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INVENTORY _____
OF FEDERAL ARCHIVES _____
_____ IN THE STATES

SERIES XII. THE VETERAN'S ADMINISTRATION
NO. 48. WISCONSIN

GOVERNMENT PUBLICATIONS

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_____ MADISON, WISCONSIN

INVENTORY OF FEDERAL ARCHIVES IN THE STATES

Prepared by

The Survey of Federal Archives
Division of Women's and Professional Projects
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SERIES XII. THE VETERANS' ADMINISTRATION

NO. 48. WISCONSIN

Madison, Wisconsin
The Historical Records Survey
1937

PREFACE

The plan for the organization of the Inventory of Federal Archives in the States is as follows: Series I consists of reports on the administration of the Survey of Federal Archives, 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."

The work of preparing this unit of the Inventory, that for the Veterans' Administration in Wisconsin, has been done under the supervision of Mr. J. E. Boell, regional director of the Survey of Federal Archives from March 2, 1936 to June 30, 1937, and since October 16, 1936, state director of the Historical Records Survey. Mr. H. T. Dunker supervised the field work of the local project in Milwaukee County. After the compilation of this Inventory in Madison, it was edited before final typing by Mr. Sears F. Riepma in the Washington office.

January 17, 1938

J. E. Boell

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MENDOTA

VETERANS' ADMINISTRATION FACILITY

- (A) Administration Bldg., Farwell's Pt., Mendota
- (B) Clinical Bldg., Farwell's Pt., Mendota
- (C) Supply Bldg., Farwell's Pt., Mendota

This agency, a hospital (No. 132), was established on Jan. 1, 1937. Prior to this time the hospital was operated as a State Veterans' Hospital and contained no facilities for the care of mental cases. Reports, of which copies are retained, are regularly sent to Washington.

Office of Facility Manager

1. PERSONNEL SHEETS AND CARDS, Jan. 1, 1937 to date. Forms 3024, pass; standard form 7, service record card; 993, salary record card; 3225, individual record of absence for the year 1937; 3227, application for annual without pay or military leave; Standard Form 4, personnel journal; 3205, daily list of absentees; 2713, daily record of regular employees; 161, letter of nomination; Standard Form 6, personal history statement; 3810, duplicate field classification sheet; 3248, employee's clearance from indebtedness; 3829, application for unclassified personnel; 2709, resignation; 2710, notice of separation; 2711, promotion or demotion and change in allowances; 2413, U.S. Civil Service Commission certificate of medical examination under executive order (Sept. 4, 1924), and 124b Civil Service Commission declaration of appointee. Forms attached. (Daily, official.) Various sized cards and sheets, 2 ft., in steel filing case. R. 35 (Bldg. A). (13)

Medical Division

2. ADMISSION CARDS, Jan. 1, 1937 to date. Medical Form 2593, a record of domiciliary or hospital care giving name, class of beneficiary, war, clinic number, register number, institution, address of patient, sex, race, date of birth, marital status, birthplace, date of most recent military service, last rank and organization, admission, diagnosis, result of treatment, operations, results, disposition, days in hospital, and cause of death; in triplicate, white card to Central Office; red to station having case file; green retained. Form attached. Card index. (Frequently, official.) 8 x 10 cards, 2 ft., in 2 steel filing case drawers. Clinical Record Room (Bldg. A). (10)

3. CLINICAL RECORD, Jan. 1, 1937 to date. Medical Form 2614h revised, roentgenologist report giving date, ward, roentgenological examination requested, date of previous report, clinical diagnosis, medical officer, X-ray or fluoroscopic findings, plate or film number, size, part X-rayed, disposition, roentgenologist, name of patient, class of beneficiary, clinic number, and register

number; copies of laboratory reports. Form attached. Filed by name. (Rarely, official.) 13 x 15 folders, 2 ft., in 4 steel filing case drawers. Basement (Bldg. B). (2)

4. CLINICAL RECORDS, 1920 to date. Records transferred from St. Cloud, Minnesota. Arranged alphabetically by name of patients. (Rarely, official.) 13 x 15 folders, 6 ft., in 3 steel filing case drawers. Clinical Record Room (Bldg. A). (7)

5. CLINICAL RECORDS, FORMS AND CORRESPONDENCE, Jan. 1, 1937 to date. Medical Forms 2614c, history of present disease; 2614a, brief; 2614dl, initial examination of chest; 2614e, graphic chart; 2614B, weight chart; 2614i, laboratory examinations; 2614L, occupational therapy; 2614m, physiotherapy; 2614n-1 and 2, post-mortem record; 2614o, neuropsychiatric examination; 3400a, monthly report of facilities; 3411, awaiting admission for hospitalization; 209-75M, Wisconsin original certificate of death; 2822, undertaker's certificate; 2643, report of inspection of body and undertaking of deceased beneficiary prepared for burial or for shipment; 2565, monthly report out-patient service regional offices and facilities; 2008, application for burial flag; 2667, authorization for post-mortem examination; 2614g, operation record; 2813, authorization for surgical operation; 2633, report of assaults, accidents, elopements, and injuries to beneficiaries; 2614j, ward surgeon's progress and treatment record; 2686, application for issue or repair of clothing; 2683, monthly report of restraint or seclusion; 2545, report of physical examination; 2649, request for interfacility transfer; 2636a, valuables and miscellaneous record; 2557, admission card; weekly report of beneficiaries under hospital treatment or domiciliary care form; responsibility for patient on pass; leave of absence, or trial visit form; correspondence. Forms attached. Filed by clinical number. 3 x 5 card index Form 2580, 2 ft. Form attached. (Frequently, official.) 13 x 15 folders, 8 ft., in 4 steel cases. Clinical Record Room (Bldg. A). (4, 8)

6. CLINICAL RECORD, NURSE'S PROGRESS AND TREATMENT RECORD, Jan. 1, 1937 to date. Medical Form 2614k giving date, hour, weight, stools, treatment, diet, daily notes, name of patient, class of beneficiary, clinic number, and register number. Form attached. Filed by patient and number. (Rarely, official.) 12 x 15 folders, 2 ft., in steel filing case drawer. Clinical Record Room (Bldg. A). (5)

7. GENERAL FILES, Jan. 1, 1937 to date. Regulations and procedures, administrative bulletins, circulars, orders, divisions, Comptroller General orders, executive orders, instructional letters, regulations re National Home Service, regulations and procedure re Veteran's Bureau, correspondence, applications cancelled, blood donors, Central Office correspondence, death and burial records, general dental charts, lists of ex-service men, list of patients,

out-patients' pension cases, personnel clinical records, staff conferences, travel by social service worker, and miscellaneous. Filed by subject. (Frequently, official.) 13 x 15 folders and covers, 4 ft., in 2 steel filing case drawers. Clinical Record Room (Bldg. A). (3)

8. REPORTS, Jan. 1, 1937 to date. Weekly reports of beneficiary under care, monthly reports, spent on out-patient, library and recreational monthly report, monthly report of attending specialists, clinical laboratory monthly report, monthly report physiotherapy, monthly report allied ex-service men, monthly report CCC enlisted personnel, dental clinic monthly report, restraint report, X-ray monthly report, social service monthly report, consolidated report monthly, occupational therapy monthly report, and other miscellaneous records. Filed by subject. (Rarely, official.) 12 x 13 folders, 2 ft., in steel filing case drawer. Clinical Record Room (Bldg. A). (6)

9. X-RAY FILMS. Still photographic film, X-ray negatives (500), in containers and jackets. Card index. Basement (Bldg. B). (P-A1)

Dental Clinic

10. CLINICAL RECORD, DENTAL RECORD, Jan. 1, 1937 to date. Medical Form 2614p giving date, missing teeth, carious teeth, non vital teeth, impacted teeth, salivary calculous, periapical foci of infection, type of infection, remarks, Dental Officer signature, dental relief requested by ward surgeon as auxiliary or adjunct, diagnosis, dental relief authorized, relief rendered, date, operation, tooth number, cavity location, materials, and operator; correspondence; dental appointment book. Form attached. Filed by name. (Frequently, official.) 13 x 15 vols. and folders, 6 ft., in 3 steel filing case drawers. Basement (Bldg. B). (9)

11. DENTAL RECORD CHART AND ORAL EXAMINATION BLANK, Jan. 1 - Apr. 1937. Medical Form 2570 revised giving name of dentist, date of examination, location, name of patient, address, clinic number, adjunct relief certificate made by ward surgeons, authorization by Chief Dental Officer, diagnosis, Dental Officer's certificate, daily record of dental work completed, date, operation, tooth, cavity, location, materials, fees or operator, claimant's certificate, and dentist's certificate. Form attached. Filed by name. (Rarely, official.) 13 x 15 folders, 2 ft., in steel filing case drawer. Basement (Bldg. B). (1)

Finance Division

12. FINANCE SHEETS, Jan. 1, 1937 to date. Forms 6502, register of storhouse issues; 6606, cost ledger for operating expense; 6608, recapitulation of registers; and 6602, voucher register.

Forms attached. (Daily, official.) 14 x 16 loose-leaf books (2), 4 in., on top of steel filing case. Rs. 47, 48 (Bldg. A). (16)

13. PATIENTS' ACCOUNT CARDS, Jan. 1, 1937 to date. Finance Form 1083 revised patients' and members' ledger giving name of patient, number, fund, legal guardian, date appointed, location, address, deposits, withdrawals, and balance. Form attached. (Daily, official.) 8 x 10 cards, 1 ft., in wooden card cabinet. Rs. 47, 48 (Bldg. A). (11)

14. PROCUREMENT SHEETS, Jan. 1, 1937 to date. Forms 1217a, findings and recommendations of the Board; 2598g, issue list - expendable property; 138, debit voucher; 137a, expenditure list; 137, expenditure voucher; 136, credit voucher; 135b, invoice and receipt for property purchased; 134a, combination requisition - invoice and receipt, packer's list - and shipping ticket; 134, property invoice and receipt; Standard Form 1044, schedule of collections; 1252, purchase order. Forms attached. (Daily, official.) 12 x 15 sheets, 8 ft., in steel filing case. Office (Bldg. C). (12)

15. PROPERTY RECORD CARDS, Jan. 1, 1937 to date. Forms 2598f expendable and 1243 non-expendable property record cards giving class number, unit, article, unit price, received, voucher number, issued, department, location, and amount issued. Forms attached. (Daily, official.) 5 x 9 cards, 1 ft., in 2 steel card cabinets. Rs. 47, 48 (Bldg. A). (14)

16. REGISTER OF UTILITY SUPPLIES, Jan. 1, 1937 to date. Register of utility supplies and materials obtained under unposted vouchers form giving property voucher number, location in which utilized, quantity returned to shipping office, and quantity in shop; correspondence with Washington. Form attached. (Daily, official.) 12 x 14 folders, 2 ft., in steel filing case. R. 31 (Bldg. A). (15)

MILWAUKEE

VETERANS' ADMINISTRATION FACILITY

- (A) General Hospital Center
- (B) General Hospital 2 E. Wing
- (C) General Hospital 1 E. Wing
- (D) General Hospital 1 W. Wing
- (E) General Hospital 2 W. Wing
- (F) Headquarters Bldg.
- (G) Utility Bldg.
- (H) Mess Hall

This Facility, which comprises regional office, hospital, and domiciliary activities, was established on July 1, 1930. From May 1, 1867, until the above date a prior agency existed which was known as the National Home for Disabled Volunteer Soldiers, Northwestern Branch. This home, in addition to hospital and domiciliary care of veterans, incorporated, in September 1919, services directed by the Federal Board of Vocational Education and, on November 9, 1921, services outlined by the Bureau of War Risk Insurance. In the following Inventory, records dating from before July 1, 1930, are NHDVS records in origin.

At the inception of the Civilian Conservation Corps, in 1933, the Facility Manager was placed in charge of the enrollment of veterans in the corps throughout the State and, on May 20, 1933, was authorized to admit civilians who were enrolled in the Corps, as well as veterans, for treatment.

Some administration of veterans' affairs was carried on in Milwaukee, from April 1920 to 1927, in the First National Bank and, from 1927 to 1930 at 147 Broadway. Until 1930 branch offices also existed at 200 Laycoke Bldg., Eau Claire, and at Green Bay.

Early records have been destroyed on authorization; those designated "inactive" are being held pending authorization for destruction; those contained in closed cases are awaiting shipment to Perry Point, Maryland, for storage (last date of shipment was Jan. 23, 1936); "Personnel File" (see serial abstract 2009) is kept for one year and then transferred to Washington. The offices of Manager, Quartermaster, and Board of Managers of the Home were discontinued in 1930. In October 1933 insurance services were transferred to Washington and, in March 1935 the Disbursement Unit was transferred to Chicago.

At the time of survey there were approximately 600 ft. of records, brought from Annex 1 and the Waukesha barracks, in the process of classification by WPA workers which were therefore not reported; included among them however are hospital registers, admission data, undertaker's records, death records, Wasserman reports, record of ambulance calls, prescription blanks, ward reports, domiciliary records, social service cards, and correspondence.

There are four organizations located at the General Hospital, Veterans' Administration, which, while not a part of the facility, still serve as coordinating units. They are:

Adjutant General's Representative--A. R. Freeman, Contract Officer for Soldiers' Relief Board for State of Wisconsin operating out of Madison for this state only.

American Red Cross--Operating out of St. Louis, Mo. Headquarters, represented by Margaret C. Meyer, Assistant Liaison Representative. World War Disabled American Veterans' Liaison Office, represented by Theodore Corrada, Adjutant.

American Legion State Service Office, represented by James F. Burns, Department Service Officer.

The Adjutant General's Representative investigates claims of ex-service men or women and provides treatment for ex-service men or women who served in the military or naval forces of the United States at any time from March 1, 1917 to July 1, 1919 for diseases or injury directly or indirectly traceable to military service.

The American Red Cross acts as a liaison office for veterans or veterans' families or dependents for the furtherance of their claim for hospitalization, domiciliation or compensation. Their records or files contain certain information which in most cases is duplicated in the files of the Veterans' Administration Facility, but in certain personal and minor details is not.

The World War Disabled American Veterans (Liaison Office) functions in a manner similar to that of the American Legion Office.

The American Legion State Service Office represents the State of Wisconsin American Legion in rendering aid to any veteran in the furtherance of valid claims for compensation, domiciliation or hospitalization, also to extra-facility care at Camp Legion in Oneida County, Wisconsin, between Big Carr Lake and Little Tomahawk Lake or other institutions or for other services not included in the Facility.

Adjudication Division
Officer of Adjudication Officer

17. ADMINISTRATIVE ORDERS, July 24, 1929 to date. Orders on organization of offices administering aid to former service men throughout the United States; issued by the Veterans' Administration at Washington. Filed chronologically. (Weekly, official.) 8 x 10 $\frac{1}{2}$ loose-leaf book, 1 in., in wooden filing case drawer. R. 3 (Bldg. C). (1731)

18. BULLETINS OF DECISIONS OF DIRECTOR AND ADMINISTRATOR, VETERANS' ADMINISTRATION, WASHINGTON, Oct. 8, 1924 to date. Decisions on regulations and procedure in specific cases which have arisen in various facilities of the county. (Daily, official.) 8 x 10 $\frac{1}{2}$ loose-leaf books (7), 8 in., in wooden filing case drawer. R. 3 (Bldg. C). (1732)

19. CIRCULAR LETTERS ISSUED BY DIRECTOR AND ADMINISTRATOR, VETERANS' ADMINISTRATION, WASHINGTON, Oct. 8, 1924 to date. Letters of instruction and on matters of general interest. (Daily, official.) 8 x 10 $\frac{1}{2}$ loose-leaf book, 1 in., in wooden filing case drawer. R. 3 (Bldg. C). (1736)
20. COMPTROLLER GENERAL DECISIONS, Aug. 1924 to date. Copies of decisions rendered. Filed chronologically. (Occasionally, official.) 8 x 10 $\frac{1}{2}$ folders (7), 3 in., in wooden filing case drawer. R. 3 (Bldg. C). (1741)
21. CORRESPONDENCE, MEMORANDUM FILE, 1925 to date. Inter-office correspondence and memoranda pertaining to adjudication and other facility matters. Filed alphabetically by subjects. (Daily, official.) 8 x 10 $\frac{1}{2}$ folders, 1 ft. 6 in., in wooden filing case drawer. R. 3 (Bldg. C). (1737)
22. DISABILITY OF ALLOWANCE CIRCULARS, July 1, 1930 - Mar. 14, 1932. Circulars, general letters, and orders from Washington on regulations and procedure to be followed in applications for disability allowance. Filed chronologically. (Never.) 8 x 10 $\frac{1}{2}$ loose-leaf book, 1 in., on wooden cabinet shelf. R. 3 (Bldg. C). (1738)
23. NEW LEGISLATION CIRCULARS, Aug. 3, 1933 to date. Circulars, general letters, and orders from Washington on legislation for hospitalization, domiciliation, and compensation. Filed chronologically. (Daily, official.) 8 x 10 $\frac{1}{2}$ loose-leaf book, 1 in., on wooden cabinet shelf. R. 3 (Bldg. C). (1739)
24. REGULATIONS AND PRECEDENT FOR U.S. VETERANS' ADMINISTRATION REQUIREMENTS, Apr. 12, 1932 to date. Bulletins, orders, circular letters, and other records. Filed by subjects. (Daily, official.) 8 x 10 $\frac{1}{2}$ loose-leaf books (2), 5 in., on wooden cabinet shelf. R. 3 (Bldg. C). (1742)
25. REGULATIONS AND PROCEDURE, Dec. 31, 1928 to date. Compilation of decisions reported on abstract 1732. (Daily, official.) 8 x 10 $\frac{1}{2}$ vols. (2), 5 in., on wooden cabinet shelf. R. 3 (Bldg. C). (1733)
26. REGULATION FILE, Apr. 1933 to date. Regulations issued by Washington; prior regulations reported on abstract 1742. See addenda 1740 for subject inventory. Filed by subjects. 8 x 10 $\frac{1}{2}$ loose-leaf book index, $\frac{1}{4}$ in. (Daily, official.) 8 x 10 $\frac{1}{2}$ loose-leaf books (19), 1 ft. 6 in., on wooden cabinet shelf. R. 3 (Bldg. C). (1740, 1743)
27. REGULATIONS ON GENERAL PROCEDURE, Oct. 8, 1924 to date. Compilation of regulations on procedure and decisions reported on abstracts 1734 and 1732. Filed chronologically and by subjects. (Daily, official.) 8 x 10 $\frac{1}{2}$ loose-leaf book, 1 in., in wooden filing case drawer. R. 3 (Bldg. C). (1735)

28. SERVICE LETTERS, Dec. 20, 1928 to date. Treatise on decisions of procedure in establishing eligibility of applicants for hospitalization. (Daily, official.) 8 x 10 $\frac{1}{2}$ loose-leaf books (5), 6 in., in wooden filing case drawer. R. 3 (Bldg. C). (1734)

29. STATION ORDERS AND GENERAL ORDERS, July 1931 to date. Orders issued by Col. Charles M. Pearsall, Manager, Milwaukee Facility, covering various instructions, notices, bulletins, and other matters of interest to inmates and personnel of facility. (Daily, official.) 8 x 10 $\frac{1}{2}$ loose-leaf book, 1 in., in wooden filing case drawer. R. 3 (Bldg. C). (1744)

Domiciliary Division
Office of Domiciliary Officer

30. APPROVALS FOR DISCHARGE FROM FACILITY ON SURGEON'S CERTIFICATION, July 1930 - Sept. 1931. Correspondence re discharge. Filed chronologically. (Never.) 8 x 10 $\frac{1}{2}$ folders, $\frac{1}{2}$ in., in oak cabinet. Supply Room (Bldg. B). (1777)

31. BURIAL RECORD, 1867 to date. Record giving name, regiment, date of decease, age, burial place, block, and number of home. Arranged alphabetically. (Daily, official.) 14 x 16 vols., 2 $\frac{1}{2}$ in., on office desk. N. ground floor (Bldg. B). (1778)

32. CAMP DETAIL, INACTIVE AND ACTIVE, July 1, 1932 to date. List of persons on duty at each unit and date of duty. Filed chronologically. (Inactive never; active daily, official.) 8 x 10 $\frac{1}{2}$ folders, 10 $\frac{1}{2}$ in., in oak cabinet and metal filing case drawer. Supply Room and N. ground floor (Bldg. B). (1779, 1780)

33. EFFECTS OF DECEASED MEMBERS, DISPOSITION, Aug. 1925 - Oct. 1931. Record giving name, home address, nearest kin, status, settlement, and date of settlement. Filed chronologically. (Never.) 8 x 10 vols. (2), 1 in., in oak cabinet shelf. Supply Room (Bldg. B). (1781)

34. HISTORICAL REGISTERS, May 1, 1867 - May 1, 1934. Registers giving home number, military history, domestic history, and hospital history. Arranged numerically. Index reported on abstract 1787. (Monthly, official.) 6 x 10 and 12 x 16 vols. (89), 24 ft. 2 in., on 3 wooden shelves. N. ground floor (Bldg. B). (1788)

35. HOSPITAL ADMISSION CARDS, 1923 - 1932. Form H-307 card record of patients giving name, register number, name of hospital, permanent address of patient, person to be notified in case of emergency, religion, birthplace, date of birth, race, date of last service, date admitted, occupation, marital status, last rank and organization, and amount of compensation. (Daily, official.) 4 x 6 loose cards, 4 ft. 6 in., on tables. Supply Room (Bldg. B). (1782)

36. INDEX TO HISTORICAL REGISTERS, HOME JACKETS, May 1, 1867 to date. Giving home number, name, address, and military service; index to files reported on abstracts 1788 and 1789. (Daily, official.) 12 x 16 vols. (28), 4 ft. 8 in., on 2 wooden shelves. N. ground floor (Bldg. B). (1787)

37. INVENTORIES OF EFFECTS OF TEMPORARILY AT POST MEMBERS, Jan. 1915 - July 1923. Inventories of effects of deceased members, giving name of deceased, former home, assignment, date of decease, articles and appraised value, certification by Home Council and other officers, and supporting correspondence. Filed chronologically. (Never.) 8 x 10 $\frac{1}{2}$ loose papers, $\frac{1}{2}$ in., in oak cabinet. Supply Room (Bldg. B). (1786)

38. RECORD OF DOMICILIARY OR HOSPITAL CARE, INACTIVE AND ACTIVE, 1933 to date. Form 2593 giving name of beneficiary, war service, "C" number, register number, name and address of institution, date of admission, permanent address, sex, race, date of birth, marital status, birthplace, most recent military service, last rank and organization, occupation, religion, dependents, absences, diagnosis, treatment and disposition; supplementary card used for absences longer than 30 days; similar prior records reported on abstract 1782. Inactive filed chronologically, active alphabetically. (Inactive never; active daily, official.) 8 x 10 bundles and 5 x 8 cards, 15 ft. 7 in., in standard government packing box and 10 oak cabinet drawers. Supply Room and N. ground floor (Bldg. B). (1783, 1784)

39. RECORD OF ENTRIES TO HOME, 1867 to date. Record giving name, home number, company, and regiment. Arranged alphabetically. Index reported on abstract 1787. (Daily, official.) 14 x 16 vols., 2 $\frac{1}{2}$ in., on office desk. N. ground floor (Bldg. B). (1789)

40. ROSTER CARDS, 1928 to date. Cards giving name, home number, army service, rank, "C" number, and date of admission. Filed alphabetically by company. (Daily, official.) 4 x 6 cards, 6 ft., in 7 oak cabinet drawers. N. ground floor (Bldg. B). (1790)

41. STATEMENTS OF DEPENDENTS OF PERSONS RECEIVING HOSPITAL TREATMENT, INSTITUTIONAL, OR DOMICILIARY CARE, ACTIVE, Oct. 20, 1934 to date. Form 404 notification of admittance to hospital also used for furloughs or compensation adjustments, giving marital status, dependents, whether or not a pension is received, amount, and military service. Filed alphabetically. (Daily, official.) 9 x 12 folders, 4 ft. 2 in., in 3 metal filing case drawers. N. ground floor (Bldg. B). (1791)

42. STATEMENTS OF DEPENDENTS OF PERSONS RECEIVING HOSPITAL TREATMENT, INSTITUTIONAL, OR DOMICILIARY CARE, INACTIVE, Oct. 20, 1934 to date. Form 404 notification of admittance to hospital also used for furloughs or compensation adjustments, giving marital status, dependents, whether or not a pension is received, amount, and military service. Filed alphabetically. (Never.) 9 x 12 folders, 1 ft. 9 in., in metal filing case drawer. N. ground floor (Bldg. B). (1792)

43. TRANSFER OUT FILE, 1930 - 1931. Form W59A transfer of domiciled or hospitalized veterans from this to other facilities giving date, place from which, place to which, veteran's name and address, "C" number, Regional Office to which transferred, and type of service requested. Arranged alphabetically. (Never.) 8 x 10 $\frac{1}{2}$ envelopes (5), 10 in., in standard government packing box. Supply Room (Bldg. B). (1793)

Office of Commissary Officer

44. AUTHORITY TO PURCHASE COOKED RATIONS AT THIS FACILITY, INACTIVE AND ACTIVE, 1934 to date. Local record giving authority, serial number, date, name of guest, type of meal, charge, requestor, and attest by steward or dietitian. Arranged chronologically. (1934 records never; others weekly, official.) 5 x 8 bundles and cards, 1 ft. 1 $\frac{1}{2}$ in., on top of packing box and in wooden cabinet. Supply Room (Bldg. B) and NW dining room (Bldg. H). (1767, 1768)

45. BILLS OF FARE, 1931 - Mar. 28, 1936. Copies of menus for general mess and tuberculosis mess, Company 8 and Waukesha annex giving date, food served, and approvals of Manager and Commissary Officer. (Never.) 8 x 10 $\frac{1}{2}$ loose papers, 6 in., in 3 oak cabinet drawers. Supply Room (Bldg. B). (1769)

46. COMMISSARY FILE, 1931 to date. Letters of instruction from Washington on conduct of commissary; Quarterly allotments; original menus and equipment used. Filed alphabetically by subject. (Daily, official.) 8 x 10 $\frac{1}{2}$ folders, 3 ft., in steel filing case drawer. Commissary Office (Bldg. H). (1770)

47. GENERAL CORRESPONDENCE, 1931 to date. Correspondence with Central Office and offices of the Facility. Filed alphabetically by subject. (Daily, official.) 8 x 10 $\frac{1}{2}$ folders, 6 in., in steel filing case drawer. Commissary Office (Bldg. H). (1771)

48. MONTHLY LARD REPORTS, INACTIVE AND ACTIVE, Oct. 1917 to date. Report of lard rendered and used giving pork used, lard rendered, and lard used. Filed chronologically. (Records to July 1931 never; others monthly, official.) 6 x 8 loose papers, 3 in., in oak cabinet and wooden filing case. Supply Room (Bldg. B) and NW dining room (Bldg. H). (1772, 1773)

49. RATION REPORT, Oct. 1924 - May 1933. Monthly report giving types of food stuffs and amount consumed per person. Arranged chronologically. (Never.) 8 x 10 $\frac{1}{2}$ loose papers, 3 in., in 2 oak cabinet drawers. S. basement (Bldg. E). (1774)

Finance Division
Office of Finance Officer

Bonus Records

50. ADJUSTED SERVICE CERTIFICATE CORRESPONDENCE, 1925 - 1928. Correspondence between the Facility and applicants, Washington, and various auxiliaries regarding status of applicants and adjusted service certificates. Arranged alphabetically. (Never.) 8 x 10 $\frac{1}{2}$ folders, 1 ft. 3 in., in standard government packing box. Supply Room (Bldg. B). (1852)
51. ADJUSTED SERVICE CERTIFICATE LOAN DEDUCTIONS, Jan. 1927 - Mar. 18, 1931. Requests that deduction be made from compensation checks and credited to loan obtained upon security of adjusted service certificate giving amount of loan, amount to be deducted, deductions continued until loan is paid, and signatures of veteran and witness. Filed chronologically. (Never.) 8 x 10 $\frac{1}{2}$ folder, $\frac{1}{4}$ in., in standard government packing box. Supply Room (Bldg. B). (1855)
52. ALPHABETICAL FILE OF ADJUSTED SERVICE LOANS, Apr. 1927 to date. Form 1184A giving check number, veterans' name, address, certificate number, "A" number, station, disbursing office, date of loan, interest rate, symbol, description of certificate, amount of note, deductions on account of previous loan, and amount of check. Form attached. Filed alphabetically by name of applicant. (Daily, official.) 5 x 8 loose sheets, 21 ft., in 7 steel filing case drawers. R. 5 (Bldg. E). (1859)
53. ALPHABETICAL FILE OF LOAN RECORD, CLOSE OUTS, INACTIVE, Apr. 1927 to date. Form 1184D giving name and address of veteran, identification number, amount of adjusted service certificate, and previous loans if any. Filed alphabetically. (Daily, official.) 5 x 8 loose sheets, 2 ft., in metal filing case drawer. R. 5 (Bldg. E). (1856)
54. COMPLETED CORRESPONDENCE ON SETTLEMENT OF ADJUSTED SERVICE CERTIFICATES, Feb. 1, 1936 to date. Correspondence with various agencies and Washington re status of veterans applying for settlement of adjusted service certificate. Filed alphabetically by name of veteran. (Daily, official.) 8 x 10 $\frac{1}{2}$ folders, 2 ft. 6 in., in metal filing case drawer. R. 5 (Bldg. E). (1853)
55. COPIES OF ADJUSTED SERVICE CERTIFICATE LOANS, CLOSED, Jan. 1927 - Oct. 15, 1936. Record giving symbol number, serial number, amount, name, address, identification number, and date of execution. Records to 1933 filed numerically; others alphabetically by name of applicant. (Records to 1933 never; others rarely, official.) 8 x 14 and 5 x 8 sheets, 2 ft. 2 in., in standard government packing box and metal filing case drawer. Supply Room (Bldg. B) and R. 5 (Bldg. E). (1874, 1875)

56. DAILY REPORTS OF ADJUSTED SERVICE CERTIFICATE LOANS, Dec. 1, 1932 - Oct. 15, 1936. Record giving date, unit, and daily loan data. Filed chronologically. (Never.) 8 x 10 $\frac{1}{2}$ folders, 4 in., in standard government packing box and in metal filing case drawer. Supply Room (Bldg. B) and R. 9 (Bldg. C). (1881, 1882)

57. LOAN CORRESPONDENCE, CLOSED, Feb. 1931 - Oct. 15, 1936. Correspondence with Central Office and individuals re payments of loans on adjusted service certificates. Filed alphabetically by name of claimant. (Records to July 1935 never; others rarely, official.) 8 x 10 $\frac{1}{2}$ bundles (2) and loose sheets, 4 ft., in standard government packing box and 2 metal filing case drawers. Supply Room (Bldg. B) and R. 5 (Bldg. C). (1893, 1894)

58. NUMERICAL FILE OF SETTLEMENT OF ADJUSTED SERVICE CERTIFICATES, June 15, 1936 to date. Form 1705F giving name and address, certificate identification number, amount due, loans, field station in which settlement was made, amount of certificate, amount of previous loans, and amount for which settlement was filed. Acts as cross index to file reported on abstract 1914. (Daily, official.) 8 x 14 folders, 4 ft. 7 in., in 2 metal filing case drawers. R. 5 (Bldg. E). (1913)

59. PENDING SETTLEMENT CORRESPONDENCE, Mar. 15, 1936 to date. Correspondence with individuals and Washington re status of veterans; completed correspondence reported on abstract 1853. Filed alphabetically by names of applicants. (Daily, official.) 8 x 10 $\frac{1}{2}$ loose sheets, 1 ft. 3 in., in metal filing case drawer. R. 5 (Bldg. E). (1854)

60. RECAPITULATION OF VOUCHERS, June 15, 1936 to date. Form 1706 made on every hundred settlements of adjusted service certificates giving due amount, original amount, loans, voucher number, administration number and station, and appropriation; in duplicate, original sent to Washington. (Daily, official.) 8 x 13 folders (3), 2 in., in wooden filing tub. R. 5 (Bldg. E). (1910)

61. RECORD OF ADJUSTED SERVICE CERTIFICATE SETTLEMENT, June 15, 1936 to date. Form 1705H giving name and address, certificate identification number, amount due, loans, field station in which settlement was made, amount of certificate, amount of previous loans, and amount for which settlement was filed. Filed alphabetically. Acts as cross index to file reported on abstract 1913. (Daily, official.) 3 x 8 loose forms, 33 ft., in 18 wooden filing tub drawers. R. 5 (Bldg. E). (1914)

62. UNADJUSTED LOANS, Apr. 1927 to date. Form 1184D giving check number, "A" number, station, disbursing office, date of loan, interest rate, symbol, description of certificate, amount of note, deductions on account of previous loan, and amount of check. Filed numerically. (Daily, official.) 5 x 8 loose forms, 2 ft., in metal filing case drawer. R. 5 (Bldg. E). (1951)

63. VETERANS' NOTES, Apr. 1927 to date. Form 1185 giving place, adjusted service certificate number, date, identification number, signature of veteran requesting loan, address and certification, check number, date, amount, issuing office, and symbol number. Filed alphabetically. (Daily, official.) 8 x 10 $\frac{1}{2}$ loose forms, 44 ft. 4 in., in 24 metal filing case drawers. R. 5 (Bldg. E). (1915)

64. VOID NOTICES AND RESUBMISSIONS, NOTICE OF ITEM TO BE VOIDED, June 15, 1936 to date. Inter-office correspondence with Treasury Department at Chicago re adjusted service certificate settlements; Form 1711 giving name of veteran, "A" number, adjusted certificate number, administration number, administration voucher number, and cancellation execution. Filed alphabetically by name of veteran. (Occasionally, official.) 8 x 10 $\frac{1}{2}$ folders, 1 in., in metal filing case drawer. R. 5 (Bldg. E). (1957)

65. WORK SHEETS OF SETTLEMENT OF ADJUSTED SERVICE CERTIFICATES, June 15, 1936 to date. Filed by compensation number. (Occasionally, official.) 8 x 13 folders (5), 6 in., in wooden filing tub. R. 5 (Bldg. E). (1961)

Budget Records

66. AUTHORIZATION FOR INCUMBRANCES ON BUDGET, July 1, 1935 - June 30, 1937. Purchase orders, memoranda, and requisitions against budget allotment. Filed by budget classification for each fiscal year. (Daily, official.) 8 x 10 $\frac{1}{2}$ folders, 2 ft., in wooden filing tub. R. 5 (Bldg. E). (1862)

67. BUDGET, July 1, 1935 - June 30, 1937. Budget requirements and apportionments; earlier similar records reported on abstract 1869. Filed chronologically by months. (Frequently, official.) 8 x 13 folders, 3 ft. 11 in., in 2 metal filing case drawers. Supply Room (Bldg. B). (1870)

68. CONSOLIDATED MONTHLY REPORTS OF BUDGET ACTIVITIES, July 1931 - June 1935. Form 6620 giving month, station, location, appropriation, symbols, total allotment, total encumbrance and breakdown, net incumbrance current month, unencumbered balance, and totals; clothing distribution discounts per diem allowance and indorsement of manager; copies of letters of transmittal; later similar records reported on abstract 1870. Filed chronologically. (Never.) 14 x 22 bundles (2), 1 in., in standard government packing box. Supply Room (Bldg. B). (1869)

69. FISCAL VOUCHERS, INACTIVE AND ACTIVE, July 1, 1933 to date. Form 1085 public voucher for payment per diem and reimbursement of expenditures of persons summoned for examination giving voucher number, check number, date paid, amount, name and address of payee, purpose of expense, account items, statement of itinerary, and statement of employment; 1034 public voucher for purchases and services

other than personal giving voucher number, account number, name and address of payee, statement of expenditures, symbol, date of delivery or service, amount approved, and supporting bills and correspondence. Filed alphabetically by name of payee. (Inactive never; active daily, official.) 8 x 10 $\frac{1}{2}$ folders and loose sheets, 32 ft., 8 in., in standard government packing case and 4 metal filing case drawers. Storeroom (Bldg. C) and R. 5 (Bldg. E). (1887, 1888)

70. CASHIER'S AUDIT OF COLLECTIONS AND CASH REPORT, May 1935 to date. Form 1064 schedule of disbursements from the cash balance of \$500 maintained locally for miscellaneous expenses and any collections added to fund by Cashier. Filed by months. (Daily, official.) 8 x 10 $\frac{1}{2}$ folders, 2 ft., in metal filing case drawer. R. 5 (Bldg. E). (1952)

Disbursement Records

71. ABSTRACT OF DISBURSEMENTS, CLOSED, 1915 - Mar. 1935. Record giving date, number of paid voucher, and current expenses for subsistence, household, hospital, transportation, repairs, medical and hospital services, personal services, and increases in compensation. Filed chronologically. (Never.) 3 x 8 folded sheets and 8 x 10 $\frac{1}{2}$ folder, 111 ft. $\frac{1}{4}$ in., in 12 wooden, 99 card-board document holders, and in standard government packing box. R. 5 (Bldg. E) and Supply Room (Bldg. B). (1850, 1851)

72. ALPHABETICAL FILE OF LOAN RECORD, Apr. 1927 to date. Form 1184A giving name of veteran, service certificate amount due, loan amount, balance, address of veteran, and type of service. (Daily, official.) 5 x 8 loose sheets, 76 ft., in 38 metal filing case drawers. R. 5 (Bldg. E). (1857)

73. ANALYSIS OF UNDISTRIBUTED RECEIPTS, Aug. 1, 1931 - Mar. 1935. Record giving date, description, amount, appropriations, funds, total collections undistributed prior month, total, less uncollectable checks returned, amount to be distributed, distributed during month, and undistributed at end of month. Filed chronologically. (Never.) 8 x 10 $\frac{1}{2}$ folder, $\frac{1}{4}$ in., in standard government packing box. Supply Room (Bldg. B). (1860)

74. APPROVED PENSION PAYMENTS, INCOMPETENT MEMBER, 1929 - 1935. Letters from members of families of pensioners adjudged incompetent requesting payment of pension checks; used as basis for official approval of such payment. Filed alphabetically. (Never.) 9 x 12 loose papers, 2 in., on top of file cases. R. 5 (Bldg. E). (1861)

75. AWARD CASES, PATIENTS DEPOSIT ACCOUNTS, INACTIVE, July 1929 - June 1931. Record of money placed on deposit by patients giving withdrawals balances, name of patient, date, folio number, credit, debit, and balance; later similar records reported on abstract 1864. (Never.) 6 x 9 vols. (3), 3 in., on open metal cabinet shelf. R. 5 (Bldg. E). (1863)

76. CANCELLATIONS, INACTIVE AND ACTIVE, Jan. 1933 to date. Forms 980 obsolete, and 1044 giving date, identification number, subject, name of payee, check number, symbol, amount, date of check, appropriation, class of payment, reason for action, and cancellation date effective. Form 980 attached. Filed chronologically. (Inactive never; active daily, official.) 5 x 8 bundles and loose forms, 1 ft. 6 in., on packing box and in metal filing case drawer. Supply Room (Bldg. B) and R. 5 (Bldg. E). (1949, 1950)

77. CERTIFICATES OF CONTINUANCE, Apr. 1, 1935 - June 30, 1934. Certification for continuance of benefits being paid giving name, "C" number, and amount awarded. Filed numerically. (Never.) 8 x 10 $\frac{1}{2}$ bundles, 5 ft., on 2 standard government packing box shelves. Supply Room (Bldg. B). (1867)

78. CERTIFICATIONS ON PENSION SCHEDULES, 1933 - Mar. 1935. Form 1001 schedule of payments by Disbursing Officer giving name, address, check number, and amount; Form 1001A giving unit number, disbursement officer voucher number, number of items, officer's symbol number, schedule number, type, disabilities, regulations covering type appropriations, and amount of each; certification by approving officers giving date, inclusive number of checks covering payments, and dates. (Monthly, official.) 8 $\frac{1}{2}$ x 16 $\frac{1}{2}$ loose-leaf books, 3 in., in standard government packing box. R. 5 (Bldg. E). (1868)

79. CORRESPONDENCE AND CHECKS TO OTHER OFFICES, Aug. 1928 - Mar. 1935. Used for transferred and deceased persons giving check number, symbol number, amount, and supporting correspondence. Filed chronologically. (Never.) 8 x 10 $\frac{1}{2}$ folders (2), 1 in., in standard government packing box. Supply Room (Bldg. B). (1876)

80. DAILY SUMMARY OF LEDGER POSTINGS, July 1, 1933 - Mar. 15, 1935. Form 1086 giving symbol number, date, explanation, accounts, debits, and credits. Filed chronologically. (Never.) 8 $\frac{1}{2}$ x 13 binder folders (15), 3 ft., in standard government packing box. Supply Room (Bldg. B). (1880)

81. DISBURSING OFFICE LEDGER, July 1, 1930 - Mar. 1935. Forms 922 and 1088; record giving date, description of account, debit, credit, balance, account number, title, and symbol number. Filed chronologically. (Never.) 11 x 17 bundles (4), 1 ft. 6 in., in standard government packing box. Supply Room (Bldg. B). (1885)

82. FOREIGN CHECKS, COMPENSATION, July 9, 1928 - Mar. 1935. Correspondence with Treasury Department transmitting checks payable to claimants residing in foreign countries, giving name, "C" number, and amount. Filed chronologically. (Never.) 8 x 10 $\frac{1}{2}$ folder, $\frac{1}{2}$ in., in standard government packing box. Supply Room (Bldg. B). (1889)

83. MEMORANDA OF POSTAL MONEY ORDER, Dec. 6, 1929 - Mar. 1935. Form 3229A requests on postmaster of Veterans' Administration to issue drafts giving date, name of remitter, office number, amount, and unit number. Filed chronologically. (Never.) 8 x 10 $\frac{1}{2}$ folders (4), 2 $\frac{1}{2}$ in., in 2 standard government packing boxes. Supply Room (Bldg. B). (1895)
84. MISCELLANEOUS VOUCHER RECORD CARD, 1922 - 1935. Forms 1025 and 1039; record giving purchase order on authorization number, period of service, name, amount, disposition, voucher number, date paid, name of account, and address; purchases for burial services, supplies, and maintenance. Filed alphabetically. (Never.) 5 x 8 cards, 5 ft. 3 in., in standard government packing box. Supply Room (Bldg. B). (1896)
85. MONTHLY REPORT CARD, July 1930 - Mar. 1935. Form 5584 giving symbol number, date of report, check book balance, deposits entered, prior month, checks cancelled or adjusted, total checks issued, adjustments, balance at close of business, and date; requests from Treasurer. Filed chronologically. (Never.) 8 x 10 $\frac{1}{2}$ folder, $\frac{1}{4}$ in., in standard government packing box. Supply Room (Bldg. B). (1897)
86. PENDING LOANS RECORD, Apr. 1927 to date. Form 1184D giving check number, "A" number, certificate number, station, disbursing office, date of loan, interest rate, symbol, description of certificate, amount of note, deductions on account of previous loan, and amount of check. Filed numerically. (Daily, official.) 5 x 8 loose sheets, 6 in., in metal filing case drawer. R. 5 (Bldg. E). (1858)
87. PENSION ACCOUNT LETTERS, July 1, 1930 - June 30, 1931. General correspondence re pensions. Filed alphabetically. (Never.) 9 $\frac{1}{2}$ x 12 folder, $\frac{1}{2}$ in., in standard government packing box. R. 5 (Bldg. E). (1903)
88. PENSION CASH ACCOUNT, July 1925 - Mar. 1935. Giving name, date, folio, voucher, receipts, disbursements, balance, and summarized statement. Filed chronologically. (Never.) 12 x 18 vol. and 9 $\frac{1}{2}$ x 12 envelope, 1 $\frac{1}{4}$ in., on top of filing case and in metal filing case drawer. R. 5 (Bldg. E). (1904, 1905)
89. REGISTERED MAIL RECEIPTS, July 1, 1933 - Mar. 15, 1935. Record giving date, number, name and address of addressee, and other data. Filed chronologically. (Never.) 5 x 8 binder folders (2), 1 $\frac{1}{2}$ in., in standard government packing box. Supply Room (Bldg. B). (1921)
90. RELEASES AND HOLDS ON PENSION CHECKS, Aug. 9, 1933 - Mar. 1935. Record giving date, compensation, check number, date of check, certification, signature of recipient, and signature of witness. Filed chronologically. (Never.) 8 x 10 $\frac{1}{2}$ folder, 1 $\frac{1}{2}$ in., in standard government packing box. Supply Room (Bldg. B). (1929)

91. SALARY TRANSMITTAL SHEETS, Mar. 1, 1933 - Mar. 15, 1935. Giving date, location, names of employees, and signatures. Filed chronologically. (Never.) $8\frac{1}{2}$ x 14 binder folders (4), 1 ft., in standard government packing box. Supply Room (Bldg. B). (1935)
92. SCHEDULE OF COLLECTIONS AND LOANS, Mar. 16, 1935 to date. Local record. Filed by fiscal years. (Daily, official.) 8 x $10\frac{1}{2}$ loose-leaf books (3), 8 in., in metal filing case drawer. R. 5 (Bldg. E). (1939)
93. SCHEDULE OF DISBURSEMENTS, SALARY AND EXPENSE, July 1928 - Mar. 1935. Giving name, "C" number, amount, and date. Arranged chronologically by months. (Never.) $9\frac{1}{2}$ x $14\frac{1}{2}$ loose-leaf books, $8\frac{1}{2}$ in., in standard government packing box. Supply Room (Bldg. B). (1943)
94. SPECIAL DEPOSIT ACCOUNT, PENSION FUND PAYROLL, INACTIVE AND ACTIVE, July 1931 - Mar. 1935. Paid pension vouchers giving voucher number, symbol number, date span, item number, name and address of veteran, certification number, credit and amount paid, check number, date of payment, and administrative certification. Filed chronologically. (Inactive never; active monthly, official.) 8 x $10\frac{1}{2}$ and $9\frac{1}{2}$ x 12 envelopes, $3\frac{1}{4}$ in., in standard government packing box and in metal filing case drawer. Supply Room (Bldg. B) and R. 5 (Bldg. E). (1945, 1946)
95. STATEMENTS SHOWING DECREASE AND PENSIONS RULED FROM PENSION PAYROLL, 1930 - 1935. Giving name, identification number, reason for being ruled from benefits, date, and amount; original forwarded to Director, Washington. (Never.) 8 x $14\frac{1}{2}$ envelopes, 1 in., in metal filing case drawer. R. 5 (Bldg. E). (1947)
96. STOP PAYMENT FILE, Apr. 1929 - Mar. 1935. Checks sent to Washington for disposal. Arranged chronologically. (Never.) 8 x $10\frac{1}{2}$ folder, $1\frac{1}{2}$ in., in standard government packing box. Supply Room (Bldg. B). (1948)
97. UNDELIVERED SALARY AND PENSION CHECKS, Jan. 13, 1933 - Mar. 1935. Correspondence between disbursing officer and accountant giving number, payee, amount, date drawn, classification, type of service, and disposition. Filed chronologically. (Never.) 8 x $10\frac{1}{2}$ folder, $\frac{1}{2}$ in., in standard government packing box. Supply Room (Bldg. B). (1953)
98. UNSIGNED COPIES OF CERTIFICATES OF DEPOSITS FOR CHECKING ACCOUNTS, July 1, 1933 - Mar. 15, 1935. Form 6500 giving name and address of depositor, name of depository bank, place, amount of deposit, type of account, symbol number, and deposit number. Arranged chronologically and numerically. (Never.) 3 x 7 paper binders (2), 2 in., in standard government packing box. Supply Room (Bldg. B). (1956)

Insurance Records

99. DAILY RECAPITULATION OF INSURANCE COLLECTIONS, 1934. Giving location, date, unit number, number of items, and copies of letters to payees advising them to direct future payments to Insurance Division. Filed chronologically. (Never.) 8 x 10 $\frac{1}{2}$ folder, 1 in., in standard government packing box. Supply Room (Bldg. B). (1879)

100. INSURANCE CHECKS SENT TO OTHER OFFICES, Sept. 4, 1928 - Apr. 5, 1934. Copies of letters sent to disbursing offices, Washington, stating that check has been drawn giving date, amount, payable to Treasury for premium, policy number, amount of check, statement of check inclosure, and signature of disbursing officer. Filed chronologically. (Never.) 8 x 10 $\frac{1}{2}$ folder, 1 $\frac{1}{4}$ in., in standard government packing box. Supply Room (Bldg. B). (1892)

101. NOTICE OF WITHDRAWAL OF AWARD, date, Calendar file giving marital status, number and ages of dependents, and disability rating; removed to Washington when due. (Daily, official.) 5 x 8 cards, 12 ft. 4 in., in metal cabinet drawer. Basement (Bldg. E). (1898)

102. PUBLIC VOUCHERS, POLICY LOAN, GOVERNMENT LIFE INSURANCE FUND, May 1932 - Sept. 1933. Form 862B record of loan granted to policy holder giving voucher number, symbol, policy loan number, state, effective date of loan, policy number, date issued, total amount of insurance plan, termination policy period, amount of loan agreement, deductions, amount due, check amount in payment, check number, and memorandum covering previous information. Filed by policy number. (Never.) 9 $\frac{1}{2}$ x 12 folders, 9 in., in standard government packing box. R. 5 (Bldg. E). (1909)

103. REMITTANCE LISTING SHEETS, INSURANCE, July - Sept. 1933. Form 830 giving unit number, date, policy number, premium interest, loan principle, loan interest, total amount and distribution, summary, and date deposited. Filed chronologically. (Never.) 8 x 10 $\frac{1}{2}$ folders, 5 in., in standard government packing box. Supply Room (Bldg. B). (1932)

104. SCHEDULE OF TRANSFERS, INSURANCE UNIT, July 1, 1930 - Oct. 7, 1933. Form 787A giving date, unit number, policy number, amount of remittance, premium interest, loan principle, loan interest, and totals; correspondence. Arranged chronologically. (Never.) 8 x 10 $\frac{1}{2}$ folder, $\frac{1}{4}$ in., in standard government packing box. Supply Room (Bldg. B). (1944)

Records of Patients' Funds

105. PAID VOUCHERS, PATIENTS' FUND, INACTIVE AND ACTIVE, July 1931 to date. Form 1048 giving serial number, voucher number, office or bureau, description of account, endorsement, check number, date paid, amount, remarks. Inactive filed numerically and chronologically by months; active alphabetically by name of depositor. (Inactive never; active daily, official.) 8 x 10 $\frac{1}{2}$ folders, 5 ft. 7 in., in

2 standard government packing boxes and in metal filing case drawer. Supply Room (Bldg. B) and R. 5 (Bldg. E). (1899, 1900)

106. PATIENTS' FUNDS LEDGER CARD, July 1931 to date. Form 1083 giving name, address, amount, "C" number, admittance date, service attachment, ward, legal guardian, date, voucher or receipt number, government or private funds, deposits, withdrawals, balance, and analysis of balance. Arranged alphabetically. (Inactive never; active daily, official.) 8 x 10 bundles and cards, 3 ft. 4 in., in standard government packing box on open metal shelf, and in metal filing case drawer. Supply Room (Bldg. B) and R. 5 (Bldg. E). (1864-1866)

107. SCHEDULES OF COLLECTIONS, PATIENTS' FUND, INACTIVE AND ACTIVE, July 6, 1931 to date. Form 1044 giving schedule number, department of establishment, by whom received, title, address, date, remitter, purpose, and amount to be credited to fund. Form attached. Filed chronologically. (Inactive never; active daily, official.) 8 x 10 $\frac{1}{2}$ folders, 2 ft. 2 $\frac{1}{2}$ in., in standard government packing box and on open metal shelf. Supply Room (Bldg. B) and R. 5 (Bldg. E). (1936-1938)

Payrolls

108. PAYROLLS, INACTIVE AND ACTIVE, July 1932 to date. Payrolls for personal services giving name, designation, rate, amount due, payroll line number, grade deductions, net amount paid, check number, bureau or office, appropriation, period, and total payroll amount. Filed chronologically by months. (Inactive never; active rarely, official.) Various sized bundles (30), 2 ft. 4 in., in standard government packing box and in metal filing case drawer. Storeroom (Bldg. C) and R. 5 (Bldg. E). (1901, 1902)

109. PAYROLLS OF INCUMBENTS, WPA, July 1, 1935 to date. Payrolls covering salaries of incumbents of WPA workers attached to the Facility. Filed by months. (Rarely, official.) 8 x 12 bundles, 4 in., in metal filing case drawer. R. 5 (Bldg. E). (1963)

110. RECEIPTS OF CHECKS, INACTIVE AND ACTIVE, Apr. 1935 to date. Forms 3229 and 1179: receipts of checks and transmittal of checks to addresses other than Administration; payroll for personal services giving period covered, total amount of checks, symbol number, serial number, and signature of recipient. Filed chronologically. (Inactive never; active monthly, official.) 8 $\frac{1}{2}$ x 16 $\frac{1}{2}$ bundles and 8 x 10 $\frac{1}{2}$ folders, 1 ft. 3 in., in stool filing case and in metal filing case drawer. Rs. 5 and 8 (Bldg. E). (1911, 1912)

111. RECORD OF CHANGE OF ADDRESS, ACTIVE, Apr. 1936 to date. VA Forms AC 1710 and 966 revised; letters, postal cards and telegrams from pensioners on furlough stating change of address and requesting checks at new address. Forms attached. Arranged alphabetically by name of veteran. (Daily, official.) 5 x 8 loose sheets, forms, and cards, 6 in., in metal filing case drawer. R. 5 (Bldg. E). (1920)

112. RELEASES ON SALARY CHECKS, July 1, 1933 to date. Memoranda to disbursing officer requesting release of checks and names of recipients; letters from employees requesting checks at given address; note of check delivery. Filed chronologically. (Inactive never; active rarely, official.) 8 x 10 $\frac{1}{2}$ folders, 6 $\frac{1}{2}$ in., in standard government packing box and in metal filing case drawer. Supply Room (Bldg. B) and R. 9 (Bldg. C). (1930, 1931)

Pension Records

113. ABSTRACT OF CENTRAL OFFICE SCHEDULE OF PENSIONS OF INCOMPETENT MEMBERS, Nov. 1933 - Feb. 1935. Abstract of the schedule of pensions paid to incompetent veterans domiciled here; made in duplicate by Finance Unit, original sent to Central Office and copy retained; record gives name of member, "C" number, transcript, unit number, date, and amount paid. (Rarely, official.) 9 x 15 envelope, $\frac{1}{4}$ in., in metal filing case drawer. R. 5 (Bldg. E). (1849)

114. DISABILITY COMPENSATION AWARDS, ACTIVE, July 1, 1936 to date. Forms 511A disability pension award card giving dates and amount of checks; 511B for payments of awards and insurance; 511D disability awards to men within the institution; inactive records reported on abstract 1883. Filed numerically by compensation number. (Daily, official.) 5 x 8 cards, 6 ft., in 4 filing tub drawers. Basement (Bldg. E). (1884)

115. DISABILITY COMPENSATION AWARDS, INACTIVE, 1922 to date. Form 511 giving name of payee, compensation number, dates and amounts of payment, adjustments, debits and credits, changes of address, and transfers. Filed numerically by compensation number. (Rarely, official.) 5 x 8 cards, 76 ft., in 3 wooden and 14 metal cabinet drawers and in 6 filing tub drawers. Basement (Bldg. E). (1883)

116. PENSION FUND LEDGER SHEETS, 1920 - 1933. Form 202 giving certification number, rating, "C" number, service designation, outfit, date of payment, receipts, disbursements, and balances. Filed alphabetically. (Never.) 8 x 10 $\frac{1}{2}$ and 8 x 11 bundles, 2 ft. 5 in., in standard government packing boxes. Supply Room (Bldg. B) and R. 5 (Bldg. E). (1906, 1907)

117. PENSION REPORT, DISCONTINUED, July 1931 - Oct. 1933. Giving date, folio, voucher received from, paid to, receipts, disbursements, and balances. Filed chronologically by months. (Never.) 12 x 16 envelopes (16), 1 ft. 6 in., in metal filing case drawer. R. 5 (Bldg. E). (1908)

118. RECORD OF CHANGES OF ADDRESS, INACTIVE AND ACTIVE, 1931 to date. Form 572; letters, postal cards, and telegrams from pensioners on furlough stating change of address and requesting checks at new address. Arranged alphabetically by name of veteran. (Inactive never or rarely, official; active daily, official.) 3 x 9, 5 x 8, and 8 x 10 $\frac{1}{2}$ bundles and loose sheets, 4 ft. 4 $\frac{1}{2}$ in., on top of filing cases, in standard government packing box, and in metal filing case drawers. Supply Room (Bldg. B) and R. 5 (Bldg. E). (1916, 1919)

Miscellaneous Finance Records

119. CONSTRUCTION LEDGER SHEETS, July 1, 1931 to date. Form 1015A giving previous balance, symbol number, date, reference number, description, audited voucher, encumbrances, allotments, unencumbered balance of allotments, and proof. Filed chronologically. (Inactive never; active daily, official.) 14 x 17 bundles and loose sheets, 11 in., in standard government packing box and in metal filing case drawer. Supply Room (Bldg. B) and R. 9 (Bldg. C). (1871, 1872)

120. CONTRACTS, FOOD AND SUPPLIES, 1922 -1925. Form 61, copies of contracts giving name of bidder, method of obtaining proposals, date, proposals, photostatic copies, and correspondence. Filed chronologically. (Never.) 8 x 10 $\frac{1}{2}$ folders, 11 ft. 6 in., on 3 standard government packing shelves. Supply Room (Bldg. B). (1873)

121. COST RECORDS, INACTIVE AND ACTIVE, July 1933 to date. Forms 2598A, credit slip for non-expendable property giving articles, quantity, approvals, and merchants receipt; 2598B issue slips for non-expendable property giving quantity, articles, amount, price, request, and department receipt; 138 debit vouchers giving classification number, quantity, card number, description of articles, unit values, total value, contract number reference, receipt number, shipment number, schedules delivery date, receipt date, supply office voucher number reference, date, and credit voucher; 135B invoice and receipt for property purchased giving order number, allotment number, date, location, whence received, voucher number, item number, quantity, classification number, description of articles or services, unit, unit price, and amount; 137 expenditure vouchers giving station, location, date, classification number, number, card number, quantity, unit, articles, unit cost, total amount, voucher number, and endorsements; 139, inventory and inspection reports giving station, location, date, voucher number amount, classification number, card number, articles, total value, and inspection results. Filed chronologically. (Inactive never; active daily, official.) 8 x 10 $\frac{1}{2}$ bundles (36), and folders, 10 ft. 1 in., in 2 standard government packing box shelves and in metal filing case drawer. Supply Room (Bldg. B) and R. 9 (Bldg. C). (1877, 1878)

122. FIELD SERVICE RECEIPT, 1928 to date. Form 1028 series for payments of any indebtedness giving name of payee, amount, type of remittance, reason for remittance, name of remitter, symbol, classification, and name and address of remitter. Filed numerically by serial number and alphabetically by name of payee. (Daily, official.) $3\frac{1}{2}$ x 8 loose sheets, 5 ft. 2 in., in 5 metal filing case drawers. R. 5 (Bldg. E). (1886)

123. FISCAL PAID VOUCHERS, EMERGENCY RELIEF, VETERANS' ADMINISTRATION, July, 1935 to date. Original forwarded to Treasury Department at Madison; one copy retained. Filed chronologically. (Daily, official.) 8 x $10\frac{1}{2}$ folders, 1 ft. 8 in., in metal filing case drawer. R. 5 (Bldg. E). (1962)

124. GUEST MEAL REQUESTS, INACTIVE AND ACTIVE, Jan. 1, 1934 to date. Form 2684 giving location, date, and request on which regular charge has been collected. Filed chronologically. (Inactive never; active monthly, official.) 3 x 5 bundles and cards 6 in., in standard government packing box and wooden card cabinet. Supply Room (Bldg. B) and R. 9 (Bldg. C). (1890, 1891)

125. RECORDS OF MISCELLANEOUS DISBURSEMENTS, MILITARY AND NAVAL COMPENSATION, DECEASED, 1922 - 1935. Form 915 giving date, voucher number, payee, purpose, amount, name and "C" number of deceased veteran, and beneficiary. Arranged alphabetically. (Never.) 5 x 8 cards, 14 ft. $10\frac{1}{2}$ in., in 2 standard government packing boxes. Supply Room (Bldg. B). (1922)

126. RECORDS OF MISCELLANEOUS DISBURSEMENTS, MILITARY AND NAVAL COMPENSATION, DECEASED, 1921 - 1935. Form 915 giving date, voucher number, payee, purpose, amount, name and "C" number, and beneficiary. Filed alphabetically by name of beneficiary. (Never.) 5 x 8 cards, 2 ft., in standard government packing box. Supply Room (Bldg. B). (1923)

127. REGISTER OF ALLOTMENTS, LEDGER TRANSACTIONS, INACTIVE AND ACTIVE, 1931 to date. Form 1015A giving previous balance, symbol number, date, reference number, description, audited vouchers, encumbrances, allotments, unencumbered balance of allotments, and proof. Form attached. Filed chronologically. (Inactive never; active daily, official.) 11 x 17 bundles and loose-leaf books (4), 2 ft. 4 in., in standard government packing boxes and on metal filing case. Supply Room (Bldg. B) and R. 5 (Bldg. E). (1924-1926)

128. REGISTER OF TRANSACTIONS, July 1, 1934 to date. Form 1017C register of transactions not audited or balanced; current month only is active. (Inactive never; active daily, official.) $8\frac{1}{2}$ x 10 bundles (2) and loose-leaf books, 2 ft. 1 in., on open metal shelf and in desk drawer. Supply Room (Bldg. B) and R. 5 (Bldg. E). (1927, 1928)

129. REQUISITIONS ON INCOMPETENTS BY WARD PHYSICIANS AND NURSES, INACTIVE AND ACTIVE, 1931 to date. Form 2675 used to record requisitions for sundry articles not otherwise furnished and charged against account or deposits of the incompetent veteran; record gives name, "C" number, date, quantity unit, articles, unit cost, total amount, and signatures of ward physician and nurse. Filed alphabetically by name of veteran. (Inactive never; active daily, official.) 8 x 10 $\frac{1}{2}$ bundle and folders, 1 ft. 8 in., in standard government packing box and in metal filing case drawer. Supply Room (Bldg. B) and R. 5 (Bldg. E). (1933, 1934)

130. SCHEDULES OF COMPENSATION PAYMENTS, WORLD WAR SERVICE CONNECTED, INACTIVE AND ACTIVE, July 1930 to date. Form 1012 giving check number, date, claim number, name and address of payee, period, monthly rate, amount accrued, previous payments, other deductions, and amount of check; prepared in triplicate, original sent to General Accounting Office, one copy to Central Office, one retained. Filed chronologically. (Inactive never; active daily, official.) 14 x 18 post binders (6) and loose-leaf books (3), 1 ft. 1 in., on file case and in metal filing case drawer. R. 5 (Bldg. E). (1940, 1941)

131. SCHEDULE OF DISBURSEMENTS, Apr. 1927 - June 1928. Schedule of disbursements, insurance fund, and miscellaneous correspondence. Filed alphabetically. (Never.) 9 x 14 $\frac{1}{2}$ folders, 7 in., on wooden shelf. R. 5 (Bldg. E). (1942)

132. UNPAID MEAL AND LODGING REQUESTS, 1922 to date. Completed forms requesting allowance for meals and lodging for veterans traveling to and from hospital. Filed chronologically. (Daily, official.) 5 x 8 cards, 2 ft. 6 in., in 24 metal cabinet drawers. Basement (Bldg. E). (1955)

133. UNPAID MEAL REQUESTS, Nov. 2, 1921 to date. Form 3266A requesting allowance for meals for veterans traveling to and from hospital. Filed chronologically. (Daily, official.) 5 x 8 cards, 15 ft., in 11 metal cabinet drawers. Basement (Bldg. E). (1954)

134. VOUCHER DISALLOWED AND CANCELLED APPROPRIATIONS, INACTIVE AND ACTIVE, 1931 to date. Form 1034 giving voucher number, appropriation number, name, class, symbol, date, and amount; pertinent correspondence. Filed chronologically. (Inactive never; active weekly, official.) 8 x 10 $\frac{1}{2}$ folders, 3 $\frac{1}{2}$ in., in standard government packing box and metal filing case drawer. Supply Room (Bldg. B) and R. 9 (Bldg. C). (1958, 1959)

135. VOUCHERS FOR PURCHASES OTHER THAN PERSONAL, 1919 - 1924. Form 3222, Vocational Rehabilitation Act, schedule B, for books, supplies and equipment. Filed chronologically. (Never.) 8 x 10 $\frac{1}{2}$ folders, 10 in., in standard government packing box. Supply Room (Bldg. B). (1960)

Medical Division

Clinical Records Unit

136. CIVILIAN CONSERVATION CORPS APPLICATIONS, 1933 to date. Applications of veterans for employment in CCC; correspondence. Filed alphabetically. 3 x 5 card index, 3 ft. 4 in., in 4 oak drawers. (Daily, official.) $8\frac{1}{2}$ x 10 folders, 10 ft., in 8 wooden filing case drawers. W. basement (Bldg. A) and N. store-room (Bldg. B). (1760, 1785)

137. CLINICAL RECORDS, ACTIVE, 1930 to date. Reports of examining physicians and ward physician giving diagnosis, laboratory examinations, pathological reports, and history of treatment. Arranged alphabetically. 3 x 5 card index, form 2580, 52 ft., in 36 metal drawers. (Daily, confidential.) 8 x $10\frac{1}{2}$ folders, 194 ft., in 97 metal filing case drawers. Ground Floor (Bldg. A). (1762, 1765)

138. CLINICAL RECORDS, INACTIVE, May 1867 (?) - Feb. 1930. Reports of examining physicians and ward physician giving diagnosis, laboratory examinations, pathological reports, and history of treatment of hospitalized veterans. (Daily, official.) 8 x $10\frac{1}{2}$ folders, 380 ft., on 95 open wooden shelves. W. basement (Bldg. A). (1761)

139. DISEASE FILE, 1932 to date. History summary of disease cases. (Daily, confidential.) 3 x 5 cards, 20 ft., in 7 double drawers. Ground Floor (Bldg. A). (1763)

140. DOMICILIARY FILE, 1926 to date. Reports, correspondence, clinical records, and other records of medical services rendered to veterans domiciled without hospitalization. (Daily, official.) 8 x $10\frac{1}{2}$ folders, 16 ft., in 8 metal filing case drawers. Ground Floor (Bldg. A). (1764)

141. RECORDS OF PATIENTS RECEIVED, 1931 to date. Form B4 - A1 giving name, rating, Division and Company, title, date of entry, and assigned number. Arranged numerically. (Daily, official.) $4\frac{1}{2}$ x $7\frac{1}{2}$ and $8\frac{1}{2}$ x $10\frac{1}{2}$ vols. (5), 4 in., in pasteboard box. Information Office (Bldg. A). (1766)

Neuropsychiatric Unit

142. NEUROPSYCHIATRIC EXAMINATION AND DIAGNOSIS, Jan. 1926 - Dec. 1928. Description of complaint, personal history, current mental condition, neurological examination, and diagnosis. (Never.) $8\frac{1}{2}$ x 10 folders, 8 ft., on floor. Damaged by faulty containers and scattered. N. 3rd floor (Bldg. B). (1996)

Occupational Therapy Unit

143. APPRAISER'S LIST, 1930 to date. Tabulation of articles made by patients in this unit, value, and authorized disposition of them; in triplicate, original sent to Central Office, one copy sent to office of the Manager, and one copy retained; earlier records reported on abstract 2055. (Daily, official.) 8 x 10 $\frac{1}{2}$ folders, 4 ft., in metal filing case drawer. Office of Chief Aide (Bldg. E). (2054)

144. GENERAL CORRESPONDENCE AND MISCELLANEOUS MATTERS, 1923 to date. General correspondence re occupational therapy; departmental instructions on procedure; daily reports, personal routines, and other data. (Daily, official.) 8 x 10 $\frac{1}{2}$ folders, 1 ft. 6 in., in metal filing case drawer. Office of Chief Aide (Bldg. E). (2056)

145. MATERIAL ISSUE SLIPS, 1930 to date. Form 2588, record of materials issued to patients in the occupational therapy ward giving articles made, and receipts issued. (Daily, official.) 8 x 10 $\frac{1}{2}$ bundles, 12 ft., in metal filing case drawer and on wooden shelf. Office of Chief Aide (Bldg. E). (2057)

146. RECORD OF FINISHED ARTICLES AND DISPOSITION OF SAME, 1923 - 1930. Tabulation of articles made by patients in this department, appraiser's estimate of value, nurse in charge, and disposal. (Rarely, official.) 6 x 16 vols. (5), 5 in., in wooden filing case drawer. Office of Chief Aide (Bldg. E). (2055)

147. RECORD OF POPPIES MADE, 1926 to date. (Annually, official.) 12 x 14 vols. (9), 9 in., in wooden filing case drawer. Office of Chief Aide (Bldg. E). (2058)

148. REPORT OF OCCUPATIONAL THERAPY, ATTENDANCE, 1923 to date. Form 2634, daily report of attendance of patients in the occupational therapy wards; summarized on monthly reports giving patient's name, hours in attendance, and project; in duplicate, originals sent to Central Office. (Daily, official.) 8 x 10 $\frac{1}{2}$ bundles, 4 ft., in metal filing case drawer. Office of Chief Aide (Bldg. E). (2059)

149. OCCUPATIONAL THERAPY REPORTS, INACTIVE AND ACTIVE, Aug. 3, 1925 to date. Accounting report. Filed chronologically. (Inactive never; active semi-weekly, official.) 8 x 10 $\frac{1}{2}$ loose papers and folders, 10 in., in oak cabinet and in metal filing case drawer. Supply Room (Bldg. B) and Office of Chief Aide (Bldg. E). (1997, 1998)

Office of Chief Dental Officer

150. AUTHORITY FOR ORAL EXAMINATION, OUTPATIENTS, INACTIVE AND ACTIVE, July 5, 1934 to date. Form 2661 giving date, doctor's address, name of claimant, address and authorization to visit designated dentist for oral examination, and necessary emergency relief; authorization signed by Regional Dental Officer. Filed chronologically. (Inactive records to July 1934 never; active daily, official.) 8 x 10 $\frac{1}{2}$ folders, 3 $\frac{1}{2}$ in., in standard government packing box and in metal filing case drawer. Supply Room (Bldg. B) and Office (Bldg. D). (1746, 1747)

151. DOMICILIARY AND HOSPITAL CASES, ACTIVE AND CLOSED, 1934 to date. Copies giving name, "C" number and address of veterans, date of authorization for examination, date of examination, treatment administered, and date treatments were completed. (Daily, official.) 8 x 10 $\frac{1}{2}$ envelopes, 3 ft. 4 in., in 2 steel filing case drawers. Office (Bldg. D). (1748)

152. GOLD ISSUE SLIPS, 1934 to date. Daily record of amount of gold issued for dental work. Filed chronologically. (Monthly, official.) 5 x 8 cards, 4 in., in wooden card cabinet drawer. Office (Bldg. D). (1749)

153. MISCELLANEOUS FILE, 1931 to date. Inter-office memoranda, dental records, monthly dental reports, correspondence with Washington, and purchase orders for dental equipment and supplies. Labeled by contents. (Constantly, official.) 8 x 10 $\frac{1}{2}$ envelopes, 2 ft., in wooden filing case drawer. Office (Bldg. D). (1750)

154. REGIONAL OFFICE DENTAL MASTER CARD, ACTIVE AND CLOSED, 1934 to date. Case history giving name of veteran, "C" number, authority for examination date, date of examination, treatment, name of designated dentist, and date treatment was completed. Filed alphabetically. (Daily, official.) 5 x 8 cards, 1 ft. 5 in., in 2 wooden cabinet drawers. Office (Bldg. D). (1751)

Office of Chief Medical Officer

155. CIVILIAN CONSERVATION CORPS, OUT-PATIENT TREATMENT FILE, May 29, 1933 to date. Copy of charges made for x-rays, reports, case histories, diagnosis, and record of supplies issued to those CCC workers who have received treatment without hospitalization. Arranged alphabetically by names of patients. (Daily, official.) 8 x 12 folders, 6 in., in steel filing case drawer. Lobby, 2d floor (Bldg. A). (1759)

156. DOCTORS' FILE, 1922 to date. Reports on food inspection and narcotic inspection, miscellaneous bulletins, and correspondence with Discharge Board and with Wisconsin Anti-Tuberculosis Association. Filed alphabetically by subject. (Daily, official.) 9 x 12 folders, 9 in., in oak filing case drawer. Office, 2d floor (Bldg. A). (1752)

157. NARCOTIC REPORTS, 1932 to date. Form 2638 giving year, month, drug, balance from previous month, amount received, date dispensed, amount dispensed, oral or hypodermic, patient's name, nurse, and balance on hand at end of month. Filed chronologically. (Daily, official.) 10 x 12 folders and envelopes, 8 in., in filing case drawer. Office, 2d floor (Bldg. A). (1753)

158. OFFICIAL LETTERS AND REPORTS, 1933 to date. Copies of letters and reports originating in this office, telegrams, bulletins, memoranda, price lists, vouchers, and list of names of persons or companies on contract for medicines and supplies. Subject inventory is attached. Filed alphabetically by subjects. (Daily, official.) 9 x 12 folders, 3 ft. 6 in., in 2 metal filing case drawers. Office, 2d floor (Bldg. A). (1754)

159. PHYSICAL EXAMINATION CASE REPORTS OF UNITED STATES VETERANS' BUREAU, 1922 - July 1930. Reports of physical examinations of veterans applying for hospital or medical care through the Veterans' Bureau giving description of complaint, personal history, present mental condition, chest, sputum, x-ray and TB examinations, and diagnosis. (Never.) $8\frac{1}{2}$ x 10 folders, 24 ft., in 12 wooden faced metal drawers. N. 3d floor (Bldg. A). (1755)

160. RESETTLEMENT ADMINISTRATION CLINICAL RECORD, Sept. 9, 1935 to date. Record of the physician's examination, diagnosis, and history of treatment of Resettlement Administration workers who have received treatment here without hospitalization. Filed alphabetically by name of patient. (Daily, official.) 8 x $10\frac{1}{2}$ loose papers, 6 in., on window sill in large envelope. Office, 2d floor (Bldg. A). (1756)

161. STATISTICAL REPORTS OF THE HOSPITAL, 1930 to date. Monthly, annual, semi-annual, and weekly reports; station, executive, administrative, and general station orders; service letters; circulars and bulletins. Filed alphabetically by subjects. (Daily, official.) 9 x 12 folders, 1 ft. 10 in., in metal filing case drawer. Reception Room (Bldg. A). (1757)

162. UNOFFICIAL LETTERS, 1932 to date. Miscellaneous letters from individuals, inquiries, and letters asking for jobs. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 5 in., in metal filing case drawer. Office, 2d floor (Bldg. A). (1758)

Out-Patient Service Unit

163. MEMORANDUM CARD RECORD, OUT-PATIENT, 1921 to date. Record giving name, address, "C" number, date, diagnosis, and disposition of case. Filed alphabetically. (Daily, official.) 3 x 5 cards, 2 ft. 3 in., in 2 oak cabinet drawers. Reception Room (Bldg. A). (2001)

164. MONTHLY REPORT, OUT-PATIENT SERVICE, REGIONAL OFFICES AND FACILITIES, Jan. 1931 to date. Certified report of relief furnished beneficiaries at this Facility; tabulation of number examined, operated, domiciled, and number of treatments given. (Daily, official.) $8\frac{1}{2}$ x 10 folders, 6 ft., in 3 metal filing case drawers. N. storeroom, 3d floor (Bldg. A). (2002)

165. OUT-PATIENT CARD RECORD OF MEDICAL SERVICE, 1921 to date. Giving name, address, "C" number, diagnosis, and course of treatment. Filed alphabetically. (Daily, official.) 5 x 8 cards, 1 ft. 2 in., in oak cabinet drawer. Reception Room (Bldg. A). (2003)

166. OUT-PATIENT MEDICAL SERVICE ON FEE BASIS, INACTIVE AND ACTIVE, June 27, 1933 to date. Form 2639 giving location, date, name of veteran, claim number, pension number, nature of service required, fee allowed, and diagnosis; correspondence. Filed alphabetically. (Inactive never; active daily, official.) 8 x 10 $\frac{1}{2}$ folders, 5 ft. 3 in., in standard government packing box and in 2 metal filing case drawers. Supply Room (Bldg. B) and Reception Room (Bldg. A). (2004, 2005)

167. OUT-PATIENT TREATMENT FILE, CLOSED, 1921 to date. Applications for treatment, certification by examining physician, request for authority for treatment, diagnosis, treatment, and correspondence. Filed alphabetically. (Semi-monthly, official.) 9 x 12 folders, 33 ft., in 22 metal filing case drawers. Reception Room (Bldg. A). (2006)

168. OUT-PATIENT TREATMENT FILE, OPEN, 1921 to date. Applications for treatment, certifications by examining physician, requests for authority for treatment, diagnosis, treatment, and correspondence. Filed alphabetically. (Daily, official.) 9 x 12 folders, 5 ft. 6 in., in 3 metal filing case drawers. Reception Room (Bldg. A). (2007)

Films

169. OUT-PATIENT X-RAY FILMS, OPEN, 1931 to date. Films taken of veterans who have been examined but not hospitalized here. Card index reported on abstract 2067. (Daily, official.) 14 x 17 envelopes, 1 ft. 6 in., in metal filing case drawer. R. 24 (Bldg. A). (P-2074)

170. X-RAY FILMS, GENERAL HOSPITAL, ELECTROCARDIOGRAPHIC REPORTS, CLOSED, 1931 to date. Films veterans who have been hospitalized here and for other than tuberculosis; cardiographic reports. Filed numerically. Index reported on serial abstract 2068. (Daily, official.) 14 x 17 envelopes, 13 ft., in 9 metal filing case drawers. Storeroom, 3d floor (Bldg. A). (P-2070)

171. X-RAY FILMS, GENERAL HOSPITAL, ELECTROCARDIOGRAPHIC REPORTS, OPEN, 1931 to date. Films of veterans hospitalized here for any disability other than tuberculosis, electrocardiographic reports, if any. Filed numerically. Index reported on serial abstract 2068. (Daily, official.) 14 x 17 envelopes, 6 ft., in 3 metal filing case drawers. R. 24 (Bldg. A). (P-2069)

172. X-RAYS OF DECEASED PATIENTS, 1931 to date. Withdrawn from closed files at death of patient. Index reported on serial abstract 2065. (Never.) 14 x 17 envelopes, 4 ft., in 2 steel filing case drawers. Storeroom, 3d floor (Bldg. A). (P-2076)

173. X-RAY FILMS OF PERSONNEL, 1931 to date. Index reported on serial abstract 2068. (Frequently, official.) 14 x 17 envelopes, 4 ft., in 2 steel filing case drawers. R. 24 (Bldg. A). (P-2079)

174. X-RAY FILMS, PATHOLOGICAL CASES, 1931 to date. Extraordinary cases. 3 x 5 card index, 6 in., in metal drawer. See serial abstract 2077. (Daily, official and professional.) 14 x 17 envelopes, 2 ft., in metal filing case drawer. R. 24 (Bldg. A). (P-2077, P-2078)

175. X-RAY FILMS TUBERCULOSIS, ELECTROCARDIOGRAPHIC REPORTS, CLOSED, 1931 to date. Filed numerically. Index reported on serial abstract 2071. (Rarely, official.) 14 x 17 envelopes, 18 ft., in 9 metal filing case drawers. Storeroom, 3d floor (Bldg. A). (P-2072)

176. X-RAY FILMS TUBERCULOSIS, ELECTROCARDIOGRAPHIC REPORTS, OPEN, 1931 to date. Filed numerically. Index reported on serial abstract 2071. (Daily, official.) 14 x 17 envelopes, 15 ft., in 8 metal filing case drawers. R. 24 (Bldg. A). (P-2073)

Social Service Unit

177. SOCIAL SERVICE CARDS, July 1, 1928 to date. Form Wis. 488 giving name, address, admission number, date of admission, status, name and address of relatives, and physician's diagnosis. Form attached. Filed alphabetically. (Daily, official.) 5 x 8 cards, 6 ft., in 6 wooden filing case drawers. Main Floor (Bldg. A). (2021)

178. SOCIAL SERVICE CORRESPONDENCE, July 1, 1928 to date. Clinical record, consultation sheets, laboratory examinations, and correspondence re health and social life of veterans. Filed alphabetically. (Daily, official.) 9 x 12 folders, 8 ft., in 4 steel filing case drawers. Main Floor (Bldg. A). (2020)

X-Ray Unit

179. JOURNAL OF X-RAYS TAKEN, 1931 to date. Giving date, name of patient, number of exposures, plate number, and name of doctor in charge. (Daily, official.) 8 x 11 vols. (2), 2 in., in desk drawer. R. 24 (Bldg. A). (2066)

180. OUT-PATIENT X-RAY FILMS, CLOSED, 1931 to date. Films taken of veterans who have been examined but not hospitalized here. Index reported on abstract 2067. (Rarely, official.) 14 x 17 envelopes, 32 ft., in 17 metal drawers. Storeroom, 3d floor (Bldg. A). (2075)

181. OUT-PATIENT X-RAY INDEX, 1924 to date. Giving name, compensation number, disability, and plate or film number; for files reported on abstracts 2074 and 2075. (Daily, official.) 3 x 5 cards, 12 ft., in 12 cabinet drawers. R. 24 (Bldg. A). (2067)

182. TUBERCULOSIS X-RAY INDEX, 1931 to date. Giving name, compensation number, disability and plate or film number; for files reported on abstracts 2072 and 2073. Filed alphabetically. (Daily, official.) 3 x 5 cards, 6 in., in metal cabinet drawer. R. 24 (Bldg. A). (2071)

183. X-RAY INDEX, HOSPITALIZED CASES, 1931 to date. Giving name, compensation number, disability and plate or film number of veterans hospitalized; for files reported on abstracts 2069, 2070, 2076, and 2079. Filed alphabetically. (Daily, official.) 3 x 5 cards, 7 in., in steel cabinet drawer. R. 24 (Bldg. A). (2068)

184. INDEX TO PATHOLOGICAL X-RAY FILMS, 1931 to date. Card index to X-Ray films reported on serial 2078. Each card shows name of patient concerned, disability, date, film number. Filed alphabetically by subjects. (Daily, to trace cases of interest.) 3 x 5 cards, 6 in., in drawer of metal card cabinet. R. 24 (Bldg. A). (2077)

Office of Chief Attorney

185. GUARDIANSHIP FILES, 1925 to date. Claims for guardianship of veterans declared incompetent and dependents of deceased veterans; physician's affidavits and history of legal proceedings involved. Filed alphabetically by name of veteran or dependent. (Daily, official.) 8 x 10 $\frac{1}{2}$ folders, 80 ft., in 40 metal filing case drawers. N. office (Bldg. F). (1999)

186. LETTERS OF INSTRUCTION AND CORRESPONDENCE FROM CENTRAL OFFICE, 1931 to date. Instructions and correspondence re claims for guardianship of veterans declared incompetent and dependents of deceased veterans. Filed by subject. (Weekly, official.) 8 x 10 $\frac{1}{2}$ folders, 4 ft., on top of filing cases. N. office (Bldg. F). (2000)

187. ANNUAL CHECK-UP RECORDS OF DEPENDENT PARENTS OF HOSPITALIZED VETERANS, PERMANENT RATINGS, 1929 to date. Card record taken from form letters giving name, address, compensation claims number, date hospitalized, and dependency of parents. Filed chronologically. (Daily, official.) 3 x 5 cards, 2 ft. 5 in., in 4 wooden cabinet drawers. R. 10 (Bldg. B). (1967)

188. ANNUAL INCOME CHECK-UP RECORDS, 1929 to date. Card record taken from form letter giving name, address, date of award of benefits, and change in income, if any. Filed chronologically. (Daily, official.) 3 x 5 cards, 2 ft. 3 in., in 4 oak cabinet drawers. R. 10 (Bldg. B). (1968)

189. ANNUAL MARITAL STATUS CHECK-UP RECORDS, 1929 to date. Card record taken from form letters giving name, address, age, case record number, and changes in marital status. Filed alphabetically. (Daily, official.) 3 x 5 cards, 2 ft., in 4 oak cabinet drawers. R. 10 (Bldg. B). (1969)

190. APPEAL RECORDS, 1933 to date. VA Adjudication Form 670, appeals made by veterans for increased benefits for service connected disabilities, or appeals from the decisions as to compensation awards, institutional awards, disability pension awards and supplemental awards; card record gives name of veteran, claim number, address, service, by whom entered, reason for appeal or submission to appellate, date of appellate decision, and nature of decision. (Daily, official.) 5 x 8 cards, 2 ft. 4 in., in 3 oak cabinet drawers on desk. R. 10 (Bldg. B). (1971)

191. RECORD OF ATTORNEYS ADMITTED TO PRACTICE BEFORE THE ADMINISTRATION, 1933 to date. Card record giving name, address, and date of admittance. Arranged alphabetically. (Daily, official.) 3 x 5 cards, 5 in., in cabinet drawer. R. 10 (Bldg. B). (1970)

Administrative Division

Contact Unit

192. RECORD OF APPLICATIONS FOR ADMISSION, 1933 to date. Pending, active, and inactive applications for admission, to hospitalization, domiciliary care, or compensation; cards giving name of applicant, address, date of application, date of admission, amount of compensation, type of case, rejection date and cause, discharge date, and claim number; similar prior records reported on abstract 1766. Filed alphabetically by name of applicant. (Daily, official.) 3 x 5 cards, 12 ft. 4 in., in 10 wooden drawers and cardboard box. S. basement (Bldg. B). (1775)

193. RECORD OF INTERVIEWS, 1925 - 1933. Record of interviews with veterans seeking assistance giving date, day of week, order number, time, name of claimant, designation, and "C" number. Listed chronologically in standard government blank book. (Never.) 8 x 10 $\frac{1}{2}$ and 8 x 13 vols. (14), 1 ft. 1 in., on top of oak filing case. Supply Room (Bldg. B). (1776)

Information Unit

194. INDEX TO REGISTER OF PATIENTS, LOCATION CARDS, 1931 to date. Medical Form 2580 giving name of patient, compensation number, ward number, last rank and military organization, date of admission, and date of discharge; in duplicate, original in Clinical Dept. Form attached. (Daily, official.) 3 x 5 loose cards, 1 ft., in 2 wooden cabinet drawers. Office (Bldg. A). (1964)

195. RECORD OF CHECKS, Oct. 1935 to date. Receipt memorandum of checks received by veterans from this Facility whose Veterans' Administration is given as the address of said veteran. Filed chronologically. (Daily, official.) 9 x 14 vol., $\frac{1}{2}$ in., on top of information desk. Office (Bldg. A). (1965)

196. RECORD OF SERIOUSLY AND CRITICALLY ILL, Sept. 1935 to date. Entries include, name of patient, patient's condition, and procedure of notification to friends or relatives of patient's condition; recorded only on authorization of physician. (Daily, official.) 8 x 10 $\frac{1}{2}$ vol., $\frac{1}{2}$ in., on top of information desk. Office (Bldg. A). (1966)

Mail and Records Unit

197. ABSTRACT FILE, ACTIVE, Dec. 1918 to date. Form 6604 abstract of compensation and adjudication activities corresponding with compensation files. Form attached. Filed numerically. Covered by index reported on abstract 1982. (Daily, official.) 5 x 8 loose cards, 30 ft., on 3 wooden table top file containers. Basement (Bldg. B). (1973)

198. ABSTRACT FILE, INACTIVE, Dec. 1918 to date. Form 6604 abstract of compensation and adjudication activities corresponding with compensation files. Covered by index reported on abstract 1982. (Daily, official.) 5 x 8 envelopes and loose cards, 30 ft., on 3 wooden table top file containers. Basement (Bldg. B). (1972)

199. APPLICATION FOR DOMICILIARY OR HOSPITAL CARE, DISALLOWED, Apr. 1933 to date. Form P-10 giving complete record of applicants enlistment, service and discharge, income, property holdings, reasons for application, and refusal or cancellation. Filed alphabetically. Covered by index reported on abstract 1787. (Daily, official.) 9 $\frac{1}{2}$ x 12 folders, 3 ft., in 3 steel filing case drawers. Basement (Bldg. B). (1983)

200. CANADIAN FILE, Dec. 1918 to date. Compensation folders of British and Canadian subjects residing in area of Milwaukee Office; carried on in cooperation with British and Canadian governments; original examination records sent to Washington Office, duplicate retained. (Daily, official.) 9 x 12 folders, 8 ft., in 4 metal filing case drawers. Basement (Bldg. B). (1974)

201. CERTIFICATE OF RECOGNITION FILE, July 1926 - Mar. 31, 1933. Forms and correspondence from date of application for and issuance of certificate of recognition for veterans in need of hospitalization; similar later records reported on abstract 1983. Filed alphabetically. (Occasionally, official.) 9 $\frac{1}{2}$ x 10 loose papers, 49 ft., on 17 open metal shelves. Basement (Bldg. B). (1975)

202. COMPENSATION FILES, Dec. 1918 to date. Compartment A contains forms for identification, location, and current payment status; B contains documents of adjudicative determinations; C contains evidence and documents essential to medical treatments; D contains correspondence and miscellaneous. See addenda for detailed description of veterans' folders. Filed numerically. Covered by index reported on abstract 1982. (Daily, official.) 9 x 12 folders, 2134 ft., in 1067 metal filing case drawers. Basement (Bldg. B). (1976)

203. DUPLICATE RECORD FILE, Dec. 1918 to date. Copies of records having the same stamps, date, initials, signature or significant markings. Filed numerically. (Never.) $9\frac{1}{2}$ x 12 folders, 12 ft., in 6 corrugated board drawers. Basement (Bldg. B). (1977)

204. GENERAL CORRESPONDENCE, INACTIVE AND ACTIVE, Jan. 1933 to date. Copies of acknowledgment letters re compensation cases not kept in this office. Filed alphabetically. (Never.) 8 x $10\frac{1}{2}$ loose papers and 9 x 12 folders, 7 ft., on 2 open shelves and in 2 metal filing case drawers. Basement (Bldg. B). (1979, 1980)

205. HOME JACKETS, May 1, 1867 to date. Correspondence, reports and completed forms relating to the history of veteran's admission, eligibility, hospitalization and/or domiciliation, and compensation; including records for application, verification of eligibility, Resident Doctor's diagnosis, discharge papers, and clothing allowances. Arranged numerically. Covered by index reported on abstract 1787. (Daily, official.) $4\frac{1}{2}$ x $9\frac{1}{2}$ and $9\frac{1}{2}$ x 12 folders and envelopes, 661 ft., in 406 wooden and 199 metal filing case drawers. Basement (Bldg. B). (1981)

206. INDEX FILE, Dec. 1918 to date. VA Form 7202 giving last rank and organization, case number, date of birth, date of enlistment; date of discharge, and claim number; covers files reported on abstracts 1792, 1793, 1796. Form attached. Filed alphabetically. (Daily, official.) 3 x 5 cards, 45 ft., in 30 metal filing case drawers. Basement (Bldg. B). (1982)

207. PENDING COMPENSATION FILE, current. Application for disability compensation or pension based upon service subsequent to April 20, 1898; correspondence and forms maintained in suspense file pending acceptance or denial of application; placed in compensation file upon assignment of case number. Filed alphabetically. (Daily, official.) $9\frac{1}{2}$ x 12 folders, 6 in., in steel filing case drawer. Basement (Bldg. B). (1984)

208. TEMPORARY AT POST FILES, May 1, 1867 to date. Form 1 rejected or cancelled applications for domiciliary or hospital care giving cause or reason for rejection. Covered by index reported on abstract 1878. (Rarely, official.) $4\frac{1}{2}$ x $10\frac{1}{2}$ envelopes, 27 ft., in 27 wooden drawers. Basement (Bldg. B). (1978)

209. VOCATIONAL REHABILITATION FILE, 1918 - 1927. Application, official forms and correspondence of disabled, honorably discharged service men applying for vocational rehabilitation. Filed numerically. (Never.) 9 x 12 folders, 8 ft., in 4 corrugated drawers. Basement (Bldg. B). (1985)

210. WISCONSIN CASE FILE INDEX, Dec. 1918 to date. Index of veterans living in Wisconsin receiving compensation, giving name and address, case number, diagnosis and degree of disability, and amount of compensation payments. (Daily, official.) 3 x 5 loose cards, 12 ft., in 6 metal drawers. Basement (Bldg. B). (1986)

Office of Facility Manager
(Correspondence)

211. ANONYMOUS LETTERS, 1924 - 1930. Letters of complaint; later records included in abstract 1845. (Never.) 8 x 10 $\frac{1}{2}$ loose papers, $\frac{1}{4}$ in., in oak cabinet drawer. Supply Room (Bldg. B). (1843)

212. APPLICATIONS FOR EMPLOYMENT, Mar. 1920 - June 1931. Correspondence with individuals re employment; later records included in abstract 1845. Filed chronologically. (Never.) 8 x 10 $\frac{1}{2}$ folders, 3 in., in oak cabinet drawer. Supply Room (Bldg. B). (1848)

213. COLLECTION FOR LAUNDRY SERVICE, CCC CAMP, Nov. 1934 - Dec. 1934. Copies of letters to Director of Finance; similar later records included in abstract 1834. Filed chronologically. (Never.) 8 x 10 $\frac{1}{2}$ folder, $\frac{1}{4}$ in., in standard government packing box. Supply Room (Bldg. B). (1833)

214. CORRESPONDENCE TO AND FROM NATIONAL HOME FOR DISABLED VOLUNTEER SOLDIERS, Oct. 14, 1910 - June 6, 1914. Re transportation of insane veterans, bills of fare, specifications, routine, inspections, and posthumous funds; 1929 to date records included in abstract 1837. Filed chronologically. (Never.) 8 x 10 $\frac{1}{2}$ loose papers, 1 in., in oak cabinet drawer. Supply Room (Bldg. B). (1835)

215. GENERAL CORRESPONDENCE, 1933 to date. Correspondence with Central Office re Legal Division, Adjudication Section, Finance Department, and Medical Division; similar prior records described in abstracts 1831-3. (Daily, official.) 9 x 12 folders, 3 ft. 10 in., in 2 oak filing case drawers. R. 1 (Bldg. B). (1834)

216. GENERAL CORRESPONDENCE, Feb. 1925 - June 1931. Correspondence with sundry persons and organizations re employment, bonus loans, headstones, care of persons, treatment, inquiries, burial flags, occupational therapy sales, and miscellaneous; later records included in abstract 1845. Filed alphabetically by subject. (Never.) 8 x 10 $\frac{1}{2}$ folders, 5 in., in 2 oak filing case drawers. Supply Room (Bldg. B). (1844)

217. GENERAL OFFICIAL CORRESPONDENCE, 1930 - 1932. Correspondence re claims for damages, transfer of ordinance, railroad preferential rates, improvements, parades, absences of employees, Christmas seals, and miscellaneous; similar later records included in abstract 1834. Filed chronologically. (Never.) 8 x 10 $\frac{1}{2}$ folders, 2 $\frac{1}{2}$ in., in oak filing case drawer. Supply Room (Bldg. B). (1831)

218. GIFT FILE, 1926 - 1936. Correspondence between Manager and sundry persons and organizations relative to gifts for general use of veterans. (Never.) 8 x 10 $\frac{1}{2}$ loose papers, 7 in., in 2 oak filing case drawers and in oak transfer case. Supply Room (Bldg. B). (1803)

219. HEADQUARTERS' LETTERS, 1907 - 1933. Re naturalization, transportation, orchestra rules and regulations, supplies, personnel, certificates of death, effects of deceased members, and general; similar later records included in abstract 1834. Filed chronologically and arranged by branch, agency, or individual. (Never.) 8 x 10 $\frac{1}{2}$ folders, 4 in., in oak filing case drawer. Supply Room (Bldg. B). (1832)

220. INTERNAL LETTERS, Nov. 1929 to date. Copies of letters sent to President of Board of Managers, Public Officials, and firms and individuals re personnel, repairs to property, applications for admission, and miscellaneous; similar prior records described in abstracts 1835, 1836, 1838-41. Filed chronologically. (Weekly, official.) Various sized loose papers, 1 ft. 5 in., in metal filing case drawer. R. 1 (Bldg. B). (1837)

221. INTERNAL LETTERS SENT, Aug. 21, 1922 - Nov. 9, 1929. Copies of letters sent President of Board of Managers, Public Officials, firms and individuals re personnel, repairs to property, applications for admission, gift, and miscellaneous; later included in abstract 1837. Filed chronologically. (Never.) 8 x 10 $\frac{1}{2}$ post binders (5), 1 ft. 2 in., on oak cabinet shelf. Supply Room (Bldg. B). (1840)

222. LETTERS SENT, Mar. 4, 1918 - Sept. 6, 1919; Jan. 21, 1921 - Aug. 19, 1922. Copies of letters sent various individuals re applications for admission, purchases, bids, contract awards, and specifications; 1929 to date records included in abstract 1837. Filed numerically. 7 x 10 post binder index, $\frac{1}{2}$ in., on oak cabinet shelf. (Never.) 8 x 10 $\frac{1}{2}$ post binder, 3 in., on oak cabinet shelf. Supply Room (Bldg. B). (1838, 1836)

223. LETTERS SENT BY GOVERNOR, Sept. 12, 1928 - Sept. 9, 1931. Letters sent by Governor to various department heads, Company Commanders, and others within the Facility re instructions, supplies, deaths of members, fire equipment, allotments, and repairs; later records included in abstract 1845. Filed numerically. 7 x 10 book index. (Never.) 8 x 10 $\frac{1}{2}$ post binder, 1 in., on oak cabinet shelf. Supply Room (Bldg. B). (1847)

224. LETTERS SENT TO HOME OFFICE, Nov. 23, 1928 - Sept. 9, 1933. Copies of letters sent Director of National Home Service re transmittal of reports, effects of deceased members, supplies and equipment, specifications, and bids; to date records included in abstract 1837. Filed numerically. 7 x 10 book index. (Never.) 8 x 10 $\frac{1}{2}$ post binder and binder folder, 1 $\frac{1}{2}$ in., on oak cabinet shelf. Supply Room (Bldg. B). (1839)

225. LETTERS SENT TO PRESIDENT OF THE BOARD OF MANAGERS, Dec. 19, 1923 - Nov. 11, 1929. Copies of letters sent to President of Board of Managers, acknowledgements of instructions, orders, requests with transmittal of report, and miscellaneous; later records included in abstract 1837. Filed chronologically. (Never.) 8 x 10 $\frac{1}{2}$ post binders, 4 $\frac{1}{2}$ in., on top of oak cabinet. Supply Room (Bldg. B). (1841)

226. MANAGER'S PERSONAL FILE, INACTIVE AND ACTIVE, Mar. 1921 to date. Confidential correspondence with other Facilities and individuals. Filed chronologically. (Inactive never; active daily, confidential.) 8 x 10 $\frac{1}{2}$ loose papers on folders, 4 $\frac{1}{4}$ in., in oak transfer case and oak filing case drawer. Supply Room and R. 1 (Bldg. B). (1804, 1805)

227. MISCELLANEOUS CORRESPONDENCE, 1931 to date. Correspondence with various Veterans' Administration Homes, Central Office, and various individuals and agencies re changes, applications for employment, contributions, gifts, and other matters; similar prior records described in abstracts 1842-4 and 1846-8. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft., in oak filing case drawer. R. 1 (Bldg. B). (1845)

228. QUARTERMASTER'S FILE, 1930 - 1931. General correspondence. Filed chronologically. (Never.) 8 x 10 $\frac{1}{2}$ folders, $\frac{1}{2}$ in., in oak filing case drawer. Supply Room (Bldg. B). (1808)

229. RED CROSS CORRESPONDENCE, Dec. 1925 - Aug. 1931. Correspondence re status admissions, transfers, and inquiries on veterans welfare; similar later records included in abstract 1811. Filed chronologically. (Never.) 8 x 10 $\frac{1}{2}$ folders and loose papers, 3 in., in oak filing case drawer and in oak cabinet. Supply Room (Bldg. B). (1816)

230. TESTIMONIAL LETTERS, May 1923 - Aug. 1934. Original letters of a testimonial nature received from sundry persons and organizations; later records included in abstract 1845. Filed chronologically. (Never.) 8 x 10 $\frac{1}{2}$ loose papers, 2 in., in oak cabinet drawer. Supply Room (Bldg. B). (1846)

(Fund Control Records)

231. ALLOTMENT LEDGERS, 1931. Forms 1015 and 1015A, originals and copies of allotment sheets, giving previous balance, symbol number, date, reference number, description, audited vouchers, encumbrances, allotments, unencumbered balance of allotment, and proof; transferred from Waukesha. Filed chronologically. (Never.) 14 x 17 bundles, $1\frac{1}{2}$ in., in standard government packing box. R. 1 (Bldg. B). (1795)

232. CONTRIBUTED FUNDS LEDGER CARD, 1930 - 1931. Donations from private individuals and service auxiliaries for use of veterans; later records included in abstract 1845. (Never.) 8 x 10 envelopes, $\frac{1}{2}$ in., in standard government packing box. Supply Room (Bldg. B). (1842)

233. ESTIMATES OF APPROPRIATIONS, July 1, 1926 - June 30, 1929. Form 3 statement of estimated appropriations required, estimated expenditures of the previous year, and expended and obligated expenditures for the year 1925; current expenses for subsistence, household, hospital, repairs, transportation, and farm and field service; similar later records reported on abstract 1806. (Never.) 8 x $10\frac{1}{2}$ loose papers, $\frac{1}{2}$ in., in oak cabinet. Supply Room (Bldg. B). (1807)

234. GENERAL LEDGER, July 1, 1930 - June 30, 1931. Ledger giving account, operations, supplies, medical and hospital supplies, provisions, date, particulars of amount, and bookkeeping entries; transferred from Waukesha. Filed chronologically. (Never.) $10\frac{1}{2}$ x 16 bundles, 2 in., in standard government packing box. R. 1 (Bldg. B). (1796)

235. HOSPITAL RECORDS, 1929 - 1931. Field service receipt giving number, location, date, hospital number, amount of appropriation, reason for remittance, and name and address of veteran; moncoys card giving number, name, "C" number, address of veteran, amount deposited, date, attestation, and payment; transferred from Waukesha. Arranged alphabetically by names of veterans. (Never.) 5 x 8 cards, $\frac{1}{2}$ in., in standard government packing box. Supply Room (Bldg. B). (1797)

236. INVENTORIES OF FURNITURE, FIXTURES, AND OFFICE EQUIPMENT, Apr. 29, 1930 - Feb. 11, 1935. Form A7, report of quarterly inventories giving amount, shortages, averages, and articles; consolidated memorandum receipt for non-expendable property issued to ward or department; correspondence; similar later records included in abstract 1811. Filed alphabetically. (Never.) 8 x $10\frac{1}{2}$ folders, $\frac{1}{4}$ in., in standard government packing box. Supply Room (Bldg. B). (1830)

237. MASTER BUDGET RECORD, July 1929 to date. Copies of annual estimates of appropriations for all units; gross appropriations for each unit broken down into budgetary items such as supervision maintenance, quarter, employees, and rates; similar prior records reported on abstract 1807. Items are designated by distribution symbols. (Daily, official.) 9 x 12 folders, 7 in., in oak filing case drawer. R. 1 (Bldg. B). (1806)

238. MISCELLANEOUS ADJUTANT'S RECORDS, 1890 - 1930. The records in this vault are in such a disordered state that it is impossible to define separate files. They consist of duplicate records of the former Adjutant relating to the home affairs of members; originals are at the GAO, Washington. They originated with the Soldiers' Home here which was discontinued in 1930. No information was obtainable regarding the existence of any records of this type originating prior to 1890. (Never.) Various sized vols., folders, envelopes, covers, loose-leaf, and bundles, est. at 300 ft., in 24 wooden shelves. Damaged by careless handling and faulty containers, brittle, dirty, torn, scattered, bindings broken, and ink faded. NE. basement (Bldg. B). (1799)

239. MISCELLANEOUS TREASURER'S RECORDS, 1867 - 1930. The records in this vault are in such a disordered state that it is impossible to define separate files. They consist of duplicate records of the former Adjutant relating to the home affairs of members; originals are at the GAO, Washington. They originated with the Soldiers' Home here which was discontinued in 1930. No information was obtainable regarding the existence of any records of this type originating prior to 1867. (Never.) Various sized vols., folders, envelopes, pockets, loose-leaf books, and bundles, est. at 500 ft., on 20 wooden shelves, and in baskets and boxes on floor. Damaged by careless handling and faulty containers, brittle, dirty, torn, scattered, and bindings broken. NE. basement (Bldg. B). (1798)

(Orders)

240. ADJUSTED COMPENSATION FILE, Feb. 1936 to date. Official communications and bulletins from Central Office on rules and regulations governing functions of Facility in relation to Adjusted Compensation Act. Filed chronologically. (Daily, official.) 9 x 12 folders, 1 $\frac{1}{2}$ in., in oak filing case drawer. R. 1 (Bldg. B). (1794)

241. CIRCULAR LETTERS FROM THE PRESIDENT OF THE BOARD OF MANAGERS OF NHDVS TO ALL GOVERNORS, Jan. 4, 1918 - Oct. 25, 1920. Instructions on procedure, purchase of material and supplies, admissions to home, patients' fund, payrolls, and care of members; similar later records reported on abstract 1811. Filed chronologically. (Never.) 8 x 10 $\frac{1}{2}$ ring binder and card binder, 1 in., on oak cabinet shelf. Supply Room (Bldg. B). (1822)

242. IMPORTANT BRANCH ORDERS AND CIRCULARS, Dec. 31, 1891 - June 11, 1924. General orders, special orders, notices, and schedules covering leaves of absence, behavior, clothing, restriction of dogs, registration of alien enemies, and hours of duty; issued by Governor of Facility; similar later records included in abstract 1811. Filed chronologically. (Never.) 9 x 11 card binder, $2\frac{1}{2}$ in., on oak cabinet shelf. Supply Room (Bldg. B). (1829)
243. ORDERS APPOINTING OFFICERS AND NON-COMMISSIONED OFFICERS, Jan. 6, 1892 - Aug. 5, 1924. General orders, special orders, and bulletins on appointments of supervisory personnel; similar later records included in abstract 1811. Filed chronologically. (Never.) 9 x 11 covers, 4 in., on oak cabinet shelf. Supply Room (Bldg. B). (1823)
244. ORDERS, CRITICISMS, DECISIONS, ETC., Dec. 18, 1900 - Mar. 26, 1902. Orders, criticisms and decisions from the President of the Board of Managers to the Northwestern Branch; miscellaneous correspondence re purchases, estimates, contract awards, exceptions to expenditures, and other rulings; similar later records included in abstract 1811. Filed numerically. Indexed. (Never.) 8 x $10\frac{1}{2}$ post binder, 1 in., on top of oak cabinet. Supply Room (Bldg. B). (1821)
245. OFFICE ORDERS ISSUED BY REGIONAL MANAGER OF VETERANS' BUREAU AND MANAGER OF VETERANS' ADMINISTRATION, Apr. 25, 1925 - July 29, 1931. Orders and instructions on procedure, functions, working schedules, and care of equipment; similar later records included in abstract 1811. Arranged alphabetically. (Never.) 9 x $11\frac{1}{2}$ folders, $\frac{1}{2}$ in., in filing case. R. 5 (Bldg. E). (1812)
246. REGULATIONS, ORDERS, BULLETINS, AND MISCELLANEOUS INSTRUCTIONS, July 1930 - Aug. 1931. Issued by Central Office on compensation per diem allowance, disability allowance, subrogation organizations, and appointments; similar later records are included in abstract 1811. (Never.) 8 x $10\frac{1}{2}$ post binder, $1\frac{1}{2}$ in., on oak cabinet shelf. Supply Room (Bldg. B). (1820)
247. STATION ORDERS, 1931 - 1933. Station orders for personnel covering instructions, announcements, and other matters of Facility interest; similar later records included in abstract 1811. Filed chronologically. (Never.) 8 x $10\frac{1}{2}$ bundles (5), 2 ft. 2 in., on standard government packing box. Supply Room (Bldg. B). (1828)
248. WPA FILE, 1935 to date. Notice of official approval of WPA Project NEC-OP-67-7, co-sponsored by Veterans' Administration Facility; bulletins governing procedure; outline of work to be undertaken; number of persons to be employed, and allocation of funds. Arranged chronologically. (Daily, official.) 9 x 12 folders, 1 in., in oak filing case drawer. R. 1 (Bldg. B). (1801)

(Reports)

249. BRANCH INSPECTOR'S DAILY REPORT, Apr. 7, 1932 - Sept. 15, 1934. Inspection of companies' quarters giving date, parts of buildings inspected, and condition; similar later records included in abstract 1811. Filed chronologically. (Never.) 8 x 10 $\frac{1}{2}$ clipped sheets, 2 in., in oak cabinet drawer. Supply Room (Bldg. B). (1818)

250. BUDGET OFFICERS AND CHIEF OF STATISTICS REPORTS, 1929 to date. Copies of the quarterly reports to Central Office re expenditures and balances, or deficits of allocations specified in annual budget estimates. (Daily, official.) 9 x 12 folders, 1 ft. 1 in., in oak filing case drawer. R. 1 (Bldg. B). (1802)

251. COMPTROLLER GENERAL DECISIONS, Jan. 1930 - Jan. 1935. Multigraphed memoranda and copies of correspondence between Comptroller General and various agencies of the U.S. re individual claims for adjustment; similar later records included in abstract 1811. Filed chronologically. (Rarely, official.) 8 x 10 $\frac{1}{2}$ loose papers, 7 $\frac{1}{2}$ in., in metal filing case drawer. R. 5 (Bldg. E). (1813)

252. GOVERNOR'S MONTHLY INSPECTION REPORTS, July 2, 1919 - May 1, 1920. Copies of reports in letter form to President of Board of Managers, on inspections, meetings, and courts held throughout the month giving date, time, nature and disposition; similar later records included in abstract 1811. Filed chronologically. (Never.) 8 x 10 $\frac{1}{2}$ loose papers, 1 $\frac{1}{2}$ in., in oak cabinet drawer. Supply Room (Bldg. B). (1827)

253. GOVERNOR'S REPORTS TO THE PRESIDENT OF THE BOARD OF MANAGERS, July 1, 1914 - June 30, 1932. Annual administrative inspection report; statistical breakdown by service, age, pensions, post funds, resources, amusements, medical department, Quartermaster's Department, repairs, farm and garden, heating, lighting and power plant, laundry and dry cleaning, clothing, employment, employees, subsistence department, bakery, library, religious services, cemetery, and band; similar later records included in abstract 1811. Filed chronologically. (Never.) 8 x 10 $\frac{1}{2}$ clipped sheets, 7 in., in 2 oak filing case drawers. Supply Room (Bldg. B). (1814)

254. IRREGULARITIES NOTED BY INSPECTOR GENERAL, Dec. 21, 1920 - May 21, 1929. Correspondence re reports of irregularities noted at time of inspection and endorsements by other officials; later similar records included in abstract 1811. Filed chronologically. (Never.) 8 x 10 $\frac{1}{2}$ loose papers, $\frac{1}{2}$ in., in oak cabinet drawer. Supply Room (Bldg. B). (1824)

255. ORGANIZATION FILE, 1927 - 1931. Correspondence, photostatic copies, monthly reports, personnel records, and organization memoranda from Regional Manager. Filed chronologically and by subjects. (Never.) 8 x 10 $\frac{1}{2}$ folders, 2 ft., in metal drawer.
R. 1 (Bldg. B). (1800)

256. QUARTERLY, MONTHLY, AND BI-MONTHLY REPORTS TO THE PRESIDENT OF THE NHDVS BOARD OF MANAGERS, Sept. 30, 1919 - Aug. 31, 1929. Reports on memberships, condition of barracks, hospitals and mess halls, repairs, new construction, and occupational therapy activities; similar later records included in abstract 1811. Filed chronologically. (Never.) 8 x 10 $\frac{1}{2}$ loose papers, $\frac{1}{2}$ in., in oak cabinet drawer. Supply Room (Bldg. B). (1826)

257. REPORTS AND INVESTIGATIONS, 1925 to date. Reports and investigations conducted as instructed by Central Office, monthly reports to National Home Service and correspondence re Service Conservation Corps. Filed alphabetically. (Daily, official.) 9 x 12 folders, 4 ft. 11 in., in 3 metal filing case drawers.
R. 1 (Bldg. B). (1809)

258. REPORTS OF INSPECTION, Sept. 12, 1919 - Nov. 10, 1921. Reports of inspection by Board of Managers, Manager Commanders, and other officials relative to condition of various barracks, hospital and other units; similar later records included in abstract 1811. Filed chronologically. (Never.) 8 x 10 $\frac{1}{2}$ loose papers, $\frac{1}{2}$ in., in oak cabinet drawer. Supply Room (Bldg. B). (1825)

259. REPORTS, REGULATIONS, AND INSTRUCTIONS, 1920 to date (in general). Weekly inspection reports, circular letters from President of Board of Managers to its Governors, bulletin station orders issued by the Manager, branch Inspectors daily reports and correspondence, copies of reports from Governor to President of Board of Managers, and quarterly, monthly, and bi-monthly report to President of Board of Managers; regulations bulletins, and instructions from Central Office; photostatic copies of summaries of regional activities prepared by Bureau of Budgets and Statistics; inventories of furniture, fixtures and office equipment; correspondence re above; similar prior records described in abstracts 1812-30. Filed alphabetically. (Daily, official.) 9 x 12 folders, 3 ft. 8 in., in 2 oak filing case drawers.
R. 1 (Bldg. B). (1811)

260. SANITARY INSPECTION REPORT, July 6, 1935 - Mar. 21, 1936. Monthly report of inspection of sanitary areas; similar later records included in abstract 1811. Filed chronologically. (Never.) 8 x 10 $\frac{1}{2}$ loose papers, $\frac{1}{2}$ in., in oak cabinet drawer. Supply Room (Bldg. B). (1819)

261. SUMMARY OF REGIONAL ACTIVITIES, Oct. 1930 - Nov. 1933. Photostatic copies of summaries of regional activities for all Facilities, prepared by Bureau of Budgets and Statistics; similar later records included in abstract 1811. Filed chronologically. (Never.) 10 x 14 loose papers, $3\frac{1}{2}$ in., in oak filing case drawer. Supply Room (Bldg. B). (1815)

262. WEEKLY BUILDING REPORTS, May 27, 1922 - July 21, 1923. Reports by the Governor N.E. Branch to the President of the Board of Managers NHDVS on progress in construction of new units, giving contract number, name of section, and status of work. Filed chronologically. (Never.) 8 x $10\frac{1}{2}$ forms, on oak cabinet. Supply Room (Bldg. B). (1810)

263. WEEKLY INSPECTION REPORTS, 1924 - 1932. Later records included in abstract 1811. Filed chronologically. (Never.) 8 x $10\frac{1}{2}$ loose papers, 10 in., in 4 oak cabinet drawers. Supply Room (Bldg. B). (1817)

Personnel Unit

264. COMPENSATION CORRESPONDENCE, 1927 - 1931. Copies of correspondence with Employers Compensation Commission re injuries received; reports and supplementary correspondence supporting claims. Filed chronologically. (Never.) 8 x $10\frac{1}{2}$ loose papers, $\frac{1}{2}$ in., in oak cabinet. Supply Room (Bldg. B). (2010)

265. DAILY RECORD OF REGULAR EMPLOYEES, 1934 - 1935. VA Form 2713 giving date, name, and hours worked; later records included in file reported on abstract 2012. Form attached. Filed chronologically. (Never.) 9 x $11\frac{1}{2}$ folders, 1 ft. 6 in., in metal filing case drawer. R. 5 (Bldg. E). (2011)

266. INDIVIDUAL ABSENCE RECORD, 1936. VA Form 3225 giving name, salary, accrued annual leave, sick leave, tardiness, date of absences, and salary deductions for excessive absence. Form attached. Filed alphabetically. (Daily, official.) 5 x 8 loose cards, 10 in., in wooden cabinet drawer. R. 5 (Bldg. E). (2013)

267. MISCELLANEOUS PERSONNEL FILE, 1933 to date. Miscellaneous personnel correspondence, time reports, civil service reports, and correspondence other than to Central Office. (Daily, official.) 9 x $11\frac{1}{2}$ folders, 3 ft. 6 in., in 2 metal filing case drawers. R. 5 (Bldg. E). (2012)

268. MISCELLANEOUS REPORTS, 1933 to date. Semi-annual report of records maintained by Field Offices, salary impoundment notices, salary waiver notices, report of regional activities, monthly reports of Facilities, monthly reports of personnel for Regional Offices and Facilities, and various other reports which do not originate in this office. Filed chronologically. (Daily, official.) 10 x 12 folders, 3 ft. 6 in., in 2 metal filing case drawers. R. 5 (Bldg. E). (2014)

269. NATIONAL HOME CARD RECORDS, 1914 - 1930. Giving name, designation, salary rate, and monthly salary paid. Filed alphabetically. (Never.) 4 x 6 loose cards, 47 ft. 6 in., in 15 oak cabinet drawers. R. 5 (Bldg. E). (2015)
270. PERSONNEL CLASSIFICATION BOARD REPORTS, current month. Giving payroll title, office title, hours worked, rate of pay, allowances, educational training, description of work, and length of time worked; in duplicate, original sent to Washington; inactive are filed in file reported on abstract 2008. Arranged alphabetically. (Daily, official.) 9 x 11 $\frac{1}{2}$ folders, 1 ft. 1 in., in metal filing case drawer. R. 5 (Bldg. E). (2018)
271. PERSONNEL FILE, CLOSED, 1935 to date. Applications for employment, detail for employment, certificate of medical examination, personal history, letter of nomination, applications for leaves and extension of leaves, requests for cancellation of leave, annual examination, service rating forms, promotions or demotions, absences, classification reports, and compensation correspondence. Filed alphabetically. (Daily, official.) 9 x 11 $\frac{1}{2}$ folders, 11 ft. 3 in., in 6 metal filing case drawers. R. 5 (Bldg. E). (2009)
272. PERSONNEL FILE, OPEN, 1920 to date. Applications for employment, detail for employment, certificate of medical examination, personal history statement, letter of nomination, applications for leave and extension of leave, request for cancellation of leave, annual examination, service rating forms, promotions or demotions, absences, classification reports, and compensation correspondence. Filed alphabetically. (Daily, official.) 9 x 11 $\frac{1}{2}$ folders, 44 ft. 2 in., in 23 metal filing case drawers. R. 5 (Bldg. E). (2008)
273. PERSONNEL JOURNAL, 1927 to date. Standard Form 4 giving entry number, name, nature of action, position, salary, bureau, division or office, official station, effective date, appropriation, predecessor, civil service authority, and legal residence. Arranged alphabetically. (Daily, official.) 12 x 18 loose-leaf book, 3 in., on metal cabinet shelf. R. 5 (Bldg. E). (2019)
274. SERVICE RECORD CARDS, CLOSED, 1920 to date. Giving name, place of birth, date of birth, legal voting address, retirement age, race, previous government service, salary, official station, education, and special qualifications. Filed alphabetically. (Monthly, official.) 5 x 8 loose cards, 1 ft. 11 in., in 2 oak cabinet drawers. R. 5 (Bldg. E). (2016)
275. SERVICE RECORD CARDS, OPEN, 1920 to date. Giving name, place of birth, date of birth, legal voting address, retirement age, race, previous government service, salary, official station, education, and special qualifications. Filed alphabetically. (Monthly, official.) 5 x 8 loose cards, 1 ft. 3 in., in 2 oak cabinet drawers. R. 5 (Bldg. E). (2017)

Supply Division

Baggage Unit

276. BAGGAGE CARDS, 1932 to date. VA Form 5509 card record of baggage and clothes of hospital patients giving location; serves as receipt for release of property. Form attached. (Daily, official.) 4 x 6 cards, 2 ft., in 4 card cabinet drawers. Baggage Room, basement (Bldg. E). (1745)

Office of Supply Officer

277. APPLICATION FOR FURNISHING CLOTHING, July 1933 to date. Form P-11, for veterans unable to supply themselves and/or those requiring special clothing because of prosthetic appliances. Form attached. (Records to 1935 never; others daily, official.) 4 x 6 cards and 7 x 9 loose papers, 14 ft., in pasteboard box and in steel filing case drawer. SE. basement and Supply Office (Bldg. F). (2022, 2023)

278. BILLS OF LADING, INACTIVE AND ACTIVE, 1933 to date. Bills of lading, freight bills, correspondence, and memoranda on transportation of bodies, and materials and supplies. Filed chronologically. (Inactive never; active daily, official.) 8 x 10 $\frac{1}{2}$ envelopes, 10 $\frac{1}{2}$ in., in standard government packing box and in oak filing case drawer. Supply Room (Bldg. B) and Supply Office (Bldg. F). (2024, 2025)

279. CANCELLED MEMORANDA, July 1931 to date. Quarterly inventory and consolidated memorandum receipt for non-expendable property issued to wards or departments, giving name of articles, and quantity of property on hand. (Quarterly, official.) 9 x 11 folders, 3 ft., in 2 steel filing case drawers. Supply Office (Bldg. F). (2026)

280. CENTRAL OFFICE REQUISITIONS, INACTIVE AND ACTIVE, July 1932 to date. Filed numerically. (Inactive never; active occasionally, official.) 9 x 12 and 8 x 10 $\frac{1}{2}$ folders, 10 ft. 4 in., in 2 closed boxes and in wooden filing case drawer. SE. basement and Supply Office (Bldg. F). (2027, 2028)

281. CERTIFICATE USED FOR CORPORATION BIDDER, July 1931 to date. Form giving certificate of corporation, residence in the State, and power of execution of contracts. (Weekly, official.) 9 x 12 folders, 2 ft., in steel filing case drawer. Supply Office (Bldg. F). (2038)

282. CREDIT SLIPS, NON-EXPENDABLE PROPERTY, July 1931 to date. Form used in returning articles no longer required by departments of Facility to Supply Officer; slip giving articles returned, quantity returned, date received in storage, and signature of storekeeper. (Semi-monthly, official.) 9 x 11 folders, 4 ft., in 2 steel filing case drawers. Supply Office (Bldg. F). (2029)

283. CONTRACTS AND REQUISITIONS, July 1931 to date. Contracts let out to local firms for services and supplies; requisitions made up by office clerks. (Daily, official.) 9 x 11 folders, 4 ft., in 2 steel filing case drawers. Supply Office (Bldg. F). (2030)

284. DEPOT OFFICE REQUISITIONS, INACTIVE AND ACTIVE, July 1932 to date. For supplies which must be requisitioned through Depot Office, Chicago. Filed numerically. (Inactive never; active occasionally, official.) 9 x 12 and 8 x 10 $\frac{1}{2}$ folders, 13 ft. 4 in., in 2 closed boxes and in 2 wooden filing case drawers. SE. basement and Supply Office (Bldg. F). (2031, 2032)

285. EXPENDABLE PROPERTY ISSUE SLIPS, INACTIVE AND ACTIVE, Sept. 1931 to date. Form 2598; in duplicate, original forwarded to Cost Accountant at end of each month. (Inactive never; active daily, official.) 9 x 12 folders and 3 $\frac{1}{2}$ x 8 and 8 $\frac{1}{2}$ x 11 loose sheets, 15 ft., in closed wooden box, in pasteboard box, and in steel filing case drawer. W. 4th floor (Bldg. G), SE. basement, and Supply Office (Bldg. F). (2033-2035)

286. EXPENDABLE PROPERTY RECORD CARD, 1931 to date. USVB Form 2598F record of receipts and issuances for supplies from the warehouse. Form attached. (Daily, official.) 5 x 8 cards, 6 ft., in 8 steel cabinet drawers. Supply Office (Bldg. F). (2036)

287. FEDERAL SPECIFICATIONS, 1931 to date. Vouchers for all types of material used. Filed numerically. (Daily, official.) 8 x 10 $\frac{1}{2}$ folders, 2 ft., in steel filing case drawer. Supply Office (Bldg. F). (2037)

288. INVOICE AND RECEIPT FOR PROPERTY PURCHASED, July 1931 to date. Forms and correspondence certifying that articles enumerated have been received in good condition and in the quality and quantity specified, or the services performed as stated, and that they were necessary for public service. (Daily, official.) 9 x 11 folders, 4 ft., in 2 steel filing case drawers. Supply Office (Bldg. F). (2039)

289. NON-EXPENDABLE PROPERTY RECORD CARD, 1931 to date. USVB Form 1243 receipts and issuances of material. Form attached. Filed numerically. (Daily, official.) 5 x 8 cards, 4 ft., in 4 cabinet drawers. Supply Office (Bldg. F). (2040)

290. NUMBERED CONTRACTS, INACTIVE AND ACTIVE, July 1932 to date. Building and property vouchers for payment, and purchase order papers. Filed numerically. (Inactive never; active daily, official.) 8 x 10 $\frac{1}{2}$ folders, 65 ft. 10 in., in 5 wooden packing boxes, in wooden and in 13 metal filing case drawers. W. 4th floor (Bldg. G) and Supply Office (Bldg. F). (2041, 2042)

291. PACKER'S LIST AND SHIPPING TICKET, INACTIVE AND ACTIVE, July 1, 1933 to date. Forms 134A and 3211; requisition, invoice, packer's list, and shipping ticket combination giving depot voucher number, consignor, consignee and address, stock item number, classification, articles, quantity ordered, unit, unit price, quantity shipped, amount, and endorsements; requisitions for supplies giving station, address, classification, Field Station number, Central Office number, stock item number, article, unit, quantity, and price; correspondence. Filed chronologically. (Inactive never; active daily, official.) 8 x 10 $\frac{1}{2}$ folders, 2 ft. 10 in., in standard government packing box, and oak filing case drawer. Supply Room (Bldg. B) and Supply Office (Bldg. F). (2043, 2044)

292. PROPERTY VOUCHERS, INACTIVE AND ACTIVE, July 1932 to date. Expenditure, Washington, and Chicago vouchers; requisitions for supplies; history of property; receipts. Filed numerically. (Inactive never or rarely, official; active daily, official.) 8 $\frac{1}{2}$ x 10 and 8 x 10 $\frac{1}{2}$ folders, 41 ft., in 8 closed boxes and 4 steel filing case drawers. SE. basement and Supply Office (Bldg. F). (2045-2047)

293. PURCHASE ORDERS, July 1931 to date. Form used for purchases of articles or services sold to the Facility by local vendors giving date of purchase, catalog number, quantity, description, unit price, and signature of local Officer; in duplicate, copy retained by vendor. (Daily, official.) 9 x 11 folders, 4 ft., in 2 steel filing case drawers. Supply Office (Bldg. F). (2048)

294. PURCHASE ORDERS, FILMS, INACTIVE AND ACTIVE, May 1933 to date. Copies of purchase orders for film rental. Filed chronologically. (Inactive, never; active monthly, official.) 8 x 10 $\frac{1}{2}$ folders, 7 in., in standard government packing box, on wooden shelf, and in oak filing case drawer. Supply Room (Bldg. B) and Supply Office (Bldg. F). (2049-2051)

295. REQUISITIONS FOR SUPPLIES, July 1931 to date. Request of resident Supply Officer by various departments giving catalog number of items needed, explanation of need, quantity needed, quantity on hand, and estimated cost. (Daily, official.) 9 x 11 folders, 4 ft., in 2 steel filing case drawers. Supply Office (Bldg. F). (2052)

296. SPECIAL REPORTS FROM CENTRAL OFFICE, 1930 to date. Records of all material which has been requisitioned by the supply unit. Filed numerically. (Weekly, official.) 8 x 10 $\frac{1}{2}$ folders, 2 ft., in steel filing case drawer. Supply Office (Bldg. F). (2053)

Transportation Unit

297. CONTRACT MEALS AND LODGING, 1930 to date. Form 1240B giving name, date, and "C" number; earlier similar records included in file reported on abstract 1990. Filed numerically. (Daily, official.) 4 x 8 slips, 4 ft. 8 in., in 4 oak drawers. Reception Room (Bldg. A). (1991)
298. DAILY REPORT OF TRANSPORTATION, MEALS, AND LODGING ISSUED TO VETERANS, INACTIVE AND ACTIVE, 1925 to date. Copies of reports made daily by transportation unit to Washington giving name, places, claim number, and cost. Filed chronologically. (Never.) 8 x 10 $\frac{1}{2}$ and 8 x 12 $\frac{1}{2}$ folders, 3 ft. 1 in., in standard government packing box and in metal filing case drawer. Supply Room (Bldg. B) and Reception Room (Bldg. A). (1987, 1988)
299. EMPLOYEES TRANSPORTATION RECORDS, 1925 to date. Record giving serial number, transportation order number, date issued, date used, and signature of employee. Filed numerically. (Daily, official.) 5 x 8 cards, 2 in., in oak cabinet drawer. Reception Room (Bldg. A). (1989)
300. MEAL AND LODGING AUTHORIZATIONS, INACTIVE AND ACTIVE, July 1930 to date. Forms 955, 955A and 955B; originals and duplicates of meal orders to hotels and restaurants giving order number, date, place, name, certification, and request. Filed numerically. (Inactive never; active monthly, official.) 4 x 8 bundles and loose slips, 12 ft. 4 in., in standard government packing box and 6 oak cabinet drawers. Supply Room (Bldg. B) and Reception Room (Bldg. A). (1994, 1995)
301. MEALS, LODGING, AND TRANSPORTATION AUTHORIZATIONS, 1925 - 1930. Special transportation and patients' transportation authorizations for meals and lodging on contract giving name, address, "C" number, and amount; later similar records reported on serial abstracts 1991-3. Filed numerically. (Never.) 4 x 8 bundles, 33 ft., in standard government packing box. Supply Room (Bldg. B). (1990)
302. PATIENTS' TRANSPORTATION RECORDS, 1930 to date. Records giving name, address, "C" number, date, transportation facility, and legal status of claimant; similar prior records included in file reported on abstract 1990. Filed numerically. (Daily, official.) 4 x 8 slips, 28 ft. 2 in., in 19 oak cabinet drawers. Reception Room (Bldg. A). (1992)
303. SPECIAL TRANSPORTATION, 1930 to date. Form 5570 giving name, address, "C" number, date, and transportation; similar prior records included in file reported on abstract 1990. Filed numerically. (Daily, official.) 4 x 8 slips, 1 ft. 4 in., in oak cabinet drawer. Reception Room (Bldg. A). (1993)

Utility Division

Office of Utility Officer

304. ALLOTMENT FILE, 1931 to date. Record of requests for supplies drawn against a quarterly allotment of \$1,500 for material totaling more than \$80. Filed by quarterly allocation. 3 x 5 card index 2 ft., in 2 metal filing case drawers. (Daily, official.) 9 x 11 folders, 1 ft., in steel filing case drawer. Supply Room (Bldg. G). (2060)

305. CONTRACTS, 1931 to date. Records relating to warehouse and powerhouse contracts. Filed chronologically. (Daily, official.) 9 x 11 folders, 3 ft., in metal filing case drawer. Supply Office (Bldg. G). (2061)

306. GENERAL CORRESPONDENCE, 1931 to date. Personnel records, accident reports, copies of collection analysis, miscellaneous correspondence, deconcentrator reports, fire equipment and regulations, general instructions on floors, upkeep, reports on cemetery and farm, oil purchases, catalog on radio equipment, and telephone reports. Filed by subject matter. (Daily, official.) 9 x 11 folders, 3 ft., in steel filing case drawer. Supply Office (Bldg. G). (2062)

307. MAINTENANCE AND REPAIR FILE, 1931 - 1934; 1936. Work orders and requisitions. (Daily, official.) 9 x 11 folders, 6 ft., in 3 steel filing case drawers. Supply Office (Bldg. G). (2064)

308. MAINTENANCE AND REPAIR, INACTIVE, July 1934 - July 1935. Work orders and requisitions. Filed numerically. (Never.) 9 x 12 folders, 16 ft. 5 in., in 2 closed boxes. SE. basement (Bldg. G). (2063)

309. UTILITY DEPARTMENT WORK ORDER AND RECORD, July 1931 to date. Work requisition form; becomes record of materials used. (Rarely, official.) 7 x 8 loose papers, 4 ft., on closet shelf. Supply Office (Bldg. G). (2065)

