

y3.W89/2:
43 F317/
Ser. 13/no. 3



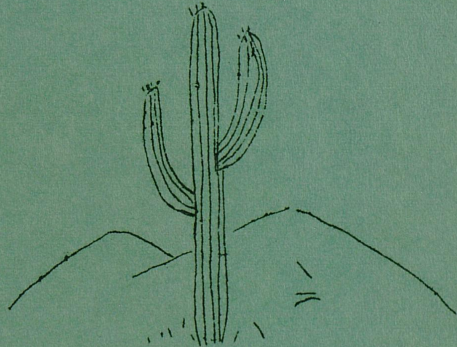
INVENTORY OF
FEDERAL ARCHIVES
IN THE STATES

SERIES XIII
THE FEDERAL CIVIL WORKS ADMINISTRATION
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 XIII. THE FEDERAL CIVIL WORKS ADMINISTRATION

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. Howard 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 Federal Civil Works Administration in Arizona was prepared in the Tucson and Phoenix offices of the Survey. It was edited before final typing by S. F. Ripma of the Division of War Department Archives of The National Archives.

Tucson, Arizona
September 19, 1938

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

CONTENTS

	Page
Introduction	1
Bisbee, Cochise County Office	1
Casa Grande, Pinal County Office	2
Flagstaff, Coconino County Office	3
Globe, Gila County Office	5
Holbrook, Navajo County Office	6
Morenci, Greenlee County Office	7
Phoenix, Maricopa County Office	8
Phoenix, State Office	10
Prescott, Yavapai County Office	11
Safford, Graham County Office	15
St. Johns, Apache County Office	16
Tucson, Pima County Office	16
Yuma, Yuma County Office	18

CIVIL WORKS ADMINISTRATIONINTRODUCTION

The Federal Civil Works Administration operated in Arizona from November 1933 to April 1934. A portion of the Emergency Relief Administration appropriation was diverted to this agency which was organized for the purpose of conducting work programs on public projects to reduce the relief load by giving immediate employment to able bodied, needy persons during the winter months. It tapered off during the spring and by May it was out of existence.

Administration was had through a State Civil Works Administration office in each of the state's fourteen counties. No Civil Works Administration records could be located in Santa Cruz and Mohave Counties. There were over 330 linear feet of these records in the state. They are mostly in the custody of the State Board of Social Security and Public Welfare and practically all are poorly maintained and some are in great danger of destruction.

BISBEECOCHISE COUNTY OFFICE
Franklin School Bldg., Opera Drive

The Federal Civil Works Administration of Cochise County was established in November 1933. It was under the administration of the State Director of the Federal Civil Works Administration Office in Phoenix. This agency was replaced in May 1934 by one of the Arizona Emergency Relief Administration offices. The records of this agency are in the custody of Cochise County Emergency Relief Administration Accounting Department.

1. PERSONNEL CARDS, Nov. 1933 - Apr. 1934. For workers of Cochise County, showing personal description, number of dependents in the family, and how much each worker earned. Filed alphabetically. (Rarely, official.) 5 x 8 bundles, 1 ft., in drawer of wooden filing case. R. 2. (40)
2. VOUCHERS, Nov. 1933 - May 1934. CWA purchase orders and invoices of Cochise County. (Never.) 9 x 12 folders, 3 ft. 6 in., in 2 drawers of wooden filing case. R. 2. (39)

3. GENERAL FILE, Nov. 1933 - May 1, 1934. CWA chairman's file consisting of reports, tabulations, and general correspondence. Filed alphabetically. (Never.) 9 x 12 folders, 1 ft. 9 in., in drawer of wooden filing case. R. 2. (41)

4. REPORT ON MATERIALS RECEIVED AND OTHER REPORTS, May 1934 - Nov. 1935. Goods, materials, and supplies used by CWA projects. See addenda for inventory. (Never.) 4 x 7 vols., 9 in., on open shelf. R. 4-A. (42)

CASA GRANDE

PINAL COUNTY OFFICE
Old Casa Grande Bank Bldg.,
Main and Washington Sts.

The Federal Civil Works Administration of Pinal County was organized in November 1933. It was under the administration of the State Director of the Federal Civil Works Administration Office in Phoenix. This agency was replaced in May, 1934 by one of the Arizona Emergency Relief Administration offices. The records are in the custody of the Pinal County Board of Public Welfare.

5. DISBURSING ORDERS, Nov. 1933 - Apr. 1934. Disbursement orders for food and clothing. Filed numerically. (Never.) 8½ x 11 loose sheets, 4 ft. 3 in., in pasteboard box. Secretary's office. (35)

6. FINANCIAL RECORDS, Nov. 1933 - Apr. 1934. Pay rolls, analysis cards, and fund control register. Filed chronologically. (Never.) 3 x 5 cards and 8½ x 11 loose sheets, 3 ft., on top of boxes. Damaged by careless handling, faulty containers, dirty. Vault. (34)

7. GENERAL CORRESPONDENCE, Nov. 1933 - Apr. 1934. Correspondence with the state CWA office regarding pay rolls and administration; reports on school lunches, and CCC and Transient Division correspondence. 3 x 5 card index. (Never.) 8½ x 11 loose sheets, 2 ft., on wooden shelves and in pasteboard boxes. Secretary's office. (32)

8. PERSONNEL RECORD CARDS, Nov. 1933 - Apr. 1934. Records of name, address, sex, color, birth, employment, and qualifications of each CWA employee. Filed alphabetically. (Never.) 6 x 9 loose sheets, 1½ in., on top of bookcase. Dirty, scattered. Vault. (33)

9. WORK ORDERS, Nov. 1933 - Apr. 1935. Occupation, name, number in family, time, date, and project. Filed numerically. (Never.) 4½ x 8 loose sheets, 3 ft. 10 in., on shelf in wooden cabinet. Damaged by careless handling, faulty containers, dirty. Secretary's office. (36)

FLAGSTAFF

COCONINO COUNTY OFFICE
First National Bank Bldg.,
E. Aspen and San Francisco Sts.

The Federal Civil Works Administration of Coconino County was organized in November 1933. It was under the administration of the State Director of the Federal Civil Works Administration Office in Phoenix. This agency was replaced in May 1934 by one of the Arizona Emergency Relief Administration offices. The records are in the custody of the Arizona State Board of Social Security and Public Welfare and the Coconino County Boards of Social Security and Public Welfare.

10. CASE REGISTER, Aug. 1933. Showing each case number, number in family, name, address, etc. in Fredonia, Arizona. (Seldom, official.) 9 x 11 $\frac{3}{4}$ folders, 6 in., in drawer of steel filing case. R. 1. (265)

11. DISBURSING ORDERS, Nov. 1933. Case number, number in family, direct or work relief, county, city, etc. (Seldom, official.) 9 x 11 $\frac{3}{4}$ folders, 4 in., in drawer of steel filing case. R. 1. (259)

12. WORK ORDERS, Nov. 1933. Case number, name of worker, date, etc. (Seldom, official.) 3 $\frac{1}{2}$ x 7 $\frac{1}{2}$ bundles, 4 in., in drawer of steel filing case. R. 1. (256)

13. PAY ROLL VOUCHERS, Nov. - Dec. 31, 1933. Name of payee, certified invoice of articles or services other than personal, amount, etc. (Seldom, official.) 9 x 11 $\frac{3}{4}$ folders, 3 in., in drawer of steel filing case. R. 1. (269)

14. WEEKLY PROGRESS REPORT, Nov. 1933 - Apr. 5, 1934. Project number, period, truck and equipment expense, materials, distribution of costs, etc. (Seldom, official.) 9 x 11 $\frac{3}{4}$ folders, 6 in., in drawer of steel filing case. R. 1. (277)

15. PUBLIC VOUCHERS, Nov. 1933 - May 1934. Name of payee, number and date of order, description of articles of service, price, amount, etc. (Seldom, official.) 9 x 11 $\frac{3}{4}$ folders, 1 ft., in drawer of steel filing case. R. 1. (278)

16. REPORT OF MATERIALS RECEIVED, Nov. 1933 - May 1934. Description, quantity, condition of goods, from whom received, etc. (Seldom, official.) 9 x 11 $\frac{3}{4}$ folders, 6 in., in drawer of steel filing case. R. 1. (258)

17. TRANSIENT CASE RECORDS, Nov. 1933 - May 1934. Name of client, address, service requested, service rendered, age, schooling, occupation, etc. (Seldom, official.) 9 x 11 $\frac{3}{4}$ folders and 5 x 8 cards, 4 in., in drawer of cardboard cabinet. R. 1. (268)

18. TRANSMITTAL SHEETS, Nov. 1933 - May 1934. To whom transmitted, pay roll number, pay roll analysis numbers, etc. (Seldom, official.) 9 x 11 $\frac{3}{4}$ folders, 4 in., in drawer of cardboard cabinet. R. 1. (273)

19. ASSIGNMENT AND IDENTIFICATION CARDS, Nov. 1933 - May 1, 1934. Name of worker, identification number, address, etc. (Seldom, official.) 4 x 6 bundles, 6 in., in drawer of steel filing case. R. 1. (262)
20. CORRESPONDENCE, Nov. 1933 - May 1, 1934. Communications between Social Service Center, Phoenix, Arizona and Coconino County Board of Public Welfare; and letters from individuals, companies, and various institutions. (Seldom, official.) 9 x 11-3/4 folders, 1 ft., in drawer of steel filing case. R. 1. (261)
21. MASTER CARDS, Nov. 1933 - May 1, 1934. Name, age, address, occupation of each laborer, rate per hour, project number, total hours, total earnings, etc. (Seldom, official.) 9 x 11-3/4 folders, 1 ft., in drawer of steel filing case. R. 1. (260)
22. MEAL TICKETS ISSUED, Nov. 1, 1933 - May 1, 1934. Name of person to whom issued, number of meals, price, on whom issued, etc. (Seldom, official.) 5 1/2 x 7 slips, 5 in., in drawer of cardboard cabinet. R. 1. (267)
23. TIME CARDS, Dec. 1933 - Apr. 1935. Name of worker, occupation, number of hours, project number, date, rate per hour, amount earned, case number, etc. (Seldom, official.) 3 x 5 bundles, 6 in., in drawer of steel filing case. R. 1. (257)
24. EMPLOYMENT RECORDS, Jan. 1 - Apr. 1934. Name of worker, last occupation, years in school, vocational training, etc. (Seldom, official.) 10 x 14 envelopes, 4 in., in drawer of cardboard cabinet. R. 1. (274)
25. ALLOTMENTS AND OBLIGATIONS, Jan. 1 - May 1, 1934. For resident families: number of persons, amount allotted, single resident persons, total obligations incurred, balances, cost per person, total per cent of population on relief, etc. (Seldom, official.) 4 x 9 bundles, 2 in., in drawer of cardboard cabinet. R. 1. (271)
26. APPLICATION MEMORANDUM, Jan. 1 - May 1, 1934. Name of applicant, place of birth, occupation, etc. (Seldom, official.) 9 x 11-3/4 folders, 6 in., in drawer of steel filing case. R. 1. (264)
27. IDENTIFICATION CARDS FOR COMMODITY RELIEF, Jan. 1 - May 1, 1934. Name of recipient, case number, address, date to call, etc. (Seldom, official.) 3 x 5 cards, 2 in., in drawer of cardboard cabinet. R. 1. (270)
28. LOCAL ACCOUNTS, Jan. 1 - May 1, 1934. Old and paid accounts, purchase order numbers, requisition numbers, date, item, quantity, description of articles or services, price, amount, etc. (Seldom, official.) 9 x 11-3/4 folders, 4 in., in drawer of steel filing case. R. 1. (275)
29. PERSONAL RECORD CARDS, Jan. 1 - May 1, 1934. Name of applicant for work, identification number, address, race, sex, occupation, earnings per week, and hourly rate. (Seldom, official.) 5 x 8 cards, 4 in., in drawer of cardboard cabinet. R. 1. (266)

30. REQUISITIONS FOR PURCHASE, Jan. 1 - May 1, 1934. Description of articles or services, quantity, price, amount, in whose favor, etc. (Seldom, official.) 9 x 11-3/4 folders, 6 in., in drawer of cardboard cabinet. R. 1. (272)

31. TRANSIENT MONTHLY REPORTS, Jan. 1 - May 1, 1934. Carried-over, new, and reopened cases, and those closed during month; total intake, total register, employment secured, those transferred to general relief, etc. (Seldom, official.) 9 x 11-3/4 folders, 4 in., in drawer of steel filing case. R. 1. (276)

32. LIST OF FEDERAL AND COUNTY PROJECTS, Jan. 18, 1934. Number of project, county, number of men, description of project, cost, material, etc. (Seldom, official.) 9 x 11-3/4 folders, 6 in., in drawer of steel filing case. R. 1. (263)

GLOBE

GILA COUNTY OFFICE

Globe Bldg., 69 and 70 S. Broad St.

The Federal Civil Works Administration of Gila County was organized in November 1933. It was under the administration of the State Director of the Federal Civil Works Administration Office in Phoenix. This agency was replaced in May 1934 by one of the Arizona Emergency Relief Administration offices. The records of this agency are in the custody of the Gila County Board of Public Welfare and are in poor condition.

33. PERSONNEL RECORD CARD FOR EMPLOYEES, Nov. 1933 - Feb. 1934. Hours worked and rate of pay for each specified week, record of all occupation changes made, home address of employees, etc. Filed alphabetically. (Never.) 5 x 8 bundles (4), 2 ft. 6 in., on wooden shelf. N. side, 2d floor. (66)

34. INVENTORY CARDS, Nov. 1933 - Mar. 1934. Record of company that sold article, order number, voucher number, quantity, unit price, and total cost. Filed alphabetically as to article purchased. (Never.) 5 x 8 cards, 3 1/2 in., on wooden shelf. N. side, 2d floor. (67)

35. WORK ASSIGNMENT CARDS, Nov. 1933 - May 1, 1934. CWA Form 6B-10-N-12-28-23. Filed alphabetically. (Never.) 4-3/4 x 6 1/2 folders, 1 ft. 2 1/2 in., in drawer of filing case. N. side, 2d floor. (73)

36. TIME CARDS, Nov. 1933 - June 1934. Name, occupation, hours worked, days, project number, and foreman's name. Filed alphabetically and weekly. (Never.) 5 1/2 x 6 1/2 bundles (5), 16 ft., on 3 shelves. N. side, 2d floor. (68)

37. VENDOR CERTIFICATES, Nov. 23, 1933 - Feb. 12, 1934. Original purchase orders, purchase statements, tax exemption, and public vouchers

for purchases and services other than personal. Purchase orders filed numerically by month; others filed chronologically. (Never.) $9\frac{1}{2}$ x $11\frac{1}{2}$ folders and 11 x 13 bundles, 4 in., on wooden shelf. Damaged by careless handling, dirty. N. side, 2d floor. (69)

38. TIME BOOKS, Nov. 23, 1933 - Mar. 29, 1934. Name, hours worked daily, and weekly reports of foreman. (Never.) $4\frac{1}{2}$ x 7 bundles, 2 in., on wooden shelf. N. side, 2d floor. (64)

39. IDENTIFICATION CARDS, Nov. 29, 1933 - Feb. 24, 1934. Signature of worker, classification as workmen, place to report to work, date, and identification number. Filed alphabetically. (Never.) $3\frac{1}{2}$ x $6\frac{1}{2}$ bundles, 3 in., on wooden shelf. N. side, 2d floor. (65)

40. CORRESPONDENCE, Dec. 1933 - May 1934. See addenda for inventory. Filed alphabetically. (Rarely, official.) 9 x $11\frac{1}{2}$ folders, 9 in., in drawer of wooden filing case. Office. (70)

41. INDUSTRIAL COMPENSATION, Dec. 1933 - May 1934. Accident reports, correspondence received and sent out, and compensation payment reports. Filed alphabetically. (Occasionally, official.) 9 x $11\frac{1}{2}$ folders, 9 in., in drawer of steel filing case. Office. (71)

42. REPORTS, Dec. 1933 - May 1934. Pay rolls, reemployment offices, schedule of disbursements, weekly statement of disbursements, material, truck hire, tools and equipment, mileage allowance, ledger sheet, monthly financial report of expenditure and over-time. (Rarely, official.) 9 x $11\frac{3}{4}$ loose sheets, $2\frac{1}{2}$ in., in drawer of filing case. Office. (72)

HOLBROOK

NAVAJO COUNTY OFFICE Hookway Bldg.

The Federal Civil Works Administration of Navajo County was organized in November 1933. It was under the administration of the State Director of the Federal Civil Works Administration Office in Phoenix. This agency was replaced in May 1934 by one of the Arizona Emergency Relief Administration Offices. The records of the Civil Works Administration Office are in the custody of the office of the Works Progress Administration Project Superintendent of Navajo County.

43. CWA RECORDS, 1933 - 1934. Vouchers, budget control records, project registers, and correspondence. (Never.) 10 x 12 folders and bundles, 32 ft., in 3 wooden and 6 pasteboard boxes. Dirty. Rear room. (172)

MORENCIGREENLEE COUNTY OFFICE
Public Grade School Bldg.

The Federal Civil Works Administration of Greenlee County was organized in November 1933. It was under the administration of the State Director of the Federal Civil Works Administration Office in Phoenix. This agency was replaced in May 1934 by one of the Arizona Emergency Relief Administration Offices. The records are in the custody of the Greenlee County Board of Public Welfare. These records are in poor condition.

44. APPLICATIONS FOR APPROVAL, 1933 - 1934. Name and number of project and request for approval. (Occasionally, official.) 9 x 11 $\frac{1}{2}$ loose-leaf books, 3/4 in., on table. Former office. (40)
45. AUDITOR'S REPORT, 1933 - 1934. Project number, unskilled labor, skilled labor, supervisory, total wages and salaries, materials, machinery, tools, number of men, man hours worked, total cost, record of checks, receipts, number of receipts issued, checks on hand, travel accounts, etc. (Never.) 10 x 12 $\frac{1}{2}$ vol., $\frac{1}{2}$ in., on table. Former office. (50)
46. PURCHASE ORDERS, 1933 - 1934. For supplies purchased for projects. (Never.) 8 x 11 bundle, $\frac{1}{2}$ in., in drawer of wooden filing case. Former office. (42)
47. REGISTER, 1933 - 1934. CWA Form A-2, fund control register. (Never.) 8 x 11 vols. (2), 3/4 in., on wooden shelf of wall cabinet. Hall. (44)
48. REPORT OF MATERIALS RECEIVED, 1933 - 1934. For work on projects. (Never.) 4 $\frac{1}{2}$ x 6-3/4 pocket, 2 $\frac{1}{2}$ in., in drawer of wooden filing case. Former office. (46)
49. REPORTS OF PROJECTS, 1933 - 1934. Reports of projects completed, transferred or discontinued, and material ordered for work on projects. (Never.) 8 x 11 pocket and 8 x 11 bundle, 2-3/8 in., in drawer of wooden filing case. Former office. (47)
50. TIME CARDS, 1933 - 1934. Weekly time cards of employees, and number of days and man hours worked. (Never.) 3 x 5 bundle, 2 in., in drawer of wooden filing case. Former office. (43)
51. PAY ROLL ANALYSIS, Dec. 1933 - 1934. Record of each employee showing name, identification card number, occupation, number of hours worked and total hours, rate of pay, amount, check number, and project number of CWA in Morenci, Clifton, and Metcalf; disbursing order transmittal list, amount of cash, voucher number, and disbursing orders. (Never.) 12 x 18 loose-leaf book, 2 in., on wooden table. Former office. (41)
52. PAY ROLL RECORDS, 1934. Record of time and remuneration received for work on projects, AERA Form 10-40M-7-33; FERA register of

checks. Indexed according to projects. (Never.) 3 x 5 cards and checks, 1 ft. 4 in., on wooden shelf and in 2 pasteboard boxes on shelf. Hall. (48)

53. PERPETUAL INVENTORY CARDS, 1934. Form CWA-L-23-1-34-30M. (Never.) 5 x 8 bundle, 1½ in., in wooden box. Former office. (45)

54. TIME BOOKS, 1934. Record of time of workers on various projects, containing name, address, and number of man hours worked. (Never.) 4½ x 7 vols. (15), 4¼ in., in drawer of wooden filing case. Former office. (49)

PHOENIX

MARICOPA COUNTY OFFICE
Laura Bell Gardner Bldg.
225 E. Adams

The Federal Civil Works Administration of Maricopa County was organized in November 1933. It was under the administration of the State Director of the Federal Civil Works Administration Office in Phoenix. This agency was replaced in May 1934 by one of the Arizona Emergency Relief Administration Offices. The records of this agency are in the custody of the Accounting Department of the Maricopa County Board of Public Welfare and are mostly in a confused condition.

55. PAY ROLLS, Nov. 1933 - Feb. 1934. Returned copies of pay rolls, giving name of workmen, class of work, and rate of pay. Filed numerically and chronologically. (Never.) 9 x 15 folders, 8 ft., in 4 drawers of cardboard filing case. SW. cor. of basement. (894)

56. FLOATER CARDS, c. Nov. 1933 - Mar. 1934. Follow-up report cards on pay rolls, giving project, number employed, number of checks issued, name of person typing the check, and initials of persons comparing checks. (Never.) 4 x 6 cards, 3 ft., in 3 cardboard card cases. SW. cor. of basement. (904)

57. MISCELLANEOUS RECORDS, Nov. 1933 - Mar. 1934. Project ledgers, purchase order register, project and office inventories, contracts and leases, approved projects, book records, approved applications for projects, progress reports, fund control register, statement of expenditures on all CWA projects including contributions and correspondence pertaining thereto, correspondence regarding applications for employment on CWA, requisitions for workers in schools and for purchases (duplicates), purchase and production orders, school file of correspondence, list of employees for Jan. 1934, project lists, etc. Sheet index. (Never.) 6 x 14 vols. and 8 x 12 and 9 x 12 folders, 12 ft., in 6 drawers of pasteboard filing case. SW. cor. of basement. (903, 906)

58. VOUCHERS, Nov. 1933 - Mar. 1934. Vouchers for all expenditures on CWA work. Filed numerically. (Never.) 9 x 10 folders, 10 ft., in 5 drawers of pasteboard filing case. SW. cor. of basement. (900)

59. REQUISITIONS, Nov. 1933 - Apr. 1934. Requests for materials, rents, general expenses of CWA in Arizona, and reasons for requests for tools and how they are to be used. Filed by project number. (Never.) 9 x 12 folders, 6 ft., in 3 drawers of pasteboard filing case. SW. cor. of basement. (899)
60. REGISTRATION CARDS, Nov. 1933 - Apr. 5, 1934. CWA Form L-17, name of worker, class of work, date of starting work, etc. (duplicate copies). Filed numerically. (Never.) 5 x 8 cards, 4 ft. 6 in., in 3 pasteboard card cases. SW. cor. of basement. (902)
61. PURCHASE ORDERS, Nov. 1933 - Apr. 13, 1934. Copies of purchase orders, transmittal sheets, and reports on all expenditures of work. Filed numerically. (Rarely, official.) 9 x 12 folders, 4 ft., in 2 drawers of pasteboard filing case. SW. cor. of basement. (898)
62. ASSIGNMENT CARDS, Nov. 24, 1933 - Mar. 16, 1934. Name, identification number, class of work, place of occupation, and person assigned. Slips attached to cards give reason for cessation of employment on CWA. (Never.) 4 x 5 slips, 15 ft., in 12 open card trays. Dirty. SW. cor. of basement. (896)
63. TIME CARDS, Nov. 24, 1933 - Mar. 29, 1934. Reports on workmen, giving name, occupation, date and days worked, rate of pay, and amount earned on projects. Used in reassigning the worker when transferred from one project to another. Filed numerically and chronologically. (Never.) 3 x 5 cards, 60 ft., in 15 drawers of cardboard storage case. SW. cor. of basement. (895)
64. CARD LIST OF EMPLOYEES, Jan. 4 - Mar. 1934. Name, date (many undated), identification number, and number of project on which employed. Filed alphabetically. 3 x 5 card index, 4 ft. (Never.) 3 x 5 cards, 5 ft., on 4 open wooden card trays. SW. cor. of basement. (897)
65. WORK ORDERS, Apr. - May 1934. Orders authorizing work for individual for a certain length of time for certain pay (duplicate copies). To be presented to the foreman before going on the job. (Never.) $3\frac{1}{2}$ x 8 slips, 2 ft. $\frac{1}{2}$ in., in 2 pasteboard storage cases. SW. cor. of basement. (901)
66. REPORT OF MISSING TOOLS AND UNEXPENDABLE EQUIPMENT, May 1934 - Sept. 1935. Report of project foremen on missing and unserviceable tools and equipment used on projects, giving name and number of project, number of tools missing or not usable, cost, and reports on transfer of tools and equipment from one project to another. There are also a few FERA purchase reports included in this serial. Filed numerically. (Never.) 9 x 12 folders, 1 ft. 4 in., in drawer of steel filing case. NE. cor. room, 2d floor. (905)

STATE OFFICE

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

The Federal Civil Works Administration for the State of Arizona was organized in November 1933 under the administration of the State Director. This agency was replaced in May 1934 by one of the Arizona Emergency Relief Administration Offices. The records are stored in the custody of the Auditing Department and Disbursing Office of the Arizona State Board of Public Welfare and are practically all heaped in a disorderly mass on the floor.

67. MAPS, Nov. 1933 - May 1934. Maps, blue prints, and drawings showing locations and work done on projects in each county. Filed by counties. (Never.) 9 x 12 folders, 2 ft., in pasteboard filing drawer. NE. cor. room, 4th floor (Bldg. A). (1450)

68. CORRESPONDENCE AND VOUCHERS, c. Nov. 1933 - May 1934. Misc. correspondence and telegrams; and memorandum vouchers regarding disbursements, supplies, and bills of lading on projects. (Never.) 9 x 12 and 9 x 15 folders, 9 in., in pasteboard box. NW. cor. of basement (Bldg. B). (1462)

69. FUND CONTROL BOOKS, c. Nov. 1933 - Oct. 1934. Fund control registers of expenditures on work projects of all counties. (Never.) 8 x 11 bundles, 2 ft., on box. NE. cor. room, 4th floor (Bldg. A). (1448)

70. CHECK COPIES, c. Nov. 30, 1933 - May 1934. Issued for CWA expenditures. (Never.) $8\frac{1}{2}$ x $16\frac{1}{2}$ folders and sheets clipped together, 15 ft. 6 in., in 12 wooden boxes. NW. cor. of basement (Bldg. B). (1463)

71. PURCHASE ORDERS, c. Dec. 1933 - Apr. 1934. Orders for supplies to be used on work projects, giving number, kind of project, name of vendor, descriptions of article, quantity, and price of each. Filed numerically and by counties. (Never.) 9 x 12 folders, 12 ft., in 6 drawers of pasteboard filing case. NE. cor. room, 4th floor (Bldg. A). (1451)

72. CONTRACTS, c. Dec. 1933 - May 1934. Contracts for supplies, invitations to bid on supplies, lease copies regarding projects, and supplies and expenses for the projects. (Never.) 9 x $10\frac{1}{2}$ sheets clipped together, 6 in., in pasteboard box. NW. cor. of basement (Bldg. B). (1460)

73. MISCELLANEOUS CORRESPONDENCE AND REPORTS, c. Dec. 1933 - May 1934. Correspondence with different business firms, reports on supplies used on projects, memorandum vouchers, and telegrams. (Never.) 9 x 12 folders, 2 ft., in drawer of pasteboard filing case. NE. cor. room, 4th floor (Bldg. A). (1454)

74. CHECK RECORDS, Dec. 1933 - May 1934. Card reports of numbers of checks issued by disbursing department, Phoenix and of checks received from Washington, D. C. (Never.) 5 x 8 bundles, 3 in., in pasteboard boxes. NW. cor. of basement (Bldg. B). (1459)

75. LEDGERS, Dec. 1933 - May 1934. Ledger book records regarding funds and pay roll vouchers. (Never.) $8\frac{1}{2}$ x 10 and 10 x 12 vols., 1 in., in pasteboard box. NW. cor. of basement (Bldg. B). (1461)
76. PAY ROLLS, Dec. 15, 1933 - Feb. 15, 1934. Covering all work projects, pay roll analysis, weekly reports of work in process (originals), and pay rolls for personal services (originals). (Never.) 11 x 17 vol., and $10\frac{1}{2}$ x 18 and 14 x 17 bundles, 1 ft. 10 in., on floor and on open wooden shelf. NE. cor. room, 4th floor (Bldg. A) and vault, 2d floor (Bldg. C). (1456, 1458)
77. CANCELLED CHECKS, Dec. 22, 1933 - Feb. 15, 1934. Pay roll checks on work projects (duplicates). (Never.) 8 x 10 packages, 4 in., on open wooden shelf. Vault, 2d floor (Bldg. C). (1457)
78. MISCELLANEOUS FINANCIAL REPORTS, Dec. 28, 1933 - July 13, 1934. Weekly pay roll, pay roll analysis, cancellation notices, county project maps, schedules of disbursements, instruction manuals, applications of approval of work projects, reports, weekly reports of completed projects, tabulation sheets, and voucher register. (Never.) 4 x 6 loose-leaf books, 18 x 30 bundles, and sheets clipped together, 4 ft., in wooden box. NE. cor. room, 4th floor (Bldg. A). (1455)
79. MISCELLANEOUS FILE, Jan. - Apr. 1934. Disbursing order transmittals, purchase orders, and vouchers for purchases and services with copies of invoices attached. (Never.) 8 x $10\frac{1}{2}$ bundles, 6 in., on shelf. NE. cor. room, 4th floor (Bldg. A). (1453)
80. SCHEDULES OF DISBURSEMENTS AND TRANSMITTALS, Jan. 1, 1934 - Jan. 31, 1935. Schedules of disbursements covering supplies and expenditures on projects and transmittal sheets of payments on vouchers for supplies and expenses. Some AERA records are included. (Never.) 9 x 12 folders and 9 x 15 covers, 6 in., in drawer of pasteboard filing case. NE. cor. room, 4th floor (Bldg. A). (1452)
81. REPORTS, Mar. 1, 1934 - May 1, 1935. Concerns vouchers which have been sent to Washington from each county. Filed by counties. (Never.) 9 x 12 folders, 2 ft., in drawer of pasteboard filing case. NE. cor. room, 4th floor (Bldg. A). (1449)

PRESCOTT

YAVAPAI COUNTY OFFICE

- (A) Robinson Bldg., 109 N. Cortez St.
(B) County Courthouse, City Plaza

The Federal Civil Works Administration of Yavapai County was organized in November 1933. It was under the administration of the State Director of the Federal Civil Works Administration Office in Phoenix. This agency was replaced in May 1934 by one of the Arizona Emergency Relief Administration Offices. The records of this agency are in the

custody of the Secretary of the Yavapai County Chamber of Commerce and of the Yavapai County Board of Social Security and Public Welfare.

82. COMMODITY ESTIMATES, Oct. 1933. Record of names of clients, amounts, and prices of commodities for families of 1 to 4 each month. (Seldom, official.) 9 x 11-3/4 folders, 1/8 in., in drawer of cardboard filing case. R. 14 (Bldg. B). (756)

83. LIST OF REQUESTED CWA PROJECTS, Oct. - Dec. 1933. Description and location of each project, benefit, etc. (Seldom, official.) 9 x 11-3/4 folders, 1/8 in., in drawer of cardboard filing case. R. 14 (Bldg. B). (755)

84. RELIEF BUDGET, Nov. 18, 1933. Total registrations, name of district, number of work days allowed each client, monthly relief, total days, total relief, and statement of relief expenditures for Yavapai County. (Seldom, official.) 9 x 11-3/4 folders, 1/8 in., in drawer of cardboard filing case. R. 14 (Bldg. B). (764)

85. CONSTRUCTION EXPENSE REPORT, Nov. 24, 1933. Amount spent on roads, streets in unincorporated towns, on county buildings, etc. (Seldom, official.) 9 x 11-3/4 folders, 1/8 in., in drawer of cardboard filing case. R. 14 (Bldg. B). (766)

86. CONTRIBUTIONS TO NATIONAL REEMPLOYMENT SERVICE, 1933 - 1934. Name of project, description of furniture and equipment contributed and by whom, labor contributed and by whom, amount per month, total amount, etc. (Seldom, official.) 9 x 11-3/4 folders, 1/8 in., in drawer of pasteboard filing case. R. 14 (Bldg. B). (763)

87. CWA REPORTS, 1933 - 1934. Progress and weekly employment reports, emergency relief roll at Seligman, accident summary, list of county relief chairmen, weekly report of activities of employment office, administration reports of Verde District, number of widows registered on work or direct relief, and classification of Prescott registrants. (Seldom, official.) 9 x 11-3/4 folders, 2 1/4 in., in drawer of cardboard filing case. R. 14 (Bldg. B). (768)

88. LIST OF PROJECTS AND EMPLOYEES, 1933 - 1934. Names of federal, state, and local projects; total costs and total material; and lists of superintendents, timekeepers, foremen, and laborers on projects in Prescott. (Seldom, official.) 9 x 11-3/4 folders, 1/2 in., in drawer of cardboard filing case. R. 14 (Bldg. B). (769)

89. STATE REPORTS, Oct. 1933 - Jan. 1934. Trial balance; county allotment account; analysis of county allotments; disbursement accounts; transient accounts; state administration accounts; and school lunch disbursement accounts; state tax funds received; monthly statements of families by persons - single, residents and transients aided by RFC, CWA, and local funds; Arizona CWA pay roll; federal funds received from RFC and CWA; RFC expenditures by counties; federal, state, and county funds; county relief quotas by Arizona Board of Public Welfare; list of Arizona food supplies; and list of state projects by counties. (Seldom, official.) 9 x 11-3/4 folders, 4 in., in drawer of cardboard filing case. R. 14 (Bldg. B). (771)

90. DAILY AND WEEKLY SEWING ROOM REPORTS, Oct. 1933 - Apr. 1934. Number and kind of garments made, number issued, balance on hand, etc. (Never.) 8 x 10 $\frac{1}{2}$ bundles, 1 ft., in wooden box. R. 2 (Bldg. A). (746)
91. GENERAL CORRESPONDENCE, Oct. 1933 - Apr. 1934. Between local administrative departments of other counties, project superintendents, state, and federal officials. (Seldom, official.) 9 x 11-3/4 folders and bundles, 4 ft., in 4 drawers of steel filing case. R. 3 (Bldg. A). (754)
92. PUBLIC VOUCHERS, Oct. 1933 - Apr. 1934. Name of payee, type of work, project number, purpose of reimbursement, etc. (Never.) 8 x 10 $\frac{1}{2}$ bundles, 2 ft., in pasteboard boxes. R. 2 (Bldg. A). (772)
93. TIME CARDS, Oct. 1933 - Apr. 1934. Name of worker, case number, name and number of project, number of hours worked, rate per hour, etc. (Seldom, official.) 4 x 8 bundles, 2 ft., in pasteboard boxes. R. 2 (Bldg. A). (743)
94. ASSIGNMENT SLIPS, Oct. 1933 - Apr. 15, 1934. Name of worker, name of project, occupation, number of hours, case number, etc. (Seldom, official.) 4 x 8 bundles, 2 ft. 6 in., in pasteboard boxes. R. 2 (Bldg. A). (744)
95. CANNING UNIT DAILY REPORT, Oct. 1933 - Apr. 15, 1934. Kind and amount of vegetables, meats, and fruits canned. (Seldom, official.) 8 x 10 $\frac{1}{2}$ bundles, 6 in., in pasteboard box. R. 2 (Bldg. A). (745)
96. CASE STATUS REPORTS, Oct. 1933 - Apr. 15, 1934. Discharges, leaves of absence, resignations, transfer or change of occupation, name and number of each relief case, etc. (Seldom, official.) 8 x 10 $\frac{1}{2}$ bundles, 1 ft., in pasteboard box. R. 2 (Bldg. A). (747)
97. DAILY COMFORTER REPORT, Oct. 1933 - Apr. 15, 1934. Number and kind made, number issued, and balance on hand. (Seldom, official.) 8 x 10 $\frac{1}{2}$ bundles, 1 ft., in pasteboard box. R. 2 (Bldg. A). (753)
98. DAILY COMMODITY STORE REPORT, Oct. 1933 - Apr. 15, 1934. Amount and kind of commodities received, issued, balance on hand, etc. (Seldom, official.) 8 x 10 $\frac{1}{2}$ bundles, 1 ft., in pasteboard box. R. 2 (Bldg. A). (742)
99. DAILY TOWELING REPORT, Oct. 1933 - Apr. 15, 1934. Amount and kind received, amount used, and balance on hand. (Seldom, official.) 8 x 10 $\frac{1}{2}$ bundles, 1 ft., in pasteboard box. R. 2 (Bldg. A). (752)
100. DISBURSEMENT ORDER TRANSMITTALS, Oct. 1933 - Apr. 15, 1934. Project number and name, amount approved by State Board, etc. (Never.) 8 x 12 bundles, 1 ft., in pasteboard box. R. 2 (Bldg. A). (738)
101. EMPLOYEES' RECLASSIFICATION SLIPS, Oct. 1933 - Apr. 15, 1934. Name, case number, occupation, and wage scale before and after reclassification. (Rarely, official.) 6 x 8 bundles, 3 ft., in pasteboard boxes. R. 2 (Bldg. A). (750)

102. LIST OF PROJECTS, Oct. 1933 - Apr. 15, 1934. Name, number and location of proposed and active projects, and summary of active projects. (Seldom, official.) 8 x 10 $\frac{1}{2}$ and 8 x 12 bundles, 3 ft., in pasteboard boxes. R. 2 (Bldg. A). (751)

103. MISCELLANEOUS REPORTS, Oct. 1933 - Apr. 15, 1934. Drouth relief correspondence, special investigations, employees' notice of injury and termination of total and partial disability, pay roll analysis, receiving reports, disbursement order register, weekly report of shipments, record of weekly earnings and supplemental aid, orders for checks, expense accounts, and ledger sheets. (Seldom, official.) 8 x 10 $\frac{1}{2}$ bundles, 2 ft., in wooden and pasteboard boxes. R. 2 (Bldg. A). (740)

104. MONTHLY COMMODITY DISTRIBUTION REPORT, Oct. 1933 - Apr. 15, 1934. Kind, amount, to whom distributed, name of district, etc. (Seldom, official.) 8 x 10 $\frac{1}{2}$ bundles, 1 ft., in wooden box. R. 2 (Bldg. A). (741)

105. PLACEMENTS, Oct. 1933 - Apr. 15, 1934. Form 2, name of worker, case number, name of project, class of work, and records of placements made. (Seldom, official.) 4 x 8 and 6 x 8 bundles, 4 ft., in 2 pasteboard boxes. R. 2 (Bldg. A). (748, 749)

106. WORK ORDERS, Oct. 1933 - Apr. 15, 1934. Name, case number, name and number of project, etc. (Never.) 6 x 8 bundles, 2 ft., in pasteboard boxes. R. 2 (Bldg. A). (739)

107. SUMMARY OF EQUIPMENT LOANED AND SERVICES DONATED BY YAVAPAI COUNTY, Nov. 1933 - 1934. Number and description of project; loan of trucks, concrete mixers, and caterpillars; number of hours used, cost per hour, total amount; and name of county engineer. (Seldom, official.) 9 x 11-3/4 folders, 1/8 in., in drawer of pasteboard filing case. R. 14 (Bldg. B). (760)

108. STATISTICAL REPORTS, Nov. 1933 - Jan. 1934. Pay roll reports, relief reports, project allotments, list of projects, CWA personnel, relief registrations, and list of men who filed intention to become citizens. (Seldom, official.) 9 x 11-3/4 folders, 1/8 in., in drawer of cardboard filing case. R. 14 (Bldg. B). (761)

109. FINANCIAL REPORTS, Dec. 1933 - 1934. Records of status of \$10,128.00 allotment to Yavapai County for administration expenses in salaries, purchase of commodities, and direct and work relief; statement of monies expended in salary and wages paid on federal, state, county, city, and community projects by districts; relief fund apportionment, itemized expense bills, amount, and to whom paid; copies of pay roll checks; and statement of receipt of funds and commitments made. (Rarely, official.) 9 x 11-3/4 folders and 8 x 16 bundles, 1 ft. 2 in., in drawer of cardboard filing case and in pasteboard box. R. 14 (Bldg. B). (765, 758)

110. ALLOCATION OF MEN, Dec. 1933 - Mar. 1934. Project number, name and description of project, name of district, name of project foreman, number of workers assigned to project, etc. (Seldom, official.) 9 x 11-3/4 folders, 1/8 in., in drawer of cardboard filing case. R. 14 (Bldg. B). (759)

111. WEEKLY ATTENDANCE REPORT OF AMERICANIZATION CLASSES, 1934. Names of men on or not on CWA rolls who have applied for citizenship, date entered, absent, and excused. (Never.) 9 x 11-3/4 folders, 1 ft., in drawer of cardboard filing case. R. 14 (Bldg. B). (770)
112. WORK REPORTS, 1934. Name of district, description and location of work, and specific reports on Smoki Public Museum, rug shop, and women's sewing room. (Seldom, official.) 9 x 11-3/4 folders, 1/2 in., in drawer of cardboard filing case. R. 14 (Bldg. B). (767)
113. RELIEF ACTIVITIES THROUGH SALVATION ARMY, Jan. - Mar. 1934. Number of families given wood, food, and rent; number of beds, meals and garments given; total number helped; value of relief given; number of persons for whom employment found; and cases investigated. (Seldom, official.) 9 x 11-3/4 folders, 1/8 in., in drawer of cardboard filing case. R. 14 (Bldg. B). (757)
114. REPORT OF HOUSING CONDITIONS IN MEXICAN VILLAGE IN NORTH PRESCOTT, Jan. 24, 1934. Name and total number of people of Mexican origin who are: 1 - paying rent, length of time, and amount; 2 - who own their houses but pay rent to Santa Fe R. R. for grounds; 3 - who own both house and ground; 4 - a. who live in Yavapai County, b. who have filed intention to become citizens; 5 - who live in block G, lots 3, 4, 5, and 6 and in block H. (Seldom, official.) 9 x 11-3/4 folders, 1/8 in., in drawer of pasteboard filing case. R. 14 (Bldg. B). (762)

SAFFORD

GRAHAM COUNTY OFFICE

County Courthouse, West Main St.

The Federal Civil Works Administration of Graham County was organized in November 1933. It was under the administration of the State Director of the Federal Civil Works Administration Office in Phoenix. This agency was replaced in May 1934 by one of the Arizona Emergency Relief Administration Offices. The records are in the custody of the Graham County Board of Public Welfare.

115. GENERAL FILE, Nov. 1933 - Apr. 1934. Monthly and weekly reports, distribution, transfers, applications, transient cases, transmittal sheets, msc. pay rolls, and disbursing orders on active projects. (Never.) 9 1/2 x 11 folders, 8 ft., in 3 drawers of cardboard cases. SW. cor. of basement. (371)

ST. JOHNS

APACHE COUNTY OFFICE

J. R. Armijo Bldg.

The Federal Civil Works Administration of Apache County was organized in November 1933. It was under the administration of the State Director of the Federal Civil Works Administration Office in Phoenix. This agency was replaced in May 1934 by one of the Arizona Emergency Relief Administration Offices. The records are in the custody of the Apache County Board of Public Welfare.

116. FINANCIAL RECORDS, 1933 - Apr. 1934. Copies of time rolls, vouchers, purchase orders, and general correspondence pertaining to CWA activities. (Never.) 3 x 4 cards, 8 ft., in wooden and cardboard boxes. ERA office. (72)

TUCSON

PIMA COUNTY OFFICE

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

(B) Welfare Administration Bldg., 61 W. Alameda St.

The Federal Civil Works Administration of Pima County was organized in November 1933. It was under the administration of the State Director of the Federal Civil Works Administration Office in Phoenix. This agency was replaced in May 1934 by one of the Arizona Emergency Relief Administration Offices. The records of this agency are in the custody of the Pima County Board of Public Welfare. They were dumped in the basement of the then County Community House, now a private dwelling. The records have been sorted, listed, and packed in substantial boxes by workers of The Survey of Federal Archives.

117. MERCHANDISE ORDER BOOKS, Nov. 1933 - Jan. 1934. Orders on merchants for project supplies (duplicates). (Never.) 4 x 7 books (7), 3 in., in wooden box. Damaged by vermin, rodents, careless handling, faulty containers; and dirty. Basement (Bldg. A). (1378)

118. PROJECT REGISTER, Nov. 1933 - Feb. 1934. CWA Form A3, man hours, salary, wages, and unexpended balance on each project. (Never.) 14 x 17 vol., $\frac{1}{2}$ in., in wooden box. Damaged by vermin, rodents, careless handling, faulty containers; and dirty. Basement (Bldg. A). (1377)

119. RECORD OF TRUCK HOURS ON RENTED TRUCKS, Nov. 1933 - Mar. 1934. (Never.) 4 x 7 sheets, 1 in., in wooden box. Damaged by vermin, rodents, careless handling, faulty containers; and dirty. Basement (Bldg. A). (1385)

120. CONTRACTS, Nov. 1933 - Apr. 1934. Standard Forms 40 and 33, contracts for telephone and telegraph, rentals of buildings and equipment, etc. (Never.) 8 x 10 $\frac{1}{2}$ folders and binders, 2 in., in wooden box.

Damaged by vermin, rodents, careless handling, faulty containers; and dirty. Basement (Bldg. A). (1383)

121. PAY ROLLS AND PAY ROLL ANALYSIS, Nov. 1933 - Apr. 1934. CWA Forms L-7B and L-8B. (Never.) Various sized sheets, 1 ft. 1 in., in pasteboard box. Damaged by careless handling, and dirty. Basement (Bldg. A). (1379)

122. PURCHASE ORDERS, Nov. 1933 - Apr. 1934. Materials, supplies, and services for projects. (Never.) $8\frac{1}{2}$ x 11 folders and loose sheets, 2 ft., in pasteboard transfer case. Damaged by careless handling, and dirty. Basement (Bldg. A). (1380)

123. REQUISITIONS FOR PURCHASE, Nov. 1933 - Apr. 1934. CWA Form L-21, requisitions to State Disbursing Officer for purchase of materials, supplies, etc. for projects; and weekly reports of expenditures other than labor on projects. (Never.) $8\frac{1}{2}$ x 11 loose sheets, 7 in., in 2 pasteboard boxes. Damaged by vermin, rodents, careless handling, faulty containers; and dirty. Basement (Bldg. A). (1370)

124. TOOL AND OFFICE EQUIPMENT INVENTORY, Nov. 1933 - Apr. 1934. CWA Forms L-28 and A-6, and CWA Form L-23 - Perpetual Inventory. Indexed by projects. (Never.) 5 x 8 cards, and various sized sheets in bundles, $4\frac{1}{2}$ in., in wooden box. Damaged by vermin, rodents, careless handling; and dirty. Basement (Bldg. A). (1382, 1374, 1375, 1384)

125. WEEKLY LABOR AND MATERIAL RECAPITULATIONS, Nov. 23, 1933 - Apr. 30, 1934. (Never.) Various sized sheets, 2 in., in wooden box. Damaged by vermin, rodents, careless handling, faulty containers; and dirty. Basement (Bldg. A). (1376)

126. PROJECT SHEETS, Nov. 24, 1933 - May 1, 1934. Pay roll resume of various work projects. All copies of pay roll records were sent to State Office at Phoenix. (Occasionally, official.) 8 x 11 bundles, 2 ft., on shelf. SW. front room (Bldg. B). (1369)

127. GENERAL CORRESPONDENCE, Dec. 1933 - Mar. 1934. Instructions, rules governing projects, orders, plans, reports, etc. (Never.) $8\frac{1}{2}$ x 11 bundles, 4 in., in wooden box. Damaged by vermin, rodents, careless handling, faulty containers; and dirty. Basement (Bldg. A). (1381)

128. DAILY REPORT OF NUMBER OF MEN WORKING ON CWA PROJECTS, Jan. - Feb. 1934. (Never.) $8\frac{1}{2}$ x 11 loose sheets, 4 in., in wooden box. Damaged by vermin, rodents, careless handling, faulty containers; and dirty. Basement (Bldg. A). (1371)

129. INDIVIDUAL TIME CARDS, Jan. - Apr. 1934. CWA Form 41, covering one week's work. (Never.) 3 x 5 cards, 2 ft. 2 in., in wooden and pasteboard boxes. Damaged by vermin, rodents, careless handling, faulty containers; and dirty. Basement (Bldg. A). (1372)

130. TRANSMITTAL SHEETS, Jan. - May 1934. CWA Form L-14-A. (Never.) $8\frac{1}{2}$ x 11 sheets, 4 in., in wooden box. Damaged by vermin, rodents, careless handling, faulty containers; and dirty. Basement (Bldg. A). (1373)

131. VOUCHER REGISTER, Feb. 16 - Mar. 1934. Firm name, date, requisition number, purchase order number, amount, etc. (Never.) 10½ x 14 vol., ½ in., in pasteboard transfer case. Damaged by vermin, rodents, careless handling, faulty containers; and dirty. Basement (Bldg. A). (1386)

YUMA

YUMA COUNTY OFFICE
County Courthouse
2d Ave. and 2d St.

The Federal Civil Works Administration of Yuma County was organized in November 1933. It was under the administration of the State Director of the Federal Civil Works Administration Office in Phoenix. This agency was replaced in May 1934 by one of the Arizona Emergency Relief Administration Offices. The records are in the custody of the Yuma County Board of Public Welfare. These records are very poorly maintained.

132. GENERAL FILE, Nov. 1933 - Apr. 1934. Incoming and outgoing correspondence to individuals, pay rolls, worker's qualifications, letters to firms, etc. (Never.) 8½ x 11 letter sheets and bundles, 4 ft. 2 in., in 2 boxes. N. side of basement. (50)

133. PERSONNEL RECORD CARD FOR EMPLOYEES, Nov. 1933 - Apr. 1934. Life history, assignments, earnings, employment qualifications, etc. Filed alphabetically. (Frequently, official.) 5 x 8 cards, 1 ft. 8 in., in wooden box on steel table. N. side of basement. (49)

