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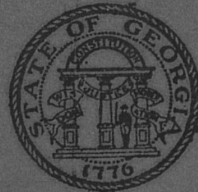
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INVENTORY OF FEDERAL ARCHIVES IN THE STATES

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SERIES V
THE DEPARTMENT OF JUSTICE
No. 10
GEORGIA



THE HISTORICAL RECORDS SURVEY
WORKS PROJECTS ADMINISTRATION

MINISTRY OF PUBLIC WORKS AND SUPPLY

THE OFFICE OF THE SUPERVISOR OF
PUBLIC WORKS AND SUPPLY
CANTON, MASSACHUSETTS

FOR THE YEAR ENDING
MARCH 31, 1914

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REPORT OF THE SUPERVISOR OF
PUBLIC WORKS AND SUPPLY

FOR THE YEAR ENDING
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PUBLIC WORKS AND SUPPLY

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INVENTORY OF FEDERAL ARCHIVES IN THE STATES

Prepared by Philip M. Ham
The Survey of Federal Archives
Division of Professional and Service Projects
Works Projects Administration

The National Archives
Cooperating Sponsor

SERIES V. THE DEPARTMENT OF JUSTICE

NO. 10. GEORGIA

Atlanta, Georgia
The Historical Records Survey
August 1, 1939

INVENTORY OF FEDERAL ARCHIVES IN THE STATES

The Historical Records Survey

Philip M. Hamer, Associate Director in Charge of the
Inventory of Federal Archives

Philip Warren, Acting State Director

Division of Professional and Service Projects
Works Projects Administration

The National Archives
Cooperating Sponsor

Division of Professional and Service Projects

Florence Kerr, Assistant Administrator

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SERIES V. THE DEPARTMENT OF JUSTICE

NO. 10. GEORGIA

WORKS PROJECTS ADMINISTRATION

F. C. Harrington, Administrator

Gay B. Shepperson, State Administrator

August 1, 1938

PREFACE

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

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

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

In Georgia the work of the Survey was under the direction of Professor Merritt B. Pound from its inception until June 30, 1937. From that time until July 1, 1939 the work was under the supervision of Mr. Raiford J. Wood, former State Director of the Historical Records Survey in Georgia. This Inventory of the records of the Department of Justice in Georgia was prepared in the Atlanta office of the Survey and was edited before final typing by Dr. Richard R. Stenberg of the Washington office. It is reproduced in mimeographed form through the facilities of the Historical Records Survey.

Atlanta, Georgia
August 1, 1939

Philip Warren,
Acting State Director
Historical Records Survey
in Georgia

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ADMINISTRATIVE ASSISTANT TO THE ATTORNEY GENERAL

ADMINISTRATIVE ASSISTANT TO THE ATTORNEY GENERAL

ALBANY

DEPUTY UNITED STATES MARSHAL
Post Office Bldg., Broad and Jefferson Sts.

The date of establishment of this office has not been ascertained. Records are sent to Macon, and useless papers are destroyed there after proper authority is granted.

1. WARRANTS TO APPREHEND, July 22, 1936 to date. Each form shows description of charge, date, town and state where crime was committed, date, and commissioner issuing warrant. (Daily, official.) $3\frac{1}{2}$ x $8\frac{1}{2}$ envelopes, 1 in., in drawer of steel filing cabinet. R. 202. (98)

2. MARSHAL'S EXPENSE RECORDS, Dec. 2, 1932 to date. Form 55, report on serving of subpoena, showing deputy marshal, date issued, clerk and court, location, date received by deputy, itemized subpoena fees earned and expenses incurred, total charged in account, amounts carried to abstract, remarks, and voucher, page, and docket numbers; Amended Form 25, fees and expense while serving civil process, showing marshal, cause of action, name of writ, date issued, clerk and court, dates returnable and received, location, itemized fees earned and expenses incurred, totals, remarks and voucher, page, and docket numbers; Form 192, marshal's expense account, showing marshal, period dates, items, amount, and instructions; Amended Form 194, fees and expenses of marshal and office deputies while serving criminal process, showing marshal, defendant, offense charged, complainant, date and by whom issued, location, dates received by deputy and returned with defendant, itemized fees earned and expenses incurred, remarks, and voucher, page, and marshal's docket numbers; Amended Form 6, appropriation for salaries, fees, and expenses of marshal, showing marshal, district, date, itemized actual and necessary expenses incurred as provided for in Section 5546, amount, and instructions. Filed chronologically. (Daily, official.) $8\frac{1}{2}$ x 14 bundle, 4 in., in drawer of desk. R. 202. (96)

3. GENERAL CORRESPONDENCE, July 25, 1931 to date. Between marshal and deputies, and between deputies and sheriffs. Filed alphabetically. (Daily, official.) 8 x $10\frac{1}{2}$ loose sheets, 4 in., in 2 cardboard letter files. R. 202. (97)

ATHENS

DEPUTY UNITED STATES MARSHAL
Post Office Bldg., College and Washington Aves.

4. REPORTS ON PAPERS SERVED BY DEPUTY MARSHAL, June 1, 1933 to date. Showing record of court costs, transportation expense, and places visited. Filed chronologically. (Monthly, official.) 9 x 16 loose sheets, 18 ft., in 12 drawers of wooden filing cabinet. Marshal's office. (330)

ATLANTA

UNITED STATES ATTORNEY
Main Post Office Bldg., Forsyth, Fairlie,
Walton, and Poplar Sts.

5. MISCELLANEOUS FEDERAL BUSINESS ASSOCIATION FILE, Oct. 9, 1933 to date. Correspondence, reports, and minutes of meetings pertaining to cooperation of Federal agencies, regarding disposition of surplus property and to procurement, warehousing, and distribution of property, facilities, structures, improvements, machinery, equipment, stores, and supplies as exercised by area coordinator and other units of Coordinating Service. Filed alphabetically. (Daily, official.) 9 x 15 folders and 11 x 16 envelopes, 3 ft. 6 in., in 2 drawers of wooden filing case. R. 406. (2783)

Athens Division

6. ATTORNEY'S CRIMINAL DOCKET, ATHENS, Apr. 23, 1903 - Nov. 9, 1925. Showing term, case number, attorney, parties, nature of offense, witnesses, date, proceedings, and disposition in each case. Index. (never.) 10 x 15 and 12 x 16 vols. (5), 1 ft., on floor. Dirty. R. 14, attic. (2881)

7. CASES CLOSED WITHOUT INDICTMENT, ATHENS, Feb. 4, 1919 - Apr. 7, 1924. Records showing persons charged with violating the Harrison Narcotic Law not indicted because of lack of evidence. Filed alphabetically and numerically. (Never.) 4 x 9 loose sheets, 1 ft., in steel folded document holder. R. 14, attic. (2769)

8. GRAND JURY DOCKETS, ATHENS, Apr. 7, 1907 - Oct. 1, 1927. Showing grand jury assignments for term, docket number, parties, witnesses for the U. S., remarks, and data; also record of bankruptcy and habeas corpus cases, showing defendant, U. S. attorney, warden of Federal prison, date petition filed, date of discharge, disposition of case, and amount collected. Indexed. (Never.) 11 x 16 vols. (4), 6 in., on floor. R. 14, attic. (2821)

9. NO BILLS, ATHENS, Feb. 24, 1919 - Aug. 30, 1930. Transcripts of proceedings before the U. S. commissioner and evidence submitted to the grand jury, showing date, commissioner, and by whom record was issued and approved.

Filed numerically. (Never.) 4 x 9 loose sheets, 1 ft., in steel folded document holder. R. 14, attic. (2813)

10. ATTORNEY'S WITNESS DOCKETS, ATHENS, Jan. 5, 1911 - May 22, 1928. Showing case number, witness, summons to appear, and dates of report and discharge. Indexed. (Never.) 9 x 13 vols. (3), 4 in., on floor. R. 14, attic. (2914)

Atlanta Division

11. ATTORNEY'S CIVIL DOCKETS, CIRCUIT COURT, Oct. 5, 1885 - Feb. 28, 1911. Showing term, attorneys, defendant, pleadings, orders, remarks, and disposition in each case. Indexed. (Never.) 11 x 16 and 15 x 17 $\frac{1}{2}$ vols. (4), 1 ft., on floor. R. 14, attic. (2806)

12. CIVIL DOCKET, CLOSED, Oct. 30, 1928 to date. Showing case number, district in which case was tried, plaintiff, defendant, cause of action, witnesses, court proceedings, and date of disposition of each case. Indexed. (Daily, official, public.) 10 x 11 loose-leaf books (5), 2 ft., in wooden bookcase. Rs. 403 and 409. (2714)

13. CIVIL CASES, PENDING, Sept. 11, 1934 to date. Adjudicated cases being held pending granting of appeal; also cases for which sufficient evidence has not been accumulated or in which exceptions have been taken and which are still pending trial. Filed numerically. (Weekly, official.) 9 x 15 folders, 1 ft., in drawer of steel filing case. R. 403. (2695)

14. CIVIL CASES, CLOSED, July 8, 1929 to date. Records of adjudicated civil cases. Filed numerically. (Monthly, official.) 9 x 15 folders, 15 ft., in 9 drawers of 3 steel and wooden filing cases. Rs. 403 and 409. (2696)

15. INDEX TO PENDING CIVIL CASES, June 1, 1934 to date. Showing defendant, case number, and division in which case is pending. Arranged alphabetically. (Daily, official.) 3 x 5 cards, 4 in., in drawer of steel card cabinet. R. 403. (2664)

16. INDEX TO CLOSED CIVIL CASES, June 1, 1934 to date. Showing defendant, case number, and division in which case was tried. Filed alphabetically. (Daily, official.) 3 x 5 cards, 6 in., in drawer of steel card cabinet. R. 403. (2663)

17. SUBPOENA DUCES TECUM, May 29 - Dec. 18, 1928. Court orders for witnesses to appear and bring into court certain records to be used as evidence; apply to Adair Realty and Trust Co., Bankers Trust Co., and Southern Loan and Trust Co. Filed alphabetically and numerically. (Never.) 6 x 8 envelopes, $\frac{1}{2}$ in., on wooden box. Dirty. R. 14, attic. (2838)

18. SCIRE FACIAS PROCEEDINGS, PENDING, Apr. 4, 1933 to date. Record of proceedings in scire facias brought in district court against defaulting bondsmen for recovery of bond. Filed alphabetically. (Weekly, official.) 9 x 15 folders, 6 in., in drawer of steel filing case. R. 403. (2730)

19. ATTORNEY'S MEMORANDA ON PRISONERS, June 3, 1936 to date. Record of Federal prisoners serving terms in the Federal Penitentiary at Atlanta and

defendants transferred from the penitentiary to other districts, showing defendants for whom warrant of removal has been served, dates of sentence and removal, offense, and penitentiary to which defendant was assigned. Entered chronologically. (Daily, official.) 8 x 12 and 8 x 16 vols. (6), 6 in., in wooden bookcase. R. 14, attic. (2757)

20. FRAUDULENT USE OF MAIL, June 1, 1919 - Dec. 31, 1928. Records of post office inspectors turned over to the district attorney pertaining to letters, cancelled checks, and newspapers in which fraudulent advertisements appear, and reports made by post office inspectors on which indictment is drawn. Filed alphabetically and numerically. (Never.) 10 x 15 folders, 6 ft., in 2 canvas storage bags. Dirty. R. 14, attic. (2919)

21. ATTORNEY'S REGISTER OF COMPLAINTS AND ACTIONS, May 4, 1896 - Apr. 7, 1921. Showing defendant, affiant, offense, when committed, date of affidavit, witnesses, county, U. S. attorney's order, date, and disposition of case. Indexed. (Never.) 12 x 16 vols. (10), 2 ft., on wooden filing case. R. 14, attic. (2823)

22. REGISTER OF CRIMINAL AND CIVIL COMPLAINTS, Oct. 11, 1899 to date. Showing date and number of complaint, form in which complaint was made, and description of offense. Entered alphabetically. (Daily, official.) 12 x 18 vols. (50) and 12 x 14 loose-leaf books (3), 15 ft., on 2 wooden shelves and wooden table. Rs. 403 and 409. (2683)

23. ATTORNEY'S CRIMINAL DOCKETS, CIRCUIT AND DISTRICT COURTS, Aug. 17, 1870 - Apr. 15, 1926. Showing case number, attorneys, defendants, nature of offense, witnesses, dates, proceedings, and disposition in each case. Entered numerically. (Never.) 12 x 16 and $15\frac{1}{2}$ x $17\frac{1}{2}$ vols. (6), 2 ft., on floor. Dirty. R. 14, attic. (2803)

24. MISCELLANEOUS CRIMINAL DOCKETS, CIRCUIT COURT, Oct. 4, 1880 - Oct. 12, 1896. Showing attorneys, case number, style of cause, pleadings, orders, and disposition in each case. Entered numerically. (Never.) $15\frac{1}{2}$ x $17\frac{1}{2}$ vols. (2), 4 in., on floor. Dirty, bindings broken. R. 14, attic. (2810)

25. INTERNAL REVENUE CRIMINAL DOCKET, CIRCUIT COURT, Oct. 1, 1885 - Dec. 31, 1886. Record of violations of internal revenue laws, showing term, attorney, style of cause, pleadings, orders, remarks, and disposition in case. Entered numerically and alphabetically. (Never.) 15 x $17\frac{1}{2}$ vol., 2 in., on floor. Damaged by faulty containers, brittle, dirty, bindings broken. R. 14, attic. (2807)

26. CRIMINAL DOCKETS, July 3, 1928 to date. Record of closed criminal cases, showing case number, district in which tried, plaintiff, defendant, attorneys, cause of action, witnesses, court proceedings, and dates of disposition of each case. Entered numerically. (Daily, official.) 10 x 11 loose-leaf books, 8 ft., in wooden bookcase. R. 403. (2716)

27. INTERNAL REVENUE CASES, CLOSED AND PENDING, June 9, 1921 to date. Records of property seizure by Federal authorities under internal revenue law and the Pure Food and Drugs Act. Filed alphabetically and numerically. (Weekly, official.) 9 x 15 folders, 1 ft. 6 in., in drawer of steel filing case. R. 403. (2717)

28. PENDING CASES, Dec. 11, 1935 to date. Offenses brought to the attention of Federal authorities, but withheld from court action due to lack of evidence or insufficient grounds. Filed numerically. (Daily, official.) 9 x 15 folders, 4 ft., in 2 drawers of steel filing case. R. 403. (2631)

29. DETAINER AND REMOVAL DOCKET, Nov. 9, 1934 to date. Showing case number, defendant, kind of papers sent for his detainment or removal, district in which wanted, and date of case. Indexed. (Daily, official.) 12 x 14 vol., 6 in., on wooden table. R. 403. (2693)

30. DETAINER AND REMOVAL CASES, PENDING, Jan. 2, 1935 to date. Records of removal of prisoners from one district to another and of placing of detainers against prisoners upon expiration of sentences they are serving in the Federal Penitentiary, but for whom detention or removal is still pending. Filed numerically. (Daily, official.) 9 x 15 folders, 1 ft. 6 in., in drawer of steel filing case. R. 403. (2697)

31. DETAINER AND REMOVAL CASES, CLOSED, Nov. 9, 1934 to date. Records regarding removal of prisoners from the Northern District of Georgia to another district and regarding the placing of detainers against prisoners upon expiration of sentence they are serving in the Federal Penitentiary. Filed numerically. (Monthly, official.) 9 x 15 folders, 1 ft., in drawer of steel filing case. R. 403. (2694)

32. ATTORNEY'S HABEAS CORPUS DOCKET, ACTIVE, Apr. 3, 1934 - July 5, 1935. Showing petitioner, respondent, attorneys for the Government and respondent, date case was filed, and proceedings. Entered chronologically. (Weekly, official.) 10 x 11 loose-leaf book, $\frac{1}{2}$ in., in wooden book section. R. 403. (2719)

33. HABEAS CORPUS DOCKETS, Mar. 3, 1932 to date. Showing attorneys, petitioner, respondent, cause of action, witnesses, dates, and proceedings in closed cases. Entered numerically and chronologically. (Annually, official.) $9\frac{1}{2}$ x 11 loose-leaf books (2), 8 in., in wooden book compartment. R. 403. (2731)

34. HABEAS CORPUS CASES, PENDING, Apr. 3, 1934 - July 5, 1935. Records of habeas corpus proceedings coming under the attorney's jurisdiction; also miscellaneous habeas corpus proceedings, correspondence with circuit court of appeals and Attorney General, legal information on procedure, briefs and memoranda of legal decisions, list of prisoners subject to parole, conditioned release violation, and vacating orders of release. Indexed. (Weekly, official.) 9 x 15 vol., 1 ft., in drawer of steel filing case. R. 403. (2718)

35. HABEAS CORPUS CASES, CLOSED, Mar. 31, 1932 to date. Records of suits brought by Federal prisoners against warden of the Federal Penitentiary at Atlanta or respondent for release under cause, showing plaintiff, defendant or respondent, attorneys, cause of action, dates, witness, and proceedings. Filed alphabetically and numerically. (Annually, official.) 9 x 15 folders, 15 ft. 6 in., in 16 drawers of 4 steel filing cases. R. 409 (2732)

36. CRIMINAL CASES, PENDING, Jan. 5, 1922 to date. Records of cases, showing indictment number, plaintiff, defendant, county in which violation

occurred, division in which case is scheduled to be tried, violation, dates of complaint and indictment, witnesses, criminal record, and attorneys for defendant. Filed numerically. (Daily, official.) 9 x 15 folders, 2 ft. 6 in., in 4 drawers of steel filing case. R. 403. (2634)

37. CRIMINAL CASES, CLOSED, Apr. 5, 1919 to date. Records of cases tried in Atlanta, Gainesville, Romé, and Newnan divisions, showing indictment number, plaintiff, defendant, dates of complaint and indictment, witnesses, county in which crime occurred, division in which case came to trial, how and date case was terminated, criminal record, and attorney for defendant. Filed numerically. (Older records, annually; recent records, monthly, official.) 9 x 15 folders and 4 x 9 $\frac{1}{2}$ envelopes, 107 ft. 6 in., in 27 drawers of 10 steel and wooden filing cases. Rs. 403, 409, and 412. (2627)

38. IN REM CASES, CLOSED, Sept. 14, 1917 - Feb. 28, 1931. Records showing date of arrest, charge, search warrant, source of information, seizure, disposition of evidence, ownership of property, financial responsibility, previous criminal record, officer, titles, and history of case. Filed alphabetically and numerically. (Never.) 4 x 9 loose sheets, 7 ft., in 8 drawers of steel folded document holder. R. 14, attic. (2825)

39. CASES CLOSED WITHOUT COURT TRIAL, May 4, 1934 to date. Records of cases formerly pending trial but settled or closed without indictment. Filed numerically. (Weekly, official.) 9 x 15 folders, 9 ft., in 5 drawers of steel and wooden filing cases. Rs. 403 and 409. (2630)

40. CASES CLOSED WITHOUT INDICTMENT, May 30, 1918 - Jan. 20, 1926. Records of persons charged with violating the Harrison Narcotic Law not indicted because of lack of evidence. Filed alphabetically and numerically. (Never.) 4 x 9 loose sheets, 1 ft., in steel folded document holder. R. 14, attic. (2768)

41. CASES CLOSED WITHOUT PROSECUTION, Feb. 15, 1913 - Dec. 5, 1921. Records showing county, defendant, warrant issued upon affidavit by commissioner, marshal, witnesses, and district. Filed alphabetically and numerically. (Never.) 4 x 9 loose sheets, 1 ft., in drawer of steel folded document holder. R. 14, attic. (2820)

42. INDEX TO CLOSED CRIMINAL CASES, Jan. 1, 1919 to date. Showing defendant, case number, and division in which case was tried and closed. Arranged alphabetically. (Daily, official.) 3 x 5 cards, 31 ft., in 22 drawers of 2 steel card cabinets. R. 403. (2662)

43. INDEX TO PENDING CRIMINAL CASES, Jan. 1, 1934 to date. Showing defendant, case number, and division in which case is pending. Arranged alphabetically. (Daily, official.) 3 x 5 cards, 1 ft., 6 in., in drawer of steel card cabinet. R. 403. (2661)

44. U. S. COMMISSIONER'S DOCKETS, Apr. 2, 1928 - Jan. 4, 1935. Showing case number, defendant, residence, date of complaint, by whom made, date warrant was delivered, marshal, offense charged, where committed, place and date of arrest, disposition of case, witnesses and persons served, and commissioner's fees. Entered numerically. Indexed. (Never.) 9 $\frac{1}{2}$ x 14 vols. (5), 2 ft., on wooden filing case. Damaged by faulty containers, dirty. R. 14, attic. (2809)

45. WARRANT DOCKET, Aug. 12, 1889 - Sept. 22, 1895. Showing commissioner issuing warrant, county, date warrant was issued, date of approval, person served, charge, date of offense, and affidavit of person swearing out warrant. Entered numerically. (Never.) 12 x 16 vol., 4 in., on floor. Damaged by faulty containers, dirty. R. 14, attic. (2805)

46. SUSPENSE VOUCHERS, Apr. 13, 1934 to date. Records of claims against the Government for materials or services performed, for which payment vouchers are drawn pending authorization for payment from Attorney General. Filed alphabetically. (Daily, official.) 9 x 15 folders, 4 in., in drawer of steel filing case. R. 403. (2782)

47. ATTORNEY'S ANNUAL REPORTS ON CLOSED CIVIL CASES, June 30, 1921 to date. Recapitulations of civil cases terminated for all divisions of the Northern District, showing case number, title of case, number terminated by conviction, acquittals, transfers to other districts, and nolle prosequi cases. Filed chronologically. (Annually, official.) 9 x 15 envelopes, 1 ft. 6 in., in 2 drawers of wooden and steel filing cases. Rs. 403 and 409. (2706)

48. REPORT TO ATTORNEY GENERAL ON PROCEEDINGS OF CIRCUIT COURT, SAVANNAH, Nov. 17, 1870 - Feb. 6, 1889. U. S. attorney's reports showing docket numbers, defendants, offense charged, date of indictment, verdict, sentence, and disposition of case. Entered chronologically. Indexed. (Never.) 12 x 18 vol., 2 in., on floor. Damaged by faulty containers, dirty, bindings broken. R. 14, attic. (2808, 2913)

49. ATTORNEY'S ANNUAL REPORTS ON CRIMINAL CLOSED CASES, June 30, 1921 to date. Records showing case number, title of case, and number terminated by convictions, acquittals, transfers to other districts, and nolle prosequi. Filed chronologically. (Annual, official.) 9 x 15 envelopes, 1 ft. 6 in., in 2 drawers of steel and wooden filing cases. Rs. 403 and 409. (2758)

50. ATTORNEY'S REPORTS ON CASES TO COMMISSIONER OF INTERNAL REVENUE, Apr. 19, 1916 - Apr. 3, 1921. Showing docket entries, date, docket number, title of cause, date of entry, and disposition in each case; records cover cases at Athens, Columbus, Gainesville, and Rome. Filed alphabetically and numerically. (Never.) 4 x 9 bundles, 1 ft. 6 in., on floor. R. 14, attic. (2761)

51. ATTORNEY'S REPORTS TO THE COMMISSIONER OF INTERNAL REVENUE, SOUTHERN DISTRICT, Feb. 27, 1867 - Feb. 6, 1889. Showing docket number, term, date case was instituted, defendant, claimant, form and cause of action, amount sued for, judgment showing date, principal, and cost, execution showing date, when returnable, and nature of return, and disposition in each case. Entered alphabetically and numerically. (Never.) 12 $\frac{1}{2}$ x 18 vols. (4), 6 in., on floor. R. 14, attic. (2854)

52. ATTORNEY'S REPORT OF SOLICITOR OF THE TREASURY, Mar. 8, 1868 - Mar. 7, 1887. Form 5, showing docket number, defendant, form and cause of action, when commenced, amount for which sued, judgment including principal, interest, and cost, dates execution was issued and returned, and remarks as to conditions of suit; also statement, accompanied by clerk's certificates, regarding pending cases and closed cases in which the U. S. was a party. Entered alphabetically and numerically. (Never.) 12 $\frac{1}{2}$ x 18 vols. (5), 1 ft., on floor. R. 14, attic. (2822)

53. ATTORNEY'S MONTHLY REPORTS TO THE ATTORNEY GENERAL, Jan. 1, 1900 to date. On criminal and civil business transacted, showing summary of criminal and civil dockets and a financial summary for each month's criminal cases eliminated by district attorneys, commissioners, and grand juries. Filed chronologically. (Monthly, official.) 9 x 15 envelopes, 3 ft., in 2 drawers of steel and wooden filing cases. Rs. 403 and 409. (2715)

54. MONTHLY REPORTS TO THE ATTORNEY GENERAL, July 8, 1915 - Jan. 1, 1924. Reports to the Attorney General, showing suits commenced, entries made upon the court docket, case number, title, when commenced, date of entry, form and cause of action, and amount claimed. Filed alphabetically and numerically. (Never.) 4 x 9 loose sheets, 5 ft., in 5 drawers of steel folded document holder. R. 14, attic. (2826)

55. GRAND JURY DOCKETS, Mar. 14, 1892 - Oct. 17, 1916. Grand jury assignments at terms of court in several divisions of the Northern District, showing docket number, parties, witnesses, data, and disposition in each case. Indexed. (Never.) 11 x 16 and 11 x 17 vols. (11), 2 ft. 6 in., on floor. R. 14, attic. (2882)

56. GRAND JURY DOCKETS, Nov. 19, 1919 to date. Record of cases docketed by the district attorney for presentation to the grand jury, showing parties in each case, witnesses for the U. S., and disposition. Entered chronologically. (Weekly, official.) 11 x 16 vols. (10) and 10 x 11 loose-leaf books (5), 4 ft., on wooden counter and on 2 steel filing cases. Rs. 409 and 412. (2729)

57. NO BILLS, Jan. 14, 1917 - Nov. 21, 1921. Records showing civil and criminal transcript of proceedings before the U. S. commissioner in which the defendant was bound over to the grand jury after hearing the facts until no bill was returned. Filed alphabetically and numerically. (Never.) 4 x 9 loose sheets, 2 ft., in 4 drawers of steel folded document holder. R. 14, attic. (2770)

58. NO BILLS, Jan. 23, 1919 - Apr. 4, 1920. Transcript of proceedings and evidence which the commissioner submitted to the grand jury, showing date, commissioner, by whom issued, and by whom approved. Filed numerically. (Never.) 4 x 9 loose sheets, 1 ft., in 2 drawers of steel folded document holder. R. 14, attic. (2814)

59. NO BILLS, Jan. 2, 1934 to date. Records of criminal cases coming before court in which no bill was found, showing defendant, county in which case originated, division in which case came up, violation, disposition, date of offense, witnesses, attorney for the defendant, criminal records, if any, and other information. Filed alphabetically. (Weekly, official.) 9 x 15 folders, 6 in., in drawer of steel filing case. R. 402. (2629)

60. TRUE BILLS, Jan. 1, 1898 - Oct. 23, 1929. Transcript of proceedings and evidence before the U. S. commissioner; also indictment, to which true bill signed by foreman of grand jury is attached. Filed alphabetically and numerically. (Never.) 4 x 9 loose sheets, 90 ft., in 16 steel drawers of 4 wooden filing cases. Dirty. R. 14, attic. (2760)

61. MARSHAL'S JAIL REPORTS, Sept. 4, 1935 to date. Daily reports on Federal prisoners in county jails, showing each prisoner, offense charged,

and date defendant was committed to jail in default of bond. Entered chronologically. (Daily, official.) 10 x 12 loose-leaf book, 2 in., in wooden bookcase. R. 412. (2750)

62. SCIRE FACIAS DOCKET, ACTIVE, Apr. 4, 1933 to date. Showing scire facias proceedings in court against defaulting bondsmen for recovery of bond, parties, district, amount of bond, date filed, and proceedings. Filed chronologically and numerically. (Weekly, official.) $9\frac{1}{2}$ x 11 folders, $\frac{1}{2}$ in., in drawer of steel filing case. R. 403. (2707)

63. DOCKET OF WESTERN AND ATLANTIC RAILROAD CASES, Mar. 13, 1866 - Apr. 30, 1869. Docket of cases filed in Georgia superior courts and appealed to the U. S. district court, showing attorney, parties, action, where and when sued, amount, judgment, and remarks in each case. Entered numerically. Indexed. (Never.) 12 x 16 vol., 2 in., on floor. R. 14, attic. (2853)

64. ATTORNEY'S WITNESS DOCKETS, Apr. 10, 1928 to date. Record of witnesses summoned to appear in courts of the Northern District, showing case number and dates of summons and discharge. Entered chronologically. (Daily, official.) 10 x 11 vols. (4) and loose-leaf books (4), 2 ft. 6 in., on steel filing cabinets and on wooden counter. Rs. 409 and 412. (2705)

65. ATTORNEY'S WITNESS DOCKETS, Jan. 8, 1915 - Jan. 5, 1935. Showing case number, witness, summons to appear, and dates reported and discharged. Entered alphabetically and numerically. (Never.) 9 x 13 vols. (5), 1 ft., on floor. R. 14, attic. (2878)

66. CONVICTS DISCHARGED UNDER SECTION 1042 OF REVISED STATUTES, May 10, 1920 - Apr. 5, 1921. Record showing case number, convict, offense, where convicted, commissioner, and date of discharge. Entered numerically. Indexed. (Never.) 9 x 13 vol., 2 in., on floor. R. 14, attic. (2857)

67. PAUPER CONVICTS, July 5, 1928 to date. Records of convicts who, having served their sentences, apply to commissioners for court hearing to take paupers' oath, showing history of convict's case, notice to district attorney of application by defendant for discharge, and date on which his application will be heard. (Daily, official.) 9 x 15 folders, 1 in., in drawer of steel filing case. R. 403. (2626)

68. PAUPERS' AFFIDAVITS, May 10, 1914 - June 15, 1918. Showing convict's number, name, sentence, fine and cost, crime committed, date, when and where convicted, date term expires, and signature of commissioner. Filed alphabetically and numerically. (Never.) 4 x 9 loose sheets, 1 ft., in drawer of steel folded document holder. R. 14, attic. (2766)

69. FINGERPRINTS, May 28, 1930 to date. Information furnished by the Federal Bureau of Investigation regarding fingerprints of criminals. Filed chronologically. (Monthly, official.) $8\frac{1}{2}$ x 11 loose sheets, 10 in., in drawer of steel filing case. R. 403. (2622)

70. INDEX TO CRIMINAL FINGERPRINT RECORDS, May 28, 1930 to date. Index to letters from the Federal Bureau of Investigation regarding fingerprints. Entered alphabetically. (Monthly, official.) 7 x 14 vol., 2 in., in drawer of steel filing case. R. 403. (2623)

71. SELECTIVE SERVICE LAW, Apr. 17, 1916 - Nov. 1917. Records of selective draft, when citizens of military age were required to report to local board and submit to examination, showing location of board, name and number on registration card, date to appear, and reason for failure to appear. Filed alphabetically and numerically. (Never.) 9 x 12 folders, 9 ft., in 5 drawers of 2 wooden filing cases. R. 14, attic. (2915)

72. RECORD OF WAR PRISONERS, May 2, 1917 - June 30, 1921. Showing name and number of prisoner, date and where captured, rank or occupation, sex, nationality, age, height, complexion, color of eyes and hair, place of birth, home address, name of nearest kin to notify in case of emergency, and names of any other war prisoners to whom related. Entered numerically. Indexed. (Never.) 9 x 10 vol., $\frac{1}{2}$ in., on wooden filing case. Damaged by faulty containers, dirty. R. 14, attic. (2804)

73. SEED LOAN COLLECTION CASES, PENDING, Apr. 15, 1930 to date. Records of defaulting farmers. Filed alphabetically. (Weekly, official.) 9 x 15 folders, 8 in., in drawer of steel filing case. R. 403. (2752)

74. SEED LOAN COLLECTION CASES, CLOSED, Apr. 15, 1930 to date. District attorney's records of closed seed loan cases of the Northern District of Georgia. Filed alphabetically. (Annually, official.) 9 x 15 folders, 3 in., in drawer of steel filing case. R. 403. (2751)

75. WAR RISK INSURANCE CASES, PENDING, July 3, 1931 to date. Record of veterans' suits pending against the Government for recovery of war risk insurance, for payments for injuries sustained in service, or for permanent total disability while insurance contract was in force. Filed alphabetically. (Monthly, official.) 9 x 15 folders, 9 in., in 2 drawers of steel filing case. R. 403. (2660)

76. WAR RISK INSURANCE CASES, CLOSED, Nov. 19, 1929 - Sept. 18, 1934. Records of closed suits against the Government by ex-service claimants for recovery of war risk insurance payments, showing injuries sustained in service or permanent total disability while insurance contract was in force. Filed alphabetically. (Monthly, official.) 9 x 15 folders, 7 ft. 6 in., in 6 drawers of steel and wooden filing cases. R. 403. (2692)

77. WAR RISK INSURANCE CASES, APPEALED, Feb. 26, 1925 to date. Cases tried in this district and appealed to the circuit court of appeals or the Supreme Court. Filed alphabetically. (Monthly, official.) 9 x 15 folders, 1 ft., in drawer of steel filing case. R. 403. (2691)

78. ESPIONAGE ACT CASES, June 1, 1917 - Jan. 30, 1919. Record of persons charged and indicted for violation of the Espionage Act, showing their activities, disloyal remarks with reference to the Red Cross and President, and unpatriotic publications and articles. Filed alphabetically and numerically. (Never.) 9 x 13 vol., 1 in., on wooden filing case. Damaged by faulty containers, dirty. R. 14, attic. (2812)

79. NRA PUBLICATIONS, July 1, 1934 - July 20, 1935. Pamphlets and mimeographed circulars of NRA codes for information of the district attorney's guidance in prosecuting violations. Filed alphabetically and numerically. (Never.) 8 x 10 pamphlets and circulars, 7 ft., in 4 drawers of steel filing case. R. 14, attic. (2855)

80. LAND AND ROADS CONDEMNATION PROCEEDINGS FOR THE ESTABLISHMENT OF A NATIONAL MILITARY PARK AT THE CHICAMAUGA BATTLEFIELD, Feb. 6, 1891 - Apr. 24, 1895. Records showing attorney, style of cause, description of property, pleadings and orders, date petition was filed, date summons was issued, and date writ was returned. Entered alphabetically and numerically. (Never.) 15½ x 17½ vol., 1 in., on floor. R. 14, attic. (2824)

81. CONDEMNATION PROCEEDINGS FOR ACQUIRING LAND FOR PARKS AND CEMETERIES, Apr. 12, 1912 - June 30, 1916. Plats and reports of marshal as to service of writs, printed books showing acreage to be condemned, and appraiser's report of fair valuation. Filed alphabetically and numerically. (Never.) 9 x 12 folders, 5 ft., in 3 drawers of wooden filing case. R. 14, attic. (2920)

82. CONDEMNATION PROCEEDINGS FOR PURCHASE OF LAND AT FORT BENNING, GEORGIA, July 2, 1917 - June 30, 1922. Plats, abstracts, reports of appraisers showing price fixed as a fair valuation, transcript of proceedings, writs served and returned, quit claim deeds, etc. Filed alphabetically and numerically. (Never.) 10 x 15 envelopes, 5 ft., in wooden box. Dirty. R. 14, attic. (2918)

83. CONDEMNATION CASES, CLOSED, Feb. 18, 1920 - May 18, 1934. Records of condemnation proceedings by the Government against lands in the Atlanta, Gainesville, and Rome divisions of the Northern District, showing pleadings, claim for funds, verdicts, and judgments; also correspondence and copies of abstracts of titles. Filed numerically. (Annually, official.) 9 x 15 folders, 19 ft. 6 in., in 10 drawers of 3 wooden filing cases. Rs. 409 and 412. (2620)

84. CONDEMNATION CASES, PENDING, May 19, 1934 to date. Records of condemnation proceedings by the Government against lands in the Atlanta, Gainesville, and Rome divisions of the Northern District; correspondence, pleadings, claims for funds, verdicts, judgments, and copies of abstracts of title. Filed numerically. (Daily, official.) 9 x 15 folders, 10 ft., in 7 drawers of 2 steel filing cases. R. 403. (2659)

85. DAILY REGISTER OF CASES, Jan. 8, 1923 - Oct. 4, 1924. Showing case number, date, office file number, origin of case, whether case is open or closed, dates of follow-up letters, and remarks. Entered numerically. (Never.) 11 x 15 vol., 1 in., on floor. Dirty. R. 14, attic. (2879)

86. ATTORNEY'S FILES, June 30, 1886 - July 1, 1934. Correspondence with Government departments, private individuals, firms, corporations, and special investigators relative to violations or suspected violations of Federal laws regarding which indictments are sought if evidence is sufficient. Filed numerically and alphabetically. (Annually, official.) Various sized folders and bundles, 204 ft., in 24 drawers of 6 steel and wooden filing cases, 4 wooden boxes, 20 pasteboard boxes, 50 pasteboard letter box files, and in 6 drawers of combination wooden letter and card cabinet. Damaged by faulty containers, brittle, dirty. R. 14, attic. (2762)

87. MISCELLANEOUS CORRESPONDENCE, July 20, 1929 to date. With Department of Justice, circuit court of appeals, and the Federal Bureau of Investigation; also requisition for law books, monthly report on war risk insurance, printing contracts, radiograms and telegrams, veterans' claims,

and other claims. Filed alphabetically. (Weekly, official.) 9 x 15 folders, 6 in., in drawer of steel filing case. R. 403. (2690)

88. GENERAL CORRESPONDENCE FILES, Mar. 13, 1878 - May 9, 1934. Correspondence to and from various departments, firms, and individuals obtaining information on various subjects of alleged or suspected violation of Federal laws. Filed numerically and alphabetically. (Never.) 10 x 15 folders, 7 ft., in 4 drawers of wooden filing case. R. 14, attic. (2917)

89. GENERAL CORRESPONDENCE, Jan. 1, 1935 to date. Pertaining to office details, contracts for printing, law briefs and transcripts, court reporting, office supplies, requisitions for books, recommendations in war risk insurance cases, court information, fiscal matters pertaining to office, vouchers to witnesses, inventory of office supplies and equipment, and report of manager of the Home Owners Loan Corporation. Filed alphabetically. (Daily, official.) 9 x 15 folders, 2 ft., in 2 drawers of steel filing case. R. 408. (2791)

90. INDEX TO FILES, Jan. 1, 1906 - Dec. 31, 1931. Showing subject, reference to cases, name and file number of violator, etc.; covers all files of district attorney's office. Arranged alphabetically and numerically. (Semiannually, official.) 6 x 8 cards, 7 ft. 6 in., in 6 drawers of wooden card cabinet. R. 14, attic. (2921)

Columbus Division

91. ATTORNEY'S CIVIL DOCKETS, COLUMBUS, June 12, 1893 - May 12, 1926. Showing attorneys, pleadings and orders, term, and disposition in each case; covers in rem cases at law and scire facias. Entered alphabetically and numerically. (Never.) 11 x 16 vols. (2), 3 in., on floor. Dirty. R. 14, attic. (2916)

92. CRIMINAL DOCKETS, COLUMBUS, May 1, 1902 - May 6, 1925. Showing term, attorneys, parties, witnesses, former orders, orders at this term, disposition of case, and verdict of jury. Entered numerically. (Never.) Various sized vols. (8), 1 ft. 6 in., on floor. Damaged by faulty containers, dirty. R. 14, attic. (2811)

93. CASES CLOSED WITHOUT INDICTMENT, COLUMBUS, Apr. 17, 1906 - May 21, 1915. Records showing persons charged with violating the Harrison Narcotic Law not indicted because of lack of evidence. Filed alphabetically and numerically. (Never.) 4 x 9 loose sheets, 1 ft., in steel folded document holder. R. 14, attic. (2771)

94. GRAND JURY DOCKETS, COLUMBUS, May 7, 1900 - July 17, 1934. Showing grand jury assignments for different terms of court, docket number, defendants, witnesses, date, and disposition in each case. Entered numerically and alphabetically. (Never.) 10 x 15 vols. (4), 8 in., on floor. Dirty. R. 14, attic. (2880)

95. NO BILLS, COLUMBUS, May 1, 1922 - June 7, 1925. Transcripts of proceedings and evidence before U. S. commissioner submitted to the grand jury, showing date, commissioner, by whom issued, and by whom approved. Filed numerically. (Never.) 4 x 9 folded sheets, 1 ft., in steel folded document holder. R. 14, attic. (2815)

96. ATTORNEY'S WITNESS DOCKETS, COLUMBUS, May 4, 1914 - May 4, 1925. Showing case number, witness, summons to appear, and dates of report and discharge. Entered alphabetically and numerically. (Never.) 9 x 13 vols. (4), 6 in., on floor. R. 14, attic. (2877)

Gainesville Division

97. PENDING CRIMINAL CASES, GAINESVILLE, Feb. 9, 1929 to date. Records showing indictment number, plaintiff, defendant, violation, dates of complaint and indictment, witnesses, county in which crime occurred, division in which trial is scheduled, criminal record of defendant, and attorney for defendant. Filed numerically. (Daily, official.) 9 x 12 folders, 1 ft., in drawer of steel filing case. R. 403. (2632)

98. ATTORNEY'S WITNESS DOCKET, GAINESVILLE, Nov. 22, 1926 - May 29, 1928. Showing case number, witness, summons to appear, and dates of report and discharge. Entered alphabetically and numerically. (Never.) 9 x 13 vols., 2 in., on floor. R. 14, attic. (2876)

Newnan Division

99. PENDING CRIMINAL CASES, NEWMAN, Nov. 5, 1935 to date. Records showing indictment number, plaintiff, defendant, violation, dates of complaint and indictment, witnesses, county in which violation occurred, division in which case is to be tried, criminal record, and attorney for defendant. Filed numerically. (Daily, official.) 9 x 14 folders, 4 in., in drawer of steel filing case. R. 403. (2591)

Rome Division

100. CRIMINAL DOCKET, ROME, Nov. 19, 1900 - Nov. 8, 1915. Showing case number, attorneys, parties, nature of offense, witnesses, date, proceedings, and disposition in each case. Entered alphabetically and numerically. (Never.) 12 x 16 vol., 2 in., on floor. R. 14, attic. (2856)

101. PENDING CRIMINAL CASES, ROME, Dec. 23, 1933 to date. Records showing indictment number, plaintiff, defendant, county in which violation occurred, division in which case is scheduled to be tried, violation, dates of complaint and indictment, witnesses, criminal record, and attorney for defendant. Filed numerically. (Daily, official.) 9 x 15 folders, 6 in., in drawer of steel filing case. R. 403. (2633)

102. CASES CLOSED WITHOUT INDICTMENT, ROME, May 14, 1920 - Feb. 9, 1925. Records of persons charged with violating the Harrison Narcotic Law not indicted because of lack of evidence. Filed alphabetically and numerically. (Never.) 4 x 9 loose sheets, 1 ft., in steel document holder. R. 14, attic. (2767)

103. GRAND JURY DOCKET, ROME, May 15, 1911 - Nov. 19, 1913. Showing grand jury assignments at different terms of court, docket number, defendants, witnesses, data, and remarks concerning disposition in each case. Entered numerically and alphabetically. (Never.) 11 x 16 vol., 2 in., on floor. Dirty. R. 14, attic. (2852)

104. ATTORNEY'S WITNESS DOCKETS, ROME, May 1, 1911 - May 22, 1928. Showing case number, witnesses, summons to appear, and dates of report and discharge. Engered alphabetically and numerically. (Never.) 9 x 13 vols. (4), 6 in., on floor. R. 14, attic. (2875)

UNITED STATES MARSHAL
Main Post Office Bldg., Forsyth, Fairlie,
Walton, and Poplar Sts.

105. EXECUTION DOCKET, CIRCUIT COURT, Oct. 1, 1872 - Apr. 26, 1881; July 15, 1881 - Mar. 8, 1898. Fieri facies records pertaining to levies and judgments upon property to satisfy debts against individuals and companies. Entered alphabetically. (Never.) Various sized vols. (3), 6 in., on desk. R. 18, 6th floor. (1357)

106. CIVIL DOCKETS, Oct. 22, 1913 - Apr. 14, 1921. Record of civil cases, law suits, judgments, habeas corpus proceedings, condemnation, and equity proceedings. Indexed. (Never.) 15 x 17 vols. (6), 1 ft., under desk. R. 18, 6th floor. (1332)

107. MARSHAL'S WRITS, Jan. 14, 1924 - Feb. 8, 1929. Records of writs pertaining to bench warrants, fi fas, capias, scire facias, subpoenas, and legal papers issued by and through the Federal court. Entered alphabetically. (Never.) 10½ x 16 vols. (2), 4 in., on wooden filing case. R. 18, 6th floor. (1395)

108. SCIRE FACIAS WARRANTS CHARGED TO DEPUTY MARSHALS, May 21, 1918 - Dec. 17, 1924. Records of writs delivered to deputy marshals to be served and returned to the marshal. Entered alphabetically. (Never.) 11 x 15½ vol., 4 in., on desk. R. 18, 6th floor. (1326)

109. RECORDS OF CRIMINAL AND CIVIL CASES, July 1, 1931 to date. Filed alphabetically. (Daily, confidential.) 8 x 11 loose sheets, 1 ft. 6 in., in 2 drawers of steel filing case. R. 329. (1072)

110. CRIMINAL DOCKETS, June 8, 1896 - Oct. 22, 1922. Showing warrants in criminal cases, subpoenas, commitments, and sentences of Federal prisoners. Entered alphabetically. (Never.) 15 x 17 vols. (80), 13 ft., on floor and underneath desk. Dirty. R. 18, 6th floor. (1317)

111. IN REM CASES, May 1, 1923 - July 21, 1925. Records of sale of automobiles seized by the marshal for violation of National Prohibition Act, and copies of newspaper advertisements of public sale of seized cars. Arranged alphabetically. (Never.) 11 x 15 bundles, 1 ft., on floor. Dirty. R. 18, 6th floor. (1426)

112. MARSHAL'S FUNDS DOCKETS, Mar. 5, 1915 - Mar. 5, 1926. Records of judiciary checks drawn by marshal's office for expenses of court, salaries and expenses of court officials, pay of bailiff, and fees of jurors and witnesses. Entered numerically. (Never.) 15 x 17 vols. (12), 2 ft., under desk. R. 18, 6th floor. Dirty. (1320)

113. DISBURSING OFFICER'S CHECK STUBS, Jan. 14, 1924 - Feb. 8, 1929. Check stubs showing checks issued for witnesses' and jurors' fees, pay of bailiffs, salaries and expenses of clerks of court, expenses of U. S. attorney, retired judges, district attorneys, Federal judges, deputies, deputy marshal, and miscellaneous expenses. Entered numerically. Indexed. (Never.) $9\frac{1}{2}$ x $16\frac{1}{2}$ loose-leaf book, 1 ft., on floor. R. 18, 6th floor. (1440)
114. ORDER OF COURT TO PAY WITNESS, Apr. 28, 1931 to date. Judge's orders to marshal to pay witnesses for serving in court. Filed numerically. (Daily, official.) 4 x 9 loose sheets, 2 ft. 6 in., in 3 drawers of steel filing case. R. 330. (1140)
115. SCHEDULE OF MARSHAL'S DISBURSEMENTS, July 1 - Dec. 31, 1926. Showing salaries and expenses paid to district attorney and his assistants, expenses of telegram, long distance telephone calls, traveling expense of district attorney and clerks, and expenses of express charges for shipping records and books. Filed alphabetically. (Never.) $8\frac{1}{2}$ x 14 loose sheets, 1 ft. 6 in., in pasteboard box on floor. Dirty. R. 18, 6th floor. (1405)
116. DISBURSEMENTS OF MARSHAL'S OFFICE, July 1928 to date. Records showing salaries of judges, jurors, witnesses, and clerks, and expenditures for general repairs to office equipment. Filed alphabetically. (Daily, official.) $8\frac{1}{2}$ x 14 loose sheets, 53 ft., in 32 drawers of 8 steel filing cases. R. 329. (1074)
117. PAY ROLL VOUCHERS, Oct. 1 - Dec. 31, 1928. Showing amount paid to witnesses for their services. Filed alphabetically. (Never.) $8\frac{1}{2}$ x 14 loose sheets, 1 ft., in pasteboard box on floor. R. 18, 6th floor. (1247)
118. REQUISITION FOR THE DISBURSEMENT OF FUNDS, July 1, 1917 - July 1, 1935. Warrants of Treasury Department drawn on requisitions of the Dept. of Justice. Filed alphabetically. (Annually, official.) 4 x $5\frac{1}{2}$ loose sheets, 4 in., in 2 pigeonholes in iron safe. R. 325. (1214)
119. CERTIFICATES OF DEPOSITS, Jan. 1, 1932 to date. Showing marshal's deposits with the Treasury Department. Filed numerically. (Weekly, official.) $3\frac{1}{2}$ x 8 loose sheets, 6 in., in 4 drawers of steel card cabinet. R. 330. (1142)
120. CHECK STUBS, Aug. 30, 1930 - June 30, 1931. Stubs of checks covering salaries, fees of jurors, witnesses, bailiff of courts, support of prisoners, and expenses of marshal's office. Arranged numerically. (Never.) 9 x 17 bundles, 1 ft., on floor. Dirty. R. 18, 6th floor. (1281)
121. VOUCHERS FOR FEES AND MILEAGE OF WITNESSES, July 1, 1924 - Dec. 31, 1927. Showing amount paid witnesses and date of witnesses' attendance in court. Filed alphabetically. (Never.) $7\frac{1}{2}$ x $8\frac{1}{2}$ loose sheets, 2 ft., in pasteboard box on floor. Dirty. R. 18, 6th floor. (1352)
122. VOUCHER FOR FEES AND MILEAGE OF WITNESSES, Oct. 1 - Dec. 31, 1927. Showing fees paid to witnesses for mileage traveled to attend trials in court, meals, and for services. Filed alphabetically. (Never.) 7 x $8\frac{1}{2}$ loose sheets, 1 ft. 6 in., in pasteboard box on floor. Dirty. R. 18, 6th floor. (1404)

123. FEES AND EXPENSES OF MARSHAL AND OFFICE DEPUTIES WHILE SERVING CRIMINAL PROCESS, July 1, 1927 - July 1, 1928. Record of expenses of car and railroad fares, etc., and telegrams sent by deputies and marshal incident to serving warrants. Filed alphabetically. (Never.) $8\frac{1}{2}$ x 14 loose sheets, 2 ft. 6 in., in pasteboard box on floor. Dirty. R. 18, 6th floor. (1256)
124. MISCELLANEOUS EXPENSES OF COURT, Jan. 1 - Mar. 31, 1927. Record of expenses of stenographers and law clerks, rent of telephones, publication of notices, professional services of doctors, messenger service, expert witnesses, certified copies of deeds and charters, and stenographic services. Filed alphabetically. (Never.) $8\frac{1}{2}$ x 14 loose sheets, 1 ft., in pasteboard box on floor. Dirty. R. 18, 6th floor. (1406)
125. BONDS, APPOINTMENTS, AND RECEIPTS FOR HANDCUFFS, July 1, 1917 - July 1, 1935. Records of appointments of former deputies, bonds of deputies and marshals, and receipts for handcuffs. Filed alphabetically. (Never.) 3 x 5 loose sheets, 3 in., in 2 pigeonholes in iron safe. R. 325. (1219)
126. FINGERPRINT REPORTS, July 1, 1934 to date. Records of prisoners apprehended and fingerprinted in this district. Filed alphabetically. (Daily, official.) 8 x 11 loose sheets, 6 in., in 2 pasteboard letter files. R. 329. (1118)
127. DEPUTIES' DAILY REPORT CARDS, July 17, 1932 - July 1, 1933. Reports to marshal's office showing deputies' location. Arranged alphabetically. (Never.) 6 x 7 bundles, 2 ft., on floor. R. 18, 6th floor. (1257)
128. DAILY REPORTS OF FIELD DEPUTIES, INACTIVE, Mar. 7, 1927 - July 10, 1929. Reports showing exact location of field deputies on each day while serving warrants and subpoenas. Arranged alphabetically. (Never.) 6 x 7 bundles, 2 ft. 6 in., on floor. R. 18, 6th floor. (1428)
129. DAILY REPORTS OF FIELD DEPUTIES, ACTIVE, July 1, 1933 to date. Reports on warrants, subpoenas, and official papers served. Filed alphabetically. (Daily, confidential.) 4 x 6 cards, 3 ft. 6 in., in 6 drawers of steel card cabinet. R. 329. (1119)
130. MARSHAL'S MONTHLY REPORTS, Jan. 1, 1930 to date. Reports of receipts and disbursements of funds of marshal's office for salaries, and expenses of court officials, jurors, and witnesses. Filed alphabetically. (Monthly, official.) 8 x 11 loose sheets, 3 ft. 6 in., in 2 drawers of steel filing case. R. 330. (1143)
131. WARDEN'S RECEIPT FOR FEDERAL PRISONERS, Oct. 23, 1925 - Dec. 15, 1930. Receipts for prisoners turned over to warden of Federal prisons by marshal for service of sentence imposed by Federal court. Arranged alphabetically. (Never.) $6\frac{1}{2}$ x $11\frac{1}{2}$ bundles, 6 in., on floor. R. 18, 6th floor (1439)
132. REGISTER OF PRISONERS IN COUNTY JAILS, Sept. 13, 1913 - Jan. 2, 1922. Records of Federal prisoners committed to county jails and released under marshal of this district. Indexed alphabetically. (Never.) 13 x $16\frac{1}{2}$ vols., 1 ft., on floor under desk. Dirty. R. 18, 6th floor. (1319)

133. COPIES OF MARSHAL'S SERVICES IN LAND CONDEMNATION PROCEEDINGS, May 24, 1915 - Dec. 31, 1916. Records of purchase and condemnation of Government land for use as National Parks and for game preserves. Filed alphabetically. (Never.) 8 x 13 loose sheets, 1 ft. 6 in., in drawer of wooden filing case. R. 18, 6th floor. (1282)

134. COMMITMENT AND RELEASE CARDS, Jan. 15, 1930 to date. Reports on released prisoners by sheriffs of county jails and by deputy marshals. Filed alphabetically. (Daily, official.) 4 x 6 cards, 30 ft., in 24 drawers of steel card cabinet. R. 329. (1121)

135. COMMITMENT AND RELEASE CARDS, July 1, 1925 - July 1, 1929. Records of Federal prisoners committed to county jails awaiting trial, showing dates of commitment and offense and those to be released. Arranged alphabetically. (Never.) 6 x 7 bundles and $3\frac{1}{2}$ x 5 cards, 3 ft. 6 in., on floor and in pasteboard box on floor. Dirty. R. 18, 6th floor. (1427, 1318)

136. REMOVAL PROCEEDINGS UNDER SECTION 1014 OF REVISED STATUTES, Jan. 22, 1929 - Feb. 9, 1932. Records of petitions and orders for removal of Federal prisoners from one district to another for trial. Filed alphabetically. (Never.) $8\frac{1}{2}$ x 14 bundle, 6 in., on floor. R. 18, 6th floor. (1444)

137. APPLICATIONS AND RECOMMENDATIONS, Apr. 4, 1934 to date. Application for positions as deputy marshals of the Northern District. Filed alphabetically. (Monthly, official.) $8\frac{1}{2}$ x 11 loose sheets, 1 ft., in drawer of steel filing case. R. 325. (1218)

138. WITNESS SUBPOENAS AND CERTIFICATES, June 1, 1921 - Dec. 31, 1926. Subpoenas, and certificates showing amount due witnesses for services in court. Filed alphabetically. (Never.) 7 x $8\frac{1}{2}$ loose sheets, 3 ft., in pasteboard box on floor. Dirty. R. 18, 6th floor. (1283)

139. PAID BILLS, Jan. 9 - Dec. 31, 1925. For telephone and telegraph service, repairs to equipment, and meals and lodging for jurors. Filed alphabetically. (Never.) 8 x 11 loose sheets, 3 in., in pasteboard letter file on steel filing case. R. 330. (1200)

140. MILEAGE TABLES, July 1, 1926 to date. Records of distances from Atlanta to various towns of this district where witnesses and jurors reside. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft., in drawer of wooden card cabinet. R. 330. (1178)

141. APPLICATIONS FOR PERMITS OF ALIEN ENEMIES DURING THE WORLD WAR, Apr. 6, 1917 - Dec. 7, 1918. Applications of alien enemies to continue to reside, enter, operate business, or be employed within the forbidden area of half mile radius of fort or camp; also applications to visit relatives in prison barracks at Fort Oglethorpe, Fort McPherson, and Camp Gordon. Filed alphabetically. (Never.) 8 x 11 loose sheets, 3 in., in pasteboard letter file on floor. R. 10, 6th floor. (1380)

142. INDIVIDUAL TEMPORARY FILES FOR MARSHAL AND DEPUTIES, Mar. 1, 1936 to date. Records of expense accounts showing money paid by marshal for expenses incurred during the quarter for serving subpoenas, civil process, and for traveling expenses incident to apprehending prisoners. Filed

alphabetically. (Daily, official.) 8 x 13 loose sheets, 4 ft. 6 in., in 15 drawers of steel filing case. R. 329. (1120)

143. MISCELLANEOUS FILES, Mar. 15, 1918 - Nov. 5, 1924. Records of Federal prisoners in county jails, expenses of marshals and district attorney, Federal reformatory for boys, women's reformatory, and wardens of county convict camps and Federal prisons. Arranged alphabetically. (Never.) 12 x 14 bundle, 3 in., on floor. Dirty. R. 18, 6th floor. (1382)

144. MISCELLANEOUS FILES, Aug. 20, 1918 - June 11, 1924. In rem cases of the seizure of automobiles, mules, horses, wagons, molasses, sugar, butter, malt, beans, oysters, and oats, which confiscated goods the Government sells at public auction. Filed alphabetically. (Never.) 8 x 11 loose sheets, 2 ft., in drawer of wooden filing case. R. 18, 6th floor. (1351)

145. MISCELLANEOUS FILES, June 10, 1919 - Sept. 25, 1930. Returned unsigned jail contracts, search and seizure warrants, reports of work done by special deputies, gasoline invoices, telegrams sent by marshal, cancelled checks of marshal's office, and bank deposit slips of former marshal. Filed alphabetically. (Never.) Various sized loose sheets, 2 ft. 6 in., in pasteboard box on floor. Dirty. R. 18, 6th floor. (1258)

146. MISCELLANEOUS FILES, Sept. 1 - Dec. 31, 1928. Records of fees and mileage of jurors, schedules of disbursements, vouchers for personal services, telegrams, miscellaneous expenses of U. S. courts, marshal's fees and expenses while serving civil process, and public vouchers for purchases and services other than personal. Filed alphabetically. (Never.) 7 x 8 $\frac{1}{2}$ and 8 $\frac{1}{2}$ x 14 loose sheets, 2 ft. 6 in., in pasteboard box on floor. R. 18, 6th floor. (1246)

147. MISCELLANEOUS FILES, July 1, 1932 to date. Instructions regarding disbursing of checks, radiograms, bills of lading, advance money to witness, appointments, and automobile tire contracts. Filed alphabetically. (Daily, official.) 8 x 11 loose sheets, 3 ft. 6 in., in 2 drawers of steel filing case. R. 330. (1141)

148. LETTERS FROM MARSHALS OF OTHER DISTRICTS, Jan. 28, 1915 - Mar. 6, 1918. Concerning official business. Arranged alphabetically. (Never.) 10 x 12 bundle, 1 ft., on floor. R. 18, 6th floor. (1353)

149. COPIES OF TELEGRAMS, Oct. 5, 1934 to date. Telegrams sent by marshal and district attorney regarding advances to witnesses, disposition of Federal prisoners, and judiciary funds. Filed alphabetically. (Daily, official.) 7 x 8 $\frac{1}{2}$ loose sheets, 3 in., in 2 drawers of steel filing case. R. 330. (1201)

150. PERSONAL AND CONFIDENTIAL FILES OF FORMER MARSHAL, Jan. 15, 1932 - July 1, 1934. Records of subpoenas, jury summons, bills of costs of court, sales of seized property, and invoices of supplies of marshal's office. Filed alphabetically. (Never.) 8 x 11 loose sheets, 1 ft. 6 in., in 8 pasteboard letter files. R. 329. (1073)

151. GENERAL CORRESPONDENCE AND CIRCULAR LETTERS, Dec. 9, 1921 - Jan. 7, 1927. Personal files of former marshal pertaining to subpoenas, warrants,

claims against property, land levied upon, taxation on property, telegrams regarding prisoners being held, and transfer of prisoners. Filed alphabetically. (Never.) $6\frac{1}{2}$ x 8 and 8 x 11 loose sheets, 3 in., in pasteboard letter file. R. 18, 6th floor. (1381)

152. CIRCULAR LETTERS, July 1, 1926 - July 1, 1934. Instructions regarding disbursements of funds, Federal prisoners, trust fund disbursements, and payment of jurors and witnesses. Filed numerically. (Daily, official.) 8 x 11 loose sheets, 8 in., in 3 pasteboard letter files. R. 330. (1199)

153. GENERAL CORRESPONDENCE, Apr. 1, 1920 - June 1, 1922. Correspondence pertaining to refunds, over payments, appointments of deputies, and payment to non-Federal institutions for keeping Federal prisoners. Filed alphabetically. (Never.) 9 x 11 loose sheets, 3 in., in pasteboard letter file. R. 330. (1198)

154. MARSHAL'S LETTERS SENT, July 1, 1908 - Apr. 18, 1914. Copies of letters to jailers, deputies, jurors, witnesses, and court officials regarding subpoenas, fingerprints, warrants, and transfer of prisoners. Indexed. (Never.) $10\frac{1}{2}$ x $12\frac{1}{2}$ vols. (2), 8 in., on desk. R. 18, 6th floor. (1327)

AUGUSTA

DEPUTY UNITED STATES MARSHAL
Post Office Bldg.

Correspondence and records of expense accounts are retained in the deputy marshal's office, but were not surveyed. All other records of this office are sent to the United States marshal's office at Savannah.

BLAIRSVILLE

DEPUTY UNITED STATES MARSHAL

All records of this office are sent to the United States marshal's office at Atlanta.

COLUMBUS

DEPUTY UNITED STATES MARSHAL
Room 210, Federal Bldg.

All records of this office are sent to the United States marshal's office at Macon.

GAINESVILLE

DEPUTY UNITED STATES MARSHAL

Federal Bldg., Green, Spring, and Washington Sts.

155. IDENTIFICATION OF WANTED CRIMINALS, Jan. 10, 1936 to date. Identification records of wanted criminals showing identification, order number, fingerprints, classification, description of criminal, real name and aliases, criminal record, photo, offense, date notice was sent out, and names and addresses of criminal's relatives. Filed numerically. (Daily, confidential.) 9 x 12 folders, 6 in., in drawer of wooden desk. R. 203. (106)

156. GENERAL CORRESPONDENCE, July 1, 1934 to date. Regarding service of warrants and subpoenas and land condemnation proceedings; and correspondence with state, county, city, and Federal offices regarding duties. Filed alphabetically, by subject. (Daily, confidential.) $9\frac{1}{2}$ x 15 folders, 1 ft., in drawer of steel filing case. R. 203. (86)

JASPER

DEPUTY UNITED STATES MARSHAL

All records of this office are sent to the United States marshal's office at Atlanta.

MACON

UNITED STATES ATTORNEY

Post Office Bldg., Mulberry and 3d Sts.

On May 26, 1926 the Middle District of Georgia, with court headquarters at Macon, was created, with sub-offices at Albany, Americus, Athens, Columbus, and Valdosta.

Macon Division and all Divisions

157. CIVIL DOCKETS, MACON, July 5, 1915 - Aug. 6, 1928. Showing plaintiff, defendant, witnesses for the U. S., dates of filing, cause for action, and proceedings in each case. Indexed. (Annually, official, public.) $11\frac{1}{2}$ x 15 vols. (2), 3 in., in steel roller book rack. R. 304. (365)

158. CIVIL DOCKETS, AUGUSTA, Apr. 12, 1915 - Aug. 11, 1926. Showing witnesses, attorneys, date, proceedings, and disposition in each case. Indexed. (Annually, official.) $11\frac{1}{2}$ x 15 vol., 2 in., in compartment of steel filing cabinet. R. 304. (333)

159. CIVIL DOCKET, MACON AND VALDOSTA, July 1928 - Jan. 1932. Showing stipulations to enter plea of guilty, pleas of not guilty, verdict, system of imprisonment, etc. Entered numerically. Card index. (Monthly, official.) $10\frac{1}{2}$ x $11\frac{1}{2}$ loose-leaf book, 3 in., in compartment of steel filing case. R. 312. (423)

160. CIVIL CASES, ALL DIVISIONS, Jan. 1, 1936 to date. Indictment, capias issued, information filed, proceedings, sentence, and disposition in each case. Filed numerically. Card index. (Monthly, official.) $10\frac{1}{2}$ x $11\frac{1}{2}$ bundles, 5 in., in steel filing case. R. 312. (422)

161. INDEX TO CIVIL DOCKETS, ALL DIVISIONS, May 26, 1926 to date. Showing file number of each case; also record of certain law and equity cases, giving defendants, date suit was filed, etc. Entered alphabetically. (Daily, official.) $10\frac{1}{2}$ x $11\frac{1}{2}$ loose-leaf book, 2 in., in steel filing case. R. 312. (455)

162. MISCELLANEOUS CASES, CLOSED, Nov. 2, 1895 to date. Records of civil, criminal, equity, and bankruptcy cases; also related correspondence. Filed numerically. Card index. (Older records, semiweekly; current records, daily, official.) $9\frac{1}{2}$ x 15 folders, 129 ft., in 56 drawers of 14 steel filing cases. R. 304. (336)

163. CRIMINAL DOCKETS, MACON, Dec. 16, 1903 - June 9, 1931. Showing petitions, offense, witnesses, attorneys, date, and proceedings. Indexed. (Annually, official.) $11\frac{1}{2}$ x 16 vols. (2), 1 ft., on shelf of book rack. R. 304. (330)

164. CRIMINAL DOCKETS, MACON, May 6, 1921 - May 17, 1934. Showing defendants, offense, date of indictments, bondsmen, amount of bond, witnesses, and sentence. Index. (Monthly, official.) $10\frac{1}{2}$ x $11\frac{1}{2}$ loose-leaf books (6), 1 ft. 6 in., in 2 compartments of steel filing cabinet. R. 312. (430)

165. CRIMINAL DOCKET, ALL DIVISIONS EXCEPT MACON, Jan. 1, 1936 to date. Showing defendant, offense, date of indictments, bondsmen, amount of bond, witness, and sentence. Entered numerically. Card index. (Monthly, official.) $10\frac{1}{2}$ x $11\frac{1}{2}$ loose-leaf book, 4 in., in steel filing case. R. 312 (424)

166. PENDING CRIMINAL AND CIVIL CASES, 1930 to date. Records of cases, correspondence, charts, bonds, etc. Filed alphabetically. (Monthly, official.) $8\frac{1}{2}$ x 11 folders, 5 ft., in 3 drawers of steel filing case. R. 312. (453)

167. GENERAL COMPLAINTS, Jan. 1, 1934 to date. Records of investigation of cases by agents of the Dept. of Justice, data concerning probation of officers of state court where prisoners are to be sent, collection of fines, complaints in law and equity cases, internal revenue, cases, and criminal appeals. Filed chronologically. Card index. (Daily, official.) $9\frac{1}{2}$ x 12 folders, 2 ft., in drawer of steel filing cabinet. R. 312. (442)

168. REGISTER OF COMPLAINTS, MACON, VALDOSTA, SAVANNAH, AND AUGUSTA DIVISIONS, Apr. 11, 1904 - Jan. 11, 1918. Showing defendants, complainants, witnesses, offense, date, date of affidavit, when committed, order of attorney, and date of decision. Indexed. (Annually, official.) $11\frac{1}{2}$ x 16 vol., 2 in., in compartment of steel filing cabinet. R. 403. (511)

169. REGISTER OF COMPLAINTS, Dec. 27, 1916 - Dec. 23, 1933. Showing defendant, affiant, offense, when committed, date of affidavit, witness, county order of U. S. attorney, date, etc. Entered alphabetically. Indexed. (Annually, official.) $8\frac{1}{2}$ x 11 vol., 2 in., in steel bookcase. R. 312. (450)

170. INDEX TO CRIMINAL DOCKETS, ALL DIVISIONS, May 26, 1926 to date. Showing defendant, date suit was filed, etc. Entered alphabetically. (Annually, official.) $10\frac{1}{2}$ x $11\frac{1}{2}$ loose-leaf book, 2 in., in compartment of steel filing case. R. 312. (475)

171. GENERAL INDEX TO CLOSED CASES, ALL DIVISIONS, Feb. 12, 1916 - Dec. 28, 1933. Showing defendant, offense, date, county, and file number of each case. Arranged alphabetically, by defendants and divisions. (Monthly, official.) 4 x 6 cards, 19 ft., in 11 drawers of wooden card cabinet. R. 312. (495)

172. INDEX TO COMPLAINTS, Jan. 1, 1934 to date. Showing defendants, offenses, and file numbers. Arranged alphabetically. (Daily, official.) $3\frac{1}{2}$ x 5 cards, 5 in., in drawer of wooden card cabinet. R. 312. (457)

173. INDEX TO PENDING CASES, ALL DIVISIONS, Jan. 6, 1934 to date. Showing defendant, county, offense, and docket and file numbers of each case. Filed alphabetically, by defendants and divisions. (Daily, official.) 4 x 6 cards, 10 in., in drawer of wooden card cabinet. R. 312. (498)

174. GRAND JURY MINUTES, May 15, 1920 - May 7, 1930. Showing petitions, dates filed, plaintiff, defendant, praecipes, and list of witnesses; also data and papers relating to criminal and civil cases. Card index. (Annually, official.) $8\frac{1}{2}$ x 11 folders, 2 ft., in drawer of steel filing cabinet. Dirty. R. 312. (446)

175. GRAND JURY DOCKETS, MACON, Nov. 13, 1916 - Nov. 4, 1930. Showing plaintiff, defendant, witnesses for the U. S., dates, remarks, indictments, offenses, and true and no bills. Indexed. (Monthly, official, public.) 11 x 16 vols. (2), 2 in., in compartment of steel roller book rack. R. 304. (341)

176. GRAND JURY ASSIGNMENTS, ALL DIVISIONS, May 26, 1926 to date. Showing defendants and cases. Entered alphabetically, by divisions and defendants. Indexed. (Weekly, official.) $10\frac{1}{2}$ x $11\frac{1}{2}$ loose-leaf book, 2 in., in steel bookcase. R. 312. (449)

177. PHOTOSTATIC COPIES OF PROCESSING TAX SUITS, May 12, 1934 - Dec. 1, 1935. Suits of Governor Talmade v. the U. S. and other cases as to processing tax. (Annually, official, public.) $8\frac{1}{2}$ x 11 loose sheets, 1 ft., in drawer of steel filing cabinet. R. 305. (440)

178. ANNUAL REPORTS TO THE ATTORNEY GENERAL, July 1, 1910 - Jan. 28, 1932. Reports on pending civil and criminal cases and internal revenue, showing dates and disposition in each case; also miscellaneous reports, with correspondence attached. (Annually, official.) $8\frac{1}{2}$ x 11 loose sheets, 1 ft., in drawer of steel filing cabinet. Dirty, scattered. R. 304. (418)

179. WORK SHEETS OF DATA FOR ANNUAL REPORT OF DISTRICT ATTORNEY, 1927. Reports from Albany, Columbus, Valdosta, Americus, and Macon divisions on criminal cases, showing case number, defendant, offense charged, and number of cases pending; also correspondence in connection with cases. (Annually, official.) 10 x 15 $\frac{1}{2}$ envelope, 1 in., on shelf of book rack. R. 304. (363)

180. AUDIT OF FIRST NATIONAL BANK OF MONTICELLO, GEORGIA, Dec. 29, 1934 only. Statements of pay rolls and cancelled checks, photostatic copies, bills for gasoline, etc. (Annually, official.) 9 x 14 vol., 4 in., in drawer of steel filing case. R. 303. (426)

181. PRAECIPES, Sept. 8, 1930 - June 16, 1932. Showing defendants, number of cases pending, and offenses charged; also related correspondence. (Annually, official.) 9 $\frac{1}{2}$ x 15 bundle, 3 in., on shelf in book rack. R. 304. (362)

182. REPORTS ON CIVIL AND CRIMINAL CASES, June 30, 1932 - Feb. 2, 1935. Form 787, showing number of cases, dates commenced and entered, offense charged, sentence, defendant, plaintiff, suits, evidence, indictments, amendment to petition filed, plea of guilty, order that plaintiff's amendment be stricken and demurrer be sustained as to defendant, plea of not guilty, order of nolle prosequi, suit for taxes and penalty, imposition of sentence suspended and defendant placed on probation, petition filed on revocation of probation sentence, bill for injunction, indictments returned, and intervention filed. (Annually, official.) 9 $\frac{1}{2}$ x 15 bundle, 3 in., in steel roller book rack. R. 304. (364)

183. CASE OF ROSCOE LUKE, June 6, 1934 - Sept. 20, 1935. Records showing indictment, date of indictment, offense, evidence, statement, question, and answers of lawyer and witness. (Monthly, official.) 10 x 15 envelopes, 7 in., in drawer of steel filing case. R. 303. (429)

184. TRANSCRIPT OF EVIDENCE IN WILLIE M. SORROW CASE, n. d. Carbon copy of evidence in case of Willie M. Sorrow v. the U. S.; insurance policy suit. (Annually, official.) 9 x 14 bundle, 2 in., in drawer of steel filing cabinet. R. 304. (361)

185. ANNUAL REPORTS ON CRIMINAL AND CIVIL CASES, ALL DIVISIONS, 1914 - 1924. Showing case number, when commenced, defendant, criminal prosecutions terminated, convictions, nolle prosequi, dismissed pleas of guilty, jury trial, etc. Filed chronologically, by divisions. (Annually, official.) 9 x 14 $\frac{1}{2}$ folder, 1 in., in drawer of wooden cabinet. R. 304. (374)

186. GENERAL REPORTS AND CORRESPONDENCE, Jan. 1, 1931 - Dec. 31, 1933. Letters and circulars from the Attorney General, reports, receipts in miscellaneous cases, etc. Filed chronologically. (Quarterly, official.) 9 $\frac{1}{2}$ x 15 folders, 2 ft., in drawer of steel filing cabinet. R. 303. (421)

187. MISCELLANEOUS PAPERS, Dec. 12, 1914 - June 1, 1915. Correspondence, indictments, writ of scire facias, petition in equity, suit for penalty in violation of safety appliance act, order of court sustaining defendants, demurrer and dismissing petition of U. S. libel in rem for condemnation, and order forfeiting bond. (Annually, official.) 8 $\frac{1}{2}$ x 11 loose sheets, 4 in., in cardboard letter file on wooden filing cabinet. R. 304. (369)

188. MISCELLANEOUS PAPERS, Jan. 1, 1924 to date. Miscellaneous correspondence, telegrams, and rulings and orders in law cases. Filed alphabetically. (Daily, official.) $8\frac{1}{2}$ x 11 folders, 5 ft. 1 in., in 3 drawers of 2 steel filing cases. R. 312. (454)

189. CASE OF THE FIRST NATIONAL BANK OF SANDERSVILLE, GEORGIA, July 31, 1926 - July 31, 1928. Bank statements, individual accounts, cancelled checks, evidence, and correspondence. (Annually, official.) $9\frac{1}{2}$ x 14 bundles, 11 in., in compartment of wooden filing case. R. 304. (425)

190. TELEGRAPH AND TELEPHONE ACCOUNTS, June 20, 1919 - Feb. 10, 1929. Showing amount paid for telegraph and telephone service, voucher for payments, statements of government officials, toll service, and correspondence. Index. (Annually, official.) 11 x 12 loose sheets, 4 in., in cardboard letter file on wooden cabinet. R. 304. (344)

191. ENVELOPE BELONGING WITH FILE 13-987 PENDING, AND WARM SPRINGS CASE DATA, Sept. 24, 1933 - Oct. 31, 1935. Records of appointments, agreements as to marketing, selling, manufacturing, and distribution, and letters of identification; also case of Mallory H. Taylor, Jr. and Curtis Hazelerious v. the U. S. (Monthly, official.) 9 x 15 envelopes, 10 in., in drawer of steel filing cabinet. R. 303. (428)

192. GENERAL CORRESPONDENCE, June 23, 1914 - Jan. 1, 1916. Copies of letters and telegrams sent to differnt departments pertaining to cases. Filed alphabetically. (Annually, official.) $8\frac{1}{2}$ x 11 loose sheets, 6 in., in drawer of wooden filing case. R. 304. (371)

193. GENERAL CORRESPONDENCE, July 6, 1918 - Jan. 1, 1925. Concerning internal revenue violations and miscellaneous subjects. (Annually, official.) $17\frac{1}{2}$ x 21 loose sheets, 4 in., in drawer of wooden filing case. Dirty, scattered. R. 304. (419)

194. GENERAL CORRESPONDENCE, Jan. 1, 1920 - Dec. 15, 1923. Pertaining to arrest of offenders, automobile taxes, and employment of temporary clerks. (Rarely, official.) $9\frac{1}{2}$ x 15 folders, 1 ft. 3 in., in drawer of steel filing cabinet. Dirty. R. 303. (420)

195. CORRESPONDENCE ON FAILURE TO REGISTER FOR ARMY ENLISTMENT, Aug. 29, 1917 - Feb. 1, 1918. Showing date and place, title of case, offense charged, nature of matter under investigation, statement of operation, evidence collected, names and addresses of persons interviewed, lists of persons called by local board who failed to report and submit to examination for enlistment in the Army, and reason for not reporting. (Annually, official.) 9 x 10 loose sheets, 2 in., in pasteboard letter file on floor. R. 403. (488)

196. LETTERS TO ATTORNEY GENERAL, Jan. 1, 1911 - Dec. 26, 1915. Relative to various subjects. Filed chronologically. (Annually, official.) $8\frac{1}{2}$ x 11 loose sheets, 5 in., in 2 cardboard letter files in compartment of wooden filing cabinet. R. 304. (343)

197. LETTERS FROM THE ATTORNEY GENERAL, Jan. 1, 1910 - Dec. 31, 1915. Correspondence, instructions, rulings, and photostatic copies of letters and telegrams. Filed alphabetically. (Annually, official.) $8\frac{1}{2}$ x 11 loose

sheets, 5 in., in 2 cardboard letter files on wooden cabinet. R. 304. (331)

198. LETTERS FROM WASHINGTON TO U. S. ATTORNEY, MACON, Nov. 9, 1899 - June 3, 1912. General correspondence, telegrams, post cards, inheritance papers, receipts, deeds, abstracts of titles, notification of settlement of attorney's accounts, amount of salary of assistant attorney, and list of suspensions. Filed by departments. (Rarely, official.) 8 x 10 loose sheets, 8 in., in 3 cardboard files on floor. R. 304. (510)

199. LETTERS FROM DEPARTMENTS IN WASHINGTON, Oct. 15, 1912 - Feb. 1, 1915. Correspondence and telegrams on various subjects, such as applications for release on parole, petitions for naturalization, and claims for pensions by persons who have been in the Government service. Filed alphabetically, by departments. (Monthly, official.) 11 x 11 loose sheets, 5 in., in 2 letter cardboard files in and on wooden cabinet. R. 304. (367)

200. LETTERS RECEIVED, Feb. 16, 1915 - Jan. 1, 1916. Private correspondence received by the district attorney and assistant attorneys. Filed alphabetically. (Annually, official.) $8\frac{1}{2}$ x 11 loose sheets, 3 in., in cardboard letter file in wooden cabinet. R. 304. (370)

201. LETTERS TO DEPARTMENTS IN WASHINGTON, Oct. 1, 1908 - Dec. 21, 1915. Copies of correspondence; also telegrams to and from Washington. Filed alphabetically. (Monthly, official.) $8\frac{1}{2}$ x 11 loose sheets, 4 in., in compartment of wooden filing case. R. 304. (368)

202. CIRCULAR LETTERS, Oct. 1, 1908 - Dec. 22, 1915. Circulars from Washington, consisting of correspondence, charts giving names of states and judicial districts in which process agents have been appointed, etc. Filed numerically. (Annually, official.) 11 x 11 loose sheets, 3 in., in cardboard letter file in wooden cabinet. R. 304. (373)

203. STENOGRAPHERS' NOTEBOOKS, May 26, 1926 - June 27, 1934. Shorthand notes regarding cases of the district attorney, showing term of sentence and disposition in each case. (Rarely, official.) 4 x 8 covers, 2 ft., in drawer of steel filing case. R. 304. (366)

204. CARBON COPIES OF LETTERS, Jan. 1, 1924 - Dec. 31, 1925. Correspondence on various cases and miscellaneous matters. (Annually, official.) $8\frac{1}{2}$ x 11 loose sheets, 6 in., in compartment of wooden filing case. Scattered. R. 304. (372)

Albany Division

205. CIVIL DOCKET, ALBANY, Nov. 5, 1915 - June 30, 1928. Showing defendant, attorney, witnesses, dates and proceedings, and disposition in each case. Indexed. (Annually, official.) $11\frac{1}{2}$ x 15 vol., 2 in., in compartment of steel cabinet. R. 304. (335)

206. CRIMINAL DOCKETS, INACTIVE, ALBANY, Jan. 8, 1907 - June 30, 1928. Showing attorneys, defendant, nature of offense, witnesses, date, and proceedings in each case. Indexed; card index. (Annually, official.) $11\frac{1}{2}$ x 16 vols. (3), 5 in., in steel roller book rack. R. 304. (329)

207. CRIMINAL DOCKETS, INACTIVE, ALBANY, Oct. 2, 1926 - Apr. 22, 1935. Showing indictments, copies issued, stipulation to enter plea of guilty, order for nolle prosequi, sentence, fines, verdict, and imprisonment. Card index. (Monthly, official, public.) $10\frac{1}{2}$ x $11\frac{1}{2}$ loose-leaf books (2), 3 in., in wooden filing cabinet. R. 304. (320)

208. GRAND JURY DOCKET, ALBANY, June 22, 1920 - Oct. 6, 1930. Showing plaintiff, defendant, attorney and witnesses for the U. S., dates, remarks, indictments, and nature of offense charged. Indexed. (Monthly, official, public.) 11 x 16 vol., 1 in., in compartment of steel filing case. R. 304. (337)

Americus Division

209. CIVIL DOCKETS, AMERICUS, May 26, 1926 - Aug. 11, 1928. Showing witnesses, dates, proceedings of trial, disposition, attorneys, defendants, and information as to fines and sentence or dismissal. Indexed. (Annually, official.) $11\frac{1}{2}$ x 15 vol., 2 in., in compartment of steel roller filing case. R. 304. (334)

210. CRIMINAL DOCKET, AMERICUS, May 26, 1926 - May 28, 1935. Showing indictments, copies issued, stipulations to enter plea of guilty, order for nolle prosequi, sentence, fines, verdict, and imprisonment. Card index. (Annually, official, public.) $10\frac{1}{2}$ x $11\frac{1}{2}$ loose-leaf book, 2 in., on shelf in glass and wooden cabinet. R. 304. (324)

211. CRIMINAL DOCKET, AMERICUS, ~~Mar~~ 15, 1927 - June 20, 1928. Showing attorneys, defendant, nature of offense, witnesses, date, and proceedings. Indexed; card index. (Annually, official.) $11\frac{1}{2}$ x 16 vol., 1 in., on shelf of steel book rack. R. 304. (328)

Athens Division

212. CIVIL DOCKET, ATHENS, July 20, 1920 - June 8, 1928. Showing attorneys, defendants, cause for action, witnesses, date, proceedings, and disposition in each case. Indexed. (Annually, official.) $11\frac{1}{2}$ x 15 vol., 2 in., on shelf of steel book rack. R. 304. (342)

213. CRIMINAL DOCKETS, ATHENS, Apr. 21, 1903 - July 16, 1928. Showing attorneys' petitions, offense, witnesses, date, and proceedings in each case. Indexed. (Annually, official.) $11\frac{1}{2}$ x 16 vols. (2), 3 in., on roller shelf of steel book rack. R. 304. (326)

214. CRIMINAL DOCKETS, ATHENS, Nov. 4, 1926 - June 3, 1935. Showing plaintiff, defendant, cause for action, attorney, and proceedings in each case. Card index. (Monthly, official, public.) $10\frac{1}{2}$ x $11\frac{1}{2}$ loose-leaf books (2), 4 in., in wooden filing cabinet. R. 304. (322)

215. GRAND JURY DOCKET, ATHENS, Dec. 7, 1926 - Jan. 12, 1931. Showing plaintiff, defendant, witnesses for the U. S., dates, remarks, indictments, offense charged, true bills, and no bills. Indexed. (Monthly, official, public.) 11 x 16 vol., 1 in., on roller shelf in steel book rack. R. 304. (338)

Columbus Division

216. CIVIL DOCKET, COLUMBUS, Dec. 5, 1919 - June 27, 1928. Showing cause for action, attorneys, defendants, witnesses, date, proceedings, and disposition in each case. Indexed. (Annually, official.) $11\frac{1}{2}$ x 15 vol., 2 in., in steel book rack. R. 304. (340)

217. CRIMINAL DOCKET, COLUMBUS, Dec. 3, 1912 - June 3, 1926. Showing attorney's petitions, offense, witnesses, dates, and proceedings in each case. Indexed. (Annually, official.) 11 x 16 vol., 2 in., on roller shelf of steel book rack. R. 304. (323)

218. CRIMINAL DOCKETS, COLUMBUS, May 26, 1926 to date. Showing indictments, capias issued, stipulation to enter plea of guilty, order for nolle prosequi, sentences, fines, verdict, and imprisonments. Card index. (Weekly, official.) $10\frac{1}{2}$ x $11\frac{1}{2}$ loose-leaf books (3), 7 in., on shelf of wooden cabinet. R. 304. (325)

219. GRAND JURY DOCKETS, COLUMBUS AND AMERICUS, Mar. 15, 1927 - Mar. 3, 1931. Showing docket number of each case, defendant, offense, witness, remarks, etc. Index. (Monthly, official.) 11 x 16 vols. (2), 2 in., in steel bookcase. R. 304. (339)

Valdosta Division

220. CIVIL DOCKETS, VALDOSTA, Aug. 5, 1924 - Oct. 20, 1927. Showing witnesses, attorneys, date, proceedings, and disposition in each case. Indexed. (Annually, official.) $11\frac{1}{2}$ x 16 vol., 3 in., in compartment of steel book rack. R. 304. (332)

221. CRIMINAL DOCKETS, VALDOSTA, Dec. 11, 1926 - Apr. 25, 1935. Showing plaintiff, defendant, cause for action, attorney, proceedings, and disposition in each case. Entered numerically. Card index. (Monthly, official, public.) $10\frac{1}{2}$ x $11\frac{1}{2}$ loose-leaf books (2), 5 in., on shelf of wooden filing cabinet. R. 304. (321)

222. CRIMINAL DOCKETS, VALDOSTA, Dec. 13, 1905 - June 30, 1928. Showing attorneys, witnesses, offense, proceedings, and dates. Indexed. (Annually, official.) $11\frac{1}{2}$ x 16 vols. (3), 5 in., on shelf of book rack. R. 304. (327)

UNITED STATES MASHAL

Post Office Bldg., Mulberry and 3d Sts.

223. CIVIL DOCKETS, Aug. 8, 1926 to date. Showing issuance and execution of process, dates, address, nature of items, fees earned and expenses incurred and paid in service of process, general data on writs, date and by whom issued, dates returnable and received, date and manner of service, and monies received and disbursed. Entered numerically. Indexed. (Older records, semiannually; recent records, daily, official, public.) 15 x 17 vols. (4), 6 in., on roller shelves of steel book racks. Rs. 234 and 213. (280, 277)

224. CRIMINAL DOCKETS, May 26, 1926 - Nov. 13, 1931. Showing date of complaint, offense, general data, upon whom warrant is to be served, date, place, by whom and how served, nature of case, fee, and expenses of court in each case. Indexed. (Annually, official.) 15 x 17 vols. (12), 2 ft., on steel rack. R. 234. (284)
225. CRIMINAL DOCKETS, Nov. 13, 1931 to date. Record of warrants, showing date and by whom issued, when returnable, when received, and fees and expenses incurred in service of process. Indexed. (Daily, official.) 15 x 17 vols. (8), 1 ft. 6 in., on 8 roller shelves in steel bookcase. R. 213. (275)
226. LEAVE OF ABSENCE GRANTED, Dec. 12, 1930 - Oct. 13, 1932. Records of leaves of absence granted marshal's office employees with and without physician's certificate, showing inclusive dates, address while absent, and employee's signature. (Never.) $3\frac{1}{2}$ x 8 loose sheets, 2 in., in drawer of cabinet on steel filing case. R. 234. (283)
227. ORDERS TO PAY JURORS AND WITNESSES, INACTIVE, Aug. 8, 1926 - Feb. 27, 1927. Showing names, case, offense, date crime was committed, fines, and date and manner of discharge. (Rarely, official.) 9 x 14 bundles, 4 ft. 8 in., on 2 steel shelves. R. 234. (278)
228. ORDERS TO PAY JURORS AND WITNESS, ACTIVE, Apr. 20, 1931 - Sept. 25, 1935. Clerk's certificates showing date, jurors and witnesses, amount paid, and daily attendance of each. Filed chronologically. Index. (Daily, official.) $9\frac{1}{2}$ x 15 folders, 3 ft., in 2 drawers of steel filing case. R. 213. (276)
229. DEPUTIES' ACCOUNTS, Jan. 1, 1936 to date. Showing mileage, hotel bill, attendance of deputy, and date. Filed alphabetically, by deputies. (Daily, official.) $9\frac{1}{2}$ x 15 folders, 1 ft., in drawer of steel filing case. R. 213. (265)
230. MARSHAL'S LEDGER, May 26, 1926 to date. Showing date, item, reference to book and page, and amount. Indexed. (Daily, official.) 16 x 17 vols. (2), 4 in., on 2 roller shelves of steel book rack. R. 211. (273)
231. U. S. TRUST FUNDS DOCKETS, Sept. 7, 1926 to date. Showing date, check, warrant, and voucher numbers, from whom sums received, amounts of disbursements, and payees. (Daily, official.) 15 x $17\frac{1}{2}$ and 13 x 16 vols. (6), 10 in., on roller shelves in book rack and in compartment of steel bookcase. R. 212. (270, 268)
232. U. S. MARSHAL'S QUARTERLY ACCOUNTS, June 1, 1930 to date. Vouchers for fees and mileage of jurors and witnesses, duplicate vouchers, dates, schedules of disbursements, itemized travel, and other expenses. (Annually, official.) $8\frac{1}{2}$ x 9 bundles, 17 ft., on wooden shelf. R. 234. (281)
233. MARSHAL'S QUARTERLY ACCOUNTS, Jan. 1, 1935 to date. Vouchers for fees and mileage of jurors and witnesses, giving name and address, attendance, term of court, dates of attendance, mileage and per diem, signature of payee, check number, and date; vouchers for fees and expenses incurred by marshal and deputies in official travel, showing purpose of trip, itemized account of each, and names of prisoners; and pay rolls before commissioners,

showing appropriation charge, name and district of commissioner, witnesses and jurors, address, dates of attendance, per diem and mileage, total amount, payee's signature, check number, and certification of commissioner with amount of check. (Quarterly, official.) 7 x 8 $\frac{1}{2}$ and 9 x 14 covers, 3 ft. 6 in., on steel filing cabinet. R. 211. (279)

234. DEPUTIES' AND JAILER'S COMMITMENT AND RELEASE CARDS, Jan. 15, 1928 to date. Showing crime committed, age, sex, race, where born, and offense charged. Filed alphabetically. (Daily, official.) 3 $\frac{1}{2}$ x 5 cards, 2 ft. 6 in., in 6 drawers of wooden card cabinet. R. 213. (271)

235. FINGERPRINTS, Jan. 1, 1930 to date. Forms showing date, name or alias of person, number assigned, race, fingerprints, and signature of person fingerprinted. Filed numerically. (Daily, official.) 8 x 8 loose sheets, 4 ft., in 3 drawers of steel filing cabinet. R. 213. (266)

236. INDEXES TO FINGERPRINTS, Jan. 1, 1930 to date. Showing names, numbers, and addresses of persons whose fingerprints are on file. Arranged alphabetically. (Daily, official.) 3 $\frac{1}{2}$ x 5 cards, 4 ft. 6 in., in 4 drawers of wooden card cabinet. R. 213. (272)

237. MODIFICATION OF SENTENCES BY ORDER OF COURT, July 10, 1931 - Aug. 28, 1933. Correspondence, indictments, habeas corpus petitions, motion to remit penalty and rule nisi, scire facias, and warrants of removal. (Annually, official.) 8 $\frac{1}{2}$ x 11 loose sheets, 1 ft., in steel drawer on steel filing cabinet. R. 234. (282)

238. JAIL RECORDS, Jan. 1, 1928 to date. Cards showing name of district, prisoner, age, race, nationality, offense charged, and date of arrest. Filed alphabetically. (Daily, official.) 3 $\frac{1}{2}$ x 5 cards, 2 ft., in drawer of wooden card cabinet. R. 213. (269)

239. WARRANTS AND PAPERS TO BE SERVED, Jan. 1, 1936 to date. Showing plaintiff, defendant, crime charged, and date of issue; also correspondence and telegrams. Filed alphabetically. (Daily, official.) 9 $\frac{1}{2}$ x 15 folders, 7 in., in drawer of steel filing cabinet. R. 213. (267)

240. MISCELLANEOUS COURT RECORDS, Mar. 1, 1882 to date. Civil and criminal dockets, U. S. funds, fee and expense records, ledger, cash book, Government journal, order of referee, judge's absence, fee and emolument record, clerk's record of cash collections, U. S. commissioner's docket; reports, tabulations, and correspondence. Partly indexed. (Annually, official.) 10 $\frac{1}{2}$ x 16 vols. (123), 17 ft., on floor. Dirty, bindings broken. R. 403. (493)

241. MISCELLANEOUS CORRESPONDENCE OF F. L. RILEY, SPECIAL AGENT, Feb. 10, 1910 - Apr. 4, 1912. Letters to court officials and departments in Washington, vouchers for services, and reimbursement of travel expenses, receipts, daily reports of agent, memoranda, registry of circulars of inquiry, and copy of registry return receipts. (Rarely, official.) 8 x 10 loose sheets, 2 in., in pasteboard letter file on floor. R. 403. (497)

242. CORRESPONDENCE, Jan. 1, 1932 to date. Printed forms, letters, telegrams, bank balance statements with cancelled checks, circular letters, certificate for deposits, bids and acceptance, judiciary warrants, list

giving numbers of checks drawn, monthly report of receipts and disbursements, giving appropriation of fiscal year, balance for close of previous month, amount of warrants, requisitions for supplies, and judiciary and trust funds, statements of uncollected earnings, and suspension of disallowance. (Daily, official.) $9\frac{1}{2}$ x 15 folders, 1 ft. 6 in., in 2 drawers of steel filing case. R. 211. (274)

243. GENERAL CORRESPONDENCE RECEIVED BY U. S. MARSHAL, June 28, 1913 - Sept. 4, 1918. Letters, telegrams, receipts, reports of disbursements, and bills. Filed alphabetically. (Annually, official.) 8 x 10 loose sheets, 1 ft. 6 in., in 7 cardboard letter files on floor. R. 403. (486)

NEWMAN

DEPUTY UNITED STATES MARSHAL

Financial records are retained in the deputy marshal's office. All other records are sent to the United States marshal's office at Atlanta.

ROME

DEPUTY UNITED STATES MARSHAL

Post Office Bldg., E. First St. and Fourth Ave.

(not surveyed)

SAVANNAH

UNITED STATES ATTORNEY

Post Office and Courthouse Bldg., Bull St.

This office was established on July 12, 1926. No records have been destroyed. Records dated prior to the date of establishment of this office originated in Macon, where this office was formerly located.

244. LAW AND EQUITY CASES, n. d. Records of cases tried in Augusta, Dublin, Savannah, and Waycross. Filed and entered numerically. Books indexed. (Daily, confidential.) 9 x 15 folders and $10\frac{1}{2}$ x 12 loose-leaf books (16), 10 ft. 10 in., in wooden filing case. R. 307. (267)

245. CIVIL AND EQUITY CASES, CLOSED, n. d. Records of cases tried in Augusta, Dublin, Savannah, and Waycross. Filed and entered alphabetically. Books indexed. (Daily, confidential.) 9 x 15 folders and $10\frac{1}{2}$ x 12 loose-leaf books (12), 11 ft. 7 in., in wooden filing case. R. 307. (261)

246. COMPLAINT DOCKET, 1925 - 1928. Complaints filed by various Government departments and individuals. (Never.) 12 x 16 vols., 2 in., in wooden box. E. loft. (273)

247. CIVIL AND CRIMINAL DOCKETS, n. d. Of Augusta, Dublin, Savannah, and Waycross. Indexed. (Never.) 11 x 15 vols. (20), 3 ft. 4 in., in wooden box. E. loft. (274)

248. CRIMINAL CASES, PENDING AND CLOSED, n. d. At Augusta, Dublin, Savannah, and Waycross. Arranged and entered alphabetically. Books indexed. (Daily, confidential.) 9 x 15 folders and $10\frac{1}{2}$ x 11 $\frac{3}{4}$ loose-leaf books (16), 17 ft. 6 in., in wooden filing cases. R. 307. (260)

249. CRIMINAL AND CIVIL CASES, CLOSED, n. d. Confidential records of cases. (Never.) 9 x 13 bundles, 32 ft., on wooden shelf. E. loft. (266)

250. CLOSED CASES, n. d. Letters of complaint from various Government departments and individuals concerning law violations. Dockets form index. (Trimonthly, confidential.) 9 x 15 folders, 62 ft. 5 in., in 9 wooden filing cases. R. 307. (253)

251. COMPLAINTS, n. d. Complaints filed by individuals and various Government departments regarding violation of Federal laws. Index. (Daily, confidential.) 9 x 15 folders, 10 ft. 6 in., in wooden filing case. R. 307. (254)

252. GRAND JURY RECORDS, n. d. Records of cases in all divisions of the old Southern District. (Never.) 11 x 15 vols. (5), 5 in., in wooden box. E. loft. (269)

253. WITNESS BOOKS, 1919 - 1928. Showing names and addresses of witnesses subpoenaed in cases in divisions of the Southern District. Entered chronologically. (Never.) 9 x 13 vols. (5), 5 in.; in wooden box. E. loft. (275)

254. FEDERAL COURT CHARTS, 1926 - 1930. Nine charts relative to civil and criminal cases at Savannah to which the U. S. was a party; cases concern regulations of public utilities, commerce, foreign relations, prohibition, banking and liability insurance, etc. (Never.) 35 x 35 charts, $\frac{1}{4}$ in., on floor. E. loft. (316)

255. TRIAL BOOKS, 1923 - 1925. Of Augusta and Savannah. (Never.) 9 x 13 vols. (2), 3 in., in wooden box. E. loft. (268)

256. MISCELLANEOUS LETTERS AND MONTHLY REPORTS, n. d. Confidential correspondence and reports of deputy clerks. (Daily, official.) 9 x 15 folders, 1 ft. 5 in., in wooden filing case. R. 307. (264)

257. GENERAL SUBJECT FILE, n. d. Confidential correspondence. (Daily, official.) 9 x 15 folders, 1 ft. 4 in., in wooden filing case. R. 307. (262)

UNITED STATES MARSHAL
Post Office and Courthouse Bldg., Bull St.

The district was established on July 12, 1926. No records have been destroyed. Records dated prior to this date originated in the Macon office. Deputy marshals were stationed here then.

258. MARSHAL'S RECORDS, May 24, 1866 - Aug. 9, 1870. Daybook, ledger, and 3 dockets showing warrants served by marshal. (Never.) 9 x 15 vols. (5), 7 $\frac{1}{2}$ in., on floor. C loft. (529)

259. CIVIL DOCKETS, Oct. 8, 1909 to date. Showing defendant, nature of warrant, issuance and execution of process, fees earned, expenses incurred and paid in service of process, and monies received and disbursed. Entered chronologically. (Older records, never; recent records, daily, official.) 15 x 17 vols. (12), 2 ft. 3 in., in steel filing case and on floor in loft. R. 329 and U loft. (318)

260. CRIMINAL DOCKETS, Feb. 25, 1908 to date. Showing defendant, offense, issuance and execution of process, fees earned and expenses incurred and paid in service of process, amount of money received other than from the U. S., etc. Indexed. (Older records, never; recent records, daily, official.) 15 x 17 vols. (47), 7 ft. 10 in., on roller shelves of 2 steel filing cases and on floor. R. 329 and U loft. (319)

261. CASH BOOKS, Oct. 4, 1916 to date. Showing cash collections by marshal of other than judiciary account. (Daily, official.) 15 x 16 vols. (2), 4 in., in vault. R. 331. (375)

262. FUND BOOKS, June 17, 1918 to date. Showing marshal's cash transactions involving judiciary funds, appropriations for different items and fiscal years, and receipts and disbursements. (Older records, never; recent records, daily, official.) 15 x 16 $\frac{1}{2}$ vols. (8), 1 ft. 8 in., in vault and on floor. R. 331 and U loft. (374)

263. MARSHAL'S CASH MEMORANDUM, Feb. 1867 - Mar. 1868. Showing amounts received, from whom, amounts paid, and payees. (Never.) 4 x 14 vol., $\frac{1}{2}$ in., in wooden box. U loft. (382)

264. ACCOUNTS LEDGERS, July 11, 1912 - Sept. 1923; Jan. 6, 1931 to date. Showing debits and credits to individual accounts of judiciary appropriations, and collected earnings. (Older records, never; current records, daily, official.) 15 x 16 $\frac{1}{2}$ vols. (4), 10 in., on floor and in vault. U loft and R. 331. (386)

265. DEPUTIES' ACCOUNTS REPORTS, Dec. 1926 to date. Form 194, report on fees and expenses of marshal and office deputies while serving criminal process, showing defendant, offense, complainant, dates warrant issued, received, executed, and returned, itemized fees, memo of subpoena service, amount carried to abstract, date, itemized expenses, amount, remarks, and voucher, page, and marshal's docket numbers; Form 55, service of subpoena, showing deputy marshal and defendant, date of issue, clerk, itemized fees and expenses, miles traveled, expense in lieu of mileage, total charged to

account, etc.; Form 25, fees and expenses while serving civil process, showing marshal, plaintiff, defendant, cause of action, name and date of writ, clerk, dates returnable and received, itemized fees and expenses, amounts carried to abstract, remarks, and voucher, page, and docket numbers. (Never.) 9 x 15 envelopes and loose sheets, 3 ft. 4 in., on wooden shelves and floor of vault. R. 331 and U loft. (383)

266. STATEMENT OF UNCOLLECTED EARNINGS, Aug. 1913 to date. Form 72, quarterly report on uncollected earnings of marshal and office and field deputies from individuals and corporations. Filed chronologically. (Never.) $3\frac{1}{2}$ x $8\frac{1}{2}$ loose sheets, 9 in., in steel folded document holders. R. 331. (396)

267. CHECKING ACCOUNT STATEMENTS, Aug. 1913 to date. Statements of trust fund from local bank until June 1935; after June 1935 statements are on Treasury Form 5215. (Never.) 4 x 8 loose sheets, 4 ft. 3 in., in steel folded document holders. R. 329. (395)

268. CHECK STUBS, Aug. 1911 - June 1926; Jan. 1927 to date. Showing term of court, check number, date issued, payee, object, and amount of each check. Arranged chronologically. (Never.) 3 x $8\frac{1}{2}$ bundles and $4\frac{1}{2}$ x $8\frac{1}{2}$ loose sheets, 10 ft. 4 in., in steel folded document holders and 2 paste-board boxes. Rs. 329, 331, and U loft. (392)

269. DEPUTIES' BONDS, Dec. 6, 1921 to date. Bonds of present and former deputies. (Never.) 3 x 7 loose sheets, 6 in., in steel folded document holders. R. 331. (391)

270. REQUISITIONS AND TREASURY WARRANTS, Aug. 6, 1913 - Feb. 10, 1928. Requisition Form 1027 and Warrant Form 5254A pasted in gum-stub file books labeled "Letters of Advice and Receipt of Treasurer and Depositories." (Never.) 9 x 11 vols. (2), 6 in., on floor. U loft. (367)

271. SCRIPT OF WITNESSES AND JURORS, Nov. 1928 to date. Records of grand jurors and traverse juries of all divisions; also subpoenas of witnesses. Filed chronologically. (Quarterly, official.) 9 x 12 envelopes and 7 x 9 bundles and loose sheets, 3 ft. 10 in., in steel filing case and wooden box. R. 331 and U loft. (388)

272. CLAIMS, 1917 - 1926. Supplementary accounts of miscellaneous expenses of court. Filed alphabetically. (Never.) $11\frac{1}{2}$ x 12 loose sheets, 3 in., in wooden box. U loft. (397)

273. DIVISION QUARTERLY REPORTS, Oct. 1913 - Feb. 1914; Oct. 1924 to date. Form 1025, schedule of disbursements, showing salaries of persons paid through marshal's office, with attached certificate Form 791; also Form 3866. (Monthly, official.) $8\frac{1}{2}$ x 14 bundles and 9 x 14 gum-stub file book, 17 ft. 9 in., on floor and on steel shelves in vault. R. 331 and U loft. (385)

274. ADVERTISEMENTS, Oct. 1, 1866 - Oct. 1, 1867. Showing list of articles to be sold, date sold, purchaser, and amount paid. (Never.) 4 x 14 vol., $\frac{1}{2}$ in., in wooden box. U loft. (366)

275. MISCELLANEOUS MEMORANDA, Mar. 1883 - Sept. 1886; June 1915 - Oct. 1928; Sept. 15, 1930 to date. Copies of incoming and outgoing letters, interrogatories from and responses to requests from the department relative to accounts, statements of differences, suspension, and disallowances from general accounting office, reviews of settlements by Comptroller General, notices of appointments and changes in personnel, receipts on Form 71, duplicate statement of uncollected earnings on Form 72; and other official papers, notices, and reports. (Older records, never; current records, daily, official.) 9 x 11 bundle and 9 x 12 folders and gum-stub file books (11), 6 ft., on floor. Damaged by vermin and handling, dirty, bindings broken. U loft. (387)

276. RECEIPTS FOR GOVERNMENT PROPERTY, Dec. 1, 1935 to date. Receipts signed by marshal for property issued to deputies for performance of duties; receipt is destroyed when property is returned. (Never.) 4 x 8 bundle, 2 in., in steel folded document holder. R. 331. (398)

277. REPORT FOR RECEIPT OF WRIT, Aug. 14, 1913 - Jan. 25, 1922. Form 645. Entered chronologically. (Never.) 9 x 14 gum-stub file book, 4 in., in wooden box. Dirty, bindings broken. U loft. (393)

278. REGISTERS OF PRISONERS IN COUNTY JAIL, Oct. 3, 1918 to date. Showing prisoner and dates admitted and discharged; also attached sheet showing reduction of sentence for good behavior. Indexed. (Never.) $12\frac{1}{2}$ x 15 vols. (4), 6 in., on wooden shelf and on floor. R. 329 and U loft. (365)

279. JAIL COMMITMENT AND RELEASE CARDS, July 1927 to date. Form DC 41A, commitment card, giving history of prisoner; Form DC 41B, release card, showing disposition of case; Forms 450 and 510, jailer's cards, showing dates prisoners were admitted and discharged. Filed alphabetically. (Older records, never; current records, monthly, official.) 5 x 9 bundles and 3 x 5 cards, 12 ft. 6 in., in 4 wooden card cabinets and in pasteboard boxes. R. 329 and U loft. (390)

280. MARSHAL'S MISCELLANEOUS PAPERS, Mar. 1920 - June 1922. Check book stubs, miscellaneous court orders, and copies of mortgages, bonds, and deeds. (Never.) 9 x 10 bundle, 6 in., in wooden box. U loft. (384)

281. RECORD OF SALES, 1913 to date. Bills of advertisements, correspondence, and list of property sold at public auction for cash. (Never.) 3 x 8 loose sheets, 1 ft., in pasteboard box. R. 331. (400)

282. INQUIRIES FROM THE ATTORNEY GENERAL, Dec. 1925 to date. Correspondence from the Attorney General in regard to administrative fiscal disallowances and increases as shown in quarterly accounts. (Never.) 4 x 8 loose sheets, 1 ft. 6 in., in steel folded document holders. R. 331. (399)

VALDOSTA

DEPUTY UNITED STATES MARSHAL

All records of this office are sent to the United States marshal's office at Macon.

WAYCROSS

DEPUTY UNITED STATES MARSHAL

(not surveyed)

FEDERAL BUREAU OF INVESTIGATION

ALASKA

FIELD OFFICE

Building 2000, 57 Perseus St., SE.

This office was established on May 8, 1938, for the state of Alaska. No records have been destroyed.

See 4157-20000, May 8, 1938, for date. Criminal cases under investigation at this office and cases already investigated by the FBI. Filed separately and numbered under 4157-20000. (Daily, approximately, 1938-1940) 1940-1941, 1942-1943, 1944-1945, 1946-1947, 1948-1949, 1950-1951, 1952-1953, 1954-1955, 1956-1957, 1958-1959, 1960-1961, 1962-1963, 1964-1965, 1966-1967, 1968-1969, 1970-1971, 1972-1973, 1974-1975, 1976-1977, 1978-1979, 1980-1981, 1982-1983, 1984-1985, 1986-1987, 1988-1989, 1990-1991, 1992-1993, 1994-1995, 1996-1997, 1998-1999, 2000-2001, 2002-2003, 2004-2005, 2006-2007, 2008-2009, 2010-2011, 2012-2013, 2014-2015, 2016-2017, 2018-2019, 2020-2021, 2022-2023, 2024-2025, 2026-2027, 2028-2029, 2030-2031, 2032-2033, 2034-2035, 2036-2037, 2038-2039, 2040-2041, 2042-2043, 2044-2045, 2046-2047, 2048-2049, 2050-2051, 2052-2053, 2054-2055, 2056-2057, 2058-2059, 2060-2061, 2062-2063, 2064-2065, 2066-2067, 2068-2069, 2070-2071, 2072-2073, 2074-2075, 2076-2077, 2078-2079, 2080-2081, 2082-2083, 2084-2085, 2086-2087, 2088-2089, 2090-2091, 2092-2093, 2094-2095, 2096-2097, 2098-2099, 2100-2101, 2102-2103, 2104-2105, 2106-2107, 2108-2109, 2110-2111, 2112-2113, 2114-2115, 2116-2117, 2118-2119, 2120-2121, 2122-2123, 2124-2125, 2126-2127, 2128-2129, 2130-2131, 2132-2133, 2134-2135, 2136-2137, 2138-2139, 2140-2141, 2142-2143, 2144-2145, 2146-2147, 2148-2149, 2150-2151, 2152-2153, 2154-2155, 2156-2157, 2158-2159, 2160-2161, 2162-2163, 2164-2165, 2166-2167, 2168-2169, 2170-2171, 2172-2173, 2174-2175, 2176-2177, 2178-2179, 2180-2181, 2182-2183, 2184-2185, 2186-2187, 2188-2189, 2190-2191, 2192-2193, 2194-2195, 2196-2197, 2198-2199, 2200-2201, 2202-2203, 2204-2205, 2206-2207, 2208-2209, 2210-2211, 2212-2213, 2214-2215, 2216-2217, 2218-2219, 2220-2221, 2222-2223, 2224-2225, 2226-2227, 2228-2229, 2230-2231, 2232-2233, 2234-2235, 2236-2237, 2238-2239, 2240-2241, 2242-2243, 2244-2245, 2246-2247, 2248-2249, 2250-2251, 2252-2253, 2254-2255, 2256-2257, 2258-2259, 2260-2261, 2262-2263, 2264-2265, 2266-2267, 2268-2269, 2270-2271, 2272-2273, 2274-2275, 2276-2277, 2278-2279, 2280-2281, 2282-2283, 2284-2285, 2286-2287, 2288-2289, 2290-2291, 2292-2293, 2294-2295, 2296-2297, 2298-2299, 2300-2301, 2302-2303, 2304-2305, 2306-2307, 2308-2309, 2310-2311, 2312-2313, 2314-2315, 2316-2317, 2318-2319, 2320-2321, 2322-2323, 2324-2325, 2326-2327, 2328-2329, 2330-2331, 2332-2333, 2334-2335, 2336-2337, 2338-2339, 2340-2341, 2342-2343, 2344-2345, 2346-2347, 2348-2349, 2350-2351, 2352-2353, 2354-2355, 2356-2357, 2358-2359, 2360-2361, 2362-2363, 2364-2365, 2366-2367, 2368-2369, 2370-2371, 2372-2373, 2374-2375, 2376-2377, 2378-2379, 2380-2381, 2382-2383, 2384-2385, 2386-2387, 2388-2389, 2390-2391, 2392-2393, 2394-2395, 2396-2397, 2398-2399, 2400-2401, 2402-2403, 2404-2405, 2406-2407, 2408-2409, 2410-2411, 2412-2413, 2414-2415, 2416-2417, 2418-2419, 2420-2421, 2422-2423, 2424-2425, 2426-2427, 2428-2429, 2430-2431, 2432-2433, 2434-2435, 2436-2437, 2438-2439, 2440-2441, 2442-2443, 2444-2445, 2446-2447, 2448-2449, 2450-2451, 2452-2453, 2454-2455, 2456-2457, 2458-2459, 2460-2461, 2462-2463, 2464-2465, 2466-2467, 2468-2469, 2470-2471, 2472-2473, 2474-2475, 2476-2477, 2478-2479, 2480-2481, 2482-2483, 2484-2485, 2486-2487, 2488-2489, 2490-2491, 2492-2493, 2494-2495, 2496-2497, 2498-2499, 2500-2501, 2502-2503, 2504-2505, 2506-2507, 2508-2509, 2510-2511, 2512-2513, 2514-2515, 2516-2517, 2518-2519, 2520-2521, 2522-2523, 2524-2525, 2526-2527, 2528-2529, 2530-2531, 2532-2533, 2534-2535, 2536-2537, 2538-2539, 2540-2541, 2542-2543, 2544-2545, 2546-2547, 2548-2549, 2550-2551, 2552-2553, 2554-2555, 2556-2557, 2558-2559, 2560-2561, 2562-2563, 2564-2565, 2566-2567, 2568-2569, 2570-2571, 2572-2573, 2574-2575, 2576-2577, 2578-2579, 2580-2581, 2582-2583, 2584-2585, 2586-2587, 2588-2589, 2590-2591, 2592-2593, 2594-2595, 2596-2597, 2598-2599, 2600-2601, 2602-2603, 2604-2605, 2606-2607, 2608-2609, 2610-2611, 2612-2613, 2614-2615, 2616-2617, 2618-2619, 2620-2621, 2622-2623, 2624-2625, 2626-2627, 2628-2629, 2630-2631, 2632-2633, 2634-2635, 2636-2637, 2638-2639, 2640-2641, 2642-2643, 2644-2645, 2646-2647, 2648-2649, 2650-2651, 2652-2653, 2654-2655, 2656-2657, 2658-2659, 2660-2661, 2662-2663, 2664-2665, 2666-2667, 2668-2669, 2670-2671, 2672-2673, 2674-2675, 2676-2677, 2678-2679, 2680-2681, 2682-2683, 2684-2685, 2686-2687, 2688-2689, 2690-2691, 2692-2693, 2694-2695, 2696-2697, 2698-2699, 2700-2701, 2702-2703, 2704-2705, 2706-2707, 2708-2709, 2710-2711, 2712-2713, 2714-2715, 2716-2717, 2718-2719, 2720-2721, 2722-2723, 2724-2725, 2726-2727, 2728-2729, 2730-2731, 2732-2733, 2734-2735, 2736-2737, 2738-2739, 2740-2741, 2742-2743, 2744-2745, 2746-2747, 2748-2749, 2750-2751, 2752-2753, 2754-2755, 2756-2757, 2758-2759, 2760-2761, 2762-2763, 2764-2765, 2766-2767, 2768-2769, 2770-2771, 2772-2773, 2774-2775, 2776-2777, 2778-2779, 2780-2781, 2782-2783, 2784-2785, 2786-2787, 2788-2789, 2790-2791, 2792-2793, 2794-2795, 2796-2797, 2798-2799, 2800-2801, 2802-2803, 2804-2805, 2806-2807, 2808-2809, 2810-2811, 2812-2813, 2814-2815, 2816-2817, 2818-2819, 2820-2821, 2822-2823, 2824-2825, 2826-2827, 2828-2829, 2830-2831, 2832-2833, 2834-2835, 2836-2837, 2838-2839, 2840-2841, 2842-2843, 2844-2845, 2846-2847, 2848-2849, 2850-2851, 2852-2853, 2854-2855, 2856-2857, 2858-2859, 2860-2861, 2862-2863, 2864-2865, 2866-2867, 2868-2869, 2870-2871, 2872-2873, 2874-2875, 2876-2877, 2878-2879, 2880-2881, 2882-2883, 2884-2885, 2886-2887, 2888-2889, 2890-2891, 2892-2893, 2894-2895, 2896-2897, 2898-2899, 2900-2901, 2902-2903, 2904-2905, 2906-2907, 2908-2909, 2910-2911, 2912-2913, 2914-2915, 2916-2917, 2918-2919, 2920-2921, 2922-2923, 2924-2925, 2926-2927, 2928-2929, 2930-2931, 2932-2933, 2934-2935, 2936-2937, 2938-2939, 2940-2941, 2942-2943, 2944-2945, 2946-2947, 2948-2949, 2950-2951, 2952-2953, 2954-2955, 2956-2957, 2958-2959, 2960-2961, 2962-2963, 2964-2965, 2966-2967, 2968-2969, 2970-2971, 2972-2973, 2974-2975, 2976-2977, 2978-2979, 2980-2981, 2982-2983, 2984-2985, 2986-2987, 2988-2989, 2990-2991, 2992-2993, 2994-2995, 2996-2997, 2998-2999, 3000-3001, 3002-3003, 3004-3005, 3006-3007, 3008-3009, 3010-3011, 3012-3013, 3014-3015, 3016-3017, 3018-3019, 3020-3021, 3022-3023, 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3206-3207, 3208-3209, 3210-3211, 3212-3213, 3214-3215, 3216-3217, 3218-3219, 3220-3221, 3222-3223, 3224-3225, 3226-3227, 3228-3229, 3230-3231, 3232-3233, 3234-3235, 3236-3237, 3238-3239, 3240-3241, 3242-3243, 3244-3245, 3246-3247, 3248-3249, 3250-3251, 3252-3253, 3254-3255, 3256-3257, 3258-3259, 3260-3261, 3262-3263, 3264-3265, 3266-3267, 3268-3269, 3270-3271, 3272-3273, 3274-3275, 3276-3277, 3278-3279, 3280-3281, 3282-3283, 3284-3285, 3286-3287, 3288-3289, 3290-3291, 3292-3293, 3294-3295, 3296-3297, 3298-3299, 3300-3301, 3302-3303, 3304-3305, 3306-3307, 3308-3309, 3310-3311, 3312-3313, 3314-3315, 3316-3317, 3318-3319, 3320-3321, 3322-3323, 3324-3325, 3326-3327, 3328-3329, 3330-3331, 3332-3333, 3334-3335, 3336-3337, 3338-3339, 3340-3341, 3342-3343, 3344-3345, 3346-3347, 3348-3349, 3350-3351, 3352-3353, 3354-3355, 3356-3357, 3358-3359, 3360-3361, 3362-3363, 3364-3365, 3366-3367, 3368-3369, 3370-3371, 3372-3373, 3374-3375, 3376-3377, 3378-3379, 3380-3381, 3382-3383, 3384-3385, 3386-3387, 3388-3389, 3390-3391, 3392-3393, 3394-3395, 3396-3397, 3398-3399, 3400-3401, 3402-3403, 3404-3405, 3406-3407, 3408-3409, 3410-3411, 3412-3413, 3414-3415, 3416-3417, 3418-3419, 3420-3421, 3422-3423, 3424-3425, 3426-3427, 3428-3429, 3430-3431, 3432-3433, 3434-3435, 3436-3437, 3438-3439, 3440-3441, 3442-3443, 3444-3445, 3446-3447, 3448-3449, 3450-3451, 3452-3453, 3454-3455, 3456-3457, 3458-3459, 3460-3461, 3462-3463, 3464-3465, 3466-3467, 3468-3469, 3470-3471, 3472-3473, 3474-3475, 3476-3477, 3478-3479, 3480-3481, 3482-3483, 3484-3485, 3486-3487, 3488-3489, 3490-3491, 3492-3493, 3494-3495, 3496-3497, 3498-3499, 3500-3501, 3502-3503, 3504-3505, 3506-3507, 3508-3509, 3510-3511, 3512-3513, 3514-3515, 3516-3517, 3518-3519, 3520-3521, 3522-3523, 3524-3525, 3526-3527, 3528-3529, 3530-3531, 3532-3533, 3534-3535, 3536-3537, 3538-3539, 3540-3541, 3542-3543, 3544-3545, 3546-3547, 3548-3549, 3550-3551, 3552-3553, 3554-3555, 3556-3557, 3558-3559, 3560-3561, 3562-3563, 3564-3565, 3566-3567, 3568-3569, 3570-3571, 3572-3573, 3574-3575, 3576-3577, 3578-3579, 3580-3581, 3582-3583, 3584-3585, 3586-3587, 3588-3589, 3590-3591, 3592-3593, 3594-3595, 3596-3597, 3598-3599, 3600-3601, 3602-3603, 3604-3605, 3606-3607, 3608-3609, 3610-3611, 3612-3613, 3614-3615, 3616-3617, 3618-3619, 3620-3621, 3622-3623, 3624-3625, 3626-3627, 3628-3629, 3630-3631, 3632-3633, 3634-3635, 3636-3637, 3638-3639, 3640-3641, 3642-3643, 3644-3645, 3646-3647, 3648-3649, 3650-3651, 3652-3653, 3654-3655, 3656-3657, 3658-3659, 3660-3661, 3662-3663, 3664-3665, 3666-3667, 3668-3669, 3670-3671, 3672-3673, 3674-3675, 3676-3677, 3678-3679, 3680-3681, 3682-3683, 3684-3685, 3686-3687, 3688-3689, 3690-3691, 3692-3693, 3694-3695, 3696-3697, 3698-3699, 3700-3701, 3702-3703, 3704-3705, 3706-3707, 3708-3709, 3710-3711, 3712-3713, 3714-3715, 3716-3717, 3718-3719, 3720-3721, 3722-3723, 3724-3725, 3726-3727, 3728-3729, 3730-3731, 3732-3733, 3734-3735, 3736-3737, 3738-3739, 3740-3741, 3742-3743, 3744-3745, 3746-3747, 3748-3749, 3750-3751, 3752-3753, 3754-3755, 3756-3757, 3758-3759, 3760-3761, 3762-3763, 3764-3765, 3766-3767, 3768-3769, 3770-3771, 3772-3773, 3774-3775, 3776-3777, 3778-3779, 3780-3781, 3782-3783, 3784-3785, 3786-3787, 3788-3789, 3790-3791, 3792-3793, 3794-3795, 3796-3797, 3798-3799, 3800-3801, 3802-3803, 3804-3805, 3806-3807, 3808-3809, 3810-3811, 3812-3813, 3814-3815, 3816-3817, 3818-3819, 3820-3821, 3822-3823, 3824-3825, 3826-3827, 3828-3829, 3830-3831, 3832-3833, 3834-3835, 3836-3837, 3838-3839, 3840-3841, 3842-3843, 3844-3845, 3846-3847, 3848-3849, 3850-3851, 3852-3853, 3854-3855, 3856-3857, 3858-3859, 3860-3861, 3862-3863, 3864-3865, 3866-3867, 3868-3869, 3870-3871, 3872-3873, 3874-3875, 3876-3877, 3878-3879, 3880-3881, 3882-3883, 3884-3885, 3886-3887, 3888-3889, 3890-3891, 3892-3893, 3894-3895, 3896-3897, 3898-3899, 3900-3901, 3902-3903, 3904-3905, 3906-3907, 3908-3909, 3910-3911, 3912-3913, 3914-3915, 3916-3917, 3918-3919, 3920-3921, 3922-3923, 3924-3925, 3926-3927, 3928-3929, 3930-3931, 3932-3933, 3934-3935, 3936-3937, 3938-3939, 3940-3941, 3942-3943, 3944-3945, 3946-3947, 3948-3949, 3950-3951, 3952-3953, 3954-3955, 3956-3957, 3958-3959, 3960-3961, 3962-3963, 3964-3965, 3966-3967, 3968-3969, 3970-3971, 3972-3973, 3974-3975, 3976-3977, 3978-3979, 3980-3981, 3982-3983, 3984-3985, 3986-3987, 3988-3989, 3990-3991, 3992-3993, 3994-3995, 3996-3997, 3998-3999, 4000-4001, 4002-4003, 4004-4005, 4006-4007, 4008-4009, 4010-4011, 4012-4013, 4014-4015, 4016-4017, 4018-4019, 4020-4021, 4022-4023, 4024-4025, 4026-4027, 4028-4029, 4030-4031, 4032-4033, 4034-4035, 4036-4037, 4038-4039, 4040-4041, 4042-4043, 4044-4045, 4046-4047, 4048-4049, 4050-4051, 4052-4053, 4054-4055, 4056-4057, 4058-4059, 4060-4061, 4062-4063, 4064-4065, 4066-4067, 4068-4069, 4070-4071, 4072-4073, 4074-4075, 4076-4077, 4078-4079, 4080-4081, 4082-4083, 4084-4085, 4086-4087, 4088-4089, 4090-4091, 4092-4093, 4094-4095, 4096-4097, 4098-4099, 4100-4101, 4102-4103, 4104-4105, 4106-4107, 4108-4109, 4110-4111, 4112-4113, 4114-4115, 4116-4117, 4118-4119, 4120-4121, 4122-4123, 4124-4125, 4126-4127, 4128-4129, 4130-4

FEDERAL BUREAU OF INVESTIGATIONATLANTA

FIELD OFFICE

Healey Bldg., 57 Forsyth St., NE.

This office was established on May 2, 1935, for the state of Georgia. No records have been destroyed.

283. CASE RECORDS, May 2, 1935 to date. Criminal cases under investigation and cases already investigated by the FBI. Filed numerically. 3 x 5 card index, 20 ft. (Daily, confidential.) $9\frac{1}{2}$ x 14 $\frac{3}{4}$ folders, 84 ft., in 48 drawers of 12 steel filing cases. R. 501. (3631, 3630)

BUREAU OF PRISONS

BUREAU OF PRISONS

ATLANTA

UNITED STATES PENITENTIARY

- (A) Administration Bldg., McDonough Road
- (B) Barn, Farm 1, McDonough Road
- (C) A and B Cell Bldg., McDonough Road
- (D) C and D Cell Bldg., McDonough Road
- (E) D Cell House Bldg., McDonough Road
- (F) Commissary Bldg., McDonough Road
- (G) Dining Room and Kitchen Bldg., McDonough Road
- (H) General Mechanic Office Bldg., McDonough Road
- (I) General Stores Bldg., McDonough Road
- (J) Hospital Bldg., McDonough Road
- (K) Federal Industries Warehouse, McDonough Road
- (L) New Industries Bldg., McDonough Road
- (M) Industries Weave Shed, McDonough Road
- (N) Isolation Bldg., McDonough Road
- (O) Laundry Bldg., McDonough Road
- (P) Power House, McDonough Road
- (Q) Dormitory Bldg., RFD 1, Decatur, Ga.
- (R) Feed Barn, RFD L, Decatur, Ga.
- (S) Potato House, RFD 1, Decatur, Ga.

This prison was established about 1901. No records have been destroyed. Original records are sent to Washington. Records of Farm 2, at Decatur, Ga., are sent to the chief clerk of the penitentiary at Atlanta.

284. GENERAL HOSPITAL RECORDS, Jan. 4, 1906 to date. Treasury Form 1946B, family and personal history of inmate, showing occupation, habits, last tropical service and port, diseases, injuries, venereal disease, name and register number of patient, and signature of surgeon; Form 1946C, history of present disease, showing chief complaint, probable cause, date and mode of onset of disease, date and cause of injury, evolution and course to admission, subjective symptoms, name and register number of patient, and signature of surgeon; Form 1946D, objective symptoms, showing physical examination, date, hour, signature of surgeon, and name and register number of patient; Form 1946F, graphic chart, showing temperature, pulse, date of disease, and name and register number of patient; Form 1946G, ward surgeon's progress and treatment record, listing date, diet, treatment, daily notes, name and register number of patient; Form 1946K, operative record, listing diagnosis, condition of patient, medication, findings, description of operation, signature of surgeon, and name and register number of patient; Form 1946L, weight chart, showing date, normal, admission, and discharge weights, height, and name and register number of patient; Form 1946P, dental examination and treatment recommended, showing diagnosis, treatment recommended, remarks, signature of dental officer, and name and register number of patient. (Daily, official.) $9\frac{1}{2} \times 11 \frac{3}{4}$

folders, 60 ft., in 31 drawers of 7 steel filing cases. Office of asst. administrative officer (Bldg. J). (5082)

285. GENERAL HOSPITAL RECORDS, Mar. 8, 1908 - July 1, 1925. Showing date, inmate's number, name, race, age, date of admission, and prison occupation, diagnosis, dates treatment commenced and terminated, diet, results, and remarks. Entered numerically. (Never.) $9\frac{1}{2}$ x 12 vols. (20), 3 ft., on floor. X-ray storeroom, attic (Bldg. J). (5230)

286. SUMMARY OF HOSPITAL, Jan. 5, 1908 - July 1, 1925. Records showing names and number of inmates, occupation, register number, sick calls AM and PM, total number reporting, numbers admitted, remaining in hospital, returned to duty, and admitted each day, and total in hospital. Entered numerically. (Never.) $9\frac{1}{2}$ x 12 vols. (12), 2 ft., on floor. X-ray storeroom, attic (Bldg. J). (5229)

287. SUMMARY OF SICK CALL REPORTS, July 1, 1914 - Dec. 31, 1918. Showing date, total calls made in cell blocks, name, number, total calls made in hospital for hospitalization, and total calls made each day in hospital and cell blocks. Entered numerically. (Never.) 9 x 14 vols. (2), 1 ft., on floor. X-ray storeroom, attic (Bldg. J). (5231)

288. GENERAL HOSPITAL RECORDS, Apr. 7, 1915 to date. Discharged inmates' medical histories, showing medical treatment while in prison and inmate's number and name. Filed numerically. (Daily, official.) $4\frac{1}{2}$ x 9 folders and 9 x 12 envelopes, 450 ft., in 215 steel transfer cases. Inactive record room (Bldg. J). (5086)

289. DENTAL CLINIC RECORDS, Aug. 3, 1917 - Dec. 31, 1919. Showing dental work performed in clinic, inmate's register number, clinic admission number and date, name of dental operator, type of treatment given, and cash value of work and material. Entered chronologically. (Never.) $9\frac{3}{4}$ x 13 vol., 1 in., on floor. X-ray storeroom, attic (Bldg. J). (5233)

290. DEATH RECORDS, July 24, 1927 - June 16, 1928. Showing inmate's name, number, age, race, date and time of death, autopsy, and diagnosis. Entered numerically. (Never.) 12 x 14 vol., 2 in., on wooden table. Inactive record room (Bldg. J). (5160)

291. INMATE'S HOSPITAL RECORDS, July 1, 1927 - July 5, 1928. Showing inmate's name, number, hospital number, age, race, prison occupation, date of admission, date of discharge from hospital, diagnosis, and results. Entered numerically. (Never.) 10 x 14 vols. (2), 1 ft., on wooden table. Inactive record room (Bldg. J). (5158)

292. X-RAY EXAMINATIONS, July 14, 1927 - July 1, 1928. Records showing inmate's number, name, by whom paid, dates ordered and received, serial number of X-ray pictures, and name of medical officer in charge. Entered numerically. (Never.) $9\frac{1}{2}$ x 12 vol., 2 in., on wooden table. Inactive record room (Bldg. J). (5159)

293. GENERAL RECORDS OF HOSPITAL, July 1, 1927 - June 30, 1931. Showing number of sick calls, numbers admitted to hospital, returned to duty

and discharged from hospital, medications, mercury, bismuth, Wasserman, patients idle, and number of TB cases. Entered numerically. (Never.) 10 x 14 vol., 1 in., on wooden table. Inactive record room (Bldg. J). (5156)

294. STOREHOUSE REQUISITIONS, Jan. 1, 1928 to date. USPA Accounting Form 11, showing date, number, location, department to which delivered, account and stock numbers, quantities wanted and furnished, articles, unit, unit price, total amount, and signature of requisitioning officer. Entered numerically. (Older records, never; recent records, daily, official.) 6 x 9 vols. (10), 1 ft. 10 in., in drawer of steel filing case, on desk, and on floor. X-ray storeroom, attic, Inactive record room, and Steward's office in hospital kitchen (Bldg. J). (5228, 5113, 5163)

295. DIET RECORDS, June 2, 1929 - Jan. 1, 1930. Showing light diet, light diet with milk, A-diet in dining room (TB), A-diet diabetic diet, and 5 and 10 diet. Entered numerically. (Never.) 10 x 13½ vol., 1 in., on wooden table. Inactive record room (Bldg. J). (5154)

296. RECORD OF DRUG ADDICTS, July 6, 1930 - Jan. 11, 1933. Showing date addict was admitted, number, age, time used, drug used, how contracted, race, and admitted and present weights. Filed chronologically. (Never.) 9 x 13 loose papers, 6 in., in drawer of steel filing case. Inactive record room (Bldg. J). (5149)

297. PREPAID VOUCHERS, Oct. 1, 1930 - June 30, 1933. Standard Form 1034, public voucher for purchases and services other than personal, showing voucher, contract, check, requisition, and payee's account numbers, department, bureau or establishment, appropriation, payee, date, expenditure symbol, articles or services, quantity, unit price, amount, notations, totals, accounting classification, amount approved, and signature of payee. Filed numerically. (Never.) 9 x 12 folders, 7 ft., in 4 drawers of steel filing case. Inactive record room (Bldg. J). (5084)

298. DENTAL RECORDS, Oct. 10, 1930 - Jan. 1, 1934. Treasury Form 1946R, giving name and number of inmate, age, former occupation, condition of lower and upper teeth, cavities, teeth to be X-rayed, date, and previous care of teeth. Filed alphabetically. (Never.) 6 x 7 cards, 1 ft., in 2 drawers of wooden card cabinet. Inactive record room (Bldg. J). (5150)

299. MISCELLANEOUS FILES, Dec. 30, 1930 - May 25, 1935. Potential encumbrances, letters to surgeon and assistant, provision of supplies, Government bills of lading, purchase orders, requisitions, property invoices, and vouchers prepaid. Filed alphabetically. (Never.) 9 x 12 folders, 2 ft., in drawer of steel filing case. Inactive record room (Bldg. J). (5088)

300. PSYCHOLOGICAL EXAMINATIONS, May 1, 1930 to date. USPA Form PHS 14, examinations and IQ tests of prison inmates, personality estimates, and occupational and other classification of prisoners; and Treasury Form 9501-1, psychologist's record, showing inmate's name, age, number, occupation, education, offense, sentence, test scores, and date. Filed numerically. (Daily, official.) 9½ x 11 ¾ folders, 40 ft., in 21 drawers of 5 steel filing cases. Psychology file room (Bldg. J). (5210)

301. PSYCHOLOGICAL RECORDS, May 20, 1930 to date. Treasury Form 9501-1, record of psychological tests, showing inmate's name, age, number, occupation, education, offense, sentence, test scores, and date. Filed numerically. (Daily, official.) 3 x 5 cards, 8 ft., in 8 drawers of wooden card cabinet. Asst. psychologist's office (Bldg. J). (5232)

302. GENERAL CORRESPONDENCE, Sept. 1, 1930 to date. With Bureau of Public Health Service, and interoffice memoranda pertaining to hospital operation and maintenance. Filed numerically. (Daily, official.) $9\frac{1}{2}$ x $11\frac{3}{4}$ folders, 1 ft. 6 in., in drawer of steel filing case. Asst. administrator's office (Bldg. J). (5119)

303. HOSPITAL ADMINISTRATIVE FILE, Sept. 1, 1930 to date. Correspondence, bureau orders, parole board reports, reports on special laboratory work, staff personnel, transfer records of inmates, copies of death certificates with attached papers, and memoranda to deputy warden relating to examinations and hospitalization of inmates. Filed numerically. (Daily, official.) $9\frac{1}{2}$ x $11\frac{3}{4}$ folders and envelopes, 32 ft., in 18 drawers of 6 steel filing cases. Asst. administrator's office (Bldg. J). (5120)

304. OUT-PATIENT SICK CALL RECORDS, May 9 - Nov. 1, 1931. USPA Form 9501i, showing date, location, diagnosis, inmate's number and name, treatment, disposition, number of treatments, and time temperature was taken. Filed numerically. (Never.) 10 x 15 loose sheets, 2 ft. 6 in., in 2 drawers of steel filing cases. Inactive record room (Bldg. J). (5115)

305. STOCK CARD RECORDS, July 1, 1931 - Jan. 1, 1933. Showing date, location, article, notations, unit, price, quantities received and issued, and balance on hand. Filed numerically. (Never.) $5\frac{1}{2}$ x $8\frac{1}{2}$ cards, 1 ft. 6 in., in drawer of steel filing case. Inactive record room (Bldg. J). (5187)

306. HOSPITAL NOTES, July 1, 1931 - June 30, 1933. Showing number and name of inmate, diagnosis, race, age, nativity, dates admitted and discharged, and hospital days. Filed alphabetically. (Never.) 9 x 12 folders, 2 ft., in drawer of steel filing case. Inactive record room (Bldg. J). (5105)

307. STOREHOUSE ISSUES, Aug. 3, 1931 - Dec. 15, 1933. Records showing location, number, name of department to which goods were delivered, account number, quantity furnished, articles, unit price, amount, and signature of storekeeper. Entered numerically. (Never.) 5 x 8 vols. (20), 1 ft., in drawer of steel filing case. Inactive record room (Bldg. J). (5153)

308. PERSONNEL RECORDS, INACTIVE, July 1, 1931 to date. Correspondence, applications, and papers pertaining to prison hospital medical staff personnel who have been transferred to other hospitals or have left the Public Health Service. Filed numerically. (Never.) $9\frac{1}{2}$ x $11\frac{3}{4}$ folders, 6 in., in drawer of steel filing case. Asst. administrator's office (Bldg. J). (5118)

309. DENTAL CLINIC RECORDS, Feb. 1, 1931 to date. USPA Form PHS-2, showing inmate's number, offense, extractions for upper and lower plates, and all treatments and operations. Filed numerically. (Daily, official.) 5 x 8 cards, 6 in., in drawer of steel card cabinet. Dental clinic (Bldg. J). (5148)

310. INMATES' NUMBER RECORD, May 1, 1931 to date. Showing name and prison number of each inmate. Filed alphabetically. (Daily, official.) $2\frac{1}{4}$ x 8 cards, 7 ft. 6 in., on revolving metal file stand. Asst. administrator's office (Bldg. J). (5121)

311. HOSPITAL REPORTS, July 1, 1931 to date. USPA Form 274, monthly report to Surgeon General and Director of Prisons on activities of prison hospital, daily reports to deputy warden on doctor's periodical checks of inmates in isolation, and daily reports to deputy warden of hospital activities summary. Filed chronologically. (Daily, official.) $9\frac{1}{2}$ x $12\frac{1}{2}$ envelopes, 3 ft., in 2 drawers of steel filing case. Asst. administrator's office (Bldg. J). (5117)

312. PAY ROLL FOR PERSONAL SERVICES, AND FISCAL CARDS, July 1, 1931 to date. Standard Forms 1012a and 1013d, pay roll for personal services, showing page number, department or establishment, bureau, division or office, location, period covered, name, grade, designation and total salary rate, gross amount earned, retirement and other deductions, net amount paid, memorandum, and remarks; reverse side shows voucher and disbursing officer's numbers, department or establishment, bureau, division, or office, location, appropriation, by whom paid, verification of account with signature or initials of official, amount, notation, memorandum, amount approved, and signature and title of official. Filed and entered chronologically. (Monthly, official.) 8 x $10\frac{1}{2}$ cards and 9 x $11\frac{1}{2}$ loose-leaf books (2), 6 in., in steel safe. Asst. administrator's office (Bldg. J). (5144)

313. GENITO-URINARY REPORT, July 1 - Nov. 25, 1932. Showing inmate's number, name, date admitted to genito-urinary unit, diet put on, prescription given, and signature of doctor making examination. Entered numerically. (Never.) $9\frac{1}{2}$ x 14 vol., 1 in., on wooden table. Office of chief medical officer (Bldg. J). (5205)

314. MISCELLANEOUS RECORDS, July 1, 1932 - June 30, 1933. Showing sick calls, daily report to warden, surgical department, hospital reports, and inmates' passes to hospital. Filed numerically. (Never.) 9 x 12 folders, 2 ft., in drawer of steel filing case. Inactive record room (Bldg. J). (5107)

315. HOSPITAL CHARTS, Jan. 1, 1932 - Dec. 31, 1933. In-patient medical records, showing inmate's name and number, diagnosis number, disease, date condition, and other clinical findings. Filed numerically. (Never.) 5 x 8 cards, 1 ft. 6 in., in drawer of steel card cabinet. Out-patient office (Bldg. J). (5112)

316. DAILY WARD DIET REPORTS, May 1, 1932 - Mar. 6, 1934. Showing date, ward number, number of patients in ward, and kind of diet. (Never.) $9\frac{1}{2}$ x $10\frac{1}{2}$ loose papers, 2 ft., in drawer of steel filing case. Inactive record room (Bldg. J). (5116)

317. ANNUAL HEALTH EXAMINATIONS, Jan. 1, 1932 to date. USPA Miscellaneous Form 66, record of annual health examinations of hospital civilian personnel, showing anatomic measurements and detailed medical examination. Filed alphabetically. (Monthly, official.) 8 x 10 envelopes, 1 ft., in drawer of steel filing case. Office of chief medical officer (Bldg. J). (5208)

318. PRIMARY AND SECONDARY PHYSICAL EXAMINATIONS, Jan. 1, 1932 to date. Treasury Form 950le, medical record primary diagnosis card, showing name, date, inmate's number, diagnosis number, disease or condition, whether remediable, and action taken; reverse side shows instructions. Filed numerically. (Daily, official.) 3 x 5 cards, 28 ft. 6 in., in 19 drawers of 3 steel card cabinets. Out-patient office (Bldg. J). (5091)

319. MEDICAL RECORDS, Jan. 1, 1932 to date. Treasury Form 950lf, showing date, inmate's number, name, race, weight, blood pressure, general vitality, notes pertaining to case, time of admission, and date of discharge from hospital. Filed numerically. (Daily, official.) $9\frac{1}{2}$ x 12 folders, 4 ft., in 2 drawers of steel filing case. Office of chief medical officer. (Bldg. J). (5183)

320. ANTILUETIC TREATMENTS, Jan. 5, 1932 to date. Treasury Forms 9500a, 9500b, and 9500c, listing name and number of inmate, spinal fluid, arsphenamines, bismuth and mercury treatments, complications of treatments, and results. Filed chronologically. (Daily, official.) 8 x 10 cards, 6 in., in 2 drawers of steel filing case. GU clinic, 2d floor (Bldg. J). (5192)

321. X-RAY RECORD BOOKS, May 5, 1932 to date. Showing inmate's number, name, region, signature of doctor making X-ray, position of person X-rayed, film number, and date. Entered numerically. (Daily, official.) 8 x 14 vols. (3), 6 in., on wooden desk. X-ray room (Bldg. J). (5184)

322. DENTAL CLINIC CHARTS, July 1, 1932 to date. Treasury Form 1996a, showing dental diagnosis for each inmate, including X-rays, operations, materials used, and general oral condition. Filed numerically. (Daily, official.) 9 x 12 folders, 2 ft., in 2 drawers of steel filing case. Dental clinic (Bldg. J). (5145)

323. DRUG ISSUE BOOKS, Aug. 12, 1932 to date. USPA Accounting Form 1, showing date, inmate's number, and number of medicine issued to patients not confined to hospital. Entered chronologically. (Daily, official.) Various sized vols. (5), 1 ft., on steel locker and on steel desk. Drug room (Bldg. J). (5110)

324. MONTHLY REPORT ON NARCOTICS, July 1, 1933 - Apr. 4, 1934. Showing date, person in charge, amounts on hand first day of month, used during month, per patient, and on hand at end of month. (Never.) 9 x 12 folders, 1 ft., in drawer of steel filing case. Inactive record room (Bldg. J). (5087)

325. ABSENCE WITHOUT PAY, July 1, 1933 - June 30, 1934. Records showing employee's name, date and day of month absent, salary, reason for absence, date returned, and day duties started. Filed alphabetically. (Never.) 9 x 12 folders, 1 ft., in drawer of steel filing case. Inactive record room (Bldg. J). (5108)

326. REQUISITION FOR SUPPLIES AND EQUIPMENT, July 1, 1933 - June 30, 1934. Treasury Form 1905, showing requisition number, date, amount, and number on hand, amount ordered, unit, articles, catalogue number, price, date and conditions when received, and signature of surgeon in charge. (Never.) 9 x 12 folders, 1 ft. 6 in., in drawer of steel filing case. Inactive record room (Bldg. J). (5085)

327. GUARD REPORTS, Oct. 10, 1933 - July 1, 1934. Showing date, AM and PM register numbers, cell and ward numbers, time, whether ambulance or stretcher assisted, and signature of guard. Filed numerically. (Never.) 8 x 10 loose sheets, 1 ft. 6 in., in drawer of steel filing case. Inactive record room (Bldg. J). (5106)

328. BIN OR STOCK CARDS, Jan. 1, 1933 to date. USPA Accounting Form 85, showing bin number, articles, stock number, unit, size, date, and quantities received, issued, and total on hand. (Weekly, official.) 4 x 6 $\frac{1}{2}$ and 5 x 8 $\frac{1}{2}$ cards, 2 ft. 6 in., in wooden card tray on steel desk and in wooden counter compartment. Drug room (Bldg. J). (5104)

329. LOCATION BOOKS, Jan. 1, 1933 to date. Showing inmate's number, name, location, cell and cell block numbers, and date of discharge. Entered numerically. (Older records, never; recent records, daily, official.) 9 x 14 and 9 $\frac{1}{2}$ x 11 $\frac{1}{2}$ loose-leaf books (3), 4 in., in drawer of steel filing case and on steel desk. Inactive record room and Asst. administrator's office (Bldg. J). (5114)

330. PSYCHOLOGIST'S TESTS, Mar. 15, 1933 to date. Register showing prisoner's register number, date, race, offense, mental test, intelligence quotient, date of release, and psychological classification. Entered numerically. (Daily, official.) 9 x 12 vol., 2 in., on wooden table. Psychologist group test room (Bldg. J). (5209)

331. NEURO PSYCHIATRIC EXAMINATIONS, May 16, 1933 to date. USPA Form USPH 16, showing routine physical examination, past family and personal history, personality statement, criminal record, neuro and mental tests, personality estimates, and summary. Filed numerically. (Daily, official.) 9 $\frac{1}{2}$ x 11 3/4 folders, 2 ft., in 2 drawers of steel filing case. Psychiatrist's office (Bldg. J). (5212)

332. BLOOD TESTS, July 1, 1933 to date. Showing name and number, date, time test was taken, and condition and diet of patient. Entered chronologically. (Daily, official.) 13 x 18 vol., 1 in., on wooden table. GU clinic, 2d floor (Bldg. J). (5188)

333. DIET CARDS, Dec. 31, 1934 - May 25, 1935. USPA Form PHD 43, showing name and number of inmate, number of days on diet, kind of diet, ticket for diet, date issued, expiration date, and signature of chief medical officer. Filed numerically. (Never.) 3 $\frac{1}{2}$ x 5 cards, 1 ft., in drawer of steel filing case. Inactive record room (Bldg. J). (5089)

334. NARCOTIC RECORD, Apr. 18, 1934 to date. Showing narcotics administered to inmate patients, date, hour, patient's number and name, kind of narcotic, size and number of tablets, amount used, reason for dose, and signatures of nurse and doctor. Entered chronologically. (Daily, official.) 11 $\frac{1}{2}$ x 18 vol., 1 in., in steel safe. Asst. administrator's office (Bldg. J). (5141)

335. MISCELLANEOUS FILE, July 1, 1934 to date. Miscellaneous correspondence, personnel and pay roll information, memoranda that accompanied bureau circulars, monthly reports, and correspondence with various supply stations. (Daily, official.) 9 x 12 folders, 2 ft., in 2 drawers of steel filing case and drawer of steel desk. Out-patient office (Bldg. J). (5103)

336. PREPARED VOUCHERS, July 1, 1934 to date. Standard Form 1034a, public voucher for purchases and services other than personal, showing department, appropriation, address of consignee, number and date of order, date of delivery, articles, quantity, unit price, amount, total, notations, check number, articles or services, DO voucher number, and signature of payee. Filed numerically. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in 2 drawers of steel filing case and drawer of steel desk. Out-patient office (Bldg. J). (5111)

337. SCRAP GOLD RETURNS, July 17, 1934 to date. Record of scrap gold removed from inmates' teeth and returned to some relative, showing inmate's number, gold article, weight, date, and signature of chief clerk, serving as a receipt from the dental clinic. Filed chronologically. (Daily, official.) 8 x 10 loose sheets, 1 in., in steel safe. Dental clinic office (Bldg. J). (5201)

338. OUT-PATIENT CARDS, Jan. 1, 1935 to date. Cards for patients not confined to hospital, showing name, number, date, diagnosis, disposition, and treatment received. Filed numerically. (Daily, official.) 5 x 8 cards, 4 ft. 6 in., in 4 wooden card trays on wooden stand. Out-patient office (Bldg. J). (5092)

339. OUT-PATIENT X-RAY CARDS, Jan. 1, 1935 to date. Treasury Form 1946J, listing inmate, number, date, disposition, treatment, record of X-ray pictures exposed, ward, findings, age, class, and signature of Roentgenologist. Filed numerically. (Daily, official.) 5 x 8 cards, 6 in., in drawer of steel card cabinet. X-ray room (Bldg. J). (5190)

340. PATIENTS IN WARDS A, B, C, AND E, AND GENITO-URINARY CHARTS, Jan. 1, 1935 to date. Treasury Form 1946B, family and personal history, showing patient's occupation, habits, last tropical service and port, diseases, injuries, venereal disease, name and register number of patient, and signature of surgeon; Treasury Form 1946C, history of present disease, showing chief complaint, probable cause, date and mode of onset of disease, date and cause of injury, evolution and course to admission, subjective symptoms, name and register number of patient, and signature of surgeon; Treasury Form 1946D, objective symptoms, showing physical examination, date, hour, signature of surgeon, and name and register number of patient; Treasury Form 1946F, graphic chart, showing temperature, pulse, date of disease, and name and register number of patient; Treasury Form 1946G, ward surgeon's progress and treatment record, listing date, diet, treatment, daily notes, and name and register number of patient; Treasury Form 1946I, examination of urine, showing stomach contents, feces, sputum, blood, and miscellaneous examination, date, signature of pathologist, name, register number, and ward of patient; Treasury Form 1946J, radiographic report, listing ward, date, X-ray information, impressions, findings, number, size, and disposition, signature of Roentgenologist, name, age, class, and register number of patient; Treasury Form 1946K, operative record, giving diagnosis, condition of patient, medication, findings, description of operation, signature of surgeon, and name and register number of patient; Treasury Form 1946L, weight chart, giving date, normal, admission, and discharge weights, height, and name and register number of patient; Treasury Form 9501, in-patient medical record, showing date and hour admitted to hospital, date of expected discharge, ward assigned, name, register number, source of present hospital admission, condition on admission to hospital, reason for admission,

marital status, race, sex, age, religion, number of children, former occupation, cell location, disposition, number of days in hospital, and signatures of admitting officer and surgeon; and Treasury Forms 1946A, E, H, O, and Q and 9501a, b, and f. Filed numerically. (Daily, official.) $9\frac{1}{2}$ x $11\frac{1}{2}$ folders and 9 x 12 charts, 5 ft. 7 in., in drawer of steel filing case and on racks on steel desks. Chief nurse's office, corridor, and Surgical ward A, chart room, 2d floor; and chart rooms, wards B and C (Bldg. J). (5177-79, 5155, 5189)

341. OPTHALMOLOGIST RECORDS, Apr. 8, 1935 to date. USPA Form PHS 20, listing inmate's number, age, name, date, primary and dilated test visions, ophthalmometer and retinescope findings, fundamental examination, and notes. Filed numerically. (Daily, official.) 5 x 7 cards, 4 ft., in drawer of steel filing case. Eye, ear, nose, and throat department (Bldg. J). (5161)

342. DRUG ORDERS, July 1, 1935 to date. Treasury Form 1902e, orders from various wards in the hospital and prison Farm 2 for medicine to be given patients in hospital or on farm. Filed chronologically. (Daily, official.) 2 x 4 rolls, 2 ft., in wooden counter compartment. Drug room (Bldg. J). (5109)

343. SUNDAY AND HOLIDAY SICK LINE SCHEDULES, Jan. 11, 1936 to date. Showing date, inmate's number and name, name of physician on duty, time on and off, and number of inmates in each unit hospitalized. Filed numerically. (Daily, official.) 8 x 10 loose sheets, 1 ft., on 2 steel wall files. Office of chief medical officer. (Bldg. J). (5206)

344. WASSERMAN AND SPINAL TESTS, Jan. 26, 1936 to date. Treasury Form 1946, register of final reactions of Wasserman and spinal tests on completion of laboratory examination of specimens. Arranged numerically. (Daily, official.) $8\frac{1}{2}$ x 14 vol., 1 in., on table. Asst. administrator's office (Bldg. J). (5180)

345. OFFICER'S NIGHT BOOK, Mar. 2, 1936 to date. Showing new admissions, disease or minor ailment, prescribed treatment, etc. Entered chronologically. (Daily, official.) $8\frac{3}{4}$ x 14 vol., 1 in., on steel desk. Asst. administrator's office (Bldg. J). (5083)

346. CHIEF NURSE'S NIGHT ORDER BOOKS, June 1, 1936 to date. Showing reports of normal or abnormal conditions, medicine given patients by attendants on doctor's orders, other brief notes on patients, and conditions during the night. Entered chronologically. (Daily, official.) 9 x 12 and 12 x 16 vols. (2), 4 in., on steel desk. Chief nurse's office, 2d floor (Bldg. J). (5181)

347. SHOP ORDERS, June 10, 1936 to date. Memoranda on needed repairs to equipment in kitchen, orders for dish mops and drainage racks, etc. Filed chronologically. (Daily, official.) $3\frac{1}{2}$ x 8 loose sheets, 1 in., on wall binder clip. Steward's office, hospital kitchen (Bldg. J). (5146)

348. HOSPITAL FISCAL FILE, July 1, 1936 to date. Standard Form 1013d, pay roll for personal services, showing page number, department or establishment, bureau, division, or office, location, period covered, name, grade, designation, and total salary rate, gross amount earned, deductions, net amount paid, memorandum, and remarks; reverse side shows voucher and DO

symbol numbers, department or establishment, bureau, division, or office, location, appropriation, by whom paid, verification of account with signature or initials of official, amount, notation, memorandum, amount approved, and signature and title of official; Treasury Form 1, letter of transmittal, listing deposit number, depositor, date sent, title, depository, place, amount, and signature of depositor; Treasury Form 1905, requisition for supplies and equipment, PHS and D of S register numbers, station, street, city, state, articles on hand and required, unit, total price, date, approval, and name of surgeon; Treasury Forms 1948, 1948A, 1917A, 1917B, and 1892E; Standard Form 1013c and Departmental Stock Forms 2242 and 2243; and personnel reports, letters from Surgeon General, and time sheets of medical staff. Filed alphabetically. (Daily, official.) $9\frac{1}{2}$ x $11\frac{3}{4}$ folders, 2 ft., in drawer of steel desk. Asst. administrator's office (Bldg. J). (5140)

349. MEMORANDA, July 25, 1936 to date. Orders from assistant warden pertaining to transfer of inmates to kitchen duty, and copies of memorandum orders for hospital groceries to be sent to kitchen by inmates. Filed chronologically. (Daily, official.) Various sized loose sheets, 3 in., on hook file on wall. Steward's office, hospital kitchen (Bldg. J). (5147)

350. HOSPITAL PERSONNEL, Sept. 1, 1936 to date. Index to inmates assigned to hospital detail, showing number, name, date of assignment, and work assigned. Filed numerically. (Daily, official.) 3 x 5 cards, 1 in., in drawer of wooden card cabinet. Asst. administrator's office (Bldg. J). (5211)

351. OPERATION RECORD BOOK, Nov. 1, 1936 to date. Showing inmate's number, name, sentence, and condition, and physician's recommendations. Entered numerically. (Daily, official.) $9\frac{1}{2}$ x $14\frac{1}{2}$ vol., 2 in., on wooden table. Office of chief medical officer (Bldg. J). (5204)

352. KITCHEN DETAILS, Nov. 15, 1936 to date. Records showing date, inmate's name, number, detail, department from which transferred, and total number of inmates on duty at each count. Filed numerically. (Daily, official.) 8 x 10 cards, 2 in., on wooden wall file. Steward's office, hospital kitchen (Bldg. J). (5186)

353. DAILY HOSPITAL ACTIVITIES, Jan. 1, 1937 to date. Records showing inmates' number, name, total men examined daily, hospitalized, and returned to work, total doctors on duty for the day, and signature of chief medical officer. Filed numerically. (Daily, official.) 9 x 10 loose sheets, 2 in., on steel wall file. Office of chief medical officer (Bldg. J). (5200)

354. DAILY HOSPITAL PASSES, Jan. 1, 1937 to date. USPA Form PHS 28, showing date pass was issued, inmate's number, name, hour and date patient is wanted, date pass expires, and signature of physician on duty. Filed numerically. (Daily, official.) 3 x $4\frac{1}{2}$ loose sheets, 2 in., in drawer of wooden table. Office of chief medical officer (Bldg. J). (5202)

355. HOSPITAL DIET REPORTS, Jan. 1, 1937 to date. USPA Form PHS 6 showing number of diets for each meal, number of meals daily, class of diet, and inmate's number. Filed chronologically. (Daily, official.) 8 x 13 loose sheets, 1 in., on wooden clip-board. Steward's office, hospital kitchen (Bldg. J). (5152)

356. HOSPITAL MONTHLY DISCHARGES, Jan. 1, 1937 to date. Showing inmate's number, name, date of discharge, days good time, maximum terms, fine, if any, and how discharged. Filed numerically. (Daily, official.) 8 x 14 loose sheets, 2 in., in drawer of wooden table. Office of chief medical officer (Bldg. J). (5203)
357. HOSPITAL REQUEST CALLS, Jan. 1, 1937 to date. Showing date, inmate's number, name, unit for which call is made, number of men called, and signature of doctor on duty. Filed numerically. (Daily, official.) 4 x 8 loose sheets, 2 in., on steel spindle file. Office of chief medical officer (Bldg. J). (5182)
358. ISSUED REQUEST SLIPS, Jan. 1, 1937 to date. Requests for hospital kitchen clothing, showing request number, date, inmate's number, name, articles requested, and signature of requesting officer. Filed numerically. (Daily, official.) 4 x 8 loose sheets, 1 in., on steel wall file. Steward's office, hospital kitchen (Bldg. J). (5185)
359. HOSPITAL MENUS, Jan. 2, 1937 to date. Diabetic, general, and low protein menus, listing food for each meal and amount for each patient. Filed numerically. (Daily, official.) 8 x 11 loose sheets, 2 in., on steel wall file on desk. Steward's office, hospital kitchen (Bldg. J). (5162)
360. PATIENTS' RECORD, Jan. 17, 1937 to date. Showing date of admission to hospital, register number, name of medical officer admitting, and ward to which assigned. Entered chronologically. (Daily, official.) 3 x 5 cards and 9 x 12 vol., 3 in., in drawer of wooden card cabinet and on table. Asst. administrator's office (Bldg. J). (5143)
361. CROSS INDEX LIBRARY CARDS, n. d. Showing name of author, title of book, subject, and location of each book. Arranged alphabetically. (Daily, official.) 3 x 5 cards, 1 ft., in 2 drawers of steel card cabinet. Library (Bldg. J). (5207)
362. DISABILITY BOOK, n. d. Showing inmate's number, whether able to do manual, clerical, or sedentary work, whether permanently disabled or temporarily off, nature of disability, and signature of doctor on duty. Entered numerically. (Never.) 10 x 14 vol., 2 in., on wooden table. Inactive record room (Bldg. J). (5157)
363. PATIENTS AND PERSONNEL ROSTER, n. d. Showing location of each inmate patient and inmates working in hospital, name, number, department where employed, and cell location; and record of civilian employees, showing name, address, and telephone number. Filed numerically and alphabetically. (Daily, official.) 2 x 5½ cards, 3 in., in rotary card file. Corridor, 1st floor (Bldg. J). (5191)
364. PAROLE FOLDERS AND PAROLE RECORDS, Feb. 1, 1902 - June 30, 1932. Records of parole board meetings and of action taken in each case heard by the parole board. Filed chronologically. (Never.) 9 x 12 folders, 20 ft., in 2 wooden boxes. Vault, 2d floor (Bldg. A). (4181)
365. MINUTES OF MEETINGS OF PAROLE BOARD, Jan. 1, 1918 - May 1, 1930. Record of parole board meetings, showing inmate's number, name, sentence,

date eligible, whether parole was granted, and whether inmate is wanted for any other offense. (Never.) 8 x 10 $\frac{1}{2}$ and 8 x 12 loose-leaf books, 3 ft., on shelf of wooden stand. Vault, 3d floor (Bldg. A). (4144)

366. APPROVAL NOTICES REGARDING REQUISITIONS FOR FUNDS, Nov. 19, 1901 - Jan. 16, 1912. Stating that amount requested has been placed to the wardens' credit; and copies of requisitions for funds. Filed chronologically. (Never.) 4 x 9 loose sheets, 6 in., in drawer of steel filing case. Agent cashier's office (Bldg. A). (4009)

367. CHAPLAIN'S RECORD BOOKS, Jan. 30, 1901 - Oct. 8, 1931. Showing inmate's religious affiliation or preference, name, number, and dates received at prison and discharged. Entered numerically. (Never.) 9 x 12 vols. (3), 6 in., on wooden shelf. Catholic chaplain's office (Bldg. D). (5352)

368. COMMITMENT AND CONDUCT RECORDS, Jan. 30, 1901 to date. Showing commitments to prison and violations of prison discipline, prisoner's number, name, crime, sentence, fine, full time and short time expiration, eligible parole date, previous criminal history, description of violation of discipline, and punitive action taken. Filed numerically. (Daily, official.) 8 $\frac{3}{4}$ x 13 $\frac{1}{2}$ covers and 8 $\frac{1}{2}$ x 12 $\frac{1}{2}$ loose sheets, 2 ft. 6 in., on 16 shelves of wooden stand. Office of clerk of deputy warden (Bldg. N). (5308)

369. PRISONERS' CLOTHING, Jan. 1 - Dec. 31, 1902. Record of clothing issued upon prisoner's admission, showing name and number of prisoner, assigned article of clothing, date issued, whether new or old, and date exchanged. Entered numerically. (Never.) 12 x 16 vol., 2 in., on shelf of wooden wall stand. Dirty. Fan room, basement (Bldg. E). (4958)

370. PUNISHMENT RECORD, Feb. 7 - Dec. 8, 1902. Showing inmate's number, name, where working, by whom reported, offense, disposition of case, remarks, and orders. Entered numerically. (Never.) 8 $\frac{1}{2}$ x 12 vol., 6 in., on shelf of wooden stand. Vault, 3d floor (Bldg. A). (4151)

371. OFFICERS' EXPENSE BOOK FOR TAILOR SHOP, Feb. 1, 1902 - Dec. 31, 1904. Showing officer, date, repairs to uniforms, material used, amount charged to officer, date, and amount paid. Entered alphabetically. (Never.) 8 $\frac{1}{2}$ x 10 $\frac{1}{2}$ vol., 1 in., on shelf of wooden stand. Vault, 3d floor (Bldg. A). (4139)

372. CONVICTS' RECORDS, Feb. 7, 1902 - Jan. 7, 1905. Showing inmate's number, name, date received at prison, crime committed, length of sentence, date commenced, where tried, color, date discharged with parole conditions, and remarks. Entered numerically. (Never.) Various sized vols. (5), 1 ft. 6 in., on shelf of wooden stand. Vault, 2d floor (Bldg. A). (4174)

373. ANTHROPOMETRIC MEASUREMENTS, Jan. 30, 1902 - Aug. 30, 1907. Record of Bertillon measurements of prisoners made upon admission, with photographs and complete specifications. Entered numerically. (Semiannually, official.) 9 x 12 vol., 2 in., on shelf of wooden stand. Vault, 2d floor (Bldg. A). (4194)

374. VISITORS' REGISTERS, Jan. 1, 1902 - July 27, 1903; Jan. 1, 1905 - Dec. 31, 1908. Showing date, name, and residence of visitor, person visited, relationship, and remarks. Entered numerically. (Never.) 12 x 16 and $8\frac{1}{2}$ x 11 vols. (2), 3 in., on shelves of 2 wooden stands. Dirty. Fan room, basement, and vault, 2d floor (Bldgs. E and A). (4953, 4196)

375. IDENTIFICATION CIRCULARS, Jan. 30, 1902 - Apr. 15, 1913. Circulars issued by the Dept. of Justice giving photographs and descriptions of persons who have committed a crime or escaped prison and stating conditions of reward for capture. Entered alphabetically. (Never.) 12 x 18 vols. (7), 2 ft., on shelf of wooden stand. Vault, 2d floor (Bldg. A). (4175)

376. PRISONERS' CLOTHING ISSUED AND DESTROYED, Jan. 1, 1902 - July 1, 1914. Records showing inmate's number, name, date, amount of clothing issued, and date destroyed. Entered numerically. (Never.) $5\frac{1}{2}$ x 12 vols. (25), 4 ft. 6 in., on shelf of wooden stand. Dirty. Fan room, basement (Bldg. E). (4955)

377. INVENTORY OF CLOTHING IN STOCK, July 1, 1902 - Oct. 1, 1917. Listing linens, toilet articles, chinaware, kitchenware, and provisions. Entered numerically. (Never.) Various sized vols. (28), 2 ft. 6 in., on shelf of wooden stand. Dirty. Fan room, basement (Bldg. E). (4961)

378. INMATES' TIME BOOKS, Feb. 2, 1902 - Apr. 1, 1919. Showing inmate's number, number of days worked per week, time off and reason, and holidays and Sundays as off days. Entered numerically. (Annually, official.) $8\frac{1}{2}$ x 14 vols. (18), 2 ft. 6 in., on shelf of wooden stand. Vault, 3d floor (Bldg. A). (4147)

379. RECAPITULATION OF SUPPLIES, Feb. 7, 1902 - Feb. 2, 1923. Records showing date, amounts on hand, purchased, consumed, and lost, and balance. Entered numerically. (Never.) $8\frac{1}{2}$ x 13 vols. (28), 4 ft. 6 in., on shelf of wooden stand. Vault, 3d floor (Bldg. A). (4158)

380. AUTHORITY FOR PURCHASE AND MAINTENANCE, July 1, 1902 - June 30, 1927. Letters of authority from Dept. of Justice to warden for purchase of miscellaneous supplies, for construction work where it is deemed unnecessary to enter into formal contract, and for incidental expenditures and travel expense on official business. Filed chronologically. (Never.) 4 x $8\frac{1}{2}$ envelopes, 7 ft. 6 in., in 9 drawers of stool filing case. Agent cashier's office (Bldg. A). (4004)

381. RECEIPTS OF PRISONERS, Jan. 30, 1902 - May 12, 1929. Record of receipt of each prisoner at the penitentiary, showing signature of deputy warden, number assigned, name, and date and hour prisoner was admitted. Entered numerically. (Monthly, official.) $11\frac{1}{2}$ x 16 vols. (4), 1 ft., on shelf of wooden stand. Vault, 2d floor (Bldg. A). (4197)

382. REGISTER OF PRISONERS, Feb. 7, 1902 - Dec. 30, 1930. Showing inmate's name, number, race, age, date received, district from which received, crime, sentence, expiration of full and short terms, and date discharged. Entered numerically. (Never.) Various sized vols. (4), 8 in., on shelf of wooden stand. Vault, 3d floor (Bldg. A). (4131)

383. DEPUTY WARDEN'S PUNISHMENT RECORD, Nov. 1, 1902 - June 30, 1932. Showing daily infractions of prison discipline, guard on duty, and punishment imposed. Entered numerically. (Annually, official.) Various sized vols. (28), 6 ft. 6 in., on shelf of wooden stand. Vault, 2d floor mezzanine (Bldg. A). (4167)

384. DISCHARGES AND PAROLES, Jan. 1, 1902 to date. USPA Form JAG 123, brief record of inmates, showing dates of discharges and paroles. Filed numerically. (Daily, official.) 4 x 6 $\frac{3}{4}$ cards, 5 ft., in drawer of wooden card cabinet and on 2 shelves of stationery cabinet. Catholic chaplain's office (Bldg. D). (5355)

385. FINGERPRINT SPECIFICATIONS, Jan. 30, 1902 to date. Records of fingerprint impressions made of prisoners upon admission, including chart showing name and number of prisoner, photographic impressions of fingers, other identification marks such as scars and marks, photograph of full face and profile, and personal history. Filed alphabetically and numerically. (Daily, official.) $5\frac{1}{2}$ x 6 and 8 x 8 cards, 84 ft., in 42 drawers of 7 wooden and steel filing cases. Record room (Bldg. A). (3843)

386. INMATES' RECORD CARDS, Feb. 1, 1902 to date. USPA Form 123, giving brief personal history of each inmate and a summary of social and religious interviews. Filed numerically. (Daily, official.) 4 x 7 cards, 4 ft., in 4 card drawers on wooden table. Protestant chaplain's office, 2d floor (Bldg. D). (5413)

387. COMMITMENT RECORDS, Feb. 7, 1902 to date. USPA Form LRC 11, records of inmate's relatives, transcripts of Federal Bureau of Investigation reports, and most recently reported data supplemental to previous data in inmate's history, with photograph of prisoner. Filed numerically. (Daily, official.) $4\frac{1}{2}$ x $10\frac{1}{2}$ envelopes, 24 ft. 6 in., in 24 wooden folded document holders. Office of clerk to deputy warden (Bldg. N). (5305)

388. PRISONERS' RECORDS, Feb. 7, 1902 to date. Showing prisoner's registration number, name, residence, color, race, and place of conviction, crime committed, date of sentence, committed time, dates of full and short time expiration, discharge parole expiration date, family data, criminal history, court committals, other legal papers, and correspondence. (Daily, official.) 4 x $10\frac{1}{2}$ and 9 x 12 folders, 852 ft., in 397 drawers of 59 steel and wooden filing cases and on wooden shelf. Record room, 2d floor, and record vault, 3d floor (Bldg. A). (3868)

389. PRISONERS' RECORDS, Feb. 7, 1902 to date. Individual summary record of each prisoner now serving sentence. (Daily, confidential.) 5 x 8 cards, 130 ft., in 66 drawers of 3 steel filing cases. Office of warden's secretary (Bldg. A). (4091)

390. CONDUCT RECORDS, Mar. 1, 1902 to date. Daily record of personal conduct of prisoners from time of admission to prison. Filed numerically. (Daily, confidential.) 10 x 14 pockets (39), 6 ft., in 3 drawers of steel filing case. Record room (Bldg. A). (3848)

391. LOCATION BOOKS, Mar. 7, 1902 to date. Showing name of inmate, number, location of cell, cell and block numbers, and work assignment.

Entered numerically and alphabetically. (Daily, official.) $10\frac{1}{2}$ x $11\frac{1}{2}$ and 15 x 17 loose-leaf books (3), 1 ft., on steel filing case and wooden table. Parole office and mail room (Bldg. A). (3892, 3927)

392. LOCATION CARDS, Mar. 7, 1902 to date. Showing prisoner's name, alias, date received, city from which sent, crime, sentence, classification, and whether inmate is a veteran. Filed numerically. (Daily, official.) 3 x 5 cards, 4 ft. 6 in., in 5 drawers of steel card cabinet. Mail room (Bldg. A). (3902)

393. PAROLE CALENDAR CARDS, Mar. 7, 1902 to date. Showing name, number, and status of inmate, parole limits, parole adviser, and employer's name and address. Filed alphabetically. (Daily, official.) 5 x 8 cards, 6 ft. 6 in., in 65 drawers of 5 steel card cabinets. Parole office (Bldg. A). (3900)

394. RECORD OF PRISONERS RECEIVED, Mar. 7, 1902 to date. Showing prisoner's number, name, date received, date of sentence, crime, sentence, court from which sent, where tried, full term, good time, parole date, age, race, and general statistics of prisoner and his family, including transfer, if any. Entered numerically. (Daily, official.) Various sized vols. (18), 4 ft. 6 in., in 18 compartments of wooden cabinet. Record room (Bldg. A). (3923)

395. WORK FILE, Mar. 7, 1902 to date. Records of men eligible for parole to be heard by parole board. Filed numerically. (Daily, official.) 9 x 12 folders, 12 ft., in 6 drawers of 2 wooden and steel filing cases. Parole Office (Bldg. A). (3898)

396. STATISTICAL RECORD, July 1, 1902 to date. Showing dates prisoners were received and released from penitentiary and each prisoner's individual number; also gives statistics on number of prisoners received and discharged each day. Entered chronologically. (Daily, official.) 12 x 18 vols. (34), 9 ft., on 2 wooden shelves. Record vault, 3d floor (Bldg. A). (3791)

397. CLOTHING RECORD OF INMATES, Aug. 24, 1902 to date. Showing inmate's name, number, date, articles, whether new or old, date clothing was checked out to inmate, and outfit issued upon discharge. Entered numerically. (Daily, official.) $9\frac{1}{2}$ x 14 vols. (32), 5 ft. 6 in., in 32 compartments of wooden filing case. Clothing room, 2d floor (Bldg. I). (4831)

398. RECORD OF BURIALS, Dec. 1, 1902 to date. Showing lot and file numbers, name of inmate, age, date buried, and state of residence. Filed chronologically. (Semimonthly, official.) 9 x $17\frac{1}{2}$ loose sheets, $\frac{1}{8}$ in., on wooden desk. Mechanic's office (Bldg. H). (4919)

399. COMPLETED CONTRACTS, July 1, 1903 - June 30, 1916. Contracts between individuals, private firms, and the warden as special disbursing officer for construction units, material, and supplies for use at prison. Filed chronologically. (Never.) 4 x $8\frac{1}{2}$ folders, 3 ft., in 4 drawers of steel filing case. Agent cashier's office (Bldg. A). (4012)

400. GENERAL RECEIPT BOOKS, July 1, 1903 - Mar. 22, 1917. Receipts for supplies, provisions, and material used in prison units, showing source of

supply, items, and quantity. Entered chronologically. (Never.) 7 x 16 and $10\frac{1}{2}$ x 16 vols. (23), 2 ft. 6 in., on wooden stand. Dirty. Fan room, basement (Bldg. E). (4962)

401. SUBSISTENCE BOOKS, July 1, 1903 - June 30, 1917. Record of miscellaneous supplies issued from general stores of prison such as toilet articles, tobacco, janitors' equipment, provisions, and other articles for use in various units of the prison including the two farms, showing date, article, and quantity issued. (Never.) 8 x 10 and 12 x 16 vols. (39), 6 ft., on 2 shelves of wooden stand. Dirty. Fan room, basement (Bldg. E). (4960)

402. PRISONERS' RECORDS, Mar. 30, 1903 to date. Record of discharged prisoners, giving a summary of each prisoner's history. (Daily, confidential.) 4 x $5\frac{1}{2}$ cards, 10 ft., in 10 drawers of steel card cabinet and in 2 drawers of wooden desk. Office of warden's secretary (Bldg. A). (4110)

403. INMATES' TIME BOOKS, July 1, 1904 - Jan. 1, 1925. Showing inmate's number, name, days worked, Sundays, holidays, and days prisoners were idle, sick, and in isolation. Entered numerically. (Never.) Various sized vols. (133), 37 ft. 6 in., on 2 shelves of wooden stand. Vault, 2d floor (Bldg. A). (4170)

404. BLUEPRINTS, May 6, 1905 to date. Original drawings, photostatic copies of drawings, blueprints, working drawings, specification sheets, layouts and alteration plans of structural details of the administration building, hospital, isolation, laundry, industries, kitchen and dining room, power-house and heating plant, general warehouse and storeroom, enclosing walls, tunnels and guard towers, residences of warden and other officials, and various buildings on Farms 1 and 2, such as main dormitory, cotton warehouse, cattle and mule barn, pump-houses, and carpenter shop, ground plans and grade elevations, water sewer, fire protection, and telephone and sprinkler systems. Filed alphabetically. (Daily, official.) Various sized blueprints and drawings (62,000), 15 ft., in 36 drawers of 12 steel filing cases and on shelf of wooden cabinet. Office of chief of mechanical service, 2d floor (Bldg. F). (4796)

405. RIFLE RANGE RECORD, Jan. 1 - Dec. 31, 1906. Record of officers' averages made on rifle range, showing averages made with revolver at 25 and 50 yards and rifle averages at 100 and 200 yards. Entered alphabetically. (Never.) $10\frac{1}{2}$ x $12\frac{1}{2}$ vol., 1 in., on shelf of wooden stand. Vault, 3d floor (Bldg. A). (4142)

406. SOLITARY CONFINEMENT RECORD, Apr. 1, 1906 - May 30, 1907. Record of solitary confinement imposed on prisoners for serious breach of discipline, showing prisoner's number, name, and times checked in and out. Entered numerically. (Semiannually, official.) 14 x 18 vol., 2 in., on shelf of wooden stand. Vault, 2d floor (Bldg. A). (4200)

407. DISCHARGE RECORD, Jan. 1, 1907 - Aug. 7, 1912. Showing prisoner's name, number, pocket and folio numbers, and whether discharged, pardoned, died, or paroled. Entered numerically. (Never.) $8\frac{1}{2}$ x 13 and 8 x 10 vols. (2), 3 in., on shelf of wooden stand. Damaged by handling, torn. Vault, 3d floor (Bldg. A). (4140)

408. PAROLE VIOLATIONS AND ESCAPES, July 1, 1907 to date. Records showing time, manner, and place of parole violations and escapes, the file being held in suspense until prisoner is apprehended and returned to prison. Filed numerically. (Daily, official.) 9 x 12 folders and $4\frac{1}{2}$ x 10 envelopes, 1 ft. 6 in., in drawer of steel filing case. Record room (Bldg. A). (3790)

409. LOCATION OF PRISONERS, Dec. 4, 1919 - Sept. 26, 1920. Showing inmate's number, name, cell and cell block numbers, and dates entered and discharged. Entered numerically. (Never.) 8 x $9\frac{1}{2}$ and 9 x 14 vols. (4), 1 ft., on shelf of wooden stand. Dirty. Fan room, basement (Bldg. E). (4954)

410. COUNT BOOK, Sept. 1, 1911 - Apr. 1, 1913. Showing counts made of prison inmates by officers in cell houses and isolation at certain hours of the day, number paroled each day, balance on hand, signature of officer taking count, and approval of deputy warden. Entered chronologically. (Never.) $9\frac{1}{2}$ x 14 vol., 2 in., on shelf of wooden stand. Dirty. Fan room, basement (Bldg. E). (4959)

411. PRISONERS' PURCHASES, Oct. 1, 1911 - Jan. 1, 1916. Records showing date, inmate's number, articles bought, unit price, and total amount. Entered numerically. (Never.) 9 x $14\frac{1}{2}$ vols. (3), 6 in., on shelf of wooden stand. Vault, 3d floor (Bldg. A). (4128)

412. RECORD OF RAZORS ISSUED, Sept. 5, 1911 - Oct. 1, 1930. Showing number of razors in use, received, issued to cell house, condemned and destroyed, and total in cell house. Entered numerically. (Never.) 5 x 11 vol., 2 in., in wooden box. Loft (Bldg. B). (5019)

413. PAROLE REGISTER, July 2, 1912 - Apr. 24, 1916. Showing number and name, person to whom prisoner is released, and date. Entered alphabetically. (Monthly, official.) $9\frac{1}{4}$ x 12 vol., 3 in., on shelf of wooden stand. Vault, 2d floor (Bldg. A). (4202)

414. MENU RECORDS, Oct. 1, 1913 - Nov. 1, 1915. Showing food prepared in kitchen, vitamin, carbohydrate, calorie, and protein content per capita, and total of each for entire prison consumption. Entered numerically. (Never.) 9 x 16 vols. (5), 1 ft. 6 in., on shelf of wooden wall stand. Dirty. Fan room, basement (Bldg. E). (4957)

415. SUBSISTENCE ISSUES OF FOOD, July 1, 1913 - Dec. 31, 1932. Daily record of provisions issued by general storekeeper to prison units, showing date, name of unit receiving article, amount received by general stores, amount issued, and balance on hand. Entered and filed chronologically. (Never.) Various sized vols. (24) and bundles, 9 ft., in wooden box. Damaged by faulty containers. Loft (Bldg. B). (5023)

416. FOOD SUBSISTENCE, July 1, 1913 - June 30, 1928. Record of farm products, showing date, item, receipts for articles stored in general stores, amount issued, and amount on hand each day. Arranged chronologically. (Never.) Various sized bundles, 3 ft., in wooden box. Damaged by faulty containers. Loft (Bldg. B). (5006)

417. HOSPITAL FOOD VALUES, July 1, 1914 - Oct. 1, 1915. List of digestible nutrients and energy contained in foods consumed in hospital, showing

name of food, quantity consumed during a given period, protein fat, carbohydrates, and value in calories, and total number of patients consuming such food each day. Filed chronologically. (Never.) 9 x 24 loose sheets, 2 ft., on shelf of wooden stand. Vault, 2d floor (Bldg. A). (4192)

418. MENU RECORD BOOKS, Jan. 1, 1914 - June 30, 1917. Showing date, number of inmates for each meal, list of food for each meal, quantity consumed per capita, and signature of officer in charge. Entered alphabetically. (Never.) 8 x 14 vols. (2), 1 ft. 6 in., in wooden box. Loft (Bldg. B). (5011)

419. GENERAL STORES CONTRACTS, May 1, 1914 - Jan. 5, 1931. Contracts received from different firms, showing list price, dates bid opened, closed, and delivered, nature of purchase, and condition of merchandise when received. Filed alphabetically. (Never.) 7 x 11 loose sheets, 2 ft., in wooden box. Dirty. Loft (Bldg. B). (5018)

420. INMATES' RECORD AND DISCHARGE CARDS, July 1, 1914 to date. USPA Form JAG 123, giving brief personal history of inmate, summary of social and religious interviews, and date of discharge from prison. Filed numerically. (Daily, official.) 4 x 7 cards, 8 ft., in 2 drawers of wooden filing case. Protestant chaplain's office, 2d floor (Bldg. D). (5418)

421. WORK DETAIL, Jan. 1, 1915 - Dec. 30, 1924. Record showing number of inmates assigned to each department, date, and total number of inmates assigned to work detail. Entered chronologically. (Never.) $4\frac{1}{2}$ x 7 vols. (66), 2 ft., on shelf of wooden wall cabinet. Mechanic's office (Bldg. H). (4920)

422. STUDENTS' RECORDS, July 1, 1916 to date. USPA Form JAG 11, showing name and number of inmate, date and place of birth, crime, date sentenced, term expiration, full time, regular attendance, class instruction, subjects, likes and dislikes, final class record, recommendations, assignments, and correspondence instructions. Filed numerically. (Daily, official.) $8\frac{1}{2}$ x 11 cards, 18 ft., in 5 drawers of 2 steel filing cases and 4 wooden boxes. Office of asst. supervisor of education, 3d floor (Bldg. G). (5363)

423. REGISTERED MAIL, June 21, 1917 - Nov. 13, 1920. Record of registered letters to prisoners, showing name and number of addressee, date received, signature of person receiving, and remittance enclosed. Entered chronologically. (Never.) 8 x $10\frac{1}{2}$ vol., 1 in., on shelf of wooden stand. Vault, 2d floor (Bldg. A). (4199)

424. CLOTHING RECORD OF DISCHARGED PRISONERS, Jan. 1, 1918 - July 1, 1932. Showing date, inmate's number and name, outfit issued upon discharge, and personal property returned to inmate. Arranged numerically. (Never.) Various sized bundles, 30 ft., in 3 wooden boxes. Damaged by faulty containers, dirty. Loft (Bldg. B). (5009)

425. STOREHOUSE ISSUES, Jan. 1, 1918 to date. Records showing date, number, to whom delivered, account number, quantity furnished, articles, unit price, total amount, and location. Entered and arranged numerically. (Older records, never; recent records, daily, official.) Various sized vols. (235), tickets, and bundles, 42 ft. 4 in., on shelves of 2 wooden wall cabinets, in 12 steel transfer cases, on shelf of wooden wall stand, and in 2

wooden boxes. Loft, vault, 3d floor, Inactive record room, basement, Mechanic's office, and Barn office (Bldgs. B, A, N, and H). (5015, 4173, 5263, 4927, 5058)

426. CLOTHING STOCK, July 1, 1919 - June 30, 1923. Record of inmates' clothing in stock of general storekeeper showing date, item, quantity, and balance on hand. Entered alphabetically. (Never.) Various sized vols. (5), 6 in., in wooden box. Damaged by faulty containers, dirty. Loft (Bldg. B). (5063)

427. CLOTHING STOCK LEDGER, July 1, 1919 - Aug. 1, 1923. Record of clothing stock carried in general stores, showing date, amount received and issued each day, prison unit receiving, and balance on hand. Entered chronologically. (Never.) Various sized vols. (5), 1 ft., in wooden box. Damaged by faulty containers. Loft (Bldg. B). (5020)

428. CLOTHING RECORDS OF PRISONERS, July 9, 1919 - May 1, 1928. Showing name and number of inmate, short term expiration, articles, date, new or old clothing received, and dates issued and exchanged. Arranged numerically and alphabetically. (Never.) 10 x 12 bundles, 43 ft., in 3 wooden boxes. Dirty. Loft (Bldg. B). (5014)

429. REQUESTS FOR PURCHASES, July 1, 1919 - July 30, 1930. Showing number, date, quantity, articles, location, amount, requisition and stock numbers, approval of requisition by warden, whether purchased, and signature of person receiving. Entered and filed numerically. (Never.) 5 x 8 vols. (159) and 6 x 7 bundles, 6 ft. 6 in., on wooden shelf and in wooden box. Loft and vault, 3d floor (Bldgs. B and A). (5048, 4154)

430. GENERAL STORES ISSUES, July 1, 1919 - June 1, 1933. Issues, exclusive of foodstuffs, showing date, article, quantity, unit price, and total amount. Arranged chronologically. (Never.) Various sized bundles, 4 ft. 6 in., in wooden box. Damaged by handling and faulty containers. Loft (Bldg. B). (5026)

431. PAROLE BOOKS, June 10, 1920 - Sept. 20, 1930. Record of inmates eligible for parole, showing date eligible, and names and register numbers of each inmate. (Never.) $7\frac{1}{4}$ x 11 vols. (2), 3 in., on shelf of wooden stand. Vault, 3d floor (Bldg. A). (4134)

432. WORK SHOP MEMORANDA, Jan. 1, 1920 to date. Memoranda to carpenter, paint, and blacksmith shops for minor repairs to equipment in departments, such as dining room, office, and warden's home. Filed chronologically. (Daily, official.) Various sized loose sheets, 22 ft., in 17 drawers of wooden filing case, on 3 wall spike files, and in pigeonhole cabinet. Carpenter Shop (Bldg. H). (4716)

433. MEMBERSHIP CARDS, July 1, 1920 to date. Showing register numbers and names of inmates of Catholic Faith or preference, home address of relatives, dates of baptism and confirmation, and institutional information such as date of admission, offense, and sentence. Filed numerically. (Daily, official.) 4 x 6 $\frac{3}{4}$ cards, 1 ft., in drawer of wooden card cabinet. Catholic chaplain's office (Bldg. D). (5351)

434. INVENTORY OF RAW MATERIALS, June 25, 1921 - June 30, 1922. Duck mill inventory, showing invoice date, materials received and used, and

balance on hand at end of last working day each month. Entered alphabetically. (Never.) 9 x 14 vol., 1 in., on shelf of wooden stand. Vault, 2d floor (Bldg. A). (4198)

435. FOOD FURNISHED FARM 2, Oct. 6, 1921 - Jan. 1, 1925. Records of food transferred from prison to Farm 2, showing date, amount sent, price, time of delivery, and signature of officer receiving shipment. Arranged chronologically. (Never.) 5 x 12 bundles, 9 ft., in wooden box. Damaged by faulty containers. Loft (Bldg. B). (5049)

436. TIME BOOKS, Sept. 17, 1921 - July 23, 1925. Showing number and name of operatives of industries, hours worked each day, and total time and earnings for week. Entered chronologically. (Never.) 8 x 15 vols. (10), 6 in., in wooden box. Center, 1st floor (Bldg. K). (4434)

437. SHOE SHOP DAILY ISSUES, Jan. 1, 1921 - Dec. 31, 1926. Records showing date, shoe shop number, inmate's number and name, style and size of shoes issued, and signature of officer in charge. (Never.) Various sized bundles, 2 ft., in wooden box. Damaged by faulty containers. Loft (Bldg. B). (5044)

438. INMATE'S PROPERTY BOOK, May 3, 1921 - May 22, 1928. Record of property of inmates upon arrival at prison to be returned to them when released, showing prisoner's number and name, date, and description of personal property. Entered numerically. (Never.) 8 x 14 $\frac{1}{2}$ vol., 1 in., on shelf of wooden cabinet. Agent cashier's office (Bldg. A). (4033)

439. PRISONERS' DISCHARGES, INDUSTRIES, July 1, 1921 - June 30, 1930. Records showing name, address, number, rating, date entered, earnings while in industries, amount spent, date of discharge, and amount prisoner had to his credit on date of discharge. Entered numerically. (Annually, official.) 9 $\frac{1}{2}$ x 12 vols., 4 ft. 6 in., in compartment of wooden cabinet. Center, 1st floor (Bldg. K). (4456)

440. RECEIPTS FOR DISCHARGE GRATUITIES, July 1 - Dec. 12, 1922. Showing date, amount of clothing, money allowances, transportation, and signatures of inmate, witness, and officer identifying inmate. (Never.) 8 x 10 $\frac{1}{2}$ bundles, 6 in., in drawer of steel filing cabinet. Agent cashier's office (Bldg. A). (4006)

441. ROUTE BOOK, July 1, 1922 - Apr. 27, 1927. Record of routes to destination for discharged inmates, showing date, name of inmate, number, destination, route, and name of railroad used. Entered chronologically. (Never.) 8 $\frac{1}{2}$ x 11 vols. (2), 3 in., on shelf of wooden stand. Vault, 3d floor (Bldg. A). (4130)

442. PAROLED, DISCHARGED, AND TRANSFERRED PRISONERS, Jan. 1, 1922 - Feb. 6, 1930. Records showing register number, name and number of prisoner, crime committed, length of sentence, date commenced, full and short term expiration dates, days of good time, eligibility for parole, fine, place convicted, occupation, and remarks. Filed numerically. (Never.) 4 x 9 envelopes, 29 ft., in 44 steel folded document holders. Inactive record room, basement (Bldg. N). (5266)

443. FEDERAL SPECIFICATIONS, July 3, 1922 to date. Instructions and specifications issued by the Federal Specification Board for purchasing of supplies, machinery, and building materials. Entered numerically. (Daily, official.) 7 x 8 $\frac{1}{2}$ loose-leaf books (3), 1 ft., on desk. Office of chief of mechanical service, 2d floor (Bldg. F). (4711)
444. MANIFEST SHEETS, Jan. 2, 1923 - May 28, 1925. Daily production sheet of duck mill, showing package and mill order numbers, shipping mark, and net and gross yardage and poundage. Entered chronologically. (Monthly, official.) 8 x 12 and 15 x 17 $\frac{1}{2}$ vols. (37), 3 ft. 6 in., in wooden box. Center, 1st floor (Bldg. K). (4433)
445. MONTHLY YARN RECEIPTS, Mar. 1, 1923 - June 30, 1925. Showing date, color, weight per yard, total pounds, mill from which received, address, amount, stock number, and value. Entered numerically. (Never.) 15 x 16 $\frac{1}{2}$ vols., 6 in., in wooden box. Center, 1st floor (Bldg. K). (4449)
446. DUCK MILL REGISTER CARDS, Jan. 2, 1923 - Dec. 31, 1932. USP Form showing signatures of prison employees, date, number, and name. Filed numerically. (Monthly, official.) 3 x 5 cards, 1 ft. 6 in., in drawer of wooden box. Center, 1st floor (Bldg. K). (4459)
447. INVOICES, DUCK MILL, Sept. 9, 1924 - June 30, 1926. USPA-FPI Form, memorandum invoice of shipment, showing yardage shipped from duck mill, invoice, amount, and consignee. (Semiannually, official.) 8 $\frac{1}{2}$ x 11 loose-leaf books (2), 6 in., in wooden box. Center, 1st floor (Bldg. K). (4457)
448. DAILY FOOD RECORDS, May 22, 1924 - June 30, 1930. Showing date food was received, quantity, articles, checker, person receiving, and form in which food material was put for consumption. Arranged numerically. (Never.) Various sized bundles, 20 ft., in 2 wooden boxes. Damaged by handling and faulty containers, torn. Loft (Bldg. B). (5061)
449. PURCHASE ORDERS, July 1, 1924 - Mar. 27, 1936. FPI Form 10, showing amount of shipment received, put in process, and amount on hand; also correspondence pertaining to delivery of supplies, and copies of invoices. Filed alphabetically. (Monthly, official.) 9 x 12 folders, 12 ft., in 5 drawers of wooden filing case. Center, 1st floor (Bldg. K). (4464)
450. DISCHARGE LIST, Jan. 1, 1924 to date. Showing date prisoners are due for discharge, registration number, date of admission, and sentence. Entered chronologically. (Daily, official.) 11 x 16 $\frac{1}{2}$ vol., 6 in., on steel filing case. Record room (Bldg. A). (3845)
451. INVOICE REGISTER, July 1, 1924 to date. Daily record of invoices payable, showing date, number of invoice, and amount. Entered chronologically. (Daily, official.) 9 $\frac{1}{2}$ x 11 $\frac{1}{2}$ loose-leaf books (6), 1 ft., on shelf of wooden storage cabinet. Bookkeeper's office (Bldg. A). (3837)
452. DAILY TRANSFERS, Jan. 1, 1925 - July 1, 1926. Records showing date, inmate's number, name, cell and block numbers, present location of inmate, and cell, hospital, or other newly assigned location to which transfer was made. Filed numerically. (Never.) 8 x 14 bundles, 1 ft., in pasteboard box. Damaged by faulty containers. Loft (Bldg. B). (5046)

453. PROPERTY RECEIPT, Jan. 1, 1925 - Dec. 30, 1929. Showing date, articles received from different departments, department to which delivered, number of articles, and signature of officer in charge. Arranged numerically. (Never.) 4 x 9 bundle, 1 ft., in wooden box. Damaged by handling, dirty, torn, scattered. Loft (Bldg. B). (5017)

454. CIVILIAN CLOTHING RECORDS, Sept. 1, 1925 - Oct. 1, 1932. Showing articles received from storeroom, date, authority from chief clerk's office, and itemized list of articles received by civilian employees. Arranged chronologically. (Never.) 10 x 12 bundles, 5 ft., in wooden box. Dirty. Loft (Bldg. B). (5016)

455. MEMORANDA OF CLOTHING ISSUED, June 30, 1925 - Jan. 1, 1932. Showing inmate's number and name, date, department from which articles were furnished, and signature of inmate receiving clothing. Arranged numerically. (Never.) Various sized bundles, 38 ft., in 4 wooden boxes. Damaged by faulty containers. Loft (Bldg. B). (5012)

456. INVOICE ABSTRACTS, Jan. 1, 1925 - Jan. 1, 1933. Showing number, date, to whom, invoice number, firm, amount, date returned, and signature of officer in charge. Filed numerically. (Never.) $5\frac{1}{2}$ x 8 loose sheets, 2 ft. 6 in., on table. Mechanic's office (Bldg. H). (4928)

457. MATERIAL CARDS, June 25, 1925 - Jan. 1, 1933. Showing shop order number, date, nature of work, material used, department, and person in charge. Filed chronologically. (Never.) 6 x 9 cards, 1 ft., on shelf of wooden wall cabinet. Mechanic's office (Bldg. H). (4929)

458. BREEDING RECORD, Jan. 1, 1925 to date. Showing date of birth and name or number of each cow, herd number, dates to be bred due to calve and calves, bull used, follow-up, and remarks. Filed chronologically. (Daily, official.) 5 x 8 cards, 6 in., in 3 Acme file leaves. Barn office (Bldg. R). (1)

459. LOCATION BOARD, Jan. 1, 1925 to date. Showing location of inmates, bunk number, lower or upper, number of men detailed from different departments, and location of men on duty. Arranged numerically. (Daily, official.) 1 x $3\frac{1}{2}$ colored cards, 1 in., on wooden board file on wall. Dormitory 1 (Bldg. O). (4823)

460. RECORDS OF PRISONERS, Jan. 1, 1925 to date. Record showing registration number and name of each prisoner admitted to prison. Entered numerically. (Daily, official.) 12 x 16 vols. (3), 9 in., on steel filing case. Office of warden's secretary (Bldg. A). (4107)

461. CHAPLAIN'S RECORD, July 1, 1925 to date. Showing religious faith of each inmate, crime and sentence, age, education, occupation, race, place of sentence, and whether previously convicted. Entered numerically. (Daily, official.) $10\frac{1}{2}$ x 12 vol., 3 in., on shelf of wooden revolving bookcase. Protestant chaplain's office (Bldg. D). (5377)

462. ANNUAL INVENTORY, Jan. 1, 1926 - June 30, 1927. Showing number and value of furniture, fixtures, motor vehicles, tools and supplies at warden's residence, garages, offices, laundry, cell houses, hospital, prison farms, and other units of the penitentiary. Entered alphabetically. (Never.)

9 x 17 vols. (2), 1 in., on shelf of wooden cabinet. General mechanic's office (Bldg. H). (4916)

463. LOCATION BOOKS, Jan. 1 - Dec. 31, 1926; Jan. 1 - Dec. 31, 1929. Showing inmate's name, number, detail duty or place employed, location of cell, and date of discharge or parole. (Never.) $8\frac{1}{2}$ x 11 vol. and 10 x 15 loose-leaf book, 4 in., on shelf of wooden stand. Vault, 3d floor (Bldg. A). (4138)

464. PERSONAL PROPERTY RETURNS, July 1, 1926 - Jan. 1, 1929. Showing date, name, number, list of articles sent to inmate but not given to them due to certain regulations, and person to whom articles were returned. Filed numerically. (Never.) $3\frac{1}{2}$ x 8 loose sheets, 3 ft. 6 in., in wooden box. Loft (Bldg. B). (5013)

465. RECORD OF INSURED MAIL RECEIVED, Aug. 25, 1926 - Sept. 18, 1931. Showing name of inmate, number, articles received, from whom, insured mail number, and disposition. Entered chronologically. (Never.) Various sized vols. (9), 1 ft. 6 in., on shelf of wooden stand. Vault, 3d floor (Bldg. A). (4136)

466. STOCK CARDS, May 5, 1926 - Dec. 1, 1931. Showing date, location, articles, notations, unit price, quantities received, issued, and balance on hand, and signatures of officers in charge of each department. Filed numerically. (Never.) 6 x 9 cards, 2 ft., in wooden box. Loft (Bldg. B). (5047)

467. STOCK CARDS, July 1, 1926 - Jan. 5, 1932. Showing location, unit, price, and quantities received, issued, and on hand. Filed chronologically. (Never.) $5\frac{1}{2}$ x $8\frac{1}{2}$ cards, 4 ft., on shelf in wooden wall cabinet. Mechanic's office (Bldg. H). (4930)

468. INMATES' DISCHARGE RECORDS, June 21, 1926 to date. Showing date inmate arrived, name, register number, date of discharge, and condition of release. Entered numerically. (Never.) $8\frac{1}{2}$ x 14 vols. (2), 6 in., on wooden box on floor. Inactive record room, basement (Bldg. Q). (12)

469. SHOP ORDERS, ACTIVE AND INACTIVE, Sept. 7, 1926 - Feb. 5, 1931; Apr. 1, 1932 - June 1, 1933; July 1, 1935 to date. USPA JAG Form 15, orders issued by the general mechanic to foremen of carpenter and blacksmith shops and other prison units to perform certain mechanical work or repairs, showing quantity, materials, article, cost, unit cost, total amount, summary, depreciation, date completed, name of department to which delivered, and signature of foreman. Filed chronologically. (Older records, never; recent records, daily, official.) Various sized bundles and loose sheets, 3 ft. 6 in., in wooden cabinet, wooden box, and steel filing case. Some damaged by handling. General mechanic's office, loft, and General storekeeper's office, 2d floor (Bldgs. H, B, and I). (4923, 5007, 4782)

470. RECORD OF INVOICES, Apr. 22, 1926 to date. Showing last invoice number, and date and hour used. Arranged numerically. (Daily, official.) $8\frac{1}{2}$ x 12 cover, 3 in., in drawer of wooden desk. Bookkeeping department (Bldg. L). (4339)

471. RECEIPTS FOR REGISTERED ARTICLES, Apr. 1 - Nov. 30, 1927. Showing date, postmark of mailing office, fee paid, class of postage, and initials of accepting employee. Entered numerically. (Never.) 12 x 16 loose-leaf book, 1 in., on shelf of wooden stand. Dirty. Vault, 3d floor (Bldg. A). (4132)

472. INVOICES, Jan. 1, 1927 - Jan. 1, 1928. Copies showing firm from whom purchased, date, order number, amount, unit price, total price, quantity, description, department to which delivered, and signature of person receiving supplies. Filed numerically. (Never.) 12 x 12 loose sheets, 2 ft., on shelf of wooden stand. Vault, 3d floor (Bldg. A). (4159)

473. DAILY COUNTS OF PRISONERS, July 1, 1927 - Dec. 31, 1928. Records of number of inmates in prison at beginning of day, those on parole, received, discharged, balance at end of day, and totals. Arranged chronologically. (Never.) 5 x 8 bundles and 3 x 5 cards, 1 ft. 6 in., on shelf of wooden stand. Scattered. Vault, 2d floor (Bldg. A). (4193)

474. MONTHLY RECORDS OF DISCHARGED PRISONERS, Jan. 1, 1927 - July 1, 1929. Showing inmate's number and name, date and manner of discharge, and number of inmates discharged during month. Filed numerically. (Never.) 9 x 14 loose sheets, 2 ft., in wooden box. Loft (Bldg. B). (5010)

475. PAROLE CALENDARS, July 1, 1927 - Jan. 30, 1929. Showing inmate, race, age, crime, date received at prison, from what place, date sentence begins, minimum and maximum sentences, where employed, occupation before conviction, statement of parole officer, and action of the parole board. Entered chronologically. (Annually, official.) $6\frac{1}{2}$ x $10\frac{1}{2}$ vols. (14) and loose-leaf book, 2 ft. 6 in., on shelf of wooden stand. Vault, 3d floor (Bldg. A). (4137)

476. MISCELLANEOUS ORDERS, July 1, 1927 - June 30, 1930. USPA Accounting Form 81, listing date, proposal, order, authorization, invoice number, quantity, articles, item, price, and signature of authorizing officer. Filed numerically. (Never.) 8 x 10 bradded sheets, 5 ft., in 2 wooden boxes. Inactive record room, basement (Bldg. N). (5259)

477. SHOP ORDERS, July 1, 1927 - June 30, 1934. USPA Form showing order number, date, feature, signature of officer authorized, quantity, unit, articles, unit cost, amount, date completed, department to which delivered, and signature of shop foreman. Filed numerically. (Never.) 8 x 10 bradded sheets, 4 ft., in 2 drawers of steel transfer case. Inactive record room, basement (Bldg. N). (5262)

478. CONTRACTS, July 1, 1927 - July 1, 1934. Standard Form 33, invitation, bid, and acceptance, listing numbers, department or establishment, office or station, address, date, articles or services, quantity, unit, unit price, amount, name and address of bidder, date, and signature and title of person authorized to sign bid; reverse side shows conditions, and instructions to bidders and contracting officers; Standard Form 36, continuation schedule for Standard Form 31 or 33, listing item number, articles or services, quantity, unit, unit price, amount, and signature of bidder; reverse side is same. These are completed contracts with private firms for supplies and equipment. Filed numerically. (Never.) 9 x 12 folders, 11 ft. 6 in.,

in 6 drawers of 2 steel filing cases. Inactive record room, basement (Bldg. N). (5272)

479. TRANSPORTATION RATES, July 1, 1927 to date. Record of rates. Filed alphabetically. (Daily, official.) 3 x 5 cards, 3 ft., in 3 drawers of steel card cabinet. Chief clerk's office (Bldg. A). (3873)

480. WEAVE DEPARTMENT LOCATION BOOK, Feb. 2, 1928 - Mar. 3, 1929. Showing register number, inmate's name, ledger location, and date. Entered numerically. (Never.) $5\frac{1}{2}$ x 15 vol., 1 in., on shelf of wooden filing case. Weaving office (Bldg. M). (4627)

481. TRANSFERS, Apr. 12, 1928 - June 1, 1930. Record of transfers from the penitentiary to other institutions, showing inmate's number, name, crime, sentence, date of sentence, where convicted, residence, occupation, and institution to which transferred. Filed numerically. (Never.) 4 x 10 envelopes, 1 ft., on shelf of wooden stand. Vault, 3d floor (Bldg. A). (4160)

482. TRANSPORTATION OF RECORDS, Jan. 1, 1928 - June 30, 1931. Showing date, transportation request number, inmate's name and number, origin, destination, railroad, and value of ticket; also discharge sheet, showing inmate's number, receipt number, date, destination, gratuity given by prison, total railroad fare, and railroad. Filed chronologically. (Weekly, official.) 9 x 12 folders, 1 ft., on filing case. Damaged by handling. Inactive record room, basement (Bldg. N). (5252)

483. PROPERTY LOCATION, July 1, 1928 - May 5, 1933. Records showing kind of property, present location, receipt number, employee responsible, estimated life, maintenance costs, depreciation, total cost, by whom constructed, installation charges, and remarks. Filed numerically. (Never.) 4 x 6 cards, 6 ft., in pasteboard box in wall cabinet. Mechanic's office (Bldg. H). (4931)

484. DAILY RECORD OF TRUCKS AT FARMS, May 1, 1928 - Jan. 1, 1934. Showing date, farm and truck numbers, names and numbers of driver and helper, time departed, purpose of trip, destination, miles, time returned, gas and oil consumed, and signature of officer in charge. Filed numerically. (Never.) $8\frac{1}{2}$ x $10\frac{1}{2}$ loose sheets, 3 ft. 6 in., on wooden shelf. Mechanic's office (Bldg. H). (4850)

485. MONTHLY DISCHARGES, Jan. 1, 1928 - Dec. 31, 1934. Records showing inmate's name, number, date and manner of discharge, and remarks. Filed numerically. (Never.) $8\frac{1}{2}$ x 16 loose sheets, 2 ft., on shelf of wooden stand. Vault, 2d floor (Bldg. A). (4172)

486. INMATES' PERSONAL PROPERTY RECORDS, Jan. 1, 1928 to date. USPA Miscellaneous Form 38, showing inmate's number and property and whether same is still on hand or was mailed to relatives of inmate. Entered numerically. (Daily, official.) 10 x 16 vols. (4) and 10 x 14 loose-leaf books (10), 1 ft., in and on wooden cabinet. Clothing room, 2d floor (Bldg. I). (4832)

487. PRODUCTION STOCK SHEET, Feb. 26, 1928 to date. USP Form showing amount of cloth on hand at duck mill, orders ready for shipment, and orders

completed. Entered numerically. (Daily, official.) $10\frac{1}{2}$ x $14\frac{1}{4}$ loose-leaf books (3), 6 in., on wooden table. Warehouse shipping office (Bldg. L). (4607)

488. STOCK CARDS, June 16, 1928 to date. USP Form showing oil and steel issued to different departments, article, date, amount issued, department to which issued, and balance on hand. Filed numerically. (Daily, official.) 3 x 6 cards, 1 ft., in wooden box. Oil room (Bldg. K). (4492)

489. INSTITUTIONAL INVOICES, ACTIVE AND INACTIVE, July 1, 1928 to date. USPA Accounting Form 11, giving invoice, shop, and account numbers, location, date, article wanted, quantity, unit, unit price, amount, name of officer in charge, and department to which delivery is to be made. Arranged and entered numerically and chronologically. (Older records, never; recent records, daily, official.) Various sized loose sheets and vols., 19 ft. 1 in., in wooden and steel filing cases, on shelves of wooden wall cabinet, in drawer of wooden desk, on wooden table, and in wooden box. Service office, 2d floor, Mechanic's office, Maintenance storeroom, Stationery room, 2d floor, General storekeeper's office, 2d floor, and Dining room office (Bldgs. F, H, I, and G.) (4733, 4875, 4779, 4794, 4778, 5335)

490. GENERAL SPECIFICATIONS, July 1, 1928 to date. Specifications of supplies to be used by the penitentiary; also instructions to bidders governing bids and proposals. (Daily, official.) 9 x 12 folders, 4 ft. 6 in., in 4 drawers of steel filing case. Chief clerk's office (Bldg. A). (3867)

491. INVOICE ABSTRACTS, July 1, 1929 - June 1, 1930. Showing invoice number, date, department, date of invoice, firm from which supplies were purchased, amount, and date receipt was returned. Filed alphabetically. (Weekly, official.) 5 x 8 loose sheets, 1 ft., on wooden filing case. Damaged by handling. Inactive record room, basement (Bldg. N). (5255)

492. INVOICE AND INVENTORY LEDGER SHEETS, July 1, 1929 - Dec. 31, 1930. Showing supplies issued from general stores, order number, point of origin, article, quantity, price, and certification from general storekeeper. Arranged alphabetically. (Never.) 11 x 16 bundles, 1 ft., in wooden box. Damaged by handling and faulty containers, dirty, torn, scattered. Loft (Bldg. B). (5024)

493. PRISONERS' TRANSFER, July 1, 1929 - June 30, 1931. Record of prisoners transferred from one duty to another in the prison or on the prison farm. Filed numerically. (Never.) 4 x 8 loose sheets, 1 ft., on shelf of wooden stand. Scattered. Vault, 2d floor (Bldg. A). (4201)

494. FOOD VALUES, Apr. 30, 1929 - Sept. 1, 1932. Record of digestible nutrients and energy contained in foods issued to a given number of inmates in the prison dining room, hospital, and Prison Farm 2. Filed numerically. (Never.) $8\frac{1}{2}$ x 17 bundles, 6 in., in wooden box. Damaged by faulty containers, dirty, scattered. Loft (Bldg. B). (5062)

495. PRISONERS' REGISTER, Sept. 16, 1929 to date. Showing name and number of inmate, location, detail, and date discharged. Entered alphabetically. (Never.) 10 x 16 vol., 2 in., in wooden box. Inactive record room, basement (Bldg. N). (5268)

496. REQUESTS FOR PURCHASE, Jan. 22, 1929 to date. Requests to chief clerk of the penitentiary for purchase of supplies, provisions, and farm equipment needed at Farm 2. Filed numerically. (Daily, official.) 5 x 8 pads (3) and loose sheets, 4 in., in drawer of wooden filing case. Barn office (Bldg. R). (30)

497. CAR RECORD, July 1, 1929 to date. Showing car number, for which department, contents, weight, dates received and released, and remarks. Entered chronologically. (Daily, official.) $9\frac{1}{2}$ x $14\frac{1}{2}$ vol., 2 in., on wooden table. Mechanic's office (Bldg. H). (4867)

498. DAILY COUNT BOOKS, July 1, 1929 to date. Showing number of inmates counted, discharged, received, and on trips each day, race, total number for each race, number assigned to Farm 2, number of trusties, and grand totals as of January 1 of each year, showing number received, discharged, pardoned, shipped, out on trips, died, conditionally released, and commuted. Filed chronologically. (Daily, official.) 4 x 8 notebooks (19), 1 ft., in wooden folded document holder. Office of clerk to deputy warden (Bldg. N). (5317)

499. HERD BOOK, July 1, 1929 to date. Record of cattle at Farm 2, showing individual cow history, pedigree, blood tests, data on productivity, name and registry, days in service, herd number, and production of milk and butter fat as to percentage and poundage. Entered numerically. (Daily, official.) $14\frac{1}{2}$ x $19\frac{1}{2}$ loose-leaf book and $16\frac{1}{2}$ x 25 columnar pad, 2 in., on wooden desk. Barn office (Bldg. R). (24)

500. STOCK AND BIN CARDS, July 1, 1929 to date. Showing material and supplies, location of penal institution where supplies are kept, date, notations, unit price, and quantity received, issued, and balance on hand. Filed alphabetically. (Daily, official.) 4 x $6\frac{1}{2}$ and 5 x $8\frac{1}{2}$ cards, 4 ft., in 2 drawers of wooden filing case and in 2 wooden card trays on wooden filing case. Barn office (Bldg. R). (4)

501. TRANSFER AND DISCHARGE SHEETS, July 1, 1929 to date. Deputy warden's lists of inmates, showing new arrivals, inmates transferred from one cell location to another, and work detail. Filed numerically. (Daily, official.) 9 x 12 loose sheets, 2 ft. 6 in., on 17 shelves of wooden wall cabinet. Catholic chaplain's office, 2d floor (Bldg. D). (5399)

502. STOREHOUSE REQUISITIONS, Sept. 1, 1929 to date. USPA Accounting Form 1, showing requisition and stock numbers, location, quantities wanted and furnished, articles, unit price, amount, date and by whom filled, and date received. Filed numerically. (Older records, never; current records, daily, official.) Various sized vols., loose sheets, loose-leaf books (10), and bundles, 61 ft. 1 in., in and on 12 steel transfer cases, in drawers of 4 steel and wooden filing cases, on 3 wooden desks, in drawers of 3 wooden wall cabinets, on 2 wooden tables, in bin, on shelf, and in wooden box. Inactive record room, basement; Loft, 2d floor; Mechanic's office; Carpenter shop; Maintenance storeroom; NW. corner, storeroom, 1st floor; Office, Stationery room, 2d floor; Office of general storekeeper, 2d floor; Supervisor of education, 3d floor; Main floor, Dining room office, and Office of inmate clerk of deputy warden. (Bldgs. N, B, F, H, I, K, and G). (5264, 5045, 4686, 4876, 4732, 4780, 4467, 5056, 4793, 4822, 5416, 4872, 5380, 5310)

503. MESS AND DIET COSTS, Jan. 1 - June 30, 1930. Record of gross and net cost of prison mess and hospital diet per day, showing total count of inmates, and gross and net costs of mess and diet per capita separately and combined. Entered chronologically. (Never.) $9\frac{1}{2}$ x $16\frac{1}{2}$ vols. (4), 3 in., in wooden box. Damaged by faulty containers, dirty. Loft (Bldg. B). (5064)

504. DISCHARGE LIST, Feb. 1 - Sept. 30, 1930. List of paroled inmates, showing number, name, sentence, date, place of conviction, and residence address. Filed chronologically. (Never.) 4 x 9 loose sheets, 6 in., in steel folded document holder. Agent cashier's office (Bldg. A). (4010)

505. DAILY COUNT FOR MESS, Apr. 1 - Dec. 31, 1930. Records showing number of inmates for mess in dining room, kitchen, hospital, and prison residences, and total number fed each meal. Arranged chronologically. (Never.) 8 x 10 bundle, 2 in., in wooden box. Damaged by handling and faulty containers, dirty, torn. Loft (Bldg. B). (5022)

506. DAILY RATION ESTIMATE, Apr. 1, 1930 - July 1, 1932. Records showing quantity of rations used in dining room, kitchen, hospital, and officers' residences. Arranged chronologically. (Never.) 4 x $6\frac{1}{2}$ bundles, 5 ft., in wooden box. Damaged by handling and faulty containers, dirty, torn. Loft (Bldg. B). (5021)

507. INMATES' DAILY NEWSPAPER REQUESTS, July 1, 1930 - Sept. 29, 1932. USPA Form JAG 46, showing date, name of newspaper inmate wants, amount paid, name of inmate, number, and approval of warden. Filed numerically. (Never.) 4 x 5 loose sheets, 2 ft. 6 in., in wooden box. Inactive record room, basement (Bldg. N). (5261)

508. BLUEPRINTS, Nov. 1, 1930 - Mar. 3, 1932. Blueprints of floor plans, elevations, sprinkler, wiring, plumbing and heating systems, retaining walls, working plans, details of doors and windows of dormitory, dairy barn, feed barn, silos, officers' houses, deep well, and pump house. (Never.) Various sized blueprints, 4 in., on floor. Damaged by faulty containers, dirty, scattered. Attic (Bldg. Q). (23)

509. DAILY READING OF LOOMS, July 1, 1930 - June 30, 1933. Meter readings of looms, showing loom number, reading, production of picks per thousand, date, and signatures of men in charge of looms. Filed chronologically. (Semiannually, official.) 9 x 12 folders, 2 ft. 6 in., in drawer of wooden filing case. Center, 1st floor (Bldg. K). (4427)

510. REQUESTS OF INMATES FOR INSURED MAILING, July 1, 1930 - June 30, 1933. Inmate's requests for certain deductions to be made from their accounts each month to apply on cost of insuring their mail to relatives, showing date, address, name and number of inmate making request, and approval of deputy warden. Filed numerically. (Never.) 4 x 5 loose sheets, 3 ft., on wooden box. Inactive record room, basement (Bldg. N). (5319)

511. CONTRACTS, Jan. 1, 1930 - Jan. 15, 1934. Standard Form 1036, statement and certificate of award, listing contract number or name of contractor, date, department or establishment, bureau or office, location, method of or absence of advertising, award of contract, certificate, and signature and title of contracting officer; Standard Form 33, invitation, bid, and

acceptance, listing invitation, contract, and item numbers, department or establishment, office or station, address, date, articles or services, quantity, unit, unit price, amount, name and address of bidder, date, and signature and title of person authorized to sign bid; reverse side shows conditions, and instructions to bidders and contracting officers; and Standard Form 36, continuation schedule for Standard Form 31 or 33, listing item number, articles or services, quantity, unit, unit price, amount, and signature of bidder; reverse side is same. Arranged numerically. (Never.) 8 x 10 loose sheets, 6 in., on shelf of wooden filing case. Weaving office (Bldg. N). (4624)

512. ADMISSION SUMMARY, Jan. 1, 1930 to date. List of persons who are relatives or close friends to inmate; no inmate is allowed more than seven correspondents. Entered numerically. (Daily, official.) $10\frac{1}{2}$ x $11\frac{1}{2}$ vols. (8), 2 ft., on wooden shelf. Mail room (Bldg. A). (3922)

513. REQUESTS FOR PURCHASE, Jan. 1, 1930 to date. USPA Accounting Form 2, listing order number, location, date, quantity, articles, stock number, request filled or unfilled, approval of warden, and signature of storehouse clerk. Entered and filed numerically and chronologically. (Daily, official.) 5 x 8 and 6 x 9 vols. (4) and loose sheets, 5 ft. 7 in., in wooden filing cabinet, drawer of wooden desk, and in drawer of steel filing case. Office of chief of mechanical service, Chief engineer's office, and General storekeeper's office, 2d floor (Bldg. F, P, and I). (4684, 4731, 4825)

514. STOCK CARDS, Mar. 19, 1930 to date. Showing locations, date, notations, unit, price, and quantity of farm products received, issued, and on hand. Filed alphabetically. (Daily, official.) $5\frac{1}{2}$ x $8\frac{1}{2}$ cards, 6 in., on wooden desk. Office (Bldg. B). (5052)

515. HEIFER AND DISPOSAL RECORD, May 26, 1930 to date. Showing pedigrees and blood tests of heifers which have not yet produced milk, deaths of heifers and cows from disease or natural causes, pedigrees, blood tests, butterfat and milk production of cows which have been slaughtered, date and reason for disposal, lactation periods, and production. Entered numerically. (Daily, official.) $15\frac{1}{2}$ x $19\frac{1}{2}$ vol. and $25\frac{1}{2}$ x $27\frac{1}{2}$ pad, 3 in., on wooden desk. Barn office (Bldg. R). (28)

516. BUDGET CARDS, July 1, 1930 to date. Showing estimated budgets for operation of various departments for the following month, such as medical, social service, parole, personnel, record, commissary, and educational departments. Filed chronologically. (Daily, official.) $5\frac{1}{2}$ x 8 bundles, 2 ft., on 2 shelves of wooden cabinet and on wooden shelf in vault. Agent cashier's office (Bldg. A). (4003)

517. PERSONAL ACCOUNTS LEDGER CARDS, Sept. 8, 1930 to date. Showing inmate's name, registration number, previous balance, work earnings, account with prison commissary, amount remitted to relatives, and credit balance at end of month. Filed numerically. (Daily, official.) 8 x $10\frac{1}{2}$ cards, 4 ft., in 3 steel card cabinets. Commissary and agent cashier's office (Bldg. A). (3991)

518. PURCHASE ORDERS, Nov. 1, 1930 to date. USPI Form 81, showing order number, firm from which supplies are purchased, quantity, item, price, delivery specifications, and terms of payment. Filed numerically. (Daily,

official.) 8 x 10 $\frac{1}{2}$ pads (30) and loose sheets, 2 ft., in drawer of steel filing case and on clipboard on wall. Storeroom (Bldg. F). (4844)

519. RECORD OF REGISTERED MAIL, Dec. 15, 1930 to date. Showing register number, name of sender, date received, and inmate's name, number, and signature. Entered chronologically. (Daily, official.) 9 x 14 vols. (2), 3 in., on wooden desk. Mail room (Bldg. A). (3904)

520. INSURED MAIL REGISTER, May 6, 1931 - Jan. 23, 1932. Record of insured mail and packages sent from the penitentiary, showing addressee, number of article, address, special handling charge, and amount of postage and insurance. Entered numerically. (Never.) 11 x 11 vol., 1 in., on shelf of wooden stand. Vault, 3d floor (Bldg. A). (4133)

521. STOCK CARDS, July 1, 1931 - June 30, 1932. Showing location, article, date, notations, unit price, quantities received, issued, and on hand, and date of each issue. Filed numerically. (Never.) 5 $\frac{1}{2}$ x 8 $\frac{1}{2}$ cards, 2 ft., in drawer of wooden filing case. Center room, 1st floor (Bldg. K). (4425)

522. YARN DELIVERY AND RECEIPT SHEET, July 1, 1931 - June 30, 1933. Showing date, requisition number, number of bales used, color, bale or case number, gross tare weights, and signature of foreman. Filed chronologically. (Semiannually, official.) 8 x 10 loose sheets, 1 ft. 6 in., in drawer of wooden filing case. Center room, 1st floor (Bldg. K). (4428)

523. COTTON RECEIVED FROM WAREHOUSE, June 6, 1931 - Dec. 21, 1933. USPA Form, listing date, mill and shipper's numbers, net and gross weights, and signature of person receiving cotton. Entered numerically. (Never.) 3 x 7 vol., 2 in., in compartment of wooden stock bin. Stockroom, spinning mill 2d floor (Bldg. L). (4651)

524. CORRESPONDENCE COURSE RECORDS OF INMATES DISCHARGED OR TRANSFERRED, Jan. 1, 1931 - Dec. 31, 1935. USPA Form JAG 12, record of correspondence courses taken by inmates who have since been transferred to some other institution, showing date, inmate, number, and cell location. Filed numerically. (Never.) 4 x 5 $\frac{1}{2}$ cards, 2 ft., in 2 drawers of 2 wooden card cabinets. Office of asst. supervisor of education, 3d floor (Bldg. G). (5382)

525. COAL MEMORANDA, FARM 2, GARAGE 1, BOXES AND TOWERS, Jan. 1, 1931 to date. Notices to chief of mechanical service that a certain amount of coal has been delivered to various places, showing signatures of department managers. Filed chronologically. (Daily, official.) 3 $\frac{1}{2}$ x 8 stapled sheets, 1 ft., in compartment of wooden filing case. Office of chief of mechanical service, 2d floor (Bldg. F). (4712)

526. LIBRARY SHELF CATALOGUE, Jan. 1, 1931 to date. Showing author, title, publisher, number of pages, copyright date, and number of copies of each book in the prison library. Filed alphabetically. (Daily, official.) 3 x 5 cards, 15 ft., in 15 drawers of steel filing case. Prison laundry, 2d floor (Bldg. O). (4719)

527. TELEPHONE SYSTEM FILE, Jan. 1, 1931 to date. Specifications, data, drawings, and blueprints of the telephone system at the penitentiary; also instructions on regulating, installing, and operating same. Filed chronologically. (Daily, official.) 9 x 12 folders, 1 ft., in drawers of wooden filing case. Office of chief of mechanical service, 2d floor (Bldg. F). (4713)

528. TRANSPORTATION, July 1, 1931 to date. Schedule showing transportation requests for officials and prisoners, number of request, and amount involved. Filed chronologically. (Daily, official.) $9\frac{1}{2}$ x 11 $\frac{3}{4}$ folders, 6 in., in drawer of steel filing case. Bookkeeper's office (Bldg. A). (3765)

529. STATEMENTS OF METERED MAIL, Oct. 1, 1931 to date. Record of metered mail for inmates cancelled through meter; a certain number of inmates' letters per week are mailed free, and on letters over that amount postage must be paid. Entered numerically. (Daily, official.) $3\frac{1}{2}$ x 8 vols. (7), 1 ft., on wooden shelf. Agent cashier's office (Bldg. A). (3985)

530. PRISONERS' PERSONAL PROPERTY, Dec. 1, 1931 to date. Record of watches, knives, razors, and rings taken from prisoners on arrival at prison, showing number and name of prisoner, date, and name of article. Filed numerically. (Daily, official.) 9 x 15 covers and 4 x 7 folded sheets, 1 ft., in steel safe. Deputy warden's office (Bldg. N). (5307)

531. SPINNING ROOM PRODUCTION OF YARN, Jan. 1, 1932 - July 30, 1933. USPA Form, daily production sheet, listing date, hanks, size, kinds of yarn, weight, total per frame, number of frames idle, and grand total per day. Entered numerically. (Never.) $10\frac{1}{2}$ x 14 vol., 1 in., in compartment of wooden stock bin. Stockroom, spinning mill, 2d floor (Bldg. L). (4685)

532. CLOTHING FACTORY ORDERS, Jan. 1, 1932 - July 31, 1934. Showing to whom shipped, address, customer's order number, date of order, dates sent to shop and shipped, invoice and bill of lading numbers, how shipped, article, description, and gross weight. Filed numerically. (Monthly, official.) $8\frac{1}{2}$ x 11 folders, 8 ft., in 5 drawers of wooden filing cabinet. Center room, 1st floor (Bldg. K). (4452)

533. PICK PRODUCTION SHEET, July 1, 1932 - Jan. 1, 1934. USP Form, giving register and loom numbers, name, reading, time on and off, number of picks made, total, rate of production, and signature of foreman. Filed numerically. (Never.) 4 x 8 loose sheets tied with rubber bands, 1 ft. 6 in., on shelf of wooden filing case. Weaving office (Bldg. M). (4620)

534. BASKET SHOP ORDERS, June 30, 1932 - July 1, 1934. Showing date, order number, to whom shipped, how shipped, quantity, size, description, item number, price, and total amount. (Never.) 8 x 11 folders, 3 ft. 6 in., in 2 drawers of wooden filing cabinet. Center room, 1st floor (Bldg. K). (4453)

535. BALE RECORD, Jan. 1, 1932 - June 30, 1934. Showing date received, bale number, gross weight, and date put into process. Entered numerically. (Never.) 9 x 13 vol., 2 in., in wooden box. Center room, 1st floor (Bldg. K). (4469)

536. SOCIAL HISTORY RECORDS, Jan. 1, 1932 - Dec. 31, 1934. Showing inmate's name, race, date of birth, parents' names, birthplace, education, trade, migratory habits, last residence, and occupational history. Filed numerically. (Never.) 9 x 12 folders, 8 ft. 6 in., in 3 wooden boxes. Dark cell, 1st floor (Bldg. N). (5331)

537. TIME SHEETS, June 30, 1932 - June 30, 1935. USP Form, U. S. cotton duck mill time sheet, showing time prison operatives checked in and out of mill each day. (Never.) $14\frac{1}{2}$ x $16\frac{1}{2}$ bundle, 2 in., on wooden cabinet. Basket shop, 1st floor (Bldg. L). (4556)

538. PICK PRODUCTION AND DEDUCTION SHEET, July 1, 1932 - June 30, 1935. Showing register and loom numbers, name, times on and off, picks made, rate per pick, total picks per day, and signature of foreman in charge. Filed numerically. (Monthly, official.) 4 x 8 loose sheets, 2 ft., in drawer of wooden filing case. Center, 1st floor (Bldg. K). (4423)

539. PAID INVOICES, July 1, 1932 - June 30, 1935. Copies showing number of articles, amount, total, statement that the unmanufactured articles were grown, mined, or produced in the U. S., and statement from the foreman of the warehouse showing amount of shipment received; attached is a copy of the bill of lading covering the shipment. Filed alphabetically. (Weekly, official.) 9 x 12 folders and 8 x $10\frac{1}{2}$ covers, 10 ft. 6 in., in 5 drawers of wooden filing cabinet. Center room, 1st floor (Bldg. K). (4473)

540. SHOP ORDERS, July 1, 1932 - Aug. 6, 1935. Showing account number, name and address of consignee, quantity, unit price, article, unit cost, amount, date completed, delivery record, and signature of foreman in charge. Filed numerically. (Monthly, official.) 8 x $10\frac{1}{2}$ loose sheets, 12 ft., in 6 drawers of 2 wooden filing cases. Center, 1st floor (Bldg. K). (4421)

541. FARM 2 INMATE RECORD CARDS, Jan. 1, 1932 - Dec. 31, 1935. Showing date, race, number, name, occupation, where convicted, crime, sentence, dates sentenced and arrived at farm, and date of discharge. Filed numerically. (Never.) 4 x 8 cards, 1 ft. 6 in., in wooden box. Inactive record room, basement (Bldg. Q). (9)

542. TIME SHEET FOR TWISTERS, Jan. 1, 1932 to date. USP Form, U. S. duck mill time sheets, showing time made by each twister operator during month. (Never.) 14 x $16\frac{1}{2}$ loose sheets, 3 in., in pasteboard box on stationery cabinet. Warehouse shipping office (Bldg. L). (4677)

543. DETAIL CARDS, Jan. 1, 1932 to date. Showing inmates assigned to power-house, name and number, alias, date received, department from which transferred, crime, period of sentence, and date discharged. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft., in drawer of wooden card cabinet. Chief engineer's office, 2d floor (Bldg. P). (4727)

544. EQUIPMENT AND PROPERTY RECORD CARDS, Jan. 1, 1932 to date. Showing name of property, description, by whom constructed, make, model, serial, blueprint, proposal, and contract numbers; valuation, total cost, maintenance cost, kind of property, and locations. Filed alphabetically. (Daily, official.) 4 x 6 cards, 5 ft., in 4 card boxes. Bookkeeping department. (Bldg. L). (4319)

545. SHOP ORDERS, Jan. 1, 1932 to date. FPI Form, repairs and construction order, listing name of government agency, requisition and job numbers, number of sheets, stock issued, date job is finished, and date of shipment. Filed numerically. (Daily, official.) 8 x $10\frac{3}{4}$ bundles and 11 x $12\frac{1}{2}$ loose sheets, 2 ft. 6 in., in 2 wooden boxes on desk. Print shop, 2d floor (Bldg. L). (4555)

546. TRANSFER SHEETS, ACTIVE AND INACTIVE, Jan. 1, 1932 to date. Record of transfers of inmates from one cell to another, showing inmate's name and number, transfer date, work detail, and block and cell numbers from and to which transferred. Filed numerically. (Older records, never; recent records, daily, official.) Various sized loose sheets, 4 ft., in wooden box, in drawer of wooden table, on clipboard on wooden desk, and on steel wall file. Dark cell, 1st floor; Office of inmate clerks, Deputy warden's office, Social service unit, and Dining room office (Bldgs. N, A, and G.) (5332, 5322, 3946, 5381)
547. WORK AND CELL LOCATION CARDS, Jan. 1, 1932 to date. USPA Form JAG 49, showing inmate's name and number, race, date received, cell location, dates of transfer to various details, and new cell number if transferred from one cell to another. Filed numerically. (Daily, official.) 3 x 5 cards, 4 ft., in 5 drawers of steel card cabinet. Office of clerk to deputy warden (Bldg. N). (5316)
548. INVOICES TO OTHER INSTITUTIONS, Jan. 2, 1932 to date. Copies of invoices covering material sent to other institutions where prisons and officers have Federal prisoners under their care. Filed alphabetically. (Daily, official.) $9\frac{1}{2}$ x 11 $\frac{3}{4}$ folders, 6 in., in drawer of steel filing case. Bookkeeper's office (Bldg. A). (3766)
549. BADGE RECORD AND RECEIPTS, July 1, 1932 to date. Record of badges on hand surrendered by officers at Farm 2 and penitentiary, new ones issued, and those forfeited; also receipts from officers to agent cashier for badges. Filed numerically. (Daily, official.) $8\frac{1}{4}$ x $10\frac{1}{2}$ loose sheets, 2 in., on wooden shelf. Agent cashier's office (Bldg. A). (3986)
550. CLOTHING FACTORY ORDERS, July 1, 1932 to date. Showing consignee, address, customer's order number, date of order, dates order was received and shipped, invoice and bill of lading numbers, quantity, article, description, and gross weight; also attached shipping ticket, showing job number, date shipped, name and address of consignee, packer's check, quantities ordered and shipped, and description of articles. Filed numerically. (Daily, official.) 8 x $10\frac{1}{2}$ loose sheets, 2 ft. 6 in., in 2 drawers of wooden filing case and in wooden box. NE. corner, clothing factory, 1st floor (Bldg. L). (4495)
551. DAILY AND WEEKLY PRODUCTION BOOK, July 1, 1932 to date. Record of production of raw material of the duck mill, showing date, kind of material, weight, number of pounds per day, and total amount per week. Entered chronologically. (Daily, official.) 9 x 15 vol., 2 in., on wooden desk. Bookkeeping department (Bldg. L). (4295)
552. GARMENT RECORDS, July 1, 1932 to date. FPI Form, showing date cut, destination of shipment, lot and ticket numbers, date wanted, coat and pants size, and date garment was finished. Entered and filed chronologically. (Daily, official.) 10 x 12 loose-leaf books (2) and 9 x $11\frac{1}{2}$ loose sheets, 1 ft. 6 in., in wooden box and on wooden table. NE. corner, 1st floor, clothing factory (Bldg. L). (4487)
553. JEWISH RECORD, July 1, 1932 to date. Record of Jewish population of the prison, showing number and name of inmate, attendance at services, speakers, and interviews with Rabbi Marx, Jewish chaplain. Entered

alphabetically. (Daily, official.) 10 x 16 and 10 $\frac{1}{2}$ x 16 vols. (2), 3 in., on wooden shelf. Protestant chaplain's office (Bldg. D). (5376)

554. RECORD OF POSTAGE, July 6, 1932 to date. Showing number of incoming and outgoing letters, numbers of foreign letters and papers received, stamps on hand at close of day, numbers of stamps drawn, used, and balance on hand, and record of money received. Entered numerically. (Daily, official.) 8 $\frac{1}{2}$ x 14 vol., 1 in., on wooden desk. Mail room (Bldg. A). (3898)

555. CLOTH IMPERFECTIONS, July 10, 1932 to date. Record of imperfections discovered in cloth after it has been run off the loom, showing number of loom, style of cloth, date, and specific defect. Entered and filed chronologically. (Daily, official.) 12 x 18 vol., bundle and clipped sheets, 6 in., in drawer of steel filing case and drawer of wooden desk. Bookkeeping department (Bldg. L). (4325)

556. MISCELLANEOUS WAYBILLS AND INVOICES, Aug. 11, 1932 to date. Waybills, invoices, and receiving reports of cotton supplies, and record of material received for prison industries. Filed chronologically. (Daily, official.) 9 x 12 folders, 1 in., in wooden folded document holder. Spinning room office, 2d floor (Bldg. L). (4631)

557. SHOP ORDERS, Sept. 20, 1932 to date. Records showing date, work requested, signatures of person requesting work and foreman in charge, and date work was completed. Filed chronologically. (Daily, official.) Various sized loose sheets, 3 in., on 2 clipboards on desk. Main floor (Bldg. H). (4859)

558. SPECIFICATIONS, Aug. 25, 1933 only. Covering furnishing, delivery, and installation of fan type and gravity type warm air heating systems for housing project. Entered numerically. (Never.) 9 x 11 $\frac{1}{4}$ loose-leaf books (6), 6 in., in wooden cabinet. Mechanic's office (Bldg. H). (4918)

559. DAILY RECORDS, July 16, 1933 - Oct. 1, 1934. Showing inmate's register number and name, date, detail, and cell location. Entered numerically. (Never.) 8 x 16 vol., 1 in., on wooden box on floor. Inactive record room, basement (Bldg. R). (20)

560. EQUIPMENT STOCK CARDS, Mar. 12, 1933 - Mar. 1, 1934. USPI Form 85, record of machinery and equipment for clothing factory, showing description, stock number, from whom received, date received or date of inventory, number received or returned since last inventory, and number on hand. Filed numerically. (Monthly, official.) 9 x 12 folders, 1 ft., in drawer of wooden filing case. NE. corner, 1st floor, clothing factory (Bldg. L). (4493)

561. PAROLE RECORDS, Jan. 1, 1933 - June 30, 1935. Complete parole summary, giving list of relatives and addresses, previous criminal record, and employment history. Filed numerically. (Weekly, official.) 9 x 12 folders, 18 ft., in 9 wooden boxes on floor. Damaged by faulty containers. Inactive record room, basement (Bldg. N). (5251)

562. DAILY LOOM LIST, July 1, 1933 - Jan. 6, 1935. Showing date, style of goods, material, number of looms, style of loom, warp and filling counts, number warp, number filling, and for whom made. Filed chronologically.

(Semiannually, official.) $8\frac{1}{2}$ x $10\frac{1}{2}$ loose sheets, 2 ft. 6 in., in drawer of wooden filing cabinet. Center room, 1st floor (Bldg. K). (4455)

563. STOCK CARDS, July 1, 1933 - Jan. 5, 1935. USPI Accounting Form 85, showing location, stock number, article, date, notations, unit, size, and quantity received, issued, and on hand. Filed chronologically. (Never.) 5 x 8 cards, 6 in., in drawer of wooden desk. Mechanic's office (Bldg. H). (4849)

564. BASKET SHOP INVENTORY, July 1, 1933 - June 30, 1935. USP Form, inventory of cloth stock for production, showing amount in dollars and cents on hand, in process, and requisitioned. Filed chronologically. (Never.) $8\frac{1}{2}$ x 12 bundle, 2 in., on wooden stationery cabinet. Basket shop, 1st floor (Bldg. K). (4554)

565. BILLS OF LADING, July 1, 1933 to date. Showing marks, number and kind of packages, description of article, weight, date, and car number and initials. Filed numerically. (Monthly, official.) 9 x 11 bradded sheets, 4 ft. 6 in., in 3 drawers of wooden filing case. Center room, 1st floor (Bldg. K). (4454)

566. DAILY FARM RECORDS, Oct. 1, 1933 to date. Showing man-labor, AM and PM item, number of mules, tractor hour, issues, and remarks. Entered chronologically. (Never.) 10 x 18 vols. (5), 1 ft., in wooden box. Potato house (Bldg. S). (21)

567. PRISON INDUSTRIES TRANSFERS, May 1, 1933 - Jan. 1, 1936. Record of transfer of inmates from one department to another and of operators from one unit of the industries to another upon recommendation of foreman. Arranged numerically. (Monthly, official.) 4 x $8\frac{1}{2}$ bundle, 1 ft. 6 in., in drawer of wooden filing case. Center, 1st floor (Bldg. K). (4426)

568. CONTRACT DATA, July 1, 1933 to date. Standard Form 33, invitation, bid, and acceptance, listing invitation, contract, and item numbers, department or establishment, office or station, address, date, name, title, articles or services, quantity, unit, unit price, amount, name and address of bidder, and signature and title of person authorized to sign bid; reverse side shows conditions and instructions to bidders and contracting officers; attached to bid is an agreement between bidder and the penitentiary; Standard Form 1036, statement and certificate of award, listing contract number or name of contractor, date, department or establishment, bureau or office, location, method of or absence of advertising, award of contract, certificate, and signature and title of contracting officer; also Standard Form 36 and copies of correspondence pertaining to contracts. Filed numerically. (Monthly, official.) 9 x 12 folders, 10 ft., in 4 drawers of wooden filing cabinet. Center room, 1st floor (Bldg. K). (4463)

569. RECORDS OF COMPLETED CORRESPONDENCE COURSES, Jan. 1, 1933 to date. USPA Form JAG 12, showing dates course started and ended, name of inmate, and number. Filed numerically. (Never.) 4 x $5\frac{1}{2}$ bundles and cards, 2 ft., in drawer of wooden card cabinet and on shelf of wooden wall cabinet. Office of asst. supervisor of education, 3d floor (Bldg. G). (5383)

570. DAIRY ACTIVITIES RECORDS, Jan. 1, 1933 to date. Showing milking time and condition, dairy detail time, herd inventory, herd feed, production,

barn locations and temperatures, and number of inmates on barn detail. Entered numerically. (Daily, official.) 12 x 15 loose-leaf book, 6 in., on wooden desk. Barn office (Bldg. R). (53)

571. QUILLER DEPARTMENT, Jan. 1, 1933 to date. USP Form production record, showing date, number of cuts, order number, for whom, and signature of foreman in charge. (Daily, official.) $3\frac{1}{2}$ x 5 loose sheets, 1 ft., on shelf of wooden filing case. Weaving office (Bldg. M). (4623)

572. STOCK RECORD, Jan. 2, 1933 to date. Record of materials and supplies on hand which are used in the course of prison operation. Indexed. (Daily, official.) 13 x $16\frac{1}{2}$ loose-leaf books (11), 6 ft., in wooden book rack. Bookkeeper's office (Bldg. A). (3871)

573. BILLS OF LADING, Jan. 9, 1933 to date. Bills of lading covering shipments of finished products from duck mill to various consignees, showing bill of lading number, dates issued and shipped, estimated charges as against invoiced charges, and resulting difference. Entered chronologically. (Daily, official.) 12 x 16 vol., 6 in., in drawer of wooden desk. Book-keeping department (Bldg. L). (4324)

574. REQUESTS FOR PURCHASES, Jan. 12, 1933 to date. USPA Accounting Form 11, showing order and stock numbers, date, quantity, articles wanted, description, by whom approved, and signature of storehouse clerk. Filed chronologically. (Daily, official.) $5\frac{1}{2}$ x $8\frac{1}{2}$ loose sheets, 1 ft., on table. Maintenance office (Bldg. I). (4790)

575. OFFICERS' LAUNDRY MARKS, Mar. 1, 1933 to date. Records showing laundry marks assigned for officers on prison reservation and identification marks appearing on uniforms which are dry cleaned and pressed in laundry. Entered alphabetically. (Daily, official.) 8 x 10 vol., 1 in., on desk. Foreman's office (Bldg. O). (4848)

576. APPROVED TRANSFERS, Mar. 31, 1933 to date. USPA Form, listing date, name and number of inmate, department, numbers of classes from and to which transferred, and signature of superintendent or assistant. Filed chronologically. (Daily, official.) $3\frac{1}{2}$ x 6 loose sheets, 6 in., in drawer of wooden folded document holder. Spinning room office, 2d floor (Bldg. L). (4577)

577. DEPARTMENT TRANSFERS, Apr. 4, 1933 to date. USPA Form, listing date, name and number of inmate, signature of foreman, and departments from and to which transferred. Filed chronologically. (Daily, official.) $3\frac{1}{2}$ x 8 loose sheets, 4 in., in wooden folded document holder. Spinning room office, 2d floor (Bldg. L). (4580)

578. RECORD OF INDUSTRIAL PRISONERS, May 1, 1933 to date. Data on all prisoners working in industries, showing name, number, sentence, hours worked, units, rate, bonus, and good time earned each month. Entered numerically. (Daily, official.) $9\frac{1}{2}$ x $11\frac{1}{2}$ loose-leaf books (6), 2 ft., on wooden shelf. bookkeeping department (Bldg. L). (4304)

579. RECLASSIFICATION TICKETS, July 1, 1933 to date. USP Form, listing date, inmate's number and name, department, whether advanced or reduced, and signature of superintendent. Arranged numerically. (Daily, official.)

4 x $6\frac{1}{2}$ bundle, 1 ft. 6 in., on wooden stationery cabinet. Basket shop, 1st floor (Bldg. L). (4557)

580. WAREHOUSE YARN ISSUE RECORDS, July 3, 1933 to date. Showing yarn stored in process for warpers and twistors, cotton put in process, yarn received and issued at duck mill, and balance on hand. (Daily, official.) $9\frac{1}{2}$ x $11\frac{1}{2}$ and 10 x $14\frac{1}{2}$ loose-leaf books (3), 3 in., in 2 compartments of wooden filing case. Warehouse shipping office (Bldg. L). (4675)

581. LAUNDRY LISTS, Sept. 1, 1933 to date. USPA Forms 345, 345a, 224, JAG 252, and JAG 236, weekly lists showing overages and shortages. (Daily, official.) Various sized loose sheets, 3 ft., in 4 folded document holders. Foreman's office (Bldg. O). (4908)

582. FOREMAN'S ABSENCE FROM DUTY, Sept. 5, 1933 to date. Memorandum from overseer of spinning room to assistant superintendent regarding foreman's absence from duty. Filed chronologically. (Daily, official.) $3\frac{1}{2}$ x 8 loose sheets, 2 in., in wooden folded document holder. Spinning room office, 2d floor (Bldg. L). (4579)

583. RECORD OF PERSONAL PROPERTY OF INMATES DISCHARGED OR DECEASED, Nov. 1, 1933 to date. Showing personal property taken on arrival from inmates now discharged or deceased. Entered numerically. (Monthly, official.) 10 x 14 loose-leaf book, 1 in., in compartment of wooden cabinet. Clothing room, 2d floor (Bldg. I). (4827)

584. REQUESTS FOR DEPARTMENTAL TRANSFERS, Dec. 29, 1933 to date. USP Form, listing inmate's name and number, classes, signature of overseer, and approvals of superintendent and warden. Filed chronologically. (Daily, official.) $3\frac{1}{2}$ x $18\frac{1}{2}$ loose sheets, 6 in., in wooden folded document holder. Spinning room office, 2d floor (Bldg. L). (4630)

585. INMATES' TIME RECORD, Nov. 19, 1934 - Jan. 1, 1935. Showing inmate's name and number, total number of days of work, wages per day, amounts paid and due, and total amount. Entered alphabetically and numerically. (Never.) 8 x 14 vols. (2), 2 in., on wooden box. Inactive record room, basement (Bldg. R). (18)

586. SUPPLIES BIN CARDS, July 1, 1934 - June 30, 1935. Record of supplies, showing bin and stock numbers, article, unit, size, date, and quantities received, issued, and on hand. Arranged numerically. (Never.) 4 x 8 bundle, 6 in., on wooden stationery cabinet. Basket shop, 1st floor (Bldg. L). (4559)

587. FARM INVENTORY, Sept. 1, 1934 - Aug. 31, 1935. Showing farm equipment, dormitory and office supplies, equipment in use and not in use, valuation, and condition. (Never.) 9 x 12 folder, 1 in., in drawer of wooden filing case. Barn office (Bldg. R). (31)

588. STOREHOUSE REQUISITIONS, May 1, 1934 to date. Showing location, date, department to which delivered, account number, quantities wanted and furnished, article, unit, and total price. Filed numerically. (Never.) 6 x 9 loose sheets, 6 in., in wooden box. Inactive record room, basement (Bldg. O). (17)

589. INVENTORY SHEETS, Jan. 1, 1934 - Jan. 1, 1936. USP Form, listing date, page and sheet numbers, by whom called and entered, department, by whom priced, extended, and examined, location, quantity, description, price, extensions, and amount brought forward. (Never.) 9 x 12 loose sheets, 1 ft., on shelf of wooden filing cabinet. Weaving office (Bldg. M). (4617)

590. DUCK MILL REGISTER, Feb. 16, 1934 to date. USPA Form, listing date, inmate's number and name, signature, sentence, and age. Filed numerically. (Never.) 3 x 5 loose sheets, 2 in., in compartment of wooden stock bin. Stock room, 2d floor, spinning mill (Bldg. L). (4652)

591. COMMISSARY INVENTORY, Jan. 1, 1934 to date. Showing date, inventory number, quantity, article, selling and purchase prices, amounts, total amount on hand, and signature of commissary clerk. Filed numerically. (Never.) 9 x 12 loose sheets, 1 ft., on wooden shelf. Inactive record room, basement (Bldg. Q). (11)

592. BIN CARDS, Jan. 1, 1934 to date. Showing bin and stock numbers, articles, unit, size, date, quantities, and amounts received, issued, and on hand. Filed numerically. (Daily, official.) 4 x 6 $\frac{1}{2}$ cards, 1 ft., in drawer of wooden desk. Guard's office (Bldg. Q). (35)

593. DAILY LOOM METER READINGS, Jan. 1, 1934 to date. Showing operator's number, loom, and reading indicating the run per thousand picks. Filed numerically. (Monthly, official.) 4 x 8 loose sheets, 6 ft. 6 in., in wooden stationery cabinet and drawer of wooden desk. Bookkeeping department (Bldg. L). (4305)

594. GENERAL DUCK MILL FILE, Jan. 1, 1934 to date. Technical data relating to operation of Federal prison industries, including textile mill operated by this corporation; annual production sheets, showing amount of yarn on hand and contracted for; USP Form, cost and cloth test sheets, showing standard and actual weights and breaks, yardage and poundage, and quarterly manufacturing costs; USP Form, daily log of air conditions in mill; USP Form, inventory of material used in cloth room; daily loom lists showing warp and filling counts and number of warps and fillings; cloth imperfection sheets; and USP Form, mill production stock sheets. (Daily, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. Bookkeeping department (Bldg. L). (4246)

595. MONTHLY TIME SHEET, Jan. 1, 1934 to date. Time sheet for industries, covering all prisoner operatives of various classifications in the duck mill, print and tailor shops, clothing and mattress factories, and basket shop, showing inmate's number, name, rating, and amount; classifications are piece work, day work, special pay for maintenance of machinery and emergency repairs, and full time. Filed numerically. (Daily, official.) 13 $\frac{1}{2}$ x 14 loose sheets, 1 ft. 6 in., in wooden stationery cabinet and on wooden desk. Bookkeeping department (Bldg. L). (4301)

596. PICK PRODUCTION DEDUCTION, Jan. 1, 1934 to date. Tickets showing deduction of time of loom operators due to defects found in cloth after it has been run off the loom. Filed numerically. (Daily, official.) 4 x 9 loose sheets and 12 x 15 envelopes, 8 ft., in wooden stationery cabinet and drawer of wooden desk. Bookkeeping department (Bldg. L). (4303)

597. RECORD OF PRINT SHOP ORDERS, Jan. 1, 1934 to date. Showing invoice, requisition, and job numbers, number of copies wanted, and name and address of consignee. Entered chronologically. (Daily, official.) 9 x 12 vols. (2) 3 in., in drawer of wooden desk. Bookkeeping department (Bldg. L). (4337)

598. WEAVE SHOP DAILY TIME SHEETS, Jan. 1, 1934 to date. USP Form, U.S. cotton duck mill time sheet, showing date, inmate's register number and name, times on and off, total hours, and amount. Arranged numerically. (Daily, official.) 14 x 16 $\frac{1}{2}$ loose sheets, 6 in., on desk. Weaving office (Bldg. M). (4626)

599. INSTITUTIONAL INVOICES, ACTIVE AND INACTIVE, Jan. 10, 1934 to date. Showing shop, invoice, and account numbers, location, quantity, unit, unit price, and total amount. Filed and entered numerically. (Older records, never; recent records, daily, official.) Various sized loose sheets and vols., 7 ft. 8 in., on 2 shelves of wooden wall cabinet, in drawer of wooden filing case, in wooden box, and on wooden desk. Inactive record room, Office, Barn office, and Guard's office (Bldgs. Q, B, and R). (19, 5054, 2, 39)

600. STOREHOUSE REQUISITION REGISTERS, Mar. 1, 1934 to date. Showing page and requisition numbers, date, amount, department, and account numbers for basket department, clothing factory, duck mill, spinning mill, and print shop. Entered numerically. (Daily, official.) 12 x 19 vols. (2), 1 ft. 6 in., on wooden desk. Bookkeeping department (Bldg. L). (4297)

601. STOCK RECORD, Mar. 28, 1934 to date. Record of supplies for equipment in the industries, showing date, order number, unit price, quantity, amount, quantity ordered, date, amount received and issued, and total balance. Entered numerically. (Daily, official.) 12 x 17 loose-leaf books (11), 4 ft., on table. Bookkeeping department (Bldg. L). (4296)

602. RELATIVES AND REFERENCES, June 11, 1934 to date. Abstracts of inmates' histories pertaining to relatives; used to identify visitors. Entered numerically. (Daily, official.) 10 x 12 loose-leaf books (8), 1 ft. 6 in., in wooden book rack on desk. Front corridor (Bldg. A). (3874)

603. BIN CARDS, July 1, 1934 to date. USPA Accounting Form 85, listing bin and stock numbers, article, unit, size, date, reference, and quantities received, issued, and on hand. Filed chronologically and numerically. (Daily, official.) 4 x 6 $\frac{1}{2}$ cards, 12 ft., in drawer of steel card cabinet, on wooden shelf, and in wooden card box. General storekeeper's office, 2d floor, and Maintenance and Dining room offices (Bldgs. I and G). (4781, 4791, 5378)

604. ENCUMBRANCE RECORD, July 1, 1934 to date. Showing encumbrances against allotments for purchase of supplies and materials. Entered numerically. (Daily, official.) 9 $\frac{3}{4}$ x 11 $\frac{1}{2}$ loose-leaf books (4), 1 ft., in wooden book rack. Bookkeeper's office (Bldg. A). (3797)

605. CLOTHING RECORDS, July 1, 1934 to date. Record of clothing issued to inmates, showing inmate's number, article of clothing issued, quantity, and by whom issued. Filed chronologically. (Monthly, official.) 9 x 12 folders, 4 in., on shelf of wooden wall cabinet. Office (Bldg. B). (5055)

606. FARM PRODUCTION RECORDS, July 1, 1934 to date. USPA Form 13, listing date, reference, production in pounds to storekeeper or steward, farm storage, amount used on farms, purpose and pounds, shrinkage, spoilage, and general remarks. Filed chronologically. (Daily, official.) 7 x 12 cards, 6 in., on wooden desk. Office (Bldg. B). (5053)

607. INVOICE REGISTER, July 1, 1934 to date. Showing invoices of material and supplies furnished other Government institutions and prison camps. Entered chronologically. (Daily, official.) 9 3/4 x 11 1/2 loose-leaf books (2), 6 in., in wooden book rack. Bookkeeper's office (Bldg. A). (3794)

608. PRINT SHOP STOCK RECORD, July 1, 1934 to date. Showing date, contract or order number, unit price, quantity contracted, balance to be delivered, quantities received and issued, and balance on hand. Entered numerically. (Daily, official.) Various sized loose-leaf books (3), 6 in., on wooden desk. Print shop, 2d floor (Bldg. L). (4560)

609. SUNDAY SCHOOL ATTENDANCE RECORDS, July 1, 1934 to date. Record kept by Protestant Chaplain showing date and number in attendance. Entered numerically. (Weekly, official.) 13 1/2 x 14 1/2 vol. and 9 x 11 loose-leaf book, 2 in., on revolving bookcase. Protestant chaplain's office (Bldg. D). (5373)

610. INMATES' GATE PASSES, July 1934 to date. Showing date, inmate's name, number, and times out and in; reverse side gives inmate's photograph. Entered numerically. (Daily, official.) 9 1/2 x 14 vols. (2), 6 in., on table. Office of inmates' clerks, deputy warden (Bldg. N). (5323)

611. MILL RECORD, Nov. 4, 1934 to date. Showing mill number, net weight, date of processing raw material, and dates, numbers, initials, and contents of railway cars received and unloaded at duck mill warehouse. (Daily, official.) 8 1/2 x 12 3/4 vol., 2 in., in compartment of wooden filing case. Warehouse shipping office (Bldg. L). (4676)

612. RECAPITULATION OF PRISON COUNT, Dec. 1, 1934 to date. Showing date, number of releases each day, and total number of inmates in prison, farm, and hospital. Entered chronologically. (Daily, official.) 9 x 11 1/2 loose-leaf book, 1 in., in drawer of steel filing case. Bookkeeper's office (Bldg. A). (3785)

613. STOREHOUSE REQUISITIONS, May 9 - Oct. 31, 1935. Copies of requisitions from the chief clerk's office for stationery and supplies for officers' barber shop. Entered chronologically. (Never.) 6 1/2 x 9 vols. (4), 2 in., on wooden shelf. Vault, 3d floor (Bldg. H). (4141)

614. SPINNING ROOM DAILY TIME SHEET, June 1 - Nov. 30, 1935. USPA Form, U. S. cotton duck mill time sheet, showing date, inmate's number, name, times in and out, rate, total hours per day, amount of earnings, and total amount. Filed alphabetically and numerically. (Daily, official.) 14 x 18 1/2 loose sheets, 1 ft., in compartment of wooden stock bin. Stock room, 2d floor, spinning mill (Bldg. L). (4689)

615. REPAIR AND CONSTRUCTION ORDERS, July 1, 1935 to date. Showing repairs requested, name of department, dates work started and completed, signature of foreman verifying repairs or construction, and memoranda of

cost for repairs and construction. Filed numerically. (Monthly, official.) 6 x 10 bundles, 1 ft., in drawer of steel transfer case. Center room, 1st floor (Bldg. K). (4419)

616. BIN CARDS FOR STATIONERY ROOM, Jan. 1, 1935 to date. USPA Accounting Form 11, listing bin and stock numbers, articles, unit, size, date, quantity received, and balance on hand. Filed numerically. (Daily, official.) 4 x 6 $\frac{1}{2}$ cards, 2 ft. 6 in., in 2 wooden bin card boxes. Stationery room, 2d floor (Bldg. I). (4795)

617. BOILER TEMPERATURES, Jan. 1, 1935 to date. Records showing date, signature, remarks, steam pressure, times water in and out, barometer readings, draft indicators, boiler and pump service, recorder's notch, hot water flow, and average temperature. Filed numerically. (Daily, official.) 14 x 40 loose sheets, 3 ft. 6 in., in section of wooden cabinet. Office of chief of mechanical service, 2d floor (Bldg. F). (4734)

618. COUPON REQUEST, Jan. 1, 1935 to date. Showing date, inmate's name and number, amount of coupon book, and signature of officer granting request. Filed numerically. (Daily, official.) 3 $\frac{1}{2}$ x 8 bundles, 10 ft., in 5 drawers of 2 steel transfer cases. Commissary and agent cashier's office (Bldg. A). (3984)

619. DUCK MILL ORDERS, Jan. 1, 1935 to date. Showing department, branch, where and how shipped, order number, date, number of yards, kind of material, unit price, total price, car number and initials, bill of lading and invoice numbers, and date to be shipped. Entered numerically and chronologically. (Daily, official.) 9 x 11 $\frac{1}{2}$ loose-leaf books (2), 1 ft., on wooden desk. Bookkeeping department (Bldg. L). (4313)

620. MATERIAL RECORDS, Jan. 1, 1935 to date. Showing shop order number, date, nature of work, material used, amount charged, shop in which used, and signature of officer in charge. Filed numerically. (Daily, official.) 5 $\frac{1}{2}$ x 8 $\frac{1}{2}$ loose sheets, 2 ft. 6 in., in section of wooden filing cabinet. Office of chief of mechanical service, 2d floor (Bldg. F). (4737)

621. RECORD OF CARPENTER AND BLACKSMITH DETAIL, Jan. 1, 1935 to date. Showing storehouse requisition book number, date, name of department or building, and supplies used in repairing or construction. Entered alphabetically. (Daily, official.) 10 $\frac{1}{2}$ x 15 vol., 2 in., on wooden desk. Carpenter shop (Bldg. H). (4715)

622. SOCIAL SERVICE LOG, Jan. 1, 1935 to date. List of inmates showing numbers, names, dates received and interviewed, verifications, and date board passed inmate for parole, if paroled. Entered numerically. (Daily, official.) 14 x 14 $\frac{1}{2}$ vols. (4), 6 in., on wooden desk. Social service unit (Bldg. A). (3939)

623. DOOR CHECK AND DOCK SLIPS, Feb. 1, 1935 to date. USPA Form, listing inmate's number, times in and out, total time out, and remarks; dock slips showing inmate's number and amount of time to be deducted. Filed chronologically. (Daily, official.) 3 x 4 and 7 x 8 loose sheets, 6 in., in wooden folded document holder. Spinning room office, 2d floor (Bldg. L). (4578)

624. SECONDS AND REMNANTS STOCK, Mar. 25, 1935 to date. Record of cloth seconds and remnants on hand, showing roll number, yardage, and poundage. Entered numerically. (Daily, official.) $10\frac{1}{2}$ x $14\frac{1}{4}$ loose-leaf book, 6 in., in drawer of wooden desk. Warehouse shipping office (Bldg. L). (4606)

625. RECORD OF VISITORS, May 5, 1935 to date. Showing date, prisoner's name, number, relation to inmate, names and addresses of visitors, time of visit, and signature of guard on duty. Filed numerically. (Daily, official.) $3\frac{1}{2}$ x 7 loose sheets, 2 in., in pigeonhole file. Guard's office (Bldg. Q). (51)

626. BALE WEIGHT RECORDS, July 1, 1935 to date. Showing number and weights of bales received in lot shipments. Entered numerically, by lot numbers. (Daily, official.) $8\frac{1}{2}$ x $12\frac{1}{2}$ vols. (2), 3 in., in drawer of wooden desk. Bookkeeping department (Bldg. L). (4321)

627. CLOTH RECORD, July 1, 1935 to date. Showing date, bale number, yards and pounds received, amount sold, date, yards, pounds, unit cost, and total amount. Entered alphabetically. (Daily, official.) $7\frac{1}{2}$ x 12 loose-leaf books (3), 2 ft., on wooden desk. Bookkeeping department (Bldg. L). (4317)

628. CLOTH RECORDS, July 1, 1935 to date. FPI Form 46, listing kind of cloth, date, bale number, yards and pounds received, amount sold, date, reference, to whom sold, yards and pounds, and balance on hand. Entered chronologically. (Daily, official.) $6\frac{1}{2}$ x $10\frac{1}{2}$ loose-leaf books, 1 ft., in drawer of wooden filing case. Basket shop, 1st floor (Bldg. L). (4516)

629. CONTRACT COPIES, July 1, 1935 to date. FPI Form 10, listing order, contract, and item numbers, date, quantity, name of article, unit price, and amount. Filed alphabetically. (Daily, official.) 9 x 12 folders, 6 ft., in 3 drawers of wooden filing case. NW. corner, storeroom, 1st floor (Bldg. K). (4466)

630. COTTON RECEIVED FROM WAREHOUSE, July 1, 1935 to date. Record showing date, weight of linters, number of bales, grade, total weight of each grade, and grand total. Filed chronologically. (Daily, official.) $8\frac{1}{2}$ x $10\frac{1}{4}$ and 7 x 8 loose sheets, 8 in., in 2 drawers of wooden folded document holder. Spinning room office, 2d floor (Bldg. L). (4569)

631. DAILY ICE PLANT LOG, July 1, 1935 to date. Showing pressures, temperatures, time, date, ammonia, brine, ice tank condition, refrigerator tank, out and return, water jacket, in and out, and evaporator. Entered chronologically. (Daily, official.) $8\frac{1}{2}$ x 10 loose-leaf books (3), 6 in., on wooden desk. Chief engineer's office, 2d floor (Bldg. P). (4729)

632. ELIGIBLE TICKER CARDS, July 1, 1935 to date. USP Form JAG 7, record of inmates who will be eligible for parole in the near future, showing name, number, date when eligible, and crime committed. Filed numerically. (Daily, official.) 4 x 5 cards, 1 ft. 6 in., in drawer of wooden desk. Parole office (Bldg. A). (3937)

633. GRANTED PAROLE CASE CARDS, July 1, 1935 to date. USP Form JAG 7, listing prisoner's name, number, sentence, parole adviser, crime, and whether plan has been sent to Washington for approval. Filed chronologically. (Daily, official.) 4 x 5 cards, 6 in., in drawer of wooden typewriter table. Parole office (Bldg. A). (3936)

634. HAM PRODUCTION RECORD, July 1, 1935 to date. Index to crop production and reproduction of livestock records. Entered alphabetically. (Daily, official.) 13 x 16 loose-leaf book, 3 in., on wooden desk. Bookkeeper's office (Bldg. A). (3833)

635. LOCATION BOOK, July 1, 1935 to date. Showing inmate's name, departments from and to which transferred, and department in which inmate is working. Entered numerically. (Daily, official.) $10\frac{1}{2}$ x $11\frac{1}{2}$ loose-leaf book, 2 in., on wooden desk. Social service unit (Bldg. A). (3934)

636. MEMORANDUM BOOK, July 1, 1935 to date. Pertaining to plans for approval, violators of paroles, and special reports of inmates in hospital. Entered chronologically. (Daily, official.) $8\frac{1}{2}$ x 14 vol., 1 in., on wooden desk. Parole office (Bldg. A). (3935)

637. MONTHLY INVENTORY, July 1, 1935 to date. USPA Form, listing number of pounds of material, such as notes, cotton, sweeps and waste, weight of cotton already in process, weight and number of yarn on hand, and amount delivered to duck mill. Filed chronologically. (Monthly, official.) $8\frac{1}{2}$ x 14 loose sheets, 6 in., in wooden folded document holder. Spinning room office, 2d floor (Bldg. L). (4576)

638. PRODUCTION RECORD, July 1, 1935 to date. Showing weight of various items produced on farms, including all kinds of grain, feed, and dairy products; also record of stock treatment, and record of calves, beef, and hides sold. Entered chronologically. (Daily, official.) 9 x $11\frac{1}{2}$ loose-leaf book, 2 in., in drawer of steel filing case. Bookkeeper's office (Bldg. A). (3841)

639. RELIGIOUS STATUS RECORDS, July 1, 1935 to date. Record of each Catholic inmate giving data as to attendance, confessions, communions, and personal religious life. Entered alphabetically. (Daily, official.) 9 x 12 vol., 2 in., in roll-top desk. Catholic chaplain's office (Bldg. D). (5374)

640. SHIPPING RECEIPTS, July 1, 1935 to date. FPI Form 8, listing shipping and customer's order numbers, date, to whom and how shipped, packer's check, quantities ordered and shipped, description, and invoice number. Entered numerically. (Daily, official.) 8 x $10\frac{1}{2}$ loose-leaf book, 1 ft., on wooden table. Basket shop, 1st floor (Bldg. L). (4519)

641. STOREHOUSE REQUISITION TICKETS, July 1, 1935 to date. Accounting Form FPI 1, listing name of penitentiary, date, order to storekeeper to deliver, account and stock numbers, quantity wanted and furnished, article, and signatures of storekeeper and person receiving. (Daily, official.) $6\frac{1}{2}$ x $8\frac{3}{4}$ loose sheets, 5 ft., in 3 drawers of steel filing case. Bookkeeper's office (Bldg. A). (3784)

642. TIME SHEETS, July 1, 1935 to date. USPA Form, cotton duck mill time sheet, showing times each prisoner checks in and out on piece and day work in the basket shop. Filed chronologically. (Daily, official.) 14 x 16 bradded sheets, 2 in., in wooden stationery cabinet and in drawer of wooden table. Basket shop, 1st floor (Bldg. L). (4499)

643. YARN PRODUCED AND SENT TO DUCK MILL, July 1, 1935 to date. USPA Form, daily production sheet, listing package number, width, number, value, yards, gross, stand, and net pounds, and remarks. Filed chronologically. (Monthly, official.) $8\frac{1}{2}$ x $10\frac{1}{4}$ loose sheets, 6 in., in 2 drawers of wooden folded document holder. Spinning room office, 2d floor (Bldg. L). (4574)

644. YARN DELIVERY AND RECEIPT RECORD, July 2, 1935 to date. Record of industries and receipts, showing requisition and bale or case numbers and gross, tare, and net weights. Filed chronologically. (Daily, official.) $8\frac{1}{2}$ x $11\frac{1}{2}$ loose sheets, 6 in., in drawer of wooden desk. Bookkeeping department (Bldg. L). (4322)

645. INMATES' CLOTHING LIST, July 7, 1935 to date. Showing date, inmate's name, number, list of clothing, and bed linen issued to prisoner. Filed numerically. (Daily, official.) $2\frac{1}{2}$ x 5 cards, 1 ft., in drawer of wooden desk. Office of custodial officer (Bldg. Q). (15)

646. PRODUCTION STOCK SHEET, Aug. 7, 1935 to date. USP Form, listing kind of goods, number of yards, price, date, roll number, total yards and pounds, number of pounds per yard, and place in which material is stored or shipped after being processed. Entered chronologically. (Daily, official.) $8\frac{1}{2}$ x 14 loose-leaf book, 2 in., in drawer of wooden desk. Basket shop, 1st floor (Bldg. L). (4558)

647. INVOICES AND PURCHASE ORDERS, July 1, 1935 to date. Triplicate copies of invoices, showing consignee, destination, number of packages, description, weight, and rate; also purchase orders showing consignee, address, date, order number, quantity shipped, description of articles, and price. Filed alphabetically. (Daily, official.) 9 x 15 folders, 9 ft., in 3 drawers of steel filing case. Bookkeeper's office (Bldg. A). (3779)

648. BLUEPRINTS, ETC., Aug. 8, 1935 to date. Blueprints, working drawings, and sketches of army truck and boat covers, deck awnings, and tents manufactured by the Federal prison industries. Arranged numerically. (Weekly, official.) 24 x 36 blueprint binder and variously sized loose sheets, 2 in., on and in rack and in 2 drawers of blueprint stand. Basket shop, 1st floor (Bldg. L). (4498)

649. SHOP RECORDS, Aug. 13, 1935 to date. Receipt for supplies and equipment showing name and location of each department. Entered chronologically. (Daily, official.) 9 x 14 vols. (3), 2 in., on wooden desk. Main floor (Bldg. H). (4874)

650. COTTON AND YARN RECORDS, Sept. 1, 1935 to date. FPI Form, listing date, weight and value on contract, weight and value received in process, balance, and average cost. (Daily, official.) 9 x 11 cards, 6 in., in drawer of wooden desk. Bookkeeping department (Bldg. L). (4334)

651. COMMODITY RECORDS, Sept. 10, 1935 to date. USPA Form JLK-42, listing unit, institution, name, date, inventory opening and closing, articles purchased, produced, delivered to storehouse or transferred to other operation, loss due to death, damage, or shrinkage, and unit price. Entered chronologically. (Daily, official.) 8 x 10 loose-leaf book, 2 in., on wooden desk. Office (Bldg. B). (5059)

652. GUARDS' EQUIPMENT RECORD, Oct. 1, 1935 to date. Index to record of Government equipment used by guard. Entered alphabetically. (Daily, official.) 12 x 16 loose-leaf book, 3 in., on wooden desk. Bookkeeper's office (Bldg. A). (3834)
653. OPERATION AND RATE BOOK, Oct. 1, 1935 to date. Giving schedule of operations and rates for inmates on piece work, showing class of work, operation number, rate of pay, and relative instructions. Entered numerically. (Daily, official.) 6 x 11 $\frac{1}{2}$ loose-leaf book, 1 in., on desk. NE. corner, 1st floor, clothing factory (Bldg. L). (4553)
654. INJURY RECORD OF INMATES, Oct. 3, 1935 to date. Record of inmates injured while on duty, showing name, number, occupation, department, date employed, case number, date of injury, number of days out, compensation and other cost, type of injury, and remarks. Filed numerically. (Daily, official.) 4 $\frac{1}{2}$ x 6 cards, 3 in., in card box on desk. Bookkeeping department (Bldg. L). (4300)
655. PRODUCTION ORDERS, Oct. 17, 1935 to date. FPI Form, duplicate production order for basket shop and clothing factory, listing name and address of consignee, bill of lading number, reference, quantity, article, description, and gross weight. Entered and filed chronologically. (Daily, official.) 8 x 10 $\frac{3}{4}$ loose-leaf books (5) and loose sheets, 1 ft., in drawer of wooden desk and on 2 wall files on desk. Bookkeeping department (Bldg. L). (4338)
656. REQUISITIONS FOR SUPPLIES, Nov. 1, 1935 to date. FPI Accounting Form 1, showing location, name of department, date, account and stock numbers, quantities wanted and furnished, article, unit price, amount, and memoranda to office for supplies not handled in storeroom; duplicates. Filed numerically. (Daily, official.) 6 $\frac{1}{2}$ x 10 vols. (4) and 6 x 9 bundles, 6 in., in drawer of wooden filing case and in pigeonhole cabinet. Damaged by rodents and handling. NE. corner, 1st floor, clothing factory (Bldg. L). (4494)
657. DAILY MILK RECORD, Dec. 1, 1935 to date. Record of daily milkings, showing register number of cow, time, stripping, condition of milk, poundage of milk per cow, and total production. Entered chronologically. (Daily, official.) 19 x 24 $\frac{1}{2}$ columnar pads (14), 1 ft., in 2 drawers of 2 wooden filing cases. Barn office (Bldg. R). (26)
658. STOREHOUSE ISSUES AND INVOICES, Dec. 1, 1935 to date. Form 1, duplicate storehouse requisition, listing name and location of department, invoice and account numbers, article, unit, unit price, and total amount. Filed chronologically. (Daily, official.) 6 $\frac{1}{4}$ x 9 loose sheets, 2 ft., in 2 drawers of 2 wooden filing cases. Barn office (Bldg. R). (7)
659. STOREHOUSE REQUISITIONS, Dec. 1, 1935 to date. Duplicate requisitions for supplies and equipment issued from the storehouse within the walls and charged directly to the requesting department, such as, dairy, hay fields, etc. Filed chronologically. (Daily, official.) 6 $\frac{1}{4}$ x 9 loose sheets, 1 ft., in drawer of wooden filing case. Barn office (Bldg. R). (5)
660. STOREHOUSE REQUISITION COST SHEETS, Dec. 1, 1935 to date. Showing location of penal institution, date, signature of requisitioning officer, stock number, quantities wanted and furnished, name of article, total amount,

grand total, and signatures of storekeeper and person receiving consignment; duplicates. (Daily, official.) $6\frac{1}{4}$ x 9 loose sheets, 2 ft., in 3 drawers of wooden filing case. Barn office (Bldg. R). (6)

661. POPULATION RECORDS, Dec. 16, 1935 to date. Showing name and number of inmate, date commenced, date of sentence, number of days for good time, and dates of arrival on farm and of expiration of term. Filed alphabetically. (Daily, official.) 3 x 5 cards, 6 in., in drawer of wooden card cabinet. Office of custodial officer (Bldg. Q). (57)

662. ACTIVE ORDER BOOK, Dec. 22, 1935 to date. Records of clothing factory orders in process, completed, and shipped, showing quantity, article, description, and shipping details. Entered numerically. (Daily, official.) 9 x 16 loose-leaf book, 2 in., on wooden desk. Warehouse shipping office (Bldg. L). (4608)

663. SPINNING MILL DEDUCTION SLIP, Feb. 8, 1936 to date. USPA Form, showing kind of machine, date, register, machine, and hank numbers, times in and out, hanks lost and run, operator's production, and actual hours machine operated. Filed numerically. (Never.) 4 x 9 loose sheets, 1 ft., in compartment of wooden stock bin. Stock room, spinning mill, 2d floor (Bldg. L). (4668)

664. CLASS ROSTER, Jan. 1, 1936 to date. USPA Form, instructors' class rolls, listing date, subject, time, teacher, room number, inmates' name and number, day attended, total days attended, and total days absent for each month. Filed chronologically. (Never.) 8 x 13 loose sheets, 2 ft., on shelf of wooden cabinet. Classroom 16 (Bldg. G). (5410)

665. ADVANCE SLIPS, Jan. 1, 1936 to date. USP Form, record of prisoners advanced to higher status in duck mill, giving name and number of prisoner, date, time started, and signature of assistant superintendent. Filed alphabetically. (Daily, official.) $3\frac{1}{2}$ x 9 loose sheets, 6 in., in drawer of wooden desk. Machine shop office (Bldg. M). (4667)

666. DAILY LOG AIR CONDITIONS, Jan. 1, 1936 to date. USP Form, showing date, twistors, quillers, light and medium looms, times each twister and quiller started and finished, and average time. Filed numerically. (Daily, official.) $6\frac{1}{2}$ x 14 loose sheets, 6 in., in drawer of wooden desk. Machine shop office (Bldg. M). (4650)

667. DAILY LOOM LISTS, Jan. 1, 1936 to date. USP Form, listing date, style of goods, material, number and style of looms, warp and filling counts, number warp, number filling, and for whom made. Filed chronologically. (Daily, official.) 8 x $10\frac{1}{2}$ loose sheets, 1 ft. 6 in., on shelf of wooden filing cabinet. Weaving office (Bldg. M). (4622)

668. DAILY MENU, Jan. 1, 1936 to date. Showing date, day of week, list of items for each meal, and signature of officer in charge of each mess. (Daily, official.) $3\frac{1}{2}$ x 8 loose sheets, 2 in., in pigeonhole file. Guard's office (Bldg. Q). (50)

669. DORMITORY RECORD BOOK, Jan. 1, 1936 to date. Showing date, inmates' numbers and names, number of men newly received, paroled, discharged, laid in, and sent to wall, and names and addresses of visitors. Entered

numerically. (Daily, official.) 9 x 14 vol., 2 in., on wooden desk. Guard's office (Bldg. Q). (49)

670. INSTITUTIONAL INVOICES, Jan. 1, 1936 to date. USP Form JLK-11, listing shop, account, and invoice numbers, addressee, articles, quantity, unit, unit price, and total amount. Filed numerically. (Weekly, official.) 5 x 8 loose sheets, 3 in., in drawer of wooden desk. Machine shop office (Bldg. M). (4665)

671. LOCATION TICKETS, Jan. 1, 1936 to date. USPA Form JAG 129, showing location AM or PM, date, range, in, out, total, remarks, and signature of guard on duty. Filed numerically. (Daily, official.) 4 x 5 $\frac{1}{2}$ loose sheets, 1 ft. 6 in., in 2 drawers of wooden wall cabinet. Dining room office (Bldg. G). (5362)

672. MACHINE SHOP DAILY TIME SHEETS, Jan. 1, 1936 to date. USP Form, U. S. cotton duck mill time sheet, listing date, inmate's number and name, times on and off, number of hours worked per day, time lost, overtime, rate, and total hours worked. Filed numerically. (Daily, official.) 14 x 16 $\frac{1}{2}$ loose sheets, 2 ft., in 2 drawers of wooden desk. Machine shop office Bldg. M). (4648)

673. MACHINE SHOP INVENTORY SHEETS, Jan. 1, 1936 to date. USP Form, showing date, sheet number, by whom called, entered, and priced, department, by whom expended and examined, location, quantity, description, price, and signature of shop superintendent. Filed chronologically. (Monthly, official.) 9 x 12 loose sheets, 1 ft. 6 in., in drawer of wooden table. Machine shop office (Bldg. M). (4647)

674. MEMORANDA, Jan. 1, 1936 to date. Pertaining to coal deliveries, transfer of inmates to farm and garage duty, and requests for transfer of inmates. Filed chronologically. (Daily, official.) 3 x 8 loose sheets, 6 in., on 2 nail files on wooden desk. Office (Bldg. B). (5051)

675. NEWSPAPER REQUESTS, Jan. 1, 1936 to date. Showing date, subscription period desired, name of newspaper, inmate's name and number, and signature of deputy warden. Filed numerically. (Daily, official.) 3 x 8 loose sheets, 2 in., in pigeonhole file. Guard's office (Bldg. Q). (34)

676. NEWSPAPER REQUESTS, Jan. 1, 1936 to date. Requests for local newspapers made by inmates to commissary clerk. (Daily, official.) 3 $\frac{1}{2}$ x 8 bundles, 1 ft., on shelf in steel cabinet. Commissary and agent cashier's office (Bldg. A). (4014)

677. PASS TICKETS, Jan. 1, 1936 to date. USPA JAG Form 71, passes issued by deputy warden to captains of watch, authorizing passes of prisoners through certain gates to work on assignments, showing date, inmate's number and name, and gate number. Filed numerically. (Daily, official.) 2 x 3 and 3 x 5 loose sheets, 3 in., on wooden table and on wooden wall file. Main floor and Dormitory No. 1 (Bldg. N). (4829, 4870)

678. PERSONAL LEDGER CARDS OF DISCHARGED PRISONERS, Jan. 1, 1936 to date. Showing name, registration number, discharge date, previous balance, work earnings, account with prison commissary, amount remitted to relatives, and credit balance at end of month. Filed numerically. (Daily, official.)

8 x 10 $\frac{1}{2}$ cards, 2 ft., in 3 drawers of wooden filing case. Commissary and agent cashier's office (Bldg. A). (3990)

679. PRISONERS' LABOR RECORD, Jan. 1, 1936 to date. Daily record of prisoners, showing number of days worked per month, prisoner's name and number, and time off on holidays, Sundays, and because of sickness. Filed numerically. (Daily, official.) 8 x 13 loose sheets, 1 ft. 6 in., on wooden desk. Record room (Bldg. A). (3847)

680. PRODUCTION ORDER AND COST SHEETS, Jan. 1, 1936 to date. FPI Form 9, showing job and order numbers, by whom ordered, address, date, place to which shipped, how shipped, quantity, size, description, detail costs, deliveries to finished storeroom, and cost summary. Filed numerically. (Daily, official.) 10 x 12 folders, 1 ft. 6 in., in drawer of wooden filing case. Basket shop, 1st floor (Bldg. L). (4518)

681. REPAIR AND CONSTRUCTION ORDERS, Jan. 1, 1936 to date. USPA Form, showing date, work requested, order number, and signature of foreman requesting repairs or construction. Entered numerically. (Daily, official.) 6 x 9 $\frac{1}{2}$ vols. (11), 4 in., on filing cabinet. Spinning room office, 2d floor (Bldg. L). (4628)

682. REPAIR AND CONSTRUCTION ORDERS, Jan. 1, 1936 to date. FPI Form, listing order number, date, shop foreman, material, type of work, requisition number, labor used, amount, dates started and completed, signature of foreman, cost, amount, and date received. Arranged and entered numerically. (Daily, official.) 6 x 9 loose sheets and 6 x 9 $\frac{1}{2}$ vols. (18), 4 ft., in 2 drawers of wooden desk and on shelf of wooden cabinet. Machine shop office and Basket shop, 1st floor (Bldgs. M and L). (4649, 4515)

683. REQUEST FOR PURCHASE OF COUPON BOOKS, INMATES' PERSONAL FUNDS, Jan. 1, 1936 to date. Showing date, amount of book, inmate's name and number, number of book issued, and signature of request officer. Filed numerically. (Daily, official.) 4 x 8 loose sheets, 6 in., in pigeonhole file. Guard's office (Bldg. Q). (33)

684. SECONDS AND REMNANTS PRODUCED, Jan. 1, 1936 to date. Form showing date, section number, foreman, loom number, cloth, remnant and seconds, yards, and signature of assistant superintendent. Filed numerically. (Daily, official.) 14 x 24 loose sheets, 2 in., on shelf of wooden filing cabinet. Weaving office (Bldg. M). (4625)

685. STOREHOUSE REQUISITIONS, Jan. 1, 1936 to date. Showing location, storekeeper, person to whom delivery is to be made, account and stock numbers, quantities wanted and furnished, article, unit price, total amount, and credits and debits. Filed numerically. (Daily, official.) 6 x 9 loose sheets, 1 ft., in drawer of wooden desk. Machine shop office (Bldg. M). (4666)

686. TIME SHEETS, Jan. 1, 1936 to date. Time sheets of farm and garage details, showing date, inmate's number and name, and days worked. Filed chronologically. (Daily, official.) 8 x 15 loose sheets, $\frac{1}{4}$ in., on wooden clipboard on wall. Loft (Bldg. B). (5050)

687. WINDING ROOM MANIFESTS, Jan. 1, 1936 to date. Daily record of yarn run, showing date, box number, gross and net weights, number of tubes, and yarn and ticket numbers. Filed chronologically. (Daily, official.) 4 x 5 bundles, 6 in., in folded document holder. Spinning room office, 2d floor (Bldg. L). (4632)

688. FINGERPRINT RECORD, Jan. 21, 1936 to date. Record of all prisoners showing fingerprint and kardex numbers. This record, with a card attached showing fingerprint identification, is forwarded to Washington; copies are filed in the record room. Entered numerically. (Daily, official.) $8\frac{1}{2}$ x 14 vol., 6 in., on steel kardex file. Record room (Bldg. A). (3926)

689. FOOD AND MEAT ISSUES, Feb. 1, 1936 to date. USPA Form JAG 69, listing weight, quantity, articles, and when or how used, checked, and received. Filed chronologically and entered numerically. (Daily, official.) 8 x $10\frac{1}{2}$ loose sheets and loose-leaf book, 1 ft., in drawer of wooden filing case and on wooden desk. Barn and Dining room offices (Bldgs. R and G). (3, 5356)

690. LIBRARY MEMBERSHIP CARDS, Feb. 1, 1936 to date. USPA Form JAG 119, showing inmate's number and name, whether educated or illiterate, and type of book preferred. There are at present 1800 active members. Filed numerically. (Daily, official.) 3 x 5 cards, 4 ft., in 4 pasteboard card trays in drawer of desk and on wooden table. Prison laundry, 2d floor (Bldg. O). (4721)

691. STOREHOUSE REQUISITIONS, Feb. 4, 1936 to date. Requisitions for expendable supplies, showing location, date, account and stock numbers, quantities wanted and furnished, article, unit price, amount, and signatures of storekeeper and person receiving. Entered chronologically. (Daily, official.) $6\frac{1}{2}$ x 10 vol., 1 in., in drawer of wooden desk. Commissary store (Bldg. A). (4046)

692. LIST OF VETERANS, Feb. 6, 1936 to date. Showing inmates who are verified World War veterans, giving number, name, serial number, and name of person verifying record. Entered numerically. (Daily, official.) $9\frac{1}{2}$ x $11\frac{1}{2}$ loose-leaf book, 1 in., on wooden desk. Mail room (Bldg. A). (3896)

693. LAUNDRY MISCELLANEOUS CARD RECORDS, Feb. 15, 1936 to date. USPA-JAG Form 139, record of each inmate showing name and cell; record of laundry detail, showing inmate workers in laundry, men working in laundry who attend prison school, giving number, name, and times checked in and out each day, record of discrepancies in turn-in by inmates of articles to be laundered, and record of discharged prisoners. Filed numerically. (Daily, official.) $4\frac{1}{2}$ x 7 cards, 5 ft. 6 in., in 6 drawers of wooden card cabinet. Foreman's office (Bldg. O). (4907)

694. CUTTING MANIFEST, Mar. 1, 1936 to date. USP Form, listing order, manufacturing, and lot numbers, date, time started, number of wards, time finished, and trimming record showing body and sleeve linings and yards of pocket material used. Arranged chronologically. (Daily, official.) 4 x 13 bundles, 6 in., in drawer of wooden filing case. Damaged by rodents and careless handling. NE. corner, 1st floor, clothing factory (Bldg. B). (4488)

695. EDUCATIONAL AND OCCUPATIONAL RECORDS, Mar. 12, 1936 to date. USPA Mimeographed Form, showing date, inmate, grades completed in grade and high

schools, special interests and abilities, occupations before entering prison, and intentions upon leaving prison. Filed numerically. (Daily, official.) 8 x 10 loose sheets, 2 ft. on shelf of wooden wall cabinet. Office of supervisor of education, 3d floor (Bldg. G). (5411)

696. NEW STANDORD ACHIEVEMENT TEST, Mar. 12, 1936 to date. Record of tests, showing name, grade, sex, age, school, date, test, score, age, and grade equivalents. (Daily, official.) $3\frac{1}{2}$ x 11 loose sheets, 10 ft., on 3 shelves of wooden cabinet. Classroom 16 (Bldg. G). (5417)

697. PURCHASE ORDERS, Mar. 25, 1936 to date. FPI Form 10, listing order, contract, and item numbers, date, quantity, unit price, and total. Filed numerically. (Daily, official.) 8 x 10 bundles and loose sheets, 6 in., in drawer of wooden desk and on wooden wall file. Bookkeeping department (Bldg. L). (4320)

698. STOREHOUSE REQUISITIONS, Mar. 27, 1936 to date. Requisitions for all departments of the industries, showing location, date, account and stock numbers, quantity, articles, unit price, amount, by whom filled, storekeeper's signature, date, and signature of person receiving. Entered chronologically. (Daily, official.) $6\frac{1}{2}$ x $9\frac{1}{2}$ vols. (4), 2 in., in drawer of wooden desk. Bookkeeping department (Bldg. L). (4364)

699. SUITING RECORD CARDS, Apr. 1, 1936 to date. USPA Form, showing suiting cloth received by clothing factory, date received, reference number, unit, and quantities received, used, and on hand. Filed numerically. (Daily, official.) $6\frac{1}{2}$ x $10\frac{1}{2}$ cards, 4 in., in drawer of wooden filing case. NE. corner, 1st floor, clothing factory (Bldg. L). (4496)

700. INVENTORY OF CLOTH STOCK, Apr. 30 - July 31, 1936. USPA Form, showing warehouse, location of stock, quantity, and description. Entered chronologically. (Never.) $10\frac{1}{2}$ x 12 loose-leaf book, 2 in., in compartment of wooden filing case. Warehouse shipping office (Bldg. L). (4605)

701. PLUMBING DETAIL, May 1, 1936 to date. Records showing date, number of inmates at work, number turned back and absent, and total worked. Filed numerically. (Daily, official.) 6 x 9 loose sheets, 6 in., in drawer of wooden card cabinet. Mechanic's office (Bldg. H). (4956)

702. DETAIL BOARD, May 5, 1936 to date. Records pertaining to detail duty, showing foreman of each group of inmates, times in and out, names of each department to which detail was sent, number of hours worked, and nature of work. Arranged alphabetically. (Daily, official.) 8 x 36 cardboard sheet, 1/16 in., on wooden board on wall. Main floor (Bldg. H). (4851)

703. OFFICER'S LAUNDRY RECORDS, May 26, 1936 to date. USPI Accounting Form, listing uniforms dry cleaned and pressed for prison officers, number and name of officer, number of inmate calling for garment, number of inmate worker in laundry to whom garment was delivered, and date. Entered alphabetically. (Daily, official.) $5\frac{1}{2}$ x $6\frac{1}{4}$ loose-leaf books (5), 4 in., in drawer of desk. Foreman's office (Bldg. O). (4905)

704. DISCHARGED INMATES, May 31, 1936 to date. Records showing inmate's name, number, date sentence began, whether eligible for parole, paroled, or

released, and condition of discharge. Filed numerically. (Daily, official.) $2\frac{1}{2}$ x 5 cards, 6 in., in drawer of wooden desk. Guard's office (Bldg. Q). (16)

705. WORK CARDS, June 1, 1936 to date. Record of each operator in spinning mill, showing name and number of operator, kind of work, grade, hours worked each day, and transfer, if any. Filed numerically. (Daily, official.) 4 x $7\frac{1}{2}$ cards, 2 ft., in wooden card cabinet and drawer of wooden desk. Spinning mill office (Bldg. L). (4682)

706. BIN CARD RECORDS, June 24, 1936 to date. USPI Accounting Form 85, listing bin and stock numbers, articles, unit, size, date, and quantities received, issued, and on hand. Filed numerically. (Daily, official.) 4 x $6\frac{1}{2}$ cards, 1 ft., in drawer of wooden filing case. Clothing room, 2d floor (Bldg. I). (4830)

707. DAILY COUNT, June 30, 1936 to date. Records showing times of day when inmates are counted, 3:00 AM, 7:00 AM, 12:00 AM, 5:00 PM, 9:00 PM, and 12:00 PM, and names of officers in charge of count. Filed numerically. (Daily, official.) 12 x 17 loose sheets, 6 in., on wooden table. Office of inmates' clerks, deputy warden (Bldg. N). (5312)

708. ACCESSION BOOK, July 1, 1936 to date. USPA Form, record of each book added to prison library, showing date received, author, publishing title, and inmate's number. Entered numerically. (Daily, official.) $10\frac{1}{2}$ x 11 loose-leaf book, 2 in., on wooden table. Prison library, 2d floor (Bldg. O). (4722)

709. CELL LOCATIONS OF LIBRARY MEMBERS, July 1, 1936 to date. Records showing cell locations of each active member of the prison library. Entered numerically. (Daily, official.) $9\frac{1}{2}$ x $12\frac{1}{2}$ loose-leaf book, 1 in., on wooden desk. Prison laundry, 2d floor (Bldg. O). (4718)

710. CORRESPONDENCE COURSE RECORD CARDS, July 1, 1936 to date. USPA Form JAG 2, complete records of lessons taken by each inmate, showing date, inmate, number, and cell location. Filed numerically. (Daily, official.) 4 x $5\frac{1}{2}$ cards, 1 ft., in drawer of wooden card cabinet. Office of asst. supervisor of education, 3d floor (Bldg. G). (5384)

711. DAILY RECORD OF TRUCKS DEPARTING AND AT FARM, July 1, 1936 to date. USPA Form JAG 240, listing truck number, names and numbers of driver and helpers, time departed, purpose of trip, destination, miles, time returned, and gas and oil consumed. Filed numerically. (Daily, official.) 8 x $10\frac{1}{2}$ loose sheets, 1 in., on metal clipboard on wall. Office (Bldg. B). (5057)

712. DAILY RELEASE LIST, July 1, 1936 to date. Showing date, inmate's number and name, whether given parole, conditional release, or discharge, and signature of record clerk. Filed numerically. (Daily, official.) 8 x $10\frac{1}{2}$ loose papers, 2 in., on wooden wall file. Clothing room, 2d floor (Bldg. I). (4819)

713. DYERS' CONTRACT RECORD, July 1, 1936 to date. Record of material shipped from mill to dyers to be dyed and returned to mill, showing size of material, number of yards shipped, contract or order numbers, name of dyer, and dates of shipments to and from mill. Filed numerically. (Daily,

official.) $5\frac{1}{2}$ x 8 cards, 6 in., in card record box on table. Bookkeeping department (Bldg. L). (4243)

714. INMATES' PASSES, July 1, 1936 to date. USPA Form JAG 71, listing date, inmate's name, number, AM or PM, place of destination, return, series, and number. Filed numerically. (Daily, official.) $3 \times 3\frac{1}{2}$ bradded sheets, 1 ft., in drawer of wooden wall cabinet. Dining room office (Bldg. G). (5361)

715. PAID INVOICES, July 1, 1936 to date. Covering raw material, mill equipment, and office supplies purchased from private concerns for use by textile mill operated by Federal prison industries. Filed numerically. (Daily, official.) 9×12 folders, 1 ft., in drawer of steel filing case. Bookkeeping department (Bldg. L). (4245)

716. PRISON INDUSTRIES TRANSFERS, July 1, 1936 to date. Ticket record of inmate operatives transferred from one loom to another and of transfers of operatives from one unit of prison industries to another unit upon recommendation of foreman. (Daily, official.) $3\frac{1}{2} \times 8$ bradded sheets, 3 in., in drawer of wooden desk. Bookkeeping department (Bldg. L). (4361)

717. PRODUCTION RECORD, July 1, 1936 to date. Forms 6, 14, and 15, records of total farm production and products delivered to the penitentiary, including beef cows, calves, hides, and hogs, showing whether delivered alive or dressed; livestock inventory record showing date, reference, increases, decreases, balance on hand, and remarks; sow records showing number of pigs, how and date acquired, ear marks, breeding, and farrowing; and record of pigs showing litter number, sex, disposition, and remarks. Filed alphabetically. (Daily, official.) 5×8 cards, 3 in., in pigeonhole in wooden stand. Barn office (Bldg. R). (8)

718. REQUISITIONS FOR BIDS AND INVITATIONS, July 1, 1936 to date. Standard Form 33, invitation, bid, and acceptance, listing invitation, contract, and item numbers, date, address, articles or services, quantity, unit, unit price, and amount. Filed numerically. (Daily, official.) 9×12 folders, 2 ft. 6 in., in 2 drawers of wooden filing case. 2d floor (Bldg. F). (4688)

719. STOREHOUSE REQUISITION, July 1, 1936 to date. Showing location, date, department to which delivered, account and stock numbers, quantities wanted and furnished, article, unit price, and total amount. Filed numerically. (Daily, official.) 6×9 loose sheets, 2 in., in drawer of wooden filing case. Guard's office (Bldg. Q). (55)

720. TRANSFER TICKETS, July 14, 1936 to date. Records of transfers from one department to another, showing date, inmate's number, name, departments from and to which transferred, and signature of deputy warden. Filed numerically. (Daily, official.) $3\frac{1}{2} \times 8$ loose sheets, 6 in., on wooden wall file. Clothing room, 2d floor (Bldg. I). (4828)

721. PIECE WORK SLIPS, Aug. 1, 1936 to date. USPA Form, listing date, inmate's number, operation number or name of garment, and total amount of piece work completed. Filed numerically. (Daily, official.) $3\frac{1}{2} \times 8\frac{1}{2}$ loose sheets, 2 ft. 6 in., in pigeonhole cabinet and on counter. NE. corner, 1st floor, clothing factory (Bldg. L). (4532)

722. APPROVED MAILING LIST, Aug. 31, 1936 to date. List from the Social Service Unit of names and addresses of approved relatives or friends with whom inmates may correspond; list may be changed at any time if approved by Social Service and at no time may exceed seven persons per inmate. Filed numerically. (Daily, official.) 8 x 10 loose sheets, 2 ft., on 6 wall files. Mail room (Bldg. A). (3897)

723. CLOTHING ISSUED, Nov. 1, 1936 to date. USPA Form 142, listing date, inmate's number, clothing issued, including cap, coat, jumper overalls, pillow cases, sheets, shirts, shoes, tooth brushes, and trousers. Filed chronologically. (Daily, official.) 4 x 9 loose sheets, 2 ft., in 3 drawers of wooden folded document holder. Clothing room, 2d floor (Bldg. I). (4824)

724. CURRENT DISCHARGES, Nov. 1, 1936 to date. Record of prisoners discharged during current month, showing date of discharge, hour released, and point to which transportation was paid. Filed numerically. (Daily, official.) 9 x 12 envelopes, 3 ft. 6 in., in 2 drawers of steel filing case. Record room (Bldg. A). (3781)

725. DAILY TRANSFER LIST, Nov. 1, 1936 to date. Showing inmate's name, number, and departments or cells from and to which transferred. Filed chronologically. (Daily, official.) $9\frac{1}{2}$ x 16 loose sheets, 1 in., on clipboard on wall. Mail room (Bldg. A). (3901)

726. TRIMMING AND CUTTING SLIPS, Nov. 12, 1936 to date. USPA Form, manifest of the tailoring and cutting departments, U. S. duck mill, showing amounts issued, used, and returned, and number of suits made. Entered chronologically. (Daily, official.) 9 x 15 loose-leaf books (2), 3 in., on wooden desk. NE. corner, 1st floor, clothing factory (Bldg. L). (4531)

727. HORSE AND MULE LABOR, Dec. 1, 1936 to date. Records showing number of horses and mules employed on each working day on various parts of the farm and number of hours tractor was employed at the dairy and piggery. Entered alphabetically. (Daily, official.) $11 \times 11\frac{1}{2}$ loose-leaf book, 1 in., on wooden filing case. Barn office (Bldg. R). (32)

728. LOCATION BOOKS, Dec. 1, 1936 to date. Showing inmate's name, number, cell block and cell numbers, work detail, and date of discharge. (Daily, official.) 8 x 10 loose-leaf books (2), 1 ft., on wooden desk. Office of inmate clerks, deputy warden (Bldg. N). (5321)

729. TRANSFER RECORDS, Dec. 13, 1936 to date. Showing inmates transferred from one cell block to another, number, name, and numbers of cells from and to which transferred. Filed numerically. (Daily, official.) 9 x 16 loose sheets, $2\frac{1}{2}$ in., on wooden desks. A, B, C, and D cell blocks (Bldg. C). (5348, 5349, 5365, 5368, 5371)

730. INMATE'S RECORD, Dec. 20, 1936 to date. Showing race, name, number, occupation, residence, date convicted, crime, amount of sentence, when term commenced, good time, parole term, date arrived at farm, detail, and date released. Filed numerically. (Daily, official.) 4 x 8 cards, 1 ft., in drawer of wooden desk. Guard's office (Bldg. Q). (54)

731. TRANSFER RECORDS, Dec. 30, 1936 to date. Showing name and number of inmate, transfer from old to new cell, and cell and block numbers. Filed numerically. (Daily, official.) 9 x 16 loose sheets, $\frac{1}{2}$ in., on wooden table. Office of asst. supervisor of education, 3d floor (Bldg. G). (5364)

732. BILL OF FARE, Jan. 1, 1937 to date. USPA Form JAG '88, menu of breakfast, dinner, and supper. Filed numerically. (Daily, official.) $3\frac{1}{2}$ x 8 loose sheets, 2 in., on wooden wall file. Dining room office (Bldg. G). (5360)

733. COMMITMENT RECORDS OF DISCHARGED PRISONERS, Jan. 1, 1937 to date. Showing detailed outline of each inmate's commitment, record of relatives, transcripts of Federal Bureau of Investigation reports, most recently reported data supplemental to previous data on inmate's history, and photographs of discharged prisoner. Filed numerically. (Monthly, official.) $4\frac{1}{4}$ x $10\frac{1}{2}$ envelopes, 3 ft. 6 in., in 7 drawers of wooden filing cabinet. Office of clerk to deputy warden (Bldg. N). (5318)

734. DAILY BALANCE IN COST AND POUNDAGE OF FOODSTUFFS, Jan. 1, 1937 to date. Showing date, commodities, and estimated unit cost for main line of prisoners' and officers' mess. Filed numerically. (Daily, official.) 9 x 14 loose sheets, 2 in., on wooden wall file. Dining room office (Bldg. G). (5334)

735. DAILY BREAKFAST MENUS, Jan. 1, 1937 to date. USPA Form JAG 513. Filed numerically. (Daily, official.) 13 x 13 loose sheets, 2 in., in drawer of wooden wall cabinet. Dining room office (Bldg. G). (5358)

736. DAILY COMMISSARY REQUISITION, Jan. 1, 1937 to date. Showing number, date, signature of commissary clerk, quantities wanted and furnished, unit, article, selling price, cost, date entered on stock cards, and by whom received. Entered numerically. (Daily, official.) 6 x 9 vol., 1 ft., in drawer of wooden desk. Guard's office (Bldg. Q). (36)

737. DAILY DINNER AND SUPPER MENUS, Jan. 1, 1937 to date. USPA Form 500. Filed numerically. (Daily, official.) 13 x 13 loose, 2 in., in drawer of wooden wall cabinet. Dining room office (Bldg. G). (5357)

738. DAILY DISTRIBUTION SHEETS, Jan. 1, 1937 to date. Showing details, unit, item, pounds, total pounds, cost, total cost, and mess line. Filed chronologically. (Daily, official.) $8\frac{1}{2}$ x 14 loose sheets, 2 in., on 2 wooden gem clipboards on wall. Dining room office (Bldg. G). (5379)

739. DEDUCTION SLIPS, Jan. 1, 1937 to date. USPA Form, record of hours worked by spinning mill operators when shifted from hourly basis to piece work. Filed numerically. (Daily, official.) 4 x $8\frac{3}{4}$ cards, 2 in., in drawer of wooden card cabinet on desk. Spinning mill office (Bldg. L). (4683)

740. MEMORANDUM COST SHEET FOR INMATES, Jan. 1, 1937 to date. Showing date, number of men, stores, trucks, dairies bought and cost, total, total per man, store cost per man, and farm cost. Filed chronologically. (Daily, official.) 8 x 14 loose sheets, $\frac{1}{2}$ in., on wooden desk. Guard's office (Bldg. Q). (40)

741. MESS COSTS RECORDS, Jan. 1, 1937 to date. Showing mess cost per capita, number of men for each meal, and total for day. Filed numerically. (Daily, official.) $8\frac{1}{2}$ x 14 loose sheets, 6 in., on 2 wooden wall files. Dining room office (Bldg. G). (5398)

742. PUNISHMENT RECORDS, Jan. 1, 1937 to date. USPA Form JAG 163, listing inmate's name, number, date received for punishment, offense, number of days in solitary and on bread and water, date released, and signature of deputy warden. Filed numerically. (Daily, official.) 3 x 6 cards, 2 in., in card box. Office of inmate clerks, deputy warden (Bldg. N). (5324)

743. OFFICE COUNT LISTS, Jan. 1, 1937 to date. Showing date, time, number of white, colored, and total men on count, and signature of officer on duty. Filed numerically. (Daily, official.) $3\frac{1}{2}$ x 8 loose sheets, 6 in., in compartment of pigeonhole file. Office of custodial officer (Bldg. Q). (52)

744. ROSTER OF FARM 2, Jan. 1, 1937 to date. Showing date, inmate's name, number, location, and work detail. Filed numerically. (Daily, official.) 8 x 16 loose sheets, 1 in., on wooden gem clipboard on wall. Office of custodial officer (Bldg. Q). (14)

745. WASTE RECORD, Jan. 1, 1937 to date. Record of waste material after processing in clothing factory and spinning and duck mills, including cuttings, notes, sweeps, strips, ties and buckles, clearers, empty starch bags, starch waste, salvaged hemp rope, and waste paper. Entered alphabetically. (Daily, official.) $10\frac{3}{4}$ x $14\frac{1}{2}$ loose-leaf book, 2 in., in compartment of wooden filing case on table. Warehouse shipping office (Bldg. L). (4679)

746. PERSONAL PROPERTY RECEIPTS, Jan. 27, 1937 to date. Receipts for personal property of inmates sent to front office day before inmate is discharged to be delivered to inmate upon discharge. Filed chronologically. (Daily, official.) 3 x 8 loose sheets, 1 in., on nail clamp on wall. Corridor, 1st floor (Bldg. N). (5354)

747. CLASS ROSTER, Feb. 1, 1937 to date. USPA Mimeographed Form, record of students present for class, showing subject, time, date, name of teacher, room number, inmate's name and number, and days present at or absent from class. Filed chronologically. (Daily, official.) 8 x 11 loose sheets, 3 in., on 7 wooden clipboards. Office of asst. supervisor of education, 3d floor (Bldg. G). (5385)

748. CELL LOCATION RECORDS, n. d. USPA Form JAG 214, showing inmate's register number, name, location, detail, and discharge of prisoners. Arranged and entered numerically. (Daily, official.) Various sized cards and loose-leaf books (5), 3 ft. $8\frac{1}{2}$ in., on 4 wall-board rosters on wall and on 5 wooden desks. A, B, C, and D cell blocks (Bldg. C). (5336, 5346, 5347, 5350, 5366, 5367, 5369, 5370, 5372)

749. DORMITORY BULLETIN BOARD, n. d. Posting general rules and regulations for inmates assigned by the chief clerk and deputy warden. Filed chronologically. (Weekly, official.) 8 x 10 loose sheets, $\frac{1}{2}$ in., on wooden bulletin board. Main dormitory (Bldg. Q). (38)

750. FARM PLATS, n. d. Diagrams and sketches of various sections or plats of land on prison farm; also list of each plat showing acreage in woods, waste, pasture, and cultivation. Entered numerically. (Daily, official.) 11 x 16 $\frac{1}{2}$ loose-leaf book, 1 in., on table. Barn office (Bldg. R). (46)

751. INMATE PROPERTY BOOK, n. d. Record of property kept in inmates' property room and returned when prisoner is discharged, showing inmates' number, name, and property. (Never.) 8 x 14 and 11 $\frac{1}{2}$ x 16 vols. (15), 1 ft. 6 in., on shelf of wooden wall stand. Vault, 3d floor (Bldg. A). (4145)

752. JOB ORDERS, n. d. FPI Form, repair and construction order, showing job and order numbers, department, and goods construction details in basket shop. Filed numerically. (Daily, official.) 5 x 8 cards, 2 ft. 6 in., in 2 wooden card boxes. Basket shop, 1st floor (Bldg. L). (4517)

753. LOCATION BOOK, n. d. Records of prisoners employed in Federal industries, showing prisoner's name, number, and cell location. Entered alphabetically. (Never.) 12 $\frac{1}{2}$ x 18 vols. (2), 6 in., in wooden box. Center room, 1st floor (Bldg. K). (4470)

754. LOCATION BOOK, OIL AND STEEL, n. d. Showing article, description, size, quantity received, amount on hand, where located, size of oil container, and bins and locations of different kinds and sizes of steel. Entered alphabetically. (Never.) 12 x 15 loose-leaf book, 2 in., on table. Oil room (Bldg. K). (4512)

755. LOCATION BOOKS, n. d. Records of bins, showing name of article, description, size, section, and bin in which supplies are stored. Entered numerically. (Daily, official.) 4 x 7 $\frac{1}{2}$ loose-leaf books (2), 2 in., on wrapping table. NW. corner, storeroom, 1st floor (Bldg. K). (4465)

756. RECEIPTS OF PRISONERS' PROPERTY ON ARRIVAL, n. d. Showing inmate's number, name, articles receipted for, and value. Entered numerically. (Never.) 8 $\frac{1}{2}$ x 14 loose-leaf books (3), 2 in., on shelf of wooden cabinet. Old parole room (Bldg. A). (4189)

757. REDEEMED COUPONS, INACTIVE, n. d. Coupons that have been expended for merchandise in the commissary; these are kept for one month and then burned in the presence of two officers and one commissary clerk. (Never.) 1 x 2 loose sheets, 10 ft., in 2 mail bags. Commissary and agent cashier's office (Bldg. A). (3999)

758. PERSONNEL FILE, July 1, 1901 to date. Complete record of employment of each civilian employee of the prison, including all former and present employees. Filed alphabetically. (Daily, official.) 10 $\frac{1}{2}$ x 13 folders, 16 ft., in 9 drawers of 2 steel filing cases. Office of warden's secretary (Bldg. A). (4087)

759. INDIVIDUAL PERSONNEL RECORD, Jan. 1, 1902 to date. Records of all civilian employees on present pay rolls of the prison, giving summary of employment record of each, employment date, position, rating, salary changes and authority, and remarks. Filed alphabetically. (Daily, official.) 5 x 8 cards, 5 ft., in 12 drawers of steel kardex filing case. Office of warden's secretary (Bldg. A). (4088)

760. LEAVE OF ABSENCE, Sept. 1, 1903 - Dec. 31, 1914. Records showing date; name, annual and sick leaves, absence without leave and pay, excused date, and remarks. (Never.) $8\frac{1}{4}$ x 11 and 9 x $11\frac{1}{2}$ vols. (2), 2 in., on shelf of wooden stand. Bindings broken. Vault, 3d floor (Bldg. A). (4143)

761. PERSONNEL APPLICATIONS FOR LEAVES, Dec. 23, 1929 - Feb. 1, 1932. USPA Form, civilian personnel requesting leaves, showing inclusive dates, address while on leave, and time and date of return to duties. Filed chronologically. (Never.) $3\frac{1}{2}$ x 8 loose sheets, 1 ft., in wooden box. Inactive record room, basement (Bldg. N). (5267)

762. PERSONNEL TIME SHEETS, July 1, 1930 - Sept. 1, 1933. Records showing date, time reported to work, and time departed each day. Filed alphabetically. (Never.) 8 x 10 loose sheets, 2 ft., in wooden box. Inactive record room, basement (Bldg. N). (5265)

763. LEAVE APPLICATIONS, Jan. 1, 1931 - June 30, 1933. Leave applications of civilian employees in general mechanical department, covering annual, sick, and without-pay leaves. Filed alphabetically. (Never.) 4 x $8\frac{3}{4}$ envelopes, 2 in., in wooden box on shelf of wooden cabinet. General mechanic's office (Bldg. H). (4924)

764. CIVILIANS' LEAVE OF ABSENCE, July 1, 1931 to date. Record of civilians' sick and annual leaves, showing name, date, starting date, and date returned to work. Entered alphabetically. (Daily, official.) 16 x 18 vol., 1 in., in drawer of wooden desk. Bookkeeping department (Bldg. L). (4360)

765. MONTHLY RECORDS OF OFFICERS' ANNUAL LEAVES, Jan. 1, 1934 - Dec. 30, 1935. Showing date, officer's name, date of each month off duty, and grand total days for year. Entered numerically. (Never.) 9 x 12 vol., 6 in., in wooden box. Dark cell, 1st floor (Bldg. N). (5329)

766. INDIVIDUAL LEAVE RECORDS, Jan. 1, 1936 to date. Record of leaves of absence on account of vacation or sickness of each civilian employee of prison for calendar year. (Daily, official.) 5 x 8 cards, 4 ft., in 6 drawers of steel card filing case. Office of warden's secretary (Bldg. A). (4089)

767. INDIVIDUAL RECORDS OF ABSENCES, June 30, 1936 to date. USPA Personnel Form 9, showing day of month, days, hours and month, annual, absent, and sick leaves, excused trip, and personnel leaves without pay. Filed chronologically. (Daily, official.) 8 x 10 cards, 2 in., in wooden card box on shelf. Office of inmates' clerk, deputy warden (Bldg. N). (5313)

768. MEMORANDUM COST SHEET FOR PERSONNEL, Jan. 1, 1937 to date. Records showing date, number of men, total cost per meal, total cost per day, and monthly rates. Filed chronologically. (Daily, official.) 8 x 14 loose sheets, $1/64$ in., on wooden desk. Guard's office (Bldg. Q). (43)

769. EMPLOYEES' PAY ROLLS, Sept. 30, 1901 - Sept. 30, 1921. Pay rolls of administrative personnel, showing name, salary, date paid, signature of payee, and bank depository; payees consist of warden, deputy warden, chaplain, chief clerk, guards, stewards, chief cook, storekeeper, and clerical

personnel. Filed chronologically. (Never.) 4 x 8 $\frac{1}{2}$ folders, 4 ft. 6 in., in 5 drawers of steel filing case. Agent cashier's office (Bldg. A). (4005)

770. PRISON EMPLOYEES' PAY ROLLS, Dec. 31, 1921 - June 30, 1923. USPA Form, U. S. cotton duck mill time sheet, showing inmate's number and name, number of hours worked, amount paid, and signature of payee. Entered chronologically. (Never.) 11 x 17 loose-leaf books (4), 6 in., in wooden box. Center, 1st floor (Bldg. K). (4460)

771. RETIREMENT DEDUCTIONS AND SALARY RECORD, Mar. 11, 1921 to date. Record of retirement fund deductions from salaries of civilian employees at prison and of all salaries and salary adjustments. Entered alphabetically. (Daily, official.) 12 x 16 vol., 6 in., on wooden filing case. Office of warden's secretary (Bldg. A). (4108)

772. DUCK MILL PRISONERS' PAY ROLLS, Apr. 1, 1928 - July 1, 1933. Showing date, name, number, hours worked, rate of pay, amount paid, inmate's register number, signature of inmate, and times on and off. Filed numerically. (Never.) 9 x 15 folders, 6 ft. 6 in., in 3 drawers of wooden filing case. Center, 1st floor (Bldg. K). (4424)

773. PAY ROLLS FOR PERSONAL SERVICES, Jan. 1, 1935 to date. Pay rolls showing department, name and designation of disbursing officer, location, inclusive period dates, number, name, grade, designation and total salary rate, gross amount earned, and amount paid. Filed alphabetically. (Daily, official.) 9 x 12 folders, 6 in., in 2 compartments of wooden book rack. Bookkeeping department (Bldg. L). (4315)

774. CASH BOOKS, Apr. 19, 1902 - Dec. 30, 1918. Record of expenditures of the penitentiary, showing date, name of inmate or firm, purpose of each disbursement such as for discharge, gratuity, services, supplies, and freight, amount of each item, and total amount. Entered chronologically. (Never.) Various sized vols. (7), 1 ft., on shelf of wooden stand. Vault, 3d floor (Bldg. A). (4129)

775. RECORD OF MONIES RECEIVED IN PRISONERS' MAIL, Feb. 20, 1902 - June 17, 1920. Showing inmate's name, number, by whom money was sent, date, amount, character, post office of sender, state, chief clerk's receipt, and date received. Entered chronologically. (Never.) 8 x 10 $\frac{1}{2}$ vols. (13), 1 ft. 6 in., on shelf of wooden stand. Vault, 3d floor (Bldg. A). (4135)

776. LEDGER, May 1, 1902 - June 19, 1920. Records of accounts with various firms for material and supplies bought for use of the penitentiary, showing date, article, quantity, unit price, total amount, date of payment, and check number. Entered numerically. (Annually, official.) 8 $\frac{1}{2}$ x 14 vols. (20), 4 ft., on wooden stand. Vault, 3d floor (Bldg. A). (4150)

777. CONVICT'S MONEY LEDGER, Feb. 7, 1902 - Dec. 1, 1921. Ledger showing inmate's number, name, dates of arrival and discharge, amount of earnings while in prison, how and for what earnings were spent, and total balance if any to his credit when discharged. Entered numerically. (Annually, official.) 15 $\frac{1}{2}$ x 17 vols. (16), 4 ft., on 2 shelves of wooden stand. Vault, 3d floor (Bldg. A). (4156)

778. COST TICKET SUMMARY, Feb. 2, 1902 - Feb. 1, 1933. Recapitulation of current cost accounts, and combined cost ticket summary of each month. (Annually, official.) 8 x 10 $\frac{1}{2}$ vols. (105), 5 ft. 6 in., on shelf of wooden stand. Vault, 3d floor (Bldg. A). (4148)

779. PRISONERS' MONEY RECORD, July 1, 1903 - June 30, 1910. Record of money received at prison mail room for prisoners receipted for by chief clerk, showing number and name of prisoner, amount, date of receipt, and by whom sent. Entered alphabetically. (Never.) 9 x 11 vols. (7), 6 in., on shelf of wooden stand. Vault, 2d floor (Bldg. A). (4195)

780. RECORD OF MONEY IN PRISONERS' MAIL RECEIPTED FOR BY CHIEF CLERK, Feb. 15, 1903 - May 3, 1923. Receipts showing inmate's number, name, by whom sent, date, amount, character, post office of sender, state, and signature of chief clerk. Entered numerically. (Never.) 8 $\frac{1}{2}$ x 10 $\frac{1}{2}$ vol., 1 in., on shelf of wooden cabinet. Agent cashier's office (Bldg. A). (4032)

781. RECEIPTS, July 1, 1907 - June 30, 1919. Receipts from discharged prisoners to warden for clothing, money allowance, and street car tickets; receipts from transportation companies for transportation of prisoners and officers; and receipts for rewards received for capture of prisoners. Arranged numerically. (Never.) 10 x 12 bundles, 4 ft., on shelf of wooden stand. Vault, 2d floor (Bldg. A). (4185)

782. PRISONERS' PAID CHECKS, Sept. 29, 1911 - Mar. 31, 1915. Cancelled checks drawn on prisoners' accounts for miscellaneous supplies for personal use. Filed chronologically. (Never.) 3 x 8 $\frac{1}{2}$ loose sheets, 6 in., in drawer of steel filing case. Agent cashier's office (Bldg. A). (4002)

783. PRISONERS' CASH BOOKS, May 1, 1912 - Sept. 8, 1930. Records showing balance sheets, cash, amount paid out, balance on hand at beginning of each month, total amount received each month for all prisoners, and balance carried forward. Entered numerically. (Never.) Various sized vols. (16), 5 ft., on 2 shelves of wooden cabinet. Old parole room (Bldg. A). (4191)

784. RECORDS OF INMATES' MONEY RECEIVED BY MAIL AND VISITING ROOM, Jan. 1, 1914 - July 30, 1930. Records showing inmate's number and name, by whom sent, date, amount, character, post office of sender, state, and mail clerk's receipt or signature of officer in charge. Entered numerically. (Never.) 8 $\frac{1}{2}$ x 11 vols. (30), 5 ft. 6 in., on 2 shelves of wooden cabinet. Old parole room (Bldg. A). (4188)

785. CANCELLED CHECKS, Jan. 1, 1915 - Sept. 30, 1931. Copies of paid checks drawn on U. S. Treasurer by disbursing officer of prison, payable to order, for all objects of disbursement; and original cancelled checks for the same purpose, drawn on the Lowry National Bank, Atlanta, by the warden as disbursing officer. Entered numerically. (Never.) 8 $\frac{1}{2}$ x 17 vols. (53) and 10 x 12 bundle, 6 ft. 6 in., on 2 wooden shelves. Agent cashier's office (Bldg. A). (4049)

786. EQUIPMENT RECORD, Jan. 1, 1915 to date. Record of all equipment used in the office, such as machines, furniture, fixtures, and general equipment in the prison proper, showing date of acquisition or installation, location, estimated life, and depreciation. Filed alphabetically. (Daily, official.) 4 x 6 cards, 5 ft., in wooden box on table. Bookkeeper's office (Bldg. A). (3870)

787. RECAPITULATION OF VOUCHERS, July 1, 1915 to date. Analysis sheets, showing distribution of paid vouchers in connection with allotment. Entered chronologically. (Daily, official.) $9\frac{1}{2}$ x $11\frac{1}{2}$ loose-leaf books (3), 1 ft., in wooden storage cabinet. Bookkeeper's office (Bldg. A). (3869)

788. MERCHANTS' LEDGER ACCOUNTS, June 1, 1916 - June 30, 1929. Accounts of supplies purchased from private firms, showing date, invoice number, name of firm, item, unit price, voucher number, and date paid. Entered alphabetically. (Never.) $10\frac{1}{2}$ x 16 vols. (12), 2 ft., in wooden box. Damaged by faulty containers. Loft (Bldg. B). (5025)

789. COMMISSARY COUPONS, Feb. 1, 1919 - June 30, 1930. Showing name and number of article, amount in dollars and cents, name and number of inmate, witness, amount requested, and approval of superintendent. Filed numerically. (Never.) 3 x 5 cards, 32 ft., in 16 drawers of steel card cabinet. Inactive record room, basement (Bldg. N). (5269)

790. MISCELLANEOUS LEDGERS, Jan. 2, 1919 - Feb. 28, 1935. Ledgers, journals, and cash books pertaining to the four units of industries, such as accounts receivable and payable, vouchers, and disbursing officers' cash, balancesheets, schedules, and recapitulations. Entered alphabetically. (Monthly, official.) Various sized vols. (14) and loose-leaf books (4), 4 ft. 6 in., in wooden box. Center room, 1st floor (Bldg. K). (4530)

791. SCHEDULES OF COLLECTIONS, July 1, 1920 to date. Records of money received for inmates, showing by whom money was received, remitter, name of inmate, description of remittance, and amount; also clerk's receipts for money received by mail, and agent cashier's receipts for money received in receiving room. Filed numerically. (Daily, official.) 8 x 10 folders, 2 ft., in drawer of steel filing case. Mail room (Bldg. A). (3960)

792. ACCOUNTS OF PRISONERS, Jan. 1, 1921 - July 31, 1930. Showing prisoner's number, name, date received, amount of cash taken from inmate upon arrival at prison, amount of earnings while in prison, withdrawals, date discharged, and balance. Entered numerically. (Never.) Various sized loose-leaf books (5), 2 ft. 6 in., on shelf of wooden cabinet. Old parole room (Bldg. A). (4190)

793. CANCELLED CHECKS, CHECK BOOK STUBS, AND BANK DEPOSIT BOOKS, July 7, 1921 - Sept. 8, 1930. Records of prisoners' funds used as auditors' evidence in prosecution of certain cases against former prison officials. Entered and arranged numerically. (Never.) Various sized vols. (43), envelopes, loose sheets, bundles, and bound check stub books (51), 42 ft., in 26 wooden trays and on 7 shelves of wooden wall cabinet. Old parole office, 2d floor (Bldg. A). (4241)

794. INMATES' LEDGER SHEETS, May 7, 1922 - July 19, 1930. Showing inmate's number, name, date of sentence, number of years sentenced, amount of cash taken upon arrival and placed to his credit, earnings, and withdrawals. Entered numerically. (Never.) 10 x $11\frac{1}{2}$ loose-leaf books (9) and 10 x 12 bundles, 13 ft. 6 in., on 2 shelves of wooden stand. Vault, 3d floor (Bldg. A). (4157)

795. MISCELLANEOUS LEDGERS, July 1, 1922 - July 1, 1931. Cost books, accounts receivable of prison industries, operation and output statements,

inventories of supplies and equipment, and cost sheets of general maintenance, operation, and non-expendable items. Entered alphabetically. (Never.) Various sized vols. (16), 4 ft., on steel filing case. Dirty. Inactive record room, basement (Bldg. N). (5273)

796. COPIES OF CHECKS, AND CHECK STUBS, Feb. 28, 1923 - July 1, 1928. Record of checks paid to various firms for material, supplies, and salaries, and upon discharge to inmates who have a balance to their credit, showing check number, date, to whom paid, and on what bank. Entered numerically. (Never.) $9\frac{1}{2}$ x 14 and 9 x $16\frac{1}{2}$ vols. (75), 4 ft., on shelf of wooden stand. Vault, 3d floor (Bldg. A). (4146)

797. DUCK MILL BALANCE SHEET, July 1, 1925 - June 31, 1926. Balance sheets, showing cash on hand, accounts payable and receivable, inventories of supplementary warehouse, office equipment, and earnings. Entered chronologically. (Never.) $8\frac{1}{2}$ x 12 vols., 1 ft., in wooden box. Center room, 1st floor (Bldg. A). (4450)

798. RECORD OF FUNDS, July 24, 1925 - July 1, 1933. Record of prison funds paid by checks, showing date, check and appropriation numbers, amount of check, and appropriation from which drawn. Entered numerically. (Never.) 14 x 17 vols. (6), 2 ft., on shelf of wooden stand. Vault, 3d floor (Bldg. A). (4152)

799. POSTED LEDGERS, May 5, 1926 - Oct. 8, 1929. Showing date, posting references, inmate's name and number, credits, cash, earnings, debit coupons, withdrawals, and balance. Entered alphabetically. (Never.) 12 x 16 vols. (4), 6 in., in wooden box. Inactive record room, basement (Bldg. N). (5270)

800. DUCK MILL CHECK REGISTER, June 1, 1926 - Dec. 31, 1930. Record of accounts for inmates employed in duck mill, showing date, payee, check, and inmate's numbers, amount, and purpose. Entered numerically. (Never.) $8\frac{1}{2}$ x 14 loose-leaf books (8), 6 in., on shelf of wooden wall cabinet. Old parole room (Bldg. A). (4187)

801. COMMISSARY RECORDS, July 1, 1926 - June 30, 1933. Records of withdrawals for coupon books, request for transfer of funds to outside parties, cash earnings, receipts for coupon books, and inmates' accounts, showing earnings, withdrawals, and balance. Filed alphabetically. (Weekly, official.) Various sized cards and loose sheets, 43 ft. 6 in., in 4 steel transfer cases and 13 wooden boxes. Damaged by handling. Inactive record room, basement (Bldg. N). (5254)

802. PURCHASE JOURNAL, Apr. 5, 1926 - Dec. 8, 1933. Record of yarn purchases, showing date, from whom purchased, amount, value, and kind of yarn. Entered chronologically. (Never.) 13 x 17 vol., 2 in., in wooden box. Center room, 1st floor (Bldg. K). (4461)

803. APPROPRIATION ACCOUNTS, July 1, 1926 - June 1, 1934. Showing date, debits and credits, and amount of appropriation and allotments for each item such as salaries, maintenance, hospital, subsistence, and other expenses. Entered alphabetically. (Never.) 12 x 13 loose-leaf book, 6 in., on shelf of wooden wall cabinet. Old parole room (Bldg. A). (4306)

804. JOURNAL, Oct. 1, 1927 - Sept. 8, 1930. Accounts of prisoner's funds, showing prisoner's number, amount of disbursement, items bought, and debits and credits. Entered chronologically. (Never.) 15 x 19 vols. (3), 8 in., on shelf of wooden cabinet. Old parole office, 2d floor (Bldg. A). (4242)
805. GENERAL LEDGER AND LEDGER ACCOUNTS, Jan. 1, 1927 - Jan. 1, 1932. showing title of account, posting reference and disbursements for current month, current construction, depreciation of equipment, accounts receivable, disbursing officer's cash for prison's industries, appropriations, and expended and unliquidated encumbrance; also ledger accounts showing itemized subsistence and miscellaneous accounts. Entered alphabetically and numerically. (Never.) 9 x 14 $\frac{1}{2}$ vols. (5) and 12 x 15 loose-leaf book, 1 ft. 6 in., on shelf of wooden wall cabinet. Old parole room (Bldg. A). (4186)
806. FINANCIAL RECORDS, July 1, 1927 - June 30, 1934. Schedules of disbursements, expense vouchers, appropriations, cost sheets of supplies and equipment, and related correspondence. Filed alphabetically. (Never.) 10 x 12 folder and envelopes and 9 x 11 loose sheets, 20 ft., in 9 drawers of 3 steel filing cases and in wooden box. Dirty, scattered. Inactive record room, basement (Bldg. N). (5271)
807. PUBLIC VOUCHERS FOR PURCHASES, May 1, 1927 - June 10, 1934. Standard Form 1034, public voucher for purchases and services other than personal, listing appropriation, address, contract and payee's account numbers, date, requisition and expenditure symbol numbers, dates of order and delivery or service, quantity, unit price, amount, notation, check number, accounting classification, and total. Filed numerically. (Never.) 9 x 12 folders, 42 ft., in 32 steel transfer cases. Inactive record room, basement (Bldg. N). (5257)
808. DUCK MILL BILLS RECEIVABLE, July 1, 1929 to date. Record showing date, invoice number, from which department, to whom sold, items bought, amount, date of payment, check number, amount, and department to which credited. Entered numerically. (Daily, official.) 7 $\frac{1}{2}$ x 13 vols. (2), 1 ft. 6 in., in drawer of wooden desk. Bookkeeping department (Bldg. L). (4299)
809. CHECK REGISTER, Mar. 12, 1930 - Jan. 9, 1935. Showing date received, issuing officer, voucher and check symbol numbers, department, location, date, amount, and invoice number. Entered chronologically. (Never.) 14 x 17 loose-leaf books (3), 2 in., on shelf of wooden cabinet. Agent cashier's office (Bldg. A). (4036)
810. QUARTERLY ACCOUNTS AND APPROPRIATED FUNDS, July 1, 1930 - Dec. 30, 1935. Records showing schedule of collections and disbursements, list of deposits to credit of the U. S., copies of correspondence pertaining to explanation of handling appropriations, analysis of cash accounts, and abstracts of appropriations for each quarter. Filed chronologically. (Never.) 10 x 16 envelopes, 2 ft., on shelf of wooden cabinet. Agent cashier's office (Bldg. A). (4047)
811. GENERAL LEDGER, FARM NO. 2, Dec. 1, 1930 - June 30, 1935. Ledger of farm operating expenses including trucking, dairy, officers' mess, poultry and hog operating expenses, and other costs, production, operation, and

maintenance figures relative to all units of Farm 2. Entered chronologically. (Never.) 12 x 14 $\frac{1}{2}$ vol., 3 in., on wooden desk. Barn office (Bldg. R). (25)

812. CONTROL AND PROOF SHEETS, Jan. 30, 1930 to date. Control sheet on inmates' trust funds handled by the prison each month, showing total trust fund items for prisoners, including cash collections, outstanding unpaid items, work earnings, monthly return of commissary coupon books, debits, credits, and balance on hand; also proof sheet which checks against the control sheet. (Daily, official.) 10 x 16 loose sheets, 6 in., in drawer of steel filing case. Commissary and agent cashier's office (Bldg. A). (3989)

813. PAID VOUCHERS, Dec. 8, 1931 - Mar. 18, 1936. Copies of vouchers, invoices, invitations, bids and acceptances, statements, and certificates of award. Filed numerically. (Monthly, official.) 8 $\frac{1}{2}$ x 11 $\frac{1}{2}$ covers, 7 ft., in 4 drawers of steel transfer case. Center room, 1st floor (Bldg. K). (4420)

814. SCHEDULE OF DISBURSEMENTS, July 1, 1931 to date. Showing number of payment, payee, and amount. Filed chronologically. (Daily, official.) 9 $\frac{1}{2}$ x 11 3/4 folders, 6 in., in drawer of steel filing case. Bookkeeper's office (Bldg. A). (3768)

815. CHECK RECORD, Nov. 18, 1931 to date. Copies of checks showing payee, date, amount, object for which drawn, voucher number, and signature of agent cashier. Entered numerically. (Daily, official.) 8 $\frac{1}{2}$ x 17 vols. (41), 5 ft., on 2 enclosed wooden shelves. Agent cashier's office (Bldg. A). (3987)

816. NOTICE OF COLLECTIONS OF AMOUNTS SUSPENDED OR DISALLOWED, Dec. 31, 1931 to date. Showing voucher, bureau, schedule, and certificate numbers, payee, appropriation, and amount; a copy is sent to Washington reporting collections on account of suspensions and disallowances. Filed chronologically. (Daily, official.) 8 x 10 loose sheets, 2 in., on shelf of wooden cabinet. Agent cashier's office (Bldg. A). (4034)

817. GENERAL LEDGER, July 1, 1932 - Oct. 31, 1935. Closed ledger accounts. Entered chronologically. (Never.) 13 x 15 loose-leaf books (2), 4 in., on shelf of wooden storage cabinet. Bookkeeper's office (Bldg. A). (3836)

818. COLLECTION REGISTERS, Jan. 1, 1932 to date. Showing date, invoice number, name, address, amount, and department to be credited, such as duck mill, basket shop, print shop, or clothing factory. Entered numerically. (Daily, official.) 8 $\frac{1}{2}$ x 10 $\frac{1}{2}$ loose-leaf books (2), 1 ft., in drawer of wooden desk. Bookkeeping department (Bldg. L). (4298)

819. COST SHEETS, Jan. 1, 1933 to date. USPA FPI Form 9, cost sheet for labor, material, depreciation, and shipment, compiled for orders for finished goods or inquiries received concerning such goods. Filed numerically. (Daily, official.) 8 x 10 $\frac{1}{2}$ bradded sheets, 3 ft. 6 in., in wooden box and on shelves in wooden stationery cabinet. Basket shop, 1st floor (Bldg. L). (4500)

820. SCHEDULE OF COMMISSARY COUPON BOOKS AND WITHDRAWALS, Jan. 1, 1933 to date. Dept. of Justice Forms 4 Cms and 8 Cms, showing book number, to

whom issued, register number, and vaule; also schedule of withdrawals showing date, payee, name and number of inmate, amount, and check number or signature if paid in cash. Filed chronologically. (Daily, official.) 9 x 12 folders, 3 ft., in 2 drawers of steel filing case. Commissary and agent cashier's office (Bldg. A). (3980)

821. COPIES OF RECEIPTS, Jan. 29, 1933 to date. Showing money left by visitors, date, receipt number, from whom received, amount, number of inmate to whose credit to be placed, and signature of officer receiving money. Entered chronologically. (Daily, official.) $3\frac{1}{4}$ x 6 vols. (70), 1 ft., in drawer of steel filing case. Agent cashier's office (Bldg. A). (4013)

822. RECORD OF MONEY RECEIVED FOR INMATES, Feb. 10, 1933 to date. Showing inmate number, sender of money, whether cash, check, or money order, and whether received by mail, visitor, or on inmate's person when received at prison. Entered chronologically. (Daily, official.) Various sized vols. (7), 1 ft. 6 in., on wooden desk. Mail room (Bldg. A). (3903)

823. VOUCHERS, May 8, 1933 to date. Standard Form 1034a, public voucher for purchases and services other than personal, paid and unpaid vouchers for freight, express, and purchases, showing date, name of form, bill of lading, origin, destination, weight, rate, and amount. Filed numerically. (Daily, official.) 9 x 12 folders, 3 ft. 6 in., in 2 drawers of steel filing case. Bookkeeping department (Bldg. L). (4244)

824. COST LEDGER, July 1, 1933 to date. Showing cost of operation of each department, salaries, administrative expense, mess house weights, account of clothing, medical attention, entertainment, etc. Entered chronologically. (Daily, official.) $12\frac{1}{2}$ x $14\frac{1}{2}$ loose-leaf book, 2 in., on steel cabinet. Bookkeeper's office (Bldg. A). (3842)

825. GENERAL LEDGER, July 1, 1933 to date. Ledger for all departments, showing date, item, folio, debits and credits, and total amount of credits and debits. Entered alphabetically and numerically. (Daily, official.) 10 x 12 loose-leaf books (2), 6 in., on book rack. Bookkeeping department (Bldg. L). (4335)

826. JOURNAL, July 1, 1933 to date. Record of equalizing and closing production cost accounts. (Daily, official.) 9 x $11\frac{1}{4}$ loose-leaf book, 1 in., in drawer of steel filing case. Bookkeeper's office (Bldg. A). (3787)

827. RECAPITULATION OF ENCUMBRANCE FUNDS, July 1, 1933 to date. Record of encumbrance funds borrowed from other appropriations. Entered chronologically. (Daily, official.) 9 x 11 loose-leaf book, 1 in., in drawer of wooden desk. Bookkeeper's office (Bldg. A). (3840)

828. PAY ROLL TIME SLIPS, DUCK MILL, Sept. 30, 1933 to date. USPA Form showing date, department, grade, number of men, time in hours, time lost, overtime, total hours, and grand total. Filed chronologically. (Daily, official.) $3\frac{1}{2}$ x 8 loose sheets, 6 in., in wooden folded document holder. Spinning room office, 2d floor (Bldg. L). (4568)

829. DUPLICATE VOUCHERS, May 15, 1934 to date. Standard Form 1034a, public voucher for purchases and services other than personal and public voucher for transportation of freight or express, showing name of

penitentiary, appropriation, expenditure symbol, date, date of delivery articles or services, quantity, unit price, amount, and by whom approved; also schedule of withdrawals of inmate's personal funds, showing name of penitentiary, address, by whom drawn, period, date, payee, inmate's name and number, amount, and check number or signature if paid in cash. Arranged numerically. (Daily, official.) $8\frac{1}{2}$ x 11 bundles, 23 ft., in 16 drawers of 4 steel filing cases. Bookkeeper's office (Bldg. A). (3780)

830. COLLECTION REGISTER, July 1, 1934 to date. Record of collections made for materials and supplies furnished other Government institutions and prison camps. Entered chronologically. (Daily, official.) $9\frac{3}{4}$ x $11\frac{1}{2}$ loose-leaf books (2), 6 in., on wooden book rack. Bookkeeper's office (Bldg. A). (3795)

831. JOURNAL, July 1, 1934 to date. Record of all fiscal items pertaining to operation of penitentiary in relationship to other Government agencies. Entered chronologically. (Daily, official.) $9\frac{3}{4}$ x $11\frac{1}{2}$ loose-leaf books (2), 6 in., on wooden book rack. Bookkeeper's office (Bldg. A). (3796)

832. WORKING PAPERS, July 1, 1934 to date. Accounting work sheets such as schedules, analysis sheets, trial balance, financial statements, and reconciliation sheets. Filed chronologically. (Daily, official.) $10\frac{1}{2}$ x $16\frac{1}{2}$ envelopes, 2 ft., in 2 drawers of wooden desk. Bookkeeper's office (Bldg. A). (3838)

833. LEDGER SHEETS, Nov. 1, 1934 to date. Ledger showing cost, general, and allotment accounts of penitentiary, farms, and dairy. (Daily, official.) $10\frac{1}{4}$ x 17 and 14 x 17 loose sheets, 9 in., on bookkeeping ledger sheet stand. Bookkeeper's office (Bldg. A). (3839)

834. ENCUMBRANCE REGISTER, Jan. 1, 1935 to date. Record of encumbered allotments, showing date, invoice and purchase order numbers, amount of invoice, names of firms, and department or fund. Entered alphabetically. (Daily, official.) $12\frac{1}{2}$ x 19 loose-leaf book, 4 in., on wooden desk. Bookkeeping department (Bldg. L). (4359)

835. WITHDRAWAL REQUEST, Jan. 1, 1935 to date. Record of withdrawals of inmates' personal funds, showing date, person to whom funds are to be paid, relationship, name and number of inmate, purpose of withdrawal, and by whom approved. Filed numerically. (Daily, official.) $3\frac{1}{2}$ x 8 bundles, 4 ft., in drawer of steel card cabinet. Commissary and agent cashier's office (Bldg. A). (3982)

836. PRISONERS' CASH RECEIPTS, Jan. 1, 1935 to date. USPA Accounting Form 121, copy of receipt given inmate for cash turned over to the deputy warden upon inmate's arrival; original copy is retained by prisoner. Entered chronologically. (Daily, official.) 3 x 5 loose-leaf books (29), 6 in., in steel safe. Deputy warden's office (Bldg. N). (5306)

837. AGENT CASHIER'S CASH ACCOUNT WITH TREASURY DEPARTMENT, Jan. 15, 1935 to date. Record showing amount of cash and funds. (Daily, official.) $10\frac{1}{2}$ x 16 loose-leaf book, 1 in., on steel counter. Agent cashier's office (Bldg. A). (3958)

838. AGENT CASHIER'S CASH BOOK, Jan. 15, 1935 to date. Record of cash accounts of various funds, showing date, total amount of cash received, mail office and voucher numbers, amount credited to inmate, and summary of deposits. Entered chronologically. (Daily, official.) $8\frac{1}{2}$ x 14 vol., 1 in., on shelf of wooden counter. Agent cashier's office (Bldg. A). (3957)

839. COPIES OF CERTIFICATES OF DEPOSITS, Jan. 15, 1935 to date. Treasury statements, certificates of accounts from the Treasury Department, checks returned for new addresses, check reconciliation, and adjusted service bonds. Filed chronologically. (Daily, confidential.) 3 x 8 and 8 x 10 loose and folded sheets, 5 ft., in 13 drawers of 2 steel filing cases in fireproof vault. Agent cashier's office (Bldg. A). (3955)

840. ACCOUNTS PAYABLE, Feb. 1, 1935 to date. Records showing date, invoice number, name, address, items bought, unit price, total price, date bought, when and how shipped, department from which material was taken, and department to be given credit when paid. Entered numerically. (Daily, official.) 9 x 12 loose-leaf books (3), 1 ft. 6 in., on wooden desk. Bookkeeping department (Bldg. L). (4318)

841. COUPON BOOK RECEIPTS, Dec. 1, 1935 to date. Receipts showing series, amount, inmate's number, date of receipt, and inmate's signature for coupon book. Filed numerically. (Daily, official.) 2 x 5 bundles, 8 ft., in 2 drawers of steel card cabinet. Commissary and agent cashier's office (Bldg. A). (3983)

842. COMPARATIVE BALANCE SHEETS, Jan. 1, 1936 to date. Showing fund balance sheet, disbursing officers' cash, Treasury cash, totals, unencumbered allotments, unliquidated encumbrances, operating balance sheet, assets, and liabilities. Entered numerically. (Daily, official.) 8 x 10 loose-leaf books (2), 6 in., in 2 drawers of wooden desk. Bookkeeping department (Bldg. L). (4314)

843. OUTSTANDING CHECKS TO BE CREDITED TO INMATE'S PERSONAL FUNDS, Mar. 30, 1936 to date. List of checks from various people outside of the penitentiary to inmates, which are not credited to inmate's account until cleared through the banks. (Daily, official.) 8 x $10\frac{1}{2}$ loose sheets, $\frac{1}{8}$ in., on clipboard on desk. Commissary and agent cashier's office (Bldg. A). (3979)

844. RECORD OF ADJUSTED SERVICE BONDS, June 15, 1936 to date. Record of bonds cashed and credited to inmates' cash accounts, showing name, number, amount of bonds cashed, number of check, and amount credited. (Daily, official.) $8\frac{1}{2}$ x 14 vol., 1 in., on shelf of wooden counter. Agent cashier's office (Bldg. A). (3956)

845. BOOK BALANCE TAPE, July 1, 1935 to date. Adding machine tape showing amount of earnings and total amount of pay roll for inmates each month. Filed chronologically. (Daily, official.) $4\frac{1}{2}$ x $9\frac{1}{2}$ envelopes, 3 in., in drawer of wooden desk. Bookkeeping department (Bldg. L). (4336)

846. ENCUMBRANCE LEDGER, July 1, 1936 to date. Recapitulation of encumbrances against appropriations for Farm 2, showing expenditures for grain, hay, beet pulp, blacksmithing and repairs, livestock and equipment, medicines and veterinary expenses, fertilizer, seeds, plants and trees, and miscellaneous supplies and equipment, and allotment for each. (Daily, official.)

11 x 11 $\frac{1}{2}$ loose-leaf book, 1 in., on wooden filing case. Barn office (Bldg. R). (29)

847. MONEY WITHDRAWALS, July 15, 1936 to date. Cards showing date, name and address of payee, purpose for withdrawals, and amount. Filed numerically. (Daily, official.) 4 x 6 cards, 1 ft., on wooden desk. Social service unit (Bldg. A). (3940)

848. MONEY RECEIVED FOR INMATES, Jan. 1, 1937 to date. Record of money left by visitors in care of guard and placed on credit for inmates, showing by whom received, amount received, and inmate's number. Filed numerically. (Weekly, official.) 3 x 5 loose sheets, 1/2 in., in pigeonhole file. Guard's office (Bldg. Q). (42)

849. REQUEST FOR WITHDRAWAL OF INMATE'S PERSONAL FUNDS, Jan. 1, 1937 to date. Form 11 Cms, listing date, funds to be withdrawn, name and address of payee, name of inmate, number, signature of chief clerk, approval of warden, whether paid by check or cash, date, and signature of payee. Filed numerically. (Daily, official.) 3 $\frac{1}{2}$ x 8 loose sheets, 6 in., in pigeonhole file. Guard's office (Bldg. Q). (37)

850. TREASURY STATEMENTS OF ACCOUNTS, July 1, 1901 - June 30, 1907. Certified and audited statements of accounts from Bureau of Judicial Accounts, Treasury Department, to warden authorizing appropriations to prison for operation and maintenance. Filed chronologically. (Never.) 4 x 8 $\frac{1}{2}$ folders, 6 in., in drawer of steel filing case. Agent cashier's office (Bldg. A). (4011)

851. MONTHLY REPORT ON PROVISIONS, Jan. 30, 1902 - June 30, 1904. Report to warden showing amount of food provisions used each day and quantities on hand, purchased, and consumed for a given day. Entered chronologically. (Never.) 9 x 15 vol., 6 in., on wooden stand. Vault, 2d floor (Bldg. A). (4176)

852. WORK REPORTS, Dec. 29, 1903 - Oct. 14, 1904. Record of prisoners assigned to breaking and handling of stone on prison construction work, showing number and name of prisoner, working hours, amount of work done, and whether meals were delivered to prisoner on job. Entered numerically. (Never.) 8 x 10 $\frac{1}{2}$ vol., 1 in., on shelf of wooden stand. Vault, 2d floor (Bldg. A). (4203)

853. ANNUAL REPORTS, June 30, 1907 - June 30, 1926. Showing appropriations and itemized expenditures, receipts and disbursements, gross expenditures for each department, record of prisoners received, discharged, paroled, pardoned, transferred, or otherwise released, and number remaining at penitentiary, medical diseases treated in hospital, occupations of prisoners received and released, number in confinement, nativity of prisoners received and released, and general roster of officers. Entered chronologically. (Never.) 6 x 9 vols. (545), 7 ft., on shelf of wooden stand. Vault, 3d floor (Bldg. A). (4155)

854. MONTHLY STOREKEEPER REPORTS, July 1, 1912 - Jan. 30, 1914. Reports showing date, department, article, amount on hand last report, amount received during month, total issued during month, and total on hand at close

of month. Filed chronologically. (Never.) 4 x 9 loose sheets, 9 in., in drawer of steel filing case. Agent cashier's office (Bldg. A). (4008)

855. HOSPITAL DIET REPORTS, July 1, 1921 - July 1, 1925. USPA Forms PHS 6 and PHS 24, showing prisoners' register numbers, item of diet, and quantity issued per day to each group of inmates on diet list. Filed chronologically. (Never.) $3\frac{1}{2}$ x $8\frac{1}{2}$ bundles and $8\frac{1}{2}$ x $10\frac{1}{2}$ loose sheets, 1 ft., in pasteboard box. Damaged by faulty containers, dirty, scattered. Loft (Bldg. B). (5065)

856. DAILY REPORT OF OPERATIONS, Jan. 2, 1922 - Apr. 2, 1923. FPI Form, U. S. cotton duck mill daily supplementary report, showing yardage of raw material received, inventory of cloth on hand, value and description, number and value of yards shipped, and value of orders to be shipped. Entered chronologically. (Semiannually, official.) $9\frac{3}{4}$ x 13 loose-leaf books (4), 6 in., on wooden box. Center room, 1st floor (Bldg. K). (4462)

857. MONTHLY REPORT ON PRODUCTS FROM FARMS, June 25, 1923 - July 1, 1933. Showing date, farm numbers, product, quantity, unit, price, value, amount previously delivered, total value, and signature of farm officer. Filed numerically. (Never.) $8\frac{1}{2}$ x 14 bundles, 1 ft., on shelf of wooden wall cabinet. Mechanic's office (Bldg. H). (4926)

858. LIVESTOCK REPORTS FROM FARM, Jan. 1, 1924 - July 1, 1934. Showing date, month, items on hand last report, value, number of hogs or cows butchered, died, sold, born, bought, and total balance on hand. Filed numerically. (Never.) $8\frac{1}{2}$ x 14 loose sheets, 2 ft., on shelf of wooden wall cabinet. Mechanic's office (Bldg. H). (4925)

859. DUCK MILL PROFIT AND LOSS STATEMENTS, Aug. 31, 1925 - July 31, 1926. Showing date, net sales, cost of goods sold, total cost, gross profit, administrative and general expenses, net operating profit, and net profits. Entered chronologically. (Never.) $8\frac{1}{2}$ x 12 vols., 2 ft., in wooden box. Center room, 1st floor (Bldg. K). (4451)

860. INVOICES AND RECEIVING REPORTS, July 1, 1926 to date. Reports of supplies used in various departments of penitentiary; also invoices and correspondence pertaining to delivery and checking of supplies purchased from various firms. Filed alphabetically. (Weekly, official.) 9 x 12 folders, 42 ft., in 21 steel transfer cases. Inactive record room, basement (Bldg. N). (5253)

861. REPORTS OF MILITARY PRISONERS, Mar. 31, 1927 - July 1, 1935. Showing prison, name of soldier, army serial number, and general court martial order or war prison barracks numbers, and remarks. Arranged chronologically. (Annually, official.) 10 x 12 bundles, 2 in., on wooden filing cabinet. Vault, 2d floor (Bldg. A). (4182)

862. MONTHLY DISBURSEMENTS REPORTS, June 1, 1928 - July 1, 1929. Reports on prison funds showing appropriations, balance at close of previous month, accountable warrants, collections, adjustments, disbursements, deposits to non-checking account, balances at close of month, and memorandum of retirement fund deductions. Filed chronologically. (Never.) 10 x 16 envelopes, 1 ft., on shelf of wooden cabinet. Agent cashier's office (Bldg. A). (4045)

863. RECEIVING REPORTS, Jan. 1, 1928 to date. USPI Accounting Form 14, listing date, purchase order and contract numbers, quantity, number, kind, unit, stock number, articles, amount, and total amount. Filed numerically. (Daily, official.) 8 x 10 $\frac{1}{2}$ folders, 2 ft., in drawer of wooden filing case. Mechanic's office (Bldg. H). (4869)
864. RECEIVING REPORTS, July 1, 1929 - June 30, 1930. Receipts for provisions and miscellaneous stores at general storehouse, showing physical count, inspector, source of origin, article, quantity, unit and total costs, and purchase and account numbers. Arranged chronologically. (Never.) 4 x 8 bundles, 1 ft., in wooden box. Damaged by handling. Loft (Bldg. B). (5008)
865. PRISON PHYSICIAN'S DAILY REPORT, June 1, 1929 - Jan. 1, 1931. Showing inmate's number, name, dates admitted and discharged from hospital, nature of treatment, and cell and cell block numbers. Arranged chronologically. (Never.) 4 $\frac{1}{2}$ x 6 $\frac{1}{2}$ bundles, 1 ft. 6 in., on shelf of wooden stand. Damaged by handling, dirty. Vault, 2d floor (Bldg. A). (4168)
866. TEMPERATURE CHART, PRESSURE CHART, FLOWMETER CHART, AND CARBON DIOXIDE RECORDER, May 1, 1930 to date. Temperature charts showing domestic hot water supply, boiler feed water, and rooms under observation; pressure charts show steam pressure of heating systems, boiler headers, and departments under special observations; flowmeter charts record rate of steam flow to consumers; and carbon dioxide recorder used on boiler outlet. USPA Charts 1200, 8116, 60, 100, and 5600-1 are used. (Daily, official.) Rolled charts, 10 ft., on desk. Chief engineer's office, 2d floor (Bldg. P). (4693)
867. ANNUAL REPORTS, FARM 1, July 1, 1930 to date. Giving itemized list of stock on hand such as seeds and fertilizers, list of receipts and disbursements during fiscal year, expenses incurred, and acreage of various crops. Filed chronologically. (Annually, official.) 4 x 9 envelopes, 4 in., in drawer of wooden filing cabinet. Office (Bldg. B). (5069)
868. RECEIVING REPORTS, Nov. 1, 1930 to date. USPI Accounting Form 14, receipt for supplies and provisions at prison storeroom, showing purchase order number, firm from which bought, quantity, item, stock number, unit price, and amount. (Daily, official.) 8 x 10 $\frac{1}{4}$ pads (30), 2 ft., in drawer of steel filing case. Storeroom (Bldg. F). (4847)
869. GOOD TIME REPORT, Jan. 1, 1931 to date. Daily record, with monthly summary, containing information as to good time recommended for industries operators, number and name of prisoner operative, money earned during current month, and date inmate was assigned to industries. Filed numerically. (Daily, official.) 13 $\frac{1}{2}$ x 14 loose sheets, 3 in., in wooden stationery cabinet and on wooden desk. Bookkeeping department (Bldg. L). (4302)
870. SPINDLE HOURS, May 1, 1931 to date. Reports on spindle hours to the superintendent, showing number of hours spindle ran each month. Filed chronologically. (Monthly, official.) 3 $\frac{1}{2}$ x 8 and 8 x 10 loose sheets, 1 in., in wooden folded document holder. Spinning room office, 2d floor (Bldg. L) (4633)
871. REPORTS OF INDUSTRIAL INJURY, May 20, 1931 to date. USPA FPI Form, listing injured person, date of report, case number, time and place of injury,

witnesses to injury, nature and severity of injury, machine or other agency involved in accident, occupation of employee, and time of accident. Filed alphabetically. (Monthly, official.) $8\frac{1}{2}$ x 11 loose sheets, 6 in., in drawer of wooden desk. Chief engineer's office, 2d floor (Bldg. P). (4691)

872. DAILY COMMISSARY REQUISITIONS AND DAILY REPORTS, July 1, 1931 to date. Requisitions showing quantities wanted and received, name of article, selling price, cost, and signature of commissary clerk; also copies of daily commissary reports, showing daily transactions of the commissary, value of supplies on hand, supplies received each day and on hand at end of day, and signature of commissary clerk. Entered and filed chronologically. (Daily, official.) $6\frac{1}{2}$ x 8 vols. (20) and 8 x $10\frac{1}{2}$ sheets, 4 ft. 6 in., on wooden shelf. Commissary store (Bldg. A). (4048)

873. MONTHLY LOOM PRODUCTION REPORTS, Jan. 1 - Dec. 31, 1932. Showing daily incuts, number of looms, date, total cuts, operators, number, and name. Filed numerically. (Never.) 11 x $16\frac{1}{2}$ loose sheets, 1 ft., in drawer of wooden filing case. Weaving office (Bldg. M). (4618)

874. PAROLE BOARD REPORTS, Jan. 1 - Dec. 31, 1932. Reports showing date, inmate's number and name, action taken, and comments. (Never.) 9 x 12 folders, 1 ft. 6 in., in wooden box. Dark cell, 1st floor (Bldg. N). (5328)

875. BEAMING DEPARTMENT REPORTS, Jan. 1, 1932 - July 1, 1933. Showing date, number of yards, beams, cuts per beam, and section used. (Never.) 5 x 5 loose sheets, 6 in., on shelf of wooden filing case. Weaving office (Bldg. M). (4619)

876. GASOLINE AND OIL MONTHLY REPORTS, Jan. 1, 1932 - July 1, 1933. Showing month, date, car or truck number, gas and oil used, total gallons used, number of pounds of grease used, and signature of officer in charge of trucks. Arranged numerically. (Never.) 9 x 12 bundle, 6 in., on shelf in wooden wall cabinet. Mechanic's office (Bldg. H). (4917)

877. WEEKLY REPORTS, Jan. 1, 1932 - July 2, 1933. Showing date, prison population at last report, numbers received and discharged during week, population this report, number on duty inside and outside, miscellaneous runners, number idle, and signature of warden. Filed numerically. (Daily, official.) 8 x 14 loose sheets, 2 in., in drawer of wooden filing case. Mechanic's office (Bldg. H). (4868)

878. WASTE PRODUCED, June 1, 1932 - July 30, 1935. USPA Form, duck mill waste report, listing date, mill number, notes, sweeps, clearer waste, card strips, bagging, ties, net and gross weights, and total waste per month. Entered chronologically. (Never.) 8 x 12 vols. (5), 1 ft., in compartment of wooden stock bin. Stockroom, spinning mill, 2d floor (Bldg. L). (4681)

879. CLASSIFICATION REPORTS, Jan. 1, 1932 to date. Showing results of achievement tests, occupation and education summaries, classification committee records, and recommendations. Filed alphabetically. (Daily, official.) 9 x 12 folders, 6 ft., in 4 drawers of steel filing case. Office of supervisor of education, 3d floor (Bldg. G). (5415)

880. TELEPHONE TROUBLE REPORTS, May 1, 1932 to date. Showing nature of trouble, department in which trouble occurred, to whom reported, date, hour,

cause of trouble, how and date corrected, and person by whom report is made. Filed chronologically. (Monthly, official.) $3\frac{1}{2}$ x 8 loose sheets, 1 in., in drawer of wooden desk. Chief engineer's office, 2d floor (Bldg. P). (4692)

881. DAILY BOILER ROOM AND POWERHOUSE REPORT, July 1, 1932 to date. Showing date, engineer on duty, total steam flow, peak load, steam used by turbine, total KWH produced, average KWA used by gross production of KWH, and number KWH used by each department. Filed numerically. (Daily, official.) $8 \times 10\frac{1}{2}$ loose sheets, 11 ft. 6 in., in compartment of wooden filing cabinet. Office of chief of mechanical service, 2d floor (Bldg. F). (4687)

882. REGISTER OF RECEIVING REPORTS, July 1, 1932 to date. USPI Accounting Form 27, receipt of supplies and provisions at storeroom for use in prison, showing purchase order number, item and firm from which bought, and amount. Entered numerically. (Daily, official.) $9\frac{1}{2}$ x 11 $\frac{3}{4}$ loose-leaf book and pads (4), 4 in., in drawer of steel filing case and on typewriter desk. Storeroom (Bldg. F). (4845)

883. MONTHLY INDUSTRIES STATEMENTS, July 1, 1933 - Dec. 31, 1934. Giving financial and production figures on output of duck mill, basket shop, print shop, and clothing factory. Filed chronologically. (Semiannually, official.) 10×16 loose sheets and $10\frac{1}{2}$ x $16\frac{1}{2}$ envelopes, 6 in., in wooden box. Center room, 1st floor (Bldg. K). (4458)

884. CONSTRUCTION REPORTS, Jan. 1, 1933 - Dec. 31, 1935. Showing number, date, location, account number, quantity, unit, articles, unit cost, amount, dates completed and delivered to department, and signature of officer in charge. Filed numerically. (Never.) $8 \times 10\frac{1}{2}$ loose sheets, 1 ft., in tray of wooden filing case. Mechanic's office (Bldg. H). (4871)

885. GENERAL DAILY COUNT REPORTS, Jan. 1, 1933 - Dec. 31, 1935. Showing date, last register number and count, numbers received, paroled, discharged, and remaining, and signature of officer making count. Filed numerically. (Never.) 5×8 bradded sheets, 2 ft. 6 in., in wooden box. Dark cell, 1st floor (Bldg. N). (5330)

886. REPORTS OF FRAMES RUNNING AND IDLE, Mar. 31, 1933 to date. Showing frame hours lost, number of yarn for each frame, number of frames running and idle, number of machines or frames idle for orders, and number of men needed to operate each machine. Filed chronologically. (Daily, official.) $3\frac{1}{2}$ x 8 loose sheets, 4 in., in tray of wooden filing cabinet. Spinning room office, 2d floor (Bldg. L). (4575)

887. BOILER INSPECTION REPORTS, July 1, 1933 to date. Showing institution, date, type of boiler, manufacturer's and plant numbers of boiler, date installed, rated capacity, horsepower, condition, remarks, and recommendations of inspector. (Annually, official.) $8 \times 10\frac{1}{2}$ loose sheets, 6 in., in drawer of wooden desk. Chief engineer's office, 2d floor (Bldg. P). (4723)

888. SCHEDULES OF CASH AND EARNINGS, July 1, 1933 to date. Daily itemized report on all funds received, including earnings to be credited to each inmate's account. Filed alphabetically. (Daily, official.) 9×12 folders, 1 ft. 6 in., in drawer of steel filing case. Commissary and agent cashier's office (Bldg. A). (3981)

889. COTTON RECEIVING REPORT, Sept. 13, 1933 to date. Showing bales of cotton received at warehouse, tag number, weight, grade, staple, and status of contract. Filed chronologically. (Daily, official.) $8\frac{1}{2}$ x 14 loose sheets, 2 in., in stationery cabinet and on clipboard on wall. Warehouse shipping office (Bldg. L). (4678)

890. REPORTS ON MATERIALS RECEIVED, July 2, 1934 - July 1, 1936. FPI Form 11, listing date, firm from which received, address, account and purchase order numbers, date received, quantity, description of articles, price, date of invoice, and date and by whom entered on stock card. Filed numerically. (Monthly, official.) $6\frac{1}{2}$ x 7 envelopes, 1 ft. 6 in., in drawer of wooden filing case. Center room, 1st floor (Bldg. K). (4529)

891. DAILY REPORTS ON TRUCKS AT FARMS, Jan. 1, 1934 to date. Showing date, farm and truck numbers, names and numbers of driver and helper, mileage, time returned, gas and oil consumed, and signature of officer in charge. Filed numerically. (Daily, official.) 8 x $10\frac{1}{2}$ loose sheets, 1 ft. 6 in., in drawer of wooden filing case. Mechanic's office (Bldg. H). (4873)

892. DAILY SUPPLEMENTARY REPORT ON OPERATIONS, DUCK MILL, Jan. 1, 1934 to date. Showing date, looms in operation and idle, spindles in operation and idle, departments, total men for each department, total men required, and total men short. Filed alphabetically and numerically. (Daily, official.) $5\frac{1}{2}$ x 8 loose sheets, 2 ft. 6 in., in 2 drawers of wooden desk. Bookkeeping department (Bldg. L). (4294)

893. GASOLINE REPORTS, Jan. 1, 1934 to date. Reports from the garage manager to the general storekeeper, showing daily gasoline issues; also monthly statements showing gallons on hand at end of month, gallons received during month, and an itemized list of issues during month. Filed chronologically. (Daily, official.) 4 x 9 envelopes, 1 ft., in tray of wooden filing cabinet. Office (Bldg. B). (5070)

894. MONTHLY LAUNDRY REPORTS, Feb. 1, 1934 to date. To chief clerk of prison showing total number of pieces of laundry done in prison laundry during month, pieces for prison inmates, prison residential dormitory, hospital wash, and cleaning and pressing officers' uniforms. (Monthly, official.) $8\frac{1}{2}$ x $11\frac{1}{2}$ loose sheets, 2 in., in tray of filing cabinet. Foreman's office (Bldg. O). (4906)

895. FIELD PLANT REPORT, PRINT SHOP, Mar. 31, 1934 to date. Quarterly report to Commissioner of Prison Industries, Washington, on activities of print shop, giving production and cost figures on printing, binding, and blank book output; also figures on labor, material, and upkeep. (Daily, official.) 12 x 16 bradded sheets, 6 in., in drawer of wooden desk. Bookkeeping department (Bldg. L). (4326)

896. COST REPORTS ON TRUCKS, July 1, 1934 to date. Showing motor vehicle operations, feature number, location, items of cost, cost this month to date, unit cost, description of machine, total cost, date purchased, cost per ton mile, and whether truck or car. Filed numerically. (Daily, official.) 8 x 10 loose sheets, 6 in., in drawer of wooden filing cabinet. Office (Bldg. B). (5060)

897. DAILY FARM REPORTS, July 1, 1934 to date. Reports from farm manager to warden, showing work completed for day in planting, spraying, fertilizing, and harvesting, work planned for next day, number of inmates used in each field, total number of inmates, and signature of farm manager; also daily report, showing uses of horses, mules, and tractors, amount of purchased feed used, hours of use, and amount of gas and oil used. Filed chronologically. (Daily, official.) 8 x 10 $\frac{1}{2}$ bundles, 3 ft., in 2 drawers of steel filing case. Bookkeeper's office (Bldg. A). (3786)

898. FISCAL REPORTS, July 1, 1934 to date. Reports and schedules covering all items of accounting under jurisdiction of penitentiary. Filed alphabetically. (Daily, official.) 9 $\frac{1}{2}$ x 11 $\frac{3}{4}$ folders, 5 ft., in 3 drawers of steel filing case. Bookkeeper's office (Bldg. A). (3767)

899. RECEIVING REPORTS, July 1, 1934 to date. Showing location, date, from whom received, purchase order and contract numbers, quantity, unit, stock number, article, unit price, amount paid, and signature of receiving clerk. Filed chronologically. (Daily, official.) 8 x 10 $\frac{1}{2}$ bundles, 2 ft., in drawer of steel filing case. Bookkeeper's office (Bldg. A). (3783)

900. ABSTRACT AND SCHEDULE OF RECEIVING REPORTS, Nov. 1, 1934 to date. Showing invoice number, merchant, product, amount, date, and check number. Entered chronologically. (Daily, official.) 10 x 11 $\frac{1}{2}$ loose-leaf books (3), 6 in., in drawer of steel filing case. Bookkeeper's office (Bldg. A). (3866)

901. ACCIDENT REPORTS, Nov. 27, 1934 to date. FPI USPA Form 59, report on industrial injury, with attached memorandum explaining accident if report is incomplete. Filed chronologically. (Monthly, official.) 8 $\frac{1}{2}$ x 11 loose sheets, 3 in., in tray of wooden filing cabinet. Spinning room office, 2d floor (Bldg. L). (4573)

902. MONTHLY REPORTS, Dec. 1, 1934 to date. Copies of reports pertaining to monthly inventory of stock, amount of gasoline and oil used each month, summary of specified operations, recapitulation of tractor operations, monthly breeding and calving record, daily monthly breeding summary, monthly inventory of supplies on hand, commodity record, and production record. Forms 3-a, 4-a, 16, 17, 28, JLK 30, 38, 41, and 42 are used. Filed chronologically. (Monthly, official.) 9 x 12 envelopes, 2 ft., in 2 drawers of wooden filing case. Barn office (Bldg. R). (47)

903. STATEMENTS OF ACCOUNTS, Jan. 1 - Dec. 31, 1935. Showing amount of each fund, amount of unencumbered allotments, unliquidated encumbrances, assets and liabilities, gross sales, cost of sales, cost of production, deductions, administrative expense, net profit, yarn statement and inventory, amount of waste produced, and schedule of accounts payable. Filed chronologically. (Monthly, official.) 10 $\frac{1}{2}$ x 16 envelopes, 1 ft., in drawer of steel transfer case. Center room, 1st floor (Bldg. K). (4416)

904. GUARD SERVICE REPORTS, Sept. 21, 1935 to date. Showing date, guard's name, detail, guards on sick and annual leave, and time on and off. Filed numerically. (Never.) 8 $\frac{1}{2}$ x 10 bradded sheets, 6 in., in 2 wooden boxes. Inactive record room, basement (Bldg. N). (5260)

905. WEEKLY REPORTS, Dec. 1, 1935 to date. USPA-FPI Form, spinning mill report, listing name of worker, number, date, department, kind of work, grade, total hours worked, hours worked each day, and remarks. Filed numerically. (Never.) 8 x 12 loose sheets, 1 ft. 6 in., in compartment of wooden stock bin. Stockroom, spinning mill, 2d floor (Bldg. L). (4663)

906. COMPARATIVE PROFIT AND LOSS STATEMENTS, Jan. 1, 1935 to date. Showing gross and net sales, cost, gross profit, sales and administrative expenses, net operation profit, net profit of surplus same month last year, same at this month, and profit or loss of each department. Entered numerically. (Daily, official.) 8 x 10 $\frac{1}{2}$ loose-leaf books (2), 8 in., in 2 drawers of wooden desk. Bookkeeping department (Bldg. L). (4312)

907. DAILY WATER REPORTS, Jan. 1, 1935 to date. Showing date, times pump started and stopped, number of hours pump operated during twenty-four hours, depths of water in tank at start and close of day, and signature of officer reporting. Filed numerically. (Daily, official.) 9 x 12 folders, 4 ft., in section of wooden filing cabinet. Office of chief of mechanical service, 2d floor (Bldg. F). (4751)

908. DEPUTY WARDEN'S DISCIPLINARY REPORT, Jan. 1, 1935 to date. Records of violations of discipline by inmates, listing inmate's number, name, and offense, punitive action taken by deputy warden, and resulting reclassification of offender. Filed numerically. (Daily, official.) 10 x 17 loose sheets, 1 ft., on shelf of wooden wall stand. Office of inmates' clerk, deputy warden (Bldg. N). (5320)

909. MANUFACTURING STATEMENTS, Jan. 1, 1935 to date. Showing cost, number of pounds of various materials used, cost per pound, kind of material, average cost of all materials, size, loss or profit, and amount of various materials on hand. Filed chronologically. (Daily, official.) 9 x 15 folders, 2 ft., on table. Bookkeeping department (Bldg. L). (4316)

910. RECEIVING REPORTS FOR STATIONERY ROOM, Jan. 1, 1935 to date. USPA Accounting Form 14, showing date, quantity ordered, amount and date received, unit price, and total amount. Filed chronologically. (Daily, official.) 8 x 10 $\frac{1}{2}$ bradded sheets, 1 ft., on wooden table. Stationery room, 2d floor (Bldg. I). (4792)

911. REPORT OF SURVEY, Jan. 1, 1935 to date. USPA Accounting Form 88, showing stock, quantity, articles, cost, present conditions, estimated value, date approved, and signatures of chief clerk, storekeeper, and warden or superintendent. Filed numerically. (Quarterly, official.) 8 x 10 folders, 1 ft., in drawer of steel filing case. General storekeeper's office, 2d floor (Bldg. I). (4783)

912. MONTHLY REPORTS, July 1, 1935 to date. Reports, such as process inventory, condensed statement of industrial clothing factory, and production reports showing name of garment and total amount manufactured each month. (Monthly, official.) 2 x 15 rolls (18), 1 in., in drawer of wooden filing case. NE. corner, 1st floor, clothing factory (Bldg. L). (4489)

913. WEEKLY PERSONNEL AND PRODUCTION REPORTS, July 1, 1935 to date. FPI Form 15A, weekly report on personnel, including inmates and civilians,

employed in four units of prison industries each working day, showing quantity production figures. Filed chronologically. (Daily, official.) $8\frac{1}{2}$ x 11 loose sheets, 1 ft., 2 in., in drawer of wooden desk and on pasteboard binding case. Bookkeeping department and NE. corner, 1st floor, clothing factory (Bldg. L). (4323, 4552)

914. RECEIVING REPORTS AND INVOICES, July 1, 1935 to date. USPA Accounting Form 11, showing description, article, unit price, amount, and signature of receiving clerk; USPA Accounting Form 14, invoice of material billed to garage for use in repairing trucks; Accounting Form 11 attached. Filed numerically. (Daily, official.) 8 x $10\frac{1}{2}$ loose sheets, 2 in., on wooden and pasteboard clipboard on wall. Office (Bldg. B). (5071)

915. SPINNING ROOM PRODUCTION REPORTS, July 1, 1935 to date. USPA Form, production stock sheet, duck mill, listing date, number of frames, number of hanks, average per frame, and weight of yarn. Filed chronologically. (Monthly, official.) $8\frac{1}{2}$ x $10\frac{1}{4}$ loose sheets, 1 in., in tray of wooden filing cabinet. Spinning room office, 2d floor (Bldg. L). (4571)

916. WASTE PRODUCED, July 1, 1935 to date. USPA Form, duck mill waste report, listing date, number of pounds of waste, dust, sweeps, notes, and grand total. Filed chronologically. (Daily, official.) $8\frac{1}{2}$ x $10\frac{1}{4}$ loose sheets, 1 in., in tray of wooden filing cabinet. Spinning room office, 2d floor (Bldg. L). (4572)

917. RECEIVING REPORTS, July 10, 1935 to date. USPI Accounting Form 14, showing location, number, from whom received, car, seal, and purchase order numbers, date, transportation prepaid, contract number, quantity, article, unit price, and amount. Filed chronologically. (Daily, official.) 8 x 10 loose sheets, 6 in., in drawer of steel filing case. General storekeeper's office, 2d floor (Bldg. I). (4826)

918. DAILY CORRESPONDENCE COURSE RECORDS, Sept. 1, 1935 to date. USPA Form, report on correspondence lessons, showing date, number and name of inmate, lessons turned in to be graded, next lesson or new lesson sent to each inmate enrolled, and whether graded by the institution or by the Pennsylvania State College. Entered chronologically. (Daily, official.) 11 x 12 loose-leaf book, 3 in., on wooden desk. Office of supervisor of education, 3d floor (Bldg. G). (5412)

919. STATISTICAL SUMMARIES, Sept. 1, 1935 to date. USPA Form, monthly report of educational department, showing interviews, tests, assignments, attendance and enrollment, distribution of school population at end of month, and school personnel. Filed chronologically. (Monthly, official.) 6 x 13 loose sheets, 3 in., in drawer of wooden desk. Office of supervisor of education, 3d floor (Bldg. G). (5395)

920. MONTHLY REPORT, BASKET SHOP, Nov. 30, 1935 to date. Showing material, labor, and production costs of goods processed in bag, basket, mattress, and tent departments. Filed chronologically. (Semimonthly, official.) $10\frac{1}{2}$ x 15 bradded sheets, 2 in., on shelf in wooden stationery cabinet. Basket Shop (Bldg. L). (4497)

921. DAILY REPORTS, Dec. 1, 1935 to date. Piggery reports showing weight of grain fed daily, amount of garbage, number of pigs, shoats, fattening hogs,

sows, and boars on hand each day; report on dairy operations showing amount of purchased grain and beet pulp fed, amount of hay in storage, dairy livestock inventory, milk production, and remarks; report on use of horses, mules, and tractors, showing number of horses and mules pastured each day, horse labor by days, in which field or department, total active horse days, idle horses, and total horse days; farm manager's report to warden or superintendent on weather conditions, fields plowed, planting, spraying, harvesting, work planned for the following day, and number of inmates assigned to the various fields; and field crops production report showing date, commodity, disposition of commodities, and by whom approved. Filed chronologically. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in drawer of wooden filing case. Barn office (Bldg. R). (45)

922. DISTRICT ATTORNEY PROSECUTOR'S REPORTS, Dec. 5, 1935 to date. Showing date prisoner was received, prisoner's number, date of district attorney's report, and date of sentence. Entered numerically. (Daily, official.) 12 x 15 vol., 6 in., on steel filing case. Record Room (Bldg. A). (3782)

923. DAILY YARN FILLING REPORTS, Jan. 1, 1936 to date. USPA Form showing date, number, material, number of looms in operation, warp count, filling, and number of boxes and spools in operation. Filed numerically. (Daily, official.) 8 x 11 $\frac{1}{2}$ loose sheets, 1 ft., on shelf of wooden cabinet. Weaving office (Bldg. M). (4621)

924. MONTHLY LAP WEIGHT, Jan. 1, 1936 to date. Record of average weight of cotton laps, showing date, lap weight, number of laps weighed, lost and good laps, and total weight of cotton used. Filed chronologically. (Monthly official.) 7 x 11 loose sheets, 6 in., in tray of wooden filing cabinet. Spinning room office, 2d floor (Bldg. L). (4629)

925. OIL REPORTS, Jan. 1, 1936 to date. Reports from garage manager to assistant chief clerk, showing amount of oil on hand and issued each month and an itemized list of issues. Filed chronologically. (Monthly, official.) 8 x 10 loose sheets, 2 in., in tray of wooden filing cabinet. Office (Bldg. B). (5066)

926. WEEKLY REPORTS, Jan. 23, 1936 to date. USPA Forms JAG 81, 11, 6, 30, and 500, showing date, prison population last report, numbers received and discharged during week, population at this report, numbers on duty inside and outside, and numbers hospitalized and in solitary. Filed chronologically. (Weekly, official.) 8 x 14 loose sheets, 2 in., on shelf of wall stand. Office of inmate's clerk, deputy warden (Bldg. N). (5311)

927. REPORT ON INDUSTRIAL INJURY, Apr. 21, 1936 to date. Listing person, time and place of injury, witnesses, nature and severity of injury, machine or other agency involved in accident, type of accident, and foreman's report on accident. Filed numerically. (Monthly, official.) 8 $\frac{1}{2}$ x 11 loose sheets, 1 ft., in drawer of wooden desk. Machine shop office (Bldg. M). (4664)

928. INJURY RECORDS OF INMATES, May 24, 1936 to date. Showing institution, name and number, occupation, department, date employed, case number, date of injury, types, days charged, compensation and other costs, cause assigned, and remarks. Filed numerically. (Daily, official.) 4 x 6 cards,

6 in., in wooden card box on table. Office of inmates' clerk, deputy warden (Bldg. N). (5309)

929. REPORT OF CUSTODIAL OFFICE, June 19, 1936 to date. Brief report to deputy warden of any irregularities occurring in prisoners' purchases of commissary supplies, such as unauthorized use of coupon books and violations of discipline. Entered numerically. (Daily, official.) 4 x 8 $\frac{1}{2}$ loose-leaf book, 2 in., in drawer of wooden desk. Commissary store (Bldg. A). (4050)

930. CUTTING REPORT, July 1, 1936 to date. Showing order number, date, job number, quantity, size, articles to be made, kind or lot, ply, length, yardage, cost, amount, and signatures of foreman in charge and cutter. Entered numerically. (Daily, official.) 5 $\frac{1}{2}$ x 9 vols. (20), 1 ft., on shelf of wooden cabinet. Basket shop, 1st floor (Bldg. L). (4514)

931. GUARD REPORTS, July 1, 1936 to date. Showing field or location, seed, fertilizer, and other materials used, number of men working, number of horses, tractor hours, and crops gathered; also record of trucks leaving farm showing truck number, names and numbers of driver and helper, time departed, purpose of trip, destination, mileage, time returned, and gas and oil consumed. Filed chronologically. (Daily, official.) 8 x 10 $\frac{1}{2}$ bundles, 1 ft., in drawer of wooden filing case. Barn office (Bldg. R). (48)

932. MONTHLY COTTON STATEMENTS, July 1, 1936 to date. Showing kind of cotton, previous pounds, inventory value, pounds value received, pounds and value put in process, total pounds and price, and statement of cotton in bales. Filed alphabetically. (Monthly, official.) 14 x 17 loose sheets, 1 in., in drawer of wooden desk. Bookkeeping department (Bldg. L). (4363)

933. POWER PLANT DAILY REPORT, July 1, 1936 to date. Showing steam pressure, voltage, baremeter, generator number, exciter, alternating current feeder, panel reading, cooling tower fans, direct current generator, booster pump, stack light, water tank, remarks, and interruptions. Filed chronologically. (Daily, official.) 18 x 36 loose sheets, 6 in., on wooden desk. 2d floor (Bldg. P). (4690)

934. SUPPLEMENTARY REPORT OF OPERATIONS, July 1, 1936 to date. Daily report made from memoranda of foremen of the four units of prison industries and their subdivisions, showing number of looms in operation and idle awaiting assignment of operatives or in need of repairs, similar data on spindles, total number of men at work, number of men required, and number short. Copy sent each week to Washington. Filed chronologically. (Daily, official.) 5 x 8 bradded sheets, 6 in., in drawer of wooden desk and in wooden cabinet. Bookkeeping department (Bldg. L). (4362)

935. TEMPERATURE CHARTS, July 1, 1936 to date. USPA Form, weekly temperature report, showing date, A, B, and C cell houses, hours, PM and AM temperature at each hour of the day, and signature of officer in charge of each cell block. Filed numerically. (Daily, official.) 4 $\frac{1}{2}$ x 5 $\frac{1}{2}$ loose sheets, 2 ft., in section of wooden filing cabinet. Office of chief of mechanical service, 2d floor (Bldg. F). (4736)

936. REPORTS OF CUSTODIAL OFFICER TO WARDEN, July 7, 1936 to date. Showing date, purpose of report, conduct of inmate, name, number, cell, and work

detail. Entered numerically. (Daily, official.) 4 x 8 $\frac{1}{2}$ vol., 2 in., in pigeonhole file. Custodial officer's office (Bldg. Q). (13)

937. FARM MANAGER'S DAILY REPORTS, Sept. 1, 1936 to date. USPA Farm Records Form 8, report on use of horses, mules, and tractors, daily piggery report, and report on work being completed on farm. Filed chronologically. (Daily, official.) 8 x 10 loose sheets, 4 in., in drawer of wooden filing cabinet. Office (Bldg. B). (5068)

938. MONTHLY PRODUCTION REPORTS ON COMPLETED SHIPMENTS, Dec. 1, 1936 to date. Showing date, kind of suit, and order number; also record of all returns for alterations and unsatisfactory garments. Entered chronologically. (Monthly, official.) 8 $\frac{1}{2}$ x 14 loose-leaf book, $\frac{1}{4}$ in., on wooden desk. NE. corner, 1st floor, clothing factory (Bldg. L). (4533)

939. REPORT ON MESS, Dec. 1, 1936 to date. Showing institution, date, food distribution per man per day, total weight of food, whether satisfactory or unsatisfactory, and general remarks. Filed numerically. (Daily, official.) 8 x 10 loose sheets, 6 in., on wooden desk. Guard's office (Bldg. Q). (41)

940. ADMISSION SUMMARIES AND PROGRESS REPORTS, Dec. 2, 1936 to date. Showing date, inmate's register number and name, reports received from the U. S. attorney, inmate's residence, offense, date of birth, race, citizenship, marital status, previous records and religion, and whether active or inactive. Filed numerically. (Daily, official.) 9 x 12 folders, 1 ft., in drawer of wooden filing case. Protestant chaplain's office, 2d floor (Bldg. D). (5414)

941. WEEKLY TEMPERATURE REPORTS, Jan. 1937 to date. Showing daily temperatures of chill, meat, and freezing rooms, day storage, milk, butter, egg, and flour rooms, remarks, and signature of person reading. Filed numerically. (Daily, official.) 8 x 10 $\frac{1}{2}$ loose sheets, 2 in., in drawer of wooden cabinet. Dining room office (Bldg. G). (5359)

942. BLANKET REPORT, n. d. Shows inmate's name, number, blanket number, and number of blankets issued each inmate. Filed numerically. (Never.) 9 x 12 loose sheets, 6 in., on wooden wall shelf. Inactive record room, basement (Bldg. Q). (10)

943. MISCELLANEOUS PAPERS, May 8, 1902 - Nov. 2, 1914. Receipts for postage stamps, memoranda, circular proposals, list of contracts and orders, and correspondence pertaining to instructions and regulations in operation of the penitentiary. Filed chronologically. (Never.) 4 x 9 loose sheets, 6 in., in drawer of steel filing case. Agent cashier's office (Bldg. A). (4007)

944. DEAD FILE SYSTEM, Mar. 7, 1902 to date. Correspondence and data pertaining to each inmate discharged. Filed numerically. (Daily, official.) 9 x 12 folders, 64 ft., in 19 wooden boxes and on wooden table. Parole office (Bldg. A). (3895)

945. SOCIAL SERVICE AND PAROLE RECORDS, Mar. 7, 1902 to date. Correspondence and data pertaining to inmates. Filed numerically. (Daily,

official.) 9 x 12 folders, 60 ft., in 30 drawers of steel filing case. Parole office (Bldg. A). (3894)

946. COPIES OF MISCELLANEOUS REPORTS AND CORRESPONDENCE, Jan. 1, 1907 - Oct. 2, 1931. Reports for various materials, construction and time reports, and memoranda; also copies of correspondence from various departments pertaining to repairing and construction. Filed chronologically. (Never.) Various sized envelopes, bundles, and loose sheets, 25 ft., in compartment of wooden wall cabinet. Mechanic's office (Bldg. H). (4921)

947. GENERAL MECHANIC RECORDS, Jan. 1, 1907 - 1935. Time books of prison labor on construction jobs, record of tool stock, day books for posting material and supplies bought, ledgers of stock account of unexpendable articles, contract records showing firm with contract to supply construction and other materials, and account books of materials purchased for construction work and other purposes. Entered alphabetically. (Never.) Various sized vols. (68), 8 ft., on shelves of wooden cabinet. General mechanic's office (Bldg. H). (4922)

948. CORRESPONDENCE AND MISCELLANEOUS RECORDS, July 1, 1910 - June 30, 1926. Copies of correspondence pertaining to finance and accounting departments, personnel, general court martial of prisoners, and indictments against prisoners; also miscellaneous statistical records on prisoners, showing date, name, district from which sent, crime, name of first friend, days employed, days idle, amount earned, amount received, and amount expended. (Never.) Various sized folders and bundles, 40 ft., on floor. Damaged by handling, dirty, torn, scattered. Vault, 2d floor (Bldg. A). (4184)

949. MISCELLANEOUS FILES, July 18, 1912 - Jan. 5, 1920. Record of discharged personnel, orders from deputy warden to guards, and record of deaths, retards, target practice, gymnastics, construction department, and general storekeeper. (Never.) 4 x 9 envelopes, 6 ft., on 2 shelves of wooden wall cabinet. Corridor (Bldg. N). (5337)

950. MISCELLANEOUS AGENT CASHIER RECORDS, Jan. 1, 1915 - June 30, 1929. Transportation request stubs, copies of memorandum requests from inmates to deputy warden, copies of orders, miscellaneous statements, and treasury statements. Filed chronologically. (Weekly, official.) Various sized loose sheets, 7 ft. 6 in., in 3 wooden boxes on floor. Damaged by handling. Inactive record room, basement (Bldg. N). (5256)

951. MISCELLANEOUS RECORDS, July 7, 1921 - Sept. 8, 1930. Copies of letters regarding explanations of accounts to the general accounting office and chief division of accounts; balance sheets for inmates' money account, memoranda of various accounts with outside firms, and memoranda of credit for inmates. Filed chronologically. (Never.) 4 x 9 envelopes and 8 x 10½ loose sheets, 3 ft. in wicker basket and on wooden wall cabinet. Damaged by handling. Old parole office, 2d floor (Bldg. A). (4240)

952. REQUISITIONS, REPORTS, AND PAY ROLLS, July 1, 1922 - July 1, 1933. Requisitions for postage, daily counts of inmates, daily commissary requisitions, general stores' receiving reports, and pay rolls of civilian and inmate employees. Filed chronologically. (Never.) Various sized loose

sheets, 1 ft. 6 in., on 17 steel filing cases. Dirty, scattered. Inactive record room, basement (Bldg. N). (5275)

953. CIRCULAR PROPOSALS, July 1, 1923 - June 30, 1929. Proposal to bidders advertising for bids for a specified article stating time bids must be filed with the warden. Filed numerically. (Never.) 4 x 10 loose sheets, 15 ft., in 26 drawers of wooden filing cabinet. Vault, 2d floor (Bldg. A). (4183)

954. MISCELLANEOUS CORRESPONDENCE AND RECORDS, July 1, 1925 - June 30, 1935. Correspondence pertaining to applications for appointment to positions with the prison industries, requests for samples, answers to inquiries, specifications of shipments, bids, and proposals; records pertaining to cotton, yarn, and waste; receiving reports; and memorandum shipment invoices. Filed alphabetically. (Monthly, official.) 9 x 12 folders and loose sheets, 33 ft. 6 in., in 17 drawers of 2 wooden filing cases. Center room, 1st floor (Bldg. K). (4417)

955. GENERAL REGULATIONS, BULLETINS, AND CIRCULAR LETTERS, Mar. 7, 1925 to date. Bulletins and circular letters from Washington to agent cashier pertaining to matters handled through his office. (Daily, official.) 11 x 12 loose-leaf books (3), 6 in., on wooden cabinet. Agent cashier's office (Bldg. A). (3988)

956. MEMORANDA, CIRCULARS, AND BULLETINS, June 9, 1925 to date. General instructions issue by the Bureau of Prisons governing all departments. Filed numerically. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in drawer of steel filing case. Chief clerk's office. (Bldg. A). (3863)

957. MISCELLANEOUS FILES, Apr. 29, 1926 to date. Coupon books and records of dental and sick calls, blood tests, and clothing; correspondence with main institution and records of bill of fare, daily count, and work detail. Filed alphabetically. (Daily, official.) 3 x 8 and 8 x 10 loose sheets, 1 ft., on wooden desk. Custodial officer's office. (Bldg. Q). (58)

958. BIDS AND PROPOSALS, June 1, 1927 - Mar. 1, 1933. Standard Form 33, invitation, bid and acceptance, listing invitation, contract, and item numbers, department or establishment, office or station, address, date, name, title, articles of services, quantity, unit, unit price, amount, bidder, and signature and title of person authorized to sign bid; reverse side shows conditions and instructions to bidders and contracting officers; attached to bid is the agreement between bidder and penitentiary; Standard Form 1036, statement and certificate of award, showing contract number or name of contractor, date, department or establishment, bureau or office, location, method of or absence of advertising, award of contract, certificate, and signature and title of contracting officer; also Standard Form 36 and USPA-FPI Form US 14. Filed chronologically. (Never.) 9 x 12 folders, 2 ft., in drawer of wooden filing case. Center room, 1st floor (Bldg. K). (4468)

959. WORK ORDERS, Jan. 1, 1927 - June 1, 1933. Official correspondence pertaining to authority to purchase materials, instructions, specifications, inquiries, and memoranda; also statements of salaries of civilian employees, consumption of supplies, and replacement of parts. Filed chronologically.

(Monthly, official.) $10\frac{1}{2}$ x 16 envelopes, 2 ft. 6 in., in 2 drawers of 2 wooden filing cases. Center room, 1st floor (Bldg. K). (4422)

960. MISCELLANEOUS SHIPPING FILE, Jan. 1, 1928 to date. Records of goods manufactured by the four units of the industries; copies of shipping tickets showing consignee, amount of material shipped, authority for shipment, and date; and work sheets for warehouse inventory, manifests, bin orders, and copies of industries records, such as cloth and yarn, stock, and yarn test reports, and daily production reports of each unit. (Daily, official.) Various sized folders, covers, cards, and loose sheets, 32 ft., in 12 drawers of 3 wooden filing cases and in wooden card cabinet. Warehouse shipping office. (Bldg. L). (4609)

961. STOREROOM MISCELLANEOUS FILE, June 1, 1929 to date. Miscellaneous interoffice memoranda pertaining to supplies and provisions, oil drum records, receipts given the prisons by firms for exchanges and over-deliveries, and lists of various products sent to laboratories for tests. Filed alphabetically. (Semimonthly, official.) $10\frac{1}{2}$ x 13 folders and $3\frac{1}{2}$ x 8 loose sheets, 6 in., in drawer of steel filing case. Storeroom (Bldg. F). (4846)

962. MISCELLANEOUS FARM RECORDS, June 30, 1930 - Dec. 1, 1935. Records of dairy, hog, and farm products, copies of requisitions, correspondence, and monthly reports. Filed alphabetically and chronologically. (Never.) 9 x 12 folders and bundles and 8 x 10 loose sheets, 12 ft., in 4 wooden boxes. Potato house (Bldg. S). (22)

963. LIBRARY MISCELLANEOUS FILE, July 1, 1931 to date. Correspondence with book publishers, and monthly reports showing circulation and other library statistics. Filed alphabetically. (Daily, official.) $10\frac{1}{2}$ x 13 folders, 6 ft., in 3 drawers of steel filing case. Prison library, 2d floor (Bldg. O). (4717)

964. MISCELLANEOUS FILE, July 1, 1931 to date. Miscellaneous correspondence and reports pertaining to administration of the Social Service Unit, and classification summary of inmates working in office. Filed alphabetically. (Daily, confidential.) 9 x 12 folders, 4 ft., in 3 drawers of steel filing case. Social service unit (Bldg. A). (3933)

965. MISCELLANEOUS RECORDS, Jan. 1, 1932 - Dec. 30, 1934. Pertaining to telephone, vegetable room, duck mill, powerhouse, hospital, orchestra, and amusements, and weekly detail reports. Filed chronologically. (Never.) 9 x 15 folders, 2 ft. 6 in., in wooden box. Dark cell, 1st floor (Bldg. N). (5333)

966. MISCELLANEOUS FILES, June 10, 1932 to date. Pertaining to air compressors, boiler inspection, coal, contractors, feed water heaters and regulators, hospital, ice plant, electric irons, motion picture machines, meters, pipe machine, regulating valves, soot blowers, stokers, switches, and welding equipment. Filed numerically. (Daily, official.) 10 x 12 folders, 1 ft. 6 in., in drawer of wooden desk. Chief engineer's office, 2d floor (Bldg. P). (4730)

967. BASKET SHOP MISCELLANEOUS FILE, Jan. 1, 1933 to date. Reports on industrial injury, copies of interoffice memoranda, specifications and blueprints of goods to be processed, reports of industrial injuries, and

requisitions for supplies. (Daily, official.) 9 x 11 3/4 folders, 1 ft., in drawer of wooden filing case. Basket shop, 1st floor (Bldg. L). (4486)

968. CIRCULAR LETTERS AND MEMORANDA, Aug. 7, 1933 to date. Letters to parole and probation officers from Bureau of Prisons pertaining to instructions, parole progress reports, and supplements to bulletins governing parole instructions and regulations. Entered numerically. (Daily, official.) 10 x 11 1/2 loose-leaf books (3), 1 ft., on wooden table. Parole office (Bldg. A). (3938)

969. ORDERS, TRANSFERS, AND INMATES' CALL LISTS, Mar. 1, 1934 to date. Orders pertaining to recommendations and permits to inmates for various privileges, notices to guards to transfer inmates from one department to another, and inmates' call list showing name and number of each inmate called before a board to be classified. Filed chronologically. (Daily, official.) Various sized loose sheets, 2 ft. 6 in., in pasteboard box and drawer of wooden desk. Rear corridor (Bldg. D). (5353)

970. GENERAL CORRESPONDENCE AND MISCELLANEOUS RECORDS, July 1, 1934 to date. Correspondence pertaining to operations, bids, and production; miscellaneous reports, such as pay roll memoranda showing number of men on pay roll, number of men on probation, and total number of men working in industries; promotion requests recommending that inmates be advanced in class; notices that various inmates have been transferred to other departments; comparative balance sheets showing funds, assets, and liabilities for last month and current month, and total increase or decrease; trial balance sheets, profit and loss statements, receiving reports, monthly construction fund reports, and allotment, encumbrance, expenditure, and collection reports. Filed numerically and alphabetically. (Daily, official.) 9 x 12 folders, 14 ft., in 8 drawers of 2 steel filing cases. Bookkeeping department (Bldg. L). (4247)

971. PROPOSALS AND BIDS, July 1, 1934 to date. From bidders desiring to furnish penitentiary with supplies; also requests for purchase and correspondence pertaining to bids and proposals. Standard Forms 33 and 36 are used. Filed numerically. (Daily, official.) 9 x 12 folders, 10 ft., in 6 drawers of 3 steel filing cases. Chief clerk's office (Bldg. A). (3864)

972. CLASSIFICATION SUMMARY, Jan. 1, 1935 to date. Correspondence and records pertaining to classification of inmates. Filed numerically. (Daily, confidential.) 9 x 12 folders, 12 ft., in 8 drawers of 2 steel filing cases. Social service unit (Bldg. A). (3932)

973. CORRESPONDENCE AND BULLETINS, Feb. 20, 1935 to date. Correspondence, memoranda, and mimeographed bulletins from Director of Bureau of Prisons and supervisor of farms, and copies of minutes of farm conferences relating to operation of Farm 2 and to penal farm policies in general. (Daily, official.) 9 x 12 folders and covers and 9 x 15 1/2 loose sheets, 2 in., in 2 drawers of wooden filing case, 2 wooden clipboards, and in 2 metal covers. Barn office (Bldg. R). (27)

974. CHAPLAIN'S MISCELLANEOUS FILE, July 1, 1935 to date. Miscellaneous correspondence, memoranda, and weekly and yearly reports to the Bureau of Prisons on the activities of the chaplain. (Daily, official.) 8 1/2 x 10 loose

sheets, 6 in., on 4 shelves of wooden stationery cabinet. Catholic chaplain's office (Bldg. D). (5375)

975. MISCELLANEOUS DATA, July 1, 1935 to date. Accounting Form 1, storehouse requisition; repair and construction orders to engineering department; institutional invoices covering material used in various units, basket shop stitch records, and cloth records. Filed numerically. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in drawer of wooden filing case. Basket shop, 1st floor (Bldg. L). (4513)

976. MACHINE SERVICE RECORDS, July 5, 1935 to date. Showing horsepower, speed, and make of motor, winding diagram, application, shop or mill and card numbers, type, frame, volts, temperature rating, phase, cycles, serial and publication numbers, coils, linings, and repairs. Filed numerically. (Daily, official.) 4 x 6 cards, 1 ft., in drawer of steel transfer case. Chief engineer's office, 2d floor (Bldg. P). (4724)

977. MISCELLANEOUS FILE, Dec. 1, 1935 to date. Data and reports pertaining to contracts, receiving reports, cost accounts, registration papers, budget estimates, stock transfer, feed and grain, dairy feeding, management, and diseases, and hog breeding. Filed chronologically. (Daily, official.) 9 x 12 folders, 1 ft., in drawer of wooden filing case. Barn office (Bldg. R). (44)

978. GENERAL FILES, June 1, 1936 to date. Commissary records, week end details, waste material, parole records, and roster; also school, accident, and fire reports, etc. Filed alphabetically. (Daily, official.) 9 x 12 folders, 6 in., in drawer of wooden filing case. Office of custodial officer (Bldg. Q). (56)

979. MISCELLANEOUS RECORDS, July 1, 1936 to date. Schedule of collections, schedule of disbursements, current accounts, and statement of account of funds intrusted to agent cashier. Filed alphabetically. (Daily, official.) 9 x 12 folders, 3 ft. 6 in., in 2 drawers of steel filing case. Agent cashier's office (Bldg. A). (3953)

980. ORDERS, PROPOSALS, ABSTRACTS, AND TRANSFERS, July 1, 1936 to date. Complete and incomplete orders from other institutions, and invitations, bids and acceptances from outside firms for contracts to supply prison industries with machinery and supplies; transfers showing from which department goods are to be transferred, requisition number, roll or bale number, goods, total pieces, yards, and pounds; and abstracts of proposals showing date proposal was opened, supplies for which bid is made, bidders, prices, item number, etc. Filed numerically. (Daily, official.) 9 x 12 folders, 6 ft., in 4 drawers in 2 steel filing cases. Bookkeeping department (Bldg. L). (4248)

981. CONFIDENTIAL FILE, n. d. Data. Filed alphabetically. (Confidential.) 9 x 12 folders, 10 ft., in 4 drawers of wooden filing case. Center room, 1st floor (Bldg. K). (4474)

982. MISCELLANEOUS RECORDS, n. d. Incomplete records showing name and number of inmate, names and addresses of various persons, and an itemized list of articles showing prices. Entered numerically. (Never.) Various sized vols. (8), 1 ft., on shelf of wooden stand. Vault, 3d floor (Bldg. A). (4127)

983. GENERAL CORRESPONDENCE, Feb. 7, 1902 - Aug. 11, 1911. Correspondence of warden pertaining to payments for material and supplies used by penitentiary. Entered numerically. (Annually, official.) 9 x 12 vols. (100), 10 ft., on shelf of wooden stand. Vault, 3d floor (Bldg. A). (4149)

984. RECORD OF LETTERS, Jan. 30, 1902 to date. Showing letters received or written by inmates, showing writer, relative or correspondent, address, and date of each letter. Entered numerically. (Daily, official.) 10 x 13 $\frac{1}{2}$ loose-leaf books (10), 3 ft. 6 in., on wooden shelf. Mail room (Bldg. A). (3925)

985. WARDEN'S MISCELLANEOUS CORRESPONDENCE, July 1, 1903 - June 30, 1934. With the Dept. of Justice, etc.; also memoranda and telegrams. Entered and filed chronologically. (Semiannually, official.) 10 x 12 vols. (2) and 8 $\frac{1}{2}$ x 10 $\frac{1}{2}$ bundles, 55 ft., in 104 pasteboard transfer cases and on 4 shelves of wooden stand. Damaged by faulty containers, faded. Vault, 2d floor (Bldg. A). (4204)

986. MISCELLANEOUS CORRESPONDENCE, Jan. 1, 1907 - June 1926. Letters of the chief clerk's office relating to administrative and routine matters of various prison units. Filed numerically. (Never.) 9 x 12 envelopes, 30 ft., in 15 drawers of steel transfer cases. Inactive record room, basement (Bldg. N). (5258)

987. INMATES' FILE, June 1, 1920 to date. Letters to inmates that cannot be delivered in accordance with rules of the institution, showing reason for non-delivery. If letter has return address it is returned to sender with reason why letter cannot be given to inmate; if letter has no return address it is filed in the inmates' file. If correspondence rules and regulations are broken the writer is notified, copy of notification being filed in the inmate's file. Filed numerically. (Daily, official.) 9 x 15 folders, 16 ft., in 8 drawers of 3 steel and wooden filing cases. Mail room (Bldg. A). (3959)

988. GENERAL CORRESPONDENCE, Jan. 1, 1923 to date. Correspondence pertaining to activities of the Mechanical Service Department. Filed alphabetically. (Daily, official.) 9 x 12 folders, 4 ft., in 2 drawers of wooden filing case. Office of chief of mechanical service, 2d floor (Bldg. F). (4750)

989. GENERAL CORRESPONDENCE, July 1, 1925 - June 30, 1935. Correspondence and telegrams pertaining to operation and regulations of the prison industries. Filed alphabetically. (Monthly, official.) 9 x 12 folders, 6 ft. 6 in., in drawer of wooden filing case and in 2 drawers of steel transfer case. Center room, 1st floor (Bldg. K). (4418)

990. WARDEN'S CORRESPONDENCE, Apr. 1, 1929 to date. Warden's general correspondence with the Dept. of Justice, intra-mural memoranda, and miscellaneous correspondence relative to administrative details. (Daily, official.) 10 $\frac{1}{2}$ x 13 folders, 8 ft., in 4 drawers of steel filing case. Office of warden's secretary (Bldg. A). (4090)

991. OFFICIAL AND GENERAL CORRESPONDENCE, July 1, 1930 - July 1, 1935. Warden's and chief clerk's correspondence pertaining to administrative

- matters. Filed alphabetically. (Never.) 9 x 12 folders, 80 ft., in 22 closed wooden boxes. Inactive record room, basement (Bldg. N). (5274)
992. CONFIDENTIAL FILE, July 1, 1931 to date. Correspondence and records of inmates and penitentiary. Filed numerically. (Daily, confidential.) 9 x 12 folders, 6 ft., in 5 drawers of 2 steel filing cases. Parole office (Bldg. A). (3899)
993. GENERAL PERSONNEL CORRESPONDENCE, Jan. 1, 1933 to date. Correspondence relating to administrative personnel. Filed alphabetically. (Daily, confidential.) $10\frac{1}{2}$ x 13 folders, 2 ft., in drawer of wooden filing case. Office of warden's secretary (Bldg. A). (4109)
994. CORRESPONDENCE FILE, Feb. 25, 1933 to date. Correspondence concerning detail on pay roll of powerhouse, including water system, telephone system, key boiler plates, turbines, heaters, lubricators, coal boilers, soot blowers, stokers, wells, pumps, and generators. Filed numerically. (Daily, official.) 9 x 12 folders, 4 in., in pasteboard box on wooden desk. Chief engineer's office, 2d floor (Bldg. P). (4728)
995. CORRESPONDENCE, July 1, 1934 to date. Copies of correspondence pertaining to requests for bids on supply materials and proposals offered. (Daily, official.) 9 x 12 folders, 8 ft., in 5 drawers of 2 steel filing cases. Chief clerk's office (Bldg. A). (3872)
996. HOUSING PROJECT AND SAFETY COUNCIL FILE, Oct. 1, 1934 to date. Correspondence from the National Safety Council pertaining to safety posters, and specifications and blueprints pertaining to housing project, covering doors and house defect notes. Filed chronologically. (Daily, official.) 9 x 12 envelopes, 1 ft. 6 in., in drawer of wooden filing case. Chief of mechanical service office, 2d floor (Bldg. F). (4714)
997. MISCELLANEOUS CORRESPONDENCE, Oct. 30, 1934 to date. Correspondence pertaining to instructions and regulations governing operation of spinning room and personnel. Filed chronologically. (Daily, official.) Various sized loose sheets, 6 in., in 8 trays of wooden filing cabinet. Spinning room office, 2d floor (Bldg. L). (4570)
998. MISCELLANEOUS CORRESPONDENCE, Nov. 1935 to date. Correspondence pertaining to duties of agent cashier and his office. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft., in drawer of steel filing case. Agent cashier's office (Bldg. A). (3954)
999. COPIES OF CORRESPONDENCE, Jan. 1, 1936 to date. Correspondence pertaining to instructions and regulations for operating the garage and Farm 1. Filed chronologically. (Daily, official.) $3\frac{1}{2}$ x 8 folded sheets, 8 in., in 3 trays of wooden filing cabinet. Office (Bldg. B). (5067)
1000. CORRESPONDENCE COLLEGE RECORDS, June 9, 1936 to date. Correspondence with Moody Bible Institute, Massachusetts Dept. of Education, LaSalle Extension University, Dept. of Labor, International Correspondence Schools, and Chicago Technical College. Filed numerically. (Daily, official.) 9 x 12 folders, 6 in., in drawer of steel filing case. Office of supervisor of education, 3d floor (Bldg. G). (5396)

1001. GENERAL CORRESPONDENCE FILE, July 1, 1936 to date. Copies of correspondence between departmental heads and deputy warden pertaining to regulations and procedures in operating various departments. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft., in 2 drawers of wooden filing case. Deputy warden's office (Bldg. N). (5315)

1002. INDEX TO INMATES, Feb. 7 - Dec. 31, 1902. Showing number, name, address, crime committed, date sentence began, and cell and cell block numbers of each inmate. Entered numerically. (Never.) 10 x 16 vols. (6), 2 ft. 6 in., on shelf of wooden stand. Vault, 2d floor (Bldg. A). (4171)

1003. INDEX TO FINGERPRINT CLASSIFICATION FILE, Jan. 30, 1902 to date. Showing register number of prisoner, name, and fingerprint classification. Entered numerically. (Daily, official.) 10 $\frac{3}{4}$ x 12 $\frac{1}{2}$ vols. (5), 9 in., on steel filing case. Record room (Bldg. A). (3844)

1004. GENERAL INDEX TO PRISONERS, Mar. 7, 1902 to date. Showing register number and name of each. (Daily, official.) Various sized vols. (3), 1 ft., in 3 compartments of wooden index cabinet. Record room (Bldg. A). (3924)

1005. INDEX TO INMATES, Mar. 7, 1902 to date. Giving name, number, and status of case of each. Filed numerically. (Daily, official.) 3 x 5 cards, 4 ft., in 4 drawers of steel card cabinet. Parole office (Bldg. A). (3891)

1006. INDEX TO BLUEPRINTS, May 6, 1905 to date. Index to blueprints in office of the chief of mechanical service covering all structural details of warden's and deputy warden's residences, garages, other residences on prison property, and fire protection, sprinkler, and telephone systems of administration building and other units of the prison plant; shows titles of blueprint, type of structural material, blueprint number, and location. Entered alphabetically. (Daily, official.) 11 x 11 $\frac{1}{2}$ loose-leaf book, 1 in., on wooden table. Office of chief of mechanical service, 2d floor (Bldg. F). (4797)

1007. EQUIPMENT RECORD, Jan. 1, 1915 to date. Index to equipment, furniture, and fixtures of an expendible nature used in prison operation. Entered alphabetically. (Daily, official.) 13 x 16 loose-leaf books (3), 1 ft., on steel shelf. Bookkeeper's office (Bldg. A). (3835)

1008. GENERAL LIBRARY CATALOGUE, Feb. 1, 1931 to date. Cross index to books showing author, all books in library by that particular author, and shelf location of each book. Arranged alphabetically. (Daily, official.) 3 x 5 cards, 40 ft., in 30 drawers of steel card cabinet. Prison library, 2d floor (Bldg. O). (4720)

1009. INDEX TO INMATES, July 1, 1934 to date. Showing number and name of inmate and date. Arranged alphabetically. (Daily, official.) 3 x 5 cards, 7 ft. 6 in., in 6 drawers of wooden card cabinet. Social service unit (Bldg. A). (3941)

1010. INDEX TO PRISONERS, Oct. 1, 1934 to date. Giving name and number of prisoner and dates received, sentenced, and discharged. Arranged

numerically. (Daily, official.) 3 x 5 cards, 40 ft., in 10 drawers of steel filing case. Record room (Bldg. A). (3846)

1011. RESOURCE FILE, July 1, 1935 to date. Records of Welfare Department, Veterans' Administration, and other organizations pertaining to social service activities. Arranged alphabetically. Index. (Daily, official.) 9 x 12 folders, 3 ft., in 2 drawers of steel filing case. Social service unit (Bldg. A). (3931)

1012. INDEX TO INMATES, n. d. Showing inmate's name, number, alias, crime, and sentence, town from which inmate is sent, and visits by inmate's family. Arranged alphabetically. (Daily, official.) 3 x 5 cards, 4 ft. 6 in., in 8 drawers of wooden filing case. Chief clerk's office (Bldg. A). (3865)

1013. GENERAL INDEX TO PRISONERS, n. d. Showing inmate's register number and full name. Entered numerically. (Never.) 10 x 15 $\frac{1}{2}$ vol., 6 in., on shelf of wooden stand. Vault, 3d floor (Bldg. A). (4153)

1014. INDEX, n. d. Giving prisoner's name, number, and race. Arranged alphabetically. (Daily, official.) 3 x 5 cards, 3 ft. 6 in., in 4 drawers of 2 wooden card cabinets. Deputy warden's office (Bldg. N). (5314)



