FW 4.14:F317/sec9/no.37
pt.2

HIST. BIOG. & TRAV.

UNIVERSITY OF KENTUCKY
3 0425 52912741

LIBRARY
UNIVERSITY OF KENTUCKY

JUL 17 1941

INVENTORY OF FEDERAL ARCHIVES IN THE STATES

SERIES IX
THE DEPARTMENT OF AGRICULTURE
PART 2 OF 2 PARTS
NO. 37
PENNSYLVANIA

NATIONAL ARCHIVES PROJECT
WORK PROJECTS ADMINISTRATION

LIBRARY
UNIVERSITY OF KENTUCKY

INVENTORY OF FEDERAL ARCHIVES IN THE STATES

JUL 17 1941

Prepared by

The Survey of Federal Archives

Division of Community Service Programs
Work Projects Administration

SERIES IX.

THE DEPARTMENT OF AGRICULTURE
PART 2 OF 2 PARTS
NO. 37. PENNSYLVANIA

Philadelphia Pennsylvania
The Survey of Federal Archives
1941

Philip M. Hamer, National Director
Williametta Wallace, State Supervisor

Division of Community Service Programs

Florence Kerr, Assistant Commissioner
Agnes S. Cronin, Chief Regional Supervisor

WORK PROJECTS ADMINISTRATION

Howard O. Hunter, Acting Commissioner
Philip Mathews, State Administrator

PREFACE

The Inventory of Federal Archives in the States is one of the products of the work of the Survey of Federal Archives, which operated as a nation-wide project of the Works Progress Administration from January 1, 1936 to June 30, 1937, and has been continued since that date as a unit of the Historical Records Survey, also operating as a nation-wide project of the Work Projects 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 state. 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.), 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 additional information on addenda sheets which have not been included in the mimeographed abstract, indication of this is given by use of the reference "See addenda."

The work of the Survey in Western Pennsylvania was under the direction of Mr. Louis W. H. Johnson, Regional Director from February 11, 1936 until October 4, 1937. Since that time and until March 30, 1939 Mr. John T. McMahon, Project Unit Supervisor directed the Survey. The Survey in Eastern Pennsylvania was directed by Mr. Richard R. Heindel, Regional Director, from February 26 until August 1936 and from August until December 31, 1936 by Mr. John L. Corry. After Dr. Corry's resignation the project was reorganized with Dr. Richard B. Morris of New York as regional director and James L. Whitehead as Assistant Regional Director. In October 1937 Mr. James L. Whitehead was appointed Project Superintendent for the state and acted in that capacity until September 19, 1938 when he resigned and was succeeded by Miss Williametta Wallace. This Inventory of the records of the Department of Agriculture in Pennsylvania was prepared in the Philadelphia and Pittsburgh offices of the Survey and was edited before final typing by Mr. L. J. Darter Jr. of the Washington office.

Williametta Wallace
State Supervisor
Survey Federal Archives in Pennsylvania

Philadelphia Pennsylvania
June 1941

FOOD AND DRUG ADMINISTRATION

Philadelphia, Field Inspection Service
Eastern District of Pennsylvania..... 2

FOREST SERVICE
Kane, Allegheny Forest Experimental Station,
Kane Experimental Forest..... 5
Kinzua, Allegheny National Forest,
Coal Knob Fire Lookout Tower..... 7
Philadelphia, Forest and Range Experiment Station..... 8
Sheffield, Allegheny National Forest, Repair Shop Garage.. 10
Sheffield, Allegheny National Forest, Northern Range Station 11
Warren, Allegheny National Forest, Forest Supervisor.. .
Division of Land Acquisition..... 16
Office Administration..... 16
Division of Education and Information..... 22
Division of Engineering..... 22
Division of Fiscal Control..... 23
Division of Grazing..... 25
Division of Operations..... 25
Division of Recreation and Lands..... 30
Division of Silvics..... 31
Division of Timber Management..... 32

PLANT INDUSTRY, BUREAU OF

Ephrata, Division of Tobacco and Plant Nutrition, Tobacco
Fertilization Experiment Station..... 36
Harrisburg, Bureau of Plant Industry..... 36
Division of Fruits and Vegetables..... 38
Philadelphia, Division of Forest Pathology,
Field Headquarters..... 39

PUBLIC ROADS, BUREAU OF

Gettysburg, Division of Construction, Gettysburg National
Park..... 41
Harrisburg, State Office..... 42

RESETTLEMENT ADMINISTRATION

Bedford, Rural Rehabilitation Division, Field Supervisor.. 44
Butler, Rural Rehabilitation Division, Field Supervisor... 47
Clearfield, Rural Rehabilitation Division, Field Supervisor 49
Du Bois, Rural Rehabilitation Division, Field Supervisor.. 50
Franklin, Rural Rehabilitation Division, Field Supervisor. 54
Greensburg, Suburban Resettlement Division,
Division of Construction..... 57
Management Division..... 60
Rural Rehabilitation Division, Field Supervisor..... 62
Harrisburg, Rural Rehabilitation Division, State Office... 63
Rural Rehabilitation Division, Farm Department
Adjustment Section, State Office..... 66

RESETTLEMENT ADMINISTRATION (continued)

Honesdale, Rural Rehabilitation Division, Inter-County Area Office..... 66
Huntingdon, Rural Rehabilitation Division, District Supervisor 67
Division of Land Utilization, Project Manager..... 67
Lewistown, Rural Rehabilitation Division, District Supervisor 72
Meadville, Rural Rehabilitation Division, Field Supervisor. 73
Norristown, Rural Rehabilitation Division, District Supervisor..... 77
Reading, Rural Rehabilitation Division, District Supervisor 78
Sunbury, Rural Rehabilitation Division, County Supervisor.. 79
Towanda, Division of Land Utilization, Project Office..... 80
Towanda, Rural Resettlement Division, Pennsylvania Farm Resettlement Project..... 81
Washington, Rural Rehabilitation Division, Field Supervisor. 82
Wilkes Barre, Rural Rehabilitation Division Region District Supervisor..... 82
Williamsport, Rural Rehabilitation Division, District Office 83
York, Rural Rehabilitation Division, District Supervisor... 84

SOIL CONSERVATION SERVICE

Indiana, Crooked Creek Soil Conservation Demonstration, Project Manager..... 86
Photographic Collection..... 93
Lancaster, Demonstration Project..... 93
Vandergrift, Beaver Run Soil Conservation Demonstration.... Project Manager..... 98
Williamsport, Regional Headquarters..... 107
Soil Conservation Service, Region No. 1..... 110

WEATHER BUREAU

Erie, Weather Station..... 113
Harrisburg, Weather Station..... 117
Philadelphia, Weather Station..... 120
Pittsburgh, Weather Station..... 121
Division of Climate and Crop Weather..... 125
River and Flood Division..... 125
Aerological Division Commercial Airway Service Station 126
Reading, Weather Station..... 127
Scranton, Weather Station..... 128

FOOD AND DRUG ADMINISTRATION

PHILADELPHIA

FIELD INSPECTION SERVICE
EASTERN DISTRICT OF PENNSYLVANIA
U.S. Custom House, 2d and Chestnut Sts.

This office was established in June 1906. It administers regulations throughout the State of Delaware, Southern New Jersey, and the eastern section of Pennsylvania. Its functions are to inspect and analyze samples of various products falling under the jurisdiction of the Food and Drugs Act. Some of the papers of this office have been destroyed by fire. After a period of five years, upon proper authorization, useless papers are destroyed. Important records are filed in Washington, D.C.

1. ANALYSIS CARDS, 1906 - 1936. Cards written up and collected by Dr. Brinton personally over a period of 30 years, chiefly from newspaper articles and trade journals, relating to the introduction of new food and drug products on the market. (Daily, official.) 3 x 5 cards, 12 ft., in 12 drawers of wooden filing cases. R. 1204. (2662)

2. RECORD OF CASES FOR PROSECTION UNDER THE FOOD AND DRUGS ACT, 1906 - 1936. Record of firms that have been prosecuted and firms against whom prosecution has already been started for previously violating the Food and Drugs Act. Index in book form, 9 x 12. (Daily, official.) 9 x 12 folders, 77 ft., in 25 drawers of wooden filing cases. R.1204.(2666)

3. RECORDS OF FOOD AND DRUG MANUFACTURING CONCERNS, 1906 to date. Record of constant examination of factories manufacturing food products and drugs to see that the pure food and drugs laws are not being violated; examinations cover sampling of foods, drugs, labels on same and even the advertising connected with the products. (Daily, official.) 9 x 12 folders, 49 ft. 6 in., in 36 drawers of steel filing cases. R. 1204. (2664)

4. RECORDS OF FOOD AND DRUGS IMPORTED INTO THE UNITED STATES, 1910 - 1936. Records of examinations and testings of foods and drugs imported into the United States, quantities and qualities of the samples must agree with the inscription on labels or coverings of containers as advertised. Filed alphabetically and chronologically. (Weekly, official.) 9 x 12 folders, 18 ft., in 10 drawers of wooden filing cases. R. 1204. (2660)

5. DECIMAL FILES, 1918 - 1936. Decimal filing system; correspondence and documents covered by the files relate to all the manifold activities of the local office. Filed according to subject matter. Index in book form, 9 x 12. (Daily, official.) 9 x 12 folders, 40 ft., in 26 drawers of wooden filing cases. R. 1204. (2665)

6. SHIRLEY AMENDMENTS IMPORTS, 1919 - 1935. Multigraph cards for information issued at Washington, D.C. by the Department of Agriculture, concerning the composition and analysis of products imported from abroad or other states; if a violation of the pure food and drugs law is apparent, department's criticism is set forth and appropriate action recommended. (Daily, official.) 5 x 8 papers, 2 ft. 1½ in., in 20 drawers of wooden filing cases. R. 1204. (2663)

7. MISCELLANEOUS CORRESPONDENCE, 1920 - 1935. Correspondence between this office and the department at Washington, D.C., dealing with supplies for local office; requests from consumers for publications issued by the Department, and requests for speakers to appear before gatherings interested in domestic science and pure foods, to explain the function of the Department of Agriculture Food and Drug Administration. (Monthly, official.) 9 x 12 folders, 6 ft., in 4 drawers of wooden filing cases. R. 1204. (2659)

8. FOOD AND DRUG VOUCHERS, 1935 - 1936. Food and Drug vouchers listing duplicate bills attached; bills cover expenses incidental to the operation of the Philadelphia office. (Weekly, official.) 9 x 12 folders, 2 ft., in drawer of wooden filing case. R. 1204. (2661)

FOREST SERVICE

KANE

ALLEGHENY FOREST EXPERIMENTAL STATION
KANE EXPERIMENTAL FOREST
Laboratory Building, R.D. 2 Kane, Pa.

The Kane Experimental Forest within the Allegheny National Forest was established in 1931. The Kane Experimental Forest comprises 1736.8 acres of government land situated in the Allegheny National Forest in Jones Township, Elk County, Pennsylvania; the tract lies for the most part on a high plateau dissected by various streams. "The object in establishing the Kane Experimental Forest is to provide a center of field work for the Experiment Station in the birch, beach, maple and hemlock type of trees. Here are carried on investigations of methods of stand improvements, such as cleanings and thinnings, of methods of cutting to obtain natural regeneration, of rehabilitation of areas wrecked by cutting and fire, and the more silvical and ecological problems involved in the management of the type. It is hoped that the tract will also prove suitable for the investigation of the effect of forests on stream flow, particularly because regulation of stream flow was the object for which the Allegheny National Forest was originally established."

The agency was located in the Laboratory Building, R.D. No.2, Kane, Pa. on the seven mile road from Kane to Wilcox; the agency has been in this location since its establishment.

None of the records have been lost or destroyed although most of the experimental data has been transferred from the Kane Branch Field Station to the Philadelphia office of the Allegheny Forest Experimental Station. No useless papers and destroyed without official authorization from the Allegheny Forest Experimental Station. Instructions, regulations and orders from the office of Experiment Stations as well as from the Forest Service, Eastern Region No.7, Regional Office, determine the disposition of records to Philadelphia and Washington, D.C. headquarters.

9. ADMINISTRATIVE OPERATION FILE, Jan. 1931 to date. Correspondence incoming and outgoing, maps, blueprints, telegrams, news letters, circular letters, etc. See addenda. (Frequently, official.) 9 x 12 folders, 4 in., in wooden filing case. Field Office. (1)

10. INVENTORY STRIP-CRUISE SHEETS, 1932. Inventory cruise sheets as to the tally of trees, species, diameter, reproduction tally, and sample trees. The Kane Experimental Forest was cruised by strips. This data is the original basis for compilation of percentage of species as shown on the Photostatic Map of the Kane Experimental Forest. Sample forms used on file in the National Archives. (Occasionally, official.) 9 x 12 envelopes, 1 ft., in wooden cupboard. Field Office. (5)

11. INVESTIGATION FILE, Jan. 1931 to date. Incoming and outgoing correspondence, blueprints, reports, catalogues and specifications. The file contains material regarding: the pumps and water system, the power plant and septic tank; also in regard to RS-aL (research-silvics), mensuration of trees, general material as to hardwoods within the Forest, data regarding the Kane Experimental Forest Soil Survey, and the material regarding damage by bears of various tree plots. Other data regarding

forestation in general, and specifically as regards student labor, poplar hybrids, planting of Norway pine, protection of trees from animals and diseases, phenology, and general weather influences. Weather data and specific tree studies are also in the file. (Frequently, official.) 9 x 12 folders, 6 in., in wooden filing cases. Field Office. (2)

12. MISCELLANEOUS MAPS, 1931 to date. Sections: (1) Map of the Kane Experimental Forest with the scale of 5 inches to 1 chain, showing location of fenced areas and weather stations. (2) Copies of the soil map of the Kane Experimental Forest. (3) Traverse map of the Seven Mile and Dahoga Roads. (Occasionally, official.) 30 x 70 rolled maps, ½ in., in cupboard built in wall. Field Office. (6)

13. FIELD-SURVEY MAPS AND DATA, BUILDING BLUEPRINTS AND SPECIFICATIONS, 1931 - 1934. A miscellaneous group of field maps and data pertaining to the map of the Kane Experimental Forest also blueprints pertaining to the administration building. See addenda. (Occasionally, official.) 9 x 12 envelopes, 6 in., in wooden cupboard. Field Office.(3)

14. PHOTOSTATIC MAP, 1931 - 1935. Scale: 1¼ inch equals 5 chains. As shown on the map the Kane Experimental Forest is divided into 23 compartments or land areas; this land being owned by the Federal Government, other than two insets of two farm tracts which are owned by private individuals. As shown on this map the component parts of the Kane Experimental Forest consists of stands of timber of various species as well as of various age groups; this furnishes the basis for the division of the Experimental Forest into compartments. These compartments are more or less typical of the Allegheny National Forest as a whole. The area of the Allegheny National Forest is 739,277 acres (gross) including privately owned land. Map Legend shows: Experimental Forest boundary, adjacent property lines, compartment line, stand boundary, good motor road, secondary motor road, wagon road, trail or path, railroad, abandoned railroad grade, pipe lines, telephone or telegraph line, wire fence, barbed wire fence, stone fence, Experimental Forest corner, National Forest corner, cruise stake, compartment corner, building and gas well. Additional data on file in Office of Survey. (Frequently, official.) 30 x 70 flat sheet, one sheet tacked on room wall. Field Office. (4)

15. SOIL MAP (PREPARED BY THE PENNSYLVANIA AGRICULTURAL EXPERIMENT STATION), 1934. The types of soil found within the Kane Experimental Forest are listed in the following legend: Clymer Stony Loam, Clymer Silt Loam, Leetonia Stony Loam Sand, Dekalb Stony Loam, Dekalb Stony Silt Loam-Steep Phase, Cooksport Silt Loam, Lickdale Silt Loam, Christian Silt Loam, Tionesta Stony Silt Loam, Atkins Loam, Philadelphia Loam. Scale: 1¼ inch equals 5 chains. Map is one of the original field copies. Legend is printed on map. (Daily, official.) 30 x 70 flat sheet, 1 sheet tacked on room wall. Field Office. (7)

16. WEATHER BUREAUS: COOPERATIVE OBSERVER'S METEORLOGICAL RECORD, Feb. 1936 to date. Weather Bureau Form 1009: Meteorlogical Record for the Kane Station. Observations taken between 5 and 6 P.M. Record as to temperature, precipitation, direction of wind, character of day and miscellaneous. (Daily, official.) 9 x 15 loose-leaf book, 1 in., in cupboard built in wall. Field Office. (10)

17. PHENOLOGICAL OBSERVATIONS, 1933. Phenological observations as regards experiments with Beech, Sugar Maple, Hemlock, Black Cherry, Yellow Birch, Type; Red Maple; Yellow Adder Tongue and Blackberry. (Occasionally, official.) 5 x 8 cards, ½ in., in wooden card cabinet. Field Office. (9)

18. PHOTOGRAPHS, 1928, 1931 - 1932. Copies of photographs showing construction operations, buildings, timber stands, experimental operations, etc. Films or plates for these photographs are in custody of Forest Service. (Occasionally, official.) 4½ x 9 bundle, 3 in., wooden card cabinet. Field Office. (8)

19. PROPERTY RECORDS, 1931 to date. Forest Service Form 874-16, transferred property record and inventory list. Also, record of surplus property not charged and expendible and non-expendible record. (Occasionally, official.) Variously sized slips and cards, ¼ in., in wooden card cabinet. Field Office. (11)

20. DIARIES, FIRE SLIPS, PROPERTY RECORDS, AND BILLS, 1932 - 1936. Miscellaneous records including Form 877, Purchase records, etc., and official diaries pertaining to several forest rangers for the years 1935 and 1936. (Occasionally, official.) Variously sized bound vols., and loose sheets, 8 in., in wooden card cabinet and cupboard. Field Office. (12)

KINZUA

ALLEGHENY NATIONAL FOREST
COAL KNOB FIRE LOOKOUT TOWER
Coal Knob Tower near Kinzua

This lookout tower was established about 1922 and is operated in conjunction with the Pennsylvania Department of Forests and Waters.

No important records have been lost or destroyed. In regard to so-called useless papers it would be necessary to receive instructions from district supervisor's headquarters Allegheny National Forest, before this file material could be destroyed. Reports and other data deemed necessary are sent through official channels and local administrative units of the Allegheny National Forest, and the Eastern Regional Office at Washington, D.C.

21. LOOKOUT REPORT, Apr. 1936 to date. Form 1-R-7, report of fire sighted. In cases of fire sighted, lookout telephones report to district office. It is then transmitted to other stations in the area. By means of adopted triangulation and through the cooperation of other stations, the location of the fire can be established with exactness and prompt measures taken to control or extinguish it. Filed in a chronological order. (Frequently, official.) 4 x 7 loose-leaf book, 1 in., on wooden table in office. Tower. (1)

22. NATIONAL FOREST TRAVELERS' REGISTER, Apr. 1936 to date. Form 449 A, register of visitors, with addresses and date of visit. (Frequently, official.) 9 x 12 loose-leaf book, 1 in., on wooden table in office. Tower. (2)

23. DAILY LOG AND DIARY, July 1933 to date. Form 934, contains entries of events pertaining to operation of station. (Daily, official.) 8 x 10¼ vols., 3 in., on wooden shelf. Tower. (3)

PHILADELPHIA

FOREST AND RANGE EXPERIMENT STATION
3437 Woodland Ave.

This office was established on July 1, 1927. Its functions are to disseminate information as to the best methods for the use of forest products and to conduct investigations into the field of forestry. Correspondence and intra-office memoranda are destroyed after five years. Vouchers, paid bills and expense accounts are destroyed after seven years. Original data, gathered by field men, are made into reports and are sent to Washington, D.C. periodically.

24. FIELD DATA AND NOTES, 1924 - 1937. Data and reports of original work by workers in the field arranged according to name of projects; individual tree records showing: tree number, species, diameter and height in inches (4½ from highest side), total height by feet, volume of individual tree and basal area in square feet, physical condition, crown form and supplementary notes, height to base of crown by feet, area by acres, the location and the name of forest where cumulative record was made on sample lot is also reported on Form 562-2A. Plantation reports from Kane, Pa., giving complete report on condition found in area. Standard Summary and Periodic Increment sheet on Form 523 shows total number of trees per acre, increase or decrease in number of trees, dead trees etc., reported on sample plot at specified forest over period of time on trees over 3.5 inches in diameter. (Daily, official.) 9 x 12 folders, 3 x 5 cards, 12 x 19 loose-leaf books and 19 x 21 atlases, 40 ft., in 8 drawers and on 2 shelves of steel safe cabinet. 1st floor, rear. (9337)

25. PHOTOGRAPHS, 1926 - 1937. Photographs and illustrations of types of work on various projects in the states of Pennsylvania, New Jersey, Delaware and Maryland, with full explanation on record cards. Arranged numerically by class number. Indexed. (Daily, official.) 5 x 8 cards, 12 ft., in 6 drawers of wooden filing case. 1st floor, rear. (6550)

26. PERSONNEL DIARIES, 1927 - 1937. Monthly reports of the personnel on work accomplished. Arranged alphabetically according to name of the individual. (Daily, official.) 4 x 6 papers, 18 ft., in 3 drawers of wooden filing case. 1st floor. (6551)

27. LEAVE RECORDS, 1927 - 1937. Record of leaves granted employees, giving the dates commencing and ending and the date of return to duty. Arranged alphabetically. (Daily, official.) 5 x 8 cards, 6 ft., in drawer of wooden filing case. 1st floor, front. (6552)

28. PERSONAL RECORD, 1927 - 1937. Complete record of personnel, giving date of employment and correspondence relating to employment. Filed alphabetically. (Daily, confidential.) 10 x 12 folders, 2 ft., in drawer of wooden filing case. 2d floor, front. (6553)

29. PROJECT DATA, 1927 - 1937. Reports on proposed projects including statistics sheets, memoranda, correspondence and working plans; object of the study is to obtain the biological information necessary to successful silvia cultural management; plan of work: to obtain information on number of forces, species and character, methods of planting, etc., expenses, salaries and wages, transportation and equipment, number of men required and time involved, cooperation and agencies working along similar lines such as Resettlement, Land Grant Colleges, etc. Arranged alphabetically. (Daily, official.) 10 x 12 folders, 21 ft., in 9 drawers of 3 wooden filing cases. 1st and 2d floor. (9336)

30. TRACINGS AND BLUE PRINTS, 1927 - 1937. Tracings and blue prints of wood done in the field, plans and specifications for new buildings, at various experimental stations, tracings contain data on field erosion, slopes and soil condition, i. e., type of soil and production soil. Arranged in separate drawers for each experimental station. (Daily, official.) Variously sized flat forms, 10 ft., in 15 drawers of wooden cabinet. 2d floor, rear. (9334)

31. COPIES OF BULLETINS, 1930 - 1937. Copies of bulletins of the members of the staff on reports to stations, proposed work, organization of the Department of Agriculture. Arranged by subject. Technical notes arranged numerically. (Daily, official.) 10 x 12 folders, 4 ft., in 2 drawers of wooden filing case. 1st floor, rear. (6548)

32. PROPERTY RECORDS, 1932 - 1937. Form 331, unexpendable property showing stock on hand, date of purchase, and name of person transferred to. Arranged alphabetically by name of stock material. (Daily, official.) 5 x 8 cards, 8 in., in drawer of wooden filing case. 1st floor, front. (6547)

33. CODING SLIPS, 1933 - 1937. Form 79-A, coding slips and accompanying voucher, sent through the fiscal agent in Washington, D.C.; date, title of appropriation, amount submitted, and to whom made out; coding slips are submitted to Washington, D.C. quarterly and returned to this office; appropriation may be for any of the following: salaries and expenses, forest wood development, roads and trails, cooperative works, special deposits, acquisition of lands, emergency conservation work, and Emergency Administration and forestation relief. Filed numerically. (Daily, official.) 5 x 8 flat forms, 1 ft. 6 in., in 2 drawers of wooden filing case. 1st floor, front. (9338)

34. GENERAL CORRESPONDENCE, July 1936 - 1937. Payment of bills, help, hiring of crews, and other administrative activities such as WPA assistance, etc. Arranged alphabetically. (Daily, official.) 10 x 12 folders, 20 ft. 6 in., in 11 drawers of 2 wooden filing cases. 1st floor, front. (9335)

35. PERSONAL ACCOUNTS AND VOUCHERS, July 1, 1936 - 1937. Public vouchers for purchases and services other than personal (Form 1034-A); public vouchers for reimbursement of travel and other expenses (Form 1012-A) for personal accounts. Filed alphabetically by name of account. (Daily, official.) 10 x 12 folders, 6 ft., in 3 drawers of wooden filing case. 1st floor, front. (6549)

SHEFFIELD

ALLEGHENY NATIONAL FOREST
REPAIR SHOP
Garage, Rear of the Northern Ranger Dist. Station

The Mechanical Section of the Division of Operations was established approximately in 1922. Prior to locating in the Garage at the rear of the Northern Ranger District Station, Allegheny National Forest near Sheffield, Pa., Nov. 1, 1934 this division was located at Marienville, Pa. 1922 - Oct. 31, 1934. Although this agency is located at the rear of the Northern Ranger District Station it comes directly under the supervision of the District Supervisor's Headquarters Allegheny National Forest has charge of Equipment Repairs of trucks, heavy equipment, etc. in service in the Allegheny National Forest including the equipment used at the various Civilian Conservation Camps located within the Forest. This Division also occasionally repairs Department of Commerce vehicles which are in this area on official business.

Records prior to 1934 are not stored at present location; whether these records were destroyed or still stored at Marienville, Pa. could not be learned. In regard to so-called useless papers, instructions from district supervisors headquarters, Warren, Pa. are followed. Such instructions are based upon orders from the Eastern Regional Office, Washington, D.C.; this office in current Instructions (Circular O-291- June 4, 1936) states: Hereafter, no official files will be destroyed except as and when authorized by the National Archives Council.

In regard to sending its records to Washington headquarters, the agency sends reports and other data to the district supervisors headquarters, Warren, Pa. which in turn submits important data and reports to the Eastern Regional Office of the Forest Service at Washington, D.C.

36. MISCELLANEOUS CORRESPONDENCE AND REPORTS, Jan. 1934 to date. Correspondence, incoming and outgoing, instructions, circular letters, field requisitions, bulletins, equipment tests, blueprints of canopies (for trucks), job specification sheets (Form 98 R 7); monthly equipment operation report (Form ANF No.57); monthly inventory of heavy equipment (Form 137-R 7); quarterly report of heavy equipment (Form 126-R 7); cost keeping record; investigating officer's report (standard form No.27); property transfer vouchers (Form 874 - 16); receipts for property, property returned (Form ANF 106-1); daily record of issuance of gas, oil, grease (Form 643); summary of issuance of gas, oil, grease (Form 644); property loss or damage (Form 858); daily location of personnel (Form ANF 336 - T); monthly personnel report (Form ANF No.125); description of motor vehicle. (Daily, official.) 10 x 12 folders, 2 ft. 10 in., in steel filing case. Office. (1)

37. TRUCK INSPECTION REPORTS, July 1935 to date. Form ANF 123, Report of inspection of forest service trucks; Camps Nos.13 and 14, Bluejay, and Warren Transient, re: license, speedometer reading, check (condition of equipment in the field). If check denotes "Unsatisfactory Condition" then vehicle will be called in by the shop foreman for necessary repairs. (Daily, official.) 5¼ x 8 loose slips, 1 ft. 9 in., in steel filing case. Office. (2)

38. EQUIPMENT OPERATION COST FIELD RECORD, Jan. 1935 to date. Field record of truck; carried by the various truck drivers, re: date, hours, miles, gas, oil, grease used. (Occasionally, official.) 4 x 7 bound vols., 10 in., on ledge along side of wall. Papers dirty from handling and carrying in pocket or truck. Office. (3)

39. FORM ANF 1, EQUIPMENT SERVICE REPORTS, Jan. 1935 to date. Form ANF 31, record of work done and a record of parts needed for equipment used and in need of repairs. (Daily, official.) 5 x 8 loose slips and cards, 6 ft. 3 in., in cardboard filing cases. Office. (4)

40. EQUIPMENT, REPAIR COST RECORD, July 1, 1935 to date. Ledger record, information taken from Form ANF 1, re: date, repair order number, camp number, parts cost, labor cost, mileage, and mechanic. (Daily, official.) 11 x 15 loose-leaf books, 2 in., kept on desk. Office. (5)

41. PACKING SLIPS, DUPLICATE COPY OF PURCHASE ORDER, CORRESPONDENCE, INSPECTION REPORTS, AND REPAIR ORDERS, Apr. 1933 - Jan. 1934. Similar records as those of the filed material in the office of the head mechanic, mechanical division. (Rarely, official.) 12 x 10 and 11 x 15 bundles, 5 ft., in pasteboard transfer cases kept on wooden shelving placed in the peak of roof. Office. (7)

42. DUPLICATE ORDERS, PACKING SLIPS AND GOODS RECEIVED, July 1, 1935 to date. Duplicate copy of requisition orders and packing slips from dealers filling these orders. Also includes reports of heavy equipment inspection reports ANF No.124. (Note - heavy equipment means such vehicles as tractors, road machinery, steam shovels, etc.) (Daily, official.) 10 x 12 folders, 1 ft. 1 in., in wooden metal filing case. Office. (6)

ALLEGHENY NATIONAL FOREST
NORTHERN RANGER STATION
Administrative Bldg.

The Northern Ranger District Station was established in Oct. 1921. The files of this agency were considered a part of the district supervisor's files, until the ranger station shifted to the present location near Sheffield, Pa. Prior to locating at the present headquarters in the Northern Ranger District Administrative Bldg. near Sheffield, Pa. the agency occupied the following buildings: Federal Bldg., Liberty and Third Sts., Warren, Pa. 1931 - Oct. 1934; Veterans of Foreign Wars Bldg., Warren, Pa. Oct. 1921 - 1931.

In regard to the destruction of records this agency has followed instructions from district supervisors headquarters, in regard to: destruction of closed files for years 1921 - June 4, 1936. In regard to its disposition of so-called useless papers, the current Instructions (Circular O-291-June 4, 1936) are obeyed and no official files are destroyed unless authorized by the National Archives Council. Reports and other data may be submitted to the Eastern Regional Office, Washington, D.C. through the district supervisor's headquarters, Warren, Pa.

43. OWNERSHIP INDEX CARDS, LAND PURCHASES (ACQUIRED OR PERSONALLY OWNED), 1922(c) to date. Form 1019-1020, record of all tracts within the Northern Ranger District. Form 1019 re: name of owner, address, tract number; alphabetical order index. Form 1020 re: owner, unit, address, acres, description report - numerical index. (Daily, official.) 4 x 6 cards, 1 ft. 6 in., in wooden metal card cabinet. Main. (12)

44. ACQUISITION FILES-LAND PURCHASE, 1922(c) to date. Individual folders of each purchase tract of land in the Northern Ranger District; includes correspondence, maps, and blueprints, and reports. Also Examination Maps, and a Tract Map of Land Utilization (Form 1307-DA:FS); Acquisition Examination Reports (Form 1021, and Boundary Description). Filed alphabetically according to name of owner. Originals of these files at the District Supervisor's Headquarters, ANF., Warren, Pa. (Daily, official.) 9 x 11½ folders, 3 ft. 10 in., in wooden metal filing cases. Main. (11)

45. CIRCULAR LETTERS AND BULLETINS, June 1935 to date. Reference material instruction hints, service bulletins, Forest Service Bulletins (contents--confidential), land policy bulletins from Resettlement Administration, Eastern Regional Monthly Newsletter (confidential),--mimeographed, Allegheny National Forest Camp News--; Forest Warden News and Pennsylvania Angler. (Occasionally, official.) 9½ x 11½ loose forms, 7 in., in wooden filing case. Main. (8)

46. DISTRICT RANGERS' JOB ANALYSIS AND ANALYSIS OF WORK LOAD, Mar. 1932 to date. Form AS(O)72R7, analysis record made as to objectives, and a time record of jobs for dispatch; re: objectives for general administration wildlife, grazing, lands acquired, lands used, forest management, fire control, permanent improvements (maintenance and construction, constructions), summary of all objectives. Work Load re: job number, project, total man days needed, plan and account; CCC Camps: No.13-Sheffield; 11-Kane--discontinued; 7-Kane; 5-Kinzua--discontinued; 14-Corydon; No.3 Newton; Warren Transient. (Daily, official.) 18½ x 21½ loose-leaf books, ½ in., on wooden map cupboard shelf. Main. (18)

47. FOREST FIRE PATROLMAN'S DAILY REPORT, Apr. 1933. Summary record of daily activities. Form 642, date, time, area patroled, travel report, equipment carried, number of people talked to about care with fire, fires put out, remarks. (Occasionally, official.) 3 x 5½ cards, 1 in., in wooden metal cabinet. Main. (15)

48. FOREST MANAGEMENT DATA BY WORKING CIRCLES, 1921 (c) - Dec. 31, 1931. Data concerning working circles of Bradford, Corydon, Endeavor, Hallton, Johnsonburg, Kane, Kinzua, Mayburg, Sheffield, and Warren which have been consolidated into the Northern Working Circle, cover the same area and bounds of the Northern Ranger District. Re: Forest Management Timber Stands and includes tract number, name of surveyed area, area by age classes, total stand estimated in cords. (Occasionally, official.) 18½ x 21½ loose-leaf books, ½ in., in wooden map cupboard shelf. Main. (16)

49. GENERAL ADMINISTRATIVE FILE, July 1, 1927 - June 30, 1935, files closed. Correspondence, incoming and outgoing, circular letters, reports, blue prints, telegrams, permits, etc. Finance and Accounts, Operations (Equipment and Supplies, Fire), Forest Management (Silvics and sales) Lands (Permit Uses--individual cases). Grazing (Fish and game), Administrative Studies, Engineering, Operations, Silvics, Public Relations, OZ applications, Correspondence from and to various divisions thru the district supervisor's headquarters, Warren, Pennsylvania. (Occasionally, official.) 9 x 12 folders, 5 ft. 5 in., in wooden metal filing case. Main. (10)

50. GENERAL ADMINISTRATIVE FILE, July 1, 1935 to date. Correspondence, incoming and outgoing; circular letters, reports, blue prints, telegrams, maps, and graphs. Administrative Studies (Silvics); District Office (Operation): memoranda and reports. Engineering: includes maps, surveys, equipment road, standards, general supervision and construction reports and Finance and Accounts: includes records regarding accounting, summary of issue (of gas, oil and grease) allotment, appointment, authorization, cost keeping, disbursement receipts and reports. See addenda. (Daily, official.) 9 x 12 folders, 3 ft. 10 in., in wooden metal filing case. Main. (9)

51. WORK STATUS MAPS, 1928 to date. Data added as conditions change; printed maps (Allegheny National Forest 1928 filled in with crayon or india ink). Re: Trip unit map, map correction data map, improvement map, fire risk zone map, poster display map, sign location map, land: special use (special permit) map, forest road development chart (road construction---c.1925), road reference list (numerical and alphabetical), Forest Road system map. (Rarely, official.) 18½ x 21½ loose-leaf books, 1 in., in wooden map cupboard. Main. (21)

52. WORK MAPS, CURRENT STATUS, FIRE MAPS, 1928 to date. Current data added as conditions change, printed outline maps (1932), of the Allegheny National Forest are filled in with crayon, or india ink. Maps re: 1.Northern Ranger District Annual Fire Map (1928 - 1934 inc.)--1935 map at District Headquarters--data appended as to class of fire, ranger number, name of fire, date, cause, area (ANF, or private land), Class A Fire (¼ acre or less), Class B (Between ¼ acre and 10 acres), Class C (over 10 acres). 2.Ten Year fire Occurrence Map--(1921 - 1928 inc.)--areas show. 3.Fire Poster Display Map--data appended of placement of poster, proposed, erected in N Ranger District. 4.Fire Area boundary, location of CCC Camps, secondary camps and snap crews. 5.Fire tool box map includes number of men the tools will equip and location of units. 6.Fire risk zone map based on the cumulative map (1929 - 1933),

inc. showing danger area). 7.Five year accumulative map-Fire Occurence by causes (1928 - 1933 inc.) Summary of causes (appended data). 8.Cumulative fire occurrence map (1931 to date.)--including cause: lightning, railroad, lumbering, camp fire, smokers, debris burning, incendiary, miscellaneous. (Daily, official.) 26½ x 28 maps, 4 in., tacked on wallboard. Main. (20)

53. WORK MAPS, 1934 to date. Additional data added from time to time as conditions change; printed outline maps, of the Allegheny National Forest (1932) are filled with crayon, or india ink. Maps re: 1.Stream patrol (current), truck trails and truck ways and foot trails--completed, proposed. 2.Roads approved for hunting camps. 3.Working circle boundaries and compartment lines--proposed, surveyed. 4.Special use map (1935--permitee appended). 5.Forest road system--data appended, current classes, status of construction. 6.Possible sale timber areas as a result of timber stand improvement treatment.(November 21, 1934). 7.Blister Rust Control Map--data appended. 8.Trail plan map--data appended, footway, truck trail. 9.Road and township system. 10.Central Pennsylvania Lumber Company (Warren, Forest McKean Counties) Land and Timber Tracts such as hard wood and hemlock and hard wood timber stand. 12.Boundaries remarked during 1934, 1935 and also of the post set during and previous to 1934, 1935. (Daily, official.) 26½ x 28 maps, 5½ in., tacked on wallboard. Main. (19)

54. MISCELLANEOUS WORK MAPS, n.d. Re: Forest condition and ribs eradication, land tracts, topographic maps, stream pollution map, printed maps. (Rarely, official.) 2 x 24 in diameter rolls, 8 in., in wooden map cupboard. Main. (22)

55. DIARIES OF PERSONNEL, July 1, 1931 - Apr. 30, 1936. Form 874-2B: Daily record of duties performed and activities. (Daily, official.) 3½ x 6½ bound vols., 1 ft. 2½ in., in wooden metal card cabinet. Main. (14)

56. PROPERTY RECORDS, Feb. 1927 - Apr. 30, 1931. Inventory of property, equipment and supplies, Form 331 re: Transfers unrecorded, non-expendable, Recorded, Entry lists, semiexpendable. Filed alphabetically. (Occasionally, official.) 3 x 5½ loose cards, 4 in., in wooden metal card cabinet. Main. (13)

57. SALE CARDS, CONTACT CARDS, FREE USE PERMITS, June 1929 to date. Active cases. Form 202C, Permit record of timber sale and timber cuttings, according to contract. Form 18 d 7, Contact record, residence families--personal information, publications, organizations, schools, key men, foremen for large corporations, townspeople, property transfers. Free use permits. (Daily, official.) 5 x 8 and 3 3/4 x 6 3/4 slips, 6½ in., in wooden metal card cabinet. Main. (17)

WARREN

ALLEGHENY NATIONAL FOREST
FOREST SUPERVISOR
(A) Federal Building, Third and Liberty Sts.
(B) Warren Bank and Trust Company, 315 Second Ave.

The Allegheny National Forest was organized October 21, 1921. The area involved within the boundaries of the Forest is 739,277 acres, including privately owned land. As of March 1, 1936, 427,854 acres have been acquired or approved for purchase and includes parts of Warren, McKean, Elk and Forest Counties in Northwestern Pennsylvania. The organization, supervision, and operating efficiency of the Forest and its related divisions in the field (such as maintenance, fire protection, timber management, acquisition, engineering, emergency conservation work, etc.) is the outstanding function of the Forest Service.

The supervisor's headquarters of all Allegheny National Forest consists of the administrative force necessary to supervise its works program in the field as well as serving as the base for the direction of the Forest Service within the Allegheny National Forest. The field organization of the supervisor's office is as follows: within the Northern Working Circle there is the Northern Ranger District Station (Sheffield, Pa.) and under their supervision are three Civilian Conservation Corps Camps, one WPA. Transit Camp, and five Pennsylvania Department of Forest and Waters Lookout Towers. Within the Southern Working Circle there is the Southern Ranger District Station (Marienville, Pa.) and under their supervision are six civilian Conservation Corps camps, one WPA. Transit camp, three U.S. Forest Lookout Towers, and three Penna. Dept. of Forest and Waters Lookout Towers.

The Office of the Title Attorney: Office of the Solicitor, with a Title Abstractor in charge does the necessary title abstract searching for the land to be acquired by the Allegheny National Forest. The office of this division of the agency is located in the Warren Bank and Trust Company Building, 315 Second Avenue, Warren, Pa. Other buildings formerly occupied by the National Forest Administrative offices is the Pierce Building, 304½ Third Avenue from Oct. 21, 1921 - June 1932.

No records have been lost or destroyed excepting those useless, closed files that were destroyed in accordance with instructions received through the Forest Service. In regard to useless papers the agency closely follows Instruction Circular No.O-291 (June 4, 1936 - USDA. FS No.7) which states: "... all previous instructions for destruction of useless closed files are cancelled and superseded by this letter". Hereafter, no official files will be destroyed except as and when authorized by the National Archives Council.

All reports, correspondence, etc. is with the Eastern Regional Office, Washington, D.C. with the exception of the personnel folders of the Civil Service appointed employees who have been separated from the Service for more than three years. All reports, correspondence, etc. originating at the Department of Agriculture: Forest Service, Washington, D.C. would be sent to the Eastern Regional Office and from there to the District Supervisor's Headquarters, Allegheny National Forest and vice versa as regards the sending of reports, correspondence, etc. from the supervisor's headquarters of the Allegheny National Forest.

58. INDEXES, 1922 to date. Duplicate index for convenience of the acting abstractor of the acquired lands purchased. (Frequently, official.) 11½ x 9 dividers, 7 in., in steel filing case.R.216 (Bldg.A)(182)

59. CARD INDEX RE: FIELD NOTE BOOKS, 1922 - 1936. Card Index of field notebooks containing survey notes as to auxiliary lines which are not included in boundary descriptions. (Frequently, offial.) 3 x 5 loose cards, 11 in., in metal card cabinets. R. 301 (Bldg. B) (272)

60. SPECIAL USE PERMITS, Aug. 29, 1927 to date. Form 619, Record of Rental Payment; open and closed cases. The Forest Service charge on annual rental fee for property (land) within the Allegheny National Forest upon which you may build a hunting camp, etc. at your own expense. Serves as an index to folders in file. (Daily, official.) 4 x 6 loose cards, 6 in., in wooden card cabinets. R. 214 (Bldg. A) (208)

Division of Land Acquisition

Office Administration

61. ACQUISITION SURVEY PROGRESS REPORT (MONTHLY), Apr. 1934 to date. Form M-9201-A, cost of field and office work and the amount of work accomplished in acquisition surveys. (Seldom, official.) 8 x 10½ folders, 1½ in., in pasteboard filing box. R. 301 (Bldg. B) (266)

62. MISCELLANEOUS CORRESPONDENCE, ACTING ABSTRACTOR'S OFFICE, 1922 to date. Miscellaneous correspondence including such subjects as Allegheny Camp sites, applications, commissioners' sales, instructions, options, supplies, and various subjects relating to office management, correspondence to and from the title attorney, Laconia, New Hampshire. (Occasionally, official.) 11½ x 9 folders, 5 in., in steel filing case. R. 216 (Bldg. A) (177)

63. MISCELLANEOUS FILE, ACQUISITION DEPARTMENT, Aug. 1925 to date. Miscellaneous file containing correspondence: incoming and outgoing, circular letters, personnel reports, equipment reports, record of checks on surveys, requisitions, instructions, notices to rangers, accident reports, status record of acquisition surveys, lines needing remarking, correction to land survey records, and data on proposed work. (Daily, official.) 8 x 10½ folders, 10 in., in office desk.R.301 (Bldg.B)(265)

64. DIARY AND TIME BOOK, Oct. 1935 - 1936. Form 874-2-B, daily time distribution, and report (diary) of activities of acquisition men in the field and in the office. (Rarely, official.) 3½ x 6½ bound vol., 2 in., in wooden cabinet. R. 301 (Bldg. B) (278)

65. EQUIPMENT OPERATION COST, Aug. 1933 to date. Form 469-A, field record of mileage and cost of gas, oil, grease, and repairs on all cars and trucks, used by the Land Acquisition. (Monthly, official.) 4 x 7 bound vol., 1 in., in wooden cabinet. R. 301 (Bldg. B) (279)

66. GENERAL ADMINISTRATIVE FILE, July 1, 1924 - June 30, 1935. Correspondence (incoming and outgoing), circular letters, news letters, telegrams, reports, blueprints, maps. Subject classification as follows: District Office (D), Finance & Accounts (FA), Operation (O), Equipment & Supplies (E & S), Quarters (O), Administrative Studies (O), Property Trespass (O), Emergency Relief Act (O), Land Purchase (L), Land Recreation (L), Emergency Conservation Work (O), Public Relations (PR), Engineering (E), Forest Management (S), Administrative Studies, Research (R), Grazing (G). (Frequently, official.) 9 x 11½ folders, 38 ft., in metal wood filing cases. R. 214 (Bldg. A) (210)

67. ABSTRACT OF DEEDS, ACKNOWLEDGEMENTS IN OPEN COURT, TAX SALE LIST, PATENTS, ETC, various dates. Miscellaneous duplicate copies of legal papers, etc. 1792 to date, on file at County Courthouse, etc., and referred to frequently by the acting abstractor in perfecting abstracts of title for land tracts to be acquired by the Allegheny National Forest which includes parts of Elk, Forest, McKean, and Warren Counties in Northwestern Pennsylvania; these papers save the acting abstractor time and bother of referring to the originals filed elsewhere in the area. Filed numerically as to Lots and Warrants. (Frequently, official.) 9 x 11½ folders, 4 ft. 2 in., in wooden filing cases.R.216 (Bldg.A) (180)

68. AZIMUTH OBSERVATION ON THE SUN, Oct. 16, 1933 - 1936. Form 1028, record of solar observations used to determine the true bearing of a line. (Seldom, official.) 4½ x 7¼ bound vol., 3 in., in wooden filing cabinet. R. 301 (Bldg. B) (273)

69. CLASS A MONUMENT, Apr. 1926 to date. Form 24-R-7, description of boundary monument (i.e., marker), and the surrounding territory in which the monument is placed. Boundary location points marked with concrete post capped with a bronze identification plaque. (Frequently, official.) 3 3/4 x 6 3/4 loose-leaf books, 6 in., in wooden cabinet. R. 301 (Bldg. B) (274)

70. ACQUISITION SURVEY COMPUTATION SHEETS, 1923 - 1936. Form 1008-d and 2707, computations compiled from field transit books establishing bearings and distances for boundary lines; used for the drawing of base maps and the description of acquisition surveys. (Frequently, official.) 17 x 21 loose-leaf books, 8 in., on wooden filing shelf. R. 301 (Bldg. B) (267)

71. SECONDARY CONTROL COMPUTATION SHEETS, Aug. 4, 1933 to date. Form 27-R-7, computations showing the base lines which have been established and reduced to terms of latitude and longitude. (Frequently, official.) 17 x 21 loose-leaf books, 2 in., on wooden filing shelf. R. 301 (Bldg. B) (268)

72. LAND PURCHASE FILE, ACQUIRED CASES (CLOSED CASES), June 1922 - Dec. 1929. Correspondence, (incoming and outgoing), circular letters, reports, blueprints, re: Land Purchase, initiated, proposes, examined, optioned, approved and acquired records. Individual cases. Also includes: Land Purchase forms (Tally sheets, map sheets) of Central Pennsylvania Lumber Co., No. 1 Branch; re: Land tracts listed with estimate (tally) of species and number of trees located upon that plot; recruise sheets of work done and training cruise sheets. (Occasionally, official.) 9 x 11½ folders and 8 x 10½ sheets, 9 ft. 11½ in., in metal wood filing case. R. 214 (Bldg. A) (203)

73. CLOSED ACQUIRED LAND PURCHASE CASES, July 1922 to date. Related papers, abstract of property, maps, survey blueprint, etc. pertaining to the land tract purchase that was approved, and has been acquired (to date) by the Forest Service, Allegheny National Forest, and with the approval for purchase (directly or through condemnation proceedings) by the Title Attorney, and the Office of the Solicitor, Washington, D.C. which was essential before said tract could be acquired. (Occasionally, official.) 9 x 11½ folders, 10 ft., in steel filing case. R. 216 (Bldg. A) (176)

74. LAND PURCHASE FILE, PENDING CASES, Jan. 1930 to date. Correspondence (incoming and outgoing), circular letters, reports, blueprints, pending cases; (also, cases dropped to be reopened again), dealing with land purchase as to initiated proposals, examined, optioned, approved stages of purchase. Note: initiated includes Land Co., Approval Sheets: Proposal, including outside National Forest boundaries and individual cases. Others deal with individual cases. (Frequently, official.) 9 x 11½ folders, 3 ft. 4 in., in metal wood filing case.R.214 (Bldg.A)(202)

75. UNAPPROVED LAND PURCHASE CASES, Jan. 1930 to date. Descriptions, correspondence, and offers for sale or rejection of prospective properties which are before the supervisor's headquarters, for consideration and approval, and which are to be placed before the National Forest Reservation Commission Washington, D.C. for approval; if approved by supervisor after a preliminary title search has been made, then the necessary abstract, etc. will be made by the Acting Abstractor to be sent to the National Forest Reservation Commission for approval. (Frequently, official.) 8 x 11½ folders, 11 in., in wooden filing case. R. 216 (Bldg. A) (172)

76. CONDEMNATION CASES, LAND PURCHASE TRACTS, Jan. 1933 to date. These cases have been abstracted, and the title has been found defective; therefore, are before the United States District Court, Western District of Pennsylvania Pittsburgh, Pa. for closing. These land tracts are going through the necessary legal condemnation process with the full consent of the owner, so as to furnish a clear title or deed to said land tracts; after the said case proceedings are closed, further questionable rights can not be used or brought against the property as a possible lien (Held for necessary action of the United States District Court, official. 9 x 11½ folders, 1 ft. 11 in., in wooden filing case.R.216 (Bldg.A)(174)

77. LAND PURCHASE CASES, Nov. 1933 - Dec. 31, 1935. Form 1005, condensed information taken from the general administrative file: current, land purchase file: pending cases, re: stage of purchase, i.e. proposal, examined, approved, acquired, and optioned; also, additional general information such as location, owner, etc. Filed in alphabetical order according to owners' surname. (Occasionally, official.) 5 x 8 cards, 8 in., in wooden card cabinet. R. 214 (Bldg. A) (204)

78. LAND PURCHASE FILE, July 1, 1935 to date. Correspondence, circular letters, reports, blueprints, data: Land acquisition, land boundaries (data relating to the establishment of purchase unit, and National Forest Boundaries), claims, donations, donations case listed, land use planning (general) and the Land policy circular of the resettlement Administration, Washington, D.C. which is a monthly mimeographed bulletin. "Quarters" and "Administrative Studies" are filed in the same drawer. (Daily, official.) 9 x 11½ folders, 4½ in., in metal wood filing case. R. 214 (Bldg. A) (201)

79. LAND PURCHASE CASES FOR DIRECT PURCHASE, AND CASES APPROVED BY OFFICE OF SOLICITOR, July 1935 to date. Also included in each case folder are related papers, abstract of the property, maps, survey blueprint, etc. pertaining to the land tract purchase that has been approved. (Frequently, official.) 9 x 11½ folders, 7 in., in wooden filing case. R. 216 (Bldg. A) (175)

80. APPROVED LAND PURCHASE CASES, Jan. 1936 to date. Land purchase cases that have been approved by the supervisor, and referred to the Title Abstract Office to prepare the necessary abstract so that said cases may be sent to the next meeting of the National Forest Reservation Commission for their approval preliminary to purchase. Filed alphabetically as to vendor. (Daily, official.) 9 x 11½ folders, 1 in., in wooden filing case. R. 216 (Bldg. A) (173)

81. BASE MAPS OF ACQUISITION SURVEY, 1921 - (c)1935. Linen backed Acquisition survey maps on which all lands surveyed and acquired are shown. (Daily, official.) 42 x 50 maps, 2 in., in galvanized cylinder containers. R. 301 (Bldg. B) (285)

82. BASE MAPS OF ACQUISITION SURVEY, 1921 - (c)1935. Aluminum backed Acquisition survey maps on which all lands acquired and surveyed are shown. (Daily, official.) 42 x 54 and 42 x 60 maps, 1 in., in wooden map cabinet file. R. 301 (Bldg. B) (284)

83. LAND ACQUISITION SURVEY DESCRIPTION, 1922 to date. Surveys contain the factors relating to land plot and are used in preparing deeds of acquisition should the tract be purchased. This is a permanent record and serves to identify the plot when abstracts or deeds are made. Blue prints (various sizes) are included in the description of the land plot. (Frequently, official.) 8 x 10½ folders, 5 ft. 9 in., in metal filing case. R. 301 (Bldg. B) (277)

84. CLASS A CORNER ATLAS, Apr. 1926 - 1936. Form 24-AR-7, description of the location and description of the corner setting and witnesses. Permanent record. (Daily, official.) 17 x 21 loose-leaf book, ½ in., in wooden filing shelf. R. 301 (Bldg. B) (286)

85. ADMINISTRATIVE MAPS, n.d. 1.Class A monument map: showing the location of all class A monuments. 2.Index map: showing territory included in each new aluminum backed base map. 3.Map: showing boundary road posts set in 1934. 4.Remaking map: during period April 1, 1934 - August 5, 1934; during period of 1935 (does not include the current acquisition). 5.United States Geodic Survey Map: showing warrants and warrant lines of proposed extension to the Allegheny National Forest to the Northeast of Warren, Pa. 6.Map: showing all areas surveyed since July 5, 1933. (Frequently, official.) 26 x 26 maps, 4 in., in map cupboard. R. 301 (Bldg. B) (281)

86. LARGE SCALE MAP, n.d. Wall map showing Allegheny National Forest lands surveyed and acquired, Pennsylvania state game lands, Bradford watershed, and Cook's state park. (Daily, official.) 47 x 51 maps, one sheet placed on wall. R. 301 (Bldg. B) (280)

87. MISCELLANEOUS PAPERS, 1922 to date. Miscellaneous papers acquired during title searching, but not used in the actual writing of the abstract; pertaining to the specific land tract, but not relevant to the condensed abstract. (Occasionally, official.) 9 x 11½ folders and envelopes, 1 ft. 3 in., in steel filing case. R. 216 (Bldg. A) (179)

88. OFFSET BOOK - FORM NO.289, 1926 to date. A book used by "Marking party" to show the distance from traverse line to the true boundary line. (Frequently, official.) 3 3/4 x 6½ bound vols., 8 in., in wooden cabinet. R. 301 (Bldg. B) (271)

89. POWERS OF ATTORNEY, 1922 to date. Powers of attorney, and declarations of trust used in official business of the perfecting of title abstracts and acquiring necessary information. (Rarely, official.) 9 x 11½ folders, 4 in., in steel filing case. R. 216 (Bldg. A) (178)

90. PROPERTY OWNERSHIP FILED BY WARRANTS, AND LOTS, 1922 to date. These records represent present ownership and are indexed under warrants, and lots. The warrant was the original grant by the state of the privilege to survey tracts of land usually embracing 1000 acres; part of the territory was surveyed in smaller plots containing 180 to 250 acres which were known as lots. The dates involved (1830 to date) go back to the earliest Commonwealth land grants. (Daily, official.) 8 x 10½ folders, 1 ft. 11 in., in metal filing case. R. 301 (Bldg. B) (275)

91. RODMAN'S NOTEBOOK, 1926 - 1936. Form 25-R7. Notebook used by rear rodman to record stadia reading to determine survey distances. (Frequently, official.) 3 3/4 x 6 3/4 bound vols., 8 in., in wooden cabinet. R. 301 (Bldg. B) (269)

92. STATUS ATLAS AND ACQUISITION RECORD, 1923 to date. Township acquisition of land approved, surveyed, and acquired; also, county acquisition of land approved, surveyed, and acquired; total forest acquisition of land approved, surveyed, and acquired. (Daily, official.) 17 x 21 loose-leaf book, ½ in., in wooden filing shelf.R.301 (Bldg.B) (282)

93. STATUS OWNERSHIP ATLAS, n.d. Blueprints: forty maps showing lands acquired and surveyed. Additional maps are made as new lands are acquired. (Frequently, official.) 40 x 20½ loose-leaf books, 2½ in., on top of desk. R. 301 (Bldg. B) (283)

94. TRANSIT BOOK, 1922 to date. Forms 1006, 1025, field books containing the original acquisition survey field notes as to auxiliary lines which are not included in boundary lines. (Daily, official.) 5 x 8 and 5½ x 7 bound vols., 10 ft. 10 in., in wooden cabinet.R. 301 (Bldg.B)(270)

95. COPIES OF WARRANTS, (c)1922 to date. Copies of warrants (1785 - 1881) describing lands surveyed by meters and bounds and reciting the facts of delivery by deed to subsequent owners. (Occasionally, official.) 8 x 12½ loose-leaf books, 3 in., in wooden letter file on top of a wooden map cupboard. R. 301 (Bldg. B) (276)

96. WILLS AND ESTATES, CHARTERS, INCORPORATION SUITS, ETC., 1922 to date. Duplicate copies of abstracts of miscellaneous papers and documents necessary to refer to in perfecting abstracts of title for the various land tracts to be acquired. Papers save the Acting Abstractor time and bother of referring to the original filed elsewhere. (Frequently, official.) 9 x 11½ folders, 1 ft. 7 in., in steel filing case. R. 216 (Bldg. A) (181)

Division of Education and Information

97. PUBLIC RELATIONS, July 1, 1935 to date. Correspondence (incoming and outgoing, circular letters, news letters and lists). Subject classification re: addresses, contacts, cooperation, cooperation as to CCC Education, general Educational material, exhibits, information and special information, "Show Me Trip, Allegheny National Forest". Information as to news releases, lantern slides, meetings, motion pictures, photographs, posters, stickers, publications. Also, Allegheny Folder Maps, 6 month periods; news letters, Region No.7 ANF Camps news (printed); Service news (printed) Pennsylvania Department Forests and Waters, Forestry News Digest, Service Bulletins. Commission Meetings, Miscellaneous, work of the U.S. Forest Service, Washingtonian, etc., supervision. "Regional and Forest Supervisor Filing Scheme" is used. (Daily, official.) 9 x 11½ folders, 1 ft. 4 in., in metal wood filing case. R. 214 (Bldg. A) (196)

98. PHOTOGRAPHS, 1921 to date. Views of timber stands, topography, road construction and general scenic photographs of the ANF. (Occasionally, for display purposes.) 11½ x 14 album and 8 x 10 photos, 1½ in., in metal filing case. R. 214 (Bldg. A) (223)

99. PHOTOGRAPHS; NEW YORK STATE PARK, 1928 to date. Mounted on cardboard: part have pockets on back with other photographs regarding scenic ranger activities, timber stands, dams, forest service buildings, etc. Nos.197682 to 211755, also others not numbered. (Frequently, official.) 9½ x 12 cardboard forms and 6 x 8 loose photos, 3 ft., in metal wood filing case. R. 214 (Bldg. A) (224)

100. PHOTOGRAPHIC EXHIBIT, 1935. Photographs mounted for display purposes showing: four stages of blasting, Salmon Creek Road, Forest County, constructed by CCC Camps, ANF equipment and operations, road equipment and construction. Photographs taken in various parts of the ANF. (Occasionally, for display purposes.) 17½ x 21 cardboard and 6 x 8 photos, ½ in., in metal filing case. R. 214 (Bldg. A) (225)

101. LANTERN SLIDES, n.d. General U.S. Forest Service Slides; several slides of the Allegheny National Forest; others pertain to various sections of United States. (Occasionally, public service lectures.) 3¼ x 4 loose (glass slides), 9 in., in wooden card cabinets.R.214(Bldg.A)(22

Division of Engineering

102. ENGINEERING FILE, July 1, 1935 to date. Correspondence (incoming, outgoing), circular letters, telegrams, blueprints and reports. Subject classification: correspondence re: supervision as to general engineering, dams (including, Beaver Meadows Waterfowl Sanctuary); Engineerin

maps as re: areas and values, drafting, surveys; Engineering roads as re: general equipment, ANF equipment (3 months period), investigation, legislation, maintenance, manual minor roads, engineering records, regulations, standards as to road construction; Engineering Waterworks: general, legislation, manual, rating of rivers, records, reports, electric power Co. with individual cases listed. Forest Service Key used. (Daily, official.) 9 x 11½ folders, 1 ft. 11 in., in steel filing case. R. 214 (Bldg. A) (194)

103. ROAD SURVEY BOOKS, 1928 to date. Blueprints preliminary survey of contemplated roads; original shows location of pipes, pipelines, building, bridges that are adjacent to the proposed road. Also includes an occasional survey for recreational projects, dam construction and bridge construction, and administrative sites. (Occasionally, official.) 5 x 7½ bound vols., 7 ft. 6 in., in metal wood filing case. R. 307 (Bldg. B) (287)

104. MISCELLANEOUS BLUEPRINTS, Jan. 1935 to date. Various blueprints showing involved projects, administrative roads, recreation, etc. (Occasionally, official.) various sizes maps, 8 in., in metal blueprint map cupboard. R. 307 (Bldg. B) (289)

105. MISCELLANEOUS MAPS, Jan. 1935 to date. Miscellaneous maps showing road program, and road progress as shown on Allegheny Forest Maps. (Occasionally, official.) 23 x 25 maps, ½ in., in map cabinet. R. 307 (Bldg. B) (288)

Division of Fiscal Control

106. EQUIPMENT OPERATION RECORDS, July 1, 1935 - June 30, 1936. ANF Form 57. Report re: individual camps in the Allegheny National Forest, includes field record: equipment operation cost (vehicles). This information is transferred to a recapitulation record: "Motor Operation Expense Record." (Daily, official.) 9 x 11½ folders, 10 in., in metal filing case. R. 210 (Bldg. A) (240)

107. PAID PAYROLLS FOR PERSONAL SERVICES, July 1, 1935 - June 30, 1936. Time reports regarding activity, hours, rate for the specific paid payroll voucher. Paid payroll vouchers for personal services (Short form, miscellaneous form) also includes NIRA Payroll Vouchers. Current 1936 vouchers have been sent to regional office; therefore, unentered. Form 1064, Compt. Gen. Schedule of Disbursements. (Daily, official.) 9 x 11½ folders, 2 ft., in wood metal filing case. R. 210 (Bldg. A) (217)

108. RECORD BOOKS, AND INVESTMENT RECORDS, July 1, 1934 - June 30, 1935. Expenditures Recapitulation Summary. Financial operations pertaining to Forest and emergency programs are briefed in these recapitulation forms. See addenda. (Daily, official.) 11½ x 14½ loose-leaf binders, 6 ft., in metal filing case. R. 210 (Bldg. A) (216)

109. PAY VOUCHERS, Jan. 1, 1923 - June 30, 1935. Form 79A. Vouchers for travel reimbursement, salary and bills. (Occasionally, official.) 5 x 8 cards, 17 ft., in wooden card cabinets. R. 214 (Bldg. A) (220)

110. DISBURSEMENTS: VOUCHERS, July 1, 1932 - June 30, 1934. Correspondence (incoming and outgoing) and vouchers. Public voucher for purchases and services other than personal; Public Voucher for reimbursement of travel and other expenses, including per diem. Also memoranda bills of lading and transportation requests (July 1, 1927 - June 30, 1934): Personal service vouchers (duplicate copies) including NRA Public Service vouchers: Payroll for fiscal year 1927 - 1934: Short form: Miscellaneous form and also includes correspondence; Time slips: comprising a report as to activity, hours and rate (for years 1931 - 1934). (Occasionally, official.) 8 x 11 clipped sheets, 21 ft., in metal filing case. R. 214 (Bldg. A) (219)

111. PAID VOUCHERS: OTHER THAN PERSONAL SERVICE, July 1, 1935 - June 30, 1936. Duplicate copies of vouchers; also correspondence, telegrams, bills, bills of lading and R.R. arrival notices, pertaining to said vouchers. Form 1058A (Comptroller General): Bills of lading: includes Government Bill of lading and the R.R. Arrival Notice. Form: 1034A (Compt. Gen.) Public Voucher for Purchases and Services other than personal: regarding paid vouchers for bills; also paid transportation requests. Duplicate of current unpaid vouchers is sent to Regional Office and not filed to date. (Daily, official.) 9 x 11½ folders, 27 ft. 1 in., in metal filing case. R. 210 (Bldg. A) (218)

112. ASSIGNMENT AND IDENTIFICATION CARD FOR EMPLOYMENT, Jan. 1933 - Dec. 31, 1934. Form USES 325, assignment of men for employment on CWA and RWD projects: Hearts Content, Allegheny Camp, Morrison Run, Old State, Cherry Run, Farnsworth, Warr Penn Depot, Baldy Knob, Loleta Dam, Orulla, Kelly Pines, Salmon Creek, and Marienville. Projects were clerical, technical, skilled labor and labor types of employment. Employees' listed in alphabetical order. (Rarely, official.) 3½ x 6 loose slips, 1 ft. 6 in., in cardboard transfer cases. R. 214 (Bldg. A) 215)

113. BLUEPRINTS: ENGINEERING DEPARTMENTS, 1935. Photostatic copies of blueprints, also regarding ANF Standard road tool boxes (ANF Plan 405) and fire tool boxes; truck top frames and top canopy, stake body and dump body trucks. (ANF 432); and Portage Powder magazine (ANF 416 now obsolete), miscellaneous steel bars, ANF seed planting. (Occasionally, official.) 18 x 22½ rolls, 3 in., in steel map cases.R.214(Bldg.A)(221)

114. CIRCULAR LETTERS REGARDING: LAND RECREATION IMPROVEMENTS AND PRINTED PLANS, 1935. Mimeographed instruction letters, regarding: Forest camp improvements, includes printed plans (or photoprints) taken from blue prints of various standard buildings built in all National Forests; such as shelters, bath houses, toilets, fireplaces, benches, fences, signs, etc. (Occasionally, official.) 8½ x 11 bundled paper packages, 3 ft. 8 in., in metal filing case. R. 214 (Bldg. A) (222)

115. CIVIL WORKS ADMINISTRATION CASES, Dec. 1933 - May 31, 1934. This file pertains to CWA Program (Projects) under supervision of the District Supervisor's Headquarters of the ANF. Correspondence: received and sent out Car. Cop., circular letters, reports, vouchers, data. Subject Classification as re: to subheadings and subdivisions and bulletins. CWA Program (Forest Service) was previous to present programs now in operation such as the ECW and ERA Programs. Additional information on file in office of Survey. (Occasionally, official.) 9 x 11½ folders and 3 x 8 slips, 17 ft., 2 in., in steel filing case. R. 214 (Bldg. A) (214)

Division of Grazing

116. GRAZING FILE, July 1, 1935 to date. Correspondence (incoming and outgoing), circular letters, reports, telegrams. Subject Classification re: allowances, cooperation (cases listed), fish and game as re: hunter and kill census, fisherman census, stream improvement, grouse brood survival, wildlife inventory drives, Annual wildlife report, Wildlife management, Beaver management, permits, range improvements, supervision, and trespass. "Administrative Studies" and "Research" are filed in the same drawer. "Regional and Forest Supervisor Filing Scheme" is used. (Daily, official.) 9 x 11½ folders, 11 in., in metal wood filing case. R. 214 (Bldg. A) (197)

Division of Operations

117. APPLICATION FOR EMPLOYMENT, 1933. (Rarely, official.) 3 x 6 loose cards, 1 ft. 1 in., in wooden card cabinet. R. 214 (Bldg.A)(213)

118. OZ APPLICATIONS: (INCLUDING DISTRICT OFFICE) (OPERATIONS: MISCELLANEOUS), July 1934 to date. Applications for employment: ANF Form: 111: also, Kardex File: Application for Employment as to personal information, and experience record previous to entering Forest Service. Subject Classification: according to type of employment desired; such as, clerical; male, female, engineer, Forest School Graduate, other technical foresters, labor, labor carpenter, mechanics, other skilled workers, foremen, landscape foremen. Filed in alphabetical order. (Occasionally, official.) 9 x 11½ folders and 5 x 8½ Kardex folders, 3 ft. 8 in., in metal wood filing case and Kardex card cabinet. R. 214 (Bldg. A) (212)

119. ARMY SURPLUS, July 1, 1935 - June 30, 1936. Form 874-16, correspondence, incoming and outgoing, circular letters, and lists, re: army surplus property lists; includes requisition sheet, and invoice sheet of equipment and supplies from these army surplus property lists for the individual Civilian Conservation (Corps) Camps as listed with their personnel (within the Allegheny National Forest); also packing, and shipping information. (Daily, official.) 9 x 11½ folders, 1 ft. 11 in., in metal filing case. R. 212 (Bldg. A) (245)

120. CHECK LISTS: INVENTORY OF EQUIPMENT, SUPPLIES, IN THE FIELD, 1926(c) to date. Form 331, equipment and supplies: date of placement, transfer dates listed. Subject classification as to type of equipment (general); equipment re: trucks; transfer property cards. (Daily, official.) 5 x 8 loose cards, 1 ft. 9 in., in wood metal card cabinet. R. 212 (Bldg. A) (243)

121. CIVILIAN CONSERVATION (CORPS) CAMPS PROPERTY CARDS, EMERGENCY RELIEF ACT PROPERTY CARDS, 1930(c) to date. Check list (inventory) of equipment and supplies in the field. (Daily, official.) 5 x 8 loose cards, 1 ft. 10 in., in card cabinet. R. 212 (Bldg. A) (247)

122. TRANSFER OF PROPERTY; EQUIPMENT, 1923 - Dec. 31, 1934. Form 874-16, check as to the place and person responsible for property and equipment. (Rarely, official.) 4 x 7 bundled slips, 10 in., in wooden card cabinet and cardboard transfer case. R. 214 (Bldg. A) (248,249)

123. TRANSFER OF PROPERTY, July 1, 1935 - June 30, 1936. Form 939. Office check as to place, location, person responsible and date of transfer of equipment. (Frequently, official.) 8 x 11 clipped sheets, 1 ft., in metal filing case. R. 210 (Bldg. A) (250)

124. PROPERTY TRESPASS, July 1, 1935 to date. Correspondence (incoming and outgoing), circular letters, statistics and reports: general, fire, fire organization, fire preparedness, fire prevention, fire statistics (1936), individual fire reports, fire cooperation, fire trespass, general improvements, improvements at the Southern Ranger District headquarters and Sheffield administrative site. These cases are kept in file until closed, also operation records: mail, organization, personnel 3 month periods, civil service examinations and the Society of American Foresters. Property trespass refers to personal trespass and to fire trespass. (Daily, official.) 9 x 11½ folders, 8½ in., in steel filing case. R. 214 (Bldg. A) (193)

125. GENERAL ADMINISTRATIVE FILE; EQUIPMENT AND SUPPLIES FILE, July 1, 1935 to date. Monthly correspondence including circular letters, from the regional office on equipment and supplies; correspondence from business firms re: equipment and supplies, bills and services rendered, reply letters from this office; letters of inquiry from dealers, and circular letters not covered by specific headings are in this file. Subject Classification: general circulars, circulars from Treasury Department, Procurement Division, condemned surplus property, explosives, fire tools and circular letters, requisitions and correspondence re: procurement of forms. Also records of equipment and supplies such as: oils and gasoline, motor vehicles, multigraph machines, paint, prestone, property inventory, property lost or damaged, PC voucher; Form No.939 Transfer of Property to Custodian, radio, reports as to ERA expenditures. Property Trespass filed in the same drawer. (Daily, official.) 9 x 11½ folders, 1 ft. 3 in., in steel filing case. R. 214 (Bldg. A) (192)

126. ADMINISTRATIVE STUDIES FILE, July 1, 1935 - June 30, 1936. Correspondence, circular letters, and reports. Subject Classification re: fireline construction. Job load Analysis. Use of office time at the headquarters office (supervisor). Quarters and land purchase are filed in the same drawer. (Daily, official.) 9 x 11½ folders, ¼ in., in steel filing case. R. 214 (Bldg. A) (191)

127. QUARTERS, July 1, 1935 to date. Correspondence, circular letters and reports with the Eastern Regional Office and with the Department at Washington, D.C. concerning leases on the Allegheny National Forest. Subject Classification: re: quarters, general (Federal Building), quarters as re: to current leases, closed leases, special plans of work (correspondence, both general and including ranger and supervisor's analysis and plans), specific plans of work (Allegheny National Forest) Form No.577 R7, specific plans of work completed, Form No. R 7's by listed ANF Camps, and IMPERA Program. "Administrative Studies" and "Land Purchase" are filed in the same drawer. Special plans of work completed including job specifications sheet, inspection, Asst. Supervisor's Report No.98R7's, special plans of work listed by ANF Camps and IMPERIA, Program that has not been completed, special plans of work for Northern and Southern Ranger Districts, General ANF supervision and supervision inspection re: operation inspection material only. (Daily, official.) 9 x 11½ folders, 1 ft. 6 in., in steel filing case. R.214 (Bldg.A)(190)

128. GENERAL ADMINISTRATIVE FILE: OPERATION, CURRENT, July 1, 1935 - June 30, 1936 (Fiscal year). Correspondence (incoming and outgoing) circular letters, telegrams, and reports. Subject classification: General Finance, Finance as regards reimbursement for negligence and finance allotments. (Daily, official.) 9 x 11½ folders, 6½ in., in steel filing case. R. 214 (Bldg. A) (187)

129. DISTRICT OFFICE (EASTERN REGION), July 1, 1935 - June 30, 1936 (Fiscal year). Correspondence (incoming and outgoing), circular letters, telegrams, and reports. Subject classification: regarding Forest plans (including Form No.R-7; "Field Work Schedule Regional Officers" with instructions as to filling out), Legislation: both Federal and State; (pending and proposed recommendations), (explanations and general supervision), circular letters quarterly and monthly forester's reports to Regional Forester, Eastern Monthly Letter confidential, Regional Forester's Monthly letter; Regional Staff Meetings (personal correspondence). (Daily, official.) 9 x 11½ folders, 2½ in., in metal filing case. Crowded. R. 214 (Bldg. A) (185)

130. GENERAL FILE, CAMP EQUIPMENT, CAMP INVENTORIES, (CIVILIAN CONSERVATION CORPS), July 1, 1935 - June 30, 1936. Correspondence, incoming and outgoing, circular letters, requisitions, memorandum, for delivery of equipment. Subject Classification re:
supplies delivered, supplies awaiting action, supplies brought forward, contracts (gas and oil), cement stock, educational, property transfer, field day, instruction: purchase and supplies, oil, grease, etc., rations, snowshoes, tags license, suspense (Form 874-16 Property Transfer), trucks and motor vehicles, camp inventories. (Daily, official.) 9 x 11½ folders, 1 ft. 11 in., in metal filing case. R. 212 (Bldg. A)(246)

131. FINANCE AND ACCOUNTS (FA), July 1, 1935 - June 30, 1936 (Fiscal year). Includes correspondence (incoming and outgoing), circular letters, telegrams and reports. Subject Classification re: accounting, accounting instructions, allotment, allotment forms, allotments (Fiscal year) (Finance ERA), appointment, appointment leave, audit, audit Form 44 (mo.) authorization (fiscal year), compensation for injury, personal compensation for injury, cost keeping, disbursement, disbursements (July - December - January - June), Disbursements as re: statement of advertising rates, forms and supplies, receipts, memoranda, reports, weekly ERA reports, report of obligations, retirement, supervision, supervision as re: Internal Revenue Reports. (Daily, official.) 9 x 11½ folders, 1 ft. 2½ in., in steel filing case. R. 214 (Bldg. A) (186)

132. CONSERVATION WORK FILE, Jan. 1936 to date. Correspondence (incoming and outgoing), telegrams and reports. Subject Classification: re: equipment and supplies, employment, surplus property, finance, inventory, miscellaneous, mobilization, personnel, reports, report information as re: (No.26 and EW No.7, 7-1), reports as to operation of ECW program such as oil and gas, man days (month), man days camps (listed). Supervision (6 month), supervision permanent plan (CCC), ANF Camps, Supervision (month). Supervision No.4 monthly report of camp accidents. General supervision and wage policy. "Regional and Forest Supervisor Filing Scheme" is used. (Daily, official.) 9 x 11½ folders, 1 ft. 6 in., in steel filing case. R. 214 (Bld. A) (189)

133. OPERATION EMERGENCY RELIEF ACT (1935) FILE, Jan. 1936 to date. Correspondence, incoming and outgoing, circular letters, telegrams and reports. Subject Classification: re: general, employment, equipment and supplies, finance, IMPERA Program as to operation and miscellaneous, personnel, reports, Form L, Form 1, general supervision, Transient Camp, Personnel (NIRA) Program, Weekly report (NIRA) Program. "Regional and Forest Supervisor's Filing Scheme" is used. (Daily, official.) 9 x 11 folders, 4½ in., in steel filing case. R. 214 (Bldg. A) (188)

134. LEAVE RECORDS, 1932. Calendar Record: Form 50 Record of annual leave; record of absence, i.e., sickness without pay; includes also the application for leave (Form 17A). (Rarely, official.) 5 x 8 loose clipped sheets, 3 in., in wooden card cabinet. R. 214 (Bldg. A)(236)

135. RECORD OF LEAVE, Jan. 1933 to date. Form 17A: Record of annual leave, sick leave, and application for leave (field). Calendar report form. (Occasionally, official.) 5 x 8 clipped sheets and cards, 8 in., in cardboard transfer cases. R. 214 (Bldg. A) (235)

136. MONTHLY SERVICE REPORT, July 1933 to date. Active File: Form 26, Monthly service report; distribution of time by activities, 47 activities are listed. (Monthly, official.) 9 x 11½ folders, 3 ft. 6 in., in metal filing case. R. 214 (Bldg. A) (229)

137. MONTHLY SERVICE REPORT, Jan. 1, 1933 - Dec. 31, 1935. Inactive file: distribution of time of personnel by activities, distribution of time by projects; expansion accounts (Forms 26, 47). (Rarely, official.) 9 x 11½ folders, 3 ft., in metal filing case. R. 214 (Bldg. A) (230)

138. OBJECTIVES, STANDARDS AND POLICIES OF THE ALLEGHENY NATIONAL FOREST PROGRAM, 1921. Subheadings are as follows: Objective: General Administration, Fire, Forest Management, Lands, Acquisition, Grazing, Wildlife. Standard & Policies: General, Fire (Prevention, Presuppression, Suppression) Forest Management, Lands, Acquisition, Grazing, Wildlife. (Rarely, official.) 6 x 8 loose cards, 6 in., in wooden card cabinet. R. 214 (Bldg. A) (183)

139. OPERATING COST CARDS, Jan. 1930 - Dec. 31, 1932. Operating cost: re: motor vehicles in service in the Allegheny National Forest. Expense items: gas, oil, grease, repairs, etc. also speedometer readings as check on mileage gas used. Includes also Form 36 a R7, Daily Equipment Report re: gas, oil, etc., as applicable to Dump Trucks and the type of work done by these trucks. (Rarely, official.) 4 x 6 slips and 3 x 5 cards, 3 ft. 2 in., in wooden card cabinet. R.214 (Bldg.A)(238)

140. FIELD REPORT OF EQUIPMENT OPERATING COSTS, May 1933 - June 30, 1934. Form 469-A, operation costs re: automotive power, oil, gas, grease, etc. (Rarely, official.) 4 x 7½ bound vol., 1 in., in wooden card cabinet. R. 214 (Bldg. A) (239)

141. ORDER FILE, July 1, 1935 - June 30, 1936. Re: purchase of equipment and supplies for use in Allegheny National Forest (Administrative and Field): Subject Classification: re: orders postdated, purchase orders returned for correction, purchase firms file (Individual folders), including correspondence, shipping tickets, purchase orders. (Daily, official.) 9 x 11½ folders, 1 ft. 2 in., in metal filing case. R. 212 (Bldg. A) (241)

142. PERSONNEL FILE, Inactive; 1934 - June 30, 1935; Active: July 1, 1935 - June 30, 1936. Correspondence (outgoing, incoming), telegrams, reports, correspondence filed which pertains to specific individual of personnel in (his, her) folder. Also, efficiency rating record and correspondence re: personnel administrative report (Form: ANF 33-1), Civil Service Rating Form (No.3201), monthly personnel report to the secretary of Employment (Department of Agriculture) Form: DA 80A, chronological as to positions, Forest School Reports. Includes personnel of employees working within the Allegheny National Forest as well as those in the District Supervisor's Headquarters. (Frequently, official.) 9 x 11½ folders, 3 ft. 8 in., in metal filing case. R. 214 (Bldg. A) (227)

143. REQUISITIONS, EMERGENCY RELIEF ACT, FEDERAL SPECIFICATIONS, July 1, 1935 - June 30, 1936. Correspondence, reports, requisitions, includes "Field Requisition", Form ANF 47. Subject Classification: personnel, camps, administrative buildings, roads, ERA bids requisitions, stock, etc., engineering, timber management, stream improvement, fish and game, public relations. (Daily, official.) 9 x 11½ folders, 1 ft. 11 in., in metal filing case. R. 212 (Bldg. A) (244)

144. GENERAL SUPPLY SCHEDULE BIDS, July 1, 1935 - June 30, 1936. Subject classification according to the class of supply requisitioned. Includes "government short term contract" and correspondence regarding it. (Daily, official.) 9 x 11½ folders, 1 ft. 11 in., in metal filing case. R. 212 (Bldg. A) (242)

145. FIRE TIME SLIPS (TRANSFERS), 1926 - Dec. 31, 1930. Time Report; Form 874 - 15A regarding travel time to a forest fire, hours worked, rate, wages due, amount earned, (1926 - December 31, 1930). Form 874 - 15, Time Report Project (Silvics), miscellaneous planting (1931). (Rarely, official.) 4 x 7 loose slips, 1 ft. 2½ in., in wooden card cabinet. R. 214 (Bldg. A) (234)

146. TIME REPORTS, 1931. Time slips of individual employees as to character of work, hours and rate of pay. (Rarely, official.) 9 x 11½ folders, 4 in., in metal filing case. R. 214 (Bldg. A) (232)

147. CREW FOREMAN REPORTS, 1933. Time record: Camps in the Allegheny National Forest, Civil Conservation Camps. Record includes report of travel, work done, number of men, total man days. (Rarely, official.) 4 x 6 bundled slips, 1 ft. 1 in., in wooden card cabinet. R. 214 (Bldg. A) (233)

148. TIME REPORTS, Jan. 1933 - Dec. 31, 1934. Man day reports for Civilian Conservation Corps Camps located in the Allegheny National Forest (No.81, 2, 7) working under the supervision of the Forest Service and includes the travel time and work time. (Occasionally, official.) 4 x 6 bundles, 3 ft. 9 in., in wooden card cabinet. R. 214 (Bldg. A) (231)

149. STANDARD TIME RECORD BOOKS, Oct. 1933 - Dec. 31, 1933. (Gap Jan. 1934 - July 31, 1934); (Aug. - Sept. 30, 1934). Form No.880. Miscellaneous Monthly record of hours of work. (Rarely, official.) 4½ x 6½ bound vols., 3½ in., in cardboard transfer cases.R.214(Bldg.A)(237)

150. CIRCULAR LETTERS: REGIONAL AND WASHINGTON, D.C. OFFICES OF THE FOREST SERVICE AND DEPARTMENT OF WAR, July 1924 to date. Mimeographed instruction letters from various divisions of the Forest Service concerning the operation of the component parts of the Allegheny National Forest organization. Subject classification as to: Administrative Studies (April 1926), Engineering (April 1926), Finance and Accounts Comptroller General Decisions (July 1924), Grazing (November 1926), Land Purchase, etc. (January 1926), Operation Personnel Classification (January 1926), Operation Emergency Conservation Work: Supervision: War Department Regulations issued by the Dept. of War (April 1933), Public Relations (January 1926), and Silvics (January 1925). Also includes Form 406. Additional copies are also filed according to subject classification in the General Administrative Files, etc. (Daily, official.) 8½ x 11 loose-leaf binders, 2 ft. 6 in., in steel filing case. R. 214 (Bldg. A) (184)

151. CONTACT RECORD CARD; ALLEGHENY NATIONAL FOREST WITH THE NORTHERN AND SOUTHERN RANGER DISTRICT, 1924(c), to date. Form 18 B 7: Contact record card as to name, address, occupation, attitude (toward Allegheny National Forest work program, personnel, general, etc.), interests (noted so that contact man may have leads that would help in making a successful interview), etc. Contact cards of resident families, private timberland interests, individuals, organizations, publications, (politics noted of newspaper publishers), schools and also obsolete contacts. Includes Southern District Duplicates. In alphabetical filing order. (Frequently, official.) 5 x 8 loose slips, 6 in., in wooden card cabinet. R. 214 (Bldg. A) (211)

152. DIARIES OF EMPLOYEES, Jan. 1934 to date. Diary kept daily; an individual record of all employees as to their work activities. (Rarely, official.) 4 x 6 clipped sheets, 49 ft., in cardboard transfer cases. R. 214 (Bldg. A) (228)

Division of Recreation and Lands

153. SPECIAL USE CASES: FILE, Jan. 1, 1927 to date. Correspondence and permits. Subject Classification: Special Use Permits to Residents re: grazing, wood cutting, etc. Also includes Right of Way Permits to pipeline, telephone, highway; permits to municipal airport, free treatment centers, powder magazine, rifle range, logging camps, reservoir and industrial purposes. Folder re: CWA Compensation payrolls (filed with this serial). Also special use permits to Camps, such as Boy Scout or Hunting Camps. (Frequently, official.) 9 x 11½ folders, 3 ft. 3 in., in metal wood filing case. R. 214 (Bldg A) (206, 207)

154. LAND RECREATION, July 1, 1935 to date. Correspondence (incoming and outgoing), circular letters, reports, blueprints, Subject Classification: re: Land Recreation (general), Recreation Improvements: ANF Camps listed, Land Stations, Land Improvements, Land Settlements, Land Supervision, (including inspection); Reports: Land Trespass, Land Uses, Land Uses ANF (6 month periods) Land Uses: Special Uses in Inquiries, Watershed. "Public Relations" are filed in the same drawer. "Regional and Forest Supervisor Filing Scheme" is used. (Daily, official.) 9 x 11½ folders, 7½ in., in metal wood filing case. R. 214 (Bldg. A) (205)

155. TRESPASS RECORD FORM, Aug. 1928 to date. Form 618: Regarding fire trespass, timber trespass, and property trespass. Includes a record of proceedings taken, and the disposition of the specific case. Filed in alphabetical order according to surname of trespasser in case of property trespass, and according to surname of property owner in case of fire trespass. (Frequently, official.) 4 x 6 cards, 1 in., in wooden card cabinet. R. 214 (Bldg. A) (209)

Division of Silvics

156. FOREST MANAGEMENT, July 1, 1935 to date. Correspondence (incoming and outgoing) circular letters, telegrams and reports. Administrative use (disposition of timber in accordance with regulation S-25), disease control (White Pine Blister Rust), forest code, free use, insect control, management plans (re: cut over areas), planting, planting stock, planting projects (listed), annual planting report (1935), reports, sales, sales policies, ANF stumpage appraisals (cases listed), seeding, stand improvement, stream survey, supervision, timber settlements, timber surveys, timber trespass (cases listed) Division of Silvics refers to silviculture or the cultivation, the care, and the protection of the timber stands or trees within our forests. (Daily, official.) 9 x 11½ folders, 1 ft. 8½ in., in steel filing case. R.214 (Bldg.A)(195)

157. RESEARCH FILE, July 1, 1935 to date. Correspondence (incoming and outgoing) circular letters, reports, maps. Subject Classification re: silvics research, library, reports, statistics, supervision, weather R & A 1 supervision, reports, maps of natural areas. "Administrative Studies" and "Grazing" are filed in the same drawer. (Daily, official.) 9 x 11½ folders, 7 in., in metal wood filing case. R. 214 (Bldg.A) (198)

158. ADMINISTRATIVE STUDY RECORD, 1926 to date. Form 48-R-7 deals with Silvics in regards to planting, studies, test rows, cleaning hardwoods, white pine, thinning hardwoods. Grazing deals with plant utilization. Progress information regarding tests and experiments conducted; both closed and open administrative studies. (Frequently, official.) 5 x 8 cards, 1 in., in wooden card cabinet. R. 214 (Bldg. A) (200)

159. ADMINISTRATIVE STUDIES, Jan. 1932 to date. Correspondence (incoming and outgoing) circular letters, reports and check lists. Subject Classification: Administrative Studies: re: plant utilization (grazing), cleaning hardwoods (silvics), deer and rabbit damage (silvics), direct seeding (silvics), defect cull percent of trees, informal studies, branching of cherry, planting studies (cases listed), planting tests, sale area betterment (silvics), thinning (silvics), supervision (summary silvics). ANF Volume Tables (silvics), Supervision (A S-R-7). "Researc and "Grazing" are filed in the same drawer. (Frequently, official.) 9 x 11½ folders, 6 in., in metal wood filing case. R. 214 (Bldg. A) (199)

160. SURVEY OF WOOD USING INDUSTRIES TRIBUTARY TO THE NATIONAL FOREST, n.d. Form: S-20-D-7 re: such industries as wood working shops, chemical wood plants, saw mills, basket manufacturing, paper mills, handle shops. (Frequently, official.) 5 x 8 loose cards, 1 in., in wooden card cabinet. R. 214 (Bldg. A) (251)

Division of Timber Management

161. SAWTIMBER SCALE BOOKS, Jan. 1928 - Dec. 31, 1935. Form 231 D7-ANF. Relating to several lumber firms within the Allegheny National Forest. Estimate of board feet of lumber. (Rarely, official.) $5\frac{1}{2}$ x $7\frac{1}{2}$ bound vols., 2 ft. 6 in., in cardboard transfer cases. R. 214 (Bldg. A) (253)

162. TIMBER SALE RECORD CARDS, Dec. 1924 to date. Forms 615 and 2020. Forms: includes correspondence re: timber sales, record of cuttings, and instructions as to fulfilling contracts. Filed in alphabetical order. (Frequently, official.) 5 x 8 cards, 6 in., in wooden card cabinet. R. 214 (Bldg. A) (252)

163. TIMBER MANAGEMENT OFFICE FILE, July 1929 to date. Correspondence (incoming and outgoing), circular letters, maps, reports, blueprints and news letters. Subject Classification re: news letters, forest plans (D), maps (EM), ER Accidents, FA authorization, cooperation (C), fish, game wildlife, land purchase, ECW CWA NIRA (operation), motor vehicles (O-ES), property trespass (O), fire (O), personnel (O), special plan of work (O), supervision (O), publication (R), disease control (S), management plan (S), planting (S), sales (S), stand improvement (S), timber surveys, compartment lines (S), time studies (AS-S), timber instructions, plot estimate sheet instructions. (Daily, official.) 9 x $11\frac{1}{2}$ folders, 2 ft., in metal wood filing case. Basement Room (Bldg. A) (254)

164. WORK MAPS RE: CURRENT STATUS, TIMBER MANAGEMENT, Sept. 1927 - Apr. 15, 1936. Outline Map Allegheny National Forest September 1927 revised 1935 filled in with india ink as the current condition changes; wall maps. Scale 1 inch equal to 1 mile. 1. Ownership status map 4/15/36 to date, re: land acquired, land optioned and approved, land in public ownership. 2. Forest Management survey current (base line, proposed compartment line, scouted compartment line, traversed compartment line, cleared compartment line) re: Land Classification. Commercial Forest, to be surveyed. Reserved Forest: experimental forest, virgin area, etc. State and Municipal: game lands, watersheds, etc. Private: to be acquired, surveyed. (Daily, official.) 46 x 50 maps, 1 in., in wooden frame on wall. Basement room (Bldg. A) (255)

165. TIMBER SURVEY COMPARTMENT MAPS OF THE NORTHERN WORKING CIRCLE: TYPE MAPS, BASE MAPS, Feb. 1934 to date. Allegheny National Forest, Compartments, 1, 2, 12, 13, 19, 20, 22, 23. (Type Map and Base Maps have been completed); (23). (8) (Base Map); 7, 9, 10, 14, 15, 16, 17, 18, 21, (outlined) (June 1936). Maps: (linen) Photostatic copies of timber survey work completed in ANF taken from tracing linen maps which were sent to the Eastern Regional Office; the photostatic copy was returned to the Timber Management Department, ANF; the original trace map was retained at the Regional Office re: legend, standard region No. 7 timber management map legend symbols are used (ANF No.39 March 25, 1936) permanent. The source of information of data on these maps is the "Plot Estimate Sheet Tally sheet, Timber Survey, ANF; Summary of Plot Estimate,

and Base Line Notes". These maps and the corresponding field survey data and summary comprise one of the most important Work Plans at present in the Allegheny National Forest. See addenda. (Daily, official.) 30 x 36, 36 x 55 and 42 x 62 maps, 1 in., in map cabinet. Basement room (Bldg. A) (263)

166. BASE LINES NOTES: TIMBER SURVEY, ALLEGHENY NATIONAL FOREST, FORM: TS 1 BASE LINE NOTES: ECW TIMBER SURVEY, June 29, 1934 - June 26, 1936. ANF: Northern Working Circle (90% plus): Southern Working Circle (Incomplete): Chart: Necessary location data for map transfer of Timber Survey Tally Sheet Data. Every 10 chains a base line is run across from Compartment boundary line to Compartment boundary line. These base lines used as location in making the tally Cruise in the Field Survey. Subheadings: Re: Starting point in detail, station, distance, bearing, abney (plus, minus, slope correction). Latitude (N plus S minus) and Departure (E plus, E minus) and total latitudes and departures. (Daily, official.) 9 x 11½ folders, 5 in., in wooden filing case. Basement room (Bldg. A) (261)

167. PLOT ESTIMATE SHEET: TALLY SHEET: TIMBER SURVEY, ALLEGHENY NATIONAL FOREST, Aug. 1934 to date. ANF Northern Working Circle: Cruise sheets: Survey Map: 13 Compartments have been completed; 4 partly completed; (practically nothing in Southern Working Circle). Field record sheets, including checks as to accuracy are kept as permanent records; information also transferred to summary tables. Re: Estimate of timber resources of working circle: as to existing merchantable and unmerchantable stands: volume tables of each specie, growth data, defect data, statement as to stands in need of immediate cutting, etc.; map showing topographical and cultural detail as well as management data. Form 77 R7: Plot Estimate Sheet Tally Sheet: re: Diameter breast height, type, age class, Culls. Form 78 R 7 Sample Plot Estimate Sheet: Similar data, and also sample tree record and reproduction record. (Daily, official.) 8 x 10½ bundled sheets, 6 ft., in metal filing case. Basement room (Bldg. A) (258)

168. CHECK ESTIMATES: TIMBER SURVEY, ALLEGHENY NATIONAL FOREST, Nov. 5, 1934 to date. ANF: Northern working circle (compartments tallied); Charts showing the original tally and the check tally; also includes two tally maps. Form: ANF 85 (rev. 12-6-34): Management Survey, ANF: Check Estimate Summary: re: Compartment, Line No.Plot No. Trees Check, Trees by original men, difference (no., of trees by species, volume of trees by species) Pulp Chemical. No.93-R-7 Sample Plot estimate sheets: Check Sheet, Timber Survey: monthly progress report: Estimating base line; Office work; Special Studies; ANF Form 102-1 re: the acreage covered, crew days, per cent of current area estimated, miles run, etc. (Frequently, official.) 9 x 11½ folders, 5 in., in wooden filing case. Basement room (Bldg. A) (260)

169. WORK MAPS: RE: CURRENT STATUS, ALLEGHENY NATIONAL FOREST, TIMBER MANAGEMENT, Dec. 1934 to date. Outline maps, filled in with crayon or india ink as current conditions change. The base map: U.S. Geological Survey Rev. 1932. Allegheny National Forest (Northern Working Circle), Penna. (U.S. Dept. Agriculture: Forest Service): Polyconic projection: North American Datum; Scale 2½ in., equals five mile. Detailed list on file in office of Survey. (Frequently, official.) 26½ x 27 maps, ½ in., in map cabinet. Basement room (Bldg. A) (256)

170. REPORT ON MERCHANTABLE AREA, TIMBER SURVEY, ALLEGHENY NATIONAL FOREST, Feb. 10, 1935. Form ANF 130; Chart: information as to warrant or lot, age class, priority class, site, compartment, type: re: estimate per acre as to young growth, no. of trees, sawtimber thousand of board feet, diameter b.h. species; cordwood: pulpwood (species), chemical wood; volume per acre; hardwoods, conifers, pulp, chemical, total volume; estimated topwood, recommended cut, accessibility to utilization, road, and market, logging conditions and adjacent merchantable stands. (Frequently, official.) 9 x 11½ folders, ½ in., in wooden filing case. Basement room (Bldg. A) (264)

171. SUMMARY OF PLOT ESTIMATE SHEETS: TIMBER SURVEY, ALLEGHENY NATIONAL FOREST, Aug. 1935 to date. ANF: Northern Working Circle: 13 compartments have been completed; 4 partly completed. Data taken from "Plot Estimate Sheet: Tally Sheet", Form 77-R-7; 78-R-7. Form 82-R-7 (Aug. 1934): Summary of plot estimate sheets: (old form) data re: Sawlog, Sapling and Cord, Sample plot tallies. 82-R-7 (Revised November 15, 1935): Summary of Plot. Estimate Sheets Re: Subheadings. Diameter breast thigh, hardwoods, species listed, conifers species listed, type, site, age and condition class, acreage; also sample plot information re: Reproduction Record. Form: 135-R-7: Stand table computation sheet: re: stand per acre, no. of trees tallied, Diameter BH no. of trees per acre, Species listed, etc. (Daily, official.) 18½ x 21½ loose-leaf books, 2 ft., in DeLuxe Metal Cabinet. Basement room (Bldg A) (259)

172. PLANIMETERED AREAS: TIMBER SURVEY, ALLEGHENY NATIONAL FOREST, Feb. 1936 to date. ANF Northern Working circle; Compartment Survey Chart: Cruise Tally data according to map area calculation (by planimeter instrument). Form ANF (M3): 116-1 (March 16, 1935); (also old form): re: Sheet 1. Site no. Tally, type (Hardwood, Hemlock, Pine, Oak, Aspen Field), Age Class, Area, Total, Sheet 11: Recapitulation Data Sheet according to type: no (tally), Site, Age Class, Area Total. Sheet 111: Recapitulation Sheet Data according to Age Class: (a.0-20 yrs. 24-40, 40-80, 80-120, over virgin): no. (tally), site, type, area. (Daily, official.) 9 x 11½ folders, 2¼ in., in wooden filing case. Basement room (Bldg. A) (262)

173. MANAGEMENT PLAN-TIMBER SURVEY, ALLEGHENY NATIONAL FOREST-MANUAL: U.S. DEPT. AGRICULTURE: FOREST SERVICE, July 7, 1936. Form 406. New Instruction Manual (mimeographed sheets). Instructions re: management plan, timber survey, Allegheny National Forest as to purpose, administration, technical instructions of the survey, field work and statistical data including the mapping of such, etc. See addenda sheet on file in the Office of the Survey for the table of contents and purposes of the survey and data to be obtained. Timber survey work of the Allegheny National Forest is under the supervision of the Forest Service with the Emergency Conservation Works Program as the cooperating sponser. (Daily, official.) 8½ x 10½ loose-leaf books, 1 in., in file rack on top of wooden desk. Basement room (Bldg. A) (257)

BUREAU OF PLANT INDUSTRY

EPHRATA

DIVISION OF TOBACCO AND PLANT NUTRITION
TOBACCO FERTILIZATION EXPERIMENT STATION
Private Dwelling, 252 W. Main St.

This Bureau was established 1903, with no change in its administrative reorganization. Prior to 1912 there is no record of location of this agency. Records prior to 1912 are at State College. All other records, except unimportant correspondence are at this dwelling. Some correspondence of a useless nature has been disposed of. Records are requested at times, both from Washington and State College, in addition to those sent periodically.

174. ANNUAL REPORTS, 1912 to date. Data covering all phases pertaining to planting, raising, cultivating and harvesting of tobacco. Arranged chronologically. (Occasionally, official.) 8 x 11 stapled sheets to form 24 reports, 6 in., on wooden shelf in clothes closet. Mr. Olson's Den. (1)

175. MISCELLANEOUS, 1925 to date. Data of correspondence between various persons and departments relative to tobacco culture, bills for supplies, etc., sales recorded and travel authorization; also Mr. Olson's book records of daily activities. Arranged subjectively and chronologically. (Daily, official.) 10 x 14 and 4 x 6 folders, small note books, 1½ ft., drawer in wooden desk. Mr. Olson's Den. (2)

HARRISBURG

BUREAU OF PLANT INDUSTRY
South Office Bldg., State Capitol

This Bureau was established 1907. To the original organization has been added a Nursery Inspection Division, Apiary Inspection, Potato Wart Inspection, Experimental Farm Division, Entomological Department, Pathology Department and Curator of Insects. Many of its records are considered obsolete after five years and are destroyed. A general clearing of old records took place when the department was reorganized in 1916 and again when it moved in 1924. However, only papers considered of no permanent value were destroyed. Old files are under the jurisdiction of the Controller of the Department. The so-called useless papers are turned over to the Custodian of the building for disposal. They are baled and sold as old paper. Records have been sent to Washington only upon request. This department, at this time, does not possess a real volume of records.

176. PLANT DISEASE, October 1, 1930 to date. Material includes weekly labor reports, number of men employed; acres of barberry eradication, bushes and seedlings destroyed; pounds of salt used and total expenses; also correspondence on Dutch elm disease. Arranged alphabetically. (Daily, official.) 10 x 15 folders, 1 ft., drawer in filing case. R. 108. (292)

177. GENERAL, October 1, 1925 to date. Material includes reports from Department of Commerce, Washington, D.C., covering 1925 farm census. Arranged alphabetically. (Monthly, official.) 10 x 15 folders, 1 ft., drawer in filing case. R. 108. (293)

178. WHITE PINE BLISTER RUST, September 1, 1926 to date. Material includes "Detwiler's Paper on Quarantine" (unpublished); correspondence regarding location and operation of stations; and notification and modification of quarantine regulations. Arranged alphabetically. (Monthly, official.) 10 x 15 folders, 1 ft., drawer in filing case. R. 108. (294)

179. CERTIFICATION, BRAMBLE, POTATO, TOMATO, December 14, 1932 to date. Giving data of reports on certified seed potato production, as to different states and kind of potatoes raised. Arranged alphabetically. (Monthly, official.) 10 x 15 folders, 1 ft., drawer in filing case. R. 108. (295)

180. CIDER APPLE RUST, April 10, 1929 to date. Giving data of disease control with Civil Works Administration Assistants; list and address of owners, number, total valuation and estimated compensation of cider apple trees. Arranged alphabetically. (Rarely, official.) 10 x 15 folders, 1 ft., drawer in filing case. R. 108. (296)

181. SHIPMENT REPORTS, January 1, 1924 to date. Giving data on shipment permits and correspondence regarding issuance of same. (Rarely, official.) 3 x 8 and 10 x 15 folders, 1 ft., drawer in filing case. R. B34. (305)

182. 1-50 ECT. TO 2440, November 20, 1923 to date. Giving data on correspondence regarding the testing and diseases of cattle and the payment of indemnity; also agreement to pay indemnities on cattle slaughtered. (Rarely, official.) 10 x 15 folders, 48 ft., 24 drawers in filing cases. R. B34. (306)

183. QUARANTINE, July 1916 to date. Giving data on complete listing of all regulations of Federal Quarantine in or out of the State. Includes Japanese beetle, gypsy moth, corn borer, blister rust and elm disease. Arranged alphabetically. (Daily, official.) 8½ x 11 folders, 3 ft., drawer in filing case. R. 109. (307)

184. NURSERY STOCK RECORD, January 1, 1936 to date. Includes data on imports delivered into Pennsylvania from foreign countries. (Annually, official.) 8½ x 11 folders, 2 ft., drawer in filing case. R. 109. (308)

185. MISCELLANEOUS CORRESPONDENCE, January 1, 1936 to date. Giving information relative to opinion on diseases of nursery stock. (Occasionally, official.) 8½ x 11 folders, 2 ft., drawer in filing case. R. 109. (309)

186. IMPORTERS NOTICE OF SHIPMENT OF NURSERY STOCK AND OTHER PLANTS AND SEEDS INTO STATE, January 1, 1936 to date. Contains listing of trees plants and seeds from source of origin; also whether seeds have been inspected by authorities upon arrival in this country. (Annually, official.) 8½ x 11 folders, 2 ft., drawer in filing case. R. 109. (310)

Division of Fruits and Vegetables

187. FEDERAL INSPECTION FILE CERTIFICATIONS, CORRESPONDENCE, MISCELLANEOUS, Januray 21, 1926 to date. Giving data on rebillings for unpaid and inspection certificates, telegrams, supply and payroll requisitions and reports for Emergency Relief Board. Arranged alphabetically. (Daily, official.) 10 x 18 folders, 2½ ft., drawer in filing case. R. 131A. (297)

188. SCRANTON BRANCH REPORT, January 1, 1933 to date. Material includes inspection reports, showing car lot shipments, products shipped, shippers' name, quality and grade of product; also wholesale and retail prices in the produce market. Arranged alphabetically. (Rarely, official.) 10 x 15 bundles, 2½ ft., metal shelf. R. B34. (298)

189. REQUISITIONS, BRANCH OFFICE SUPPLIES, January 1, 1926 to date. Data includes requisitions for supplies sent to Federal Agent in Harrisburg, by the Branch Office in Scranton, Pennsylvania; material and date desired and amount to be paid. Arranged alphabetically. (Never) 6 x 12 bundles, 1½ ft., metal shelf. R. B34. (299)

190. FEDERAL CERTIFICATES, PAID BILLS AND RECORD, January 1, 1921 to date. Showing schedules of collections, car and certificate number, initials, date, products of cars checked, paid bills of food products, inspection service and copies of inspection certificate. Arranged alphabetically. (Rarely, official.) 10 x 15 folders, bundles, 2 ft., metal shelves. R. B34. (300)

191. FRUITS AND VEGETABLES, December 7, 1933 to date. Giving data on correspondence pertaining to public hearings throughout the United States in connection with proposed marketing agreements, held by the farmers and representatives of the Federal Government. Arranged alphabetically. (Rarely, official.) 8 x 12 bundles, 1½ ft., metal shelf. R. B34. (301)

192. PLANT INDUSTRY, February 16, 1931 to date. Material includes correspondence of Federal Inspectors, relating to shipments of imports and exports. Arranged alphabetically. (Rarely, official.) 10 x 15 folders, 14 ft., 7 drawers in filing case. R. B34. (302)

193. SUMMARY OF CARROT AND POTATO SHIPMENT, January 1, 1933 to date. Includes data on annual shipment in and out of Pennsylvania, shippers' name, amount, quality and grade of produce, and inspector in charge. Arranged alphabetically. (Occasionally, official.) 10 x 24 bundles, 2 ft., metal shelf No.152. R. B34. (303)

194. FEDERAL INSPECTION CERTIFICATES AND SHIPPING POINT RECORDS, January 1, 1927 to date. Material includes all data pertaining to the loading, packing, shipping and inspection of products and name of inspector in charge. Arranged numerically. (Rarely, official.) 10 x 15 folders, 18 bundles, 12 ft., metal shelves. R. B34. (304)

PHILADELPHIA

DIVISION OF FOREST PATHOLOGY
FIELD HEADQUARTERS
MacFarlane Hall of Botany, University of Pennsylvania
38th St. & Woodland Ave.

This Bureau was established July 1, 1930 with no change in its administrative reorganization. There are no so-called useless papers and no records have been lost or destroyed. All photographic negatives are kept at the field headquarters. Prints and duplicate correspondence are sent to Washington.

195. REPORTS, PHOTOGRAPHS AND CORRESPONDENCE OF SURVEYS BY PATHOLOGISTS, 1930 - 1936. Correspondence and photographic prints of surveys of pathology conducted by the field headquarters branch; reports on diseases of forest trees; photographs show the pictures of the parts diseased; letters of official business; reports show the record of species growth, date of transfer, identification notes and expense accounts. Index, 11 x 13, 84 in. (Daily, official.) 11 x 14 folders and envelopes, 5 x 7 photographs, 10 ft., in 8 drawers of 3 wooden filing cases. R. 12. (6386)

BUREAU OF PUBLIC ROADS

GETTYSBURG

DIVISION OF CONSTRUCTION
GETTYSBURG NATIONAL PARK
Weaver Bldg., Center Square

This Bureau was established August 1934, with no change in its administrative reorganization. No records have been lost or destroyed. All the records of this office so far have been retained. There is a box of records on the floor in the office which are seldom used. Any request for records in addition to those sent periodically, would be handled through the District Office in Washington.

196. MISCELLANEOUS, July 1936 to date. Giving all information on correspondence between this office and the District Engineer, relative to road construction projects; progress reports, payroll distribution sheets, time sheets, etc. Arranged chronologically and alphabetically. (Daily, official.) 10 x 14 folders, 1½ ft., wooden drawer in filing case. R. Bureau of Public Roads Office. (15)

197. CONTRACTS, September 1934 to date. Giving data on proposals and contract forms for construction work on National Park; also showing schedules of supplies for road building and office occupation. Arranged numerically. (Daily, official.) 10 x 12 binders, 1½ ft., wooden drawer in filing case. R. Bureau of Public Roads Office. (16)

198. NARRATIVE REPORTS, October 1934 to date. Giving all data on two types of reports; first, the monthly report of projects in process of completion; secondly, the final report of projects from start to finish; also statements of material tests; notice from District Engineer to proceed; award letter to contractor, photographs, etc. Arranged numerically. (Daily, official.) 10 x 12 binders, 2 ft., on wooden shelf. R. Bureau of Public Roads Office. (17)

199. BLUE PRINTS AND DRAWINGS, September 1934 to date. Originals made from them for road construction projects in the Gettysburg WPA. Arranged numerically. (Daily, official.) Various sizes, prints and drawings, 22 x 36 letter size prints and drawings or multiples of same; approximately 120 rolled prints or drawings in 12 pigeon holes, several long sticks with suspended prints and drawings much on order of maps and smaller size prints and drawings lying on wooden shelf. R. Bureau of Public Roads Office. (18)

200. FIELD BOOKS, August 1934 to date. Giving all data on anything having to do with the surveying end of road building. Arranged alphabetically. (Daily, official.) Approximately ½ x 6 x 9, vols. (35), 1½ ft., on wooden desk. R. Bureau of Public Roads Office. (19)

201. MISCELLANEOUS, September 1934 to date. Giving all data on correspondence between this office and the district office relative to road construction projects; progress reports, payroll distribution, time sheets etc. Arranged subjectively and chronologically. (Monthly, official.) 10 x 14 folders, 1 ft., wooden box, approximately 8 x 10 x 16 in., on floor, papers dirty and sooty. R. Office Bureau of Public Roads. (22)

HARRISBURG

STATE OFFICE
Gannett Seely Fleming Bldg.,
600 N. 2d St.

This office was established July 11, 1916, with no change in its administrative reorganization. The so-called useless papers are torn and put in waste baskets to be disposed of. No papers of any material value would be destroyed. Records are only sent to Washington when and if requested.

202. BLUE PRINTS, 1934 to date. Giving data on the various road projects in the state. Arranged numerically. (Daily, official.) 20 x 36 rolls, 4 ft., on wooden shelves in closet. R. 509. (1207)

203. PAID, May 1918 to date. Giving data on detailed estimates, statements, history, monthly and final construction reports of road projects, final voucher attached. Arranged numerically. (Daily, official.) 10 x 15 folders, 50 ft., 22 wooden drawers in filing case.R.509. (1208)

204. ACTIVE FILE, 1934 to date. Information includes detailed estimates, monthly and final construction reports of road projects not completed or where final voucher has not been submitted for payment. Arranged numerically. (Daily, official.) 10 x 15 folders, 17 ft., 7 wooden drawers in filing case. R. 509. (1209)

205. GENERAL FILE, January 1, 1930 to date. Giving data on purchases of tires and tubes; each car owned and operated by this department; garage records, proposals for bids for cars, garages, etc.; inventories of local office equipment; monthly expense account; personal file of local office; correspondence between this office and State Highway and District Offices; vouchers for payments for services other than personal, etc. Arranged subjectively. (Daily, official.) 10 x 15 folders 8 ft., 4 wooden drawers in filing case. R. 509. (1210)

RESETTLEMENT ADMINISTRATION

RESETTLEMENT ADMINISTRATION

BEDFORD
FIELD SUPERVISOR, RURAL REHABILITATION DIVISION
Post Office Building, Public Square

This agency was originally established as a unit of the Pennsylvania Rural Rehabilitation Corporation April 10, 1935 and was transferred on July 1, 1935, to the Resettlement Administration. In July 1937, it became a field office for Bedford, Fulton, and Somerset Counties for the Farm Security Administration, a division of the Department of Agriculture. Prior to obtaining quarters in the Post Office the agency was located in the basement of Ford Garage, Ft. Pitt St. 1935 - January 4, 1938.

No important records have been lost or destroyed. Certain records written on the agency's forms are destroyed after permission is obtained from Washington, D.C. The following policy is in practice in regard to sending records to Washington: Forms 65-A used by the Administrator at Washington in rejecting loans are kept in Washington and copies are sent to the local agency. Original copies of the following forms are sent to Washington: RA-R 12, (Referral of Case), RA-R 13 (Confidential Report), RA-R 36 (Annual Home Business Statement and Home Management Plan), RA-R 59 (Request for Grants), RA-R 14 (Farm Business Statement), RA-R 15 (Loan Agreement and Request for Funds), RA-LE 30.6 (Chattel Mortgage), RA-LE 90 (Application for Release of Mortgaged Property), RA-LE Release, etc., also all receipts from payments are sent to Washington, D.C.

The term "Resettlement Administration" is used because most of the records surveyed were created before the change in 1937.

206. ANALYSIS OF LOAN ACCOUNTS, March 1937 to date. Treasury Form B-34, gives name and address of mortgagee, amount of principal and interest, amount paid and balance to be paid and date of each transaction. (Occasionally, official.) 12 x 20 folder, 1½ in., in steel filing case. Basement. (20)

207. APPLICATIONS, PENDING, May 1938 to date. Copies of Form RA-RR 12 (Application for Rehabilitation) sent to State Office at Harrisburg for approval, give applicant's name and address, location of farm, number of persons in household, type of farm worked, financial conditions, present resources and facilities and other information regarding condition of farm and family. (Occasionally, official.) 9 x 12 folder, ¼ in., in steel filing case. Basement. (10)

208. CASE ANALYSIS, 1937. Form RA-D 12, analysis of relief cases, indicating name and address of case head, giving location of farm, nativity, length of residence at given address, education received, number of persons in family, industrial or agricultural experience, farm information, amount of receipts from farm production, implements on farm, financial condition and home and community life. Used in rehabilitation of farmer relief cases. (Rarely, official.) 10 x 12 envelope, ¼ in., in steel filing case. Basement. (19)

209. CLIENT'S FILE, 1935 to date. Folders contain various forms used in securing loans on farms and equipment by clients. Form RA-RR 17 Action taken by Rural Rehabilitation office on request for funds, showing if approved or unapproved; RA-RR 16, Transmittal of request, showing signature of Receiving Clerk at Regional Office: Form RA-RR 12, Referral of Case, RA-RR 13, Supervisor's Confidential Report on conditions of farm; RA-RR 14, Annual Farm Business Statement and farm plan, gives amounts received for farm products for past year and estimated farm production for coming year; RA-RR 15, Loan agreement and request for funds by client, giving goods and services to be purchased; Form RA-FI 5a, Public voucher issued for funds requested; Form RA-LE 36, Chattel mortgage, giving amount loaned, payments to be made and livestock and equipment on chattel mortgage. Filed alphabetically by County. (Frequently, official.) 9 x 12 folders, 4 ft., in steel filing cases. Basement. (21)

210. CLIENTS, INACTIVE RECORDS, 1935 to date. Folders containing applications for rehabilitation request for loans and supplementary papers of clients who have paid off their obligations or who have been rejected for loan by the Regional Office at Washington, D.C. (Occasionally, official.) 9 x 12 folders, 2 ft., in steel filing cases. Basement. (5)

211. COLLECTION RECEIPTS, July 1937 to date. Form FSA-Fl 37. Duplicate copies of receipt issued to client for monies received in repayment of loan giving R R case number, receipt number, date received, name and address of person making payment, amount; also shows if payment was from sale of property giving description of property sold, and is signed by borrower or collector. (Occasionally, official.) 5 x 8 paper back books, 1 in., in steel filing case. Basement. (3)

212. DAILY LIST OF ABSENTEES, Feb. 1938 to date. Form FSA-PE 58, record of employees absent from work, giving name of employee, time or arrival, if late, period if late, total time charged and remarks. (Occasionally, official.) 9 x 12 folder, ¼ in., in steel filing case. Basement. (11)

213. EXECUTIVE ORDERS, 1935 to date. Copies of orders issued by Regional Office at Washington, D.C., regarding operation, administration and changes in program. (Occasionally, official.) 10 x 12 loose-leaf books, 2 in., in steel filing case. Basement. (1)

214. EXPENSE ACCOUNTS, May 1936 to date. Copies of Treasury Form 1012a, Statement of Travel Expenses, including per diem, indicating name of person performing work at destination other than official station, mileage traveled and number of periods at per diem rate. Treasury Form 1034a, public voucher for expenses other than personal, giving descriptic of supplies, equipment or services rendered and amount due. (Occasionally, official.) 9 x 12 folders, 2 in., in steel filing case. Basement. (15)

215. PROCEDURE MANUALS, 1935 to date. Copies of administrative and operating procedure from Regional Office, Washington, D.C., to be used in operation of program. (Occasionally, official.) 10 x 12 loose-leaf books 3 in., on wooden table. Basement. (2)

216. REJECTED APPLICATIONS, July 1937 to date. Copies of Form RA-RR 12, Application for loan and Form RA-RR 65, Discontinuance or rejection cases which have been returned to this office by regional office, Washington, D.C., when case has been rejected. Copies of correspondence regarding case are also filed or piled on the floor. (Occasionally, official.) 9 x 12 folder, 1 in., in steel filing case. Basement. (13)

217. REPAYMENT SCHEDULES, 1935 to date. Card record giving name and address of applicant securing loan, amount of loan, date paid and dates on which repayments are to be made with amount to be paid on each repayment date. (Occasionally, official.) 3 x 5 cards, 4 in., in pasteboard card cabinet. Basement. (4)

218. REQUISITIONS, Oct. 1936 to date. Copies of Form RA-BM 9 reques' for supplies, equipment or services sent to the regional office at Washington, D.C., filed with Standard Form 1058a, Government Bills of Lading, and Railroad Bills of Lading, for supplies or equipment received. (Occasionally, official.) 9 x 12 folder, 1½ in., in steel filing case. Basement. (6)

219. SCHEDULES OF COLLECTIONS, Feb. 1936 to date. Copies of Treasur Form 1044, sent to Department of Agriculture, Washington, D.C., for funds received in repayment of loans, indicates date paid, reference or receipt number, name of remitter, purpose, amount and fund to which credited. (Occasionally, official.) 9 x 12 folders, 2 in., in steel filing case. Basement. (14)

220. SUPERVISOR'S RECORD, 1935 - July 1937. Copies of correspondenc from state office regarding administration, filed with form 1034a, Vouchers for travel performed and Form BB 246a, Expense sheets and copies of procedure bulletins. (Rarely, official.) 9 x 12 folders, 3 in., in steel filing case. Basement. (16)

221. TEMPORARY RECEIPTS, Aug. 1937. Duplicates of receipts given to clients for repayment of loans, indicating name and address of the client and the amount paid. (Rarely, official.) 3 x 7 bundles, 2 in., in steel filing case. Basement. (18)

222. GRANT VOUCHERS, Mar. 1937 - Dec. 1937. Form RA-FI 58, Direct grant of funds to farmers in stricken agricultural areas, giving farmer's name and address, case number, cause for grant, loan payment voucher, if any, amount of grant and check number. Form RA-RR 59, Recommendation for Emergency Rehabilitation income, gives number of persons in family, and their age, estimated needs and estimated income for given period, budget summary and payment to be made to client. (Rarely, official.) 9 x 12 folder, 1 in., in steel filing case. Basement. (17)

223. CORRESPONDENCE, 1935 to date. Copies of correspondence with the state office at Harrisburg, Pa., the regional office at Washington, D.C., and individuals regarding administrative and operating procedure, information about program and methods used to secure loans. (Occasionally, official.) 9 x 12 folders, 10 in., in steel filing cases. Basement. (12)

224. INVENTORY REPORTS, Dec. 1937 - Mar. 1938. Form RA-BM 49, Quarterly reports sent to the regional office at Washington, D.C., showing number of articles of furniture and equipment in this agency. (Occasionally, official.) 9 x 12 folder, 1/8 in., in steel filing case. Basement. (7)

225. SUPERVISOR'S MONTHLY REPORTS, May 1936 to date. Copies of Form RI-RR 147a, sent monthly to regional office at Washington, D.C., and copy to state office at Harrisburg, Pa., giving number of applications on hand at beginning of month, cases handled during month, applications received during month, and number on hand at end of month with number of applications rejected, number of applications eligible, case load, number of days worked by supervisor, expenses incurred and collection of monies received in repayment of loans. (Occasionally, official.) 9 x 12 folders, ¼ in., in steel filing case. Basement. (8)

226. WEEKLY REPORTS OF PENDING APPLICATIONS, Mar. 1938 to date. Weekly reports sent to regional office at Washington, D.C., giving number of new applications and supplementary applications on hand at end of week; number of new and supplementary applications submitted to regional office during the week and number of ACL applications forwarded during the week. (Occasionally, official.) 9 x 12 folder, ¼ in., in steel filing case. Basement. (9)

BUTLER

FIELD SUPERVISOR, RURAL REHABILITATION DIVISION

Federal Bldg., Washington and Jefferson Streets

In the early part of 1935 this agency was under the jurisdiction of the Pennsylvania Rural Rehabilitation Corporation; in December 1935, the Resettlement Administration was organized. In September 1937 the Resettlement Administration was changed to the Farm Security Administration and the Office of the Director for Region No. 1 (at New Haven) was discontinued and Washington, D. C., became the headquarters. The agency had previously in June 1937 become a subdivision of the Department of Agriculture. The Farm Security Administration has quarters in the Federal Building at Washington and Jefferson Sts., since August 1936. Previously the location was in the Standard Pullman Building, Hansen Avenue, 1935 - August 1936.

All corporation loan records were sent to Harrisburg, Pennsylvania after the Pennsylvania Rural Rehabilitation Corporation was discontinued. In order to destroy all so-called useless papers special permission from the state director is required.

Forms 65-A used by the Administrator at Washington, D.C., in rejecting loans are kept in Washington and copies are sent to the local agency; original copies of the following forms are sent to Washington: RA-R 12 (Referral of Case), RA-R 13, (Confidential Report), RA-R 59 (Request for Grants), RA-R 14 (Farm Business Statement), RA-R 36 (Annual Home Business Statement and Home Management Plan), RA-R 15 (Loan Agreement and Request for Funds), RA-LE 30.6 Chattel Mortgage, RA-LE 90 (Application for Release of Mortgaged Property, RA-LE (Release), etc.

The agency supervises the work in Armstrong, Beaver, Lawrence, and Butler Counties.

227. CORRESPONDENCE, Mar. 1935 to date. Copies of correspondence with regional office at Washington, D.C., and state office at Harrisburg regarding administration and procedure. (Frequently, official.) 9 x 12 folders, 5 in., in steel filing cases. R. 208. (205)

228. CLIENT'S FILE, Mar. 1935 to date. Folders containing necessary papers and correspondence of each individual application for rehabilitation approved by Administrator at Washington for loan, indicating applicant's name and address, location of farm, brief personal history of family, financial status and present resources and facilities. Forms included are RA-R 12, application for rehabilitation; RA-R 14, Farm Business Statement; RA-R 36 Annual Home Business Statements and Home Management Plan; RA-R 15, Loan Agreement and Request for Funds; RA-F 15, Public Voucher; RA-LE 31.36, Bond; RA-LE 30.6 Chattel Mortgage; RA-LE 90, application for Release of Mortgage Property; RA-LE Release; RA-RR 40a, Certificate of Search; RA-Fl 37, Receipt; RA-RR 19, Farm Visit Report; RA-LE 148.36, Discharge of Chattel Mortgage; Narrative Report and approval. (Frequently, official.) 9 x 12 folders, 4 ft., in steel filing cases. R. 208. (211)

229. GRANTS, Sept. 1937 to date. Copies of Forms RA-R 12 Referral of Case; RA-R 13, Confidential Report; RA-R 59 Request for Grants, and RA-FI 58; Direct Relief Voucher, filed with copies of correspondence with Administrator at Washington, D.C., regarding grants to applicant on direct relief basis. (Frequently, official.) 9 x 12 folder, 1/8 in., in steel filing case. R. 208. (208)

230. HOME SUPERVISOR'S FILE, Mar. 1925 to date. Copies of correspondence with state offices at Harrisburg and regional office at Washington, D.C., regarding procedure, administration and home economic plans for the betterment of the economic and domestic problems in rural communities. Included is travel orders approved by Administrator for travel done by home supervisor while performing duties. (Frequently, official.) 9 x 12 folders, 4 in., in steel filing case. R. 208. (209)

231. REJECTIONS, Mar. 1935 to date. Copies of Form 65A from Administration at Washington, D.C., rejecting rehabilitation loans requested indicating applicant's name and address, application number and reason for rejection, filed with copies of correspondence and Supervisor's confidential report regarding case. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 1 ft., in steel filing case. R. 208. (206)

232. SCHEDULES OF DISBURSEMENTS, Mar. - June 1936. Copies of Form 1064 from Disbursing Office at Harrisburg listing loans to approved clients giving Disbursing Office voucher number, Bureau number, name of payee and symbol of appropriation or fund. (Occasionally, official.) 9 x 12 folder, 1 in., in steel filing case. R. 208. (207)

233. SCHEDULES OF RECEIPTS, Sept. 1936 to date. Return copies of Standard Form 1044 stamped and receipted for by Treasury Department,

at Washington, D.C., for money deposited in Treasury indicating name of client paying installment, amount paid and receipt number. (Frequently, official.) 9 x 12 folders, 2 in., in steel filing case. R. 208. (210)

CLEARFIELD
FIELD SUPERVISOR, RURAL REHABILITATION DIVISION
Krebs Bldg., Front and Locust Sts.

This agency was originally established as the Pennsylvania Rural Rehabilitation Corporation April 10, 1935 and was later, July 1, 1935, changed to the Resettlement Administration. From April 10, 1935 - June 1, 1935 the agency was located in the Clearfield Trust Company; June 1, 1935 the headquarters were located in the Krebs Bldg., Front and Locust Sts.

None of the records have been lost or destroyed. So-called useless papers after their usefulness has ceased are used for scrap paper or burnt. No records are sant to Washington headquarters but reports and applications are sent to the office of the state director of the Rural Rehabilitation Division at Harrisburg, Pa., where all applications must be approved. The office supervises the work in Cameron, Clearfield, Elk, Forest, Jefferson, McKean and Warren Counties.

234. APPLICATIONS FOR LOANS (APPROVED), Apr. 15, 1936 to date. Cases approved for loans to farmers: referral of case, confidential report, annual farm business statement, farm plan loan agreement and request for funds, public voucher and bond, home management plan, case history, list of items to be covered by chattel, chattel mortgage, and all correspondence referring to case. (Daily, official.) 9 x 12 folders, 2 ft., in steel filing case. Attic. (58)

235. APPLICATIONS (REJECTED), Apr. 15, 1936 to date. Applications of farmers for loans that for various reasons have been rejected or filed for future reconsideration, also correspondence relating to each case. (Daily, official.) 9 x 12 folders, 2 ft., in steel filing case. Attic. (59)

236. APPLICATIONS FOR LOANS BY FARMERS (PENDING), Apr. 15, 1936 to date. Pending applications for loans in the process of investigation and awaiting final disposition, also correspondence relating to each case. (Daily, official.) 9 x 12 folders, 3 in., in steel filing case. Attic. (60)

237. GENERAL CORRESPONDENCE, Apr. 15, 1936 to date. Correspondence with the New Haven and Harrisburg offices and individuals pertaining to applications for loans. (Daily, official.) 9 x 12 folders, 7 in., in steel filing case. Attic. (61)

DU BOIS
FIELD SUPERVISOR, RURAL REHABILITATION DIVISION
Community Loan Building, 61 W. Long Street

Originally this agency was known as the office of the Resettlement Administration Field Supervisor for Cameron, Clearfield, Elk, Forest, Jefferson, McKean and Warren Counties and was a subdivision of the Resettlement Admininstration.. The agency was established in 1935 and the field supervisor at that time had his office in Clearfield; in the summer of 1937 the name was changed to the Farm Security Administration and the office of the Director for Region No. 1 was changed from New Haven, Conn., to Washington, D. C. Prior to obtaining headquarters at Du Bois, the office of the Resettlement Administration Supervisor was located in the Moose Building at Clearfield, Pa.

No important records have been lost or destroyed. All forms connected with loans, all invoices and bills, quarterly and annual reports are sent to the Washington regional office. Papers and reports referring to financial matters are sent to the Harrisburg, Pennsylvania office; these records include payrolls, permissions for leave of absence, eligibility list for vacancies and similar records. This office supervises the work in Cameron, Clearfield, Elk, Forest, Jefferson, McKean and Warren Counties.

238. ADMINISTRATION TRANSPORTATION, 1935 to date. Form 1012A, Treasury Form, vouchers for personal expenses including per diem, shows name and address of person performing work away from his headquarters, amount per diem and mileage traveled for which reimbursement is requested. (Occasionally, official.) 9 x 12 folders, 1 in., in steel filing case. R. 8. (252)

239. APPLICATIONS FROM RELIEF CLIENTS, 1935 - 1936. Form FERA 600, Certificates of eligibility from Relief Offices for clients requesting loans, showing name and address of relief recipient, identification and case number, occupational classification and names of persons in family eligible for works program. (Rarely, official.) 10 x 15 folders, 3 in., in steel filing case. R. 9. (265)

240. APPLICATION FOR RELEASE, 1935 to date. Form RA-LE 90b, application for release of mortgaged property, showing client's name and address, description of property to be released, purchaser and his address and recommendation of supervisor for Jefferson, McKean, and Clearfield Counties. Filed alphabetically. (Occasionally, official.) 10 x 15 folders, 4 in., in steel filing case. R. 8. (245)

241. PENDING AND CANCELLED APPLICATIONS, 1937 to date. Copies of Form RA-RR 12, Application for Rehabilitation sent to state office at Harrisburg for approval, giving applicant's name and address, location of farm, number of persons in household, type of farm worked, financial conditions, present resources and facilities and other information regarding condition of farm and family; filed with applications which have been cancelled by person requesting loans. (Occasionally, official.) 10 x 15 folders, 2 in., in steel filing case. R. 8. (255)

242. REJECTED CASES, 1935 to date. Forms used in applying for loans on farm and farm equipment that have been rejected by the regional office. Form RA-RR 14, Annual Farm Business Statement and Farm Plan, showing amount received from farm products the preceding year and estimated production for coming year. Form RA-RR 19, Application for Rehabilitation, gives brief history of the family, if actively engaged in farming, amount of live stock and major farm equipment owned, amount owed on live stock or equipment, amount of money left for operating expenses after payment of debts and the names of business persons knowing applicant. Form RA-RR 65, Rejection of case from Regional office, showing reason for the rejection of application of loan. Filed alphabetically, by County. (Occasionally, official.) 10 x 15 folders, 1 ft. 8 in., in steel filing cases. R. 8. (248)

243. PAID OR CLOSED CASES, 1935 to date. Folders contain applications for rehabilitation request for loans and necessary supplementary papers of clients who have paid off their obligations or cases that have been closed by supervisor or regional office. (Occasionally, official.) 10 x 15 folders, 2 ft., in steel filing cases. R. 8. (249)

244. REHABILITATION CASES, 1935 to date. File contains the various forms used in securing loans on farms and farm equipment by applicants, Form RA-RR 17, Action taken by Rural Rehabilitation Office on request for funds, showing whether approved or rejected; RA-RR 16, Transmittal Sheets showing signature of clerk who received application at regional office at Washington, D. C.; Form RA-RR 13, Supervisor's Confidential Report showing conditions of farm; Form RA-RR 14, Annual Farm Business Statement and Farm Plan, showing application number, personal data on applicant's family, location of farm, report of last year's business, financial statement, financial plans for ensuing year, estimated production and disposal of live stock, crops and live stock products and feed to be consumed by live stock for given number of months; Form RA-F15a, Public Voucher issued for funds requested; Form RA-LE 30.36, Chattel Mortgage on property of person making loan, showing amount loaned, payments to be made and equipment and live stock used as collateral; Form RA-RR-PA-D, Questionnaire regarding loans, showing amount of loan, name of client, statement of account, status of client's collateral; filed with correspondence regarding each case. Form FSA-F137, Receipts for payments on loans; Form RA-RR 15, Loan agreement and request for funds; Form RA-LE 31.36, Bond furnished by applicant for loan. (Frequently, official.) 10 x 15 folders, 4 ft., in steel filing cases. R. 8. (247)

245. CIRCULARS AND BULLETINS, 1937 to date. Copies of circulars and bulletins from State Experimental Station at State College, Pa., and Department of Agriculture at Washington, D.C., regarding agricultural subjects and Conservation Program. (Occasionally, official.) 9 x 12 folders, 3 in., in steel filing case. R. 8. (254)

246. COLLECTION LETTERS, 1935 to date. Copies of form letters sent to clients who have failed to make payments on loans on dates specified and requesting payments to be made as soon as possible. (Occasionally, official.) 10 x 15 folders, 2 in., in steel filing case. R. 8. (246)

247. HAND BOOK, not dated. General information on Resettlement Administration activities and agencies working in conjunction with them, showing general idea of purpose, procedure to be followed and samples of forms used. (Occasionally, official.) 5 x 8 vol., ½ in., in steel filing case. R. 8. (242)

248. INSTRUCTIONS MEMORANDA, 1935 to date. Mimeograph sheets from regional office at Washington, D.C., and state office at Harrisburg, Pa., regarding procedure to be used in making loans or grants for the rehabilitation program and changes in former instructions. (Occasionally, official.) 9 x 12 folders, 1½ in., in steel filing case. R. 9. (264)

249. INSURANCE POLICIES AND BONDS, 1935 to date. Bonds of office employees, bills for insurance premiums; Form FSA-FC-4-5, Bond Analysis Statement, showing name of person bonded, title, address and yearly salary, date of appointment, official headquarters, source of funds, number of counties and clients under supervision, amount of funds handled in one month, amount of funds in possession at any one time, receipts for last fiscal year and receipts anticipated for current fiscal year. (Occasionally, official.) 9 x 12 folder, 1/8 in., in steel filing case. R. 9. (260)

250. MEMORANDUM FOR APPOINTMENTS OR CONTRACTS, 1935 to date. Card record showing name, address and account number of rehabilitation client giving dates on which various forms were sent and dates on which farm visits by supervisor are to be made. (Occasionally, official.) 3 x 5 cards, 6 in., in steel card cabinet. R. 9. (243)

251. MEMORANDUM OF RECORD OF CLIENT'S ACCOUNT, 1936 to date. Form FSA-RR 187, showing name of farm owner, case number, amount of loan authorized, whether FSA or corporation loan, amount of note, repayment plan, amount repayed, amount due, balance, description of security, type of lien, date recorded or filed, general information, number of people in household, their ages, etc. (Occasionally, official.) 12 x 12 loose-leaf books, 2 in., in steel filing case. R. 8. (257)

252. NEWS RELEASES, 1936 to date. Copies of interesting items regarding Conservation Program from the regional office at Washington, D.C. state office at Harrisburg, and this office, sent to local and county publications to be used as news releases. (Occasionally, official.) 10 x 15 folders, 2 in., in steel filing case. R. 9. (259)

253. PENDING REFERRALS, Jan. 1937 to date. Form RA-RR 12, copies of referrals of relief cases for rehabilitation sent to this office by relief officers, giving brief history of family, condition of farm and showing why family received relief and farm employment. (Occasionally, official.) 10 x 15 folders, 2 in., in steel filing case. R. 9. (261)

254. PROCEDURE MANUALS, 1937 to date. Procedure manuals issued by the regional office at Washington, D.C., and the state office at Harrisburg, Pa., regarding administrative and operative procedure, instructions to be followed, notices of changes in procedure and other information pertaining to the rehabilitation program. (Frequently, official.) 12 x 12 loose-leaf books, 1 ft. 8 in., in steel filing case. R. 8. (253)

255. PUBLIC VOUCHERS AND REQUESTS, 1938 to date. Form 1034, vouchers issued in payment of supplies and equipment purchases, showing name and address of payee, description of merchandise purchased, quantity purchased, unit price and total amount; Form RA-BM 9, Requests for supplies and service. (Occasionally, official.) 9 x 12 folders, 4 in., in steel filing case. R. 8. (250)

256. SCHEDULES OF DISBURSEMENTS, 1936 to date. Form RA-FI 58a, public voucher for direct relief in stricken agricultural areas, showing farmer's name and address, case number, cause for grant, loan payment voucher, amount of grant and check number. (Occasionally, official.) 9 x 12 folders, ½ in., in steel filing case. R. 9. (262)

257. SCHEDULE OF COLLECTIONS, 1938 to date. Form 1044, copies of record of collections of funds received and repayment of loans sent to state office at Harrisburg, Pa., showing the date paid, reference or receipt number, name of remitter, description of purpose for which received amount received and fund to be credited. (Occasionally, official.) 9 x 12 folders, 3 in., in steel filing case. R. 9. (263)

258. STATEMENT OF ACCOUNTS, Apr. 1936 to date. Form B-27, Treasury Department Statement of accounts and notice of payments due rehabilitation loans made to clients, showing State and County in which client lives, his name, Resettlement Administration loan number, amount of interest and principal, amount of loan repaid and amount to be paid. (Occasionally, official.) 8 x 15 sheets, 2 in., on clip file on desk. R. 9. (251)

259. CORRESPONDENCE (GENERAL), 1935 to date. Copies of correspondence with state office at Harrisburg, with the regional director at Washington, D.C., Home Economics Director, County Supervisors and other agencies regarding administrative and operating procedure and with individuals, giving information about FSA program and methods of securing loans and with Relief Administrator regarding FSA clients on relief. (Occasionally, official.) 9 x 12 folders, 2 ft., in steel filing cases. R. 8. (244)

260. CORRESPONDENCE, MISCELLANEOUS, 1936 to date. Copies of correspondence with firms regarding equipment or supplies needed at office, and individuals requesting information about Conservation Program. (Occasionally, official.) 10 x 15 folders, 1 in., in steel filing case. R. 8. (258)

261. REPORTS, 1936 to date. Copies of weekly, semimonthly, monthly and annual reports sent to the regional office at Washington, D.C., and the state office at Harrisburg. Form FSA-PE 58, Daily reports of employe absent, showing time of arrival, total time and remarks; Form FSA-RR 139, Report of repossessed property showing location of farm, equipment of farm, general condition of farm, buildings and amount of mortgage; Form RI-RR 147a, Supervisor's monthly report, showing number of applications on hand, cases handled during the month, applications received during month, number of applications rejected, case load and days worked by supervisor, record of equipment at this agency, showing description of each article and the quantity on hand; Report of office supplies at

office, such as Standard forms, pencils, typewriter ribbons, clips, etc. (Occasionally, official.) 9 x 12 folders, 4 in., in steel filing case. R. 8. (256)

FRANKLIN
FIELD SUPERVISOR, RURAL REHABILITATION DIVISION
Lamberton National Bank Bldg., 13th and Liberty Sts.

The office of the field supervisor for Clarion, Forest, Mercer, and Venango Counties of the Farm Security Administration was established at Franklin, December 15, 1937. This agency is a subdivision of the Department of Agriculture, Farm Security Administration, regional office (at Washington, D. C.) state director's office, Harrisburg, Pennsylvania. The supervisor's office has been located in the Lamberton National Bank Building, 13th and Liberty Sts., since March 1938. Prior to obtaining quarters in the Lamberton National Bank Building, the agency was in the Galena Building on Liberty St., December 15, 1937 - March 1938.

No records have been lost or destroyed and no so-called useless papers are had in the functioning of this office. The following records are sent to the Washington regional headquarters: all papers in regard to loans, repayments, and financial matters; monthly reports, a report submitted three times per month in regard to applications, approvals, and rejections, and a report every three months in regard to voluntary liquidations and repossessed property. The state director receives a copy of loan agreements and copies of releases from mortgaged property. This office supervises the work in Clarion, Forest, Mercer and Venango Counties.

262. INDEX TO CLIENTS' FILE, 1937 to date. Card index to clients' file showing name and address of clients and serial number of application, also gives record of repayments of loan, showing repayment schedule amount of loan, and amounts of repayments made. (Frequently, official.) 3 x 5 cards, 6 in., in wooden filing case. R.11. (174)

263. ANALYSIS OF LOAN ACCOUNTS, Oct. 1937 to date. Treasury Form B-34, record of rehabilitation loan account from Division of Accounts, at Washington, D.C., showing name and address of mortgagee, amount of principal and interest owed, amount paid, balance to be paid, loan account number, and date of each transaction. (Occasionally, official.) 12 x 18 loose-leaf book, 1 in., on steel shelf in cupboard. R. 11. (181)

264. APPLICATIONS REJECTED, 1935 to date. Form RA-R 12, application for rehabilitation loans, rejected by Administrator, at Washington, showing name and address of applicants, location of farm, number of miles from main highway and directions to reach farm, also Form RA-RR 19, Farm visit report; Form RA-RR 14, Annual Farm Business Statement and Farm Pla also Form 65a from Administrator rejecting application for rehabilitatio (Occasionally, official.) 9 x 12 folders, 10 in., in steel filing case. R. 11. (179)

265. CLIENTS' FILE, 1935 to date. Folders indicating application serial number, containing necessary papers and correspondence of each individual applicant for rehabilitation loan, approved by Administrator, at Washington, D.C. Form FSA-RR 14, Farm Management Plan, indicates application and case numbers, personal data, soil crop and farm data, financial statement, live stock and crop plans, financial plans for coming year, and report of last year's business; RA-RR 36, Annual Home Business Statement and Home Management Plan; RA-RR 15, Loan Agreement and Request for Funds; RA-F 15, Public Voucher; RA-LE 31.36 Bond; RA-LE 30.6, Chattel Mortgage; RA-RR 19, Farm Visit Report; RA-RR 40a, Certificate of Search; RA-LE 90, Application for Release of Mortgaged Property; RA-RR 12, Application for Rehabilitation, Narrative Report and copies of correspondence. Filed alphabetically by County. (Frequently, official.) 9 x 12 folders, 4 ft., in steel filing cases. R. 11. (176)

266. CLIENTS, INACTIVE RECORDS, 1935 to date. Folders contain necessary papers for loans approved by Administrator, at Washington, which are inactive as client is unable to make repayments. Forms in folders are RA-RR 12, Referral of Case; RA-RR 13, Supervisor's Confidential Report; RA-RR 14, Annual Farm Business Statement and Farm Plan; RA-RR 15, Loan Agreement and Request for Funds; RA-FI 5a, Public Voucher issued and funds requested; RA-IE 30.6 Chattel Mortgage; also correspondence with regional office, regarding loans. (Occasionally, official.) 9 x 12 folders, 2 in., in steel filing case. R. 11. (180)

267. EXPENSE ACCOUNTS, Jan. 1938 to date. Copies of Treasury Form 1012a, Statement of travel expenses, including per diem, indicating name and address of person performing work at destination other than official, showing mileage traveled, and number of periods at per diem. Treasury Form 1034a, Public Vouchers for expenses other than personal, giving description of supplies, equipment or services rendered and amount due. (Occasionally, official.) 9 x 12 folders, ¼ in., in steel filing case. R. 11. (183)

268. GRANTS, Jan. 1937 to date. Form RA-RR 59, Three Month Family Subsistence Budget, shows name and address of person on direct relief basis giving available and estimated cash needs, and estimated cash income. Form R1-RAFI 58, Public Voucher, Direct Relief, Stricken Agricultural Area, shows name and address of recipient, case number, cause for direct relief grant, amount of grant and check number. (Occasionally, official.) 9 x 12 folders, ¼ in., in steel filing case. R. 11. (178)

269. PROCEDURE MANUALS, 1935 to date. Copies of circulars issued by regional office at Washington, D.C., regarding administrative orders, administrative instructions, field notices and field instructions, giving procedure, rules, regulations to be used in administration of rehabilitation program. (Frequently, official.) 12 x 14 loose-leaf books, 1 ft. 4 in., on top of steel desk. R. 11. (173)

270. SOIL CONSERVATION LOANS, Jan. 1938 to date. Copies of necessary forms approved by regional office at Washington, for soil conservation loans to purchase lime, seeds or fertilizer. Form RA-RR 15, Loan Agreement and request for funds, showing application number, name of applicant, location of farm, and amount of loan requested for lime, seeds or

fertilizer. Form R1-LE 49.36, Bond for loan, signed by farmer. Form R1-RR 45, Check sheet showing applicant's signature for loan received. (Frequently, official.) 9 x 12 folders, 6 in., in steel filing case. R. 11. (177)

271. CORRESPONDENCE, 1937 to date. Copies of correspondence with regional office at Washington, D.C.; with state office at Harrisburg, and individuals regarding administrative procedure, finance, applications travel, equipment, supplies, etc. (Frequently, official.) 9 x 12 folders, 6 in., in steel filing case. R. 11. (175)

272. SUPERVISOR'S MONTHLY REPORTS, Jan. 1938 to date. Copies of Form R1-RR 147a, sent monthly to regional office, at Washington, D.C., and copy to state office at Harrisburg, Pa., giving the number of applications on hand at beginning of month, number of cases handled during month, number of applications received during month, number on hand at end of month, number of applications rejected, number of applications eligible, case load, number of days worked by supervisor, expenses incurred, and amount of monies received for repayment of loans. (Occasionally, official.) 9 x 12 folders, ¼ in., in steel filing case. R. 11. (182)

GREENSBURG
SUBURBAN RESETTLEMENT DIVISION

Westmoreland Homesteads
Administration Building
8 miles south of Greensburg on the Greensburg
Mt. Pleasant Road

The Westmoreland Homesteads Suburban Resettlement Project was estavlished on January 15, 1934 as the Westmoreland Homesteads, Inc., under a Delaware charter and subject to the regulations of the Federal Subsistence Homesteads Corporation. Organization and construction work began immediately. In June 1934 the project was taken over entirely by the Division of Subsistence Homesteads of the Department of the Interior. During the next year it passed with all the activities of that Division to the control of the Agricultural Adjustment Administration and the Federal Emergency Relief Administration for short periods. Finally, on June 1, 1935 it became a project of the Suburban Resettlement Division of the new Resettlement Administration under the supervision of the Director of Region 1 at New Haven, Connecticut. The records were created by the Management, and the Division of Construction of the Resettlement Administration.

The project is developing about 1325 acres in Mt. Pleasant Township, Westmoreland County. It has about 250 houses built and occupi and several community enterprises under construction, including a commun ity house, a swimming pool, a school and a gymnasium. The homesteaders on their initiative and responsibility have organized a cooperative store.

Two old farm houses have been used as administration buildings The Dillon homestead until September, 1934 and the Fisher homestead sinc

273. GENERAL LEDGER, Jan. - Dec. 1934. General accounts ledger for the construction program of the settlement, discontinued after one year. (Rarely, official.) 8 x 10 loose-leaf books, 1 in., in steel safe. 1st floor, east side. (358)

274. MATERIAL INVENTORY, Jan. 1934 to date. Daily card records of the quantity and value of supplies and materials received, issued and on hand. (Daily, official.) 5 x 8 cards, 4 ft., on desk. 1st floor, east side. (338)

275. PUBLIC VOUCHERS, Jan. 1934 to date. Treasury Forms 1034a. Copies of bills to the Treasury by vendors of supplied to this agency; also copies of vendors' invoices. Used to stop payment in case of discrepancies. Filed by requisition number. (Frequently, official.) 9 x 12 folders, 4 ft., in steel filing case. 1st floor, east side. (355)

276. PUBLIC VOUCHER REGISTER, Jan. 1934 to date. Register of public vouchers, Treasury Forms 1034a, against this agency for supplies and equipment, showing the requisition, voucher and invoice numbers, and the amounts. (Daily, official.) 14 x 16 loose-leaf books, 2 in., in steel safe. 1st floor, east side. (354)

277. PURCHASE ORDERS, Jan. 1934 to date. Treasury Forms A-7. Copies of orders to private vendors by the Treasury Accounts Office for building supplies requisitioned by this agency. Also Treasury Forms A-6. Copies of this agency's requisitions, and copies of standard receiving and inspection reports. Filed by requisition number. (Frequently, official.) 9 x 12 folders, 4 ft., in steel filing case. 1st floor, east side. (356)

278. REQUISITIONS, SUPPLIES, Jan. 1934 to date. RA Forms 61. Intra-settlement requisitions by foremen and supervisors on the warehouse for supplies and materials (other than tools) kept in stock. (Occasionally, official.) 8 x 10 bundles, 11 ft., in 2 steel drawers, 1 pasteboard box on floor. 1st floor, east side. (364)

279. REQUISITIONS, TOOLS, Jan. 1934 to date. Foremen's requisitions on the Construction Engineer for tools to be used on various construction jobs, identifying the tools by job and toolhouse numbers. Signed by foreman when tools are taken and by office secretary if they have been returned. Foremen keep copies. (Frequently, official.) 5 x 8 sheets, 1 ft., in transfer file on desk. 1st floor, east side. (340)

280. SMALL ACCOUNTS LEDGER, Jan. 1934 to date. Office ledger of small accounts involving $100 or less which this agency is authorized to handle directly instead of through the Treasury Accounts office. (Frequently, official.) 10 x 12 loose-leaf books, 3 in., in steel safe. 1st floor, east side. (360)

281. MATERIAL ORDERS, Feb. 1934 to date. Construction Engineer's monthly advance itemized tabulations of building materials needed, indicating what the materials are needed for, and their estimated cost. (Daily, official.) 8½ x 11 sheets, 4 in., in desk drawer. 1st floor, east side. (339)

282. HOMESTEADERS CREDIT LEDGER, Apr. 1934 - June 1935. Advance cash withdrawals and credit allowances on rent to unemployed homesteaders for irregular work done for the settlement, indicating balance due, if any. Discontinued in June 1935. (Rarely, official.) 12 x 17 loose-leaf books, 2 in., in steel safe. 1st floor, east side. (361)

283. SEMIMONTHLY MASTER TIME SHEETS, April 1934 - Oct. 1935. Time reports for all employees on construction jobs, indicating time worked, salary normally earned, actual earnings, and remarks. Includes regular and supervisory, relief and nonrelief workers. Superseded by semimonthly Service Certificates and semimonthly Times Report Forms 35, 45 and 48. (Frequently, official.) 11 x 17 loose-leaf books, 10 in., in safe. 1st floor, east side. (348)

284. CHECKS ISSUED, June 1, 1934 - May 18, 1935. Copies of checks issued by disbursing officer for materials, supplies, and equipment; also cancelled checks, no authority now to make purchases directly nor to issue checks. (Rarely, official.) 15 x 20 bound vol., 1 in., in steel safe. 1st floor, east side. (362)

285. DAILY TIME RECORDS, Aug. 1934 - March 15, 1937. Forms SH-A-101, foreman's daily reports of employees time, giving the exact time employee reported and quit, and total time. Filed by job numbers and alphabetically. Superseded by Forms CN50. (Frequently, official.) 6 x 12 folders, 72 ft., in steel filing case, 21 bundles on 2nd floor. 1st floor, east side. (344)

286. SEMIMONTHLY SERVICE CERTIFICATES, Oct. 1935 to date. Forms RA-GEN 35, time reports for supervisory employees on a monthly salary basis, indicating the days present and absent, title, monthly salary, amount earned, and remarks. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 1 in., in steel filing case. 1st floor, east side. (347)

287. SEMIMONTHLY TIME REPORTS, Oct. 1935 to date. Forms RA-GEN 45 and 48, time reports for all relief and nonrelief employees, respectively, indicating hours worked each day, normal assigned hours, hourly wage, amount due, and remarks. Filed by job numbers. (Frequently, official.) 15 x 17 sheets, 2 in., in safe. 1st floor, east side. (346)

288. PRODUCE LEDGER, Jan. 1935 to date. Accounts with homesteaders for produce purchased in bulk and resold at cost. This service is being taken over by the homesteaders' own private cooperative store. (Frequently, official.) 8 x 10 loose-leaf books, 3 in., in steel safe. 1st floor, east side. (359)

289. COST REGISTER, Feb. 1936 to date. Copies of monthly reports to regional office for all activities of this division, including maintenance, administration, supplies, equipment, construction, repairs, etc., itemized in detail. Filed chronologically. (Frequently, official.) 12 x 18 loose-leaf books, 6 in., in steel safe. 1st floor, east side. (357)

290. COST STATEMENTS, EQUIPMENT, Feb. 1, 1936 to date. RA Forms 74, semimonthly equipment cost sheets showing for each standard item of construction the operation cost of each type of equipment used and the total operation cost of all equipment. (Occasionally, official.) 5 x 8 folders, 2 in., in steel filing case. 1st floor, east side. (351)

291. COST STATEMENT, LABOR, Feb. 1, 1936 to date. RA Forms 54, semimonthly labor cost sheets showing for each standard item of construction the cost of each type of labor and the total labor cost. (Frequently, official.) 9 x 12 folders, 6 in., in steel filing case. 1st floor, east side. (349)

292. COST STATEMENTS, MATERIAL, Feb. 1, 1936 to date. RA Forms 53 and 57, semimonthly material cost sheets showing for each standard item of construction the cost of each type of material and the total cost of all material delivered, and installed, respectively. (Occasionally, official.) 9 x 12 folders, 8 in., in steel filing case. 1st floor, east side. (350)

293. COST STATEMENT, CONSOLIDATED, Feb.1, 1936 to date. RA Forms 126, semimonthly cost sheets showing the total cost for labor, materials, and equipment for each standard item of construction. Consolidations of the information on forms 53, 54, 57 and 74. (Frequently, official.) 9 x 12 folders, 6 in., in steel filing case. 1st floor, east side. (352)

294. EMERGENCY SUPPLIES REGISTER, Feb. 1936 to date. Record of emergency requisitions for supplies, showing the requisition, purchase order and encumbrance numbers, and the description, cost and vendor. Filed alphabetically by requisitioning official or foreman. (Frequently, official.) 10 x 12 loose-leaf books, 2 in., in steel safe. 1st floor, east side. (353)

295. EQUIPMENT, GOVERNMENT OWNED, Mar. 1936 to date. RA Forms 93, continuous records for each piece of heavy Government owned equipment used by the project, giving the date of purchase, the original cost, the estimated salvage value, the approximate hours used, and the net cost per hour of use, each month. Filed by assigned equipment numbers. (Occasionally, official.) 5 x 8 card, 1 in., in desk drawer. 1st floor, east side. (367)

296. EQUIPMENT TIME TICKETS, Mar. 1936 to date. Daily record of the time each piece of equipment is used, indicating the job assignment and operator. Used to compute operating cost of all equipment. Filed by assigned equipment number. (Frequently, official.) 5 x 8 bundles, 2 ft., in steel filing case. 1st floor, east side. (366)

297. MATERIALS RECEIVED, Mar. 1936 to date. Forms RA66. Daily tabulations of building materials received at warehouse, indicating kind and quantity, unit and total price, and requisition, purchase order and encumbrance numbers. (Occasionally, official.) 9 x 12 folders, 1 in., in steel filing case. 1st floor, east side. (365)

298. DAILY TIME DISTRIBUTION SHEETS, Mar. 16, 1937 to date. RA Forms CN 50, indicating daily the total man hours for each type of labor on each construction job per unit of construction. Supersedes Form SH A-101. Used to compile semimonthly labor cost statements. (Frequently, official.) 8 x 10½ loose sheets, 1 in., in steel filing case. 1st floor, east side. (345)

299. CORRESPONDENCE, ACCOUNTS, Jan. 1934 to date. Correspondence with the regional and national offices regarding the accounts and finances of the construction work. (Frequently, official.) 9 x 12 folders, 6 ft., in 3 steel drawers. 1st floor, east side. (363)

300. CORRESPONDENCE, CONSTRUCTION, Jan. 1934 to date. Correspondence with the regional and national offices regarding construction plans and progress. (Occasionally, official.) 9 x 12 folders, 8 ft., in steel filing case. 2d floor. (368)

301. BLUEPRINTS, Jan. 1934 to date. Blueprints and drawings for all completed construction on the settlement such as houses, garages, the reservoir, roads and driveways, etc. (Frequently, official.) Various bundles, rolls, etc., 5 ft., in steel and wooden filing cases, wooden racks. 2d floor. (370)

302. SPECIFICATIONS, Jan. 1934 to date. Specifications for all completed construction on the settlement such as houses, garages, the reservoir, roads and driveways, etc. (Occasionally, official.) 9 x 12 folders and envelopes, 4 ft., in 2 steel drawers. 2d floor. (369)

303. SURVEYOR'S NOTEBOOKS, Jan. 1934 to date. Notes and sketches by the project surveyors of plot lines, roads, grades, elevations, etc. (Frequently, official.) 6 x 8 bound vols. (20), 8 in., in cupboard. 1st floor, east side. (343)

304. ELECTRICAL CERTIFICATES, June 1935 to date. Inspector's certificates approving the wiring of the various buildings of the settlement as meeting standard regulations. (Occasionally, official.) 5 x 8 sheets, 6 in., in wooden drawer. 1st floor, east side. (341)

305. PLOT PLANS, Dec. 1936 to date. Tracings and plans of the individual homestead sites. (Frequently, official.) 18 x 10 loose-leaf books, 3 in., in wooden cabinet. 1st floor, east side. (342)

306. PLANS, SCHOOL AND COMMUNITY CENTER, Feb. 1937 to date. Blueprints, drawings and specifications for the school and community center now under construction. (Daily, official.) 9 x 12 folders, 1 ft., in steel filing case. 2d floor. (74)

307. Management Division

307. MAINTENANCE ACCOUNTS, Jan. 1, 1934 to date. Miscellaneous papers regarding financial obligations of this agency to public utilities principally, such as light, power, and phone bills and receipts, supplies requisitions, purchase orders and invoices, freight bills and receipts, etc. Also copies of relevant contracts, and office employees' travel and

payroll vouchers. (Frequently, official.) 9 x 12 folders, 5 in., in steel filing case. 1st floor, west side. (331)

308. MANUALS, PROCEDURE, Jan. 1, 1934 to date. General circular letters, notices and bulletins from the New Haven or Washington headquarters relating to the administration of homestead projects. (Frequently, official.) 10 x 12 loose-leaf books, 4 in., in steel filing case. 1st floor, west side. (328)

309. CORRESPONDENCE, COOPERATIVE, Jan. 1, 1934 to date. Correspondence between this agency and its Washington or New Haven headquarters regarding financial and legal questions arising in connection with the cooperative enterprises of the community. (Frequently, official.) 9 x 12 folders, 4 ft., in steel filing case. 1st floor, west side. (325)

310. CORRESPONDENCE, HOMESTEADERS, Jan. 1, 1934 to date. Correspondence between the office and the members of the community on every subject of mutual interest except applications for membership. Much of the correspondence deals with complaints. (Frequently, official.) 9 x 12 folders, 6 ft., in steel filing case. 1st floor, west side. (333)

311. REPORTS, July 1, 1934 to date. Copies of monthly statistical and narrative reports to the New Haven office on the general activities of this agency with frequent special attention to finance and health; also special weekly reports on water tests. (Frequently, official.) 9 x 12 folders, 6 in., in steel filing case. 1st floor, west side. (332)

312. CORRESPONDENCE, COMMUNITY, April 15, 1935 to date. Correspondence with its Washington or New Haven headquarters, and with miscellaneous Government or private agencies, regarding education, fire protection, social activities, electrification, health and sanitation, home economics, etc.; also reports of the community nurse. (Frequently, official.) 9 x 12 folders, 2 ft., in steel filing case. 1st floor, west side. (326)

313. CORRESPONDENCE, AGRICULTURE, July 1, 1935 to date. Correspondence, circular letters, instructions, memoranda, etc., between this agency and its Washington or New Haven headquarters regarding agricultural and landscaping activities and problems. (Frequently, official.) 9 x 12 folders, 3 ft., in steel filing case, and in wooden box. 1st floor, west side. (329)

314. FAMILY FILE, OFFICE RECORDS, Jan. 1, 1934 to date. Office secretary's brief records of the status of families applying for membership indicating the date of, and the action taken on the application, investigation, medical examination, approval or rejection, assignment, etc. Used in office interviews with applicants to avoid consulting the general family files. Filed alphabetically. (Frequently, official.) 9 x 12 folders and typewritten sheets, 3 in., in steel filing case. 1st floor, west side. (330)

315. APPLICANT FILE, Apr. 1, 1934 to date. Registration cards of families applying for membership in the community, indicating name, address, number and age of children, nationality and assigned case number. Not used much now, but would become an index to the family files if the case records were filed by case number. (Frequently, official.) 3 x 5 cards, 2 ft., in cardboard filing box. 1st floor, west side. (334)

316. FAMILY FILE, APPROVED, Apr. 1, 1934 to date. Case records on the families approved for membership including applications, investigator's reports, medical examinations and notices of approval and assignment; also correspondence regarding the same. Filed alphabetically by families. (Occasionally, official.) 9 x 12 envelopes, 3 ft., in steel filing case. 1st floor, west side. (327)

317. FAMILY FILE, REJECTED, Apr. 1, 1934 to date. Case records on the families rejected for membership including applications, investigator's reports, medical examinations, and notices of rejection; also correspondence regarding the same. Filed alphabetically by families. (Occasionally, official.) 9 x 12 envelopes, 2 ft. 6 in., in steel filing case. 1st floor, west side. (335)

318. RENT CONTROL CARDS, June 1, 1935 to date. Daily records of rent collections, from which the payments are totaled monthly and recorded permanently in the Rent Collection Register. Cards filed alphabetically. (Daily, official.) 3 x 5 cards, 4 in., in desk drawer. 1st floor, west side. (336)

319. RENT COLLECTION REGISTER, June 1, 1935 to date. Permanent records of the monthly and cumulative rent payments and delinquencies. (Frequently, official.) 8 x 14 bound vol., 1 in., in desk drawer. 1st floor, west side. (337)

FIELD SUPERVISOR, RURAL REHABILITATION DIVISION
Federal Building,
Third Street & Pennsylvania Avenue

This agency was established November 25, 1935, to receive and investigate Rural Rehabilitation loan applications for Fayette, Indiana and Westmoreland Counties. About September 1, 1936 its jurisdiction was extended over a similar office at Washington, Pa., recently established for Allegheny, Beaver, Greene and Washington Counties. The Washington office still operates subordinate to this agency.

The office of the supervisor has been located in The Federal Building, at Third Street and Pennsylvania Avenue since the agency's establishment.

The question of disposing of useless papers has not yet arisen.

320. GARDEN PROJECTS, INACTIVE, May 1, 1935 - Oct. 1, 1935. Production and cost charts and reports of garden projects subsidized, sponsored and supervised by the Pennsylvania Rural Rehabilitation Corporation prior to the establishment of this agency. Filed alphabetically by clients. (Rarely, official.) 9 x 12 folders, 1 ft., in filing case. RA Office, 2d floor. (17)

321. CLIENTS, GENERAL, Nov. 25, 1935 to date. Applications for loans from residents of Fayette, Indiana and Westmoreland Counties, also copies of this agency's confidential reports on investigations of applicants, copies of loan agreements and mortgages if the loan has been granted, and correspondence with the state or regional director pertaining to these applications. Filed alphabetically by applicants. (Frequently, official.) 9 x 12 folders, 2 ft., in filing cases. RA office, 2d floor. (14)

322. CLIENTS, OUTSIDE DISTRICT, Sept. 1, 1936 to date. Applications for loans made to the suboffice at Washington, Pa., by residents of Allegheny, Beaver, Greene and Washington Counties; also copies of this or the suboffice's confidential reports on investigations of applicants, copies of loan agreements and mortgages if the loan has been granted, and correspondence with the state or regional director or the suboffice pertaining to these applications. Filed alphabetically by applicants. (Frequently, official.) 9 x 12 folders, 1 ft., in filing case. RA office, 2d floor. (15)

323. CORRESPONDENCE, Nov. 25, 1935 to date. General administrative correspondence between this agency and the state regional director on the suboffice at Washington, Pa. (Frequently, official.) 9 x 12 folders, 1 ft., in filing case. RA office, 2d floor. (16)

HARRISBURG
RURAL REHABILITATION DIVISION
STATE OFFICE
State Theatre Bldg., 212 Locust St.

324. CARD FILE, July 1934 - Mar. 1935. Coded and punched record cards of survey conducted by Rural Adjustment Division of SERB of individual families. Filed alphabetically. (Monthly, public.) 3 x 5 3/4 forms, 18 ft., in 18 drawers of steel filing cases. R. 316. (1447)

325. DEAD FILE, June 1934 - July 1935. Correspondence with field personnel, inactive. Filed alphabetically. (Occasionally, official.) 10 x 14 folders, 1 ft. 6 in., in drawer of filing case. R. 310. (1435)

326. DEAD FILE, July 1934 - Mar. 1935. Form RAD 12, individual case records for rural surveys conducted by Rural Adjustment Division of SERB in Forest and Clearfield Counties. (Monthly, public.) 10 x 14 folders, 7 ft., in 3 drawers of steel filing case. R. 316. (1450)

327. DEAD FILE, July 1934 - Mar. 1935. Form RAD 12, individual case records for Rural Surveys conducted by Rural Adjustment Division of SERB in Schuylkill County. (Monthly, official.) 10 x 14 folders, 10 ft., in 4 filing cases. R. 318. (1453)

328. GENERAL FILE, July 1934 - July 1935. General file of information pertaining to surveys conducted by Rural Adjustment Division of SERB,

consisting of industrial report, reports of social, religious and educational activities in the communities surveyed. (Bimonthly, public.) 10 x 14 folders, 5 ft., in 2 drawers of steel filing cases. R. 320. (1455)

329. GENERAL FILE, June 1934 - July 1935. Information in bulletin from Washington, D.C., relative to procedure and instructions governing the functionings of the Rural Rehabilitation Program for State of Pennsylvania. Filed alphabetically. (Bimonthly, official.) 10 x 14 folders, 2 ft., in drawer of steel filing case. R. 310. (1437)

330. CORRESPONDENCE, June 1934 to date. Correspondence of a general nature relative to business of the Resettlement Administration. Filed alphabetically. (Daily, official.) 10 x 14 folders, 2 ft., in drawer of steel filing case. R. 310. (1436)

331. INDIVIDUAL CASE RECORDS, Mar. - July 1935. Records of survey conducted by Rural Adjustment Division of SERB of families residing in areas being considered as Federal Recreation Parks and Land Policy project developments. Filed alphabetically. (Monthly, public.) 10 x 14 folders, 2 ft., in drawer of filing case. R. 316. (1449)

332. MISCELLANEOUS CORRESPONDENCE, Jan. 1935 - July 1936. Dead correspondence between State Loan Office and all field men; and miscellaneous correspondence between State Loan Officer and anyone having business with him. Filed alphabetically. 10 x 14 folders, 2 ft., in drawer of steel filing case. R. 314. (1442)

333. SCHEDULES OF DISBURSEMENTS, Dec. 1935 - June 1936. Schedules of disbursements on loans and grants to Resettlement Administration clients. Filed numerically. (Monthly, official.) 10 x 14 folders, 2 ft., in folders on top of steel cabinets. R. 314. (1445)

334. CANCELLED CHECKS AND CHECK BOOK STUBS, Mar. 1935 to date. Cancelled checks and check book stubs representing disbursements of Pennsylvania Rural Rehabilitation Corporation. Filed numerically. (Daily, official.) 8 x 14 vols., 3 x 9 bundles, 4 ft., in drawer of steel filing case. R. 314. (1441)

335. CASE RECORDS, Mar. 1935 to date. A record of cases investigated and rejected in District 8, with separate folder for each case investigated, containing an investigation form. Filed alphabetically. (Daily, official.) 10 x 14 folders, 2 ft., in drawer of filing case. R. 318. (1451)

336. DISTRICT 8 FILES, Mar. 1935 to date. Alphabetical file of borrowers, correspondence between district supervisors, and loan dockets of 7 counties. (Daily, official.) 10 x 14 folders, 8 ft., in 3 drawers of steel filing case. R. 318. (1452)

337. DISTRICT FILE, Mar. 1935 to date. Correspondence between this office and district offices relative to field activities of Resettlement Administration. Filed alphabetically. (Daily, official.) 10 x 14 folders 4 ft. 6 in., in drawer of steel filing case. R. 310. (1438)

338. LOANED DOCKETS OF PENNSYLVANIA RURAL REHABILITATION CORPORATION, Mar. 1935 to date. All papers regarding investigation of loan applicant, form plan for each applicant, necessary financial forms to complete closing of loans and creditors agreements and correspondence to or from borrowers concerning loans. Filed alphabetically. (Daily, official.) 10 x 14 folders, 12 ft., in 5 drawers of steel filing cases. R. 314. (1444)

339. PERSONAL AND ADMINISTRATIVE, July 1935 to date. Payrolls for office and field forces for State of Pennsylvania, corporation correspondence, a minute book, personnel files of all employees in state office, and time sheets. Filed alphabetically. (Daily, official.) 10 x 14 folders, 2 ft. 6 in., in drawer of steel filing case. R. 312. (1440)

340. PROCEDURE MANUALS, July 1, 1935 to date. Complete record in proper order of instructions issued by Resettlement Administration in Washington, D.C., Filed chronologically. (Daily, official.) 10 x 12 covers, 2 ft., on desk. R. 320. (1457)

341. RESETTLEMENT ADMINISTRATION, July 1935 to date. Correspondence between this office and the Regional Office at New Haven, Conn., concerning the Resettlement Administration. Filed alphabetically. (Daily, official.) 10 x 14 folders, 2 ft., in drawer of steel filing case. R. 312. (1429½)

342. RESETTLEMENT ADMINISTRATION PROCEDURE, July 1935 to date. Procedure from Washington, D.C., office of Resettlement Administration governing the functioning of this state office. Filed chronologically. (Daily, official.) 8 x 11 sheets, 2 ft., in drawer of steel filing case. R. 320. (1456)

343. SECURING DOCUMENTS, Mar. 1935 to date. Securing documents in support of loans from Pennsylvania, Rehabilitation Corporation, docket receipts for judgments recorded and any other securing papers such as insurance policies, etc. Filed alphabetically. (Daily, official.) 6 x 9 envelopes, 5 ft., in drawer of steel filing case. R. 314. (1443)

344. STATE MEMORANDA, Nov. 1935 to date. State memoranda from Mr. W. R. Whitmore to Field Personnel of Rural Rehabilitation Division. Filed numerically and chronologically. (Biweekly, public.) 10 x 14 folders, 2 ft. 6 in., in box. R. 316. (1446)

345. TRAVEL REINBURSEMENT, July 11, 1935 to date. Copies of travel reimbursements for all personnel that have ever been employed by Resettlement Administration. Filed alphabetically. (Daily, official.) 10 x 14 folders, 2 ft., in drawer of steel filing case. R. 320. (1454)

346. COUNTY MAPS, current. County maps of Pennsylvania. (Daily, official.) 20 x 30 forms, 1 ft., in wooden box. R. 316. (1448)

RURAL REHABILITATION DIVISION
FARM DEBT ADJUSTMENT SECTION, STATE OFFICE
State Theatre Bldg., 212 Locust St.

This Bureau was established sometime in 1934. It started as a debt conciliation agency, financed by Federal funds under the FERA and was operated under SERB of Pennsylvania until October 1935, when it assumed its present title. In January 1937 it became part of the Department of Agriculture. There are no so-called useless papers, as all records have been kept, they being more or less important. The regional office in New Haven, Connecticut handles all requests from Washington for records of this agency.

347. REPORT FILE, October 1934 to date. Giving all information on monthly farm debt adjustments. See addenda, SFA file. Arranged chronologically. 10 x 14 folders, 1 ft., steel drawer in filing case. R. 322. (1809)

348. CLOSED CASES, October 1935 to date. Giving data on individual farm debt adjustment cases, showing county, state, debtors' name, assets, liabilities, original amount and to whom owed; adjusted amount, method of adjustment and conditions of agreement; source of refinancing and amounts secured. Arranged alphabetically. (Daily, official.) 10 x 14 folders, 2½ ft., in 2 steel drawers in filing case. R. 322. (1810)

349. ACTIVE PENDING, October 1930 to date. Giving data on applicant statements from farmers, applying for help in adjusting their debts; also referral sheets and correspondence dealing with the case in question. Arranged alphabetically. (Daily, official.) 10 x 14 folders, 3 ft., 2 steel drawers in filing case. R. 322. (1811)

350. MISCELLANEOUS FILE, October 9, 1935 to date. Giving information on correspondence relative to farm debt adjustment business; daily report of field workers and present location. See addenda SFA file. Arranged subjectively and chronologically. (Daily, official.) 10 x 14 folders, 2 ft., steel drawer in filing case. R. 322. (1812)

HONESDALE
RURAL REHABILITATION DIVISION, INTER-COUNTY AREA OFFICE
Moser Bldg., 968 Main St.

This Bureau was established November 14, 1935, to supervise Luzerne, Lackawanna, Wayne, Pike, Carbon and Monroe Counties. There is no record of any papers being lost or destroyed; although all so-called useless papers are defaced and burnt. Records are sent to the regional office, New Haven, Connecticut, and from there are sent to Washington.

351. CASE RECORDS AND REPORTS, November 14, 1935 to date. Giving data with respect to the various persons who have been granted rehabilitation privileges, or who have made application for the same. See addenda SFA file. (Daily, official.) 9½ x 11 3/4 folders, 1 ft. 10 in., 2 drawers in filing case. R. 2d floor. (1)

352. CORRESPONDENCE AND REPORTS, November 14, 1935 to date. Giving data on correspondence between various offices, relative to the project in this area; also reports covering activities of this area, with regard to all cases handled by this office. See addenda SFA file. (Daily, official.) 9½ x 11 3/4 folders, loose-leaf books, 4 x 10¼ x 11½, 1 ft. 10 in., drawer in filing case. R. 2d floor. (2)

HUNTINGDON
DISTRICT SUPERVISOR, RURAL REHABILITATION DIVISION
U. S. Post Office Bldg., 4th & Washington Sts.

This office was established in 1935. There are no so-called useless papers. All records have been preserved. Request from Washington for any records would come through the New Haven, or Harrisburg Office.

353. CORRESPONDENCE, ETC., January 1936 to date. Between this and other offices relative to business of this agency in regards to application for loans, rejections, loans made and repaid; supervisor's reports; debt adjustments, travel cost, visits made, etc. Arranged alphabetically and subjectively. (Daily, official.) 10 x 14 folders, 2 ft., steel drawer in filing case. Rural Rehabilitation Office. (16)

354. RA AND CORPORATION LOAN APPLICATIONS AND REJECTIONS, April 1934 to date. Giving information on RA case records: shows notices of payments due which are sent to clients and returned with remittances; also data on corporation loan cases which consist of correspondence relative to repayment of loans client's request for revision of agreement, etc. See addenda SFA file. Arranged alphabetically. (Daily, official.) 10 x 14 folders, 2 ft., steel drawer in filing case. Rural Rehabilitation Office. (17)

355. SUPERVISORS' COPIES FOR BLAIR, CAMBRIA AND HUNTINGDON COUNTIES, April 1934 to date. Contains complete record of cases for this agency in the nine counties; showing recommendation for emergency grants; public vouchers for direct relief; stricken agriculture areas; client's request for revision because of inability to meet corporation loan agreements; analysis of family and farm history; also receipts for repayments. Arranged alphabetically. (Daily, official.) 10 x 14 and 3½ x 10 folders and envelopes, 1½ ft., steel drawer in filing case. Rural Rehabilitation Office. (18)

DIVISION OF LAND UTILIZATION
PROJECT MANAGER
Baldwin Bldg., 401 Penn St.

This Bureau was established under the Resettlement Administration in December 1935. Prior to that date it was under the Invalidated AAA. Since January 1937, the Resettlement Administration has come under the United States Department of Agriculture. From December 1935 until

February 1936 the agency was located in the Post Office Building, at which time it moved to its present address. There are no so-called useless papers, as all records have been preserved. All requests for any records from Washington would come through the regional office in New Haven, Connecticut.

356. APPROVED LICENSES, ALL SITES, CLOSED CASES, January 1935 to date. Giving data of lists of licenses, showing vendor's name, tract number, present status of each case; folder of closed cases, including settlement reports, consent to option by mortgagee or liener; memoranda to administrator; tract ownership, data and maps; correspondence relative to land purchases; case analysis of land owner; proposals to sell land and appraisal reports; surveyors reports connected with tracts purchased; and correspondence between this office and vendors of tracts. See addenda SFA file. Arranged alphabetically. (Daily, official.) 10 x 14 folders, 6 in., steel drawer in filing case. R. Front. (1)

357. JOB PLAN, FISH AND GAME, January 1936 to date. Giving data on development instructions from New Haven office; justification statements for wild life improvement plans in all three counties; reports of conditions in proposed work area; maps of tracts and upland game work ... sheets signed by examiner; job approval sheets, blueprints of bath houses, etc. Miscellaneous correspondence. See addenda SFA file. Arranged subjectively and numerically. (Daily, official.) 10 x 14 and 8 x 10 folders, stapled sheets, 1 ft., steel drawer in filing case. R. Front. (2)

358. PERSONNEL, December 1934 to date. Giving data of correspondence with regard to personnel for this agency; temporary field work agreements; personal data memorandum; miscellaneous correspondence; temporary service certificates; bundles of salary check receipts and copies of payroll for personal service. See addenda SFA file. Arranged alphabetically and chronologically. (Daily, official.) 10 x 14 and 5 x 8 folders, bundles, 2 ft., steel drawer in filing case. R. Front. (3)

359. UNAPPROVED CONSTRUCTION JOB PLANS, July 1935 to date. Giving data of correspondence relative to plans, developments and construction of jobs, maps, drawings, etc.; right of way agreements, permitting the RA to cross state lands with construction jobs with the understanding that land after being improved, will be turned over again to the state; project copies of office chart and profile maps of jobs outlined. See addenda SFA file. Arranged subjectively, chronologically, numerically and alphabetically. (Daily, official.) 10 x 14 folders, 2 ft., steel drawer in filing case. R. Front. (4)

360. FORESTRY DEPARTMENT, January 1936 to date. Giving data of correspondence relative to various forest jobs and problems; supplementary reports to monthly progress reports; correspondence and instructions relative to fire and blister control; agreements for disposal of forest products; correspondence and telegrams relative to soil erosion control; planting plans and operations for all three counties. See addenda SFA file. Arranged subjectively. (Daily, official.) 10 x 14 folders, 1 ft., steel drawer in filing case. R. Front. (5)

361. CORRESPONDENCE FILE, January 1935 to date. Miscellaneous correspondence with anyone writing in requesting information on any subject from this agency which it might be able to give; bills for supplies; telephone, gas and oil, etc.; inventory relative to land policy section; option register showing project, project file number, grantor, tract and option number; acreage and date issued. Arranged alphabetically and chronologically. (Monthly, official.) 10 x 14 folders, 4 ft., 2 steel drawers in filing case. R. Front. (6)

362. CORRESPONDENCE, A TO Z, 1937 to date. Data of correspondence with almost anyone desiring information for various reasons; traveling expense accounts; affidavits covering lost, stolen or destroyed equipment or supplies; copy of inventory; leases for buildings, cost and progress; WPA correspondence; surveys; accepted options, etc. Arranged alphabetically. (Daily, official.) 10 x 14 folders, 3½ ft., 2 steel drawers in filing case. R. Front. (7)

363. PAYROLL RECORD BOOK, December 1935 to date. Data pertaining to WPA on LU projects in the three counties. Arranged numerically and alphabetically. (Daily, official.) 2 x 10 x 12 loose-leaf books, 1 ft., (6), standing upright on wooden shelf. R. 3d Front. (7½)

364. LOOSE-LEAF NOTE BOOKS, August 1935 to date. Survey data of families residing on LU Purchase Areas. Arranged chronologically. (Annually, official.) 1 x 10 x 12 loose-leaf books (3), 3 in., on wooden shelf. R. Mr. Munro's Office. (8)

365. RESETTLEMENT ADMINISTRATION PROGRESS CARDS, January 1935 to date. Show file, project and tract number; vendor, location, acres, value, when option received and accepted; abstract ordered and received, etc.; also case record cards. Arranged numerically. (Annually, official. 5 x 8 loose cards, 9 in., box 6 x 8 x 12 on wooden shelf. R. Mr. Munro's Office. (9)

366. DAILY REPORTS, TIMEKEEPERS' RECORDS, January 1936 to date. Data on time checkers' daily reports. Arranged alphabetically and chronologically. (Occasionally, official.) 10 x 14 bundles, 1 ft., box 8 x 12 x 14 on floor, papers dirty and sooty. R. Mr. Munor's Office. (10)

367. RECALLED OPTIONS, December 1934 to date. Records consist of offers to sell to United States; tract ownership data; appraisal reports; tract maps; field reports and appraisals; field sheets of investigations of owners of land, etc.; project progress reports; statement of travel by motor; weekly employee activity reports as to number of owners of tracts visited, investigated, appraised or optioned and other work done on project. Arranged alphabetically. (Occasionally, official.) 10 x 14 and 10 x 12 folders, envelopes, 4 ft., 3 old boxes 12 x 14 x 18 on floor, papers dirty or sooty, damaged by faulty containers. R. Mr. Munro's Office. (11)

368. ENGINEERING FILE, August 1936 to date. Data of ink tracings of tracts located in sites 1, 2, 3; tracings drawn on a scale of 600 feet to the square inch. Arranged alphabetically. (Frequently, official.) 10 x 14 folders, 1 in., steel drawer in filing case. R. Mr. Munro's Office. (12)

369. SIGNED OPTIONS, February 1935 to date. Data relative to proposals and offers to sell land to United States, and options to purchase same for LU jobs in Perry, Huntingdon and Bedford Counties. See addenda SFA file. Arranged alphabetically. (Daily, official.) 10 x 14 folders of stapled records, 2 ft., steel drawer in filing case. R. Mr. Munro's Office. (13)

370. CLEARANCE FILES ON ALL CASES, September 1936 to date. Correspondence relative to the acquisition of lands, etc., by the United States for this project. See addenda SFA file. Arranged numerically, alphabetically and subjectively. (Daily, official.) 10 x 14 folders of stapled records, 2 ft., steel drawer of filing case. R. Mr. Munro's Office. (14)

371. APPROVED JOB PLANS, APPROVED BY NEW HAVEN, December 1935 to date. Data relative to itemized and total cost of individual jobs proposed; kind of labor, supplies, equipment and material needed and cost of same. See addenda SFA file. Arranged numerically and alphabetically. (Daily, official.) 10 x 14 folders, 1½ ft., steel drawer in filing case. R. Mr. Munro's Office. (15)

372. PROJECT REPORTS, FIELDS AND LABORERS, March 1935 to date. Correspondence relative to various reports between Mr. Munro and New Haven Office, pertaining to this project as shown by title of serial. See addenda SFA file. Arranged subjectively. (Daily, official.) 10 x 14 folders, 1 ft., steel drawer in filing case. R. Front. (19)

373. SAFETY DEPARTMENT, January 1936 to date. Correspondence between WPA office and various officials relative to compensation for injured employees; health records, doctor's certificates and foreman's accident reports. Arranged subjectively. (Daily, official.) 10 x 14 folders, 3 in., in steel drawer of filing case. R. Front. (20)

374. DRAFTING FILE. n.d. Data on certificate of survey and blueprints of various tracts, buildings, etc. (Frequently, official.) Approximately 12 x 16 forms, lying flat and in rolls, 6 in., steel drawer in filing case. R. Front. (21)

375. WEEKLY REPORTS, March 1936 to date. Showing daily reports for week of activities of all employees on projects; statements of travel by motor vehicles; public vouchers for reimbursements; related correspondence. Arranged alphabetically. (Daily, official.) 10 x 14 folders, 2 ft., steel drawer in filing case. R. Front. (22)

376. CASE ANALYSIS SHEETS, September 9, 1936 to date. Show case records of persons selling lands to RA in the three counties. Arranged alphabetically. (Occasionally, official.) 8 x 11 sheets, 9 in., steel drawer in filing case. R. Front. (23)

377. ADMINISTRATIVE ORDERS AND MISCELLANEOUS INSTRUCTIONS, January 1936 to date. Giving data from New Haven and Washington covering procedure; orders, field instructions, etc. Arranged numerically. (Frequently, official.) 3 x 8 x 12 loose-leaf books (10), 3 ft., on mantel over fireplace. R. Front. (24)

378. LABOR, COST, PROGRESS REPORTS AND CORRESPONDENCE FILE, December 6, 1935 to date. Includes vouchers for adjustments, weekly reports on nonappointive personnel; engineering cost, semimonthly reports on equipment used; various correspondence and instructions. Arranged subjectively. (Daily, official.) 10 x 14 folders, 1½ ft., steel drawer in filing case. R. 3d floor. (25)

379. FOREMEN'S DAILY REPORTS, December 1935 to date. Showing project, site; job number, date, weather, foreman, material and equipment used; labor distribution and production; daily vehicle reports showing work accomplished by various trucks, etc. Arranged numerically. (Daily, official.) 5 x 8 loose cards and slips, 8 ft., steel drawer in filing case, box 10 x 20 x 30 on floor, papers in box dirty and sooty. R. 3d floor. (27)

380. REPORTS, December 1935 to date. Data on motor vehicles in semimonthly reports, relative to operation, repair, overhead and cost of Government owned, rented and owner operated equipment. Arranged chronologically. (Daily, official.) Approximately 12 x 20 loose sheets, 1½ ft., hanging on 2 bulletin boards on wall, papers dirty and dusty. R. 3d floor. (28)

381. PAYROLL RECORDS, December 1935 to date. Cover all information relative to field workers; also copies of payrolls for personal services. Arranged chronologically. (Daily, official.) 8 x 11 and 16 x 24 approximately, loose records, 4 ft., steel drawer in filing case, piled on steel table, dirty on table. R. 3d floor. (29)

382. MISCELLANEOUS, December 1935 to date. Data shown on employee record cards attached to which are forms (325, 402, 403, 404) if applicable to employee; also (WPA 401); requisitions for workers and correspondence with WPA and NRS relative to employment of persons, etc. Arranged alphabetically and subjectively. (Daily, official.) 8 x 11; 10 x 14 and 4 x 6 cards, folders, slips, 12 ft., steel drawer in filing cade. R. 3d floor. (30)

383. BLUEPRINT FILE, December 1935 to date. Includes blueprints, ink tracings, drawings, etc., of tracts of lands, buildings, etc., being utilized by the RA. Arranged numerically and subjectively. (Daily, official.) Various sizes, loose maps, 3 ft., 10 wooden drawers approximately 4 x 48 x 60 in home made cabinet, rolls on top of cabinet. R. Drafting, 2d floor. (31)

384. OPEN MARKET REQUISITIONS, March 1936 to date. Includes correspondence relative to requisitions, purchase orders, request for quotations on prices for supplies and equipment, etc.; public vouchers for nonpersonal purchases and service; statements and certifications; receiving and inspection; railroad waybills, etc. Arranged numerically. (Daily, official.) 10 x 14 folders, 1½ ft., steel drawer in filing case. R. Middle. (32)

385. UNCOMPLETED AND COMPLETED REQUISITIONS, July 1, 1936 to date. Giving data relative to purchases, discount papers, receiving and inspection reports, purchase orders, invitation bids and acceptances; continuation sheets, requisitions for purchases and material transfers, invoice and receipts, correspondence regarding property transfer; mechanical inspection, daily records of material received; transmittal sheets for purchase orders. Arranged numerically and subjectively. (Daily, official.) 10 x 14 folders of stapled records, 4 ft., 2 steel drawers in filing case. R. Middle. (33)

LEWISTOWN
DISTRICT SUPERVISOR, RURAL REHABILITATION DIVISION
Heading Bldg., 31 Chestnut St.

This office was established sometime in 1934 and was originally known as the Pennsylvania Rural Rehabilitation Corporation until July 1935, when it assumed the title of Resettlement Administration. All records are intact. There are no so-called useless papers; no destruction would be made without proper authority for their disposal. Request for records from Washington would be made through the Harrisburg office or the regional office in New Haven, Connecticut.

386. MISCELLANEOUS, April 1936 to date. Includes correspondence between this office and other offices and supervisors in other counties relative to RA business; supervisor's monthly reports of loan applications received; tally sheets and monthly reports of work accomplished; schedules of collections, requisitions for supplies; equipment or service; travel expense vouchers; rejected applications; public vouchers for grants; recommendations for grants; pending applications and referrals. Arranged alphabetically. (Daily, official.) 10 x 14 folders, 1 ft., wooden drawer in filing case. Office. (2½)

387. SNYDER COUNTY CORPORATIONS CASES, 1934 to date. These records show names of clients, addresses, amounts received, repaid and schedule of payments. Arranged alphabetically. (Never.) 3 x 5 loose cards, 3 in., box 4 x 6 x 12 on wooden desk. Office. (45)

388. REPAYMENT SCHEDULE INDEX, 1934 to date. Shows date and amount due; amount and date paid; address, name, case number, amount of loan, date approved, notice to clients of payments due, records of payments in full and payment grant cards; showing name and date paid. Arranged alphabetically and chronologically. (Daily, official.) 3 x 5 loose cards, 4 in., wooden card case approximately 4 x 4 x 6 on wooden desk. Office. (46)

389. ACTIVE RURAL REHABILITATION LOAN CASES (INCLUDING BOTH CORPORATION AND RA CASES), 1934 to date. Cover information of title above. See addenda SFA file. Arranged alphabetically. (Daily, official.) 10 x 14 folders, 4 ft., 2 wooden drawers in filing case. Office. (47)

MEADVILLE
FIELD SUPERVISOR, RURAL REHABILITATION DIVISION
Post Office Bldg., 296 Chestnut St.

This agency originally was a unit of the Pennsylvania Rural Rehabilitation Corporation and on July 1, 1935 was transferred to the Resettlement Administration. In July 1937 it became an office for Crawford, Erie and Warren Counties for the Farm Security Administration, a division of the Department of Agriculture. During 1935 the agency was located in the Byham Building on Locust St.; later the agency moved to the Post Office Building at 296 Chestnut St., and has remained at this location to date.

No important records of the agency have been lost or destroyed. After permission is obtained from the Washington headquarters, certain records written on the agency's forms may be destroyed after their usefulness has ceased. The following forms are sent to the Washington headquarters; RA-RR 12 (Referral of Case); RA-RR 13 (Confidential Report); RA-RR 14 (Farm Management Plan); RA-RR 36 (Annual Home Business Statement and Farm Management Plan); RA-RR 15 (Loan Agreement and Request for Funds); FSA-TP-1 (Tenant Purchase Applications); FSA-RR 168 (Report of Sale of Mortgaged Chattels), etc., also all receipts for repayments of loans are sent to the Washington headquarters., This office supervises the work in Crawford, Warren and Erie Counties.

390. APPLICATIONS REJECTED, April 1936 to date. Folders contain various forms used in securing loans on farms and farm equipment, for which application was made but unapproved by regional office. Forms RA-RR 14, Annual Farm Business Statement and Farm Plan, gives amounts received for farm products for past year and estimated production for coming year. Form RA-RR 19, Application for Rehabilitation, gives brief history of family, if actively engaged in farming, amount of livestock and major farm equipment owned, amounts owed on livestock or equipment, amount of money left for operating expenses after payment of debts, and the names of business persons knowing applicant. Form RA-RR 65, copies of Rejection of Case from regional office, showing reason for the rejection of application of loan. Home Narrative Report, gives a brief description of living conditions found at farm. Filed alphabetically by county. (Occasionally, official.) 9 x 12 folders, 2 ft., in steel filing cases. R. 206. (160)

391. APPLICATIONS, CURRENT AND REJECTED, Jan. 1938 to date. Reports from community and cooperative committees on farmers requesting applications for loans, on Form RI-RR 20a, showing name and address of applicant, direction to reach farm, if property is owned by farmer, age, marital status, number in family, income and other occupations. (Occasionally, official.) 9 x 12 folders, 5 in., in steel filing case. R. 212. (169)

392. BULLETINS, 1936 to date. Copies of bulletins from Department of Agriculture, Commonwealth of Pennsylvania and Department of Agriculture, Washington, D.C., regarding various agricultural subjects used as reference material. (Occasionally, official.) 9 x 12 folders, 1 ft., in steel filing case. R. 212. (165)

393. CLIENT'S FILE, 1935 to date. Folders contain various forms used in securing loans on farms and equipment by clients. Form RA-RR 17, Action taken by Rural Rehabilitation Office on request for funds, showing if approved or unapproved; RA-RR 16, Transmittal sheets showing signature of receiving clerk at regional office who received requests; RA-RR 13, Supervisor's Confidential Report, showing conditions of farm; Form RA-RR 14, Annual Farm Business Statement and Farm Plan, giving application number, personal data on applicant's family, location of farm, report of last year's business, financial statement, financial plans for ensuing year, estimated production and disposal of livestock, crops and livestock products, also feed to be consumed by livestock for stated number of months; Form RA-FI-5a, Public voucher issued for funds requested; Form RA-LE 36, Chattel Mortgage, giving amount loaned, payments to be made and equipment and livestock on chattel mortgage. Filed alphabetically by County. Form RA-RR 14 also gives case number, of applicant. (Daily, official.) 9 x 12 folders, 8 ft., in steel filing cases. R. 212. (167)

394. LIST OF COMMITTEES, 1936 to date. Book record showing the names and addresses of the various committeemen listed by the community and county in which they live. (Occasionally, official.) 9 x 12 loose-leaf books, 3 in., on top of steel cabinet. R. 212. (162)

395. FARM TENANT PURCHASE LOANS, APPROVED AND PENDING, 1937 to date. Copies of various forms used by farm tenants in applying for tenant purchase loans, sent to regional offices for approval. Form FSA-RR 14 Farm and Home Management Plan indicates application and case numbers, type of loan requested, showing personal data on applicant's family and conditions, report of last year's business of farm, present financial conditions, financial plans for coming year, repayment schedule of loans owed, estimated production and disposal of crops, livestock and livestock products, and estimated feed needed for estimated period. Form FSA-TP 3, Appraisal Report, showing vendor's name and address, description and location of farm, valuation of land, valuation of improvements, map of farm, general information giving location of farm, roads and community, farm services, topography, conditions of farm, soils, natural resources, ownership history, taxes and farm hazards, earning capacity of farm, estimated landlord's income and expenses and remarks of appraiser. 9 x 12 folders, 2 ft., in steel filing cases. R. 212. (168)

396. LOAN ANALYSIS TRIAL BALANCES, Sept, 1936 - July 1937. Form RA-FI 34, copies of trial balance sheets from regional office at Washington, D.C., showing Resettlement Administration Loan number, amount of interest and principal, name and address of the borrower, amount paid and amount of balance. (Occasionally, official.) 9 x 12 folders, 2½ in., in steel filing case. R. 212. (155)

397. LOAN ANALYSIS, Mar. 1937 to date. Treasury Form B-34, Department of Accounts and Deposits, ledger sheets showing the condition of client's loan account, giving the name and address of mortgagee, amount of principal and interest, amount paid, balance to be paid and date of each transaction. (Frequently, official.) 12 x 18 loose-leaf binders, 8 in., in steel filing case. R. 212. (148)

398. MEMOS FROM HARRISBURG, 1935 - 1937. Copies of circulars from state office at Harrisburg regarding operating and administrative procedure, rules and regulations, to be used in making loans or grants for rehabilitation program, also information regarding changes or additions to former instructions. (Frequently, official.) 9 x 12 folders, 2 in., in steel filing case. R. 212. (158)

399. NOTICES OF PAYMENTS DUE, 1937. Notices of payments due from clients received from regional office, indicating state and county in which client resides, name and address of client, regional office loan number, unpaid principal on loan, current interest on unpaid principal, delinquent interest due, current delinquent interest and principal due, total amount of interest and principal due and date due. (Occasionally, official.) 9 x 12 folders, 4 in., in steel filing case. R. 212. (152)

400. OFFICE EQUIPMENT RECORDS, 1936 to date. Folder containing list of office equipment in this office giving description of articles and the number of each type on hand, also bills of sale for equipment purchased and bills of lading for equipment received. (Occasionally, official.) 9 x 12 folders, ½ in., in steel filing case. R. 212. (151)

401. PROCEDURE MANUALS, 1936 to date. Copies of circulars and bulletins from the state office at Harrisburg, and the regional office at Washington, D.C., regarding administrative and operating procedure, instructions to be followed, notices of changes in procedure and information pertaining to program for rehabilitation. (Frequently, official.) 10 x 12 loose-leaf books, 1 ft. 6 in., on top of steel filing cabinets. R. 212. (161)

402. REGISTER OF COLLECTIONS, 1936. Treasury Form B-27, register record of collections of payments from rehabilitation loans made to clients, giving state and county in which borrower resides, borrower's name, Resettlement Administration loan number, amount of interest and principal, amount of loan repaid and amount to be paid. (Occasionally, official.) 9 x 12 folders, ½ in., in steel filing case. R. 212. (150)

403. RELIEF REFERRALS, 1936 to date. Form RA-RR 12, copies of referrals of relief cases for rehabilitation sent to this office by relief officers, giving brief history of family, conditions of farm, conditions showing why family received relief and farm employment. (Occasionally, official.) 9 x 12 folders, 2 in., in steel filing case. R. 212. (156)

404. REQUISITIONS, July 1936 to date. Folders containing requisition for supplies, equipment or services needed, sent to Business Manager Division, Washington, D.C. Form RA-BM 8 A, Requisition for Duplicating Service shows the forms or letters for which mimeograph copies are requested. Form RA-BM 9a, Requisition for Supplies, Equipment or Services, shows item needed, stock number, description of article, quantity requested, unit value and total amount. (Occasionally, official.) 9 x 12 folders, 2 in., in steel filing case. R. 212. (154)

405. SCHEDULES OF COLLECTIONS, 1936 to date. Treasury Form 1044, copies of collections of funds received in repayment of loans sent to regional office at Washington, D.C., showing the date paid, reference or receipt number, name of remitter, description of purpose for which received, amount received and fund to be credited. (Occasionally, official.) 9 x 12 folders, ½ in., in steel filing case. R. 212. (153)

406. TELEPHONE CONTRACT, 1937 to date. Copy of contract with telephone company showing date service begun, service to be rendered, monthly charges and signature of persons signing agreement for the Government and telephone company, also correspondence regarding installation of telephone. (Occasionally, official.) 9 x 12 folders, ½ in., in steel filing case. R. 212. (159)

407. VOUCHERS, 1936 to date. Copies of Treasury Form 1012a, Voucher for personal expenses including per diem, giving name and address of person performing work away from official station, amount of the expenses and mileage for which reimbursement is requested; Treasury Form 1034, Public Voucher issued in payment of supplies and equipment purchased showing name and address of the vendor, description of article, quantity received, unit price and total amount. (Occasionally, official.) 9 x 12 folders, 3 in., in steel filing case. R. 212. (164)

408. CORRESPONDENCE, 1935 to date. Copies of correspondence with regional director, administrative assistant, Finance Control Manager and Assistant Regional Director, regarding the administrative and operating procedure, applications for loans, finance, office supplies, personnel, etc., also some correspondence with FHA District Office regarding loans made to farmers on farm property. (Frequently, official.) 9 x 12 folders, 8 in., in steel filing cases. R. 212. (166)

409. CORRESPONDENCE, HOME MANAGEMENT SUPERVISOR, Jan. 1927 to date. Copies of correspondence with state director, chief of Home Management and acting regional supervisor regarding rehabilitation programs for farm women, social activities, farm management studies and home economics. Also filed are copies of circulars regarding administrative and operating procedure and instructive data. (Frequently, official.) 9 x 12 folders, 10 in., in steel filing cases. R. 212. (149)

410. CLIENT'S QUARTERLY REPORTS, 1937. Form RA-RR 20, client's quarterly progress report. Reports from clients giving answers to various questions, showing if farm is working, if farm materials are needed, if repayments on loans are being met, cash income received for farm products, amount of farm subsistence received from farm animals and poultry and future progress anticipated. (Occasionally, official.) 9 x 12 folders, ¼ in., in steel filing case. R. 212. (147)

411. REPORTS, 1936 to date. Copies of reports sent to regional office at Washington, D.C., and state office at Harrisburg, Pa., Form FSA-PE 58, Daily report of employees absent from work, time of arrival, if late, period if late, total time charged and remarks. Record of equipment held at this agency giving description of article and quantity of each item; Form FSA-RR 139, Report of repossessed property showing location of farm, equipment on farm, general conditions of farm, buildings

on farm and amount of mortgage; Reports of office supplies at office, showing amount of forms, pencils, typewriter ribbons, clips, etc.; Form RI-RR 147a, Supervisor's monthly report showing number of applications on hand, cases handled during the month, applications received during month, number of applications rejected, case load and days worked by supervisor. (Frequently, official.) 9 x 12 folders, 10 in., in steel filing cases. R. 212. (163)

412. SUPERVISORS' REPORTS, 1936 - 1937. Copies of monthly reports sent to regional office showing daily tally of number of visits to farmers applying for loans, number of dockets submitted showing new loans or supplementary grants, number of clients making repayments, number of days worked by supervisor and total of each for the month. Copy of report is also sent to state office at Harrisburg, Pa. (Occasionally, official.) 9 x 12 folders, 1 in., in steel filing case. R. 212. (157)

NORRISTOWN

DISTRICT SUPERVISOR, RURAL REHABILITATION DIVISION
State Emergency Relief Bldg., 59 E. Penn St.

This Bureau was established June 16, 1935 as an independent agency. In January 1937 it was placed under the supervision of the Department of Agriculture. No records have been lost or destroyed. To date all records of this office are considered active files and none are called useless papers as yet. According to the supervisor, the United States Department of Agriculture in Washington has the original or a copy of all these records.

413. MISCELLANEOUS CORRESPONDENCE, 1935 to date. Pertaining to loans and grants for the purpose of establishing credit for borrowers; also to reports on annual farm business. Arranged alphabetically. (Daily, official.) 8 x 10½ and 9 x 12 folders, loose papers, 4 ft., in steel drawer 11½ x 13½ x 25 in steel cabinet, 14½ x 25 x 50. 2d floor front. (43)

414. RESETTLEMENT ADMINISTRATION BOND, 1935 to date. Data pertaining to the issuing of bonds. Arranged alphabetically. (Daily, official.) 8 x 12 folded to 8 x 10 loose papers, 9 x 12 folders, 2 ft., steel drawer 11½ x 13½ x 25 in steel cabinet 14½ x 25 x 50. 2d floor front. (44)

415. CONFIDENTIAL REPORTS, 1935 to date. Relative to the investigation of cases seeking loans from this agency. Arranged alphabetically. (Daily, official.) 8 x 10½ and 9 x 12 folders, loose papers, 4 ft., steel drawer 11½ x 13½ x 25 steel cabinet 14½ x 25 x 50. 2d floor front. (45)

416. REFERRAL CASE SHEETS, 1935 to date. Giving data of client referred to this agency and describing the circumstances which made it necessary for client to seek aid, etc. Arranged alphabetically. (Daily, official.) 8 x 10½ and 9 x 12 folders, loose papers, 4 ft., steel drawer 11½ x 13½ x 25 steel cabinet 14½ x 25 x 50. 2d floor front. (46)

417. TRANSMITTALS OF REQUEST FOR FUNDS, 1935 to date. Used for the submitting of a list of documents transmitted in support of request for funds in behalf of various farmers, etc. Arranged alphabetically. (Daily, official.) 8 x 10½ and 9 x 12 folders, loose papers, 2 ft., steel drawer 11½ x 13½ x 25 in steel cabinet; 14½ x 25 x 50. 2d floor front. (47)

418. CHATTEL MORTGAGE, 1935 to date. Data relative to mortgage; showing number, date of loan, amount, etc. Arranged alphabetically. (Daily, official.) 8 x 16 folded to 8 x 10½, 9 x 12 loose papers, folder 4 ft., steel drawer 11½ x 13½ x 25 in steel cabinet 14½ x 25 x 50. 2d floor front. (48)

419. LOAN AGREEMENT AND REQUESTS FOR FUNDS, 1935 to date. Data relative to title of serial above. (Daily, official.) 8 x 10½ and 9 x 12 folders, loose papers, 4 ft., 2 drawers 11½ x 13½ x 25 in steel filing case 14½ x 25 x 50. 2d floor front. (49)

420. FAMILY RECORDS OF CLIENTS, 1935 to date. Made up by investigator of RRA, giving all information pertaining to this serial. Arranged alphabetically. (Daily, official.) 8 x 10½ and 9 x 12 folders, loose papers, 4 ft., drawer 11½ x 13½ x 25 in steel filing case 14½ x 25 x 50. 2d floor front. (50)

421. ANNUAL HOME BUSINESS STATEMENT AND MANAGEMENT, 1935 to date. Giving all data pertaining to this serial for the purpose of checking borrowers' income against their expenditures. (Daily, official.) 8 x 10½ and 9 x 12 folders, loose papers, drawer 11½ x 13½ x 25 in steel filing case 14½ x 25 x 50. 2d floor front. (51)

422. PUBLIC VOUCHERS FOR RESETTLEMENT ADMINISTRATION LOANS, 1935 to date. Giving information pertaining to this serial of loans to needy farmers, etc. Arranged numerically and alphabetically. (Daily, official. 8 x 10½ and 9 x 12 loose papers, folders, 6 ft., 3 drawers 11½ x 13½ x 25 in steel filing case 14½ x 25 x 50. 2d floor front. (52)

READING
DISTRICT SUPERVISOR, RURAL REHABILITATION DIVISION
Old City Hall, 5th and Franklin Sts.

This Bureau was established July 1935 as an ihdependent agency. On January 1, 1937 it became a part of the United States Department of Agriculture and is still functioning under this department. There are no so-called useless papers, as all records of this office are retained. Request for records from Washington are made through Harrisburg or New Haven Office.

423. SCHUYLKILL, LANCASTER AND BERKS, CORPORATION AND RA CASE FILES, August 1935 to date. Includes supervisor's farm visit reports, clients quarterly farm progress reports; correspondence between this office and clients relative to payments of loans; applications for rural rehabilitation; case analysis records of clients; farm information; work sheets;

family rehabilitation plan; applications for loans, etc. See addenda SFA file. Arranged alphabetically. (Daily, official.) 10 x 14 folders, 4 ft., 2 steel drawers in filing case. R. 102. (63)

424. MISCELLANEOUS, August 1935 to date. Data on correspondence between this office and various RA officials; public vouchers for direct relief; classification of case loads; referral of cases for loans; veterans case folders; referral of veterans' application slips; confidential reports; miscellaneous correspondence; family expenditure reports; public vouchers for reimbursement for travel and supervisor's farm visit reports. Arranged subjectively and chronologically. (Daily, official.) 10 x 14 and 10 x 12 folders and envelopes, 3½ ft., 2 steel drawers in filing case. R. 102. (64)

425. REJECTIONS, September 1935 to date. These records are largely the same type as described in Report #63, with the exception that these cases have been rejected and consist of annual home business statements and home management plans; referral of case, loan agreement and request for funds; transmittal of request for funds and application for rural rehabilitation. Arranged alphabetically. (Frequently, official.) 10 x 14 folders in bundles, 2 ft., transfer case in safe on floor. R. 102. (65)

SUNBURY
COUNTY SUPERVISOR, RURAL REHABILITATION DIVISION
Stohler Bldg.

This Bureau was established November 15, 1934. Since January 1937 this office has been under the Department of Agriculture. No records have been lost or destroyed. So-called useless papers are defaced and burnt, after receiving authority to do so. Records are sent to regional headquarters, New Haven, Connecticut. These are copies of original case records for approval of the original to be returned to the local office; also to Department of Agriculture, Resettlement Administration, Washington, D.C.

426. CARD RECORDS AND REPORTS, Nov. 15, 1934 to date. Records of persons who have applied for loans and grants from the Federal Government; give full report of all transactions made in the securing of such loans and grants. (Daily, official.) 9½ x 11 3/4 folders and 11½ x 12 loose-leaf books (2), 2 ft. 10 in., in 3 drawers of filing case. 1st floor. (18)

427. CORRESPONDENCE, REFERRALS, AND REPORTS, Nov. 15, 1934 to date. Requests for loans or grants to assist persons to reestablish themselves on farms; reports on condition of farms; and referrals sent to the Regional Office for approval. (Daily, official.) 9½ x 11 3/4 filing case, 1 ft. 1 in., in drawer of filing case. 1st floor. (17)

TOWANDA
DIVISION OF LAND UTILIZATION PROJECT OFFICE
Pennsylvania Area Office
Hale Block, 406 Main St.

This Bureau was established under the Land Policy Section of the Agricultural Adjustment Administration on February 8, 1935, and continued in this connection until June 1, 1935, when it became known by its present title. On January 1, 1937, it assumed relationship with the Department of Agriculture. The agency occupied rooms in the Mercur Building until March 1935, when it moved to its present location. No records have been lost or destroyed; but so-called useless papers are defaced and burnt. There are no so-called useless papers; no destruction would be made without proper authority for their disposal. Material relative to the acquisition of properties is sent to Washington. Correspondence of a general nature is sent to the New Haven Regional Office, Region #1.

428. REPORTS, February 8, 1935 to date. Of all legal transactions as regards the purchasing of farms which are not profitable to work for land utilization purposes; on the program of work undertaken; on the buildings or land secured, and the appraised valuations; on all persons employed and available for employment; on money expended in the operation of the various projects. See addenda SFA file. (Daily, official.) 9½ x 15 folders, 8 3/4 x 11 loose-leaf books, 6 ft. 2 in., 8 drawers in filing case, 8 x 5 cards in card cabinet. R. 1, 2d floor. (10)

429. CORRESPONDENCE, February 8, 1935 to date. To and from this office with heads of departments in regional office, New Haven, Connecticut; with Department of Agriculture in Washington; and with all individuals who may be directly connected with this program through other agencies, relating to all transactions which this office undertakes, necessary to putting on this program of Land Utilization in the area covered by this office. See addenda SFA file. (Daily, official.) 9½ x 11 3/4 folders, 4 ft. 11 in., 5 drawers in filing case. R. 1, 2d floor. (11)

430. CORRESPONDENCE AND REPORTS ON ACCOUNTING AND ENGINEERING COST, February 8, 1935 to date. Covering the cost records of the projects in operation in this area; monthly cost reports of materials used and salaries paid; requisitions for purchase of materials to be used in construction; appropriation records and purchase orders for equipment; reports covering salvaged materials from buildings demolished; bids and acceptances for purchase orders. These records are a complete report of the accounting and engineering cost of the various projects operative. See addenda SFA file. (Daily, official.) 9½ x 11 3/4 and 9½ x 15 folders, loose-leaf books 11½ x 10 (10), and 7 x 10 (1) 8 ft. 2 in., 3 drawer in filing case; 2 cardboard box files, 4 x 6 slips, WPA records of employees. R. 2. 2d floor. (12)

431. SAFETY REPORTS AND RECORDS, February 8, 1935 to date. Of the Safety Engineer of the area covered by this office. Records cover reports on accidents and injury from foremen employed on the various projects; compensation reports; request for medical treatment and copies of semimonthly report by Inspector of Safety. See addenda SFA file. (Daily, official.) 9½ x 11 3/4 folders, 2 ft. 3 in., 2 drawers in filing case. R. 3. 2d floor. (13)

432. PROJECT RECORDS AND REPORTS, February 8, 1935 to date. Of projects in operation or those which have been submitted by the Engineering Division and the plans of projects in operation; also included in the file is a complete set of maps covering details related to the various projects and proposed projects, with other maps which are used in compiling details for projects; correspondence relative to the work on the projects; reports on the individual earnings of the personnel engaged on the projects; and time records are also on file. See addenda SFA file. (Daily, official.) 9½ x 11 3/4 folders, loose-leaf books, cards 10 x 8, 7 ft. 5 in., 4 drawers in filing case. 5 x 8 cards in card cabinet and 4 x 6 cards on 4 wall bracket files 22 x 7. R. 3, 2d floor. (14)

RURAL RESETTLEMENT DIVISION
PENNSYLVANIA FARMS RESETTLEMENT PROJECT
Noble Block 2d floor, 400 Main St.

This office was established January 1, 1936. On January 1, 1937 it assumed relationship with the United States Department of Agriculture and now operates under that agency. So-called useless papers are defaced and burnt. Records are forwarded to regional office, New Haven, Connecticut, and from there to Washington.

433. CORRESPONDENCE, January 1, 1936 to date. With heads of departments as listed in inventory, relative to the matter of resettlement of persons in Pennsylvania on desirable farms; also with persons and agencies cooperating in this work. Included in the file are a few bulletins and memoranda and a folder of soil maps. See addenda SFA file. (Daily, official.) 9½ x 11 3/4 folders, 1 ft. 10 in., 2 drawers in filing case. 2d floor. (7)

434. FAMILY SELECTION, January 1, 1936 to date. File contains reports of conditions in which the family now lives and the application from persons who desire to make use of the services of this office, to make the necessary adjustment. The record covers all data relative to the selection of families who are to occupy resettlement farms. See addenda SFA file. (Daily, official.) 9½ x 11 3/4 folders, 1 ft. 2 in., drawer in filing case. 2d floor. (8)

435. REPORTS AND LEGAL PAPERS, January 1, 1936 to date. Reports are those dealing with the general work of the district office. Legal papers are the abstract of all titles and properties which the Government has accepted for resettlement purposes. See addenda SFA file. (Daily, official.) 9½ x 11 3/4 folders, 1 ft. 9 in., 2 drawers in filing case. 2d floor. (9)

WASHINGTON
FIELD SUPERVISOR, RURAL REHABILITATION DIVISION
Washington Trust Building
Main and Beau Streets

This agency was established November 25, 1935, to receive and investigate Rural Rehabilitation loan applications from Allegheny, Beaver, Greene and Washington Counties. Since about September 1, 1936 it has been subordinate to the office for Fayette, Indiana and Westmoreland Counties at Greensburg. It functions rather independently, although copies of some of its records are sent to Greensburg. A few of its records antedate its formal establishment.

For a short time its office was in the Old High School Building at 160 West Pine Street.

The question of disposing of useless papers has not yet arisen.

436. LOAN APPLICATIONS, June 1935 to date. Applications for loans to purchase new equipment, seed, fertilizer, etc. (Occasionally, official.) 9 x 12 folders, 1 ft., in steel filing case. R. 245. (3)

437. CLIENTS FILE, July 1935 to date. Requests for rehabilitation loans, business statements, bonds, supervisors' reports, copies of loan agreements, and correspondence pertaining to all applications. (Frequently, official.) 9 x 12 folders, 3 ft., in 2 steel drawers. R. 245. (1)

438. CORRESPONDENCE, July 1935 to date. Correspondence with the national, regional and state offices concerning loans and investigations of applications. (Occasionally, official.) 9 x 12 folders, 1 ft., in steel filing case. R. 245. (4)

439. PROCEDURE, July 1935 to date. Official circulars, notices, and bulletins and correspondence about them from the regional and state offices, pertaining to the general administration of this office. (Frequently, official.) 12 x 15 loose-leaf books, 6 in., on desk. R. 245.(2)

WILKES BARRE
REGION DISTRICT SUPERVISOR, RURAL REHABILITATION DIVISION
Post Office Bldg., South and S. Main Sts.

This Bureau was established November 1, 1935. Since January 1, 1937 this office has been under the Department of Agriculture. There are no so-called useless papers; no destruction would be made without proper authority for disposal. Original records are all sent to Harrisburg, Pennsylvania Office. Records pertaining to loans over $1000 are sent to New Haven, Connecticut Office, and records pertaining to loans over $3000 are sent to Washington, D.C.

440. BRADFORD, SULLIVAN AND SUSQUEHANNA COUNTY AGENT FILE, Nov. 1935 to date. County case files being held in the custordy of the Local District Supervisor because there are no agents in these counties and will be again turned out to be the county agents when new ones are again

appointed. Filed alphabetically. (Never.) 8½ x 11 folders, 1 ft. 8 in., in drawer of steel filing case. R. 212. (54)

441. COUNTY CASE FILES, November 1935 to date. Laws and grants for applicants of Luzerne County. See addenda. Filed alphabetically. (Daily, official.) 8½ x 11 folders, 1 ft., in drawer of steel filing case. R. 212. (52)

442. EXPENSE ACCOUNTS, November 1935 to date. Copies of vouchers for personal expense of District Supervisor. Filed chronologically. (Never.) 5½ x 11 folders, ½ in., in drawer of steel filing case. R. 212. (55)

443. GENERAL FILE, Nov. 1935 to date. Records of work of the Rural Rehabilitation Bureau including agriculture bulletins, bills of lading, general departmental correspondence, Bradford and Sullivan Counties, loans and grants of money; correspondence, Columbia County loans, grants of money and correspondence, circulars on procedure, and general personnel and specific correspondence. See addenda. Filed alphabetically. (Daily, official.) 8½ x 11 folders, 10 in., in drawer of steel filing case. R. 212. (53)

WILLIAMSPORT
DISTRICT OFFICE, RURAL REHABILITATION DIVISION
Post Office Bldg., 245 W. 4th St.

This office was established July 1, 1935. No records have been lost or destroyed. All so-called useless papers are defaced and burnt. Records are sent to New Haven, Connecticut, regional office, and to Harrisburg, Pennsylvania, state office and are then forwarded to Washington. The office serves Tioga, Lycoming and Union Counties.

444. CASE RECORDS, CORRESPONDENCE, AND REPORTS, July 1, 1935 - Mar. 9, 1937. Records of all persons who have applied to this office for loans; correspondence with these individuals; case records covering all items necessary before loans can be investigated and granted, including debt adjustment, reports on applications, work reports, Form R-RR 107, Farm Family Record Book, etc. See addenda for forms. Index. (Daily, official.) 5 x 8 cards, 9½ x 11 3/4 folders, and 10 x 11½ loose-leaf books, in 6 drawers of filing cases and in drawer of card cabinet. R. 208-B. (150)

YORK
DISTRICT SUPERVISOR, RURAL REHABILITATION DIVISION
Old York High School Bldg., 134 W. Philadelphia St.

This Bureau was established October 1935. Since January 1937 it has been under the Department of Agriculture. No records have been lost or destroyed. There are no so-called useless papers, as all the records of this office have been retained. No destruction of them could be made without proper authority for disposal. The office serves York and Adams Counties.

445. YORK AND ADAMS COUNTIES RA AND CORP CASE FOLDERS, October 1935 to date. Contains public vouchers for direct relief of stricken agricultural areas; recommendations for emergency rehabilitation grants; supervisor's farm visit report; loan agreement and requests for funds; annual farm business statements and farm plans. Arranged alphabetically. (Daily official.) 10 x 14 forms stapled in folders, 2 ft., 2 steel drawers in filing case. R. 9. (86)

446. MISCELLANEOUS, October 1935 to date. Data of County R.R. Supervisor's reports of applications (monthly) for loans from RA; Supervisor's monthly reports of activities during month shows number of field visits; complete dockets submitted; total loan clients, debt adjustment cases, days in field and office; travel costs for month and supervisor's daily expenses. Arranged alphabetically and subjectively. (Daily, official.) 10 x 14 folders, 1½ ft., steel drawer in filing case. R. 9. (87)

SOIL CONSERVATION SERVICE

SOIL CONSERVATION SERVICE

INDIANA
CROOKED CREEK SOIL CONSERVATION DEMONSTRATION
PROJECT MANAGER

(A) Indiana Community Center Bldg.
North 9th and Philadelphia Sts.

(B) Indiana Motor Company Bldg.
46 North 8th Street

This is one of four coordinate soil conservation demonstration projects in Pennsylvania supervised by the regional conservator for Region 1 at Williamsport, Pa., whose authority extends to the states of Maine, Vermont, New York, New Jersey, Maryland, West Virginia and Pennsylvania. The other three Pennsylvania projects are located at Lancaster in Lancaster County, Vandergrift in Westmoreland County, and Waynesboro in Franklin County.

The Indiana project is the oldest, and has in the past supervised temporary small isolated projects,particularly in Huntingdon County. But at the present time its jurisdiction is confined to the watershed area of Crooked Creek mainly in Indiana County. Within that area, however, it operates CCC Camps SCS 1, 2, 5 and 6 near Home, Sprankles Mills, Sligo and Shelocta, respectively. It also operates a nursery, and furnishes nursery stock to the other projects.

The project was set up late in 1933. From that time until March 1935 it was a part of the Soil Erosion Service of the Department of the Interior. For the first two years of its existence its headquarters were located in the Municipal Building.

None of its records have been lost or sent to either Washington or Williamsport. None are considered useless. Practically all business with the national headquarters clears through the regional office.

447. INDEX TO PURCHASE ORDERS, June 1935 to date. Index card gives name and address of vendor, purchase order number, article description and date of purchase. (Frequently, official.) 3 x 5 cards, 2 in., in steel card cabinet. 2d floor. (Bldg. B). (68)

448. PURCHASE ORDERS, May 1, 1936 to date. Purchase orders and requests for auto supplies; daily time record of employees. (Frequently, official.) 9 x 11 folders, 8 in., in steel filing case. 2d floor. (Bldg. B). (70)

449. ALLOTMENT LEDGERS, Sept. 1934 to date. Treasury Forms 1015A, monthly reports from the regional office on the financial status of the various accounts set up for the activities of this agency, showing the allotments, itemized expenditures, liquidated and unliquidated encumbranc and balance for each appropriation number. Also similar records kept by this office for comparison and checking. Filed by appropriation numbers each month. (Frequently, official.) 12 x 18 loose-leaf books, 6 in., on open wooden shelf. Chief Clerk's Office, 1st floor. ((Bldg. A). (43)

450. PURCHASE ORDERS, SCS, Nov. 1934 to date. Copies of official purchase orders, mostly on Treasury Forms A-7, for all kinds of supplies and equipment ordered by this agency through the regional office of its own staff or cooperating farmers. Filed in chronological order for each appropriation. (Occasionally, official.) 9 x 12 envelopes and folders, 2 ft., in steel filing cases. Main office, 1st floor. (Bldg. A). (20, 23, 28 and 29)

451. PURCHASE ORDERS, ECW, July 1935 to date. Copies of official purchase orders, mostly on Treasury Form A-7, on supplies and equipment, and records of borrowed supplies and equipment, pertaining to the ECW work of this agency. Also correspondence pertaining to the same. (Frequently, official.) 9 x 12 folders, 1 ft. 6 in., in steel filing case. 2d floor. (Bldg. B). (74)

452. PAYROLL VOUCHERS, Dec. 1934 to date. Copies of semimonthly payroll vouchers for ECW, SCS, and WPA employees, on various standard forms. Filed chronologically, separately for each type of employee. (Occasionally, official.) 9 x 12 folders, 3 ft. 6 in., in steel filing cases. Main office, 1st floor. (Bldg. A). (12 and 13)

453. VOUCHERS, GENERAL, December 1934 to date. Copies of official vouchers submitted by vendors, for supplies, equipment, seed, fertilizer, fencing, office rent, and other items. Mostly on Treasury Forms 1034a. Also bills of lading, public utility bills, and correspondence regarding particular expenses other than payroll and travel. Filed under appropriation numbers. (Occasionally, official.) 9 x 12 folders, 8 ft., in steel filing cases. Main office, 1st floor. (Bldg. A). (19, 22, 24,27)

454. VOUCHERS, ECW, Jan. 1936 to date. Treasury Form 1034a, copies of vouchers submitted for supplies furnished this agency for the ECW work under its supervision. (Occasionally, official.) 9 x 12 folders, 6 in., in steel filing case. Main office, 1st floor. (Bldg. A). (21)

455. VOUCHERS, SCS, May 1936 to date. Treasury Form 1034a, copies of vouchers submitted for supplies furnished this agency for the regular SCS work under its supervision. (Frequently, official.) 9 x 12 folders, 7 ft., in steel filing case. Purchasing office, 1st floor. (Bldg. A). (36)

456. INVENTORY OF MOTOR PARTS AND ACCESSORIES, Jan. 1935 to date. Records of parts and accessories for automotive equipment purchased, used, and on hand, showing description, unit price, date of inventory, stock number, etc. (Frequently, official.) 3 x 5 cards, 5 in., in wooden card cabinet. 2d floor. (Bldg. B). (71)

457. MOTOR VEHICLES FILE, Jan. 1935 to date. Miscellaneous records pertaining to the purchase and use of motor vehicles, oil, gasoline and tires, including orders, receipts, records of use, bids, mileage obtained, repairs, accidents, etc. (Frequently, official.) 9 x 12 folders, 2 ft., in steel filing case. 2d floor. (Bldg. B). (69)

458. VENDOR'S ACCOUNTS, Jan. 1935 to date. Card gives: name of vendor, address, date of invoice, date voucher submitted and paid, voucher number, amount, material or character of purchase. (Frequently, official.) 5 x 8 cards, 8 in., in steel card cabinet. Purchasing office, 1st floor. (Bldg. A). (35)

459. REQUISITIONS, May 1935 to date. Copies of official requisitions, mostly on Form AD-14, for all kinds of supplies and requisitions ordered by this agency for both the SCS and ECW work under its supervision. Also, field requests on which such requisitions are based, and relevant correspondence. Filed by requisition number, with special folders for important vendors. (Frequently, official.) 9 x 12 folders, 2 ft. 4 in., in steel filing cases. Main office, 1st floor. (Bldg. A). (14, 18, 25, 26)

460. REQUISITIONS, COMPLETED, May 1936 to date. Copies of requisitions for supplies, equipment or services as submitted to central supply section giving: item number, stock number, description of article, quantity, unit price, amount, appropriation charged to, and office number. (Occasionally, official.) 9 x 12 folders, 8 in., in steel filing case. Main office, 1st floor. (Bldg. A). (6)

461. REQUISITIONS, CANCELLED, Sept, 1936 to date. Copies of cancelled requisitions for supplies, equipment, or services. (Occasionally, official.) 9 x 12 folders, 6 in., in steel filing case. Main office, 1st floor. (Bldg. A). (8)

462. DELIVERY CARDS, June 1935 to date. Records of the lime, seed, fertilizer, trees, fencing, etc., delivered to cooperating farmers. Filed by farm number. (Frequently, official.) 5 x 8 cards, 1 ft. 6 in., in steel card cabinet. Basement. (Bldg. A). (49)

463. EQUIPMENT RECORDS, July 1935 to date. Miscellaneous records on trucks and heavy equipment, showing purchase or rental date, assignment to CCC camp or elsewhere, quantity in warehouse, date of sale or junking, daily time and expense records. Also requisitions, purchase orders, receipts, bills of lading and invoices pertaining to same. (Frequently, official.) 8 x 11 and 9 x 12 folders, 2 ft., in steel filing case. 2d floor. (Bldg. B). (72, 73)

464. STOCK RECORDS, July 1935 to date. Records of nursery and other stock pertaining to the work of the agronomist, showing quantity received, distributed or used, and on hand in the warehouse. (Frequently, official. 5 x 8 cards, 1 ft., in steel card cabinet. 2d floor. (Bldg. B). (75,76)

465. CONTRACTS, Aug. 1935 to date. Contracts for equipment, supplies or services filed with leases for office space and warehouse. (Frequently, official.) 9 x 12 folders, 2 ft., in steel filing case. Chief Clerk's office, 1st floor. (Bldg. A). (41)

466. NON-EXPENDABLE PROPERTY, Aug. 1935 to date. A record of each piece of heavy or non-expendable equipment, showing its location, use, original cost, depreciation, operating cost, etc. Used to make recommendations, concerning repair vs. replacement. (Frequently, official.) 5 x 8 cards, 2 ft., in steel card cabinet. Main room, 1st floor. (Bldg. A). (17)

467. PAYROLL CARDS AND LEAVE SLIPS, Aug. 1935 to date. Former shows name, address, post of duty, oath, date of appointment, title, pay rate, pay period, etc. Latter shows days leave taken and due, etc. Filed in alphabetical order. (Frequently, official.) 5 x 8 cards, 2 ft., in steel card cabinets. Purchasing and Chief Clerk's offices, 1st floor. (Bldg. A). (33, 44)

468. PERSONNEL RECORDS, Aug. 1935 to date. Applications, letters of appointment, promotion or dismissal, correspondence with references, work status slips, (for WPA workers only), and miscellaneous personnel data, pertaining to the ECW, SCS, WPA and temporary part time employees. Filed alphabetically, WPA separate. (Frequently, official.) 9 x 12 folders, 6 ft., in steel filing cases. Main and Chief Clerk's offices, 1st floor. (Bldg. A). (11, 42)

469. TIME REPORTS, Aug. 1935 to date. Various standard forms. Semimonthly time reports for ECW, SCS, WPA and WAE (i.e., temporary, part time "when actually employed") workers. Filed chronologically, separately for each type of employee. (Occasionally, official.) 5 x 8 cards and 9 x 12 folders, 4 ft. 6 in., in steel filing and card cabinets. Main and Purchasing offices, 1st floor. (Bldg. A). (10, 32)

470. TRAVEL AUTHORIZATION CARDS, Sept. 1935 to date. Records of travel authorizations showing: name of person, title, headquarters, allowance per diem, other allowances, mode of travel, date issued, authorization number, expiration date, destination, date used, voucher number, amount and remarks. (Frequently, official.) 5 x 8 card, 6 in., in steel card cabinet. Purchasing office, 1st floor. (Bldg. A). (34)

471. PAYROLL RECEIPTS, HUNTGINDON COUNTY, Nov. 1935. Receipts for wages from workers on a special project in Huntingdon County begun and abandoned. Filed alphabetically. (Never.) 9 x 12 envelope, 1 in., in steel filing case. Main office, 1st floor. (Bldg. A). (5)

472. NONEXPENDABLE SUPPLIES RECEIVED, Jan. 1936 to date. Records of supplies and equipment received showing price, unit, article description, catalog and requisition number, date and quantity ordered, date received, identification number, Washington purchase order number, date, bill of lading, number, and to whom issued. (Frequently, official.) 5 x 8 cards, 2 ft., in steel card cabinet. Purchasing office, 1st floor. (Bldg. A). (31)

473. PROPERTY RECORDS, Jan. 1936 to date. Records of the property of this agency indicating whether it is used by nursery staff in office or field, ECW or where and by whom, and identifying it by date received, requisition number, vendor, cost, purchase order number, etc. Property still in warehouse included. (Frequently, official.) 5 x 8 cards, 5 in., in steel card cabinet. Purchasing office, 1st floor. (Bldg. A). (30)

474. TRAVEL VOUCHERS, SCS, Jan. 1936 to date. Treasury Forms 1012a, copies of the official travel expense vouchers of the regular employees. Also correspondence pertaining to the same. (Frequently, official.) 9 x 12 folder, 1 ft., in steel filing case. Purchasing office, 1st floor. (Bldg. A). (40)

475. ECW PROCUREMENTS, Feb. 1936 to date. Transmittals, reports, purchase orders, and procurement correspondence relative to the various CCC camps under this agency; also memoranda receipts on nonexpendable property. (Frequently, official.) 9 x 12 folders, 1 ft. 6 in., in steel filing case. Main office, 1st floor. (Bldg. A). (15)

476. TRAVEL VOUCHERS, July 1936 to date. Treasury Forms 1012a. Copies of official travel vouchers of the ECW employees of this office. (Frequently, official.) 9 x 12 folders, 3 in., in steel filing case. Main office, 1st floor. (Bldg. A). (9)

477. TRANSMITTALS OF COOPERATIVE AGREEMENTS, July 1936 to date. Copies of acknowledgments from the regional office of the receipt of copies of the cooperative agreements. Filed by form number. (Occasionally, official.) 9 x 12 folders, 2 in., in steel filing case. Main office, 1st floor. (Bldg. A). (2)

478. CORRESPONDENCE, GENERAL, Feb. 1935 to date. General administrative and service correspondence with the national and regional offices, the Treasury's State Accounts Office, coordinate projects, cooperating farmers, vendors, and other on all subjects. Very heterogeneous and stored in three files with parallel contents and overlapping dates. (Frequently, official.) 9 x 12 folders, 6 ft. 6 in., in steel filing cases. Main office, 1st floor. (Bldg. A). (3,4, 16)

479. CORRESPONDENCE, FORESTER'S June 1935 to date. Correspondence of the project forester principally with the members of the staff and CCC camps in the field, but also with the foresters of coordinate projects, regarding special problems that arise. Also reports from the field to the forester. (Frequently, official.) 9 x 12 folders, 2 ft., in steel filing case. Basement. (Bldg. A). (64)

480. CORRESPONDENCE REGARDING WOODLAND IMPROVEMENTS, June 1935 to date. Project forester's correspondence with cooperating farmers regarding case and improvement of farm woodlands. Also minutes of meetings held to discuss woodland improvement. (Frequently, official.) 9 x 12 folders, 2 ft., in steel filing case. Forester's office, basement. (Bldg. A). (63)

481. CORRESPONDENCE, AGRONOMISTS, Jan. 1936 to date. Correspondence of the project agronomist with the regional and national offices, and with the agronomists of coordinate projects, regarding special problems that arise. (Frequently, official.) 9 x 12 folders, 1 ft., in steel filing case. Basement. (Bldg. A). (52)

482. CORRESPONDENCE, PAYROLL AND TRAVEL, Jan. 1936 to date. Correspondence with the regional office and the state and local WPA and NRS officials regarding payroll and travel procedure and problems. (Frequently, official.) 9 x 12 folders, 1 ft., in steel filing case. Purchasing Office, 1st floor. (Bldg. A). (37)

483. CORRESPONDENCE WITH VENDORS, Jan. 1936 to date. Correspondence in regard to prices, orders and shipments of equipment and supplies. (Frequently, official.) 9 x 12 folders, 2 ft., in steel filing case. Purchasing office, 1st floor. (Bldg. A). (38)

484. CONSOLIDATED FORESTER'S REPORTS, 1935 only. Weekly consolidations of the forester's fencing and planting reports. Discontinued. (Occasionally, official.) 9 x 12 envelopes, 1 ft. 6 in., in steel filing case. Forester's office, basement. (Bldg. A). (65)

485. SERVICE AND MAPPING REPORTS, May 1935 to date. Copies of agronomist's weekly reports to regional office on acreage mapped and treated for soil erosion prevention or cure. Filed by farm numbers. Also monthl and annual consolidated reports. (Frequently, official.) 9 x 12 folders, 1 ft., in steel filing case. Basement. (Bldg. A). (51)

486. FENCING REPORTS, June 1935 to date. Copies of forester's irregular reports to regional office on the fencing work done on cooperating farms, showing acres fenced, purpose of fencing, fencing removed, its purpose, labor and other costs, etc. (Frequently, official.) 9 x 12 folders, 2 ft., in steel filing case. Forester's office, basement. (Bldg. A). (61)

487. PLANTING REPORTS, June 1935 to date. Copies of forester's irregular reports to regional office on the planting, replanting, seed spotting, and other forest work done on various cooperating farms. Filed by farm numbers. (Frequently, official.) 9 x 12 folders, 2 ft., in steel filing case. Forester's office, basement. (Bldg. A). (62)

488. AIMINISTRATIVE REPORTS, Jan. 1936 to date. Semimonthly reports to the regional office on payroll, injuries, weekly and monthly employment, and physical progress. Also correspondence regarding such reports. (Frequently, official.) 9 x 12 folders, 2 ft., in steel filing case. Purchaing office, 1st floor. (Bldg. A). (39)

489. WORK SHEETS, May 1935 to date. Tentative plans for the prevention of erosion in the fields of various farms under cooperative agreement or expected to be. Negotiations under way with farmers regarding these plans. Filed by farm name. (Frequently, official.) 9 x 12 folder 43 ft., in steel filing case. Contract office, 1st floor. (Bldg. A). (45)

490. COOPERATIVE AGREEMENTS, June 1935 to date. Form SCS 151, Formal agreements between the Soil Conservation Service and cooperating farmers, mostly in the Crooked Creek watershed area, satting forth in detail the undertakings of each party. Also former and revised land use maps, six year field crop plans, field erosion and soil test surveys, field fertilizer plans, general soil conservation plans, and other maps, charts, plans, surveys, etc., for each farm included in or prepared under the provisions of the cooperative agreements. Filed by farm numbers. (Frequently, official.) 9 x 12 folders, 6 ft., in steel filing case. Main office, 1st floor. (Bldg. A). (1)

491. COOPERATIVE AGREEMENTS, AGRONOMIST'S FILE, June 1935 to date. Project agronomist's file of the cooperative agreements, and of all relevant maps, charts, surveys, plans, etc. (Frequently, official.) 9 x 12 folders, 6 ft., in a steel filing case. Basement. (Bldg. A). (53)

492. COOPERATIVE AGREEMENTS, FORESTER'S FILE, June 1935 to date. Project forester's duplicate file of the cooperative agreements, and of all relevant farm maps, plans, surveys, charts, etc. Also copies of farm requisitions for shrubbery, fencing and other materials of special concern to the forester. (Frequently, official.) 9 x 12 folders, 8 ft., in steel filing case. Forester's office, basement. (Bldg. A). (57)

493. COOPERATIVE AGREEMENTS, ENGINEER'S FILE, June 1935 to date. Engineer's copies of cooperative agreements on farms on which he has special work to do. Also copies of maps, charts, plans, surveys, etc., pertaining to such farms, and correspondence regarding the special problems involved. (Frequently, official.) 9 x 12 folders, 6 ft., in steel filing case. Engineering office, 1st floor. (Bldg. A). (46)

494. GAME FILE, June 1935 to date. Pamphlets, memoranda, and correspondence regarding game and its care, preservation, and propagation, principally for work with 4-H clubs. (Frequently, official.) 9 x 12 folders, 4 in., in steel filing case. Forestry office, (Bldg. A). (66)

495. FIELD SEEDING AND TREATMENT CARDS, June 1935 to date. Records of seeding on various fields of farms under contract. Filed by farm and field numbers. (Frequently, official.) 5 x 8 cards, 8 in., in steel card cabinet. Basement. (Bldg. A). (50)

496. WILD LIFE FILE, June 1935 to date. Maps of cooperating farms showing wild life planting and feeding stations, and correspondence with the state game and fish commissioners regarding the planting, care and preservation of wild life. (Frequently, official.) 9 x 12 folders, 4 ft., in steel filing case. Forester's office, basement. (Bldg. A). (67)

497. BLUE PRINTS, MAPS AND DRAWINGS, July 1935 to date. Blue prints, maps, and drawings of various sections of the Crooked Creek watershed area, principally of those sections covered by cooperative soil conservation agreements administered by this agency, and of minor demonstration projects in Clarion and Jefferson Counties. (Frequently, official.) 24 x 30 loose papers, 3 ft. 6 in., in steel map drawers and wooden cupboard. Engineering office, 1st floor. (Bldg. A). (47, 48)

498. WOODLAND CRUISING RECORDS, July 1935 to date. Records of investigators' estimates of lumber productive capacity of farm woodlands, with notations on tree diseases, types of trees, and estimated standing cord wood. Filed separately for farms not under contract, farms under contract but for which no correspondence with farmer has been begun, and farms under contract corresponded about. Also correspondence in last case. (Frequently, official.) 9 x 12 folders, 8 ft., in steel filing cases. Forester's office, basement. (Bldg. A). (55, 56, 60)

499. FARMERS' REQUESTS, Jan. 1936 to date. Requests from cooperating farmers for seed, fertilizer, land markers, fencing, etc., provided for by cooperative agreements. Also bills of lading, invoices and correspondence pertaining to such materials. Filed by farm numbers. (Frequently, official.) 9 x 12 folders, 2 ft. 1 in., in steel filing cases. Main office, 1st floor, and basement. (Bldg. A). (7, 54)

500. SEED COLLECTIONS, July 1936 to date. Weekly records of forest seed collections at various camps under this agency, showing kind of seed, amount collected, abundance, and costs of labor and transportation for collecting znd cleaning it. (Frequently, official.) 5 x 8 cards, thirteen in steel card cabinet. Forester's office, basement. (Bldg. A). (58, 59)

501. Photographic Collection

501. AERIAL PHOTOGRAPHS FOR FORESTRY SERVICE. Prints from Aerial Survey negatives, in paper folders. Original plates in custory of United States Army. Forestry room. (Bldg. A). (P-1)

502. TOP SHEETS, SHOWING CONDITION OF TOP SOILD, Prints from Aerial Survey negatives, in steel map cases. Original plates in custody of United States Army. Soil Service room. (Bldg. A). P-2)

503. PHOTOGRAPHIC AERIAL PRINTS. Prints from Aerial Survey negatives, in steel map cases. Original plates in custody of United States Army. Soil Service room. (Bldg. A). (P-3,4,5)

504. LARGE AERIAL PRINTS, 24 x 29½. Prints ffrom Aerial Survey negatives, in steel map cases. Original plates in custody of United States Army. Soil Service room. (Bldg. A). (P-6)

505. WASHINGTON SHEETS, NOT TRANSFERRED, Prints from Aerial Survey negatives, in steel map cases. Original plates in custody of United States Army. Soil Service room. (Bldg. A). (P-7)

506. WASHINGTON SHEETS, TRANSFERRED, Prints from Aerial Survey negatives, in steel map cases. Original plates in custody of United States Army. Soil Service room. (Bldg. A). (P-8)

LANCASTER
DEMONSTRATION PROJECT
Lehman Farmhouse Bldg., Rear of City Filter Plant, R.D. 5.

This office was established October 1935 with no change in its administrative reorganization. It existed for a short time as a seed experiment and distribution agency, before it became known by its present title. There have been no so-called useless papers, as the agency is of comparatively recent origin.

507. MISCELLANEOUS, June 1935 to date. Data includes nursery reports showing number of seeds planted; daily time sheets of men employed in nursery; Woodland inventory sheets, as to extent of Woodlands in Lancaster County. Arranged alphabetically. (Occasionally, official.) 10 x 14 folders, 8 x 14 loose sheets, 1½ ft., steel drawer in filing case. R. Forestry and Wildlife Dept. (92)

508. COOPERATORS FILE, October 1935 to date. Copies of cooperative agreements, showing that work can be done on their farms or land; fencing receipts and planting reports for York and Lancaster Counties. Arranged subjectively. (Daily, official.) 10 x 14 folders, 3 ft.,2 steel drawers in filing case. R. Forestry and Wildlife Dept. (93)

509. GENERAL FILE, October 1935 to date. Correspondence with farmers regarding planting data and wildlife statistics in Lancaster County; work plans, various job analysis of employees; equipment records of instruments used, purchase orders, requisitions, etc., for this department. Arranged subjectively. (Daily, official.) 10 x 14 folders, 2 ft. steel drawer in filing case. R. Forestry and Wildlife Dept. (94)

510. COOPERATORS INDEX, October 1935 to date. Record cards showing farm number and farmers, name of cooperators with this agency in York and Lancaster Counties. Arranged numerically. (Daily, official.) 5 x 8 loose cards, 2 in., 2 steel drawers in filing cases. R. Soils Dept. (95)

511. MAPS, October 1935 to date. Water shed maps or drawings; aeria maps, both small and enlargements, made by this office of farms in Lancaster County; also maps showing, types of soil elevation, etc., of farmlands in York and Lancaster Counties. Arranged numerically. (Daily, official.) 10 x 14 folders, 7 x 10 and 15 x 20 maps, 6 in., 10 wooden drawers, 2 steel drawers in filing cases. R. Soils Dept. (96)

512. REGIONAL MEMORANDA, October 1935 to date. Regional memoranda from Williamsport to govern the procedure of this office; also one cover containing fiscal regulations from United States Department of Agriculture. Arranged numerically. (Daily, official.) 2 x 8 x 11 covers, 16 in., on top of steel filing cabinet. R. Fiscal Dept. (97)

513. BOOKKEEPING FILE, October 1935 to date. Daily allotment accounts for SCS and ECW work to be done by this agency. Memoranda from regional office in Williamsport; copies of correspondence concerning accounts; copies of encumbered papers; Washington copies of Abstracts and Allotments; extra copies of Washington memoranda. Arranged chronologically and numerically. (Daily, official.) 12 x 16 covers, 10 x 14 folders, 3 ft., 2 steel drawers in filing case. R. Fiscal Dept. (98)

514. PERSONNEL, (ECW AND SCS), October 1935 to date. Personnel records of all employees of this SCS office and state officers of CCC camps under its jurisdiction. Arranged alphabetically. (Frequently, official.) 10 x 14 folders, 1½ ft., steel drawer in filing case. R. Fiscal Dept. (99)

515. CORRESPONDENCE, October 1935 to date. Between this office and regional office at Williamsport; also local vendors of supplies and materials; and the two CCC camps under its jurisdiction; data of accident reports to WPA employees on ECW projects under jurisdiction of this agency. Arranged alphabetically and chronologically. (Daily, official. 10 x 14 folders, 2 ft., steel drawers in filing case. R. Fiscal Dept. (100)

516. CONTRACTS (FORMAL AND INFORMAL), October 1935 to date. Data on cooperative agreements with farmers; utility contracts; contracts for material; leases for office space, for warehouse in Lancaster; and for nursery at Glen Rock, Pennsylwania, for SCS and ECW programs. Arranged numerically. (Daily, official.) 10 x 14 folders, 2 ft., steel drawer in filing case. R. Fiscal Dept. (101)

517. EARNING RECORD CARDS, October 1935 to date. Data on employment record cards of Staff Civil Service employees, WPA employees, WAE cards (when actually employed by SCS cards); also records of fertilizer disbursed to cooperators of this program. Arranged alphabetically. (Daily, official.) 5 x 8 loose cards, 2 ft., 4 steel drawers in filing case. R. Payroll and Bookkeeping. (102)

518. DAILY TIME SLIPS, October 1935 to date. Made out by employees of this project showing the location of work, date, name, time started and stopped work, duties performed, etc. Arranged chronologically. (Daily, official.) 3 x 5 slips in small envelopes, 1 ft., in steel drawer in filing case. R. Payroll and Bookkeeping. (103)

519. MR. GARBER'S CORRESPONDENCE, October 1935 to date. Data of correspondence between Project Manager and regional office, betweeen two CCC camps under this agency's jurisdiction and local individuals; also accounts of motor vehicles used throughout this project. Arranged alphabetically and chronologically. (Daily, official.) 10 x 14 folder 9 x 12 envelopes, 3 ft., 3 steel drawers in filing case. R. Payroll and Bookkeeping. (104)

520. WPA PERSONNEL DATA, October 1935 to date. Correspondence relative to each WPA employee; also the 325, 403, 404 applicable to each employee on this project. Arranged alphabetically. (Frequently, official.) 10 x 14 folders, 1 ft., steel drawer in filing case. R. Payroll and Bookkeeping. (105)

521. 502-S, October 1935 to date. Daily time sheets and time reports of WPA employees on this project. Arranged chronologically. (Daily, official.) 10 x 14 envelopes, 1½ ft., steel drawer in filing case. R. Payroll and Bookkeeping. (106)

522. PAYROLL VOUCHERS, October 1935 to date. For SCS and ECW employees of this agency, including WPA and WAE (when actually employed. Arranged chronologically and subjectively. (Daily, official.) 10 x 14 folders, 2 ft., steel drawer in filing case. R. Payroll and Bookkeeping. (107)

523. MEMORANDA, October 1925 to date. From regional office containing rules and regulations for the governing of this department. Arranged numerically. (Frequently, official.) 3 x 9 x 12 covers, 9 in., on wooden shelf in corner of room. R. Procurement Office. (108)

524. ACCESSION REGISTER, October 1935 to date. Showing date and description of articles received, quantity, price, vendor's name, identification number. Arranged chronologically. (Daily, official.) 1 x 14 x 17 cover, 1 in., on steel desk. R. Procurement office. (109)

525. CORRESPONDENCE, October 1935 to date. Correspondence between this office and various vendors and with the area office at Williamsport; semimonthly and monthly project reports for camps; nurseries and projects under this agency's jurisdiction, sent to regional or area offices; also between this office and local projects; transmittals for various kinds of forms; inventories of office equipment. Arranged alphabetically and chronologically. (Daily, official.) 10 x 14 folders, 9 x 12 envelopes, 1 ft., 2 steel drawers in filing case. R. Procurement Office. (110)

526. PROPERTY RECORD LEDGER SHEETS (SCS 621). October 1935 to date. Giving running inventory of any expendable items other than stationary or office equipment of this agency. Arranged alphabetically. (Frequently, official.) 4 x 9 x 12 cover, 4 in., on steel desk. R. Procurement Office. (111)

527. ACCIDENT REPORTS, October 1935 to date. Data includes employee notification of injury; official supervisor's report; report of termination of disability; physician's voucher, etc. Arranged alphabetically. (Frequently, official.) 10 x 14 folders, 6 in., steel drawer in filing case. R. Procurement office. (112)

528. REQUISITIONS, October 1935 to date. Data of approved, cancelled and completed requisitions for materials, supplies and equipment for ECW of this agency. Arranged numerically. (Daily, official.) 10 x 14 folders, 4 ft., 3 steel drawers in filing case. R. Procurement Office. (113)

529. VOUCHER FILE, October 1935 to date. Includes travel, equipment material, rental and utilities vouchers of payments made for ECW and SCS programs. Arranged numerically. (Frequently, official.) 10 x 14 folder 4 ft., 3 steel drawers in filing case. R. Procurement office. (114)

530. PROPERTY RECORD CARDS, October 1935 to date. Information on all property in possession of this agency, whether at Lancaster or Glen Rock, Pennsylvania, and used in either ECW or SCS work. Arranged alphabetically. (Frequently, official.) 5 x 8 loose cards, 4½ ft., 3 steel drawers in filing case. R. Procurement office. (115)

531. PERSONNEL FILE, October 1935 to date. A card file of all persons ever employed by this department, showing name and qualifications. Arranged alphabetically. (Monthly, official.) 3 x 5 loose cards, 4 in., steel drawer in filing case. R. Engineering Dept. (116)

532. FARM RECORD CARDS, October 1935 to date. Being a summation of all engineering work completed; quantities of material used; actual labor and material cost; acreage drained and benefited, etc. Arranged alphabetically. (Daily, official.) 5 x 8 loose cards, 1 in., steel drawer in filing case. R. Engineering Dept. (117)

533. MAP FILE, October 1935 to date. Includes tracings, blueprints, profiles, etc., of cooperators' farms and construction work done. Arranged numerically. (Daily, official.) 24 x 30 loose maps, 1 ft., 14 wooden drawers in filing case. R. Engineering Dept. (118)

534. FARM FOLDERS, October 1935 to date. Contains maps of farms; estimated costs of improvements; layout sheets for construction work on farms for Lancaster County. Arranged alphabetically. (Daily, official.) 10 x 14 folders, 1½ ft., steel drawer in filing case. R. Engineering Dept. (119)

535. MONTHLY COST RECORDS, October 1935 to date. Data on cost of engineering work on cooperators' farms in Lancaster County. Arranged chronologically. (Frequently, official.) 10 x 14 folders, 1 ft., on desk. R. Engineering Dept. (120)

536. WORK REQUISITIONS, October 1935 to date. Record cards showing completed and incompleted work on cooperators' farms in Lancaster County by Engineering Department, of this agency for SC and EC work. Arranged alphabetically. (Daily, official.) 5 x 8 loose cards, 1 ft., 2 wooden boxes, 6 x 8 x 10 on table. R. Engineering Dept. (121)

537. COOPERATORS' AGREEMENTS, October 1935 to date. Data relative to signed and unsigned agreements with farmers for work completed or incompleted on their farm which has been, or will be done by this agency. Arranged alphabetically. (Daily, official.) 10 x 14 folders, 5 ft., 7 steel drawers in filing case. R. Agronomy Dept. (122)

538. AERIAL MAPS, October 1935 to date. Of water shed in Lancaster County, pertaining to farms under this agency. (Daily, official.) 15 x 24 loose maps, 2 in., on wooden desk. R. Contact Dept. (123)

539. PERSONNEL FILE, October 1925 to date. Includes maps and statistics pertaining to farms in Lancaster County. Arranged alphabetically. (Daily, official.) 10 x 14 folders, 6 in., 2 steel drawers in filing case. R. Contact Dept. (124)

540. INVITATION CARDS, October 1935 to date. These cards are sent to farmers when requesting permission to make a survey of their farms and are to be filled out and returned to this office. Arranged alphabetically. (Daily, official.) 5 x 8 loose cards, 7 in., cardboard box, 6 x 8 x 12 on wooden desk. R. Contact Dept. (125)

541. CORRESPONDENCE AND MEMORANDA, October 1935 to date. Relative to engineering problems as encountered in conservation work on farms in York and Lancaster Counties. Arranged chronologically. (Daily, official.) 10 x 14 folders, 9 in., steel drawer in filing case. R. Engineering Dept. (126)

542. MEMORANDA, October 1935 to date. Includes instructions and suggestions from regional office pertaining to the functions of Contact Department, which, to a large extent, consist of laying the "primary foundation" of work contemplated on cooperators' farms. Arranged numerically. (Frequently, official.) 10 x 14 folders, 6 in., steel drawer in filing case. R. Contact Dept. (127)

543. VENDORS' CARDS, October 1935 to date. Pertaining to the purchase of supplies and materials used by this office and the payment of bills; also includes receipts for nonexpendable property assigned to staff members of the SCS. Arranged alphabetically. (Daily, official.) 5 x 8 cards, 2 in., 2 steel drawers in filing case. R. Procurement office. (128)

544. MEMORANDA, October 1935 to date. Containing instructions and suggestions how to properly conserve and increase the forest and wildlife. Arranged numerically and subjectively. (Frequently, official.) 10 x 14 folders, 9 in., steel drawer in filing case. R. Forestry & Wildlife Dept. (129)

545. COOPERATORS CARDS, October 1935 to date. Data on individual cards for each farmer in York and Lancaster Counties, who are cooperating with this program. Arranged alphabetically. (Frequently, official.) 3 x 5 loose cards, 1½ ft., steel drawer for each county in filing case. R. Soils Dept. (130)

546. COMPLETED AGREEMENTS, October 1935 to date. Giving data on contracts for work to be done on the farms of persons cooperating with this department. Arranged alphabetically. (Daily, official.) 10 x 14 folders, 1 ft., steel drawer in filing case. R. Contact Dept. (131)

547. COPIES OF COOPERATORS AGREEMENTS, October 1935 to date. Data of contract between this department and farmers, which must be drawn up before work can legally be done. Arranged numerically. (Daily, official.) 10 x 14 folders, 1½ ft., steel drawer in filing case. Engineering Dept. (132)

VANDERGRIFT

PROJECT MANAGER, BEAVER RUN SOIL CONSERVATION DEMONSTRATION

Italian Union Mutual Benefit Society Building,
531-33 Franklin Avenue

This is one of four coordinate soil conservation demonstration projects in Pennsylvania supervised by the Regional Conservator for Region 1 at Williamsport, Pa., whose authority extends to the states of Maine, Vermont, New York, New Jersey, Maryland, West Virginia, and Pennsylvania. The other three Pennsylvania projects have headquarters at Indiana in Indiana County, Lancaster in Lancaster County, and Waynesboro in Franklin County.

The jurisdiction of the Vandergrift project covers the watershed area of Beaver Run in Westmoreland County, including 35,500 acres of farm land, 49.6% of which, by the most recent calculation, is under contract with the owners and tenants. In addition the project staff supervises the work of CCC camp, SCS-3 near Slickville, Pa., on the eastern edge of the watershed area. Occasionally, too, it furnished advice and help on soil conservation problems to farmers outside the watershed area who make special application, usually at the suggestion of county agricultural agents.

The project was set up in August 1935, has always been located in the Italian Union Mutual Benefit Society Building, has no papers considered useless, maintains no relationship with Washington headquarters except through the regional office at Williamsport, Pa., and has never sent any records to either Washington or Williamsport, except reports.

548. INDEX TO COOPERATIVE AGREEMENTS, Oct. 1935 to date. Card index to the owners and tenants of farms under cooperative agreements, giving the agreement number, farm address and map number, and field investigator's identification number. Duplicated in balcony for the use of the project engineer. (Frequently, official.) 5 x 8 cards, 6 in., in steel card cabinet. Main workroom, 1st floor. (22)

549. INDEX TO FIELD MEMORANDUMS, SOIL CONSERVATION SERVICE, Nov. 1, 1936 revision. Mimeographed index to the field memoranda issued by the Soil Conservation Service at Washington, not including those pertaining to emergency conservation work. (Daily, official.) 8 x 10½ bound vol., 22 pages in glass door bookcase. Chief clerk's office, 1st floor. (4)

550. FIELD MEMORANDUMS, ECW, Apr. 10, 1935 to date. Mimeographed memoranda and circular letters issued by the Soil Conservation Service at Washington, on both administrative and technical matters of concern to all field agencies in connection with that part of the emergency conservation work (CCC camps) supervised by the Soil Conservation Service. Extra copies distributed among the staff. 3 page index included. (Daily, official.) 11 x 11 loose-leaf book, 3 in., in glass door bookcase. Chief clerk's office, 1st floor. (2)

551. FIELD MEMORANDUMS, SCS, Apr. 10, 1935 to date. Mimeographed memoranda and circular letters from the Soil Conservation Service at Washington, on both administrative and technical matters of concern to all field agencies. Extra copies distributed among staff. Bound mimeographed index revised Nov. 1, 1936. (Daily, official.) 11 x 11 loose-leaf book, 1 ft., in glass door bookcase. Chief clerk's office, 1st floor. (1)

552. FIELD MEMORANDUMS, REGIONAL, Jan. 1936 to date. Mimeographed memoranda and circular letters issued by the regional office on both administrative and technical matters of concern to all four projects. Extra copies distributed among staff. 2 page index included. (Daily, official.) 11 x 11 loose-leaf book, 3 in., in glass door bookcase. Chief clerk's office, 1st floor. (3)

553. CIRCULARS, U.S. TREASURY STATE ACCOUNTS OFFICE, c July 1935 to date. Circular letters and notices issued by U.S. Treasury State Account Office at Harrisburg regarding the administration of funds under the Emergency Relief Appropriation Act of 1935 by all Government agencies, with special attention to the handling of requisitions, purchase orders, travel and supplies vouchers, and encumbrances. Many not dated. Filed in numerical order. (Daily, official.) 10 x 12 loose-leaf book, 3 in., in glass door bookcase. Chief clerk's office, 1st floor. (5)

554. ALLOTMENT LEDGER, Aug. 1935 to date. Treasury Forms 1015A. Monthly reports from the regional office, on the financial status of the various accounts set up for the activities of this agency, showing the allotments, itemized expenditures, liquidated and unliquidated encumbranc and balance under each appropriation number. Also similar records kept by this office for comparison and checking. Filed by month and appropriation numbers. (Frequently, official.) 10½ x 16 loose-leaf book, 8 in., in desk. Chief clerk's office, 1st floor. (24)

555. DISTRIBUTION LEDGER, Aug. 1935 to date. Treasury Forms 1016. This office's own monthly records of day by day expenditures under each appropriation, distributed and totaled by standard categories of expenditures, expressed in code numbers. Used to check allotment ledger. Filed monthly by appropriation number. (Frequently, official.) 10½ x 16 loose-leaf book, 3 in., in desk. Chief clerk's office, 1st floor. (25)

556. FISCAL FILE, Aug. 1935 to date. Treasury Forms A-3, Advices of Allotment, A-3-A, Notices of Change of Allotment, A-5, Notices of Miscellaneous Encumbrances, A-5-A, Encumbrances Cancelled, 1034a Public Vouchers for Supplies and Services other than Personal, and 1012a, Public Vouchers for Travel and other Expenses, and unreceipted copies of SCS Forms 111, Purchase Orders, on all payments due except payrolls. Also copies of relevant vendors' invoices and bills of lading, and correspondence pertaining to any of these documents. (Frequently, official.) 9 x 12 folders, 1 ft., in steel filing case. Chief clerk's office, 1st floor. (8)

557. PERSONNEL, ALPHABETIC, Aug. 1935 to date. Applications, wage agreements, notices of dismissal, appointment, promotion, etc., earnings records (for WPA workers only), miscellaneous personnel records and correspondence with the regional office regarding all temporary and permanent employees. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 1 ft. 6 in., in steel filing case. Manager's office, 1st floor. (7)

558. PERSONNEL, GENERAL INFORMATION, Aug. 1935 to date. Correspondence with and special memoranda from the regional office regarding personnel problems, regulations and administration not related to any particular employee. (Frequently, official.) 9 x 12 folders, 3 in., in steel filing case. Manager's office, 1st floor. (6)

559. PROCUREMENT FILE, ECW, Aug. 1935 to date. Forms AD-14, Requests for Supplies, Equipment or Service, and receipted copies of Forms SCS 111, Purchase Orders for all supplies and equipment procured locally or through the regional office for emergency conservation work. Also correspondence pertaining to such supplies. Filed by requisition numbers. (Frequently, official.) 9 x 12 folders, 1 ft. 6 in., in steel filing case. Chief clerk's office, 1st floor. (10)

560. PROCUREMENT FILE, SCS, Aug. 1935 to date. Forms AD-14, Requests for Supplies, Equipment or Service, and receipted copies of Forms SCS 111 Purchase Orders on all supplies and equipment procured locally or through the regional office for the regular soil conservation program. Also correspondence pertaining to such supplies. Filed by requisition numbers. (Frequently, official.) 9 x 12 folders, 1 ft. 6 in., in steel filing case. Chief clerk's office, 1st floor. (9)

561. PROPERTY RECORD AND INVENTORY SHEETS (EXPENDABLE), Aug. 1935 to date. Form SCS 621. Records of the receipt and disposition of expendable supplies and equipment, showing the requisition, purchase order, vendor's reference and encumbrance numbers. Filed by requisition number. (Frequently, official.) 10 x 12 loose-leaf book, 2 ft. 6 in., on desk. Chief clerk's office, 1st floor. (23)

562. PROPERTY RECORD AND INVENTORY CARDS (NONEXPENDABLE), Oct. 1935 to date. Form SCS 150. Records of the receipt and disposition of nonexpendable heavy equipment, showing the requisition, purchase order, vendor's reference and encumbrances numbers. Filed by requisition number. (Frequently, official.) 5 x 8 cards, 6 in., in wooden card tray. Chief clerk's office, 1st floor. (17)

563. PUBLICATIONS AND BULLETINS, Aug. 1935 to date. Miscellaneous pamphlets and bulletins on soil conservation work published by the Department of Agriculture, the Soil Conservation Service, and Pennsylvania State College, with marginal notations in some cases by members of the staff. (Frequently, official.) 10 x 12 folders, 4 in., in steel filing case. Main work room, 1st floor. (28)

564. EMPLOYEES' TIME TICKETS, Oct. 1935 to date. Timekeepers' periodic (usually semimonthly) reports of employees' time, on various standard forms depending on type of employment, such as WPA relief and nonrelief , SCS permanent, ECW permanent, or "letters of authority" (i.e. temporary ECW or SCS). All filed together by pay period. (Occasionally, official.) 4 x 7 envelopes, 6 ft., in pasteboard boxes 5 x 8 x 18. Stock room, 1st floor. (26)

565. GENERAL TRANSMITTAL FILE, Oct. 1935 to date. Incoming transmittal sheets and letters from the regional or national offices, and copies of outgoing transmittal sheets to the same offices, on all official documents, including payrolls, purchase orders, lease applications, operators' permits, travel vouchers, supplies requisitions, reports, etc. Also correspondence regarding transmittals. (Frequently, official.) 9 x 12 folders, 1 ft., in steel filing case. Main workroom, 1st floor. (18)

566. PAYROLL FILE, Oct. 1935 to date. Copies of all WPA relief and nonrelief, SCS permanent, ECW permanent, and "letter of authority" (i.e. temporary) payroll claims submitted to the regional office. Also copies of payroll encumbrances. These are the only financial records not in the chief clerk's fiscal and procurement files. (Daily, official.) 9 x 12 folders, 2 ft., in steel filing case. Main workroom, 1st floor. (19)

567. CORRESPONDENCE, DRAFTSMAN'S, Aug. 1935 to date. Incoming and outgoing correspondence with the regional office regarding the duties of and supplies for the project draftman. (Frequently, official.) 10 x 12 folder, ¼ in., in steel desk. Balcony. (33)

568. CORRESPONDENCE, ENGINEER'S, Aug. 1935 to date. Correspondence of the project engineer with the regional office, CCC camps SCS-3 at Slickville, and the engineers of coordinate projects, regarding all matters of special concern to engineers of the soil conservation program. (Frequently, official.) 10 x 12 folders, 4 in., in steel filing case. Balcony. (40)

569. CORRESPONDENCE, FORESTER'S, Aug. 1935 to date. Correspondence of the project forester with the regional office, the Pennsylvania Departments of Forests and Waters, and Highways, and the state leader of the U.S. White Pine Blister Rust Control regarding reforestration, fire protection, forest disease control wildlife protection, forest roads, and other aspects of the soil conservation program of special concern to the forester. (Frequently, official.) 10 x 12 folders, 1 ft., in desk. Main workroom, 1st floor. (30)

570. CORRESPONDENCE WITH REGIONAL OFFICE, Apr. 1936 to date. Important incoming administrative correspondence from the regional office on miscellaneous matters, particularly accidents, personnel administration, and requisitons. Will be distributed among the regular files on personnel, fiscal matters, procurement, etc. Maintained separately for the convenience of the chief clerk. (Daily, official.) 9 x 12 folders, 1 ft., in steel filing case. Chief clerk's office, 1st floor. (11)

571. ADMINISTRATIVE REPORTS, Aug. 1935 to date. Copies of daily, weekly or monthly reports to the regional office on employment, equipment, inventories, cost of expendable materials, labor costs, accidents, etc., for both the regular and emergency conservation work. (Frequently, official.) 9 x 12 folders, 1 ft., in steel filing case. Chief clerk's office, 1st floor. (12)

572. CONSOLIDATED COST REPORTS, Jan. 1936 to date. Form SCS 515. Copies of monthly consolidated reports to the regional office on the costs of all field operations, itemized in detail and sub-totaled for labor, travel, seed, fertilizer, supplies, etc., for the current month and cumulatively. (Frequently, official.) 10 x 12 folder, 1 in., Balcony. (39)

573. CONTRIBUTIONS REPORTS, Aug. 1935 to date. Copies of monthly reports on the cost of labor and materials contributed as per the cooperative agreements by the SCS and the farmers, with an indication of the per cent contracted work done. Also correspondence with the regional office regarding such reports and their preparation. (Frequently, official.) 8 x 10½ loose sheets, 2 in., in steel filing case. Main workroom, 1st floor. (27)

574. EQUIPMENT COST REPORTS, Jan. 1936 to date. Forms SCS 516. Copies of monthly reports to the regional office on operation costs of heavy equipment, giving for each piece of equipment labor operation, fuel, repair, depreciation, total, and per hour costs, for the current month and cumulatively. (Frequently, official.) 10 x 12 folders, 1 in., in steel filing case. Balcony. (37)

575. FARM REPORTS ON FIELD OPERATIONS, Jan. 1936 to date. Forms R1-1 amd R1-2, weekly reports on work performed on each farm and the labor costs thereof, and Completed Job Reports on various farms and the costs thereof. Also Form SCS 517, Monthly Transportation Cost Reports for entire field force. All used to prepare Physical Progress Reports to regional office. (Frequently, official.) 9 x 12 envelopes, 1 ft., in steel filing case. Balcony. (43)

576. FENCE REMOVAL AND GRUBBING REPORTS, Jan. 1936 to date. Special weekly reports by the field staff (principally the forester) on the rods of fence removed and the acres grubbed, farm by farm. Filed by farm numbers. (Frequently, official.) 9 x 12 envelopes, 2 in., in steel filing case. Main workroom, 1st floor. (54)

577. GENERAL REPORTS ON FIELD OPERATIONS, Jan. 1936 to date. Form F-4A, daily and weekly reports by forester or agronomist to manager on work performed in the field including such information as acres treated, acres planted, inspections completed, fences constructed, general surveys made, educational meetings held, accidents investigated, etc., and the man-hours of labor in each category. Used to prepare Physical Progress Reports to regional office. (Frequently, official.) 9 x 12 envelopes, 3 in., in steel filing case. Main workroom, 1st floor. (51)

578. PHYSICAL PROGRESS REPORTS, Aug. 1935 to date. Form 1-1a, twenty page monthly statistical tabulations to regional office of all accomplishments and activities of this agency, for the current month and cumulatively. (Frequently, official.) 10 x 12 folders, 8 in., in steel filing case. Main workroom, 1st floor. (52)

579. PLANTING REPORTS, Jan. 1936 to date. Special weekly reports by the field staff (principally the agronomist) on planting indicating for each farm, the planting done, and its purpose, cost, quantity, and per cent of completion. Filed by farm numbers. (Frequently, official.) 9 x 12 folders, 3 in., in steel filing case. Main workroom, 1st floor. (53)

580. PROGRESS REPORTS, ECW, Jan. 1936 to date. Form SCS-ECW 7. Monthly narrative and statistical reports on the work performed by ECW under the supervision of this agency, especially at CCC camp SCS-3 at Slickville. (Frequently, official.) 10 x 12 folders, 1 in., in steel filing case. Balcony. (42)

581. SOIL TREATMENT PROGRESS REPORTS, Sept. 1935 to date. Copies of monthly statistical reports to the regional office on the acres treated in various ways for the entire watershed area, with an indication of work remaining to be done in each category. (Frequently, official.) 10 x 15 loose sheets, 1 in., in steel filing case. Main workroom, 1st floor. (35)

582. TIME AND MILEAGE REPORTS, Jan. 1936 to date. Daily reports bu field men on hours worked and mileage traveled in interviews with cooperating farmers. Used to prepare official time reports and travel vouchers. Filed chronologically, and alphabetically. (Frequently, official.) 9 x 12 envelopes, 6 in., in steel filing case. Balcony. (38)

583. OLD FARM MAPS, July 15, 1935 - May 15, 1936. Hand drawn maps of all farms under contract indicating for each field and by standard symbols type of soil, slope, type of erosion, and cover. Superseded by blueprint maps and aerial photographs. Filed by farm number. (Occasionally, official.) 15 x 15, 2 in., in steel map case. Main workroom, 1st floor. (31)

584. COOPERATIVE AGREEMENTS, OFFICE FILE, Aug. 1935 to date. Forms SCS 551, original copies of the formal agreements between SCS and cooperating farmers, setting forth in detail the undertakings of both parties. Also former land use maps, revised land use maps, soil survey maps, seed lime and fertilizer requisitions, preliminary farm surveys, cropping plans, crop acreage summaries, plans of conservation operations, cost sheets, and various other maps and plans included in or prepared under the provisions of the agreements. Filed by agreement numbers. All the papers in this file are prepared in septuplicate and distributed to the manager, engineer, draftsman, agronomist, farm management supervisor, and forester, each of whom has a file almost identical with this one. (Daily, consultation for general administration.) 5 x 8 card index. 9 x 12 folders, 2 ft., in steel filing case. Chief Clerk's office, 1st floor. (13)

585. COOPERATIVE AGREEMENTS, *AGRONOMIST'S FILE, Aug. 1935 to date. Form SCS 551, project agronomist's duplicate file of the cooperative agreements and all related maps, charts, surveys, plans, etc., with his own notations, supplementary information sheets, and special drawings, for ready reference in the field. Also special soil test charts of all fields, and miscellaneous pamphlets and bulletins from the national and state departments of agriculture of special interest in particular cases. Filed by agreement numbers. 5 x 8 index. (Daily, official.) 9 x 12 folders, 2 ft. 6 in., in steel filing case. Main workroom, 1st floor. (49)

586. COOPERATIVE AGREEMENTS, DRAFTMAN'S FILE, Aug. 1935 to date. Form SCS 551, project draftman's duplicate file of the cooperative agreements and all related maps, charts, plans, surveys, etc., with his own record of their distribution among the staff. Extra copies of all papers. Filed by agreement number. 5 x 8 card index. (Daily, official.) 9 x 12 folders, 6 ft., in steel filing case. Balcony. (47)

587. COOPERATIVE AGREEMENTS, ENGINEER'S FILE, Aug. 1935 to date. Form SCS 551, project engineer's duplicate file of the cooperative agreements and all related maps, charts, plans and surveys, with his own elaborate notations and supplementary sheets for ready reference in the field. Filed by agreement number. 5 x 8 card index. (Frequently, official.) 9 x 12 folders, 2 ft. 6 in., in steel filing case. Balcony. (48)

588. COOPERATIVE AGREEMENTS, FARM MANAGEMENT SUPERVISOR'S FILE, Aug. 1935 to date. Form SCS 551, project farm management supervisor's duplicate file of the cooperative agreements and all related maps, plans, surveys, etc., with his own marginal notations for ready reference in the field. 5 x 8 card index. (Daily, official.) 9 x 12 folders, 2 ft., in steel filing case. Main workroom, 1st floor. (44)

589. COOPERATIVE AGREEMENTS, FORESTER'S FILE, Aug. 1935 to date. Form SCS 551, project forester's duplicate file of the cooperative agreements and all related maps, plans, surveys, etc., with his marginal notations for ready reference in the field. Also special fencing reports, and requisitions for fencing, trees and shrubbery from most of the cooperating farmers. Filed by agreement numbers. 5 x 8 card index. (Daily, official.) 10 x 12 folders, 2 ft. 6 in., in steel filing case. Main workroom, 1st floor. (45)

590. COOPERATIVE AGREEMENTS, MANAGER'S FILE, Aug. 1935 to date. Form SCS 551, project manager's duplicate file of the cooperative agreements and of all completed maps, plans, surveys, etc., pertaining to each farm. Filed by agreement number. 5 x 8 card index. (Frequently, official.) 9 x 12 folders, 1 ft., 6 in., in steel filing case. Manager's office, 1st floor. (46)

591. ENGINEER'S GENERAL FILE, Aug. 1935 to date. SCS and ECW health and safety bulletins; SCS memoranda and pamphlets on gully control, contouring, terracing, and other physical means of soil conservation; copies of the minutes of the monthly staff seminars of the coordinate project at Indiana, Pa., and a few price lists on supplies and equipment. (Frequently, official.) 9 x 12 folders, 8 in., in steel filing case. Balcony. (50)

592. NONCOOPERATIVE FARM MAPS, Aug. 1935 to date. Maps and drawings of farms not yet under cooperative agreements but expected to be. Filed alphabetically by name of farm owner. (Frequently, official.) 9 x 12 folders, 2 ft. 6 in., in steel filing case. Main workroom 1st floor. (20)

593. SEMINAR MINUTES, Aug. 1935 to date. Minutes of the semi-monthly staff conference to discuss among themselves, or with invited experts or farmers, common technical problems, and copies of the minutes of similar seminars held by coordinate projects at Indiana, Lancaster, and Waynesboro. Also a few of the press releases by the Soil Conservation Service at Washington. Several copies of mimeographed news sheets put out by the regional office or by CCC camp SCS-3, at Slickville, and copies of the Acts of Congress on soil conservation. Known to the staff as the "Manager's General Information File". (Frequently, official.) 9 x 12 folders, 1 ft. 6 in., in steel filing case. Manager's office, 1st floor. (14)

594. SEED AND FERTILIZER RECORDS, Oct. 1935 to date. Records of lime, seed and fertilizer requisitioned, purchased, received and distributed on behalf of the farmers' cooperative buying association. Filed alphabetically by farm owners. (Frequently, official.) 5 x 8 cards, 4 in., in steel card cabinet. Main workroom, 1st floor. (21)

595. FARM MANAGEMENT SURVEYS, Nov. 1, 1935 - Oct. 31, 1936. One year studies of a hundred selected farms in cooperation with Pennsylvania State College, to be used in a study of farm life, its advantages and disadvantages. Information is statistical and detailed pertaining to type of farm, investment in and receipts from general, dairy, poultry, livestock, etc., social activities, household equipment, educational opportunities, etc. It is planned to conduct similar surveys every five years. (Occasionally, official.) 18 x 30. loose sheets, 4 in., in map cabinet. Main workroom, 1st floor. (29)

596. DAILY QUARRY REPORTS, Dec. 1935 to date. Foremen's irregular daily reports on stone quarried, piled and broken, and on man-hours worked, at the quarry in CCC camp SCS-3 at Slickville. (Occasionally, official.) 10 x 12 folders, 4 in., in steel filing case. Balcony. (34)

597. AERIAL PHOTOGRAPHS, May 15 - June 15, 1936. Aerial photographs of all sections of watershed area taken by Aerial Explorations, Inc., New York, N.Y. Filed by section numbers. The project engineer has a duplicate file of these photographs in the balcony. (Frequently, official.) 14 x 18, 5 in., in steel map case. Main workroom, 1st floor. (32)

598. AERIAL PHOTOGRAPH SECTION MAP OF BEAVER RUN WATERSHED, May 15, June 15, 1936. A mosaic map of the watershed area, composed of about fifty aerial photographs of sections, with the farms under cooperative agreements surcharged in red, taken by Aerial Explorations, Inc., New York, N.Y. (Frequently, official.) 28 x 66, on wall. Manager's Office, 1st floor. (16)

599. LIMESTONE REQUISITIONS AND RECEIPTS, June 1, 1936 to date. Requisitions by cooperating farmers for crushed limestone from the project quarry called for by contracts, indicating the map number and area of fields to be treated. Also receipts for limestone delivered. Filed by farm numbers. (Frequently, official.) 8½ x 10 loose sheets, in steel filing case. Balcony. (36)

600. BLUEPRINT PLAT MAP OF BEAVER RUN WATERSHED, May 5, 1937. Plat map showing paved roads, unpaved roads, power lines, pipe lines, telephone lines, railroads, abandoned narrow gauge railroad, farms, under cooperative agreements, and CCC camp SCS-3 at Slickville. Duplicated in the balcony office of and kept up to date by the project engineer. (Frequently, official.) 28 x 66, on wall. Manager's office, 1st floor. (15)

601. PHOTOHRAPHS OF FIELD WORK, Jan. 1937 to date. Duplicate photographs of conservation work on various cooperating farms showing contour furrows, contour stripping, terraces, erosion, feeding stations, pastures, etc. Originals to the regional office. Mounted on cards with description on reverse side. (Occasionally, official.) 5 x 8, 1 in., in steel card cabinet. Balcony. (41)

WILLIAMSPORT
REGIONAL HEADQUARTERS
Residence, 404 W. 4th St.

This office was established February 26, 1936. This work was formerly under Soil Erosion Service Program and was located in the Community Bldg., Indiana, Pennsylvania, in April 1935. This office was not regional. Up to the present time there has been no so-called useless papers. Monthly reports of all area activities are sent to Washington.

602. APPLICATIONS, February 26, 1936. Correspondence as to employment in the regional office and field staff from camp projects in New York, Pennsylvania, New Jersey and West Virginia. Arranged alphabetically. (Weekly, official.) 9½ x 11 3/4 folders, 1 ft. 6 in., 3 drawers in filing case, damaged by faulty containers. R. 1st floor, office.(30)

603. CONTRACTS AND CORRESPONDENCE, February 26, 1936 to date. Record of all transactions of regional office, including Federal specifications, office equipment, farm supplies, general memoranda of supplies, field memoranda, instructions from Washington, miscellaneous papers, flood conditions. (Weekly, official.) 9 x 12 folders, 9 ft., 8 drawers in 2 filing cases; card cabinets (74) 4 x 6; 1 drawer damaged by water, the rest good. R. 1st floor office. (31)

604. REQUISITIONS FOR SUPPLIES, February 26, 1936 to date. Requisitions and correspondence from Presque Isle, Maine, Hagerstown, Md., ECW Pennsylvania; camps in New Jersey, West Virginia and Maryland for supplies, maps and publications for regional headquarters and camps. (Daily, official.) 4 x 6 loose cards, 9 ft., 16 drawers in filing cases, 2 - 4 x 6 card cabinets. R. 1st floor office. (32)

605. SOIL CONSERVATION CAMP PROJECTS, February 26, 1936 to date. Reports on projects and correspondence from regional headquarters to camp officials, pertaining to all activities in Pennsylvania, Maryland, West Virginia, New York and New Jersey. See addenda SFA file. (Daily, official.) 10 x 12 folders, 5 ft., 12 drawers in 3 filing cases, 74 - 4 x 8 card cabinets. 1 drawer damaged by water, rest new. R. 1st floor office. (33)

606. PROPERTY RECORD, February 26, 1936 to date. Of all supplies in regional office, warehouses, nurseries, camps, ECW, SCS camps in Pennsylvania, New York, New Jersey, Maryland and West Virginia. (Daily, official.) 6 x 10 loose cards, 1 ft., drawer in filing case. 74 - 4 x 6 card cabinets. R. 1st floor office. (34)

607. PERSONNEL, February 26, 1936 to date. Reports from regional field with correspondence which deals with changes of positions and filling of vacancies. (Daily, official.) 9½ x 11 3/4 folders, 9 ft., 5 drawers in filing case. Damaged by faulty containers. R. 1st floor office. (35)

608. MISCELLANEOUS CORRESPONDENCE, February 26, 1936 to date. On administration allotments, personal history statements to Washington. Memoranda, finger print charts, certification of eligibles, group insurance, leave of absence, etc. See addenda SFA file. (Daily, official.) 9½ x 11 3/4 folders, 1 ft. 2 in., drawers in filing cases, damaged by faulty containers. R. 1st floor office. (36)

609. TEMPORARY EMPLOYEES, February 26, 1936 to date. Correspondence and reports given on serial title. See addenda SFA file. (Weekly, official.) 9½ x 11 3/4 folders, 1 ft., drawer in filing case, damaged by faulty containers. R. 1st floor office. (37)

610. CORRESPONDENCE, February 26, 1936. Relative to various projects and offices. See addenda SFA file. (Daily, official.) 9½ x 11 3/4 folders, 1 ft. 6 in., 3 drawers of filing case, damaged by faulty containers. R. 1st floor. (38)

611. PAYROLL STATISTICS, February 26, 1936 to date. Giving data of correspondence and tabulations relative to this serial. See addenda SFA file. (Daily, official.) 9½ x 11 3/4 folders, 4 ft. 10 in., 4 drawers in filing case, 2 card cabinets, damaged by faulty containers. R. 1st floor. (39)

612. CORRESPONDENCE ON PAYROLLS, February 26, 1936 to date. Correspondence and reports relative to this serial. See addenda SFA file. (Daily, official.) 9½ x 11 3/4 folders, 6 ft. 6 in., 7 drawers in filing case, 2 card cabinets, damaged by faulty containers. R. 1st floor. (40)

613. CORRESPONDENCE ON PROJECTS, February 26, 1936 to date. With regard to fiscal matters of the various camp projects in regional area. See addenda SFA file. (Daily, official.) 9½ x 11 3/4 folders, 1 ft. 6 in., 3 drawers in filing case. 2 card cabinets, damaged by faulty containers. R. 1st floor. (41)

614. VOUCHER AND PURCHASE ORDERS, February 26, 1936 to date. Tabulations of all transactions, bills of lading, supplies and materials for regional area. See addenda SFA file. (Daily, official.) 9½ x 11 3/4 folders, 12 ft. 3 in., 6 drawers in filing case, 3 card cabinets, damaged by faulty containers. R. 1st floor. (42)

615. CORRESPONDENCE AND REPORTS (MISCELLANEOUS), February 26, 1936 to date. Data on sample forms in reference to conducting of payroll business. See addenda SFA file. (Frequently, official.) 9½ x 11 3/4 folder, 13 vols., 2 ft. 4 in., and 2 ft. 2 in., 3 drawers in filing case, damaged by faulty containers. R. 1st floor. (43)

616. CORRESPONDENCE TO CAMP PROJECTS, February 26, 1936 to date. Relative to all matters of business administration in the various areas. See addenda SFA file. (Daily, official.) 9½ x 11 3/4 folders, 6 ft., 7 drawers in filing case, damaged by faulty containers. R. 1st floor. (44)

617. CORRESPONDENCE AND REPORTS, February 26, 1936 to date. Dealing with matters of business management of this department, other than that directly pertaining to camp projects. See addenda SFA file. (Daily, official.) 9½ x 11 3/4 folders, vols., 3 ft., 5 drawers 2 ft. 10 in., in filing case, damaged by faulty containers. R. 1st floor. (45)

618. CORRESPONDENCE, February 26, 1936 to date. To project heads and workers; certification of time worked; forms and contracts; memoranda to regional office and Washington; miscellaneous reports of personnel; memoranda on wild life. 7 loose-leaf vols., containing field memoranda, Washington and regional office; minutes of regional staff meetings. (Daily, official.) 9½ x 11 3/4 folders, loose-leaf books, 3 ft., 3 drawers in filing case, damaged by faulty containers. R. 1st floor, office. (46)

619. CORRESPONDENCE, February 26, 1936 to date. Various correspondence, reports, maps, photographs, publications and bulletins to this serial. See addenda SFA file. (Daily, official.) 9½ x 11 3/4 folders, 6 ft., 7 drawers in filing case, damaged by faulty containers. R. 2d floor. (47)

620. CORRESPONDENCE AND BULLETINS, February 26, 1936 to date. On all phases of engineering work, in camps, projects, within the regional area. See addenda SFA file. (Daily, official.) 9½ x 11 3/4 folders, 4 ft. 3 in., 7 drawers in filing cases, damaged by faulty containers. R. 2d floor. (48)

621. PUBLICATIONS AND MAPS, February 26, 1936 to date. Giving data of blueprints and survey maps. See addenda SFA file. (Frequently, official.) 9½ x 11 3/4 folders, vols., 6 ft. 9 in., 8 drawers in filing case, box files 3½ x 8, damaged by faulty containers. R. 2d floor. (49)

622. CORRESPONDENCE AND PUBLICATIONS, February 26, 1936 to date. With regard to all matters of information pertaining to this service from regional offices; camps and projects. See addenda SFA file. (Daily, official.) 9½ x 11 3/4 folders, 6 ft. 6 in., 4 drawers in filing case, damaged by faulty containers. R. 2d floor. (50)

623. PHOTOGRAPHS AND LANTERN SLIDES, February 26, 1936 to date. Of progress of work in camps and projects in New York, Virginia, Pennsylvania and West Virginia; printed negatives to be retained for regional office files and sent to Washington. See addenda SFA file. (Frequently, official.) 5 x 8 folders, 6 ft., 1 in., 7 drawers in filing case, 2 boxes of slides 4 x 3¼. R. 2d floor. (51)

624. CORRESPONDENCE, February 26, 1936 to date. With regard to soil description in the regional area. See addenda SFA file. (Frequently, official.) 9½ x 11 3/4 folders, loose-leaf books, 3 ft. 7 in., 3 drawers in filing case, card cabinets, 5 x 8 cards. R. 2d floor. (52)

625. MAPS AND PHOTOGRAPHS, February 26, 1936 to date. Used in securing data for preparation of work on the conservation of soil. See addenad SFA file. (Daily, official.) 2 x 2 ft. 7 in., folders, 2 ft., special filing drawers, damaged by faulty containers. R. 2d floor. (53)

626. CORRESPONDENCE AND BULLETINS, February 26, 1936 to date. Includes records of field memoranda, telegrams, statistical reports and correspondence on camp projects in regional area, notes and bulletins on agronomy, regional memoranda, cooperative agreements. (Daily, official.) 9½ x 11 3/4 folders, loose-leaf books, 3 ft. 4 in., 3 drawers in filing case, damaged by faulty containers. R. 2d floor. (54)

627. CORRESPONDENCE, February 26, 1936 to date. Includes matters of personal relationship between the regional office of the Associate Regional Conservator and regional area; inventory, monthly statistical reports, telegrams. (Daily, official.) 9½ x 11 3/4 folders, loose-leaf books, 5 ft. 7 in., in filing cases, damaged by faulty containers. R. 2d floor. (55)

628. CORRESPONDENCE AND REPORTS, February 26, 1936 to date. Covers all the personal correspondence of Regional Director with regard to his office in the SCS. See addenda SFA file. (Daily, official.) 9½ x 11 3/4 folders, 8 ft. 2 in., filing cases, damaged by faulty containers. R. 2d floor. (56)

SOIL CONSERVATION SERVICE, REGION #1
Residence, 4th & Elmira Sts.

This Bureau was established October 1936 with no change in its administrative reorganization. All useless papers are defaced and burned. Records are sent to Department of Agriculture; Soil Conservation Service, Washington, D.C.

629. PROJECTS AND PROJECT REPORTS, October 1936 to date. Of all projects which are in operation in Pennsylvania and contain semimonthly and monthly reports made to the regional office and to Washington of correspondence relative to the project, with cooperative agreements and the physical progress of the projects. See addenda SFA file. (Frequently, official.) 9½ x 11 3/4 folders, 1 ft. 6 in., drawer in filing cases. R. 2d floor. (154)

630. CORRESPONDENCE AND REPORTS, October 1936 to date. Covering the correspondence to the various agencies which may have any relationship with the SCS in Pennsylvania, with the Commonwealth of Pennsylvania Agencies, Heads of Departments of the State College; Agricultural Department and Washington; also reports cover those of the field on matters pertaining to items which would not come under project file reports. See addenda SFA file. (Frequently, official.) 9½ x 11 3/4 folders, 1 ft. 10 in., 2 drawers in filing case. R. 2d floor. (155)

WEATHER BUREAU

WEATHER BUREAU

ERIE
WEATHER STATION
Commerce Building
12th & State Streets

This station was established May 25, 1873 under the Signal Service, later Signal Corps of the United States Army. It was transferred to the newly established Weather Bureau of the Department of Agriculture on July 1, 1891.

Quarters were occupied in the Rindernecht Building at Fifth and State Streets from the date of establishment to July 31, 1888, in the Old Federal Building at State Street and South Park Row from August 1, 1888 to March 31, 1915, and in the Commerce Building since.

Practically all records are considered permanent except daily weather forecast maps and forecast telegrams. These are kept only temporarily. The original copies of all meteorological records are sent to the Bureau at Washington, copies being filed here permanently. As indicated below most of the records are bound. The binding is done at Washington, and in several cases the recent files are actually at Washington being bound.

This agency cooperates very closely with the Commerce Department's Airway Communications Teletype Station at the Erie airport.

A staff of six is maintained, including an assistant meteorologist, an observer, a minor observor and three part time signal displaymen at Erie, Ashtabula, Ohio and Dunkirk, N. Y.

631. EXPENSE RECORDS, 1877 to date. Daily record of administrative expenses in column entries entitled payee, date of contract, item, how paid, when paid, and remarks. Since 1935 most expenses are paid through Washington headquarters except payroll which clears through the Weather Bureau office at Cleveland. (Rarely, except recent ones, official.) 8½ x 10 vol., 6 in., in glass door bookcase. Rs. 1019, 1020. (172)

632. FORM BOOKS, 1896 - 1905. Printed form books used by members of the staff to record in long hand readings of all kinds and quantity of bulletins and maps printed and issued. Used to prepare permanent weather records. (Very rarely, official.) 10 x 13 vols., 3 ft., in glass door bookcase. Rs. 1019, 1020. (168)

633. ANNUAL REPORTS ON PROPERTY, 1905 to date. Copies of detailed annual inventories of and depreciation accounts on the furniture, equipment and instruments used by this agency. Originals to Washington headquarters. (Frequently, official.) 4 x 9 bundles, 1 ft. 4 in., in glass door bookcase. Rs. 1019, 1020. (157)

634. WEATHER TELEGRAPH CIRCUITS, 1913 - 1918. Notices of the exact time other weather stations on circuits 3, 4 and 12 will telegraph readings. Included in correspondence file since 1918. Filed chronologically, separately for each station. (Rarely, official.) 3 x 9 bundle, 1 in., in table drawer. Rs. 1019, 1020. (183)

635. TELEGRAMS, 1934 to date. Code telegrams from weather stations in the United States and Canada giving daily local readings on temperature, air pressure, precipitation, wind velocity, etc. Used to prepare Daily Weather Forecast Maps. Destroyed when two years old. (Frequently, official.) 8 x 10 bundle, 5 ft., on open wooden shelf. R. 1021. (159)

636. SUMMARIES OF INCOMING LETTERS, 1873 - 1887 and 1908 - May 1912. Summaries of important letters received, principally from Washington headquarters, showing date of letter, name of writer, nature of business, and brief summary of message. Letters exist for 1888 - 1907 and June 1912 to date in the correspondence file. Each volume indexed. (Rarely, official.) 9 x 12 and 9 x 14 vols., 8 ft., in wooden filing case and glass door bookcase. Rs. 1019, 1020. (163)

637. SUMMARIES OF OUTGOING LETTERS, 1873 - 1893 and 1908 - May 1912. Summaries of important letters sent, principally to Washington headquarters, showing date, addressee, nature of business, and brief summary of message. Copies of the actual letters exist for 1894 to 1907 and June 1912 to date in the correspondence file. "Notes on Cloud Photography and Nomenclature", by Arthur W. Clayden bound in volume for 1908-10. Each volume indexed. (Rarely, official.) 10 x 12 vols., and bundles, 6 ft., in glass door bookcase. Rs. 1019, 1020. (164)

638. CORRESPONDENCE FILE, 1888 - 1907 and June 1912 to date. General administrative and nonadministrative correspondence with Washington headquarters and other stations, filed according to the decimal classification system prescribed by Weather Bureau Correspondence Files printed Oct. 15, 1915 by the Government Printing Office. Also copies of the Department of Commerce Port Erie Airway Teletype Station's weather reports, aeronautical maps and barometric readings presented with the compliments of that agency. Incoming correspondence only 1888 - 1893. (Daily, official.) 9 x 12 folders, 7 ft., in wooden filing case. Rs. 1019, 1020. (162)

639. SIGNAL REPORTS, 1873 - 1930. Reports by the displayman at the public dock tower on gale warning, wind velocity, wind direction, storm warning, and other emergency signals hoisted. Also similar reports from substations at Dunkirk, N.Y., and Ashtabula, Ohio. Mostly monthly, occationally weekly. (Rarely, official.) 10 x 16 vols., 1 ft., in glass door bookcase. Rs. 1019, 1020. (173)

640. STORM WARNING REPORTS, 1909 - 1925. Copies of monthly recapitulations of tower displaymen's reports on storm warning and other emergency signals hoisted at Dunkirk, N. Y., Erie, Pa., and Ashtabula, Ohio. Originals to Washington headquarters. (Rarely, official.) 3 x 9 folded sheets in envelopes, 6 in., in table drawer. Rs. 1019, 1020. (174)

641. ERIE WATER SUPPLY SURVEY, Feb. 18, 1911. Copy of a special report by G. R. Oberholzer, Forecaster, to Washington headquarters and city official on the dangers of contamination to the water supply of the city of Erie from sewage discharges in Lake Erie as effected by the temperature, water movements, currents and other weather conditions. Also related graphs, maps, charts, etc. (Rarely, official.) 9 x 12 folders, 29 pages, in table drawer. Rs. 1019, 1020. (176)

642. ANNUAL METEOROLOGICAL SUMMARY, latest one only. Copy of annual reports to Washington headquarters on local weather conditions, indicating in means and extremes for each day and month, and each year since establishment of the station (1873 to date), the humidity, true wind velocity, sunshine, temperatures, precipitation, etc. (Frequently, official.) 4½ x 9½ folded envelopes, 2 in., in glass door bookcase. Rs. 1019, 1020. (161)

643. NAVIGATION DATES, 1815 - 1840 and 1853 - 1908. A record of the opening and closing date of navigation at the Erie Harbor each year, with remarks. Compiled from local historical information sources for the years prior to the establishment of this agency (1815 - 1873). (Rarely, official.) 9 x 12 envelopes, ¼ in., in table drawer. Rs. 1019, 1020. (179)

644. ANEMOMETER RECORD SHEETS, May 1873 to date. Form 1017. Meteorologist's daily record of wind velocity, and the amount of rain and sunshine, taken from anemometer readings, and recorded from 12 noon to 12 noon. (Rarely, except recent ones, official.) 9 x 17 vols., 10 ft., in glass door bookcase. Rs. 1019, 1020. (170)

645. CLIMATOLOGICAL RECORDS, May 1873 to date. Monthly summarizations of the information on the various Meteorological records under the following headings: Pressure, monthly mean temperature, relative humidity killing frosts, monthly mean precipitation, wind, general weather conditions, visability, daily mean temperature, daily extreme temperatures, sunshine and daily snowfall. (Daily, official.) 10 x 12 vols., 7 ft., in glass door bookcase. Rs. 1019, 1020. (171)

646. DAILY JOURNAL, May 1873 to date with many short gaps for uneventful days. Daily records of temperature, wind velocity, precipitation, unusual weather conditions, forecast, etc., and of basent personnel instruments, broken or repaired, total expenses, etc. (Rarely, except most recent ones, official.) 9 x 14 vols., 10 ft., in glass door bookcase. Rs. 1019, 1020. (165)

647. METEOROLOGICAL RECORDS, WEEKLY, 1873 - 1881. Army Signal Service Forms 4. Weekly tabulations of daily barometer, hygrometer, and thermometer readings (high and low), rain or snowfall, prevailing wind direction and velocity, condition of upper and lower clouds, and general weather conditions. Not prepared after 1881. Information summarized for ready reference in Climatological Records. (Rarely, official.) 9 x 14 and 10 x 16 vols., 1 ft., in glass door bookcase. Rs. 1019, 1020. (166)

648. METEOROGICAL RECORDS, MONTHLY, 1873 - 1904. Monthly tabulation of daily barometer, hygrometer and thermometer readings (high and low) rain or snow fall, prevailing wind directions and velocity, condition of clouds, and general weather conditions. Very poorly and scantily composed prior to 1882. On Weather Bureau Forms 1031, 1891 - 1904. Superseded 1905 by Weather Bureau Form 1001. Information summarized for ready reference in Climatological Records. (Rarely, official.) 9 x 12 and 10 x 12 vols., 1 ft., in glass door bookcase. Rs. 1019, 1020. (167)

649. METEOROLOGICAL RECORDS, MONTHLY, 1891 - 1894. Form 1030. Unbound duplicates of records described in abstract 167. (Very rarely, official.) 10 x 12 bundle, 2 in., in wooden box. Rs. 1019, 1020. (180)

650. METEOROLOGICAL RECORDS, NEW, 1905 to date. Weather Bureau Forms 1004, 1001, and 1002. Daily Local Meteorological Records showing at hour intervals humidity, vapor-pressure, precipitations, mean cloudiness, sunshine, temperature, wind direction, wind velocity, etc., and monthly and annual recapitulations of the same information. These forms supersede similar records kept 1873 - 1904 by the Army Signal Service, Army Signal Corps, and Weather Bureau. Information summarized for ready reference in Climatological Records. (Occasionally, official.) 10 x 13 vols., 4 ft., in glass door bookcase. Rs. 1019, 1020. (169)

651. MISCELLANEOUS READINGS, 1883 - 1904, with many gaps. Records of hourly readings on humidity, temperature, sunshine, wind velocity, and direction, and other weather phenomena. Very incomplete, information recorded differently since 1904. (Very rarely, official.) 9 x 12 envelopes, 1 ft., in table drawer. Rs. 1019, 1020. (182)

652. TEMPERATURE READINGS, 1890. Form 179. Record of daily maximum, minimum and mean temperature. Information recorded separately only one year. (Rarely, official.) 10 x 12 vols., 1 ft., in glass door bookcase. Rs. 1019, 1020. (175)

653. EXCESSIVE PRECIPITATION RECORD, 1897 - 1904. Records of excessive precipitation for special days or periods, indicating date or period, total precipitation, normal precipitation, probable cause, etc. (Rarely, official.) 9 x 12 envelopes, 1/8 in., in table drawer. Rs. 1019, 1020. (178)

654. LAKE TEMPERATURE READINGS, April 1910 only. Record of daily temperatures at 8 AM of Lake Erie water 3 ft., below surface at jetty #3 and at the southern end of the city works pier on Presque Isle. Information used in a special report on municipal water supply. (Rarely, official.) 9 x 12 envelopes, 3 sheets, in table drawer. Rs. 1019,1020. (177)

655. WEATHER BULLETINS, WEEKLY, 1911 - 1914. Weekly weather forecasts and information for Erie and vicinity, showing high and low temperatures, wind conditions, and precipitation during week just closed and week just opening. Superseded by daily weather bulletins. Issued for local publication. (Rarely, official.) 8½ x 11 vols., 1 in., in glass door bookcase. Rs. 1019, 1020. (181)

656. WEATHER BULLETINS, DAILY, 1915 to date. Daily weather casts and information for Erie and vicinity, showing high and low temperatures, wind conditions and precipitation during last and next 24 hours. Issued for local publication. (Frequently, official reference and public information.) 3½ x 7 cards, 5 ft., in bundles on work table. Rs. 1019, 1020. (160)

657. DAILY WEATHER FORECAST MAPS, current month only. Sketch maps of the United States showing the temperature, air pressure, precipitation, wind velocity, etc., as reported by telegram from the various weather stations, and showing the position of high and low pressure areas. Copies available for public distribution. (Frequently, public information.) 19 x 24 loose forms, 2 in., in basket on table. Rs. 1019, 1020. (158)

HARRISBURG
WEATHER STATION
Federal Building, 100 N. 3d St.

This station was established 1888 under the direction of the United States Signal Corps, United States Army. Prior to that time there were volunteer observers here who had no official capacity. In 1891 the Weather Bureau was taken over by the Department of Agriculture. The station has two small rooms on the third floor of the above address, with an observation tower for instruments on the roof. Weather reports and correspondence of the present Bureau and its predecessor, the Signal Corps have been retained here since the inception of the service. Other records, mostly weather maps from other cities, are destroyed after holding for two years. Copies of all weather reports are sent daily to Washington and are the only records that ever are sent to Washington.

658. TELEGRAPH, CODE REPORT OF OBSERVATION, January 1, 1931 to date. Giving code reports of weather conditions in Harrisburg. (Monthly, official.) 5 x 8 bundles, 2 ft., box 15 x 24, papers dirty or sooty. R. 401. (366)

659. BARAGRAPH RECORDS, November 23, 1896 to date. Daily barometer readings from local Weather Bureau. Arranged chronologically. (Rarely, official.) 4 x 15 loose-leaf books, 1 ft., box 24 x 36, papers dirty or sooty, ink faded. R. 401. (367)

660. TELEGRAMS, January 1, 1933 to date. In code messages. (Rarely, official.) 6 x 8 bundles, 15 ft., 2 pasteboard boxes, papers dirty or sooty. R. 401. (368)

661. BAROMETER READINGS, October 15, 1917 to date. Giving data on comparative barometer readings. (Rarely, official.) 8½ x 11 bundles, ½ ft., pasteboard box, papers scattered. R. 401. (369)

662. TELEGRAMS, WESTERN UNION, POSTAL, January 1933 to date. Giving data on river stage messages, depth, ice and flood conditions. (Rarely, official.) 6 x 8 bundles, 3 ft., box 24 x 48, papers dirty or sooty, damaged by faulty containers. R. 401. (370)

663. CIRCULAR LETTERS, December 29, 1893 to date. Sent to all Weather Bureaus, to inform them of the changes in methods of recording the weather. 8½ x 11 folders, 1 ft., pasteboard box, 20 x 24, papers scattered, dirty or sooty. R. 401. (371)

664. WEATHER MAPS (DAILY), December 1, 1932 to date. Showing weather station location, wind direction and temperature reports in each section. (Rarely, official.) 24 x 36 bundles, 2 ft., box 24 x 36, papers dirty or sooty. R. 401. (372)

665. CORRESPONDENCE, July 5, 1912 to date. General correspondence to and from local station, regarding instructions to weather observer. Arranged duo-decimally. (Rarely, official.) 8½ x 11 folders, 3 ft., pasteboard box 15 x 18, papers dirty or sooty. R. 401. (373)

666. MISCELLANEOUS CORRESPONDENCE, March 5, 1918 to date. On promotions, resignation of airway observers, recommendation, reprimands, complaints, probation reports, data requested or furnished, weather maps. Arranged duo-decimally. (Rarely, official.) 8½ x 11 folders, 3 ft., box 24 x 48, papers dirty or sooty. R. 401. (374)

667. REPORTS OF RIVER RAINFALL STATIONS, January 1, 1917 to date. Giving data on river drainage arrears for the month; observations made after 8 a.m., daily; height of flood stage; elevation of zero gauge above sea level. (Daily, official.) 8½ x 11 booklets, ½ ft., shelf. R. 304. (375)

668. AIRWAY METEOROLOGICAL OBSERVATIONS, May 1, 1935 to date. Data of monthly summary of general conditions of fog, rain, thunder, storm, ceiling height, visability, wind direction and velocity, temperature and dew-point. (Daily, official.) 12 x 16 loose sheets, ½ ft., shelf. R. 304. (376)

669. RIVER REPORT, January 1, 1917 to date. On observations taken at 8 a.m., 75th meridan time; height of river at flood stage; precipitation; depth of rain and melted snow; direction of wind; character of weather and special observations. Arranged alphabetucally. (Daily, official.) 8½ x 11 loose-leaf books, 2 ft., drawer in filing case. R. 304. (377)

670. ANNUAL METEOROLOGICAL SUMMARY SIGNAL SERVICE, 1888 to date. Giving data on average station of pressure, temperature from self registry, relative humidity, dew-point and precipitation. (Monthly official.) 8½ x 11 loose-leaf books, ¼ ft., drawer in filing case. R. 304. (378)

671. STATION REPORTS OF RIVER, January 1917 to date. Giving data on river stage reports from following Weather Bureau Stations; Ansonia, Cedar Run, Clearfield, Emporium, Harrisburg, Huntingdon, New Port, Renova, Sunbury, Towanda, Wellsboro, Williamsport, Wilkes Barre, Selinsgrove, Montrose, Waterville, Pennsylvania; Binghamton and Corning, New York. Arranged alphabetically. (Daily, official.) 8½ x 11 loose-leaf books, 2 ft., drawer in filing case. R. 304. (379)

672. SUMMER TIME OBSERVATIONS, March 31, 1918 to date. Records of temperature to determine the difference in wet and dry thermometer, clouds, precipitation and barometer. (Rarely, official.) 3 x 8 bundles, ¼ ft., drawer in filing case. R. 304. (380)

673. EXPENSE BOOK. November 13, 1902 to date. Miscellaneous expenses of station; including accounts of displaymen, rainfall observers, temporary assistants, cotton, corn, wheat, sugar and rice regions. (Rarely, official.) 12 x 15 vols., ¼ ft., drawer in filing case. R. 304. (381)

674. CORRESPONDENCE OF THE OBSERVERS, January 1, 1900 to date. Giving reports of river condition, weather conditions from different parts of the state; request for weather maps and for bids on repairs on river gauges. (Rarely, official.) 12 x 15 vols., ¼ ft., in filing case. R. 304. (382)

675. TRAVELING SPECIAL AGENTS, June 14, 1909 to date. Correspondence giving data on conditions of river gauges; bids for construction of gauges; reports of river bulletins caused by temporary suspension of maps by main office. (Rarely, official.) 12 x 15 vols., ¼ ft., drawer in filing case. R. 304. (383)

676. CORRESPONDENCE, July 1, 1935 to date. Covers general administration of personnel accounts; buildings and grounds, stations; materials and supplies; observations and reports; publications and miscellaneous correspondence. Arranged duo-decimally. (Daily, official.) 8½ x 11 folders, 3 ft., drawer in filing case. R. 304. (384)

677. DAILY LOCAL RECORD, January 1, 1935 to date. Determining precipitation, sleet, snow, hail, wet periods, river rise, flood stage, thunderstorms, tornadoes, hurricanes and floods. (Daily, official.) 12 x 14 vols., 1 ft., drawer in filing case. R. 304. (385)

678. MONTHLY METEOROLOGICAL SUMMARY, January 1, 1900 to date. To determine the temperature, precipitation, river stage, atmospheric pressure, humidity, wind, weather; miscellaneous phenomena. Arranged chronologically. (Daily, official.) 9 x 12 loose sheets, 6 ft., 7 drawers in filing case. R. 304. (386)

679. ESTIMATE FOR FORMS, January 1, 1900 to date. Showing estimate of supplies needed for each year and tabulated record of supplies. Arranged chronologically. (Annually, official.) 9 x 12 loose forms, ½ ft., drawer in filing case. R. 304. (387)

680. RECORDS OF RIVER OBSERVATION, January 1, 1895 to date. Used for determining depth of river, precipitation, velocity of the wind; weather and ice conditions. (Daily, official.) 15 x 15 vols., 1½ ft., shelf with glass front. R. 304. (388)

681. REPORTS OF CLIMATE, CROP WEATHER, January 1, 1920 to date. Reports of wind; number of miles per hour, duration. (Weekly, official.) 15 x 15 vols., 2 ft., shelf with glass front. R. 304. (389)

682. ORIGINAL MONTHLY RECORDS OF OBSERVATION, January 1, 1905 to date. Giving data on stations supplied with sunshine record; baragraph, thermograph self-registering rain gauages. (Weekly, official.) 15 x 15 vols., 4 ft., shelf with glass front. R. 304. (390)

PHILADELPHIA
WEATHER STATION
New Custom House, 2d and Chestnut Sts.

This station was established February 9, 1870 as the National Weather Service, organized under the Signal Corps of the Army and continued as such until July 1, 1891, when it became the Weather Bureau under the newly organized Department of Agriculture. Copies of all publications and all records are sent to the Washington Office. None of the archives have been lost or destroyed.

683. RECORDS OF WEATHER REPORTS FOR PENNSYLVANIA, 1817 - 1925; 1926 - 1936. Book containing a record of daily, weekly, monthly and annual weather reports for all of Pennsylvania; reports pertain mostly to heavy precipitation, during a period of 24 hours; show the dates, stations, amount of precipitation, temperature and duration of same. (Daily, public.) 14 x 18 and 14 x 22 vols., 16 ft., on information desk. R. 1007. (6734, 6735)

684. REPORTS OF THE CHIEF OF THE WEATHER BUREAU, 1891 - 1935. Itemized account of all weather conditions of the particular district from which the reports are issued; sent by the meteorologist of that particular district to the Chief of the Weather Bureau, Washington, D.C., and are turned in weekly and bound into volumes at the end of the year. (Rarely, official.) 10 x 12 vols., 2 ft. 6 in., on 2 metal shelves. R. 1006. (325)

685. ANEMOMETER RECORDS, 1894 - 1932. Reports made in graphic form by recording instruments at this office and the Delaware Breakwater each day regarding the velocity and direction of the wind; copies are sent to Washington, D.C., for permanent record. (Daily, official.) $2\frac{1}{2}$ x $6\frac{1}{2}$ vols., 2 ft. 8 in., on 2 metal shelves. R. 1006. (328)

686. COOPERATIVE OBSERVERS METEOROLOGICAL RECORDS, 1896 - 1934. Monthly report of daily observations of weather conditions and other climatological data from which is compiled reports which are sent to Washington, D.C. (Daily, official.) 10 x 12 envelopes, 21 ft., on 7 metal shelves. R. 1006. (327)

687. CLIMATOLOGICAL CIRCULARS, 1901 to date. History of each month's climatological conditions covering precipitation, temperature, sunshine, wind velocity and other observations obtained from 135 stations throughout the State of Pennsylvania. (Daily, official.) 11 x $13\frac{1}{2}$ envelopes, 33 ft., on 11 metal shelves. R. 1006. (326)

688. CLIMATOLOGICAL DATA OF THE UNITED STATES (BY SECTIONS), 1912 - 1935. Small pamphlets, published monthly, recording all climatic conditions throughout all sections of the United States; there are 42 such sections under control of the Weather Bureau; at the end of each year the pamphlets are bound and preserved for future reference. (Daily, official.) 10 x 12 pamphlets, 18 ft., on 30 shelves of 6 wooden bookcases. R. 1007. (280)

689. MISCELLANEOUS CORRESPONDENCE, 1872 to date. Administrative correspondence; general reports and requests for information with answers. (Daily, official.) 9 x 12 folders, 24 ft., in 12 filing case drawers. R. 1007. (281)

PITTSBURGH
WEATHER STATION
New Federal Bldg., 7th Ave., and Grant St.

A weather station of the Signal Service (later Corps) of the U.S. Army was established in Pittsburgh on November 1, 1870; Sergeant James West, Observer. On July 1, 1891 the station was transferred with meteorological work of the Signal Corps to the Weather Bureau of the Department of Agriculture. The station has occupied the following buildings: October 13, 1870 to March 15, 1871, 24 Fifth Avenue; March 15, 1871 to June 1, 1871, 53 Grant Street; June 1, 1871 to July 1, 1871, Southeast corner Penn Avenue and Sixth Street; July 1, 1871 to October 1, 1886, First National Bank Building, 5th Avenue and Wood Street; October 1, 1886 to June 1, 1892, G. W. Schmidt Bldg., 5th Avenue and Smithfield Street; June 1, 1892 to June 23, 1904, U. S. Customs House and Post Office Building, Third Avenue and Smithfield Street; June 23, 1904 to March 1910, Farmers Bank Building, 5th Avenue and Wood Street; March 1910 to 1934, Oliver Building 6th Avenue and Smithfield Street, when the bureau moved into the New Federal Building.

690. FORMS, 1811 - 1898. Gives daily rainfall; monthly record of cold wave signals; hourly precipitation readings; float gauge; monthly report of maps bulletins; comparative barometer reading; hourly thermograph; hourly wind directions. (Rarely, official.) 12 x 16 vols., 1 ft., in glass front bookcase. R. 1047. (367)

691. MONTHLY AND ANNUAL MEAN REPORTS, 1825 - 1923. Early records are from the Allegheny Arsenal and up to 1860 are published in two quarter volumes of the War Department; the later returns are made to the Smithsonian Institute; the records are regarded as being reliable except in two or three instances (such as April 1837 and November 1836, they are open to question). (Frequently, official.) 8 x 11 loose-leaf books, 1 ft., in glass front bookcase. Damaged by careless handling, by faulty containers; paper brittle and torn; bindings broken. R. 1045. (375)

692. OBSERVATIONS, 1871 - 1889. Telegraphic and local observations; total rainfall; prevailing winds and velocity. (Rarely, official.) 8 x 16 vols., 1 ft., in glass front bookcase. R. 1045. (373)

693. REPORT OF THE CHIEF SIGNAL OFFICER, 1871 - 1890. Report to the Secretary of War, with the weather conditions and War Department Weather Maps for the benefit of Commerce and Agriculture. (Rarely, for unofficial reference.) 10 x 8 vols., 6 ft., in sectional bookcases, bindings broken. R. 1049. (355)

694. DAILY JOURNAL, 1871 - 1904. Hand written and blotter journal about temperature; wind and whether cloudy. (Rarely, official.) 14 x 8 and 12 x 18 vols., 2 ft., in glass front bookcase. R. 1045. (368)

695. ANEMOMETER RECORDS, 1873 - 1932. Wind direction and velocity, rainfall and sunshine recorded from noon to noon by an electrical instrument. Daily records are sent to Washington, D.C., and at the end of the year are bound into volume and returned to local station. Washington, D.C., keeps recent years. (Rarely, official, may be used as reference in Court Trials.) 18 x 6 vols., 15 ft., in closed wooden cupboards. R. 1049. (363)

696. STATION EXPENSES, 1875 - 1891. Expense book of observation office at Pittsburgh, Pa.; nature of services or name of articles, purchased, remarks, etc. Index in front of vols. (Never.) 10½ x 8 vols., 1 ft., in sectional bookcase. R. 1045. (371)

697. METEOROLOGICAL SUMMARY, 1880 - 1903. Type of weather and the maximum and minimum temperatures on the holidays during this period. (Rarely, official.) 10 x 11 vols., 1 ft., in glass bookcase. Damaged by water, careless handling, paper brittle and torn; bindings broken, ink faded. R. 1045. (376)

698. CHIEF SIGNAL OFFICER REPORTS, 1881 - 1890. Comparison with low water of 1879 and with high water 1832. (Occasionally, official.) 13 x 13 vols., 1 ft., in glass front bookcase. Bindings broken. R. 1045. (374)

699. WAR DEPARTMENT WEATHERMAPS, 1887 - 1891. Weather map of the United States with local forecast for Pittsburgh and vicinity. (Never.) 24 x 14 vols., 1 ft., in closed cupboard. Bindings broken. R. 1049. (358)

700. FORMS #1001, 1002, 1014, DIVISION OF METEOROLOGICAL RECORDS, 1887 - 1904. Mostly graft and hand-drawn maps with high and low temperatures; amount of snow; actual sunshine hours; possible sun. (Occasionally, official.) 10 x 12 vols., 1 ft., in glass front bookcase. R. 1047. (378)

701. FORMS #1001, MONTHLY, 1889 - 1904. Pressure, temperature, wind, clouds precipitations. (Rarely, official.) 10 x 12 vols., 1 ft., in glass front bookcase, ink faded. R. 1045. (380)

702. MEANS BOOK, 1891 - 1904. Name of city; latitude, longitude, wind (average hourly velocity); river conditions as to highest and lowest points, and the range; clouds and weather, etc. (Occasionally, official.) 12 x 10 vols., 1 ft., in glass front bookcase. R. 1045. (365)

703. RAINFALL, OHIO RIVER BASIN IN PENNSYLVANIA, OHIO, KENTUCKY AND WEST VIRGINIA, 1891 - 1907. Blueprints of records of rainfall at different stations along the Ohio River, for each month of the years mentioned. A total for the year at each point and a mean total for the state. (Occasionally, unofficial.) 13 x 8½ sheets (fastened in paper covers), 1 ft., in closed wooden cupboard. Paper covers torn. R. 1049. (353)

704. REPORT TO THE CHIEF OF THE WEATHER BUREAU, UNITED STATES DEPARTMENT OF AGRICULTURE, 1891 - 1933. A report on the barometry of United States, Canada, and West Indies; contains a revision of the meteorological data which have become available since the opening of the government service in 1871, to prepare it on modern scientific principles for the forecasting work of the Bureau. Is a standard reference for all branches of science requiring such data. (Frequently, official, and unofficial reference.) 11½ x 9 vols., 10 ft., in sectional bookcase. R. 1049. (350)

705. DEPARTMENT OF AGRICULTURE WEATHER MAP, WITH DAILY REPORTS, 1892 - 1893. Includes special forecast for Pittsburgh, Pa., telegraphed from Washington, D.C. Also a general forecast for the United States. (Never.) 24 x 14 vols., 1 ft., in closed wooden cupboard. Very poor. R. 1049. (359)

706. METEOROLOGICAL RECORD, 1892 - 1904. Original monthly record of observations as to barometer, thermometer, wind, clouds, state of weather. (Occasionally, official.) 12 x 14 vols., 1 ft., in glass front bookcase. R. 1045. (366)

707. GENERAL CORRESPONDENCE, 1900 - 1914. Semi-annual reports of materials on hand at Pittsburgh, Pa., to Division of Supplies, Washington, D.C.; list of instruments, books, office equipment, etc.; correspondence between Pittsburgh, Pa., and Washington, D.C., requests for material, invoices, receipts, etc. (Occasionally, official.) 15 x 11 bundles or paper packages, 1 ft., in closed wooden cupboard. R. 1049. (364)

708. DAILY WEATHER MAPS, 1901 - June 30, 1917. Daily weather maps from Washington Weather Bureau with forecasts for Washington, Chicago, New Orleans, Denver, Portland, Oregon and San Francisco. Also general weather conditions for the entire United States. (Occasionally, unofficial.) 24 x 13 vols., 3 ft., in sectional bookcases. R. 1049. (357)

709. STATION EXPENSES, NEW FORM BOOK, 1902 - 1920. This form was begun in 1902. So arranged as to keep a complete record. Part 1, miscellaneous expenses and part 11 for entry to payrolls. Part 1 contains all office expense concerning instruments, telephone, river and rainfall observers, cleaners and all temporary assistance. Index in front. (Rarely, official, must be kept on file.) 10½ x 8 vols., less than 1 ft. in sectional bookcase. R. 1045. (377)

710. STATION MEMORANDA, 1905 - 1935. A regular memorandum of all daily happenings of the local office; notes about employees as to leave of absence, return to work, accidents, etc., reports on instruments, visitors and on substations; records in court in which weather reports were in question; records of bills of lading. (Rarely, official, must be kept on file.) 10½ x 8 vols., 1 ft., in sectional bookcase. R. 1045. (383)

711. FORMS #1001, 1002, 1014. DIVISION OF METEOROLOGICAL RECORDS, 1905 - 1935. Mostly graphs and hand drawn maps with high and low temperatures; amount of snow, actual sunshine hours; possible sun; other records in room 1047 for years 1887 - 1904. (Occasionally, official.) 10 x 12 vols., 1 ft., in glass front bookcase. R. 1045. (381)

712. MONTHLY REPORTS OF RIVER STATIONS IN PENNSYLVANIA, 1911 - 1921. Handwritten original reports, made daily by river observer, on height of river with depth of rain or snow. These reports cover cities in Pennsylvania, and are sent monthly to Chief of Weather Bureau of that district, who in turn forwards copies of them to Chief of United States Weather Bureau, Washington, D.C. (Frequently, official.) 9 x 12 vols., 2 ft., in bookcase. Rs. 1047, 1049. (354)

713. REPORT ON FLOODS, 1912 - 1922. Correspondence from local forecaster to Washington, D.C.; letters, telegrams, etc.; between Pittsburgh Weather Bureau and Pennsylvania Steel Company, erecting a bridge at Brownsville, Pa., warnings of river rises to Gillespie Company, then building Cheat River Dam; a detailed report to Washington, D.C., of each flood period. All reports are sent to Pittsburgh, Pa., and compiled. May be of some value in present legislation because it gives report of value of property, crops and livestock destroyed, loss of suspension of business, loss to railroad shipments, also the property saved by warnings. (Occasionally, official as a means of comparison.) 12 x 9 x 1½ bundles or paper packages, 1 ft., in closed wooden cupboard. R. 1049. (361)

714. CLIMATOLOGICAL DATA FOR THE UNITED STATES BY SECTIONS, January 1914 - September 1935. A special report, containing a general summary of weather conditions in the United States as a whole and a more detailed report by sections as to temperature, frost, rain, precipitation, floods and crops. (Rarely, unofficial.) 12 x 9 vols., 30 ft., in wooden cupboard. R. 1045. (356)

715. EARLY RIVER GAGE SHEETS FOR PITTSBURGH, 1916 - 1928. Weekly reports of river gages on charts or graphs, Form #1018 made by the Weather Bureau at Pittsburgh, Pa. A collection of the published reports concerning river stages. (Rarely, unofficial, used for reference in comparison only.) 12 x 15 bundles or paper packages, 1 ft., in closed wooden cupboard. R. 1049. (352)

716. DAILY RIVER BULLETINS, 1916 to date. List of stations along the rivers, flood stage, height of river, change since last report, precipitation in last 24 hours, amount of snow on ground, and general weather conditions. Pencil copies are made then printed on cards, 9 x 4 which are convenient for mailing. (Rarely, unofficial, reference only.) 14 x 11 covers, bundles or paper packages, 6 ft., in closed wooden cupboard. R. 1049. (351)

717. MISCELLANEOUS STATION EXPENSES, 1919 - 1931. Miscellaneous station expenses of all accounts authorized by circulars, purchase orders, date, item, cost, date paid and remarks. Index in front kept up to date by title headings of pages. (Rarely, official, must be kept on file. 10 x 8 vols., 1 ft., in sectional bookcase. Bindings broken, conditions fair. R. 1045. (382)

718. MONTHLY METEOROLOGICAL SUMMARY WITH COMPARATIVE DATA OF PITTSBURGH, PA., 1920 - 1927. Gives temperature F thermometers over roof, relative humidity, precipitation, wind and snowfall. Issued by local meteorologist. Small paper reports, each month of the different years, fastened together for comparison. (Occasionally, official.) 8 x 8 x 3½ bundles or paper packages, 1 ft., in closed wooden cupboard. R. 1049. (360)

719. DAILY WEATHER MAPS IN PITTSBURGH, 1934 - 1936. Pencil copies on large outline map printed by the Weather Bureau, maps for each month fastened in paper covers, must be kept for at least three years, then may be destroyed or given away. (Rarely, official.) 24 x 18½ covers, 1 ft., in closed wooden cupboard. R. 1049. (362)

720. SUBSTATION SALARIES, 1920 - 1935. Salary accounts of displaymen, cotton region, corn and wheat, sugar and rice, river and rainfall and special meteorological observers, authorized bi circular authority or instructions. Index in front of vols. (Never.) 10½ x 8 vols., 1 ft., in sectional bookcase. R. 1045. (372)

Division of Climate and Crop Weather

721. CLIMATOLOGICAL RECORD FOR PITTSBURGH, PA., 1871 - 1930. Handwritten reports on three classes of entries. First: monthly means, extremes; second: daily values of temperature.precipitation and snowfall; third: mean hourly readings of pressure, temperature, wind and sunshine from automatic instruments. Vols. provide for forty years. (Frequently, official, often for court purposes.) 14 x 20 and 10 x 12 vols., 1 ft., on office desk. Papers torn and scattered. R. 1045. (369)

722. CLIMATOLOGICAL RECORD FOR PITTSBURGH, PA., 1931 - 1936. Handwritten reports on monthly weather conditions. Data are classified and entered separately by elements. Report covers four classes of entries: first: monthly means, extremes; second: daily values of temperature; third: mean hourly readings of temperature; fourth: summary. Provision has been made for the entry of 20 year record, January 1931 to December 1950. Front of book gives different locations since station was established. (Daily for official court cases.) 12 x 14 vols., 1 ft., linear in office desk. R. 1045. (370)

River and Flood Division

723. MONTHLY RIVER RECORD OF THE DIVISION OF TELEGRAM AND REPORTS FOR BENEFITS OF COMMERCE AND AGRICULTURE, 1873 - 1896. Compared with low water of 1854 and high water of 1852. (Rarely, for official business. 9 x 12 bound vols., less than 1 ft., in glass front bookcase. R. 1045. (385)

724. RIVER RECORD BOOK, 1881 - 1900. A report for each day of the month; reading of river gauge; precipitation; wind, and state of weather at time of observation. (Occasionally, official.) 11 x 13 vols., 1 ft., 6 in., in glass front bookcase. Papers torn, bindings broken and ink faded. R. 1045. (379)

725. RECORD OF RIVER OBSERVATIONS, FORM #1006, DAILY, 1897 - 1915. Give name of place and river:
1. Rivers river gauge change every twenty four hours.
2. Precipitation: a. begun and ended
b. depth of rain and melted snow
c. actual depth of snowfall
3. Winds a. direction
4. Weather: a. Character of weather at time of observation with
5. Remarks.
(Occasionally, official.) 10 x 18 vols.,1 ft., in glass front bookcase. R. 1045. (384)

726. RIVER BULLETINS, 1892 - 1916. Name of station, danger line in feet; height of river in feet; change since last report; rainfall in twenty four hours; state of weather; remarks; forecast; date. (Occasionally, official.) 9 x 12 vols., 3 ft., in glass front bookcase. R. 1045. (386)

Aerological Division
Commercial Airways Service Station
Administration Building
Allegheny County Airport

727. PROJECTION MAPS, July 1931 to date. A graphic map of pressures altitudes and temperatures reading prepared from reports submitted by stations over the United States. (Daily, for reports to airlines.) 24 x 30 folders, 3 ft., on wooden shelf on 2d floor. (1)

728. INTERDEPARTMENT CORRESPONDENCE, July 1931 - July 28, 1936. Incoming and outgoing correspondence with Bureau in Washington, relative to the functioning of the local office. Self indexed. (Daily, official.) 10 x 11 folders, 6 in., in one steel drawer, in room on 2d floor. (2)

729. AIRWAY WEATHER REPORT, January 1930 - July 1936. Periodic report of airway weather condition giving the ceiling, visibility, wind direction, temperature, and due point barometer reading. (Daily, public. 8 x 10½ loose papers, 2 ft., in one steel drawer in room on 2d floor. (3)

730. FILE OF MISCELLANEOUS SUBJECTS, January 1, 1931 - July 28, 1936. Correspondence charts and other data in reference to weather observation and forecasting subjects. Self indexed. (Daily, official.) 10 x 11 loose sheets, 2 ft., in one steel drawer in room on 2d floor. (4)

READING

Weather Station
Berks County Court House Bldg., 6th & Court Sts.

This station was established December 1, 1912. Prior to the establishment of a United States Weather Bureau Station in Reading, local weather forecasts were carried on by "The Schuylkill Navigation and Transportation Canal Company". Some of the records of the Schuylkill Navigation and Transportation Canal Company may have been incorporated with the present records, but so far as the actual canal records are concerned, they are not in this office. There are no so-called useless papers; practically everything being done in this agency is for the benefit of the public, and is constantly open to the public seeking information as to weather conditions, etc. Reports are sent periodically to Washington.

731. TOPICS AND PERSONNEL (STRICTLY CONFIDENTIAL), 1920 to date. Personnel data of United States Weather Bureau; also confidential file of instructions from Weather Bureau in Washington as to nature of information which can be given out by this agency. Arranged subjectively. (Frequently, official.) 10 x 14 folders, 1½ ft., in steel safe on floor. R. 1809. (33)

732. DAILY MAPS AND FORECAST CARDS, 1913 to date. Similar to those seen posted in Post Office lobbies and a number of other public buildings; showing map of United States; low and high pressure areas; wind directions; weather conditions in various parts of United States and cards containing local weather forecast and area forecast for the next 24 hours. Arranged chronologically. (Daily, official.) 3 x 7 cards and 16 x 24 maps, 15 ft., loose on top of cabinet and in bookcase. R. 1805. (34)

733. RETAINED DAILY WEATHER RECORDS, 1913 to date. Forms 1014, 1001 and 1002, daily, monthly, annual summaries of weather conditions in Reading, Pennsylvania, showing the wind velocity and direction; hourly temperature; visability; river elevations, sunshine, rainfall, snowfall; notes concerning weather, cloudiness, barometric conditions, vapor pressure, etc. Arranged chronologically. (Daily, official.) 1½ x 11 x 13 vols. (23), 3 ft., in steel safe on floor. R. 1805. (35)

734. ANNUAL METEOROLOGICAL SUMMARIES, 1920 to date. With comparative data of weather conditions, etc., in Reading; also monthly summaries showing daily temperatures for the month, precipitation, character of days and comparison with previous years for same month, etc. The annual summaries in addition to statistical data include narrative descriptions of weather conditions in North Atlantic Ocean and of topography of Berks County, etc. Arranged chronologically. (Daily, official.) 3½ x 7½ and 4½ x 9½ cards and booklets in bundles (15), 26 ft., on wooden shelf in cupboard. R. 1803. (36)

SCRANTON
Weather Station
Post Office & Court House
N.W. Cor. Washington Ave. & Linden St.

This station was established 1901. From 1901 to 1930 it was quartered in the old Post Office located on the same site as its present location. There are no so-called useless papers; no destruction would be made without proper authority for disposal. Duplicates copies of all forms are sent to the Head of the Bureau at Washington, D.C.

735. FORM 1030, 1901 to date. A meteorological summary of the weather conditions for the month. (Occasionally, official.) 10 x 12 bundles, 5 ft., in metal cabinet 5 x 4. R. 425. (219)

736. MONTHLY WEATHER REVIEW, n.d. Compiled information recording weather conditions throughout the United States. (Frequently, official.) 12 x 12 vols. (57), 8 ft., on 4 shelves in bookcase, 2 x 1. R. 427. (291)

737. WEATHER CONDITIONS IN TROPICS, 1901 to date. A yearly summary of the weather that has prevailed in the tropics, used by engineers, lawyers, etc. Arranged chronologically. (Occasionally, official.) 8 x 10 vols. (24), 4 ft., 2 shelves in bookcase, 2 x 1. R. 427. (292)

738. SUMMARY OF WEATHER FORECAST FOR UNITED STATES, 1901 to date. Description of weather in various sections of the country. (Occasionally, official.) 12 x 14 vols. (34), 3 ft., 2 shelves in wooden bookcase. R. 427. (293)

739. TELEGRAMS, 1901 to date. Sent and received, regarding forecasts of weather for each day. Arranged chronologically. (Rarely, official.) 10 x 12 folders, 5 ft., 2½ metal drawers in filing case. R. 427. (294)

740. WEATHER CONDITION OF GREAT LAKES, 1901 to date. Storms recorded, destruction caused, etc. (Occasionally, official.) 10 x 12 folders, 8 in., on shelves in wooden cabinet. R. 427. (295)

741. CORRESPONDENCE, 1901 to date. Regarding weather conditions of other places. (Occasionally, official.) 10 x 12 folders, 2 ft., ½ metal drawer in filing case. R. 429. (370)

742. FORMS #1017, 1901 to date. Record showing velocity of wind; also record of sunshine and rain. (Occasionally, official.) 6 x 17 vols. (12), 2 ft., in metal cabinet about 5 x 4. R. 425. (371)

743. FORMS #1001, 1002, 1014, 1901 to date. Daily record of weather conditions in this section. (Occasionally, official.) 10 x 12 vols., 3½ ft., in metal cabinet, 5 x 2. R. 425. (372)

744. DAILY WEATHER MAPS, 1901 to date. Indicating in diagrammatical form weather conditions over United States. (Occasionally, official.) 24 x 15 single sheets, 5 ft., flat on wooden table 3 x 4. R. 425. (373)

745. REPORT SHEETS, 1901 to date. Annual reports forwarded to Washington. (Occasionally, official.) 10 x 12 sheets, 1 ft., wooden drawer in filing case. R. 425. (374)

746. FORECAST CARDS, 1901 to date. Giving brief description of weather conditions and sent to newspapers, etc. (Occasionally, official.) 3 x 5 cards, 8 in., wooden drawer in filing case. R. 427. (375)

747. FORM VOUCHERS, 1901 to date. For various expense accounts of office. (Frequently, official.) 10 x 12 sheets, 4 in., wooden drawer in filing case. R. 425. (376)

748. MISCELLANEOUS, 1910 to date. Letters of unofficial value and various other details. (Rarely, official.) 10 x 12 folders, 2 in., wooden drawer in filing case. R. 427. (418)

749. WEATHER MAP STATIONS, 1901 to date. Records of where maps are exhibited for public inspection. (Occasionally, official.) 10 x 12 folders, 1 in., wooden drawer in filing case. R. 427. (419)

750. MAILING LISTS, 1902 to date. Of names, to whom daily weather report maps are sent. (Occasionally, official.) 5 x 8 cards, 8 in., wooden drawer in filing case. R. 427. (420)

751. WEATHER REPORTS BY CHIEF OF BUREAU, n.d. Annual report of weather condition throughout the United States. (Occasionally, official.) 12 x 14 vols., 5 ft., in wooden cabinet. R. 427. (421)

752. SUMMARY OF CLIMATICAL CONDITIONS BY SECTIONS, 1901 to date. Data on weather conditions in various sections of United States. (Occasionally, official.) 12 x 12 vols., 2 ft., on shelves in wooden cabinet. R. 427. (422)

753. REGULATIONS, n.d. Department functions, rules and regulations. (Occasionally, official.) 8 x 10 vols., 2 in., kept on desk. R. 427. (423)

754. CLIMATOLOGICAL DATA FOR UNITED STATES, n.d. Summary report of weather conditions throughout the country. 8 x 10 vols. (54) in wooden cabinet. R. 427. (425)

755. PUBLICATIONS IN LIBRARY, 1910 to date. A record of libraries throughout the district to which weather maps are sent. (Frequently, official.) 10 x 12 sheets, 6 in., wooden drawer in filing case. R. 427. (426)