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INVENTORY OF
FEDERAL ARCHIVES
IN THE STATES

SERIES VII
THE DEPARTMENT OF THE NAVY
NO. 16
KENTUCKY

THE SURVEY OF FEDERAL ARCHIVES
WORKS PROGRESS ADMINISTRATION

INVENTORY OF FEDERAL ARCHIVES IN THE STATES

Prepared by

The Survey of Federal Archives
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SERIES VII. THE DEPARTMENT OF THE NAVY

NO. 16. KENTUCKY

Louisville, Kentucky
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 nation-wide project of the Works Progress Administration from January 1, 1936 to June 30, 1937, and has been continued in Kentucky since that date as a state project of that Administration.

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

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

In Kentucky the work of the Survey was undertaken by Judge Samuel C. Williams, with Mr. John Wilson Townsend as his assistant, from its inception until October 1936. Since that time Mr. Townsend has been in charge of the project. This Inventory of the records of the Department of the Navy in Kentucky was prepared in the Louisville office of the Survey and was edited before final typing by Dr. Henry P. Beers of the Division of Navy Department Archives of The National Archives. It is reproduced in mimeographed form through the facilities of the Historical Records Survey.

Louisville, Kentucky
December 16, 1938

John Wilson Townsend, State Director
Survey of Federal Archives in Kentucky

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NAVY RECRUITING SUBSTATIONASHLAND

NAVY RECRUITING SUBSTATION
Post Office Bldg., 17th and Winchester Ave.

This office was established in July 1936, being located in its present quarters. It is under the direction of the main station at Louisville of the Central Recruiting Division to which office all reports are submitted.

1. CORRESPONDENCE, July 1936 to date. With main station. (Frequently, official.) 8 1/2 x 11 folders, 7 in., in drawer of filing case. R. 210. (6315)
2. INDEX, July 1936 to date. Of applicants, name, address and physical characteristics. (Frequently, official.) 3 x 5 cards, 8 in., in file box on desk. R. 210. (6318)
3. INSPECTOR'S MEMO., July 1936 to date. Findings and suggestions of district inspector. (Occasionally, official.) 8 1/2 x 11 folders, 2 in., in file box on desk. R. 210. (6316)
4. MISCELLANEOUS INFORMATION, July 1936 to date. Of publicity and news, also physical examinations. Chief yeoman data on supplies. (Occasionally, official.) 8 1/2 x 11 folders, 4 in., in drawer of filing case. R. 210. (6322)
5. MONTHLY RECRUITING LETTERS, July 1936 to date. Regarding new applicants. (Occasionally, official.) 8 1/2 x 11 folders, 2 in., in drawer of filing case. R. 210. (6317)
6. NAVY TALKS AND NAVY DAY, July 1936 to date. Bulletins and addresses from officials and programs of suggestions. (Occasionally, official.) 8 1/2 x 11 folders, 4 in., in drawer of steel filing case. R. 210. (6319)
7. O'ROURKE GENERAL CLASSIFICATION TEST, July 1936 to date. Intelligence test for applicants. (Rarely, official.) 8 1/2 x 11 clip board, 4 in., on wall. R. 210. (6320)
8. PHYSICAL EXAMINATION OF REJECTED APPLICANTS, July 1936 to date. Showing preliminary examination, height, age and defects prohibiting applicant's acceptance. (Rarely, official.) 8 1/2 x 11 loose leaves, on clip board, 3 in., on wall. R. 210. (6324)

9. RECORD OF APPLICANT, July 1936 to date. Name, address, age accepted, disposition of applications and reasons. Arranged alphabetically. (Rarely, official.) 11 x 16 vols., 2 in., in desk drawer. R. 210. (6321)

10. REJECTED APPLICANTS, July 1936 to date. Form NRB 16-D, Questionnaire of police record; Form NRB 24, Enlistment; Form NRB 16-A, B, C, References; Form NRB 18, Consent of guardian if under age; Form NRB 49, Identification; Form NRB 15, Age Certificate; Form NRB 24 and 5, other data. (Rarely, official.) 8 1/2 x 11 folders, 1 ft., in drawer of steel filing case. R. 210. (6323)

LEXINGTON

NAVY RECRUITING SUBSTATION Post Office and Court House

This agency is one of four substations in Kentucky which function under the main station at Louisville, which is under the jurisdiction of Central Recruiting Division.

The area of jurisdiction for this substation consists of the following twenty-seven counties: Anderson, Bath, Bourbon, Boyle, Casey, Clark, Estill, Franklin, Fleming, Fayette, Garrard, Harrison, Jessamine, Jackson, Lincoln, Lee, Madison, Mercer, Menifee, Montgomery, Nicholas, Powell, Robertson, Rockcastle, Scott, Wolfe, and Woodford.

The Lexington office was opened in the tower room of the old Post Office Building, at the corner of Main and Walnut Sts., on December 31, 1925. It remained in the tower until May 8, 1926, when it was moved to Room No. 304. It was removed to its present quarters in the new Federal Building, corner of N. Limestone and Barr Sts., on December 21, 1934.

Very few records have been accumulated in this office. Regarding its policy of sending them to bureau headquarters, this is done by request of Washington, and they are sent through the Louisville office. At different intervals this agency has been temporarily closed, opening again when its quota called for more recruits.

11. ACTIVE, Dec., 1934 to date. Names of applicants awaiting notification from Washington to report for duty. On printed application forms. Filed alphabetically. (Frequently, official.) 10 x 12 folders, 2 ft., in one filing case. R. 426-428. (2166)

12. REJECTED, Dec. 1934 to date. Applications that have been rejected. This file is rarely used except as reference in case of duplicate application or information to new officer who may be transferred here. Filed alphabetically. (Rarely, official.) 10 x 12 folders, 2 ft., in one filing case. R. 426-430. (2165)

LOUISVILLE

NAVY RECRUITING SUBSTATION

Post Office and Custom House, Broadway, 6th to 7th Sts.

This substation was first established in the Post Office Building, 4th and Chestnuts Sts., on December 9, 1905. A later location was in the McDowell Building at Third and Walnut Streets. It was moved to its present quarters in the New Port Office and Custom House on November 21, 1932. Since the survey was made, all records which were stored in Room 24 were destroyed by the flood waters of the Ohio River in January 1937. All records are kept on file for a period of two years and then, upon authority from Washington, those so authorized are destroyed.

13. FINANCIAL LETTERS, 1923 - 1931. Monthly returns from this office showing disbursements made in performance of duties. Filed in monthly groups under Financial Returns for years 1923 - 1929 and under Disbursement Returns for 1929 - 1931. (Never.) 9 x 14 loose papers, 10 ft., on open shelves in wooden cabinet. R. 24. (116)
14. REGISTER OF ENLISTMENTS, Nov. 8, 1924 - June 20, 1926. Register of names, addresses, references and other records. (Never.) 9 x 14 vols., 4 in., on open wooden shelf. R. 24, basement. (117)
15. TRANSPORTATION SCHEDULE, 1925 - 1926. Schedule of mileage and rates allowed the personnel. (Never.) 10 x 14 paper bundles, 1 ft., on table. R. 24, basement. (113)
16. APPLICATIONS FOR ENLISTMENT, 1927 - 1935. File contains applications, rejections, and correspondence relating thereto. (Never.) 12 x 14 folders and paper bundles, 15 ft., on wooden table. R. 24, basement. (110)
17. SCHEDULE OF TRANSPORTATION REQUESTS, Feb. 15, 1927 - Feb. 1, 1932. Record of requests issued to transportation companies for use of traveling facilities by personnel. File contains copies of requests, extent of travel, amount of fares and dates issued. (Daily, official.) 14 x 18 loose papers, 6 in., on wooden shelf in open cabinet. R. 353. (119)
18. WEEKLY REPORT OF APPLICATIONS AND ENLISTMENTS, 1928 - 1930. (Never.) 8 x 14 loose leaves, clipped together, 1 in., on wooden table. R. 24, basement. (105)
19. DAILY REPORT OF ENLISTMENTS, July 2, 1928 - Dec. 31, 1931. (Never.) 8 x 14 paper bundles, 1 ft., on tables. R. 24, basement. (104)

20. LOG, July 1, 1929 - Feb. 3, 1932. Index record of applications stating age of applicant, address and personal history. (Never.) 9 x 14 vols., 1 in., on wooden table. R. 24, basement. (103)

21. NAVY DAY REPORTS, 1929 - 1931. Mimeographed form record and correspondence relative to naval activities on Navy Day. (Never.) 9 x 12 envelopes, 6 in., on wooden table. R. 24, basement. (102)

22. MISCELLANEOUS CORRESPONDENCE, 1930 - 1933. All correspondence collected by this station in general office routine duties. (Never.) 12 x 12 cardboard files, 6 in., on open shelf in cabinet. R. 24, basement. (106)

23. APPLICANTS' RECORDS, 1931 - 1933. Application cards, correspondence and other data relative to applicants for enlistment. (Never.) 3 x 5 cards, 7 ft., in bundles on open wooden shelves. R. 24, basement. (111)

24. DISPOSITION OF APPLICANTS, 1932. Record of accepted or rejected applications for enlistment. (Never.) 3 x 5 cards, 2 in., in bundles on wooden table. R. 24, basement. (112)

25. RATE OF APPLICATIONS, RECRUITERS NAME, 1932 - 1933. Record contains information as to the rating of each applicant in character, ability and education. Used by the recruiting officer in selecting the men he thinks are the best qualified for enlistment. (Never.) 9 x 14 vol., 2 in., on wooden shelf in open cabinet. R. 24, basement. (114)

26. GENERAL FILES, 1934 - 1935. General correspondence, records, and reports collected through general office procedure. (1934 file, never; 1935 file, daily, official.) 9 x 12 folders and covers, 8 ft., in wooden cabinet and in 4 steel filing case drawers. Rs. 24 and 353. (115, 118)

27. GENERAL FILES, MEDICAL DEPARTMENT, Jan. 1, 1935 to date. Reports from medical department as to the physical condition of applicants for enlistment in the navy. File includes medical reports on rejected applicants for the past five years. Filed alphabetically. (Daily, official.) 8 1/2 x 11 folders, 2 ft. 6 in., in 2 steel filing case drawers. R. 353. (121)

28. APPLICATIONS FOR ENLISTMENT, Jan. 1, 1936 to date. Card record of the various phases of procedure, undergone by each applicant, in enlisting, also form record cards showing the final disposition of each applicant. Arranged alphabetically. (Daily, official.) 3 x 5 cards, 8 ft., in wooden card filing cases. R. 353, private office. (123)

29. ACTIVE FILES, 1938. General correspondence collected through ordinary office procedure. Filed by subject. (Daily, official.) 8 1/2 x 11 folders, 2 ft., in 2 steel filing case drawers. R. 353. (120)

30. ENLISTED APPLICANTS, 1938. Enlistment record of accepted applicants. Filed alphabetically. (Daily, official.) 8 x 13 folders, 2 ft., 6 in., in 2 steel filing case drawers. R. 353. (122)

31. LIST OF CHECKS. Record of checks issued by this office, to whom checks were made payable, check numbers and other data concerning them. (Never.) 9 x 14 vols., 1 in., on wooden shelf in open cabinet. R. 24, basement. (107)

32. LIST OF MOVING PICTURE FILMS AND SUBSTATIONS WHICH HAVE SHOWN THEM. Record of moving picture film. (Never.) 9 x 14 vol., 1 in., on open shelf in wooden cabinet. R. 24, basement. (108)

MIDDLESBORO

NAVY RECRUITING SUBSTATION
Post Office Bldg., 20th and Lothbury Sts.

This office was established on December 9, 1905 in the City Hall, but was later closed. In 1935 it was reopened in its present quarters. It is under the direction of the main station at Louisville of the Central Recruiting Division to which office all reports are forwarded.

33. APPLICATIONS, 1935 to date. Of navy recruits accepted and rejected. Arranged alphabetically. (Daily, official.) 12 x 14 folders, 15 ft., in file box. R. 218. (2282)

PADUCAH

NAVY RECRUITING SUBSTATION
Post Office and Custom House, 5th and Broadway

This substation was established on October 17, 1935. It is under the direction of the Louisville station of the Central Recruiting Division.

34. FILE OF APPLICANTS, ACCEPTED AND LATER REJECTED, Oct. 17, 1935 to date. Record of recruits accepted for naval service and later rejected due to newly found deficiencies. (Daily, official.) 8 x 18 paper packages, 1 ft., on wooden shelf. R. 12. (719)

35. RECRUIT BOOK, 1935 to date. Record, or list, of all recruits accepted or rejected for naval service. Alphabetical index. (Daily, official.) 9 x 14 vols., 1 ft., in desk drawer. R. 12. (720)

