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no. 41

UNIVERSITY OF KENTUCKY



INVENTORY OF
FEDERAL ARCHIVES
IN THE STATES

SERIES X.

THE DEPARTMENT OF COMMERCE

NO. 41.

TENNESSEE

LIBRARY
UNIVERSITY of KENTUCKY

SURVEY OF FEDERAL ARCHIVES
WORK PROJECTS ADMINISTRATION
DIVISION OF PROFESSIONAL AND SERVICE PROJECTS
NEW ORLEANS, LOUISIANA

INVENTORY OF FEDERAL ARCHIVES IN THE STATES

Prepared by

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

The National Archives
and
Louisiana State University
Cooperating Sponsors

SERIES X.

THE DEPARTMENT OF COMMERCE

NO. 41.

TENNESSEE

New Orleans, Louisiana
The Survey of Federal Archives
1940

ESTABLISHED BY THE ARCHIVES ACT OF 1934

The Survey of Federal Archives

Philip M. Hamer, National Director
Stanley C. Arthur, Regional Director

Division of Professional and Service Projects
Work Projects Administration

The National Archives
and
Records Administration
Cooperating Agency

Division of Professional and Service Projects

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ESTABLISHED BY THE ARCHIVES ACT OF 1934

NO. 11

1934

WORK PROJECTS ADMINISTRATION

F. C. Harrington, Commissioner
Harry S. Berry, State Administrator

The National Archives
and Records Administration

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.

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

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

In Tennessee the work of the Survey was under the direction of Judge Samuel C. Williams with Mr. Lowe Watkins, who later succeeded him as director, as his assistant. In May 1937, Tennessee was added to the region under the direction of Mr. Stanley C. Arthur of New Orleans, La., with Mr. John S. Luton as state supervisor. This Inventory of the records of the Department of Commerce in Tennessee was prepared in the New Orleans office of the Survey under the direction of Mrs. Norris Fazekas, editor-in-chief and supervisor, and was edited before final typing by Miss Elizabeth Edwards of the Washington office.

New Orleans, Louisiana
January, 1940

Stanley C. Arthur, Supervisor in Charge
of the Inventory of Federal Archives in
Tennessee, Louisiana, Mississippi,
Arkansas, and Alabama

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BUREAU OF AIR COMMERCE

JACKSON

AIR NAVIGATION DIVISION
AIRWAY MECHANICIAN
Federal Bldg.

This office was established about 1930 at its present location. All records have been retained.

1. MISCELLANEOUS PROPERTY RECORDS, 1933 - 1936. Property cost accounting, requisitions for supplies, property cost accounting requisitions, and outgoing invoices. See addenda for additional subjects. (Frequently, official.) 8 1/2 x 12 folders, 2 ft., in drawer of filing case. Basement. (271)
2. CORRESPONDENCE AND COPIES OF REPORTS, 1934 - 1936. Correspondence between mechanician, district office and caretakers; reports covering notices to airmen, 2d A. N. district; criticisms, complaints, suggestions; and weekly notices to airmen. See addenda for additional subjects. (Daily, official.) 8 1/2 x 12 folders, 2 ft., in drawer of filing case. Basement. (270)
3. PROPERTY AND COST ACCOUNTING SYSTEM INSPECTION RECORD, 1934 to date. Form SB-146 shows district number, sector, name of mechanician, by whom inspection made, date, and remarks covering stock and personnel. (Semiannually, official.) 8 x 15 sheet in property binder. Basement. (267)
4. PROPERTY BINDER CARDS, 1936. Covering beacon parts, control equipment, electrical supplies, engine generator, fuel and lubricants, glassware, hardware, lamps, miscellaneous, electric motor parts, paint and painting supplies, and truck supplies. (Frequently, official.) 4 1/2 x 7 1/2 loose-leaf book, 1 ft. 6 in., in property binder steel case. Basement. (268)
5. DEAD DRAWINGS, n. d. Truck reports, gas and oil reports, memoranda, invoices, correspondence, purchase orders, general reports, weekly reports, charts and diagrams of beacons, and property binder cards. (Seldom, official.) 3 1/2 x 6 vol., 4 1/2 x 7 1/2 cards, and 8 1/2 x 12 folders and envelopes, 2 ft., in drawer of filing case. Basement. (269)

BUREAU OF FISHERIESERWINPROPAGATION OF FOOD FISHES DIVISION
FISH-CULTURAL STATION

Hatchery Bldg., 2 1/2 miles N. of Erwin, Tenn.

This unit was established in 1897 at its present location. Useless papers are destroyed after five years in accordance with regulations governing their disposal. Monthly and annual reports are sent to Washington.

6. MONTHLY STATEMENT OF EXPENDITURES, July 5, 1897 - June 30, 1931 (1900 - 1907 missing). Covering first cost of construction of fishery, showing material, from whom purchased, price, and labor employed. (Rarely, official.) 12 x 18 vol., 3 in., on floor. Dirty. Attic. (4)

7. STOCK LEDGERS OF PROPERTY, 1898 - 1917. (Never.) 12 x 15 vols. (23), 6 in., on floor. Dirty. Attic. (3)

8. RECORD OF AIR AND WATER TEMPERATURES, Oct. 1899 - Dec. 1917. Barometer and thermometer readings to determine temperature of water in order that minnows might be placed in rearing ponds at correct time. (Never.) 8 x 14 loose-leaf book, 3 in., on floor. Dirty. Attic. (5)

9. CIRCULAR ORDERS, 1927 to date. Orders sent to fisheries in general and correspondence and requisitions. (Daily, official.) 8 x 12 sheets, 6 in., in drawer of filing case. Office of Superintendent. (2)

10. GENERAL CORRESPONDENCE, 1929 - 1936. Correspondence, vouchers, contracts, and telegrams. No apparent filing order. (Daily, official.) 12 x 12 sheets, 2 ft. 6 in., in 14 pasteboard transfer cases. Office of Superintendent. (1)

FLINTVILLEPROPAGATION OF FOOD FISHES DIVISION
FISH-CULTURAL STATION

(not surveyed)

BUREAU OF FOREIGN AND DOMESTIC COMMERCE

MEMPHIS

DISTRICT OFFICE DIVISION
DISTRICT MANAGER

Federal Bldg., Front St. and Madison Ave.

This office was established July 1, 1926. It was housed at 79 Monroe Avenue from 1926 to 1928; in the Chisca Hotel from October 1928 to 1932, at which time it moved to its present location. Useless papers are retained pending instructions from Washington either to forward or destroy. Otherwise no records have been lost, destroyed, or sent to Washington.

11. CORRESPONDENCE AND RECORDS OF OFFICE OF FOREIGN AND DOMESTIC COMMERCE, 1926 - 1932. Relative to trade opportunities, foreign exchange rates, and other subjects under this department. (Rarely, official.) 9 x 15 folders, 12 ft., in wooden and pasteboard boxes. Damaged by careless handling, dirty. S. Attic, Annex. (294)

12. GENERAL CORRESPONDENCE, 1926 - 1936. From departments of foreign service, relative to foreign tariffs, forest products, leather, rubber, textiles, and machinery and agricultural implements. Arranged alphabetically. (Frequently, official.) 8 x 12 folders, 8 ft. 2 in., in 12 drawers of filing cases. R. 229. (295)

BUREAU OF MARINE INSPECTION AND NAVIGATION

MEMPHIS

INSPECTION SERVICE
LOCAL INSPECTOR OF HULLS AND BOILERS
Federal Bldg., Front St. and Madison Ave.

This office was established in 1852 at its present address. Certain records are destroyed every ten years in accordance with regulations governing their disposal. No records have been lost or sent to Washington.

13. INDEX OF LICENSES ISSUED, 1870 - 1910. Covering issuance to masters, mates, pilots, and engineers, showing date of license, name, number of license, number of renewal, number of old records, name of boat on which employed at date of last license, and route for which license is issued. Indexed. (Rarely, official.) 8 3/4 x 14 1/2 vols. (8), 1 ft. 2 in., on wooden shelf, in combination book, and in filing case. Damaged by careless handling, torn, bindings broken, ink faded. R. 320. (335)

14. MISCELLANEOUS FILES, 1899 - 1936. Office records, circular letters, correspondence, expense accounts, requisitions, charges against pilots, and collisions of steamers. 5 x 8 card index. (Daily, official.) 9 x 12 envelopes, 17 ft. 6 in., in 8 drawers of 2 wooden filing cases and in 6 drawers of card cabinets. Dirty. R. 322. (337)

15. LICENSE FILES, 1905 - 1936. Records showing name, type of license issued, and file number; correspondence regarding lost license, affidavit as to loss of license, expired licenses, application and certificate of visual examination and for color blindness, application for extension of route, and raise of grade of license for operators, masters, mates, pilots, and engineers. 3 x 5 card index. (Frequently, official.) 9 x 12 envelopes, 26 ft., in 9 drawers of wooden and 8 drawers of steel filing cases and in 4 drawers of wooden card cabinet. R. 324. (338)

16. REPORTS OF ANNUAL INSPECTION OF STEAM VESSELS, 1906 - 1928. With special reports on hulls and boilers. (Seldom, official.) 7 1/2 x 13 and 9 x 10 vol., envelopes, and bundle, 7 ft. 5 in., on floor. Damaged by careless handling, brittle, N. Attic. (333)

17. LICENSE STUBS, 1911 - 1936. Covering licenses issued to operators of motor and steam vessels, masters, mates, first and second class

pilots, chief engineers and assistant engineers, showing serial number, to whom issued, finger-prints, name of vessel, route, and for what term. 3 x 5 card index in R. 324. (Frequently, official.) 4 1/2 x 9 vols. (24), 2 ft., on wooden shelf, in combination book, and in filing case. Damaged by careless handling, torn, bindings broken, ink faded. R. 320. (334)

18. VESSEL FILE AND GOVERNMENT VESSEL FILES, 1924 - 1936. Certificates of inspection, letters, reports of chief engineer, temporary certificates of inspection, applications for inspection of vessel, annual inspection book, inspections of hull and equipment, and blue-prints. 3 x 5 card index. (Frequently, official.) 9 x 12 envelopes, 19 ft. 6 in., in 8 drawers of steel and 2 drawers of wooden filing cases and in 4 drawers of wooden card cabinet. Damaged by careless handling, dirty. R. 320. (336)

NASHVILLE

INSPECTION SERVICE

LOCAL INSPECTOR OF HULLS AND BOILERS

Stahlman Bldg., Third Ave. and Union St.

The date of establishment of this office is unknown to its present personnel. It was under the supervision of the Treasury Department until 1909 when it was taken over by the Department of Commerce and Labor, where it remained until 1913, when it was placed under the Department of Commerce. The office was housed in the Custom House from an unknown date of 1910. Information as to other buildings it has occupied or the date it moved to its present location is not available. Useless papers are destroyed upon proper authority in accordance with regulations governing their disposal. All other records have been retained.

19. GENERAL INDEX CARDS, 1909 - 1936. (Frequently, official.) 3 x 5 cards, 24 ft., in 24 drawers of wooden card cabinet. R. 1025. (1363)

20. EXAMINATION FOR PILOT LICENSE, Feb. 1909 - 1911. Examination papers and application papers. Arranged numerically. Index. (Frequently, official.) 8 1/2 x 13 sheets, 2 ft., in 3 drawers of transfer case. Dirty. R. 1025. (1671)

21. CIRCULAR LETTERS, Nov. 1, 1909 - Aug. 3, 1936. Instructions from Washington. (Frequently, official.) 8 1/2 x 11 vols., 2 ft., in 6 transfer cases and on 5 shelves of wooden cabinets. R. 1025. (1667)

22. EXPENSE ACCOUNTS, Jan. 1910 - July 1936. Form 819, information regarding itemized account of traveling expenses of inspector. (Frequently, official.) 8 1/2 x 11 folders, 1 ft., in wooden transfer case and in 3 drawers of wooden cabinet. Dirty. R. 1025. (1672)

23. GENERAL CORRESPONDENCE AND MISCELLANEOUS FILE, Dec. 1910 - July 1934. Pertaining to steamboat inspection department; reports, receipts, and letters of acknowledgment in reference to inquiries; instructions, general and miscellaneous correspondence not relative to licensed men or steam vessels, and mimeographed forms and tabulations. Arranged numerically. (Frequently, official.) 10 x 14 folders, 15 ft. 8 in., on 6 wooden shelves. Dirty. R. 1025. (1697)
24. LICENSE FILES, Dec. 1910 - Sept. 1934. Bureau of Inspection Form 954 and Form 892; correspondence, reports, and license forms; records pertaining to applications for renewal of pilots' and engineers' licenses, and issuance of same; and correspondence pertaining to some special records of licensed steamboat men. Arranged numerically. Index. (Frequently, official.) 10 x 14 envelopes, 27 ft. 8 in., on 5 wooden shelves. Dirty. R. 1025. (1668)
25. INDEX CARD RECORD OF LOST OR STOLEN LICENSE, 1911 to date. Shows name and address, city where license was issued, date issued, and number. Arranged numerically. (Daily, official.) 3 x 5 cards, 5 in., in drawer of wooden card cabinet. R. 1025. (2560)
26. VESSELS' FILES, Mar. 8, 1912 - Dec. 6, 1935. Forms 841, 953, 8921, 911, 949, 912, 840A, and 840B, reports of inspection of boilers and hulls, and information regarding annual inspection of steamboats and motorboats; and other records pertaining to inspections and special examinations covering dry dock examination of vessels and marine boilers. Arranged numerically. (Frequently, official.) 12 x 20 envelopes, 48 ft. 8 in., on 5 wooden shelves. Dirty. R. 1025. (1669)
27. CORRESPONDENCE AND RECORDS OF FUSIBLE PLUGS REJECTED, Oct. 1915 - Dec. 1935. Mimeographed rejection letters pertaining to fusible plugs for use in steamboats, with time letters. (Frequently, official.) 8 1/2 x 11 vols., 4 in., on wooden shelves and in transfer files. R. 1025. (1670)
28. MONTHLY REPORT OF ABSENCE, Jan. 1916 - Dec. 1935. Form 921-A, pertaining to report of absence of inspectors and clerks for sickness, vacation, or other reasons. (Frequently, official.) 8 1/2 x 11 sheets, 3 in., in drawer of wooden transfer case and in wooden cabinet. R. 1025. (1673)
29. RECORDS OF LOST OR STOLEN LICENSES, Jan. 22, 1918 - Dec. 18, 1931. Circular letters regarding lost and stolen licenses. Index. (Frequently, official.) 8 1/2 x 11 vols., 8 in., in 2 transfer cases and on shelves of wooden cabinet. R. 1025. (1666)
30. BLUEPRINTS, Feb. 17, 1928 - June 12, 1936. Covering safety valves, boilers, generators, hydrolators, gauges, life boats, and preservers for vessels and boilers. (Frequently, official.) 10 x 14 sheets, 1 ft. 8 in., in 5 transfer cases and on 5 wooden shelves of cabinet. R. 1025. (1665)

