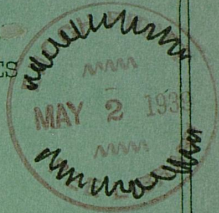


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INVENTORY OF
FEDERAL ARCHIVES
IN THE STATES

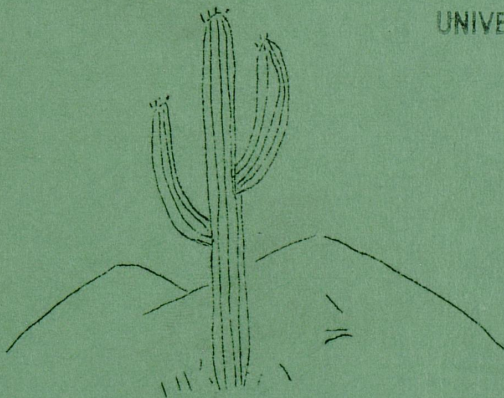


SERIES XIV
EMERGENCY RELIEF ADMINISTRATIONS
NO. 3. ARIZONA

THE SURVEY OF FEDERAL ARCHIVES
WORKS PROGRESS ADMINISTRATION

GOVERNMENT PUBLICATIONS

UNIVERSITY OF KENTUCKY
LIBRARIES



INVENTORY OF FEDERAL ARCHIVES IN THE STATES



Prepared by

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

The National Archives
Cooperating Sponsor

SERIES XIV. EMERGENCY RELIEF ADMINISTRATIONS

NO. 3. ARIZONA

Tucson, Arizona
The Survey of Federal Archives
1938

PREFACE

The Inventory of Federal Archives in the States is one of the products of the work of the Survey of Federal Archives, which operated as a nation-wide project of the Works Progress Administration from January 1, 1936 to June 30, 1937, and has been continued since that date as a unit of the Historical Records Survey, also operating as a nation-wide project of the Works Progress Administration, and a group of state or local projects of that Administration.

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

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

In Arizona the work of the Survey was directed by Dr. H. A. Hubbard of the University of Arizona, with Mrs. Meryl E. Morgan as his assistant, until June 30, 1937. Since that date the state project has been directed by Mrs. Morgan. This inventory of the records of the Arizona Emergency Relief Administration in Arizona was prepared in the Tucson and Phoenix offices of the Survey. It was edited before final typing by S. F. Riepma of the Division of War Department Archives of The National Archives.

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

Tucson, Arizona
September 19, 1938

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ARIZONA EMERGENCY RELIEF ADMINISTRATIONINTRODUCTION

At the time the Federal Emergency Relief Administration became a national organization there were no agencies through which it could operate in Arizona until public welfare institutions were established. In May 1933 a State Welfare Office was established to administer FERA funds throughout the state. To assist, Boards of Public Welfare were established in each of the fourteen counties, and if the population or the county was large, a branch office also was organized. Such was the case in Cochise County, a mining center, which had welfare offices in both Bisbee and Douglas. These newly established agencies displaced the private or local charitable organizations which, under the supervision of County boards of supervisors, had dispensed RFC funds to the needy.

During the Arizona ERA's first months of operation, it granted relief to 29,000 families and single persons, representing a population of over 100,000 persons in a state whose population is but 435,573. From July 1, 1933 to December 1, 1935, \$17,469,000 was spent in this program, with \$2,168,335 of this amount originating from state and local sources.

The transient program of this administration began operating in May 1934 and continued to December 31, 1936 with WPA assuming responsibility for this diminishing program on Dec. 10, 1935. Assistance was granted to 5,181 persons during December 1934, to 260 during December 1936, with a total expenditure of \$2,594,000.

The subdivisions that appear within each agency are artificial and are used only for systematizing the records with the exception of the Transient Division which was a distinct office in the FERA program.

The linear footage of the archives of the 16 FERA agencies is approximately 3704.68 feet, and most of the records are dumped in basements, storerooms, or unoccupied buildings and are in great danger of serious damage or even complete loss. A few records, an undetermined amount, are filed with CWA and WPA records and could not very well be separated as they were continuous files. The Welfare Boards also have custody of practically all of the CWA and the RFC archives.

BISBEECOCHISE COUNTY BOARD OF PUBLIC WELFARE
AND ACCOUNTING DEPARTMENT
Franklin School Bldg., Opera Drive

The Arizona Emergency Relief Administration began functioning through the Cochise County Board of Public Welfare in August 1933. About May 1934 an accounting department was organized for the AERA in Cochise County and operated in conjunction with the Welfare Board. The latter ceased activity as a federal agency about December 2, 1935, when the Works Progress Administration was established in that county. The accounting department functioned beyond that date to and during 1936, for the purpose of furnishing a few office workers for the County Welfare office.

Welfare Board

1. INDEX OF CIVILIAN CONSERVATION CORPS, 1933 to date. Filed alphabetically. (Daily, official.) 3 x 6 cards, 2 ft., in drawer of wooden filing case. R. 5. (30)
2. MEMORANDUM OF RELIEF GRANTS, Mar. 1933 - Mar. 1, 1934. Commodity and disbursing orders (quadruplicates). Filed numerically. (Rarely, official.) 9 x 12 folders and sheets, 23 ft. 6 in., in 11 drawers of wooden filing cases and 3 pasteboard boxes. R. 6A. (29)
3. CASE HISTORIES, Aug. 1933 - Sept. 1935. A complete history of each case on relief. Filed numerically. (Occasionally, official.) 9 x 12 folders, 27 ft. 6 in., in 11 drawers of steel filing cases. R. 5. (32)
4. DISPOSITION INDEX, Aug. 1933 - Sept. 1935. Records of every person who has been on relief in Cochise County and the disposition of each case. Filed alphabetically. (Daily, official.) 3 x 6 sheets, 8 ft., in 4 drawers of wooden filing case. R. 5. (31)
5. GENERAL CORRESPONDENCE, Aug. 1933 - Sept. 1935. By chairman of Cochise County Board of Public Welfare. Filed chronologically. (Older records, rarely; later records, occasionally, confidential.) 9 x 12 and 11½ x 12 folders, 4 ft. 8 in., in drawer of steel filing case, 2 pasteboard boxes, and 2 wooden transfer cases. R. 5 and ante-room off/ and basement. (33, 16, 38)
6. GENERAL FILES, Aug. 1933 - Sept. 1935. Placement cards, complaints, aliens, travel orders, pay rolls, crippled children, transients, office personnel, social service workers, and incidental correspondence. Filed alphabetically. (Daily, official.) 9 x 12 folders, 5 ft., in 2 drawers of steel filing case. R. 5. (35)
7. RELIEF REFUSED, Aug. 1933 - Sept. 1935. Filed alphabetically. (Rarely, official.) 9 x 12 folders, 2 ft. 6 in., in drawer of wooden filing case. R. 5. (37)

8. VISITORS' DAILY RECORDS, Aug. 1933 - Sept. 1935. Filed chronologically. (Occasionally, official.) 9 x 12 folders, 1 ft. 3 in., in drawer of steel filing case. R. 5. (34)
9. REGISTER OF CLIENTS, May 1934 - Sept. 1935. (Rarely, official.) 4 x 6 bundles, 4 in., in cardboard box. Basement. (15)
10. APPLICATIONS FOR RELIEF, Oct. 1934 - Aug. 1935. Filed alphabetically. (Rarely, official.) 11½ x 12 loose-leaf books, 3 in., in wooden transfer case. Basement. (17)
11. WPA CERTIFICATIONS, Nov. 1935 to date. Certifications for employment as well as transfers, reassignments, change of work status, and identification cards. Filed numerically. (Daily, official.) 4 x 7 packages stapled together, 10 ft., in 5 drawers of wooden filing case. R. 5. (36)

Accounting Department

12. INJURIES, Nov. 1933 - Nov. 1935. Reports and correspondence. Index. (Rarely, official.) 9 x 12 folders, 1 ft. 9 in., in drawer of wooden filing case. R. 2. (6)
13. CORRESPONDENCE, Nov. 1933 to date. Of Accounting Department. (Daily, official.) 9 x 12 folders, 1 ft. 9 in., in drawer of wooden filing case. R. 2. (8)
14. GENERAL FILE, Nov. 1933 to date. Correspondence, reports, etc. Index. (Older files, rarely; later files, daily, official.) 9 x 12 folders, 6 ft. 10½ in., in 3 drawers of wooden filing case and pasteboard box. R. 2 and basement. (9, 18)
15. COMMISSARY REQUISITIONS, May 1934 - Nov. 1935. Original and triplicate copies, duplicates of which are in the office of the State Director of Commodity Distribution in Phoenix. (Rarely, official.) 6 x 9 bundles, 30 ft., on 7 shelves. Ante-room of basement. (19)
16. IDENTIFICATION CARDS, May 1934 - Nov. 1935. Records of the dates when work and provision orders are due. (Occasionally, official.) 3 x 5 cards, 1 ft., on shelf. R. 4A. (28)
17. PLACEMENT CARDS, May 1934 - Nov. 1935. A resume of clients' past activities. (Rarely, official.) 5 x 8 bundles, 1 in., in pasteboard box. Basement. (24)
18. REPORTS, CORRESPONDENCE AND TABULATIONS, May 1934 - Nov. 1935. (Rarely, confidential.) 9 x 11½ folders, 3 in., in pasteboard box. Basement. (25)
19. VOID WORK ORDERS, May 1934 - Nov. 1935. (Rarely, official.) 6 x 8 sheets, 1 ft., in 6 pasteboard boxes. Ante-room of basement. (23)

20. WORK ORDERS, May 1934 - Nov. 1935. Issued to relief clients. (Occasionally, official.) $4\frac{1}{2}$ x 8 sheets, 8 ft., on 2 open shelves. R. 4A. (26)
21. COMMODITY DISTRIBUTION, May 1934 - Dec. 1935. Commodity orders which were issued to relief clients (originals and triplicates). Duplicates sent to County Relief Committee in Phoenix, Arizona. (Rarely, official.) $8\frac{1}{2}$ x 11 bundles, 15 ft., on 3 shelves. Ante-room of basement. (21)
22. CANCELLED MASTER CARDS, May 1, 1934 - Nov. 1, 1935. Amounts of relief issued to each client. Filed numerically. (Occasionally, official.) $8\frac{1}{2}$ x 11 cards, 6 ft., in 3 compartments of card cabinet. R. 2. (2)
23. DISBURSING ORDERS, May 1934 to date. Duplicates and quadruplicates. Filed chronologically. (Occasionally, official.) 4 x 8 and $8\frac{1}{2}$ x 11 sheets, 46 ft. 1 in., on 5 wooden shelves, in wooden box, and 2 drawers of wooden filing case. R. 2 and basement. (13, 7)
24. PAY ROLLS, May 1, 1934 to date. For employees and for personal services of drought relief cattle clients of Cochise County. Filed chronologically. (Semi-monthly, official.) 11 x 17 bundles, 7 ft. 9 in., in drawer of wooden filing case and 3 compartments of card cabinet. R. 2. (12)
25. PROJECT SET-UP, May 1, 1934 to date. Form 141, charts showing financial allotments for projects and set-up in numerical order according to project number. Index. (Rarely, official.) 9 x 12 folders, 1 ft. 9 in., in drawer of wooden filing case. R. 2. (4)
26. PURCHASE ORDERS, May 1, 1934 to date. Include requisitions, invoices and receiving reports. Filed numerically. (Rarely, official.) $9\frac{1}{2}$ x 12 folders, 1 ft. 9 in., in drawer of wooden filing case. R. 2. (5)
27. CANCELLED WORK ORDERS, July 6, 1934 - June 27, 1935. Work orders issued to clients and later cancelled (originals and duplicates). Filed chronologically. (Rarely, official.) 6 x 8 sheets, 25 ft. 3 in., in 9 wooden boxes. Rs. 2, 4A and basement. (3)
28. ACTIVE MASTER CARDS, Nov. 1, 1934 to date. Amount of relief received by each client. Filed numerically. (Daily, official.) $8\frac{1}{2}$ x 11 cards, 4 ft. 6 in., in 3 wooden boxes. R. 2. (1)
29. VOID COMMISSARY REQUISITIONS, Nov. 28 - Dec. 15, 1934. (Rarely, official.) $5\frac{1}{2}$ x 8 bundle, 4 in., on shelf. Basement. (22)
30. DISBURSING ORDER TRANSMITTALS, Aug. 1935 to date. Filed numerically. (Occasionally, official.) $8\frac{1}{2}$ x 11 packages stapled together, 2 ft. 3 in., in 2 drawers of wooden filing case. R. 2. (10)
31. DISPOSITION OF CASES, Nov. 22, 1935. Inter-office memoranda containing lists of people who have been taken off FERA and assigned to other jobs. (Rarely, official.) $10\frac{1}{2}$ x 12 folders, 4 ft., on open shelf. R. 4A. (27)

CASA GRANDE

PINAL COUNTY BOARD OF PUBLIC WELFARE
Old Casa Grande Valley Bank Bldg.
Main and Washington Sts.

The Pinal County Board of Public Welfare began functioning as a federal agency in August 1933 and closed in September 1935, at which time the Works Progress Administration began operating in the county. Its records are very poorly maintained and those stored in the vault are so disorderly that finding any definite information would be very difficult.

32. REGISTER OF CLIENTS, Aug. 1933. Records of Indian clients, showing name, address, race, number in family, date of arrival in state, citizenship, date of registration, date of first relief, date case closed, and date re-opened. Recorded alphabetically. (Never.) 4 x 6 cards, 7 in., on wooden bookcase. Dirty. Vault. (9)

33. APPLICATIONS FOR RELIEF, Aug. 1933 - Sept. 1935. Form 30 M, names and addresses of all children, others living in household, relatives, residence, present employment, unions, past employment, bank account and savings, property and insurance, automobiles, income, churches, and agencies, help in past year, debts, and life history. Filed alphabetically. (Never.) 8 x 11 sheets, 8 in., on wooden and pasteboard boxes. Damaged by careless handling, and dirty. Vault. (13)

34. COMMISSARY REQUISITIONS, Aug. 1933 - Sept. 1935. FERA Form 217, copies of commissary requisitions giving name, address, case number, and quantity. Filed numerically. (Never.) 5½ x 8½ sheets, 16 ft. 3 in., in pasteboard box and on the floor. Damaged by faulty containers, and dirty. Secretary's office. (18)

35. DISBURSING ORDERS, Aug. 1933 - Sept. 1935. Forms 1-150M and 10-33, disbursing orders for food, clothing and other necessities. Some filed numerically. (Never.) 8½ x 11 sheets, 4 ft., in pasteboard box and on the floor. Damaged by careless handling and faulty containers; dirty, torn, and scattered. Secretary's office. (17)

36. GENERAL CORRESPONDENCE, Aug. 1933 - Sept. 1935. Daily reports, letters from State Board of Public Welfare, Phoenix, Arizona, private relief reports, reports on school lunches, pay reports, CCC and Transient Division correspondence. 3 x 5 card index. (Never.) 8½ x 11 sheets, 3 ft. 2 in., in 2 pasteboard boxes and on wooden cabinet shelf. Damaged by careless handling and faulty containers; dirty, torn, and scattered. Secretary's office. (7)

37. INVENTORY OF COMMODITIES, Aug. 1933 - Sept. 1935. Commodity unit, county, town, year, amount on hand at date of inventory, receipts, stock issues, losses, and balance on hand. Filed by subject. (Never.) 5 x 8 cards, 1 ft., on wooden shelf. Damaged by faulty containers, and dirty. Secretary's office. (15)

38. PAY ROLL ANALYSIS, Aug. 1933 - Sept. 1935. Form A-6, report on number of persons on FERA work program, hours and earnings. Filed chronologically. (Never.) 8 x 11 sheets, 4 ft. 1 in., on top of wooden and pasteboard box. Damaged by careless handling and faulty containers; and dirty. Vault. (14)

39. PERSONNEL RECORDS, Aug. 1933 - Sept. 1935. Transfer cards for employees from work relief showing name, address, sex, date of birth, race, and employment qualifications of applicant. (Never.) 6 x 9 cards, 2½ in., on top of wooden bookcase. Dirty and scattered. Vault. (8)

40. TRANSMITTAL OF DISBURSEMENT ORDERS, Aug. 1933 - Sept. 1935. Form AERA-20, record of approved disbursement orders. Some filed numerically. (Never.) 8½ x 11 sheets, 8 ft. 1 in., in 2 pasteboard boxes and wooden filing cabinet. Damaged by careless handling and faulty containers; dirty, torn, and scattered. Secretary's office. (12)

41. WORK ORDERS, Aug. 1933 - Sept. 1935. Form C-6, name, occupation, number in family, case number, project, time, date, etc. Filed numerically. (Never.) 4½ x 8 sheets, 5 ft. 7 in., on shelf in wooden cabinet. Damaged by faulty containers; and dirty. Secretary's office. (16)

42. PAY ROLL FOR PERSONAL SERVICES, Aug. 1933 - Sept. 1935. Form 151, non-relief and relief employees, showing name, number of persons in family, sex, occupation, hours worked each day, total days worked during pay roll period, rate of wages paid, and total earnings during pay roll period. Filed chronologically. (Never.) 11 x 15 sheets, ½ in., on wooden box in safe. Vault. (11)

43. WEEKLY PROGRESS REPORTS, Aug. 1933 - Sept. 1935. Form A-5, amount expended for salaries, wages, costs, materials, and other items. Recorded chronologically. (Never.) 11 x 12 sheets, 1 ft. 3 in., on wooden box in safe. Damaged by faulty containers; and dirty. Vault. (10)

CLIFTON

GREENLEE COUNTY BOARD OF PUBLIC WELFARE
Greenlee County Courthouse
Webster and 4th Sts.

The Greenlee County Board of Public Welfare began functioning as an agency for the Arizona Emergency Relief Administration in August 1933 in Morenci. Later when the office was moved to Clifton it took with it part of the AERA records, and left the others dumped in Morenci. The former are filed with the present county welfare records, and the latter are reported under the town of Morenci. Practically all of the earlier records between August 1933 and May 1934 are reported with the Federal Civil Works Administration agency. This agency closed as a federal unit about September 1935.

44. GENERAL CORRESPONDENCE, 1934 - 1935. Status of applicants, CCC discharges, WPA referrals and correspondence, commissary requisitions for current month, crippled children, transients, surplus commodities, client lists for current month, miscellaneous items, and intercity inquiries. (Occasionally, official.) $9\frac{1}{2}$ x $11\frac{3}{4}$ folders, and 9 x 11 loose sheets, 5 ft. 1 in., in 2 drawers of steel filing case. NE. cor. of basement. (316, 317)
45. DIRECT RELIEF, 1934 - 1935. ERA Forms SS-4 and 100 MWP 18056, name and address of applicant and relief given. Filed alphabetically. (Daily, official.) 4 x 6 cards, 1 ft. 2 in., in wooden card cabinet. NE. cor. of basement. (309)
46. FINANCIAL REPORTS, 1934 - 1935. P-135, schedule of disbursements by work division, and vouchers. (Occasionally, official.) $8\frac{1}{2}$ x 14 sheets, $3\frac{1}{2}$ in., on file board on wall. NE. cor. of basement. (315)
47. MASTER CARDS, 1934 - 1935. Arizona Work Division Form 1, name and address of applicant, project and number, record of weekly earnings, and supplemental aid. Filed alphabetically. (Daily, official.) $8\frac{1}{2}$ x 11 cards, 2 ft., in drawer of steel filing case. NE. cor. of basement. (312)
48. MISCELLANEOUS RECORDS, 1934 - 1935. Record of disbursing orders, individual occupational classification, and memorandum of relief grantees. Filed alphabetically. (Inactive file, occasionally, official.) $9\frac{1}{2}$ x $11\frac{3}{4}$ folders, 2 ft. 6 in., in drawer of steel filing case. NE. cor. of basement. (318)
49. PAY ROLL REGISTER, 1934 - 1935. ERA Form, pay roll for personal services of administrative staff. (Occasionally, official.) 11 x 20 vols., $6\frac{1}{2}$ in., on desk. NE. cor. of basement. (314)
50. REGULAR RELIEF, 1934 - 1935. Applications for relief; Duncan, Clifton, and Morenci, registrations; budget sheet; referral cases and registration of cases; division of child welfare; name of parent, of child, amount of cash paid for maintenance and health, and condition of child's school. Filed alphabetically. (Occasionally, official.) $9\frac{1}{2}$ x $11\frac{3}{4}$ covers, 1 ft. 4 in., in drawer of steel filing case. NE. cor. of basement. (320)
51. REPORTS, 1934 - 1935. Pay roll for accident reports, supply commodity report and monthly report covering cases received, and Form A5-10M, weekly progress report. (Occasionally, official.) $9\frac{1}{2}$ x $11\frac{3}{4}$ folders and $11\frac{3}{4}$ x 13 loose-leaf books, $5\frac{3}{4}$ in., on wooden shelf and wooden box. NE. cor. of basement. (310, 319)
52. PURCHASE ORDERS AND REQUISITIONS FOR PURCHASES, 1934 - 1935. Emergency purchase orders, requisitions for purchases for projects, work division and transmittal sheets showing record of payments and lists of disbursement orders. (Daily, official.) 9 x 12 folders, 2 ft. $2\frac{3}{4}$ in., in 2 drawers of steel filing case. NE. cor. of basement. (313)

53. EMPLOYABLE RELIEF ALLOTMENT, 1935. Form BPW 1011-5M, record of payments, employable and unemployable relief account, direct relief, and state welfare fund. (Daily, official.) 9 x 11 sheets, 1 ft., in wooden box. NE. cor. of basement. (311)

DOUGLAS

COCHISE COUNTY BOARD OF PUBLIC WELFARE
BRANCH OFFICE
Brophy Bldg., 511 - 11th St.

This office of the Cochise County Welfare Board operated as a branch office of the Arizona Emergency Relief Administration in Cochise County from August 1933 to September 1935.

54. CASE HISTORIES, Aug. 2, 1933 - Sept. 1935. Individual social case histories of aliens on relief, citizens on relief, and transients on relief. 4 x 5½ and 3½ x 5½ card index, 2 ft. (Frequently, official.) 8 x 11½ folders, 12 ft., in 7 drawers of wooden filing cases. R. 2. (4, 5, 6)

55. CORRESPONDENCE, Aug. 2, 1933 - Sept. 1935. Correspondence relative to relief cases and regarding clients whose applications for relief were refused. Filed alphabetically. (Daily, confidential.) 8½ x 11 folders, 1 ft., in 2 drawers of wooden filing case. R. 2. (2, 3)

56. UNEMPLOYABLE RELIEF CASES, Aug. 2, 1933 - Sept. 1935. Individual social case histories. 3 x 5 card index, 1 in. (Daily, confidential.) 8½ x 11 folders, 1 ft., in drawer of wooden filing case. R. 2. (1)

FLAGSTAFF

COCONINO COUNTY BOARD OF PUBLIC WELFARE
1st National Bank Bldg.
N. San Francisco and E. Aspen Sts.

The Coconino County Board of Public Welfare, as a branch of the Arizona State Board, began to dispense federal funds in August 1933. It continued as a relief unit for the Arizona Emergency Relief Administration until it was replaced in November 1935, by the Works Progress Administration. Many of its records are mixed with those of the Federal Civil Works Administration.

57. EMPLOYEES' PERSONAL RECORDS, May 1 - Dec. 31, 1934. Name of applicant, identification number, occupation, and earnings record by week. (Rarely, official.) 5 x 8 cards, 4 in., in drawer of cardboard cabinet. R. 1. (233)

58. ASSIGNMENT AND IDENTIFICATION CARDS, May 1934 - Nov. 1935. Name of worker, identification number and address. (Rarely, official.) 4 x 6 bundles, 5 in., in drawer of steel filing case. R. 1. (222)
59. MASTER CARDS, May 1934 - Nov. 1935. Name, age, address, and occupation of laborer, project number, rate per hour, total hours, and total earnings. (Rarely, official.) 9 x 11 $\frac{3}{4}$ folders, 6 in., in steel cabinet. R. 1. (229)
60. EMPLOYMENT RECORDS, May 1, 1934 - Nov. 1935. Name of worker, last foreman, last occupation, last date worked, years in school, and years received vocational training. (Rarely, official.) 10 x 14 folders, 6 in., in drawer of card cabinet. R. 1. (208)
61. WORK ORDERS, Jan. 1 - Nov. 20, 1935. Form C-6, name of worker, occupation, number in family, project number, hours allotted, and rate of pay. (Rarely, official.) 3 x 4 bundles, 10 in., in drawer of card cabinet. R. 1. (199)
62. OCCUPATIONAL CLASSIFICATION RECORDS, Feb. - May 1935. Name of head of family, address, case number, district, age, sex, education, and occupations. (Rarely, official.) 9 x 12 cards, 1 ft., in drawer of cardboard cabinet. R. 1. (231)
63. CERTIFICATES OF REGISTRATION, June 21 - 22, 1935. Name of registrant for work, occupation, case number, and date. (Rarely, official.) 5 $\frac{1}{2}$ x 8 $\frac{1}{2}$ sheets, 8 $\frac{1}{2}$ in., in drawer of cardboard cabinet. R. 1. (225)
64. PLACEMENTS, Oct. 5 - 25, 1935. Names of men placed by Re-employment Service, date, and kind of work. (Rarely, official.) 9 x 11 $\frac{3}{4}$ folders, 1 ft., in drawer of steel filing case. R. 1. (234)
65. ALLOTMENTS, OBLIGATIONS AND BALANCES, May 1 - Dec. 31, 1934. Resident families, number of persons, amount allotted, total obligations incurred, cost per person, and percentage of population on relief. (Rarely, official.) 4 x 9 bundles, 2 in., in drawer of cardboard cabinet. R. 1. (220)
66. DISBURSING ORDERS, May 1934 - July 1935. Case number, number in family, direct or work relief, county, city, etc. (Rarely, official.) 9 x 11 $\frac{3}{4}$ folders, 8 in., in drawer of steel filing case. R. 1. (206)
67. TIME REPORTS, May 1934 - Nov. 1935. Name and occupation of worker, number of hours, project number, rate per hour, amount earned, and case number. (Rarely, official.) 3 x 5 bundles, 1 ft., in steel drawer of filing case. R. 1. (215)
68. PUBLIC VOUCHERS, May 1934 - Nov. 1935. Purchase vouchers containing name of payee, number, and date of order, description of articles or service, price, and amount. (Rarely, official.) 9 x 11 $\frac{3}{4}$ folders, 1 ft., in 2 drawers of steel cabinet. R. 1. (236)

69. BILLS OF LADING, May 1, 1934 - Nov. 20, 1935. Surplus commodity records showing name and amount of commodities, weight, freight, point of origin, and consignee. (Rarely, official.) 9 x 11 $\frac{3}{4}$ folders, 6 in., in drawer of steel filing case. R. 1. (223)
70. REQUISITIONS FOR PURCHASES, May 1, 1934 - Nov. 26, 1935. Description of articles or service, quantity, unit price, amount, and in whose favor. (Rarely, official.) 9 x 11 $\frac{3}{4}$ folders, 3 in., in drawer of cardboard cabinet. R. 1. (213)
71. TRANSMITTAL SHEETS, May 1, 1934 - Nov. 26, 1935. Pay rolls, pay roll analysis, number, and to whom payments made. (Rarely, official.) 9 x 11 $\frac{3}{4}$ folders, 4 in., in drawer of cardboard cabinet. R. 1. (217)
72. ACCOUNTS DUE, May 1, 1934 - Nov. 1935. Name of company to whom account is due, for what due, description of articles, and prices. (Rarely, official.) 9 x 11 $\frac{3}{4}$ folders, 1 ft. 9 in., in drawer of steel filing case. R. 1. (201)
73. LOCAL ACCOUNTS, May 1, 1934 - Dec. 31, 1935. Old and paid accounts showing purchase order number, requisition number, date, item, quantity, description of articles or service, amount of articles, and price. (Rarely, official.) 9 x 11 $\frac{3}{4}$ folders, 4 in., in drawer of steel filing case. R. 1. (200)
74. SCHEDULE OF DISBURSEMENTS, May 5, 1934 - Nov. 26, 1935. County and locality, pay roll period, appropriation, pay roll number, project number, and total amount. (Rarely, official.) 9 x 11 $\frac{3}{4}$ folders, 1 ft., in drawer of cardboard cabinet. R. 1. (238)
75. WEEKLY STATEMENT OF DISBURSEMENTS, May 5, 1934 - Nov. 26, 1935. A statement from deputy to chief disbursing officer giving information on total number of checks issued during week, amount disbursed, balance, and in what county and city. (Rarely, official.) 6 x 8 $\frac{1}{2}$ sheets, 8 in., in drawer of cardboard cabinet. R. 1. (240)
76. PAY ROLLS, Jan. - Nov. 1935. Name of worker, amount earned, name of bank check is drawn on, and pay roll number. (Rarely, official.) 4 x 8 bundles, 1 ft., in drawer of steel filing case. R. 1. (212)
77. APPLICATION FOR FUNDS, Jan. - Dec. 1935. Work program, case load, number of non-relief employees, amount of regular and special relief, and total applied for. (Rarely, official.) 9 x 11 $\frac{3}{4}$ folders, 6 in., in drawer of steel filing case. R. 1. (202)
78. WEEKLY STATEMENT OF ALLOTMENT BALANCES, June 4 - Nov. 1935. Balance brought forward, regular allotments, authorized transfers, total funds to date, and confirmed commitments. (Rarely, official.) 9 x 11 $\frac{3}{4}$ folders, 6 in., in drawer of steel filing case. R. 1. (198)

79. PAY ROLL ANALYSIS, June 7 - Nov. 26, 1935. Project number, number of persons employed, man hours, earnings, relief, non-relief, and name of projects. (Rarely, official.) 9 x 11-3/4 folders, 8 in., in drawer of cardboard cabinet. R. 1. (232)
80. MONTHLY BALANCE SHEETS, Oct. - Nov. 1935. Direct relief orders, general relief allotments per month, total amount available, obligations incurred during the month, and balance at end of month. (Rarely, official.) 9 x 11-3/4 folders, 9 in., in drawer of steel filing case. R. 1. (210)
81. APPLICATION MEMORANDUMS, May 1 - Dec. 31, 1934. Name of applicant for ECW employment, place of birth, and occupation. (Rarely, official.) 9 x 11-3/4 folders, 6 in., in drawer of steel filing case. R. 1. (221)
82. RELIEF CASE QUESTIONNAIRE, Aug. 1934. Name of applicant, age, income, liabilities, assets, education, and property owned. (Rarely, official.) 9 x 11-3/4 folders, 6 in., in drawer of steel filing case. R. 1. (237)
83. CORRESPONDENCE, May 1934 - Nov. 1935. Correspondence between Social Service Center, Phoenix, Arizona and Coconino County Welfare Board, and letters from individuals, companies, and various institutions. (Rarely, official.) 9 x 11-3/4 folders, 1 ft., in drawer of steel filing case. R. 1. (205)
84. MATERIAL RECEIVED, May 1934 - Nov. 1935. Reports on material showing description, quantity, condition of material received, and from whom received. (Rarely, official.) 9 x 11-3/4 folders, 6 in., in drawer of steel filing case. R. 1. (230)
85. COMMODITY REPORTS, May 1, 1934 - Nov. 1935. Commodity, quantity, issues, losses, and amount on hand. (Rarely, official.) 9 x 11-3/4 folders, 6 in., in drawer of steel filing case. R. 1. (204)
86. IDENTIFICATION RECORDS, May 1, 1934 - Nov. 20, 1935. Commodity relief records showing name of recipient, case number, address, and date to call. (Rarely, official.) 3 x 5 cards, 5 in., in drawer of cardboard cabinet. R. 1. (209)
87. PROJECT RECORDS, May 1, 1934 - Nov. 26, 1935. Name and location of project, kind of work, teams, trucks and equipment, costs, and date of approval. (Rarely, official.) 9 x 11-3/4 folders, 1 ft., in cardboard cabinet. R. 1. (235)
88. SEWING REPORTS, Nov. 28, 1934 - Nov. 30, 1935. Material on hand previous week, received during week, total available used during week, and article made. (Rarely, official.) 9 x 11-3/4 folders, 1 ft., in drawer of steel filing case. R. 1. (214)
89. EMERGENCY RELIEF ORDERS, Dec. 1934 - Nov. 1935. Name of recipient, case number, description of articles, amount, value, and to whom issued. (Occasionally, official.) 9 x 11-3/4 folders, 1 ft., in drawer of steel filing case. R. 1. (207)

90. CASE LOAD REPORTS, Jan. 1 - Nov. 26, 1935. ERA Form 241, monthly analysis of applications, cases under care, and cases added during month. (Rarely, official.) 9 x 11-3/4 folders, 1 ft., in drawer of steel filing case. R. 1. (203)

91. COMMISSARY REQUISITIONS, Jan. 1 - Nov. 1935. Name of recipient, relief or non-relief case, case number, number in family, address, kind of commodities, quantities, and date. (Occasionally, official.) 9 x 11-3/4 folders, 1 ft., in drawer of steel filing case. R. 1. (226)

92. WEEKLY PROGRESS REPORTS, Jan. 3 - May 16, 1935. Project number, location, costs, charges, previous charges, total charges to date, estimated cost, number of employees, man hours, pay roll, and itemized statements of material used. (Rarely, official.) 9 x 11-3/4 envelopes, 6 in., in drawer of steel filing case. R. 1. (239)

93. COMMODITY DISTRIBUTION, Jan. 21 - Oct. 21, 1935. Monthly report showing item, quantity on hand at beginning of month, amount received from state during month, total quantity available, and quantity issued. (Rarely, official.) 9 x 11-3/4 folders, 6 in., in drawer of steel filing case. R. 1. (227)

94. CASE LISTS, May - Nov. 1935. Name, case number, address, and occupation. (Rarely, official.) 9 x 11-3/4 folders, 1 ft., in drawer of steel filing case. R. 1. (224)

95. ACCIDENT REPORTS, May 16 - Sept. 19, 1935. Weekly reports containing number of projects in operation, man hours, total number of workers, number of lost time accidents, number of persons killed, and cause of accident. (Rarely, official.) 9 x 11-3/4 folders, 1 ft., in drawer of steel filing case. R. 1. (219)

96. COCONINO COUNTY INDIGENTS, June 1935. Name, number, address, number in family, and amount per month allowed. (Rarely, official.) 9 x 11-3/4 envelopes, 6 in., in drawer of steel filing case. R. 1. (228)

97. ORDERS FOR UNEMPLOYABLE RELIEF, July 11 - Nov. 1935. Name of recipient, address, value, commodities, clothing, case number, and name of firm to which order is issued. (Rarely, official.) 9 x 11-3/4 folders, 1 ft., in drawer of steel filing case. R. 1. (218)

98. MONTHLY TRANSIENT REPORTS, May 1, 1934 - Nov. 1935. Carried over, new, reopened, and closed cases; those who secured employment; and those transferred to general relief. (Rarely, official.) 9 x 11-3/4 folders, 6 in., in drawer of steel filing case. R. 1. (211)

99. TRANSIENT CASE RECORDS, May 1934 - Nov. 1935. Name and address of client, service requested, service rendered, age, schooling, and occupation. (Rarely, official.) 9 x 11-3/4 folders, 6 in., in drawer of cardboard cabinet. R. 1. (216)

GLOBE

GILA COUNTY BOARD OF PUBLIC WELFARE

(A) Colonial Bldg., 339 N. Broad St.

(B) Globe Bldg., 69-70 Broad St.

The Gila County Welfare Board, with headquarters at Globe, Arizona, was the direct representative of the State Board of Public Welfare for dispensing relief in that county. This Board expended Arizona Emergency Relief Administration funds from August 1933 until relieved therefrom by the Works Progress Administration in November 1935. A few Reconstruction Finance Corporation records are intermingled with the Board's records.

100. COMMISSARIES, Jan. 1933 - June 1935. This is a general file of matters concerning the two district commissaries, except commodities distributed, consisting of school lunch records, check transmittals, monthly statements, county orders, and fuel and light orders. (Rarely, official.) $9\frac{1}{2}$ x 11 folders and $9\frac{1}{2}$ x 14 bundles, 7 ft., on wooden shelf. N. side of 2d floor (Bldg. B). (39)

101. WORK PAY ROLL ASSIGNMENTS AND DIRECT RELIEF ORDERS, Jan. 1933 - July 1935. Orders, requisition numbers, name and amount of described materials to be furnished (duplicates); and assignment slips giving rate of pay, date, place, and signature of employees from Globe, Miami, and Claypool, Arizona. (Never.) 4 x $7\frac{1}{2}$ vols., 16 ft., in pasteboard box. Damaged by careless handling and faulty containers. N. side of 2d floor (Bldg. B). (50)

102. CASES, Aug. 1933 - Nov. 1935. Active and inactive. Personal record of cases or family status, giving name, age, relatives, address, certification, assignment, reassignment, notice of change in work status, birth verification, doctors' statements, bank or post office account slip, and case history by social service workers. See addendas. Filed alphabetically. (Rarely, confidential.) $9\frac{1}{2}$ x 11 folders, 22 ft., in 10 drawers of steel filing cases. Office (Bldg. A). (53, 54)

103. DISBURSING ORDERS, Aug. 2, 1933 - Nov. 1935. Form 2, number, county, district, case number, date issued, store and address, amount of relief, family classification, description of allotment, and name to whom order issued; direct and total relief of food, clothing, fuel, medical care, and cash (quadruplicates). Issued weekly. Filed numerically. (Never.) Various sized folders and packages. 32 ft. 3 in., on 7 shelves. N. side of 2d floor (Bldg. B). (32, 44)

104. REPORTS, Sept. 1933 - Nov. 1935. Monthly allotments for each case, total amount paid according to class: white, alien, or Mexican; direct relief summary of work cases, actual cost per case by class, by district, and people served; applications for approval of work projects and completed projects; contributed costs, professional and non-manual labor, and skilled workers; purchase orders, schedules of disbursements and weekly statement of disbursement orders, and county warrants issued; pay rolls, salaries, travel vouchers, correspondence, materials, and other costs; and total sheets. (Earlier records, never; later records, rarely, official.) Various sized folders and 11 x $12\frac{1}{2}$ loose sheets, 4 ft. 3 in., on open wooden shelf and in 2 drawers of steel filing case. N. side of 2d floor (Bldg. B) and office (Bldg. A). (46, 58, 42, 59)

105. ERA TIME CARDS, May - Sept. 1934. Recordings of time allotted each relief person. (Never.) $7\frac{1}{2}$ x $8\frac{1}{2}$ bundles, 2 ft., on open shelf. N. side of 2d floor (Bldg. B). (36)

106. PURCHASING ORDERS, Jan. 1934 - Apr. 1935. Requisitions, forms and reports of purchasing orders, and correspondence relative thereto. Filed alphabetically and chronologically. (Daily, official.) 9 x $11\text{-}3/4$ folders, 1 ft. 3 in., in drawer of wooden filing case. Office (Bldg. A). (33)

107. GENERAL CORRESPONDENCE, Apr. 1934 - Nov. 1935. Correspondence and reports on pay rolls and projects; correspondence on census, cattle purchases, Globe drouth relief, new registrations, rules and regulations, safety rules, and on injury reports; correspondence with administrative employees, deputy disbursing officer, boys' camp, girls' camp, chief accountant, sewing room supervisor, and director of research; and old correspondence from Gila County districts, state officials, social service, reemployment service, and places where men were employed. (Rarely, official.) $9\frac{1}{2}$ x 11 folders, 2 ft. $10\frac{1}{2}$ in., in drawers of steel and of wooden filing cases. Office (Bldg. A). (48, 37, 55)

108. INDUSTRIAL COMPENSATION FILE, May 1934 - Sept. 1935. Accident reports, correspondence received and sent out, and compensation payment reports. Filed alphabetically. (Daily, official.) $8\frac{1}{2}$ x 11 sheets, $4\frac{1}{2}$ in., in drawer of steel filing case. Office (Bldg. A). (51)

109. CHECK COPIES, May 4, 1934 - Apr. 6, 1935. See addenda for detailed list of checks. Arranged numerically. (Never.) $8\frac{1}{2}$ x 15 packages, 3 ft. 6 in., on 3 shelves. N. side of 2d floor (Bldg. B). (41)

110. PAY ROLL FOR PERSONAL SERVICES, July 1934 - June 27, 1935. CWA Form L7B, used for ERA relief pay roll showing name, sex, identification number, hours worked, totals, rate of pay, total earnings, and check number. (Never.) $10\frac{1}{2}$ x 16 bundles, 1 ft. 9 in., on shelf. N. side of 2d floor (Bldg. B). (45)

111. PAID COMMISSION VOUCHERS, Aug. 1934 - Apr. 1935. Filed chronologically. (Never.) 4 x 9 bundles, 8 ft., in 6 drawers of steel filing case. N. side of 2d floor (Bldg. B). (35)

112. WORK ORDERS, Nov. 1934 - Aug. 1935. Form C-6, case number, name, time allotted, amount of money signed for by worker, and signed by timekeeper and project superintendent. Arranged chronologically. (Never.) Various sized bundles, 14 ft. 6 in., on 7 shelves. N. side of 2d floor (Bldg. B). (38)

113. MASTER CONTROL CARDS, Nov. 1934 - Nov. 1935. Active and inactive. Allotments of checks or disbursing orders to each relief case (records show whether allotments are checks or disbursing orders), case number, district, name, and family classification, district number, district and monthly allotment, and reason for direct relief. Filed alphabetically. (Rarely, official.) Various sized pockets and cards, 3 ft. 4 in., in 5 drawers of wooden filing case. Office (Bldg. A). (56, 57)

114. MATTRESS FACTORY FILE, Dec. 1934 - June 1935. Requisitions of relief applicants or workers for mattresses, inventory of mattresses for each day, and applications approved and returned to local office by mattress factory foreman. (Never.) $3\frac{1}{2}$ x 9 envelopes and 11 x 14 loose-leaf books, 6 in., in 2 pasteboard boxes on wooden shelf. N. side of 2d floor (Bldg. B). (34)

115. PAY ROLL ANALYSIS, Jan. 4 - June 28, 1935. ERA Revised Form A-6, man hours, number of employees, and earnings for each project; pay roll analysis accompanying pay roll to State Office and letters of transmittal with checks to district managers. Arranged chronologically. (Never.) 5 x 10 bundles, 5 in., on shelf. N. side of 2d floor (Bldg. B). (40)

116. FREE FOOD LEDGER, Feb. - Apr. 1935. Surplus commodities received and issued. (Never.) $9\text{-}\frac{3}{4}$ x 13 vols., $1\frac{1}{2}$ in., on open shelf. N. side of 2d floor (Bldg. B). (47)

117. TRANSCRIPTION SHEET, May - June 1935. Information transcribed from FERA Form 144, showing name, address, district, case number, case class, occupation, sex, and priority rank. Filed alphabetically. (Never.) $9 \times 11\text{-}\frac{3}{4}$ bundles, 1 ft. $1\frac{1}{2}$ in., on open shelf and in pasteboard box. Dirty and torn. N. side of 2d floor (Bldg. B). (43)

118. GENERAL FILE OF PUBLICITY REPORTER, May 9 - Nov. 1935. Correspondence, circulars, copy sheets, maps, photographs and negatives of ERA projects, newspaper clippings pertaining to ERA set-up, nation-wide and Gila County clippings of labor strikes, public comment, editorials, letters, and msc. matter. (Never.) 9 x 14 bundles, $3\frac{1}{2}$ in., in pasteboard box on wooden shelf. N. side of 2d floor (Bldg. B). (49)

119. REQUISITIONS FOR PURCHASES, Sept. - Nov. 1935. Revised ERA Form 5-17, requisitions for purchases made by Welfare Office. (Daily, official.) $5 \times 11\frac{1}{2}$ folders, 1 in., in drawer of steel filing case. Office (Bldg. A). (52)

HOLBROOK

NAVAJO COUNTY BOARD OF PUBLIC WELFARE Hookway Bldg.

The Navajo County Board of Public Welfare was the agent of the Arizona State Board for handling relief matters in Navajo County. It dispensed Arizona Emergency Relief Administration funds for that purpose from August 1933 to November 1935.

120. CASE RECORDS, Aug. 1933 - Nov. 1935. (Rarely, official.) 8 x 20 and 10 x 12 folders, 2 ft., in wooden cupboard. Main room. (171)

121. FINANCIAL RECORD, Aug. 1933 - Nov. 1935. Vouchers, commodity slips, disbursing orders, and copies of checks. (Rarely, official.) 8 x 20 and 10 x 12 folders, 2 ft. 8 in., in wooden cupboard. Main room. (170)

KINGMANMOHAVE COUNTY BOARD OF PUBLIC WELFARE
Old School Bldg., 4th and Oak Sts.

When the Arizona Emergency Relief Administration began operating through the State Board of Public Welfare, the cases in Mohave County were turned over to the County Welfare Board at Kingman. This Board continued as the official relief dispensing agent of the Government until the Emergency Relief Administration was replaced by the Works Progress Administration in 1935.

122. CORRESPONDENCE, May 1933 - July 1935. Official correspondence between this office, state office, and outside agencies. (Daily, official.) $8\frac{1}{2}$ x $11\frac{1}{2}$ folders, 3 ft., in 2 drawers of wooden filing case. R. 1. (47)
123. ACCOUNTING, Aug. 1933 - July 1935. Records of relief issued to each person in a family. (Frequently, official.) $8\frac{1}{2}$ x $11\frac{1}{2}$ folders, 9 in., in wooden box. R. 2. (50)
124. ADMINISTRATIVE ACCOUNTS, Aug. 1933 - July 1935. Purchase orders and allotments. (Frequently, official.) $8\frac{1}{2}$ x $11\frac{1}{2}$ folders, 1 ft., in drawer of wooden filing case. R. 1. (45)
125. CASE RECORDS, Aug. 1933 - July 1935. Name and number of case, names and birth dates of members of family, records of residence and employment, assets, liabilities, and written history of family. (Frequently, official.) $8\frac{1}{2}$ x 11 folders, 4 ft., in 3 drawers of steel filing case. R. 1. (44)
126. COMMODITY DISTRIBUTION, Aug. 1933 - July 1935. Name of applicant, residence, number in family, and kind and amount of goods issued. (Daily, official.) $8\frac{1}{2}$ x $11\frac{1}{2}$ folders, 1 in., in drawer of wooden filing case. R. 1. (46)
127. DISBURSEMENT ORDERS, Aug. 1933 - July 1935. Name of relief applicant, name of store receiving order, and kind and amount of goods issued. (Frequently, official.) $8\frac{1}{2}$ x 11 folders and bundles, 2 ft., in 2 drawers of wooden filing case. R. 1. (49)
128. RECORD OF CASES REJECTED, Aug. 1933 - July 1935. Name and number of case, name and birth date of all members of family, records of residence and employment, assets, liabilities, and written history of family. (Frequently, official.) $8\frac{1}{2}$ x $11\frac{1}{2}$ folders, 1 in., in drawer of wooden filing case. R. 1. (48)
129. RECORD OF MEN CERTIFIED, July 1935. Certification slips, assignment slips, and cancellations. (Frequently, official.) $8\frac{1}{2}$ x $11\frac{1}{2}$ folders, 1 ft., in drawer of wooden filing case. R. 2. (51)

MORENCIGREENLEE COUNTY BOARD OF PUBLIC WELFARE
Public Grade School Bldg.

In August 1933 the Greenlee County Board of Public Welfare began functioning in Morenci as an agency for the Arizona Emergency Relief Administration. Later the Welfare Office moved to Clifton and took a portion of the Arizona Emergency Relief Administration archives with it. These are reported under Clifton. The records which remain simply have been dumped and are in great danger of being destroyed as their depository has been taken over by a private concern for an office building. Practically all the records for the period between August 1933 and May 1934, are reported with the Civil Works Administration agency. This agency closed as a federal unit about September 1935. A few National Reemployment Service records are stored with these records.

130. APPLICATIONS FOR SUMMER CAMP, 1933 - 1934. Childrens' and supervisors' applications for admittance to ERA summer camp known as Project 6-E4-20, applications for position as supervisor at camp, preliminary applications for enrollment in CCC, and applications not accepted. (Never.) $9\frac{1}{2}$ x 11- $\frac{3}{4}$ bundles (4), 3 in., on wooden shelf of wall cabinet. Hall. (17)

131. MASTER CARDS, 1933 - 1934. Form 1, name, address, occupational classification, case number, residence, place of birth, etc. (Never.) $8\frac{1}{2}$ x 11 bundles, $1\frac{1}{4}$ in., in drawer of wooden filing case. Former administrative office. (27)

132. SHIPPING INSTRUCTIONS, 1933 - 1934. FSCC Form 11, commodities ordered, total weight, consignee, etc. (Never.) $5\frac{1}{2}$ x $8\frac{1}{2}$ bundles, $\frac{1}{4}$ in., in drawer of wooden filing case. Former administrative office. (35)

133. CASE RECORDS, 1933 - 1935. Case workers' records; relief, closed, and rejected cases; and certificates of registration. (Never.) $9\frac{1}{2}$ x 11- $\frac{3}{4}$ vols. and folders, 2 ft. $\frac{1}{8}$ in., in wooden and pasteboard boxes. Hall. (36)

134. COMMODITY DISTRIBUTION, 1933 - 1935. FERA Form 22 - Client List: Government commodity distribution, inventory of recipients, disbursing orders (duplicates), food and clothing, AERA distribution client receipts, and FERA commissary distribution of supplies to each family. Filed alphabetically. (Never.) $9\frac{1}{2}$ x 11- $\frac{3}{4}$ pockets, covers, and bundles, $9\frac{1}{4}$ in., in 4 wooden boxes. Hall. (37)

135. CORRESPONDENCE AND MINUTE RECORD, 1933 - 1935. Correspondence relative to dependent children, welfare cases, orders and supplies for under-nourished children, and minutes of County Welfare Board. (Never.) $11\frac{1}{2}$ x 13 loose-leaf books, $7\frac{1}{2}$ x $12\frac{1}{2}$ vols., and folders, $3\frac{1}{2}$ in., on desk and table. Former administrative office. (38, 32)

136. PROJECT REGISTER, 1933 - 1935. List of supplies used on projects, total cost of same, distribution of costs by funds, state or local project number, location and description, record of completed projects, and schedule of disbursements. (Never.) $12\text{-}\frac{3}{4}$ x $20\frac{1}{2}$ vols. (2), 3 ft., on wooden table. Former administrative office. (20)

137. RELIEF AND DISBURSING ORDERS, 1933 - 1935. Form 1-100M-9-35 (WPA 20799), Arizona Board of Public Welfare unemployable relief orders; and FERA Form 1-150M-8134, disbursing orders of food and clothing (quad-ruplicates). (Never.) $8\frac{3}{4}$ x 11 sheets, 11 ft. 8 in., on wooden shelf of wall cabinet. Hall. (18)

138. REPORTS, 1933 - 1935. Weekly progress of work on projects; receiving reports; project manager's report on tools; progress reports on projects showing project number, number of man hours worked, labor and other costs, contributed items, total relief and non-relief; weekly reports on CWA projects transferred to FERA; reports on completed and discontinued projects; and reports on labor costs showing employable youths with wages or salaries; record of employees working; pay roll analysis; and total period worked. (Never.) Various sized covers, loose sheets, bundles, and folders, 2 ft. 7 in., in 2 pasteboard boxes and in drawers of wooden desk and filing case. Hall and former administrative office. (6, 29, 31, 13)

139. REQUISITIONS AND DISTRIBUTION, 1933 - 1935. Forms 217 - Arizona and 400M, commissary requisition for commodity distribution at Duncan, Morenci, and Clifton. (Never.) $9\frac{1}{2}$ x 11 and 8 x $10\frac{1}{2}$ packages, 7 ft. 1 in., in 19 wooden boxes, 2 pasteboard boxes, and drawer of wooden filing case. Sewing room and former administrative office. (16, 30)

140. ORDERS AND TRANSMITTALS, 1933 - 1936. ERA Form 50, requests for giving order of placement; Form 334-1523-500M, fuel orders; Form 10-40M-7-33, register of checks; and relief transmittals. (Never.) $8\frac{1}{2}$ x 11 bundles (3), 6 in., in wooden box. Hall. (8)

141. IDENTIFICATION CARDS, 1934 - 1935. USES Form 350, applicants' identification cards showing name, address, qualifications, etc. (Occasionally, official.) 3 x 5 bundles, $1\frac{3}{4}$ in., in drawer of wooden card cabinet. Former administrative office. (7)

142. COMPLETED CWA AND ERA PROJECTS, 1935. Project number, grand totals, assistant disbursing officer, accountant, project director, draftsmen, purchasing agent, stenographers, clerks, mileage, services, office staff, days, man hours worked, and amount. Indexed. (Never.) 12 x $16\frac{1}{2}$ vols. (2), $1\frac{1}{2}$ in., on wooden table. Former administrative office. (28)

143. NATIONAL REEMPLOYMENT SERVICE DAILY REPORTS, 1933 - 1934. Ex-service men and cowboys on PWA project pay rolls in Morenci, Clifton, Duncan, and Springerville. Index. (Never.) $8\frac{1}{4}$ x $10\frac{1}{2}$ sheets, 1 in., on wooden shelf of wall cabinet. Hall. (39A)

144. CLASSIFICATION AND OCCUPATIONAL RECORDS, 1933 - 1935. Form 144, occupational classification record for FERA with transcription attached, CWA reclassification slip, CWA assignment and identification slips, and relief time records (1935). (Never.) 5 x 8 cards and 9 x 11 bundles and sheets, $8\frac{3}{4}$ in., on wooden shelf of wall cabinet and in pasteboard box. Hall. (12)

145. PERSONNEL RECORDS, 1933 - 1935. Records of CWA, ERA, NYA, and SCS clients transferred from work relief to WPA projects in Morenci,

Duncan, and Metcalf. (Never.) 6 x 9 cards, 2 ft. 4 in., on wooden shelf of wall cabinet. Hall. (39)

146. WORK ORDERS, 1933 - 1935. AERA Form 7-00M-733, work orders for Duncan, Clifton, and Morenci; ERA Form C-6, transient work orders; and AERA Form 11, CCC enrollees' work orders. (Never.) $2\frac{1}{4}$ x 5 order books and sheets, 14 ft., on wooden shelf of wall cabinet and in 2 wooden and 2 pasteboard boxes. Hall. (11)

147. CLASSIFICATION WORK CARDS, 1934 - 1935. Case number and work appointment. (Never.) 4 x 6 bundles, $4\frac{3}{4}$ in., in drawer of wooden filing case. Former administrative office. (21)

148. SELECTED GROUPS FROM CASE LOAD, 1934 - 1935. Aliens and citizens selected for work appointments. (Never.) 3 x 5 bundles, $1\frac{1}{2}$ in., in drawer of wooden filing case. Former administrative office. (15)

149. STATE REGISTRATION CARDS, 1934 - 1935. Local and state register of applicants for direct and work relief. (Never.) 3 x 5 bundles, 1 in., in drawer of wooden card cabinet. Former administrative office. (33)

150. DAILY RECORD OF CALLS BY CASE WORKERS, 1935. Names, addresses, and general information relative to persons interviewed. (Never.) $8\frac{1}{2}$ x 11 bundles, $\frac{1}{4}$ in., in drawer of wooden filing case. Administrative office. (24)

151. REGISTRATIONS, 1935. U. S. Employment Service registration. (Never.) $5\frac{1}{2}$ x $8\frac{1}{2}$ bundles, $\frac{1}{2}$ in., in drawer of wooden filing case. Former administrative office. (14)

152. DIRECT RELIEF EXPENDITURES, 1933 - 1935. Report of distribution, segregation of Morenci, Clifton, and Duncan relief, amount of expenditures, debtors, creditors, etc. (Occasionally, official.) 12 x $16\frac{1}{2}$ vol., $\frac{3}{4}$ in., on table. Former administrative office. (9)

153. SUPPLY AND EQUIPMENT COSTS, 1933 - 1935. Vendor's name and address, public voucher (date and number), purchase order (date and serial number), invoice, date received, passed for payment, description of purchase, paid by voucher, tools, material, msc. supplies, other costs, check number, and net total for Greenlee County. Indexed. (Never.) 12 x $16\frac{1}{2}$ vol., $\frac{3}{4}$ in., on table. Former administrative office. (22)

154. WAGES AND SALARIES, 1933 - 1935. Project number, stenographers, clerks, purchasing agent, project director, accountants, draftsmen, assistant disbursing officer, total wages and salaries, mileage on cars, laborers, watchmen, drillers, truck drivers, timekeeper, foremen, etc. of Greenlee County. Indexed. (Never.) 12 x 16 vols., $\frac{3}{4}$ in., on table. Former administrative office. (23)

155. CONTRIBUTED COSTS OF ERA PROJECTS, 1934. Lists of projects and locations, items contributed, number, price, and total cost. (Never.) $8\frac{1}{2}$ x 11 bundles, $\frac{1}{4}$ in., in drawer of wooden filing case. Former administrative office. (34)

156. REIMBURSEMENT VOUCHERS, 1934. Standard Form 1012-A, travel and other expenses including per diem. (Never.) 8 x 10 $\frac{1}{2}$ bundles and sheets, 1/8 in., in drawer of wooden filing case. Former administrative office. (26)

157. PAY ROLLS, 1934 - 1935. FERA Form 20-10M, special direct relief allotment; FERA Form 1-150M, disbursing orders; AERA Form 10-40M-7-33, register of checks; record of families on relief, control figures, and record of time and remuneration received for work on CWA projects. (Never.) 10 x 16 loose-leaf books, 3 x 5 cards, and 3 x 8 checks, 1 ft., in 2 pasteboard boxes. Hall. (10)

158. BUDGET CONTROL AND UNEMPLOYED RELIEF ACCOUNTS, 1935. Direct relief to citizens and aliens in Morenci, Clifton, and Duncan districts. (Never.) 12 x 16 $\frac{1}{2}$ vols., 3/4 in., on table. Former administrative office. (19)

159. ESTIMATED COST SHEET, 1935. Statistical statements, number of relief workers, expense of relief program in salaries, materials, direct relief, individual relief, total male relief in Graham County, total cost of relief cases in Greenlee County and Safford District alien relief, relief by counties, costs of investigations, etc. (Never.) 8-3/4 x 11-3/4 covers (3), 1 $\frac{1}{4}$ in., in drawer of wooden filing case. Former administrative office. (25)

NOGALES

SANTA CRUZ COUNTY BOARD OF PUBLIC WELFARE Stearns Marketing Bldg., 409 Grand Ave.

The Santa Cruz County Board of Public Welfare, as a branch of the Arizona State Board of Public Welfare, began to dispense federal relief funds in Santa Cruz County in July 1933. This activity ceased in November 1935 when the Works Progress Administration was organized in this county. If there was any Civil Works Administration operated here, its records are so intermingled with the Arizona Emergency Relief Administration records they cannot be identified.

160. ACCOUNTS AND STATISTICAL REPORTS, 1933 - 1935. Cash collections, balance sheets, ledgers, journals, check registry, etc. Filed by subject and chronologically. (Rarely, official.) 11 x 17 vols. and 12 x 15 folders, 5 ft., in drawer of steel filing case, 13 cardboard transfer cases, and on open wooden shelf. R. 1. (50)

161. APPLICATION FOR RELIEF AND LABOR CLASSIFICATIONS, 1933 - 1935. Individual records of people who applied for relief. 5 x 6 card index. (Never.) 5 x 6 cards, 3 ft. 6 in., in 3 wooden boxes. R. 1. (53)

162. GENERAL CORRESPONDENCE, 1933 - 1935. Filed by subject and chronologically. (Never.) 12 x 15 folders, 1 ft., in drawer of steel filing case. R. 1. (52)

163. MASTER CARDS, July 1933 - 1935. Records of individuals and amount of relief granted per month. File divided into open cases, closed cases, employables, unemployables, and crippled children. Filed alphabetically. 3 x 5 card index, 1 ft. (Constantly, official.) 8-3/4 x 11 cards, 3 ft., in 2 drawers of steel filing case. R. 1. (51)

164. PERSONAL CASE RECORDS, July 1933 - Sept. 1935. Form 5-A, disbursing orders, 1-1009 (duplicates); and case histories. Filed numerically. 9 x 13 vol. index (7). (Never.) 9 x 12 folders, 18 ft., in 5 drawers of wooden filing cases and 4 pasteboard boxes. R. 1. (54)

165. WORK ORDERS, 1934 - Sept. 1935. Filed chronologically and alphabetically. (Never.) 9 x 12 folders, 4 ft., on shelf and in pasteboard box. Storage room. (55)

PHOENIX

MARICOPA COUNTY BOARD OF PUBLIC WELFARE Laura Bell Gardner Bldg., 225 E. Adams St.

The Maricopa County Board of Public Welfare began functioning as a federal agency in July 1933 and closed in July 1935 at which time the Works Progress Administration began functioning in the county. Practically all the earlier records are included with the Civil Works Administration agency's archives. These records are stored in a disorderly manner.

166. TRANSIENT FILES, c. May 1934 - c. Feb. 1935. Transmittal sheets, invoices, camp registrations, camp director's reports, camp summaries, relief orders, correspondence, discharges and transfers, medical reports, infirmary reports regarding transients, etc. (Never.) 9 1/2 x 12 folders, 4 ft., in 2 pasteboard filing drawers. SW. cor. of basement. (1475)

167. ACCIDENT AND SAFETY REPORTS, Mar. 1934 - Sept. 1935. Circular letters, reports regarding safety measures taken in transient camps, transmittals showing physicians' fees, cost of first aid supplies, and weekly injury reports on work relief projects. (Never.) 9 x 12 folders and bundles, 6 in., on filing case. SW. cor. of basement. (1489)

168. INJURY REPORTS, Apr. 1, 1934 - Nov. 21, 1935. Reports on injuries received by persons on work relief projects; correspondence regarding disposition of compensation, if any, for such injuries; injury reports of FERA to Industrial Commission and its disposition of cases; C. CWA record of compensation paid for injuries is included. (Never.) 9 x 11 1/2 folders, 2 ft., in pasteboard filing drawer. SW. cor. of basement. (1482)

169. AUTHORIZATIONS, c. May 1934 - Sept. 1935. To Direct Relief, Indigent, and Placement Departments to issue work orders for certain amounts of cash payments to indigents and for disbursement orders for clothing and commodities up to a certain amount for those on direct

relief. Filed numerically. (Never.) 4 x 8 packages, 150 ft., in pasteboard boxes and 32 pasteboard filing drawers. SW. cor. of basement. (1472)

170. MISCELLANEOUS RECORDS, c. May 1934 - Sept. 1935. Original commissary requisitions; duplicate work orders; certificates of registration with U. S. Reemployment Service showing occupation, case number, work qualified for; requisitions for clothing; working hours of personnel on all projects; and population survey forms. (Never.) 9 x 12 folders, 8 x 12 loose-leaf books, 6 x 9 bundles, $8\frac{1}{2}$ x 11 sheets, and 12 x 20 packages, 305 ft., in wooden and pasteboard boxes. Damaged by careless handling, faulty containers; dirty, torn, and scattered. SW. cor. of basement. (1469)

171. REPORTS, c. May 1934 - Sept. 1935. Weekly on progress of projects, daily on labor and activities, on material used, injuries, and disbursements; msc. correspondence concerning CWA, FERA, and RFC; and completed project reports on disbursements. (Never.) 9 x 12 folders, 19 ft. 6 in., in 11 pasteboard filing drawers. SW. cor. of basement. (1468)

172. MATERIAL TRANSFERS, May 1934 - Aug. 1935. Record transfers of material and tools from FERA work relief projects to another project giving quantity, article, cost of article, project number, and date of transfer of material. (Never.) 9 x 12 folders, 4 in., in drawer of steel filing case. NE. cor. of 2d floor. (1496)

173. CANCELLED RECORDS, May 1934 - Sept. 1935. Cancelled copies of receiving reports; void copies of requisitions for purchase, purchase orders, and emergency requisitions; and transmittal slips of gasoline used in travel by relief investigators. (Never.) 9 x 12 folders, 2 ft., in drawer of steel filing case. NE. cor. of 2d floor. (1492)

174. COMPLETED PROJECTS, May 1934 - Sept. 1935. Reports on completed projects under FERA work relief, giving classification of cost, completed cost, approved estimate cost, and amount under total estimated cost (duplicates). Originals in custody of Arizona State Board of Public Welfare. (Never.) 9 x 12 envelopes, 4 ft., in 2 drawers of steel filing case. NE. cor. of 2d floor. (1495)

175. NURSE REPORTS, May 1934 - Sept. 1935. Reports by nurses in Maricopa County on various cases which they attended, applications for medical attention, and reports on cases which were accepted. (Never.) 9 x 12 folders, 12 ft. 6 in., in 5 pasteboard filing drawers. SW. cor. of basement. (1478)

176. PERMANENT FILE, May 1934 - Sept. 1935. Requisitions, invoices on rents, purchase orders, lights, and all office expenditures (duplicates). Originals in custody of Arizona State Board of Public Welfare. Filed alphabetically. (Rarely, official.) 9 x 12 folders, 20 ft., in 10 drawers of steel filing case. NE. cor. of 2d floor. (1490)

177. PROJECT FILE, May 1934 - Sept. 1935. Form WP3, purchase order copies covering administrative purchases and all work relief expenditures (duplicates). Originals in custody of Arizona State Board of Public

Welfare. Filed numerically. (Rarely, official.) 9 x 12 folders, 4 ft., in 2 drawers of steel filing case. NE. cor. of 2d floor. (1494)

178. RECEIPTS FROM DAIRY DEPARTMENT, May 1934 - Sept. 1935. Showing amount of milk purchased and by whom consumed. (Never.) 6 x 8 sheets, 2 ft. 3 in., in 2 pasteboard boxes. SW. cor. of basement. (1488)

179. REQUISITIONS, May 1934 - Sept. 1935. For clothing, food, school lunch supplies, commodities, etc. for families on relief. (Never.) 9 x 12 folders and covers, $5\frac{1}{2}$ x $8\frac{1}{2}$ bundles, and sheets clipped together, 16 ft., in 4 wooden boxes, paper box, and 4 pasteboard filing drawers. SW. cor. of basement. (1480)

180. TRANSFERS, May 1934 - Sept. 1935. Records of CWA material transferred to FERA projects and FERA purchased material transferred from one project to another. (Never.) 9 x 12 folders, 4 ft., in 2 pasteboard filing drawers. SW. cor. of basement. (1467)

181. FLOATER CARDS, May 19, 1934 - Sept. 1935. Report cards following up pay roll giving project number and description, pay roll and check numbers, number of workers, total amount of monies paid on project, and initials of persons typing and comparing checks. (Never.) 4 x 6 cards, 7 ft., in pasteboard filing drawer. SW. cor. of basement. (1464)

182. OUTGOING TRANSMITTALS, Aug. 1934 - Sept. 1935. A misc. file containing FERA contracts with individuals or companies for services or materials, travel voucher requests and travel orders for relief investigators, correspondence regarding contracts, and transmittal sheets of officials of FERA. Filed by subject. (Never.) 9 x 12 folders, 2 ft., in drawer of steel filing case. NE. cor. of 2d floor. (1493)

183. INCOME RESEARCH FILE, Oct. 1934 - Sept. 1935. Copies of investigators' list on all business firms' pay rolls and correspondence regarding individuals being investigated as to whether deserving of relief or if still employed and investigators' reports about such matters. Filed alphabetically. (Never.) 9 x 12 folders, 2 ft., in pasteboard filing drawer. SW. cor. of basement. (1476)

184. CASE LISTS, May - Sept. 1935. Copies of district reports on relief cases showing new cases, old cases reopened, and closed cases giving name, address, case number, and number of persons in family or individuals on relief. (Never.) $8\frac{1}{2}$ x 11 sheets clipped together, 3 in., in pasteboard filing drawer. SW. cor. of basement. (1491)

185. VISITORS DAILY RECORDS, May 1 - June 15, 1935. Visits made by case workers. (Never.) 9 x $11\frac{1}{2}$ folders, 1 ft. 2 in., in pasteboard filing drawer. SW. cor. of basement. (1466)

186. CLASSIFICATIONS, May 1933 - Sept. 1935. Of applicants for positions under FERA work relief program giving names, addresses, education, financial, and working status. (Never.) 9 x 12 folders, 2 ft., in pasteboard filing drawer. SW. cor. of basement. (1471)

187. DISBURSING ORDERS, c. Sept. 1933 - Dec. 1934. Commodities to families on relief giving name, address, case number, number of persons in family, whether direct relief or work relief, quantity, articles and

description, cost of article, and name of firm to which order is given. (Never.) $9\frac{1}{2}$ x 12 covers, 68 ft., in 26 pasteboard filing drawers. SW. cor. of basement. (1481)

188. MASTER CARD FILE, May 1934 - Sept. 1935. Record of all persons working under work relief program giving hours worked, earnings for same, and project on which person was employed. Filed numerically. (Never.) $8\frac{1}{2}$ x 11 cards, 13 ft., in 7 cardboard filing drawers. SW. cor. of basement. (1484)

189. WORK CARDS, May 1934 - Sept. 1935. Active and inactive records of persons on work relief giving worker's entire working status and work relief record. Filed alphabetically. (Never.) $9\frac{1}{2}$ x $11\frac{1}{2}$ folders and 5 x 8 cards, 18 ft. 9 in., in 8 drawers of steel filing case and pasteboard filing drawer. SW. cor. of basement. (1465)

190. PAY ROLL, May 3, 1934 - Nov. 28, 1935. Maricopa County FERA work projects giving name of persons employed, occupation, amount earned, check number, type of project, and project number. Filed chronologically and numerically. (Never.) 9 x 15 folders, 14 ft., in 7 pasteboard filing drawers. SW. cor. of basement. (1486)

191. PAY ROLL ANALYSIS, May 3, 1934 - Oct. 31, 1935. Reports on number of persons on FERA work program, hours, and earnings. Filed chronologically and numerically. (Never.) $8\frac{1}{2}$ x 11 sheets clipped together, 2 ft., in pasteboard filing drawer. SW. cor. of basement. (1479)

192. FERA EMPLOYEES, c. May 19, 1934 - Sept. 1935. Card file of all persons employed on FERA work relief program. Filed alphabetically. (Never.) 3 x 5 cards, 11 ft. 6 in., in 8 drawers of wooden card cabinet. SW. cor. of basement. (1485)

193. WORK ORDERS, July 1934 - Sept. 1935. Name, occupation, project, hours allotted, and rate of pay (original, duplicate, and triplicate). Filed numerically. (Never.) 4 x 8 bundles, 180 ft., in 41 cardboard filing drawers. SW. cor. of basement. (1483)

194. TRANSCRIPTION SHEETS, Feb. - Apr. 1935. Form W1, information report forms of skilled and semi-skilled labor with corresponding transcription sheets giving names, addresses, schooling, last place of employment and date and reason for leaving, covering persons transferred from direct relief to skilled occupations on work program. (Never.) 8 x $10\frac{1}{2}$ covers, bundles, and sheets clipped together, 4 ft., in 2 pasteboard filing drawers. SW. cor. of basement. (1474)

195. TIME BOOKS, 1933 - Sept. 1935. Time reports of workers on FERA work relief projects. (Never.) 4 x $6\frac{1}{2}$ note books, 2 ft. 6 in., in 2 pasteboard card cases. SW. cor. of basement. (1473)

196. ACCOUNTING DEPARTMENT FILE, May 1934 - Sept. 1935. Records of expenditures on projects giving project number, title and expenditure on same, notice of check cancellations, records of transfer of material from one project to another, sheets from budget control register, and records of project distributions. (Never.) 12 x 15 loose-leaf books and 10 x $12\text{-}3/4$ ledger sheets, 3 ft., in 2 pasteboard filing drawers. SW. cor. of basement. (1470)

197. SCHEDULE OF DISBURSEMENTS AND PAY ROLL WORK SHEETS, May 1, 1934 - July 2, 1935. Copies of reports of pay roll disbursements giving project and check numbers, and total amount paid on each; pay roll work sheets giving number of relief or non-relief employees, hours worked, and amount paid to total number of employees on each project. The forms being similar are used interchangeably. Filed chronologically and numerically. (Never.) 9 x 15 folders, 2 ft., in pasteboard filing drawer. SW. cor. of basement. (1477)

198. CHECK RECEIPTS, May 3, 1934 - Apr. 1, 1935. Record of workers' signatures verifying receipt of check, giving check numbers, workers' relief case number, name of paymaster, and correspondence regarding mailing of checks. (Never.) $8\frac{1}{2}$ x 11 sheets clipped together and 3 x 5 cards, 6 ft., in 4 pasteboard filing drawers. SW. cor. of basement. (1487)

STATE WELFARE OFFICE AND
AUDITING AND DISBURSEMENT DEPARTMENTS

- (A) Lightning Delivery Co. Warehouse, 437 E. Jackson St.
- (B) Valley Bank Bldg., 28 W. Adams St.
- (C) Surplus Commodities Warehouse, 411 S. 1st St.
- (D) Heard Bldg., 114 N. Central Ave.

A State Welfare Office was organized in May 1933 for the purpose of dispensing Federal Emergency Relief Administration funds in the state. It began operations in July 1933 with state-wide jurisdiction through county welfare offices and was directly responsible to Washington. It ceased such activity on July 1, 1935 and became a state organization, although it continued to administer federal funds to unemployables, crippled children, and widows. This activity was to continue until July 1, 1937. The majority of the federal records, for the purpose of making room for Arizona Emergency Relief Administration records, were moved hurriedly to storage buildings and were dumped and left in a disorderly condition. Some Civil Works Administration records were intermingled with the Emergency Relief Administration records.

Drought Relief Program

199. CORRESPONDENCE, c. May - Nov. 1934. Concerning livestock purchase and special grants under drought relief program. (Never.) 9 x 12 bundles, 3 in., on open wooden shelf. Vault, 2d floor (Bldg. B). (1012)

200. LIVESTOCK VOUCHERS, c. May - Nov. 1934. Purchase of livestock on drought relief program. (Never.) 9 x 12 bundles, 3 ft. 6 in., on 3 open wooden shelves. Vault, 2d floor (Bldg. B). (1015)

201. AUTHORIZATIONS AND TELEGRAMS, May 1 - Nov. 1934. Concerning drought relief program. (Never.) 7 x 9 bundles, 4 in., on open wooden shelf. Vault, 2d floor (Bldg. B). (1013)

202. DROUGHT RELIEF REPORTS, Sept. 7, 1934 - Apr. 24, 1935. Reports from the different counties giving number of drought stricken cattle

bought, and voucher memorandum showing amount paid for cattle, sheep, and goats. (Never.) 9 x 12 folders, 12 ft., in 6 pasteboard filing drawers. NE. cor., 4th floor (Bldg. A). (997)

203. LIVESTOCK PURCHASE CHECKS, Oct. 6 - Dec. 22, 1934. Cancelled checks issued under drought relief program of AERA. (Never.) 3 x 8 bundles, 3 ft. 8 in., in pasteboard filing drawer. Vault, 2d floor (Bldg. B). (1006)

Division of Employment

204. MISCELLANEOUS WORK DIVISION RECORDS, May 1 - Dec. 31, 1934. Telegrams, weekly statement of disbursements, and correspondence. (Never.) 6 x 9 and 9 x 12 bundles, 9 in., on open wooden shelf. Vault, 2d floor (Bldg. B). (1010)

205. APPLICATIONS, c. June 1934 - Sept. 1935. Form PO-1, applications of individuals for employment under AERA work relief program giving applicant's history, education, work status, income status, work qualifications, and correspondence regarding same; name and address of dependents, date, and name of counties from which applicant is enrolled. Filed alphabetically. (Never.) 9 x 12 folders, 3 ft., in steel drawer of wooden filing case and in pasteboard filing drawer. NE. cor., 4th floor. (Bldg. A). (990, 1043)

206. GENERAL CORRESPONDENCE Sept. 1934 - Jan. 1935. Professionals on staff, office correspondence, and lists showing number of each type of worker such as those with college education, laborers, clerical, or cotton pickers. (Never.) 10 x 12 folders, 2 ft., in pasteboard filing drawer. NE. cor., 4th floor (Bldg. A). (986)

Division of Finance and Statistics

207. PURCHASE ORDERS, July 1933 - Sept. 1935. Form TP3, TRO, 8P-7, giving number, quality, description of articles or services, unit, price, and amount (triplicates). (Never.) 9 x 12 folders, 28 ft., in 14 pasteboard filing drawers. NE. cor., 4th floor (Bldg. A). (1000)

208. MISCELLANEOUS FILE, c. Aug. 1933 - Oct. 1935. Ledger sheets, reports of obligations incurred, and general ledger proof sheets of disbursing office. (Never.) 5 x 12 and 8 x 11 packages and $8\frac{1}{2}$ x 14 sheets, 5 ft. 6 in., in 4 pasteboard filing drawers. Vault, 2d floor (Bldg. B). (1007)

209. CANCELLED CHECKS, Aug. 1933 - Sept. 30, 1936. Covering expenses of direct relief division, special grants (No. 5), work division exclusive of pay rolls (Account No. 2), and for services on work relief projects. Filed numerically. (Older records, never; later records, occasionally, official.) 3 x 8 bundles, 316 ft. 3 in., in 53 pasteboard drawers of filing cases. Vault, 2d floor (Bldg. B) and R. 511 (Bldg. D). (1022, 1038, 1035, 1004, 1026)

210. DUPLICATE CHECK REGISTER, Aug. 1933 - Oct. 1935. Checks paid to firms and individuals by direct relief division (duplicates). Filed numerically and chronologically. (Never.) 9 x 11½ loose-leaf books, 10 ft., on 4 open wooden shelves. Vault, 2d floor (Bldg. B). (1020)

211. COMMODITY DISBURSEMENTS, Aug. 1933 - Nov. 1935. Form 12, card file of every family on relief and amount and date of disbursements to each. Filed alphabetically by county and name. (Never.) $8\frac{1}{2}$ x 11 cards, 48 ft., in 32 open wooden drawers. NE. cor., 4th floor (Bldg. A). (960)
212. DISBURSING ORDERS, Aug. 1, 1933 - Mar. 1936. For merchandise, groceries, rent, clothing, lights and gas with the name of the store upon which orders are drawn (triplicates); Form 2, records of disbursing orders issued under AERA. Filed numerically, alphabetically, and chronologically by counties. (Never.) 9 x 12 folders and $8\frac{1}{2}$ x 12 sheets clipped together, 1136 ft., in 569 pasteboard filing drawers. NE. cor., 4th floor (Bldg. A). (987, 958)
213. TRANSMITTAL SHEETS, Dec. 1933 - Nov. 1935. Purchasing department file of transmittal sheets for supplies, CWA transmittals starting Jan. 1934 and merging from CWA into AERA, and purchasing order copies. Filed alphabetically by counties. (Never.) 9 x 12 folders and 9 x 11 loose-leaf books (14), 12 ft., in pasteboard filing drawer and wooden boxes. NE. cor., 4th floor (Bldg. A). (969, 963)
214. CHECK COPIES, c. May 1934 - July 1935. Checks issued on pay rolls under work division relief program (triplicates). (Never.) 8 x 15 sheets clipped together, 9 in., on open wooden shelf. Vault, 2d floor (Bldg. B). (1019)
215. WEEKLY PAY ROLL DISTRIBUTION SHEETS, c. May 1934 - July 1935. Forms A6 and A10, pay roll analysis showing man hours, wages, number of men, and totals of relief and non-relief workers. (Never.) 9 x 12 folders, 6 ft., on floor. NE. cor., 4th floor (Bldg. A). (961)
216. SCHEDULE OF DISBURSEMENTS AND PAY ROLL ANALYSIS, c. May 1934 - Sept. 1935. Filed chronologically. (Never.) 9 x 14 folders, 6 ft., on 3 wooden shelves. Vault, 2d floor (Bldg. B). (1016)
217. LEDGERS AND REGISTERS, c. May 1934 - Dec. 1935. Loose-leaf ledgers of monthly reports of administrative projects, transmittals of paid travel vouchers, cash allotted to each county for projects, purchase ledgers, transient camps, finances, tabulations, and administrative pay roll register. (Never.) Various sized loose-leaf books, 1 ft. 8 in., on boxes. NE. cor., 4th floor (Bldg. A). (962)
218. CHECK REGISTERS, c. May 1, 1934 - Nov. 30, 1935. Pay roll checks of work division, transient division pay rolls, direct relief division, transient camp expenses, etc. (duplicates). Filed numerically and by subject. (Never.) $9\frac{1}{4}$ x $15\frac{1}{2}$ loose-leaf books and 8 x 15 sheets, 36 ft., on 19 open wooden shelves. Vault, 2d floor (Bldg. B). (1023)
219. DAILY REPORTS OF ACCOUNTING DEPARTMENT, May 1934 - Feb. 1935. Reports of financial standing from day to day which are sent to Washington headquarters (duplicates). (Never.) 8 x 14 folders, 4 ft., in 2 pasteboard filing drawers. NE. cor., 4th floor (Bldg. A). (1002)
220. CANCELLATION NOTICES, May 1934 - Sept. 1935. Notices of disbursing department for cancellation of checks. (Never.) $5\frac{1}{2}$ x $8\frac{1}{2}$ bundles, 6 in., on open wooden shelf. Vault, 2d floor (Bldg. B). (1024)

221. PAY ROLLS, May 1934 - Aug. 31, 1936. Records of all pay roll expenditures on work projects and some schedules of disbursements, pay roll sheets of different work relief projects and of ERA administrative workers. (Records in Bldgs. A and B, never; records in Bldg. D, occasionally, official.) 11 x 16 packages and $11\frac{1}{2}$ x $17\frac{1}{2}$ loose-leaf books, 24 ft. 11 in., stacked on floor and on 12 open wooden shelves. Vault, 2d floor (Bldg. B), NE. cor., 4th floor (Bldg. A), and R. 511 (Bldg. D). (1005, 957, 1033, 1034)
222. WORK DIVISION VOUCHERS, May 1, 1934 - July 3, 1935. Vouchers for purchases and services. Filed numerically. (Never.) 9 x 12 folders, 32 ft., in 16 pasteboard filing drawers. Vault, 2d floor (Bldg. B). (1008)
223. SCHEDULES OF DISBURSEMENTS, May 1, 1934 - Feb. 29, 1936. Work relief division and transient division of AERA covering payments on vouchers for travel expenses and for supplies for different work projects in Arizona giving voucher number, purchase number, name of payee, check number, amount paid, and project number. (Never.) 9 x $14\frac{1}{2}$ loose-leaf books and $8\frac{1}{2}$ x 15 bundles, 8 ft. 4 in., on open wooden shelf and on filing case. Vault, 2d floor (Bldg. B) and NE. cor., 4th floor (Bldg. A). (1009, 982, 983)
224. WORK DIVISION CREDIT VOUCHERS, June 1934 - Apr. 1936. Credit vouchers on different expenses of work division. (Occasionally, official.) 9 x 12 folders, 2 in., in pasteboard drawer of filing case. R. 511 (Bldg. D). (1031)
225. INDIVIDUALS' LIST, c. Sept. 1934 - Oct. 1935. Lists for commodity requisitions supporting bulk disbursing orders. (Never.) 7 x $8\frac{1}{2}$ bundles, 15 ft., in 4 pasteboard filing drawers. NE. cor., 4th floor (Bldg. A). (980)
226. TRANSCRIPTION SHEETS, c. Sept. 1934 - Oct. 1935. Msc. file containing express receipts, transmittal sheets, pay roll analysis, work sheets, pay roll sheets, etc. relating to population survey project under work relief program. (Never.) 9 x 12 folders and variously sized sheets, 2 ft., in 2 pasteboard filing drawers. Scattered. NW. cor., basement (Bldg. C). (1042)
227. PAID INDIGENT CLAIMS, Sept. 1934 - Jan. 1935. Form 20, paid claims of individuals and firms for rent, food, etc. given to indigents on relief and disbursing order transmittals on same. (Never.) $8\frac{1}{2}$ x 11 covers and $7\frac{1}{2}$ x 9 sheets clipped together, 9 in., in pasteboard filing drawer. NE. cor., 4th floor (Bldg. A). (974)
228. FEDERAL FUNDS, Dec. 1934 - Sept. 28, 1936. Form 7, cancelled checks on expenses of direct relief division. Filed numerically. (Occasionally, official.) 3 x 8 and $3\frac{1}{2}$ x 9 bundles, 15 ft., in 3 pasteboard drawers of filing case. R. 511 (Bldg. D). (1039)
229. TRAVEL VOUCHERS, Apr. 30, 1935 - Oct. 1936. For traveling expenses of officials, authorization, reimbursement, special grants, and other expenses for travel. Filed numerically. (Older records, never; later records, occasionally, official.) 9 x 12 folders, 13 ft. 6 in.,

in 4 pasteboard drawers of filing case and 3 drawers of steel filing case. Vault, 2d floor (Bldg. B), NE. cor., 4th floor (Bldg. A), and R. 511 (Bldg. D). (1018, 959, 1027)

230. VOUCHER TRANSMITTALS, June 12 - Dec. 9, 1935. Transmittal sheets of purchasing department giving voucher number, names of firms supplying items of purchase, and cost of such. (Never.) $8\frac{1}{2}$ x $10\frac{1}{2}$ loose-leaf books, 6 in., on filing cases. NE. cor., 4th floor (Bldg. A). (984)

231. WEEKLY PROGRESS REPORTS, June 21 - 27, 1935. Original weekly progress reports of expenditures on each work relief project in each county. (Never.) $10\text{-}3\frac{1}{4}$ x $12\frac{1}{2}$ sheets, 6 in., in steel drawer of wooden filing case. NE. cor., 4th floor (Bldg. A). (992)

Division of Operations

232. EMERGENCY EDUCATION PROJECTS, July 1933 - June 1935. Correspondence between offices in regard to office routine; and financial and statistical reports. (Never.) 9 x 12 folders, 10 ft., in 5 pasteboard filing drawers. NE. cor., 4th floor (Bldg. A). (998)

233. STOCK ROOM FILE, Nov. 1933 - Oct. 1934. Receiving reports, invoices, purchase orders, and letters regarding requests for supplies. Filed by subject. (Never.) 9 x 12 folders, 2 ft., in pasteboard filing box. NE. cor., 4th floor (Bldg. A). (979)

234. CONSTRUCTION REPORTS, c. Mar. 1934 - Sept. 1935. Form SG 4-A, weekly construction reports of sewing room and mattress project, correspondence regarding same, project lists, and telegrams between directors for womens' projects. Filed alphabetically by counties. (Never.) 9 x 12 folders, 2 ft., in steel drawer of wooden filing case. NE. cor., 4th floor (Bldg. A). (972)

235. APPLICATIONS FOR APPROVAL OF PROJECTS, c. May 1934 - Sept. 1935. Form 141, record giving name of sponsor, description and location, and itemized estimated cost; correspondence; accounting department transmittal sheets; county transmittal sheets; and list of completed projects. Filed alphabetically by counties. (Never.) 10 x 15 folders, 6 ft., in 3 drawers of steel filing case. NE. cor., 4th floor (Bldg. A). (989, 995)

236. GENERAL CORRESPONDENCE, c. May 1934 - Sept. 1935. Correspondence of all counties; circular letters; telegrams; and reports on garden projects' monthly production, work division monthly progress, county personnel, and monthly progress of canning project; pay rolls for personal service; lists of active projects; and copies of memorandum vouchers. (Never.) 9 x 12 and 10 x 15 folders, 3 ft. 3 in., in 2 drawers of steel filing case. NE. cor., 4th floor (Bldg. A). (993)

237. PROGRESS REPORTS, c. May 1934 - Oct. 1935. Reports on each completed and incompletd work project and expenditures on same. (Never.) $10\frac{1}{2}$ x $12\frac{1}{4}$ loose-leaf books, 17 ft. 8 in., in 3 wooden boxes. NE. cor., 4th floor (Bldg. A). (977)

238. REJECTED BIDS, May - Oct. 1934. Contracts to bidders for supplies on projects that have been rejected. (Never.) 9 x 12 folders and sheets clipped together, 9 in., in pasteboard filing drawer. NE. cor., 4th floor (Bldg. A). (970)
239. UNUSED TRAVEL ORDERS, May 1934 - May 1935. Travel orders and requests for same for case investigators and officials of different departments of ERA. (Never.) 9 x 12 folders, 1 ft., in pasteboard filing drawer. NE. cor., 4th floor (Bldg. A). (965)
240. RESEARCH SURVEY FILE, May 1934 - Sept. 1935. Bulletins giving instructions and general procedure of the conduct of business of the AERA. (Never.) 8 x 10 sheets stapled together, 2 ft., in pasteboard filing drawer. NE. cor., 4th floor (Bldg. A). (996)
241. TABULATIONS, c. Sept. 1934 - Oct. 1935. Original tabulations of population survey project under work relief program. Filed numerically and alphabetically by counties. (Never.) 9 x 14-3/4 folders, 24 ft., in 18 pasteboard filing drawers. NW. cor., basement (Bldg. C). (1040)
242. POPULATION SURVEY DATA, Sept. 1934 - Oct. 1935. Reports and tabulations of population survey project and expenses incurred thereon. (Never.) 9 x 15 folders, 4 x 6 cards, and variously sized packages, 10 ft., in open wooden filing case and pasteboard box. NW. cor., basement (Bldg. C). (1041)
243. EMERGENCY EDUCATIONAL PROGRAM, Oct. - Dec. 1934. Correspondence. (Never.) 8 1/2 x 11 1/2 bundles, 1 in., on open wooden shelf. Vault, 2d floor (Bldg. B). (1014)
244. TRAVEL ORDER REGISTER, Oct. 1934 - Sept. 1935. Orders authorizing travel to visit relief cases, case investigation, official business, reimbursement for such, destinations of such travel, and schedules of disbursements covering payments on vouchers for livestock purchased on various Indian agencies. (Never.) 9 x 14 1/2 loose-leaf books, 5 in., on filing case. NE. cor., 4th floor (Bldg. A). (988)
245. CONTRACTS, c. Feb. - July 1935. Form 33 - Original Standard Government Short Form Contract, for supplies for construction; and original invitations to bidders. (Never.) 8 x 10 1/2 sheets, 3 in., in drawer of steel filing case. NE. cor., 4th floor (Bldg. A). (994)
246. PUBLICITY FILE, c. Mar. - Sept. 1935. Msc. correspondence regarding project publicity, project exhibits, circulars received and issued, statistical information, pamphlets and bulletins, photographs of womens' work accomplished on projects, letters of recommendations regarding health camps, data on outstanding projects, photographs of CWA work projects, purchase orders, vouchers, and firm invoices of same. (Never.) 9 x 15 folders, 9 1/2 x 12 envelopes, and sheets clipped together, 5 ft., in 5 pasteboard filing drawers. NE. cor., 4th floor (Bldg. A). (966)
- Transient Division
247. COMPLETED DISBURSING ORDERS, Jan. - May 1934. Covering supplies such as food, medicine, etc. for transient camps in Arizona, with mer-

chants' itemized invoice of such supplies attached to order (quadruplicates). Filed numerically. (Never.) 9 x 12 folders, 6 ft., in 3 pasteboard filing drawers. NE. cor., 4th floor (Bldg. A). (964)

248. REPORT OF OBLIGATIONS INCURRED, Jan. - Dec. 29, 1934. Financial statements of all expenditures of the transient division throughout the state. (Never.) 8 x 14 folders, 4 ft., in 2 pasteboard filing drawers. NE. cor., 4th floor (Bldg. A). (1001)

249. REQUISITIONS, May 1934. Emergency requisitions for supplies for transient camps in Arizona containing merchants' itemized invoices; and some records of CWA purchases. (Never.) 9 x 12 folders, 4 ft., in 2 pasteboard filing drawers. NE. cor., 4th floor (Bldg. A). (981)

250. REQUISITIONS FOR FOOD UNDER CONTRACTS, Feb. 1934 - June 1935. Contracts to bidders for supplies with corresponding requisition for purchases attached before purchase order is given. (Never.) 9 x 12 folders, 2 ft., in pasteboard filing drawer. NE. cor., 4th floor (Bldg. A). (968)

251. MISCELLANEOUS FILE, May 1934 - July 1935. Travel vouchers, transfer of materials, and correspondence. Filed numerically and by subject. (Never.) 9 x 12 folders, 1 ft. 2 in., in pasteboard filing drawer. NE. cor., 4th floor (Bldg. A). (978)

252. VOUCHERS, May 1934 - Oct. 22, 1936. For purchases, services, relief orders, travel expenditures, and vouchers of credit on purchases and services. Filed numerically. (Occasionally, official.) 9 x 12 folders, 108 ft., in 53 pasteboard filing drawers. Vault, 2d floor (Bldg. B) and R. 511 (Bldg. D). (1017, 1011, 1028, 1029, 1030)

253. TRANSMITTAL REGISTER, May 1, 1934 - May 24, 1935. Book record of transmittals of transient division, work division, surplus commodities, and ARRC division. (Never.) 10 x 12 $\frac{1}{2}$ loose-leaf books, 2 in., on filing case. NE. cor., 4th floor (Bldg. A). (1003)

254. EMERGENCY PURCHASE MEMORANDUMS, May 1, 1934 - Nov. 30, 1935. Supplies for transient camps issued in advance of purchase orders. Filed numerically. (Never.) 9 x 12 folders, 10 ft., in 5 pasteboard filing drawers. NE. cor., 4th floor (Bldg. A). (971)

255. TRANSMITTALS, May 1, 1934 - Dec. 31, 1935. Transmittal sheets and journals of transient and work divisions showing expenses; Form 20, transmittal lists of disbursements with disbursing order transmittals attached; transmittal sheets of transient camps regarding supplies and different expenses; and PDT transmittal sheets of supplies for camps. Filed chronologically, alphabetically, and numerically. (Never.) Various sized loose-leaf books, bundles, and folders, 11 ft., on open wooden shelf and in 4 pasteboard filing drawers. Vault, 2d floor (Bldg. B) and NE. cor., 4th floor (Bldg. A). (1025, 975, 967)

256. CANCELLED CHECKS, May 3, 1934 - Dec. 5, 1935. Voucher checks (No. 4) covering expenses exclusive of pay rolls. Filed numerically. (Occasionally, official.) 3 x 8 bundles, 21 ft., in pasteboard drawers of filing cases. R. 511 (Bldg. D). (1037, 1036)

257. PAY ROLLS, c. May 5, 1934 - Oct. 15, 1936. Pay rolls of transient division for cash to workers, administration, and credit pay rolls. (Older records, never; later records, occasionally, official.) 11 x 16 $\frac{1}{2}$ covers and 11 $\frac{1}{2}$ x 17 $\frac{1}{2}$ loose-leaf books, 2 ft., on open wooden shelf. Vault, 2d floor (Bldg. B) and R. 511 (Bldg. D). (1021, 1032)

258. TRANSIENT SURVEY, May 19, 1934 - Aug. 1, 1935. Msc. file of weekly progress reports of a survey of Phoenix transient camps, transmittal sheets on expenses for same, requisitions for purchases, receiving reports, bills and invoices concerning expenses on this survey, and telegrams and pay roll for this survey. (Never.) 9 x 12 folders, 4 in., in drawer of wood and steel filing case. NE. cor., 4th floor (Bldg. A). (991)

259. SCHEDULES OF DISBURSEMENTS, Nov. 3, 1934 - Jan. 28, 1936. Book records covering payments on vouchers for expenditures of transient camps giving camp number, voucher, name of firms supplying items, amount paid, check number, and date of check; and for expenditures of transient division for travel showing issuance of vouchers. (Never.) 9 x 14 $\frac{1}{2}$ loose-leaf books, 1 ft. 7 in., on filing case. NE. cor., 4th floor (Bldg. A). (973, 985)

260. TRANSIENT DEPARTMENT RELIEF ORDER REGISTER, Feb. - Dec. 1935. Record of relief orders for supplies and expenses for transient camps. (Never.) 12 x 18 loose-leaf books, 2 in., on drawer. NE. cor., 4th floor (Bldg. A). (976)

261. BUDGET RECONCILIATIONS, Apr. - July 1935. Financial statements of salaries, cash allowances, and family care made by each relief center in transient division. (Never.) 8 x 14 folders, 2 ft., in pasteboard filing drawer. NE. cor., 4th floor (Bldg. A). (999)

PRESCOTT

YAVAPAI COUNTY BOARD OF PUBLIC WELFARE

(A) Robinson Bldg., 109 N. Cortez St.

(B) County Courthouse, City Plaza

The Yavapai County Board of Public Welfare began functioning as a federal agency about August 1933 and was closed as a federal unit in November 1935, at which time the Works Progress Administration began operations in this county. A portion of the Arizona Emergency Relief Administration records of this agency were found with those of the Federal Civil Works Administration and many were sent to state headquarters at Phoenix.

Drought Relief Program

262. DROUGHT - VERDE DISTRICT WATER SUPPLY, June 22, 1934. Name of town, source and volume of water by months and years, and amount of rainfall. (Rarely, official.) 9 x 11-3/4 folders, 1/8 in., in cardboard drawer of filing case. R. 14 (Bldg. B). (698)

263. WEEKLY SLAUGHTER-HOUSE REPORT, Nov. 1934. Number of cattle and goats slaughtered, number on hand, and number of pounds of beef and goat meat delivered to surplus commodities. (Rarely, official.) 9 x 11-3/4 folders, 1/8 in., in cardboard drawer of filing case. R. 14 (Bldg. B). (695)
264. DAILY TANNING REPORTS, 1934 - Nov. 1935. Number and kinds of hides received, number tanned and shipped, and balance on hand. (Rarely, official.) 8 x 10 1/2 bundles, 1 ft., in pasteboard box. R. 2 (Bldg. A). (716)
265. DROUGHT RELIEF CATTLE, 1934 - Nov. 1935. Shipping permits showing number and kind of cattle, name of owner, location, to whom shipped, and purchase receipts showing number and kind of cattle, owner, amount paid, and location of range. (Rarely, official.) 8 x 10 1/2 bundles, 3 ft., in pasteboard box. R. 2 (Bldg. A). (717)
266. LIVESTOCK BOUGHT UNDER DROUGHT PROGRAM, June 27, 1934 - Jan. 15, 1935. A resume of livestock purchased in the counties of this state containing name of county, number of cattle over two years old, yearlings and calves, total number, total condemned, and price paid. (Rarely, official.) 9 x 11-3/4 folders, 1/8 in., in cardboard drawer of filing case. R. 14 (Bldg. B). (697)
267. PRESCOTT WEEKLY TANNERY REPORT, Oct. 1934 - June 1935. Record of beef hides, goat skins and sheep pelts on hand at beginning of each week, those received during the week and on hand at close of week, invoice of tanning machinery, date, description of article, material, cost, list of equipment, tools, and appliances. (Rarely, official.) 9 x 11-3/4 folders, 3/4 in., in cardboard drawer of filing case. R. 14 (Bldg. B). (696)

Division of Employment

268. OCCUPATIONAL CLASSIFICATION RECORD, 1933 - Apr. 15, 1935. Name of worker, case number, and occupation. (Rarely, official.) 8 x 12 bundles, 1 ft. 6 in., in pasteboard box. R. 2 (Bldg. A). (725)
269. WEEKLY REPORT OF ACTIVITIES OF EMPLOYMENT OFFICE, May - Aug. 1934. Industrial classification, openings, applications, and placements. (Rarely, official.) 9 x 11-3/4 folders, 1/8 in., in cardboard drawer of filing case. R. 14 (Bldg. A). (686)
270. CLASSIFICATION OF LABOR, July 20, 1934. Kinds of trades, number of laborers listed under each trade, and number of laborers used. (Rarely, official.) 9 x 11-3/4 folders, 1/8 in., in cardboard drawer of filing case. R. 14 (Bldg. B). (680)
271. ASSIGNMENTS, Apr. 15, 1934 - Nov. 1935. Name of worker, name of project to which assigned, case number, occupation, number of hours, and rate of pay per hour. (Rarely, official.) 4 x 8 and 4 x 18 bundles, 4 ft., in 2 pasteboard boxes. R. 2 (Bldg. A). (718, 710)
272. CASE DATA, Apr. 15, 1934 - Nov. 1935. Name and case number, age, sex, occupation, and number of dependents. (Rarely, official.) 4 x 8 bundles, 3 ft., in pasteboard box. R. 2 (Bldg. A). (727)

273. CASE RECORDS, Apr. 15, 1934 - Nov. 1935. Registrations, applications, and classifications showing name, age, case number, number in family, and place of birth. (Rarely, official.) 9 x 11-3/4 folders, 35 ft., in 18 drawers of steel filing cases. R. 1 (Bldg. A). (729)
274. CASE STATUS REPORTS, Apr. 15, 1934 - Nov. 1935. Name of client, case number, number of active cases, number cancelled, discharged, leave of absence, resignation, and change of occupation. (Rarely, official.) Various sized bundles, 5 ft., in pasteboard box. R. 2 (Bldg. A). (728)
275. IDENTIFICATION RECORDS, Apr. 15, 1934 - Nov. 1935. Name, case number, address, and occupation of each worker. (Rarely, official.) 4 x 8 bundles, 3 ft., in pasteboard box. R. 2 (Bldg. A). (712)
276. PLACEMENT RECORDS, Apr. 15, 1934 - Nov. 1935. Form 2, name of worker, case number, name of project, and class of work. (Rarely, official.) 6 x 8 bundles, 2 ft., in pasteboard box. R. 2 (Bldg. A). (726)
277. WEEKLY REPORT OF PERSONS ON WORK PROGRAM, Apr. 15, 1934 - Nov. 1935. Name and number of workers employed on all relief projects during the week. (Rarely, official.) 8 x 10 1/2 bundles, 3 ft., in pasteboard box. R. 2 (Bldg. A). (711)
278. WORK ORDERS, Apr. 15, 1934 - Nov. 1935. Name and case number of employee and name and number of project. (Rarely, official.) 6 x 8 bundles, 4 ft., in pasteboard box. R. 2 (Bldg. A). (715)
279. APPROVAL OF APPLICATIONS FOR PROFESSIONAL CLASSIFICATION, 1935. Name, address, and case number of applicant. (Rarely, official.) 9 x 11-3/4 folders, 1/8 in., in cardboard drawer of filing case. R. 14 (Bldg. B). (676)
280. NOTICES TO FOREMEN, Jan. 7 - Aug. 1, 1935. Schedule of relief including number in family and number of hours in half month period. (Rarely, official.) 9 x 11-3/4 folders, 1/8 in., in cardboard drawer of filing case. R. 14 (Bldg. B). (687)
281. PERSONS TRANSFERRED FROM AERA TO WPA, Oct. 17, 1935. Name, date started on WPA, and vacation due from AERA. (Rarely, official.) 9 x 11-3/4 folders, 1/8 in., in cardboard drawer of filing case. R. 14 (Bldg. B). (665)

Division of Finance and Statistics

282. BUDGET STATEMENT, 1934. Reports by Boards of County Supervisors showing amount of money placed in budget for the various branches of relief work, name of county, and purpose for which expended. (Rarely, official.) 9 x 11-3/4 folders, 1/8 in., in cardboard drawer of filing case. R. 14 (Bldg. B). (678)
283. CONSOLIDATED FINANCIAL STATEMENT, May 1934. Disbursements and receipts, summary of allotments and obligations incurred, direct relief, work relief pay rolls, payments and unpaid balances, Transient Division, resources, liabilities, available balance, allocation of funds, receipts on

funds, and commitments made. (Rarely, official.) 9 x 11-3/4 folders, 1/8 in., in cardboard drawer of filing case. R. 14 (Bldg. B). (671)

284. SOURCES FROM WHICH AGRICULTURE RECEIVES WORKING CREDIT, Dec. 26, 1934. Land Security, Federal Farm Loan and Commissioner's Loan, Chattel Security, Arizona Livestock Production Credit Association, Arizona Farmer's Production Credit Association, Emergency Crop Loan, Feed Loans, Building Loans, and Rehabilitation Loans. (Rarely, official.) 9 x 11-3/4 folders, 1/8 in., in cardboard drawer of filing case. R. 14 (Bldg. B). (684)

285. DISBURSING ORDER TRANSMITTALS, Apr. 15, 1934 - Nov. 1935. Project name and number, and amount approved by State Board. (Rarely, official.) 8 x 12 bundles, 2 ft., in pasteboard box. R. 2 (Bldg. A). (719)

286. PAY ROLLS AND COPIES OF CHECKS, Apr. 15, 1934 - Nov. 1935. Name, sex, case number, occupation, hours worked, and number of check issued to each worker. (Rarely, official.) 8 x 16 bundles, 4 ft., in pasteboard box. R. 2 (Bldg. A) and R. 14 (Bldg. B). (722, 683)

287. PUBLIC VOUCHERS, Apr. 15, 1934 - Nov. 1935. Name of payee, type of work, project number, and purpose of reimbursement. (Rarely, official.) 8 x 10 1/2 bundles, 2 ft., in pasteboard box. R. 2 (Bldg. A). (714)

288. PURCHASE REQUISITIONS, Apr. 15, 1934 - Nov. 1935. Kind, quantity, and price of goods and wares; and name and location of merchant from whom purchased. (Rarely, official.) 8 x 12 bundles, 2 ft., in pasteboard box. R. 2 (Bldg. A). (724)

289. TIME RECORDS. Apr. 15, 1934 - Nov. 1935. Name of worker, case number, name and number of project, hours worked, and rate per hour. (Rarely, official.) 4 x 8 bundles, 3 ft., in pasteboard box. R. 2 (Bldg. A). (720)

290. EMERGENCY PURCHASE MEMORANDUM, May 31, 1934 - Nov. 1935. Items to be purchased, quantity, and description. (Rarely, official.) 9 x 11-3/4 folders, 2 ft., in pasteboard box. R. 2 (Bldg. A). (723)

291. DISBURSING ORDERS, 1935. Name and address of merchant to whom orders are given, amount of each item, and total cost. (Rarely, official.) 9 x 11-3/4 folders, 1/8 in., in cardboard drawer of filing case. R. 14 (Bldg. B). (682)

292. INDIGENT EXPENDITURES, 1935. A record of funds expended in obtaining medicines, food, shelter, clothing, fuel, public utilities, livestock feed, and misc. supplies for indigent and sick persons showing amount of cash diverted to each. (Rarely, official.) 9 x 11-3/4 folders, 1/8 in., in cardboard drawer of filing case. R. 14 (Bldg. B). (689)

293. TAXABLE INCOME, Jan. 2, 1935. Ratio per person according to 1930 census and percentage relation that funds bear to taxable income. (Rarely, official.) 9 x 11-3/4 folders, 1/8 in., in cardboard drawer of filing case. R. 14 (Bldg. B). (670)

294. RECONCILIATION STATEMENT, Mar. - Nov. 1935. Misc. costs for Yavapai County at close of business, reference, and amount. (Rarely, official.) 9 x 11-3/4 folders, 1/8 in., in cardboard drawer of filing case. R. 14 (Bldg. B). (677)
295. SUMMARY OF DISTRIBUTION OF SALARY AND WAGE FUNDS, June 1935. Total spent throughout state, Yavapai County, incorporated city, community, and ERA work projects. (Rarely, official.) 9 x 11-3/4 folders, 1/8 in., in cardboard drawer of filing case. R. 14 (Bldg. B). (669)
296. LEASE CONTRACT, Aug. 10, 1935. Between Northern Arizona Fair Association and AERA Transient Division on Prescott fairgrounds for use as transient camp showing cost thereof. (Rarely, official.) 9 x 11-3/4 folders, 1/8 in., in cardboard drawer of filing case. R. 14 (Bldg. B). (681)
297. APPLICATION FOR RELIEF FUNDS, Sept. 20, 1935. Work program, case load, number of non-relief employees, name and number of projects, monthly service charges, travel, material and supplies, other charges, and regular and special relief by disbursement orders. (Rarely, official.) 9 x 11-3/4 folders, 1/8 in., in cardboard drawer of filing case. R. 14 (Bldg. B). (706)
298. REPORT ON INVENTORY LOSSES, Oct. 1935. Commodity lost, unit, quantity, district, reason for loss, and certification. (Rarely, official.) 9 x 11-3/4 folders, 1/8 in., in cardboard drawer of filing case. R. 14 (Bldg. B). (668)
299. PURCHASES, Nov. 1935. Name of purchaser, number and price of articles purchased, and from whom purchased. (Rarely, official.) 9 x 11-3/4 folders, 1/8 in., in cardboard drawer of filing case. R. 14 (Bldg. B). (675)

Division of Operations

300. LIST OF PROPOSED RELIEF PROJECTS FOR YAVAPAI COUNTY, Aug. - Nov. 1933. Proposed by County Relief Committee for AERA projects, name and location of project, approximate number of men, time, and hourly rate at which relief will be credited. (Seldom, official.) 9 x 11-3/4 folders, 1/8 in., in cardboard drawer of filing case. R. 14 (Bldg. B). (730)
301. FINDINGS AND AWARD BEFORE THE INDUSTRIAL COMMISSION OF ARIZONA, Aug. 21 - Sept. 21, 1933. Name of applicant, case number, dependents, employer, dependent insurance carrier, amount of findings, amount of award, etc. (Seldom, official.) 9 x 11-3/4 folders, 1/8 in., in cardboard drawer of filing case. R. 14 (Bldg. B). (731)
302. AERA PROJECTS, 1934. Proposed projects, applications for contributions to case expended on same. (Rarely, official.) 9 x 11-3/4 folders, 3/4 in., in cardboard drawer of filing case. R. 14 (Bldg. B). (702)
303. BLUE PRINTS, SKETCHES, AND PHOTOGRAPHS, 1934. Blue prints and photographs of erosion control project showing damsite at Humboldt, Arizona with history, prophesy, and recommendations; sketches of Highway

89; photographs of dedication of Phoenix Welfare Sanatorium and of dismantling Prescott grandstand and erection of new one; and blue print of Sullivan Lake Dam showing topography at damsite highway arch over Verde River, scale, etc. (Rarely, official.) 9 x 11-3/4 folders, 5/8 in., in cardboard drawer of filing case. R. 14 (Bldg. B). (703)

304. REPORT ON COUNTY INDIGENTS, Dec. 31, 1934. Cases transferred from the rolls of Yavapai County Welfare Board to Yavapai County showing name and case number. (Rarely, official.) 9 x 11-3/4 folders, 1/8 in., in cardboard drawer of filing case. R. 14 (Bldg. B). (688)

305. RELIEF REPORTS, 1934 - 1935. Statistical statements; number of relief workers in urban areas in Arizona; expense of relief program in salaries, material, direct relief, and incidentals; total male relief in Yavapai County; AERA relief roll; monthly reports; three months comparison of active AERA cases; total cost of relief cases in Prescott district; list of relief chairmen; active employable relief cases, alien relief case report; relief loads by counties; Hillside, Arizona relief registrants; registration of women with relief status; comparison of relief given by counties; statement of direct relief to non-working clients; relief registrations dependent on mining industry; list of relief water users in Humboldt, Arizona; relief investigation reports as to clients, cause, nature, results, and costs of investigations; and monthly analysis of applications and cases under consideration. (Rarely, official.) 9 x 11-3/4 folders, 5 in., in cardboard drawer of filing case. R. 14 (Bldg. B). (705)

306. SEWING ROOM REPORTS, 1934 - 1935. Number of women employed; number and kind of garments made, washed, ironed, or repaired; amount of material on hand, estimated cost, and donations of new material and used clothing. (Rarely, official.) 9 x 11-3/4 folders, 8 in., in cardboard drawer of filing case. R. 14 (Bldg. B). (701)

307. YAVAPAI COUNTY HIGHWAY PROGRAM, 1934 - 1935. Ashfork Highway, Kingman grade, drain, and surface (19.8 miles); Prescott-Jerome grade, drain, and surface (5 miles); Prescott-Flagstaff grade, drain, and surface (3.2 miles); Jerome surface (1.3 miles); Prescott-Flagstaff grade, drain, and oil surface (4.2 miles); total allocated to Yavapai County (\$513,100.00); and report of labor on roads. (Rarely, official.) 9 x 11-3/4 folders, 1/4 in., in cardboard drawer of filing case. R. 14 (Bldg. B). (693)

308. GENERAL CORRESPONDENCE, Apr. 15, 1934 - Nov. 1935. Between local administration officials and the heads of relief administration departments of other counties, state, and nation. (Rarely, official.) 9 x 11-3/4 folders, 64 ft., in wooden box, pasteboard box, and round wooden baskets. R. 3 (Bldg. A). (709)

309. INJURY REPORTS, Apr. 15, 1934 - Nov. 1935. Name of worker, nature and cause of injury, name of project, name of foreman, and time lost. (Rarely, official.) 9 x 11-3/4 folders and 8 x 10 1/2 bundles, 6 in., in cardboard drawer of filing case and pasteboard box. R. 2 (Bldg. A). (721)

310. MISCELLANEOUS REPORTS, Apr. 15, 1934 - Nov. 1935. Drought relief correspondence, special investigations, termination of total or

partial disability, pay roll analysis, receiving reports, employees' notice of injury, disbursement order register, weekly report of shipments, record of weekly earnings and supplemental aid, orders for checks, expense accounts, and ledger sheets. (Rarely, official.) 8 x 10 $\frac{1}{2}$ bundles, 3 ft., in wooden and in pasteboard boxes. R. 2 (Bldg. A). (713)

311. COMPLAINTS, May 1934 - Sept. 23, 1935. Date, nature of complaint (Usually unfair distribution of labor and commodities) and name of party making complaint. (Rarely, official.) 9 x 11-3/4 folders, $\frac{1}{4}$ in., in cardboard drawer of filing case. R. 14 (Bldg. B). (694)

312. CHILD WELFARE, Sept. 1, 1934 - Nov. 1935. Name of parent, name of child, amount of cash paid for maintenance, health, and condition of school. (Rarely, official.) 9 x 11-3/4 folders, $\frac{1}{4}$ in., in cardboard drawer of filing case. R. 14 (Bldg. B). (692)

313. SUMMARY OF OUTPUT OF CANNING UNITS OF YAVAPAI COUNTY, Oct. 12, 1934 - Nov. 19, 1935. Location of unit, months operated, and number of cans. (Rarely, official.) 9 x 11-3/4 folders, $\frac{1}{8}$ in., in cardboard drawer of filing case. R. 14 (Bldg. B). (699)

314. COMMODITIES, Nov. 1934 - Nov. 1935. Record of food, clothing, and bedding purchased showing kind, quantity, price, distribution, receipts, monthly reports of commodity issues, balance on hand, and amount available. (Rarely, official.) 9 x 11-3/4 folders, 1 in., in cardboard drawer of filing case. R. 14 (Bldg. B). (691)

315. REPORT ON WOMEN'S EXCHANGE, 1935. Name of women in charge, number making entries, number of hours worked, pay, expenses, and activities. (Rarely, official.) 9 x 11-3/4 folders, $\frac{1}{8}$ in., in cardboard drawer of filing case. R. 14 (Bldg. B). (666)

316. LIST OF INDIANS AT CAMP YAVAPAI, Jan. 1, 1935. Names of adults and names and ages of children. (Rarely, official.) 9 x 11-3/4 folders, $\frac{1}{8}$ in., in cardboard drawer of filing case. R. 14 (Bldg. B). (672)

317. FAIRGROUNDS PROJECT, Feb. 1; Mar. 29; May 10, 1935. Approved estimated cost, and total estimated cost; labor; hours; amount expended; unexpended balances; itemized statement of construction material purchased; cost of supervision, equipment, and material; contributed items; total AERA cost; water system equipment as pump, motor, power line, pipe plugs, check valves, and couplings. (Rarely, official.) 9 x 11-3/4 folders, $\frac{3}{4}$ in., in cardboard drawer of filing case. R. 14 (Bldg. B). (690)

318. REPORT ON WESTON WELLS PIPE LINE PROJECT, Feb. 27, 1935. Man hours used, wages and salaries, materials and other costs, amount contributed by city of Prescott, and total cost. (Rarely, official.) 9 x 11-3/4 folders, $\frac{1}{8}$ in., in cardboard drawer of filing case. R. 14 (Bldg. B). (704)

319. CANNING UNIT DAILY REPORTS, Mar. - Nov. 1935. Commodities canned on percentage basis, total returned to customer, total retained, and total spoiled. (Rarely, official.) 9 x 11-3/4 folders, $\frac{1}{8}$ in., in cardboard drawer of filing case. R. 14 (Bldg. B). (700)

320. TERMINATION OF CCC CAMP ALLOTMENT, Apr. - Nov. 1935. Camp number, name of enrollee, location of camp, and cause of discharge. (Rarely, official.) 9 x 11-3/4 folders, 1/8 in., in cardboard drawer of filing case. R. 14 (Bldg. B). (679)

321. SMOKI INDIAN MUSEUM, May 29, 1935. Information on purpose and design of museum and reports on relics from the Fitzmaurice, Turzigoot, and King Pueblos in vicinity of Prescott and Clarkdale, Arizona. (Rarely, official.) 9 x 11-3/4 folders, 1/8 in., in cardboard drawer of filing case. R. 14 (Bldg. B). (667)

322. PHOTO MEMORANDUM, June 28, 1935. Record concerning photos showing size, finish, cost, where taken, and subject. (Rarely, official.) 9 x 11-3/4 folders, 1/8 in., in cardboard drawer of filing case. R. 14 (Bldg. B). (674)

323. INSTITUTE REPORT, July 22 - Aug. 24, 1935. Field work and health reports showing cases visited, disposition, home visits, collateral visits, office interviews, letters written, miles travelled, health education, disease control, child hygiene, and sanitation schedule of classes. (Rarely, official.) 9 x 11-3/4 folders, 1/8 in., in cardboard drawer of filing case. R. 14 (Bldg. B). (685)

324. RUG SHOP INVENTORY, Nov. 25, 1935. Kind and amount of equipment and supplies, number and kind of rugs on hand, and rugs in process of construction. (Rarely, official.) 9 x 11-3/4 folders, 1/8 in., in cardboard drawer of filing case. R. 14 (Bldg. B). (708)

325. MATTRESS FACTORY FINAL REPORT, Dec. 25, 1935. Amount of sheeting, toweling, comfort prints, cotton batting received, and amount of each shipped to Jerome, Arizona; amount used in making sheets, towels, and mattresses; and amount of ticking used and transferred to sewing room at close of mattress project. (Rarely, official.) 9 x 11-3/4 folders, 1/8 in., in cardboard drawer of filing case. R. 14 (Bldg. B). (707)

Transient Division

326. STATEMENT OF BUSINESS TRANSACTED BY PRESCOTT TRANSIENT CAMP, Aug. 1934 - Nov. 1935. Name of business firm, city, and amount involved in transaction. (Rarely, official.) 9 x 11-3/4 folders, 1/8 in., in cardboard drawer of filing case. R. 14 (Bldg. B). (664)

327. REPORT FROM TRANSIENT CENTERS, Oct. 1934. Source of data in 13 important cities: names of cities, classification, (if unattached), heads of families, reason for beginning migration, employment status, casual and non-casual occupations, last place of residence, color, race, and sex. (Rarely, official.) 9 x 11-3/4 folders, 1/8 in., in cardboard drawer of filing case. R. 14 (Bldg. B). (663)

SAFFORDGRAHAM COUNTY BOARD OF PUBLIC WELFARE
Graham County Courthouse
W. Main St.

The Graham County Board of Public Welfare began operating as an agency of the Arizona Emergency Relief Administration in 1933. Its records for the period between November 1933 and May 1934 are included with those of the Civil Works Administration. The Graham County Board closed as a federal unit in the fall of 1935 when the Works Progress Administration began operating in Graham County.

328. INJURY REPORTS, 1934 - Aug. 1935. Reports to the Industrial Commission of injuries and correspondence regarding same. Filed alphabetically. (Never.) 9 x 11½ folders, 6 in., in drawer of steel filing case. Entrance room of basement. (195)

329. TRAVEL ORDERS AND VOUCHERS, 1934 - Nov. 1935. Vouchers and orders for traveling expenses of officials. Filed chronologically. (Never.) 9 x 11½ folders, 6 in., in drawer of steel filing case. Entrance room of basement. (198)

330. CERTIFIED CASES, May 1934 - July 1935. Record of certified cases eligible for WPA employment containing work slips, notices relative to the case, general correspondence pertaining thereto, and certification slips. Filed alphabetically. (Daily, official.) 9½ x 11½ folders, 3 ft., in 2 drawers of steel filing case. SW. cor. room of basement. (208)

331. CORRESPONDENCE, May 1934 - Nov. 1935. Pertaining to administrative business, for which see addenda; social service reports, rural resettlement referrals, CCC applications, and transmittals for purchasing department. (Old files, never; current files, daily, official.) 9 x 11½ folders, 2 ft. 6 in., in drawer of steel filing case. Entrance room of basement. (196, 199)

332. COUNTY INDIGENT FILE, May 1934 - July 1935. Form 144A, general case history; and bank statements, general case correspondence, and doctors' statements of the district indigent cases. (Daily, official.) 9½ x 11 folders, 2 in., in drawer of steel filing case. SW. cor. room of basement. (209)

333. DISBURSING ORDERS, May 1934 - July 1935. Orders for commodities or medical aid on stores and to doctors. Filed numerically and chronologically. (Occasionally, official.) 9 x 11½ folders, 12 ft. 4 in., in 7 drawers of steel filing case. Entrance room of basement. (192)

334. DISBURSING ORDER REGISTER, May 1934 - July 1935. For every disbursing order issued giving order number, merchants to whom issued, payee, case number, and amount thereof. Filed chronologically. (Frequently, official.) 9 x 13-¾ vols., ¾ in., on filing case. Entrance room of basement. (204)

335. MASTER CARDS, May 1934 - July 1935. Allotments made to relief cases showing amount, date, and whether it was in check or disbursing

order form. Index. (Inactive file, weekly; active file, daily, official.) $8\frac{1}{2}$ x $11\text{-}\frac{3}{4}$ cards, 1 ft., in wooden box. SW. cor. room of basement. (206, 205)

336. PROJECT REGISTER, May 1934 - July 1935. Entries showing each purchase for a project charged against that project. Filed chronologically. (Occasionally, official.) $14\frac{1}{2}$ x $15\frac{1}{2}$ loose-leaf books, 1 in., on filing case. Entrance room of basement. (203)

337. REQUISITION REGISTER, May 1934 - July 1935. A record of every requisition showing number, name of concern, number of voucher, and amount. Filed chronologically. (Daily, official.) $11\frac{1}{2}$ x $14\frac{1}{2}$ vols., 1 in., on filing case. Entrance room of basement. (201)

338. TRANSMITTALS, May 1934 - July 1935. Letters and transmittals for purchasing department. Filed alphabetically. (Rarely, official.) 9 x $11\frac{1}{2}$ folders, 1 ft., in drawer of steel filing case. Entrance room of basement. (210)

339. UNCERTIFIED CLIENTS FOR WPA, May 1934 - July 1935. Personal history of clients showing status, etc.; affidavits, stop relief notices, recent non-relief cases having WPA change in work status notices, and general correspondence in regard to cases. Filed alphabetically. (Daily, official.) $9\frac{1}{2}$ x 11 folders, 6 ft., in 4 drawers of steel filing case. SW. cor. room of basement. (207)

340. PAY ROLLS, May 1934 - Nov. 1935. For personal services. Filed chronologically. (Never.) 9 x $11\frac{1}{2}$ folders, 1 ft. 3 in., in drawer of steel filing case. Entrance room of basement. (200)

341. PAY ROLL ANALYSIS, May 1934 - 1935. Analysis accompanying pay rolls to State Headquarters, Phoenix. Filed chronologically. (Never.) 9 x $11\frac{1}{2}$ folders, 6 in., in drawer of steel filing case. Entrance room of basement. (193)

342. COMPLETED PURCHASE ORDERS, May 17, 1934 - July 1935. A complete record of purchase requisitions and purchase orders with statement of bill. Filed numerically. (Occasionally, official.) 8 x 11 sheets 9 in., in drawer of steel filing case. Entrance room of basement. (197)

343. CHECK LIST, Nov. 1934 - May 1935. A list of all checks mailed out from this agency. Filed chronologically. (Never.) 9 x $11\frac{1}{2}$ folders, 2 in., in drawer of steel filing case. Entrance room of basement. (194)

344. OTHER COST BUDGET, Mar. - July 1935. A record showing the balance of the county office fund as compared with that of the state office. Entered chronologically. (Frequently, official.) $8\frac{1}{2}$ x $14\frac{1}{2}$ loose-leaf books, $1\frac{1}{4}$ in., on filing case. Entrance room of basement. (202)

ST. JOHNSAPACHE COUNTY BOARD OF PUBLIC WELFARE
J. R. Armijo Bldg.

The Apache County Board of Public Welfare began functioning as a federal agency in August 1933 and closed about the time of the advent of the Works Progress Administration.

345. CORRESPONDENCE, Aug. 1933 - July 1935. (Rarely, official.) 10 x 12 folders, 6 ft., in 4 drawers of steel filing case. ERA office. (14)

346. PURCHASE ORDERS, Aug. 1933 - July 1935. (Rarely, official.) 10 x 12 bundles, 4 ft., in wooden filing case and wooden box. ERA office. (16)

347. CASE RECORDS, Dec. 1934 - July 1935. Records of individual cases. (Rarely, official.) 10 x 12 folders, 2 ft., in 2 drawers of steel filing case. ERA office. (15)

348. ASSIGNMENT SLIPS, July 1935. (Rarely, official.) 4 x 6 envelopes, 1 ft., in drawer of steel filing case. ERA office. (17)

349. CERTIFICATIONS, July 1935. (Rarely, official.) 3 x 8 envelopes, 1 ft., in drawer of steel filing case. ERA office. (13)

TUCSON

PIMA COUNTY BOARD OF PUBLIC WELFARE

(A) Private Dwelling, 450 N. Main St.

(B) Pima County Welfare Bldg., 152 N. Church St.

(C) Spanish-American Department Bldg., 52 W. Alameda St.

This agency began to function at Tucson, Arizona on July 1, 1933 at which time it took over the relief load of Organized Charities, which body had been disbursing Reconstruction Finance Corporation funds in Pima County. The Board continued its work until November 1935. A few Reconstruction Finance Corporation records are on file here. The records were found dumped in the basement of a private dwelling. During the survey they were sorted, filed, and stored in boxes.

Division of Employment

350. SPANISH AMERICAN WORK RELIEF ASSIGNMENTS, Oct. 1932 - Sept. 1935. Records of family case status, giving complete information of each case and workers assigned to work relief projects. Some RFC records are in this file. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft., in 2 drawers of wooden filing case and 2 drawers of steel filing case. SE. rear room (Bldg. C). (1360)

351. DISBURSING AND WORK ORDERS, Aug. 1933 - May 1935. Form ERA 50, designation of merchant; Form FERA 217-Arizona, disbursing order for FSRC commodities; and Form C-6, work orders. Filed alphabetically. (Rarely, official.) Various sized sheets, 43 ft., in 25 past board boxes.

Damaged by careless handling, faulty containers; brittle, scattered, and bindings broken. Basement (Bldg. A). (1337)

352. WORK ORDERS, Apr. 1934 - June 1935. AERA orders for work for material relief on other than employment pay roll projects, signed by case workers of Welfare Board. Arranged alphabetically. (Rarely, official.) $4\frac{1}{2}$ x 8 slips, 1 ft. 8 in., in wooden box. Damaged by vermin, rodents, careless handling; and dirty. Basement (Bldg. A). (1341)

353. WORK ORDERS, June 1934 - June 1935. Form C-6, orders for work on RK projects, giving hours allotted, rate, and total pay, signed by Placement Department of Welfare Board. (Rarely, official.) $4\frac{1}{2}$ x 8 slips, 1 ft. 8 in., in wooden box. Damaged by vermin, rodents, careless handling; and dirty. Basement (Bldg. A). (1342)

Division of Finance and Statistics

354. INVOICES, July 1933 - June 1934. Revolving fund, commissary purchases, etc. (Rarely, official.) Various sized sheets, 1 ft. 3 in., in pasteboard box. Damaged by careless handling, faulty containers; dirty and scattered. Basement (Bldg. A). (1344)

355. CANCELLED CHECKS, CHECK STUBS, AND BANK STATEMENTS, Sept. 1933 - Dec. 1934. Checks for salaries, cash relief, etc. (Rarely, official.) Various sized sheets and bound stubs, 1 ft., in pasteboard box. Dirty. Basement (Bldg. A). (1343)

356. CIRCULAR PROPOSALS, Nov. 1933 - Apr. 1934. Standard Form 33, proposals, bids, correspondence, etc. (Rarely, official.) $8\frac{1}{2}$ x 11 sheets, 5 in., in pasteboard box. Damaged by rodents, careless handling; dirty and scattered. Basement (Bldg. A). (1358)

357. RECORD OF DISBURSING ORDERS ISSUED, Sept. 1933 - Sept. 1935. AERA Form 2. (Rarely, official.) $8\frac{1}{2}$ x 11 folders, 2 ft., in 2 pasteboard boxes. Damaged by rodents, careless handling, faulty containers; and dirty. Basement (Bldg. A). (1338)

358. DISBURSING ORDERS, 1934 - Sept. 1935. Copies of disbursing orders issued to people on relief. Filed numerically. (Occasionally, official.) 8 x 11 folders and bundles, 20 ft., in wooden file boxes on shelf. SE. rear room (Bldg. B). (1368)

359. TRANSMITTAL LIST OF DISBURSING ORDERS, Jan. 1934 - Mar. 1935. AERA Form 20, transmittals of disbursing orders issued on merchants, doctors, etc. by Arizona Board of Public Welfare. (Rarely, official.) $8\frac{1}{2}$ x 11 bundles and sheets, 1 ft. 10 in., in 2 pasteboard boxes. Damaged by vermin, rodents, careless handling; and dirty. Basement (Bldg. A). (1339)

360. PAY ROLLS, May 1934 - Aug. 1935. CWA Form L-7B, pay rolls for ERA projects. (Rarely, official.) $15\frac{1}{2}$ x 16 sheets, 6 in., in 2 pasteboard boxes. Basement (Bldg. A). (1345)

Division of Operations

361. GENERAL ACTIVE FILE, Oct. 1932 - Sept. 1935. Data pertaining to case status of Pima County families on relief. Filed alphabetically. 4 x 6 card index. (Daily, official.) 10 x 12 envelopes, 3 ft., in 2 drawers of steel filing case. SE. rear room (Bldg. B). (1364)

362. GENERAL INACTIVE FILES, Oct. 1932 - Sept. 1935. Data of family cases, workers assigned to WPA projects, and other closed cases. 4 x 6 card index. (Daily, official.) 10 x 12 envelopes, c. 30 ft., in 15 drawers of steel filing cases. SE. rear room (Bldg. B). (1365)

363. SPANISH-AMERICAN FILE, Nov. 1932 - Sept. 1935. Misc. records and data pertaining to Spanish-American families with complete history of all cases. Filed alphabetically. $8\frac{1}{2}$ x 13 loose-leaf index. (Daily, official.) 9 x 12 folders, c. 15 ft., in 8 drawers of wooden filing cases. SE. rear room (Bldg. B). (1362)

364. PROJECT ANALYSIS, May - Oct. 1933. Relief and non-relief workers, number employed, man hours, and earnings on county work and administrative projects. (Rarely, official.) $8\frac{1}{2}$ x 11 sheets, $2\frac{1}{2}$ in., in pasteboard box. Damaged by careless handling; and dirty. Basement (Bldg. A). (1351)

365. COMMISSARY AND CLINIC ORDERS, July 1933 - July 1935. Orders for flour, groceries, and medical treatment provided by Emergency Relief Fund. (Rarely, official.) $3\frac{1}{2}$ x $5\frac{1}{2}$ cards and slips, 53 ft. 4 in., in 14 wooden and pasteboard boxes. Damaged by rodents, careless handling, faulty containers; brittle, dirty, and scattered. Basement (Bldg. A). (1340)

366. CASE FILES OF AMERICAN CITIZENS, July 1933 - Sept. 1935. Application cards of American citizens showing complete record of individuals as to classification, identification, etc. Filed alphabetically. (Daily, official.) 5 x 8 cards, 2 ft. 2 in., in wooden box. SE. rear room (Bldg. B). (1361)

367. CASE WORKERS' FILES, Sept. 1933 - Oct. 1935. Temporary registrations of ECW workers, applications for relief, memoranda, instructions, etc. (Rarely, official.) $8\frac{1}{2}$ x 11 folders and $3\frac{1}{2}$ x $7\frac{1}{2}$ notebooks (10), 1 ft. 2 in., in 2 pasteboard boxes. Damaged by careless handling; and scattered. Basement (Bldg. A). (1348)

368. SEWING ROOM RECORDS, Oct. 1933 - June 1935. New materials received, production, and distribution. (Rarely, official.) Various sized vols., 1 ft., in pasteboard box. Basement (Bldg. A). (1349)

369. ORDERS ON WAREHOUSE, Nov. 1933 - Nov. 1934. AERA Form 22, government commodity distribution. (Rarely, official.) $8\frac{1}{2}$ x 11 bundles and sheets, 7 ft. 2 in., in pasteboard box. Damaged by rodents, careless handling, faulty containers; and torn. Basement (Bldg. A). (1336)

370. SURPLUS COMMODITY AGREEMENTS, July - Oct. 1934. Agreements to accept surplus commodities and available cash in return for work relief assignments. (Rarely, official.) $8\frac{1}{2}$ x 11 sheets, 5 in., in pasteboard

box. Damaged by rodents, careless handling; dirty and scattered. Basement (Bldg. A). (1350)

371. ORIGINAL INDEX FILE, 1934 - Sept. 1935. Spanish-American cases. Filed alphabetically. Index. (Daily, official.) 4 x 6 cards, 3 ft., in steel filing case. SE. rear room (Bldg. B). (1357)

372. SAFETY CARD INDEX, 1934 - Sept. 1935. Key guide to all files, giving case number, name, and address. Filed alphabetically. (Daily, official.) 3 x 5 folders and cards, 5 ft., in 5 drawers of wooden filing cases and pasteboard box. SE. rear room (Bldg. B). (1367)

373. MISCELLANEOUS CORRESPONDENCE, Feb. 1934 - Mar. 1935. Applications for CCC camps, drought relief, distribution of surplus commodities, bulletins, reports, etc. (Rarely, official.) 9 x 11-3/4 folders, 1 ft. 6 in., in pasteboard box. Damaged by rodents, careless handling; and dirty. Basement (Bldg. A). (1355)

374. SCHOOL LUNCH PROGRAMS, May 1934 - May 1935. FERA Forms, giving name, sex, and address of children registered by school principals as needing lunches; and monthly summaries by schools, showing number of children, cost per child, and total costs of lunches. (Rarely, official.) 12 x 15 envelopes, 6 in., in pasteboard box. Damaged by careless handling; and scattered. Basement (Bldg. A). (1346)

375. APPLICATIONS FOR ADMISSION TO BOYS' AND GIRLS' CAMPS, July 1934 - Jan. 1935. Applications for admission to projects RK 39 and 40, summer camps and RK 68, winter camp; physical examinations by registered physicians; instructions; bulletins; tool lists; etc. (Rarely, official.) 8 1/2 x 13 sheets, 1 ft. 8 in., in wooden and pasteboard boxes. Damaged by careless handling; dirty and scattered. Basement (Bldg. A). (1347)

376. COMMISSARY REQUISITIONS, Aug. 1934 - Aug. 1935. FERA Form 217-Arizona, orders for FSRC commodities. (Rarely, official.) 5 1/2 x 8 1/2 bundles and sheets, 29 ft. 9 in., in 2 pasteboard boxes. Damaged by rodents, careless handling, faulty containers; dirty and torn. Basement (Bldg. A). (1335)

377. MEMO OF RELIEF GRANTED, Aug. 1934 - Sept. 1935. FERA Form, giving name, address, case number, number in family, and amount expended for food, clothing, etc. (Rarely, official.) 8 1/2 x 11 sheets, 1 1/2 in., in pasteboard box. Damaged by vermin, rodents, careless handling; and dirty. Basement (Bldg. A). (1359)

378. GAS AND OIL REQUISITIONS, Jan. - June 1935. Orders on dealers for gas and oil for administrative cars. (Rarely, official.) 5 1/2 x 8 1/2 folders (19), 5 1/2 in., in pasteboard box. Basement (Bldg. A). (1352)

379. INACTIVE CERTIFICATES OF REGISTRATION, June - July 1935. Case number, name, etc. (Rarely, official.) 5 x 5 slips, 1 in., in pasteboard box. Damaged by rodents, careless handling; and dirty. Basement (Bldg. A). (1354)

380. CANCELLED CERTIFICATES OF ELIGIBILITY, July 1935. FERA Form 600-WP 18759, closed cases and physical disability. (Rarely, official.)

5 x 8 sheets, $1\frac{1}{2}$ in., in pasteboard box. Damaged by rodents, careless handling; and dirty. Basement (Bldg. A). (1353)

Transient Division

381. TEMPORARY TRANSIENT REGISTRATION, Aug. - Nov. 1933. Name, home address, occupation, how long on road, education, ex-service, when discharged, last job, physical condition, assistance needed, and if wanting to return home. (Rarely, official.) $8\frac{1}{2}$ x 11 sheets, 2 ft. 8 in., in wooden and pasteboard boxes. Damaged by rodents, careless handling; dirty and scattered. Basement (Bldg. A). (1356)

382. FAMILY TRANSIENT CAMP FILE, June 1933 - Nov. 1935. Transient records containing complete data and family history covering the emergency period during AERA. Filed alphabetically and numerically. 4 x 6 card index, 1 ft. (Occasionally, official.) 4 x 6 cards, 8 ft., in 5 drawers of steel filing cases. SE. rear room (Bldg. B). (1363)

383. FEDERAL TRANSIENT FILES, July 1933 - Nov. 1935. Records of male transient cases. Filed numerically. 3 x 5 card index. (Occasionally, official.) $9\frac{1}{2}$ x 12 envelopes, 42 ft., in 30 drawers of wooden filing cases. SE. rear room (Bldg. B). (1366)

YUMA

YUMA COUNTY BOARD OF PUBLIC WELFARE
County Courthouse, 2d Ave. and 2d St.

The Yuma County Board of Public Welfare began functioning as a federal agency in August 1933 and closed in September 1935 at which time the Works Progress Administration began functioning in the county. The Arizona Emergency Relief Administration records are very poorly maintained, the majority of them having been promiscuously filed.

384. APPLICATIONS FOR RELIEF AND PLACEMENTS, Aug. 1933 - Sept. 1935. Life history, employment records, number in family, etc. Filed alphabetically. (Never.) $8\frac{1}{2}$ x 11 sheets, 4 ft., in metal and cardboard drawer of filing case. Basement vault. (53)

385. DISBURSEMENT ORDERS, Aug. 1933 - Sept. 1935. AERA Form 15 M, orders for groceries and clothing, and record of disbursing orders issued. Filed numerically. (Never.) $8\frac{1}{2}$ x 11 sheets, 2 ft. 5 in., on wooden shelf under counter. N. side of basement. (57)

386. REGISTER CARDS OF CLIENTS, Aug. 1933 - Sept. 1935. Names of men and women, address, race, citizenship, and number in family; date of registration, date of first relief cases, dates case closed, and dates reopened. Filed alphabetically. (Never.) 3 x 5 cards, 10 in., in cardboard box under counter. Box broken. N. side of basement. (54)

387. REGISTRATION CERTIFICATES, Aug. 1933 - Sept. 1935. Register of clients showing usual occupation, alternate occupation, and work for which each applicant qualified. Filed alphabetically. (Never.) 5 x 8 cards, 6 in., on wooden shelf under counter. N. side of basement. (52)

388. EMPLOYMENT CARDS, May 1934 - Sept. 1935. Name and address of applicant, usual occupation, case number, etc. Filed alphabetically. (Daily, official.) 3 x 5 and 5 x 8 cards, 6 ft. 9 in., in 7 wooden boxes on steel table. N. side of basement. (58)

389. PAY ROLLS, May 1, 1934 - Sept. 1935. Copies of pay checks. Filed numerically. (Never.) 8 x 15 bundles, 1 ft., in pasteboard box on wooden table. Dirty. Basement vault. (56)

390. WORK ORDERS, May 1, 1934 - Sept. 1, 1935. Showing number in family, occupation, hours allotted, and rate of pay (originals, duplicates, and triplicates). Filed numerically. (Never.) $4\frac{1}{2}$ x 8 sheets, 11 ft. 6 in., in 4 wooden boxes on wooden table. Dirty. Basement vault. (55)

