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INVENTORY *of* FEDERAL ARCHIVES  
IN THE STATES



[ser. 5]

DEPARTMENT *of* JUSTICE

No. 45

VIRGINIA

HISTORICAL RECORDS SURVEY  
WORK PROJECTS ADMINISTRATION

INVENTORY OF FEDERAL ARCHIVES IN THE STATES

Prepared by

The Survey of Federal Archives  
Division of Professional and Service Projects  
Work Projects Administration

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DEPARTMENT OF JUSTICE

NO. 45. VIRGINIA

Richmond, Virginia  
The Historical Records Survey of Virginia  
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## PREFACE

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

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

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

In Virginia the work of the project was under the supervision of Mr. Terry C. Durham from its inception until September 1936. He was then succeeded by Dr. Kathleen Bruce under whose direction the project was reorganized and a new survey begun. Dr. Bruce has continued in charge of Federal Archives work although in January 1940 the Survey of Federal Archives was consolidated with the Historical Records Survey with Dr. Bruce as supervisor of the combined project. This Inventory of the records of the Department of Justice in Virginia was prepared in the Richmond office of the Survey and was reviewed before publication by Dr. Richard R. Stenberg of the Washington office.

Kathleen Bruce, State Supervisor  
Historical Records Survey of Virginia

Richmond, Va.  
September 16, 1940

CONTENTS

## ADMINISTRATIVE ASSISTANT TO THE ATTORNEY GENERAL

Alexandria, Deputy United States Marshal (not surveyed) . . . . .	2
Charlottesville, Deputy United States Marshal (not surveyed) . .	2
Harrisonburg, Deputy United States Marshal . . . . .	2
Lynchburg, Deputy United States Marshal . . . . .	3
Norfolk, Assistant United States Attorney . . . . .	4
Norfolk, United States Marshal . . . . .	5
Pulaski, Assistant United States Attorney (not surveyed) . . . . .	8
Richmond, United States Attorney . . . . .	8
Richmond, Deputy United States Marshal . . . . .	10
Roanoke, United States Attorney . . . . .	14
Roanoke, United States Marshal . . . . .	18
Wise, Deputy United States Marshal (not surveyed) . . . . .	24
Woodstock, Assistant United States Attorney . . . . .	24

## FEDERAL BUREAU OF INVESTIGATION

Richmond, Field Office . . . . .	26
----------------------------------	----

## PRISONS, BUREAU OF

Petersburg, Reformatory Camp . . . . .	28
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ADMINISTRATIVE ASSISTANT TO THE ATTORNEY GENERAL

ADMINISTRATIVE ASSISTANT TO THE ATTORNEY GENERAL

ALEXANDRIA

DEPUTY UNITED STATES MARSHAL  
(not surveyed)

CHARLOTTESVILLE

DEPUTY UNITED STATES MARSHAL  
(not surveyed)

HARRISONBURG

DEPUTY UNITED STATES MARSHAL  
Federal Building, Main and Elizabeth Streets

1. U. S. MARSHAL'S CHECK STUBS, 1871 - 1878. Show date of each check, payee, reason for payment, and amount, covering payment for services of witnesses, jurors, and deputy marshals and private accounts; Col. A. S. Gray, Deputy Marshal, died on the eve of his trial for malfeasance in office, and the U. S. later sued his administrator in an effort to recover part of the money collected under false returns. Entered chronologically. (Never.) Various sized check books (69), 1 ft. 6 in., in pasteboard box on enclosed steel shelf. Dirty, damaged by careless handling. Basement. (40)

2. U. S. MARSHAL'S DOCKETS, Apr. 13, 1871 - May 15, 1878; Jan. 20, 1893 - Apr. 28, 1896. Record of civil and criminal cases, showing case number, parties, kind of process, date of issuance, marshal or deputy serving process, and amount of fee due; vol. 2 contains a record of U. S. prisoners confined in county and city jails, Jan. 20, 1893 - Apr. 28, 1896, showing name of prisoner, nature of offense, place and date of confinement, date of discharge, amount of fine, and sentence. Indexed. (Never.) 15 x 17 vols. (3), 4 in., on enclosed steel shelf. Basement. (82)

3. U. S. MARSHAL'S BANK BOOK, May 4, 1871 - Feb. 14, 1872. Shows dates, amounts of debit and credit, and monthly balances; all court funds deposited in the Lynchburg National Bank by order of Congress. (Never.) 4 x 6 $\frac{1}{2}$  vol.,  $\frac{1}{4}$  in., in pasteboard box on enclosed steel shelf. Damaged by water. Basement. (41)

4. U. S. MARSHAL'S LETTER BOOK, July 24, 1872 - Dec. 31, 1879. Carbon copies of four official letters from the marshal to his deputies and other parties. Indexed. (Never.) 9 $\frac{1}{2}$  x 12 vol., 1 $\frac{1}{2}$  in., on enclosed steel shelf. Damaged by water, ink faded, practically illegible. Basement. (21)

5. U. S. MARSHAL'S MEMORANDUM BOOKS, 1873 - 1875. Record of amounts advanced to deputy marshals and paid to witnesses and jurors. Indexed. (Never.) Various sized vols. (5), 2 in., in pasteboard box on enclosed steel shelf. Damaged by rodents. Basement. (42)

6. COMPENSATION BOOKS OF U. S. MARSHAL, May 9, 1873 - Dec. 5, 1881. Shows name of marshal or deputy, term of court, defendant, place offense was committed, charges, date of warrant or other process, where and when returnable, place designated for service, and itemized account of fees and expenses incident to arrest and transportation; vols. labeled A - E. Entered alphabetically. (Never.) 12 x 16 vols. (5), 1 ft. 3 in., on enclosed steel shelf. Basement. (105)

LYNCHBURG

DEPUTY UNITED STATES MARSHAL

Post Office and Courthouse, 9th and Church Streets

7. MARSHAL'S FEE BOOK, Sept. 1, 1896 - Mar. 24, 1913. Shows style of suit, date, amount received, division, and district. (Seldom, official.) 8 x 13 vol.,  $\frac{3}{4}$  in., on enclosed steel shelf. R. 212. (154)

8. MARSHAL'S FEE AND EXPENSE BOOK, July 10, 1899 - July 7, 1930. Shows style of case, amount collected and paid to clerk, and date. (Seldom, official.) 11 $\frac{3}{4}$  x 16 vol., 1 in., on enclosed steel roller shelf. R. 212. (160)



NORFOLKASSISTANT UNITED STATES ATTORNEY  
Post Office and Courthouse, Granby Street

This office was established about 1791. The Assistant Attorney has no fixed policy for discarding papers. He does not, however, retain useless papers. The original case papers are filed in the office of the District Clerk at Norfolk. During the hurricane of August 22-23, 1933, some inactive records stored in the basement of the old Post Office and Courthouse building were destroyed by the flood tide. The number lost could not be ascertained.

9. ENDED ADMIRALTY CASES, July 1, 1918 to date. Correspondence, libels, processes, marshal's returns, claims, stipulations, answers, testimony and exhibits for libellants, testimony and exhibits for respondents, testimony and exhibits in rebuttal, opinions, and decrees. Arranged alphabetically. (Never.) 9½ x 11 folders, 14 ft., in 8 drawers of wooden and steel filing cases. R. 307. (955)

10. ENDED CRIMINAL CASES, NORFOLK, July 1, 1920 to date. Copies of transcripts from the U. S. commissioner, indictments or information, capiases, testimony, exhibits, depositions, affidavits, judgments, sentences, and final commitments. Arranged numerically. (Never.) 10 x 15 folders, 33 ft., in 17 drawers of wooden and steel filing cases. R. 307. (959)

11. ENDED CRIMINAL CASES FOR RICHMOND, July 1, 1922 - June 30, 1933. Correspondence; transcripts from the U. S. commissioner, indictments or information, capiases, testimony, exhibits, depositions, affidavits, judgments, sentences, and final commitments. Arranged numerically. (Never.) 10 x 15 folders, 10 ft., in 4 drawers of wooden filing case. R. 307. (956)

12. ENDED CIVIL CASES FOR NORFOLK, RICHMOND, and ALEXANDRIA, July 1, 1922 to date. Correspondence, declarations, processes, marshal's returns, pleas or demurrers, joining of issue, impaneling of jury, verdicts, judgments, and bills of exceptions in common law cases; and correspondence, bills of complaint, processes, marshal's returns, answers, replications, testimony and exhibits for complainants, testimony and exhibits for defendants, testimony and exhibits in rebuttal, opinions, and decrees in equity cases. Arranged alphabetically. (Never.) 9½ x 11 folders, 10 ft., in 6 drawers of wooden filing cases. Dirty. R. 307. (954)

13. CRIMINAL CASES, July 1, 1927 - June 30, 1931. Correspondence, copies of transcripts from the U. S. commissioner, indictments or

information, capiases, testimony, exhibits, depositions, affidavits, judgments, sentences, and final commitments. Arranged alphabetically. (Never.)  $9\frac{1}{2}$  x 11 folders, 10 ft., in 5 steel transfer cases. Dirty. R. 19. (953)

14. CIVIL CASES, July 1, 1927 - June 30, 1932. Correspondence, declarations, processes, marshal's returns, pleas or demurrers, joining of issue, impaneling of jury, verdicts, judgments, and bills of exceptions in common law cases; and correspondence, bills of complaint, processes, marshal's returns, answers, replications, testimony and exhibits for complainants, testimony and exhibits for defendants, testimony and exhibits in rebuttal, opinions, and decrees in equity cases. Arranged alphabetically. (Never.)  $9\frac{1}{2}$  x 11 folders, 6 ft., in 4 steel transfer cases. Dirty. R. 19. (952)

15. ENDED CRIMINAL CASES FOR ALEXANDRIA, July 1, 1929 - June 30, 1933. Correspondence, transcripts from the U. S. commissioner, indictments or information, capiases, testimony, exhibits, depositions, affidavits, judgments, sentences, and final commitments. Arranged numerically. (Never.) 10 x 15 folders, 2 ft. 6 in., in 2 drawers of wooden filing case. R. 307. (958)

16. CRIMINAL CASES FOR RICHMOND AND ALEXANDRIA, July 1, 1933 to date. Correspondence, transcripts from the U. S. commissioner, indictments or information, capiases, testimony, exhibits, depositions, affidavits, judgments, sentences, and final commitments. Arranged numerically. (Never.) 10 x 15 folders, 2 ft., in drawer of wooden filing case. R. 307. (957)

17. ENDED CIVIL CASES, July 1, 1933 to date. Correspondence, declarations, processes, marshal's returns, pleas or demurrers, joining of issue, impaneling of jury, verdicts, judgments, and bills of exception in common law cases; and correspondence, bills of complaint, processes, marshal's returns, answers, replications, testimony and exhibits for complainants, testimony and exhibits for defendants, testimony and exhibits in rebuttal, opinions, and decrees in equity cases. Arranged alphabetically. (Frequently, official.) 10 x 15 folders, 8 ft., in 5 drawers of steel and wooden filing cases. R. 307. (951)

UNITED STATES MARSHAL  
Post Office and Courthouse, Granby Street

This office was established about 1791. There are no useless papers. Appropriations of United States funds for the Marshal's office are made prior to each fiscal year. The originals of the marshal's and deputy marshal's accounts are sent to Washington at the end of each quarter. A Register of U. S. Prisoners in County Jails, July 12, 1898 - April 4, 1929, is filed in the office. On September 8, 1928 a card system for registering U. S. prisoners in county jails was instituted in the office.

The card system overlaps the Register by several months, and antedates also Department of Justice Circulars 2029 and 2038, of April 27 and May 28, 1929 respectively, providing that the card system should become effective throughout the country on June 1, 1929. Although no policy exists in this office for making the cards a permanent record, no cards have been destroyed. For ready reference, however, the information shown on the individual card is recorded with the corresponding case in the criminal docket. Thus the information recorded on the cards automatically becomes a permanent record, since the criminal dockets are preserved.

18. EXECUTION BOOK, Mar. 10, 1886 - Sept. 28, 1891. Record of fees and costs in cases, showing style of case, auction fees, advertising costs, marshal's fees, towing bills, costs of oil, witness fees, license fees, and other items of expense in admiralty cases; the title on the book is incorrect, as it is an account book. (Seldom, official.) 12 x 16 vol., 2 in., on floor. R. 1. (629)
19. CIVIL, ADMIRALTY, AND CRIMINAL CASES, Nov. 1, 1892 - July 1, 1896. Record of marshal's fees for executing warrants, summoning jury, and serving other kinds of processes in civil, admiralty, and criminal cases and for expenses for transportation, meals, and lodging; also newspaper clippings, pasted in, showing published notices of public auction sales of boats, barges, tackles, apparel, and furniture. (Seldom, official.) 8 x 12 $\frac{1}{2}$  vols. (2), 1 in., on floor. R. 1. (624)
20. U. S. FUNDS DISBURSED, Aug. 7, 1895 - Dec. 31, 1925. Record of disbursements, salaries of court employees, fees and expenses of marshal, fees of jurors and witnesses, costs for support of prisoners, pay of bailiff, miscellaneous expenses, and total expended for each item during the fiscal year. (Seldom, official.) 16 x 17 vols. (8), 1 ft. 4 in., on floor. R. 1. (632)
21. CASH BOOKS; July 16, 1896 - June 24, 1929. Shows docket number, number of case, date, person paying fine or fee, amount paid to marshal, disbursements of those funds by the clerk, and deposits in national banks. Entered chronologically. (Seldom, official.) 13 x 18 vols. (2) in., on floor. R. 1. (614)
22. FEE AND EXPENSE RECORD, Sept. 21, 1896 - June 18, 1905. Shows docket number, period service was rendered, style of case, amount of fees, amount of expenses, and name of marshal performing service. Entered alphabetically by name of marshal, and chronologically. (Seldom, official.) 16 x 17 vol., 3 in., on floor. R. 1. (630)
23. LIBEL NOTICES AND CASH BOOK, June 21, 1897 - Mar. 30, 1902. Itemized statements of fees paid to the clerk in admiralty cases, and printed newspaper notices of libel citing names of persons to appear before court to show cause why certain boats, tackle, furniture, and apparel seized under libel should not be sold and showing proctors for libellants. (Seldom, official.) 10 x 14 vol., 1 in., on floor. R. 1. (948)

24. CRIMINAL DOCKETS, May 5, 1898 - Oct. 1, 1924. Show writ issued, nature of offense, person to be served, date of execution, person designated for service, amount of fee earned, amount received, and amount paid in service of process. Indexed. (Seldom, official.) 16 x 17 vols. (22), 5 ft. 3 in., on floor. R. 1. (949)
25. REGISTER OF PRISONERS IN COUNTY JAILS, July 12, 1898 - Apr. 4, 1929. Shows name of prisoner, offense charged, U. S. commissioner, U. S. marshal, date committed to jail, date discharged, and sentence of court. Indexed. (Seldom, official.)  $12\frac{1}{2}$  x 16 and  $11\frac{1}{4}$  x  $14\frac{1}{2}$  vols. (4), 6 in., on floor. R. 1. (615)
26. NAMES OF WITNESSES, Feb. 25, 1910 - Sept. 30, 1911. Show names and addresses of witnesses and amounts paid each witness quarterly. (Seldom, official.) 10 x 14 vol., 1 in., on floor. R. 1. (628)
27. JURY LISTS, Mar. 17, 1910 - Sept. 30, 1911. Show names and addresses of jurors and amounts paid each juror quarterly. (Seldom, official.) 10 x 14 vol., 1 in., on floor. R. 1. (631)
28. CIVIL DOCKETS, Jan. 6, 1912 - Apr. 15, 1925. Record of writs issued, showing kind of action, person to be served, date of execution, person serving, method of service, amount of fee earned, amount received, and amount paid for serving the process. Indexed. (Seldom, official.) 16 x 17 vols. (13), 2 ft. 8 in., on floor. R. 1. (698)
29. LIQUOR TURNED OVER TO U. S. MARSHAL BY ORDER OF U. S. DISTRICT COURT, July 16, 1918 - June 16, 1921. Dated receipts from marshal and deputies to special agents for whiskey seized, showing defendant and quantity of liquor seized. Indexed. (Seldom, official.) 10 x 12 vols. (2), 2 ft., on floor. R. 1. (623)
30. CRIMINAL DOCKET FILE, Aug. 25, 1925 to date. Typewritten data on each criminal, showing case number, personal description, and brief record of person from time of arrest to date of commitment to prison. Arranged numerically. (Frequently, official.) 10 x 12 folders, 1 ft. 4 in., in drawer of steel filing case. R. 349. (645)
31. LEDGERS, July 31, 1927 to date. Itemized expense accounts of marshals and deputies for salaries, showing amount spent for travel, board, lodging, telephone bills, and incidental expenses incurred in transacting official business. Indexed. (Frequently, official.) 15 x 17 vols. (2), 4 in., in open steel filing case. R. 349. (625)
32. CRIMINAL DOCKETS, Sept. 30, 1927 to date. Show name of defendant, case number, personal description, prior convictions, date of present conviction, and prison term. Indexed. (Frequently, official.) 15 x 17 vols. (19), 2 ft. 9 in., on 8 open steel shelves. R. 349. (637)
33. JAIL CARDS, INACTIVE, Sept. 9, 1928 to date. Show name of criminal, case number, personal description, and brief record of person from time of arrest to date of commitment to prison; the data is trans-

ferred to the criminal docket. Filed alphabetically. (Frequently, official.) 3 x 5 cards, 4 ft. 4 in., in 6 drawers of wooden card cabinets. R. 349. (627)

34. GENERAL CORRESPONDENCE, Jan. 1, 1932 to date. With various Government officials. Arranged alphabetically. (Frequently, official.) 10 x 12 folders, 3 ft. 3 in., in 2 drawers of steel filing case and on floor. R. 349. (950)

35. MARSHAL'S AND DEPUTIES' REPORTS, Mar. 31, 1936 to date. Type-written expense accounts of marshal and deputies, showing amounts spent for telephone bills, hotel, meals, and other expenses incident to official work. (Daily, official.) 8 x 14 bundles, 1 ft. 3 in., in drawer of steel filing case. R. 349. (613)

PULASKI

ASSISTANT UNITED STATES ATTORNEY  
(not surveyed)

RICHMOND

UNITED STATES ATTORNEY  
Post Office, 10th and Main Streets

Section 35 of the Judiciary Act of September 24, 1789, states that "There shall be appointed in each district a meet person learned in the law to act as attorney for the United States in such district . . . whose duty it shall be to prosecute in such district all delinquents for crime and offences cognizable under the authority of the United States, and all civil actions in which the United States shall be concerned, except before the supreme court in the district in which that court shall be holden." The name and date of the earliest United States Attorney at Richmond is unknown. The Attorney has no fixed policy for discarding papers. He does not, however, retain useless papers. The original case papers are filed in the Deputy Clerk's office at Richmond; additional copies of case papers are filed in the District Clerk's office at Norfolk. No papers prior to 1867 have been found.

36. CONFISCATION DOCKET BOOK, June 15 - Sept. 1, 1865. Shows copies of writs to the marshal to seize designated property after due and proper notice has been published and proclaimed according to law, person to whom notice was given, and date property was seized. (Never.)

9 $\frac{1}{2}$  x 14 vol., 2 in., in closed wooden box No. 39. Binding broken, damaged by vermin. R. 28. (249)

37. LAW DOCKET, Oct. 21, 1868 - Apr. 15, 1870. Shows case number, cause of action, party, court proceedings, and dates. Indexed. (Never.) 8 $\frac{1}{2}$  x 11 vol.,  $\frac{1}{2}$  in., in closed wooden box No. 6. Binding broken. R. 28. (250)

38. LETTER BOOKS, Mar. 25, 1874 - June 24, 1880. U. S. attorney's letters to persons at Washington, D. C., Richmond, Culpeper, Virginia, etc., concerning law cases. Indexed. (Never.) 9 $\frac{1}{2}$  x 11 press copy books (3), 1 in., in closed wooden box No. 6. Bindings broken, damaged by vermin, torn, ink faded, some sheets wrinkled. R. 28. (252)

39. LETTER BOOKS, Oct. 17, 1889 - Apr. 1, 1910. U. S. attorney's letters to persons in Washington, D. C., and Eastern Virginia, concerning instructions, cases, law, and Government employees. Most vols. indexed. (Never.) 10 x 12 press copy books (18), 1 ft. 8 in., in closed wooden box No. 6. R. 28. (253)

40. GENERAL LETTER BOOK, May 18 - Nov. 1, 1893; Oct. 15, 1896 - Nov. 3, 1897. Copies of letters sent to persons in Norfolk, Virginia, Washington, D. C., and New England concerning purchase of office furniture, pension cases, letters of recommendation, miscellaneous cases, bonds, matters of law, indicted persons, etc. Indexed. (Never.) 8 $\frac{3}{4}$  x 11 $\frac{1}{4}$  vol., 1 $\frac{1}{2}$  in., in wooden box No. 26. Some pages loose. R. 28. (254)

41. GENERAL LETTER BOOK, Jan. 17 - Dec. 2, 1898. Carbon copies of letters sent concerning pensions, documents, and cases. Indexed. (Never.) 11 $\frac{3}{4}$  x 12 $\frac{3}{4}$  vol.,  $\frac{1}{2}$  in., in closed wooden box No. 28. R. 28. (255)

42. LETTER BOOK, Sept. 16 - Dec. 1, 1898. Attorney's letters to persons at Richmond and Norfolk, concerning instructions, checks, vouchers, mandates, and resignations. (Never.) 10 $\frac{1}{2}$  x 12 loose-leaf book, 1/16 in., in closed wooden box No. 28. R. 28. (256)

43. WITNESS DOCKET, Nov. 23, 1901 - Nov. 5, 1907. Shows names of witnesses, date summoned to appear, date of report, and date discharged. Entered alphabetically. (Never.) 9 x 13 vol.,  $\frac{1}{2}$  in., in closed wooden box No. 6. R. 28. (251)

44. LETTER BOOK FOR REPORTS ONLY, Mar. 3, 1903 - Jan. 4, 1910. Copies of reports on cases, appointments, and expenses. Vol. 1 indexed. (Never.) 10 x 12 press copy books (2),  $\frac{3}{4}$  in., in closed wooden box No. 6. R. 28. (258)

45. LETTER FILES, July 15, 1904 - Jan 1, 1908. From Government officials, concerning advice, expenses, oaths of office, appointments, cases, and Government papers. Entered chronologically. (Never.) 8 x 12 loose-leaf books (7), 1 ft. 2 in., in closed wooden box No. 26. R. 28. (257)

46. FILES, Dec. 2, 1910 - Dec. 31, 1913. Briefs of cases, correspondence, orders of commitment, etc. (Never.) 9 x 11 $\frac{1}{4}$  folders, 1 ft. 6 in., in closed wooden box No. 28. Brittle. R. 28. (259)

47. GENERAL CORRESPONDENCE, Jan. 1923 - Apr. 1, 1931. With lawyers, the Department of Justice, etc., concerning cases and claims. Filed alphabetically. (Seldom, official.) 9 x 15 folders, 3 ft. 4 in., in 4 drawers of steel filing case. R. 309. (260)

48. GENERAL CORRESPONDENCE, Apr. 1, 1931 to date. Letters and reports from individuals and Department of Justice agents, and letters from Government agencies bringing suits for claims. Filed alphabetically. (Daily, confidential.) 9 x 15 folders, volume unknown, in drawer of steel filing case. R. 309. (262)

49. COMPLAINTS, n. d. By individuals and the Department of Justice, concerning individuals suspected of violating Federal laws. Filed alphabetically. (Daily, confidential.) 9 x 15 folders, volume unknown, in drawer of steel filing case. R. 309. (261)

DEPUTY UNITED STATES MARSHAL  
Post Office, 10th and Main Streets

The office of United States Marshal was provided for under section 27 of the Judiciary Act of September 24, 1789. In or shortly after 1870, when Congress created the Department of Justice, the marshal was transferred from Richmond to Norfolk, leaving at Richmond his deputy only. No papers prior to 1858 have been found. There are no useless papers. No registers of U. S. prisoners in county and city jails have been discovered, and no card system covering this subject prior to March 5, 1933. Department of Justice Circulars 2029 and 2038 of April 27 and May 28, 1929 provided that the card system should become effective throughout the country on June 1, 1929. The official in charge could not say why the system was apparently not instituted in this office until March 5, 1933, the date of the first Commitment Cards on file.

50. ITEMIZED EXPENSE ACCOUNT, Sept. 2, 1858. John F. Wiley's report for May term of court, showing amount spent for lodging, meals, horse-hire, tug-hire, issuance of warrants, publications and proclamations of notices of actions in court, fees for witnesses, place where court was held, principal accounts of expenses, amounts paid bailiffs, number of days' attendance at district court, and when absent on duty in circuit court. (Never.) 5 x 12 bundle,  $\frac{1}{4}$  in., in closed wooden box No. 31. Dirty, brittle, ink faded, damaged by careless handling. R. 28. (232)

51. APPLICATIONS AND RECOMMENDATIONS, Jan. 2, 1859 - Jan. 3, 1861. Applications for positions as county census takers submitted to the marshal by individuals endorsed by influential citizens in the county. (Never.)  $3\frac{1}{2}$  x  $8\frac{1}{2}$  loose papers, 7 in., in closed wooden box No. 31. Damaged by careless handling, brittle, dirty, torn, ink faded. R. 28. (247)

52. ITEMIZED EXPENSE ACCOUNT, July, Nov. 1860. John F. Wiley's report showing detailed information of amounts spent at Richmond and Norfolk for lodging, meals, horse-hire, issuance of warrants, publications and proclamations of notices of actions in court, fees for witnesses, etc. (Never.)  $3\frac{1}{2}$  x 15 loose sheets,  $\frac{1}{2}$  in., in closed wooden box No. 39. Dirty, torn. R. 28. (233)

53. ITEMIZED EXPENSE ACCOUNTS, Sept. 1865. Of John Underwood, showing exact amounts spent for lodging and meals, horse-hire, issuance of warrants, fees paid witnesses, amounts paid for publications and proclamations of notices of actions in court, name of place where court was held, accounts of expenses incurred therein, amounts paid bailiffs, and number of days of attendance at court; also attached warrants authorizing payment, reports of first auditor's office of the Treasury Department declaring accounts to be correct, and warrants signed by the Treasurer and Register of the Treasury authorizing the transfer of amounts shown. (Never.)  $2\frac{1}{2}$  x 13 loose papers,  $\frac{1}{2}$  in., in closed wooden box No. 31. Dirty, brittle, damaged by careless handling. R. 28. (234)

54. DOCKET NUMBER ONE IN BANKRUPTCY, Aug. 19, 1867 - Apr. 17, 1868. Shows case number, name of bankrupt, person by whom warrant was executed, itemized statement of fees due, and date of payment. (Never.)  $11\frac{1}{2}$  x 17 vol., 1 in., in closed wooden box No. 2. Binding broken, damaged by vermin. R. 28. (225)

55. LETTER BOOK, Apr. 18, 1869 - May 15, 1871. Copies of letters sent to persons in Virginia and Washington, D. C., concerning matters of law, marshal's files, expenses, and other business. Entered chronologically. (Never.) 8 x 14 vol.,  $1\frac{1}{2}$  in., in closed wooden box No. 4. Damaged by vermin. R. 28. (244)

56. LETTER BOOK, Mar. 10, 1870 - Sept. 13, 1872. Copies of letters to persons in Eastern Virginia and Washington, D. C., concerning fees, law, summons to witnesses, and collections of bills. Entered chronologically. (Never.)  $9\frac{1}{2}$  x  $11\frac{1}{2}$  vol., 2 in., in closed wooden box No. 4. Bindings broken, damaged by vermin. R. 28. (245)

57. MARSHAL'S FEE BOOK, July 30, 1871 - Feb. 9, 1892. Shows amount of fees collected for taking recognizances of prisoners and witnesses, swearing in witnesses, and for issuing search warrants. (Never.) 8 x  $12\frac{1}{2}$  vol., 1 in., in closed wooden box No. 2. Binding broken. R. 28. (235)

58. EXECUTIONS, Dec. 1, 1871 - Apr. 24, 1888. Show style and



style and number of case, debts and costs, reference to postponement, and, in some instances, notations on collection. Indexed. (Never.) 11 x 16 vols., 1 in., in closed wooden box No. 4. Damaged by vermin. R. 28. (226)

59. RECORD OF DISBURSEMENTS IN BANKRUPTCY, ADMIRALTY, AND EQUITY CASES, Mar. 10, 1874 - Apr. 24, 1875. Shows amounts paid for having notices printed and for making inventories of property before sale, dates of payment, and marshal's fees. (Never.)  $7\frac{1}{2}$  x  $12\frac{1}{2}$  vol., 1 in., in closed wooden box No. 2. R. 28. (231)

60. FEES AND EXPENSES, U. S. MARSHAL'S OFFICE, June 29, 1889 - Dec. 15, 1892. Record showing check number, draft number, explanatory remarks, and statement of debit and credit. Entered chronologically. (Never.) 8 x 13 vol.,  $\frac{1}{2}$  in., in closed wooden box No. 4. Damaged by vermin. R. 28. (236)

61. MISCELLANEOUS EXPENSES, June 29, 1889 - Oct. 31, 1892; July 6, 1889 - Dec. 15, 1892. Account showing payee, check number, and amount paid. (Never.) 8 x  $12\frac{3}{4}$  vols. (2),  $\frac{1}{8}$  in., in closed wooden box No. 4. Bindings loose, damaged by vermin. R. 28. (239)

62. FEES FOR WITNESSES, July 6, 1889 - Oct. 15, 1892. Record showing name of witness, date and amount paid, appropriation allowed, total amount expended, and balance after expenditure. (Never.) 8 x 13 vol.,  $\frac{1}{2}$  in., in closed wooden box No. 4. Bindings broken, damaged by vermin. R. 28. (238)

63. FEES FOR JURORS, July 6, 1889 - Dec. 15, 1892. Record showing name of juror, amount paid, appropriation allowed, total amount expended, and balance after expenditure. (Never.) 8 x  $12\frac{1}{2}$  vols. (2), 2 in., in closed wooden box No. 4. Bindings broken, damaged by vermin, front of 1 vol. missing. R. 28. (237)

64. DOCKET, Nov. 8, 1892 - Mar. 22, 1895. Record of district court cases, showing plaintiff, defendant, violation, expenses incurred, and disposition in each case. (Never.)  $8\frac{1}{2}$  x 14 vol., 1 in., in closed wooden box No. 4. Damaged by vermin. R. 28. (227)

65. STUB BOOKS OF CHECKS PAID TO JURORS AND WITNESSES, Mar. 30, 1894 - Aug. 7, 1897. Show date check was issued, payee, amount, reason paid, and number of days' service. (Never.) 6 x 8 vols. (19), 9 in., in closed wooden box No. 4. R. 28. (242)

66. ITEMIZED ACCOUNTS OF FEES AND EXPENSES, Apr. 1, 1894 - Nov. 30, 1909. Show traveling expenses, subsistence, and fees earned by the marshal and field and office deputies in civil and criminal cases, attested by clerk or deputy clerk; also attached fee receipts. Entered and filed chronologically. (Never.)  $2\frac{1}{2}$  x  $3\frac{1}{2}$  vol, and loose papers, 42 ft., in closed wooden box No. 23. R. 28. (240)

67. RECORD, July 4, 1895 - June 24, 1896. Account of expenses in summoning grand and petit jurors. (Never.) 9 x 14½ vol., 1 in., in closed wooden box No. 4. Binding broken, brittle, damaged by vermin. R. 28. (241)

68. CLERK'S RECEIPTS, Oct. 26, 1896 - June 30, 1909; Sept. 20, 1914 - Sept. 28, 1920. Show serial number, parties to suit, name of marshal, reference to marshal's docket, place and date of receipt, designation of district, amount received, and signature of the deputy clerk. Arranged chronologically. (Seldom, official.) 3½ x 8½ loose sheets, 1 ft. 6 in., in steel folded document holder and in 3 fiber envelopes. Storeroom off R. 306. (503)

69. CASH BOOK, May 9, 1914 - July 1, 1921. Shows name of marshal, number of docket, number of case, serial number of check or warrant, miscellaneous items, other funds received or disbursed, and date of each transaction. (Seldom, official.) 10½ x 17¾ vol., 1 in., on open steel shelf. Storeroom off R. 306. (504)

70. CRIMINAL DOCKETS, July 9, 1921 - Apr. 25, 1933. Show defendant, nature of offense, date, complainant, date of return on indictment, and statements on issuance and execution of warrant. Indexed. (Seldom, official.) 6½ x 15 vols. (6), 1 ft., on open steel shelf. Storeroom off R. 306. (507)

71. CIVIL DOCKETS, July 14, 1921 - Apr. 25, 1933. Show defendant, nature of offense, complainant, date of complaint, return date on indictment, and statements regarding issuance and execution of warrant. Indexed. (Seldom, official.) 15 x 17 vols. (4), 9 in., on open steel shelf. Storeroom off R. 306. (508)

72. TELEPHONE AND TELEGRAPH VOUCHERS, Jan. 1922 - Feb. 1930. Form 1034, showing department or establishment, title or symbol of appropriation, payee, contract number, date, expenditure symbol, number and date of order, period of service, article, description, unit price, and amount, with payee's invoice attached; the originals were sent to the Treasurer's office for payment. Arranged chronologically. (Seldom, official.) 3½ x 8½ folded sheets, 1 ft. 8 in., in 2 steel folded document holders. Storeroom off R. 306. (505)

73. CORRESPONDENCE, 1925 - 1930. Letters to the U. S. attorney, assistant U. S. attorney, lawyers, deputy clerks, the superintendent of the State Penitentiary, commonwealth attorneys, etc., concerning prisoners, seizure of property to satisfy claims, cases growing out of the Volstead Act, and the serving of subpoenas, bench warrants, and other court papers. Filed alphabetically. (Seldom, official.) 8½ x 11 loose sheets, 2 ft. 2 in., on open steel shelf and in 8 box files. Storeroom and R. 306. (506)

74. AUTOMOBILES, VOUCHERS, AND TELEPHONE BILLS, Sept. 28, 1931 to date. Vouchers and telephone bills for the U. S. marshal's office, and correspondence with various persons regarding the purchase of seized

automobiles. Folders labelled. (Daily, official.) 9 x 12 folders, 3 in., in drawer of wooden filing case, R. 306. (248)

75. COMMITMENT CARDS, Mar. 5, 1933 to date. Shows name and description of prisoner, place, time, and date of commitment, charge, amount of bond required, and deputy making the commitment. Arranged alphabetically. (Daily, official.)  $3\frac{1}{2}$  x  $5\frac{1}{2}$  cards,  $3\frac{1}{2}$  in., in drawer of wooden and steel card cabinet. R. 306. (228)

76. FINGERPRINT RECORDS, 1934 to date. Identification records of persons violating Federal laws, in custody or at large, giving fingerprints, measurements, description, and signature; the reverse side shows the charge, bail, and disposition of case. Arranged alphabetically. (Daily, official.) 8 x 8 cards, 10 in., in drawer of wooden filing case. R. 306. (229)

77. ABSTRACTS AND EXPENSE REPORTS, June 30, 1934 to date. Carbon copies of accounts sent to the marshal's office at Norfolk, showing the deputy marshal and parties in each suit, cause of action, kind of writ, dates issued and returnable, person by whom the writ was issued, date received, itemized account of fees earned and expenses incurred, remarks, voucher, page, and docket numbers, and amount carried forward to abstract. Entered and filed chronologically. (Daily, official.) 9 x  $14\frac{1}{2}$  vol. and covers, 1 ft. 6 in., in wooden case under office counter. R. 306. (243)

78. GENERAL CORRESPONDENCE, Nov. 8, 1934 to date. With other Government agencies, including requests for the delivery of prisoners from city and county jails to the U. S. marshal. Filed alphabetically. (Daily, official.)  $9\frac{1}{2}$  x 12 folders, 1 ft., in 3 drawers of wooden and steel filing case. R. 306. (246)

79. RELEASE CARDS, Oct. 17, 1935 to date. Show hour and date of prisoner's release on bond or transfer to Federal confinement and name of deputy marshal. Arranged alphabetically. (Daily, official.)  $3\frac{1}{2}$  x  $5\frac{1}{2}$  cards, 3 in., in drawer of wooden and steel card cabinet. R. 306. (230)

#### ROANOKE

- UNITED STATES ATTORNEY
- (A) Post Office and Courthouse  
Church Ave. and 2d St., S. W.
  - (B) Old Post Office and Courthouse  
Church Ave. and 1st St., S. W.

The office of the United States Attorney was first established at

Roanoke about 1907. It has been open consecutively at Roanoke only since 1923. The Attorney has no fixed policy for discarding papers. He does not, however, retain useless papers. The original case papers are filed in the Deputy Clerk's office at Roanoke.

80. LAW AND CHANCERY DOCKET, Jan. 20, 1874 - Feb. 21, 1882. Shows parties, cause of actions, date, court proceedings, amount claimed, amount recovered, and costs of court; covers cases at Abingdon, Lynchburg, Danville, and Harrisonburg. Indexed. (Never.) 12 x 18 vol., 2 in., on wooden shelf. Dirty, damaged by vermin. SE. corner, basement (Bldg. B). (92)

81. CRIMINAL DOCKETS, Sept. 1874 - Sept. 14, 1892. Show defendant; case number, offense charged, date of indictment, and court proceedings, cover cases for Lynchburg, Abingdon, Danville, and Harrisonburg. Indexed. (Never.) 12 x 18 vols. (3), 5 in., in open wooden box. Bindings broken, dirty, damaged by vermin. SE. corner, basement (Bldg. B). (90)

82. LAW AND CHANCERY DOCKET, July 7, 1885 - Jan. 23, 1911. Shows parties, case number, cause of action, date, court proceedings, amount claimed, amount recovered, and total court costs; covers cases at Danville, Abingdon, Harrisonburg, Lynchburg, Roanoke, and Big Stone Gap. Indexed. (Never.) 12 x 18 vol., 2 in., on floor. Dirty, torn, bindings broken, damaged by careless handling. Center, attic (Bldg. B). (91)

83. CRIMINAL DOCKET, May 8, 1894 - Oct. 9, 1899. Shows defendant, case number, nature of offense charged, date of indictment, date of trial, court proceedings, and disposition of prisoner; covers cases at Abingdon and Danville. Indexed. (Never.) 12 x 18 vol., 2 in., on floor. Center, attic (Bldg. B). (89)

84. CRIMINAL DOCKETS, 1895 - 1908. Show place of court, term, case number, defendant, offense charged, witnesses for the U. S., when defendant was indicted, status of case, and judgment of court; covers cases at Abingdon, Danville, Harrisonburg, Lynchburg, Roanoke, and Big Stone Gap. (Never.) 9 x 14 paper-backed books fastened by brads (72), 1 ft. 6 in., on 2 open wooden shelves. Dirty, torn, scattered, damaged by careless handling. SE. corner, basement (Bldg. B). (88)

85. GRAND JURY DOCKETS, June 1898 - June 1915. Show number of case, defendant, U. S. witnesses, whether true bill was found, and notation on section of law under which prosecution was sought. (Never.) 10 $\frac{1}{2}$  x 16 vols. (8), 6 in., on open wooden shelf. Bindings broken, damaged by vermin and careless handling. SE. corner, basement (Bldg. B). (96)

86. CRIMINAL DOCKETS, Nov. 1, 1904 - Jan. 31, 1908. Show U. S. attorney, case number, defendant, witnesses for the U. S., memoranda of former orders of court, memoranda of orders entered at the current term, etc.; cover cases at Danville, Abingdon, Lynchburg, Roanoke, Harrisonburg, and Big Stone Gap. Indexed. (Never.) 14 x 16 vol., 3 in., on floor. Dirty, bindings broken, damaged by careless handling. Center, attic (Bldg. B). (87)

87. LEDGER, Feb. 1, 1902 - June 5, 1906. Shows defendant, date case was docketed, case number, offense charged, and status of case; covers civil and criminal cases at Danville and Abingdon and is used by the district attorney and assistants to determine the status of cases. Indexed. (Never.) 9 x 14 vol., 1 in., on open wooden shelf. Bindings broken, dirty, damaged by vermin. SE. corner, basement (Bldg. B). (95)

88. CIVIL DOCKETS, Mar. 23, 1906 to date. Show case number, city where court was held, U. S. attorney or assistant, defendant, cause of action, U. S. witnesses, papers filed, and court proceedings. Indexed. (Frequently, restricted.) 11 x 16 vols. (6) and 10 x 11 $\frac{1}{2}$  loose-leaf books (7), 1 ft. 10 in., on 13 open steel shelves, Vault in R. 220 (Bldg. A). (205)

89. CORRESPONDENCE IN DRY FORK CASE, Dec. 18, 1907 - Sept. 6, 1910. With the Attorney General, Commissioner of Internal Revenue, internal revenue officials, judges, and clerks, concerning violations of internal revenue laws by the Dry Fork Distilling Company, Danville, Virginia; the file covers 3 suits: a criminal suit brought for fraudulent disposition of spirits on which no tax had been paid and 2 civil suits brought to collect unpaid revenue due the U. S. from the disposition of spirits. Arranged chronologically. (Never.) 9 x 12 letter file, 3 in., on open wooden shelf. Dirty, torn, damaged by careless handling and faulty containers. SE. corner, basement (Bldg. B). (200)

90. CRIMINAL DOCKETS, Aug. 10, 1910 to date. Show case number, city where court was held, U. S. attorney or assistant, defendant, section of Federal Statutes violated, U. S. witnesses, memoranda of papers filed, and court proceedings. Indexed. (Frequently, confidential.) 11 x 16 vols. (19) and 10 x 11 $\frac{1}{2}$  loose-leaf books (11), 4 ft. 8 in., on 30 open steel shelves. Vault in R. 220 (Bldg. A). (206)

91. DOCKETS, July 3, 1911 - Jan. 29, 1913. Show case number, parties, attorneys, nature of case, witnesses, and court proceedings; cover criminal and civil cases at Charlottesville, Big Stone Gap, Roanoke, Lynchburg, Abingdon, Danville, and Harrisonburg. Indexed. (Never.) 9 x 12 vols. (2), 3 in., on open wooden shelf. Bindings dirty, damaged by vermin. SE. corner, basement (Bldg. B). (93)

92. EXPENSES, July 3, 1912 - Dec. 14, 1914. Itemized accounts of expenses of U. S. attorney and assistants while traveling on official business, listing amounts spent for hotel bills, meals, railroad fare, car fare, and telegrams; office expenses of U. S. attorney and assistants, including rent of telephone and charges for publishing notices and for drayage; certified copies of clerk's office expense records, telegrams, printing, and lithographing, showing check numbers and dates of payment by marshal; and copies of telegrams to the Attorney General, Washington, D. C., post office inspectors, deputy marshals, and deputy clerks of district courts. Entered chronologically. (Never.) 11 x 17 vol., 1 in., on open wooden shelf. Cover dirty. SE. corner, basement (Bldg. B). (98)

93. CRIMINAL CASES ENDED, Oct. 3, 1919 - Feb. 10, 1937. Correspondence, transcripts of the U. S. commissioner, indictment or information, capiases, testimony, exhibits, depositions, affidavits, judgments, sentences, and final commitments. Arranged numerically. (Occasionally, official.)  $9\frac{1}{2}$  x 15 envelopes, 71 ft., in 39 drawers of steel filing cases. R. 218 (Bldg. A). (83)

94. CROSS INDEX TO ENDED CRIMINAL CASES, Oct. 3, 1919 - Feb. 10, 1937. Shows defendant, case number, date and place of commitment of crime, final disposition of case, and name of victim. Arranged alphabetically. (Frequently, confidential.) 5 x 8 cards, 6 ft., in 8 drawers of steel card cabinets. R. 218 (Bldg. A). (84)

95. SEIZURES OF AUTOMOBILES, HORSES, WAGONS, AND WHISKEY, Apr. 21, 1921 - Mar. 18, 1923. Record shows witnesses for the U. S., defendant, description of property seized, county where seizure was made, date of seizure, and disposition of case; covers seizures made under the National Prohibition Act, effective Jan. 16, 1920. Indexed. (Never.)  $10\frac{1}{2}$  x 16 vol., 1 in., on floor. Dirty. Center, attic (Bldg. B). (94)

96. CIVIL CASES ENDED, Nov. 22, 1921 to date. Declarations, processes, marshal's returns, pleas or demurrers, joining of issue, impaneling of jury, verdicts, judgments, and bills of exception in common law cases; and bills of complaint, processes, marshal's returns, answers, replications, testimony and exhibits for plaintiff, testimony and exhibits for defendant, testimony and exhibits in rebuttal, opinions, and decrees in equity cases; also letters sent and received by the U. S. attorney concerning cases. Arranged numerically. (Seldom, official.)  $9\frac{1}{2}$  x 15 envelopes, 22 ft., in 12 drawers of steel filing cases. R. 218 (Bldg. A). (85)

97. CROSS INDEX TO ENDED CIVIL CASES, Nov. 22, 1921 to date. Shows plaintiff, defendant, case number, kind of action, date of institution of suit, and final disposition of case. Arranged alphabetically. (Frequently, confidential.) 5 x 8 cards, 6 in., in drawer of steel card cabinet. R. 218 (Bldg. A). (86)

98. WITNESS DOCKET, Sept. 10, 1928 to date. Shows case number, witnesses, and dates summoned to appear, reported, and discharged; record not used prior to 1928. Indexed. (Frequently, confidential.) 10 x  $11\frac{1}{2}$  loose-leaf book, 2 in., on open steel shelf. Vault in R. 220 (Bldg. A). (204)

99. CIVIL CASES, PENDING, Feb. 18, 1931 to date. Declarations, processes, marshal's returns, pleas or demurrers, joining of issue, impaneling of jury, verdicts, judgments, and bills of exception in common law cases; and bills of complaint, processes, marshal's returns, answers, replications, testimony and exhibits for plaintiff, testimony and exhibits for defendant, testimony and exhibits in rebuttal, opinions, and decrees in equity cases; these are civil cases in which the U. S. is either plaintiff or defendant. Card index. (Frequently, confidential.)  $9\frac{1}{2}$  x 15 envelopes, 4 ft. 4 in., in 3 drawers of steel filing case. R. 222 (Bldg. A). (203)

100. CROSS INDEX TO PENDING CIVIL CASES, Feb. 18, 1931 to date. Shows plaintiff, defendant, case number, kind of action, and date suit was instituted. Arranged alphabetically., (Frequently, official.) 5 x 8 cards, 4 in., in drawer of steel card cabinet. R. 222 (Bldg. A). (202)

101. CRIMINAL CASES, PENDING, Dec. 7, 1935 to date. Copies of transcripts from the U. S. commissioner, indictments or information, capiases, testimony, exhibits, depositions, affidavits, judgments, sentences, and final commitments. Filed numerically. Card index. (Frequently, confidential.) 9 $\frac{1}{2}$  x 15 envelopes, 2 ft. 6 in., in 2 drawers of steel filing case. R. 222 (Bldg. A). (201)

102. CROSS INDEX TO PENDING CRIMINAL CASES, Dec. 7, 1935 to date. Shows defendant, case number, date and place where crime was committed, and name of victim. Arranged alphabetically. (Frequently, confidential.) 5 x 8 cards, 5 in., in drawer of steel card cabinet. R. 222 (Bldg. A). (207)

UNITED STATES MARSHAL

- (A) Post Office and Courthouse  
Church Ave. and 2d St., SW.
- (B) Old Post Office and Courthouse  
Church Ave. and 1st St., SW.

On June 30, 1902 " an act to establish a regular term of United States district courts in Roanoke City, Virginia, and for other purposes" decreed that the marshal for the Western District of Virginia shall discharge all the duties of marshal implicit in the business of the circuit and district courts at Roanoke City. Appropriations of United States funds for the Marshal's office are made prior to each fiscal year. The originals of the marshal's and deputy marshal's accounts are sent to Washington at the end of each quarter. Department of Justice Circulars 2029 and 2038 of April 27 and May 28, 1929, required that the card system of recording U. S. prisoners held in county and city jails become effective on June 1, 1929. A Register of U. S. Prisoners in County Jails was maintained through September 30, 1934, however, in addition to card records. The card system was first used by this office in January 1931. The three volumes of the Register for October 9, 1898 - June 20, 1918, were left in the Old Post Office Building, Roanoke, when the Marshal's office was removed in 1932 to its present location. No Register was found for June 21, 1918 - February 27, 1932. The Marshal preserves the card records for an indefinite period, although no definite provisions have been made for retaining them permanently. Some of the older records of the marshal and deputy marshals of the Western District of Virginia are missing.

103. FEE AND EXPENSE RECORD, July 1, 1896 - Jan. 29, 1904. Quarterly account of fees due the marshal and deputies and expenses incurred in

performing official duties, showing name of marshal or deputy, voucher number, style of case, criminal or civil docket number, date account was rendered, period in which service was rendered, amount of fee, expense, and deputy's share of fee. Indexed. (Never.)  $15\frac{1}{2}$  x  $18\frac{1}{2}$  vol., 3 in., on floor. Bindings broken, dirty, damaged by careless handling and faulty containers. Center, attic (Bldg. B). (60)

104. CRIMINAL DOCKETS, July 2, 1896 - May 3, 1904; May 17, 1906 - Mar. 5, 1909. Show marshal's case number, court case number, nature of writ, defendant, offense charged, writ issued, by whom issued, date and place issued, date and manner of service and execution, on whom served, date, place, and by whom returned, date and place of hearing, disposition of prisoner, and itemized and totaled account of fees and expenses. Indexed. (Never.)  $19\frac{1}{4}$  x  $20\frac{1}{2}$  and  $15\frac{1}{2}$  x  $19\frac{1}{4}$  vols. (8), 2 ft., on floor. Dirty. Center, attic (Bldg. B). (52)

105. U. S. FUNDS DOCKET, Aug. 16, 1896 - Dec. 31, 1900. Record of receipts and disbursements, showing date and amount received; date and amount disbursed to jurors and witnesses and for support of prisoners and miscellaneous office expenses. Entered chronologically. (Never.) 17 x  $18\frac{1}{2}$  vol. 3 in., on floor. Center, attic (Bldg. B). (59)

106. REGISTER OF U. S. PRISONERS IN COUNTY JAILS, Oct. 9, 1898 - June 20, 1918. Record of temporary commitments, showing prisoner, offense charged, committing officer, and date of commitment and date of release; and record of permanent commitments, showing prisoner, committing officer, dates of commitment and release, period of sentence, amount of fine, and whether discharged because of expiration of sentence, payment of fine and costs, or pardon; covers prisoners from all counties and cities in the Western District. Indexed. (Never.) 12 x 15 and 12 x 14 vols. (3), 6 in., on floor. Bindings broken, damaged by careless handling. Center, attic (Bldg. B). (97)

107. GENERAL CORRESPONDENCE, 1900 - 1923. With the Departments of the Treasury and Justice, district clerks and deputy clerks, U. S. commissioners, U. S. attorneys and assistants of Virginia and other states, deputy marshals, attorneys at law, sheriffs, deputy sheriffs, chiefs of police, and individuals. Filed alphabetically. (Never.)  $8\frac{1}{2}$  x 10 loose sheets, 12 ft. 8 in., in 49 cardboard letter files on floor. Dirty, torn, scattered, damaged by careless handling and faulty containers. Center, attic (Bldg. B). (67)

108. CIVIL DOCKET, Aug. 31, 1908 - Apr. 1, 1911. Shows marshal's case number, court case number, parties, attorneys, nature of process issued, place from which issued, name of court, date returnable, date, place, and manner of receipt, person to whom delivered for service, date, place, and manner of delivery, marshal's return on process, itemized account of fees and expense, amount, nature, source, and disposition of receipts; covers processes issued at Big Stone Gap, Abingdon, Roanoke, Lynchburg, Harrisonburg, Danville, and Richmond. Indexed. (Never.) 19 x 20 vol., 1 in., on floor. Center, attic (Bldg. B). (49)

109. CIRCULAR LETTERS TO DEPUTIES, Mar. 14, 1912 - Nov. 9, 1921. Mimeographed circular letters and copies of letters from the Department



of Justice and the marshal to deputies, concerning the conduct of offices, handling and sale of confiscated property, and instructions regarding information given to the press for publication. Arranged alphabetically. (Never.) 8 x 10 $\frac{1}{2}$  loose papers, 3 in., in cardboard letter file on floor. Dirty, bindings broken, damaged by vermin and careless handling. Center, attic (Bldg. B). (74)

110. CASH LEDGER, Jan. 16, 1911 - Sept. 30, 1921. Quarterly account showing names of marshal and deputies, date of disbursement, check number, reference to U. S. funds docket, amount paid for office expense, salary expenditure, fee, expenses of marshal, deputies, and district attorney, amount of fees for witnesses, and pay of bailiff. Indexed. (Never.) 14 $\frac{3}{4}$  x 17 vol., 2 in., on open steel shelf. Vault in R. 204 (Bldg. A). (65)

111. ABSTRACT OF [QUARTERLY] ACCOUNTS OF MARSHAL AND DEPUTY MARSHALS, Jan. 1, 1914 - Dec. 31, 1929. Shows names of marshal and deputies, quarter, voucher number, amount of fees earned by fee deputy, amount of fees paid to deputy, expenses, travel expenses, subsistence and other expenses paid by marshal, total amount paid, total earnings, and amounts collected by clerk from individuals due the marshal in civil cases; also attached itemized account of fees earned and expenses incurred while serving criminal or civil process, appropriation, receipts to marshal for transportation of prisoner, amount paid guard, and amount for board and lodging for deputy marshal and prisoner. Arranged chronologically. (Never.) 8 $\frac{1}{2}$  x 14 bundles, 7 ft., on 3 metal shelves in open wooden cabinet and in cardboard letter file on floor. Dirty, torn, scattered, damaged by careless handling and faulty containers. Center, attic (Bldg. B). (63)

112. REPORTS ON SERVICE, RETURNS OF WRITS, AND RECEIPTS OF WRITS, July 16, 1916 - 1918; 1925 - Aug. 1927; Apr. 1928 - Mar. 29, 1930. Show date and place where writ was served, defendant, nature of writ, criminal offense committed or nature of civil suit or action, date issued, by whom issued, when and where returnable, when received by marshal, where received, manner of delivery, copy of return made on writ, and signature of the marshal or deputy. Filed alphabetically. (Never.) 5 x 9 and 7 x 9 loose sheets, 1 ft., in 6 cardboard letter files on floor. Dirty, scattered, damaged by careless handling. Center, attic (Bldg. B). (47)

113. DRAFT LAW VIOLATORS, Oct. 15, 1917 - June 22, 1918. Form 146A - PMGO, listing citizens called by the local draft board who failed to report and submit to examination, with additional typewritten copies of names attached; also correspondence of marshal pertaining to draft law violations in and out of the district and state and with persons who failed to report for examinations or give information for questionnaires furnished by the local board. Arranged alphabetically. (Never.) 8 x 10 $\frac{1}{2}$  loose papers, 3 in., in cardboard letter file on floor. Dirty. Center, attic (Bldg. B). (70)

114. CORRESPONDENCE [REGARDING] DESERTERS, Jan. 8 - Aug. 8, 1918. Correspondence with various Government agencies relative to deserters,

giving description and name of deserter from Army or Navy, place and time of desertion, and unit. Filed alphabetically. (Never.) 8 x 10 $\frac{1}{2}$  loose papers and 4 x 9 cards, 9 in., in cardboard letter file on floor. Dirty, bindings broken, damaged by careless handling. Center, attic (Bldg. B). (72)

115. MISCELLANEOUS RECORDS OF ALIEN ENEMIES, MALE AND FEMALE, Jan. 15 - Dec. 21, 1918. Lists showing names, fingerprints, and other information for identification of alien enemies; correspondence with the Department of Justice, district attorneys, chiefs of police, and sheriffs; applications of aliens for permission to travel remaining under jurisdiction of the marshal; lists of registrars and their assistants; report cards showing standings of cases; applications of aliens asking permission to remain in the U. S.; and copies of the marshal's telegrams. Arranged alphabetically. (Never.) 8 x 10 $\frac{1}{2}$  loose sheets, 1 ft. 3 in., in 5 cardboard letter files on floor. Dirty. Center, attic (Bldg. B). (71)

116. REPORTS ON U. S. FUNDS, July 1, 1919 to date. Show date of payment, check number, payee, amount of check, marshal, date of bond, salary, fees earned and expenses incurred, fees of jurors and witnesses, amount allowed for support of prisoner, pay of bailiff, miscellaneous expense, salary and expense of district attorney, amount paid to regular assistant attorney, salary and expense of district judge, salary and expense of clerk of court, and gross amount received. Entered chronologically. (Older records, occasionally; current records, frequently, official.) 15 x 17 vols. (9), 1 ft. 6 in., on 8 open steel shelves. R. 204 (Bldg. A). (58)

117. CORRESPONDENCE [WITH JAILERS], Oct. 3, 1919 - Apr. 4, 1922. Concerning terms and records of U. S. prisoners confined in county jails and accounts rendered for maintenance of prisoners. Arranged alphabetically. (Never.) 8 x 10 $\frac{1}{2}$  loose papers, 3 in., in cardboard letter file on floor. Dirty, bindings broken, damaged by careless handling. Center, attic (Bldg. B). (73)

118. RECEIPTS AND OLD LETTERS, Jan. 15, 1920 - Oct. 1, 1934. Letters from the Department of Justice and district clerks to deputy marshals, district attorneys, clerks and deputy clerks, judges, and jailers, concerning rent of courtrooms, requisitions for office supplies, and other official business; also receipts covering amounts expended for support of prisoners and for purchase of pistols and ammunition. Arranged alphabetically. (Seldom, official.) 8 $\frac{1}{2}$  x 10 loose papers, 2 ft., on open metal shelf. Dirty. Vault in R. 204 (Bldg. A). (69)

119. REPORTS ON SERVICE, RETURNS OF WRITS, AND RECEIPTS OF WRITS, Feb. 1, 1920 - Sept. 16, 1924. Show date and place where writ was served, defendant, nature of writ, offense committed or nature of civil suit or action, date issued, by whom issued, when and where returnable, when received by marshal, where received, manner of delivery, copy of return made on writ, and signature of the marshal or deputy. Filed alphabetically. (Never.) 5 x 9 and 7 x 9 loose sheets, 1 ft., in 4 cardboard letter files on open steel shelf. Dirty. Vault in R. 204 (Bldg. A). (46)

120. DISBURSING OFFICER'S ACCOUNTS, 1921 to date. Record of checks drawn on the U. S. Treasurer in payment of salaries and expenses of all court officers, showing check number, date and amount of check, payee, nature of account, and voucher number. Arranged chronologically. (Soldom, official.)  $8\frac{1}{2}$  x 17 sheets stitched to cardboard binders, 5 ft., on open steel shelf. Vault in R. 203 (Bldg. A). (64)

121. CORRESPONDENCE FROM CLERKS OF U. S. DISTRICT COURTS, Jan. 4 - May 18, 1922. Regarding subpoenas and pending cases, instructions for handling civil writs, and removal of prisoners from one jail to another. Arranged alphabetically. (Never.) 8 x  $10\frac{1}{2}$  loose papers, 3 in., in cardboard letter file on floor. Dirty, damaged by careless handling and faulty containers. Center, attic (Bldg. B). (68)

122. MISCELLANEOUS CORRESPONDENCE, Nov. 1, 1923 to date. With the Departments of the Treasury and Justice, district clerks and deputy clerks, U. S. commissioners, U. S. attorneys and assistants, deputy marshals, attorneys, sheriffs, deputy sheriffs, chiefs of police, and individuals. Filed alphabetically. (Daily, official.) 9 x 12 folders, 6 ft. 6 in., in 7 drawers of wooden and steel filing cases. R. 206 (Bldg. A). (66)

123. CIVIL DOCKETS, Dec. 11, 1925 to date. Show marshal's case number, court case number, defendant, nature of writ, date and by whom issued, date returnable, date received, when, how, to whom, and where delivered for service, date and place of execution of process, by whom served, manner of service, and itemized statement of amount earned in serving process or delivering prisoner to Federal prison; also some show number of acres of land owned by defendants which the Government proposes to condemn. Indexed. (Older records, soldom; current records, frequently, official.)  $14\frac{1}{2}$  x 17 vols. (5), 6 in., on 5 open steel shelves in wooden cabinet. R. 204 (Bldg. A). (48)

124. CRIMINAL DOCKETS, July 1, 1927 - Sept. 1, 1931. Show marshal's case number, court case number, defendant, offense charged, complainant, nature of writ issued, date and by whom issued, date returnable, date received, when, how, to whom, and where delivered for service, on whom served, date and place of execution of process, manner of service, and itemized statement of amount earned in serving process and in delivering prisoner to Federal prison; also show amounts received from sources other than the U. S. for service of process. Indexed. (Soldom, official.)  $14\frac{3}{4}$  x 17 vols. (5), 8 in., on 5 open steel shelves. Vault in R. 204 (Bldg. A). (51)

125. VOUCHERS FOR FEES AND MILEAGE OF JURORS AND WITNESSES, Jan. 1, 1928 to date. Show appropriation symbol, date, name, address, seat of court, dates of travel and attendance, mileage traveled, amount allowed, number of trips made, mode of travel and route used, amount claimed, payee's signature, check number, date, and total amount; the originals were sent to Washington. Arranged chronologically. (Soldom, official.) 7 x  $8\frac{1}{2}$  bundles, 24 ft., on filing cabinet. Dirty, damaged by careless handling. Vault in R. 204 (Bldg. A). (56)

126. JAIL RECORDS; CONFINEMENTS AND RELEASES, Jan. 1, 1931 to date. Show district, name of each prisoner, age, sex, race, whether native

or foreign born, offense charged, name of institution of confinement, date of discharge, number of days boarded, and whether released by bail, recognizance, probation, expiration of sentence, payment of fine, pauper's oath, deportation, or transfer to another institution; the white commitment cards and green release cards are clipped together. Arranged alphabetically by prisoner. (Seldom, official.) 3 x 5 cards, 13 ft. 6 in., in 34 drawers of steel card cabinets. R. 204 (Bldg. A). (53)

127. CRIMINAL DOCKETS, Oct. 29, 1931 to date. Show marshal's case number, court case number, defendant, offense charged, complainant, nature of writ, date and by whom issued, date returnable, date received, when, how, to whom, and where delivered for service, on whom served, date and place of execution of process, by whom served, manner of service, and itemized statement of amount earned in serving process or delivering prisoner to Federal prison; also show amounts received from sources other than the U. S. for serving process. Indexed. (Older records, seldom; current records, frequently, official.) 14 $\frac{3}{4}$  x 17 vols. (6), 9 in., on 6 open steel shelves in wooden cabinet. R. 204 $\frac{1}{2}$  (Bldg. A). (50)

128. REGISTER OF U. S. PRISONERS IN COUNTY JAILS, Feb. 28, 1932 - Sept. 30, 1934. Record of temporary commitments, showing prisoner, offense charged, committing officer, and dates of commitment and release; and record of permanent commitments, showing prisoner, committing officer, dates of commitment and release, period of sentence, amount of fine, and whether discharged through expiration of sentence, payment of fine and costs, or pardon; the Register covers prisoners of 49 counties in the Western District. Indexed. (Never.) 13 x 16 vol., 1 $\frac{1}{4}$  in., on open steel shelf in wooden cabinet. R. 204 (Bldg. A). (54)

129. RECORDS OF PROPERTY IN THE MARSHAL'S CUSTODY, Mar. 1, 1933 to date. Monition and attachment in forfeiture proceedings, public voucher for advertising with newspaper clipping attached, order for advertising, copy of letter to newspaper relative to publishing notices, and quarterly reports to the district judge on confiscated automobiles, dairy products, and canned foods. Arranged numerically. (Frequently, official.) 10 x 15 envelopes, 6 in., in drawer of wooden and steel filing case. R. 206. (Bldg. A). (55)

130. ABSTRACTS OF [QUARTERLY] ACCOUNTS OF MARSHAL AND DEPUTY MARSHALS, CLOSED, Oct. 1, 1934 - Dec. 31, 1936. Show names of marshal and deputies, quarter covered, voucher number, amount of fees earned by fee deputy, fees paid to deputy, expense, travel expense, subsistence, and other expenses paid by marshal, total amount paid, total earnings, and amounts collected by the clerk from individuals due the marshal in civil cases; also attached itemized account of fees earned and expenses incurred in serving criminal or civil process, showing appropriation, receipts to marshal for transportation of prisoner, amount paid guard, and amount for board and lodging for deputy marshal and prisoner. Arranged chronologically. (Seldom, official.) 8 $\frac{1}{2}$  x 14 loose papers, 7 ft. 6 in., in 8 drawers of steel filing cases. R. 203 (Bldg. A). (62)

131. TRUST FUNDS, July 30, 1935 to date. Record of funds paid in advance to marshal or deputy marshal for expenses anticipated in the

discharge of duty, showing date, check or warrant number, voucher number, designation of fund, names of marshal and deputy, appropriation accounts, and notations on amounts received and disbursed. Entered chronologically. (Frequently, official.)  $12\frac{1}{2}$  x 16 vol., 1 in., on wooden desk. R. 203 (Bldg. A). (57)

132. ABSTRACTS OF [QUARTERLY] ACCOUNTS OF MARSHAL AND DEPUTY MARSHALS, Jan. 1, 1937 to date. Show names of marshal and deputies, quarter covered, voucher number, fees earned by fee deputy, fee paid to deputy, expense, travel expense, subsistence, and other expenses paid by marshal, total amount paid, total earnings, and amounts due the marshal in civil cases, collected by the clerk from individuals; also attached is itemized account of fees earned and expenses incurred while serving criminal or civil process, appropriation, receipts to marshal for transportation of prisoner, amount paid guard, amount for board and lodging of deputy marshal and prisoners, and recapitulation of amounts earned and paid. These records are transferred quarterly to R. 203. (Frequently, official.)  $8\frac{1}{2}$  x 14 loose papers, 1 ft., in 10 drawers of steel filing case. R. 204 (Bldg. A). (61)

WISE

DEPUTY UNITED STATES MARSHAL  
(not surveyed)

WOODSTOCK

ASSISTANT UNITED STATES ATTORNEY  
Post Office Building

133. CASES, PENDING, Dec. 20, 1933 to date. Papers and correspondence relative to pending cases. Filed alphabetically. 8 x 11 folders, 10 ft., in 4 drawers of steel filing case. R. 3. (1)

FEDERAL BUREAU OF INVESTIGATION

FEDERAL BUREAU OF INVESTIGATION

FEDERAL BUREAU OF INVESTIGATIONRICHMOND

## FIELD OFFICE

Richmond Trust Bldg., 7th and Main Sts.

The Richmond Office, established April 19, 1937, is one of fifty-three field offices of the Federal Bureau of Investigation located in strategic parts of the United States, its territories, and possessions. Operating under the supervision of the Special Agent in Charge the personnel assigned to this Office conducts investigations of matters under the FBI's jurisdiction within the State of Virginia. Each field division which covers a specified territory transmits copies of all reports to interested field offices and to the Bureau's headquarters in Washington where the information is correlated and consolidated by administrative officials. Complete and extensive files are maintained at the seat of Government. The FBI has investigative jurisdiction over all violations of federal laws and matters in which the United States is or may be a party in interest, except those matters specifically assigned by Congressional enactment or otherwise to other federal agencies, and performs other duties imposed upon it by law. By Presidential directive the FBI has jurisdiction over violations of espionage, sabotage, neutrality laws, and related national defense matters. All field offices as well as the Bureau's headquarters maintain card indexes listing cases referred to it for investigative attention showing the name of the defendant, the type of offense and case number. These are filed numerically. General correspondence pertaining to investigative, administrative, and personnel matters is filed chronologically. Data on cases currently under investigation as well as cases in which prosecutive action has been completed are maintained in field office files and at the Bureau's headquarters. Descriptive records of exhibits utilized in investigative matters are likewise maintained in files. Because of the nature of the FBI's work, all information contained in its files is confidential and is not available for research purposes.

134. CARD INDEX, Apr. 1937 to date. Shows name of defendant, type of offense, and case number. Filed numerically. (Daily, confidential.) 4 x 5 cards, 12 ft., in 6 drawers of steel card cabinets. R. 601. (774)

135. CLOSED CASES, Apr. 1937 to date. Cases investigated but not brought to trial because the U. S. attorney considered the evidence insufficient. Filed numerically. (Frequently, confidential.) 9 x 12 folders, 27 ft., in 14 drawers of metal filing cases. R. 601. (1690)

136. GENERAL CORRESPONDENCE, Apr. 1937 to date. Of local officials with Washington headquarters relative to cases under investigation. Includes orders to agents, etc. Filed chronologically. (Daily, confidential.) 9 x 12 folders, 7 ft., in 4 drawers of metal filing case. R. 601. (1689)

137. MISCELLANEOUS CASES UNDER INVESTIGATION, Apr. 1937 to date. Records of alleged violation of naturalization laws, Pure Food and Drug Act, election frauds, etc. Filed numerically. (Daily, confidential.) 9 x 12 folders, 4 ft., in 2 drawers of metal filing case. R. 601. (1692)

138. PENDING CASES, Apr. 1937 to date. Data on cases under investigation; all cases are submitted to U. S. attorney for decision. Filed numerically. (Daily, confidential.) 9 x 12 folders, 22 ft., in 11 drawers of metal filing cases. R. 601. (1691)

139. RECORD OF EXHIBITS, Apr. 1937 to date. Describes exhibits used in connection with cases investigated by this office. Filed numerically. (Frequently, confidential.) 9 x 12 folders, 9 ft., in 5 drawers of metal filing cases. R. 601. (1693)



BUREAU OF PRISONS

BUREAU OF PRISONS

PETERSBURG

REFORMATORY CAMP

Administration Building, 6 miles NE of Petersburg

This Camp was established in 1930 in the neighborhood of Petersburg, in an old farmhouse which is no longer standing. Since 1932 the Camp has occupied its present quarters. Men are committed to the institution by the United States district courts in Virginia and are transferred to it from other Federal penitentiaries. The majority of inmates are first offenders or short termers, mainly young persons. The purpose of the Camp is to keep such offenders from coming in contact with hardened criminals. When men are transferred from here to other Federal penal institutions their records also are transferred. All records to date are preserved. None have been sent to Washington. There are no useless papers.

140. PERSONNEL RECORDS, EMPLOYEES, Apr. 1, 1930 - July 1, 1934. Personal histories, letters of application, nominations to the Civil Service Commission by the Superintendent, approvals by the Department of Justice, Washington, D. C., copies of oaths, recommendations for increase in pay, and emergency correspondence with the Bureau of Prisons; these records were transferred from the Correctional Camp at Fort Eustis, Virginia, when it was abandoned in 1935. Filed alphabetically. (Seldom, official.) 9 x 11 $\frac{3}{4}$  folders, 1 ft. 4 in., in drawer of steel filing case. Attic. (2)

141. GENERAL FILE, Apr. 13, 1930 - Mar. 29, 1934. Correspondence of the superintendent with the Director of the Bureau of Prisons, U. S. Parole Board, and commercial firms, regarding camp activities and supplies; also laundry tickets, daily work schedules, reports on discharges, clothing orders, and reports from the camp farm on production, food used, and labor cost; these records were transferred from the Correctional Camp at Fort Eustis, Virginia, when it was abandoned in 1935. Filed alphabetically. (Seldom, official.) 9 x 11 $\frac{3}{4}$  folders, 24 ft., in 18 drawers of steel filing cases. Attic. (1)

142. GENERAL FILES, May 1930 to date. Correspondence of the medical director with the Surgeon General of the U. S. Public Health Service, Washington, D. C., copies of reports on hospital operation to the prison superintendent, records of physical examinations of employees, miscellaneous correspondence, requisitions, reports on encumbrances, paid vouchers, and purchase orders. Filed alphabetically by subject. (Daily, official.) 9 x 11 $\frac{3}{4}$  folders, 3 ft. 2 in., in 3 drawers of steel filing case. R. 203. (42)

143. DEPARTMENT OF JUSTICE FILE, May 1930 to date. Correspondence of the parole officer with U. S. marshals, the Department of Justice, and the Bureau of Prisons, regarding inmates; also circulars, bulletins, memoranda, parole dockets, receipts for transportation of inmates, and commitments. Filed alphabetically. (Daily, official.) 9 x 11 $\frac{3}{4}$  folders, 3 ft. 7 in., in 2 drawers of steel safe. R. 152. (39)

144. DISBURSING OFFICER'S RECORDS, May 1, 1930 to date. Standard Form 1013c, pay rolls; reports to the Bureau of Prisons on the withdrawal of inmates' trust funds; Treasury Department Form 1655, statement of account of funds intrusted to the agent-cashier, with vouchers; and Standard Form 1064, schedules of disbursements. Filed chronologically. (Daily, official.) 9 x 11 $\frac{3}{4}$  folders, 5 ft., in 3 drawers of steel filing case. R. 159. (28)

145. PERSONNEL RECORDS, EMPLOYEES, May 1930 to date. Personal histories, letters of application, nominations by the superintendent to the Civil Service Commission for appointment as approved by the Department of Justice, copies of oaths, recommendations for increase in salary, service ratings, applications for leave of absence, and correspondence of the superintendent regarding employee. Filed alphabetically. (Frequently, official.) 9 x 11 $\frac{3}{4}$  folders, 4 ft. 9 in., in 4 drawers of steel filing case. R. 163. (31)

146. PERSONNEL RECORDS, INMATES, May 23, 1930 to date. Parole Form 13, application for parole; Form 5, parole officer's assembly sheets; Form 15, statements of parole advisors; agreements to employ paroled inmates, parental questionnaires, wife's questionnaires, admission summaries, parole progress reports, lists of relatives and correspondents, correspondence and records regarding inmates during incarceration, and photographs of inmates pasted on case folders. (Older records, filed numerically, seldom; current records, daily, confidential.) 9 x 15 folders, 190 ft. 11 in., in 103 drawers of steel filing cases. Rs. 144 and 152. (41, 37)

147. PERSONNEL CARD FILE, May 1930 to date. Shows name, number, race, and age of inmate, crime, sentence, fine or cost, record of sentence, educational qualifications, marital status, photograph, description, correspondents, and work assignments. Filed alphabetically. (Daily, official.) 5 x 8 cards, 4 ft. 6 in., in 3 drawers of steel card cabinet. R. 152. (40)

148. FINGERPRINT FILE, May 1930 to date. Shows fingerprints, fingerprint classification number, date, real name, alias, Bertillion measurements, photograph, and criminal record; covers inmates and criminals wanted by penal institutions or by law enforcement agencies. Filed numerically by fingerprint classification. (Daily, official.) 8 x 8 cards, 27 ft. 4 in., in 9 drawers of steel card cabinets. R. 152. (38)

149. CONTRACTS, June 12, 1930 to date. Standard Form 33, copies

of bids; also bid bonds, correspondence regarding contracts, and photostatic copies of contracts made by the Bureau of Prisons, Washington, D. C. Filed numerically. (Daily, official.) 9 x 15 folders, 9 ft. 10 in., in 6 drawers of steel filing cases. R. 157. (20)

150. INVITATIONS TO BIDS, MASTER FILE, June 12, 1930 to date. Standard Form 32, showing establishment or department, date of bid, terms of delivery, name and title of purchasing official, invitation and contract numbers, item number, article or service, quantity, unit, and unit and total cost; also correspondence regarding bids. Filed numerically. (Daily, official.) 9 x 11 $\frac{3}{4}$  folders, 2 ft., in 2 drawers of steel filing case. R. 157. (19)

151. GENERAL CORRESPONDENCE, July 1, 1930 to date. Of the superintendent, chief clerk, and assistant chief clerk, with the Director of the Bureau of Prisons, U. S. Parole Board, the Department of Justice, and commercial firms, concerning freight, clothing, fuel, civil service, education, furloughs, farms, estimates, etc.; also letters to prison officials at Chillicothe, Leavenworth, and Atlanta. Filed alphabetically. (Older records, seldom; recent records, daily, official.) 9 x 11 $\frac{3}{4}$  folders, 19 ft. 6 in., in 15 drawers of steel filing cases. Attic and Rs. 157 and 164. (13, 15, 33)

152. STOREHOUSE REQUISITIONS, July 1, 1930 to date. USPA Form 1, showing location of prison, supplies, date issued, purpose, quantities wanted and furnished, description, unit and total price, requesting officer, and signature of person receiving goods. Filed chronologically. (Older records, seldom; current records, daily, official.) 5 $\frac{1}{2}$  x 7 $\frac{1}{2}$  and 6 x 9 covers, 25 ft., in 7 drawers of steel filing cases. Attic and R. 157. (11, 21)

153. VOUCHERS, July 1, 1930 to date. Standard Form 1034a, for purchase of goods and services other than personal, showing department, payee, number and date of order, date of delivery or service, article or service, quantity, unit price, and amount; also invoices and purchase orders. The originals are sent to the Chief Disbursing Officer, Treasury Department, for payment. Filed numerically. (Older records, seldom; current records, daily, official.) 9 x 15 and 9 x 11 $\frac{3}{4}$  folders, 38 ft. 1 in., in 23 drawers of steel filing cases. Attic and R. 157. (10, 16)

154. INVITATIONS TO BIDS, Sept. 30, 1930 to date. Standard Form 32, invitation to bid, and Form 33, invitation, bid, and acceptance, showing department or establishment, date of bid, terms of delivery, purchasing official, invitation and contract numbers, item number, article or service, quantity, unit, unit price, total amount, vendor's bid, and whether accepted by the Government; also correspondence concerning bids. Filed numerically. (Older records, seldom; current records, daily, official.) 9 x 11 $\frac{3}{4}$  folders, 31 ft. 3 in., in 19 drawers of steel filing cases. Attic and Rs. 159 and 164. (14, 29, 32)

155. MAJOR EQUIPMENT RECORD, Oct. 9, 1930 to date. Accounting

Form 98, showing article, description, from whom and date received, serial number of contract, proposal, order, and voucher numbers, estimated useful life, depreciation rate, beginning and ending dates of depreciation period, date of each entry, present location, reference number, employee responsible, institutional equipment number, contract price, appraised value, freight and handling costs, installation cost, and total costs. Entered alphabetically. (Daily, official.)  $4\frac{1}{2}$  x 10 loose-leaf books, 1 ft., on table. R. 157. (27)

156. RECEIVING REPORTS, Dec. 1, 1930 to date. Showing contractor, type of transportation, date, purchase order number, contract number, description of container, article, quantity, unit, stock number, description, unit price, amount, and name of the receiving clerk. Filed chronologically. (Daily, official.)  $9 \times 11\frac{3}{4}$  folders, 4 ft. 2 in., in 2 drawers of steel filing case. R. 157. (24)

157. STOREHOUSE REQUISITIONS, July 1, 1931 - June 30, 1934. USPA Form 1, showing location of prison, date supplies were issued, purpose, quantities wanted and furnished, article, description, unit price, total amount, requesting officer, and signature of person receiving goods; these records were transferred from the Correctional Camp at Fort Eustis, Virginia, when it was abandoned in 1935. Arranged chronologically. (Seldom, official.)  $7 \times 9$  covers, 8 ft., in 5 drawers of steel filing cases. Attic. (3)

158. VOUCHERS, July 1, 1931 - July 30, 1934. Standard Form 1034a, showing department, payee, number and date of order, date of delivery or service, article or service, quantity, unit price, and amount; also invoices and purchase orders. The originals were sent to the Chief Disbursing Officer, Treasury Department, for payment; these copies were transferred from the Correctional Camp at Fort Eustis, Virginia, when it was abandoned in 1935. Filed chronologically. (Seldom, official.)  $9 \times 11\frac{3}{4}$  folders and covers, 7 ft., in 5 drawers of steel filing cases. Attic. (5)

159. FISCAL PAPERS, July 1, 1931 - June 30, 1935. Cost ledger sheets, vouchers, and cost reports sent to the Director of the Bureau of Prisons, showing itemized account of camp operation for each department; these records were transferred from the Correctional Camp at Fort Eustis, Virginia, when it was abandoned in 1935. Filed chronologically. (Seldom, official.)  $9 \times 11\frac{3}{4}$  folders, 3 ft. 8 in., in 4 drawers of steel filing case. Attic. (6)

160. PERSONNEL RECORDS, INMATES, July 1, 1931 - June 30, 1935. Covering photograph of inmate, fingerprints, medical discharge, prisoner's declaration recording length of time in jail, offense, marital status, nearest relative, and permission for prison authorities to open inmate's mail; these records were transferred from the Correctional Camp at Fort Eustis, Virginia, when it was abandoned in 1935. Filed alphabetically. (Never.)  $9 \times 11\frac{3}{4}$  folders, 4 ft., in 3 drawers of steel filing case. Attic. (8)

161. MONTHLY COST REPORTS, July 1, 1931 to date. Superinten-

dent's reports to the Director of the Bureau of Prisons on cost of camp operation, showing per capita cost of inmate, departmental costs, encumbrance reports, vouchers, journal sheets, trial balances, and purchase orders. Filed chronologically. (Older records, seldom; recent records, monthly, official.) 9 x 15 and 9 x 11 $\frac{1}{4}$  folders, 10 ft. 7 in., in 8 drawers of steel filing cases. Attic and R. 157. (12, 18)

162. MAIL OFFICE FILE, July 1, 1932 - June 30, 1935. Lists of persons with whom prisoners may correspond, records of letters sent by prisoners, requests for interviews with the warden, and receipts for packages and money sent to prisoners; these records were transferred from the Correctional Camp at Fort Eustis, Virginia, when it was abandoned in 1935. Filed alphabetically. (Never.) 9 x 11 $\frac{1}{4}$  folders, 7 ft. 3 in., in 5 drawers of steel filing cases. Attic. (4)

163. LEDGER SHEETS, July 1, 1932 to date. Itemized records for compiling total cost of operating departments of camp and salaries of employed personnel, consisting of accounts, listed by name and number of appropriation, showing date, receipt, description, debit, credit, and balance. Filed alphabetically. (Daily, official.) 10 x 17 loose sheets, 1 ft. 5 in., in 2 drawers of steel filing case. R. 157. (22)

164. PURCHASE ORDERS, July 1, 1932 to date. Accounting Form 81, showing serial number, date, institution, vendor or contractor, item number, article, description, quantity, unit, total amount of each item, and signature of the superintendent or chief clerk; the originals were sent to vendors. Filed alphabetically. (Daily, official.) 9 x 11 $\frac{3}{4}$  folders, 5 ft., in 9 drawers of steel filing cases. Rs. 157 and 164. (17, 34)

165. STOCK RECORDS, July 1, 1932 to date. Show date of entry, reference number, name and location of article, unit price, quantities received and issued, balance on hand, and verification of amount. Filed alphabetically. (Daily, official.) 6 x 10 $\frac{1}{2}$  cards and loose-leaf books (13), 8 ft. 5 in., in drawer of steel filing case, in card box, and on table. R. 157. (25)

166. STOCK RECORDS, June 1, 1933 - Oct. 1, 1934. Show date of entry, reference number, unit price, quantities received and issued, balance on hand, verification of amount, and name and location of article; the records were transferred from the Correctional Camp at Fort Eustis, Virginia, when it was abandoned in 1935. Filed chronologically. (Never.) 6 x 10 $\frac{1}{2}$  cards, 1 ft. 8 in., in drawer of steel filing case. Attic. (7)

167. MISCELLANEOUS PAPERS, July 1, 1933 - June 30, 1935. Vouchers, storehouse requisitions, disbursing officer's accounts, pay rolls, and purchase orders; the records were transferred from the Correctional Camp at Fort Eustis, Virginia, when it was abandoned in 1935. Filed chronologically. (Seldom, official.) 9 x 11 $\frac{3}{4}$  folders, 6 ft. 7 in., in 4 drawers of steel filing case. R. 159. (30)

168. FARM REPORTS, July 1, 1934 to date. Daily reports of the

farm manager to the camp superintendent regarding feed used or produced, poultry, pork, or beef production, milk production, amount of hauling by horses, mules, or tractor, and other farm operation items. Filed chronologically. (Daily, official.) 9 x 11 $\frac{3}{4}$  folders, 4 ft. 2 in., in 3 drawers of steel filing case. R. 157. (23)

169. FARM PRODUCTION RECORD, Sept. 1, 1934 to date. Form 15, showing date, commodity, unit price, reference number, unit production, farm storage, purpose, amount used on farm, shrinkage and spoilage, amount used otherwise, and unit price. Filed alphabetically. (Daily, official.) 6 x 10 loose-leaf books, 3 in., on table. R. 157. (26)

170. MEDICAL RECORD, INMATES, Nov. 30, 1934 to date. Treasury Form 9501b, showing name of inmate, date and hour of admission and examination, register number, general appearance, Bertillion measurements, physical examination, laboratory routine, vaccination, and in some cases remarks for special examination. Filed numerically. (Daily, official.) 9 x 11 $\frac{3}{4}$  folders, 2 ft. 3 in., in 3 drawers of steel filing case. R. 203. (9)

171. MAIL REJECTION SLIPS, June 9, 1936 to date. Show date, inmate's name and number, and reason for withholding letter; the letter with slip attached is returned to the correspondent. Filed numerically. (Daily, official.) 5 x 8 loose sheets, 11 in., in drawer of steel card cabinet. R. 107. (35)

172. CORRESPONDENTS LIST, Dec. 4, 1936 to date. Record of persons allowed by prison authorities to correspond with inmates, showing correspondent's name, address, relationship to inmate, and dates letters were sent to and received from each correspondent by the inmate. Filed alphabetically by inmate. (Daily, official.) 5 x 8 cards, 1 ft., in 3 drawers of Kardex file. R. 107. (36)

