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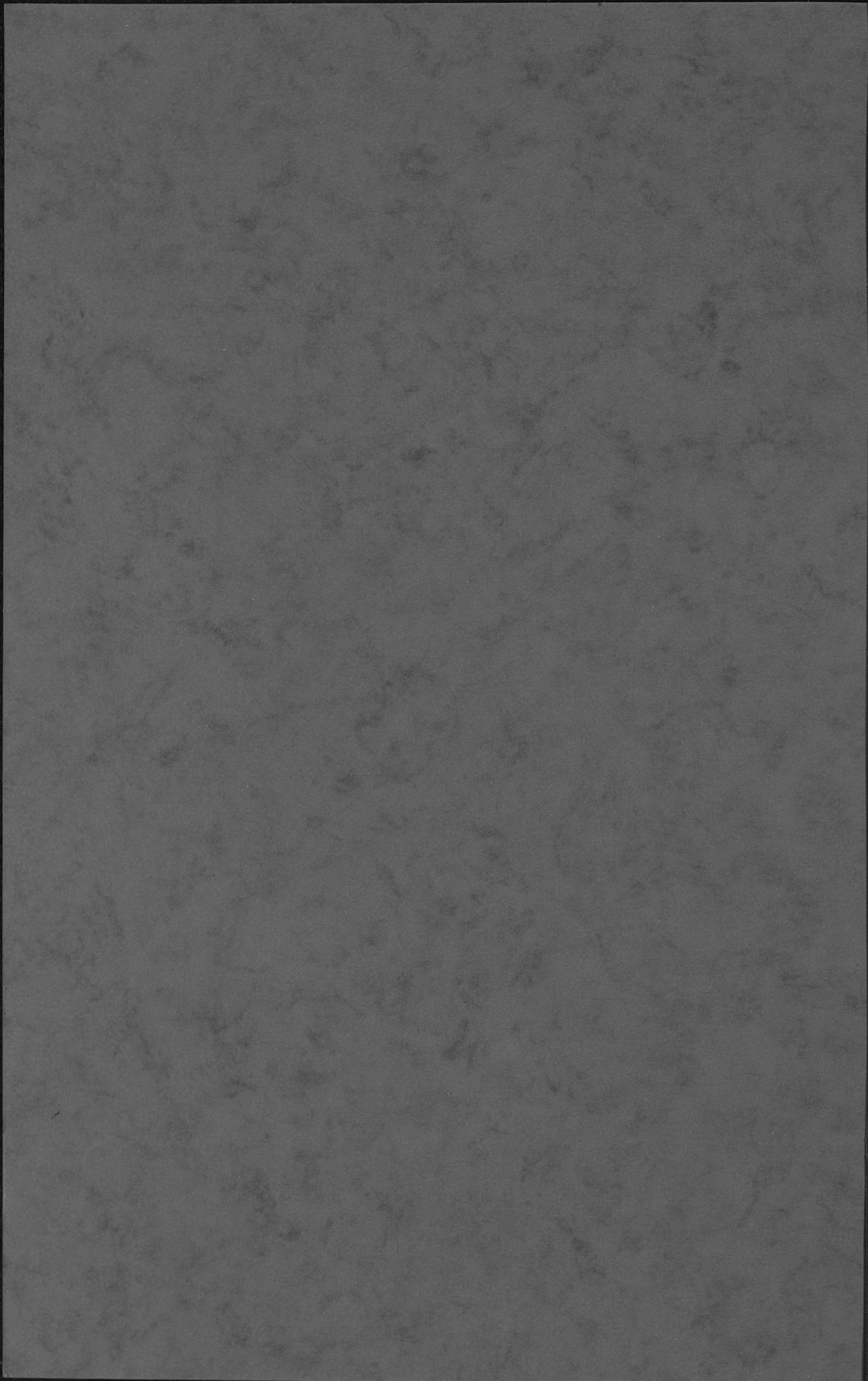


INVENTORY OF FEDERAL ARCHIVES
IN THE STATES

SERIES XII
THE VETERANS' ADMINISTRATION
No. 32. NORTH CAROLINA

The Survey of Federal Archives
Work Projects Administration
of North Carolina
Raleigh
1940

LIBRARY
UNIVERSITY OF KENTUCKY



INVENTORY OF FEDERAL ARCHIVES IN THE STATES

Prepared by

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

The National Archives
Cooperating Sponsor

SERIES XII. THE VETERANS' ADMINISTRATION

NO. 32. NORTH CAROLINA

F. C. Livingston, Commissioner
Raleigh, North Carolina
The Survey of Federal Archives
1940

The Survey of Federal Archives

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PREFACE

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

In North Carolina the work of the Survey was under the direction of Dr. C. C. Crittenden, Regional Director, with Miss Mattie Erma Edwards as assistant, from its inception until June 1937. Since that time it has been under the supervision of Miss Emily Bridgers. This Inventory of the records of the Veterans' Administration in North Carolina was prepared in the Raleigh office of the Survey and was edited before final typing by Miss Elizabeth Edwards of the Washington office.

Raleigh, North Carolina
July 24, 1940

Emily Bridgers, Supervisor
Survey of Federal Archives
in North Carolina

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THE VETERANS' ADMINISTRATION

CHARLOTTE

REGIONAL OFFICE

Johnston Bldg., 212-214 S. Tryon St.

This office was established in Charlotte in 1921 as a sub-district office of the Veterans' Bureau. It was responsible to the fifth district office in Atlanta, Georgia. In January 1925 it was made a regional office and some records from the Atlanta office were moved to Charlotte. In 1930 the office was transferred to the newly created Veterans' Administration. It was located in the Mint Building from 1921 to 1925 and in the Wade Loft Building, 6th Street, from January 1925 to April 1926, when it was moved to its present location. The disbursing section of this office was transferred to the Treasury Department in April 1935. Inactive and obsolete records have been destroyed from time to time by permission of the Central Office at Washington; others have been transferred to Washington headquarters. This office handles veterans' affairs for the entire state of North Carolina.

Adjudication Division

1. FIDUCIARY INDEX, 1925 to date. Minors and incompetents index cards relative to guardianship cases giving name and address of fiduciaries and wards, compensation number, and name of county. Filed alphabetically. (Daily, official.) 3 x 5 cards, 5 ft., in steel card cabinet. R. 406. (64)
2. INCOMPETENTS AND MINORS ACCOUNTING CARDS, 1925 to date. Relating to guardianship cases, giving name and address of wards, name of guardian, compensation number, county, and date accounting is due. Filed alphabetically. (Annually, official.) 3 x 5 cards, 1 ft., in wooden card cabinet. R. 406. (66)
3. GUARDIANSHIP FILES, 1925 to date. Records of guardianships of minors and incompetent veterans for purpose of adjusted compensation payments, giving name, date, place of birth of veteran, guardian, identifying information, annual accounts, and name of ward. Filed alphabetically. (Daily, official.) 9 x 12 folders, 97 ft., in steel transfer cases. R. 406. (65)
4. CLOSED GUARDIANSHIP DOCKET OF SUPERIOR COURT, 1928 to date. Name of court, state, county, guardian, ward, attorney, and regional officer, compensation number, cause of action, case set for hearing, appeals, cost, ruling, decisions, court file number, journal entries. Alphabetical tab index. (Rarely, official.) 11 x 12 loose-leaf books, 2 in., on wooden desk. R. 406. (62)

5. GUARDIAN DOCKET RECORD, PENDING, 1934 to date. Name of court, state, county, guardian, name of ward, compensation number, regional office, cause of action, case for hearing, appeal recommended, costs and paid journal entries, exception files ruling, appeal and decision of Superior Court. Indexed. (Frequently, official.) 11 x 12 loose-leaf books, 2 in., on desk. R. 406. (63)

6. INDEX CARDS TO GUARDIANSHIP CASES OF MINORS, 1936. Giving names and addresses of wards, name of guardian, compensation number, county and date. Files are considered active for only six months after discharge of guardian at which time they become inactive and are sent to Washington to be filed for reference. (Daily, official.) 3 x 5 card index, 1 ft. 6 in., in wooden card cabinet. R. 404. (58)

Office of the Chief Attorney

7. MONTHLY REPORT OF WORK ACCOMPLISHED BY INDIVIDUAL FIELD EXAMINERS, 1925 to date. Showing name of field examiner, name of veteran, type, number, date received, and disposition of case. Indexed. (Daily, official.) 6 x 10 loose-leaf books, 2 in., on wooden desk. R. 404. (53)

8. FIELD EXAMINATION DOCKET, 1932 to date. VA Form 3530, giving type of case, number, surname, locality of examination, county, state, date of receipt, date assigned, date returned, field station. Entries of Field Examination Investigation receipts are obtained in this docket. (Daily, official.) 9 x 11 loose-leaf book, 1 in., on table. R. 404. (56)

9. INVESTIGATION RECEIPTS, 1935 to date. VA Form 3226, giving receipt for case, date, type of case, number, surname; type, number, and name given on this report are entered on field examination docket. Filed alphabetically by field worker. (Daily, official.) 6 x 10 loose-leaf books, 5 in., on top of file. R. 404. (60)

10. PENDING AND COMPLETED FIELD EXAMINATIONS, 1935 to date. Legal subpoenas and witnesses, instructional correspondence, request for field examinations, physicians' statements, examiners' contact reports, reference slips, receipts for cases, giving name of field examiner, chief attorney, originating office, type of case, compensation number, and name of veteran. Filed alphabetically by county. (Daily, official.) 9 x 12 folders, 1 ft. 7 in., in steel transfer case. R. 404. (61)

11. DAILY REPORTS SUBMITTED BY FIELD EXAMINERS, 1935 to date. Giving report of work done, name, address, date, and correspondence pending appointments. Filed alphabetically. (Daily, official.) 5 x 8 cards, 1 ft., in steel card cabinet. R. 404. (55)

12. CRIMINAL DOCKET RECORD, 1935 to date. Giving court file number, compensation number, plaintiff, plaintiff's attorneys, defendant, defendant's attorneys, name of court, regional office, name of veteran, cause of action, petition served, case set for trial judgment, appeal and journal entries. Indexed. (Daily, official.) 11 x 12 loose-leaf books, 1½ in., on top of file. R. 404. (54)

13. UNITED STATES GOVERNMENT BONDS, BUILDING AND LOAN STOCK, 1932 - 1935. Capitulation file containing records of United States Government bonds, State of North Carolina bonds, mortgage loans and real estate, city and county bonds, building and loan stock, stock notes under seal with endorsement or collateral. Inactive. Filed by county. (Occasionally, official.) 9 x 11 folders, 2 ft., in steel transfer case. R. 404. (57)

14. REPORTS OF PUBLIC WELFARE AND RED CROSS OFFICIALS, 1932 to date. Giving names and addresses of minors, guardians, date of appointment, and amount of bond. Filed by county. (Daily, official.) 9 x 12 folders, 2 ft., in steel transfer case. R. 404. (59)

15. CASE RECORDS, 1925 to date. Federal laws relating to veterans, appeals, adjudications, letters to Central Office, decisions, employee cases, and general information concerning pension matters. Filed chronologically. (Daily, official.) 9 x 12 folders, 8 ft., in steel transfer cases. R. 308. (37)

16. CASE FILES, 1925 to date. Decisions of Regional Committee on waivers, directors' service letters, directors' decisions, administration orders, letters to and from Central Office, employees cases, and Federal laws relating to veterans. Filed chronologically. (Daily, official.) 9 x 12 folders, 8 ft., in steel transfer cases. R. 308. (35)

17. CASE FILES, 1931 to date. Insurance claims, claims disposed of, and benefit claims. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft. 4 in., in steel card cabinet. R. 308. (36)

18. INDEX CARDS OF ATTORNEYS AND AGENTS, JUDICIAL OFFICERS, 1933 to date. Giving name and case of attorneys and agents who have been authorized to practice before the Veterans' Administration in pension matters. 3 x 5 card index. (Daily, official.) 3 x 5 cards, 1 ft. 4 in., in steel transfer cases. R. 308. (34)

Finance Division

19. ABSTRACT CARDS, 1917 to date. VA Form 6604, giving detailed information concerning army service, insurance, compensation, diseases and injuries. Filed alphabetically by name of veteran. (Daily, official.) 5 x 7 cards, 13 ft., in wooden card cabinets. R. 311. (40)

20. DIARY CARDS OF CASES WANTED, 1918 - 1933. VA Form 693, showing date, compensation number, name, reason, name of person or section requesting case. Filed numerically. (Daily, official.) 5 x 7 file cards, 7 ft., in wooden card cabinets. R. 311. (42)

21. RECORDS OF ABSTRACT CARDS, 1922 - 1933. VA Form 6604, abstract card; designated as old file, showing when card was received and returned to old file, and kept until case is either allowed or disallowed. Filed numerically. (Daily, official.) 5 x 7 cards, 15 ft., in wooden card cabinets. R. 311. (41)

22. DISABILITY PENSION AWARD CARDS, 1920 to date. VA Form 511d, giving record of payment adjustments, changes of address, and transfers. Filed

numerically. (Daily, official.) 5 x 7 cards, 30 ft., in steel card cabinets. R. 416. (74)

23. NOTICE OF TRANSFERS OF CASE FILES, 1920 to date. VA Form 7216, giving name of office from which and to which it is being transferred, name, compensation number, rank and organization, reason for transferring case, old address, new address, status of case, and list of records included in the file. Filed numerically. (Occasionally, official.) 5 x 8 cards, 18 ft., in steel card cabinets. R. 416. (75)

24. GUARDIANSHIP AND REGULATION CARDS, 1920 to date. VA Guardianship Form 4720a, guardianship cards, giving name and address of guardian; regulation card, giving pension, disability, adjudication of claims for benefits due and unpaid, burial claims for direct payments, United States Savings bonds, attorneys and claim agents, list of field facilities of Veterans' Administration. Filed alphabetically. (Weekly, official.) 3 x 5 cards, 1 ft. 6 in., in steel card cabinets. R. 416. (77)

25. TRANSPORTATION AND LODGING REQUESTS, 1922 to date. VA Form 3266, giving name, purpose, date, place of issue, amount, signature of issuing officer, and personal signature of beneficiary; Form 3267, requests for special transportation. Filed numerically. (Weekly, official.) $4\frac{1}{2}$ x 8 paper slips, 14 ft., in steel card cabinets. R. 416. (70)

26. VETERANS' FINANCE SERVICE, 1925 - 1927. VA Finance Form 1025, giving date received, date sent, voucher number, amount paid, date paid, check number, and address. Filed alphabetically. (Seldom, official.) 5 x 7 cards, 2 ft., in steel card cabinets. R. 416. (76)

27. UNITED STATES GOVERNMENT PREMIUM PAYMENT CARDS, 1925 to date. Premium insurance payment cards, giving name, address, transfer check numbers, and amounts paid. (Weekly, official.) 3 x 5 cards, 8 ft., in 6 wooden card cabinets. R. 416. (71)

28. VETERANS' NOTE CARDS, 1926 to date. VA Finance Form 1184d, giving name and address of veteran, check number, date of loan, interest rate, certificate number, description of certificate, amount, loan value, computation of accrued interest, deductions on account of previous loans. Filed alphabetically. (Daily, official.) 5 x 7 cards, 57 ft., in steel card cabinets. R. 409. (68)

29. VETERANS' NOTES, 1926 to date. Giving location of station making the loan, certificate number, date, identification number, signature of veteran, amount, check number, and name of disbursing officer. Filed numerically. (Daily, official.) 9 x 12 folders, 26 ft., in steel transfer cases. R. 409. (69)

30. VETERANS' ADJUSTED SERVICE CERTIFICATES, 1927 to date. Card records showing name and title of office to which application for loan was made, certificate of identification, state and county, signature of veteran, name of person certifying, certificate number, place and date of birth of veteran, dates of enlistment and discharge; duplicates of pay cards. Filed alphabetically. (Daily, official.) 5 x 7 cards, 36 ft., in steel card cabinets. R. 409. (67)

31. RECORDS OF VETERANS, 1930 to date. File tables to determine loan values of adjusted service certificates, miscellaneous correspondence, vouchers, unit lists, interest table, directors' decisions, restoration of payments to veterans of the Spanish American War, Administrator's decision, field service repayment receipts, and loan repayments. Indexed. (Never.) 9 x 12 folders, 2 ft., in pasteboard box. R. 316. (81)

32. UNITED STATES GOVERNMENT REQUESTS FOR MEALS AND LODGINGS, 1930 - 1936. VA Forms 3266 and 3266a, used by veterans en route to hospital, giving name of party, address, person or concern who is to provide food or lodging, for what purpose, amount, and signatures of beneficiary and issuing officer. Filed numerically. (Seldom, official.) 5 x 8 paper slips, 8 ft., in wooden and pasteboard boxes. R. 316. (82)

33. PUBLIC VOUCHERS FOR PURCHASES AND SERVICES OTHER THAN PERSONAL, 1933 - 1935. Standard Form 1034a, hospitalization, medical treatment, dental treatment, prosthetic appliances, clothing, physical examinations, burial and funeral expenses. Filed alphabetically. (Seldom, official.) 9 x 12 folders, 8 ft., in wooden box. R. 316. (83)

34. FIELD SERVICE RECEIPTS FOR REMITTANCES AND STOP PAYMENTS NOTICES, 1933 - 1935. VA Finance Form 1028, giving veteran's name, payee's name and address, last payment, monthly rate, and reasons for transfers to Central Office; VA Finance Form 971, notice of withdrawal of award card, showing name of payee, reason for cards to be destroyed or suspended, and date. Filed numerically. (Occasionally, official.) 5 x 7 paper slips, 2 ft., in steel transfer cases. R. 416. (72)

35. VETERANS' BURIAL EXPENSES, 1933 to date. Statistical data and instructions. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 1 ft., in steel transfer case. R. 313. (45)

36. CASE RECORDS, ACTIVE AND INACTIVE, 1934 to date. Allotments, correspondence, transfers, schedules, active or inactive authorities pay roll during fiscal year distributed to expense accounts, vouchers covering bills of lading, bills of service rendered, physical examination and schedule fees, salary and expenses of military and naval compensation. Indexed. (Occasionally, official.) 8 x 10 folders and 11 x 14 loose-leaf books, 7 ft., in steel transfer cases. R. 416. (78)

37. CASE RECORDS, 1934 to date. Comptroller General's decisions, service letters, administrator's decisions, general correspondence answered by form letters, paid vouchers, pay rolls, contracts, deaths and paid in full cases, decisions of Attorney General, Department of Justice, and Treasury Department, canceled regulations, disallowed files containing vouchers and old correspondence. Filed alphabetically. (Daily, official.) 9 x 12 folders, 24 ft., in steel transfer cases. R. 416. (73)

Office of the Manager

38. DECISIONS OF COMPTROLLER GENERAL, 1922 to date. Decisions and reports on consolidation of Charlotte office and Oteen. Filed alphabetically. 9 x 12 envelopes, 1 ft. 6 in., in steel transfer cases. R. 301. (26)

39. INDEXES TO ADMINISTRATION CORRESPONDENCE, 1928 to date. Indexes to correspondence relative to administrative issues. Arranged alphabetically. (Daily, official.) 3 x 5 cards, 10 in., in wooden card cabinets. R. 301. (29)

40. ADMINISTRATIVE FILES, 1928 to date. Containing administrative issues, basis for physicians' fees, and reports of absentees. Card index. (Inactive file, rarely; active file, daily, official.) 9 x 12 folders, 3 ft., in steel transfer cases. R. 301. (28)

41. ADMINISTRATIVE FILES, 1928 to date. Claim files of disability compensations, records of Assistant Administrator in charge of pensions, insurance claims, lettergrams, appropriation for salaries and travel, educational and scientific equipment, and monthly reports on out-patients. Card index. (Daily, official.) 9 x 12 vols., 8 ft., in steel transfer cases. R. 301. (32)

42. MONTHLY CONSOLIDATED REPORTS, 1935 to date. On appeal cases on which new and material evidence has been submitted, regional activities, legal, finance, adjudication, medical supplies, records and mails. Filed chronologically. (Daily, official.) 9 x 15 folders, 7 in., in steel transfer case. R. 301. (27)

Mail and Records Unit

43. MASTER INDEX, 1917 - 1935. Giving information on all types of files, name, compensation number, location, treatment files of Spanish American War Veterans. (Daily, official.) 3 x 5 cards, 36 ft., in wooden card cabinets. R. 311. (43)

44. CASE FILES, 1918 to date. Mail litigation and retired files containing name, address, identification number, medical and dental examinations, admittance to or discharge from hospitals, vocational training, compensation claims, and war records. Card index. (Frequently, official.) 9 x 12 folders, 8 ft., in steel transfer cases. R. unnumbered. (23)

45. CASE RECORDS, 1918 to date. Showing name, address, identification number, medical and dental examinations, admittance to and discharge from hospital, means of identifying or locating persons, marital status, records of vocational training, compensation claims, rating sheets, war records, transfer forms, decisions from Washington Board of Appeals, with correspondence concerning applicants. Card index. (Inactive files, never; active files, frequently, official.) 9 x 12 folders, 2138 ft., in steel and wooden transfer cases. Rs. 305, 307, 309, and an unnumbered room. (24, 33, 38, 80)

46. CASE FILES, 1918 to date. Reports on assaults, accidents, elopements, and hospitalization to Veterans' Administration beneficiaries. Card index. (Occasionally, official.) 9 x 12 folders, 8 ft., in steel transfer cases. R. 307. (79)

47. TRANSFER FILES, 1934 to date. Transfer cards giving name, old and new address, rank and organization, compensation, pension, date received,

date transferred, signature of receiving and transferring officer. Indexed. (Occasionally, official.) 5 x 7 cards, 4 ft., in wooden card cabinets. R. 309. (39)

(CCC Records)

48. MISCELLANEOUS FILES PERTAINING TO CIVILIAN CONSERVATION CORPS, 1933 to date. Files containing white and colored enrollment applications to CCC, discharge of veterans from camp, transferrals of veterans from one camp to another, correspondence relative to veterans' applications, transient veterans, and request for change in allotments. Filed alphabetically. (Daily, official.) 9 x 12 folders, 32 ft., in steel transfer cases. R. 313. (44)

Personnel Unit

49. PERSONNEL FILES, 1922 to date. Containing original applications, marital status, physical examinations, graphic rating scale, absence, personal history statements, telegrams, special delivery letters pertaining to the applicant. Filed alphabetically. (Daily, confidential.) 9 x 12 envelopes, 1 ft. 6 in., in steel transfer cases. R. 301. (25)

50. PERSONNEL GUIDE CARDS, 1924 to date. VA Form 3225, individual record of absence for year 1937, giving name of employee, accumulated annual leave, oath, salary, dates absent, record of tardiness, salary deductions for excessive absence, accrued sick leave, advanced sick leave, and memoranda. Filed alphabetically. (Rarely, official.) 5 x 8 cards, 18 ft., in steel card cabinets. R. 301. (30)

51. PERSONNEL JOURNAL, 1925 to date. Records of changes in personnel. Filed by date and number. (Frequently, official.) 12 x 19 loose-leaf books, 1 in., on wooden desk. R. 301. (31)

Medical Division

52. REQUESTS FOR PHYSICAL EXAMINATIONS, 1922 to date. VA Medical Form 2507, giving type of examination requested, disease or injuries, war service connected with injury, organization, date entered and discharged from service, character of discharge, originating office, signature and title, and name and address of veteran. Filed numerically. (Inactive, never; active, daily, official.) 5 x 8 cards, 4 ft., in steel card cabinet. R. 319. (51)

53. PROSTHETIC APPLIANCES SERVICE CARDS, 1922 to date. VA Medical Form 2529, giving name, address, diagnosis, compensation number, rank and organization, region, number and date of order, article, manufacturer, cost, date received, inspection, signature of inspecting physician, signature of claimant, record of repairs, and initials of physician ordering. Filed alphabetically. (Daily, official.) 5 x 8 cards, 4 ft., in steel card cabinet. R. 319. (50)

54. DENTAL MASTER CARDS, 1925 to date. Showing name, address, regional office, date of examinations, designated dentist, amount, diary cards for

dental officers, correspondence, pencil copy of medical examination reports. Indexed. (Daily, official.) 5 x 7 cards, 2 ft., in wooden card cabinets. R. 318. (47)

55. RECEIPTS FOR SUPPLIES, 1933 to date. From veterans for stump socks, artificial limbs, gauze bandage, sputum cups, rubbing alcohol, accoustical appliances, and medicines of different kinds. Filed alphabetically. (Daily, official.) 4 x 5 cards, 5 ft., in steel card cabinets. R. 319. (49)

56. MISCELLANEOUS, RED CROSS FILES, 1933 to date. Government investigations of private business, compensation rates, etc. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 8 ft., in steel transfer cases. R. 319. (52)

X-ray Unit

57. X-RAY FILES OF CLAIMANT, 1931 - 1932. Who is being admitted to hospital, discharged from hospital, transferred from one hospital to another, changing residence from the jurisdiction of one office to another, giving diagnostic center, name, and description of claimant. Filed alphabetically. (Never.) 14 x 17 envelopes, 1 ft., in steel transfer case. R. 318. (48)

58. X-RAYS. Photographic negatives, acetate, and X-ray negatives (149) of veterans. In individual envelopes, in steel transfer case. R. 317. (2)

Supply Division

59. PROPERTY RECORD CARDS, 1930 to date. VA Supply Form 1243, property record card (non-expendable), giving class number, unit price, date received, voucher number, date issued, department, and amount issued; VA Supply Form 2598, issue slip for expendable property, giving quantity and articles to be issued, signature of person in charge of department, signature of person approving transfer, and signature of person receiving article. Filed alphabetically by classification. (Daily, official.) 3 x 8 and 5 x 8 cards, 2 ft., in steel card cabinets. R. 315. (46)

OTEEN

VETERANS' ADMINISTRATION FACILITY Administration Bldg.

This hospital, especially devoted to the treatment of tuberculosis, was opened for patients on September 4, 1918, at Azalea, North Carolina. It was known as United States Army General Hospital No. 19. On October 16, 1920, it was transferred to the United States Public Health Service, and the name of Azalea was changed to Oteen. On May 1, 1922, the hospital was taken over by the United States Veterans' Bureau. It is sometimes called the O'Reilly General Hospital or United States Veterans' Hospital No. 60. Modern buildings have replaced the old buildings. Useless papers are surveyed and destroyed.

Finance Division

60. FINANCE RECORDS, 1934 to date. Paid and unpaid meal and lodging bills, and special transportation requests. Filed numerically. (Daily, official.) 4 x 8 cards, 6 ft., in 3 drawers of open wooden filing case. R. 141. (31)

61. AUTHORIZATION REQUESTS, 1935 to date. For meal and lodging expenses for out-patients while en route to their homes. Indexed. (Daily, official.) $3\frac{1}{2}$ x 5 paper bundles, 2 ft., in drawer of wooden filing case. R. 141. (24)

62. AUTHORIZATION CARDS, 1935 to date. For guest meals, and receipts. Filed alphabetically. (Daily, official.) $3\frac{1}{2}$ x 5 cards, 4 ft., in 2 drawers of wooden filing case. R. 141. (25)

63. PAY ROLL, ACTIVE AND INACTIVE, 1935 to date. Hospital employee pay roll cards, showing time worked and salaries allotted. Filed alphabetically. (Daily, official.) 4 x 8 cards, 4 ft., in 2 drawers of wooden filing case. R. 141. (27)

64. LEDGER FILE OF BUDGET RECORDS, 1935 to date. Record of expenditures for salaries, supplies, communications, and provisions. Indexed. (Daily, official.) 12 x 14 folders, 3 in., in drawer of steel filing case. R. 141. (28)

65. BUDGET RECORDS (PAID), 1935 to date. Schedule of disbursements, collections, and patients' funds; ledger cards; and reports to Central Office. Indexed. (Daily, official.) 10 x 12 folders, 8 ft., in 4 drawers of wooden filing case. R. 141. (23)

66. EXPENDITURE RECORDS, 1935 to date. For salaries, personal services, and storehouse provisions. Indexed. (Daily, official.) 10 x 12 folders, 2 ft., in open filing case. R. 141. (29)

67. VOUCHERS (PAID), 1935 to date. Canceled vouchers for purchase of supplies for medical department. Indexed. (Daily, official.) 9 x 12 folders, 32 ft., on 4 shelves. R. 141. (26)

68. FINANCE (GENERAL ACCOUNTING), 1935 to date. Consolidated monthly report of budget, therapy, issue and receipts; accounting memoranda. Index to each report. (Daily, official.) 10 x 12 folders, 6 ft., in 3 drawers of wooden filing case. R. 141. (22)

69. FINANCE (CONTRACTS - ACTIVE), 1935 to date. Records of WPA work for the hospital: VA Supply Form 1252, purchase order, giving date, shipping instructions, item number, quantity, description, classification number, unit, unit price, aggregate price, and signature and title of person placing order; delinquent procurement instrument, transmittal slip attached to procurement instrument forwarded for approval before being encumbered, giving date issued, date received, reason for delinquency, signature of finance officer, and signature of manager approving procurement instrument for encumbrance; Standard Form 1015A, allotment ledger, giving symbol, previous

balance, date, reference number, description, audited vouchers, encumbrances liquidated and authorized, allotments, and unencumbered balance of allotment. Filed numerically. (Daily, official.) 10 x 12 folders, 2 ft., in open wooden box. R. 141. (30)

Office of the Manager

70. MAINTENANCE AND REPAIR RECORDS, 1935 to date. WPA Form 503a, pay roll for personal services - work projects, semimonthly basis; WPA Form 508, time report for owner-operated equipment; WPA Form 704, work project register; WPA Form CA-17, report of medical and legal services; Utility Division request for procurement of other than standard items. Filed numerically. (Daily, official.) 11 x 11 vols., 4 in., in filing case. Rs. 138, 139. (5)

71. RULES AND REGULATIONS OF WPA, 1935 to date. Records of WPA projects sponsored by the hospital: USES Form 325, assignment slip, works program; WPA Form 401, requisition for workers; WPA Form 402, reassignment slip; WPA Form 503, pay roll for personal services - work projects, semimonthly basis; WPA Form 507, individual earnings record; forms covering maintenance and repair; tardy proposals; miscellaneous reports and records, and related correspondence. Card index. (Daily, official.) Various sized folders and cards, 8 ft., in 4 drawers of wooden filing case. Rs. 138, 139. (6)

72. ADMINISTRATION RECORDS, 1935 to date. General orders, bulletins, and "Decisions of the Comptroller General of the United States," showing record of acts of Congress and decisions relative to pensions, payment of pensions predicated on Spanish War service entered into while veteran was in desertion from a prior peacetime enlistment, and adjusted compensation. Indexed. (Daily, official.) 11 x 11 vols. (3), 4 in., in glass enclosed case. Rs. 138, 139. (2)

73. RULES AND REGULATIONS, 1935 to date. Governing procedure of the Facility and adjudication service. Indexed. (Constantly, official.) 11 x 11 vols., in glass enclosed case. Rs. 138, 139. (3)

74. MEDICAL AND NAVAL REGULATIONS AND PROCEDURE, 1935 to date. Governing medical and dental activities, supply, finance, time and leave, field activities, regional offices, appointments, moving pictures, report of supervisor, documents, hospitalization, Red Cross, and property regulations. Indexed. (Daily, official.) 11 x 11 folders and vols., 6 ft., in glass enclosed case. Rs. 138, 139. (4)

Personnel Unit

75. PERSONNEL RECORDS, 1920 to date. Correspondence, personnel classification, outlines of duties of employees, time sheets, and reports on physical examinations. Filed alphabetically. (Daily, official.) 9 x 12 folders, 20 ft. 8 in., in 12 drawers of steel filing cases. R. 101. (20)

76. SERVICE RECORD CARDS, BUDGET CARDS, ACTIVE AND INACTIVE, 1935 to date. Record of leave of employees; data on living quarters of personnel. Filed alphabetically. (Daily, official.) 3 x 5 and 5 x 8 cards, 4 ft. 4 $\frac{1}{2}$ in., in 6 drawers of steel filing cases. R. 101. (21)

Medical Division

Office of the Clinical Director

77. DECEASED PATIENTS' RECORDS, 1920 to date. Completed records of deceased patients. Card index. (Frequently, official.) 9 x 12 folders, approximately 575 ft., on open wooden shelves. Storage Room, basement. (1)

78. ACTIVE PATIENTS' RECORDS, Apr. 1924 to date. Reports on examination of patients and medical care rendered, and related correspondence. Card index. (Daily, official.) 9 x 12 folders, 24 ft., in 12 drawers of steel filing cases. R. 128. (11)

79. INCOMING AND OUT-PATIENTS' RECORDS, 1930 to date. Vouchers, monthly statistical reports, data for monthly reports, and current death folders containing complete clinical record of deceased for transmission to Central Office. Card index. (Daily, official.) 9 x 12 folders, 8 ft., in 4 drawers of steel filing case. R. 128. (12)

80. OUT-PATIENTS' RECORDS, 1933 to date. Correspondence, copies of surgical records and records in death cases, and applications, accepted, in suspense, canceled, and transferred. Alphabetical index. (Daily, official.) 9 x 12 folders, 14 ft., in 7 drawers of steel filing case. R. 126. (8)

81. ELECTROCARDIOGRAPHS, 1934 to date. Illustrations resembling charts of patients' heart beats. Card index. (Frequently, official.) 6 x 8 envelopes, 4 ft., in 2 drawers of steel filing case. R. 126. (9)

82. APPLICATIONS OF VETERANS, 1934 to date. For medical attention and hospitalization, reports on examinations, and related correspondence. Card index. (Daily, official.) 9 x 12 folders, 8 ft., in 4 drawers of steel filing case. R. 127. (10)

83. PATIENTS' TRANSPORTATION FILES, 1934 to date. Travel authorizations and correspondence relating to transportation of patients. Numerically indexed. (Daily, official.) 9 x 15½ loose sheets, 18 ft., in 9 drawers of steel filing case. R. 129. (7)

84. X-RAYS. Chest X-ray negatives (56,250), bone and joint X-ray and joint X-ray negatives (18,750), and lantern slide negatives (360). In cardboard containers, on open metal shelves. File Room. (1)

Dental Clinic

85. APPOINTMENT LEDGER, 1926 to date. Date and hour of patient's appointment. Entered chronologically. (Daily, official.) 6 x 11 vols., 1 ft. 3 in., in drawer of steel filing case. Dental office, basement. (19)

86. DENTAL RECORDS, 1934 to date. Data on patient's disability, description of condition of mouth, and outline of treatment; waiting list of

patients; record of CCC emergency cases. Alphabetically indexed. (Daily, official.) 10 x 14 folders, 3 ft. 8 in., in 3 drawers of steel filing case. Dental office, basement. (18)

Physiotherapy Unit

87. PHYSIOTHERAPY RECORDS, 1934 to date. Clinical records for a period of two months of patients under observation; filed permanently in Clinical Record Office. Alphabetically indexed. (Daily, official.) 10 x 12 folders, 4 ft. 7 in., in 4 drawers of steel cabinet. R. unnumbered, 4th floor. (32)

Supply Division

Property Custodian

88. MEMORANDUM RECEIPTS, 1918 to date. Standard Form 33, invitation, bid, and acceptance (short form contract), showing department or establishment, office or station, address, date, invitation to bid, quantity unit, unit price, and amount bid on articles or services, date and conditions of bid, discounts, name and address of bidder, signature and title of person authorized to sign bid, acceptance by the Government, date, and name and title of person accepting bid; Standard Form 1036, statement and certificate of award, showing date, department or establishment, bureau or office, location, method of or absence of advertising, award of contract, contracting officer's certification, signature, and title, and statement of reasons governing award; VA Supply Form 1252, purchase order, giving date, shipping instructions, item number, quantity, description, classification number, unit, unit price, aggregate price, and signature and title of person placing order. Indexed. (Daily, official.) 9 x 11 folders and cards, 8 ft., in open filing case. R. 142. (16)

89. VOUCHER FILES, 1933 to date. VA Supply Form 134, property invoice and receipt, showing consignor, consignee, addresses, bill of lading number, how shipped, quantity unit, card number, articles and description, classification number, unit cost, total amount, date invoiced, number of drop voucher, signature and title of invoicing officer, date received, number of take-up voucher, and signature and title of receiving officer; VA Form 134a, combination requisition, invoice and receipt, packer's list, and shipping ticket, showing consignor, consignee, addresses, how shipped, bill of lading number, articles and description, classification number, quantity ordered, unit, unit price, quantity shipped, amount, estimated cost of requisition, signatures and titles of approving, requisitioning, invoicing, and receiving officers, and dates; VA Supply Form 135b, invoice and receipt for property purchased, pick up voucher showing date, place, voucher number and date, signature and title of receiving officer, how shipped, time of delivery, quantity, article or service and description, unit, unit price, and aggregate price; VA Supply Form 136, credit voucher, request to drop property from property records, showing station, city, state, date, quantity, unit card number, articles and description, classification number, explanation, period covered, unit value, total value, voucher number, signature and title of accountable official, signature and title of official in charge, and signature and title of approving officer in Washington; VA Supply Form

138, debit voucher, showing quantity, unit, card number, articles and description, classification number, unit value, total value, place, date, signature and title of accountable official, and number of pick up voucher; VA Form 1216, account of sale or collection, account of sale of public property belonging to the Veterans' Administration or collection for services rendered or subsistence furnished, showing place, date, quantity, articles, book value, purchaser, amount received, total, gross receipts, statement of expenses, net proceeds, and place, date, and signature of official in charge and auctioneer; USVB Form 1217, report of survey, showing place, date, name of responsible official, list, description, and classification of articles, quantity, unit, date and circumstances, total value, disposition, responsible official's title and signature before Notary Public, findings and recommendations of the Board of Survey, date, signatures of chairman, member, and recorder, signature, title, and recommendations of approving officer in Washington, place property was dropped, date, voucher number, and signature and title of accountable Property Custodian; related correspondence. Filed numerically. (Daily, official.) 10 x 12 folders, 10 ft., in 5 drawers of steel filing case. R. 142. (14)

90. PROPERTY RECORDS, 1933 to date. Of non-expendable property, including supplies, apparatus, instruments, books, furnishings, automobiles, trucks, and leased properties in custody of hospital. Indexed. (Daily, official.) 5 x 8 cards, 3 ft., in open card cabinet. R. 142. (15)

91. PROPERTY RECORDS, ACTIVE, 1934 to date. Requisitions which have been filled; application has been made to Washington for permission to destroy. Indexed. (Rarely, official.) 6 x 9 folders and cards, 10 ft., in 5 drawers of steel filing case. R. 142. (13)

92. REQUISITIONS, PENDING, 1934 - 1935. VA Supply Form 137, expenditure voucher, record of property expended in public service, showing station, address, month, card number, quantity, unit, articles and description, unit cost, total amount, number of drop voucher, date, signature and title of responsible official, date of approval, and signature and title of approving official; USVB Form 1243, property record card (non-expendable), showing class number, unit, and name and description of article, unit price, date received, voucher number, date issued, department, and amount issued; USVB Form 2598-F, property record card (expendable), showing class number, unit, name and description of article, unit price, date received, voucher number, and date issued; VA Medical Form 2636, personal property folder, initiated for every incompetent patient or competent beneficiary supplied with Government clothing, carrying inventories of patient's clothing, record of clothing turned over to Supply Officer for storage, record of all replenishments, record of non-expendable Government clothing loaned to beneficiary, receipts for clothing on admission and departure, and signatures of employee and beneficiary or his representative; VA Supply Form 139, inventory and inspection report, showing name and address of station, inventory and inspection reports on unserviceable public property not previously condemned, statement that inventory is correct, date of last inspection and condemnation, voucher number, date approved, total value of property dropped, signature and title of accountable official, statement that articles have been examined and disposed of, total value of voucher, total value of property continued in service, sold, destroyed and dropped,

signatures of inspectors, date, and approval signature of Manager, number of drop voucher, place, date, and signature and title of official dropping property, and date and signature and title of approving official in Washington; VA Supply Form 2598e, consolidated memorandum receipt, showing ward or department, quarterly list of non-expendable articles, date on hand, and signatures of responsible officials; correspondence, charts, specifications, and surplus list. Indexed. (Daily, official.) 10 x 12 folders, 14 ft., in 7 drawers of steel filing case. R. 142. (17)



