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THE MANUAL OF THE SURVEY OF HISTORICAL RECORDS

FEDERAL WRITERS' PROJECTS

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T A B L E O F C O N T E N T S

I. DESCRIPTION AND PURPOSE OF THE HISTORICAL RECORDS SURVEY	page 2
Description of Survey.	
II. ADMINISTRATIVE AND FIELD SET-UP	3
Defining Functions of Associate Director in Charge of the Survey; State Assistants and their Responsibilities; Classes of Workers to be Employed and the Organization within States	
III. WORK PROCEDURE	5
Categories of Historical Material to be Included in the Survey; Organization of the Survey; Order of Work; Training of Workers; State Filing System; Checking for Accuracy; Reports; The National Archives Survey.	
IV. SPECIAL RULES TO BE OBSERVED	8
Pertaining to Transfer of Documents, Publicity, etc.; Rules to Field Workers.	
V. INVENTORY FORMS	10
Explanation of the Forms to be used in this Survey; Examples of Forms 1 - 8 and Special Forms 1 and 2.	

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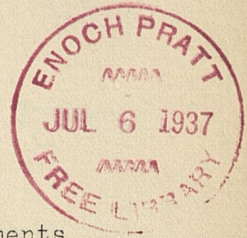
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THE MANUAL OF THE SURVEY OF HISTORICAL RECORDS

Supplement #1 - Cooperation of Private Organizations



Supervisors and workers are hereby informed that arrangements will be made from time to time by which members of historical, patriotic, or other organizations will cooperate with the Historical Records Survey. The Historical Records Survey will accept volunteer services for two types of work. Members of organizations with which cooperative arrangements are made may either assist in the regular inventory work carried on by the Survey, or they may do work supplementary to that undertaken by the Survey in any particular state or community where the voluntary workers assist in the regular inventory work of the Survey. They will be expected to follow the same procedure as the Survey workers, as outlined in the Manual and supplementary instructions. In addition, supervisors may make arrangements by which voluntary workers carry on inventory work outside the scope of the Survey in a particular community by using the Survey Forms and returning them when filled out to the Survey Supervisors.

In cases where particular areas are not supplied with Survey workers, supervisors may make arrangements by which voluntary workers inventory historical records in these areas. Also, in their discretion, supervisors may accept the services of voluntary workers as acting supervisors in areas in which they can not themselves furnish adequate supervision. Members of cooperating organizations should request details as to the manner of assisting in the work in each individual instance.

When the Washington office makes cooperative arrangements with the National headquarters of particular organizations, State Supervisors will be fully informed of the terms of such arrangements.

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THE MANUAL OF THE SURVEY OF HISTORICAL RECORDS

Supplement #2 - Additional Instructions to Supervisors and Workers

Arrangements with Archivists (Manual, p.6): It is suggested that State Supervisors establish and maintain close and cordial relations with historians and other persons interested in history and historical materials. Historical societies will be able to render valuable aid. Librarians will also be in a position to assist the Survey in many ways. The teachers of history, government, law, economics, and other social studies in the various universities, colleges, normal schools, public schools, and other educational institutions should be informed of the purposes and methods of the Survey, and their cooperation solicited. The names of persons and groups whom the State Supervisor believes to be interested in the Survey, and who could be helpful in its conduct, should be brought to the attention of the district supervisor in the community concerned. District supervisors should be instructed to make whatever use they can of the knowledge and enthusiasm of such persons and groups. They should include in their regular reports full accounts of their experience in this field of voluntary cooperation.

Training of Workers (Manual, pp. 6-7): The following suggestions are made in the belief that they may serve as guiding principles. All workers employed at a particular time in an office or in a local area should be assembled in one place, preferably in proximity to samples of the various types of materials to be listed. They should first be given a complete oral explanation of the general program of the Survey and of the work they are to do. Questions should then be solicited, so that the supervisor may discover the extent to which his presentation has been effective. When it appears that most of his points are clear to a majority of the workers, the supervisor should proceed to a demonstration of the manner of doing the various types of work. When all instructions have been given, it would perhaps be best to start with a series of bound volumes and to ask each worker to go through the process of filling out the Volumes Form for a particular volume. The supervisor should then proceed to an explanation of the manner of filling out the other HR forms. Every type of data which workers will be called upon to record in the near future should be explained in the beginning. Types of inventories which will not be made for several weeks may be reserved for later explanation.

-2-

When it appears clear that particular workers understand how to do their work properly, the supervisor may assign them to their respective duties. For as long a period as is convenient, he shall remain with them, assisting in and supervising their work.

The Preservation of Records (Manual, p.2 (f)): The information collected on the fireproof character of buildings in which documents are stored, the liability to damage by water, etc., will make possible the adoption of the most up-to-date measures for the preservation and care of the valuable records housed in such buildings. The estimates of the physical volume of records and the description of their present methods of storing, will provide information of value to state legislatures in making provision for the proper housing and shelving of records as their volume increases and their value is more generally appreciated. The present arrangements for the public use of records are frequently inadequate. Here again action by the state legislatures is required. One of the tasks of the Survey is to provide the information upon the basis of which these bodies can act wisely. It is the duty of supervisors to call bad conditions to the attention of the proper officials.

Historical Records Relating to the Activities of Women: When records or manuscripts relate particularly to the activities of women and the conditions under which they have lived, the letters "W.H." (Women's History) shall be placed in the box in the upper left-hand corner of the HR form on which such materials are listed. When records or manuscripts do not have such a definite character, but contain some items of significance concerning women's activities, special notations shall be made to this effect on HR Forms in the following places:

Under "Other information" on WPA Form 11HR, line 11; WPA Form 12HR, page 2, line 13; WPA Form 14HR, line 10; WPA Form 15HR, line 9; WPA Form 16HR, line 8; WPA Form 19HR, line 10. On WPA Forms 13HR, 17HR, and 18HR, use the last few lines at the bottom of the page. Where a form does not have sufficient space for these special notations, mark on the bottom of the form itself, "W.H. continued", and attach firmly to the form a separate page containing the notations. In cases where such notations are made, it is not necessary to place the letters "W.H." in the box.

The Buildings Form, WPA Form 10HR (Manual, p. 11): Page 2 shall always be firmly attached to page 1. At the top of page 2 insert above "THE BUILDINGS FORM" the name of state and county.

Whenever it is possible without cost or with the slight cost of making a print from an existing negative, a photograph of the building should be attached to the two pages of the Buildings Form.

As a direct result of work done by a WPA Historical Inventory Project in Cleveland, Cuyahoga County, Ohio, interest was created to such a degree that shelves have been built and files installed by

county authorities to hold records which had hitherto been allowed to remain stacked on dust-laden floors. Now that they have been made easily accessible, a large number of persons are consulting them. The Washington office is interested in photographs showing the condition in which historical material is kept. It is especially interested in "before" and "after" photographs whenever conditions are improved as was the case in Cleveland.

The Volumes Form, WPA Form 12HR (Manual, p.11): Page 2 shall always be firmly attached to page 1. At the top of page 2 insert above "THE VOLUMES FORM" the name of state and county.

The Newspaper Form, WPA Form 14HR (Manual, p.12): District Supervisors shall check carefully with custodians to see if newspapers have been inventoried for the Union List of Newspapers. When in doubt as to whether the inventory was made or was completed, they should apply to the State Supervisor, who will make inquiry, if necessary, of the National Supervisor's Office. All newspapers not previously inventoried, whether in county courthouses or not, should be included. Work should be so scheduled as to have the Newspaper Forms filled out and turned in as soon as possible, as the information is desired for early publication. The space for remarks at the bottom of the form should contain brief mention of a few such important facts as the paper's political or social sympathies, the types of news especially stressed, the type of advertising, etc. This may prove of the highest importance to the historian seeking a certain kind of information.

The Maps and Photographs Form, WPA Form 15HR (Manual, pp.12-15): The space for remarks should be used especially for listing any unusual or interesting features of maps, such as locations of ancient houses, taverns, churches, public buildings, which have long since disappeared, also old turnpike roads, trails, canals, railroads and other transportation features. These data are often of the utmost interest to local historians or students of special subjects. Some depositories may be found to contain large collections of old gazetteers and almanacs. These are often full of statistical and descriptive material of the highest value, not to be found elsewhere or in such concentrated form, about communities, institutions, ecclesiastical and social organizations, schools, libraries, local industries, taverns, roads and turnpikes, travel, distances, etc. Special attention should be given to this type of material, which is fascinating and useful to local historians and to social historians. It is sometimes found associated with maps and atlases or similar material of a descriptive nature. With respect to photographs, it is suggested that those of interest to the social historian be given special attention - particularly those showing period architecture, customs, costumes, transportation, industry.

Indexing: In the lines of various HR forms where references are made to "indexing", information should be given as to (a) whether

there is an index, and if so, (b) what sort of an index, (c) whether the index covers the total amount of material, (d) whether it is attached to the material, included in the package, box, or file, or separated from it.

Filing System (Manual, p. 7): The State Supervisors shall use their discretion as to the filing system used in districts and states. The important thing is to arrange the filled out HR forms by counties, the counties being arranged alphabetically. Separate units of government within counties should follow the county in alphabetical order. Within a county or other unit whose filled-out forms constitute a separate file, the agencies of government and the records of each agency should be arranged according to some system. The system to be used is left to the discretion of State Supervisors. The requirement that a Topics File be set up may be ignored.

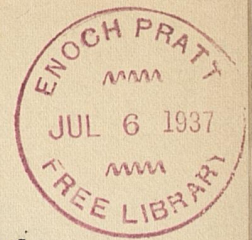
Acceptance of Gifts of Papers: It is not the policy of the Historical Records Survey to Purchase or acquire by gift original historical manuscripts, papers, books, or other historic material. Supervisors and workers are not to solicit material, but if any material is presented to a supervisor or worker, it must be forwarded to the Washington office of the Historical Records Survey to be deposited in the Library of Congress or some other appropriate public institution.

1. DESCRIPTION AND PURPOSE OF THE HISTORICAL RECORDS SURVEY

A new project to be known as the Survey of State and Local Historical Records (O.P.65-1703), or by short title, as the Historical Records Survey, has been set up as part of the Federal Writers' Program, which in turn operates as a section of W.P.A. Sponsored Federal Project No. 1. The following description and instructions apply specifically to the Historical Records Survey.

Description of Survey: The Historical Records Survey will be devoted to the discovery, preservation and making accessible of the basic materials for research in the history of our country. The main tasks will be:

- (a) To collect information on the existence and general character of collections of historical materials throughout the country. This work will not involve the listing of any individual items in such collections. The information will be utilized by the Survey in the preparation of a Guide to Historical Collections.
- (b) To secure copies of the catalogues or indexes of such collections of historical materials which have already been prepared, for deposit in the Library of Congress and perhaps in other centers of research. This will assist in the work of preparing a Union List of such historical materials.
- (c) To collect and edit the inventories which have already been prepared of the records of state, county, municipal, and other local governments in the forty-eight states.
- (d) To make inventories of the records of such governments where adequate inventories have not already been made.
- (e) From the two groups of inventories mentioned in (c) and (d) the Survey will prepare a master inventory of the public records of state and local governments. Such master inventory will be deposited with the appropriate agency or agencies of the Federal Government. One or more copies of the inventory of the public records in each county will be deposited in the county, and one or more copies of the inventory of the public records in each state and its subdivisions will be deposited in the state.
- (f) With a view to the provision of better measures for the preservation and accessibility of public records and other historical materials the Survey will collect and make available information concerning the present housing and care of such records and the accommodations for persons who may wish to consult them.



- (g) In a limited number of special cases, individual items in public records or collections of historical materials may be listed or copied. Such work will not be undertaken as a matter of routine; the two Special Forms included in this Manual for such work are to be filled out only when special instructions to that effect are issued.

The Branch of Historic Sites and Buildings of the National Park Service, which has recently been authorized to undertake an extensive historical program involving the use of state and local government records throughout the country, shall become the custodian of the inventories of archives collected by the Survey after they have been edited by the National Supervisor and his associates in Washington.

II. ADMINISTRATIVE AND FIELD SET-UP

The Survey of Historical Records, like other Writers' Projects, will operate with and through the field organization of the W.P.A. At all times the supervisory and field personnel of the Survey of Historical Records will be responsible in its administration to W.P.A. authority. (Like the American Guide, it will be national in scope, and will be subject to the regulations and exemptions provided for in Supplement #1 to W.P.A. Bulletin #29 - W.P.A. Sponsored Federal Project #1, Section 11, Pages 18 and 19. The Survey of Historical Records will be designated by the work symbol 1885-5).

The National Supervisor of the Survey: Dr. Luther H. Evans, Associate Director of Writers' Projects, will be the National Supervisor in charge of the project for the Survey of State and Local Historical Records. He will be directly responsible to the Director of Federal Writers' Projects, but all matters pertaining to this Survey should be referred to the National Supervisor of the Survey.

The State Director of the Survey: The State Director of Federal Writers' Projects (unless other arrangements are made by the Federal Director of the Writers' Program) will be designated as State Supervisor of the Survey of Historical Records and will be responsible for all the work done on this Survey.

Ass't. State Supervisor: In most states an assistant to the State Director will be appointed whose sole duties will be to devote himself to the Survey of

- 4 -

Historical Records. He will be responsible to the State Director of Federal Writers' Projects.

Local Survey Supervisors: The local project units in each state for the Survey of Historical Records will correspond, in the main, to the local project units of other Writers' Projects. They will be supervised by the existing Writers' Projects supervisors, unless special arrangements for additional supervision have been made by the Federal Director of the Writers' Program.

Classes of Workers to be Employed: The Survey of Historical Records is primarily intended to give employment to the following classes of unemployed workers:

- (a) Professional workers, which will include journalists, historians, and librarians.
- (b) Skilled workers, including research students, library and documentary research workers and assistants to professional workers in their respective fields.
- (c) Intermediate workers, which will include less experienced persons in the above fields as well as clerical and stenographic workers.

The National Supervisor shall assign to each state a quota of workers to be employed exclusively on the Historical Records Survey. The quota will be in addition to the quotas previously assigned for work on Federal Writers' Projects. An additional allotment of funds to meet the costs of this work will be sent to each state.

Survey State Office: The State Office of the Survey of Historical Records will be situated in the same office as the other Writers' Projects unless special arrangements are made for the maintenance of separate offices. In the State Office all the information and material gathered throughout the state will be coordinated.

Survey Local Office: The local offices of the Survey are to be situated in the offices of the other Writers' Projects unless special arrangements are made for separate housing and maintenance.

III. WORK PROCEDURE

Categories of Historical Material: The historical records with which this Survey is concerned consists almost entirely of two large groups: government archives and historical manuscripts.

Government Archives - are the papers which were once the basis of the transaction of Government business. They include formal documents such as ordinances, contracts, letters to and from officials, books used in government business, maps, photographs, paintings, newspapers, etc., which constitute a part of the records of the office or agency. The Archives of the Government of the United States are not to be included in this Survey.

Historical Manuscripts - are the business or private papers of an individual, a business or a group. They are of many kinds, and, frequently, of importance in public affairs.

The distinction between archives and historical manuscripts is not always clear. Many items might be considered in either category or in both. Mere physical possession is not always a safe guide. Workers should assume that materials found in government offices are archives, but it is not always safe to assume that manuscript collections contain no archives. Where documents found in manuscript collections are clearly government records, an indication should be made of this fact. No attempt will be made to transfer such materials. It is desirable to know their location, however, in order that copies may be made by the interested government agency if it finds such a course desirable.

First Step in Organization of Survey: The first duty of the State Supervisor, or the special assistant, is to obtain a complete list of depositories of public records and historical manuscripts. This will in-

clude:

- State government buildings (State capitol, etc.)
- County buildings (Court Houses, etc.)
- Municipal buildings (City Hall)
- Historical and Pioneer Societies
- University or other libraries containing manuscripts of historical value
- Privately owned collections

Each supervisor of a local project unit, or the special assistant in charge, should similarly list all these sources for his territory and send a copy of such lists to the State Office. It can advise him of any sources of information in his territory that he failed to list, and similarly complete its own list with sources given by the local project unit supervisor not in the state list.

The manner in which information from these various sources is to be gathered and presented is covered by the inventory forms given attached to this manual.

Arrangements with Archivists: The State Director and each local project unit supervisor will then contact the archivists and custodians in charge of the historical records and archives and make arrangements with them for their cooperation with the project workers and the preparation of the inventories.

The Order of Survey Work: In general, the various tasks will be undertaken in the order given on page 2 above. It should be practically certain that the general tasks can be completed in the time and with the workers available, before more detailed tasks are undertaken. Also, records in government offices, libraries, historical societies, and other semi-public institutions should be described or inventoried before attention is turned to privately-owned collections of historical materials.

Research Editor: In the State Office and each project office one person of the office staff shall be designated as Research Editor. His duties are to compile lists of sources and types of material to be covered in this Survey, and control the assignments and work out a method of checking, for accuracy.

Field Assignments to Workers: All field assignments should be made in pairs, two workers on each job, one obtaining the data and the other making the record. A record of field assignments shall be kept in the office and carefully checked.

Training of Workers: Before workers are assigned to any institution it will be the duty of each local unit supervisor or a special assistant to make clear to them the objectives of the Survey and instruct them in the method of making the inventory. It is suggested that all the workers to be sent out for field investigation should be gathered into a group and the Forms explained to them in full detail. They should then be encouraged to ask questions on procedure that is not clear to them.

When workers are given their first field assignment, they shall be accompanied by a supervisor, who is to train them in filling out the forms as well as the handling of historical material.

After the workers have been out in the field for a few days, they should again be assembled to discuss special difficulties encountered in the actual gathering of data.

NOTE: Special supplementary instructions will be issued in the near future by the Associate Director in charge of the Survey, covering in detail the organization of material, etc.

Filing System: After the forms have been filled in, in pencil, by the field workers, they should be placed in a file to be known as the Workers File.

The name of the worker should appear at the top of each single form filled out by him or her.

These forms shall be checked for accuracy by the Research Editor and his assistants. After they have been checked they shall be typed in five (5) copies. The original shall be sent immediately to the National Supervisor in Washington; two copies shall be filed by counties, to be known as the County Files. At the completion of the Survey, one of these County Files will be turned over to the County where the Survey has been made. A third copy shall be filed by topics, and shall be known as the Topics File. And the final copy shall be filed by forms, and shall be known as the Forms File. The original workers copy shall be returned to the Workers File and be kept intact for future reference.

Accuracy: The accuracy of the work is the most essential feature of the Survey. Great precaution should be taken that all data collected will, as far as possible, be errorless. The greatest probability of error will appear when dates and other information are taken down, whether on scratch pads or on the forms. The two workers assigned to any inventory task should check each form after it has been filled out. When doubt about a date or a fact exists, such doubts should be indicated by a question mark, thus (?).

Reports: Local project unit supervisors shall report weekly to the State Supervisor on progress. State Supervisors may, if they find it more convenient, change these to bi-weekly reports.

After the Survey has been in operation for a month or six weeks, the local project unit supervisors should be prepared to present a comprehensive report on the work accomplished as well as the plan of work for the succeeding months.

Sources: In addition to the list of archivists, librarians, and custodians mentioned above (See Work Procedure), each supervisor or Research Editor should contact historians and other persons interested in historical materials, and invite their suggestions and cooperation. Such persons may be able to verify data, where doubt exists, and direct supervisors to materials of historical value.

National Archives Survey: The National Archives is conducting a survey of Federal government records located outside the District of Columbia. The State Supervisor and his project supervisors should obtain the names of those in charge of this National Archives Survey and make whatever arrangements may be necessary for cooperation between the two projects.

In some instances questions may arise concerning whose duty it is to list particular groups of records. In such cases the National Archives representative concerned should be consulted and an agreement reached.

IV. SPECIAL RULES TO BE OBSERVED.

The following rules are to be observed in the conduct of the Survey. The State Supervisor may issue to his local project units additional rules to guide their conduct in handling historical and archive material.

Rule 1 - Documents

The Survey does not contemplate the removal of public records or historical manuscripts from their present location. Workers on this Survey will not transfer any document, photograph, map, etc., from any place where it is now deposited to any other place, except in accordance with special instructions issued to carry out a program of the custodian for rearranging or changing the location of records.

Rule 2 - Publicity

Under no circumstance shall any field workers or local project

-9-

unit supervisors give publicity to any materials which they may discover, nor shall they spread information which might receive publicity. When an item of unusual importance is discovered it should be brought to the attention of the State Supervisor, giving the circumstances of its discovery. The State Supervisor will use his discretion in making it public. He shall cooperate with WPA Public Relations officials in matters of publicity.

Rule 3 - Custodians

The local project unit supervisor will be responsible for arrangements with custodians as to the work to be done, the number of workers to be accommodated and the privileges to be accorded them. If any difficulty arises between the workers and custodians, or a change in arrangements is necessary, the problem should be referred back to the local project unit supervisor and the workers temporarily recalled until an adjustment can be made.

Rule 4 - Rules for Field Workers

Each local project unit supervisor should instruct field workers on any given assignment that under no circumstances will they be permitted to do the following, without the general or specific authorization of custodians:

- a) Write on papers or documents, even for the purpose of numbering them.
- b) Remove materials from their filing location in which they are found.
- c) Break seals on any sealed package or other containers of documents or manuscripts.
- d) Rearrange bound or unbound materials.
- e) Remove folders of manuscript material from file cases or other containers.
- f) Open boxes or other containers which are locked or nailed up.
- g) Copy or abstract any paper or document.
- h) Attempt to repair documents, papers, containers, shelves, etc.
- i) Smoking by workers and supervisors in rooms where work is being conducted and in rooms containing documents. is absolutely forbidden. This rule is to be observed by workers even where custodians or clerks violate it.

- j) Under no circumstances should workers undertake work in damp rooms, or improperly lighted or improperly heated or ventilated places, or in places where injurious dust is abundant, without taking the necessary health precautions.

Rule 5 - Physical Labor

Where, in the course of work, the field workers have to lift heavy packages, untie and tie heavy bundles, or do any other work involving heavy physical labor, arrangements should be made with the custodian for the assistance of a janitor. Where such assistance is not available, the local project unit supervisor shall arrange for the assignment of a manual laborer to the project for such work.

NOTE: In addition to the above rules each State Supervisor may add such rules to guide his workers as the local situation may require.

V. INVENTORY FORMS

Most of the data to be collected by the Historical Records Survey will be placed on inventory forms to be supplied to workers. Workers should fill out these forms in pencil, except where the information is first collected on scratch pads and then assembled outside the document rooms. The use of scratch pads will depend in part on whether the records are in proper order.

The general procedure in making an inventory will be as follows. Workers shall begin with the most important room in which are kept the records of an agency or department of government, or a subdivision or bureau thereof. The current or recent records will be listed first. These are usually in the best order, and from handling them workers will become familiar with the records of the agency or bureau. The inventory work should begin on a particular wall or group of shelves, and every volume, file box, bundle, or other container should be listed as it is handled the first time. Extreme care will be necessary to insure that no materials are overlooked.

From this room workers should go to the room in which the oldest records of the office are kept. The same procedure should be followed there. The other rooms should then be covered.

Where an Inventory Form does not have sufficient space for an entry, an indication should be made on the Form itself that the entry is "continued." An additional page or pages of blank paper, or additional copies of the same Form, should be attached. If blank paper is used, the name and number of the Form should be given, and the data should be recorded under numbers corresponding to those appearing on the Form.

The name of the worker must appear on each Form. The space at the top of the page may be used for this purpose.

Ten inventory forms will be used in the Survey. The forms are as follows: (1) WPA Form 10HR, the Building Form, in two pages, which requests a large amount of data on the buildings and rooms in which documents are kept; (2) WPA Form 11 HR, the Printed Records Form; (3) WPA Form 12 HR, the Volumes Form; (4) WPA Form 13 HR, the Unbound Records Form; (5) WPA Form 14 HR, the Newspaper Form; (6) WPA Form 15 HR, the Maps and Photographs Form; (7) WPA Form 16 HR, the Paintings and Statuary Form; (8) WPA Form 17 HR, the Manuscript Collection Form; (9) WPA Form 18 HR, Individual Record, and (10) WPA Form 19 HR, Individual Manuscript.

These forms are attached at the back of the Manual. They are largely self-explanatory, but attention is drawn to the following points:

WPA Form 10 HR - The Buildings Form: Page 1 of this form is to be filled out for each building.
Page 2 for each room or vault.

("Bureau" as used in this and other Forms means a division, branch, or other organization within the department or agency of the government. By "agency" or "department" is meant the larger organization of which the bureau is a part.)

WPA Form 11 HR - The Printed Records Form: (a) Where the printed records include year books, directories, and annual reports and these are not in complete sets, it will be necessary to list them again in filling out Form 3 - The Volumes Form, for the set of which they are a part.

(b) Line 3 of the Printed Records Form should be filled out after the following method: 1910-1923, 14 Vols. Lettered A-C, then numbered 4-14. It is very important to know whether the volumes have an index, individually or for the set, and whether the index is inside one or more volumes or in a separate volume. (Line 7.)

WPA Form 12 HR - The Volumes Form: (a) This form is to be used for all bound or loose-leaf volumes, including printed records which are part but not all of a set.

(b) Newspaper clippings, letters and miscellaneous material kept in volumes should be listed on this form. Where cumulative material is kept in boxes, later to be collected into a volume, it should be listed on the Volumes Form, rather than on Form 4 - The Unbound Records Form.

WPA Form 13 HR - The Unbound Records Form: The treatment of this material is the same as that of Form 3 - The Volumes Form.

WPA Form 14 HR - The Newspaper Form: This form is to be used for newspapers, whether bound or unbound. There is now nearing completion an undertaking known as the Union List of Newspapers. In practically all states the work for this Union List has been completed except for newspaper material in county courthouses.

The Newspaper Form should therefore only be used for records of newspaper files in county courthouses until further instructions are issued.

In listing newspapers the following instructions should be followed:

- a) Only one newspaper should be listed on a form.
- b) The exact name and place of publication and the frequency of the paper's publication should be indicated, using the following symbols:

d	daily	bw	every two weeks
w	weekly	tw	three times a week
sw	twice a week	ir	irregular

- c) The following symbols should be used for months:

Ja	January	May	May	S	September
F	February	June	June	O	October
Mr	March	July	July	N	November
Ap	April	Ag	August	D	December

- d) Church, labor, trade or house publications, although not included in the Union List of Newspapers, should be listed on our forms.

WPA Form 15 HR - The Maps and Photographs Form: This form is for the listing of: (1) Maps; (2) Photographs, Photographic Negatives; (3) Films.

(1) Maps - The listing of maps requires special attention. The following information, or as much of it as obtainable should be given: (a) Date or dates (all dates which appear on the map); (b) Name of the area (i.e., United States, or Alabama, or Washington County, or Franklin Township, or Manhattan Island); (c) Type of map (physical, political, historical, hydrographic, ethnic, communications, geological, economic, military, etc.); (d) Title of map (if it has none, copy the dedication; or insert in "title of subject" space, in parentheses, what

you think the map was made to show); (e) Author; (f) Engraver or printer; (g) Publisher; (h) Place published; (i) Description (colored or black-and-white; manuscript, printed, photostat, blueprint, or other facsimile; mounted or unmounted); (j) Relief (showing hills, heights, depths, etc.); (k) Scale (as indicated on map, either in figures, say 1:62,500 or $\frac{1}{62,500}$ or in words, recorded in the form 1 inch equals . . . miles, or other unit of length; if there is no easily ascertained scale, or if the item is a manuscript map, give size, width by height, inside the lines which frame the map); (l) Number of the map (if a sheet in a set, etc.); (m) Number of sheets (if more than one); (n) Whether duplicates are present (and how many); (o) Any printing, initials, signatures, or other writing not listed above (do not fail to look on the back of the map).

Types of Maps

1. A physical map shows elevation of land by contour lines, shading, hachures, or layer tints.
2. A political map contains the boundaries of administrative and political divisions of a country, State, or sovereignty (e.g., a map of Alabama showing counties and townships).
3. An historical map portrays or describes events of past time.
4. A hydrographic map (or chart) is prepared for the use of navigators and shows water depths, shoals, rocks, soundings along ocean coasts, lake coasts, channels, harbors, etc.
5. An ethnic map shows distribution of races and peoples, race migrations, languages, etc.
6. A communications map shows railways, roads, telegraph lines, steamship routes, canals, navigable rivers, airlines, etc.
7. A geological map shows the distribution and sometimes the structure of rock formations, their geological ages, etc.; maps showing unconsolidated rocks like glacial formations, river deposits, dune sand, beach sand, soils, etc., are also geological maps.
8. An economic map shows economic regions, natural resources, exports and imports, agriculture, manufactures.
9. A military map may show troop movements, fortifications, campaigns, battlefields, etc.
10. A land tenure map gives data on the change of title to a tract of real estate.

-14-

It is frequently true that the title of the map will contain much of the information listed under several of the headings given above. In this case there is no need to repeat the information. Much of the requested data may have to be placed under "other information". The title should be placed there if it is longer than one line.

The title of the map should be copied in quotation marks. Omissions of unimportant words may be made by indicating with three dots (periods with one space between). Any punctuation preceding the omission should be given before the three dots. All titles in foreign languages should be copied exactly and without omissions. Care should be exercised to copy all spelling and capitalization exactly, even when it contains obvious mistakes.

Correspondence files and miscellaneous papers and documents should be glanced through for manuscript maps. Maps printed in newspaper clippings should be listed, with as full reference as possible to the newspaper. Maps in published books or reports are not to be listed, unless such books or reports are rare.

Atlases should be listed by author, title, publisher, date and place of publication, and number of plates. The maps in atlases should not be listed individually.

Maps issued by agencies of the Federal Government are not to be listed unless they have special annotations.

(2) Photographs - The date, number, general character, and subject-matter of each group of photographs should be given. The photographer's name should be given when it is known. Old photographs of a town or city, important public or business buildings, historic sites, or important events, should be noted individually. Discretion must be used in inventorying photographs, since they will be found in large numbers. In case the date or subject-matter of old photographs cannot be discovered from available information, it is advised that custodians or old residents be consulted.

Besides photographs in government buildings and manuscript collections, it is expected that occasionally private photograph collections will be discovered. Inquiry should be made concerning them. Photographers frequently keep large collections of photographs of local residents. The Research Editor should investigate the historical value of such collections before they are listed.

(3) Films - In listing films, the width of the roll should be given in millimeters (usually 16 or 35 mm.) and the length in feet.

The subject matter, the date of exposure, the condition of the film and the name of the person who made the exposure, if known, should be recorded.

WPA Form 16HR - The Paintings and Statuary Form: The main purpose of this form is the listing of portraits and portrait busts on display in public buildings. In the supervisor's discretion, however, collections of paintings, etchings, etc., may be inventoried, and statues in public places may be listed. The guiding principle should be the historical value attaching to such materials. The date of a statue is the date of its unveiling.

WPA Form 17HR - The Manuscript Collection Form: The local project unit supervisor will have to list places where such manuscript collections are available and issue special instructions on the care and manner of making an inventory of them.

Under "analysis" of contents of collections", the general character of the collection's contents should be given and the subjects concerning which the collection contains information.

Special Forms, WPA Forms 18HR and 19HR: These forms are to be used only upon special instructions.

WPA Form 18HR, The Individual Record Form, is for the listing of individual items in public records, such as an individual deed, will, birth certificate, or other document.

WPA Form 19HR, The Individual Manuscript Form, is for the listing of individual letters or other papers in a manuscript collection. Diaries wherever found should be placed on this form. In counting pages of manuscript, count each side of the paper on which writing appears. In indicating size (line 4), the following symbols may be used:

- f^o - folio (very large)
- 4^o - quarto (about 9 $\frac{1}{2}$ by 12 inches)
- 8^o - octavo (about 6 by 9 $\frac{1}{2}$ inches)
- 12^o - duodecimo (about 5 by 7 $\frac{1}{2}$ inches)

The symbols to be used in line 9 require explanation. If a letter is written in the author's own hand, and signed by him, the

letters A.L.S. (autograph letter signed) should be used. If the letter is written by someone else, but signed in the author's own hand, the letters L.S. (letter signed) should be used. If the author wrote the letter but failed to sign it, use the letters A.L. (autograph letter). The same principle applies to documents (D.) and drafts (Df.)

Care must be exercised in placing this information on the forms. It should be given only when there is no doubt about the author's handwriting or signature. It is better to have no information under this heading than to have information which is incorrect.

As manuscripts are being examined for the first time, a separate form should be made for any item which is judged to be worthy of copying. These forms should bear a notation "to be copied", and should be kept separate. They should be given to the supervisor. He will use them as a basis for whatever copying it may be deemed desirable to undertake. Arrangements for copying, if any, will be made with the custodian by the local unit project supervisor.

Information Not to be Listed on Inventory Forms: Certain types of information collected by the Survey are not to be recorded on inventory forms. When copies of catalogues of manuscript collections or government archives are obtained, these should be submitted to the local unit project supervisor in the form in which they are available. If copies are not available, the form in which they shall be made will be decided by the local project unit supervisor. They may be typed on regular typewriter-size sheets, or photographed, or placed on cards, depending on the nature and size of the catalogue. The same applies to catalogues of maps, and to indices of filing systems.

THE BUILDINGS FORM

Name of building: _____

Room or vault number and location: _____

Short title or abbreviation of room or vault, if any: _____

Bureaus having records in this room or vault: _____

(Approximate size of room or vault) (number and approximate size of doors & windows)

(Material, and general condition of floor, ceiling, and walls)

(Ventilation, atmospheric conditions - temperature, dust, soot, dampness, etc.)

(Linear feet of shelving) (location of shelving in the room or vault)

(how shelving is constructed - material, etc.)

(Linear feet of (a) bound volumes; (b) unbound materials-depth of file boxes, etc.;

(c) newspapers; (d) miscellaneous)

(Condition of crowding, room for expansion with and without new shelving)

(Lighting - type, whether good or poor)

(Accommodations for users - amount and character of space and equipment)

(Approximate percentage of the bureau's records are in this room or vault)

(Custodian's estimate of additional space and equipment necessary for the proper housing of the records in this room or vault)

WORKS PROGRESS ADMINISTRATION
SURVEY OF STATE AND LOCAL HISTORICAL RECORDS 1936
HISTORICAL RECORDS SURVEY

WPA Form 11HR

Name of State _____

THE PRINTED RECORDS FORM

Leave this space blank)

County: _____ City or town: _____

Agency or department: _____

Bureau: _____

Title of set of records in which publication appears (if any): _____

Title of publication: _____

Dates, total volumes, and volume numbering or lettering: _____

Missing volumes, by numbers and dates: _____

Average number of pages per volume: _____

Average height, width, and thickness of volumes: _____

Indexing: _____

Condition of printing, paper, binding: _____

Location by dates and volume numbers: _____

Major subjects covered: _____

Other information: _____

WORKS PROGRESS ADMINISTRATION
SURVEY OF STATE AND LOCAL HISTORICAL RECORDS 1936
HISTORICAL RECORDS SURVEY

WPA Form 12HR

Name of State

Page 1 of 2 pages

THE VOLUMES FORM

Leave this space blank)

County: _____ City or town: _____

Agency or department: _____

Bureau: _____

Exact title: _____
(Indicate variations of title, if any)

Dates, total volumes, and volume numbering or lettering by years: _____

Missing volumes, by numbers and dates: _____

Exact description of contents; summary of forms used; and general remarks; _____

Indexing: _____

Nature of recording by years: _____
(Handwritten, typescript, print, photostat, etc.)

Binding: leather (), cloth (), paper (); Condition is: excellent (),
good (), fair (), poor (), very poor ()

Condition of writing: excellent (), good (), faded (), illegible ()

Condition of paper: excellent (), good (), poor (), very poor ()

THE VOLUMES FORM

Page 2 of 2 pages

Size: _____
(Height, width, and thickness, and average number of pages, by uniform groups)

Location by dates and volume numbers: _____
(Buildings and rooms or vaults)

Subtitle divisions by dates and volume numbers: _____

Other information: _____

WORKS PROGRESS ADMINISTRATION
SURVEY OF STATE AND LOCAL HISTORICAL RECORDS 1936
HISTORICAL RECORDS SURVEY
Name of State

WPA Form 13HR

THE UNBOUND RECORDS FORM

(Leave this space blank)

County: _____ City or town: _____

Agency or department: _____

Bureau: _____

Exact title, if any: _____

Dates, total numbers, numbering and lettering (by years) of file boxes, bundles, etc.:

Dates of obvious gaps: _____

Sizes of file boxes, bundles, etc., by uniform groups: _____

Types of records included: _____

Indexing: _____

Condition of writing, paper, and containers: _____

Location by dates and numbers of file boxes, etc.: _____
(Buildings and rooms or vaults)

WORKS PROGRESS ADMINISTRATION
SURVEY OF STATE AND LOCAL HISTORICAL RECORDS 1936
HISTORICAL RECORDS SURVEY
Name of State

WPA Form 14HR

THE NEWSPAPER FORM

(Leave this space blank)

County: _____ City or Town: _____

Agency or department: _____

Bureau: _____

Name of other owner, if any: _____

Name of building: _____
(Street address)

(Name of paper)

(place of publication)

(Frequency of publication)

(dates of publication)

Dates covered by holdings of the above: _____

Dates for which bound: _____

Dates for which unbound but arranged: _____

Dates for which loose: _____

Merged with or succeeded by: _____ Date: _____

Successor to: _____ Date: _____

Location, by years: _____
(Room and vault names or numbers)

Other information: _____

WORKS PROGRESS ADMINISTRATION
SURVEY OF STATE AND LOCAL HISTORICAL RECORDS 1936
HISTORICAL RECORDS SURVEY

WPA Form 15HR

Name of State _____

THE MAPS AND PHOTOGRAPHS FORM

(Leave this space blank)

County: _____ City or town: _____

Agency or department: _____

Bureau: _____

Name of other owner, if any: _____

Name of building: _____
(Street address)

Item or items: _____
(Map or maps, photographs, etc.)

Area covered, title, or subject: _____

(Number of items or pages) _____ (date or dates) _____ (size or sizes) _____
Indicate by an x whether: printed (), engraved (), black-and-white (),
colored (), blue-print (), photostat (), mounted (), framed (),
relief (), shaded ()

If map, also indicate: _____
(Scale) _____ (type of map - physical, political, etc.)

(Condition of writing or other work) _____ (of paper, film, etc.)

(Artist, author, etc.) _____ (publisher or engraver, if any) _____ (place of publication)

Location: _____
(Rooms and vaults)

Other information: _____

WORKS PROGRESS ADMINISTRATION
SURVEY OF STATE AND LOCAL HISTORICAL RECORDS 1936
HISTORICAL RECORDS SURVEY

WPA Form 16HR

Name of State

THE PAINTINGS AND STATUARY FORM

(Leave this space blank)

County: _____ City or town: _____

Agency or department: _____

Bureau: _____

Name of other owner, if any: _____

Name of building: _____
(Street address)

Item or items: _____
(Paintings, etchings, drawings, statues, etc.)

Title or subject: _____

(Number of items) (date or dates) (size or sizes)
Indicate by an x whether: oil (), watercolor (), engraved (), crayon (),
pen-and-ink (), photostat (), mounted (), framed (),
marble (), bronze ()

Condition of work: _____

Artist: _____
(Publisher or engraver) (place of publication)

Location: _____
(Rooms and vaults, corridors, parks, etc.)

Other information: _____

WORKS PROGRESS ADMINISTRATION
SURVEY OF STATE AND LOCAL HISTORICAL RECORDS 1936
HISTORICAL RECORDS SURVEY

WPA Form 17HR

Name of State _____

THE MANUSCRIPT COLLECTION FORM

(Leave this space blank)

County: _____ City or town: _____

Name of owner or holder: _____

Name of building: _____

(Street address)

Name of collection: _____

Inclusive dates, total numbers, numbering and lettering (by year) of volumes,
files, bundles, etc.: _____

Missing material, by numbers and dates: _____

Size: _____
(Approximate size of volumes, files, boxes, bundles, etc., by uniform groups)

Location by dates and units (volumes, etc.): _____
(Room or vault names or numbers)

History of the collection: _____

Analysis of the contents of the collection: _____

WORKS PROGRESS ADMINISTRATION
SURVEY OF STATE AND LOCAL HISTORICAL RECORDS 1936
HISTORICAL RECORDS SURVEY

WPA Form 18HR

Name of State

THE INDIVIDUAL RECORD FORM

(Leave this space blank)

County: _____ City or town: _____

Agency or department: _____

Bureau: _____

Name of building: _____
(Street address)

Room or vault name or numbers: _____

Name of item: _____

Title of record in which it appears: _____

Volume and page, file number, or other exact reference: _____

Date or dates: _____

Quantity of item: _____
(Number of pages, etc.)

Nature of recording: _____

Condition of writing, paper, binding: _____

Summary or description of the item: _____

WORKS PROGRESS ADMINISTRATION
SURVEY OF STATE AND LOCAL HISTORICAL RECORDS 1936
HISTORICAL RECORDS SURVEY

WPA Form 19HR

Name of State

THE INDIVIDUAL MANUSCRIPT FORM

(Leave this space blank)

County: _____ City or town: _____

Name of owner or holder: _____

Name of building: _____
(Street address)

Date or inclusive dates: _____

From: _____ To _____
(Author) (addressee)

Written from: _____
(Place of origin)

Number of pages: _____ Size of pages _____

Summary of contents, or general description: _____

Name of collection and volume and page, or other exact reference: _____

Room or vault name or number: _____

Nature of recording: _____
(Handwritten, typescript, or other)

Symbol as to authorship, signature, etc.: _____
(See instructions: A.L.S., L.S., etc.)

Other information: _____

