date. Semimonthly reports of project manager, showing detailed account of costs, and description of progress being made on Mendocino, Woodlands, Widsdoe and central Utah projects for land use adjustments. Arranged chronologically. (Daily, official.) 11 x 14 folders, 2 ft., in steel filing case. Rs. 420-422. (11052)

285. CUMULATIVE DISTRIBUTION OF ENCUMBRANCES AND EXPENDITURES, 1936 to date. Showing name of state reporting, date of report, cumulative dates, state code number, appropriation symbol, status of work, objective code number, and total amount of voucher payments. Filed numerically. (Daily, official.) 11 x 12 bundles (6), 4 in., on shelf under counter. R. 415. (10922)

286. DAILY MISCELLANEOUS REPORTS, 1936 to date. Referring to Works Progress Administration pay rolls, disbursements, canceled checks, collections, purchase order transfers, interoffice transfers, and Resettlement and Treasury administration expense reports. Arranged numerically. (Frequently, official.) 11½ x 16 folders, 1 ft., on desk. R. 418. (10579)

287. DAILY REGISTER OF TRANSACTIONS, 1936 to date. Forms B-15 and B-16 revised, showing district, county, appropriation, official project, encumbrance and voucher amounts, and code and objective class numbers. Arranged chronologically. (Frequently, official.) 11½ x 15 bundles (18), 1 ft., on 2 wooden shelves on desk. R. 418. (10508)

288. DAILY REPORT OF ALLOTMENT BALANCES, 1936 to date. Project reports, showing authorization, status of work, appropriation symbol, official project and allotment work project numbers, amount of unliquidated encumbrance, and unencumbered allotment items passed before and after cut-off. Filed numerically. (Daily, official.) 12 x 16½ loose-leaf book, 4 in., under counter. R. 415. (10921)

289. ENCUMBRANCE AND CONTRACT FILE, 1936 to date. Vouchers with supporting purchase orders and requisitions forwarded to this office from various districts for examination as to correctness of



amounts and for authorizing signatures. Arranged numerically, by district and allotment numbers. (Daily, official.) 9 x 12 folders, 90 ft., in 51 drawers of steel filing cases. R. 411. (11732)

290. GENERAL SCHEDULE OF SUPPLIES, 1936 to date. Miscellaneous contracts for all supplies and equipment. Arranged numerically. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in steel filing case. R. 411. (10262)

291. LIMITATION CONTROL, 1936 to date. Form TAO-SF-14, showing date, reference number, appropriation symbol, type of work, official project number, name of city, code and allotment contract numbers, whether active or finished project, increase or decrease in allotment, and amount of limitation and balance. Arranged numerically. (Daily, official.) 12 x 13 bundles, 3 ft., on desk. Rs. 420-422. (10708)

292. MISCELLANEOUS DOCUMENTS, 1936 to date. Travel vouchers, telegrams, and official correspondence. Arranged chronologically. (Frequently, official.) 5 x 8 and 8 x 10½ loose sheets, 2 in., in 2 drawers of steel filing case. R. 410. (10842)

293. RECONCILEMENT RECORD, 1936 to date. Showing unliquidated encumbrances of funds allocated to a project or set aside for a specified purpose, unliquidated encumbrance balance number, and type of encumbrance document. (Frequently, official.) 9 x 12 folders, 1 ft. 6 in., in steel filing case. R. 411. (11733)

294. REGISTER OF COLLECTION APPLIED, 1935 to date. Form B-27, showing name and number of state and county, date, borrower's name, Resettlement Administration and regional office loan numbers, amount of debit and credit, and amount applied to principal and interest of Resettlement Administration advances, and corporation or trust fund advances. Arranged numerically, by state. (Daily, official.) 11 x 15 loose sheets, 3 ft., in 2 drawers of steel filing case. Rs. 420-422. (10741)

295. REPORTS, WAGE AUTHORIZATIONS, AND PRESIDENTIAL LETTERS, 1936 to date. Semimonthly office reports regarding delayed vouchers, anticipated checks, daily production, authorization for wage exemption; cards, showing employees' signatures and specimens of handwriting, and list of officers in various branches of the Government service whose signature cards are missing from the file. Arranged alphabetically, by subject. (Daily, official.) 9 x 11 folders and loose sheets, 5 ft., in 3 drawers of steel filing case. Rs. 420-422. (10896)

296. ROUTE TICKETS, 1936 to date. Showing the route documents are to travel in order to reach destination and date and time document left the mailing room. Arranged chronologically. (Daily,



official.). 8 x 10 $\frac{1}{2}$  bundles (72), 2 ft., in 6 transfer cases. R. 409. (10163)

297. SCHEDULE OF COLLECTIONS, 1936 to date. Standard Form 1044, showing name of bureau, receiving disbursing office, symbol, date received, receipt number, name of remitter, and detailed description of purpose for which loans were received. Arranged chronologically. (Frequently, official.) 9 x 11 loose sheets, 1 in., in steel filing case. Rs. 420-422. (10742)

298. SCHEDULE OF PROJECTS COMMENCED, 1936 to date. Form A-24, showing date, name of agency, district number, whether project was approved before or after October 1936, Presidential letters of authorization and limitation amount, estimated cost of project, net amount previously reported, cross reference to previous schedule number, and additional amount required for completion of project. Arranged numerically and alphabetically, by district. (Daily, official.) 8 x 12 $\frac{1}{2}$  bundles (21), 2 ft., on table. Rs. 420-422. (10740)

299. STATEMENT OF CONTROL ACCOUNTS, 1936 to date. Detailed descriptions of debit and credit balances of accounts at end of 30 days, showing available funds, disbursing officer's cash, disbursing funds, revenues and repayments, special deposits, sundry accounts and loans receivable, current projects' expenditures and loans. Arranged chronologically. (Daily, official.) 15 x 22 folders, 1 ft. 4 in., in steel filing case. Rs. 420-422. (10739)

300. STATEMENT OF CONTROL ACCOUNTS, 1936 to date. Form C-1, statement of funds allocated under Act of 1935, and analysis of available funds by appropriation allocations, showing detailed debit and credit balances of accounts, and balances and totals at end of each period. Filed numerically. (Daily, official.) 14 $\frac{1}{2}$  x 22 loose-leaf books (3), 6 in., on desk. Rs. 415-416. (10959)

301. STATEMENT OF PROJECT ESTIMATE DETAILS, 1936 to date. Copies of estimates of work projects submitted for approval, showing date of approval, district number, name of city, location, name and number of project, allotment sponsor, number of man-hours required, kind of labor, and total amount and distribution of funds. Arranged numerically, by districts. (Daily, official.) 9 x 12 folders, 10 ft., in 3 transfer cases. R. 409. (10168)

302. SUSPENSION REPORTS, 1936 to date. Form B-35, replacing Forms B-24 and B-28, register of suspensions in field offices, showing status of suspensions, date suspensions are received, type of voucher, state and disbursement office code numbers, appropriation symbol, fund, department or bureau, limitation, and reason by code for suspension. Arranged numerically, (Daily,



official.)  $11\frac{1}{2} \times 17\frac{1}{2}$  bundle, 1 in., in desk drawer. Rs. 420-422. (10817)

303. SUSPENSION REPORTS, OUTSTANDING, 1936 to date. Showing status of suspensions on hand by departments and establishments, name of same, reference, branch office number, total amount and number of suspensions on hand in Treasury Accounts Office at close of period, and number of replies in Treasury Accounts Office to be transmitted to disbursing office. Arranged chronologically and alphabetically, by department or establishment. (Daily, official.)  $8\frac{1}{2} \times 14$  bundles, 2 in., in desk drawer. Rs. 420-422. (10816)

304. TABULATIONS, MATURED FILES, 1936 to date. Records of loans receivable compiled by International Business Machine Punch System of Accounting, showing subsequent years' repayments, paid loans, corporation loans receivable and paid, repossessed property, and cancellation loans for California, Nevada, Utah, and Arizona. Arranged numerically. (Frequently, official.)  $3\frac{1}{2} \times 7\frac{1}{2}$  cards, 136 ft., in 34 drawers of steel filing cases. Rs. 420-422. (10703)

305. TRAVEL VOUCHER RECORD, 1936 to date. Letters authorizing travel and travel vouchers, showing name and title of traveler, post of duty, date, voucher number, encumbrance number, date received, period of travel, amount of expenses, and date of disposition of same. Arranged chronologically. (Daily, official.) 9 x 12 folders, 4 ft., in steel filing case, in wooden box, and in 2 pasteboard boxes. R. 411. (10859)

306. UNLIQUIDATED ENCUMBRANCE RECORDS, 1936 to date. Showing date, appropriation symbol, official project, allotment, encumbrance, voucher, transaction and objective classification numbers; balance of encumbrance, total unliquidated balance of encumbrance, and balance of allotment. Arranged chronologically and numerically, by district number. (Daily, official.) 11 x 15 bundles (104), 14 ft., on 7 wooden shelves. R. 418. (10506)

307. UNLIQUIDATED PAY ROLL ENCUMBRANCES, 1936 to date. Form D-53, revised, pay roll routing slips, showing appropriation symbol, official project, authorization, voucher and requisition numbers, type of pay roll, and date; Form A-5, notice of miscellaneous encumbrance, showing date, encumbrance number, department, appropriation symbol number, and title, in favor of whom drawn, purpose, location of project, and department or agency, with signature of qualified person. Arranged numerically. (Daily, official.) 9 x 12 folders, 20 ft., in 12 drawers of steel filing cases. R. 421. (10381)

308. REDRAWAL SLIPS REGISTERING UNNUMBERED CHECKS USED, Jan. 1936 to date. Form 1690, record of unnumbered checks used, showing lot number, date check is to carry, symbol number, voucher payment and voided check numbers, amount of substitute check, control



number, payee's name, identification number, disbursing office symbol, name and signature of person preparing and writing check, and stating purpose for which made. Arranged chronologically and classified numerically, by lot number. (Daily, official.) 9 x 12 folders, 4 ft. 4 in., in 2 transfer cases and on wooden shelf. Rs. 409 and 418. (10170, 10648)

309. NUMERICAL REGISTER OF RURAL RESETTLEMENT CASES AND LOANS, n. d. Record of loans prior to 1935, showing state and county, name and address of borrower, and loan, grant, and voucher numbers of each loan. Arranged numerically. (Occasionally, official.) 9 x 15 folders, 6 in., under front counter. R. 408. (11731)

STATE DISBURSING OFFICE  
Apparel Center Bldg., 49 - 4th St.

This office was established July 1, 1935. Its primary function is the disbursement of Federal Emergency Relief funds for various organizations in the State of California. The originals of important records are sent to Washington. So-called useless papers are destroyed.

310. DAILY REPORT OF ALLOTMENT BALANCES, 1935 - 1936. Form B-16, showing work project, official project number, appropriation symbol, what appropriation is to be used for, detail of work, amount of unliquidated encumbrance and unencumbered allotment, and items passed before and after cut-off. Filed numerically. (Frequently, official.) 11 x 13 bundles (34) and loose-leaf book, 5 ft., on wooden shelf. Rs. 420-422. (10674)

311. DAILY REGISTER OF ENCUMBRANCES, 1935 - 1936. Reference encumbrance, project, authorization, appropriation account, number, official project number and amount, remaining balance, machine and number of operator compiling register. Arranged numerically. (Never.) 11 x 15 $\frac{1}{2}$  bundles (5), 7 in., on shelf in wooden case. R. 418. (10507)

312. ANALYSIS OF LOAN ACCOUNTS, CORPORATION OR OTHERWISE, 1936. Copies of Form RA-FC-588, loan accounts for Utah, Nevada, Arizona, and California, showing name and number of state, county, and appropriation name of borrower, rural rehabilitation case and suffix number, amount authorized, amount of payments made to borrower, total amount advanced to date, amount of interest charges and payments, principal repayments, and total principal unpaid to date. Filed numerically. (Daily, official.) 12 x 16 folders (55) and bundles, 4 ft. 5 in., on shelf. Rs. 420-422. (10669)



313. MONTHLY REPORT OF OVERTIME, Aug. 1 - Dec. 31, 1936. Pertaining to overtime work in the thirty-nine hour group employees, showing names of employees, salary rates, number of hours in excess of number fixed by departmental regulations, and amounts necessary to compensate overtime at current salary rates. Filed chronologically. (Never.) 9 x 12 folders, 1 in., in steel filing case. R. 506. (9772)

314. RECEIPTS FOR REGISTERED MAIL, July 1915 to date. Original receipts for pay roll checks sent to paymasters by registered mail, giving dates, numbers of articles, names of addressees, post office address, number of packages, and registry fees, with signature of postmaster. Filed chronologically. (Frequently, official,) 8 x 11½ covers (3), 3 in., in desk. R. 510. (9953)

315. ABSTRACT OF ALLOTMENTS, INCLUDING AND EXCLUDING WORKS PROJECT ADMINISTRATION, 1935 to date. Form B-11-d, showing date of entry, reference number, type of entry, allotment amount, net encumbered expenditures, unencumbered balance of allotment, Works Project Administration allotment number, number of machine, and number of operator compiling abstract. Arranged numerically. 11 x 15 bundles (44), 1 ft. 6 in., on 2 shelves in wooden case. R. 418. (10510)

316. DAILY REGISTER OF TRANSACTIONS, 1935 to date. District and county, appropriation, official project encumbrance, allotment, bureau voucher, treasury voucher, objective class, transaction code, numbers, amount of allotment or limitation encumbrance, and voucher with grand total. Filed numerically. (Daily, official.) 11 x 14 bundles (68) and 11 x 17 loose-leaf books, 11 ft., on wooden shelves. Rs. 420-422. (10670)

317. LISTS OF VOUCHERS, 1935 to date. Lists of vouchers for California, Utah, Nevada, and Arizona, showing state, county, loan and suffix numbers, date and amount of advance, plan of repayment amounts, and dates for repayment. Filed numerically. (Frequently, official.) 11½ x 16 bundles (4), 1 ft., on shelf. Rs. 420-422. (10671)

318. APPLICATIONS FOR EMPLOYMENT, July 1935 to date. Personal history of applicants for employment in this office, giving dates, name and address of applicant, place and date of birth, race, marital condition, record of past Government services, and statement of other employment. Filed alphabetically. (Occasionally, official.) 9 x 12 envelopes, 2 ft., in steel filing case. R. 506. (9769)

319. DAILY RECORD OF REGULAR EMPLOYEES, July 1935 to date. Original record of daily attendance of employees in the book-keeping and payment sections of this office, showing dates of periods covered, names of employees, marks indicating whether



present or absent, sections in which employees worked, and remarks; monthly reports of absences, showing reasons for same. Filed chronologically. (Daily, official.) 9 x 12 folders, 5 in., in steel filing case. R. 506. (9771)

320. PERSONNEL RECORDS, July 1935 to date. Correspondence relating to the employment of personnel for this office; personal history statements by employees, oaths of office, appointments, employment records, and employee's former and present salaries. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 1 ft. 6 in., in steel filing case. R. 506. (9775)

321. GENERAL ACCOUNTING CORRESPONDENCE, July 1935 to date. Originals and copies of letters, relating to encumbrances, project authorization, reports, daily transmittals of balances to Washington, accounts current, checks, collections, cancellations of checks, accounting procedures, and accounts reports. Filed chronologically and alphabetically, by subject. (Daily, official.) 9 x 15 folders, 7 ft., in 4 drawers of steel filing case, R. 506. (9907)

322. GENERAL CORRESPONDENCE, July 1935 to date. Correspondence, telegrams, and radiograms to and from the Department of Agriculture, Department of Education, Federal Reserve Bank, U. S. Forest Service, Internal Revenue Service, General Accounting Office, U. S. Treasurer, National Youth Administration, Department of the Interior, and Department of the Navy. Filed chronologically and alphabetically, by subject. (Daily, official.) 9 x 12 folders and loose sheets, 6 ft., in 3 drawers of steel filing case. R. 506. (9768)

323. BILLS OF LADING, GOVERNMENT, July 1935 to date. Standard Form 1058-A, pertaining to Treasury Department checks and documents shipped by air express to paymasters in California, Nevada, Arizona, and Utah, giving dates, names of shipping companies, to whom shipped, number of packages, description of articles, weights, and amounts of carrying charges, with signatures of carriers' agents. Filed chronologically and numerically. (Frequently, official.)  $8\frac{1}{2}$  x  $10\frac{1}{2}$  covers, 6 in., in filing case. R. 510. (9954)

324. MESSENGERS' RECEIPTS FOR PAY ROLL CHECKS, July 1935 to date. Receipts signed by paymasters' messengers for delivery to them of pay rolls and checks, giving dates and signatures of messengers. Filed chronologically. (Occasionally, official.) 9 x 12 folders, 1 ft., in steel filing case. R. 510. (9955)

325. NOTICES OF MISCELLANEOUS ENCUMBRANCES, July 1935 to date. Copies of notices directed to the accountant in charge, State Accounts Office, regarding obligations incurred by this office for which no encumbrance documents existed and showing dates, appropriation numbers and titles, in whose favor drawn, for what purpose, and amounts. Filed chronologically, (Frequently, official.)



9 x 12 folders, 2 in., in steel filing case. R. 506. (9774)

326. LEDGER, July 1935 to date. Original record of debits, credits, and balances of various accounts, showing dates, descriptions of entries, amounts debited and credited to each item, and balances of same. Arranged chronologically. (Daily, official.) 11 x 16 loose-leaf books (3), 5 in., in steel safe. R. 506. (9832)

327. PAYMASTERS' RECEIPTS, July 1935 to date. Original receipts for pay rolls and checks, showing dates, names of pay rolls, periods covered, number of checks, serial numbers, and symbol numbers, with signatures of paymasters to whom checks and pay rolls were delivered. Filed chronologically and alphabetically, by organizations. (Frequently, official.)  $5\frac{1}{2}$  x 8 loose sheets, 16 ft., in drawers of steel filing case. R. 510. (9951)

328. PERSONNEL RECORDS, July 1935 to date. Employment service records, salary ledger cards, applications for annual leaves of absence with pay, and individual records of absences. Filed alphabetically. (Occasionally, official.) 5 x 8 cards, 1 ft., in steel cabinet. R. 506. (9909)

329. PROGRESS SHEETS, July 1935 to date. Original records of work performed by office personnel in the preparation and issuance of pay roll checks for Federal Emergency Relief employees in this state, showing dates, numbers of schedules, vouchers and checks, total amount of checks, and voucher and check numbers, with initials of persons through whose hands the work has passed. Indexed. (Daily, official.)  $8\frac{1}{2}$  x 10 cover, 9 ft. 6 in., in 5 drawers of steel filing cases. R. 510. (9904)

330. PROPERTY RECORD, July 1935 to date. Record of expendable and nonexpendable property, showing dates, class numbers, description of articles, stock received and issued, and balances on hand. Filed chronologically. (Frequently, official.) 5 x 8 cards, 6 in., in steel card cabinet. R. 506. (9908)

331. PROPERTY RECORD, July 1935 to date. Record of equipment loaned to this office by Civil Works Administration, State Emergency Relief Administration, and Works Project Administration; receipts for equipment transferred; correspondence relating to equipment, requisitions for blank forms and supplies, and issue slips for supplies. (Frequently, official.) 9 x 12 folders, 1 in., in steel filing case. R. 506. (9773)

332. RECORD OF UNDELIVERED CHECKS, July 1935 to date. Showing dates, check numbers, amounts of checks, name and pay roll number of payee, from what paymasters undelivered checks were received, and reasons for non-delivery. Filed alphabetically. (Occasionally, official.)  $3\frac{1}{2}$  x  $8\frac{1}{2}$  loose sheets, 9 ft., in 5 drawers of steel filing cases. R. 506. (9834)



333. RECORD OF PAY ROLLS IN DISTRIBUTION, July 1935 to date. Original record of pay rolls prepared for distribution in person or by mail to paymaster or messenger, showing rates, pay rolls, names of paymasters, pay periods, and dates pay rolls were delivered personally or mailed to paymaster. Filed chronologically. (Daily, official.)  $8\frac{1}{2}$  x 11 bundles, 4 ft., in 2 drawers of steel filing case. R. 510. (9910)

334. REPLIES TO NOTICES OF EXCEPTIONS, July 1935 to date. Pertaining to payment of vouchers received from the General Accounting Office at Washington, concerning legality of payments of various vouchers and explanations of same. Filed chronologically. (Frequently, official.) 9 x  $12\frac{1}{2}$  binding cases, 7 ft., on shelves in steel cabinet. R. 506. (9838)

335. STATEMENT OF CHECKING ACCOUNTS, July 1935 to date. Original monthly statement of amounts deposited to the credit of the State Disbursing Officer and abstracts of checks drawn by the latter, showing dates, balances from last statements, deposits received, total checks paid, and balances on hand. Filed chronologically. (Monthly, official.)  $8\frac{1}{2}$  x 14 covers, 5 ft., on shelves in steel cabinet. R. 506. (9837)

336. STOP PAYMENT FILE, July 1935 to date. Letters from payee of checks requesting that payments be stopped because of loss or forgery; also copies of letters from this office to Washington, relating to stop payment of checks and replies thereto. Filed alphabetically. (Frequently, official.) 9 x 15 folders, 5 ft., in 3 drawers of steel filing case. R. 506. (9906)

337. VOUCHERS FOR EXPENDABLE PROPERTY, July 1935 to date. Copies of monthly vouchers, period covered, number and description of articles, unit, and total costs; these records are accompanied by supporting documents, such as property invoices and receipts, purchase orders, requisitions, and receiving and inspection reports. Filed chronologically. (Monthly, official.) 9 x 12 folders, 2 ft., in steel filing case. R. 506. (9833)

338. PAY ROLLS FOR PERSONNEL SERVICES, July 15, 1935 to date. Memorandum copies of pay rolls for employees of this office, giving dates, names and occupations of employees, monthly salary of each employee, amounts paid, and total amount of pay rolls, with signature of State Disbursing officer. Arranged chronologically. (Semimonthly, official.) 12 x 18 loose-leaf books, 2 in., in steel safe. R. 506. (9836)

339. ACCOUNT FILE AND SUPPORTING PAPERS, July 23, 1935 to date. Schedule of disbursements accompanied by vouchers, schedules of transfers to State Disbursing Office, summary of collections, statements of disbursements, Civil Service retirement and disability fund credits, summary statement of disbursements by official projects,



schedule of Treasury deposits, statements of checks, and balance on hand to date for each appropriation. Filed chronologically. (Daily, official.) Various sized folders, envelopes, covers, and loose sheets, 50 ft., in 15 drawers of steel filing cases, in 8 steel transfer cases and in steel cabinet. R. 506. (9702)

340. RECORD OF CHECKS ISSUED, July 23, 1935 to date. Copies of all checks issued, giving dates, number of checks, to whom issued, amount issued and for what purpose, symbol number, and time check went through checking machine. Filed numerically and chronologically. (Occasionally, official.)  $8\frac{1}{2}$  x 12 covers, 250 ft., on wooden shelves and in steel filing cabinets. Rs. 506-510. (9701)

341. MISCELLANEOUS AND CORRESPONDENCE FILE, 1936 to date. Schedule of disbursement numbers, quartermaster's records, requisitions for supplies, statements of office operations, disbursing office examinations, interoffice letters, records of overtime, journal vouchers, suspension release letters, and encumbrance release of allotments. Filed chronologically. (Frequently, official.) 9 x 12 folders, 8 ft., in 4 drawers of steel filing case. Rs. 420-422. (10675)

342. REGISTER OF COLLECTIONS APPLIED, 1936 to date. Form B-27, showing date, state, county, and region numbers; borrower's name, Resettlement Administration and suffix numbers, amount of interest and principal applied to advances made by Resettlement Administration, corporation or trust fund, and date of temporary receipt. Filed numerically. (Frequently, official.) 6 x 16 folders (24), 1 ft. 8 in., on wooden shelf. Rs. 420-422. (10673)

343. OPERATORS' RECORDS OF CHECKS SIGNED, Mar. 1936 to date. Copies of records, showing dial readings on electric check signing machine, number of checks signed daily, dates, names and numbers of operators, dial readings at beginning and close of day, and dates of checks. Filed chronologically. (Daily, official.) 9 x 12 folders, 1 ft., in filing case. R. 506. (9905)

344. PAYMASTERS' AND CASHIERS' BOND RECORD, July 1936 to date. Showing names and addresses of bonded persons, their district numbers, names of bonding companies, effective dates, and amounts of bonds. Filed alphabetically. (Occasionally, official.) 3 x 5 cards, 6 in., in transfer case. R. 506. (9835)

345. AUDIT REPORTS, CALIFORNIA, UTAH, ARIZONA, AND NEVADA, Jan. 1, 1937 to date. State, county, regional loan numbers, borrower's name, appropriation number, amount of debits and credits, individual amount of principal and interest, and total amount of principal and interest. Arranged numerically. (Frequently, official.) 12 x 16 folders (8) and bundles (23), 2 ft., on wooden shelf. Rs. 420-422. (10672)



346. HIGH SCHOOL PAYMASTERS' SIGNATURES, n. d. Signatures of paymasters having charge of pay checks for children at various high schools, National Youth Administration, showing mailing address of paymasters, and signature certifications by principals of high schools. (Occasionally, official.) 3 x 5 cards and bundles, 2 ft., in steel filing case. R. 506. (9770)

THE  
UNITED STATES  
COAST GUARD



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# THE UNITED STATES COAST GUARD

This series is published on October 9, 1917, to give  
information to the public on the subject of the  
United States Coast Guard. It is published in  
English and Spanish. The Spanish edition is  
published by the United States Coast Guard  
at San Francisco, California. The English  
edition is published by the United States  
Coast Guard at Washington, D. C.

1. GENERAL INFORMATION. This series is published  
to give information to the public on the subject  
of the United States Coast Guard. It is published  
in English and Spanish. The Spanish edition is  
published by the United States Coast Guard  
at San Francisco, California. The English  
edition is published by the United States  
Coast Guard at Washington, D. C.

2. HISTORY. The United States Coast Guard  
was established on October 9, 1917, to give  
information to the public on the subject of the  
United States Coast Guard. It is published  
in English and Spanish. The Spanish edition is  
published by the United States Coast Guard  
at San Francisco, California. The English  
edition is published by the United States  
Coast Guard at Washington, D. C.

3. ORGANIZATION. The United States Coast Guard  
is organized into three main branches: the  
Bureau of Navigation, the Bureau of Marine  
Inspection, and the Bureau of Hydrographic  
Survey. Each branch is headed by a Chief  
and has several divisions under its control.

4. DUTIES. The United States Coast Guard  
has a wide range of duties. It is responsible  
for the safety of navigation, the inspection  
of ships, and the collection of hydrographic  
data. It also has a role in the enforcement  
of customs and revenue laws.

5. PERSONNEL. The United States Coast Guard  
has a large number of personnel. It includes  
both commissioned and uncommissioned  
officers, as well as a large number of  
enlisted men. The personnel are trained  
in a variety of subjects, including navigation,  
ship inspection, and hydrographic surveying.



COAST GUARDBOLINAS

STATION 312  
Bolinas Bay

This station was established on November 9, 1917, to aid in saving life and property on the high seas and to enforce marine laws and regulations governing the fishing fleets. In cooperation with other governmental agencies, it suppresses smuggling and the illegal entry of aliens. It has jurisdiction over Bolinas Bay and adjacent waters. Reports are sent to Washington through the district commander's office at San Francisco.

347. INSPECTION REPORTS, 1917 - 1936. Copies of detailed reports made by chief inspector, showing condition of buildings and equipment and activities of personnel. Filed chronologically. (Occasionally, official.)  $8\frac{1}{2}$  x  $11\frac{1}{2}$  covers, 1 ft., in wooden filing case. Office and Attic. (9676)

348. KEEPER'S MONTHLY REPORTS, 1917 - 1936. Giving record of proficiency of surfmen, general condition of station, and remarks. Filed chronologically. (Older records, rarely; current records, monthly, official.) 9 x 12 folders, 2 ft. 6 in., in wooden filing case and in wooden boxes. Office and Attic. (9678)

349. CONDUCT RECORD, 1917 - 1937. Showing conduct of enlisted men during entire period of each enlistment; in case of misconduct the penalty imposed is recorded. (Occasionally, official.) 8 x 11 vols., 2 in., in desk drawer. Office and Attic. (10994)

350. GENERAL FILE, 1917 - 1937. Correspondence, reports, requisitions, and records of personnel. Filed according to Dewey Decimal System. (Older records, rarely; current records, daily, official.)  $8\frac{1}{2}$  x  $11\frac{1}{2}$  folders, 16 ft., in 2 drawers of wooden filing case and in 2 wooden boxes. Office and Attic. (10997)

351. JOURNAL AND LOG, 1917 - 1937. Daily record of events, showing date, condition of surf, direction and force of wind, barometer and thermometer readings, patrols, general condition of buildings and apparatus, special events, and general remarks. (Daily, official.) 9 x  $14\frac{1}{2}$  vols., 3 ft., in wooden cabinet. Office and Attic. (10995)



352. FEES ACCOUNTS, INVOICES, AND BILLS, 1917 - 1937. Record of supplies purchased, showing date, cost and amount. Filed chronologically. (Older records, rarely; current records, monthly, official.)  $3\frac{1}{2}$  x  $8\frac{1}{2}$  envelopes and bundles, 10 ft., in wooden filing cases and in wooden box. Office and Attic. (9680)

353. PAY ROLLS OF OFFICERS AND MEN, 1917 - 1937. Monthly and semimonthly record, showing date, name and rank, rate, amount allowed for subsistence, and other credits and debits. Filed chronologically. (Older records, rarely; current records, semimonthly, official.) 8 x 11 vols., 2 ft., in wooden boxes and in wooden cabinet. Office and Attic. (10996)

354. PROPERTY RETURNS, 1917 - 1937. Copies, showing equipment and supplies received and used, amount or number on hand, received and used since last return, amount remaining, and condition. Filed chronologically. (Occasionally, official.)  $8\frac{1}{2}$  x  $11\frac{1}{2}$  covers and bundles, 3 ft., in wooden filing case. Office and Attic. (9679)

355. ROUGH LOG, 1917 - 1937. Showing hourly weather condition, fog signal sounding, steamers passing, and any other occurrence of moment. (Older records, rarely; current records, daily, official.)  $9\frac{1}{2}$  x  $14\frac{1}{2}$  vols., 6 ft., in wooden box and wooden cabinet. Office and Attic. (10992)

356. WRECK REPORTS, 1917 - 1937. Record of assistance rendered, showing date, name of vessel, number of crew and passengers, cargo, nature of wreck, time, state of wind and sea, by whom discovered, and a complete account of the wreck. (Occasionally, official.)  $9\frac{1}{2}$  x  $14\frac{1}{2}$  vols., 2 ft., in cabinet. Office and Attic. (10993)

357. INVENTORY OF EQUIPMENT, 1920 - 1936. Record of public property: boats, winches, crockery, furniture, and special stores; showing article, amount received, used, on hand, and condition, and remarks. Filed chronologically. (Frequently, official.) 8 x 11 covers, 2 ft. 6 in., in wooden filing case and in wooden boxes. Office and Attic. (9677)

#### EUREKA

##### CUTTER "SHAWNEE"

The patrol cutter Shawnee was commissioned March 8, 1922, and stationed at Eureka in 1936. It succeeded to the duties of the cutter Cahokia and operates as a policeman of the seas having a line of patrol extending about 300 miles from Coos Bay, Oregon, on the north to San Pedro, California, on the south. In addition to enforcing the fishing and other maritime laws, the Shawnee



stands by to respond to all distress calls within its range of patrol. Engineer's records are destroyed after three years; monthly, quarterly, semiannual, and annual reports are sent to Washington.

358. LOG, Mar. 1922 - May 31, 1937. Showing wind velocity, barometer readings, temperature, clouds, visibility, and condition of sea. (Inactive records, never; active records, daily, official.) 9½ x 16 vols., 4 ft. 1 in., on wooden shelves and in steel filing case. Storage Room and Ship's Office. (456, 464)

359. CORRESPONDENCE, 1930 - Dec. 1937. Administrative letters, engineering data, supplies, equipment and personnel. Filed alphabetically and numerically, under Coast Guard System. (Inactive records, never; active records, daily, official.) 9 x 12 folders, 13 ft. 6 in., in 3 wooden boxes and in 5 drawers of steel filing cases. Storage Room and Ship's Office. (461-463)

360. PROPERTY RECORD, Mar. 8, 1922 to date. Form 2751, inventory of supplies and equipment of ship. (Daily, official.) 8 x 10 loose-leaf books, 3 ft., on wooden shelves. Ship's Office. (459)

361. VOUCHERS FOR PURCHASES OF MATERIALS AND SUPPLIES OTHER THAN PERSONAL, 1930 to date. Form 1034, vouchers for purchase of fruits, meats, groceries, and fish; also of supplies and equipment. (Daily, official.) 10 x 12 envelopes, 1 ft. 2 in., in steel filing case. Ship's Office. (460)

362. ENGINEER'S REPORTS, 1934 to date. Forms 2612-B, 2616-A, and 2616-G, showing steam pressure, and cleaning of boilers; Form 2621, showing amount of fuel consumed during cruise, and performance of PE fuse. (Daily, official.) 8 x 10 loose sheets, 2 in., in desk. Engineer's Office. (457)

363. PERSONNEL FILE, ENLISTED MEN, 1934 to date. Service record, giving date of enlistment, kind of service rendered, and capabilities. Filed alphabetically. (Daily, official.) 10 x 12 folders, 2 ft., in steel filing case. Ship's Office. (458)

#### HUMBOLDT BAY STATION North Jetty.

This station was established in Humboldt Bay, about ten miles from Eureka, November 25, 1878. In addition to saving life and property on the high seas it enforces marine laws and deep sea fishing regulations. It also cooperates with the customs and other investigative units in the suppression of smuggling and the



prevention of illegal entry into the United States. While it has jurisdiction over Humboldt Bay and high seas in this vicinity, the station answers calls for aid within the cruising radius of its cutters. Reports are not sent to Washington, but to the 12th District Office at San Francisco.

364. GENERAL CORRESPONDENCE, 1915 - 1934. Incoming and outgoing correspondence and requisitions. Indexed. (Occasionally, official.)  $8\frac{1}{2}$  x 11 folders, 4 ft., in wooden boxes. S. storeroom. (26)

365. MESS EXPENDITURES, July 1932 - Dec. 1935. Statistical reports, certified bills, and vouchers. (Occasionally, official.)  $9 \times 12\frac{1}{2}$  envelopes, 1 ft. 1 in., in wooden box. Storage Room. (17)

366. JOURNAL AND LOG, Nov. 25, 1878 to date. Daily record of patrols and lookouts, showing weather and surf conditions, vessels sighted from station, wind velocity, thermometer and barometer readings, and miscellaneous events of the day; also list of persons attached to station, showing rank and rating, residence, address while on leave, and name and address of next of kin. (Older records, occasionally; current records, daily, official.)  $9 \times 14$  vols., 11 ft. 7 in., on floor and in desk. Storage Room and Office. (16, 19)

367. GENERAL CORRESPONDENCE, June 5, 1896 to date. Letters to and from various sources, relating to the administration of this office. (Older records, rarely; current records, frequently, official.)  $9\frac{1}{2}$  x 11 folders and binders, 9 ft. 4 in., in 4 drawers of filing case, in wooden box, and on floor of storage room. Office and Storage Room. (18)

368. CHARTS OF WEST COAST, 1929 to date. Showing the territory covered by this and other stations on the Pacific coast. (Occasionally, official.)  $34 \times 41$  charts (7),  $\frac{1}{2}$  in., in wooden cupboard. Office. (15)

369. GENERAL CORRESPONDENCE, 1934 to date. Incoming and outgoing correspondence and requisitions. Indexed. (Frequently, official.)  $9\frac{1}{2}$  x 11 folders, 4 ft., in 4 filing cases. Office. (20)



LOS ANGELESSOUTHERN CALIFORNIA DISTRICT COMMANDER'S OFFICE  
Continental Bldg., 408 S. Spring St.

This office was established October 9, 1935, at the Coast Guard Base and was moved to its present location February 3, 1936. Its major function is the administration and supervision of all Coast Guard activities in its jurisdictional territory, which is Southern California below the Tehachapi line. No records are sent to Washington, but all original correspondence and reports go to the San Francisco office.

370. GENERAL FILE, Feb. 3, 1936 to date. Correspondence and reports concerning opinions, regulations, courts, leases, construction, equipment and supplies, navigating ordnance, lifesaving apparatus, accounting personnel, transportation, service operators, cooperation with Navy, assistance rendered to vessels, persons and property, officers; and general communication matters. Filed chronologically and alphabetically, by subject. (Daily, official.)  $9\frac{1}{2}$  x 12 folders, 2 ft. 10 in., in 2 drawers of steel filing case. R. 1003. (3753)

371. PROPERTY RECORD, Feb. 3, 1936 to date. Showing material received and expended. (Occasionally, official.)  $8 \times 10\frac{1}{2}$  bundle, 1 in., in filing cabinet. R. 1003. (3754)

372. RADIO DISPATCHES, Feb. 3, 1936 to date. Record of messages, showing time they were sent and received. Filed chronologically. (Daily, official.)  $8 \times 10\frac{1}{2}$  loose sheets, 1 ft., in filing cabinet. R. 1003. (3755)

373. SERVICE CODES AND CIPHERS, Feb. 3, 1936 to date. Secret and confidential records. (Occasionally, official.)  $9\frac{1}{2} \times 12\frac{1}{2}$  and  $10 \times 12$  vols., folders, cylinder, and one piece of mechanism, 2 in., in safe. R. 1002. (3752)

PALOS VERDES ESTATES

## RADIO STATION J

This station was established in March 1934. While its major function is to communicate with Coast Guard vessels by radio, it also intercepts wireless messages from other sources. All original records and reports are sent to the division office at San Francisco.



374. COMMISSARY LOG, Mar. 1934 - Sept. 10, 1936. Record of the cost of each meal and the balance left each day of daily allowance, showing date, rations, amount rationed, total rations, daily bill, total bill, and balance. Recorded chronologically. (Daily, official.) 8 x 10 $\frac{1}{2}$  vols. (3), 3 in., in filing case. SE. and center rooms, 1st floor. (7)

375. RADIO DISPATCHES, Aug. 1 - Sept. 1, 1936. Incoming, Form 2654, and outgoing, Form 2655, in code or cipher, showing date, message, and initials of sending or receiving operator. Arranged chronologically. (Occasionally, official.) 8 x 10 $\frac{1}{2}$  loose sheets, 4 in., on filing case, and on table. W. room, 1st floor. (2, 3)

376. RADIO LOG, 1928 to date. Forms 2654 and 2655, showing date, message, and initials of sending or receiving operator; Form 2614-A, showing date, entries, and time of day. These entries are the intercepted messages, in code cipher, picked up by this station every 3 minutes for the 24 hours of the day. Arranged chronologically. (Older records, never; current records, daily, official.) 8 x 10 $\frac{1}{2}$  loose sheets, 30 ft. 1 in., in 2 wooden boxes, on shelf, and on table. Basement and W. room, 1st floor. (4-6)

377. GENERAL FILE, Mar. 1934 to date. Form 33, standard Government short form contract; Form N Ord. 41-B, small arms ammunition; Form N Ord. 70, ordnance equipment card; Form 1034, public voucher for purchases, and services other than personal; Form 2163, stationary requisition; Form 2519, application for leave of absence; Form 2522, final medical certificate; Form 2556, requisition for supplies or materials; Form 2560, requisition for books and blanks; Form 2570, balance sheet, inventory of supplies; Form 2571, record of public property; Form 2576, commissary report; Form 2576A, inventory of commissary stores; Form 2582, proceedings of a board of survey; Form 2599, report of change in enlisted personnel; Form 2614, monthly summary of radio log; Form 2614A, radio log; Form 2615, communication report; Form 2621, engineer officer's report of performances and engineering expenses. Filed chronologically and numerically. (Occasionally, official.) 9 x 12 folders, 6 in., in 4 drawers of filing case. SE. and center rooms, 1st floor. (1)

#### POINT ARENA

##### ARENA COVE STATION

This station was established in 1903 for the purpose of safeguarding life and property at sea, particularly on those waters in and adjacent to Arena Cove. In addition, this station enforces the maritime laws and has supervision over the fishing fleets subject to Federal regulations. Reports are sent to the district office,



San Francisco, and there are no useless papers.

378. PERSONNEL REPORTS AND INDIVIDUAL SERVICE RECORD, 1903 to date. Form 2500, enlistment contract, showing service record of enlisted man; Form 2506, vessel muster roll, showing names of crew; Form 2602, monthly station reports. Filed alphabetically, by names of personnel. (Monthly, official.) 9 x 12 envelopes, 1 ft., on wooden shelf in cupboard. Office. (7)

379. PROPERTY RETURNS, OLD STYLE, 1903 to date. Form 2570, balance sheet inventory of supplies; Form 2569, balance sheet inventory of equipment; also requisition orders, purchase orders, and vouchers. (Daily, official.) 9 x 12 envelopes and loose-leaf books, 1 ft. 6 in., on wooden shelf in cupboard and on desk. Office. (8)

380. MESS RECORD, COMMISSARY REPORT, Oct. 1935 to date. Form 33, invitation, bid, and acceptance (short form contract); Form 1034, public voucher for services and purchases other than personal; Form 2576, commissary report, statement of purchases, receipts, and deposits; Form 2576-A, inventory of commissary. (Monthly, official.) 9 x 12 envelopes, 6 in., on wooden shelf in cupboard. Office. (5)

381. WEATHER BUREAU REPORTS, Dec. 1, 1936 to date. Form 1001-A, monthly weather report to district office; Form 1033, showing observations and various instrument readings. (Daily, official.) 9 x 12 envelopes, 2 in., on wooden shelf in cupboard. Office. (6)

382. CORRESPONDENCE, Jan. 1, 1937 to date. Letters between Washington and the district office; also circular letters and memorandums. (Frequently, official.) 9 x 12 folders, 3 ft., in 3 drawers of wooden filing case. Office. (4)

#### SAN DIEGO

##### AIR PATROL

##### Airtech Hangar, Lindbergh Field

This patrol was established August 3, 1934, as an added scouting unit of the Coast Guard. The fleet consists of land and sea-planes. It has jurisdiction over the cruising radius of the ships around the Lindbergh Field base. Correspondence is filed according to Coast Guard Manual, 1927. Useless papers are destroyed according to Coast Guard regulations, and reports are sent to Washington via San Francisco.



383. CHARTS AND MAPS, 1934 to date. For marine and aviation information. (Daily, official.) 24 x 60 loose sheets, 2 ft., on 3 shelves. 2d floor. (88)

384. CORRESPONDENCE AND RECORDS, 1934 to date. General records, correspondence, instructions, blueprints, radio log sheets, message files, public property records, and publications. (Daily, official.) 10 x 15 folders, 3 ft., in 2 drawers of steel filing case. 2d floor. (89)

385. GENERAL FILES, 1934 to date. Correspondence, invoices, requisitions, personnel records, public property records, instructions, blueprints, radio day sheets, message files, and publications. (Daily, official.) Various sized folders, 7 ft., in 4 drawers of steel filing case. 2d floor. (86)

#### SAN FRANCISCO

##### DIVISION COMMANDER'S OFFICE

- (A) Custom House, Battery and Washington Sts.
- (B) Barge Office, Near Pier 45-B

This office was established on January 28, 1915, in the Custom House. It functions as the administrative and barge offices for the Coast Guard and has administrative supervision of lifesaving stations from Oregon to the Mexican border. The Barge Office is the base of repairs and supplies for harbor boats and cutters, and is a place of embarkment for Coast Guardsmen who board ships at sea to inspect them for infractions of the maritime and fishing laws. It has jurisdiction over Arizona, California, Colorado, Nevada, New Mexico, Utah, and the Territory of Hawaii. Useless papers are destroyed upon direction of the district commander. Reports of daily activities are sent to Washington.

NOTE: See the Office of the Collector, Bureau of Customs, San Francisco, for Coast Guard records in the custody of that office.

386. PAY ROLLS, Apr. - Sept. 1899; July 1918 - Jan. 1927. Steamer Corwin, Apr. - Sept. 1899; Coast Guard office, Oct. 1918 - Jan. 1927; various Coast Guard stations, July 1918 - July 1919. (Never.) 10 x 16 vols. (3), 1 ft. 4 in., on shelf in cabinet. Attic (Bldg. A). (204)

387. LETTERS, 1917 - 1918. Relating to job orders, bulletins, official orders, circulars, and certificates of discharge. (Never.) 12 x 12 loose-leaf books (5), 1 ft. 6 in., on wooden shelf. Dirty, brittle. Coast Guard Office (Bldg. B). (1716)



388. PERSONNEL RECORDS, 1917 - 1933. Records and correspondence. (Never.) 8 x 12 folders, 8 ft., in 4 drawers of filing case. Attic (Bldg. A). (207)

389. RECORDS PERTAINING TO CUTTER A.B.-14, 1918 - 1935. Commissary reports, vouchers for purchases, inspection reports, letters, and log books. (Never.) 6 x 10 envelopes, 9 x 12 vols., and 10 x 12 folders, 10 ft., on wooden shelf and in 2 wooden boxes. Dirty, torn. Coast Guard Office Storeroom (Bldg. B). (1689)

390. PROPERTY RETURNS, 1919 - 1929. Annual report of the 12th and 13th districts, showing amount of goods on hand at beginning of year, amount received during year, and amount on hand at end of fiscal year, and condition of property. (Never.) 9 x 12 pamphlets (112), 1 ft., on wooden shelf. R. 504 and Attic (Bldg. A). (437)

391. PERSONNEL RECORD, 1921 - 1929. Pay rolls and personnel records, of various stations, showing name, date of entering service, classification, and leaves of absence. (Never.) 5 x 8 cards, 5 ft. 4 in., in 12 card cabinets. Attic (Bldg. A). (273)

392. STORE RECORD, Sept. 1924 - May 1925. Vouchers for merchandise supplies received and distributed by the Coast Guard store. (Frequently, official.) 9 x 12 bundles, 1 ft., on wooden shelf. Dirty. Attic (Bldg. A). (274)

393. GENERAL CORRESPONDENCE, 1926 - 1933. Pertaining to supplies, service records and other subjects in connection with various stations. (Never.) 8 x 12 folders, 22 ft., in 11 drawers of filing cases. Attic (Bldg. A). (205)

394. RADIO COMMUNICATIONS, 1928 - 1930. Miscellaneous radio communications, containing reports, confirmations, time and traffic studies, general rules relating to operating radio stations, and correspondence. (Rarely, official.) 8 x 9 folders, 3 ft., on wooden shelf. Fair. Attic (Bldg. A). (438)

395. COMMISSARY REPORTS, July 1, 1932 - June 30, 1933. Commissary reports, correspondence, vouchers, and inventories of various stations. (Rarely, official.) 10 x 14 bundles, 3 ft., on wooden shelf. Attic (Bldg. A). (275)

396. INVOICES, 1933 - 1935. Invoices of goods delivered to the harbor boat Swift, and which are charged to the commissary. (Never.) 6 x 10 envelopes, 8 in., in wooden filing case. Fair. Coast Guard Office (Bldg. B). (1688)

397. MACHINERY LOG, 1933 - 1935. Form 2616-H, record of machinery, supplies, repairs, and replacements used on the harbor boat Swift. (Occasionally, official.) 12 x 12 vols. (45), 2 ft. 6 in.,



on wooden shelf. Bindings broken. Coast Guard Office (Bldg. B). (1718)

398. REGISTERING DISCS, 1934 - 1935. Continuous recordings on circular sheets, used in automatic mechanisms which operate during a given period of time, to measure values in temperature, atmospheric pressure, or other physical forces. These records are from the Humboldt Bay, Point Reyes, Golden Gate, Bolinas Bay, Arena Cove, Bonita Point, and Fort Point Stations. (Never.) Circular sheets, on wooden shelf. Attic (Bldg. A). (208)

399. BOARDING RECORD, 1936. Report of officers of the Coast Guard cutter and the harbor boats Swift and 802, relating to boarding vessels to inspect them for violations of the Navigation laws. (Daily, official.) 12 x 12 vol., 1 in., on desk. Coast Guard Office (Bldg. B). (1690)

400. AFFIDAVITS AND CERTIFICATES OF LIFEBOAT MEN, 1915 to date. Giving names and addresses of persons to whom certificates of efficiency as lifeboat men have been issued. Indexed. (Frequently, official.) 3 x 4 cards, 6 x 10 envelopes, 10 x 12 folders, and 12 x 18 vols. (3), 27 ft., in 8 drawers of filing cases. Coast Guard Office (Bldg. B). (1674)

401. LOG BOOKS, 1916 to date. Record of the Coast Guard Cutter Golden Gate, the harbor boats 802 and Swift, and a log of the harbor watch. (Older records, rarely; current records, daily, official.) 10 x 14 and 14 x 18 vols. (262), 10 ft., on wooden shelves. Coast Guard Office (Bldg. B). (1717)

402. INVENTORY OF EQUIPMENT OF FLOATING UNITS, July 1, 1917 - June 30, 1918; June 30, 1925 - June 30, 1936. Inventory of equipment and supplies for the I. F. Hartley, the Golden Gate, and 802, revenue and Coast Guard cutters, and harbor boats. (Never.) 12 x 12 vols. (4), 4 in., on wooden shelf. Fair. Coast Guard Office Storeroom (Bldg. B). (1637)

403. PROPERTY RECORDS, 1927 to date. Pertaining to purchase of supplies and equipment, identification of supplies, unit price, and quantity received and on hand. (Daily, official.) 12 x 12 bundles (3), 7 in., on wooden shelf. Coast Guard Office (Bldg. B). (1691)

404. CURRENT FILES OF THE VESSELS GOLDEN GATE, SWIFT, AND 802, 1930 to date. Letters, comptroller's decisions, special orders, personnel records, mailing lists, bulletins, and regulations. (Frequently, official.) 12 x 12 folders, 1 ft. 2 in., in 3 drawers of wooden filing case and on shelf. Coast Guard Office (Bldg. B). (1675)



405. GENERAL FILES, Jan. 1, 1930 to date. Records pertaining to administration, construction and repair of hulls and machinery, equipment and supplies, accounts, operations, personnel, communications, opinions, decisions, interpretations of law, regulations, courts, sites, leases and rentals, disability, lifesaving medals, and other subjects. Filed alphabetically and numerically, according to "Rules for Handling Mail and Files." (Daily, official.) 6 x 7 folded documents and bundles, and 10 x 12 folders and loose sheets, 210 ft., in 104 drawers of steel filing cases, on 5 iron shelves, and on attic floor. Rs. 416-418, 420, 421, and Attic (Bldg. A). (695)

#### FORT POINT STATION Presidio

This station was established in 1890, to safeguard life and property on the high seas, particularly around the entrance to the Golden Gate. Other activities include the prevention of smuggling, the enforcement of various maritime laws, the supervisory protection of the fishing fleets, and the furnishing of medical aid to men of the fishing boats. It has jurisdiction over the nearby waters, but is not confined to this vicinity as all distress signals are answered within the cruising radius of the cutter. Useless papers are destroyed by permission of the district commander. All reports are sent to the 12th District Office, San Francisco.

NOTE: Various records of most of the Pacific Coast Stations are stored in an attic at this station. All are properly stored and well preserved.

#### Fort Point Records

406. RECEIPTS AND EXPENDITURES OF PROPERTY, 1890 - 1918. Record of equipment and supplies received and used in the operation of this station, showing date, articles and quantity of same. (Never.) 8½ x 11 vols. (2), 2 in., in wooden box. Attic. (4446)

407. PROPERTY RETURN, 1890 - 1930. Annual return of public property, apparatus, equipment, and supplies, showing articles on hand from last return, total received and expended since last return, balance on hand, and condition, whether good, fair, or poor. (Never.) Various sized pamphlets and vols. (10), 3 ft. 8 in., in wooden box. Attic. (5169)

408. STATION JOURNAL, Apr. 2, 1890 - Nov. 2, 1933. Showing condition of surf, force and direction of wind, barometer and thermometer readings, patrols, reports on wrecks, disasters, and rescues, and general remarks. (Occasionally, official.) 9 x 14



vols. (113), 12 ft., in wooden boxes. Bindings broken. Attic.  
(4445)

409. WRECK REPORT OF THE STEAMER "RIO DE JANIERO", Feb. 22, <sup>1901</sup>~~1891~~.  
Copy of report as follows: "With no distress signals blowing, the wreck was so sudden and complete that the lookout neither saw nor heard anything until surfman, Ellingsen, #8, who was on watch, saw a boat loaded with people coming around the fort below the lookout. This, he telephoned to me, saying at the same time, there was a woman in the boat. This turned out afterwards to be Harper who had a coat over his head. This message was received about 7:20 a. m. Realizing that since the recent heavy rains, the ebb tide runs out very strong, I considered that so many people in a small boat were in great danger. I, therefore, rang the station's gong, and had the surfboat launched at once. I passed a gasoline fishing boat and asked her station captain if the boat reported was a fishing party of the fort. He answered in broken English, 'American people, fish.' Evidently, he knew nothing of the wreck. I kept on with the surfboat and soon sighted a gasoline launch towing the small boat loaded with people which Ellingsen reported. In this boat was an injured man with a coat over his head whom Ellingsen had mistaken for a woman. As they needed medical treatment, I escorted them to the station. There I first heard of the wreck. After landing, I instructed the crew to dig up a stretcher, sent a man to the Presidio for a doctor and then telephoned the Golden Gate and S. S. stations and also to the tugs. This, I believe, was the first information concerning the wreck to reach the city. Then leaving two surfmen to attend the people tonight ashore, Harper, Holland and Kentz who were wrecked and sick, Harper's leg being broken, and instructing the men to give them dry clothes, food and stimulants; I left with the surfboat to look for those who might still be clinging to the wreckage and drifting out with the strong ebb which was now running at a terrific rate. By this time, the tugs which I telephoned for came along, made fast the relief and requested her captain to zigzag on a SW. course in hope of finding someone still clinging to the wreckage. About 3/4 mile SW. from the fort, we passed part of the upper deck and other light woodwork and for 3 hours continued the search, but with no results. When coming in passed the Golden Gate and S.S. crew with their boats alongside the wreckage searching for bodies. They soon left following me in. Reaching the station about 10:30 a. m. on my return, I found Holland, Harper and Kentz had been removed to the hospital. They had been given clothing from the W. R. asst. supply, food and Army doctor had attended their medical wants. (Signed.) Joseph Hodgson, Keeper." (Never.) 8 x 14 vol., 1 in., in wooden box. Attic. (5218)

410. STATEMENT OF DISBURSING ACCOUNT, 1905 - 1910. Copies of statements of disbursing accounts forwarded from the office of the Assistant Treasurer at San Francisco to the Superintendent of the Lifesaving Service of the 13th District, showing amounts on deposit, balance brought forward from previous statement, date, number and



amount of checks drawn; also date and character of deposit.  
(Never.)  $3\frac{1}{2}$  x 9 bundle, 6 in., in wooden box. Attic. (4451)

411. REPORT OF THE SAN FRANCISCO EARTHQUAKE, Apr. 18, 1906.  
Copy, as follows: "A terrible earthquake struck this station (and the entire City of San Francisco) at 5:15 a.m., demolishing all the chimneys in the dwelling house. The west chimney fell over on the north side of the roof breaking through the shingles and corner of the porch. The east chimney fell over on the south side of the roof breaking through the shingles and three of the rafters and demolishing the south west corner of the porch. Keeper's chimney fell over, but none of the terracota pipes were broken. Crockery and glasswares suffered some, water pipes were also broken. The other buildings were all right. The boathouse doors were thrown open by the force of the earthquake and the surfboat forced outside of the house about 7 feet. No damage at the L.B.B. ST. The doors were found opened by surfman #5 who was detailed to go and make repairs on the telephone line which was also found out of order. All hands well, nobody injured. Sheltered and fed two persons, rendered homeless by the earthquake and fire. Crew at work clearing away debris from the roof and inside of quarters, tacked tarpaulin and tin over the broken portion of the roof and chimneys. The station medicine chest also damaged, but can be easily repaired. April 19, 1906, detailed two surfmen to cooperate with the Golden Gate Station Crew and firemen in fighting the flames as the entire business portion of the city is destroyed, and the fire gaining rapidly in the resident part. District Superintendent detailed Keeper to go to the front and ascertain and report the condition of the New Appraiser's Building and Lifesaving Service storehouse. Storehouse destroyed by fire. New Appraiser's Building saved and well guarded by U.S. troops. Twenty-one homeless and destitute persons succored at the station. Telephone line in good working order between this and the adjacent stations. (Signed.) John S. Clark, Keeper." (Never.) 8 x 14 vol., 1 in., in wooden box. Attic. (5220)

412. PAY ROLL OF OFFICERS AND ENLISTED FORCE, 1907 - 1933.  
Record of money disbursed to officers and enlisted men in payment of salaries, showing names, rank, rate of pay, amount allowed for subsistence, insurance premium, amount forfeited, and amount of pay-check. (Never.)  $2\frac{1}{2}$  x 8 loose sheets and 8 x  $10\frac{1}{2}$  vols. (6), 3 ft. 1 in., in wooden boxes and in box. Attic. (4517, 4586)

413. CONDUCT BOOK, 1915 - 1928; 1931 - 1936. Record of offenses committed by crew members, and record of action taken in each case, showing date, name of offender, and nature of offense. Arranged chronologically. (Older records, never; later records, daily, official.) 8 x  $10\frac{1}{2}$  vols., and 9 x  $11\frac{1}{2}$  folder, 1 in., in pigeonhole of desk. Attic. (4509, 4513)



414. SCHEDULES OF EXPENSES, July 1918 - June 1920. Monthly copies of schedules of expenses of the 13th District incurred under general authority, showing date, clothing rations, fuel, emergency supplies, forage, and contingent and emergent repairs to cutters. (Never.) 9 x 12 folders, 3 in., in wooden box. Attic. (5161)

415. MEMORANDUM COPIES OF CHECKS, 1920 - 1923. Issued by district superintendent, showing voucher number, to whom drawn, date, and amount. (Never.) 9 x 16 $\frac{1}{2}$  bundles, 2 ft., in wooden box. Attic. (4584)

416. REQUISITIONS OR INVOICES, 1921 - 1927. Requisitions for articles or services for use of unit, person, other than personal, showing quantity on hand, quantity requested, unit, unit price, amount, and remarks. Requisitioned yearly, by officer in charge of station. (Never.) 8 $\frac{1}{2}$  x 11 folders, 1 ft., in wooden box. Attic. (5166)

417. GENERAL ORDERS, 1921 - 1929. Amendments to the regulations pertaining to the general operations of Coast Guard stations, from Washington headquarters. (Never.) 9 x 12 folders, 6 in., in wooden box. Attic. (5116)

418. PERSONNEL RECORDS, 1923 - 1936. Individual records of enlistments and correspondence relating to individuals, pay records and ranks. Filed alphabetically. (Daily, official.) 5 x 8 cards, and 9 $\frac{1}{2}$  x 11 $\frac{1}{2}$  folders, 2 ft. 6 in., in wooden filing cases and in card cabinet. Office. (4579)

419. AMENDMENTS TO PAY AND SUPPLY INSTRUCTIONS, 1924 - 1927. Circular letters from the Treasury Department, relating to pay and supply instructions; also letters relating to enlistment and quarters, allowances, and interpretations of regulations. (Never.) 9 x 12 folders, 6 in., in wooden box. Attic. (5115)

420. VISUAL RECOGNITION SIGNAL LETTERS, 1924 - 1928. Circular letters from the commandant's office, Washington, relating to monthly changes in the visual recognition signals. Each letter contains a key for ciphers to be used each day of the current month for challenge and countersign signals. (Never.) 9 x 12 folders, 6 in., in wooden box. Attic. (5109)

421. ROUGH LOGS, Sept. 1, 1924 - Apr. 5, 1936. Showing date, hours on watch, vessels coming or leaving the harbor, hour of same, and total number in and out; also lookout's name and his notation, concerning the condition of the equipment. (Never.) 8 x 10 $\frac{1}{2}$  vols. (23), 2 ft., in wooden boxes. Damaged by rodents, papers scattered. Attic. (4444)

422. LETTERS FROM DISTRICT COMMANDER, 1928 - 1931. To officer in charge, relating to general routine and special instructions



regarding general administration and personnel. (Never.) 9 x 12 envelopes, 6 in., in wooden box. Attic. (5173)

423. MUSTER ROLLS, 1929 - 1936. Muster roll of crew of this station, showing name, serial number, rank or rate, number of days present, date of current enlistment, term of enlistment in years, total rations issued, and certification of correctness by officer in charge. (Monthly, official.) 10 x 12 envelopes, 6 in., in wooden case. Office. (4582)

424. ENGINE LOGS, 1930 - 1934. Record of daily operations and conditions of the engines on board motor lifeboats 964 and 3676, giving date, operation of motor, repairs, general condition of motor, and signed by person in charge of engine. (Never.) 4 x 6 and 5 x 8 vols. (3), 3 in., in wooden box. Attic. (4596)

425. RECORDS OF PUBLIC PROPERTY, 1931 - 1936. Itemized list of all public property charged to and under supervision of officer in charge, showing certificate of receipt for same signed by him. (Monthly, official.) 9 x 11½ loose-leaf books (2), 5 in., on desk. Office. (4577)

426. NAVY CONTRACTS, 1932 - 1933. Awarded by Navy purchasing officer of San Francisco to various firms, showing schedule of commissary store contracts available for ships stores, afloat and ashore for stated period. (Never.) 8½ x 12 envelopes, 1 ft., in wooden box. Attic. (5171)

427. MONTHLY MESS REPORTS, 1932 - 1936. Inventory, commissary reports, bills, vouchers, orders, delivery slips, and statements and certificates of award of contract. (Older records, never; current records, monthly, official.) 8½ x 11 and 8½ x 12 envelopes, 5 ft., in 2 drawers of wooden filing case and in wooden box. Attic and Office. (4581, 5170)

428. STATION LOG, Nov. 3, 1933 - Aug. 1936. Giving list of persons attached to station, state of weather, surf, vessels sighted, lookout and patrols stood, absences, substitutes, vessels boarded and reported, assistance rendered, lives saved, cases of resuscitation, and drills held; also record of miscellaneous events of the day. (Daily, official.) 8½ x 14 vols. (6), 8 in., in desk. Office. (4511)

429. GENERAL FILE, 1934 - 1936. Correspondence pertaining to administration of duties of personnel and maintenance of station, law bulletins, district and division circulars, construction and repair reports, reports of various boats in service in district, requisitions, arms and ammunition, pay rolls, various expense reports, navigation and personnel. Filed according to Dewey Decimal System. (Daily, official.) 8 x 10 folders, 5 ft., in 3 drawers of wooden filing case. Office. (4578)



430. MESS ACCOUNTS, Jan. 1, 1935 - Aug. 1, 1936. Record of food purchases, showing date, article, quantity, unit price and cost, and total amount of purchases per month from each store or market. (Older records, never; current records, daily, official.) 8 x 10 $\frac{1}{2}$  and 8 x 13 vols. (2), 2 in., in box and on desk. Attic. (4448, 4514)

431. PICKET BOAT WRECK REPORTS, Feb. 18, 1935 - Apr. 4, 1936. Record of trips made to vessels in distress, showing date, name of vessel in distress, and number of persons aboard. (Daily, official.) 8 x 12 vol., 1 in., on shelf. Picket Boat Engine Room. (4512)

432. SCORE REPORTS, 1936. Scores made at target practice by enlisted personnel with pistols and rifles on Ft. Barry and Ft. Funston rifle ranges, showing date, name of enlisted man, place, and number of hits made. (Monthly, official.) 10 x 15 folder, 1 in., in desk drawer. Office. (4510)

#### Records of Other Stations

433. MISCELLANEOUS LETTERS, 1878 - 1916. Copies of letters from the superintendent's office to various persons and stations of the 13th District, relating to operation, maintenance, and personnel of the various stations in this district; list of checks drawn and shipping letters. (Never.) 10 $\frac{1}{2}$  x 12 $\frac{1}{2}$  vols. (23), 3 ft., in wooden box. Attic. (4443)

434. CORRESPONDENCE, 12TH DISTRICT COMMANDER'S OFFICE, 1883 - 1913; 1917 - 1919. Pertaining to reports, inspection tours, employment and discharge of temporary surfmen, construction and maintenance of telephone lines. (Never.) Various sized vols. (7), stub files, and loose sheets, 6 ft. 8 in., in wooden box. Damaged by rodents, careless handling, papers dirty, sooty, ink faded. Attic. (19153)

435. LETTER FILES, 12TH DISTRICT COMMANDER'S OFFICE, May 14, 1885 - Jan. 30, 1913. Original letters sent to the superintendents of the 12th and 13th Districts at San Francisco, relating to the operation, maintenance, and personnel of their stations. (Never.) 9 x 11 letter files (24), 6 ft., in wooden box. Damaged by careless handling, brittle, bindings broken. Attic. (4598)

436. LETTER FILE, 1890 - 1922. Original letters from the office of the superintendent to keepers of Fort Point and Southside Lifesaving Stations, relating to operation, maintenance and personnel of the stations. (Never.) 9 x 11 files (4), 2 ft. 6 in., in wooden box. Attic. (4580)

437. WRECK REPORTS, 12TH DISTRICT COMMANDER'S OFFICE, 1890 - 1926. Showing general description of boat or vessel, number of crew and passengers, nature of disaster, time of discovery and



remarks not included in above statement, especially the nature of assistance rendered by the Lifesaving or Coast Guard Services. (Never.) 8 $\frac{1}{2}$  x 14 vols. and loose sheets, 8 ft., in wooden box. Attic. (5164)

438. CIRCULAR LETTERS FROM OFFICE OF SUPERINTENDENT, 13TH DISTRICT, Aug. 25, 1892 - June 30, 1916. Pertaining to operation, maintenance and personnel of stations in this district. (Never.) 10 x 12 vol., 1 in., in wooden box. Attic. (19147)

439. DEPARTMENT LETTERS, 12TH DISTRICT, 1893 - 1915. Copies of letters from the heads of various departments of the Lifesaving Service and Coast Guard to their superintendent and other superior officers concerning the administration and personnel of their department. (Never.) 10 $\frac{1}{2}$  x 12 $\frac{1}{2}$  vols. (36), 5 ft., in wooden boxes. Attic. (4450)

440. SUPERINTENDENT'S LETTERS, 1893 - 1913. Copies of letters and telegrams from the superintendent of the 13th District to various station keepers, concerning administration and personnel of station. (Never.) 10 $\frac{1}{2}$  x 12 $\frac{1}{2}$  vols. (36), 5 ft., in wooden boxes. Attic. (4449)

441. PROPERTY RETURNS, 1894 - 1930. Copies of property returns made by officer in charge, showing articles on hand, received and expended since last return, and quantity and condition of articles remaining on hand at Southside Station. (Never.) 8 x 10 $\frac{1}{2}$  and 9 x 11 $\frac{1}{2}$  vols. (4), and 8 x 10 $\frac{1}{2}$  and 9 $\frac{1}{2}$  x 12 pamphlets (31), 8 in., in wooden boxes. Attic. (4597)

442. STATION LOG, Feb. 1, 1894 - Feb. 1, 1932. Log of Southside Station, showing daily events, such as condition of surf, force and direction of wind, barometer and thermometer readings, patrols, reports on wrecks, disaster, rescues, and general remarks. (Occasionally, official.) 9 x 14 vols., 5 ft., in wooden boxes. Attic. (4516)

443. RECEIPTS AND EXPENDITURES OF PROPERTY, 1896 - 1931. Record of equipment and supplies received and used at Southside Station, showing date, articles, and quantity of same. (Never.) 8 $\frac{1}{2}$  x 11 vol., 1 in., in wooden box. Attic. (4447)

444. DISBURSING OFFICER'S CHECK STUBS, OFFICE OF SUPERINTENDENT, 13TH DISTRICT, 1897 - 1912. Drawn on the Assistant Treasurer of the United States in payment for services rendered by officers and enlisted men at all stations on the west coast, showing check number, date, and name of person to whom issued. (Never.) 7 x 12 $\frac{1}{2}$  and 12 $\frac{1}{2}$  x 14 vols. (72), 2 ft. 6 in., in wooden boxes. Attic. (4600)



445. CERTIFICATE BOOKS FOR ORIGINAL EMPLOYMENT, 13TH DISTRICT COMMANDER'S OFFICE, 1897 - 1914. Stubs showing where certificate was issued, station where vacancy occurred, date, name of applicant, and general average under Civil Service examination for the position of surfman. (Never.)  $10\frac{1}{2}$  x  $16\frac{1}{2}$  vols. (12), 6 in., in wooden box. Damaged by careless handling, bindings broken. Attic. (4595)

446. RECORD OF APPLICATIONS AND EXAMINATIONS, OFFICE OF SUPERINTENDENT, 13TH DISTRICT, 1897 - 1915. Form 104, postal and customs, showing number of application and date received, name, post office address, age, education, kind of examination, and general average. (Never.) 12 x 16 vol., 1 in., in wooden box. Attic. (4604)

447. KEEPER'S CERTIFICATES, 1897 - 1916. Stubs of certificates signed by the keeper and given to keepers and surfmen who become sick or disabled, showing date, name, nativity, personal description, and statement of time employed at Southside Station. (Never.) 7 x 11 vol., 1 ft., in wooden box. Attic. (5110)

448. CERTIFICATE FOR ORIGINAL EMPLOYMENT FROM OFFICE OF SUPERINTENDENT, 13TH DISTRICT, Dec. 3, 1897 - June 29, 1905. Showing names of individuals eligible for employment as surfmen; also superintendent's report of certificate. (Never.) 10 x 12 vol., 1 in., in wooden box. Ink faded. Attic. (19157)

449. MEDICAL INSPECTION REPORTS, DISTRICT 12, 1898 - 1917. Application for and certificate of medical inspection of surfmen, showing date of original engagement, sickness reported, Marine Hospital service report, and signature of examining surgeon. (Never.)  $3\frac{1}{2}$  x 9 loose sheets, 1 ft., in wooden box. Attic. (4592)

450. CORRESPONDENCE FILE, 1899 - 1901. Correspondence, telegrams and orders sent to Lieutenant J. C. Cantwell, commanding the U.S.S. Nunivak in Alaskan waters, relating to the operation and maintenance of the revenue cutter under his command. (Never.) 9 x 11 stub file, 2 in., in wooden box. Attic. (4585)

451. POSTER ADVERTISEMENTS, DISTRICT 13, Jan. 30, 1900 - Aug. 3, 1910. Showing acknowledgement of receipt of bids for supplies and equipment. (Never.) 10 x 12 vols. (3), 4 in., in wooden box. Ink faded. Attic. (19154)

452. ESTIMATES FOR FUNDS, OFFICE OF SUPERINTENDENT, 13TH DISTRICT, 1902 - 1913. Showing quarterly estimate for funds, date, amount, period, and purpose. (Never.)  $3\frac{1}{2}$  x  $8\frac{1}{2}$  loose sheets, 1 ft., in wooden box. Attic. (19142)



453. CORRESPONDENCE, Aug. 14, 1902 - Oct. 20, 1903. Letters to the Secretary of the Treasury, pertaining to the construction of and making ready for sea the Revenue Steamer Arcata No. 11. (Never.) 10 x 12 vols., 1 in., in wooden box. Attic. (19150)

454. ABSTRACTS OF DISBURSEMENTS, OFFICE OF SUPERINTENDENT, 13TH DISTRICT, 1904 - 1912. Showing period, purpose, amounts, totals, remarks and certification of superintendent. (Never.)  $3\frac{1}{2}$  x  $8\frac{1}{2}$  loose sheets, 1 ft., in wooden box. Attic. (19144)

455. ACCOUNTS CURRENT, OFFICE OF SUPERINTENDENT, 13TH DISTRICT, 1904 - 1912. Showing money coming into the possession of the superintendent, amounts, period and certificate of correctness. (Never.)  $3\frac{1}{2}$  x 8 loose sheets, 1 ft., in wooden box. Attic. (19156)

456. DUPLICATE VOUCHERS, OFFICE OF SUPERINTENDENT, 13TH DISTRICT, 1904 - 1913. Showing compensation for special services rendered, description of duties performed, certification of receipt by individual, and certification of correctness by superintendent. (Never.)  $3\frac{3}{4}$  x 8 loose sheets, 1 ft., in wooden box. Attic. (19155)

457. PAY ROLLS OF OFFICERS AND ENLISTED FORCE, 1904 - 1916. Showing name, rank, rate of pay, amount allowed for subsistence, insurance premium, amount forfeited, and amount of pay-check, Gray Harbor Station. (Never.)  $2\frac{1}{2}$  x 8 loose sheets, 5 ft., in wooden boxes. Attic. (4379)

458. PAY ROLLS OF OFFICERS AND ENLISTED FORCE, 1904 - 1916. Showing name, rank, rate of pay, amount allowed for subsistence, insurance premium, amount forfeited, and amount of pay-check, Tillamook Bay and Gray Harbor Stations. (Never.)  $2\frac{1}{2}$  x 8 loose sheets, 14 ft. 8 in., in 11 wooden boxes. Attic. (4345)

459. REQUISITIONS FOR SUPPLIES FROM GENERAL STORE, DISTRICT 12, 1905 - 1906. Ship's requisition for supplies from deck or engineer's department, showing number, quantity on hand, required article, and certification of approval by ship's commander. (Never.)  $3\frac{1}{2}$  x  $8\frac{1}{2}$  bundles, 1 ft., in wooden box. Attic. (4583)

460. STATEMENTS OF DISBURSING ACCOUNTS, DISTRICT 12, 1905 - 1910. Showing date, number and amount of check, date and character of deposit, amount, total debits and credits, and balance. (Never.)  $3\frac{3}{4}$  x  $8\frac{1}{4}$  loose sheets, 2 ft., in wooden box. Attic. (19149)

461. REPORT OF THE SAN FRANCISCO EARTHQUAKE, Apr. 18, 1906. Report as written in the station journal of Southside Station, San Francisco, California, as follows: "San Francisco Earthquake, April 18, 1906. A severe earthquake occurred at 5:10 a.m. shaking



the buildings to its foundation, cracking the plaster in every room in the house, breaking lots of glass and crockery ware, and windows. The lookout house was carried 30 feet down the hill on a landslide carrying with it two telephone poles. W. Robbins #2 who was on watch barely escaped with his life when it turned over. He hurried to the station to see if any assistance was needed. On his way he discovered that Mr. W. Patterson's house (which is located halfway between the station and Lookout on the beach) had collapsed. Mr. Patterson was running about in his night clothes. Robbins assisted him in getting out some clothes and brought him to the station where he was cared for. Three men were detailed to form a relief party and assist the local fire department as half the city was in flames. Another man was assisting Robbins in blowing up buildings. We returned to the station at 8 p.m. April 19, 1906, at 7 a.m. #2 W. Robbins and myself went to the Golden Gate Station to join that crew for a relief party as the local Fire Department was very much in need of assistance. We did some very good work hauling hose, back firing buildings. At times whole fire companies were in danger of being cut off by the flames which would start in several places in the rear of the engines, necessitating quick work in saving engines and hose. During the forenoon, General Warfield, whose dwelling was doomed, himself an invalid, asked to be taken to the Lanes Hospital as the Golden Gate team was just coming down the street. I ordered him to take the General to the hospital where he expected to find his wife. However, she had been removed to the Presidio Hospital where the General was also taken expressing his many thanks for our service as no convenience was to be had. Returned to the station at 8 p.m. (Signed) John G. Gronback, Keeper." (Never.) 8 x 14 vol., 1 in., in wooden box. Attic. (5219)

462. NOTEBOOK OF ACCOUNTS, DISTRICT 12, 1907 - 1910. Appears to be a record of salaries paid to officers and enlisted men located at various stations of the Lifesaving Service in the 13th District. (Never.) 8 x 10½ vol., 1 in., in wooden box. Attic. (4515)

463. VOUCHERS FOR PERSONAL SERVICE, DIVISION COMMANDERS, OFFICE, 12TH DISTRICT, 1908 - 1912. Showing date of authorization, service rendered, date, and amount of voucher. (Never.) 3½ x 8 loose sheets, 1 ft., in wooden box. Attic. (19143)

464. ARTICLES OF ENLISTMENT FOR SURFMEN, OFFICE OF SUPERINTENDENT, 13TH DISTRICT, 1908 - 1913. Showing enlistment period, signature, number in crew, date, terms of enlistment, and remarks. (Never.) 8½ x 14 loose sheets, 2 ft., in wooden box. Attic. (19145)

465. REPORTS OF CHANGE IN CREW, DISTRICT 12, 1908 - 1913. Reports made by station keepers, when a new man signs articles of enlistment and enters upon duty in his crew, showing reason for change, and complete list of present crew. (Never.) 8½ x 14



loose sheets, 2 ft., in wooden box. Attic. (4594)

466. PROCEEDINGS OF BOARD OF SURVEY, DISTRICT 12, 1908 - 1926; 1930 - 1931. Records of a permanent Board of Survey investigating the property and equipment at the Southside Station, showing dates, articles and quantities, when received, actual condition, and the board's recommendation for disposal. (Never.) 9 x 12 folders, 1 ft., in wooden box. Attic. (4809)

467. RECORD OF PAY-CHECKS, DISTRICT 12, Feb. 1, 1913 - Feb. 4, 1919. Lists of checks drawn on the Treasurer of the United States, in payment for services rendered by officers and enlisted men at all stations on the west coast, showing check number, date, in whose favor drawn, amount, balance on hand, and amount of deposit. (Never.) 9 x 17 vols. (19), 1 ft., in wooden box. Attic. (4599)

468. SCHEDULES OF DISBURSEMENTS, OFFICE OF SUPERINTENDENT, 12TH DISTRICT, 1914 - 1915. Showing sheet number, department or establishment, bureau or office, service or group, title or rank, station, period symbol number, appropriation, voucher number, paid to whom, check number, total amount paid, and amount paid in cash. (Never.)  $3\frac{1}{2}$  x  $8\frac{1}{2}$  loose sheets, 1 ft., in wooden box. Attic. (19148)

469. REPORTS OF EMPLOYMENT AND SEPARATION OF SURFMEN, May 15, 1914 - July 1, 1915. Showing date of employment or separation, reason, class, period, and rate of pay. (Never.) 10 x  $12\frac{1}{2}$  vol., 2 in., in wooden box. Attic. (19152)

470. MUSTER ROLLS, 1915 - 1920; 1917 - 1918. Records of absences, transfers, deaths, desertions, discharges and retirements of enlisted men at Southside Station, and commander's offices at 12th and 13th Districts, showing date, name, rank, number of days present, date of enlistment, years of service, and remarks. (Older records, never; current records, monthly, official.) Various sized folders and loose sheets, 1 ft. 3 in., in filing case and in wooden boxes. Attic. (4593, 5113)

471. KEEPER'S MONTHLY REPORTS ON SURFMAN AND STATION, 1915 - 1932. Showing names, scale of marks as to their proficiency in beach apparatus, resuscitation, international signals, general service signals; also records of general condition at stations: Fort Point; #316, and #317, Bandon, Oregon; and #325, of 13th District. (Never.) 8 x  $10\frac{1}{2}$  and 9 x 12 vols., folders, and bundles, 2 ft. 5 in., in wooden boxes. Attic. (4344)

472. CONDUCT BOOKS, 12TH DISTRICT, 1915 - 1928; 1931 - 1936. Individual record of enlisted men's conduct in the performance of duties, giving name, date, misconduct and penalty for same, or good and excellent conduct. Indexed. (Older records, never; current records, daily, official.) 8 x  $10\frac{1}{2}$  vol. and 9 x  $11\frac{1}{2}$  folders (3), 3 in., in wooden box, on box and in desk. Attic. (4602)



473. PLANS OF BUILDINGS AND GROUNDS, 1916 - 1918; 1920; 1924. Copies of plans of buildings and grounds of the Southside Station, and relative correspondence. (Never.) 9 x 12 envelopes, 6 in., in wooden box. Attic. (4811)

474. REPORTS OF ASSISTANCE RENDERED, 1916 - 1925. Copies of reports by keeper of Station 323, showing date, name of ship or person, nature and description of accident, and assistance rendered. (Never.) 9 x 12 folders, 1 ft. 10 in., in wooden boxes. Attic. (5160)

475. REPORTS OF ASSISTANCE RENDERED, MINOR ACCIDENTS, June 27 - July 29, 1916. Copies of reports made by the keeper of Southside Station, showing assistance rendered in minor accidents. (Never.) 9 x 12 folder, 1 in., in wooden box. Attic. (5114)

476. KEEPER'S MONTHLY REPORTS, 1917. Report on the proficiency of surfmen, bearing certification of the keeper, showing rating in various duties performed, general condition of individual surfmen, and general condition of Station 325. (Never.) 8 x 10½ folders, and bundles, 1 ft., in wooden boxes. Attic. (5167)

477. SCHEDULE OF EXPENSES, 1917; July 1918 - June 1920. Monthly report on expenses incurred under general authority by the Station 317, embracing all items incurred under regulations or other general authority. (Never.) 8 x 10½ and 9 x 12 folders, and variously sized bundles, 1 ft. 3 in., in wooden boxes. Attic. (5165)

478. ENLISTMENT CONTRACTS, 1917 - 1921. Copies of contracts of men enlisted as surfmen, at Southside Station, showing name, date, where born, citizenship, occupation, home address, relatives, medical certificate, oath of allegiance, and vaccination; also monthly record of obedience, sobriety, conduct, and health. (Never.) 9 x 12 folders (5), 6 in., in wooden box. Attic. (5111)

479. INDEX TO PAY AND PERSONNEL RECORDS, 13TH DISTRICT, 1917 - 1924. Showing name, date of current enlistment, rate of pay, rank or rating, enlisted record, and memoranda. (Never.) 5 x 3 cards, 1 ft., in wooden box. Attic. (19151)

480. PAINTING FILES, 1917 - 1918; 1921; 1925; 1928. Letters, estimates, instructions, and requisitions, relating to the painting of buildings and fences at Southside Station. (Never.) 9 x 12 folders, 6 in., in wooden box. Attic. (4813)

481. INDIVIDUAL AND CIRCULAR LETTERS, 1917 - 1930. Letters to the keeper of the Southside Station and circular letters to keepers of all stations in the 12th District, relating to general operations, repairs, maintenance, and personnel. (Never.) 9 x 12 folders (16), 3 in., in wooden box. Attic. (4754)



482. LIGHT, HEAT, POWER, AND WATER RECORDS, 1917 - 1931. Correspondence, estimates, bills for electricity, heat, and water used at Southside Station. (Never.) 9 x 12 folders, 6 in., in wooden box. Attic. (5107)

483. PROPOSALS AND REQUISITIONS FOR FUEL, 1917; 1919; 1922; 1924; 1926; 1930 - 1931. Proposals from private firms to furnish coal for Southside Station; also Treasury requisitions for the furnishing of this fuel, and relative correspondence. (Never.) 9 x 12 folders, 4 in., in wooden box. Attic. (4812)

484. VOUCHERS FOR PURCHASE OF KEROSENE AND GASOLINE, 1918 - 1919. Vouchers from private firms and individuals for the purchase of kerosene and gasoline used at the Southside Station. (Never.) 9 x 12 folder,  $\frac{1}{2}$  in., in wooden box. Attic. (4762)

485. REQUISITIONS, OFFICE OF SUPERINTENDENT, 13TH DISTRICT, 1918 - 1920. Copies of requisitions for materials and supplies required for the ensuing six months, made by the keepers of the following numbered stations: 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, and for the superintendent's office. (Never.) 9 x 12 folders, 2 in., in wooden box. Attic. (5162)

486. TELEPHONE FILES, 1918 - 1931. Statements of telephone service furnished by the Army Signal Corps; reports of telephone material and equipment at Southside Station; record of telephone lines; letters relating to various matters concerning the operation of telephone service. (Never.) 9 x 12 folders (4), 2 in., in wooden box. Attic. (4759)

487. REQUISITIONS AND VOUCHERS, 1918 - 1922. For chemicals used to renew batteries for gasoline engines; also for equipment and supplies for the Southside Station. (Never.) 9 x 12 folders, 1 ft. 6 in., in wooden box. Attic. (5112)

488. RECORDS OF SWIMMING TESTS, 1918 - 1924. Copies of letters to the office of the superintendent, relating to the results of swimming tests given to surfmen at the Southside Station. (Never.) 9 x 12 folders, 1 in., in wooden box. Attic. (5108)

489. KEEPER'S MONTHLY REPORTS, July 1918 - June 1920. Showing proficiency of surfmen, general conditions at Station 316, and remarks. (Never.) 9 x 12 folders, 2 in., in wooden box. Attic. (5158)

490. KEEPER'S MONTHLY REPORTS, Aug. 1918 - June 1920. Showing proficiency of surfmen, general conditions at Station 317, and general remarks. (Never.) 9 x 12 folders, 3 in., in wooden box. Attic. (5157)



491. BLUEPRINTS OF TELEPHONE LINES, 13TH DISTRICT, 1919. Showing locations and descriptions of telephone lines at lifesaving stations in this district. (Never.) 9 x 11 stub letter file, 1 in., in wooden box. Attic. (19146)

492. REPORTS OF ASSISTANCE RENDERED, 1919 - June 24, 1920. Copies of reports of assistance rendered to ships and persons in major and minor accidents and shipwrecks, showing date, name of ship or person, nature of accident and a complete description of same. Covering Point Reyes, Bolinas, Humboldt Bay, Ft. Point stations in California, and Station 317, Bandon, Oregon. (Never.) 9 x 12 folders, 10 in., in wooden box. Attic. (5154)

493. CONSTRUCTION AND REPAIRS, Feb. 13 - Oct. 25, 1919. Correspondence, advertisements, and proposals for building materials for construction and repairs to buildings at Station 320 and Point Reyes. (Never.) 9 x 12 folders, 1 ft., in wooden box. Attic. (5119)

494. REPORTS OF ASSISTANCE RENDERED, July 15, 1919 - Apr. 29, 1920. Copies of reports of assistance rendered by Station 317, Bandon, Oregon, to ships and persons in major and minor accidents and shipwrecks, showing date, name of ship or person, nature of accident and a complete description of same. (Never.) 9 x 12 folders, 2 in., in wooden box. Attic. (5163)

495. REPORTS OF ASSISTANCE RENDERED, Aug. 10, 1919 - June 25, 1920. Copies of reports of assistance rendered by Station 321, Bolinas, California, to ships and persons in major and minor accidents and shipwrecks, showing date, name of ship or person, nature of accident, and a complete description of same. (Never.) 9 x 12 folders, 2 in., in wooden box. Attic. (5156)

496. REPORTS OF ASSISTANCE RENDERED, Aug. 15, 1919 - June 20, 1920. Copies of reports of assistance rendered by Station 318, Humboldt Bay, to ships and persons in major and minor accidents and shipwrecks, showing date, name of ship or person, nature of accident, and a complete description of same. (Never.) 9 x 12 folders, 3 in., in wooden box. Attic. (5155)

497. BOARD OF INVESTIGATION LETTERS AND TELEGRAMS, DISTRICT 12, Nov. 7, 1919 - May 11, 1920. Copies of letters and telegrams sent to the Commandant's Office at Washington, relating to investigations of keepers and surfmen accused of misconduct. (Never.) 9 x 12 folders, 1 in., in wooden box. Attic. (5159)

498. RECORD OF PROCEEDINGS OF BOARD OF INVESTIGATION, 1920. Board of Investigation convened at Station 317, Bandon, Oregon, in the case of keeper Robert Johnson, Coast Guard, showing complaint, testimony, findings, and recommendations by the board. (Never.) 8 x 10½ folders, 1 ft., in wooden box. Attic. (4752)



499. REPORTS OF TRANSFER TO AND FROM SOUTHSIDE STATION, 1920 - 1924; 1930. Copies of transfer of surfmen, showing date, authority for transfer, name of surfman, station from which transferred and pay account. (Never.) 9 x 12 folder, 1 in., in wooden box. Attic. (4757)

500. GENERAL FILE, 12TH DISTRICT COMMANDER'S OFFICE, 1920 - 1933. Personnel reports of men separated from the service, muster rolls, records on repairs to machinery and station boats, and monthly reports of the various stations. (Never.) 9 x 12 vols., 13 ft., in 2 wooden boxes. Attic. (5172)

501. ARMS AND AMMUNITION, 1921 - 1931. Copies of tests and inspections of small arms and ammunition, ordnance equipment cards, requisitions for arms and ammunition, shipping orders from the War Department, circular letters and orders relating to firing regulations, target practice, and changes in ship and gunnery drills at Southside Station. (Never.) 9 x 12 folders, 1 in., in wooden box. Attic. (4761)

502. RECREATIONAL AND EDUCATIONAL CORRESPONDENCE, 1923 - 1931. Relating to recreational funds, welfare equipment, and educational courses for enlisted personnel of Southside Station. (Never.) 9 x 12 folders, 1 ft., in wooden box. Attic. (4814)

503. SPECIAL TEMPORARY ENLISTMENT REPORTS, 1924 - 1925. Showing name, rank, date of enlistment, medical officer's report, conduct reports, and date discharged from Southside Station. (Never.) 9 x 12 folders, 2 ft., in wooden box. Attic. (5118)

504. FINGERPRINT RECORDS, 1924, 1927. Copies of fingerprint records of enlisted personnel at Southside Station, showing name, race, height, date of birth, date of and place of enlistment, rating, and previous Coast Guard service. (Never.) 9 x 12 folders, 6 in., in wooden box. Attic. (4810)

505. CIRCULAR LETTERS, 1924 - 1931. Copies of circular letters from Southside Station to officers in charge of all stations in the 12th District, containing advancement in rating, personnel, reduction in enlisted personnel, orders, early discharges, hospitalization, advancement to rating of chief petty officer, and instructions of radio men. (Never.) 9 x 12 folders (3), 2 in., in wooden box. Attic. (4756)

506. REPORTS OF MONTHLY SHIPMENTS, 1924 - 1931. Copies of reports from the officer in charge at Southside Station to the superintendent of the 12th District, stating whether or not any shipments were made from the station; in the event of a shipment numbers and articles are itemized. (Never.) 9 x 12 folder, 1 in., in wooden box. Attic. (4760)



507. GOVERNMENT LIFE INSURANCE CORRESPONDENCE, 1926. From the officer in charge at Southside Station to the District Commander of the 12th District. (Never.) 9 x 12 folders, 4 ft., in wooden box. Attic. (5117)

508. LEAVES OF ABSENCE, 1926 - 1930. Applications for leaves of absence, statement of leave accounts, and relative correspondence, concerning the personnel of the Southside Station. (Never.) 9 x 12 folders (2), 1 in., in wooden box. Attic. (4755)

509. REPORT OF CHANGE IN ENLISTED PERSONNEL, 1926 - 1931. Copies of keeper's report to the District Commander, relating to changes in enlisted personnel at the Southside Station, showing unit, place, date, names of enlisted men, ratings, change made, disciplinary action, and authority for change. (Never.) 9 x 12 folder, 1 in., in wooden box. Attic. (4753)

510. REQUISITIONS AND VOUCHERS FOR PLUMBING, Jan. - Feb. 1927. Copies of requisitions and public vouchers for a galvanized iron boiler with pipes and fittings installed at the Southside Station; also a letter relating to this installation from the District Commander to the officer in charge. (Never.) 9 x 12 folders, 4 in., in wooden box. Attic. (4816)

511. EQUIPMENT BOOK, 12TH DISTRICT COMMANDER'S OFFICE, 1929 - 1931. Record of equipment, showing amount on hand, received, expended, and condition; includes surfboat and gear, boatswain's building material, carpenter's tools, equipment of crew's quarters, electrical goods, fuel, and kitchen, machinist, navigation, and special stores supplies. Indexed. (Never.) 8 x 10 $\frac{1}{2}$  vol., 1 in., in wooden box. Attic. (4601)

512. WEEKLY ROUTINE BILL, Dec. 5, 1930. Copies of routine schedule, showing date, practices, and instructions in drills and general housecleaning for each day of the week at Southside Station. (Never.) 9 x 12 folder,  $\frac{1}{2}$  in., in wooden box. Attic. (4758)

513. MISCELLANEOUS FILE, 1931 - 1932. Statement of mess account, transcript of the log, report of change in enlisted personnel, and correspondence relating to shipment of supplies and equipment at Southside Station. (Never.) 9 x 12 folders, 1 ft., in wooden box. Attic. (4815)

514. HARBOR VESSEL'S LOG, Feb. 20, 1934 - July 22, 1935. Log of harbor picket boat 2357 of Port Townsend Station, showing record of daily operations at various Coast Guard stations on the west coast, including Port Townsend, Neah Bay, Westport, Warrenton, Charleston, Marshfield, Crescent City, and Ft. Point. (Never.) 8 x 10 $\frac{1}{2}$  vol., 2 in., in wooden box. Attic. (4603)



## GOLDEN GATE STATION

- (A) Station, Great Highway and Fulton Streets
- (3) Point Lobos Lookout, Lands End

This station was established in 1885. In addition to saving life and property on the high seas, it enforces marine laws and fishing regulations. In cooperation with the customs and other investigative agencies, it aids in the suppression of smuggling and the illegal entry of aliens. The lookout station maintains an hourly log of all vessels entering or leaving the Golden Gate, and records winds, fogs, temperatures, and general surf conditions. It has jurisdiction over the Golden Gate and outside waters adjacent thereto. When directions are given by the District Commander, useless papers are destroyed. No reports are sent to Washington.

515. PROPERTY RETURNS, June 21, 1878 - Mar. 4, 1932. Record of equipment and supplies received and expended, showing amount on hand, received, and expended since last return, and condition. (Never.) 9 x 11½ vols. (7), 1 ft., in wooden box. Attic (Bldg. A). (5250)

516. STATION LOG, Nov. 24, 1880 - July 25, 1936. Daily record of events, showing date, condition of surf, direction and force of wind, barometer and thermometer readings, patrols, condition of buildings and apparatus, and general remarks, including a record of any special event, accident, or wreck. (Never.) 8½ x 14 vols. (72), 8 ft., in 3 wooden boxes. Faded. Attic (Bldg. A). (5256)

517. WRECK REPORTS, Aug. 8, 1884 - Nov. 24, 1915. Record of wrecks in which the keeper and crew rendered assistance, showing date and nature of disaster, time occurred, state of wind or sea, by whom discovered, name of vessel, kind of cargo, and details of assistance. (Never.) 8½ x 14 vols. (2), 3 in., in wooden box. Attic (Bldg. A). (5253)

518. WRECK OF STEAMER RIO JANIERO, Feb. 22, 1901. Report as follows: "Schmidt #4 and Bernston #7 on day watch. At 7:30 A.M., Keeper Hodgson of Ft. Point Station reported that the steamer had struck the rocks near Cliff House and that some of the survivors were at his station. I at once launched Dobbins boat and off Point Lobos hailed a fishing launch and asked if they knew anything of the disaster. They informed me that she was inside and volunteered to tow me in. The tide was running strong ebb, east wind and very thick fog, and as I thought there might be some difficulty in finding the wreck, I accepted the offer and was at the scene of disaster half an hour before I could have reached it under oars. Several tugs were searching wreckage, but no one knew where the vessel had struck. I arrived at the scene of wreckage, 8:30 a.m., and at once commenced searching wreckage. Broke open several staterooms, but found no bodies. At 10:30 a.m., went to Ft. Point Station, but could gain no further information. Left



Ft. Point Station at 11:30, arriving at Station 1:00 p.m. The lookout man at Point Lobos went down to the beach and I also sent Pyritis #8 to search along the bluffs at Point Lobos as at this time no one knew the location of the wreck. I engaged as temporary surfman for wreck duty Mr. Earnest Seel, a friend of the Keeper who was visiting at the station and he took his place in the boat. The launch that gave us the tow is the Concordia, but I could not get the Captain's name. The Southside crew reached the wreck about 3/4 hour after I did, and later the Fort Point crew came in from cruising outside. All the wreckage was floating between Fort Point and Mile Rock and was badly broken up. The lookout man at Point Lobos, Bernston #7 (on watch from 4 to 8 a.m.) states that he saw the steamer at anchor outside Point Lobos at about 4:30 p.m., but heard no signals of any kind except the usual fog whistle of a steamer under weight. Mr. John Hysslop, the Marine Observer at Point Lobos, heard her whistle as she passed in and noticed nothing unusual up to the time she ceased blowing. From the position of the wreckage, she was well inside when she struck as all wreckage was east of Mile Rock. District Superintendent was on the station when I returned to the beach. (Signed) Geo. H. Varney, Keeper." (Never.) 8½ x 14 vol., 2 in., in wooden box. Attic (Bldg. A). (5258)

519. REPORT OF THE SAN FRANCISCO EARTHQUAKE FROM THE STATION LOG, Apr. 18, 1906. Copy as follows: "At 5:15 a.m. shock of earthquake created havoc in this section. Buildings were shaken up and chimneys broken off. Three chimneys on station were thrown down burying 2 people beneath the debris. Crew set to work and released them and they were sent to the hospital at 8 a.m. Everything was quiet at the beach as there were indications of a big fire in the city, I sent for three men from Southside Station and took four from Golden Gate, went to town to assist the firemen. Worked all day on hoses. Team was used by military as an ambulance and at close of the day, crew walked to the beach, reaching the station thoroughly exhausted at 9 p.m. Did not keep North lookout but set a lookout on the beach. Rebuilt messhouse chimney and temporarily repaired one of the chimneys in cottage. The other chimney in cottage is probably damaged farther down. Other damage was confined to crockery and glassware, extent unknown at present. (Signed) Geo. H. Varney, Keeper." (Never.) 8½ x 14 vol., 2 in., in wooden box. Attic (Bldg. A). (5257)

520. KEEPER'S MONTHLY REPORT, Aug. 1915 - Sept. 1919. Showing proficiency of surfmen, general condition at station, and remarks. (Never.) 8 x 10½ vol., 1 in., in wooden box. Attic (Bldg. A). (5248)

521. PAY ROLLS OF OFFICERS AND ENLISTED FORCE, 1918 - 1925. Monthly pay roll record, showing name and rank of employees, rate of pay, amount allowed for subsistence, date, and credits and debits. (Never.) 8 x 11 vol., 1 in., in wooden box. Bindings



broken. Attic (Bldg. A). (5254)

522. INSPECTION REPORTS, 1923 - 1933. Copies of detailed reports of inspections made by inspector from the superintendent's office, showing condition of buildings, equipment, and personnel of this station. (Never.) 8 x 10 $\frac{1}{2}$  bundle, 3 in., in wooden box. Attic (Bldg. A). (5249)

523. INVENTORY OF EQUIPMENT, July 1, 1930 - June 30, 1931. Record of Government property, listing equipment of all kinds, such as boats, crockery, special stores, and showing amount on hand, received, and expended, condition, and remarks. (Never.) 9 x 11 $\frac{1}{2}$  loose-leaf book, 1 in., in wooden box. Attic (Bldg. A). (5247)

524. MESS ACCOUNTS AND BILLS, 1934 - 1935. Record and bills for food supplies, purchased from various firms, and used for the daily mess. (Never.) 8 x 10 vol. and 8 x 11 $\frac{1}{2}$  envelopes, 1 ft., in wooden box. Attic (Bldg. A). (5246)

525. GENERAL FILE, ACTIVE AND INACTIVE, 1915 to date. Miscellaneous correspondence, reports, requisitions, and records of personnel. (Older records, never; current records, daily, official.) 8 $\frac{1}{2}$  x 10 and 9 x 12 folders, envelopes, and bundles, 17 ft., in 3 wooden boxes and in filing case. Attic (Bldg. A). (5251, 5261)

526. CONDUCT BOOKS, 1916 - 1932; 1932 to date. Showing conduct, deportment, and penalties imposed on enlisted men. Indexed. (Older records, never; current records, monthly, official.) 8 x 10 $\frac{1}{2}$  vols. (11), 3 in., in wooden box and in desk. Attic and Office (Bldg. A). (5252, 5260)

527. CONTINUOUS SERVICE RECORDS, 1926 to date. Copies of certificates given to enlisted men on leaving the service, showing ship or station, change of status, date, rating, term of enlistment or extension, proficiency rating, sobriety, conduct, ability as leader of men, health, signature of commanding officer, personal characteristics, medals received, and permanent appointments. (Semiannually, official.) 3 $\frac{1}{2}$  x 6 pockets, 8 in., in filing case. Office (Bldg. A). (5262)

528. PAY AND PERSONNEL RECORDS, 1926 to date. Individual record of enlisted men, showing name, serial number, date, term of current enlistment, monthly rate of pay, rank or rating, duty, dependents (relationship only), number of years in service, leaves of absence, clothing account, and miscellaneous memoranda. (Occasionally, official.) 5 x 3 cards, 2 ft., in filing case. Office (Bldg. A). (5264)



529. ROUGH LOGS, Nov. 1929 to date. Hourly record of events, showing condition of weather, fog signal soundings if any, names of vessels and time of entering or leaving the harbor, and other occurrences of interest. (Older records, never; current records, daily, official.) 8 x 10 $\frac{1}{2}$  and 8 $\frac{1}{2}$  x 14 vols. (18), 1 ft. 2 in., in wooden box and on desk. Attic (Bldg. A) and Lookout Room (Bldg. B). (5255, 5259)

530. STATION LOGS, July 26, 1935 to date. Daily record of events, showing date, condition of the surf, direction and force of wind, barometer and thermometer readings, patrols, condition of buildings and apparatus, general remarks, and a record of any special event, accident, or wreck. (Daily, official.) 8 $\frac{1}{2}$  x 14 vols., 2 in., on desk. Office (Bldg. A). (5263)

#### POINT BONITA STATION

This station was established in 1899 to guard against loss of life and property near Bonita Rocks and on the adjacent high seas. In addition, this station enforces the Federal fishing regulations and maritime laws. It also cooperates with the Weather Bureau of the Department of Agriculture by reporting regularly in regard to meteorological and climatic conditions prevailing at the station. Original records are sent to Washington and no papers are destroyed without authority.

531. STATION JOURNAL, 1901 - 1910. Daily report of condition of the surf, direction and force of wind, state of weather, barometer and thermometer readings at stated hours, patrols, condition of quarters, number and classification of vessels passing the station, and general remarks. (Never.) 8 $\frac{1}{2}$  x 14 vols., 3 ft., in wooden box. Attic. (3384)

532. WRECK REPORTS, COPY, 1902 - 1915. Showing date of disaster, name of vessel, home port, names of owners, exact time of disaster, complete description of vessel, number of lives saved and lost, whether vessel was saved, and remarks on all particulars regarding the nature of assistance rendered. (Never.) 8 $\frac{1}{2}$  x 14 vols., 2 ft., in wooden box. Bindings broken. Attic. (3378)

533. CORRESPONDENCE, 1904 - 1920. Copies of all letters sent and copies of lists of all supplies and equipment signed for by the keeper. (Never.) 10 x 12 and 10 x 14 vols., 1 ft., in wooden box. Attic. (3382)

534. PAY ROLL, OFFICERS AND ENLISTED FORCE, MEMO COPY, 1906 - 1926. Showing name, rank, rate of pay, credits and debits, adjustments, whether paid by cash or check, and remarks. (Never.)



8 x 10 $\frac{1}{2}$  vols., 3 ft., on floor. Attic. (3373)

535. PROPERTY RETURNS, 1906 - 1930. Inventory of all apparatus, boat equipment, ships' chandlery, books, charts, and circulars, building materials, fuel, hardwood, tools, outfits, vehicles, and boats, and name of certifying officer. (Never.) 8 x 10 and 9 $\frac{1}{2}$  x 12 vols., 2 ft., in wooden box. Attic. (3379)

536. CORRESPONDENCE RECEIVED, 1915 - 1928. Letters from various departments of the Service, pertaining to administration of duties, equipment, and supplies. (Never.) 8 x 11 folders and envelopes, 3 ft., in pasteboard box. Attic. (3374)

537. KEEPER'S MONTHLY REPORTS ON SURFMEN, 1915 - 1928. Proficiency record of station surfmen in the execution of their duties, showing conduct, obedience, and health. (Never.) 8 x 10 folders, 3 ft., on floor. Attic. (3371)

538. GENERAL FILE, 1915 - 1933. Completed pay vouchers, expense schedules, inspection, assistance, and material reports, and personnel records. (Never.) 9 x 11 $\frac{1}{2}$  folders, 4 ft., in 3 wooden boxes. Attic. (3383)

539. RECEIPTS, 1919 - 1932. Itemized lists of all apparatus, equipment, stores, and supplies transferred from the keepers to their successors. (Never.) 8 x 10 $\frac{1}{2}$  vols., 2 ft., in wooden box. Attic. (3372)

540. CONDUCT RECORDS, 1921 - 1936. Giving name, date enlisted, rating, and record of offenses committed by members of the crew. (Occasionally, official.) 8 x 11 vols., 1 in., in desk. Office. (3380)

541. RECORD OF SIGNALS RECEIVED, 1928 - 1935. From vessels entering or leaving port near this station, giving exact time signal was received, weather condition, time weather reports were received, and barometer and thermometer readings. (Never.) 8 x 10 $\frac{1}{2}$  vols., 6 ft., in wooden boxes. Attic. (3381)

542. GENERAL FILE, ADMINISTRATIVE, 1932 - 1936. Correspondence, circulars, memoranda, instructions, and regulations, relating to operation of this station. Filed numerically. (Daily, official.) 9 x 12 folders, 6 ft., in 4 drawers of wooden filing case. Office. (3366)

543. PROPERTY RECORD, Feb. 1932 - July 1936. Form 2571, record of public property, such as fixtures, equipment, and expendable supplies, giving name of article, date, quantity received and expended, price, and balance on hand. (Older records, rarely; current records, quarterly, official.) 9 x 11 $\frac{1}{2}$  loose-leaf books (3), 5 in., in wooden cabinet. Office. (3364)



544. CLOTHING BOOK, June 1933 - Feb. 1936. Record of clothing and bedding issued to enlisted men, showing name of enlisted man, articles, and value. (Never.) 3 x 10 $\frac{1}{2}$  folder, 1 in., in wooden cabinet on desk. Office. (3376)

545. COMMISSARY LOGS, Dec. 1934 - July 1936. Record of rations, showing amount, article, unit, and cost. (Never.) 8 x 10 $\frac{1}{2}$  vols. (2), 1 in., in wooden cabinet. Office. (3365)

546. STATION LOGS, 1913 to date. Form 2622, showing patrols and lookouts, weather and surf conditions, vessels sighted, wind record, thermometer and barometer readings, and miscellaneous events of the day; also list of persons attached to station, rank or rating, residence, address while on leave, and name and address of next of kin. (Older records, never; current records, daily, official.) 9 x 14 vols., 8 ft. 3 in., in wooden box and on desk. Attic and Office. (3375, 3377)

#### RECRUITING OFFICE

Appraisers Bldg., Sansome and Washington Sts.

This office was opened on May 29, 1930 for the purpose of examining, investigating, and enlisting men in the Coast Guard Service. It has jurisdiction over Arizona, California, Nevada, and New Mexico. In cooperation with other similar agencies, its activities frequently extend throughout all states west of the Mississippi River. Copies of all records are sent to Washington.

547. REGISTER AND TABULATION BOOKS, 1918 - 1935. Register of commissioned and warrant officers and cadets, ships and stations of Coast Guard; also official table of distance for guidance of disbursing officers of the Army, charged with payment of money and allowances for travel. (Never.) 9 x 12 vols., 6 in., on wooden shelf. Poor. R. 71. (1457)

548. APPLICANTS FOR ENLISTMENTS, May 5, 1930 - Apr. 20, 1936. Giving names and addresses, with other information pertaining to persons applying for enlistment. (Daily, official.) 12 x 18 vol., 1 in., on desk. R. 71. (1461)

549. SERVICE RECORDS OF ENLISTED MEN, Oct. 2, 1930 - Jan. 13, 1936. Giving name, service number, and rating of enlisted men. Arranged alphabetically. (Frequently, official.) 12 x 18 vols., 1 in., on desk. R. 71. (1452)

550. ENLISTMENTS PENDING, 1935. Forms 2551 and 2679, pending enlistment applications. (Rarely, official.) 10 x 12 folders, 6 in., in steel filing case. R. 71. (1467)



551. CORRESPONDENCE, 1935 - 1936. Relating to applications and rejections in connection with enlistments. (Never.) 9 x 11 loose sheets, 6 in., in steel filing case. Fair. R. 71. (1456)

552. CORRESPONDENCE, 1935 - 1936. Relating to enlistment, complete service records, and continued service records. Arranged alphabetically. (Daily, official.) 9 x 12 folders, 3 ft., in 3 drawers of steel filing case. Fair. R. 71. (1463)

STATION 313  
Point Reyes

This station was established at Point Reyes on April 6, 1890, and in 1927 was moved from the old Lifesaving Station near the same location of the five buildings now occupied. Its major function is to safeguard life and property on the high seas, particularly around the hazardous headland of Point Reyes and the Drake's Bay rocks. Other activities include the prevention of smuggling, enforcement of maritime laws, supervisory protection of fishing fleets, and the furnishing of medical aid and help to men of the fishing boats. While it has jurisdiction over the nearby waters, it is not confined to this vicinity, as all distress signals are answered within the cruising radius of the cutters. Reports are sent to Washington via the Twelfth District Office at San Francisco.

553. PROPERTY RETURNS, 1894 - 1936. Copies, showing equipment and supplies received, used, and on hand, amount received and used since last return, amount remaining, and condition. Arranged chronologically. (Occasionally, official.)  $8\frac{1}{2}$  x  $11\frac{1}{2}$  folders, 4 ft. 3 in., in steel filing case and in wooden box. Office. (10093)

554. EQUIPMENT INVENTORY, 1895 - 1936. Public property inventory of all boats, winches, furniture, special ships' stores, mess equipment, and other articles, showing amount received and on hand, condition, date, and general remarks. Arranged chronologically. (Frequently, official.)  $8\frac{1}{2}$  x  $11\frac{1}{2}$  folders, 4 ft. 6 in., in steel filing case and in wooden box. Office. (10094)

555. MUSTER ROLLS, 1915 - 1935. Copies of muster roll, showing station, district, month, names of members of crew, serial numbers, rank or rate, number of days present, date of current enlistment, term of enlistment, remarks, and certificate of correctness by officer in charge. Arranged chronologically. (Older records, rarely; current records, monthly, official.)  $8\frac{1}{2}$  x  $11\frac{1}{2}$  folders, 6 in., in steel filing case. Office. (10099)



556. INSPECTION REPORTS, 1915 - 1936. Copies of reports made by inspector and sent from commander's office, showing detailed condition of buildings, equipment, and personnel of this station. Arranged chronologically. (Frequently, official.)  $8\frac{1}{2}$  x  $11\frac{1}{2}$  folders, 2 ft. 6 in., in steel filing case and in wooden box. Office. (10089)

557. MONTHLY REPORTS OF ENGINEERING EXPENSE, 1935 - 1936. Showing date, station, utilities used, cost, amount brought forward, amount for current month, amount to date this fiscal year, and totals. Arranged chronologically. (Older records, rarely; current records, monthly, official.)  $8\frac{1}{2}$  x  $11\frac{1}{2}$  folders, 1 in., in steel filing case. Office. (10050)

558. STATISTICS REPORTS, 1925 - 1935. Copies of statistics on assistance rendered, showing number of cases, number of lives saved, value of property saved during year, and totals. Arranged chronologically. (Rarely, official.)  $8\frac{1}{2}$  x  $11\frac{1}{2}$  folders, 2 in., in steel filing case. Office. (10100)

559. GENERAL FILE, 1890 to date. Correspondence, reports, instructions, requisitions, and personnel records. Filed numerically. (Older records, rarely; current records, daily, official.)  $8\frac{1}{2}$  x  $11\frac{1}{2}$  folders and bundles, 18 ft., in 2 drawers of steel filing case, in 3 wooden boxes, and on floor. Office. (10091)

560. JOURNAL AND LOG, 1890 to date. Daily reports, showing date, wind velocity and direction, barometer and thermometer readings, patrols, lookouts, condition of buildings and apparatus, and general remarks on special events. (Older records, occasionally; current records, daily, official.) 9 x  $14\frac{1}{2}$  vols., 5 ft. 4 in., in wooden box and on desk. Office. (10090)

561. PAY ROLLS, 1890 to date. Monthly and semimonthly pay rolls, showing date, name, rank, rate of pay, amount of subsistence allowance, and other allowances and expenditures deducted from pay. Arranged chronologically. (Older records, rarely; current records, semimonthly, official.) 8 x 11 vols., 4 ft. 6 in., in steel filing cases and in wooden box. Office. (10098)

562. ROUGH LOGS, 1890 to date. Notations by members of crew on lookout duty, showing hourly condition of weather: fog signal, if sounding, ships passing, if any, and any event of importance. (Older records, rarely; current records, daily, official.)  $9\frac{1}{2}$  x  $14\frac{1}{2}$  vols., 4 ft. 8 in., on wooden shelf. Office. (10092)

563. WRECK REPORTS, 1890 to date. Record of all wrecks and accidents where assistance was rendered by members of this station, showing date, name of vessel, home port, number in crew, list of passengers, cargo, nature of wreck, time, weather conditions, by whom wreck was discovered, and a complete account of damage done.



(Occasionally, official.)  $9\frac{1}{2}$  x  $14\frac{1}{2}$  vols., 5 ft. 6 in., on wooden shelf. Office. (10095)

564. KEEPER'S MONTHLY REPORTS, 1894 to date. Copies of report on the proficiency of surfmen, general condition of station, and remarks. Arranged chronologically. (Older records, rarely; current records, monthly, official.) 9 x 12 folders and bundles, 4 ft. 2 in., in steel filing case and in wooden box. Office. (10096)

565. CONDUCT BOOKS, 1900 to date. Individual records of the conduct of enlisted men at this station, showing penalties imposed in case of misconduct. (Occasionally, official.) 8 x 11 vols., 2 ft. 4 in., in wooden box and on desk. Office. (10097)

566. BILLS AND MESS ACCOUNTS, 1905 to date. Records of and invoices for mess supplies purchased, showing date, cost, and amount. Arranged chronologically. (Older records, rarely; current records, monthly, official.)  $9\frac{1}{2}$  x  $14\frac{1}{2}$  envelopes and bundles, 2 ft. 6 in., in steel filing case and in wooden box. Office. (10101)

567. ABSTRACTS OF OPERATIONS, 1936 to date. Monthly reports, showing station, location, date, number of drills and inspections held during month, vessels reported for violations of law, vessels, vehicles, and other seizures, and expenses for the month. Arranged chronologically. (Older records, rarely; current records, monthly, official.)  $8\frac{1}{2}$  x  $11\frac{1}{2}$  folders, 1 in., in steel filing case. Office. (10049)

#### SAN PEDRO

##### BASE

##### Coast Guard Bldg., Watchorn Basin

In 1924 this base, made necessary by the added work due to the 18th Amendment, was established as a base of supply for the many small vessels whose cruising radius would not permit them properly to patrol the coastal waters and resupply at the already established bases. Originally designated as Base No. 17, its name was later changed to Base in 1934, and it was made a part of the San Francisco Division. It is under the supervision of a chief boatswain who opens, approves, or rejects all bids by contractors for required commodities, requisitions supplies from the successful bidder, and issues vouchers in payment. Such supplies as provisions, clothing, and miscellaneous merchandise are then furnished to the ships under the Base's jurisdiction which is known as the San Pedro Group. Original logs and purchasing orders are sent to Washington regularly



and useless papers are destroyed.

568. MISCELLANEOUS, Jan. 1933 to date. Memorandum of expenses for all items, such as clothing and gasoline, giving name of firm from whom purchased, quantities purchased, and dates received and paid. Filed chronologically. (Daily, official.) 8 x 10½ vol., 1 in., on desk. (788)

569. PERSONNEL REPORTS, Jan. 1, 1934 to date. Records of leaves of absence, service records, and correspondence relating to employees. Filed alphabetically, by name of employee. (Occasionally, official.) 8½ x 12 folders, 1 ft. 8 in., in steel filing case. (792)

570. REQUISITIONS, Jan. 1934 to date. Giving names of articles requisitioned, estimated cost, and classification. Entered chronologically. (Occasionally, official.) 8 x 10½ vol., 1 in., on desk. (785)

571. COMMISSARY REPORTS, May 1, 1934 to date. Approvals for allowances and expenditures for the maintenance of the Coast Guard, giving cost, date, and bills for provisions and clothing. Filed chronologically. (Daily, official.) 8½ x 12 folders, 2 in., in steel filing case. (791)

572. VOUCHERS, May 1, 1934 to date. For expenses incurred for supplies, replacements, and repairs; also record of bills and cancelled checks. (Daily, official.) 8½ x 12 folders, 6 ft. 3 in., on desk. (790)

573. COMMUNICATIONS FILE, Nov. 1, 1934 to date. Correspondence pertaining to pay rolls of civilian and Coast Guard personnel. Entered chronologically. (Occasionally, official.) 8½ x 12 folders, 8 in., in steel filing case. (789)

574. BID BOOKS, SAN PEDRO GROUP PAY OFFICE, May 1935 to date. Memorandums of bids for supplies, giving opening dates, type of supplies, number of items, names of companies presenting bids, cash amounts, and bids accepted. Entered chronologically. (Daily, official.) 8 x 10½ vols., 1 in., on desk. (786)

575. LOGS OF PATROL BOATS, July 1, 1935 to date. Copies of reports of activities of each boat, showing boat number, date, distance travelled, course, weather, time, fuel used; also record of miscellaneous events of the day and signature of officer in charge. (Rarely, official.) 8 x 14 loose sheets, 1 ft. 2 in., on 5 file boards on wall. (787)



THE  
OFFICE OF THE  
COMPTROLLER OF THE  
CURRENCY

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THE OFFICE OF THE COMPTROLLER OF THE CURRENCY

SACRAMENTO

OFFICE OF THE NATIONAL BANK EXAMINER  
Federal Bldg., 8th and I Sts.

The office of the National Bank Examiner was established in Sacramento about 1920. It previously occupied quarters in the Nicholas Building and the Farmers Mechanics Building until 1933, when it was moved to the present location, a modern fireproof building.

576. BOND QUOTATIONS, Jan. 1935 - May 1936. (Occasionally, official.)  $8\frac{1}{2}$  x 13 vols., 4 ft., in steel bookcase. R. 212. (337)

577. COMMERCIAL CHRONICLE, 1928 - 1936. Printed matter in magazine form. (Occasionally, official.)  $8\frac{1}{2}$  x 13 vols., 1 ft. 6 in., in steel bookcase. R. 212. (338)

578. WORK DATA ON BANK EXAMINATIONS, 1932 - 1936. Tabulations, records, and correspondence. (Frequently, official.)  $9\frac{1}{2}$  x 14 folders and envelopes, 21 ft., in filing case and in bookcase. R. 212. (340)

SAN FRANCISCO

OFFICE OF THE NATIONAL BANK EXAMINER  
Alexander Bldg., 155 Montgomery Street

This office, established at San Francisco in 1913, was located in the First National Bank Building until 1922. It maintains a staff of examiners who make regular examinations of all National banks in the 12th Federal Reserve District. Detailed reports are made as to the financial condition and compliance with the laws governing such banks. As banks are examined the original statement with comments is sent to Washington and useless papers are destroyed when permission is granted by the Comptroller of the Currency.



579. BANK CORRESPONDENCE, 1920 to date. Originals and copies of correspondence with banks. Filed alphabetically and chronologically. (Daily, official.) 9 x 15 folders, 43 ft., in 44 drawers of wooden filing cases. R. 1106. (8846)

580. GENERAL FILE, 1929 to date. Originals and copies of general and interoffice correspondence, Examiner's and Assistant Examiner's letters, expense vouchers, office data, and Examiner's weekly reports. Filed alphabetically. (Daily, official.) 9 x 12 folders, 16 ft., in 8 drawers of wooden filing cases. Rs. 1101, 1106, and 1111. (8847)

581. PAY ROLLS OF EMPLOYEES ON ANNUAL SALARY BASIS, COPIES, 1930 to date. Names of employees on an annual salary basis, date of pay roll, salaries, amount earned, deductions, and amount paid. Filed chronologically. (Semimonthly, official.) 10 x 15 envelopes, 1 ft., in wooden filing case. R. 1103. (8844)

582. EXAMINERS' REPORTS ON THE CONDITION OF BANKS, COPIES, 1932 to date. Showing the condition of banks, name of examiner, number and name of bank examined, date, assets and liabilities, affiliated banks, and names of directors, officers, and employees. Filed alphabetically and chronologically. (Semiannually, official.) 9 x 15 folders, 72 ft., in 72 drawers of wooden filing cases. Rs. 1101, 1106, and 1111. (8845)

583. MAP OF 12TH FEDERAL RESERVE DISTRICT, n.d. Showing the states comprising the 12th Federal Reserve District and the locations of National banks. (Occasionally, official.) 60 x 84 wall map. R. 1105. (8848)



