

FEDERAL WORKS AGENCY
WORK PROJECTS ADMINISTRATION

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July 30th, 1941

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Dear Mr. Bradsher:

The Historical Records Survey Project of the
North Carolina Work Projects Administration is happy to
present you with the enclosed mimeographed volume:

Inventory of the State Archives of North
Carolina, Series IV, Regulatory Agencies,
Nos. 5-27, Licensing Boards.

No formal acknowledgement of receipt is re-
quested, but any comments you care to make concerning
the volume should be addressed to Mr. C. C. McGinnis,
State Administrator, Work Projects Administration,
Raleigh, N. C.

Sincerely,

Mrs. May E. Campbell
State Director
Division of Community Service Programs

Colbert F. Crutchfield
Colbert F. Crutchfield
State Supervisor
N. C. Historical Records Survey

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Inventory of the State
Archives of North Carolina

Series IV
Regulatory Agencies

Nos. 5-27
Licensing Boards

North Carolina Historical
Records Survey Project
Division of Community
Service Programs
Work Projects Administration
Raleigh, N. C.
May 1941

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INVENTORY OF THE STATE ARCHIVES

OF

NORTH CAROLINA

SERIES IV

REGULATORY AGENCIES

Nost. 5-27

LICENSING BOARDS

Prepared By

The North Carolina Historical Records Survey Project
Division of Community Service Programs
Work Projects Administration

* * * * *

Raleigh, North Carolina
The North Carolina Historical Records Survey Project
May 1941

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Sponsored by the North Carolina Historical Commission

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FOREWORD

The Inventory of the State Archives of North Carolina is one of a number of guides to historical materials prepared throughout the United States by workers on the Historical Records Survey of the Work Projects Administration. Each state department, institution, or other agency will be represented by a separate section of the inventory; the sections for functionally related agencies will be grouped in series.

The Historical Records Survey program was undertaken in the winter of 1935-36 for the purpose of providing useful employment to needy unemployed historians, lawyers, teachers, and research and clerical workers. In carrying out this objective, the project was organized to compile inventories of historical materials, particularly the unpublished government documents and records which are basic in the administration of local government, and which provide invaluable data for students of political, economic, and social history. Up to the present time approximately 1,300 Survey publications have been issued throughout the country. The archival guide herewith presented is intended to meet the requirements of day-to-day administration by the officials of the State, and also the needs of lawyers, businessmen, and other citizens who require facts from the public records for the proper conduct of their affairs. The volume is so designed that it can be used by the historian in his research in unprinted sources in the same way he uses the library card catalog for printed sources.

The inventories produced by the Historical Records Survey program attempt to do more than merely give a list of records--they attempt to sketch in the historical background and to describe precisely and in detail the organization and functions of the agencies whose records they list. The inventories for the entire country will, when completed, constitute an encyclopedia of state and local government as well as a bibliography of state and local archives.

The successful conclusion of the work of the Historical Records Survey, even in a single agency, would not be possible without the support of public officials, historical and legal specialists, and many other groups in the community. Their co-operation is gratefully acknowledged.

The Survey program was organized by Luther H. Evans, who served as Director until March 1, 1940, when he was succeeded by Sargent B. Child. The Survey operates as a nation-wide series of locally sponsored projects in the Division of Community Service Programs, of which Mrs. Florence Kerr, Assistant Commissioner, is in charge.

HOWARD O. HUNTER

COMMISSIONER

PREFACE

The Historical Records Survey was created in the winter of 1935-36 as a nation-wide Works Progress Administration project for the "discovery, preservation and listing of basic materials for research in the history of the United States."¹ Under the direction of Dr. Luther H. Evans, the Survey undertook an extensive program for the inventory of state and local archives, early American imprints, church archives, and collections of manuscripts. Pursuant to the provisions of the Emergency Relief Act passed June 30, 1939, the existence of the Survey as a single nation-wide project sponsored by WPA itself was terminated August 31, 1939; and the work of the Survey was continued within the individual States by locally sponsored projects operating within the national WPA Historical Records Survey which continued under the direction of Dr. Evans until his resignation and the subsequent appointment of Sargent B. Child as national director on March 1, 1940.

The North Carolina Project of the Federal Historical Records Survey was established February 1, 1936, with Dr. C. C. Crittenden, Secretary of the North Carolina Historical Commission, as director. Until November 1936 the Survey operated as an autonomous unit of the Federal Writers' Project, directed in North Carolina by Edwin Bjorkman. Dr. Crittenden resigned as State Director June 30, 1937, and was succeeded by Dan Lacy, who had previously served as Assistant State Director. The work of the North Carolina unit of the Historical Records Survey was continued by the North Carolina Historical Records Survey Project established September 1, 1939, and sponsored by the North Carolina Historical Commission. Mr. Lacy resigned as State Supervisor on April 2, 1940, to accept an appointment as Assistant to the Director of Historical Records Survey Projects in Washington, D. C., and was succeeded by the present State Supervisor.

The present inventory of the records of the Licensing Boards is a section of the Inventory of the State Archives of North Carolina being prepared by the North Carolina Historical Records Survey Project. Because of a similarity of functions and organization and as each inventory occupies so little space, the 23 licensing boards have been included in one volume, a departure from the general policy of the Survey, which has been to devote one volume to each department or agency. Preceding the licensing boards in Series IV, Regulatory Agencies, are: No. 1, Utilities Commission, No. 2, Banking Commission, No. 3, Insurance Commission, and No. 4, Alcoholic Beverages Control Board. Consequently, the agencies in this volume begin with No. 5, Board of Medical Examiners, and continue through No. 27, Board of Examiners of Electrical Contractors. Although the inventory for each board constitutes a separate unit, entries for records have been numbered consecutively throughout the volume in order to facilitate indexing. The boards have been arranged in chronological order by date of creation.

1. Works Progress Administration, Operating Procedure No. W-2, Revised July 2, 1937.

The inventory was prepared under the supervision of Branson Marley, Assistant Project Supervisor in charge of public archives. The inventory was read for the sponsor by Dr. C. C. Crittenden of the North Carolina Historical Commission and was edited by Miss Mabel S. Brodie of the central office staff. The Survey is indebted to the members of the staffs of the Licensing Boards for their generous cooperation in the work.

COLBERT F. CRUTCHFIELD, STATE SUPERVISOR
NORTH CAROLINA HISTORICAL RECORDS SURVEY
PROJECT

May 1941

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ABBREVIATIONS, SYMBOLS, AND EXPLANATORY NOTES

art.	article
c.	chapter
Const.	Constitution of N. C.
ibid.	<u>ibidem</u> (the same)
N. C.	North Carolina Supreme Court Reports
p., pp.	page (s)
s., ss.	section (s)
v.	<u>versus</u>
vol. (s).	volume (s)
--	current

Exact titles are written in all capitals without brackets.

Explanatory titles, written with initial capitals and enclosed in brackets, have been added to exact titles which are misleading or which are not sufficiently descriptive of record content.

Descriptive titles, written in all capitals and enclosed in brackets, have been assigned to records having no exact titles on volumes or containers.

If units of a record have distinguishing numbers, letters, or other labeling, such labeling is indicated in parentheses following the statement of quantity in the title line.

A title-line cross reference is used in the entry for a record if a part of the record is kept for a period of time in the same volume or container with another record and consequently appears physically in another entry. It brings into the title line of the entry for the record any separate parts and shows in what other entries these parts are contained.

A body-of-entry cross reference, appearing in the entry containing the part and referring to the entry describing the record, is used to complement each title-line cross reference.

Third-paragraph cross references are used to indicate relationship between records in other entries or to refer to records of similar nature described in other entries.

Dimensions of volumes or record containers are given in inches.

Number of papers contained, as shown in title lines, is the approximate total number covered by the entry.

Unless otherwise indicated the condition of the record is assumed to be good or excellent.

INTRODUCTION

The regulation of enterprises having a public interest has long been recognized as a field for governmental activity. One of the most effective means of exercising such regulation is through the use of licenses. While licenses may be of two kinds, namely, those used as revenue measures and those used in the exercise of the police power, the effect in all cases is the same. The sovereign power forbids to its subject certain fields of endeavor and then upon the fulfilment of certain requirements issues a permit to engage in the restricted activity.

The use of the license as an exercise of the police power may be of two types, depending upon the origin of the impetus. On the one hand, if the effect of licensing is regulation imposed upon the activity, as in the case of insurance agents, auctioneers, and detective and collecting agencies in North Carolina, it might be termed external; on the other hand, if it is carried out through governmental authority given the individuals engaged, as in the case of the professions, it is internal or self regulation.

It is the group of 21 business and professional licensing boards in the latter category with which this volume is concerned, although since they are not now operating, the North Carolina Real Estate Commission and the State Dry Cleaners Commission, which are included in the volume, are not considered in the introduction. The licensing boards are, of course, completely independent of each other, notwithstanding the fact that they perform the same functions and derive their powers from the same source.

The problems presented by agencies for the licensing of professions have long been of interest to students of public administration and administrative law. The bibliography is extensive and the points of view are widely variant.¹ The history of professions and their organizations has been traced from the guild systems of the fifteenth and sixteenth centuries through the decline of trading guilds in the sixteenth and seventeenth centuries, the rise of such organized professions as physicians, surgeons, and apothecaries in England and accountants in Italy, the rapid increase in the number of recognized professions during the last century and a half, and the growing emphasis on advanced degrees as certificates of competence.

While agencies whose members are individuals engaged in a common profession regulating their own practices under government authority seem to appeal to students as ideal democratic institutions, the problem presented by licensing agencies in general is much more complex and is well worthy of the consideration of legislators and the public.

In North Carolina physicians, and surgeons, dentists, pharmacists, embalmers, nurses, veterinarians, osteopaths, optometrists, accountants,

1. For an extensive bibliography on the subject, see Francis Priscilla DeLancy, The Li-

ensing of Professions in West Virginia, pp. 161-187.

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architects, chiropractors, chiropodists, engineers and land surveyors, general contractors, barbers, plumbing and heating contractors, cosmetologists, attorneys, photographers, dry cleaners, tile contractors, and electrical contractors are licensed, regulated, and supervised by boards composed of individuals engaged in those activities.

The lack of uniformity in legislation relative to agencies engaged in the same tasks is noticeable and tends to much confusion. The membership of the boards varies from 3 to 7, although 12 of them have 5 members each. In all cases the members of the board must be engaged in the activity over which the particular board has supervision. The members of 16 of the 21 boards are appointed by the Governor, although in three instances, the Board of Pharmacy, the Board of Osteopathic Examination and Registration, and the Board of Chiropractic Examiners, the Governor must select and commission the members from among a list recommended by the respective professional associations. The North Carolina Medical Society and the North Carolina Podic Association name the members of the Board of Medical Examiners and the Board of Chiropody Examiners, respectively; the North Carolina State Nurses Association, the North Carolina Medical Society, and the State Hospital Association name the members of the Board of Nurse Examiners; and the State Board of Health names the members of the Board of Embalmers. In two cases, the Board of Dental Examiners and the Board of Examiners in Optometry, the professional societies select the members and the Governor commissions them. The Board of Law Examiners is selected by the Council of the State Bar.

The terms of office vary from 3 to 7 years, except for the Dry Cleaners Commission, members of which serve at the pleasure of the Governor. And the terms usually overlap, except in the Board of Medical Examiners, and the Board of Examiners of Electrical Contractors. Members of only nine of the boards are required to take an oath of office. In most cases the appointing power may also remove members and fill vacancies.

The compensation of members ranges from actual expenses in the performance of their duties to \$10 per diem and expenses; only the Board of Embalmers determines the compensation of its members without a statutory limitation. Each member of the Board of Law Examiners receives \$50 for each examination, subsistence, and transportation costs up to 5 cents a mile for use of his own automobile. All the boards have secretaries who act as executive officers and in most cases are chosen, like the presidents or chairmen, from the membership.

There are even greater variations in the jurisdiction, powers, duties, and amount of discretion allowed each board. Nineteen of the 21 boards have jurisdiction over all persons engaged in the activities over which they have control. Pharmacists in towns of less than 500 population, plumbing and heating contractors in towns of less than 3,500 population, and photographers in towns of less than 2,500 population are exempted from the supervision of their respective boards. In all cases the activity over which the board has control is carefully defined. Graduation from a recognized or reputable school is required by law of applicants for license as physicians and surgeons, dentists, pharmacists, embalmers, nurses, veterinarians, osteopaths, chiropractors, engineers, and land surveyors, barbers, cosmetologists, and attorneys. The decision of the

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board as to what schools are acceptable governs in all cases except physicians and surgeons, where the law sets forth the requirements. In most cases the applicant must have reached his majority and must present affidavits of character. Revocation of licenses is usually based on violation of the rules of the board, violation of the regulatory statutes, proof of incompetency, conviction of a felony, or grossly immoral conduct, but the discretion allowed each board is great.

There is provision for issuance of licenses to properly qualified practitioners from other states provided the standards of the other state equal those of North Carolina or, in a few cases, provided the applicant fulfills the requirements laid down for a practitioner in this State.

Examination fees range from \$5 to \$25 and renewals are required in most cases. In addition to the fees collected by the licensing boards, all of the occupations are included under the "Schedule B" license or privilege tax collected by the Department of Revenue for purely revenue purposes.

The boards are authorized to use money collected for fees for administrative purposes. There are no other restrictions on 13 boards. The Board of Medical Examiners and the State Board of Osteopathic Examination and Registration may not exceed the amounts collected and apparently such an implied restriction governs all the other boards. One board, the State Board of Registration for Engineers and Land Surveyors, must pay the amounts collected to the State Treasurer, who must keep the money as a separate fund and may pay out only on warrant of the State Auditor issued on a requisition certified by the board. The Licensing Board for Contractors is required to pay each year to the engineering department of the Greater University of North Carolina all of its surplus except an amount equal to 10 percent of its expenditures for the previous year; the Board of Law Examiners pays any surplus to the Supreme Court Library; and the North Carolina Licensing Board of Tile Contractors pays any surplus over \$100 to the department of ceramic engineering of the Greater University of North Carolina.

In no case may a license be revoked, suspended, or refused without a hearing. Because of the long period and haphazard manner in which the boards have been created, however, there is much inconsistency in details. The amount of notice to be given varies as do the stated provisions relative to the power to subpoena witnesses and records and to administer oaths. The right of appeal from the decisions of the boards is recognized generally although the statements of the right vary considerably; for instance, the laws relative to the Board of Medical Examiners make no provision for appeal but the Supreme Court of the State has decided that such a right was the intent of the legislature.

In 1939 an effort was made to systematize procedure for hearings and appeals when 12 of the boards, namely, the State Board of Embalmers, the Board of Veterinary Medical Examiners, the State Board of Accountancy, the

2. State v. Carrol, 194 N. C. 37 (1927).

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Board of Chiropractic Examiners, the State Board of Registration for Engineers and Land Surveyors, the Licensing Board for Contractors, the State Board of Barber Examiners, the State Board of Examiners of Plumbing and Heating Contractors, the State Board of Cosmetic Art Examiners, the State Board of Photographic Examiners, the North Carolina Licensing Board of Tile Contractors, and the Board of Examiners of Electrical Contractors, were included in a general law.

No license may now be revoked or suspended except according to a procedure which must conform as near as may be to the procedure for hearings before a referee in compulsory references and which must include: (1) a notice in writing to the licensee stating the charges, naming the time and place for the hearing 30 days or more from the date of notice, and served by an officer of the law or by registered mail; (2) a hearing before the board at which the defendant may appear in person and by counsel and may produce evidence by witnesses and records; (3) a written report by the board of findings and action, a copy of which must be given defendant; and (4) a right of appeal to the superior court of his county of residence or to the Superior Court of Wake County upon filing an appeal bond of \$50 which acts as supersedeas.³ Each board is authorized to issue subpoenas for witnesses and records⁴ and may make additional rules of procedure.⁵ Hearings before the board must be in the county of defendant's residence unless there is an agreement to the contrary.⁶

Written notice of appeal must be given the board with a statement of the exceptions. The board must then file with the clerk of court within 30 days a complete transcript of charges, evidence, decisions, and exceptions. In the hearing of the appeal, issues of fact are heard by jury but may be only on the evidence produced at the hearing before the board. Motion may be made by the defendant or the board on the discovery of new evidence whereupon the case is remanded to the board for further hearing.⁷ Either party may appeal from the decision of the superior court to the State Supreme Court and the order of the board is suspended until final action.⁸ The board may restore a license upon evidence that the licensee intends to obey the law.⁹

All of the boards are required to keep records of their proceedings and most of them must keep records of licensees and of receipts and disbursements. Nine of the boards are required to make a full report annually to the Governor on transactions, receipts, and expenditures. The remaining 13 are not required to make a report, although the board of Medical Examiners makes an annual report to the Medical Society and the Board of Law Examiners annually reports to the State Bar.

There have been at least two definite proposals for systematizing the organization and functions of occupational licensing agencies. In 1923

3. Public Laws of North Carolina, 1939, c. 218, s. 1, hereafter cited as Public Laws.

4. Ibid., s. 3.

5. Ibid., s. 8.

6. Ibid., s. 2.

7. Ibid., s. 4.

8. Ibid., s. 5.

9. Ibid., s. 6.

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the State Auditor submitted to the Governor and General Assembly a report on a Plan of Reorganization of State Departments, Boards and Commissions which was prepared as part of a movement toward a "short ballot." Among the suggestions for centralization was the creation of a Bureau of Registration of the Department of Education which should replace the 13 examining boards existing at the time and to which should be transferred their functions. The bureau would pass upon the qualifications of applicants; the final review of applications and the examination and grading of papers, however, would be the task of special examiners appointed for each occupation and paid by the Superintendent of Public Instruction upon the recommendation of the occupational societies. The bureau would keep the necessary records and registers, issue the licenses, and collect and pay all fees into the State Treasury.

The arguments presented in favor of this proposal are noteworthy. Aside from centralizing functions, the resultant uniformity of standards and methods, and the unity of control over funds, it was suggested that through "grouping these activities in one agency directed by one individual, it is believed that higher standards may be attained and more efficient control exercised over the whole field of professional examinations. The present boards acting as independent units give little attention to the problem as such, for their time is taken up with the practice of their own professions except for a few days each year. Such matters as reciprocal relations with other state boards, standards of admission and qualifications, and the revocation or suspension of licenses in themselves justify the full time, consideration, and thought of one capable individual. Unless qualified men are taken into the profession and allowed to practice in this State, and the incompetents are refused certificates of permission to continue their practice, both the public and the professions will suffer. Under the proposed plan there will be one overhead and one office instead of thirteen offices scattered over the State."¹⁰

In 1923, however, the movement for licensing agencies had not reached such large proportions. Indeed, the Auditor could group the 13 agencies then existing under the classifications "professions" and "quasi-professions" without doing violence to the accepted definition of the terms. Nevertheless, the proposal was radical and seems to have received little attention.

Again, in 1930, the Brookings Institution proposed, as part of its plan of reorganization, the centralization of the records and office work of examination boards under a Bureau of Professional Registration of the Department of Public Instruction. Among the advantages cited was that of having in one place complete data of professional and trade registration.

The Brookings proposal was not so radical as the earlier one, for it contemplated retention of all the existing boards for the purpose of

10. State Auditor, Plan of Reorganization of State Departments, Boards and Com-

missions submitted to the Governor and General Assembly, 65.

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formulating and grading examinations.¹¹

Except for the above mentioned law of 1939, however, no general policy relative to licensing agencies has been adopted by the legislature.

The courts generally have held the licensing of occupations to be a legitimate exercise of the police power in all cases in which the statute under consideration provides for a proper hearing and notice before revocation, provides sufficient statutory provisions to guide the boards, is reasonably calculated to protect public safety, morals, or general welfare, or is not discriminatory.¹² The courts do not intend to set themselves up as omniscient and recognize the need of administrative agencies composed of experts to decide on the facts; yet, they see the need to protect private rights against administrative encroachment. As a result, they have hedged themselves in by declaring that findings of administrative boards are final except where they are capricious or based upon inconclusive evidence;¹³ by reviewing "judicial" duties only and refusing to review "administrative" duties; and by declaring that errors of law but not of fact are reviewable although in jurisdictional or constitutional questions even errors of fact are reviewable.¹⁴

In North Carolina, the legislators and the courts have been accused of opening wide the gates to legislation regulating occupations generally.¹⁵ There seemed to be some justification for the accusation when in 1937, the General Assembly passed laws creating regulatory and licensing agencies over three occupations which cannot be classed as professions and re-created a similar agency which had previously been declared unconstitutional by the courts. Popular outcry against rule by boards and commissions rather than by law and men reached a climax as a result of the State Supreme Court's decision declaring constitutional the law creating the Board of Photographic Examiners.¹⁶ A reaction from this extreme stand was seen in the 1939 decision declaring the Real Estate Commission unconstitutional; however, the Court made no effort to discuss the principle of licensing but confined itself to declaring the Commission unconstitutional as a result of a technicality.¹⁷ Finally, the Court discussed the theory and practice of occupational and professional regulation by boards and commissions in a 1940 decision declaring the law creating the State Dry Cleaners Commission invalid.¹⁸

11. Brookings Institution, Report on a Survey of the Organization and Administration of the State Government of North Carolina, 167-168.

12. State v. Lawrence, 213 N. C. 674; Frank Hanft and J. Nathaniel Hamrick, "Haphazard Regulation Under Licensing Statutes," North Carolina Law Review, XVII, 17.

13. Consolidated Edison v. NLRB, 305 U. S. 197 (1938).

14. Sidney Schulman, "Administrative Procedure - A Survey of Suggested Reforms," Temple University Law Quarterly, XV (Nov., 1940), 1-26.

15. Hanft and Hamrick, op. cit.

16. State v. Lawrence, 213 N. C. 674 (1938).

17. State v. Dixon, 215 N. C. 161 (1939).

18. State v. Harris, 216 N. C. 746 (1940).

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Experience has shown that the establishment of standards of personal fitness and the examination of those engaged in occupations requiring scientific or technical knowledge, or in positions of trust, is desirable. The Court ruled, however, that the legislature may not impose such restrictions upon those wishing to engage in ordinary trades or occupations, since the right to choose and pursue a means of livelihood is a right and a personal privilege within the protection of the Constitution. The power of the legislature to impose restrictions preventing persons engaging in businesses or occupations is much more limited than its power to impose purely regulative restrictions on those engaged therein.¹⁹

Whether a business should be regulated is not merely a question of public policy for the legislature to decide but is also a question reviewable by the courts as to whether the business is substantially related to public peace, health, or welfare.²⁰

The Court held further that:

Statutes regulating trades and occupations by the delegation of governmental power to boards and commissions formed largely of the groups affected, intended primarily to control the personnel of the business, have become so common as to affect progressively and importantly the social and economic life of the State. These statutes not only regulate occupations, but such are organized into autonomous corporations, with matters left to internal control. . . . The stage of internal protest has been reached. . . .

It is the power of exclusion of fellow workers in the same field that invites one most serious consideration of the constitutional guarantees of personal liberty and individual right. . . .

We hold the act [creating the State Dry Cleaners Commission, as amended to exclude fourteen counties] to be unconstitutional in that its application to only a part of the whole class engaged in the occupation is discriminatory; it is unconstitutional in that it is an attempted delegation of the legislative function in the creation of standards by the Commissioners created in the act; it is unconstitutional in that it attempts to exclude from an ordinary harmless occupation upon insufficient grounds those who are entitled, under the constitutional guarantees to engage in it, and thereby creates a monopoly in the group to which said privilege is extended.²¹

The General Assembly of 1941 authorized a commission to study and recommend a code of basic procedure for, and to prescribe rules for review of decisions of, administrative agencies. The commission is composed of seven members who are appointed by the Governor, two from the House of Representatives of the General Assembly, two from the Senate, and three from the public at large, and who serve without compensation.²²

19. State v. Harris, 216 N. C. 746 (1940).

20. Ibid.

21. Ibid. . .

22. Public Laws, 1941, Res. 27.

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There is here indicated a rapid movement, perhaps temporarily halted, toward regimenting even the most ordinary callings although it is doubtful whether the legislators or the public desire such. In fact, it seems doubtful that the pressure groups favor general regimentation; more probably they are each after certain advantages by one control statute. But all the statutes together make a large-scale trend.

No. 5 BOARD OF MEDICAL EXAMINERS OF NORTH CAROLINA

1. Structural Organization and Evolution

The Board of Medical Examiners of North Carolina was created by the General Assembly of 1858-59 in the act which recognized the Medical Society of North Carolina as a body politic and corporate.¹ The board consists of seven members who must be "regularly graduated physicians."² The Medical Society was required to furnish the General Assembly a list of all its members from which the General Assembly would select the members of the first board.³ The society itself, however, was empowered to select the board at all times except when the General Assembly chose to exercise the right.⁴ The members are appointed for 6 years.⁵ Compensation was originally fixed at \$4 per day and traveling expenses.⁶ Since 1921 the board has been empowered to fix the salaries and fees of its officers and members provided such compensation for each member does not exceed \$10 per day and expenses while in actual performance of his duties and that no expense is created which exceeds the income from fees collected.⁷

The board is empowered to fill vacancies in its membership⁸ and to elect its own officers, who consist of a president and a secretary.⁹ The secretary must give to the president a satisfactory bond for the safekeeping and proper payment of all money received.¹⁰

The board was originally required to meet on the first Monday in May of each year, to sit alternately in Raleigh and Morganton, and to continue in session from day to day until all applicants for examination who had presented themselves within the first 10 days of the meeting had been examined.¹¹ In 1870 provision was made for the meetings to be held once annually at the time and place at which the Medical Society assembled; such meetings were to continue until all applicants who presented themselves in the first 5 days had been disposed of.¹² In 1913, the aforementioned provision was slightly modified to provide that the board might, if it so desired, meet not more than a week in advance of the meeting of the Medical Society, that it must remain in session until the applicants who presented themselves the first 2 days had been disposed of, and that it might hold one additional meeting each year at some suitable place.¹³ A further modification in 1915 required all meetings to be held in Raleigh.¹⁴ As at present required, the board must meet at least once annually in Raleigh for the purpose of examining all applicants who present themselves within the first 2 days and may hold special meetings at such

1. Private Laws of North Carolina, 1858-59, c. 258, hereafter cited as Private Laws.

2. Ibid., s. 3; Public Laws, 1921, Extra Session, c. 44, s. 1.

3. Private Laws, 1858-59, c. 258, s. 8.

4. Ibid., s. 9.

5. Ibid., s. 8.

6. Ibid., s. 14.

7. Public Laws, 1921, Extra

Session, c. 44, s. 7.

8. Private Laws, 1858-59, c. 258, s. 11.

9. Ibid., s. 11.

10. Ibid., s. 17.

11. Ibid., s. 10.

12. Laws of North Carolina, 1870-71, c. 98, s. 1.

13. Public Laws, 1913, c. 20, s. 3.

14. Ibid., 1915, c. 220.

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time and place as it deems advisable.¹⁵

Five members constitute a quorum.¹⁶

2. Powers and Duties

The Board of Medical Examiners was created for the purpose of regulating the practice of medicine and surgery¹⁷ and no person may practice medicine or surgery unless he has been licensed.¹⁸ The practicing of medicine as supervised by the board is defined as the diagnosis, treatment, or operation on any person for any human ailment.¹⁹ The courts have decided the supervision of the board is applicable to one holding himself out as a medical physician; if one cures by other means, he is exempt from such supervision.²⁰ The following types of medical practice are exempt in North Carolina, however: The administration of any domestic or family remedies in cases of emergency; the practice of medicine and surgery by any physician or surgeon of the United States Army, Navy, or Public Health Service in the discharge of his official duties; the treatment of the sick or suffering by mental or spiritual means without the use of drugs or medical means; and the practice of medicine or surgery by any reputable physician or surgeon of a neighboring State coming into this State for consultation with a resident registered physician.²¹ It is the duty of the board to examine into the qualifications of applicants for license to practice medicine or surgery or any of the branches thereof. Originally the board was required to consider as an applicant anyone desiring to be examined.²² Various restrictions have been imposed until at present an applicant must submit proof of graduation from a medical college in good standing requiring an attendance of not less than 4 years and supplying such facilities for scientific and clinical instruction as the board may approve,²³ and must be at least 21 years of age and of good moral character.²⁴

The subjects covered by the examination are as follows: Anatomy, physiology, surgery, pathology, medical hygiene, chemistry, pharmacy, materia medica, therapeutics, obstetrics, the practice of medicine,²⁵ embryology, histology, bacteriology, pediatrics, and gynecology,²⁶ and are allotted, for the purpose of the examination, among the board members.

15. Public Laws, 1915, c. 220; 1935, c. 363.

16. Ibid., 1899, c. 92, s. 1; 1913, c. 20, s. 1.

17. Private Laws, 1858-59, c. 258, s. 3.

18. Ibid., s. 3; Public Laws, 1921, c. 47, s. 7; 1921, Extra Session, c. 44, s. 9.

19. Ibid., s. 7.

20. State v. Biggs, 133 N. C. 729 (1903).

21. Public Laws, 1921, c. 47, s. 7.

22. Private Laws, 1858-59, c. 258, passim.

23. Public Laws, 1921, c. 47, s. 1.

24. Ibid., 1921, Extra Session, c. 44, s. 5.

25. Private Laws, 1858-59, c. 258, s. 6; Public Laws, 1899, c. 93, s. 1.

26. Ibid., 1921, c. 47, s. 1.

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(First entry, p. 13)

The examination may be taken in two parts at 2-year intervals, one to be taken by the applicant prior to graduation and the other after graduation;²⁷ in such cases the requirements relative to age and graduation are rescinded for the first examination and the examination fee of \$15 is halved.²⁸

After the applicant has been approved and has appeared at the meeting, established his identity, paid his fee, and received his examination number, he is tested by oral and written examinations on the groups of subjects required. If four of the board members present consider him to be qualified, the applicant is issued a license.

A reciprocal provision enables the board to issue without examination a license to a practitioner from another state who can produce satisfactory proof of graduation from an approved medical school and a license issued by the board of medical examiners of another state and who pays a \$50 fee to the secretary of the board.²⁹

The board is further empowered when in its opinion the conditions of the locality in which the applicant resides and the interest of the people make it advisable, to rescind the requirements relative to education and examination and to issue a special or "limited" license which carefully defines the district in which the licentiate may practice. The board may collect a \$15 fee for a limited license.³⁰

Originally two members of the board could grant a temporary license and have the act confirmed at the next regular meeting of the board,³¹ but such licenses are no longer provided for.³²

In addition to the license issued by the board, each physician must register with the clerk of court of the county of his residence and receive from him a certificate of registration on a form prepared by the board.³³

Each clerk of court is required to keep a record of registered physicians and surgeons³⁴ and to send to the board a complete list of those registered, on forms prepared by the board.³⁵ Each physician must also pay an annual privilege tax of \$25 to the Commissioner of Revenue.³⁶

27. Public Laws, 1921, c. 47, s. 2.

28. Ibid., ss. 5, 7.

29. Ibid., 1899, c. 93, s. 3; 1907, c. 890; 1913, c. 20, s. 3; 1921, Extra Session, c. 44, s. 7.

30. Ibid., 1909, c. 218; 1913, c. 20, s. 3; 1921, Extra Session, c. 44, s. 7.

31. Private Laws, 1858-59, c. 258, s. 7.

32. Public Laws, 1921, Extra Session, c. 44, s. 7.

33. Laws of North Carolina, 1889,

c. 181, s. 1; Public Laws, 1899, c. 93, s. 4; 1909, c. 219, s. 1.

34. Ibid., 1905, c. 360, s. 2.

35. Ibid., 1921, Extra Session, c. 44, s. 10.

36. Ibid., 1935, c. 371, s. 110. This tax has been levied since 1903 and is still one of the Schedule B license taxes. Ibid., 1903, c. 247, s. 30.

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(First entry, p. 13)

Although the board apparently was created primarily to examine prospective physicians, it may revoke the license of a physician who is guilty of grossly immoral conduct,³⁷ of the prescription of drugs and poisons for habitual users except in good faith for persons under his personal care,³⁸ of practicing outside the territory described in a limited license,³⁹ of the production or attempted production of an abortion, of obtaining or attempting to obtain practice by false representations, of being a habitual user of narcotic drugs, of the use of a false name, of advertising to treat ailments by means other than that for which he holds license, of practicing deceit in obtaining permission to practice, or of unprofessional conduct or who has been convicted of a felony or other criminal offense involving moral turpitude.⁴⁰ Such revocation, however, may not be effected without a hearing before the board. Although the effective supervision of the practice of medicine was the purpose of the board, no definite provision for hearings seems to have been made before 1921. The board has power to summon witnesses to testify under oath and to summon and hear any licentiate against whom charges have been preferred in writing.⁴¹ In a hearing involving a conviction of felony or other criminal offense, production of a transcript of the record certified by the clerk of court is sufficient evidence for revocation.⁴² While the statutes make no provision for appeal from the board's decision, the State Supreme Court has decided that it was the intent of the legislature to allow an appeal to the physician whose license has been revoked for immoral conduct in the practice of his profession, and that such appeal should follow the procedure in analogous cases, i.e., a trial de novo in the superior court wherein the jury decide upon the evidence adduced before them the facts involved in the issue.⁴³

Upon complaint of the board unlicensed practitioners and persons guilty of certain other violations of the medical laws must be prosecuted by the district solicitor in the superior court.⁴⁴

The board may restore a revoked license after due notice has been given and satisfactory evidence has been produced of the reformation of the licentiate and provided four of the members present agree.⁴⁵

It is authorized to prescribe rules and regulations not in conflict with the laws of the State governing applications for license, admission to examinations, conduct of applicants, conduct of examinations,⁴⁶ and the holding of hearings.⁴⁷

37. Private Laws, 1858-59, c. 258, s. 16; Public Laws, 1933, c. 32.

38. Ibid., 1907, c. 77.

39. Ibid., 1909, c. 218, s. 1.

40. Ibid., 1933, c. 32.

41. Ibid., 1921, Extra Session, c. 44, s. 3.

42. Ibid., 1933, c. 32.

43. State v. Carroll, 194 N. C. 37 (1927).

44. Public Laws, 1915, c. 202.

45. Ibid., 1933, c. 32.

46. Ibid., 1921, Extra Session, c. 44, s. 2.

47. Ibid., 1933, c. 32.

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The secretary of the board is required to keep a public record of its proceedings and the names of applicants and licentiates,⁴⁸ and to receive and account to the president for all funds of the board.⁴⁹ Such funds may be expended only upon the warrant of the president and secretary and for compensation of members and payment of expenses deemed by the board as necessary and proper to the discharge of its duties in the enforcement of the laws regulating the practice of medicine.⁵⁰

The board is not required to make a report, but annual reports are made to the Medical Society which publishes them in its annual volume of proceedings.⁵¹

In 1941, persons practicing radiology were made subject to the board's jurisdiction.⁵²

3. Housing, Care, and Accessibility of Records

The records of the Board of Medical Examiners are housed in the office of its secretary, Dr. W. D. James, in the Hamlet Hospital, Hamlet, N. C. The building, erected in 1910, is a four-story brick structure.

Conditions of storage and facilities for the use of the records are good. The office is light and well ventilated. The records are kept in steel filing cabinets with ample space for expansion.

1. N[orth] C[arolina] STATE BOARD OF MEDICAL EXAMINERS, 1859--.
3 vols. Title varies: Records Medical Board of Examiners, 1859-1908, 1 vol.; Minutes Board of Medical Examiners of North Carolina, 1909-32, 1 vol.

Minutes of semiannual meetings of the board, showing date, place, members present, and business transacted. Arranged chronologically by date of meeting. No index. Handwritten and typed. 290 pp. 15 x 9 x 2.

2. [GENERAL CORRESPONDENCE], 1938--. 2,000 papers in 2 file drawers. General correspondence of the secretary relative to meetings, reports, hearings, and other business of the board. Arranged alphabetically by name of correspondent. No index. Handwritten and typed. 9 x 12 x 24.

3. [CARD RECORD OF EXAMINEES], 1938--. 1,200 cards in 1 file drawer.

Card record of candidates for licenses, showing name, educational background, and date of examination. Arranged alphabetically by name of candidate. No index. Handwritten on printed forms. 3 x 5 x 9.

48. Private Laws, 1858-59, c. 258, s. 12; Public Laws, 1921, c. 47, s. 6.

49. Ibid., 1921, Extra Session, c. 44, s. 7.

50. Ibid.

51. Medical Society of North Carolina, Transactions, passim.

52. Public Laws, 1941, c. 163.

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4. REGISTER OF LICENTIATES, 1859--. 1 vol.

Register of licenses, showing date and place of examination, license number, name and address of doctor, preliminary education, name of medical college, year of graduation, and examination grade. Arranged chronologically by date of examination, thereunder by license number. Self contained index. 1878-- , arranged alphabetically by name of physician; for index, 1859-78, see entry 5. Typed. 300 pp. 18 x 12 x 2 $\frac{1}{2}$.

5. [INDEX TO REGISTER OF LICENTIATES], 1859-78. 1 vol.

Index to Register of Licentiates, entry 4, showing name of physician and year of examination. Arranged alphabetically by surname of physician. Handwritten. 100 pp. 10 x 15 x 1.

6. [FINANCIAL RECORDS], June 1938--. 1,000 papers in 1 file drawer and 1 desk drawer.

Financial records of the secretary of the board consisting of:

- i. Bank statements, showing date and amount of transaction.
 - ii. Check stubs, showing payee, purpose, amount, balance in bank, and amount of deposits.
 - iii. Receipt stubs for examination and license fees, showing date, payee, purpose, and amount.
 - iv. Receipted bills with attached canceled checks, showing date, creditor, purpose and amount, marked "paid" and dated.
 - v. Semiannual financial statements of the secretary, showing amount of receipts and disbursements.
 - vi. Unpaid bills, showing date, creditor, purpose, and amount.
- No obvious arrangement. No index. Typed and handwritten on printed forms. File drawer, 9 x 12 x 24; desk drawer, 4 x 12 x 15.

No. 6 STATE BOARD OF DENTAL EXAMINERS

1. Structural Organization and Evolution

The State Board of Dental Examiners, created by the General Assembly of 1879, consists of six members, each of whom must be a member of the North Carolina Dental Society, chosen by the society at its annual meeting,¹ and commissioned by the Governor for a term of 3 years.² Prior to 1935 all vacancies were filled by appointment of the board from the membership of the North Carolina Dental Society;³ at that time, however, it was required that the board's selections for vacancies also be approved by the executive committee of the society and the appointees be commissioned by the Governor to hold office for the unexpired term for which selected.⁴ Members of the board receive \$10 a day and actual expenses incurred in the performance of official duties.⁵

At each annual meeting the board elects a president and a secretary-treasurer.⁶ The secretary-treasurer is paid such salary as the board decides and in addition is reimbursed for actual expenses incurred in the discharge of official duties.⁷ It is the duty of the secretary-treasurer to keep a record of the proceedings of the board, which must contain the names and addresses of all persons to whom licenses are granted, the license number and date of issuance of each, and any other matters which the board may deem necessary or proper.⁸

The board originally met annually, at the same time and place of meeting as the North Carolina Dental Society, and at such other times and places as the board or four members thereof agreed upon. It was required that 30 days notice be published in three newspapers of the State before the annual or any special meeting was to be held.⁹ Since 1935 the board has met annually on the fourth Monday in June at such a place as it determines, and it may meet at any other such times and places as may be determined by at least four members of the board. Notices of the annual and special meetings must be advertised in three North Carolina newspapers 10 days in advance.¹⁰ Four members constitute a quorum.¹¹

2. Powers and Duties

The State Board of Dental Examiners is empowered to receive applications from those who wish to practice dentistry in the State; to examine into the qualifications of applicants; to issue licenses to qualified applicants provided the applicant is of good moral character, is 21 years

1. Laws of North Carolina, 1879,
c. 139, s. 1.

2. Public Laws, 1915, c. 178, s. 1.

3. Laws of North Carolina, 1879,
c. 139, s. 2.

4. Public Laws, 1935, c. 66, s. 1.

5. Ibid., 1915, c. 178, s. 3.

6. Ibid., s. 2.

7. Ibid., s. 10.

8. Ibid., s. 2.

9. Laws of North Carolina, 1879,
c. 139, s. 3.

10. Public Laws, 1935, c. 66, s. 3.

11. Ibid., 1915, c. 178, s. 3.

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of age, and is a graduate of a reputable dental institution;¹² to license without examination any applicant who has moved to North Carolina from another State provided the original state has a standard of requirements equal to that of the North Carolina board;¹³ to revoke the license of any practitioner of dentistry who is found guilty of fraud, deceit, misrepresentation, or gross immorality or who is a habitual user of intoxicants or narcotic drugs or has been guilty of malpractice, gross incompetence, or wilful neglect of duty;¹⁴ to use the funds obtained from the collection of fees for the administrative expenses of the board;¹⁵ and to make necessary bylaws and regulations, not inconsistent with the provisions of the creating act, regarding any matter referred to in the act and for the purpose of facilitating the transaction of business.¹⁶

The board is empowered to collect a fee of \$20 from each applicant for each examination, \$2 for each renewal, \$5 for each certificate to practice issued to a resident dentist desiring to move to another state, \$20 to a legal practitioner of another state to practice in this State, and \$10 to any former licensee who wishes to resume practice in this State.¹⁷

The board is required to report to the Governor on or before the 15th of February of each year the names of applicants, fees received, expenses incurred, hearings conducted, and results of each hearing.¹⁸

3. Housing, Care, and Accessibility of Records

The records of the State Board of Dental Examiners are housed in the office of its secretary, Dr. Wilbert Jackson, in the Rich Building, Clinton, N. C. The building, erected in 1912, is constructed of brick with a wooden frame. While it is not considered fireproof, it does have fire walls.

Conditions of storage and facilities for the use of records are good. The office is light, well ventilated, and clean. The records are kept in steel filing cabinets with ample space for expansion.

Minutes

7. [MINUTES], 1883--. 1 vol. and 2 loose-leaf binders. Minutes of annual and special meetings of the board, showing members present, business transacted, name, grade, and license number of applicants

12. Laws of North Carolina, 1879, c. 139, s. 4.

13. Public Laws, 1935, c. 66, s. 9.

14. Ibid., s. 14. The revocation of a license may be completed only after the accused licensee has been afforded the oppor-

tunity of a public hearing before the board. Ibid., s. 15.

15. Ibid., s. 12.

16. Ibid., s. 19.

17. Ibid., s. 12.

18. Ibid., s. 15.

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who passed examination, and name and grade of applicants who failed examination. Arranged chronologically by date of entry. No index. Handwritten, 1883-1916; typed, 1916--. 200 pp. Vol., 14 x 6 x 1 $\frac{1}{2}$; loose-leaf binders, 11 x 8 $\frac{1}{2}$ x 2.

Correspondence

8. CORRESPONDENCE, 1916--. 5,000 papers in 4 file drawers. General correspondence of the secretary of the board, 1921--, concerning, among other things, requirements for examination, dental laws of North Carolina, and general business of the board. Also contains: Ledger, 1916-27, entry 11; Paid Bills, 1927-36, entry 16; and Deposit Slips, 1927-36, entry 17. Correspondence arranged chronologically by year, thereunder alphabetically by name of correspondent; other records have no obvious arrangement. No index. Handwritten and typed. 10 x 16 x 24.

Applications and Registrations

9. [APPLICATIONS], 1879--. 1,521 applications in 2 file drawers. Individual record file of applicants, including for each applicant the application form, a transcript of predental education, a transcript of dental education, two letters of recommendation, and a photograph of the applicant. Arranged chronologically by year, thereunder alphabetically by name of applicant. No index. Handwritten and typed on printed forms. 10 x 16 x 24.

10. [LICENSE STUBS], 1879--. 12 vols. Stubs of licenses issued by the board, showing name, license number, date, age, race, dental college, and address. Arranged chronologically by date of entry and numbered serially. No index. Handwritten on printed forms. 100 pp. 6 x 12 x 1.

11. [LEDGER], 1927--. 1 post binder. 1916-27 in Correspondence, entry 8. Ledger record of license renewals, showing on separate page for each licensee name, college, age, race, address, original license number, renewal number, date paid, and date of license. Pages arranged alphabetically by name of licensee. No index. Typed and handwritten on printed forms. 871 pp. 6 x 8 x 4.

12. [DECEASED, OUT OF STATE, AND RETIRED], 1927--. 1 post binder. Ledger record of deceased or inactive licensees, showing on separate page for each licensee name, college, age, race, address, original license number, renewal number, date paid, date license issued, and date last license expired. Arranged by category; thereunder alphabetically by name of licensee. No index. Typed and handwritten. 250 pp. 6 x 8 x 2.

Cases

13. [CASES], 1927--. 1 vol. and 2,500 papers in 3 boxes. Records of cases instituted by the board against violators of the dental

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law. No obvious arrangement. No index. Handwritten and typed. Vol., 250 pp., 8 x 12 x $\frac{1}{2}$; boxes, 3 x 9 x 16.

Financial Records

14. [DAY BOOK], 1927--. 600 papers in 3 boxes and 1 post binder. Day book, showing name, date, amount received, and number of license or renewal. Arranged chronologically by date of entry. No index. Handwritten on printed forms. Boxes, 9 x 12 x 2; post binder, 8 x 10 x 2.

15. [CHECK STUBS AND DEPOSIT SLIPS], 1936--. 1,500 papers in 1 box. Deposit slips, showing amounts received from fees and deposited in bank to the credit of the board and stubs of checks used in payment of the bills for board expenses. Deposit slips arranged chronologically by date of deposit; check stubs arranged chronologically by date of writing. No index. Handwritten on printed forms. 9 x 12 x 2.

16. [PAID BILLS], 1936--. 300 papers in 1 box. 1927-36 in Correspondence, entry 8. Bills for services rendered board. No obvious arrangement. No index. Handwritten on printed forms. 9 x 12 x 2.

17. [DEPOSIT SLIPS], 1936--. 3 vols. 1927-36 in Correspondence, entry 8. Duplicate deposit slips for fees collected by board, showing name of payer and amount. Arranged chronologically by date of deposit. No index. Handwritten on printed forms. 75 pp. 3 x 6 x $\frac{1}{4}$.

No. 7 BOARD OF PHARMACY

1. Structural Organization and Evolution

The Board of Pharmacy, created by act of the General Assembly of 1881, consists of five members,¹ who must be licensed and practicing pharmacists, chosen and commissioned by the Governor from a list of 10 members submitted by the North Carolina Pharmaceutical Association.² After receipt of notification of his appointment, each member must appear before the clerk of superior court in the county in which he resides and subscribe to an oath to discharge properly and faithfully the duties of his office.³ The members serve for terms of 5 years overlapping.⁴ Each receives \$5 per diem and necessary expenses.⁵

Under the original act any vacancy that occurred in membership was filled by the Governor from the 10 pharmacists last recommended by the Pharmaceutical Association.⁶ In 1891 this method of filling vacancies was changed, and it was provided that in case of death, resignation, or removal from the State of any member, the board should choose in his place a pharmacist who was a member of the Pharmaceutical Association and who should then be commissioned by the Governor for the remainder of the term.⁷ The association now chooses the member to fill the annual vacancy that occurs on the board, and the Governor commissions the member so chosen.⁸

The board is required to meet at least once annually and special meetings may be held at the call of the president.⁹ The board originally elected a president and a secretary-treasurer from its membership;¹⁰ in 1905 this procedure was modified so that the secretary-treasurer could be chosen either from within or from without the membership of the board.¹¹ The bond of the secretary-treasurer was originally fixed at \$1,000;¹² under and subsequent to the act of 1905 the amount and type of bond was left to the discretion of the board.¹³

Since 1905 the board has been authorized to appoint legal counsel to conduct prosecutions of those violating the pharmacy laws.¹⁴

1. Public Laws, 1881, c. 355, s. 5; 1905, c. 108, s. 5.
The 1905 law had the effect of re-creating the board.
2. Ibid., 1881, c. 355, s. 6; 1905, c. 108, s. 6.
3. Ibid., 1881, c. 355, s. 7; 1905, c. 108, s. 6.
4. Ibid., 1881, c. 355, s. 12; 1905, c. 108, s. 7.
5. Ibid., 1881, c. 355, s. 7;

- 1905, c. 108, s. 10.
6. Ibid., 1881, c. 355, s. 12.
7. Ibid., 1891, c. 24, s. 4.
8. Ibid., 1905, c. 108, s. 5.
9. Ibid., 1881, c. 355, s. 7; 1905, c. 108, s. 8.
10. Ibid., 1881, c. 355, s. 7.
11. Ibid., 1905, c. 108, s. 8.
12. Ibid., 1891, c. 24, s. 4.
13. Ibid., 1905, c. 108, s. 8.
14. Ibid., s. 9.

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2. Powers and Duties

The Board of Pharmacy is required to receive applications from prospective pharmacists, to examine into the qualifications of such applicants, and to issue licenses to those who fulfill the qualifications set down in the creating act;¹⁵ to examine into all cases of fraud, immorality, or gross malpractice; to enforce all provisions of law concerning the sale of drugs;¹⁶ to revoke or to refuse to renew any license to a pharmacist guilty of felony, gross malpractice, immorality, or excess addiction to alcoholic drinks or narcotic drugs provided there has been sufficient notice and a hearing;¹⁷ to license, without examination, any person already licensed in another state in which the standards are equal to those of North Carolina;¹⁸ to supervise and manage the enforcement of the law prohibiting the sale of patent or proprietary medicines which claim to cure diseases for which there is no known cure by prohibiting the advertisements of such cures and by reporting violations and revoking the licenses of pharmacists guilty of such violations;¹⁹ and to collect fees as prescribed by law and to use such fees for administrative expenses in the law enforcement functions of the board.²⁰ It may adopt such rules and regulations, not inconsistent with the creating act, as may be necessary for the regulation of its proceedings and for the discharge of the duties imposed.²¹

To be eligible for a license to practice pharmacy an applicant was originally required to be not less than 18 years of age, to have had at least 3 years experience under a licensed pharmacist, to pass a satisfactory examination, and to have attended a school of pharmacy.²² The requirements were changed in 1923 making it necessary that an applicant be at least 21 years of age, have at least 4 years experience under a licensed pharmacist, be a graduate of a reputable school of pharmacy, and pass a satisfactory examination before the board.²³

The scope of authority of the board has varied somewhat since its establishment. The 1881 pharmacy law applied only to pharmacists in towns of over five hundred population.²⁴ In 1891 a provision of the law of that year restricted its operation to towns of more than eight hundred population.²⁵ The original population basis was restored, however, in 1905, when the law was made to apply to all towns of more than five hundred people.²⁶

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15. Public Laws, 1881, c. 355, s. 6; 1905, c. 108, s. 7.
16. Ibid., 1881, c. 355, s. 6; 1905, c. 108, s. 9. In 1885 the sheriffs were directed to help enforce the pharmacy law. Ibid., 1885, c. 385, s. 9.
17. Ibid., 1905, c. 108, s. 16.
18. Ibid., 1881, c. 355, s. 5;

- 1905, c. 108, s. 21.
19. Ibid., 1917, c. 27.
20. Ibid., 1881, c. 355, s. 7; 1905, c. 108, ss. 8, 12.
21. Ibid., 1881, c. 355, s. 8; 1905, c. 108, s. 7.
22. Ibid., s. 16.
23. Ibid., 1921, c. 52.
24. Ibid., 1881, c. 355, s. 16.
25. Ibid., 1891, c. 24, s. 4.
26. Ibid., 1905, c. 108, s. 16.

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The board is required to keep a record of its proceedings and a register of licensees. It is required to report annually to the Governor and to the North Carolina Pharmaceutical Association on proceedings, licensees, and receipts and disbursements.²⁷

3. Housing, Care, and Accessibility of Records

Approximately 75 percent of the records of the Board of Pharmacy are housed in the office of its secretary, Mr. F. W. Hancock, in the Oxford National Bank Building, Oxford, N. C. The building, erected in 1908, is of brick and wood construction. The remaining 25 percent are kept at the home of the secretary.

Conditions of storage and facilities for the use of the records are good. There is ample space for expansion of records.

18. RECORDS OF N[orth] C[arolina] BOARD OF PHARMACY, 1881--.
2 vols. Title varies: Minutes N. C. Board Pharmacy,
1881-1910.

Minutes of annual and special meetings of board, showing date and place of meeting, roster of members in attendance, names of applicants for licenses and their grades on examinations, receipts from examination fees, license fees and renewals, disbursements for expenses, reports of inspectors of drugstores, and general business discussed. Arranged chronologically by date of entry. No index. Handwritten, 1881-1910; handwritten and typed, 1911--. 320 pp. 15 x 8 x 2 and 12 x 6 x 1. Secretary's home.

19. [GENERAL CORRESPONDENCE], 1905--. 1,300 papers in 15 file boxes.

Correspondence between secretary of the board, members of the board, and pharmacists, concerning examinations and other business. Arranged chronologically by year, thereunder alphabetically by author. No index. Handwritten and typed. 12 x 12 x 3. Secretary's home.

20. [APPLICATIONS FOR LICENSE], 1905--. 2,500 papers in 10 file boxes.

Applications for pharmacists' and registered pharmacists' licenses, showing for each applicant name and address, general and professional education, practical experience, examination record, and record of fees. Arranged alphabetically by name of applicant. No index. Handwritten on printed forms. 3 x 8 x 3. Secretary's home.

21. [PHARMACISTS' ANNUAL RENEWAL LICENSES], 1938--. 2 vols.
Stubs of pharmacists' annual renewal licenses, showing year of registration, serial number, certificate number, name, place, date, date of expiration, and amount of fee. Arranged numerically by certificate number and chronologically by date of issue. No index. Handwritten on printed forms. 250 stubs. 7 x 13 x 1. Secretary's office.

27. Public Laws, 1905, c. 108, s. 9.

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22. [ASSISTANT PHARMACISTS' ANNUAL RENEWAL LICENSES], 1938--.
2 vols.

Stubs of assistant pharmacists' annual renewal licenses, showing year of registration, serial number, certificate number, name, address, date of issue, date of expiration, and amount of fee paid. Arranged numerically by certificate number and chronologically by date of issue. No index. Handwritten on printed forms. 65 stubs. 7 x 13 x 1/4. Secretary's office.

23. [PHYSICIANS' PERMIT RENEWAL], 1938--. 2 vols.

Stubs and blank permits allowing physicians in towns of 500 people or less, which have no druggists, to practice pharmacy, showing serial number, permit number, name, address, date, and fee paid. Arranged numerically by permit number and chronologically by date of issue. No index. Handwritten on printed forms. 180 pp. 6-3/4 x 13 1/2 x 3/4. Secretary's office.

24. [DRUGSTORE PERMITS], 1938--. 2 vols.

Stubs of drugstore permits, showing serial number, permit number, name, address, date of issue, date of expiration, and amount of fee paid. Arranged numerically by permit number and chronologically by date of issue. No index. Handwritten on printed forms. 200 stubs. 5 x 13 x 3/4. Secretary's office.

25. [DAILY REPORTS OF INSPECTION WORK], 1938--. 1,360 papers in
1 box.

Inspector's daily reports on inspection of drugstores, showing date, address of drugstore, name of business, name of owner, name of manager, name of licensed pharmacists in charge, names of other licensed pharmacists employed, names of unlicensed clerks, names of drugs kept under legal supervision, permits renewed, licenses renewed, whether or not license or permit properly displayed, whether or not store has properly kept poison or hypnotic register, any evidence of substitution, explanation of substitution, remarks, and signature of inspector. Arranged chronologically by date of report. No index. Handwritten on printed forms. 8 x 12 x 15. Secretary's office.

26. [CHECK STUBS], 1938--. 2 vols.

Stubs of checks used to pay expenses for board, showing date paid, purpose, and amount. Arranged chronologically by date of issue. No index. Handwritten on printed forms. 375 stubs. 10 x 13 x 1/2. Secretary's office.

No. 8 STATE BOARD OF EMBALMERS

1. Structural Organization and Evolution

The State Board of Embalmers¹ was established by the General Assembly of 1901. The creating act specifies that the board shall consist of five members, to be selected by the State Board of Health,² three of whom must be members of the State Board of Health and two of whom must be licensed embalmers with experience in the care and disposition of dead human bodies.³ In 1931 the General Assembly made a change in the qualifications for membership, requiring that all five members be licensed embalmers.⁴ The number and manner of selection of members, however, was not changed.

The State Board of Health furnishes each appointee to the board with a certificate of appointment and before entering upon the discharge of his duties each appointee must take and subscribe to the usual oath of office before some person who is eligible to administer the oath. The members are appointed for 5 year terms overlapping.⁵ The members of the board receive compensation for actual expenses incurred in the performance of their duties and an additional per diem allowance made by the board.⁶ The Board of Health has power to remove any member of the Board of Embalmers for neglect of duty, incompetence, or improper conduct, and to appoint his successor.⁷

The board is required to meet at least once annually and to select from its membership a president and a secretary. The secretary must furnish such a bond as may be required by the board.⁸

2. Powers and Duties

The State Board of Embalmers is empowered to adopt a common seal, to adopt rules not inconsistent with the laws of North Carolina, to receive written applications from persons desiring to practice embalming, to examine into the qualifications of applicants, to issue, upon proof by the applicant of his good moral character and his knowledge of the science of embalming and the care and disposition of the dead and upon his payment of the required license fee of \$5, a license to practice the art of embalming, and to revoke licenses for good and legal cause.⁹

There was no provision for hearing or appeal prior to 1939, but in that year the board was made subject to an act regulating appeals from 14 licensing boards.¹⁰

1. The creating act gives the name "State Board of Embalming" but Pell's Revisal of 1908, which was adopted by the General Assembly, gave the name as "State Board of Embalmers."

2. Public Laws, 1901, c. 338, s. 1.

3. Ibid.

4. Ibid., 1931, c. 174, s. 1.

5. Ibid., 1901, c. 338, s. 2.

6. Ibid., s. 11.

7. Ibid., s. 3.

8. Ibid., s. 5.

9. Ibid., ss. 7, 8.

10. Ibid., 1939, c. 218. For detailed discussion see supra, p. 4.

(State Board of Embalmers)

(27-29)

A licensee must register with the board of health of the city or, where there is no board of health, with the clerk of the superior court of the county or counties in which he proposes to carry on his practice of embalming. His license must be displayed in a conspicuous place in his office.¹¹

The secretary of the board is required to keep a record of its meetings, a list of appointees to the board, a list of names and addresses of licensees, and a list of revocations of licenses.¹²

3. Housing, Care, and Accessibility of Records

The records of the State Board of Embalmers are housed in the offices of its secretary, W. N. Vogler, of the firm of Frank Vogler and Sons, Funeral Directors, 120 South Main Street, Winston-Salem, N. C. The building, erected in 1926, is of brick and steel construction. The floors and window casements of the office are of wood and the walls and ceiling of plaster. The office is clean, well lighted, and well ventilated. Non-current records are housed in a fireproof cement storage basement.

Conditions of storage and facilities for use of records are excellent and there is ample space for expansion.

27. MINUTES OF MEETINGS OF N[orth] C[arolina] STATE BOARD OF EXAMINERS OF EMBALMERS, July 6, 1901--. 1 vol.

Minutes of annual and special meetings of the board, showing date and place of meeting, roster of members present, and business discussed. Arranged chronologically by date of entry. No index. Handwritten, 1901-20; typed, 1921--. 200 pp. 7 x 10 x 2.

28. [CORRESPONDENCE], 1928--. 3,000 papers in 10 bundles and 1 file box (dated).

Correspondence with heads of other State boards, embalming schools, applicants, and others, concerning applications, licenses, and all administrative affairs of the board. Bundles arranged chronologically and alphabetically thereunder by name of correspondent; file boxes arranged chronologically by date of filing. No index. Handwritten and typed. Bundles, 9 x 12 x 5; file box, 12 x 12 x 3. Bundles, 1928-38, filed in basement; 1 file box, 1939--, in office.

29. EXAMINATION PAPERS, 1930--. 500 papers in 9 bundles. Records prior to 1930 destroyed.

Examination papers of applicants for licenses. Arranged chronologically by year of examination; thereunder by number assigned to applicant. No index. Handwritten. 9 x 12 x 2. 8 bundles, 1930-38, in basement; 1 bundle, 1939--, in office.

11. Public Laws, 1901, c. 338, s. 9.

12. Ibid., s. 8.

(State Board of Embalmers)

(30,31)

30. LEDGER, 1917--. 1 vol.

General ledger containing:

- i. Record of individual payments of fees, showing for each licensee name, address, employer, date of examination, grade, serial number of examination, amount of fee paid, and date. Arranged alphabetically by name of licensee.
- ii. Combination cash journal, 1917-26, showing source of receipt and purpose of expenditure, general debit and credit items, expenditures, receipts, license or bank number, debit and credit items for cash, and debit and credit items for bank. Arranged chronologically by date of entry.
- iii. General ledger, 1926--, showing debit and credit items. No obvious arrangement.

No index. 600 pp. 7-3/4 x 11 $\frac{1}{2}$ x 3.

31. LEDGER, 1917-26. 1 vol. Discontinued.

Record of receipts from fees and of disbursements for expenses of board. Also contains names of and fees paid by licensed embalmers. Arranged chronologically by date of entry. Indexed for licensees only by first letter of surname. 14 x 9 $\frac{1}{2}$ x 2.

No. 9 NORTH CAROLINA BOARD OF NURSE EXAMINERS

1. Structural Organization and Evolution

The North Carolina Board of Nurse Examiners, originally called the Board of Examiners of Trained Nurses¹ and later called the Board of Nurse Examiners of North Carolina,² was created by act of the General Assembly in 1903.³ It was originally composed of five members, two of whom were physicians elected by the North Carolina Medical Society and three of whom were registered nurses elected by the North Carolina Nurses Association; in 1925 the composition of the board was changed to three registered nurses chosen by the North Carolina State Nurses Association and one representative each chosen by the North Carolina Medical Society and the North Carolina State Hospital Association.⁵ The members of the board serve for overlapping terms of 3 years.⁶ Each board member originally received \$4 per day and actual traveling expenses;⁷ since 1925 compensation has been fixed by the board.⁸ The board is empowered to remove members and fill vacancies for unexpired terms.⁹

The board elects a president and a secretary-treasurer from its nurse members. The latter must give bond in such amount as is fixed in the bylaws and is required to receive and hold moneys received from fees and fines for expenses, salaries, and for extending nursing education throughout the State.¹⁰

The board must meet at least once annually and must hold special meetings when 10 or more applicants notify the secretary-treasurer of their desire to take the examination; notice of special meetings must be given in a nurse journal and in the daily papers of the State.¹¹

A joint committee on standardization was created in 1925 for the purpose of advising the Board of Nurse Examiners in its rule-making powers; it is composed of members of the board, four members chosen by the North Carolina State Hospital Association, and three members chosen by the North Carolina Nurses Association.¹²

2. Powers and Duties

The North Carolina Board of Nurse Examiners as originally set up was empowered to prescribe rules and regulations governing applicants for licenses, admission for examinations, and conduct of examinations.¹³ The board is empowered to revoke licenses after preferring charges, furnishing the accused with a written copy of the charges, and giving a 20-day notice of the time and place of a full and fair hearing.¹⁴ It has discretionary

1. Public Laws, 1917, c. 17, s. 1.
2. Ibid., 1925, c. 87, s. 2.
3. Ibid., 1903, s. 59.
4. Ibid., s. 1.
5. Ibid., 1925, c. 87, s. 2.
6. Ibid., 1917, c. 17, s. 1.
7. Ibid.

8. Ibid., 1925, c. 87, s. 2.
9. Ibid., 1917, c. 17, s. 1.
10. Ibid., 1917, c. 17, s. 2.
11. Ibid., s. 3.
12. Ibid., 1925, c. 87, s. 3.
13. Ibid., 1917, c. 17, s. 4.
14. Ibid., s. 9.

(Board of Nurse Examiners)

(32,33)

power of issuing certificates of registration without examination to licensed nurses of another state, and is required to present to each clerk of the superior court a record of licensed nurses in his county.¹⁵

After the establishment of the joint committee on standardization the rules were prescribed by the board¹⁶ in consultation with the committee; in 1931 the committee was given, in addition, power to advise with the board in the adoption of rules and regulations and to have exclusive power to establish standards and provide minimum requirements for schools of nursing from which applicants for licenses must have been graduated.¹⁷ In 1933 the board was required to act jointly with the committee on standardization in the execution of all powers granted.¹⁸

3. Housing, Care, and Accessibility of Records

All records of the North Carolina Board of Nurse Examiners are housed in its office, 419 Commercial Building, Raleigh, N. C. The building, erected in 1911, is constructed of brick, concrete, and steel. The floors and window casements are of wood; the walls and ceiling are plastered. The office is well lighted, well ventilated, and clean.

Conditions of storage and facilities for use of records are good. The records are kept in steel filing cabinets and there is ample space for expansion.

Minutes

32. B[oard] OF EX[aminers] [Minutes], Dec. 16, 1903--. 4 vols. Minutes of annual and special meetings of Board of Nurse Examiners, including record of members present, business transacted, and secretary's reports. Also contains list of nurses receiving certificates, 1903-17. Arranged chronologically by date of meeting. No index. Handwritten 1903-17; typed 1918--. Average 100 pp. 12 x 10 x $\frac{1}{2}$.

Correspondence

33. [GENERAL CORRESPONDENCE], 1914--. 14,400 papers in 5 file drawers.

Correspondence with individuals, associations, hospitals, and institutions relative to affairs of the board. Also contains bills and bulletins. Correspondence arranged alphabetically by name of correspondent and chronologically thereunder by date received or written; no obvious arrangement of bills and bulletins. No index. Handwritten, typed, and mimeographed. 3 file drawers, 12 x 14 x 24; 2 file drawers, 12 x 13 x 24.

15. Public Laws, 1917, c. 17, s. 8.

16. Ibid., 1925, c. 87, s. 2.

17. Ibid., 1931, c. 56, s. 1.

18. Ibid., 1933, c. 203, s. 2.

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34. CORRESPONDENCE OF ACTIVE SCHOOLS, 1931--. 4,800 letters in 1 file drawer.

Correspondence with nursing schools, dealing with general affairs and reports from nursing schools to the secretary of the board. Arranged alphabetically by name of school, thereunder chronologically by date received or written. No index. 12 x 14 x 24.

Applications and Registrations

35. [ACTIVE APPLICATIONS], current. 2,400 applications in 1 file drawer.

Applications to board for nurses' examination, including applications completed, applications incomplete, not re-enrolled, re-enrolled, reciprocity complete, and reciprocity waiting, and pertinent correspondence. Arranged chronologically by date received. No index. Handwritten and typed on printed forms. 12 x 14 x 12.

36. APPLICATION DISCARDS, 1931--. 2,400 papers in 1 file drawer. Applications removed from Active Applications, entry 35, because of applicant's failure to meet requirements of the board by examination or reciprocity. Arranged alphabetically by name of applicant. No index. Handwritten and typed on printed forms. 12 x 13 x 25.

37. EXAMINATIONS, 1922--. 800 papers in 1 file drawer. Examinations prior to 1922 have been discarded. Notice of examination, names of nurses taking examination and grades, application for registration by reciprocity, list of successful candidates, report of the board, and examination papers. Arranged chronologically by date of examination. No index. Handwritten, typed, and mimeographed. 12 x 9 x 25.

38. NURSES' RECORDS, 1903--. 14,330 papers in 8 file drawers (labeled by contained letters of alphabet). Individual record file of applicants, containing high school record, record of practical and theoretical training, application for and record of examination; records for each nurse in envelope showing on outside certificate number, name, present and permanent address, hospital from which graduated, date of examination, graduation, and certificate, how registered, county in which registered, and remarks. Arranged alphabetically by first letter of surname of applicant; thereunder chronologically by year of application; and thereunder alphabetically by first and succeeding letters in surname. No index. 12 x 16 x 28.

39. CARD INDEX OF NURSES REGISTERED IN NORTH CAROLINA, 1903--. 15,000 cards in 2 file drawers (labeled by contained letters of alphabet). Replaces Nurses' Index, entry 41. Individual record card of registered nurses, showing for each nurse name, present and permanent address, certificate number, date of graduation, hospital from which graduated, how registered, and county registration number. Arranged alphabetically by name of nurse. No index. Typed. 5 x 16 x 24.

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(40-46)

40. REGISTRATION CARDS BY COUNTIES AND NUMBERS, undated. 14,330 cards in 1 file drawer.

File of registration cards, showing for each nurse name, county and town of residence, town of registration, and number of certificate. Arranged alphabetically by name of county and thereunder by county registration number. No index. Typed. 5 x 16 x 28.

41. [NURSES' INDEX], 1903-4; 1908-39. 6 loose-leaf notebooks (labeled by contained letters of alphabet). Replaced by Card Index of Nurses Registered in North Carolina, entry 39.

Index of nurses registered in the State, showing for each nurse number of certificate, name, address, and school attended. Arranged chronologically by year and alphabetically thereunder by surname. No index. Typed. 800 pp. 12 x 10 x $4\frac{1}{2}$.

42. [SCRAP BOOK], undated. 1 loose-leaf notebook.

Newspaper clippings of nurses' activities and copies of rules of board to be amended. No obvious arrangement. No index. Typed and printed. 200 pp. 11 x 9 x 1.

Financial Records

43. [RECORD OF EXPENSES], Oct. 1, 1931--. 4,800 papers in 1 file drawer.

Bills and reports of the board, showing salaries and expenses. Also contains material purchased by the board from the author of The History of Nursing, including data used in compiling the book. Record of expenses arranged chronologically by date of payment. No index. Handwritten and typed. 12 x 13 x 24.

44. EXPENSES B[oard] OF EXAM[iners], May 24, 1904--May 12, 1918. 1 vol.

Record of receipts of applicants' registration and examination fees and bills for supplies. Arranged chronologically by date of receipts and disbursements. No index. Handwritten. 50 pp. 10 x 8 x $1\frac{1}{4}$.

45. [FINANCIAL STATEMENTS OF SECRETARY-TREASURER], Oct. 30, 1931--May 1934. 1 loose-leaf binder.

Report on expenses and disbursements and condition of treasury at end of term of previous secretary-treasurer. No obvious arrangement. No index. Typed. 4 pp. 11 x 9 x $1\frac{1}{4}$.

46. NORTH CAROLINA BOARD OF NURSE EXAMINERS REPORT ON EXAMINATIONS OF ACCOUNTS OF SECRETARY-TREASURER, Oct. 30, 1931--May 1934; Dec. 11, 1935--May 15, 1939. 14 vols. (dated). Title varies: Report of Examination Secretary-Treasurer, North Carolina

Board of Nurse Examiners, Mount Airy, N. C., 1935-36, 1 vol. Report of audit by certified public accountant, showing cash balance at beginning of audit, receipts, disbursements, and cash balance at date of audit. Vols. arranged chronologically by date of audit. No index. Typed. Average 4 pp. 11 x 9.

No. 10 BOARD OF VETERINARY MEDICAL EXAMINERS

1. Structural Organization and Evolution

The North Carolina Board of Veterinary Medical Examiners, created by act of the Legislature of 1903, is composed of five members of the North Carolina Veterinary Medical Association, who are appointed by the Governor for overlapping terms of 5 years. Each member must take, before the clerk of court in the county in which he resides, an oath to discharge faithfully the duties of his office.¹ Board members receive compensation for their services not to exceed \$4 per day and traveling expenses.²

The board elects a president and secretary-treasurer.³ Three members of the Board constitute a quorum.⁴

2. Powers and Duties

The Board of Veterinary Medical Examiners meets at least once annually at such time and place as the Veterinary Medical Association may decide; examines applicants for licenses to practice veterinary medicine; grants certificates to successful applicants; and publishes the names of those granted certificates at least once annually in two newspapers published in the State.⁵ The board is empowered to adopt such rules and bylaws as it deems necessary.⁶

No certificate can be granted unless a majority of the board members present concur;⁷ but to prevent delay and inconvenience two members of the Board of Examiners may grant a temporary certificate to practice veterinary medicine until next regular meeting of the board; however, in no case may a temporary certificate be granted to an unsuccessful applicant.⁸ The board has the power to revoke any certificate granted upon proof of grossly immoral conduct or malpractice, but the detailed provisions for hearings and appeals were left to the discretion of the board until 1939 when it, like 13 licensing boards, was made subject to a general act.⁹ The board must furnish information pertaining to the practice of veterinary medicine upon application from any person practicing under creating act.¹⁰ All persons practicing prior to the creating act were exempt from examination provided they filed an affidavit stating the length of time of their practice and had their names registered in the office of the clerk of superior court of the county in which he resided on or before January 1, 1905.¹¹ As at present provided all persons may practice veterinary medicine in the State who file affidavits that they have been practicing in the State 20 years and have paid all fees due prior to January 1, 1935.¹²

1. Public Laws, 1903, c. 503, s. 2.

2. Ibid., s. 9.

3. Ibid., s. 4.

4. Ibid., s. 3.

5. Ibid., s. 4.

6. Ibid., s. 7.

7. Ibid., s. 3.

8. Ibid., s. 5.

9. Ibid., 1939, c. 218. See supra, p. 4.

10. Ibid., 1903, c. 503, s. 10.

11. Ibid., s. 7.

12. Ibid., 1935, c. 387.

(Board of Veterinary Medical Examiners)

(48-50)

The examining board must keep a public record of its proceedings.¹³ Nothing in the act may be construed to prevent any member of the medical profession from prescribing for domestic animals in cases of emergency and collecting a fee for such service or to prevent anyone from castrating or spaying any domestic animal. The act does not apply to veterinarians of the United States Army.¹⁴

3. Housing, Care, and Accessibility of Records

The records of the Board of Veterinary Medical Examiners are housed in the office of its secretary-treasurer, Dr. P. C. MacLain, Charlotte, N. C. Conditions of storage and facilities for use of the records are good and there is ample space for expansion.

47. [MINUTES], 1907--., 1 vol.
Minutes of annual meetings of the board, including for each meeting names of members present, general business transacted, financial report of the secretary-treasurer, and name, qualifications, and grade of each applicant. Entries arranged chronologically by date of meeting. No index. Handwritten and typed. 16 x 8 x 1-1/4.

48. [CORRESPONDENCE], 1903--. 2,500 papers in 1 file box and 1 desk drawer.
General correspondence of board secretaries, concerning information on examinations, legal requirements for the practice of veterinary medicine, and board meetings. Also contains [Examination], 1903-32, entry 49. Arranged chronologically by year of writing; thereunder alphabetically by name of correspondent. No index. Typed and handwritten. File box, 9 x 12 x 24; desk drawer, 3 x 9 x 16.

49. [EXAMINATIONS], 1903--. 1903-32 in [Correspondence], entry 48; 1933-- in [Miscellaneous], entry 50.
Original examination papers of each applicant taking the board examination.

50. [MISCELLANEOUS], 1933--. 1,500 papers in 1 file box.
Miscellaneous file including;
i. Bank statement and cancelled checks, 1933--.
ii. Deposit slips, 1933--.
iii. Receipts for board expenses, 1933--.
Also contains [Examinations], 1933--., entry 49. No obvious arrangement. No index. Typed and handwritten. 12 x 24 x 6.

13. Public Laws, 1903, c. 503, s. 4.

14. Ibid., s. 12.

No. 11 STATE BOARD OF OSTEOPATHIC EXAMINATION AND REGISTRATION

1. Structural Organization and Evolution

The State Board of Osteopathic Examination and Registration created by the General Assembly of 1907 is composed of 5 members appointed by the Governor from a list of 10 reputable practitioners selected and recommended by the North Carolina Osteopathic Society.¹ Board members serve at the pleasure of the Governor, although the term of one member must expire each year. They receive compensation as fixed by the board itself with the limitation, however, that such compensation shall in no case exceed \$10 a day and expenses for actual time served.²

The board chooses from its membership a president and a secretary-treasurer, each of whom serves for a term of 1 year and whose compensation is fixed by the board.

The secretary-treasurer must give a bond which is approved by the board, must keep a record of the proceedings of the board, and must account for all money received in fees and fines.³

The board must meet at least once annually in the city of Raleigh, and special meetings may be held at such times and places as the majority of the board may decide.⁴

2. Powers and Duties

The State Board of Osteopathic Examination and Registration is empowered to receive applications for license to practice osteopathy, to examine into the qualifications of applicants, to issue licenses to those who pass the examination,⁵ to suspend or revoke the licenses when the licensee is found guilty at a public hearing of violation of the act creating the board,⁶ to use for administrative expenses fees collected for licenses, and to grant licenses to osteopaths from other states who possess qualifications equal to those required in North Carolina. Persons actively engaged in the profession of osteopathy prior to 1907 were exempt from examination by the board.⁷

Any practitioner whose license is revoked or suspended by the board may appeal to the superior court of the county of his residence.⁸

All expenses of the board are paid upon the warrant of the president and secretary-treasurer and in no case may such expenses incurred exceed the income.⁹

1. Public Laws, 1907, c. 76, s. 2. The Legislature of 1937 allowed the Governor to request that the list be increased to 15. Ibid., 1937, c. 301, s. 1.
2. Ibid., s. 3.

3. Ibid.
4. Ibid., s. 1.
5. Ibid., 1907, c. 76, s. 2.
6. Ibid., 1937, c. 301, s. 3a.
7. Ibid., 1907, c. 764, s. 3.
8. Ibid., 1937, c. 301.
9. Ibid., s. 3.

(Board of Osteopathic Examination)

(51,52)

The board is required to keep a record of its proceedings and a register of all applicants for certificates, giving the name and location of the institution granting his diploma, date of diploma, and a record of the granting, renewal, or revocation of all licenses.¹⁰ Each osteopath holding a certificate from the Board of Examination and Registration must register with the clerk of superior court of his county of residence.¹¹

3. Housing, Care, and Accessibility of Records

The records of the Board of Osteopathic Examination and Registration are housed in the offices of its secretary-treasurer, Dr. Frank H. Heine, 907 Security Bank Building, Greensboro, N. C. The building, erected in 1922, is of steel and concrete construction. The office is well lighted, well ventilated, and clean.

Conditions of storage and facilities for use of records are good and there is ample space for expansion.

51. RECORD BOOK, N[orth] C[arolina] STATE BOARD OF OSTEOPATHIC EXAMINATION AND REGISTRATION, April 4, 1907--. 1 vol.

Minutes of annual and special meetings of the board, showing date of meeting, members present, and business discussed. Also contains in back an alphabetical list of licensees, showing dates of renewals. Entries arranged chronologically by date of meeting; list of licensees arranged alphabetically by first letter of surname. No index. Handwritten. 600 pp. 10 x 16 x 4.

52. APPLICATIONS FOR LICENSE, 1907--. 188 applications in 1 file drawer.

Application for license to practice osteopathy in North Carolina, showing name, address, educational qualifications, and experience of each applicant. Arranged chronologically by year of application; thereunder alphabetically by name of applicant. No index. Handwritten on printed forms. 12 x 12 x 24.

10. Public Laws, 1937, c. 301, s. 1.

11. Ibid., s. 5.

No. 12 NORTH CAROLINA STATE BOARD OF EXAMINERS IN OPTOMETRY

1. Structural Organization and Evolution

The North Carolina State Board of Examiners in Optometry, created by act of the General Assembly in 1909, consists of five members who must be members of the North Carolina State Optometric Society and who have been engaged in the practice of optometry in North Carolina for 5 years.¹ The members of the board must take all oaths prescribed for other State officers and file copies of such oaths with the Secretary of State.² The members were originally appointed by the Governor,³ but in 1935 a provision was made that the members of the board be selected by the North Carolina State Optometric Society and commissioned by the Governor.⁴ Board members are appointed for terms of 5 years overlapping;⁵ originally they received \$5 a day and 3 cents per mile to and from place of meetings,⁶ but in 1923 the Legislature provided that they receive \$10 a day and 10 cents per mile.⁷

The board elects annually from its membership a president and secretary-treasurer. The secretary-treasurer must give a bond in such amount as is determined by the board,⁸ and receives such salary as the board allots.⁹

The board was originally required to meet at least twice annually at a time and place designated by the president and secretary-treasurer;¹⁰ in 1935, however, it was required to meet only once annually.¹¹

2. Powers and Duties

The North Carolina State Board of Examiners in Optometry is empowered to receive applications for licenses from prospective optometrists; to conduct examinations into the qualifications of applicants; to issue licenses to those applicants who qualify and who pay the required fees;¹² to fix the amount of the annual fees;¹³ to revoke licenses for failure to pay required fees or upon the licensees' conviction of violations of the rules and regulations adopted by the board or of a crime, and upon the establishment of habitual drunkenness, gross incompetence, or contagious or infectious diseases;¹⁴ to make such rules and regulations not inconsistent with the law as the board may deem necessary for the proper performance of its duties; to hold hearings and to subpoena witnesses; and to carry on investigations.¹⁵

It is the duty of the board to make an annual report to the Governor showing an account of all money received and disbursed by it during the pre-

1. Public Laws, 1909, c. 444, s. 3.

2. Ibid.

3. Ibid.

4. Ibid., 1935, c. 63, s. 1b.

5. Ibid., 1909, c. 444, s. 3.

6. Ibid., s. 11.

7. Ibid., 1923, c. 42, s. 4.

8. Ibid., s. 11.

9. Ibid., 1935, c. 63, s. 1e.

10. Ibid., 1909, c. 444, s. 11.

11. Ibid., 1935, c. 63, s. 1c.

12. Ibid., 1909, c. 444, s. 5.

13. Ibid., 1933, c. 492, s. 1.

14. Ibid., 1909, c. 444, s. 13.

15. Ibid., s. 4.

(Board of Examiners in Optometry)

(50-57)

ceding year.¹⁶ The secretary-treasurer must keep a record of the proceedings of the board and receive and account for all incoming fees and fines.¹⁷

3. Housing, Care, and Accessibility of Records

The records of the North Carolina State Board of Examiners in Optometry are housed in the offices of its secretary-treasurer, Dr. Robert L. Wilson, in the Wilson Building, Shelby, N. C. The building, erected in 1895, is of wood and brick construction. The floors, the casements of the windows, and the ceiling are of wood; the walls are of plaster.

The offices are well lighted, well ventilated, and clean. Conditions of storage and facilities for use of the records are good. The records are kept in a steel filing cabinet and there is ample space for expansion.

53. [MINUTES], 1909--. 1 vol. and 1 post binder. Minutes of annual and special meetings of the board, showing date, members present, business transacted, lists of examinees, and receipts from fees. Arranged chronologically by date of meeting. No index. Typed and handwritten. Vol., 300 pp., 8 x 15 x 1/4; post binder, 125 pp., 8 x 10 x 1/4.

54. [MISCELLANEOUS CORRESPONDENCE], 1909--. 1,500 papers in 1 file drawer. General correspondence of the board with optometrists concerning rules and regulations, fees, and requirements for licenses. Arranged alphabetically by surname of correspondent, thereunder chronologically by date of writing. No index. Typed and handwritten. 12 x 12 x 24.

55. [CASE FILE], 1909--. 1,200 papers in 1 file drawer. Individual record file of applicants and licensees, containing for each optometrist application for license by examination, supporting affidavits, and relative correspondence. Arranged alphabetically by name of optometrist. No index. Typed and handwritten. 12 x 12 x 24.

56. [REGISTRATION CARDS], 1909--. 200 cards in 1 file drawer. Card directory of licensed optometrists, showing name and address of optometrist, date of registration and of each renewal, and registration number. In the back are filed cards for optometrists who have died or failed to renew their license. Arranged alphabetically by surname of optometrist. No index. Typed on printed forms. 4 x 6 x 3.

57. [CHECKBOOK], 1939--. 1 vol. Checkbook containing stubs of the checks issued for expenses, showing number, date, payee, and purpose. Arranged chronologically. No index. Handwritten on printed forms. 75 pp. 8 x 12 x 1/4.

16. Public Laws, 1909, c. 444, s. 11.

17. Ibid., s. 4.

(Board of Examiners in Optometry)

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58. [MISCELLANEOUS], 1939--. 500 papers in 1 file drawer.

Miscellaneous file containing:

- i. Examination questions, undated, containing lists of questions suggested by board members from which examinations are taken.
- ii. Bank statements and canceled checks, 1939--, showing amounts deposited and amounts withdrawn.
- iii. Deposit slips, 1939--, showing date and amounts deposited.

No obvious arrangement. No index. Typed and handwritten. 12 x 12 x 24.

No. 13 STATE BOARD OF ACCOUNTANCY

1. Structural Organization and Evolution

The State Board of Accountancy, established by act of the General Assembly of 1913, consists of four members, three of whom must be skilled in the knowledge and practice of accounting and actively engaged as professional accountants in North Carolina and one of whom must be a recognized attorney of good standing.¹ An act of 1925 amended the qualifications to require all members to be certified public accountants.² Appointments are made by the Governor for terms of 3 years overlapping. Members receive \$10 a day and expenses incurred in the actual performance of duties.³

The board appoints one of its members as president, one as secretary, and one as treasurer; the two last named offices, however, may be held by the same member.⁴ In 1925 the board was granted power to elect a vice-president and to employ legal counsel and clerical assistance.⁵ The treasurer must give such bond as may be determined by the board.⁶

The board must meet at least once a year and may meet as often as it deems necessary and at such times and places as it designates.⁷

2. Powers and Duties

The State Board of Accountancy is empowered to receive applications from prospective accountants; to conduct examinations into qualifications of applicants; to grant certificates of registration to those who successfully qualify and pass the examination;⁸ to revoke certificates for sufficient cause, provided that 20 days' written notice of public hearing be given the accused and the cause of contemplated action set forth;⁹ and to report annually to the State Treasurer all fees and receipts collected.¹⁰

In 1939 the board was made subject to a general act regulating hearings and appeals from 14 licensing boards.¹¹

The board is required to submit to the Commissioner of Revenue the names of all persons who have qualified to practice public accounting in North Carolina and the Commissioner of Revenue is required to issue licenses to them.¹² Only accountants engaged in business prior to the passing of the act may be exempt from examination.¹³ The board may issue certificates of registration to accountants certified in other states when

1. Public Laws, 1913, c. 157, s. 1.

2. Ibid., 1925, c. 261, s. 11.

3. Ibid., 1913, c. 157, s. 2.

4. Ibid., s. 11.

5. Ibid., s. 4.

6. Ibid., 1925, c. 261, s. 11.

7. Ibid., 1913, c. 157, s. 9.

8. Ibid., s. 7.

9. Ibid., s. 15.

10. Ibid., 1925, c. 261, s. 6, sub-s. 14.

11. Ibid., 1939, c. 218. See supra, p. 4.

12. Ibid., 1925, c. 261, s. 11, sub-s. 12.

13. Ibid., 1913, c. 157, s. 13.

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in its judgment the requirements for certificates are substantially equal to the requirements in North Carolina.¹⁴ Nothing in the act, however, prohibits any State, county, or municipal officer from examining public accounts.¹⁵

The board is required to keep a record of all its proceedings and to submit an annual report to the Governor.¹⁶

3. Housing, Care, and Accessibility of Records

The records of the State Board of Accountancy are located in its offices, 301-304 Security Bank Building, Raleigh, N. C. The building, erected in 1913, is constructed of brick, concrete, and steel. The floors and casements of the windows are of wood and the walls and ceiling are of plaster.

Conditions of storage and facilities for use are good. The office is well lighted, well ventilated, and clean. The records are kept in steel filing cabinets with ample space for expansion.

59. MINUTES NORTH CAROLINA STATE BOARD OF ACCOUNTANCY, 1922---

2 vols. (1,2).

Minutes of meetings of the board, showing date, members present, and business transacted. Arranged chronologically by date of meeting. No index. Typed. 250 pp. 11 x 9 x 1. Room 302.

60. CORRESPONDENCE, 1930--. 13,200 papers in 3 file drawers.

Correspondence between individuals and the board regarding requirements for examinations, fees, date, and renewals of licenses. Contains also Applications State Board, Nov. 1935--, entry 61. Arranged alphabetically by name of correspondent, thereunder chronologically by date of writing. No index. Typed and handwritten. 12 x 15 x 22. Room 303-4.

61. APPLICATIONS STATE BOARD, 1924-37. 4,400 papers in 1 file drawer. Nov. 1935-- in Correspondence, entry 60.

Applications for examinations, showing for each applicant name and address, personal history and training and experience, and pertinent correspondence. Also contains:

- i. Audit reports, 1924-36, showing financial condition of board.
- ii. Bank statements, 1930-37, showing amounts of deposits and withdrawals.
- iii. Deposit slips, 1930-37, showing amounts deposited.

Applications arranged chronologically by date of examination; financial items arranged by subject, thereunder chronologically. No index. Typed; handwritten on printed forms. 12 x 15 x 22. Room 303-4.

For other financial records, see entry 67.

14. Public Laws, 1925, c. 261,
s. 11, sub-s. 6.

15. Ibid., s. 12.

16. Ibid., 1913, c. 157, s. 6.

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62. [RECORD OF EXAMINATIONS], May 8, 1922--. 2 vols. 1920-21 in Cash Book, entry 66.

Record of applicants taking State examination, showing name and address, applications discarded, type of examination taken, and status of each. Arranged alphabetically by surname of applicant. No index. Typed. 150 pp. 12 x 10 x 2. Room 302.

63. NORTH CAROLINA STATE BOARD [Examination Papers], 1938--.

4,000 sheets in 1 file drawer. Papers burned after 18 months. Examination papers of applicants. Arranged chronologically by date of examination. No index. Handwritten. 12 x 15 x 22. Room 303-4.

64. RECORD OF CERTIFICATES ISSUED BY NORTH CAROLINA, STATE BOARD OF ACCOUNTANCY, 1913--. 2 vols.

Record of certificates, showing number, name and address of holder, and date and basis on which issued. Arranged numerically by certificate number. No index. Typed on printed heads. 150 pp. 12 x 9 x 2. Room 302.

65. LEDGER [Record of Accountants], 1925--. 4 vols.

Individual record of accountants, showing for each accountant name and address, type and year of registration, and date of payment of license fee. Pages arranged alphabetically by name of accountant. No index. Typed and handwritten on ledger sheets. 1,800 pp. 11 x 10 x 1. Room 302.

66. CASH BOOK, Aug. 29, 1918-June 1, 1937. 2 vols.

Record of cash transactions, showing name of payee, date, purpose, and amount of payment. Also contains Record of Examinations, 1920-21, entry 62. Arranged chronologically by date of entry. No index. Handwritten. 100 pp. 14 x 9 x 1. Room 302.

67. [RECEIPTS AND DISBURSEMENTS], 1927--. 1 vol.

Record of receipts from certificates and renewals issued accountants and a record of disbursements of the board. Arranged chronologically by date of entry. No index. Handwritten on ledger sheets. 150 pp. 12 x 17 x 2. Room 302.

For other financial records, see entry 61 i-iii.

No. 14 STATE BOARD OF ARCHITECTURAL EXAMINATION AND REGISTRATION

1. Structural Organization and Evolution

The State Board of Architectural Examination and Registration, established by act of the General Assembly in 1915, is composed of five members, all of whom must be reputable architects residing in the State and who must have been engaged in the practice of architecture for at least 10 years. The members are appointed by the Governor and must file with the Secretary of State a written oath to perform faithfully their official duties and to support the State and Federal constitutions.¹ They serve for terms of 5 years overlapping and are paid by the treasurer of the board for necessary expenses incurred in the performance of their duties.² The Governor may fill vacancies for unexpired terms.³

The board elects a president, a vice-president, a secretary, and a treasurer, each of whom serves for 1 year. The treasurer must give a bond which is approved by the board and conditioned upon the faithful performance of his official duties and the faithful accounting for all moneys and other property which come into his hands.⁴

The board must meet once annually after giving notice in some newspaper published in Raleigh.⁵ Three members constitute a quorum.⁶

2. Powers and Duties

The board is empowered to make rules and regulations for governing the practice of architecture in North Carolina, provided such rules and regulations are not in conflict with the State laws;⁷ to conduct examinations into the qualifications of applicants and to issue certificates to qualifying applicants;⁸ to issue certificates after examination to any applicant who proves that he practiced architecture prior to the passage of the act creating the board or to any architect who presents a certificate from a similarly constituted board in another state;⁹ to revoke or refuse to grant a certificate to an applicant who in the opinion of the board has been guilty of unprofessional conduct or who has been convicted of a felony;¹⁰ and to collect and use, for the payment of expenses incurred in carrying out the provisions of the act, all fees and fines.¹¹

The board may suspend or revoke a license only upon conviction, after a fair and impartial trial, of dishonest practice, unprofessional conduct, or incompetence. For the purposes of trial, it has power to subpoena and examine witnesses under oath. The accused must be given 60 days' notice

1. Public Laws, 1915, c. 270,
ss. 1, 2.
2. Ibid., ss. 1, 6.
3. Ibid., s. 1.
4. Ibid., s. 1a.
5. Ibid., s. 1b.

6. Ibid., s. 1c.
7. Ibid., s. 1a.
8. Ibid., s. 3.
9. Ibid.
10. Ibid., s. 5.
11. Ibid., s. 6.

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and has the right to have witnesses summoned in his behalf and to be heard in person and by counsel. The trial must be open to the public.¹²

The secretary of the board is required to keep a record of the proceedings of the board, of the registration of all applicants for admission to the practice of architecture showing the name and location of the institution from which the applicant received his knowledge of architecture, and of such other information as the board may deem necessary.¹³ Each registered architect must also register with the clerk of superior court of his county of residence.¹⁴

3. Housing, Care, and Accessibility of Records

The records of the secretary of the State Board of Architectural Examiners are housed in his office, room 315, Daniel Hall, North Carolina State College, Raleigh, N. C. The building is constructed of brick and steel. The floors and window casements of the office are of wood; the walls and ceiling are plaster on metal laths.

Conditions of storage and facilities for use of records are fair. There is little space for expansion, but at present there is little evidence of crowding. About 70 percent of the records are housed in the secretary's office, the remainder being in the treasurer's office.

68. MINUTES, April 12, 1915--Jan. 26, 1927; July 1933--. 2 vols. 1927-32, burned by accident.

Minutes of meetings, showing place and date of meeting, members present, and business transacted. Arranged chronologically by date of meeting. No index. Typed. 50 pp. 12 x 10 x 1.

69. N[orth] C[arolina] STATE BOARD OF ARCHITECTURAL EXAMINATION AND REGISTRATION, 1915--. 5,000 papers in 15 file boxes and 1 file drawer (dated). Title varies: State Board Letters, 1915-18, 1 file box; State Board of Architectural Examination and Registration, 1916-21, 1923, 1927-31, 7 file boxes; State Board Papers, 1921-22, 1923-25, 2 file boxes; State Board of Examination and Registration, 1925-26, 2 file boxes.

General correspondence with architects, applicants, board members, the National Board of Architectural Examination and Registration and similar boards in other states relative to examination, rules and regulations, and miscellaneous business. Also contains.

- i. Bulletins and briefs, undated, of hearings before the board.
- ii. Copies of examinations, undated, held in other states.
- iii. Report of auditing committee, 1938-39, showing financial condition.
- iv. Treasurer's report, 1938-39, showing receipts and disbursements and net income.

12. Public Laws, 1919, c. 336, s. 3.

13. Ibid., 1915, c. 270, s. 1c.

14. Ibid., s. 8.

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Correspondence arranged chronologically by date of writing; other items arranged in folders by subject. No index. Typed. 10 x 8 x 3.

For duplicates of treasurer's and auditing committee's reports, see entry 74.

70. [APPLICATIONS], 1915--. 300 papers in 1 file drawer. Individual record file of architects who have been licensed, including for each architect application for examination and registration or for reciprocal certificate of registration, picture of applicant, and blueprint copies of statements of experience and record in professional practice. Arranged alphabetically by name of applicant. No index. Typed and handwritten on printed forms; typed and handwritten. 12 x 17 x 27.

71. [RECORD OF APPLICANTS], 1915--. 1 vol. Record of applicants examined, showing for each applicant name and address, method of obtaining certificate (examination or reciprocity), date of examination, grades on each unit of examination, and date of certificate. Arranged chronologically by year of examination. No index. Typed. 200 pp. 10 x 12 x 2.

72. [COPIES OF EXAMINATION PAPER], 1938--. 500 papers in 1 file drawer. Copies of examination papers containing answers to questions and grades. No obvious arrangement. No index. Typed. 12 x 16 x 27.

73. SPECIAL PERMIT, 1922--. 1 vol. Stub of special permits issued to out-of-state architects for one job, showing date, name and address, purpose of permit and building to which permit applies. Arranged chronologically by date of issue. No index. Handwritten on printed forms. 35 stubs. 8 x 15 x 1.

Treasurer's Office

The records of the treasurer of the board are housed in his office, room 4 of the Muegge Building, 202-206 Princess St., Wilmington, N. C. The building, erected in 1884, is constructed of brick and wood. The floors and window casements of the office are of wood; ceiling and walls are of plaster on wooden laths.

Conditions of storage and facilities for use are good and there is ample space for expansion.

74. CORRESPONDENCE FILE [and Reports], 1929--. 300 papers in 1 file drawer.

Correspondence relative to applications for examination and registration and general correspondence regarding membership fees and other financial business of the board. Also contains:

- i. Duplicate of the annual report to the board on its financial condition, 1938-39, as disclosed by the auditing committee.
- ii. Duplicate of the Treasurer's annual report, 1938-39, showing source of revenue and purpose for which money was expended.

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Correspondence arranged chronologically by date of filing; reports arranged chronologically by date of report. No index. Typed. 9 x 12 x 1.
For originals of treasurer's and auditing committee's reports, see entry 69.

75. INVOICE FILE [and Receipted Bills], Jan. 1929--. 200 papers in 1 file drawer.

Original invoices covering services and supplies, and canceled checks covering payment and retained as authority for the expenditure of funds. Arranged chronologically by date of filing. No index. Handwritten and typed on printed forms. 9 x 12 x 1.

76. CHECK STUBS, Jan. 1929--. 4 vols. (1-4 and dated).

Stubs of checks used in payment of expenses, showing name of person or firm in whose favor the check is issued, date, amount of cash in hand to treasurer's account before the check was drawn, amount of check, and balance on deposit. Some stubs show purpose for which payment is made. Arranged chronologically by date of issue. No index. Handwritten on printed forms. 50 pp. 8 x 4 x $\frac{1}{2}$.

No. 15 STATE BOARD OF CHIROPRACTIC EXAMINERS

1. Structural Organization and Evolution

The State Board of Chiropractic Examiners was created by the General Assembly of 1917 and is composed of three members who must be practicing chiropractors of integrity and ability and residents of North Carolina and no more than two of whom may be graduates of the same college.¹ The board members are appointed by the Governor from a list of not less than five recommended by the North Carolina Chiropractic Association,² formerly known as the North Carolina Board of Chiropractors.³ The members are appointed for terms of 3 years overlapping and receive for their services actual expenses incurred in attending meetings for the purpose of holding examinations or in the performance of any other duties.⁴ A majority of the board chooses some member of the North Carolina Chiropractic Association in case of a vacancy.⁵

The board is empowered to elect such officers as may be deemed necessary.⁶ In 1933 the Board of Chiropractic Examiners was authorized to hold its meetings at the same time and place as the North Carolina Chiropractic Association, with the provision, however, that the board might not meet more than 3 days in advance of the annual meeting of the North Carolina Chiropractic Association.⁷

2. Powers and Duties

The State Board of Chiropractic Examiners is empowered to adopt rules and regulations for the performance of its duties,⁸ to receive applications from prospective chiropractors, to examine into the qualifications of applicants for license, to issue licenses to qualifying applicants,⁹ to refuse to grant or to revoke licenses to practice chiropractic upon grounds of immoral conduct, bad character, conviction of a crime involving moral turpitude, or habitual intemperance,¹⁰ and to grant a license to practice to any chiropractor holding a license issued in another state,¹¹ provided the applicant has met the qualifications of the North Carolina board.¹²

Any two members of the board may grant a temporary license to any applicant who complies with the requirements of the act as to proof of good character and professional training, but such temporary license may continue in force only until the next annual meeting of the board. In no case may a temporary license be granted when the applicant has already been refused a license by the board at its regular meeting.¹³

1. Public Laws, 1917, c. 73, s. 1.

2. Ibid., 1933, c. 442.

3. Ibid., 1917, c. 73, s. 2.

4. Ibid., s. 16.

5. Ibid., s. 4.

6. Ibid.

7. Ibid., 1933, c. 442, s. 1.

8. Ibid., 1919, c. 148, s. 4.

9. Ibid., 1917, c. 73, s. 7.

10. Ibid., s. 14.

11. Ibid., s. 5.

12. Ibid., 1937, c. 293, s. 1.

13. Ibid., 1917, c. 73, s. 7.

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The secretary of the board is required to keep a record of all proceedings of the board, giving the name of each applicant for license, the name of each licensee, and the date of each license.¹⁴

3. Housing, Care, and Accessibility of Records

The records of the State Board of Chiropractic Examiners are housed in the offices of its secretary, Dr. C. H. Peters, in the New Ricks Hotel Building, Rocky Mount, N. C. The building, erected in 1915, is constructed of brick and steel. The floors of the offices are of wood, the ceiling and walls of plaster. They are light, clean, and well ventilated.

Conditions of storage and facilities for the use of records are good. There is ample space for expansion.

77. [MINUTES AND CORRESPONDENCE], 1917--. 3,000 papers in 2 file drawers.

General correspondence of the board relative to examinations, legal requirements, and other business. Also contains minutes of annual and special meetings, showing date, members present, and business transacted. Correspondence arranged alphabetically by name of correspondent; minutes arranged chronologically by date of entry. No index. Typed. 9 x 12 x 24.

78. [EXAMINATION RECORDS], 1917--. 1 vol.

Copies of questions asked on examinations. Arranged in groups by subject. No index. Typed. 300 pp. 11 x 17 x 2.

79. [REGISTER OF LICENSES], 1917--. 1 vol.

Individual record of licensed chiropractors in North Carolina, showing for each licensee name and address, date of license, and date of renewal or cancelation. Arranged alphabetically by first letter of surname of licensee. No index. Handwritten on printed forms. 325 pp. 9 x 12 x 2.

80. [FINANCIAL RECORDS], 1917--. 2 vols.

Record of receipts from fees and fines and of disbursements for administrative expenses of the board. Arranged chronologically by date of entry. No index. Handwritten. 152 pp. 14 x 11 x 1.

14. Public Laws, 1917, c. 73, s. 17.

No. 16 BOARD OF CHIROPODY EXAMINERS

1. Structural Organization and Evolution

The Board of Chiropody Examiners, created by act of the General Assembly in 1919, consists of three members appointed by the North Carolina Podic Association.¹ All members must be chiropodists who have practiced their profession not less than 1 year prior to their appointment. Members serve for terms of 3 years overlapping and receive \$4 a day and compensation for expenses incurred in actual official duties.² The board is required to meet at least once annually and elects a president and a secretary.³

2. Powers and Duties

The Board of Chiropody Examiners is required to receive applications for licenses, to conduct examinations into the qualifications of applicants, to issue licenses to those applicants who pass the examination, and to revoke or suspend licenses of applicants who violate the provisions or spirit of the act.⁴ Chiropodists who have practiced in other states and who meet the requirements of the North Carolina board and chiropodists who practiced prior to the creating act are exempt from the requirements of an examination.⁵ A record must be kept in the office of the clerks of superior courts of all certified chiropodists.⁶ It is the duty of the law enforcement officers of each county to see that all practitioners of chiropody are registered and licensed according to the provisions of the act and to report to the Attorney General any violation.⁷ The board assures a fair and open hearing to those against whom charges for the violation of the act have been made.⁸ Along with 13 other licensing agencies, it was made subject to a general act regulating hearings and appeals in 1939.⁹

3. Housing, Care, and Accessibility of Records

The records of the Board of Chiropody Examiners are housed in the office of its secretary, Dr. L. D. Abernethy, 503 Wilder Building, Charlotte, N. C. The building, erected in 1924, is constructed of brick, concrete, and steel. The floors of offices and corridors are of composition overlying concrete. Walls and ceilings are of plaster on steel laths; window casements are of steel.

Conditions of storage and facilities for use of records are good. There is ample space for expansion of records.

1. Public Laws, 1919, c. 78, s. 3.

2. Ibid.

3. Ibid.

4. Ibid., ss. 4, 12.

5. Ibid., s. 8.

6. Ibid., s. 7.

7. Ibid., s. 11.

8. Ibid., s. 12.

9. Ibid., 1939, c. 218. See supra, p. 4.

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81. [MINUTES], 1919--. 1 vol.

Minutes of annual and special meetings of the board, showing members present, business transacted, applicants examined, and licenses issued or renewed. Also contains a list of registered licensees. Arranged chronologically by date of entry. No index. Handwritten and typed. 11 x 8 $\frac{1}{2}$ x 1.

82. [CORRESPONDENCE], 1919--. 1,000 papers in 1 file drawer.

General correspondence of secretary of the board relative to examinations, legal requirements, and other business of the board. Arranged alphabetically by name of correspondent. No index. Handwritten and typed. 9 x 12 x 24.

83. [APPLICATIONS], 1919--. 23 applications in 1 file drawer.

Applications for examination, showing name, address, educational qualifications, experience, and personal history of each applicant. Arranged numerically by application number. No index. Handwritten on printed forms. 9 x 12 x 24.

No. 17 STATE BOARD OF REGISTRATION FOR ENGINEERS AND LAND SURVEYORS

1. Structural Organization and Evolution

The State Board of Registration for Engineers and Land Surveyors, created by the act of the General Assembly in 1921, is composed of five members, of which at least one member must be appointed from the engineering faculty of North Carolina State College of Agriculture and Engineering and at least one from the engineering faculty of the University of North Carolina. Not more than three members may be from the same branch of engineering.¹ Each member of the board must be a citizen of the United States and a resident of North Carolina at the time of his appointment; he must have been engaged in the practice or teaching of his profession for at least 10 years.² The members are appointed by the Governor for overlapping terms of 4 years each. The members must file with the Secretary of State the constitutional oath of office. Each member of the board receives \$10 a day for attending sessions of the board and for time spent in necessary traveling, and, in addition, is reimbursed for all necessary traveling, incidental, and clerical expenses incurred in carrying out the business of the creating act.³ The Governor may remove any member of the board for misconduct, incompetency, or neglect of duty; any vacancies in the membership may be filled by appointment by the Governor for the unexpired term.⁴

The board elects annually from its members a chairman, a vice-chairman, and a secretary.⁵ The secretary must give a surety bond satisfactory to the State Treasurer, conditioned upon the faithful performance of his duties.⁶

The board is required to hold at least two regular meetings each year; special meetings may be held at the call of the chairman of the board. The quorum of the board consists of not less than three members.⁷

2. Powers and Duties

The State Board of Registration for Engineers and Land Surveyors is empowered to examine into the qualifications of applicants for certificates of registration as engineers and land surveyors;⁸ to issue certificates of registration provided the applicants possess qualifications set forth in the act and provided the application and license fees have been paid; to revoke licenses for good cause or after investigation into charges which have been placed in writing and sworn to by complainants;⁹ to reissue

1. Public Laws, 1921, c. 1, s. 3.

2. Ibid., s. 4.

3. Ibid.

4. Ibid.

5. Ibid., s. 6.

6. Ibid., s. 7.

7. The Board recognizes, for the purpose of registration, the five fundamental branches of engineering, namely: civil, mechanical, electrical, mining, and chemical.

An applicant for license as "Engineer," in order to be accepted and licensed, must qualify under one or more of the above classifications. State Board of Registration for Engineers and Land Surveyors Annual Report, 1938, p. 23.

8. Public Laws, 1921, c. 1, s. 6.

9. Ibid., s. 2.

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certificates of registration to persons whose certificates have been revoked provided three or more members vote for a reissuance;¹⁰ and to judge exemptions from registration. Along with 13 other licensing boards, it was made subject in 1939 to a general act regulating hearings and appeals.¹¹

The board is required to keep a complete record of its proceedings and to submit a report annually to the Governor; to file a copy of the annual report with the Secretary of State together with a complete statement of receipts and expenditures;¹² to keep a register of all applicants and all registered engineers and land surveyors, copies of which register must be mailed to and placed in the file of each incorporated city and town in the State;¹³ to notify the Secretary of State and clerk of each incorporated city and town in the State of all revocations and reissuance of certificates of registration.¹⁴

It is the duty of the secretary of the board to receive and account for all moneys derived from the operation of the creating act. He must pay such money to the State Treasurer, who keeps it in a separate fund known as "a fund of the Board of Engineers and Land Surveyors," to be expended on the warrant of the Auditor signed by the president and secretary of the board.¹⁵ The secretary is also required to notify by mail every person registered in the State of the date of expiration of his certificate and of the amount of fee required to renew it.¹⁶

3. Housing, Care, and Accessibility of Records

The records of the State Board of Registration of Engineers and Land Surveyors are housed in the office of its secretary, Prof. Carroll T. Mann, in room 112 of the Civil Engineering Building, State College of Agriculture and Engineering of the University of North Carolina, Raleigh, N. C. The building is of brick, concrete, and steel construction. The office is well lighted, well ventilated, and clean.

Conditions of records and facilities for use are good. The records are in steel filing cabinets and there is ample space for expansion.

Minutes

84. [Minutes of] BOARD MEETINGS, 1926---. 150 papers in 1 file drawer.

Minutes of meetings, showing date of meeting, members present and business transacted. Arranged chronologically by date of meeting. No index. Handwritten and typed. 11 x 14 x 15.

10. Public Laws, 1921, c. 1, s. 10.

11. Ibid., 1939, c. 218, See supra, p. 4.

12. Ibid., 1921, c. 1, s. 2.

13. Ibid., s. 8.

14. Ibid., s. 10.

15. Ibid., s. 7.

16. Ibid., s. 9.

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Land Surveyors)

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Correspondence

85. GENERAL CORRESPONDENCE CURRENT, 1925--. 325 papers in 1 file drawer.

Correspondence with persons requesting information on examinations, fees, names of members of board, and administrative matters of board. Also contains Correspondence and Rosters from Other States, 1925-30, entry 87. Correspondence arranged alphabetically by name of correspondent; contained material arranged by state. No index. Typed. 10 x 14 x 24.

86. [CORRESPONDENCE WITH OTHER STATES], 1931--. 325 papers in 1 file drawer.

Correspondence with board of registration of other states concerning examinations, fees, reports, and meetings of examining boards. Arranged alphabetically by name of state. No index. Typed. 11 x 14 x 15.

87. CORRESPONDENCE AND ROSTERS FROM OTHER STATES, 1930--. 150 items in 1 file drawer. 1925-30 in General Correspondence Current, entry 85.

Bulletins and lists of engineers and land surveyors issued by boards of other states and correspondence pertaining to same. Arranged alphabetically by name of state. No index. Printed. 10 x 14 x 24.

88. CURRENT FILE SPECIAL, 1921--. 1,200 papers in 1 file drawer.

Correspondence with State Auditor, board auditors, and supply dealers, concerning among other things changes in address of engineers and surveyors, applications, certificates, examinations, and supplies. Also contains Bills-Accounts, 1921--, entry 104. Correspondence arranged alphabetically by name of correspondent; bills and accounts arranged alphabetically by account. No index. Handwritten, printed, and printed forms. 10 x 14 x 24.

Certification Records

89. APPLICATIONS PENDING, 1931--. 275 papers in 1 file drawer.

Pending applications for licenses for engineers and land surveyors and pertinent correspondence. Arranged alphabetically by name of applicant. No index. Applications typed on printed forms; correspondence typed. 10 x 14 x 24.

90. [INDIVIDUAL RECORD FILE], 1921--. 715 applications in folders in 11 file drawers (labeled by contained letters).

Individual record file of registered engineers and land surveyors, containing for each the application for certificate to practice, copies of certificates issued, and pertinent correspondence. Arranged alphabetically by name of applicant. No index. Typed and typed on printed forms. 10 x 14 x 24.

91. STATE BOARD OF REGISTRATION FOR ENGINEERS AND LAND SURVEYORS
GENERAL TRANSFER FILE, 1921-38. 575 papers in 2 file drawers
(dated). Title varies: Cases Dropped, 1926-38, 1 file drawer.

Individual record file of engineers and land surveyors who have died or whose registration has not been renewed, including for each application,

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Land Surveyors)

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copies of certificates issued, and pertinent correspondence. Arranged alphabetically by surname of registrant. No index. Typed and typed on printed forms. 11 x 14 x 15.

92. APPLICATIONS REJECTED, 1921--. 50 cards in 1 file drawer. Card file of engineers and surveyors whose applications have been rejected, showing date, name of applicant, and reason for rejection. Arranged alphabetically by name of applicant. No index. Typed on printed forms. 12 x 6 x 14.

93. [RECORD OF PAID RENEWAL FEES], 1921--. 1,200 cards in 24 file drawers. Individual record cards of engineers and surveyors who have paid renewal fees, showing name and address of applicant, date received, amount, rating, title, action of board as to rejection or acceptance, education, and course. Arranged alphabetically by name of engineer or surveyor. No index. Typed on printed forms. 1 x 11 x 25.

94. ENGINEERS RENEWAL CARDS, 1939--. 100 cards in 1 file drawer. Record of renewals of licenses by engineers by payment of back dues, showing name, address, date, arrears, and dates of renewal. Arranged alphabetically by name of applicant. No index. Typed. 4 x 6 x 15.

For renewal cards, 1921-26, see entry 96.

95. SURVEYORS RENEWAL CARDS, 1939--. 100 cards in 1 file drawer. Records of renewal of licenses by surveyors by payment of back dues, showing name, address, date, arrears, and dates of renewals. Arranged alphabetically by name of applicant. No index. Typed. 4 x 6 x 15.

For renewal cards, 1921-26, see entry 96.

96. OLD RENEWAL CARDS, 1921-26. 300 cards in 1 file drawer. Renewal cards for 1927-38 could not be located. Records of renewal of licenses by surveyors and engineers by payment of back dues, showing name, address, date, arrears and date of renewal. Arranged alphabetically by name of applicant. No index. Typed. 4 x 6 x 15. For engineers' renewal cards, 1939--, see entry 94; surveyors' renewal cards, 1939--, see entry 95.

97. OLD RECIPROCAL REGISTRATION CARDS, 1921-26. 300 cards in 1 file drawer. Registration cards issued by reciprocal agreement with other state boards to permit registered surveyors or engineers of other states to practice in North Carolina, showing past and present address. Arranged alphabetically by name of surveyor or engineer. No index. Typed. 4 x 6 x 15.

Financial Records

98. [GENERAL JOURNAL], 1925--. 1 vol. Last entry Dec. 31, 1938. General journal showing detail of receipts from registration fees, renewal fees, and penalties and of disbursements for personal services, travel, office equipment, and communications. Receipts and disbursements on opposite pages, each arranged chronologically by date of entry. No index. Handwritten under printed heads. 150 pp. 10 x 22 x $\frac{1}{2}$.

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99. OLD RECEIPT BOOKS, 1921-26. 850 receipts in 1 file drawer. Receipt books containing copies of receipts issued for payment of fees, renewals, and penalties. No obvious arrangement. No index. Handwritten on printed forms. 12 x 6 x 15.

100. BOOK RECEIPTS STATE AND BANK, 1929---. 2 vols. (1 vol., 1929-36, lettered A; 1 vol., 1937---, unlabeled). Carbon copies of bank deposit slips, showing date, and amount of deposit. Arranged chronologically by date of deposit. No index. Typed on printed forms. 100 pp. 6 x 3 x 1/4.

101. DEPOSIT SLIPS [Petty Cash Bank Account Funds], 1921---. 3 post binders (labeled by contained dates). Deposit slips of petty cash bank account funds, showing date, amount, and name of bank. No obvious arrangement. No index. Typed and handwritten on printed forms and printed heads. 4 x 6 x 1.

102. BANK STATEMENTS SHEETS [Petty Cash Bank Account Funds], 1921---. 2 folders in safe. Bank statements of petty cash bank account funds, showing name of bank, date, and amount of checks drawn, and balance. No obvious arrangement. No index. Typed and handwritten on printed forms and printed heads. 12 x 10 x 1/2.

103. CANCELED CHECKS [Petty Cash Bank Account Funds], 1929---. 3 post binders (dated). Canceled checks of petty cash bank account funds, showing date issued, to whom payable, name of bank drawn on, amount, and purpose. No obvious arrangement. No index. Typed and handwritten on printed forms and printed heads. 4 x 6 x 1.

104. BILLS-ACCOUNTS, 1922-24. 200 papers in 1 file drawer (dated). 1921-- in Current File Special, entry 88. Bills and accounts due and paid covering personal services of board, travel expenses, office supplies, audits, communication, examinations, certificates, and miscellaneous, showing date, from whom, amount, and date paid. Arranged alphabetically by account. No index. Handwritten and typed under printed heads. 12 x 6 x 15.

105. BOOK DISBURSEMENTS, 1925---. 2 vols. and 1,600 papers in 2 bundles (dated). Carbon copies of requisitions for supplies with original invoices attached, showing date of payment, name and address, to whom paid, detail, and amount. Arranged chronologically by date paid. No index. Typed on printed forms. 6 x 8 x 2.

106. AUDIT REPORTS, 1929-38. 10 vols. (dated). Annual audit reports, showing detail, receipts, disbursements, deposits, in transit, outstanding warrants, and names and addresses of banks and balance in each. No obvious arrangement. No index. Typed. 12 x 10 x 1/4.

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Miscellaneous

107. BOARD [Blueprints], 1921--. 1,000 papers in 10 desk drawers.
and 875 papers on 5 shelves in cabinets.
Blueprints, drawings, and maps of buildings and plots of land, presented
by examinees as proof of competence. No obvious arrangement. No index.
Drawn. Desk drawers, 2 x 44 x 34; shelves in cabinet, 12 x 34 x 16.

No. 18 LICENSING BOARD FOR CONTRACTORS

1. Structural Organization and Evolution

The Licensing Board for Contractors, created by act of the General Assembly in 1925, is composed of five members. At least one member must have as a larger part of his business the construction of highways, at least one the construction of public utilities, and at least one the construction of buildings. The members are appointed by the Governor¹ and each member of the board must, before entering upon the discharge of his duties, take and file with the Secretary of State an oath in writing to perform properly the duties of his office and to uphold the constitution of North Carolina and the Constitution of the United States.² The members are appointed by the Governor for terms of 5 years overlapping. Each member holds office after the expiration of the term until his successor is appointed.³ The Governor may remove any member for misconduct, incompetence, or neglect of duty.⁴ Vacancies regardless of the cause are filled by the Governor by appointment for the unexpired term.⁵

The board elects a chairman, a vice-chairman, and a secretary-treasurer, each of whom serves for 1 year. The secretary-treasurer must give such bond as the board directs, the bond to be conditioned upon the faithful performance of his office and upon the faithful accounting of all moneys and other property as comes into his hands.⁶ Originally, there was no provision for a full time secretary-treasurer, but in 1941, the General Assembly authorized the board to employ a full time secretary-treasurer at a salary of not over \$3,600 per annum. It could also employ such other assistants as it deems necessary.⁷

The board must meet twice each year, in April and October at such date and such place as it may decide. Special meetings may be held at such times as the board may provide in the bylaws. Due notice of each meeting must be given to each member and three members constitute a quorum.⁸

2. Powers and Duties

For the purpose of the creating act a general contractor is defined as one who for a fixed price, commission, fee, or wage undertakes to bid upon, to contract for, or to superintend the construction of any building, highway, sewer, grading, or any improvement or structure the cost of which is \$10,000 or more.⁹ The Licensing Board for Contractors is empowered to make such bylaws, rules, and regulations as it deems best, provided they are not in conflict with the laws of North Carolina, and to adopt a seal for its own use. It has the power to receive applications from anyone desiring to be a general contractor in North Carolina provided the application is filed and a fee based on class of contracting

1. Public Laws, 1925, c. 318, s. 2.

2. Ibid., s. 3.

3. Ibid., s. 2.

4. Ibid.

5. Ibid.

6. Ibid., s. 4.

7. Ibid., 1941, c. 253, s. 4.

8. Ibid., s. 6.

9. Ibid., s. 1; 1931, c. 62, s. 1.

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is paid at least 30 days prior to any regular or special meeting of the board. The board may conduct an examination into the qualifications of the applicant and may require him to furnish evidence of his ability, character, and financial responsibility. If the result of the examination is satisfactory, the board may issue a certificate to engage as a general contractor of the State of North Carolina; the certificate or limited certificate may limit the character or extent of the work to be performed. Any one failing to pass the examination may be re-examined at any regular meeting of the board without the payment of an additional fee. The certificate of license expires on the last day of December following its issuance or renewal and becomes invalid on that date unless renewed subject to the approval of the Board. Renewal may be effected at any time during the month of January by the payment of a fee of \$10 to the secretary.¹⁰ The board has the power to revoke the certificate of any general contractor who is found guilty of any fraud or deceit in obtaining a license or of gross negligence, incompetency, or misconduct in the practice of his profession. Any person may prefer charges against any general contractor licensed by the board. Such charges must be in writing, sworn to by the complainant and submitted to the board which, unless it dismisses them without hearing as unfounded or trivial, must hear the complaint within 30 days after the date on which it was made. A time and place for the hearing must be fixed by the board and a copy of the charges together with the notice of time and place of the hearing must be legally served on the accused at least 15 days before the fixed date for the hearing. If the service cannot be effected 15 days before the hearing, the date of the hearing must be postponed. At the hearing the accused has the right to appear personally and by counsel, to cross-examine witnesses against him, and to produce evidence or witnesses in his defense. If after the hearing at least four members of the board vote in favor of finding the accused guilty, the board must revoke his license. The board may reissue a revoked license provided three or more members vote in favor of the reissuance for reasons the board deems sufficient. The board must immediately notify the Secretary of State of its findings in case of revocation or the reissuance of a revoked license and may reissue a certificate to replace any certificate lost, destroyed, or mutilated.¹¹

The board, along with 13 other such agencies, was subjected in 1939 to a general act regulating hearings and appeals.¹²

Any person, firm, or corporation attempting to practice general contracting in North Carolina, except as provided for in the act creating the board, is guilty of a misdemeanor and may be punished by a fine of not less than \$500 or imprisonment of 3 months or both at the discretion of the court. The board may use its funds to defray the expense necessary for the prosecution of any violation of the act.¹³

10. Public Laws, 1925, c. 318, s. 9; 1931, c. 62, s. 2; 1937, s. 328; 1941, c. 257, s. 1.

11. Ibid., 1925, c. 318, s. 10.

12. Ibid., 1939, c. 218. See supra, p. 4.

13. Ibid., 1925, c. 318, s. 12; 1931, c. 62, s. 3.

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It is the duty of the secretary-treasurer to keep a record of the proceedings of the board, a register of all applicants for license showing for each applicant the date of application, name, qualifications, place of business, place of residence, and whether the license was granted or refused, and a roster to be prepared by the secretary during the month of January of each year and to be printed by the board out of its funds.¹⁴ The secretary-treasurer is also required to account for all money collected in fees and fines. Any funds remaining in the hands of the secretary-treasurer to the credit of the board after the expenses of the current year have been met must be paid over to the engineering department of the Greater University of North Carolina. The board has the right, however, to retain at least 10 percent of the total expenses it incurs for operating a year to meet any emergency that may arise.¹⁵

It was the duty of the secretary to make a monthly report to the Commissioner of Revenue setting out in detail the name the contractors, the location of the structure or work, and the estimated cost where the cost exceeds \$10,000 for all contracts let coming to his notice and not theretofore reported by him.¹⁶ In 1941, the requirement for a report was repealed.¹⁷

On or before the 1st day of March each year the board must submit to the Governor a report of its transactions for the preceding year together with a complete statement of the receipts and expenditures of the board and a copy of a roster of licensed general contractors. A copy of such report must be filed with the Secretary of State.¹⁸

3. Housing, Care, and Accessibility of Records

All records are housed in the office of the present secretary of the board, Mr. W. J. Mann, room 2, Professional Building Annex, Raleigh, N. C. The building, erected in 1923, is of brick and steel construction. All offices have concrete floors overlaid with wood and plastered walls and ceilings.

Conditions of storage and facilities for the use of the records are good. The office is clean, light, and well ventilated. Records are kept in steel file drawers with little evidence of crowding and are all in excellent condition. There is ample space for additional filing equipment.

108. [MINUTES], Feb. 25, 1936--. 1 vol.

Minutes of semiannual and special board meetings, showing date, place and time of meeting, names of members present, and business transacted. Arranged chronologically by date of meeting. No index. Typed. 150 pp. 12 x 10 x 1.

14. Public Laws, 1925, c. 318, s. 8.

15. Ibid., 7.

16. Ibid., s. 8.

17. Ibid., 1941, c. 257, s. 3.

18. Ibid., 1925, c. 318, s. 14; 1931, c. 62, s. 5.

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109. GENERAL [Correspondence] FILE, 1936---. 1,100 papers in 1 file drawer.

General correspondence relative to inquiries, amendments to licensing laws, architecture, bylaws, license laws in other states, and North Carolina Highway and Public Works Commission. Arranged by subject. No index. Typed. 14 x 14 x 24.

110. NORTH CAROLINA LICENSING BOARD FOR CONTRACTORS [Individual Record File], 1935---. 12,000 papers in 6 file drawers (labeled by contained letter of alphabet).

Individual record file, including for each contractor application for license, showing address of contractor, date, nationality and color, firm or corporation name, extent of technical training, education, whether employed by other person or corporation contracting prior to application, type of contracting, and references; financial statements, showing name and address of applicant, assets, liabilities, contingent liabilities, experience and contracts within past 3 years, list of equipment at book value, liens (if corporation, partnership, or individual), references, and affidavit for individual, co-partnership, and corporation; and relative correspondence. Arranged alphabetically by contractor's name, thereunder chronologically by date of document. No index. Typed, typed on printed form. 14 x 14 x 24.

111. [APPLICATION FILE, INACTIVE], 1936---. 19 papers in folder in desk drawer.

Applications rejected by board. Arranged alphabetically by name of contractor. No index. Typed on printed forms. 12 x 10 x 3.

112. LICENSE CERTIFICATE REGISTER, undated. 1 vol.

List of licensed contractors in North Carolina, showing license number, name and address of contractor, classification, and limitation. Arranged numerically by license number. No index. 50 pp. 12 x 10 x 1.

113. [LEDGER], 1936---. 1 post binder.

Record of individual contractor's payment of fees, showing in heading, name and address of contractor and account number, and in columns date payment received, whether license fee or renewal, and amount. Also contains accounts of income, summary of application fees received in 1939, general ledger accounts of expenditures, expense accounts, accounts payable, and profit and loss statements. Arranged alphabetically by name of contractor; contained records arranged by subject and thereunder chronologically by date of entry. 400 pp. 8 x 11 x 4.

114. COMPLAINTS, 1936---. 1,100 papers in 1 file drawer.

Correspondence relative to complaints made by contractors against other contractors operating without license. Arranged alphabetically by name of contractor filing complaint. No index. Typed. 14 x 14 x 24.

115. [JOURNAL], 1938---. 1 vol.

Journal of receipts and disbursements, showing for receipts, date whether cash or check, purpose of payment (renewal fees, application fees, or other income), and showing for disbursements executive and clerical salaries, travel, other expense, and general ledger summary. Arranged

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chronologically by date of entry. No index. Handwritten. 75 pp.
13 x 15 x 1.

116. DEPOSIT SLIPS, 1938--. 200 deposit slips in 3 folders in desk drawer (dated).

Duplicate deposit slips, showing name of depositors, date, and amount of deposit. Arranged chronologically by date of deposit slip. No index. Typed on printed form. 12 x 9 x 1/8.

117. BANK STATEMENTS [and Canceled Checks], 1938--. 236 papers in 3 folders in desk drawer (dated).

Monthly bank statements with canceled checks for office expenditures and expense accounts attached, showing in heading name of bank and name and address of depositor, and in columns date and amount of checks drawn, date and amount of deposits, monthly balance, and record of outstanding checks. Arranged chronologically by date of statement. No index. Typed on printed forms. 12 x 9 x 1/4.

118. VOUCHERS, 1938--. 300 papers in 3 folders in desk drawer (dated).

Vouchers and statements for expenditures of licensing board, including traveling expenses, refunding application fees, and expenses pertaining to the operation of office. Arranged chronologically by date of voucher. Typed; typed on printed forms. 12 x 9 x 1.

119. AUDIT REPORT, 1939. 1 vol.

Audit reports by certified public accountant, showing income and expenditures, amount of income, what income is derived from and total amount, detail of expenses and total amount, receipts and expenditures, reconciliation of bank accounts, cash on hand, and renewal of license fees received during 1939, showing name and address of contractor, amount of license, and comments of auditor. Arranged alphabetically by exhibit, thereunder by schedule. No index. Typed. 25 pp. 11 x 9 x 1/8.

No. 19 NORTH CAROLINA REAL ESTATE COMMISSION

1. Structural Organization and Evolution

The North Carolina Real Estate Commission was created by the General Assembly in 1927 for the purpose of regulating real estate dealers. Prior to that time salesmen and brokers were supervised by units of local government and there was no consistency of application. The commission consisted of three members each of whom must have been a licensed real estate dealer in North Carolina for 5 years prior to his appointment.¹ The members were appointed by the Governor for overlapping terms of 3 years each. They received compensation of \$10 per day and actual expenses while in the performance of their duties. The Governor was empowered to fill vacancies.

The commission was required to organize by naming a chairman, to employ a secretary who was the executive officer and the necessary assistants, and to fix their compensation and duties.

The commission was authorized to fix the time and place of its own meetings. Two members constituted a quorum.²

As originally set up the commission supervised dealers in Buncombe, Durham, Forsyth, Guilford, Henderson, Lee, Rowan, and Wake counties.³ In 1929 New Hanover, Mecklenburg, Cleveland, Gaston, Wilson, Moore, Granville, Polk, and Iredell counties, and the city of Rocky Mount were added to the areas over which it had supervision.⁴ In 1931 Wilson, New Hanover,⁵ Mecklenburg,⁶ and Henderson,⁷ and in 1933 Cleveland⁸ and Wake⁹ counties were removed from the areas supervised.

Because of the exemptions from the commission's jurisdiction, the Supreme Court in 1937 held that the North Carolina Real Estate Act, a public local law, was in contravention to the constitutional provisions forbidding exclusive emoluments,¹⁰ monopolies,¹¹ and the powers not delegated to the government but retained by the people,¹² as well as the uniform tax provision.¹³ Consequently, the General Assembly recreated the commission in 1937 by means of a public law, with the same structure but slightly different powers, duties, and territorial jurisdiction. It included in its scope 34 of the most populous counties of the State, most of which had been included in the previous act.¹⁴

In 1939 while the General Assembly was still in session the Supreme Court declared the North Carolina Real Estate License Act of 1937 uncon-

1. Public Local Laws of North Carolina, 1927, c. 241, s. 3, hereafter cited as Public Local Laws.

2. Ibid.

3. Ibid., s. 17.

4. Ibid., 1929, c. 489, s. 5.

5. Ibid., 1931, c. 43.

6. Ibid., c. 45.

7. Ibid., c. 70.

8. Ibid., 1933, c. 129.

9. Ibid., c. 183.

10. Const., Art. I, s. 7.

11. Ibid., s. 31a.

12. Ibid., s. 37.

13. Ibid., Art. V, s. 3.

14. Public Laws, 1937, c. 292.

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stitutional because it violated the constitutional provision forbidding the passage of a local, private, or special act regulating a trade and invalid because it conflicted with the State-wide policy of taxing real estate brokers and salesmen under the Revenue Acts.¹⁵ As a result, an act of the General Assembly authorized the liquidation of the commission and gave custody of its records to the Secretary of State.¹⁶

2. Powers and Duties

The North Carolina Real Estate Commission was created for the purpose of supervising dealers in real estate and any such dealer, as defined in the statutes, who acted without license was guilty of violation of the law.¹⁷ A real estate broker was defined as any person, firm, or corporation who for compensation buys, sells, or negotiates a sale or lease of real estate for others as a whole or partial vocation. A real estate salesman was defined as a person, firm, or corporation who for compensation is employed directly or indirectly by a broker to buy, sell, or negotiate a sale or lease of real estate as a whole or partial vocation. The acts did not apply to owners, lessors, or persons directly interested in property.¹⁸

Applicants for license were required to have a good reputation for honesty, truthfulness, and fair dealing and to be competent to transact real estate business.¹⁹ Applications were required to be made in writing on forms to be prescribed by the commission and to contain space for affidavits of two character witnesses.²⁰ Under the 1927 act further proof of good character and ability was required to protect public interest,²¹ but the provisions were omitted in 1937.

Each applicant for a broker's license was required to pay a fee of \$10 and each applicant for a salesman's license was required to pay \$5.²² Originally the commission could make any other reasonable rules relative to licensing²³ and after 1937 was required to give a written examination.²⁴

15. State v. Dixon, 215 N. C. 161 (1939).
16. Public Laws, 1939, c. 274.
17. Public Local Laws, 1927, c. 241, s. 1; Public Laws, 1937, c. 292, s. 1.
18. Public Local Laws, 1927, c. 241, s. 2; Public Laws, 1937, c. 292, s. 2.
19. Public Local Laws, 1927, c. 241, s. 2; Public Laws, 1937, c. 292, s. 2.

20. Public Local Laws, 1927, c. 241, s. 5; Public Laws, 1937, c. 292, s. 5.
21. Public Local Laws, 1927, c. 241, s. 5.
22. Ibid.; 1929, c. 89, s. 2; Public Laws, 1937, c. 292, s. 6.
23. Public Local Laws, 1927, c. 241, s. 5.
24. Public Laws, 1937, c. 292, s. 7.

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The details of the license were set forth in the statutes. Renewals could be had for the same fee as the original license fee.

The commission was required, upon its own motion or upon a verified complaint and evidence making a prima facie case, to investigate the activities of any real estate salesman or broker under its jurisdiction, and was authorized to revoke or suspend the license of any dealer guilty of fraud or deceit in obtaining a license or of fraudulent practices, untrustworthiness, incompetence, or conviction of a crime under the laws of the State.²⁵

Before it could deny, suspend, or revoke a license, the commission was required to hold a hearing after notice of 10 days to the party accused. If the license was refused or revoked, the accused had the right of appeal to the superior court of his county of residence.²⁶ In 1939 the commission was subjected to a general law regulating hearings and appeals.²⁷

The commission was authorized to license nonresident brokers and salesmen who conformed to the Real Estate Act.²⁸

It was required to publish semiannually a list of licensed brokers and salesmen, a copy of which it was required to file with the clerk of superior court of each county within its jurisdiction.²⁹

The commission was further authorized to adopt a seal, to promulgate rules and regulations not inconsistent with the laws of the State, and to keep records of all its proceedings. It was required to pay all fees collected to the general fund of the State Treasurer; expenses were paid by warrant of the State Auditor drawn on a requisition from the commission, provided such expenditures did not exceed the collections.³⁰

3. Housing, Care, and Accessibility of Records

The records of the North Carolina Real Estate Commission are housed in the North Carolina Textbook Commission Warehouse on Caswell Square, Raleigh, N. C. Access to the records may be had through the office of the Secretary of State. Conditions of storage are good, but there is no provision for usage.

25. Public Local Laws, 1927, c. 241, s. 8; Public Laws, 1937, c. 292, s. 9.

26. Public Local Laws, 1927, c. 241, s. 9; Public Laws, 1937, c. 292, s. 10.

27. Ibid., 1939, c. 218. See supra, p. 4.

28. Public Local Laws, 1927, c. 241, s. 10; Public Laws, 1937, c. 292, s. 11.

29. Public Local Laws, 1927, c. 241, s. 11; Public Laws, 1937, c. 292, s. 12.

30. Public Local Laws, 1927, c. 241, s. 3; Public Laws, 1937, c. 292, s. 3.

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120. [MINUTES], May 2, 1927-Nov. 10, 1936. 40 papers in 1 bundle. Minutes of irregular meetings of the commission, showing date, place, members present, and business transacted. Arranged chronologically by date of meeting. No index. Typed. 8 x 12 x 2.

121. GENERAL CORRESPONDENCE, 1927-37. 3,000 papers in 2 file drawers.

General correspondence with salesmen and brokers relative to real estate laws, activities of real estate agents, securing and renewing of license, and payment of fees. No obvious arrangement. No index. Typed. 12 x 18 x 28.

122. [APPLICATIONS FOR LICENSES], 1927-38. 8,400 papers in 7 file drawers (6 file drawers, 1927-37, labeled by contained counties; 1 file drawer, 1938, dated).

Applications for licenses, showing for salesmen city, county, date received, name, address, and age of applicant, name and address of employing broker, experience, and license number and date of issue; and for brokers city, county, date, name and address of applicant, trade name, type of organization, charter date if incorporated, address of concern, name and address of members, and license number and date of issue. Arranged by county, thereunder alphabetically by name of salesman or broker. No index. Typed and typed on printed form. 12 x 17 x 28.

123. [COPIES OF LICENSE], June 1, 1938-Feb. 21, 1939. 1 post binder.

Carbon copies of licenses issued to real estate salesmen and brokers, showing license number, amount paid, name and address of licensee, and date of issue. Arranged chronologically by date of issue and numbered serially. No index. Typed on printed forms. 150 pp. 11 x 10 x $\frac{1}{2}$.

124. CURRENT CARDS, 1927-39. 3,000 cards in 4 file drawers (3 file drawers, 1927-39, dated; 1 file drawer, 1927-39, unlabeled).

Individual record cards of brokers' and salesmen's licenses, showing for each licensee county, name, date of application, and dates of license and renewal. Arranged by county, thereunder alphabetically by name of firm. No index. Typed on printed forms. 4 x 6 x 15.

125. CANCELED CARDS, 1927-32. 1,200 cards in 1 file drawer.

Individual record cards of salesmen and brokers whose licenses were canceled showing for each salesman or broker name of firm, name of licensee, date of application, date of license, and date of and reason for cancellation. Arranged alphabetically by name of salesman or broker. No index. Typed on printed forms. 4 x 6 x 15.

126. N[orth] C[arolina] REAL ESTATE LETTERS [Case Papers], 1928-36. 2,000 papers in 2 file drawers.

Papers in cases prosecuted by the commission against brokers and salesmen, containing for each case summons, correspondence, defendant's application for license, and copy of court reporter's transcription of proceedings. Also contains statements of cash deposited to credit of State Treasurer. No obvious arrangement. No index. Typed and typed on printed forms. 12 x 17 x 28.

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127. [RECEIPTED BILLS], 1928-38. 250 papers in 1 file drawer and 1 bundle (dated).

Receipted bills and attached vouchers, showing voucher number, date of invoice, purpose, and amount. Also contains:

- i. Deposit slips, showing date and amount of deposits.
- ii. Record of licenses issued pending examination, showing name of licensee and date of expiration.

No obvious arrangement. No index. Handwritten and typed; typed on printed forms. File drawer, 12 x 17 x 28; bundle, 10 x 15 x 3.

128. [DAYBOOK], 1937. 1 post binder and 40 papers in 1 bundle.

Record of receipts and expenditures, showing for receipts date, name of payee, date application received, date license issued, license number, amount received, and balance; and for disbursements date, purpose, and amount. Also contains copies of receipts for examination fees, showing date, payee, and amount. Arranged chronologically by date of entry. No index. Handwritten. Post binder, 300 pp. 8 x 11 x 2; bundle, 8 x 11 x 2.

No. 20 STATE BOARD OF BARBER EXAMINERS

1. Structural Organization and Evolution

The State Board of Barber Examiners, created by an act of the General Assembly in 1929, consists of three members appointed by the Governor, each of whom must be an experienced barber with 5 years active practice in the State of North Carolina.¹ Members of the first board appointed served for 6 years, 4 years, and 2 years, respectively, after appointment, and members appointed thereafter served for 6 years.² Each member of the board receives \$10 per day and necessary expenses for each day spent in the performance of his duties.³ The Governor at his option may remove any member for good cause and appoint members to fill unexpired terms.⁴ The board elects its own officers and, in addition thereto, appoints a full-time secretary who receives an annual salary not to exceed \$2,000 paid out of funds derived from license fees and who has active full-time control of the public administration of the board; the secretary must execute to the State of North Carolina a satisfactory bond in the amount of not less than \$10,000, conditioned upon the faithful performance of the duties of his office.⁵ The board may employ such assistants and attorneys as it deems necessary.⁶

The provisions and rules laid down by the board under the original act did not affect barbers in towns of under 2,000 population, except in Bladen County, in which all towns were affected.⁷ The law amended in 1931 to exempt only towns of less than 500 population except in Bladen, Catawba, Robeson, Cumberland, Harnett, and Sampson counties, in which no towns were exempt.⁸ In 1933 the law was again amended to include all barbers except those doing occasional work 5 miles from any town, whether incorporated or not, and except any person performing the service of barbering for members of his family or for persons to whom he has the relationship of employer or employee.⁹ All the above laws granting exemption from the act were repealed in 1937 and the board now has supervision of all barbering except that done by doctors, nurses, college students, undertakers, and beauty culturists.¹⁰ The rules and regulations regarding qualifications for receiving certificates of registration have been changed but slightly since the establishment of the board.

The board must conduct examinations not less than four times annually at such times and places as are most convenient.¹¹

2. Powers and Duties

The Board of Barber Examiners was created to license qualified barbers and to regulate sanitary conditions in barber shops. Specifically, its duties are as follows: to conduct examinations into the qualifications of

1. Public Laws, 1929, c. 119, s. 6.

2. Ibid.

3. Ibid., s. 8.

4. Ibid., s. 6.

5. Ibid.

6. Ibid., 1941, c. 375, s. 4.

7. Ibid., 1929, c. 119, s. 23.

8. Ibid., 1931, c. 32, s. 2.

9. Ibid., 1933, c. 95, s. 3.

10. Ibid., 1937, c. 138, s. 2.

11. Ibid., 1929, c. 119, s. 10.

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applicants¹² and to issue certificates of registration as registered barbers and registered apprentices when the applicant has passed the examination;¹³ to receive registration and renewal fees; to regulate payment of license fees and to prorate all such receipts as it deems expedient;¹⁴ and to furnish shops and schools with sanitary rules adopted by the Board of Health.¹⁵ It was originally required to pay the Board of Health \$6,000 for the enforcement of rules. In 1931 the board was given power to enforce its own rules,¹⁶ and the sanitary rules prescribed by law and required to be furnished each shop.¹⁷ Any member of the board or his agent may at any time enter and inspect shops and schools.¹⁸ In refusing renewals and in revoking or suspending certificates of registration, the board was required to grant a public hearing after 20 days' notice has been given.¹⁹ In 1939 it was subjected to a general law prescribing details for hearings and appeals.²⁰ The board must always keep a complete record of proceedings relating to refusal, renewal, suspension, and revocation of certificates of registration.²¹

3. Housing, Care, and Accessibility of Records

The records of the Board of Barber Examiners are housed in its offices, 808-809 Odd Fellows Building, Raleigh, N. C. The building, erected in 1924, is fire resistant; it is built of brick, concrete, and steel. Floors and window casements are of wood. Conditions of storage and facilities for the use of records are good. The offices are well lighted and clean. The records are well kept in steel filing drawers, and there is ample space for expansion.

Minutes

129. DEAD, MINUTES, BARBER SCHOOLS, AND MISCELLANEOUS, 1929--.

3,000 papers in 1 file drawer.

Minutes of meetings of the board, showing date, members present, and business transacted. Also contains:

- i. Annual reports to board members on receipts, disbursements, and activities of secretary.
- ii. Applications for student permits showing name, address, personal history, and education.
- iii. Bulletins relative to barbering.
- iv. Correspondence with barber schools.
- v. List of deceased licensed barbers.
- vi. Lists of men notified of examinations.
- vii. Lists of questions for examinations.
- viii. Monthly reports to board members on operations.
- ix. Statements of money paid to board members for services.

12. Public Laws, 1929, c. 119,

s. 10.

13. Ibid., s. 11.

14. Ibid., s. 14.

15. Ibid., s. 16.

16. Ibid., 1931, c. 32, s. 1.

17. Ibid., 1941, c. 375, s. 7.

18. Ibid., 1929, c. 119, s. 19.

19. Ibid., s. 20.

20. Ibid., 1939, c. 218. See

supra, p. 4.

21. Ibid., 1929, c. 119, s. 7.

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Arranged in folders by subject; minutes arranged chronologically by date of entry. No index. Typed, handwritten, and typed on printed forms. 12 x 12 x 24. Room 809.

Correspondence
(See also entry 129)

130. [EXECUTIVE SECRETARY'S CORRESPONDENCE AND BARBERS' APPLICATIONS FOR CERTIFICATION OF REGISTRATION], 1929--. 70,000 papers in 18 file drawers (labeled by contained counties).

Correspondence between secretary and registered barbers, relative to registrations, fees, examinations, rules, and regulations, including barbers' original applications for certification of registration. Arranged alphabetically by name of county, thereunder alphabetically by name of town; and thereunder alphabetically by name of barber. No index. Typed, handwritten, and handwritten on printed forms. 12 x 12 x 24. Room 808.

131. OLD SUSPENSE FILES AND CORRESPONDENCE, 1929--. 8,000 papers in 3 file drawers. Title varies: Old Suspense Files, 1929--, 1 file drawer.

Correspondence relative to matters that have been suspended or settled, consisting of letters from barbers, applicants, barber schools and students, regarding examinations, fees, permits, licenses, and reports, and complaints with applicant's examination papers and student permit cards attached to correspondence in rare cases. Arranged alphabetically by first letter of surname of writer. No index. Typed and handwritten. 12 x 12 x 24. 2 file drawers, 1929--, room 808; 1 file drawer, 1929--, room 809.

132. [OBSOLETE CORRESPONDENCE], 1929-31. 1,800 papers in 1 paper box.

Correspondence between executive secretary and barbers and other individuals, concerning applications, licenses, laws, and other matters of information. No obvious arrangement. No index. Handwritten and typed. 12 x 9 x 4. Room 808.

Licenses and Applicants

133. MASTER CARD FILES, NUMERICAL LICENSE ISSUED, 1929--. 9,600 cards in 2 file drawers. Title varies: Old Master Card Files, 1929--, 1 file drawer.

Card file, showing for each barber name and address, license number, and date license issued. Arranged numerically by license number. No index. Typed on printed forms. 5 x 12 x 24. Room 809.

134. RENEWALS, 1929--. 20,000 applications in 10 file drawers (dated).

Applications for renewals of barbers' licenses, showing application number, date, name and address, license number, and signature of barber, with physician's certificate on reverse side and date of payment stamped on face. Arranged numerically by license number. For index, see entry 135.

135. Typed on printed forms. 5 x 12 x 24. Room 809.

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135. ALPHABETICAL DIRECTORY OF ALL BARBERS, undated. 1,200 cards in 1 file drawer.
Directory of barbers, showing name, address, and license number. Serves as index by license number of Renewals, entry 134. Arranged alphabetically by name of barber. Typed. 5 x 12 x 24. Room 809.

136. APPRENTICE LICENSES [Record of Apprentice Examination Grades and Related Papers], 1929--. 6,000 papers in 2 file drawers.
Individual record file of apprentice barbers taking examination, containing for each apprentice: Application for student permit; report cards from barber school attended, showing grades and time attended; applications for examination; notification to appear for examination; original graded examination papers; and letters from apprentice to secretary relative to the examination. Arranged alphabetically by name of apprentice. No index. Typed and handwritten on printed forms and typed. 12 x 12 x 24. Room 808.

137. ACTIVE PERMITS, 1929--. 400 papers in 1 file drawer.
Individual record file of apprentice barbers holding student permits to practice under a master barber prior to taking State examination, containing for each apprentice application for examination; application for student permit; students' monthly reports from barber schools attended; and letters from barber schools to board concerning qualifications of students. Arranged alphabetically by name of apprentice. No index. Typed. Handwritten and typed on printed forms. 12 x 12 x 24. Room 809.

138. [DUPLICATES OF LICENSES ISSUED], 1929--. 2,000 papers in 1 file box.
Duplicates of licenses and permits issued to students, apprentices, journeymen, and master barbers, showing date, amount, name and address, class, and number. Arranged in sections by class; thereunder alphabetically by name of barber. No index. Typed on printed heads. 4 x 8 x 15. Room 808.

139. FAILED EXAMINATIONS, 1929--. 4,000 papers in 2 file drawers.
Individual record file of barbers failing examination, containing for each application for examination; card notice to appear for examination; temporary permit; original graded examination paper; and notification of failure. Arranged alphabetically by name of barber. No index. Typed; typed and handwritten on mimeographed and printed forms. 12 x 12 x 24. Room 809.

140. [RECORD OF EXPIRED LICENSES], 1929--. 1,000 cards in 1 file drawer.
Card file of North Carolina barbers holding expired licenses, showing for each barber name, address, license number, date issued, and date expired. Arranged alphabetically by city; thereunder alphabetically by name of barber. Typed on printed forms. 12 x 5 x 24. Room 809.

141. NULL AND VOID PERMITS, 1929--. 4,000 papers in 2 file drawers.
Individual record file of barbers failing to appear for examination, including for each correspondence advising them of their permit being null and void, copy of receipt showing fees paid, and reference card, showing name and address of barber, permit number, and date issued. Arranged alphabetically by name of barber. No index. Typed, typed and handwritten on printed forms. 12 x 12 x 24. Room 809.

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142. COMPLAINTS, 1929--. 2,000 papers in 1 file drawer. Complaints to the board from licensed barbers reporting persons operating barber shops illegally, with copies of replies and copies of letters from the board to persons operating barber shops illegally, explaining the laws governing barbering and advising conformity. Arranged alphabetically by name of county. No index. Typed and handwritten. 12 x 12 x 24. Room 809.

Inspectors' Reports

143. [INSPECTORS' REPORTS], 1931--. 31 vols. subtitled by name of inspector. Reports on sanitary standing of barber shops in North Carolina compiled by State sanitary inspectors, showing name and address of shop, number of chairs, number of employees, name of manager, license number of shop, name of each employee with registration number, actual grade of shop based on each unit of equipment, possible grade based on each unit, date of posting of sanitary rules, total actual grade, remarks, and signature of inspector. Arranged alphabetically by name of town in which located. No index. Handwritten on printed forms. 1,500 pp. 6 x 9 x 6. Room 808.

Financial Records

144. RECEIPTS, 1929--. 1 vol. Record of receipts from licenses and fees, showing in columns the classification and date of license, name and address of payee, receipt number, form of payment, and total received. Arranged chronologically by date of receipts and numerically by sheet number. No index. 1,250 pp. 15 x 10 x 5. Room 808.

145. [DISBURSEMENTS], 1929--. 1 vol. Record of disbursements, showing date, name of payee, check number, amount of check, itemized under salaries, per diem, travel, stationery and printing, postage, Board of Health, operation, and total. Arranged chronologically by date of disbursements. No index. Typed under printed heads. 218 pp. 15 x 10 x 1. Room 808.

146. VOUCHERS, 1929--. 3,270 checks in 9 file boxes and 1 file drawer. Copies of vouchers issued for salaries and maintenance. Arranged chronologically by date of writing and numbered serially. No index. Typed on printed forms. 12 x 5 x 24. 9 file boxes, 1929-37, in room 808; 1 file drawer, 1938--, in room 809.

147. DEPOSIT SLIPS, 1929--. 3,000 papers in 1 paper box. Bank deposit slips, showing date of deposit, amount of currency, silver, and checks, and total deposit. No obvious arrangement. No index. Handwritten under printed heads. 4 x 10 x 14. Room 808.

No. 21 STATE BOARD OF EXAMINERS OF PLUMBING AND HEATING
CONTRACTORS

1. Structural Organization and Evolution

The State Board of Examiners of Plumbing and Heating Contractors was established by act of the General Assembly of 1931 and as originally constituted consisted of five members appointed by the Governor as follows: One member from the Engineering School of the University of North Carolina, one from the State Board of Health, one a plumbing inspector from some city in the State, one a licensed master plumber, and one a heating contractor.¹ In 1939 the membership was increased to seven, one of the two added members to be from the Division of Public Health of the Greater University of North Carolina and the other to be a licensed air-conditioning contractor.² Each member of the board must be a citizen of the United States and a resident of North Carolina at the time of his appointment.³ The terms of office are so designed by the Governor that the term of one member expires each year.⁴ Board members receive \$10 a day and necessary expenses for actual time spent in performance of official duties.⁵ The Governor may remove any member of the board for misconduct, incompetency, or neglect of duty and may fill any vacancies.⁶

The board elects a chairman and appoints a secretary-treasurer, each to serve for 1 year. The secretary-treasurer must give bond approved by the board for faithful performance of duties.⁷ It is his duty to collect and to hold all license fees as a fund for the use of the board.

The board must meet at least twice each year, in February and August, and special meetings may be held at such times and places as the board may deem necessary. A quorum consists of not less than three members.⁸

8. Powers and Duties

The State Board of Examiners of Plumbing and Heating Contractors is empowered to examine into the qualifications of applicants for license as plumbing and heating contractors and to issue licenses to qualified applicants,⁹ to revoke licenses when rules and regulations have been violated and after a public hearing,¹⁰ to reissue revoked licenses if three members of the board favor such action,¹¹ to keep a record of its proceedings and a register of all applicants for examination,¹² and on or before each 1st of March to submit to the Governor a report of its activities for the preceding year and to file with the Secretary of State a copy of such report together with a statement of receipts and expenditures.¹³ At least one

1. Public Laws, 1931, c. 52,
s. 1.

2. Ibid., 1939, c. 224, s. 1.

3. Ibid., 1931, c. 52, s. 2.

4. Ibid., s. 1.

5. Ibid., s. 2.

6. Ibid., s. 5.

7. Ibid., s. 3.

8. Ibid., s. 4.

9. Ibid., s. 6.

10. Ibid., s. 8.

11. Ibid., s. 9.

12. Ibid., s. 5.

13. Ibid.

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member of any corporation or partnership engaged in the plumbing and heating business must be licensed by the board.¹⁴ The funds of the board may be expended upon the warrant of the president and secretary-treasurer.¹⁵ In 1939 the board was made subject to a general law regulating hearings and appeals.¹⁶

For contractors in towns of ten thousand or more fees are \$50 annually; for contractors in towns of more than thirty-five hundred and less than ten thousand they are \$25. The fee must be paid in January, but provisions is made for payment in semiannual installments.¹⁷

3. Housing, Care, and Accessibility of Records

The records of the State Board of Examiners of Plumbing and Heating Contractors are housed in its office, 606 Capitol Club Building, Raleigh, N. C. The building, erected in 1930, is constructed of brick, concrete, and steel. The floor of the office is of concrete overlaid with linoleum, and walls and ceiling are plastered.

Conditions of storage and facilities for use of the records are good. The office is well lighted, well ventilated, clean, and orderly. The records are kept in steel filing cabinets, and there is ample space for expansion.

Minutes

148. [MINUTES], April 22, 1931--. 1 vol.
Minutes of semiannual and special meetings of the board, showing date and place of meetings, members present, and business transacted. Arranged chronologically by date of meeting. No index. Typed. 215 pp. 12 x 10 x 1 $\frac{1}{2}$.

Correspondence

149. MISCELLANEOUS [General Correspondence], 1931--. 4,500 papers in 2 file drawers (labeled by contained letters of alphabet). Miscellaneous correspondence between the board and plumbing and heating firms relative to notices of examinations, examination questions, and Supreme Court cases. Arranged chronologically by date of writing. No index. Typed. 12 x 15 x 25.

150. CLOSED MISCELLANEOUS FILES, 1931--. 3,750 papers in 2 file drawers (labeled by contained letters of alphabet). Closed file of miscellaneous correspondence between the board and contractors, discontinued notifications, examination questions, trial balance sheets, work papers, circulars, and papers in Supreme Court cases. Correspondence

14. Public Laws, 1939, c. 224.

15. Ibid., 1931, c. 52, s. 12.

16. Ibid., 1939, c. 218. See supra, p. 4.

17. Ibid., 1931, c. 52, s. 7.

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arranged alphabetically by surname of correspondent; other papers arranged chronologically. Typed and handwritten. 12 x 15 x 25.

152. NOTIFICATION FILES [Active], 1931--. 1,500 papers in 1 file drawer.

Correspondence notifying unlicensed operators of approaching examinations. Arranged alphabetically by surname of correspondent. No index. Typed and handwritten. 12 x 14 x 24.

153. NOTIFICATION FILES [Inactive], 1931--. 6,750 papers in 2 file drawers (labeled by contained letters of alphabet).

Correspondence notifying persons reported operating without licenses of approaching examinations. Arranged alphabetically by surname of correspondent. No index. Typed and handwritten. 12 x 15 x 25.

Applicants and Licensees

154. LICENSED CONTRACTORS, 1931--. 12,500 papers in 6 file drawers (labeled by contained letters of alphabet).

Individual record file, containing for each contractor application for license, renewal of license, and correspondence relative to examinations and other matters. Also contains:

- i. Vouchers for salaries of board officials and office expenses.
- ii. Bank deposit slips, showing dates and amounts deposited.
- iii. Bank statements, showing amounts deposited and withdrawn.

Arranged alphabetically by surname of contractor; financial records arranged by subject, thereunder chronologically. No index. Typed, mimeographed, and handwritten. 12 x 14 x 25.

155. [LICENSE REGISTER], 1931--. 1 vol.

Register of all licenses issued, showing for each licensee number of license, type, and name and address of contractor. Arranged alphabetically by name of contractor. No index. Handwritten on printed forms. 500 pp. 17 x 9 x 1 $\frac{1}{2}$.

156. [RECORD OF CONTRACTORS], 1931--. 2 vols.

Record of plumbing and heating contractors in business in compliance with the law, showing license number, rating, credit limit, business, name and address, and date. Arranged alphabetically by name of contractor. No index. Handwritten. 300 pp. 11 x 8 x 2.

157. PL[um]B[in]G, H[ea]T[in]G, AND AIR CONDITIONING EXAM[ination] PAPERS, 1931--. 435 papers in 13 bundles.

Graded examination papers. No obvious arrangement. No index. Handwritten. 15 x 10 x 6.

158. CLOSED FILES, 1931-34. 6,000 papers in 2 file drawers (labeled by contained letters of alphabet).

Individual record file of inactive contractors, containing for each copies of licenses, receipts for license and renewal fees, and correspondence relating to examinations and other matters. Arranged alphabetically by name of contractor. No index. Typed and typed on printed forms. 12 x 15 x 25.

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Financial Records

159. [GENERAL JOURNAL], June 8, 1931--. 2 vols.
Record of cash receipts and disbursements, showing receipts for license fees and penalties received, with date and source, and disbursements for salaries, office expenses, and travel. Arranged chronologically by date of entry. No index. Handwritten. 150 pp. 14 x 11 x 3/4.
160. JOURNAL [of License Fees Receivable], 1931--. 2 vols.
Journal of license fees receivable, showing date, list of persons or firms in business, and amount of debit and credit. Arranged chronologically by year and thereunder alphabetically by name of licensee. No index. Handwritten. 150 pp. 14 x 9 x 1/2.
161. [CHECK STUBS], 1931--. 4 vols.
Check stubs for all disbursements, showing number of check, date, payee, purpose, and amount. Arranged chronologically by date of writing and numbered serially. No index. Handwritten on printed forms. 500 stubs. 9 x 6 x 1.
162. REPORTS [Auditor's Report], 1931--. 8 vols. (dated). Title varies: Financial Report of Activities, 1933--. 1 vol.
Report on audit by certified public accountant, showing assets and liabilities, surplus, revenue, and expense. Arranged chronologically by date of audit. No index. Typed. 8 pp. 15 x 12 x 1/20.

No. 22 STATE BOARD OF COSMETIC ART EXAMINERS

1. Structural Organization and Evolution

The State Board of Cosmetic Art Examiners, established by act of the General Assembly of 1933, consists of three members, each of whom must have been an experienced cosmetologist who has followed the practice of cosmetic art within the State for 5 years preceding his or her appointment,¹ and each of whom must be free of connection in any manner with any cosmetic art school.² Each member is appointed by the Governor for a 3 year term³ and receives \$7.50 per day and expenses for each day actually spent in the performance of his duties.⁴ The Governor is empowered at his option to remove any member of the board for good cause and to appoint members to fill unexpired terms.⁵

The board appoints its own officers and in addition elects a full time secretary, whose annual salary must not exceed \$1,800 and who must execute to the State of North Carolina a bond of \$10,000 approved by the board. It is the duty of the secretary to keep all records of the board, and to receive, deposit, and report on all funds collected in fees and fines.⁶

In addition to the secretary, the board must appoint three inspectors who are authorized to examine beauty shops and cosmetic art schools and who must make monthly reports to the secretary.⁷

The board must meet four times a year, in January, April, July, and October. Special meetings may be held at the call of the chairman.⁸

2. Powers and Duties

The State Board of Cosmetic Art Examiners is charged with the regulation and supervision of the practice of cosmetic art in North Carolina. Specifically its powers and duties are to issue to duly qualified applicants certificates of registration as registered cosmetologists or registered apprentices;⁹ to regulate the payments of fees (the amounts are specified by law), and to prorate the fees;¹⁰ to make reasonable rules and regulations for the sanitary management of cosmetic art shops or schools and to authorize agents to inspect them;¹¹ to refuse to issue, renew, or to revoke certificates of registration because of applicants' conviction of felony, gross malpractice, false advertising, or habitual drunkenness;¹² to hold hearings before revoking or refusing to renew or grant certificates¹³ of registration; to keep a public record of its proceedings relating to issuance, refusal, renewal, suspension, and revocation of certificates

1. Public Laws, 1933, c. 179, s. 13.

2. Ibid., 1935, c. 54, s. 13.

3. Ibid., 1933, c. 179, s. 13.

4. Ibid., s. 15.

5. Ibid., s. 13.

6. Ibid., s. 14.

7. Ibid., s. 15; 1935, c. 54;

1941, c. 234, s. 2.

8. Ibid., 1933, c. 179, s. 15.

9. Ibid., s. 18.

10. Ibid., s. 21.

11. Ibid., s. 23.

12. Ibid., s. 26.

13. Ibid., s. 27.

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of registration; and to keep a record of each registered cosmetologist and registered apprentice, with the number of his certificate.¹⁴

In 1939 the board, like 13 other licensing agencies, was made subject to a general law regulating the details concerning hearings and appeals.¹⁵

The board reports annually to the Governor a full statement of its receipts and disbursements, of its work during the year, and of its recommendations.¹⁶

3. Housing, Care, and Accessibility of Records

The records of the State Board of Cosmetic Art Examiners are housed in its office, 801 Raleigh Building, Raleigh, N. C. The building, erected in 1929, is constructed of brick, concrete, and steel. The floors are of concrete overlaid with wood; casements of windows are of steel; and walls and ceiling are of plaster.

Conditions of storage and facilities for use of records are good. The office is well lighted, well ventilated, and clean. The records are kept in steel filing cabinets and there is ample space for expansion.

Minutes

163. [Minutes and Matriculation Blanks and Correspondence of] SCHOOLS, 1933--. 4,000 papers in 2 file drawers.

Minutes of quarterly and special meetings of the board, showing date of meeting, members present, and business transacted. Also contains individual record file of applicants for examination enrolled in approved beauty schools, including for each applicant matriculation blanks, showing name and address of student, date of birth, nationality, date of enrollment, and name of school in which enrolled, and correspondence, relative to examinations and official business. Minutes arranged chronologically by date of meeting; records and correspondence arranged alphabetically by name of school. No index. Handwritten and typed on printed forms. 13 x 12 x 24.

Correspondence

164. MISCELLANEOUS [General Correspondence], 1933--. 4,000 papers in 2 file drawers.

General correspondence with cosmetologists relative to licenses, registration, statutes, rules and regulations, reciprocity with other states, dates of examinations, and students' school attendance record. Arranged alphabetically by name of correspondent, thereunder chronologically by date of writing. No index. Typed and handwritten. 13 x 12 x 24.

14. Public Laws, 1933, c. 179, s. 29.

15. Ibid., 1939, c. 218. Sec

supra, p. 4.

16. Ibid., 1935, c. 54, s. 3.

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Licensed and Applicants

165. [LICENSED COSMETOLOGISTS IN NORTH CAROLINA], 1933--. 102,000 papers in 34 file drawers (labeled by contained letters of alphabet).

Individual record file of licensed cosmetologists, including for each cosmetologist: Application, showing name and address, age, name of employer, address of employer, time employed, and physician's certificate; correspondence with State board relative to fees; application for examination; record of examination; and applications for yearly license renewals with physician's certificate on back. Arranged alphabetically by name of cosmetologist. No index. Handwritten and typed on printed forms; typed. 13 x 12 x 24.

166. COSMETOLOGISTS, 1934--. 4,000 cards in 1 file drawer (dated). Card directory of cosmetologists, showing name and address, business, license number, and date license issued. Arranged alphabetically by name of cosmetologist. No index. Typed on printed forms. 5 x 13 x 24.

167. APPRENTICE PERMITS, COSMETOLOGIST PERMITS, APPRENTICE LICENSES, 1933--. 4,000 cards in 1 file drawer. Card directory of apprentices and cosmetologists holding active permits and apprentice licenses issued, showing name and address, permit or license number, date, classification, and remarks. Arranged alphabetically by name of cosmetologist or apprentice. No index. Typed on printed forms. 5 x 13 x 24.

168. [STUBS OF COSMETOLOGISTS' LICENSES ISSUED], 1933--. 280 vols. Stubs of licenses issued, showing license number, date, name and address of cosmetologist, and remarks. Arranged chronologically by date of license and numbered serially. No index. Handwritten on printed forms. 12 x 12 x $\frac{1}{2}$.

169. NULL AND VOID FILE, DEAD FILE, APPRENTICE FAILED, COSMETOLOGISTS FAILED, 1935--. 4,800 cards in 1 file drawer. Card directory of cosmetologists whose licenses are null and void, of deceased cosmetologists, of apprentices failing examinations, and of cosmetologists failing examinations, showing name and address, permit or license number, date, classification, and remarks. Arranged alphabetically by name of cosmetologist. No index. Typed on printed forms. 5 x 13 x 24.

Inspectors' Reports

170. [INDIVIDUAL SHOP INSPECTION REPORTS], 1933--. 9,000 reports in 3 file drawers. Quarterly sanitary reports of field inspectors on individual beauty shops, showing name and address of shop, number of operators, grade of shop and grade per unit of equipment, registration number, permit or license number, and hours in beauty school of each cosmetologist employed, names of field inspector and manager of shop, date of inspection, and report number. Arranged numerically by report number. No index. Handwritten on printed forms. 6 $\frac{1}{2}$ x 10 x 24.

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Financial Records

171. [RECEIPTS REGISTER], 1933--. 1 vol.

Record of receipts, showing classification, date, name and address, receipt number, method of payment, total received, cosmetologist registrations, permits for examinations, penalties, and bad check collections. Arranged chronologically by date of entry. No index. Typed on printed heads. 600 pp. 11 x 15 x 3.

172. [DISBURSEMENTS], 1933--. 1 vol.

Record of disbursements, showing date, name of payee, number and amount of check, purpose for which drawn, and total; and for comparison, current month total to date, total for previous month, and total to date. Arranged chronologically by date of entry. No index. Typed on printed heads. 250 pp. 10 x 15 x 1.

173. [COPIES OF VOUCHER-WARRANTS AND RELATED BILLS], 1933--. 6,000 voucher-warrants in safe.

Copies of voucher-warrants, showing warrant date, number, name of payee, amount, voucher date, particulars, account rendered, deductions, and total due. Arranged numerically by voucher number. No index. Typed on printed forms. 7 $\frac{1}{2}$ x 9 x 24.

1. Structural Organization and Evolution

The Board of Law Examiners was created by the General Assembly in 1933, but because lawyers are officers of the court, the regulation of the practice of law is the oldest form of governmental supervision of businesses and professions in North Carolina. The Fundamental Constitutions of 1669 provided that to plead for money or reward was "a base and vile thing" and that no one except a near kinsman could plead another man's cause until he had taken an oath before a judge that he did not plead for money or reward and would receive none.¹ This provision was probably not evidence of any antagonism to the legal profession as such, but was an effort to build up large entourages for the Lords Proprietors, who were supposedly coming to the colony, by making necessary their intercession in the courts.

Notwithstanding the provisions of the Fundamental Constitutions, the practice of law for reward became increasingly important. Conditions modified the original plan of the Proprietors; the fact that the Governor and his Council from 1663 to 1698 held the General Court, the supreme court of common law in the colony, soon led to his authorizing certain persons to act as attorneys before that court. By 1715 acts were passed prescribing the fees to be charged by attorneys and forbidding officers of the courts to plead for others than themselves before the court in which they served.²

Some time after 1712 the Chief Justice began perfunctorily examining candidates for licenses as attorneys at law and recommending to the Governor those who were qualified.³ There was much complaint of discrimination and abuse of the licensing power by the governors, and several measures were instituted in the General Assembly but only ineffective measures were passed.⁴ Finally, in 1760, an act was passed providing that no person who had not already obtained a license should be admitted to practice unless he had first been examined by a judge of superior court in matters of law and practice in the courts, unless the examining judge recommended him to the Governor, and unless a judge of the inferior court of the county of his residence certifies as to his good character. The Governor issued the license. Any properly qualified person from other parts of the King's dominions, however, could practice without license.⁵

In 1776, under the provincial Congress, it was provided that no attorney could practice before the courts until he took the oath of allegiance to the State prescribed for public officials.⁶

1. Walter Clark, ed., State Records of North Carolina, XXV, 131, hereafter cited as Clark, State Records.

2. Clark, State Records, XIII, 86, 16. The latter act was repealed in 1746.

3. William L. Saunders, ed., Colonial Records of North Carolina, IV, V,

passim, hereafter cited as Saunders, Colonial Records.

4. Saunders, Colonial Records, V, 48, 49, 300; VI, xxxv; Clark, State Records, XXV, 320.

5. Laws of 1760, c. 1. Clark, State Records, XXV, 448.

6. Saunders, Colonial Records, X, 999.

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In 1777 provision was made for the examination of all prospective attorneys. All persons who had practiced prior to that time could continue without further examination, but every person who applied for admission thereafter was required to undergo an examination before two or more judges of superior court. If he was found to be competent in the law and of upright character, the judges gave the applicant a certificate entitling him to practice in any court of the State for which they considered him equipped.⁷ Before he could stand such examination, each applicant was required to be 21 years of age, to file with a clerk of superior court a certificate of good moral character signed by two practicing attorneys, and to deposit \$21.50 with the clerk, of which \$1.50 was examination fee and \$20 was for the Supreme Court Library.⁸ Persons from another state or county could begin practice if they resided in this State for a year prior to application and could produce a certificate of ability and character from a competent authority of the state or country of origin.⁹

In 1806 a license tax was required of attorneys before their admission to practice. The tax replaced the fee named in the act of 1777 and was paid to the trustees of the county of residence for the purpose of defraying the costs of State prosecutions and the contingent expenses of the county.¹⁰

When separate justices were appointed for the Supreme Court in 1818, it was made requisite that any person thereafter desiring to practice law should undergo an examination by two or more judges of the Supreme Court, who, if they were satisfied with the applicant's ability, could grant certificates to practice in courts specified in the certificate.¹¹

In 1920 the law relative to the licensing of attorneys was restated. The Supreme Court was required to hold examinations and to make rules for admission to the practice of law. Before they were licensed, applicants were required to pass a written examination and to prove upright character. A reciprocal provision allowed an attorney from any other state which accorded the same privilege to those from North Carolina to enter practice after furnishing the Supreme Court a certificate from a member of the court of last resort of his native state that he was licensed to practice therein, together with affidavits of good moral character from two licensed attorneys of his native state, and after paying to the Clerk of Supreme Court a fee equivalent to that paid by applicants for examination.¹²

Finally the General Assembly of 1933 recognized the North Carolina State Bar as an agency of the State and created the Board of Law Examiners.¹³ The State Bar consists of all licensed attorneys as active members and all judges of State and Federal courts within the State as honorary members.¹⁴ The governing body of the State Bar is the council, consisting of 21 members, one from each superior court district in the State, and the officers of the

7. Laws of North Carolina, 1777, c. 115, s. 7.

8. Ibid., s. 9.

9. Ibid., s. 8.

10. Ibid., 1806, c. 698.

11. Ibid., 1818, c. 963, s. 4.

12. Public Laws, 1920, c. 44.

13. Ibid., 1933, c. 210.

14. Ibid., s. 2.

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Bar. It is the council in which is placed the control of discipline, disbarment, and restraint of attorneys practicing in the State.¹⁵

For the purpose of examining applicants for and determining rules and regulations of admission there is a Board of Law Examiners, which originally consisted of the Chief Justice of the State Supreme Court and six licensed attorneys selected by the council.¹⁶ The same session of the General Assembly, however, struck out the provision of the 1933 law concerning the Chief Justice and provided in its stead that such member of the State Supreme Court as the court from time to time might select and commission should sit with the board.¹⁷ Since 1935 no Justice has sat on the board; the council now selects seven members from the State Bar.¹⁸ No member of the council or teacher in a law school may be a member of the board.¹⁹ The members of the board are selected for overlapping terms of 3 years each.²⁰

Each board member originally received for holding the examinations such compensation, not to exceed \$50 for each examination, as the council determined.²¹ In 1935 it was provided that each receive not more than \$50 for each examination and, while in the actual performance of their duties, \$4 per day and actual transportation costs or 5 cents a mile when using his own automobile.²² In 1937 provision was made for payment to each member of not more than \$50 for each examination, actual subsistence while in the performance of his duties, and traveling expenses not to exceed 5 cents per mile for a personally owned automobile.²³

The Chief Justice²⁴ or the Associate Justice chosen by the State Supreme Court to act on the board was chairman.²⁵ Since 1935 the members of the board have chosen their chairman from their membership and fixed his term of office.²⁶ The secretary of the State Bar is secretary of the board and serves without additional pay.²⁷

2. Powers and Duties

The Board of Law Examiners was created for the purpose of examining applicants for and providing, with the approval of the council, rules and regulations governing admission to the practice of law. The examinations are held in such manner and at such times as the board determines.²⁸

15. Public Laws, 1933, c. 210, s. 9.
16. Ibid., s. 10.
17. Ibid., c. 331.
18. Ibid., 1935, c. 61, ss. 1, 2.
19. Ibid., 1933, c. 210, s. 10.
20. Ibid.
21. Ibid.
22. Ibid., 1935, c. 33, s. 2.
23. Ibid., c. 35.
24. Ibid., 1933, c. 210, s. 10.

25. Ibid., c. 331.
26. Ibid., 1935, c. 61, s. 2.
27. Ibid., 1933, c. 210, s. 10.
28. Ibid. The creating act did not affect the existing rules; it was not to be effective until July 1, 1933, and was not to affect the August 1933 examination which was held by the Supreme Court. Ibid., s. 21.

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Applicants for examination are required to pay a filing fee of \$1.50 and to deposit with the secretary of the board \$22 of which \$2 is a license fee; \$12 may be refunded if the applicant fails the examination.²⁹ Any money over and above expenses of the board is remitted to the Supreme Court Library for its use.³⁰

It is the council of the State Bar or a committee thereof, however, which hears and determines all complaints and charges of malpractice, corrupt or unprofessional conduct made against members of the State Bar and which privately reprimands, suspends from practice, or disbars licensees.³¹ The council has in these matters the same powers as a court of record.³² Final judgment of suspension or disbarment must be recorded upon the judgment docket of the superior court of the defendant's resident county and upon the minutes of the Supreme Court.³³ The defendant has right of appeal to the superior court.³⁴

The council may restore a license after a hearing and satisfactory proof of the licensee's reformation.³⁵

3. Housing, Care, and Accessibility of Records

The records of the Board of Law Examiners and of the council of the State Bar are housed in the office of their secretary, Mr. E. T. Cannon, rooms 13 and 14 of the Justice Building, on Morgan Street between Fayetteville and Wilmington Streets, Raleigh, N. C. The building, constructed in 1940, of brick, concrete, steel, and granite, is considered to be 100 per cent fireproof. Offices have terrazo floors and steel casement windows.

Conditions of storage and facilities for the use of records are good. The offices are large, light, and well ventilated. Records are kept in steel file drawers with little evidence of crowding, and are all in excellent condition. There is ample space for additional filing equipment.

Minutes

174. [MINUTES OF COUNCIL OF THE BAR MEETINGS], 1933--. 2 vols. Minutes of quarterly meetings of the council of the State Bar, showing date and place of meeting, members present, and business transacted. Arranged chronologically by date of meeting. No index. Typed. 14 x 9 x 1. Room 14.

175. [Business to be Brought Before the] COUNCIL OF STATE BAR, 1939--. 1,800 papers in 1 file drawer. Papers relative to business to be brought before the council of the State

29. Public Laws, 1935, c. 33, s. 1.

30. Ibid., s. 3.

31. Ibid., 1933, c. 210, s. 11.

32. Ibid., s. 12.

33. Ibid., s. 15.

34. Ibid., s. 11; 1937, c. 51, s. 21.

35. Ibid., 1933, c. 210, s. 11.

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Bar. Also contains canceled checks for payment of expenses. Arranged chronologically by date of entry. No index. Handwritten. 13 x 17 x 25. Room 14.

176. [GENERAL CORRESPONDENCE], 1936--. 8,000 papers in 4 file drawers. General correspondence of the secretary and the members of the Board of Law Examiners and of the Council of the State Bar. Arranged by subject and thereunder chronologically by date of filing. No index. Typed and handwritten. 13 x 17 x 25. Room 13.

177. [FINANCIAL CORRESPONDENCE], 1939--. 2,000 papers in 1 file drawer. Correspondence with members of the bar pertaining to financial records, fees due, and payment of fees. Arranged alphabetically by name of correspondent. No index. Typed and handwritten. 13 x 17 x 25. Room 13.

Registration and Examination

178. LAW STUDENTS' REGISTRATION, 1935--. 2,000 papers in 1 file drawer. Application for registration as a law student, showing personal history, education, and certification of dean of approved law school or of practitioner relative to the student and the proposed course of study. Arranged alphabetically by name of student. No index. Typed on printed forms. 13 x 17 x 25. Room 14.

179. [RECORD OF NUMBERS ASSIGNED APPLICANTS FOR LAW EXAMINATIONS], 1933--. 1 vol. Record of numbers assigned applicants taking State bar examination, showing number, name of applicant, county, address, date application fee paid, result of examination, amount due printer, date paid, amount due applicant, date paid, date license mailed, and remarks. The numbers are assigned by year and are available only to the secretary before examination. Arranged by year and thereunder alphabetically by name of applicant. No index. Handwritten. 14 x 13 x 1. Room 14.

180. [ATTORNEYS' EXAMINATION PAPERS], 1940--. 1,200 papers in 1 file drawer. Destroyed after 1 year. Attorneys' examination papers, showing questions and answers and result of examination in code. No obvious arrangement. No index. Handwritten on printed forms. 13 x 17 x 25. Room 14.

181. [Applications to] BOARD OF LAW EXAMINERS, 1937--. 8,000 papers in 4 file drawers. Individual record file of applicants for examination by the board, including for each attorney notice of application for license to practice law in North Carolina, showing name and address, personal history, education, and experience; certificate of moral character, containing statements of others relative to the character of the applicant; application for license, showing name, personal history, education, experience, certificate of dean of approved law school or of lawyer instructor; information on the examination; and pertinent correspondence. Arranged alphabetically by name of attorney. No index. Typed on printed forms. 13 x 17 x 25. Room 14.

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182. COMITY APPLICANTS, 1937--. 4,000 papers in 2 file drawers. Individual record file of out-of-state attorneys applying for reciprocity licenses, including for each applicant comity questionnaire and affidavit, showing name and address, personal history, education, experience, extent of practice, moral character, financial status, references and signature of applicant and notary; notice of application for license to practice law in North Carolina by nonresident attorney, containing certificates of two practicing attorneys of court of last resort and of two residents of home State; confidential reports; and pertinent correspondence. Arranged in folders alphabetically by name of applicant. No index. Handwritten and typed; typed on printed forms. 13 x 17 x 25. Room 14.

183. NORTH CAROLINA STATE BAR [Attorneys' Personal History Reference Cards], 1933--. 2,400 cards in 2 file drawers. Attorneys' personal record card, showing for each attorney name and address, date, county, date examination passed, date and place sworn in as attorney, date and place of birth, date and place of naturalization, admittance to Federal courts, membership in Bar Association, if ever suspended or disbarred, date and place and date readmitted, signature of attorney; after 1939 cards show order number, date, name and address, date and place of birth, date and place of naturalization, date examination passed or how admitted, file number, college and law schools attended, date and place sworn in as attorney, practice in other counties and States, by whom employed, partnerships, corporations, specialization, Bar Association, admittance to other courts, and signature of attorney. Arranged alphabetically by name of attorney. No index. Handwritten on printed forms. 6 x 14 x 25. Rooms 12-13.

184. MEMBERSHIP CARDS, 1933-38. 2,400 cards in 2 file drawers. Incomplete record. Card reference of practicing attorneys who are members of the State Bar Association, showing name and address of attorney, year joined, date paid, and receipt number. Arranged by county, thereunder alphabetically by name of attorney. No index. Typed. 6 x 14 x 25. Room 13.

Cases

185. UNAUTHORIZED PRACTICE [Correspondence], 1940. 1,200 papers in 1 file drawer. Correspondence and reports of the Grievance Committee relative to unauthorized practice of attorneys. Arranged alphabetically by name of accused attorney. No index. Typed and handwritten. 13 x 17 x 25. Room 14.

186. [CASES FOR INVESTIGATION], 1933--. 2,000 papers in 1 file drawer. Incomplete. Papers relative to investigations of complaints against attorneys, including for each case complaint and confidential reports. Arranged alphabetically by name of accused attorney. No index. Typed and handwritten. 13 x 17 x 25. Room 14.

187. [CASES PENDING], 1933--. 2,000 papers in 1 file drawer. Papers relative to cases pending ruling of Grievance Committee or court. Arranged alphabetically by name of accused attorney. No index. Typed and handwritten. 13 x 17 x 25. Room 14.

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188. [CASES DISPOSED OF BY SECRETARY OR GRIEVANCE COMMITTEE], 1933--.

2,000 papers in 1 file drawer.

Papers relative to complaints which have been dismissed as unjust after consideration by the Grievance Committee or the Secretary. Arranged alphabetically by name of accused attorney. No index. Typed and handwritten. 13 x 17 x 25. Room 14.

189. [CASES ADJUDGED BY COUNCIL OR COURT], 1933--. 4,000 papers in 2 file drawers.

Records of cases decided by the council or by Superior or Supreme Court, including complaints, notices, copies of all pleadings, copies of briefs submitted, transcript of evidence, reports of trial committee and record of judgments and costs. Arranged in folders by procedure of case. No index. Typed and handwritten on printed forms; typed and handwritten. 13 x 17 x 25. Room 14.

Financial Records

190. [INDIVIDUAL RECORD OF ATTORNEYS], 1933--. 9 post binders.

Record of licensed attorneys, showing name of attorney, address, date and payment of fees, and number of receipt issued; after 1939 changed to show on one page for each attorney personal history, date and type of examination passed, type of practice, record of admittance to courts, record of grievances, and payment of fees and subscriptions to the North Carolina Law Review. 1933-39, arranged alphabetically by name of town or county and thereunder by name of attorney; 1940--., arranged alphabetically by name of attorney. No index. Handwritten, 1933-39, handwritten and typed, 1940--. 500 pp. 11 x 14 x 4. 2 post binders, 1933-39, room 12-13; 7 post binders, 1940--., room 14.

191. [RECORD OF RECEIPTS], October 1935--. 1 vol.

Record of receipts from dues and subscriptions to the North Carolina Law Review, showing date, name and address of payee, receipt number, and purpose of payment. Arranged chronologically by date of entry. No index. Handwritten. 14 x 11 x 1. Room 14.

192. [RECEIPTS STUBS], 1933--. 83 vols. (59 vols. labeled by contained numbers; 24 vols. unlabeled).

Stubs and receipts issued by secretary for payment of dues, showing receipt number, date, name and address of payee, year paid for, and amount paid. Arranged chronologically by date of issue and numbered serially. No index. Handwritten on printed forms. 59 vols., 100 pp. 7 x 9 x 1; 24 vols., 100 pp. 15 x 13 x 1. Room 13.

193. [MISCELLANEOUS CASH BOOK], 1939--. 1 vol.

Cash book covering receipts from advertising and other miscellaneous collections made by secretary, showing date, for what payment made, and amount received. Arranged chronologically by date. No index. Handwritten. Room 14.

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194. [RECORD OF DISBURSEMENTS], 1933--. 1 post binder and 1 vol. Record of disbursements, showing date, name of payee, check number, and purpose of expenditure. Arranged chronologically by date of entry. No index. Handwritten. Post binder, 100 pp. 11 x 14 x 1; vol., 100 pp. 10 x 7 $\frac{1}{2}$ x 1. Room 14.

No. 24 STATE BOARD OF PHOTOGRAPHIC EXAMINERS

1. Structural Organization and Evolution

The State Board of Photographic Examiners, created by act of the General Assembly of 1935, consists of five members, all of whom must be residents of North Carolina and must have had not less than 5 years experience as professional photographers. The members of the board are commissioned by the Governor for overlapping terms of 3 years each.¹ The members of the board receive the sum of \$7 and actual and necessary expenses for each day actually devoted to the performance of their duties.²

The board is authorized to elect a chairman and to appoint a secretary-treasurer,³ and any legal, technical, or other assistance as may be necessary to perform its duties.⁴

The secretary-treasurer must give a bond, which is approved by the board, for the faithful performance of his duties.⁵

2. Powers and Duties

The State Board of Photographic Examiners is empowered to adopt a seal and to formulate rules to govern its actions in carrying out the creating act;⁶ to conduct hearings in any part of the State or to designate any member of the board to conduct hearings;⁷ to provide for the examination of applicants who desire to practice photography in North Carolina; to collect the prescribed examination and license fees; to issue temporary certificates to practice photography until such time as the board may hold an examination; to require any applicant for examination or license to give proof as to his technical qualifications, business record, and moral character;⁸ to provide a place and to give at least twice a year to all qualified applicants an examination covering photography and photo finishing;¹⁰ to collect from applicants for examination in photography a fee of \$25 and from applicants for examination in photo-finishing a fee of \$15;¹¹ to issue licenses to qualified applicants;¹² to require each person beginning the study of photography for the purpose of practicing to give notice of his intentions;¹³ to license each person who has practiced for 1 year prior to the act upon his payment of \$5;¹⁴ to collect a renewal fee of \$5 annually;¹⁵ after a hearing before the board, to revoke the license of any person violating any of the provisions of the creating act;¹⁶ and to license all

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1. Public Laws, 1935, c. 155, Art. II, s. 1.
 2. Ibid., s. 4.
 3. Ibid., s. 2.
 4. Ibid., s. 5.
 5. Ibid., Art. III, s. 1.
 6. Ibid., Art. II, s. 1.
 7. Ibid., s. 4.
 8. Ibid., Art. IV, s. 1.

9. Ibid., s. 2.
10. Ibid., s. 3.
11. Ibid., s. 4.
12. Ibid., s. 6.
13. Ibid., s. 7.
14. Ibid., s. 9.
15. Ibid., s. 10.
16. Ibid., Art. IV, s. 14.

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qualified nonresident photographers.¹⁷ In 1939 the board was included in a general act regulating the details of hearings and appeals.¹⁸

The board is required to keep a record of its proceedings relative to the issuance, refusal, renewal, suspension, and revocation of certificates of registration and to keep a record of the name, place of business, and residence of every registered photographer and registered apprentice and the date and number of his registration.¹⁹ The secretary-treasurer is required to keep a record of the proceedings of the board and to receive and account for all money collected in fees and fines. All expenses of the administration of the act are paid from fees collected.²⁰

3. Housing, Care, and Accessibility of Records

The records of the State Board of Photographic Examiners are housed in an office in the home of its secretary, Mr. Ray W. Goodrich, Henderson, N. C. Conditions of storage of the records are good. The records are kept in steel filing cabinets and cardboard transfer cases, and there is ample space for expansion.

195. [MINUTES], June 17, 1935---. 1 loose-leaf binder. Minutes of semiamual and special meetings of the board, showing date and place of meeting, members present, and business transacted. Also includes financial reports, a list of practicing photographers failing to register in 1935, and a list of practicing photographers failing to renew license in 1935. Arranged chronologically by date of meeting. No index. Typed. 29 pp. 11 x 8 x 1 1/4.

196. [BOARD CORRESPONDENCE], 1939---. 1,000 papers in 1 file drawer. 1935-39 in [MISCELLANEOUS], entry 207. Correspondence between secretary and members of the board relative to general activities of board. Arranged alphabetically by name of correspondent. No index. Handwritten and typed. 12 x 12 x 24.

197. [GENERAL CORRESPONDENCE], 1935---. 1,830 papers in 1 file box (unlabeled) and 2 file drawers (labeled by contained letters of alphabet). Correspondence with photographers relative to fees, examinations, rules, and regulations, reports on photographers operating without license, and reports on deceased photographers. Arranged alphabetically by name of correspondent, thereunder chronologically by date of writing. No index. Handwritten and typed. 1 file box, 12 x 14 x 4; 2 file drawers, 12 x 12 x 24.

198. [APPLICATIONS FOR LICENSE BY EXAMINATION], 1935---. 100 applications in 1 file drawer. Individual record file, containing for each photographer application for

17. Public Laws, 1935, c. 155, Art. VI, s. 1.

18. Ibid., 1939, c. 218. See supra, p. 4.

19. Ibid., 1935, c. 155, Art. III, s. 2.

20. Ibid., Art. VI, ss. 1, 2.

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license by examination, showing education and qualifications; certificates of experience signed by previous teachers and employers; and relative correspondence. Arranged numerically and chronologically in order of completion. No index. Handwritten, handwritten and typed on printed forms. 5 x 12 x 24.

199. APPLICAT[ions] FOR LICENSE WITHOUT EXAMINATION UNDER ARTICLE IV---SECTION 9---, 1935. 247 applications in 1 file box.

Individual record file for photographers who have practiced for at least 1 year prior to passage of the act creating the board and who were licensed without examination, including for each photographer application, showing name, address, education, and other personal information; certification of time engaged in photographic work; list of employees, if any; and transmitting correspondence. Arranged numerically and chronologically in order of completion. Handwritten; handwritten on printed forms. No index. 6 x 3 x 24.

200. [REGISTER OF LICENSED PHOTOGRAPHERS], 1935--. 1 post binder.

Register of licensed photographers showing for each photographer name and address, registration number, name of employer, date and type of license (apprentice, employer, photo-finisher, photographer, or establishment), and amount of examination fee, of license fees, and of renewals. Pages for photographers deceased or out of business filed in back. Arranged numerically by registration number. Indexed in front of book by first letter of surname of photographer. - Typed on printed forms. 468 pp. 8 x 10 x 2 $\frac{1}{2}$.

201. PHOTOGRAPHERS BY COUNTIES, undated. 318 cards in 1 file drawer.

Name and address of each photographer. Arranged alphabetically by county, thereunder alphabetically by name of photographer. No index. Typed. 5 x 12 x 24.

202. [GENERAL JOURNAL], 1935--. 1 vol.

Journal of receipts and disbursements, showing receipts from registration and license fees paid, cash transactions, bank deposits and withdrawals, expense fund transactions, and general ledger postings. Arranged chronologically by date of entry. No index. Handwritten. 152 pp. 12 x 10 x $\frac{1}{2}$.

203. [LEDGER], 1935--. 1 vol. Last entry 1937.

Ledger showing balances or receipts, cash accounts, bank deposits and expenses. Arranged chronologically by date of entry. No index. 138 pp. 9 x 6 x 1 $\frac{1}{4}$.

204. [DEPOSIT SLIPS], 1935--. 2 vols.

Carbon copies of deposit slips, showing date and amount of deposits. Arranged chronologically by date of deposit. No index. Handwritten on printed forms. 100 pp. 6 x 3 x 1 $\frac{1}{4}$.

205. BOARD OF EXAMINERS IN PHOTOGRAPHY [Check Stubs], July 17, 1935--.

4 vols. (2 vols., 1935-38, dated; 2 vols., 1939--., unlabeled). Stubs of checks used in paying expenses of board, showing payee, date, and check number. Arranged chronologically by date of writing. No index. Handwritten on printed forms. 32 pp. 8 x 12 $\frac{1}{2}$ x 1 $\frac{1}{4}$.

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206. CANCELED CHECKS--DEPOSIT SLIPS--INVOICES, 1935--. 200 papers in 1 file box.

Financial records, including canceled checks used in paying expenses of board and invoices for expenses of board. No deposit slips contained. Arranged chronologically by date of check. No index. Handwritten on printed forms. $4\frac{1}{2}$ x $9\frac{1}{2}$ x 24.

207. [MISCELLANEOUS], 1934--. 2,500 papers in 2 file boxes. Miscellaneous transfer file, containing correspondence, 1934-35, relative to the creation and organization of the board, and bank statements, 1935--, showing deposits and withdrawals. Also contains Correspondence, 1935-39, entry 196. Correspondence arranged alphabetically by name of correspondent and bank statements arranged chronologically by date of issue. No index. Handwritten and typed. 12 x 12 x 24.

No. 25 STATE DRY CLEANERS COMMISSION

1. Structural Organization and Evolution

The State Dry Cleaners Commission was established by act of the General Assembly in 1937. From 1933 to 1937 a voluntary organization, the North Carolina Dry Cleaners Association, performed the function of setting standards and licensing plants. The State Dry Cleaners Commission was composed of five members, three of whom must have been engaged in the dry cleaning, dyeing, or pressing business in North Carolina for at least 5 years preceding their appointments and two of whom may not be connected with the business but must be from the public at large. Members held office at the pleasure of the Governor, who also filled vacancies for all unexpired terms.¹

The commission was empowered to elect one of its members chairman; it also appointed a secretary, legal counsel, and such inspectors and clerks as were found necessary, and fixed their compensation, duties, and terms of office. The commission's appointment of counsel was subject to the approval of the Attorney General. All officials and employees were paid out of funds collected in fees.²

An act of 1939 removed fourteen counties from its jurisdiction.³ In 1940 the State Supreme Court held the commission to be unconstitutional because the law creating it did not apply to all engaged in the occupation, was a delegation of legislative functions, and created a monopoly.⁴

As a result, the General Assembly of 1941 provided for its liquidation by the Budget Bureau.⁵

2. Powers and Duties

The State Dry Cleaners Commission was created to regulate the business of dry cleaning, pressing, and dyeing in North Carolina. Specifically, its powers and duties were as follows: To adopt and promulgate such rules and regulations as may be necessary to control and regulate the dry cleaning, dyeing, and pressing business; to identify to the public all persons, firms, or associations licensed by the commission to engage in the business of dry cleaning in the State;⁶ to enforce the existing State fire, sanitation, and labor laws applicable to the industry; to prohibit false or misleading statements, advertisements, or guarantees; to prescribe the form of application for license and the form of license to be issued; to examine the qualifications of applicants for licenses; to grant licenses to those applicants who conform to the rules and regulations laid down by the commission; and to fix the duties of all its appointed officials.⁷

1. Public Laws, 1937, c. 30, s. 2.
2. Ibid.
3. Ibid., 1939, c. 337.
4. State v. Harris, 216 N. C.

746.
5. Public Laws, 1941, c. 127.
6. Ibid., c. 30, s. 3.
7. Ibid., ss. 2, 3.

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All fees for licenses are collected by the commission and paid into the State Treasury to be appropriated to and used by the commission for enforcing and administering the creating act.⁸

In 1939 the commission was made subject to a general act regulating hearings and appeals from licensing agencies.⁹

3. Housing, Care, and Accessibility of Records

The records of the State Dry Cleaners Commission are housed in its office, 510 Odd Fellows Building, Raleigh, N. C. The building, erected in 1924, is constructed of brick, concrete, and steel. The floors and window casements are wood; the walls and ceiling are of plaster. The office is well lighted, well ventilated, and clean.

Conditions of storage and facilities for use are good. The records are kept in steel filing cabinets with ample space for expansion.

208. MINUTES, 1933---. 1 vol.

Minutes of meetings of commission, showing place and date of meeting, members present, and business transacted. Arranged chronologically by date of meeting. No index. Handwritten. 100 pp. 10 x 8 x 1.

209. CORRESPONDENCE, REPORTS, ETC. [Miscellaneous File], 1933---.

2,000 papers in 1 file drawer.

Correspondence with Attorney General, auditor, inspectors, State, county, and city officials, individuals, and dry cleaning plants. Also contains inspection reports, monthly reports to commission, bills for services rendered and supplies purchased, carbon copies of voucher warrants, deposit slips, questionnaires, and lists of specifications for plants. Arranged chronologically by year; thereunder chronologically by month. No index. Typed and handwritten; typed and handwritten on printed forms; mimeographed and printed. 12 x 12 x 24.

210. PLANTS LICENSED BY COUNTIES, 1933---. 6,000 papers in 3 file drawers (labeled by contained letters of alphabet).

Individual record file, including for each cleaning plant application for license, copy of license, applications for permits for drivers, solicitors, route salesmen, and salespeople, and correspondence relative to fees, licenses, and complaints. Arranged alphabetically by name of county; thereunder alphabetically by name of plant. No index. Typed and handwritten; typed and handwritten on printed forms. 12 x 12 x 24.

211. LICENSES, 1933---. 9 vols.

Stubs of licenses issued, showing number, amount, date of issuance, date of expiration, name of plant, owner, street address, county, and city. Arranged chronologically by date of license and numbered serially. No index. Handwritten on printed forms. 20 x 12 x 1.

8. Public Laws, 1941, c. 127, s. 6.

9. Ibid., 1939, c. 218. See supra, p. 4.

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212. PLANTS ALPHABETICAL, undated. 1,800 cards in 1 file drawer. Alphabetical directory to dry cleaning plants, showing name and address, county, and license number. Arranged alphabetically by name of plant. No index. Typed. 4 x 5 x 18.

213. PLANTS-NUMERICAL, undated. 1,800 cards in 1 file drawer. Numerical directory to dry cleaning plants, showing name and address of plant, county, and license number. Arranged numerically by license number. No index. Typed. 4 x 5 x 18.

214. DRIVERS PERMITS ISSUED, undated. 3,500 cards in 2 file drawers (labeled by contained letters of alphabet). Card directory of truck drivers, showing name and address, permit number, and name of firm. Arranged alphabetically by name of driver. No index. Typed. 4 x 5 x 18.

215. [RECEIPTS AND DISBURSEMENTS], 1933--. 1 vol. Record of receipts from license fees and of disbursements for office expenses and salaries of the commission. Arranged chronologically by date of entry. No index. Handwritten. 2,000 pp. 10 x 15 x 1.

No. 26 NORTH CAROLINA LICENSING BOARD OF TILE CONTRACTORS

1. Structural Organization and Evolution

The North Carolina Licensing Board of Tile Contractors, established by an act of the General Assembly of 1937, is composed of five members, each of whom must be a reputable tile contractor residing in North Carolina and must have been actively engaged in the business of tile contracting for at least 5 years prior to appointment.¹ Members of the board are appointed by the Governor and must file with the Secretary of State an oath of office for the proper and faithful performance of official duties.² Members are appointed for terms of 5 years overlapping and receive \$10 a day and actual expenses incurred in the performance of official duties. The Governor is empowered to remove a board member for misconduct and neglect of duty and may fill for the unexpired term vacancies occurring for any cause.³ The board elects a president, a vice-president, and a secretary-treasurer. The secretary-treasurer must give such bond as the board may approve.⁴ The board is required to meet at least twice a year at a time and place most convenient. Special meetings may be held upon a call of three members of the board.⁵

2. Powers and Duties

The North Carolina Licensing Board of Tile Contractors is empowered to receive applications from prospective tile contractors, to conduct examinations into the qualifications of applicants, to issue license to qualified applicants,⁶ to revoke licenses upon satisfactory proof at an open hearing that the accused contractor is guilty of gross negligence, incompetency or inefficiency,⁷ and to collect and use for administrative expenses such fees as are required by the law.⁸ At the end of each year any surplus in excess of \$100 must be paid over to the Greater University of North Carolina for the use of the Ceramic Engineering Department of the North Carolina State College. Originally, only those contractors engaged in the practice of contracting prior to the creation of the board were exempt from the examinations;⁹ an act of 1939, however, exempted also those tile contractors whose contract price does not exceed \$250.¹⁰ The board must report annually to the Governor.¹¹

In 1939 the board was required to hold hearings in accordance with a general law regulating hearings and appeals from licensing agencies.¹²

The secretary-treasurer is required to keep a record of all proceedings of the board, of its receipts and disbursements, and of all licenses issued and to pay all expenses of the board out of fees collected.¹³

1. Public Laws, 1937, c. 86, s. 3.
2. Ibid.
3. Ibid.
4. Ibid., s. 5.
5. Ibid., s. 4.
6. Ibid., s. 6; 1941, c. 219, s. 1.
7. Ibid., 1937, c. 86, s. 7.

8. Ibid., s. 5.
9. Ibid., s. 9.
10. Ibid., 1939, c. 75, s. 3.
11. Ibid., 1937, c. 86, s. 5.
12. Ibid., 1939, c. 218. See
supra, p. 4.
13. Ibid., 1937, c. 86, s. 5.

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(216-219)

3. Housing, Care, and Accessibility of Records

The records of the board are housed in the office of its secretary, Mr. George W. Carter of the G. W. Carter Company, 431 North Queen Street, Kinston, N. C. The office is in a one-story frame structure.

Conditions of storage and facilities for use are fair. The records are kept in a steel filing cabinet, with ample space for expansion.

216. [MINUTES], 1937--.

Minutes in custody of J. Louis Cartor, Charlotte, N. C., who acts as executive secretary and legal counsel of the board. They were not accessible to the workers of the Historical Records Survey.

217. N[orth] C[arolina] LICENSING BOARD FOR TILE CONTRACTORS,

April 1, 1937--. 1 vol.

Individual record of licenses, showing name and address of licensee, license number, debits (fees and penalties owed), and credits (amounts paid). Also contains.

- i. Expenses of board meetings, showing date of meeting, names of members, amount claimed, date paid, how paid, check number, and amount.
- ii. Office and miscellaneous expenses, showing date, item and payee, amount due, date paid, check number, and amount.
- iii. Record of payment for licenses, showing date, payee, license number, and amount. After June 17, 1937, license number dropped.
- iv. Salary and expenses of the secretary of the board, showing period for which salary paid, amount, date paid, how paid, check number, and amount.
- v. Statement of receipts and disbursements for the fiscal year 1940.

Arranged by subject. Individual records arranged chronologically by date of license and numbered serially; thereunder arranged chronologically by date of entry. Self-contained index to basic record arranged alphabetically by surname of licensee. Handwritten on printed heads. 300 pp.
8 x 10 x $\frac{1}{2}$.

218. [DEPOSIT BOOK], 1937--. 1 vol.

Record of deposits in First Citizens Bank, showing date and amount of deposit. Arranged chronologically by date of entry. No index. Handwritten on printed forms. 201 pp. 3 x 5 x $\frac{1}{8}$.

219. [CHECK BOOK], May 1, 1937--. 3 vols.

Stubs of checks issued in payment of expenses of board, showing check number, date, payee, purpose, amount brought forward, amount deposited, amount of check, and balance carried forward. Arranged chronologically by date of check and numbered serially. No index. Handwritten on printed forms. 50 pp. 2 x 8 x $\frac{1}{8}$.

(Board of Tile Contractors)

(220, 221)

220. [BANK STATEMENTS], 1937--. 28 envelopes in 1 bundle. Bank statements and canceled checks, showing name of depositor, date and amount of each transaction, and totals. No obvious arrangement. No index. Typed on printed forms. 4 x 10 x 2.

221. [MISCELLANEOUS], 1936--. 100 papers in 4 folders. Miscellaneous files, containing correspondence, deposit slips, copies of financial statements, receipted bills, constitution and bylaws of the board, list of licenses, and claims of board members for expenses. No obvious arrangement. No index. Handwritten and typed; handwritten and typed on printed forms. 9 x 12 x 3.

No. 27 BOARD OF EXAMINERS OF ELECTRICAL CONTRACTORS

1. Structural Organization and Evolution

The Board of Examiners of Electrical Contractors was established by act of the General Assembly of 1937. It is composed of the State Electrical Engineer¹ as chairman, the secretary of the North Carolina Electrical Contractors, and three members appointed by the Governor as follows: One from the faculty of the Engineering School of the Greater University of North Carolina, one who is serving as chief electrical inspector of a municipality in the State, and one representative of an electrical contracting firm located within the State.² Each member is required to file with the Secretary of State a written oath to perform faithfully his duty and to uphold the constitutions of North Carolina and of the United States.³ The members appointed by the Governor serve for 3 year terms and receive \$7 per day and necessary expenses for actual performance of duties.⁴ The board appoints a secretary-treasurer, whose compensation it fixes.⁵

The board must meet quarterly and special meetings may be held on call by the chairman.⁶ The principal office is located at Raleigh, according to a provision of the law that it be located by vote of a majority of the board.⁷

2. Powers and Duties

The Board of Examiners of Electrical Contractors is required to receive applications for licenses from prospective contractors, to conduct examinations into the qualifications of the applicants, to issue licenses to qualified electrical contractors,⁸ and to revoke licenses in case of violation of North Carolina electrical laws and statutes.⁹ In 1939 the board was subjected to a general law regulating hearings and appeals from licensing agencies.¹⁰ The chairman and secretary-treasurer of the board must sign each license.¹¹ Only those engaged in business prior to 1937 may be exempted from examination.¹² All fees for licenses are collected by the board and used for administrative expenses; any surplus funds at the end of each year must be paid over to the Electrical Engineering Department of the Greater University of North Carolina.¹³

1. The State Electrical Engineer is an employee of the Fire Prevention Division of the Insurance Commission without legal status and appointed for an indefinite term by the Insurance Commission.

2. Public Laws, 1937, c. 87, s. 1.

3. Ibid., s. 2.

4. Ibid., s. 1.

5. Ibid., s. 3.

6. Ibid., s. 1.

7. Ibid.

8. Ibid., s. 4.

9. Ibid., s. 10.

10. Ibid., 1939, c. 218. See supra, p. 4.

11. Ibid., 1937, c. 87, s. 9.

12. Ibid., s. 5.

13. Ibid., s. 7.

(Board of Electrical Contractors)

(222-225)

The only record required by law is a record of the proceedings of the board meetings,¹⁴ which the secretary keeps; the secretary is also required to receive and account for all moneys.¹⁵

3. Housing, Care, and Accessibility of Records

The records of the Board of Examiners of Electrical Contractors are housed in its office, 507 Commercial Building, Raleigh, N. C. The building, erected in 1921, is built of brick, concrete, and steel. The floors of corridors are tile; floor of the office and the window casements are wood.

The conditions of storage and facilities for use of records are good. The office is well lighted, well ventilated, and clean. The records are well kept in steel filing cabinets with ample space for expansion.

222. [MINUTES], May 1937--. 1 vol.

Minutes of meetings of the board, showing place and date of meeting, members present, and business transacted. Arranged chronologically by date of meeting. No index. Typed. 200 pp. 10 x 6 x $\frac{1}{2}$.

223. [GENERAL CORRESPONDENCE], 1937--. 2,500 papers in 1 file drawer.

Correspondence between the board and electrical schools, electricians, firms, and individuals relative to official business; and letters of reference. Also contains:

- i. Bills for services rendered and supplies sold to the board, with accompanying vouchers.
- ii. Ungraded examination papers, undated, containing name of examinee and answers to questions.

Arranged in folders by subject; thereunder chronologically by date of writing. No index. Typed; typed and handwritten on printed heads; handwritten on printed forms. 12 x 12 x 24.

224. [LICENSED ELECTRICAL CONTRACTORS], May 1937--. 3,600 cards in 1 file drawer.

Card directory to licensed electrical contractors in North Carolina, showing name of firm by which employed; number, date, and class of license; name of county; name of supervisor and address of firm; and amount and date of payment. Arranged alphabetically by name of county; thereunder alphabetically by name of contractor. No index. Typed on printed heads. 5 x 8 x 18.

225. [LICENSED ELECTRICAL CONTRACTORS' INDIVIDUAL RECORD FILE], May 1937--. 10,000 papers in 5 file drawers.

Individual record file of electrical contractors passing examinations and receiving licenses, including for each contractor a form showing education, experience, references, date of license, and grade made on examination.

14. Public Laws, 1937, c. 87, s. 9.

15. Ibid., s. 3.

(Board of Electrical Contractors)

(226-230)

tion; copy of license; applications for license; copy of receipt for examination application fee; field inspector's report on contractor; original examination papers; and letters of reference. Arranged alphabetically by name of county; thereunder alphabetically by name of contractor. No index. Handwritten on mimeographed forms; handwritten on printed forms; typed. 12 x 12 x 24.

226. [DELIQUENT CONTRACTORS' INDIVIDUAL RECORD FILE], May 1937--. 1,400 papers in 1 file drawer.

Individual record file of delinquent electrical contractors, containing for each contractor request to the Board of Examiners from the contractor for removal of license, showing name, date, license number, period for which license issued, amount of license penalty, and total amount; reference letters; application for license; copy of license; field inspector's report; and copy of receipt for license. Arranged alphabetically by name of county; thereunder alphabetically by name of contractor. No index. Handwritten on mimeographed forms; typed on printed forms; typed. 12 x 12 x 24.

227. [FILE OF CONTRACTORS DECEASED OR OUT OF BUSINESS], May 1937--. 2,500 forms in 1 file drawer.

Individual record file of electrical contractors deceased or out of business, containing for each contractor notice to the board that contractor is not in business; copy of license; summary of contractor's education, experience, references, date of license, and grade made on examination; application for license to practice in North Carolina; copy of receipt for examination and application fee; field inspector's report; and original examination. Arranged alphabetically by county, thereunder alphabetically by name of contractor. No index. Handwritten on mimeographed forms; typed on printed forms; typed. 12 x 12 x 24.

228. [APPLICANTS FAILING EXAMINATION], 1937--. 2,000 papers in 1 file drawer.

Individual record file of applicants failing the examination, containing for each a summary of applicant's education, experience, and references; original examination paper; notification of failure of examination; applicant's letters of reference; and correspondence between the board and applicant relative to examination. Arranged alphabetically by name of county; thereunder alphabetically by name of applicant. No index. Typed and handwritten and handwritten on printed forms. 12 x 12 x 24.

229. [GENERAL JOURNAL], May 1937--. 2 vols.

Single-entry bookkeeping record relative to expenditures and collections, showing date and purpose of receipts and disbursements and balance. Arranged chronologically by date of entry. No index. 150 pp. 14 x 15 x 1.

230. [CHECKBOOK], May 1937--. 1 vol.

Stubs of checks issued for expenditures, showing date, to whom issued, number, item for which written, and amount. Arranged chronologically by date of check and numbered serially. No index. Handwritten and typed on printed forms. 500 stubs. 8 x 10 x $\frac{1}{2}$.

(Board of Electrical Contractors)

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231. [MISCELLANEOUS FILE], 1937--. 2,800 papers in 1 file drawer. Miscellaneous file containing electricians' reference letters from electrical schools and individuals; correspondence with electricians; sample examination questions to be approved; lists of licensed contractors operating in North Carolina, showing license number, firm number, address, city, and county; expense accounts of board members and inspectors; and copies of weekly reports sent to board members, showing date of next meeting, bank balance, receipts for week, disbursements for week, data on application, licenses, and examinations. No obvious arrangement. No index. Handwritten and typed; handwritten and typed on printed forms. 12 x 12 x 24.

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