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INVENTORY OF
FEDERAL ARCHIVES
IN THE STATES

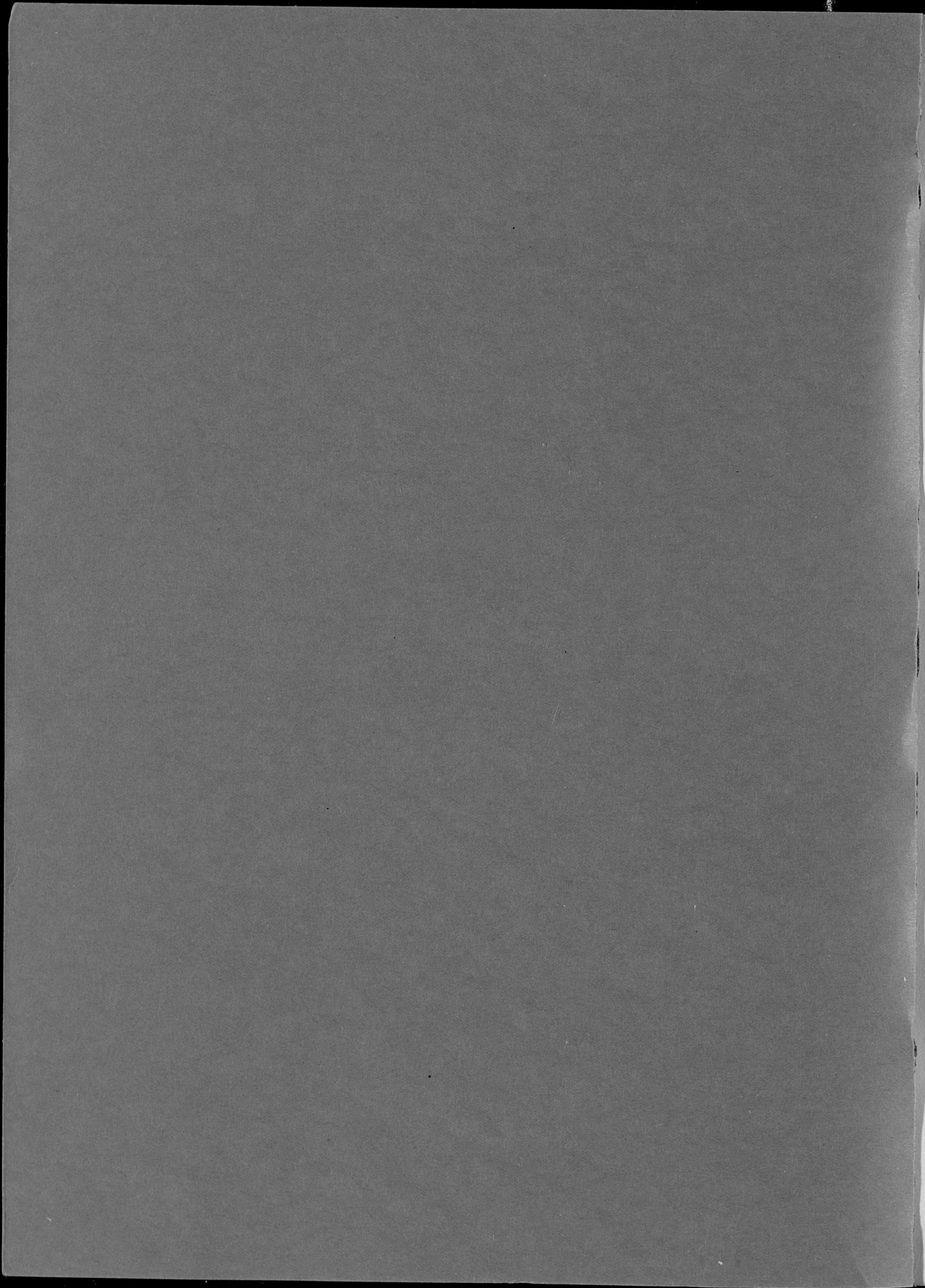


SERIES XV
WORKS PROGRESS ADMINISTRATION
NO. 17.
LOUISIANA

GOVERNMENT PUBLICATIONS

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SURVEY OF FEDERAL ARCHIVES
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DIVISION OF COMMUNITY SERVICE PROGRAMS
NEW ORLEANS, LOUISIANA



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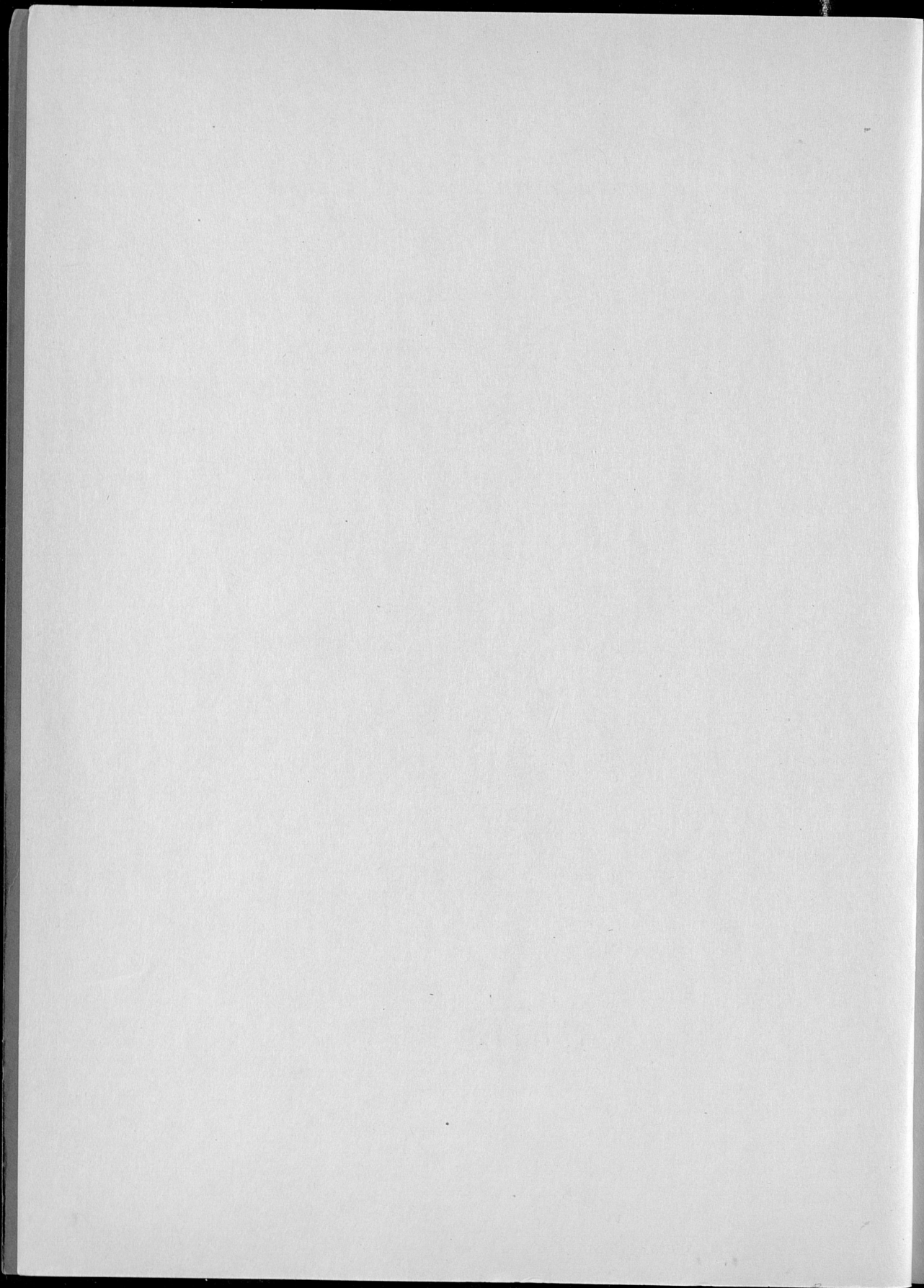
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WASHINGTON, D. C.



INVENTORY OF FEDERAL ARCHIVES IN THE STATES

Prepared by

The Survey of Federal Archives
Division of Community Service Programs
Work Projects Administration

The National Archives
and
Louisiana State University
Cooperating Sponsors

SERIES XV. THE WORKS PROGRESS ADMINISTRATION
NO. 17. LOUISIANA

New Orleans, Louisiana
The Survey of Federal Archives
1941

STATE OF MISSISSIPPI DEPARTMENT OF ARCHIVES

The Survey of Federal Archives

Philip M. Hamer, National Director
Stanley C. Arthur, State Supervisor

The Survey of Federal Archives
Division of Community Service Programs
State Department of Archives

The National Archives
and
Louisiana State University

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DIVISION OF COMMUNITY SERVICE PROGRAMS

WORK PROJECTS ADMINISTRATION

Howard O. Hunter, Commissioner
James H. Crutcher, State Administrator

New Orleans, Louisiana
The Survey of Federal Archives
1941

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PREFACE

The Inventory of Federal Archives in the States is one of the products of the work of the Survey of Federal Archives, which operated as a nation-wide project of the Works Progress Administration from January 1, 1936 to June 30, 1937, and has been continued in Louisiana since that date as a state project of that Administration and of the Work Projects Administration, with Louisiana State University as its local sponsor.

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 588A 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 Louisiana the work of the Survey has been under the direction of Mr. Stanley C. Arthur since its inception. This Inventory of the records of the Works Progress Administration in Louisiana was prepared in the New Orleans office of the Survey under the direction of Mrs. Norris B. Fazekas, editor-in-chief and assistant state supervisor.

New Orleans, Louisiana
June 30, 1941

Stanley C. Arthur
State Supervisor
Survey of Federal Archives
in Louisiana

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THE WORKS PROGRESS ADMINISTRATIONALEXANDRIAOFFICE OF DISTRICT DIRECTOR (DISTRICT 8)
Old Post Office Building

This district office was established August 15, 1935, although it had been in existence under different titles and organizations since 1932. It has maintained quarters in its present location since its inception. The district director is responsible for the administration of all activities in his district, with the exception of state projects, which are administered by the state office, and federal projects, which are administered by representatives from the Washington office.

The district organization parallels that of the state office with a supervisor in charge of each division, and he is directly responsible to the district director for the efficient operation of his division.

Some of the records of the office are dated prior to the establishment date. These records originated with one of the earlier agencies whose duties were taken over by this office. Early records not in use by the office were shipped to New Orleans for storage. All records of the present office are complete. Statistical reports are sent to the area office, Dallas, Texas.

District Director's Office

1. FERA APPLICATIONS, May 1934 to date. Classified according to work. Filed alphabetically by parish. 3 x 5 card index, 11 ft. 2 in. (Rarely, official.) 8 x 10 1/2 folders, 9 ft. 4 in., in 6 drawers of steel filing cases. R. 101. (333, 335)
2. FERA GENERAL CORRESPONDENCE, May 1935 to date. With instructions from operations, procurement, women's and professional, and recreational divisions, and NYA. Filed numerically. (Daily, official.) 8 x 10 1/2 folders, 2 ft. 4 in., in 2 drawers of filing case. R. 101. (336)
3. PROJECT RECORDS, Sept. 1935 to date. For projects applied for, in progress and completed, with estimated costs, allotments, and receiving and inspection reports. Filed numerically. (Daily, official.) 8 x 10 1/2 folders, 3 ft. 2 in., in 2 drawers of steel filing case. R. 101. (334)
4. NARRATIVE REPORTS, Mar. 1936 to date. History of work accomplished during month. (Daily, official.) 8 x 10 1/2 folders, 1 ft. 3 in., in drawer of filing case. R. 101 (332)

Division of Employment

5. URC MISCELLANEOUS FILES, Dec. 31, 1932 - 1934. Pamphlets, mimeographed sheets, URC and CWA bulletins, Blue Books 1 and 2, list of exceptions, authorizations and pay rolls, weekly report of personnel,

budget letters, commodity distribution and CCC folders. Filed by parish. (Inactive file, never.) 8 1/2 x 11 folders, 2 ft., in drawer of pasteboard filing case. R. 6-C. (374)

6. URC BULLETINS, Jan. 1, 1933 to date. Instructions to supervisors of projects relative to pay rolls, travel, periods, specific responsibilities, relations, complaints, and adjustments. (Frequently, official.) 8 1/2 x 11 vols. (7), 1 ft., in drawer of filing case. R. 6-C. (377)

7. URC GENERAL CORRESPONDENCE, Jan. 1, 1933 to date. Copies of complaints and adjustments; ERA Form 111, showing name, parish, and address; ERA Form 111-A, summary of case; and copies of clients' letters and disposition of case. Filed numerically 1-1740. (Daily, official.) 8 1/2 x 11 folders, 7 ft. 4 in., in 3 drawers of pasteboard filing case. R. 6-C. (323)

8. URC CLIENTS' RECORD CARDS, Feb. 2, 1933 to date. Showing name, address, dates, number of complaint, and petition for adjustment of compensation for clients on relief. Filed alphabetically by parish. (Daily, official.) 3 x 5 cards, 1 ft. 6 in., in 2 pasteboard card cabinets. R. 6-C. (376)

9. URC STATISTICAL REPORTS, AND CLASSIFICATION AND PROGRESS SHEETS, Feb. 4, 1933 to date. Form 81, statistical report, giving case-load approved, with instructions; Form Staff 82; progress relief sheets; levels of relief; expenses per count and totals; amount per capita of population including AR project payments; originals to state statistician (duplicates). (Weekly, official.) 8 1/2 x 11 folders and 1/4 x 17 bundle, 2 ft., in drawer of wooden filing case. R. 6-C. (371)

10. ERA APPROVAL OF RURAL REHABILITATION EMERGENCY RELIEF ADMINISTRATION, Nov. 4, 1933. Form 10-RR, instructions, showing unit, amount estimated, and amount approved after requisition has been made for maintenance; adult education instructions on cases, certified and pending for employment, from headquarters' office (duplicates). Filed by parish. (Frequently, official.) 8 1/2 x 11 folders, 2 ft. 1 in., in drawer of pasteboard filing case. R. 6-C. (373)

11. ERA PERSONNEL CORRESPONDENCE, Dec. 26, 1934 - Oct. 29, 1935. With authorization from headquarters concerning employment under jurisdiction of district supervisor and district administrator. (Never.) 8 1/2 x 11 folders, 1 ft. 3 in., in drawer of wooden filing case. R. 6-C. (375)

12. ERA NARRATIVE PARISH UNIT REPORT AND BOARD MEETING MINUTES, Jan. 1, 1935 (fiscal). Narrative report of welfare work in each parish, working instructions, and institution of commodities; Forms 785 and 786, distribution of commodities. Filed chronologically. (Yearly, official.) 8 x 15 vols. (3), folders, and covers, 6 in., in drawer of wooden filing case. R. 6-C. (370)

13. FERA COMMODITY DISTRIBUTION AND EXPENSES, Apr. 1, 1935 to date. Form 4, revised, storekeeper's report; Form 105-A, receipt and issue, commodities distribution, inventories, and receipt balances; Form CD-4, warehouse distribution; Form 128, expense report; and Form 5, parish

notice of arrival of goods. (Daily, official.) 8 1/2 x 11 and 11 x 28 folders, 2 ft., in drawer of wooden filing case. R. 6-C. (368)

14. FERA GENERAL CORRESPONDENCE AND CCC ENROLLMENTS, Apr. 8, 1935 to date. From headquarters, state and parish officials relative to personnel, transportation insurance facilities, social service, community contacts, complaints, special problems, and adult education. Filed by parish. (Daily, official.) 8 1/2 x 11 folders, 4 ft., in 2 drawers of wooden filing case. R. 6-C. (366)

15. FERA PRINTING BIDS, ACTIVITIES OF WELFARE UNIT, AND ANALYSIS SHEETS, Aug. 1, 1935 - Aug. 1, 1936. Bids submitted for printing, Christmas welfare unit, analysis sheets relative to case-load, certifications, approvals of relief required and received, and cases pending. Filed chronologically by parish. (Weekly, official.) 8 1/2 x 11 folders, 10 in., in drawer of wooden filing case. R. 6-C. (369)

16. BUREAU OF PUBLIC HIGHWAY PROJECT FOLDERS, Aug. 1, 1935 to date. Copies of requisitions, assignments with correspondence, relief and non-relief workers with case and workers' numbers, house wage, projects, on roadwork, and waivers to replace non-relief projects. Filed chronologically. (Frequently, official.) 8 1/2 x 11 folders, 6 in., in desk drawer. R. 6-A. (359)

17. INDIVIDUAL FILES ON RELIEF CLIENTS, Aug. 1, 1935 to date. Certifications, work assignments on projects, and brief resume of social service work for active and closed cases (duplicates). Filed alphabetically by parish. (Daily, official.) 4 x 6 and 5 x 9 folders, 14 ft., in 8 open wooden boxes. R. 6-A. (360)

18. INSTRUCTION BULLETINS, Aug. 1, 1935 to date. Mimeographed bulletins of instructions relative to relief employment and non-relief workers on projects. (Frequently, official.) 8 1/2 x 11 sheets, 8 in., in 2 Shannon files. R. 6-A. (356)

19. LABOR ASSIGNMENT CARDS, Aug. 1, 1935 to date. Form 402, assignment; Form 403, removal; Form 404, change in status, showing classification, date, code number, name, address, and occupation. Filed alphabetically by parish. (Daily, official.) 4 x 6 cards, 3 ft. 6 in., in 7 pasteboard card cabinets. R. 6-B. (363)

20. MISCELLANEOUS CORRESPONDENCE, Aug. 1, 1935 to date. Relative to complaints of laborers and transmittal letters relative to removal or transfer of workers on project. Filed alphabetically. (Daily, official.) 8 1/2 x 11 folders, 8 in., in drawer of filing case. R. 6-A. (358)

21. OCCUPATIONAL CLASSIFICATION CARDS, Aug. 1, 1935 to date. Form 144-A, showing name of client, address, date, code and occupational numbers, reference, type of industry, and operating experience. Filed by parish. (Daily, official.) 5 x 7 cards, 23 ft. 4 in., in open wooden boxes. R. 6-B. (365)

22. OCCUPATIONAL DIVISIONS, Aug. 1, 1935 to date. Form 144, 12 divisions of occupational classification records, showing name, address,

case number, district, total persons on relief, education, private work record, and date. Filed alphabetically by parish. (Daily, official.) 9 x 12 cards, 10 ft., in open wooden boxes. R. 6-B. (364)

23. RECORD OF ASSIGNMENTS, INCOMPLETE, Aug. 1, 1935 to date. Form 401, requisition for laborers; and Form 402-A, showing description of project, occupational title, hours required, date, place to report, case and identification numbers, and security wage. Filed by parish and project. (Daily, official.) 8 x 10 1/2 forms, 3 ft. 10 in., in two open wooden boxes. R. 6-B. (362)

24. RECORDS AND PURCHASE ORDERS, Aug. 1, 1935 to date. Form 7-A, record of property, with instruction letters from state headquarters relative to supervision of projects, transfers, purchase orders, and instructions to state engineers. Filed alphabetically. (Frequently, official.) 8 1/2 x 11 folders, 1 ft., in desk drawer. R. 6-A. (357)

25. REQUISITION AND REGISTRATION SHEETS, Aug. 1, 1935 to date. Completed record of assignments; Form 401, requisition; Form 402-A, registration sheet, showing description of project, occupational title, hours, date, location, case and identification numbers, and security wages. Filed by parish and project. (Never.) 8 x 10 1/2 folders, 3 ft. 10 in., in two drawers of wooden filing case. R. 6-B. (361)

26. WORKERS' TRANSFER CARDS, Aug. 1, 1935 to date. Showing case and identification numbers of persons to be transferred from relief to nonrelief projects or vice versa. (Daily, official.) 4 x 6 cards, 10 1/2 in., in transfer cases on desk. R. 6-A. (355)

27. REPORTS, ORDERS, AND TRANSFERS, Aug. 15, 1935 to date. Form 8-A, receiving and inspecting; Form A-7, purchase order, showing requisition, project, allotment number, estimated cost, and totals; and WPA Form L-5, employment division transfer. Filed chronologically. (Frequently, official.) 8 1/2 x 11 folders, 1 ft., in drawer of wooden filing case. R. 6-C. (367)

28. LABOR REPORTS, Nov. 9, 1935 to date. Form L-3, weekly labor report, showing name, address, number of workers assigned by color and sex to WPA local, federal, non-WPA, and NYA projects, eligible cases awaiting assignment, and unassignable cases. Filed chronologically. (Weekly, official.) 8 1/2 x 11 folders, 9 1/2 in., in drawer of wooden filing case. R. 6-A. (354)

29. FERA ADMINISTRATIVE AND EXECUTIVE ORDERS FOR CCC TRAVEL ORDER, Jan. 1, 1936. Changes of CCC members' location, and enrollment by FERA, with correspondence relative to social service; Forms 144, 600, and 601, collaborating with engineer's office, and replacement assignments; Form 201-A, travel orders; and lists of names issued. Filed by parish. (Daily, official.) 8 1/2 x 11 sheets, 1 ft. 10 in., in drawer of wooden filing case. R. 6-C. (372)

30. DAILY RECORD OF INTERVIEWS, Oct. 13, 1936 to date. Card record of interviews with clients, relative to complaints and adjustments, giving brief summary of information obtained from each applicant, name, address, and parish. Filed alphabetically. (Daily, official.) 3 x 5 cards, 2 in., in wooden card cabinet on desk. R. 6-C. (378)

Division of Finance and Statistics

31. ADMINISTRATION EXPENSE RECORD, July 1935 to date. WPA Form 705, complete record of each project, including pay rolls and materials used. Filed numerically. (Daily, official.) 14 x 16 vols. (2), 4 in., on desk. R. 4. (342)
32. COMPENSATION CLAIMS, Oct. 1935 to date. WPA Form CA-1, notice of injury, claim for compensation and medical treatment; Form CA-2, supervisor's official report on injury; Form CA-16, request for medical treatment; Form CA-17, request for medical examination; copies sent to state office (originals). Filed numerically. 3 x 6 card index, 2 ft. 7 in. (Daily, official.) 8 x 10 1/2 folders, 3 ft. 3 in., in two drawers of wooden filing case. R. 4. (347, 348)
33. GENERAL CORRESPONDENCE, Oct. 1935 to date. Bulletins of instructions from headquarters and letters concerning compensation claims. Filed chronologically. (Daily, official.) 8 x 10 1/2 folders, 2 ft., in two drawers of wooden filing case. R. 4. (349)
34. GENERAL FILE, Oct. 1935 to date. Requisitions, purchase orders, paid vouchers, personnel file, and correspondence with various parishes and headquarters. Filed numerically. (Daily, official.) 8 x 10 1/2 folders, 3 ft., in two drawers of filing case. R. 4. (344)
35. GENERAL LEDGER, Oct. 1935 to date. Control of all appropriations for projects. Posted daily. (Daily, official.) 9 x 12 vol., 2 in., in two-drawer wooden filing case. R. 4. (350)
36. JOURNAL OF EXPENSES, Oct. 1935 to date. Record of encumbrances and liquidation of funds which have been allocated to different appropriations. Posted daily. (Daily, official.) 12 x 16 vol., 2 in., on desk. R. 4. (351)
37. PERSONAL SERVICE PAY ROLL SHEETS, Oct. 1935 to date. Showing work project number, type of work, disbursing office, name of employee, and classification of work. Filed numerically. (Daily, official.) Folders, 3 ft., in drawer of wooden filing case. R. 4. (345)
38. RE-ASSIGNMENT SLIPS, Oct. 1935 to date. Showing name and address of employee, identification and case numbers, and relief district. Filed numerically. (Daily, official.) 3 x 5 slips, 12 ft. 9 in., in 12 wooden boxes. R. 4. (343)
39. RECORD OF FURNITURE AND FIXTURES, Oct. 1935 to date. Showing name of parish, article, and serial number. Filed numerically. (Daily, official.) 3 x 5 cards, 3 ft., in two drawers of wooden card cabinet. R. 4. (341)
40. SCHEDULE OF DISBURSEMENTS, Oct. 1935 to date. Standard Form 1064, showing disbursing office, voucher number, and appropriations. Filed numerically. (Daily, official.) 8 x 10 1/2 sheets, 1 ft. 4 in., in drawer of filing case. R. 4. (346)

41. TOOL EQUIPMENT RECORD, Oct. 1935 to date. Showing project number, location, date, and number of tools sent out to project supervisors. Filed numerically by project number. (Daily, official.) 3 x 5 cards, 3 ft. 6 in., in three drawers of wooden card cabinet. R. 4. (338)
42. GENERAL FILE, Nov. 1935 to date. Copies of reports to headquarters, inventory on property and supplies; and WPA Form 712, control master card. (Daily, official.) 8 x 10 1/2 folders, 2 ft. 1 in., in two drawers of wooden filing case. R. 4. (337)
43. MATERIAL INVENTORY RECORD, Nov. 1935 to date. WPA Form 721, requisition and receipt issued. Filed numerically. (Daily, official.) 8 x 10 1/2 sheets, 3 ft. 1 in., in two drawers of wooden filing case. R. 4. (339)
44. PERSONNEL RECORDS, Nov. 1935 to date. Showing name and address of worker, project number, serial number, and time record. Filed alphabetically. (Daily, official.) 6 x 8 cards, 1 in., in drawer of card cabinet. R. 4. (352)
45. TRANSFER RECEIPTS, Nov. 1935 to date. WPA Form 713, requisition on inventory; Form 114, return of tools and equipment to inventory or transfer between projects, parishes, or districts; Form 715, report of moving of tools or equipment; Form 716, recommendation for disposition of tools; Form 720, weekly material report. (Daily, official.) 8 x 10 1/2 folders, 2 ft. 4 in., in two drawers of wooden filing case. R. 4. (340)
46. DISTRICT AREA TIMEKEEPERS' REPORTS, Feb. 22, 1936 to date. Showing receipts for gasoline, daily automobile travel, detail of travel, and expenses. (Daily, official.) 8 1/2 x 11 folders, 1 ft. 3 in., on desk. R. 4. (353)

Division of Operations

47. ERA DEAD FILE, Apr. 1933 - Oct. 1, 1935. Miscellaneous correspondence on ERA and FERA projects, vouchers, and requisitions for supplies. Filed numerically. (Rarely, official.) 8 x 10 1/2 folders, 5 ft. 5 in., in four drawers of wooden filing case. R. 3-B. (274)
48. ERA GENERAL FILE, May 1934 - Apr. 8, 1935. Accident reports, time sheets, requisitions for office supplies, parish wage rates, reports on sewing projects, and acceptance of completed projects. Filed numerically. (Rarely, official.) 8 x 10 1/2 folders, 4 ft. 7 in., in four drawers of wooden filing case. R. 3-B. (272)
49. FERA BULLETINS OF INSTRUCTIONS AND NOTIFICATIONS OF APPROVALS, May 30, 1935 to date. Mimeographed bulletins from headquarters, showing instructions for operation of all departments and notifications of approval of projects by Washington. (Frequently, official.) 8 1/2 x 11 sheets, 1 ft. 4 in., in five Shannon files on wall. R. 1-B. (286)
50. FERA PERSONNEL FILE, ADDRESS BOOKS, AND STATUS REPORTS, July 1, 1935 to date. Form 18, authorization of employment; Form 18-B, change

of status; Form 18-A, employment release advice on cases; address book of department heads in state; and report of status of work projects. Filed chronologically. (Frequently, official.) 8 1/2 x 10 and 8 1/2 x 14 folders, 3 in., in drawer of wooden desk. R. 1-B. (287)

51. ANALYSIS SHEETS AND REPORTS, Aug. 22, 1935 - Mar. 13, 1936. Project costs with relating correspondence, and estimates of administrative expense, regional, and personnel. Filed chronologically. (Never.) 8 1/2 x 10 and 12 x 17 folders and sheets, 5 in., in drawer of paste-board file. R. 1-A. (288)

52. PRESIDENTIAL APPROVALS, Sept. 1935 to date. Showing location, allotment, project number, character of work, and correspondence. Filed numerically. (Daily, official.) 8 x 10 1/2 folders, 6 in., in drawer of wooden filing case. R. 3-B. (271)

53. APPROVED PROJECT REGISTER, Oct. 1, 1935 to date. Description of project, state of application number, and eight consolidated road projects, one for each parish. Filed chronologically. Indexed. (Daily, official.) 8 1/2 x 14 loose-leaf books (3), 1 1/2 in., on desk. R. 3-B. (281)

54. COMPLETED PROJECTS, Oct. 1, 1935 to date. WPA Form E-16, change of allotment; Form 306, project application; Form 303, schedule and analysis of labor; and letter of acceptance of projects. Filed numerically. (Occasionally, official.) 8 x 10 1/2 folders, 1 ft. 7 in., in drawer of wooden filing case. R. 3-B. (273)

55. CONSTRUCTION AND PROGRESS REPORTS, Oct. 1, 1935 to date. Semi-monthly reports; Form 711, showing OP number, WPA number, work symbol, date, items of work accomplished, description, quantity, total costs, working days, number of employees, percentage of completion, sponsors, and sponsors' progress number. Filed numerically. Indexed. (Semi-monthly, official.) 8 x 10 1/2 folders, 8 in., in drawer of wooden filing case. R. 3-B. (275)

56. GENERAL FILE, Oct. 1935 to date. Daily reports of auto travel, reports of women's work, memoranda from headquarters, administrative receiving and inspection reports from parishes, and correspondence to and from office. Filed numerically. (Daily, official.) 8 x 10 1/2 folders, 1 ft. 7 in., in drawer of wooden filing case. R. 3-B. (270)

57. PENDING PROJECTS, Oct. 1935 to date. Detailed information submitted to district office on projects awaiting presidential approval, and projects awaiting WPA numbers. Filed numerically. (Daily, official.) 8 x 10 1/2 folders, 1 ft. 7 in., in drawer of wooden filing case. R. 3-B. (269)

58. PROJECT PROPOSALS AND OPERATIONS SHEET, Oct. 1, 1935 to date. Form 300, project proposal; Form E-1-A, item description of operation, unit, quantity, man-hours, rate of labor, materials, and total costs; OP 64-65-72 and WP 8-113-47, parish project operation sheet; and description of farm-to-market, recreation, concrete culverts, transient shelter, sewer, agricultural building, roads, yard, and trees projects. Filed

chronologically and alphabetically by parish. Indexed. (Daily official.) 8 1/2 x 14 and 14 1/2 x 17 vols. (2), 2 in., on desk. R. 3-B. (283)

59. REPORTS AND PROGRESS SHEETS, Oct. 1, 1935 to date. Mimeographed Form E-77, progress sheet, notification to start project report, showing OP number, WPA number, date, number of months inaugurated, items, unit, quantity, estimates, cost to date, totals, expenditures, and rating of efficiency; and Form 37, report of all projects in operation during previous months. (Monthly, official.) 8 1/2 x 11 folders, 10 in., in drawer of wooden filing case. R. 3-B. (284)

60. REPORTS AND RECAPITULATION SHEETS, Oct. 1, 1935 to date. Form E-35, tabulated monthly parish recapitulation sheet for all construction projects, showing OP number, personnel, relief, nonrelief, rating, progress, expenditures, relief and nonrelief quota on construction with parish rating, and WPA and sponsors' totals to date. Filed chronologically. (Monthly, official.) 8 x 14 loose-leaf book, 1 in., on desk. R. 3-B. (282)

61. ANALYSIS PADS, Oct. 1, 1935 to date. Form 3006, showing OP number, and amount spent to date by sponsor and WPA; two OP and WP personnel assignments; mimeographed instructions for compiling Forms 34 and 35; Form 3007, showing OP and WP numbers, type, symbols, MH relief totals; amounts of relief and nonrelief; Form 3311, projects completed and discontinued, per cent of completion, and estimated costs. Filed by parish. (Daily, official.) Various sized vols. (5), 3 1/2 in., on wooden table. R. 3-B. (279)

62. STATE MEMORANDA AND DISTRICT MANUAL OF PROCEDURE, Oct. 31, 1935 to date. Instructions regarding operations from headquarters, from district to different parishes, and manual of procedure pertaining to organization of WPA with its various departments. Indexed. (Frequently, official.) 8 1/2 x 11 vols. (3), 3 in., in wooden desk drawer. R. 1-B. (285)

63. ACTIVE PROJECTS FILE, Nov. 1, 1935 to date. Form WPA-4, notification of approval of project; Form E-33, estimated costs; WPA Form 303, work schedule and analysis of labor; WPA Form 701, statement of project estimate detail; Form 301, project proposal, and WPA Form E-31, affidavit as to ownership of property. Filed numerically. (Daily, official.) 8 x 10 1/2 folders, 2 ft. 9 in., in two drawers of wooden filing case. R. 3-B. (268)

64. GENERAL CORRESPONDENCE AND REPORTS, Jan. 24, 1936 to date. Letters concerning operation of projects, recommendations on safety; application Form 34 (revised); supervision, and reports with instruction for operation; Form 77, notification for starting and stopping projects; Form 403, change of work status. (Daily, official.) 8 1/2 x 11 folders, 4 x 6 cards, and 11 x 17 forms, 1 ft. 7 in., in drawer of pasteboard filing case. R. 1-A. (289)

65. PROJECT INSPECTION REPORTS AND REQUISITIONS, Mar. 25 - Aug. 31, 1936. WPA Form 352, project safety inspection report, showing project name and number, location, date of inspection, condition found, and

recommendations; mimeographed inspection reports on projects; WPA Form 401, requisition for workers. Filed chronologically by parish. (Occasionally, official.) Various sized envelopes, cards, and sheets, 3 1/2 in., in pasteboard box. R. 1-A. (290)

66. MATERIAL REQUISITION REGISTER, Aug. 29, 1936 to date. Form 301, showing OP number, location, parish, item, requisition number, date, quantity, encumbered amount, when received, purchase order number, amount received, and inspection report; Form A-8, vendor; Form 33, acceptance; Form A-7, purchase order; Form A-6, requisition; original and copy to state office, copy to finance department and one to field engineers (duplicates). Filed alphabetically by parish. (Daily, official.) 8 1/2 x 14 folders and sheets, 2 1/2 in., in two Shannon files on desk. R. 3-B. (280)

67. PHYSICAL PROGRESS REPORTS AND PAY ROLLS, Sept. 1, 1936 to date. Forms 8-43, 1002, 1005, 1034, and 1247, and mimeographed supplementary reports, with description, location, sponsor, OP 65-64-72, type of work symbol, pay roll period, and numbers of working days, men and supervisors; Form 502, pay roll. Filed by parish. Indexed. (Semi-monthly, official.) 8 1/2 x 11 folders, 2 ft. 2 in., in drawer of wooden filing case. R. 3-B. (276)

68. INVOICES AND SALES TICKETS, Oct. 9, 1936 to date. Invoice from vendor for purchases of gravel for Pineville blacktop project, showing project number, date of delivery, job number, driver, quantity, name of person receiving material, and street on which delivered. Filed chronologically. (Daily, official.) 4 x 6 sheets, 2 in., in desk drawer. R. 3-B. (277)

69. MIMEOGRAPHED FORMS, to date. WPA Form E-31, affidavit of ownership of property, analysis of man-year costs sheets, estimated and actual; Form E-29, request for change of project limitation; Form 1000-A, car record; Form LWPA-1, property location and transfer; check sheet for new projects; semimonthly progress reports; daily record of auto travel; Form E-40, revised, and Form E-39, original estimate of funds; daily attendance personnel record; Form E-35, parish recapitulation sheet; Form E-34, physical progress report; Form E-35, estimated cost of property items. (Frequently, official.) Various sized sheets, 1 ft. 3 in., in desk drawer. R. 3-B. (278)

Safety Department

70. ERA FOREMAN'S ACCIDENT REPORT, Apr. 1934 to date. Giving date of accident, worker's name and address, number of project, nature of work and injury, and cause of accident. Filed numerically. (Occasionally, official.) 5 x 7 loose-leaf books (7), 6 in., in drawer of wooden filing case. R. 3-A. (30)

71. ERA GENERAL FILE, Apr. 1934 to date. Monthly analysis of accidents; bulletins, requisitions for kits, receiving and inspection reports; WPA Form 352, daily safety inspection report; and correspondence. Filed numerically. (Daily, official.) 8 x 10 1/2 folders, 3 ft. 3 in., in two drawers of filing case. R. 3-A. (300)

72. INSPECTION RECORD CARD, Apr. 1935 - Oct. 1936. Showing project number, location, and date of inspection. Filed numerically. (Daily, official.) 3 x 5 cards, 9 in., in box on desk. R. 3-A. (299)

Division of Women's and Professional Projects

73. INDIVIDUAL PROJECTS, Apr. 1935 to date. WPA Form 711, semi-monthly physical progress report; and Form E-10, report of consolidated projects. Filed numerically by parishes. (Daily, official.) 8 x 10 1/2 folders, 1 ft. 10 in., in drawer of wooden filing case. R. 5. (328)

74. FERA NARRATIVE REPORTS, Apr. 1935 to date. Showing material sent in from various parish supervisors. Filed by subject matter. (Daily, official.) 8 x 10 1/2 folders, 1 ft. 4 in., in drawer of wooden filing case. R. 5. (327)

75. FERA REPORT OF PHYSICAL ACCOMPLISHMENT, May 1935 - 1936. WPA Form 709, showing location, operation, and history of progress of project to present date. Filed numerically. (Daily, official.) 12 x 17 1/2 sheets, 1/4 in., on desk. R. 5. (331)

76. GENERAL FILE, Feb. 1936 to date. Correspondence, project reports, analysis of survey of projects, inventories, study course outlines, safety division reports, police jury contributions, and narrative reports. (Never.) 8 x 10 1/2 folders, 1 ft. 9 in., in drawer of wooden filing case. R. 5. (330)

77. PERSONNEL RECORD, Feb. 1, 1936 to date. Showing name, address, relief status, and salary of worker. Filed alphabetically. (Daily, official.) 3 x 5 cards, 2 ft., in pasteboard box on desk. R. 5. (329)

78. WORKS SCHEDULE AND ALLOCATION CONTROL SHEET, May 1936 to date. Showing parish and project numbers, title, district number, date started, date completed, and history of project. Filed numerically. (Daily, official.) 14 x 16 vol., 1 in., on desk. R. 5. (326)

Commodity Distribution Division

79. COMMODITY DISTRIBUTION GUIDE, Dec. 1935. Showing plan of distribution, set-up, personnel, sources, allocations, quotas, allotments, receipts of commodities, inspections, adjustments, packing and wrapping, storing, distribution forms, and records and bulletins. (Daily, official.) 10 1/2 x 11 1/2 vol., 2 in., on desk. R. 5 1/2 (Bldg. B). (262)

80. MERCHANTS' COMMODITY LISTS, Jan. 1 - Feb. 29, 1936. Form CD-6, showing merchants' distribution, date of delivery, name of recipient, store, address, driver's license number, card number, and kind of commodity supplied by parish. (Daily, official.) 10 x 15 envelopes (2), 3 3/4 in., in open wooden box. R. 6 1/2 (Bldg. B). (263)

81. CORRESPONDENCE, Jan. 1, 1936 to date. Pertaining to food commodity distribution, social service, district store comments, description of articles, authority, and requisitions. Filed alphabetically by parishes and chronologically. (Daily, official.) 8 x 10 1/2 folders, 8 1/2 in., in open wooden boxes. R. 6 1/2 (Bldg. B). (256)

82. DAILY EXPENSE REPORTS OF AUTO TRAVEL AND RECORDS OF CHANGES ON FOOD COMMODITIES, Jan. 1, 1936 to date. Expense reports of auto travel, showing license number, meter readings, mileage, travel details, gas, and oil; and Form 35-A, record of changes and additional men assigned, job number, and employee's work card. (Daily, official.) 8 x 10 1/2 folders, 6 in., in open box. R. 6 1/2 (Bldg. B). (257)

83. LRRC COMMODITY STOCK RECORDS, Jan. 1, 1936 to date. Showing date, parish or transfer office, quantity, amount of disbursements, adjustments, totals and balances of receipts, shipments, and unit from FSRC active and inactive files. Filed chronologically. (Daily, official.) 11 1/2 x 24 vol., 5 in., on wooden shelf. R. 5 1/2 (Bldg. B). (264)

84. MERCHANTS' COMMODITY RECEIPTS, Jan. 1, 1936 to date. Showing amount issued to each store, amount picked up by carrier, and signatures of recipient and deliverer. (Daily, official.) 7 x 8 1/2 packages, 7 in., in open wooden box. R. 6 1/2 (Bldg. B). (261)

85. MONTHLY COMMODITY REPORT, Jan. 1, 1936 to date. Form FSRC-24, reports, receipts, and issue for sewing project articles, showing article, unit, inventory, project number, persons, quantity, transfers, and closing balance. Filed chronologically by parish. (Daily, official.) 8 x 10 1/2 folders, 8 in., in open box. R. 6 1/2 (Bldg. B). (258)

86. RECEIPTS AND ISSUES OF SURPLUS COMMODITIES FOR EACH PARISH, Jan. 1, 1936 to date. COD Form 22-2, monthly statement of receipts and issues of surplus commodities, showing balance on hand and units received, shipments to other parishes or institutions, distributions, name of client, quantity, persons, and sent to RR, parish welfare or other agencies. Filed chronologically. (Daily, official.) 8 x 10 1/2 folders and sheets, 1 ft. 10 in., in open wooden box. R. 6 1/2 (Bldg. B). (259)

87. REPORTS, Jan. 1, 1936 to date. Form CD-4 and CD-31, reports of visits to parish retail stores, showing mileage, commodity distribution expense for 2-week period, district expense statements, monthly inventory reports, shipping orders, and special commodity files. (Daily, official.) 8 x 10 1/2 folders, 10 in., in desk drawer. R. 5 1/2 (Bldg. B). (266)

88. MERCHANTS' DISTRIBUTION LISTS, Mar. 1, 1936 to date. Form CD-6, showing name of recipient of commodity items, RR or parish welfare. Filed chronologically. (Daily, official.) 8 1/2 x 14 folders, 10 3/4 in., in open wooden box. R. 6 1/2 (Bldg. B). (260)

89. MONTHLY REPORTS OF FOOD COMMODITIES, Apr. 1, 1936 to date. FSRC Form CD-22, report and receipt, showing bimonthly issues and transfers of surplus commodities for each parish; daily transmittal sheets, showing number of persons, clients, quantity, dates, inventory, and recapitulation final extension; Form CG-25. Filed chronologically. (Daily, official.) 5 x 8 1/2 and 8 1/2 x 14 sheets, 9 in., in open wooden box. R. 6 1/2 (Bldg. B). (255)

90. DESK FILE, Sept. 2, 1936 to date. Daily and follow-up files kept from date of receipt until completion of work, correspondence, and statements, tabulated and filed alphabetically by parish; and efficiency pad from which statements are made, with notebook on day's activities. (Daily, official.) 8 1/2 x 14 pad, 9 1/2 x 12 file and 3 3/4 x 6 vols. (3), 2 3/8 in., on manager's desk. R. 5 1/2 (Bldg. B). (265)

91. DAILY EXPENSE SHEETS FOR EACH PARISH, Sept. 14, 1936. Showing expenditures and encumbrances, requisition number, amount, material, equipment, supplies, date, final expenditures authorized, pay rolls, and travel orders. (Daily, official.) 12 1/2 x 14 vol., 1/8 in., on stenographer's desk. R. 5 1/2 (Bldg. B). (267)

OFFICE OF PROJECT SUPERVISOR
Old Central Grammar School, 1000 Foisy Avenue

92. DEAD FILE, Nov. 1934 - Jan. 1935. Miscellaneous correspondence, requisitions for supplies, teachers' weekly schedules, observation reports, progress reports, teachers' semimonthly reports, and time sheets. (Rarely, official.) 8 x 10 1/2 folders, 1 ft. 3 in., in pasteboard boxes. Supervisor of Education's Office. (309)

93. ERA GENERAL FILE, Jan. 1935 to date. Classification of teachers, certificates for teaching, semimonthly time sheets, teachers' weekly schedules, outline of project, supervision narrative reports, and miscellaneous correspondence. (Daily, official.) 8 x 10 1/2 folders, 3 ft. 4 in., in two drawers of wooden filing case. Office of Supervisor of Education. (310)

94. MISCELLANEOUS REPORTS, Jan. 1935 to date. Nursery reports, test books, receiving and inspection reports, teachers' weekly schedules, and narrative reports. Filed numerically and by subject. (Daily, official.) 8 x 10 1/2 folders, 3 ft. 2 in., in two drawers of wooden filing case. Office of Supervisor of Education. (311)

95. STUDENTS' PERSONAL HISTORY REPORTS, Nov. 1935 to date. Showing name, address, nationality, mental rating, and progress during term. Filed alphabetically. (Rarely, official.) 7 x 8 folders, 1 ft. 2 in., in pasteboard box. Office of Supervisor of Education. (308)

OFFICE OF PROJECT SUPERVISOR
Old Post Office Building, Johnson Street

96. GENERAL FILE, Apr. 1936 to date. General correspondence, memoranda, copies of narrative reports, weekly reports, monthly reports, requisitions, duplicate time sheets, abstracts of WPA Form 57-SA and reports of WPA Forms 55-SA, 56-SA, 57-SA, and 58-SA. Filed alphabetically and chronologically. (Daily, official.) 8 x 10 1/2 sheets, 10 in., in drawer of pasteboard filing case. Lobby. (312)

OFFICE OF PROJECT SUPERVISOR
Old Post Office Building, Johnson Street

97. BIBLIOGRAPHY RECORD CARDS, Mar. 4, 1936 to date. Persons and authors, giving historical data for Louisiana Guide Book, and showing name, dates of publication, volume, and page. Filed alphabetically. (Daily, official.) 3 x 5 cards, 3 1/2 in., in drawer of card cabinet. R. 3-A. (302)
98. GENERAL CONTINUITY GUIDE, Mar. 4, 1936 to date. Relative to tours, architecture, accommodations, points of interest by towns, folklore, Indian archeology, photographs with captions, and mineral resources, original and copy sent to state director (duplicates). Filed by topics. (Frequently, official.) 8 1/2 x 11 folders, 1 ft. 1 in., in drawer of wooden filing case. R. 3-A. (305)
99. LOCATION CARDS, Mar. 4, 1936 to date. Showing location points of interest, tour number, title, directions, and highway number. Filed numerically. (Daily, official.) 3 x 5 cards, 1 1/2 in., in card cabinet. R. 3-A. (303)
100. MISCELLANEOUS DATA AND WORK REFERENCE, Mar. 4, 1936 to date. Miscellaneous collection of historical data for compilation of Louisiana Guide Book and Alexandria and Environs Guide, containing folklore, architecture, sports, hunting, historical views and sights, material, altitude, antiques, and relics. Filed by topic. (Daily, official.) 8 1/2 x 11 folders, 1 ft. 4 in., in drawer of wooden filing case. R. 3-A. (306)
101. WPA NARRATIVE REPORTS, Mar. 4, 1936 to date. On activities of division of operation, division of women's and professional projects, including recreation, sewing, adult education, and copying and recording, division of commodity distribution, and division of employment. (Frequently, official.) 8 1/2 x 11 folders, 2 in., in drawer of wooden filing case. R. 3-A. (307)
102. GENERAL CORRESPONDENCE, Mar. 14, 1936 to date. Pertaining to Forms 1012-1012-A, travel vouchers, requisitions for purchase of photographs and miscellaneous material, and personnel. Filed alphabetically by topic. (Daily, official.) 8 1/2 x 11 folders, 7 in., in drawer of wooden filing case. R. 3-A. (304)

OFFICE OF PROJECT SUPERVISOR
Old Post Office Building, Johnston Street

103. STATE AND SEMIMONTHLY PROGRESS REPORTS, Dec. 3, 1935 to date. State report of instructions to leaders, methods, suggestive programs, meetings, and play leadership; and progress report, showing description, sponsor, official and work project numbers, pay roll dates, accomplishment, narrative description, number of working days, man-hours labor, and supervision. Filed chronologically. (Semimonthly, official.) 8 1/2 x 11 folders, 2 in., on open wooden shelf. R. 302. (322)
104. INSTRUCTION SCHOOL NOTES AND DATA, AND INVOICE MATERIALS, Jan. 27 - 30, 1936. Recreational instructions, covering problems, types of

recreation, location, building, programs, leadership, sheet record for leader's reports, histories of projects, invoices of material for recreation tools and equipment, and pay roll data. (Frequently, official.) 8 1/2 x 11 folders, 5 1/2 in., on open wooden shelves. R. 302. (321)

105. WEEKLY SUMMARY OF PROJECTS, WITH EXPLANATIONS AND WORK CARDS, May 15, 1936 to date. Showing total recreation hours and peak attendance for children, adults, and spectators, units conducting physical culture and craft activities, supervising visits, special outstanding events, and contributions for betterment of project, cards showing case history of workers. Filed chronologically. (Weekly, official.) 8 1/2 x 14 loose-leaf books (140) and cards, 6 in., in wooden box on mantel. R. 302. (325)

106. GENERAL CORRESPONDENCE, PAMPHLETS, AND COURSE OF STUDY, Dec. 3, 1936 to date. Letters to recreational leaders, pertaining to minutes of advisory council, directions, publicity, equipment, and project activities; letters to state supervisor; and personnel letters from district and pay roll. Filed alphabetically by parish. (Daily, official.) 8 1/2 x 11 folders and pamphlets (19), 4 1/2 in., in wire basket on table. R. 302. (324)

OFFICE OF PROJECT SUPERVISOR

Old Central Grammar School Building, 1000 Foisy Avenue

107. GENERAL CORRESPONDENCE, Dec. 23, 1935 to date. With parish welfare workers, relative to orders and eligibility for clothing, and for issuance of materials through commissary. Filed alphabetically. (Daily, official.) 8 1/2 x 11 vol., 3 in., in pasteboard box on desk. R. 8. (319)

108. GENERAL SEWING REPORTS, Dec. 23, 1935 to date. Bi-monthly progress reports, showing name of sponsor, number of project, pay roll period, work accomplished, number of days, and man-hours labor; and semimonthly narrative reports, showing number of garments completed during period, yardage of material used, and number of persons assigned to projects, copies to district supervisor (originals). (Semimonthly, official.) 8 1/2 x 11 sheets, 1/8 in., in pasteboard box on desk. R. 8. (317)

109. RECEIPTS FOR ARTICLES PRODUCED, Dec. 24, 1935 to date. WPA Form E-100, project receipt for articles produced, showing room, location, date, project number, description of articles, sizes, quantity by size and classification, and legend; copy of issue sheet for parish commodity manager in turning over finished articles for distribution. Filed chronologically. (Bi-monthly, official.) 8 1/2 x 11 sheets, 1/8 in., in desk drawer. R. 8. (318)

110. TIME AND DAY BOOKS, AND LEDGER ASSIGNMENT SLIPS, Dec. 29, 1935 to date. Time and day books and ledgers, containing records of man-hours of each worker, number, and name; WPA Form 402, showing name, address, identification number, sponsoring agency, code number, rate of pay, project number, supervisor, and location; and reports on equipment, materials, and entire production completed and in process of

Completion. (Daily, official.) Various sized vols. (3), 2 in., on desk. R. 8. (320)

BASTROP

MOREHOUSE PARISH OFFICE

City Hall, Franklin and E. Jefferson Sts.

This Morehouse Parish office of the fifth district was established in November 1935, and has always maintained offices at its present location. In June 1936, the Caldwell Parish office was transferred to this office to reduce administrative expenses.

The division of operations works directly under the supervision of the fifth district office in Monroe, while the division of finance reports to the area timekeeper in Rayville, but sends pay rolls directly to the district office. All records have been kept. Reports are sent to the district office in Monroe from where the necessary ones are forwarded to state headquarters or Washington.

Division of Finance and Statistics

111. ASSIGNMENT SLIPS, Nov. 19, 1935 to date. WPA Form 402-A, showing name, case number, identification number, occupational title, and wage. Filed chronologically. (Daily, official.) 7 1/2 x 10 1/2 folders, 3 in., on shelf of wooden cabinet. SW. corner, 2d floor. (42)

Division of Operations

112. RECLASSIFICATION AND CHANGE OF STATUS FORMS, Oct. 18, 1935 - June 1, 1936. Form 404, reclassification slip; and Form 403, notice of change in work status. Filed alphabetically by name. (Inactive file, occasionally, official.) 4 x 6 forms, 3 in., in pasteboard transfer case. NW. corner, 2d floor. (34)

113. GENERAL FILE, Oct. 21, 1935 - June 1, 1936. Correspondence, requisitions, checks, receipts, safety instructions, and reports. Filed alphabetically by subject. (Occasionally, official.) 9 x 12 folders, 1 ft., in pasteboard transfer case. NW. corner, 2d floor. (33)

114. GENERAL FILE, Nov. 20, 1935 to date. Correspondence, weekly and semimonthly reports, requisitions, purchase orders, inventories, and project reports. Filed by official project. (Daily, official.) 9 x 12 folders, 1 ft. 4 in., in cardboard transfer case. NW. corner, 2d floor. (30)

115. REPORTS, Dec. 7, 1935 to date. Progress and material reports, originals in district office (duplicates). Filed by project and date. (Daily, official.) 9 x 12 folders, 5 in., in pasteboard box on wooden desk. NW. corner, 2d floor. (35)

116. ENGINEER'S FIELD AND LEVEL BOOKS, Mar. 1, 1936 to date. Surveys made on farm-to-market roads, including Cooper and Lake Roads.

(Daily, official.) 4 3/4 x 7 1/2 vol., 1 1/2 in., on engineer's desk. NW. corner, 2d floor. (31)

117. PROFILE PLANS OF FARM-TO-MARKET ROADS, Mar. 1, 1936 to date. Detailed drawings of roads from beginning of work, including station 168, and some old blueprints. (Daily, official.) 22 x 35 sheets, 1/8 in., on wooden desk. NW. Corner, 2d floor. (32)

MOREHOUSE PARISH OFFICE
Bastrop Hotel Bldg., 227 Madison St.

This parish office, which is a branch of the fifth district office in Monroe, was established in February 1936. It has always maintained quarters in its present location. All records are sent to the district office from where the necessary ones are forwarded to state and national headquarters.

118. GENERAL CORRESPONDENCE, Jan. 22, 1936 to date. To state director of nursery schools and to supervisor of finance and statistics in district office. Filed chronologically. (Frequently, official.) 8 1/2 x 10 3/4 bundles, 1 in., in drawer of wooden desk. SW. corner. (37)

119. DAILY CHARTS, Feb. 1, 1936 to date. Daily and weekly charts, showing height, weight, age, activity, disposition, social play, self-reliance, assertiveness, cooperation, regime, language, and tendency to verbalize. (Daily, official.) 9 x 12 charts, 1 ft., in drawer of wooden filing case. SW. corner. (38)

120. REPORTS AND REQUISITIONS, Feb. 1, 1936 to date. Inventories of groceries, cleaning materials, and teaching supplies. Filed chronologically. (Monthly, official.) 5 x 11 1/2 envelopes, 4 in., in drawer of wooden desk. SW. corner. (39)

MOREHOUSE PARISH COMMODITY DISTRIBUTION
Scalie Bldg., 108 Jefferson St.

This Morehouse Parish office was established August 16, 1936 as a branch of the fifth district office in Monroe. It has maintained offices at its present location since inception. Records are complete and copies of them are sent to Monroe from where necessary reports are made to state and national headquarters.

121. URC NON-CHARGEABLE COMMODITY, ORDERS, Dec. 1932 to date. Showing name, address, case number, agency, date, family status of client, and serial number. (Frequently, official.) 5 1/2 x 7 bundles, 8 ft. 4 in., in pasteboard boxes on floor. Damaged by rodents. SW. corner. (41)

122. INVENTORY RECORDS OF THE SEWING ROOM PRODUCTS, Mar. 1936 to date. Showing date of opening and closing inventory, unfilled orders, total on hand, and articles received. (Daily, official.) 9 3/4 x 11 3/4 loose-leaf books (4), 4 in., on wooden table. SW. corner. (40)

MOREHOUSE PARISH SEWING PROJECT
Tyler Bldg., 212 E. Jefferson St.

This sewing project was established November 25, 1935 and has always maintained quarters at its present location. The project operates directly under the Division of Women's and Professional Projects in Monroe, and sends all original records to them, keeping only carbon copies in its own files.

123. GENERAL FILE, Mar. 7, 1936 to date. Weekly reports of material received, used, and on hand; correspondence, requisitions, and progress and commodity reports. Filed chronologically. (Daily, official.) 9 x 12 folders, 1 in., on shelf of wooden cabinet. E. room. (36)

BATON ROUGE

DISTRICT OFFICE (Dist. 6)
Old Louisiana State Capitol Bldg.
N. Boulevard, St. Philip, Front, and America Sts.

This district office was established August 15, 1935 by combining several parish offices of the Federal Emergency Relief Administration. It has always maintained offices at the present address. The director is responsible for all activities in his district, with the exception of state projects, which are administered from the state office, and federal projects which are administered by representatives from Washington.

The district organization parallels that of the state office, with a supervisor in charge of each division, and he is directly responsible to the district director for the efficient operation of his division.

A few inactive records were destroyed in the spring of 1937, and useless papers are not allowed to accumulate, otherwise all records have been retained. Reports are sent to state office which forwards the necessary ones to Washington.

District Director's Office

124. CORRESPONDENCE, REPORTS, AND FORMS, Feb. 1, 1936 to date. General file, purchase orders and requisitions, administrative personnel, inactive general file, form records for supplies, and individual personnel records. (Daily, official.) 10 x 12 folders, 22 ft., in 11 steel filing drawers. R. 101. (918)

Division of Employment

125. URC SOCIAL SERVICE EXCHANGE REGISTRATION, 1932 - 1935. URC Form 13, showing names and address of relief applicant and wife, birth dates, color, name and age of children, additional information, parish, case number, date, and inquiring agency. (Rarely, official.) 3 x 5 1/2 bundles (20), 17 ft. 6 in., in wooden box. House of Representatives. (884)

126. URC CORRESPONDENCE GIVING INSTRUCTIONS IN PROCEDURE, Sept. 27, 1932 - Nov. 5, 1935. From individuals to district office, and between district and state offices, pertaining to purchase requisitions, materials received, supplies, approvals, and rejections of applications for ECW and other projects, organization of various projects, and notifications of their approvals, lists of hotels and rates in different Louisiana towns for benefit of representatives; list of fieldworkers, names of clients, with case numbers, code numbers, color and addresses, lists of clients for loans and amounts, lists of farmers hit by hail storms on April 10 and 24, 1934, giving number in family, acreage, loss of crop, indebtedness, needed assistance, and statement of balances due on loans to clients; and bulletins from state office regarding instructions, problems, and projects. Filed by subject matter. (Occasionally, official.) 10 x 12 folders, 1 ft. 2 in., in wooden filing drawer. R. 207. (846)

127. URC RECORDS, Oct. 21, 1932 - May 31, 1933. Form 7, showing number, date, total budget, name and address of client, number of days to work, occupation, special qualifications, disability, and visitor. (Rarely, official.) 3 x 5 sheets, 4 ft. 3 in., in 5 pasteboard boxes. House of Representatives. (908)

128. URC WORK CARDS, Oct. 26, 1932 - Apr. 9, 1935. Showing card number, case number, name and address of clients, project number, month, number of persons to work, and certification by foreman of work performed. (Rarely, official.) 4 1/2 x 6 cards, 8 ft. 9 in., in 19 pasteboard boxes. House of Representatives. (902)

129. URC UNORGANIZED RECORDS USED IN OPERATION OF RELIEF OFFICES IN TANGIPAHOA, LIVINGSTON, IBERVILLE, EAST BATON ROUGE, EAST AND WEST FELICIANA, AND ASCENSION PARISHES, Oct. 26, 1932 - Apr. 26, 1937. Chiefly administrative correspondence, reports, and instructions dealing with procedure for project operations, employment of clients, inquiries, complaints, and adjustments; daily, weekly, semi-monthly, and monthly time reports, inventories, project data, special reports on personnel and clients; and applications of persons for administrative employment, project work, and special applications such as veterans and boys for CCC camps. (Occasionally, official.) 10 x 12 folders, 18 ft. 1 in., in pasteboard box and 7 composition filing drawers. R. 206. (867)

130. URC CASE RECORDS, Oct. 26, 1932 to date. Forms relating to case, intraoffice and other letters relating to case and case history of individual client. Filed numerically by case number. 3 x 5 card index, 70 ft. 6 1/2 in. (Frequently, official.) 10 x 12 folders, 469 ft. 3 in., in 48 steel and 187 composition filing cases. RS. 206-208. (839, 840, 841, 842, 870)

131. URC SOCIAL SERVICE EXCHANGE INQUIRY RECORD CARDS, Oct. 26, 1932 to date. ERA Form 14, data for this form is taken from interviewer's report recorded on URC Form 13. Filed alphabetically by surname. (Frequently, official.) 3 x 5 cards, 140 ft. 6 in., in 84 wooden drawers. R. 206. (854)

132. URC CORRESPONDENCE, REPORTS, AND INSTRUCTIONS REGARDING OPERATION OF RELIEF OFFICERS IN PARISHES, Nov. 1, 1932 to date. Letters between district and parish offices, containing instructions transmitted from headquarters; submitting reports from parish district, correction of errors, transmittals covering checks and forms; handling of clients; project problems; daily, weekly, and semimonthly time reports sent from district to parish; and inventory and project reports. Filed alphabetically by subject. (Occasionally, official.) 10 x 12 folders, 46 ft. 7 in., in 3 composition and 21 wooden filing drawers and 4 pasteboard boxes. RS. 206, 208. (856, 857, 858, 859, 862, 863, 864, 865, 866, 875, 876, 877)

133. URC APPLICATIONS AND CORRESPONDENCE PERTAINING TO CCC, Jan. 8, 1933 - Jan. 12, 1937. Applications for admission to CCC, reports concerning men in camp, transfers to other camps, discharges, and lists of persons designated for admission. (Rarely, official.) 8 1/2 x 11 folders, 5 in., in filing case. House of Representatives. (933)

134. URC APPLICATIONS FOR EMPLOYMENT, Jan. 19, 1933 - July 27, 1935. Showing date, parish, division, position, name and address of client, telephone number, wife's or husband's name and address, occupation, salary, age, place of birth, date of birth, sex, race, single, married, widowed, divorced, physical defect, recent illness, education, name of school, type of course, number of years, date graduated, degree acquired, subject of specialization, languages spoken, previous employment, names of employees, address, position, salary, date, reason for leaving, character references, and signature of client. (Rarely, official.) 8 1/2 x 10 1/2 sheets, 1 ft. 11 in., in filing case. House of Representatives. (937)

135. ERA WEEKLY AND MONTHLY FOOD BUDGETS, Mar. 7, 1933 - Aug. 3, 1934. ERA Form 12, weekly food budget work sheet; Forms 91 and 92-A, used for urban white and colored families; and mimeographed instructions regarding food budgets and use of budget guides. (Frequently, official.) 10 x 12 folders, 1/2 in., in wooden filing drawer. R. 207. (851)

136. ERA CORRESPONDENCE REGARDING CCC, Apr. 20, 1933 - Dec. 27, 1934. Between Hammond district and state offices relative to CCC activities, and dealing with approved or rejected lists of applicants for CCC by state office; lists of 1st and 2d choices of eligible for reforestation examinations, giving name, age, case number, and dependents; lists of white and colored boys, between ages of 18 and 25, who are eligible applicants for CCC; list of boys sent to camp on various dates; and Application Form 9977, used for application memo of applicant. (Rarely, official.) 10 x 12 folders, 2 1/2 in., in wooden filing drawer. R. 207. (847)

137. ERA PROJECT INDEX CARDS, June 1, 1933 - Apr. 8, 1935. Showing case number, occupation, ability, certification for work-relief, date,

amount, number of days, date of medical examination, date assigned, position, and project number. (Rarely, official.) 4 1/2 x 6 1/2 cards, 4 ft. 3 in., in 4 filing cases. House of Representatives. (919)

138. ERA WEEKLY REPORT OF CASE LOAD, TANGIPAHOA PARISH, June 3, 1933 - Dec. 28, 1934. Duplicate ERA Form 81, transmitted by parish director to state director, and letters between parish and state offices, relative to reports. (Rarely, official.) 10 x 12 folders, 1/2 in., in wooden filing drawer. R. 207. (850)

139. ERA OFFICIAL CORRESPONDENCE, June 18, 1933 - Dec. 12, 1936. Instructions, inquiries from state administrator, state auditor, traffic manager, district personnel director, purchasing agent, emergency education office, social service supervisor, district supervisor of finance, works supervisor, project director, supervisor of employment division, district director, parish engineer, statistician, requisitioning officer, field engineers, supervisor of operations, and area engineer. (Rarely, official.) 8 1/2 x 11 folders, 4 ft., in 2 filing cases. House of Representatives. (941)

140. ERA RECORD BOOK OF CASES TRANSFERRED FROM ONE VISITOR TO ANOTHER, July 7, 1933 - Dec. 12, 1935. Showing case number, names of visitors between whom transfer is made, and date case was given to new visitor. (Rarely, official.) 9 1/2 x 11 1/2 vol., 1/2 in., on desk. R. 206. (874)

141. ERA LIST OF EX-SERVICE MEN, TANGIPAHOA PARISH, July 12 - Sept. 7, 1933. Who have filed their records in county court clerk's office, and are making application for enrollment in veterans' contingent for ECW, showing name of veteran, case number, color, age, marital status, occupation, ability, and address, and correspondence between parish and state directors of relief. (Rarely, official.) 10 x 12 folders, 3/4 in., in wooden filing drawer. R. 207. (855)

142. ERA REFERENCE INDEX RECORD CARDS, Sept. 20, 1933 - Dec. 20, 1936. Form 11 grouped as intrastate correspondence inquiries, interstate correspondence inquiries, rural and district commodity complaints, approved projects, and general office file. Filed alphabetically by surname. (Rarely, official.) 3 x 5 cards, 5 ft. 2 1/2 in., in 6 composition filing boxes. R. 206. (869)

143. ERA WEEKLY REPORT OF WORK CARDS ISSUED, Oct. 26, 1933 - Apr. 1, 1935. Showing parish, period of time, job number, foreman, name of client, and days worked. (Rarely, official.) 8 1/2 x 11 bundles (6), 1 ft., in transfer case. House of Representatives. (911)

144. CWA PROJECT DATA, Nov. 1933 - Mar. 1937. Application forms, notification of approval, abstract of ERA engineering project, labor estimates, recapitulation of labor, material bill, blueprints of projects, correspondence concerning projects, prospects, certificates of right of way, and releases from damages. (Rarely, official.) 9 x 12 folders, 24 ft., in 12 wooden filing cases. House of Representatives. (893)

145. ERA TELEGRAMS AND TELEPHONE CALLS, Nov. 11, 1933 - Nov. 16, 1936. Telegrams sent, and dates and places called by telephone, with authority for payment of bills. (Rarely, official.) 7 1/2 x 8 1/2 and 8 1/2 x 11 folders, 2 in., in filing case. House of Representatives. (943)

146. CWA DAILY TIME REPORTS, Nov. 17, 1933 - Mar. 29, 1934. CWA Form 100, showing parish, project number, date, identification number, full name of employee, type of work, timekeeper, hours, bookkeeper's check, remarks, posted, bookkeeper's signature, and certification of timekeeper. (Rarely, official.) 8 1/2 x 11 folders and bundles (8), 4 ft., in 2 filing cases. House of Representatives. (923)

147. CWA CASE LOAD LIST RECORDS FOR ASCENSION PARISH, Dec. 1, 1933 - Dec. 30, 1935. Form 88-A, showing date, parish, name of fieldworker, date of application, name and case number of client, date of first home visit, dates of initial and follow-up contacts with consultants, and date of certification. Filed under case load list heading and by month. (Rarely, official.) 8 x 10 folders, 9 in., on table. House of Representatives. (920)

148. CWA DAILY AND WEEKLY REPORTS OF OPERATIONS, Dec. 11, 1933 - Aug. 31, 1934. Showing parish number, date, description, check number, amount, checks and drafts issued daily, checks and drafts cancelled daily, number of void checks and voucher drafts, summary of relief orders issued, and summary of charges to work projects. (Rarely, official.) 9 x 14 1/2 folders, 1 1/2 in., in filing case. House of Representatives. (940)

149. ERA COMMUNITY CANNING DATA, Dec. 16, 1933 - Dec. 5, 1934. Correspondence between canning center and district supervisors, and district supervisor and state office, relative to canning center problems and transmittal of narrative, tabular, monthly, and season reports. Narrative monthly and season reports covering detailed canning activities of centers; tabulated season and monthly reports, showing list of workers, number of cans and jars issued to each, number of broken jars, number of damaged cans, spoiled toll, toll received; listed housing conditions for each center; instructions for establishment and operation of canning kitchen; outline of things canning manager must know; and directions for preparing and processing fruit and tomatoes. (Rarely, official.) 10 x 12 folders, 1 1/2 in., in wooden filing drawer. R. 207. (853)

150. ERA BUDGET RECORD CARDS FOR ST. TAMMANY PARISH. c. 1934 - 1935. ERA Form 12, showing name, address, and case number. Filed alphabetically by surname. (Rarely, official.) 3 x 5 cards, 1 ft. 1 1/2 in., in composition filing box. R. 206. (868)

151. CWA ORDERS FOR MEDICAL SERVICES FOR EAST BATON ROUGE PARISH, Jan. 4, 1934 - Apr. 14, 1935. Form 150, original to physician, duplicate to district auditor, and triplicate to supervisor of social service files (triplicates). (Rarely, official.) 5 1/2 x 8 forms, 1 ft. 3 in., in 2 composition filing drawers. R. 206. (871)

152. CWA REMOVAL NOTICES, Jan. 9, 1934 - Mar. 29, 1935. Showing dates, names and addresses of clients, visitors, case numbers, and color. (Rarely, official.) 4 x 6 sheets, 7 ft. 1 in., in 13 paste-board boxes. House of Representatives. (899)
153. CWA RECORD OF CHANGES AND ASSIGNMENTS TO PROJECTS, Jan. 19, 1934 - Dec. 6, 1936. Form 35-A, showing name of parish, date, name of client, work-card number, transferred-from-job number, day of week certified, total days work assigned, and dates on which to work; ERA Form 138, change in classification; ERA Form 135, permanent transfer notice; Form 115, monthly certification for work relief; lists of men assigned to work on different projects; WPA Form 401, requisition for workers. (Inactive file, rarely, official.) 10 x 12 folders, 1 ft. 4 in., on table. House of Representatives. (938)
154. CWA FOREMEN'S DAILY PAY ROLLS, Jan. 31, 1934. Form 33 (revised), showing parish, location, date, number of line, work number, and address. (Rarely, official.) 8 1/2 x 11 folders, 3 in., in filing case. House of Representatives. (930)
155. ERA OUT CARDS FOR CASE RECORDS, Feb. 2, 1934 - Mar. 30, 1936. Showing case number of client, name, by whom taken out, and date. (Rarely, official.) 9 1/2 x 11 cards, 1 ft. 10 1/2 in., in steel filing drawer. R. 208. (845)
156. ERA TRANSIENT BUREAU CASE RECORDS, Feb. 2, 1934 - Mar. 30, 1936. Case histories as told by clients, and relative correspondence between officials and district office. Filed alphabetically by name. (Occasionally, official.) 10 x 12 folders, 2 ft. 6 in., in 2 composition filing drawers. R. 208. (844)
157. ERA CORRESPONDENCE, REPORTS AND INSTRUCTIONS USED IN OPERATION OF TRANSIENT BUREAU, Feb. 11, 1934 - Sept. 25, 1935. From Camps Miller-ville and Hopkins in E. Baton Rouge Parish; correspondence between state office, area engineer, district officials, camp officials, intracamp, and other individuals; administrative letters dealing with bureau activities; case to individuals usually are inquiries concerning cases; daily, weekly, and monthly reports, giving information on operation of routine affairs of bureau. Filed by subject and correspondent. (Rarely, official.) 10 x 12 folders, 2 ft. 4 in., in 2 wooden filing drawers. House of Representatives. (886)
158. ERA FORM RECORDS USED IN OPERATION OF TRANSIENT BUREAU OF E. BATON ROUGE PARISH, Feb. 11, 1934 - Sept. 25, 1935. FERA Form 144-A, showing name of transient, if working and what doing, date, location of shelter, and case number; Form LA-BT-2281, record of relief purchase orders; Form LA-BT-1107, commissary requisition; and cancelled checks made to concerns and individuals from canteen fund. (Rarely, official.) Various sized bundles, 2 ft. 5 in., on table. House of Representatives. (889)
159. ERA RECORD OF DISBURSEMENTS OF SURPLUS FOOD COMMODITIES, Mar. 10, 1934 - Nov. 15, 1935. Showing identification number, date card placed in warehouse files, parish, name and address of client, case number, color, fieldworker, agency, date, quantity, commodity, disburser's

initials, and signature of recipient. (Rarely, official.) 6 x 7 1/2 cards, 5 in., in filing case. House of Representatives. (936)

160. ERA DAILY REPORTS OF RELIEF ORDERS ISSUED, Apr. 20, 1934 - Sept. 11, 1935. Forms showing parish, date, number of orders, and amount. (Rarely, official.) 8 1/2 x 11 folder and 6 x 9 1/2 loose-leaf books (6), 1 ft. 3 in., on shelf. House of Representatives. (921)

161. ERA DAILY REPORT OF FORM 19, RELIEF ORDERS ISSUED, ST. HELENA PARISH, May 2, 1934 - Nov. 11, 1935. ERA Form 16 is used for report of orders issued; original delivered to district auditor each morning (duplicates). (Rarely, official.) 6 x 9 1/2 folders, 2 in., in wooden filing drawer. R. 207. (852)

162. ERA REQUIREMENTS FOR PERSONNEL OF LABOR MANAGEMENT DIVISION, May 7, 1934 - Apr. 23, 1936. Typewritten data for qualifications, giving definition of duties, examples of typical tasks, minimum and desirable qualifications, diagram, showing setup of personnel and salaries, correspondence between state, district, and parish offices, regarding employment, releases, transfers, and other employment problems; Form 18-C, monthly report of office personnel, giving name, position, certification number, and salary. Filed by subject. (Rarely, official.) 10 x 12 folders, 8 in., on table. House of Representatives. (934)

163. FORMS USED IN OPERATION OF FERA OFFICES IN DISTRICT, Aug. 15, 1934 - Sept. 3, 1935. Form 120-A, report of time lost; Form 136, removal notice; Form 135, permanent transfer notice; Form 138, change in classification; Form 144-A, individual occupational classification; Form 120-B, authority to make up lost time; Form 89, seed requisition. (Rarely, official.) 5 x 8 bundles (75), 2 ft. 6 in., in 2 composition boxes on table. House of Representatives. (890)

164. ERA RECEIVING AND INSPECTION REPORTS, Sept. 12, 1934 - Sept. 15, 1936. Showing name and address of company, date service rendered or goods received, requisition for purchase, or purchase order for same. (Rarely, official.) 8 1/2 x 11 folders, 4 in., in filing case. House of Representatives. (935)

165. ERA FOREMEN'S AUTHORIZATIONS, Sept. 28, 1934 - Oct. 8, 1935. Showing date, parish, project number, name of foreman, number of hours, wage rate, estimated earnings, monthly certifications, and amounts authorized and approved. (Rarely, official.) 10 x 11 folders, 4 1/2 in., in filing case. House of Representatives. (942)

166. ERA DAILY REPORTS OF SAFETY INSPECTORS, Nov. 13, 1934 - July 27, 1935. Showing date of accident, date of report, parish, town, name of injured employee, project number, address, description of how accident occurred, length of period injured will be away from work, and name of foreman. (Rarely, official.) 8 1/2 x 11 loose-leaf book, 2 ft. 1 in., in wooden filing case. House of Representatives. (887)

167. ERA COAST AND GEODETIC SURVEY CORRESPONDENCE, Dec. 10, 1934 - Oct. 12, 1935. To project supervisor from assistant district engineer, to FERA district engineer in Louisiana, and to Louisiana State Highway Commission, from district engineer. (Rarely, official.) 8 x 11 folders, 1/4 in., in filing case. House of Representatives. (944)

168. ERA CORRESPONDENCE CONCERNING REMOVALS, Dec. 14, 1934 - Dec. 28, 1936. Correspondence and list of workers removed from relief rolls. (Rarely, official.) 8 1/2 x 11 folders, 1 ft., in filing case. House of Representatives. (931)

169. ERA RECORD BOOK OF CASES ASSIGNED AND CASES CLOSED, Dec. 21, 1934 - Dec. 11, 1935. Showing cases assigned, date, cases closed, date closed, and name of fieldworker. (Rarely, official.) 9 1/2 x 11 1/2 vol., 3/4 in., on table. R. 206. (872)

170. ERA EMERGENCY EDUCATION FINAL REPORTS, Dec. 29, 1934 - July 20, 1935. Showing district, parish, project number, date, name of teacher, sex, case number, hours worked each day, total hours worked during week, rate of wages per hour, total earnings, name and address of principal teacher, and date. (Rarely, official.) 8 1/2 x 11 folders, 6 in., in filing case. House of Representatives. (925)

171. ERA REPORTS OF ENCUMBRANCE BALANCES, Jan. 2, 1935 - Jan. 25, 1936. Printed forms, showing work project, district and transaction numbers, sponsor's certificate, number, relief, nonrelief, material and supplies, equipment, other, total, and date. (Rarely, official.) 11 x 17 folders, 10 in., in pasteboard box. House of Representatives. (888)

172. ERA VOUCHER CHECKS, Jan. 2, 1935 - Mar. 25, 1936. Showing name of bank, voucher number, date, amount, parish, state administrator's name printed, name of payee, signature of welfare worker endorsement on back. Filed by parish. (Rarely, official.) 3 1/2 x 8 3/8 bundles (112), 15 ft. 9 in., in steel filing case. House of Representatives. (882)

173. ERA CHECK RECEIPTS, Jan. 8, 1935 - Mar. 31, 1936. Showing date, check number, project number, and timekeeper's signature. (Rarely, official.) 8 1/2 x 12 bundles (3507), 1 ft. 9 in., in 7 filing cases. House of Representatives. (917)

174. ERA COMMODITY DISTRIBUTION STATUS CARDS FOR CLIENTS OF OTHER AGENCIES, Jan. 11 - Aug. 1, 1935. Showing name and address of client, date issued, identification number, parish, social status, agency, household members, age, relation to household head, past history with agency, whether case is active, whether client is receiving regular allowance, remarks, date card prepared, and signatures of supervisor of social service and head of agency. (Rarely, official.) 5 1/2 x 8 5/8 bundle, 6 in., on wooden shelf. House of Representatives. (909)

175. ERA COMMISSARY INVENTORY CARDS, Jan. 23 - July 29, 1935. Showing parish, commodity, unit, source, date, opening, inventory, receipts, quantity, total of columns, shipments, parish or transient office, quantity distributed to clients, adjustments, and closing inventory. (Rarely, official.) 9 3/4 x 12 bundle, 1 in., on shelf. House of Representatives. (924)

176. REPORTS ON ERA ADMINISTRATION BUILDING, Jan. 30, 1935 to date. Showing location and description of all buildings, recommendations, purpose for which used, and whether in need of repair. (Rarely, official.) 8 1/2 x 11 folders, 1/2 in., in filing case. House of Representatives. (945)

177. FERA LABOR ADJUSTMENT CORRESPONDENCE, Apr. 8, 1935 - May 15, 1936. Correspondence relative to inquiries and complaints, regarding men laid off, and reports relative to misunderstandings and adjustments necessary in case of friction. (Rarely, official.) 8 1/2 x 11 folders, 9 in., in filing case. House of Representatives. (929)

178. FERA WORK DIVISION OCCUPATIONAL CLASSIFICATION RECORDS, Apr. 9 - Oct. 1, 1935. Showing case number, district, name and address of client, age, sex, marital status, height, weight, status of health, telephone number, race, total number of persons in relief group, employment record, chronic disability if any, ranking for employment priority, education, ability to speak, read, or write English, special vocational training, usual occupation, alternate occupation, and work qualified for. (Rarely, official.) 9 x 12 bundle, 3 1/2 in., on shelf. House of Representatives. (900)

179. FERA CERTIFICATION AND ASSIGNMENT RECORDS, Apr. 15, 1935 to date. For active and inactive cases. Filed alphabetically by parish. (Daily, official.) 6 x 9 folders, 127 ft., in 58 open wooden boxes on tables. RS. 102 - 103. (716, 717)

180. NUMERICAL INDEX OF CASES FOR OCCUPATIONAL FILE OFFICE, E. BATON ROUGE PARISH, Aug. 1, 1935. Book 2, showing all cases listed 1-8034 cleared by social service exchange, works division of occupational file office, with case numbers, Sept. 6, 1932 being date of first case. (Rarely, official.) 11 x 12 vol., 1/2 in., on desk. R. 206. (873)

181. CERTIFICATION AND ASSIGNMENT RECORDS FOR ALL PARISHES EXCEPT ASCENSION, Aug. 8, 1935 to date. Records of Ascension Parish have been transferred to parish office in readiness for certification of clients beginning May 15, 1937 under State Public Welfare Department which replaced FERA; USES Form 325, assignment slip; transients, relief, non-relief, active and inactive cases. Filed alphabetically by client's name and parish. (Frequently, official.) 4 x 6 and 5 x 8 cards, 36 ft. 2 in., in 34 composition file boxes. R. 208. (843)

182. REPORTS ON LIQUIDATION OF ORIGINAL ENCUMBRANCES OTHER THAN PAY ROLL, Oct. 1935 - Feb. 2, 1936. Showing requisition number, amount, purchase order number, voucher number, and remarks. Filed by project number. (Rarely, official.) 9 x 12 folders, 5 in., on wooden shelf. House of Representatives. (898)

183. PROJECT FILES, Oct. 1, 1935 to date. Administrative letters between state and district officials, relative to problems and operation of projects, and necessary forms. Filed by project and parish. (Daily, official.) 10 x 12 folders, 16 ft., in 8 wooden drawers of floor cabinet. R. 103. (719)

184. ASSIGNMENT REGISTER SHEETS, Oct. 15, 1935 - Mar. 1937. Mimeographed Form 402-A, showing date, name of Supervisor or foreman, project number, date to begin work, name of client, case number, identification number, occupational title, class, security wage, and wage. (Rarely, official.) 8 1/2 x 14 sheets, 4 ft., in 2 wooden filing cases. House of Representatives. (891)

185. NOTICES OF CHANGE IN WORK STATUS, Oct. 22, 1935 - Aug. 21, 1936. Showing employee's name and address, identification number, date, case number, relief district, nonrelief person, location of project, rejected, laid off, discharged, injured, or resigned to enter private employment. (Rarely, official.) 4 x 6 bundles (3), 5 in., in pasteboard box. House of Representatives. (910)

186. WEEKLY INVENTORY OF WORKERS ASSIGNED TO PROJECT, Dec. 14, 1935 to date. WPA Form L-3, revised Sept. 1936, showing name and number of parish, project number, number of relief and nonrelief workers assigned, race, sex, and total numbers, with a few interoffice letters regarding case numbers for W. Feliciana Parish; original and one copy of form to state office (triplicates). Filed chronologically. (Frequently, official.) 10 x 12 folders, 8 ft. 8 in., in 2 wooden drawers of floor cabinet. R. 102. (721)

187. GENERAL ADMINISTRATIVE CORRESPONDENCE, Apr. 4, 1936 to date. Between district officials, state headquarters, and area statistical office, Dallas, Texas, relative to authorization of projects, instructions for use of forms, placement or replacement of workers, intake and certification, reduction of quota, complaints from workers, statistical corrections by Dallas office, and execution of policies as outlined by state headquarters. Filed by subject. (Frequently, official.) 10 x 12 folders, 2 ft., in wooden floor cabinet. R. 103. (720)

188. DAILY ALLOTMENT BALANCES, May 19, 1936 - Apr. 1, 1937. Showing project authorization, state work done, appropriation symbol, official project number, number, unliquidated encumbrances, memo, unencumbered, and item passed on before and after cut-off. (Rarely, official.) 11 x 15 1/2 loose-leaf books (11), 8 in., on wooden shelf. House of Representatives. (892)

189. REVIEWING FILE FOR INDIVIDUAL WORKERS, Nov. 20, 1936 to date. Two cards prepared by reviewing cases and checking against certification files to determine continued eligibility for work, showing name, parish, case number, date reviewed, by whom reviewed, by whom approved, and disposition. Filed alphabetically by name of worker and by parish. (Daily, official.) 5 x 8 cards, 6 ft. 8 in., in 7 composition boxes on table. R. 103. (718)

190. WEEKLY EMPLOYMENT REPORTS, Mar. 24 - May 26, 1937. From parishes, showing state, district, parish, location of project, project number, date, total number of certified and non-certified workers, and total number of full and part-time voluntary absences. (Rarely, official.) 4 1/2 x 5 1/8 bundles (9), 11 in., in pasteboard box. House of Representatives. (903)

191. URC FORM 15, n. d. Showing house number, street, date, surname, man, woman, and maiden name. (Rarely, official.) 3 x 5 cards, 2 ft. 1 in., in filing case. House of Representatives. (926)

Division of Finance and Statistics

192. CWA PROJECT REGISTER FOR LIVINGSTON PARISH, Nov. 21, 1933 - Nov. 1, 1934. Form E-1, project description; Form E-9, weekly progress

report; Form L-7, pay roll for personal services. (Rarely, official.) 11 x 17 bundles (3), 1/2 in., on table. House of Representatives. (904)

193. CWA PAY ROLL RECORDS FOR PERSONAL SERVICES, Nov. 24, 1933 - July 31, 1935, CWA Form L-101, weekly report of labor and pay roll, showing summation of previous and present week of expenditures and total estimate authorized; ERA Form 180, showing number of persons on ERA program, with hours and earnings; FERA Form 151, weekly pay roll report, showing employees, hours each worked per day, rate of pay, and total earnings during pay roll period. (Inactive file, rarely, official.) 10 x 12 folders, 7 in., on table. House of Representatives. (928)

194. CWA RECORDS RELATED TO EXPENDITURES, Dec. 23, 1933 - Mar. 7, 1936. Weekly reports in narrative and tabular form for project expenditures; Form 162, purchase order; Form 39-A, automobile expense report; Form 1012, public voucher for reimbursement of travel and other expenses; Form 165, material received; Form A-8, receiving and inspection report; monthly requisitions for gasoline and oil; and inventory of automobiles assigned to workers. (Rarely, official.) 10 x 12 folders, 1 ft. 8 in., on table. House of Representatives. (939)

195. ERA WEEKLY PROGRESS REPORT RECORDS FOR PROJECT OPERATION, May 2, 1934 - Jan. 3, 1936. Form E-9, showing weekly expenditures of labor, equipment, material, local contribution, daily average of men working man-hours consumed, progress percentage of physical completion, labor expended, local contribution, and weekly project diary; Form E-8, support of weekly report, showing description of project, local distribution, approved labor, equipment rental, materials, estimated men, man-hours, date of approval, work started, and completion of work; and weekly progress reports sent in by supervisor or foreman. (Inactive file, rarely, official.) 8 1/2 x 11 and 12 x 18 loose-leaf books (6) and bundles (44), 1 ft. 10 in., on table. House of Representatives. (897)

196. ERA WORK PROGRESS REGISTER RECORDS, May 2, 1934 - June 25, 1936. Office work journals, showing record of work performed on projects, name and address of client, case number, occupation, and salary; requisition and encumbrance; funds committed for purchase orders, travel, pay rolls; work project for relief, nonrelief, and materials; record of auto sales tickets, and inventory of tools and equipment; details of sponsor's contributions to WPA funds, showing distribution of each fund; record of man-hours, supervision of workers taken from relief rolls, nonrelief rolls, total salary paid, credit for time lost, total money paid by WPA, and total paid by sponsor. (Inactive file, rarely, official.) 14 x 17 loose-leaf books (16), 10 in., on table. House of Representatives. (894)

197. ERA MONTHLY CERTIFICATION REPORTS, May 9, 1934 - Nov. 10, 1935. Form 115, showing case number, name and address of client, occupation, new cases, dates of visits, amount of budget for previous and present month, number of working days, amount of installment, remarks, name of parish from which report comes, and month of report. (Rarely, official.) 10 x 12 and 14 x 17 folders and bundles (81), 1 ft. 7 in., on table. House of Representatives. (901)

198. ERA RECORD OF ASSIGNMENT TO WORK PROJECTS, June 1, 1934 - Apr. 30,

1935. Form 35 B-D, showing case number, name and address of client, occupation, assignment, card number, monthly budget, wage rate, number of days, and first working date. (Inactive file, rarely, official.) 9 x 15 bundles (25), 1 ft. 1 in., on table. House of Representatives. (907)
199. INVENTORY OF ERA AND FERA-OWNED PROPERTY AND EQUIPMENT, Aug. 27, 1934 - Oct. 31, 1935. These inventories took place during transition of FERA to WPA and are compiled by parishes, showing items of office furniture, fixtures and equipment, food and physical equipment of commissaries; materials and supplies for different projects, canning equipment, ERA and FERA-owned automobiles, listing description, size, serial number, U. S. tag number, license number, assigned to, and location, with letters of transmittals; originals to state office (duplicates). (Rarely, official.) 10 x 12 folders, 3 1/2 in., in composition drawer of floor cabinet. R. 110. (792)
200. ERA SCHEDULE OF EMPLOYERS FOR HAMMOND DISTRICT OFFICE, Sept. 1, 1934. List of employees requested for district and list of present personnel, giving names, positions, and salaries, recapitulation of case load, and present weekly pay roll by parishes. (Rarely, official.) 9 x 15 sheets, 1/4 in., in composition filing drawer. R. 110. (787)
201. ERA CHANGES OF STATUS IN EMPLOYMENT, Oct. 3, 1934 to date. WPA Forms 18, 18-A, and 18-B, change of status in employment. Filed alphabetically by name.. (Occasionally, official.) 10 x 12 envelopes (3), 3 1/2 in., in composition filing drawer. R. 110. (799)
202. ERA ADMINISTRATIVE CORRESPONDENCE, Oct. 17, 1934 - Dec. 31, 1936. Between different offices of state headquarters and district, relative to administrative activities of office, such as handling of checks, requisitions and purchase orders, instructions, project operation problems, and handling reports. Filed alphabetically by name of correspondent and subject. (Rarely, official.) 10 x 12 folders, 6 ft. 3 in., in composition filing drawer of floor cabinet. R. 110. (797)
203. FERA OFFICE EQUIPMENT INVENTORY RECORD CARDS, Jan. 2, 1935 to date. With blank card attached for equipment inventory and transfer record. Filed by name of article. (Occasionally, official.) 4 x 6 cards, 1 ft. 6 in., in 2 composition boxes on files. R. 110. (768)
204. FERA RECORD OF DAILY REPORT OF AUTO TRAVEL FOR GOVERNMENT CARS, Jan. 3, 1935 to date. Mimeographed FERA Form, showing mileage and detail of travel, with some bills for gasoline and other travel expense attached, in folders, showing parish, license numbers, and inclusive dates of reports. Filed chronologically. (Frequently, official.) 10 x 12 folders, 4 ft. 9 in., in steel and 2 wooden drawers of floor cabinet. R. 110. (762)
205. FERA TIMEKEEPER'S RECORD BOOKS FOR WORK PROJECTS, July 11, 1935 to date. Each book has name of timekeeper or foreman, official project number, WPA number, and inclusive date of time covered, and contains printed table of wages by hour, names of workers, number of hours, and day work was performed. (Rarely, official.) 4 x 7 vols. (20), 8 in., in steel filing drawer of floor cabinet. R. 110. (766)

206. FERA INDIVIDUAL-EARNINGS RECORDS CARDS, July 15, 1935 to date. WPA Form 507, white cards for relief and nonrelief project workers and colored cards for administrative workers. Closed cases, filed alphabetically by parishes; active ones, filed by official project number and alphabetically. (Daily, official.) 5 x 8 cards, 24 ft. 2 in., in 20 composition boxes on open steel shelf. R. 109. (755)
207. FERA PLACEMENT RECORD FOR WORKERS, July 15, 1935 to date. WPA Forms 402, 403, and 404, prepared by division of labor, signed by worker and foreman and returned to pay roll unit (originals). Filed alphabetically by name of worker and by parish. (Daily, official.) 4 x 6 slips, 24 ft. 7 in., in 8 steel filing drawers of floor cabinet. R. 109. (756)
208. ADMINISTRATIVE PAID PAY ROLLS, Aug. 1, 1935 to date. Forms 1013, 1013-A, 1013-B and 1013-C, pay rolls; two copies of 1013, 1013-A, and 1013-B are sent to state Treasury Accounts office, which sends one set of originals to national office in Washington, and approves and stamps pay roll on Form 1013-B and returns to district office for filing (duplicates). Filed by appropriation symbol number and official project number. (Frequently, official.) 10 x 12 folders, 5 1/2 in., in steel filing drawer. R. 111. (828)
209. LETTERS SHOWING PRESIDENTIAL APPROVAL FOR PROJECTS, Aug. 24, 1935 to date. Mimeographed form letters from Washington to state office and transmitted to district office, containing presidential approval, and lists of projects, giving location, project number, kind of work, state WPA number, and allotment, with mimeographed bulletins and instructions. Filed numerically. (Occasionally, official.) 10 x 12 folders, 1 ft. 4 in., in steel filing drawer of floor cabinet. R. 110. (770)
210. PROJECT ALLOCATIONS, Sept. 15, 1935 - June 30, 1936. Showing name of parish, name of project, official and work numbers, description of project, labor, amount of relief, nonrelief, and total, materials, equipment, other, and total, presidential approval, allocations, dates, and withdrawals. (Inactive file, rarely, official.) Various sized vols. (2), folders and loose-leaf books (2), 3 in., on table. House of Representatives. (912)
211. MONTHLY REPORT OF ADMINISTRATIVE EXPENSES, Sept. 19, 1935 to date. WPA Form 717, showing date, classification, outstanding requisitions at end of month, actual encumbrances, allotments received, funds authorized for state, and unallotted balance at end of month, with letters between state and district headquarters regarding details related to report. (Frequently, official.) 10 x 12 folders, 1 in., in steel filing drawer. R. 111. (819)
212. TRANSMITTAL LETTERS ON FORMS SENT TO STATE HEADQUARTERS, Sept. 21, 1935 to date. Form H-2, transmittal of district schedules and vouchers; Form B-33, transmittal of copies of purchase orders; Form B, transmittal of paid vouchers; Form A, transmittal of purchase orders; Form LA-TAO-9, transmittal of advice of overencumbrance of project allotment; Form B-1, transmittal of unencumbered balance on projects; and Form LA-TAO-18, transmittal from Treasury State Accounts office, acknowledgment of Form 708, regarding encumbered balance of projects. Filed numerically. (Frequently, official.) 10 x 12 folders, 1 ft. 3 in., in steel filing drawer of floor cabinet. R. 110. (772)

213. ENCUMBRANCE NOTICE AND CANCELLATION, Oct. 1, 1935 to date. Form A-5, notice of miscellaneous encumbrance; Form A-5-A, cancellation of encumbrances; Form A-4, obsolete, voucher distribution; Form D-53, pay roll routing slip (duplicates). Filed by WP and OP numbers, with WP number filed numerically. (Frequently, official.) 10 x 12 folders, 3 ft. 9 in., in 3 composition filing drawers. R. 110. (805)

214. ESTIMATE OF ADMINISTRATIVE EXPENSES, Oct. 1, 1935 to date. Mimeographed forms, showing estimate of administrative expenses, correspondence between district and state offices of finance, and reports regarding various details, concerning budget analysis for district. (Frequently, official.) 10 x 12 folders, 1 1/2 in., in composition filing drawer. R. 110. (803)

215. FINANCIAL RECORDS OF INDIVIDUAL PROJECT OPERATIONS, Oct. 1, 1935 to date. Information relative to active or completed projects, opening unencumbered balance at given date and encumbrances thereafter, administrative letters with instructions regarding forms for projects, allotment of finances, pay rolls, vouchers, and other obligations incurred in connection with projects. Filed numerically. (Daily, official.) 10 x 12 folders, 4 ft., in 2 composition filing drawers of floor cabinet. R. 110. (771)

216. RECORD OF TRANSMITTAL OF PAY ROLLS FOR PROJECTS AND RELATED CORRESPONDENCE TO STATE HEADQUARTERS, Oct. 1, 1935 to date. WPA Forms 503, 503-A, 506, 506-A, 509, and 509-A; original and two copies to state office, and copy to area statistical office in Dallas; after approval for payment, state office returns one and sends one to Washington (duplicates). Filed numerically by project number and chronologically. (Daily, official.) 10 x 12 folders, 19 ft. 6 in., in 3 steel and 7 wooden filing drawers of floor cabinets. R. 110. (761)

217. RECORD OF ADMINISTRATIVE ENCUMBRANCES, Oct. 7, 1935 to date. Form A-8, receiving and inspection report; Form A-6, requisition for purchases; Form 1034-A, public voucher for purchases and services other than personal; Form A-5-A, encumbrance cancellation; and Form A-7, purchase order; with letters between state and division offices relative to encumbrances of requisitions. Filed numerically by requisition number. (Frequently, official.) 10 x 12 folders, 1 ft. 1 in., in steel filing drawer. R. 111. (829)

218. CERTIFICATION OF SPONSOR'S CONTRIBUTION, Oct. 8, 1935 to date. WPA Form 710, prepared by field engineer, who sends three copies to this division, which in turn sends one copy to area statistical office and one to sponsor, with lists of materials furnished by sponsor (duplicates). (Frequently, official.) 10 x 12 folders 7 1/2 in., in steel filing drawer. R. 111. (825)

219. COMPLETED ADMINISTRATIVE TRAVEL ENCUMBRANCES, Oct. 14, 1935 to date. Travel register, showing name of traveler, date, encumbrance number, voucher number, voucher amount, and unliquidated encumbrances; Form 1064, schedule of disbursements; Form 1012-A, public voucher for reimbursement of travel and other expenses; Form A-5-A, encumbrance cancellation; Form A-5, notice of miscellaneous encumbrances; and letters between state office and this division, relative to forms.

(Frequently, official.) 10 x 12 folders, 3 1/2 in., in steel filing drawer. R. 111. (830)

220. MATERIAL INVENTORY RECORD, Oct. 15, 1935 to date. WPA Form 721, separate card for each item purchased. Filed by unit and work project number. (Daily, official.) 5 x 8 cards, 2 ft. 10 in., in 3 composition boxes on desk. R. 110. (806)

221. RECONCILIATION OF OFFICIAL PROJECTS, Oct. 15, 1935 to date. Form B-11, ten-day register consolidated from Form B-15, daily register of project transactions, prepared by state office and sent trimonthly to district division for purpose of reconciliation to determine accuracy, and showing code to entries, district and parish appropriation symbol, official project number, encumbrance number, allotment number, bureau voucher number, treasury voucher number, objective class, transmittal code, allotment or limitation amount and encumbrance and voucher numbers. (Daily, official.) 10 x 16 sheets, 2 ft., in wooden box on desk. R. 111. (838)

222. REPORT OF DISTRICT ADMINISTRATIVE ACTIVITIES, Oct. 15, 1935 to date. Ten-day reports of administration activities of district, prepared on work sheets in tabular form with page summaries, showing date, number of pay rolls ending each day, number of names on pay roll, number of transfers, number of requisitions entered, number of purchase orders entered, number of paid vouchers entered, number of Forms 707, 708, and 310 prepared, sundry remarks, and copies of transmittal letters. Filed by name of report and appropriation symbol number. (Frequently, official.) 10 x 12 folders, 1 1/2 in., in steel filing drawer. R. 111. (827)

223. TIME REPORTS FOR PERSONAL SERVICES ON CLOSED PROJECTS, Oct. 15, 1935 - Nov. 28, 1936. WPA Form 502. (Frequently, official.) 9 x 15 folders, 5 ft. 9 in., in 4 composition files. R. 110. (783)

224. COMPLETED REQUISITIONS ON ACTIVE CONSOLIDATED PROJECTS, Oct. 17, 1935 to date. Form A-5-A, encumbrance cancellation; Form 1064, schedule of disbursements; Form 1068-A, public voucher for transportation of freight or express; Form A-5, notice of miscellaneous encumbrance; Form A-6, requisition for purchase; Form 1034-A, public voucher for purchases and services other than personal, with letters between district and state offices, and intraoffice. Filed by official project numbers. (Frequently, official.) 8 1/2 x 11 sheets, 2 ft. 1 in., in steel filing drawer. R. 111. (823)

225. RECORDS OF PURCHASES AND SERVICES, OTHER THAN PERSONAL, Oct. 18, 1935 to date. Forms 1034 and 1034-A, vouchers; Forms A-6 and A-7, purchase orders; and transmittals. Filed by project numbers. (Frequently, official.) 10 x 12 folders, 3 ft. 11 in., in 3 composition filing drawers. R. 110. (810)

226. TOOL AND EQUIPMENT INVENTORY RECORD, Oct. 19, 1935 to date. WPA Form 712. Filed by work project numbers. (Daily, official.) 8 x 10 1/2 folders, 1 1/2 in., in composition drawer of floor cabinet and file on desk. R. 110. (791)

227. TIME REPORT FOR PERSONAL SERVICES ON ACTIVE PROJECTS, Oct. 23, 1935 to date. WPA Form 502, giving time and pay roll information by timekeeper on each job, in duplicate (originals). Filed numerically by project number and chronologically. (Daily, official.) 9 x 15 folders, 6 ft. 6 in., in 4 steel drawers of floor cabinet. R. 110. (782)
228. SCHEDULE OF DISBURSEMENTS, Oct. 28, 1935 to date. Standard Form 1064, office copies and paid copies, showing date on which they were paid, number by which they were paid, date received by state treasury accounts office, dates received by state and district finance and statistics offices, and stamp of comptometer operator (duplicates). Filed chronologically and by parish. (Daily, official.) 10 x 12 folders, 2 ft. 9 in., in 2 composition filing drawers of floor cabinet. R. 110. (786)
229. REPORT ON CASES ELIGIBLE FOR RELIEF, c. Nov. 1935. List of names from parishes of persons eligible for relief, showing case number, name of client, color, and number in family, apparently compiled when FERA changed to WPA. (Rarely, official.) 10 x 12 folder, 1/4 in., in steel filing drawer of floor cabinet. R. 110. (780)
230. EMPLOYMENT ASSIGNMENT REGISTER SHEET, Nov. 14, 1935 - Sept. 20, 1936. WPA mimeographed Form L, for assignment register record, showing name of project foreman and workers, case number, identification number, occupational title, class, and wage; original with five copies of Form 402 is sent to project for completion by timekeeper; triplicate to district labor management office; a separate sheet for nonrelief workers. (Frequently, official.) 9 x 15 bundles (30), 1 ft. 3 in., in composition filing drawer. R. 110. (807)
231. ADMINISTRATIVE TELEGRAMS, Nov. 20, 1935 - Aug. 21, 1936. Between state office and district offices, pertaining to requisitions; Form A-8, receiving and inspection report; corrections of errors, employment of workers, delivery of materials to projects, encumbrances, percentage of relief clients available for assignment, pay rolls, requisitions for funds, sponsor's contributions, and assignments of administrative workers. Filed chronologically. (Occasionally, official.) 6 1/2 x 8 1/2 folders, 2 in., in steel filing drawer of floor cabinet. R. 110. (781)
232. TIME REPORTS FOR ADMINISTRATIVE PAY ROLL, Dec. 1, 1935 to date. WPA Form 502, time report for administrative pay rolls (duplicate). (Frequently, official.) 10 x 12 folders, 5 1/2 in., in one composition filing drawer. R. 110. (802)
233. ADMINISTRATIVE PERSONNEL PAY ROLL ANALYSIS, Dec. 15, 1935 to date. WPA Form 718, showing office or division, base period, half month ended, state district, amount, date, and grand total (quintuplicates). (Frequently, official.) 8 x 17 folders, 1 3/4 in., in steel filing drawer. R. 111. (833)
234. DATA REGARDING AUTO TRAVEL EXPENSES, Dec. 31, 1935 to date. Sales tickets from dealers in oil and gas, showing name of concern, location, date of purchase, amount, description of purchase, by whom

purchased, and biweekly statements of purchases to supervisor of finance, and reports giving itemized traveling expenses for period, date, expenses, place, and amount. Filed by name of traveler. (Frequently, official.) 10 x 12 folders, 2 ft., in steel filing drawer of floor cabinet. R. 110. (767)

235. REPORT ON INCOME TAX RETURNS, Jan. 1 - Dec. 31, 1936. Schedule of administrative salaries, giving appropriation symbol number, official project number, names and addresses of employees, marital status, and amount of monthly salary, with special case review, showing group of employees for two months of year attached; original to state director of finance (duplicates). (Occasionally, official.) 14 x 33 and 8 1/2 x 14 sheets, 1/8 in., in composition filing drawer of floor cabinet. R. 110. (775)

236. ADMINISTRATIVE CORRESPONDENCE FILE, Jan. 1, 1936 to date. Filed by unit, name of office, subject of letter, and number listed on inventory. (Daily, official.) 10 x 12 folders, 6 ft., in 3 steel filing drawers of floor cabinet. R. 110. (769)

237. INVENTORY OF CORRESPONDENCE FILES, Jan. 1, 1936 to date. Divided into state headquarters, area statistical office, intradistrict, intraoffice, general units, and years. (1936 inventory, frequently; 1937 one, daily; official.) 8 1/2 x 14 sheets, 1/32 in., on desk and tacked to floor cabinet. R. 110. (760, 763)

238. INDIVIDUAL RECORD OF ABSENCE, Jan. 1, 1936 to date. Form 2152, extension of leave on account of sickness, showing advance sick-leave, salary deduction because of excessive absence, record of leave without pay, and accumulated leave. (Frequently, official.) 5 x 8 cards, 1 1/2 in., in composition filing drawer. R. 110. (798)

239. WEEKLY REPORT OF MATERIALS RECEIVED, USED, AND ON HAND, Jan. 10, 1936 to date. WPA Form 720, showing WP number, kind of material on hand beginning of period, received during period, total to account for, used during period, and actual inventory on hand at end of period; and letters of transmittal. Filed by WP number. (Daily, official.) 10 x 12 folders, 1 ft. 7 in., in composition filing drawer of floor cabinet. R. 110. (793)

240. WORK PROJECT REGISTER, Jan. 13, 1936 to date. WPA Form 704-R, basis for postings taken from requisitions, showing date of entry, description, record of encumbrances, liquidation, and allotments, to determine financial status of projects, and detailed record cost of man-hours including supervision and sponsor's funds. (Frequently, official.) 14 1/2 x 18 loose-leaf books (6), 1 ft., on desk. R. 111. (832)

241. LABOR INVENTORY, Jan. 15, 1936. WPA Form 430, showing line number, usual occupation, occupational code number, total males and females employed on projects, other priorities, and grand totals. Filed by parish. (Rarely, official.) 16 x 26 rolls (12), 2 ft. 4 in., in wooden file drawer. House of Representatives. (913)

242. SEMIMONTHLY PHYSICAL PROGRESS REPORTS, Jan. 17 - Feb. 22, 1936. WPA Form 711, showing official, work project, and symbol numbers, state,

district, date, sponsor, location and name of project, item of work, unit, unit price, estimated total quantity, estimated total cost, total quantity completed to date, estimated value of total to date, remarks, totals of cost, total working days to date, number of working days since last report, total number of employees on pay rolls at last working date of pay period, and percentage of physical completion. Filed by parish. (Rarely, official.) 10 x 12 folders, 6 in., on table. House of Representatives. (905)

243. RECORDS USED IN ADMINISTRATIVE AND PROJECT OPERATION, Jan. 17, 1936 to date. Form 40, contract for telephone service; SPO Form 6, cancellation of orders; and various other forms, with transmittal and narrative letters. Filed by official, work project, and form numbers. (Frequently, official.) 10 x 12 folders, 2 ft. 3 1/2 in., in 2 steel filing drawers. R. 111. (831)

244. PROPERTY LOCATION TRANSFER, Jan. 22, 1936. LWPA Form 1, record of transfer of property from WPA Camp TR-7, Camp Hopkins, to camp at Algiers for transients; original to state office and copy to Algiers camp (duplicate). (Rarely, official.) 10 x 12 folder, 1/4 in., in composition filing drawer of floor cabinet. (790)

245. SCHEDULE OF UNLIQUIDATED BALANCES ON ADMINISTRATIVE PAY ROLLS, Jan. 28, 1936 to date. Showing unliquidated amounts of requisitions and purchase orders under respective appropriation symbols for each month; balance sheets give description of item, date, number and amount of requisitions and purchase orders, date of last A-8, recapitulation encumbrances, totals, and encumbrances cancellation. (Frequently, official.) 9 x 15 folder, 1 in., in steel filing drawer. R. 111. (834)

246. RECORD OF EQUIPMENT RENTAL SERVICES, Feb. 3, 1936 to date. WPA Form 719, made out by division of engineering in support of Form A-8, which is sent to state headquarters with original requisition; copy goes to engineering division (originals). Filed chronologically and by work project number. (Daily, official.) 10 x 12 folders, 4 1/2 in., in composition filing drawer of floor cabinet. R. 110. (785)

247. GOGGLE INVENTORY RECORD, Mar. 16, 1936 to date. Mimeographed form, showing OP number, person to whom charged, type, date, and location (duplicates). (Frequently, official.) 10 x 12 folders, 1/4 in., in composition filing drawer. R. 110. (795)

248. MINUTES OF WPA DISTRICT STAFF MEETINGS, Apr. 14, 1936 - Jan. 8, 1937. For different parishes and those held at district headquarters, convened at times designated by district director for discussion of, and giving instructions on various project problems, such as time books, time reports, tool inventories and requisitions, pay rolls, questions and answers regarding problems of project operation, and supervisory duties (duplicates). (Occasionally, official.) 10 x 12 folders, 1/2 in., in composition filing drawer. R. 110. (804)

249. REPORT OF LONG DISTANCE TELEPHONE CALLS, Apr. 17, 1936 to date. Showing type of call, from whom, to whom, subject, time started and completed, date and charges. (Frequently, official.) 5 1/2 x 8 1/2 folders, 4 1/2 in., in composition filing drawer. R. 110. (801)

250. ADMINISTRATIVE DAILY REGISTER, Apr. 22, 1936 to date. For daily recording of time reporting and departing of administrative employees, showing name of day, date of month, year, employee's name, time registered in, in morning, time out at noon, time in, time out in evening. Filed chronologically. (Daily, official.) 10 x 12 folders, 8 1/2 in., in composition filing drawer. R. 110. (800)

251. PAY ROLL ROUTING SLIP RECORD, May 13, 1936 to date. Form D-53, pay roll routing slip (duplicates). Filed by work project numbers. (Frequently, official.) 4 x 10 1/2 sheets, 3 ft. 3 in., in 2 steel filing drawers. R. 110. (812)

252. SCHEDULE OF SUB-ALLOTMENTS, May 14 - Dec. 31, 1936. Form A-3-C, prepared by district director and signed by him and district engineer, who both retain a copy, other copies sent to state directors of finance and statistics and of operations; Form B-46, letter of transmittal (originals). Filed chronologically. (Daily, official.) 10 x 12 folders, 4 in., in 2 composition filing drawers. R. 110. (774)

253. DAILY REGISTER OF PROJECT TRANSACTIONS, May 19, 1936 to date. Form B-15, prepared by state office daily and mailed to district division office for reconciliation; every ten days daily register is consolidated and compiled on Form B-11, and monthly report of these transactions is sent to state office. (Daily, official.) 11 x 16 loose-leaf books (5), 5 1/4 in., on desk. R. 111. (837)

254. RECEIPTS FOR CHECKS AND RELATIVE CORRESPONDENCE, May 19, 1936 to date. Form B-21, receipt form for payee's signature; transmittal letters, and some correspondence between director of finance and statistics and state disbursing clerk, regarding delivery of checks or errors. Filed by project number. (Frequently, official.) 10 x 12 folders, 5 ft. 4 in., in 1 wooden and 2 steel filing drawers of floor cabinet. R. 110. (759)

255. INVENTORY OF EQUIPMENT AND SUPPLIES, May 20, 1936 - Mar. 25, 1937. Tabular forms, showing inventory of materials and supplies for projects by parishes; inventory of tools and office equipment, giving description of article and number of unit; complete inventory of typewriters by parishes, listing kind, serial number, government tag number, and agency or division of custody; inventory of automobiles and trucks, giving description, serial number, motor and government tag numbers; canning equipment inventory, listing articles, government tag, location, unit, costs, unit price, and present value; and recapitulation of inventory taken in district by district supervisor of finance and statistics and sent to same department of state headquarters. (Occasionally, official.) Various sized bundles (32), 8 in., in composition filing drawer. R. 110. (794)

256. ADMINISTRATIVE LETTERS OF INSTRUCTIONS, May 22, 1936 to date. Between state, district, and intradistrict offices, relative to discrepancies in reports, funds on hand, preparation of travel vouchers, requisition for purchases, transmittals regarding advice of change in allotment, instructions regarding report on telephone calls and telegrams, issuance of transportation requests, contracts with different manufacturers for supplies, bids, and administrative salaries by divisions, to determine administrative expense allotment. Filed by subject.

(Frequently, official.) 10 x 12 folders, 1 1/2 in., in steel filing drawer. R. 111. (826)

257. ADMINISTRATIVE PAY ROLL ROUTING SLIP RECORD, May 25, 1936 to date. Form D-53, one copy retained and four copies sent to state treasury accounts office, from where one copy is marked paid and returned to district office. Filed by official symbol appropriation number. (Frequently, official.) 10 x 12 folders, 1 in., in steel filing drawer. R. 111. (824)

258. STATEMENT OF UNLIQUIDATED BALANCES OF ENCUMBRANCES, May 30, 1936 to date. Records prepared by state treasury accounts office each month and sent to district office, showing appropriation symbol, allotment, OF numbers, type of objective encumbered class, encumbered number, voucher number, date, encumbered amount, voucher amount, unliquidated balance encumbrance, and unliquidated balance of official projects. (Frequently, official.) 11 x 16 loose-leaf books (12), 7 1/2 in., on desk. R. 111. (835)

259. TRANSMITTALS AND CORRESPONDENCE, June 22, 1936 to date. Form 1080, voucher for adjustments between appropriations and funds; Form 1081, schedule of adjustments; and letters between state and district division offices; Form A-17-A, notice of rejection of Forms 1080 and 1081. Original and six copies are made of Form 1080, of which five copies are sent to state office; original and seven copies are made of Form 1081, of which seven copies are sent to state office (duplicates). (Daily, official.) 10 x 12 folders, 1 in., in composition filing drawer. R. 110. (808)

260. ADVICE OF CHANGE IN ALLOTMENT, July 1, 1936 to date. Form A-3, advice of change in allotment; and letters of transmittal (duplicates). Filed by appropriation number. (Frequently, official.) 10 x 12 folders, 1 in., in steel filing drawer. R. 111. (820)

261. REQUISITION AND REPORT OF TOOL AND EQUIPMENT INVENTORY, July 10, 1936 to date. WPA Form 713, requisition on tool and equipment inventory; WPA Form 714, report of tools and equipment returned to inventory; made in triplicate, one to field engineer and one to person in charge of tools (originals). Filed chronologically. (Daily, official.) 10 x 12 folders, 4 in., in composition drawer of floor cabinet. R. 110. (789)

262. STATEMENT OF PROJECT ESTIMATE DETAIL, Aug. 8, 1936 to date. WPA Form, statement of project estimate detail; and Form B-65, transmittal form. Filed by form number and Works Progress number. (Daily, official.) 10 x 12 folders, 2 in., in steel filing drawer. R. 111. (815)

263. SCHEDULE OF SUBALLOTMENTS, Aug. 14, 1936 to date. Form A-3-C, covered by transmittal letter B-46, listing schedule of allotments. Filed by form and appropriation symbol numbers. (Frequently, official.) 10 x 12 folders, 3 1/2 in., in steel filing drawer. R. 111. (822)

264. MONTHLY INVENTORY OF TOOLS AND EQUIPMENT, Sept. 1, 1936 to date. WPA Form 715, report of missing tools and equipment; mimeographed form, monthly inventory report; Form 716, recommendation for disposal

of tools and equipment; one copy to field engineer and one to foreman (originals). Filed by work project number. (Frequently, official.) 9 x 15 folders, 1 ft. 2 1/2 in., in composition drawer of floor cabinet. R. 110. (788)

265. MONTHLY REPORTS OF LIQUIDATION OF SPONSOR'S PLEDGES, Sept. 8 - Nov. 12, 1936. Mimeographed Form 710-B, with unnumbered letter of transmittal, showing month for which report on liquidation of sponsor's pledge is made; authorized agent retains copy (originals). (Occasionally, official.) 10 x 12 folder, 2 in., in steel filing drawer of floor cabinet. R. 110. (784)

266. REPORT OF FUND STATUS, Sept. 19, 1936 to date. Covering ten-day periods, and showing encumbrances, made and unliquidated encumbrances, symbol number, pay roll and other encumbrances, with letters of transmittal in narrative form; original to state office and copy to district director (duplicates). (Frequently, official.) 10 x 12 folders, 1/2 in., in steel filing drawer. R. 111. (814)

267. DAILY REPORT OF FINANCIAL POSITION, Nov. 12, 1936 - Mar. 2, 1937. Mimeographed work sheet and report to state office, with letters of transmittal attached; copy to district director and to engineering division (duplicates). Filed chronologically. (Frequently, official.) 9 x 15 folders, 2 1/2 in., in composition filing drawer of floor cabinet. R. 110. (777)

268. PAID VOUCHERS ON OPEN REQUISITIONS, Nov. 25, 1936 to date. Standard Form 1034-A, paid voucher on open requisition; Form A-7, purchase order; Form A-8, receiving and inspection report; Form A-6, requisition for purchase; and letters between district and state headquarters regarding vouchers on open requisitions. Filed by appropriation symbol numbers. (Frequently, official.) 10 x 12 folders, 2 in., in steel filing drawer. R. 111. (821)

269. WEEKLY REPORT OF FROZEN FUNDS, Dec. 1, 1936 to date. Showing appropriation symbol number and amount of money under each symbol; copy to district director. (Frequently, official.) 10 x 12 folders, 1/4 in., in steel filing drawer. R. 111. (816)

270. REPORT ON LIQUIDATION OF SPONSOR'S PLEDGES, Dec. 3, 1936 to date. Form 710-B, in support of payments, comprising sponsor's funds for November 1936; original sent to sponsor (duplicates). Filed chronologically. (Frequently, official.) 10 x 12 folders, 3 in., in steel filing drawer. R. 111. (817)

271. REPORT OF WPA COSTS AND SPONSORS' COSTS ON ALL ACTIVE PROJECTS, Dec. 31, 1936 - Feb. 28, 1937. Comparison reports, showing WPA costs, sponsors' costs, pay roll costs, and others, official project number, and costs as indicated in project register; Form 704-R, showing last month for which sponsors' contributions have been received, and additional data; original sent to state director (duplicates). (Frequently, official.) 14 x 16 sheets, 1/16 in., in composition filing drawer of floor cabinet. R. 110. (773)

272. CURRENT JOURNAL VOUCHERS, Jan. 1, 1937 to date. Form 704-R, showing pay roll encumbrances, liquidations, daily summary of encumbrance

documents, and trial balances of work project register. Filed by appropriation symbol number. Indexed. (Daily, official.) 9 x 15 loose-leaf books (11), 6 1/2 in., on floor cabinet. R. 111. (836)

273. INVENTORY RECORD OF SURPLUS PROPERTY, Jan. 6, 1937 to date. Form ESP-1, showing government department or establishment, date, location of property, storage or warehouse address, and declaring officer; three copies to state office and one to district director (duplicates). (Occasionally, official.) 10 x 12 folders, 1/4 in., in composition filing drawer of floor cabinet. R. 110. (796)

274. FLOOD CONTROL TELEPHONE CONVERSATIONS, Feb. 8 - Mar. 13, 1937. Long distance telephone conversations between district office, state headquarters, and foremen or men in charge of flood project, operating in units located at various points along Mississippi River, dealing with various operation problems of project, showing between whom conversation was held, text of conversation, and length of time required for message; originals to district director (duplicates). (Occasionally, official.) 10 x 12 folders, 3 1/2 in., on floor cabinet. R. 110. (809)

275. DAILY FINANCIAL AND STATISTICAL REPORTS OF FLOOD CONTROL PROJECTS, Feb. 10 - Mar. 13, 1937. Form FS-2, daily report of encumbrances, showing labor and encumbrances; Form FS-3, daily report of operations; mimeographed form report used by timekeeper as summary financial report of all crews operating, to be transmitted by head timekeeper to this office; and letters of transmittal from district supervisor to state office. Filed chronologically. (Rarely, official.) 10 x 12 folders, 1 ft. 6 in., in steel filing drawer of floor cabinet. R. 110. (764)

276. TIMEKEEPERS' RECORD BOOKS FOR FLOOD CONTROL PROJECTS, Feb. 10 - Mar. 13, 1937. Each book showing name of timekeeper, and official and WPA project numbers, containing names of workers, dates and hours worked, and table of wages by hour. (Occasionally, official.) 4 x 7 vols. (97), 2 ft. 9 in., in composition box on files. R. 110. (765)

277. REPORT OF EMPLOYERS WHOSE SALARIES EXCEED SECURITY WAGE RATE, Feb. 25, 1937. Schedule of all projects operating in district, showing official project number, pay roll date, classification, number of workers, salary of classifications and remarks, original to state office and copy to district director (duplicates). (Occasionally, official.) 14 x 17 sheets, 1/16 in., in composition filing drawer of floor cabinet. R. 110. (776)

278. RECEIPTS OF WORKERS ON FLOOD CONTROL PROJECTS, Feb. 27 - Mar. 3, 1937. Form B-21 and mimeographed form, giving check number, name of payee, and case number, and fingerprints of those unable to write. (Rarely, official.) 5 1/2 x 8 1/2 and 9 x 15 rolls, 1 in., in wire basket on open shelf. R. 110. (811)

279. REPORT OF ENCUMBRANCES FOR WPA CAR SERVICE, Apr. 2, 1937. Showing make of car, motor number, 1937 license number, meter reading Feb. 1st and 28th, and by whom operated; summary of encumbrances for services, gasoline, and oil, for administrative use and work projects; and letters between district and state offices regarding reports.

(Frequently, official.) 10 x 12 folders, 1/4 in., in steel filing drawer. R. 111. (818)

280. ADMINISTRATIVE JOURNAL VOUCHERS OF ENCUMBRANCE DOCUMENTS, July 7, 1936 - Mar. 31, 1937. Journal vouchers listed by appropriation symbol number (of which there are eight), vouchers entered by appropriation (entries must have journal voucher number), journal of pay roll encumbrances and liquidations for pay roll periods listed by dates and appropriation number, with description, giving ledger, official and work project numbers, description of liquidation, number of relief and nonrelief submitted on pay rolls, adjustments made in liquidation, number and amount of encumbrance set up, total of liquidation adjustment and encumbrance, hours of relief and nonrelief, what appropriation audited, and project register posted. Indexed. (Frequently, official.) 9 x 14 folders, 10 in., in composition drawer of floor cabinet. R. 110. (778)

281. TRIAL BALANCES OF ADMINISTRATIVE AND WORK PROJECTS AT END OF FISCAL YEAR 1936, Aug. 11, 1936 - Jan. 8, 1937. First trial balance at close of fiscal year, July 31, 1936, was sent to state director of finance and statistics on Aug. 11, 1936, final one on Jan. 8, 1937, covering all appropriations for which there are entries to require trial balance, and listing projects selected for commencement, district monthly budget account, district unencumbered allotment to projects, district unliquidated encumbrances for pay rolls and for other costs, district expended appropriations for pay rolls and other costs, balance for this month and previous month for debtor and creditor, and net transaction during month (duplicates). (Frequently, official.) 9 x 15 folder, 1 1/2 in., in composition filing drawer of floor cabinet. R. 110. (779)

Compensation Department

282. URC CORRESPONDENCE, FORMS, AND REPORTS USED IN CONNECTION WITH INJURY, Jan. 20, 1933 - Apr. 3, 1936. Group of unorganized inactive records of parishes; administrative letters between district, state, and parish offices, relating to details of injuries and accidents on projects and medical aid and compensation for them; various forms for daily and weekly accident reports, monthly analysis of accidents, surgeon's weekly reports, orders for medical services, orders for physical examinations, requests for treatment, employees' notices of injuries, original claims for compensation and medical treatment, and receipt for first-aid supplies. Filed by material. (Rarely, official.) 10 x 12 and 5 1/2 x 8 folders and bundles (12), 1 ft. 7 1/2 in., on table. House of Representatives. (922)

283. ADMINISTRATIVE CORRESPONDENCE RELATED TO ACTIVITIES OF COMPENSATION DEPARTMENT, Aug. 1, 1935 - July 21, 1936. Between state and district offices, timekeepers or foremen, regarding handling of cases, reports, instructions, receiving of checks, and general office activities, and between state and district offices, submitting advice regarding compensation regulations. (Rarely, official.) 10 x 12 folders, 8 in., in composition drawer of floor cabinet. R. 110. (754)

284. MINOR-INJURY CASES, Oct. 17, 1935 to date. Mimeographed Form K-1, short form of injury report, prepared for minor injury, where it

appears that no time will be lost or treatment beyond first aid needed, to be signed by injured man and his official superior. Filed chronologically and numerically. 4 x 6 card index, 2 ft. 5 in. (Occasionally, official.) 10 x 12 folders, 4 ft. 1 in., on shelf of steel floor cabinet. R. 110. (753, 758)

285. INDEX OF OPEN AND CLOSED COMPENSATION CASES, Nov. 6, 1935 to date. Showing name and address of injured person, date of injury, compensation case number, and project number. Filed alphabetically by names. This is an index to records reported in abstracts 751 and 752. (Daily, official.) 3 x 5 cards, 7 in., in composition box on table. R. 110. (757)

286. CLOSED COMPENSATION CASES, Nov. 6, 1935 to date. Reports, forms, and correspondence between compensation officers and timekeepers or foremen of projects. Filed numerically. 3 x 5 card index, 7 in.; see abstract 757. (Daily, official.) 10 x 12 folders, 8 ft. 5 in., in four composition filing drawers of floor cabinet. R. 110. (751)

287. OPEN COMPENSATION CASES, Jan. 15, 1936 to date. Forms CA-1, CA-2, CA-4, CA-8, CA-17, and CA-42, used on cases where necessary; and administrative letters between state office, district compensation offices, timekeepers, and foremen. Filed numerically. 3 x 5 card index, 7 in.; see abstract 757. (Daily, official.) 10 x 12 folders, 1 ft. 7 in., in composition filing drawer of floor cabinet. R. 110. (752)

Division of Operations

288. CWA UNORGANIZED CORRESPONDENCE, REPORTS, AND INSTRUCTIONS USED IN PROJECT OPERATION, Nov. 28, 1933 - Dec. 31, 1935. Letters between state, district, and parish officials; various reports such as daily, weekly, monthly, semimonthly, and special ones compiled on different forms; and mimeographed instructions transmitted from state headquarters for procedure on various phases of work. (Inactive file, rarely, official.) 8 x 10 and 9 x 12 folders and sheets, 15 ft. 9 in., in eight composition file boxes and seven wooden boxes. NE. room, 3d floor. (881)

289. CWA BLUEPRINTS AND SPECIFICATIONS FOR CONSTRUCTION PROJECTS, Dec. 8, 1933 - Dec. 30, 1936. Unorganized group of engineers' plans with specifications and original sketches attached, showing name and location of project and necessary related details. (Inactive file, rarely, official.) 22 1/2 x 36 and 42 x 52 rolls (55), 7 ft. 10 in., on table. House of Representatives. (914)

290. CWA MISCELLANEOUS ADMINISTRATIVE DATA, Dec. 19, 1933 - May 29, 1935. Letters between district and parish engineers, and from state headquarters; mimeographed manuals of instructions and procedure; progress project reports, and forms related to projects. (Never.) 10 x 12 folders, 1 ft. 2 in., on shelf of steel floor cabinet. Dirty, scattered. R. 108-A. (741)

291. ERA AND FERA PROJECT RECORDS, IBERVILLE, POINTE COUPEE, EAST AND WEST BATON ROUGE, AND EAST AND WEST FELICIANA PARISHES, Jan. 29, 1934 - Apr. 25, 1936. Administrative letters, forms, reports and

applications; Standard Form 33, Standard Government Short Form Contract; FERA Form 160, Requisition for Purchase; made in triplicate, first copy to purchasing agent, second to state ERA, and third to local ERA. Filed by parish; parish and project numbers filed numerically. (Rarely, official.) 10 x 12 folders, 10 ft. 10 in., in six drawers of wooden floor cabinet. R. 108-A. (737)

292. CWA ADMINISTRATIVE CORRESPONDENCE RELATED TO PROJECT OPERATION, Feb. 6, 1934 - Oct. 24, 1935. Between national and state headquarters, transmitted to district headquarters; also between district officials relative to various forms and reports, authorization and completion of projects, expenditures, employment, complaints, and instructions. Filed alphabetically by subject. (Rarely, official.) 10 x 12 folders, 2 ft. 1 in., in drawer of wooden floor cabinet. R. 108-A. (735)

293. CWA UNORGANIZED CORRESPONDENCE AND REPORTS USED IN PROJECT OPERATION, Feb. 17, 1934 - Apr. 13, 1936. Letters between district, state headquarters, and parish offices; reports in tabular form, listing unencumbered balances for each project; fieldworkers' daily reports, compiled into a weekly one, and broken down into three divisions, giving details of visits, case load, and analysis of case load at end of week; and narrative reports on intake and certification. Filed by material. (Inactive file, rarely, official.) 10 x 12 folders, 1 ft. 6 in., on table. House of Representatives. (927)

294. ERA WAGE-RATE RECORDS, Mar. 16, 1934 - July 30, 1936. Wage-rate schedules by labor classification; various surveys of wage schedules made by parish wage-rate committee; letters between state, district and parish engineers, regarding details of wage rates, selection of individuals to serve on wage-rate committees, transmittal of wage-rate schedules to state headquarters for approval which have been adopted by committee, and decisions regarding payment of rural or urban wage rates to individuals residing in one, but working in other community. Filed by parish. (Inactive file, rarely, official.) 10 x 12 folders, 5 1/2 in., on table. House of Representatives. (932)

295. ERA WEEKLY PROJECT PROGRESS REPORTS FOR ASCENSION, AND EAST AND WEST FELICIANA PARISHES, Mar. 22, 1934 - July 31, 1935. Form E-9, compiled by field and parish engineers in tabular form, showing progress percentage of physical completion, labor expended, local contribution, weekly expenditures showing previous, current and total for labor, equipment, and material, and local contribution, showing daily average number of men working and man-hours, estimated date for completion, weekly project diary, and project number. (Never.) 12 x 18 loose-leaf books (2), 5 in., on shelf of steel floor cabinet. R. 108-A. (740)

296. ERA PROJECT INDEX CARDS, IBERVILLE PARISH, May 1 - Aug. 27, 1934. Form 23-A, record of worker assigned to project; removal notices are attached to some of these cards. Filed alphabetically by name and project. (Never.) 4 x 6 bundles (97), 11 in., in filing drawer on floor. R. 108-A. (739)

297. ERA WORKERS' IDENTIFICATION WORK CARDS FOR EAST AND WEST FELICIANA PARISHES, May 1 - Nov. 30, 1934. Showing card number, name, case

number, address, number of days entitled to work, number and date of days worked, position, project number, month, where to report for work, signature of worker, and record of work, dated and signed by foreman; removal notices are attached to some cards. (Never.) 4 x 6 bundles (20), 2 ft., in two pasteboard boxes on floor. R. 108-A. (738)

298. ERA TOOL-EQUIPMENT RECORDS FOR PROJECTS, May 4, 1934 - Mar. 24, 1936. Records on mimeographed forms, showing name of parish, official and work project numbers; record of purchase orders, showing amount, number, and date; and requisitions showing description, amount, and bid date; administrative letters regarding equipment and tools, with reference to their location, inventory, transfers, and kind, including mimeographed form used as receipt by foreman for tools issued to workers. (Rarely, official.) 8 x 10 and 9 1/2 x 14 1/2 folders and loose-leaf books (2), 6 1/2 in., on table. House of Representatives. (906)

299. ERA CORRESPONDENCE AND DATA USED IN OPERATION OF PROJECTS, May 28, 1934 - June 15, 1936. Administrative letters between state headquarters, area office, district office, and parish officials; project data, including brief description of project, requisition for workers, pay roll periods, estimate of workers, salary, estimated date of completion, estimated cost of project, advice of allotment on Form A-3, statement of allotment detail on Form 701, and approval of project; data for different projects varying slightly to conform with type of work involved. Filed by project number and name. (Inactive file, rarely, official.) 10 x 12 folders, 3 ft. 2 in., in two composition filing drawers. House of Representatives. (895)

300. ERA GENERAL ADMINISTRATIVE CORRESPONDENCE BETWEEN DISTRICT OFFICIALS. Sept. 1, 1934 - Oct. 26, 1935. Relative to project operation activities, including use of automobiles, purchase orders, expense, reports, project progress records, authorization for employment or release, contributions, and personnel problems. Filed alphabetically by subject. (Inactive file, rarely, official.) 10 x 12 folders, 1 ft. 2 in., in drawer of wooden floor cabinet. R. 108-A. (736)

301. ERA SPECIFICATIONS AND BLUEPRINTS FOR COMPLETED CONSTRUCTION PROJECTS, Nov. 26, 1934 - Feb. 12, 1936. Sponsor's contribution and approval; schedule of work, listing official and work project numbers, name of parish, location, description of project, number of working days, estimated average number of men, materials, equipment, and dates started and completed; and original copies of specifications, estimates of costs, and plans. (Never.) Various sized rolls (47), 6 ft. 2 1/2 in., on steel floor cabinet. R. 108-A. (744)

302. ERA GENERAL CORRESPONDENCE, Feb. 1, 1935 to date. Between supervisor and subordinate officials, field, district, and state officials, relative to use of forms and completed forms, concerning estimates of administrative expenses of projects and personnel, applications for approval of projects, record of project completion, requests for workers on projects, personnel applications for positions and their oaths, inventory of property and transfers, district office instructions, and flood-control projects. Filed alphabetically by subjects and chronologically. (Daily, official.) 10 x 12 folders, 4 ft. 6 in., in three steel filing drawers of floor cabinet. R. 106. (722)

303. FERA DATA RELATED TO PROJECT OPERATIONS AND ADMINISTRATION, Apr. 9, 1935 to date. Administrative correspondence, requisitions, specifications, forms, reports, instructions, telegrams, and telephone calls. Filed alphabetically by subject; folders pertaining to specific project activities filed by project number, work project and state application numbers. (Daily, official.) 10 x 12 folders, 11 ft. 1 in., in seven composition drawers of floor cabinet. R. 107. (731)
304. FERA GENERAL ADMINISTRATIVE FILE, May 2, 1935 to date. Circular, mimeographed, or typewritten letters between this office, national and state headquarters, and district officials, relative to instructions regarding projects, transmittal of forms, applications, and use of automobiles; printed or mimeographed forms used for project progress reports, transmittals, applications, allotments, and pay rolls; engineers' maps of cities and parishes; also mimeographed bulletins of instructions relative to use of Form FERA-144-A. Filed by subject. (Daily official.) 10 x 12 folders, 2 ft., in drawer of wooden floor cabinet. R. 106. (729)
305. FERA RECORD OF INJURY TO WORKERS, May 21, 1935 - July 26, 1936. Form 206, report of injury; Form 201, request for treatment; Form 202, surgeon's first report; Form 204, surgeon's final report; Form 205, return to work. (Inactive file, never.) 10 x 12 folders, 9 in., on shelf of steel floor cabinet. Scattered. R. 108-A. (742)
306. FERA PROJECT RECORDS OF FIELD ENGINEERS, June 15, 1935 - Jan. 18, 1937. Miscellaneous administrative correspondence between district office and state headquarters relative to project activities; form letters of reports, instructions, transmittals, project progress reports; various forms, showing project proposal, operation or completion; forms for requisitions and purchase orders; and telegrams (duplicates). Filed by name of project and official project number. (Rarely, official.) 10 x 12 folders, 6 ft. 2 in., in four composition drawers of floor cabinet. R. 108-A. (733)
307. FERA MISCELLANEOUS RECORDS OF FIELD AND AREA ENGINEERS, July 15, 1935 - Jan. 14, 1937. Original records on file in secretarial office of district supervisor (duplicates). (Inactive files, rarely, official.) Various sized folders, vols. (39), and bundles (79), 3 ft. 3 in., in five composition drawers of floor cabinet. R. 108-A. (732)
308. GENERAL ADMINISTRATIVE CORRESPONDENCE AND REPORTS OF FIELD ENGINEER, Aug. 3, 1935 - Apr. 3, 1936. Relative to estimates of expense in regard to projects, employment for projects, and project progress reports; and inventory reports and forms, listing requisitions, purchase orders, and materials received. Filed alphabetically by subject. (Inactive file, rarely, official.) 10 x 12 folders, 2 ft., in wooden drawer of floor cabinet. R. 108-A. (734)
309. PLANS AND SPECIFICATIONS FOR PROJECTS IN OPERATION, Aug. 5, 1935 to date. WPA Forms E-1 and E-1-A, estimate of unit cost; Form E-36, schedule of work; WPA Form 303, work schedule and labor analysis; instructions and specifications, regarding materials and construction; blueprints of plans and schedule of work compiled by architect and

engineers; and pencil copies of work sheets for estimates, plans, and specifications used by engineers. Filed numerically by official project number. (Daily, official.) 9 x 15 folders, 7 ft. 6 in., in four wooden drawers of floor cabinet. R. 106. (726)

310. RECORDS OF COMPLETED PROJECTS, Aug. 5, 1935 to date. Consolidation of records of active project file, reports on projects, and plans and specifications of projects in operation; Form B-57, record of acceptance of project by sponsor. Filed numerically by official project number. (Occasionally, official.) 10 x 12 folders, 6 ft. 2 in., in three composition filing drawers of floor cabinet. R. 106. (727)

311. ACTIVE PROJECT FILE, Aug. 29, 1935 to date. For projects in operation, projects which have not received presidential approval, projects which have received presidential approval but are pending sanction by state office, consisting of letters, forms, narrative reports, mimeographed form reports, form letters, and telegrams. Filed numerically by project and serial numbers. (Daily, official.) 10 x 12 folders, 8 ft. 2 in., in five drawers of steel floor cabinet. R. 106. (723)

312. REPORT ON PROJECTS, Aug. 29, 1935 to date. Standard printed WPA and mimeographed forms and reports, relating to active projects, with a few letters attached relating to activities and uses of these forms and reports, and forms used for requisition of various supplies. Filed numerically by official project number. (Daily, official.) 10 x 12 folders, 5 ft. 6 in., in four drawers of wooden floor cabinet. R. 106. (725)

313. REQUISITION FOR WORKERS, EAST AND WEST BATON ROUGE, ASCENSION, EAST AND WEST FELICIANA, IBERVILLE, AND POINTE COUPEE PARISHES, Oct. 15, 1935 - May 6, 1936. WPA Form 401. (Inactive file, never.) 10 x 12 folders, 4 in., on shelf of steel floor cabinet. R. 108-A. (743)

314. WORK SCHEDULE AND ALLOCATION CONTROL WORK SHEETS FOR PROJECTS, Apr. 14 - Oct. 31, 1936. Field engineers' records, comprising schedule for c. 40 construction projects, representing mostly completed projects. (Never.) 14 x 17 sheets, 1/4 in., on shelf of steel floor cabinet. R. 108-A. (745)

315. FIELD ENGINEER'S PERSONAL ADMINISTRATIVE RECORDS, June 18, 1936 - Jan. 22, 1937. Letters from engineering division to field engineers relative to general project activities, and copies of forms and reports regarding material received, used and on hand, estimated cost of project, monthly project reports, daily auto travel reports, requisitions for workers; public vouchers, freight bills prepaid or receipted, and bills from various gas stations. (Never.) 10 x 12 folders and sheets, 3 in., in composition filing drawer of floor cabinet. Damaged by careless handling, scattered. R. 108-A. (750)

316. RECORD OF PRESIDENTIAL APPROVAL OF PROJECTS, July 8, 1936 to date. Mimeographed form letters, with project numbers, from project control division, Washington, to state WPA administrators and transmitted to district director of division of operations, relative to presidential approval of projects, and allotments on Forms A-2 and A-3,

issued by treasury; between dates of presidential approval and official authorization, comptroller general countersigns warrant, then Form A-2, for project authorization is released and work begins. Filed by official project number and chronologically. (Frequently, official.) 10 x 12 folder, 1 1/2 in., in wooden filing drawer of floor cabinet. R. 106. (724)

317. LETTERS SHOWING PRESIDENTIAL APPROVAL OF PROJECTS OTHER THAN THIRD DISTRICT, Sept. 2, 1936 to date. Sent from state office, showing approval of state-wide or other projects in state, being from national headquarters, and mimeographed executive orders from national to state office, which have been transmitted to this office. Filed chronologically. (Frequently, official.) 10 x 12 folders, 1 ft., in composition filing drawer of floor cabinet. R. 106. (728)

318. DAILY PROJECT PROGRESS REPORTS, Feb. 1, 1937 to date. Mimeographed Form B-55, daily project report made by timekeeper and foreman. Filed chronologically. (Daily, official.) 10 x 12 folders, 3 ft. 6 in., in two drawers of wooden filing cabinet. R. 106. (730)

Safety Department

319. GENERAL FILE OF FORMS, REPORTS, AND CORRESPONDENCE REGARDING SAFETY, Oct. 2, 1935 to date. Filed chronologically by subject and name of correspondent. (Daily, official.) 10 x 12 folders, 5 ft. 6 in., in five composition filing drawers on table. R. 108-A. (746)

320. RECEIPT RECORDS FOR FIRST-AID KITS AND OTHER SUPPLIES, Feb. 5, 1936 to date. Form OPA-36-168, receipt record for workers given first-aid kits; and receipts for supplies, replenishments, or other materials. Filed chronologically by article. (Frequently, official.) 10 x 12 folders, 6 in., in steel drawer on table. R. 108-A. (748)

321. ADMINISTRATIVE CORRESPONDENCE AND REPORTS, Feb. 14, 1936 to date. Inventory records of supplies, telegrams, circular letters, letters of receipt and daily report of travel expenses. Filed alphabetically by subject or name of correspondent. (Frequently, official.) 10 x 12 folders, 10 in., in steel filing drawer on table. R. 108-A. (749)

322. MINOR-ACCIDENT REPORTS, Apr. 16, 1936 to date. WPA Form 351, Foreman's Accident Report, made in duplicate by foreman who retains carbon copy (originals). Filed chronologically by one-half-month period. (Daily, official.) 4 x 6 forms and 10 x 12 folders, 2 ft., in steel drawer on table. R. 108-A. (747)

Division of Women's and Professional Projects

323. GENERAL FILE, Nov. 15, 1935 - Oct. 1, 1936. Of sewing projects, pertaining to sewing machine contracts, records of requisitions for materials from various parishes, weekly reports of materials received, used and on hand, daily and weekly progress reports, safety inspection reports, transfer memoranda for cotton textile materials, purchase order forms issued by U. S. Treasury Department, and project forms mimeographed by district division of operations; and letters with

administrative officials. Filed by subject. (Occasionally, official.) 10 x 12 folders, 1 ft. 10 in., in filing drawer of steel cabinet. R. 105. (678)

324. DATA REGARDING ACTIVE PROJECTS, Nov. 29, 1935 to date. Letters, reports, and schedules, relating to projects; letters with state office and project supervisors, relative to policies, putting projects in operation, instructions regarding timekeeping, pay roll procedure, progress reports, and inventory reports for requisitions; records of sponsors' contributions; and names, schedules, and locations of projects. Filed by subject - project. (Daily, official.) 8 x 10 folders, 1 ft. 4 in., in drawer of steel filing cabinet. R. 105. (687)

325. DATA REGARDING INACTIVE PROJECTS, Dec. 31, 1935 - Aug. 10, 1936. Letters from Washington through state office, transmitting instructions on project activities and related problems; letters from state office, relative to project personnel, financing, and reports; letters with supervisors, relative to progress reports, pay rolls, and materials; narrative and form reports, showing kind, location, sponsors, objective, scope of work, personnel, needs, and adjustments of projects. Filed by subject. (Occasionally, official.) 8 x 10 folders, 6 ft., in three drawers of steel filing cabinet. R. 105. (688)

326. MISCELLANEOUS CORRESPONDENCE FILE, Sept. 3, 1936 to date. With various officials, relative to instructions to project and district supervisors and district directors, pertaining to applications, functions, personnel, pay rolls, care of government property, transfer of materials, list of buildings in which projects are housed; and letters termed residential, between district and state office in New Orleans, relative to administrative policies, flood control, minutes of staff meetings, and schedules of addresses. Filed by subject. (Frequently, official.) 10 x 12 folders, 1 ft. 8 in., in filing drawer of steel floor cabinet. R. 105. (677)

327. DAILY LETTER FILE OF GENERAL CORRESPONDENCE, Oct. 1, 1936 to date. Between this office, various parish and district supervisors, state director of women's and professional projects, and their field supervisors, relative to new project applications, sponsors, finance and statistics, transfers, and progress, and to treasury procurement offices, regarding contracts and cancellations; and letters to individuals relative to project activities. Filed chronologically. (Daily, official.) 8 1/2 x 11 bundles (5), 4 in., in two composition letter files on cabinet. R. 105. (679)

328. DAILY PROGRESS REPORTS OF ALL PROJECTS IN OPERATION, Oct. 1, 1936 to date. WPA Form B-55-A, mimeographed, used to compile daily progress reports of projects (originals). Filed chronologically. (Daily, official.) 10 x 12 folders, 2 ft., in filing drawer of steel cabinet. R. 105. (680)

329. INDEX FOLLOW FILE FOR CORRESPONDENCE, Oct. 1, 1936 to date. Still in process of making, consisting of numerical cards, representing days of month, and showing letter number, date of letter, date received, from whom, to whom, filing folder, subject of letter, remarks on contents, date handled and by whom. (Daily, official.) 3 x 5 cards, 1 in., in wooden file box on desk. R. 105. (686)

330. MONTHLY AND SEMIMONTHLY REPORTS, PERTAINING TO PROJECTS, Oct. 1, 1936 to date. Forms and reports from project supervisors to district supervisors and from district supervisor to state office, dealing with sponsors' contributions, progress reports, personnel analysis, materials, schedules, and readjustments. Filed by subject. (Frequently, official.) 10 x 12 folders, 2 ft., in filing drawer of steel floor cabinet. R. 105. (689)

331. REPORT RECORD, Oct. 1, 1936 to date. Project schedule and reports, showing daily operation, kind of report used, when due, how many due, and where each report goes; and schedule of reports from district to state office, in narrative or regular form, daily, weekly, semi-monthly, or monthly, showing kind, number, interval, and in which office original and copies are filed. (Daily, official.) 14 x 17 loose-leaf book, 1/4 in., on secretary's desk. R. 105. (685)

Commodity Distribution Division

332. ERA RECORDS OF COMMODITY ORDERS, May 13, 1933 to date. Showing case number, date of order, date order filed, parish, to whom furnished, address, quantity, description, price, and amount. (Rarely, official.) 5 1/2 x 8 1/2 vols. (1760) and sheets, 28 ft. 4 in., in three wooden and 11 pasteboard boxes. House of Representatives. (896)

333. ERA UNORGANIZED CORRESPONDENCE, REPORTS, AND FORMS, Mar. 17, 1934 - Nov. 30, 1936. Administrative letters between parish, district and state commodity officials, regarding details of program; reports and forms relative to inventories, requisitions, commodity distribution, warehouse reports, and reports from parish to district and from district to state. (Rarely, official.) 10 x 12 and 9 x 15 folders and cards, 33 ft. 7 in., in 22 wooden boxes. NE., 3d floor. (878)

334. ERA CORRESPONDENCE, REPORTS AND INSTRUCTIONS, Jan. 3, 1935 to date. Correspondence between state and district offices and parish storekeepers, regarding general activities of program, daily, semi-monthly, monthly and special reports, and inventories, requisitions, receipts, and purchase orders. (Frequently, official.) Various sized folders and sheets, 5 ft. 9 in., in two composition and four wooden filing drawers. Basement. (883)

335. LEDGER BOOK OF RECEIPTS, ISSUES, AND TRANSFERS OF SURPLUS COMMODITIES, Nov. 1, 1936 to date. Form CD-35, record of receipts, issues and transfers of surplus commodities for each parish in district; data compiled from different reports sent in from parish storekeepers. (Frequently, official.) 6 x 18 loose-leaf book, 4 in., on desk. NE., 3d floor. (880)

336. CORRESPONDENCE, FORMS, AND REPORTS OF ACTIVE RECORDS, Dec. 1, 1936 to date. Administrative letters between state, district, and parish officials, and daily, weekly, semimonthly, monthly and special printed and mimeographed reports. Filed by subject and name of correspondent. (Daily, official.) 10 x 12 and 9 x 14 folders and sheets, 6 ft. 11 1/2 in., in three composition filing drawers and 12 wooden boxes. NE., 3d floor. (879)

337. RECORD OF NAMES ELIGIBLE FOR COMMODITIES, May 5, 1937 to date. White card, listing name and address of client; Form CD-2, yellow card, issue record; Form CD-5, blue card, client's identification for commodities. White cards, filed alphabetically by name of client; yellow ones, filed alphabetically by name of store and then client. (Frequently, official.) 3 x 5 cards, 2 ft., in four composition filing boxes on desk. Basement. (885)

ADULT EDUCATION PROJECT
Old Louisiana State Capitol Bldg.

338. CORRESPONDENCE, FORMS, AND REPORTS USED IN OPERATION OF PROGRAM, Dec. 23, 1935 to date. Forms 401 and 403, employment record; letters between district, state, parish, and teachers, relative to phases of program; forms and reports used for receipts for supplies received by teachers; and weekly teaching schedule, semimonthly material inventory, teachers semimonthly reports, supervisors' statistical and narrative reports, form letters to teachers, pay rolls, and mimeographed bulletins. Filed alphabetically by subject. (Daily, official.) 10 x 12 folders, 4 ft. 1 in., in four composition file drawers. R. 201. (916)

COLUMBIA

PROJECT OFFICE OF FRANKLIN AND CALDWELL PARISHES
Caldwell Parish Courthouse, 200 Main St.

This project office was established in November 1935, although it had been in existence since October 15, 1934 under the Emergency Relief Administration and later under the Federal Emergency Relief Administration. It has always maintained quarters at its present location. All records have been preserved. Reports are sent to state headquarters and copies are sent to fifth district office in Monroe.

339. ERA RECORDS, Oct. 15, 1934 - Dec. 31, 1935. Correspondence, records, and teachers' reports for Caldwell Parish. (Occasionally, official.) 9 x 12 folders, 1 ft. 3 in., in drawer of cardboard transfer case. Police Jury Room. (20)

340. GENERAL CORRESPONDENCE, Jan. 1, 1936 to date. Between state director, district supervisor, and teachers in Caldwell Parish, concerning activities of project. Filed by subject. (Daily, official.) 9 x 12 folders, 6 in., in drawer of cardboard transfer case. Police Jury Room. (19)

341. MISCELLANEOUS RECORDS, Jan. 1, 1936 to date. Correspondence and teachers' reports for Franklin Parish. (Occasionally, official.) 8 1/2 x 14 sheets, 5 in., in pasteboard box. Police Jury Room. (18)

342. REPORTS, Jan. 1, 1936 to date. Teachers' reports, time reports, and semimonthly reports for all teachers in Caldwell Parish. Filed chronologically. (Occasionally, official.) 8 1/2 x 14 sheets, 10 in., in drawer of cardboard transfer case. Police Jury Room. (21)

FARMERVILLE

UNION PARISH OFFICE

Whitoman-Decker Commissary, 1 mile NE. of Farmerville

This parish office was established c. October 15, 1934 as an Emergency Relief Administration project, and later operated under the Federal Emergency Relief Administration. The date of its transfer to WPA is not known. It occupied quarters in the School Board Office and in the Farmerville State Bank Building until December 1, 1935, when it moved to its present location. All records have been retained. Reports are sent to fifth district office, Monroe, and semimonthly reports are sent to the state director of the project.

343. ERA GENERAL ADMINISTRATION FILE, Nov. 3, 1934 - July 20, 1935. Certificates approved by teachers, old material, new material, white and colored teachers' reports, weekly news, lesson plans, and correspondence. Filed by subject. (Occasionally, official.) 9 x 12 folders, 11 in., in pasteboard box on floor. Storage Room. (11)

344. SEMIMONTHLY PHYSICAL PROGRESS REPORTS, Dec. 6, 1935 to date. WPA Form 711, showing amount of money appropriated for project, amount on hand after each pay day, number of working days, number of pay rolls, and percentage of physical completion. Filed chronologically. (Semimonthly, official.) 9 x 12 folders and 8 x 10 1/2 forms, 1/8 in., on wooden shelf. NE. corner. (16)

345. INCOMING CORRESPONDENCE, Dec. 27, 1935 to date. Pertaining to administration of office. Filed alphabetically by correspondent. (Daily, official.) 10 x 10 3/4 cardboard index folders, 2 3/4 in., in letter file case. NE. corner. (13)

346. OUTGOING CORRESPONDENCE, Dec. 27, 1935 to date. Pertaining to administration of office. Filed alphabetically by correspondent. (Daily, official.) (12)

347. PARISH SUPERVISOR'S SEMIMONTHLY REPORTS, Dec. 27, 1935 to date. Showing names of teachers, total enrollment, number of groups taught, and number of hours attended. Filed chronologically. (Semimonthly, official.) 9 x 12 folders and 8 1/2 x 14 sheets, 1/8 in., on wooden shelf. NE. corner. (17)

348. TEACHERS' REPORTS TO SUPERVISOR, Dec. 27, 1935 to date. Individual semimonthly reports from teachers. Filed alphabetically by name of teacher. (Semimonthly, official.) 9 x 12 folders and 8 1/2 x 14 sheets, 2 1/2 in., on wooden shelf. NE. corner. (15)

349. WEEKLY REPORTS OF MATERIALS RECEIVED, USED, AND ON HAND, Dec. 27, 1935 to date. WPA Form 720; and monthly inventory of equipment. Filed chronologically. (Reports, weekly; and inventories, monthly, official.) 9 x 12 folders, 8 x 10 1/2 sheets, 1/8 in., on wooden shelf. NE. corner. (14)

UNION PARISH OFFICE

Whiteman-Decker Commissary, 1 mile NE. of Farmerville

This parish project office was established December 1, 1935. It maintained offices in the School Board Office until March 1, 1936, and in the WPA office, Farmerville State Bank Building until June 1, 1936, when it moved to its present address. All records have been retained. Reports are sent to district office in Monroe, from where the necessary ones are forwarded to state and national headquarters.

350. INCOMING CORRESPONDENCE, Dec. 1935 to date. Pertaining to administration of office. Filed alphabetically by name. (Daily, official.) 10 x 10 3/4 cardboard index folders, 1/4 in., in letter file case on desk. NE. corner. (29)

351. OUTGOING CORRESPONDENCE, Dec. 3, 1935 to date. Pertaining to administration of office. Filed alphabetically by names. (Daily, official.) 10 x 10 3/4 cardboard index folders, 1/4 in., in letter file case on desk. NE. corner. (30)

352. SEMIMONTHLY PHYSICAL PROGRESS REPORTS, Dec. 6, 1935 to date. WPA Form 711, showing amount of money appropriated for project, amount on hand after each pay day, number of working days, number on pay roll, and percentage of physical completion. Filed chronologically. (Semi-monthly, official.) 9 x 12 folders and 8 x 10 1/2 sheets, 1/8 in., on wooden shelf. NE. Corner. (26)

353. PARISH SUPERVISOR'S SEMIMONTHLY REPORTS, May 1, 1936 to date. Showing number of hours teachers worked, number of hours pupils attended, and special events. Filed chronologically. (Semimonthly, official.) 9 x 12 folders, 1/4 in., on wooden shelf. NE. corner. (27)

354. WEEKLY REPORTS, June 24, 1936 to date. Same type as semi-monthly reports. Filed chronologically. (Weekly, official.) 8 1/2 x 14 sheets, 1/8 in., on wooden shelf. NE. corner. (28)

UNION PARISH SEWING PROJECT

Whiteman-Decker Commissary, 1 mile NE. of Farmerville

This parish project office was established about October 1934 under the Emergency Relief Administration, and later was transferred to the Federal Emergency Relief Administration. The exact date that it began operating under the WPA is not known. It has always maintained quarters at its present location. Records prior to the administration of the present supervisor are not in the office and their whereabouts is unknown. All records since then have been retained. Reports are sent to district office in Monroe.

355. SEMIMONTHLY PHYSICAL PROGRESS REPORTS, Mar. 23, 1936 to date. WPA Form 711, showing items of work, unit price, estimated total quantity, total working days to date, and total number of employees on pay roll

since last working day of pay period. Filed chronologically. (Semi-monthly, official.) 8 x 10 1/2 forms, 1/8 in., on wooden shelf. Sewing Room Office. (9)

356. WEEKLY REPORTS OF MATERIAL RECEIVED, USED, AND ON HAND, Mar. 30, 1936 to date. WPA Form 720, sent weekly to district office. Filed chronologically. (Weekly, official.) 8 x 10 1/2 forms, 1/8 in., on wooden shelf. Sewing Room Office. (10)

HARRISONBURG

CATAHOULA PARISH SEWING PROJECT Courthouse, Main and Bushley Streets.

This parish office was established Dec. 9, 1935 and has always maintained quarters at its present address. All records have been retained. Reports are sent to fifth district office in Monroe, from where the necessary ones are forwarded to state headquarters.

357. GENERAL CORRESPONDENCE AND REPORTS, Dec. 9, 1935 to date. Correspondence to and from state and district offices; reports of materials used, received and on hand, general progress reports, and time records. Filed by subject. (Daily, official.) 9 1/2 x 12 folders, 3 in., in locker. District Court Room. (1)

LAFAYETTE

OFFICE OF DISTRICT DIRECTOR (DIST. 3) Elks Club Building

This office of the District Director for District 3 was established August 16, 1935 and has maintained quarters at its present location since its inception. The district director is responsible for the administration of all activities in his district, with the exception of state projects, which are administered by the state office, and federal projects, which are administered by representatives from the Washington office.

The district organization parallels that of the state office, with a supervisor in charge of each division, and he is directly responsible to the district director for the efficient operation of his division.

The district director has some old records of the URC, ERA, CWA, and FERA in his possession; they are stored in the record room and on the third floor. These records are either not in use or are used only rarely. The only social service records are included in these.

Records are sent to Washington and state office in New Orleans only upon request. WPA records have been returned and are complete. Most of the records of the agencies preceding WPA have been sent to the Army Base at New Orleans for storage. Inasmuch as there are no project records, the survey of this agency was apparently not completed.

District Director's Office

358. FERA GENERAL CORRESPONDENCE AND RECORDS, 1932 to date. Correspondence, reports, requisitions, receipts, applications, assignments, certifications, plans, estimates, and work lists. (Occasionally, official.) 10 x 12 and 12 x 15 folders and envelopes, 5 ft. 3 in., in two pasteboard boxes on wooden shelves. 3d floor. (32)

359. APPLICATIONS FOR POSITIONS, 1935. Form 84. Filed alphabetically. (Occasionally, official.) 12 x 12 folders, 10 in., in steel filing case 5. District Director's Office. (105)

360. GENERAL CORRESPONDENCE, 1935. Correspondence, reports, requisitions, travel vouchers, and expense statements. Filed by subject. (Occasionally, official.) 12 x 12 folders, 4 ft., in three steel filing cases. District Director's Office. (104)

361. GENERAL CORRESPONDENCE, 1936. Correspondence, reports, work schedules, quota reductions, wage rates, project personnel sheets, pay rolls, and applications for employment. Filed alphabetically. (Daily, official.) 12 x 12 folders, 2 ft., in steel filing case. District Director's Office. (102)

362. PROJECT AND GENERAL CORRESPONDENCE, AND REPORTS, 1936. Project correspondence and reports filed by project numbers; general correspondence filed by parishes. (Daily, official.) 12 x 12 folders, 2 ft., in steel filing case 2. District Director's Office. (103)

Procurement Division

363. REQUISITIONS, Nov. 11, 1935 to date. Filed alphabetically by parish in bound register. (Daily, official.) 11 x 14 vol., 2 in. Procurement Office. (47)

364. GENERAL CORRESPONDENCE AND RECORDS, Nov. 11, 1935 to date. Correspondence and records, including transmittal of purchase orders to headquarters, to district engineer, and to district director of finance and statistics, general file from and to vendors, invitations for bids, reports, and receiving orders. Filed alphabetically. (Daily, official.) 10 x 12 folders, 4 ft. 6 in., in four steel filing cases. Procurement Office. (46)

Division of Employment

365. CANCELLATIONS, REASSIGNMENTS, AND CHANGES, 1935 - 1936. For workers in district. (Frequently, official.) Various sized cards, 23 ft. 3 in., in nine wooden and two pasteboard filed 17, 22, 30 - 38, 40 - 42, 50, 57, 65, and 66, and 13 pasteboard boxes. Employment Division Office. (73)

366. CLIENTS' CASE CARDS, 1935 - 1936. Showing client's name and case number. Filed alphabetically. (Daily, official.) Various sized cards, 12 ft. 4 in., in 19 pasteboard boxes 15, 16, 18-21, 23-25, 39, 41, 61-64, 67, and 68. Employment Division Office. (71)

367. CLOSED CASES OF CLIENTS, 1935 - 1936. Form 144. (Rarely, official.) 9 x 12 cards, 5 in., in wooden file 4. Employment Division Office. (75)

368. CORRESPONDENCE AND REPORTS, 1935 - 1936. With instructions, telegrams, administrative expenses, travel orders, daily auto reports, engineer's correspondence, social service correspondence, and quota reductions. (Daily, official.) 10 x 12 folders, 7 ft. 3 in., in wooden and four steel filing cases 1 and 11-14. Employment Division Office. (70)

369. DEAD FILE, 1935 - 1936. Cancellations, private employment reports, changes, and reemployments for Terrebonne Parish. Filed numerically. (Never.) 6 x 8 forms, 1 ft. 8 in., in pasteboard box. Employment Division Office. (77)

370. LIST OF PROJECTS, 1935 - 1936. Filed by parishes. (Daily, official.) 4 x 5 1/2 cards, 1 in., in pasteboard box. Employment Division Office. (78)

371. OCCUPATIONAL RECORDS, 1935 - 1936. Filed numerically. (Daily, official.) 9 x 12 cards, 4 ft. 1 in., in seven wooden files 52-56, 58, and 59. Employment Division Office. (76)

372. REQUISITIONS FOR WORKERS, 1935 - 1936. On projects in district. Filed by parish. (Daily, official.) 10 x 12 folders, 3 ft. 10 in., in three steel filing cases 7, 9, and 10. Employment Division Office. (72)

373. TRANSIENT CAMP RECORDS, 1935 - 1936. Form 144, for clients in 3d and 7th districts. (Occasionally, official.) 9 x 12 cards, 1 in., in wooden filing case 3. Employment Division Office. (74)

374. WEEKLY LISTS OF WORKERS ON PROJECTS, 1935 - 1936. Filed by parishes. (Frequently, official.) 10 x 12 folders, 5 ft. 9 in., in three wooden, and steel filing cases 2, 5, 6, and 8. Employment Division Office. (69)

Division of Finance

375. ABSTRACT OF ALLOTMENTS FOR WORK PROJECTS, 1935 - 1936. With correspondence, requisitions, and two registers, covering man-hours. Filed alphabetically. (Daily, official.) 12 x 12 and 14 x 16 folders, 3 ft. 4 in., in wooden and steel filing cases 97 and 114. Office of Finance and Statistics Division. (90)

376. ADMINISTRATIVE PAY ROLLS, 1935 - 1936. Form 718, administrative pay roll; Form 717, monthly report of administrative expenses; and relating correspondence. Filed chronologically. (Daily, official.) 12 x 12 folders, 3 in., in pasteboard filing case 120. Office of Finance and Statistics Division. (99)

377. APPLICATIONS FOR POSITIONS, AUTHORIZATIONS FOR EMPLOYMENT, AND CHANGES OF STATUS, 1935 - 1936. Form 84, application for employment; Form 18-A, employment release; Form 18-B, change of status; with relating

telegrams and correspondence. Filed alphabetically by parish. (Daily, official.) 12 x 12 folders, 3 ft. 4 in., in two steel filing cases 109 and 113. Office of Finance and Statistics Division. (91)

378. COMPENSATION DEPARTMENT CORRESPONDENCE AND RECORDS, 1935 - 1936. General correspondence; Form C-A, request for treatment of injured client; Form C-A-17, request for examination; and Form C-A-4, claim for compensation. Filed alphabetically. (Daily, official.) 12 x 12 folders, 3 ft., in two steel filing cases 98 and 108. Office of Finance and Statistics Division. (86)

379. CORRESPONDENCE, 1935 - 1936. General correspondence; Form 1012-A, voucher for reimbursement for travel and other expenses; Form 1064, schedule of disbursements. (Daily, official.) 12 x 12 folders, 1 ft. 6 in., in pasteboard filing case 115. Office of Finance and Statistics Division. (97)

380. CORRESPONDENCE AND REPORTS, 1935 - 1936. General correspondence; Form A-6, requisition for purchases; Form 1064, schedule of disbursements; Form 711, semimonthly progress report, with telegrams, notices of miscellaneous encumbrances; Form 710-A, certification of sponsors' contributions. Filed numerically and chronologically. (Daily, official.) 12 x 12 folders, 3 ft. 3 in., in three steel filing cases 105-107. Office of Finance and Statistics Division. (89)

381. CORRESPONDENCE RELATIVE TO PURCHASE ORDERS, AUTO EXPENSE STATEMENTS, AND REQUISITIONS FOR WORKERS, 1935 - 1936. Purchase orders; Form A-6, auto expense statement; Form 401, requisition for workers, with receipts for requisitions, and correspondence. Filed alphabetically. (Daily, official.) 12 x 12 folders, 1 ft., in steel filing case 115. Office of Finance and Statistics Division. (94)

382. EQUIPMENT RECORDS, 1935 - 1936. Filed alphabetically. (Daily, official.) 5 x 6 cards, 8 in., in pasteboard boxes 92 and 93. Office of Finance and Statistics Division. (83)

383. GENERAL CORRESPONDENCE, 1935 - 1936. With Form A-6, requisition for purchase; and telegrams. Correspondence and telegrams filed by parishes, requisition filed alphabetically. (Daily, official.) 12 x 12 folders, 4 in., in steel filing case 116. Office of Finance and Statistics Division. (95)

384. INDIVIDUAL-EARNINGS RECORDS, 1935 - 1936. Filed numerically and by parish. (Daily, official.) 6 x 8 cards, 4 ft. 4 in., in 11 pasteboard boxes 69, 70, 77-83, 90 and 91. Office of Finance and Statistics Division. (79)

385. INDIVIDUAL OCCUPATION CLASSIFICATION RECORDS, 1935 - 1936. Form 144-A, covering clients in Terrebonne Parish. Filed numerically. (Frequently, official.) 6 x 8 cards, 1 in., in pasteboard box 71. Office of Finance and Statistics Division. (80)

386. MATERIAL INVENTORY RECORDS, 1935 - 1936. Weekly reports of material received, used and on hand. Filed alphabetically by parish.

(Daily, official.) 6 x 9 cards, 1 ft. 2 in., in two pasteboard boxes. Office of Finance and Statistics Division. (84)

387. NYA GENERAL CORRESPONDENCE, 1935 - 1936. With Form 5, application. Filed chronologically. (Daily, official.) 12 x 12 folders, 2 ft., in wooden filing case 121. Office of Finance and Statistics Division. (100)

388. PAY ROLLS, 1935 - 1936. (Frequently, official.) 4 x 6 and 12 x 12 folders, envelopes and cards, 3 ft. 4 in., in four steel filing cases and pasteboard boxes 72, 99, and 102-104. Office of Finance and Statistics Division. (81)

389. PAY ROLLS FOR ACCIDENT COMPENSATION, 1935 - 1936. Form 718, pay roll for accident compensation; Form CH-4, physician's certificate. Filed chronologically and by parish. (Daily, official.) 12 x 12 folders, 5 in., in pasteboard filing case 119. Office of Finance and Statistics Division. (98)

390. PAY ROLLS FOR PERSONAL SERVICES, 1935 - 1936. Form 1013-B, pay roll for personal services, with time books and daily reports of auto travel. Filed chronologically and by parishes. (Daily, official.) 12 x 12 folders, 1 ft., in pasteboard filing case 117. Office of Finance and Statistics Division. (96)

391. SCHEDULE OF DISBURSEMENTS, 1935 - 1936. Form 1064, schedule of disbursements, with transmittal letters and transmittals of schedules and vouchers. Filed chronologically. (Daily, official.) 12 x 12 folders, 6 in., in wooden filing case 122. Office of Finance and Statistics Division. (101)

392. TRANSMITTAL AND TIME REPORTS, 1935 - 1936. Transmittal letters; Forms 402, 403, and 404; and time reports. Filed alphabetically. (Daily, official.) 12 x 12 folders, 10 in., in steel filing case 110. Office of Finance and Statistics Division. (92)

393. WEEKLY REPORTS, 1935 - 1936. Form 720, weekly report of material received and on hand. Filed numerically. (Daily, official.) 12 x 12 folders, 1 ft. 3 in., in steel filing case 112. Office of Finance and Statistics Division. (93)

394. CASE CARDS, 1936. Showing names and addresses of clients for Vermilion, St. Mary, and Lafayette Parishes. Filed alphabetically by parish. (Daily, official.) 5 x 6 cards, 2 in., in pasteboard box. Office of Finance and Statistics Division. (85)

395. CORRESPONDENCE AND REPORTS, 1936. General correspondence; and Form A-8, receiving and inspection report. Filed by parish and chronologically. (Daily, official.) 12 x 12 folders, 1 ft. 6 in., in steel filing case 101. Office of Finance and Statistics Division. (87)

396. DAILY AUTO MILEAGE REPORTS, 1936. Filed numerically. (Daily, official.) 12 x 12 folders, 1 ft., in steel filing case 100. Office of Finance and Statistics Division. (88)

397. REASSIGNMENTS, RECLASSIFICATIONS, AND CHANGES, 1936. Forms 402, 403, and 404. Filed alphabetically. (Daily, official.) 5 x 6 cards, 8 ft. 4 in., in nine pasteboard boxes 74-76, and 84-89. Office of Finance and Statistics Division. (82)

Division of Operations

398. FERA GENERAL CORRESPONDENCE AND REPORTS OF THE 7th DISTRICT OFFICE, 1934 - 1935. Requisitions, receipts, lists, vouchers, and assignments for St. Landry, Acadia, and Evangeline Parishes. (Never.) 10 x 12 folders and bundles, 10 in., in pasteboard box. Record Room. (61)

399. FERA GENERAL CORRESPONDENCE AND REPORTS, 1934 - 1935. With requisitions, receipts, lists, vouchers, and assignments for Lafayette, Lafourche, Terrebonne, and Iberia Parishes. (Never.) 10 x 12 folders and bundles, 1 ft. 4 in., in pasteboard box. Record Room. (60)

400. ACTIVE PROJECT RECORDS, 1935 - 1936. Purchase orders, material received, reports, and requisitions for projects. (Daily, official.) 10 x 12 envelopes, 2 ft., in steel filing case 9. Office of Operations Division. (66)

401. COMPLETED AND CLOSED PROJECTS RECORDS, 1935 - 1936. Transmittal letters, requisitions, purchase orders, and receiving and inspection reports. (Occasionally, official.) 10 x 12 folders, 1 ft. 8 in., in steel filing case 10. Office of Operations Division. (67)

402. CORRESPONDENCE, 1935 - 1936. Pertaining to all projects. Filed by parish. (Daily, official.) 10 x 12 envelopes, 2 ft. 11 in., in steel filing cases 3 and 4. Operations Divisions Office. (64)

403. CORRESPONDENCE, 1935 - 1936. With maps, detailed estimates of projects approved but not worked, travel reports, daily, period, and monthly reports, list of work projects, lists of cane-cutters, and tool repairs. (Daily, official.) 8 x 8 and 10 x 12 folders and bundles, 5 ft., in three steel and three wooden filing cases 1-3, 6, 7, and 10. Record Room. (54)

404. GENERAL CORRESPONDENCE AND REPORTS, 1935 - 1936. With work lists, certifications, requisitions, and receipts for Lafayette, Iberia, Assumption, St. Martin, St. Mary, Terrebonne, and Lafourche Parishes. (Rarely, official.) 10 x 12 folders, 1 ft., in filing cases 3 and 4. Record Room. (56)

405. PROJECT APPLICATIONS, 1935 - 1936. Filed by parish. 4 x 5 card index. (Daily, official.) 10 x 12 folders, 3 ft. 8 in., in steel filing case 1 from 3-602, and filing case 2 from 616-1390. Operations Division Office. (65)

406. FERA STATE-WIDE PROJECT CORRESPONDENCE, 1935 - 1936. (Occasionally, official.) 10 x 12 folders, 1 in., in pasteboard box. Record Room. (62)

407. TRANSMITTAL CORRESPONDENCE AND REPORTS ON PROJECTS, 1935 - 1936. Pertaining to active and closed projects, and daily time reports, 4 x 5

card index. (Daily, official.) 10 x 12 folders, 3 ft. 6 in., in steel filing cases 5-7 and pasteboard box. Operations Division Office. (63)

Safety Department

408. GENERAL CORRESPONDENCE AND REPORTS, 1935 - 1936. With travel reports, accident reports, reports of injury, building inspection receipts, project inspection reports, vouchers, inventories, and truck certifications. (Daily, official.) 10 x 12 folders, 3 ft., in wooden filing cases 8 and 9. Record Room. (53)

409. SAFETY INSPECTION AND ACCIDENT FILE, 1935 - 1936. Inspection reports of district safety manager and reports of accidents from project foreman and timekeeper. Inspection reports filed by parishes and projects, other records filed alphabetically by parishes. (Daily, official.) 4 x 5 and 5 x 6 cards, 5 1/2 in., in two pasteboard boxes. Operations Division Office. (68)

Division of Women's and Professional Projects

410. URC REPORTS ON CLIENTS, Nov. 1, 1932 to date. Case histories, correspondence, and reports pertaining to active and inactive cases for Iberia, Lafayette, St. Martin, St. Mary, and Vermilion Parishes. Filed numerically; index cards filed alphabetically. (Daily, official.) 10 x 12 and 4 x 5 folders and cards, 161 ft., in 24 steel and 27 wooden filing cases and in 22 pasteboard boxes. Storeroom. (48)

411. FERA GENERAL CORRESPONDENCE AND RECORDS, Aug. 1935 to date. Covering social service work. (Daily, official.) 10 x 12 folders, 11 ft. 2 in., in steel filing cases 4-8. Office of Director of Women's and Professional Projects. (49)

412. CORRESPONDENCE AND RECORDS, Sept. 1935 to date. (Daily, official.) 10 x 12 folders, 1 ft. 8 in., in steel filing cases 1-3. Office of Director of Women's and Professional Projects. (50)

Division of Social Service

413. RECORDS, Aug. 1935 to date. WPA Forms 402 and 403 and NYA index cards for Lafayette, Vermilion, and Iberia Parishes. Forms filed by parish, index cards filed alphabetically. (Daily, official.) 3 1/2 x 5 cards, 3 ft., in cardboard boxes. Office of Social Service Supervisor. (52)

414. FERA GENERAL CORRESPONDENCE AND RECORDS, Aug. 1935 to date. FERA Forms 600, 601, and 602, with correspondence and reports for Lafayette, Vermilion, St. Martin, Iberia, and St. Mary Parishes. Filed numerically. (Daily, official.) 10 x 12 folders, 13 ft. 6 in., in four steel filing cases and 12 cardboard boxes 1-4, 8-10, and 12-16. Office of Social Service Supervisor. (51)

Records in Custody of District 3 Office

415. URC GENERAL CORRESPONDENCE AND RECORDS, 1932 - 1933. Correspondence, reports, and certifications for Allen and Beauregard Parishes.

(Never.) 10 x 12 folders and bundles, 8 in., in pasteboard box on wooden shelf 23. Sec. C, 3d floor. (33)

416. URC GENERAL CORRESPONDENCE AND RECORDS, 1932 - 1935. Correspondence, reports, requisitions, receipts, applications, assignments, certifications, plans, estimates, and work lists. (Occasionally, official.) 10 x 12 folders, 2 ft. 11 in., in pasteboard box. 3d floor. (31)

417. URC GENERAL CORRESPONDENCE AND RECORDS, 1932 - 1934. Correspondence, reports, and certifications. (Occasionally, official.) 10 x 12 and 3 x 16 folders and bundles, 4 ft. 3 in., in pasteboard boxes on wooden shelves. 3d floor. (30)

418. URC GENERAL CORRESPONDENCE AND RECORDS, 1932 - 1935. Correspondence, reports, requisitions, receipts, applications, plans, estimates, and work lists for Allen, Beauregard, Evangeline, St. Landry, Acadia, Jefferson Davis, Calcasieu and Cameron Parishes. (Never.) 10 x 12 folders, 1 ft. 2 in., on wooden shelves. 3d floor. (35)

419. URC GENERAL CORRESPONDENCE AND RECORDS, 1932 - 1935. Correspondence, reports, applications, and requisitions for Allen, Beauregard, and Acadia Parishes. (Never.) 10 x 12 folders, 1 ft., in pasteboard filing case and pasteboard box. 3d floor. (41)

420. URC GENERAL CORRESPONDENCE AND RECORDS, 1932 - 1935. Correspondence, reports, requisitions, and applications for Beauregard, Allen, and Acadia Parishes. (Never.) 10 x 12 folders, 9 in., in pasteboard filing case and pasteboard box. 3d floor. (39)

421. URC GENERAL CORRESPONDENCE AND RECORDS, 1932 - 1935. Correspondence, reports, applications, and requisitions for Allen, Beauregard, and Acadia Parishes. (Never.) 10 x 12 folders, 8 in., in pasteboard filing case and in pasteboard box. 3d floor. (38)

422. URC OFFICE RECORDS, 1932 - 1935. Correspondence, reports, assignment cards, certifications, pay rolls, and receipts. (Occasionally, official.) 10 x 12 folders, 11 ft., in two wooden and pasteboard filing cases and in five pasteboard boxes. 3d floor. (37)

423. URC GENERAL CORRESPONDENCE AND RECORDS, 1932 - 1936. Correspondence, reports, case cards, and certifications for Lafayette, St. Mary, St. Martin, Vermilion, and Iberia Parishes. (Occasionally, official.) 10 x 12 folders and 4 x 6 cards, 25 ft. 4 in., in pasteboard filing case and three pasteboard boxes. 3d floor. (42)

424. URC GENERAL CORRESPONDENCE AND RECORDS, 1932 - 1936. Correspondence, reports, case cards, transfers, removals, receipts, requisitions, and expense statements for Lafayette, St. Mary, St. Martin, Vermilion, and Iberia Parishes. (Occasionally, official.) Various sized folders, bundles, and cards, 29 ft. 5 in., in pasteboard and steel filing cases and in pasteboard boxes. 3d floor. (43)

425. URC CORRESPONDENCE AND RECORDS, 1932 - 1936. Correspondence, reports, case cards, removals, transfers, and requisitions for Iberia,

Lafayette, St. Martin, St. Mary, and Vermilion Parishes. (Occasionally, official.) Various sized envelopes and cards, 56 ft., in pasteboard and steel filing cases and in pasteboard boxes. 3d floor. (44)

426. URC GENERAL CORRESPONDENCE OF SOCIAL SERVICE DIVISION, 1932 - 1936. Correspondence, reports, requisitions, removals, transfers, and case cards for Lafayette, Iberia, St. Martin, St. Mary, and Vermilion Parishes. (Occasionally, official.) Various sized folders and cards, 51 ft. 6 in., in pasteboard and steel filing cases and in pasteboard box. 3d floor. (45)

427. URC GENERAL CORRESPONDENCE AND RECORDS, 1932 - 1935. Correspondence, reports, requisitions, receipts, applications, assignments, certifications, plans, estimates, and work lists for Iberia, Lafayette, St. Mary, St. Martin, Assumption, Vermilion, Lafourche, Terrebonne, Allen, Beauregard, Evangeline, St. Landry, Acadia, Jefferson Davis, Calcasieu and Cameron Parishes. (Occasionally, official.) Various sized folders, loose-leaf books and bundles, 6 ft. 1 in., in pasteboard box and on wooden shelf. 3d floor. (29, 36)

428. CWA CORRESPONDENCE AND REPORTS, 1933 - 1934. With maps, projects approved and not worked, projects approved and worked, projects completed, vouchers, requisitions, and receipts. (Rarely, official.) 10 x 12 folders, 1 ft. 6 in., in two wooden filing cases. Record Room. (55)

429. ERA GENERAL CORRESPONDENCE AND RECORDS, Apr. 1933 - Apr. 1935. Correspondence, reports, applications, and requisitions for Allen, Beauregard, and Acadia Parishes. (Never.) 10 x 12 folders, 1 ft. 1 in., in pasteboard filing case and pasteboard box. 3d floor. (40)

430. CWA GENERAL CORRESPONDENCE AND RECORDS, Nov. 1933 - Apr. 1934. Correspondence, reports, requisitions, receipts, applications, assignments, certifications, plans, estimates, and work lists for Allen, Beauregard, Evangeline, St. Landry, Acadia, Jefferson Davis, Calcasieu, and Cameron Parishes. (Never.) 10 x 12 folders, 3 ft. 2 1/2 in., in pasteboard box and paper folder files on shelves 4, 6, and 10. Sec. A, 3d floor. (34)

431. ERA CORRESPONDENCE AND REPORTS, 1934 - 1935. With requisitions, vouchers, and receipts for St. Martin Parish. (Never.) 10 x 12 folders, 7 in., in pasteboard box. Record Room. (59)

432. ERA CORRESPONDENCE AND REPORTS, 1934 - 1935. With requisitions, receipts, pay rolls, projects approved and worked, projects approved and not worked, projects completed, and certification sheets. (Rarely, official.) 10 x 12 folders, 2 ft. 6 in., in wooden filing cases 4-5, and 10-11. Record Room. (57)

433. ERA 7TH DISTRICT MONTHLY CERTIFICATION REPORTS, 1934 - 1935. For Acadia, Evangeline and St. Landry Parishes. Filed by parishes. (Never.) 10 x 12 folders, 6 in., in two wooden filing cases. Record Room. (58)

LAKE CHARLES

OFFICE OF DISTRICT DIRECTOR (DIST. 7)
Viterbo Building, Ryan and Division Sts.

This office was reorganized as a WPA office in August 1935, although it has been in existence since September 1932, under different titles, as a work relief agency. It began as the Unemployment Relief Committee, changed to Emergency Relief Administration in May 1933, to Civil Works Administration in November 1933, back to Emergency Relief Administration in March 1934, and to Federal Emergency Relief Administration on April 15, 1935. Until January 1935 it occupied quarters in the Lake Charles Association of Commerce Building, when it moved to the basement of the Parish Court Building, where it remained until it moved to its present quarters in August 1936.

All records have been kept. Useless papers are packed in boxes and stored. No records have been sent to Washington.

District Director's Office

434. FERA AND WPA CORRESPONDENCE, 1935. Pertaining to closed cases. Filed alphabetically and chronologically. (Never.) 9 x 12 folders, 2 ft., in drawer of wooden filing case. R. 1. (92)

435. MISCELLANEOUS FILE, 1935. Instructions, approved divisional projects; and compensation division correspondence. (Rarely, official.) 9 x 12 folders, 1 ft. 6 in., in drawer of wooden filing case. R. 1. (91)

436. (A) APPLICATIONS AND OLD FILE, (B) ASSIGNMENTS, (A) 1935, (B) Aug. 1936 to date. (A) Applications, business census, finance and statistics, old wage rates, and old personnel analysis; (B) labor inventory and reports. (A) Filed by parish; (B) filed by occupation. (Rarely, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. R. 1. (90)

437. CORRESPONDENCE, Jan. 1936 to date. Pertaining to social service division, writers' project, music project, state educational program, and state division of finance and statistics. Filed by parish and division. (Frequently, official.) 9 x 12 folders, 4 ft., in drawer of steel and wooden filing cases. R. 1. (93)

438. PROJECT AND REPORTS, July 1936 to date. Authorization for projects, funds, workers, reports of progress, and expenditures. Filed by project number. (Frequently, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. R. 1. (89)

Division of Employment

439. ASSIGNMENT REGISTER SHEETS, 1934 to date. Form 402-A, showing number of laborers, date, place to report for work, and wages. Filed

by project number. (Daily, official.) 9 x 12 folders, 4 ft. 9 in., in seven drawers of pasteboard filing cases. R. 13. (128)

440. MISCELLANEOUS CORRESPONDENCE, 1934 to date. With state and other offices in district. Filed by date and subject. (Frequently, official.) 9 x 12 folders, 4 ft., in two drawers of pasteboard filing case. R. 13. (133)

441. FERA TIME SHEETS, Feb. - Nov. 1935. Records of changes in occupations and additional assignments. Filed by date and subject. (Never.) 9 x 12 folders, 1 ft., in drawer of pasteboard filing case. R. 13. (134)

442. ASSIGNMENT CLERK'S FILE, Aug. 1935 - June 1936. Requisitions for workers and assignments of workers to projects. (Daily, official.) 9 x 12 folders, 12 ft., in six drawers of pasteboard filing cases. R. 13. (132)

443. REPORTS AND INVENTORY OF WORKERS, 1936. WPA Form L-3, report and inventory of workers employed on contracting jobs. (Daily, official.) 9 x 12 folders, 2 ft., in drawer of pasteboard filing case. R. 13. (129)

444. LABOR ADJUSTMENTS, Mar. - June 1936. Complaints and adjustments. Filed alphabetically. (Never.) 9 x 12 folders, 1 ft. 3 in., in drawer of pasteboard filing case. R. 13. (131)

445. APPLICATIONS, July 1936. Showing name, age, color, address, work record, and education. (Daily, official.) 8 x 11 sheets, 1 ft. 1 in., on bookcase. R. 13. (130)

Division of Finance and Statistics

446. FERA DEAD FILE, 1934. Social service records, personnel, commodity distribution, relief, transfers, removals, and miscellaneous correspondence. (Never.) 9 x 12 folders, 5 ft., in three drawers of pasteboard filing case. R. 7. (107)

447. EQUIPMENT RECORD CARDS, Aug. 1935 to date. Showing name of equipment, description, serial number, and location. (Frequently, official.) 4 x 6 cards, 1 ft., in two card cabinets. R. 7. (120)

448. COMPENSATION FILE, ACTIVE AND CLOSED, Aug. 15, 1935 to date. Name and data concerning injured worker. Filed alphabetically. (Daily, official.) 9 x 12 folders, 3 ft. 6 in., in drawer of pasteboard filing case. R. 7. (122)

449. OLD PAY ROLL RECORDS, Dec. 1935 - May 1936. Form D-53, request for funds for pay rolls. (Rarely, official.) 8 x 11 sheets, 4 in., in drawer of steel filing case. R. 7. (106)

450. ACTIVE FILE, Dec. 1935 to date. Form 402, assignment slip, giving name, age, address of worker, project number, date, time, and place to report for work; Form 403, notice of change in work status; Form 404, reclassification slip. Filed alphabetically. (Daily, official.)

4 x 6 slips, 4 ft. 8 in., in six pasteboard card cabinets. R. 7. (115)

451. ADMINISTRATIVE AND PROJECT RECORDS, Dec. 1935 to date. Form 704, project register, administrative record; Form B-15, daily record of transactions handled by treasury accountant's office. (Daily, official.) Various sized loose-leaf books and 12 x 17 folders, 1 ft. 2 in., in wooden bookcase. R. 7. (123)

452. INACTIVE FILE, Dec. 1935 to date. Form 402, assignment slip, giving name, age, address of worker, project number, date, time, and place to report for work; Form 403, notice of change in work status; and Form 404, reclassification slip. Filed alphabetically. (Rarely, official.) 4 x 6 slips, 11 ft. 11 in., in 13 pasteboard card cabinets. R. 7. (116)

453. LEDGER SHEETS, Dec. 1935 to date. Abstracts of allotments. Filed by project. (Frequently, official.) 11 x 15 loose-leaf books, 2 ft. 8 in., in two drawers of pasteboard filing case. R. 7. (110)

454. MISCELLANEOUS FILE, Dec. 1935 to date. Form A-8, mileage statement, and other automobile statements. Filed chronologically. (Frequently, official.) 8 x 11 and 5 x 8 sheets, 11 in., in drawer of pasteboard filing case. R. 7. (114)

455. MISCELLANEOUS FILE, Dec. 1935 to date. Correspondence, telegrams, requisitions, authorizations, and project reports. Filed by subject. (Daily, official.) 9 x 12 folders, 16 ft., in eight drawers of steel filing cases. R. 7. (118)

456. PAY ROLLS, Dec. 1935 to date. Administrative, active and discontinued projects. (Daily, official.) 9 x 12 folders, 20 ft. 4 in., in 11 drawers of pasteboard filing cases. R. 7. (111)

457. Requisitions, Dec. 1935 to date. For material, equipment, and other items used in connection with projects and for administrative office. (Daily, official.) 9 x 12 folders, 1 ft., in two steel record chests on desk. R. 7. (124)

458. TOOL AND EQUIPMENT FILE, Dec. 1935 to date. Records of tools and equipment used on projects, and location of equipment. (Frequently, official.) 9 x 12 folders, 2 ft. 6 in., in two drawers of steel filing case. R. 7. (117)

459. FORM 507, Jan. 1936. Posting journal, discontinued form. (Never.) 14 x 17 pad, 1/2 in., on wooden table. R. 7. (109)

460. LONG DISTANCE TELEPHONE CALLS, Apr. 1936 to date. Slips showing whether calls are incoming or outgoing, person to person or station, date of call, place called from, subject of call, and length of time telephone was used. Filed chronologically. (Rarely, official.) 4 x 6 slips, 7 in., in card cabinet. R. 7. (119)

461. NOTICE OF MISCELLANEOUS ENCUMBRANCE, May 1936 to date. Form A-5, request for funds for various expenses. Filed by encumbrance number. (Daily, official.) 9 x 12 folders, 2 in., on desk. R. 7. (113)

462. SCHEDULE OF PAY ROLL, May 1, 1936 to date. Form 1064, request for funds for administrative and project pay rolls. (Frequently, official.) 9 x 12 folders, 1 1/2 in., on desk. R. 7. (108)

463. PROJECT DATA, June 1936 to date. Giving number of project, number of workers, hours worked and credited, and expenditures to date. (Daily, official.) 9 x 12 folders, 4 in., in drawer of pasteboard filing case. R. 7. (112)

464. INDIVIDUAL EARNINGS RECORDS, n. d. Of active and closed cases, giving worker's name, occupation, project number, pay periods, number of hours worked between pay periods, and amount paid. Filed alphabetically. (Closed cases, rarely; active ones frequently, official.) 5 x 8 cards, 10 ft., in 14 card cabinets. R. 7. (121)

Division of Intake and Certification

465. INTAKE AND CERTIFICATION RECORDS, Dec. 1935 to date. Form 144, information on applicants; Form 144-A, occupational file; Form 600, certification; Form 601, change in address; Form 602, removal; Form 404, reclassification; Form 402, project file; youth referral file; and nonrelief file. 144 filed numerically; 144-A filed by code number; others filed alphabetically. (Daily, official.) Various sized cards, 73 ft. 3 in., in pasteboard card cabinets and on tables. R. 11. (127)

Division of Operations

466. ERA VOUCHERS AND AUTOMOBILE REQUISITIONS, 1934. (Never.) 9 x 12 folders, 6 in., in drawer of wooden filing case. R. 3. (104)

467. ERA ACCIDENT REPORTS, 1934 to date. Showing name of worker injured on job, date, cause, and nature of accident. (Frequently, official.) 9 x 12 folders, 2 ft., in drawer of wooden filing case. R. 3. (102)

468. ERA GENERAL FILE, 1934 to date. Regarding first-aid supplies and safety instructions for workers. Filed alphabetically and chronologically. (Frequently, official.) 9 x 12 folders, 2 ft., in drawer of wooden filing case. R. 3. (103)

469. ERA PROJECTS FILES, 1934 to date. Applications and assignments to projects, project progress reports, inspection reports, requisitions for workers, requisitions and purchase of supplies for projects, weekly reports of material, and correspondence concerning projects. Filed by project number. (Daily, official.) 9 x 12 folders, 10 ft., in five drawers of wooden filing cases. R. 3. (100)

470. PROJECT PLANS, 1935. Blueprints of construction plans. Filed by project number. (Daily, official.) 9 x 12 folders, 4 ft., in two drawers of wooden filing case. R. 3. (105)

Division of Women's and Professional Projects

471. GENERAL FILE, Dec. 1935 to date. Projects and correspondence, concerning personnel, progress, and supplies. (Daily, official.) 9 x 12

folders, 2 ft., in drawer of wooden filing case. R. 3. (101)

Commodity Distribution Division

472. MISCELLANEOUS FILE, 1935. Reports of material received and daily transmittal sheets. (Never.) 9 x 12 folders, 2 ft., in drawer of pasteboard filing case. R. 2. (99)

473. COMMODITY DISTRIBUTION RECORDS, Jan. 1936 to date. Shipping orders, shipments, disbursements, and receipts. Filed by parish. (Frequently, official.) Various sized loose-leaf books (3), 3 in., on wooden filing case. R. 2. (95)

474. COMMODITY REPORTS, Jan. 1936 to date. Form CD-22, semimonthly report, showing name of commodity, date delivered to clients, and amount delivered. Filed by month and parish. (Semimonthly, official.) 10 x 11 1/2 envelopes, 1 ft., in drawer of pasteboard filing case. R. 2. (96)

475. COMMODITY REPORTS, Jan. 1936 to date. Form CD-24, monthly report of receipts and issues of sewing project articles. Filed by month and parish. (Monthly, official.) 10 x 11 1/2 envelopes, 1 ft., in drawer of pasteboard filing case. R. 2. (97)

476. MISCELLANEOUS CORRESPONDENCE, Jan. 1936 to date. To state office and supervisors of projects, concerning distribution of commodities. (Frequently, official.) 8 1/2 x 11 folders, 1 ft., in drawer of pasteboard filing case. R. 2. (94)

477. MISCELLANEOUS FILE, Jan. 1936 to date. Mileage sheets, correspondence to parish managers, requisitions, and purchase orders. (Daily, official.) 9 x 12 folders, 2 ft., in drawer of pasteboard filing case. R. 2. (98)

Federal Housing Administration

478. GENERAL CORRESPONDENCE, June 16, 1936 to date. From state and local offices. Filed chronologically. (Daily, official.) 8 1/2 x 11 1/2 sheets, 3 in., in pasteboard filing case. NE. corner of building. (141)

479. LOAN APPLICATIONS, June 16, 1936 to date. Title 1, small credit loans, and Title 2, larger mortgage loans. Filed alphabetically. (Daily, official.) 12 x 14 1/2 sheets, 3 in., in pasteboard filing case. NE. corner of building. (140)

LAKE PROVIDENCEEAST CARROLL PARISH OFFICE
Knights of Pythias Bldg., 400 Lake St.

This parish office was established November 1, 1935 as a branch of the fifth district office. It has always maintained quarters at its present address. Most of the records of this office were transferred to Tallulah in November 1935. The present records are for East Carroll, West Carroll, and Madison Parishes. Reports are sent to district office in Monroe.

Division of Operations

480. CONSTRUCTION PROJECT RECORDS, Nov. 1, 1935 to date. For East Carroll, West Carroll, and Madison Parishes. Filed by parish. (Daily, official.) 9 x 12 folders, 1 ft., in three drawers of steel filing case. SE. corner room, 1st floor. (18)

481. GENERAL CORRESPONDENCE AND REPORTS, Nov. 1, 1935 to date. To and from state office and clients in adjoining parishes, and detailed information concerning projects, whether completed, held up, or discontinued, for East Carroll, West Carroll, and Madison Parishes. Filed alphabetically. (Daily, official.) 9 x 12 folders, 5 ft., in three drawers of steel filing case. SE. corner room, 1st floor. (19)

EAST CARROLL PARISH SEWING PROJECT
Knights of Pythias Bldg., 400 Lake St.

This project was established December 23, 1935 and has always maintained quarters at its present address. All records have been retained. Reports are sent to district office in Monroe.

482. GENERAL CORRESPONDENCE AND REPORTS, Dec. 23, 1935 to date. Correspondence to district office, invoices for material received, and receipts for garments delivered to commodity warehouse. Filed by subjects. (Daily, official.) 9 x 12 folders, 4 in., on open wooden cabinet. 2d room from SE. corner. (17)

MONROEDISTRICT OFFICE (DIST. 5)
Old Post Office and Court House
NE. Corner St. John and Grammont Sts.

This district director's office was established June 9, 1935, but the offices of the different divisions were not established until August 16, 1935, except the Commodity Distribution Division, a unit under the Division of Women's and Professional Projects, which was established

November 18, 1935. The district director maintained quarters in the Post Office and Court House, Jackson and Grammont Streets, until September 1935, and in the Bernhardt Building, Desiard and N. Second Streets, until April 1936, when he moved to his present location. The other divisions have always maintained quarters at the present address. The district director is responsible for the administration of all activities in his district, with the exception of state projects, which are administered by the state office, and federal projects, which are administered by the federal office.

The district organization parallels that of the state office, with a supervisor in charge of each division, and he is directly responsible to the district director for the efficient operation of his division.

Among these records are many which originated in the earlier work relief agencies which this organization absorbed. Many of these are stored in the attic, awaiting shipment to New Orleans for storage. All records have been retained. Reports are sent to state office, New Orleans, from where the necessary ones are forwarded to Washington.

Office of District Director

483. GENERAL CORRESPONDENCE, June 9 - Dec. 31, 1935. With reports concerning problems of parishes of district. Filed numerically by project number. (Occasionally, official.) 9 x 12 folders, 2 ft., in drawer of steel transfer case. R. 208. (135)

484. PROJECT FILE, Oct. 1935 to date. Operating and completed projects. Filed numerically by project number. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in drawer of steel transfer case. R. 208. (136)

485. GENERAL CORRESPONDENCE, Jan. 1, 1936 to date. With reports concerning problems of parishes. Filed numerically by project number. (Daily, official.) 9 x 12 folders, 2 ft. 3 1/2 in., in drawer of steel transfer case. R. 208. (134)

Division of Employment

486. WORK DIVISION OCCUPATIONAL CLASSIFICATION RECORD OF RELIEF WORKERS, May 1935 to date. WPA Form 144, occupational card for client, showing qualifications, submitted by social service department. Filed numerically by case number and alphabetically by parish. (Frequently, official.) 9 x 12 cards, 8 ft. 9 in., in seven drawers of wooden filing cases. SE. corner, 1st floor. (95)

487. CASE HISTORIES OF APPLICANTS, Aug. 16, 1935 to date. WPA Forms 402, 403, 600, 601, and 602, for active and inactive cases, and correspondence and reports concerning applicants. Filed by parish and alphabetically by applicant's name. (Daily, official.) 9 x 12 folders, 43 ft., in 21 wooden boxes on table. SE. corner, 1st floor. (99)

488. CORRESPONDENCE, Aug. 16, 1935 to date. Concerning all business of division. Filed alphabetically by name and title. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in four drawers of fiber filing case. SE. corner, 1st floor. (96)

489. INACTIVE ASSIGNMENTS, Aug. 16, 1935 to date. WPA Form 402, at present inactive because of private employment, some member of family working, or any other good reason (triplicates). (Occasionally, official.) 4 x 6 forms, 6 ft. 1 in., in 10 pasteboard card index files on wooden shelves. SE. corner, 1st floor. (98)

490. INDIVIDUAL OCCUPATIONAL CLASSIFICATION RECORD, Aug. 16, 1935 to date. FERA Form 144-A, showing name, address, case number, qualifications, project number, and rate of pay. Filed by parish. (Daily, official.) 5 x 8 cards, 14 ft. 9 1/2 in., in 11 wooden boxes. SE. corner, 1st floor. (102)

491. PROJECT FILE, Aug. 16, 1935 to date. WPA Form 402, authorizing clients to work on projects, giving information for client and projects on work status. Filed by parish and numerically by project and by identification number. (Daily, official.) 4 x 6 cards, 3 ft. 2 in., in 14 pasteboard card index files on wooden table. SE. corner, 1st floor. (100)

492. REPORTS, Aug. 16, 1935 to date. Information concerning people working on projects, and district summary. Filed by date and parish. (Weekly, official.) 9 x 11 bundles, 8 in., in four drawers of fiber filing case. SE. corner, 1st floor. (101)

493. TRANSMITTAL FILE, Aug. 16, 1935 to date. List of persons, showing case numbers and identification numbers, submitted to auditing department and interoffice correspondence (duplicates). Filed by project. (Daily, official.) 10 x 12 folders, 3 ft. 7 in., in four drawers of fiber filing case. SE. corner, 1st floor. (97)

494. WORK DIVISION OCCUPATIONAL CLASSIFICATION RECORD OF NONRELIEF WORKERS, Aug. 16, 1935 to date. WPA Form L-4, showing name, age, family status, education, health, and qualifications, submitted by social service departments. Filed alphabetically by parish. (Occasionally, official.) 5 x 8 cards, 1 ft. 10 in., in pasteboard filing cases. SE. corner, 1st floor. (103, 104)

Division of Finance and Statistics

495. ERA GASOLINE SALES TICKETS, Dec. 1, 1934 to date. Sales tickets of gasoline and oil for government-owned automobiles used by administrative employees. Filed chronologically. (Daily, official.) 3 1/2 x 7 1/2 sheets, 1 in., in drawer of desk. N. half, 2d floor. (184)

496. FERA MISCELLANEOUS CORRESPONDENCE, Apr. 8 - Aug. 16, 1935. With reports concerning FERA matters. Filed alphabetically by title. (Occasionally, official.) 9 x 12 folders, 1 ft. 6 in., in drawer of cardboard transfer case. R. 204. (140)

497. ACTIVE PROJECTS, Aug. 1, 1935 to date. All reports and statistical data necessary to carry on projects. Filed numerically by project number. (Daily, official.) 9 x 12 folders, 4 ft., in two drawers of steel filing case. N. half, 2d floor. (201)

498. INACTIVE PROJECTS, Aug. 1, 1935 to date. Filed numerically by project number. (Occasionally, official.) 9 x 12 folders, 2 ft. 6 in.,

in two drawers of steel filing case. N. half, 2d floor. (200)

499. VOUCHER AND ADJUSTMENT REGISTERS, Aug. 1935 to date. Financial control of records of all projects. Filed numerically by parish. (Daily, official.) 14 1/2 x 22 loose-leaf books (3), 6 in., in steel vault. N. half, 2d floor. (207)

500. FINANCIAL REGISTERS, Aug. 16, 1935 - Feb. 15, 1936. Requisitions, commitment journals for projects, encumbrance adjustments, travel vouchers, and expense register. Filed chronologically. (Occasionally, official.) Various sized registers, 2 3/4 in., in steel vault. N. half, 2d floor. (180)

501. GENERAL CORRESPONDENCE, Aug. 16, 1935 to date. Letters to executives, transmittal letters covering pay rolls and treasury checks, requisition transmittals, shipping orders, contracts, and interoffice correspondence. Filed alphabetically by title. (Frequently, official.) 9 x 12 folders, 2 ft. 6 in., in two drawers of cardboard transfer case. R. 204. (138)

502. ACTIVE REPORT FILE, Aug. 31, 1935 to date. Statistical reports sent in from parishes (duplicates). Filed chronologically. (Daily, official.) 9 x 12 folders, 11 1/2 in., in drawer of steel filing case. N. half, 2d floor. (204)

503. CORRESPONDENCE AND REPORT FILE, Oct. 1, 1935 - Apr. 30, 1936. Correspondence, reports, and bulletins, dealing with administration of office. Filed by month. (Inactive file, occasionally, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. N. half, 2d floor. (206)

504. ASSIGNMENT REGISTER SHEETS, c. Oct. 1, 1935 to date. WPA Form L-402-A, list of workers and where assigned. Filed by parish and chronologically. (Frequently, official.) 9 x 12 folders, 1 ft. 4 in., in cardboard filing case. N. half, 2d floor. (194)

505. AUTHORIZATION FOR EMPLOYMENT, Oct. 1, 1935 to date. Forms, correspondence, and all information necessary to employ administrative workers, showing name, division, position, salary, and reason for need of employee; Form 18-B, change of status; Form 18, authorization for employment; and Form 189, release. Filed alphabetically by employee's name. (Frequently, official.) 9 x 12 folders, 5 in., in drawer of steel filing case. N. half, 2d floor. (187)

506. DAILY REPORTS OF AUTO TRAVEL, Oct. 1, 1935 to date. Showing amount of gas and oil used and number of miles traveled daily by each car for each parish. Filed numerically by licenses. (Daily, official.) 9 x 12 folders, 1 ft. 11 in., in two drawers of wooden transfer case. N. half, 2d floor. (211)

507. GENERAL CORRESPONDENCE, Oct. 1, 1935 to date. Concerning administration of office. Filed by heading. (Daily, official.) 9 x 12 folders, 1 ft. 1 in., in drawer of steel filing case. N. half, 2d floor. (203)

508. INDIVIDUAL-EARNINGS RECORD, Oct. 1, 1935 to date. WPA Form 507, for administrative employees, showing name, address, identification number, initial assignment date, project number, occupation at which employed, rate, and amount paid. Filed by project and chronologically. (Occasionally, official.) 9 x 12 folders, 1 in., in steel drawer. N. half, 2d floor. (192)

509. INDIVIDUAL-EARNINGS RECORD, Oct. 1, 1935 to date. WPA Form 507, report of earnings of each individual on work project. Filed numerically by identification number and parish. (Daily, official.) 5 x 8 cards, 4 ft. 3 in., in six card cabinets. N. half, 2d floor. (218)

510. MATERIAL INVENTORY RECORD, Oct. 1, 1935 to date. WPA Form 721, showing project number, item, date, number, quantity, record of receipts, issues, and on hand. Filed alphabetically by project. (Frequently, official.) 5 x 8 1/2 cards, 1 ft. 10 in., in two pasteboard transfer cases. N. half, 2d floor. (190)

511. PAY ROLLS FOR PERSONAL SERVICES, Oct. 1, 1935 to date. WPA Form 1013, showing name, yearly salary, gross amount earned, and net amount paid to administrative employees. Filed numerically by pay roll number. (Occasionally, official.) 11 x 17 loose-leaf book, 2 1/2 in., in drawer of steel filing case. N. half, 2d floor. (182)

512. PROPERTY LOCATION TRANSFER, c. Oct. 1, 1935 to date. WPA Form 1, record of property transferred from one organization to another, and location. (Occasionally, official.) 9 x 12 folders, 1/8 in., in drawer of wooden desk. N. half, 2d floor. (195)

513. REASSIGNMENT SLIP, c. Oct. 1, 1935 to date. WPA Form 402, showing name, address, identification number, case number, age, and qualifications. Filed alphabetically by name and parish. (Daily, official.) 4 x 6 forms, 9 ft. 7 in., in nine card cabinets. N. half, 2d floor. (189)

514. REPORT OF MISSING TOOLS AND EQUIPMENT, Oct. 1, 1935 to date. WPA Form 715, showing report number, date, district number, project number, location, quantity, and article. Filed by parish and project. (Occasionally, official.) 9 x 12 folders, 1/4 in., in drawer of pasteboard filing case. N. half, 2d floor. (185)

515. REPORT OF TOOLS AND EQUIPMENT, Oct. 1, 1935 to date. WPA Form 714, report of tools and equipment returned to inventory, showing report number, date, district number, location, quantity, and article. Filed by parish and project. (Occasionally, official.) 9 x 12 folders, 2 in., in drawer of cardboard filing case. N. half, 2d floor. (183)

516. REQUISITION ON TOOL AND EQUIPMENT INVENTORY, Oct. 1, 1935 to date. WPA Form 713, showing requisition number, date, district number, article, and quantity requested, issued, and returned. Filed by parish and project. (Occasionally, official.) 9 x 12 folders, 2 in., in drawer of pasteboard filing case. N. half, 2d floor. (197)

517. TIME REPORTS, Oct. 1, 1935 to date. WPA Form 502, showing name, identification number, occupation, class, number of hours worked

or credited each day, total hours for which payment is made, number of hours assigned to work, and net amount paid. Filed by project and chronologically. (Occasionally, official.) 14 x 17 forms, 2 ft. 5 in., on wooden shelves of open cabinet. N. half, 2d floor. (193)

518. TIME REPORTS FOR PERSONAL SERVICES, Oct. 1, 1935 to date. WPA Form 502, pay roll work sheet and control sheet, for administrative employees. Filed numerically by pay roll number. (Frequently, official.) 11 x 17 forms, 1 in., in locked vault. N. half, 2d floor. (220)

519. TOOL AND EQUIPMENT INVENTORY RECORD, Oct. 1, 1935 to date. WPA Form 712, showing district number, article, date, source of receipt or final disposition, quantity, and amount. Filed alphabetically by articles. (Occasionally, official.) 8 x 10 1/2 forms, 1 in., in drawer of wooden desk. N. half, 2d floor. (199)

520. TREASURY DEPARTMENT STOCKS, c. Oct. 1, 1935 to date. Individual records of absence, vacations, and salaries received for administrative employees. Filed alphabetically by name. (Frequently, official.) 9 x 12 folders, 3/4 in., in steel cabinet. N. half, 2d floor. (191)

521. WEEKLY REPORTS, Oct. 1, 1935 to date. WPA Form 720, report of materials received, used, and on hand, showing project number, date, kind of material, and unit. Filed by parish, project, and date. (Frequently, official.) 9 x 12 folders, 8 1/2 in., in cardboard transfer case. N. half, 2d floor. (196)

522. SPECIAL REPORTS AND SCHEDULES, Oct. 31, 1935 to date. Statements of balances, amount of money spent, number of workers employed, and various statistical information (duplicates). Filed chronologically. (Rarely, official.) 9 x 12 folders and 8 1/2 x 14 bundles, 3 in., in drawer of steel filing case. N. half, 2d floor. (205)

523. FINANCIAL AND STATISTICAL REPORTS, Nov. 1, 1935 to date. Form 707, adjustments, mileage reports, and sewing projects; Form 720, project register report; Form 721, equipment record cards. Filed by date, number, or project. (Daily, official.) 9 x 12 folders, 15 x 17 1/2 loose-leaf books, and 5 x 8 cards, 4 ft. 7 1/2 in., on eight open wooden shelves. N. half, 2d floor. (210)

524. PAY ROLLS, Nov. 1, 1935 to date. Form 503, for all projects (duplicates). Filed by parish and project. (Daily, official.) 11 x 17 forms, 1 ft. 6 in., on 14 open wooden shelves. N. half, 2d floor. (178)

525. FINANCIAL REPORTS OF CONDITIONS OF INACTIVE PROJECTS, Nov. 20, 1935 - May 29, 1936. Reports on projects that have closed. Filed numerically by project number. (Occasionally, official.) 9 x 12 folders, 11 in., in transfer case. N. half, 2d floor. (209)

526. FINANCIAL REPORTS OF CONDITIONS OF PROJECTS, Nov. 20, 1935 - May 29, 1936. Special reports of active projects on government regulation forms. Filed numerically by project number. (Frequently, official.) 9 x 12 folders, 2 ft., in wooden transfer case. N. half, 2d floor. (212)

527. NOTICES OF MISCELLANEOUS ENCUMBRANCES AND MEMOS OF ADJUSTMENTS, Dec. 1, 1935 - Mar. 1, 1936. Memos of adjustments, also pertaining to encumbrances. Filed chronologically. (Rarely, official.) 9 x 12 folders and 5 1/2 x 9 bundles, 6 in., in wooden transfer case. N. half, 2d floor. (208)

528. DAILY TIME REPORTS, Apr. 7, 1936 to date. Form MF-13, showing name, number of hours worked, and time of arriving at and leaving work. Filed chronologically. (Daily, official.) 9 x 15 folders, 1/4 in., in drawer of wooden desk. N. half, 2d floor. (198)

529. CORRESPONDENCE TO HEADQUARTERS, May 1936 to date. Regarding checks, transmittals covering pay rolls, and reports pertaining to headquarters' office in New Orleans. Filed alphabetically by titles and dates. (Daily, official.) 9 x 12 folders, 5 1/2 in., in drawer of steel transfer case. R. 204. (137)

530. INTEROFFICE CORRESPONDENCE, May 1936 to date. Relative to supervisors, directors, and timekeepers within district; and reports on requisitions, purchase orders, and material received. Filed alphabetically by title. (Daily, official.) 9 x 12 folders, 7 1/2 in., in drawer of steel transfer case. R. 204. (139)

531. REPORTS ON REPAIRS FOR GOVERNMENT-OWNED AUTOMOBILES, May 15, 1936 to date. Orders to garages for repairs, washing, and greasing; Form MF-1, repairs; Form MF-2, washing and greasing. Filed chronologically. (Daily, official.) 9 x 12 sheets, 2 in., in arch file on wooden shelf. N. half, 2d floor. (188)

Compensation Department

532. CASES IN ACT OF BEING COMPENSATED, Aug. 16, 1935 to date. Cases that are being worked upon. Filed alphabetically by names. (Daily, official.) 9 x 12 folders, 1 ft., in wooden transfer case. N. half, 2d floor. (179)

533. CLOSED COMPENSATED CASES, Aug. 16, 1935 to date. Record of all cases where compensation has been settled. Filed alphabetically by names. (Occasionally, official.) 9 x 12 folders, 2 ft., in drawer of transfer case. N. half, 2d floor. (202)

534. GENERAL CORRESPONDENCE, Aug. 16, 1935 to date. With state office, relative to active and inactive compensation cases. Filed by subject. (Daily, official.) 9 x 12 folders, 4 in., in wooden transfer case. N. half, 2d floor. (186)

535. REPORTS OF MINOR ACCIDENTS, Aug. 16, 1935 to date. Of WPA employees. Filed by parish. (Occasionally, official.) 9 x 12 folders, 6 in., in wooden transfer case. N. half, 2d floor. (181)

Division of Operations

536. ERA AND FERA PROJECT FILE, Mar. 1, 1933 - Aug. 16, 1935. Letters and reports of various plans of projects and charts (duplicates).

(Inactive file, occasionally, official.) 9 x 12 folders, 15 ft., in 17 drawers of wooden transfer cases. R. 303. (113)

537. ERA REPORTS ON NONCONSTRUCTION PROJECTS, Mar. 1, 1933 - Aug. 16, 1935. Showing completion of project at time that they were turned over to construction engineer (duplicates). (Inactive file, occasionally, official.) 9 x 12 folders, 1 ft. 4 in., on wooden cabinet. R. 303. (114)

538. ERA AND FERA WEEKLY PROGRESS REPORTS, Mar. 1, 1933 - Aug. 16, 1935. (Inactive file, occasionally, official.) 15 x 30 loose-leaf books (18), 1 ft. 3 in., on wooden cabinet. R. 303. (115)

539. FERA REQUISITIONS, Jan. 18 - Aug. 15, 1935. Correspondence, invoices, and receiver's reports (duplicates). Filed alphabetically by title. (Monthly, official.) 9 x 12 folders, 1 ft. 1 in., in drawer of pasteboard transfer case. R. 307. (119)

540. FERA CORRESPONDENCE, July 1, 1935 - Jan. 1, 1936. Official forms, correspondence, and general information concerning office routines and projects. Filed alphabetically by title. (Inactive file, occasionally, official.) 9 x 12 folders, 1 ft. 8 in., in drawer of pasteboard transfer case. R. 307. (126)

541. APPROVED PROJECTS, Aug. 1 - Nov. 1, 1935. Correspondence, original setup, blueprints, and reports for projects approved by President of United States, awaiting allotments and state office approval. Filed numerically by official project number. (Occasionally, official.) 9 x 12 folders, 1 ft., in drawer of pasteboard transfer case. R. 307. (122)

542. SUBMITTED PROJECTS, Aug. 1 - Nov. 1, 1935. Correspondence, reports, blueprints, and original setup of projects awaiting approval notices of President of U. S. and state headquarters. Filed numerically by serial number. (Occasionally, official.) 9 x 12 folders, 1 ft. 1 in., in drawer of pasteboard transfer case. R. 307. (121)

543. APPROVED PROJECTS IN OPERATION, Aug. 1 - Nov. 15, 1935. Blueprints, original form setup, allotment for project; Form E-4, approval notice from state office and President of U. S. Filed numerically by official project number. (Daily, official.) 9 x 12 folders, 1 ft. 2 in., in drawer of pasteboard transfer case. R. 307. (120)

544. ACTIVE OPERATING PROJECTS, Aug. 10 - Nov. 1, 1935. Information concerning projects, blueprints, forms, and correspondence. Filed numerically by project number. (Daily, official.) 9 x 12 folders, 1 ft., in drawer of steel transfer case. R. 307. (127)

545. ADMINISTRATIVE REQUISITIONS AND CORRESPONDENCE, Aug. 15, 1935 to date. Purchase orders, orders received of office supplies and equipment; WPA Form A-6, recurrent requisition; and all requisitions concerning operations. Filed numerically by requisition number and parish. (Daily, official.) 9 x 12 folders, 9 in., in drawer of pasteboard transfer case. R. 307. (123)

546. ADMINISTRATIVE PAY ROLLS, Aug. 16, 1935 to date. (Semimonthly, official.) 9 x 12 folders, 1 in., in drawer of pasteboard filing case and in drawer of steel desk. R. 307. (124)
547. GENERAL CORRESPONDENCE, Aug. 16, 1935 to date. Weekly field reports of material received and consumed by Ouachita Parish (duplicates). (Daily, official.) 9 x 12 folders, 1 ft. 8 in., in drawer of wooden filing case. R. 303. (112)
548. REPORTS, Aug. 16, 1935 to date. From district engineer to state engineer, showing progress on all construction projects, reports of contributions by sponsors, and reports from field to district engineer. (Daily, official.) 9 x 12 folders, 3 ft. 4 in., in three drawers of wooden filing case. R. 303. (111)
549. REQUISITIONS, Sept. 20, 1935 to date. Purchase orders and contracts. Filed by requisition number. Index. (Daily, official.) 9 x 12 folders, 3 ft. 8 in., in two drawers of pasteboard transfer case. R. 307. (118)
550. PROJECT CONTROL LEDGER, Oct. 1, 1935 to date. Daily report of all projects operating in district, showing status of each. Filed numerically by project number. (Daily, official.) 14 x 18 loose-leaf books, 1/2 in., on filing case. R. 307. (116)
551. WORK REQUISITIONS, Oct. 19, 1935 to date. WPA Form 401, requisition for workers, showing requisition number, date, occupational title, wage class, number of workers, special requirements or conditions, rate per hour or month, date to report, hour to report, place to report, and transmittal letter with each form. Filed alphabetically by parish. (Daily, official.) 9 x 12 folders, 6 in., in drawer of pasteboard transfer case. R. 307. (125)
552. GENERAL CORRESPONDENCE, Jan. 1, 1936 to date. Reports and correspondence regarding general information and office routine. Filed alphabetically by titles. (Daily, official.) 9 x 12 folders, 3 ft. 8 in., in two drawers of steel transfer case. R. 307. (117)

Safety Department

553. CWA AND ERA INSURANCE FILE, Jan. 1, 1934 - Jan. 1, 1935. Reports, statements and correspondence, concerning injury cases and loss of time due to accidents. Filed alphabetically by applicant's name and minor injuries and loss of time. (Occasionally, official.) 9 x 12 folders, 4 ft. 5 in., in three drawers of wooden filing case. R. 301. (131)
554. RECORDS OF FIRE EXTINGUISHERS, Jan. 1, 1935 to date. Showing date of refill, and exact locations of fire extinguishers. Filed alphabetically by parish. (Occasionally, official.) 4 x 6 cards, 1 in., in card cabinet on open shelf. R. 301. (132)
555. FIRST-AID KIT RECORDS, Aug. 1, 1935 to date. Showing location of first-aid kit, name of foreman on project, and number of kits in each parish. Filed numerically by kit number. (Frequently, official.) 4 x 6 cards, 2 1/2 in., in card cabinet on open shelf. R. 301. (128)

556. GENERAL CORRESPONDENCE, Aug. 1, 1935 to date. With official reports. Filed alphabetically by title. (Daily, official.) 9 x 12 folders, 1 ft. 2 in., in drawer of wooden filing case. R. 301. (129)

557. ACTIVE PROJECT FILES, Aug. 16, 1935 to date. Official reports and correspondence, regarding minor accidents, loss of time due to accidents, and inspections of projects. Filed numerically by project number. (Daily, official.) 9 x 12 folders, 7 in., in drawer of wooden filing case. R. 301. (133)

558. PROJECT FILES, Aug. 16, 1935 - Jan. 1, 1936. Reports and correspondence on closed and finished projects, regarding minor accidents, loss of time due to accidents, and inspection of projects. Filed numerically by official project number. (Inactive file, occasionally, official.) 9 x 12 folders, 5 in., in drawer of wooden filing case. R. 301. (130)

Division of Women's and Professional Projects

559. ERA GENERAL CORRESPONDENCE, Mar. 1933 - Dec. 20, 1934. Letters and reports relating to ERA projects. Filed alphabetically by subject. (Inactive file, occasionally, official.) 9 x 12 folders, 5 ft. 9 in., in three cardboard drawers of steel-front transfer case. R. 211. (106)

560. FERA AND WPA CORRESPONDENCE, Dec. 20, 1934 - Dec. 20, 1935. Reports on automobiles, with letters relating. Filed alphabetically by subject. (Inactive file, occasionally, official.) 9 x 12 folders, 3 ft. 6 in., in two drawers of steel transfer case. R. 211. (108)

561. GENERAL CORRESPONDENCE, Dec. 25, 1934 - Dec. 20, 1935. With progress reports of seven parishes. Filed alphabetically by subject. (Inactive file, occasionally, official.) 9 x 12 folders, 3 ft. 9 in., in two drawers of steel transfer case. R. 211. (110)

562. PROJECT-CONTROL SHEETS, Aug. 16, 1935 to date. Control sheets of financial status of projects. Filed numerically by projects. (Frequently, official.) 14 3/4 x 17 loose-leaf binder, 2 in., on floor. R. 213. (213)

563. PROJECT FILE, Aug. 16, 1935 to date. Records pertaining to financial status of projects. Filed numerically by projects. (Daily, official.) 9 1/4 x 11 3/4 folders, 1 ft. 4 in., in drawer of cardboard transfer case. R. 213. (219)

564. REQUISITION FILE, Aug. 16, 1935 to date. Requisitions for materials, supplies, machine rentals for sewing project, and plans for recreation project (duplicates). Filed numerically by subject. (Frequently, official.) 9 1/2 x 11 3/4 folders, 6 in., in drawer of cardboard transfer case. R. 213. (214)

565. GENERAL CORRESPONDENCE, Dec. 1, 1935 to date. Pertaining to nonconstruction projects. Filed alphabetically by subject. (Daily, official.) 9 1/4 x 11 3/4 folders, 6 in., in drawer of cardboard transfer case. R. 213. (217)

566. CORRESPONDENCE, Dec. 20, 1935 to date. Letters to and from parishes, correspondence from headquarters concerning each parish, and monthly reports on progress made in district. Filed alphabetically by parish. (Daily, official.) 9 x 12 folders, 9 in., in drawer of steel transfer case. R. 211. (105)

567. GENERAL CORRESPONDENCE, Dec. 20, 1935 to date. Letters, reports, requisitions, telegrams, pay rolls, estimates, expenditures, inventories from different parishes of district, and transient bureau inquiries. Filed alphabetically by subject. (Daily, official.) 9 x 12 folders, 1 ft., in drawer of steel transfer case. R. 211. (107)

568. REPORTS, Dec. 20, 1935 - Apr. 1, 1936. Weekly, monthly, and annual reports from seven parishes of district, relative to parish welfare (duplicates). Filed alphabetically by parish. (Inactive file, occasionally, official.) 9 x 12 folders, 5 in., in drawer of steel transfer case. R. 211. (109)

569. PROJECT CARD FILE, Apr. 15, 1936 to date. Information on former employees of sewing, reindexing, recreational, educational, writing, federal records, library, commodities, and distribution projects. Filed alphabetically by project. (Inactive file, occasionally, official.) 3 x 5 cards, 2 in., in card cabinet. R. 213. (216)

570. PROJECT CARD FILE, Apr. 15, 1936 to date. Information on employees of sewing, reindexing, recreational, educational, writing, federal records, library, commodities, and distribution projects. Filed alphabetically by project. (Daily, official.) 3 x 5 cards, 8 1/2 in., in pasteboard box. R. 213. (215)

Commodity Distribution Division

571. HEADQUARTERS CORRESPONDENCE, Aug. 1935 to date. (Duplicates). Filed by dates. (Daily, official.) 8 1/2 x 12 folders, 3 in., in drawer of pasteboard transfer case. Commodity Distribution Room. (86)

572. GENERAL CORRESPONDENCE TO PARISHES, Aug. 22, 1935 to date. Concerning commodity distribution in district, in connection with distribution in other parishes, and office correspondence to procurement office. Filed alphabetically by parish. (Daily, official.) 8 1/2 x 12 folders, 6 in., in drawer of pasteboard transfer case. Commodity Distribution Room. (87)

573. REPORTS, Nov. 18, 1935 to date. On federal surplus commodities, work division garments, FERA quinine, and cans, etc. Filed alphabetically by parish. (Monthly, official.) 8 1/2 x 12 folders, 4 ft. 7 in., in pasteboard box and two drawers of pasteboard transfer case. Commodity Distribution Room. (88)

574. REPORT LEDGERS, Nov. 18, 1935 to date. Reports on FERA, Works Division Garments, and Federal Surplus Commodities. (Semimonthly, official.) 11 x 17 ledgers (2), 3 in., on wooden desk. Commodity Distribution Room. (85)

FEDERAL WRITERS PROJECT (DIST. 5)
Old Central Savings Bank Bldg.
Grammont and S. Grand Sts.

This district office was established March 6, 1936, with offices in the old Post Office and Courthouse Building, St. John and Grammont Streets. It moved to its present address in May 1936. All records have been retained. Records and reports are sent to state supervisor in New Orleans.

575. BIBLIOGRAPHY CARDS, Mar. 7, 1936 to date. References used by historians, giving name, subject, date, reference, and historian's name. Filed alphabetically. (Frequently, official.) 3 x 5 cards, 6 in., in card cabinet. R. 305. (249)

576. GENERAL FILE, Mar. 7, 1936 to date. Duplicate monthly and narrative reports, covering work, and all correspondence to and from district and local office. Filed by subjects. (Daily, official.) 9 x 12 folders, 4 ft., in two drawers of pasteboard transfer case. R. 305. (250)

PARISH SUPERVISOR'S OFFICE

- (A) - McHenry Bldg., 108 S. Grand St.
- (B) - Barkdale Faulk Cottage, 2100 Jackson St.

This parish office was established October 23, 1934 under the Emergency Relief Administration. It was absorbed by the Federal Emergency Relief Administration in April 1935, and by the WPA in August 1935. The nursery department was added January 20, 1936. It occupied quarters in the Quachita Parish Grammar School office, 600 S. Grand St., until July 20, 1935 when it moved to the McHenry Building. The nursery department occupied quarters in the Bates Realty Company Residence, 215 Alabama Street, until June 3, 1936 when it moved to the Barkdale Faulk Cottage. All records from the date of establishment to July 20, 1935 were either lost or destroyed, but authentic information is not available. Reports are sent to district, semimonthly ones are sent to state supervisor, and weekly ones are sent to district director of Division of Finance and Statistics. Nursery reports are sent to district and state supervisors.

577. GENERAL FILE, Jan. 6, 1936 to date. Correspondence, reports, requisitions, purchase orders, weekly schedules of teachers, lists of teachers' supplies, and semimonthly teachers' reports. Filed by subject. (Daily, official.) 8 1/2 x 11 1/2 folders, 4 in., in open wooden box on table. SE. corner, 2d floor (Bldg. A). (242)

578. DAILY CHARTS, Jan. 20, 1936 to date. Reports made on each child, showing health, social contact, and material used. Filed chronologically. (Daily, official.) 8 1/2 x 11 sheets, 2 in., in drawer of wooden desk. R. 1 (Bldg. B). (235)

579. HEIGHT AND WEIGHT RECORDS, Jan. 20, 1936 to date. Showing measurements for each nursery school child. Filed chronologically. (Semimonthly, official.) 8 1/2 x 11 sheets, 2 1/2 in., in drawer of

wooden desk. R. 1 (Bldg. B). (236)

580. INITIAL HISTORY REPORT, Jan. 20, 1936 to date. Reports on child's background, home life, and personal habits. Filed alphabetically by child's name. (Occasionally, official.) 8 1/2 x 11 sheets, 1 in., in drawer of wooden desk. R. 1 (Bldg. B). (22)

581. WEEKLY BEHAVIOR RECORDS, Jan. 20, 1936 to date. Weekly behavior records, progress child makes in self-reliance, cooperation and activities. Filed chronologically. (Weekly, official.) 8 1/2 x 11 sheets, 2 in., in desk drawer. R. 1 (Bldg. B). (234)

PARISH OFFICE COMMODITY DISTRIBUTION DIVISION
Hudson Bldg., 243 S. Grand St.

This office for Caldwell, Morehouse and Ouachita Parishes was established October 1932 under the Unemployment Relief Administration. It operated under the Emergency Relief Administration and the Federal Emergency Relief Administration, before it was taken over by the present agency. From 1932 - 1933 it maintained offices in the Graves Building, 109-11 N. 4th Street, the old Monroe Wholesale Drygoods Building, during 1934 and 1935, and in the Christian Science Church Building, 307 N. 2d Street during 1935. It then moved to its present address. All records have been retained. Reports are sent to district office, from where reports are forwarded to state office.

582. COMMISSARY INVENTORY CARDS, Jan. 1935 to date. Record of stock, showing number of clients served and amount received on card for each item. Filed alphabetically by parish. (Weekly, official.) 8 1/2 x 10 cards, 2 in., in wooden box on table. 1st floor. (93)

583. DATA CARDS, Jan. 1936 to date. Yearly cards, showing family status, case number, name, address, parish, agency, store assigned to, address of store, and identification number. Filed alphabetically by parish and store. (Semimonthly, official.) 3 x 5 cards, 1 ft. 10 in., in pasteboard transfer case and in wooden card filing tray. 1st floor. (92)

584. REFERENCE CARDS, Jan. 1936 to date. Showing name and address of client, parish, store assigned to, and agency that certified them on card for each client. Filed by parish and alphabetically. (Frequently, official.) 3 x 5 cards, 10 in., in drawer of transfer case. 1st floor. (89)

585. MERCHANTS' LISTS, Mar. 1936 to date. Showing amount, name, case number, and family status. Filed by parish. (Weekly, official.) 10 x 16 loose-leaf books, 3 in., in pasteboard case on show window. 1st floor. (94)

586. REPORTS, Mar. 1936 to date. Information on receipts, stock on hand, amount issued, number of clients served, percentage of distribution, auto-travel sheets, and with what commodity clients are served. Filed by parish. (Daily, official.) 8 1/2 x 11 folders, 3 ft. 6 in., in drawer of wooden filing case and two pasteboard boxes. 1st floor. (91)

587. SHIPPING ORDERS, Mar. 1936 to date. Reports, showing order number, amount, and method for suggested schedule for distribution. (Weekly, official.) 10 x 16 loose-leaf book, 1 in., in pasteboard case on show window. 1st floor. (90)

OUACHITA PARISH SEWING PROJECT
McHenry Bldg., 108 S. Grand St.

This parish sewing project was established in September 1932 under the Unemployment Relief Committee. It continued under the Emergency Relief Administration and the Federal Emergency Relief Administration before it was taken over by the WPA in December 1935. It was first housed in the City Hall, 400 Trenton Street, West Monroe, then in the Weeks Building, 201 N. Third Street, Monroe, before it moved to its present address. The moving dates are not known. All records have been retained. Reports are sent to district office, from where they are forwarded to state office.

588. DAILY REPORTS OF MATERIALS RECEIVED, USED, AND ON HAND, Dec. 1935 to date. Showing all findings, materials used, and garments made. Filed chronologically. (Daily, official.) 6 3/4 x 8 1/4 book, 2 in., on shelf of wooden cabinet. NE. corner, 2d floor. (247)

589. ROLL BOOKS, Dec. 1935 to date. Showing time worked by employees on sewing project. (Daily, official.) 4 x 7 and 6 3/4 x 8 1/2 books (5), 1 in., in closed wooden cabinet. NE. corner, 2d floor. (244)

590. WEEKLY REPORTS OF MATERIALS RECEIVED, USED, AND ON HAND, Dec. 1935 to date. Reports on findings, and materials used. Filed chronologically. (Weekly, official.) 9 x 12 folders, 1 in., on shelf of closed wooden cabinet. NE. corner, 2d floor. (248)

591. RECEIPTS FOR ARTICLES PRODUCED, Feb. 12, 1936 to date. Records of completed garments delivered to district commodity distribution office and to Ouachita Parish police jury office. Filed chronologically. (Frequently, official.) 5 3/4 x 9 1/2 loose-leaf books, 1 in., on shelf of closed wooden cabinet. NE. corner, 2d floor. (246)

592. GENERAL CORRESPONDENCE, Apr. 1936 to date. Between district supervisor and state director. (Frequently, official.) 6 1/2 x 8 1/2 bundles, 1 in., on shelf of closed wooden cabinet. NE. corner, 2d floor. (243)

593. PHYSICAL PROGRESS REPORTS, May 15, 1936 to date. Semimonthly reports on number of yards of materials received, yards used, balance on hand, number of persons employed, total number of working days to date, and percentage of physical completion. Filed chronologically. (Semimonthly, official.) 9 x 12 folders, 1 in., on shelf of wooden cabinet. NE. corner, 2d floor. (245)

OAK GROVEWEST CARROLL PARISH EMERGENCY ADULT EDUCATION PROJECT
1000 Block Briggs St.

This project was established January 1, 1934 with offices in the courthouse, 900 Block Briggs Street. The date that it moved to its present address is not known. The office operated under the Emergency Relief Administration and the Federal Emergency Relief Administration, before it was absorbed by the WPA. Only the records of the present administration are retained in the files. Reports are sent to the fifth district office in Monroe.

594. MISCELLANEOUS RECORDS, Jan. 16, 1936 to date. Monthly and weekly reports of supplies and time records. (Frequently, official.) 9 x 12 folders, 11 in., on wooden desk. N. room. (26)

595. GENERAL CORRESPONDENCE, June 1936 to date. Between state and district offices. (Daily, official.) 9 x 12 folders, 4 in., on wooden shelf of wooden wardrobe. N. room. (25)

WEST CARROLL PARISH OFFICE
Commodity Warehouse, 300 Block Depot St.

This parish office was established in October 1932 under the Unemployment Relief Committee and continued under the Emergency Relief Administration and the Federal Emergency Relief Administration, before it was absorbed by WPA. It maintained quarters in the Brocatur Building before moving to its present location. All records have been preserved. Reports are sent to district office in Monroe from where they are forwarded to state and national headquarters.

596. MISCELLANEOUS RECORDS, Nov. 27, 1932 to date. Shipping orders, invoices, case-load reports, sewing room reports, issues of transfers, purchase orders, and requisitions and receipts for garments received from sewing room. (Occasionally, official.) 9 x 12 folders, 10 ft. 6 in., in seven pasteboard boxes on floor. N. room. (19)

597. DATA CARD FILE, Jan. 8, 1935 to date. Showing name and address of store, name of agency, name and address of client, case number, date of certification, and date of issue. (Frequently, official.) 3 x 5 cards, 1 ft., in two open wooden boxes. N. room. (18)

598. GENERAL CORRESPONDENCE, Nov. 1935 to date. Between state and district offices. (Frequently, official.) 9 x 12 folders, 1 ft. 6 in., in wooden box on floor. N. room. (20)

WEST CARROLL PARISH SURVEY OF REAL ESTATE
TRANSFERS AND MORTGAGES
Courthouse Court Square

This parish office was established February 28, 1936 and has always maintained quarters at its present address. All records have been retained. Reports are sent to the regional office in New Orleans.

599. REPORTS, Feb. 28, 1936 to date. Semimonthly progress and time reports. Filed chronologically. (Daily, official.) 8 x 12 sheets, 2 in., on wooden table. NE. corner room, 2d floor. (17)

600. FARM REAL ESTATE TRANSFERS AND MORTGAGES, Mar. 28, 1936 to date. Copies of court records obtained from district court clerk, covering all transfers and mortgages from 1917 to 1935. Filed alphabetically. (Daily, official.) 8 x 12 sheets, 3 ft. 8 in., on wooden table. NE. corner room, 2d floor. (16)

WEST CARROLL PARISH SEWING PROJECT
Grammar School Bldg., Between Purvis and Castleman Sts.

This parish office was established December 2, 1935 and has always maintained quarters at its present address. All records have been retained. Reports are sent to district office in Monroe, from where the necessary ones are forwarded to state and national headquarters.

601. GENERAL CORRESPONDENCE AND REPORTS, Dec. 2, 1935 to date. Correspondence with state headquarters, progress reports, and receipts from commodity manager for garments delivered to him for distribution. Filed chronologically. (Daily, official.) 9 x 12 folders, 10 in., on wooden table. Study Room, N. side, 3d floor. (15)

RAYVILLE

BAYVILLE OFFICE
Relief Headquarters Bldg.
1/4 mile W. of intersection of Highways 15 and 80

This branch of the fifth district office was established October 20, 1935, with only a Division of Operations. The Division of Finance and Statistics was added c. March 1, 1936. It has always maintained quarters at its present address. All records have been retained. Division of Finance and Statistics reports are sent to district office, Monroe, to state headquarters, New Orleans, and to regional statistical office, Dallas, Texas. Reports of the Division of Operations are sent to district office, Monroe.

Division of Finance and Statistics

602. GENERAL CORRESPONDENCE, Feb. 17, 1936 to date. Filed alphabetically and by parish. (Weekly, official.) 9 1/2 x 12 folders,

9 1/2 in., in cardboard box on wooden table. R. 2. (36)

603. DAILY TIME REPORTS, May 21 - June 27, 1936. Reports from projects within parishes. Filed by dates and parishes. (Occasionally, official.) 9 1/2 x 12 folders, 2 1/2 in., on wooden desk. R. 2. (38)

604. FORMS OF TIME REPORTS, July 15, 1936 to date. Time sheets and reports (duplicates). Filed by date and parish. (Occasionally, official.) 14 x 17 sheets, 2 in., in basket on table. R. 2. (37)

Division of Operations

605. ERA PROJECT FILE, Mar. 1934 to date. Miscellaneous correspondence, pertaining to projects, which for various reasons have been abandoned. Filed by subjects. (Inactive file, rarely, official.) 9 1/2 x 12 folders, 1 ft. 11 in., in drawer of steel filing case. SE. corner. (48)

606. MANUSCRIPT MAPS AND BLUEPRINTS, Aug. 1, 1935 to date. With **estimated cost** of road and construction projects in Richland Parish. (Weekly, official.) 20 x 40 maps and blueprints, 6 in., in drawer of steel filing case. SE. corner. (50)

607. PROGRESS REPORTS, Aug. 1, 1935 to date. On road and construction projects in work area. Filed by subject. (Occasionally, official.) 9 1/2 x 12 folders, 2 ft. 8 in., in drawer of wooden filing case. SE. corner. (49)

608. COMPENSATION FILE, Sept. 1, 1935 to date. Cases considered for compensation, cases allowed or not allowed, compensation, and disposition of all claims for damages. Filed alphabetically. (Occasionally, official.) 9 1/2 x 12 folders, 1 ft. 8 in., in drawer of steel filing case. SE. corner. (47)

609. PROJECT FILE, Sept. 1, 1935 to date. Records of all projects now operating, and estimates on projects being considered. Filed by project. (Daily, official.) 9 1/2 x 12 folders, 1 ft. 2 in., in drawer of steel filing case. SE. corner. (45)

610. FILE OF CERTIFIED WORKERS, Nov. 1, 1935 to date. Accurate file of all certified active employees by parishes. Filed alphabetically by name of worker. (Semimonthly, official.) 3 x 5 cards, 9 1/2 in., in wooden box on table. SE. corner. (43)

611. MISCELLANEOUS RECORDS AND INSTRUCTIONS, Jan. 1, 1936 to date. Records of different projects, general instructions, pertaining to work now in progress, and recommendations for new projects. Filed by subject. (Daily, official.) 9 1/2 x 12 folders, 4 in., in drawer of steel filing case. SE. corner. (44)

612. OCCUPATIONAL FILE, Jan. 1, 1936 to date. Showing classification, occupation, and rate of pay. Filed alphabetically. (Occasionally, official.) 5 x 8 cards, 11 in., in pasteboard box on table. SE. corner. (46)

COMMODITY DISTRIBUTION DIVISION
Monroe Grocery Co. Bldg.
E. side of Missouri Pacific Railroad

This office was established November 11, 1932 as a unit of the Unemployment Relief Committee. It later operated under the Emergency Relief Administration, the Federal Emergency Relief Administration, and now the WPA. It has always maintained quarters at its present address. All records have been retained. Reports are sent to district office in Monroe, and to state headquarters in New Orleans.

Division of Women's and Professional Projects

613. URC MASTER CARDS, OBSOLETE, Nov. 1, 1932 - Feb. 1, 1936. Showing date, quantity, and signature of client receiving commodities. Filed alphabetically. (Rarely, official.) 6 x 7 1/2 cards, 1 ft. 4 in., in two wooden boxes on shelf. SW. room. (26)

614. URC ORDERS FOR COMMODITIES, Nov. 1, 1932 - Aug. 23, 1935. Nonchargeable orders given by commodity warehouse. Filed chronologically. (Rarely, official.) 5 1/2 x 7 sheets, 1 ft. 4 in., on wooden shelf. SW. room. (27)

615. URC GENERAL CORRESPONDENCE AND REPORTS, Jan. 1, 1933 to date. General instructions from state and district offices, for distributions and shipments of commodities to warehouse. Filed by parish. (Daily, official.) 9 1/2 x 12 folders, 1 ft. 11 in., in drawer of steel filing case. SW. room. (31)

616. EXPENSE REPORTS, Aug. 1935 to date. Shipments and receipts of FSRC commodities. Filed chronologically. (Weekly, official.) 4 1/2 x 15 1/2 covers, 2 1/2 in., in pasteboard box on table. SW. room. (30)

617. INVENTORY CARDS, Aug. 1, 1935 to date. Showing receipts of commodities received from FSRC, and disbursements to FERA and RA clients. Receipts filed by subject, and disbursements, by name of client. (Rarely, official.) 8 1/2 x 12 cards, 4 1/2 in., in wooden box on table. SW. room. (29)

618. ADJUSTMENT REQUESTS, Aug. 23, 1935 to date. Correspondence, covering adjustments made on commodities in warehouse. (Occasionally, official.) 8 1/2 x 14 sheets, 1 1/2 in., on clip file on wall. SW. room. (33)

619. CERTIFICATIONS AND REMOVALS, Aug. 23, 1935 to date. Forms, showing name, address, family status, age, community record, educational qualifications, work record, date of certification, and cause and date of removal. Filed chronologically. (Weekly, official.) 8 1/2 x 14 sheets, 4 1/2 in., on clip file on wall. SW. room. (35)

620. STOCK REPORTS, Aug. 23, 1935 to date. Transfers and receipts of commodities. (Semimonthly, official.) 11 x 17 sheets, 4 in., on clip files on wall. SW. room. (25)

621. NONCHARGEABLE ORDERS, Dec. 1, 1935 to date. For clothing and other nonchargeable items delivered to clients (duplicates). Filed alphabetically by name of client. (Occasionally, official.) 6 x 7 sheets, 7 in., in drawer of cardboard filing case. SW. room. (32)

622. CLIENTS' DATA CARDS, Feb. 1, 1936 to date. Showing client's name, address, family group, and address of store to which client is assigned. Filed alphabetically by names of client and store. (Semimonthly, official.) 3 x 5 cards, 2 ft. 1 1/2 in., in three pasteboard boxes on table. SW. room. (28)

623. DATA CARD FILE, Feb. 1, 1936 to date. Showing name, address, age, case number, rate of pay, and community record of each client. Filed alphabetically. (Inactive file, occasionally, official.) 3 x 5 cards, 1 ft. 4 in., in cardboard box on table. SW. room. (34)

RICHLAND PARISH SEWING PROJECT

Relief Headquarters Bldg.

1/4 mile W. of intersection of Highways 15 and 80

This project was established December 2, 1935 and has always maintained quarters at its present location. Records have all been retained. Reports are all sent to fifth district office in Monroe, with the exceptions of bills of lading and transfer memoranda, which are sent to state procurement office.

624. GENERAL CORRESPONDENCE, Oct. 1, 1935 to date. Pertaining to general activities of agency. Filed chronologically. (Daily, official.) 9 1/2 x 14 folders, 2 in., in wooden locker. N. room. (54)

625. RECEIVING AND INSPECTION REPORTS, Dec. 1, 1935 to date. Memoranda of items received, such as rentals on machines, materials, and equipment. Filed chronologically. (Weekly, official.) 9 1/2 x 12 folders, 1 in., in wooden locker. N. room. (51)

626. TIME RECORDS, Dec. 2, 1935 to date. Daily, weekly, and semi-monthly time reports which are sent to district office. Filed numerically by identification numbers. (Daily, official.) 4 x 7 vols., 3/4 in., in closet. N. room. (52)

627. WEEKLY REPORTS OF MATERIALS, Dec. 7, 1935 to date. Record of all materials received, amount used, and balance on hand at end of each week. Filed chronologically. (Daily, official.) 9 1/2 x 12 folders, 1 in., in wooden locker. N. room. (55)

628. SEMIMONTHLY PHYSICAL AND PROGRESS REPORTS, Dec. 21, 1935 to date. Showing number of garments completed, general description of garments, and receipts for garments delivered to distribution warehouse. Filed chronologically. (Daily, official.) 9 1/2 x 12 folders, 1 in., in wooden locker. N. room. (53)

RUSTON

RUSTON OFFICE (DIST. 5)
Price Bldg., 101 N. Vienna St.

This branch office of the fifth district office was established September 15, 1935, to supervise the construction projects for Union, Jackson, and Lincoln Parishes. It has always maintained quarters at its present location. The office has custody of some old FERA records. All records have been retained. Reports are sent to district office, Monroe, from where they are forwarded to state and national headquarters.

Division of Operations

629. FERA WEEKLY PROGRESS REPORTS OF LINCOLN AND JACKSON PARISHES, Sept. 1, 1934 - May 1, 1935. FERA Form E-9, showing weekly progress and expenditures for each project in Lincoln and Jackson Parishes. Filed chronologically. (Rarely, official.) 12 x 18 loose-leaf books (2), 5 1/2 in., on shelf. Rear of 3d floor. (31)
630. FERA PROJECT FILE FOR JACKSON AND CLAIBORNE PARISHES, Dec. 1, 1934 - June 1, 1935. FERA Form 35, complete daily report of work performed on projects. 3 x 5 card index. (Rarely, official.) 14 x 21 loose-leaf books (2), 2 in., on open wooden shelf. Rear of 3d floor. (20)
631. FERA REPORTS, Apr. 15 - July 15, 1935. FERA reports, correspondence of supervisors of Lincoln, Jackson, Bienville, and Claiborne Parishes, blueprints of completed projects, and injury and insurance reports. (Rarely, official.) 9 x 12 folders, 1 ft. 6 in., in wooden box on table. Rear of 3d floor. (27)
632. FERA PROJECT FILE FOR UNION PARISH, May 15, 1935 to date. Reports and correspondence for active and inactive projects. Filed numerically by project number. (Daily, official.) 9 x 12 folders, 11 in., in steel filing case. Rear of 3d floor. (23)
633. PROJECT SAFETY AND TIME REPORTS, Aug. 1 - Nov. 30, 1935. All time reports made daily by foremen on FERA projects, and daily safety reports. Filed numerically by project number. (Occasionally, official.) 9 x 12 folders, 2 ft. 1 in., in drawer of cardboard transfer case. Rear of 3d floor. (29)
634. GENERAL CORRESPONDENCE, Sept. 15, 1935 to date. Relative to division of operations and safety department. Filed alphabetically by title and parish. (Daily, official.) 9 x 12 folders, 1 ft. 8 in., in drawer of steel filing case. Rear of 3d floor. (28)
635. PROJECT FILE FOR LINCOLN AND JACKSON PARISHES, Sept. 15, 1935 to date. Reports and correspondence, relative to active projects. Filed numerically by project number. (Daily, official.) 9 x 12 folders, 10 in., in drawer of steel filing case. Rear of 3d floor. (25)

636. PROJECT REGISTER OF UNION PARISH, Sept. 26, 1935 - Feb. 23, 1936. Reports in tabulation form of expenditures, additional allotments for projects, and summary of labor used. Filed chronologically. (Occasionally, official.) 14 x 17 pads, 1/2 in., on open wooden shelf. Rear of 3d floor. (24)

637. SUBMITTED PROJECT FILE FOR LINCOLN AND JACKSON PARISHES, Sept. 29 - Nov. 10, 1935. Correspondence, setup, and blueprints for projects submitted; and Form E-4, approval of federal government and state headquarters of projects which were not used because of lack of labor. Filed numerically by project number. (Occasionally, official.) 9 x 15 folders, 6 in., in drawer of steel filing case. Rear of 3d floor. (26)

638. PROJECT FILE FOR LINCOLN AND JACKSON PARISHES, Sept. 29, 1935 to date. Reports, correspondence, and blueprints for completed construction projects. Filed numerically by project number. (Daily, official.) 9 x 12 folders, 4 in., in drawer of steel filing case. Rear of 3d floor. (30)

LINCOLN PARISH EMERGENCY ADULT EDUCATION PROJECT
Price Bldg., 101 N. Vienna St.

This project was established December 20, 1935 and has always maintained quarters at its present address. All records have been retained. Reports are sent to fifth district office, Monroe, from where they are forwarded to state and national headquarters.

639. REPORTS, Jan. 15, 1935 to date. Semimonthly reports of each teacher's enrollment, hours taught, and attendance. Filed chronologically. (Semimonthly, official.) 8 1/2 x 14 bundles, 8 in., in pasteboard box. SE. corner, 2d floor. (17)

640. CORRESPONDENCE, Dec. 20, 1935 to date. Letters from state and district supervisors concerning program. Filed chronologically under name of each correspondent. (Daily, official.) 9 x 12 folders, 3 in., on wooden desk. SE. corner, 2d floor. (16)

COMMODITY DISTRIBUTION DIVISION
Lomax Cotton Warehouse, 400 Mississippi Ave.

This office was established December 1932 under the Unemployment Relief Committee. In 1933 it was taken over by the Emergency Relief Administration and in April 1935 by the Federal Emergency Relief Administration. It was absorbed by WPA about August 1935. It maintained quarters in the Knights of Pythias Building, 100 N. Vienna Street, before moving to its present location. Records have been retained. Reports are sent to fifth district office, Monroe, from where the necessary ones are forwarded to state and national headquarters.

Division of Women's and Professional Projects

641. ERA COMMODITY DISTRIBUTIONS, Apr. 8, 1933 to Mar. 10, 1936. Client cards, giving date of commodity issue, quantity, name of disburser,

and signature of recipient. Filed alphabetically. (Occasionally, official.) 6 x 7 1/2 cards, 3 ft. 2 in., in four pasteboard boxes. SW. corner. (14)

642. ERA FORMS AND REPORTS, Dec. 7, 1934 - Aug. 1935. Receipts from other parishes in district, transportation, bills of lading, weekly activities, expense reports, district storekeeper's reports, and correspondence between parishes, district accountant, and state office. (Occasionally, official.) 9 x 12 folders, 10 in., in drawer of steel filing case. SW. corner. (11)

643. RECIPIENTS' DATA CARDS, Dec. 4, 1935 to date. Showing name and address of store, name and address of client, case number, date of classification, and approved signature. Filed alphabetically and by store. (Frequently, official.) 3 x 5 cards, 2 ft. 3 in., in three pasteboard boxes. SW. corner. (15)

644. APPROVED REPORTS, Apr. 1, 1936 to date. Semimonthly and monthly reports of all distribution of commodities in Jackson, Union, and Lincoln Parishes. Filed by parish and date. (Semimonthly, official.) 8 1/2 x 13 3/4 bundles, 3 in., in drawer of pasteboard filing case. SW. corner. (13)

645. GENERAL CORRESPONDENCE AND REQUISITIONS, May 12, 1936 to date. Letters to parish supervisor of Rural Resettlement, and district, field, and parish managers, and requisitions for supplies. Filed chronologically. (Daily, official.) 9 x 12 folders, 1 in., in drawer of wooden filing case. SW. corner. (12)

LINCOLN PARISH RECREATION PROJECT
Price Building, 101 N. Vienna St.

This project was established February 13, 1936 and has always maintained quarters in its present location. Records have all been retained. Reports are sent to fifth district office, Monroe, from where they are forwarded to state and national headquarters.

646. CORRESPONDENCE, Mar. 15, 1936 to date. Narrative and progress reports, concerning recreational work, and letters. Filed chronologically. (Daily, official.) 9 x 12 folders, 1/2 in., in wooden desk drawer. SE. corner, 2d floor. (19)

647. DAILY SCHEDULES, Apr. 1, 1936 to date. Daily schedules of workers and attendance reports of project. Filed chronologically. (Daily, official.) 9 x 12 folders, 1 in., in wooden desk drawer. SE. corner, 2d floor. (18)

LINCOLN PARISH SEWING PROJECT
Trinity Methodist Episcopal Church, South
SE. corner Alabama and Trenton Sts.

This project was established in November 1932 under the Unemployment Relief Committee. In 1933 it was reorganized under the Emergency Relief Administration, and again under the Federal Emergency Relief Administration in April 1935. In November 1935 it was taken over by the WPA. It has always maintained quarters at its present location. Only records of the present administration are in the custody of the office. It is not known where previous records are stored. Reports are sent to fifth district office in Monroe.

648. GENERAL FILE, Dec. 6, 1935 to date. Receipts from commodity warehouse for garments delivered to them and general correspondence pertaining to project. (Daily, official.) 9 x 12 folders, 3 in., in filing box on table. West Annex. (126)

649. REPORTS, Dec. 6, 1935 to date. Semimonthly, progress, daily time, and weekly reports of material received, used, and on hand. (Daily, official.) 10 1/2 x 12 folders, 1 1/2 in., on wooden desk. West Annex. (127)

ST. JOSEPH

TENSAS PARISH SEWING PROJECT
Farrar House, Levee St.

This project was established December 23, 1935 and has always maintained quarters in its present location. All records have been retained. Reports are sent to fifth district office in Monroe.

650. GENERAL CORRESPONDENCE AND REPORTS, Dec. 23, 1935 to date. Pertaining to activities of agency, progress and weekly reports, showing material on hand and garments made, receipts from commodity manager for items delivered for distribution, and yardage reports for material received from state procurement office. Filed by subjects. (Daily, official.) 9 x 12 folders, 4 in., in locked closet. Boy Scout Room. (22)

SHREVEPORT

OFFICE OF DISTRICT DIRECTOR (DIST. 4)
Sinclair Building, 323 Market Street

At the time of the survey of these records this district was in the process of being reorganized into the area offices which were later established in January 1937. The records for De Soto and Red River Parishes were to be sent to Alexandria, and the records for Claiborne, Bossier, Caddo, Webster, and Bienville Parishes, to Monroe.

Office of District Director

651. CCC AND SOCIAL SERVICE CORRESPONDENCE, Sept. 1935 to date. Relative to quota for camps, and between social service division and district director, relative to employment and discharge of men. (Daily, official.) 10 x 12 folders, 1 ft. 10 in., in wooden filing case. R. 320. (217)

652. GENERAL CORRESPONDENCE, Sept. 1935 to date. Relative to personnel forms, administrative expense, safety file, and allotments. (Daily, official.) 10 x 12 folders, 2 ft., in wooden filing case. R. 320. (221)

653. HEADQUARTERS CORRESPONDENCE, Sept. 1935 to date. Relative to instructions from headquarters, regarding management of district. Filed alphabetically. (Daily, official.) 10 x 12 folders, 1 ft. 4 in., in wooden filing case. R. 320. (216)

654. LABOR RELATIONS FILE, Sept. 1935 to date. Wage rates, working conditions, and transportation of men to projects. (Daily, official.) 10 x 12 folders, 1 ft. 8 in., in wooden filing case. R. 320. (219)

655. PROJECT CORRESPONDENCE, Sept. 1935 to date. Regarding progress of projects, ordering of material, and instructions to project engineers and foremen. (Daily, official.) 10 x 12 folders, 1 ft. 10 in., in wooden filing case. R. 320. (220)

656. WOMEN'S AND PROFESSIONAL PROJECTS CORRESPONDENCE, Sept. 1935 to date. Between social service division, state headquarters, and district director, relative to employment of workers on professional projects. (Daily, official.) 10 x 12 folders, 1 ft., in wooden filing case. R. 320. (218)

Compensation Department

657. URC AND ERA INJURY CASES, Oct. 1, 1932 - Nov. 1933. Records, showing name and address of injured, case and project numbers, date injured, date returned to work, doctor's report, and transmittal letters of insurance company, doctors, and parish and district engineers, concerning injuries. Filed alphabetically and numerically. (Frequently, official.) 10 x 12 folders, 2 ft., in wooden filing case. R. 323. (279)

658. CWA INSURANCE DEPARTMENT REPORT, Nov. 20, 1933 - Mar. 29, 1934. Showing name, case number, date of injury, form submitted, compensation, treatment, amount paid, and remarks. (Occasionally, official.) 14 x 17 loose-leaf book, 1 in., in wooden filing case. R. 323. (271)

659. CLOSED CWA INJURY CASES, Nov. 20, 1933 - Mar. 31, 1934. Accident cases and compensation reports, showing date of injury, location and description of project, when injured, doctor's report, and transmittal letters concerning injury. Filed alphabetically and numerically. Index. (Rarely, official.) 10 x 12 folders, 3 ft., in wooden filing case. R. 323. (276)

660. ERA INSURANCE DEPARTMENT REPORT, Apr. 1, 1934 - Apr. 7, 1935. Showing name, case number, date of injury, form submitted, compensation, treatment, amount paid, and remarks. (Occasionally, official.) 11 1/2 x 14 loose-leaf book, 1 in., in wooden filing case. R. 323. (270)
661. ERA INJURY RECORD CARDS, Apr. 1934 - Aug. 1935. Showing name, address, project number, case number, date injured, date of accident, time lost, and signatures of foreman and fieldworkers. Filed alphabetically. (Never.) 5 x 8 cards, 5 in., in wooden filing case. R. 323. (275)
662. FERA INJURY REPORTS, Apr. 1, 1934 - Oct. 1935. Showing notice of injury, truck injuries, surgeon's final report, date reported back to work after injury, date of injury, description, and transmittal letters from insurance adjusters and assistant supervisors concerning cases. Filed alphabetically. (Occasionally, official.) 10 x 12 folders, 3 ft., in wooden filing case. R. 323. (281)
663. ERA WEEKLY ACCIDENT SUMMARIES, Oct. 1934 - Apr. 1935. Showing number of accidents during week, with correspondence of insurance agents, to parish, district and area engineers, concerning injuries and compensations. (Occasionally, official.) 10 x 12 folders, 4 in., in wooden filing case. R. 323. (277)
664. FERA DAILY REPORT OF SAFETY INSPECTOR, Jan. - Dec. 1935. Showing date of inspection, number of projects inspected, recommendations, accidents, lost time, number of safety meetings held on projects, and signature of inspector. (Occasionally, official.) 10 x 12 folders, 3 1/2 in., in wooden filing case. R. 323. (278)
665. RA REPORTS, Jan. 1935 to date. Showing schedule of disbursements, voucher distributions, pay roll for accident compensation, and physician's certificate, for Minden, Homer, Haynesville, and Athens. Filed alphabetically. (Daily, official.) 10 x 12 folders, 2 ft. 6 in., in steel and wooden filing cases. R. 323. (282)
666. AUTOMOBILE TRAVEL EXPENSE ACCOUNT AND REPORT, Aug. 1935 - Jan. 1936. Itemized schedule of travel and other automobile expenses, showing mileage reports, gasoline and oil account, and repair bills. Filed chronologically. (Occasionally, official.) 10 x 12 folders, 2 in., in wooden filing case. R. 323. (280)
667. GENERAL CORRESPONDENCE, Sept. 1, 1935 to date. Letters of district engineer, parish engineer, area engineer, insurance agents, social service supervisor, doctors, and foremen, concerning injuries, compensation, and RA. (Occasionally, official.) 10 x 12 folders, 1 ft. 4 in., in wooden filing case. R. 323. (273)
668. SHORT FORM OF INJURY REPORT, Sept. 1935 to date. Form K-1, showing date of injury, kind of injury, project number, by whom treated, budget, and time lost. Filed alphabetically. (Daily, official.) 10 x 12 folders, 2 ft. 6 in., wooden filing case. R. 323. (274)
669. MEDICAL AND TIME-LOSS INJURIES, Jan. 1, 1936 to date. Reports, showing name and address of injured, identification number, date of

accident, period compensated for, standard monthly wage, amount of compensation paid, physician's report, and final statement. Filed numerically. (Daily, official.) 10 x 12 folders, 1 ft. 8 in., in wooden filing case. R. 323. (272)

Division of Employment

670. LABOR INVENTORY, May 1935 to date. Occupational classification records, section A filled in by social service division, and section B, by works division. Filed alphabetically. (Daily, official.) 10 x 12 folders, 11 in., in filing case. R. 220. (289)

671. NONRELIEF FILE, May 1935 to date. Form 402, assignment slip; Form 404, reclassification slip; Form 403, change in work status; memo report from social service case records; WPA Form 251, personnel application, and personal data memoranda. (Daily, official.) 10 x 12 folders, 11 in., in steel filing case. R. 221. (287)

672. INACTIVE PROJECT FILES, Sept. 1935 - Aug. 1936. (Never.) 9 x 12 folders, 2 ft. 7 in., in drawers 3 and 4 of wooden filing case. R. 220. (249)

673. CARD FOLDER FILES, Sept. 1935 to date. Form 600, certification of eligibility; Form 601, notice of case change; Form 602, cancellation of certification of eligibility; Form 402, assignment slip; Form 403, change in work status; Form 404, reclassification slip; Form 325, assignment for PWA work; and memo records from social service division case records. Filed alphabetically. (Daily, official.) 10 x 12 folders, 4 ft. 1 in., in open table card cabinets. R. 220. (263 - 269)

674. DEAD FILE, Sept. 1935 to date. Records of clients permanently removed from rolls. (Never.) 9 x 22 cards, 5 ft. 6 in., in open table card cabinets. R. 220. (247)

675. INDIVIDUAL OCCUPATION CLASSIFICATION FILE, Sept. 1935 to date. Form 144-A, showing name, address, case number, weight, height, education, sex, color, physical condition, and code number. (Daily, official.) 6 x 8 cards, 12 ft. 6 in., in open table card cabinets. R. 220. (236 - 237, 239 - 243)

676. LU CLIENT FILE, WEBSTER AND CLAIBORNE PARISHES, Sept. 1935 to date. Covering resettlement projects only; WPA Form 325, assignment slip; Form 402, reassignment slip, showing name, address, identification number, case number, date, sex, race, certified or noncertified, accepted stamp, number and location of project, wage class, code, date and hour to begin work; Form 403, notice of change in work status, showing name, address, identification number, date, certified or noncertified, classification, number and location of project. (Daily, official.) 6 x 8 folders, 1 ft. 4 in., in open table card cabinet. R. 220. (238, 244)

677. MISCELLANEOUS FILE, Sept. 1935 to date. Daily time sheets, assignments, removals, labor relations, correspondence, pay rolls, requisitions, and quotas. (Daily, official.) 10 x 12 folders, 8 ft., in two drawers of filing case. R. 220. (245)

678. OCCUPATIONAL CARDS FOR WEBSTER PARISH, Nov. 1935 - Feb. 1936. Form L-4-A, record of nonrelief clients, showing active assigned, inactive dead, eligible unassigned, age, and identification number, all cases closed Feb. 1, 1936. (Never.) 5 x 8 cards, 1 ft. 3 in., in cardboard box file. R. 220. (248)

679. OCCUPATIONAL FILE FOR NONRELIEF WORKERS, Nov. 1935 to date. Form L-4, occupational record of noncertified workers. (Occasionally, official.) 9 x 12 folders, 1 ft. 6 in., in two small box files. R. 221. (284)

680. PROJECT FILE, Nov. 1935 to date. Form 405 (revised), project assignment schedule; Form 402-A, assignment register sheet; Form 401-A, initial district report on assignment of labor; Form E-4, notification of project approval; Form 401, requisition for workers. (Daily, official.) 10 x 12 folders, 10 in., in two filing cases. R. 220. (286)

681. YOUTH REFERRAL CARDS, Nov. 1935 to date. Form 110, issued by social service division, showing name, age, and qualifications; this is authority for employment division to assign youth to NYA project. (Occasionally, official.) 9 x 12 folders, 5 in., in box file. R. 221. (283)

682. LABOR INVENTORY, Jan. 1936 to date. WPA Form 444, showing total number of workers eligible for employment, number employed on projects, number awaiting assignment, and number awaiting reassignment. (Daily, official.) 17 x 27 sheets, 6 in., in filing case. R. 221. (285)

683. FOURTH DISTRICT SUMMARY, Mar. 1936 to date. WPA Form L-3, employment summary of district. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in drawer of steel filing case. R. 220. (246)

684. MISCELLANEOUS FILE, Oct. 1936 to date. Daily transfer reports; Form 405, nonmanual; Form E-4, transmittal sheet copy; Form 402, reassignment; also covering transient file. (Occasionally, official.) 10 x 14 folders, 7 in., in filing cabinet. R. 221. (290)

Division of Finance and Statistics

685. ERA GENERAL CORRESPONDENCE, Sept. 1934 - Mar. 1935. Filed alphabetically. (Occasionally, official.) 10 x 12 folders, 2 ft., in steel filing case. R. 326. (229)

686. GENERAL CORRESPONDENCE, 1935 to date. Relative to documents covering allotments, encumbrances, commitments, miscellaneous reports to operation division for work projects, purchase orders, material-received slips; Form 710, report of contribution other than pay roll; Form 710-A, report of contribution for personal service; Form 711, physical progress report; Forms A-3A, A-3-C, A-5, A-5-A, 11-D, B-16, D-53, 701, 708, B-15, 710-B, 1064, and E-21. Filed by project. (Daily, official.) 10 x 12 folders, 11 ft., in steel filing case. R. 324. (223)

687. MEMORANDA OF PAY ROLL, 1935 to date. Showing pay roll number, work and official project numbers, agency description, location of project, sponsor, names of employees, number of hours worked, hours assigned,

and amount paid; safety inspector's copy to check on hours employees work (duplicates). (Never.) 10 x 12 envelopes, 2 ft., in steel filing case. R. 313. (355)

688. FERA GENERAL CORRESPONDENCE, Apr. - Dec. 1935. Filed alphabetically. (Occasionally, official.) 10 x 12 folders, 2 ft., in steel filing case. R. 326. (225)

689. ADJUSTING REGISTER, Aug. 17, 1935 - Feb. 5, 1936. Showing voucher payments, and adjustments between vouchers, encumbrances and actual payment. (Never.) 12 x 18 loose-leaf book, 2 in., on desk. R. 324. (224)

690. PROGRESS CONTROL LEDGER, Sept. 1935 - Feb. 1936. Form 704, showing encumbrances and adjusting documents, work progress register by projects, and report to headquarters, showing status of projects. (Occasionally, official.) 14 x 16 loose-leaf book, 2 in., on desk. R. 324. (222)

691. ASSIGNMENT AND REMOVAL SLIPS, Sept. 1935 to date. Form 402, assignment slip, assigning worker to project; Form 403, removal slip, removing worker from project. Filed alphabetically, by name of employee and by parishes. (Occasionally, official.) 5 x 7 cardboard files, 2 ft. 6 in., on wooden table. R. 325. (293)

692. ASSIGNMENT SHEETS, Sept. 1935 to date. Form 402-A, showing date, district number, parish number, project foreman, name, case number, identification number, occupational title, and wage of employee assigned to project. (Occasionally, official.) 10 x 12 folders and bundle, 1 ft. 3 in., in wooden file. R. 325. (292)

693. GENERAL CORRESPONDENCE, Sept. 1935 to date. Filed alphabetically. (Daily, official.) 10 x 12 folders, 2 ft., in steel filing case. R. 326. (228)

694. PAID PAY ROLLS AND VOUCHERS, Sept. 1935 to date. Forms 503-A and 509-A, for payment to employees for personal services. Filed by parish and project. (Occasionally, official.) 10 x 12 folders, 5 ft. 2 in., in wooden filing case. R. 325. (288)

695. PAY ROLLS SENT TO HEADQUARTERS, Sept. 1935 to date. Showing project number, pay roll number, parish number, number of employees, rate, and amount reported to headquarters statistician. (Occasionally, official.) 8 x 13 sheets, 4 in., on clipboard on steel filing case. R. 325. (294)

696. PAY ROLLS FOR ACCIDENT COMPENSATION, Sept. 1935 to date. Claim for compensation of injury, correspondence, pay roll memoranda, voucher distribution; and Form 1, notice to pay compensation locally to security workers injured in performance of duty. (Occasionally, official.) 10 x 12 folders, 7 in., in wooden filing case. R. 325. (291)

697. WORK PROJECT ALLOTMENT REGISTER, Sept. 16, 1935 - Feb. 15, 1936. Showing allotments for administrative and work projects. (Never.) 12 x 18 loose-leaf book, 2 in., on desk. R. 324. (231)

698. SEMIMONTHLY REPORTS OF WORK PROGRESS, Sept. 30, 1935 to date. Form 707 (revised), daily and monthly report of progress of projects. (Daily, official.) 12 x 18 loose-leaf book, 2 in., on desk. R. 324. (232)

699. FERA ADMINISTRATIVE AND WORK PROJECT CONTROL LEDGER, Oct. 1, 1935 - Feb. 2, 1936. Showing encumbrances and control of funds for administrative and work projects. (Never.) 12 x 18 loose-leaf book, 1 in., on desk. R. 324. (230)

700. INACTIVE INDIVIDUAL-EARNINGS RECORD, Oct. 1935 to date. Forms 507 and 507 (revised), showing individual's name, identification number, initial assignment date, pay period ending, project number, occupation, class, hours lost not allowable, total hours worked, rate per hour, amount paid, hours carried over, and remarks. Filed alphabetically. (Occasionally, official.) 5 x 8 cards, 3 ft., in pasteboard boxes. R. 325. (295)

701. REQUISITION REGISTER, Nov. 5, 1935 - Jan. 2, 1936. Showing requisitions for material for projects. (Occasionally, official.) 10 x 12 loose-leaf book, 1 in., on desk. R. 324. (226)

702. GENERAL LEDGER, June 1936 to date. Showing all appropriations. (Daily, official.) 10 x 12 loose-leaf book, 2 in., on desk. R. 324. (227)

703. WORKS PROGRESS REGISTER, June 22, 1936 to date. Form 704-R, showing allotments, encumbrances, unencumbered balance, liquidations, and unliquidated encumbrance balance, in connection with work projects. Filed by parish. (Daily, official.) 15 x 18 loose-leaf book, 6 in., on desk. R. 324. (233)

Division of Operations

704. CWA ASSIGNMENT AND IDENTIFICATION CARDS, Nov. 20, 1933 - Mar. 29, 1934. Assignment of client to CWA program. Filed alphabetically. (Never.) 3 1/2 x 6 1/2 cards, 9 ft. 4 in., in pasteboard boxes. Vault, R. 305. (171)

705. CWA PAY ROLL STATISTICS, Nov. 23, 1933 - Mar. 29, 1934. Showing man-hours, amounts according to projects, and separation of labor. (Never.) 14 x 20 bundles, 3 in., on floor. Vault, R. 305. (180)

706. CWA MATERIAL REQUISITIONS, Dec. 1933 - Aug. 1934. Forms 5-B, S-6, S-8A, and 1034-A, showing purchases and services other than personal purchase orders, for use in placing, pursuant to accepted proposals; originals to state office (duplicates). (Never.) 12 x 14 bundles, 1 ft. 2 in., in pasteboard boxes. Vault, R. 305. (196)

707. CWA MISCELLANEOUS PROJECTS, Dec. 1933 - July 1935. Form L-3-A, for road building, grading, drainage, building, landscaping, school, parks, cemeteries, and various improvements, with letter of approval, prospectus, material list, maps, plans, sketches, cross sections, estimate sheets, and letters of local authority; originals to state office

(duplicates). (Never.) 9 x 12 folders, envelopes, and bundles, 13 ft. 4 in., in three pasteboard boxes. Vault, R. 305. (193)

708. CWA DISCHARGE AND REINSTATEMENT FILE, Jan. - Mar. 1934. Discharge of men because of dual employment, removal of farmers, reinstatement of workers, and reduction of force due to CWA quota reduction. (Never.) 6 x 9 bundles, 6 in., in pasteboard box. Vault, R. 305. (167)

709. CWA TRAM AND TRUCK CONTRACTS, Jan. - Oct. 1934. Contracts and cancelled contracts; Forms S-7, S-8, and 1259, originals in state office (duplicates). (Never.) 24 x 24 bundles, 9 in., in pasteboard box 7. Vault, R. 305. (190)

710. CWA PROJECT INDEX CARDS, Jan. 1 - Dec. 30, 1934. Showing project number, date, description of project, name of supervisor, and remarks. (Never.) 5 x 7 1/2 bundle and cards, 10 in., on wooden shelf in concrete vault. R. 305. (208)

711. CWA CORRESPONDENCE OF RED RIVER PARISH, Jan. - Dec. 31, 1934. Letters of parish administrator to district supervisors, state engineer to state administrator, and parish work engineer to state engineer. (Never.) 10 x 12 folders, 6 in., in wooden filing drawer. R. 306. (257)

712. CWA CATTLE PROGRAM AND CORRESPONDENCE, Jan. 1934 - Feb. 1935. Form 8, cattle inspection report; Form E-36, report of number of cattle shipped from loading pen; Form 37, number of cattle received at concentration point; Forms 31 and 33, waybills; Form 101, drought cattle shipping permit; Form 129, uniform livestock contract, and bill of lading covering purchase order; Form 24-WD, material-received slip; Form 26, standard form for presentation of loss and damage claims; and correspondence relative to weekly reports of shipment points at which cattle will be loaded for district and Ruston district. (Never.) 10 x 12 folders, 6 in., in wooden filing case. Vault, R. 305. (189)

713. CWA SAFETY REPORTS, Jan. 1934 - June 1935. Form 304, covering physical examinations, inspections, recommendations, and number of accidents. (Never.) 10 x 11 1/2 folders and bundles, 4 ft. 2 in., in pasteboard box 8. Vault, R. 305. (192)

714. CWA BLUEPRINTS, PROFILES, AND MAPS, Jan. 1934 - Aug. 1935. School plans, community exchange, RA cafeteria and arcade at Cotton Valley in Webster Parish, farm-to-market roads, millwork details for auditoriums, primary plans of proposed improvements, and Barksdale Field improvements, and negatives. (Never.) 18 x 35 maps, 3 ft., in pasteboard boxes 16-18. Vault, R. 305. (187)

715. CWA DAILY TIME SHEETS, Jan. 1934 - Oct. 1935. Form 100, showing parish, project number, date, identification card number, name of employee, type of work, number of hours, and case number; originals in state office (duplicates). (Never.) 8 x 10 1/2 envelopes and bundles, 16 ft. 4 in., in six pasteboard boxes. Vault, R. 305. (191)

716. CWA MATERIAL, TOOL, AND EQUIPMENT RECORDS FOR CADDO PARISH, 1934 - July 1935. Form E-7, showing date, unit, source, and project

number. (Never.) 12 x 18 vols., 1 in., on shelves. Vault, R. 305. (179)

717. CWA DAILY AUTO TRAVEL REPORTS AND CORRESPONDENCE FOR BIENVILLE PARISH, 1934 - Sept. 1936. Auto travel reports, progress reports for educational project, reports on tools and equipment, correspondence of surveying party, tax exemption certificates, parish maps, data on assignments, material-received slips, permanent transfer notices, foremen's authorizations, and change of classification. (Never.) 10 x 12 folders, 1 ft. 6 in., in wooden box. Vault, R. 305. (184)

718. CWA ASSIGNMENT LETTERS, Feb. - Mar. 1934. Sent to timekeeper from assignment clerk, showing assignment number, name of employee, occupation, and project number. (Never.) 10 x 12 bundles, 1 ft., in cardboard box. Vault, R. 305. (178)

719. ERA PROGRESS REGISTER AND WEEKLY PROGRESS REPORTS, Apr. 1, 1934 - Aug. 30, 1935. Weekly progress of each project, summarized on ledger sheet form, showing number, description of project, date approved, estimated date of completion, estimated man-hours, man-hours consumed, and progress percentage. Filed alphabetically by parish. (Occasionally, official.) 12 x 18 bundle and loose-leaf books (5), 3 ft. 6 in., on wooden shelves. R. 305. (206)

720. ERA MISCELLANEOUS FILE, Apr. 1934 - May 1936. Form 111, certification; labor assignments, eligibles by classification, expenditures, and project progress. (Occasionally, official.) 10 x 12 folders, 2 ft., in steel filing case. R. 305. (215)

721. ERA WORK PROJECT APPLICATIONS FOR BIENVILLE PARISH, Apr. 1, 1934 - June 30, 1936. Completion reports, contributions from police jury, copies of work division projects, correspondence with headquarters relative to progress, and additional information; originals in state office (duplicates). (Never.) 10 x 12 folders, 1 ft. 6 in., in wooden box. Vault, R. 305. (183)

722. ERA GENERAL FILE OF AREA ENGINEER, May 1, 1934 - Aug. 31, 1935. General correspondence, safety department, bulletins, inventories, foremen's reports, mileage reports, complaints, executive orders, instructions, budgetary certifications, automobile reports, and district instructions. (Frequently, official.) 10 x 12 folders, 32 ft., in 16 wooden filing cases. R. 305. (207)

723. ERA WORK CARDS FOR CADDO PARISH, May 1934 - Oct. 1935. Form 19-A, showing number of days to be worked each month, job number, and location of project. Filed alphabetically. (Never.) 4 x 6 cards, 18 ft., in wooden card cabinets. Vault, R. 305. (169)

724. ERA RECORDS OF WORK PERFORMED ON PROJECTS, May 1934 - Dec. 1935. Form 35, showing case number, name, occupation, wage rate, number of days, and monthly budget of each client. (Never.) 14 x 22 vols. (16) and loose-leaf book, 10 in., on floor. Vault, R. 305. (194)

725. ERA PERMANENT TRANSFER NOTICES FOR CADDO PARISH, June 1 - Dec. 31, 1934. Form 135, transfer of workers from one project to another,

and number of days worked on new project. (Never.) 5 x 8 bundles, 8 in., on floor. Vault, R. 305. (188)

726. ERA WEEKLY PROGRESS REPORTS FOR CADDO, BOSSIER, AND WEBSTER PARISHES, June 1934 - Dec. 1935. Form 111, showing projects started, number of workers assigned, and percentage of completion; Forms 711 and 711-A, sponsors' contributions. (Occasionally, official.) 10 x 12 folders, 1 ft. 8 in., in steel filing case. R. 305. (209)

727. ERA MATTRESS-FACTORY AND MEAT-CANNING PROJECTS FOR CADDO PARISH, Aug. 1934 - July 1935. Form 25, purchase requisition; Form 26, material-received slip; correspondence; railway-delivery slips; shipping receipts; statements; Forms 160, 162, and 165; Forms 21 and 24, purchase orders; and requisitions for purchase. (Occasionally, official.) 10 x 12 folders, 1 ft., in steel filing case. R. 305. (210)

728. ERA GENERAL FILE FOR CADDO PARISH, Oct. - Dec. 1934. Requisitions, purchase orders, office maintenance, works division planning; commodity distribution, invitations to bids, freight bills, dray bills, daily bills, and drought relief cattle program. (Frequently, official.) 10 x 12 folders, 8 in., in steel filing case. R. 305. (213)

729. ERA RECORDS OF ASSIGNMENTS, TRANSFERS, AND ADDITIONS, Oct. 1, 1934 - July 31, 1935. Form 35-A, record of original assignments to project, additions to project, and transfer from project to project. (Never.) 9 x 12 bundles, 1 ft. 5 in., in pasteboard boxes. Vault, R. 305. (168, 175)

730. ERA ENGINEERS' ESTIMATES FOR PROJECTS, Oct. 1934 - Aug. 1, 1935. Abstracts of ERA projects, prospectus of proposed work; Form 141, ERA work sheet; application for approval of work project, estimated cost, and correspondence. Filed by project number. (Occasionally, official.) 10 x 12 folders, 3 ft. 8 in., in two wooden filing cases. R. 305. (205)

731. ERA MISCELLANEOUS CORRESPONDENCE, Oct. 1934 - Sept. 1935. Instructions to foremen, report on progress expenditure, removal and assignment of men, and injury reports. (Never.) 10 x 12 folders, 1 ft. 6 in., in small wooden desk file. Vault, R. 305. (185)

732. ERA MONTHLY CERTIFICATION REPORTS FOR BIENVILLE, BOSSIER, CADDO, CLAIBORNE, AND WEBSTER PARISHES, Oct. 1934 - Nov. 1935. Form 115, showing case number, name, occupation, dates, amount of budget, number of days worked, and certified or noncertified clients. (Never.) 14 x 17 vols. (21), 10 in., on floor. Vault, R. 305. (195)

733. ERA WORK CARDS FOR BOSSIER AND WEBSTER PARISHES, Jan. - May 1935. FERA Form 19-A, showing number of days to be worked during month, job number, and place to report for work. Filed alphabetically. (Never.) 4 x 6 cards, 1 ft. 9 in., in two pasteboard boxes. Vault, R. 305. (173, 174)

734. ERA GENERAL CORRESPONDENCE AND REPORTS, Feb. 1, 1935 to date. Automobile reports, transmittal letters for foremen's accident reports, daily time sheets; WPA Form L-3, weekly parish project inventory of

workers; time reports, and administrative personnel. (Occasionally, official.) 10 x 12 folders, 4 ft., in two steel filing cases. R. 305. (177)

735. ERA MISCELLANEOUS REPORTS, Mar. - Aug. 1935. RR reports, showing wages for technical work, and approved plans; expense vouchers, showing per diem and travel expenses; property receipts, showing material from engineer, for surveying equipment; and truck hire, showing payment for trucks on projects. (Never.) 10 x 12 folders, 1 in., in wooden filing case. Vault, R. 305. (186)

736. ERA PROJECT INDEX CARDS, Mar. - Nov. 1935. Form 23-A, showing rate of pay, project number, date assigned, former occupation, and name of worker. Filed alphabetically. (Never.) 4 x 6 cards, 4 ft. 4 in., in pasteboard box. Vault, R. 305. (172)

737. FERA AND WPA PROJECT RECORDS AND REPORTS FOR BIENVILLE, CLAI-BORNE, AND WEBSTER PARISHES, Apr. 1935 to date. (Occasionally, official.) 10 x 12 folders, 1 ft., in wooden filing case. R. 306. (252)

738. FERA REPORTS ON PROJECTS IN BIENVILLE, CLAIBORNE, AND WEBSTER PARISHES, Apr. 1935 to date. Community work center, sewing, and educational projects, cattle program, NYA, good roads, and FCA. (Occasionally, official.) 10 x 12 folders, 4 ft., in wooden filing case. R. 306. (250)

739. FERA REMOVAL NOTICES FOR BOSSIER, CADDO, AND WEBSTER PARISHES, May - Nov. 1935. Form 36 (revised), removal of worker from FERA and transfer to WPA; with Form 23-A, project index card, attached to some Caddo and Webster Parish records. Filed alphabetically. (Never.) 4 x 6 cards, 5 ft. 7 in., in wooden card cabinets. Vault, R. 305. (166, 170, 176)

740. ASSIGNMENT REGISTER SHEETS, Sept. 1935 to date. Form 402-A, showing district number, parish number, date, unit or gang number, worker's name, case number, identification number, occupational title, class, security wage, and remarks. (Daily, official.) 10 x 12 folders, 1 ft., in wooden filing case. R. 304. (254)

741. CERTIFICATIONS OF SPONSORS' CONTRIBUTIONS, Sept. 1935 to date. Form 710, certification of sponsors' contributions, other than pay roll; Form 710-A, certification of sponsors' contributions to pay roll only. (Occasionally, official.) 10 x 12 folders, 4 in., in steel filing case. R. 305. (212)

742. CORRESPONDENCE OF ADMINISTRATIVE DIVISION OF BIENVILLE PARISH, Sept. 1935 to date. With district supervisor, field engineer, finance department, safety representatives, state engineers, district directors, and labor management department. (Daily, official.) 10 x 12 folders, 6 in., in wooden filing case. R. 306. (251)

743. FERA AND WPA OFFICE RECORDS AND REPORTS OF RED RIVER PARISH, Sept. 1935 to date. Form 402-A, mileage report; Form 403-A, progress report; Form 401, labor inventory; Form 602, procurement officer's report; Form 710, requisition for material; Form 711, requisition for

purchase; old Form FERA 136 or Form 1012, removal; time transmittals; tool reports; Form 719, truck contract; Form A-6, labor assignment. (Never.) 10 x 12 folders, 6 ft., in wooden filing case. R. 306. (253)

744. GENERAL CORRESPONDENCE, Sept. 1, 1935 to date. Relative to labor assignments, certifications, transmittal letters on requisitions, contracts and purchase orders, applications for positions, narratives on projects and activities, and operations division; Form 409, report on physical accomplishment; Form 405, project assignment schedules; Forms 710 and 710-A, sponsors' contributions. Filed by subject. (Frequently, official.) 10 x 12 folders, 6 ft. 6 in., in three steel filing cases. R. 305. (214)

745. GENERAL CORRESPONDENCE OF RED RIVER PARISH, Sept. 1935 to date. From field and district engineers, to labor management division, commodity distribution manager, district supervisor, junior clerks, technician, work supervisor, timekeeper, project supervisor, deputy procurement officer, and recreational director. (Occasionally, official.) 10 x 12 folders, 6 in., in wooden filing case. R. 306. (255)

746. MAPS, PROFILES, AND BLUEPRINTS, Sept. 1935 to date. Of schools, bridges, farm-to-market roads, parish roads, and sidewalks. Filed by project. (Occasionally, official.) 18 x 35 maps, 6 ft., on wooden racks. R. 305. (165)

747. PROJECTS AND CORRESPONDENCE, Sept. 1, 1935 to date. Engineer's analysis and working procedure, correspondence, serial number, amount requested; WPA Form 301, project proposal; WPA Form 303, work schedule and analysis of labor; WPA Form 306, project application; and summary of estimated costs. Filed by project serial number. (Frequently, official.) 10 x 12 folders, 10 ft. 8 in., in six steel filing cases. R. 305. (211)

748. PROJECT-PLANNING RECORDS FOR RED RIVER PARISH, Sept. 1935 to date. Projects on canning kitchens, dipping vats, sanitation, modernization, roads and buildings, adult education, administration, and commodity distribution. (Occasionally, official.) 10 x 12 folders, 2 ft., in wooden filing case. R. 306. (260)

749. REQUISITIONS FOR WORKERS, Oct. 1935 to date. Form 401, showing requisition number, date, operating agency, employment office, locality, project number, description of project, occupational title, wage class, sex, rate, date, hour, and place to report. (Occasionally, official.) 10 x 12 folders, 3 ft., in wooden filing case. R. 304. (258)

750. PROJECT-PLANNING RECORDS FOR DE SOTO PARISH, Nov. 1935 - Mar. 1936. Projects on sanitation, recreation, NYA, education, indexing, for county agent, swimming pool, janitor, tool, and canning. (Never.) 10 x 12 folders, 2 ft., in wooden filing case. R. 306. (261)

751. GENERAL CORRESPONDENCE OF WEBSTER PARISH, Nov. 1935 - Apr. 1936. With state headquarters, regarding requisitions for workers, per diem and other travel expense, instructions to foremen, new projects, purchase orders, material-received slips, and sewing project. (Never.)

10 x 12 folders, 1 ft. 6 in., in wooden boxes. Vault, R. 305. (181)

752. OPERATION DIVISION REPORTS, Nov. 1935 to date. Form 711, semimonthly physical progress report; Form E-43, approved project; Form 502 (revised), time report for personal service; Form 401, requisition for workers; description of project; daily time sheets, authorization for employment; and daily transportation reports. (Daily, official.) 10 x 12 folders, 3 ft., in wooden filing case. R. 302. (259)

753. CORRESPONDENCE OF STATE ADMINISTRATOR, Jan. 1936 to date. Pertaining to projects, change of status, requisitions of workers, travel allowances, employees assigned to projects, estimate of administration costs, requisitions for materials, and locations of projects. (Daily, official.) 10 x 12 folders, 6 in., in wooden filing case. R. 302. (256)

754. DAILY TIME REPORTS FOR CADDO, RED RIVER, AND BOSSIER PARISHES, Feb. 1936 to date. Showing project number, date, identification card number, employee's name, type of work, hours of work, and remarks. (Rarely, official.) 10 x 12 folders, 1 ft., in wooden filing case. R. 306. (262)

755. REPORT OF PHYSICAL ACCOMPLISHMENT, Sept. 1936 to date. Progress reports, showing construction of graveled farm-to-market roads, work on streets, repairs on school buildings, laying of brick sidewalks, construction of community auditorium, widening, grading, sodding, and bridge construction work; and Form WPA-709. (Never.) 12 x 17 bundles, 1 in., on open shelves. Vault, R. 305. (182)

Safety Department

756. FIRST-AID AND SAFETY-SUPPLY LISTS, AND CORRESPONDENCE, Aug. 1935 - Oct. 1936. Letters to state safety headquarters, listing first-aid and safety supplies in stock. (Never.) 10 x 12 folders, 2 in., in steel filing case. R. 313. (352)

757. REPORTS OF SAFETY FIRST-AID KITS ISSUED TO PROJECTS, Aug. 1935 - Oct. 1936. Issuances of first-aid kits, inventories of kits, projects to which issued, and receipts to recipients on their return after completion of project. (Occasionally, official.) 10 x 12 folders, 6 in., in steel filing case. R. 313. (347)

758. PROJECT SAFETY INSPECTION REPORTS, Oct. 1935 to date. Showing inspection by safety representative, as to working conditions, health of employees, and conditions of tools, trucks and equipment. (Occasionally, official.) 10 x 12 folders, 2 ft., in steel filing cases. R. 313. (346, 349)

759. ADMINISTRATIVE AND GENERAL CORRESPONDENCE, Nov. 1935 to date. To state safety headquarters, regarding first-aid supplies and general functions of office. (Occasionally, official.) 10 x 12 folders, 3 in., in steel filing case. R. 313. (351)

760. DAILY MILEAGE REPORTS, Dec. 9, 1935 to date. Form showing mileage. (Never.) 10 x 12 folders, 2 in., in steel filing case. R. 313. (354)

761. DAILY TIME SHEETS, Feb. 24, 1936 to date. Showing name and title of employees and time worked. (Never.) 10 x 12 folders, 6 in., in steel filing case. R. 313. (350)

762. SEMIMONTHLY INJURY REPORTS, Sept. 1936 to date. Showing date of injury, date report received, name of injured, and project number. (Frequently, official.) 10 x 12 vol., 1 ft. 6 in., in steel filing case. R. 313. (348)

Commodity Distribution Division

763. FERA AND WPA RECORDS AND REPORTS, July 1935 to date. (Older records, never; current ones, daily, official.) 10 x 12 folders, 16 ft., in eight drawers of wooden filing cases. R. 210. (234, 235)

TALLULAH

MADISON PARISH EMERGENCY ADULT EDUCATION PROJECT
NE. corner Pine and Ogbourne Sts.

This project was established January 2, 1936, and has always maintained offices at its present location, which is the residence of the supervisor. Records have been retained. Weekly reports are sent to district supervisor, and semimonthly ones to state project director.

764. GENERAL FILE, Jan. 2, 1936 to date. Weekly reports of materials on hand and received, inspection reports, and parish supervisor's monthly reports. Filed chronologically. (Occasionally, official.) 9 x 12 folders, 1 in., in wooden desk drawer. SE. corner room. (34)

MADISON PARISH SEWING PROJECT
Arcade Bldg., Highway 80 and Green St.

This office was established September 9, 1935, and has always maintained quarters at its present address. Records have been retained. Reports are sent to state and district offices.

765. GENERAL CORRESPONDENCE, Dec. 9, 1935 to date. With project supervisor, supervisor of finance and statistics, and state office, concerning activities of agency. Filed chronologically. (Occasionally, official.) 9 x 12 folders, 1 in., in glass display case. NW. corner room. (35)

766. REPORTS, Dec. 9, 1935 to date. Weekly reports of material received, used, and on hand, semimonthly physical progress reports, receipts for commodities delivered to commodity district warehouse, and receipts from district distribution warehouse, for items delivered to them. Filed chronologically. (Daily, official.) 9 x 12 folders, 1 in., in glass display case. NW. corner room. (37)

767. TIME BOOK, Dec. 9, 1935 to date. Daily record of time and rate of pay for all enrollees of project. Filed chronologically. (Daily,

official.) 4 x 7 vol., 1 in., in glass display case. NW. corner room. (36)

VIDALIA

SUBDISTRICT OFFICE

City Hall, Vernon Ave. and Second St.

This office was established in 1934 under the Emergency Relief Administration, and changed to the Federal Emergency Relief Administration in March 1935, before being absorbed by the WPA in October 1935. It has always maintained offices at its present location. It has charge of all construction jobs in Catahoula, Concordia, and Tensas Parishes. Records have been retained. Reports are sent to fifth district office in Monroe.

Division of Operations

768. ERA CERTIFICATIONS AND PROGRESS REPORTS, Jan. 1, 1934 - Dec. 31, 1935. Certifications and removals for clients, and progress reports showing status of each project in operation. Filed chronologically. (Rarely, official.) 14 x 18 sheets, 6 in., in pasteboard box on wooden cabinet. SW. room on balcony. (4)

769. ERA TENSAS PARISH REPORTS, Feb. 1, 1934 to date. General correspondence and reports, concerning activities of office, from its establishment. Filed by subject. (Daily, official.) 9 x 12 folders, 5 ft., in three drawers of pasteboard transfer case. SW. room on balcony. (7)

770. ERA CORRESPONDENCE AND REPORTS OF CATAHOULA PARISH, Feb. 17, 1934 to date. Covering all road and construction projects. Filed by subject. (Occasionally, official.) 9 x 12 folders, 4 ft., in two drawers of pasteboard transfer case. SW. room on balcony. (3)

771. ERA RECORDS OF CATAHOULA PARISH, c. Feb. 17, 1934 - Nov. 1, 1935. Project records. Filed alphabetically by subject. (Rarely, official.) 9 1/2 x 12 folders, 2 ft., in drawer of pasteboard transfer case. SW. room on balcony. (1)

772. ERA PROGRESS REPORTS, June 1, 1934 - Nov. 1, 1935. Complete progress reports on all road and construction projects, showing cost of material, amount of labor used, and complete status of projects, whether completed or temporarily discontinued. Filed chronologically. (Occasionally, official.) 12 x 18 loose-leaf books (3), 7 1/2 in., on card-board filing cabinet. SW. room on balcony. (8)

773. ERA TIME SHEETS FOR TENSAS AND CONCORDIA PARISHES, Feb. 17, 1935 to date. Filed chronologically. (Rarely, official.) 9 x 12 folders, 6 in., in drawer of pasteboard transfer case. SW. room on balcony. (2)

774. FERA WORK CARDS, Mar. 1 - Nov. 1, 1935. Work cards returned to office for new ones. (Rarely, official.) 4 x 5 cards, 6 ft., in two pasteboard boxes. SW. room on balcony. (5)

775. FERA GENERAL CORRESPONDENCE AND REPORTS, Apr. 1, 1935 to date. Correspondence between district office, supervisors, and foremen; daily, monthly, and weekly progress reports for WPA projects; and tool and equipment reports. (Daily, official.) 9 1/2 x 12 folders, 1 ft. 8 in., in drawer of wooden desk. SW. room on balcony. (6)

CONCORDIA PARISH COMMODITY DISTRIBUTION DIVISION
Dale Bldg., Vernon and Carter Sts.

This office was established in November 1932, under the Unemployment Relief Committee. It changed to the Emergency Relief Administration in March 1933 and to the Federal Emergency Relief Administration in April 1935, before becoming part of the WPA in November 1935. It occupied quarters in the Moritz Building before moving to its present address at an unknown date. All records have been retained. Reports are sent to fifth district office in Monroe.

776. URC MISCELLANEOUS RECORDS, Feb. 1933 to Aug. 1935. Commodity inventories, certifications, master cards, requisitions, and correspondence. (Occasionally, official.) 9 x 12 folders and 3 1/2 x 8 cards, 42 ft., in nine pasteboard boxes. Damaged by vermin, rodents, careless handling. E. room. (28)

777. GENERAL CORRESPONDENCE, Mar. 1935 to date. Letters to and from state and district offices. (Daily, official.) 9 x 12 folders, 2 ft., in drawer of cardboard filing case. E. room. (26)

778. REPORTS, Mar. 1936 to date. Absentees, commodities, case loads, surplus requests, merchants' distribution lists, warehouse questionnaires, and inventories. Filed by subject. (Daily, official.) 9 x 12 folders, 8 ft. 6 in., in four pasteboard boxes. E. room. (27)

CONCORDIA PARISH SEWING PROJECT
Carter and High Sts.

This project was established February 17, 1935, under the Federal Emergency Relief Administration, but was changed to a WPA project on November 1, 1935. It has always maintained quarters at its present location. Records from the Ferriday project are also kept here, as the supervisor is in charge of both projects. Records have been retained. Reports are sent to district office in Monroe and to state headquarters.

779. RECORDS AND REPORTS, Dec. 16, 1935 to date. General correspondence, progress reports, and time records of projects. Filed chronologically. (Daily, official.) 9 1/2 x 12 folders, 5 in., in pasteboard box. NE. corner room. (25)

WINNSBORO

FRANKLIN PARISH SEWING PROJECT

Monroe Grocery Co. Bldg., Highway 15 and Prairie St.

This office was established December 5, 1935, and has always maintained quarters at its present address. All records have been retained. Reports are sent to fifth district office in Monroe.

780. RECEIPTS AND REPORTS, Dec. 4, 1935 to date. Receipts for garments delivered to commodity warehouse for distribution, and reports of materials received, used, and on hand. Filed by date. (Daily, official.) 9 1/2 x 12 folders, 3 in., on wooden table. S. room. (6)

781. TIME RECORD, Dec. 4, 1935 to date. Daily and weekly time record of all workers on project, from which reports are made to district timekeeper. Filed numerically by identification numbers. (Daily, official.) 4 x 6 vol., 1 in., on wooden table. S. room. (7)

PUBLICATIONS PREPARED BY THE
LOUISIANA HISTORICAL RECORDS SURVEY
DIVISION OF COMMUNITY SERVICE PROGRAMS
WORK PROJECTS ADMINISTRATION

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- No. 2. The Supreme Court of Louisiana. (vii, 59 p. mimeo.,
April 1941)

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No. 6. Beauregard. (v, 105 p. mimeo., October 1940)
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No. 26. Jefferson: A Brief History. (Reprinted from "A Brief History
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- Town of Franklinton. (x, 53 p. mimeo., April 1941)

MANUSCRIPTS PUBLICATIONS

"Guide to Depositories of Manuscript Collections in Louisiana,"
Louisiana Historical Quarterly, XXIV (1941), 305-353. Not
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- *Vol. 1. 1850-1862. (xlviii, 188 p. mimeo., April 1940)
- *Vol. 2. 1880-1901. (lxxvii, 361 p. mimeo., May 1940)
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- Series XVII. The Miscellaneous Agencies (iv, 29 p. mimeo., April, 1941)

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- Series IX. The Department of Agriculture (vi, 301 p. mimeo., May, 1938)
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- Series XIV. The Emergency Relief Administration (iii, 14 p. mimeo., June, 1941)
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- Series XVII. Miscellaneous Agencies (vii, 127 p., mimeo., June, 1941)

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- Series II. The Federal Courts (vi, 53 p. mimeo., November, 1939)
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- Series IV. The Department of War (iv, 87 p. mimeo., May, 1938)
- Series V. The Department of Justice (iv, 33 p. mimeo., October, 1939)
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