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INVENTORY OF
FEDERAL ARCHIVES
IN THE STATES

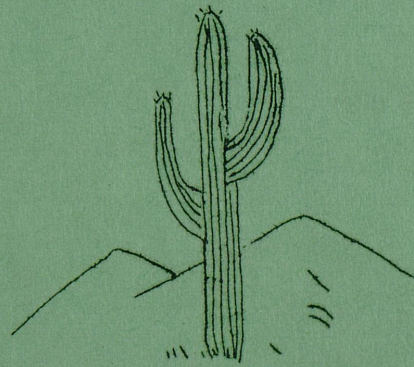
SERIES XI
THE DEPARTMENT OF LABOR
NO. 3. ARIZONA

THE SURVEY OF FEDERAL ARCHIVES
WORKS PROGRESS ADMINISTRATION

GOV'T PUB. DEPT.

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INVENTORY OF FEDERAL ARCHIVES IN THE STATES

Prepared by

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

The National Archives
Cooperating Sponsor

SERIES XI. THE DEPARTMENT OF LABOR

NO. 3. ARIZONA

Tucson, Arizona
The Survey of Federal Archives
1938

PREFACE

The Inventory of Federal Archives in the States is one of the products of the work of the Survey of Federal Archives, which operated as a nationwide project of the Works Progress Administration from January 1, 1936 to June 30, 1937, and has been continued since that date as a unit of the Historical Records Survey, also operating as a nationwide 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 I consists of reports on the administration of the Survey, acknowledgments, and general discussions of the location, condition, and content of federal archives in the states. Succeeding series contain the detailed information secured by workers of the Survey, in inventory form, a separate series number being assigned to each of the executive departments (except the Department of State) and other major units of the Federal Government. Within each series No. 1 is a general introduction to the field organization and records of the governmental agency concerned; the succeeding numbers contain the inventory proper, separate numbers being assigned to each state in alphabetical order. Thus, in each series, the inventory for Alabama is No. 2, that for Arizona No. 3, that for Arkansas No. 4, etc.

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

In Arizona the work of the Survey was directed by Doctor Howard A. Hubbard of the University of Arizona, with Mrs. Meryl E. Morgan as his assistant, until June 30, 1937. Since that date the state project has been directed by Mrs. Morgan. This inventory of the records of the Department of Labor in Arizona was prepared in the Tucson office of the Survey, with Mr. R. W. Langworthy as chief editor. It was edited before final typing by Mr. A. R. Kooker of the Washington office.

Meryl E. Morgan
State Director
Survey of Federal Archives
in Arizona

Tucson, Arizona
August 5, 1938

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IMMIGRATION AND NATURALIZATION SERVICE

10

FIELD SERVICE OFFICE, DISTRICT OF
COLUMBIA
For Detailed Description of the Field

This office of District of Columbia headquarters of the Service was established in 1908, in the Department of the Interior, and was transferred to the State Department in 1933. It is a general office, with the exception of the various field offices which are established in various parts of the country.

1. ALIAS CARD FILES. 1918 to date. Maintains all those which are required for temporary visas without visas by law, and those which are required for permanent registration and admission cards of part of entry for aliens at this case records of persons sent to the State Penitentiary at Florence, Arizona. Filed alphabetically. (Index official.) Various sized cards, sheets and loose leaf in the form of 100 cards, in 10 inch and 12 inch sizes, with 10 inch wide drawers, and in rolls of wood. (Index official.)

IMMIGRATION AND NATURALIZATION SERVICE

2. GENERAL CORRESPONDENCE. 1918 to date. Concerning denials, appeals, certificates, applications, accounts, claims, documents, and fees, illegal entries, investigations, laws of customs, property, other records, regulations, statistical reports, and reports, passport certificates, and files according to District of Columbia (Immigration, Naturalization, and Citizenship) and other matters. (Index official.) 10000 cards, in 10 inch and 12 inch sizes, with 10 inch wide drawers, and in rolls of wood. (Index official.)

10

FIELD SERVICE OFFICE, DISTRICT OF
COLUMBIA
For Detailed Description of the Field

The office of the Inspector in Charge at Douglas, a station of District of Columbia headquarters of the Service, was established in 1908, to serve the port of Douglas. The Douglas port, just across the International Line from Douglas, is open to the public. Naturalization officers are not located in this office, but in the Douglas office of the Douglas Service are established.

IMMIGRATION AND NATURALIZATION SERVICE

AJO

FIELD SERVICE BRANCH, DISTRICT 17
IMMIGRANT INSPECTOR
New Cornelia Mines Business Block, Plaza

This substation of District 17, with headquarters at El Paso, was established in 1918, in the Business Block of the New Cornelia Mines Company, facing on the Town Plaza. Ajo is a company-owned town, built for the operation of the mines, which employ several thousand miners and mechanics.

1. ALIEN CARD FILES, 1918 to date. Manifests of those who are admitted for temporary visits without visas or head tax, and those who are admitted for permanent residence; deportation and admittance cards at port of entry for aliens at Ajo; case records of deportees sent to the State Penitentiary at Florence, Arizona. Filed alphabetically. (Daily, official.) Various sized cards, sheets and loose-leaf books (9), 29 ft. 4 in., in 11 steel and 17 wooden and steel filing case drawers, and on shelf of wooden cabinet with glass doors. Damaged by careless handling, faulty containers, scattered. R. 1, 2d floor. (1)

2. GENERAL CORRESPONDENCE, 1918 to date. Concerning deportations, arrests, certificates, admittances, accounts, criminals, documents, head tax, illegal entries, investigations, leaves of absence, property, public charges, requisitions, statistical reports, time reports, passport permits, etc. Filed according to District 17 filing system. (Frequently, official.) 9 x 12 letter sheets, 11 ft. 4 in., in 5 wooden and steel filing case drawers, in wooden cabinet with glass doors, and in old wooden desk drawers. Dirty. R. 1, 2d floor. (2)

DOUGLAS

FIELD SERVICE BRANCH, DISTRICT 17
INSPECTOR IN CHARGE
Inspection Bldg., International Ave.

The office of the Inspector in charge at Douglas, a substation of District 17, with headquarters at El Paso, was established in 1906, to serve the port of Douglas. The Mexican port, just across the International Line from Douglas, is Agua Prieta. Naturalization matters were not handled in this office prior to 1932, when the Immigration and Naturalization Services were consolidated.

3. OUTGOING CORRESPONDENCE, 1903 - 1912. Letter press copies regarding Chinese movements, hearings, and warrant cases. Filed chronologically. (Never.) 10 x 12 vols., 1 ft. 7 in., on open steel shelf. Storage 5 basement. (47)
4. DEPARTMENT AND BUREAU CIRCULARS AND DECISIONS, July 1903 - Mar. 1912. Typed and printed pamphlets issued from time to time, including 237 circulars and 120 decisions directly or indirectly related to naturalization and immigration. Indexed. (Never.) 8 x 11 vols., 14 ft., on open steel shelf. Bindings broken. Storage 5 basement. (61)
5. CORRESPONDENCE OF CHINESE AND IMMIGRANT INSPECTORS, Nov. 6, 1903 - June 25, 1907. Relative to Chinese in United States and their movements. Filed chronologically. (Never.) 9 x 11 vols. (6), 2 ft., on open steel shelf. Storage 5 basement. (42)
6. ALIENS ADMITTED AND DEPORTED, July 10, 1904 - Dec. 21, 1907. Aliens admitted July 10, 1904 - Dec. 21, 1907 inclusive, and those deported between July 22, 1904 and May 22, 1905, records of proceedings of Board of Special Inquiry, and short record of aliens paying head tax and admitted during years 1906 and 1907. Indexed. (Never.) 8½ x 14 vols. (2), ½ in., on open steel shelf. Storage 5 basement. (50)
7. DEBARRED, DEPORTED AND RETURNED ALIENS, July 1904 - Apr. 3, 1910. Alphabetical list of aliens who have been deported or prevented from entering the United States, and correspondence relative thereto. Filed chronologically. (Rarely, official.) 4 x 8 bundles, 2 ft., in 2 pasteboard boxes. Storage 5 basement. (40)
8. MANIFESTS OF PERMANENT ADMISSIONS OF ALIENS, 1906 to date. 400 manifests to each volume. Filed and kept in accordance with immigration laws. 3 x 5 card index. (Periodically, official.) 8 x 10½ vols. and cards, 7 ft. 9 in., on 3 steel shelves of enclosed sectional bookcase. Inspector's office and storage 5 basement. (31)
9. BOARD OF SPECIAL INQUIRY RECORDS, Jan. 7, 1906 to date. Findings of the Board of Special Inquiry. Original applications of questionable cases of persons seeking admission to the United States, except in cases where appeal is made to Washington, when duplicates are filed here. 3 x 5 card index, 7 ft. (Frequently, official.) 8 x 10½ vols., 4 ft., in 22 steel filing case drawers. Mutilated by bullets during Mexican Revolution. Inspector's office. (32)
10. MANIFESTS OF ALIEN PASSENGERS, Nov. 1906 - Dec. 1910; July 16, 1924 to date. Record of aliens arriving at ports of entry and admitted to the United States for permanent residence. Filed numerically. (Older records, rarely; later records, daily, official.) 18 x 18 covers and 4 x 6 cards, 4 ft. 11 in., on open steel shelf and in 4 steel filing case drawers. Storage 5 basement and Primary Inspection office. (36, 57)
11. REPORT OF INSPECTION (MEXICAN BORDER), Jan. 1907 - June 1908; July 3, 1908 - June 30, 1911. Inspection of persons applying for admission into the United States and the results of these investigations. 3 x 5 card index, 1 ft. 2 in. (Rarely, official.) 9 x 11 vols. (4), and 8 x 10½ covers, 1 ft. ¾ in., on 5 open steel shelves. Torn and bindings broken. Storage 5 basement. (37, 35)

12. MEXICANS DEPORTED, 1907 - 1931. Descriptions of Mexicans ordered deported by departmental warrants. Filed chronologically. (Rarely, official.) 9 x 11 vols. (11), 3 ft., on 3 open steel shelves. Bindings torn. Storage 5 basement. (38)

13. GENERAL CORRESPONDENCE, 1907 to date. Incoming letters relative to leaves of absence of inspectors, supplies and stationery, arrivals of foreigners, illegal entries, head taxes, registry of aliens, verifications of landings, naturalization, statements of aliens subject to head tax, and miscellaneous subjects. 3 x 5 and 5 x 8 card index, 9 ft. 9 in. (Older correspondence, rarely; later correspondence, frequently, official.) 8 x 11, 8 $\frac{1}{2}$ x 11 and 9 x 12 covers, 68 ft. 2 in., in 34 steel filing case drawers and on 5 open steel shelves. Basement vault, storage 5 basement, and 109. (54, 26, 30, 56)

14. MONTHLY TIME REPORTS OF PERSONNEL, 1907 to date. Reports turned in at end of month showing when and where Immigration officials work each day. Filed alphabetically. (Monthly, official.) 10 x 12 folders, 5 in., in steel drawer. R. 109. (28)

15. STATEMENT SHOWING AGREEMENT BETWEEN ARRIVALS AND HEAD TAX SETTLEMENTS, 1911 - 1917. Monthly report furnished by inspector in charge showing classification and total arrivals. Filed chronologically. (Rarely, official.) 3 $\frac{1}{2}$ x 8 bundles, 8 in., on open steel shelf. Storage 5 basement. (41)

16. RECORD OF CHINESE INSPECTIONS, Dec. 1913 - May 18, 1918. Chinese traveling by train within U. S., train number, physical marks, residence, destination, and certificate number. Index. (Never.) 8 x 13 vol., $\frac{1}{2}$ in., on open steel shelf. Storage 5 basement. (45)

17. VOLUNTARY RETURNS TO MEXICO, Dec. 1916 - Aug. 1919. Mexican legal residents of the United States voluntarily returning to Mexico. Indexed. (Never.) 8 x 13 vol., $\frac{1}{2}$ in., on open steel shelf. Storage 5 basement. (46)

18. DISPOSSESSED IDENTITY CARDS, 1916 to date. Cards taken up when individuals are excluded, or for any other reason. Filed alphabetically. (Occasionally, official.) 3 x 5 cards, 2 ft., in 2 steel sectional card cabinet drawers. Dirty, worn. Primary Inspection office. (60)

19. IDENTITY CARDS, LOST, FOUND AND TAKEN UP FOR RENEWAL, 1916 to date. Filed alphabetically. (Occasionally, official.) 3 x 5 cards, 4 in., in steel sectional card cabinet drawer. Old, worn. Primary Inspection office. (59)

20. MANIFESTS, ALIENS AND CITIZENS, 1916 to date. Arrivals, departures, temporary stays, exclusions, and records of movements of both immigrants and emigrants. Card contains cross reference to correspondence and other records. (Frequently, official.) 3 x 5 and 4 x 6 cards, 211 ft. 2 in., in sectional steel and wooden card cabinet. Primary Inspection office. (62)

21. ALIEN APPLICATIONS FOR PERMISSION TO ENTER AND DEPART FROM THE UNITED STATES, 1917 - 1919. Forms C, E, and F. 3 x 5 card index. (Rarely, official.) Various sized forms, 4 ft., in 2 steel filing case drawers. R. 109. (23)

22. DEPARTING MANIFESTS, ALIENS, May 1917 - Feb. 1919. Outward bound aliens who have had previous permanent residence. Records of emigrants leaving for permanent residence outside of the United States. 3 x 5 card index, 3 ft. (Occasionally, official.) 9 x 11 covers, 4 in., in 2 steel filing case drawers. Inspector's office. (33)

23. DEPARTING MANIFESTS, UNITED STATES CITIZENS, June 1917 - Feb. 1919. Records of United States citizens, outward bound for permanent residence. Filed chronologically. 3 x 5 card index, 2 ft. (Occasionally, official.) 9 x 11 covers, 2 ft., in steel filing case drawer. Inspector's office. (34)

24. PROOF THAT ALIEN CLAIMING TRANSIT AND TEMPORARY PRIVILEGE HAS LEFT THE UNITED STATES, Oct. 2, 1917 - 1931. Necessary proof of departure to enable alien to obtain refund of head tax paid. Filed numerically and chronologically. (Rarely, official.) 5 x 8 vols. and loose sheets, 1 ft. 4 in., on open steel shelf. Storage 5 basement. (53)

25. OLD BORDER CROSSING, Dec. 1917 - 1920. War time passport applications. Arranged numerically. 3 x 5 card index, 4 in. (Rarely, official.) 9 x 12 covers, 2 ft., in steel filing case drawer. Edges torn. R. 109. (22)

26. ALIENS ABOUT TO DEPART TO UNITED STATES, Jan. 14 - July 22, 1918. War time forms. Filed in numerical order. (Rarely, official.) Various sized forms, 3 ft. 6 in., on 2 open steel shelves. Edges torn. Basement vault. (55)

27. BORDER CROSSING CARDS, 1918 - 1919. Identification cards issued during the World War to local United States citizens wishing to cross the border into Mexico. Filed alphabetically. (Occasionally, official.) 3 x 5 cards, 7 ft., in 6 sectional steel card cabinet drawers. Primary Inspection office. (58)

28. AMERICAN PASSPORT RECORD, July 1918 - Jan. 1919. Name, occupation, number, date of issue, expiration and extension of passport, and visa. Indexed. (Never.) 8 x 13 $\frac{1}{2}$ vols., 3 ft. 4 in., on open steel shelf. Storage 5 basement. (44)

29. EXTRA COPIES OF BOARD OF SPECIAL INQUIRY RECORDS, 1924 - Jan. 1936. Findings of Board of Special Inquiry, and original applications of questionable cases seeking admission into the United States, except where appeal is made to Washington, when duplicates are filed here. Filed chronologically. (Rarely, official.) 8 x 11 bundles, 2 ft. 9 in., on open steel shelf. Storage 5 basement, (39)

30. HEAD TAX REFUND CERTIFICATES, Sept. 14, 1925 - Nov. 12, 1931. Refund of head tax to alien visitors on their departure from the United

States. (Rarely, official.) 5 x 8 vols., 11 in., on open steel shelf. Storage 5 basement. (52)

31. DUPLICATE COPIES OF INSTRUCTIONS FURNISHED INDIVIDUAL INSPECTORS, 1925 to date. Instructions received by inspector in charge and furnished to all assistant inspectors. Filed chronologically. (Occasionally, official.) 8 x 11 covers, 6 ft. 3 in., on open steel shelf. Storage 5 basement. (43)

32. FEDERAL BUSINESS ASSOCIATION, Nov. 1926 - June 1933. Correspondence, bulletins, pamphlets, etc. regarding the coordination of various federal departments for the cooperative buying of supplies. Filed chronologically. (Never.) $8\frac{1}{2}$ x 11 folders, 4 in., on open steel shelf. Storage 5 basement. (51)

33. ARRIVALS AND DEPARTURES, July 1930 - June 1935. Arrivals and departures of citizens and the departures and deportations of aliens, also status and disposition. Filed chronologically. (Rarely, official.) 8 x 11 folders, 9 ft., on open steel shelf. Storage 5 basement. (49)

34. MONTHLY TIME REPORT, June 1931 - Aug. 1935. Daily official duties of Immigration Inspectors at this station. Filed alphabetically. (Occasionally, official.) 9 x $11\frac{1}{2}$ folders, $4\frac{1}{2}$ in., on open steel shelf. Storage 5 basement. (48)

35. DEPORTED LISTS, 1932 to date. Finger prints and descriptions of persons deported. Filed numerically with alphabetical arrangement. (Occasionally, official.) 8 x 8 loose sheets, 1 ft. 8 in., in steel filing case drawer. R. 109. (25)

36. FINGER PRINT CARDS, 1932 to date. A small percentage of the forms of this serial originated with the Department of Justice. Used to identify criminal and other objectionable aliens for deportation, and certain other persons whom Department of Justice seeks to apprehend. Filed numerically with alphabetical arrangement. (Daily, official.) 8 x 8 cards, 4 ft., in 2 steel filing case drawers. R. 109. (24)

37. CORRESPONDENCE RELATIVE TO PROPOSED LEGISLATION, Feb. 1935. Regarding deportation of certain described aliens (criminals), separation of members of families, and the legalization of residence of certain other persons. Includes copies of proposed bills H. R. 8163, S. 2969, H. R. 6975 and H. R. 5921. (Rarely, official.) 9 x 12 covers, 4 in., in steel filing case drawer. R. 109. (29)

38. CHECK OUT SLIPS, Apr. 1935 to date. Temporary permit and instruction slips which are given to aliens in transit, or to those granted temporary stay, which are handed in at the port of departure, and are returned to this office for filing; also extra copies of Board of Special Inquiry and warrant hearings. Filed chronologically. (Frequently, official.) 10 x 12 folders, 1 ft. 3 in., in steel filing case drawer. R. 109. (27)

GLOBE

FIELD SERVICE BRANCH, DISTRICT 17
INSPECTOR IN CHARGE
Post Office Bldg., Hill and Sycamore Sts.

The office of the Inspector in Charge of the Immigration and Naturalization Service was established in Globe on January 1, 1923. Globe is a substation of District 17, with headquarters at El Paso, Texas.

39. GENERAL FILE, Jan. 1, 1923 to date. Personal accounts; applications for appointment, reinstatement, resignations, etc.; personnel appointments, and efficiency; Chinese arrested and taken before U. S. Commissioner; arrivals, head tax student; alien and citizen identification border crossing cards; Chinese laborers, applicants for preinvestigation; Section six, Chinese cases; criminals, warrant cases; deportations, Kline parties, instructions on passports; station accounts; Chinese, arrests under warrant; Japanese, arrests under warrant; arrests under warrant proceedings, other than Chinese; smuggling reports, instructions, etc.; Chinese preinvestigations; msc. investigations (persons); contract labor warrant cases, and investigations other than warrant cases; time reports; leaves of absence, including sick leave; property, additions to, returns, etc.; immoral classes, warrant cases, public charges; requisitions for office supplies; statistics; miscellaneous subjects not otherwise listed; voluntary returns; aliens in distress within three years, under General Order No. 168; transits; government transportation requests, instructions, receipts, etc.; telegrams, instructions and code; uniform inspection; Chinese census; Chinese departures, without preinvestigation; Chinese certificates, fraudulent, cancelled, etc.; general Chinese investigations; agricultural laborers; legalization of residence; verification of landing; passport matters, other than passports for deportees; naturalization; lookouts; anarchists and radicals; physical defectives; warrant cases and instructions on illiterates; dangerous and loathsome contagious diseases, including tuberculosis, warrant cases; insane and constitutional psychological inferiority; automobile instructions, etc.; typewriters; Chinese investigations; Percentage Act and amendments to Immigration Laws, and visas. 3 x 5 alphabetical and numerical cross card index, 18 ft. 11 in. (Dead file, occasionally; active file, daily, official.) 8 1/2 x 11 1/2 file wrappers, 15 ft. 6 1/2 in., in 11 wooden and steel filing case drawers. R. 1. (85, 84)

NACO

FIELD SERVICE BRANCH, DISTRICT 17
INSPECTOR IN CHARGE
Immigration Service Bldg.

This agency was established in January 1908 as a substation of District 17, with headquarters at El Paso, Texas. Naco is the port of entry for the Conanea line, with which it is connected by a railroad 40 kilometers in length. This office now has some earlier records made at El Paso.

40. CERTIFICATION OF CHINESE RESIDENTS, 1903 to date. Filed numerically. (Daily, official.) 9 x 12 folders, 2 ft., in wooden filing case drawer. Rs. 1 and 2. (89)
41. DAILY REPORTS OF ARRIVALS AND DEPARTURES, Jan. 1, 1905 to date. Filed chronologically. (Daily, official.) 8 x 10 loose-leaf books, 6 ft. 6 in., on 2 open wooden shelves. R. 3. (142)
42. OFFICIAL LETTERS RECEIVED, 1906 - 1908. Filed chronologically. (Seldom, official.) 8 x 10 vols. (2), 8 in., on open wooden shelf. R. 3. (140)
43. JAPANESE ARRIVALS, 1907 to date. Filed numerically. (Frequently, official.) 9 x 12 folders, 1 in., in wooden filing case drawer. Rs. 1 and 2. (87)
44. IMMIGRATION INDEX, 1908 - 1917. Old files. Filed alphabetically. (Occasionally, official.) 3 x 5 cards, 1 ft. 6 in., in wooden filing case drawer. R. 2. (135)
45. ACCOUNTS AND EXPENSES, 1908 to date. Instructions on personal accounts, accounts and details, monthly reports of expenses, reports of expenses for detained aliens, report of expenditures, accounts of George Lockwood, and copies of vouchers. Filed alphabetically. (Daily, official.) 9 x 12 folders, 4 in., in wooden filing case drawers. R. 5. (170)
46. ALIENS DEPORTED VIA ARIZONA, NEW MEXICO, AND SOUTHWEST TEXAS PORTS OF ENTRY, 1908 to date. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft. 6 in., in steel filing case drawer. R. 5. (162)
47. ALLOTMENT REGISTER OF PERCENTAGE ACT, 1908 to date. Filed numerically. (Daily, official.) 9 x 12 folders, $\frac{1}{2}$ in., in wooden filing case drawer. Rs. 1 and 2. (49)
48. ANNUAL LEAVE SCHEDULE, 1908 to date. Filed numerically. (Daily, official.) 9 x 12 folders, $\frac{1}{2}$ in., in wooden filing case drawer. Rs. 1 and 2. (72)
49. APPLICATIONS TO EXTEND TEMPORARY STAY, 1908 to date. Filed numerically. (Daily, official.) 9 x 12 folders, $\frac{1}{2}$ in., in wooden filing case drawer. Rs. 1 and 2. (129)
50. APPROVED SCHOOLS, 1908 to date. Filed numerically. (Daily, official.) 9 x 12 folders, $\frac{1}{2}$ in., in wooden filing case drawer. Rs. 1 and 2. (130)
51. ASSIGNMENT OF OFFICERS, 1908 to date. Filed numerically. (Daily, official.) 9 x 12 folders, 1 in., in wooden filing case drawer. Rs. 1 and 2. (58)
52. BOARD OF SPECIAL INQUIRY RECORDS, 1908 to date. Filed chronologically. (Daily, official.) 8 x 10 vols., 4 ft., on open wooden shelf. R. 3. (138)

53. BORDER PATROL PROPERTY, 1908 to date. Filed numerically. (Daily, official.) 9 x 12 folders, $\frac{1}{2}$ in., in wooden filing case drawer. Rs. 1 and 2. (122)
54. BRITISH NATIONALITY, 1908 to date. Filed numerically. (Daily, official.) 9 x 12 folders, $\frac{1}{4}$ in., in wooden filing case drawer. Rs. 1 and 2. (4)
55. CHINESE DEPARTING VIA NACO, 1908 to date. Filed numerically. (Daily, official.) 9 x 12 folders, 1 in., in wooden filing case drawer. Rs. 1 and 2. (57)
56. CHINESE IN MEXICO, 1908 to date. Filed numerically. (Daily, official.) 9 x 12 folders, 1 in., in wooden filing case drawer. Rs. 1 and 2. (74)
57. CIVIL SERVICE EXAMINATIONS, 1908 to date. Filed numerically. (Seldom, official.) 9 x 12 folders, 1 in., in wooden filing case drawer. R. 5. (164)
58. CIVIL SERVICE RETIREMENT, 1908 to date. Filed numerically. (Daily, official.) 9 x 12 folders, 4 in., in wooden filing case drawer. Rs. 1 and 2. (2)
59. CITIZENSHIP OF INHABITANTS OF VIRGIN ISLANDS, 1908 to date. Filed numerically. (Daily, official.) 9 x 12 folders, $\frac{1}{2}$ in., in wooden filing case drawer. Rs. 1 and 2. (114)
60. CONTRACTS AND LOSSES, 1908 to date. Filed numerically. (Daily, official.) 9 x 12 folders, $\frac{1}{2}$ in., in wooden filing case drawer. Rs. 1 and 2. (82)
61. COOPERATION OF MEXICAN OFFICIALS, 1908 to date. Filed numerically. (Daily, official.) 9 x 12 folders, $\frac{1}{2}$ in., in wooden filing case drawer. Rs. 1 and 2. (127)
62. CORRESPONDENCE, 1908 to date. Incoming and outgoing letters relative to applications for extensions, Board of Special Inquiry, contract labor, cooperation of Mexican officials, Immigration Act of 1924, invoices, Mexican revolutionary activities, naturalization, return permits, and with State Department. Filed numerically. (Daily, official.) 9 x 12 folders, 7-3/4 in., in wooden filing case drawer. Rs. 1 and 2. (128, 86, 21, 3, 134, 29, 73, 75, 8, 51)
63. DAILY TIME REPORT, 1908 to date. Filed numerically. (Daily, official.) 9 x 12 folders, $\frac{1}{2}$ in., in wooden filing case drawer. Rs. 1 and 2. (22)
64. DECISIONS AND OPINIONS, 1908 to date. Filed numerically. (Daily, official.) 9 x 12 folders, 1 in., in wooden filing case drawer. Rs. 1 and 2. (64)
65. DECLARATIONS OF INTENTIONS, 1908 to date. Filed numerically. (Daily, official.) 9 x 12 folders, 1/8 in., in wooden filing case drawer. Rs. 1 and 2. (80)

66. DEPORTATION OF UNITED STATES CITIZENS, 1908 to date. Filed numerically. (Daily, official.) 9 x 12 folders, 4 in., in wooden filing case drawer. R. 5. (163)
67. DISPOSITION OF USELESS EXECUTIVE PAPERS, 1908 to date. Filed numerically. (Daily, official.) 9 x 12 folders, $\frac{1}{4}$ in., in wooden filing case drawer. Rs. 1 and 2. (55)
68. EXCLUSIONS, 1908 to date. Index and manifests covering aliens excluded from entry at the ports of Naco, Douglas, and Nogales, Arizona. Filed alphabetically. (Daily, official.) 3 x 5 cards, 48 ft., in 32 steel filing case drawers. R. 5. (156)
69. EXECUTION OF CERTIFICATION OF ARRIVAL IN NATURALIZATION CASES, 1908 to date. Filed numerically. (Daily, official.) 9 x 12 folders, 1 in., in wooden filing case drawer. Rs. 1 and 2. (79)
70. FEES IN NATURALIZATION CASES, 1908 to date. Filed numerically. (Daily, official.) 9 x 12 folders, 1 in., in wooden filing case drawer. Rs. 1 and 2. (104)
71. GENERAL SMUGGLING ACTIVITIES, 1908 to date. Filed numerically. (Daily, official.) 9 x 12 folders, 1 in., in wooden filing case drawer. Rs. 1 and 2. (41)
72. HOURS OF ENTRY, 1908 to date. Filed numerically. (Daily, official.) 9 x 12 folders, $\frac{1}{8}$ in., in wooden filing case drawer. Rs. 1 and 2. (61)
73. INDIVIDUAL REQUESTS FOR RETURN PERMITS, 1908 to date. Filed numerically. (Daily, official.) 9 x 12 folders, $\frac{1}{2}$ in., in wooden filing case drawer. Rs. 1 and 2. (133)
74. INQUIRIES ON PERCENTAGE ACT, 1908 to date. Filed numerically. (Daily, official.) 9 x 12 folders, 1 in., in wooden filing case drawer. Rs. 1 and 2. (48)
75. INSTRUCTIONS, 1908 to date. Detailed rules, regulations and instructions for the information and guidance of the personnel of this office covering alien seamen, American Consular advices, annual reports, arrivals in general, Board of Inquiry, bonds, certificates of derivative citizenship, Chinese and Japanese transits, citizenship, citizenship of children, of Hawaiians, of Indians, and of Puerto Ricans; citizenship and naturalization, citizenship schools and classes, contract labor, Immigration Act of 1924, investigations of petitions, leaves of absence, lookouts, miscellaneous matters in general and miscellaneous transit instructions, naturalization of expatriates, of Filipinos and of veterans; passports, personnel, persons ineligible to citizenship, property returns and correspondence thereon, prosecutions, re-arrivals from foreign contiguous territories, requisitions, return permits, telegraph and telephone, transportation, verification of landing, verification of naturalization, and white slave cases. Filed numerically. (Daily, official.) 9 x 12 folders, 4 ft. 2 in., in 3 wooden filing case drawers. Rs. 1 and 2.

(34, 124, 65, 85, 168, 88, 102, 32, 24, 111, 119, 117, 118, 76, 81, 18, 46, 93, 69, 123, 169, 56, 106, 109, 20, 26, 132, 16, 19, 52, 107, 35, 7, 68, 23, 166, 77, 1, 116)

76. INVESTIGATIONS, 1908 to date. Filed numerically. (Daily, official.) 9 x 12 folders, 8 in., in wooden filing case drawer. Rs. 1 and 2. (17)

77. INVOICES, 1908 to date. Filed numerically. (Daily, official.) 9 x 12 folders, 1 in., in wooden filing case drawer. Rs. 1 and 2. (28)

78. ITEMIZED LEAVE CARDS, 1908 to date. Filed numerically. (Daily, official.) 9 x 12 folders, 1 in., in wooden filing case drawer. Rs. 1 and 2. (63)

79. LAW AND REGULATIONS OF THE PERCENTAGE ACT, 1908 to date. Filed numerically. (Daily, official.) 9 x 12 folders, 1 in., in wooden filing case drawer. Rs. 1 and 2. (50)

80. LEAVE CARDS, 1908 to date. Filed numerically. (Daily, official.) 9 x 12 folders, 1 in., in wooden filing case drawer. Rs. 1 and 2. (59)

81. LEAVES OF ABSENCE, 1908 to date. Correspondence and reports. Filed numerically. (Daily, official.) 9 x 12 folders, $\frac{1}{2}$ in., in wooden filing case drawer. Rs. 1 and 2. (70)

82. LOOKOUTS, 1908 to date. Official requests to keep watch for certain wanted persons, including aliens apprehended by Border Patrol at other stations, aliens reported to be in this district, bank notes, and ransom cases, communists and European aliens, immigration visas, Japanese, Mexicans, and East Indians. Filed numerically and alphabetically. (Daily, official.) 9 x 12 folders and 3 x 5 cards, 1 ft. $10\frac{1}{2}$ in., in wooden filing case drawers. Rs. 1, 2, and 5. (36, 5, 37, 39, 125, 44, 38, 12, 145)

83. MANIFESTS, 1908 to date. Permanent record of persons coming into and leaving the United States including aliens entering for permanent stay, aliens not permanent, daily crossings, all classes of extensions, aliens excluded at Naco, Douglas, and Nogales, aliens and citizens departing to Mexico for permanent residence, admitted aliens, and aliens and citizens about whom adverse information has been received. Filed alphabetically and chronologically. (Daily, official.) 8 x 10 vols. and 3 x 5 cards, 128 ft., in 75 steel filing case drawers and on 4 open wooden shelves. Rs. 3 and 5. (160, 158, 159, 157, 161, 141)

84. MEXICAN IMMIGRATION LAWS AND RULES, 1908 to date. Filed numerically. (Daily, official.) 9 x 12 folders, 2 in., in wooden filing case drawer. R. 5. (165)

85. MEXICAN REBELS INIMICAL TO AMERICAN INTERESTS IN MEXICO, 1908 to date. Filed numerically. (Daily, official.) 9 x 12 folders, 1 in., in wooden filing case drawer. Rs. 1 and 2. (43)

86. MISCELLANEOUS TRANSITS, 1908 to date. Record of transits arriving and departing at Naco. Filed numerically. (Daily, official.) 9 x 12 folders, $1\frac{1}{2}$ in., in wooden filing case drawer. Rs. 1 and 2. (54, 53)

87. NATURALIZATION CERTIFICATES LOST, STOLEN, CANCELLED OR RESTORED, 1908 to date. Filed numerically. (Daily, official.) 9 x 12 folders, 10 in., in wooden filing case drawer. Rs. 1 and 2. (6)

88. OATHS OF CITIZENS, 1908 to date. Filed numerically. (Daily, official.) 9 x 12 folders, $\frac{1}{2}$ in., in wooden filing case drawer. Rs. 1 and 2. (126)

89. PHILIPPINE ISLAND IMMIGRATION LAWS AND RULES, 1908 to date. Citizenship of natives or inhabitants of Philippine Islands. Filed numerically. (Daily, official.) 9 x 12 folders, $\frac{1}{4}$ in., in wooden filing case drawer. R. 1. (33)

90. PORTS OF ENTRY, 1908 to date. Itemized list of all ports of entry in United States. Filed numerically. (Daily, official.) 9 x 12 folders, 1 in., in wooden filing case drawer. Rs. 1 and 2. (62)

91. PROPERTIES OF OFFICE, 1908 to date. Filed numerically. (Daily, official.) 9 x 12 folders, $\frac{1}{2}$ in., in wooden filing case drawer. Rs. 1 and 2. (120)

92. PROPERTY CONDEMNATIONS AND DEDUCTIONS BY TRANSFER, 1908 to date. Filed numerically. (Daily, official.) 9 x 12 folders, $\frac{1}{2}$ in., in wooden filing case drawer. Rs. 1 and 2. (115)

93. PUERTO RICO, 1908 to date. Citizenship of natives or inhabitants of Puerto Rico. Filed numerically. (Daily, official.) 9 x 12 folders, $\frac{1}{4}$ in., in wooden filing case drawer. R. 1. (45)

94. RECORDS OF MEDICAL INSPECTION OF ALIENS, 1908 to date. Filed alphabetically. (Daily, official.) 9 x 12 folders, 9 in., in 3 wooden filing case drawers. R. 4. (143)

95. REGISTRY CASES, 1908 to date. List of aliens who entered prior to June 26, 1921, and having maintained continued residence since, have had their residence legalized by payment of a fee. Filed numerically. (Daily, official.) 9 x 12 folders, $\frac{1}{2}$ in., in wooden filing case drawer. Rs. 1 and 2. (11, 13)

96. REPORTS OF ABSENCE, 1908 to date. Filed numerically. (Daily, official.) 9 x 12 folders, 1 ft. 8 in., in wooden filing case drawer. Rs. 1 and 2. (71, 136)

97. REPORTS OF AEROPLANE SMUGGLERS, 1908 to date. Filed numerically. (Daily, official.) 9 x 12 folders, $\frac{1}{2}$ in., in wooden filing case drawer. Rs. 1 and 2. (40)

98. REPORTS OF APPLICATIONS FOR REGISTRY, 1908 to date. Filed numerically. (Daily, official.) 9 x 12 folders, $\frac{1}{2}$ in., in wooden filing case drawer. Rs. 1 and 2. (14)

99. REPORTS OF DISPOSITIONS OF NATURALIZATION CASES, 1908 to date. Filed numerically. (Daily, official.) 9 x 12 folders, $\frac{1}{2}$ in., in wooden filing case drawer. Rs. 1 and 2. (78)

100. REQUESTS FOR PROPERTY REPAIRS, 1908 to date. Filed numerically. (Daily, official.) 9 x 12 folders, $\frac{1}{2}$ in., in wooden filing case drawer. Rs. 1 and 2. (121)

101. REQUESTS FOR SUPPLIES OTHER THAN REQUISITIONS, 1908 to date. Filed numerically. (Daily, official.) 9 x 12 folders, 1 in., in wooden filing case drawer. Rs. 1 and 2. (30)

102. REQUESTS FOR UNITED STATES MAIL CAR PERMITS, 1908 to date. Filed numerically. (Daily, official.) 9 x 12 folders, 1 in., in wooden filing case drawer. Rs. 1 and 2. (47)

103. REQUISITIONS, 1908 to date. Filed numerically. (Daily, official.) 9 x 12 folders, 2 in., in wooden filing case drawer. Rs. 1 and 2. (25)

104. RETURN PERMITS, 1908 to date. Transmittal sheet file. Filed numerically. (Daily, official.) 9 x 12 folders, $\frac{1}{2}$ in., in wooden filing case drawer. Rs. 1 and 2. (15)

105. RETURN PERMITS NOT APPLIED FOR AT NACO DELIVERED TO APPLICANTS, 1908 to date. Filed numerically. (Daily, official.) 9 x 12 folders, $\frac{1}{4}$ in., in wooden filing case drawer. Rs. 1 and 2. (9)

106. STATISTICS, 1908 to date. Reports from Washington, from ports of entry and miscellaneous reports of the local office. Filed numerically. (Daily, official.) 9 x 12 folders, 2 in., in wooden filing case drawer. R. 5. (173, 172, 167)

107. STOLEN PROPERTY, 1908 to date. Filed numerically. (Daily, official.) 9 x 12 folders, $\frac{1}{4}$ in., in wooden filing case drawer. Rs. 1 and 2. (60)

108. SUSPECTED AEROPLANE SMUGGLERS, 1908 to date. Filed numerically. (Daily, official.) 9 x 12 folders, $\frac{1}{2}$ in., in wooden filing case drawer. Rs. 1 and 2. (42)

109. TELEPHONE NUMBERS, 1908 to date. List of telephone numbers of all Bureau offices in District 17. Filed numerically. (Daily, official.) 9 x 12 folders, $\frac{1}{4}$ in., in wooden filing case drawer. Rs. 1 and 2. (67)

110. TRANSPORTATION BY RAILWAY PASSES, 1908 to date. Filed numerically. (Daily, official.) 9 x 12 folders, 2 in., in wooden filing case drawer. R. 5. (171)

111. TRANSPORTATION REQUESTS, 1908 to date. Filed numerically. (Daily, official.) 9 x 12 folders, 1 in., in wooden filing case drawer. Rs. 1 and 2. (113)

112. UNIFORMS, 1908 to date. Instructions, reports, correspondence, and prices. Filed numerically. (Daily, official.) 9 x 12 folders, 1 in., in wooden filing case drawer. R. 5. (175)

113. UNITED STATES EMPLOYEES COMPENSATION, 1908 to date. Filed numerically. (Daily, official.) 9 x 12 folders, 4 in., in wooden filing case drawer. R. 5. (174)
114. VERIFICATION OF LANDING FOR RE-ENTRY PERMITS ORIGINATING IN OTHER STATIONS, 1908 to date. Filed numerically. (Daily, official.) 9 x 12 folders, $\frac{1}{2}$ in., in wooden filing case drawer. Rs. 1 and 2. (10)
115. APPEALS, 1912 to date. General instructions. Filed numerically. (Daily, official.) 9 x 12 folders, 1 in., in wooden filing case drawer. Rs. 1 and 2. (84)
116. CERTIFICATION OF IDENTITY OF CHINESE, 1912 to date. Filed numerically. (Daily, official.) 9 x 12 folders, $\frac{1}{2}$ in., in wooden filing case drawer. Rs. 1 and 2. (90)
117. ARRIVALS OF SOLDIERS OR EX-SOLDIERS OF BELLIGERENT NATIONS, 1916 to date. Filed numerically. (Daily, official.) 9 x 12 folders, $\frac{1}{4}$ in., in wooden filing case drawer. Rs. 1 and 2. (108)
118. DESCRIPTIVE LISTS, 1916 to date. Identification lists of aliens who have been deported from the United States. Filed numerically. (Daily, official.) 9 x 12 folders, 9 ft., in 6 wooden filing case drawers. R. 2. (137)
119. REPORT OF ILLEGAL ENTRIES THROUGH SAN PEDRO VALLEY, 1917 - 1919. Filed numerically. (Daily, official.) 9 x 12 folders, $\frac{1}{4}$ in., in wooden filing case drawer. Rs. 1 and 2. (110)
120. CHINESE ARRIVALS, 1922 to date. Filed numerically. (Daily, official.) 9 x 12 folders, $\frac{1}{2}$ in., in wooden filing case drawer. Rs. 1 and 2. (31)
121. HOSPITAL TREATMENT OF ALIENS, 1922 to date. Filed numerically. (Daily, official.) 9 x 12 folders, $\frac{1}{2}$ in., in wooden filing case drawer. Rs. 1 and 2. (83)
122. AGRICULTURAL LABORERS DEAD OR SHOWN TO HAVE DEPARTED TO MEXICO, 1924 to date. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft. 6 in., in wooden filing case drawer. R. 5. (150)
123. AGRICULTURAL LABORERS NOT SHOWN TO HAVE RETURNED TO MEXICO, 1924 to date. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft. 6 in., in wooden filing case drawer. R. 5. (151)
124. BISBEE CHARITY CASES, 1924 to date. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft. 6 in., in wooden filing case drawer. R. 5. (144)
125. BORDER CROSSING PERMITS, 1924 to date. Crossing permits for non-residents, both limited and unlimited. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft. 7 in., in wooden filing case drawer. R. 5. (154, 149)

126. CHINESE DEPARTURES AND ARRIVALS, 1924 to date. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft. 6 in., in wooden filing case drawer. R. 5. (155)
127. CITIZENS' BORDER PERMITS, 1924 to date. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft. 6 in., in wooden filing case drawer. R. 5. (153)
128. IMMIGRATION BORDER PATROL, 1924 to date. General instructions. Filed numerically. (Daily, official.) 9 x 12 folders, $\frac{1}{2}$ in., in wooden filing case drawer. Rs. 1 and 2. (27)
129. INSPECTOR'S REPORT OF HEAD TAX PAID WITH IDENTITY CARDS ATTACHED, 1924 to date. Filed alphabetically. (Daily, official.) 3 x 5 cards, 4 in., in wooden filing case drawer. R. 5. (152)
130. PASSPORT APPLICATIONS AND ALIENS' BORDER PERMITS, 1924 to date. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft. 6 in., in wooden filing case drawer. R. 5. (148)
131. STATISTICS ON ALIENS ADMITTED, 1924 to date. Filed alphabetically. (Daily, official.) 3 x 5 cards, 6 in., in wooden filing case drawer. R. 5. (146)
132. STATUS OF STUDENTS UNDER ACT OF 1924, 1924 to date. Filed numerically. (Daily, official.) 9 x 12 folders, $\frac{1}{2}$ in., in wooden filing case drawer. Rs. 1 and 2. (131)
133. UNITED STATES RESIDENTS, 1924 to date. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft. 6 in., in wooden filing case drawer. R. 5. (147)
134. CANADIAN STEAMSHIP ARRIVALS ON ATLANTIC SEABOARD, May 1926 - June 1933. Filed numerically. (Daily, official.) 9 x 12 folders, $\frac{1}{4}$ in., in wooden filing case drawer. Rs. 1 and 2. (100)
135. ALIENS RESIDING IN FOREIGN COUNTRIES WHO FREQUENTLY EXERCISE CROSSING PRIVILEGE, 1927 to date. Filed numerically. (Daily, official.) 9 x 12 folders, $\frac{1}{4}$ in., in wooden filing case drawer. Rs. 1 and 2. (94)
136. DOCUMENTS TAKEN UP AT NACO, 1927 to date. Head tax papers and identity and other documents taken up by Naco office. Filed numerically. (Daily, official.) 9 x 12 folders, $\frac{1}{2}$ in., in wooden filing case drawer. Rs. 1 and 2. (99)
137. VOLUNTARY DEPARTURES, 1928 to date. Filed numerically. (Daily, official.) 9 x 12 folders, 5 in., in wooden filing case drawer. Rs. 1 and 2. (91)
138. MONTHLY INWARD PASSENGER MOVEMENT REPORT, 1929 to date. Filed numerically. (Daily, official.) 9 x 12 folders, $\frac{1}{4}$ in., in wooden filing case drawer. Rs. 1 and 2. (96)

139. REFUGEES, 1929 to date. Filed numerically. (Daily, official.) 9 x 12 folders, $\frac{1}{2}$ in., in wooden filing case drawer. Rs. 1 and 2. (95)
140. ANNUAL REPORTS, 1930 - 1935. Filed numerically. (Seldom, official.) 9 x 12 folders, 1 in., in wooden filing case drawer. Rs. 1 and 2. (66)
141. CANCELLED CROSSING CARDS, 1930 to date. Filed numerically. (Daily, official.) 9 x 12 folders, $\frac{1}{2}$ in., in wooden filing case drawer. Rs. 1 and 2. (98)
142. CANCELLED IMMIGRATION IDENTIFICATION CARDS, 1930 to date. Filed numerically. (Daily, official.) 9 x 12 folders, $\frac{1}{2}$ in., in wooden filing case drawer. Rs. 1 and 2. (97)
143. HEAD TAX REFUND CERTIFICATES, 1930 to date. Filed numerically. (Daily, official.) 5 x 8 vols., 3 ft. 6 in., on open wooden shelf. R. 3. (139)
144. LETTERS AND REPORTS, 1933 to date. Filed numerically. (Daily, official.) 9 x 12 folders, 1 in., in wooden filing case drawer. Rs. 1 and 2. (92)
145. COWBOYS CROSSING AT MACO TO LOAD CATTLE, 1934 to date. Filed numerically. (Daily, official.) 9 x 12 folders, $\frac{1}{2}$ in., in wooden filing case drawer. Rs. 1 and 2. (112)
146. PROOF OF RESIDENCE PRESENTED BY RETURNING RESIDENTS, Jan. 1936 to date. Filed numerically. (Daily, official.) 9 x 12 folders, $\frac{1}{2}$ in., in wooden filing case drawer. Rs. 1 and 2. (101)
147. ARRIVALS OF CURRENT MONTH, June 1936. Arrivals by train. Filed numerically. (Daily, official.) 9 x 12 folders, $\frac{1}{2}$ in., in wooden filing case drawer. Rs. 1 and 2. (103)
148. GERMAN ARRIVALS AND DEPARTURES, June 1936. Filed numerically. (Daily, official.) 9 x 12 folders, $\frac{1}{2}$ in., in wooden filing case drawer. Rs. 1 and 2. (105)

NOGALES

FIELD SERVICE BRANCH, DISTRICT 17 INSPECTOR IN CHARGE

Inspection Station, Terrace Ave. and International St.

The substation of the Immigration and Naturalization Service at the port of Nogales is under District 17, with headquarters at El Paso, Texas. All records are filed according to a numerical filing system and are in good condition. Nogales is the port of entry for the Southern Pacific Railroad of Mexico, extending south along the west coast to the

city of Guadalajara. The present agency was established March 4, 1913. Prior to that date a certain amount of inspecting was conducted by the Collector of Customs.

149. DEPORTATION AND WARRANT INSTRUCTIONS, 1905 to date. Instructions covering reports of aliens detained in jail; fingerprints with other instructions regarding data to be furnished the FBI concerning aliens deported for certain causes; exercising precaution against loss of life by fire of aliens detained in Immigration building; monthly and annual reports of fingerprints; correspondence, warrants, deportation work, msc. reports, etc.; reports on illegal entry of aliens as to matter and date, etc. of entry; confidential reports on so called "Hardship" warrant cases in which deportation is deferred; parole reports; and fingerprint classification and records furnished this office by Chief Patrol Inspector, Tucson and others covering aliens apprehended in other places. 3 x 5 card index. (Daily, official.) 8 x 10 covers, 4 ft. 6 in., in 3 wooden filing case drawers. R. 202. (8)

150. TEMPORARY AND PERMANENT ADMISSIONS, July 5, 1905 to date. Temporary admissions are separated from permanent admissions and date from May 1929. Filed alphabetically and numerically. (Constantly, official.) 5 x 8 cards, 564 ft. 3 in., in 355 steel card cabinet drawers and on 9 enclosed steel shelves. R. 143. (46)

151. BOARD OF SPECIAL INQUIRY RECORDS, 1908 - July 1933. Individual case records of hearings by Board of Special Inquiry on applications for admission not approved by Primary Inspector. Filed numerically. Indexed. (Frequently, official.) 8 x 10 covers, 12 ft. 6 in., on 4 enclosed steel shelves. Hallway by R. 143. (49)

152. BONDS, REQUISITIONS, AND BOARD RECORDS, 1908 to date. Instructions, list of sureties accepted by Treasury Department, requisitions for copies of immigration laws, supplies ordered on requisitions each 6 months, supplies borrowed and loaned, copies of invoices covering articles requisitioned, and instructions and records of Board of Inquiry. 3 x 5 card index. (Frequently, official.) 8 x 10 covers, 9 ft. 6 in., in 4 tin filing case drawers and 4 transfer cases. R. 202. (6)

153. DEBARRED AND DEPORTED RECORDS, 1908 to date. Individual records of aliens debarred or deported. Filed alphabetically. (Daily, official.) 3 x 5 cards, 270 ft., in 120 steel transfer case drawers and 60 wooden card cabinet drawers. Hallway by R. 143. (48)

154. ILLITERATE ALIENS IN TRANSIT THROUGH UNITED STATES, 1908 to date. Individual records, instructions and correspondence. 3 x 5 card index. (Daily, official.) 8 x 10 covers, 1 ft., in wooden filing case drawer. R. 203. (12)

155. NATURALIZATION AND CITIZENSHIP, 1908 to date. U. S. citizens naturalized as citizens of Mexico, verifications of entry for naturalization purposes, investigations as to qualification for citizenship of petitioners for naturalization whose cases are pending in the District Court, instructions for individual files, for quarterly reports on number of depositions taken in naturalization cases, on verification of naturalization of aliens from records of clerk of District Court in Nogales or

from immigration records and miscellaneous correspondence, on naturalized aliens, on citizenship classes, on Americanization classes, on uniform procedure for examining applicants or petitioners for citizenship, naturalization instructions, miscellaneous reports, and correspondence on naturalization matters and cases. Filed chronologically. 3 x 5 card index. (Frequently, official.) 8 x 10 covers, 3 ft., in 2 wooden filing case drawers. R. 202. (5)

156. PROPERTY RETURNS, 1908 to date. Instructions on and records of property in Immigration Service, including furniture, filing equipment, flags, etc. and correspondence relative to same. 3 x 5 card index. (Semi-annually, official.) 8 x 10 covers, 2 ft., in wooden filing case drawer. R. 203. (7)

157. ACCOUNTS AND VOUCHERS, 1909 to date. Instructions, names of hotels granting deductions to officials, letters of authorization, and accounts for expenses of persons detained in United States and Public Health Service hospital under immigration laws. 3 x 5 card index. (Daily, official.) 8 x 10 covers, 15 ft., in 8 wooden filing case drawers. R. 202. (2)

158. ANNUAL AND SICK LEAVE, 1909 to date. Instructions and correspondence on applications for leave. Filed alphabetically. (Frequently, official.) 8 x 10 covers, 1 ft., in wooden filing case drawer. R. 202. (16)

159. ARRIVALS, 1909 to date. Of alien passengers; alien merchants other than Mexicans without passports allowed to come to American side to purchase goods; oaths of returning citizens and correspondence; Mexican and other government officials, families, and parties entering at Nogales; letters regarding possible illegal entry of aliens who failed to complete applications for admission; certificates of admission sent to Customs Office covering admission of aliens for permanent residence, as immigrants, without presentation of immigration visas or re-entry permits. 3 x 5 card index. (Constantly, official.) 8 x 10 covers, 50 ft., in 18 wooden and 7 steel filing case drawers. Rs. 202 and 203. (24)

160. DEPORTATIONS AND WARRANT CASES, 1909 to date. Instructions on individual cases. 3 x 5 card index. (Frequently, official.) 8 x 10 covers, 52 ft., in 23 wooden and 3 tin filing case drawers. Rs. 202 and 203. (9)

161. FEDERAL BUILDING, 1909 to date. Correspondence and instructions concerning Federal Bldg., office quarters, furniture, etc. (Rarely, official.) 8 x 10 covers, 1 ft., in wooden filing case drawer. R. 203. (17)

162. TRANSPORTATION, 1909 to date. Requests, allotments, monthly reports, and instructions. 3 x 5 card index. (Monthly, official.) 8 x 10 covers, 1 ft., in steel filing case drawer. R. 202. (1)

163. CONTRACT LABORERS, 1910 to date. Records and correspondence concerning entry into United States for labor. Filed chronologically. (Rarely, official.) 8 x 10 covers, 6 ft., in 3 wooden filing case drawers. R. 203. (23)

164. HEAD TAX MATTERS AND REFUNDS, 1913 to date. Method of reporting fines and deposits; instructions on issuance and use of bills and notices for head tax; receipts for bills; correspondence on head tax matters not in the nature of instructions and bills and notices for head tax; instructions on preparation of head tax statement; summary of head tax transactions; monthly letters to collector relative to refunds, transfers, and straight head taxes collected; instructions on monthly records and schedules of head tax preparation by Customs Collector for Arizona District; instructions and correspondence on preparation statements of aliens subject to head tax. 3 x 5 card index. (Frequently, official.) 8 x 10 covers, 2 ft. 6 in., in wooden filing case drawer and transfer case. R. 202. (4)

165. SMUGGLERS, 1914 to date. Card system record covering smuggler instructions; confidential reports furnished District Director regarding smugglers, persons engaged in naturalization frauds, suspected employees, attorneys engaged in irregular practices, etc., and methods employed by smugglers. 3 x 5 card index. (Frequently, official.) 8 x 10 covers, 6 in., in wooden filing case drawer. R. 203. (26)

166. VERIFICATIONS OF LANDING, 1914 to date. Reports, instructions, and miscellaneous correspondence covering verifications of landing in individual cases. 3 x 5 card index. (Frequently, official.) 8 x 10 covers, 10 ft., in 5 tin filing case drawers. R. 202. (14)

167. UNIFORMS, 1916 to date. Records of uniforms issued to men. 3 x 5 card index. (Seldom, official.) 8 x 10 covers, 1 ft. 6 in., in wooden filing case drawer and cardboard transfer case. R. 203. (11)

168. MISCELLANEOUS FILE, 1917 to date. Instructions and correspondence concerning complaints, conditions in Nogales, methods and plans for enforcing immigration laws, flood control, etc. 3 x 5 card index. (Rarely, official.) 8 x 10 covers, 6 in., in wooden filing case drawer. R. 203. (18)

169. ASSIGNMENTS, DETAILS, NATURE OF DUTIES, AND LAWS, 1919 to date. General instructions and letters setting forth details and assignments of officers, monthly details and assignments of officers and employees, reports of dates, hours, and meal relief accorded. 3 x 5 card index. (Monthly, official.) 8 x 10 covers, 6 in., in wooden filing case drawer and transfer case. R. 202. (15)

170. AUTOMOBILE ACCOUNTS, 1919 to date. General instructions, reports, repairs, proposals for making repairs and supplying parts, use of motorcycles, reports of satisfactory service of tires and tubes, etc., correspondence concerning stock record of tires and tubes and monthly reports of government owned vehicles. (Monthly, official.) 8 x 10 covers, 1 ft. 6 in., in wooden filing case drawer. R. 203. (29)

171. JAPANESE TRANSITS, 1919 to date. General instructions on Japanese statements, Japanese admitted in transit at Nogales and at other ports, and those departing at Nogales, with letters transmitting descrip-

ive lists. Index. (Frequently, official.) 8 x 10 covers, 1 ft., in 2 wooden filing case drawers and cardboard transfer case. R. 203. (20)

172. LOOKOUT NOTICES, 1919 to date. Individual descriptions and photographs of people, mostly aliens, wanted for immigration offenses. 3 x 5 card index. (Daily, official.) 8 x 10 covers, 10 ft. 6 in., in 6 tin filing case drawers. R. 202. (10)

173. PASSPORT FILES, 1919 to date. Instructions, reports and correspondence with District Director on passport and passport forms, reports on loss or theft of aliens' passport border cards, etc., correspondence on passport matters, emergency certificates of registry, reports covering losses by individual American citizens, naturalized U. S. citizens going abroad, and passports and immigration regulations on entering Mexico. (Rarely, official.) 8 x 10 covers, 6 in., in wooden filing case drawer. R. 203. (30)

174. VOLUNTARY RETURNS, 1919 to date. Instructions, monthly reports of voluntary returns, and miscellaneous correspondence. 3 x 5 card index. (Daily, official.) 8 x 10 covers, 10 ft., in 5 wooden filing case drawers. R. 203. (22)

175. CIVIL SERVICE APPOINTMENTS, 1920 to date. Instructions, laws, and regulations on appointments. (Rarely, official.) 8 x 10 covers, 2 ft., in wooden filing case drawer. R. 203. (25)

176. INVESTIGATIONS, 1920 to date. Individual records of investigations of aliens begun and contemplated at this office. Filed chronologically. (Constantly, official.) 8 x 10 covers, 6 ft., in 3 wooden filing case drawers. R. 203. (31)

177. COOPERATION WITH OTHER DEPARTMENTS, 1921 - 1935. Individual case records of cooperation of officials of other departments with Immigration Service. (Rarely, official.) 8 x 10 covers, 2 in., in wooden filing case drawer. R. 203. (32)

178. CHINESE APPLICATIONS FOR ADMISSION, 1922 - 1935. Individual records of Chinese applying for admission, and instructions thereon. (Rarely, official.) 8 x 10 covers, 1 ft., in wooden filing case drawer. R. 203. (33)

179. PERMITS TO REENTER UNITED STATES, 1924. General instructions, transmittal sheet file, reports, and miscellaneous correspondence concerning reentry permit matters. (Rarely, official.) 8 x 10 covers, 1 ft. 3 in., in wooden filing case drawer. R. 203. (37)

180. BORDER PATROL, 1924 to date. General instructions, daily reports of and assignments for Patrol Inspector. (Frequently, official.) 8 x 10 covers, 6 in., in wooden filing case drawer. R. 203. (34)

181. PERSONNEL, 1924 to date. Circulars, correspondence, instructions on personnel of Civil Service, and individual records. 3 x 5 card index. (Rarely, official.) 8 x 10 covers, 1 ft. 3 in., in wooden filing case drawer. R. 203. (19)

182. EXTENSION OF TEMPORARY STAY, 1925 - 1934. Correspondence and individual records concerning aliens under Section 3 of Act of 1924. (Rarely, official.) 8 x 10 covers, 2 ft., in wooden filing case drawer. R. 203. (35)
183. NEWSPAPER ARTICLES AND ITEMS, 1926 - 1935. Instructions for furnishing District Director in El Paso with newspaper articles bearing upon work of the administrative branch of Border Patrol, articles appearing in different papers, clippings from msc. and unidentified newspapers, and articles from Mexican newspapers. (Rarely, official.) 8 x 10 covers, 6 in., in wooden filing case drawer. R. 203. (36)
184. AIRCRAFT IMMIGRATION LAWS AND REGULATIONS, 1929 - 1934. Instructions relative to Pickwick Latin American Lines. Corporacion Aeronautica de Transporte, S. A., Central Airways of Mexico, and Occidental Air Lines operating from Mexico into the United States. Filed chronologically. (Rarely, official.) 8 x 10 covers, 1 in., in wooden filing case drawer. R. 203. (39)
185. REFUGEES, 1929 to date. Instructions; lists of revolutionists, refugees, and Mexican Army officers and soldiers admitted without tax or visa; non-combatants coming within excluding provisions of immigration laws not entitled to asylum; officials to remain away from Mexico on official business; Chinese refugees; and Japanese revolutionists. (Rarely, official.) 8 x 10 covers, 6 in., in wooden filing case drawer. R. 203. (27)
186. REGISTRY OF ALIENS FOR NATURALIZATION PURPOSES UNDER ACT OF MARCH 2, 1929, 1929 to date. Legislation and general instructions, monthly report of application for registry, reports on pay roll liability of officers and employees, travel expense and other expenses incurred in connection with registry cases, letters of advice to Bureau of Immigration concerning permanent departure of aliens registered under Act of Mar. 2, 1929, lost or stolen certificates, and correspondence and reports on registry matters not in the nature of instructions. 3 x 5 card index. (Frequently, official.) 8 x 10 covers, 1 ft. 6 in., in 2 wooden filing case drawers. R. 203. (38)
187. TEMPORARY STAY, TRANSIT, NON-IMMIGRANT, STRAIGHT, AND OTHER TEMPORARY ADMISSIONS, 1930 to date. Instructions on temporary stay, records covering all classes kept in inspection quarters, records of temporary admissions, head tax without visas, status and non-status, transit admissions, temporary admissions with visas, and aliens without immigration visas temporarily admitted, and assessed straight head tax. Filed chronologically. (Frequently, official.) 8 x 10 covers, 1 ft., in wooden filing case drawer. R. 203. (40)
188. REMOVAL OF ALIENS UNDER SECTION 23 OF IMMIGRATION ACT OF 1917, 1931 - June 12, 1935. Instructions and monthly report of expenses incurred in removing destitute aliens. Filed chronologically. (Frequently, official.) 8 x 10 covers, 1 ft., in wooden filing case drawer. R. 203. (41)

189. COMPENSATION FOR OVERTIME SERVICES OF IMMIGRANT INSPECTORS AND EMPLOYEES, 1931 to date. Misc. correspondence and reports on overtime services. Chronological index. (Rarely, official.) 8 x 10 covers, 6 in., in wooden filing case drawer. R. 203. (42)

190. CHINESE WARRANT CASES, 1932 - 1935. Chinese smuggling at Nogales; cost of maintenance, etc. of Chinese refugees, including detention and transportation; instructions; reports on cost of maintenance, transportation, etc. of Chinese refugees deported from Mexico in 1932. 3 x 5 card index. (Rarely, official.) 8 x 10 covers, 43 ft., in 100 cardboard transfer cases. Dirty, torn. R. B-1. (28)

191. MEDICAL INSPECTION OF ALIENS, 1932 to date. Records of aliens applying for medical attention, and instructions. 3 x 5 card index. (Rarely, official.) 8 x 10 covers, 6 in., in cardboard transfer case. R. 203. (13)

192. INSPECTING AND MANIFESTING OF ALIENS, 1934 to date. Instructions; illiteracy test; emigration; agricultural laborers; legalization of residence; medical certificate cases; reports of fines; penalties and forfeitures; Welfare Committee report on alien arrivals; welfare organizations interested in immigrants, foreign-born, etc.; applications for temporary stay; assessment of fines on vessels, clearance on vessels, etc.; closing of line at Nogales by Immigration Service; issuance of identification cards by State Department to members and employees of International Boundary Commission; reports of emigration departures; notices from seaports that aliens admitted at Nogales have departed from United States; hour of inspection of aliens at Nogales port; arrival and departure of U. S. citizens; boundaries of immigration districts, names and addresses of officers in charge; checkout method to cover aliens without immigration or passport at Tubac and Patagonia; investigations of loss, disappearance or theft of property of aliens and immigration employees; and monthly reports of persons exercising border crossing privileges. 3 x 5 card index. (Frequently, official.) 8 x 10 covers, 6 in., in wooden filing case drawer. R. 202. (3)

193. LECTURES FOR STUDY BY PERSONNEL OF IMMIGRATION AND NATURALIZATION SERVICE, 1934 to date. Thirty-five lectures on various subjects concerning Immigration Service. 3 x 5 card index. (Rarely, official.) 8 x 10 covers, 6 in., in wooden filing case drawer. R. 203. (21)

194. PHOTOGRAPHS, May 18, 1934 to date. Instructions as to size, etc. of photographs. (Rarely, official.) 8 x 10 covers, 1 in., in wooden filing case drawer. R. 203. (44)

195. DUPLICATES OF LOCAL CROSSING CARDS, Oct. 5, 1934 to date. Description and photograph of individuals with crossing privileges. Every identification card made has a duplicate in this file. Filed numerically and alphabetically. (Seldom, official.) 3 x 5 cards, 33 ft. 6 in., in 23 steel card cabinet drawers. R. 143. (47)

196. FEDERAL BUREAU OF INVESTIGATION, June 1935 to date. Instructions and correspondence. (Rarely, official.) 8 x 10 covers, 1 in., in wooden filing case drawer. R. 203. (45)

197. INSURANCE OF EMPLOYEES, Oct. 1935 to date. General instructions covering group life insurance for employees and group automobile liability policy for employees operating government autos. (Rarely, official.) 8 x 10 covers, 1 in., in wooden filing case drawer. R. 203. (43)

198. ALIENS. Still photographic film, 2 x 3, in small cardboard boxes. Office of A. W. Lohn, photographer. (P-1)

PHOENIX

FIELD SERVICE BRANCH, DISTRICT 17 INSPECTOR IN CHARGE

Industrial Bldg., 140 S. Central Ave.

This substation was established in 1910, under the jurisdiction of District 17, with headquarters at El Paso, Texas. Files are well kept and arranged according to the numerical filing system of the Service.

199. LOOKOUT FILE, 1912 - 1930. Obsolete file of notices to immigration officers to be on the lookout for certain aliens wanted by the Department of Justice, escaped convicts, stolen government property, etc. (Occasionally, official.) 3 x 5 cards, 1 ft. 6 in., in steel filing case drawer. R. 233. (318)

200. CHINESE CENSUS RECORDS, 1912 to date. Some records of other aliens are included. (Occasionally, official.) 5 x 7 loose-leaf books, 1 ft., in wooden filing case drawer. R. 234. (319)

201. CASE FILES, 1913 to date. Nos. 1 to 1320. Cases investigated by the department and disposed of. Filed numerically. (Closed files, daily, official.) 9 x 12 folders, 18 ft., in 9 wooden filing case drawers. R. 234. (323)

202. CHINESE CORRESPONDENCE, 1913 to date. On Chinese cases. Filed alphabetically. (Daily, official.) 3 x 5 cards, 3 ft., in 3 wooden filing case drawers. R. 234. (324)

203. PROPERTY CARDS, 1913 to date. Description and disposition of property. (Occasionally, official.) 3 x 5 cards, 6 in., in wooden filing case drawer. R. 234. (313)

204. AGRICULTURAL EXEMPT LABORERS, 1917 - 1919. Identity cards with photos of exempt alien laborers entering the United States during the war. Filed alphabetically. (Daily, official.) 3 x 5 cards (25,000), 46 ft., in 46 steel filing case drawers. R. 233. (321)

205. GENERAL INVESTIGATIONS, 1919 to date. Closed names of Chinese and agricultural laborers at Nogales and Naco, Arizona and El Paso, Texas; complaints against deserters; Arizona cotton growers; and formal

contracts with P. T. Coleman. (Daily, official.) 9 x 12 folders, 8 ft., in 4 steel filing case drawers. R. 234. (310)

206. IMMORAL CASES, 1919 to date. Persons who have been deported for immorality in this district. (Closed file, daily, official.) 9 x 12 folders, 4 ft., in 2 steel filing case drawers. R. 234. (311)

207. MISCELLANEOUS CORRESPONDENCE, 1919 to date. Requisitions, inventory, typewriters, property, smuggling, etc. Filed numerically. (Occasionally, official.) 9 x 12 folders, 2 ft., in steel filing case drawer. R. 234. (312)

208. RE-ENTRY PERMITS, 1924 to date. Identification cards with photos and signatures of persons re-entering this country. 3 x 5 card index, 2 in. (Daily, official.) 3 x 5 cards, 6 in., in wooden filing case drawer. R. 234. (317)

209. TIRE RECORD CARDS, 1928 to date. Record of tires purchased for this department. (Daily, official.) 5 x 8 cards, 2 in., in wooden filing case drawer. R. 234. (316)

210. DEPORTATIONS, 1931 to date. Card record of deported aliens. Filed alphabetically. (Daily, official.) 3 x 5 cards, 18 ft. 2 in., in 18 steel filing case drawers. R. 233. (315)

211. CHINESE EXEMPTIONS, Jan. 1936 to date. Chinese exemption instructions, indictment forms, decisions on Chinese cases, Chinese ports of entry, Chinese inquiries regarding laws, etc., and misc. Chinese correspondence. Filed numerically. (Daily, official.) 9 x 12 folders, 2 ft., in steel filing case drawer. R. 233. (308)

212. CHINESE, HINDU, AND JAPANESE CENSUS, Jan. 1936 to date. File list of aliens in Phoenix and vicinity. Filed alphabetically. (Daily, official.) 3 x 5 cards, 4 ft. 1 in., in 3 steel filing case drawers. R. 233. (306)

213. GENERAL FILE, Jan. 1936 to date. Accounts, Chinese return certificates, re-entry permits, admissions, and applications of employers for Chinese permits and agricultural laborers, leaves of absence, requisitions, smuggling, time reports, transportation, naturalization and citizenship, legalization of residence, etc. (Daily, official.) 9 x 12 folders, 28 ft. 6 in., in 11 steel filing case drawers. R. 233. (307, 314)

214. GENERAL INVESTIGATIONS, Jan. 1936 to date. Reports of investigations not covered by special reports. (Daily, official.) 9 x 12 folders, 2 ft. 6 in., in steel filing case drawer. R. 233. (309)

215. MISCELLANEOUS FILE, Jan. 1936 to date. Personal expense vouchers of employees, Chinese warrant cases, Chinese labor return certificates, Hindu warrant cases, Japanese warrant cases, Chinese certificates of residence and identity returned for cancellation, and insane alien warrant cases. (Daily, official.) 9 x 12 folders, 6 ft. 6 in., in steel filing case drawers. R. 233. (305)

216. READING TEST CARDS, Jan. 1936 to date. Tests in various languages to determine literacy of immigrant. (Occasionally, official.) 3 x 5 cards, 1 in., in wooden filing case drawer. R. 234. (320)

217. WHITE WITNESSES IN CHINESE CASES, n.d. Cards containing names and addresses of white witnesses in Chinese cases. (Daily, official.) 3 x 5 cards, 2 in., in wooden filing case drawer. R. 234. (322)

SAN LUIS

FIELD SERVICE BRANCH, DISTRICT 20
IMMIGRANT INSPECTOR
Inspection Bldg.

The substation at San Luis, 26 miles south of Yuma on the Mexican border, was made a port of entry on July 1, 1929 and was placed under the then District 31 at Los Angeles. At the time of the consolidation of the Immigration and Naturalization Services, October 24, 1933, it was placed in District 17, with headquarters at El Paso, Texas, where it remained until April 1, 1935, when it was again placed under the Los Angeles District, now 20, where it still remains. It is the only office in Arizona under District 20.

218. ALIEN CARD FILES, July 24, 1929 to date. Deportation, admission, exclusion, identification, immigrant and non-immigrant crossing cards, and volunteer return cards showing description, age, birth, peculiarities, dates, etc.; and stage list cards of those entering Mexico on stages who try to return without the proper authority. 3 x 5 card index. (Daily, official.) 3 x 5 and 4 x 6 cards, 20 ft. 9 in., in 34 steel filing case drawers. Immigration office. (1)

219. GENERAL FILES, July 24, 1936 to date. Correspondence and investigations regarding attorneys and counselors, commendations, personnel, reports, appeals, applications, deportations, etc., and all correspondence and reports pertaining to transactions carried on at this office. Filed according to District 20 filing system. (Daily, official.) 9 x 12 sheets, 10 ft. 8 in., in 6 steel filing case drawers. Immigration office. (2)

SASABE

FIELD SERVICE BRANCH, DISTRICT 17
IMMIGRANT INSPECTOR
Immigration Station

The office of the Immigrant Inspector at Sasabe was established January 1, 1919. The port of Sasabe is under the jurisdiction of District 17 with headquarters at El Paso, Texas. It is housed in an old

adobe dwelling with shingle roof and wooden partition walls, but a modern fire-proof building is to be constructed on the International line, in the near future. The office is equipped with modern filing cases and files are well kept.

220. ADMISSIONS, DEPORTATIONS, EXCLUSIONS AND DEPARTURES OF ALIENS, AND CROSSING CARDS, Jan. 1, 1919 to date. Filed alphabetically. (Daily, official.) 3 x 5 cards, 17 ft., in steel filing case drawers. Inspector's office. (5)

221. CORRESPONDENCE, Jan. 1, 1919 to date. Letters received and sent. 3 x 5 card index. (Frequently, official.) 12 x 13 folders, 18 ft., in 9 steel filing case drawers. Inspector's office. (4)

222. ADMISSION CARDS AND MANIFESTS, 1924 to date. Combination of admission cards and manifests. Filed alphabetically. (Frequently, official.) 4 x 6 cards, 12 ft., in steel filing case drawers. Inspector's office. (6)

TUCSON

BORDER PATROL SERVICE CHIEF PATROL INSPECTOR

U. S. I. S. Border Patrol, 850 S. 9th Ave.

Subdistrict 1, covering the State of Arizona, was organized on July 1, 1924. The headquarters office was originally at Nogales but was removed to Tucson in the latter part of 1925. It reports to the Immigration District 17 office at El Paso, Texas, where copies of important documents originating in this office are on file, originals remaining in the sub-district office. The files are well housed and in perfect condition. The numerical filing system of the Border Patrol Service is used.

223. CHINESE AND JAPANESE FILE, May 24, 1924 to date. Complete history, photograph, and fingerprints of orientals convicted of crimes. Filed according to fingerprint classifications. 3 x 5 card index. (Occasionally, official.) 8 x 8 cards, 3 ft. 6 in., in 2 steel filing case drawers. General office. (137)

224. FINGERPRINT FILE, May 24, 1924 to date. Complete history, photograph, and fingerprints of persons charged with violations of law. Filed according to fingerprint classifications. 3 x 5 card index. (Occasionally, official.) 8 x 8 cards, 6 ft. 3 in., in steel filing case drawers. General office. (139)

225. LOOKOUT OR FINGERPRINT FILE, May 24, 1924 to date. Clippings, attached to blank card, furnished monthly in book form by FBI, giving complete description and fingerprints of men wanted on criminal or other charges. Filed according to fingerprint classifications. (Occasionally, official.) 3 x 5 cards, 1 ft. 4 in., in steel filing case drawer. General office. (136)

226. MISCELLANEOUS REPORTS AND PERSONAL FILE, May 24, 1924 to date. Old reports, personal records, accounts, and general correspondence. (Occasionally, official.) $8\frac{1}{2}$ x 11 covers, 25 ft., in 2 wooden cabinet drawers and steel cabinet. General office. (134)

227. OLD CLOSED FILES, May 24, 1924 to date. Monthly time reports, transfer blanks, maintenance slips, "No Record" file, and lookouts. (Occasionally, official.) $8\frac{1}{2}$ x 11 covers, 2 ft., in wooden filing case drawer. General office. (135)

228. PERSONAL RECORD OF FINGERPRINT FILE, May 24, 1924 to date. Filed numerically. 3 x 5 card index. (Occasionally, official.) $8\frac{1}{2}$ x $11\frac{1}{2}$ covers, 13 ft. 7 in., in steel filing case drawer. General office. (138)

229. ACCOUNTS, May 28, 1924 to date. Orders and correspondence concerning general accounts, accounts with individuals or firms, and authorizations for annual travel and incidental expenses. (Daily, official.) 10 x 13 covers, 1 ft. 6 in., in steel filing case drawer. General office. (103)

230. ALIEN BULLETINS, May 28, 1924 to date. Orders and correspondence relative to aliens. (Daily, official.) 10 x 13 covers, 9 in., in steel filing case drawer. General office. (121)

231. ANNUAL REPORTS, May 28, 1924 to date. Orders and correspondence, annual report of subdistrict, area and district statistical reports covering places of entry of aliens and results attained through use of fingerprints. (Daily, official.) 10 x 13 covers, 1 in., in steel filing case drawer. General office. (133)

232. BULLETINS, May 28, 1924 to date. Aeroplanes, boats, automobiles, and other vehicles suspected of smuggling where nature of contraband is unknown. (Daily, official.) 10 x 13 covers, $1\frac{1}{2}$ in., in steel filing case drawer. General office. (128)

233. COMMUNICATIONS, May 28, 1924 to date. District orders, special orders, bulletins, circulars, letters, telegrams, radio, etc. (Daily, official.) 10 x 13 covers, 1 in., in steel filing case drawer. General office. (130)

234. CONDUCT OF PERSONNEL, May 28, 1924 to date. Orders concerning conduct of personnel, correspondence, and complaints when identity of officers or employees is not known. (Daily, official.) 10 x 13 covers, 3 in., in steel filing case drawer. General office. (96)

235. COOPERATION, May 28, 1924 to date. Orders; correspondence; reports of Border Patrol officers of assistance rendered to and received from other law enforcement agencies, individuals, or organizations; and communications sent and received commendatory or expressing appreciation of cooperation or assistance. (Daily, official.) 10 x 13 covers, 6 in., in steel filing case drawer. General office. (16)

236. DISTRICT - BOUNDARIES, May 28, 1924 to date. Consisting of orders and special orders, correspondence, instructions, operations, general conditions, assignments and special assignments of personnel, and Form 643 - Apprehensions and Seizures, relative to districts and subdistricts or superintendence areas within the district. (Daily, official.) 10 x 13 covers, 1 ft. 5 in., in steel filing case drawer. General office. (115)

237. DROPPING OF PROPERTY, May 28, 1924 to date. Orders and correspondence, requests for condemnation of non-expendable property, investigations relative to loss, injury or destruction of public property involving negligence, War Department report of survey of public property issued for the use of the Border Patrol, sale of condemned property, exchange of public property on new equipment, and transfer of property. (Daily, official.) 10 x 13 covers, 1½ in., in steel filing case drawer. General office. (114)

238. DUTIABLE MERCHANDISE BULLETINS, May 28, 1924 to date. Orders and correspondence relative to location of smuggled dutiable articles and commodities, smugglers or suspected smugglers of dutiable articles and commodities, vehicles employed in smuggling, etc. (Daily, official.) 10 x 13 covers, 1 in., in steel filing case drawer. General office. (124)

239. DUTIES AND RESPONSIBILITIES OF PERSONNEL, May 28, 1924 to date. Orders and correspondence concerning duties and responsibilities of director, assistant director, assistant superintendents, chief patrol inspectors, senior patrol inspectors, patrol inspectors, motor mechanics, clerks, laborers, and officers engaged in intelligence work. (Daily, official.) 10 x 13 covers, 1 in., in steel filing case drawer. General office. (101)

240. EMERGENCY PURCHASES, May 28, 1924 to date. Special orders authorizing and directing emergency purchases and correspondence relative thereto. (Daily, official.) 10 x 13 covers, 3 in., in steel filing case drawer. General office. (111)

241. ENTRY INTO SERVICE, May 28, 1924 to date. Orders and correspondence covering individual applications for positions involving more than mere inquiries, and announcements of examinations for immigrant inspector, patrol inspector, and clerk. (Daily, official.) 10 x 13 covers, 4 in., in steel filing case drawer. General office. (95)

242. EXPLOITS, ACHIEVEMENTS OR SERVICES RENDERED, May 28, 1924 to date. Actions rendered by members of the force of an unusual and highly meritorious character, letters of commendation, and individual officers' and employees' files. (Daily, official.) 10 x 13 covers, 1 in., in steel filing case drawer. General office. (117)

243. FEDERAL LAW VIOLATION BULLETINS, May 28, 1924 to date. Orders and correspondence relative to violations of Neutrality Act, Dyer Act, and White Slave Traffic Act. (Daily, official.) 10 x 13 covers, 1 in., in steel filing case drawer. General office. (126)

244. IDENTIFICATION DIVISION, May 28, 1924 to date. Orders, correspondence, and individual files. (Daily, official.) 10 x 13 covers, 3 in., in steel filing case drawer. General office. (129)

245. INDEXING AND FILING, May 28, 1924 to date. Orders, correspondence, and omnibus file containing copies of unclassified letters. (Daily, official.) 10 x 13 covers, 1 in., in steel filing case drawer. General office. (131)

246. INJURIES TO PERSONS, May 28, 1924 to date. Orders and correspondence concerning availability of medical facilities and doctors, and information relative to the rights of officers and employees to medical treatment who have served in the armed forces of the United States. (Daily, official.) 10 x 13 covers, 1 in., in steel filing case drawer. General office. (100)

247. INSPECTION, CARE AND USE OF PROPERTY, May 28, 1924 to date. Orders and correspondence, district superintendence area, and subdistrict reports covering general inspections of property, and reports covering accidents in which government owned motor vehicles are involved. (Daily, official.) 10 x 13 covers, 2 in., in steel filing case drawer. General office. (113)

248. INTELLIGENCE INFORMATION, May 28, 1924 to date. Orders and correspondence, subdistrict maps and sketches showing routes of travel, of smugglers, etc. (Daily, official.) 10 x 13 covers, 3 in., in steel filing case drawer. General office. (120)

249. LEAVES OF ABSENCE, May 28, 1924 to date. Orders and correspondence concerning Saturday afternoons, holidays, off duty, lieu time, applications for annual, sick, and military leaves, and leave without pay affecting the monthly time report, Form 585; correspondence with subdistricts concerning errors in time report which is submitted by individual subdistricts; and numbers available for assignment by the director. (Daily, official.) 10 x 13 covers, 8 in., in steel filing case drawer. General office. (97)

250. LEGISLATION AFFECTING THE BORDER PATROL, May 28, 1924 to date. Orders and correspondence, recommendations, copies of bills, and committee hearings. (Daily, official.) 10 x 13 covers, 1½ in., in steel filing case drawer. General office. (132)

251. LIQUOR BULLETINS, May 28, 1924 to date. Orders and correspondence relative to National Prohibition Act and Tariff Act cases, smugglers or suspected smugglers of liquor, and vehicles employed in smuggling. (Daily, official.) 10 x 13 covers, ½ in., in steel filing case drawer. General office. (122)

252. MONTHLY AND SPECIAL FINANCIAL REPORTS, May 28, 1924 to date. Orders and correspondence, allotments, statements of accounts, motor vehicle expense reports, special financial reports, and report of deportation expenses incurred. (Daily, official.) 10 x 13 covers, 1 ft. 3 in., in steel filing case drawer. General office. (105)

253. NARCOTICS BULLETINS, May 28, 1924 to date. Orders and correspondence relative to Harrison Narcotic Act cases, information relative to smugglers or suspected smugglers of narcotics, vehicles employed in smuggling, etc. (Daily, official.) 10 x 13 covers, 1 in., in steel filing case drawer. General office. (123)

254. PERSONNEL, May 28, 1924 to date. Orders and correspondence relative to officers' and employees' individual personal files, and annual reports of those entitled to retirement. (Daily, official.) 10 x 13 covers, 2 ft., in steel filing case drawer. General office. (94)

255. PROCUREMENT OF PROPERTY, May 28, 1924 to date. Orders and correspondence concerning procurement of property from War Department and elsewhere. (Daily, official.) 10 x 13 covers, 2 in., in steel filing case drawer. General office. (108)

256. PRODUCTS OF SOIL BULLETINS, May 28, 1924 to date. Orders and correspondence relative to location of products of the soil which have been smuggled into this country. (Daily, official.) 10 x 13 covers, 1 in., in steel filing case drawer. General office. (125)

257. PROPERTY IN GENERAL, May 28, 1924 to date. Orders, general correspondence, and records of shipment of public and personal property under government bills of lading. (Daily, official.) 10 x 13 covers, 4 in., in steel filing case drawer. General office. (107)

258. PROPOSALS, May 28, 1924 to date. Orders and correspondence concerning solicitation of bids and proposals for motor transportation, rental of saddle and pack animals, electric current, water service, ice, fuel, telephone and telegraph services, gasoline, oils and lubricants, building materials, paints, etc.; labor and materials for repairing government owned typewriters, mimeograph and adding machines, furniture and filing equipment motor propelled vehicles and Navy Department contract covering lubrication oils, etc. (Daily, official.) 10 x 13 covers, 7 in., in steel filing case drawer. General office. (110)

259. PUBLICITY, May 28, 1924 to date. Orders and correspondence, and newspaper and magazine articles relative to Border Patrol prepared by persons outside the service. (Daily, official.) 10 x 13 covers, 4 in., in steel filing case drawer. General office. (119)

260. RECORDS AND REPORTS OF PROPERTY, May 28, 1924 to date. Orders and correspondence concerning returns of property; Form 552, property record and receipt cards; reports covering the issuance of official badges and numbered insignia; list of non-expendable property; inventories of expendable and non-expendable property; and War Department ordnance report. (Daily, official.) 10 x 13 covers, 6 in., in steel filing case drawer. General office. (112)

261. REQUISITIONS, May 28, 1924 to date. Forms 587 and 587-A, orders and correspondence concerning requests for blank forms; Form 588, general supplies; Form 589, printed stationery; Form 589-A, blank books; ammunition; War Department correspondence; requisitions for fingerprint forms;

and Department of Justice correspondence. (Daily, official.) 10 x 13 covers, 5 in., in steel filing case drawer. General office. (109)

262. SALARIES AND EXPENSES, May 28, 1924 to date. Orders and correspondence concerning salary per diem, actual expenses, transfers at expense of service, deductions on account of quarters, accounts of individual officers and employees, salary schedules, salary checks, and pay rolls. (Daily, official.) 10 x 13 covers, 1 ft. 1 in., in steel filing case drawer. General office. (104)

263. SEPARATION OF PERSONNEL FROM DISTRICT, May 28, 1924 to date. Orders and correspondence concerning separation of personnel from district or action which may result therefrom, resignations, dismissals, discontinuances, retirement, death in or not in line of duty. (Daily, official.) 10 x 13 covers, 7 in., in steel filing case drawer, General office. (102)

264. TRAINING AND EFFICIENCY OF PERSONNEL, May 28, 1924 to date. Orders and correspondence concerning training and efficiency of personnel; files of individual officers containing examination papers, rating charts, etc.; organization and objective of schools, district and subdistrict; instructions on duties and responsibilities, laws relating to smuggling, and digest of authority to act thereunder; decisions relating to search and seizure; digest of instructions concerning alien smuggling, liquor smuggling, dutiable merchandise smuggling, and smuggling of products of the soil; smuggling, sale, transportation, and possession of narcotics; violations of Neutrality Act, Dyer Act, and Mann Act; general arrests; rules of evidence in criminal cases; deportability of aliens; Spanish language and spelling of Spanish names; self-defense (jiujutsu), topography and map reading; preparation of reports, marksmanship and care and use of weapons; and first aid. (Daily, official.) 10 x 13 covers, 10 in., in steel filing case drawer. General office. (98)

265. TRANSPORTATION (PUBLIC CARRIERS), May 28, 1924 to date. Orders and correspondence concerning annual passes, requests for annual passes, government transportation requests, reports covering the use of and identification cards in connection with government transportation requests. (Daily, official.) 10 x 13 covers, 2 in., in steel filing case drawer. General office. (106)

266. UNIFORMS, May 28, 1924 to date. Orders and correspondence, and report of inspection. (Daily, official.) 10 x 13 covers, 2 in., in steel filing case drawer. General office. (99)

267. UNUSUAL AND INTERESTING OCCURRENCES, May 28, 1924 to date. (Daily, official.) 10 x 13 covers, 1½ in., in steel filing case drawer. General office. (118)

268. VIOLATIONS OF STATE AND MUNICIPAL LAWS, May 28, 1924 to date. Bulletins, orders, and correspondence relative to violations of state laws and city ordinances. (Daily, official.) 10 x 13 covers, 2 in., in steel filing case drawer. General office. (127)

269. APPREHENSIONS FILE, 1929 to date. Record of persons apprehended and released. (Occasionally, official.) 11 x 18 $\frac{1}{2}$ covers, 2 ft. 1 in., in wooden filing case drawer. General office. (140)

FIELD SERVICE BRANCH, DISTRICT 17
INSPECTOR IN CHARGE
Federal Bldg., Scott and Broadway

The Immigration Office in Tucson was established in 1907 and was consolidated with the Naturalization Service in November 1933. It has no naturalization files prior to the latter date. It is under the El Paso District Office, to which copies of all records are sent. Filing is done according to the decimal filing system of the service and records are housed in two rooms, the recent portions in the clerk's office, room 228, and the earlier portions in the file room, A2. Files are numbered from 1500 to 1566. Each file has an individual card index behind a guide card bearing the file number and all files are covered by a general alphabetical and numerical cross index card file.

270. INVESTIGATIONS, Nov. 1906 to date. Instructions regarding immigration status, registry, illegal entry, and cases under immigration and Chinese exclusion laws. 3 x 5 card index, 10 $\frac{1}{2}$ in. (Daily, official.) 11 x 15 covers, 16 ft., in 8 steel filing case drawers. Rs. 228 and A2. (23)

271. GENERAL INSTRUCTIONS, 1909 to date. Concerning various classes of Chinese and other aliens who are to be admitted under the immigration law. 3 x 5 card index, 5/8 in. (Rarely, official.) 11 x 15 covers, 1 $\frac{1}{2}$ in., in 2 steel filing case drawers. R. 228. (8)

272. SMUGGLING, 1910 - 1936. General instructions and data on rewards for information and assistance leading to conviction of persons engaged in smuggling Chinese. 3 x 5 card index, 3 in. (Occasionally, official.) 11 x 15 covers, 1 ft., in steel filing case drawer. R. 228. (21)

273. CONTRACT LABORER INVESTIGATIONS, Jan. 1911 to date. Further investigation of immigrants who are contract laborers. 3 x 5 card index, 2 in. (Occasionally, official.) 11 x 15 covers, 10 in., in 2 steel filing case drawers. Rs. 228 and A2. (25)

274. CONTRACT LABOR AND OTHER INVESTIGATIONS, Nov. 1912 - 1926. Granting of permits for importation of alien laborers and investigations of business or associations established in the United States. 3 x 5 card index, 1 in. (Occasionally, official.) 11 x 15 covers, 1 ft., in 2 steel filing case drawers. Rs. 228 and A2. (24)

275. COMPARISON OF CERTIFICATES, 1912 - 1926. Chinese certificates taken up for comparison. 3 x 5 card index, 5/8 in. (Rarely, official.) 11 x 15 covers, 1 ft., in 2 steel filing case drawers. Rs. 228 and A2. (9)

276. PUBLIC CHARGES - INSTRUCTIONS, 1912 - 1926. Procedure for returning aliens to their native countries, also for returning public charges from certain states where they may reside to their native states. 3 x 5 card index, 4 in. (Rarely, official.) 11 x 15 covers, 3 ft., in 2 steel filing case drawers. Rs. 228 and A2. (30)

277. DECISIONS - PROSTITUTES AND PROCURERS, 1912 - 1929. Instructions given to grant voluntary return to any alien found morally deficient, also concerning criminal proceedings against this class of aliens, if found necessary. 3 x 5 card index, 1 ft. (Rarely, official.) 11 x 15 covers, 17 ft., in 9 steel filing case drawers. Rs. 228 and A2. (29)

278. REQUISITIONS, 1912 - 1929. General instructions to facilitate the checking of and accounting for supplies ordered on requisition. 3 x 5 card index, $\frac{1}{2}$ in. (Frequently, official.) 11 x 15 covers, 2 ft., in steel filing case drawer. R. 228. (31)

279. WARRANT CASES - STATE PRISON, 1912 - 1932. Miscellaneous correspondence containing reports of escapes, aliens, prison camps, detentions, and releases. 3 x 5 card index, $6\frac{1}{2}$ in. (Daily, official.) 11 x 15 covers, 7 ft., in 3 steel filing case drawers. Rs. 228 and A2. (12)

280. WARRANT CASES - JAPANESE, Jan. 1912 - 1936. General instructions concerning the prohibitions of further Japanese entry, and individual warrant cases. 3 x 5 card index, 1 in. (Occasionally, official.) 11 x 15 covers, 3 ft., in 2 steel filing case drawers. Rs. 228 and A2. (19)

281. TIME REPORTS OF SUBSTATIONS, July 1912 - Nov. 1922. From old substations which were obliged to report to the Tucson station as headquarters. 3 x 5 card index, $\frac{1}{2}$ in. (Never.) 11 x 15 covers, 5 in., in steel filing case drawer. R. A2. (34)

282. ADMISSION, 1912 to date. Instructions on admission, msc. correspondence, reports on immigration, land border crossings, ports of entry, and aircraft. 3 x 5 card index, 6 in. (Daily, official.) 11 x 15 covers, 3 ft., in 2 steel filing case drawers. Rs. 228 and A2. (5)

283. APPLICATIONS FOR POSITIONS, 1912 to date. Record of temporary employment given applicants. 3 x 5 card index, 2 in. (Seldom, official.) 11 x 15 covers, 7 in., in 2 steel filing case drawers. Rs. 228 and A2. (2)

284. PERSONAL EXPENSE VOUCHERS, 1912 to date. Instructions, msc. correspondence, and personal files. 3 x 5 card index, 2 in. (Monthly, official.) 11 x 15 covers, 4 ft., in 2 steel filing case drawers. Rs. 228 and A2. (1)

285. PROPERTY RECORD, 1912 to date. Record of property on hand, transferred or condemned, including office equipment, cars, rifle scabbards, transformers, etc. Filed alphabetically. (Occasionally, official.) 3 x 5 cards, 1 ft. 10 in., in steel card cabinet drawer. R. 228. (69)

286. ACCOUNTS, July 1912 to date. Thirty-nine subdivisions including correspondence, reports, expenditures, vouchers, requests, rewards, taxes, and proposals. 3 x 5 card index, 3 in. (Frequently, official.) 11 x 15 covers, 8 ft., in 3 steel filing case drawers. Rs. 228 and A2. (16)

287. CHINESE EXCLUSION ACT AND DEPORTATION OF CHINESE, July 1912 to date. Cases filed before Commissioner when time limit is exceeded. 3 x 5 card index, 3/4 in. (Rarely, official.) 11 x 15 covers, 3 in., in 2 steel filing case drawers. Rs. 228 and A2. (4)

288. CITIZENSHIP AND NATURALIZATION, July 1912 to date. Reports on citizenship and naturalization cases, with duplicate copies of decisions in all cases, records of papers which have been lost or stolen from the files, records of cancelled cases, miscellaneous correspondence, records of injuries to applicants, and disposition of cases. 3 x 5 card index, 3 1/2 in. (Frequently, official.) 11 x 15 covers, 1 ft. 6 in., in 2 steel filing case drawers. Rs. 228 and A2. (38)

289. LEAVES OF ABSENCE, July 1912 to date. Included are time reports and instructions to substations. 3 x 5 card index, 1 1/2 in. (Frequently, official.) 11 x 15 covers, 1 ft. 10 in., in 2 steel filing case drawers. Rs. 338 and A2. (27)

290. WARRANT CASES, July 1912 to date. Excepting Chinese, Japanese, Communists, and prisoners. 3 x 5 card index, 1 ft. 3 in. (Occasionally, official.) 11 x 15 covers, 76 ft., in 38 steel filing case drawers. Rs. 228 and A2. (20)

291. WARRANT CASES - CHINESE, July 1912 to date. Warrants for arrest in deportation cases only. 3 x 5 card index, 11 1/2 in. (Rarely, official.) 11 x 15 covers, 7 ft. 4 in., in 4 steel filing case drawers. Rs. 228 and A2. (18)

292. CERTIFICATES OF IDENTITY, Aug. 1912 - Dec. 1921. Certificates covering return of aliens to their homes, Chinese departing without papers, and cancellation of certificates due to causes other than death. 3 x 5 card index, 1/2 in. (Rarely, official.) 11 x 15 covers, 1 in., in steel filing case drawer. R. 228. (10)

293. SUNDRY, Aug. 1912 to date. Lectures on the nature and duties of the service, names of interpreters and copies of letters translated, codes, instructions, telegrams, examinations, stolen or missent mail, file of attorneys, injured employees, circular letters, finger printing, records of landing, and list of races of people encountered. 3 x 5 card index, 3 1/2 in. (Daily, official.) 11 x 15 covers, 9 in., in 2 steel filing case drawers. R. 228. (33)

294. CERTIFICATES OF RESIDENCE AND OF IDENTITY, Sept. 1912 to date. Replacing lost or destroyed originals (duplicates). 3 x 5 card index, 1/2 in. (Occasionally, official.) 11 x 15 covers, 6 in., in steel filing case drawer. R. 228. (6)

295. VOLUNTARY DEPARTURES, Sept. 1912 to date. Aliens who have voluntarily returned to Mexico and are claiming temporary stay until

labor conditions would improve in United States. 3 x 5 card index, 6 in. (Daily, official.) 11 x 15 covers, 2 ft., in steel filing case drawer. R. 228. (62)

296. RAILROAD PASSES AND TRAIN INSPECTION, Oct. 1912 to date. Passes issued annually to the service with records of the times used, and of train inspection prior to 1927. 3 x 5 card index, 1 in. (Occasionally, official.) 11 x 15 covers, 1 ft., in steel filing case drawer. R. 228. (35)

297. HEAD TAX, Dec. 1912 - 1935. Letters and instructions regarding collection of head tax generally, and individual cases. 3 x 5 card index, 3/8 in. (Rarely, official.) 11 x 15 covers, 1 ft., in 2 steel filing case drawers. Rs. 228 and A2. (17)

298. BOARD OF SPECIAL INQUIRY, Aug. 1913 - Sept. 1926. Records of cases heard. 3 x 5 card index, 1/2 in. (Rarely, official.) 11 x 15 covers, 1 ft., in steel filing case drawer. R. 228. (54)

299. APPOINTMENTS, 1913 - 1934. Correspondence in connection with certificates for positions outside Tucson jurisdiction. 3 x 5 card index, 2 in. (Occasionally, official.) 11 x 15 covers, 3 ft. 6 in., in 2 steel filing case drawers. Rs. 228 and A2. (3)

300. CHINESE LABOR RETURN CERTIFICATES, 1913 - 1934. Instructions on, preinvestigations, etc. 3 x 5 card index, 2 in. (Occasionally, official.) 11 x 15 covers, 1 ft., in 2 steel filing case drawers. Rs. 228 and A2. (7)

301. LABOR CONDITIONS - INSTRUCTIONS, 1913 - 1935. Msc. correspondence between local contractors and the service regarding importations of alien labor from Mexico. 3 x 5 card index, 1/8 in. (Occasionally, official.) 11 x 15 covers, 1 ft., in steel filing case drawer. R. 228. (26)

302. PROPERTY INSTRUCTIONS, 1913 - 1935. Circulars relative to the preparation of annual and semi-annual property returns. 3 x 5 card index, 1/4 in. (Occasionally, official.) 11 x 15 covers, 1 ft., in steel filing case drawer. R. 228. (28)

303. CANCELLATION OF CERTIFICATES, 1913 - 1936. Certificates cancelled by reason of death, general instructions concerning the minor children of Chinese members of the exempt classes, and the Bureau's views in these premises. 3 x 5 card index, 2 in. (Rarely, official.) 11 x 15 covers, 1 ft., in 2 steel filing case drawers. Rs. 228 and A2. (11)

304. DOCUMENTS, Mar. 1913 to date. Reports from members of Congress, Irrigation Commission, and The Official Bulletin; eighteen separate subjects in one inventory attached to the copies. 3 x 5 card index, 1/16 in. (Rarely, official.) 11 x 15 covers, 1/2 in., in steel filing case drawer. R. 228. (14)

305. STATISTICS - ANNUAL REPORTS, 1914 - 1934. General reports in connection with hearings before Appropriations Committee and reports received of number of aliens for whom warrants of arrests were requested.

3 x 5 card index, 1/8 in. (Frequently, official.) 11 x 15 covers, 1 ft., in steel filing case drawer. R. 228. (32)

306. EFFICIENCY, 1916 - 1921. General instructions on reports received by officers and employees of Department of Labor concerning efficiency and inefficiency of employees. 3 x 5 card index, 1/6 in. (Rarely, official.) 11 x 15 folders and covers, 1 ft., in steel filing case drawer. R. 228. (15)

307. TRANSPORTATION, Oct. 1916 to date. Instructions concerning tickets, baggage and travel; transporting native Filipinos via land and water; the returning of aliens by various methods of transportation; acknowledging receipts of government transportation requests. 3 x 5 card index, 1 in. (Frequently, official.) 11 x 15 covers, 1 ft., in steel filing case drawer. R. 228. (37)

308. ALIEN ENEMIES, Apr. 1917 to date. Instructions and records of individual cases of alien enemies, some of whom were given certificates of entry by the U. S. Department of Justice, and some being refused certificates were subsequently deported. 3 x 5 card index, 2 1/2 in. (Rarely, official.) 11 x 15 covers, 1 ft., in 2 steel filing cabinet drawers. Rs. 228 and A2. (42)

309. MANN ACT VIOLATIONS, Apr. 1917 to date. Complaints, warrants, telegrams, and reports concerning the individuals named in violations. 3 x 5 card index, 3/4 in. (Rarely, official.) 11 x 15 covers, 1 in., in 2 steel filing case drawers. Rs. 228 and A2. (43)

310. PASSPORTS, 1918 - 1922. Instructions from the Department of State concerning actions when apprehending unlawful users of American passports. 3 x 5 card index, 1 1/2 in. (Frequently, official.) 11 x 15 covers, 1 ft. 6 in., in 2 steel filing case drawers. Rs. 228 and A2. (48)

311. RAILROAD AND COAL MINING LABORERS, 1918 - 1925. Reports and records concerning deportation of laborers at Government expense, and instructions as to arrest and deportation of Mexican laborers on railroad maintenance of way work by the U. S. Railroad Administration. 3 x 5 card index, 1/2 in. (Rarely, official.) 11 x 15 covers, 1 ft., in steel filing case drawer. R. 228. (46)

312. ARMY DESERTERS, SLACKERS, ETC., Aug. 1918 - June 1922. Lists of deserters from camps, rewards posted, detailed descriptions, lists of those apprehended, cases of conspirators, and instructions. 3 x 5 card index, 3/4 in. (Rarely, official.) 11 x 15 covers, 3 in., in steel filing case drawer. R. 228. (47)

313. REGISTRATION OF ALIENS, Apr. 1918 to date. Routine examination of aliens, reports of investigations, and applications for registry under the act of Mar. 2, 1929. 3 x 5 card index, 6 in. (Daily, official.) 11 x 15 covers, 4 ft. 2 in., in 3 steel filing case drawers. Rs. 228 and A2. (45)

314. AGRICULTURAL LABORERS, 1919 - 1927. Correspondence with Arizona Cotton Growers Association concerning securing permission of the

Secretary of Labor for the importation of cotton pickers from Mexico under departmental exceptions. 3 x 5 card index, 6 in. (Rarely, official.) 11 x 15 covers, 4 ft., in 2 steel filing case drawers. Rs. 228 and Δ2. (44)

315. VOLUNTARY RETURNS, Jan. 1919 - Oct. 1922. Statements of aliens permitted voluntary departures, circular letters and instructions; superseded Oct. 22, 1922 by a card system. 3 x 5 card index, 1/8 in. (Rarely, official.) 11 x 15 covers, 1 in., in steel filing case drawer. R. 228. (49)

316. WITNESSES FOR DEPARTMENT OF JUSTICE, Jan. 1919 - Apr. 1924. Cases under the White Slave Traffic Act, etc. 3 x 5 card index, 1/4 in. (Never.) 11 x 15 covers, 2 in., in steel filing case drawer. R. 228. (51)

317. DEPORTATION SERIES, Jan. 1920 - 1927. Discontinued form of an annual report on illiterate and diseased aliens; these have been included in series 1559 since 1927. 3 x 5 card index, 4 1/2 in. (Rarely, official.) 11 x 15 covers, 4 ft., in 2 steel filing case drawers. Rs. 228 and Δ2. (55)

318. CERTIFICATES OF IDENTITY - CHINESE, 1920 to date. Record serving as an independent file in itself, and as a recheck on the corresponding alphabetical file concerning certificates of Chinese residence. Arranged numerically. (Rarely, official.) 3 x 5 cards, 9 in., in steel filing case drawer. R. 228. (74)

319. CERTIFICATES OF RESIDENCE - CHINESE, 1920 to date. Record serving as an independent file in itself, and as a recheck on the corresponding alphabetical file concerning certificates of Chinese identification. Filed numerically. (Rarely, official.) 3 x 5 cards, 11 in., in steel card cabinet drawer. R. 228. (73)

320. CHINESE CENSUS CARDS, 1920 to date. Record of Chinese inhabitants, including statements of dialects spoken, usual occupation, and whether employed or unemployed; checked about every six years. (Occasionally, official.) 3 x 5 cards, 4 ft. 4 in., in 3 steel card cabinet drawers. R. 228. (72)

321. IDENTIFICATION CARDS, 1920 to date. Citizen and resident crossing cards used to prevent confusion at regular border crossings. (Frequently, official.) 3 x 5 cards, 7 in., in steel card cabinet. R. 228. (70)

322. INDEX TO DEPORTATIONS, 1920 to date. Filed alphabetically to third letter, with surname cards for large groups, covering Mexican border deportations from Arizona, New Mexico, and West Texas. (Daily, official.) 3 x 5 cards, 30 ft., in steel card cabinet. R. 228. (71)

323. MAINTENANCE, 1920 to date. Record of information concerning meals, applications for warrants, warrant hearings, bonds, criminal proceedings, and deportation dates. (Occasionally, official.) 3 x 5 cards, 9 in., in steel card cabinet drawer. R. 228. (76)

324. READING TEST CARDS, 1920 to date. Printed in Arabian, Bohemian, Chinese, etc. used to demonstrate the ability to read and interpret the contents. Arranged alphabetically. (Frequently, official.) 3 x 5 cards, 5 in., in steel card cabinet drawer. R. 228. (78)

325. REENTRY PERMIT INDEX CARDS, 1920 to date. Record of applications for reentry permits, showing the name, bureau file number, place of residence, date sent, and date received by the Bureau of Immigration. (Frequently, official.) 3 x 5 cards, $\frac{1}{2}$ in., in steel card cabinet drawer. R. 228. (77)

326. UNIFORMS, 1920 to date. General and specific instructions concerning each article of clothing and insignia worn by members of the service, color, cloth, design, personal appearance, etc. 3 x 5 card index, $\frac{1}{2}$ in. (Seldom, official.) 11 x 15 covers, 4 in., in steel filing case drawer. R. 228. (39)

327. VOLUNTARY RETURNS, 1920 to date. Record of voluntary departures of aliens apprehended by the service for illegal entry showing name, age, sex, nationality, where entered, how, date, assisted by whom, apprehended by whom, grounds for exclusion, remarks, and permission for voluntary return to native country. Filed alphabetically to third letter. (Frequently, official.) 3 x 5 cards, 3 ft., in 2 steel filing case drawers. R. 228. (75)

328. ONE VOLUNTARY RETURN, June 1920 to date. Aliens returning voluntarily to their home land. 3 x 5 card index, 1/16 in. (Rarely, official.) 11 x 15 covers, 1/16 in., in steel filing case drawer. R. 228. (50)

329. RETIREMENT ACT, Sept. 1920 to date. Instructions concerning application and eligibility for retirement and retirement reports. 3 x 5 card index, 1/16 in. (Occasionally, official.) 11 x 15 covers, $1\frac{1}{2}$ in., in steel filing case drawer. R. 228. (59)

330. CHINESE INVESTIGATION, May 1921 - July 1928. Records containing information and descriptions of Chinese taken into custody for investigation. 3 x 5 card index, 1/16. (Rarely, official.) 11 x 15 covers, 1 ft., in 2 steel filing case drawers. Rs. 228 and A2. (60)

331. LOATHSOME AND CONTAGIOUS DISEASES, July 1921 - 1928. Correspondence concerning free treatment of venereal diseases. 3 x 5 card index, 3 in. (Rarely, official.) 11 x 15 covers, 4 ft., in 2 steel filing case drawers. R. 228 and A2. (56)

332. CHINESE CENSUS, Nov. 1921 to date. Instructions relative to census of Chinese aliens and citizens in central and northern Arizona districts, in Benson, Tombstone, Tucson, Clifton, Yuma, Globe, and Nogales, and in Lordsburg and Silver City, New Mexico. 3 x 5 card index, $\frac{1}{2}$ in. (Occasionally, official.) 11 x 15 covers, 7 in., in steel filing case drawer. R. 228. (40)

333. IMMIGRATION LAWS AND REGULATIONS, June 1922 to date. Instructions as to alien seamen quotas under the Percentage Act, reports of admission under such act, and General Canadian Immigration Laws and Regula-

tions. 3 x 5 card index, 1/16 in. (Occasionally, official.) 11 x 15 covers, 7 in., in steel filing case drawer. R. 228. (61)

334. TYPEWRITERS, July 1922 to date. Instructions as to the type to be used for ordinary reports and other correspondence, procurements, and repairs. 3 x 5 card index, $\frac{1}{4}$ in. (Frequently, official.) 11 x 15 covers, $1\frac{1}{2}$ in., in steel filing case drawer. R. 228. (57)

335. TRANSITS, Dec. 1922 to date. Chinese transits, duplicate descriptive lists of Chinese aliens admitted in transit at another port and departed through this port on a stated date. 3 x 5 card index, 1 in. (Occasionally, official.) 11 x 15 covers, 7 in., in steel filing case drawer. R. 228. (36)

336. CHINESE DEPARTING WITHOUT PROVISION TO RETURN, 1923 - 1932. General instructions concerning records and reports, departure, and records indicating the identity of the Chinese person. 3 x 5 card index, $3\frac{1}{4}$ in. (Rarely, official.) 11 x 15 covers, 2 ft., in steel filing case drawer. R. 228. (41)

337. GENERAL ORDERS, Jan. 1924 to date. Covering immigration matters only. 3 x 5 card index, $3\frac{1}{2}$ in. (Frequently, official.) 11 x 15 covers, 2 ft., in steel filing case drawer. R. 228. (64)

338. GENERAL ORDERS - CHINESE, Mar. 1924 to date. From the central office and correspondence relative to same. 3 x 5 card index, 1/32 in. (Frequently, official.) 11 x 15 covers, 3 in., in steel filing case drawer. R. 228. (65)

339. TRANSPORTATION, 1925 - 1936. Advice concerning procurement of passports and dates of deportations. 3 x 5 card index, 3 in. (Daily, official.) 11 x 15 folders and covers, 4 ft., in 2 drawers of steel filing cases. Rs. 228 and A2. (13)

340. BORDER CROSSING, Apr. 1927 to date. Instructions to every station that citizens of the United States and aliens residing in United States must have identification cards when crossing border lines. 3 x 5 card index, $3\frac{1}{2}$ in. (Frequently, official.) 11 x 15 covers, 2 ft., in steel filing case drawer. R. 228. (67)

341. CHINESE REENTRY APPLICATIONS, 1927 to date. Preinvestigations of Chinese merchants, natives and sons of natives who are applicants for reentry permits. 3 x 5 card index, 6 in. (Frequently, official.) 11 x 15 covers, 2 ft., in steel filing case drawer. R. 228. (22)

342. COMMUNISTS, Feb. 1929 to date. Instructions, warrants of arrest, hearings, records, letters, proceedings and deportation parties. 3 x 5 card index, 1 in. (Frequently, official.) 11 x 15 covers, 1 ft., in steel filing case drawer. R. 228. (53)

343. AUTOMOBILES, Jan. 1931 to date. Instructions concerning employees having protection by insurance for their personal liability while operating government cars. 3 x 5 card index, $\frac{1}{4}$ in. (Frequently, official.) 11 x 15 covers, 1 ft., in steel filing case drawer. R. 228. (58)

344. LOOKOUT NOTICES, Mar. 1931 to date. Record of people wanted for investigation. 3 x 5 card index, $6\frac{1}{2}$ in. (Frequently, official.) 11 x 15 covers, 2 ft., in steel filing case drawer. R. 228. (52)

345. REENTRY PERMITS NOT CHINESE, July 1932 to date. Individual records, including examination of applicant and recommendations concerning applicants for reentry permits. 3 x 5 card index, $\frac{1}{4}$ in. (Frequently, official.) 11 x 15 covers, 3 in., in steel filing case drawer. R. 228. (63)

346. IDENTIFICATION CARDS, July 1933 to date. Given to American citizens and resident aliens when credentials presented at their port of entry are satisfactory. 3 x 5 card index, $1/16$ in. (Occasionally, official.) 11 x 15 covers, 1 ft., in steel filing case drawer. R. 228. (66)

347. OLD MISCELLANEOUS RECORDS, n.d. Old letters, reports, records, etc., not numbered, sorted nor identified in any manner. (Never.) 11 x 15 covers, 2 ft., on wooden shelf. R. 228. (68)

YUMA

BORDER PATROL SERVICE SENIOR PATROL INSPECTOR

Yuma County Courthouse, 2d Ave. and 2d St.

This office, established in 1927, has a Senior Patrol Inspector and five Patrol Inspectors. It reports to the subdistrict headquarters at El Centro, California. The Inspectors have charge of the territory along the Mexican border south of Yuma. The office is small and poorly equipped.

348. INSTRUCTIONS, 1927 - 1936. General orders to the personnel instructing them on all manner of subjects, including deportations, naturalization of aliens, citizenship, Chinese, Mexicans, Canadians, ports of entry, visas, voluntary returns, bonds, and supplies; rights, privileges and duties of consuls, illegal entry, detention, and other matters pertaining to the subjects of immigration and naturalization. 3 x 5 card index. (Frequently, official.) 9 x 11 folders and $8\frac{1}{2}$ x $10\frac{1}{2}$ sheets, 3 in., in steel filing case drawer and on clip board. Basement office. (195)

349. GENERAL FILES, 1927 to date. Record of deportations, lookouts, apprehensions, investigations, seamen, smugglers, verification of landing, property, reports to Chief Patrol Inspector, personnel, communications, Board of Special Inquiry, fines, and head tax. 3 x 5 card index, 4 ft. (Daily, official.) 9 x 11 folders and 8 x $10\frac{1}{2}$ sheets, 2 ft. 6 in., in steel filing case drawer. Disorderly. Basement office. (194)

350. FINGERPRINT IDENTIFICATION CARDS, 1932 - 1935. Fingerprint impressions of parties taken into custody by this organization, and classifications; name and aliases of criminal, photograph of subject, physical description, prior records, names of relatives and their addresses; also

a number of prints of parties wanted, issued by the Department of Justice at Washington, D. C. Since 1935 no additions have been made to this file except "Wanted" cards from the Department of Justice. The fingerprints of all parties apprehended by the Border Patrol in and around Yuma are now sent to District Headquarters at El Centro, California. 3 x 5 card index. (Seldom, official.) 8 x 8 cards, 10 in., in wooden filing case drawer. Basement office. (196)

DESCRIPTION

The National Employment Service was established in Arizona on July 17, 1933 to take care of the relief problem and is affiliated with the United States Employment Service. It is strictly a Federal agency, as the state does not contribute or bear any part of the expense. The Service is headed by a State Director in Phoenix and fourteen county directors located in the different sections of the state. Each county office has supervisors for men and women and a number of clerks and typists. The office also, as a rule, employs unskilled and semi-skilled labor in connection with other state and Federal activities.

UNITED STATES EMPLOYMENT SERVICE

UNITED STATES EMPLOYMENT SERVICE

1934 GUIDE

NATIONAL REEMPLOYMENT SERVICE

FINAL COUNTY MANAGER

INTRODUCTION

This office was established August 16, 1933 in the old Bank Building, 100 West Third Street, Phoenix, Arizona, to take care of the relief problem and it was affiliated with the United States Employment Service. It is strictly a federal agency, as the state does not cooperate or bear any part of the expense. The Service is conducted by a state director in Phoenix and fourteen county managers located in the different counties of the state. Each county office has interviewers for men and women and a number of clerks and typists. The offices are, as a rule, very poorly equipped and most of their furniture is borrowed from other state and government agencies.

UNITED STATES EMPLOYMENT SERVICECASA GRANDE

NATIONAL REEMPLOYMENT SERVICE
PINAL COUNTY MANAGER
Byrd Bldg., Sacaton St.

This office was established August 16, 1933 in the old Casa Grande Bank Building to serve Pinal County. It was moved to its present location in September 1934.

351. DAILY AND WEEKLY REPORTS, Aug. 1933 to date. USES Forms 300, 301, 302, 304, and C-2, placements, number of applications and number of openings. Filed chronologically. (Daily, official.) Various sized bundles, 7 in., on wooden shelf in supply closet. Office. (6)

352. APPLICATIONS, Aug. 16, 1933 to date. USES Forms 310, 311, and 312, records of applicants for employment showing life history, past experience and classification. Includes active and inactive cards. Index. (Daily, official.) 4 x 6 and 5 x 8 cards, 6 ft., in 8 wooden filing case drawers. Office. (2)

353. CERTIFICATES OF ELIGIBILITY, Aug. 16, 1933 to date. FLRA Form 600, certificates of those eligible for employment, to prevent duplication of positions in a family. Filed alphabetically by geographic location. (Daily, official.) 5 x 8 sheets, 2 ft., in 4 wooden filing case drawers. Faulty containers. Office. (3)

354. GENERAL CORRESPONDENCE, Aug. 16, 1933 to date. Instructions, personal letters, transfers, and letters to Washington. Filed by subject. (Daily, official.) 8 x 10 sheets, 2 ft., in 2 steel filing case drawers. Damaged by careless handling and faulty containers. Office. (1)

355. GENERAL OPENING AND FIRM VISIT CARDS, Aug. 16, 1933 to date. USES Forms 315, 330, and 331, prospective openings with various firms, amounts paid employees per month, number of openings, age, duration of positions, etc. 3 x 5 card index, 4 in. (Daily, official.) 4 x 6 and 5 x 8 cards, 1 ft. 5 in., in 2 wooden filing case drawers. Office. (4)

356. IDENTIFICATION CARDS, June 1934 to date. USES Form 350, name, address, age, height, weight, first and second occupational classification and registration date. Filed alphabetically. (Daily, official.) 3 x 5 cards, 2 ft., in wooden filing case drawer. Office. (5)

CLIFTONNATIONAL REEMPLOYMENT SERVICE
GREENLEE COUNTY MANAGER
Town Hall, Park Ave.

This office was established on August 16, 1933 to serve Greenlee County.

357. PLACEMENT AND REFERRAL RECORDS, 1934 - 1935. USES Forms 310, 313, and 315, obsolete registrations that have been replaced by new forms. (Seldom, official.) 3 x 5 and 5 x 8 cards, 10 $\frac{1}{2}$ in., in pasteboard box. Manager's office. (5)

358. CERTIFICATES OF ELIGIBILITY, 1934 to date. FERA Form 600, case number, name, identification number, occupation, etc. (Occasionally, official.) 5 x 8 sheets, 1 ft. 3 in., in card cabinet. Manager's office. (1)

359. CLASSIFICATIONS, 1934 to date. USES Form 321, classification for employment. Cross index of county. (Daily, official.) 5 x 8 cards, 11 $\frac{1}{2}$ in., in card cabinet. Manager's office. (11)

360. DAILY REPORT OF APPLICATIONS, 1934 to date. USES Form 300. (Daily, official.) 5 $\frac{1}{2}$ x 8 sheets, 2 in., on filing board. Manager's office. (8)

361. EMPLOYED AND UNEMPLOYED, 1934 to date. USES Form 312, applications of domestic and service employees. (Daily, official.) 5 x 8 cards, 2 ft. 6 in., in card cabinets. Manager's office. (6)

362. IDENTIFICATIONS, 1934 to date. USES Form 350. Filed numerically. (Daily, official.) 3 x 5 cards, 1 ft. 9 in., in card cabinets. Manager's office. (7)

363. PERSONAL CORRESPONDENCE, 1934 to date. (Daily, confidential.) 10 $\frac{1}{2}$ x 11 $\frac{1}{2}$ loose-leaf books, 3 $\frac{1}{2}$ in., in 2 desks. Manager's office. (12)

364. PLACEMENTS, 1934 to date. USES Form 340 and USES Form 315, record of place of employment, etc. (Daily, official.) 3 x 5 and 4 x 6 cards, 1 ft. 2 $\frac{1}{2}$ in., in card cabinets. Manager's office. (3, 10)

365. CANCELLATIONS OF CERTIFICATES OF ELIGIBILITY, 1935. FERA Form 602, those who have been found ineligible for work. (Seldom, official.) 8 x 10 $\frac{1}{2}$ folders, 1 ft., in pasteboard box. Manager's office. (2)

366. REPORTS OF PLACEMENTS, DAILY PLACEMENTS, AND SUMMARY OF ACTIVITIES, 1937. USES Forms 301, 302, and C-2. (Daily, official.) 8 x 10 $\frac{1}{2}$ and 8 x 12 $\frac{1}{2}$ sheets, 1 in., on filing board. Manager's office. (9)

367. SKILLED AND INDUSTRIAL REGISTRATIONS, 1937. USES Form 310, registration for work on WPA projects. (Daily, official.) 4 x 6 cards, 3 in., in card cabinet. Manager's office. (4)

368. SURPLUS CARDS, 1937. Vouchers and supplies in general. Indexed according to form numbers. (Daily, official.) Various sized cards and sheets, 1 ft., on open shelves. Manager's office. (13)

FLAGSTAFF

NATIONAL REEMPLOYMENT SERVICE
COCONINO COUNTY MANAGER
Coconino County Courthouse

This office was established on August 16, 1933 to serve Coconino County.

369. REGISTRATIONS, 1933 to date. USES Forms 310, 311, and 312, persons registered for employment. Card index. (Daily, official.) 5 x 8 cards, 5 ft. 8 in., in 3 open wooden boxes. Basement. (42)

370. GENERAL CORRESPONDENCE, 1933 to date. (Daily, official.) 8 x 10 loose sheets, 1 ft. 3 in., on Arch files on wall. Basement. (46)

371. IDENTIFICATIONS, 1933 to date. USES Form 350, to identify persons referred to jobs. Card index. (Frequently, official.) 3 x 5 cards, 2 ft., in open wooden box. Basement. (47)

372. INDEX, 1933 to date. Card index to all registrants. (Daily, official.) 3 x 5 cards, 3 ft. 6 in., in open wooden boxes. Basement. (44)

373. EMPLOYERS' ORDER CARDS, 1933 to date. USES Form 315, requests for workers and USES Form 320, referral cards. (Daily, official.) 4 x 6 and 3 x 5 cards, 1 ft. 6 in., in 2 open wooden boxes. Basement. (45)

374. CERTIFICATION OF ELIGIBILITY, 1935 to date. FERA Form 600. (Daily, official.) 5 x 8 slips, 9 in., in open wooden box. Basement. (43)

GLOBE

NATIONAL REEMPLOYMENT SERVICE
GILA COUNTY MANAGER
Dominion Hotel, 174 S. Broad St.

This office was established on August 16, 1933. The county contains the large copper mining camps of Globe and Miami. The agency was located in the City Hall from August to December 1, 1933 and in the Federal Building from December 1, 1933 to January 6, 1936. It has been in its present location since the latter date.

375. REGISTRATION CARDS, ACTIVE AND INACTIVE, Aug. 1933 to date. USES Forms 310, 311, and 312, information regarding every registrant in the office, age, address, previous employment, etc. Filed by occupation and alphabetically. 3 x 5 card index. (Daily, official.) 5 x 8 cards, 12 ft. 11 in., in 10 wooden filing case drawers. Entrance room. (12)

376. EMPLOYERS' ORDER CARDS, Aug. 1934 to date. USES Form 315, pertaining to employees sent out on jobs. (Daily, official.) 4 x 6 cards, 10 in., in pasteboard filing box. Entrance room. (10)

377. INDUSTRIAL FILE, Aug. 1934 to date. USES Forms 330 and 331, general information pertaining to various business firms, used for posting date of firm visits and requests for workers from employers. 3 x 5 card index, 2½ in. (Daily, official.) 5 x 8 cards, 8½ in., in pasteboard filing box. Entrance room. (13)

378. PLACEMENT CARDS, Jan. 1935 to date. USES Form 320, PWA, placing men on PWA projects. Filed alphabetically by project or contractor and by employee. (Occasionally, official.) 3 x 5 cards, 11 in., in pasteboard box. Entrance room. (11)

379. GENERAL FILE, Apr. 1935 to date. Correspondence and notices containing information as to contractors, requisitions, reports, transfers by counties, local mine employment lists, transmittal letters, and miscellaneous memoranda. Filed chronologically and alphabetically. (Daily, official.) 9½ x 11½ folders, 5 ft., in 4 wooden filing case drawers. Manager's office. (18)

380. WEEKLY REPORTS AND PLACEMENTS, June 1, 1935 to date. USES Form 301, weekly report on placement of all registrants (triplicate). (Frequently, official.) 8 x 10½ sheets, 2 in., on spindle boards, on wall. SE. corner room. (14)

381. WEEKLY REPORT OF APPLICATIONS, June 5, 1935 to date. USES Form 300. Filed chronologically. (Frequently, official.) Sheets, 1½ in., on 9 x 14½ spindle boards (2), on wall. SE. corner room. (15)

382. WEEKLY REPORTS SUMMARY, July 2, 1935 to date. USES Form 302, weekly summary of activities, placements, registrations, and cancellations of registrations (triplicate). Filed chronologically. (Weekly, official.) 8 x 10½ sheets, 1½ in., on 2 spindle boards, on wall. SE. corner room. (17)

383. REFERRALS, July 30 - Oct. 19, 1935. USES Form 320, used to refer men to prospective jobs. Forms now used for private employment. Filed by projects and alphabetically. (Occasionally, official.) 3 x 5 cards, 3 in., in wooden filing case drawer. Entrance room. (9)

384. IDENTIFICATIONS, Aug. 1935 to date. USES Form 350, used by employee for identification (originals and duplicates). Filed numerically. (Daily, official.) 3 x 5 cards, 6 ft. 8½ in., in 4 wooden and 2 steel filing case drawers. Entrance room. (7)

385. CERTIFICATES OF ELIGIBILITY, Aug. 6, 1935 to date. FERA Form 600. The file also contains forms: FERA 601 - Notice of Case Change; FERA 602 - Cancellation of Certification of Eligibility; USES 325 - Assignment; WPA 402 - Reassignment; WPA 403 - Notice of Change in Work Status; WPA 404 - Reclassification; USES 340 - Notice of Placement; and USES 360 - Notice of Failure to Report or Refusal to Accept Referral. Files are divided into active, inactive, and private employment groups. Filed alphabetically. (Daily, official.) $5\frac{1}{4}$ x 8 folders, 5 ft. 11 in., in 6 wooden filing case drawers. Entrance room. (8)

386. WEEKLY REPORT OF ADDITIONS AND SUBTRACTIONS, Nov. 18, 1935 to date. USES Form 304, additions to and subtractions from the active registration file, registrations, renewals, and cancellation of registrations. (Frequently, official.) $5\frac{1}{4}$ x 8 and 8 x $10\frac{1}{2}$ sheets, $\frac{1}{2}$ in., on 2 spindle boards, on wall. SE. corner room. (16)

HOLBROOK

NATIONAL REEMPLOYMENT SERVICE
NAVAJO COUNTY MANAGER
Lore Bldg.

This office was established on August 16, 1933 for the purpose of serving Navajo County.

387. CERTIFICATIONS, 1933 to date. FERA Form 600, certification for jobs, also USES Form 325, referrals to WPA projects. Index. (Daily, official.) 5 x 8 and 4 x 6 slips, 2 ft. 10 in., in 3 wooden filing case drawers. R. 1. (73)

388. GENERAL CORRESPONDENCE, 1933 to date. Index. (Frequently, official.) 10 x 12 folders, 3 ft., in 3 wooden filing case drawers. R. 1. (77)

389. IDENTIFICATION CARDS, 1933 to date. USES Form 350, individual identification of workers. Index. (Frequently, official.) 3 x 5 cards, 3 ft. 2 in., in 4 wooden filing case drawers. R. 1. (74)

390. INDEX, 1933 to date. Card index covering all files in office. (Daily, official.) 3 x 5 cards, 2 ft., in 2 wooden filing case drawers. R. 1. (78)

391. OPENINGS, 1933 to date. USES Form 315, jobs to be filled. Index. (Daily, official.) 3 x 5 cards, 1 ft., on wooden shelf and in wire basket on shelf. R. 1. (76)

392. REFERRALS, 1933 to date. USES Forms 320 and 325, persons referred to public employment or WPA projects. Index. (Daily, official.) 3 x 5 and 4 x 6 cards, 3 ft., in 2 wooden filing case drawers. R. 1. (75)

393. REGISTRATIONS, 1933 to date. USES Forms 310, 311, 312, and 313, skilled and industrial, commercial and professional, domestic and personal, and general labor. Index. (Daily, official.) 4 x 6 and 5 x 8 cards, 4 ft. 8 in., in 6 wooden filing case drawers. R. 1. (72)

KINGMAN

NATIONAL REEMPLOYMENT SERVICE
MOHAVE COUNTY MANAGER
Roy Walker Bldg., Beal St.

This office was established on August 16, 1933 to serve Mohave County.

394. CORRESPONDENCE, Aug. 1933 to date. With State Employment office at Phoenix and with individuals. (Frequently, official.) 11½ x 12 letter file, 1 ft. 6 in., in 4 wooden drawers. R. 1. (37)

395. IDENTIFICATIONS, Aug. 1933 to date. USES Form 350, identification number, name of applicant, date of registration, etc. (Daily, official.) 3 x 5 cards, 6 in., in pasteboard box on desk. R. 1. (33)

396. REGISTRATIONS, Aug. 1933 to date. USES Forms 310, 311, and 312, name of applicant, occupation, number of dependents, etc. (Daily, official.) 5 x 8 cards, 3 ft. 4 in., in 4 wooden filing case drawers. R. 1. (32)

397. INDUSTRIAL FILE, Sept. 1934 to date. USES Forms 330 and 331, record of visits to employers with number and date of visits, name of employer, kind of business, working conditions, number employed, etc. (Daily, official.) 5½ x 8 cards, 8 in., in pasteboard box on table. R. 1. (34)

398. REFERRAL CARDS FOR PRIVATE EMPLOYMENT, Sept. 8, 1934 to date. USES Form 320, name of worker, kind of work, and referral of employee to employer. (Daily, official.) 3 x 5 cards, 5 in., in pasteboard box. R. 1. (35)

399. ASSIGNMENTS, Jan. 1936 to date. USES Form 325, workers referred or assigned to WPA projects showing employee's name, identification number, age, sex, rate of pay per hour, and number of request. (Daily, official.) 4 x 6 slips, 8 in., in pasteboard box on wooden cabinet. R. 1. (31)

400. CANCELLATIONS, Jan. 1936 to date. FERA Form 602, name, case number, date of registration, etc. (Daily, official.) 5 x 8 sheets, 10 in., in pasteboard box on desk. R. 1. (30)

401. CERTIFICATION OF ELIGIBILITY, Jan. 1936 to date. FERA Form 600, name, case number, date of registration, etc. (Daily, official.) 5 x 8 sheets, 10 in., in pasteboard box on desk. R. 1. (28)

402. CROSS INDEX, Jan. 1936 to date. USES Form 321, name and address of applicants, occupation, etc., and where and how filed. (Daily, official.) 3 x 5 cards, 1 ft. 6 in., in 3 pasteboard boxes on desk. R. 1. (36)

403. NOTICE OF CASE CHANGE, Jan. 1936 to date. FERA Form 601, name and number of case, date of registration, etc. (Daily, official.) 5 x 8 sheets, 10 in., in pasteboard box on desk. R. 1. (29)

LOWELL

NATIONAL REEMPLOYMENT SERVICE
COCHISE COUNTY MANAGER

Shattuck-Denn Employment Office, Johnson Addition

This office was established on August 16, 1933. It was moved from the YMCA Annex to its present location on November 1, 1934. The principal towns in the district are the mining town of Bisbee and the smelter town of Douglas.

404. OBSOLETE REGISTRATIONS, July 1933 - Nov. 16, 1934. NRS Form 1. (Rarely, official.) 5 x 8 cards, 9 ft., on wooden shelf and in 2 wooden boxes. R. 1. (13)

405. CORRESPONDENCE, Aug. 16, 1933 to date. Incoming and outgoing letters, bulletins, and regulations. Filed alphabetically. (Daily, official.) 8½ x 11 folders, 5 ft., in 2 wooden filing case drawers. R. 1. (14)

406. CERTIFICATES OF ELIGIBILITY, July 1, 1935 to date. FERA Form 600, individual list of eligible workers on relief and inactive list because of employment, etc. (Daily, official.) 5 x 8 folders and cards, 1 ft. 1 in., in open wooden box and wooden filing case drawer. R. 1. (1, 8)

407. APPLICATIONS, July 1935 to date. USES Forms 310, 311, and 312, skilled and semi-skilled relief and non-relief applicants who are employed at present. Filed alphabetically by occupation. Index. (Daily, official.) 5 x 8 cards, 6 ft., in 6 wooden filing case drawers. R. 1. (9)

408. ASSIGNMENTS, July 1935 to date. USES Form 325, workers referred or assigned to WPA projects. (Daily, official.) 4 x 6 slips, 1 ft., in open wooden box. R. 1. (3)

409. CANCELLATIONS, July 1935 to date. FERA Form 602. (Daily, official.) 5 x 8 slips, 3 ft., in wooden box. R. 1. (2)

410. CHANGE OF WORK STATUS, July 1935 to date. WPA Form 403. (Daily, official.) 4 x 6 slips, 1 ft., in wooden box. R. 1. (5)

411. EMPLOYERS' ORDER CARDS, July 1935 to date. USES Form 315, request for workers. (Daily, official.) 4 x 6 cards, 8 in., in wooden filing case drawer. R. 1. (15)

412. FARM LABORER'S REGISTRATIONS, July 1935 to date. USES Form 326, inactive. (Daily, official.) 4 x 6 cards, 1 ft., in wooden filing case drawer. R. 1. (17)

413. IDENTIFICATIONS, July 1935 to date. USES Form 350. Filed numerically. (Daily, official.) 3 x 5 cards, 4 ft. 4 in., in 3 wooden filing case drawers. R. 1. (11)

414. INACTIVE REGISTRATIONS, July 1935 to date. USES Forms 310, 311, and 312, skilled and semi-skilled persons awaiting assignments. Filed alphabetically by occupations. Index. (Daily, official.) 5 x 8 cards, 4 ft., in 2 wooden filing case drawers. R. 1. (10)

415. INDEX TO REGISTRATIONS, July 1935 to date. USES Form 321. (Daily, official.) 3 x 5 cards, 8 ft., in 4 wooden filing case drawers. R. 1. (16)

416. REASSIGNMENTS, July 1935 to date. WPA Form 402, workers reassigned to WPA projects. (Daily, official.) 4 x 6 slips, 1 ft., in wooden box. R. 1. (4)

417. RECLASSIFICATIONS, July 1935 to date. WPA Form 404, persons changing occupation. (Daily, official.) 4 x 6 slips, 1 ft., in wooden box. R. 1. (6)

418. REFERRALS, July 1935 to date. USES Form 320, introduction to employer from National Reemployment Service office. (Daily, official.) 3 x 5 cards, 8 ft., in 6 wooden filing case drawers. R. 1. (12)

419. SKILLED WORKER'S REGISTRATIONS, July 1935 to date. USES Form 326 (discontinued). (Daily, official.) 5 x 8 cards, 1 ft., in wooden filing case drawer. R. 1. (18)

420. TRANSIENTS, July 1935 to date. FERA Form 600, transient registrations. (Daily, official.) 3 x 5 slips, 1 ft., in wooden filing case drawer. R. 1. (7)

NOGALES

NATIONAL REEMPLOYMENT SERVICE
SANTA CRUZ COUNTY MANAGER
Chamber of Commerce Bldg., 211 Grand Ave.

This office was established August 16, 1933 to serve Santa Cruz County.

421. GENERAL CORRESPONDENCE, 1933 to date. This file also contains instructions, expense accounts, office reports, requisitions for workers,

and msc. matters, divided into subjects such as: Transients, Highway, WPA, NYA, Veterans, etc. Filed alphabetically and chronologically by subject. (Daily, official.) 9 x 11½ folders, 10 ft., in 3 wooden boxes. Main office. (71)

422. REGISTRATIONS, IDENTIFICATIONS, AND REFERRALS, 1933 to date. USES Forms 310, 311, and 312, registration of applicants containing personal history, classification, etc.; USES Form 350 - Identification; and USES Form 320, referrals to public employment. Filed alphabetically by occupation, showing relief or non-relief; identification cards filed numerically; and referrals filed numerically by project. Index. (Daily, official.) 5 x 8 and 3 x 5 cards, 24 ft., in 10 wooden filing case and 2 wooden card cabinet drawers, and in pasteboard box. Main office. (70)

423. CERTIFICATES OF ELIGIBILITY, June 1935 to date. FERA Form 600. The file also contains WPA Form 403 - Change in Work Status; USES Form 325 - Assignment; WPA Form 402 - Reassignment; FERA Form 601 - Notice of Case Change; and USES Form 315, employers' order cards showing number of people placed in private employment. Active and inactive. Filed alphabetically. (Daily, official.) 5½ x 8 folders, 15 ft. 6 in., in 3 wooden boxes. Main office. (72)

PHOENIX

NATIONAL REEMPLOYMENT SERVICE MARICOPA COUNTY MANAGER

Korrick, Rosenzweig and Korrick Investment Bldg.,
28-32 W. Jefferson St.

This office was established on August 16, 1933. Previous to this the State operated a small Employment Office in Phoenix, Maricopa County which was the only state office operated at that time.

424. ASSIGNMENT SLIPS, c. July 1933 to date. USES Form 325, giving employee's name, address, job description, rate of pay, personal data of employee, date of going to work, etc., for both relief and non-relief workers. These records are filed with WPA Forms 402, 403, and 404, reassignment, notice of change of work status, and reclassification. Volume taken as a whole. (Occasionally, official.) 4 x 6 bundles, 10 ft. 2 in., in 3 steel filing case drawers and wooden desk drawer. County manager's office. (334)

425. APPLICATION CARDS, FARM SECTION, Aug. 1933 to date. USES Form 310, name, address, personal data, qualifications, and previous employment record. (Daily, official.) 5 x 8 cards, 7 ft., in 5 steel card cabinet drawers. County manager's office. (338)

426. APPLICATION CARDS, GENERAL LABOR SECTION, Aug. 1933 to date. USES Form 310, name, address, previous jobs, etc. This general labor

is both relief and non-relief. (Daily, official.) 5 x 8 cards, 11 ft. 7 in., in 5 steel card cabinet drawers. County manager's office. (336)

427. APPLICATIONS - SKILLED, INDUSTRIAL, PROFESSIONAL, AND COMMERCIAL SECTIONS, Aug. 1933 to date. USES Forms 310, 311, and 312, applications for positions giving name, address, number of years worked with various firms, etc. (Daily, official.) 5 x 8 cards, 26 ft. 5 in., in 9 steel card cabinet drawers and 4 steel trays. County manager's office. (340)

428. CORRESPONDENCE, Sept. 1933 to date. USES Forms 443 through 449, msc. correspondence to and from various branch offices of National Reemployment Service with state office regarding statistics and instructions; also telegrams, circular letters, letters requesting help, and quarterly financial reports to Washington. (Frequently, official.) $8\frac{1}{2}$ x 11 and 9 x 15 folders, 7 ft. 8 in., in 4 steel filing case drawers and on open wooden shelf. County manager's office. (333-A)

429. INDUSTRIAL FILE, EMPLOYERS, Sept. 1933 to date. USES Form 330, giving name and address of firm, business season data, person interviewed, product or service, and industrial classification. Interview data on the back of card and msc. data on face of card seldom recorded. USES Form 331, filled in with data resulting from firm's contact with interviewer upon hiring individuals from this office. (Frequently, official.) 5 x 8 cards, 10 in., in steel card filing drawer and pasteboard box on desk. County manager's office. (333)

430. MASTER CARD FILES, Sept. 1933 to date. USES Form 321, giving name, address, and occupational classifications of applicant; and cards for the transient division for the year 1934 and part of 1935, giving camp location of the individual. (Transient cards, rarely; others, daily, official.) 3 x 5 cards, 44 ft. 1 in., in 39 steel card cabinet drawers. County manager's office. (343)

431. REFERRALS, Sept. 1933 to date. PWA Forms 10 and 11, list of persons referred to contractors on PWA projects and Bureau of Public Roads highway projects, giving project number and location, date, name of contractor; name, address, occupation, and relief or non-relief of person referred by this office. (Frequently, official.) $8\frac{1}{2}$ x 11 folders, 1 ft. 3 in., in 2 steel filing case drawers. County manager's office. (347)

432. STATISTICAL REPORTS, Nov. 1933 - Nov. 1936. USES Form 301, weekly reports of placements, giving name of employer, applicant's identification number, code numbers, personal data of applicant, wages, length of job, etc.; USES Forms 302 and 303, summary of activities in form of weekly reports, giving balance of active applications with detailed tabulations on applications, placements, renewals, transfers, etc.; USES Form 304, report of additions and subtractions; USES Form C-2, a report of daily placements, giving name, address, occupation, location of job and length status of job; USES Form 300, report on applications, giving applicant's identification and code numbers, personal data and length of employment. (Rarely, official.) 9 x 11 $\frac{3}{4}$ and 9 x 15 folders, 4 ft. 5 in., on open wooden shelves. County manager's office. (334-A)

433. APPLICATIONS, DOMESTIC AND PERSONAL SERVICE SECTION, 1934 to date. USES Form 312, application cards for females, giving name, address, references of past jobs, etc. (Daily, official.) 5 x 8 cards, 6 ft. 2 in., in 3 steel card cabinet drawers. County manager's office. (337)

434. REFERRALS, PRIVATE EMPLOYMENT, Feb. 1934 to date. USES Form 320, giving name of employer and employee, kind of work and results of interview, whether applicant is hired or not. (Daily, official.) 3 x 5 cards, 4 ft. 6 in., in steel and 2 wooden card cabinet drawers and paste-board box. County manager's office. (346)

435. EMPLOYERS' ORDER CARDS, Jan. 1, 1935 to date. USES Forms 315 and 316, giving employer's name, address, description of job, wages and placement, and referral record of person employed. (Frequently, official.) 4 x 6 cards, 17 ft. 5 in., in 2 wooden filing case drawers, in wooden desk drawer, 3 boxes on shelf, and on open wooden shelf. County manager's office. (345)

436. APPLICATIONS, TRANSIENT FILE, June - Nov. 1935. USES Forms 310, 311, 312, and 313, giving name, work qualifications, educational data, etc. of applicant and name of camp to which enrolled; also FERA Forms 600, 601, and 602, certificates of eligibility, notice of case change, and cancellation of eligibility, with USES Form 350 - Identification Cards, attached. Index. (Rarely, official.) 3 x 5 cards and 5 x 8 slips, 5 ft., in wooden and 2 steel filing case drawers. County manager's office. (342)

437. CERTIFICATES OF ELIGIBILITY AND CANCELLATIONS, July 1935 to date. FERA Form 600, giving name of person, address, relief district, county, number of persons in family, personal data and occupation; FERA Form 601, case changes; and FERA Form 602, giving effective date of cancellation of eligibility, name, address, case number, and reason for cancellation. (Occasionally, official.) 5 x 8 sheets, clipped together, 8 ft. 8 in., in 6 steel filing case drawers. County manager's office. (339)

438. IDENTIFICATIONS, July 1935 to date. USES Form 350, identification card carried by each individual given employment from this office showing applicant's identification number, name, address, personal data, and occupational classification (duplicates). Filed numerically. Master card file is used as cross reference index. (Daily, official.) 3 x 5 cards, 23 ft. 4 in., in 10 steel filing case drawers. County manager's office. (344)

439. REQUISITION FOR WORKERS, c. Oct. 1935 - Jan. 1936. WPA Form 401, giving WPA district number, description, number, and location of project, type of work, class, number and sex of worker wanted, rate of pay, and date to report to work. (Rarely, official.) 9 x 12 folders, and 8 x 10 loose sheets, 6 in., on open wooden shelf. County manager's office. (335)

440. NOTICES OF RE-INTERVIEWS, Sept. 15 - Oct. 21, 1936. USES Form 373-A, giving name, address, identification and case numbers of certi-

fied person. (Rarely, official.) 9 x 11 3/4 and 9 x 14 3/4 sheets and folders, 4 in., on open wooden shelf. County Manager's office. (341)

NATIONAL REEMPLOYMENT SERVICE
OFFICE OF STATE DIRECTOR
Security Bldg., 236 N. Central Ave.

The office of the State Director of the United States Employment Service - National Reemployment Service was established in Phoenix on July 17, 1933, in the State Capitol Building. In October 1934 it was moved to its present location.

441. HIGHWAY CONTRACTS, Aug. 1933 to date. Highway Department's notifications of advertised bids, notices to contractors and awards for highway projects. (Frequently, official.) 10 x 14 folders, 1 ft. 3 in., in wooden filing case drawer. R. 417. (1162)

442. OFFICIAL INSTRUCTIONS, Aug. 1933 to date. Msc. correspondence, leave of absence cards, official instructions from Washington as to sick leave, etc., fiscal letters, WPA bulletins, etc. (Frequently, official.) 10 x 14 folders, 1 ft. 1 1/2 in., in wooden filing case drawer. R. 417. (1169)

443. VOUCHERS, Aug. 1933 to date. Vouchers for administrative expenses of all district offices of National Reemployment Service in Arizona; and contribution reports, such as free telephone, etc. in different offices of National Employment Service; and administrative pay rolls. Filed by districts and by subjects. (Occasionally, official.) 9 x 12 and 10 x 14 folders, 2 ft. 3 in., in 2 wooden filing case drawers. Rs. 417 and 418. (1166, 1167)

444. HIGHWAY PROJECT PAY ROLLS, Aug. 15, 1933 to date. State Highway Department (duplicates). (Rarely, official.) 9 x 12 bundles and 8 1/2 x 9 1/2 sheets clipped together, 4 ft. 2 in., in 4 pasteboard boxes and in wooden filing case drawer. Rs. 15 and 416. (1163, 1164)

445. MISCELLANEOUS FILE, Aug. 16, 1933 - Apr. 1936. County correspondence; circular letters; supply orders; NRA codes; Maricopa County Welfare Board report; Metropolitan Water District report; perpetual inventory; applications for placement; NRS Form 8 - Short Form Weekly Report; regular weekly reports; First Statistical Reports; USES Form C-2, weekly detailed reports on placements from district; awarded Boulder Dam contracts; transfer (out notices); complaints; requisitions for supplies; placements by communities and counties; incidental expense from March to July 1934; statistician's pay rolls and reports for CWA; general pay rolls; reports of finances; Form M-16, financial reports; reemployment on CWA projects; and recapitulation of total costs of all county National Reemployment Service budgets. (Rarely, official.) 4 x 6 bundles and 9 x 12 folders, 6 ft. 6 in., in 2 pasteboard boxes. R. 15. (1159)

446. CORRESPONDENCE, Aug. 16, 1933 to date. Circular letters of instructions to various National Reemployment Service managers, letters of instructions from Washington, and general correspondence. (Prior to 1936 rarely; later records, frequently, official.) 9 x 12 folders, 5 ft., in 4 wooden filing case drawers. R. 416. (1168)

447. MISCELLANEOUS STATISTICS, Dec. 30, 1933 to date. Weekly progress reports on re-interviews, statistical bulletins from Washington, monthly reports of counties' activities in regard to veterans, recommendations for code changes, msc. correspondence with Standards and Research Department at Washington, District reports on identification numbers of active registrations, correction reports, reports to National Emergency Council, and msc. bulletins. (Frequently, official.) 9 x 12 folders, 2 ft. 6 in., in 2 wooden filing case drawers. R. 416. (1165)

448. APPLICATIONS FOR POSITIONS, Jan. 1934 to date. Individuals registering for employment at this office in lieu of knowing just where to go for registering and then sent to specified office for official registration, listing name, occupational capacity, and address. Filed alphabetically by county and by occupation. (Occasionally, official.) 3 x 5½ cards, 10 in., in 3 wooden card cabinet drawers. R. 418. (1161)

449. REPORTS, July 2, 1934 - June 16, 1936. USES Form 302, reports on activities, and Form M-25, contribution and disbursement reports from district offices. (Rarely, official.) 8 x 11 bundles, 1 ft. 8 in., in pasteboard box. R. 15. (1157)

450. APPLICATIONS AND PLACEMENTS, Aug. 2, 1934 to date. USES Forms 300 and 301, reports of applications and placements from Nogales, Safford, St. Johns, Tucson, Prescott, Yuma, Bisbee, Phoenix, Casa Grande, Clifton, Flagstaff, Globe, Holbrook, and Kingman (originals); weekly and monthly state summaries, applications for employment and placement reports, weekly summaries of applications, placements, referrals, re-interviews, field visits, etc. Filed alphabetically by county. (Older records, rarely; current records, frequently, official.) 9 x 12 folders and 4 x 6 cards, 7 ft. 9 in., in 2 wooden filing case drawers and in pasteboard box. Rs. 15 and 416. (1155, 1156)

451. REGULAR WEEKLY REPORTS, Nov. 16, 1935 to date. Statistical reports to Washington on activities of State Employment Service (duplicates). (Frequently, official.) 9 x 12 folders, 1 ft. 3 in., in wooden filing case drawer. R. 416. (1160)

452. PLACEMENTS, Jan. 1936 to date. USES Form C-2, weekly detailed reports from district offices on placements of previously unemployed. Filed by districts. (Frequently, official.) 10 x 11 folders, 1 ft., in wooden filing case drawer. R. 417. (1158)

PRESCOTT

NATIONAL REEMPLOYMENT SERVICE
YAVAPAI COUNTY MANAGER
Federal Bldg., Montezuma St.

This office was established on August 16, 1933 to serve Yavapai County

453. ACTIVE (MEN AND WOMEN) FILES, Aug. 1933 to date. Tabulations of individual men and women applicants. Obsolete forms. Filed by occupation and classification. (Daily, official.) 6 x 8 cards, 8 ft., in 4 wooden filing case drawers. R. 7. (81, 82)

454. CORRESPONDENCE, Aug. 1933 to date. General, and instructions. Filed chronologically. (Old files, rarely; current files, daily, official.) 10 x 12 folders, 4 ft., in 2 metal filing case drawers. Rs. 8 and 7. (96, 94)

455. INACTIVE (MEN AND WOMEN) FILES, Aug. 1933 to date. Tabulation record of unavailable certified applicants; men for whom employment has been found; of women in private employment, moved away, addresses lost, or physically unemployable. Obsolete form. Listed alphabetically. (Daily, official.) 8 x 8 and 6 x 8 cards, 12 ft., in 6 wooden filing case drawers. R. 7. (86, 83, 84)

456. INDEX, Aug. 1933 to date. Name cards, alphabetically filed with reference to each master card in active and inactive files. (Constantly, official.) $3\frac{1}{2}$ x $5\frac{1}{2}$ cards, 6 ft., in 3 desk drawers. R. 7. (93)

457. MISCELLANEOUS FILES, Aug. 1933 to date. Completed requisitions, WPA and contract jobs including introduction cards to private and msc. work. (Occasionally, official.) 4 x 6 bundles, 3 ft., in 2 metal filing case drawers. R. 7. (95)

458. PENDING FILE, Aug. 1933 to date. Applications granted but pending verification of employment by employer. Obsolete form. (Frequently, official.) 8 x 8 cards, 1 ft. 6 in., in drawer of filing case. R. 7. (89)

459. RE-COPY OF OLD STYLE CARDS, Aug. 1933 to date. Obsolete forms recopied onto present type form, covering serial reports 81, 82, 83, 84, 86, 87, 88, and 89. (Occasionally, official.) 5 x 8 cards, 2 ft., in 2 metal filing case drawers. R. 7. (92)

460. "600" ASSIGNED, Aug. 1933 to date. Tabulation cards of applicants assigned to work with FERA Form 600, eligibility certificates and WPA Form 402, assignments attached. Obsolete form. (Daily, official.) 8 x 8 cards, 2 ft., in filing case drawer. R. 7. (88)

461. "600" TRANSIENTS, Aug. 1933 to date. Tabulation record of active and inactive certified transients who have been registered and employed through this office. Obsolete form. Filed alphabetically. (Occasionally, official.) 8 x 8 cards, 4 ft., in 2 filing case drawers. R. 7. (87)

462. EMPLOYERS' ORDER CARDS, July 1935 to date. USES Form 315, requests by contractors, jobbers, etc. wanting workers; and WPA work orders. (Occasionally, official.) 4 x 6 cards, 9 in., in pasteboard box and metal filing case drawer. R. 7. (91)

463. IDENTIFICATION CARDS, Oct. 1, 1935 to date. USES Form 350, names of applicants registered. Filed alphabetically. (Daily, official.) 3 x 5 cards, 5 ft., in 5 wooden boxes. R. 7. (85)

464. NON-RELIEF APPLICANTS, Jan. 27, 1936 to date. This consists of a record of non-relief applicants for work and as they are placed and reinstated to the different contract jobs as per contractor's orders. (Occasionally, official.) 6 x 11 cards, 1 ft., in metal filing case drawer. R. 7. (90)

SAFFORD

NATIONAL REEMPLOYMENT SERVICE GRAHAM COUNTY MANAGER

Graham County Courthouse, Main St. and 8th Ave.

This office was established August 16, 1933 to serve Graham County.

465. ACTIVE REGISTRATIONS, SKILLED AND UNSKILLED, 1934 to date. USES Forms 310, 311, and 312, name, classification, and work record of registrants. Index. (Daily, official.) 5 x 8 cards, 3 ft., in 2 filing case drawers. NW. corner room. (179)

466. ADDITION AND SUBTRACTION SHEETS AND REPORT OF APPLICATIONS, 1934 to date. USES Form 304, report of each new registrant, re-registration and renewal of, or moved in registrants. Filed chronologically. (Daily, official.) $5\frac{1}{2}$ x 8 slips, 4 in., on 2 spindle boards, on wall. NW. corner room. (184)

467. EMPLOYERS' ORDER CARDS, 1934 to date. USES Form 315, requests for workers from employers. Filed alphabetically by firms. (Daily, official.) 4 x 6 cards, 4 in., in filing case drawer. NW. corner room. (181)

468. FIRM VISIT CARDS, 1934 to date. USES Forms 330 and 331, firms visited by National Reemployment Service. 3 x 5 card index, $1\frac{1}{2}$ in. (Daily, official.) 5 x 8 cards, $2\frac{1}{2}$ in., in filing case drawer. NW. corner room. (180)

469. GENERAL CORRESPONDENCE, 1934 to date. Correspondence pertaining to administration office and county managers. Filed alphabetically and chronologically. (Daily, official.) 9 x $11\frac{1}{2}$ folders, 1 ft. 3 in., in filing case drawer. NW. corner room. (186)

470. PLACEMENT SHEET AND SUMMARIES OF ACTIVITIES, 1934 to date. USES Forms 301 and 302, report of workers placed on jobs and a summary

of all activities of the service. Filed chronologically. (Daily, official.) 8 x 10 $\frac{1}{2}$ sheets, 3 in., on 2 file boards, on wall. NW. corner room. (185)

471. REFERRALS, 1934 to date. For referring workers to employers. Filed alphabetically by project. (Occasionally, official.) 3 x 5 cards, 1 ft. 7 in., in filing case drawer. NW. corner room. (182)

472. IDENTIFICATION CARDS, 1935 to date. USES Form 350, number, name, age, address, and occupation. Filed numerically. (Daily, official.) 3 x 5 cards, 2 ft., in filing case drawer. NW. corner room. (183)

473. TRANSIENTS' FILE, June 1935 to date. USES Form 325, WPA Forms 402 and 403, and FERA Form 600. Active and inactive file for general labor, farm labor, and skilled workers. Index. (Occasionally, official.) 4 x 6 and 5 x 8 cards and slips, 1 ft., in wooden filing case drawer. NW. corner room. (191)

474. RECORDS OF REGISTRANTS, July 1935 to date. FERA Forms 600 and 601, WPA Forms 402, 403, and 404, and USES Forms 325, 340, and 360, relating to employees' working status. The file is segregated into active, inactive, dead, and pending files. Filed alphabetically and numerically. (Daily, official.) Various sized cards and slips in folders, 2 ft., in filing case drawer. NW. corner room. (190)

475. REQUISITIONS, July 1935 to date. Requisitions made, filled, and received by either Soil Conservation Service, Forest Service or WPA agencies. Filed chronologically. (Daily, official.) 8 x 10 $\frac{1}{2}$ sheets, 6 in., on 2 spindle filing boards, on wall. NW. corner room. (188)

476. STATE ADMINISTRATION LETTERS, July 1935 to date. Letters received from state office. Filed chronologically. (Daily, official.) 8 x 10 $\frac{1}{2}$ sheets, 2 $\frac{1}{2}$ in., in cardboard transfer case. NW. corner room. (187)

477. WEEKLY PLACEMENT REPORT, Dec. 1935 to date. USES Form 301, report to Phoenix of case and identification numbers, name, address, occupation, location of job, and district of each man placed. Filed chronologically. (Occasionally, official.) 8 x 10 $\frac{1}{2}$ sheets, 1 in., on filing board, on wall. NW. corner room. (189)

ST. JOHNS

NATIONAL REEMPLOYMENT SERVICE
APACHE COUNTY MANAGER
Apache County Courthouse

This office was established on August 16, 1933 and serves Apache County, which is very largely covered with Indian Reservations and National Forests.

478. RENEWAL CARDS, 1933 - 1936. USES Form 324, to renew registration. Index. (Daily, official.) 3 x 5 cards, 2 in., in wooden filing case drawer. Manager's office. (7)

479. ACCUMULATIVE OPENINGS, 1933 to date. Record of jobs open. Index. (Frequently, official.) 5 x 8 cards, 2 in., in wooden filing case drawer. Manager's office. (4)

480. APPLICATIONS, 1933 to date, USES Forms 310, 311, and 312, registrations of persons in Apache County for employment. (Daily, official.) 5 x 8 cards, 11 ft. 4 in., in 9 wooden filing case drawers. Manager's office. (12)

481. GENERAL CORRESPONDENCE, 1933 to date. Index. (Daily, official.) 10 x 12 folders, 2 ft. 6 in., in wooden filing case drawer and on wooden shelf. Manager's office. (6)

482. GENERAL REPORTS, 1933 to date. USES Forms 300 through 304, and C-2, reports from this office to headquarters at Phoenix (duplicates). (Occasionally, official.) 10 x 12 folders, 1 ft. 6 in., in wooden filing case drawer and on wooden shelf. Manager's office. (5)

483. INDEX, 1933 to date. Index to office files. (Daily, official.) 3 x 5 cards, 1 ft. 7 in., in 2 wooden filing case drawers. Manager's office. (9)

484. PLACEMENTS, 1933 to date. USES Form 340. Index. (Daily, official.) 4 x 6 cards, 1 ft. 3 in., in wooden filing case drawer. Manager's office. (2)

485. REQUISITIONS (EMPLOYERS' ORDER CARDS), 1933 to date. USES Form 315, requisitions from employers for laborers. Index. (Daily, official.) 10 x 12 folders, 1 ft. 3 in., in wooden filing case drawer. Manager's office. (1)

486. FIRM VISIT SCHEDULE, 1934 to date. Record of visits to employers. Index. (Occasionally, official.) 3 x 5 cards, 2 in. in wooden filing case drawer. Manager's office. (3)

487. IDENTIFICATION CARDS, 1935 to date. USES Form 350, to identify persons referred to jobs. Index. (Occasionally, official.) 3 x 5 cards, 1 ft. 3 in., in wooden filing case drawer. Manager's office. (8)

488. CERTIFICATES OF ELIGIBILITY, May 1935 to date. FEPA Form 600. Index. (Daily, official.) 5 x 8 sheets, 2 ft., in wooden filing case drawer. Manager's office. (10)

489. REFERRAL CARDS FOR PUBLIC EMPLOYMENT, Jan. 1936 to date. USES Form 320, record of persons referred to jobs. Index. (Daily, official.) 3 x 5 cards, 3 ft. 7 in., in 2 wooden filing case drawers. Manager's office. (11)

TUCSONNATIONAL REEMPLOYMENT SERVICE
PIMA COUNTY MANAGER
NRS Office Bldg., 210 N. Church St.

The Tucson office was established August 16, 1933. At the time of the survey this office was located in an old building subject to considerable fire hazard and had inadequate filing equipment which was home-made and files were in danger of loss or destruction. It has since moved to a modern office and has sufficient steel filing equipment.

490. APPLICATIONS, Aug. 16, 1933 to date. For men and women in Pima County. White Forms USES 310, 311, and 312, professional, skilled, and unskilled labor, and domestic occupations; blue Forms USES 310, 311, and 312, secondary classifications; and pink Form USES 311, veterans. Individual qualifications and experience, with record of employment. Reverse side contains record of placements and referrals. Index, USES Form 321. (Daily, official.) 3 x 5 and 5 x 8 cards, 4 ft. 6 in., in 25 wooden and 3 pasteboard boxes. 1st and 2d middle rooms. (86, 89)

491. MISCELLANEOUS FILES, Aug. 16, 1933 to date. Record cards, various reports, letters, requisitions, and work slips consisting of CWA reports. (Rarely, official.) Various sized cards, bundles, and paper packages. 4 ft. 6 in., on open shelves. Back room. (92)

492. EMPLOYERS' ORDER CARDS, Aug. 16, 1933 to date. USES Form 315, information from employers as to how many workers are wanted, where, what kind of work, how many hours per week, rate of pay, age, experience, physical and other requirements. Reverse side of card contains placement and referral record showing results of referrals to employee. (Daily, official.) 4 x 6 cards, 3 ft. 1½ in., in 3 pasteboard boxes. Front room. (79)

493. REPORTS, LETTERS, REQUISITIONS AND MISCELLANEOUS RECORDS, Aug. 16, 1933 to date. Outgoing and incoming correspondence and other misc. papers which have accumulated since this office was opened (duplicates). (Daily, official.) 9 x 12 folders and loose sheets, 4 ft. 2 in., in wooden box. Front room. (84)

494. REFERRAL CARD, USED FOR PRIVATE EMPLOYMENT, Aug. 16, 1934 to date. USES Form 320, PWA, card addressed to employer introducing applicant for work and requesting a return answer as to satisfactory results. (Daily, official.) 3 x 5 cards, 2 ft., in 2 pasteboard boxes. 1st middle room. (87)

495. WEEKLY REPORTS, Sept. 1934 to date. USES Forms 300, 301, 302, 304, and C-2, daily reports of openings, placements, applications, renewals, and reregistrations. Duplicate copies filed together at the end of each week. (Occasionally, official.) Various sized forms, 2 ft., on open shelves. Front room. (81)

496. INDUSTRIAL FILE, Jan. 1935 to date. USES Forms 330 and 331, industry in which the employer is engaged, telephone number, address,

head of firm or individual responsible, indicating number of workers also giving a brief outline of each firm contacted. Old forms. Filed by industry. 3 x 5 card index, USES Form 332. (Daily, official.) 4 x 6 cards, 1 ft. 1½ in., in pasteboard box. Back room. (93)

497. CERTIFICATES OF ELIGIBILITY, June 15, 1935 to date. FERA Form 600, eligible men and women in Pima County with FERA Form 601, change of case status or indicating an addition or case change, and FERA Form 602, notice of cancellation. Filed alphabetically. (Daily, official.) 5 x 8 folders, 6 ft. 3 in., in 4 wooden boxes and in pasteboard box. 1st and 2d middle rooms. (85, 88)

498. REFERRALS (ASSIGNMENT SLIPS), July 21, 1935 to date. USES Form 325, referrals to WPA, employees' names and addresses, identification numbers, case numbers, dates, classifications of work, assigned hours, salaries, and where assigned. (Occasionally, official.) 4 x 6 slips, 2 ft. 2 in., in 2 pasteboard boxes. Back room. (91)

499. IDENTIFICATION CARDS, Aug. 1, 1935 to date. For men and women in Pima County. USES Form 350, issued to registrants (duplicates). Shows relief numbers, if any, USES serial number, name, address, age, height, weight, and principal and secondary classification for employment of the applicant, date of registration, and blank space for the notation of assignments to work. Filed numerically. (Daily, official.) 3 x 5 cards, 4 ft. 5 in., in 2 wooden and 2 pasteboard boxes. Front room and 2d middle room. (80, 90)

500. PROJECT REPORTS, Nov. 1935 to date. FWA Forms 10 and 11, weekly reports of men referred to Bureau of Public Roads or federal sponsored projects. (Daily, official.) 8 x 12½ folders, 4 ft. 2 in., in pasteboard box. Front room. (83)

501. TRANSFERS, Nov. 1935 to date. WPA Form 370, transfer of individuals reinstated to WPA projects for assignments to work (duplicates). Filed with weekly reports. (Daily, official.) 8 x 10½ loose sheets, 4 ft. 2 in., in pasteboard box. Front room. (82)

YUMA

NATIONAL REEMPLOYMENT SERVICE
YUMA COUNTY MANAGER
City Hall, 1st St. and 2d Ave.

The Yuma office was established August 16, 1933. This district is largely agricultural, with some gold mines located in the desert country outside of the irrigated area.

502. DAILY AND WEEKLY REPORTS, 1933 to date. USES Forms 300, 301, 302, 304, and C-2, statistical reports showing number of placements, applicants, and openings. Records stored in Committee room closet are

duplicate copies of records which are in the City Attorney's office and were used at the Parker employment office, which was discontinued the early part of 1936. Filed chronologically. (Daily, official.) 9 x 12 folders, and variously sized cards, sheets, and bundles, 3 ft. 7 in., in steel and wooden filing case drawer and 2 pasteboard cartons on wooden shelf in closet. Manager's office and waiting room. (43)

503. GENERAL CORRESPONDENCE, 1933 to date. Instructions, highway reports, telegrams, bills, and letters to Washington. Filed alphabetically by subject. (Daily, official.) 9 x 12 folders and variously sized sheets, 2 ft. 8 in., in steel and wooden filing case drawer. Manager's office. (38)

504. GENERAL OPENING AND FIRM VISITS, 1933 to date. USES Forms 330 and 331, firm visit cards with name of firms contacted, number of men and women employed, wages paid, duration of positions, and name and classification of work of employee; and USES Form 315, employers' requests for workers. Filed alphabetically by firms. 3 x 5 card index, USES Form 332, 2 in. (Daily, official.) 4 x 6 and 5 x 8 cards, 1 ft. 4 in., in 3 wooden boxes on desk. Manager's office. (41)

505. IDENTIFICATION CARDS, 1933 to date. USES Form 350. Filed numerically. (Daily, official.) 3 x 5 cards, 4 ft. 8 in., in 3 wooden boxes on wooden shelf. Manager's office. (42)

506. CERTIFICATES OF ELIGIBILITY, Aug. 1933 to date. FERA Form 600, with FERA Form 602, cancellation of eligibility and USES Form 340, notice of placement. Filed alphabetically. (Daily, official.) Variously sized folders and cards, 2 ft. 3 in., in 2 wooden boxes on shelf. Manager's office. (40)

507. EMPLOYMENT CARDS (APPLICATIONS), Oct. 16, 1933 to date. NRS Form 3, USES Forms 310, 312, 321, 326, and 320, PWA. Pertaining to application for employment, pending applications, notices and referral cards. Filed alphabetically according to classification by name, and number. (Daily, official.) Variously sized cards and slips, 16 ft. 11 in., in 16 wooden boxes on desk and on wooden shelves. Manager's office and waiting room. (39)

