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INVENTORY OF FEDERAL ARCHIVES IN THE STATES

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SERIES III
TREASURY DEPARTMENT
No. 10
GEORGIA

THE HISTORICAL RECORDS SURVEY
WORKS PROGRESS ADMINISTRATION

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INVENTORY OF FEDERAL ARCHIVES IN THE STATES

Prepared by

The Survey of Federal Archives
Division of Professional and Service Projects
Works Progress Administration

The National Archives
Cooperating Sponsor

SERIES III. THE TREASURY DEPARTMENT

NO. 10. GEORGIA

Atlanta, Georgia
The Historical Records Survey
1939

Historical Records Survey

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PREFACE

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

The plan for the organization of the Inventory is as follows: Series 1 consists of reports on the administration of the Survey, acknowledgements, 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.

Information from the local offices 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), a general description of content and 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, type of containers, physical condition of records (not stated if satisfactory), location by room, and finally, the number of the Form 58SA on which the content was originally recorded by a survey worker and from which it was later abstracted for the Inventory. This form is on file in the National Archives. Whenever it contains substantial details on addenda sheets not included in the mimeographed abstract, indication of such fact is given by use of the reference: "See addenda."

In Georgia the work of the Survey was under the direction of Professor Merritt B. Pound from its inception until June 30, 1937. Since that time the project has been under the supervision of Mr. Raiford J. Wood, State Director of the Historical Records Survey in Georgia. This Inventory of the records of the Department of the Treasury in Georgia was prepared in the Atlanta office of the Survey and was edited before final typing by Dr. Erik Achorn of the Washington office. It is reproduced in mimeographed form through the facilities of the Historical Records Survey.

Raiford J. Wood, State Director
Historical Records Survey
in Georgia

Atlanta, Georgia
March 8, 1939

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OFFICE OF THE COMMISSIONER OF

ACCOUNTS AND DEPOSITS

OFFICE OF THE COMMISSIONER OF ACCOUNTS AND DEPOSITS

ATLANTA

REGIONAL DISBURSING OFFICE NO. 6,
Federal Annex, bounded by Forsyth, Hunter, and Spring Sts.

1. GENERAL REGULATIONS, Jan. 1, 1922 to date. Regulations pertaining to financing and accounting issued by General Accounting Office and the Comptroller General; the regulations prescribe symbols for appropriations, and their use by administrative and other officers, regulations governing deposits of public monies; and payments of government checks and warrants. Filed numerically as to regulation number. (Daily, as instructions governing finances.) 9 x 12 folders, 6 in., in wooden cabinet. R. M-101. (2179)

2. MISCELLANEOUS CORRESPONDENCE, Jan. 1, 1927 - Jan. 5, 1935. Correspondence pertaining to the disbursing account of former Special Disbursing Agent, Veterans' Administration Facility, covering accounts, Treasury warrants, proofs of depository balance, appointment of subordinates, monthly reports, finance, adjusted service certificate information, accounting procedure, and monthly work reports. (Annually, verifying or correcting any question of error in the records of the Regional Disbursing Officer.) 9 x 12 folders, 3 ft., in steel filing case. R. M-101. (2203)

3. EXCEPTIONS TAKEN BY GENERAL ACCOUNTING OFFICE, Aug. 1, 1930 - Nov. 30, 1932. Records relating to adjustment of exceptions to errors in disbursing records; these exceptions were based on errors in payment of current accounts of individuals, including veterans' adjusted service certificates and firms and corporations furnishing supplies or services. (Annually, verifying or correcting any fact or error concerning Regional Disbursing Office.) 5 x 18 and 8 x 11 loose papers, 1 ft., in steel filing case. R. M-101. (2296)

4. CWA DISBURSING RECORDS, Nov. 17, 1933 - July 31, 1934. Records covering entire disbursing activities of CWA, including transmittal sheets, county allotments, letters of instruction and forms, miscellaneous correspondence, requisitions, revoking authority of certifying officers, form letters, correspondence between Treasurer, State Administrator of CWA, and former Special Disbursing Agent, Veterans' Administration Facility, voucher information, weekly reports of assistant disbursing officers, appointment of certifying officers, expenditures, daily list of vouchers paid, payments, county pay rolls, copies of CWA contracts, and voucher and accident pay roll correspondence. (Monthly, as permanent records of disbursements.) 9 x 12 folders, 11 ft., in 2 steel filing cases. R. M-101. (2277)

5. CHECKS FOR CWA, COPIES, Nov. 23, 1933 - July 31, 1934. Copies of checks issued for old CWA. Filed numerically as to check number. (Monthly, as a record of expenditures of CWA Program.) 9 x 12 folders, 143 ft., in 13 wooden boxes. R. G-22. (2343)

6. ACCOUNT CURRENT, Dec. 1, 1934 to date. Monthly recapitulation of transactions, showing total disbursements, adjustments, funds transferred from Chief Disbursing Office, amount of cancelled checks, and balance of money Government departments are due United States; also shows appropriation number, fund, and account, titles, symbol, number of checks, total collections received, disposition of money, and balance on hand or due the Treasury Department. Filed chronologically. (Daily, checking monthly transactions.) 9 x 12 folders, 1 ft. 6 in., in steel filing case. R. M-101. (2261)

7. APPROPRIATION LEDGER, Dec. 1, 1934 to date. Tabulation of funds appropriated for expenditures used for control and subsidiary accounts; also advances to travelers, agent-cashiers, and assistant disbursing officers. Filed numerically as to appropriation symbol number. (Daily, checking expenditures against appropriations.) 12 x 16 loose-leaf books (6), 1 ft., in steel filing case. R. M-101. (2295)

8. COLLECTION LEDGER, Dec. 1, 1934 to date. Record of receipts and disposition of money received from sundry administrative offices for credit to appropriations and miscellaneous receipt titles; also receipts and disposition of special funds. Filed numerically as to appropriation symbol number. (Daily, checking receipts and disposition of money against appropriations.) 12 x 16 loose-leaf books (3), 1 ft., in steel filing case. R. M-101. (2281)

9. COPIES OF PROGRESS SHEETS AND COPIES OF PAID SCHEDULES OF DISBURSEMENTS, Dec. 1, 1934 to date. Copies of progress sheets for checks issued, showing check, schedule, and symbol numbers, number of checks issued and vouchers paid, and dates and agency for which checks were drawn; also copies of schedule of disbursements by agencies receiving their disbursements from this office, showing name of agency for which the schedule is made, bureau, voucher, and symbol numbers, amount of check, and dates when schedule was made and paid. Filed chronologically. (Daily, as records of reports and entries.) 9 x 12 folders, 13 ft., in 3 steel filing cases. R. M-101. (2243)

10. DAILY SUMMARY OF COLLECTIONS, Dec. 1, 1934 to date. Record of money received and deposited, showing accounts to be credited, and schedule and symbol numbers. Filed chronologically. (Daily, checking for any discrepancies.) 9 x 12 folders, 1 ft., in wooden and steel filing cases. R. M-101. (2247)

11. DAILY SUMMARY OF DISBURSEMENTS, Dec. 1, 1934 to date. Report of total disbursements, containing accumulation on one sheet for each symbol number; the total is charged to the several appropriations and accounts for each day. Filed chronologically. (Daily, as record of disbursements.) 14 x 19 vols. (19), 3 ft., in 2 steel filing cases. R. M-101. (2269)

12. GENERAL ACCOUNTING OFFICE PROOFS OF DEPOSITORY BALANCE, Dec. 1, 1934 to date. Outstanding unpaid checks and a statement reconciling differences between Treasury statement of paid checks and deposits and Regional account current. Filed chronologically and symbolically. (Monthly, reconciling differences.) 9 x 12 folders, 4 in., in steel filing case. R. M-101. (2299)

13. JOURNAL VOUCHERS, Dec. 1, 1934 to date. Vouchers showing transfer of funds from one checking account symbol to another and reporting transfer checks to reimburse general checking account, final certificates of deposits received from depository, and other miscellaneous adjustments. Filed chronologically. (Daily, in verifying discrepancies posted in ledgers.) 9 x 12 folders, 1 ft. 6 in., in wooden and steel filing cases. R. M-101. (2268)

14. PERSONNEL FILE, Dec. 1, 1934 to date. Information pertaining to personnel, showing name and address of employee, rating, position, date entered service, references, rate of pay, and case history; also applications for positions. Filed alphabetically as to name of employee. (Daily, checking personnel records.) 9 x 12 folders, 1 ft., in steel filing case. R. M-101. (2139)

15. REGISTER OF LOT SUMMARY, Dec. 1, 1934 to date. Register of lots, for checking account symbols from which vouchers are to be paid, showing date, symbol numbers, description, name, and location of department for which lot is made. Filed numerically by lot summary number. (Daily, as a condensed record of information.) 12 x 18 vols. (3), 4 in., on wooden desk. R. M-106. (2323)

16. REGISTER OF VOUCHERS, Dec. 1, 1934 to date. Date voucher was received, voucher, lot, and symbol numbers, amount of voucher, and bureau or office for which issued. Filed numerically as to voucher number. (Daily, as a condensed record of information.) 14 x 18 vols. (4), 6 in., on wooden desk. R. M-101. (2322)

17. REGULAR CERTIFICATES OF DEPOSIT FOR CHECKING ACCOUNT, Dec. 1, 1934 to date. Duplicate certificates, furnished by Chief Disbursing Office, Washington, showing amount of funds deposited with Treasurer of United States for departments which receive their disbursements from this office. Filed numerically as to appropriation symbol number. (Weekly, checking appropriations.) 9 x 12 folders, 1 ft. 6 in., in wooden and steel filing cases. R. M-101. (2270)

18. TREASURY DEPARTMENT STATEMENT OF CHECKING ACCOUNT, Dec. 1934 to date. An accounting by Treasury Department, constituting detailed record of deposits to credit of the Atlanta Office, checks paid against the deposits, and balance. Filed chronologically and numerically as to symbol number. (Monthly, to determine whether credited and if checks have been paid.) 9 x 12 folders, 2 ft., in steel filing case. R. M-101. (2298)

19. CERTIFICATES OF DEPOSIT, Dec. 16, 1934 to date. Form 6599, indicating name and address of depositor, date issued, deposit number, name of depository bank, location, amount for credit subject to check, name and

address of officer to be credited; Form 1 (Rev.), indicating name and address of depositor, date issued, deposit number, name of depository, location, amount, and whether deposit is subject to check. Filed chronologically. (Monthly, as record of deposits and depositors.) 9 x 12 folders, 3 ft. 6 in., in steel filing case. R. M-101. (2176)

20. MISCELLANEOUS CORRESPONDENCE, Dec. 16, 1934 to date. Correspondence pertaining to Soil Conservation and Forest Service, Indian Agencies, Coast Guard, Customs, Lighthouse Service, National Industrial Recovery Admn., Resettlement Admn., Bur. of Air Commerce, Internal Revenue, Federal Industrial Admn. of Public Works (Housing Division), Collections and Accounts, Agriculture, Federal Prison Camp 8, Federal Penitentiary at Atlanta, requisitions for checks, Treasury of the United States, and Veterans' Admn. Filed alphabetically as to state and subdivided according to subjects. (Daily, checking expenditures.) 9 x 12 folders, 4 ft., in steel filing case. R. M-101. (2177)

21. SCHEDULE OF COLLECTIONS, Dec. 18, 1934 to date. Standard Form 1044, showing collections from Bur. of Air Commerce, Lighthouse Service, Coast Guard, Customs Service, Bur. of Internal Revenue, Housing Division, F. E. Admn. of Public Works, National Park Service, Indian Agencies, Forestry Service, Federal Prison Camp 8, Federal Prison Industries, Penitentiary at Atlanta, and Veterans' Admn. Facility. Filed chronologically. (Monthly, verifying or correcting errors.) 9 x 12 folders, 1 ft., in steel filing case. R. M-101. (2228)

22. CHECK COPIES, Dec. 31, 1934 to date. Copies of checks issued to cover all vouchers and services for all departments. Filed chronologically. (Monthly, as vouchers against any claim of non-payment or error in amount paid.) 8½ x 11 folders, 58 ft., in 3 steel cabinets. R. M-104. (2342)

23. MANUAL OF PROCEDURE, Dec. 31, 1934 to date. Instructions, letters, examples of filled-in government forms, and charts issued by Chief Disbursing Office, regarding procedure. Filed chronologically. (Daily, as guide for employees.) 9 x 12 folders, 6 in., in wooden filing cabinet. R. M-101. (2318)

24. STATEMENT OF FUNDS INTRUSTED TO AGENT-CASHIER AND ASSISTANT DISBURSING OFFICERS, Dec. 31, 1934 to date. Reports from administrative agents, cashiers, and assistant disbursing officers of various government departments receiving disbursements from this office, showing amount of money advanced, balance from last account, money advanced since last statement, vouchers paid, and balance due the United States. Filed chronologically. (Daily, comparing statement reports with balances shown in ledger.) 9 x 12 folders, 1 ft., in steel filing case. R. M-101. (2282)

25. CIRCULAR LETTERS, Jan. 1, 1935 to date. Circular letters from Chief Disbursing Officer, Washington, concerning rules, regulations, code words, compensations, and operating instructions; also copies of out-going letters acknowledging receipt of circular letters. Filed chronologically. (Daily, checking disbursements.) 9 x 12 folders, 6 in., in steel filing case. R. M-101. (2137)

26. MISCELLANEOUS REPORTS, Jan. 1, 1935 to date. Report of cash transmitted monthly from this office, money used for postage, allotments, compensation, vouchers, and pay rolls; also record of checks signed and personnel and work volume reports. Filed alphabetically as to subject. (Daily, as a record of expenditures.) 9 x 12 folders, 3 ft., in 2 steel filing cases. R. M-101. (2141)

27. PROGRESS SHEETS, Feb. 19, 1935 to date. Record of checks issued to cover vouchers sent in for payment by various government agencies, showing paid voucher and check numbers, and date and amount paid. Filed chronologically. (Daily, as a record of paid vouchers.) 9 x 12 folders, 6 ft., in 2 steel filing cases. R. M-101. (2200)

28. CANCELLED CHECKS, Mar. 1, 1935 to date. Record of cancelled checks of various governmental agencies, including Resettlement Admn., Veterans' Admn. Facility, Dept. of Agric., Treasury Dept., Depts. of Commerce, Justice, and Interior, National Park Service, and Indian Agency. Filed chronologically. (Daily, checking expenditures.) 9 x 12 folders, 2 in., in steel filing case. R. M-106. (2341)

29. CORRESPONDENCE RELATIVE TO CHECK IRREGULARITIES, Mar. 1, 1935 to date. Correspondence relative to lost, duplicate, lost and found, mutilated, and remailed checks, and checks held for return; also all records relating to final adjustment of the above irregularities. Filed alphabetically. (Daily, determining nature of final adjustment of irregular checks.) 9 x 12 folders, 2 ft., in steel filing case. R. M-106. (2300)

30. VETERANS' ADMINISTRATION FACILITY, June 1, 1935 to date. Finance Form 1307, special disbursing agent's daily recapitulation sheets, showing receipts from veterans covering collections on account of Government life insurance (converted). Filed chronologically. (Monthly, accounting to veterans regarding insurance premiums.) 9 x 12 folders, 2 in., in steel filing case. R. M-101. (2202)

31. SCHEDULE OF ADJUSTMENTS, July 5, 1935 - July 22, 1936. Record of transfer of funds from one appropriation to another due to clerical errors and misinterpretation of the purpose of a fund. Filed chronologically. (Monthly, making adjustments.) 9 x 12 folders, 1 in., in steel filing case. R. M-101. (2178)

32. UNCOLLECTIBLE CHECKS, July 1935 to date. Record of uncollectible checks received, showing by whom received, title of receiver, place, date and number of receipt, remitter, purpose, amount, fund to be credited, and governmental unit through which checks were forwarded. Filed chronologically. (Monthly, verifying or correcting errors.) 9 x 12 folders, 1 in., in steel filing case. R. M-101. (2204)

33. CERTIFICATES OF DEPOSIT FOR SPECIAL CHECKING ACCOUNT, July 30, 1935 to date. Triplicate certificates of deposits by Customs Collectors, covering special funds forwarded through Headquarters Port. These funds are all held by the Regional Disbursing Office in special deposit account pending receipt of authority for disposition. Filed chronologically. (Daily, as

evidence of cash deposited by Customs Collectors.) 9 x 12 folders, 6 in., in wooden filing case. R. M-101. (2287)

34. DAILY STATEMENT OF BALANCES, Sept. 1, 1935 to date. Statement of balances covering expenditures for agencies under different symbol numbers and appropriations, showing appropriation symbol numbers and amount of balance. Filed chronologically. (Daily, checking expenditures of agencies.) 9 x 14 vols.(12), 2 ft., in 2 steel filing cases. R. M-101. (2246)

35. GENERAL CORRESPONDENCE, Dec. 1, 1935 to date. Correspondence regarding disbursements, with all government branches receiving disbursements from this office, including Internal Revenue Service, Lighthouse Service, Veterans' Admn., Custom Service, Coast Guard, Dept. of Agric., Dept. of Justice, and National Park and Indian Services, embracing Georgia, Florida, Alabama, Tennessee, and parts of North Carolina and South Carolina. Filed as to department. (Daily, as a record of disbursements.) 9 x 12 folders, 2 ft., in steel filing case. R. M-101. (2140)

36. INDIAN SERVICE PUBLIC VOUCHERS, Aug. 1 - 31, 1936. Copies of paid public vouchers for purchases and services other than personal, for support of Indians and administration of Indian property. Filed chronologically. (Never.) 9 x 11 loose papers, 4 in., in steel filing case. R. M-101. (2245)

37. ADMINISTRATIVE BONUS FILE, Mar. 1, 1936 to date. Copies of monthly report of bonus personnel absentees to Chief Disbursing Office, Washington; correspondence regarding salary leave and appointments of bonus personnel, personnel separated from service, and copies of vouchers and pay rolls for Bonus Unit. Filed alphabetically as to subject and name of employee. (Daily, checking records of Bonus Unit personnel.) 9 x 12 folders, 1 ft., in steel filing case. R. M-101. (2138)

38. DISBURSING OFFICER'S SCHEDULE AND VOUCHER FOR BONUS LEDGERS, Mar. 26, 1936 to date. Date and numbers of schedule and vouchers, number of items, amount of schedule, and name of state in which administrative offices are located. Arranged numerically as to schedule and voucher number. (Daily, as a record of bonus payments.) 12 x 18 loose-leaf books (2), 2 in., in desk drawer. R. M-101. (2315)

39. GENERAL BONUS FILE, Mar. 26, 1936 to date. Reports pertaining to payment and tabulations regarding soldiers' bonus, showing changes of addresses of veterans, copy of schedules of cancelled checks, deaths, certificates of deposit, daily summary and schedule of disbursements, journal vouchers, daily statement of balance, weekly work reports, radiograms transferring money, progress sheets, account current reports, notices of item to be voided, and reports of total amounts paid for bonus. (Daily, checking bonus paid to veterans.) 9 x 12 folders, 3 ft. 6 in., in steel filing case. R. M-101. (2317)

40. BONUS ACCOUNT LEDGER, Mar. 28, 1936 to date. Tabulations of bonus appropriations, expenditures, disbursing office checking and clearing ac-

count, deposits in transit, appropriation and fund control, and adjusted certificate fund accounts. Entered numerically as to symbol number. (Daily, checking status of bonus accounts.) 12 x 18 loose-leaf book, 4 in., in steel desk drawer. R. M-101. (2314)

41. BONUS CHECK REGISTER, Mar. 28, 1936 to date. Daily record of number of bonus checks signed and to be signed, date and check number, disbursing office, schedule number, and administrative number given on schedule. Arranged numerically as to check number. (Daily, as a record of checks issued for bonus payments.) 12 x 18 loose-leaf book, 4 in., in steel desk drawer. R. M-101. (2316)

42. BONUS GENERAL CORRESPONDENCE, Apr. 1, 1936 to date. Correspondence with veterans, postmasters, Veterans' Admn. Facility, and others concerned with payment of bonus, pertaining to addresses of veterans, adjustments, procedure, and details regarding payment of the soldiers' bonus. Filed alphabetically as to name of veteran. (Daily, information regarding veterans' bonus.) 9 x 12 folders, 3 ft., in steel filing case. R. M-101. (2283)

43. LIST OF ADJUSTED SETTLEMENT BONDS HELD, June 15, 1936 to date. Relates to bonds issued to World War veterans in settlement of adjusted service certificates; these bonds were regularly issued but, because of inability to locate the veteran or errors in name, are now being held pending information as to address of veteran or correct name. Filed alphabetically. (Daily, checking names of veterans for whom bonds are being held.) 9 x 12 folders, 1 ft., in steel filing case. R. M-101. (2302)

44. SCHEDULE OF DISBURSEMENTS FOR PAYMENT OF ADJUSTED SERVICE CERTIFICATES, June 15, 1936 to date. Record of settlement of adjusted service certificates held by World War veterans, as shown by general schedule of disbursements, public vouchers for payment, detailed record of original amount of certificates, lien deductions, amount payable, amount issued in bonds, and amount of cash. The cash item is sustained by check copies held in companion files. Filed chronologically and numerically as to Disbursing Officer's schedule number. (Daily, as authority for payment of adjusted service certificates.) 9 x 12 folders, 23 ft., in 4 steel filing cases. R. M-101. (2297)

45. PAY LISTS OF COAST GUARD, Aug. 1, 1936 to date. Coast Guard deferred pay lists (pay rolls) on which payment has been made, showing appropriation, check and pay numbers, name of payee, net amount, and date paid, with signatures of pay clerk and commanding officer. Filed chronologically. (Never.) 9 x 12 folders, 9 in., in steel filing case. R. M-101. (2201)

46. SOIL CONSERVATION SERVICE PAY ROLLS, Aug. 1, 1936 to date. Pay rolls submitted by Regional Office of Soil Conservation Service for payment, with related correspondence. Filed chronologically. (Daily, checking errors that may appear in pay rolls.) 9 x 12 folders, 6 in., in steel filing case. R. M-101. (2301)

47. PAID VOUCHERS AND COPIES OF CHECKS TO COVER, Aug. 24, 1936 to date. Vouchers submitted by agencies that have been paid by checks issued by the Regional Disbursing Office, showing name, address, and signature of payee, appropriation number, amount of check, signatures of Finance Officer and notary public, itemized statement of what check was drawn for, and number and date of check, with copies of checks to cover the paid vouchers. Filed numerically as to check and voucher numbers. (Never.) 9 x 11½ loose papers, 4 ft. 6 in., in 2 steel filing cases. R. M-101. (2180)

48. CHECK COPIES, WHITE, Aug. 26, 1936 to date. Copies of checks issued to cover vouchers submitted by departments. Filed numerically. (Never.) 10 x 20 covers, 1 ft. 6 in., in steel filing case. R. M-101. (2260)

STATE ACCOUNTS OFFICE
Ten Forsyth St. Bldg., 10 Forsyth St., SW.

This office was established July 1, 1935. It controls accounts and encumbrances against appropriations for official and works projects for Federal Emergency Relief in Georgia. No records have been destroyed. All reports are sent to Washington.

49. CONTRACTS CANCELLED AND COMPLETED, Apr. 19 - June 30, 1935. Cancelled and completed contracts for services, supplies, leases, and equipment for FERA. Filed numerically as to contract number. (Never.) 9 x 12 folders, 6 ft., in 3 steel transfer cases. Suite 613-628. (7058)

50. LEASES AND CONTRACTS, Apr. 19 - July 1, 1935. Record of leases on buildings and lands, and contracts for public services for FERA. Filed alphabetically as to name of town. (Never.) 5 x 8 cards, 7 in., in pasteboard transfer case. Suite 613-628. (6985)

51. WPA TRAVEL ORDERS AND CORRESPONDENCE, Aug. 1 - Oct. 15, 1935. Travel orders, showing order number, name of person for whom order was issued, headquarters, amount, and total amount; also correspondence and WPA Form B-4. Filed chronologically. (Never.) 9 x 12 folders, 5 in., on steel transfer case. R. 625. (7042)

52. NOTICES OF EXCEPTIONS AND REPLIES, Aug. 1 - Dec. 31, 1935. General Accounting Office notices of exceptions, with replies requesting that credit on account be allowed by reason of explanations certified to be true and correct by accountable officer, as accounts are cleared and credited. Filed chronologically. (Never.) 9 x 12 folders, 10 ft., in 5 steel transfer cases. R. 625. (7021)

53. NOTICES OF MISCELLANEOUS ENCUMBRANCES, Nov. 3, 1935 - Mar. 31, 1936. Form A-5, indicating date, particulars, vouchers, encumbrances liquidated and authorized, and unliquidated encumbrances. Filed chronologically. (Never.) 8 x 10½ loose papers, 6 in., in pasteboard transfer case. Suite 613-628. (6990)

54. LEDGER ADJUSTMENT MEMORANDA, Oct. 21, 1935 - Apr. 18, 1936. Record of date, appropriation symbol, official project and WPA project numbers, designation, explanation, and amount to be debited or credited. Filed chronologically. (Never.) 6½ x 8½ loose papers, 1 in., in pasteboard transfer case. Suite 613-628. (6986)

55. PURCHASE ORDERS AND REQUISITIONS FOR PURCHASES, Dec. 1, 1935 - July 1, 1936. Form A-6, FERA requisitions, showing project supervisor, department and address, date, location of Regional Procurement Office, requisition, purchase order, official project, project and allotment advice, works project, symbol, and appropriation numbers, location and type of work, instructions to Regional Procurement Officer, quantity and description of articles requested, and estimated cost, with signature of issuing officer; and Form A-7, FERA Purchase Orders, showing names and addresses of procuring officer and contractor, date, appropriation to be charged with vouchers payable under this purchase order, requisition and official project, project and allotment advice, work project, and item numbers, location, type of work, and appropriation symbols, description, number of units, unit price, and total amount, with signature of Procurement Officer. Filed numerically. (Never.) 9 x 12 folders, 2 ft., in steel transfer case. R. 625. (7020)

56. STATEMENT OF CONTROL ACCOUNTS, July 1, 1935 - Jan. 20, 1936. Form C-1, indicating city, state, date, debit and credit balance accounts, debit and credit balance at end of period, and total. Arranged chronologically. (Never.) 12 x 16 envelopes (17) and 14½ x 22 loose-leaf book, 7 in., on steel transfer case. R. 625. (7024)

57. TABULATION CODE, July 1, 1935 - Dec. 31, 1936. Forms 101, 102, 105, and 106, indicating official and work projects, job, and appropriation numbers, document, amount of liquidations, date, state, city, function, project appropriation number, number of payments, liquidated encumbrances, summaries, allotment encumbrances, vouchers, and authorization. Filed numerically as to appropriation number. (Monthly, checking entries in control ledgers.) 3½ x 7½ cards, 317 ft., in 263 wooden boxes. Suite 613-628. (6987)

58. GENERAL LEDGER TRANSFERS, Aug. 19, 1935 - June 30, 1936. Record of account, appropriation symbol, title, date, sheet and reference numbers, type of entry, account symbol, description, debit, credit, and balance. Arranged chronologically. (Never.) 11 x 17 loose-leaf book, 4 in., on steel transfer case. R. 625. (7027)

59. SCHEDULE OF DISBURSEMENT REGISTER, Aug. 8, 1935 - Aug. 31, 1936. Record of schedules of disbursements paid. (Never.) 10½ x 13 bundles, 5 in., on 2 steel transfer cases. Suite 613-628. (6984)

60. DISTRIBUTION OF EXPENDITURES BY TYPE OF WORK, Sept. 30, 1935 - July 1, 1936. Form C-6, showing state accounts office, organization, cumulative to what date, type of work symbol, type of work, state, and tabulation summary. Arranged chronologically. (Never.) 10 x 12 envelope and 14¼ x 15 loose-leaf books (2), 3 in., on steel transfer case. R. 625. (7026)

61. DAILY CONTROL RECORD, Sept. 1, 1935 - Sept. 1, 1936. Form A-16, showing projects authorized, allotments, encumbrances, vouchers, and special items. Filed chronologically. (Never.) 8 x 15 loose-leaf books (2), 4 in., on floor. Suite 613-628. (6991)

62. CUMULATIVE DISTRIBUTION OF ENCUMBRANCES AND EXPENDITURES, Sept. 30, 1935 - Oct. 31, 1936. Form SF-5A, showing appropriation group, state work done, type of work, objective class, encumbrances, voucher payments, total encumbrances, and voucher payments. Filed chronologically. (Never.) 10 x 12 envelope, 11½ x 13 and 11½ x 18 loose-leaf books (2), 9 in., on steel transfer case. Suite 613-628. (7013)

63. PAYMENT RECORD, Mar. 1, 1935 - Dec. 12, 1936. Name of firm or person paid, DO voucher and schedule numbers, date, and amount paid. Filed chronologically. (Never.) 3 x 8 cards, 5 ft. 6 in., on floor. R. 625. (7023)

64. ACCOUNTS CONTROL DETAIL, Oct. 1, 1935 - Mar. 1, 1937. Sealed records. (Never.) 12 x 16 bundle, 5 in., on pasteboard transfer case. R. 625. (7037)

65. SUMMARY STATEMENT OF DISBURSEMENTS AND COLLECTIONS BY OFFICIAL PROJECTS, Apr. 20, 1935 to date. Form C-10-A, indicating appropriation symbol and title, official project number, amount by official projects, disbursements and collections under cancelled checks, and net charge. Filed chronologically. (Daily, as records of disbursements and collections.) 9 x 12 folders and 14 x 18½ loose-leaf book, 2 ft. 6 in., in steel transfer case and on desk. Suite 613-628. (7011)

66. SCHEDULE OF DISBURSEMENTS PAID, Apr. 24, 1935 to date. Standard Form 1064, indicating disbursing officer's and bureau office voucher numbers, payee, symbol of appropriation or fund, and amount for FERA and WPA. Filed chronologically. (Never; daily, as records of expenditures.) 9 x 12 folders, 30 ft., in 12 steel transfer cases and 1 steel filing case. Suite 613-628. (6988, 6989)

67. ADMINISTRATIVE FILE, July 1, 1935 to date. Correspondence regarding administrative matters, including field superivision, voucher procedure and reviews, and financial and special reports; confidential. Filed alphabetically. (Daily, as record of administrative matters.) 9 x 12 folders, 2 ft., in steel filing case. Suite 613-628, R. 628. (7089)

68. ALLOTMENT LEDGER, July 1, 1935 to date. Form B-11-B, indicating date, official project and appropriation symbol numbers, item, audited vouchers, encumbrances liquidated and authorized, allotments, new balances, unliquidated encumbrances, and unencumbered allotments. Filed numerically as to appropriation symbol number. (Daily, as records to check funds alotted.) 10½ x 16 loose-leaf books (16), 4 ft. 6 in., on wooden table. Suite 613-628. (7055)

69. ALLOTMENTS AND AUTHORIZATIONS, July 1, 1935 to date. Advice of allotments for projects and authorizations for payment by WPA Administrators.

Filed chronologically. (Daily, for information relative to allotments and authorization for payment.) 9 x 12 folders, 3 ft. 6 in., in steel filing case. Suite 613-628. (7043)

70. AUTHORIZED OFFICERS' SIGNATURES, July 1, 1935 to date. Form A-11, containing signatures of officers authorized to sign or certify advice of allotments, purchase requisitions, travel orders, pay rolls, and other vouchers and obligation documents. Filed alphabetically as to individual's name. (Daily, verifying signatures.) 3 x 5 cards, 1 ft., in wooden box on table. Suite 613-628. (7054)

71. TRAVEL ORDERS, COPIES, July 1, 1935 to date. Copies of travel orders issued by the Forest Service, Bur. of Entomology, Plant Quarantine, and National Park Service of Georgia. Filed chronologically. (Daily, checking vouchers submitted for payment.) 9 x 12 folders, 1 ft., in steel transfer case. Suite 613-628. (7059)

72. INDIVIDUAL TRAVEL RECORD, July 1, 1935 to date. Record of individuals on relief rolls who are on a travel status, showing name, voucher number, period covered, date paid, and amount. Filed alphabetically as to individual's name. (Daily, as record of funds issued for individual travel vouchers.) 5 x 8 cards, 2 ft., in steel card cabinet on wooden table. Suite 613-628. (7057)

73. JOURNAL VOUCHERS, July 1, 1935 to date. Standard Form 1017-G, indicating reference, explanation, debit, credit, and total, with signature and title of official. Filed chronologically. (Daily, checking journal voucher adjustments.) 9 x 12 folders and 8½ x 11 loose-leaf books (4), 3 ft. 6 in., in steel filing case. Suite 613-628. (6997)

74. MISCELLANEOUS ACCOUNTS CONTROL, July 1, 1935 to date. Reports, summaries, schedules, copies of tabulations, work sheets, interoffice correspondence, and memoranda. Filed as to subject. (Daily, official.) 9 x 12 folders, 14 ft., in 3 steel filing cases and 6 steel transfer cases. Suite 613-628. (7052)

75. MISCELLANEOUS EXPENDABLE AND NONEXPENDABLE PROPERTY RECORDS, July 1, 1935 to date. Forms D 20, 22, 94, 15, 95, 13, 19, 10, 14, A 6, 8, D 12, 11, and 18, property invoice and receipt, property record cards (nonexpendable), issue slips (expendable and nonexpendable property), credit slips for nonexpendable property, expenditure vouchers, debit and credit vouchers, requisitions for printed forms, nonexpendable property loan, receipts, monthly inventory (nonexpendable property), receiving and inspection report, and requisitions for purchases. Filed alphabetically by name of property; other papers numerically and chronologically. (Daily, as record of property used by this office.) 9 x 12 folders and loose-leaf books (2) and 5 x 8 cards, 3 ft. 6 in., in steel filing case and wooden card cabinet. Suite 613-628. (7091)

76. MONTHLY REPORT OF UNLIQUIDATED ENCUMBRANCES, July 1, 1935 to date. Form S-38, for emergency official work projects of Georgia. Filed chronologically. (Monthly, to check unliquidated project encumbrances.) 11½ x 18 loose papers, 2 ft., on steel card cabinet. Suite 613-628. (7093)

77. MEMORANDA, BULLETINS, AND RELEASES, July 1, 1935 to date. Memoranda issued by the Department regarding office procedure, with bulletins and releases pertaining to matters handled by Division of Accounts. Filed alphabetically. (Daily, official.) 9 x 12 folders, 3 ft., in steel filing case. Suite 613-628. (7088)

78. PAY ROLLS AND VOUCHERS, July 1, 1935 to date. Pay rolls and vouchers covering expenditures for the Forest Service, Bur. of Entomology, Soil Conservation, Internal Revenue, Treasury Dept., WPA, and DPW, Area Statistical Office, Dept. of the Interior (National Park Service); WPA Form 506, pay rolls for personal services and owner operated equipment, showing name of employee, sex, identification number, occupation, class, kind of equipment, hours worked, rate per hour, and amount paid; WPA Form 503, Pay Rolls For Personal Services, showing name of employee, sex, identification number, occupation, class, normal monthly hours assigned, total hours worked, rate per hour, amount paid, and remarks; WPA Form 504, pay rolls for personal services, showing name of employee, identification number, occupation, class, hours worked each day, total hours worked, rate per hour, and amount paid; WPA Form 509, pay rolls for personal services, showing name of employee, identification number, occupation, rate for period, gross amount earned, deductions, net amount paid, and remarks; Standard Form 1013 (Rev.), pay rolls for personal services, showing name, grade, designation, and total salary rate, gross amount earned, deductions, net amount paid, signatures for cash and notations of check payments, and remarks; Standard Form 1034, public vouchers for purchases and services other than personal, showing voucher number, bureau, department, or establishment, payee, address, expenditure symbol, number and date of order, date of delivery or service, articles or services, quantity, unit price, amount, and notations; and Form A-4 (Rev.), voucher distribution, showing voucher number, date, requisition or PO number, appropriation symbol, official project, allotment, authorization, Treasury voucher, Treasury encumbrance, WPA classification and job numbers, location, and type of work symbol. Filed chronologically. (Never; daily, checking expenditures.) 9 x 11 and 4 x 8½ loose papers and 9 x 12 folders, 348 ft., in 99 steel transfer cases and steel filing case. Suite 613-628. (7018, 7019)

79. PERSONNEL FILE, July 1, 1935 to date. Correspondence pertaining to office personnel, including memoranda and applications for positions, service and salary record cards, and individual records of absence and overtime. Filed alphabetically. (Daily, confidential.) 9 x 12 folders, 1 ft., in steel filing case. Suite 613-628. (7087)

80. PRESIDENTIAL AND ADMINISTRATIVE LETTERS, July 1, 1935 to date. Correspondence between the President and State Administrators; the President gives authority for work projects that were approved as eligible to be operated within limitation of Federal Emergency Program. Filed numerically as to project. (Daily, for information relative to approval and authority of operation of work projects.) 9 x 12 folders, 8 ft., in 5 steel transfer cases. Suite 613-628. (7061)

81. RECORD OF PROJECTS APPROVED BY PRESIDENTIAL LETTER, July 1, 1935 to date. Mimeographed form, showing official project, appropriation symbol and

project authorization numbers, project authorization amount, allotment number and amount, location and type of work symbols, limitation amount, and date and number of Presidential letter. Filed numerically as to project number. (Daily, as record of approved projects.) 5 x 8 cards, 3 ft., in 4 pasteboard boxes. Suite 613-628. (7056)

82. SUMMARY STATEMENT OF DISBURSEMENTS AND COLLECTIONS BY OFFICIAL PROJECTS, July 1, 1935 to date. Standard Form 1092, indicating department or establishment, bureau or office, date, appropriation symbol and title, amount by official project, and net charge. Filed numerically and chronologically. (Daily, checking disbursements and collections of official projects; never.) 9 x 12 folders, 12 x 16 envelopes, and 11 x 18 loose-leaf books (26), 6 ft., in steel filing case and on steel transfer case. Suite 613-628. (6993, 7012)

83. ADVICE OF ALLOTMENTS AND ADVICE OF CHANGE IN ALLOTMENTS, July 25, 1935 to date. Form A-3, indicating project manager, advice and work project numbers, amount of allotment, project authorization advice number, name and address of director, and type of project, with signature of State Administrator; also Treas. Form A-3a, indicating name and address of project manager, official and work project numbers, date, symbol number, title, statement and amount of change, and to whom copies of advice are sent, with signature of State Administrator. Filed chronologically within districts. (Daily, official.) 9 x 12 and 9 x 15 loose-leaf books (9), 2 ft. 7 in., on steel filing case. Suite 613-628. (7049)

84. DETAILED REPORT BY APPROPRIATION ALLOCATIONS, July 31, 1935 to date. Special Report Form SF-1, indicating description, city or county, state code, appropriation symbol, official project number, project limitations, allocations by the President, expenditure authorizations, net encumbrances, voucher payments, and current balances. Filed chronologically. (Never; daily, official.) 12 x 16 envelopes (3), variously sized loose-leaf books (18), and 11 x 18 loose papers, 2 ft. 3 in., on steel transfer case and in steel locker. Suite 613-628. (7014, 7016)

85. DAILY REGISTER OF TRANSACTIONS, Sept. 1, 1935 to date. Form B-12, showing unallotted authorizations, unliquidated encumbrances, unencumbered allotments, date, official project number, appropriation symbol, item, project authorizations, audited vouchers, encumbrances, allotments, and man-hours. Arranged chronologically. (Daily, for information relative to daily transactions.) 18½ x 23 loose-leaf books (58), 9 ft., on steel filing case. Suite 613-628. (7050)

86. ENCUMBRANCE CANCELLATIONS, Nov. 3, 1935 to date. Form A-5-A, indicating appropriation symbol number and title, amount of encumbrance to be cancelled, reason for cancellation, bureau or department, and signatures of approving and issuing officers. Filed chronologically. (Never; daily, as record of cancelled encumbrances.) 9 x 12 folders and 8 x 10½ loose papers, 16 ft. 6 in., in 2 steel filing cases and pasteboard transfer case. Suite 613-628. (6995, 6994)

87. CONTROL TRANSMITTAL SHEETS, Nov. 21, 1935 to date. Record of documents transmitted, showing date of transmittal, lot number, type of document, appropriation symbol, reference number, number of items, amounts, and totals. Filed chronologically. (Never; daily, as record of documents transmitted.) 8½ x 14 loose-leaf books (6) and 8½ x 11 loose papers, 2 ft. 9 in., in steel transfer case, on floor and table. Suite 613-628. (6999, 6996)

88. SCHEDULE OF ADJUSTMENTS, Dec. 1, 1935 to date. Standard Form 1080, vouchers for adjustments between appropriations and/or funds, showing number of order, date of delivery, articles or services, quantity, unit price, and amount. Filed numerically. (Daily, for information relative to adjustments.) 9 x 12 folders, 2 ft., in steel transfer case. Suite 613-628. (7046)

89. BREAKDOWN BETWEEN 06 VO 27 AND 36 VO 27, July 1 - Sept. 1, 1936. Sealed records. (Never.) 12 x 19 bundle, 8 in., on pasteboard transfer case. R. 625. (7036)

90. SUMMARY BY TYPE OF WORK SHEETS, May 31 - Sept. 30, 1936. Form SF-1, reconciliation of amounts and regular summaries. (Never.) 9½ x 12 loose papers and 14 x 17 envelopes, ¼ in., on steel transfer case. R. 625. (7031)

91. RECONCILIATION OF PROJECT LIMITATIONS, WPA RECORDS WITH DEPARTMENT RECORDS, Mar. 11 - July 31, 1936. Name of county, official project number (WPA and Treasury only), and county totals. Filed numerically by counties. (Never.) 12 x 16 envelope and 14 x 17 loose papers, ¼ in., on steel transfer case. R. 625. (7035)

92. ENCUMBRANCE AND OBLIGATION NOTICES, Jan. 1 - Aug. 31, 1936. Notices from Assistant Administrator in charge of projects to the effect that no encumbrances or obligation is, or will be, incurred against a specific project in excess of balance of funds remaining after any decrease in allotment has been made against such project. Filed chronologically. (Never.) 8½ x 11½ loose papers, 2 ft., in 2 steel transfer cases. Suite 613-628. (6983)

93. APPROPRIATIONS AND PAID ENCUMBRANCES, Jan. 2 - Nov. 24, 1936. Copies of appropriations and paid encumbrances for Resettlement Administration official projects, numbers 1515, 1516, 1315, 1316, 1317, 1184, 3167, 3168, and 3169, in Alabama, North Carolina, and Tennessee: schedule of disbursements, paid vouchers, requisitions for purchases, purchase orders, invitation, bid, and acceptance, statement and certificate of award, domestic origin certificates, travel orders, voucher distribution, notices of miscellaneous encumbrances, encumbrance cancellations, pay roll routing slips, and pay rolls for personal services, work projects WPA, hourly basis, WPA, work projects, hourly basis, owner operated equipment, and employees on annual salary basis. Filed chronologically. (Never.) 9 x 12 folders and 4½ x 11 guide cards, 6 ft. 6 in., in 4 steel transfer cases. Suite 613-628. (7051)

94. REPORT WORK SHEETS, Aug. 1, 1936 - Jan. 1, 1937. Form D-31-A, WPA production report, showing documents on hand, received, returned, resubmitted, completed, and balance; and Form D-31-B, record of WPA office operating expenses, showing number of employees and salaries paid for month, administrative, examination, and accounts division, summary of employees and salaries paid, and other expenses, with signature of accountant in charge. Filed chronologically. (Never.) 12 x 16 envelope and 14 x 19 loose papers, ½ in., on steel transfer case. R. 625. (7030)

95. REPORTS, June 1, 1936 - Mar. 1, 1937. Form D-52. (Never.) 11 x 12 bundle, 6 in., on pasteboard transfer case. R. 625. (7045)

96. SUPPLY AND FORM REQUISITIONS, CLOSED, Oct. 1, 1936 - May 1, 1937. (Never.) Variously sized bundles (4), 7 in., on steel transfer case. R. 625. (7028)

97. SCHEDULE REGISTER, July 31, 1936 - Apr. 27, 1937. Date, schedule and district voucher numbers, administration, district, type of voucher, appropriation, and amount. Arranged chronologically. (Weekly, for information concerning activities of Accounts Office.) 11½ x 17½ loose-leaf book, 3 in., on steel transfer case. R. 625. (7025)

98. AUTHORIZATION REGISTER SHEETS, Mar. 14, 1936 - Jan. 29, 1937. Form B-12, Daily Register of Transactions, showing unallotted authorizations, unliquidated encumbrances, unencumbered allotments, date, official project number, appropriation symbol, project authorizations, audited vouchers, encumbrances, allotments, new balances, and man-hours. (Never.) 18 x 23 bundle, 3 in., on steel transfer case. R. 625. (7038)

99. TABULATION CODE, July 1, 1936 - May 31, 1937. Forms 105 and 106, containing item tabulations and summaries in code, covering liquidated and unliquidated encumbrances. Filed numerically as to appropriation number. (Monthly, preparing various reports.) 3½ x 7½ cards, 216 ft., in 10 steel card cabinets. Suite 613-628. R. 620. (7090)

100. ADVICE OF CHANGE IN ALLOTMENTS, WPA, Jan. 1, 1936 to date. Form A-3a, showing name and address of project manager, symbol and official and work project numbers, date, title, statement and amount of change, and to whom copies of advice are sent, with signature of State Administrator. Filed chronologically. (Never; daily, for information relative to changes in allotments.) 8½ x 11½ loose papers and 9 x 12 loose-leaf book, 2 ft. 2 in., in steel transfer case. Suite 613-628. (7000, 7048)

101. PAY ROLL ROUTING STUBS, Apr. 1, 1936 to date. Form D-53, showing branch and pay roll numbers, date of check, schedule and disbursing voucher numbers, and date and hour received in Disbursing Office, completed by DO, and returned to the Accounts Office. Filed numerically. (Never.) 2 x 4 loose papers, 11 ft. 6 in., in 2 pasteboard transfer cases and steel card cabinet. R. 625. (7017)

102. PROJECT DESCRIPTION, July 1, 1936 to date. Description of Federal Emergency Relief projects of Georgia. Filed numerically as to appropriation and official project numbers. (Daily, checking projects by types.) 3 x 5 cards, 3 ft. 6 in., in 4 pasteboard boxes on wooden table. Suite 613-628. (7053)

103. DAILY CONTROL SUMMARY, BY APPROPRIATIONS, Mar. 1, 1936 to date. Date, limitation, authorization, available funds (balance), account number, cash balance, collections, reimbursements to appropriation, cancelled checks, vouchers, liquidations, encumbrances, allotments, and total. Arranged chronologically. (Never; daily, checking appropriations.) 11 x 17 and 12

x 15 loose-leaf books (31), 5 ft. 3 in., on steel transfer case. R. 625. (7032, 7033)

104. CORRESPONDENCE, July 1, 1936 to date. Correspondence with the Department and various government agencies in Georgia, regarding matters pertaining to accounting and deposits. Filed alphabetically as to subject. (Daily, for information concerning various government agencies.) 9 x 12 folders, 2 ft., in steel filing case. Suite 613-628. (7092)

105. CHECKS, CLOSED, Aug. 8, 1936 to date. Form A-40, showing voucher, requisition, PO, official project, allotment, authorization, Treasury voucher and encumbrance, WPA classification, and job numbers, appropriation, location, and type of work symbols, object of expenditure, code, amount, total of attached voucher, encumbrances to be liquidated, and adjustment. Filed numerically. (Daily, tracing check records.) 4 x 8½ loose papers, 81 ft., in 10 steel filing cases. Suite 613-628. (7047)

106. INCOMING RECORD OF PROJECTS, VOUCHERS, AND PAY ROLLS, INACTIVE, Aug. 26, 1936 to date. Date, agency, schedule and appropriation numbers, time record, pay roll, sundry and procurement vouchers, adjustment, allotments, purchase orders, contract, and liquidating document. Arranged chronologically. (Daily, as record of project expenditures.) Variously sized loose-leaf books (21), 7 in., on closet shelf. R. 625. (7060)

107. PROOF LISTS, CLOSED, Oct. 1, 1936 to date. Tabulations of data shown on appropriations and paid encumbrances, taken from code cards compiled directly from the documents (ledgers are held two months and then transferred to a master ledger). Arranged chronologically. (Never.) 11 x 18 loose-leaf books (40), 6 ft. in 7 pasteboard transfer cases. R. 625. (7022)

108. TRANSMITTAL SHEETS, Oct. 1, 1936 to date. Mimeographed form; shows date, names of individuals transmitting and receiving document, reference number, description of document, and remarks. Filed chronologically. (Never.) 8½ x 11 loose papers, 1 ft., in steel transfer cases. Suite 613-628. (6998)

109. GENERAL LEDGER, Nov. 11, 1936 to date. Standard Form 1014-M, record of cumulative reimbursements, authorization and increases, transfer of funds, collection deposits, expenditures, and vouchers for accounts. Filed chronologically. (Daily, checking funds and accounts.) 11½ x 15 loose-leaf books (3), 10 in., on wooden table. Suite 613-628. (6992)

110. LIST OF APPROPRIATIONS AND OFFICIAL PROJECTS WITH UNLIQUIDATED ENCUMBRANCES, Dec. 1, 1936 to date. Form SF-1. (Never.) 12 x 16 envelope, ¼ in., on steel transfer case. R. 623. (7029)

111. AUDITOR'S TABULATIONS, Feb. 1 - Mar. 1, 1937. Represent all phases of activities financed through the Accounts Division. Arranged as to districts and counties. (Never.) 11 x 18 loose-leaf books (7), 7 in., on steel transfer case. R. 625. (7040)

112. SUMMARY REPORT BY APPROPRIATION-ALLOCATIONS, Feb. 1, 1937 to date. Summary Report Form SF-4, showing appropriation title and symbol, name, code, project limitations, allocations by the President, expenditure authorizations, net encumbrances, voucher payments, and current balances. Filed chronologically. (Daily, official.) 17 x 25 loose-leaf book, 3 in., in double-door steel locker. Suite 613-628. (7015)

113. PURCHASE ORDER REQUISITIONS, Feb. 15, 1937 to date. Form A-5, notices of miscellaneous encumbrances, showing date, appropriation symbol and title numbers, name of individual or firm, amount of encumbrance, purpose, city, and county, with signature of official; Form A-6, requisitions for purchases, showing project supervisor, department and address, location of regional procurement officer, appropriation, requisition, purchase order, official, work projects, and project and allotment advice numbers, location and type of work symbol, instructions to regional procurement officer, quantity and description of articles requested, and estimated cost, with signature of issuing officer; and Form A-7, purchase orders, showing names and addresses of procuring officer and contractor, date, appropriation to be charged with vouchers payable under this purchase order, item, requisition, official and work project, and project and allotment advice numbers, location, type of work and appropriation symbols, description, number of units, unit price, and total amount, with signature of procurement officer. Filed numerically. (Daily, for information relative to requisitions, orders, and encumbrances.) 9 x 12 folders, 2 ft., in steel filing case. Suite 613-628. (7044)

114. MISCELLANEOUS WORK SHEETS, n. d. Sealed records. (Never.) 12 x 15 envelope, 1 in., on steel transfer case. R. 625. (7034)

115. OLD WAGE RATES AND FERA RELEASES, n. d. Sealed records. (Never.) 10 x 12 bundle, 4 in., on pasteboard transfer case. R. 625. (7039)

116. WORK SHEETS ON TREASURY ADMINISTRATION SYMBOLS, n. d. Sealed records. (Never.) 11 x 16 bundle, 3 in., on steel transfer case. R. 625. (7041)

STATE DISBURSING OFFICE
Ten Forsyth St. Bldg., 10 Forsyth St., SW.

This office was established April 25, 1935. No records have been destroyed. Reports are sent to Washington.

117. RECORD OF RUNNING BALANCES OF APPROPRIATIONS, June 1, 1935 - July 1, 1936. Appropriation number, date, account number, and amount of balance. Filed chronologically. (Never.) 10½ x 13½ and 8 x 14 vols. (32), 1 ft., in steel filing case. R. 523. (6531)

118. REGISTER OF OUTSTANDING CHECKS, Aug. 1, 1935 - Sept. 30, 1936. Register of checks which have not been cashed. Filed chronologically.

(Never.) 8½ x 17 loose-leaf books (2), 1 in., in steel filing case. R. 523. (6544)

119. LOCAL PAYMASTER RECEIPTS FOR CHECKS, Apr. 1, 1935 to date. Receipts for local checks issued by State Disbursing Office, showing date and number of check, with signatures of individual receiving check and person by whom receiver of check was identified. Filed chronologically. (Daily, as records of checks issued.) 10 x 16 vol. and 10 x 12 loose-leaf book, 3 in., in steel filing case. R. 523. (6546)

120. NOTICES AND REPLIES TO EXCEPTIONS, Apr. 1, 1935 to date. Forms 2084 and 2085, notices of vouchers withheld from payment, with replies giving explanation of exceptions. Filed numerically by voucher number. (Daily, as records of vouchers withheld from payment.) 9 x 12 folders and 4 x 6 loose papers, 13 ft., in 2 steel filing cases and wooden card cabinet. R. 523. (6522)

121. CHECK COPIES, Apr. 25, 1935 to date. Copies of checks issued for emergency administrations for Georgia and other southern states. Filed numerically as to check number. (Daily, as records of checks issued for emergency work.) 8½ x 15½ loose-leaf books (923), 212 ft., in 89 wooden compartments of wooden wall rack. R. 523. (6529)

122. PROGRESS SHEETS, Apr. 25, 1935 to date. Sheets to accompany groups ("lots") of checks, showing symbol number, date, lot, sublots, and schedule numbers, number of checks, amount, and distribution by appropriations and accounts. Filed chronologically. (Daily, as records of lot numbers assigned each day.) 9 x 12 folders, 12 ft., in 6 steel transfer cases. R. 523. (6534)

123. SCHEDULE OF DISBURSEMENTS, Apr. 25, 1935 to date. Standard Form 1064, record of payments approved by General Accounting Office, showing disbursing officer's and bureau or office voucher numbers, payee, symbol of appropriation or fund, and amount, with signature and title of certifying officer; and progress sheets, showing symbol number, date, lot, sublots, and schedule numbers, number of checks, amount, and distribution by appropriations and accounts. Filed chronologically. (Daily, checking disbursements.) 9 x 12 folders, 50 ft., in 6 wooden filing cases and 4 steel transfer cases. R. 523. (6533)

124. PROOFS OF DEPOSITORY BALANCE, May 1, 1935 to date. Form 5022, showing name and address of department that has account, date, balance, deposits, total balance, outstanding checks, checks cancelled, and differences, if any; and General Accounting Office list of outstanding checks, showing date, check number, amount of check, and symbol number; also Form 5019. Filed chronologically. (Monthly, checking account balances.) 8½ x 15 loose-leaf books (16), 6 in., in wooden compartment. R. 523. (6535)

125. SIGNATURES, OBSOLETE AND ACTIVE, May 1, 1935 to date. Form A-11, showing signatures of persons authorized to sign or certify vouchers, pay rolls, travel orders, requisitions, and obligation documents, with bond

reference. Filed alphabetically. (Daily, comparing signatures; as reference to persons that have had authority to sign or certify vouchers and documents.) 3 x 5 cards, 1 ft. 2 in., in wooden box and pasteboard card file. R. 523. (6538, 6541)

126. ACCOUNTING REPORTS, July 1, 1935 to date. Form 1694, journal vouchers, showing number, date, item, debit and credit, and names of persons preparing and posting voucher; Form 1675, schedule of treasury deposits, showing department and bureau, date, C/D number, and amount, with signature of Assistant Disbursing Officer; Form 1692, daily summary of disbursements, showing date, lot number, amount Dr. 03.31 control account Cr. 03.11, debit, appropriations or other accounts, and total; Form 1703, daily statement of balances, showing number, account, debit, credit, appropriation symbol, and amount; Standard Form 1019, account current, showing appropriation, fund, and account titles, balance due United States from last account, receipts (accountable warrants, collections, and adjustments), and total payments (disbursements, treasury deposits, and adjustments), with signature and title of Disbursing Officer certifying; Standard Form 1065, summary statement of disbursements, showing department or establishment, bureau or office, date paid, name, title or rank, station, period, symbol number, total appropriations and amounts listed, appropriation or fund, symbol, title, and fiscal year; and Standard Form 1034, public vouchers for purchases and services other than personal, showing expenditure symbol, number and date of order, date of delivery or service, articles or services, quantity, unit price, amount, and total. Arranged alphabetically and filed chronologically. (Daily, as records of accounting reports.) 9 x 12 folders, 7 ft., in 2 steel filing cases. R. 523. (6525)

127. BANK STATEMENTS OF CHECKING ACCOUNT, July 1, 1935 to date. Form 5215-C, Federal Reserve Bank statement of checking account, showing total checks paid, deposits, balances, recapitulation of checks paid, and abstract of deposits received. Filed chronologically. (Daily, as records to check deposits in Federal Reserve Bank.) 8½ x 15 loose-leaf books (22), 3 ft., in 2 wooden compartments. R. 523. (6542)

128. DISPOSED CHECK RECORDS, July 1, 1935 to date. Form M-66, record of checks to the order of deceased employees, showing payee, check number, date, amount, and DO symbol and voucher numbers, with signature of disbursing clerk; and WPA Form G-48, record of undelivered checks, showing payee, amount, date, check and symbol numbers, date returned, reason, date received by Disbursing Officer, and disposition. Filed alphabetically. (Daily, for information concerning disposition of undelivered checks.) 3½ x 8½ loose papers, 15 ft., in card cabinet. R. 523. (6545)

129. GENERAL CORRESPONDENCE, July 1, 1935 to date. Correspondence with State Accounts Office, General Accounting Office, and department officials pertaining to activities and procedure. Filed alphabetically. (Daily, for information concerning accounts and deposits.) 9 x 12 folders, 7 ft., in 2 steel filing cases. R. 523. (6527)

130. PERSONNEL FILE, July 1, 1935 to date. Records and correspondence concerning personnel, applications for positions, oaths of office, and history records of personnel. Filed alphabetically as to individual's name. (Daily, as records of information concerning personnel.) 9 x 12 folders, 1 ft., in steel filing case. R. 523. (6579)

131. PERSONNEL SERVICE RECORD, ACTIVE AND INACTIVE, July 1, 1935 to date. Standard Form 7, service record, showing date, nature of action, position, salary, bureau, division, or office, official station, appropriation, civil service status, and authority; Form 2152, individual record of absences for the year, showing employee's name, oath, date, salary, accumulated leave, extension of leave on account of sickness, salary deductions on account of excessive absence, record of leave without pay, and record of annual leave; and mimeographed salary cards, showing name, title, salary, period, voucher number, gross, deductions, and net. Filed alphabetically and numerically. (Daily, checking service record of each employee; never.) 5 x 8 cards, 7 in., in steel card cabinet and wooden card file. R. 523. (6576, 6577)

132. PROPERTY RECORD, July 1, 1935 to date. Form D-11, indicating class and card numbers, unit, article and description, control, voucher date and number, quantity received, unit price, quantity dropped, location, debit department, quantity debited, new balance, date of issue or transfer, credit requisition number, credit department, and quantity credited. Filed alphabetically. (Daily, as records of nonexpendable property.) 5 x 8 cards, 6 in., in wooden box file. R. 523. (6578)

133. PROPERTY RECORDS, July 1, 1935 to date. Form 1672, requisitions for supplies, showing field station and central office numbers, name of station, address, date desired, unit allowed, and article, with signature of Assistant Disbursing Officer; Form A-8, receiving and inspection report, showing item number, quantity received, description of articles, certification by receiving administrative officer that articles have been received, inspected, and whether rejected or accepted; Form D-16, consolidated memorandum receipts, showing department to which issued, article, quantity of property on hand, and date; Form D-14, issue slips for expendable property, showing quantity and articles, with signature and approval of supply officer, signature of person in charge of department, and date; Form D-10, property invoice and receipt, showing quantity, unit, articles and description, unit cost, total amount, and number of invoice dropped from, with signature and title of official, invoice number, and signature and title of person receiving; Form A-6, requisitions for purchases, showing requisition, purchase order, project authorization advice, works project, and item numbers, quantity, description of articles, and total estimated cost, with signatures of approving and issuing officers; and Standard Form 1080-b, vouchers for adjustments between appropriations and/or funds, showing order number, date of delivery, articles or services, quantity, unit cost, and amount. Filed alphabetically. (Daily, for information concerning expendable and nonexpendable property.) 9 x 12 folders, 1 ft., in steel filing case. R. 523. (6521)

134. SCHEDULE OF PAYMENTS, July 1, 1935 to date. Agric. Form C-125, indicating state, county, lot number, Bankhead serial number, payee,

amount, and check number, with receipt for check delivered. Filed alphabetically by counties. (Daily, checking cotton price adjustments.) 9 x 12 folders, 6 ft., in steel filing case. R. 523. (6526)

135. STOP-PAYMENTS, July 1, 1935 to date. Data concerning checks issued, showing that request for stop-payment has been made. Filed alphabetically. (Daily, as records of checks on which payment has been stopped.) 9 x 12 folders, 3 ft., in steel filing case. R. 523. (6524)

136. STOP-PAYMENTS, July 1, 1935 to date. Record of checks on which, for some reason a stop-payment is requested, showing name of payee, check and symbol numbers, date and amount of check, date stoppage was issued, and remarks. Filed alphabetically. (Daily, as reference when duplicate check is issued.) 3 x 5 cards, 8 in., in pasteboard box. R. 523. (6540)

137. STOP-PAYMENTS, July 1, 1935 to date. Copies of notices to Federal Reserve Bank, Atlanta, to stop payment on checks; also notices to payees acknowledging receipt of their letters requesting stop-payment on checks, letters from Federal Reserve Bank acknowledging receipt of notices to stop payment on checks, certifications from Certifying Officer that check issued represented funds due payee, copies of letters to Treasury Department, notifying that there is submitted an indemnity bond filed to cover loss of check, and copies of letters to payees in which is stated that a duplicate check is being forwarded them to replace the check on which stop-payment was made. Filed alphabetically. (Daily, as records of stop-payment checks.) 9 x 12 folders, 3 ft. 6 in., in steel filing case. R. 523. (6543)

138. REDRAWAL SLIPS, July 17, 1935 to date. Form 1058, register of unnumbered checks used to replace regular numbered checks that were voided. Filed chronologically. (Daily, as records of unnumbered checks used to replace regular numbered checks.) 9 x 12 folders, 10 ft., in 2 steel filing cases. R. 523. (6528)

139. PAYMASTER RECEIPTS FOR CHECKS, Aug. 1, 1935 to date. Form 1682, receipts from county agents, for checks for cotton adjustments, and receipts from District Supervisors and others, for checks for distribution to payees. Filed chronologically. (Daily, tracing lost checks.) 9 x 11 loose-leaf books and 5 x 7½ loose papers, 15 ft., in card cabinet and 9 pasteboard boxes. R. 523. (6537)

140. POSTAL REGISTRATION, Aug. 1, 1935 to date. P.O. Forms 3881, record of registered articles, such as checks and valuable records transmitted by the Postal Service, showing number of article and name and address of addressee, with signature of sender. Filed chronologically. (Daily, as a receipt.) 10½ x 12 vols. (5), 5 in., in steel filing case. R. 523. (6539)

141. RECORD OF CHECKS SIGNED, Oct. 11, 1935 to date. Form 4, indicating operator's name, date, dial readings, total numbers of checks signed, lot number, check numbers, number of checks on each lot, and number of check numbers voided. Filed chronologically. (Daily, as record of checks signed.) 9 x 12 folders, 1 ft. 6 in., in steel filing case. R. 523. (6532)

142. CERTIFICATES OF DEPOSIT, Dec. 1, 1935 to date. Form 1689, schedule of items deposited, showing amount of each check or draft, money order, and cash; Form 6599, letters of transmittal, showing address of depositor, date sent, deposit number, name of depositor, title, name of depository bank or Treasurer's office, amount, name and address of officer to be credited, and symbol number; and Form 1 (Rev.), letters of transmittal, showing name, title, and address of depositor, date sent, deposit number, name of depository, location, and amount. Filed chronologically. (Daily, checking balances of various appropriations.) 9 x 12 folders, 2 in., in 2 steel filing cases. R. 523. (6523)

143. RUNNING BALANCE, July 1, 1936 to date. WPA Form, showing appropriation number, date, description, amount, and balance. Filed numerically as to appropriation number. (Daily, checking balances of various appropriations.) 5 x 8 cards, 1 ft., in 2 wooden card file boxes. R. 523. (6530)

144. UNDELIVERED CHECK CORRESPONDENCE, July 1, 1936 to date. Correspondence with individuals and government agencies. Filed alphabetically. (Daily, information concerning unclaimed checks.) 9 x 12 folders, 2 ft., in steel filing case. R. 523. (6520)

145. GENERAL CORRESPONDENCE, CONFIDENTIAL, Jan. 1, 1937 to date. Correspondence with the Department regarding confidential matters. Filed alphabetically. (Daily, information concerning finances.) 9 x 12 folders, 1 ft. 6 in., in steel filing case. R. 523. (6580)

AUGUSTA

BRANCH DISBURSING OFFICE
St. Mary's School, 708 Telfair St.

146. COPIES OF CHECKS, Feb. 1, 1936 to date. Checks are made in triplicate, original to payee, white copy to Washington, and pink copy retained 20 days, then sent to Atlanta for permanent file. Filed numerically. (Weekly, verifying payments and amounts.) 8½ x 17 loose papers, 6 in., in steel safe. E. wing, ground floor. (449)

147. DAILY LEDGER, Feb. 1, 1936 to date. Fund control, bank, and two appropriation accounts. Filed chronologically. (Daily, to deduct disbursements for each day.) 11 x 15½ loose-leaf book, 2 in., in steel safe. E. wing, ground floor. (451)

148. MISCELLANEOUS FILE, Feb. 1, 1936 to date. Correspondence, stop-payment and release orders, requisitions, leave of absence cards, and state and branch office procedure. Filed according to subject. (Weekly, answering correspondence and for instructions.) 8½ x 11 folders, 1 ft., in steel filing case. E. wing, ground floor. (452)

149. PAYMASTERS' SIGNATURES, Feb. 1, 1936 to date. Paymasters' signatures for receipt of checks; cards are certified by District Director. Filed alphabetically. (Daily, for verification of signature.) 2 x 5 cards, 1 ft. 6 in., in steel safe. E. wing, ground floor. (511)

150. RECEIPTS FOR CHECKS, Feb. 1, 1936 to date. Triplicate receipts, listing serial number of checks. Original and copy is mailed to paymaster, and upon receipt he verifies it as to check number sent to him; if correct, he receipts original and returns to branch office, keeping copies for his file. (Daily, receipt for checks.) 8½ x 11 loose papers, 6 in., in steel safe. E. wing, ground floor. (519)

COAST GUARD

COAST GUARD

ATLANTA

RECRUITING OFFICE
Federal Annex, corner Forsyth, Hunter, and Spring Sts.

This office was established in 1925. It's jurisdiction covers all southern states. A list of useless papers is submitted to Washington, and upon authorization the papers are destroyed. All reports are sent directly to Washington.

151. PROPERTY RECORD, Nov. 20, 1926 to date. Inventory of office equipment, supplies, and other material. Inventory attached. (Daily, as inventory of property required.) 8 x 10½ loose-leaf book, 1 in., on steel desk. Suite 301, R. 329. (2198)

152. TRANSPORTATION REQUESTS, Jan. 1, 1929 to date. Record of transfers of enlisted men, showing request numbers, date, to whom issued, point of origin, destination, cost of transportation including sleeper (upper or lower berth), and number occupying sleeper. Filed chronologically. (Monthly, checking transfers and transportation of enlisted men.) 8 x 10½ vol., ½ in., on steel desk. Suite 301, R. 329. (2170)

153. SERVICE NUMBERS, Oct. 2, 1930 to date. Record of numbers assigned enlisted men, showing name, date of enlistment, and rating (whether apprentice, first class seaman, or attendant). Indexed numerically 200,000 to 200,430, entered chronologically. (Daily, checking cases of enlisted men.) 8 x 10½ vol., ½ in., on steel desk. Suite 301, R. 329. (2166)

154. DEPARTMENT REGULATIONS, Nov. 1, 1930 to date. Regulations relating to organization, vessels, duties, appointments, promotions, resignations, retirements, complements, enlistments, ratings, identifications, discharges, desertions, leaves, administrative personnel operating as part of the Navy, and fixing limits of districts and divisions. Indexed alphabetically by subject and numerically by regulation number. (Daily, for guidance, information, and maintenance of Recruiting Office.) 6 x 9½ loose-leaf book, 2 in., on steel desk. Suite 301, R. 329. (2229)

155. RECORD OF APPLICANTS, July 1, 1932 to date. Name of applicant, date of enlistment, rating, and credits; under "remarks" is shown assignment of applicant. Filed chronologically. (Daily, for information regarding applicants for enlistment.) 8 x 10½ vol., ½ in., on steel desk. Suite 301, R. 329. (2171)

156. REPORTS SUBMITTED BY RECRUITING STATION, Jan. 1, 1933 to date. Monthly, quarterly, annual, and semi-annual reports, showing name, name of report, and entry as to months and disposition. Filed alphabetically. (Monthly, as records of Coast Guard activities.) 9 x 11½ loose-leaf book, ½ in., on steel desk. Suite 301, R. 329. (2199)

157. BIDS, Mar. 16, 1933 to date. Bids for furnishing meals and lodgings to recruits, repairs to typewriters, towel service, and crating, packing, and hauling personal and household effects of officers transferred. Filed chronologically. (Monthly, as records of bids made for miscellaneous services.) 8 x 10½ vol., ½ in., on steel desk. Suite 301, R. 329. (2169)

158. PAY ROLLS AND PAY LISTS, Mar. 31, 1933 to date. Monthly memorandum of pay roll of officers and enlisted force, showing voucher and office numbers, name, details, credits, charges, and remarks; reverse shows unit, location, and appropriation; amount is verified and certified by commander of the division. Filed alphabetically and numerically. (Monthly, checking pay rolls and verifying vouchers.) 11 x 16 envelope, 1 in., on steel filing case. Suite 301, R. 329. (2225)

159. PAY AND SUPPLY INSTRUCTIONS, June 1, 1933 to date. Records pertaining to disbursing officers, checks lost or stolen, requisitions, shipments of public property, bills of lading, contracts, solicitations, competition, specifications, payment to personnel, allowances and allotments, indemnities, insurance, and supplies. Filed alphabetically as to subject. (Monthly, as guides in estimating supplies and pay.) 6 x 9½ loose-leaf book, 2 in., on steel desk. R. 301. (2211)

160. DISPATCHES, Jan. 1, 1934 to date. Records pertaining to promotions and transfers of commissioned and warrant officers, telegrams relative to enlistment and authorizations, deserters, changes, and regulations and rulings by the Comptroller General. Filed chronologically. (Daily, for information relative to business handled through Recruiting Office.) 8 x 11 folders, 1 ft., in steel filing case. Suite 301, R. 329. (2216)

161. REJECTED APPLICANTS, Jan. 1, 1934 to date. Records pertaining to applicants rejected due to police records, insufficient schooling, physical reasons, nature of employment, unsatisfactory character reference, drunkenness, disorderly conduct, or lack of interest. Filed alphabetically as to name of applicant. (Daily, checking records.) 9 x 12 folders, 1 ft. 6 in., in steel filing case. Suite 301, R. 301. (2224)

162. OUT-GOING MAIL RECORD, Sept. 15, 1934 to date. Record of out-going mail, showing subjects referred to and to whom addressed. Filed chronologically. (Daily, as records of letters sent from Recruiting Station.) 8 x 10½ vol., ½ in., on steel desk. Suite 301, R. 329. (2168)

163. RECORD OF CAR TICKETS, Jan. 10 - July 26, 1935. Record of car tickets furnished applicants for transportation to and from Atlanta Federal Penitentiary, for physical examinations. Filed chronologically. (Never.) 8 x 10½ vol., ½ in., on steel desk. Suite 301, R. 329. (2167)

164. HONORABLE DISCHARGE PAPERS, Feb. 1, 1935 to date. Record of honorable discharges, pertaining to men who desire reenlistment, showing place of past enlistment, special duties for which qualified, rating held at discharge, and trade schools completed. Filed alphabetically as to name of applicant. (Daily, for information regarding applicants for reenlistments.) 9 x 12 folders, 3 in., in steel filing case. R. 301. (2213)

165. APPLICATIONS, WITH PAPERS, OUT AND IN, COMPLETE, June 1, 1935 to date. Records pertaining to applications for enlistments pending completion, showing names, addresses, and references of men, date of birth, marital status, education, and if previously in service. Filed alphabetically as to name of applicant. (Daily, as records of applicants for enlistment.) 9 x 12 folders, 1 ft. 6 in., in steel filing case. R. 301. (2212)

166. APPLICATIONS FOR ENLISTMENT, July 1, 1935 to date. Names and addresses of men, date and place of birth, weight, height, education, if ever arrested, and time served in reformatory or penitentiary. Filed alphabetically as to name of applicant. (Daily, for information in the selection of applicants for Coast Guard Service.) 9 x 12 folders, 1 ft. 6 in., in steel filing case Suite 301, R. 329. (2175)

167. COMPLETED APPLICATION PAPERS, July 1, 1935 to date. Records pertaining to investigation reports of applicants, showing readiness for physical examinations, which, if passed, will qualify them for enlistment at such time as enlistments are authorized; also character and reference reports. Filed alphabetically as to name of applicant. (Daily, checking applications.) 9 x 12 folders, 1 ft. 6 in., in steel filing case. Suite 301, R. 329. (2214)

168. FEDERAL FINGER PRINT RECORDS OF CRIMINALS WANTED BY DEPARTMENT OF JUSTICE, Aug. 15, 1935 to date. Finger prints furnished by the Department of Justice for the apprehension of criminals, showing records, names, aliases, personal description, photographs, and names of relatives. Filed chronologically. (Daily, for information relative to apprehension of criminals.) 8 x 8 loose papers, 3 in., in steel filing case. Suite 301, R. 329. (2215)

SAVANNAH

SAVANNAH BASE
Custom House, 1-7 E. Bay St.

169. REPORTS OF ASSISTANCE, Dec. 1878 - 1893. Reports of assistance rendered by the steam launch Discoverer. (Never.) 9 x 14 vol., 1 in., in wooden wall cabinet. Damaged by vermin and rodents. NW. room, attic. (519)

170. REQUISITIONS, INVOICES, AND RECEIPTS, 1896 - 1919. Records pertaining to pay rolls, goods purchased, engineer's stores, and merchandise re-

quired by cutters Tybee and Yamacraw. (Never.) 9 x 16 vols. (12), 2 ft., in 2 wooden boxes. NE. room, attic. (524)

171. LOGS, July 1896 - Dec. 1923. Logs of the Tybee and Yamacraw, kept by captain and first mate, showing daily happenings, weather conditions, soundings, and course followed during voyage. (Never.) 10½ x 15 covers (4) and vols. (2), 1 ft. 4½ in., in wall cabinet. NE. and NW. rooms, attic. (512)

172. GENERAL CORRESPONDENCE, 1896 - Nov. 1925. Correspondence pertaining to reports on machinery, muster roll, officers' monthly reports, subsistence for enlisted men, requisition of articles, and individual personnel cards. (Never.) 9 x 11 vol. and 8½ x 11 folders, 9 ft., in wooden box and wooden wall cabinet. Damaged by vermin and rodents. NW. room, attic. (515)

173. PAY VOUCHERS, 1901 - 1915. Vouchers for ship's crew and commanders and for goods purchased by Reserve Cutter Tybee. (Never.) 9 x 11 vol. and bundle, 7 in., in wooden wall cabinet. Dirty. NW. room, attic. (520)

174. REQUISITIONS, June 30, 1901 - Jan. 31, 1917. Requisitions for supplies of Cutter Onondaga, for crew and ships supplies, such as utensils, paints, oils, bolts, and clothing. (Never.) 8 x 10½ vol., 1 in., in wooden box. NE. room, attic. (525)

175. PROPERTY RETURN, 1905 - 1920. Record of property on board cutters Tybee and Yamacraw, including description of engine, boilers, oils, paints, deck records, life preservers, furniture, life boats, and anchor chains. (Never.) 10 x 14 vols. (24), 1 ft., in wooden wall cabinet. NW. room, attic. (511)

176. PROCEEDINGS OF SURVEY, Dec. 13, 1909 - Jan. 3, 1914. Surveys conducted by order of Commanding Officer on board Cutter Yamacraw, at Savannah (Dec. 13, 1909), Charleston (Aug. 5, 1910), Port Royal (Oct. 22, 1912), at sea (Feb. 24, 1913), and Brunswick (Jan. 3, 1914). (Semi-annually, official information as to final disposition of surveys.) 10½ x 16 vol., 1 in., in wooden box. NE. room, attic. (521)

177. SERVICE RECORDS, Mar. 1909 - Apr. 1920. Records concerning enlistments, desertions, discharges (honorable and dishonorable), and general conduct of men during their term of enlistment, pertaining to cutters Tybee and Yamacraw. (Never.) 8 x 10½ vol., 1 in., in wooden box. Dirty. NE. room, attic. (513)

178. REPORTS, 1911 - 1934. Reports of target practice of each individual, commissary supplies, ships inspection by permanent hull board, and expenses of officers. (Never.) 11 x 12½ vols. (34) and 9 x 12 folders, 1 ft. 8 in., in wooden box. NE. room, attic. (518)

179. PROCEEDINGS OF COURTS MARTIAL, June 1912 - Apr. 1927. Records pertaining to findings on decisions rendered by courts martial held on board Cutter Yamacraw for violation of regulations, such as desertion,

absence without leave, and theft. (Never.) 10 x 12 vols. (2), 3 in., in wall cabinet. NW. room, attic. (510)

180. VIOLATIONS OF NAVIGATION LAWS, Oct. 1913 - Mar. 1916. Record of violations of navigation laws reported to vessels by officials and individuals. (Never, confidential.) 9 x 11 vol., 3 in., in wooden wall cabinet. NW. room, attic. (516)

181. MACHINERY LOGS, 1913 - 1918. Logs pertaining to daily report by ship engineers of repairs done on ships machinery and fuel consumed by cutters Tybee and Yamacraw. (Never.) 8 x 10 vols. (22), 5½ in., in wooden wall cabinet. NW. room, attic. (517)

182. RADIO LOG, Nov. 1916 - Dec. 1918. Form 2614, log of radio messages received and sent and stations heard during watch; recorded hourly and daily according to time message was received. (Never.) 8 x 10½ vol., 1 in., in wooden wall cabinet. Dirty. NW. corner, attic. (514)

183. ENLISTMENTS OF PERSONNEL, 1917 - 1919. Enlistments, personal case records, and allotments. (Never.) 9 x 11½ vols. (26), 4 in., in wooden box. Dirty, torn. NE. room, attic. (522)

184. REQUISITIONS AND RECEIPTS, June 30, 1918 - Oct. 9, 1919. Requisitions for ammunition, guard mounts, dismantling tools, hand extractors, burners, copper sheets, megaphones, cutlery, sound tubes, stamp books, brooms, and cordage on board cutters Yamacraw and Tybee. (Never.) 8½ x 12 vol., 2 in., in wooden box. NE. room, attic. (523)

185. ALLOTMENTS, Dec. 2, 1918 - Nov. 3, 1921. Record of allotments granted, enlistments of contracts, applications for insurance, and discontinuance of war risks. (Never.) 9½ x 12 folders, 6 in., in wooden box. Dirty, torn. NE. room, attic. (526)

186. WEEKLY BULLETIN, 1921 - 1924. Bulletins posted aboard ships as to special orders, amendments to the regulations, and instructions as to transfer. (Never.) 8 x 12 bundle, 5 in., in wooden box. NE. room, attic. (509)

BUREAU OF CUSTOMS

BUREAU OF CUSTOMS

ATLANTA

OFFICE OF DEPUTY COLLECTOR
Federal Annex, Forsyth, Hunter, and Spring Sts.

This agency was established Feb. 28, 1881. From 1881 to June 30, 1913, a Presidential appointee was in charge of this office, designated as Surveyor of Customs; it was reorganized, July 1, 1913, as part of the District of Ga., Number 17, under a Presidential appointee, designated as Collector, with headquarters at Savannah, Ga. Records have been destroyed on various dates by Act of Congress.

187. RECORD OF SALES OF UNCLAIMED AND ABANDONED DAMAGED GOODS, Jan. 7, 1910 - June 17, 1918. Abstract of account of sale at public auction of unclaimed goods: number, date of information, vessel, point of origin, consignee, marks and numbers, number and description of packages, contents and quantity, appraised value, rate of duty, full amount of duty due, amount and expense of sale, and private storage, total duties collected, freight labor, total charges, expenses collected, and surplus paid into U. S. Treasury. Entered chronologically. (Yearly, official.) 10 x 14½ vol., 14 pages, in wooden cabinet. R. 121. (458)

188. REPORT OF ABSENCE OF EMPLOYEES, COPIES, Aug. 1, 1910 - Nov. 1929. Name, designation, number of days annual leave of current month, number of days annual leave to date in calendar year, number of days sick in current month, number of days absent without pay in current month and calendar year, and remarks. Entered chronologically. (Yearly, in making reports of absence.) 10½ x 16 vol., 1 in., in wooden cabinet. R. 122. (457)

189. REGISTER OF FINES, PENALTIES, AND FORFEITURES FOR VIOLATION OF THE CUSTOM LAWS, Dec. 5, 1913 - Nov. 16, 1915. Serial number, date, law or bond violated, penalty, informer or seizure, offender, quantity and description of goods, foreign value, duty that would have accrued, disposition, and total collection. Entered chronologically. (Yearly, official.) 8 x 10½ vol., 2 pages, in wooden cabinet. R. 122. (454)

190. RECORD OF PROTESTS AND APPEALS FOR REAPPRAISEMENT, May 19, 1913 - June 19, 1935. Protest and appeal numbers, importer, entry number, character of merchandise, date sent to local appraiser, date sent to general appraiser, date of decision, decision, date of appeal to general appraiser, date of final decision, and remarks. Entered chronologically. (Never.) 8½ x 14 vol., 1 in., in wooden cabinet. R. 122. (356)

191. RECORD OF POWERS OF ATTORNEY, Apr. 27, 1915 - Apr. 29, 1925. Name of principal and address, date power was granted, names and residences of persons granted powers of attorney, whether power was revoked, and reason therefor. Form obsolete. Entered chronologically. (Annually, to decide authenticity of signature.) 8 x 10½ vol., 1 page, in wooden cabinet. R. 122. (368)

192. COMMODITY AND IMPORTER, July 1, 1915 - Feb. 1, 1935. Record of person or firm paying duty, amount and date paid, vessel on which commodity was transported, and kind of material. Filed alphabetically. (Never.) 3 x 5 cards, 9 ft., in steel card cabinet. R. 122. (314)

193. REGISTER OF COLLECTIONS AND DEPOSITS, June 21, 1918 - Mar. 31, 1919. Date, receipt stub number, vessel, kind and number of entry collected and deposited, balance, and receipts from customs, storage, labor, drayage, and customs fees. Filed chronologically. (Yearly, official.) 14½ x 17 3/4 loose-leaf book, ½ in., in wooden cabinet. R. 122. (459)

194. RECORD OF DUTIABLE CONSUMPTION ENTRIES AND LIQUIDATIONS, Apr. 29, 1919 - June 26, 1933. Form 5151-B, indicating date of collection, duty paid, entry number, date of liquidation, liquidated duty, increased and additional duty, date of collection refund, and notations. Filed chronologically. (Once in five years, official.) 9 x 11½ loose-leaf book, 1 in., in wooden cabinet. R. 122. (432)

195. GENERAL CORRESPONDENCE, July 1, 1921 to date. Relates to trade agreements, prohibited imports, information requests and replies, permanent bonds, and export of gold. Filed alphabetically. (Daily, in re: Customs' Service matters; confidential.) 9½ x 15 folders, 4 ft., in steel filing case. R. 122. (323)

196. MONTHLY REPORT OF TRANSACTIONS, Sept. 30, 1921 to date. Form 3063. Filed chronologically. (Daily, official; confidential.) 9 x 14½ loose-leaf binder, 2 in., in wooden cabinet. R. 122. (372)

197. WEIGHTS OF SAMPLES AND BAGS OF SUGAR, Mar. 29, 1923 - Jan. 8, 1932. (Form for unappraised immediate-transportation entries): entry date and number, consignee, shipper, origin, destination, marks, numbers, date of mailing samples, and description of packages. Entered chronologically. (Yearly, official.) 10½ x 15½ vol., 12 pages, in wooden cabinet. R. 122. (460)

198. RECORD AND SCHEDULE OF SPECIAL DEPOSITS, Apr. 1, 1924 to date. Form 5167, relating to Philippine Island Tariff Fund, compensating mail entries, six month bond entries, and proceeds of sale of unclaimed merchandise. Filed chronologically. (Monthly, official.) 9 3/4 x 11½ loose-leaf binder, ½ in., in wooden cabinet. R. 122. (416)

199. SHIPMENTS FOR DRAWBACKS, Nov. 15, 1924 to date. Record of date and number of intent, exporter, export line or carrier, date shipment left U. S., vessel or car, and kind of merchandise (first intent filed Nov. 15, 1924; first clearance, Dec. 1, 1924). Entered chronologically. (Daily, official.) 14½ x 18 vol., 2 pages, in wall cabinet. R. 122. (330)

200. POWERS OF ATTORNEY GRANTED FOR BONDING COMPANIES, Aug. 8, 1925 to date. Power of Attorney forms filed by various companies for their Atlanta agents. Filed alphabetically. (Weekly, official.) 3 x 5 cards, 1 in., in steel card cabinet. R. 122. (297)

201. SIX MONTH BOND ENTRIES, Feb. 1926 to date. Form 5153, record of motorcycles, automobiles, and merchandise returned within time allotted tourists; also relates to bonds for repairs and six month or permanent bonds for exhibition. Filed chronologically. (Monthly, for checking expiration dates.) 9 x 11½ loose-leaf binder, ½ in., in wooden cabinet. R. 122. (393)

202. SEIZURES, NOTICE OF INTENT, AND DRAWBACK FILE, July 1927 to date. Filed chronologically. (Daily, in re: matters handled by Customs Service; confidential.) 9½ x 11½ folders, 10 in., in metal filing case. R. 122. (294)

203. ATTORNEYS FOR OUT-OF-STATE CORPORATIONS, 1928 to date. Attorneys in fact, or agents residing in Atlanta under bond to Collector, designated by out-of-state corporations to act for them in receiving dutiable goods. Filed alphabetically. (Daily, official; confidential.) 5 x 8 cards, 1 in., in wooden filing case. R. 122. (324)

204. INCREASED OR ADDITIONAL DUTY, July 1, 1929 to date. Form 5155, record of increased, additional, and supplemental duties collected. Filed chronologically. (Monthly, official.) 9 x 11½ loose-leaf binder, 1 in., in wooden cabinet. R. 122. (395)

205. REGISTER OF CHECKING SHEETS, Dec. 1, 1929 to date. Duty and time of payment; if entry is in red ink, mail or merchandise is refused or delivered free of duty. Filed chronologically. (Daily, for checking payment of duty.) 11 x 17 loose-leaf binder, 1 in., in wooden cabinet. R. 122. (359)

206. RECORD OF IMMEDIATE TRANSPORTATION ENTRIES AND GOODS RECEIVED IN BOND, July 1, 1930 - Mar. 25, 1932. Form 5049-B. Filed chronologically. (Yearly, official.) 9¼ x 11½ loose-leaf binder, ¼ in., in wooden cabinet. R. 122. (455)

207. RECORD OF SEIZURES DESTROYED OR DISPOSED OF OTHER THAN BY SALE, APR. 2, 1930 to date. Port, date of seizure, parties involved, and description, value, and disposition of merchandise. Filed chronologically. (Daily, for tracing confiscated merchandise.) 9 x 11½ loose-leaf binder, ½ in., in wooden cabinet. R. 122. (370)

208. FREE CONSUMPTION ENTRIES, July 1, 1930 to date. Free consumption entry imports, six months bond entries for tourists, appraisement entries, notice of content, transportation and export entries, general order, and registration and certificate on exports for repairs. See addenda. Filed numerically. (Daily, for reference regarding Free Consumption Entries.) 9 x 12 folders, 2 ft., in steel filing case. R. 122. (326)

209. IMFORMAL ENTRIES, July 1, 1930 to date. Record of transportation entries from port of first arrival, bills of lading, and invoices. Filed numerically. (Daily, confidential.) 8 x 10½ folders, 3 ft., in steel filing case. R. 122. (313)

210. RECORD AND SCHEDULE OF MISCELLANEOUS COLLECTIONS, July 1, 1930 to date. Form 5161-B; Form 5179, record and schedule of seized goods sold, showing date, seizure number, to whom sold, gross amount received, expenses, duty, and net proceeds; Form 5180, record and schedule of payment from special deposits, showing date paid, entry number, payee, amounts disbursed, refunded, and transferred to regular account, check, and remarks; Form 5193; Form 5259, report of duties and other accounts outstanding 90 days after due, showing voucher number, date, account, name, amount due, and reason for non-payment; and Form 5211. Filed chronologically. (Monthly, official.) 9 x 11 loose-leaf binder, 1 in., in wooden cabinet. R. 122. (415)

211. RECORD OF FREE ENTRIES, July 1, 1930 to date. Form 5151-D. Filed chronologically. (Daily, official.) 9 x 11½ loose-leaf binder, 1 in., in wooden cabinet. R. 122. (394)

212. INFORMAL ENTRIES, MAIL ENTRIES, APPRAISEMENT, July 1930 to date. Form 5171, indicating dates of informal entries, entry number, duty paid, mail entries, appraisement and informal entries, and mail entries of Philippine Islands' Tariff Fund. Filed chronologically. (Monthly, official.) 9¼ x 11½ loose-leaf books (4), 4 in., in wooden cabinet. R. 122. (418)

213. VALUE OF COMMODITIES COMMONLY EXPORTED BY EVERY COUNTRY TO US, June 1, 1932 - Dec. 1934. Record of values of all articles commonly imported; rates and values given being for every country. Filed chronologically. (Weekly, official.) 8 x 10½ loose papers, 7 in., in wooden filing case. Torn. R. 122. (317)

214. BUREAU AND CUSTOMS' INFORMATION EXCHANGE, Jan. 1, 1932 to date. Filed chronologically. (Daily, confidential.) 8 x 10½ loose papers, 1 ft., in steel filing case. R. 122. (315)

215. TITLES AND AUTHORS, Jan. 1, 1932 to date. Record of title of book, date of copyright, and author's name. Filed alphabetically. (Daily, official.) 3 x 5 loose cards, 2 ft., in metal card cabinet. R. 122. (293)

216. RECORD AND SCHEDULE OF MISCELLANEOUS COLLECTIONS, June 1932 to date. Form 5161-B. Filed chronologically. (Monthly, for checking Trust Fund of Philippine Islands.) 8 3/4 x 11 loose-leaf pad, ¼ in., in wooden cabinet. R. 122. (367)

217. DUTIABLE CONSUMPTION ENTRIES, July 1, 1933 to date. Correspondence from the Customs Office of any port dutiable merchandise enters. Filed numerically. (Weekly, when desired by importers) 5 x 9 folders, 3 ft., in wooden filing case. R. 122. (325)

218. MAIL ENTRY CORRESPONDENCE, MERCHANDISE, AND EXCHANGE RATE FOR FOREIGN MAIL, July 1, 1933 to date. Filed alphabetically and chronologically. (Daily, official.) Variously sized loose papers, 4 ft., in steel filing case. R. 122. (295)

219. PERMANENT RECORD OF MONTHLY STATEMENTS, July 1, 1933 to date. Record of duties collected. Entered chronologically. (Daily, official; confidential.) 10½ x 16 vol., 1 in., in wooden cabinet. R. 122. (369)

220. TERM CONSUMPTION ENTRY BONDS, Sept. 6, 1933 to date. Executed by business houses each year for importing goods. Filed chronologically. (Daily, official.) 8 x 10½ loose-leaf book, 1 in., in steel filing case. R. 122. (316)

221. INVOICES FOR IMPORTS, EXAMINER'S RECORDS, May 1, 1935 to date. Filed chronologically and numerically. (Daily, official.) 9 x 12 folders, 1 ft., in metal filing case. R. 122. (301)

222. DAILY RECORD AND STATEMENT OF COLLECTIONS, DEPOSITS, AND BALANCES, July 1, 1935 to date. Relates to duties on mail, informal, and appraisement entries, Internal Revenue tax, fines on mail entries, sale of blanks, and increased supply duties. Filed chronologically. (Daily, for checking duties.) 9½ x 11½ loose-leaf binder, 2 in., in wooden cabinet. R. 122. (417)

223. RECORD OF PROTESTS, Sept. 27, 1935 to date. Date protest was filed, protester, subject of protest, entry number, and date, vessel, date to Customs Court, date of decision of Customs Court, and remarks (records made on loose-leaf temporarily and laid in bound volume for entry later). Entered alphabetically. (Quarterly, for checking protests.) 10½ x 16 vol., 1 in., in wooden cabinet. R. 122. (371)

224. REPORT OF DUTIES AND OTHER ACCOUNTS OUTSTANDING NINETY DAYS AFTER DUE, Dec. 31, 1935 to date. Form 4653. (Quarterly, official.) 9½ x 11½ loose-leaf binder, 1 page, in wooden cabinet. R. 122. (355)

225. RECORD OF APPEALS FOR REAPPRAISEMENT, Mar. 21, 1936 to date. Appeal number, date filed, appellant, entry number, reappraisement number to and from Custom Court review and from Court of Customs and Patent Appeals, and remarks. Entered alphabetically. (Daily, official.) 9 x 14 vol., 1 page, in wooden cabinet. R. 122. (349)

BRUNSWICK

OFFICE OF DEPUTY COLLECTOR
Customs House and Post Office
Bound by Elks Home and Gloucester, Union, and Reynolds Sts.

This office was established in 1799. Useless papers are destroyed upon authorization from Washington.

226. CONVEYANCES OF VESSELS, 1879 - 1936. General index to conveyances of vessels (1st book 1879 to 1919, 2d book 1905 to 1936, 3d book 1906 to 1936). (Never.) 10 x 15 vols. (3), 6 in., on 3 steel shelves. Vault, R. 219. (111)

227. RECORD OF REGISTERS, 1875 - 1893. Temporary registers, showing complete description and admeasurements of vessels duly registered in pursuance of Chapter 1, Title XLVIII, Regulations of Commerce and Navigation of the revised statutes of the United States. (Never.) 11 x 16 vol., 3 in., on wooden shelf. Storage Vault, R. 219. (123)

228. RECORD OF ENDORSEMENTS OF CHANGE OF MASTERS, 1876 - 1917. Record of endorsements of documents of vessels from late to present masters of ships. (Never.) 11 x 15 vol., 2 in., on wooden shelf. Storage Vault, R. 219. (128)

229. CREW LISTS, 1898 - 1929. Lists of out-going vessels. (Never.) 10½ x 14 bundles (15), 3 ft. 9 in., on wooden shelf. Storage Vault, R. 219. (120)

230. CERTIFICATES OF PAYMENT OF WAGES, 1899 - 1918. Payments and settlement of wages by Master to seamen and officers. (Never.) 10½ x 14 vol., 3 in., on wooden shelf. Storage Vault, R. 219. (121)

231. BILLS OF SALE, 1901 - 1934. Form 1343, for enrolled vessels and vessels engaged in coastwise trade. (Never.) 9 x 14 vol., 2 in., on steel shelf. Vault, R. 219. (133)

232. DEBENTURE CERTIFICATES, 1907 - 1913. For articles exported with the benefit of drawback, 11701 to 11800. (Never.) 5 x 14 vol., 6 in., on wooden shelf. Storage Vault, R. 219. (112)

233. RECORD OF MORTGAGES OF LICENSED VESSELS, 1909 - 1935. Form 1353. (Never.) 11½ x 16 vol., 2 in., on steel shelf. R. 219. (132)

234. RECORD OF MORTGAGES ON REGISTERED OR ENROLLED VESSELS, 1910 - 1935. Form 1355, record of mortgages on vessels that are engaged in foreign or coastwise trade. (Never.) 11½ x 16 vol., 2 in., on steel shelf. Vault, R. 219. (130)

235. BILLS OF SALE, 1915 - 1936. Form 1345, for licensed vessels under 20 tons. (Never.) 9 x 14 vol., 2 in., on steel shelf. Vault, R. 219. (129)

236. BILLS OF SALE, 1917 - 1918. Form 1341, for registered vessels. (Never.) 9 x 14 vol., 2 in., on steel shelf. Vault, R. 219. (131)

237. OATHS ON REGISTRY OF VESSELS, 1917 - 1928. Oaths by masters, with complete description of vessels. (Annually, securing oath of master.) 11 x 16½ vol., 2 in., on steel shelf. R. 220. (134)

238. SEAMEN CERTIFICATES, 1917 - 1936. Certificates issued by Collector, certifying that seaman is citizen of United States. (Quarterly, issuing duplicates.) 12 x 12½ vols. (2), 2 in., on filing case. R. 219. (127)

239. MOTOR BOAT CORRESPONDENCE, 1917 to date. Correspondence concerning motor boats, approvals, official receipts, numbers, and descriptions. (Daily, transaction of business.) 8½ x 12 folders, 2 ft., in steel filing case. R. 220. (32)

240. RECORD OF LICENSES, 1918 - 1930. Form 1286, showing licenses issued to vessels under 20 tons. (Never.) 12 x 19 vols. (2), 4 in., on steel shelf. R. 220. (168)

241. CORRESPONDENCE, 1918 - 1932. Bureau circular letters. (Never.) 9½ x 11 vols. (2), 8 in., in cabinet. R. 220. (62)

242. CANCELLED BONDS, 1921 - 1936. Form 7569, cancelled bonds of shipping corporations. (Never.) 9 x 12 loose papers, 3 in., on steel shelf. Vault, R. 219. (122)

243. RECORD OF SEAMEN, 1924 - 1925. Form 729-B, register of services performed for vessels of the United States and American seamen who have been shipped and discharged, in accordance with Acts of Congress, by the Shipping Commissioners. (Tri-annually, to assign and pay seamen.) 15 x 19 vol., 4 in., on steel shelf. R. 220. (171)

244. BILLS OF SALE, 1924 - 1929. Form 1347, for enrolled or licensed yachts under 20 tons. (Never.) 8½ x 14 vol., 1 in., on steel shelf. Vault, R. 219. (158)

245. SEAMEN CERTIFICATES, 1924 to date. (Monthly, to issue duplicates to seamen.) 3½ x 5½ loose papers, 4 in., in card cabinet. R. 219. (76)

246. GENERAL CORRESPONDENCE, 1925 to date. Pertaining to all activities. Indexed alphabetically. (Daily, official.) 9 x 11 folders, 4 ft., in steel filing case. R. 219. (94)

247. INFORMAL ENTRIES, Sept. 1925 to date. Imports of personal effects under $100.00. (Never.) 6 x 9½ loose papers, 1 in., on steel shelf. Damaged by handling. R. 220. (33)

248. CONSUMPTION ENTRIES, 1926 to date. Free and dutiable entries of merchandise. (Never.) 8½ x 12 folders, 2 ft., in steel filing case. R. 220. (34)

249. RECORD OF IMPORTS, 1928 - 1931. Abstract of vessels entering port from foreign countries. (Never.) 11 x 15 vol., 1 in., on steel shelf. R. 220. (162)

250. POWERS OF ATTORNEY, 1928 to date. Form 5293, corporation powers of attorney. (Bi-monthly, referring to obligation of bonds.) 5½ x 8½ loose papers, 6 in., in steel card cabinet. R. 219. (99)

251. SEIZURE AND SMUGGLING CORRESPONDENCE, 1929 - 1932. Correspondence regarding liquor smuggling, lookouts, seizure originating from Satilla Bluff and other Brunswick waters, and attachments in admiralty. (Never.) 9½ x 15 folders, 8 in., in steel filing case. R. 220. (75)

252. MISCELLANEOUS CORRESPONDENCE, 1929 to date. Correspondence relative to navigation laws and settlement of fines. (Monthly, as reference in navigation violation cases.) 9 x 11 folders, 1 ft. 4 in., in wooden filing case. R. 220. (64)

253. WAREHOUSE ENTRIES, 1931 to date. Entries of refined sugar, showing marks, numbers, value, rate, and duty. (Daily, for withdrawals from warehouses.) 8½ x 12 folders, 1 ft. 6 in., in steel filing case. R. 220. (35)

254. STATISTICAL BLOTTER, 1932 - May 31, 1935. Record and abstract of exports to foreign ports, showing name of vessel, master, kind of cargo, and value. (Never.) 10 x 12 vol., 1 in., on steel shelf. R. 220. (159)

255. RECORD OF MARINE DOCUMENTS DEPOSITED, 1932 to date. Abstract of Marine documents deposited with Deputy Collector. (Quarterly, recording and depositing documents.) 8 x 11½ vol., 1 in., on steel shelf. R. 220. (157)

256. CIRCULAR LETTERS, 1933 to date. Circular letters regarding changes in schedule, statistical classification of imports, values, trade agreements with foreign countries, changes in rate of duty, and price lists. (Monthly, to secure classification of merchandise.) 9 x 11 folders, 2 ft., in wooden filing case. R. 220. (49)

257. CLEARANCES OF VESSELS, 1934 to date. Record of vessels in foreign and coastwise trade. Indexed. (Tri-weekly, for shipping data.) 8½ x 12 folders, 1 ft. 2 in., in wooden filing case. R. 220. (98)

258. ENTRANCES OF VESSELS, 1934 to date. Record of vessels in foreign and coastwise trade. Indexed. (Tri-weekly, for shipping data.) 8½ x 12 folders, 2 ft., in wooden filing case. R. 220. (93)

259. SCHEDULE AND ACCOUNTS, n. d. Monthly miscellaneous reports concerning accounts of navigation fines, penalties, forfeitures, certificates of deposits, checking accounts, and schedules on vessels entering and clearing port. (Never.) 8½ x 11 envelopes (54), 8 ft., in pigeon holes. Rs. 219 and 220. (48)

CUSTOMS AGENCY SERVICE, ENFORCEMENT UNIT
CUSTOMS PATROL
Custom House and Post Office
bounded by Elks Home and Gloucester, Union, and Reynolds Sts.

This agency was established in November 1934. Useless papers are destroyed every two years.

260. GENERAL FILE, 1934 to date. General correspondence, office bulletins, seizure reports, oil contracts, and confidential information relative to investigational work concerning customs, immigration, narcotics, and other activities. (Daily, official information concerning investigations.) 8½ x 11 folders, 1 ft. 6 in., in steel filing case. R. 218. (246)

SAVANNAH

OFFICE OF COLLECTOR
SE. corner Bay and Bull Sts.

This agency was established in 1763, for Chatham County. Useless records are destroyed by authority of an Act of Congress. Records prior to December 20, 1922, of historical interest, were sent to the Library of Congress.

261. INDEX TO CONVEYANCES OF VESSELS, June 15, 1870 - Aug. 27, 1915. Name of vessel, grantor, grantee, mortgagor, and mortgagee. Arranged alphabetically as to name of vessel. (Rarely, official.) 9½ x 15 vol., 2 in., on shelf. W. room, 2d floor. (104)

262. INDEX FOR FILING ROOM, ATTIC, 1872 - 1926. Records to which this index refers were destroyed by authority of an Act of Congress; the index was inadvertently overlooked. (Never, confidential.) 8 x 12 vol., 1 in., on wooden shelf. NW. corner, attic. (40)

263. TRANSFER INDEX CARDS, 1931 - 1932. Treasury and Custom Court rulings and decisions as to tariff duties, used as information by appraiser. (Daily, official.) 5 x 12 bundles (2), 1 ft., on wooden cabinet. NE. corner, attic. (52)

264. RECORD AND COPIES OF PAPERS PERTAINING TO MOVEMENTS OF VESSELS, FOREIGN AND COASTWISE, Oct. 1818 - Jan. 1929. Outward foreign manifests, Oct. 1836-Mar. 1911; inward foreign manifests, 1856-Jan. 1929; coastwise outward manifests, May 1866; crew lists and certification, Jan.-Nov. 1918; coastwise inward manifests, July 1855-Mar. 1910; railroad memorandum bills of lading covering foreign shipments, 1927, 1928, and 1929; entry papers, 1868; also passenger lists, covering passengers on freight steamers and sailing vessels. Records cover procedure of handling vessels, both inward and outward bound, consisting of all necessary papers pertaining to same. On arrival of a vessel it is necessary for the Master to have copies from port of debarkation of manifest covering any cargoes he may have and a list of his stores, provisions, crew list, and entry papers. When a vessel clears, it is necessary for the Master to have copies of his outward manifest and other clearance papers. (Never.) Variously sized vols. (5), folders and loose-leaf books (10), 2 ft. 6 in., in pasteboard filing cabinet. Damaged by handling, dirty. NE. corner, attic. (37)

265. SEAMAN'S CERTIFICATES OF AMERICAN CITIZENSHIP, Apr. 21, 1821 - Nov. 3, 1831. Entered alphabetically as to name. (Never.) 5 x 8 vol., ½ in., on metal shelf. W. room, 2d floor. (87)

266. CONVEYANCES, ENROLLED VESSELS, 1850 - 1856. Agreements, enrollments, and conveyances of titles to vessels employed in coasting trade and fisheries, and for regulating same. Particularly interesting is the reference to the ship Coosawattie, built at Bath, Maine, in the year 1853. It had three masts, two decks, length 173 ft. 4 in., breadth 34 ft. 7 in., depth 17 ft. 3½ in. No galleries. Had square stern and a billet head. Tonnage, nine hundred sixty and 45/95. Sole owner was John R. Wilder, of Savannah, Ga. Jan. 3, 1854, he transferred one-fourth part of the ship to Georgie W. Anderson; one-fourth to John B. Gallie; one-eighth to W. H. Davis; one-fourth to Joseph B. Claghorn. Jan. 6th, the remaining part of the ship, one-eighth, was sold to Thomas Paxton, of the State of New York, who was, at the time, Master of the ship, receiving in all a total of $49,280.53 for the ship. (This ship was in the coastwise trade.) (Never.) 11½ x 16 vol., 2 in., on wall counter. W. room, 2d floor. (113)

267. CERTIFICATES OF REGISTRY, ENROLLMENT, AND LICENSE OF VESSELS AND MASTER CARPENTER CERTIFICATES, COPIES, May 1860 - Oct. 1921. (Annually, official.) 11 x 14 vols. (13), 1 ft. 3 in., on wooden shelf. Bindings broken. SE. corner, attic. (3)

268. RECORD OF TONNAGE OF ADMEASUREMENTS OF VESSELS, SAIL AND STEAM, July 1869 - Oct. 1919. Complete information on measurement of each vessel, including gross and net tonnage. Indexed. (Annually, official.) 12 x 17 vols. (5), 1 ft., on wooden shelf. Dirty. SE. corner, attic. (4)

269. RECORD OF BILLS OF SALE, REGISTERED, ENROLLED, AND LICENSED VESSELS AND YACHTS, June 1869 - June 1934. Record of bills of sale transferring titles of ownership of vessels and yachts, registered, enrolled, and licensed in this district, including sale to satisfy mortgage, straight sale changing ownership, and change in name of ownership. Indexed. Variously sized vols. (11), 1 ft. 9 in., on wooden and iron shelves. Dirty, scattered. SE. corner, attic. (27)

270. ABSTRACT OF LICENSES, ENROLLMENTS, AND REGISTERS, Mar. 1870 - July 1890. Record of licenses under and above twenty tons, permanent and registers, and enrollments for steam, sail, canal boats, and barges, permanently and temporarily enrolled. Indexed. (Rarely, official.) 16 x 18 vols. (4), 8 in., on wooden shelves. Damaged by water, faded. SE. corner, attic. (9)

271. RECORD OF MORTGAGES AND TRUST DEEDS OF REGISTERED AND ENROLLED VESSELS, Feb. 13, 1871 - Apr. 6, 1911. Record of satisfaction of mortgages, etc. Entered chronologically. (Semi-monthly, official.) 9 x 12 vol., 2 in., on metal shelf. Exterior worn. W. room, 2d floor. (101)

272. CREW BONDS, Feb. 1872 - Feb. 1875. Bonds and affidavits. Obsolete. (Never.) 8 x 12 vol., 1 in., on wooden shelf. Damaged by water, torn. SE. corner, attic. (8)

273. GENERAL CORRESPONDENCE, 1873 - 1922. Correspondence with the bureau, Treasury, and other departments in Washington. (Never.) 8½ x 11 loose-leaf books (12) and bundles (3), 5 ft., on wooden shelves. NE. corner, attic. (53)

274. BONDS FOR LICENSES OVER 20 TONS, July 1875 - Jan. 1879. Indexed alphabetically. (Monthly, official.) 9 x 15 vol., 1 in., on wooden shelf. SE. corner, attic. (11)

275. BONDS AND OATHS ON ENROLLMENT, July 1875 - Jan. 1895. Indexed alphabetically. (Monthly, official.) 9 x 15 vols. (2), 2 in., on wooden shelf. SE. corner, attic. (11)

276. OATH OF SUPERVISORS OF ELECTION, 1876. Records covering appointments made by District Judge of election supervisors in each precinct of a Congressional District; and oaths of said supervisors filed in office of chief supervisor of election. (Never.) 3 x 9 bundles, 4 in., in wooden filing cabinet. NE. corner, attic. (65)

277. REGISTER OF BILLS OF SALE OF REGISTERED VESSELS, May 9, 1876 - Jan. 22, 1915. Entered chronologically. (Monthly, official, public.) 9 x 14 vol., 2 in., on metal shelf. Cover worn. W. room, 2d floor. (99)

278. OATHS FOR LICENSES OF ENROLLED VESSELS, Jan. 1881 - Mar. 1883; Oct. 1885 - June 1890; May 1894 - Jan. 1896; Feb. 1916 - Feb. 1919. Indexed alphabetically. (Monthly, official.) 9 x 15 vols., 5 in., on wooden shelf. SE. corner, attic. (11)

279. BONDS EXECUTED BY GEORGIA HISTORICAL SOCIETY, Dec. 1883 - June 1, 1901. Bonds given by Georgia Historical Society that works of Art imported by them will not be sold, transferred, or otherwise disposed of unless upon payment of duty. The signatures as sureties on these bonds, were at various times members, trustees, or executives of Georgia Historical Society and were held responsible for final disposition of any works of Art that might be imported by the Society. (Never.) 3 x 9 bundles, 2 in., on wooden shelf. NE. corner, attic. (35)

280. BONDS AND OATHS FOR ENROLLMENT OF VESSELS UNDER 20 TONS, May 1885 - Aug. 1891; June 1894 - Nov. 1897. Indexed alphabetically. (Monthly, official.) 9 x 15 vols. (2), 2 in., on wooden shelf. SE. corner, attic. (11)

281. POWERS OF ATTORNEY REVOKED, 1890 - 1930. Powers of attorney given representatives of various exporting firms as authority to sign bonded warehouse receipts and other Custom House papers. (Never.) 9 x 13 bundles (3), 1 ft. 3 in., on wooden shelf. NE. corner, attic. (83)

282. RECORD OF TRADE-MARKS AND PATENTS, July 1892 - May 1929. Also relative correspondence. (Never.) 9 x 12 loose-leaf books (4), 1 ft. 3 in., on wooden cabinet. NE. corner, attic. (43)

283. RECORD OF TONNAGE ADMEASUREMENTS OF VESSELS, Sept. 28, 1894 - Oct. 1913. Cat. 954-D2. Entered chronologically. (Annually, official.) 11½ x 21 vol., 1 in., on metal shelf. W. room, 2d floor. (97)

284. RECORD OF GOODS RECEIVED, PERMITTED, AND DELIVERED FROM WAREHOUSE, Oct. 1894 - Mar. 1919. Form 412. Entered chronologically. (Never.) 15 x 21 vol., 1 in., in wooden cabinet. NW. corner, attic. (46)

285. RECORD OF GOODS RECEIVED AND DELIVERED FROM WAREHOUSE, Oct. 1894 - Mar. 1919. Form 3599-A. Entered chronologically. (Never.) 15 x 21 vol., 1 in., in wooden cabinet. NW. corner, attic. (46)

286. BONDS AND OATHS FOR LICENSES OF YACHTS, Aug. 1896 - May 1914. Indexed alphabetically. (Monthly, official.) 9 x 15 vol., 1 in., on wooden shelf. SE. corner, attic. (11)

287. MUTUAL RELEASES, Oct. 29, 1898 - July 31, 1920. Cat. 1614, record of releases between masters and seamen as to service and wages. Entered alphabetically as to name of seaman. (Never.) 5 x 12 vol., 2 in., on metal shelf. W. room, 2d floor. (98)

288. WAREHOUSING BONDS, July 1899 - Dec. 1910. Form 704. (Never.) 10 x 10 vols. (2), 2 in., on wooden shelf. NE. corner, attic. (106)

289. OATHS ON REGISTRY OF VESSELS, Apr. 1899 - May 1914. Indexed alphabetically. (Monthly, official.) 9 x 15 vol., 1 in., on wooden shelf. SE. corner, attic. (11)

290. CASUALTY REPORTS, Mar. 25, 1899 - Jan. 17, 1936. Coast Guard Form 2692. Arranged alphabetically as to names of vessels. Indexed. (Monthly, official.) 8 x 14 vols. (2), 2 in., on metal shelf. W. room, 2d floor. (114)

291. BILLS OF SALE OF YACHTS UNDER TWENTY TONS, COPIES, Jan. 1902 - Sept. 1915. Form 1347. Arranged alphabetically as to names of ships. (Rarely, official.) 8½ x 13 vol., ½ in., on metal shelf. W. room, 2d floor. (100)

292. CONSULAR INVOICES, CONSULAR CERTIFICATES, AND REPORTS OF APPRAISER, 1905 - 1929. Copies of Form 142, invoices mailed by American Consular Service abroad to Collector, with consular certificates attached, covering shipments of goods (one invoice and certificate covering each billing in cargo); Form 6431, appraiser's report on the arrival of goods at point of destination (original of appraiser's report is sent to the Board of General Appraisers, New York City). (Never.) 8½ x 11 folders and bundles (6), 2 ft. 2 in., on wooden filing cabinet. NE. corner, attic. (69)

293. RECORD OF ENTRIES FOR DRAWBACK, Mar. 1906 - Oct. 1913. Form 787. Entered chronologically. (Never.) 14½ x 17 vol., 1 in., in wooden cabinet. NW. corner, attic. (46)

294. RECORD OF MARINE DOCUMENTS DEPOSITED, Oct. 1, 1908 - May 14, 1936. Cat. 1317. Indexed. (Monthly, official.) 10½ x 16 vols. (2), 2 in., on wooden wall counter. W. room, main floor. (142)

295. BONDS OF MASTERS, Oct. 1909 - Apr. 1918. Forms 474 and 3223, for due entry of residue of cargo at other districts. (Never.) 10 x 10 vols. (2), 2 in., on wooden shelf. NE. corner, attic. (106)

296. BONDS IN CASE OF VESSEL PROCEEDING WITH CARGO DESTINED FOR A FOREIGN PORT, Dec. 1910 - Jan. 1918. Forms 472 and 3219. (Never.) 10 x 10 vols. (2), 2 in., on wooden shelf. NE. corner, attic. (106)

297. RECORD OF CONSOLIDATED ACCOUNT, Mar. 31, 1911 - Jan. 30, 1915. Also receipts for deposits made in Merchants' National Bank and record of fees collected for services rendered ships during night hours. (Semi-annually, official.) 10 x 14 vols. (2), 2 in., on metal shelf. NW. corner, attic. (103)

298. RECORD OF HEADQUARTERS PORT OF WAREHOUSE ENTRY AND WITHDRAWAL AT PORT OF ENTRY, June 1911 - Nov. 1929. Form 6403. Entered chronologically. (Never.) 9 x 15 vols. (2), 2 in., in wooden cabinet. NW. corner, attic. (46)

299. RECORD OF BONDS, Mar. - Sept. 1912. Form 3697. Entered chronologically. (Never.) 10½ x 16 vols. (2), 2 in., in wooden cabinet. NW. corner, attic. (46)

300. RECORD OF TRANS-SHIPMENTS, July 1912 - Oct. 1919. Cat. 596, used by surveyor to record trans-shipments. Entered chronologically. (Never.) 14 x 17 vol., 2 in., on wooden shelf. NW. corner, attic. (64)

301. RULINGS BY WAR TRADE BOARD, Nov. 1912 - Apr. 1921. Correspondence from War Trade Board and Treasury Department setting forth rulings made by the Board relative to exports and imports. (Never.) 9 x 12 loose-leaf books (2), 8 in., on wooden shelf. NE. corner, attic. (62)

302. OATHS FOR LICENSE OF MERCHANT VESSELS OR YACHTS UNDER TWENTY TONS, Sept. 1, 1912 - May 6, 1936. Cat. 12844-A. Entered alphabetically as to name of vessel. Index in front of vol. (Tri-monthly, official.) 8½ x 14 vols. (3), 4 in. on metal shelf. Bindings broken (1). W. room, 2d floor. (115)

303. PROTESTS AND GENERAL CORRESPONDENCE, Nov. 1913 - Nov. 1930. Protests filed by importers of foreign merchandise with Board of General Appraisers, New York City, requesting relief from paying import duties; also relative correspondence. (Annually, official.) 8½ x 11 folders and bundles (4), 3 ft. 6 in., in wooden filing case and on wooden shelves. Brittle, dirty. NE. corner, attic. (42)

304. REGISTER OF ADVANCES, DISBURSEMENTS, AND APPROPRIATIONS, 1913 - 1930. FORM 4903, record of advancements and disbursements, 1913 to 1919; Form 5205, record of appropriations and accounts, 1920 to 1930; covers expenses and penalties enforced under act of trading with enemy and espionage, 1917 and 1918. (Never.) 9 x 12 bundle, 2 in., on wooden cabinet. NE. corner, attic. (96)

305. INSPECTORS' DOCK BOOKS, DAILY REPORTS, AND DISBURSEMENTS, June 1914 - Mar. 1919. Inspectors' daily report, assignments and dock books, and vouchers of special estimates of money required for night inspectors; disbursements of expenses pertaining to night inspectors' service; also Form 4805, special estimate of money required for night inspectors; Forms 7177, 7213, and 7977, inspectors daily report books, Forms 5971 and 5975, inspectors' assignment and dock books, and Form 5021, disbursement of expenses pertaining to night inspectors service. (Never.) Variously sized vols. (34) and bundle, 1 ft. 6 in., in wooden cabinet. NE. corner, attic. (79)

306. RECORD OF REGISTERS, ENROLLMENTS AND LICENSES OF VESSELS ISSUED AND SURRENDERED, July 1914 - Oct. 1919. Forms 1220 and 1221, record of registers and enrollments issued and surrendered; also Form 1222, record of licenses to vessels under twenty tons issued and surrendered. Indexed. (Never.) 9 x 12 vols. (3), 3 in., on wooden shelf. SE. corner, attic. (10)

307. COLLECTIONS ON TONNAGE TAX, Mar. 31, 1914 - June 7, 1928. Record of collections on account of tonnage tax, under Section 36 of the Act of August 5, 1909, showing name of vessel, flag, number of certificate, foreign port, country entered from, net tonnage, and amount collected. Indexed. (Monthly, official.) 11 x 15 vol., 1 in., on wooden shelf. SE. corner, attic. (1)

308. GENERAL CORRESPONDENCE, May 1, 1914 - Dec. 31, 1933. Correspondence pertaining to all phases of Bureau activities. Arranged alphabetically as to subject and numerically as to Custom House code number. (Monthly, official.) 8½ x 11 folders, 10 ft., in 5 filing cases and 5 wooden and cardboard transfer cases. NE. corner, attic. (84)

309. MUTUAL RELEASES BETWEEN MASTER AND SEAMEN, Apr. 23, 1915 - 1936. Cat. 713. Arranged alphabetically. Indexed. (Quarterly, official.) 8½ x 14 vols. (5), 6 in., on wooden shelf. W. room, 2d floor. (116)

310. CONFERENCE PROCEEDINGS OF CUSTOM OFFICERS, Nov. 20-25, 1916. Daily proceedings of conference held in New York, N. Y. (Never.) 3 x 8½ bundle, 1 in., in wooden filing cabinet. NE. corner, attic. (81)

311. SPECIAL GENERAL CORRESPONDENCE AND TELEGRAMS, 1917 - 1918. Letters and telegrams to the Treasury Department, United States Shipping Board, and Naval Intelligence Bureau, pertaining to inward and outward movement of vessels. (Never.) 9 x 12 folders, 8 in., in wooden cabinet. NE. corner, attic. (60)

312. SEAMEN'S PROTECTION CERTIFICATES, Oct. 23, 1917 - Jan. 7, 1919; Apr. 27, 1927 - Apr. 24, 1936. Cat. 1436, certificates signed by applicant and marine clerk; stub is retained in book and original given to applicant, whose photograph and fingerprints are attached to certificate for indentification in foreign countries. Arranged numerically and chronologically. (Weekly, official.) 10 x 12 vols. (3), 6 in., on wooden wall counter. W. room, 1st floor. (117)

313. RECORD OF SUPPLIES, Aug. 1917 - June 1921. Cat. 7135, inventories of chemical stocks and supplies other than chemicals. Arranged alphabetically as to supplies and chronologically. (Never.) 8 x 10½ vols. (2), 1 in., on wooden shelf. NE. corner, 1st floor. (86)

314. COMPARATIVE TESTS OF SUGAR BY THE POLARISCOPE, June 1917 - Oct. 1928. Form 6473, certificates of comparative tests of sugar by polariscope. Tests are made at port of discharge by acting appraiser. Indexed alphabetically. (Never.) 9 x 12 vols. (8), 1 ft., on wooden shelf and in filing case. NE. corner, attic. (75)

315. ACCOUNT OF SALABLE CUSTOM BLANKS, 1917 - 1930. Forms 4907-A and 4911, record of number of salable blanks on hand, received, and sold. These blanks are sold shippers and bonded warehouses for making declaration of shipments of entries. (Never.) 3½ x 9 vols. (6), 6 in., on wooden shelf. NE. corner, attic. (48)

316. REPORTS OF THE APPRAISER, 1917 - 1931. Form 6481, Record of Comparative Tests of Sugar; Form 7135, Undervaluation by Foreign Shippers; Record of Samples in Appraiser's Store; and Form 3117, Catalogue Cost of Repairing Custom Boat 4254. (All other reports of the appraiser were destroyed by authority of an Act of Congress with the exception of these, which were overlooked.) Arranged alphabetically and chronologically. (Never.) Variously sized vols. (4) and loose-leaf book, 4 in., on wooden shelf. NW. corner, attic. (41)

317. RECORD OF COMPARATIVE TESTS OF SUGAR, June 1917 - May 1936. Copies are sent to Appraiser's Office. (The Appraiser sends a copy to National Bureau of Standards, Washington.) Entered chronologically. (Rarely, official.) 10½ x 14 vols. (9), 9 in., on 3 wooden shelves. NE. corner, 2d floor. (85)

318. RECEIPTS FOR DUTIES, CUSTOM FINES, FEES, AND OTHER MISCELLANEOUS COLLECTIONS, Oct. 1918 - Mar. 1919. Form 4841, showing collections; original mailed on last day of each month to Auditor, Treasury Department, Washington, one copy given payer at time of closing transaction, and one copy retained. (Annually, official.) 3 x 10 perforated stub books (18), 6 in., on wooden shelf. NE. corner, attic. (47)

319. APPLICATIONS FOR DRAWBACK, Nov. 1918 - Aug. 1922. Applications for drawback, made by the Foundation Company to the Department of Treasury, for refund on duties paid on importation of machinery and other materials used in construction of thirty-eight steam trawlers or mine-sweepers, built by above company for the French Government. (Never, confidential.) 9 x 14 envelopes (2), 2 in., on wooden filing cabinet. NE. room, attic. (49)

320. REGISTER OF ENTRIES AND LIQUIDATION, Mar. - Apr. 1919. Form 5059. Entered chronologically. (Never.) 14½ x 17 vol., 1 in., in wooden cabinet. NW. corner, attic. (46)

321. RECORD OF NEW MASTERS, Jan. 1919 - Aug. 1920. Indexed alphabetically. (Monthly, official.) 9 x 15 vol., 1 in., on wooden shelf. SE. corner, attic. (11)

322. CERTIFICATES OF IMPORTATION, May 1919 - May 1927. Form 5265, certificates for warehousing and consumption of sugar, which are used in making claim for drawback of duties. (Never.) 9 x 11 tablets (5), 4 in., in wooden cabinet. NW. corner, attic. (22)

323. RECORD OF MORTGAGES, REGISTERED OR ENROLLED VESSELS, July 1919 - Nov. 1935. Copies of Commerce Form 1351, mortgages on registered or enrolled vessels. The original is placed in the safe of the vessel for reference and protection. Article 61, Custom Regulations 1931, "No bill of sale, mortgage, hypothecation, or conveyance of a vessel of the United States or any portion thereof, shall be valid against any person other than

the grantor, mortgagor, his heirs and devisees, or a person having actual notice thereof, unless recorded in the office of the Collector where the vessel is permanently documented." Article 32" . . . . and such collector shall record all such documents delivered to him in the order of their receipt in books to be kept for that purpose and index to show the name of the vessel." Indexed. (Weekly, official.) 11½ x 15½ vol., 9 in., in steel vault. Main floor. (59)

324. MASTERS' OATHS FOR RENEWAL BY INDORSEMENT OF LICENSES OF MERCHANT VESSELS OR YACHTS, July 3, 1919 - May 4, 1936. Cat. 1280. Indexed. (Bi-annually, official.) 8¼ x 14 vols. (3), 4 in., on wooden shelf. W. side, 2d floor. (78)

325. HARBOR VESSEL LOG, May 1920 - Apr. 1928. Cat. 2916, daily record made by Chief Custom House Inspector (or boarding officer) of activities of Custom House Harbor Patrol Boat. (Never.) 8 x 11 vols. (8), 1 ft. 6 in., on wooden filing cabinet. NE. corner, attic. (82)

326. RECORD OF ARRIVAL OF VESSELS IN FOREIGN TRADE, July 1921 - Dec. 31, 1923. Form 3167, daily report to appraiser and others. (Never.) 8½ x 11 bundle, 1 in., on filing cabinet. Dirty. NE. corner, attic. (26)

327. ENTRIES SENT TO COMPTROLLER, Nov. 28, 1921 - Mar. 3, 1925. Entries recorded under two heads, free and dutiable, in sections, each section showing name of importer. Entered chronologically. (Never.) 9 x 11½ vol., 1 in., on wooden shelf. NW. corner, attic. (45)

328. APPLICATIONS FOR SEAMEN'S PROTECTION CERTIFICATES, Apr. 21, 1921 - Apr. 24, 1936. Cat. 1437, applications to secure certificates of identification. Filed alphabetically as to name of seaman. Indexed. (Weekly, official.) 9 x 12 folders, 7 in., in wooden filing cabinet. W. room, 1st floor. (118)

329. LABORATORY REPORTS ON ANALYSIS, June 1921 - May 1936. Form 6415, showing chemical analysis made by chemist on various commodities, including narcotics, beverages, and refined sugar. (Never.) 9 x 12 folders, 4 in., in wooden transfer case and wooden box. NE. corner, 2d floor. (102)

330. REPORT OF SCALE EXPERT, 1922 - 1928. Time reports. (Never.) 9 x 12 folders, 1 in., in wooden cabinet. NW. corner, attic. (38)

331. STENOGRAPHER'S NOTES, Nov. 1922 - July 1933. Shorthand note books. (Never.) 4 x 8 bundles (17), 7 ft., in wooden cabinets. NW. corner, attic. (33)

332. MONTHLY REPORT OF IMPORTS, Jan. - Dec. 1923. Monthly statistical report, showing amount of free and dutiable imports. (Never.) 9 x 14 bundle, 9 in., on wooden shelf. NE. corner, attic. (61)

333. REQUESTS FOR TRANSPORTATION, Apr. 1923 - Dec. 1927. Form 1029, requests for transportation for government employees. When properly signed by a government official, these requests will be exchanged for a ticket at lowest rate for number of persons specified. (Never.) 3 x 10 stub books (66), 6 in., on wooden shelf. NE. corner, attic. (50)

334. ENTRANCES AND CLEARANCES OF VESSELS, 1923 - 1935. Entrances, 1928 - Sept. 1, 1935 and Clearances, Feb. 1, 1923; 1928 - Sept. 1935, showing name of vessel, ports of departure and entry, and dates. Clearance records dated 1921 - 1927 were destroyed by authority of an Act of Congress (records dated Feb. 1, 1923 were kept for special reference); also index to these destroyed records. Index in Department of Commerce Cat. 1404a and 1405a. (Monthly, official.) 10 x 16 envelopes and bundles, 96 ft., on wooden shelves. Dirty. 1935 records in steel filing cabinets. SE. corner, attic. (7)

335. WEIGHTS ON WAREHOUSE ENTRIES, Mar. - June 1924. Weight certificates, with adding machine tapes attached, on imported commodities placed in warehouse, signed by custom weighers. (Never.) 10 x 11 bundle, 6 in., on wooden shelf. NE. corner, attic. (51)

336. WAREHOUSE DOCK SHEETS, BOOKS, AND SCALE TAPES, 1925 - 1930. Weigher's dock sheets and scale tapes on sugar, showing name of ship, warehouse number, date, and by whom checked. (Never.) $3\frac{1}{2}$ x 5 3/4 bundles and 2 x $9\frac{1}{2}$ loose papers, 14 ft. 4 in., in wooden cabinet. NW. corner, attic. (44)

337. STATISTICAL SHEETS OF IMPORTS, Jan. 1926 - Dec. 1931. Tabulated sheets of imports, issued by Section of Customs Statistics, Custom House, New York City. (Never.) 11 x 23 bundle, 6 in., on wooden shelf. SE. corner, attic. (6)

338. MISCELLANEOUS LETTERS ("DATE FILE"), Jan. 1927 - Dec. 1928. (Rarely, official.) $9\frac{1}{2}$ x 12 folders, 1 ft., in wooden cabinet. NW. corner, attic. (31)

339. DAILY REPORT OF VESSEL MOVEMENTS, Jan. 3, 1927 - July 18, 1929. Report on daily movements of vessels entering and clearing to coastwise and foreign ports. This information is furnished daily to Shipping Board Bureau of Research for statistical purposes only. (Never.) 9 x 12 bundle, 1 ft., on filing cabinet. NE. corner, attic. (16)

340. IN TRANSIT ENTRIES FOR MERCHANDISE, July 1927 - June 1929. Form 7509. (Rarely, official.) 6 x 9 bundles (2), 8 in., in wooden cabinet. NW. corner, attic. (25)

341. WAREHOUSE ENTRIES, July 1928 - Nov. 1933. Reports (formal and informal) on imported cargoes arriving, scale tapes and dock sheets for warehouse entries, and baggage and mail entries. (American Consul certification is attached to invoices and warehouse papers.) (Never.) 9 x 12 folders and envelopes (142) and 2 x 9 bundles (56), 7 ft., in transfer case and wooden cabinet. NW. corner, attic. (30)

342. STATEMENT OF IMPORTS AND EXPORTS, 1928 - 1933. Suggested amendments to shipping and navigation laws, American flag services, 1933; Merchant Marine Statistics, 1930; Report of Shipping Board Steamboat Inspection Laws, Rules and Regulations supervising, and radio stations of United States. (Never.) 11 x 15 bundle, 4 in., on wooden shelf. SE. corner, attic. (63)

343. CONSUMPTION ENTRIES, Jan. 1928 - June 1934. Dutiable and nondutiable entries. Indexed. (Never.) 10 x 12 folders, 58 ft., in wooden transfer case and 6 wooden cabinets. NW. corner, attic. (32)

344. MARGINAL NOTICES, Sept. 1929. Certificates of surrender or loss of marine documents, notices of change of masters, and renewal notices. (Never.) 9 x 12 bundles, 4 in., on wooden shelf. SE. corner, attic. (2)

345. AMERICAN CONSULAR SERVICE CERTIFICATES, 1929 - 1932. Form 138, certificates issued by American Consul for purchased merchandise from foreigh countries; original given to seller who sends it to importer, copy sent to Collector, copy to Secretary of Treasury, and one to the Consul's office. (Annually, official; confidential.) 4 x 8 bundle, 5 in., in pigeon hole of wooden container. NW. corner, attic. (24)

346. CUSTOMS' INFORMATION EXCHANGE, 1931 - 1932. Correspondence with attaches and representatives of the American Government at foreign points, Commissioner, and other departments at Washington and New York, pertaining to exporters doing business with American Importers and their commodities. (Annually, official; confidential.) 8½ x 11 loose-leaf books (3), 1 ft. 6 in., on floor. NE. corner, attic. (70)

347. GASOLINE VOUCHERS, Dec. 1931 - Dec. 1933. For purchases of gasoline and oil used by Customs House boat. (Never.) 10 x 10 bundles (4), 2 ft., on wooden cabinet. NE. corner, attic. (95)

348. CHEMIST SUGAR TESTS, Jan. 26, 1931 - Mar. 19, 1935. Forms 6471 and 6473, certificates of polariscopic tests of sugar. Arranged chronologically. (Never.) 8 x 10 bundles (2), 1 ft., in wooden cabinet. NW. corner, attic. (39)

349. CUSTOM INFORMATION EXCHANGE, Jan. - Dec. 1932. Information received daily from New York, showing names and dates of arrival and departure of vessels, coastwise and foreign. (Never.) 8 x 11 loose papers, 10 in., in pigeon hole of wooden section. NW. corner, attic. (23)

350. NOTICES OF INTENT TO EXPORT, July 1, 1933 - Apr. 2, 1935. Certificates printed on yellow and pink forms; yellow represents Custom drawback when duty is paid, and pink, processing tax on goods manufactured in this country. Raw material is manufactured into finished products and inspected by government officials. The manufacturer has the privilege of making requests for drawback ninety-nine per cent duties paid, after approval of inspecting officer and entry clerk as to their shipment. The rebated certificate is then forwarded to New York City. (Never.) 4 x 9 bundles (26), 7 ft., in wooden cabinet. NW. corner, attic. (34)

351. INVITATIONS TO BID AND INSTRUCTIONS TO BIDDERS, Nov. 6, 1934 - Mar. 11, 1935. Standard Form 22, inviting vendors to bid on government construction or repair work to Custom House. (Never.) 9 x 14 bundles (3), 6 in., in wooden filing case. NE. corner, attic. (76)

352. GENERAL CORRESPONDENCE, n. d. Correspondence pertaining to instructions to correct marine documents and assignment of official numbers.

(Rarely, official.) 9 x 11 loose-leaf books (7), 1 ft. 4 in., on wooden shelf. Dirty. SE. corner, attic. (5)

CUSTOMS AGENCY SERVICE, ENFORCEMENT UNIT
OFFICE OF PATROL INSPECTOR
Custom House, SE. corner Bay and Bull Sts.

The date of establishment of District 18 is not available. Its jurisdiction covers Georgia and South Carolina, It makes examinations of books, papers, and accounts of Collectors and other officers of the Service, to prevent and detect frauds on the Customs Revenue, investigating drawback claims and allowances, dumping, undervaluation of dutiable merchandise, smuggling, other violations of the United States' laws, and preventing violation of laws relative to illegal importation and exportation of opium and cocaine. Reports of all stations are compiled in this office and sent to the main office, Tampa, Florida.

353. MISCELLANEOUS FILE, Nov. 1934 - Apr. 1936. Reports on smuggling activities and violations of navigation laws; also correspondence. Filed alphabetically. (Daily, official.) 9 x 12 folders, 3 ft., in 4 transfer cases. Center room, 2d floor. (109)

CUSTOMS AGENCY SERVICE, INVESTIGATIVE UNIT
OFFICE OF CUSTOMS AGENT IN CHARGE
Customs House, SE. corner Bay and Bull Sts.

The date of establishment of District 5 is not available. Its jurisdiction extends from Wilmington, North Carolina, to Tampa, Florida. No records are destroyed unless authorized by Congress. Copies of correspondence are sent direct to Washington.

354. REPORTS OF INVESTIGATIONS, May 1930 - May 10, 1936. Miscellaneous correspondence and information on investigations, including general correspondence, personnel records, reports of investigations, circularized mimeographed reports of investigation by agents of other offices, and blank vouchers. Indexed. (Daily, official.) 9 x 12 folders, 16 ft., in wooden filing case and card cabinet. NE. corner, 2d floor. (88)

BUREAU OF INTERNAL REVENUE

BUREAU OF INTERNAL REVENUE

ATLANTA

ACCOUNTS AND COLLECTIONS UNIT
OFFICE OF COLLECTOR AND OFFICE OF INCOME TAX UNIT AGENT
(A) Federal Annex, bounded by Forsyth, Hunter, and Spring Sts.
(B) Main Post Office Bldg., Forsyth, Walton, Fairlie, and Poplar Sts.

The Collector's office was established May 1865, as headquarters for District 6. Useless papers are burned under the supervision of two deputy collectors. Reports are sent to Washington.

N. B. Because of defective surveying, it is impossible to make a complete segregation of these two offices.

Field Division

355. INDEX TO CAPITAL STOCK RETURNS, June 30, 1933 to date. Form 707, record of capital stock tax returns filed by corporations, showing name and address of corporation, period of liability, and account number. Filed alphabetically. (Weekly, checking returns.) 3 x 5 cards, 8 ft., in wooden card cabinet. R. 222 (Bldg. B). (1091)

356. INDEX TO INCOME TAXES, Jan. 1, 1934 - Mar. 31, 1935. Record of income taxes filed, showing name and address of taxpayer, period of liability, and account number; these records are for Atlanta zone only. Filed alphabetically. (Weekly, checking returns.) 3 x 5 cards, 16 ft., in wooden card cabinet. R. 222 (Bldg. B). (1081)

357. CORPORATION INDEX, Jan. 1, 1934 - Dec. 31, 1935. Record of corporations in the Atlanta zone, showing name and address of taxpayer, period of liability, and account number. Filed alphabetically. (Daily, official.) 3 x 5 cards, 2 ft., in steel card cabinet. R. 222 (Bldg. B). (1037)

358. INDEX, COUNTY, Jan. 1, 1934 - Dec. 31, 1935. Record of retail dealers in liquor in Atlanta zone, showing name and address of taxpayer, period of liability, and account number. Filed alphabetically. (Semi-weekly, official.) 3 x 5 cards, 3 ft., in steel card cabinet. R. 222 (Bldg. B). (1038)

359. INDEX TO ATLANTA INDIVIDUAL INCOME TAXES, Jan. 1, 1934 - Dec. 31, 1935. Record of individual income taxes, showing name and address of taxpayer, period of liability, and account number. Filed alphabetically. (Daily, checking returns.) 3 x 5 cards, 16 ft., in steel card cabinet. R. 222 (Bldg. B). (1080)

360. INDEX TO PARTNERSHIPS, Jan. 1, 1934 - Dec. 31, 1935. Index to partnership records, showing name and address of taxpayer, period of liability, and account number; filed by taxpayers who are out of the state, on miscellaneous income taxes. Filed alphabetically. (Monthly, official.) 3 x 5 cards, 2 ft., in steel card cabinet. R. 222 (Bldg. B). (1039)

361. INDIVIDUAL INDEX, Jan. 1, 1934 - Dec. 31, 1936. Record of individuals, who have filed income tax returns, showing name and address of taxpayer, period of liability, and account number; these are records of taxpayers in Atlanta zone. Filed alphabetically. (Daily, checking returns.) 3 x 5 cards, 2 ft., in steel card cabinet. R. 222 (Bldg. B). (1082)

362. WARRANTS, CLOSED CASES, Jan. 1, 1921 to date. Record of warrants issued against taxpayers failing to pay taxes after second notice had been served (tax either collected or case found nontaxable, thus closing case), showing name and address of taxpayer, date warrant was issued, kind of tax, and amounts due and collected. Filed alphabetically. (Daily, crediting accounts and for future reference.) 3 x 5 cards, 32 ft., in wooden card cabinet. R. 217 (Bldg. B). (1011)

363. CORRESPONDENCE WITH FOREIGN DISTRICTS, Jan. 1, 1924 to date. Correspondence with collectors in other districts, pertaining to paid and unpaid taxes. Filed alphabetically. (Daily, as reference to paid and unpaid taxes.) 9 x 12 folders, 1 ft., in steel filing case. R. 224 (Bldg. B). (1115)

364. RECORD OF FIELD INVESTIGATIONS, Jan. 1, 1930 - July 28, 1932. Index to a series of field investigations, showing name, address, date investigation was made, and serial number of taxpayer. Filed alphabetically. (Annually, checking field investigations.) 5 x 8 cards, 4 ft., in steel filing case. Damaged by handling, dirty. R. 18, basement. (Bldg. B). (1433)

365. REPORTS, Jan. 1 - Dec. 31, 1931. Monthly reports of deputy field collectors; each deputy collector is assigned a quota of taxpayers and is responsible for complete records of same; when monthly reports are complete, a copy is sent to Washington. Filed alphabetically. (Annually, for information needed in investigation.) 8½ x 11 folders, 6 in., in wooden filing case. Dirty. R. 18, basement (Bldg. B). (1268)

366. RECAPITULATION OF WORK, Jan. 1 - Dec. 31, 1932. Monthly recapitulation of work accomplished by field workers, showing dates of income taxes, miscellaneous taxes, warrants for distraint, grand total, number of delinquents, returns verified showing additional tax due, warrant for distraint served, and daily itinerary and remarks of field force. Arranged alphabetically and entered numerically. (Never.) 10½ x 15 loose-leaf book, 1 in., on wooden shelf. R. 18, basement (Bldg. B). (1996)

367. MONTHLY REPORT, Jan. 1, 1932 to date. Copies of monthly report on all kinds of income taxes. Filed alphabetically. (Monthly, making reports to Washington.) 9 x 12 folders, 2 ft., in wooden filing case. R. 224 (Bldg. B). (1177)

368. CORPORATION INFORMATION, CLOSED CASES, Jan. 1, 1933 - Dec. 31, 1934. Record of employees who, according to reports submitted by corporation employing them, make $1000.00 or more per year and who have failed to pay their income taxes; these cases are investigated by Deputy Collector assigned to case; tax has either been collected or determined nontaxable; shows names and addresses of taxpayer and employer, salary per year, amount of tax due, date paid, and name of Deputy Collector investigating case. Filed alphabetically. (Daily, sending notices to 1935 taxpayers and checking nontaxable cases.) 3 x 5 cards, 4 ft., in wooden card cabinet. R. 217 (Bldg. B). (1010)

369. CORRESPONDENCE, Jan. 1, 1933 to date. Letters to and from Collectors, Commissioner, Deputy Chiefs, and Supervisor, pertaining to paid and unpaid taxes. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft., in steel filing case. R. 224 (Bldg. B). (1114)

370. MONTHLY REPORTS, Jan. 1, 1933 to date. Form 794, sent in by deputy collectors, covering paid and unpaid income taxes. Filed alphabetically. (Monthly, official.) 9 x 12 folders, 1 ft., in steel filing case. R. 224 (Bldg. B). (1089)

371. TICKLER, Jan. 1, 1933 to date. Record of delinquent tax cases given to deputies for collection, showing names of taxpayer in question and Deputy Collector, and date case was given to Collector. Filed alphabetically. (Daily, for information as to whether deputy collector has investigated case within time allotted.) 3 x 5 cards, 4 ft., in wooden card cabinet. R. 217 (Bldg. B). (1012)

372. ALCOHOLIC TAX VIOLATIONS, June 1, 1933 to date. Reports from deputy collectors in field. Filed alphabetically. (Daily, official.) 9 x 12 folders, 4 ft., in wooden filing case. R. 224 (Bldg. B). (1134)

373. ZONE MANAGER'S PERSONAL FILE, Jan. 1, 1934 - Dec. 31, 1935. Correspondence, deputy route sheets, tracer file, tickets, corporation reports on tickets destroyed, efficiency reports, and weekly reports of deputy collectors. (Zone Manager's office was discontinued December 31, 1935.) Filed alphabetically. (Quarterly, making reports on Zone Manager's personal file in Field Division.) 9 x 12 folders, 2 ft., in wooden filing case. R. 217 (Bldg. B). (1033)

374. MIMEOGRAPHS, Jan. 1, 1934 to date. Instructions from Washington concerning taxes and any changes in office routine. Filed chronologically. (Daily, carrying out instructions.) 9 x 12 folders, 2 ft., in wooden filing case. R. 217 (Bldg. B). (999)

375. REPORTS ON DELINQUENT RETURNS, Mar. 16, 1934 to date. Form 807, reports by deputy field collectors, showing collected delinquent or additional taxes due, or case nontaxable. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft., in wooden filing case. R. 217 (Bldg. B). (1003)

376. REPORTS TO COMMISSIONER, COPIES, Mar. 16, 1934 to date. Form 807-A, reports by deputy field collectors, showing collected delinquent

or additional taxes due, or case nontaxable. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft., in wooden filing case. R. 217 (Bldg. B). (1003)

376. REPORTS TO COMMISSIONER, COPIES, Mar. 16, 1934 to date. Form 807-A, reports by deputy field collectors, showing collected delinquent or additional taxes due, or case nontaxable; originals sent to Commissioner. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft., in wooden filing case. R. 217 (Bldg. B). (1002)

377. FORMS, REGULATIONS, AND RULES, June 21, 1934 to date. Forms, regulations, and rulings affecting miscellaneous taxes, from Washington. Filed alphabetically. (Daily, official.) 9 x 12 folders, 4 ft., in wooden filing case. R. 224 (Bldg. B). (1151)

378. SPECIAL EXCISE TAX, July 1 - Dec. 31, 1935. Copies of reports to Commissioner on persons selling whiskey in Georgia before repeal of prohibition law, sent to Washington after July 1, 1935. Filed alphabetically. (Semi-annually, official.) 9 x 12 folders, 2 ft., in wooden filing case. R. 217 (Bldg. B). (987)

379. COUNTY FILE, Jan. 1, 1935 to date. Copies of letters, forms, and documents relating to investigations for collection of unpaid taxes in Atlanta zone; taxes cleared by Field Division and sent to Washington. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft., in steel filing case. R. 222 (Bldg. B). (1036)

380. DAILY REPORTS OF FIELD DEPUTY COLLECTORS, Jan. 1, 1935 to date. Form 795, miscellaneous daily tax reports by field deputy collectors; copy of consolidated monthly report is sent to Washington. Filed alphabetically. (Daily, checking tax returns for a particular year.) 9 x 12 folders, 8 ft., in wooden filing case. R. 224 (Bldg. B). (1152)

381. REPORT OF DEPUTY COLLECTORS' RECEIPTS FOR TAXES, Jan. 1, 1935 to date. Form 809, report of cash receipts issued by field deputy collectors to taxpayers for taxes paid in field; copies of receipts are forwarded to this office daily, and monthly report is sent to Washington. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft., in steel filing case. R. 224 (Bldg. B). (1117)

382. WARRANT AGREEMENTS, Jan. 1, 1935 to date. Copies of letters to taxpayers relative to warrant agreements, which are compromises whereby the Government accepts taxes on installment plan. Filed alphabetically. (Daily, checking agreements.) 9 x 12 folders, 1 ft., in steel filing case. R. 224 (Bldg. B). (1116)

383. WARRANTS, Jan. 1, 1935 to date. Reports on partial payments on warrants served by field deputy collectors on taxpayers. Filed alphabetically. (Daily, checking warrants.) 9 x 12 folders, 1 ft., in wooden filing case. R. 224 (Bldg. B). (1133)

384. DAILY REPORTS, ORIGINAL, June 1, 1935 to date. Form 795, reports from deputy collectors in the field, showing paid and unpaid taxes for the

month. Filed alphabetically. (Daily, making daily and monthly reports.) 9 x 12 folders, 1 ft., in steel filing case. R. 224 (Bldg. B). (1088)

385. SPECIAL TAX VIOLATIONS, Aug. 1, 1935 to date. Copies of reports on special taxes levied on distilled spirits, made by field deputy collectors and Alcoholic Tax Unit and sent from there to Miscellaneous Tax Division to be cleared, assessed, or adjusted. Filed alphabetically. (Daily, checking tax violations.) 9 x 12 folders, 2 ft., in wooden filing case. R. 224 (Bldg. B). (1149)

386. CORRESPONDENCE, MISCELLANEOUS, Jan. 1, 1936 to date. Copies of letters to taxpayers regarding taxes due and their replies. Filed alphabetically. (Daily, adjusting tax assessments.) 9 x 12 folders, 2 ft., in wooden filing case. R. 217 (Bldg. B). (1001)

387. SPECIAL CASES, Jan. 1, 1936 to date. Copies of letters to Washington and original replies concerning special tax cases, such as taxes on cotton, flour mills, and beer. Filed alphabetically. (Daily, adjusting tax assessments.) 9 x 12 folders, 2 ft., in wooden filing case. R. 217 (Bldg. B). (1000)

388. UNCOLLECTABLE TAXES, May 15, 1936 to date. Form 53, deputy collector's reports, taken from work sheet reports, showing why taxes cannot be collected. Filed alphabetically. (Daily, checking uncollectable taxes.) 9 x 12 folders, 2 ft., in wooden filing case. R. 224 (Bldg. B). (1150)

Miscellaneous Tax Division

389. MASTER FILE, Feb. 15 - Mar. 12, 1935. Index of sales tax, showing name, address and serial number of taxpayer, date, amount of taxable products, and amount of tax paid. Filed alphabetically. (Annually, auditing records.) 6 x 9 cards, 1 ft. 6 in., in steel drawer on steel card cabinet. Dirty. R. 18, basement (Bldg. B). (1803)

390. INDIVIDUAL REPORTS, July 19, 1903 to date. Two courses of procedure are taken; reports, including those of new registrants, are either added to file and closed or admonitory letters are written to taxpayers; these reports are forwarded to Washington. Filed alphabetically. (Daily, keeping records and for information needed in individual cases.) 8½ x 11 folders, 2 ft., in wooden filing case. R. 240, hall files (Bldg. B). (776)

391. REGISTRY OF STILLS, Mar. 25, 1921 - Mar. 27, 1934. List of stills and distilling apparatus, indicating location, names of owners, registered distillery or plant number, number and kind of each still, cubic contents, and purpose; record of stills seized and sold; and reports of property seized by revenue and prohibition officers, showing estimated value, date, place of seizure, where and with whom property is stored, to whom released and amount of bond, names of ostensible owner or claimant, person from whom seized, and officer making seizure, act and section of law violated, names of persons claiming to be informants, grounds for seizure, nature of proceedings, and remarks, with instructions, claims, affidavits, oath,

quarterly report of property seized, permits of removal of stills, appraisals of personal property seized, affidavits of still owners if said still is not to be used for production of distilled spirits, and report of property seized and retained for evidence by prohibition officers. Filed alphabetically as to name of registered persons and violators. (Never.) 11 x 12 bundle, 1 ft., on wooden shelf. R. 10, basement. (Bldg. B). (1890)

392. NARCOTIC CORRESPONDENCE, July 19, 1921 - June 28, 1936. Correspondence with taxpayers, notifying them to reregister before beginning of fiscal year, notices relative to delinquent taxes, violations of Narcotic Law, applications for handling narcotics, amount of tax to be paid, and narcotic refunds. Filed alphabetically. (Annually, checking old records under investigation.) 8½ x 11 folders, 21 ft., in 3 steel filing cases. Damaged by handling, dirty. R. 18, basement (Bldg. B). (1779)

393. CORRESPONDENCE RELATIVE TO NARCOTICS, July 1, 1925 - June 30, 1935. Correspondence with taxpayers and Commissioner, covering applications to handle narcotics according to Harrison Narcotic Act, registration fee necessary to become a dealer or dispenser, claims for refunds and abatements, and offers in compromise when amount of tax is in question. Filed alphabetically. (Annually, checking narcotic records.) 8½ x 11 folders, 20 ft., in 3 steel filing cases. Dirty. R. 18, basement (Bldg. B). (1656)

394. DEALER IN LEAF TOBACCO RETURNS, Jan. 1, 1927 - Jan. 1, 1932. Record of leaf tobacco received and shipped or delivered, showing location of dealer's business, amount, kind (stemmed or unstemmed), date of shipment, dealer's or factory number, and district and state in which deal was made. Filed alphabetically. (Never.) 8 x 10 bundles (6), 6 ft., on wooden shelves. R. 18, basement (Bldg. B). (1884)

395. MEMBERSHIP CLASSIFICATION FOR THE CAPITAL CITY CLUB, Aug. 1, 1927 - Feb. 3, 1933. Reports on membership classification; each member is assessed a certain amount of tax, based on his membership dues; also reports on members who are delinquent in their taxes and on former members whose tax cannot be collected. Clubs run without profit are exempt from tax. Filed alphabetically. (Annually, checking tax accounts.) 16 x 24 loose papers, 6 in., in steel filing case. R. 18, basement (Bldg. B). (1767)

396. POWERS OF ATTORNEY FOR DRUGGISTS AND HOSPITALS, Jan. 1, 1927 to date. Under Harrison Narcotic Law as amended, doctors and druggists grant to some employee power of attorney to sign documents. Filed alphabetically. (Daily, checking narcotic records.) 8½ x 11 folders, 6 in., in wooden filing case. R. 240, hall files (Bldg. B). (786)

397. LIST OF MONTHLY NARCOTIC TRANSACTIONS, DUPLICATE, June 1, 1928 - June 1, 1931. Monthly list of registrants and reregistrants, discontinuances, and transfers to Commissioner of Prohibition, Washington, showing name, address, and registration number. Arranged numerically and filed alphabetically. (Never.) 10½ x 15 bundle, 1 in., in wooden cabinet. R. 18, basement (Bldg. B). (1977)

398. NARCOTIC VIOLATIONS, Jan. 1, 1928 to date. Record of all pending and closed violations of Harrison Narcotic Law. Filed chronologically. (Daily, checking individual cases.) 8½ x 11 folders, 2 ft., in wooden filing case. R. 240, hall files (Bldg. B). (788)

399. RECORD AND REPORT OF LEAF TOBACCO, Aug. 1 - Sept. 30, 1929. Record of wholesale shipments of leaf tobacco to retail dealers who are required to pay an annual registration fee. Filed alphabetically as to name of taxpayer. (Annually, for information in connection with taxes on leaf tobacco.) 8½ x 11 folders, 4 ft., in steel filing case. Dirty. R. 18, basement (Bldg. B). (1639)

400. APPLICATIONS FOR REREGISTRY AND SPECIAL TAX STAMPS, July 1, 1929 - May 25, 1930. Used by taxpayers in applying for registration and special tax stamps for another year, showing name of applicant, registration date, and kind of business in which he is engaged. Filed chronologically. (Annually, checking dealers' permits.) 5 x 8 cards, 5 ft., in card cabinet and pasteboard box on wooden filing case. Damaged by handling, dirty. R. 18, basement (Bldg. B). (1844)

401. REQUISITIONS FOR OPIUM BLANKS, July 1, 1929 - June 30, 1930; Dec. 31, 1931 - Feb. 13, 1933. Requisitions for blank orders for opium and other narcotics; only one book is furnished on these requisitions unless registered in classes one and two. Filed alphabetically. (Annually, checking records of tax.) 5 x 8 cards and bundles (4), 6 ft. 6 in., in steel filing case and on steel card cabinet. Dirty. R. 18, basement (Bldg. B). (1469, 1816)

402. NARCOTIC STAMP TAX, July 1, 1929 - June 30, 1930; July 1, 1932 - June 30, 1933. Bookkeeper's record of sale of narcotic stamps; copy is kept by Cashier's Department, Narcotic Section. Filed chronologically. (Annually, auditing accounts.) 12 x 16 loose papers, 6 in., in steel filing case. Dirty. R. 18, basement (Bldg. B). (1621)

403. NARCOTICS, CASHIER'S COPY, Jan. 1, 1929 to date. Record of special narcotic taxes, copies of which are made for cashier, Collector, and control clerk; this is a duplicate of cashier's copy. Filed chronologically. (Daily, official.) 12 x 15 loose papers, 1 ft., in steel filing case. R. 240, hall files (Bldg. B). (789)

404. INVENTORY OF OPIUM, July 1, 1930 - June 30, 1931. Record of special taxes imposed on all persons dispensing or administering taxable narcotic drugs and preparations, showing names and classes covered by application, amount of annual tax imposed, and narcotics on hand. Filed alphabetically. (Annually, checking narcotics.) 8½ x 11 folders, 6 ft., in steel filing case. Dirty. R. 18, basement (Bldg. B). (1508)

405. REPORTS ON OPIUM, July 1, 1930 - June 30, 1931. Record of all persons dispensing or administering taxable narcotic drugs, showing amounts of tax imposed and drugs on hand. Filed alphabetically. (Annually, checking narcotic taxes.) 8½ x 11 folders, 4 ft., in steel filing case. Dirty. R. 18, basement (Bldg. B). (1522)

406. DELINQUENT NARCOTIC TAXES, July 1, 1930 - June 30, 1933. All communications and adjustments between Narcotic Tax Section and taxpayers in regard to delinquent narcotic taxes. No dispenser is allowed to administer or distribute these narcotics until taxes are paid. Filed alphabetically. (Annually, making adjustments in narcotic tax cases.) 8½ x 11 folders, 4 ft., in steel filing case. Dirty. R. 18, basement (Bldg. B). (1487)

407. SPECIAL TAX RETURNS, Nov. 12, 1930 - June 30, 1933. Returns on oleomargarine and filled cheese, showing name, address, and serial number of taxpayer, date return was filed, and amount and kind of tax. Filed alphabetically. (Annually, as records of tax returns.) 6 x 9 loose papers, 5 ft., in 4 steel drawers on steel filing case. Damaged by handling and faulty containers, dirty. R. 18, basement (Bldg. B). (1124)

408. INDIVIDUAL REPORTS OF DOCTORS AND DRUGGISTS, July 1, 1930 to date. Records pertaining to the Harrison Narcotic Law as amended, doctors' report; reports are sent to Washington, and duplicates are filed in the Narcotic Tax Section. Filed alphabetically. (Daily, checking individual cases.) 8½ x 11 folders, 6 ft., in wooden filing case. R. 240, hall files (Bldg. B). (740)

409. RETURNS, HARRISON NARCOTIC LAW, July 1, 1930 to date. Registration and reregistration of doctors in Georgia. Filed chronologically. (Daily, checking all doctors eligible to dispense drugs and class or classes of annual taxes paid.) 5 x 8 cards, 48 ft., in 4 wooden card cabinets. R. 240 (Bldg. B). (846)

410. CORRESPONDENCE AND MONTHLY RETURNS ON OLEOMARGARINE, Jan. 1, 1931-Dec. 31, 1934. Returns of retail and wholesale dealers in colored and uncolored oleomargarine; also correspondence with Commissioner and taxpayers relative to oleomargarine tax returns. Filed alphabetically. (Annually, checking old cases which have been questioned.) 8½ x 11 folders, 8 ft., in steel filing case. Dirty. R. 18, basement (Bldg. B). (1655)

411. NARCOTIC TAX, July 1, 1931 to date. Record of special taxes imposed on all persons dispensing or administering taxable narcotics and preparations, showing name and class or classes covered by application and amount of annual tax imposed. Filed chronologically. (Daily, checking lists of persons dispensing and administering taxable narcotics in Georgia.) 3 x 5 cards, 12 ft., in wooden card cabinet. R. 240 (Bldg. B). (850)

412. ORDERS FOR LARGE CIGAR STAMPS, Jan. 27, 1932 - June 7, 1933. Name of dealer, place of business, and amount of stamps ordered. Filed alphabetically. (Annually, checking records of dealers upon investigation or inquiry.) 5 x 10 bundles (6), 6 in., in steel filing case. Dirty. R. 18, basement (Bldg. B). (1618)

413. RETAIL DEALERS' FERMENTED MALTED LIQUOR RETURNS, July 1, 1932 - June 30, 1934. Applicant for special tax stamp affirms that his statements are true and correct. Indexed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft. 6 in., in steel card cabinet. R. 240 (Bldg. B). (1029)

414. WASHINGTON LIST OF NARCOTIC REGISTRATIONS, Jan. 1, 1932 to date. List of narcotic registrants, doctors, and druggists, sent to Washington. Filed chronologically. (Daily, checking individual cases.) 8½ x 11 folders, 1 ft., in wooden filing case. R. 240, hall files (Bldg. B). (741)

415. WHOLESALE AND RETAIL RETURNS ON LIQUOR AND BEER, July 1, 1932 to date. Applicant for special tax stamp affirms that his statements are true and correct. Indexed alphabetically. (Daily, official.) 3 x 5 cards, 6 in., in steel card cabinet. R. 240 (Bldg. B). (1014)

416. GENERAL CORRESPONDENCE, July 1, 1933 - June 30, 1934. Correspondence with taxpayers, relative to narcotic drugs and preparations. Filed alphabetically. (Annually, checking narcotic tax records.) 8½ x 11 folders, 2 ft., in steel filing case. Dirty. R. 18, basement (Bldg. B). (1521)

417. ORDERS FOR CIGARETTE AND CIGAR STAMPS, Dec. 30, 1933 - May 2, 1935. Orders for small cigar and cigarette stamps which each dealer is required to purchase, showing place of business, name of dealer, and number of stamps ordered. Filed alphabetically. (Annually, checking records upon investigation or inquiry.) 5 x 8 bundles (6), 6 in., in steel filing case. Dirty. R. 18, basement (Bldg. B). (1620)

418. MISCELLANEOUS FILE, Jan. 1, 1933 to date. Reports on taxes on cigars, cigarettes, narcotics, wines, liquors, and beers, indicating taxpayer and his taxable products. Filed alphabetically. (Daily, as reference to taxpayers' taxable products.) 8½ x 11 folders, 2 ft., in steel filing case. R. 240 (Bldg. B). (983)

419. REQUISITIONS FOR OPIUM AND MORPHINE, July 1, 1933 to date. Requisitions from persons or firms for drugs to be used in accordance with provisions of Act of December 17, 1914, as amended, signed by purchaser and Collector. Filed alphabetically. (Daily, official.) 5 x 8 cards, 10 ft., in wooden card cabinet. R. 240 (Bldg. B). (848)

420. RETAIL AND WHOLESALE FERMENTED MALT LIQUOR RETURNS, July 1, 1933 to date. Applicant for the special tax stamp affirms that his statements are true and correct. Filed alphabetically. (Daily, official.) 3 x 5 cards, 11 ft., in steel card cabinet. R. 240 (Bldg. B). (1016)

421. MONTHLY RETURNS ON DISTILLED SPIRITS, Jan. 1 - Nov. 28, 1934. Also list of excess collections and offers in compromise; a record of these returns is posted in the control ledger and in the cashier's journal, with which the report is checked. Indexed chronologically. (Never.) 12 x 14 vol., 6 in., on floor. Dirty. R. 18, basement (Bldg. B). (1417)

422. EXECUTED INVENTORIES, Jan. 1, 1934 to date. Form 713, inventories of narcotic drugs and preparations doctors and druggists have on hand when registering. Filed alphabetically. (Daily, for information relative to drug supplies.) 8½ x 11 folders, 12 ft., in 2 wooden filing cases. R. 240, hall files (Bldg. B). (787)

423. RETAIL AND WHOLESALE DEALERS' FERMENTED LIQUOR RETURNS, July 1, 1934 to date. Applicant for the special tax stamp affirms his statements are true and correct. Filed alphabetically. (Daily, official.) 5 x 8 cards, 3 ft., in wooden filing case. R. 240 (Bldg. B). (990)

424. GENERAL CORRESPONDENCE, NARCOTICS, Jan. 1, 1935 to date. Correspondence with doctors, druggists, and Washington, relative to delinquent cases. Filed alphabetically. (Daily, official.) 8½ x 11 folders, 8 ft., in wooden filing case. R. 240, hall files (Bldg. B). (728)

425. NARCOTIC TAX, July 1, 1935 to date. Record of special narcotic taxes imposed on doctors, wholesale and retail druggists, and persons who sell or dispense taxable narcotic drugs and preparations from original packages; also list of practitioners, physicians, dentists, veterinary surgeons, and others lawfully entitled to administer taxable narcotic drugs to patients. Filed alphabetically. (Daily, checking taxes paid by all persons eligible for dispensing narcotic drugs.) 3 x 5 cards, 5 ft. 6 in., in 3 wooden card cabinets. R. 240 (Bldg. B). (845, 847, 851)

426. MISCELLANEOUS TAX, July 1, 1935 to date. Retail and wholesale tax returns on malt liquors. Applicant for special tax stamps affirms that his statements are true and correct. Filed alphabetically. (Daily, as reference in connection with tax on malt liquors.) 5 x 8 cards, 3 ft. 6 in., in wooden filing case. R. 240 (Bldg. B). (988)

427. WASHINGTON LIST, July 1, 1935 to date. List of delinquent narcotic taxpayers, discontinued registrants, removals in Georgia, transfers, and reregistrants; list is sent to Washington. Filed alphabetically. (Monthly, checking lists.) 3 x 5 cards, 1 ft., in wooden card cabinet. R. 240 (Bldg. B). (849)

428. WHOLESALE AND RETAIL RETURNS ON BEER, July 1, 1935 to date. Applicant for special tax stamp affirms that his statements are true and correct. Indexed alphabetically. (Daily, official.) 5 x 8 cards, 4 ft., in wooden filing case. R. 240 (Bldg. B). (1018)

429. WHOLESALE AND RETAIL RETURNS ON LIQUOR AND BEER, July 1, 1935 to date. Applicant for the special tax stamp affirms that his statements are true and correct. Indexed alphabetically. (Daily, official.) 3 x 5 cards, 10 ft., in steel card cabinet. R. 240 (Bldg. B). (989)

430. EXEMPT OFFICIALS, Jan. 1, 1936 to date. Record of officials not required to pay tax because they are in charge of county, state, or federal institutions. Filed alphabetically. (Monthly, for reports and information for taxpayers.) 8½ x 11 folders, 6 in., in wooden filing case. R. 240, hall files (Bldg. B). (773)

431. INDIVIDUAL REPORTS, Jan. 1, 1936 to date. Reports showing that registrant has been advised of his privilege of submitting an offer in compromise in cases in which he has been delinquent on three or more occasions; privileges of compromise are extended by this office, as ordered by Commissioner. After reports are forwarded to Washington, some of the claims are

paid, others held pending further instructions from Washington. Taxpayer is again extended privilege of submitting, by order of Commissioner. Filed alphabetically. (Daily, official, public.) 8½ x 11 folders, 12 ft., in 2 wooden filing cases. R. 240, hall files (Bldg. B). (775)

432. MISCELLANEOUS TAXES, May 10, 1936 to date. Suspense file, pertaining to taxes on narcotics, wine, liquors, beers, cotton, cigars, and cigarettes; records are kept in this file for twenty days, then put in closed file when paid. Filed numerically. (Daily, as reference for taxpayers.) 8½ x 11 folders, 6 ft., in steel filing case. R. 240 (Bldg. B). (886)

Processing Tax Division

433. TAXABLE INDEX, Aug. 1, 1933 - Apr. 30, 1936. Filed alphabetically. (Daily, official.) 3 x 5 cards, 77 ft., in 10 steel filing cases. R. 237 (Bldg. B). (526)

434. MASTER CARDS ON WHEAT AND CORN, Aug. 1 - Nov. 1, 1935. Index to processing tax on wheat and corn returns, showing name, address, and serial number of taxpayer, date, amount of wheat and corn returns, and amount of tax paid. Filed alphabetically as to county. (Annually, auditing questioned records.) 6 x 9 cards, 1 ft. 6 in., in steel card cabinet. Dirty. R. 18, basement (Bldg. B). (1802)

435. NONTAXABLE ACCOUNTS, Aug. 1, 1935 - Apr. 30, 1936. Index to nontaxable accounts, showing serial number. Filed alphabetically. (Daily, official.) 5 x 9 cards, 24 ft., in steel filing case. R. 237 (Bldg. B). (550)

436. MASTER RECORD, Aug. 1, 1935 - Apr. 30, 1936. Owner's name and account number of process or gin tax which has been paid on wheat, corn, hogs, tobacco, cotton, sugar, or peanuts. Filed alphabetically. (Daily, official.) 5 x 8 cards, 12 ft., in 2 steel filing cases. R. 237 (Bldg. B). (568)

437. INVENTORY RECORD OF TOBACCO RETURNS, Nov. 1 - 29, 1933. Duplicates of annual inventories of tobacco for season of 1933, showing names, descriptions, and quantities of tobacco in possession of applicants at close of season; originals in Washington. Filed chronologically. (Annually, official.) 8½ x 11 folders, 1 ft., in steel filing case. Dirty. R. 240 and basement (Bldg. B). (1045)

438. INVENTORY RECORD OF WHEAT RETURNS, July 12 - Sept. 25, 1933. Duplicates of annual inventories of wheat for season of 1933, showing names, descriptions, and quantities of wheat and wheat products in possession of applicants at close of season; originals in Washington. Filed chronologically. (Annually, official.) 8½ x 11 folders, 4 ft., in steel filing case. Dirty. R. 240 and basement (Bldg. B). (1047)

439. INVENTORY, RECORD, AND RETURN ON COTTON AND COTTON PRODUCTS, Jan. 3 - Nov. 18, 1933. Duplicates of annual inventories of cotton and cotton

products for the season of 1933, showing name of grower, description, and quantity of cotton and cotton products in possession of applicants at close of season. Filed chronologically. (Annually, official.) 8½ x 11 folders, 21 ft., in 4 steel filing cases. Dirty. R. 18, basement (Bldg. B). (1127, 1093)

440. INVENTORY, RECORD, AND RETURN ON FIELD CORN, FIELD CORN PRODUCTS, AND CORN, Aug. 8, 1933 - Jan. 8, 1934. Duplicates of annual inventories for the season of 1933, showing name of applicant, description, and quantity in possession of applicants at close of season; originals in Washington. Filed chronologically. (Annually, official.) 8½ x 11 folders, 4 ft. 6 in., in 3 steel filing cases. Dirty. R. 18, basement (Bldg. B). (1126, 1092, 1046)

441. INVENTORY, RECORD, AND RETURN ON HOGS, Nov. 1, 1933 - Nov. 2, 1934. Duplicates of annual inventories of hogs for the season of 1933, showing name of applicant, description, and quantity of hogs in possession of applicants at close of the season. Filed chronologically. (Annually, official.) 8½ x 11 folders, 1 ft. 6 in., in 2 steel filing cases. Dirty. R. 18, basement (Bldg. B). (1094, 1125)

442. FLOOR STOCK RETURNS ON COTTON, Aug. 1, 1933 - Nov. 1935. Filed alphabetically. (Monthly, official.) 8½ x 11 folders, 4 ft., in steel filing case. R. 240, hall files (Bldg. B). (721)

443. MONTHLY RETURNS OF PROCESSORS OF WHEAT, Aug. 1933 - Nov. 30, 1935. Show transactions involving processing of wheat, quality, stripped, delivered, or destroyed, and description, with copies of producers' affidavits to support claims for exemption from processing tax. Filed alphabetically. (Monthly, official.) 8½ x 11 folders, 2 ft., in steel filing case. R. 240, hall files (Bldg. B). (722)

444. MONTHLY RETURNS OF PROCESSORS OF COTTON, Aug. 1, 1933 - Dec. 31, 1935. Record and account of all transactions involving processing of cotton and cotton products, showing quality of cotton and cotton products shipped, delivered, or destroyed during the month, and description of article, with copies of producers' affidavits to support claims for exemption from processing tax. Filed alphabetically. (Monthly, official.) 8½ x 11 folders, 4 ft., in steel filing case. R. 240, hall files (Bldg. B). (718)

445. MONTHLY RETURNS OF PROCESSORS OF HOGS, CORN, AND WHEAT, Jan. 1, 1933 - Dec. 31, 1935. Show transactions involving processing of hogs, quantity shipped, delivered or destroyed, and description of article, with copies of producers' affidavits to support claims for exemption from processing tax. Filed alphabetically. (Monthly, official.) 8½ x 11 folders, 33 ft. 4 in., in 5 steel filing cases. R. 240, hall files (Bldg. B). (719)

446. PROCESSING AND FLOOR TAX, MISCELLANEOUS, Jan. 1933 - Dec. 1935. Reports on processing and floor taxes on cotton fabrics and flour. Filed alphabetically. (Annually, official.) 8½ x 11 folders, 4 ft., in steel filing case. R. 240, hall files (Bldg. B). (648)

447. ALPHABETICAL LIST OF PROCESSORS, Aug. 1, 1933 - Jan. 6, 1936. List of manufacturers who convert raw materials into finished products. Filed alphabetically. (Daily, official.) 3 x 5 cards, 4 ft., in steel filing case. R. 237 (Bldg. B). (570)

448. RECORD OF SUITS FOR RECOVERY OF PROCESSING AND FLOOR TAXES, Aug. 1, 1933 - Jan. 6, 1936. Filed alphabetically. (Daily, official.) 8½ x 11 loose papers, 1 ft., in steel filing case. R. 239 (Bldg. B). (571)

449. PROCESSING TAX LEDGER, July 9, 1933 - Apr. 30, 1936. Record of cotton ginning and tobacco taxes, amount of assessment payments, and abatement of such taxes. Filed chronologically. (Daily, official.) 12 x 14 vols. (12), 3 ft., on wooden desk. R. 239 (Bldg. B). (569)

450. PROCESSING TAX, Jan. 1, 1933 - Jan. 1, 1936. Relates to products no longer taxed: corn, wheat, cotton, hogs, rice, tobacco, paper, jute, sugar, and peanuts. Filed alphabetically. (Daily, official.) 8½ x 11 folders, 2 ft., in steel filing case. R. 240 (Bldg. B). (984)

451. GENERAL CORRESPONDENCE, Jan. 1, 1933 to date. Record of claims for refund; also relative correspondence. Filed alphabetically. (Daily, to file new processing claims and as reference and for information regarding persons who have filed them.) 8½ x 11 folders, 40 ft., in 5 steel filing cases. R. 240 (Bldg. B). (870)

452. INJUNCTIONS, Jan. 1, 1933 to date. Record of all suits brought by taxpayers, involving adjustment of processing taxes. Filed alphabetically. (Daily, official.) 8½ x 11 folders, 6 ft., in steel filing case. R. 240 (Bldg. B). (871)

453. PROCESSING LAWSUITS AND INJUNCTIONS, Jan. 1, 1933 to date. Record of suits and proceedings for violations of law. Filed alphabetically. (Daily, official.) 3 x 5 cards, 2 ft., in wooden card cabinet. R. 240 (Bldg. B). (985)

454. PROCESSING TAX, CLOSED, Jan. 1, 1933 to date. Record of paid processing taxes, kept in file for five years and then filed permanently. Filed numerically. (Daily, official.) 8½ x 11 folders, 16 ft., in 2 steel filing cases. R. 240 (Bldg. B). (887)

455. PROCESSING TAX AND COTTON GINNING, June 1, 1933 to date. Monthly returns. Filed alphabetically. (Monthly, official.) 8½ x 11 folders, 16 ft., in 2 steel filing cases. R. 240, hall files (Bldg. B). (717)

456. TOBACCO RETURNS, Aug. - Sept. 1934. TA forms 111 and 112, returns of all bona fide sales and resales of tobacco harvested. Filed alphabetically. (Weekly, official.) 8½ x 11 folders, 16 ft., in 2 steel filing cases. R. 240, hall files (Bldg. B). (638)

457. RETURNS OF PROCESSORS OF SYRUP, Nov. 1 - Dec. 31, 1934. Returns of processors, executed in duplicate, showing amount of sugar cane juice made into syrup. Filed alphabetically. (Monthly, official.) 8½ x 11 folders, 8 ft., in steel filing case. R. 240, hall files (Bldg. B). (650)

458. INFORMATION RETURNS SUPPLIED BY PROCESSORS OF COTTON AND EXPORTS OF COTTON, Aug. 1934 - Feb. 10, 1935. Total number of bales exported, emptied, or broken, total number of certificates of tagging submitted with returns, and total number of bale tags detached at time of emptying or breaking bale. Filed alphabetically. (Daily, official.) 8½ x 11 folders, 6 ft., in steel filing case. R. 240, hall files (Bldg. B). (619)

459. FLOOR STOCK, RELATING TO SUGAR BEETS AND SUGAR CANE, MISCELLANEOUS, Aug. 1934 - Mar. 1935. Returns of processors of sugar beets, sugar cane, or raw sugar on hand, received, disposed of, and in process, direct consumption sugar produced from first domestic processing, direct consumption sugar processed for producer for export without payment of tax, and qualities of sugar delivered to producers for export. Filed alphabetically. (Monthly, official.) 8½ x 11 folders, 8 ft., in steel filing case. R. 240, hall files (Bldg. B). (647)

460. AUDIT RECORD, GINNERS' RETURNS, AND RELATIVE CORRESPONDENCE, Aug. 1934 - May 1935. Form 163, monthly returns of ginners of cotton, indicating date ginned, owner's name, county in which cotton was produced, serial number of certificate of tagging issued as to bale tag attached, or of lien card attached to each bale, weight of lint cotton ginned, serial number of certificate, weight in pounds covered by certificate of affidavit, and ginner's bale number. Filed numerically. (Monthly, official.) 8½ x 11 folders, 2 ft., in steel filing case. R. 240, hall files (Bldg. B). (608)

461. BONDS AND RELATED DOCUMENTS FOR THE ISSUANCE OF DUPLICATE CERTIFICATES OF TAGGING, Aug. 1934 - May 1935. Form 2, affidavits that certificates of tagging were lost, destroyed, or stolen, and under what condition and through no negligence or connivance of owner of cotton; Form 33, affidavits of individual surety on bond; and Form 110, bonds for issuance of duplicate certificates of tagging. Filed alphabetically. (Daily, official.) 8½ x 11 folders, 4 ft., in steel filing case. R. 240, hall files (Bldg. B). (609)

462. RETURNS OF PROCESSORS OF CORN, Aug. 1, 1934 - May 31, 1935. Show transactions involving processing of corn and corn products, quality, shipped, delivered or destroyed, and description, with copies of producers' affidavits to support claims for exemption from processing tax. Filed alphabetically. (Monthly, official.) 8½ x 11 folders, 30 ft., in 4 steel filing cases. R. 240, hall files (Bldg. B). (720)

463. RECEIPTS FOR SAMPLE COTTON AND LOST BALE TAGS AND FOR COPIES OF BALE TAGS, REPORTS TO WASHINGTON, Aug. 1934 - June 1935. Filed chronologically. (Daily, for identification of owner and making reports.) 8½ x 11 folders, 2 ft., in steel filing case. R. 235 (Bldg. B). (498)

464. RETURNS FOR REGISTRY, LEAF TOBACCO, Aug. 1, 1934 - June 30, 1935. Returns of dealers in leaf tobacco who must register on date they begin business and also during July of each year. Filed alphabetically. (Annually, auditing investigated cases.) 8½ x 11 folders, 2 ft., in steel filing case. Dirty. R. 18, basement (Bldg. B). (1617)

465. RETURNS ON WHEAT, Feb. 28, 1934 - Sept. 30, 1935. Monthly returns on wheat and wheat products, showing name of grower and description and quantity of wheat and wheat products in possession of applicant at close of season; originals in Washington. Filed alphabetically. (Annually, official.) 8½ x 11 folders, 1 ft., in canvas mail basket. R. 10, basement (Bldg. B). (1255)

466. GINNER'S (COMBINED) APPLICATIONS FOR BALE TAGS, CERTIFICATES OF TAGGING, AND LIEN CARDS, July 1934 - June 1935. GT Form 101, with ginner's receipts for tags and certificates. Filed numerically. (Annually, official.) 8½ x 11 folders, 7 ft., in steel filing case. R. 240, hall files (Bldg. B). (637)

467. CASES RELATING TO PROCESSING TAXES AND COTTON GINNING, CLOSED, Jan. 1, 1934 - Dec. 31, 1935. Filed chronologically. (Monthly, official.) 8½ x 11 folders, 2 ft., in steel filing case. R. 240, hall files (Bldg. B). (651)

468. COTTON EXEMPTIONS, Jan. 1, 1934 - Dec. 31, 1935. Monthly returns of ginners, indicating exemption serial numbers, affidavits of producers with respect to lint cotton stored. Filed alphabetically. (Annually, official.) Variously sized bundles (1500), 336 ft., on wooden shelves. R. 10, basement (Bldg. B). (1285)

469. MONTHLY RETURNS OF PROCESSORS OF PEANUT AND TOBACCO PRODUCTS, Jan. 1934 - Dec. 1935. Record and account of all transactions involving processing of peanut and tobacco products, indicating quantity of peanuts and tobacco products shipped, delivered, or destroyed during the month, and description of article, with copies of producers' affidavits to support claims for exemption from processing tax. Filed alphabetically. (Monthly, official.) 8½ x 11 folders, 2 ft., in steel filing case. R. 240, hall files (Bldg. B). (695)

470. RETURNS OF SUGAR CANE AND CORN, Jan. 1, 1934 - Dec. 1935. Reports from producers, showing accurate record and account of all transactions involving processing of sugar cane or corn and products thereof, quantity of sugar cane and corn products shipped, delivered, or destroyed during month, and description of article, with copies of producers' affidavits to support claims for exemption from processing tax. Filed alphabetically. (Monthly, official.) 8½ x 11 folders, 2 ft., in steel filing case. R. 240, hall files (Bldg. B). (694)

471. RETURNS OF PRODUCERS OF COTTON AND AFFIDAVITS, Oct. 1 - Dec. 31, 1934; Nov. 1935 - Feb. 10, 1936. GT Form 106, affidavits of producers with respect to lint cotton to be stored; and GT Form 107, showing number of lien card, bale weight of lint cotton as shown on lien card, exemption certificate number, weight in pounds covered by certificate, taxable cotton, serial numbers of bale tags issued and certificate tagging, and date. Filed numerically and alphabetically. (Annually, official.) 8½ x 11 folders, 18 ft., in 5 steel filing cases. R. 240, hall files (Bldg. B). (618, 612)

472. GINNERS' BALE TAG BONDS, July 1934 - Jan. 1936. Form 102, filed in duplicate. Filed alphabetically. (Daily, for statistical purposes, information making reports, and for taxpayers.) 8½ x 11 folders, 6 ft., in steel filing case. R. 235 (Bldg. B). (475)

473. COTTON EXEMPTION CERTIFICATES, Jan. 1, 1934 - Apr. 18, 1936. Certificates issued to producers to cover cotton produced under allotment; can be transferred only through office of County Cotton Production Control Association. Filed numerically. (Annually, official.) 4 x 6 folders, 2 ft., in pasteboard box on wooden shelf. R. 10, basement (Bldg. B). (1240)

474. GIN TAG NUMBER ENVELOPES, Jan. 1, 1934 - Apr. 18, 1936. Envelopes with gin tag numbers, showing names and locations of gins, date of ginning, names and addresses of owners, county in which cotton was produced, base, certificate of tagging, government bale tag, farmer's exemption certificate and tax lien card numbers, bale weight (gross, tare, and net) in pounds, coupons pulled, pounds of taxable and tax lien cotton, and amount of tax collected. Filed numerically. (Annually, official.) 3½ x 10 and 4 x 6 envelopes and bundles (37), 54 ft., in 3 pasteboard boxes on 2 wooden shelves and in wooden cabinet. R. 10, basement (Bldg. B). (1234, 1253, 1239)

475. GINNERS' RETURNS ON COTTON, Jan. 1, 1934 - Apr. 18, 1936. Monthly returns, showing date of ginning, name of owner, county in which cotton was produced, serial number of certificate of tagging issued or lien card attached to each bale, actual weight of lint cotton ginned, serial number of exemption certificates, weight in pounds covered by certificate, taxable cotton, ginner's bale number, name and address of ginner, date, location of gin, and rate of tax per pound of lint cotton, with account of bale tags, certificate of tagging, and lien cards. Filed numerically. (Annually, official.) 8½ x 11 folders and variously sized bundles (2,429), 434 ft., on 208 wooden shelves. R. 10, basement (Bldg. B). (1241)

476. AUDIT RECORD, 1934 - 1936. Record shows month and number of bales ginned. Filed alphabetically. (Daily, official.) 5 x 8 cards, 3 ft., in wooden filing case. R. 235 (Bldg. B). (499)

477. AUDIT RECORD, 1934 - 1936. Record of tags and certificates shipped to ginners, showing serial number and return serial number. Filed alphabetically. (Daily, checking ginners' tags and certificates.) 5 x 8 cards, 6 ft., in wooden filing case. R. 235 (Bldg. B). (494)

478. BALE TAGS LOST, 1934 - 1936. Record of lost bale tags, showing name and address of owner, quality of cotton sent to ginner, and owner's tag number. Filed alphabetically. (Daily, official.) 5 x 8 cards, 6 in., in wooden filing case. R. 235 (Bldg. B). (522)

479. BONDS, 1934 - 1936. Record of bonds establishing right of ginner to operate. Filed alphabetically. (Semi-annually, official.) 5 x 8 cards, 6 ft., in wooden filing case. R. 235 (Bldg. B). (524)

480. CLAIMS FOR REFUND, 1934 - 1936. When a taxpayer feels that he has paid too much tax and asks for a refund amounting to difference between amount paid and amount due, a claim is sent to Washington to be rejected or accepted. Filed alphabetically. (Daily, ascertaining amount of claim and making monthly reports.) 5 x 9 cards, 4 ft., in steel filing case. R. 237 (Bldg. B). (572)

481. RECORD OF TAGS AND CERTIFICATES SENT OUT, FOR SAMPLE COTTON, 1934 - 1936. Record of tags and certificates furnished companies handling cotton. Filed alphabetically. (Semi-annually, as record in case question arises concerning ownership of cotton.) 5 x 8 cards, 1 ft. 6 in., in wooden filing case. R. 235 (Bldg. B). (525)

482. SUPPLIES SENT OUT, 1934 - 1936. Record of bale tags and certificates of tagging, used to identify owner's cotton in ginning process. Filed alphabetically. (Daily, official.) 5 x 8 cards, 6 ft., in wooden filing case. R. 235 (Bldg. B). (479)

483. MIMEOGRAPH INSTRUCTIONS, June 1934 to date. Instructions relative to Bankhead Bill, issued by the Bureau. (Daily, for guidance in operating business.) 8½ x 11 folders, 6 in., in desk. R. 235 (Bldg. B). (523)

484. REFUND SCHEDULES, Jan. 1934 to date. Record of claims for refund and abatement sent to Washington for rejection or acceptance. Filed alphabetically. (Daily, official.) 3 x 5 cards, 4 ft., in steel card cabinet. R. 237 (Bldg. B). (636)

485. PRODUCERS' CERTIFICATES, Nov. 1935. Duplicates of producers' affidavits of exemption on cotton used by family or employees; original is kept on premises where ginning is done. Filed chronologically. (Annually, official.) 8½ x 11 bundles (8), 5 ft., on wooden cabinet. R. 10, basement (Bldg. B). (1233)

486. CERTIFICATES OF TAGGING BOND, DUPLICATE, Oct. 14 - Dec. 24, 1935. Record of reasons for duplicates, place, and time of replacement. Filed alphabetically. (Monthly, to establish ownership of cotton and making reports.) 8½ x 11 folders, 1 ft., in steel filing case. R. 235 (Bldg. B). (477)

487. APPLICATIONS FOR BALE TAGS, RECEIPTS NOT RECEIVED AND SIGNED, Aug. 21 - Dec. 3, 1935. Record of bale tags ordered for which receipt was not signed or returned. Filed chronologically. (Monthly, to verify order and delivery.) 8½ x 11 folders, 6 in., in steel filing case. R. 235 (Bldg. B). (476)

488. DAILY REPORTS OF FIELD GIN DEPUTIES, July - Dec. 1935. Name of station, gins contacted, condition, and full report of activities. Filed numerically. (Daily, to ascertain specific data relative to subject of investigation.) 8½ x 11 folders, 3 ft., in steel filing case. R. 240, hall files (Bldg. B). (607)

489. GINNERS' APPLICATIONS, July - Dec. 1935. Form 101, combined applications of ginners for bale tags, certificates of tagging, and lien

cards. Filed numerically. (Weekly, to verify ginner's record.) 8½ x 11½ folders, 4 ft., in steel filing case. R. 235 (Bldg. B). (441)

490. INVENTORY AND RETURN OF FLOOR STOCKS OF TOBACCO, Jan. 1 - Sept. 1, 1935. Record of leaf tobacco subject to processing tax; processor passes on tax to consumer; if tobacco was on floor before tax cancellation of January 1936 and not sold until after that, the owner can claim exemption from tax. Filed alphabetically. (Annually, to establish any claim that is questioned, if ruled unconstitutional, or refund is claimed.) 8½ x 11 folders, 6 ft., in steel filing case. R. 240, hall files (Bldg. B). (649)

491. CORRESPONDENCE, Feb. 18 - Nov. 3, 1938. Correspondence with the Bureau, acknowledging receipts for cotton bale tags, certificates of tagging, and lien cards from cotton ginners, with audit record of cotton ginners' returns. Filed alphabetically and numerically. (Annually, checking old records under investigation.) 8½ x 11 folders, 7 ft., in steel filing case. Damaged by handling, dirty. R. 19, basement (Bldg. B). (1784)

492. TAXABLE RETURNS ON TOBACCO, SALES TAX, Aug. 1, 1935 - Jan. 6, 1936. Statements of amounts given in returns of taxes on tobacco sales made by growers. Filed numerically. (Semi-weekly, to certify payments.) 8½ x 11 folders, 6 ft., in steel filing case. R. 239 (Bldg. B). (567)

493. MISCELLANEOUS FILE AND MONTHLY REPORT TO COMMISSIONER, June 1935 - Feb. 10, 1936. Correspondence relative to ginners' bale bonds, with correspondence and reports relative to monthly tag reports. Filed alphabetically. (Weekly, official.) 8½ x 11 folders, 1 ft., in steel filing case. R. 235 (Bldg. B). (496)

494. GINNERS' AFFIDAVITS AND RETURN BILLS, July 1935 - Feb. 1936. Affidavits as to amount to be ginned, return bills acknowledging affidavits, and receipts for ginning. Filed alphabetically. (Weekly, official.) 8½ x 11 folders, 2 ft., in steel filing case. R. 235 (Bldg. B). (438)

495. BONDS NO LONGER IN USE, July 9, 1935 - May 12, 1936. Bonds of previous year, either discontinued or cancelled. Filed alphabetically. (Monthly, official, public.) 8½ x 11 folders, 2 ft., in steel filing case. R. 235 (Bldg. B). (497)

496. RECORD OF FIELD INVESTIGATIONS, Aug. 1, 1935 - Apr. 30, 1936. Field deputy clerk's record of investigation of returns. Filed alphabetically. (Daily, official.) 5 x 9 cards, 2 ft., in steel filing case. R. 237 (Bldg. B). (610)

497. SAMPLE COTTON AND LOST BALE TAG APPLICATIONS, Sept. 1935 - Feb. 10, 1936. Original and duplicate receipts signed and returned, showing number and serial number of lost mail tags and certificate of tagging numbers. Filed numerically. (Weekly, official.) 8½ x 11½ folders, 2 ft., in steel filing case. R. 236 (Bldg. B). (440)

498. SUSPENSE FILE, Sept. 1935 - Feb. 10, 1936. GT Form 106, affidavits of producers with respect to lint cotton to be stored; GT Form 107, returns, indicating number of lien cards, bale weights of lint cotton as shown on

lien cards, exemption certificate number, weight in pounds covered by certificate, taxable cotton, serial numbers of bale tags issued and certificate tagging, and date. Filed alphabetically. (Weekly, official, public.) 8½ x 11½ folders, 1 ft., in steel filing case. R. 235 (Bldg. B). (442)

499. GENERAL CORRESPONDENCE, Sept. 1935 - May 1936. Correspondence relating to cotton ginning. Filed chronologically. (Daily, official.) 8½ x 11 folders, 2 ft., in steel filing case. R. 235 (Bldg. B). (478)

500. LIST OF COTTON GINNERS, 1935 - 1936. Names of cotton ginners in 1935 and 1936. Filed alphabetically. (Daily, official.) 3 x 6 cards, 3 ft., in wooden filing case. R. 235 (Bldg. B). (495)

501. MISCELLANEOUS LETTERS, Sept. 1, 1935 to date. Correspondence with processors. Filed chronologically. (Daily, official.) 8½ x 11 folders, 12 ft., in 2 steel filing cases. R. 240, hall files (Bldg. B). (696)

502. INFORMATION RETURNS, Feb. 1 - 10, 1936. GT Form 108, indicating date of export bill of lading, serial numbers of bale tag removed, and certificate of tagging. Filed alphabetically. (Weekly, official.) 8½ x 11 folders, 6 in., in steel filing case. R. 235 (Bldg. B). (443)

503. INFORMATION RETURNS OF TAX EXEMPTION, Feb. 1 - 10, 1936. Record of all shipments to foreign ports, copies and export bills; all cotton shipped to foreign countries is exempted from tax. (Weekly, official.) 10 x 16 loose papers, 6 in., in steel filing case. R. 235 (Bldg. B). (439)

504. RECORD OF NONTAXABLE ACCOUNTS, Jan. 6 - Apr. 30, 1936. Record of serial number, which is owner's identification number. Filed alphabetically. (Daily, official.) 3 x 5 cards, 2 ft., in steel filing case. R. 237 (Bldg. B). (611)

505. GENERAL CORRESPONDENCE, Apr. 8, 1936 to date. Correspondence relative to filing returns and supplies. Filed chronologically. (Daily, official.) 8½ x 10 folders, 6 in., in desk. R. 235 (Bldg. B). (521)

Income Tax Division

506. FIDUCIARY RETURNS, 1931 - 1935. Index to returns by trustee or administrator of an estate, showing name and address of trustee and number indicating where further information can be obtained. Filed alphabetically. (Daily, official.) 3 x 5 cards, 9 ft., in steel card cabinet. R. 223 (Bldg. B). (724)

507. PROPOSED ASSESSMENTS, Jan. 1, 1932 to date. Index to assessments proposed by Field Deputy; if previous assessment was more, a refund to taxpayer is made; if less, the proper amount is collected. Filed alphabetically. (Weekly, for years 1932 to 1935, and daily for 1935 to date, official.) 5 x 8 cards, 3 ft., in wooden card cabinet. R. 231 (Bldg. B). (559)

508. INDEX TO EXTENSIONS, Jan. 1, 1935 - Jan. 1, 1936. Shows extension on income tax returns and date for returns to be made. Filed alphabetically.

(Daily, official.) 3 x 5 index cards, 1 ft. 6 in., in steel card cabinet. R. 229 (Bldg. B). (483)

509. SUSPENSE FILE, Jan. 1935 - Jan. 1936. Index to cases not satisfactorily cleared, e. g., papers returned for proper signature or any hindrance to adjustment. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft. 6 in., in steel card cabinet. R. 229 (Bldg. B). (511)

510. INDEX TO LIVE WARRANTS, Jan. 1, 1935 - Jan. 1, 1936. Record of accounts held by the Field Division for collection. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft. 6 in., in steel card cabinet. R. 229 (Bldg. B). (481)

511. COMMISSIONERS' INDEX, Jan. 1, 1935 to date. Index to correspondence with Commissioner. Filed chronologically. (Daily, official.) 3 x 5 cards, 8 ft., in steel card cabinet. R. 229 (Bldg. B). (509)

512. COLLECTOR'S CLAIMS (FORM 53) ALLOWED, Aug. 1908 - Jan. 1, 1936. Form 815, record of Collector's claims, filed on Form 53, for uncollectable taxes approved by the Bureau. Filed alphabetically. (Monthly, official.) 3 x 5 cards, 3 ft., in steel card cabinet. R. 226 (Bldg. B). (633)

513. ABATEMENTS AND CREDITS ALLOWED ON INCOME TAX, Aug. 1908 to date. Record of allowances to taxpayers. Filed alphabetically. (Weekly, official.) 3 x 5 cards, 7 ft. 6 in., in steel card cabinet. R. 225 (Bldg. B). (577)

514. ESTATE TAX CLAIMS AND ACCOUNTS, Aug. 1908 to date. Record of claims filed by both estates and office, showing depreciation in real estate value or property and why estate is less than previously valued; also record of estate accounts. (When claims are adjusted and paid, record is transferred to a closed file.) Filed alphabetically. (Older records, tri-weekly; current records, daily, official.) 3 x 5 cards, 3 ft. 6 in., in steel card cabinet. R. 226 (Bldg. B). (579)

515. REFUNDS ALLOWED, Aug. 1908 to date. Record of refunds to taxpayers on overassessed income tax. Filed alphabetically. (Weekly, official.) 3 x 5 cards, 15 ft., in 4 steel card cabinets. R. 226 (Bldg. B). (576)

516. ADDITIONAL ASSESSMENTS, Dec. 1917 - Jan. 1, 1935. Record of additional income tax assessments after returns have been audited, showing name of taxpayer, serial number, balance due, and date paid. Filed alphabetically. (Weekly, official.) 3 x 5 cards, 22 ft. 6 in., in 3 steel card cabinets. R. 226 (Bldg. B). (659)

517. BANKRUPT FILE, Jan. 1920 - Dec. 1934. Proofs of claims, filed by taxpayers, correspondence relating to each case until approved by Bureau, correspondence with firms, corporations, and individuals relative to the military establishment, especially in field, prospective or individual officials, officers, enlisted men, and employees of the War Department. Filed alphabetically. (Monthly, official.) 8½ x 11 folders, 9 ft., in 2 steel filing cases. R. 223 (Bldg. B). (857)

518. LIENS, CLOSED, Jan. 1, 1920 - Dec. 31, 1934. Copies of liens filed against taxpayer's property as a result of unpaid taxes; also correspondence pertaining to investigation of cases. Lien has either been cancelled and tax paid or property seized to satisfy tax. Filed alphabetically. (Monthly, official.) 8½ x 11 folders, 9 ft., in 2 steel filing cases. R. 223 (Bldg. B). (875)

519. BANKRUPT FILE, Jan. 1, 1920 - Dec. 31, 1934. Correspondence pertaining to cases in which taxpayers have declared themselves bankrupt; these cases have been settled and recorded as nontaxable. Filed alphabetically. (Monthly, for information when Commissioner calls for account records pertaining to taxes in bankrupt cases.) 8½ x 11 folders, 9 ft., in 2 steel filing cases. R. 223 (Bldg. B). (877)

520. OFFERS IN COMPROMISE, CLOSED, Jan. 1, 1920 - 1934. Approved offers, submitted by insolvent taxpayers who offer to pay a part of tax assessed; also related correspondence. Filed alphabetically. (Monthly, official.) 8½ x 11 folders, 4 ft., in steel filing case. R. 223 (Bldg. B). (858)

521. INDIVIDUAL MASTER CARDS, 1925 - 1935. Record of income tax returns, showing name and address, year returns were filed, serial numbers, and amount of returns. Filed alphabetically. (Daily, official.) 5 x 8 cards, 50 ft., in steel card filing case. R. 223 (Bldg. B). (768)

522. CORPORATION CONSENT, 1926 - 1933. Record of subsidiary corporations giving consent for parent corporation to file consolidated tax return; this has not been allowed since 1933. Filed alphabetically. (Daily, official.) 3 x 5 cards, 3 ft., in steel card cabinet. R. 223 (Bldg. B). (771)

523. RECORD OF POWERS OF ATTORNEY, Jan. 1, 1929 to date. Before any information can be given to any person other than taxpayer about tax matters, the person must show that he is vested with power of attorney. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft. 6 in., in steel card cabinet. R. 226 (Bldg. B). (657)

524. WITHHOLDING TAX, Jan. 1, 1929 to date. Record of returns by corporations on dividends paid to stockholders, showing names of corporations, addresses, and serial number. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft. 6 in., in steel card cabinet. R. 223 (Bldg. B). (737)

525. INDIVIDUAL INCOME TAX RETURNS, 1930 - 1935. Original income tax returns for 1930 - 1935 of all individuals whose salaries are between $1000.00 and $5000.00 a year. Filed numerically. (Daily, official.) 8½ x 11 folders, 58 ft., in 8 steel filing cases. R. 223 (Bldg. B). (809)

526. INDIVIDUAL RETURNS, ORIGINAL, Jan. 1, 1931 - Dec. 31, 1935. Individual income tax returns by taxpayers whose salaries are $5000.00 or more a year. (They are sent to Washington to be filed.) Filed alphabetically. (Daily, official.) 8½ x 11 folders, 18 ft., in 3 steel filing cases. R. 223 (Bldg. B). (812)

527. PARTNERSHIP INCOME TAX, 1931 - 1935. Record of income tax returns filed by partnerships, showing names of taxpayers, addresses, serial number,

and the return account. Filed alphabetically. (Daily, official.) 3 x 5 cards, 34 ft., in steel card cabinet. R. 223 (Bldg. B). (738)

528. INCOME TAX REPORTS, Jan. 1, 1931 to date. Copies of monthly income tax reports. Filed alphabetically. (Daily, making income reports to Washington.) 8½ x 11 folders, 1 ft. 6 in., in steel filing case. R. 229 (Bldg. B). (560)

529. ESTATE TAX, Jan. 1932 - Dec. 31, 1934. Schedule of completed payments of estate tax, with original returns filed by taxpayers. Arranged alphabetically and filed chronologically. (Weekly, official and public.) 8½ x 11 folders, 2 ft., in steel filing case. R. 226 (Bldg. B). (658)

530. ESTATE TAX, LIVE FILE, 1932 - 1935. Original estate tax returns after office audit, with correspondence relating to why payment has not been made. (Information is kept in file until assessment has been adjusted and paid.) Filed alphabetically. (Daily, official.) 8½ x 11 folders, 16 ft., in 2 steel filing cases. R. 226 (Bldg. B). (661)

531. REJECTION SCHEDULES AND WORK SHEETS FOR OFFICE CLAIMS FOR ABATEMENT, 1932 - 1935. Schedules from Bureau, rejecting claims for uncollectable taxes, with sheets for office claims for abatement filed by office in case of error in returns, improper crediting of account, or any mistake which can be corrected in office, thereby saving taxpayer trouble of filing claim. Filed alphabetically. (Daily, official.) 8½ x 11 folders, 6 ft., in steel filing case. R. 226 (Bldg. B). (708)

532. CORPORATION CORRESPONDENCE, Jan. 1, 1932 to date. Correspondence pertaining to adjustment of claims of corporations on overassessment of income tax and acknowledgments of refunds. Filed alphabetically. (Daily, as reference after adjustment is made.) 8½ x 11 folders, 32 ft., in 4 steel filing cases. R. 226 (Bldg. B). (709)

533. INDIVIDUAL CORRESPONDENCE, Jan. 1, 1932 to date. Correspondence pertaining to adjustment of claims of individuals on overassessments of income tax and acknowledgments of refunds. Filed alphabetically. (Daily, official.) 8½ x 11 folders, 24 ft., in 3 steel filing cases. R. 226 (Bldg. B). (710)

534. PRELIMINARY AUDIT LETTERS, Jan. 1, 1932 to date. Copies of letters to taxpayers regarding errors in tax returns; final audit is made in Washington. Filed alphabetically. (Weekly, for January 1, 1932 to January 1, 1935; and daily for 1935 to date, official.) 8½ x 11 folders, 3 ft., in steel filing case. R. 231 (Bldg. B). (558)

535. WARRANTS, DEAD, Jan. 1 - Dec. 31, 1933. Warrants for obligations which have been met. Filed alphabetically. (Never.) 8½ x 11 folders, 4 ft., in wooden filing case. Dirty. R. 18, basement (Bldg. B). (1338)

536. TAX ON DIVIDENDS, 1933 - 1934. Record of corporation dividends, showing name of corporation, address, serial number, and dividends declared. (This was an NRA Act and has been discontinued.) Filed alphabetically. (Daily, official.) 3 x 5 cards, 4 ft. 6 in., in steel card cabinet. R. 223 (Bldg. B). (769)

537. EXCESS PROFIT RETURNS, 1933 - 1935. Record of tax returns filed by corporations, showing name of corporation, address, serial number, and amount of excess profit. Filed alphabetically. (Daily, official.) 3 x 5 cards, 3 ft., in steel card cabinet. R. 223 (Bldg. B). (772)

538. REPORTS ON INVESTIGATIONS, Jan. 1, 1933 to date. Correspondence with field deputy collectors concerning individuals whose salaries are $1000.00 or more a year and who have not filed income tax returns. Filed alphabetically. (Daily, official.) 8½ x 11 folders, 14 ft., in 2 steel filing cases. R. 223 (Bldg. B). (804)

539. FIDUCIARY RETURNS, ORIGINALS, Jan. 1, 1934 - Dec. 31, 1935. Returns by trustees or administrators for 1934 and 1935. Filed numerically. (Daily, auditing returns of individuals who have inherited estates; confidential.) 9 x 15 bundles (16), 1 ft., in steel filing case. R. 223 (Bldg. B). (813)

540. PARTNERSHIP RETURNS, ORIGINALS, Jan. 1, 1934 - Dec. 31, 1935. Returns by partners for 1934 and 1935; these returns always remain in Atlanta Office. Filed numerically. (Daily, auditing and checking accounts for Washington; confidential.) 9 x 15 bundles (18), 1 ft. 6 in., in steel filing case. R. 223 (Bldg. B). (814)

541. AUDIT LETTERS, Jan. 1, 1934 to date. Letters to taxpayers regarding errors in filling out returns; some errors were incorrect addresses, wrong signatures, and lack of proper witnesses. Filed alphabetically. (Daily, official.) 8½ x 11 folders, 2 ft., in steel filing case. R. 223 (Bldg. B). (876)

542. COLLECTORS' FILE OF CLOSED CASES, Jan. 1, 1934 to date. Letters from field deputy collectors reporting that tax has been paid or that subject is nontaxable. Filed alphabetically. (Daily, official.) 8½ x 11 folders, 4 ft., in wooden filing case. R. 220 (Bldg. B). (982)

543. COMMISSIONER'S LETTERS, Jan. 1, 1934 to date. Correspondence with Commissioner regarding any matters pertaining to income tax. Filed chronologically. (Weekly, for 1934; daily, for 1935 to date, official.) 8½ x 11 folders, 2 ft. 6 in., in steel filing case. R. 229 (Bldg. B). (510)

544. FOREIGN COLLECTORS' CORRESPONDENCE, Jan. 1, 1934 to date. Correspondence with collectors in other states as to whether party in question has filed a return in that state. Filed alphabetically. (Weekly, for 1934, and daily for the year 1935 to date, official.) 8½ x 11 folders, 1 ft. 6 in., in steel filing case. R. 229 (Bldg. B). (513)

545. REGULAR CORRESPONDENCE, Jan. 1, 1934 to date. Correspondence with taxpayers regarding any matter pertaining to income tax. Filed alphabetically. (Weekly, for 1934; daily, for 1935 to date, official.) 8½ x 11 folders, 8 ft., in steel filing case. R. 229 (Bldg. B). (514)

546. CORPORATION INCOME TAX, 1935. Record of returns for 1935, showing name of corporation, address, serial number, and return account. Filed alphabetically. (Daily, official.) 3 x 5 cards, 7 ft. 6 in., in steel card cabinet. R. 223 (Bldg. B). (739)

547. CORPORATION RETURNS, ORIGINAL, 1935. As soon as these returns have been satisfactorily checked and audited, they are sent to Washington for final audit and are filed there permanently. Filed numerically. (Daily, official.) 9 x 15 bundles (96), 8 ft., in 2 steel filing cases. R. 223 (Bldg. B). (860)

548. GIFT TAX RETURNS, 1935. Original returns on gift tax, audited in Washington, and correspondence relating to why payment has not been made. Filed alphabetically. (Daily, official.) 8½ x 11 folders, 4 ft., in steel filing case. R. 226 (Bldg. B). (711)

549. INDIVIDUAL INCOME TAX, 1935. Record of income taxes, showing name, address, serial number, and return account. Filed alphabetically. (Daily, official.) 3 x 5 cards, 52 ft. 6 in., in steel card cabinet. R. 223 (Bldg. B). (736)

550. PERSONAL HOLDING TAX, 1935. Record of returns by personal holding companies or companies eighty per cent or more of whose gross income for taxable year is derived from royalties, dividends, annuities, interest or gains from stock, showing name of corporation, address, and serial number. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft. 6 in., in steel card cabinet. R. 223 (Bldg. B). (770)

551. TAX APPEAL CASES, 1935. Record of contested assessments in cases before Board of Tax Appeals, showing name of taxpayer, year involved, and docket number. Filed alphabetically. (Daily, official.) 3 x 5 cards, 6 in., in steel card cabinet. R. 226 (Bldg. B). (660)

552. ADDITIONAL ASSESSMENT LETTERS FROM WASHINGTON, Jan. 1 - Dec. 31, 1935. Individual income taxes for incomes of $5,000.00 or more a year and corporate income taxes, finally audited in Washington; also letters making additional assessments after a more complete field investigation. Filed alphabetically. (Daily, auditing returns for another year; confidential.) 8½ x 11 folders, 2 ft., in steel filing case. R. 223 (Bldg. B). (874)

553. INDIVIDUAL, PARTNERSHIP, FIDUCIARY, AND CORPORATION RETURNS, DUPLICATE, Jan. 1 - Dec. 31, 1935. Copies of income tax returns for 1935. Filed alphabetically. (Daily, checking accounts and errors in notices sent to taxpayers; accessible to Governor should he demand an audit.) 8½ x 11 and 10 x 12 folders, 67 ft., in 9 steel filing cases. R. 223 (Bldg. B). (803, 815, 816, 859)

554. CHANGE IN ACCOUNTING PERIOD, Jan. 1, 1935 - Jan. 1, 1936. Record of permits to taxpayers to change their accounting period. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft. 6 in., in steel card cabinet. R. 229 (Bldg. B). (512)

555. CORPORATIONS, Jan. 1, 1935 - Jan. 1, 1936. Record of all corporations that have filed income tax returns since 1924. Filed alphabetically. (Daily, official.) 5 x 8 cards, 20 ft., in steel card cabinet. R. 229 (Bldg. B). (508)

556. EXEMPT CORPORATIONS, Jan. 1, 1935 - Jan. 1, 1936. Record of corporations that are exempt from paying income tax, such as building and loan

associations, hospitals, credit unions, colleges owned by the State, or any organization of similar nature. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft. 6 in., in steel card cabinet. R. 229 (Bldg. B). (493)

557. EXTENSION LETTERS AND TENTATIVE RETURNS, Jan. 1, 1935 - Jan. 1, 1936. Letters asking for extension of time for payment, copies of replies, and tentative returns or return estimates. Filed alphabetically. (Daily, official.) 8½ x 11 folders, 2 ft., in steel filing case. R. 229 (Bldg. B). (484)

558. EXTENSIONS, DEAD, Jan. 1, 1935 - Jan. 1, 1936. Record of taxpayers granted an extension and of tax paid in time allotted. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft. 6 in., in steel card cabinet. R. 229 Bldg. B). (480)

559. WARRANTS, DEAD, Jan. 1935 - Jan. 1936. Returned warrants for taxes that have been collected. Filed alphabetically. (Daily, official.) 3 x 5 cards, 4 ft. 6 in., in steel card cabinet. R. 229 (Bldg. B). (482)

560. ABATEMENTS FOR UNCOLLECTABLE TAXES, Jan. 1, 1935 to date. Record of taxpayers who are unable to pay income tax; these abatements are filed both by the office and taxpayer. Filed alphabetically. (Daily, official.) 3 x 5 cards, 3 in., in steel card cabinet. R. 226 (Bldg. B). (580)

561. CORPORATION LEADS, Jan. 1, 1935 to date. Copies of letters to field agents requesting them to secure returns from corporations for 1935. Filed alphabetically. (Daily, official.) 8½ x 11 folders, 1 ft., in steel filing case. R. 229 (Bldg. B). (561)

562. INCOME TAX BONDS, Jan. 1, 1935 to date. Record of bonds filed by taxpayers pending adjustment of tax assessment, showing names of taxpayer and surety, class of bond, and day received. Filed alphabetically. (Daily, for information pertaining to delay of tax payments until adjustment is made.) 3 x 5 cards, 6 in., in steel card cabinet. R. 226 (Bldg. B). (639)

563. INFORMATION RETURNS, Jan. 1, 1935 to date. From corporations reporting all employees whose salaries are $1,000.00 or more a year, indicating name of corporation, and name, address, and amount of salary made by employee. (Daily, official.) 3 x 8 bundles (100), 4 ft., in steel filing case. R. 223 (Bldg. B). (808)

564. INTEROFFICE CORRESPONDENCE, Jan. 1, 1935 to date. Correspondence with other Internal Revenue offices, such as requests for more help, supplies, and reports on work. Filed alphabetically. (Daily, official.) 8½ x 11 folders, 1 ft., in steel filing case. R. 229 (Bldg. B). (562)

565. OUTSTANDING BALANCES FOR ESTATE, INCOME, AND GIFT TAXES, Jan. 1, 1935 to date. Record of correct estate, income, and gift taxes due after audit of returns. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft. 9 in., in steel card cabinet. R. 226 (Bldg. B). (578, 643, 646)

566. REFUND CLAIMS, Jan. 1, 1935 to date. Record of claims, filed by taxpayers and the office, showing name, address, serial number, date when claim was received by Collector, date forwarded to Bureau, and amounts

allowed and rejected. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft., in steel card cabinet. R. 226 (Bldg. B). (642)

567. STATUTES DO NOT APPLY, Jan. 1, 1935 to date. Record of income tax accounts filed as uncollectable but still under investigation, showing name of person, date when claim was filed by Collector, and date forwarded to Bureau. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft., in steel card cabinet. R. 226 (Bldg. B). (644)

568. COLLECTORS' CORRESPONDENCE, Jan. 1, 1936 to date. Letters from field deputy collectors regarding cases of unpaid income tax that are under investigation. Filed alphabetically. (Daily, official.) 8½ x 11 folders, 2 ft., in wooden filing cases. R. 220 (Bldg. B). (979)

569. CORPORATION LEADS, Jan. 1, 1936 to date. Letters from deputy field collectors, indicating that corporations under investigation for unpaid taxes have paid said taxes and that credit should be given them. Filed alphabetically. (Daily, official.) 8½ x 11 folders, 4 in., in wooden filing case. R. 220 (Bldg. B). (978)

570. INVESTIGATIONS, Jan. 1, 1936 to date. Letters to field deputy collectors, advising them to investigate taxpayers who have made no returns, who have filed claims, or who failed to pay income tax for 1935. Filed alphabetically. (Daily, official.) 8½ x 11 folders, 4 in., in wooden filing case. R. 220 (Bldg. B). (980)

571. RETURNS, MISCELLANEOUS, May 1, 1936 to date. Income tax returns, just received, awaiting the regular office procedure. Filed numerically. (Daily, official.) 8½ x 11 folders, 2 ft., in steel filing case. R. 223 (Bldg. B). (802)

Bookkeeper's and Cashier's Records

572. CASHIER'S DAILY MISCELLANEOUS TAXES, Jan. 1, 1913 - Dec. 31, 1914. Record shows block number, description of tax item, date, operator, income tax offers in compromise and acceptance, part paid, amount fully paid, regular and supplementary lists, report from revenue agents withholding tentative list, excess profits, and processing tax lists. Filed numerically as to tax item number. (Never.) 10 x 12 loose-leaf books, 3 in., in wooden wall case. Dirty. R. 18, basement (Bldg. B). (1970)

573. INCOME TAX LEDGER, Jan. 1, 1918 to date. Daily ledger, showing names of income taxpayers, amounts of assessments, and complete itemized statement of accounts. Three of these ledgers are revised editions, showing final statements of accounts and outstanding balance due. Indexed numerically and entered chronologically. (Daily, official.) 12 x 13 loose-leaf books (102), 34 ft., on 13 wooden shelves and on 2 steel filing cases. Rs. 217, 2d floor and 18, basement (Bldg. B). (1413)

574. MIMEOGRAPHS, Jan. 1, 1931 to date. Mimeographs from Washington; one ledger is for the different divisions, and another for the Bookkeeping Department. Filed chronologically. (Daily, official.) 12 x 13 loose papers and loose-leaf books (2), 3 in., in steel filing case and on desk. R. 217 (Bldg. B). (909)

575. CASHIER'S LEDGER, Nov. 1, 1933 - Apr. 30, 1936. Record of cashier's daily transactions with different divisions; itemized statements are entered in ledger and the total amount is posted in daily journal. Entered chronologically. (Never.) 9 x 12 loose-leaf books (20), 7 ft., in steel filing case and on 4 wooden shelves. Rs. 217, 2d floor and 18, basement (Bldg. B). (1414)

576. SUPERVISOR'S REPORTS, Jan. 1, 1934 - Oct. 31, 1935. Copies of semi-annual reports by Division Supervisor to Washington after examining books. Filed chronologically. (Semi-annually, official.) 9 x 12 envelopes (2), 2 in., in steel filing case. R. 217 (Bldg. B). (910)

577. DISTILLED SPIRIT LEDGER, Jan. 1, 1934 - Apr. 30, 1936. Names of persons liable for tax on distilled spirits, amount assessed, and complete record of account. Arranged numerically and filed chronologically. (Daily, official.) 12 x 13 vols. (2), 6 in., in wooden wall cabinet. R. 217 (Bldg. B). (917)

578. MISCELLANEOUS TAX LEDGER, Jan. 1, 1934 - Apr. 30, 1936. Three ledgers contain accounts of miscellaneous taxpayers, showing amounts assessed, paid, and balance due; the other ledger is a revised edition, showing final statement of account at close of year. Arranged numerically and entered chronologically. (Daily, official.) 12 x 14 vols. (4), 1 ft., on wooden shelf. R. 217 (Bldg. B). (1412)

579. MONTHLY FINANCIAL REPORTS, June 1, 1935 to date. Copies of reports to Washington, showing financial statements of all divisions. Filed chronologically. (Daily, official.) 11 x 16 envelopes (11), 6 in., in steel filing case. R. 217 (Bldg. B). (907)

580. STAMP SALE VOUCHERS, June 1, 1935 to date. Vouchers for sale of stamps. Filed alphabetically. (Daily, official.) 9 x 12 envelopes (11), 8 in., in steel filing case. R. 217 (Bldg. B). (908)

Unclassified Records

581. INDEX, INCOME TAX, Jan. 1, 1917 - Jan. 1, 1928. Names, addresses, and serial numbers of individual taxpayers and corporations, both taxable and nontaxable; also indications of extension of time for payment of income tax. Filed alphabetically. (Annually, official.) 3 x 5 cards, 600 ft., in 4 steel card cabinets (169 drawers) and 4 pasteboard boxes. Dirty. R. 18, basement (Bldg. B). (1780)

582. TAXABLE AND NONTAXABLE CORPORATIONS AND INDIVIDUALS, Mar. 1, 1927 - Mar. 1, 1928. Index shows names, addresses, and identification numbers. Filed alphabetically. (Annually, official.) 3 x 5 cards, 80 ft., in steel card cabinet. R. 18, basement (Bldg. B). (1423, 1425)

583. INCOME TAX RETURNS, Mar. 1, 1928 - Mar. 1, 1930. Index to individual income tax returns, showing name, address, date returns were made, and serial number of taxpayer. Filed alphabetically. (Annually, official.) 5 x 8 cards, 6 ft., in steel filing case. Dirty. R. 18, basement (Bldg. B). (1454)

584. RETURNS IN COLLECTOR'S OFFICE, Jan. 1, 1930 - July 28, 1932. Index to individual tax returns, showing names and addresses of taxpayers, date, amount of taxes paid, and identification numbers. Filed alphabetically. (Annually, official.) 5 x 8 cards, 4 ft., in steel filing case. Dirty. R. 18, basement (Bldg. B). (1443)

585. RECORD OF CLAIMS FOR ABATEMENT AND REFUND, CORPORATION TAX, Jan. 1, 1909 - Dec. 31, 1920. Name and address of taxpayer, list, page, and line of taxes assessed, amounts claimed for abatement as uncollectable, erroneous charges, amounts allowed and rejected, date certified and issued, date and number of order or draft, if duplicate charge, number of auditor's report, date first received, and reason for claim. Filed chronologically. (Never.) 12 x 16 loose-leaf books (5), 6 in., on wooden shelf. Dirty. R. 18, basement (Bldg. B). (1952)

586. MISCELLANEOUS RECORDS, Jan. 1, 1910 - Dec. 31, 1932. Records to be destroyed when authority is granted by Washington, including assessment lists, tax division daily reports of returns filed (Journal), document registers, record of dealers in leaf tobacco, record of tobacco and cigar manufacturers and abstract of their inventories and returns, sectional control, revenue general, and remittance ledgers, record of daily collections, deposit lists for stamps, monthly tax reports, assessment certificates, recapitulations of work accomplished, abstracts of Collector, orders (stamps for cigars), monthly report of field investigations, real estate transfer record cards, receipts for money paid to Collector by clerks of United States Courts, warrants for distraint, applications of ginners for bale tags, certificates of tagging and lien cards, memoranda of traveling expenses, duplicates of original individual income tax returns, reports of violations of laws, tax division daily journals of miscellaneous transactions, daily reports of field deputy collectors, reports of delinquency or additional tax due, correspondence relative to tax-free alcohol, income, special, and miscellaneous taxes, and oleomargarine; Chief Field Deputy's correspondence relative to liquor, cigar manufacture, dealers in leaf tobacco, capital stock, and sales tax on bankrupt cases, trial balance sheets, certificates of deposit, schedules of checks received, return check lists, annual reports of Chief Field Deputy to Commissioner, posting document tickets, sales tax reports, fines, violations of documentary, proposed assessment of liquor tax, income tax list for public inspection, list of registered mail received, work papers of Supervisor, narcotic registry lists, offers in compromise, special tax, note books of Chief Field Deputy, time and work sheets of field deputy collectors, narcotic violations, reports of cash receipts, and report of outstanding items by Supervisor. Filed alphabetically, numerically, and chronologically. (Never.) Variously sized loose-leaf books (43) and bundles (241), 163 ft., on floor. Damaged by handling, brittle, dirty, torn. R. 20, attic (Bldg. B). (2092)

587. RECORD OF SEIZURE AND SALES OF PERSONAL PROPERTY, Sept. 15, 1910 - Jan. 31, 1916. Date of seizure, residence of claimant, description of property seized or section of law violated, nature of proceedings, date, place of storage or name of custodian, name of informer (if any), dates of libel and notice of sale, date of sale, gross proceeds, tax and total expenses, net proceeds, date of report to Commissioner and deposit of proceeds, certificate number of deposit, and remarks. Filed alphabetically. (Never.) 10

x 16 loose-leaf books (6), 1 ft., on wall bookcase. Dirty. R. 18, basement (Bldg. B). (1941)

588. CORPORATION RETURNS, Feb. 1, 1911 - Dec. 31, 1917. Record of line number, taxes assessed, penalty, amount and total assessed, service of special notice, amount paid or abated, date of payment or abatement, number of abatement order, serial number of receipt, remarks by Commissioner, name and address of taxpayer, principal place of business, class and number, net income, amount reported by Collector, period of returns, returns received, list of collections and Collector's receipt, and special assessment list. Arranged alphabetically and entered numerically. (Never.) 14 x 20 loose-leaf books (4), 1 ft., on wooden shelf. R. 18, basement (Bldg. B). (1997)

589. ASSESSMENT LIST, SALES TAX, July 1, 1912 - Dec. 31, 1920. Name and address of taxpayer, description of item, advance collection, amount, and date paid, with Commissioner's and Collector's certificates. Filed alphabetically. (Never.) 12 x 13 and 17 x 20 loose-leaf books (9), 2 ft., on wooden wall bookcase. Dirty. R. 18, basement (Bldg. B). (1939)

590. RECORD OF COLLECTIONS, INCOME TAX, Mar. 1, 1913 - June 1, 1916. Name of taxpayer, date, list on which assessed, month and year, folio, line, article or occupation, amount collected, regular and corporation lists, previously assessed, and advance and total collections, with receipts. Filed alphabetically. (Never.) 13 x 15 loose-leaf book, 2 in., on wooden shelf. Dirty. R. 18, basement (Bldg. B). (1940)

591. ASSESSMENT LIST, ORIGINAL SPECIAL EXCISE TAX OF CORPORATIONS AND JOINT STOCK COMPANIES, Jan. 1, 1913 - Dec. 31, 1917. Record of taxes and penalty assessed, amounts, total assessed, service of special notice, amount paid or abated, date, name and address of taxpayer, principal place of business, net income, amount reported by Collector, date returns are received, for what period, and list of collections. Filed alphabetically as to name of taxpayer. (Never.) 14 x 20 loose-leaf book, 3 in., in wooden wall cabinet. Dirty. R. 18, basement (Bldg. B). (1979)

592. INCOME TAX ASSESSMENT LIST OF INDIVIDUALS AND WITHHOLDING AGENTS LIABLE TO INCOME TAX, Jan. 1, 1914 - Dec. 31, 1917. Record, maintained under Section 2, Act of Congress, October 3, 1913, and sent to Commissioner, showing names of individuals and withholding agents taxable as such who have incurred penalties and fines for nonpayment of income tax. Arranged alphabetically and numerically and entered chronologically. (Never.) 14 x 17 vols. (2), 4 in., on wooden shelf. R. 18, basement (Bldg. B). (1994)

593. RECORD OF SUITS AND VIOLATIONS OF LAW, MISCELLANEOUS TAXES, Jan. 1, 1914 - Dec. 31, 1919. Date information was received by Collector, names and addresses of persons reported, nature of suit or offense, section of law violated, name of officer, date of report, names of witnesses, date of report to United States District Attorney, recommendations made by Collector, subsequent proceedings with date if compromise is offered, date and terms thereof, whether offer is accepted or rejected, date, amounts received by Collector, method of disposal, amount deposited to credit of Treasurer of United States, date, number of certificate, and amount. Entered chronologically. (Never.) 14 x 20 loose-leaf books (12), 1 ft. 6 in., in wooden wall cabinet. R. 18, basement (Bldg. B). (1980)

594. CORPORATION AND INDIVIDUAL RECORD OF UNCOLLECTABLE TAXES ABATED, Jan. 1 - Dec. 31, 1915. Name of taxpayer, division number, list assessed, date of Commissioner's order of certificate and number, article abated, amount, and reason for abating. Filed alphabetically as to name of taxpayer. (Never.) 12 x 15 loose-leaf book, 2 in., in wooden wall cabinet. Dirty. R. 18, basement (Bldg. B). (1981)

595. ASSESSMENT LIST, MISCELLANEOUS TAX, Oct. 1, 1917 - Feb. 28, 1919. Name and address of taxpayer, description of item, advance collections, dates paid and abated, and remarks; also report of collections and Commissioner's and Collector's certificates. Filed alphabetically as to name of taxpayer. (Never.) 14 x 20 loose-leaf books (2), 6 in., on wooden shelf. Dirty. R. 18, basement (Bldg. B). (1968)

596. ASSESSMENT LIST, TOBACCO TAX, Oct. 1, 1917 - Feb. 1, 1919. Name and address of taxpayer, description of item, advance collections, dates paid and abated, and remarks; also report of Collector and Commissioner's certificates for sale of tobacco. Filed alphabetically as to name of taxpayer. (Never.) 14 x 20 loose-leaf book, 1 in., on wooden shelf. Dirty. R. 18, basement (Bldg. B). (1962)

597. ASSESSMENT LIST, ESTATE AND SPECIAL TAX, Oct. 1, 1917 - Mar. 1, 1919. Name of taxpayer, location where liability was incurred, article or occupation subject to tax, period of liability, amount of tax reported by Collector, basis of assessment, evidence and date received, tax and penalty assessed, tax assessed not included in receipt, service of notice, amount paid or abated, date of payment or abatement, abatement order, and serial numbers for persons, firms, and corporations. Filed alphabetically as to name of taxpayer. (Never.) 12 x 16 loose-leaf books (2), 3 in., on wooden shelf. Dirty. R. 18, basement (Bldg. B). (1951)

598. ASSESSMENT LIST, DISTILLED SPIRITS, Oct. 1, 1917 - Mar. 31, 1919. Name and address of taxpayer, description of item, advance collections, amount, dates paid and abated, and remarks; also report of collections and Commissioner's and Collector's certificates. Filed alphabetically as to name of taxpayer. (Never.) 14 x 20 loose-leaf book, 3 in., in wooden wall case. Dirty. R. 18, basement (Bldg. B). (1969)

599. CLAIMS FOR REFUND, Sept. 25, 1917 - Apr. 16, 1927. Correspondence with the Bureau, notices of adjustment of claims for refund, certificates of over assessment, notices of refunds, and communications addressed to taxpayers. Filed alphabetically. (Annually, checking questioned records of taxpayers.) 8½ x 11 folders, 2 ft., in steel filing case. Dirty. R. 18, basement (Bldg. B). (1434)

600. INCOME TAX RETURNS OF 1917, Jan. 1 - Dec. 31, 1918. Name and address of taxpayer, description of item, advance collections, items not collected, amount, date paid, and remarks. Filed alphabetically. (Never.) 14 x 17 loose-leaf books (4), 1 ft., on wooden shelf. R. 18, basement (Bldg. B). (1995)

601. ASSESSMENT LIST, CAPITAL STOCK, Mar. 1, 1919 - June 30, 1921. Dates when returns were filed and reported by Commissioner, totals reported by

Commissioner, totals reported by Collector, assessment certificate, total tax, excess collections, revisions, name of taxpayer, old balance, date, debit and credit amounts, new balance, returns filed during month, remarks, balance brought forward from last report, received from Commissioner, transfers to and from other districts, returned checks charged to taxpayers, refund vouchers abated during month, and abatement claims. Filed alphabetically as to name of taxpayer. (Never.) 14 x 20 loose-leaf books (6), 1 ft., on wooden shelf. Dirty. R. 18, basement (Bldg. B). (1953)

602. PROHIBITION, NARCOTIC ASSESSMENT LIST, Mar. 1, 1919 - Dec. 31, 1921. District, date, name and address of taxpayer, description of item, amount, date paid or abated, abatement schedule number, paid or abated, and balance. This report is sent to Washington, where it is certified, if correct, by Commissioner, and returned to Collector. Arranged alphabetically and filed numerically. (Never.) 12½ x 12½ loose-leaf book, 4 in., in wooden wall cabinet. R. 18, basement (Bldg. B). (1976)

603. PERSONNEL FILE, Jan. 1, 1919 - Dec. 31, 1922. Record of expersonnel, showing dates of employment and cause of resignation or discharge. Filed alphabetically. (Never.) 8½ x 11 folders, 2 ft., in steel filing case. R. 18, basement (Bldg. B). (1315)

604. RECORD OF CIGAR AND CIGARETTE STAMPS SOLD, Jan. 1, 1920 - May 23, 1923. Record of sale of stamps to factories for boxes and packages of cigars and cigarettes. Entered chronologically. Indexed numerically as to factory. (Never.) 11 x 16 vol., 2 in., in wooden storage cabinet. R. 18, basement (Bldg. B). (1960)

605. INCOME TAX RETURNS, MISCELLANEOUS, Mar. 1, 1920 - Mar. 1, 1926. Income tax returns of all taxpayers, showing names and addresses of taxpayers, date when returns were made, and amount of taxes paid. Filed alphabetically. (Annually, checking investigated tax returns.) 8½ x 11 folders, 24 ft., in 2 steel filing cases. Dirty. R. 18, basement (Bldg. B). (1460)

606. ADJUSTMENT OF REFUNDS OF CIGAR TAX, Dec. 24, 1921 - Mar. 30, 1926. Record of adjustment of claims for refund on cigar taxes that have been overassessed. The taxpayer is reimbursed the difference between correct tax and the amount paid. Filed alphabetically. (Rarely, official.) 8½ x 11 folders, 1 ft., in 3 pasteboard boxes in steel filing case. Dirty. R. 18, basement (Bldg. B). (1550)

607. DISCHARGE OF TAX LIENS, Aug. 16, 1921 - June 4, 1931. Certificates of discharge of excise tax liens, showing residence or place of business and nature and amount of tax assessed and paid. Filed alphabetically. (Rarely, official.) 8½ x 11 folders, 2 ft., in steel filing case. Dirty. R. 18, basement (Bldg. B). (1541)

608. INCOME TAX CREDITS, Mar. 15, 1922 - Mar. 15, 1923. Lists of reports, showing over payment of income taxes credited to outstanding balances on past accounts; indicates over payment and application of credit. Filed alphabetically. (Annually, checking records of over payments of income taxes.) 8½ x 11 folders, 2 ft., in steel filing case. Dirty. R. 18, basement (Bldg. B). (1708)

609. REPORTS ON ESTATES, Mar. 1, 1922 - Mar. 1, 1926. Correspondence, with original receipts for income tax from estates. The owner or administrator holds duplicate. Filed alphabetically. (Annually, checking income tax returns.) 8½ x 11 folders, 4 ft., in steel filing case. Dirty. R. 18, basement (Bldg. B). (1441)

610. SCHEDULE OF REFUNDS AND OVERASSESSMENTS, Apr. 20, 1922 - Dec. 20, 1929. Names of deputy commissioners and taxpayers, date, overassessment, taxable year, amount abated, amount credited to other taxes due, net amount refundable, interest and credit on refund, amount to be paid, and date of payment by disbursing clerk. Arranged alphabetically and entered chronologically. (Never.) 14½ x 18 loose-leaf books (2), 4 in., on steel filing case. R. 10, basement (Bldg. B). (1899)

611. ADDITIONAL ESTATE TAXES, Feb. 20, 1922 - Dec. 31, 1930. Correspondence with Washington, relating to additional taxes due on estates and fiduciaries; also reports of taxpayer's assets and liabilities and all communications addressed to him. Filed alphabetically. (Annually, checking records of investigated tax returns.) 8½ x 11½ folders, 24 ft., in 3 steel filing cases. Dirty. R. 18, basement (Bldg. B). (1451)

612. CORRESPONDENCE, Mar. 30, 1922 - Jan. 17, 1933. Correspondence with Income Tax Division, taxpayers, and Commissioner, concerning change of address, extension of time, and other adjustments. Filed alphabetically. (Annually, for information relative to investigated income tax cases.) 8½ x 11 folders, 20 ft., in 3 steel filing cases. Dirty. R. 18, basement (Bldg. B). (1659)

613. NOTICES OF REFUNDS, Feb. 5, 1923 - Feb. 1, 1924. Notices of income tax refunds from the Bureau. Filed alphabetically. (Annually, for information relative to income tax refunds.) 8½ x 11 folders, 2 ft., in steel filing case. Dirty. R. 18, basement (Bldg. B). (1707)

614. CLAIMS FOR ABATEMENT, Oct. 16, 1923 - June 8, 1927. Claims for abatement of taxes illegally collected or for refund of amount paid for stamps unused or used in error or excess, with abatement of tax assessed. Filed alphabetically. (Annually, auditing claims for abatement.) 8½ x 11 folders, 2 ft., in steel filing case. Dirty. R. 18, basement (Bldg. B). (1660)

615. CIRCULAR LETTERS, Mar. 4, 1923 - Aug. 26, 1932. Mimeographed circular letters from Commissioner as to distribution of powers of attorney filed in field offices, routing of delinquent returns, matters for investigation by the Intelligence Unit, legislation affecting hours of service of field employees, travel and other expense allowances, and procedure for assessing, abating, and refunding estate taxes. Filed chronologically. Indexed alphabetically as to subject. (Never.) 9½ x 11 loose-leaf books (13), 3 ft. 6 in., in wooden storage cabinet. R. 18, basement (Bldg. B). (1950)

616. STOCK RECORD, CARD ORDER, Sept. 23, 1924 - Jan. 1, 1929. Orders for supplies, showing amounts on hand and ordered, style of article ordered, date, and location of stock. Filed chronologically. (Never.) 5 x 8 loose

papers, 1 ft., on steel cabinet. Damaged by handling, dirty. R. 18, basement (Bldg. B). (1815)

617. CORRESPONDENCE, STUDY SECTION PROCEDURE, July 11, 1924 - Nov. 21, 1931. Correspondence relative to course given by Training Division of the Bureau on purpose and interpretation of accounting reports for manufacturing and trading enterprises, methods of handling installment sales, and accounting procedures used in connection with partnerships and corporations. Filed chronologically. (Annually, as records of accounting procedure.) 8½ x 11 folders, 6 in., in wooden filing case. Dirty. R. 18, basement (Bldg. B). (1369)

618. COMMISSIONER'S FILE, Jan. 1, 1924 - Dec. 31, 1933. Correspondence with Commissioner pertaining to individual accounts and adjustment of accounts relative to income tax returns. Filed chronologically. (Annually, checking income tax accounts and adjustments.) 8½ x 11 folders, 16 ft., in 2 wooden filing cases. R. 18, basement (Bldg. B). (1330)

619. OFFERS IN COMPROMISE, Aug. 16, 1924 to date. Made by taxpayer on products on which he has reason to believe he has been overtaxed. Filed alphabetically. (Daily, checking taxpayer's record.) 3 x 5 cards, 8 ft., in card cabinet. R. 240 (Bldg. B). (986)

620. PUBLIC INSPECTION INCOME TAX LIST FOR NONTAXABLE CORPORATIONS AND INDIVIDUALS, 1924 RETURNS, Jan. 1 - Dec. 31, 1925. Record of corporations and individuals not subject to income tax. Arranged alphabetically and entered numerically. (Never.) 12½ x 12½ loose-leaf books (3), 4 in., on wooden shelf. R. 18, basement (Bldg. B). (1999, 2000)

621. GIFT TAXES, Jan. 1, 1925 - Jan. 1, 1926. Record of name of donor, date, and amount of tax assessed. Filed alphabetically as to name of donor. (Never.) 12½ x 12½ loose-leaf book, 1 ft. 6 in., in wooden storage cabinet. R. 18, basement (Bldg. B). (1998)

622. NONTAXABLE ESTATES, Jan. 1, 1925 - Jan. 1, 1926. When fair market value of estate of defendant is less than authorized deduction, it is not subject to Estate Tax. Sworn statements of Field Deputy that case has been thoroughly investigated and that duplicate check to cover returns, if any, has been sent in. Filed alphabetically. (Annually, checking estate tax assessments of individuals.) 8½ x 11 folders, 2 ft., in steel filing case. Dirty. R. 18, basement (Bldg. B). (1450)

623. INCOME TAX COLLECTIONS, MISCELLANEOUS, Sept. 1, 1925 - Apr. 1, 1926. List of indentification numbers and checks received from taxpayers covering amount due on income tax of firm or individual. Filed alphabetically. (Rarely, checking income tax collections.) 8½ x 11 envelopes, 2 ft., in steel filing case. Dirty. R. 18, basement (Bldg. B). (1709)

624. OFFERS IN COMPROMISE ON CAPITAL STOCK, ESTATE, AND GIFT TAXES, REVISED COPIES, Mar. 27, 1925 - Dec. 11, 1926. Name of taxpayer, old balance, date, credit and debit amounts, new balance, outstanding balances, and remarks. Filed alphabetically as to name of taxpayer. (Never.) 10 x 12 loose-leaf books (2), 3 in., in wooden wall cabinet. Dirty. R. 18, basement (Bldg. B). (1983)

625. MISCELLANEOUS TAXES, Mar. 1, 1925 - Mar. 1, 1927. Original receipts of income taxpayers for years 1925 and 1926. (A duplicate receipt is given taxpayer.) Filed alphabetically. (Annually, checking old income tax accounts.) 8½ x 11 folders, 4 ft., in steel filing case. Dirty. R. 18, basement (Bldg. B). (1442)

626. ADDITIONAL INDIVIDUAL INCOME TAX ACCOUNTS, Jan. 1, 1925 - Dec. 31, 1929. Correspondence with taxpayers relative to income tax returns in cases where taxpayer has been over-taxed; also original receipts for adjustments paid taxpayer by Washington. Filed alphabetically. (Annually, checking records of adjusted taxes.) 8½ x 11 folders, 2 ft., in steel filing case. Dirty. R. 18, basement (Bldg. B). (1453)

627. TRANSFER VOUCHERS, Sept. 21, 1925 - Jan. 24, 1930. Vouchers given to taxpayers who moved to foreign districts and still owe back income tax. When payments are made, they are given these vouchers showing amount paid and amount of tax transferred. Filed alphabetically. (Annually, checking back income tax of non-residents.) 3 x 8 loose papers, 1 ft., in steel filing case. Dirty. R. 18, basement (Bldg. B). (1726)

628. LIENS AND BANKRUPTS, Jan. 12, 1925 - Dec. 31, 1932. List of persons on whom liens have been served, showing necessary data. When any person liable to pay income tax neglects or refuses to pay same, a lien in favor of United States is served. Filed alphabetically. (Annually, as reference in case of inquiries relative to income tax delinquents.) 8½ x 11 folders, 1 ft., in wooden filing case. Dirty. R. 18, basement (Bldg. B). (1339)

629. TELEGRAMS, May 29, 1925 - Sept. 15, 1934. Telegrams to and from the Commissioner. Filed chronologically. (Annually, checking telegraphic instructions.) 5 x 8 envelopes, 6 in., in steel filing case. Dirty. R. 18, basement (Bldg. B). (1748)

630. LEGAL PROCEEDINGS PERTAINING TO INCOME AND PROCESSING TAXES, Jan. 1, 1925 to date. Record of suits and liens; when persons liable for any tax neglect or refuse to pay same after demand, a lien is filed upon property or rights to property. Filed alphabetically. (Daily, for information in handling and disposing of tax cases.) 5 x 8 cards, 2 ft., in steel drawer on filing cabinet. R. 240 (Bldg. B). (940)

631. EXTENSION LETTERS, Mar. 6, 1926 - Dec. 31, 1927. Correspondence with taxpayers pertaining to an extension of time for filing income tax returns. Filed alphabetically. (Never.) 8½ x 11 folders, 6 ft., in steel filing case. R. 18, basement (Bldg. B). (1316)

632. MONTHLY PROGRESS REPORT, Mar. 11, 1926 - July 1, 1928. Report on audit of income tax returns. Filed chronologically. (Annually, checking income tax returns.) 8½ x 11 folders, 6 in., in wooden filing case. Dirty. R. 18, basement (Bldg. B). (1376)

633. RULINGS ON SPECIAL CASES, Sept. 11, 1926 - May 21, 1930. When a taxpayer fails to file petition with Board of Tax Appeals within the 60 days allowed and assessment has been made, the unpaid amount must be paid upon

demand of the Collector. Where petition and assessment has been filed and final decision on such petition has been made, unpaid amount of assessment must be paid upon notice and demand of the Collector. No claim for abatement can be entertained. If taxpayer does not desire to file petition with Board of Tax Appeals and will acquiesce to above ruling, he must execute a waiver of his right to file a petition with Board of Tax Appeals and forward it to the Commissioner for his attention. In the event he does acquiesce in a part of determination, waiver should be executed with respect to items to which he agrees. Filed chronologically. (Annually, to review details of special cases under investigation.) 8½ x 11 folders, 6 in., in wooden filing case. Dirty. R. 18, basement (Bldg. B). (1370)

634. MONTHLY REPORT OF FORMS 1099, June 10, 1926 - Jan. 6, 1931. Shows amount of taxes collected and reported for assessment, including such information on Form 1099 as to and by whom paid, amount of salaries, wages, fees, commissions, bonuses, interest on notes, mortgages, rents, royalties, dividends, foreign items, and other income, all subject to exemption of $1000 if taxpayer is single and $2500 if married; also shows number of forms on hand, received, total to be accounted for, disposed of during month, on hand last of month, and amount collected and reported for assessment during month. Filed chronologically. (Annually, checking tax reports.) 8½ x 11 folders, 6 in., in wooden filing cabinet. Dirty. R. 18, basement (Bldg. B). (1375)

635. MONTHLY TAX REPORT, MISCELLANEOUS INCOME AND STAMPS, Jan. 1, 1926 - Dec. 31, 1931. Report on miscellaneous income and stamp transactions; debit side shows list, balance from last report, returns filed and reported by Collector, excess collections including those found by Commissioner on Collector's list, special list received from Commissioner and transferred from other districts, returned checks, and total; credit side shows collections for current month, entries of prior collections, transfer to and from unclassified accounts, balance of taxes collectable, balance last report, received from Bureau and transferred from other districts, excessive sales, total to be accounted for, gross sales, transferred to other districts, and balance (on hand, actual count, and in transit). Filed chronologically. Indexed numerically. (Never.) 14 x 18 loose-leaf books, 2 in., in wooden wall cabinet. R. 18, basement (Bldg. B). (1975)

636. SEGREGATION AS TO INCOME AND MISCELLANEOUS TAX COLLECTIONS, July 1, 1926 - Dec. 31, 1931. Monthly report showing advance collections for stamps, unclassified collections, reconciliation statement, special deposits, accounts current, summary of accounts, description of tax, returned checks, classification of collections, cash at close of last month, gross and net collections, revenue account of Collector, debits and credits, cash, stamps, taxes, accepted offers in compromise, taxes liable for assessment, excess stamp sales, stamps transferred from and to other districts and received from bureau, tinfoil wrappers received from manufacturers, taxes transferred from other districts, excess collections, statement of transactions, balance statements, balance in revenue account, and reconciliation of deposits. Filed numerically as to tax item number. (Never.) 14 x 20 loose-leaf book, 4 in., in wooden wall cabinet. Dirty. R. 18, basement (Bldg. B). (1984)

637. INCOME TAX RETURNS, Mar. 1, 1927 - Mar. 12, 1932. Individual returns. Filed alphabetically. (Annually, checking returns.) 8½ x 11 folders, 20 ft., in 3 steel filing cases. Dirty. R. 18, basement (Bldg. B). (1661)

638. WARRANTS FOR DISTRAINT, Oct. 8, 1927 - Feb. 8, 1932. Warrants served on taxpayers when they fail to pay tax; ten days after tax is due, if demand for payment receives no attention, a second notice is served, and if the second notice gets no response, a levy by distraint allows an amount of taxpayer's property sufficient to satisfy tax and such additional amounts, including interest, sufficient for fees, costs, and expenses of levy. Filed alphabetically. (Annually, checking tax records.) 8½ x 11 folders, 2 ft., in steel filing case. Dirty. R. 18, basement (Bldg. B). (1689)

639. RECAPITULATION STATEMENT, Mar. 1, 1928 - Dec. 1, 1932. Monthly record of all business transactions of Income Tax and Processing Tax divisions and Alcohol Tax Section; copy kept in bookkeeper's office and another sent to Washington. Filed chronologically. (Annually, as reference in auditing accounts.) 12 x 20 loose papers, 6 in., in steel filing case. Dirty. R. 18, basement (Bldg. B). (1750)

640. GENERAL CORRESPONDENCE, June 7, 1928 - Dec. 31, 1933. Correspondence with taxpayers regarding all matters pertaining to income taxes. Filed alphabetically. (Never.) 8½ x 11 folders, 5 ft., in steel filing case. R. 18, basement (Bldg. B). (1314)

641. BILLS AND RECEIPTS FOR SUPPLIES, Jan. 1, 1928 - Jan. 1, 1934. Bills for supplies and receipted bills. Filed alphabetically. (Annually, as records of cost of office supplies.) 8½ x 11 folders, 2 ft., in steel filing case. Dirty. R. 18, basement (Bldg. B). (1509)

642. DAILY JOURNAL OF MISCELLANEOUS TRANSACTIONS, Jan. 1 - May 19, 1929. Itemized statement of income tax returns and daily report of all business transactions. Filed alphabetically as to name of taxpayer. (Annually, auditing accounts.) 12 x 16 loose papers, 6 in., in steel filing case. Dirty. R. 18, basement (Bldg. B). (1640)

643. CERTIFICATES TO DEALERS IN LEAF TOBACCO, July 1 - Nov. 30, 1929. Certificates, duplicate copy of which is given dealer; every wholesale dealer of leaf tobacco must be registered and bond given before he is issued one of these certificates. Filed alphabetically. (Annually, official.) 8½ x 11 folders, 2 ft., in steel filing case. Dirty. R. 1, basement (Bldg. B). (1542)

644. MISCELLANEOUS AND INCOME TAX NUMBERS, TICKLERS, Jan. 1, 1929 - Dec. 31, 1932. Record of block number, date, and operator, covering miscellaneous offers in compromise, regular list, part paid list, supplemental consolidated returns, and supplemental gross income delinquent tax amended. Entered numerically as to tax item number. (Never.) 12 x 15 loose-leaf books (3), 6 in., in wooden wall case. Dirty. R. 18, basement (Bldg. B). (1982)

645. MONTHLY REPORT, July 1, 1929 - Nov. 30, 1933. Itemized monthly reports, to Commissioner, on individual income tax, miscellaneous and special

taxes, and processing taxes covering wheat, cotton, field corn, hogs, rice, and tobacco. Filed chronologically. (Annually, official.) 8½ x 11 envelopes, 6 in., in steel filing case. Dirty. R. 18, basement (Bldg. B). (1749)

646. COLLECTOR'S REPORTS, July 1, 1929 - July 1, 1934. Wholesalers' reports as to quantity of oleomargarine sold to dealers and consumers, submitted to dealers or consumers for verification. Filed chronologically. Indexed alphabetically. (Never.) 9 x 15 bundles (7), 8 ft., in wooden storage cabinet. R. 18, basement (Bldg. B). (1922)

647. CAPITAL STOCK TAX, Mar. 1, 1929 - Nov. 30, 1934. Correspondence relative to claims, by corporations, for extension of time or exemption, either granted or rejected. Filed alphabetically. (Annually, official.) 8½ x 11 folders, 2 ft., in steel filing case. R. 18, basement (Bldg. B). (1574)

648. FOREIGN AND EXTENSION LETTERS, Jan. 1, 1930 - Jan. 1, 1934. Correspondence with taxpayers who have moved to other districts owing income tax in Georgia and those who have been granted an extension of time to pay returns. Filed alphabetically. (Annually, official.) 8½ x 11 folders, 8 ft., in steel filing case. Dirty. R. 18, basement (Bldg. B). (1645)

649. STATEMENTS OF INCOME TAX DUE, Mar. 1, 1930 - Mar. 1, 1934. Notifying taxpayers of amount of income tax due; also second notices. (These second notices are included in this report.) (Annually, official.) 3 x 6 bundles (56), 8 ft., in steel filing case. Dirty. R. 18, basement (Bldg. B). (1488)

650. TAX DIVISION DAILY REPORTS OF RETURNS FILED, MISCELLANEOUS TRANSACTIONS, AND CASHIER'S DAILY JOURNAL, Jan. 15, 1930 - Dec. 31, 1934. Report of returns on income, miscellaneous, processing, or distilled spirits tax, indicating block number, kind of tax, amounts due and paid, and totals, with signature of Division Chief and instructions to bookkeeper; miscellaneous transactions, showing name, class of tax, transaction, debit, credit, amount, and summary; Cashier's daily journal of stamp and cash transactions, indicating debit, credit, adjustment of unclassified items, collections detail, memorandum of returned checks, kind of tax, amount, summary, and total, with signature of Cashier. Filed numerically and entered chronologically. (Never.) 8 x 11 loose-leaf books (7) and bundles (5), 3 ft. 6 in., on steel filing case and in wooden storage cabinet. R. 18, basement (Bldg. B). (1938)

651. OUT OF STATE TAXES, Mar. 1, 1930 - Mar. 1, 1935. Communications between field deputies relative to taxpayers of this district who have moved out of the state; also reports and correspondence between taxpayers and Income Tax Division. Filed alphabetically. (Annually, official.) 8½ x 11 folders, 6 ft., in steel filing case. Dirty. R. 18, basement (Bldg. B). (1505)

652. NOTICES OF ADJUSTMENT OF CLAIMS FOR REDEMPTION, July 1, 1930 - July 1, 1935. Notices relating to special tax stamps for oleomargarine. Filed alphabetically. (Annually, official.) 8½ x 11 folders, 1 ft., in steel filing case. Dirty. R. 18, basement (Bldg. B). (1489)

653. NOTICES OF ADJUSTMENT OF CLAIMS FOR ABATEMENT, July 1, 1930 - July 1, 1935. Cover miscellaneous tax; also communications, relative to adjustment of these claims, with Washington and taxpayer. Filed alphabetically. (Annually, for investigation of old accounts.) 8½ x 11 folders, 6 in., in steel filing case. Dirty. R. 18, basement (Bldg. B). (1498)

654. ORDERS FOR STAMPS, CIGARS, LARGE, VARIOUS CLASSES, Feb. 4 - Dec. 17, 1931. Form 168, orders from manufacturers. Filed numerically as to factory number. (Never.) 3 x 5 bundle, 6 in., in wooden wall cabinet. R. 18, basement (Bldg. B). (1978)

655. RECORD OF REPORT OF LEAF TOBACCO RECEIVED AND SHIPPED OR DELIVERED, June 1 - Dec. 31, 1931. Reports of dealers, indicating name of dealer, place of business, district and invoice numbers, month and year, dates received and shipped, pounds, cases or bales, from whom received, location, and dealer's or factory number. Filed alphabetically as to location of dealer. (Never.) 9½ x 11½ bundles (2), 1 ft. 4 in., in wooden wall cabinet. R. 18, basement (Bldg. B). (1988)

656. DOCUMENT REGISTER, Mar. 1, 1931 - Mar. 1, 1932. Record of income tax returns, from Deputy Collector to Income Tax Division, from taxpayers whose net income is not more than $5,000 a year. Filed chronologically. (Annually, official.) 8½ x 11 folders, 1 ft., in wooden filing case. Dirty. R. 18, basement (Bldg. B). (1368)

657. FIDUCIARY RETURNS OF INCOME TAX, July 18, 1931 - Oct. 25, 1932. Income tax returns executed by individual or authorized officer of estate or trust. (Returns are filed with Collector on or before 15th of March of each taxable year.) Filed alphabetically. (Annually, auditing income tax records under investigation.) 11 x 18 loose papers, 1 ft., in steel filing case. Dirty. R. 18, basement (Bldg. B). (1698)

658. REGISTERED MAIL, Dec. 30, 1931 - Feb. 3, 1933. Record of registered processing tax received from taxpayers, showing name, address, serial number of taxpayer, and amount of tax paid. Filed alphabetically. (Annually, official.) 8½ x 11 folders, 6 in., in steel filing case. R. 18, basement (Bldg. B). (1783)

659. RECORD OF CIGAR STAMPS, Nov. 1, 1931 - Oct. 20, 1933. Record of cigar stamps purchased and used on cigars weighing more than three pounds per thousand and put up in packages ranging from three to five hundred cigars; shows total sales for each day, face value of stamps, excess collected, amount issued on advance collections, total sale of stamps, and balance on hand last day of month. Entered chronologically. Indexed alphabetically as to class. (Never.) 14 x 17 loose-leaf book, 1 in., in wooden storage cabinet. R. 18, basement (Bldg. B). (1923)

660. PARTNERSHIP RETURNS OF INCOME TAX, Jan. 1, 1931 - Jan. 1, 1933. Name and business address of partners, kind of business, date of organization, details of income, deductions, partners' shares of incomes and credits, nontaxable obligations (Liberty Bonds), schedule of incomes of various kinds and from various sources, and explanations, with a sworn affidavit that these statements are true and complete, signed by members of partnership. Filed

chronologically. (Annually, official.) 11 x 15 loose papers, 5 ft., on two chairs. R. 18, basement (Bldg. B). (1845)

661. DEPUTY FIELD COLLECTORS' REPORTS ON MISCELLANEOUS TAX, Jan. 1, 1931 - Dec. 31, 1934. Show amount collected, penalty paid, and reason for delayed payments. Filed alphabetically. (Never.) 8 x 10½ bundles (6), 4 ft. 6 in., in wooden cabinet. R. 18, basement (Bldg. B). (1889)

662. DEPUTY COLLECTORS' REPORTS ON DELINQUENCY TAX, Jan. 1, 1931 - Dec. 31, 1934. Copies of reports on delinquent or additional income tax due, showing reason for deferred payment, amount collected, penalty, and interest incurred by delay. Filed alphabetically. (Never.) 8 x 10½ bundles (5), 4 ft., on floor. Damaged by handling, bindings broken. R. 18, basement (Bldg. B). (1885)

663. CORRESPONDENCE ON INCOME TAX, Jan. 1, 1931 - Jan. 1, 1935. Correspondence with taxpayers and Commissioner. (Never.) 8 x 10½ loose papers, 19 ft., in 8 pasteboard boxes. Damaged by handling and faulty containers, dirty. R. 18, basement (Bldg. B). (1840)

664. STATEMENTS OF INCOME TAX DUE, Jan. 1, 1931 - Jan. 1, 1935. Statements of quarterly payments, showing assessment, last credit, unpaid balance, and account number. (Annually, official.) 2½ x 11 slips, 27 ft., in 5 pasteboard boxes on floor. Damaged by handling, dirty. R. 18, basement (Bldg. B). (1843)

665. ADDITIONAL TAX, Mar. 1, 1931 - Mar. 1, 1934. Correspondence with taxpayers relative to adjustment of accounts needing additional tax to clear records. Filed alphabetically. (Annually, official.) 8½ x 11 folders, 2 ft., in steel filing case. R. 18, basement (Bldg. B). (1461)

666. OFFERS IN COMPROMISE, Oct. 29, 1931 - May 2, 1936. Record of offers in compromise resulting from liens; also schedule of accepted or rejected offers and account current. Filed alphabetically. (Annually, checking questioned tax records.) 8½ x 11 bundles, 6 in., in steel filing case. R. 18, basement (Bldg. B). (1751)

667. SALES TAX, July 1, 1932 - June 30, 1933. Record of returns on all miscellaneous taxable articles, showing names and addresses of taxpayers and amount of taxes paid. Filed alphabetically. (Annually, checking taxes on miscellaneous articles.) 8½ x 11 folders, 5 ft. 6 in., in steel filing case. Dirty. R. 18, basement (Bldg. B). (1510)

668. SALES TAX RETURNS, DUPLICATE, July 1, 1932 - June 30, 1933. Duplicate returns by taxpayer, covering all costs attached to handling of products under Processing Tax Division. Filed chronologically. (Never.) 12 x 18 bundles (10) and 12 x 14 boxes (2), 5 ft. 6 in., on wooden filing case. R. 18, basement (Bldg. B). (1817)

669. MONTHLY INCOME REPORT, Dec. 31, 1932 - Jan. 1, 1934. Report on outstanding items, abatement and credit claims, blanket abatement claims, warrants for distraint, offers in compromise, bankruptcy and receivership, orders from the Bureau, and extension of time. Filed alphabetically. (Annually, checking incomes of taxpayers.) 8 x 10 envelopes, 6 in., in steel filing case. R. 18, basement (Bldg. B). (1735)

670. EXTENSION FILE, DEAD, Mar. 1, 1932 - Mar. 1, 1935. Record of extensions, showing name of taxpayer, date, and period liability; also correspondence with taxpayers relative to extension of time. Filed alphabetically. (Annually, checking cases under inquiry.) 3 x 5 cards, 8 ft., in wooden card cabinet. R. 18, basement (Bldg. B). (1374)

671. CERTIFICATES OF DEPOSIT, Mar. 1, 1932 - July 1, 1935. Triplicate report of certificates issued during month, covering collections deposited to credit of Treasurer; copy retained by Commissioner, one sent to Secretary of Treasury, and one to General Accounting Office. Filed chronologically. (Annually, official.) 8½ x 11 envelopes, 6 in., in steel filing case. R. 18, basement (Bldg. B). (1747)

672. PROCESSING TICKETS ON COTTON GINNING AND TOBACCO, Jan. 1, 1932 - Mar. 27, 1936. Statements of unpaid taxes, with receipts for taxes attached, and memoranda of unclassified remittances. Filed chronologically. (Annually, official.) Variously sized bundles (20), 8 ft., in pasteboard box on table. R. 10, basement (Bldg. B). (1286)

673. DELINQUENCY OR ADDITIONAL TAX DUE, Aug. 8, 1932 - Mar. 1, 1936. Correspondence with taxpayers relative to delinquent additional taxes. Filed alphabetically. (Annually, official.) 8½ x 11 folders, 10 ft., in steel filing case. Dirty. R. 18, basement (Bldg. B). (1573)

674. RETURNS CONCERNING HOLDINGS OF GOLD COIN, GOLD BULLION, AND GOLD CERTIFICATES, Aug. 1 - Dec. 22, 1933. Indicate amount of gold coin, bullion, and certificates taxpayer has on hand. Filed alphabetically. (Annually, checking record of gold holdings.) 12 x 16 loose papers, 6 in., in steel filing case. Dirty. R. 18, basement (Bldg. B). (1654)

675. TAX DIVISION DAILY JOURNAL OF MISCELLANEOUS TRANSACTIONS, June 1 - Dec. 30, 1933. Date, name, page, line, class of tax transaction, debit, credit, amount, summary, account and number of debit and credit, date entered in journal, block number, name and address of bank, signature, amount, reason, date received, and notice. Arranged alphabetically and entered chronologically. (Never.) 8½ x 11 loose-leaf book, 2 in., in wooden storage cabinet. R. 10, basement (Bldg. B). (1898)

676. INCOME TAX ASSESSMENT LIST, Jan. 1 - Dec. 31, 1933. Indicates amount of old and new balances, debits, credits, and any remarks needed to fully explain case. Filed alphabetically. (Annually, checking income tax assessments.) 14 x 15 loose papers, 6 in., in pasteboard box. Damaged by handling and faulty containers, dirty. R. 18, basement (Bldg. B). (1842)

677. INFORMATION RETURNS FOR CALENDAR YEAR 1933, INCOME TAX, Jan. 1 - Dec. 31, 1933. Form 1099, indicating kind and amount of income tax paid, to and by whom, amount of salaries, wages, fees, commissions, bonuses, interest on notes, mortgages, rents, royalties, dividends, foreign items, and other income; all subject to exemption of $1000 if single, and $2500 if married; accompanies Form 1096. Filed alphabetically. (Never.) 3½ x 8 slips, 1 ft. 6 in., in 2 pasteboard boxes. R. 18, basement (Bldg. B). (1954)

678. BAD CHECK LIST AND BANKRUPTS, Mar. 1, 1933 - Mar. 1, 1934. List of names and addresses of taxpayers giving bad checks to cover taxes and of bankrupts who could not pay tax. Filed alphabetically. (Annually, auditing questioned income tax records.) 8½ x 11 folders, 6 in., in steel filing case. Dirty. R. 18, basement (Bldg. B). (1697)

679. UNCOLLECTABLE TAXES, Aug. 17, 1933 - Aug. 1934. When taxpayer is unable to pay income tax as returned and after a thorough investigation by Deputy Collector, his account is declared uncollectable and filed temporarily. (The case is investigated at a later date.) Filed alphabetically. (Annually, official.) 8½ x 11 folders, 1 ft., in steel filing case. Dirty. R. 18, basement (Bldg. B). (1470)

680. PROCESSING TAX LEDGER, Nov. 30, 1933 - Nov. 30, 1934. Monthly and annual reports of all returns on products subject to processing tax, such as corn, wheat, cotton, hogs, rice, tobacco, paper, jute, sugar, and peanuts. Indexed alphabetically. (Never.) 12 x 18 vol., 1 ft., on floor. Dirty. R. 18, basement (Bldg. B). (1418)

681. INCOME TAX JOURNAL, ADJUSTMENT BY CERTIFICATE OF OVERASSESSMENTS, Dec. 28, 1933 - Dec. 28, 1934. Record of division list, name, page, line, class of tax, transaction, debit, credit, and amount; at bottom of sheet is a summary, the debit and credit columns being filled in by the bookkeeper. Arranged alphabetically and entered chronologically. (Never.) 8 x 10 loose-leaf book, 1 in., on steel filing case. R. 10, basement (Bldg. B). (1897)

682. REPORTS OF FIELD INVESTIGATORS, Oct. 6, 1933 - Nov. 24, 1934. Instructions relative to filing amended returns and invoices by cigar and tobacco manufacturers and dealers in leaf tobacco, record of violations of laws governing handling of leaf tobacco, reports of irregularities and names of those operating during buying season without paying tax, and reports of examination of cigar factories. Filed alphabetically. (Annually, auditing records under investigation.) 8½ x 11 folders, 6 in., in steel filing case. R. 18, basement (Bldg. B). (1766)

683. WARRANTS, DEAD, Sept. 1, 1933 - Apr. 1935. Warrants for distraint for failure to pay taxes. A warrant cannot be considered dead or closed until all interest due is collected or offer in compromise is accepted. Filed alphabetically. (Annually, official.) 8½ x 11 folders, 2 ft., in canvas mail basket. R. 10, basement (Bldg. B). (1254)

684. FOREIGN CORRESPONDENCE, Jan. 1, 1933 - Dec. 31, 1934. Correspondence with other districts regarding taxpayers who have moved from this district. Filed alphabetically. (Never.) 8½ x 11 folders, 1 ft. 6 in., in steel filing case. R. 18, basement (Bldg. B). (1313)

685. REPORTS OF DELINQUENCY OR ADDITIONAL TAX DUE ON CAPITAL STOCK, June 30, 1933 - May 29, 1935. Also correspondence with taxpayer regarding account. Filed alphabetically. (Annually, official.) 8½ x 11 folders, 2 ft., in steel filing case. R. 18, basement (Bldg. B). (1768)

686. RETAIL LIQUOR DEALERS, July 1, 1933 - July 1, 1935. Correspondence with Washington and retail dealers, relative to adjustment of taxes on liq-

uor. Filed alphabetically. (Annually, checking liquor cases.) 8½ x 11 folders, 2 ft., in steel filing case. Dirty. R. 18, basement (Bldg. B). (1504)

687. MISCELLANEOUS TAX LEDGER, Jan. 1, 1933 - Jan. 1, 1936. Accounts for those who pay miscellaneous taxes, showing amounts assessed and paid, balance due, and final statement of accounts at close of year. Indexed numerically. (Never.) 12 x 14 vols. (3), 1 ft., on floor. Dirty. R. 18, basement (Bldg. B). (1416)

688. DOCUMENT REGISTER, Jan. 1, 1933 - May 31, 1936. Form 813 (Rev.), record of all taxes received, regardless of nature, showing amount of tax listed, source from which derived, and tax money deposited in bank daily; also document registers, used in practically the same capacity as a cashier's journal, showing kind of tax, list, block, date, section, corrections, totals, and grand totals; copies are made for Cashier, Tax Division, and Control Clerk. Filed chronologically. (Never.) 12 x 14 bundle and loose-leaf books (7), 4 ft. 6 in., on wooden wall case. R. 10, basement (Bldg. B). (1900)

689. MONTHLY MISCELLANEOUS INCOME TAX RETURNS, June 30, 1933 - May 1, 1936. Monthly report on tax transactions. Filed alphabetically. (Annually, checking miscellaneous income tax returns.) 12 x 20 loose papers, 2 ft., in steel filing case. Dirty. R. 18, basement (Bldg. B). (1706)

690. UNCLAIMED LETTERS, Sept. 15, 1934 only. Letters relative to taxes on malt liquor which have been returned because of incorrect mailing addresses. Filed alphabetically. (Rarely, tracing delinquent accounts.) 3 x 9 bundles (2), 6 in., in steel filing case. Dirty. R. 18, basement (Bldg. B). (1575)

691. INCOME AND MISCELLANEOUS PROOFS OF CLAIM, Jan. 1, 1933 to date. When a person goes into bankruptcy and his property is in hands of receiver or trustee, government files a claim for taxes due; records of such cases and all data concerning them. Filed alphabetically. (Daily, for information covering case in question and for proceedings thereof.) 8½ x 11 folders, 2 ft., in steel filing case. R. 240 (Bldg. B). (655)

692. LIENS AND MISCELLANEOUS TAXES, Jan. 1, 1933 to date. Notices of liens against persons failing to pay taxes; when person liable to pay tax, neglects or refuses to pay same after demand, a suit is filed. Filed alphabetically. (Daily, for information in handling and disposing of lien cases.) 8½ x 11 folders, 2 ft., in steel filing case. R. 240 (Bldg. B). (904)

693. OFFERS IN COMPROMISE, Jan. 1, 1933 to date. In case a taxpayer feels that he has been overtaxed, he offers a compromise and offer is sent to Washington for rejection or acceptance. (Records are kept in this file for five years and then stored.) Filed alphabetically. (Daily, official.) 8½ x 11 folders, 2 ft., in steel filing case. R. 240. (Bldg. B). (903)

694. OFFERS IN COMPROMISE, Jan. 1, 1933 to date. Card form of offer in compromise, made by taxpayers who believe they have been overtaxed. (Daily,

official.) 3 x 5 cards, 2 ft., in wooden card cabinet. R. 240 (Bldg. B). (939)

695. TAXES FORMERLY ABATED, Jan. 1, 1933 to date. Record of names of taxpayers and products on which taxes have been abated. Filed alphabetically. (Daily, for information in handling and disposing of income tax cases.) 3 x 5 cards, 2 ft., in wooden card cabinet. R. 240 (Bldg. B). (941)

696. INFORMATION RETURNS, Mar. 15, 1933 to date. Claims sent by taxpayers to Commissioner. Summary of dividend payments of $500 and $300 or more to a shareholder and other income payments of $1000 or more to a single person or $2500 or more to a married person, for the calendar year of 1933. Information returns are rendered on basis of the calendar year, even though income tax returns of payer is filed on basis of a fiscal year. When a corporation found that distributions made during 1933 were nontaxable or partly so, they furnished information to Commissioner, Sorting Section, Washington. The Commissioner then advised corporation whether it was subject to tax. The corporation or shareholders sent their claims to Commissioner, Sorting Division, Washington. Claims show statement of capital stock, surplus and earnings, and total distribution made to shareholders during calendar year of 1934. Filed alphabetically. (Annually, checking tax payments.) 8½ x 11 folders and 20 x 24 bundle, 4 ft. 6 in., in steel filing case and on wooden shelf. Dirty. R. 18, basement (Bldg. B). (1658, 1883)

697. EXCESS PROFIT CARDS, BOOKKEEPING, May 1 - June 1, 1934. Reports of excess profits paid to Income Tax Division, showing amount paid, excess profit, payment made, name, address, and serial number of taxpayer. Filed alphabetically. (Rarely, auditing tax records.) 5 x 8 bundle, 6 in., in steel filing case. R. 18, basement (Bldg. B). (1736)

698. STAMP VOUCHERS, MISCELLANEOUS, Nov. 1 - Dec. 4, 1934. Receipts for stamp taxes, showing class, number, and value, covering stock transfers, tobacco and opium forms, documentary stamps, special tax, coupons, and cigars. (Never.) 8 x 10 envelopes (14) and bundles (2), 2 ft., on pasteboard box. R. 18, basement (Bldg. B). (1841)

699. CORRESPONDENCE ON MALT LIQUOR TAX, May 12 - Aug. 30, 1934. Correspondence with taxpayers relative to special excise tax imposed on wholesale and retail dealers. Filed alphabetically. (Annually, for information pertaining to tax on malt liquors.) 8½ x 11 folders, 2 ft., in steel filing case. Dirty. R. 18, basement (Bldg. B). (1619)

700. DELINQUENT ADDITIONAL TAXES, Jan. 1 - Sept. 30, 1934. Reports by field deputy collectors on income tax. Filed alphabetically. (Annually, checking accounts of delinquent taxes.) 8½ x 11 folders, 4 ft., in steel filing case. Dirty. R. 18, basement (Bldg. B). (1491)

701. INVESTIGATIONS BY FIELD DEPUTIES, INCOMPLETE, Jan. 1, 1934 - Dec. 31, 1935. Reports of investigation of returns, held by Collector because he is not satisfied and further investigation is necessary. Filed chronologically. (Weekly, to make further investigation of reports and file other information concerning same.) 8½ x 11 folders, 2 ft., in steel filing case. R. 240, hall files (Bldg. B). (693)

702. ESTATE AND GIFT TAX RETURNS AND CORRESPONDENCE, Jan. 1, 1934 - Jan. 1, 1936. Filed chronologically. (Never.) Variously sized bundles (42), 18 ft., on several wooden filing cases. R. 18, basement (Bldg. B). (1846)

703. TRANSCRIPTS CLOSED, Feb. 28, 1934 - Feb. 14, 1936. Audit Section record of field investigations, showing name, address, and serial number of taxpayer, kind and date returned, original tax, and name of deputy signing report. Filed alphabetically. (Annually, checking accounts under investigation.) 6 x 9 cards, 6 in., in wooden card cabinet. R. 18, basement (Bldg. B). (1800)

704. REPORT OF GIN DEPUTY, Sept. 27 - Nov. 18, 1935. Duplicate report of Gin Deputy Collector on cotton gins, showing serial number, quantity of tags and certificates received by ginner, and quantity ginner has on hand. Filed chronologically. (Annually, checking records of ginners.) 8½ x 11 folders, 1 ft., on wooden shelf. R. 10, basement (Bldg. B). (1649)

705. DAILY REPORTS, Sept. 14 - Dec. 3, 1935. Form 795, field deputy collectors' reports to the Field Division, pertaining to all kinds of income taxes. (Monthly report is sent to Washington.) Filed chronologically. (Annually, for information in making reports.) 8½ x 11 folders, 2 ft., on wooden shelf. R. 10, basement (Bldg. B). (1287)

706. CORPORATION MASTER CARDS, Aug. 1 - Nov. 1, 1935. Name and address of corporation, amount of capital stock and stamp taxes, claims for exemption, date and by whom checked, and serial number of taxpayer. Filed alphabetically. (Annually, checking accounts under investigation.) 6 x 9 cards, 3 ft., in card cabinet. R. 18, basement (Bldg. B). (1801)

707. CUMULATIVE BULLETINS, Feb. 14, 1936 to date. Quarterly bulletins issued by the Bureau, showing names and addresses of organizations to which people may bequeath money tax-free. (If a person contributes or leaves money by will to one of these organizations it is not necessary to pay tax on same.) Filed chronologically. (Weekly, to verify a statement by donor that gift is not subject to taxation.) 5 x 8 pamphlets, 1 ft., in wooden desk drawer. Suite 427, R. 431 (Bldg. A). (712)

Records of Income Tax Unit Agent

708. WORK REPORTS OF DECEASED AGENTS, 1913 - 1929. Confidential. Filed chronologically. (Never.) 9 x 11 envelopes and 8 x 10½ loose papers, 9 ft., in wooden filing case and cabinet. Damaged by handling, dirty, scattered. R. 402 (Bldg. B). (573)

709. REPORTS, TAX APPEALS, 1913 - 1934. Confidential information concerning appeals. Filed chronologically. (Never.) 11 x 15 and 7 x 10½ envelopes, 4 ft., in steel cabinet. R. 402 (Bldg. A). (505)

710. AGENTS' REPORTS AND DECISIONS, 1913 - 1934. Confidential reports by agents and decisions by Secretary of Treasury. Filed chronologically. (Never.) 7 x 10½ and 11 x 15 envelopes, 6 ft., on shelf of steel cabinet. R. 402 (Bldg. A). (506)

711. AGENTS' WORK SHEETS, 1913 - 1934. Official records relative to corporations, partnerships, and individual companies; confidential. Filed chronologically. (Never.) Variously sized envelopes and loose papers, 112 ft., on 3 steel and 14 wooden shelves and 2 wooden boxes. Damaged by handling, dirty. R. 402 (Bldg. B). (507)

712. PERSONNEL AND CONFIDENTIAL CORRESPONDENCE ON PRESENT AND FORMER EMPLOYEES, Jan. 5, 1913 to date. Correspondence showing employees' early efficiency rating, advancements, and demotions. Filed alphabetically as to name of employee. (Daily, official.) 8½ x 11 loose papers, 3 ft. 6 in., in steel filing case. Suite 427, R. 489 (Bldg. A). (599)

713. CORRESPONDENCE WITH COMMISSIONER, Jan. 1, 1914 - June 30, 1917. Copies of confidential letters to Commissioner. Filed chronologically. (Never.) 8 x 10½ folders, 3 ft. 6 in., in steel filing case. Dirty. R. 402 (Bldg. A). (504)

714. RECORD OF INCOME TAX RETURNS FORWARDED FROM BUREAU, Jan. 1, 1914 to date. Year and serial number of returns, date received, action taken, and date sent to Bureau. Filed alphabetically, subdivided by partnership, corporation, and individual. (Daily, checking status of investigation and location of tax returns.) 6 x 8 cards, 29 ft., in 2 steel card cabinets. Rs. 426 and 427 (Bldg. A). (528)

715. AGENTS' REPORTS AND CORRESPONDENCE ON LIABILITIES OF TAXPAYERS IN GEORGIA, Jan. 1, 1914 to date. Investigations of returns, in connection with taxpayers' books and records, in order to determine whether additional tax is due or over assessed, divided into corporations, partnerships, individuals, and fiduciaries. Filed alphabetically. (Daily, official.) Variously sized loose papers, 345 ft., in 37 steel and 10 wooden filing cases. Rs. 401 and 426 (Bldg. A). (529)

716. FLORIDA STOCK VALUATIONS, Sept. 10, 1916 - Jan. 1, 1925. Record of date of death, value per share of stock, and name of person and district in which deceased lived. (Florida became a separate district in 1925.) Filed alphabetically as to name of company or corporation. (Monthly, for exact valuation of stock companies in Florida; some stock is held by Georgia estates.) 5 x 8 cards, 6 in., in wooden card cabinet. Suite 427, R. 431 (Bldg. A). (713)

717. STATE TAX INVESTIGATIONS, Jan. 1, 1916 - Dec. 21, 1925. Confidential. Arranged alphabetically as to person investigated and filed chronologically. (Never.) 10 x 12 folders, 13 ft., in steel cabinet. Dirty. R. 402 (Bldg. A). (503)

718. TAX REGULATIONS, 1916 - 1934. Rules, instructions, and Act of Congress. Filed chronologically. (Daily, for information regarding tax regulations; confidential.) 6 x 9 vols. (2), 1 ft. 6 in., in wooden cabinet. Suite 427, R. 491 (Bldg. A). (615)

719. COMMERCIAL CLEARING HOUSE SERVICE, Jan. 1, 1916 to date. Confidential. Filed chronologically. (Daily, to verify workings and to determine to what extent a clearing house may cooperate with this department.) 8 x 9 loose-leaf books (3), 1 ft. 6 in., on wooden shelf. Suite 427, R. 491 (Bldg. A). (617)

720. GENERAL CORRESPONDENCE, Dec. 1916 to date. General correspondence with heirs of estates on taxes on estates and gifts. Filed alphabetically. (Weekly, as reference to tax matters.) 8 x 10½ loose papers, 1 ft., in steel filing case. Suite 427, R. 431 (Bldg. A). (686)

721. TREASURY DECISIONS, FINAL PUBLICATION, Aug. 1916 to date. Indexed alphabetically as to classification of case. (Daily, to ascertain whether a person's income is subject to tax, and rate.) 13 x 13 vols. (2), 1 ft. 6 in., on wooden shelf. Suite 427, R. 491 (Bldg. A). (625)

722. ANNUAL REPORT, Jan. 1, 1917 - Jan. 1, 1936. Report on gift and estate cases, showing number of each type, name of person in charge of case, results, and date completed. Filed chronologically. (Never.) 8 x 10½ loose papers, 6 in., in wooden desk drawer. Suite 427, R. 431 (Bldg. A). (716)

723. COLLATERALS, Sept. 3, 1917 to date. Information gathered by field representatives as requested by Washington and letters of inquiry. Filed alphabetically as to name of deceased. (Daily, official.) 8 x 10½ loose papers, 3 ft., in steel filing case. Suite 427, R. 431 (Bldg. A). (685)

724. LOCAL STOCK VALUES, July 11, 1917 to date. Record of stock values, some of which are parts of assets of an estate, showing basis date or date from which case is worked up, date case closed, proportion of stock held, value per share, names of estate or donor and corporation, main office, and case number. Filed alphabetically as to name of corporation. (Daily, determining value of stock or stocks which are parts of assets of taxable estates.) 5 x 8 cards, 2 ft., in wooden card cabinet. Suite 427, R. 431 (Bldg. A). (684)

725. CUMULATIVE BULLETINS, 1919 - 1936. Compiled from cases, rulings, and decisions of Secretary of the Treasury. Filed chronologically. (Daily, official; confidential.) 5 x 8 pamphlets, 1 ft. 6 in., in wooden cabinet. Suite 427, R. 491 (Bldg. A). (616)

726. ANNUAL ALLOWANCES, July 1, 1919 to date. Authorities issued by the Bureau for annual allowances for expenditures, including office expenses, transportation, incidentals, salaries, and other expenses. Filed chronologically. (Daily, official.) 9 x 12 loose-leaf books (2), 6 in., in steel safe. Suite 427, R. 489 (Bldg. A). (656)

727. ANNUAL WITHDRAWALS OF ALLOWANCES, July 1, 1919 to date. Record of annual withdrawals of allowances by the Bureau. Filed chronologically. (Daily, to determine amount withdrawn and purpose of withdrawal.) 9 x 12 loose-leaf books (2), 6 in., in steel safe. Suite 427, R. 489 (Bldg. A). (635)

728. GENERAL CORRESPONDENCE, Jan. 1, 1921 to date. Correspondence with the Bureau, letters of instruction, and other papers. Filed chronologically. (Daily, official.) 8½ x 11 loose papers, 4 ft. 6 in., in steel filing case. Suite 427, R. 489 (Bldg. A). (622)

729. BOARD OF TAX APPEALS, July 10, 1924 to date. Rulings, decisions, and regulations. Filed chronologically. (Monthly, official.) 5 x 8

pamphlets, 12 ft., in wooden cabinet. Dirty. Suite 427, R. 491 (Bldg. A). (626)

730. CONFERENCE REPORTS, 1924 to date. Correspondence and data relative to reports on which conferences have been held. Filed alphabetically. (Daily, confidential.) 8 x 10½ loose papers, 10 ft., in 2 steel filing cases. R. 427 (Bldg. A). (555)

731. ROUTINE CORRESPONDENCE, Jan. 1, 1924 to date. All correspondence with employees that is not in confidential correspondence file. Filed alphabetically. (Daily, official.) 8½ x 11 loose papers, 2 ft., in steel filing case. Suite 427, R. 489 (Bldg. A). (623)

732. OFFICE AUDIT, INDIVIDUALS, Jan. 1, 1925 - Dec. 31, 1927. Confidential. Filed chronologically. Indexed alphabetically as to audit. (Never, official.) 5 x 10 bundles (7) 3 ft. 6 in., on wooden box. Damaged by faulty containers. R. 402 (Bldg. A). (554)

733. ESTATE AND GIFT TAX REPORTS, Jan. 1, 1925 - Apr. 1936. Name of donor, amount of donation, and whether subject to taxation. Filed alphabetically. (Monthly, to determine correct valuation of estate in event of sale or transfer.) 8 x 10½ loose papers, 2 ft., in steel filing case. Suite 427, R. 431 (Bldg. A). (654)

734. ESTATE CASES ASSIGNED FOR INVESTIGATION, June 1925 to date Record of information from reports investigated, showing names and former addresses of descendants, date of death, amount of deficiency of tax paid, date of partial payment, and general remarks relative to case. Filed chronologically. (Weekly, making reports to agent in charge.) 15 x 18 loose-leaf books (3), 6 in., in wooden desk drawer. Suite 427, R. 431 (Bldg. A). (714)

735. MAJORS, Jan. 1, 1925 to date. Information on estates subject to taxation, showing valuation of estate and names of heirs. Filed alphabetically as to name of deceased person. (Daily, for information as to rates of taxes on various assets and to determine their true valuation.) 8 x 10½ loose papers, 26 ft., in 4 steel filing cases. Suite 427, R. 431 (Bldg. A). (674)

736. INCOME TAX RULINGS, 1927 - 1936. Rulings by the Department, showing sample tax cases so that all agents may refer to them if confronted by a similar problem. Filed chronologically. (Daily, for information regarding income tax rulings; confidential.) 9½ x 11½ vols., 1 ft. 6 in., in wooden cabinet. Suite 427, R. 491 (Bldg. A). (613)

737. CASES, DOCKETED TAX APPEALS Jan. 1, 1927 to date. Information taken from report of Board of Tax Appeals, showing result of appeal, whether it affects subsequent years, if relative to other taxpayers, and result. Filed alphabetically as to classification of case. (Daily, for information while case is in progress.) 6 x 8 cards, 1 ft. 6 in., in wooden card cabinet. Suite 427, R. 491 (Bldg. A). (582)

738. GOVERNMENT PUBLICATIONS, MISCELLANEOUS, 1927 to date. Containing vital information on income tax rulings. Filed chronologically. (Daily,

for information concerning tax matters of this office; confidential.) 5 x 8 pamphlets, 1 ft. 6 in., in wooden cabinet. Suite 427, R. 491 (Bldg. A). (714)

739. MONTHLY PRODUCTION REPORT, COPY, Jan. 1, 1927 to date. Shows work done by the Atlanta Division. Filed chronologically. (Monthly, comparing reports of previous month and year.) 8½ x 11 loose papers, 1 ft. 6 in., in steel filing case. R. 427 (Bldg. A). (603)

740. MORE ACTIVE RULINGS, Jan. 1, 1927 to date. Cases which have some unusual provisions or cases which illustrate one or more recent rulings of the Bureau. Filed alphabetically as to subject. (Daily, official.) 8 x 10½ loose papers, 1 ft. 6 in., in wooden desk drawer. Suite 427, R. 491 (Bldg. A). (627)

741. POWERS OF ATTORNEY, Jan. 1, 1927 to date. Names and addresses of agent and client represented, amount, description or title of matter involved, year or years covered, section, and date record was made; conferee's name given on all cases. Filed alphabetically. (Daily, official.) 5 x 8 cards, 1 ft 6 in., in wooden filing case. Suite 427, R. 491 (Bldg. A). (537)

742. PROTEST AND CONFERENCE RECORD, Jan. 17, 1927 to date. Name of taxpayer, protest number, years, agent, date of report, items protested, date and place of conference, conferees, names of representatives, date power of attorney was filed, whether issue was sustained in part, wholly, or not at all, and date case was closed. Filed alphabetically. (Daily, making statements and giving facts to courts and persons investigating cases.) 6 x 8 cards, 1 ft. 6 in., in wooden card cabinet. Suite 427, R. 421 (Bldg. A). (581)

743. PROTEST CASES, GIFT AND INCOME TAX, CLOSED, Jan. 1, 1927 to date. Information obtained by chief conferee from taxpayers. Filed alphabetically as to taxpayer's name. (Daily, for information to field workers.) 6 x 8 cards, 3 ft., in wooden card cabinet. Suite 427, R. 491 (Bldg. A). (592)

744. REAL ESTATE APPRAISERS, Jan. 1, 1927 to date. Record of names and addresses of reliable real estate agents who will supply information and cooperate in event of sale. Filed alphabetically as to name of town or city. (Daily, official.) 5 x 8 cards, 1 ft., in wooden card cabinet. Suite 427, R. 431 (Bldg. A). (673)

745. RECORD OF WAIVERS, Jan. 1, 1927 to date. Name and address of taxpayer, years covered, date order of waiver was received, and reason or grounds for waiver. Filed alphabetically as to taxpayer's name. (Weekly, for information and checking future returns of each case exempted.) 6 x 8 cards, 1 ft., in wooden card cabinet. Suite 427, R. 491 (Bldg. A). (593)

746. CONFIDENTIAL CORRESPONDENCE, Jan. 1, 1928 to date. Correspondence and papers pertaining to cases where fraud has been suspected, used in subsequent examinations of tax records. Filed alphabetically as to taxpayer's name. (Monthly, official.) 8½ x 11 loose papers, 2 ft., in steel filing case. Suite 427, R. 489 (Bldg. A). (621)

747. REPORTS ON DECISIONS BY BOARD OF TAX APPEALS, 1929 - 1936. Filed numerically. (Monthly, for information relative to decisions on tax appeals; confidential.) 8 x 10½ loose papers, 2 ft., in wooden filing case. Suite 427, R. 491 (Bldg. A). (590)

748. ATLANTA INVESTIGATIONS OF INCOME TAX, 1929 to date. Record of investigations of individuals with regard to income tax appeals. Filed alphabetically as to name of investigated person. (Daily, for information in filing income tax charges; confidential.) 8 x 10½ loose papers, 2 ft., in wooden filing case. Suite 427, R. 491 (Bldg. A). (588)

749. MONTHLY REPORTS, Jan. 1, 1929 to date. Name of worker, number of cases worked and closed, cases on hand at beginning of month, and title or classification of case. Filed chronologically. (Monthly, for inspector's report and report to agent in charge.) 8 x 10½ loose papers, 6 in., in steel filing case. Suite 427, R. 431 (Bldg. A). (652)

750. LEAVE AND PERSONNEL RECORD, CLOSED, Jan. 1, 1930 to date. Record of allowances for expenditures and annual and sick leave records. Filed alphabetically as to employee's name. (Daily, official.) 5 x 8 cards, 1 ft., in wooden card cabinet. R. 426 (Bldg. A). (552)

751. PROTEST CASES, ESTATE TAXES, CLOSED, Jan. 1, 1931 to date. Information from person who has received a gift and decision of Board of Tax Appeals or this office. Filed alphabetically as to taxpayer's name. (Daily, for information to field workers.) 6 x 8 cards, 6 in., in wooden card cabinet. Suite 427, R. 457 (Bldg. A). (591)

752. REPORT ON DISBURSEMENTS, July 1, 1931 to date. Report of transportation requests, sick leave, changes in personnel, and disallowances, with schedule of disbursements and warrants. Filed alphabetically as to subject. (Daily, checking disbursements.) 8½ x 11 loose papers, 1 ft., in steel safe. Suite 427, R. 469 (Bldg. A). (624)

753. CONTROL FILE OF PROTEST CASES, 1932 - 1935. Correspondence with taxpayers and data relative to disputed tax cases. Filed chronologically. (Daily, for information concerning taxes used in courts and other agencies to satisfy government claims; confidential.) 8 x 10½ loose papers, 4 ft. 6 in., in steel filing case. R. 427 (Bldg. A). (556)

754. TRANSMITTAL LETTERS, QUARTERLY REPORTS OF PROTESTED CASES, 1932 - 1935. Incoming correspondence regarding protested cases transmitted to Washington with quarterly report. Filed chronologically. (Daily, making reports on tax protests; confidential.) 8 x 10½ loose papers, 2 ft., in steel filing case. Suite 427, R. 491 (Bldg. A). (574)

755. DAILY REPORTS, Jan. 1, 1932 to date. Employees' names and addresses, times arrived and left office, and nature of work, with worker's signature. Filed chronologically. (Never.) 5 x 8 cards, 1 ft. 6 in., in steel filing case and wooden cabinet. Suite 427, R. 431 (Bldg. A). (653)

756. SUPPLIES AND EQUIPMENT, Jan. 1, 1932 to date. Invoices and requisitions for supplies and equipment. Arranged alphabetically by subject

and filed chronologically. (Daily, to determine amount spent on supplies and equipment.) Variously sized loose papers, 1 ft., in steel filing case. R. 427 (Bldg. A). (601)

757. INCOME TAX REPORTS, PENDING, Jan. 1933 - 1934. Copies of income tax reports sent to taxpayers, held pending agreement or protest. Filed chronologically. (Daily, as reference in connection with decisions on income tax cases.) 8½ x 11 loose papers, 6 ft., in steel filing case. R. 427 (Bldg. A). (565)

758. REGISTRY RECEIPTS RELATING TO POWERS OF ATTORNEY, 1933 - 1934. Certified registry receipts for power of attorney to act as agent for parties concerned. Filed chronologically. (Daily, relative to information of taxpayers who employ agents to act for them; confidential.) 8 x 10½ loose papers, 3 ft. 6 in., in wooden filing case. Suite 427, R. 491 (Bldg. A). (589)

759. RECORD OF CLOSED CASES, May 1, 1933 - Apr. 30, 1936. Record of closed cases, individual and corporation. Filed alphabetically as to name of taxpayer. (Annually, as reference in case any questions arise.) 5 x 8 cards, 6 ft. 6 in., in wooden card cabinet. R. 427 (Bldg. A). (551)

760. RECEIPTS FOR INCOME TAX RETURNS ASSIGNED TO AGENTS, Jan. 1, 1933 to date. Receipts for original returns sent to agents for making examination of liability of taxpayer. Filed alphabetically as to Agent's name. (Daily, showing disposition of original returns made by taxpayers.) 8½ x 11 loose papers, 1 ft. 6 in., in steel filing case. R. 427 (Bldg. A). (566)

761. BONDS, REAL ESTATE, AND MISCELLANEOUS CONSIDERED WORTHLESS, Jan. 1934 to date. Record of bank deposits, corporation stocks, bonds, real estate valuations, syndicates, and donations that have been determined worthless. Filed alphabetically as to corporation and subject. (Daily, making reports.) 3 x 3 cards, 1 ft. 6 in., in wooden transfer cabinet. Suite 427, R. 489 (Bldg. A). (645)

762. CORRESPONDENCE AND REPORTS REGARDING SYNDICATE CASES AND CAPITAL STRUCTURE, Jan. 1, 1934 to date. Syndicate reports in which a large number of taxpayers participate; also reports regarding capital structure and capitalization of business, with history of principal corporations, and correspondence and data. Filed chronologically. (Daily, as reference in reviewing cases.) Variously sized loose papers, 1 ft. 6 in., in steel filing case. Suite 427, R. 489 (Bldg. A). (675)

763. INCOME TAX RETURNS, Jan. 1, 1934 to date. Original returns. Filed alphabetically as to name of taxpayer. (Daily, as authority and information in making revenue examinations.) 10 x 16 loose papers, 6 ft., in wooden and steel filing cabinets. R. 426 (Bldg. A). (530)

764. LEAVE AND TRANSPORTATION REQUESTS, Jan. 1, 1934 to date. Requests for annual and sick leaves and for transportation. Filed alphabetically as to employee's name. (Daily, official.) 5 x 8 loose papers, 1 ft., in steel filing case. R. 427 (Bldg. A). (600)

765. MISCELLANEOUS MONTHLY REPORT, COPIES, Jan. 1, 1934 to date. Record of work performed by employees. Filed chronologically. (Daily, for information relative to yearly program.) 8½ x 11 and 8½ x 14 loose papers, 1 ft. 6 in., in steel filing case. R. 426 (Bldg. A). (553)

766. PAY ROLLS RETAINED AND VOUCHERS FOR EXPENSE ACCOUNT, COPIES, July 1, 1934 to date. Copies of pay rolls and vouchers covering expense accounts. Filed chronologically. (Daily, to verify expenditures.) Variously sized loose papers, 2 ft., in steel safe. Suite 427, R. 489 (Bldg. A). (620)

767. FOLLOW-UP CARDS, PERMANENT AND DUPLICATE, 1935. Confidential records showing name, address, and dates where returns were filed and case was settled. Filed chronologically. (Never.) 4 x 7 cards, 3 ft. 6 in., in wooden filing case. R. 402 (Bldg. A). (527)

768. DAILY REPORTS OF AGENTS, May 1, 1935 - Apr. 30, 1936. Show work performed daily. Filed alphabetically by name of agent. (Daily, official.) 5 x 8 loose papers, 5 ft., in 2 steel filing cases. R. 427 (Bldg. A). (602)

769. REVIEW FILE, May 1, 1935 - Apr. 30, 1936. Correspondence with agents in control of cases, sent back by reviewer to Agent for correction, and miscellaneous correspondence relative to all cases in progress of review. Filed alphabetically as to name of agent. (Daily, reviewing cases in progress.) 8½ x 11 loose papers, 1 ft. 6 in., in steel filing case. Suite 427, R. 488 (Bldg. A). (670)

770. REVIEWER'S WORK SHEETS, Mar. 1, 1935 - Apr. 30, 1936. Report sheets, sent to Chief Reviewing Officer, who makes a note as to urgency and routes report to calculating machine operator, who, without correcting errors in calculation after each proof, returns report to reviewer, who either returns report to officer or assigns it for review as circumstances demand. Filed alphabetically. (Daily, making adjustments to taxpayers.) 8½ x 11 loose papers, 2 ft., in steel filing case. Rs. 426 and 427 (Bldg. A). (564)

771. DAILY WORK FILE, 1935 to date. Daily correspondence relative to tax problems. Filed chronologically. (Daily, as routine of considering tax cases; confidential.) 8 x 10½ loose papers, 1 ft. 6 in., in steel filing case. Suite 427, R. 491 (Bldg. A). (575)

772. ESTATE TAX CASES, Oct. 1935 to date. Record of name of deceased, his (or her) heirs, amount each is to receive, portions of assets checked, amount of tax paid, and type and amount of assets including real estate, stocks, bonds, and cash. Filed alphabetically as to name of deceased. (Daily, corresponding with heirs or their attorneys in making report to agent in charge.) 11 x 15 folders, 1 ft. 6 in., in wooden desk drawer. Suite 427, R. 431 (Bldg. A). (715)

773. REGISTERED STAMP REPORTS, Jan. 1, 1936 to date. Monthly reports by Agents, showing amount of registered stamps and their uses. Filed alphabetically by name of Agent. (Monthly, making condensed reports at end of year.) 8½ x 11 loose papers, 6 in., in steel filing case. R. 427 (Bldg. A). (604)

774. REVIEW CASES PENDING, May 4, 1936 to date. Reports, correspondence, and data from syndicates, corporations, and other taxpayers regarding taxes which are pending review. Filed chronologically. (Daily, checking tax cases.) Variously sized loose papers, 3 ft., in steel filing case. Suite 427, R. 488 (Bldg. A). (687)

ALCOHOL TAX UNIT
OFFICE OF DISTRICT SUPERVISOR
Ten Forsyth St. Bldg., 10 Forsyth St., SW.

775. INDEX, July 1, 1920 to date. Index to current monthly file in Inspector's Office. Filed alphabetically. (Daily, locating alcohol tax records.) 5 x 8 cards, 5 ft., in 2 wooden card cabinets. R. 418. (4371)

776. MASTER INDEX, Dec. 1, 1927 to date. Index to proposed defendants, showing case number, judicial district, place and type of violation, other persons arrested, reference, and dates case was jacketed, investigation, and closed. Filed alphabetically and numerically. (Daily, official.) 5 x 8 cards, 8 ft., in wooden card cabinet. R. 424. (4271)

777. INDEX TO SPECIAL INVESTIGATIONS, Aug. 1, 1934 to date. Index to special investigations of cases of violations. Filed alphabetically and numerically. (Daily, locating data pertaining to special investigations.) 3 x 5 cards, 2 ft., in wooden card cabinet. R. 424. (4259)

778. INDEX. Aug. 15, 1934 to date. Index to pending and closed enforcement cases, showing name, address, and case number of violator. Filed alphabetically. (Daily, checking violation cases.) 3 x 5 cards, 11 ft. 6 in., in wooden card cabinet. R. 417. (4065)

779. GENERAL INDEX, Aug. 15, 1934 to date. Lists of tax-free and specially denatured alcohol permittees including schools, hospitals, and eleemosynary institutions, and permit number. Filed alphabetically. (Daily, checking tax-free permits.) 3 x 5 cards, 2 ft., in wooden card cabinet. R. 417. (4063)

780. INDEX, Aug. 15, 1934 to date. Index to enforcement and permissive cases, showing name and address of applicant, kind of beverage to be handled, date of permit, and time expected to begin production. Filed alphabetically. (Daily, as records of applications for permits.) 3 x 5 cards, 6 in., in wooden card cabinet. R. 417. (4114)

781. INDEX, Aug. 16, 1934 to date. Index to files of Legal Section; refers to records of vessels and vehicles seized by authorities of law. Filed alphabetically. (Daily, as reference in locating records of Legal Department.) 5 x 8 cards, 6 ft., in wooden card cabinet. R. 422. (4369)

782. MASTER INDEX, Jan. 1, 1935 to date. Duplicate of the zone files. District 6 is divided into three zones, and each permit granted in District is recorded. Filed alphabetically. (Daily, for information converning zones.) 5 x 8 cards, 6 in., in wooden card cabinet. R. 428. (4507)

783. INDEX, ACTIVE AND INACTIVE, Mar. 19, 1935 to date. Index to files containing correspondence, circular letters, and laboratory reports. Filed alphabetically. (Daily, locating data and correspondence pertaining to laboratory.) 5 x 8 cards, 4 ft., in wooden and pasteboard card cabinets. R. 403. (4367)

784. INDEX TO TAX STAMP FILES, CLOSED, July 1, 1935 - June 30, 1936. Index to records of tax stamps issued to dealers. Filed alphabetically. (Annually, as reference in locating stamp records.) 3 x 5 cards, 23 ft., in wooden card cabinet. R. 414. (4615)

785. MISCELLANEOUS PAYMENTS, July 1, 1935 to date. Index to vouchers for payment; voucher payments include expenditures for services other than personal, and salary and expenses of field employees of Accounts and Collections Unit. Filed alphabetically. (Daily, as records of expenditures.) 5 x 8 cards, 3 ft., in wooden card cabinet. R. 410. (4211)

786. SALARIES, EXPENSES, AND GOVERNMENT CARS, July 1, 1935 to date. Index to vouchers for payment of salaries, expenses, and government cars of District for fiscal years of 1935 to date. Filed alphabetically. (Daily, auditing accounts of the District Office.) 5 x 8 cards, 1 ft. 6 in., in wooden card cabinet. R. 410. (4210)

787. INDEX TO SEIZED CAR FILES, ACTIVE AND INACTIVE, Aug. 1, 1935 to date. Index to records of cars seized by field workers and to closed records after disposal of cars. Filed alphabetically. (Daily, locating seized car records.) 5 x 8 cards, 1 ft. 6 in., in wooden card cabinet. R. 410. (4612)

788. INDEX TO WHOLESALE FERMENTED MALT LIQUOR DEALERS, Aug. 1, 1935 to date. Index to records of wholesale fermented malt liquor dealers. Filed alphabetically. (Annually, official.) 3 x 5 cards, 1 ft., in wooden card cabinet. R. 414. (4613)

789. INDEX TO WHOLESALE LIQUOR DEALERS, Aug. 1, 1935 to date. Index to records of wholesale liquor dealers. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft., in wooden card cabinet. R. 414. (4616)

790. INDEX TO AUTOMOBILE ACCOUNTS, Aug. 1, 1935 to date. Index to accounts of government cars used in operation of field work; amount of repairs and money spent on each car is kept as records of expenditures against amount of money allotted each car monthly. Filed alphabetically. (Daily, official.) 5 x 8 cards, 1 ft., in wooden card cabinet. R. 414. (4614)

791. INDEX TO RETAIL MALT LIQUOR DEALERS, Aug. 1, 1935 to date. Index to records of retail liquor dealers, showing name of dealer, date license number was issued, and when rules of Alcohol Tax Unit were violated. Filed alphabetically. (Daily, official.) 3 x 5 cards, 38 ft., in 2 wooden card cabinets. R. 414. (4565, 4566)

792. ZONE INDEX, Aug. 1, 1935 to date. Index to inspection reports of nine zones of Atlanta. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft., in wooden card cabinet. R. 414. (4567)

793. INDEX, Dec. 1, 1935 to date. Index to Raw Material Section. Filed alphabetically. (Daily, official.) 3 x 5 cards, 50 ft., in wooden card cabinet. R. 429. (4288)

794. RECORD OF EACH EMPLOYEE, Nov. 1, 1916 to date. Record of each employee of District 6. Filed alphabetically. (Daily, checking qualifications of employees.) 5 x 8 cards, 2 ft. 6 in., in wooden card cabinet. R. 409. (4611)

795. PERSONNEL FILE, Nov. 1, 1916 to date. Record of each employee of District 6, copy of oath of office, history of case with recommendation for increase in salary, and other data. Filed alphabetically. (Daily, official,) 8 x 11 folders, 40 ft., in wooden filing case. R. 409. (4610)

796. RECORD OF LEAVES, Jan. 1, 1924 - Jan. 1, 1934. Record of leaves of absence. Filed alphabetically. (Annually, for information pertaining to District Office employees.) 5 x 8 cards, 2 ft. 6 in., in wooden card cabinet. R. 410. (4179)

797. SPECIALLY DENATURED ALCOHOL PERMITS, Jan. 1, 1926 - Jan. 1, 1930. Record of permits for old 9th District, covering Georgia and Florida. Filed alphabetically. (Annually, as records of permits issued.) 8 x 11 folders, 2 ft., in wooden filing case. R. 417. (4041)

798. MISCELLANEOUS CORRESPONDENCE RELATIVE TO DISAPPROVED PERMITS, TAX-FREE SPECIALLY DENATURED ALCOHOL, Aug. 15, 1926 - Aug. 15, 1930. Disapproved permits and correspondence relative to permits disapproved because of failure and delinquency in making reports or violation of prohibition laws, from old 9th District, Alabama, Georgia, and Florida. Filed alphabetically. (Annually, checking records under investigation.) 8 x 11 folders, 2 ft., in steel filing case. R. 417. (4031)

799. SPECIALLY DENATURED ALCOHOL, Nov. 15, 1926 - Nov. 15, 1930. Correspondence relative to specially denatured alcohol permits, some referring to old 10th District business, including Alabama and New Orleans District. Filed alphabetically. (Annually, official.) 8 x 11 folders, 5 ft., in steel filing case. R. 417. (4030)

800. CASES OF SMUGGLING, CLOSED AND PENDING, July 1, 1926 to date. Record of seizures of cars and cargo, men caught smuggling liquor from one locality or person to another, or importations of liquors from foreign countries. Filed alphabetically. (Daily, for information pertaining to smuggling cases.) 8 x 11 folders, 8 ft. 6 in., in steel filing case. R. 424. (4267)

801. MISCELLANEOUS CASES, July 1, 1926 to date. Miscellaneous seizures by field agents, filed as closed cases. Filed alphabetically. (Semi-annually, checking old records under inquiry.) 8 x 11 folders, 16 ft. 6 in., in 2 steel filing cases. R. 424. (4208)

802. PENDING CASES, July 1, 1926 to date. Cases under investigation, some of which have been tried and require further action of the law before being closed; other cases await future handling and disposition. Filed

alphabetically. (Daily, as records of cases awaiting trial.) 8 x 11 folders, 6 ft. 6 in., in steel filing case. R. 424. (4209)

803. DOCKET FILE, Dec. 1, 1927 to date. Record of violators of liquor laws hired by real instigators of the violation who never become known in the case; the violators carry out the plans, and those caought in the Act are punished; also Treas. Form 1567, docket for jacketed cases, showing names of principal defendants, jacket, district, judicial district, and docket numbers, place of violation, charge, jackets requested and issued, reports to United States Attorney and Deputy Commissioner, names of persons assigned to investigators, date, number arrested, held, released, to be arrested, and discharged, dates of indictment and trial, number indicted, not indicted, convicted, acquitted, and dismissed, total sentences, fines, probations, and suspended sentences, prosecutions recommended, progress, and remarks; reverse side shows name of each defendant, arrest and commission hearing, date indicted, result of trial or final disposition, and reports of arrest, indictment and trial, or final disposition. Filed alphabetically. (Daily, as records of violators of liquor laws.) 8 x 11 folders, 32 ft., in 4 steel filing cases. R. 424. (4270)

804. MAJOR JACKETED CASES, CLOSED, Dec. 1, 1927 to date. Closed cases of violations, jacketed and filed for reference if needed in investigation of old cases. Filed alphabetically. (Annually, official.) 8 x 11 envelopes, 34 ft., in steel filing case. R. 424. (4275)

805. STATISTICAL AUTOMOBILE EXPENSES, Dec. 1, 1927 to date. Treasury Form 208, record of use and cost of maintenance and operation of vehicles and vessels, showing district, identification, assignment and location numbers, name of District Supervisor, date, day of week, for what use, miles, appraised value of seizures, fuel, lubricants, tires and tubes, repairs, storage, miscellaneous, totals per month, previous months and fiscal year, average cost per mile, total gallons purchased, average miles per gallon, gas, and total quarts of oil purchased. Filed alphabetically. (Daily, as records of expenditures for operation of government cars.) 8 x 11 folders, 6 ft., in steel filing case. R. 424. (4274)

806. RECORD OF PAYMENTS FOR MISCELLANEOUS SERVICES, July 1, 1928 - June 30, 1935. Record of payments for miscellaneous services rendered agents. Filed alphabetically. (Daily, official.) 5 x 8 cards, 6 ft., in 2 wooden card cabinets. R. 410. (4169)

807. CONTRACTS AND LEASES, July 1, 1929 - July 1, 1931. Copies of contracts and leases made by District Office. Contracts are arranged with filling stations and supply firms, in order that field agents can obtain needed supplies upon presenting courtesy cards from District Supervisor. (This District Office is the only one not owned by the Government, but leased.) Filed alphabetically. (Daily, as records of contracts for obtaining supplies.) 8 x 11 folders, 2 ft., in steel filing case. R. 410. (4123)

808. REGISTRY OF STILLS, Nov. 15, 1930 to date. Registrations made in quadruplicate by each person having in his possession, custody, or under his control any still or distilling apparatus. (Persons failing to register be-

come liable to a penalty of $500.00 and a fine of not less than $100.00 nor more than $1000.00 and imprisonment for not less than one month nor more than two years, in addition to forfeiture of the still and all personal property found in building where same was set up). A copy of each notice is immediately forwarded to the Commissioner, Alcohol Tax Unit. Filed alphabetically. (Annually, checking distilleries.) 8 x 11 folders, 4 ft., in steel filing case. R. 417. (4038)

809. SALARIES AND EXPENSES, July 1, 1932 - June 30, 1933. Record of salaries and expenses of office force and field agents. Filed alphabetically. (Daily, official.) 5 x 8 cards, 1 ft., in wooden card cabinet. R. 410. (4180)

810. SPECIAL INVESTIGATIONS, July 1, 1932 to date. Preliminary reports of violations of the liquor law sent to Washington where they are given a number; copies of these reports are sent to each district of the United States in order that violators will be caught and punished, should they go to another district. Filed numerically. (Daily, checking violations of liquor laws.) 8 x 11 folders, 8 ft., in steel filing case. R. 424. (4272)

811. ZONE INDEX, Jan. 1, 1933 to date. List of all inspectors in the zone and a report of their inspections. Filed alphabetically. (Daily, for information pertaining to location of inspectors.) 5 x 8 cards, 1 ft., in wooden card cabinet. R. 428. (4477)

812. ASSISTANT INSPECTOR'S REFERENCE FILE, Apr. 22, 1933 to date. Rulings, memoranda, mimeographed circulars, and Treasury decisions. Filed alphabetically. (Monthly, for information pertaining to decisions.) 8 x 11 folders, 6 in., in steel filing case. R. 428. (4440)

813. VOUCHERS SENT TO WASHINGTON, COPIES, Sept. 15, 1933 - Sept. 15, 1934. Duplicates of vouchers for expenses of Field Department. (Original was sent to Washington for payment, as payments were not made in the field at that time.) Filed alphabetically. (Daily, checking expenditures for personnel expenses.) 8 x 11 folders, 5 ft., in steel filing case. R. 410. (4121)

814. BREWERIES AND RECTIFIERS, July 1, 1933 to date. List of wholesale liquor and fermented malt liquor dealers. Filed alphabetically. (Daily, for information concerning breweries in District 6.) 3 x 5 cards, 1 ft. 6 in., in wooden card cabinet. R. 428. (4476)

815. STAMP INDEX, July 1, 1933 to date. Information on stamps sold to wholesale liquor and malt liquor dealers. Filed alphabetically. (Daily, official.) 3 x 5 cards, 2 ft., in wooden card cabinet. R. 428. (4475)

816. INSPECTORS' INDEX, July 1, 1933 to date. Monthly reports of rectifiers and distillers of District 6; also a list of Treasury decisions and mimeographs needed by storekeepers. Filed alphabetically. (Daily, as records of operations in District 6.) 3 x 5 cards, 1 ft. 6 in., in wooden card cabinet. R. 428. (4509)

817. PENDING TRIALS, Mar. 1, 1934 to date. Cases of liquor law violations awaiting action of Grand Jury. Filed alphabetically. (Daily, checking

cases pending trial.) 8 x 11 folders, 8 ft., in steel filing case. R. 424. (4273)

818. CHARPURE AND CHARCHIPS, June 28, 1934 to date. Reports from producers of charpure and charchips. Filed alphabetically. (Daily, as record of daily sales.) 8 x 11 folders, 2 ft., in wooden filing case. R. 429. (4291)

819. CORRESPONDENCE AND M-8'S, June 28, 1934 to date. Correspondence and Form M-8 reports from producers, showing district number, consignor, consignee, date, quantity, and car number of shipment of sugar, charpure, molasses, and charchips. (There are five producers: The Savannah Sugar Refining Co.; The Charpure Co. of Decatur makes oakchips; Leftwich Co. of Mobile furnishes molasses; Clewiston, Fla. produces sugar; The Charchips Co. of Atlanta makes chips.) Filed alphabetically. (Daily, checking shipments of sugar, molasses, and charchips.) 8 x 11 folders, 2 ft., in wooden filing case. R. 429. (4329)

820. LEGAL PROCEDURE ON SPECIFIC CASES, ACTIVE AND INACTIVE, June 28, 1934 to date. Reports on all matters presented for decision; the data is forwarded to Washington for decision by the Bureau. Filed alphabetically. (Daily, as records of decisions in alcohol cases.) 8 x 11 folders, 4 ft., in wooden filing case. R. 429. (4332)

821. M-16 REPORTS, June 28, 1934 to date. Form M-16, returns filed by distributors in accordance with Joint Congressional Resolution Number 373 and Treasury Resolutions Number 17, showing date of sale, name and address of purchaser, type of product, quantity, name and address of person to whom delivered, license number, name of firm, address, signature, and sworn signature of distributor before a notary public. Joint Resolution 373 was the Act, Regulation number 17, passed June 28, 1934. The Raw Material Section of the Alcohol Tax Unit operates under this Act. Sugar, yeast, malt, meal, oakchips, charpure, charchips, and molasses are the products covered by the Raw Material Section. Old established firms, like Anheuser Busch Co., are not required to send in sworn statement, special permission having been granted them. When a firm fails to comply with requirements of law, they are prosecuted. Copies of these reports are sent to Alcohol Tax Unit Office, Columbia, S. C., Birmingham, Ala., and Jacksonville, Fla. One copy is retained at District 6 Headquarters, and original report is sent to Supervisor of Baltimore Office of the Alcohol Tax Unit. J. H. Leftwich Co., of Mobile, sells blackstrap molasses residue after the sugar is taken. 99% of the molasses used by the manufacturers of food for animals (horses, cows, and chickens) is distributed by this company. Most blackstrap comes from Cuba. Filed alphabetically as to state. (Daily, auditing reports of Alcohol Tax Unit.) 8 x 11 folders, 8 ft., in steel filing case. R. 429. (4333)

822. MISCELLANEOUS REPORTS, June 28, 1934 to date. Reports from small towns with an insufficient number of dealers for reports to be kept there. Filed alphabetically. (Daily, checking activities of small towns.) 8 x 11 folders, 2 ft., in wooden filing case. R. 429. (4330)

823. MONTHLY REPORTS OF INVESTIGATOR IN CHARGE, June 28, 1934 to date. Date, place, number of cases recommended for prosecution for violation of

Reg. 13 (Sec. 274, Title 26, USCA), cases recommended for prosecution for violation Reg. 17, distilleries seized, arrests made, cars or trucks seized, and remarks by investigators. Filed alphabetically. (Daily, for information concerning monthly investigations.) 8 x 11 folders, 2 ft., in wooden filing case. R. 429. (4311)

824. REGULATION NUMBER 92, June. 28, 1934 to date. Yeast reports, in accordance with Regulation No. 92. Filed alphabetically. (Daily, for information concerning use of yeast.) 8 x 11 folders, 2 ft., in wooden filing case. R. 429. (4328)

825. REPORTS OF COLLECTORS OF CUSTOMS, June 28, 1934 to date. Daily reports on sugar importation of Collectors of Customs at Charleston, Savannah, and Mobile, showing foreign consignor, consignee, port of origin, name of vessel, date unloaded, and amount. Filed alphabetically. (Daily, checking records of sugar importations.) 8 x 11 folders, 2 ft., in wooden filing case. R. 429. (4289)

826. REPORTS ON DENATURED ALCOHOL, June 28, 1934 to date. Reports on control of denatured alcohol. There are no producers of this product in District 6. Denatured alcohol is distilled to preclude the possibility of its use as a beverage, and users are tax-free; completely denatured alcohol is largely used as an anti-freeze automobile radiator solution. The law requires that all alcohol used by industry, free of Federal tax, must have denaturants added, rendering it unfit for beverage purposes. At present time, producers of denatured alcohol are confined to northern districts. Filed alphabetically. (Daily, checking use of denatured alcohol.) 8 x 11 folders, 2 ft., in wooden filing case. R. 429. (4327)

827. REPORTS FROM IMPORTERS AND PRODUCERS AND RAW MATERIAL REPORTS FROM OTHER DISTRICTS, June 28, 1934 to date. Treas. Form 169, returns filed daily by producers and importers of sugar and molasses, showing date, product, customs entry number, consignor, consignment date, consignee, type, quantity, date and method of delivery, and name and address of person to whom delivered; also raw material reports from other districts. Filed alphabetically. (Daily, checking importations of raw materials.) 8 x 11 folders, 2 ft., in wooden filing case. R. 429. (4290)

828. YEAST REPORTS, June 28, 1934 to date. Reports covering sale of yeast by distributors. Filed alphabetically. (Daily, checking sale of yeast.) 8 x 11 folders, 4 ft., in wooden filing case. R. 429. (4331)

829. CONTRACTS AND LEASES, July 1, 1934 - July 1, 1935. Contracts and leases for fiscal year 1934 - 1935. Filed alphabetically. (Weekly, as records of activities of Alcohol Tax Unit.) 8 x 11 folders, 2 ft., in steel filing case. R. 410. (4178)

830. BLUE PRINTS, Aug. 1, 1934 to date. Ground plans of breweries, including plans of brew house and other physical features. Filed alphabetically. (Daily, making inspections of breweries.) 15 x 20 loose papers, 2 ft., in steel filing case. R. 417. (4067)

831. CARRIER PERMITS TO HAUL OR TRANSMIT LIQUORS, Aug. 15, 1934 to date. Correspondence covering applications and renewal of permits to transport tax-

free and specially denatured alcohol in Georgia, Florida, and Alabama, required by Regulations 3, as amended under National Prohibition Act. Filed alphabetically. (Daily, checking permits to transport liquors.) 8 x 11 folders, 24 ft., in 3 wooden filing cases. R. 417. (4029)

832. CORRESPONDENCE, Aug. 15, 1934 to date. Correspondence pertaining to issuing of permits to tax-free and especially denatured alcohol permittees, including hospitals, schools, and eleemosynary institutions. (Daily, as records of alcohol permits issued.) 8 x 11 folders, 4 ft., in wooden filing case. R. 417. (3971)

833. CORRESPONDENCE, INCLUDING MONTHLY REPORTS OF RED STRIP STAMPS, Aug. 15, 1934 to date. Reports of red strip stamps purchased and used by importers of wines and other beverages. (Daily, as records of red strip stamps purchased each month.) 8 x 11 folders, 6 in., in wooden filing case. R. 417. (3972)

834. CORRESPONDENCE, SUSPENSE AND GENERAL, Aug. 15, 1934 to date. Correspondence with the Alcohol Tax Unit and liquor dealers relative to permits, reports, and other activities. Filed alphabetically. (Daily, official.) 8 x 11 folders, 10 ft., in wooden filing case. R. 417. (3969, 3970)

835. DISAPPROVAL APPLICATIONS, CLOSED, Aug. 15, 1934 to date. Information relative to disapproved applications to handle intoxicating beverages. Often criminal charges against an applicant for a permit has forfeited his right to the same; however, when the company has been reorganized and new people included, a permit may be granted. Filed alphabetically. (Daily, as records of disapproved applications for permits.) 8 x 11 folders, 6 in., in wooden filing case. R. 417. (4020)

836. FLORIDA AND GEORGIA BREWERIES, Aug. 15, 1934 to date. Correspondence concerning breweries, carriers, bottlers, exporters, importers, rectifiers, and wineries. Filed alphabetically. (Daily, for information concerning breweries.) 8 x 11 folders, 4 ft., in wooden filing case. R. 417. (4019)

837. GENERAL CORRESPONDENCE, Aug. 15, 1934 to date. Correspondence with the Deputy Commissioner, investigators, and Collectors in Alabama, Florida, Georgia, and South Carolina, automobile agencies throughout the district, and United States attorneys. Filed alphabetically. (Daily, for information pertaining to activities of Alcohol Tax Unit.) 8 x 11 folders, 6 ft., in wooden filing case. R. 416. (4113)

838. GENERAL CORRESPONDENCE, Aug. 15, 1934 to date. Correspondence with Investigator in charge of the State of Georgia and investigators. Filed alphabetically. (Daily, official.) 8 x 11 folders, 1 ft., in wooden filing case. R. 400. (4292)

839. INSPECTORS' REPORTS ON WHOLESALE LIQUOR DEALERS, Aug. 15, 1934 to date. Treas. Form 162, report on wholesale liquor dealers, wineries, and rectifiers. Filed alphabetically. (Daily, checking records relative to legal status of dealers.) 8 x 11 folders, 1 ft., in wooden filing case. R. 417. (4039)

840. INSPECTORS' REPORTS ON WHOLESALE MALT LIQUOR DEALERS, Aug. 15, 1934 to date. Mimeographed Form M-59, showing city, state, date, zone, arrival, departure, name, address, and title of WMFLD person interviewed, if special tax stamps posted as required by Sec. 3239 R.S., numbers and expiration dates of special tax stamps, state license numbers, change in ownership of business, commercial records examined, if they disclose any other special tax liability, evidence found to indicate peddling, Revenue Stamps properly affixed to beer barrels, cancellation on beer stamps correspond with name on container, cancellation date on stamps indicate possible reuse of stamps, undestroyed beer stamps, empty packages, illicit liquor, beer bottled from taxpaid packages, separate warehouse maintained for storage of beer, inspection, if orders accepted and filled at warehouse, if sales and deliveries made from other than premises covered by special tax stamps displayed by proprietor, where, attached beer stamps, Form 11, Form 656, tax, penalty, other collections, total, general remarks, and date, with signature of Inspector. Filed alphabetically. (Daily, as records of activities of malt liquor dealers.) 8 x 11 folders, 2 ft., in wooden filing case. R. 417. (4040)

841. INVESTIGATORS' REPORTS ON GOVERNMENT AUTOMOBILES, Aug. 15, 1934 to date. Inspectors' daily reports, showing make of car, identification number, official use, number of miles operated, speedometer readings to and from destination, date, and name and address of operator. Filed alphabetically. (Daily, checking use of automobiles.) 8 x 11 folders, 5 ft., in wooden filing case. R. 416. (4115)

842. LIST OF IMPORTERS OF ALCOHOLIC BEVERAGES, Aug. 15, 1934 to date. List of importers of intoxicating liquors, checked with information furnished by Federal Alcohol Administration as to requirements and types of beverages ordered by importers. Filed alphabetically. (Daily, checking legitimate importers.) 8 x 11 folders, 6 in., in wooden filing case. R. 417. (4027)

843. MISCELLANEOUS CORRESPONDENCE, Aug. 15, 1934 to date. Correspondence with the Bureau and field agents. Filed alphabetically. (Daily, as records of business transacted through District Office.) 9 x 11 folders, 6 ft., in steel filing case. R. 410. (4308)

844. MISCELLANEOUS FILE, Aug. 15, 1934 to date. Circulars, forms, and correspondence relating to office of Investigator in charge of Georgia. Filed alphabetically. (Daily, for information pertaining to investigations in Georgia.) 8 x 11 folders, 3 ft., in wooden filing case. R. 400. (4293)

845. MISCELLANEOUS CIRCULARS, Aug. 15, 1934 to date. Circulars from Washington, distributed to district workers as needed. Filed alphabetically. (Daily, checking activities of District Office.) 8 x 11 folders, 1 ft., in steel filing case. R. 410. (4212)

846. PENDING ENFORCEMENT CASES, Aug. 15, 1934 to date. Details of arrest of law breakers whose cases have not been acted upon by the Court. This district is subdivided into judicial districts, three in Alabama, two in Florida, three in Georgia, and two in South Carolina. Filed numerically. (Daily, checking cases pending court trial.) 8 x 11 folders, 33 ft., in wooden filing case. R. 416. (4111)

847. PENDING TAX ASSESSMENT WORK SHEETS, Aug. 15, 1934 to date. Enforcement cases awaiting entry card records from Washington. Filed numerically. (Daily, checking pending cases.) 9 x 11 folders, 5 ft., in wooden filing case. R. 416. (4117)

848. RECORD OF GOVERNMENT CARS, Aug. 15, 1934 to date. Record of cars sold or transferred to other agencies. Filed alphabetically. (Semi-weekly, checking use of cars.) 8 x 11 folders, 4 ft., in steel filing case. R. 410. (4206)

849. REGISTRY OF STILLS, Aug. 15, 1934 to date. Name, address, serial number, kind, capacity, if in use, purpose for which still is to be used, and date of registration. Filed alphabetically. (Daily, as records of registered stills.) 3 x 5 cards, 1 ft. 6 in., in wooden card cabinet. R. 417. (4116)

850. REPORTS OF VIOLATIONS, Aug. 15, 1934 to date. Reports of cases that have been tried in court and sentenced or acquitted, covering Alabama, Florida, Georgia, and South Carolina. Filed alphabetically. (Daily, as records of cases tried in court.) 8 x 11 folders, 79 ft., in 3 steel and 9 wooden filing cases. R. 410. (4122)

851. SCHEDULE OF CARS SOLD UNDER SECTION 3460 R. S., Aug. 15, 1934 to date. Standard Form 1044 (Rev.), Schedule of Collections, showing schedule, sheet, DO symbol, receipt, and certificate deposit numbers, department or establishment, bureau or office, by whom received, title, station, inclusive periods, date received, name of remitter, detailed description of purpose for which collections were received, amount, fund to be credited, total, signature and title of disbursing clerk or accountable officer, by whom forwarded, and date. Filed alphabetically. (Daily, as records of collections received.) 8 x 11 folders, 2 ft., in steel filing case. R. 410. (4177)

852. SPECIALLY DENATURED ALCOHOL, APPLICATIONS FOR PERMITS, Aug. 15, 1934 to date. Georgia, Alabama, and Florida applications for permits to procure specially denatured alcohol, made in accordance with Prohibition Act; original is sent to the vendor, and duplicate is filed. Filed alphabetically. (Daily, checking permits issued.) 8 x 11 folders, 24 ft., in 4 wooden filing cases. R. 417. (4028)

853. UNKNOWN SEIZURES, Aug. 15, 1934 to date. Lists of seizures of stills of unknown owners in Alabama, Florida, Georgia, and South Carolina, showing location and description of still and property. Filed alphabetically as to county. (Daily, checking seizures of stills.) 3 x 5 cards, 3 ft. 6 in., in wooden card cabinet. R. 417. (4064)

854. GENERAL FILE, Aug. 16, 1934 to date. Correspondence, general information, reports of seizures, and miscellaneous business of Legal Section. Filed alphabetically. (Daily, for information concerning activities of Legal Department.) 8 x 11 folders, 2 ft., in steel filing case. R. 422. (4368)

855. ETHYL ACETATE SHIPMENTS, Aug. 31, 1934 to date. Daily reports, showing date of shipment, name of consignee, amount and route of shipment,

and qualifying remarks relative to shipment. Filed alphabetically. (Daily, checking shipments.) 8 x 11 folders, 6 in., in steel filing case. R. 417. (4068)

856. VOUCHERS, COPIES, Sept. 15, 1934 to date. Record of payments, including record of vouchers paid Retail Liquor Dealer Project of WPA. Filed alphabetically. (Daily, checking payments.) 8 x 11 folders, 35 ft., in steel filing case. R. 410. (4307)

857. EXCISE TAX ASSESSMENT SHEETS, Jan. 1 - Oct. 23, 1935. Excise tax assessment sheets returned from Washington because the Excise Tax Act was repealed before they were acted upon. (Never.) 8 x 11 loose papers, 1 ft., in wooden filing case. R. 416. (4112)

858. METER CONTROL, Jan. 1, 1935 to date. Record of calibration; also monthly data on each meter; liquors are measured through meter controlled tubes. Filed alphabetically. (Daily, for information pertaining to meter measurements.) 5 x 8 cards, 1 ft., in wooden card cabinet. R. 428. (4511)

859. METER FILE, Jan. 1, 1935 to date. Reports on meter installation, service, operation of brewery meters, emergency meters for replacements, and master meters and control data in connection with calibration. Filed alphabetically. (Daily, as records of meter service.) 8 x 11 folders, 1 ft., in steel filing case. R. 428. (4415)

860. RECORD OF STOREKEEPER-GAUGERS, Jan. 1, 1935 to date. Record of assignments of storeheeper-gaugers; those assigned are changed to different zones every six months. (Card records facilitate handling of transfers to new locations.) Filed alphabetically. (Daily, for information pertaining to activities of gaugers.) 5 x 8 cards, 1 ft. 6 in., in wooden card cabinet. R. 428. (4510)

861. RECTIFIER AND DISTILLER MATERIALS, Jan. 1, 1935 to date. Treasury decisions, circulars, and mimeographs needed by storekeeper-gaugers. Filed alphabetically. (Daily, for information concerning gaugers' materials.) 8 x 11 folders, 6 in., in steel filing case. R. 428. (4441)

862. CORRESPONDENCE AND CIRCULAR LETTERS, Mar. 19, 1935 to date. Correspondence and circular letters to chemical laboratory, District 6, from Washington; circular letters contain Treasury decisions on regulations pertaining to the Chemical Department of the Alcohol Tax Unit. Filed alphabetically. (Daily, for information pertaining to regulations.) 8 x 11 folders, 2 ft., in wooden filing case. R. 403. (4366)

863. LABORATORY REPORTS, Mar. 19, 1935 to date. Show chemical analysis of samples of liquors and other products seized by investigators. Filed alphabetically. (Daily, for information concerning chemical elements of seized liquors.) 8 x 11 folders, 6 in., in wooden filing case. R. 403. (4365)

864. CASES UNDER INVESTIGATION, June 1, 1935 to date. Cases that have not been presented to the United States Attorney. The majority of these cases reported to the Investigative Section are prosecuted. Filed alphabetically. (Daily, for information pertaining to activities of Investigating Section.) 8 x 11 folders, 2 ft., in steel filing case. R. 424. (4268)

865. INSPECTORS AND SUSPENSE, July 1, 1935 to date. Correspondence with inspectors, memoranda issued in connection with the Inspector's work, copy of assignment on each case, and a suspense folder for each Inspector's assignment. Filed alphabetically. (Daily, for information pertaining to assignments of inspectors.) 8 x 11 folders, 1 ft., in steel filing case. R. 428. (4444)

866. RECORD OF CARS SEIZED, July 1, 1935 to date. Record of cars, seized and not disposed of, containing sugar, mash, or other products used in the manufacture of liquor; cars are advertised three times, and if owner does not claim them they are sold at auction. Filed alphabetically. (Daily, for information in handling and disposing of seized cars.) 8 x 11 folders, 1 ft. 6 in., in steel filing case. R. 410. (4207)

867. SEIZED CARS AND MISCELLANEOUS ITEMS, July 1, 1935 to date. Record of cars and miscellaneous items seized and disposed of according to court orders. Filed alphabetically. (Daily, for information pertaining to disposal of seized items.) 8 x 11 folders, 24 ft., in 3 steel filing cases. R. 410. (4120)

868. CANCELLED PERMITS, July 15, 1935 to date. List of cancelled permits and qualifications to transact business according to regulations. Filed alphabetically. (Monthly, checking activities.) 5 x 8 cards, 1 ft., in wooden card cabinet. R. 428. (4478)

869. INSPECTORS' FILE, July 15, 1935 to date. Reports of inspectors, filed as permanent records and referred to only as a report is investigated for special information. Filed alphabetically. (Monthly, official.) 8 x 11 folders, 1 ft., in steel filing case. R. 428. (4442)

870. PROJECT FILE, CLOSED, Aug. 1, 1935 - June 30, 1936. Daily reports of WPA project operating under the Alcohol Tax Unit, covering field inspections of retail liquor dealers. Filed alphabetically. (Monthly, for information concerning field inspection reports.) 8 x 11 folders, 6 in., in steel filing case. R. 414. (4564)

871. WPA STATISTICAL REPORTS, CLOSED, Aug. 1, 1935 - June 30, 1936. Daily reports of field workers of WPA project operating under supervision of the Alcohol Tax Unit; daily work sheet reports of inspections are combined in a weekly report (Treas. Form 1560). Filed alphabetically. (Daily, checking project activites.) 8 x 11 folders, 3 ft., in steel filing case. R. 414. (4508)

872. DAILY REPORTS OF INSPECTORS, COPIES, Aug. 1, 1935 to date. Treas. Form 1494, Daily Reports of Inspectors or Investigators, showing place, date, district number, by whom report is made, post of duty, inclusive time, number of hours, statement of duties performed and explanation of expenses incurred, cash expenditures, total cash expenditures, per diem claimed, total expenses and per diem claimed, number of inspections or investigations completed and not yet reported, whether government car is used, and whether Form 1494-A is attached, with signatures and approvals of Inspector or Investigator, and Immediate Superior; Treasury Form 1494-A, Inspector's Daily Report of Government Automobiles, showing district number, date, make of car, identification

number, inclusive dates of official travel, locality, amount of gas and oil secured under contract, vendor, cash purchase of gas or oil, over night storage, date, name and address of garage, cost, emergency purchase and service, description of article or service rendered, name and address of payee, amount, speedometer readings, in, out, and miles operated, with signature of operator of car; cash and charge tickets are to be attached to this report. Filed alphabetically. (Weekly, as records of daily activities of inspectors.) 8 x 11 folders, 7 ft., in steel filing case. R. 414. (4561)

873. CURRENT DAILY REPORTS, Aug. 1, 1935 to date. Reports of deputy collectors' receipts for government cars. Every car used is given a number by Washington and has its own file record. Each Inspector has the use of a car in his field work. Contracts with garages in the district enable workers to obtain necessary repairs, storage, and supplies for cars while on duty. Alcohol Tax Unit furnished one car to transport workers on its WPA project from one town to another. Filed alphabetically. (Daily, as records of cars owned by the Government and supplies for cars.) 8 x 11 folders, 2 ft., in steel filing case. R. 414. (4505)

874. GENERAL FILE, Aug. 1, 1935 to date. Reports from Washington on all government cars. Standard Form 1034, public vouchers for purchases and services other than personal, showing voucher, contract, check, requisition, and payee's account numbers, department, bureau or establishment, appropriation, name and address of payee, date, expenditure symbol, articles or services, quantity, unit price, amount, notations, totals, accounting classification, and amount approved, with signature of payee; also correspondence pertaining to repairs and expenses. Each field man and clerk have a receipt file of tax receipts issued, which are audited monthly. Filed alphabetically. (Daily, checking repairs and expenses of government cars.) 8 x 11 folders, 2 ft., in steel filing case. R. 414. (4501)

875. OFFERS IN COMPROMISE, Aug. 1, 1935 to date. Reports on offers from each state in the District. When a dealer has violated regulations, officers seek to make him pay penalty; violator often submits an offer in compromise. Instead of prosecuting, officials allow payment to save situation and avoid punishment by process of law. Often the expense of prosecution would not justify it. The offer in compromise must be approved by the Secretary of Treasury. Filed alphabetically. (Daily, as records of compromised violation cases.) 8 x 11 folders, 4 ft., in steel filing case. R. 414. (4563)

876. PURCHASE AFFIDAVITS, Aug. 1, 1935 to date. Record of assessments against instruction forms used to inform new employees; also a report of examination given men, tax schedules, and printed forms. Filed alphabetically. (Daily, as records of purchases for which affidavits are made.) 8 x 11 folders, 2 ft., in steel filing case. R. 414. (4504)

877. REGULAR REPORTS, Aug. 1, 1935 to date. Reports of retail liquor dealers, submitted to Washington and copy retained. Reports cover remittances paid Collectors by employees of district, correspondence with Collectors and employees, general classification covering daily time sheets, monthly report of absentees, overtime work, office memoranda, instructions, maps of all states and principal cities of district, and assessment and adjusted claims. Filed alphabetically. (Daily, checking distillery activities in District 6.) 8 x 11 folders, 2 ft., in steel filing case. R. 414. (4506)

878. REPORTS, Aug. 1, 1935 to date. Treas. Form 1559, retail liquor dealer inspection reports, showing date made, business, and address, present proprietor, kind and number of special tax stamp, name and address on stamp, date liquor business began, changes, if stamp covers liability incurred, if containers of distilled spirits are properly stamped, if unattached strip stamps were found, number, quantity of nontax-paid liquors found, action taken, and other information, with signature of Field Inspector. Filed alphabetically. (Daily, checking activities of field inspectors.) 8 x 11 folders, 4 ft., in steel filing case. R. 414. (4562)

879. WPA INSPECTION REPORTS, Aug. 1, 1935 to date. Reports of inspection of retail liquor dealers' places of business by workers on WPA project sponsored by Alcohol Tax Unit. Filed alphabetically. (Daily, as record of findings by WPA workers.) 8 x 11 folders, 12 ft., in steel filing case. R. 414. (4502)

880. WPA PROJECT FILE, Aug. 1, 1935 to date. Orders and instructions issued by WPA and reports to Washington; also reports of suspense cases pending against delinquent taxpayers, held until paid, and correspondence between Supervisor of project and field workers. Filed alphabetically. (Daily, checking delinquent tax cases.) 8 x 11 folders, 2 ft., in steel filing case. R. 414. (4503)

881. WPA RECORD, Aug. 28, 1935 to date. Record of WPA employees. Filed alphabetically. (Daily, checking WPA service records.) 5 x 8 cards, 1 ft., in wooden card cabinet. R. 410. (4205)

882. PENDING INDICTMENTS, Dec. 1, 1935 to date. Record of pending indictments and trials of cases of violation of liquor laws presented to United States Attorney but not to Grand Jury. Filed alphabetically. (Daily, checking cases of violations of liquor laws.) 8 x 11 folders, 6 ft., in steel filing case. R. 424. (4269)

883. REPORTS OF BREWERIES, June 6, 1936 to date. Treas. Form 103, monthly record of transactions at brewery, showing name and address, city or town, state, district number, date, materials used (pounds), fermented liquor, production, per cent, barrels removed by pipe line to bottling house and in barrels and kegs, per cent alcohol by weight and balling, totals, and summary; reverse side shows statement of materials received during month, date received, from whom purchased, city, state, materials (pounds), totals on hand first day of month, used, sold, and on hand last day of month, and stamp account, with signatures of proprietor or officer of corporation and notary public or other officer authorized to administer oaths; also instructions. Filed alphabetically. (Daily, as records of brewery transactions.) 10 x 16 folders, 1 ft., in steel filing case. R. 417. (4066)

884. CONTRACTS, LEASES, AND ADVERTISING RATES, July 1, 1936 to date. Contracts and leases made through this office; also advertising rates granted this office, not confined to 1936 and 1937 but continuous, subject to changes. Filed alphabetically. (Daily, as records of contracts made through District Office.) 8 x 11 folders, 2 ft., in steel filing case. R. 410. (4213)

885. CURRENT MONTHLY REPORTS, Dec. 1, 1936 to date. Reports of breweries, wineries, specially denatured alcohol dealers, and rectifiers and Commissioners' copies of audited accounts. Reports are sent to Inspector's Office

to be audited before being permanently filed with Central Section. Filed alphabetically. (Daily, auditing accounts.) 8 x 11 folders, 26 ft., in 6 steel filing cases. R. 418. (4370)

886. EXPENSE AND AUTOMOBILE VOUCHERS, Dec. 1, 1936 to date. Monthly reports for current month, showing expenses incurred by each Inspector as he covers his territory. Filed alphabetically. (Daily, checking travel expense of inspectors.) 8 x 11 folders, 1 ft., in steel filing case. R. 428. (4443)

INTELLIGENCE UNIT
OFFICE OF SPECIAL AGENT IN CHARGE
Federal Annex, bounded by Forsyth, Hunter,
and Spring Sts., SW.

887. INDEX, SPECIAL INVESTIGATION CASES, June 1, 1934 to date. Triplicate index to special investigation cases, showing date, name, address, and case number; also confidential data. Filed alphabetically as to name and address and numerically as to number of case. (Daily, locating investigation cases.) 5 x 8 cards, 6 ft., in card cabinet. R. 423. (2242)

888. SPECIAL AGENTS' CASE RECORD, June 1934 to date. Index to special investigations, showing date, name, address, case number, and confidential data. Filed alphabetically as to names of persons investigated and agents. (Daily, confidential.) 5 x 8 cards, 9 in., in card cabinet. R. 423. (2257)

889. FIELD OFFICE EXPENSE ACCOUNTS, PERSONNEL, Mar. 1, 1931 - May 1934. Personnel expense account reports of the old Richmond Division, for the districts of Georgia and Florida, transferred to this office when the Atlanta Division was created and Richmond Division was reorganized in June 1934. Filed alphabetically as to name of employee. (Never, confidential.) 9 x 12 folders, 1 ft. 6 in., in steel filing case. R. 423. (2255)

890. SPECIAL AGENTS' REPORTS, ALABAMA DISTRICT OF THE OLD MEMPHIS DIVISION, Mar. 1, 1921 - May 31, 1934. Alabama income tax fraud cases and special investigations by special agents of the old Memphis Division that was abolished when the Atlanta Division was created, transferred to this office. Filed numerically as to report number. (Weekly, confidential.) 9 x 12 folders, 4 ft., in steel filing case. R. 423. (2256)

891. TREASURY APPLICATION CASES, June 1, 1921 - June 1, 1934. Record of investigation of applications of attorneys and accountants to represent taxpayers before the Bureau. Filed numerically. (Never.) 9½ x 12 folders, 5 ft. 6 in., in wooden filing case. R. 424. (2280)

892. UNJACKETED INTELLIGENCE CASES, June 1, 1921 to date. Papers pering to investigation of alleged fraud covering income tax returns on which preliminary investigation disclosed no evidence of fraud; also record of investigation of alleged fraud covering taxpayers' income returns on which preliminary investigation has not been completed. Filed numerically and

alphabetically. (Never; daily, for information pertaining to fraud cases.) 9½ x 12 folders, 3 ft., in 3 wooden filing cases. R. 424. (2272)

893. SPECIAL AGENT REPORTS, GEORGIA AND FLORIDA DISTRICT OF THE OLD RICHMOND DIVISION, Nov. 3, 1922 - Aug. 31, 1934. Georgia and Florida income tax fraud cases and special investigations by special agents of the old Richmond Division that was reorganized when the Atlanta Division was created in June 1934 and reports of Georgia and Florida were transferred to this office. Filed numerically as to report numbers. (Weekly, confidential.) 9 x 12 folders, 26 ft., in 4 steel filing cases. R. 423. (2254)

894. SPECIAL INTELLIGENCE CASES, CLOSED, July 1, 1926 to date. All papers on closed cases in connection with investigation of fraud in income tax returns in Atlanta and old Richmond Division, covering taxpayers and personnel. Filed numerically as to case number. (Never.) 9½ x 12 folders, 6 ft., in 2 wooden filing cases. R. 424. (2278)

895. SPECIAL AGENTS' PERSONAL FILE, July 26, 1926 to date. Work sheets of investigations by special agents on income tax fraud cases, with applications for positions in the Treasury Department. Filed alphabetically by name of case. (Daily, preparing investigation reports; confidential.) 9 x 12 envelopes, 18 ft. 6 in., in 3 steel filing cases. R. 425. (2258)

896. OFFICE DATA, Jan. 1, 1930 to date. Circulars, bulletins, and correspondence covering office data, rules and instructions pertaining to operation of automobiles, hotel rates, status of prosecutions, vouchers, courses of instructions, post office box rent, photostats, transportation, leave of absence, overtime work, office equipment, supplies, and telephone and telegraph accounts. Filed alphabetically. (Daily, checking office data, instructions, and regulations.) 9½ x 12 folders, 3 ft. 6 in., in wooden filing case. R. 424. (2244)

897. CORRESPONDENCE CONCERNING OFFICIALS, CONFIDENTIAL, June 1, 1934 to date. Filed alphabetically. (Daily, for information regarding Internal Revenue officials.) 9½ x 12 folders, 1 ft., in wooden filing case. R. 424. (2279)

898. TREASURY APPLICATION CASES, June 1, 1934 to date. Record of investigations of applications of attorneys and accountants to represent taxpayers before the Bureau. Filed alphabetically. (Daily, as reference to status of attorneys and accountants.) 9½ x 12 folders, 1 ft., in wooden filing case. R. 424. (2273)

899. SPECIAL AGENTS' CORRESPONDENCE, June 1934 to date. General correspondence with the Bureau and Intelligence Unit, covering leaves of absence, educational courses, assignments, transfers, work status, conferences, investigation procedure, itinerary, oral examinations, and travel and expense accounts. Filed alphabetically. (Daily, as reference to correspondence with Special Agent in Charge.) 9½ x 15 folders, 1 ft. 6 in., in wooden filing case. R. 424. (2274)

900. SPECIAL INTELLIGENCE CASES, June 1934 to date. All papers in connection with investigations of fraud, covering income tax returns and applica-

tions for positions with the Bureau. Filed numerically as to case number. (Daily, for information regarding fraud cases.) 9½ x 12 folders, 1 ft., in wooden filing case. R. 424. (2271)

901. INTERNAL REVENUE PROJECTS, Aug. 1, 1935 to date. Papers pertaining to character and qualifications of employees assigned to Bureau of Internal Revenue by federal relief agencies. Filed alphabetically. (Daily, as reference pertaining to federal relief workers.) 9½ x 12 folders, 6 in., in wooden filing case. R. 424. (2275)

AUGUSTA

ALCOHOL TAX UNIT
OFFICE OF INVESTIGATOR IN CHARGE
Post Office Bldg. and Court House

This agency was established April 1, 1934. No records are destroyed. All reports are sent to Atlanta.

COLUMBUS

ACCOUNTS AND COLLECTION UNIT
OFFICE OF DEPUTY COLLECTOR
Federal Bldg., SW. corner 12th St. and 2d Ave.

This office was established in September 1933. All reports are sent to Washington through the Atlanta Office. No records have been destroyed.

902. CAPITAL STOCK, Sept. 1933 to date. Record of names of owners of capital stock in corporations and partnerships, stating date return was made, if not made, Atlanta will notify this office to secure return or to correct return, if incorrect. (Daily, to investigate leads furnished by Headquarters Atlanta Office.) 2½ x 4 cards, 3 ft., in steel card cabinet. R. 312. (1315)

903. CORPORATION INCOME TAX, Sept. 1933 to date. Record of date of last return; investigated upon leads furnished by Atlanta Office, stating if return was made, and if correct. (Daily, to make returns and in case of error in original return another return is secured.) 2½ x 4 cards, 4 ft., in steel card cabinet. R. 312. (1318)

904. CORRESPONDENCE, FINISHED BUSINESS, Sept. 1933 to date. Correspondence relative to taxes from corporations, partnerships, business houses, and individuals. (Daily, replying to correspondence.) 8 x 11 folders, 2 ft., in steel filing case. R. 312. (1343)

905. INDIVIDUAL INCOME TAX, Sept. 1933 to date. Record of income tax returns by individuals earning above $1000.00 per year. (Daily, to investigate leads furnished by Atlanta Headquarters Office.) 2½ x 4 cards, 8 ft., in steel card cabinet. R. 312. (1317)

906. MISCELLANEOUS TAXES, RECORD OF CHANGES, Sept. 1933 to date. Change of laws governing activities, processing tax, and income tax. (Daily, ascertaining law on questioned case.) 8 x 11 folders, 1 ft., in steel filing case. R. 312. (1344)

907. PARTNERSHIP INCOME TAX, Sept. 1933 to date. Record of date of last return. Each is investigated to secure return, or to correct, if incorrect. (Daily, to make investigations.) 2½ x 4 cards, 4 ft., in steel card cabinet. R. 312. (1319)

908. PROCESSING TAX, Sept. 1933 to date. Record of name of person making return, if date and address of return is not made monthly, or is found to be incorrect. (Never.) 2½ x 4 cards, 3 ft., in card cabinet. R. 312. (1320)

909. REPORTS, DAILY AND MONTHLY, WITH EXPENSE RECORD, Sept. 1933 to date. Report of all contracts and activities; also daily expense record of trips made by Deputy Collector, from which a monthly report is made. (Daily, to ascertain expense of office.) 8 x 11 folders, 2 ft., in steel filing case. R. 312. (1345)

910. RETAIL LIQUOR DEALERS, RETAIL MALT LIQUOR DEALERS, WHOLESALE LIQUOR DEALERS, AND WHOLESALE MALT LIQUOR DEALERS, Sept. 1933 to date. Record of returns and licenses secured by all dealers of beverages with alcohol content. (Daily, to make investigations upon leads or warrants furnished by Atlanta.) 2½ x 4 cards, 2 ft., in steel card cabinet. R. 312. (1316)

911. WARRANTS AND LEADS, INSTRUCTIONS, Sept. 1933 to date. Warrants and leads, furnished by Atlanta, on all business. Filed alphabetically as to county. (Daily, to investigate and send to Atlanta Office.) 8 x 11 folders, 2 ft., in steel filing case. R. 312. (1342)

912. CERTIFICATES OF TAGGING LINT COTTON, Aug. 1935 to date. Certificates signed by ginner on date of ginning each bale of cotton; each certificate was worth approximately $30.00 to farmer as an exemption from processing tax. For all cotton over stated number of bales each farmer had to purchase these certificates. (Never.) 4 x 8 loose papers, 4 ft., in 2 pasteboard boxes. R. 312. (1347)

913. COTTON GINNING FILE, Aug. 1935 to date. Record of activities, with all correspondence relative to every gin, stating amount of bond ginner is under. Filed alphabetically as to county. (Monthly, to determine what business activities were on various months of the year.) 8 x 11 folders, 4 ft., in steel filing case. R. 312. (1277)

914. PROCESSING TAX CORRESPONDENCE, Aug. 1935 to date. Correspondence with Collector on all cases handled, stating concern dealt with, amount of bond, and date of all activities. Filed alphabetically as to county. (Never.) 8 x 11 folders, 1 ft. 6 in., in steel filing case. R. 312. (1346)

ROME

ACCOUNTS AND COLLECTIONS UNIT
OFFICE OF DEPUTY COLLECTOR
NW. corner 1st St. and E. 4th Ave.

This agency was established October 1, 1936. Obsolete forms are destroyed. All reports are sent to the Atlanta Office.

SAVANNAH

ACCOUNTS AND COLLECTIONS UNIT
OFFICE OF DEPUTY COLLECTOR
Post Office and Court House Bldg., Bull St.

This agency was established in November 1933, for Chatham County. Reports are made to Washington through the Atlanta Office.

915. COLLECTIONS, July 1869 - Feb. 1885. Records of excise tax, cigar and cigarette stamps, and spirits and stamps sold. (Never.) 12½ x 15 vols. (3), 1 ft., on wooden cabinet. NE. corner, attic. (58)

916. INCOME TAX RETURN LIST, July 1920 - June 1922; July 1, 1932 - June 30, 1936. Name, address, and classification code numbers for individuals, firms, corporations, partnerships, or fiduciaries who have filed income tax returns. Arranged alphabetically and filed as to county. (Semi-weekly, official.) 3 x 5 cards, 34 ft. 6 in., in 15 cardboard transfer cases and 2 wooden card cabinets. R. 214. (294)

917. WARRANTS FOR DISTRAINT, 1921 - 1922; 1934 - June 30, 1936. Record of warrants for distraint issued by Collector in Atlanta and sent to field office for service, showing name and address of taxpayer, tax covered, date warrant was issued, tax penalty and interest due, date received in field office, disposition of warrant, deputy handling, and date file was closed; also tickler follow-up cards. (Semi-monthly, official.) 3 x 5 cards, 3 ft. 3 in., in card cabinets. R. 214. (311)

918. CAPITAL STOCK TAX LIST, June 1924 - June 1925; June 1933 - June 1936. Name, address, and classification code number of corporations that have filed returns. (Original kept in Atlanta and duplicate sent here.) Filed alphabetically as to county. (Tri-weekly, official.) 3 x 5 cards, 3 ft., in steel and wooden card cabinets and pasteboard box. Dirty. R. 214. (306)

919. BEER AND LIQUOR TAX LIST, July 1, 1932 - June 30, 1936. Record of individuals, firms, corporations, and partnerships who have filed returns, showing address, classification of tax covered by stamp, and period and date filed. Arranged alphabetically and filed as to county. (Quarterly, official.) 3 x 5 cards, 3 ft., in steel filing case. R. 214. (305)

920. PROCESSING TAX RECORDS, July 9, 1933 - Jan. 6, 1936. Returns and certificates for tagging of lint cotton; floor tax cards, showing name, address and classification of processor; and master card, showing monthly amount processor paid, and periods tax returns were filed. (Never.) 9 x 12 folders, 6 x 9 bundles, and 4 x 6 cards, 124 ft. 6 in., in steel and wooden filing cases and 30 pasteboard boxes. R. 214. (312)

921. BUREAU CORRESPONDENCE, 1933 - June 30, 1936. Filed alphabetically as to nature of tax. (Daily, official.) 9 x 12 folders, 1 ft., in wooden filing case. R. 214. (296)

922. DAILY REPORTS, 1933 - June 1936. Form 795, daily work reports of Deputy Collector, showing name and address of person interviewed, nature of tax, and amount collected. (Original sent to Atlanta, copy kept here.) (Monthly, official.) 9 x 12 folders, 1 ft. 3 in., in wooden filing case. R. 214. (297)

923. MISCELLANEOUS CORRESPONDENCE, 1933 - June 30, 1936. Filed alphabetically. (Semi-monthly, official.) 9 x 12 folders, 2 ft., in wooden filing case. R. 214. (295)

924. GENERAL CORRESPONDENCE, n. d. (Never.) 8 x 12 bundles (2) and 3 x 5 cards, 2 ft. 3 in., in 2 pasteboard boxes and bundles on floor. Dirty. SE. corner of loft. (163)

925. INCOME TAX RETURNS, INCOME TAX FORMS, AND MISCELLANEOUS INFORMATION, n. d. Record of persons filing returns, miscellaneous income tax forms (Form 1040A), and information cards; also Form 824, warrants for distraint; Form 833-4, correspondence tickler cards; and Form 1099, record of income tax returns filed and investigations. (Never.) 3 x 5 cards, 4 in., in 20 pasteboard boxes. Dirty. SE. corner of loft. (151)

926. INFORMATION RETURNS, n. d. GT Form 108, accompanied by bill of lading showing number of bales of cotton and how shipped for export. Each bale shown in total on GT-108 is represented by certificate GT-104, or AAA Form BA-12. The Bankhead Act was declared unconstitutional in 1936, and these returns are held awaiting orders from headquarters as to disposal. (Never.) Variously sized bundles, 18 ft., in 27 pasteboard boxes. Dirty. SE. corner of loft. (150)

ALCOHOL TAX UNIT
OFFICE OF REVENUE AGENT
Post Office and Court House Bldg.,
bounded by State, Bull, York, and Whitaker Sts.

This agency was established May 20, 1934. Prohibition activities were originally under the Treasury Department. In June 1930, this service was divided into two separate units (enforcement and industrial). The Enforcement Unit was transferred to the Department of Justice and was known as Prohibition Unit, while the Industrial Unit remained under the Treasury

Department and was known as Bureau of Industrial Alcohol. In December 1933, after the repeal of prohibition, the Alcohol Beverage Unit was formed, remaining in the Department of Justice, and all enforcement officers were transferred from the Prohibition Department to the Alcohol Beverage Unit under the Treasury Department. In May 1934, the Alcohol Tax Unit was created and both the permissive and enforcement units were put in the Alcohol Tax Unit under the Treasury Department. No records have been destroyed. Reports are sent to Washington.

927. CORRESPONDENCE, Jan. 1935 - May 1936. Correspondence pertaining to cases pending and disposed of. (Originals sent to Atlanta and duplicates kept). Filed chronologically. (Daily, official; confidential.) 9 x 12 folders, 2 ft. 7 in., in steel filing case. R. 5, basement. (288)

INCOME TAX UNIT
OFFICE OF REVENUE AGENT IN CHARGE
Custom House, bounded by State, Bull, York,
and Whitaker Sts.

This agency was established in 1918 (month and day not available). No records have been destroyed. All reports are sent to Washington.

928. INCOME TAX RETURNS, Aug. 1932 - Aug. 26, 1936. Income tax returns of corporations, partnerships, and individuals. (Daily, official.) 9½ x 12 envelopes (81), 1 ft. 8 in., in 2 steel filing cases. Rs. 210 and 210A. (630)

929. MISCELLANEOUS CORRESPONDENCE ("WORK PAPERS"), 1933 - 1936. Correspondence on income tax. (Monthly, securing data on delinquent taxpayers.) 10 x 12 loose papers, 1 ft., in steel filing case. R. 210A. (622)

VALDOSTA

ACCOUNTS AND COLLECTIONS UNIT
OFFICE OF DEPUTY COLLECTOR
Post Office Bldg., NW. corner Lee St.
and Central Ave.

This office was established January 1, 1933, for Lowndes County. All records are filed. All reports for Washington are sent through the District Office, Atlanta, Georgia.

Correspondence and Reports

930. FINISHED BUSINESS, Oct. 20, 1933 - Jan. 10, 1936. Letters from private parties reporting individuals who were selling beer and whiskey without paying special taxes, letters requesting information concerning processing

taxes on farm products, inquiries concerning permits for selling beers and whiskey, and replies. (Never.) 8½ x 11 folders, 1 ft. 3 in., in steel filing cabinet. R. 307. (518)

931. DAILY REPORTS OF FIELD DEPUTY COLLECTORS, Aug. 18, 1933 to date. Form 795, indicating name and address of Deputy Collector, district, name and address of person contacted, nature and period of liability, amount of tax and penalties collected, and how remitted. Filed chronologically. (Daily, making and referring to daily reports.) 8½ x 11 loose papers, 2 ft., in steel filing case. R. 307. (491)

932. OFFICE ROUTINE AND INSTRUCTIONS, Feb. 1, 1934 - June 21, 1935. Letters from the State Office, requesting the Deputy Collector to report to Atlanta for conferences and to attend schools of instruction, and general instructions in regard to routine. Filed chronologically. (Never.) 8½ x 11 folders, 1 in., in steel filing cabinet. R. 307. (519)

933. SUSPENSE FILE, Mar. 26 - July 9, 1934. Letters to clients requesting an interview with them at a set date in regard to the purchase of licenses, acknowledging receipt of tax returns, and threatening distraint action upon failure to make tax returns. Filed chronologically. (Never.) 8½ x 11 folders, 1 in., in steel filing cabinet. R. 307. (527)

934. GENERAL CORRESPONDENCE, Jan. 17, 1935 to date. Correspondence with zone managers, the bureau, other deputy collectors, cotton mills, county agents, and various ginners, processors, and merchants. Arranged as to county and filed alphabetically as to subject. (Daily, answering correspondence.) 8½ x 11 loose papers, 1 ft. 6 in., in steel filing case. R. 307. (494)

935. CORRESPONDENCE REGARDING EXPENSE ACCOUNTS, Aug. 13, 1935 to date. Letters from Atlanta, explaining deductions from expenses, vouchers, and letters of authorization to perform travel. Filed chronologically. (Quarterly, referring to deductions made on travel vouchers and obtaining number of travel order when submitting voucher.) 8½ x 11 folders, 2 in., in steel filing cabinet. R. 307. (522)

Functional Activities

936. FLOOR TAX, INDIVIDUAL, Jan. 1 - Dec. 31, 1933. Record of date, name, address, and serial number of individuals who have made payment of floor tax. Arranged according to counties and filed alphabetically as to name of client. (Semi-annually, settling disputes regarding payment of floor tax.) 3½ x 5 cards, 1 ft., in wooden card cabinet. R. 307. (523)

937. NONTAXABLE INDIVIDUALS, Jan. 1 - Dec. 31, 1933. Record of name, address, and serial number of individuals who made returns but have a nontaxable income. Arranged according to counties and filed alphabetically as to name of client. (Annually, determining whether a person is liable to additional tax when collecting returns.) 3½ x 5 cards, 6 in., in wooden card cabinet. R. 307. (525)

938. TAXABLE INDIVIDUALS, Jan. 1 - Dec. 31, 1933. Record of name, address, and serial number of taxable income. Arranged according to counties and filed

alphabetically as to name of client. (Annually, determining whether an individual is liable for additional tax when collecting tax.) 3½ x 5 cards, 6 in., in wooden card cabinet. R. 307. (524)

939. INCOME TAX, INDIVIDUALS, Jan. 1, 1933 - Dec. 31, 1934. Record of name, address, and serial number of individuals who have paid income tax. Arranged as to county and filed alphabetically as to name of client. (Semi-annually, settling dispute of payment of income tax and referring to amounts paid.) 3½ x 5 cards, 2 ft., in wooden card cabinet. R. 307. (521)

940. PARTNERSHIP INCOME TAX RETURNS, Jan. 1, 1933 - Dec. 31, 1934. Record of names and addresses of firms that have paid income tax. Arranged as to county and filed alphabetically as to name of client. (Monthly, checking payment of taxes by firms.) 3½ x 5 cards, 2 ft., in wooden filing cabinet. R. 307. (526)

941. MONTHLY MASTER CARDS, PROCESSING TAX ON HOGS, July 1, 1933 - Jan. 6, 1936. Form PT-4, indicating name of individual or firm, post office, state, month, and account number. Filed chronologically. Indexed alphabetically as to name of county. (Never.) 5 x 8 cards, 1 ft., on filing cabinet. R. 307. (517)

942. MONTHLY RETURNS OF DEALERS IN PEANUTS AND COTTON, NEWSPAPERS, AND BANKS, July 1, 1933 - Jan. 6, 1936. Date, name of firm or corporation, post office, and county where located. Filed chronologically. Indexed alphabetically as to name of company or firm. (Never.) 3 x 5 loose papers, 6 in., in steel filing cabinet. R. 307. (484)

943. MONTHLY RETURNS OF PROCESSING TAX ON COMMODITIES, July 1, 1933 - Jan. 6, 1936. Form PT-3, indicating date, name of firm or corporation, post office, and county where located. Filed chronologically. Indexed alphabetically as to name of corporation or firm. (Never.) 3 x 5 cards, 3 ft. 6 in., in steel filing cabinet. R. 307. (514)

944. MONTHLY RETURNS OF PROCESSORS OF HOGS, July 1, 1933 - Jan. 6, 1936. Form 4-B, indicating date, name of processor, post office, and county where located. Filed chronologically. Indexed alphabetically as to name of processor. (Never.) 3 x 5 cards, 1 ft. 6 in., in steel filing cabinet. R. 307. (486)

945. MONTHLY RETURNS OF PROCESSORS OF SUGAR CANE SYRUP, July 1, 1933 - Jan. 6, 1936. Form PT-8-X, date, name of producer, post office, and county where located. Filed chronologically. Indexed alphabetically as to name of producer. (Never.) 3 x 5 loose papers, 1 ft., in steel filing cabinet. R. 307. (481)

946. MONTHLY RETURNS OF PROCESSORS OF TOBACCO, July 1, 1933 - Jan. 6, 1936. Form PT-A, indicating date, name of producer, post office, and county where located. Filed chronologically. Indexed alphabetically as to name of producer. (Never.) 3 x 5 loose papers, 6 in., in steel filing cabinet. R. 307. (482)

947. ANNUAL RETURNS OF CAPITAL STOCK, July 1, 1933 to date. Date, name of firm, post office, and county where located. Filed chronologically. Indexed alphabetically as to name of firm. (Annually, checking annual returns.) 3 x 5 loose papers, 1 ft. 2 in., in steel filing cabinet. R. 307. (483)

948. ANNUAL RETURNS OF CORPORATIONS AND INDIVIDUALS, July 1, 1933 to date. Date and name and address of individual or firm. Filed chronologically. Indexed alphabetically as to name of individual or firm. (Annually, checking returns.) 3 x 5 cards, 1 ft. 6 in., in steel filing cabinet. R. 307. (487)

949. ANNUAL RETURNS OF INDIVIDUALS, NONTAXABLE INCOME, July 1, 1933 to date. Date, name of individual, post office, and county where located. Filed chronologically. Indexed alphabetically as to name of individual. (Annually, checking returns.) 3 x 5 cards, 1 ft., in steel filing cabinet. R. 307. (515)

950. ANNUAL RETURNS OF PARTNERSHIPS, NONTAXABLE INCOME, July 1, 1933 to date. Date, name of partnership, post office, and county where located. Filed chronologically. Indexed alphabetically as to name of partnership. (Annually, checking returns.) 3 x 5 cards, 7 in., in steel filing cabinet. R. 307. (516)

951. MONTHLY RETURNS OF WHOLESALE AND RETAIL DEALERS IN MALT LIQUORS, July 1, 1933 to date. Name of dealer, post office, county, and date. Filed chronologically. Indexed alphabetically as to name of dealer. (Monthly, checking reports on liquor.) 3 x 5 loose papers, 1 ft. 2 in., in steel filing cabinet. R. 307. (485)

952. RECORD OF TOBACCO PROCESSING STAMPS SOLD, July 29, 1933 - Sept. 6, 1936. Date, amounts of stamps sold and on hand, name and address of person or firm purchasing stamps, time spent in contact, and signature of Deputy Collector. Filed alphabetically as to county. (Never.) 8½ x 11 loose papers, 2 ft., in steel filing case. R. 307. (490)

953. COMMISSION TAX FILE, Aug. 18, 1933 to date. Form 833, indicating name and address of person making return, kind of business engaged in, and name of product upon which return is being made. Filed alphabetically as to county. (Daily, referring to those who have and have not bought sales stamps.) 8 x 10½ loose papers, 2 in., in desk drawer. R. 307. (492)

954. PUBLIC VOUCHERS FOR REIMBURSEMENT OF TRAVEL, Aug. 18, 1933 to date. Standard Form 1012a, an itemized record of each day's travel, time and speedometer reading upon departure and arrival at destination, total amount charged each day for travel and per diem, to whom the voucher is payable, his official headquarters, period covered by voucher, and total amount due payee. (Never.) 8½ x 11 folders, 8 in., in steel filing cabinet. R. 307. (520)

955. WARRANTS FOR DISTRAINT, Aug. 18, 1933 to date. Form 69, indicating date, amount of charge, last credit and unpaid balance, account number, amount of penalty, and a record of action taken. Filed alphabetically as to county. (Daily, checking records.) 8½ x 11 loose papers, 2 in., in desk drawer. R. 307. (489)

956. INDIVIDUAL TAX RETURNS, Dec. 4, 1934 to date. Form 1099, indicating name and address of person making income tax returns, dates, kind and amount of income, amount to be paid, date last return was made, and deputy's report. Filed alphabetically as to county. (Monthly, referring to returns that have been made and those yet to be made.) 8 x 11 loose papers, 2 in., in desk drawer. R. 307. (493)

957. RECORD OF WARRANTS FOR DISTRAINT, Apr. 1 - Dec. 21, 1935. Form 824, indicating name and address of person for whom warrant is taken, dates of issuance and receipt, date and to whom forwarded, date returned, amount of tax, penalty, total amount due, and final disposition. Filed alphabetically as to county. (Never.) 3 x 5 cards, 6 in., in wooden card cabinet. R. 307. (488)

BUREAU OF NARCOTICS

BUREAU OF NARCOTICS

ATLANTA

OFFICE OF INSPECTOR IN CHARGE
Main Post Office
Bounded by Forsyth, Walton, Fairlie, and Poplar Sts.

This office was established March 1, 1915. The area under its jurisdiction covers Georgia and Florida (formerly Alabama, Mississippi, and South Carolina). The headquarters was moved to Jacksonville, Florida, in January 1929, and back to Atlanta in June 1934. Useless papers are destroyed according to Department orders. Copies of all reports are sent directly to Washington.

958. INDEX TO BUSINESS, 1915 to date. Index to all business. Filed alphabetically. (Daily, official; confidential.) 3 x 5 cards, 13 ft., in card cabinet. R. 422. (163)

959. CLOSED VIOLATION REPORTS, 1915 to date. Reports on all closed cases of violators. Filed alphabetically. (Daily, official; confidential.) 8½ x 11 folders, 120 ft., in 4 steel cabinets. R. 424. (204)

960. EVIDENCE RECORD, 1915 to date. Record of all evidence regarding violators. Filed numerically. (Daily, official; confidential.) 4 x 6 cards, 1 ft., in wooden card cabinet. R. 424. (165)

961. CONFIDENTIAL CORRESPONDENCE AND TELEGRAMS, Sept. 1, 1920 - June 16, 1924. Confidential correspondence with the Bureau and telegrams exchanged with inspectors at various points, pertaining to violations or suspected violations of the Harrison Narcotic Act. Filed alphabetically. (Never.) 10 x 12 folders and 9 x 12 and 4 x 8 bundles (2), 5 ft., in 2 wooden transfer cases and on floor. Dirty. R. 12, attic. (2947)

962. DAILY REPORTS OF INSPECTORS, Jan. 1, 1921 - July 13, 1924. Name of inspector, where, by whom, and date report was made, names and addresses of parties interviewed and investigated, and names of officers accompanying, nature of work, results accomplished, total cases to be reported, arrests and seizures, and summary; reverse side shows travel, times of departure and arrival at towns, method of travel, fare including pullman, nature of expense, amount, portion, voucher number, nature of purchase, from whom purchased, amount, and itinerary. Obsolete. Filed alphabetically. (Never.) 12 x 15 bundles, 4 ft., on floor. Dirty. R. 12, attic. (2959)

963. VIOLATIONS OF HARRISON NARCOTIC ACT, July 21; 1921 - Apr. 1, 1925. Prescriptions for morphine and other narcotics given by physicians to various

persons, some of whom are recognized as drug addicts and entitled to prescriptions. Filed alphabetically and numerically. (Never.) 4 x 10 envelopes, 8 x 11 bundle, and 5 x 12 and 8 x 12 vols. (2), 1 ft., on floor. Dirty. R. 12, attic. (2946)

964. PERSONAL FILE, 1924 to date. Correspondence with the Department. Filed alphabetically. (Daily, official; confidential.) 8½ x 11 folders, 2 ft., in steel filing case. R. 424. (79)

965. GENERAL CORRESPONDENCE, 1928 - 1934. Correspondence with main office, Jacksonville; main office moved to Atlanta in June 1934. Filed alphabetically. (Weekly, official; confidential.) 8½ x 11 folders, 16 ft., in 2 steel filing cases. R. 424. (82)

966. FINANCIAL REPORTS, Jan. 1928 to date. Reports on evidence money. Arranged chronologically. (Daily, official; confidential.) 8½ x 11 folders, 3 in., in filing case. R. 424. (135)

967. INFORMER FILE, Jan. 1, 1928 to date. All general correspondence. Filed numerically. (Daily, official; confidential.) 8½ x 11 loose-leaf books, 2 ft., in filing case. R. 424. (76)

968. OFFICERS' PERSONAL FILE, Jan. 1, 1928 to date. General correspondence pertaining only to officers. Filed alphabetically. (Weekly, official.) 8½ x 11 folders, 8 ft., in steel filing case. R. 424. (78)

969. UNFINISHED INVESTIGATIONS, June 1928 to date. Correspondence, reports, and tabulations. Filed alphabetically. (Daily, official, confidential.) 8½ x 11 folders, 2 ft., in steel filing case. R. 424. (168)

970. LEAVE RECORD, 1928 to date. Employee time record, including sick leave and vacations. Filed alphabetically. (Daily, official.) 4 x 6 cards, 6 in., in wooden card cabinet. R. 424. (166)

971. PROPERTY RECORD, Jan. 1930 to date. Property credit and debit vouchers and inventories for each branch office; separate inventory for each year. Filed numerically. (Weekly, official.) 8½ x 11 folders, 2 ft., in steel filing case. R. 424. (80)

972. OPEN CASE REPORTS, Apr. 1930 to date. Reports on persons charged with violating the narcotic law. Filed numerically. (Daily, official; confidential.) 8½ x 11 folders, 4 ft., in steel filing case. R. 422. (167)

973. CIRCULAR LETTERS, 1930 to date. Instructions issued by the Bureau. Filed numerically. (Daily, official; confidential.) 8½ x 11 folders, 6 ft., in steel filing case. R. 424. (172)

974. GENERAL CORRESPONDENCE, 1930 to date. Correspondence with physicians relative to patients. Filed alphabetically. (Daily, official; confidential.) 8½ x 11 folders, 2 ft., in steel filing case. R. 424. (171)

975. GENERAL CORRESPONDENCE, 1930 to date. General miscellaneous correspondence. Filed alphabetically. (Daily, official; confidential.) 8½ x 11 folders, 8 ft., in steel cabinet. R. 424. (148)

976. INVESTIGATION CORRESPONDENCE, 1930 to date. Miscellaneous correspondence. Filed alphabetically. (Daily, official; confidential.) 8½ x 11 folders, 6 ft., in steel filing cabinet. R. 422. (164)

977. PROPERTY RECORD, 1930 to date. Record of all office property. Filed alphabetically. (Daily, official; confidential.) 4 x 6 cards, 1 ft., in wooden card cabinet. R. 424. (188)

978. ADMINISTRATIVE FILE, Jan. 1, 1931 to date. All correspondence relative to mechanical workings of office. Filed alphabetically. (Daily, official; confidential.) 8½ x 11 folders, 12 ft., in steel filing case. R. 424. (83)

979. EXPENSE ACCOUNTS AND BILLS, Jan. 1931 to date. Filed chronologically. (Daily, official; confidential.) 8½ x 11 folders, 8 ft., in steel filing case. R. 424. (126)

980. OFFICERS' DAILY REPORTS, Jan. 1932 to date. Arranged alphabetically and chronologically. (Daily, official.) 8½ x 11 folders, 10 ft., in filing case. R. 424. (77)

981. GENERAL CORRESPONDENCE, 1932 to date. Correspondence regarding registrants. Filed alphabetically. (Daily, official; confidential.) 8½ x 11 folders, 4 ft., in steel filing case. R. 424. (128)

982. ACCOUNTS, 1933 to date. Record of all current bills. Filed alphabetically. (Daily, official.) 4 x 8 cards, 1 ft., in card cabinet. R. 424. (129)

983. GENERAL CORRESPONDENCE, Sept. 1935 to date. Correspondence regarding requisitions and information for Collector of Internal Revenue. Filed alphabetically. (Daily, official; confidential.) 8½ x 11 folders, 4 ft., in steel filing cabinet. R. 424. (170)

984. GENERAL CORRESPONDENCE, Jan. 1936 to date. Extra copies of all letters written. Filed chronologically. (Daily, official.) 8½ x 11 loose-leaf books (12), 4 ft., in steel filing case. R. 424. (81)

SAVANNAH

OFFICE OF NARCOTIC INSPECTOR
Post Office and Court House,
Bounded by State, Bull, York, and Whitaker Sts.

This agency was established in 1929. Useless papers are destroyed. All reports are sent directly to Washington.

985. CLOSED CASES, July 1, 1928 to date. Form 100; also correspondence. Filed numerically. Indexed alphabetically as to name of offender. (Daily, official.) 9 x 12 folders, 2 ft. 4 in., in steel filing case. R. 212. (126)

986. NONCRIMINAL INVESTIGATIONS, July 1928 to date. Form 100, individual record of suspected cases that were acquitted; also correspondence. Indexed alphabetically as to name of person. (Daily, official.) 9 x 12 folders, 1 ft. 2 in., in steel filing case. R. 212. (129)

987. CIRCULAR LETTERS, July 2, 1930 to date. Instructions and information. Filed alphabetically. Indexed. (Daily, official.) 9 x 11 loose-leaf book, 1 ft., on index cabinet. R. 212. (130)

988. DOCUMENTARY EVIDENCE, July 1930 to date. Correspondence, drug store prescriptions, and narcotic order forms issued by the Bureau of Internal Revenue. Filed alphabetically as to name of offender. Indexed. (Daily, official.) 9 x 12 folders and envelopes, 6 ft., in steel filing case and pasteboard box. R. 212. (124)

989. PENDING CASES, July 1, 1932 to date. Form 100; also correspondence. Filed numerically. Indexed alphabetically as to name of person. (Daily, official.) 9 x 12 folders, 6 in., in steel filing case. R. 212. (125)

990. ADDICTS, PERSONAL HISTORY, Mar. 1934 to date. Summary of case and facts in personal life of addicts. (The local office keeps these cards, although it is not required.) Filed alphabetically. Indexed. (Weekly, official.) 3 x 5 cards, 8 in., in wooden card cabinet. R. 212. (132)

991. MISCELLANEOUS CORRESPONDENCE AND RECORDS, Mar. 1934 to date. From other agencies, record of accounts, bulletins of narcotic fugitives who have been located in other cities, and copies of reports to District Supervisor. (Daily, official.) 9 x 12 folders, 4 in., in steel filing case. R. 212. (128)

992. VIOLATORS OF NARCOTIC LAWS, Oct. 14, 1935 - Apr. 25, 1936. Record, pictures, and finger prints of violators of narcotic laws and those who have not been apprehended. (Daily, official.) 8 x 8 cards, no volume, on bulletin board. R. 212. (131)

PROCUREMENT DIVISION

PROCUREMENT DIVISION

ATLANTA

OFFICE OF DISTRICT 4 ENGINEER
Federal Annex, corner Forsyth, Hunter, and
Spring Sts., SW.

This agency was established July 1, 1934, for District 4. Its jurisdiction covers Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, South Carolina, Tennessee, and Puerto Rico. Records dated prior to July 1, 1934, were made during the existance of the Supervising Architect's office, established 1870. Obsolete records are destroyed without any authorization from Washington. Activity reports and correspondence are sent to Washington.

993. FEDERAL ANNEX, Jan. 2, 1931 to date. Index to correspondence, specifications, blue prints, and other papers pertaining to construction and maintenance. Filed alphabetically. (Monthly, official.) 3 x 5 cards, 1 ft., in wooden box. R. M-214. (2347)

994. CONSTRUCTION AND REPAIRS, BLUE PRINTS, Jan. 1, 1900 to date. Blue prints of construction and repairs of buildings and grounds authorized by Treasury Department, showing government specifications of construction and material; they serve in procurement of proper materials and construction and repairs of individual buildings. Filed alphabetically as to state, city, and towns. (Daily, for information pertaining to specifications required in construction and repair of buildings.) Variously sized blue prints, 72 ft. 6 in., in 15 steel blue print racks. R. M-214. (2289)

995. SPECIFICATIONS, Jan. 1, 1900 to date. Specifications of buildings constructed or contemplated, showing detail of all material, construction, and mechanical devices or equipment used in construction. Filed alphabetically as to name of building. (Daily, for information pertaining to construction or repairs of buildings in this District.) 8 x 10½ loose papers, 29 ft. 6 in., in 4 steel filing cases. R. M-214. (2288)

996. SITE SURVEYS, Jan. 1, 1929 to date. Correspondence, inspection reports, appraisements, plans, and proposals covering surveys of sites offered to the government for public buildings. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in wooden filing case. R. M-214. (2345)

997. FEDERAL ANNEX, Jan. 2, 1931 to date. Correspondence, specifications, blue prints, and other papers pertaining to construction and maintenance. Filed numerically. (Monthly, official.) 9 x 12 folders, 9 ft., in 2 wooden filing cases. R. M-214. (2346)

998. BOILER INSPECTION REPORTS, June 30, 1934 to date. Reports of boiler inspection. Filed alphabetically. (Daily, for reference pertaining to condition of boilers.) 9½ x 15 folders, 1 ft., in steel filing case. Suite M-214, R. M-216. (2335)

999. FIELD REPAIR INSPECTION REPORTS, June 30, 1934 to date. Copies of reports of inspection made by field inspectors. Filed alphabetically as to state. (Daily, to determine repairs to be made.) 9½ x 15 folders, 4 ft., in steel filing case. Suite M-214, R. M-216. (2336)

1000. INSPECTION QUESTIONNAIRES, June 30, 1934 to date. Inspection questionnaires answered by custodians of buildings, showing condition of exterior wood and metal work, interior plastering and wood work, floors, lobby, desks, and roofs; also questionnaire pertaining to general condition of buildings exterior and interior, including heating and plumbing equipment. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft., in wooden filing case. Suite M-214, R. M-216. (2337)

1001. LETTERS OF INSTRUCTION AND SUGGESTION, June 30, 1934 to date. Miscellaneous circulars issued by the Department, pertaining to instructions to District Engineer, district procedure, field force, inspections, costs, and special investigations; also suggestions to District Office, field force, and district set-up. Filed alphabetically. (Daily, official.) 9½ x 15 folders, 6 in., in steel filing case. Suite M-214, R. M-216. (2334)

1002. REPORTS OF INVESTIGATIONS, CONFIDENTIAL, June 30, 1934 to date. Copies of reports of investigations covering various subjects. Filed alphabetically. (Daily, official.) 9 x 12 folders, 3 ft. 6 in., in steel filing case. Suite B, R. M-214. (2303)

1003. SPECIFICATIONS, June 30, 1934 to date. Reports of inspections, blue prints, and specifications on public buildings. Filed alphabetically. (Daily, official.) 9½ x 12 and 9½ x 15 folders, 15 ft., in wooden and steel filing cases and 2 wooden desks. Suite M-214, R. M-205. (2304)

1004. TEMPORARY QUARTERS, June 30, 1934 to date. Correspondence, plans, leases, contracts, and other papers pertaining to temporary quarters occupied while public buildings are in process of construction or repair. Filed alphabetically. (Daily, as reference pertaining to all questions of temporary quarters.) 9½ x 12 folders, 1 ft. 6 in., in wooden filing case. R. M-214. (2344)

1005. COMPLETED BUILDINGS, July 1, 1934 to date. Records and correspondence pertaining to completed buildings, showing location, name and type of building, condition, and rating, with engineers' and inspection reports. Filed alphabetically as to state. (Daily, official.) 9½ x 14 folders, 11 ft., in 2 steel filing cases. R. M-214. (2331)

1006. CONSTRUCTION ENGINEERS' REPORTS, July 1, 1934 to date. Reports of construction engineers, showing unit prices of material, date, location of project, item and descriptive remarks, drawing record, architectural and mechanical number, monthly report of overtime, name, hours and minutes, rates

for rent of equipment, prevailing wage scale, and source of information. Filed alphabetically as to state. (Daily, official.) 8 x 10½ loose papers, 1 ft., in steel filing case. R. M-214. (2351)

1007. CONSTRUCTION FILE, July 1, 1934 to date. Record of buildings under construction or contemplated, showing specification of construction, type of building, materials used or to be used, engineers' reports, and bids for construction. Filed alphabetically as to state. (Daily, checking construction and materials used.) 9½ x 14 folders, 11 ft. 6 in., in 3 steel filing cases. R. M-214. (2332)

1008. DISTRICT ACCOUNTS AND TIME SHEETS, July 1, 1934 to date. Accounts and time sheets, showing amount, item, account, District Office pay roll, days worked and absent, sick leave, vacation, leave granted, classification of employees, and miscellaneous accounts. Filed alphabetically as to state. (Daily, estimating cost of operation.) 9 x 15 folders, 2 ft., in steel filing case. R. M-214. (2348)

1009. BIDS OVER $2,000.00, July 1, 1934 to date. Forms S.E. 106 and 107, record of bids for over $2,000.00 on construction and repairs to buildings by contractors. Filed alphabetically as to state. (Daily, for information relative to bids of construction and repairs; confidential.) 8 x 10½ folders, 4 ft., in steel filing case. R. M-214. (2329)

1010. MAINTENANCE INSPECTION REPORTS, July 1, 1934 to date. District number, name of inspector, date, title, item and description, name of building, dates of award and completion, contractor, contract price, correction of defects, amount of pay roll, progress of construction, and remarks. Filed alphabetically as to state. (Daily, for information pertaining to condition of buildings and equipment.) 8 x 10½ loose papers, 1 ft., in steel filing case. R. M-214. (2350)

1011. MISCELLANEOUS LABOR SURVEYS, July 1, 1934 to date. Record of cost of labor used in construction of all types. Surveys are made previous to construction of buildings in various locations. Filed alphabetically as to state. (Daily, ascertaining cost of construction work.) 9 x 15 folders, 2 ft., in steel filing case. R. M-214. (2349)

1012. MISCELLANEOUS SKETCHES, July 1, 1934 to date. Sketches by construction and mechanical engineers, pertaining to repairs made on buildings, showing specifications of construction and materials. Filed alphabetically as to name of engineer. (Daily, for information relative to repairs.) Variously sized loose papers, 4 ft., in wooden map filing case. R. M-205. (2321)

1013. MISCELLANEOUS REPAIRS, July 1, 1934 to date. Record of repairs on buildings, showing type of building, nature and specifications of repairs, kind of material, cost, and engineers' reports. Filed alphabetically as to state. (Daily, for information pertaining to repairs made on buildings.) 9½ x 14 folders, 17 ft. 6 in., in 3 steel filing cases. R. M-214. (2330)

1014. MONTHLY EXPENSE REPORT, July 1, 1934 to date. Date, daily and monthly compensation, location of project, orders, appropriations, type of detail compensation, days, amount, total expenses, and total for project.

Filed alphabetically as to name of employee. (Daily, for information pertaining to projects and compensation.) 8 x 10½ loose papers, 6 in., in steel filing case. R. M-214. (2326)

1015. ROUGH DRAFT SPECIFICATIONS, July 1, 1934 to date. Specifications by engineers, relative to construction and repairs to buildings, showing type of building, material needed, nature of repairs or construction, and cost. Filed alphabetically as to state. (Daily, estimating cost and as a guide in construction and repairs.) 9 x 15 folders, 2 ft. in steel filing case. R. M-214. (2352, 2353)

1016. TRACINGS AND DRAWINGS, July 1, 1934 to date. Tracings and drawings pertaining to repairing buildings according to specifications as to type of building and material used. Filed alphabetically as to name of building. (Daily, checking specifications.) Variously sized tracings and drawings, 5 ft., in steel map filing case. R. M-214. (2319)

1017. COMPLETED REPAIRS, July 1934 to date. Record of repairs on completed buildings, showing type of building, kind of material used, date, cost, and nature of repairs, cause of damage, amount of labor, and inspectors' reports. Filed alphabetically as to state. (Daily, checking repairs and cost.) 9 x 15 folders, 33 ft., in 5 steel filing cases. Suite M-214, R. M-208. (2377)

1018. STANDARD HEATING MATERIALS, 1935. Record of types of standard material used in heating equipment for buildings, test specifications, cost, and type of material and its use. Filed alphabetically as to name or type of material. (Daily, as reference pertaining to standard heating materials.) 8 x 10 loose-leaf books (5), 1½ in., in steel filing case. R. M-214. (2333)

STATE PROCUREMENT OFFICE
Ten Forsyth St. Bldg., 10 Forsyth St., SW.

This agency was established in July 1934. No records are destroyed. All reports are sent directly to Washington.

1019. NOTICES OF CANCELLATIONS, July 1, 1935 - Feb. 2, 1936. Form 6, indicating purchase order, requisition, item, and project numbers, names and addresses of procurement officer and vendor, quantity, unit, description of article or service, amount, and reason for cancellation, with signature and title of official. Filed numerically. (Never.) 9 x 12 folders, 6 ft., in steel filing case. R. 607. (6979)

1020. RECEIVING AND INSPECTION REPORTS, July 1, 1935 - Apr. 15, 1936. Treas. Form A-8, used for all supplies, material, equipment, and impersonal services, showing purchase order, requisition, item, official project, and allotment numbers, receiving point and date, quantity received, description of articles, and whether rejected or accepted. Filed numerically. (Never.) 9 x 12 folders, 20 ft., in 3 steel filing cases. R. 607. (6974)

1021. STATEMENT AND CERTIFICATE OF AWARD, July 1, 1935 - May 4, 1936. Standard Form 1036, indicating department or establishment, bureau or office, location, method of or absence of advertising, and award of contract, with certificate and signature of contracting officer. Filed numerically. (Never.) 9 x 12 folders, 18 ft., in 2 steel filing cases. R. 607. (6982)

1022. REQUISITIONS FOR PURCHASES, July 1, 1935 - June 30, 1936. Treas. Form A-6, indicating symbol and item numbers, title, project supervisor making requisition, department or agency, city and state, instructions to Regional Procurement Officer, to whom shipped, destination, address, shipping instructions, date delivery required, item number, quantity, description of article, estimated cost, and approval. Filed numerically. (Never.) 9 x 12 folders, 24 ft., in 3 steel filing cases. R. 607. (6976)

1023. TRANSMITTAL SHEETS, July 1, 1935 to date. Form 2, indicating date, reference number, description or title, and remarks. Filed numerically. (Never; daily, as records of transmittals.) 9 x 12 folders, 6 ft. 6 in., in 3 pasteboard transfer cases and steel filing case. Rs. 607 and 605. (6977, 7094)

1024. DOMESTIC ORIGIN CERTIFICATES, July 1, 1935 - Aug. 3, 1936. Treas. Form A-9, indicating item number, article, and name of bidder. Filed numerically. (Never.) 9 x 12 folders, 16 ft., in 2 steel filing cases. R. 607. (6975)

1025. PURCHASE ORDERS, July 1, 1935 - Aug. 10, 1936. Treas. Form A-7, indicating Procurement Officer, name and address of contractor, symbol number, title, shipping instructions, purchase order, requisition, official project, allotment work project, and item numbers, location, type of work, appropriation, and check symbols, description, number of units, unit, unit price, amount, and total, with signature of Procurement Officer. Filed numerically. (Never.) 9 x 12 folders, 12 ft., in 2 steel filing cases. R. 607. (6981)

1026. VOUCHER DISTRIBUTION, July 1, 1935 - Aug. 16, 1936. Treas. Form A-4, distribution forms to be attached to all vouchers except pay rolls, showing voucher number, object of expenditure, code, amount, and total. Filed numerically. (Never.) 9 x 12 folders, 16 ft., in 2 steel filing cases. R. 607. (6973)

1027. INVITATION, BID, AND ACCEPTANCE, July 1, 1935 - Aug. 20, 1936. Standard Form 33, indicating invitation, item, and contract numbers, department or establishment, office or station, address, date, invitation, articles or services, quantity, unit, unit price, and amount; reverse shows bid, acceptance by government, conditions, and instructions to bidders and contracting officers. Filed numerically. (Never.) 9 x 12 folders, 10 ft., in 2 steel filing cases. R. 607. (6978)

1028. ABSTRACT OF BIDS, July 1, 1935 - Dec. 7, 1936. Form 1, indicating requisition, project number, date of opening, item, quantity, unit, article or services, and remarks; reverse shows certification of bid and method of advertising. Filed numerically. (Never.) 9 x 12 folders and loose-leaf books (8), 6 ft., in steel filing case. R. 607. (6980)

1029. PUBLIC VOUCHERS FOR PURCHASES AND SERVICES OTHER THAN PERSONAL, July 1, 1936 - Jan. 5, 1937. Standard Form 1034a, indicating appropriation, name of payee, address, contract, requisition, and payee's account numbers, date, expenditure symbol, number and date of order, date of delivery or service, articles or services, quantity, unit price, and notations. Filed numerically. (Never.) 9 x 12 folders, 26 ft., in 4 steel filing cases. R. 607. (6972)

1030. GENERAL FILE, July 1, 1935 - Mar. 1, 1937. Authorizations, bid opening schedule, engineering, general Rehabilitation instructions, pay roll of adjustments, personnel, transportation, mailing list, correction and change in manual, NYA, general letters, and correspondence with Washington. Filed alphabetically. (Never.) 9 x 12 folders, 20 ft., in 10 pasteboard transfer cases. R. 607. (7077)

1031. ADMINISTRATIVE EXPENSE REGISTER, July 1, 1935 to date. Sheet and line numbers, date of entry, explanation, personal services, printing and binding, stationery, office and other supplies, equipment, long distance calls, rentals, installation and repairs, telegraph service, postage, travel, freight, express and drayage, repairs and alterations of building equipment, miscellaneous, and total administrative expense. Filed numerically. (Daily, checking records of administrative expenses.) 15 x 16 loose-leaf book, 1 in., on steel filing case. R. 600-A. (7130)

1032. PERSONNEL RECORDS, July 1, 1935 to date. Forms 2217, 800, 8, 700, 200, 300, 500, 600, 100, and 400, record of salary payments, individual record of absences for year, applications for extension of leave on account of sickness, applications for positions, service rating forms, personal history statements, oaths of office, annual leaves, justifications for positions, nominations for appointments, statements of duties, and acceptances of resignations. Filed alphabetically. (Daily, checking personal records of employees.) 9 x 12 folders and 5 x 8 and 6 x 8 cards, 8 ft., in steel filing case and tray cabinet. R. 600-A. (7137)

1033. PROCUREMENT ACTIVITIES, July 1, 1935 to date. Forms 8-2, 8-A, and 8-3, copies of progress reports of accounts payable and procurement activities, and report of rental transactions not covered by purchase orders. Filed alphabetically. (Daily, as records of business transacted through Procurement Office.) 9 x 12 folders, 2 ft., in steel filing case. R. 600. (7128)

1034. TAX CERTIFICATE REPORTS, July 1, 1935 to date. Standard Form 1900A, submitted on last day of each calendar month, showing page, state, date, name, title, grade, salary, change, and effective date, with signature of State Procurement Officer; and Standard Form 1900B, showing state, date, and summary of gain or loss. Filed numerically. (Monthly, checking tax certificates.) 9 x 12 folders, 8 in., in steel filing case. R. 600. (7125)

1035. VOUCHER AND ADJUSTMENT REGISTER, July 1, 1935 to date. Sheet number, vouchers and encumbrances (number and amount), and amount of adjustments (debit and credit). Filed numerically. (Daily, as records of expenditures.) 15 x 16 loose-leaf book, 2 in., on steel filing case. R. 600-A. (7129)

1036. WASHINGTON CORRESPONDENCE, CONFIDENTIAL, July 1, 1935 to date. Correspondence concerning rules and regulations, policies, and procedures. Filed alphabetically. (Daily, for information concerning regulations governing this department.) 9 x 12 folders, 1 ft., in steel filing case. R. 600. (7127)

1037. NOTICES OF MISCELLANEOUS ENCUMBRANCES AND ENCUMBRANCE CANCELLATIONS, Aug. 5, 1935 to date. Treas. Form A-5, indicating encumbrance, official project, allotment and work project, and job numbers, appropriation, title, and symbol numbers, name of individual or firm, amount of encumbrance, purpose, location of project, department or agency, date, particulars, voucher, encumbrances liquidated and authorized, and unliquidated encumbrance; and Treas. Form A-5-A, indicating requisition, miscellaneous encumbrance, official work project, allotment, project authorization, encumbrance serial, and job numbers, appropriation, location, and type of work symbols, reason for cancellation, and bureau or department, with signatures of approving and issuring officers. Filed numerically. (Daily, checking miscellaneous encumbrances and encumbrance cancellations.) 9 x 12 folders, 2 ft., in steel filing case. R. 611. (7084)

1038. GENERAL FILE, Oct. 1, 1935 to date. Copies of incoming and outgoing telegrams, Weather Bureau reports, releases from Washington, WPA and Resettlement bulletins, and memorandum copies of freight bills. Filed alphabetically. (Daily, checking general files.) 9 x 12 folders, 2 ft., in steel filing case. R. 602. (7101)

1039. GOVERNMENT BILLS OF LADING, Oct. 1, 1935 to date. Standard Forms 1058, 1058a, 1059, 1060, 1061, and 1062; Treasury Forms A-5 and 1000, bills of lading, with supporting forms, including reports of shipments, interoffice memoranda, traffic section rate sheets, routing sheets, requests for bills of lading, certificates in lieu of lost bills of lading, notices of miscellaneous encumbrances, car records, extra sheet bills of lading, temporary receipts, instructions to consignees, interoffice record cards, transmittal sheets, and instructions to carriers. Filed chronologically. (Daily, checking government shipments.) 9 x 12 folders, 6 ft., in 2 steel filing cases. R. 602. (7102)

1040. INVENTORY, Oct. 1, 1935 to date. Treas. Form 48, indicating article, item, and property numbers, date received, condition, contractor, unit price, date, to whom assigned, purchase order, receipt, and room numbers. This information is transferred to Form 40 when issued to offices by division numbers. Filed alphabetically. (Monthly, maintaining records of office equipment issued.) 5 x 8 cards, 1 ft., in wooden card box on steel filing case. R. 601. (7131)

1041. STOCK RECORD, Oct. 1, 1935 to date. Item, key, and requisition numbers, date, vendor or department, unit, unit price, amount and date received, department to which delivered, balance on hand, and value. Filed alphabetically. (Daily, checking stock on hand.) 5 x 8 cards, 2 ft., in 3 wooden boxes on steel filing case. R. 601. (7132)

1042. INFORMAL SOLICITATIONS FOR BIDS, Feb. 1936 to date. Requisition and project numbers, date of opening, item, quantity, unit, articles or services, and remarks. Filed chronologically. (Daily, checking bids for supplies.) 9 x 12 folders, 1 ft. 6 in., in steel filing case. R. 605. (7095)

1043. REQUISITIONS FOR PURCHASES, May 19, 1936 to date. Treas. Form A-6, indicating project supervisor, department or agency, city, state, address of State Procurement Officer, requisition, purchase order, official and work projects, project authorization, and allotment advice numbers, location, type of work, and appropriation symbols, and instructions to State Procurement Officer. Filed alphabetically. (Daily, checking expenditures for supplies.) 9 x 12 folders, 2 ft., in steel filing case. R. 601. (7133)

1044. GENERAL CORRESPONDENCE, June 9, 1936 to date. Correspondence relative to county procedure and voucher examination memoranda, instructions and letters to all employees, office maintenance, printing, progress, statistical surplus property, telephone service, Washington reports, and telegrams. Filed alphabetically. (Daily, checking procurement activities.) 9 x 12 folders, 2 ft., in steel filing case. R. 601. (7134)

1045. PAID VOUCHERS, June 15, 1936 to date. Standard Forms 1034 and 1034a, indicating appropriation, payee, address, payee's account, requisition, and contract numbers, date, expenditure symbol, number and date of order, date of delivery or service, articles or services, quantity, unit price, amount, and notations. Filed numerically. (Daily, checking paid public vouchers.) 9 x 12 folders, 6 ft., in steel filing case. R. 610. (7085)

1046. PUBLIC VOUCHERS FOR TRANSPORTATION OF FREIGHT OR EXPRESS, June 15, 1936 to date. Standard Forms 1068, 1068a, 1068b, and 1068c, indicating voucher and carrier's bill numbers, symbol, appropriation, consignee, address, bill of lading, date, number, weight or measurement, rate, amount, and notation. Filed numerically. (Daily, checking vouchers.) 9 x 12 folders, 4 ft., in steel filing case. R. 610. (7078)

1047. FIELD PRINTING CERTIFICATES, July 1, 1936 to date. Mimeographed field printing certificates of the Treasury Department, Procurement Division, Disbursing Accounts, and WPA. Filed chronologically. (Annually, as records of printing or binding done other than in Washington.) 9 x 12 folders, 2 in., in steel filing case. R. 611. (7086)

1048. MONTHLY REPORT OF EXPENDITURES, July 1, 1936 to date. Treas. Form 1700, showing allotments, total available, object of expenditure, obligations for current month, unencumbered balance, cumulative obligations from opening of office to end of current month, estimated requirements first and second ensuing months, estimated obligations for balance of fiscal year, from end of current month to end of fiscal year, grand total of obligations, number of employees, statistical report for month, cumulative, and remarks. Filed chronologically. (Monthly, checking expenditures.) 9 x 12 folders, 4 in., in steel filing case. R. 600. (7126)

1049. SCHEDULE OF ADJUSTMENTS, July 1, 1936 to date. Standard Form 1081, showing schedule, DO symbol, and sheet numbers, department or establishment whose funds are debited and credited, place and by whom made, period, symbol and full title of appropriation or fund to be debited and credited, amount, and voucher number. Filed numerically. (Daily, maintaining records on schedule of adjustments.) 9 x 12 folders, 3 ft., in steel filing case. R. 610. (7083)

1050. SCHEDULE OF COLLECTIONS, July 1, 1936 to date. Standard Form 1044, showing schedule, receipt, and sheet numbers, name, title, and station of receiver, length of period, date received, name of remitter, detailed desceiption of purpose for which collections were received, amount, fund to be credited, and total. Filed numerically. (Daily, checking collections.) 9 x 12 folders, 1 ft. 6 in., in steel filing case. R. 610. (7081)

1051. SCHEDULE OF TRANSFERS, SPECIAL DEPOSITS, July 1, 1936 to date. Standard Form 1046, showing schedule, receipt, and sheet numbers, department, bureau or office, by whom made, title, station, length of period, name of remitter, detailed description of purpose for which collections were received, amount to be transferred to regular account, fund to be credited, and total. Filed numerically. (Daily, checking transfers of special deposits.) 9 x 12 folders, 4 ft., in steel filing case. R. 610. (7080)

1052. PUBLIC VOUCHERS FOR REFUNDS, Aug. 22, 1936 to date. Standard Form 1047, showing that balance has been returned to depositor, amount of deposit and balance authorized to be refunded, serial and DO voucher numbers, department or establishment, bureau or office, location, appropriation or fund, remarks, date, signature and title of official, and method by which refunded. Filed numerically. (Monthly, maintaining records of refunded money.) 9 x 12 folders, 1 ft., in steel filing case. R. 610. (7098)

1053. SURPLUS PROPERTY, Oct. 1, 1936 to date. Treas. Form 2400, pertaining to property which has been declared of no further use; after an abstract has been made, it is sent to Washington with recommendations for award. Filed alphabetically. (Daily, checking disposition of surplus property.) 9 x 12 folders, 2 ft., in steel filing case. R. 601. (7135)

1054. SURPLUS PROPERTY TRANSFERS, Oct. 1, 1936 to date. Showing surplus property that the Washington Office instructs the Procurement Division to transfer to any federal agency operating under the Emergency Relief Program. (The agency pays the transfer charges.) Filed alphabetically. (Daily, locating government property.) 9 x 12 folders, 2 ft., in steel filing case. R. 601. (7136)

1055. VOUCHERS FOR ADJUSTMENTS BETWEEN APPROPRIATION AND/OR FUNDS, Nov. 1, 1936 to date. Standard Form 1080, indicating DO voucher, bill, and paying office numbers, appropriations or funds to be debited or credited, symbol, title and amount, department, establishment, bureau or office billed, order number, delivery date, articles or services, quantity, unit price, amount, total, differences, and account verified, with signatures of officers in control of appropriations to be debited and credited. Form 1080 is

submitted to Accounts Office and then to Disbursing Clerk for payment, to refund amount paid by Washington; Standard Form 1080a, used for administrative agencies concerned; Standard Form 1080c, used in Washington by General Accounting Office, Accounting and Bookkeeping Division. Filed numerically. (Daily, checking vouchers for adjustments.) 9 x 12 folders, 4 ft., in steel filing case. R. 610. (7082)

1056. SCHEDULE OF DISBURSEMENTS, Jan. 4, 1937 to date. Standard Form 1064, indicating department or establishment, bureau or office, date paid, name, title or rank, station, period, symbol, bureau schedule, Disbursing Officer's voucher and bureau or office vouchers numbers, payee, symbol of appropriation or fund, date and amount, with signature and title of certifying officer. Filed numerically. (Daily, maintaining records of disbursement.) 9 x 12 folders, 1 ft. 4 in., in steel filing case. R. 610. (7079)

1057. GENERAL SCHEDULE OF SUPPLIES, Jan. 5, 1937 to date. Requisition, requisition item, work project and contract numbers, appropriation symbol, name of firm, address, inclusive dates, articles or services, item number, quantity, unit price, amount, and total. Filed numerically. (Daily, as records of supplies used on work projects.) 9 x 12 folders, 6 in., in steel filing case. R. 605. (7096)

1058. GOVERNMENT SPECIFICATIONS, Mar. 1, 1937 to date. Specifications of classes and general schedule of supplies where the Government makes contracts for commodities to be supplied at specified prices. Filed alphabetically. (Daily, checking government commodity contracts.) 5 x 8 loose papers, 21 ft., in wooden filing case. R. 605. (7099)

1059. READING FILE, Mar. 1, 1937 to date. Correspondence with Treasury Department, transmitting copies of letters pertaining to changes in specifications of requisitions. The vendors write for specifications and additional information omitted from original specification. Filed chronologically. (Daily, checking changes in specifications.) 9 x 12 folders, 8 in., in steel filing case. R. 605. (7100)

1060. MAILING LISTS, n. d. Show district, vendor, address, town, commodity, and territory in which vendor is interested. Filed alphabetically. (Daily, as records of vendors furnishing commodities.) 3 x 5 cards, 7 ft., in 7 wooden boxes on wooden table. R. 606. (7097)

BUREAU OF PUBLIC HEALTH SERVICE

BUREAU OF PUBLIC HEALTH SERVICE

BRUNSWICK

QUARANTINE STATION
Attendant's Quarters Bldg., No. 3,
bounded by Parson's Creek, Lower Turtle River, Brunswick
Point, and Plantation Creek.

This agency was established in 1884. Useless papers are destroyed upon authorization. Reports are sent to Washington.

1061. PROPERTY RETURN, 1921 to date. Returns of property, such as furniture, medical equipment, and tools. (Never.) 3 x 8 loose-leaf books (12), 1 ft. 6 in., in steel filing case. NE. corner. (63)

1062. MONTHLY PERSONNEL REPORT, 1926 to date. Name, rank, base pay, allowances, and duties performed. (Never.) 8½ x 11 loose papers, 4 in., in steel filing case. NE. corner. (77)

1063. PAY ROLLS, 1929 - Aug. 31, 1936. Pay rolls for personal services. (Never.) 9 x 12 covers (3), 4 in., in desk drawer. SE. corner. (79)

1064. GENERAL CORRESPONDENCE, 1931 to date. Instructions and circulars. (Never.) 8½ x 11 folders, 6 in., in desk drawer. NE. corner. (52)

1065. REPORT OF ENCUMBRANCES, 1931 to date. Form 1982-E, requisitions for services, supplies, and rations, with analysis of expenditures. (Never.) 8 x 18 loose papers, 2 in., in steel filing case. NE. corner. (56)

1066. MISCELLANEOUS FILE, 1932 to date. Copies of receipts, waybills, and invoices sent to the Department for fuel delivered. (Never.) 4 x 8 loose papers, 3 in., on file hook. NE. corner. (95)

1067. MONTHLY ANALYSIS OF EXPENDITURES, 1932 to date. Record of expenditures, encumbrances, and ration reports. (Never.) 8½ x 11 loose papers, 2 in., in steel filing case. NE. corner. (73)

1068. PURCHASE AUTHORITY, 1932 to date. Requisitions and purchase authorities to the Procurement Division for articles in accordance with U.S.C. Supp. Title 31, Section 686. (Monthly, for transaction of business.) 8½ x 11 folders, 1 in., in steel filing case. NE. corner. (83)

1069. MONTHLY BILLS, 1934 - Aug. 31, 1936. Bills for kerosene, telephone, gasoline, paint, etc. (Semi-annually, to adjust complaints.) 9 x 12 cover, 4 in., in desk drawer. NE. corner. (81)

1070. CONTRACTS, 1935 - June 30, 1936. Short form contracts for telephone, kerosene, advertising, gasoline, paint, etc., with letters transmitting proposals. (Never.) 8½ x 11 loose papers, 6 in., in steel filing case. NE. corner. (74)

1071. QUARTERLY ESTIMATES, 1935 to date. Estimates of funds required. (Never.) 8½ x 11 loose papers, ½ in., in steel filing case. NE. corner. (53)

SECOND CLASS RELIEF STATION
Dunwoody Bldg., bounded by Newcastle and Gloucester Sts., vacant lot, and Kress Bldg.

This agency was established in 1884. Useless papers are destroyed upon authorization from Washington. Reports are sent to Washington.

1072. ADVICE OF ALLOTMENTS, 1933 - 1936. Allotments and amended allotments from Division of Supply in Washington, covering medical and other supplies. (Monthly, official.) 9½ x 11 folders, ½ in., in steel filing case. R. 204. (242)

1073. ANNUAL REPORT, 1933 - 1936. Report covering medical inspection and hospital relief of alien seamen, passengers and out-patients, quarantine transactions, and relief or treatments furnished patients. (Annually, official.) 9½ x 11 folders, ½ in., in steel filing case. R. 204. (239)

1074. ANTI-LENTIC REPORT, 1933 - 1936. Report of treatment of seamen with venereal diseases. (Monthly, official.) 9½ x 11 folders, 1 in., in steel filing case. R. 204. (232)

1075. BIDS, 1933 - 1936. Annual bids for fuel, oil, gasoline, and paint. (Never.) 9½ x 11 folders, ½ in., in steel filing case. R. 204. (241)

1076. BILLS OF HEALTH, 1933 - 1936. Port sanitary statements issued to Masters of vessels. (Semi-monthly, official.) 9½ x 11 folders, 1 in., in steel filing case. R. 204. (228)

1077. CIRCULARS, 1933 - 1936. Unnumbered bureau circulars, hospital news, foreign quarantine division bulletins, circulars and supplements to unnumbered bureau circulars, and rules and regulations. (Monthly, general information.) 9½ x 11 folders, ½ in., in steel filing case. R. 204. (243)

1078. CONTRACTS, 1933 - 1936. Contracts for fuel, telephone service, ambulance, hospital supplies, etc. (Quarterly, renewal of contracts.) 9½ x 11 folders, ½ in., in steel filing case. R. 204. (240)

1079. PHYSICAL EXAMINATIONS, 1933 - 1936. Examinations given employees of Post Office Department. (Never.) 9½ x 11 folders, 1 in., in steel filing case. R. 204. (227)

1080. PURCHASE AUTHORITIES, 1933 - 1936. Memoranda of purchase authorities and public vouchers, purchase orders from Procurement Division to hire temporary help, and purchases of paint and supplies. (Monthly, official.) 9½ x 11 folders, ½ in., in steel filing case. R. 204. (245)

1081. CORRESPONDENCE, 1933 - 1936. Relief Station and USPHS correspondence with Surgeon General. (Tri-weekly, official.) 9½ x 11 folders, ½ in., in steel filing case. R. 204. (238)

1082. VETERAN'S ADMINISTRATION CORRESPONDENCE, 1933 - 1936. Correspondence with Veteran's Administration, concerning physical examinations of veterans. (Annually, for reports to Veteran's Administration.) 9½ x 11 folders, ½ in., in steel filing case. R. 204. (244)

1083. MONTHLY REPORT OF RELIEF, Jan. 1935 - Aug. 1936. Report of treatment furnished patients and out-patients, hospitalization, and report of quarantine transactions. (Monthly, official.) 9½ x 11 folders, 1 in., in steel filing case. R. 204. (231)

SAVANNAH

MARINE HOSPITAL
115 E. York St.

This agency was established in 1906 for the purpose of caring for seamen on vessels, certain patients of the Veterans' Bureau, and federal employees under the Federal Compensation Act. Useless papers have been destroyed by special Act of Congress. Reports are sent to Washington. (Records dated prior to 1906 pertain to contract service.)

1084. REGISTER OF HOSPITAL PERMITS, Jan. 1, 1870 - Oct. 30, 1884; Apr. 1, 1885 - June 9, 1911. Form 1945, record of issue of permits, showing name, age, nativity, vessel last sailed on, disease, result, and date of discharge. (The permits were to Contract Hospitals until the opening of the Marine Hospital in 1906; no record of permits kept after 1911.) Filed chronologically. (Never.) 11 x 16 vols. (3), 6 in., on shelf. One vol., bindings broken. W. room in attic. (206)

1085. RECORD OF OUT-PATIENTS, Mar. 1, 1878 to date. Book record, 1878 to 1920, showing case number, patient's name, age, nativity, name of last vessel sailed on, period of service, disease, and relief furnished; Form 1971, 1920-1922; Form 1971-E, a complete clinical record of patient; and Form 1917-E-1, dental record, 1923--; also books containing record of out-patients who have applied for treatment, three for general treatment and one for EENT treatment, Aug. 20 - Nov. 3, 1921; July 1, 1922 - Jan. 21, 1923; and July 1, 1932 - July 1, 1933. Records of patients from CCC, Coast Guard, and WPA are kept separate. Filed alphabetically and entered chronologically. Records from 1905 to 1922, indexed alphabetically. (Records previous to 1920, never; previous to 1930, semi-annually; current records, daily, answering inquiries pertaining to patients.) Variously sized vols.

(21), and 5 x 8 folders and loose papers, 72 ft. 8 in., in 1 wooden and 3 steel filing cases, 2 steel transfer cases, and wooden box. W. room in attic, File Room, R. 6 in basement, and Registrar's Office. (235)

1086. MEDICAL INSPECTION AND EXAMINATION OF SEAMEN, Jan. 9, 1880 - May 17, 1923. Forms 1956 and 1991, showing applicant's name, age, nativity, treatment, disposition of case, and vessel on which he intends shipping. Examinations are made upon request of ship captains for men applying for positions on ships. Filed chronologically. (Never.) 8½ x 14 vols. (3) 3 in., in wooden box. W. room in attic. (181)

1087. ADMINISTRATIVE RECORDS, July 12, 1883 - July 31, 1935. Bureau letters, miscellaneous correspondence, correspondence pertaining to building and construction, correspondence of Doctor Lavender with the Bureau regarding pellagra investigations, list of patients at St. Joseph Hospital, miscellaneous invoices, reports from quarantine stations, records of changes of stations, and duties of commissioned and noncommissioned officers; one book contains incoming and outgoing correspondence of the custodian; also administrative circular letters, correspondence, and records pertaining to various subjects. Filed chronologically and numerically. Indexed. (Attic records, never; basement and File Room, tri-annually; Registrar's Office, daily, issuing required information, and making and checking reports.) 9 x 12 folders and variously sized gum-stub books, 16 ft. 3 in., in 1 wooden and 2 steel filing cases and wooden box. Damaged by rodents and handling, dirty, bindings broken, faded. W. side of attic, R. 6. in basement, File Room, and Registrar's Office. (248)

1088. RECORD OF IN-PATIENTS, Nov. 1, 1884 - July 1, 1935. Complete charts of every patient; Forms 1946, from A to Z are used; patients' records from Veteran's Bureau are kept separate; general file contains patients' records classed as merchant and foreign seamen, patients from Engineering Department, Coast and Geodetic Survey, Coast Guard, Light House and Public Health services, Employees' Compensation Commission, Army, Navy, and CCC; also a copy of sworn statement that patient is eligible for treatment; Forms 1935-A and 1935-C are used for clinical records; Form 1935-C, face sheet, shows treatment and result, disease, permit number, name and age of patient, nativity, name of vessel, and dates admitted and discharged; hospital record books show name and age of patient, date admitted, nativity, name of vessel, treatment, and disposition of case. Filed numerically and alphabetically and entered chronologically. Records from February 1, 1920, indexed. (Attic records, never; basement, tri-weekly; File Room and Registrar's Office, daily, locating past records of patients returning to hospital, and giving information to outside doctors, another hospital, or an ex-patient.) Variously sized vols. (8) and loose papers, and 9 x 12 folders, 294 ft. 8 in., in 4 wooden and 20 steel filing cases, 57 transfer cases, and wooden box. W. room in attic, R. 6 in basement, File Room, and Registrar's Office. (217)

1089. BLUE PRINTS, Apr. 1904 - May 1936. Blue prints of construction, repairs, and alterations to building. (Annually, when Government Architect considers adding improvements, or a local contractor gives a bid for alterations or repairs.) Variously sized papers, 2 ft., 2 in., in wooden blue print cabinet. File Room. (252)

1090. PERSONNEL RECORDS, Sept. 11, 1906 - Apr. 19, 1916; June 15, 1916 to date. Correspondence, records, and information regarding each person who has been on hospital pay roll, including surgeons, commissioned and other officers, and employees, applications for positions, pay rolls, with receipts attached, Civil Service, Fifth Civil Service District, and CWA records; also correspondence relative to the work of a rat-trapper who was working under Public Health Service, and department letters. Filed numerically. Basement and Registrar's Office records, indexed numerically. (Attic and basement records, never; Registrar's Office records, daily, for verification of receipts.) 9 x 12 vols. (2) and folders, 19 ft. 5 in., in 1 wooden and 2 steel filing cases and wooden box. W. room in attic, R. 6 in basement, and Registrar's Office. (236)

1091. MONEY AND VALUABLES OF PATIENTS, Sept. 26, 1918 - Sept. 16, 1919; Sept. 8, 1920 - July 1, 1931; June 5, 1933 to date. Form 1896, receipt stubs for delivery of valuables to patients; Form 1971, list of property declared by patient, patient's statement that he had no other valuables in his possession, with signature of patient and date property was returned; current receipts of money and valuables are kept in an envelope in a safe. Older records, filed chronologically; current records, filed numerically. Current records, indexed. (Never.) $7\frac{1}{2}$ x $10\frac{1}{2}$ vols. (3), 7 x $8\frac{1}{2}$ bundles (4) and loose papers, 4 ft. $3\frac{1}{2}$ in., on wooden shelf in wooden and pasteboard boxes on and in an iron safe. W. room in attic, R. 6 in basement, and Administrative Office. (207)

1092. PRESCRIPTIONS, Dec. 1, 1920 - June 4, 1936. Prescriptions for drugs and narcotics, filed separately. Filed chronologically. (Never.) 9 x 15 loose-leaf books (4) and 5 x 9 loose papers, 9 ft. 8 in., on wooden shelf and in pharmacy cabinet. R. 6 in basement and Dispensary. (251)

1093. FINANCIAL RECORDS, July 1, 1921 - June 1, 1936. Form 1987, daily record of all purchases made locally, all contracts for supplies, equipment, and repairs to building, and date paid, register of storehouse issues, voucher register of operating expenses debit, analysis of operating expenses, and recapitulation of operating expenses; also purchase orders, allotments, and vouchers; annual, semi-annual, quarterly, and monthly contracts for subsistence supplies and service, made at the local station and through the Procurement Division, Washington; and reports of encumbrances of all departments. Filed alphabetically. (Attic and basement records, never; File Room and Administrative Office records, tri-weekly, giving required information, to ascertain cost of repairs and equipment, and making reports.) Variously sized vols. (15), envelopes (15), and loose-leaf books (3), 9 x 12 folders, 8 x 11 bundles (30), and 15 x 18 loose papers, 48 ft., in pasteboard boxes, on filing case, and in blue print cabinet. Attic records, damaged by rodents; basement records, dirty. W. room in attic, R. 6 in basement, and Administrative Office. (249)

1094. PROPERTY RECORDS, July 1, 1922 - July 1, 1935. Form 1905, requisitions; Form 33, proposals; Forms 1903-a, b, c, and d, property returns; Forms 1902-f, h, and i, consolidated property list; vouchers (expendable and non-expendable) are communications with Procurement Division; and Forms 701, 733, 1904-B, 9202-B, and 9203-C; also monthly annual reports. Filed chronologically and alphabetically. (Semi-monthly, locating date and property

voucher number of certain equipment received in former years.) 9 x 11½ folders and 3½ x 8 bundles (13), 19 ft., in 2 steel and 4 wooden filing cases. File Room and Administrative Office. (245)

1095. X-RAY PICTURES, June 10, 1925 - June 22, 1936. Pictures filed in order in which they are taken, and each given a number. Filed alphabetically. Indexed. (Attic and basement records, never; X-ray Room, weekly, official.) Variously sized envelopes (7663) and bundles (5), and loose papers (2656), 65 ft. 4 in., in 3 steel filing cases, on 2 steel shelves, and in 105 pasteboard boxes. Attic, R. 6 in basement, and X-ray Room. (250)

1096. WHISKEY AND NARCOTICS, Nov. 20, 1925 - Jan. 28, 1934; May 31,1935 to date. Record of supplies received, issued, and on hand, indicating item, dates received and issued, and balance. Filed alphabetically. (Older records, never; current records, semi-monthly, checking amount on hand, quantity used, and making requisitions for new supplies.) 8 x 10½ vols. (2) and 9 x 18 loose papers, 2 in., on wooden shelf and in iron safe. R. 6 basement and Administrative Office. (246)

1097. REPORTS OF DAY AND NIGHT ORDERS, Sept. 4, 1931 - May 31, 1936. Doctor's orders and nurse's reports; also record of narcotics given, books of TPR reports, Salvarsan list, GU orders, and Wasserman test. See addenda for details. (Never.) 8 x 10½ vols. (88), 5 ft. 6 in., on wooden shelf. R. 6 basement. (208)

1098. CLASSIFICATION OF DISEASES, n. d. Record of name of disease and patient's case number. Filed alphabetically as to name of disease. (Older records, never; current records, daily, for required information and making reports.) 3 x 5 cards, 11 ft. 6 in., in wooden card cabinet. File Room and Registrar's Office. (244)

QUARANTINE STATION
(A) Administrative Bldg.,
(B) Storehouse

This agency was established April 13, 1898. The station was owned and operated by the City of Savannah, under the direction of the United States Public Health Service, until April 1899, when it was purchased by the United States Government for $25,000.00. No records are destroyed. All reports are sent directly to Washington.

1099. LOG, Apr. 18, 1898 - Dec. 1930; Apr. 6, 1935 - July 10, 1936. Record of activities, kept by Sanitary Inspector. (The books between 1930 - 1935 were destroyed accidentally while cleaning out building.) (Daily, official.) 8½ x 16 vols. (13), 3 in., on steel shelf. N. room of building (Bldg. A). (346)

1100. MISCELLANEOUS CORRESPONDENCE, Apr. 1899 - 1925. Correspondence pertaining to Surgeon General, Supervising Architect, appropriations for repairs, monthly personal reports, list of changes of stations, duties of

officers, and letters received at Marine Hospital. (Never.) 9 x 11 gum-stub files (58), 7 ft. 3 in., on wooden shelf. Damaged by rodents, dirty. W. end of building (Bldg. B). (368)

1101. HOSPITAL REGISTER, 1901 - 1904. Register of patients entered and dismissed at Marine Hospital. (Never.) 8½ x 11 vol., 1 in., on wooden shelf. Damaged by rodents, dirty. W. end of building (Bldg. B). (380)

1102. RECEIPTS, 1901 - 1925. Receipts of checks from firms for merchandise delivered. (Never.) 9 x 11 gum-stub files (4), 6 in., on wooden shelf. Damaged by rodents, dirty. W. end of building (Bldg. B). (369)

1103. GENERAL CORRESPONDENCE, 1911 - 1936. Correspondence pertaining to pay rolls, allotments, miscellaneous reports, services rendered, letters to Collector of Customs, Shipmaster's declarations, requisitions, fumigation of vessels, reports of shipments, property returns, construction of WCW glazier, and personnel reports. (Daily, official.) 9½ x 12 folders and 8½ x 11 bundles (30), 13 ft. 8 in., in steel filing case and on wooden shelf. N. room of building (Bldg. A). (351)

1104. RECORDS, Mar. 1918 - 1934. Records of maintenance of men employed and general supplies, such as paint, medical, and hardware for upkeep of station. (Never.) 14 x 17 vols. (2) and 6 x 11 bundles (2), 7 in., on steel shelf. N. room of building (Bldg. A). (345)

1105. LOG, 1920 - 1925. Daily record, kept by Officer in Charge. (Never.) 5½ x 7½ vols. (6), 4 in., on wooden shelf. Damaged by rodents, dirty. W. end of building (Bldg. B). (381)

1106. BILLS AND INVOICES, 1921 - 1928. Freight bills, bills of lading, and invoices from firms, covering merchandise purchased. (Never.) 11½ x 12 vols. (11), 2 ft. 9 in., on wooden shelf. Damaged by rodents, dirty. W. end of building (Bldg. B). (379)

SECRET SERVICE DIVISION

SECRET SERVICE DIVISION

ATLANTA

ATLANTA DIVISION OFFICE
Main Post Office
Forsyth, Walton, Fairlie, and Poplar Sts.

This agency was established in 1891. The official area of its jurisdiction covers Georgia; temporary jurisdiction includes Florida, Alabama, and South Carolina, which is now being withdrawn.

1107. DAILY REPORT, 1891 to date. On daily activities. Filed numerically. (Daily, official; confidential.) Copy press books and 8½ x 11 folders, 33 ft., in 14 filing case drawers. R. 410 and basement. (104)

1108. INDEXED CASES, 1891 to date. Records of persons investigated. Indexed alphabetically. (Daily, official; confidential.) 3 x 5 cards, 35 ft., in filing case. R. 410. (110)

1109. COUNTERFEIT CURRENCY, 1898 to date. Description of bills, how made, and list of serial numbers of each denomination. Filed by type of note. (Daily, official.) 3 x 5 cards, 1 ft. 5 in., in card cabinet. R. 410. (111)

1110. MISCELLANEOUS FILE ON CRIMINALS, RECORDS, 1898 to date. Acts of Congress, judicial decisions, general information, bonds, criminals, bank robbers, instructors, Civil Service, official visitors, Documents of Opinion, inspection, annual reports, Treasury shipments, benefit funds, War Savings, dockets, War Saving Stamps, and postage stamps. Filed alphabetically. (Annually, official; confidential.) 3 x 5 cards, 3 in., in filing case. R. 410. (102)

1111. OLD COUNTERFEITERS, 1898 to date. Case history on criminals apprehended. Filed alphabetically. (Daily, official; confidential.) 3 x 5 cards, 8 in., in filing case. R. 410. (98)

1112. FEDERAL PRISON FILE, 1909 to date. Report on criminals, showing dates released and transported. Filed numerically. (Weekly, official.) 8½ x 11 folders, 6 in., in filing case. R. 410. (107)

1113. RECORD OF NEW COUNTERFEITERS, Feb. 24, 1919 to date. Reports from Washington on new bills. Filed numerically. (Daily, official; confidential. 8½ x 11 loose-leaf book, 3 in., in filing case. R. 410. (108)

1114. CLOSED CASES PENDING ARREST, 1926 - 1934. Cases (only two) of criminals under indictment, but not apprehended. Filed numerically and alphabetically. (Semi-annually, official; confidential.) 8½ x 11 folders, 1 in., in filing case. R. 410. (100)

1115. CLOSED CASES, July 29, 1926 - Feb. 10, 1936. Cases investigated, person apprehended and indicted, and cases tried, 2126 to 4868. (Weekly, official; confidential.) 8½ x 11 folders, 32 ft., in filing cases. R. 410. (103)

1116. PICTURES OF EX-CONVICTS WANTED, Oct. 22 - Nov. 15, 1933. Pictures of ex-convicts, case history, description, and list of offenses. Filed numerically. (Never.) 4 x 8 cards, 2 in., in filing case. R. 410. (105)

1117. CLOSED CASES PENDING TRIAL, 1933 to date. Cases where investigation is made and accused apprehended, indicted, and awaiting trial. Filed alphabetically and numerically. (Daily, official; confidential.) 8½ x 11 folders, 4 in., in filing case. R. 410. (109)

1118. MAINTENANCE OF AUTOMOBILES, 1935 to date. Relates to expenses of automobiles. Filed chronologically. (Weekly, official.) 8½ x 11 folders, 1 in., in filing case. R. 410. (99)

1119. PUBLIC DEBT SERVICE, Oct. 7, 1935 to date. Numerals and serials of stolen negotiable U. S. Bonds. Filed chronologically. (Monthly, official; confidential.) 10 x 15 bundles, 3 in., in filing case. R. 410. (106)

1120. CASES FOR INVESTIGATION, Apr. 1936 to date. Cases sent in for investigation from all parts of U. S. Filed numerically and alphabetically. (Daily, official; confidential.) 8½ x 11 folders, 3 in., in filing case. R. 410. (101)

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(All numbers refer to entries. A record entry number is listed under each decade which the record covers in full or in part. An entry number is underlined to call attention to the initial appearance of the record; the last listing of the entry number indicates the decade within which the record ends.)

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