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SERIES IX

The Department of Agriculture
No. 32 NORTH CAROLINA

PART 2



The Survey of Federal Archives
Works Progress Administration of North Carolina
Raleigh
1939



INVENTORY OF FEDERAL ARCHIVES IN THE STATES

Prepared by

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

The National Archives
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SERIES IX. THE DEPARTMENT OF AGRICULTURE

NO. 32. NORTH CAROLINA

Part 2

Raleigh, North Carolina
The Survey of Federal Archives
1939

The Survey of Federal Archives

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EXTENSION SERVICE

The Extension Service was created in 1914 by the Smith-Lever Act which provided for the coordination of extension activities already conducted by the various bureaus of the Department of Agriculture and by the state agricultural colleges. The Act provided that \$10,000 be paid to each state with which to set the extension work in motion, and that the Federal Government match any amount appropriated by the states and counties in after years for carrying on the work. In 1915 the General Assembly of North Carolina passed the necessary legislation and appropriated \$25,000 per year for the years 1915-1916.

In North Carolina any county desiring an agricultural or home demonstration agent must pay approximately one-fourth of his or her salary. This arrangement divided the cost so that the United States Government pays one-half, the state one-fourth, and the county one-fourth of the expense of the Extension Service.

As stated by the Smith-Lever Act, the purpose of the Extension Service is, "to aid in diffusing among the people of the United States useful and practical information on subjects relating to agriculture and home economics." To accomplish this, all educational methods are utilized, but field demonstration is probably the most distinguishing feature. The county agents hold meetings at easily accessible locations and demonstrate improved methods of terracing, pruning, spraying, canning, etc. They organize children and adults in clubs in which subjects related to home economics and agriculture are studied. The members carry on projects and experiments under the agent's supervision, and at their completion report the results to their clubs. Although the county agents are not allowed to use their time in organizing farmers' organizations, they may give suggestions and advice. They aid in marketing projects and fairs, and furnish any available information concerning farm and home problems.

North Carolina, like the other forty-seven states and three territories, has a State Director of Extension who represents jointly the United States Department of Agriculture and the North Carolina State College of Agriculture and Engineering. The state organization consists of the State Director of Extension Work, the State Director of Home Demonstration Work who is also Assistant Director of Extension, a number of specialists in agriculture and home economics, four district supervisors of Home Demonstration Work, and four district supervisors of Agricultural Extension Work, all of whom have their headquarters in Raleigh at the North Carolina State College of Agriculture and Engineering. County agricultural extension agents and county home demonstration agents, with headquarters in the county seats, complete the state organization. All counties which benefit from the Extension Service must help pay the expense of it. Only ninety-six of the one hundred counties have county agricultural agents, and only seventy have home demonstration agents. The expense to the counties also explains the frequent lapses in the existence of the Service in individual counties, as in many cases the work has been discontinued for lack of county funds, then reestablished after a few years. In some counties the Service has been established and discontinued as many as three or four times.

The Extension Service administers much of the field work of the Agricultural Adjustment Administration. Records of this work have been listed in the AAA section of the Inventory. There are a few records of each of the agencies filed in such a manner that it has been impossible to separate them from records of the Extension Service. These are included in this section.

The following is a descriptive list of forms most frequently used by the Extension Service in North Carolina:

DAILY PROJECT REPORT

Gives date, notes, and signature of agent, lists adult and junior projects worked on, and gives statistical data on the following activities: days specialist helped, result demonstrations started, result demonstrations completed, female animals placed, farms engaging in forestry and terracing, in planting fruit shrubs, in saving seed, pure bred sires placed, farms planting pure seed, acres in forest project, farms spraying, dusting, treating seed, birds or animals treated for diseases, for parasites or insects, AAA contracts secured, buildings constructed, farms culling or cleaning seed, acres land terraced, water systems installed, feeding, fertilizing, marketing value in dollars, lighting systems installed, visits to result demonstrations, news articles, circular letters, meetings at result demonstrations, other meetings held in relation to projects, days in field, in office, on vacation, days sick leave, miles traveled, office calls, telephone calls, letters received, letters written, bulletins distributed, 4-H Clubs organized, planning groups organized or reorganized, marketing groups organized or reorganized, leadership training meetings or other short courses held, tours conducted, 4-H teams trained, achievement days held, encampments held, meetings held by local leaders, discussion group meetings held, 4-H Club meetings held, meetings of county organizations, exhibits made.

COUNTY AGENT'S WEEKLY FIELD REPORT

Gives county, name of agent, address, date, signature of District Agent, report of places visited and of time devoted to agronomy, animal husbandry, agricultural engineering, entomology, forestry, horticulture, marketing, plant pathology, poultry, and soil conservation (AAA), names of district agents, specialists, and others who visited agent, object of visit, other remarks, names and addresses of 4-H Club members and adult demonstrators visited, kind of demonstration, object of visit, other farm visits made, narrative report in form of human interest story of accomplishments, signature and title of agent. (Made in duplicate: one copy sent to District Agent, one kept on file.)

COUNTY AGENT'S PROJECT SUMMARY FOR MONTH

Gives summary of information contained on all Daily Reports for the month. (Made in duplicate: one copy sent to District Agent, one kept on file.)

ANNUAL REPORT OF COUNTY EXTENSION WORKERS Form 285

Used by county extension agents such as county agricultural extension agent, home demonstration agent, club agent, and Negro agent, reporting on their respective lines of work. Statistical summary, with analysis and interpretations, of activities during the year. (Four copies made: one for county officials, one for agent's files, one for state Extension office, and one for United States Department of Agriculture.)

TRACTOR REPORTS

Reports made to the company from which tractors are rented giving number of hours tractor ran, number of hours moving to job, total number of hours worked by four men, number terraces run, number feet of terraces, number miles moving to job, number miles tractor ran, number gallons fuel oil used, number pounds grease used, number quarts motor oil used, number quarts gas used, cost per acre, and total account paid.

HOME DEMONSTRATION AGENT'S MONTHLY REPORT

Gives name of county, month, date received, daily report of type of work engaged in, number of members attending each club meeting, miles traveled, record of general activities such as number homes visited, club meetings held, days spent in field and office, letters written, bulletins distributed, radio talks made, training and method demonstration meetings held, auto and other mileage, etc., and a detailed summary of the amount of time spent on each type of work, number of news stories published, and circular letters issued. Narrative reports attached. (Made in duplicate: one copy sent to District Agent, one kept on file.)

MONTHLY TIME AND TRAVEL REPORT

Gives mode of travel, name and address of agent, county, code number, date, daily report of days worked in field and office, of annual leave, sick leave, of towns or communities visited, total miles for day, rate per mile, amount claimed, certification and signature of Agent.

FOODS AND NUTRITION RECORD BOOK FOR 4-H CLUB MEMBERS

Gives name and address of club member, age, name of club, name of agent, date; record of foods prepared, giving date, type of food, and number of servings; record of meals planned, prepared, or served, giving date, name of meal, and number served; record of dishwashing, table setting, serving, etc.; record of items for club work achievement story; summary of year's activities; signatures of club member, mother, and local leader or agent.

4-H CLUB MEMBER'S RECORD

Gives name and address of club member, parent's name, date of birth, school attended, type of project undertaken each year, date started, completed, grade made, scope and result of the project, economic value, number exhibits made, total cash returns, local leader's name, record of participation in judging contests and demonstrations, record meetings attended, number and kind of contests entered, new members obtained, and talks given.

CERTIFICATE OF ACHIEVEMENT

Certificate awarded to boys and girls by the Agricultural Extension Service of State College and the United States Department of Agriculture, cooperating, in recognition of satisfactory completion of a certain number of years of 4-H Club work. It gives the name of the county, the date given, and signatures of local leaders and farm or home agents.

INDIVIDUAL ACHIEVEMENT RECORD, HOME MANAGEMENT

Gives name of club member, address, name of club, record of improvements made in home management during year, and requirements for awards.

HOME DEMONSTRATION CLUB WOMEN'S RECORD

Gives club member's name, address, county, number years in club work, ability, husband's occupation, sources of income, number in family, number in club work, children's ages, county, state, and national offices held in club work, honors received, number meetings attended, number non-club members reached, name of major project, work accomplished, other work accomplished.

PROJECT REPORT, HOME DEMONSTRATION CLUBS

Gives year for which report is made, name of county, name of club, secretary's name, project leader's name, signature of home agent, number of members in club, name of project, names of club members, record of club attendance and of work accomplished by each member on major project, and record of number of women helped by club member outside of meetings.

ALBEMARLE

DIVISION OF COOPERATIVE EXTENSION
COUNTY EXTENSION AGENTS
Stanly County Court House, 2d and Main Sts.

The office of the agricultural extension agent was established in 1915 and that of the home demonstration agent in 1918.

County Agricultural Extension Agent

848. AGRICULTURAL ENGINEERING AND HUSBANDRY, CORRESPONDENCE, 1920 to date. Correspondence with state office concerning animal husbandry, dairying, drainage, house plans, silo construction, terracing roads, and water systems. Filed alphabetically. (Occasionally, official.) 8 x 11 folders, 4 ft., in 4 drawers of filing case. 2d floor, NE. corner room. (3-C)

849. EXTENSION METHODS, CORRESPONDENCE, 1920 to date. Correspondence with state office concerning field crops, forestry, farm management, soils, rodents, fertilizers, marketing, purchasing, and pastures. Filed alphabetically by subject. (Occasionally, official.) 9 x 11 folders, 4 ft., in 4 drawers of filing case. 2d floor, NE. corner room. (3-B)

850. APPLICATIONS FOR MEMBERSHIP IN 4-H CLUBS, 1926 to date. Gives name of applicant, parents' names, address, line of work interested in, date of birth, and school attended. Filed alphabetically. (Occasionally, official.) 3 x 5 cards, 4 ft., in 4 drawers of filing case. 2d floor, NE. corner room. (3-A, 3-D)

County Home Demonstration Agent

851. CORRESPONDENCE AND REPORTS, 1918 to date. Monthly and annual reports to state office; correspondence with members of women's clubs and 4-H clubs, and with Extension staff at State College, Raleigh, N. C. Filed alphabetically. (Daily, official.) 10 x 11 folders, 2 ft., in filing drawer. 3d floor, SE. corner room. (5)

852. 4-H CLUB RECORDS FOR GIRLS AND BOYS, 1931 to date. Permanent record cards showing activities of members of 4-H clubs, such as projects reported on, exhibits at fairs, and honors won. Arranged alphabetically by club. (Daily, official.) 10 x 11 folders, 4 ft., in 2 filing drawers. 3d floor, SE. corner room. (6)

853. 4-H CLUB RECORD BOOKS, 1932 to date. Each girl member has a blank book with spaces for entries to individual record of meals prepared, number of garments made, number of tasks performed such as washing dishes, cleaning house, etc. Arranged alphabetically by club. (Occasionally, official.) 5 x 8 bundles, 4 ft., on wooden shelves. 3d floor, SE. corner room. (4)

ASHEBORO

DIVISION OF COOPERATIVE EXTENSION
COUNTY AGRICULTURAL EXTENSION AGENT
Randolph County Court House, Worth St.

This office was established in 1914. Some records of this agency have been destroyed by rodents. Useless papers are burned.

854. CORRESPONDENCE AND REPORTS, 1917 - 1918; 1923 to date. Correspondence with Raleigh office, county agents, and farmers; 4-H Club reports and plans for club work; information on marketing, farm management, soil rodents, etc.; monthly time and travel reports, and annual reports. (Daily, official.) 9 x 12 folders, 16 ft., in 8 drawers of 2 filing cases. Basement, NE. corner room. (1-A)

ASHEVILLE

DIVISION OF COOPERATIVE EXTENSION
COUNTY AGRICULTURAL EXTENSION AGENT
Buncombe County Court House
County Plaza and College Sts.

This office was established in 1909. The agency formerly occupied old Buncombe County Court House (1909-1928). Records for the years 1909 to 1934 could not be located.

855. CONSERVATION AND EXTENSION SERVICE REPORTS AND RECORDS, 1934 to date. General correspondence, information on agricultural conservation programs, Extension Service reports, crop rotation bulletins, msc. reports, and general information on soil erosion and tobacco production. Filed alphabetically by subject. (Daily, official.) 10 x 14 folders, 3 ft., in 2 steel filing drawers. R. 308. (263)

BAKERSVILLE

DIVISION OF COOPERATIVE EXTENSION
COUNTY AGRICULTURAL EXTENSION AGENT
D. Z. McKinney Bldg., Water St.

This office for Mitchell County was established in 1914. It was discontinued in 1915, reestablished in 1917, again discontinued in 1920, established again in 1923 for one year, and reestablished in 1931 for a period of two years. The present office was established in April 1936. For several weeks in 1936 the office was located in the jury room of the county court house. Records for 1936 only could be located.

856. SINGLE ENTRY LEDGER, June 1936 to date. Pay roll Mitchell County soil conservation program showing amounts due and paid to farmers cooperating in the soil conservation program. Index in front of ledger. (Frequently, official.) 8 x 10 vols., 10 in., in filing case. R. 1. (21)

857. CORRESPONDENCE AND REPORTS, Apr. 1936 to date. Correspondence with state officials in Raleigh and with field supervisor in Franklin; weekly and monthly reports, and travel reports. Forms attached. (Daily, official.) 10 x 12 folders, 8 ft., in 4 steel transfer cases. R. 1. (20)

858. ASSISTANT COUNTY AGENT, TVA, May 25, 1936 to date. Correspondence with officials, and statistical reports of assistant county agent engaged in experiments under the Tennessee Valley Authority; soil erosion, 4-H clubs, etc. Reports filed by subject; correspondence, by name of official. (Weekly and monthly, official.) 10 x 12 folders, 2 ft., in steel transfer case. R. 1. (19)

BEAUFORT

DIVISION OF COOPERATIVE EXTENSION COUNTY EXTENSION AGENTS Carteret Court House Annex

The office of agricultural extension agent was established in 1920. All records pertain to the AAA program and are listed in that section. There are no records prior to 1934. The office of home demonstration agent was established in 1926.

County Home Demonstration Agent

859. CORRESPONDENCE AND REPORTS, 1926 to date. Correspondence with state director of home demonstration work, state director of extension work, other Extension Service officials, and local individuals, monthly reports, 4-H Club members' record, and home demonstration women's club record. (Frequently, official.) 12 x 12 folders, 2 ft. 6 in., in steel filing case. Home Demonstration Agent's Office. (79)

860. ANNUAL REPORTS, 1926 to date. (Frequently, official.) 12 x 12 folders, 4 ft., in steel filing case. Home Demonstration Agent's Office. (78)

BOONE

DIVISION OF COOPERATIVE EXTENSION COUNTY AGRICULTURAL EXTENSION AGENT Watauga County Court House, Main St.

This office was established in 1922, and discontinued in 1925. Records for the years 1922 to 1925 have been destroyed. In 1935 the office was reestablished.

861. GENERAL FILE, 1935 to date. Reports, tabulations, correspondence, and information on topics of concern to farmers. (Records prior to 1936, seldom used; 1936 records, daily, official.) 12 x 14 folders, envelopes, and loose papers, 35 ft., in steel filing case and on 12 wooden shelves. Damaged by careless handling. County Farm Agent's Office. (31)

862. DEMONSTRATION FARMS, 1935 to date. A map of each farm giving the division of land according to crop land, meadow land, pasture land, and wood land; they show the amount of livestock and the number of people living on each farm, and the amount of triple superphosphate which has been applied to each field. Filed by township. (Records prior to 1936, seldom used; 1936 records, daily official.) 10 x 12 folders, 25 ft., in 7 drawers of wooden desk. Back corner room. (33)

863. WATERSHED FARMS, 1935 to date. A map of each farm showing the division of land according to crop land, meadow land, pasture land, and wood land. Records also give number of livestock and of people on each farm. Filed numerically. (Records prior to 1936, seldom used; 1936 records, daily, official.) 10 x 12 folders, 25 ft., in 7 drawers of wooden desk. Back corner room. (32)

BREVARD

DIVISION OF COOPERATIVE EXTENSION COUNTY AGRICULTURAL EXTENSION AGENT Britt Bldg., E. Main St.

The office of Transylvania County agricultural extension agent was established in 1917, discontinued in 1927, and reestablished in 1935. It occupied an office in the old City Hall Building from 1925 to 1927. Its location before 1925 is not known.

864. GENERAL CORRESPONDENCE, 1917 - 1927; 1935 to date. Letters, leaflets, recommendations, government bulletins, maps, AAA contracts, and requisitions. Filed by subject. (Daily, official.) 9 x 12 folders, 1 ft., in 2 metal filing cases and on 2 wooden shelves. 1st floor, 1st room. (1)

865. SOIL MAP, 1936. Shows location of streams and type of soil on farms. (Daily, official.) $2\frac{1}{2}$ x $2\frac{1}{2}$ map, tacked on W. wall. 1st floor, 1st room. (2)

866. FARM MAPS, 1935 to date. Show location of roads and buildings for the farms owned by members of the Soil Conservation Association. Arranged alphabetically in Farm Record Book. (Frequently, official.) 10 x 12 maps, 6 in., in metal filing case on S. wall. 1st floor, 1st room. (3)

BRYSON CITYDIVISION OF COOPERATIVE EXTENSION
COUNTY AGRICULTURAL EXTENSION AGENT
Swain County Court House, Main St.

This office was first established in 1919, but was discontinued in 1924; was reestablished in 1927, but remained in existence only until 1929; and was established a third time in 1935. Records prior to 1935 could not be located. The agent stated unimportant papers were destroyed. Home demonstration records for Swain County are in the files of the home demonstration agent at Waynesville who has charge of both Haywood and Swain counties.

867. FARM REPORTS, 1935 to date. Weekly farm reports, assorted bulletins, program material, data on 4-H clubs, and correspondence. (Daily, official.) 10 x 12 bundles, 1 ft., in open wooden filing case. 2d floor room. (1)

BURGAWDIVISION OF COOPERATIVE EXTENSION
COUNTY EXTENSION AGENTS
Pender County Court House

The office of agricultural extension agent was established in 1914, but continued in existence only one year. It was reestablished in 1917, lapsed again in 1920, was again established in 1923, and has been in existence without interruption since that date. The agency was located in the old Herring store building from June 1935 to July 1936, when it was moved to its present location.

The office of home demonstration agent was established in 1914. It occupied an office in the old court house until June 1935, and an office in the old Herring store building from June 1935 to June 1936, when it was moved to the new court house. Useless papers are destroyed after one year.

County Agricultural Extension Agent

868. CORRESPONDENCE, 1936 to date. Correspondence with Raleigh and Washington offices giving information relative to county planning, ditching, spraying, poultry, seed loans, tobacco, hogs, fertilizer, potatoes, demonstrations, forestry, etc. (Frequently, official.) 10 x 12 vols., 2 ft., in metal filing drawer. 3d floor, SW. corner room. (7-C)

869. 4-H CLUB RECORDS, 1936 to date. 4-H Club roll correspondence. Filed alphabetically. (Frequently, official.) 10 x 12 folders, 2 ft., in metal filing drawer. 3d floor, SE. corner room. (7-A)

County Home Demonstration Agent

870. MISCELLANEOUS FILE, 1923 to date. Correspondence, clothing reports, accounts, addresses, and suggestions for use in home demonstration work. (Frequently, official.) 10 x 12 loose sheets, 2 ft., in steel filing drawer. 3d floor, SE. room. (12)

871. 4-H CLUB CARD FILE, 1923 to date. Card for each 4-H Club member, giving name, date of birth, address, age, county, grade, and sex. (Occasionally, official.) 4 x 6 cards, 2 ft., in steel filing drawer. 3d floor, SE. room. (13)

CAMDEN

DIVISION OF COOPERATIVE EXTENSION
COUNTY EXTENSION AGENTS
Camden County Court House

The office of the agricultural extension agent was established January 1, 1934. It was first located in the school building, but was later moved to the court house. All records relate to the AAA program and are listed in the AAA section. There are no records older than 1933. Useless papers are destroyed. The office of the home demonstration agent was established September 17, 1935. Useless papers are burned.

County Home Demonstration Agent

872. LETTERS AND REPORTS, 1935 to date. Correspondence with club members; reports of agent concerning club meetings; and minutes of club meetings. (Occasionally, official.) 10 x 12 folders and envelopes, 1 ft., in paper box. Main Office. (8)

CARTHAGE

DIVISION OF COOPERATIVE EXTENSION
COUNTY EXTENSION AGENTS
Moore County Court House

The office of the agricultural extension agent was established July 25, 1925. The office of the home demonstration agent was established in 1928. Papers are destroyed after one year if not needed in the office.

County Agricultural Extension Agent

873. CORRESPONDENCE, 1926 to date. Correspondence with farmers and Departments of Agriculture at Raleigh and Washington, concerned with the agricultural adjustment program and general extension work; contains

reports, tabulations, charts, and maps. Alphabetically indexed. (Frequently, official.) 9 x 11 loose-leaf books; 11 ft., in 4 filing drawers, 16 folded document holders, 13 wooden shelves, and box. NE. corner room, 3d floor. (5)

County Home Demonstration Agent

874. CLUB REPORTS, n.d. Reports on district club meetings and items of interest regarding clubs in the county. Tabulated reports on organization of 4-H and home demonstration clubs and their activities. Arranged alphabetically by topic. (Frequently, official.) 8 x 10 folders and envelopes, 2 ft., on 2 shelves. NW. corner room. (4)

875. FOODS: NOTES AND PLANS, n.d. Information and plans used in teaching methods of preserving foods. (Frequently, official.) 8 x 10 folders, envelopes, and paper packages, 4 ft., on 3 shelves. NW. corner room. (2)

876. HEALTH NOTES AND PLANS, n.d. Bulletins, circular letters, scorecards, charts, and other information used in teaching health and sanitation. Arranged alphabetically by topic. (Frequently, official.) 8 x 10 folders, 4 ft., on 2 wooden shelves. NW. corner room. (1)

877. HOMEMAKING, n.d. Bulletins, clippings, samples, circulars, notes and plans used in teaching home management and beautification. Filed alphabetically by topic. (Frequently, official.) 8 x 10 folders and envelopes, 2 ft., on 2 wooden shelves. NW. corner room. (3)

CHARLOTTE

DIVISION OF COOPERATIVE EXTENSION
COUNTY AGRICULTURAL EXTENSION AGENT
Mecklenburg County Court House, 700 E. Trade St.

This office was established in 1914. It was located in the old court house from 1914 to 1927.

878. GENERAL CORRESPONDENCE, 1935 to date. Correspondence concerning parity payment complaints, tax exemptions, instructions used in connection with cotton price adjustment payments, and average market prices. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 2 ft., in steel transfer case. County Farm Agent's Office. (519)

879. GENERAL CORRESPONDENCE, 1933 to date. Filed alphabetically and by month. (Occasionally, official.) 9 x 12 folders and 9 x 12 bundles, 26 ft., in 14 steel transfer cases. County Farm Agent's Office. (512, 513)

CLINTONDIVISION OF COOPERATIVE EXTENSION
COUNTY EXTENSION AGENTS

- (A) Powell Bldg., Main and Sampson Sts.
(B) Caison Bldg., 202 Main St.

The office of Sampson County agricultural extension agent was established in 1914, was discontinued in 1923, and was reestablished in 1933. Records made prior to 1933 have been destroyed. The office of the home demonstration agent was established in 1914. From 1914 to 1930 it was located in the Herring Building.

County Agricultural Extension Agent

880. GENERAL CORRESPONDENCE, 1933 to date. Correspondence with state director of Extension Service and the AAA, and with farmers in the county. Filed alphabetically. (Daily, official.) 9 x 12 folders, 7 ft., in 4 metal filing drawers. County Agricultural Extension Agent's Office (Bldg. A). (30)

881. CORRESPONDENCE AND REPORTS, 1933 to date. Msc. correspondence, weekly, monthly, and annual reports, and information on agronomy, pastures, animal husbandry, poultry, forestry service, soil and fertilizer, horticulture, marketing, and Resettlement Administration. Filed alphabetically. (Frequently, official.) 10 x 12 folders, 4 ft., in 2 metal filing drawers. County Agricultural Extension Agent's Office (Bldg. A). (30-A)

County Home Demonstration Agent

882. REPORTS, 1914 to date. Weekly, monthly, and annual reports, and information on cereals, clothing, home beautification, poultry, cattle, forestry, food, nutrition, child development, parent education, etc. Filed alphabetically. (Occasionally, official.) 8 x 11 folders, 1 ft., in metal filing drawer. R. 301 (Bldg. B). (33)

883. CLUB ROLLS, 1916 to date. Lists of adult members of clubs, giving name and address of each. Filed alphabetically. (Monthly, official.) 8 x 10 covers, 6 in., in metal filing drawer. R. 301 (Bldg. B). (32)

884. MEMBERSHIP CARDS, 1930 to date. Membership cards of 4-H Club girls, giving name, date of birth, address, county, name of school, grade, name of teacher, and of parent or guardian. Filed numerically by year. (Annually, official.) 4 x 6 cards, 3 ft., in metal filing drawer. R. 301 (Bldg. B). (34)

885. CONTEST WINNERS, 1925 to date. Winners in Garden or 4-H Club contests. Filed alphabetically. (Annually, official.) 9 x 11 folders, 6 in., in metal filing drawer. R. 301 (Bldg. B). (31)

COLUMBIADIVISION OF COOPERATIVE EXTENSION
COUNTY AGRICULTURAL EXTENSION AGENT
Tyrrell County Court House

This office was established February 1, 1934.

886. GENERAL CORRESPONDENCE, 1934 to date. Correspondence with clients and state office. Filed alphabetically. (Daily, official.) 10 x 12 folders, 6 in., in drawer of wooden filing case. Main Office. (1)

887. FARM BUREAU, 1936. Letters written, letters received, constitutions and by-laws of the Soil Conservation Association. Filed alphabetically. (Daily, official.) 10 x 12 folders, 6 in., in steel filing drawer. Main Office. (10)

888. EXTENSION MATERIAL AND PROJECTS, 1934 to date. Annual, monthly, weekly, and daily reports of county agent to state office; general extension information; plans for work and demonstrations on such subjects as swine, soy beans, poultry, marketing, forestry, gardening, and bee keeping. Filed alphabetically. (Daily, official.) 10 x 12 folders, 6 in., in wooden filing case. Main Office. (2)

889. GENERAL INFORMATION, 1934 to date. General information on agriculture and club work. Filed alphabetically. (Daily, official.) 10 x 12 folders, 1 ft., in 2 wooden filing cases. Main Office. (3)

COLUMBUSCOUNTY EXTENSION AGENTS
Polk County Court House

The office of agricultural extension agent was established in 1917, discontinued in 1918, and reestablished in 1931. The office of the home demonstration agent was first established in 1926.

County Agricultural Extension Agent

890. ANNUAL REPORTS OF COUNTY EXTENSION WORKERS, 1923 to date. Annual report of county extension workers on general activities of home, livestock, agriculture, economics, child development, food, clothing, health and sanitation. (Frequently, official.) 8 x 12 vols., 2 ft., in desk drawer. County Agricultural Extension Agent's Office. (8-A)

891. MISCELLANEOUS FILE, 1935 to date. Supervision, county budget, weekly reports; minutes of meetings of the board of directors of the Polk County Agricultural Conservation Association. (Frequently, official.) 10 x 13 folders, 1 ft., in drawer of filing case. County Agricultural Extension Agent's Office. (6)

892. MISCELLANEOUS RECORDS, 1923 to date. Activities of club, individual records of 4-H Club work, programs, maps of clubs, election of officers, and contests. Filed alphabetically. (Daily, official.) 9 x 12 folders, 3 ft., in 2 wooden transfer cases. County Agricultural Extension Agent's Office. (8-B)

893. 4-H CLUB RECORDS, 1934 to date. Project outline and record forms for 4-H Club members. Filed alphabetically. (Frequently, official.) 10 x 13 folders, 2 ft., in 2 filing drawers. County Agricultural Extension Agent's Office. (2)

County Home Demonstration Agent

894. INDIVIDUAL RECORDS OF 4-H CLUB WORK, 1926 to date. Individual records of 4-H Club girls' and women's work such as sewing, home management, house furnishing, home beautification, home gardens, and marketing. Filed alphabetically. (Frequently, official.) 8 x 12 folders, 4 ft., in 2 wooden transfer cases and wooden box. County Agricultural Extension Agent's Office. (13)

895. MISCELLANEOUS REPORTS, 1929 to date. Canning reports, expense reports, club roll reports, time and travel reports, and 4-H Club contestant reports. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft., in 2 wooden transfer cases. County Agricultural Extension Agent's Office. (12)

CURRITUCK

DIVISION OF COOPERATIVE EXTENSION
COUNTY EXTENSION AGENTS
Currituck County Court House

The office of agricultural extension agent was established in 1914, was discontinued in 1915, was reestablished in 1919, lapsed again in 1932, and was again established in 1933. During each period of its existence the office was located in the county court house. Records made prior to 1929 have been misplaced due to the lapse of time between the different agents' service.

The office of the home demonstration agent was organized in Currituck County in 1925. Since its establishment the agency has occupied an office in the county court house.

County Agricultural Extension Agent

896. GENERAL CORRESPONDENCE, 1929 to date. General correspondence with state director and others. Filed alphabetically. (Occasionally, official.) 11 x 12 folders, 2 ft., in filing case drawer. Main Office. (15)

897. FARM CROPS, LIVESTOCK, GENERAL CORRESPONDENCE, AND AGRICULTURAL ADJUSTMENT ADMINISTRATION RECORDS, 1929 to date. Correspondence dealing with AAA, farm crops, and livestock; circular letters; inquiries from farmers on these subjects. Filed alphabetically by subject. (Daily, official.) 10 x 12 folders, 6 ft., in 5 filing cases, 2 small cabinets placed on wooden shelves, and case for bulletins. Main Office. (14)

County Home Demonstration Agent

898. GENERAL FILE, 1925 to date. Commercial papers, farm reports, recreation reports, bulletins on farm and home problems, leaflets, and lesson sheets used by home agent in planning work. (Daily, official.) 10 x 12 folders, 2 ft., in 4 drawers of steel filing case. Main Office. (9)

899. GENERAL CORRESPONDENCE, 1934 to date. Correspondence with state home demonstration agent, district agent, food director, and district director of 4-H clubs. Filed alphabetically. (Occasionally, official.) 10 x 12 folders, 1 in., in steel filing drawer. Main Office. (12)

900. SUBJECT MATTER, 1925 to date. Circular letters and bulletins dealing with every phase of homemaking, including gardens, orchards, farm problems, and community planning. Sent from Department of Agriculture and N. C. Extension Service. (Daily, official.) 9 x 12 folders, 1 ft., 3 in., in steel filing drawer. Main Office. (10)

901. REPORTS, 1925 to date. Annual and monthly reports on gardens, canning, child development, clothing, club meetings, and contests; narrative and statistical; sent to Washington and state director. Filed chronologically. (Occasionally, official.) 9 x 12 folders, 9 in., in steel filing case. Main Office. (11)

902. COMBINED ANNUAL REPORT OF COUNTY EXTENSION WORKERS, 1925 to date. Statistical and narrative summaries of county extension work; sent to Department of Agriculture in Washington, and to state agricultural extension director in Raleigh. (Occasionally, official.) 8 x 10 folders, 2 ft., in wooden boxes. Main Office. (13)

DANBURY

DIVISION OF COOPERATIVE EXTENSION
COUNTY AGRICULTURAL EXTENSION AGENT
Stokes County Court House

This office was established in 1914, was discontinued in 1932, and was reestablished in 1933. When the agency was discontinued in 1932 its records were evidently destroyed, as records prior to that date could not be located.

903. GENERAL CORRESPONDENCE, 1933 to date. Correspondence with farmers, with district supervisors, and with state Extension Service officials. Filed alphabetically. (Daily, official.) 9 x 11 envelopes, 3 ft. 6 in., in 2 metal filing drawers. Left, back corner room. (11)

904. REPORTS, 1933 to date. Weekly, monthly, and annual narrative, statistical, time, and travel reports. Filed chronologically. (Frequently, official.) 9 x 11 folders, 1 ft., in metal filing drawer. Left, back corner room. (12)

905. RECORD OF CHECKS RECEIVED, 1934 to date. Record of checks received, in whose favor each was drawn, and for what it was paid. (Frequently, official.) 10 x 16 binders, 4 ft., on 2 shelves. Left, back corner room. (9)

DOBSON

DIVISION OF COOPERATIVE EXTENSION COUNTY AGRICULTURAL EXTENSION AGENT Surry County Court House

This office was established in 1914, discontinued in 1920, reestablished in 1925, discontinued again in 1927, reestablished for the third time in 1930, and discontinued at the end of that year. In 1932 it was again re-established and has continued in operation since that date.

906. CORRESPONDENCE, 1933 to date. Filed alphabetically. (Daily, official.) 9 x 11 folders, 2 ft., in metal filing case. R. 7. (5)

907. TVA CROP ROTATION AND TERRACING, 1936 to date. Correspondence, completed forms, and maps of farms and fields. Filed alphabetically by subject. (Daily, official.) 9 x 12 folders, 2 ft., in filing case. R. 7. (11)

908. 4-H CLUB, 1937 to date. Correspondence and forms relating to 4-H Club work. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft., in filing case. R. 7. (10)

909. PLAN OF WORK, 1937. Demonstration projects, records of demonstration, etc. Filed by subject. (Daily, official.) 9 x 12 folders, 2 ft., in filing drawer. R. 7. (8)

910. MAILING LIST, 1932 to date. Mailing lists, giving address, number of acres cultivated crops, and other information about persons participating in crop reduction program. Filed alphabetically. (Daily, official.) 12 x 18 loose-leaf books, 2 ft., in 2 filing case drawers. R. 7. (9)

DURHAMDIVISION OF COOPERATIVE EXTENSION
COUNTY EXTENSION AGENTS
Farmers Mutual Exchange Bldg.
801 Gilbert St.

The office of the Durham County agricultural extension agent was established in 1914, was discontinued in 1923, was reestablished in 1926, was discontinued again in 1932, and was reestablished a second time in 1933. The agency occupied offices in the county court house from 1914 until 1930, when it was moved to its present location. The records in the office cover only the period from 1929 to 1936, but copies of the agent's monthly reports made prior to 1929 can be found in the Register of Deeds' office, where they have been filed by the County Commissioners. The office of the home demonstration agent was established in 1913 and occupied an office in the county court house until February 1930. Since that time the agency has been at its present location.

County Agricultural Extension Agent

911. GENERAL CORRESPONDENCE, 1934 to date. Filed alphabetically. (Daily, official.) 12 x 24 folders, 4 ft., in 2 filing case drawers. 2d floor, SW. corner room. (110)

912. GENERAL FILES, 1934 to date. Circular letters originating in this office, notices of meetings or demonstrations and instructions for carrying on certain types of farm work. Filed alphabetically. (Daily, official.) 12 x 24 folders, 4 ft., in 2 filing case drawers. 2d floor, SW. corner room. (109)

913. CROP PRODUCTION REPORTS, 1934. Reports of cotton, tobacco, and other crops. Filed numerically, with an alphabetical cross index. (Daily, official.) 9 x 12 envelopes, 2 ft., in 3 boxes. 2d floor, SW. corner room. (107)

914. RECORDS OF COUNTY PRODUCTION, 1935. Reports and correspondence on crop production. Filed numerically, with an alphabetical cross index. (Daily, official.) 6 x 11 folders, 4 ft., in 4 filing case drawers. 2d floor, SW. corner room. (106)

County Home Demonstration Agent

915. GENERAL CORRESPONDENCE, 1914 to date. Filed alphabetically. (Seldom, official.) 9 x 12 folders, 1 ft., in filing case drawer. 2d floor room. (98)

916. MONTHLY AND ANNUAL REPORTS, 1914 to date. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft., in filing case drawer. 2d floor room. (100)

917. MONTHLY AND ANNUAL REPORTS OF 4-H CLUBS, 1928 to date. Filed alphabetically. (Daily, official.) 9 x 12 folders, 10 ft., in 5 filing case drawers. 2d floor room. (102)

918. RECORDS OF CONTESTS, 1928 to date. Filed alphabetically and chronologically. (Daily, official.) 9 x 12 folders, vols., and loose-leaf books, 3 ft., in 9 filing case drawers. 2d floor room. (99)

919. REFERENCE MATERIAL, 1928 to date. Information on nutrition, clothing, and other subjects. Filed alphabetically by subject. (Daily, official.) 9 x 12 folders, 1 ft., in 8 drawers of steel case. 2d floor room. (103)

920. REPORTS PERTAINING TO CURB MARKET, May 24, 1930 to date. Records of sales and the total amount for individual persons operating on this market. Filed alphabetically. (Daily, official.) 9 x 12 folders, 3 ft., in 2 drawers of filing case. 2d floor room. (101)

921. REFERENCE MATERIAL, 1928 to date. Food, food conservation, clothing, home management, entertainments, invoices, gardening, etc. Filed alphabetically. (Daily, official.) 9 x 12 folders in pasteboard packages, 18 ft., in 6 drawers of filing cases and on shelves in metal cabinet. 2d floor room. (104)

EDENTON

DIVISION OF COOPERATIVE EXTENSION COUNTY EXTENSION AGENTS Post Office Bldg., S. Broad St.

The office of Chowan County agricultural extension agent was established in 1914. It was formerly located in the Chowan County court house. The office of the home demonstration agent was established in 1918. The agency was formerly located in the Penelope Barker Hotel on South Broad Street.

County Agricultural Extension Agent

922. CHECKS, 1934 to date. Cancelled checks. Arranged alphabetically, (Seldom, official.) 10 x 15 bundles, 6 in., in filing case drawer. R. 7, basement. (105)

923. RECEIPTS, 1936 to date. Receipts for agent's expenses; old checks for different accounts of the county. (Seldom, official.) 12 x 13 bundles, 6 in., in a small box. R. 7, basement. (106)

924. CORRESPONDENCE, 1917 - 1932. Correspondence with Raleigh office concerning hog diseases, cotton and tobacco acreage restrictions, and other topics. Card index. (Occasionally, official.) 11 x 15 bundles, 2 ft., in steel filing case drawer. R. 7, basement. (118)

925. LETTERS, 1917 - 1932. Correspondence with clients, officials, and business organizations. Card index. (Frequently, official.) 11 x 15 folders, 2 ft., in steel filing case drawer. R. 7, basement. (100)

926. MISCELLANEOUS CORRESPONDENCE, 1922 to date. Correspondence with officials, clients, and others concerning livestock, poultry, etc. Arranged alphabetically and chronologically. (Frequently, official.) 14 x 21 bundles, $\frac{1}{2}$ in., in steel filing case drawer. R. 7, basement. (116)

927. CORRESPONDENCE, 1932 to date. (Seldom, official.) 12 x 15 bundles, 6 in., in steel filing case drawer. R. 7, basement. (112)

928. CORRESPONDENCE, 1933 - 1935. Correspondence with state office. (Occasionally, official.) 10 x 12 folders, 1 ft., in steel filing case drawer. R. 7, basement. (102)

929. EXTENSION LETTERS, 1935. Correspondence. Card index. (Occasionally, official.) 11 x 15 loose papers, 2 ft., in steel filing case drawer. R. 7, basement. (133)

930. CORRESPONDENCE AND INSTRUCTIONS, Jan. 1, 1936 to date. Correspondence with state office. (Frequently, official.) 10 x 15 bundles, 3 in., in steel filing case drawer. R. 7, basement. (113)

931. EXTENSION LETTERS, 1935. Correspondence with firms concerning cattle, electrification, etc. Card index. (Occasionally, official.) 11 x 15 loose papers, 2 ft., in steel filing case drawer. R. 7, basement. (99)

932. LETTERS TESTAMENTARY, 1934 to date. Letters sent to clients for information. (Seldom, official.) 10 x 16 bundles, 2 in., in steel filing case drawer. R. 7, basement. (124)

933. CORRESPONDENCE, 1935 to date. Correspondence with clients. (Seldom, official.) 10 x 18 bundles, 2 in., in file case. R. 7, basement. (131)

934. MONTHLY TIME AND TRAVEL REPORTS, 1929 to date. Report of travel of county agent, including dates, places visited, mileage, and cost per mile. Arranged chronologically. (Monthly, official.) 9 x 11 bundles, $\frac{1}{4}$ in., in wooden box. R. 7, basement. (108)

935. WEEKLY REPORTS, 1935. Farm agent's weekly report of his field visits. (Weekly, official.) 10 x 18 loose papers, $1\frac{1}{2}$ in., in 2 steel file boxes. R. 7, basement. (122)

936. COUNTY AGENT'S MONTHLY PROJECT SUMMARY, Dec. 1935 to date. Monthly reports of all work done in animal husbandry, forestry, poultry raising, and horticulture. (Monthly, official.) 9 x 11 bundles, 1 in., in steel filing case. R. 7, basement. (98)

937. FARM SURVEY CARDS, 1934. Record of total number of acres, number of acres cultivated, expenses, and livestock for each Chowan County farm. (Daily, official.) 7 x 12 cards, 6 in., in file case. R. 7, basement. (130)

938. MAILING LIST, 1934 to date. Names and addresses of clients in Chowan County. Arranged alphabetically. (Seldom, official.) 10 x 16 bundles, 2 in., in steel filing case drawer. R. 7, basement. (135)

939. MISCELLANEOUS RECORDS, 1934 to date. Reports on taxable income for the county, number of cows, and condition of each cow, fertilizer used, cost, and name of person buying fertilizer. Arranged alphabetically. (Monthly, official.) 12 x 15 bundles, 6 in., in steel filing case drawer. R. 7, basement. (110)

940. INSPECTION AND FIRE INSURANCE, AND SWEET POTATO PRICES, 1935 to date. Record of inspection reports, fire insurance reports, the average price of sweet potatoes, and the yielded price. (Occasionally, official.) 14 x 21 bundles, 1 ft., in steel filing drawer. R. 7, basement. (115)

County Home Demonstration Agent

941. CORRESPONDENCE, 1934 to date. Correspondence concerning club work. Arranged alphabetically. (Occasionally, official.) 8 x 29 folders, 9 in., in 2 steel filing case drawers. R. 8. (74)

942. ANNUAL REPORTS, 1925 to date. A yearly report of work started and completed by each 4-H Club. Filed chronologically. (Occasionally, official.) 8 x 13 envelopes, 1 in., in wooden desk drawer. R. 8. (76)

943. HOME DEMONSTRATION RECORD CARDS, 1933 to date. 4-H Club books and cards describing work of the girls and women of the county. (Daily, official.) 8 x 29 cards, 9 in., in steel filing case drawer. R. 8. (72)

944. MATERIALS, 1933 to date. Plans and work record of clubs in county giving place club was held, number present and subject discussed; and monthly time and travel reports. (Daily, official.) 8 x 29 folders, 9 in., in steel filing case drawer. R. 8. (73)

945. FOODS, 1933 to date. Record of work in canning and housing foods, home cleaning, and garden care. (Daily, official.) 8 x 13 folders, 9 in., in steel filing case. R. 8. (77)

946. 4-H CLUB REPORTS, 1933 to date. General record of handicraft contests, health bulletins, handbook and suggestions for club work. Arranged alphabetically. (Daily, official.) 8 x 29 folders, 9 in., in steel filing case drawer. R. 8. (78)

947. RECREATION, 1933 to date. Record of stunts, songs, contests, poetry, and plays for each club in Chowan County. (Daily, official.) 8 x 29 folders, 9 in., in steel filing case. R. 8. (75)

ELIZABETH CITYDIVISION OF COOPERATIVE EXTENSION
COUNTY EXTENSION AGENTS
Post Office Bldg., Main St.

The office of Pasquotank County agricultural extension agent was established November 1, 1915; that of the home demonstration agent in 1926. Useless papers are destroyed.

County Agricultural Extension Agent

948. CORRESPONDENCE, 1920 - 1928. Correspondence of county agent with Extension Service officials in Raleigh and Washington. (Seldom, official.) 10 x 12 folders, 1 ft. 9 in., in drawer of wooden filing case. R. 302. (596)

949. MISCELLANEOUS FILE, 1916 - 1920. Blueprints of feeders for hogs and chicken houses, correspondence pertaining to blueprints, estimates of cost of material and labor. (Never.) Various sized loose papers, 1 ft. 9 in., in drawer of wooden filing case. R. 302. (587)

950. MISCELLANEOUS FILE, 1924 to date. Reports on potato programs, committee meetings, etc., reports on farm bankruptcy, time and travel sheets, and circular letters. (Daily, official.) 9 x 12 folders, 2 ft. 6 in., in steel filing drawer. R. 302. (586)

951. MISCELLANEOUS FILE, 1936 to date. Correspondence concerning loans made by Commodity Credit Corporation and other topics. (Seldom, official.) 9 x 12 folders, 2 ft., in filing case drawer. R. 302. (588)

952. APPLICATIONS FOR MEMBERSHIP IN THE BOYS' AND GIRLS' 4-H CLUB, n.d. Applications from boys and girls to join the 4-H clubs, giving name, age, grade, teacher, and school attended. (Daily, official.) 5 x 8 cards, 1 ft. 3 in., in filing case drawer. R. 302. (592)

County Home Demonstration Agent

953. CORRESPONDENCE, 1932 to date. Correspondence with extension specialists concerning 4-H Club work, council work, commercial work, and other subjects. (Daily, official.) 9 x 12 folders, 2 ft., in 2 steel filing cases. R. 302. (607)

954. ANNUAL REPORT OF COUNTY AGENT, 1931 to date. Annual reports, and monthly reports on which annual report is based. Form attached. (Occasionally, official.) 8 x 10 envelopes, 11 in., in filing case. R. 302. (605)

955. COMBINED ANNUAL REPORTS OF COUNTY EXTENSION WORKERS, 1932 to date. Form 285, annual report of county extension workers. (Seldom, official.) 8 x 10 pamphlet forms, 10 in., in wooden desk drawer. R. 302. (609)

956. MONTHLY REPORTS, 1932 to date. Reports of agent, giving mileage, meetings held, dates held in each community, etc. Form attached. (Monthly, official.) 9 x 11 loose papers, 8 ft., in steel filing case. R. 302. (610)

957. PLANS OF WORK BY MONTHS, 1932 to date. Plans of work laid out yearly for each month. (Daily, official.) 9 x 12 folders, 2 ft., in steel filing case. R. 302. (606)

958. SUBJECT MATERIAL, 1932 to date. Printed and mimeographed material for use in club meetings. (Daily, official.) 9 x 12 folders, 2 ft., in steel filing case. R. 302. (608)

959. NARRATIVE REPORTS, 1932 to date. Annual report giving general description of activities of club workers; one copy filed, and one sent to state office. (Occasionally, official.) 9 x 11 loose-leaf books, 10 in., in desk drawer. R. 302. (611)

960. CURB MARKET REPORTS, 1932 to date. Reports from club women of sales on curb market. Form attached. (Weekly, official.) 3 x 6 folders, 6 in., in steel filing case. R. 302. (612)

ELIZABETHTOWN

DIVISION OF COOPERATIVE EXTENSION COUNTY EXTENSION AGENTS Agricultural Bldg.

The Bladen County agricultural extension agent's office was established in 1933, and was located in the county court house until 1936. Useless papers are stored for future reference. The home demonstration agent's office was established in 1914, and was housed in the county court house until 1936. Useless papers are disposed of by the agent.

County Agricultural Extension Agent

961. CORRESPONDENCE, 1933 to date. Correspondence with Raleigh office concerning agronomy, animal husbandry, entomology, forestry, horticulture, marketing, and pathology. Subdivided by subject and filed in chronological order. (Constantly, official.) 12 x 14 folders, 2 ft. 6 in., in metal filing drawer. NW. corner room. (83)

962. RECORD OF COUNTY AGENT'S WORK, July 1924 to date. County agent's weekly field report. Filed chronologically. (Occasionally, official.) 8 x 16 bundles, 5 ft., on open wooden shelf in closet. NW. corner room. (84)

County Home Demonstration Agent

963. CORRESPONDENCE WITH STATE OFFICE, 1924 to date. Filed alphabetically and chronologically. (Frequently, official.) 8 x 13 and 6 x 8 folders and envelopes, 2 ft., in metal filing drawer. County Home Demonstration Agent's Office. (51)

964. ANNUAL REPORTS, 1924 to date. Statistical and narrative reports to county commissioners and to the state director showing work done throughout year, number of members, number of meetings, public exhibits, etc. Filed by subject. (Annually, official.) 8 x 13 folders, 2 ft., in metal filing case drawer. County Home Demonstration Agent's Office. (52)

965. MONTHLY REPORTS, 1923 to date. Monthly statistical and narrative reports sent to state headquarters, Raleigh; list major projects studied during month, number of meetings, number of club women present at demonstration, and other information on work. Filed chronologically. (Monthly, official.) 8 x 13 folders, 2 ft., in metal filing case drawer. County Home Demonstration Agent's Office. (50)

966. HOME ECONOMICS, 1925 to date. Information relative to clothes, food, homes, gardens, poultry, canning and household economy, form letters, instructions, and lesson plans. Filed alphabetically by subject. (Daily, official.) 8 x 10 folders, 2 ft., in metal filing case drawer. County Home Demonstration Agent's Office. (49)

FAYETTEVILLE

DIVISION OF COOPERATIVE EXTENSION
COUNTY EXTENSION AGENTS
Cumberland County Court House
Gillespie and Franklin Sts.

The office of agricultural extension agent was established in 1914. Records made prior to 1925 could not be located. The office of the home demonstration agent was established in 1914, and was located in the Fayetteville Supply Building until 1924, when it was moved into the county court house. Useless papers are destroyed after one year.

County Agricultural Extension Agent

967. BOYS 4-H CLUB WORK, 1935 to date. Plans for building farm equipment; information on club boys and their activities; work of various clubs and lists of members. Arranged by clubs. (Frequently, official.) 4 x 6 cards and 9 x 12 folders, 10 ft., in 5 metal filing case drawers. County Agricultural Extension Agent's Office. (39)

968. FARM EXTENSION WORK, 1925 - 1933. Deals with crop extension and educational work with farm boys. This type of work was discontinued in June 1933. (Never.) 9 x 14 bundles, 1 ft. 2 in., in pasteboard boxes. County Agricultural Extension Agent's Office. (35)

County Home Demonstration Agent

969. CORRESPONDENCE, 1935 to date. Correspondence with state director, other county agents, club women, and 4-H Club members. (Frequently, official.) 9 x 12 folders, 10 in., in letter box on desk. Basement room. (47)

970. ANNUAL REPORTS, 1917 to date. Narrative reports giving activities of club women for the year, work accomplished in home furnishing, food preservation, clothing, budgeting, canning, helpful recreations, child training, and first-aid methods. Filed chronologically. (Frequently, official.) 9 x 12 folders, 1 ft. 6 in., in letter box in wooden cabinet. Basement room. (46)

971. 4-H CLUB RECORDS, 1917 to date. Activities of 4-H Club members, health records giving name, address, age, health record from infancy to date, points credited in health contest, work done in summer camps, garden work done by boys, canning and sewing done by girls. Filed chronologically. (Frequently, official.) Various sized cards and charts, 4 ft., in 2 steel filing case drawers. Basement room. (45)

FRANKLIN

DIVISION OF COOPERATIVE EXTENSION
COUNTY EXTENSION AGENTS
Macon County Court House, Main St.

The office of the agricultural extension agent and the home agent was established in 1922.

County Agricultural Extension Agent

972. GENERAL CORRESPONDENCE, 1922 to date. Letters, recommendations, government bulletins, leaflets, data on 4-H Club project work, club membership cards, and certificates of registry. Filed alphabetically. (Daily, official.) 9 x 10 folders, 8 ft., in 4 steel filing case drawers. 1st floor, 3d room left of hall. (4)

973. SOIL MAPS, 1929. Soil types found in Macon County, and location of demonstration farms in the county. (Daily, official.) 26 x 30 maps on heavy cardboard. Slightly soiled. 1st floor, 3d room left of hall. (5)

County Home Demonstration Agent

974. MISCELLANEOUS MATERIALS, Oct. 1935 to date. Correspondence and literature on work done by the county home demonstration agent. Indexed by subject. (Daily, official.) 9 x 14 folders, 1 ft., on wooden shelves. 1st floor, 3d room right of hall. (3)

GASTONIADIVISION OF COOPERATIVE EXTENSION
COUNTY EXTENSION AGENTS
New Post Office Bldg.
Main St.

The office of the Gaston County agricultural extension agent was established in 1918. It occupied rooms in the court house until 1935, when it was moved to the Welfare Building, where it remained through 1936. It was then moved to its present location. The records reported pertained to the AAA program and will be found listed under AAA.

The office of the home demonstration agent was established in 1918. It occupied rooms in the court house until 1935, when it was moved to the Welfare Building, where it remained through 1936. It was then moved to its present location.

County Home Demonstration Agent

975. CORRESPONDENCE AND REPORTS, 1932 to date. Correspondence pertaining to club work and home demonstration work; condensed report of club work. Filed by subject. (Daily, official.) 9 x 12 folders, 4 ft., in 2 steel transfer cases. R. 206. (87)

GATESVILLEDIVISION OF COOPERATIVE EXTENSION
COUNTY EXTENSION AGENTS
Gates County Court House, Court St.

The office of agricultural extension agent was established in 1933; that of the home demonstration agent in 1918. From 1935 until July 1, 1936, both Gates and Perquimans counties were under the same demonstration agent.

County Agricultural Extension Agent

976. EXTENSION SERVICE, 1934 to date. Correspondence and records of all extension work. Filed alphabetically. (Occasionally, official.) 10 x 12 folders, 3 ft., in steel filing drawer. Main Office. (18)

977. CROPS, LIVESTOCK, AND POULTRY, 1934 to date. Reports on crops, livestock, and poultry projects supervised by the county agent. Filed alphabetically. (Daily, official.) 8 x 10 folders, 6 ft., in 2 steel filing drawers. Main Office. (20)

978. 4-H CLUB WORK REPORTS, 1934 to date. Reports on 4-H Club projects. Filed alphabetically. (Occasionally, official.) 10 x 12 folders, 3 ft., in steel filing cabinet. Main Office. (15)

County Home Demonstration Agent

979. GENERAL FILE, 1935 to date. All 4-H Club membership cards, weekly reports on Home Demonstration Club membership, club women's record, project leaders' community record of cooperating members, and 4-H Club room-improvement record book. Filed alphabetically. (Daily, official.) 6 x 12 folders, 6 in., in folded document holders. Main Office. (25)

GOLDSBORO

DIVISION OF COOPERATIVE EXTENSION
COUNTY AGRICULTURAL EXTENSION AGENT
Wayne County Court House

The office of the Wayne County agricultural extension agent was established in September 1918. There were a few months in 1932 when the county had no agent. At that time the records were sent to Raleigh, and have not been returned.

980. MISCELLANEOUS CORRESPONDENCE, 1933 to date. Correspondence with local citizens and with Washington and Raleigh offices concerning the soil conservation program, accounting, statistics, bookkeeping, and other topics. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 4 ft., in 2 filing case drawers. Farmers' Room. (68)

GRAHAM

DIVISION OF COOPERATIVE EXTENSION
COUNTY EXTENSION AGENT
Alamance County Court House

The office of county agricultural extension agent was established in 1914. It was located in the old court house until 1924, when it was placed in the new court house. In 1922 a Negro agricultural extension agent was added to the staff.

The office of the home demonstration agent was established in 1914, and occupied an office in the old county court house until 1924, when the new building was erected. Records for the years prior to 1935 could not be located. The office of Negro home demonstration agent was established in 1922.

County Agricultural Extension Agent

981. ACCOUNTS AND COMMITTEEMEN'S SERVICE, 1935. Expenses and msc. accounts. (Frequently, official.) 9 x 12 folders, 2 ft., in filing case drawer. SE. corner room. (21)

982. SOIL EROSION, 1935 to date. Accounts payable and receivable, weekly reports of assistant county agent, cost of terracing demonstrations, and information on rural electrification. (Daily, official.) 9 x 12 folders, 2 ft., in filing case drawer. SE. corner room. (35)

983. RECORD OF COUNTY AGENT, 1935 to date. Daily record of trips, meetings, visits to projects, etc. (Daily, official.) 9 x 12 folders, 6 in., in filing case drawer. SE. corner room. (17)

984. CROP ROTATION AND REPORTS, 1935 to date. Record of farmers visited, description of crop rotation, and recommendations in crop system; monthly and annual reports to state director. (Frequently, official.) 9 x 12 folders, 2 ft., in filing case drawer. SE. corner room. (23)

985. PROJECT ACTIVITIES AND RESULTS, 1934 - 1935. Marketing, gardening, truck gardening, agricultural engineering, dairy report of extension work carried on by members. (Seldom, official.) 9 x 12 folders, 2 ft., in filing case. SE. corner room. (33)

986. 4-H CLUBS, 1936 to date. Correspondence and records of 4-H clubs. (Daily, official.) 9 x 11 folders, 2 ft., in filing case drawer. SE. corner room. (27)

987. 4-H CLUBS SUMMARY, 1935 to date. Record of 4-H clubs giving name, address, and age of members, cost, profit, and loss of each project, history of demonstrations, record of best club activities, exhibits at fairs, and subject matter for discussion before club meetings. Filed alphabetically. (Daily, official.) 4 x 6 cards, 1 ft., in paper boxes. SE. corner room. (26)

County Negro Extension Agent

988. GENERAL FILE, NEGRO AGENT, 1922 to date. Reports to state director, correspondence, AAA contracts (cotton, corn-hog, tobacco, and wheat), records of fertilizer supplied farmers by the government, information on forestry, horticulture, and animal husbandry, and information and reports on crop rotation. Arranged by subject. (Daily, official.) 9 x 12 folders, 8 ft., in 4 filing case drawers. Basement, NE. corner room. (100)

County Home Demonstration Agent

989. CORRESPONDENCE, 1935 to date. Correspondence with state office. (Frequently, official.) 10 x 12 folders, 2 ft., in filing case drawer. SE. corner room. (42)

990. MISCELLANEOUS CORRESPONDENCE, 1935 to date. Correspondence concerning home and yard beautification, club work, budgets, rural supplies, electrification, clothing, food marketing, materials, and programs. (Frequently, official.) 10 x 12 folders, 26 ft., in 13 drawers of 4 filing cases. SE. corner room. (50)

991. MONTHLY REPORTS, Jan. 1936 to date. Narrative and statistical reports to state office. (Frequently, official.) 9 x 12 folders, 2 ft., in filing case drawer. SE. corner room. (43)

992. ANNUAL REPORTS, 1933 to date. (Occasionally, official.) 9 x 12 folders, 2 ft., in filing case drawer. SE. corner room. (46)

993. MONTHLY SCHEDULE OF MEETINGS, 1935 to date. (Occasionally, official.) 9 x 12 folders, 2 in., in filing case drawer. SE. corner room. (60)

994. FARMERS' COOPERATIVE EXCHANGE, 1935 to date. Information on semi-annual meetings of Farmers' Cooperative Exchange. (Frequently, official.) 10 x 12 folders, 2 ft., in filing case drawer. SE. corner room. (40)

995. PLAN OF WORK, 1935 to date. Monthly plans for women's clubs and 4-H clubs. (Frequently, official.) 9 x 12 folders, 4 ft., in 2 filing case drawers. SE. corner room. (39, 58)

996. CLUB WOMEN'S RECORD CARDS, 1935 to date. Record of projects in home management, foods, recreation, etc., carried on by members of women's clubs. (Seldom, official.) 9 x 12 folders, 2 ft., in filing case drawer. SE. corner room. (53)

997. WOMEN'S OFFICERS, 1935. List of officers of women's clubs and their club records. (Seldom, official.) 9 x 12 folders, 3 in., in filing drawer. SE. corner room. (51)

998. CLOTHING LEADERS, 1935 to date. Names of leaders and names and addresses of 4-H Club members. (There are 14 women's clubs, and two members from each club represent clothing leaders.) (Occasionally, official.) 9 x 12 folders, 2 ft., in filing case drawer. SE. corner room. (49)

999. PHOTOGRAPHS OF HOME DEMONSTRATION AND 4-H CLUB WORKERS, 1930 to date. (Seldom, official.) 6 x 9 photographs, 2 ft., in drawer of filing case. SE. corner room. (47)

1000. 4-H CLUB COUNCIL OFFICERS, 1936. List of 4-H Club Council officers, and their club records. (Frequently, official.) 9 x 12 papers, 6 in., in filing case drawer. SE. corner room. (52)

1001. CLUB LEADERS, 1935. (Seldom, official.) 10 x 12 folders, 2 ft., in filing case drawer. SE. corner room. (41)

1002. 4-H CLUB OFFICERS AND ENROLLMENT, 1935 to date. Names of officers and addresses of members of 4-H clubs in Alamance County. (Frequently, official.) 10 x 12 folders, 1 ft. 6 in., in 4 filing case drawers. SE. corner room. (48, 54, 55, 57)

1003. 4-H CLUB PROJECTS, 1935. Record of projects of 4-H Club members. (Frequently, official.) 9 x 12 folders, 2 ft., in filing case drawer. SE. corner room. (56)

1004. 4-H CLUB INFORMATION, 1934 to date. General information on contests, short courses, and camps of 4-H clubs. (Occasionally, official.) 9 x 12 folders, 1 ft., in filing case drawer. SE. corner room. (45)

1005. GARDEN CONTEST, 1935 to date. Record of participants in garden contests, giving number of vegetables grown, yield, and quantity. (Frequently, official.) 9 x 12 folders, 2 in., in filing case drawer. SE. corner room. (59)

1006. CURB MARKETS, 1934 to date. Producer's monthly report of sales at curb market. (Monthly, official.) 9 x 12 folders, 2 ft., in filing case drawer. SE. corner room. (44)

County Negro Home Demonstration Agent

1007. CORRESPONDENCE, 1922 to date. Correspondence with other agents, farm women, state officials, and district officials, dealing with plans of work, and other information. Filed chronologically. (Daily, official.) 11 x 15 letter file, 6 in., on filing cabinet. Basement, NE. corner room. (101)

1008. HOME DEMONSTRATION WORK, 1926 to date. Instructions from Raleigh and Washington concerning foods, care of baby chickens, care of milk, butter making, making and altering clothes, cutting and fitting goods, planning, and marketing; annual reports of activities. Filed by subject. (Daily, official.) 9 x 11 and 9 x 12 folders, loose-leaf books, and letters, 2 ft., in filing case drawer. Basement, NE. corner room. (102)

GREENSBORO

DIVISION OF COOPERATIVE EXTENSION
COUNTY EXTENSION AGENTS

Guilford County Court House, W. Market St.

The office of agricultural extension agent was established in Guilford County in 1923. Old records are destroyed to make room for new records. All useless papers are destroyed after three years. The office of the home demonstration agent was established about 1914. It formerly occupies offices with the Chamber of Commerce. All useless papers are destroyed.

County Agricultural Extension Agent

1009. CORRESPONDENCE, 1934 - 1935. Correspondence with Extension Service officials and with individuals concerning agricultural extension work. Filed alphabetically. (Frequently, official.) 10 x 12 folders, 6 in., in filing case drawer. R. 203. (961)

1010. CLUB CORRESPONDENCE, 1935 to date. Correspondence with 4-H Club members, local citizens, and state director, dealing with club work. (Occasionally, official.) 10 x 12 folders, 2 ft. 6 in., in 2 drawers of steel filing case. R. 203. (960)

1011. GENERAL CORRESPONDENCE, 1933 to date. Correspondence with headquarters in Raleigh, and with the Department of Agriculture in Washington dealing with agricultural program. (Frequently, official.) 10 x 12 folders, 2 ft., in drawer of steel filing case. R. 203. (962)

1012. EMERGENCY LOAN APPLICATIONS, INACTIVE, 1933. Applications for emergency loans from the government to buy seed and fertilizer. Filed alphabetically. (Seldom, official.) 10 x 12 folders, 2 ft., in filing case drawer. R. 203. (963)

County Home Demonstration Agent

1013. EXPENSE ACCOUNTS, 1919 - 1920. (Occasionally, official.) 9 x 12 loose papers, 2 in., in pasteboard letter box file on filing case. Basement, R. 1. (970)

1014. GENERAL CORRESPONDENCE, 1922 to date. (Occasionally, official.) 9 x 12 folders, 1 ft. 6 in., in drawer of filing case. Basement, R. 1. (972)

1015. REPORTS, 1930 to date. Monthly and annual reports of club activities, sent to Raleigh; report gives a general running record of the agent's activities; statistical report gives number of meetings held, number of persons present, etc.; time report gives hours worked, number of miles traveled, costs, etc. (Occasionally, official.) 9 x 12 folders, 2 ft., in filing case drawer. Basement, R. 1. (971)

1016. FOODS, n.d. Notes and plans. (Frequently, official.) 8 x 10 folders, envelopes, and bundles, 4 ft., on shelves. NW. corner. (21)

1017. PICTURES OF LANDSCAPING, ETC., n.d. Photographs (48), of landscaping club contests, camps, etc.; projects in planting, poultry, stock, etc. Basement, Rs. 1 and 203. (P-6, P-7)

GREENVILLEDIVISION OF COOPERATIVE EXTENSION
COUNTY EXTENSION AGENTS
Agricultural Bldg.
Green and Third Sts.

The office of Pitt County agricultural extension agent was established in 1915. It occupied an office in the county court house until 1932, was in the Edwards Building from 1932 to 1935, and has been in the Agricultural Building since 1935. Useless papers are filed.

The office of Pitt County home demonstration agent was established in 1918. It was located in the Edwards Building until 1936, when it was moved to the Agricultural Building. Some of its records have been lost.

County Agricultural Extension Agent

1018. CORRESPONDENCE, 1936 to date. Correspondence with Raleigh office and farmers of the county. Filed alphabetically. (Daily, official.) 9 x 12 folders, 8 ft., in 4 metal filing case drawers. County Agent's Office. (7)

County Home Demonstration Agent

1019. NARRATIVE REPORTS, 1927 - 1935. Reports sent to district agent, Raleigh. (Occasionally, official.) 9 x 11 loose-leaf books, 9 in., in wooden filing case drawer. Home Demonstration Agent's Office. (4)

1020. GENERAL FILE, 1928 to date. Yearly reports, and letters from officials and specialists. Some filed alphabetically, and some arranged numerically in bundles with contents listed on each folder. (Never.) 9 x 12 folders, 7 ft. 9 in., in wooden filing case drawers and in paste-board boxes. Home Demonstration Agent's Office and Storage Room closet. (6, 2)

1021. HOME DEMONSTRATION CLUB RECORDS, 1934 to date. Filed alphabetically. (Daily, official.) 5 x 8 cards, 5 in., in wooden filing case drawer. Home Demonstration Agent's Office. (5)

1022. 4-H CLUB CONTRACTS, 1934 to date. Reports of workers' activities and duties, showing their names and addresses, name of club, age, parent's name, and contracts that members signed. (Daily, official.) 5 x 9 loose papers, 2 in., in wooden filing case drawer. Home Demonstration Agent's Office. (1)

1023. 4-H CLUB RECORDS, 1934 to date. 4-H Club card showing name and address of member, parent's name, date of birth of child, school year, and project scope and results. Filed alphabetically. (Daily, official.) 5 x 8 cards, 9 in., in wooden filing case drawer. Home Demonstration Agent's Office. (3)

HALIFAX

DIVISION OF COOPERATIVE EXTENSION
COUNTY AGRICULTURAL EXTENSION AGENT
(A) Old County Office Bldg., Main St.
(B) Old Hotel Bldg., Pitt St.

The office of Halifax County agricultural extension agent was established in 1922. The agency occupies space in the old County Office Building on the right of the court house and the dinning room of the old Hotel Building. Records for the years 1922 to 1923 have been destroyed.

1024. MISCELLANEOUS FILE, 1923 - 1933. Correspondence, reports, and information concerning farm problems and activities. (Rarely, official.) 14 x 24 paper packages, 7 ft., in 3 wooden filing cases. General Office (Bldg. B). (8)

1025. GENERAL INFORMATION, 1935 to date. Correspondence with Raleigh and Washington offices pertaining to farm program. (Daily, official.) 10 x 12 folders, 2 ft., in steel filing case. R. 1 (Bldg. A). (1)

HAYESVILLE

DIVISION OF COOPERATIVE EXTENSION
COUNTY AGRICULTURAL EXTENSION AGENT
Clay County Court House

This office was established in 1916. Records prior to 1932 have been lost or destroyed.

1026. NARRATIVE REPORT, 1932 - 1935. Summary of methods used for each project and outstanding results. (Frequently, official.) 9 x 12 covers, 3 ft., in filing case. County Agricultural Extension Agent's Office. (11)

1027. ANNUAL REPORT, 1932 - 1935. Number of demonstrations held, number of meetings held, attendance, number of miles traveled, number of projects completed, and a narrative report containing human interest stories connected with the work. (Daily, official.) 9 x 12 covers, 2 ft., in filing case. County Agricultural Extension Agent's Office. (10)

HENDERSONDIVISION OF COOPERATIVE EXTENSION
COUNTY EXTENSION AGENTS
Law Bldg., Young St.

The office of Vance County agricultural extension agent was established at Henderson April 15, 1923. The office of the home demonstration agent was established in 1914. From 1914 through 1921 this agency was located in the Chamber of Commerce Building on Garnett Street. For one year after 1921 it was located in the home of the county home demonstration agent, Middleburg, N. C. All records from 1914 through 1920 were burned in a fire that destroyed the home of the agent in 1921.

County Agricultural Extension Agent

1028. CORRESPONDENCE, July 15, 1929 to date. (Occasionally, official.) 9 x 12 bundles, 2 ft., on desk and floor. R. 6. (16)

1029. WEEKLY REPORTS, Mar. 25, 1922 to date. (Occasionally, official.) 9 x 14 covers, 2 ft. 2 in., on floor. R. 6. (19)

1030. MONTHLY REPORTS, Dec. 1, 1924 to date. (Occasionally, official.) 9 x 11 folders, 2 ft., packed on floor. R. 6. (17)

County Home Demonstration Agent

1031. ANNUAL REPORTS, Dec. 1926 to date. (Occasionally, official.) 9 x 11 booklets, 2 ft., on desk. R. 6. (26)

HENDERSONVILLEDIVISION OF COOPERATIVE EXTENSION
COUNTY AGRICULTURAL EXTENSION AGENT
Rusher Bldg., 141 Third Ave., E.

The office of Henderson County agricultural extension agent was established April 1, 1935.

1032. CORRESPONDENCE, Apr. 1, 1935 to date. Correspondence with farmers and manufacturers of farm implements; receipts and contracts. Filed alphabetically. (Frequently, official.) 10 x 12 folders, 1 ft., in steel filing case drawer. 1st floor, front room. (1)

1033. REPORTS, Apr. 1, 1935 to date. Weekly statistical reports giving time devoted to work each day and account of visits and demonstrations; weekly narrative reports giving account of agent's work; monthly report giving summary of demonstrations, placement of pure bred animals, account of forest terracing, account of spraying and seed treatments, number of birds and animals treated, AAA contracts secured, number of

farms culling or cleaning seed, acres of farm land terraced, water systems installed, visit to result demonstration, news articles released, circular letters sent, meetings held in relation to project, summary of other activities such as meetings and short courses held, encampments held by local leaders, and 4-H Club meetings. Filed chronologically. (Annually, official.) 10 x 12 folders, 6 in., in 3 steel filing case drawers. 1st floor, front room. (3)

1034. REPORTS OF FARM DEMONSTRATIONS, Jan. 20, 1936 to date. Reports of the county agent made to the state office on the use and results of nitrate in farm demonstration work. Filed alphabetically. (Frequently, official.) 10 x 12 folders, 1 ft., in steel filing case drawer. 1st floor, front room. (4)

1035. 4-H CLUB, Apr. 1, 1935 to date. Charts, letters, reports, etc., from various county 4-H clubs to the county agent. (Frequently, official.) 10 x 12 folders, 1 ft., in steel filing case drawer. 1st floor, front room. (2)

HERTFORD

DIVISION OF COOPERATIVE EXTENSION COUNTY EXTENSION AGENTS Perquimans County Court House

The office of agricultural extension agent was established in 1934. The office of the county home demonstration agent was established in 1935. Until July 1, 1936, the same agent served both Perquimans and Gates counties.

1036. MISCELLANEOUS RECORDS OF FARM DEBT ADJUSTMENT SECTION DISTRICT 1, 1935 to date. Correspondence, applications, and minutes of committee meetings. Filed alphabetically. (Occasionally, official.) 10 x 12 envelopes, 6 in., in steel filing case. County Agent's Office. (32)

1037. MISCELLANEOUS REPORTS, 1935 to date. Weekly and yearly reports for Perquimans and Gates counties; records of work in canning, foods, home beautification, clothing, disease control, and 4-H Club work. (Daily, official.) 10 x 12 folders, 1 ft., in filing case drawer. County Agent's Office. (34)

HILLSBORODIVISION OF COOPERATIVE EXTENSION
COUNTY AGRICULTURAL EXTENSION AGENT
Norwood Bldg., Court St.

The office of agricultural extension agent was established in Orange County in 1914, discontinued in 1915, and reestablished in 1917. It was located in the court house until 1928 when it was moved to an old law office building which it occupied until 1930. In 1930 it was moved to its present location. Useless papers are destroyed.

1038. CORRESPONDENCE, Feb. 4, 1925 to date. Correspondence with farmers and other individuals in county. (Daily, official.) 9 x 11 folders, 4 ft., in steel filing case. R. 1. (23)

1039. 4-H CLUB REPORTS AND CORRESPONDENCE, Feb. 4, 1925 to date. Reports to county agent from 4-H Club members, showing individual record of each member; correspondence between county agent and club members. Alphabetically indexed. (Daily, official.) 8 x 11 and 9 x 11 bundles and folders, 9 ft., in filing case and pasteboard box. R. 1. (26, 22)

1040. LOAN AGREEMENTS, July 15, 1935 to date. Applications for seed and feed loans. (Frequently, official.) 9 x 11 folders, 6 ft., in steel filing case. R. 1. (21)

JACKSONDIVISION OF COOPERATIVE EXTENSION
COUNTY EXTENSION AGENTS
Northampton County Court House
Main St.

The office of agricultural extension agent was established in 1917, but was discontinued in 1920. Records for this period have been destroyed. The agency was reestablished in 1924. It will be moved into the new Agricultural Building as soon as it is completed. The office of the home demonstration agent was established in 1918. Records for 1918 have been destroyed.

County Agricultural Extension Agent

1041. MISCELLANEOUS CORRESPONDENCE AND BULLETINS, 1934 to date. Correspondence, and printed bulletins. (Daily, official.) 12 x 14 pockets, 20 ft., in steel filing case. R. 1. (20)

1042. FIELD CROPS, FORESTRY, STORAGE CROPS, 1924 to date. Correspondence with state office and with farmers; printed bulletins on field crops, forestry, and storage and preservation of crops; charts showing

percentage of cash crops, legume crops, and truck crops grown in Northampton County. (Daily, official.) 12 x 14 pockets, 2 ft., in steel filing case. R. 1. (21)

1043. COTTON FARM CREDIT ADMINISTRATION, 1928 - 1935. Applications for withdrawal of crop loans, instructions on crop loans, printed bulletins on boll-weevil and cotton duster, correspondence with officials in Raleigh and Washington. (Daily, official.) 12 x 14 pockets, 4 ft., in 2 steel filing cases. Hall of basement. (25)

1044. MUTUAL EXCHANGE, 1931 - 1934. Correspondence, reports, agreements, bills for materials shipped, price lists, and other data relating to purchasing, distributing, and settlement with farmers. (Seldom, official.) 12 x 14 pockets, 2 ft., in steel filing case. Hall of basement. (27)

County Home Demonstration Agent

1045. CORRESPONDENCE, 1933 to date. Correspondence with officials in Raleigh and with club members concerning general office duties and club work. (Daily, official.) 12 x 12 loose papers, 2 ft., in 2 wooden filing cases. R. 4. (13)

1046. ANNUAL REPORTS, 1919 to date. Reports of work done with women's clubs in county, and general work of office. (Occasionally, official.) 10 x 12 bundles, 2 ft., in 3 wooden filing cases. R. 4. (11)

1047. RECORD CARDS OF 4-H CLUB MEMBERS, 1919 to date. Card for each member giving name, date of joining, projects undertaken, activities, and other data. (Occasionally, official.) 12 x 12 cards, 2 ft., in 2 wooden filing cases. R. 4. (12)

1048. MATERIAL RELATIVE TO CLUB WORK, 1919 to date. Material to be used in conducting work with various clubs of women and girls; tabulations, charts and pamphlets of outlined work suggested. (Daily, official.) 4 x 12 loose papers, 1 ft., in wooden filing case. R. 4, basement. (14)

JACKSONVILLE

DIVISION OF COOPERATIVE EXTENSION

COUNTY EXTENSION AGENTS

(A) Old Jail Bldg., New Bridge St.

(B) Old Printing Office, New Bridge St.

The office of the Onslow County agricultural extension agent was established in 1917. From 1917 to 1933 it was located in the grand jury room in the court house. At present it is in the old jail building. Useless papers are destroyed.

The office of the home demonstration agent was established in 1917. From 1917 to 1933 it was located in the auditor's office in the court house. It is now located in the old printing office. Useless papers are destroyed.

County Agricultural Extension Agent

1049. CORRESPONDENCE, 1928 to date. Correspondence, reports, charts, and literature concerning press releases, poultry house plans, and other subjects. Filed chronologically. (Occasionally, official.) 12 x 15 folders, 2 ft. 6 in., in filing case drawer. 2d floor room (Bldg. A). (9)

1050. PERSONAL FILES AND REPORTS, 1928 to date. Msc. personal records and reports of county agent. (Frequently, official, confidential.) 12 x 15 folders, 2 ft. 6 in., in 4 filing case drawers. 2d floor room (Bldg. A). (10)

1051. EXTENSION TOPICS, 1933. Papers on unemployment and relief. (Seldom, official, confidential.) 12 x 15 folders, 2 ft. 6 in., in filing case drawer. 2d floor room (Bldg. A). (11)

County Home Demonstration Agent

1052. FOODS, 1935 to date. Reports on foods, and records of experiments conducted by 4-H and women's clubs. (Occasionally, official.) 15 x 15 sheets, 5 in., in filing case drawer. Home Agent's Office (Bldg. B). (21)

1053. HOME DEMONSTRATION CLUBS MATERIAL, 1935 to date. Correspondence, data on fairs, accounts, food, recreation, etc. (Daily, official.) 15 x 15 folders, 5 ft., in 2 filing case drawers. Home Agent's Office (Bldg. B). (20)

KENANSVILLE

DIVISION OF COOPERATIVE EXTENSION

COUNTY EXTENSION AGENTS

(A) G. H. West's Store

(B) Duplin County Court House

The office of Duplin County agricultural extension agent was established in 1920 and is located in West's Store. All of the records reported pertain to the AAA program and are listed under AAA. The office of home demonstration agent was established in 1920.

County Home Demonstration Agent

1054. COMMERCIAL LETTERS, 1926 - 1935. Correspondence with business houses, and advertising material. Filed alphabetically. (Seldom, official.) 9 x 12 loose papers, 1 ft., in 4 pasteboard file boxes. 2d floor room (Bldg. B). (24)

1055. 4-H CLUB CORRESPONDENCE, Nov. 1935 to date. Correspondence with club members, officers, district supervisor, and others concerning 4-H Club work; plans of work, club programs, projects, and press releases. Filed alphabetically. (Daily, official.) 9 x 12 folders, 5 ft., in 5 metal files. 2d floor room (Bldg. B). (23)

1056. REPORTS, 1935 to date. Monthly report gives type of work engaged in each day, number of visits, number of club meetings, number and kind of demonstrations held, attendance at each; travel and time report gives the hour of leaving and arriving at meetings, demonstrations, etc., and the number of miles traveled daily. Filed chronologically. (Daily, official.) 9 x 12 folders, 2 ft., in pasteboard boxes. 2d floor room (Bldg. B). (22)

1057. 4-H CLUB MEMBERSHIP RECORDS, 1928 - 1931; 1935 to date. Record of work done by each 4-H Club boy and girl. Names, addresses, and ages of members of 4-H clubs. Filed alphabetically. (1928-1931 records, seldom; current records, daily, official.) 4 x 6 cards, 4 ft. 4 in., in metal card cabinets. 2d floor room (Bldg. B). (25)

KINSTON

DIVISION OF COOPERATIVE EXTENSION COUNTY EXTENSION AGENTS

- (A) Hunter Bldg., Queen and Caswell Sts.
- (B) County Office, behind County Court House

The office of the Lenoir County agricultural extension agent was established in 1914. The agency occupied the Lenoir County Court House from 1914 to 1926, and county offices behind the court house from 1926 to 1935, when it was moved to its present location in the Hunter Building. In 1934 some useless papers were destroyed in order to clear files for expanding agricultural adjustment program, records of which are listed in AAA section. All records are kept as long as there is sufficient storage and filing space.

The office of the home demonstration agent was established in 1935. The home demonstration agent occupies an office located behind the county court house. Useless papers are destroyed.

County Agricultural Extension Agent

1058. CORRESPONDENCE, 1935 to date. Correspondence, reports, and letters of instruction and information from staff and department heads. Filed alphabetically. (Daily, official.) 9 x 11 folders, 2 ft. 10 in., in filing case. R. 206 (Bldg. A). (20)

1059. ANNUAL REPORT, 1921 - 1935. Narrative report giving detailed information regarding activities during year; statistical report giving summary of daily activities. (Yearly, official.) 9 x 11 bundles, 3 in., in filing case drawer with other records. R. 206 (Bldg. A). (19)

1060. REPORTS, 1922 - 1935. Weekly report of daily activities. Filed chronologically. (Daily, official.) 9 x 14 loose-leaf books, 4 in., in open filing cabinet. R. 206 (Bldg. A). (15)

1061. WEEKLY FIELD REPORT, Jan. 1936 to date. Amount of time each day devoted to agronomy, animal husbandry, agricultural engineering, entomology, horticulture, forestry, marketing, poultry, visits made, demonstrations attended, and narrative report. Filed chronologically. (Daily, official.) 9 x 11 folders, $\frac{1}{4}$ in., in filing drawer with other records. R. 206 (Bldg. A). (16)

1062. MONTHLY TIME AND TRAVEL REPORT, Jan. 1936 to date. Filed chronologically. (Monthly, official.) 9 x 11 folders, $\frac{1}{16}$ in., in drawer with other records. R. 206 (Bldg. A). (17)

1063. MONTHLY SUMMARY OF ACTIVITIES, Jan. 1936 to date. Filed by date. (Monthly, official.) 9 x 11 folders, $\frac{1}{16}$ in., in drawer of filing case with other records. R. 206 (Bldg. A). (18)

1064. MISCELLANEOUS RECORDS, 1933 to date. Bulletins of instructions on all phases of farm demonstration work, curb market reports, and misc. records of farm extension work, such as dairying, livestock, orchards, grazing, spraying, poultry, etc. Filed alphabetically by subject. (Daily, official.) 9 x 11 folders, 7 ft. 2 in., in 5 filing case drawers. R. 205 (Bldg. A). (34)

County Home Demonstration Agent

1065. CORRESPONDENCE, 1935 to date. Correspondence with home demonstration agents, district agents, staff department heads, club leaders, WPA officials, Rural Resettlement officials, and others; form letters and letters of instruction, as well as individual correspondence. Filed alphabetically and chronologically. (Daily, official.) 9 x 12 folders, 4 in., in filing case. Home Demonstration Agent's Office (Bldg. B). (271)

1066. MONTHLY REPORTS, Sept. 1935 to date. Sent to state demonstration agent in Raleigh; one copy narrative report sent to County Commissioners. Filed chronologically. (Monthly, official.) 9 x 14 clipped sheets, $\frac{1}{4}$ in., in desk drawer. Filing Room (Bldg. B). (264)

1067. 4-H CLUB CLOTHING AND HEALTH RECORD BOOKS, 1936. (Monthly, official.) 6 x 8 record form book, 2 in., on shelf. Filing Room (Bldg. B). (269)

1068. FOOD AND NUTRITION RECORD BOOKS, 1936. 4-H Club members' record of completed projects. (Frequently, official.) 6 x 9 20-page booklet, 4 in., on shelf. Filing Room (Bldg. B). (266)

1069. 4-H CLUB GARDEN RECORD BOOKS, 1936. Books kept by 4-H Club members. (Frequently, official.) 6 x 9 booklets, $1\frac{1}{4}$ in., on shelf. Filing Room (Bldg. B). (268)

1070. 4-H ROOM IMPROVEMENT RECORD BOOKS, 1936. (Frequently, official.) 6 x 8 booklets, $\frac{1}{4}$ in., on shelf. Filing Room (Bldg. B). (270)

1071. PIG CLUB MANUAL AND RECORD BOOK FOR 4-H CLUB MEMBERS, 1935. (Frequently, official.) 6 x 9 booklets, $\frac{3}{4}$ in., on shelf. Filing Room (Bldg. B). (267)

1072. 4-H POULTRY CLUB RECORD, 1936. (Frequently, official.) 5 x 8 booklets, $\frac{3}{4}$ in., on shelf. Filing Room (Bldg. B). (265)

LAURINBURG

DIVISION OF COOPERATIVE EXTENSION COUNTY EXTENSION AGENTS Scotland County Court House

The office of agricultural extension agent was established in 1920; that of the home demonstration agent in 1921. There has been no agent in charge of home demonstration work since 1931.

County Agricultural Extension Agent

1073. GENERAL FILE, 1934 to date. Msc. correspondence, AAA Forms T 30, T 99, T 189, and T 205, reports on projects, 4-H Club work reports, and personnel records. (Daily, official.) 9 x 12 folders, 12 ft., in 5 steel filing drawers. R. 2. (6)

County Home Demonstration Agent

1074. MISCELLANEOUS FILE, 1921 - 1931. Reports, scrap books on projects, bank statements, expense accounts, information on home demonstration clubs in county, and msc. correspondence; these records are in the custody of county agricultural extension agent. (Never.) Various sized vols. and loose sheets, 5 ft., in 10 letter files and 7 open boxes, on cabinet. R. 2. (5)

LENOIR

DIVISION OF COOPERATIVE EXTENSION COUNTY EXTENSION AGENTS Caldwell County Court House

The office of home demonstration agent was established in Lenoir at a date which could not be ascertained. Useless papers are destroyed. All of the records reported belonging to the county agricultural extension agent pertained to the AAA program and are listed in the AAA section.

1075. CLUB REPORTS, 1934 to date. Reports of 4-H, Poultry, and Corn-Hog clubs, showing location and activities of each club. Filed alphabetically. (Occasionally, official.) 10 x 12 folders, 8 ft., in 4 steel transfer cases. County Agent's Office. (21)

LEXINGTON

DIVISION OF COOPERATIVE EXTENSION COUNTY AGRICULTURAL EXTENSION AGENT Phillips and Bowers Bldg.

The office of the Davidson County agricultural extension agent was established first in 1914, discontinued in 1922, and reestablished in 1924.

1076. CORRESPONDENCE AND REPORTS, 1924 to date. Correspondence, and weekly, monthly, and annual reports. Filed alphabetically. (Daily, official.) 9 x 11 folders, 7 ft., in 4 metal filing drawers. 2d floor room. (18)

1077. RECEIPTS FOR CHECKS RECEIVED, 1934 to date. Signed receipts for checks received and disbursed by the county agent. (Daily, official.) 9 x 11 folders, 3 ft., in 2 metal filing drawers. 2d floor room. (19)

LILLINGTON

DIVISION OF COOPERATIVE EXTENSION COUNTY EXTENSION AGENTS (A) Old Bank of Lillington Bldg., Main St. (B) Harnett County Court House, Main St.

The office of Harnett County agricultural extension agent was established in 1931; that of home demonstration agent in 1936. Subsequent to this survey offices were moved to the new Agricultural Building. Useless papers are destroyed.

County Agricultural Extension Agent

1078. CORRESPONDENCE, Jan. 1936 to date. Correspondence with farmers about soil-conserving crops. (Daily, official.) 8 x 11 folders, 2 in., on table. S. room (Bldg. A). (40)

1079. INVOICES, 1933 - 1935. Tabulation of cotton contracts, cotton sign-up annual report, correspondence relative to lost checks, market and allotment cards and instructions, monthly time and travel report, cancellation or termination of contracts, and 4-H Club demonstration work on swine feeding and control of root knot on tobacco. Filed alphabetically. (Occasionally, official.) 18 x 24 folders, 4 ft. 6 in., in 4 wooden filing drawers. County Agricultural Extension Agent's Office (Bldg. B). (10)

1080. MONTHLY REPORTS, 1935 to date. Reports of committee for new farm program, narrative report on extension work in Harnett County. Filed by subject. (Daily, official.) 12 x 15 folders, 1 ft., in metal filing drawer. S. room (Bldg. A). (38)

County Home Demonstration Agent

1081. ENROLLMENT CARDS, 4-H Club, 1936 to date. Enrollment cards for 4-H Club girls giving name, address, age, and general report on enrollee. Filed alphabetically. (Daily, official.) 4 x 6 cards, 1 ft. 6 in., in card cabinet. Home Demonstration Agent's Office (Bldg. B). (48)

1082. 4-H CLUB RECORDS, July 1936 to date. Records of food preservation, products canned, number of pints canned by girls and women club members; clothing record giving lists of clothing made or purchased; foods and nutrition records. Filed by subject. (Daily, official.) 18 x 24 folders, 4 ft., in 2 filing cases. Home Demonstration Agent's Office (Bldg. B). (47)

1083. MISCELLANEOUS FILES, July 1936 to date. Home demonstration agent's material on county and state canning contest, clothing and method of sizing patterns, yard improvement, child development, flower arrangement, recreation bulletins, vitamin foods, meat in diet, value of eggs, room improvement, and travel reports. Filed by subject. (Daily, official.) 18 x 24 folders, 4 ft. 6 in., in 3 filing drawers. Home Demonstration Agent's Office (Bldg. B). (11)

LINCOLNTON

DIVISION OF COOPERATIVE EXTENSION
COUNTY AGRICULTURAL EXTENSION AGENT
Lincoln County Court House

The office of county agricultural extension agent was established in 1914. Records made prior to 1933 have been lost or destroyed.

1084. CORRESPONDENCE, 1933 to date. Correspondence with officials of state office, and Washington officials. (Occasionally, official.) 10 x 12 folders, 1 ft., in steel transfer case. Main Office. (21)

LOUISBURGDIVISION OF COOPERATIVE EXTENSION
COUNTY AGRICULTURAL EXTENSION AGENT
Allen Stores, 106-110 W. Nash St.

The office of Franklin County agricultural extension agent was established December 27, 1933. It formerly occupied space in the Franklin County Building, corner Court and Market streets. Useless papers are destroyed.

1085. CORRESPONDENCE, 1926 to date. Correspondence with state office on dairying, swine specializing, and other topics. Filed alphabetically by subject. (Daily, official.) 10 x 12 folders, 4 ft., in metal filing case drawer. 2d floor, room on left. (76, 79)

1086. CORRESPONDENCE AND RECORDS, 1936 to date. Record of each farm terraced, showing acres and number of feet of terracing, and terracing agreement or program; correspondence with ECW officials, Extension Service officials, and others; and mailing list of farmers' clubs. Filed alphabetically. (Daily, official.) 10 x 12 folders, 1 ft., in metal filing case drawer. 1st floor, room on right. (93)

LUMBERTONDIVISION OF COOPERATIVE EXTENSION
COUNTY EXTENSION AGENTS
(A) Robeson County Court House, Elm St.
(B) Post Office Bldg., Elm St.

The office of Robeson County agricultural extension agent was established in 1914. The office of the home demonstration agent was also established about 1914, and until 1935 was located in the county court house with the farm and welfare agents. All useless papers of both agents are destroyed.

1087. CORRESPONDENCE, 1929 - 1932. Arranged alphabetically. (Occasionally, official.) 10 x 12 loose sheets, 2 ft., in cardboard filing case drawer. Welfare Office (Bldg. A). (35)

1088. CORRESPONDENCE, REPORTS AND BLUEPRINTS, 1935 to date. Correspondence with state office; reports on various phases of extension work, blueprints and plans for farm buildings, and information to be used in demonstration work. Arranged alphabetically. (Daily, official.) 9 x 12 folders, 2 ft., in metal filing case drawer. Welfare Office (Bldg. A). (32)

1089. MISCELLANEOUS FILE, 1930. List of persons requesting crop production loans with amount requested and loaned; correspondence with district agent and regional manager; insurance policies covering farm

indebtedness. (Seldom, official.) 9 x 12 folders, 1 ft., in metal filing case drawer. Welfare Office (Bldg. A). (31)

1090. MISCELLANEOUS FILES, 1926 - 1930. Statistics on agent's work; program and plans of extension work, reports, etc. Filed by subject. (Seldom, official.) 9 x 15 folders, 2 ft., in metal filing case drawer. Welfare Office (Bldg. A). (34)

County Home Demonstration Agent

1091. MISCELLANEOUS FILE, 1927 to date. Annual and monthly reports; information on outdoor beautification and home management; record of 4-H clubs; names of home demonstration women, county project leaders, club project leaders, officers, and members of county council. Filed alphabetically. (Daily, official.) 9 x 12 folders and loose sheets, 4 ft., in 4 filing case drawers. R. 2 (Bldg. B). (9)

1092. MISCELLANEOUS FILE, 1934 to date. Information on subjects covered in home demonstration work. Filed alphabetically. (Daily, official.) 12 x 12 folders and loose-leaf books, 4 ft., in steel filing cabinet. R. 2 (Bldg. B). (10)

1093. MISCELLANEOUS FILE, 1934 to date. List of club officers and project leaders, monthly report of agent, minutes of 1935 conference of agents of the Southeastern District, and information to be used in demonstrations and club work. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft., in metal drawer. R. 2 (Bldg. B). (7)

1094. 4-H CLUB WORK, 1914 to date. Plans for boys' and girls' rooms, information on 4-H camps, health certificates, plans, rules, and reports of 4-H Club contests, 4-H Club enrollment, records of 4-H Club short courses, etc. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in wooden filing drawer. R. 2 (Bldg. B). (6)

1095. INSTRUCTIONS FOR MAKING CLOTHES, 1928 to date. Filed alphabetically. (Daily, official.) 9 x 12 folders and envelopes, 1 ft., in metal drawer. R. 2 (Bldg. B). (8)

1096. RECIPES FOR HOME COOKING, 1932 to date. Information on cooking and on vegetable gardens. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft., in metal drawer. R. 2 (Bldg. B). (5)

1097. PHOTOGRAPHIC FILM, June 1936. Photographic negative, nitrate (1) of Robeson County Home Demonstration Club women, taken at Washington, D. C. Film in jacket. R. 2 (Bldg. B). (P-1)

MARIONDIVISION OF COOPERATIVE EXTENSION
COUNTY EXTENSION AGENTS

McDowell County Court House, Main and E. Court Sts.

The office of the county agricultural extension agent was established in 1923; that of the home demonstration agent September 1, 1935.

County Agricultural Extension Agent

1098. MISCELLANEOUS CORRESPONDENCE, Jan. 1935 to date. Correspondence with state director and farmers, weekly and monthly reports to state office, minutes of meetings, general instructions, check stubs, and vouchers. Filed by subject. (Rarely, official.) 9 x 12 folders, 2 ft., in steel filing case drawer. NW. corner room. (3)

1099. NARRATIVE REPORTS, 1925 to date. Summary of year's work on corn-hog program, farm crops, dairy cattle, orchard work, bees, poultry, boys and girls 4-H clubs, and other phases of extension work; illustrated by kodak pictures. Filed numerically. (Rarely, official.) 9 x 11 loose papers in books, 2 ft., in steel filing drawer. NW. corner room. (2)

1100. CREAM STATION REPORTS, Oct. 1934 to date. Records of dairy farmers who sell cream to Biltmore Dairy, giving date, amount of cream sold, and price paid to farmer. (Frequently, official.) 9 x 12 folders, 1 ft. 6 in., in steel filing case drawer. NW. corner room. (4)

1101. CERTIFICATES OF DOG VACCINATIONS, May 1936 to date. (Rarely, official.) 3 x 6 bundles, 3 in., in desk. NW. corner room. (1)

County Home Demonstration Agent

1102. APPLICATIONS FOR MEMBERSHIP IN 4-H CLUB, 1935 to date. Filed alphabetically. (Frequently, official.) 4 x 6 cards, 3 in., in steel drawer. NW. corner room. (6)

MOCKSVILLEDIVISION OF COOPERATIVE EXTENSION
COUNTY EXTENSION AGENTS
Davie County Court House

The office of the county agricultural extension agent was established in 1918, and was active until 1921, when it was abolished. It was re-established in 1923, but functioned only until 1927. It was established for a third time in 1933. All records prior to 1934 have been destroyed. The present policy is to preserve all papers. The home demonstration office was established in 1935. Useless papers are destroyed.

County Agricultural Extension Agent

1103. RECEIPTS FOR CHECKS RECEIVED, 1934 to date. Check receipts for payment of rent on land rented to the government instead of planted. (Daily, official.) 9 x 11 folders, 1 ft., in steel filing case drawer. 1st floor room. (27)

1104. GENERAL CORRESPONDENCE, 1934 to date. Correspondence with state director, agricultural specialists, district supervisors, and farmers concerning all phases of extension work. (Daily, official.) 9 x 11 folders, 1 ft., in steel filing case. 1st floor room. (28)

County Home Demonstration Agent

1105. REPORTS, 1935 to date. Monthly narrative, statistical, time, and travel reports, and annual summary reports. Narrative report contains human interest stories and a running account of the month's work. Statistical report gives the number of meetings held, demonstrations given, etc. Time report gives time worked by each person in office. Travel report gives the number of miles traveled daily. Filed chronologically. (Daily, official.) 9 x 11 folders, 1 ft., in wooden filing case. Jury Room. (32)

1106. GENERAL CORRESPONDENCE, 1935 to date. Correspondence with state home demonstration agent, home economics specialists, club women, etc. Filed alphabetically. (Daily, official.) 9 x 11 folders, 6 in., in wooden filing case. Jury Room. (31)

MURPHY

DIVISION OF COOPERATIVE EXTENSION
COUNTY AGRICULTURAL EXTENSION AGENT
Cherokee County Court House
200 Peachtree St.

This office was established about 1924. From 1924 to 1926 it occupied the old county court house. Records prior to January 1926 were destroyed by fire. The agency is now located in the new court house, completed in 1926. Useless papers are kept for one year and then destroyed.

1107. GENERAL FILE, Jan. 1, 1936 to date. Reports of cooperative farms, correspondence, requisitions, shipping orders, recommendations, receipts, releases, monthly and weekly progress reports, memoranda, and special bulletins. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft. 6 in., in 3 filing case drawers. 1st floor, room left of corridor. (19)

1108. REPORTS, Jan. 4, 1926 to date. Statistical and narrative reports on county agent's activities. (Daily, official.) 9 x 13 loose-leaf books, 4 in., in steel filing case drawer. 1st floor, room left of corridor. (16)

NASHVILLEDIVISION OF COOPERATIVE EXTENSION
COUNTY EXTENSION AGENTS
Nash County Court House Annex, Main St.

The office of agricultural extension agent was established in January 1915; that of the home demonstration agent January 1, 1923. Useless papers are destroyed.

County Agricultural Extension Agent

1109. CORRESPONDENCE AND REPORTS, 1930 to date. Correspondence with extension specialists in Raleigh, and weekly, monthly, and annual reports. Filed alphabetically. (Occasionally, official.) 8 x 11 and 12 x 12 folders, 8 ft., in filing case. Main Office, 1st floor. (24-D, 23)

1110. ASSISTANT COUNTY AGENT, 1935 to date. Correspondence on 4-H clubs, terracing projects, treatment of soil, publicity, etc. Filed alphabetically. (Daily, official.) 12 x 12 folders, 1 ft., in filing case. Main Office. (24-C)

1111. 4-H CLUB MEMBERSHIP CARDS, 1933 to date. Name and address of club members. Filed alphabetically. (Occasionally, official.) 3 x 5 bundles, 10 in., in card cabinet. Main Office. (24-A)

County Home Demonstration Agent

1112. CORRESPONDENCE, Oct. 15, 1933 to date. Correspondence with state office. (Daily, official.) 10 x 12 folders, 2 ft., in metal filing case drawer. 1st floor, W. end room. (12)

1113. WEEKLY REPORTS, Jan. 1, 1923 - July 7, 1933. (Never.) 12 x 14 loose sheets, 1 ft., on metal shelf. 1st floor W. end room. (Y)

1114. MONTHLY REPORTS, Dec. 1, 1934 - Dec. 1, 1935. (Monthly, official.) 10 x 12 folders, 3 in., in metal filing case drawer. 1st floor, W. end room. (13)

1115. ANNUAL REPORTS, 1920 - 1921; 1923 - 1935. (Annually, official.) 8 x 11 loose-leaf books, 1 ft., in desk drawer. 1st floor, W. end room. (11)

1116. CURB MARKET REPORTS, Apr. 1923 to date. Sellers' records of expenses and accounts of daily sales. (Semi-annually, official.) 8 x 12 vols., 2 ft., in metal filing drawer. 1st floor, W. end room. (3)

1117. PROJECT-REPORT CARDS, May 1 - Oct. 30, 1935. Yearly record of projects carried on by 4-H Club members. (Occasionally, official.) 4 x 6 cards, 2 in., in drawer. 1st floor, W. end room. (8)

1118. APPLICATIONS FOR MEMBERSHIPS IN 4-H CLUBS, Nov. 10, 1931 - Feb. 10, 1932. (Semi-annually, official.) 4 x 6 cards, 1 ft., in metal filing drawer. 1st floor, W. end room. (1)

1119. YEARLY CONTRACTS-JUNIOR 4-H CLUB, Jan. 1 - Oct. 1, 1935. Assignments of work and members' monthly reports on program and work accomplished. (Semi-annually, official.) 5 x 8 loose sheets, 1 in., in metal filing drawer. 1st floor, W. end room. (9)

1120. RECORDS OF 4-H CLUB MEMBERS, Sept. 10, 1932 to date. Time projects were started and completed, health, clothing, and canning records, and achievement stories. (Annually, official.) 5 x 8 cards, 2 ft., in drawer. 1st floor, W. end room. (10)

1121. GARDEN RECORDS, Mar. 1, 1925 - Mar. 1, 1926. Vegetables grown and used in summer and in winter, cost of seed and fertilizer, acreage, hours spent on project, vegetables sold and canned. (Never.) 4 x 6 cards, 1 ft., in metal filing case drawer. 1st floor, W. end room. (2)

1122. POULTRY RECORDS FOR 4-H CLUB BOYS, Mar. 1 - Nov. 1, 1924. Breed of chickens, cost of improving stock, cost of improving feed, value of eggs sold and used, number of chickens sold and used, and hours spent on project. (Never.) 4 x 6 cards, 1 ft., in metal filing case drawer. 1st floor, W. end room. (4)

1123. CAMP RECORDS FOR 4-H CLUB GIRLS, Aug. 1, 1930 - Sept. 30, 1934. Scores made in all camp activities. (Annually, official.) 10 x 12 loose sheets, in metal filing case drawer. 1st floor, W. end room. (6)

1124. PERSONAL CARD FOR HOME DEMONSTRATION WOMEN, Jan. 1, 1934 to date. Record of members who have completed a plan of work covering two years. (Occasionally, official.) 4 x 6 cards, 2 in., in metal filing case drawer. 1st floor, W. end room. (5)

NEW BERN

DIVISION OF COOPERATIVE EXTENSION
COUNTY EXTENSION AGENTS
Post Office Bldg.
New and Middle Sts.

The office of Craven County agricultural extension agent was established in 1915. From 1915 to 1935 the agency was located in the county court house. The office of the home demonstration agent was established about 1917, and was located in the county court house from date of establishment to 1935, when it was moved into the post office in New Bern. Papers that are over seven years old are considered out of date and are destroyed.

County Agricultural Extension Agent

1125. CORRESPONDENCE AND REPORTS, 1929 - 1935. Correspondence with state officials concerning horticulture, agronomy, and other subjects; travel, annual, and statistical reports. Some of these records cover four counties: Carteret, Craven, Jones, and Pamlico. Filed alphabetically by subject. (Seldom, official.) 9 x 12 folders, 32 ft., in 16 wooden filing drawers. R. 21. (24)

1126. CORRESPONDENCE AND REPORTS, 1934 to date. Correspondence with officials and individuals. Weekly, monthly, and annual statistical, narrative, and travel reports. (Never.) 9 x 12 folders, 4 ft., in steel-faced cardboard filing case. R. 303. (35)

1127. WEEKLY REPORTS, 1922 - 1934. Give number of visits to clubs, number of demonstrations, number of miles traveled, number of visits made by specialists, etc. (Daily, official.) 11 x 18 loose-leaf books, 1 in., on desk. R. 303. (29)

1128. AGRICULTURAL DATA, 1923 - 1929. Correspondence, pamphlets, and bulletins. (Occasionally, official.) Various sized loose papers, 4 ft., in 4 pasteboard boxes. R. 20. (26)

1129. VISITORS' BOOKS, 1928 - 1935. Names of people who call at office of county agent. (Seldom, official.) 12 x 16 vols., 3 ft., on wooden shelves. Basement Room. (23)

County Home Demonstration Agent

1130. CORRESPONDENCE AND MISCELLANEOUS MATERIAL, 1935 to date. Correspondence with state officials and individuals; bulletins from district agent outlining aims and calendar of planned work for year; lists of school principals, members of clubs, etc.; reports of achievements and of club meetings attended. (Daily, official.) 12 x 14 folders, 2 ft., in steel filing case drawer. R. 301. (39)

1131. RECORD CARDS, 1932 - 1935. Record card of 4-H Club member, giving member's name, his parents' names, his address, his school, the projects undertaken by him, results and economic value of projects, the leader, number of meetings attended, demonstrations given, and judging teams worked with. Filed alphabetically by town. (Daily, official.) 5 x 8 cards, 1 ft., in steel filing case drawer. R. 20. (38)

1132. 4-H CLUB ENROLLMENT CARDS, 1932 - 1935. Application for membership in 4-H Club, giving applicant's signature, date of birth, address, grade, teacher, type of club work desired, date of application, and address of parents. (Seldom, official.) 4 x 6 cards, 4 ft. 9 in., on wooden shelves. R. 20. (37)

1133. PROJECT HELPS, 1932 - 1935. Project help cards, clippings, pamphlets, and correspondence; part of material is printed. (Daily, official.) 8 x 12 cards, 6 in., in letter file boxes. R. 20. (36)

NEWLANDDIVISION OF COOPERATIVE EXTENSION
COUNTY EXTENSION AGENTS

- (A) Avery County Court House
(B) Bear Trail Drug Store

The office of the agricultural extension agent was established in 1916; the home agent in 1935. Useless papers are destroyed after ten years in the agricultural agent's office but are kept by the home agent.

County Agricultural Extension Agent

1134. MISCELLANEOUS CORRESPONDENCE AND RECORDS, 1921 to date. Correspondence, tabulations, and instructions. Filed chronologically. (Occasionally, official.) 6 x 9 and 9 x 12 bundles and folders, 12 ft., on 2 wooden shelves and in steel transfer case. Agent's Office (Bldg. A). (1)

1135. MISCELLANEOUS CORRESPONDENCE AND RECORDS, 1935 to date. Correspondence, tabulations, and reports concerning test farms. Filed alphabetically by township. (Daily, official.) 12 x 15 folders, 2 ft., on wooden shelves. Agent's Office (Bldg. A). (5)

1136. ANNUAL REPORTS, 1921 to date. Annual reports of county agent's work. Filed chronologically. (Occasionally, official.) 9 x 12 loose-leaf books, 1 ft., in steel transfer case. Agent's Office (Bldg. A). (2)

1137. REFERENCE MATERIAL, 1930 to date. Reference material on subjects covered in farm agent's work. Filed alphabetically. (Daily, official.) 12 x 15 folders, 1 ft., in steel transfer case. Agent's Office (Bldg. A). (3)

1138. SOIL CONSERVATION, May 1936 to date. Applications for employment, records of the soil conservation program, maps of county showing progress in different sections, and information from state director concerning soil conservation. Filed alphabetically. (Daily, official.) 12 x 15 folders, 5 ft., in steel transfer case and on wooden shelf. Agent's Office (Bldg. A). (4)

County Home Demonstration Agent

1139. CORRESPONDENCE, 1936 to date. Correspondence with local organizations and state workers. (Daily, official.) 12 x 15 folders, 1 ft., in steel transfer case. R. 3 (Bldg. B). (7)

1140. MONTHLY AND ANNUAL REPORTS, 1935 to date. (Frequently, official.) 12 x 15 folders, 1 ft. 6 in., in steel transfer case. R. 3 (Bldg. B). (8)

1141. APPLICATIONS, 1935 to date. Applications for memberships in 4-H clubs. Filed alphabetically by name. (Frequently, official.) 3 x 5 cards, 1 ft., in wooden transfer case. R. 3 (Bldg. B). (6)

NEWTONDIVISION OF COOPERATIVE EXTENSION
COUNTY EXTENSION AGENTS
Catawba County Court House

The office of the county agricultural extension agent was established about 1915; that of the home demonstration agent in 1911. Old correspondence and useless papers are burned after several years.

County Agricultural Extension Agent

1142. CORRESPONDENCE, 1919 to date. (Frequently, official.) 10 x 12 folders, 1 ft., in steel transfer case. County Extension Agent's Office. (7)

1143. CORRESPONDENCE, 1936 to date. Copies of letters to farmers. (Occasionally, official.) 10 x 12 folders, 2 ft., in filing case drawer. County Extension Agent's Office. (8)

1144. 4-H CLUB PROJECT RECORD CARDS, 1918 to date. Filed alphabetically. (Frequently, official.) 4 x 6 cards, 2 ft., in wooden transfer case. County Extension Agent's Office. (9)

1145. RECORDS OF 4-H CLUBS, 1930 to date. Alphabetical tab index. (Daily, official.) 8 x 10 single sheets, 12 ft. 4 in., in 8 metal transfer cases and on 14 metal shelves. Scattered, damaged by careless handling. County Extension Agent's Office. (6)

1146. 4-H CLUB RECORD BOOKS, 1932 to date. Sample booklets attached. Filed alphabetically by name of member. (Occasionally, official.) 6 x 8 books, 3 ft. 6 in., in 2 steel transfer cases. County Extension Agent's Office. (10)

County Home Demonstration Agent

1147. ANNUAL STATISTICAL REPORTS, 1924 to date. Form 285, annual report of county extension workers. (Seldom, official.) 10 x 12 folders, 6 in., in steel transfer case. County Home Demonstration Agent's Office. (1)

1148. MISCELLANEOUS REPORT, 1924 to date. Weekly and monthly narrative and travel reports. (Frequently, official.) 10 x 12 folders, 6 in., in steel transfer case. County Home Demonstration Agent's Office. (2)

NORTH WILKESBORODIVISION OF COOPERATIVE EXTENSION
COUNTY AGRICULTURAL EXTENSION AGENT
Wilkes County Court House

This office was established in 1914.

1149. CORRESPONDENCE, 1934 to date. Correspondence concerning soil conservation and 4-H Club work. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft., in filing case. 1st floor, E. corner room. (2-C)

1150. FARM MANAGEMENT DEMONSTRATIONS, 1936 to date. Correspondence on TVA program, farm management demonstration records, crop rotations, and maps of farms and fields. Filed alphabetically by subject. (Monthly, official.) 9 x 12 folders, 1 ft., in filing case. 1st floor, E. corner room. (2-D)

1151. ANNUAL REPORTS, 1934 to date. Copies of annual reports to district agent. Filed chronologically. (Never.) 9 x 12 envelopes, 1 ft., in filing case. 1st floor, E. corner room. (2-A)

ORIENTAL

DIVISION OF COOPERATIVE EXTENSION COUNTY HOME DEMONSTRATION AGENT Perry House

The office of the Pamlico County home demonstration agent was established September 3, 1928. It is temporarily occupying an office in the Perry House. All records, except annual reports, were destroyed during a storm in 1933. Useless papers are filed.

1152. NARRATIVE REPORT, 1928 - 1935. Reports of home demonstration agent, and map showing location of clubs. Filed chronologically. (Frequently, official, public.) 9 x 12 folders, 2 ft. 11 in., in wooden cabinet, wooden boxes, and bookcase. Damaged by water and careless handling. Office of Home Demonstration Agent. (1)

1153. 4-H CLUB MEMBERS' RECORDS, 1934 to date. Application for membership in the boys' and girls' 4-H Club; 4-H Club members' record; 4-H clothing record book. Forms attached. Filed chronologically. (Frequently, official.) 6 x 10 booklets, 2 ft. 11 in., in wooden cabinet, wooden boxes, and bookcase. Damaged by water and careless handling. Office of Home Demonstration Agent. (2)

1154. 4-H CLUB SECRETARY'S RECORD BOOK, 1935 to date. Form attached. Filed chronologically. (Frequently, official.) 6 x 10 booklets, 2 ft. 11 in., in wooden cabinet and bookcase. Office of Home Demonstration Agent. (3)

OXFORDDIVISION OF COOPERATIVE EXTENSION
COUNTY AGRICULTURAL EXTENSION AGENT
National Bank Bldg., Hillsboro St.

The office of Granville County agricultural extension agent was established in June 1931. The agency was located in the county court house until November 1934, when it was moved to its present location.

1155. GENERAL CORRESPONDENCE, May 1931 to date. (Occasionally, official.) 7 x 12 and 9 x 12 folders, 7 ft., in 3 filing case drawers. Rs. 2 and 4. (4, 24)

1156. REPORTS, June 16, 1931 to date. Weekly, monthly, and annual reports to the state director. (Occasionally, official.) 9 x 12 folders, 2 ft. 6 in., in filing case drawer. R. 2. (3)

1157. INACTIVE RECORDS AND BULLETINS, 1931 - 1933. Bulletins and letters from the Department of Agriculture in Washington and the Extension Department in Raleigh, and letters from farmers in Granville County who carried on experiments in cotton and tobacco. (Never.) 9 x 12 folders, 31 ft., in 12 wooden boxes. R. 3. (17)

1158. TENNESSEE VALLEY AUTHORITY RECORDS, Jan. 1936 to date. Records of demonstrations of super-phosphate and farm management agreements. (Daily, official.) 9 x 12 folders, 2 ft., in filing case drawer. R. 4. (26)

PLYMOUTHDIVISION OF COOPERATIVE EXTENSION
COUNTY EXTENSION AGENTS
Washington County Court House

The office of county agricultural extension agent was established in 1914. The agency occupied an office in the old court house until 1919, when it was moved into the new court house. No records made prior to 1932 are now available, and only part of those made since that date have been preserved. Old records are usually destroyed when a new agent takes office.

The office of the home demonstration agent was established about 1917. It was located in the old court house until 1919, when it was moved to its present location. Useless papers are destroyed.

County Agricultural Extension Agent

1159. GENERAL CORRESPONDENCE, 1934 - 1935. Correspondence with state office. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 2 ft., in steel filing case drawer. County Agricultural Extension Agent's Office. (10)

1160. REPORTS, 1932 to date. Monthly time and travel reports giving names of towns or communities visited daily; number of miles driven daily, and amount of time spent in field and office each day; field report giving a daily account of time spent on various phases of animal husbandry, entomology, and 4-H Club work; monthly project report giving a summary of time devoted to various projects, demonstrations, clubs, etc., and attendance at meetings and results. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 1 ft. 9 in., in steel filing drawer. County Agricultural Extension Agent's Office. (11)

County Home Demonstration Agent

1161. LETTERS, 1928 to date. Correspondence with state office, and reports. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 2 ft., in steel filing case drawer. County Home Demonstration Agent's Office. (12)

1162. PROGRAM OF WORK, 1929 to date. Annual reports of county agent to state director, showing work in foods, clothing, home beautification, gardening, canning, poultry, and minor projects; maps showing distribution of work in county. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft. 9 in., in steel filing case drawer. County Home Demonstration Agent's Office. (13)

1163. 4-H CLUB WORK, 1930 to date. Correspondence with leaders of club work, statistical reports on units studied, 4-H Club leaflets, plans for work, and newspaper clippings on club activities. (Occasionally, official.) 9 x 12 folders, 1 ft. 6 in., in steel filing case drawer. County Home Demonstration Agent's Office. (14)

RAEFORD

DIVISION OF COOPERATIVE EXTENSION
COUNTY EXTENSION AGENTS
Hoke County Court House, Main St.

The office of county agricultural extension agent was established in Hoke County in 1920; that of the home demonstration agent in July 1936. Useless papers are held until ordered destroyed by national officials.

County Agricultural Extension Agent

1164. GENERAL FILE, 1933 to date. Correspondence, records, and reports pertaining to all phases of farm relief and farm demonstration work in Hoke County. (Daily, official.) 9 x 12 folders, 1 ft., in metal drawer. County Agent's Office. (5)

1165. 4-H CLUB WORK, 1934 to date. List of clubs, correspondence, reports, plans for further work, and members' records. (Occasionally, official.) 9 x 12 folders, 1 ft., in metal drawer. County Agent's Office. (6)

1166. GENERAL FILE, 1936 to date. Correspondence, instructions, reports, etc. (Daily, official.) 9 x 12 folders, 3 in., in metal drawer. County Agent's Office. (10)

RALEIGH

DIVISION OF COOPERATIVE EXTENSION STATE AGRICULTURAL EXTENSION DIRECTOR

Ricks Hall, State College of Agriculture and Engineering

The office of state agricultural extension director was established in Raleigh in 1914. Responsible to him are a state director of home demonstration work who is also assistant director of extension, and a director of publications. The state director was located in the State Agricultural Building from 1914 to 1924, when offices were moved to Ricks Hall. Records of the office for the years 1914 to 1931 could not be located. The director of publications was located in the State Agricultural Building from 1914 to 1922 and in Pullen Hall at State College from 1922 to 1925, when offices were moved to Ricks Hall. The director of home demonstration work, who is also assistant state extension director, occupied offices in the Old Agricultural Building from 1914 to 1923 and in the New Agricultural Building from 1923 to 1926, when offices were moved to Ricks Hall. Records of girls' club work prior to 1914 are included in the records of this office. This work was organized as a state project about 1911. When the Extension Service was established in 1914 it took over the club work as a part of its program. The former director of club work was made director of home demonstration work, and club work continued under her direction. Some of the histories of pioneer club members were lost when the office was moved in 1923. With the exception of the records of the southeastern district agent for home demonstration work, records of district agents were not surveyed.

1167. CORRESPONDENCE, 1931 to date. Correspondence with county agents concerning work procedure, with individuals concerning crops, seed, feed, fertilizer, livestock, etc., and with TVA and officials of other government agencies dealing with soil conservation, etc.; and applications for work with the Extension Service or the AAA. Filed alphabetically by county. (Frequently, official.) 11 x 12 folders, 40 ft., in 20 metal filing case drawers. R. 104. (2013)

1168. PLANS OF WORK, 1935 to date. Reports on work to be undertaken during the coming year; sent to Washington for approval. Filed alphabetically by county. (Daily, official.) 11 x 12 folders, 8 ft., in 4 metal filing case drawers. R. 104. (2014)

State Director Home Demonstration Work

1169. AMERICAN HOME ECONOMICS ASSOCIATION, FEDERATION OF WOMEN'S CLUBS, STATE FEDERATION OF HOME DEMONSTRATION CLUBS, 1926 - 1935. Correspondence concerning club and association meetings, committee reports,

and lists of officers. Filed alphabetically by club. (Occasionally, official.) 9 x 12 vols., 2 ft., in metal filing case drawers. R. 201. (1008)

1170. CORRESPONDENCE, 1930 to date. General office correspondence; correspondence with home agents and Washington officials; and correspondence relative to applications. Filed alphabetically by county. (Daily, official.) 10 x 12 folders, 18 ft., in 9 wooden filing case drawers. R. 201. (1006)

1171. EMERGENCY HOME DEMONSTRATION AGENTS, 1933 - 1934. Correspondence relative to work of emergency home demonstration agents in counties where no full-time home agents are employed. Filed alphabetically by county. (Occasionally, official.) 10 x 12 folders, 2 ft., in metal filing case drawer. R. 201. (1013)

1172. RURAL RESETTLEMENT FILE, 1935 to date. Correspondence, work plans, and other data relative to rural resettlement work, including list of trained workers. Filed alphabetically by subject. (Occasionally, official.) 10 x 12 folders, 2 ft., in metal filing case drawer. R. 201. (1012)

1173. APPOINTMENT REQUESTS, 1915 to date. Requests to Washington for employment of persons in organization. Filed alphabetically by name. (Frequently, official.) 10 x 12 folders, 2 ft., in metal filing case drawer. R. 201. (1007)

1174. REPORT FILE, 1911 - 1935. Annual reports to Washington. Filed chronologically. (Frequently, official.) 10 x 12 loose-leaf books, 2 ft., in bookcase. R. 201. (1010)

1175. RECORD OF PIONEER CLUB, 1912 - 1915. Short stories by club members relative to club work, giving accounts of individual experiments in growing, canning, and marketing tomatoes. Filed chronologically. (Occasionally, official.) 10 x 13 bulletin files, 1 ft., in bookcase. R. 201. (1005)

1176. NATIONAL YOUTH ADMINISTRATION, Jan. 1, 1936 to date. Time reports and paymaster files on youths of the NYA employed to assist home demonstration agents in office and field work. Filed by WPA district. (Daily, official.) 10 x 12 folders, 2 ft., in metal filing case drawer. R. 201. (1009)

1177. MISCELLANEOUS SUBJECT MATTER, 1926 - 1935. Agreements, circular letters, budgets, plans for 4-H Club work, data on finance organizations, projects, publications, publicity, and work with relief organizations, and questionnaires, reports, requisitions, statistics, surveys, etc. Filed alphabetically by subject. (Daily, official.) 10 x 12 folders, 20 ft., in 10 metal filing case drawers. R. 201. (1011)

Extension Economist

1178. MISCELLANEOUS CORRESPONDENCE, 1933 to date. Correspondence with commercial concerns and county home demonstration agents relative to contests and demonstrations, canning methods, establishing and managing curb markets, and other phases of food conservation and marketing. Filed alphabetically by subject. (Frequently, official.) 10 x 12 folders, 8 ft., in 4 metal filing case drawers. R. 200. (1004)

1179. SUBJECT MATTER MATERIAL, 1933 to date. Information on weaving, block printing, basketry, care of home, marketing and gardening, food conservation, etc.; printed matter included. Filed alphabetically by subject. (Daily, official.) 10 x 12 folders, 2 ft., in metal filing case drawer. R. 200. (1003)

Nutrition Specialist

1180. GENERAL CORRESPONDENCE, 1933 to date. Correspondence with home demonstration agents relative to leader's schools, materials necessary, yearly programs, fall and winter gardening contests, and food information. Filed alphabetically by subject. (Daily, official.) 10 x 12 folders, 6 ft., in 3 metal filing case drawers. R. 202. (1016)

1181. SUBJECT MATERIALS, 1933 to date. Subject matter relative to production, selection, preparation and conservation of food, meal planing, table setting and service, child feeding, health and growth, and 4-H Club work; printed matter included. Filed alphabetically by subject. (Frequently, official.) 10 x 12 folders, 14 ft., in 7 metal filing case drawers. R. 202. (1014)

1182. LESSON SHEETS AND REPORT FORMS, 1930 to date. Receipts and general information on foods in relation to health, sent to county home demonstration agents for distribution to club members; reports from individual club members on work accomplished in their families along food and nutrition lines; printed matter included. (Daily, official.) Various sized loose-leaf forms, 8 ft. 6 in., in metal filing cabinet. R. 202. (1015)

Specialist in Clothing

1183. MISCELLANEOUS CORRESPONDENCE, 1934 to date. Correspondence with county home demonstration agents and commercial firms concerning community service in relief programs, state and national 4-H Club dress contests, national camps, better homes, housing, and radio programs. Filed alphabetically by subject. (Daily, official.) 10 x 12 folders, 4 ft., in 2 metal filing case drawers. R. 311. (1021)

1184. MIMEOGRAPHED LESSON MATERIAL, 1925 to date. Lessons in clothing, including home dressmaking, selection of ready-made clothing, clothing for 4-H Club girls, children's clothing, grooming, textiles, budgets, costs, etc., and joint clothing programs for boys and girls. (Daily, official.) 9 x 11 loose-leaf forms, 2 in., in stacks on closet shelves. R. 311. (1022)

1185. GENERAL INFORMATION, n.d. Proper care and repairing of clothing, accessories, patterns, style books, samples, etc. Filed by subject. (Daily, official.) Various sized loose papers, 6 ft. 3 in., in 27 metal filing case drawers. R. 311. (1023)

Southeastern District Agent

1186. CORRESPONDENCE, 1926 to date. Correspondence with home demonstration agents, county officials, and officers of county organizations, relative to activities of Extension Service. Filed alphabetically by county. (Daily, official.) 10 x 12 folders, 4 ft., in 2 metal filing case drawers. R. 204. (1017)

1187. ANNUAL REPORTS, 1918 - 1935. Work plans, and statistical and narrative reports of home demonstration work in southeastern district of North Carolina. Filed alphabetically by county. (Occasionally, official.) 10 x 12 folders, 6 ft., in 3 metal filing case drawers. R. 204. (1019)

1188. STATE FEDERATION OF HOME DEMONSTRATION CLUBS, 1920 to date. Record of the organization of the Federation of Home Demonstration Clubs, and the Jane S. McKimmon Loan Fund, minutes of meetings, and related correspondence. Filed alphabetically by town. (Frequently, official.) 10 x 12 folders, 2 ft., in metal filing case drawer. R. 204. (1018)

1189. SUBJECT MATTER, 1926 - 1935. Msc. subject matter, embracing home economics, community activities, county activities, 4-H Club work, etc.; printed matter included. Filed alphabetically by subject. (Frequently, official.) 10 x 12 folders, 4 ft., in 2 metal filing case drawers. R. 204. (1020)

Director Of Publications

1190. BUSINESS FILES, 1936. Copies of requisitions and orders for materials and supplies. Alphabetical index on folders. (Daily, official.) 10 x 13 folders, 2 ft., in metal filing case. R. 111. (2019)

1191. CONTRACTS AND PRICE LISTS, 1936. Contracts and price lists furnished by the Department of Agriculture. Index. (Frequently, official.) 11 x 13 folders, 2 ft., in metal filing case drawer. R. 113. (2024)

1192. COPIES OF GOVERNMENT BILLS OF LADING AND INFORMATION REGARDING SUPPLIES, n.d. Index. (Frequently, official.) 11 x 13 folders, 2 ft., in metal filing case drawer. R. 113. (2028)

1193. CORRESPONDENCE, 1915 to date. Correspondence concerning supplies furnished by Washington to North Carolina State Department of Agriculture. (Frequently, official.) 11 x 12 folders, 2 ft., in metal filing case drawer. R. 113. (2026)

1194. GENERAL CORRESPONDENCE, 1935 to date. Office correspondence including special folders for subject matter used in making up publications. Filed alphabetically by person and firm. (Daily; official.) 10 x 12 folders, 2 ft., in metal filing case drawer. R. 111. (2022)

1195. SPECIAL MATTERS, 1934. Reports on different phases of agricultural work. Alphabetical index on folders. (Frequently, official.) 11 x 12 folders, 2 ft., in metal filing case drawer. R. 111. (2021)

1196. MISCELLANEOUS NEWS MATERIAL, 1934 - 1935. Copies of news articles sent to daily and weekly papers in the state. Alphabetical index on folders. (Constantly, official.) 10 x 13 folders, 4 ft., in 2 metal filing case drawers. R. 111. (2020)

1197. RADIO TALKS, 1935 to date. Copies of radio talks on agriculture sent from Washington for distribution in North Carolina. Index. (Frequently, official.) 11 x 13 folders, 2 ft., in metal filing case. R. 113. (2027)

1198. PHOTOGRAPHS, 1935 to date. Photographs from each county showing agricultural conditions; negatives on file in Washington. (Frequently, official.) 10 x 13 folders, 2 ft., in metal filing case drawer. R. 113. (2025)

DIVISION OF COOPERATIVE EXTENSION
COUNTY EXTENSION AGENTS

- (A) Post Office Bldg., Fayetteville and Martin Sts.
- (B) Wake County Court House

The offices of Wake County agricultural and home demonstration agents were established in 1914. The agricultural agent occupied offices in the Wake County Court House until 1934 and in the Wright's Cafeteria Building from 1934 to 1935, when it was moved to the present location. The home agent has remained in the Court House.

County Agricultural Extension Agent

1199. GENERAL CORRESPONDENCE, 1928 to date. Correspondence with farmers seeking information concerning seeds and farm projects such as general farming, swine, dairying, and poultry raising. Index. (Daily, official.) 9 x 12 folders, 2 ft. 6 in., in metal filing case drawer. R. 308 (Bldg. A). (1032)

1200. TIME SHEETS, 1935 to date. Time vouchers of employees, record of hours worked, rating, identification number, and rate of pay. Arranged alphabetically. (Frequently, official.) 8 x 11 bundles, 6 in., in wooden filing case drawer. R. 308 (Bldg. A). (1031)

County Home Demonstration Agent

1201. MONTHLY AND ANNUAL REPORTS, 1918 to date. Reports on work, copies of which are sent to the State College of Agriculture and Engineering in Raleigh and the Extension Service in Washington. Filed by subject. (Daily, official.) 30 x 36 loose sheets and booklets, 3 ft., in 2 metal filing case drawers. Basement (Bldg. B). (1025)

1202. 4-H CLUB, 1935 to date. List of club members and of material used in the promotion of club work in the county, such as recreation, sewing, canning, and cooking. Filed by subject. (Constantly, official.) 30 x 36 loose sheets and booklets, 3 ft., in 2 metal filing case drawers. Basement (Bldg. B). (1024)

1203. HOMEMAKING AND FARM LIVING, 1935 to date. Printed pamphlets and mimeographed sheets on clothing, exterior beautification, gardening, homemaking, foods and nutrition. Filed by subject. (Daily, official.) 30 x 36 loose sheets and booklets, 6 ft., in 3 metal filing case drawers. Basement (Bldg. B). (1026)

REIDSVILLE

DIVISION OF COOPERATIVE EXTENSION
COUNTY EXTENSION AGENTS
Amos Bldg., Gilmer St.

The Rockingham County Agricultural Extension Service was established in 1914. The agency occupied the old Commercial and Agricultural Rooms from 1914 to 1920, was then moved to the Municipal Building, and in 1935 was moved to its present location. Some of its records have been destroyed because of lack of space. The office of the home demonstration agent was established in 1918. From 1918 to 1920 it was in the old Agricultural Rooms, was moved from there to the Municipal Building, and in 1935 was moved to its present location. Some records have been destroyed because of lack of space.

County Agricultural Extension Agent

1204. GENERAL CORRESPONDENCE, 1934 to date. Correspondence with farmers concerning farm problems and the soil conservation program; letters to and from officials in Raleigh and Washington relative to extension work. Filed alphabetically and chronologically. (Daily, official.) 10 x 15 folders, 8 ft., in 4 filing drawers. R. 2. (21)

1205. GENERAL FILE, 1919 - 1934. Correspondence with farmers and with Raleigh and Washington officials; monthly and yearly narrative and statistical reports. (Rarely, official.) Various sized folders, 16 ft., in 4 transfer cases and in paper boxes. Scattered, dirty. R. 4. (25, 26)

County Home Demonstration Agent

1206. GENERAL CORRESPONDENCE, 1934 to date. Correspondence with farm women regarding their problems, and with Raleigh and Washington officials regarding home demonstration work. (Frequently, official.) 10 x 15 folders, 8 ft., in 4 filing drawers. R. 3. (24)

1207. GENERAL OFFICE FILE, 1934 to date. Loan funds, monthly reports, subject matter for programs, canning records, home management records, selected receipts, and serving ideas. (Daily, official.) Various sized folders, envelopes, loose-leaf books, and paper packages, 4 ft., in 2 filing drawers. R. 3. (22)

ROBBINSVILLE

DIVISION OF COOPERATIVE EXTENSION
COUNTY AGRICULTURAL EXTENSION AGENT
Graham County Court House

This office was established in 1933. Useless papers are filed until permission is given to destroy them.

1208. REPORTS, 1933 to date. Weekly, monthly, and yearly reports of county agent to state office. Filed chronologically. (Daily, official.) 10 x 14 loose-leaf books, 1 ft. 6 in., in wooden filing case. 1st floor, W. front room. (15)

1209. DEMONSTRATION FARMS, 1933 to date. Records of demonstration farms giving number of acres, use made of them, crop rotation plans, map of farm, etc. Filed chronologically. (Frequently, official.) 10 x 12 bundles, 1 ft., in wooden filing case. 1st floor, W. front room. (14)

1210. TRIPLE SUPER-PHOSPHATE RECORD, 1933 to date. Amount of fertilizer distributed to each demonstration farm and records of results from this type of fertilizer. Arranged chronologically. (Frequently, official.) 14 x 26 vols., 6 in., in wooden filing case. 1st floor, W. front room. (16)

1211. SOIL CONSERVATION PROGRAM, 1933 to date. Utilization of land, results of experiments and data gathered in regard to the program for prevention of soil erosion, and related correspondence. Filed chronologically. (Frequently, official.) 10 x 12 bundles, 1 ft., in steel filing case. 1st floor, W. front room. (13)

ROCKINGHAM

DIVISION OF COOPERATIVE EXTENSION
COUNTY EXTENSION AGENTS
Richmond County Court House
Franklin and Hancock Sts.

The office of agricultural extension agent was established in Richmond County in 1914. It occupied offices in the old Richmond County Court House until 1925, when it was moved to its present location. Useless papers are destroyed. The office of home demonstration agent was established in 1920. From 1920 until 1925 it occupied offices in the Barrett Building on West Washington Street. Correspondence is destroyed after several years.

County Agricultural Extension Agent

1212. 4-H CLUB AND COMMUNITY CLUB REPORTS, 1932 to date. Filed alphabetically. (Daily, official.) 9 x 12 folders, 20 ft., in 2 filing cases. Basement floor, N. side. (16, 17)

County Home Demonstration Agent

1213. GENERAL FILE, 1920 to date. Subject matter for programs, canning records, home management records, and correspondence. Contains printed matter. (Daily, official.) Various sized folders, envelopes, bundles, and loose-leaf books, 20 ft., in 3 filing cases. Basement room, S. side. (15)

ROXBORO

DIVISION OF COOPERATIVE EXTENSION
COUNTY AGRICULTURAL EXTENSION AGENT
Person County Court House, Main St.

This office was established January 1, 1927. The agency occupied a room in the old court house from 1927 to 1930; since that time it has been located in the new court house.

1214. TRANSFERRED GENERAL CORRESPONDENCE, Sept. 30, 1933 - June 30, 1935. Correspondence with state and federal officials and with farmers. (Seldom, official.) 10 x 12 vols. and folders, 1 ft. 6 in., in filing drawer. 1st floor, room on S. side. (13)

1215. CORRESPONDENCE, July 1, 1935 to date. Correspondence with state and federal officials and with farmers. (Daily, official.) 10 x 12 folders, 2 ft., in filing drawer. 1st floor, room on S. side. (5)

1216. GENERAL CORRESPONDENCE, Jan. 1, 1936 to date. Correspondence with state and federal officials and with farmers. (Daily, official.) 12 x 12 box letter files, 1 ft., on secretary's work table. 1st floor, room on S. side. (14)

1217. MISCELLANEOUS EXTENSION WORK RECORD, Jan. 1, 1934 to date. Records of 4-H clubs, tractor bills, Soil Conservation Service, weekly and monthly time and travel reports. (Daily, official.) 10 x 12 folders, 2 ft., in metal filing drawer. 1st floor, room on S. side. (2)

1218. DAIRY BOOK, Dec. 5, 1927 to date. Record of dairy cattle registration (report of registration from American Jersey Cattle Club, New York). (Frequently, official.) 18 x 24 vols., 1 in., in filing drawer. 1st floor, room on S. side. (6)

1219. SOIL CONSERVATION AND DOMESTIC ALLOTMENT PLAN, Oct. 1, 1933 to date. Correspondence, general instructions, bulletins, and circulars pertaining to soil conservation. (Daily, official.) 10 x 12 folders, 8 in., in filing drawer. 1st floor, room on S. side. (7)

1220. TENNESSEE VALLEY AUTHORITY, Jan. 1, 1936 to date. Application and receipts for super-phosphate delivered to demonstration projects. (Frequently, official.) 10 x 12 folders, 1 ft., in metal filing drawer. 1st floor, room on S. side. (1)

RUTHERFORDTON

DIVISION OF COOPERATIVE EXTENSION COUNTY EXTENSION AGENTS

Rutherford County Court House, N. Main St.

The office of county agricultural extension agent was established in 1916. The office of the home demonstration agent was established in 1926. Useless papers are destroyed after three months.

County Agricultural Extension Agent

1221. CORRESPONDENCE, 1923 to date. Arranged alphabetically by name and by subject. (Daily, official.) 9 x 12 folders, 6 ft., in 3 steel filing drawers. Basement, R. 2. (12)

1222. REPORTS, 1917 to date. Weekly, monthly, and annual reports to state director. (Daily, official.) 10 x 14 loose-leaf books, 2 ft., in filing drawer. Basement, R. 2. (8)

1223. LOCAL CLUB WORK, 1923 to date. Correspondence and bulletins on livestock, farm crops, horticulture, insects, and other topics for use in club work of county. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft., in filing drawer. Basement, R. 2. (9)

1224. RECORDS OF DEMONSTRATIONS AND 4-H CLUB WORK, 1923 to date. Records of crop and livestock demonstration work, marketing records, and all activities of 4-H Club in county. Filed chronologically and by subject. (Daily, official.) 9 x 12 folders and 4 x 6 cards, 2 ft., in filing drawer. Basement, R. 1. (7)

County Home Demonstration Agent

1225. REPORTS, 1922 - 1935. Reports contain record of visits to homes, days in office, miles traveled, number of people attending meetings, and places of meetings, and summary of work completed each month. Sent to state home demonstration agent. Indexed by subject. (Seldom, official.) 9 x 12 folders, 3 ft. 7 in., in 3 wooden filing drawers. 2d floor, SE. corner room. (17)

1226. REPORTS, 1935 to date. Narrative and statistical reports on visits to homes, days in office, miles traveled, number of people attending meetings, places of meetings, and summary of work completed each month. Sent to state home demonstration agent. Filed chronologically. (Monthly, official.) 9 x 12 envelopes, 2 ft., in drawer of wooden desk. 2d floor, SE. corner room. (16)

1227. GENERAL CORRESPONDENCE, 1934 - 1935. Correspondence with assistant state director, district agent, and various agricultural specialists, concerning all phases of home demonstration work. (Never.) 9 x 12 folders, 1 ft., in wooden filing drawer. 2d floor, SE. corner room. (14)

1228. CORRESPONDENCE, 1935 to date. Correspondence with assistant director, district agent, and various agricultural specialists. Alphabetically indexed. (Daily, official.) 9 x 12 card indexes, 3 in., in steel filing drawer. 2d floor, SE. corner room. (15)

SALISBURY

DIVISION OF COOPERATIVE EXTENSION
COUNTY EXTENSION AGENTS

- (A) Rowan County Court House, N. Main St.
- (B) Community Bldg., S. Main St.

The office of county agricultural extension agent was established in 1914, discontinued in 1920, was reestablished in 1921, and has continued in operation since that date. The office of home demonstration agent was established in 1932.

County Agricultural Extension Agent

1229. MISCELLANEOUS FILE, 1933 to date. Correspondence, record of checks received and distributed, surveyors' report on number of acres of land planted, and weekly, monthly, and annual reports. Filed alphabetically. (Daily, official.) 9 x 12 folders, 6 ft., in 3 steel files. 2d floor room. (44)

County Home Demonstration Agent

1230. GENERAL CORRESPONDENCE, 1932 to date. Filed alphabetically. (Daily, official.) 9 x 11 folders, 2 ft., in metal filing case. 2d floor, back room. (51)

1231. CORRESPONDENCE, 1902 to date. Correspondence with home agents and heads of departments at Raleigh concerning home demonstration work. Filed chronologically. (Daily, official.) 10 x 12 folders, 6 ft., in 3 steel transfer cases. 2d floor, back room. (54)

1232. REPORTS, 1935 to date. Monthly narrative reports, statistical reports of daily activities, monthly time and travel reports, and annual reports. Filed chronologically. (Daily, official.) 9 x 11 folders, 2 ft., in metal filing case. 2d floor, back room. (50)

1233. CLOTHING REPORTS, 1912 to date. Reports of the girls' 4-H Club activities in clothing such as study of fabrics, cost, and durability, remodeling and making of dresses. Filed chronologically. (Daily, official.) 10 x 12 folders, 2 ft., in steel transfer case. 2d floor, back room. (52)

1234. HOUSE FURNISHING RECORDS, 1912 to date. Reports of demonstrations in house furnishing before 4-H girls' clubs. Filed chronologically. (Daily, official.) 10 x 12 folders, 6 in., in transfer case. 2d floor, back room. (53)

1235. GIRLS' 4-H CLUB REPORTS, 1912 to date. Girls' 4-H Club reports giving place and time of meetings, number present, a narrative report of the home agent on what is done in all departments of the clubs. Filed chronologically. (Daily, official.) 10 x 12 folders, 4 in., in transfer case. 2d floor, back room. (55)

1236. REPORTS ON FOOD AND EXPENSES FOR THE FAMILY, 1912 to date. Reports made by home demonstration agent on work of women's clubs. Filed chronologically. (Daily, official.) 5 x 10 envelopes, 6 in., in transfer case. 2d floor, back room. (56)

SANFORD

DIVISION OF COOPERATIVE EXTENSION

COUNTY EXTENSION AGENTS

- (A) Lee County Court House
- (B) Bowers Bldg.

The office of county agricultural extension agent was established January 1, 1923. It was located in the Cross Mark Building until 1930, when it was moved to its present location in the county court house. The office of the home demonstration agent was established in 1929, and is located in the Bowers Building. Until 1930 it occupied offices in the Cross Mark Building; at that time it was moved to the court house; and in 1932 to its present location.

County Agricultural Extension Agent

1237. CORRESPONDENCE AND REPORTS, Jan. 1, 1923 to date. Correspondence with farmers, with State Experiment Station, and with the Department of Agriculture; weekly reports showing work done by the agent; monthly reports giving a summary of weekly reports, include information on mileage, office conferences, telephone calls, bulletins distributed, news articles written, farms visited, demonstrations given; annual reports giving the above information for the entire year. Reports are sent to state agricultural extension director in Raleigh. Filed alphabetically. (Daily, official.) 10 x 12 folders and bundles, 12 ft., in 8 drawers of 2 filing cases. 1st floor, room on right (Bldg. A). (9)

County Home Demonstration Agent

1238. MISCELLANEOUS FILE, July 1, 1929 to date. Monthly reports of time, travel, and activities of the agent sent to the state office in Raleigh; statistical and narrative reports sent to Washington; correspondence with farm women, with state office, and with cooperating organizations. Arranged alphabetically and numerically. (Constantly, official.) 10 x 11 folders, 5 ft., in 5 drawers of metal desk and in letter file drawer. R. 5 (Bldg. B). (10)

SMITHFIELD

DIVISION OF COOPERATIVE EXTENSION
COUNTY EXTENSION AGENTS
Johnston County Court House

The office of county agricultural extension agent was established in 1916; that of the home demonstration agent in 1930. Useless papers are destroyed.

County Agricultural Extension Agent

1239. CORRESPONDENCE FILE, 1934 - 1935. Correspondence with state office, applications from farmers for agent's services, and related correspondence. Filed alphabetically. (Daily, official.) 12 x 14 folders, 2 ft., in 3 metal filing drawers. Basement Room. (55)

1240. CORRESPONDENCE, 1934 - 1935. Correspondence concerning parks, community buildings, and rural electrification. (Occasionally, official.) 12 x 12 letters and bundles, 3 in., in pasteboard filing drawer. Basement Room. (18)

1241. RURAL ELECTRIFICATION, May 1, 1936 to date. Surveys made in rural districts, giving names and addresses of persons signing applications for rural electrification. Filed numerically. (Daily, official.) 12 x 15 folders, 2 ft., in metal filing drawer. 3d floor room. (26)

1242. HOG SHIPMENTS, 1929; 1932; 1936. Number, weight, and price of hogs shipped to Richmond union stock yards, and hog shipment bills. (Occasionally, official.) 8 x 10 folders and sheets, 3 in., in pasteboard filing drawer. Basement Room. (47)

1243. BOYS' 4-H CLUB ENROLLMENT CARDS, 1936. Application for membership in boys' 4-H clubs giving name, address, and project chosen by club members, and 1935 members who were not in club in 1936. (Occasionally, official.) 6 x 9 cards, 6 in., in metal filing drawer. County Agent's Room. (53)

1244. 4-H CLUB MEMBERS' RECORD, 1917 - 1927. Name, address, and project chosen. (Occasionally, official.) 6 x 14 vols., 3 in., in wooden desk drawer. County Agent's Room. (52)

1245. 4-H CROP RECORD BOOK, Mar. - Oct. 1935. Books containing a report of 4-H Club members' projects, such as corn, cotton, tobacco, or other crops, giving kind of seed planted, cost of project, and story of how crop was grown. Filed alphabetically. (Daily, official.) 6 x 14 vols., 3 in., in wooden desk drawer. County Agent's Office. (50)

1246. CORRESPONDENCE, 1934 to date. Correspondence with state office concerning supplies, leaders' schools, club leaders, furniture arrangement, rural electrification, home beautification, etc., and with club members about projects, club meetings, and county council meetings. Filed alphabetically. (Older records, occasionally; current records, daily, official.) 9 x 12 folders, 11 x 12 letters, bundles, and loose papers, 2 ft. 5 in., in metal filing drawers and wire basket. Basement Room. (43, 41, 38)

1247. CORRESPONDENCE, 1936 to date. Correspondence with district agents, specialists, and club members, concerning requests for supplies, materials, etc. Filed alphabetically. (Occasionally, official.) 11 x 12 letters, 3 in., in metal filing drawer. Basement Room. (42)

County Home Demonstration Agent

1248. REPORTS, 1931 - 1935. Reports on time, travel, demonstration supplies, and office supplies, monthly report of club work, and combined annual report. Filed chronologically. (Monthly, official.) 12 x 16 envelopes, 3 in., in pasteboard boxes. Basement Room. (34)

1249. MISCELLANEOUS FILE, 1930 to date. Record of relief canning project, names of employees, record of demonstration agent's scholarship fund, information on child training and organization of demonstration clubs, and names of club officers. (Daily, official.) 11 x 15 folders, 2 ft., in wooden filing drawer. Basement Room. (37)

1250. HOUSE FURNISHINGS, 1934 to date. Information concerning home decorations, convenient kitchens, how to paper walls and choose colors in paints, pictures and accessories, color and style for individuals, care and finish of floor, arrangement of dining room, foods and nutrition. (Daily, official.) 11 x 15 envelopes, 11 in., in filing drawer. Basement Room. (40)

1251. CLOTHING, 1934 to date. Demonstration materials, home dyeing with natural dyes, information on how to make a hat block, how to choose hose and shoes correctly, and application of color, line, and design to individuals. (Monthly, official.) 7 x 15 bundles, 6 in., in pasteboard box. Basement Room. (46)

1252. HOME MANAGEMENT, 1930 to date. Information on farm water system, laundry, and dry cleaning, list of county council programs and home management classes, list of food leaders and house furnishing leaders for clubs. Filed by subject. (Daily, official.) 11 x 15 folders, 2 ft., in wooden filing drawer. Basement Room. (39)

1253. 4-H CLUBS, 1935 to date. Correspondence, club programs, plans of work, reports of clubs, enrollment cards, lists of club members, names of officers, etc. (Daily, official.) 12 x 13 cards and vols., 2 ft. 6 in., in metal filing drawer. Basement Room. (35, 49)

1254. GIRLS' 4-H CLUB WORK, 1932 - 1934. Material on foods, receipts, room improvement, manners and grooming, clothing, 4-H Club reports, recreation, and good health rules. (Tri-weekly, for demonstrations.) 6 x 14 folders, 2 ft., in wooden filing drawer. Basement Room. (54)

1255. GIRLS' 4-H CLUB ENROLLMENT CARDS, 1933 - 1935. Date of enrollment, name, address of member and parents, name of project, and age of member. (Monthly, official.) Various sized cards and folders, 1 ft., in metal and wooden filing drawers. Basement Room. (36, 44, 51)

1256. CLUB MEMBERSHIP RECORD, Sept. and Oct. 1917. Name and address of member, name of club, and date organized. (Seldom, official.) 8 x 10 bundles, 3 in., in pasteboard file. Basement Room. (45)

1257. 4-H GIRLS' CLUB WORK, 1935 to date. Preliminary announcement of State 4-H Club course, team demonstrations, programs and joint meetings of clubs, food and health for members, letters pertaining to club work, and a narrative report of assistant agent. (Daily, official.) 10 x 12 folders, 10 in., in pasteboard boxes. Basement Room. (48)

SNOW HILL

DIVISION OF COOPERATIVE EXTENSION
COUNTY AGRICULTURAL EXTENSION AGENT
Greene County Court House, Greene and Second Sts.

This office was established in 1914, was abolished in 1924, was re-established for only a few months in 1930, and was again reestablished in 1932. The agency was located in the old court house until that building was razed in 1935; it was then moved to the basement of J. Exum Company's store; and in January 1936 it was moved to the new court house.

1258. EXTENSION SERVICE RECORDS, Jan. 1936 to date. Letters from supervisors, reports on poultry, hogs, animal husbandry, horticulture, forestry, dairying, fruits, rural electrification project, and marketing. (Daily, official.) 9 x 12 folders, 1 ft., in filing drawer. County Agent's Office. (16)

1259. REPORTS AND CORRESPONDENCE ON 4-H CLUB WORK, Jan. 1936 to date. (Daily, official.) 8 x 11 folders, 2 ft., in filing case. County Agent's Office. (15)

1260. SOIL CONSERVATION PROGRAM AND FARM DEBT ADJUSTMENT, 1935 to date. Plans for soil conservation program, correspondence with Board of Agriculture, instructions, county plan figures, and record of cases heard and not heard by Farm Debt Adjustment Committee. (Occasionally, official.) 9 x 12 folders, 2 ft., in filing case. County Agent's Office. (21)

SOUTHPORT

DIVISION OF COOPERATIVE EXTENSION COUNTY HOME DEMONSTRATION AGENT Hood Bldg., Moore St.

The office of Brunswick County home demonstration agent was established in 1917. The office has been discontinued several times, but has operated continuously since its reestablishment in 1927.

1261. CORRESPONDENCE, 1927 to date. Msc. correspondence with district home demonstration agent and with club members. Indexed alphabetically. (Daily, official.) 9 x 12 folders, 7 in., in steel filing drawer. 2d floor, room on E. side of hall. (76)

1262. REPORTS AND RECORDS, 1927 to date. Monthly and annual reports to the state office. (Weekly, official.) 9 x 12 folders, 7 in., in steel filing drawer. 2d floor, room on E. side of hall. (74)

1263. 4-H CLUB WORK, 1934 to date. Reports and reference material. Reports on all phases of county agent's work, including clubs, awards, ribbons, short courses in character building, games, songs, judging demonstrations, team demonstrations, 4-H Club work, fairs, exhibits, county council charts, photographs, legislation, plans for farm buildings, houses, roads, and water and sewerage systems. (Monthly, official.) 7 x 10 folders, 1 ft. 1 in., in steel filing drawer. 2d floor, room on E. side of hall. (77)

1264. HOME ECONOMICS REFERENCE MATERIAL AND RECORDS, 1935 to date. Reports and material on child development, clothing, and food; and mimeographed circulars on cooking, receipts, food selection and preservation, meal planning, refrigeration, home beautification, care of homes and farm buildings, pets, and livestock. Indexed by subject. (Daily, official.) 9 x 12 folders, 3 ft. 4 in., in cardboard file, 2d floor, room on E. side of hall. (75)

SPARTADIVISION OF COOPERATIVE EXTENSION
COUNTY AGRICULTURAL EXTENSION AGENT
Alleghany County Court House, E. Main St.

This office was established in 1930.

1265. 4-H CLUB RECORDS, 1936. (Seldom, official.) 9 x 12 folders, 6 in., in bundle. 1st floor room. (20)

STATESVILLEDIVISION OF COOPERATIVE EXTENSION
COUNTY EXTENSION AGENTS
Iredell County Court House Annex

The office of the agricultural extension agent was established in 1914. The agency occupied an office in the county court house until 1933, but since that time has been in the court house annex. Records cannot be found for the period prior to 1934. The home demonstration agent's office was established in 1930, with an office in the county court house annex.

County Agricultural Extension Agent

1266. GENERAL CORRESPONDENCE, 1935 to date. Correspondence with state director, extension specialists, and farmers in the county concerning cotton, wheat, corn-hog, and tobacco contracts. Filed alphabetically. (Daily, official.) 9 x 11 folders, 2 ft., in metal filing case. S. end room. (8)

1267. RECEIPTS FOR CHECKS, 1934 - 1935. Signed receipts for all checks delivered from this office. Filed numerically. (Daily, official.) 9 x 11 folders, 1 ft., in metal filing case. S. end room. (4)

County Home Demonstration Agent

1268. GENERAL CORRESPONDENCE, 1930 to date. Correspondence with state home demonstration agent, home economics specialists, district supervisors, and club women. Filed alphabetically. (Daily, official.) 9 x 11 folders, 3 ft., in 2 metal filing drawers. Home Demonstration Agent's Office. (59)

1269. REPORTS, 1930 to date. Monthly and annual reports. Monthly reports include narrative, statistical, time, and travel reports; annual reports are a summary of all of these. Filed chronologically. (Daily, official.) 9 x 11 folders, 4 ft., in 2 metal filing drawers. Home Demonstration Agent's Office. (60)

SUPPLYDIVISION OF COOPERATIVE EXTENSION
COUNTY AGRICULTURAL EXTENSION AGENT
Rourke Bldg., Main St.

The office of Brunswick County agricultural extension agent was established in 1922.

1270. REPORT BOOK, 1922 to date. Weekly reports of activities of county agent. Filed chronologically. (Weekly, official.) 9 x 15 vol., $3\frac{1}{2}$ in., on wooden shelf. Back room, W. end. (10)

1271. LETTER FILE, 1934 to date. Correspondence pertaining to different fields of county agent's activities, such as cotton, corn, hogs, budget, peanuts, tobacco, and other subjects. Filed alphabetically. (Daily, official.) 10 x 12 folders, 1 ft. 8 in., in small steel filing case. Front room, W. end. (9)

SYLVADIVISION OF COOPERATIVE EXTENSION
COUNTY AGRICULTURAL EXTENSION AGENT
Jackson County Court House, Courtland Heights

This office was established in 1927. All papers are preserved until permission is given to destroy them.

1272. CORRESPONDENCE, 1927 - 1934. Correspondence with state director and others. (Occasionally, official.) 9 x 12 folders, 1 ft. 4 in., in steel transfer case. County Agent's Office. (37)

1273. CORRESPONDENCE, Jan. 1, 1936 to date. (Frequently, official.) 4 x 8 envelopes and letters, 1 ft. 2 in., on shelves and in desk. County Agent's Office. (31)

1274. MISCELLANEOUS CORRESPONDENCE, July 1933 to date. (Occasionally, official.) 6 x 8 bundles, $5\frac{1}{2}$ in., in steel transfer case. County Agent's Office. (33)

1275. MISCELLANEOUS RECORDS OF COUNTY AGENTS, 1930 - 1933. Correspondence and reports. (Seldom, official.) 9 x 11 bundles, 1 ft. 10 in., on wooden shelves. County Agent's Office. (28)

1276. REPORTS OF COUNTY AGENT AND ASSISTANT, Dec. 1, 1935 to date. Weekly and monthly reports to state director. (Occasionally, official.) 9 x 11 bundles, 4 in., in steel transfer case. County Agent's Office. (32)

1277. AMOUNT OF FERTILIZERS NECESSARY TO REPLACE PLANT FOOD ELEMENTS LOST BY EROSION, 1935. (Frequently, official.) 4' x 6' chart on wall. County Agent's Office. (27)

1278. DEMONSTRATION FARMS, 1935. List of farms in Jackson County and results of experiments in soil conservation. (Daily, official.) 6 x 9 loose-leaf books, 1 3/4 in., in filing case. County Agent's Office. (35)

1279. SOIL CONSERVATION, May 1, 1936 to date. Correspondence and other records. (Daily, official.) 9 x 11 folders, 1/4 in., in filing case. County Agent's Office. (36)

1280. WATERSHED MAPS, 1935 to date. Photographic maps made by TVA showing Jackson County watershed of Tennessee valley. (Occasionally, official.) 6' x 6' map sheets, 1 1/2 in., cardboard tubes. County Agent's Office. (34)

1281. RECORDS OF DEMONSTRATION FARMS, 1936 to date. Correspondence, TVA programs, reports, list of farmers, results of experiments, and other records of demonstration farms. (Frequently, official.) 9 x 12 folders, 1 ft., in steel transfer case. County Agent's Office. (30)

1282. SNAPSHOTS, n.d. Pictures showing activities in 4-H Club, poultry, pasture, dairy cattle, and sheep. (Never.) 2 x 4 pictures, 1/2 in., in pigeon hole in cabinet. County Agent's Office. (29)

TARBORO

DIVISION OF COOPERATIVE EXTENSION COUNTY EXTENSION AGENTS

- (A) The Woodmen of the World Bldg., 125 St. James St.
- (B) Edgecombe County Court House, Main and St. James Sts.

The office of Edgecombe County agricultural extension agent was established in 1914. It was formerly located in the Edgecombe County Court House, but is now located in the Woodmen of the World Building. Useless papers are filed for one year and then destroyed. The office of home demonstration agent was established in 1915. It was located in the Phillips Building from November 1931 to May 1933, but is now located in the Edgecombe County Court House. Useless papers are filed.

County Agricultural Extension Agent

1283. GENERAL CORRESPONDENCE AND REPORTS, Jan. 22, 1934 to date. Weekly, monthly, and annual reports to state office in Raleigh. (Daily, official.) 10 x 12 forms, 6 ft., in 4 steel filing drawers. 1st floor room (Bldg. A). (63)

1284. MISCELLANEOUS CORRESPONDENCE, Jan. 2 - Dec. 30, 1933. Correspondence with Raleigh office, farmers, and other county agents. (Daily, official.) 10 x 15 and 14 x 30 bundles, 7 ft., in bookcase. 1st floor room (Bldg. A). (46, 58)

1285. MISCELLANEOUS FILED FORMS, Jan. 1, 1930 - May 15, 1936. Msc. completed forms including powers of attorney, Bankhead forms, adjustment sheets, etc. (Daily, official.) 10 x 12 folders, 2 ft., in filing drawer. 1st floor room (Bldg. A). (50)

1286. 4-H CLUB, Jan. 1, 1934 - Jan. 10, 1935. Tobacco instructions, certificates for membership, judging, prizes for boys, camp work, etc. (Daily, official.) 12 x 15 bundles, 2 ft., in filing drawer. 1st floor room (Bldg. A). (27)

1287. COPIES FOR CENSUS REPORTS OF DIFFERENT CROPS IN EDGECOMBE COUNTY, Jan. 10, 1928 - July 22, 1933. (Daily, official.) 4 x 15 bundles, 1 ft., on wooden shelves. 1st floor room (Bldg. A). (47)

1288. INDEX, Jan. 2 - Dec. 30, 1935. (Daily, official.) 8 x 9 index cards, 2 $\frac{1}{2}$ ft., in card cabinet. 1st floor room (Bldg. A). (67)

County Home Demonstration Agent

1289. LETTERS AND REPORTS, Jan. 1, 1934 to date. Letters and reports to state office. (Daily, official.) 10 x 12 folders, 2 ft., in 4 filing drawers, and paper folders. 1st floor, E. room (Bldg. B). (70)

1290. NARRATIVE REPORTS, July 1, 1924 - Jan. 1, 1929. Reports on canning, preserving, and general routine. (Daily, official.) 10 x 12 folders and document holders, 2 ft., in 4 filing drawers in wooden cabinet. 1st floor, E. room (Bldg. B). (73)

1291. 4-H CLUB RECORDS, June 10, 1931 to date. Correspondence, records of members, and reports of club activities. Filed alphabetically. (Daily, official.) 10 x 10 folders and loose-leaf books, 2 ft., in closed filing cases. 1st floor, E. room (Bldg. B). (71)

1292. 4-H CLUB REPORTS, 1924 - 1929. Club roll reports, agricultural home economics reports, monthly reports of parent-teacher associations. (Daily, official.) 10 x 12 manila folders, 2 ft., in 4 filing drawers and 35 folded document holders. 1st floor, E. room (Bldg. B). (72)

1293. GARDEN PROJECTS, REPORTS AND RECORD BOOKS, Jan. 1, 1930 to date. (Daily, official.) 8 x 10 folders, envelopes, covers, loose-leaf books and bundles, 21 ft., in 2 filing cases. 1st floor, E. room (Bldg. B). (68)

1294. PROJECT ILLUSTRATIVE MATERIAL, Jan. 1, 1930 to date. (Daily, official.) 10 x 12 manila folders, 2 ft., in 45 folded document holders, and 4 filing drawers. 1st floor, E. room (Bldg. B). (69)

TAYLORSVILLE

DIVISION OF COOPERATIVE EXTENSION
COUNTY AGRICULTURAL EXTENSION AGENT
Alexander County Court House

This office was established in 1914. A county agent who resigned in 1934 took away with him or destroyed all records of the office to that date.

1295. GENERAL CORRESPONDENCE, 1934 - 1935. Correspondence with state director, specialists, district supervisors, farmers, etc., concerning all phases of extension work. Filed alphabetically. (Daily, official.) 9 x 11 folders, 1 ft., in metal filing drawer. 1st floor room. (1)

1296. MISCELLANEOUS REPORTS, 1916 to date. Annual and weekly reports, charts, and maps covering extension project activities such as 4-H Club work, crop rotations, farm management, animal husbandry, variety and fertilizer test with crops. Alphabetically indexed by subject. (Daily, official.) 10 x 12 folders, 6 ft., in 3 steel transfer cases. 1st floor room. (17)

1297. RECEIPTS FOR CHECKS, 1934 to date. Receipts for checks paid to farmers by the government for rent on their land. (Daily, official.) 9 x 12 folders, 1 ft., in metal filing drawer. 1st floor room. (2)

1298. LOANS AND ACCOUNTS, 1935 to date. Loans and accounts of seed and fertilizer. Indexed by subject. (Daily, official.) 8 x 10 folders, 2 ft., in wooden transfer case. 1st floor room. (16)

TRENTON

DIVISION OF COOPERATIVE EXTENSION
COUNTY EXTENSION AGENTS
(A) Jones County Court House
(B) Masonic Bldg.

The office of Jones County agricultural extension agent was established in 1917; that of the home demonstration agent about 1925.

County Agricultural Extension Agent

1299. 4-H CLUB CORRESPONDENCE, REPORTS, AND TABULATIONS, 1927 to date. (Daily, official.) 8 x 12 folders, 3 ft., in steel filing case. County Agent's Office (Bldg. A). (13)

1300. REPORTS, 1933 - 1935. County agent's weekly report, monthly time and travel report, cotton plow-up contracts, and register of tax-exemption certificates. Filed by subject. (Daily, official.) 8 x 12 folders, 3 ft. 9 in., in steel filing case. County Agent's Office (Bldg. A). (14)

1301. CORRESPONDENCE AND TIME REPORTS, 1935 to date. Correspondence with state office and farmers; time certificates for office work showing date, number of hours worked, and rate of pay. (Daily, official.) 8 x 12 folders, 3 in., in steel filing drawer. County Agent's Office (Bldg. A). (11)

1302. GENERAL FILE, 1935 to date. Reports, charts, correspondence, and other information on rural electrification, tobacco applications, rental payments, pledges, subscriptions, farm bureau, farmers' club, work program, cotton borrowers' letters of authorization, etc. Filed alphabetically by subject. (Daily, official.) 8 x 12 folders, 2½ in., in steel filing case. County Agent's Office (Bldg. A). (10)

County Home Demonstration Agent

1303. CORRESPONDENCE, 1935 to date. Filed alphabetically. (Daily, official.) 8 x 12 folders, 9 in., in steel filing case. Home Agent's Office (Bldg. B). (4)

1304. CORRESPONDENCE AND MONTHLY REPORTS, 1930 to date. Filed alphabetically. (Daily, official.) 10 x 12 folders, 1 ft. 6 in., in steel filing case. Home Agent's Office (Bldg. B). (2)

1305. ANNUAL REPORTS, 1930 to date. Filed alphabetically. (Daily, official.) 3 x 4 pockets, 2½ in., in wooden filing case. Home Agent's Office (Bldg. B). (5)

1306. PLAN OF WORK, 1930 to date. Correspondence and plan of work to be undertaken during the coming year. Filed alphabetically. (Daily, official.) 8 x 12 folders, 2 ft. 3 in., in steel filing case. Home Agent's Office (Bldg. B). (3)

1307. 4-H CLUB WORK, 1930 to date. Correspondence and 4-H Club members' records. Filed alphabetically. (Daily, official.) 8 x 12 folders, 1 ft. 3 in., in steel filing case. Home Agent's Office (Bldg. B). (1)

TROYDIVISION OF COOPERATIVE EXTENSION
COUNTY EXTENSION AGENTS
Montgomery County Court House

The office of agricultural extension agent was established in 1908; that of the home agent in 1934.

County Agricultural Extension Agent

1308. CORRESPONDENCE, 1935 to date. Official correspondence on all phases of county agent's work. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft., in metal filing drawer. 1st floor, SW. corner room. (7-B)

1309. 4-H CLUB WORK, 1936 to date. Bulletins, correspondence, club records, programs, project information, health records, recreation and handicraft material. Filed alphabetically by subject. (Daily, official.) 9 x 12 folders, 2 ft., in metal filing drawer. 1st floor, SW. corner room. (7-D)

County Home Demonstration Agent

1310. REPORTS AND MINUTES, 1934 to date. Travel, monthly, and annual reports; also minutes of the twelve home economics clubs. Filed alphabetically. (Frequently, official.) 8 x 11 folders, 2 ft., in desk drawer. 1st floor, S. middle room. (5)

WADESBORODIVISION OF COOPERATIVE EXTENSION
COUNTY EXTENSION AGENTS
Post Office Bldg., Green and Martin Sts.

The office of Anson County agricultural extension agent was established in 1914. The office of the home demonstration agent was established in 1914. Both agents were located in the county court house until 1933, when they moved to the post office building.

County Agricultural Extension Agent

1311. CORRESPONDENCE, 1934 to date. Correspondence with farmers, newspaper releases, time book of county committeemen, marketing reports; etc. Filed alphabetically. (Daily, official.) 14 x 25 folders, 8 ft., in 4 filing case drawers. R. 209. (49)

1312. ASSISTANT COUNTY AGENT'S FILE, 1934 to date. AAA applications, contracts, correspondence; farm management and demonstration; annual reports. (Daily, official.) 14 x 25 folders, vols., and loose-leaf books, 10 ft., in 5 filing case drawers. R. 209. (46, 47)

1313. REFERENCE, EXTENSION WORK, 1914 to date. Bulletins, pamphlets, and blueprints. Indexed by subject. (Daily, official.) 18 x 25 folders, 6 ft., in 3 filing case drawers. R. 209. (48)

County Home Demonstration Agent

1314. GENERAL FILE, 1914 to date. Correspondence, reports, bulletins, and pamphlets. Filed alphabetically by subject. (Daily, official.) 14 x 25 folders, 24 ft., in 12 drawers of 3 filing cases. R. 211. (50)

WARRENTON

DIVISION OF COOPERATIVE EXTENSION
COUNTY AGRICULTURAL EXTENSION AGENT
Bank of Warren Bldg., Main St.

The office of Warren County agricultural extension agent was established June 22, 1933. From June 22, 1933, to May 1, 1934, it was located in Warren County Court House.

1315. STATISTICS, June 22, 1933 to date. Maps, charts, and general statistics concerning farms in the county. Filed by group. (Daily, official.) 8 x 11 folders, 2 ft., in filing case drawer. 2d floor room. (6)

1316. TERRACING, Nov. 21, 1935 to date. Letters, contracts, invoices, and insurance policies in connection with terracing. Filed alphabetically. (Daily, official.) 8 x 11 folders, 2 ft., in filing case drawer. 2d floor room. (7)

WASHINGTON

DIVISION OF COOPERATIVE EXTENSION
COUNTY EXTENSION AGENTS
Post Office Bldg., Market and Second Sts.

The office of agricultural extension agent was established in Beaufort County about 1914. The office was discontinued for short periods in 1917, 1923, and 1933, but in each case was reestablished. No records are available prior to those of the last two agents. Useless papers are stored. The office of home demonstration agent was established in 1915, although summer work was done prior to that date. Useless papers are destroyed.

County Agricultural Extension Agent

1317. EXTENSION SERVICE MATERIAL AND CORRESPONDENCE, 1936 to date. Data on 4-H Club work, home gardens, poultry, turkeys, forestry, etc., bulletins and other data collected from different sources by the agent, and correspondence with state office and with local people. Filed by subject. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in wooden file. R. 213. (61)

County Home Demonstration Agent

1318. CORRESPONDENCE, Feb. 1922 to date. Correspondence with state director regarding various phases of the work. (Daily, official.) 9 x 11 envelopes, 4 in., in steel drawer of wooden filing cabinet. R. 301. (66)

1319. MISCELLANEOUS RECORDS OF FORMER AGENT, 1927 - 1932. Correspondence with state office and with local citizens; records of hog sales made through county agent, hog feeder demonstration, poultry and wool sales, and other farm demonstrations. (Seldom, official.) 9 x 12 folders, 1 ft. 3 in., in vault. R. 213. (64)

1320. CORRESPONDENCE AND MISCELLANEOUS REPORTS, Apr. 1930 to date. District reports, reports on 4-H clubs, curb market sales, woman's short course, bulletins recommended, and score cards on projects judged by home demonstration agent. (Daily, official.) 9 x 11 folders, 1 ft. 6 in., in steel drawer of wooden filing cabinet. R. 301. (74)

1321. LETTERS RELATIVE TO COMMERCIAL PROJECTS, Nov. 1930 to date. Correspondence concerning canning equipment and supplies, income earnings, automobile supplies and insurance, poultry supplies, potteries, materials for exhibition purposes, seed growers, nurseries, 4-H Club supplies, and equipment. (Daily, official.) 9 x 11 folders, 1 ft., in steel drawer of wooden filing cabinet. R. 301. (73)

1322. CURB MARKETS, Feb. 1931 to date. Correspondence with curb market members in county and with curb market supervisors in state office, market bills, receipts, etc. (Daily, official.) 9 x 11 folders, 3 in., in steel drawer of wooden cabinet. R. 301. (72)

1323. MISCELLANEOUS FILES, Nov. 1932 to date. Correspondence with directors, specialists, and district agents, giving suggestions and plans for county meetings, home management, clothing, house furnishing, etc. (Daily, official.) 10 x 17 folders, 24 ft., in 18 steel drawers of wooden cabinet. R. 301. (67)

1324. LETTERS FROM STATE HOME DEMONSTRATION AGENT, Feb. 1934 to date. Letters to co-workers concerning gardens, poultry, canning, care of milk, and living at home. (Daily, official.) 9 x 11 envelopes, 1 ft. 6 in., in steel drawer of wooden filing cabinet. R. 301. (65)

1325. REPORTS, Oct. 1923 to date. Weekly, monthly, and annual reports to state director. (Daily, official.) 12 x 16 folders, 1 ft. 6 in., in steel drawer of wooden filing cabinet. R. 301. (68)

1326. DATA ON 4-H CLUB WORK, Jan. 1935 to date. Reports of work of outstanding members of 4-H Club, plans and programs for meetings and camps, information on gardening, and potato culture and diseases. (Daily, official.) 9 x 11 folders, 2 ft. 6 in., in 7 drawers of wooden cabinet. R. 301. (70)

1327. NATIONAL YOUTH ADMINISTRATION DATA, Mar. 1935 to date. Correspondence and printed material regarding program, and reassignment slips and time sheets of NYA workers. (Daily, official.) 9 x 11 folders, bundles, and loose sheets, 2 in., in steel drawer of wooden filing cabinet. R. 301. (69)

1328. PELLAGRA PREVENTION, Sept. 1929 to date. Record of deaths caused by pellagra and history of each pellagra case in the county, giving name, address, age, color, and sex of patient, chief complaint, symptoms, length of illness, history of diet, and physician's notes. (Daily, official.) 9 x 11 envelopes, bundles, and loose papers, 1 ft., in steel drawer of wooden filing cabinet. R. 301. (71)

WAYNESVILLE

DIVISION OF COOPERATIVE EXTENSION COUNTY EXTENSION AGENTS Haywood County Court House, Main St.

The office of the Haywood County agricultural extension agent was established in 1918, was discontinued after one year, but was reestablished in 1928. After three years it was again discontinued, but was again reestablished in January 1934. It occupied an office in the old Haywood County Court House until 1931, when it was moved to the Citizens Bank and Trust Company Building. In 1934 it was moved to its present location in the county court house. Although the Haywood County agent administered the Agricultural Adjustment Act in both Haywood and Transylvania counties, his duties as extension agent are confined to Haywood County. Records of the agency dating from 1918 to 1934 were considered useless and destroyed. Since 1934 all papers have been stored in wooden filing cases and none are considered useless.

The office of the home demonstration agent for Swain and Haywood counties was first established May 15, 1933, as an Emergency Home Demonstration Agency, was discontinued September 1, 1933, reestablished June 15, 1934, again discontinued September 1, 1934, and since September 1935 has been operating on state, county, and federal funds as a permanent agency. The office was first located in the Citizens Bank Building, but was moved to its present location in 1934. All records prior to 1935 were

destroyed when the agency was discontinued in 1934. Since 1935 all papers have been carefully preserved. Weekly and monthly reports are sent to Raleigh.

County Agricultural Extension Agent

1329. GENERAL CORRESPONDENCE, 1934 to date. Correspondence with various companies, specialists, and other county agents, pertaining to projects and county work. (Daily, official.) 9 x 12 folders, 3 ft., in 2 steel filing drawers. 2d floor, W. room. (16)

1330. MISCELLANEOUS RECORDS, 1934 - 1935. Tobacco records, corn-hog records, Production Credit Association records, and county agent's monthly reports to the state director. (Occasionally, official.) 9 x 12 folders, 9 in., in wooden drawer. 2d floor, W. room. (20)

1331. TERRACING, 1934 to date. Accounts of terracing machine owned by the county and operated by the county agent. Filed alphabetically. (Daily, official.) 9 x 12 envelopes, $1\frac{1}{2}$ in., in steel filing drawer. 2d floor, W. room. (7)

1332. TERRACING RECORDS, 1935 to date. Records of work done on farms with county-owned terracing machine in experiments for prevention of soil erosion. Filed alphabetically. (Occasionally, official.) 10 x 12 folders, 5 in., in wooden filing drawer. Damaged by faulty containers, torn. 2d floor, W. room. (8)

1333. HAYWOOD COUNTY SOIL CONSERVATION DEMONSTRATION FORMS, Mar. 1935 to date. Maps, tabulations, and plans for rotation of crops. Filed alphabetically. (Frequently, official.) 10 x 12 folders, 11 in., in wooden filing drawer. 2d floor, W. room. (15)

1334. HAYWOOD MUTUAL EXCHANGE AND HAYWOOD COUNTY FAIR, 1934 - 1935. Records of Haywood County Fair giving a list of officers and statement of all money received and disbursed. Also record of Haywood Mutual Exchange and cannery operated by the TVA. (Frequently, official.) 8 x 10 vol., 1 in., in steel filing drawer. 2d floor, W. room. (18)

1335. 4-H CLUB MEMBERSHIP CARDS, 1934 - 1935. Agreements for co-operation between parents, 4-H Club members, and clubs. Filed alphabetically. (Occasionally, official.) 4 x 6 cards, 1 ft. 3 in., in drawer of steel card cabinet. 2d floor, W. room. (19)

1336. 4-H CLUB, 1934 to date. Correspondence with state club leader, physical examination reports, and minutes of various club meetings. Filed alphabetically. (Frequently, official.) 10 x 12 folders, 8 in., in wooden filing case. 2d floor, W. room. (12)

County Home Demonstration Agent

1337. CORRESPONDENCE, 1935 to date. General correspondence, monthly and annual reports covering activities in Haywood and Swain counties, correspondence with Raleigh office, other demonstration agents, specialists and individuals in the counties in which the agent works. Filed alphabetically. (Daily, official.) 9 x 12 folders, 6 $\frac{1}{2}$ in., in wooden filing case. NW. corner room. (21)

1338. GENERAL REFERENCE FOR 4-H CLUB AND HOME DEMONSTRATION, 1935 to date. Material used as a "reference library" covering all phases of activities in Haywood and Swain counties. Arranged alphabetically. (Daily, official.) 9 x 12 folders, 7 in., in wooden filing case. NW. corner room. (22)

WHITEVILLE

DIVISION OF COOPERATIVE EXTENSION
COUNTY AGRICULTURAL EXTENSION AGENT
Columbus County Court House, N. Madison St.

This office was established in 1914. Records for the years 1914-1919 could not be located.

1339. CORRESPONDENCE, 1919 - 1934. Correspondence with Washington officials and with individuals concerning strawberry and winter pea demonstrations. (Frequently, official.) 8 x 11 loose-leaf books, 8 in., in metal filing drawer. SE. corner room. (24)

1340. CORRESPONDENCE (MISCELLANEOUS FILE), 1930 to date. Correspondence and information on bean beetle, better housing, cotton, tobacco, potatoes, peanuts, corn, hogs, poultry, and cattle; pay rolls, budgets, bills of lading, telegrams, mailing lists, and time records. Indexed alphabetically. (Frequently, official.) 9 x 12 folders, 6 in., in metal filing drawer. SE. corner room. (23)

1341. CORRESPONDENCE AND GENERAL COTTON INFORMATION, 1934 - 1935. Correspondence with Department of Agriculture on all phases of extension work and information on cotton acreage. Arranged numerically. (Seldom, official.) 9 x 12 folders, 1 ft. 6 in., in 2 metal filing drawers. SE. corner room. (19)

1342. MISCELLANEOUS FILE, 1931. Time sheets, trust agreements, closed accounts. Arranged alphabetically. (Seldom, official.) 9 x 12 folders, 9 in., in metal filing drawer. SE. corner room. (41)

WILLIAMSTONDIVISION OF COOPERATIVE EXTENSION
COUNTY EXTENSION AGENTS
Martin County Court House, E. Main St.

The office of the agricultural extension agent in Martin County was established about 1917. Records for the years 1917 to 1935 could not be located. The office of the home demonstration agent was established in 1924. Records prior to 1926 have been misplaced or destroyed.

County Agricultural Extension Agent

1343. MISCELLANEOUS FILE, 1936 to date. Monthly and weekly reports, and copies of monthly pay rolls. Reports contain detailed information as to number of meetings held, number of demonstrations given, number of persons attending, location of meetings, etc. (Daily, official.) 10 x 12 folders, 9 in., in steel filing cabinet. Main Office. (29)

County Home Demonstration Agent

1344. GENERAL CORRESPONDENCE, 1933 to date. (Daily, official.) 9 x 12 folders, 2 ft. 9 in., in wooden filing drawer. Main Office. (36)

1345. REPORTS MADE AT DISTRICT MEETINGS, 1928 - 1935. Reports made at district meetings on health, education, and home demonstration work. (Daily, official.) 9 x 12 folders, 2 ft., in wooden filing cabinet. Main Office. (35)

1346. GENERAL FILE, 1926 - 1935. Reports and information on clothing, 4-H contests, child care, canning reports, home management, arts, and awards of merit. Filed chronologically. (Daily, official.) 2 x 9 folders, 2 ft., in wooden filing drawer. Main Office. (37)

WILMINGTONDIVISION OF COOPERATIVE EXTENSION
COUNTY EXTENSION AGENTS
Customhouse, 1 Market St.

The New Hanover County agricultural extension office and home demonstration office were established in 1914. The agricultural office was discontinued in 1928, but was reestablished in 1935.

County Agricultural Extension Agent

1347. CORRESPONDENCE, 1935 to date. Filed alphabetically. (Frequently, official.) 9 x 11 folders, 3 ft., in 2 metal filing case drawers. R. 132. (5-D)

1348. FORM LETTERS, 1936 to date. Sent daily to the farm agent's office, concerning his daily activities. Filed chronologically. (Daily, official.) 9 x 13 folders, 1 ft., in metal filing case drawer. R. 132. (5-C)

1349. GENERAL FILE, 1935 to date. Narrative reports, annual reports, form letters, and general correspondence. Filed alphabetically. (Frequently, official.) 10 x 12 folders, 8 ft. 1 in., in 5 steel filing case drawers. R. 132. (5)

1350. NARRATIVE REPORTS, 1936 to date. Weekly, monthly, and annual reports to the state director, covering farm demonstrations and including reports on acreage of tobacco, cotton, potatoes, lettuce, etc., showing number of clients with crops and acreage listed. Arranged chronologically. (Frequently, official.) 9 x 12 folders, 2 ft., in metal filing case drawer. R. 132. (5-A)

1351. ANNUAL REPORT, 1936. Form 285, annual report of county extension workers. (Occasionally, official.) 9 x 13 forms, 1 in., in metal filing case drawer. R. 132. (5-B)

1352. REPORTS, 1936 to date. Weekly and monthly reports to the state director. Filed chronologically. (Weekly, official.) 9 x 12 folders, 3 ft., in 2 metal filing case drawers. R. 132. (5-E)

County Home Demonstration Agent

1353. GENERAL CORRESPONDENCE, 1935 to date. Filed by subject. (Daily, official.) 9 x 11 loose-leaf file, 2 ft., in metal filing case drawer. R. 131. (32)

1354. MISCELLANEOUS REPORTS, 1914 to date. Monthly narrative reports on home demonstration clubs, sent to district directors. Indexed alphabetically. (Daily, official.) 9 x 11 folders, 1 ft., in desk. R. 131. (35)

1355. MISCELLANEOUS FILES AND BLUEPRINTS, 1934 to date. Blueprints of playground equipment, correspondence, and circulars and instructions from state office. Arranged alphabetically. (Daily, official.) 10 x 11 folders, 1 ft., in desk. R. 131. (36)

1356. HOUSE FURNISHINGS, 1923 to date. Information on correct furnishings, draperies, etc. Mimeographed instructions sent from state office for distribution to club members. Arranged by subject. (Daily, information of club members.) 9 x 11 loose sheets, 1 ft., in wooden filing case drawer. R. 131. (31)

1357. FOODS, 1923 to date. Mimeographed receipts and suggestions for the preparation and serving of balanced diets, general information on nutritious values of food, and methods for canning. Sent from state office for distribution to club members. Arranged by subject. (Daily, official.) 9 x 11 loose-leaf books, 1 ft. 2 in., in wooden filing case drawer. R. 131. (33)

1358. CLEANINGS, 1935 to date. Clippings and pictures of home demonstration work. (Occasionally, official, public.) 13 x 18 books, 2 in., on desk. R. 131. (34)

WILSON

DIVISION OF COOPERATIVE EXTENSION
COUNTY EXTENSION AGENTS
Wilson County Court House
Nash and Goldsboro Sts.

The office of the county agricultural extension agent was established January 1, 1914; that of the home demonstration agent July 1, 1934. Useless papers are destroyed.

County Agricultural Extension Agent

1359. CORRESPONDENCE, Sept. 1, 1929 to date. Correspondence with Washington officials, state office, and other county agents. (Daily, official.) 8 x 10 envelopes, 12 ft., in 6 metal filing drawers. 3d floor room. (53)

County Home Demonstration Agent

1360. CORRESPONDENCE, July 1, 1934 to date. Correspondence with state home demonstration agent, home economics specialist, district supervisor, and club women in county. (Daily, official.) 8 x 10 folders, 2 ft., in metal filing drawer. 3d floor room. (62)

1361. MONTHLY AND ANNUAL REPORTS, July 1, 1934 to date. Statistical and narrative reports. (Monthly, official.) 9 x 12 loose-leaf books, 2 ft., in metal filing drawer. 3d floor room. (60)

1362. RECORD OF CLUB MEMBERS, July 1, 1934 to date. Record of leadership and special work kept for each member shows number of meetings attended, number of specific offices held, work accomplished in major and minor projects. (Monthly, official.) 5 x 8 cards, 1 ft., in metal filing drawer. 3d floor room. (59)

1363. RECORD BOOKS FOR 4-H CLUB MEMBERS, July 1, 1934 to date. Records of project activities of each member. (Twice yearly, official.) 5 x 8 paper bound booklets, 4 ft., in 2 metal filing drawers. 3d floor room. (61)

WINDSORDIVISION OF COOPERATIVE EXTENSION
COUNTY EXTENSION AGENTS

(A) Red Cross Bldg.

(B) Negro High School Bldg.

The office of the Bertie County agricultural extension agent was established in 1917, was discontinued in 1920, and was reestablished in 1924. The office was located in the county court house until 1935, when it was moved to the present location in the Red Cross Building. The county agent's work records are filed with the AAA records, but the agent is planning to organize a different filing system when the office is moved into the new agricultural Building.

The office of the Negro county agricultural extension agent was established in Bertie County in 1922. An office over Hoggard's Store was occupied until 1928, when headquarters were moved to the Negro High School Building.

The office of the Negro home demonstration agent was organized in 1935. It is located in the Negro High School Building on Williamston Road. The Negro agricultural agent and home demonstration agent both use the same small crowded office, built originally for the school principal.

County Agricultural Extension Agent

1364. REPORTS, 1924 to date. Annual, monthly, and weekly reports: supervisor's statistical and narrative reports, extension budget, committee and clerical reports; AAA records and reports filed with reports on extension work. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft., in drawer of wooden cabinet. Main Office (Bldg. A). (42)

1365. DEMONSTRATIONS, 1924 to date. Reports on demonstrations such as crop rotation, cotton fertilizer test, cotton unit control, cotton seed treatment, dairying, dusting, forestry, grass, hog feeding, peanut variety, poultry, soil, tobacco, and soy beans; AAA records also contained in this serial. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in drawer of wooden cabinet. Main Office (Bldg. A). (41)

1366. LETTERS RECEIVED AND SENT, 1933 to date. Correspondence with head field office, extension agronomist, district agent, extension tobacco specialist, assistant agricultural extension director, extension forester, state club leader, agricultural editor, Secretary of Agriculture, and the Treasury Department. (Daily, official.) 9 x 12 folders, 6 in., in drawer of steel cabinet. Main Office (Bldg. A). (38)

1367. COUNTY AGENT'S INFORMATION FILE, 1933 to date. Correspondence, reports, statistics, and tabulations concerning agricultural education, agricultural engineering, animal husbandry, extension methods, field crops, home economics, marketing, publicity, soil, and weeds. Arranged alphabetically. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in drawer of steel cabinet. Main Office (Bldg. A). (40)

1368. ASSISTANT COUNTY AGENT'S INFORMATION FILE, 1935 to date. Correspondence, reports, and tabulations, letters from officials, hog vaccination records, compensation insurance, weekly and monthly reports, seed treatment, rules and regulations for growing crops, information on home economics and marketing. (Daily, official.) 9 x 12 folders, 6 in., in drawer of steel cabinet. Main Office (Bldg. A). (37)

Negro County Agricultural Extension Agent

1369. LETTERS, 1922 - 1926. Correspondence with Raleigh and Washington officials and with local citizens. Folders labeled by contents, arranged alphabetically. 9 x 12 folders and envelopes, 1 ft. 6 in., in drawer of steel filing cabinet and in 4 wooden letter files. Main Office (Bldg. B). (34)

1370. DAILY AND WEEKLY REPORTS, 1922 to date. Reports of the work and visits made by the agent each day. Describe work, such as vaccinating hogs (number of hogs, date, kind of test, and name of farmer), field test data, kind of test, etc. These are used by agent only and combined on a printed form or summary each week; one copy sent to Raleigh, and one kept in office. Arranged chronologically. (Daily, official.) 9 x 14 loose-leaf books, 4 in., on shelf in wooden cabinet. Main Office (Bldg. B). (31)

1371. NARRATIVE REPORT FILE, 1928 to date. Reports on work, such as animal, forestry, plant, and poultry. Also monthly and annual reports and travel reports. Arranged alphabetically. (Daily, official.) 9 x 12 folders, 1 ft., in drawer of steel filing cabinet. Main Office (Bldg. B). (33)

1372. 4-H CLUB MEMBERS, 1928 to date. Names of Negro boys and girls of 4-H clubs. Individual cards with the name of each boy and girl in the clubs, age, school attended, etc. Arranged alphabetically. (Daily, official.) 4 x 6 cards, 6 in., in pasteboard box. Main Office (Bldg. B). (32)

Negro County Home Demonstration Agent

1373. GENERAL CORRESPONDENCE, 1935 to date. Names of the different clubs of the schools in the county, their reports of work, letters received regarding work, copies of letters sent out, NYA material, time and travel reports, monthly reports, and narrative reports. It also contains letters with all types of instruction relative to home demonstration work. Arranged alphabetically by subject. (Daily, official.) 9 x 12 folders, 1 ft., in drawer of steel filing cabinet. Main Office (Bldg. B). (30)

1374. RECORD OF 4-H CLUB MEMBERS AND HOME DEMONSTRATION CLUBS, 1935 to date. Name of member, name of club, or community, number of years a member, age, number in family, and work accomplished; also names and schools of 4-H Club members. Arranged alphabetically. (Daily, official.) 5 x 8 cards, 9 in., in pasteboard box. Main Office (Bldg. B). (28)

1375. HOME DEMONSTRATION CLUBS, 1935 to date. Names of clubs, names of members, and record of attendance. Arranged alphabetically. (Daily, official.) 3 x 5 cards, 4 in., in small steel filing box. Main Office (Bldg. B). (29)

WINSTON-SALEM

DIVISION OF COOPERATIVE EXTENSION
COUNTY EXTENSION AGENTS
Forsyth County Court House

The office of county agricultural extension agent was established in 1914; that of the home demonstration agent in 1930. Useless papers are destroyed.

County Agricultural Extension Agent

1376. CORRESPONDENCE, Apr. 13, 1936 to date. Correspondence concerning the 4-H Club work. Filed alphabetically. (Daily, official.) 10 x 12 envelopes, 1 ft. 6 in., in steel filing drawer. R. 10. (9-B)

1377. CORRESPONDENCE AND REPORTS, Jan. 1, 1936 to date. General correspondence, weekly, monthly, and annual reports. Filed alphabetically. (Daily, official.) 10 x 12 envelopes, 2 ft., in steel filing drawer. R. 10. (9-C)

County Home Demonstration Agent

1378. CORRESPONDENCE, 1930 to date. Filed alphabetically. (Daily, official.) 9 x 11 folders, 4 ft., in 2 metal filing cases. Front basement room. (252)

1379. REPORTS, 1930 to date. Monthly and annual narrative, statistical, and time reports. Filed chronologically. (Daily, official.) 9 x 11 folders, 2 ft., in metal filing case. Front basement room. (251)

WINTON

DIVISION OF COOPERATIVE EXTENSION
COUNTY EXTENSION AGENTS
Hertford County Court House

The office of county agricultural extension agent was established about 1918; the home demonstration office in 1917.

County Agricultural Extension Agent

1380. SALARY AND FUNDS DISBURSEMENTS, 1929 - 1934. Township district numbers, names of payees, amounts of warrants, amounts of salaries of county agricultural teachers, and individual records of local agents. (Daily, official.) 12 x 14 bundles, 3 ft., on wooden shelves. Storage Room. (19)

1381. CORRESPONDENCE, 1934 to date. Correspondence with officials in the Extension Service. (Daily, official.) 13 x 24 loose-leaf books, 6 ft., in steel filing case. Main Office. (28)

1382. REGISTRY OF CATTLE CLUB, 1935. Certified monthly reports of daily milk yield and feed record of registered Guernsey cattle, giving complete record of each cow. Forms attached. (Daily, official.) 12 x 24 folders, 1 ft., in steel filing case. Main Office. (24)

County Home Demonstration Agent

1383. CORRESPONDENCE AND 4-H CLUB CERTIFICATES, 1935 to date. (Daily, official.) 10 x 12 folders, 2 in., on wooden shelves. Storage Room. (34)

1384. RECORD CARDS, 4-H CLUB MEMBERS, 1934 to date. (Daily, official.) 7 x 11 folders, 1 ft., in pasteboard file box. Storage Room. (36)

1385. RECORD CARDS, HOME DEMONSTRATION CLUB WOMEN, 1934 to date. (Frequently, official.) 7 x 11 cards, 1 ft., on wooden shelves. Storage Room. (35)

YANCEYVILLE

DIVISION OF COOPERATIVE EXTENSION
COUNTY EXTENSION AGENTS
Caswell County Court House

The office of the agricultural extension agent was established in 1933; that of the home demonstration agent in 1933.

County Agricultural Extension Agent

1386. BILLS, Sept. 1935 to date. Bills for terracing equipment. (Occasionally, official.) 9 x 12 folders, 1 in., in drawer of filing case. 1st floor, NW. room. (38)

1387. CORRESPONDENCE, 1933 to date. Correspondence with officials in Raleigh, and with farmers in regard to terracing. Filed alphabetically. (Occasionally, official.) Letter size loose papers, 1 ft., in drawer of filing case. 1st floor, NW. room. (35)

1388. MONTHLY REPORTS, Sept. 1935 to date. Monthly reports sent to state director and to county commissioners giving the amount received and spent by the association for terracing. Filed chronologically. (Occasionally, official.) 9 x 12 folders and loose papers, 3 in., in drawer of filing case. 1st floor, NW. room. (37)

1389. MONTHLY TIME AND TRAVEL REPORT, 1936. Report sent to state director of time worked by agent, and of mileage covered in performance of duty. (Monthly, official.) 8 x 10 loose-leaf books, 1 ft., on shelf. 1st floor, 1st room on right. (20)

1390. WEEKLY FIELD REPORT, 1936. Report of time, places visited, and accomplishments during week. Filed chronologically. (Weekly, official.) 8 x 10 loose-leaf books, 1 in., on shelf. 1st floor, 1st room on right. (17)

1391. MONTHLY REPORT, 1936. Shows work accomplished during month. Sent to state director. Filed chronologically. (Monthly, official.) 8 x 10 loose-leaf books, 1 in., on shelf. 1st floor, 1st room on right. (16)

1392. NARRATIVE REPORT, 1930 to date. Report of agricultural agent to Raleigh office giving activities of 4-H clubs, improvement on individual farms and crops, and terracing covered by agent. (Annually, official.) 8 x 10 folders, 1 in., in drawer of filing case. 1st floor, 1st room on right. (18)

1393. MAPS, Jan. 1936 to date. Maps of fields terraced. Pencil drawings made by CCC. (Occasionally, official.) 9 x 12 folders, 1 in., in filing drawer. 1st floor, NW. room. (36)

1394. APPLICATION FOR MEMBERSHIP IN 4-H CLUB, Jan. 1, 1936 to date. Gives names of member and parents, address of member, date of his birth, line of work interested in, and school attended. Filed alphabetically. (Occasionally, official.) 4 x 6 cards, 2 in., in filing drawer. 1st floor, NW. room. (32)

County Home Demonstration Agent

1395. ANNUAL REPORT, 1935. Annual report to state agent summarizing work done during the year. (Annually, official.) 6 x 8 loose-leaf books, 1 in., in drawer of filing case. 1st floor, 2d room on left. (23)

1396. MONTHLY REPORT, 1935 to date. Report made at end of every month and sent to the Raleigh office, showing work of home demonstration agent, such as classes in canning and sewing, visits to homes, and 4-H Club project supervision. Arranged chronologically. (Monthly, official.) 5 x 10 monthly forms clipped together, 3 in., in filing case. 1st floor, 2d room on left. (22, 24)

1397. COUNTY PROGRAM OF WORK, SUMMARY OF ACTIVITIES, 1935 to date. County program of work, home improvement, home beautification, clothing, child development, education, house furnishing, etc. Sent to Raleigh office. (Annually, official.) 6 x 8 loose-leaf books, 2 in., in drawer of filing case. 1st floor, 2d room on left. (21)

YADKINVILLE

DIVISION OF COOPERATIVE EXTENSION COUNTY AGRICULTURAL EXTENSION AGENT Yadkin County Court House

The office of county agricultural extension agent was established in 1914, discontinued in 1915, reestablished in 1917, again discontinued in 1924, and again reestablished in 1928.

1398. GENERAL FILE, 1932 to date. Correspondence, weekly and monthly narrative, statistical, time, and travel reports, and annual reports. Filed alphabetically. (Daily, official.) 9 x 11 folders, 7 ft., in 4 filing case drawers. County Agent's Office. (14-A)

FOREST SERVICE

The Forest Service administers the National Forests, cooperates with the states in organizing and maintaining protection against forest fires, conducts experiments and investigations in every phase of forestry, and distributes information concerning the best uses and management of forests and forest products.

In order to simplify administration, the Forest Service has divided the United States and Alaska into ten regions. North Carolina falls in Region VIII, or the Southern Region. Three divisions of the Forest Service operate or have offices in North Carolina: the National Forest Administrative Personnel, the Division of State and Private Forestry, and the Division of Forest and Range Experiment Stations.

The Clark-McNary Act of 1924 authorized the President to establish as National Forests any lands in the United States which the Secretary of Agriculture considered suitable for the production of timber. There are three National Forests in North Carolina: the Pisgah National Forest which has its headquarters at Asheville; the Nantahala National Forest with headquarters in Franklin; and the Croatan National Forest with headquarters at Columbia, S. C. For each National Forest there is a Forest Supervisor in charge of the offices. He is directly responsible to the Regional Forester in the regional office in Atlanta. Under the Forest Supervisor, but in his office, are an Assistant Forest Supervisor, and one or more Junior Foresters. In the field are District Forest Rangers, each of whom is in charge of a particular territory, which consists of one administrative unit. They are responsible to the Forest Supervisor.

The Clark-McNary Act also authorized the Secretary of Agriculture to cooperate with any state or other suitable organization in carrying on any organized system of forest fire prevention and control which was considered adequate, or to help any state organize and maintain such a system. This brought about the development of the Division of State and Private Forestry. In North Carolina any county may have a County Forest Warden organization in case it will agree to pay one-half of the operating costs thereof. The state and federal government pay the other half. The majority of the counties in North Carolina, with the exception of a number of counties in the Piedmont section which do not have large forested tracts, have availed themselves of this protection.

The Division of State and Private Forestry is handled by the Assistant Regional Forester in the regional office in Atlanta. This division is principally interested in fire control. The State Forest Service of North Carolina is organized as a part of the Department of Conservation and Development. It is responsible for all forestry activities on all non-federal lands within the state. It works in cooperation with the Division of State and Private Forestry of the United States Forest Service, and receives annually a sum of federal money under the Clark-McNary Act. It also administers funds from the state, from the several counties and from private forest landowners in its work of forest protection and reforestation. The state's organization functions are as follows: A Forest Inspector works out of the office of the Chief of Forest Fire Control in

an inspectional capacity. The state is divided into seven districts. At the head of each of the six organized districts is the District Forester who is directly responsible to the Chief of Forest Fire Control. His Assistant has the title of District Forest Ranger. He is the head of the warden organization in the counties and devotes most of his time to field work. The County Forest Warden works directly under the District Forester and is in charge of the warden organization in his county. Under the County Warden are Association Rangers and District Forest Wardens who have charge of small districts within a county. The Association Rangers are hired and paid by private associations which wish to have special protection for their forest lands. They get their instructions from the District Foresters, and are supervised by and report to the County Wardens. This completes the organization of the State Forest Service except for temporary towermen, firemen, and fire fighters who are hired during the fire season. The records of the State Forest Service are not included in the Inventory.

The Division of Forest and Range Experiment Stations is directly under the Forest Service and is not connected in any way with the forest regions. The only station in North Carolina is the Appalachian Forest Experiment Station which has headquarters in Asheville. It operates under the supervision of a Director who is assisted by seven silviculturists and one ecologist. Field stations in North Carolina, South Carolina, Virginia, West Virginia, Kentucky, Tennessee, and Georgia which conduct experiments in forest management, forest influences, and fire protection are responsible to this office.

The Forest Service is responsible for direction of the activities of companies of the Civilian Conservation Corps engaged on projects for forest protection, development, and improvement, projects for forest recreational facilities, for wildlife development, and projects to maintain summer range facilities for sheep and cattle in National Forests. The introduction to Emergency Conservation Work in North Carolina should be consulted for further information on the relationship of the Forest Service to the Emergency Conservation Work program.

The following is a descriptive list of forms in frequent use by the Forest Service in North Carolina; copies of forms are on file in The National Archives.

STANDARD FORMS

INVITATION, BID, AND ACCEPTANCE (SHORT FORM CONTRACT) Standard Form 33
Gives name of agency, address, date; invitation to bid; quantity unit, unit price, amount bid on articles or services; date and conditions of bid, discounts; name and address of bidder, signature and title of person authorized to sign bid, acceptance by the government, date, name and title of person who accepted bid.

PUBLIC VOUCHER FOR REIMBURSEMENT OF TRAVEL AND OTHER EXPENSES INCLUDING PER DIEM Standard Form 1012
Gives name of agency, name and mailing address of payee, official headquarters, domicile, residence, period covered, number and date of authority under which statement is rendered, any necessary additional statement by agency concerned, accounting classification, itemized schedule of travel and other expenses, and memorandum of travel performed upon transportation requests.

U.S. DEPARTMENT OF AGRICULTUREAPPLICATION FOR LEAVE, FIELD Form AD 17 A

Gives name of station to which applicant is attached, date of application, signature of applicant, amount of time and kind of leave desired, contemplated duration, address while absent, signature of officers concerned, date of employee's return to duty; employee's certificate (required for sick leave for two days or less when unaccompanied by physician's certificate) showing date, and reason why no physician was employed; and physician's certificate of attendance (required for sick leave exceeding two days).

U.S. DEPARTMENT OF AGRICULTURE, FOREST SERVICELOOKOUT REPORT Form 1 R 7

Gives name of fire, name of Forest, point of observation, direction in which fire is bearing, approximate distance of fire from point of observation, location and size of fire, location by other Survey Divisions and by local landmarks, direction from which smoke is drifting, number of men needed, type of forest, date and hour fire started, was discovered, and reported; cause, name of person who discovered fire, to whom and where reported, explanation of delays, if any, platting station report on actual location, and diary of subsequent observations or action.

(No title.) Form 13 R 7 (Revised January 1934)

Type map of land tract, showing name and tract number, number of acres; location, name and unit of National Forest, name of field worker, date, scale, and topographical legend.

JOURNAL VOUCHER Form 21

Form not available. Daily account of debits and credits.

MONTHLY SERVICE REPORT Form 26 (Revised August 1934)

Gives name, pay roll title, address, and salary of person who made the report, month, name of Forest or unit, distribution of time by activities and by projects and expansion accounts, value, and signature of person by whom report was examined.

WIND, HUMIDITY, PRECIPITATION AND MISCELLANEOUS WEATHER RECORD

Form 29 D 7 and Form 29 R 7

Show name of Forest, month, by whom data was recorded, title, location of observer, and daily periodic reports on weather conditions.

FINAL PAYMENT REPORT Form 30 (Revised December 1933)

Report to accompany final pay voucher for each regular appointee who resigns, is separated, transferred, furloughed, or granted leave without pay. Gives date, name of employee, title, assignment, date separation is effective, how separated, amount due; and itemized statement of whether or not all official cards, tags, permits, etc., have been turned in, funds, property and library books accounted for, replacement made on excess forage consumed, and check of whether or not initialing officer in each case will assume responsibility. (Filed in personnel folder of member.)

FOREST FINANCIAL STATEMENT Form 44

Form not available. Record of allotments, expenditures, and accounts unpaid.

ROAD CONSTRUCTION REPORT, SURFACING, GRADING JOB Form 69

Used for final, progress or cumulative, or monthly reports, or for other periods as desired. Gives name and number of project; name of Forest, state, period covered, date; itemized report under classified job heads of cost of labor, equipment rental, and material; units of work done, unit cost; and remarks, and signature and title of person making report.

ROAD CONSTRUCTION REPORT, BRIDGE JOB Form 69a

Gives name and number of project, name of Forest, state, period covered, date; itemized report under classified job heads of cost of labor, equipment rental, and material; units of work done, unit cost; description of bridge, including date of erection, measurements, footage of clear roadway, distance from railroad, loading capacity, cost of structural steel per lb., source of materials, region file or drawing numbers; and remarks, and signature and title of person making report.

ROAD MAINTENANCE REPORT Form E 70 R 8

Gives name of camp, ranger district, name of Forest, state, period, date; itemized report under classified job heads of cost of labor, equipment rental, and material; units of work done, unit cost; and remarks, and signature and title of person making report.

DATA FOR PREPARATION OF MONTHLY PROGRESS REPORT, ACQUISITION EXAMINATION Form 80 (Filing Symbol, L Supervision)

Gives unit, date, land tract number and name, acreage placed under proposal, acreage (proposed and not proposed) examined, acreage reexamined, acreage placed under option, and signature and title of reporting officer.

REPAIR JOB ORDER AND INVOICE Form 32 (Revised July 15, 1935)

Gives name of repair shop, description of car, shop foreman's instructions; computation of cost of mechanic's time; record of date, purchase order number, vendor, and cost of direct purchases; record of part number, quantity, unit and total cost, and description of materials used from stock; and total cost of repair job, and receipt for gasoline, oil, and grease.

PHOTOGRAPHIC RECORD Form 166

Form not available. Gives name of photograph, date of exposure, name of state and Forest, number of picture, and description of view.

REQUISITION FOR COOPERATIVE PHOTOGRAPHIC WORK Form 166b

Form not available. Gives date work was requisitioned, cost of work, kind, and number of copies desired.

TIMBER SALE PERMIT Form 202c (Revised May 1931)

Permit giving conditions and requirements under which permittee is authorized to cut and remove National Forest timber or other forest products. Shows signature and title of Forest officer issuing permit, name of Forest, working circle, name and address of permittee, date of issue and expiration of permit, amount of first and later payments, location of area from which timber may be sold, instructions for scaling, measuring, or counting, instructions for brush disposal, maximum stump height permitted, minimum requirement for top diameter, whether sale shall be by amount of timber or forest area, other conditions, quantity and description of timber and the stumpage rates, record of payments, and certificate of extension of permit, showing remarks, date, and name and title of responsible officer.

ACTIVITY COSTS STATEMENT Form 211

Form not available. Gives itemized list of expenses for past year.

SALE OF GOVERNMENT PROPERTY Form 217

Form not available. Gives date, list of articles sold, amount of sale, to whom sold, and name of government agent who made the sale.

APPLICATION Form 266

Form not available.

(No title.) Form 289

Notebook for use in all matters pertaining to Forest Service activities. Shows notes on trespass cases, roads and rights of way, fire prevention, oil purchases, acquisition examinations and ownership data, contact lists, inspection of camps, fire towers, and special-use lands, etc.

PROPERTY RETURN Form 330 (Revised September 1922)

Gives calendar year, name of Forest; alphabetical list of articles, showing tabulated record of number on hand when last report was made, number received by transfer or purchase, disposed of by transfer, etc., and on hand; normal needs, number available by transfer, additional needs, condition of property available for transfer; remarks; and certification of officer responsible.

(No title.) Form 331 (Revised April 1932)

Property inventory card, showing date, source of property, transfer numbers, whether debited to Forest account, location, current and total cost (including freight). (White card, nonexpendable; salmon, semi-expendable; blue, expendable.)

VEHICLE CONTRACT Form 436 (Revised December 1931)

Shows kind of vehicle placed under contract, year of manufacture, date purchased, cost to present owner, appraised value and date, general condition; and contract stipulations giving rate of pay, signature of owner, date, and receipt of hiring officer.

SUPERVISOR'S ANNUAL STATISTICAL REPORT TO THE REGIONAL FORESTER Form 445

Form not available. Gives cost and amount of work by Forest Management Division.

REPORT OF PLANTING RS STATISTICS Form 446

Form not available. Gives number of acres planted by each project, kind of trees, state and forest in which planted, and data on success which followed planting.

REPORT OF IMPROVEMENT COSTS Form 446 D

Form not available. Gives account of the cost of construction and maintenance of fire control and administration.

APPLICATION Form 465 OZ (Revised January 1926)

Application for position in the Forest Service, showing date, name and address of applicant, personal and work history, physical condition, qualifications for employment desired, conditions under which applicant would accept employment, whether or not applicant has taken civil service examination, number of family members in government employ, and signature.

JOB SHEET Form 577 R 7 & 8 (Revised January 1936)

Employee's monthly report of division of time by jobs. Gives ranger district, name of Forest, plan made, by whom, trip number or date, job number, nature of job, planned quantity and time for field and non-field work, actual quantity and time, total hours, value, account number, and total 8-hour days and hours worked.

FOREMAN'S REPORT Form 592

Form not available.

TRESPASS Form 618 (Revised February 1920)

Index card for reference to determine cases of repeated trespass. Shows name and address of trespasser, kind of trespass, date of report, name of Forest, basis of settlement, whether first offense, wilful or innocent, designation under which case is filed, and note on proceedings.

PAYMENT RECORD Form 619 (Revised December 1917)

Payment record of special-use permittee. Gives name and address of permittee, kind of permit desired, date of application, date of issue, ranger district, location of privileges under permit, area in acres to which permit applies, length in miles, date and reason permit was closed, charges first year, annual charges, and record of payment showing year, amount, certificate number, and date of payment.

DAILY RECORD OF ISSUES, GASOLINE, OIL, AND GREASE Form 643

Gives name or number of camp or station chargeable, location, unit, date, truck license or equipment name and number, amount of gasoline, oil, and grease issued for Forest Service use and for Army use, signature of driver, and signature of issuing employee.

SUMMARY OF ISSUES, GASOLINE, OIL, AND GREASE Form 644

Gives name or number of camp or station chargeable, location, unit, period covered; daily record of gasoline, oil, and grease issued for Forest Service use and for Army use, remarks, date submitted, and signature of reporting officer; inventory record of gasoline, oil, and grease; remarks by supervisor of unit, date, signature, and title.

REQUISITION AND INVOICE Form 668 (Revised January 1933)

Gives date, signature of requisitioning officer, title, name of unit and appropriation to which chargeable; quantity, name, and value of articles desired; date required, shipping instructions and address, record of shipment, and report on condition when received.

SITE, TYPE, AND STOCKING DATA Form 706

Gives unit, name of landowner, and number (if for individual tract), and purchase unit, date of meeting of National Forest Reservation Commission and region (if summary sheet for unit or region), and the following information tabulated under heads of site and hardwood and conifer types: whether stocking is satisfactory or deficient in saw timber, pulpwood, and cordwood in the merchantable area; whether satisfactory or deficient in large and small poles, saplings, and reproduction in the unmerchantable young growth; total forested area; acreage requiring reforestation, showing number of acres on which natural reproduction is expected and number of easy to plant and hard to plant acres; and grand total.

SPECIAL USE PERMIT Form 832 (Revised November 1933)

Permission to use Forest lands for special purpose. Gives name of permittee, address, description of lands, purpose of use; condition under which permit is issued, including amount of initial payment and yearly payments thereafter, period covered by permit, and special stipulations; date, and signature and title of officer issuing permit.

PROPERTY LOST OR DAMAGED, CERTIFICATE OF MEMBER RESPONSIBLE FOR OCCURRENCE Form 858 (Revised May 1933)

Gives place, date, name of person accountable, date on which articles were lost, broken, worn out, etc., name of article; estimated value at time of loss, cost accounting distribution, amount, remarks, signature and title of person making report, and the following certificates to be used when applicable: certificate of supervisor or other officer in charge of investigation and recommendation for action; certificate of officer who condemned or destroyed property; decision of reviewing officer fixing responsibility of accountable member and approved value at time of loss; certificate of payment; certificate of Regional Fiscal Agent of adjustment of property records; and remarks. (Submitted in duplicate.)

(No title.) Form 861 R 8

Letter from regional office transmitting funds for specific purposes. (Form not available.)

SPECIAL USE APPLICATION Form 866

Application for permission to use Forest lands for special purpose. Gives description of lands, nature of intended use, approximate period of construction, cost, and description of contemplated improvements, number of days yearly on which premises will be used, date of application, and signature and post office address of applicant.

FREE USE PERMIT Form 874-8 (Revised January 1916)

Permission to take timber from National Forest lands. Gives name of Forest, date of permit, name and address of permittee, expiration date

of permit, description of lands and of timber which permittee may take from them, value of timber to be taken, how and where timber may be used, conditions to which permittee agrees, name and title of issuing officer, and date permit was closed. (Made in duplicate: one copy given to permittee, one copy retained by Forest Service.)

TIME REPORT Form 874-15 (Revised November 1932)

Monthly individual time report. Gives name of project on which time was spent, name, address, and signature of Forest officer, nature of job held, record of time made and amount due, remarks, summary of time by activities, statement of commissary account, and signature of commissary employee.

TRANSFER OF PROPERTY Form 874-16 (Revised September 1926)

Gives name of persons from whom and to whom property was transferred, place from which and to which transferred, number and name of article, date, and by whom received.

DIARY Form 874-2 B

Diary record of activities and expense incurred, giving mileage by car, horse, or afoot, other expenses, activity charges by projects, and hourly record of activities.

WEEKLY TIME BOOK Form 875

Weekly pocket time book for fire-fighters, giving name of Forest, name and address of worker, name of person to be notified in case of accident, name of fire, and daily record of hours.

(No title.) Form 878 (Revised February 1930)

Sheet for platting land, showing land district, mag. declin., area in acres, case designation, subdivision and section, T., R., scale, name of field worker, date, name of person who platted land, remarks, signature of approving officer, and date of approval.

PROJECT FOREMAN'S TIME BOOK Form 880

Pocket time book showing daily record by calendar month of labor, equipment, and materials.

SUPERVISOR'S TEN-DAY FIRE REPORT Form 928 (Revised November 1935)

Gives name of Forest, date of report, cause and size of each fire reported, total number of reportable fires for period and for season; area burned during period and since preceding January 1 on Forest land, other land inside Forest, and outside land within Forest protection; best current guess of net damage to Forest lands since preceding January 1, number and size of fires not corralled before the burning period of the day following discovery or of the day after the fire crossed the boundary of the Forest protection area; number of class "C" fires burning within Forest protection area on date of report; figures on law enforcement, January 1 to date; total fire-fighting expenditures (not including emergency guard expenditures) from beginning of year; emergency guard expenditures; maximum number of men employed in fire protection and improvement during period, comment on fire situation in general, and signature of Forest Supervisor.

INDIVIDUAL FIRE REPORT ("A" Fires) Form 929 A (Revised January 1934)
Report on fires of $\frac{1}{4}$ area or less. Gives names of Forest, ranger district, county, and state; name of fire, date of origin, and whether reportable or non-reportable; plat of area involved; cause of fire, point of origin, character, source and class of people responsible, physical conditions at point of origin; detailed report on action taken and time covered in putting fire under control; timber and fuel types in which fire originated, and final size of area burned; law enforcement record; itemized account of suppression costs; analysis of action taken; name of any other agency reporting fire to state and date of report, and signature of reporting officer. (Made in duplicate: one copy for Ranger, one for Supervisor.)

INDIVIDUAL FIRE REPORT ("B" AND "C" FIRES) Form 929 B C
(Revised May 1935)

Same information as above for larger fires, together with detailed analysis of timber types on acreage burned, amount of damage done in terms of value by types, acreage of complete kill, and acres burned due to avoidable errors in fire control methods. (Made in duplicate: one copy for Ranger, one for Supervisor.)

DAILY LOG AND DIARY Form 934 (Revised January 1933)

Daily report of weather conditions and diary of guard, showing names of Forest, station, and guard, and date. Weather report shows hour, sky conditions, temperature, humidity, wind direction and velocity, visibility, and precipitation at 5 p.m. Diary shows activity index, hour, minute, a.m. or p.m., bearing (if any), messages to or from whom, digest of conversations and observations, and activity charges by project.

TRANSFER OF PROPERTY Form 939 (Revised January 1930)

Shows from and to whom transferred, quantity, name of article, cost or value, condition, remarks, how shipped, number of packages, and record of invoice and receipt.

PURCHASE ORDER Form 942
Form 942 S

Forms not available.

QUARTERLY REPORT OF TIMBER CUT AND SOLD Form 949 D 7 (Revised April 1927)

Tabulated record, under heads of convertible and other forest products, of timber and tanbark cut and timber and tanbark sold, values, totals previously reported, total sales and total sales at cost for quarter, previously reported, and to date; record of cancellation or modification of contracts and quantity of consequently uncut timber affected; designation of sales inspected during quarter; and signature of Forest Supervisor.

REPORT ON APPLICATIONS FOR SPECIAL USE PERMITS AND RIGHTS OF WAY
Form 964 (Revised May 1929)

Gives case designation, date of examination of application, name and address of applicant, kind of permit desired and intended use, location and status of land affected, sketch map on Form 378 (if required by Supervisor), general description of land and discussion of adaptability

for proposed use, approximate amount and kinds of timber which will be destroyed and what charge should be made for it, conditions included in permit, facts which might affect grant of permit and future use of the land; recommendations, date, and signatures and titles of responsible officers.

PROPOSAL FOR SALE OF LAND Form 1000 (Revised May 1934)

Landowner's proposal to Forest Supervisor for sale of land. Gives address of Forest Supervisor, name and address of person or corporation making offer, location and description of land; statement of availability of map; acreage of tract in merchantable forest, cut-over, brush or burned, abandoned farm, and agricultural land; approximate feet B. M. and kinds of merchantable timber; price per acre at which land is offered; reservations in offer or rights outstanding in third parties; condition of title with special reference to litigation, lappage, and possession; statement of applicant's right to sell, permission to government to examine with a view to purchase, and signatures of party (parties) making offer.

(No title.) Form 1001 (Revised September 1933)

Tally sheet for timber estimate, showing estimated forest acres, location, course, chain tally (forest), chains (forest, open), plot numbers, distance on strip, size plot, width of strip, type, tract, by whom tallied and estimated, date, chain tally (open), method of measuring diameters (per cent ocular), offsets, forest types, age classes, condition of timber in percentages, quality of timber, logging factors, data on replacement showing species and percentages, and additional notes.

CHECK ESTIMATE Form 1001b

Check estimate of number of trees, volume-board feet and volume-cords, showing name of tract, strip number, area, date, and tabulated check.

(No title.) Form 1005 (Revised September 1931)

Summary card for history of purchase of land. Gives name and address of owner, number of acres offered, price, reservations, name of investigator making technical report, date of report, number of acres covered, value per acre, price recommended, price authorized, dates of signing and expiration of option, number and price of acres optioned, reservations and exceptions to option, date of approval and number of acres approved by the National Forest Reservation Commission, price per acre, date papers were submitted to Solicitor, dates agreement was signed by various parties to contract, date duplicate was returned to vendor, name of officer making survey, date of survey, number of acres surveyed, value, date map and description were sent to Solicitor, date deed was recorded and number of book, date payment was made and control taken, and date condemnation petition was filed (if any), decree entered, and payment made and control taken.

OPTION Form 1009 (Revised March 1936)

Gives names and addresses of vendors, period covered by option, price asked, location and description of land; reservations and exceptions to sale, conditions to which vendors agree, signatures of witnesses and vendors, acceptance of terms by Secretary of Agriculture on approval of the National Forest Reservation Commission, date, and signature of the Assistant Chief of the Forest Service.

OWNERSHIP INDEX, ALPHABETICAL Form 1019 (Revised June 1935)

Index card showing name and address of landowner, tract number, and location references to map index and atlas page.

OWNERSHIP INDEX, NUMERICAL Form 1020 (Revised July 1933)

Index card showing number of land tract, name of owner, location reference to atlas page and map index, number of acres in tract, address, county, state, and remarks.

ACQUISITION EXAMINATION REPORT Form 1021

Sheet 1 (revised May 1934) gives tract number, county, state, name and address of owner, description of land, area in acres claimed by owner and area determined by examination, stream on which tract is located and navigable river into which stream drains; nature of exceptions outstanding in third party, duration, and area involved; nature of reservations by vendor, duration, and area involved; name and title of official making examination, dates, name of official checking examination, and percentage record of intensity of examination; distance and means of transportation to nearest shipping point; condition of roads, need for additional rights of way for access to land, condition of tract by acres, size of growth, price at which offered, appraised value, and price recommended. Sheet 2 (revised March 1930) gives a detailed analysis of elements of value, and summary of appraised values in soil and non-appraisable young growth, saw and other timber products, and appraisable young growth, and the average value of entire tract.

ACQUISITION OF NATIONAL FOREST LANDS, RECORD OF RECOMMENDATIONSForm 1023

Gives tract number, name, and unit, and record of recommendations of Supervisor, Regional Forester, Branch of Lands, and Forester.

(No title.) Filing Symbol, FA Costkeeping, C E & S, Motor Vehicles
Memorandum requesting delinquent Monthly Equipment Operation (Wambaw 4) and Weekly Inspection reports, showing description of equipment in question, license tag number, week and month missing, name of operator, and signature of Forest Ranger.

OPTION NEGOTIATION RECORD, PERSONAL CONTRACT Filing Symbol, L Purchase

Gives date of report, name of Forest, name and number of person contacted, date and place contacted, price offered, reasons for failure if option was not secured, recommendations and remarks, and signature of Supervisor. (Made in duplicate: one copy for Ranger, one for Supervisor.)

INSPECTION OUTLINE, SPECIAL USE PERMITTEE Filing Symbol, L Uses, SC & Croatan

Forest officer's report on inspection of special use property. Gives tract number and name, name of special use permittee; data on condition of buildings and premises, use and care of land, and trespass or violation of terms of permit, if any; fire data, and personal data relative to permittee's financial status, provisions for a garden, and education of children; general impressions and recommendations, date of inspection, and signature and title of Forest officer.

PROGRESS REPORT Filing Symbol, O NIRA ERA, Form L
Form not available.

DEED OF RIGHT OF WAY FOR FOREST ROADS

Gives date, names and addresses of contracting parties, amount paid, description of lands through which road passes; measurements, location, and definition of right of way; use of road, condition of grant, signature of witnesses and parties concerned, and certification of notary that execution of instrument was a voluntary act on part of grantor.

EQUIPMENT OPERATION COST, FIELD RECORD (No number available.)

Notebook giving monthly field record by days of equipment operation cost, showing make, identifying numbers, number of hours in operation and miles covered, itemized cost of operation, equipment, and storage, record of idle hours, and remarks.

EQUIPMENT REPAIR CARD AND WORKER'S RECORD

Gives identifying numbers, dates machine was in and out of repair shop, name, number and cost of necessary parts, driver's report of troubles, mechanics findings with cause, name and time record of mechanic, cost of work, and remarks.

ERA, ECW, AND OTHER THAN REGULARLY HIRED FIRE SUPPRESSION ORGANIZATION AND SUPPRESSION COSTS

Ranger's report, showing Ranger's fire number, false fire number; itemized cost of emergency labor, transportation, and supervision; remarks, and distribution of total cost by fires on basis of area of each class of land: National Forest land, private land inside, and outside land.

FALSE ALARM FIRES

Report on false alarm fires, showing date, number, and location of fire, remarks, detailed report of action taken, and cost record.

FOREMAN'S DAILY WORK REPORT

Gives name and number of project, date, type of work (grading or stabilizing), and daily costs under activity headings.

HUNTING PERMIT

Permit to hunt in accordance with all federal, state, and county laws, showing name of county, license number and date of expiration of permit, and name of Forest Ranger issuing permit.

IMPROVEMENT INVENTORY

Gives land tract number, name of owner, and report on type, occupancy, water supply, and general condition of dwelling; type and condition of barns; number, kind, and age condition of trees; number and kind of fences; and value of land by types.

MONTHLY STORES REPORT

Gives name and number of camp, name of article and figures showing variance between actual count and book record; value of issues by projects or activities, for all except equipment operation supplies; date, and signature of Camp Superintendent.

PROJECT SUPERINTENDENT'S MONTHLY WORK PLAN AND PROGRESS REPORT

Gives month, district, camp number, name of person who made plan, by whom approved, name of job or project, description of work, by whom authorized, date, number of units planned and number done, man days planned and man days used, and explanations of variations from plan.

REMINDER LIST, INDIVIDUAL FIRE REPORTS FORMS A, B, C

Fire boss's reminder list of information necessary in filling out Individual Fire Report Forms 929 A and 929 B-C.

REPRODUCTION AND AREA SUMMARY COMPUTATION (Sheet 2)

Gives unit, tract number and name, by whom computation was made and checked, and date; summary computation of total number of pine, hardwood swamp, and other tree types reproduced; and acreage determination.

WILD LIFE CENSUS

Yearly census of game, fur-bearing, and predatory animals, and game birds; killed by regular hunters, Biological Survey hunters, and Forest officers, and estimated population as of January 1 of subsequent year.

FORMS REPORTING INJURY AND CLAIM FOR COMPENSATIONEMPLOYEE'S NOTICE OF INJURY AND ORIGINAL CLAIM FOR COMPENSATION AND MEDICAL TREATMENT Form CA 1 (Revised April 27, 1929)

Gives address of employee, date of notice, date and hour of injury, place of employment, description of accident, cause and nature of injury, names of witnesses, explanation of failure, if any, to give notice within 48 hours after injury, name of person to whom first notice was given and date, applicant's statement that injury was not due to own fault, claim for compensation and medical treatment, and signature. (Retained by official superior in minor cases; forwarded to U.S. Employees' Compensation Commission with report of injury, Form CA 2, if injury causes disability for work beyond day or shift in which injury occurred, or results in any charge against the Commission for medical expense.)

OFFICIAL SUPERIOR'S REPORT OF INJURY Form CA 2 (Revised to June 15, 1929)

Gives name of federal department and office which employs worker, place of employment, location of reporting office and name of person in charge when injury occurred; personal data on injured employee, and work history as civilian worker with government; detailed information on place where injury occurred, employee's loss of time, how injury occurred, nature and extent, employee's responsibility for accident, if any, and names and addresses of witnesses; data on medical attendance; date, title, and signature of reporting officer; and statement of witnesses and of government medical officer or physician who first examined case. (Submitted to U.S. Employees' Compensation Commission after injury to civil employee of United States while in the performance of duty which causes any disability for work beyond the day or shift on which injury occurred or results in any charge against the Commission for medical expense.)

CLAIM FOR COMPENSATION ON ACCOUNT OF INJURY Form CA 4 (Revised July 19, 1927)

Injured employee's claim for compensation, giving personal data and full history of time out on account of injury, expense incurred, place where injury occurred, cause, nature, and extent; record, if any, of pay or subsistence furnished, other claims made or damages collected, compensation or pension received from military or naval service, application for retirement or annuity, and former claims for compensation; oath of employee, and certificates of attending physician and of official superior of injured employee. (Filed with official superior, within 60 days after injury causing disability for more than three days, for transmission to the U.S. Employees' Compensation Commission.)

REQUEST FOR TREATMENT OF INJURED EMPLOYEES OF THE WORKS PROGRESS ADMINISTRATION Special Form CA 16, July 16, 1935

Request by employee of the WPA for treatment for traumatic injury sustained in performance of duty. Gives name and address of medical agency to which application is made; name of injured employee, and personal data; name and location of agency where employed; date and nature of injury; conditions governing rate and payment of fees to private facilities; signature, title, and address of official superior; physician's report on examination of patient, treatment given, hospitalization, necessity for further treatment, nature of permanent disability, if any, patient's ability to resume work, date of death, if death ensued, remarks, and certification that he is a duly licensed physician, showing names of state and medical school, date of graduation, and date of report.

(No title.)

Reporting officer's memo of injured employee's relation, if any, to emergency organizations. Gives name of establishment, name of employee, date of injury, statement of whether employee was paid on date of injury from funds appropriated by the Emergency Relief Appropriation Acts of 1935 or 1936, employee's status, date of report, and signature of reporting officer.

FORMS SUMTERWEEKLY ENROLLED PERSONNEL REPORT Form Sumter 5
Form not available.

ECW PERSONNEL EFFICIENCY REPORT Form Sumter 8
Gives unit to which worker is attached, date of report, name of worker, grade, salary, periods of observation, summary of characteristics, and name of person making report.

DATA COVERING OWNERSHIP Form Sumter 12
Filled in by proponent (owner) and returned with proposal for sale of land to government. Gives name and address of proponent or owner, number of acres in tract proposed for sale, name or number of civil district in which tract is situated; history of acquisition; length of occupation by proponent, owner, tenant, or renter, length of continuous cultivation, date of expiration of lease (if any); and number(s) and name(s) of grantee(s) on grants supporting title.

TRUCK INSPECTION REPORT Form Sumter 20

Detailed report, approved by Project Superintendent, of condition of truck, showing date of report, name and type of truck, name of driver, signature of person making inspection, and name of camp to which he is attached.

ITEM 13, FORM ECW 7 Form Sumter 27

Monthly report on number of miles completed, showing name of camp, name of project, number of miles partially completed, construction and maintenance miles completed, and total construction and maintenance miles completed to date for period.

SAW TIMBER AND PRODUCTS COMPUTATION Form Sumter 55

Computation sheet for saw timber and other forest products, giving unit, tract number and name, by whom figures were entered and checked, dates, and tabulated computation.

DETAILED ANALYSIS OF ELEMENTS OF VALUE Form Sumter 56 (Sheet 1)
Form Sumter 57 (Sheet 2)
Form Sumter 58 (Sheet 3)

Sheet 1 shows tabulated figures for valuation of soil and non-appraisable young growth on numbered land tract, giving type and class of soil and growth, number of acres of each, value per acre, total value, and average value per acre for the whole tract. Sheet 2 shows tabulated figures for valuation of saw timber, giving species, average stand on timbered area BF, total stand in thousand feet, value per thousand feet, total value, and average value per acre for the whole tract; valuation of other timber products, giving name of product, number of units, value per unit, total value, and value per acre for the whole tract. Sheet 3 shows tabulated figures for valuation of other timber products (continued), giving height and tip diameter of longleaf and loblolly pine poles, number of pieces, value per piece, total value, and average value per acre; valuation of appraisable young growth, showing D. B. H., number of trees, value per tree, total value, and value per acre; and summary of appraised values.

STUMPAGE APPRAISAL Form Sumter 66 (Sheet 1)
Form Sumter 67 (Sheet 2)
Form Sumter 68 (Sheet 3)

Stumpage appraisal sheets showing tract number, unit, and name. Sheet 1 shows basis of appraisal and of estimate, and basis of operation, giving method and duration of operation, basic data for operation appraisal, and timber appraisal and selling price data by species. Sheet 2 shows operation costs for road improvements, logging, and log transportation. Sheet 3 shows tabulated summary of operation costs and stumpage prices; supplemental information; and name and title of appraiser, and date.

LIST OF PROPERTY FOUND Form Sumter 70

Itemized list of property found, giving place, date, by whom checked, name of each article and number found, and list of surplus property not needed by camp or project, which may be transferred.

STUMPAGE APPRAISAL Form Sumter 90

Shows basis of appraisal, basic data for appraisal, supplemental information, name and title of appraiser, and date.

SERVICE CHART Form Sumter 100

Itemized list of services to automobile by Central Repair Shop in New Bern, showing identifying numbers, date, operator's signature, speedometer reading, time required for service, remarks, and signature of Shop Foreman.

INSPECTION REPORT, EUCLID WHEELER SCRAPER Form Sumter 101

Shows name of camp, ranger district, identifying data, date of inspection, itemized check of general condition and appearance, remarks, and name and title of persons who made inspection and examined the report.

INSPECTION REPORT, MOTOR PATROL GRADER Form Sumter 102

Gives name of camp, identifying data, inspection date, itemized check of general condition, operator's remarks, and names and titles of inspector and of person who examined the report.

INSPECTION REPORT, TRACTOR Form Sumter 103

Gives name of camp, date, identifying data, name of operator and statement of his efficiency, itemized check of general condition, operator's remarks as to mechanical condition, and names and titles of inspector and of person who examined the report.

INSPECTION REPORT, RIP ROOTER Form Sumter 104

Gives name of camp, date, identifying data, itemized check of general condition, remarks, and names and titles of inspector and of person who examined the report.

INSPECTION REPORT, LA PLANTE CHOATE SCRAPERS Form Sumter 105

Gives name of camp, date, identifying data, itemized check of hydraulic or mechanical scraper, remarks, and names and titles of inspector and of person who examined the report.

INSPECTION REPORT, FIRE LINE PLOW Form Sumter 106

Gives name of camp, ranger district, identifying data, number of discs, age, inspection date, itemized check of general condition of plow, remarks, and names and titles of inspector and of person who examined the report.

INSPECTION REPORT, TRUCK Form Sumter 107

Gives date, ranger district, camp, identifying data, speedometer reading, name of operator, number of his permit, whether capable or incapable, itemized check of condition of truck, operator's remarks as to mechanical condition, and names and titles of inspector and of person who examined the report.

INSPECTION REPORT, ROAD GRADER HYDRAULIC Form Sumter 108

Gives date of report, name of camp, identifying data, name of operator, whether capable or incapable, itemized check of condition of grader, remarks by operator as to condition, and names and titles of inspector and of person who examined the report.

CERTIFICATE OF POSSESSION Filing Symbol, L Purchase, Sumter

Certificate of officer who examined land offered to the United States for purchase. Gives name and official designation of such person, statement that he is personally acquainted with land offered, vendor's name, land tract number, number of acres in land tract offered, county, state, date of examination, evidence of actual use or occupancy, certification of truth of statements relative to owner's occupancy and use of land, or that of tenant, licensee, squatter or stranger, statement of use or occupancy, past or present, adversely to the vendor or those from whom he obtained title, and certification of such statement.

EASEMENT FOR TELEPHONE LINE Filing Symbol, O Improvement, Sumter, Telephone Agreements

Right of way for telephone line, giving name of landowner, address, location and description of right of way, signature of landowner, and signatures of witnesses.

FORMS WAMBAWMONTHLY REPORT OF CAMP ACCIDENTS Form Wambaw 3

Form not available.

MONTHLY EQUIPMENT OPERATION REPORT Form Wambaw 4

Monthly itemized report on cost of operation of truck or tractor, showing name of camp or unit to which attached, identifying data, cost of necessary supplies and parts, truck mileage, total hours of tractor operation, and activities or projects for which tractor was used.

WEEKLY ENROLLED PERSONNEL REPORT Form Wambaw 5

Weekly report of enrolled personnel in ECW camps. Gives date, name, and location of camp, tabulated accounting for company strength, notation and signatures of Commanding Officer and Project Superintendent. (Made in triplicate: original and one copy sent to Forest Supervisor.)

EXPENSE ACCOUNT DISTRIBUTION SHEET Form Wambaw 12

Distribution of personal expense by activity, showing subsistence, auto, and other expenses, and pro rata share of expenses to be charged to each project.

CAMP RECORD SHEET Form Wambaw 26

Shows name, number, and location of camp, mail address, shipping point, trucking address, names of Army personnel connected with camp, date camp was established; names of Project Superintendent, machine operators, blacksmith, tractor mechanic, truck trail foreman, and cultural foreman; record of approved activities of camp, number of miles of truck trail construction and maintenance, number of acres of timber stand improvement, and identifying data on equipment.

ITEM 13, FORM ECW 7 FOR (month) 1934 Form Wambaw 27
Gives same information as that contained on Form Sumter 27.

(Title unknown.) Form Wambaw 47
No form obtainable.

FORMS USED IN EMERGENCY CONSERVATION WORK

INDIVIDUAL AND CONSOLIDATED MONTHLY REPORT OF CAMP ACCIDENTS

Report Form ECW 4 Safety Division (Revised April 1936)

Gives name of ECW service for which report is made, month, year, state, region, corps area; if an individual camp report, shows number and symbol of camp, name of reservation (if public), average number of men released to Project Superintendent during month; if a consolidated camp report, shows total number and class of camps reported, total average number of men at work during month, total accidents per thousand men; for either report, shows type of accident, type of work by classification numbers, number of minor accidents, lost-time accidents, accidental deaths, motor accidents where damages are claimed by civilians, remarks, and name and title of person making report. (Individual camp reports prepared monthly in such numbers as superior officer of Project Superintendent directs: one copy retained in the camp files; no copy sent to Washington. Consolidated camp reports prepared in such numbers and for such units of administration and classes of camps as the regional field head of the ECW directs: original and one copy of consolidated reports for each ECW service, compiled for each state separately, forwarded to appropriate Washington office.)

(Title unknown.) Form ECW 7 FS
Form not available.

MONTHLY AVERAGE DISTRIBUTION OF ENROLLED PERSONNEL Form ECW 7X (September 1, 1936)

Shows name of camp work service, number, Army number, state, month, number of days on which any authorized project work was done, name of Work Superintendent at camp, and average daily total number of enrollees divided as follows: average daily number released to Project Superintendent, showing number used on projects, not used due to bad weather, not used due to other causes; average daily number retained by Camp Commander, showing number used for regular company overhead, for special details other than wood detail, for wood detail, for conditioning; and average daily number of men sick, absent on pass, A.W.O.L., etc.

CAMP SCHEDULE Filing Symbol, ECW Educational Program

Gives daily educational schedule of camp, showing names of camp, Commanding Officer, C. E. A., Project Superintendent; and Ranger, names of courses, instructor, and assistant instructor, and place and time of meeting.

MONTHLY REPORT OF FOREST SERVICE EDUCATIONAL WORK Filing Symbol, ECW
Educational Material

Gives name of Forest, camp, month, year, and tabulated report showing names of subject and instructor, number of students, number of sessions during month, total hours of instruction, and names of Camp Educational Adviser and Project Superintendent. (Prepared in triplicate: one copy each for Project Superintendent, Forest Supervisor, and Regional Forester.)

INSPECTION OUTLINE Filing Symbol, ECW Supervision, Sumter
Outline guide for use in inspection of all phases of the ECW program, showing points to be considered and reference to corresponding regulations.

JOB SHEET Filing Symbol, ECW, Supervision, Sumter
Percentage completion report, showing state, camp number, name, description, location, and specifications of job, crew organization, equipment required, estimated duration in weeks, estimated and actual cost of material and special equipment, by whom work was originated and approved and purchases made, estimated and actual job work load in man days per week for six month period, name of person submitting report, and inspection record.

(No title - form letter.)

Statement of gasoline issued to Army for use of CCC camp and request to Camp Commander for replacement in kind. Gives unit, name and location of camp, date, name of National Forest responsible for issue, period covered, date issued, Army order number, number of gallons, Army's proportionate share of wastage, total replacements due, request for replacement in quantity and kind as outlined, and name of Camp Superintendent.

(No title.) Form WP 13 Filing Symbol NCNYA 19
Time sheet for NYA project, showing number and location of project, pay period, date, name and identification number of worker, number of hours worked each day, rate, and signature of timekeeper.

ASSIGNMENT SLIP, WORKS PROGRAM USES Form 325
Shows date, employee's name, address, identification number, whether previously assigned to works program project, case number and relief district from which certified, if a relief case, age of worker, sex, date he can begin work, occupational title, rate of pay, number and location of project to which assigned, title of operating agency, name of foreman or supervisor, employee's certification that he is person named, and signatures of foreman or supervisor and assignment official. (Made for the WPA in sextuple: sixth copy given to worker, five copies distributed through requisitioning officer, as follows: copy one to project timekeeper for delivery to district pay roll unit, and copies two through five to WPA District Division of Employment.)

REQUISITION FOR WORKERS WPA Form 401
Shows date of requisition, name and location of operating agency and employment office, number, location, and description of project for which workers are requested, number of workers desired, occupational title,

wage class, sex, special requirements, rate of pay, and date, hour, and place to report, name of project foreman, and signature of requisitioning officer. (Made in duplicate: two copies forwarded to district employment officer, one copy retained by requisitioning officer.)

NOTICE TO REPORT FOR WORK ON PROJECT WPA Form 402 (Revised August 15, 1936)

Shows name of worker, address, identification and case numbers, date of notice, sex of worker, race, whether certified or noncertified, number of project from which transferred, if assignment is a transfer, number of project to which assigned, request to worker to report at given place and date, occupational title, wage class, location of project, date work commences, and signatures of placement officer, employee, and foreman. (Made in quintuple: first copy for pay roll unit, second for Division of Employment, third for project, fourth for area statistical office, fifth for worker.)

NOTICE OF TERMINATION OF EMPLOYMENT WPA Form 403 (Revised August 15, 1936)

Shows name of worker, address, identification and case numbers, date of notice, sex of worker, race, whether certified or noncertified, occupational title, location and number of project on which employed, effective date of termination, reason for termination, and signatures of person who issued order and of official who approved it. (Made in quintuple: first copy for pay roll unit, second for Division of Employment, third for project, fourth for area statistical office, fifth for worker.)

RECLASSIFICATION SLIP WPA Form 404 (Revised August 15, 1936)

Request by foreman or supervisor for reclassification of worker. Shows date, employee's name, address, identification and case numbers, sex, race, whether certified or noncertified, assigned occupation, wage class, number and address of project on which employed, occupation recommended, wage class, explanation of request for change, signature of foreman or supervisor, signature of approving official of WPA Employment Division, and effective date. (Made in quintuple: first copy for pay roll unit, second for Division of Employment, third for project, fourth for area statistical office, fifth for worker.)

ASHEVILLEAPPALACHIAN FOREST EXPERIMENT STATION
Post Office and Court House, Otis St.

The Appalachian Experiment Station was established in Asheville in 1921. The office was located in the Citizens' Building from 1921 to 1925, in the new Medical Building from 1925 to 1928, in the City Hall from 1928 to 1930, and has been at its present location since 1930. The station's territory includes North Carolina, South Carolina, Virginia, West Virginia, eastern Kentucky, eastern Tennessee, and northern Georgia. The following offices are subordinate to this agency: Bent Creek Experimental Forest, Asheville, N. C.; Fernow Experimental Forest, Persons, W. Va.; Coweeta Experimental Forest (in Macon County, N. C.), Route 1, Dillard, Ga.; Toccoa Experimental Forest, Baxter, Ga.

1399. ADMINISTRATIVE CORRESPONDENCE, 1921 to date. Correspondence and data concerning trees suitable for reforestation in this area and results of experiments in research in blights. (Daily, official.) 9 x 11 pockets, 35 ft., in steel filing cases. R. 231. (74)

1400. RESEARCH (PUBLICATION), 1892 to date. Abstracts, correspondence, requisitions, letters of transmittal, maps, blueprints, and selected data suitable for publication in pamphlets and books. (Frequently, official.) 13 x 18 folders, 2 ft., in steel filing case drawer. Basement, R. 2. (77)

1401. RESEARCH TIMBERLAND, 1921 to date. Maps, blueprints, records, letters, abstracts, memoranda, notes on field technique, and plans. Originals of materials now in print. (Frequently, official.) 13 x 18 folders, 24 ft., in 24 steel filing cases. Basement, R. 2. (76)

1402. RESEARCH RECORDS, 1921 to date. Correspondence, reports, photographs, memoranda, investigations, working plans, studies in forestation, and botanical studies. (Daily, official.) 9 x 11 pockets, 20 ft., in steel filing cases. R. 231. (73)

1403. PHOTOGRAPHS OF RESEARCH PROJECTS, 1921 - 1935. Numerically indexed. (Occasionally, official.) 7 x 10 envelopes, 17 ft., in wooden filing case. R. 231. (75)

PISGAH NATIONAL FOREST
FOREST SUPERVISOR
Grove Arcade Bldg., Page Ave.

This office was established in Asheville in 1916. The Unaka division was placed under the Pisgah Forest in 1934, and the Ucharie division, in 1935. The office was in the old Federal Building until 1935, when it was moved to its present location. Useless papers are destroyed.

1404. APPLICATIONS, 1923 to date. Names, recommendations, and other information regarding persons applying for work in the Forest. (Daily, official.) 10 x 12 folders, 3 ft. 6 in., in 3 steel filing drawers. Rs. 322 and 323. (155)

1405. DEPARTMENT OF OPERATION, PERSONNEL FILE; n.d. Education, experience, salary, etc., of personnel. (Frequently, official.) 11 x 11 folders, 10 ft., in 5 steel filing drawers. Rs. 322 and 323. (164)

1406. ADMINISTRATIVE STUDIES, 1917 to date. Form 21, journal voucher; Form 44, forest financial statement; Form 211, activity costs statement; Form 217, sale of government property; Form 858, property lost or damaged, certificate of member responsible for occurrence; and Form 939, transfer of property. Key index. (Rarely, official.) 11 x 11 folders, 4 ft., in 2 steel transfer cases. R. 322. (152)

1407. ADMINISTRATIVE STUDIES (PISGAH), 1917 to date. Correspondence, instructions, reports pertaining to administrative studies conducted with the office of operation. Key index. (Constantly, official.) 11 x 11 folders, 2 ft., in steel filing drawer. Rs. 322 and 323. (167)

1408. FINANCE AND ACCOUNTS, 1917 to date. Purchase orders, requisitions, bids, and correspondence on financial matters. Key index. (Daily, official.) 11 x 11 folders, 16 ft., in 8 steel filing drawers. Rs. 322 and 323. (163)

1409. FINANCE AND ACCOUNTS (EMERGENCY RELIEF ADMINISTRATION), 1935 to date. Financial records of ERA work done in Forest. Key index. (Daily, official.) 11 x 11 folders, 16 ft., in 3 steel filing drawers. Rs. 322 and 323. (154)

1410. OPERATION, 1917 to date. Finance, reimbursements, circulars, bids, equipment, property audit, purchase orders, quotations, requisitions, estimates, reports, weather studies, land improvements, personnel. Key index. (Constantly, official.) 11 x 11 folders, 16 ft., in 9 steel filing drawers. Rs. 322 and 323. (166)

1411. EMERGENCY CONSERVATION WORK, 1933 - 1936. Circulars, reports, personnel records, records of disbursements, etc., for Emergency Conservation work completed in Forest. Key index. (Daily, official.) 11 x 11 folders, 10 ft., in 5 steel filing case drawers. Rs. 322 and 323. (153)

1412. EMERGENCY CONSERVATION WORK, 1933 to date. Finance accounts, educational program, record of equipment and supplies, personnel records, etc., for Emergency Conservation work in Pisgah Forest. Key index. (Daily, official.) 11 x 11 folders, 12 ft., in 6 steel filing drawers. Rs. 322 and 323. (156)

1413. ENGINEERING, 1917 to date. Correspondence and reports on roads, bridges, surveys, and equipment, maps of area, etc. Key index. (Daily, official.) 11 x 11 folders, 2 ft., in steel filing drawer. Rs. 322 and 323. (168)

1414. ENGINEERING REPORTS TRANSFERRED, 1917 to date. Correspondence, records of water power developments, maps and atlases, and other data on power development within the bounds of the Pisgah Forest area. (Daily, official.) 11 x 11 folders, 4 ft., in 2 steel filing drawers. Rs. 322 and 323. (158)

1415. FOREST MANAGEMENT, 1917 to date. Correspondence and instructions pertaining to disease and insect control, management of nurseries, planting, sales, reports, supervision, settlements, surveys, and trespass. Key index. (Daily, official.) 11 x 11 folders, 28 ft., in 11 steel filing drawers. Rs. 322 and 323. (165)

1416. GRAZING LANDS (TRANSFERRED), 1917 to date. Correspondence, engineering records, administrative material, stream improvement statistics, permits, surveys on lands let out for grazing, and other records. Key index. (Daily, official.) 11 x 11 folders, 6 ft., in 3 steel filing drawers. Rs. 322 and 323. (157)

1417. FIELD SUPERVISOR, 1934 to date. Correspondence, reports, instructions, etc., of field supervisors. Key index. (Daily, official.) 11 x 11 folders, 4 ft., in 2 steel filing drawers. Rs. 322 and 323. (162)

1418. LAND CLAIMS, 1917 to date. Adjustments, boundaries, claims, entry surveys, acquisitions, exchanges, watersheds, station status. Key index. (Daily, official.) 11 x 11 folders, 11 ft., in 5 steel filing drawers. Rs. 322 and 323. (159)

1419. LAND PURCHASE, BOONE UNIT, 1933 to date. Form 1000, proposal for sale of land; Form 1021, acquisition examination report; and Form 1009, option. Filed alphabetically. (Daily, official.) 10 x 12 folders, 6 ft., in 3 steel transfer cases. R. 319. (171)

1420. LAND PURCHASE, UHARIE, 1932 to date. General correspondence relating to the purchase of land in the Uharie unit. Filed alphabetically. (Daily, official.) 10 x 12 folders, 9 ft., in 4 steel filing drawers. R. 319. (174)

1421. LAND PURCHASE, YADKIN UNIT, 1933 - 1935. Land examined, land optioned, land approved, land acquired. Filed alphabetically. (Never.) 10 x 12 folders, 1 ft. 2 in., in steel filing drawer. R. 319. (170)

1422. LAND PURCHASE, MT. MITCHEL AND FRENCH BROAD UNITS, 1932 to date. Records of purchase of lands for Forest and manner in which they are acquired. Filed alphabetically. (Daily, official.) 10 x 12 folders, 11 ft. 3½ in., in 2 steel filing cases. R. 319. (172)

1423. PISGAH UNIT AND TALLY SHEETS, 1932 to date. Land offered, examined, optioned, approved, and acquired. Indexed alphabetically. (Daily, official.) Various sized sheets, 3 ft. 9½ in., in steel filing case. R. 319. (173)

1424. UHARIE, UNAKA, PISGAH, AND YADKIN ACQUISITION AND HISTORY CARDS, 1912 to date. Records of land acquisition giving date of examination, acreage, date of option, price, date of approval, and date deed is recorded. (Daily, official.) 4 x 6 and 5 x 8 index cards, 6 ft. 3 in., in 4 steel drawers of card cabinets. R. 319. (175)

1425. PHOTOGRAPHY (PUBLIC RELATIONS), 1917 to date. Correspondence concerning photographs, plans for photography, photographs of land, timber, insect control, etc.; Form 166, photographic record; Form 166b, requisition for cooperative photographic work; and Form 861, letter of transmittal for photographic work, giving dates mailed and names of persons sending and receiving photographs. Filed numerically. (Daily, official.) 11 x 11 folders, 8 ft., in 4 steel transfer cases. R. 322. (169)

1426. PUBLIC RELATIONS, 1917 to date. Correspondence, addresses, radio talks, educational material exhibits, motion pictures, publications, photography, service news, etc. Key index. (Daily, official.) 11 x 11 folders, 6 ft., in 3 steel filing drawers. Rs. 322 and 323. (161)

1427. FOREST EXPERIMENT STATIONS, 1917 to date. Form 445, supervisor's annual statistical report to the regional forester; RS Statistics Form 446, report of planting; and Form 446 D, report of improvement costs. Key index. (Daily, official.) 11 x 11 folders, 8 ft., in 4 steel transfer cases. R. 322. (160)

FRANKLIN

NANTAHALA NATIONAL FOREST FOREST SUPERVISOR Ashear Bldg., Main St.

The office of the supervisor of the Nantahala National Forest was established in 1911. It was originally located in the Bank of Franklin Building, but was later moved to the Citizens' Bank Building, where it was located until it was moved to its present location. Useless papers are destroyed after three years.

Forest Supervisor

1428. MAP, July 1, 1935 to date. Location of government land, look-out towers, streams, roads, towns, and facilities for locating forest fires from look-out towers; changed as new lands are acquired and improvements are made. (Daily, official.) 40 x 67 $\frac{1}{2}$ map, placed on the wall. R. 116 A. (36)

1429. CURRENT DISPLAY. Photographs of scenes within the forest area. (Occasionally, official.) Various sized photographs, $\frac{1}{2}$ in., mounted on 2 wooden frames. Lobby. (7)

1430. MAPS, 1926 to date. Maps of Forest Region VIII, fire occurrence maps showing danger zone where most fires are expected, and fire protection boundary maps showing area protected by this Forest. Filed by subject. (Daily, official.) 17 x 22 vols., 1 $\frac{1}{2}$ in., in filing case. R. 116. (33)

1431. JOB CLASSIFICATION INDEX, July 1, 1935 to date. Analysis of work to be done by rangers and others. (Occasionally, official.) 9 x 11 vol., 2 in., in filing case. R. 116. (34)

1432. CIRCULAR INSTRUCTIONS FOR OPERATIONS DEPARTMENT, July 1935 to date. Filed by subject. (Occasionally, official.) 9 x 11 vols., 2 ft. 3 in., in filing case. R. 116. (35)

1433. MAPS, PROCLAMATION OF COWEETA EXPERIMENTAL FOREST AND FIRE REPORTS, 1930 to date. Maps showing trail plans, telephone plans, and road maps; proclamation of Coweeta Experimental Forest; and analysis of fires which occurred during past five years. Filed by subject. (Frequently, official.) 17 x 22 loose papers, 1 ft. 3 in., in filing case. R. 116. (37)

Administration

1434. ACCOUNTING CORRESPONDENCE, July 1, 1935 to date. (Daily, official.) 9 x 10 folders, 4 ft., in steel filing case. R. 106. (11)

1435. ACCOUNTING RECORDS, July 1, 1935 to date. Indexed alphabetically by fund and project. (Daily, official.) 12 x 15 loose-leaf books, 4 ft., in steel filing case. R. 106. (12)

1436. OFFICE FILES, 1919 to date. Records of forest transactions. Card index. (Constantly, official.) 9 x 10 folders, 26 ft. 6 in., in steel filing cases. R. 109. (16)

Purchasing

1437. MISCELLANEOUS PAPERS, July 1933 to date. Correspondence, purchase orders, warehouse invoices, catalogues. Alphabetical index. (Daily, official.) 9 x 10 folders, 12 ft., in 4 steel filing case drawers. R. 107. (13)

Accounting

1438. PAY ROLL TIME REPORTS, July 1935 to date. Card index. (Daily, official.) 9 x 10 folders, 1 ft. 8 in., in filing case. R. 108. (14)

1439. ACCOUNTING RECORD, July 1, 1935 to date. Vouchers, invoice bills, and purchase orders. Arranged alphabetically. (Constantly, official.) 9 x 10 folders, 40 ft., in wooden filing cases. R. 108. (15)

1440. INVENTORY, July 1, 1935 to date. Equipment and supplies on hand. Arranged alphabetically. (Daily, official.) 9 x 10 cards, 1 ft., in Kardex Cabinet. R. 101. (10)

1441. PROPERTY RECORD OF OPERATION BY CCC, July 1, 1935 to date. Monthly inventory field reports on property. Indexed. (Daily, official.) 9 x 10 folders, 2 ft. 1 in., in wooden filing case. R. 101. (8)

1442. PROPERTY ACCOUNTING RECORDS, July 1, 1935 to date. Alphabetical thumb-index. (Frequently, for property accounting.) 11 x 16 vols., 6 in., on desk. R. 101. (9)

Engineering

1443. GENERAL RECORDS, July 1935 to date. Records of ERA road projects in the Forest, duplicate copies of requisitions submitted by this department, progress reports submitted by truck-trail locaters. Filed alphabetically. (Daily, official.) 8 x 11 folders, 2 ft. 9 in., in filing case. R. 115. (29)

Acquisition Surveys

1444. CLASS "A" CORNER RECORDS, 1911 to date. Record of U.S. standard concrete corners placed in boundary lines of various tracts of government land. Arranged numerically. (Weekly, official.) 18 x 22 vols., 2 ft., on table. Suite 114, R. 102. (23)

1445. ORIGINAL MANUSCRIPTS, July 1, 1935 to date. Boundary descriptions of land purchased by government; made from surveys. Card index. (Seldom, official.) 9 x 10 folders, 9 in., in wooden filing case. Suite 114, R. 102. (22)

1446. LAND GRANTS, 1850 to date. Copies of original state grants obtained from State Land Grant Office in Raleigh. Card index. (Daily, official.) 9 x 10 folders, 4 ft. 2 in., in wooden filing case. Binding broken. Suite 114, R. 103. (25)

1447. SURVEYORS' FIELD NOTEBOOKS, 1911 to date. Filed alphabetically. (Constantly, official.) 5 x 8 vols., 66 ft., in bookcase. Suite 114, R. 120. (27)

1448. RODMAN'S NOTEBOOKS, 1926 to date. Filed alphabetically. (Daily, official.) 5 x 8 vols., 7 ft. 1 in., in bookcase. Suite 114, R. 102. (21)

1449. COMPUTATION SHEETS, 1928 to date. Computed records of land surveyed. Card index. (Constantly, official.) 18 x 26 vols., 2 ft. 4 in., in wooden filing case. Suite 114, R. 102. (20)

1450. ACQUISITION REPORTS, n.d. Temporary files containing data for valuation of lands. Filed alphabetically and numerically. (Daily, official.) 9 x 10 folders, 1 ft. 3 in., in wooden filing case. Suite 114, R. 102. (28)

1451. STATUS ATLAS MAPS, 1911 to date. Filed alphabetically and numerically. (Daily, official.) 18 x 21 maps, 6 in., in steel filing case. R. 120. (26)

1452. MAPS, 1911 to date. Show in detail tracts of land owned by the Forest. Indexed numerically by subject. (Weekly, official.) Various sized maps, 1 ft. 11 in., in wooden filing cabinet. Age-worn. 2d floor, lobby. (6)

Miscellaneous Records

1453. FIELD MAPS, 1933 to date. Maps numbered to correspond to numbers on key map. (Daily, official.) 30 x 60 maps, 1 in., on wall. R. 103. (24)

1454. HEAVY EQUIPMENT RECORDS, 1933 to date. Card index. (Daily, official.) 9 x 18 vols., 3 in., on wooden shelves. R. 115 A. (31)

1455. ROAD PROGRESS CHARTS, July 1, 1935 to date. Made weekly from progress reports sent in by engineers of road construction projects. (Weekly, official.) 36 x 45½ charts, 3 in., tacked on wall. R. 115 A. (30)

1456. MAPS, July 1, 1935 to date. Show drainage structures, road-way plans and profiles, Forest Service buildings, recreational areas, Nantahala Fish Hatchery, standard plans, and general maps. Filed by number and by subject. (Tri-weekly, official.) 30 x 40 maps, 7 in., in wooden filing cabinet. R. 115 A. (32)

1457. MAP, Jan. 1, 1935 to date. Shows ownership of Nantahala National Forest. (Daily, official.) 44 x 63 map, mounted on heavy card-board, tacked on wall. R. 114. (18)

1458. LAND EXAMINATION REPORTS, 1911 to date. Information on tracts of land within Forest boundary suitable for purchase. Card index. (Daily, official.) 9 x 10 folders, 18 ft. 6 in., in filing cases. R. 114. (19)

1459. MAPS, n.d. Acquisition maps and records of field equipment. Alphabetical index. (Frequently, official.) 20 x 36 sheets, 2 ft., in filing cases. R. 114. (17)

1460. MANAGEMENT RECORDS, 1933 to date. Instructions on timber sales and survey information on road bank fixation work, records of work done by CCC, and literature pertaining to above subjects. Filed by subject. (Daily, official.) 9 x 10 folders, 10 ft., in steel filing cabinet. R. 119. (38)

1461. TABULATED RECORD OF CCC WORK, 1933 to date. Summary of accomplishments of the CCC in timber stand improvements. Arranged by subject. (Monthly, official.) 19 x 21 vol., ¾ in., on desk. R. 119. (39)

1462. MAPS, 1933 to date. Control map of the Forest showing boundaries, roads, trails, streams, working circles, compartments, and areas treated for timber stand improvement; also contains atlas sheets. (Daily, official.) 30 x 42 sheets, 6 in., on wooden rack. R. 119. (40)

1463. BULLETIN BOARD CHART, Jan. 1, 1936 to date. Outline of educational programs of CCC camps within Forest. (Daily, official.) 20 x 30 charts mounted on cardboard and placed on wall. R. 119. (41)

LENOIR

PISGAH NATIONAL FOREST
GRANDFATHER RANGER STATION
Federal Bldg., West Ave. and Boundary St.

The district ranger's office was established in 1914. It has control over national forest land in Ashe, Avery, Burke, Caldwell, and Watauga counties, and is responsible to the Forest Supervisor in Asheville, N. C. From 1914 to 1932 it occupied offices in Edgemont, and from 1932 to 1935 in Collettsville. It moved to its present location in 1935. Some archives were lost in moving. Useless papers are destroyed.

1464. MISCELLANEOUS FILE, 1914 to date. Correspondence and general information. (Frequently, official.) 9 x 11 folders, 1 ft., in steel transfer case. R. 202. (11)

1465. APPLICATIONS AND MISCELLANEOUS REPORTS, 1914 - 1935. Reports and accounts of the finance department, and applications for employment. Indexed according to Forest Service system. (Frequently, official.) 9 x 11 folders, 4 ft., in 2 steel transfer cases. R. 202. (17)

1466. FORESTRY FORMS AND DAILY REPORTS, 1935 to date. Duplicate record of daily reports to the Forest Supervisor. Filed numerically. (Seldom, official.) 9 x 11 folders, 2 ft., in steel transfer case. R. 202. (15)

1467. REPORTS, 1933 to date. Purchase orders, duplicates of ranger reports on recreation, equipment, and property purchases, orders, and information on filing various forms. Indexed according to Forest Service system. (Occasionally, official.) 9 x 11 folders, 1 ft. 9 in., in steel transfer case. R. 202. (16)

1468. PROPERTY TRANSFERS AND WORK PLANS, 1935 to date. Records of property transfers giving identification number, make, and size of article transferred, and mode of transfer. Filed alphabetically. (Frequently, official.) 5 x 8 cards, 1 ft., in steel transfer card cabinet. R. 202. (14)

1469. TRACTS, 1933 to date. Options for tracts of land acquired. Filed alphabetically. (Frequently, official.) 9 x 11 folders, 2 ft. 6 in., in steel transfer case. R. 202. (13)

1470. TIMBER SALE RECORDS, 1914 to date. Records of timber sales for \$100.00 or less. Filed alphabetically. (Seldom, official.) 5 x 8 single sheets, 6 in., in paper box. R. 202. (12)

1471. MAPS AND ATLASES, n.d. Maps of the Forest, and of Grandfather Mountain division. (Frequently, official.) 24 x 36 single sheets, 1 ft., in cabinet. R. 202. (10)

MARION

PISGAH NATIONAL FOREST
MOUNT MITCHELL RANGER STATION
Blanton Bldg., Main St.

This station in McDowell County was established in 1916. It administers lands owned by the Forest Service lying in McDowell, Mitchell, and Yancey counties.

1472. FINANCE AND ACCOUNTS, 1932 to date. Service reports, disbursement records, expense accounts, telephone vouchers, and receipts. Filed by subject. (Seldom, official.) 9 x 12 folders, 1 ft. 6 in., in wooden filing case. R. 309. (27, 28)

1473. OPERATION, 1931 to date. Records of property, equipment, and supplies. Arranged alphabetically by subject. (Seldom, official.) 9 x 12 folders, 2 ft. 6 in., in wooden filing case. R. 309. (23, 24)

1474. EMERGENCY CONSERVATION WORK, 1935 to date. Finance and accounts, records of materials and supplies, correspondence with project superintendents, safety bulletins, educational material, disbursements, building records, employment records, personnel information, correspondence with War Department in Washington, and monthly progress reports. Filed alphabetically by subject. (Daily, official.) 9 x 12 folders, 1 ft., in wooden filing case. R. 309. (12)

1475. PUBLIC RELATIONS, July 1935 to date. Educational material, photographs, radio broadcasts, information on activities, monthly reports to Public Service News, etc. Filed alphabetically by subject. (Occasionally, official.) 9 x 12 folders, 4 in., in drawer of wooden filing case. R. 309. (15)

1476. REGIONAL FORESTER, 1918 to date. Forest plans and supervision. Arranged alphabetically by subject. (Rarely, official.) 9 x 12 folders, 2 in., in wooden filing case. R. 309. (21, 22)

1477. FOREST MANAGEMENT, 1933 to date. Experiments on imported trees and chestnut blight, forest planting, insect and disease control experiments, brush disposal, applications for timber, timber sales reports, sales appraisals, and equipment of chestnut trees. Arranged alphabetically by subject. (Daily, official.) 9 x 12 folders, 1 ft., in drawer of wooden filing case. R. 309. (14)

1478. ENGINEERING RECORDS, 1933 to date. Engineers' maps, surveys, road equipment, crushers' reports, photographs, road projects, water power, trails, signs for curves, and correspondence on engineering. Filed alphabetically by subject. (Daily, official.) 9 x 12 folders, 6 in., in wooden filing case. R. 309. (13)

1479. LANDS, 1924 - 1935. Record of all phases of work pertaining to lands, engineering records, forest management, and uses of lands. Filed alphabetically by subject. (Occasionally, official.) 9 x 12 folders, 1 ft. 3 in., in wooden filing case. R. 309. (17)

1480. USES OF LANDS, 1935 to date. Fish and game permits, reports on cattle and horse grazing, mica mines, agriculture, water, resorts, prospecting, right of way, orchards, and correspondence on trespass cases. Arranged alphabetically by subject. (Daily, official.) 9 x 12 folders, 6 in., in drawer of wooden filing case. R. 309. (18)

1481. LAND PURCHASES, July 1911 to date. Records of land purchased by government from private owners for making national forests, including proposals of sale, survey and inspection of lands, and recreation plans. Card index. (Daily, official.) 9 x 12 folders, 1 ft., in wooden filing case. R. 309. (16)

1482. FIRE PREPAREDNESS, 1935 to date. Instructions to guards and lookouts, daily log and diary from lookout towers, fire-prevention reports, correspondence, summary of fires and false alarms in Mount Mitchell district, ten-day reports, fire statistics, damage appraisal, fire trespass cases. Filed alphabetically by subject. (Occasionally, official.) 9 x 12 folders, 6 in., in drawer of wooden filing case. R. 309. (19)

1483. FIRE PREVENTION IMPROVEMENTS, 1935 to date. Improvement construction hints, specifications and plans for lookout towers, msc. plans and specifications, telephone lines, trail plans and improvements for Mount Mitchell, plan of work, job sheets, etc., for district. Filed alphabetically by subject. (Occasionally, official.) 9 x 12 folders, 3 in., in drawer of wooden filing case. R. 309. (20)

1484. ADMINISTRATIVE STUDIES, June 1934 to date. Reports on project job schedules, erecting small poster boards, examining small tracts, effects of deer on forest reproduction, and Pisgah National Forest game preserve. Filed by subject. (Rarely, official.) 9 x 12 folders, 5 in., in wooden filing case. R. 309. (25, 26)

NEW BERN

CROATAN NATIONAL FOREST
CROATAN RANGER STATION
Post Office Bldg., New and Middle Sts.

The Croatan ranger district office of the Forest Service was established in New Bern April 10, 1934, as a purchase unit of the Sumter National

Forest. Croatan was made a National Forest in 1936. Its territory of 302,000 acres includes that part of Carteret, Craven, and Jones counties bounded on the south by Bogue Sound, on the west by White Oak River and U.S. Highway 70, on the north by Trent River and Brice's Creek, and on the east by Neuse River. Of this area, 62,000 acres have been purchased and 60,000 have been optioned. Original land grants are on file with the State Land Grant Office and the North Carolina Historical Commission in Raleigh. Copies, to which an index may be found in the basement storage room, are on file in this office.

The office was originally located in the old post office building, corner of Pollock and Craven streets. The main office was moved to its present location in 1935, and the office of the assistant ranger, in 1936. Offices of the junior civil engineer remained in the old post office building until April 1937, when the office was discontinued and records were stored in the basement of the new post office building. All records are preserved for permanent reference and are filed according to instructions in a bulletin on file in Room 103. Most of the forms in general use by this office and mentioned below are attached to the 58SAs in The National Archives.

District Forest Ranger

1485. DISTRICT FORESTER, FINANCE AND ACCOUNTS, 1936 to date. Correspondence with Regional Forester, National Forest Supervisor, and project superintendents regarding property, allotments, and selection of personnel; correspondence relative to claim and compensation for injury, and property auditing and accounting; purchase order books, travel authorizations, government bills of lading, vouchers and receipts for money disbursed; and the following completed forms: Form 26, monthly service report; Form 436, vehicle contract; Form 643, daily record of issues, gasoline, oil, and grease; Form 644, summary of issues, gasoline, oil, and grease; Form 858, property lost or damaged, certificate of member responsible for occurrence; Form 861 R 8, letter from regional office transmitting funds for specific purposes; Form 874-15, time report; Filing Symbol FA Costkeeping O E & S, Motor Vehicles, request for delinquent monthly equipment operation (Form Wambaw 4) and weekly inspection reports; statement of gasoline issues to Army for use of CCC camp and request to camp commander for replacement in kind; Form Sumter 70, list of property found. Forms attached. (Daily, official.) 9 x 12 folders, 1 ft., in steel filing case drawer. R. 103. (371)

1486. EQUIPMENT, 1936 to date. Correspondence with National Forest Supervisor relative to equipment; descriptions of, and orders for, uniforms; U.S. Standard Form 33, bid; Form 668, requisition and invoice; Form 942, purchase order; and the following inspection reports: Sumter 101, Euclid wheeler scraper; Sumter 102, motor patrol grader; Sumter 104, rip rooter; Sumter 105, Ia Plante Choate scraper; Sumter 106, fire line plow; Sumter 107, truck; Sumter 108, road grader, mechanical. Forms attached. (Daily, official.) 9 x 12 folders, 2 ft., in 2 steel filing case drawers. R. 103. (372)

1487. FINANCE, IMPROVEMENTS, PERSONNEL, SUPERVISION, 1936 to date. Correspondence regarding administration of financial matters, official mail and telegrams, and personnel; estimates, plans, and blueprints for improvements to telephone lines, buildings, and water developments, and related correspondence; reports of property trespass, minutes of monthly personnel meetings, bulletins of corrections to handbook and regional directory, and administrative studies of national forests; and the following completed forms: Form 30, final payment report; Form 577 R 7 & 8, job sheet; Form CA 1, employee's notice of injury and original claim for compensation and medical treatment; reporting officer's memo of injured employee's relation, if any, to emergency organizations; Form CA 2, official superior's report of injury; Form CA 4, claim for compensation on account of injury; Filing Symbol, O Improvement, Sumter, Telephone Agreements, easement for telephone line; Filing Symbol ECW, Supervision, Sumter, job sheet. Forms attached. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in 2 steel filing case drawers. R. 103. (373)

1488. TIME BOOKS, 1935. Form 875, weekly time book; and list of materials received. Form attached. Arranged chronologically. (Never.) 4 x 7 vols. (2), $\frac{1}{2}$ in., in steel drawer of card cabinet. R. 103. (381)

1489. FOREMAN'S TIME BOOK, 1935 - 1936. Form 880, project foreman's time book. Form attached. Entered chronologically. (Never.) 5 x 7 vols. (4), $1\frac{1}{2}$ in., in drawer of card cabinet. R. 103. (382)

1490. TRANSFER OF PROPERTY, 1935 to date. Form 331, (no title), property inventory card; Form 874-16, transfer of property. Form attached. Filed alphabetically. (Occasionally, official.) Various sized cards and slips, 1 ft., in steel drawer of card cabinet. R. 103. (387)

1491. SILVICULTURE, GRAZING, ENGINEERING, RESEARCH, PUBLIC RELATIONS, LANDS, 1936 to date. Correspondence and instructions relative to issuance of free-use permits; memoranda relative to forest management plans, collection and distribution of seed, timber sales and administration, timber surveys, and timber trespass cases, including scale book, bulletins, and maps of area affected; road maps, reports of appraisers, and descriptions and occasional snapshots of recreational facilities in area; and the following completed forms: U.S. Standard Form 33, invitation, bid, and acceptance; Form 69, road construction report, grading, surfacing job; Form 69a, road construction report, bridge job; Form E 70 R 8, road maintenance report; Form 874-8, free-use permit; Form 949 D 7, quarterly report of timber cut and sold; Form 1001, (no title), tally sheet for timber estimate; deed of right of way for forest roads; hunting permit; Filing Symbol, ECW, Supervision, Sumter, job sheet. Forms attached. (Frequently, official.) 9 x 12 folders, 2 ft., in wooden and steel filing case drawer. R. 103. (377)

1492. HUNTING PERMITS, fiscal year 1936. (Never.) 4 x 8 sheets, 1 in., in drawer of steel card cabinet. R. 103. (383)

1493. TIMBER SALES, 1935 to date. Form 202c, timber sale permit, and related correspondence with permittee. Form attached. Filed alphabetically. (Occasionally, official.) 5 x 8 sheets, 2 in., in drawer of card cabinet. R. 103. (385)

1494. TRESPASS, 1935 to date. Form 618, trespass. Form attached. Filed alphabetically. (Occasionally, official.) 4 x 6 cards, 2 in., in drawer of steel card cabinet. R. 103. (386)

1495. FIRE, FIRE TRESPASS, 1936 to date. Correspondence, bulletins, and memoranda regarding fire laws, prevention and suppression, and cost of protection; correspondence with CCC camps regarding cooperation; summary of fires, listing number, date, location, and acreage burned; monthly report of fire trespasses, listing number, name of trespasser, date, cause of fire, and action taken; instructions covering fire trespass cases, and all records in each case, including correspondence, reports, maps, and blueprints of areas affected; and the following completed forms: Form 1 R 7, lookout report; Form 29 R 7, wind, humidity, precipitation and msc. weather record; Form 861 R 8, letter from regional office transmitting funds for specific purposes; Form 928, supervisor's ten-day fire report; Form 929 A, individual fire report ("A" fires); Form 929 B C, individual fire report ("B" and "C" fires); reminder list, individual fire reports Forms A, B, C; false alarm fires; ERA, ECW, and other than regularly hired fire suppression organization and suppression costs; and Form 934, daily log and diary. Forms attached. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in steel filing case drawer. R. 103. (374)

1496. SCHEDULE AND FIRE DETAIL, current. Weekly fire details, listing foreman, drivers, straw boss, and crew; and lookout schedules. Arranged chronologically. (Occasionally, official.) 9 x 11 sheets, on bulletin board. R. 103. (376)

1497. PURCHASES, OPTIONED CASES, 1934 to date. Correspondence, chiefly with National Forest Supervisor, title attorney, regional office, and landowners, relative to purchase of optioned tracts, including for each tract notice to landowner that appraisal of land has been completed and the following completed forms: Form 13 R 7 (no title), type map of land tract; Form 706, site, type, and stocking data; Form 1000, proposal for sale of land; Form 1009, option; Form 1021, acquisition examination report; Form 1023, acquisition of National Forest lands, record of recommendations; Filing Symbol L Purchase, Sumter, certificate of possession. Forms attached. Filed alphabetically under name of landowner. (Frequently, confidential.) 9 x 12 folders, 2 ft., in drawer of upright cabinet. R. 103. (392)

1498. SURVEYS AND TRACT DESCRIPTIONS, 1934 - 1936. Surveys, blueprints, and descriptions of tracts under option; and related correspondence. Filed alphabetically under name of owner. (Frequently, confidential.) 9 x 12 folders, 1 ft. 2 in., in steel drawer of cabinet. R. 103. (391)

1499. AREAS, USES, APPLICATIONS, 1936 to date. Material relative to special use cases and personnel. Special use material includes blueprints of forest sections; correspondence with Forest Supervisors concerning special uses and record of special use cases, including for each case correspondence, description and plat of land, and the following completed forms: Form 832, special use permit; Form 866, special use application; Form 878, (no title), sheet for platting land; Form 964, report of applications for special use permits and rights of way; and inspection outline, special use permittee. Personnel material includes data and correspondence relative to members of the service, applications, and quota; and the following completed forms: Department of Agriculture Form AD 17 A, application for leave, field; Form 30, final payment report; Form 465 OZ, application; Form WP 13, Filing Symbol NCNYA 19, time report; and WPA Form 401, requisition for workers. Forms attached. (Frequently, confidential.) 9 x 12 folders, 1 ft. 2 in., in wood and steel filing case drawer. R. 103. (378)

1500. PLANS, BLUEPRINTS, AND MAPS, 1934 to date. Plans and blueprints of fire cabins and lookout towers, and maps of Croatan Forest area. (Seldom, official.) Various sized rolled sheets, 10 ft., in 2 drawers of wooden cabinet, on floor and desk and in drawers. Rs. 103 and 20, and Storage Room. (388)

1501. JOB LOAD ANALYSIS, July 1935 and June 1936. Ranger's ledger sheets showing anticipated allotment of time to various types of work during fiscal year. (Seldom, official.) 18 x 21 loose-leaf books and sheets, $\frac{1}{2}$ in., in 2 drawers of wooden cabinet. R. 103. (389)

1502. PROMISE CARD FILE, current. Card indexes of all reports required of the office and due dates of each, daily, monthly and periodic. Filed numerically and chronologically. (Frequently, official.) 3 x 5 cards, 2 in., in cardboard card cabinet. Dirty. R. 103. (375)

1503. CROATAN NATIONAL FOREST STATUS ATLAS, 1936. Sectional maps of Croatan National Forest, showing lands optioned, lands acquired, and other lands. Index map and card index. (Seldom, official.) 18 x 21 loose-leaf book, $\frac{1}{2}$ in., in drawer of wooden cabinet. R. 103. (390)

1504. WPA ASSIGNMENT, CLASSIFICATION, CHANGE OF WORK STATUS, 1935 to date. USES Form 325, assignment slip, works program; WPA Form 402, reassignment slip (notice to report for work on project); WPA Form 403, notice of change in work status (notice of termination of employment); WPA Form 404, reclassification slip; and personal data slip for each WPA worker employed in the Forest Service, listing name, address, and identification and case numbers. Filed alphabetically. (Occasionally, official.) Various sized slips, $2\frac{1}{2}$ in., in drawer of steel card cabinet. R. 103. (384)

1505. EMERGENCY CONSERVATION WORK, 1936 to date. Correspondence with Regional Forester, National Forest Supervisor, Liaison Officer, and others, concerning administration of ECW camps, plan of work, equipment, and personnel; circular letters; list of ECW and CCC personnel; narrative

inspection reports; monthly report of safety assistant, and safety bulletins; and the following completed forms: Department of Agriculture Form AD 17 A, application for leave, field; Form 26, monthly service report; Form 30, final payment report; Form 82, repair job order and invoice; Form 266, application; Form 577 R 7 & 8, job sheet; Form 644, summary of issues, gasoline, oil, and grease; equipment repair card and worker's record; equipment operation cost, field record; foreman's daily work report; monthly stores report; project superintendent's monthly work plan and progress report; statement of gasoline issues to Army for use of CCC camp and request to camp commander for replacement in kind; Form Sumter 8, ECW personnel efficiency report; Form Sumter 100, service chart; Form Wambaw 4, monthly equipment operation report; Form Wambaw 5, weekly enrolled personnel report; Form Wambaw 26, camp record sheet; Form Sumter (or Wambaw) 27, item 13, Form ECW 7, monthly report on miles completed; Report Form ECW 4, Safety Division, individual and consolidated monthly report of camp accidents; reporting officer's memo of injured employee's relation, if any, to emergency organizations; Form ECW 7 FS; Form ECW 7X, monthly average distribution of enrolled personnel; Filing Symbol, ECW Educational Material, monthly report of Forest Service educational work; Filing Symbol, ECW Educational Program, camp schedule; and Filing Symbol, ECW Supervision, Sumter, inspection outline. Forms attached. (Daily, confidential.) 9 x 12 folders, 2 ft., in wood and steel filing case drawer. R. 103. (379)

1506. DEAD FILE, 1934 - 1936. Bulletins, reports, and correspondence with National Forest Supervisor and other officials relative to finance and accounts, operation and equipment, fire and fire trespass, silviculture, engineering, land uses, Emergency Conservation Work, the National Industrial Recovery Administration, and the ERA; and the following completed forms: U.S. Standard Form 1012a, public voucher for reimbursement of travel and other expenses including per diem; Form 1 R 7, lookout report; Form 26, monthly service report; Form 29 D 7, wind, humidity, precipitation and msc. weather record; Form 330, property return; Form 465 OZ, application; Form 577 R 7 & 8, job sheet; Form 592, foreman's report; Form 644, summary of issues, gasoline, oil and grease; Form 668, requisition and invoice; Form 858, property lost or damaged, certificate of member responsible for occurrence; Form 874-2 B, diary; Form 874-8, free use permit; Form 874-15, time report; Form 874-16, transfer of property; Form 928, supervisor's ten-day fire report; Form 929 A, individual fire report ("A" fires); Form 929 B C, individual fire report ("B" and "C" fires); reminder list, individual fire reports Forms A, B, C; report on false alarm fires; report on ERA, ECW, and other than regularly hired fire suppression organization and suppression costs; Form 934, daily log and diary; Form 942, purchase order; Form 942 S, purchase order; Form 949 D 7, quarterly report of timber cut and sold; Filing Symbol O NIRA ERA, Form L, progress report; equipment operation cost, field record; monthly stores report; project superintendent's monthly work plan and progress report; wildlife census; Form Sumter 5, weekly enrolled personnel report; Form Sumter 20, truck inspection report; Form Sumter 107, inspection report, truck; Form Sumter 108, inspection report, road grader, hydraulic; Form Wambaw 3, monthly report of camp accidents; Form Wambaw 4, monthly equipment operation report; Form Wambaw 12, expense account distribution sheet; Form Wambaw 26, camp record sheet;

Report Form ECW 4, Safety Division, individual and consolidated monthly report of camp accidents; Form ECW 7 FS; Filing Symbol, ECW Educational Program, camp schedule; Filing Symbol ECW Supervision, Sumter, job sheet; and WPA Form 401, requisition for workers. Forms attached. (Daily, official; personnel and fire records, confidential.) 9 x 12 folders, 8 ft., in 4 wooden filing case drawers. R. 103. (380)

Examiner In Charge

1507. PURCHASE: ACQUISITION: APPRAISALS, 1934 to date. Correspondence, blueprints, and maps relative to supervision, purchase, and appraisal of lands, lists of optioned cases and of landowners by townships, and data covering appraisal, land unit boundaries, and ownership; lists of log prices at various mills, analysis of logging costs, and appraisal data; correspondence relative to appointments, personnel, quarters, equipment, disbursements, and fire control; and the following completed forms: Department of Agriculture Form AD 17 A, application for leave, field; Form 26, monthly service report; Form 80, data for preparation of monthly progress report, acquisition examination; Form 330, property return; Form 668, requisition and invoice; Form 858, property lost or damaged, certificate of member responsible for occurrence; Form 874-15, time report; Form 942, purchase order; Form 1001, (no title), tally sheet for timber estimate; Form 1023, acquisition of National Forest lands, record of recommendations; equipment operation cost, field record; project superintendent's monthly work plan and progress report; Form CA 1, employee's notice of injury and original claim for compensation and medical treatment; Form CA 2, official superior's report of injury; Special Form CA 16, request for treatment of injured employees of the WPA; Forms Sumter 20 and 107, truck inspection report; Form Wambaw 4, monthly equipment operation report; and Form Wambaw 47. Forms attached. (Constantly, confidential.) 9 x 12 folders, 2 ft., in steel drawer of filing case. R. 104. (402)

1508. PURCHASE: ACQUISITION: CASES PROPOSED, 1934 to date. Land acquisition records: description of property; notice to owner that appraisal has been completed; Form 1000, proposal for sale of land; Form 1001, (no title), tally sheet for timber estimate; Form 1021, acquisition examination report; Form 1023, acquisition of National Forest lands, record of recommendations; Filing Symbol, L Purchase, option negotiation record, personal contact; reproduction and area summary computation sheets; Form Sumter 12, data covering ownership; and Forms Sumter 66, 67, and 68, stumpage appraisal. Forms attached. Filed alphabetically by name of owner. (Daily, confidential.) 9 x 12 folders, 2 ft., in steel drawer of filing case. R. 104. (400)

1509. ACQUISITION: PURCHASE: CASES NOT PROPOSED, 1934 to date. Letters of transmittal for reports and for cases not proposed; letter from owner of land appointing agent, blueprints and description of property, and the following completed forms: Form 13 R 7, (no title), type map of land tract; Form 706, site, type, and stocking data; Form 1000, proposal for sale of land; Form 1021, acquisition examination report; Form 1023, acquisition of National Forest lands, record of recommendation; Form Sumter 68, summary of operation costs and stumpage prices; and Form Sumter

90, stumpage appraisal. Forms attached. Filed alphabetically by name of owner. (Frequently, confidential.) 9 x 12 folders, 2 ft., in steel drawer of filing case. R. 104. (401)

1510. PURCHASE (FIELD DATA ON LARGE TRACTS, OLD CASES), 1934 - 1936. Field data on land tracts, including for each tract the following forms: Form 1001, (no title), tally sheet for timber estimate; 1021, acquisition examination report; Form 1023, acquisition of National Forest lands, record of recommendations; improvement inventory; soil and reproduction summary sheet; timber estimate summary sheet; and Forms Sumter 56, 57, and 58, detailed analysis of elements of value. Forms attached. Filed by tract. (Seldom, confidential.) 9 x 11 envelopes, 2 ft., in drawer of steel filing case. R. 20. (404)

1511. ORIGINAL PAPERS, 1934 - 1936. Original papers of which copies are filed elsewhere: Form 1001, (no title), tally sheet for timber estimate; and Form Sumter 55, saw timber and products computation sheet. Forms attached. Filed alphabetically. (Seldom, confidential.) 9 x 11 envelopes, 2 ft., in filing case drawer. R. 20. (405)

1512. ACQUISITION EXAMINATION REPORTS, 1935. Form 706, site, type, and stocking data; Form 1021, acquisition report; Forms Sumter 56, 57, and 58, detailed analysis of elements of value; and Form Sumter 90, stumpage appraisal. Forms attached. Filed alphabetically by name of owner. (Seldom, confidential.) 9 x 12 folders, 2 ft., in wooden drawer of filing case. R. 20. (403)

1513. FIELD NOTES OF LAND EXAMINATION FOR APPRAISAL, 1935 to date. Form 706, site, type, and stocking data; Form 1021, acquisition examination report; Forms Sumter 56, 57, and 58, detailed analysis of elements of value; Forms Sumter 66, 67, and 68, stumpage appraisal; Form Sumter 90, stumpage appraisal; Filing Symbol, L Purchase, Sumter, certificate of possession; and list of landowners. Filed alphabetically by name of owner. (Frequently, confidential.) 9 x 11 envelopes, 2 ft., in steel drawer of filing case. R. 104. (399)

1514. OWNERS NOT INTERESTED, 1934. Record of name and address of owner, contacts, price offered, price asked, and owner's reason for not selling land. Filed alphabetically. (Occasionally, official.) 3 x 5 cards, 12 in., in pasteboard box. R. 104. (398)

1515. CASE STATUS, 1934 to date. Form 1005, (no title), summary card for history of purchase of land. Form attached. Filed alphabetically. (Frequently, official.) 5 x 8 cards, 10 in., in card cabinet drawer. R. 104. (396)

1516. OWNERSHIP INDEX, 1935 to date. Form 1019, ownership index, alphabetical; and Form 1020, ownership index, numerical. Forms attached. (Frequently, official.) 4 x 6 cards, 2 ft., in 2 card cabinet drawers. R. 104. (395)

1517. USES, 1935 to date. Form 619, payment record. Form attached. Filed alphabetically. (Frequently, official.) 4 x 6 cards, $1\frac{1}{2}$ in., in steel drawer of wooden cabinet. R. 104. (393)

1518. FIRE PRESUPPRESSION CONTACT CARDS, 1936. Name and address of person contacted, date of contact, and notes on interest shown and literature furnished. Filed alphabetically by locality. (Occasionally, official.) 3 x 5 cards, 10 in., in cardboard cabinet. R. 104. (397)

1519. NOTEBOOKS, 1936 to date. Form 289, (no title), notebook. Form attached. (Frequently, official.) 4 x 6 notebooks, 10 in., in drawer of card cabinet. R. 104. (394)

Junior Civil Engineer

1520. CORRESPONDENCE AND ADMINISTRATION, 1934 to date. Correspondence with Forest Supervisor; correspondence concerning aerial surveys and map-making; monthly cost reports; copies of old land grants (card index; see entry 1522 below); progress charts and reports, and administrative bulletins. (Occasionally, official.) 9 x 12 folders, 5 ft., in 2 steel filing case drawers. Basement Storage Room. (408)

1521. LANDS UNDER OPTION, 1934 to date. Plot surveys and topographic descriptions of optioned tracts, and Form 1009, option (card index; see entry 1522 below). Filed alphabetically by name of owner. (Occasionally, official.) 9 x 12 folders, 2 ft. 6 in., in steel filing case drawer. Basement Storage Room. (409)

1522. INDEX, 1934 to date. Alphabetical and numerical index to optioned tracts, and index to old land grants. (Frequently, official.) 6 x 8 cards, 4 ft., in 3 pasteboard card cabinets. Basement Storage Room. (407)

1523. PROPOSED BUT NOT OPTIONED, 1934 to date. Plot surveys and topographic descriptions of land tracts proposed but not optioned. Filed alphabetically by name of owner. (Occasionally, official.) 9 x 12 folders, 2 ft. 6 in., in steel filing case drawer. Basement Storage Room. (410)

1524. FIELD NOTES, 1934 to date. Land survey field notes of transitmen and chainmen. Index. (Frequently, official.) 6 x 8 notebooks, 5 ft. 6 in., in wooden bookcase. Brittle, bindings broken. Basement Storage Room. (406)

1525. INDEX, current. Index to field notes and tracts. (Occasionally, official.) 10 x 11 loose-leaf books, $\frac{1}{2}$ in., on desk. Basement Storage Room. (413)

1526. COMPUTATION SHEETS, 1935. Computation sheets for plotting maps from field notes. (Seldom, official.) 20 x 20 sheets, 6 in., on shelf of wooden cabinet. Basement Storage Room. (411)

1527. MONUMENT BOOK, 1936 to date. Record of boundary monuments. (Occasionally, official.) 2' x 2' loose-leaf books, 2 in., on table. Basement Storage Room. (412)

1528. AERIAL SURVEYS, n.d. Photographs (545), aerial surveys of Croatan National Forest and mosaic of region. Arranged numerically in steel filing cabinet drawer and pinned on wall. R. 104. (P-1)

OTTO

APPALACHIAN FOREST EXPERIMENTAL STATION COWEETA EXPERIMENTAL FOREST 3 mi. W. of State Highway 33

The Coweeta Experimental Forest was established in June 1934. It is located near Otto, N. C., three miles west of State Highway 33. The post office address of the agency is Route 1, Dillard, Ga.

The agency carries on research in forest influences. The Forest is an area of 4,000 acres within the Nantahala National Forest in southwestern North Carolina. It is a field office of the Appalachian Forest Experiment Station in Asheville.

1529. CORRESPONDENCE AND ADDITIONAL RECORDS, 1934 to date. Correspondence, property records, and progress reports. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft., in wooden filing case. SW. corner room. (2)

1530. GENERAL RECORDS, 1934 to date. Charts showing continuous weekly records of the head on a weir, the elevation of water surface in wells, and intensity rain gauge records. Filed numerically. (Seldom, official.) 13 x 22 loose sheets, 1 ft. 6 in., in wooden filing case. SE. corner room. (1)

1531. PROPERTY RECORD, 1934 to date. List of all property on the area. Filed alphabetically. (Daily, official.) 4 x 5 cards, 6 in., in wooden card cabinet. SW. corner room. (4)

1532. MAPS, 1935 to date. Topographic maps of Coweeta Experimental Forest, showing fire accessibility and progress of construction and development. (Weekly, official.) 50 x 54 loose sheets, 2 ft., in wooden filing case and on easel. SE. corner room. (3)

PISGAH FOREST

PISGAH NATIONAL FOREST

PISGAH RANGER STATION

Pisgah Ranger Station, State Highway 284

The office of district forest ranger in the Pisgah Ranger District of the Pisgah National Forest was established in 1915. It is immediately responsible to the Pisgah Forest Supervisor at Asheville, N. C. Forest lands in Buncombe, Haywood, Henderson, and Transylvania counties come under its jurisdiction. Offices subordinate to and responsible to the district forest ranger are CCC camps at Balsam Grove, Asheville, and Canton, and game wardens at Pisgah Forest, Horse Shoe, and West Asheville. After a period of five years useless papers are destroyed.

Pisgah Ranger Station

1533. GENERAL CORRESPONDENCE, 1915 to date. General correspondence and bulletins. Filed alphabetically. (Frequently, official.) 10 x 12 folders, 5 ft., in wooden filing case. Lower floor, 1st room. (4)

1534. MISCELLANEOUS RECORDS, 1915 to date. Correspondence, paid vouchers, reports to Asheville, surveys, blueprints of tracts of land, timber sale contracts, special permits to build new houses, grazing permits, and other information pertaining to Pisgah Forest land. Indexed by subject; simple code used. (Frequently, official.) 10 x 12 folders, 2 ft., in wooden desk. Lower floor, 1st room. (2)

1535. MAPS, 1936. Maps of Pisgah Forest and of the district, including recreation maps, fire maps, and atlas of skeleton maps in blueprints. (Frequently, official.) 19 x 20 and 24 x 30 single maps, 1/8 in., tacked on wall. Lower floor, 1st room. (3)

1536. LABOR REPORTS, 1915 to date. Monthly work report of labor supplied by CCC camps, itemized on ledger sheets. (Frequently, official.) 12 x 18 folders, 1 ft., in wooden desk drawer. Lower floor, 1st room. (1)

Game Warden

1537. MONTHLY EQUIPMENT OPERATIONS REPORT, 1935 to date. Form PNF 13 A, report on cost of operation of government owned vehicle, giving number of miles driven, number of hours or days in use, purposes for which used, cost of repairs, amount of gasoline, oil, and grease used, and new tires or tubes put on equipment during the month. Form attached. Filed chronologically. (Occasionally, official.) 8 x 10 folders, 1 ft., in filing case drawer. Lower floor, 2d room. (7)

1538. GAME LOSS RECORD, 1935 to date. Monthly report of game loss in Pisgah National Forest preserves, giving the date found, sex, class, and approximate age, where found, cause of death, etc., of dead or maimed game found in the preserve. Form attached. Filed chronologically. (Rarely, official.) 8 x 10 folders, 1 ft., in steel transfer case. Lower floor, 2d room. (5)

1539. REPORT OF PREDATORY ANIMALS KILLED, 1935 to date. Form 343, giving kind and number of predatory animals shot, trapped, poisoned, killed by dogs, etc., on Forest and outside of Forest. Form attached. Filed chronologically. (Annually, for data for reports.) 8 x 10 folders, 1 ft., in steel transfer case. Lower floor, 2d room. (10)

1540. POACHING RECORD, 1935 to date. Game warden's monthly reports on poaching, showing date and location of trespass, evidence found, persons suspected, action taken, and remarks. Form attached. Filed chronologically. (Yearly, for reports.) 8 x 10 folders, 1 ft., in steel transfer case. Lower floor, 2d room. (6)

1541. STATE GAME LAW VIOLATIONS HANDLED BY FOREST OFFICERS, 1935 to date. Monthly report of game law violations handled by forest officers, giving date, name and address of violator, charge, action, and names of warden, forest officer, and magistrate. Form attached. Filed chronologically. (Occasionally, official.) 8 x 10 folders, 1 ft., in steel transfer case. Lower floor, 2d room. (8)

1542. DIARY, 1932 to date. Form 872 B, daily record of activities, showing amount of time devoted to each; means of transportation, expenses, etc. Form attached. (Monthly, official.) 3 x 5 stapled booklets, 3 ft., in steel transfer case. Lower floor, 2d room. (11)

1543. SALT STAND RECORD, 1935 to date. Annual reports on game warden's inspection of salt stands, giving condition, amount of salt in stand, amount added, and date. Form attached. Filed alphabetically and numerically. (Occasionally, official.) 10 x 12 folders, 1 ft., in steel transfer case. Lower floor, 2d room. (9)

BUREAU OF PLANT INDUSTRY

Functions of the Bureau of Plant Industry embrace plant research and related problems, including improvement in yield and quality, resistance to diseases and insects, plant breeding, relation of crops to the soil, fertilizing, and storage. The regulatory activities of the Bureau are limited to the enforcement of the Federal Seed Act and the control of quality of plant and soil inoculants.

In North Carolina ten stations operate under divisions of this Bureau, as follows:

Under the Division of Cotton and Other Fiber Crops and Diseases a field station located at Raleigh functions under an agronomist working in cooperation with the North Carolina Agricultural Experiment Station, and a United States Cotton Breeding Field Station at Statesville cooperates with the Piedmont Branch Station of the State Department of Agriculture, which it adjoins. The latter station also cooperates with the North Carolina Agricultural Experiment Station and other state agricultural agencies. It is not included in this survey. Both stations report directly to Washington.

Under the Division of Forage Crops and Diseases a field station at Statesville is located at, and cooperates with, the Piedmont Branch Station of the State Department of Agriculture. This station cooperates also with the North Carolina Agricultural Experiment Station. It is not included in this survey.

Under the Division of Forest Pathology a field station at Asheville is directly responsible to the office of the Division of Forest Pathology in Washington.

Under the Division of Fruit and Vegetable Crops and Diseases, there are two field headquarters for Deciduous Fruit Investigations in North Carolina. The headquarters at Raleigh cooperates with the North Carolina Agricultural Experiment Station; that at Willard is located at, and cooperates with, the Coastal Plain Station of the State Department of Agriculture. The latter station cooperates also with the North Carolina Agricultural Experiment Station. Both stations report directly to Washington.

Under the Division of Plant Exploration and Introduction a test farm for huckleberries is located at Atkinson.

Under the Division of Soil Fertility Investigations a Field Laboratory for Strawberry Soil Studies is located at Chadbourn.

Under the Division of Tobacco and Plant Nutrition there are two field laboratories for Flue-Cured Tobacco Production: one at Rocky Mount, located at, and cooperating with, the Upper Coastal Plain Station maintained by the State Department of Agriculture; and one at Oxford, located at, and cooperating with, the Tobacco Station maintained by the State Department of Agriculture. The laboratory at Oxford also cooperates with the North Carolina Agricultural Experiment Station in studies in insects, diseases, fertilizers and varieties of tobacco.

ASHEVILLE

DIVISION OF FOREST PATHOLOGY

FIELD LABORATORY

Post Office and Court House, Otis St.

This field station was established in Asheville in 1925. The Territory under its jurisdiction includes Virginia, North Carolina, South Carolina, Georgia, Alabama, Tennessee, Kentucky, and West Virginia. The agency is directly responsible to the office of the Division of Forest Pathology in Washington.

1544. GENERAL CORRESPONDENCE, 1931 to date. (Frequently, official.) 10 x 12 folders, 1 ft. 9 $\frac{1}{2}$ in., in filing case. R. 201. (240)

1545. WORK SHEETS, 1932 - 1935. Information secured by field workers on height and dimensions of diseased trees, and diagnosis of disease. (Occasionally, official.) 9 x 12 folders, 7 ft. 3/4 in., in filing case. R. 201. (236)

1546. LOCAL EXPERIMENTS, 1932 - 1935. Mimeographed sheets recording results of experiments in disease control in forests of this region. (Frequently, for distribution and information to public.) 10 x 12 folders, 1 ft. 2 $\frac{1}{4}$ in., in filing case. R. 201. (239)

1547. FOREST PATHOLOGY, 1932 to date. Notes and reports on research projects and extension work in forest disease control. (Daily, official.) 9 x 12 folders, 1 ft., in filing case. R. 201. (241)

1548. TREE DISEASES, 1932 to date. Card index to specimens of fungi, twig blight, and pine canker. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft. 5 in., in card cabinet. R. 201. (242, P-5)

1549. PHOTOGRAPHS OF DISEASED TISSUES OF TREES, 1932 to date. (Occasionally, official.) 7 x 9 envelopes, 6 in., in filing case. R. 201. (238, P-4)

ATKINSON

DIVISION OF PLANT EXPLORATION AND INTRODUCTION

EXPERIMENTERS SERVICE

U.S. BLUEBERRY EXPERIMENT FARM

Residence of Mr. William Norrell

The huckleberry test farm at Atkinson was established in 1930. Experiments are made on seedlings furnished by the Federal Government and reports made on the results of these experiments. Correspondence has been destroyed.

1550. HUCKLEBERRY FARM, 1930 to date. Records of seedlings tested. (Frequently, for private reference.) 8 x 10 loose leaves, 1 in., in wooden drawer. 1st floor room. (2)

CHADBOURNDIVISION OF SOIL FERTILITY INVESTIGATIONS
STRAWBERRY SOIL STUDIES FIELD LABORATORY
Dove Bldg., State Highway 74

This field laboratory at Chadbourn was established about 1920. It occupied a wooden building near the county school building until 1929, when it was moved to its present location. Reports are sent to the Bureau of Plant Industry in Washington.

1551. CANCELLED CHECKS AND RECEIPTS, 1931 to date. (Occasionally, official.) 3 x 6 loose sheets and check stubs, 1 ft. 6 in., in metal filing drawer. Laboratory. (28)

1552. MISCELLANEOUS FILE, 1929 to date. Equipment receipts, garage vouchers, expense accounts, records of rainfall, temperature, and humidity, notes on crop conditions, and letters regarding farm chemistry. (Frequently, official.) 10 x 12 covers, 1 ft. 6 in., in metal filing drawer. Laboratory. (30)

1553. MISCELLANEOUS LETTERS AND RECORDS, 1929 to date. Experiments and yield of strawberries, Irish potatoes, rice, sweet potatoes, beans, celery, lettuce, tomatoes, and cotton. Filed alphabetically. (Frequently, official.) 10 x 12 loose sheets, 1 ft. 6 in., in metal filing drawer. Laboratory. (29)

1554. ACTIVE FILE, 1932 to date. General correspondence and tabulations of various fertilizers used. (Daily, official.) 8 x 10 loose sheets, 4 in., in wooden desk drawer. Laboratory. (32)

1555. SOIL ANALYSIS, 1913 - 1933. Record of soil survey and its adaptations to strawberry culture. Alphabetical index. (Frequently, official.) 3 x 5 cards, 2 in., in metal card cabinet. Laboratory. (27)

1556. RESULTS OF TESTS, 1929 - 1933. Field records, crop rotations, field experiments, notes on soil fertilization by section, and comparative data on the production on each section. (Frequently, official.) 8 x 10 vols., 1 ft. 6 in., on bookcase. Laboratory. (31)

1557. PHOTOGRAPHIC MATERIAL, n.d. Still photographic negatives, nitrate, (672), showing growth of strawberries under different soil conditions; differences shown after adding manganese to soil in growth of collards and soy beans; effect of manganese on tobacco seedlings. Films in jackets. Office and Cellar. (P-1, P-2, P-3, P-4)

OXFORDDIVISION OF TOBACCO AND PLANT NUTRITION
FLUE-CURED TOBACCO PRODUCTION INVESTIGATIONS
FIELD STATIONTobacco Experiment Station, $1\frac{1}{2}$ mi. SW. of Oxford

The Flue-Cured Tobacco Production Investigations field station was established in 1912. From 1914 to 1920 it occupied a room in the residence of the director in charge. Since 1920 it has been located in the office building of the Tobacco Experiment Station. Reports are sent to Washington annually. The station is conducted in cooperation with the North Carolina State College of Agriculture and Engineering. The records of the Tobacco Insects Field Laboratory of the Division of Truck Crop and Garden Insects of the Bureau of Entomology and Plant Quarantine located here were not surveyed.

1558. CORRESPONDENCE, May 1918 - Apr. 1930. General correspondence concerning agriculture. (Never.) 3 x 12 letter files, 4 ft., on wooden shelves. Main Office. (51)

1559. CORRESPONDENCE, 1930 to date. Correspondence pertaining to agriculture; purchase orders and vouchers. Filed alphabetically. (Constantly, official.) 9 x 11 folders, 8 ft., in 4 drawers of filing case. Main Office. (50)

1560. CORRESPONDENCE, Mar. 1936 to date. Correspondence and outlines on blue mold (downy mildew) and Granville wilt; correspondence and outline of work on root knot. (Constantly, official.) 10 x 12 folders, 1 ft., in 2 drawers of metal filing case. Main Office. (52)

1561. REPORTS, 1909 to date. Detailed tabulated reports on results of experimental tobacco planting give type of seed, plants, soil, fertilizer, cultivation, etc., used in experiments. Reports from 1909 to 1912 were kept by Director of Experiment Farming prior to the establishment of present station. (Constantly, official.) 9 x 12 forms, 8 in., in 2 drawers of wooden filing case and metal desk drawer. Main Office. (53)

RALEIGHDIVISION OF COTTON AND OTHER FIBER CROPS AND DISEASES
FIELD STATION
Patterson Hall, State College

The field station was established at Raleigh about 1888. Some of its records have been destroyed and their dates are unknown. All papers are now filed in the office. Monthly reports are sent to Washington.

1562. CORRESPONDENCE, Jan. 1930 to date. Authorizations, community write-ups, unpublished bulletins, and financial statements. Filed alphabetically. (Frequently, official.) 8 x 11 folders, 1 ft. 4 in., in 6 transfer cases. R. 25. (1090)

1563. MISCELLANEOUS CORRESPONDENCE, Sept. 1928 to date. Filed alphabetically. (Frequently, official.) 8 x 11 folders, 2 ft. 8 in., in steel filing cabinet. R. 25. (1093)

1564. COTTON CORRESPONDENCE, Jan. 1936 to date. Correspondence with the Department of Agriculture relating to cotton experimental work. Filed alphabetically. (Frequently, official.) 8 x 11 folders, 2 in., in steel filing drawer. R. 25. (1094)

1565. REPORTS ON EXPERIMENTAL WORK IN COTTON, Jan. 1927 to date. Filed alphabetically. (Frequently, official.) 8 x 11 folders, 1 ft. 6 in., in steel filing case. R. 25. (1092)

1566. EXPERIMENTAL DATA ON VARIOUS SUBJECTS, Jan. 1915 to date. Research data on cotton, corn, small grain, soy beans, peanuts, and forage crops. Filed alphabetically. (Frequently, official.) 9 x 11 folders, 8 ft., in wooden cabinet. R. 25. (1095)

1567. REPORTS AND MISCELLANEOUS FIBER DATA REFERENCES, Jan. 1927 to date. Cotton grades and staple data. Filed alphabetically. (Frequently, official.) 8 x 11 folders, 8 in., in filing case. R. 25. (1091)

1568. COMMUNITY SURVEY, Jan. 1935 to date. Data on cotton practices by various farms in Rowan County. (Frequently, official.) 8 x 11 loose sheets, 4 in., in desk drawer. R. 25. (1089)

DIVISION OF FRUIT AND VEGETABLE CROPS AND DISEASES
DECIDUOUS FRUIT INVESTIGATIONS FIELD HEADQUARTERS
Polk Hall, State College of Agriculture and Engineering

This field headquarters was established in Raleigh about 1890. It was formerly in Primrose Hall, State College. All reports and records are put in bulletin form and copies sent to Washington.

1569. GENERAL CORRESPONDENCE, 1919 to date. Applications, expenses and budgets, fruit growing, reports of extension work, etc. Filed alphabetically by subject. (Daily, official.) 9 x 12 folders, 12 ft., in 6 filing cases. R. 305. (2005)

1570. CORRESPONDENCE, 1932 - 1935. Msc. correspondence, information on extension work in counties, reports from county agents, etc. Filed alphabetically by county. (Daily, official.) 9 x 12 folders, 1 ft., in filing case. R. 305. (2001)

1571. ANNUAL REPORTS, 1927 - 1931. Annual reports on extension work in horticulture - originals of reports printed in bulletin form. Filed alphabetically by county. (Occasionally, official.) 9 x 12 folders, 1 ft., in filing case. R. 304. (2006)

1572. INFORMATION FILE, 1931 to date. Information on planting and growing fruits, berries, and vegetables, control of pests, selection of fertilizer, etc. Filed alphabetically by subject. (Daily, official.) 9 x 12 folders, 4 ft., in 2 filing drawers. R. 305. (1098)

1573. BREEDING WORK ON GRAPES, 1910 - 1924. Experimental data on crossing the muscadine with other species. (Daily, official.) 9 x 12 folders, 2 ft., in 2 cabinet drawers. R. 305. (2002)

1574. EXPERIMENTAL DATA, 1925 to date. Data on experimental work in raspberry and dewberry breeding and peach physiology. (Daily, official.) 9 x 12 folders, 2 ft., in filing case. R. 305. (2003)

1575. CURRENT DATA TO BE TRANSCRIBED TO PERMANENT RECORDS, 1934 to date. Apple pruning, peach fertilization, raspberry fertilization, Irish potato breeding, pickle investigation, propagation studies, fruit pests, cooperative work with TVA (truck crops), radio addresses, administration and college budgets. Filed alphabetically by subject. (Constantly, official.) 9 x 12 folders, 1 ft., in filing case. R. 304. (1097)

1576. AAA MARKETING AGREEMENTS WITH POTATO GROWERS, 1935 - 1936. Misc. information on AAA potato work. Filed alphabetically by subject. (Rarely, official.) 9 x 12 folders, 1 ft., in filing case. R. 305. (2000)

1577. EXTENSION FILE, 1935 to date. Programs of extension work, reports and results of Extension Specialist's work. Indexed numerically. (Daily, official.) 9 x 12 folders, 1 ft., in filing case. R. 305. (2004)

1578. VEGETABLES, n.d. Mimeographed information on growing and harvesting fruits and vegetables. Filed alphabetically by subject. (Rarely, for distribution to growers.) 9 x 12 folders, 1 ft., in filing case. R. 305. (1099)

1579. EXTENSION CIRCULARS - FRUITS AND VEGETABLES, n.d. Mimeographed circulars on sweet potato planting and harvesting, gardening, landscape preparation, home beautification, fruit tree pruning, and grading. Filed by subject. (Daily, for distribution to farmers and fruit growers.) Various sized loose sheets, 4 ft., in 2 metal filing cases. R. 303. (1096)

ROCKY MOUNTDIVISION OF TOBACCO AND PLANT NUTRITION
FLUE-CURED TOBACCO PRODUCTION INVESTIGATIONS
FIELD STATION

Upper Coastal Plain Experiment Station, Rocky Mount, RFD 2

This station was established at Rocky Mount March 1, 1922. Useless papers are destroyed. It is operated in cooperation with the North Carolina State College of Agriculture and Engineering.

1580. PAY ROLL SHEETS, Mar. 1, 1922 to date. Weekly and monthly pay rolls. (Weekly, official.) 9 x 12 folders, 2 ft., in metal filing drawer. Main Office. (58)

1581. BILL FILES, Mar. 1, 1922 to date. Bills receivable and payable. (Daily, official.) 9 x 12 folders, 3 in., in metal filing drawer. Main Office. (52)

1582. PURCHASE FILES, July 1, 1932 to date. Record of purchases made. (Monthly, official.) 9 x 12 folders, 6 ft., in 3 metal drawers. Main Office. (54)

1583. INVENTORY FILE, Mar. 1, 1922 to date. Records of land, buildings, supplies, livestock, machinery, and purchases for each year. (Annually, official.) 9 x 12 folders, 4 ft., in 2 metal filing drawers. Main Office. (51)

1584. CORRESPONDENCE FILES, Mar. 1, 1922 to date. (Rarely, official.) 9 x 12 folders, 2 ft., in metal filing drawer. Main Office. (53)

1585. DIVISION OF PROJECTS (AGRONOMY), Mar. 1, 1922 to date. Project sheet for each experiment, showing how it should be carried on; made out by the Specialist and approved by Director of Test Farm. (Occasionally, official.) 9 x 12 folders, 2 ft., in metal filing drawer. Main Office. (55)

1586. RESULTS OF PROJECTS, Mar. 1, 1922 to date. Description of each project and its results. (Daily, official.) 9 x 12 folders, 20 ft., in 10 metal filing drawers. Main Office. (56)

1587. FIELD STATION, COOPERATIVE PROJECT FILE, Jan. 1, 1936 to date. Information concerning projects cooperating with U.S. Department of Agriculture, including tobacco experiments and results. (Frequently, official.) 9 x 12 folders, 22 ft., in 11 filing drawers. Main Office. (57)

1588. FIELD STATION, NORTH CAROLINA COTTON GROWERS ASSOCIATION, Nov. 1, 1923 to date. Reports and receipts for cotton grown on test farm and sold through the North Carolina Cotton Growers Association. (Frequently, during the fall, official.) 9 x 12 folders, 4 ft., in 2 metal filing drawers. Main Office. (59)

STATESVILLE

DIVISION OF COTTON AND FORAGE CROPS AND DISEASES

FIELD STATION

Piedmont Branch Station, U.S. Cotton Field Station
Taylorsville Rd.

(not surveyed)

Field stations of the Division of Cotton and Other Fiber Crops and Diseases and of the Division of Forage Crops and Diseases are maintained at the Piedmont Branch Station of the North Carolina Agricultural Experiment Station.

WILLARD

DIVISION OF FRUIT AND VEGETABLE CROPS AND DISEASES

DECIDUOUS FRUIT INVESTIGATIONS FIELD HEADQUARTERS

Coastal Plain Experiment Station Laboratory

This station was established in Willard in 1908. It is operated in cooperation with the North Carolina State College of Agriculture and Engineering. Useless papers are destroyed. Some of its records have been sent to the Bureau of Plant Industry, Washington, D. C.

1589. MISCELLANEOUS FILE, 1931 to date. Vouchers, reports, pay rolls, bids, correspondence, and memoranda. (Occasionally, official.) 10 x 12 folders, 4 ft., in 4 wooden file drawers. 1st floor room. (1)

1590. MISCELLANEOUS RECORDS, 1932 to date. Plant list, library loan records, plans, station expenses, car record, culture media, fertilizing strawberries, root rot, strawberry leaf spot, strawberry virus diseases, current notes, circulating periodicals. (Frequently, official.) 12 x 14 folders, 1 ft. 6 in., in 4 steel filing drawers. 1st floor room. (9)

1591. MISCELLANEOUS FILE, 1931 to date. Reports and correspondence on dairy, poultry, entomology, and agronomy; swine bills. (Occasionally, official.) 10 x 12 folders, 2 ft., in 6 filing drawers. 1st floor room. (3)

1592. CORRESPONDENCE, 1929 to date. Misc. records and correspondence, reports, invoices, vouchers, bills, receipts, pay rolls, purchase orders, contracts, requisitions, and shipping memoranda. (Frequently, official.) 12 x 14 sheets, 1 ft. 6 in., in 2 filing case drawers. 1st floor room. (8)

1593. CORRESPONDENCE, 1930 to date. Correspondence with officials in Bureau of Plant Industry. (Frequently, official.) 10 x 12 folders, 2 ft., in steel filing case. 1st floor room. (10)

1594. MISCELLANEOUS FILE, 1924 to date. Memoranda and correspondence on U.S. Agricultural Census, field day, picnics, strawberry day, and North Carolina State Fair. (Occasionally, official.) 10 x 12 folders, 2 ft., in 6 filing drawers. 1st floor room. (4)

1595. GENERAL INDEX AND MISCELLANEOUS REFERENCE FILE, 1927 - 1930. Memoranda and statistics on horticulture, insecticides, histology, bulbs, forestry, botany, fertilizers, fungicides, woods, and spraying. Filed alphabetically. (Occasionally, official.) 4 x 6 loose sheets, 6 ft., in 4 wooden filing drawers. 1st floor room. (6)

1596. PLANT DISEASE, HOST INDEX AND FUSARIUM, 1922 - 1928. Memoranda on diseases of vegetables, fruits, nuts, corn, cotton, and tobacco. Filed alphabetically. (Frequently, official.) 3 x 5 cards, 2 ft., in 2 filing drawers. 1st floor room. (7)

1597. GRAPE CULTURE, 1912 to date. Data on muscadine grape culture. (Occasionally, official.) 10 x 12 folders, 4 ft., in 4 wooden filing drawers. 1st floor room. (2)

1598. STRAWBERRIES, NEMATODES, 1926 to date. Experimental memoranda on diseases, insects, culture, breeding, and root rot of strawberries, raspberries, and blackberries. (Frequently, official.) 3 x 5 cards, 3 ft., in 2 wooden filing drawers. 1st floor room. (5)

1599. PHOTOGRAPHIC FILMS, n.d. Still photographic negatives, nitrate, (25), of diseases of small fruits. Films in jackets. 1st floor room. (P-1)

BUREAU OF PUBLIC ROADS

RALEIGH

EASTERN FIELD ORGANIZATION
DISTRICT NO. 14 STATE OFFICE

(not surveyed)

