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UNIVERSITY OF KENTUCKY
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INVENTORY OF FEDERAL ARCHIVES IN THE STATES

SERIES IX
THE DEPARTMENT OF AGRICULTURE
No 10
GEORGIA
PART 2

LIBRARY
UNIVERSITY of KENTUCKY

THE GEORGIA HISTORICAL RECORDS SURVEY
WORK PROJECTS ADMINISTRATION

INVENTORY OF FEDERAL ARCHIVES IN THE STATES

Prepared by

The Survey of Federal Archives
Division of Community Service Programs
Work Projects Administration

The National Archives
Cooperating Sponsor

SERIES IX. THE DEPARTMENT OF AGRICULTURE

NO. 10. GEORGIA

IN 4 PARTS

PART 2

Atlanta, Georgia
The Georgia Historical Records Survey
June 1941

WORK PROJECTS ADMINISTRATION

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PREFACE

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

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

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

In Georgia the work of the Survey was under the direction of Professor Merritt B. Pound from its inception until June 30, 1937. Since that time the Historical Records Survey in Georgia, now sponsored by the State Planning Board, has continued work on the Inventory of Federal Archives. This Inventory of the Records of the Department of Agriculture (Bureau of Agricultural Economics, Bureau of Agricultural Engineering, Bureau of Animal Industry, Bureau of Biological Survey, Bureau of Entomology and Plant Quarantine, Bureau of Extension Service, Bureau of Food and Drug Administration, Bureau of Forest Service, Bureau of Plant Industry, Bureau of Public Roads) in Georgia was prepared in the Atlanta office of the Survey and was edited before final typing by Lewis J. Darter, Jr. of the Washington office. It is reproduced in mimeographed form through the facilities of the Historical Records Survey.

Atlanta, Georgia
June 25, 1941

Frederick S. Hulse, State Supervisor
Historical Records Survey in Georgia

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BUREAU OF AGRICULTURAL ECONOMICS

BUREAU OF AGRICULTURAL ECONOMICS

ATLANTA

DIVISION OF COTTON MARKETING CLASSIFICATION AND MARKET NEWS AND QUOTATION
FIELD HEADQUARTERS
Federal Annex, Forsyth, Hunter, and Spring Sts.

This office was established in 1927 on an experimental basis. On July 1, 1928 it was put on a permanent basis by an act of Congress. No useless papers have been destroyed without authorization. This office has jurisdiction over six states: Alabama, Georgia, Florida, North Carolina, South Carolina, Virginia, and southeastern Tennessee. It is also the headquarters of the Grade and Staple Estimate Section.

3619. CORRESPONDENCE, Jan. 2, 1931 to date. Filed alphabetically. (Daily, official.) 9½ x 11½ folders, 3 ft. 6 in., in wooden filing cases. R. 522. (2617)

3620. GENERAL CORRESPONDENCE FILE, July 1, 1934 to date. Letters of authorization, memoranda of field men, requisitions for supplies, pay rolls (temporary), statistical sample reports, courtesy cards, accidents to Government employees, and changes in official headquarters, National Emergency Council. Filed alphabetically by subject. (Daily, official.) 9 x 15 folders, 4 ft., in wooden filing cases. R. 519. (2635)

3621. PERSONNEL FILE, July 1, 1934 to date. Correspondence to and from men in the field regarding official business, cotton classers in office, reimbursement accounts of employees, and weekly reports of men in the field. Filed alphabetically. (Daily, official.) 9 x 15 folders, 2 ft., in wooden filing case. R. 519. (2636)

3622. U.S. GOVERNMENT MOTOR FUELS TAX-EXEMPTION CERTIFICATES AND RECEIPTS, July 1, 1931 to date. Records of certificates issued oil companies in lieu of state tax on gasoline, showing number of gallons of gas bought, name and address of dealer, purchaser, state, date issued, and branch of service for which purchase was made. Filed numerically. (Daily, official.) 3 x 8 vols. (18), 6 in., in wooden card cabinet. R. 519. (2679)

3623. RECORD OF FIELD OFFICE EXPENDITURES, July, 1, 1933 to date. Record of expenditures under letters of authorization and expenditures not chargeable, pay roll reimbursement accounts, gasoline purchases, postage due stamps, automobile repairs, telephone bills, and transportation requests. Filed alphabetically. (Daily, official.) 10 x 13½ vol., 1 ft., 6 in., in wooden desk drawer. R. 519. (2637)

3624. COPIES OF ACCOUNTS PAID, July 1, 1934 to date. Record of payment for gasoline and oil, garage rentals, automobile repairs, tires and

tubes, miscellaneous purchases, and monthly expense reports for each car operated by this office for official business. Filed alphabetically. (Daily, official.) 9 x 15 folders, 2 ft., in wooden filing case. R. 519. (2639)

3625. MARKET REVIEW AND STAPLE PREMIUM, Jan. 3, 1927 to date. Copies of weekly market news and cotton staple premiums which are weekly resumes of crops, markets, and prices on long staple cotton. Filed chronologically. (Daily, official.) 9½ x 14½ folders, 5 ft. 6 in., in steel filing case. R. 523. (2624)

3626. GIN AND VARIETY SUMMARY, Aug. 1, 1928 - Dec. 31, 1933. Index and summary for gin and variety surveys, showing names and addresses of gins by counties, type of equipment at gins, principal variety of cotton handled by each gin, and date of original survey. Indexed alphabetically. (Monthly, official.) 9 x 15 folders, 1 ft. 6 in., in steel filing case. R. 566. (2620)

3627. INDIVIDUAL GIN SUMMARIES, Aug. 1, 1928 to date. Tabular form summary of the grades and staple lengths of cotton furnished this office by individual cooperating gins, including a summary for each gin that has cooperated with this office since 1928. Filed alphabetically. (Annually, official.) 8½ x 10½ loose-leaf books (16), 2 ft., in steel filing case. R. 566. (2600)

3628. MAILING LIST, Jan. 2, 1931 to date. Record of cotton merchants, brokers, manufacturers, newspapers, and individuals to whom market reports are mailed in the Atlanta district. Filed alphabetically. (Daily, official.) 4 x 6 cards, 2 ft., in wooden card cabinet. R. 522. (2619)

3629. REQUEST FOR MAILING LISTS, July 1, 1934 to date. Requests to be placed on mailing list for Cotton Quotations and Market Service. Filed alphabetically. (Daily, official.) 9½ x 14½ folders, 1 ft., in steel filing case. R. 523. (2642)

3630. GOVERNMENT BILLS OF LADING, July 18, 1934 to date. Standard Form 1058a which is sent collect by cooperating ginners and field men, covering cotton samples, showing consignor, name and title of issuing officer, shipping point, destination, name of transportation company, date shipped, and weight. Filed numerically. (Semiannually, official.) 10 x 12 loose-leaf books (6), 2 ft., in filing case. R. 519. (2676)

3631. RECORD OF SAMPLES, Mar. 20, 1935 - Dec. 31, 1936. Record of shipment of cotton samples, showing date cotton was classed, tag number, total samples, gin number, names of county, state, and gin manager, number of bags, name of classer, and the last gin date. Filed numerically. (Semiannally, official.) 5 x 8 cards, 6 in., in wooden card cabinet. R. 505. (2582)

3632. RECORD OF RECEIPT OF WEIGHT CARD, July 1, 1935 to date. Record of amount of cotton sent in by each gin, showing date and number of bags received, net weight of cotton, lot number, number of empty sacks returned to ginner, names of gin, town, county, and state in which gin is located. Filed alphabetically. (Daily, official.) 4 x 6 cards, 4 in., in

pasteboard box. R. 29, basement. (2677)

3633. CLASSIFICATION SUMMARY, July 1, 1936 to date. Classification Summary of grade staple preparation of cotton, showing staple length, grade, number of bales, color group, lot, tag, and classer number and date classed. Filed numerically. (Daily, official.) 8 x 10½ loose-leaf papers, 1 ft., in steel filing case. R. 505. (2602)

3634. GRADE AND STAPLE STATISTICS CLASSIFICATION SHEET, July 1, 1936 to date. Individual bale classification, showing U. S. sample, length of staple, state, district, and date classed. Filed numerically. (Daily, official.) 9 x 14 loose-leaf papers, 1 ft., in steel filing case. R. 505. (2583)

3636. DAILY DIFFERENCE REPORTS, Sept. 1, 1927 to date. Copies of official report of the Designated Spot Cotton Markets, Filed chronologically. (Daily, official.) 9½ x 14½ folders, 30 ft., in 5 steel filing cases. R. 523. (2640)

3636. REPORTS, Jan. 2, 1931 to date. Pertaining to crops, markets, and prices from all sections of the U. S. Filed alphabetically. (Daily, official.) 9½ x 11½ folders, 3 ft. 6 in., in 2 wooden filing cases. R. 522. (2618)

3637. STAPLE PREMIUM REPORT, July 1, 1934 to date. Copies of weekly reports on long staple cotton prices, which are made up from information received from collaborators' reports from all sections of Atlanta district. Filed alphabetically. (Daily, official.) 9½ x 14½ folders, 1 ft., in steel filing case. R. 523. (2641)

3638. CLASSERS' DAILY REPORTS, Aug. 14, 1936. Reports showing location of gins, gin numbers, number of samples classed, general check of samples, number of sacks, recorders' initials, hours classer worked, and total bales and sacks classed per day. Filed numerically. (Daily, official.) 8 x 12½ loose papers, 3 in., on clipboard. R. 505. (2585)

3639. MISCELLANEOUS FILES, Aug. 1, 1928 to date. Forms pertaining to carry-over cotton, grade and staple cotton, weekly reports of states in this division, miscellaneous weekly reports issued by other grade and staple offices, and grade staple press releases. Filed chronologically. (Weekly, official.) 8½ x 11 loose-leaf books (12), 2 ft., in steel filing case. R. 566. (2601)

3640. MISCELLANEOUS RECORDS, July 1, 1933 - Dec. 31, 1935. Records pertaining to Red Cross cotton, cotton movement data sheets, classification sheets, weekly non-cumulative and cumulative reports, one variety classification sheet, receiving cards, and summary sheets for Georgia, South Carolina, North Carolina, Florida, Alabama, and Virginia. Filed alphabetically. (Semiannually, official.) 9 x 15 folders, 6 ft., in steel filing case. R. 29, basement. (2678)

3641. MISCELLANEOUS FILES, July 1, 1934 to date. Records pertaining to annual report season, sale of ginners' cotton, closing reports for gins, authorization for disposition of cotton, expenditures for cotton samples, price studies, plant quarantine, request for service, prepara-

tion study, and classers' reports. Filed alphabetically. (Daily, official.) 9 x 15 folders, 3 ft. 6 in., in wooden filing case. R. 519. (2638)

ATLANTA

DIVISION OF FRUITS AND VEGETABLES INSPECTION AND MARKET NEWS FIELD HEADQUARTERS

Federal Annex, Forsyth, Hunter, and Spring Sts.

This office was established in July 1932 with jurisdiction over the entire State of Georgia. All useless papers are destroyed when authorized by Washington.

3642. PERISHABLE AGRICULTURAL COMMODITIES, Dec. 1, 1930 to date. Correspondence relative to perishable fruits and vegetables in Atlanta area. Filed alphabetically. (Daily, official.) 9½ x 14½ loose papers, 1 ft., in wooden filing case. R. 525. (2571)

3643. CORRESPONDENCE, Jan. 1, 1934 to date. Correspondence relative to inspection certificates made on fruits and vegetables shipped into Atlanta area. Filed alphabetically. (Daily, official.) 9½ x 14½ folders, 1 ft. 6 in., in wooden filing case. R. 525. (2573)

3644. MARKET NEWS, Jan. 1, 1923 to date. Record shows crop reports, market conditions, and prices on fruits and vegetables gathered in every section of the U. S. Filed chronologically. (Daily, official.) 9½ x 14½ folders, 14 ft., in 3 wooden filing cases. Rs. 524, 525. (2558)

3645. MAILING LIST, Jan. 2, 1923 to date. Records of mailing of Daily Market News Service, which pertain to fruits and vegetables, produce merchants, brokers, and individuals, principally of the Atlanta Area. Filed alphabetically. (Daily, official.) 4 x 6 cards, 4 ft., in 2 wooden filing cases. R. 525. (2616)

3646. INSPECTION CERTIFICATES, Jan. 1, 1934 to date. Copies of inspection certificates made on fruits and vegetables shipped into Atlanta area. Filed numerically. (Daily, official.) 9½ x 14½ folders, 3 ft., in 2 wooden filing cases. R. 525. (2572)

3647. FEE BILLS, Jan. 2, 1935 to date. Copies of bills for charges made for inspection services. Filed alphabetically. (Daily, official.) 5 x 8 loose papers, 6 in., in wooden filing case. R. 525. (2592)

3648. FEE BOOKS, Jan. 2, 1935 to date. Record shows inspection fee charges, car number and initials, consignee, consignor, and contents. Filed chronologically. (Daily, official.) 9 x 11½ vol. (2), 3 in., on desk. R. 525. (2615)

ATLANTA

DIVISION OF HAY, FEED, AND SEED INSPECTION AND SEED REPORTING
FIELD HEADQUARTERS
Federal Annex, Forsyth, Hunter, and Spring Sts.

This office was established in Oct. 1, 1925, with jurisdiction over the Southeastern and Southwestern Divisions, which consist of the following states: New Mexico, Texas, Louisiana, Mississippi, Alabama, Georgia, Florida, South Carolina, Tennessee, and Kentucky. All records dated prior to Nov. 30, 1929 have been destroyed upon authority from Washington.

3649. CORRESPONDENCE, Nov. 30, 1929 to date. Correspondence on inspections and Market News Service. Filed alphabetically. (Daily, official.) 9½ x 11½ folders, 6 ft., in 2 wooden filing cases. R. 521. (2523)

3650. GOVERNMENT RELEASES, July 1, 1934 to date. Reports from the Departments of Agriculture and commerce at Washington, pertaining to crops, markets, and prices. Filed chronologically. (Daily, official.) 9½ x 14½ folders, 1 ft. 6 in., in steel filing case. R. 521. (2520)

3651. INSPECTION CERTIFICATES, July 1, 1934 to date. Inspection reports of hay. Filed chronologically and alphabetically. (Daily, official.) 9½ x 11½ folders, 1 ft. 6 in., in wooden filing case. R. 521. (2500)

3652. MARKET NEWS SERVICE, Oct. 15, 1930 to date. Weekly reviews pertaining to grain and food market news and prices. Filed chronologically. (Daily, official.) 9½ x 14½ folders, 1 ft. 6 in., in steel filing case. R. 521. (2501)

3653. PRICE RECORD, Oct. 15, 1930 to date. Tabulation of weekly price on hay, grain, and mill feed, from correspondents in Atlanta, Kansas City, Jacksonville, Montgomery, Tampa, St. Louis, Savannah, Miami, Mobile, Columbus, Augusta, Vicksburg, Henderson, Danville, Memphis, Jackson, Clarkesville, Morganfield, Nashville, Birmingham, Macon, and Columbia. Filed alphabetically. (Daily, official.) 8 x 10½ loose-leaf books (2), 6 in., in steel filing case. R. 521. (2522)

3654. QUESTIONNAIRE, July 15, 1934 to date. Completed questionnaires regarding crops, markets, and prices sent to farmers, merchants, manufacturers, and agricultural colleges throughout the Southeastern and Southwestern Division. Filed chronologically. (Daily, official.) 9½ x 14½ folders, 1 ft. 6 in., in steel filing case. R. 521. (2521)

DIVISION OF WAREHOUSING
FIELD HEADQUARTERS
Federal Annex, Forsyth, Hunter, and Spring Sts.

This office was established in August 1919, with jurisdiction over

the states of Georgia, Alabama, Florida, and Tennessee, and a part of Mississippi. A senior marketing specialist represents the Division in matters pertaining to cottonseed, cotton, nut, fruit, vegetable, and canned food warehousing.

3655. GENERAL CORRESPONDENCE, Aug. 1, 1919 to date. Filed alphabetically. (Daily, official.) 9½ x 11½ folders, 18 ft., in steel filing cases and in combination case. R. 574. (2502)

3656. CORRESPONDENCE REGARDING COMPRESS AND WAREHOUSE LIABILITY UNDER INSURED RECEIPTS, Aug. 1, 1935 to date. Correspondence with Washington officials who are in charge of administration of the Warehouse Act, and insurance companies regarding coverage of cotton and other commodities in licensed warehouses against fire and water loss. Filed alphabetically. (Annual, official.) 9 x 12 folders, 4 in., in steel filing case. R. 573. (2483)

3657. UNUSED WAREHOUSE RECEIPTS, Aug. 1, 1919 - Dec. 31, 1935. Warehouse receipts, which were unused, taken up and returned to Atlanta office by examiners of the Department, due to warehouse discontinuing business as a licensed warehouse. Filed alphabetically. (Never.) 10 x 14 bundles (30), 20 ft., on floor. R. B-29. (2557)

3658. WAREHOUSE INFORMATION CARDS, Apr. 22, 1921 to date. Information on active, old, and cancelled licensed warehouses, showing name and address of warehouse, partnership, or corporation, name of partner, if any, capacity, surety, application date, date of original inspection, license number, and whether owned or leased. Filed alphabetically. (Daily, official.) 4 x 6 cards, 6 in., in wooden card cabinet. R. 577. (2532)

3659. RECEIPT ORDERS, Aug. 1, 1925 to date. Orders from licensed warehousemen to Foote and Davies Company, Atlanta, for warehouse receipts to be lithographed and watermarked paper furnished by Atlanta office; full details as to the printing is shown. Orders are signed by the licensed warehousemen, and when approved by senior market inspector, are printed, invoiced, and shipped. Filed alphabetically. (Annually, official.) 5 x 8 loose papers, 4 ft., in 2 steel filing cases. R. 527. (2499)

3660. LIST OF WAREHOUSEMEN LICENSED, Jan. 1, 1929 to date. List showing name of warehouseman, town, state, and commodities, such as: cotton, syrup, tobacco, peanuts, nuts, beans, and canned goods; also shows changes, additions, and deductions in the list of licensed warehousemen, and reason for withdrawal. Filed alphabetically. (Monthly, official.) 8 x 11 cards, 6 in., in steel filing case. R. 527. (2527)

3661. SIGNATURE CARDS, Jan. 1, 1930 to date. Cards signed by warehouseman or his employee authorized to issue and sign warehouse receipts. Filed alphabetically. (Weekly, official.) 3 x 5 cards, 1 ft. 9 in., in wooden combination card and letter filing case. R. 577. (2528)

3662. SPECIMENS, WAREHOUSE RECEIPTS, Jan. 1, 1930 to date. Specimen copies of warehouse receipts used by all licensed warehouses in the United States, and show receipts in various forms, for items such as:tobacco,

cotton, peanuts, canned foods, syrup, grain, feed, potatoes, or anything that a warehouse is licensed to store. Filed alphabetically. (Daily, official.) 4 x 8½ loose papers, 2 ft. 6 in., in steel filing cases. R. 574. (2493)

3663. BILLS OF LADING, EXPRESS RECEIPTS, AND LETTER FORMS, Dec. 1, 1932 to date. Bills of lading, express receipts, and letter forms pertaining to shipment of warehouse receipts to licensed warehousemen by express or freight, and mimeographed letters of instructions. Filed alphabetically. (Weekly, official.) 9 x 12 folders, 1 ft. 3 in., in steel filing case. R. 573. (2482)

3664. ORDERS OF WAREHOUSE RECEIPTS, SHIPPED, Jan. 1, 1934 to date. Record shows warehouse receipts shipped or in process of being shipped, kind of form, how numbered, name of warehouse, dates of shipment and approval, and remarks. Filed alphabetically. (Daily, official.) 9½ x 11½ folders, 2 ft. 6 in., in steel filing case and steel and wooden bin. R. 577. (2531.

3665. SPECIMENS OF WAREHOUSE RECEIPTS SHIPPED, Jan. 1, 1934 to date. Specimen copies of warehouse receipts that have been shipped to various warehouses. Filed alphabetically. (Daily, official.) 4 x 10½ loose papers, 1 ft. 6 in., in steel filing case. R. 577. (2530)

3666. LICENSED GRADERS, WEIGHERS, AND SAMPLERS, Jan. 1, 1936 to date. Record of persons licensed to grade, weigh, and sample cotton or any other commodity stored in a licensed warehouse within the territory controlled by the Atlanta office. Filed alphabetically. (Weekly, official.) 3 x 5 cards, 9 in., in wooden combination card and letter cabinet. R. 577. (2529)

3667. INSURANCE RECORDS, Aug. 1, 1936 to date. Records of insurance and renewals, showing names of insurance company and warehouse insured, effective date, and expiration of policies covering commodities in licensed warehouse. Filed alphabetically. (Weekly, official.) 3 x 5 cards, 4 in., in wooden combination card and letter filing case. R.577. (2524)

3668. LEASE EXPIRATIONS, Aug. 1, 1936 to date. Record of leases on licensed warehouses in the district of the Atlanta office between owners and warehousemen, show date, expiration, and description of property leased. Filed alphabetically. (Annually, official.) 3 x 5 cards, 3 in., in wooden combination letter file and card cabinet. R. 577. (2525)

3669. MAPS, n.d. Maps of the following states: two of Alabama, one of Arkansas, two of Georgia, one of South Carolina, one of Mississippi, one of Tennessee, and one of Texas. Only Georgia, Alabama, Mississippi, and Tennessee concern the Atlanta office. Amber, red, and purple tacks indicate the location of warehouses. Filed alphabetically. (Daily, official.) 25 x 25 map, in wooden combination map and letter filing case. R. 576. (2490)

3670. PERSONNEL FILES, Aug. 1, 1919 to date. Records of Employees of this department, showing age, place of birth, education, previous experience, if any, and other data. Filed alphabetically. (Monthly, offi-

cial.) 9 x 12 folders, 12 ft., in three steel filing cases and three wooden combination map and card filing cases. Rs. 527, 574, and 577. (2491)

3671. OLD CANCELLED FILES OF SUBSEQUENT INSPECTION REPORTS, Aug. 1, 1919 - Dec. 31, 1935. Inspection reports on warehouses whose licenses have been cancelled, either voluntarily or involuntarily, showing date and number of license, capacity and name of warehouse, address, tally sheets on contents of warehouse, condition of warehouse, surety and bond, whether owned or leased, and remarks. Filed alphabetically. (Never.) 8 x 10½ loose papers, 16 ft., in 7 pasteboard boxes. R. B-29. (2562)

3672. SUBSEQUENT INSPECTION REPORTS, CANCELLED LICENSES, AND RELATIVE CORRESPONDENCE, Aug. 1, 1919 - Dec. 31, 1935. Subsequent inspection reports and correspondence on warehouses that have had their licenses cancelled, name of manager, warehouse, location, capacity, general condition of warehouse, audit of stock stored and warehouse receipts, and cancelled license number. Filed alphabetically. (Annually, official.) 9½ x 11½ folders, 29 ft., in 4 steel filing cases. R. 573. (2481)

3673. SUBSEQUENT INSPECTION REPORTS, Aug. 1, 1919 to date. Stock inventory of comparison from audit of receipts of stocks handled by licensed warehousemen, showing stock on hand covered by license, as well as any other stock stored, also an audit of warehouse receipts and report on general conditions of warehouse, name of manager, warehouse location, capacity, and license number. Filed alphabetically. (Daily, official.) 8 x 11 loose papers, 112 ft. 6 in., in 14 wooden and steel filing cases. Rs. 573 and 574. (2476)

3674. WEIGHT REPORTS, Jan. 1, 1929 to date. Records pertain to loss and gain and other exceptions that are made on weight reports turned in by examiners of this department. Filed alphabetically. (Monthly, official.) 9 x 12 folders, 1 ft., in steel filing case. R. 527. (2526)

SAVANNAH

DIVISION OF COTTON MARKETING CLASSIFICATION OF COTTON
FIELD HEADQUARTERS
Livingston and Glover Bldg., 9 E. Bay St.

This office was established on October 30, 1930 with jurisdiction over Chatham County. No records have been destroyed with authorization. Reports are sent direct to Washington. Prior to the establishment of a board of cotton examiners, cotton could be classified, but not certified.

3675. OFFICE CORRESPONDENCE, May 1930 - June 30, 1936. All communications received and sent by this office. Classified by subject matter and filed alphabetically. (1930-1933 records, quarterly; 1934-1936 records, daily, official.) 9 x 12 folders and 9 x 17 bundle, 6 ft., in wooden filing case, 2 wooden transfer cases, and fireproof enclosed steel shelf. R. 3, 2d floor. (320)

3676. SERVICE COSTS, May 1930 - June 30, 1936. Form CFA 16-26 showing work performed by the Board of Cotton Examiners. (Never.) 9 x 12 folders and 10 x 13 bundle, 1 ft., on wooden shelves, wooden transfer case, and in wooden boxes. Rs. 1 and 2, 2d floor. (328)

3677. DELIVERY RECEIPTS, May 1929 - June 30, 1936. Receipt received from owner of cotton warehouse and sent to Board of Cotton Examiners for review or class, used as a receipt to show surrender of these certified cotton receipts to owner. (Never.) 9 x 12 folder and 8 x 9 bundles (13), 1 ft. 6 in., in wooden box. Rs. 1 and 2, 2d floor. (329)

3678. REQUEST FOR CANCELLATION, May 1929 - June 30, 1936. Sheets listing cancelled stubs prepared by the New York Cotton Exchange Inspector on Form 7. The original is kept by the Inspection Bureau as permanent record, duplicate together with stubs or grade coupons sent to the Government office to cancel bales removed from stock. (Semiannually, official.) 9 x 12 folder and 9 x 12 bundles (10), 3 ft. 6 in., on wooden shelves, wooden uncovered boxes, and uncovered pasteboard boxes. R. 3, 2d floor. (327)

3679. REQUEST FOR REVIEW, May 1929 - June 30, 1936. Application for review under the Cotton Futures Act and notice of results. (Never.) 9 x 12 folders and 8 x 8 bundles (2), 3 ft. 9 in., in wooden transfer case and on shelves. R. 3, 2d floor. (326)

3680. SHEET FOR CLASSIFICATION AND CERTIFICATION, May 1929 - June 30, 1936. Forms CTA 13-29 and CSA 27-29, Daily Summary Sheet, showing total bales of cotton classified, reviewed, withdrawn, transferred, area transferred to, recertified, or endorsed as to grades. (Rarely, official.) 15 x 22½ loose papers, 8 in., on enclosed steel shelf. R. 3, 2d floor. (321)

3681. REQUEST OF CLASSIFICATION, May 1929 to date. Form CFA 1A-31 showing original classification of work performed by this office on cotton received, location of cotton, owner's name, tag number, dates classed and cancelled, classification and review, initials of recorder, classers, and New York Cotton Exchange inspector. Filed numerically according to tag and serial numbers. (Inactive records monthly; active records, daily, official.) 9 x 12 folders and 9 x 16 loose papers, 5 ft. 4 in., in wooden filing case and enclosed steel shelf. R. 3, 2d floor. (323)

3682. CANCELLED STUBS, May 1930 - June 30, 1936. Records showing portion of certificates taken out of certified stock of various owners of cotton. Stub is duplicate of certified receipt being clipped from a single bale warehouse receipt. (Never.) 3½ x 3½ loose papers, 37 ft. 6 in., on enclosed steel shelf, in uncovered wooden boxes and covered pasteboard boxes. R. 3, 2d floor. (325)

3683. REQUEST FOR INSPECTION, May 1930 - June 30, 1936. Request for inspection prepared by local inspection agency of the New York Cotton Exchange and sent to the cotton examiners. Form is attached to request for classification. (Never.) 8½ x 11 folders and 6 x 9 loose papers, 1 ft., in enclosed steel shelf and wooden box. R. 3, 2d floor. (322)

3684. COTTON RECORD REPORTS, May 1930 - June 30, 1936. Records show-

ing carbon copies of reports sent to the Bureau of Agricultural Economics and reports received from Mobile, Houston, Charleston, Galveston, New Orleans, and New York; Bureau reports are daily and monthly records of work referring to the Cotton Futures Act and the same of Cotton Standard Act; Reports from field offices are copies of daily reports issued under the Cotton Futures Act that have been sent to the Bureau in Washington. Reports of the sample classification memorandum; also Form CFA, Supplemental of Cotton Futures Act, and Form CSA 3-29. (Local reports referred to monthly, official.) 9 x 12 folders, 11 x 8 bundles (27), and 8 x 10½ loose papers, 3 ft. 3in., in wooden filing case, wooden transfer case, and iron safe, and on wooden shelves. R. 3, 2d floor. (324)

BUREAU OF AGRICULTURAL ENGINEERING

BUREAU OF AGRICULTURAL ENGINEERING

ALBANY

DIVISION OF MECHANICAL EQUIPMENT
SPRAYING AND DUSTING MACHINERY
FIELD HEADQUARTERS

Dept. of Agricultural Cooperative Laboratories,
1503 N. Jefferson St.

This office was established during 1934. Records are destroyed when authorized by Washington. Copies of all reports, experimental data and investigations are sent to Washington.

3685. INDEX CARDS TO FIRMS AND MATERIALS, Mar. 19, 1915 to date. Index shows dates, file number, name and address of firm, and kind of material. Filed alphabetically by firm name. (Daily, official.) 3 x 5 cards, 8 in., in card cabinet on filing cabinet. R. 8. (934)

3686. WEEKLY, QUARTERLY, AND ANNUAL REPORTS TO WASHINGTON, Oct. 16, 1931 to date. Chart records showing allotment ledger sheets, paid vouchers, irrigation information, pecan bleaching, dyeing standards, and miscellaneous letters. Filed chronologically. (Daily, official.) 8½ x 11 folders, 1 ft. 6 in., in steel filing cabinet. R. 8. (986)

3687. GENERAL CORRESPONDENCE, Dec. 21, 1931 to date. Correspondence to and from Hardy Manufacturing Company, concerning engines, calcium chloride, aluminum, awnings, duster, dyes, stains, electrical supplies and equipment, and paid vouchers. Filed alphabetically by subject and name of firm. (Daily, official.) 8½ x 11 folders, 2 ft., in steel filing cabinet. R. 8. (987)

TIFTON

DIVISION OF MECHANICAL EQUIPMENT
FERTILIZER DISTRIBUTING MACHINERY
FIELD HEADQUARTERS
RFD 3.

3688. GENERAL CORRESPONDENCE RELATING TO COTTON PLACEMENT FERTILIZER FOR COTTON, Jan. 1, 1931 to date. From agricultural engineers regarding fertilizer placements and tests, planting outline, agreements, plans to continue fertilizer experiments, weather and yield data for growing season, planting plan for machine application of fertilizer studies with

cotton, and regarding sample of cotton seed. Filed chronologically. (Monthly, official.) 8½ x 11 folders, 2 in., in steel filing cabinet. R. 1, 1st floor. (519)

3689. PAY ROLLS, AGRONOMY DEPARTMENT, Jan. 1, 1931 to date. Records showing name and location, department, pay roll for week ending, object of labor, name, time worked, rate per day, hour, amount due, payment received, total, departmental O.K., account approved, PF voucher and general voucher numbers, and signature of official in charge. Filed chronologically. (Weekly, official.) 8½ x 11 loose papers, 1 ft. 2 in., in steel filing cabinet. R. 1, 1st floor. (517)

3690. DATA SHEET, MECHANICAL APPLICATION OF FERTILIZER, Apr. 1, 1922 to date. Records show state, location, date, observation, unit of measure, by whom recorded, test number, series, total, average, and remarks. Filed chronologically. (Monthly, official.) 8½ x 11 folders, 1 in., in steel filing cabinet. R. 1, 1st floor. (518)

3691. VOUCHERS FOR PURCHASES AND SERVICES OTHER THAN PERSONAL, Oct. 1, 1932 to date. Standard Form 1034 showing voucher number, department or bureau, appropriation, payee and address, payee's account, contract, and requisition numbers, date, activity, expenditure symbol, order number, date, date of delivery or service, articles, quantity, unit price, amount, total, and signature of certifying officer. Filed chronologically. (Semimonthly, official.) 8½ x 11 folders, i in., in steel filing cabinet. R. 8, 1st floor. (516)

BUREAU OF ANIMAL INDUSTRY

BUREAU OF ANIMAL INDUSTRY

ATLANTA

MEAT AND PUBLIC STOCKYARDS INSPECTION
TICK AND TUBERCULOSIS ERADICATION
FIELD STATION
Federal Annex, Forsyth, Hunter, and Spring Sts.

This office, established in 1917, performs all activities of the Bureau of Animal Industry in Atlanta; controls interstate shipment of livestock and prevents spread of diseases; enforces the 28 hour law; and the Packers and Stockyards Act; works toward the eradication of tuberculosis, the elimination of Bang's disease in cattle, and the control of hog cholera. It is the field station for the following divisions: Meat Inspection, Packers, and Stockyards, Tick Eradication, Special Diseases, and Tuberculosis Eradication.

3692. GENERAL CORRESPONDENCE, July 1, 1917 to date. Correspondence including authorizations, transfers and appointments of men; also correspondence with meat packers and stockyards employees concerning hog cholera, tubercular cattle, and mastitis disease. Filed alphabetically. (Daily, official.) 10 x 15 folders, 5 ft. 6 in., in steel filing case. R. 552. (2518)

3693. REPORT OF SERVICES RENDERED BY PER DIEM EMPLOYEES, Mar. 1, 1934 - Dec. 31, 1935. Semimonthly reports of services rendered by per diem employees which are approved by supervising veterinarian working on tuberculosis cases, and shows date and county in which work was done. Filed alphabetically. (Semiannually, official.) 10 x 15 folders, 6 in., in wooden filing case. R. 552. (2497)

3694. STATEMENT OF TRAVEL, Mar. 1, 1934 - Oct. 31, 1935. Standard Form 1012a, showing actual miles inspector traveled and between what points, giving rate per mile, hours of departure and arrival, date, name of inspector, and total charge. Filed alphabetically. (Annually, official.) 10 x 15 folders, 3 ft. 6 in., in wooden filing case. R. 552. (2496)

3695. PUBLIC VOUCHERS FOR PURCHASES AND SERVICES OTHER THAN PERSONAL, Nov. 1, 1934 to date. Standard Form 1034a, pertaining to indemnity claims for cattle that have Bang's disease for which owner of condemned animal receives twenty-five dollars for each grade cow and fifty dollars for a purebred animal. Filed alphabetically. (Daily, official.) 8½ x 14 loose papers, 4 ft., in steel filing case. R. 521. (2494)

3696. TWENTY-EIGHT HOUR LAW VIOLATION, Jan. 1, 1919 to date. Records pertaining to twenty-eight hour law violations, regarding livestock being shipped by the railroad companies where they are required to unload, feed, water, and rest cattle en route. Filed alphabetically. (Weekly, official.) 10 x 15 folders, 1 ft., in wooden filing case. R. 551. (2515)

3697. TUBERCULOSIS ERADICATION, Mar. 1, 1930 to date. Reports by counties of three year retest, modified accredited counties, showing number of herds and cattle tested and date test was made. Filed alphabetically. (Daily, official.) 9½ x 11½ folders, 1 ft. 6 in., in wooden filing case. R. 552. (2575)

3698. RECORD OF BLOOD SAMPLES TESTED FOR BANG'S DISEASE, Jan. 1, 1934 - Dec. 31, 1935. Record of blood samples of cattle, showing test result, age, sex, breed, test tube number, test dilutions, tag or registration number, dates filed and shipped, and owner's and veterinarian's names and addresses. Filed alphabetically. (Annually, official.) 8½ x 11 loose papers, 1 ft. 6 in., in wooden filing case. R. 552. (2519)

3699. RESULT OF TUBERCULIN TEST, Jan. 1, 1934 to date. Tuberculosis tests, showing results of test on cattle, dates and times of infection and breeding, predominating breed, tag number, reactors, suspects, tag number, healthy cattle, number passed, and name and address of owner of cattle. Filed alphabetically. (Daily, official.) 10 x 15 folders, 2 ft., in wooden filing case. R. 552. (2498)

3700. INDEXED FILE ON BANG'S DISEASE, Nov. 1, 1934 to date. Index shows breed, owner, town, county, and state, method of test, inspector, tag number, and date of test. Filed alphabetically. (Daily, official.) 5 x 8 cards, 2 ft., in 2 card cabinets. R. 552. (2513)

3701. RECORD OF BANG'S DISEASE, Nov. 1, 1934 to date. Test charts of cattle sent in by veterinarians, showing blood test reactions, breed, owner of cattle, name of inspector, method of test, location of farm, state, county, date of test, and number of cattle tested. Filed alphabetically. (Daily, official.) 9½ x 11½ folders, 16 ft., in 5 steel filing cases. R. 552. (2495)

3702. PERSONNEL FILES, Nov. 1, 1924 to date. Duties, testing cattle for tuberculosis, Bang's disease, hog cholera, branding cattle, and tagging cattle. Filed alphabetically. (Daily, official.) 10 x 15 folders, 1 ft. 6 in., in wooden filing case. R. 551. (2514)

3703. REPORT OF CATTLE INSPECTED FOR SCABIES, TEXAS FEVER, AND TICKS, Sept. 1, 1928 to date. Record of cattle shipped in from other states on certificate showing they are free from scabies, Texas fever, and ticks; also where cattle were inspected, owner's name and address, railroad on which shipped, consignee's name and address, number of cattle, and date shipped. Filed alphabetically. (Daily, official.) 3½ x 8 loose-leaf forms, 1 ft., in wooden card cabinet. R. 552. (2584)

3704. REPORT ON FINAL POST-MORTEM INSPECTION OF RETAINED CARCASSES, Nov. 1, 1934 to date. Records pertaining to post-mortem inspection of condemned cattle for Bang's disease, stages of disease, and disposition of animal after inspection. Filed alphabetically. (Daily, official.) 10 x 15 folders, 2 ft., in wooden filing case. R. 552. (2517)

3705. MISCELLANEOUS FILES, Apr. 1, 1934 to date. Records pertaining to Civil Service Commissions, modified accredited areas, accounts of employees, telephone contracts, checks, salary, expenses, screw worm examinations, accredited veterinarians, Talmade-Sutton case, and reclass-

ifications. Filed alphabetically. (Daily, official.) 10 x 15 folders, 4 ft., in wooden filing case. R. 551. (2516)

AUGUSTA

MEAT INSPECTION DIVISION
FIELD STATION
Post Office Bldg., Telfair, Jackson, Walker, and Ford Sts.

This office was established in 1910 with jurisdiction over Richmond County. Early meat inspection reports have been destroyed. Reports are sent to Washington through the state office at Athens, Georgia.

3706. PAY ROLLS, Oct. 1, 1926 - Apr. 15, 1936. Pay rolls showing employee's name and title, amount received, and deduction for retirement. (Semimonthly, official.) 8 x 14 envelopes and loose papers, 3 in., on wooden shelf and in desk drawer. Scattered. R. 306. (12)

3707. TRANSPORTATION AND MAINTENANCE EXPENSE ACCOUNTS, Aug. 1930 to date. Requisitions. Filed chronologically. (Rarely, official.) 3 x 8 envelopes. 1 ft., in desk drawer. R. 306. (9)

3708. PROHIBITED MEATS AND SATURDAY OVERTIME, Jan. 2, 1933 to date. (Weekly, official.) 5 x 8 cards, 1 in., in card cabinet. R. 306. (8)

3709. SAMPLES FOR LABORATORY INSPECTION, Dec. 26, 1931 - Apr. 22, 1936. Reports. (Weekly, official.) 5 x 6½ loose papers, 1 in., in desk drawer. Dirty, scattered. R. 306. (10)

3710. NOTIFICATION OF SHIP ENTERING PORT, May 26, 1932 - Apr. 29, 1936. Reports. (Occasionally, official.) 5 x 8½ loose papers, 6 in., on wooden shelf. R. 306. (4)

3711. DAILY MEAT INSPECTION REPORTS, Jan. 1, 1933 to date. Reports show whether accepted or rejected, and record of relief cattle used at Government cannery during 1934 and 1935. (Rarely, official.) 4 x 10 envelopes, 1 ft. 6 in., on 2 wooden shelves. R. 306. (7)

3712. MISCELLANEOUS, July 26, 1914 - Mar. 26, 1936. Correspondence and reports on cattle shipped from west, slaughtered in Richmond County, and used for canning purposes. (Semiannually, official.) 9 x 11½ envelopes and bundle, 1 ft., in wooden cabinet. R. 306. (11)

3713. MISCEALLANEOUS FILES, Jan. 28, 1916 to date. Correspondence and reports on Veterans' Hospital and Marine Corps. (Daily, official.) 9 x 11 envelopes, 3 ft., in filing case. Torn. R. 306. (6)

3714. FILE PERTAINING TO OFFICE EQUIPMENT, Feb. 12, 1918 - Aug. 16, 1938. Correspondence, vouchers, bills, receipts, and requisitions. (Occasionally, official.) 8 x 10 loose papers, 6 in., in pasteboard box. Dirty. R. 306. (1)

3715. REPORTS ON DISINFECTION OF IMPORTS, Mar. 30, 1923 - Dec. 18, 1926. Reports and telegrams from inspectors concerning imports. (Occasionally, official.) 9 x 11 loose papers, 6 in., in 2 pasteboard boxes. Damaged by faulty containers. R. 306. (2)

3716. PERSONAL FILES FOR MISCELLANEOUS INFORMATION, Jan. 24, 1929 - Jan. 29, 1931. Correspondence and reports. (Occasionally, official.) 8 x 12 letter file, 3 in., in bookcase. Dirty. R. 306. (5)

3717. IMPORTS, SHIPMASTER'S DECLARATION, Oct. 14, 1930 - Apr. 16, 1936. Reports received by inspector in charge from which he makes reports to Washington, stating descriptions and quantities of meats; also general correspondence. (Daily, official.) 8½ x 11 loose papers, 2 ft., in desk drawer. R. 306. (3)

GRIFFIN

ANIMAL HUSBANDRY DIVISION
EXPERIMENT STATION

This office, established on January 1, 1887, is conducted in cooperation with the Georgia Experiment Station. No records have been destroyed. All reports are sent direct to Washington.

3718. GENERAL CORRESPONDENCE, Apr. 9, 1919 to date. To and from farmers, business concerns, colleges, and supply houses, pertaining to work carried on in the animal industry department. Filed chronologically. (Monthly, official.) 8½ x 11 loose papers, 5 ft., in letter box files on book racks. R. 1, basement. (663)

3719. EFFECT OF CLIMATE ON LIVESTOCK, June 23, 1926 to date. Notes on high environmental temperature on the organism, relation of sheep to climate, meteorological factors effecting fertility in sheep, effect of temperature and humidity on milk product of cows, and various other information. (Weekly, official.) 8 x 10½ loose papers, 4 in., in cardboard letter file box. R. 1, basement. (650)

3720. DATA COLLECTED ON BEEF CATTLE AND HOG PROJECTS, Jan. 1 - Dec. 30, 1927. Notes on weight, gains, shell corn, cottonseed hull bran, cows and hogs bought and sold, and experiments with cows and hogs. (Monthly, official.) 8 x 10 loose papers, 1 in., in wooden filing case. R. B-1. (651)

3721. DEAD CATTLE REGISTRATION PAPERS, Sept. 1, 1931 to date. Records show name of cow, number, dates dropped and registered, sire, dam, breeder and owner, and date of death. Filed chronologically. (Monthly, official.) 9 x 12 folders, 3 in., in steel filing case. R. 1, basement. (664)

3722. REGISTRATION PAPERS OF LIVING CATTLE, Sept. 11, 1934 to date. Records show name of stock, date of birth, markings, date registered, name of breeder and owner, amount of entry fee, and signature of Cattle

Club Secretary. Filed chronologically. (Monthly, official.) 9 x 12 folders, 1 in., in steel desk drawer. R. B-1. (658)

3723. PRIVATE HERD BOOK, Sept. 10, 1935 to date. Records show date of service, name of bull, cow due to calve, date of calving, sex, name and number of calf, milk and butter record, and picture and markings of cow. Filed chronologically. (Weekly, official.) 14½ x 17½ vol., 1 in., on wooden table. R. B-1. (662)

3724. THE EFFECT OF LIGHT ON THE BREEDING SEASON OF SHEEP, May 22 - Sept. 30, 1936. Breeding record of sheep shows breed, number, date bred, and ram used. Filed chronologically. (Weekly, official.) 9 x 12 folders, 1 in., in steel desk drawer. R. B-1. (657)

3725. ANNUAL AND QUARTERLY REPORT, Oct. 1, 1924 to date. Reports show progress made, pasture tests, relation of conformation and milk production, feed for cattle, and climate. Filed chronologically. (Monthly, official.) 8½ x 11 loose papers, 2 in., in wooden filing case. R-1, basement. (665)

3726. MONTHLY DAIRY REPORTS, Sept. 14, 1933 to date. Reports show date, number quarts sweet and butter milk, pounds of butter, and total amount sold during month. Filed chronologically. (Daily, official.) 6 x 10 bundles (4), 4 in., in steel table drawer. R. b-1. (661)

3727. PROJECTS, HOGS, Jan. 1, 1930 to date. Records of projects including swine feeding experiment, meat conference reports, lard work, experiments made with Chester White and Poland China hogs, steer feeding experiments, and results of other experiments made. Filed alphabetically by project. (Monthly, official.) 8 x 10 envelopes, 1 ft., in steel filing case. R. B-1. (649)

3728. CORRESPONDENCE, APPLICATIONS, ANIMAL HUSBANDRY, AND AGRONOMY, Jan. 7 - Dec. 31, 1935. Letters and applications regarding animal husbandry and agronomy, salary, experience, and references. Filed chronologically. (Never.) 8½ x 11 folders, 1 in., in steel filing case. R. 101. (499)

SAVANNAH

MEAT INSPECTION DIVISION
SUBSTATION
Swift & Company Bldg.,
309 West Broad St.

This office was established in July 1912 as a substation of the Augusta station. It inspects and stamps meat shipped in interstate commerce and enforces the regulations relative to handling and selling meats; issues certificates on shipments of foodstuffs to foreign countries and examines certificates of imported meats or animal feedstuffs. Records of this office are supposed to be destroyed every three years by authorization from Washington.

3729. MISCELLANEOUS CORRESPONDENCE, 1927 to date. Interoffice correspondence on brands, dyes, and skins, furnished headquarters by inspectors. (Annually, official.) 8 x 11 loose papers, 2 ft., on wooden desk. E. side, 3rd floor. (373)

3730. OBSOLETE CORRESPONDENCE, 1933, 1934. To be destroyed at custodian's convenience. (Never.) 9 x 12 folder, 1 in., on wooden desk. E. side, 3rd floor. (372)

3731. COPIES OF CIRCULAR LETTERS, 1933 to date. Various orders and rules for inspectors in the field concerning inspection of meat and livestock for food consumption. (Never.) 8 x 11 loose papers, 6 in., in drawer of wooden desk. E. side, 3rd floor. (377)

3732. LABEL INSPECTION FILE, May 1914 to date. Labels of all inspections made by this office. Alphabetically indexed in front of vol. (Never.) 10 x 12 vol., 3 in., on wooden desk. E. side, 3rd floor. (364)

3733. RECORD OF MEAT INSPECTIONS FOR VARIOUS GOVERNMENT INSTITUTIONS, 1927 to date. Record of special specifications of meat for Veterans' hospitals and other departments of the Government. (Never.) 9 x 12 folders, 4 in., on desk. E. side, 3rd floor. (370)

3734. SHIPMASTERS' DECLARATIONS, 1934 - 1936. Declarations made by masters of vessels that import meat and livestock. (Never.) 8 x 11 bundle, 2 in., on wooden desk. E. side, 3rd floor. (371)

3735. CIRCULAR LETTERS REGULATING INSPECTION OF LIVESTOCK, 1934 to date. Records pertaining to inspection of livestock imported from foreign countries; and a monthly list of countries quarantined because of disease. (Never.) 8 x 11 loose papers, 6 in., on wooden desk. E. side, 3rd floor. (376)

3736. CIRCULAR LETTERS AND RULES OF IMPORTATION, 1934 to date. Circular letters pertaining to handling hides, fleshings, glue, and other imported animal by-products. (Never.) 8 x 11 loose papers, 1½ in., filed on wall clip. E. side, 3rd floor. (378)

TIFTON

ANIMAL HUSBANDRY DIVISION
FIELD STATION
Georgia Costal Plain experiment Station, RFD 3.

This station was established on Oct. 1, 1932. Reports to Washington are made through Beltsville. No records have been destroyed.

3737. CORRESPONDENCE AND DATA REGARDING DISEASES OF POULTRY, Oct. 1, 1932 to date. Correspondence regarding recommendations of feed and medicines, result of treatments and methods, different types of diseases, and instructions for treating poultry. Filed chronologically. (Daily, offi-

cial.) 8½ x 11 folders, 6 in., in steel filing cabinet. R. 6, 1st floor. (453)

3738. CORRESPONDENCE REGARDING REGISTRATION OF CATTLE, Oct. 1, 1932 to date. Correspondence showing date, list of animals for registration, acknowledgement of remittances, and breed bulls for sale. Filed chronologically. (Daily, official.) 8½ x 11 folders, 1 in., in steel filing cabinet. R. 6, 1st floor. (483)

3739. EMPIRE HATCHERY AND SUPPLY COMPANY CORRESPONDENCE, Oct. 1, 1932 to date. Correspondence to and from this office pertaining to supply of baby chicks, delivery, breeds, shipments, references, and equipment. Filed alphabetically by subject. (Daily, official.) 8½ x 10½ folders, 1 in., in wooden filing cabinet. R. 6, 1st floor. (470)

3740. GENERAL CORRESPONDENCE, Oct. 1, 1922 to date. Inquiries as to purchase of cows and calves, different breeds of cattle, registration of cattle, calves for sale, exhibitions at fairs, judging cattle, sales of cattle, cost of grazing crop for hogs, feed for hogs, feeding cattle, invitations, bulls on demonstration, cattle diseases, feeding and diseases of poultry, breeds, feed and diseases of swine, veterinary service, applications to buy stock, quotations and mating programs. Filed chronologically. (Daily, official.) 8½ x 11 folders, 3 in., in steel filing cabinet. R. 6, 1st floor. (482)

3741. GENERAL CORRESPONDENCE ON ANIMAL HUSBANDRY, Oct. 1, 1932 to date. Correspondence regarding bids on feeds of all kinds, salaries, expense accounts of employees, projects, agreements, plans and expenditures on projects, methods of employing labor, how paid, fees to veterinarian, transfers of commodities from other stations, and matters of routine nature. Filed chronologically. (Daily, official.) 8½ x 11 folders, 2 in., in steel filing cabinet. R. 8, 1st floor. (515)

3742. LETTERS OF AUTHORIZATION, Oct. 1, 1932 to date. Forms showing number, date issued, name of person concerned, under whom authority is conferred, regulations, different expenses, information and advice, travel territory, subsistence allowance, amount of expenses allowed, type of project, and relative correspondence. (Annually, official.) 8½ x 10 folders, 1 in., in wooden filing cabinet. R. 8, 1st floor. (511)

3743. ORIGINAL PAY ROLL, ANIMAL HUSBANDRY DEPARTMENT, Oct. 1, 1932 to date. Form shows name and location of project, department, period of time covered, name of laborer, time worked, rate of pay, amount due, total, voucher number, and signatures of official in charge and director. (Weekly, official.) 8½ x 11 loose papers, 1 ft. 6 in., in wooden filing cabinet. R. 8, 1st floor. (506)

3744. PAY ROLL, ANIMAL HUSBANDRY DEPARTMENT, Oct. 1, 1932 to date. Form shows name and location of project, department, period of time covered, name of laborer, time worked, rate of pay, amount due, signature and title of official in charge. Filed chronologically. (Weekly, official.) 8½ x 11 loose papers, 1 ft., on wall file. R. 6, 1st floor. (462)

3745. PAY ROLLS, DAIRY DEPARTMENT, Oct. 1, 1932 to date. Form shows name and location of project, department, perior of time covered, names

of persons on pay roll, time worked, rate of pay, amount due, total, and signature and title of official in charge. Filed chronologically. (Weekly, official.) 8½ x 11 loose papers, 1 ft., on wall file. R. 6, 1st floor. (462)

3746. CERTIFICATION OF PAY ROLLS TO BE PAID, Nov. 1, 1932 to date. Records show date, bureau, department, state, persons on pay roll, time covered, and signature of official in charge. Filed chronologically. (Monthly, official.) 8½ x 10½ folders, 2 in., in steel filing cabinet. R. 9, 1st floor. (539)

3747. PAY ROLL FOR PERSONAL SERVICES, Nov. 1, 1932 to date. Standard Form 1013a showing department or establishment, bureau, location, name and designation of disbursing officer, period of time covered, name, grade, designation, salary rate, gross amount earned, deductions, net amount paid, and remarks. Filed chronologically. (Monthly, official.) 8½ x 11 folders, 6 in., in steel filing cabinet. R. 9, 1st floor. (541)

3748. SALARY AND EXPENSE BALANCE, Nov. 1, 1932 to date. Standard Form 1015-B showing sheet number, symbol, previous balance, date, reference number, description, audited vouchers, liquidated and authorized encumbrances, allotments and unencumbered balance of allotment. Filed chronologically. (Monthly, official.) 10 x 15 folders, 6 in., in steel filing cabinet. R. 9, 1st floor. (535)

3749. ANIMAL HUSBANDRY ACCOUNTS, Nov. 1, 1935 to date. Records show subject, year, month, to whom paid, and amount paid. Filed chronologically. (Monthly, official.) 8½ x 13½ folders, 6 in., in steel filing cabinet. R. 9, 1st floor. (534)

3750. AGREEMENT FOR THE LOAN OF BEEF BULLS, Oct. 1, 1932 to date. Agreements showing subject, date, parties, text, description of animal to be loaned, bred, name, number, and signatures of owner and witness. Filed chronologically. (Daily, official.) 8 x 10½ folders, 2 in., in steel filing cabinet. R. 6, 1st floor. (484)

3751. AGREEMENT TO ELIMINATE CATTLE REACTING TO THE AGGLUTINATION BLOOD TEST FOR BANG'S DISEASE, Oct. 1, 1932 to date. Form TE 33 showing subject, date, of agreement, between whom agreement was made, name of farm, location, owner, bureau, breeds, sex, amount, signature of witness and date. Filed chronologically. (Annually, official.) 8½ x 11 folders, 6 in., in steel filing cabinet. R. 6, 1st floor. (485)

3752. AGRICULTURAL SURVEY, Oct. 1, 1932 to date. Complete agricultural census of the state compiled from a detailed canvass, giving name of each grower and farmer, approximate acreage under cultivation, with their correct mail address. Each name represents a separate establishment and a property owner; also correspondence. Filed chronologically. (Annually, official.) 8½ x 10½ folders, 6 in., in steel filing cabinet. R. 6, 1st floor. (472)

3753. APPLICATION FOR APPOINTMENTS, ANIMAL HUSBANDRY DIVISION, Oct. 1, 1932 to date. Records show date, name, position, date and place of birth, education, history of employment, titles of publications written by applicant, affiliations with clubs and societies, and official

station. Filed chronologically. (Annually, official.) 8½ x 11 folders, 1 in., in steel filing cabinet. R. 8, 1st floor. (521)

3754. APPLICATION FOR REGISTRATION OF AMERICAN BRED JERSEY ANIMAL, Oct. 1, 1932 to date. Forms show sex of animal to be registered, names of sire and dam, date dam was served and date born, signatures and addresses of owners of dam and sire, description marks and color of calf. Filed chronologically. (Semimonthly, official.) 5 x 8 folders, 1 in., in wooden filing cabinet. R. 6, 1st floor. (477)

3755. APPOINTMENTS, Oct. 1, 1932 to date. Form AA 4 showing date, name of appointee, bureau, position, salary, date effective, compensation, signature of official, and division of appointments. (Annually, official.) 8½ x 10 folders, 2 in., in wooden filing cabinet. R. 8, 1st floor. (512)

3756. BARN BOOK, Oct. 1, 1932 to date. Records show name of owner, address, date, name of cow, amounts of night and morning milk, total of milk, per cent butterfat, price of product per hundred pounds, value of products, daily and monthly feed amounts, cost of feed, total, remarks, and signature of official in charge. Filed chronologically. (Monthly, official.) 10 x 10½ folders, 2 in., in wooden filing cabinet. R. 6, 1st floor. (495)

3757. BEEF CATTLE INVESTIGATIONS, Oct. 1, 1932 to date. Forms show station, name and register number, tatto and ear tag numbers, date dropped, if running with herd, dates turned in and taken out, and remarks. Filed chronologically. (Monthly, official.) 8 x 10½ folders, 6 in., in steel filing cabinet. R. 6, 1st floor. (458)

3758. BREEDING CERTIFICATE, Oct. 1, 1932 to date. Records showing name and number of sow, owner, address, name and number of boar serving, date, earmark, and signature of owner of boar. Filed chronologically. (Semiannually, official.) 3 x 5 loose papers, 2 in., in wooden filing cabinet. R. 6, 1st floor. (476)

3759. CHATILION MILK RECORD, Oct. 1, 1932 to date. Records showing beginning and ending dates of record, name and number of cow, day of week and time of day of milking, and quantity of milking weight. Filed chronologically. (Annually, official.) 8½ x 10½ folders, 3 in., in wooden filing cabinet. R. 6, 1st floor. (473)

3760. CERTIFICATE OF ENTRY IN REGISTERED HERDS, Oct. 1, 1932 to date. Forms show name of cow to be registered, name and address of dam and sire, dates born and registered, description of markings, name and address of breeder, name of owner on date of registration, amount of entry fee paid, and signature of secretary. Filed alphabetically in chronological order. (Weekly, official.) 5½ x 7½ folders, 2 in., in wooden filing cabinet. R. 6, 1st floor. (497)

3761. CONTRACT FOR GAS AND OIL, Oct. 1, 1932 to date. Forms show date and parties to contract, commodities contracted for, purpose and how to be used, dates of beginning and ending of contract, price, time payments shall be made, and signatures of contractor, contractee, and witnesses. Filed chronologically. (Semiannually, official.) 8½ x 11 folders, 1 in., in steel filing cabinet. R. 8, 1st floor. (523)

3762. CUSTOMER'S INVOICE, Oct. 1, 1932 to date. Forms show name of company, point order delivered to, order number, date, amount, material ordered, price, whether cash or credit, total cost, and signature of person receiving order. Filed chronologically. (Weekly, official.) 4½ x 9 loose papers, 9 in., on file clip on wall. R. 6, 1st floor. (455)

3763. DAILY OPERATIONS, ANIMAL HUSBANDRY DEPARTMENT, Oct. 1, 1932 to date. Forms show name and location of project, department, date, name of laborer, hours worked, rate of pay, amount, kind of work, total, and signature of official in charge. Filed chronologically. (Daily, official.) 8½ x 11 loose papers, 1 ft. 3 in., on shelf of wooden cabinet. R. 6, 1st floor. (459)

3764. DAILY OPERATIONS, DAIRY DEPARTMENT, Oct. 1, 1932 to date. Forms show name and location of project, department, day, date, name of laborer, hours worked, rate of pay, amount, kind of work, total, and signature of official in charge. Filed chronologically. (Daily, official.) 8½ x 11 loose papers, 1 ft. 6 in., on wall file. R. 6, 1st floor. (460)

3765. ENTRY BLANK FOR EGGS IN EGG SHOW, Oct. 1, 1932 to date. Forms show entry number, name of person entering eggs, address and county, class number and color of eggs, number of dozens, remarks, and relative correspondence. Filed alphabetically as to subject. (Annually, official.) 8½ x 10½ folders, 5 in., in wooden filing cabinet. R. 6, 1st floor. (452)

3766. EXCHANGE SLIP, Oct. 1, 1932 to date. Form T 68 showing number, station and address, date, purchase, quantity, articles, unit price, amount, and signature. Filed chronologically. (Weekly, official.) 8½ x 11 folders, 1 in., in steel filing cabinet. R. 6, 1st floor. (479)

3767. FIELD AND WEIGHT RECORDS OF BEEF CATTLE AND SWINE, Oct. 1, 1932 to date. Agri. Form 324 (Rev.), subject, station of origin for year, period of days, beginning and ending dates, lot number, number of head, class, kind of feed used, date, pounds fed, pounds refused, bedding used, grand total, daily amount in pounds per head; reverse side shows initial and final individual weights per period with dates, tag or ear number, initial and final weights, whether gained or lost, average, daily gain per head, notes, and signature with title. Filed chronologically. (Daily, official.) 8 x 10½ folders, 4 in., in steel filing cabinet. R. 6, 1st floor. (467)

3768. GOVERNMENT BILL OF LADING, Oct. 1, 1932 to date. Standard Form 1058 A showing number, where sent, appropriation chargeable, issuing office and officer, date of issue, shipping point, destination, consignee, numbers on package, number and kind of packages, description of articles, weights, name of transportation company, and certificate of issuing officer. Filed chronologically. (Daily, official.) 8½ x 11 folders, 1 in., in steel cabinet. R. 6, 1st floor. (469)

3769. HERD IMPROVEMENT TEST, Oct. 1, 1932 to date. Forms show name of person owning herd, address, name of cow, register number, tatto, date of last calving, day and hour of milking, percentages in milk and fat, difference in first, second, and third milkings, total for 23 hours,

and month's credit, instructions and special information, signature of supervisor, by whom approved, and person representing station. Filed chronologically. (Monthly, official.) 11 x 17 folders, 3 in., in wooden filing cabinet. R. 6, 1st floor. (496)

3770. INDIVIDUAL EGG LAYING CONTEST, Oct. 1, 1932 to date. Forms showing dates of contest, breed, variety per number, breed number, owner's address and name, number of days in month, type and kind of egg, weight, remarks, and totals. Filed numerically by breed number. (Monthly, official.) 8½ x 11 folders, 1 in., in wooden filing cabinet. R. 6, 1st floor. (464)

3771. INVENTORY OF ANIMAL HUSBANDRY, Oct. 1, 1932 to date. Records show description of all land, number of acres, price per acre, totals, description of buildings, purpose used for, itemized value, description and value of all fences, extensions and improvements, description and value of all tools, implements and machinery, description of sundry supplies, value, description of all feedstuffs, value, and totals. Filed chronologically. (Annually, official.) 8½ x 11 folders, 1 in., in steel filing cabinet. R. 6, 1st floor. (492)

3772. INVENTORY OF LIVESTOCK ON HAND FISCAL YEAR, Oct. 1, 1932 to date. Form AH 417 showing fiscal year, station, kind of stock on hand, date, decrease, died, missing, culled, transferred or sold, increase (by purchase, exchange, or reproduction), on hand beginning of year, and totals. Filed chronologically. (Annually, official.) 8½ x 11 folders, 1 in., in steel filing cabinet. R. 6, 1st floor. (490)

3773. INVOICE FOR SUPPLIES, Oct. 1, 1932 to date. Forms show name of firm in account with, date statement was rendered, names of articles, amount, date, amount of credits, and balance. Filed chronologically. (Monthly, official.) 8½ x 11 folders, 1 in., in wooden filing cabinet. R. 6, 1st floor. (454)

3774. MILK RECORD FOR EXPERIMENT STATION DAIRY, Oct. 1, 1932 to date. Forms show name of cow, time of milking, day of week, pounds or quarts for each day, daily total, record ending date, address of dairy, and remarks. Filed alphabetically by name of cow and arranged chronologically. (Daily, official.) 8½ x 11 folders, 3 in., in wooden filing cabinet. R. 6, 1st floor. (499)

3775. NATIONAL POLAND CHINA REGISTRY STUBS, Oct. 1, 1932 to date. Stub shows name of owner, herd number, sex, date farrowed, number raised, sex, ear mark, sire and number, dam and number, by whom bred, name of post office, to whom sold and address, when sold, shipped and price, date pedigree sent, date recorded, association number, and signature of official in charge. Filed chronologically. (Monthly, official.) 3 x 8½ vols. (2), 1 in., in steel filing cabinet. R. 6, 1st floor. (463)

3776. NOTIFICATION OF TERMINATION OF APPOINTMENTS, Oct. 1, 1932 to date. Agri. Form 9561-L-3 showing date, name and department, notification, amount of salary, date of termination, and signature of employee. Filed chronologically. (Semiannually, official.) 8½ x 11 folders, 1 in., in steel filing cabinet. R. 8, 1st floor. (520)

3777. PERMANENT PASTURE EXPERIMENTS FOR CATTLE AND SWINE, Oct. 1, 1932 to date. Records show subject, steer brand, number, weight, location of pasture, average weights with dates series of weights on succeeding dates, gain or loss since last weighing, and type of grass grazed. Filed chronologically. (Monthly, official.) 8½ x 11 folders, 6 in., in steel filing cabinet. R. 6, 1st floor. (481)

3778. PICTURES, Oct. 1, 1932 to date. Pictures show animals at various ages, grazing pastures, different breeds, and sex. Filed chronologically. (Weekly, official.) 5 x 7 envelopes, 6 in., in desk drawer. R. 6, 1st floor. (501.

3779. REGISTER OF MERIT CERTIFICATE, Oct. 1, 1932 to date. Forms show merit number, class, date of entry, name of cow, herd register number, names and numbers of sire and dam, required yield of milk in pounds, number of days calf was carried during test, owner of cow during test and address, number of days of milk test, amount, per cent fat, total, and signature of secretary. Filed chronologically. (Annually, official.) 5½ x 8½ folder, 1 in., in wooden filing cabinet. R. 6, 1st floor. (498)

3780. REQUEST FOR STUDENT LABOR, Oct. 1, 1932 to date. Records show department, week ending date, number of men requested, and when, where, and to whom to report. Filed chronologically. (Weekly, official.) 8½ x 11 folders, 1 in., in steel filing cabinet. R. 6, 1st floor. (493)

3781. REQUISITIONS, Oct. 1, 1932 to date. Forms show names and location of projects, date, requisition number, place of purchase, place articles are to be delivered, quantity and name of articles requisitioned, cost of each item, total cost, name of person ordering, department for which ordered, and signature of director. Filed chronologically. (Daily, official.) 7 x 8 loose papers, 2 ft., in wooden filing cabinet. R. 8, 1st floor. (505)

3782. REQUISITIONS, ANIMAL HUSBANDRY DEPARTMENT, Oct. 1, 1932 to date. Form shows name and location of project, date, place order is purchased, requisition number, name and quantity of order, cost of item, total, name of person ordering, account number, department, and signature of director. Filed chronologically. (Weekly, official.) 7 x 8 loose papers, 1 ft., on file clip on wall. R. 6, 1st floor. (456)

3783. REQUISITIONS, DAIRY DEPARTMENT, Oct. 1, 1932 to date. Form shows date, place order was purchased, name and location of project, requisition number, cost of each item, total amount, account number, quantity of order, name of person ordering, department, and signature of director. Filed chronologically. (Weekly, official.) 7 x 8 bundles, 1 ft. 3 in., on wooden filing cabinet. R. 6, 1st floor. (457)

3784. REQUISITION FOR LABOR, Oct. 1, 1932 to date. Records show name of administrator, county, town, project number, total amount called for to carry on work, statements showing how work is to be carried out, type of labor, county transferred from, number of laborers to be used, and signature of executive director. Filed alphabetically and arranged chronologically. (Weekly, official.) 8½ x 11 folders, 1 in., in wooden filing cabinet. R. 8, 1st floor. (527)

3785. STATEMENTS OF ACCOUNTS DUE, Oct. 1, 1932 to date. Records show name of town, date, name of person order delivered to, name of dairy, furnishing milk, name of article delivered, number of quarts, pounds, or pints, price, amount, and total. Filed alphabetically by name and arranged chronologically. (Daily, official.) 8½ x 11 folders, 4 in., in steel filing cabinet. R. 6, 1st floor. (474)

3786. STOCK FEEDER CONTRACT, Oct. 1, 1932 to date. Records show date, parties to contract, number, description of stock, brands, weight, items of agreement, and signatures. Filed chronologically. (Daily, official.) 8½ x 11 folders, 2 in., in steel filing cabinet. R. 6, 1st floor. (480)

3787. SUPPLEMENTARY DATA FOR HERD IMPROVEMENT REGISTRY CERTIFICATE FOR HERD, Oct. 1, 1932 to date. Records show name and address, name and number of cow, tattoo ear mark, age, number of days in herd, number of days in milk, total milk yield, average butterfat percentage, total butterfat yield, and grand totals. Filed chronologically. (Annually, official.) 8½ x 11 folders, 1 in., in steel filing cabinet. R. 6, 1st floor. (489)

3788. SWINE INVESTIGATIONS, BIRTH AND WEANING, Oct. 1, 1932 to date. Form AH 265 showing date, feeder, experiment, lot number, ration, dam number, sire, pig number and sex, weight at birth, weight at weaning, gain, total, and average daily gain. Filed chronologically. (Daily, official.) 8½ x 11 folders, 6 in., in steel filing case. R. 6, 1st floor. (486)

3789. TEST IN MILK PRODUCTION OF DIFFERENT FEEDS USED, Oct. 1, 1932 to date. Tabulated sheets showing name of cow, milk production in pounds, determined milk production in pounds, determined butterfat productions in pounds, name of feed used, amount consumed, amount of difference in productions, and remarks. Filed alphabetically and arranged chronologically. (Semiannually, official.) 8 x 14 folders, 2 in., in wooden filing cabinet. R. 6, 1st floor. (500)

3790. TOOL AND SUNDRY UNEXPENDABLE EQUIPMENT PHYSICAL INVENTORY, Oct. 1, 1932 to date. CWA Form L 28 showing date and to whom inventory was made, location, name of project, kind of tools or equipment, quantity on hand, quantity in use, excess shipment, additional equipment needed, quantity unserviceable, quantity missing, and signatures of director and foreman approving. Filed chronologically. (Annually, official.) 8½ x 14 folders, 2 in., in steel filing case. R. 8, 1st floor. (531)

3791. TRANSFER OF OWNERSHIP, Oct. 1, 1932 to date. Records show name of post office, date, name and number of animal, names of owner and buyer, addresses, date of transfer, names of dam and sire, and signature of person selling animal; also relative correspondence. Filed chronologically. (Semimonthly, official.) 2½ x 5½ loose papers, 3 in., in wooden filing cabinet. R. 6, 1st floor. (475)

3792. NOTICE OF FREIGHT ARRIVAL, Oct. 15, 1932 to date. Form AH 223 shows station, date, project number and address, route freight was billed, articles, weight, class, rate, cost of freight, total, and amount collected. Filed chronologically. (Weekly, official.) 8½ x 11 folders, 1 ft., in steel filing case. R. 9, 1st floor. (532)

3793. PUBLIC VOUCHER FOR PURCHASES, AND SERVICES OTHER THAN PERSONAL, Nov. 1, 1932 to date. Standard Form 1034-A shows place and date voucher was prepared, DO voucher number, department and bureau, appropriation, payee, address, payees account number, contract number, date, requisition number, activity, purpose, expenditure symbol, number and date of order, date of delivery, articles or services, quantity, unit price, amount, notations, certification, total, and method of payment. Filed chronologically. (Semimonthly, official.) 8½ x 11 folders, 1 ft. 3 in., in steel filing case. R. 9, 1st floor. (537)

3794. PUBLIC VOUCHER FOR REIMBURSEMENT OF TRAVEL AND OTHER EXPENSES INCLUDING PER DIEM, Nov. 1, 1932 to date. Standard Form 1012-A shows department, appropriation, name of payee and address, headquarters, residence, period of time covered, amount received, notations, accounting classification, differences, account verified, character of expenditure, days and length of time spent away from official headquarters, amount paid each day, total subsistence, and signature of person charging subsistence. Filed chronologically. (Monthly, official.) 8½ x 10½ folders, 3 in., in steel filing cabinet. R. 9, 1st floor. (543)

3795. ROSTER OF ANIMAL HUSBANDRY EMPLOYEES, Nov. 1, 1932 to date. Agri. Form 318 shows name of station, date prepared, name of official in charge, names of employees, titles, indication of how paid, number of days employed, rate of pay, amount, appropriation, name of project, assignment, and remarks. Filed chronologically. (Monthly, official.) 8½ x 11 folders, 9 in., in steel filing cabinet. R. 9, 1st floor. (542)

3796. STANDARD GOVERNMENT SHORT FORM CONTRACT, Nov. 1, 1932 to date. Standard Form 33 showing contract number, department or establishment, office address, invitation for bids, signature and title, item number, articles or services, quantity, unit, unit price, and amount; reverse side shows conditions (including reservations), bid and date, agreement, discounts allowed, name of bidder, address, signature, acceptance, and instructions to bidders. Filed chronologically. (Semimonthly, official.) 8½ x 11 folders, 6 in., in steel filing case. R. 9, 1st floor. (536)

3797. STATEMENTS AND BILLS OF LADING, Nov. 1, 1932 to date. Form AH 968 (Rev.) showing shipper's and Agent's numbers, points received and shipped from, date, consignee, destination, name of delivering carrier, number of packages, description of articles, weight, class or rate sent, check column, signatures and addresses of shipper and agent, and attached statement. Filed chronologically. (Monthly, official.) 8½ x 11 folders, 2 in., in steel filing cabinet. R. 9, 1st floor. (538)

3798. STATEMENT OF EXPENDITURES, Nov. 1, 1932 to date. Agri. Form 428 showing date prepared, names of station and project, period of time covered, amount in salaries, other expenses and their totals, total authorized, total expended, balance, and total shown last month. Filed alphabetically and arranged chronologically. (Monthly, official.) 8½ x 11 folders, 3 in., in steel filing cabinet. R. 9, 1st floor. (544)

3799. STATEMENT OF TRAVEL, Nov. 1, 1932 to date. Form T 67 shows name of vehicle owner place, rate per mile, authorization number, date, period of time covered, days traveled, destination, miles traveled, and

total due traveler. Filed chronologically. (Semimonthly, official.) 8½ x 11 folders, 1 ft., in steel filing cabinet. R. 9, 1st floor. (533)

3800. SUMMARY OF BREEDER'S RESULTS FOR POULTRY, Nov. 12, 1932 to date. Records show information and instructions pertaining to breeding; also data as to name of breeder, address, number of birds, their breed, brand, by whom certified, number failed, died, and their description. Filed alphabetically and arranged chronologically. (Monthly, official.) 8½ x 14 folders, 1 in., in wooden filing cabinet. R. 6, 1st floor. (466)

3801. APPLICATION FOR APPROVAL OF CIVIL WORKS PROJECT, Dec. 16, 1933 - Feb. 15, 1934. CWA Form L 3 showing project number, by whom approved or disapproved and date, name of administration and state made out to, and from, location and description of project, date submitted, dates to be started and completed, class of job, number hours worked, rate per hour, total estimated; also materials, equipment purchased and rented, and supplies with description, quantity, unit price, rental cost, and total. Filed alphabetically and arranged chronologically. (Annually, official.) 8½ x 10½ folders, 1 in., in wooden filing cabinet. R. 8, 1st floor. (529)

3802. CONTRIBUTION OF LOCAL COMMUNITY, Dec. 16, 1933 - Feb. 15, 1934. CWA Form L 3 showing description, quantity, unit price, rental value, total estimate; also contingent cost, showing name of insurance company, workmen's compensation, public liability, property damage, miscellaneous, total, and signature of supervisor with title. Filed chronologically. (Annually, official.) 8½ x 11 folders, 1 in., in wooden filing cabinet. R. 8, 1st floor. (530)

3803. INVENTORY OF FURNITURE AND FIXTURES AND OFFICE EQUIPMENT, Apr. 24, 1934 to date. Forms show state, project number, location, address, of district administrator, article, where purchased, voucher number, cost, identification symbol, physical location, and date and signature of agent. Filed chronologically. (Semiannually, official.) 8½ x 11 folders, 1 in., in wooden filing cabinet. R. 8, 1st floor. (526)

3804. ANNUAL REPORT OF COOPERATIVE ANIMAL HUSBANDRY INVESTIGATIONS, Oct. 1, 1932 to date. Records show introductions, acknowledgements, experiments as to pastures for beef cattle, wintering cattle, and class, feeding tests as to different feeds used, herd management as to class, pasteurization record, experiments as to breeding bulls, bulls on breeding projects in the state, history of work in progress, history of work with swine, record of spring litters, tests on different grazings, tests on feeding, history of fall litters, tests on year round grazing systems, management of brood sows, management of breeding boars, swine breeding projects, and history of work in progress. Filed chronologically. (Annually, official.) 8½ x 11 folders, 8 in., in steel filing cabinet and on shelf of wooden cabinet. Rs. 6 and 8, 1st floor. (494, 522)

3805. CATTLE INVENTORY OR MONTHLY REPORT, Oct. 1, 1932 to date. Form AH 456 showing station and address, class of cattle, breed, date, classification of stock on hand, increase, decrease, changes due to sales, exchange, death, born in herd, transfer, purchase, and notes or remarks. Filed chronologically. (Monthly, official.) 8½ x 11 folders, 1 in., in steel filing cabinet. R. 6, 1st floor. (491)

3806. MONTHLY REPORT OF NATIONAL EGG LAYING CONTEST, Oct. 1, 1932 to date. Records showing town, dates, starting and ending, number of fowls in contest, production and percentage, owner, type of fowl, rate of feed, cost of fowl per month, type of feed, number of deaths and causes, weather conditions and temperature, pen numbers, fowl number, and number of eggs per month. Filed alphabetically as to subject and arranged chronologically. (Monthly, official.) 8½ x 10½ folders, 1 in., in wooden filing cabinet. R. 6, 1st floor. (471)

3807. PRELIMINARY REPORT ON STEER FEEDING TESTS ALSO SWINE, Oct. 1, 1932 to date. Reports showing subject, grazing corn and velvet beans, number of acres, total number of steers, dates on and off grazing, total number of days grazing, yield per acre, total feed grazed, average daily feed consumed, average initial weight, average final weight, total gain, average daily gain, and total feed cost per steer, average feed cost per pound of gain, average number of acres grazed per steer, average pounds beef produced per acre, steers graded as feeders, as finished steers, and feed prices used in calculations. Filed chronologically. (Semiannually, official.) 8½ x 11 folders, 6 in., in steel filing cabinet. R. 6, 1st floor. (468)

3808. REPORT OF SALES AND REMITTANCE, Oct. 1, 1932 to date. Form T 44-A showing period of time covered, station, date, with whom exchanged, amount, total, remittances, certification, signature of agent in charge, and receipt. Filed chronologically. (Semiannually, official.) 8½ x 11 folders, 4 in., in steel filing cabinet. R. 6, 1st floor. (487)

3809. YEARLY INDIVIDUAL COW REPORT, Oct. 1, 1932 to date. BDI Form 46 showing association, herd owner, post office, testing year dates, sires of cows in herd, names, register numbers, breed, issues of bull association, cows in herd test, name and number of cow, breed, age, weight, date fresh before testing year, date fresh during testing year, months on test, months in milk, yield during testing period, pounds in milk, average test, pounds butterfat, pure milk and butterfat, feed consumed during testing period, days in pasture, total cost of feed, and dam and sire of cow in test. Filed chronologically. (Annually, official.) 8½ x 11 folders, 1 in., in steel filing cabinet. R. 6, 1st floor. (488)

3810. REPORT OF DAILY OPERATIONS, Oct. 2, 1932 to date. Forms showing department, period of time covered and dates, names and locations of projects, name of laborer, hours worked, rate of pay, amount due, kind of work performed, and signature of director. Filed chronologically. (Daily, official.) 8½ x 11 loose papers, 1 ft. 9 in., in wooden filing cabinet. R. 8, 1st floor. (504)

3811. REPORT OF AGGLUTINATION TEST FOR BACILLARY WHITE DIARRHEA IN POULTRY, Oct. 7, 1932 to date. Records show number tested, number reacted, owner, date tested, breed, number of bird, by whom tested, signature of veterinarian; also relative correspondence. Filed chronologically. (Annually, official.) 8½ x 12 folders, 2 in., in wooden filing cabinet. R. 6, 1st floor. (465)

3812. APPROVED WEEKLY EXPENSE REPORT, Oct. 15, 1932 to date. Records show week ending date, day of week, towns made, railroad cash fare, days and amount at hotel, number of meals, auto mileage at start and close, total mileage, amount, miscellaneous expense in detail, total per day,

grand total, name of institution, payee, instructions on making out this report, towns visited, number miles traveled, total expense for week, instructions for mailing check and approval for payment. Filed chronologically. (Weekly, official.) 8½ x 11 folders, 1 in., in steel filing cabinet. R. 6, 1st floor. (478)

3813. REPORT OF SERVICES RENDERED BY EMPLOYEES DURING THE MONTH, Nov. 1, 1932 to date. Form T 40-A showing date prepared, period of time covered, name of employee, number and dates of days worked, total days employed, leave of absence record not included in this month's absence, and signature and title of official in charge. Filed chronologically. (Monthly, official.) 8½ x 11 folders, 4 in., in steel filing cabinet. R. 9, 1st floor. (540)

COLUMBUS

MEAT INSPECTION DIVISION
FIELD STATION
The Provision Co. Inc., Glade Road.

This office, Establishment No. 645, was established in March 1930. Daily, monthly, and quarterly reports are made to Washington. No records have been destroyed without authorization.

3814. GENERAL CORRESPONDENCE, March 1930 to date. Official correspondence pertaining to accounts, administration, Bang's disease, compensatory time, U. S. Employers' Compensation, field inspection, foot and mouth disease, labels, annual and sick leave, meats received, overtime, pathological reports on meats, permits for operation of plants, personnel, processing, reinspection, property, quarterly reports; MI Form 124c, samples of reports to laboratory, state and municipal regulations, traveling inspectors' reports, tuburcular cattle, Veterans' Administration inspection, violations, and zoological specimens. Filed alphabetically by subject. (Daily, official.) 10 x 12 folders, 1 ft. 6 in., in filing case. NW. corner, 1st floor. (112)

3815. DAILY RECORDS COVERING REGULAR WORK OF DEPARTMENT, Mar. 1930 to date. Records including daily time reports, products condemned on reinspection, inspection of meats and meat food products for Government agencies, report to the packing plant on meat condemned, reports submitted by the packing plant to the inspector covering daily operations, daily report of sterilization and tanking, summary of anti-mortem and post-mortem examinations, reports on trial post-mortem examinations on retained carcasses, and identification tags for anti-mortem and post-mortem examined meats. (Annually, official.) 10 x 12 envelopes, 6 ft., on wooden locker cabinet. NW. corner room, 1st floor. (113)

3816. GENERAL BUSINESS FILE, Mar. 1930 to date. General correspondence, circular correspondence, memoranda, and pay rolls of Federal employees. (Daily, official.) 10 x 12 folders, 6 in., in steel filing case. NW. corner room, 1st floor. (111)

3817. INDEX TO SERVICE ANNOUNCEMENT, Mar. 1930 to date. Index volume to all service announcements sent out by the Washington office, with excerpts frequently supplied and with references to complete announcements where further information is concerned. Indexed by subjects with key to the index in front of book. (Daily, official.) 10 x 12 vol. 3 in., on desk. NW. corner room, 1st floor. (108)

3818. LABEL BOOK, Mar. 1930 to date. Sample copies of all labels used or approved for use, pasted to sheets in books. Indexed in front of volume by products and pages. (Daily, official.) 13 x 18 vol. 4 in., on filing cabinet. NW. corner room, 1st floor. (110)

3819. GEORGIA EMERGENCY RELIEF ADMINISTRATION AND FEDERAL SURPLUS RELIEF CORPORATION RECORDS, June 1934 - Feb. 1935. Miscellaneous records covering various projects, schedules, and contracts, that were carried out with the GERA, and the Federal Surplus Relief Corp., including receipts anti-mortem and post-mortem examinations, weights, bonemeats, shipments, bills of lading, etc. (Never.) 10 x 12 envelopes, 9 x 11 loose-leaf books, and 10 x 12 bundles (3), 1 ft., in pasteboard box on shelf. NW. corner room, 1st floor. (109)

BUREAU OF BIOLOGICAL SURVEY

BUREAU OF BIOLOGICAL SURVEY

SAVANNAH

DIVISION OF GAME MANAGEMENT
GAME MANAGEMENT AGENT
Boswell Residence
401 E. 40th St.

This office was established on July 1, 1918. All useless papers are sent to the Bureau of Biological Survey, Washington, D. C. From December 1934 to May 1935 there was no agent stationed at Savannah.

3820. GAME MANAGEMENT CORRESPONDENCE, c. 1918 to date. Reports and correspondence with the Bureau, local Game Department, and agents. Filed under the official to whom the correspondence is addressed or received from. (Older reports, never; recent ones, daily, official.) 9 x 12 folders, 3 ft. 2 in., in 2 wooden filing cases and on wooden shelf. SW. corner room. (576)

3821. FIELD DIARIES, Jan. 17, 1920 to date. Gap Oct. 18, 1935 - Jan. 1, 1936. Agent's field notes. (Never.) 4 x 6 vols., 3½ in., in wooden filing case. SW. corner room. (577)

3822. GAME MANAGEMENT CASES, 1922 to date. Gap Dec. 1934 - May 1935. Federal prosecution cases under the Migratory Bird Treat Act, with relative correspondence and affidavits. Filed under surnames of the violators. Indexed alphabetically. (Early records, never; recent ones, daily, official.) 9 x 12 folders, 2 ft., in wooden filing case and on wooden shelf. SW. corner room. (574)

BUREAU OF

ENTOMOLOGY AND PLANT QUARANTINE

BUREAU OF ENTOMOLOGY AND PLANT QUARANTINE

ALBANY

DIVISION OF FRUIT INSECT INVESTIGATIONS
NUT INSECT FIELD LABORATORY
Dept. of Agriculture Cooperative Laboratories
1503 N. Jefferson St.

This office was established during 1914. Records are destroyed when authorized by Washington. Copies of all reports, experimental data, and investigations are sent to Washington.

3823. GENERAL CORRESPONDENCE, Feb. 18, 1926 to date. With growers, State Service Commission officials, chemical companies, marketing associations, agricultural colleges, officials of appointments, and other experiment stations. Filed chronologically by subject. (Daily, official.) 8½ x 11 folders, 3 ft., in wooden filing cabinet. R. 6. (966)

3824. INSECTICIDES AND FUNGICIDES, May 3, 1927 to date. Correspondence pertaining to summer and winter oils, emulsions, soaps, flourine products, cryolite products, zinc sulphate, lead arsenate, tobacco dust, aphid sprays, nicotine sulphate, denis compound, and tar emulsions. Filed chronologically. (Daily, official.) 8½ x 11 folders, 8 in., in wooden filing cabinet. R. 6. (967)

3825. INVOICES AND LEDGER SHEETS, Oct. 22, 1926 to date. Records show travel vouchers, vouchers for personal expense, ledger sheets, invoices, letters of authority, and requests for allotments. Filed chronologically. (Daily, official.) 8½ x 11 loose papers, 2 ft., in wooden filing cabinet. R. 6. (968)

3826. ACCESSION RECORDS, Feb. 18, 1926 to date. Records pertaining to different kinds of insects, showing guide number, host, locality, collector, date, note, family, and by whom determined. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft. 8 in., in wooden filing cabinet. R. 6. (959)

3827. LIBRARY CATALOGUE, INDEX FILE, Feb. 18, 1926 to date. Records pertaining to tomato wilt, insect injury to corn, oak scale and control, fertilization, investigation, bacterial stem blight, and cover crops. Filed alphabetically by state. (Daily, official.) 3 x 5 cards, 2 ft., in wooden filing cabinet. R. 7. (962)

3828. PECAN INSECT NOTES, Feb. 18, 1926 to date. Records show subject, date, locality, outline of experiment, results, and by whom notes were made. Filed alphabetically. (Daily, official.) 5 x 8 cards, 4 ft. 4 in., in 2 wooden filing cabinets. R. 5. (964)

3829. INVENTORY, Feb. 18, 1926 to date. Records showing numbers of vehicles, pumps, accessories, electric fans, lamps, thermometers, lenses, micrometers, microscopes, chairs, cabinets, stationery, and office equipment. Filed alphabetically by subject. (Annually, official.) 3 x 5 cards, 1 ft., in wooden filing cabinet. R. 7. (958)

3830. ANNUAL REPORTS, REGULATIONS, AND EXPERIMENT DATA, Feb. 18,1926 to date. Copies of rules and regulations, memorands, airplant dusting experiments, financial sheets, and spraying machinery investigations; also correspondence pertaining to termites, tabulations of results of larval feeding in laboratory, and annual reports. Filed alphabetically by subject. (Annually, official.) 8½ x 11 folders, 1 ft. 6 in., in wooden filing cabinet. R. 6. (965)

3831. REPORTS AND MANUSCRIPTS, Sept. 5, 1930 to date. Copies of monthly and quarterly reports, statistical data, dusting and spraying manuscripts, pay rolls, project outlines, results of coddling moth investigations, crop pest survey reports, and miscellaneous data. Filed alphabetically by subject. (Daily, official.) 8½ x 11 folders, 1 ft. 6 in., in wooden filing cabinet. R. 6. (960)

ATLANTA

DIVISION OF DOMESTIC PLANT QUARANTINES
PHONY PEACH FIELD HEADQUARTERS
Ten Forsyth Street Bldg., 10 Forsyth St., SW.

Correspondence

3832. CORRESPONDENCE FOR 1931, Jan. 1 - Dec. 31, 1931. General office correspondence of the regional office for calendar year of 1931. Filed alphabetically. (Never.) 8 x 11 folders, 2 ft., in steel filing case. R. 327. (4762)

3833. GENERAL CORRESPONDENCE, Jan. 1, 1932 - Dec. 31, 1934. Correspondence accumulated in the transaction of regional work, pertaining to the employee and his work. Filed alphabetically by states and counties. (Daily, official.) 8 x 11 folders, 4 ft., in wooden filing case. R.327. (4773)

3834. EMERGENCY CORRESPONDENCE, Aug. 1 - Nov. 1, 1935; Dec. 1, 1935 - July 1, 1936. Correspondence pertaining to transportation of labor, telegraphic instructions, hourly basis for truck hire, preparation of pay rolls, personal history, blanks, weekly labor reports, injury reports and list of doctors, time sheets, reports of abandoned and escaped trees, statement of travel by motor vehicle, short form injury reports, expense sheets, drivers' reports on accidents, and requisitions for purchases. This correspondence refers to business handled under the emergency fund. Filed alphabetically. (Daily, official.) 8 x 11 folders, 6 ft.,in steel filing case. R. 327. (4765)

3835. REGULAR FILE, June 1, 1935 to date. Correspondence regarding appropriations for the bureau. Filed alphabetically. (Daily, official.) 8 x 11 folders, 2 ft., in steel filing case. R. 327. (4759)

3836. MISCELLANEOUS CORRESPONDENCE, Aug. 1, 1935 to date. Correspondence of the regional office covering the written contracts of district leaders and service men. See addenda. Filed alphabetically. (Daily, official.) 8 x 11 folders, 2 ft., in steel filing case. R. 327. (4766)

3837. PERSONNEL CORRESPONDENCE, Aug. 1, 1935 to date. Correspondence of the personnel of the district, relative to Relief Administration Labor Management Office, the National Reemployment Office, and the Area Statistical Office. Filed alphabetically by states. (Daily, official.) 8 x 11 folders, 6 ft., in steel filing case. R. 327. (4757)

Finance

3838. ACCOUNTS, July 1, 1929 - July 1, 1934. Records of old accounts and expenditures for control of plant diseases. Filed alphabetically. (Never.) 8 x 11 folders, 2 ft., in steel transfer case. Storage room, basement. (4909)

3839. COPIES OF DISBURSEMENT GASOLINE ACCOUNTS, July 1,1929 to date. Accounts of gasoline disbursed for use in Regional service. (Daily, official.) 8 x 10 folders, 2 ft., in steel transfer case. R. 316. (4966)

3840. GASOLINE VOUCHERS, July 1,1929 to date. Paid vouchers for purchases of gasoline used in the regional service. Filed alphabetically. (Daily, official.) 8 x 11 folders, 2 ft., in steel transfer case. R. 316. (4967)

3841. ACCOUNTS FOR FISCAL YEARS 1932, 1933, AND 1934, Jan. 1, 1932 - Dec. 31, 1934. Vouchers for accounts covering regional work. Filed alphabetically. (Daily, official.) 8 x 11 folders, 2 ft., in steel filing case. R. 315. (4811)

3842. EXPENDITURES BY STATES, Aug. 1, 1935 to date. Record of expenditures for the personnel of the regional service for labor, truck hire, and appointees. Filed alphabetically by states and counties.(Daily, official.) 8 x 11 loose-leaf book, 6 in., in wooden desk drawer. R. 326. (4970)

3843. PAY ROLLS, Aug. 1, 1935 to date. Pay rolls for the eleven states operating from this office, covering reports relative to the state and district leaders and the office and field men employed in Georgia, Alabama, Arkansas, North Carolina, South Carolina, Louisiana, Tennessee, Mississippi, Missouri, and Texas. Filed alphabetically by county. (Daily, official.) 8 x 11 folders, 26 ft., in steel filing case. R. 327. (4767)

3844. EMERGENCY ACCOUNTS, Aug. 25, 1935 to date. Emergency reimbursement accounts of the Regional Office, covering expense vouchers, Government bills of lading, Government owned cards and their upkeep,and expense of field service. Filed alphabetically. (Daily, official.) 8 x 11 folders, 6 ft., in steel transfer case. R. 316. (4965)

3845. WORK SHEETS, Oct. 1, 1935 to date. Regional Office data regarding labor reports on field service, showing state, period, pay roll number, date received, labor rate, number of men, man hours, amount, and receipt. Arranged alphabetically. (Daily, official.) 9½ x 14 loose papers, 6 in., on wooden desk. R. 326. (4973)

3846. OFFICE RECORDS OF ENCUMBRANCE, July 1, 1936 to date. Records show state in the peach disease region, period of work, county, labor, truck drivers, total relief, whether laborer is relief or non-relief, total personal expenditures, truck hire, grand total expenditures, and total number of counties. Filed alphabetically. (Daily, official.) 9½ x 14 loose papers, 6 in., on wooden desk. R. 326. (4972)

3847. PAID VOUCHERS, July 1, 1936 to date. Vouchers for supplies and purchases for the eleven states of the Region, pay schedule of disbursements from the Treasury Department, requisitions for purchases bought through the Procurement Department of the Bureau of Entomology and Plant Quarantine. Phony Peach Disease Control. Filed alphabetically. (Daily, official.) 8 x 11 folders, 2 ft., in steel transfer case. R. 316. (4964)

3848. PAY ROLL ROUTING SLIPS, July 1, 1936 to date. Treasury Form D 53, pay roll number, official and work projects, location, authorization, and other information necessary in routing pay rolls. (Daily, official.) 4 x 10½ loose papers, 1 ft., on wooden desk. R. 326. (4971)

3849. REGULAR SCHEDULES OF DISBURSEMENTS, July 1, 1936 to date. Pay Roll Department schedules, including regular pay rolls, receipts, collections, disbursements, cancellations, personal service, civil service retirements, disability fund credits, and summary of collections. Filed chronologically. (Daily, official.) 8 x 11 folders, 2 ft., in wooden desk drawer. R. 326. (4969)

Functional Activities

3850. INSPECTION AGREEMENTS, Jan. 1, 1929 - Jan. 1, 1931. Agreement between inspector and owners of the orchard before trees are inspected, treated, or removed, covering Alabama, Arkansas, Louisiana, Tennessee, Florida, Georgia, Mississippi, North Carolina, South Carolina, and Texas. Filed alphabetically. (Monthly, official.) 5 x 8 cards, 9 ft. 6 in., in steel card cabinet. R. 315. (4856)

3851. ABSTRACT OF FISCAL REGULATIONS, July 1, 1929 to date. Index to fiscal regulations from the Comptroller General in Washington, pertaining to checking accounts, leaves of absence of employees, appointments, purchases of lumber, Government owned cars, and operating procedure. Filed alphabetically. (Daily, official.) 5 x 8 cards, 2 ft., 6 in., in card cabinet. R. 315. (4915)

3852. INFORMATION OF FISCAL YEARS 1929 to 1936, July 1, 1929 to date. Information for the Regional Office and field workers, relative to purchase of equipment and materials used for service to be rendered in the field and care of physical properties of the Regional Office. Filed alphabetically. (Daily, official.) 5 x 8 cards, 1 ft., in steel card cabinet. R. 315. (4914)

3853. REGISTER OF APPLICANTS, July 1, 1929 to date. Data concerning applicants for positions with Regional Bureau of Entomology and Plant Quarantine, Phony Peach Disease Control, including both civil service and non-civil service applicants. Filed alphabetically. (Annually official.) 3 x 5 cards, 1 ft., in steel card cabinet. R. 315. (4912)

3854. WORKING CARD FILE, Jan. 1, 1932 to date. Records show name and address of operator, name of orchard, variety and number of trees, when planted, number of phony trees, and remarks; also date of inspection and name of inspector. Filed alphabetically. (Daily, official.) 5 x 8 cards, 8 ft., in steel card cabinet. R. 315. (4953)

3855. CWA FILE, Dec. 1, 1933 - Feb. 1934. Records of purchases for the projects and other data collected from CWA operations. (Never.) 8 x 11 folders, 1 ft., in steel transfer case. Storage room, basement. (4911)

3856. REQUISITIONS, June 1, 1935 - June 1, 1936. Requisitions for purchase orders for salaries, rents, and operating supplies through the Procurement Office. Filed alphabetically. (Daily, official.) 8 x 10 vols. (4) and 8 x 11 folders, 2 ft., in steel transfer case. R. 316. (4963)

3857. MEMORANDA INDEX FILE, June 2, 1935 to date. Index to memo ledgers containing general correspondence, executive orders, bulletins, and administrative policies of the Regional Office of Entomology and Plant Quarantine, Phony Peach Disease Control. Filed alphabetically. (Daily, official.) 4 x 6 cards, 1 ft., in steel card cabinet. R. 327. (4768)

3858. MAPS OF STATES OF THE UNION, Aug. 1, 1935 to date. Maps which are colored in localities where there are diseased trees and where trees have been removed. Filed alphabetically. (Daily, official.) 8 x 11 folders, 4 ft., in steel filing case. R. 327. (4758)

3859. REQUISITIONS FOR WORKERS, Aug. 1, 1935 to date. WPA Form 401, requisitions for workers for the Regional Office. One copy is kept in the Regional Office, a copy is sent the State Supervisor, and one to Washington. Filed alphabetically by states and counties. (Daily, official.) 8 x 11 folders, 2 ft., in steel filing case. R. 327. (4761)

3860. SCHEDULE OF ANALYSIS, Aug. 1, 1935 to date. WPA Form 303, used in submitting project proposals, and shows the work schedule and analysis of WPA labor projects. The schedules are made in triplicate, a blue and white copy are sent the State Supervisor of WPA and a pink copy is retained in this office; also correspondence with officials in charge of Domestic Plant Quarantine. Filed alphabetically. (Daily, official.) 8 x 11 folders, 2 ft., in steel filing case. R. 327. (4746)

3861. WPA PROJECT, Aug. 19, 1935 to date. Time records of laborers working on the WPA project sponsored by the Bureau of Entomology and Plant Quarantine. Arranged alphabetically by states and counties. (Daily, official.) 8 x 11 loose-leaf book, 1 ft., 6 in., on desk. R. 326. (4974)

3862. BULLETINS, May 1, 1936 to date. Bureau of Chemistry and Soils bulletins on soil survey of the counties of each state under this office, stored here until distributed. Filed alphabetically. (Daily, official.) 8 x 11 folders, 2 ft., in steel filing case. R. 315. (4813)

3863. INSECT SURVEY CARD FILE, May 1, 1936 to date. Field notes on insect surveys conducted in connection with the eradication and control of phony peach disease. Filed alphabetically. (Daily, official.) 3 x 5 cards, 6 in., in steel card cabinet. R. 315. (4913)

Personnel

3864. PERSONNEL AND APPOINTEES INDEX FILE, Aug. 1, 1930 to date. Index to records to projects and personnel and appointees, such as agents, supervisors, laborers, foreman, and office force. Filed alphabetically by states and counties. (Daily, official.) 5 x 8 cards, 7 ft. 6 in., in steel card cabinet. R. 327. (4771)

3865. ASSIGNMENT SLIPS, Aug. 1, 1935 to date. Assignment slips and reclassification or reassignments of workers taken from relief and non-relief rolls and assigned to work provided by the emergency fund allotted to the Phony Peach Disease Control; the original is kept in this office for the Pay Roll Unit, one is sent to the Labor Management Office, one to the Area Statistical Office, one to the National Reemployment Office, and one to Welfare or District Relief Office. Filed alphabetically. (Daily, official.) 5 x 8 cards, 16 ft., in steel card cabinet. R. 327. (4772)

Property

3866. PROPERTY INVENTORY, Jan. 1, 1935 to date. Inventory of all physical property, consisting of office equipment and field service supplies, including Government cars and their accessories. Filed alphabetically. (Daily, official.) 5 x 8 cards, 2 ft. 6 in., in steel card cabinet. R. 315. (4852)

3867. PROPERTY FILE, Aug. 1, 1935 to date. Record of property of the Government used in the Regional Office and its field work operations; also Agri. Form AD 14, requests and supplies, equipment, or service. Filed alphabetically by states and counties. (Daily, official.) 8 x 11 folders, 2 ft., in steel filing case. R. 327. (4763)

Reports

3868. SUMMARY MASTER CARD FILE, Jan. 1, 1929 to date. Inspection reports of Reginal work, showing owner of trees, date of inspection, disease treated, and summary of service rendered. Filed alphabetically. (Weekly, official.) 5 x 8 cards, 4 ft., in steel card cabinet. R. 315. (4855)

3869. INSPECTION REPORTS, May 1, 1929 to date. Weekly reports of inspection of peach orchards in the Region, showing diseased trees and condition and progress of diseased trees. Filed alphabetically by states and counties. (Daily, official.) 5 x 8 cards, 1 ft., in steel card cabinet. R. 315. (4858)

3870. REPORT ON ORCHARDS, May 1, 1929 to date. Daily reports of inspectors, showing number of orchards inspected, date of inspection, and date sent to Reginal Office. Filed alphabetically by states and counties. (Daily, official.) 5 x 8 cards, 31 ft., in steel card cabinet. R. 315. (4854)

3871. REPORTS, July 1, 1930 - July 1, 1932. Inspector's reports on orchards and their diseased trees. (Never.) 8½ x 11 folders, 2 ft., in steel transfer case. Storage room, basement. (4910)

3872. NURSERY REPORTS, Jan. 1, 1932 - Dec. 31, 1934. Agri. Form EQ 80, weekly reports of inspectors of abandoned and escaped trees destroyed, showing project, state, county, local headquarters, project and squad numbers, period covered, date, number of trees, location, escaped or abandoned, and remarks. Form attached. Filed alphabetically. (Annually, official.) 8 x 11 folders, 2 ft., in steel filing case. R. 327. (4770)

3873. TRANSFER PROPERTY, Aug. 1, 1935 to date. Agri. Form EQ 34, reports on transfer of Government property from one location in one district to another. Filed alphabetically. (Daily, official.) 8 x 11 folders, 2 ft., in steel filing case. R. 327. (4764)

3874. WEEKLY ERADICATION PERSONNEL REPORTS, Aug. 1, 1935 to date. Mimeographed Form PP 3, supervisors' weekly reports covering relief and non-relief expenses of the personnel of the eleven states of this district. Filed alphabetically by states and counties. (Daily, official.) 8 x 11 folders, 6 ft., in steel filing case. R. 327. (4769)

3875. TREE REPORTS, Aug. 1, 1935 to date. Weekly and semimonthly reports of field workers of the Regional Office, concerning abandoned and escaped trees destroyed, showing project, location, local headquarters, project and squad numbers, period covered, date of inspection, number of trees, name of owner, number of escaped trees, number abandoned trees, phony diseased trees, remarks of inspectors, total number of trees inspected, and total number of escaped trees. Filed alphabetically. (Daily, official.) 8 x 11 folders, 6 ft., in steel filing case. R. 327. (4760)

3876. INDIVIDUAL ORCHARD RECORDS, May 1, 1936 to date. Daily reports of inspectors of field work for the Phony Peach Disease Control, showing name and address of grower, location of orchard, date of visit, inspector, variety of trees, block (age), number of trees, number inspected, whether phony or not, and remarks; reverse side shows outline of the orchard with the approximate number of rows of trees in the orchard, and indicated location of phonies by a red circle and suspicious cases by underscoring approximate location in red. Filed alphabetically. (Daily, official.) 5 x 8 cards, 37 ft. 6 in., in steel card cabinet. R. 314. (4820)

3877. INSPECTORS' REPORTS, May 1, 1936 to date. Summary reports to supervisor of the Region, covering each two weeks of inspection of orchards. Filed alphabetically. (Daily, official.) 8 x 11 folders, 1 ft. 6 in., in wooden filing case. R. 314. (4815)

3878. SEMIMONTHLY REPORTS, May 1, 1936 to date. Reports of inspectors on peach orchards, showing amount of work done by inspectors each

two weeks. Filed alphabetically. (Daily, official.) 5 x 8 cards, 1 ft., in steel card cabinet. R. 314. (4814)

3879. RECORDS, May 1, 1936 to date. Daily inspection report on fruit trees of the Region, showing order, genus, or species of disease, distribution as to location, mode of collection of insects and disposition to the survey collection vial or pinning, and name of person determining nature of disease. Filed alphabetically. (Daily, official.) 5 x 8 cards, 2 ft. 6 in., in steel cabinet. R. 315. (4810)

3880. WEEKLY NARRATIVE REPORTS, May 1, 1936 to date. Reports of tree inspections as to conditions, problems, progress of control, and accomplishments of the Peach Disease Control; also loss to state by the disease. Filed alphabetically. (Daily, official.) 8 x 11 folders, 1 ft., in steel filing case. R. 314. (4821)

Miscellaneous

3881. MISCELLANEOUS FILE, Jan. 1, 1929 - Dec. 31, 1935. Monthly inspection reports on peach orchards, injury reports on compensation for those injured while on duty, applications, Government owned automobile reports, appointments, list of peach growers, civil service appointments, and purchases of materials used in Regional work. Filed alphabetically. (Monthly, official.) 8 x 11 folders, 2 ft., in steel filing case. R. 315. (4857)

3882. MISCELLANEOUS RECORDS, June 16, 1934 - June 16, 1935. Accounts covering Regional work. Filed alphabetically. (Monthly, official.) 8 x 11 folders, 2 ft., in steel transfer case. R. 316. (4968)

3883. MEMORANDA REPORTS, June 2, 1935 to date. General WPA correspondence, letters from Assistant Secretary of the Department of Agriculture, executive orders from the President, administrative orders from WPA Administrator, bulletins from National WPA Headquarters, and reports. Arranged alphabetically. (Daily, official.) 8 x 10 loose-leaf books (2), 1 ft., on filing case. R. 327. (4747)

3884. CORRESPONDENCE AND MEMORANDUM REPORTS, May 1, 1936 to date. Correspondence memoranda and weekly reports of inspectors on orchards in this Region. Filed alphabetically. (Daily, official.) 8 x 11 folders, 2 ft., in steel filing case. R. 315. (4812)

FORT VALLEY

DIVISION OF FRUIT INSECT INVESTIGATIONS
PEACH INSECT FIELD LABORATORY
Entomological Bldg., W. Church St.

This office was established on November 1, 1920 for Houston County. Its work is conducted by the Georgia State Board of Entomology in cooperation with the Department of Agriculture. The office enforces plant quarantine laws as provided by an act of Congress of August 20, 1912, and

supplementary amendments thereto. Reports and most of the records are sent direct to Washington.

3885. GENERAL CORRESPONDENCE FILE, Apr. 4, 1928 to date. Correspondence relative to insects found in this section, semimonthly pay roll and disbursements, inquiries from persons in this section concerning possible sales of sprays and equipment, and letters from U. S. Department of Agriculture concerning leasing of laboratory quarters.(Daily, official.) 9½ x 12 vol., 18 ft., in wooden filing cabinet. NW. corner room. (128)

3886. FIELD NOTES AND OUTLINE OF EXPERIMENTS, Nov. 1920 to date. Notes show subject, date, location of experiment, description of orchard or tree, plant number, number of trees, ages of trees, date of treatment, size of dose, and effect of treatment on trees. Arranged chronologically and filed alphabetically by title of experiment. (Daily, official.) 5 x 8 loose papers, 2 ft. 6 in., in wooden filing case. NW. corner room. (131)

3887. INDEX TO PUBLICATIONS, Nov. 1920 to date. Index shows name of publication, nature of study, author, Agriculture Research volume number, list of parasites, farm crop and fruit diseases, and various insects. Arranged alphabetically. (Daily, official.) 3 x 5 cards, 6 ft., in wooden filing case. NW. corner room. (132)

3888. PHOTOGRAPHY FILE, Dec. 1, 1920 to date. Records pertaining to curculio, lesser peach borer, Mediterranean fruit fly, oriental peach moth, peach borer, San Jose Scale, and spraying and dusting machines; also cards with photographer's name, location, date, office, and subject. (Weekly, official.) 9 x 12 folders, 1 ft., in wooden filing case. NW. corner room. (130)

3889. DATA ON DUSTING AND SPRAYING EXPERIMENTS, Jan. 1, 1921 - Dec. 30, 1922. Records showing spray history, commercial results, and record tree data, showing location, name of orchard, date, variety of peach, plant and tree number, total number of fruit, curculio wormy only, scab only, curculio wormy brown rot scab, brown rot infection at curculio puncture, number pounds, number one fruit, date, and number of cull fruit. (Quarterly, official.) 9½ x 12 vols., 1 ft., in wooden filing case. Dirty. NW. corner room. (129)

3890. WEATHER BUREAU COOPERATIVE OBSERVERS' METEOROLOGICAL RECORD, Jan. 2, 1921 to date. Form 1009, month, station, county, state, latitude, longitude, temperature (maximum and minimum), inclusive time, prevailing wind direction, character of day at sunrise and sunset, miscellaneous phenomena and summary. (Daily, official.) 9½ x 12 folders, 10 in., in wooden filing cabinet. NW. corner room. (127)

MACON

DIVISION OF DOMESTIC PLANT QUARANTINE
PHONY PEACH DISEASE
FIELD HEADQUARTERS

Municipal Auditorium, NW. corner of Cherry and 1st Sts.

3891. CORRESPONDENCE TO ALL STATE LEADERS ON INSPECTION WORK AND TREE ERADICATION, Aug. 29, 1935 to date. Instructions to leaders from administrative assistant of Phony Peach Disease Control, and information necessary for office routine. (Daily, official.) 8½ x 11 folders, 1 in., on desk. NW. corner, basement. (933)

3892. CORRESPONDENCE TO THE AGENT, Aug. 29, 1935 to date. Correspondence on notices of appointments of former agents, political restrictions, transportation and subsistence allowance for security wage workers, notice of appointment, personal use of Government cars, and hourly basis for truck hire. (Monthly, official.) 8½ x 11 folders, 1 in., on desk. NW. corner, basement. (1026)

3893. CORRESPONDENCE ON INJURIES OF EMPLOYEES, Apr. 21 - May 20,1936. Letters from administrative assistant concerning injuries to employees; Forms CA 16, CA 4, and S 69, showing signature of physician. (Monthly, official.) 10 x 15 folders, 1 in., on roll top desk. NW. corner, basement. (1025)

3894. LETTER OF OFFICIAL APPOINTMENT, WITH SUB-LETTERS OF AUTHORIZATION, May 1 - June 30, 1936. Record showing date, station, salary per month, and duration of emergency work; sub-letters of notice of change in effective date of agent's appointment and sub-letter to agent, authorizing necessary travel between official station and points throughout the state. (Monthly, official.) 8½ x 11 folders, 1 in., on desk. NW. corner, basement. (955)

3895. CAR COST CARDS, Aug. 29, 1935 to date. USDA Form 36-846,showing gasoline, oil and grease, storage, tire and car repairs, other expenses, and purchaser's initial. (Daily, official.) 4½ x 7½ cards, 1 in., on ledge of roll top desk. NW. corner, basement. (954)

3896. FOREMAN'S NOTEBOOK ON CONTRACTS MADE IN BIBB AND JONES COUNTIES, Aug. 29, 1935 to date. Notebook for each foreman on project,showing date, name and number of trees destroyed, if any, and whether or not owner wants trees destroyed. (Semimonthly, official.) 4 x 7 notebook pads (14), 6 in., on roll top desk. NW. corner, basement. (1022)

3897. HOURLY RATES LABORERS AND FOREMEN, Aug. 29, 1935 to date. Schedules listed by consecutive hours from 1 through 64, showing working hours per month, pay period, pay rate, and amount deducted monthly according to number of hours worked. (Semimonthly, official.) 8½ x 11½ folders, 1 in., on ledge of roll top desk. NW. corner, basement. (931)

3898. LIST OF EMPLOYEES FROM RELIEF RECORD OF BIBB AND JONES COUNTIES, Aug. 29, 1935 to date. Card showing date assigned, identification

number, name of worker, date released from project, state, county, and semimonthly salary of foreman and employees. (Semimonthly, official.) 5 x 8 cards, 1 in., in pocket of roll top desk. NW. corner, basement. (1027)

3899. LIST OF FOREMEN ON PHONY PEACH PROJECT, BIBB COUNTY, WITH RATE OF PAY, Aug. 29, 1935 to date. Lists show name of foreman, classification number, whether Form 403 has been issued or approved, rate of pay, number of hours worked, and whether forman is relief or non-relief. (Daily, official.) 8 x 10½ folders, 2 in., in desk. NW. corner, basement. (937)

3900. LIST OF LABORERS ON PHONY PEACH PROJECT, BIBB COUNTY, Aug. 29, 1935 to date. Typewritten forms showing name of laborer, classification, and whether Form 403 has been issued or approved. Filed chronologically. (Weekly, official.) 8 x 10½ folders, 2 in., on desk. SW. corner, basement. (938)

3901. MAPS OF BIBB AND JONES COUNTIES, Aug. 29, 1935 to date. Maps showing locations of orchards worked, permanent, and numbers representing an owner's orchards; attached is explanation giving list of owners of orchards in respective colors (red and green), using corresponding numbers shown on map. (Monthly, official.) 30 x 32 maps (2). 1 in., rolled maps on desk. NW. corner, basement. (1030)

3902. MAPS OF PEACH ORCHARDS IN BIBB, JONES, AND BLECKLEY COUNTIES, Aug. 29, 1935 to date. Form PP 4, maps in blue, red, yellow and green, showing outline of orchards worked, those to be worked, permanent orchards, number of trees removed, state, county, number of properties worked, number of trees removed to date of project, estimated properties to be worked, number of trees, number of properties for which agreements have been made, number of trees involved, duration of work and man days to date, estimated date of completion, additional man days needed, number of property owners refusing to cooperate to date, and signature of supervisor. (Monthly, official.) 8 x 11 folders, 1 in., on roll top desk. NW. corner, basement. (961)

3903. RECEIPTS, GOVERNMENT MOTOR FUEL TAX-EXEMPTION, Aug. 29, 1935 to date. Receipts show date, number of gallons of motor fuel purchased, price, from whom purchased, license number of truck for which fuel is purchased, place delivered, and name of purchaser. (Weekly, official.) 2½ x 7 books of detachable receipts, 1 in., in desk. NW. corner, basement. (959)

3904. REQUISITION FOR WORKERS, Aug. 29, 1935 to date. Tabulated report showing date, operating agency, locality, employment office, number and description of project, occupation, wage class, number of workers, sex, special requirements or conditions, rate per hour and month, date, hour and place to report, date project was approved, and supervisor's name and address. (Monthly, official.) 8½ x 11 folders, 1 in., on desk. NW. corner, basement. (958)

3905. SEMIMONTHLY SALARY AND LEAVE CERTIFICATES, Aug. 29, 1935 to date. Certificates show service, absences, total days on leave, station,

period covered, project, and signature of county supervisor. (Semimonthly, official.) 9 x 14 folders, 1 in., on roll top desk. NW. corner, basement. (1024)

3906. TIME BOOKS OF PHONY PEACH PROJECTS FOR WORK IN BIGG, TWIGGS, AND JONES COUNTIES, Aug. 29, 1935 to date. Records show identification number, name of laborer, number of hours worked per day, date, rate of pay, classification, and total hours for each individual. (Daily and semimonthly, official.) 4½ x 6½ vols. (18), 3 in., in pasteboard box on ledge of roll top desk. SW. corner, basement. (936)

3907. CLAIM FOR COMPENSATION ON ACCOUNT OF INJURY, Apr. 9, 1936. Claims show name and address of injured person, race, occupation, rate of pay, time and place, cause and extent of injury, period of disability, and date first able to work, whether pay or subsistence was received during period of disability, also medical, transportation, and other expenses incurred, and whether claim has been made or payment of damages has been received; claims are filed within sixty days after injury. (Monthly, official.) 10 x 15 folders, 1 in., on roll top desk. NW. corner, basement. (1029)

3908. GROWERS' LIST OF ORCHARDS IN BIBB, BLECKLEY, AND TWIGG COUNTIES, Apr. 14, 1936. Records show name of grower, location of orchard, and number of trees in orchard to be worked. (Weekly, official.) 8½ x 11 folders, 1 in., on ledge of roll top desk. NW. corner, basement. (962)

3909. EQUIPMENT RECEIVED FOR USE OF ERADICATION OF PHONY PEACH DISEASE HEADQUARTERS, MACON, GEORGIA, Apr. 18, 1936. List of tools and equipment received to be used in eradication of phony peach disease in Bibb and Jones counties; also motor fuel tax exemption book, one each, Gulf Refining and Texas companies, courtesy card, and one car cost sheet. (Monthly, official.) 8½ x 11 folders, 1 in., on roll top desk. NW. corner, basement. (956)

3910. MONTHLY TIME REPORT SHEETS, Aug. 29, 1935 to date. Tabulated report form showing number of relief and non-relief workers, salaries, truck hire, supervisor's mileage, and other expenses. (Daily, official.) 8½ x 14 folders, 1 in., on ledge of roll top desk. NW. corner, basement. (934)

3911. SEMIMONTHLY REPORT OF FOREMEN AND TRUCK HIRE, Aug. 29, 1935 to date. Form EQ 81 showing project, state, county, date, employee's name, identification number, occupation, daily time entered, total hours actually worked, total hours to receive pay, rate for pay period, deduction or non-pay status, hourly rate for trucks, net amount earned, and certification of supervisor with date. (Semimonthly, official.) 8½ x 13 folders, 1 in., on roll top desk. NW. corner, basement. (935)

3912. SEMIMONTHLY TIME REPORT FOR PERSONAL SERVICE, Aug. 29, 1935 to date. WPA Form 502 showing agency, project, by whom sponsored, date, name of employee, sex, identification number, occupation, number of hours worked each day, hours credited, lost time, total hours for which payment is made, number of hours assigned to work, hours lost and not credited, rate for pay period, deductions for non-pay status, and net amount paid;

report is made semimonthly by agent. (Semimonthly, official.) 9 x 11 loose papers, 1 in., on roll top desk. NW. corner, basement. (960)

3913. WEEKLY PERSONNEL REPORT, Aug. 29, 1935 to date. Typewritten forms showing number of relief and non-relief workers and their salaries, truck hire (or expense of government truck), mileage or supervisor or agent, and other expenses. Filed chronologically. (Weekly, official.) 6 x 9 folders, 7 in., on ledge of roll top desk, SW. corner basement. (939)

3914. WEEKLY REPORT OF ABANDONED AND ESCAPED TREES DESTROYED, Aug. 29, 1935 to date. Tabulated printed forms showing project, state, county, local headquarters, project and squad numbers, period covered, date, number of trees, name of owner, location, escaped, abandoned, proportion, and total number of trees destroyed, date, and signature of foremen of project. (Weekly, official.) 8½ x 11½ folders, 1 in., on ledge of roll top desk. NW. corner, basement. (932)

3915. REPORT ON EQUIPMENT AND TRUCKS, Nov. 5, 1935 - Apr. 7, 1936. Tabulated reports showing number of tools on hand to be used in Bibb, Bleckley, and Twiggs counties, with signature of county supervisor, and is mailed to the state supervisor; reports on trucks show make of truck, type, year made, license number, county, state, owner, address, identification and case numbers, average number of passengers, and is signed by assistant project leader and given to agent. (Weekly, official.) 8½ x 11 folders, 1 in., on roll top desk. NW. corner, basement. (1023)

3916. OFFICIAL SUPERIOR'S REPORT OF INJURY, Apr. 19, 1936. Tabulated report showing department, location of reporting office or division headquarters, name of injured employee, date of injury, whether or not injured employee would receive compensation, description of injury, names and addresses of witnesses and physician, hospital, how accident occurred, and signature of supervisor. (Monthly, official.) 10 x 15 folders, 1 in., on ledge of roll top desk. NW. corner, basement. (1028)

3917. PUBLIC VOUCHER FOR REIMBURSEMENT OF TRAVEL AND OTHER EXPENSES INCLUDING PER DIEM, Aug. 29, 1935 to date. Standard Form 1012a, Public Voucher for Reimbursement of Travel and Other Expenses Including Per Diem, showing voucher number, department, bureau or establishment, appropriation, name and address of payee, official headquarters, domicile, residence, dates covered, authority number, amount, notations, signature of person verifying, and by whom paid; reverse side shows status on first day of voucher period, approximate period of temporary duty, authorized allowance for subsistence, date, character of expenditure, sub-voucher number, amount (subsistence and other), and notations; page 2 shows date of travel, number of transportation request, from, to, via RR, amount, and notations; Standard Form 1012a, Statement of Travel by Motor Vehicle, showing sub-voucher number, department or establishment, name of traveler, bureau or office, means of travel, place of registration, number, name of owner, authorization number, inclusive period dates, between what points, hours of departure and arrival, meter readings, miles traveled, rate per mile, amount claimed, total, and signature of traveler. (Monthly, official.) 8½ x 11 folders, 1 in., on ledge of roll top desk. NW. corner, basement. (957)

SAVANNAH

DIVISION OF FOREIGN PLANT QUARANTINES
PORT INSPECTION FIELD HEADQUARTERS
Custom House
Bay and Bull Sts.

From 1924 to 1929 the work of this office was conducted by the Georgia State Board of Entomology which was at that time cooperating with the Federal Horticultural Board. On April 3, 1929 it came under the Plant Quarantine and Control Administration which on July 1, 1934 became the Bureau of Entomology and Plant Quarantine. The object of this office is to enforce plant quarantine laws as provided by an act of Congress of August 20, 1912 and supplementary amendments thereto. Copies of all communications, all reports, and records are sent to Washington.

3918. DOMESTIC AND FOREIGN PLANT QUARANTINE, 1912 to date. Interdepartmental correspondence, administrative memoranda, bench inspection of bamboo garden; and materials on treatments and control; foreign and domestic quarantines are separated by cardboard division. (Twice daily, official.) 9½ x 12 folders, 2 ft., in desk drawer. E. center, 1st floor. (54)

3919. ADMINISTRATIVE AND BUREAU DEPARTMENTAL MEMORANDA, 1928 to date. Fiscal and administrative instructions and official memoranda known as news letters; letters cover fruit insect investigations, interceptions, and control measures. Filed numerically. (Daily, official.) 8 x 10½ loose papers, 2 ft., in drawer of filing case. E. center, 1st floor. (57)

3920. STATION EXPENSES, 1929 to date. Record of expenses of telephone, garage rent, gas and oil, telegrams, and reimbursement account; allotments made annually. (Monthly, official.) 8 x 10 folders and envelopes, 1 ft., in drawer of filing case and transfer case. E. center, 1st floor. (56)

3921. STATION REPORTS, 1928 to date. Monthly interception reports, weekly importation reports, mail inspection reports, ship inspection reports, bench inspection reports, and overtime reports. (Weekly, official.) 8 x 10 folders, 1 ft. 6 in., in drawer of filing cabinet. E. center, 1st floor. (55)

SAVANNAH

DIVISION OF INSECTS AFFECTING MAN AND ANIMALS, SAND FLIES
FIELD LABORATORY

Post Office and Courthouse Bldg.,
Bull Street

This office was established in 1930. It conducts studies in the life

history and habits of insects which are injurious or beneficial to agriculture, horticulture, and arbor-culture, with a view to developing practical methods for the destruction of the harmful ones and promoting the increase and spread of the beneficial ones. It also investigates the life history and control of all insects affecting the health of man and animals. None of the records of this office have ever been destroyed and none are sent to Washington.

3922. OFFICE EXPENSE ACCOUNTS, 1933 - 1936. Record of expenditures of this office. (Daily, official.) 9 x 14 folders, 10 in., in steel transfer case. R. 403. (258)

3923. MAILING LIST, n. d. Indexed alphabetically. (Semiannually, official.) 3 x 5 cards, 1 ft., in steel transfer case. R. 403. (256)

3924. PHOTOGRAPHIC STUDIES, 1914 - 1936. 926 photographs, 400 of which show sandfly and salt marsh mosquito breeding areas before and after ditching, 400 photographs of breeding areas of sandflies and the effects of their bites, and 126 microscopic photographs of horsefly eggs. Indexed alphabetically. (Weekly, official.) 4 x 4½ folders, 2 ft., in steel filing case. R. 403. (255)

3925. CREEPING ERUPTION, 1929 -1931. Notes and manuscripts. (Never.) 8½ x 11 bundle, 3 in., on shelf of open steel case. L-loft. (289)

3926. MISCELLANEOUS CORRESPONDENCE, VOUCHERS, AND EXPENSE ACCOUNTS, 1931 - 1935. Miscellaneous correspondence on sandfly control, FERA, screw worm control, FERA labor, transportation and personal bids on materials used by CWA workers, vouchers for gasoline, memoranda vouchers, miscellaneous vouchers, and expense accounts. (Never.) 8½ x 11 loose papers and 11 x 11½ bundles, 5 ft., in open steel filing case and on open wooden shelf. L-loft. (283)

3927. MISCELLANEOUS NOTES ON INSECTS, 1931 - 1936. Notes on screw worms and canary mites, transmission of epidemic typhus fever by the tropical rat mite, miscellaneous insects that affect man and animals, biology of sandflies, and notes listing insects affecting man and animals submitted to this laboratory, showing when received, where from, what animal it was affecting, and any miscellaneous notes received with it. Notes on insects submitted to this laboratory indexed numerically by subject or insect. (Weekly and monthly, official.) 4 x 6 loose papers, 3 ft. 1 in., in steel transfer cases. R. 403. (263)

3928. MISCELLANEOUS CWA CHARTS AND BLUEPRINTS, 1933 - 1934. Charts and blueprints showing malarial control, plans for floodgate on Whitemarsh Island, CWA organization charts, soil sample, marsh location on the southeast coasts of Florida and Georgia, Savannah River and Wassau Sound, and plat of river side and Whitemarsh Island. (Never.) 35 x 40 loose charts and blueprints. 1 in., on floor. L-loft. (278)

3929. PROGRESS REPORTS AND BLUEPRINTS ON MOSQUITO AND SANDFLY CONTROL, Dec. 23, 1933 - Mar. 31, 1934. Weekly reports on CWA projects on Mosquito Control, showing cost of project, number of man hours, and work accomplished; blueprints showing outlines of ditches and dikes completed. (Weekly, official.) 8½ x 11 loose papers, 2½ in., in pasteboard transfer case. R. 403. (257)

3930. INVENTORY OF EQUIPMENT, 1933 - 1936. (Monthly, official.) 9½ x 14½ folder, 1 in., in steel transfer case. R. 403. (265)

3931. CORRESPONDENCE, 1933 - 1936. Official correspondence pertaining to miscellaneous notes, health records, records of insect specimens loaned and borrowed, and administrative memoranda. Indexed alphabetically by subject. (Daily, official.) 9½ x 11½ folders, 1 ft. 2 in., in steel transfer case. R. 403. (259)

3932. CWA REPORTS, 1934. Weekly reports of the CWA on sandfly and mosquito control in Glynn, Chatham, and McIntosh counties. (Never) 11½ x 14 folders, 3 in., in open steel case. L-loft. (281)

3933. SCREW WORM CONTROL UNDER FERA, 1935. Map showing screw worm infestations of the southeast. (Never.) 24 x 32 map, on steel rack. L-loft. (277)

3934. BLUEPRINTS, n. d. Blueprints of the tide gate used by the Connecticut Experimental Station; and blueprint of pen and chute for proper handling of range stock. (Never.) 10 x 13 and 14 x 21 blueprints (5), in steel transfer case. R. 403. (271)

3935. MISCELLANEOUS CARDS OF PHOTOGRAPHS AND MICROGRAPHS, n. d. Micrographs and photographs mounted on card paper, showing life cycle and biology of adult stable flies, horse flies, horse bats, breeding areas of sandflies in salt marshes, various stages of hook worm in skin of man, heel flies on cows, removal and treatment of cattle grub, various stages of creeping eruption on man, fingers of man experimentally infected with dog hook worm, reindeer grub punctures in tanned skin of reindeer, and photo and diagram of insect light traps. (Monthly, official.) 12½ x 14½ loose papers, 8 in., in steel transfer case. R. 403. (272)

THOMASTON

DIVISION OF DOMESTIC PLANT QUARANTINE
PHONY PEACH AND PEACH MOSAIC
FIELD HEADQUARTERS
Fire Dept. Bldg., W. Main St.

This office was established on July 1, 1936 to supervise the work in Upson County. Reports are sent to 410 National Standard Bldg., Little Rock, Arkansas. This office is maintained by the Department of Agriculture with the aid of WPA to control phony peach disease. Records originating under the Department of Labor and WPA are grouped at the beginning of the section.

3936. REQUISITION FOR WORKERS, July 8, 1936 to date. WPA Form 401, date, requisition and project numbers, operating agency, employment office, locality, number of workers requested, description and location of project, occupation, wage, class, rate of pay, place and hour to report, and signatures of foreman and requisition officer. Filed chronologically. (Monthly, reference regarding workers.) 9 x 12 folders, 2 in., in steel filing case. R. 2. (96)

3937. NOTICE TO REPORT FOR WORK ON PROJECT, July 1, 1936 to date. WPA Form 402, name and address of employee, identification and case numbers, project transferred to, place and time to report for work, and signatures of placement officer, supervisor, and employee. Filed chronologically. (Monthly, official.) 9 x 12 folders, 2 in., in steel filing case. R. 2. (98)

3938. TIME REPORTS FOR PERSONAL SERVICES, July 1, 1936 to date. WPA Form showing name of agency, description and location of project, names of sponsor, and employee, identification number, occupation, number of hours worked daily, rate of pay, net amount paid, and signatures of supervisor and timekeeper. Filed chronologically. (Weekly, official.) 9 x 12 folders, 4 in., in steel filing case. R. 1. (114)

3939. GENERAL CORRESPONDENCE, July 1, 1936 to date. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft., in steel filing case. R. 2. (92)

3940. LIST OF ALL COMMERCIAL ORCHARDS INSPECTED IN 1936, July 1 - 30, 1936. Records show name of grower, location of farm, varieties of peach, and number of trees. Filed alphabetically by county. (Monthly, official.) 9 x 12 folders, 3 in., in steel filing case. R. 2. (93)

3941. HOME ORCHARD RECORD, July 1, 1936 to date. Records show county, inspector, location of orchard, date, specific location, total trees, number inspected and diseased, and remarks. Filed alphabetically. (Weekly, official.) 8½ x 11 folders, 6 ft., in wooden filing case. R. 1. (113)

3942. INVITATIONS, BIDS AND ACCEPTANCE, July 1, 1936 to date. Agri. Form 33 showing department or establishment, address, type of bid, date and place opened, articles or services, quantity, unit price, amount, name and address of bidder, and acceptance. Filed chronologically. (Monthly, official.) 9 x 12 folders, 1 in., in steel filing case. R.2. (95)

3943. RELIEF RECORD CARDS, July 1, 1936 to date. Records show rate per hour of foreman and laborer, name of worker, identification number, and days and hours worked. Filed chronologically. (Semimonthly, official.) 4 x 7 cards, 1 in., in steel filing case. R. 1. (115)

3944. INDIVIDUAL ORCHARD REPORT, July 1, 1936 to date. Form PP 14 showing county, state, owner, caretaker, address, location of orchard, date, inspector, variety block, number of trees inspected and phony, and remarks. Filed alphabetically. (Weekly, official.) 8½ x 11 folders, 5 ft., in wooden filing case. R. 1. (112)

3945. PHONY PEACH DISEASE CONTROL WEEKLY PERSONNEL REPORT, July 1, 1936 to date. Form PP 3 showing state, county, number of workers, relief, non-relief, salaries, truck hire, expenses of Government trucks, mileage, other expenses, and total, and signature of agent. Filed chronologically. (Monthly, official.) 9 x 12 folders, 1 ft., in steel filing cases. R. 2. (97, 116)

3946. PHONY PEACH INSPECTION REPORT, July 1, 1936 to date. Form PP 1 showing date, number of commercial and home orchards, number in each,

number of trees inspected and phony, and grand total. Filed alphabetically. (Weekly, official.) 8½ x 11 folders, 5 ft., in wooden filing cases. R. 1. (111)

3947. WEEKLY REPORT OF ABANDONED AND ESCAPED TREES DESTROYED, July 1, 1936 to date. Form EO 80 showing project, state, county, project number, owner, location of orchard, number of trees escaped and abandoned, and remarks. Filed chronologically. (Monthly, official.) 9 x 12 folders, 1 ft., in steel filing cases. R. 2. (94)

TIFTON

DIVISION OF COTTON INSECT INVESTIGATIONS
FIELD LABORATORY
Georgia Coastal Plain Experiment Station, R. F. D. 3

This office was established on May 1, 1936. All reports are sent to Washington. Records dated prior to May 1, 1936 were transferred to this agency from Tallulah, La.

Correspondence

3948. GENERAL CORRESPONDENCE, Aug. 10, 1924 - Oct. 30, 1931. Correspondence giving statistical data, advice, referring to reports, offering assistance in work, and concerning apparatus for work and pay rolls. Filed chronologically. (Daily, official.) 8½ x 11 folders, 4 in., in wooden filing cabinet. R. 2, basement. (728)

3949. OFFICIAL CORRESPONDENCE, Aug. 10, 1924 - Oct. 30, 1931. Correspondence between entomologist, assistant entomologist and official in charge of identification and classification of insects, concerning progress made in identification of insects gathered by airplanes and time needed to complete investigation; letters of appreciation; new appointments and what is expected; request for books and papers; answers to questions, and species of insects collected. Filed chronologically. (Monthly, official.) 8½ x 11 folders, 6 in., in wooden filing cabinet. R. 2, basement. (709)

3950. CORRESPONDENCE PERTAINING TO CONTRACTS, Oct. 1, 1932 to date. Information concerning purchases, official notices, appreciation, and recommendations. Filed chronologically. (Semiannually, official.) 8½ x 11 folders, 1 in., in wooden filing cabinet. R.8, 1st floor. (510)

3951. COOPERATIVE AGENCY CORRESPONDENCE, May 1, 1936 to date. Correspondence to and from this office pertaining to project outline of proposed investigations, concerning small averages of soil for Sea Island cotton experiments. Filed chronologically. (Annually, official.) 8½ x 11 folders, 1 in., in wooden filing cabinet. R. 2, basement. (650)

3952. DIVISIONAL BUREAU OF ADMINISTRATIVE CORRESPONDENCE, May 1,1936 to date. Correspondence pertaining to PWA funds, work being carried on,

reports of allotments and expenditures, report of accidents, accounting of overtime, labor pay rolls, requests for supplies, and information. Filed chronologically. (Daily, official.) 8½ x 11 folders, 2 in., in wooden filing cabinet. R. 2, basement. (675)

3953. GENERAL CORRESPONDENCE, May 1, 1936 to date. Correspondence to and from this office pertaining to purchases, contributions, new specimens, copies of final cards of survey, reports on years' submission of specimens, literature, request for supplies, letter regarding publication of acquired data, and letters of acknowledgment; reports and records. Filed chronologically. (Daily, official.) 8½ x 11 folders, 4 in., in wooden filing cabinet. R. 2, basement. (651)

3954. LETTERS OF INQUIRIES AND REPLIES, May 1, 1936 to date. Correspondence to and from this office pertaining to reports, specimens, requests for supplies and copies, collections, surveys, investigations, and experiments. Filed chronologically. (Daily, official.) 8½ x 11 folders, 3 in., in wooden filing cabinet. R. 2, basement. (697)

3955. MISCELLANEOUS CORRESPONDENCE, May 1, 1936 to date. Correspondence to and from this office pertaining to damaged shipments, request for directions, suggestions for experiments, exemption certificates, pay roll rolls, receipt for checks, Federal tax exemption certificates and acknowledgment of receipt, expenses, supplies, statement covering supplies, and disbursement schedules. Filed chronologically. (Daily, official.) 8½ x 11 folders, 2 in., in wooden filing cabinet. R. 2, basement. (643)

3956. MISCELLANEOUS OFFICIAL CORRESPONDENCE, May 1, 1936 to date. Correspondence regarding insects collected showing numbers and names, where collected, whether in soil and roots of cotton, specimens returned, specimens sent for determination, memorandum submitted, annual leave and instructions, papers written, reports, approvals, requests for insects, and salary checks, Filed chronologically. (Daily, official.) 8½ x 11 folders, 2 in., in wooden filing cabinet. R. 2, basement. (678)

3957. OFFICIAL CORRESPONDENCE, May 1, 1936 to date. Correspondence to and from this office pertaining to altitude distribution of insects, study of insect population, instruments needed in work, methods, materials for high altitudes, result of studies, and letters pertaining to pictures. Filed chronologically. (Daily, official.) 8½ x 11 folders, 1 in., in wooden filing cabinet. R. 2, basement. (701)

3958. SCHEDULE OF DISBURSEMENTS, May 1936 to date. Form 1064, Schedule of Disbursement, showing lot number, date paid, symbol, schedule, and voucher numbers, payee, amount, etc. (Quarterly, official.) 8½ x 10½ folders, 6 in., in wooden filing case drawer. R. 2, basement. (653, 664)

General Records
Tallulah Station

3959. AMENDMENT TO SCHEDULE FOR AIRPLANE COLLECTING AND CORRESPONDENCE PERTAINING TO SAME, Aug. 10, 1924 - Oct. 30, 1931. Records show why amendment was made, why flights were interrupted, schedule of flight, altitude which insects were taken, total number of flights, total time

flying, regarding night flying, flight that may be omitted, suggestions to stations regarding preparation of illustrations, preparation of legends, general information, number of traps, measurements, and how wind direction and velocity are taken. Filed chronologically. (Monthly, official.) 8½ x 11 folders, 1 in., in wooden filing cabinet. R. 2, basement. (706)

3960. DATA OF SURFACE CONDITIONS, Aug. 10, 1924 - Oct. 30,1931. Record shows number of days worked, temperature, barometer reading, wind direction, strength of wind, amount of evaporation and sunshine, and cloud conditions. Filed chronologically. (Daily, official.) 8 x 10½ cards, 1 ft., 6 in., in wooden filing cabinet. R. 2, basement. (725)

3961. DETERMINED IDENTIFICATION OF SPECIES OF INSECTS COLLECTED BY AIRPLANE, Aug. 10, 1924 - Oct. 30, 1931. Correspondence to and from officials in charge of taxonomic investigations, and to and from associate entomologist, concerning name and identification of insect, lot numbers, description and habits of insects collected, lists of insects submitted, and solar radiation. Filed chronologically. (Monthly, official.) 8½ x 11 folders, 1 in., in wooden filing cabinet. R. 2, basement. (708)

3962. INVOICE OF INSTRUMENTS AND SUPPLIES RECEIVED, Aug. 10, 1924 - Oct. 30, 1931. Records show date and amount received, name of instrument and supplies received, and signature of official receiving. Filed chronologically. (Annually, official.) 8½ x 11 folders, 1 in., in wooden filing cabinet. R. 2, basement. (713)

3963. LETTER OF AUTHORIZATION, Aug. 10, 1924 - Oct. 30, 1931. Letters give: place of origin, date, authority granted, name of section to be traveled, appropriation number, what authority covers, purpose of trip, amount of subsistence allowance, name of official station, and signatures of official. Filed chronologically. (Annually, official.) 8½ x 11 folders, 1 in., in wooden filing cabinet. R. 2, basement. (711)

3964. LIGHT TRAP COLLECTION OF INSECTS, Aug. 10, 1924 - Oct.30, 1931. Record shows date, place found, number taken, name of insect, and remarks regarding its life. Filed chronologically. (Daily, official.) 8½ x 11 folders, 6 in., in wooden filing cabinet. R. 2, basement. (721)

3965. LIST OF SPECIES OF INSECTS COLLECTED BY AIRPLANE, Aug. 10, 1924 - Oct. 30, 1931. Records show name of insect, where collected, period of time covered in collection, altitude at time of collection, and by whom collected. Filed alphabetically by subject. (Annually,official.) 8½ x 11 folders, 2 in., in wooden filing cabinet. R.2, basement. (727)

3966. MONTHLY SUMMARY SHEET OF FLIGHTS, Aug. 10, 1924 - Oct.30, 1931. Records show total flying time, total number of insects, total per cent of insects taken night and day, average number of insects taken night and day, number of night and day flights, total number of flights, rainfall, and period of time covered. Arranged chronologically and filed alphabetically by subject. (Daily, official.) 8½ x 11 folders, 1 ft., in wooden filing cabinet. R. 2, basement. (729)

3967. NUMBER OF INSECTS COLLECTED BY AIRPLANE ACCORDING TO TIME OF YEAR, Aug. 10, 1924 - Oct. 30, 1931. Records show name of insect col-

lected, month, number of each specimen taken each month, total number taken yearly, total time flying in catching insects, town collection was made from, period of time covered, and altitude at time of collection. Arranged chronologically and filed alphabetically by subject. (Monthly, official.) 9 x 12 folders, 5 in., in wooden filing cabinet. R. 2, basement. (726)

3968. OUTLINE OF PLANS SUBMITTED. Aug. 10, 1924 - Oct. 30, 1931. Records show discussion of plans concerning collecting insects with airplane, concerning flights of insects and how to capture same, method of capturing insects, best seasons for collecting insects, altitude and meteorological conditions, and surface meteorological conditions, meteorological records, acknowledgment of papers received, regarding employing another assistant, and range of temperature. Filed chronologically. (Monthly, official.) 8½ x 11 folders, 4 in., in wooden filing cabinet. R. 2, basement. (710)

3969. PRECIPITATION OF RAINFALL BY MONTHS, Aug. 10, 1924 - Oct. 30, 1931. Records show month, per cent of normal rainfall, actual number of inches and departure from normal inches, and total amount of rainfall for year. Filed chronologically. (Monthly, official.) 8½ x 11 folders, 6 in., in wooden filing cabinet. R. 2, basement. (723)

3970. QUARTERLY TOTAL OF FLYING TIME FOR THE AIRPLANE COLLECTION OF INSECTS, Aug. 10, 1924 - Oct. 30, 1931. Record shows month, period of time covered, hours per day and night, by week, month, quarter, total time in minutes of each, total of all, remarks, and signature of official in charge. Filed chronologically. (Quarterly, official.) 8½ x 11 folders, 3 in., in wooden filing cabinet. R. 2, basement. (716)

3971. RAINFALL RECORD, Aug. 10, 1924 - Oct. 30, 1931. Records show month of year, average mean rain, mean maximum and minimum temperature. Filed chronologically. (Monthly, official.) 8½ x 11 folders, 4 in., in wooden filing cabinet. R. 2, basement. (730)

3972. REQUEST FOR ALLOTMENT, Aug. 10, 1924 - Oct. 30, 1931. Records show allotment number, date, appropriation number, project symbol, official, title, authorization number, location of station, amount, purpose for which to be used, signature of official, amount approved, and signature of official approving. Filed chronologically. (Annually, official.) 8½ x 11 folders, 1 in., in wooden filing cabinet. R.2, basement. (705)

3973. SPECIES COLLECTION DATA, Aug. 10, 1924 - Oct. 30, 1931. Records show species, number of insects taken, average number per hundred sweeps, location of greatest infestation, with relative remarks. Filed alphabetically by subject. (Monthly, official.) 8½ x 11 folders, 4 in., in wooden filing cabinet. R. 2, basement. (720)

3974. DETERMINATIONS FOR MATERIAL SUBMITTED, Aug. 10,1934 - Oct. 31, 1931. Records show lot numbers, name of insect taken, by whom submitted, where collected, date, and number of each. Filed alphabetically by subject. (Annually,official.) 8½ x 11 folders, 3 in., in wooden filing cabinet. R. 2, basement. (732)

3975. INSECT TRAP STATISTICAL DATA, Aug. 10, 1924 - Oct. 31, 1931. Record shows description and manipulation, contruction, type of materials used in construction, how insects are removed from trap, where trap is placed on plane, and differences of location on different types and makes of planes. Arranged chronologically and filed alphabetically. (Daily, official.) 8½ x 11 folders, 6 in., in wooden filing cabinet. R. 2, basement. (715)

3976. INSTRUMENTS NECESSARY FOR AIRPLANE COLLECTION OF INSECTS, Aug. 10, 1924 - Oct. 30, 1934. Records show names of instruments needed and price, total cost, remarks, and meteorgraph. Filed alphabetically by subject. (Annually, official.) 8½ x 11 folders, 2 in., in wooden filing cabinet. R. 2, basement. (733)

3977. AIRPLANE COLLECTION OF INSECTS AND RESULTS, Aug. 10, 1924 to date. Records show purpose of airplane collection, results for determination, discussion pertaining to seasonal distribution of insects in upper air, height found, various types, and meteorological condition having greatest influence on insect population. Filed alphabetically by subject. (Annually, official.) 8½ x 11 folders, 6 in., in wooden filing cabinet. R. 2, basement. (731)

3978. ANNUAL SUMMARY OF COLLECTION OF INSECTS, Aug. 10, 1924 to date. Records show month of collection, total number of flights, number of flights by day and by night, number of insects taken at different altitudes, and total number of insects taken by day and night. Filed chronologically. (Annually, official.) 8½ x 11 folders, 2 in., in wooden filing cabinet. R. 2, basement. (717)

3979. DATA OF ALTITUDE CONDITIONS, Aug. 10, 1924 to date. Cards show number of days worked, month, day, year, altitude, time of day, temperature, relative humidity, wind direction, air condition, and number taken. Filed chronologically. (Daily, official.) 8 x 10½ cards, 1 ft., 6 in., in wooden filing cabinet. R. 2, basement. (724)

3980. MATERIALS FOR DETERMINATION, Aug. 10, 1924 to date. Printed form shows date, department, whom referred to, name of insect, number, how stored and packed, description of time, altitude, how captured, number of specimens under each, and by whom collected. Filed chronologically. (Monthly, official.) 8½ x 11 folders, 3 in., in wooden filing cabinet. R. 2, basement. (714)

3981. NOTICE OF SHIPMENT OF LIBRARY MATERIAL, Aug. 10, 1924 to date. Cards showing place of origin, date title of books shipped, date to be returned, signature of librarian, and name of consignee. Filed chronologically. (Monthly, official.) 8½ x 11 folders, 1 in., in wooden filing cabinet. R. 2, basement. (712)

3982. PUBLIC VOUCHER FOR REIMBURSEMENT OF TRAVEL AND OTHER EXPENSES INCLUDING PER DIEM, Aug. 10, 1924 to date. Standard Form 1012a showing department, name and address of payee, official headquarters, residence, period covered, authority number, amount spent, accounting classification, date traveled, character of expenditure, subvoucher number, amount spent, and notations. Filed chronologically. (Frequently, official.) 8½ x 11 folders, 2 in., in 2 wooden filing cabinets. R. 2, basement. (695, 704)

3983. AIRPLANE COLLECTION OF INSECTS (FIELD NOTE), Aug. 10, 1925 - Oct. 30, 1931. Records show subject, date, locality, by whom notes were made, lot number, altitude insects were captured, hour of day or night, and number of insects collected on trip. Filed chronologically. (Daily, official.) 4 x 6 vols. (19), 1 ft., in wooden filing cabinet. R. 2, basement. (690)

3984. AIRPLANE COLLECTION OF INSECTS, Aug. 10, 1926 - Oct. 30, 1931. Cards show flight number, date flight was made, locality, period of time in air on each trip, names of pilot and person working traps, tray number, altitude, time tray exposed, temperature, wind velocity and direction, air conditions, cloud conditions, insects taken, names of insects, and remarks. Filed chronologically. (Daily, official.) 8½ x 11 cards, 3 ft., in wooden filing cabinet. R. 2, basement. (694)

3985. SECOND SCHEDULE FOR COLLECTING INSECTS BY AIRPLANE, Aug. 10, 1926 - Oct. 30, 1931. Records show week, day, number of flights made each day, altitude, time of day, total number of flights, total number of flying minutes, day and night, and notes on same. Filed chronologically. (Daily, official.) 8½ x 11 folders, 6 in., in wooden filing cabinet. R. 2, basement. (718)

3986. SURFACE METEOROLOGICAL DATA, Aug. 10, 1926 - Oct. 30, 1931. Cards show height, amount, and type of clouds, direction of wind, velocity, temperature, vapor pressure, barometer reading, time of recording evaporation, amount of solar radiation, and remarks. Filed chronologically. (Daily, official.) 8½ x 11 cards, 3 ft., in wooden filing cabinet. R. 2, basement. (700)

Tifton Station

3987. STATEMENT FROM FIRM FURNISHING SUPPLIES, May 1, 1935 to date. Records show city and date, name of bureau, date of delivery, amount of charges and credits, and total balance due. Filed chronologically. (Monthly, official.) 8½ x 11 folders, 2 in., in wooden filing cabinet. R. 2, basement. (668)

3988. RECOMMENDED PROJECT SCHEME FOR THE TIFTON STATION, Jan. 1,1936 to date. Record shows object of the project, methods used, procedure, kind of apparatus to be used, and relative correspondence. Filed chronologically. (Annually, official.) 8½ x 11 folders, 1 in., in wooden filing cabinet. R. 8, 1st floor. (509)

3989. BACK ORDERS, May 1, 1936 to date. Record shows name of bureau, project number, name of party delivered to, bureau number, date, original GSS requisition number, description of articles, unit, quantity, unit price, amount, by whom filled, checked, and delivered, shipped via, government bill of lading number, by whom recorded, receipt with signature and date. Filed chronologically. (Monthly, official.) 8½ x 11 folders, 1 in., in wooden filing cabinet. R. 2, basement. (624)

3990. BOLL WEEVIL INFESTATION COUNTY IN FIVE FIELDS OF SEA ISLAND COTTON, May 1, 1936 to date. Records show name of grower, number of squares with egg punctures, per cent of infestation, and notes pertaining to some of the experiments performed under supervision of this de-

partment. Filed chronologically. (Annually, official.) 8½ x 11 folders, 1 in., in wooden filing cabinet. R. 2, basement. (699)

3991. COMPARISON OF RECORDED AND ACTUAL WORMINESS, May 1, 1936 to date. Record shows calyx, side and extra larvae injuries, number fruits, type of spray used, kind of fruit, and estimated and actual count of fruit. Filed chronologically. (Annually, official.) 8½ x 11 folders, 1 in., in wooden filing cabinet. R. 10, 1st floor. (628)

3992. CONSOLIDATED MEMORANDUM RECEIPT, May 1, 1936 to date. Form 2598-E shows department, to whom issued, name of article, quantity, date property was received, and signature of recipient. Arranged chronologically and filed alphabetically by subject. (Monthly, official.) 8½ x 11 folders, 1 in., in wooden filing cabinet. R. 2, basement. (656)

3993. CONTROL RATIO AND PERCENTAGES OF WORMY COTTON BOLLS, May 1, 1936 to date. Records show block number, plant, number wormy fruit, total number of worms found, and per cent of wormy fruit found on one, three, and twenty plants. Filed chronologically. (Monthly, official.) 8½ x 11 folders, 2 in., in wooden filing cabinet. R. 2, basement. (649)

3994. FIELD NOTES OF COTTON INSECT PEST SURVEY, May 1, 1936 to date. Records show location where insects were caught, type of cotton, species of insects, names of collectors, date, and totals. Filed chronologically. (Daily, official.) 8½ x 11 folders, 1 in., in wooden filing cabinet. R. 2., basement. (681)

3995. CUSTOMER'S MEMORANDUM, May 1, 1936 to date. Records show project number, points of destination and origin, date, consignee, address, shipper, number of pieces, description and remarks, weight, rate, amount of freight, and signature of person receiving goods. Filed chronologically. (Monthly, official.) 5½ x 8½ envelopes, 1 in., in wooden filing cabinet. R. 2, basement. (621)

3996. DISTRIBUTION OF ATTACKS BY TOP, MIDDLE, AND BOTTOM SEGMENTS, SECTIONAL TREE BLOCKS, May 1, 1936 to date. Records show block, plant and row, amount of fruit, number attacks on top, middle, and bottom of plant, total, and treatment. Filed alphabetically by subject. (Weekly, official.) 8½ x 11 folders, 3 in., in wooden filing cabinet. R. 2, basement. (616)

3997. DISTRIBUTION OF CODLING MOTH ENTRIES ON UNSPRAYED PLANTS, May 1, 1936 to date. Records show section, quarter, part of each plant (top, middle, or bottom), number of fruits, number of worms, per cent of total fruit, per cent of total worms, and expected amount. Filed alphabetically by subject. (Never.) 8½ x 11 folders, 4 in., in wooden filing cabinet. R. 2, basement. (648)

3998. FORM FOR SHORT TERM RENTAL OR HIRE, May 1, 1936 to date. Form EQ 2 showing description of article or space rented, period, rate per month per vehicle, time payable, how contract terminated, additional furnishing, signature, address, witness, date of acceptance, and signature and title of official. Filed chronologically. (Annually, official.) 8½ x 11 folders, 2 in., in wooden filing cabinet. R. 2, basement. (666)

3999. GOVERNMENT BILL OF LADING, May 1, 1936 to date. Standard Form 1058A, serial number, name of department billed to, appropriation chargeable, name of issuing office, name and title of issuing officer, date received, consignee, transportation company, shipping point and destination, bureau sent to, address, route sent, marks, number and kind of packages, description of articles, weight, tariff authority, authority for shipment, contract and purchasing numbers, and FOB point in contract. Filed chronologically. (Daily and monthly, official.) 8½ x 11 folders, 2 in., in 2 wooden filing cabinets. R. 2, basement. (642, 677)

4000. INDEX FILE, May 1, 1936 to date. Cards show subject, cage number, county, state, dates collected and listed, number of weevils collected, sex, and totals. Filed chronologically. (Daily, official.) 5 x 8 cards, 6 in., in wooden filing cabinet. R. 2, basement. (646)

4001. INSECTS SWEPT FROM COTTON FIELDS, May 1, 1936 to date. Records show date, location, insects collected, total number collected, average number per hundred net strokes, and totals of all. Filed chronologically. (Monthly, official.) 8½ x 11 folders, 1 in., in wooden filing cabinet. R. 2, basement. (671)

4002. INSECTS SWEPT FROM COTTON FIELDS, SEA ISLAND COTTON FIELDS, May 1, 1936 to date. Records show name and location of project, date, period of time covered, person making experiment, kind of cotton, date planted, how cultivated, insects collected, total of each, total number, average number per hundred strokes, and remarks. Filed chronologically. (Daily and monthly, official.) 8½ x 11 folders, 5 in., in wooden filing cabinets. R. 2, basement. (687, 688)

4003. INSECTS SWEPT FROM COTTON NEAR, May 1, 1936 to date. Records show insects collected, total number, average number per hundred strokes, general notes, total specimens taken, number strokes per record made, and number of net strokes. Filed chronologically. (Annually, official.) 8½ x 11 folders, 4 in., in wooden filing cabinet. R. 2, basement. (696)

4004. INVOICE OF SUPPLIES, May 1, 1936 to date. Standard Form 1003 showing our number, dealer's and requisition numbers, freight, route, terms, name of department or bureau, date, number, make of car, number and kind of packages, place shipped from, gallons or pounds, price, and amount. Filed chronologically. (Weekly, official.) 8½ x 11 folders, 3 in., in 1 wooden and 1 steel filing cabinet. R. 2, basement. (626, 665)

4005. LETTER OF AUTHORIZATION, May 1, 1936 to date. Ent. Form 18 showing dates, name and title of official in charge, regulations of authorizations, state to be traveled, type of expense authorization is to cover, purpose, subsistence allowance, official station, and signature of chief of bureau. Filed chronologically. (Annually, official.) 8½ x 11 folders, 2 in., in wooden filing cabinet. R. 2, basement. (631)

4006. LETTER OF AUTHORIZATION, May 1, 1936 to date. Form EQ 6 showing name, title, permanent and temporary stations, date of authorization, regulations of authority, date effected, duration, appropriation, purpose, amount of allotment for fiscal year, and name of acting chief of

bureau. Filed chronologically. (Annually, official.) 8½ x 11 folders, 1 in., in wooden filing case. R. 2, basement. (691)

4007. LIST OF BROKEN POTS AND INVOICES, May 1, 1936 to date. Form EQ 5100 showing articles, number received, number broken, number shipped, and totals. Filed chronologically. (Monthly, official.) 8½ x 11 folders, 1 in., in wooden filing cabinet. R. 2, basement. (623)

4008. LIST OF SEA ISLAND GROWERS IN GEORGIA, May 1, 1936 to date. Records show county, county agent, name and address of grower, amount of seed used, and number of acres cultivated. Filed alphabetically by name of county. (Annually, official.) 8½ x 11 folders, 1 in., in wooden filing cabinet. R. 2, basement. (676)

4009. NOTIFICATION OF ASSIGNMENT FOR POSITION, May 1, 1936 to date. Records show date effected, name of officer approving payment, address, appropriation, name, official position, title to be used in approving, date approved, signatures of official approving, and chief of bureau. Filed chronologically. (Annually, official.) 8½ x 11 folders, 1 in., in wooden filing cabinet. R. 2, basement. (693)

4010. NOTICE OF FREIGHT ARRIVAL AND CHARGES THEREON, May 1, 1936 to date. Forms show name of station, date, project number, marks, consignee, destination, route beyond this station, billing line, station and way bill numbers, date of way bill, car initial and number, shipper's name, place of origin, name of carrier, car record, articles, weight, class, rate freight, advances, and total. Filed chronologically. (Weekly, official.) 8½ x 11 folders, 2 in., in wooden filing cabinet. R. 2, basement. (667)

4011. OVERTIME RECORDS, May 1, 1936 to date. Form EQ 117 showing name and location of project, station, division, date, compensation, number of persons working overtime, hours in excess on number fixed by departmental regulations, amount necessary to compensate overtime at current salary rates, remarks, and signature of officer in charge. Filed chronologically. (Monthly, official.) 8½ x 11 folders, 1 in., in wooden filing cabinet. R. 2, basement. (640)

4012. PARASITE EMERGENCY RECORD, INFESTATION PERCENTAGE, May 1, 1936 to date. Form 1 showing cage number, locality, date of collection, date of weevil data, number of weevils found, totals, per cent of productive squares, per cent of productive squares paras, per cent of productive squares weevily, and per cent total of squares parasital. Filed chronologically and alphabetically. (Daily and weekly, official.) 8½ x 11 folders and 8½ x 10½ loose papers, 1 ft. 9 in., in wooden filing cabinets. R. 2, basement. (619, 636, 658)

4013. PREAUDIT DIFFERENCE STATEMENT, May 1, 1936 to date. Form 117 B showing bureau, department and schedule numbers, name of payee, bureau, voucher number, amounts claimed, certified, and difference, administrative exception, amount, and signature of official in charge. Filed chronologically. (Monthly, official.) 8½ x 11 folders, 1 in., in 2 wooden filing cabinets. R. 2, basement. (680, 698)

4014. PROJECT LEADER AUTHORIZATION, May 1, 1936 to date. Form RQ 5 showing name and title, LA number, date, permanent station, date effec-

tive, duration appropriation number and what covered, purpose, names of states covered, subsistence allowance, and signature of acting chief of bureau. Filed chronologically. (Annually, official.) 8½ x 11 folders, 2 in., in wooden filing cabinet. R. 2, basement. (674)

4015. PUBLIC VOUCHERS FOR PURCHASES, AND SERVICES OTHER THAN PERSONAL, May 1, 1936 to date. Standard Form 1034a showing place of preparation of voucher date, DO voucher number, department, appropriation, name of payee and address, payee's account number, paid by, contract number, date, requisition number, activity, expenditure symbol, number and date of order, date of delivery, articles or services, quantity, unit price, cost, notations, certificate with signature of payee, total, additional statements by departments, accounting classification differences, amount account verified for, amount approved, signature of official with title, whether paid by check or cash, and date. Filed chronologically. (Semimonthly, official.) 8½ x 11 folders, 2 in., in wooden filing cabinet. R. 2, basement. (660)

4016. RECEIPT, GOVERNMENT MOTOR FUELS TAX-EXEMPTION, May 1, 1936 to date. Standard Form 1066 showing number, date, number of gallons and quarts purchased, name of commodity, price per gallon, name and location of dealer, kind of automotive vehicle delivered to, license plate number, and signature and title of purchaser. Filed chronologically. (Weekly, official.) 8½ x 11 folders, 3 in., in wooden filing cabinet. R. 2, basement. (673)

4017. RECORD OF GOVERNMENT SHIPMENT, May 1, 1936 to date. Standard Form 1083 showing destination, express office, date shipped, consignee, name of forwarding office, value, marks, government numbers, number pieces and description, weight, shipper, Government bill of lading, order, invoice, and way bill numbers, advances, value and express charges, and total. Filed chronologically. (Monthly, official.) 8½ x 11 folders, 1 in., in wooden filing cabinet. R. 2, basement. (622)

4018. RECORDS OF PARASITE MATERIAL, May 1, 1936 to date. Form 33 showing tray number, number caged, nature of material, their classification by name or letter, and remarks. Filed alphabetically by subject. (Weekly, official.) 8 x 9½ loose papers, 3 in., in wooden filing cabinet. R. 2, basement. (645)

4019. REFERENCE SLIPS, May 1, 1936 to date. Form EQ 22 showing date, name of official by whom checked, approval, attention, comments, consideration, correction, filing initials, memorandum, note and place forwarded to, note and return, note and file, previous correspondence, recommendation, record, reply for signature of, whom to be written, information, remarks, and initials of sender. Filed chronologically. (Monthly, official.) 8½ x 11 folders, 1 in., in wooden filing cabinet. R. 2, basement. (625)

4020. REQUEST FOR ALLOTMENT, May 1, 1936 to date. Ent. Form 1 showing allotment number, date of appropriation, project symbol, name, title, authorization number, station, amount, purpose, division in charge, amount not to exceed, amount approved for, and signature of business manager. Arranged chronologically and filed alphabetically by subject. (Annually, official.) 8½ x 11 folders, 1 in., in wooden filing cabinet. R. 2, basement. (632)

4021. REQUEST FOR ALLOTMENT INCREASE, May 1, 1936 to date. Form EQ 13 showing date, allotment, appropriation, and project symbol numbers, name of official, title, authorization number, station, amount, amount at present, amount if request granted, and signatures of official of division or unit approving for amount and official granting increase. Filed chronologically. (Annually, official.) 8½ x 11 folders, 3 in., in 2 wooden filing cabinets. R. 2, basement. (662, 692)

4022. REQUESTS FOR SUPPLIES, EQUIPMENT, OR SERVICE, May 1, 1936 to date. Form AD 14 showing date, bureau or office number, name of bureau or office, department requisition drawn on, deliver to, name of bureau items to be charged to, project number, route shipped, item and stock numbers, description of articles, quantity, unit, unit price, amount, and by whom filled. Filed chronologically. (Weekly, official.) 8½ x 11 folders, 3 in., in 2 wooden filing cabinets. R. 2, basement. (635,684)

4023. SEASONAL SUMMARY PARASITE OCCURRENCE, May 1, 1936 to date. Record shows state, squares caged, productive squares, weevils, microbes, other parasites, total parasites, per cent squares, per cent other parasites, per cent total parasites, per cent total square parasites, total hanging, total fallen and grand total. Filed chronologically. (Quarterly, official.) 8½ x 11 loose papers, 2 in., in wooden filing cabinet. R. 2, basement. (637)

4024. SHIPPER'S COLLECT RECEIPT, May 1, 1936 to date. Form 11 showing destination, signature of consignee, date shipped, street address of non-agency distinction, name of forwarding office, amount of declared value, weight, number of pieces, name of article and description, shipper's signature and address, time received, and signature of company official. Arranged chronologically and filed alphabetically. (Daily, official.) 8½ x 11 folders, 1 in., in wooden filing cabinet. R. 2, basement. (655)

4025. SPRAY CHART, May 1, 1936 to date. Record shows type of crop, kind of pest, material used, amount of spray used, time to apply spray, and directions in applying. Filed alphabetically by subject. (Weekly, official.) 8½ x 11 folders, 1 in., in wooden filing cabinet. R. 2, basement. (629)

4026. STATEMENT AND CERTIFICATE OF AWARD, May 1, 1936 to date. Printed forms showing contract number, name of contractor, date, department, bureau or office, location, number of letters sent to dealers, method of placing bid, method of award, certificate, and signature and title of contracting officer. Filed chronologically. (Annually, official.) 8½ x 11 folders, 2 in., in wooden filing cabinet. R. 2, basement. (663)

4027. TABULATED DATA, LETHAL AND MELANDERS INDEX, AND DISTRIBUTION CURVES, LETHAL, IN CONTROL OF CODLING MOTHS, May 1, 1936 to date. Records show block number, treatment, number of plants, lethal and melanders indexes, variety, number of fruits per plants, and remarks. Filed alphabetically by subject. (Monthly, official.) 8½ x 11 folders, 2 in., in wooden filing cabinet. R. 2, basement. (634)

4028. TABULATED DATA OF INFESTED COTTON SQUARES, May 1, 1936 to date. Records show name of project and location, state, county, town,

owner of land, tenant or owner of cotton, location of field, date of collection, name and address of collector, hanging or fallen aquares, and brief description of woods surrounding field. Filed chronologically. (Daily, official.) 8½ x 11 folders, 1 ft., in wooden filing cabinet. R. 2, basement. (620)

4029. TRANSFER OF PROPERTY FOR BOOKS AND PERIODICALS, May 1, 1936 to date. Ent. Form 29 showing name of stations received and sent from, requisition number and date, copy number, books and periodical invoices, signature of consignor, and receipt with signature of consignee. Filed chronologically. (Semimonthly, official.) 8½ x 11 folders, 1 in., in wooden filing cabinet. R. 2, basement. (633)

4030. WORM ATTACK DISTRIBUTION (C-3 SECTION), May 1, 1936 to date. Record shows total number of fruit, worms, and attacks, on all sides of section C-3, number corrected, and numbers of block, plant, and row. Filed alphabetically by subject. (Semimonthly, official.) 8½ x 11 folders, 1 in., in wooden filing cabinet. R. 2, basement. (630)

4031. PAY ROLLS FOR LABOR, May 15, 1936 to date. Records show name and location of project, project number, department, period of time covered, laborer, time worked, rate of pay, amount due, type of work performed, and signatures of official in charge and director. Filed chronologically. (Weekly, official.) 8½ x 11 folders, 6 in., in wooden filing cabinet. R. 2, basement. (689)

4032. NOTIFICATION OF CHANGE IN LOCATION ON WORK, May 20, 1936 to date. Form EQ 15 showing name and location of project, date, department, name and address, effective date, place of transfer and new location, project, station, and appropriation numbers, division, and signature of acting chief. Filed chronologically. (Annually, official.) 8½ x 11 folders, 1 in., in wooden filing cabinet. R. 2, basement. (685)

4033. LETTER OF INSTRUCTIONS RELATIVE TO EXPENSES OF OPERATIONS, May 26, 1936 to date. Records show name and location of project, date, name and address of addressee, authorization number, instructions for handling purchase of supplies, hire of laboratories, expense number to be charged to, and name of official in charge. Arranged chronologically and filed alphabetically by subject. (Annually, official.) 8½ x 11 folders, 1 in., in wooden filing cabinet. R. 2, basement. (683)

Personnel

4034. PAY ROLL FOR PERSONAL SERVICES, SHORT FORM (MEMORANDUM), May 1, 1936 to date. Printed forms showing department or bureau, location, name and designation of disbursing officer, period of time, number, name, grade, designation, total salary rate, gross amount earned, deductions (retirement), other, net amount paid, memorandum, remarks; reverse side shows voucher and DO symbol numbers, department or bureau, location, appropriation, by whom paid, dates of period, and notations. Filed chronologically. (Semimonthly, official.) 8½ x 11 folders, 2 in. in wooden filing cabinet. R. 2, basement. (661)

4035. PAY ROLL FOR PERSONAL SERVICES (MISCELLANEOUS), May 1, 1936 to date. Standard Form 1074e showing name of department, bureau or service,

location, page number, date, name and designation of disbursing officer, beginning and ending dates of period, name and addresses, official designations or occupations, rates of compensation, unit of employment total units employed, allowance, class, value, total units, gross amount earned not subject to retirement diductions, subject to retirement deductions, retirement quarters or rent, subsistence or meals, net amount paid, notations of payment by check, remarks, totals for this page; reverse side show subject, department or establishment, bureau or service, voucher number, signature of official, and memorandum. Filed chronologically. (Monthly, official.) 8½ x 11 folders, 2 in., in wooden filing cabinet. R. 2, basement. (669)

Property

4036. PROPERTY INVENTORY FILE, May 1, 1936 to date. Inventory show number, name of item, date, number of items received, and full description of items listed. Filed chronologically. (Annually, official.) 5 x 8 cards, 1 in., in wooden filing cabinet. R. 2, basement. (647)

4037. PROPERTY RETURN SLIPS, May 1, 1936 to date. Record shows date, station, state, signature, title, property on hand last report, received and disposed of, on hand this date, names of articles, and remarks. Filed alphabetically by subject. (Annually, official.) 8½ x 11 folders, 7 in., in wooden filing cabinet. R. 2, basement. (627)

4038. RECORD OF DAMAGED PROPERTY CAUSED IN SHIPMENT, May 1, 1936 to date. Records show name of article, class, date shipped, bureau number, nature of damage, and condition of article when loaded. Filed alphabetically by subject. (Annually, official.) 8½ x 11 folders, 1 in., in wooden filing cabinet. R. 2, basement. (652)

4039. TRANSFER OF PROPERTY, May 1, 1936 to date. Form EQ 40 showing number, consignor, consignee, quantity, articles, remarks, shipping route, invoice date, name and title, and date received. Filed chronologically. (Monthly, official.) 8½ x 11 folders, 1 in., in wooden filing cabinet. R. 2, basement. (641)

Reports

4040. ANNUAL REPORT, Aug. 10, 1924 - Oct. 30, 1931. Report shows number of tables checked, percentage made and retyped, seasonal and yearly distribution table, orders and month of year (day collections), tables for month of year, inclusive, and altitudes at night, type of work and description of work completed, type of insects collected, and to whom report was submitted. Filed chronologically. (Annually, official.) 8½ x 11 folders, 4 in., in wooden filing cabinet. R. 2, basement. (722)

4041. ANNUAL REPORT ON COTTON INSECT PESTS, Aug. 10, 1924 - Oct, 30, 1931. Reports show life history studies of different cotton pests, cotton insect pest survey, light trap collections, miscellaneous work, airplane collection of insects, insectory and field studies, lost plants, position of egg in lost plant, hatching a nymph from egg, and nymphal stages. Filed chronologically. (Annually, official.) 8½ x 11 folders 2 in., in wooden filing cabinet. R. 2, basement. (702)

4042. QUARTERLY REPORT AIRPLANE COLLECTION OF INSECTS, Aug. 10, 1924 - Oct. 30, 1931. Reports show quarterly date, history of work, names of subjects discussed, species and identification of insects collected, summary of report including calculations, surface and altitude, temperature, conditions of rainfall, altitude dew point, density, vapor pressure, wind velocity, and direction, and number of pinned specimens. Filed chronologically. (Quarterly, official.) 8½ x 11 folders, 4 in., in wooden filing cabinet. R. 2, basement. (707)

4043. REPORT OF PERCENTAGE OF LYGRUS PRATENSIS, AS TO SEX, Aug. 10, 1924 - Oct. 30, 1934. Reports show date, sweep number, total number males and females per hundred sweeps, number nymphs per hundred sweeps, kinds of flowers sweeps were made from, and remarks. Arranged chronologically and filed alphabetically by subject. (Daily, official.) 8½ x 11 folders, 4 in., in wooden filing cabinet. R. 2, basement. (719)

4044. ANNUAL REPORT ON INSECT INVESTIGATIONS, Aug. 10, 1924 to date. Reports show history of insectary work, history of airplane collection of insects, life history studies of insects, longevity of insects, egg parasites of insects, cotton insect survey showing name of insect, total number gathered with 4500 sweeps with a sixteen inch net, average per hundred sweeps, place of greatest infestation, number of field infested, high count per one hundred sweeps, miscellaneous data, and light trap collections. Filed chronologically. (Annually, official.) 8½ x 11 folders. 1 in., in wooden filing cabinet. R. 2, basement. (703)

4045. MONTHLY REPORTS, Aug. 10, 1924 to date. Reports show type of work and amount accomplished, and amount of unfinished work to be completed. Filed chronologically. (Monthly, official.) 8½ x 11 folders 8 in., in wooden filing cabinet. R. 2, basement. (734)

4046. ANNUAL REPORT DIVISION OF COTTON INSECT INVESTIGATIONS, May 1, 1936 to date. Reports show fiscal year, history of establishment of station and of boll weevil, injury of soil by use of calcium arsenate, history of flea hopper, of boll worm, cotton leaf aphids, and pink boll worms, hemipterous insect investigations, soil animal found, thumbertia weevil, and Puerto Rican work. Filed chronologically. (Annually, official.) 8½ x 11 folders, 1 in., in wooden filing cabinet. R. 2, basement. (679)

4047. BOLL WEEVIL QUARTERLY REPORT, May 1, 1936 to date. Reports show different types of cotton, growing season, when weevil infests the cotton, kind of dust and spray used and their frequency, and all data of the experiment. Filed chronologically. (Quarterly, official.) 8½ x 11 folders, 1 in., in wooden filing cabinet. R. 2, basement. (672)

4048. COTTON INSECT MONTHLY REPORT, May 1, 1936 to date. Reports show insects collected, total number collected each month, average number collected per hundred strokes, and totals of all. Filed chronologically. (Monthly, official.) 8½ x 11 folders, 2 in., in wooden filing cabinet. R. 2, basement. (670)

4049. MONTHLY REPORT ON COTTON INSECT, May 1, 1936 to date. Reports show location of station, period dates, name of project, weather conditions, cotton field conditions, insects in field under mid-winter condi-

tions, name of insects, total number collected, average number per hundred strokes, and general notes. Filed chronologically. (Monthly, official.) 8½ x 11 folders, 1 in., in wooden filing cabinet. R. 2, basement. (682)

4050. MONTHLY REPORTS OF COTTON INSECT PEST (SURVEY WORK), May 1, 1936 to date. Reports show names of insects collected, number of specimens taken, name and address of planter of cotton, number of boll weevil infested squares, number of plants, punctures, total specimens collected, and number of strokes or sweeps made for each record. Filed chronologically. (Weekly, official.) 8½ x 11 folders, 4 in., in wooden filing cabinet. R. 2, basement. (657)

4051. QUARTERLY CAR REPORTS, May 1, 1936 to date. Form EQ 33 showing speedometer readings, name and location of project, period of time covered, station, name of machine, model and year, motor number, purpose for which used, by whom used, date purchased, requisition number, price, items purchased and repairs, amount of cost during quarter, amount of cost to date, totals, present condition, amount of gas used, quarterly and to date, and signature of officer in charge. Filed chronologically. (Quarterly, official.) 8½ x 11 folders, 1 in., in wooden filing cabinet. R. 2, basement. (644)

4052. REPORT FOR COOPERATORS ON BOLL WEEVIL PARASITES AND ABUNDANCE, May 1, 1936 to date. Reports show names and locations of projects, name of cooperator, state, county, farm, type of square, date of collection, number of squares caged, number of boll weevils that emerged, microbracon mellitor, other parasites, and total, and remarks. Arranged chronologically and filed alphabetically. (Report 638, daily; report 659, weekly, official.) 8½ x 11 folders and 8½ x 10½ loose papers, 1 ft., 2 in., in 2 wooden filing cabinets. R. 2, basement. (638, 659)

4053. REPORT LIST OF INSECTS SHIPPED TO OFFICIAL LABORATORY, May 1, 1936 to date. Reports show name and location, date, department, lot number, listed log number of insect, number of insect shipped, where they were collected, type of cotton infested, and remarks. Filed chronologically. (Weekly, official.) 8½ x 11 folders, 3 in., in wooden filing cabinet. R. 2, basement. (686)

4054. REPORT OF DATA SECURED OF POISON SERIES EXPERIMENTS, May 1, 1936 to date. Reports show sheet number, date, plot number, number of plants, kind of field, locality, name of investigation, total number of plants, number of punctures inside and number clean, and report of treatment of poison given these punctured fruits, and response. Filed alphabetically by subject. (Daily, official.) 8½ x 11 folders, 1 in., in wooden filing cabinet. R. 2, basement. (617)

4055. SPECIAL REPORTS TO DIVISION AND CHIEFS' OFFICES, May 1, 1936 to date. Detailed report of this place of the investigations of this office, showing method, graphs, purpose, results, culture and procedure, and relative remarks. Filed chronologically. (Annually, official.) 8½ x 11 folders, 1 in., in wooden filing cabinet. R. 2, basement. (639)

4056. WEEKLY REPORT ON COTTON INSECT AND CROP CONDITIONS, May 1, 1936 to date. Reports show week ending date, person by whom observation was made, county, state, cotton crop conditions, extent of insect infes-

tations, damage caused by various insects, their names, and notes and observations. Filed chronologically. (Weekly, official.) 8½ x 11 folders, 3 in., in 2 wooden filing cabinets. R. 2, basement. (618, 654)

VALDOSTA

DIVISION OF INSECTS AFFECTING MAN AND ANIMALS
SCREW WORM AND BLOW FLIES
FIELD LABORATORY
Indianola Bldg., 107 Park Ave.

This office was established on June 1, 1935 for Lowndes County. No records have been lost. Reports to Washington are sent direct from this office.

Correspondence

4057. BLOWFLIES ATTRACTED TO BAITED TRAPS, June 1, 1935 to date. Letters containing suggestions as to kind of traps and bait used to attract flies, and where and how to place the traps for best results. Filed chronologically. (Annually, official.) 8½ x 11 folders, 1 in., in steel filing cabinet. R. 1, (593)

4058. DETERMINATION OF SPECIMENS SUBMITTED, June 1, 1935 to date. Letters show date and place of making tests, kind of animal, nature of wound and result of tests. Filed alphabetically by subject. (Monthly, official.) 8½ x 11 folders, 1 in., in steel filing cabinet. R. 1. (606)

4059. DIVISION OF INSECTS AFFECTING MAN AND ANIMALS, June 1, 1935 to date. Letters showing a detailed study and report of insects, their nature and method used in hatching eggs, rapidity of multiplication, and nature of their effect on man and animals. Filed alphabetically by subject. (Monthly, official.) 8½ x 11 folders, 1 in., in steel filing cabinet. R. 1. (602)

4060. ECONOMIC STUDIES OF SCREW WORM FLIES, June 1, 1935 to date. Correspondence showing full and detailed information on screw worm flies, and means and methods of exterminating them. Filed alphabetically by subject. (Monthly, official.) 8½ x 11 folders, 1 in., in steel filing cabinet. R. 1. (603)

4061. GENERAL CORRESPONDENCE, June 1, 1935 to date. Letters to and from this office making requests and asking information on matters pertaining to transactions of this office. Filed chronologically. Indexed alphabetically by subject. (Daily, official.) 8½ x 11 folders, 2 ft., in steel filing cabinet. R. 1. (595)

4062. PAY ROLL INFORMATION, June 1, 1935 to date. Correspondence between this office and General Accounting Office, Washington, concerning salaries and retirements. Filed alphabetically by subject. (Month-

ly, official.) 8½ x 11 folders, 1 in., in steel filing case. R. 1. (647)

4063. PHYSIOLOGICAL STUDIES OF CERTAIN MISCOLD FLIES, June 1, 1935 to date. Letters showing names of flies, origin, how and where they deposit their eggs, length of time for hatching, kind of damage done, and process for eradication. Filed alphabetically by subject. (Monthly, official.) 8½ x 11 folders, 1 in., in steel filing cabinet. R. 1. (604)

4064. TELEGRAMS, Dec. 20, 1936 to date. Copies of telegrams sent from this office. Filed alphabetically by subject. (Weekly, official.) 8½ x 11 folders, 1 in., in steel filing cabinet. R. 1. (600)

Finance

4065. PAY ROLL FOR PERSONAL SERVICE, June 1, 1935 to date. Form 1074e showing dates, names and location of department, name of disbursing officer, name and address of worker, rate of pay, amount of time worked, amount paid, and total amount of this payroll. Filed chronologically. (Monthly, official.) 8½ x 11 folders, 1 in., in steel filing case. R. 1. (648)

General Records

4066. A COMPARATIVE STUDY OF THE MORE COMMON LUCILIA LARVAE, June 1, 1935 to date. Records show a full description of this fly, its origin, nature, and how it works, a full description of how to prevent its spreading or increasing its activities and other relative data. Filed chronologically. (Annually, official.) 8½ x 11 folders, 1 in., in steel filing cabinet. R. 1. (597)

4067. CONTRACT FOR TELEPHONE SERVICE, June 1, 1935. Form 40 showing dates, contract and telephone numbers, names and addresses of bureau or office and contractor, description of service, rate per month, date service began, signature and title of person signing for the Government, and signature of contractor. Filed alphabetically by subject. (Annually, official.) 8½ x 11 folders, 1 in., in steel filing case. R. 1. (633)

4068. FACTORS STIMULATING HATCHING OF EGGS OF CASTEROPHILUS, June 1, 1935 to date. Printed journal giving the nature of this fly, how and where it deposits eggs, results of such deposits, and full instructions how to prevent the spread of this fly; also relative correspondence, Filed chronologically. (Annually, official.) 8½ x 11 folders, 1 in., in steel filing cabinet. R. 1. (594)

4069. GOVERNMENT REQUESTS FOR TRANSPORTATION, June 1, 1935 to date. Standard Form 1028 showing date, from, to, place designated, total amount, and name of traveler. Filed alphabetically by subject. (Monthly, official.) 8½ x 11 folders, 1 in., in steel filing cabinet. R. 1. (643)

4070. GOVERNMENT TAX-EXEMPTION CERTIFICATES, June 1, 1935 to date. Records show name of person to whom issued, name of issuing officer, certificate number, dates, name and address of vendor, commodities, amount

of tax imposed and whether Federal, state, or local. Filed chronologically. (Weekly, official.) 8½ x 11 folders, 1 in., in steel filing case. R. 1. (628)

4071. LEASE BETWEEN ASHLEY TRUST COMPANY AND UNITED STATES OF AMERICA, June 1, 1935 to date. Form 2 showing dates, acts, promises, considerations, agreements, provisions, signatures of lessee, lessor, notary public, and name and address of witness. Filed alphabetically by subject. (Annually, official.) 8½ x 11 folders, 1 in., in steel filing case. R. 1. (651)

4072. MEMORANDUM OF UNDERSTANDING, June 1, 1935 to date. Records show dates, names of parties involved, purpose, legal authority, period of agreement, responsibilities assumed, agreements, amount to be spent under this agreement, and signature of all parties involved. Filed alphabetically by subject. (Annually, official.) 8½ x 11 folders, 1 in., in steel filing case. R. 1. (653)

4073. NOTICE OF RENEWAL OF LEASE, June 1, 1935 to date. Form OS 79 showing dates, acts, considerations, promises, agreements, provisions of original lease, and signature of Acting Secretary of Agriculture. Filed alphabetically by subject. (Annually, official.) 8½ x 11 folders, 1 in., in steel filing case. R. 1. (650)

4074. OUTLINE OF RESEARCH WORK, June 1, 1935 to date. Letters showing size and number of cages for flies and construction and provisions made for feeding and breeding flies in captivity. Filed alphabetically by subject. (Monthly, official.) 8½ x 11 folders, 1 in., in steel filing cabinet. R. 1. (640)

4075. PROPOSAL FOR SERVICE, June 1, 1935 to date. Records show kind of service, date, monthly rental, and amount to be paid. Filed alphabetically by subject. (Monthly, official.) 8½ x 11 folders, 1 in., in steel filing cabinet. R. 1. (639)

4076. PUBLIC VOUCHERS FOR PURCHASES AND SERVICES OTHER THAN PERSONAL, June 1, 1935 to date. Standard Form 1034a showing where voucher is prepared, date, to whom indebted, number of order, date of delivery, kind of articles, quantity, cost per article and total cost, and by whom signed. Filed chronologically. (Weekly, official.) 8½ x 11 folders, 1 ft., in steel cabinet. R. 1. (596)

4077. REQUEST FOR ALLOTMENT, June 1, 1935 to date. Form EQ 13 showing dates, allotment number, project symbol, name and title of person making request, name and location of station, authorization number, amount of request, increase or decrease, purpose, and signature of person approving request. Filed alphabetically by subject. (Daily, official.) 8½ x 11 folders, 1 in., in steel filing case. R. 1. (631)

4078. REQUEST FOR SUPPLIES, EQUIPMENT OF SERVICE, June 1, 1935 to date. Form AD 14 showing dates, signature of approving officer, appropriation and project numbers, mode of shipment, item and stock number, description of articles, quantity, price, and total amount. Filed alphabetically by subject. (Daily, official.) 8½ x 11 folders, 1 in., in steel filing case. R. 1. (632)

4079. SCHEDULE OF DISBURSEMENTS, June 1, 1935 to date. Standard Form 1064 showing dates, name and location of bureau or office, description and itemized statement of disbursement, amount, and date paid. Filed chronologically. (Weekly, official.) 8½ x 11 folders, 1 in., in steel filing case. R. 1. (627)

4080. SCREW WORM SCENARIO, June 1, 1935 to date. Reports show full description of screw worm, color, description of male and female, kind of animals mostly affected by screw worm fly, where eggs are deposited, time allowed for hatching, and other relative data. Filed alphabetically by subject. (Monthly, official.) 8½ x 11 folders, 1 in., in steel filing cabinet. R. 1. (607)

4081. SUB-LETTER OF AUTHORIZATION, June 1, 1935 to date. Form EQ 8 showing date, name and title of person to whom letter is sent, description of authority, period, purpose, allowance, and signature of person issuing authority. Filed alphabetically by subject. (Weekly, official.) 8½ x 11 folders, 1 in., in steel filing case. R. 1. (622)

4082. STATEMENT AND CERTIFICATE OF AWARD, June 1, 1935 to date. Standard Form 1036 showing dates, name of contractor, name and location of bureau or office, method of or absence of advertising, method of award, and signature of contracting officer. Filed alphabetically by subject. (Annually, official.) 8½ x 11 folders, 1 in., in steel filing case. R. 1. (634)

4083. VACCINE ANTI-MYASIS FOR SCREW WORMS, June 1, 1935 to date. Letters showing how vaccine is prepared, its uses, results from its use, and final results. Filed alphabetically by subject. (Monthly, official.) 8½ x 11 folders, 1 in., in steel filing cabinet. R. 1. (642)

4084. INVITATION BIDS AND ACCEPTANCE, June 15, 1935 to date. Form 33 showing date, name of office or station, invitation to bid, description and nature of work, amount of bid, name of bidder, conditions of acceptance, instructions to bidders, and signature and title of person accepting bid for the Government. Filed alphabetically by subject. (Report 620, semiannually; report 636, monthly, official.) 8½ x 11 folders, 2 in., in steel filing cabinets. R. 1. (620, 636)

4085 BUDGET ESTIMATE, July 15, 1935 to date. Estimate of minimum average monthly expenditures to be incurred the following year, including upkeep of motor vehicles, animal cost, station expense, miscellaneous equipment, fly food and bait, gas, lights, telephone, proposed saving on salaries, and other budget estimates. (Annually, official.) 8½ x 11 folders, 1 in., in steel filing cabinet. R. 1. (625)

4086. PUBLIC VOUCHER FOR REIMBURSEMENT OF TRAVEL AND OTHER EXPENSES INCLUDING PER DIEM, Aug. 1, 1935 to date. Standard Form 1012A showing dates, name of station or office, name and address of payee, itemized statement of expense, period covered, and amount of voucher. Filed alphabetically by subject. (Monthly, official.) 8½ x 11 folders, 1 in., in steel filing case. R. 1. (619)

4087. TRANSFER OF BOOKS AND PERIODICALS, Aug. 2, 1935 to date. Form EG 46 showing name and address of stations transferred to and from, re-

quisition number, dates, copy, number, names of books and periodicals, author, invoice, signature of consignor, and receipt and signature of consignee. Filed alphabetically by subject. (Weekly, official.) 8½ x 11 folders, 1 in., in steel filing case. R. 1. (621)

4088. SCREW WORM RESEARCH OUTLINE, Aug. 9, 1935 to date. Records show life history, control methods, trapping repellents, field tests, control plans, and care and feeding of flies in captivity for experiment purposes. Filed alphabetically by subject. (Daily, official.) 8½ x 11 folders, 1 in., in steel filing case. R. 1. (646)

4089. TRANSFER OF PROPERTY, Aug. 15, 1935 to date. Form EQ 40 showing dates, names of stations transferred to and from, name of substation, quantity, article exchanged, condition and price, invoice, signature of consignor, receipt and signature of consignee, and number of packages, Filed chronologically. (Weekly, official.) 8½ x 11 folders, 1 in., in steel filing case. R. 1. (629)

4090. WEEKLY TABLE OF SEASONAL APPEARANCE AND ABUNDANCE OF SPECIMENS FROM CATCHES MADE BY STATUS TRAPS, Sept. 9, 1935 - May 4, 1936. Form M&A 3 showing location of status trap, total catch in quarts, amounts of americana, macellaria, phormia, lucilla, muscina, and other specimens. Filed chronologically. (Weekly, official.) 8½ x 11 folders, 1 in., in steel filing cabinet. R. 1. (624)

4091. EAR TREATMENT INVESTIGATION ON RANGE SHEEP IN SOUTHERN GEORGIA, Oct. 3 - Dec. 10, 1935. Table showing interval following application of compounds, number of animals in class, number examined in each class, average number of ticks, results of ear, treatment with pine tar oil, pine tar oil residue mixture, and pine tar oil sulphur mixture. Filed chronologically. (Monthly, official.) 8½ x 11 folders, 1 in., in steel filing case. R. 1. (611)

4092. COLLECTION OF AMERICANA LARVAE, Dec. 15, 1935 - Mar. 16, 1936. List of counties showing dates of the collection of larvae from animals infested. Filed chronologically. (Monthly, official.) 8½ x 11 folders, 1 in., in steel filing cabinet. R. 1. (608)

4093. PROPERTY RETURN OF BOOK AND PERIODICALS, Dec. 31, 1935 to date. Form EQ 45 showing date, division, requisition number and date, kind of books and periodicals, and remarks. Filed alphabetically by subject. (Monthly, official.) 8½ x 11 folders, 1 in., in steel filing cabinet. R. 1. (635)

4094. INVENTORY OF CHEMICALS ON HAND, Jan. 1, 1936 to date. Records show name of chemical and amount of each on hand. Filed alphabetically by subject. (Monthly, official.) 8½ x 11 folders, 1 in., in steel filing cabinet. R. 1. (638)

4095. TABLE ON REPELLENT ACTION OF PINE TAR OIL, Feb. 3, 1936 only. Table showing time between treatments, average time each animal exposed, total infestations, and average infestation per animal per day. (Monthly, official.) 8½ x 11 folders, 1 in., in steel filing cabinet. R. 1. (613)

4096. BACK ORDERS, Mar. 24, 1936 to date. Records show date, bureau original requisition and stock numbers, description of articles, quantity, price by whom checked and filed, how shipped, government bill of lading number, and signature of recipient. Filed chronologically. (Monthly, official.) 8½ x 11 folders, 1 in., in steel filing case. R. 1. (645)

4097. LAPSE OF TIME RECORD ON DETERMINATION OF STATUS TRAP CATCHES, Apr. 11, 1936 to date. Report showing time record of trap catches, period covered, location of trap, date received and determined, and remarks. Filed alphabetically by subject. (Weekly, official.) 8½ x 11 folders, 1 in., in steel filing case. R. 1. (644)

4098. SCREW WORM CASES THROUGHOUT TERRITORY, Oct. 6, 1936 to date. Memoranda from entomologist giving number of screw worm cases in the different states at the end of each week. Filed chronologically. (Weekly, official.) 8½ x 11 folders, 1 in., in steel filing cabinet. R. 1. (587)

4099. APPLICATION FOR LEAVE, Nov. 30, 1936 to date. Standard Form 17 showing kind of service, date, name of applicant, time requested, beginning and ending dates, and dates to return. Filed alphabetically by subject. (Monthly, official.) 8½ x 11 folders, 1 in., in steel filing cabinet. R. 1. (605)

Reports

4100. COST OF INSECTARY, June 1, 1935 to date. Reports show dates, names of carpenters, number of hours worked, rate of pay, total amount paid, amount and cost of material, and total cost of insectary. Filed alphabetically by subject. (Monthly, official.) 8½ x 11 folders, 1 in., in steel filing case. R. 1. (652)

4101. MONTHLY CAR REPORTS, June 1, 1935 to date. Reports show date, place, kind of car, motor number, condition of car, cost of operation, speedometer reading, total miles covered, and signature of person operating car. Filed alphabetically by subject. (Monthly, official.) 8½ x 11 folders, 1 in., in steel filing case. R. 1. (637)

4102. RECORD OF PHOTOGRAPHS MADE OF WOUNDS ON ANIMALS, June 1, 1935 to date. Reports show number of photographs, place and date made, kind of animal photographed, kind of wound on animal, location of eggs shown on wound, and by whom photographed. Filed alphabetically by subject. (Monthly, official.) 8½ x 11 folders, 1 in., on steel filing cabinet. R. 1. (601)

4103. REPORT ON SCREW WORMS, June 1, 1935 to date. Letters show inspection of animals infected, names of animals, nature of infection, kind of treatment, how often treated, and results of treatment. Filed alphabetically by subject. (Monthly, official.) 8½ x 11 folders, 1 in., in steel filing cabinet. R. 1. (641)

4104. REPORT OF OVERTIME, June 1, 1935 to date. Form EG 117 showing dates, division, location, amount of compensation per annum, number of persons performing overtime, number of hours in excess of number fixed by regulations, amount of pay for overtime, and signature of officer in

charge, Filed chronologically. (Monthly, official.) 8½ x 11 folders, 1 in., in steel filing case. R. 1. (626)

4105. ANNUAL REPORT, July 1, 1935- July 1, 1936. Narrative report of field tests of repellents of screw worms, larvicidal and ovocidal studies, seasonal appearance and abundance of blowflies and hibernation studies of cochliomyia americana. Indexed alphabetically by subject. (Weekly, official.) 8½ x 11 loose-leaf books (3), 4 in., in steel filing cabinet. R. 1. (586)

4106. REPORTS OF COCHLIOMYIA AMERICANA, July 21, 1935 to date. Reports show name of fly, where first discovered, how and where eggs are deposited, length of time required to hatch, materials and procedure for eradication, results of treatments of animals infected, kind of bait used to trap flies, and feeding and care of adult flies in captivity. Filed alphabetically by subject. (Daily, official.) 8½ x 11 folders, 1 in., in steel filing case. R. 1. (616)

4107. SCHEDULE OF TRAVEL FOR SCREW WORM CONTROL DIVISION, Aug. 4, 1935 to date. Daily reports of screw worm section giving dates, towns, and counties visited. Filed alphabetically by subject. (Monthly, official.) 8½ x 11 folders, 1 in., in steel filing case. R. 1. (649)

4108. HOST RECORDS FOR CUTEREBRINAL LARVAE, OESTRIDAE DIPTERA, Aug. 15, 1935 to date. Report on cuterebrinal larvae, their common name, origin, habits, description of different specimens, and results and symptoms of animals suffering from cuterebrinal larvae. Filed alphabetically by subject. (Daily, official.) 8½ x 11 folders, 1 in., in steel filing case. R. 1. (623)

4109. QUARTERLY CAR REPORTS, Sept. 30, 1935 to date. Form EG 33 showing date quarter ended, name of machine, model, year, motor number, purpose, by whom used, miles run during quarter, an itemized list of expenses incurred during quarter, total for fiscal year to date, and total for previous year. Filed chronologically. (Quarterly, official.) 8½ x 11 folders, 1 in., in steel filing cabinet. R. 1. (615)

4110. SPECIAL REPORT ON SCREW WORM SURVEY IN WEST, Oct. 10 -Dec. 10, 1935. Records show abundance of cases in the different sections, steps of prevention taken, table showing number and percentage of ranchmen using different screw remedies and listing remedies. (Monthly, official.) 8½ x 11 folders, 1 in., in steel filing cabinet. R. 1. (614)

4111. SPECIAL REPORT ON PINE TREE, Oct. 18, 1935 to date. Report of production and filtering of pine tree which is a pine tar oil, showing kind of wood used, method of heating wood and filtering the residue, neutralizing treatment, specific gravity, and final distillation. Filed alphabetically by subject. (Weekly, official.) 8½ x 11 folders, 1 in., in steel filing case. R. 1. (618)

4112. SPECIAL REPORT ON FOOD AND DRUG SAMPLES, Feb. 14, 1936 only. Records show field tests of food and drug administration sample on mature screw worm larvae in wounds on goats, including how tests were made, results of tests, general discussion, and summary. (Quarterly, official.) 8½ x 11 folders., in steel filing cabinet. R. 1. (610)

4113. MONTHLY REPORTS, Apr. 1, 1936 to date. Narrative reports of work done by this station, including laboratory repellent studies on cochliomyia americana, seasonal appearance and abundance of blowflies, fly-spray research, and hibernation of cochliomyia americana. Filed chronologically. Indexed alphabetically by subject. (Quarterly-official.) 8½ x 11 loose-leaf books (29), 1 ft. 6 in., in steel filing cabinet. R. 1. (589)

4114. QUARTERLY REPORTS, Apr. 1, 1936 to date. Tables showing effect of temperature and humidity on color of occiput of cochliomyia macellaria, myiasisi producing tendencies of various muscoid flies, results of tests with various chemicals as larvicides for cochliomyia americana, notes on effects of the chemicals on the hosts, and a short narrative report of each. Filed chronologically. Indexed alphabetically by subject. (Annually, official.) 8½ x 11 loose-leaf books (7), 5 in., in steel filing cabinet. R. 1. (591)

4115. SPECIAL OUTLINE ON DISEASE OF COCHLIOMYIA AMERICANA, Jan 1 - June 30, 1936. Report on studies of disease of cochliomyia americana, symptoms, cross examination microscopic and cultural examinations, experimental inoculations, and a general summary. Filed chronologically. (Monthly, official.) 8½ x 11 folders, 1 in., in steel filing cabinet. R. 1. (609)

4116. SPECIAL REPORT ON TICKS, July 3, 1936 to date. Reports show list and habits of hosts, incidence, procedure, distribution, life history, and habits under natural conditions, laboratory studies, and summary. Filed alphabetically by subject. (Daily, official.) 8½ x 11 folders, 1 in., in steel filing case. R. 1. (617)

4117. SPECIAL REPORT ON BONE OIL, July 20, 1936 to date. Reports of experiments with bone oil for screw worm control, including procedure taken, results to date, and summary. Filed chronologically. (Monthly, official.) 8½ x 11 folders, 2 in., in steel filing cabinet. R. 1. (592)

4118. LIST OF TAX-EXEMPTION BOOKS RETURNED TO WASHINGTON, Aug. 2, 1936 to date. Reports show dates, serial number, and serial numbers of those not used. Filed alphabetically by subject. (Quarterly, official.) 8½ x 11 folders, 1 in., in steel filing case. R. 1. (630)

4119. WEEKLY REPORT OF SCREW WORM CASES, Oct. 1, 1936 to date. Records show number of screw worm cases in each county in Georgia and Florida. Arranged by state and filed chronologically. (Weekly, official.) 8½ x 11 loose papers, 1 in., in steel filing cabinet. R. 1. (588)

4120. BLACK WIDOW SPIDER REPORT, Nov. 2, 1936. Report of the prevalence and abundance of black widow spiders after a thorough inspection was made through certain sections. (Never.) 8½ x 11 folders, 1 in., in steel filing cabinet. R. 1. (590)

4121. PROGRESS REPORT ON MATERIALS TO KILL AMERICANA LARVAE, n.d. Laboratory tests of materials to kill cochliomyia americana larvae, including compound or mixture tested, percentage used, and the result under both thirty and sixty second emersion, and also a relative discus-

sion. (Monthly, official.) 8½ x 11 folders, 1 in., in steel filing cabinet. R. 1. (612)

EXTENSION SERVICE

EXTENSION SERVICE

All of the offices whose records are inventoried below, unless otherwise noted, cooperate with the state agricultural colleges in extension work in agriculture and home economics in accordance with the Smith-Lever, Capper-Ketcham, and supplementary acts, and coordinate the extension activities of the bureaus of the Department with similar work carried on by the State. The local offices report to the state office at Athens which in turn reports to Washington. Where records have been lost or destroyed, an explanatory note is contained in the office history.

ALAMO

DIVISION OF COOPERATIVE EXTENSION
COUNTY EXTENSION AGENTS
Wheeler County Courthouse, Pearl Ave.

The office of the agricultural agent was established on January 1, 1927 and that of the home agent in 1929. These agents serve Wheeler County. Most of the records of this office concern the adjustment program and are listed under the AAA.

County Agricultural Extension Agent

4122. GENERAL CORRESPONDENCE, 1935 to date. Pertaining to various subjects in connection with the extension work. Filed alphabetically. (Daily, official.) 3½ x 11 loose papers, 3 ft. 2 in., in steel filing case. S. side room, 1st floor. (3)

County Home Demonstration Agent

4123. GENERAL CORRESPONDENCE, 1929 to date. Filed alphabetically. (Daily, official.) 9 x 12 folders, 4 ft., in steel filing case. NE. corner room, 2d floor. (29)

4124. DATA ON GENERAL HOME ECONOMICS, 1929 to date. Bulletins, releases, and data on home economics. Filed chronologically. (Daily, official.) 8½ x11 loose papers, 1 ft., in wooden box on floor. NE. corner room,2d floor. (32)

4125. ENROLLMENTS IN 4-H CLUBS AND COUNTY COUNCILS, 1929 to date. Enrollment book showing listed names of members appointed to the County Council. Filed chronologically. (Weekly, official.) 12 x 16 vol., 4 in., on table. NE. corner room, 2d floor. (30)

4126. LANDSCAPE GARDENING DATA, 1929 to date. Letters, releases, data on landscape gardening. Filed chronologically. (Monthly, official.) 9 x 12 folders, 1 ft., in steel filing case. NE.corner room, 2d floor. (33)

4127. RELEASES AND BULLETINS, 1929 to date. Filed chronologically. (Daily, official.) 8½ x 11 loose papers, 6 ft., in 2 wooden boxes on floor. NE. corner room, 2d floor. (31)

4128. COMBINED ANNUAL REPORT OF COUNTY EXTENSION WORKERS, 1929 to date. Agri. Form 285, annual report made by the agent covering a summary of work handled during the year. Filed chronologically. (Monthly, official.) 9 x 12 folders, 4 ft., in steel filing case. NE. corner room, 2d floor. (24)

4129. MONTHLY FIELD REPORT OF COUNTY AGENT, 1929 to date. Agri. Form showing the agent's monthly field report covering an outline of all work handled during the month. Filed chronologically. (Monthly, official.) 9 x 12 folders, 1 ft. 6 in., in steel filing case. NE. corner room, 2d floor. (28)

APPLING

DIVISION OF COOPERATIVE EXTENSION
COUNTY AGRICULTURAL EXTENSION AGENT
Columbia County Courthouse

Most of the records in this office pertain to the adjustment programs and are listed under the AAA.

4130. MISCELLANEOUS FILE, July 1935 to date, 4-H Club programs, membership, and correspondence; canning clubs, farm census, forestry, and bulletins regarding various stages of agriculture. (Daily, official.) 9 x 12 folders, 3 ft. 6 in., in steel filing case. NE. corner room, 1st floor. (6)

ATHENS

DIVISION OF COOPERATIVE EXTENSION
DISTRICT AGRICULTURAL EXTENSION AGENT
Conner Hall, University of Georgia

This is the district agent for the Northwest District of Georgia.

4131. MR. SKINNER'S INDEX FILE, Jan. 1, 1933 to date. Correspondence to and from agents and individuals connected with agricultural work. (Monthly, official.) 9 x 12 folders, 2 ft., in pasteboard transfer case. N. side, 1st floor. (329)

4132. COMBINED ANNUAL REPORT OF COUNTY EXTENSION WORKERS, Jan. 1, 1932 only. Agri. Form 285, state, county, names of workers, date covered by report, general activities of workers, summary of extension influence for year, report on legumes and forage crops, special crops, fruits, vegetables and beautification of home grounds, forestry, poultry, cattle, foods

and nutrition, child development and parent education, and a general narrative report of activities and suggestion program for next year. (Monthly, official.) 9 x 12 folders, 2 ft., in pasteboard transfer case on shelf. N. side, 1st floor. (327)

4133. FIELD REPORTS, COUNTY AGENTS, Feb. 1, 1928 - Dec. 31, 1930. Reports on field work accomplished in district and county of each agent, showing expense accounts submitted to state agent; correspondence between state agent and director to get instructions on work. Filed alphabetically. (Never.) 9 x 12 folders, 4 ft., in 2 pasteboard transfer cases. Dirty. Attic, 4th floor. (669)

4134. CORRESPONDENCE, DISTRICT AGENT, Jan. 1, 1932 - Jan. 1, 1933. To and from county agents, letters giving suggestions and plans for work, location, reports on results obtained, marketing and shipment of produce, and summaries of reports in counties. Filed alphabetically by county. (Monthly, official.) 9 x 12 folders, 2 ft., in pasteboard transfer case. Enclosure in hall, 3d floor. (510)

4135. COUNTY FOLDERS, NORTHWEST GEORGIA, Jan. 1933 - Jan. 1934. Correspondence between district and county agents in northwest Georgia; also county agent reports. Filed alphabetically by county. (Monthly, official.) 9 x 12 folders, 2 ft., in pasteboard transfer case. N. side, 1st floor. (328)

DIVISION OF COOPERATIVE EXTENSION
DISTRICT AGRICULTURAL EXTENSION AGENT
Conner Hall, University of Georgia

This district agent has charge of agricultural extension in the Southwest District.

4136. CORRESPONDENCE, Jan. 1, 1935 to date. Correspondence relative to extension work carried on in each county of Southwest Georgia District. Filed alphabetically by county agent's name. (Daily, official.) 9 x 12 folders, 4 ft. 6 in., in steel filing cabinet. R. 112. (322)

4137. MIMEOGRAPH LETTERS, Jan. 1, 1935 to date. Letters dealing with AAA program and with regular Agricultural Extension Service, Filed chronologically by date issued. (Monthly, official.) 9 x 12 folders, 2 ft. in steel filing cabinet. R. 112. (320)

DIVISION OF COOPERATIVE EXTENSION
STATE HEADQUARTERS
Conner Hall, University of Georgia

Cooperative extension in Georgia dates from the cooperative agreement in boys club work which was entered upon by the State and the Federal Government in 1913. In 1914 the present organization came into effect

with a director in charge and the University of Georgia cooperating with the U. S. Department of Agriculture. Agricultural extension, however, had been conducted in Georgia since 1907.

Since 1933 this office has directed the various AAA programs in Georgia by means of the county agents. Records pertaining to this activity have been listed in the Agricultural Adjustment Administration section of this Inventory. Many files in the state office contain both extension and AAA records, but because of the preponderance of AAA material in such files, they have been listed in the AAA section.

State Marketing Specialist

4138. MISCELLANEOUS FILE, July 1, 1934 - July 1, 1935. Records pertaining to work of former marketing specialist. These records were transferred from the Rural Resettlement Administration office of marketing specialist, Atlanta, to this office the first of year, to be used in the marketing specialist's work. Copies of the RA records are in the RA office in Lumpkin Hall. Filed by subject. (Monthly, official.) 9 x 14 folders, 2 ft., in steel cabinet. R. 16. (387)

4139. MARKET SUPPLIES, Jan. 1 - Dec. 31, 1934. Record of market supplies from Bureau of Agricultural Economics, showing summary of canned products, truck crops, for commercial manufacturing, and estimated report of annual operating expenses; file also contains reports from home supervisors and others concerning activities. (Daily, official.) 9 x 14 folders, 1 ft. 6 in., in steel filing cabinet. R. 16. (386)

4140. CORRESPONDENCE, MARKETING SPECIALIST, Jan. 1, 1936 to date. Correspondence to Resettlement workers, county agents, and farm supervisors, who are interested in marketing crops grown, and from specialist; also instructions from state director to marketing specialist regarding prices and meetings. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft., in steel filing cabinet. R. 16. (385)

Specialist in Agricultural Engineering

4141. PLANS, Jan. 1, 1928 to date. Extension handbook system showing name and number of plan to be located, such as plans for hog house, dairy barn, corn crib, sheep shed, poultry house, potato house, and livestock pens. (Daily, official.) $8\frac{1}{2}$ x 11 plans, 6 ft., in steel filing case. R. 110. (425)

4142. AGRICULTURAL ENGINEERING BULLETINS, Jan. 1, 1935 to date. Bulletins dealing with practically every subject pertaining to agricultural engineering. Filed alphabetically by subject. (Daily, official.) 7 x 9 loose papers, 4 ft. 6 in., in steel filing cabinet. R. 110. (420)

4143. BULLETINS, Jan. 1, 1935 to date. Bulletins on repair of farm homes, plans of farm houses, modernizing farm homes, sewerage, and terracing and erosion experiments. Filed alphabetically by subject. (Daily, official.) 7 x 9 loose papers, 4 ft., in steel filing cabinet. R. 110. (421)

4144. BULLETINS, Jan. 1, 1935 to date. Bulletins on such subjects as explosives, machinery, poultry, truck and meat standards, tobacco, and

miscellaneous material. Filed alphabetically by subject. (Daily, official.) 9 x 12 folders, 2 ft., in steel filing cabinet. R. 110. (423)

4145. CORRESPONDENCE, Jan. 1, 1936 to date. From engineer to demonstration agents, farmers, and business concerns; also expense accounts of engineer field trip reports. Filed alphabetically by writer, recipient, and county. (Daily, official.) 9 x 12 folders, 4 ft., in steel filing case and pasteboard box. R. 110. (424)

4146. MIMEOGRAPH MATERIALS, July 1, 1933 to date. Copies of letters, plans, and reports on various extension activities. Filed chronologically. (Weekly, official.) 9 x 14 folders, 4 in., in steel filing cabinet. R. 110. (422)

State Club Work

4147. CORRESPONDENCE, DISTRICT AGENT, BROWN, Jan. 1 - Dec. 31, 1934. Copies of letters written by district agent and members of State Allotment Board, other agencies, club workers and county agents. Filed alphabetically. (Never.) 9 x 12 folders, 4 ft., in 2 pasteboard transfer cases. Attic, 4th floor. (663)

4148. MISS LUCILE TURNER, CORRESPONDENCE, Apr. 1, 1934 - Aug. 31, 1935. General correspondence to state and county agents and 4-H Club workers. Filed alphabetically. (Monthly, official.) 9 x 12 folders, 4 ft., in wooden filing cases. R. 109. (411)

4149. MISS EMMIE NELSON, CORRESPONDENCE, Sept. 1, 1935 to date. Copies of correspondence carried on with county and state agents. Filed alphabetically and numbered by districts. (Daily, official.) 9 x 12 folders, 2 ft., in wooden filing case. R. 109. (412)

4150. 4-H CLUB PROMOTIONS, Dec. 1933 - 1935. Record of promotions of different club members from year to year, and their standing in club work. Filed alphabetically by counties. (Daily, official.) 9 x 12 folders, 9 in., in 3 pasteboard boxes on wooden cabinet. R. 109. (414)

4151. MISS LUCILE TURNER, BULLETINS, Apr. 1, 1934 - Apr. 1935. Bulletins containing information to help 4-H Club workers carry on their work in agriculture and home economics. (Daily, official.) 9 x 12 loose papers, 4 ft., in wooden filing case. R. 109. (410)

4152. 4-H CLUB ENROLLMENT, Sept. 1, 1934 - 1936. Enrollment of 4-H Club for girls for 3 years. Filed alphabetically by counties. (Monthly, official.) 9 x 12 folders, 9 in., in 3 pasteboard boxes. R. 109. (413)

4153. CLUB SUMMARIES, FROM COLLIER REPORTS, Jan. 1, 1929 - Dec. 31, 1930. Records show results obtained by comparative summaries of boys' and girls' 4-H Club work (white and colored), and an annual report of boys state club agent. Arranged chronologically and filed alphabetically. (Never.) 9 x 12 folders, 4 ft., in 2 pasteboard transfer cases. Attic, 4th floor. (662)

4154. MARKETING NEWS, Jan. 1, 1930 - Dec. 31, 1931. Records pertaining to fruits, vegetables, supplies, fertilizers, articles on produce

being marketed, expense lists, record of supplies, and correspondence signed by county agent. Filed alphabetically by subject. (Never.) 9 x 12 folders, 4 ft., in 2 pasteboard transfer cases. Dirty. Attic, 4th floor. (668)

4155. MATERIAL AND REPORTS, MR. BENNETT, COUNTY AGENT, Jan. 1, 1930 - Dec. 31, 1934. Miscellaneous reports, lists of agents' names, correspondence, expense accounts, notebooks, and scrapbooks. Filed alphabetically by subject. (Never.) 9 x 12 folders, 2 ft., in pasteboard transfer case. Attic, 4th floor. (665)

4156. CORRESPONDENCE, MISS LUCILE TURNER, Sept. 1, 1934 - Apr. 1935. General correspondence to and from county agents, and reports of 4-H Club work. Arranged numerically by district and filed alphabetically by county. (Frequently, official.) 9 x 12 folders, 4 ft., in 2 pasteboard boxes on floor. R. 109. (518)

Home Demonstration Work

4157. SUSAN MATTHEWS, CORRESPONDENCE, Jan. 1, 1926 - July 31, 1931. Correspondence pertaining to the work of specialist in nutrition, plans for nutrition club work, and preparing menus of most food value in minerals and vitamins. Filed chronologically. (Never.) 9 x 12 folders, 6 ft., in wooden filing cabinet. R. 113. (449)

4158. CORRESPONDENCE 4-H CLUB WORK, MR. G. V. CUNNINGHAM, Apr. 1, 1933 to date. Correspondence between county and state agents and 4-H Club members pertaining to club work. Filed alphabetically. (Monthly and daily, official.) 9 x 12 folders, 10 ft., in 2 wooden filing cabinets. R. 109. (685, 401)

4159. CORRESPONDENCE, Nov. 1, 1933 to date. Between local and district officials relating to home economics in north Georgia. Filed alphabetically by county. (Daily, official.) 9 x 12 folders, 1 ft., in steel filing cabinet. R. 113. (373)

4160. LENORA ANDERSON, EXTENSION SPECIALIST IN CLOTHING, Jan. 1, 1934 to date. Between agents pertaining to exhibits. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft., in steel filing cabinet. R. 113. (380)

4161. GENERAL CORRESPONDENCE, July 1934 to date. Relating to activities in home demonstration work, and replying to requests from state office, field specialist, and commercial concerns. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft., in steel filing cabinet. R. 113. (372)

4162. INFORMATION FILE, 1935, Jan. 1, 1935 - Jan. 1, 1936. General correspondence pertaining to work of extension service and reports. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft., in steel filing cabinet. NE. side, 1st floor. (307)

4163. CORRESPONDENCE, Jan. 1, 1936 to date. To and from extension economist to farm women, farm homes, and Washington relating to home management and improvement. (Records from 1926 to 1936, filed in paste-

board box in attic.) (Daily, official.) 9 x 12 folders, 2 ft., in steel filing cabinet. R. 113. (418)

4164. SUSAN MATTHEW'S BULLETIN FILE, Jan. 1, 1926 - July 1, 1931. Bulletins pertaining to health publications, food for children, general food habits, and budgets that give best food values. Filed alphabetically by subject. (Never.) 6 x 9 booklets, 8 ft., in steel filing cabinet. R. 113. (409)

4165. BULLETINS ON 4-H CLUB WORK, Jan. 1, 1928 - Dec. 31, 1933. Plays, games, bulletins on organizing and conducting club work, plans for fairs, annual club material, farm work, marketing, seed and machinery, and suggested programs to help club workers. (Monthly, official.) 9 x 12 bulletins, 6 ft., in wooden filing cabinet and pasteboard box. R. 109. (686)

4166. LENORA ANDERSON, CLOTHING SPECIALIST, Jan. 1, 1928 to date. Information on designs and fashions; also correspondence to county and state agents on fashion plans. Filed alphabetically. (Daily, official.) 9 x 12 folders, 6 ft., in steel filing cabinet. R. 113. (415)

4167. BULLETINS OF MRS. LEILA R. MIZE ON MARKETING, Sept. 1, 1928 to date. Bulletins on landscaping, menus, handcraft, home orchards, and fairs and exhibits. Filed alphabetically. (Monthly, official.) 6 x 9 bulletins, 8 ft., in steel filing cabinet. R. 113. (430)

4168. RECORDS OF BOYS' CLUB WORK, Oct. 1, 1928 - Jan. 1, 1930. Bulletins showing a record of each boy's achievements in club work during a given period of time, instructions, and results. (Never.) 6 x 8 bulletins, 2 ft., in pasteboard box. Brittle, dirty. Attic. (666)

4169. LENORA ANDERSON, EXTENSION SPECIALIST IN CLOTHING, Jan. 1, 1929 to date. Bulletins pertaining to clothing such as home sewing, reference books, patterns and dress forms, seams and finishes, and information helpful to homes on buying clothing for the family; also 4-H Club bulletins pertaining to their work. Filed alphabetically. (Daily, official.) 6 x 9 bulletins, 3 ft., in steel filing cabinet. R. 113. (379)

4170. MARTHA L. McALPHINE, BULLETIN FILE, Jan. 1, 1930 to date. Bulletins on various subjects, The Parents' and Teachers' Magazine, covering Child Welfare, The Book Shelf for Boys and Girls, giving lists of books they should read, and various manuals pertaining to extension specialists work. Filed alphabetically by subject. (Weekly, official.) 6 x 9 booklets, 8 ft., in steel filing cabinets. R. 113. (404)

4171. SUBJECT MATERIAL, Oct. 1, 1933 to date. Information issued to county home demonstration agents on nutrition; also data relative to improvement of farm homes, cost of living, family finances, home accounting, and record of farm products. Filed alphabetically by subject. (Daily, official.) 9 x 12 folders, 8 ft., in 2 steel filing cabinets. R. 113. (374, 419)

4172. ALICE DRAKE AND LULA EDWARDS, DISTRICT AGENTS, Jan. 1, 1934 to date. Bulletins pertaining to landscape and home improvement, poultry marketing, 4-H Club, dietary uses of bananas in health and diseases.

Filed alphabetically by subject. (Weekly, official.) 6 x 9 bulletins, 2 ft. 6 in., in steel filing cabinet. R. 113. (406, 407)

4173. WILLIE VIE DOWDY, BULLETIN FILE, Jan. 1, 1934 to date. Bulletins pertaining to recreation, food, furniture, marketing, sewing, reading, recipes to be used in diet of children, and records made at Experiment Station. Filed alphabetically by subject. (Daily, official.) 6 x 9 booklets, 8 ft., in steel filing cabinet. R. 113. (405)

4174. T. L. ASBURY, BULLETIN FILE, Jan. 1, 1934 to date. Bulletins received from Experiment Station and Washington showing landscaping, forestry, dairying, and annual and monthly reviews on agricultural work. Filed alphabetically by subject. (Weekly, official.) 9 x 12 folders, 2 ft., in steel filing cabinet. N. side, 1st floor. (305)

4175. REBA ADAMS, HOME INDUSTRIES SPECIALIST, Sept. 1, 1934 to date. Information on handicraft, carving, furniture, wood work, and suggestions on home improvement. Filed alphabetically. (Daily, official.) 9 x 12 folders, 3 ft., in steel filing cabinet. R. 113. (416)

4176. REBA ADAMS, BULLETINS, Jan. 1 - Dec. 31, 1935. Magazines, bulletins, supplies pertaining to demonstrations, suggestions for industrial art projects, hand painted pictures, articles of leather handwork, literature, and mimeographs. (Weekly, official.) 5 x 8 magazines and bulletins, 4 ft., in steel filing cabinet. R. 113. (402)

4177. INFORMATION AND EDUCATIONAL MATERIALS, Jan. 1, 1935 to date. Information pertaining to home improvement, 4-H Club work, discussions for group meetings, and plans for exhibits. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft. 4 in., in wooden filing cabinet. R. 112. (376)

4178. SUBJECT MATTER MATERIAL, Jan. 1, 1935 to date. Records pertaining to work of specialist in rural social life, showing lists of books, publications, articles on home economics, and improvements of social life in rural communities. Filed alphabetically. (Bi-weekly, official.) 9 x 12 folders, 2 ft., in pasteboard transfer case. R. 113. (448)

4179. BULLETIN FILE, L. I. SKINNER, 1936, Jan. 1, 1936 to date. On marketing, livestock, farm machinery, horticulture, 4-H Club projects, and annual cost of forest fires. Filed alphabetically by subject. (Daily, official.) 9 x 12 folders, 6 in., in steel filing cabinet. NE. side, 1st floor. (306)

4180. COMBINED ANNUAL REPORT EXTENSION WORKERS, Jan. 1, 1929 to date. Agri. Form 285 showing statistical report on extension work done in county during year by extension workers. Filed alphabetically by counties. (Old records, never; current records, daily, official.) 9 x 12 folders and 7 x 9 bulletins, 6 ft. 6 in., in 1 steel filing and 3 pasteboard transfer cases, Attic, and R. 113. (649, 406)

4181. BULLETINS, Jan. 1, 1916 to date. On general subjects such as home economics and improvements, kitchens, labor saving devices, vegetables, gardens, instructions to girls' clubs, receipts, markets and

reports. Filed alphabetically as to subject. (Weekly, official.) 7 x 9 bulletins, 11 ft., in filing cabinet. R. 112. (335)

4182. PHOTOGRAPHS OF 4-H CLUB WORK, Jan. 1, 1931 to date. Of different 4-H Club girls and boys, scholarship winners, and reports of winners of trips in clubs. Filed alphabetically by county. (Daily, official.) 9 x 12 folders, 2 ft., in wooden filing cabinet. R. 109. (238)

4183. MRS. LEILA R. MIZE, EXTENSION ECONOMIST, MARKETING, Jan. 1, 1932 to date. General correspondence to and from county and state agents on marketing; plan of work for fiscal year; monthly reports of activities; annual and travel reports; and circular letters. Filed alphabetically. (Daily, official.) 9 x 12 folders, 8 ft., in steel filing cabinet. R. 113. (417)

4184. CORRESPONDENCE, RELEASES, AND BULLETINS, Sept. 1, 1932 - 1934. Correspondence on monthly and annual reports of all expense accounts; and bulletins on food preservation and various suggested programs. Arranged alphabetically by subject. (Daily, official.) 9 x 12 folders, 4 ft., in wooden filing cabinet. R. 112. (447)

4185. MISCELLANEOUS MATERIAL, Sept. 1932 - Jan. 1, 1935. Correspondence, circular letters, contracts, reports of Girls' Clubs, expense accounts, club enrollments, and old records. Filed alphabetically by subject. (Occasionally, official.) 9 x 12 folders, 2 ft., in steel filing cabinet. R. 113. (375)

4186. HOME DEMONSTRATION WORK OF GENERAL CORRESPONDENCE, Jan. 1, 1934 to date. Correspondence between Miss Collier and county and state agents; and reports. Filed alphabetically. (Daily, official.) 9 x 12 folders, 5 ft., in steel filing cabinet. R. 112. (377)

4187. KATHERINE LANIER, EXTENSION SPECIALIST FOOD PRESERVATION 1934, Jan. 1, 1934 to date. Annual reports on canning, food preservation records, community canning records, making American cheese on farm, and date cooking school is held. (Never.) 9 x 12 folders, 2 ft., in steel filing cabinet. R. 113. (408)

4188. MISCELLANEOUS FILE, Jan. 1, 1934 to date. Reports, correspondence, and newspaper clippings of various exhibits which have been in different counties, and copies of programs planned for home economics meetings on women's work. Filed alphabetically. (Monthly, official.) 9 x 12 folders, 2 ft., in steel filing cabinet. R. 112. (378)

4189. MARTHA I. McALPHINE, SPECIALIST, RURAL SOCIAL LIFE, Sept. 1, 1935 to date. Information pertaining to child training and development, list of books and pamphlets for parents, data from home demonstration clubs, general welfare of rural families, and specialists' reports. Filed alphabetically by subject. (Daily, official.) 9 x 12 folders, 7 ft., in steel filing cabinet. R. 113. (403)

4190. 4-H CLUB WORK, MRS. G. V. CUNNINGHAM, STATE AGENT, Oct. 1, 1935 to date. Correspondence to and from 4-H Club members regarding their work; application for work in CCC; and reports and promotion of Club members. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft., in wooden filing cabinet. R. 109. (400)

DIVISION OF COOPERATIVE EXTENSION
STATE AGRICULTURAL EXTENSION DIRECTOR
Conner Hall, University of Georgia

This agency was established in 1907. All reports are sent to Washington.

4191. BULLETINS, Jan. 1 - Dec. 31, 1925. Bulletins originating with the Bureau of Agricultural Engineering; materials and reports on fruits and vegetables during 1924. Filed by subject. (Never.) 9 x 12 folders, 2 ft., in pasteboard transfer case. Dirty. Attic, 4th floor. (651)

STATE DIRECTOR

4192. GENERAL CORRESPONDENCE, July 1, 1931 to date. To concerns, county agents, applicants, and Washington, regarding old and new cotton adjustment acts, various agricultural subjects, and meetings. Filed alphabetically by name of recipient and subject. (Daily, official.) 10 x 16 folders, 10 ft., in wooden filing cabinet. R. 111. (303)

4193. EXPENSE ACCOUNTS, July 1, 1933 - June 30, 1934. Accounts incurred by field work and traveling expenses, showing dates, mileage, and itemized statement of expenditure, voucher number, and total. Filed chronologically. (Never.) 9 x 12 folders, 2 ft., in pasteboard transfer case. Case dusty. Attic, 4th floor. (652)

4194. ANNUAL REPORT, STATE EXTENSION SPECIALISTS, Jan. 1, 1932 - Jan. 1, 1933. Reports from specialists stating their particular line of work, such as horticulture, agronomy, and forestry. Reports from 1914 to date are stored in attic. Filed alphabetically. (Bi-annually, official.) R. 111. (301)

4195. ANNUAL REPORT, PLANS OF WORK, Oct. 1, 1922 - Jan. 1, 1930. Plans and reports on projects in agricultural engineering, poultry raising, canning clubs, agronomy, and farm management. Filed chronologically. (Never.) 9 x 12 folders, 6 ft., in 3 pasteboard transfer cases. Dirty. Attic, 4th floor. (664)

4196. CORRESPONDENCE, Jan. 1, 1933 to date Relating to appointments and financing extension program work; file also contains data and requests for appointment. Arranged alphabetically by subject and filed alphabetically by name of applicant. (Daily, official.) 10 x 16 folders, 4 ft., in wooden filing cabinet. R. 111. (304)

4197. LETTERS, DIRECTOR, June 1, 1933 - July 30, 1934. Personal letters or copies of letters written to supervisors, agents, and other officials in extension work pertaining to director's duties; file also contains releases and travel vouchers. Filed by subject. (Never.) 9 x 12 folders, 4 ft., in 2 pasteboard transfer cases. Attic, 4th floor. (648)

4198. MISCELLANEOUS MATERIAL, April 21, 1934 to date. Instructions

pertaining to Cotton Act 1934, regulations of allotments and tax-exemption certificate, numerous forms used in AAA Program, and bulletins and letters pertaining to soil building and depleting crops. (Annually, official.) 9 x 12 loose-leaf book, 6 in., in pasteboard box. R. 112. (336)

4199. PLANS OF WORK, MISCELLANEOUS CIRCULARS, July 1, 1935 - June 30, 1936. Plans made in advance of work, and circulars used in reference and statistical work. (Occasionally, official.) 10 x 16 folders, 2 ft., in wooden filing cabinet. R. 111. (302)

Assistant Administrator

4200. GENERAL CORRESPONDENCE, Jan. 1, 1934 to date. With county agents and others. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in steel filing cabinet. R. 112. (332)

4201. TRAVEL NOTICE, July 1, 1935 to date. Travel letters of authorization and notices posted by specialists before departure, showing headquarters, name of specialist, date, title, dates of departure and arrival, points visited, object of trip, means of conveyance, signature of specialist, and approval of chief of office. Filed alphabetically. (Daily, official.) 9 x 12 folders, 3 ft., in steel filing cabinet. R. 112. (333, 334)

4202. CORRESPONDENCE (PERSONAL), Jan. 1, 1934 to date. Of administrative assistant, maps, tabulations of expenditures from Washington speeches, and programs of county and home demonstration agents. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft., in steel filing cabinet. R. 112. (331)

Cotton Adjustment Administration Correspondence

4203. CORRESPONDENCE, J. G. OLIVER, Jan. 1, 1934 - Dec. 31, 1935. To director of extension relative to clearance of 1934-1935 cotton contracts. Filed alphabetically. (Daily, official.) 9 x 12 folders, 16 ft., in 3 steel filing cabinets. R. 110. (474)

4204. CORRESPONDENCE RELATING TO COTTON ADJUSTMENT CONTRACTS, Jan. 1, 1934 - Dec. 31, 1935. Relative to information, complaints and appeals from producers within state to director of extension and State Cotton Adjustment Board. (Daily, official.) 9 x 12 folders, 8 ft., in steel filing cabinet. R. 110. (433)

4205. RENTAL AND PARITY CHECK REGISTERS, Jan. 1, 1934 - Dec. 31, 1935. AAA Form 11, showing cotton payments issued and forwarded for producers under cotton contracts within state. (Daily, official.) 9 x 12 folders, 8 ft., in transfer case and 2 pasteboard box files. R. 110. (434)

4206. CORRESPONDENCE, COMPLAINTS AND REPORTS TO J. G. OLIVER, Jan. 1, 1934 to date. Complaint correspondence and reports relative to compliance forwarded from AAA Compliance Section. Filed alphabetically. (Daily, official.) 9 x 12 folders, 8 ft., in steel filing cabinet. R. 110. (473)

County Agents' Records

4207. CORRESPONDENCE, MISS LOIS P. DOWDLE, July 1, 1919 - Sept. 1, 1924. Regarding reports on canning club enrollments, scholarships, contents, funds, and selling of specialties pertaining to Girls' Club Agent's Activities. Filed alphabetically. (Never.) 9 x 12 folders, 12 ft., in 6 transfer cases. Ink faded. Attic, 4th floor. (660)

4208. MONTHLY AND ANNUAL REPORTS, Jan. 1, 1923 - Dec. 1, 1925. Agri. Form 285, showing state, county, names of workers, date covered by report, general activities of workers, summary of extension influence for year, report on legumes and forage crops, special crops, fruits, vegetables and beautification of home grounds, forestry, poultry, and cattle, foods and nutrition, child development and parent education, and a general narrative report of activities and suggestive program for next year; also contains monthly field report of county agent. (Never.) 9 x 12 folders, 4 ft., in 2 pasteboard transfer cases. Attic, 4th floor. (659)

4209. MATERIAL AND REPORTS, HOME DEMONSTRATION AGENTS, Apr. 1, 1924 - Dec. 31, 1929. Records of all home demonstration work performed during this period. (Never.) 9 x 12 folders and note books, 8 ft., in 3 pasteboard boxes. Dirty. Attic, 4th floor. (671)

4210. COMBINED ANNUAL REPORT OF COUNTY EXTENSION WORKERS, Dec. 1, 1927 - Dec. 1, 1929. Agri. Form 285 showing state, county, names of workers, date covered by report, general activities of workers, summary of extension influence for year, report on legumes and forage crops, special crops, fruits, vegetables and beautification of home grounds, forestry, poultry, and cattle, foods and nutrition, child development and parent education, and a general narrative report of activities and suggestive program for next year. Filed alphabetically by county. (Never.) 9 x 12 folders, 16 ft., in 8 pasteboard transfer cases. Attic, 4th floor. (670)

4211. REQUESTS, MOTION PICTURE FILMS, Jan. 1, 1929 - Dec. 31, 1930. Requests for loan of certain films to county agents stating period of loan, and instructions as to shipping. Filed by subject. (Never.) 9 x 12 folders, 2 ft., in pasteboard transfer case. Attic, 4th floor. (656)

4212. CORRESPONDENCE, WILLIE VIE DOWDY, Sept. 1, 1929 - Dec. 31, 1930. From county home demonstration agents to home improvement specialist, and copies of return letters. Filed alphabetically. (Never.) 9 x 12 folders, 2 ft., in pasteboard transfer case. Attic, 4th floor. (658)

4213. CORRESPONDENCE, J. P. CAMPBELL, Dec. 1, 1929 - Dec. 1, 1931. Pertaining to bankers' meetings, Georgia cotton growers, forestry, and clippings; also contains county agent applications. Filed alphabetically by subject. (Never.) 9 x 12 folders, 6 ft., in 3 pasteboard transfer cases. Attic, 4th floor. (650)

4214. CORRESPONDENCE AND ARTICLES, Jan. 1 - Dec. 31, 1930. Letters giving information, questionnaires on radio programs regarding survey to obtain information on carrying equipment, and to make adjustments at Sta-

tion WSB. Filed alphabetically by subject. (Never.) 9 x 12 folders, 2 ft., in pasteboard transfer case. Attic, 4th floor. (655)

4215. ARTICLES AND RELEASES, Apr. 30, 1932 - Dec. 31, 1933. Information pertaining to poultry raising, canning, and radio talks on 4-H Club Work. Filed chronologically. (Never.) 9 x 12 folders, 8 ft., in 4 pasteboard transfer cases. Attic, 4th floor. (657)

4216. APPLICATIONS FOR ALLOTMENT AND TAX-EXEMPTION CERTIFICATES PURSUANT TO COTTON ACT, Apr. 21 - Sept. 1, 1934. Form BA-8b showing name and address of producer, tenure, number acres, location of farm, basis for determining acreage, yield and production of cotton, total acres in cotton, cultivated acres, estimated production of cotton on this farm for 1934, oath and signature of producer and certification of committee, and summary of application. Arranged alphabetically by county. (Monthly, official.) 9 x 14 loose-leaf books, 92 ft., on 51 wooden shelves. Dirty. N. side, 1st floor. (371)

4217. SUMMARY SHEETS, Oct. 1, 1934 - Jan. 1, 1935. Summary of cotton allotment basis, determining individual farm allotments, showing acreage by contract to be used as basis for issuing tax-exemption certificates. (Never.) 10 x 14 loose papers, 1 ft., in pasteboard box. Damaged by faulty containers, dirty. Attic, 4th floor. (661)

District Agent

4218. CORRESPONDENCE, LOIS B. DOWDLE, Jan. 1, 1926 - July 1, 1929. Pertaining to agriculture and home economics, particularly Girls' Club Work, showing records of scholarships awarded, amount of canning done, and amount of funds expended. Filed alphabetically. (Rarely, official.) 9 x 12 folders, 2 ft., in pasteboard transfer case. N. side, 1st floor. (359)

4219. CORRESPONDENCE TO MISS MARY E. CRESWELL, Jan. 1, 1927 - Aug. 31, 1932. To agents and 4-H Club members pertaining to plans of contests for different clubs during year. Arranged alphabetically by county and filed numerically by district number. (Never.) 9 x 12 folders, 4 ft., in 2 pasteboard boxes. N. side, 1st floor. (356)

4220. COUNTY FOLDERS, 1935, L. I. SKINNER, Jan. 1, 1935 - Jan. 1, 1936. Correspondence between local office and county agents relative to outline of work, and date. Filed alphabetically. (Weekly, official.) 9 x 12 folders, 1 ft., in steel filing cabinet. NE. side, 1st floor. (308)

4221. INFORMATION FILE OF T. L. ASBURY, COUNTY FOLDERS, Jan. 1, 1935 - Jan. 1, 1936. General correspondence from district agents to county agents giving reports and instructions concerning work. Filed alphabetically by county. (Daily, official.) 9 x 12 folders, 1 ft., in steel filing cabinet. N. side, 1st floor. (312)

4222. HOME DEMONSTRATION AGENTS, July 1, 1922 - July 1, 1923. Program of county home demonstration council, home management, self supporting homes, a study course of parental education and child development giving information on health, food preservation, poultry value, and reports from 4-H Clubs. (Never.) 9 x 12 folders, 2 ft., in pasteboard transfer case. NW. side, 1st floor. (357)

4223. OFFER TO ENTER INTO COTTON OPTION-BENEFIT OR BENEFITS CONTRACTS, Jan. 1, 1926 - Dec. 30, 1932. Co-operative agreements between farmers and extension service. (Agreements are made in one county only and sent to district agent.) Filed alphabetically by county. (Monthly, official.) 9 x 12 folders, 1 ft., in pasteboard transfer case. N. side, 1st floor. (319)

4224. T. L. ASBURY, BROWN, COUNTY AGREEMENTS, COUNTY MATTERS (NEGROES), Jan. 1, 1929 - Dec. 31, 1931. Contain cooperative agreements made in each county, and appointment request blanks of negro farm agents who are placed in charge of the county specified, or transferred from county to county. Filed by subject. (Quarterly, official.) 9 x 12 folders, 2 ft., in pasteboard transfer case. N. side, 1st floor. (343)

4225. BULLETINS ISSUED FROM EXPERIMENT STATIONS, STATE COLLEGE OF AGRICULTURE, Sept. 1, 1929 - Sept. 1, 1932. Bulletins on cotton, pastures and hay, marketing, labor and materials, raising of livestock, farm improvements and achievements. Filed by subject. (Rarely, official.) 6 x 9 booklets, 3 ft., in 13 pasteboard boxes on shelves. N. side, 1st floor. (368)

4226. LURLINE COLLIER, SUBJECT MATTER MATERIAL, Jan. 1, 1930. Bulletins pertaining to home economics, cooking and canning, home equipment, and interest of 4-H Club girls. (Monthly, official.) 9 x 12 loose-leaf books, 2 ft., in pasteboard transfer case. N. side, 1st floor. (348)

4227. L. I. SKINNER, RETAIL TO CONSUMERS SURVEY, NORTHEAST GEORGIA, Jan. 1, 1931 - Dec. 31, 1932. Summary to quantity sold by retailers to consumers, and summary sheets for retailer to consumer survey. (Annually, official.) 4 x 9 bundle, 1 in., on wooden shelf. N. side, 1st floor. (354)

4228. SUMMARY SHEETS, Jan. 1 - Dec. 31, 1933. Information on general activities such as legumes, forage, potato, cotton, tobacco, and other special crops, fruits, vegetables, beautification of homes and grounds, forestry, agricultural engineering, poultry and beans, cattle, beef cattle, swine, sheep, horses, agricultural economics, home health, and sanitation. (Daily, official.) 3 x 18 and 3 x 20 bundles, 2 in., on wooden shelf. N. side, 1st floor. (337, 350)

4229. COUNTY SUMMONS, NORTHWEST GEORGIA, Jan. 1 - Dec. 31, 1934. Lists of information from all contracts approved by county committee; and names of producers by townships or other county sub-divisions. (Monthly, official.) 4 x 12 bundle, 1 in., on wooden shelf. N. side, 1st floor. (338)

4230. REFERENCE FILE ON L. I. SKINNER, Jan. 1, 1934 - Dec. 30, 1936. Records showing information on programs of work in progress during 1924, until 1926. (Rarely, official.) 9 x 12 folders, 6 ft., in steel filing cabinet. N. side, 1st floor. (314)

4231. COUNTY FOLDERS, 1936, L. I. SKINNER, Jan. 1, 1936 to date. Record showing names of county supervisors and their assistants, with general correspondence carried on in different counties relative to activities therein. Filed alphabetically by county. (Daily, official.) 9 x 12 folders 6 in., in steel filing cabinet. N. side, 1st floor. (309)

4232. ANNUAL REPORTS ON RADIOS, Jan. 1, 1919 - Dec. 31, 1920. Annual reports of radio programs issued during 1919 - 1920. (Never.) 9 x 12 folders, 2 ft., in pasteboard transfer case. N. side, 1st floor. (361)

4233. COMBINED ANNUAL REPORT OF COUNTY EXTENSION WORKERS, July 1, 1920 - Dec. 31, 1935. Form 285 showing state, county, name of worker, date covered by report, general activities of workers, summary of extension influence for year, report on legumes and forage crops, special crops, fruits, vegetables and beautification of home grounds, forestry, poultry and cattle, foods and nutrition, child development and parent education, and a general narrative report of activities and suggestions for next year. (Home Demonstration Agent also uses this form.) (Older records, never; current records, daily, official.) 9 x 12 folders, 16 ft., in 5 pasteboard transfer cases, and on 3 wooden shelves. N. side, 1st floor. (369, 352, 363, 349, 362, 325, 324, 318, 341, 339)

4234. NUTRITION SURVEY, Jan. 1, 1926 - Jan. 1, 1928. Reports from housewives in county specified, showing members of family, type of home, occupations, list of food produced at home or bought, each variety, amount consumed, and quantity left over at end of month. Filed alphabetically by county. (Rarely, official.) 9 x 12 folders, 2 ft., in pasteboard transfer case. N. side, 1st floor. (364)

4235. MONTHLY FIELD REPORT OF COUNTY HOME DEMONSTRATION AGENT, Jan. 1, 1929 - Jan. 1, 1932. Showing county, monthly program development, miscellaneous, leaders consulted, method of demonstration, dates demonstration started and completed, time devoted, and training meetings. Filed by county. (Never.) 9 x 12 folders, 6 ft., in 3 pasteboard transfer cases. N. side, 1st floor. (370)

4236. MONTHLY FIELD REPORT OF COUNTY AGENT, Jan. 30, 1929 - Apr. 1936. Detailed monthly report of county agricultural extension agent on all organized work carried on in county; reverse side shows tabulations of results of committees on cooperative marketing and a narrative report of each enterprise with progress accomplished, note signed by county agent reporting his services during month, and report for committee meetings, crops, club meetings, products sold, home gardens, and completion of farm loans. (Monthly, official.) Variously sized bundles, 7 ft. 6 in., on wooden shelf and in pasteboard transfer cases. N. side, 1st floor. (347, 346, 345, 366, 344, 317, 340)

4237. LUCILLE TURNER, COUNTY AGENT, Jan. 1, 1925 - Dec. 31, 1930. Reports of committee meetings, 4-H Club members, and canning of vegetables and meats; also correspondence regarding county agent's work. Filed by subject. (Occasionally, official.) 9 x 12 folders, 6 ft., in 2 pasteboard transfer cases. N. side, 1st floor. (367)

4238. T. L. ASBURY, GENERAL FILE, Jan. 1, 1926 - Jan. 1, 1934. Correspondence in form of circular letters from district agents of three districts to county agents in each county, and reports to district agent from counties showing outline of work being done; also contains general correspondence, reports, schedules and bulletins giving data pertaining to Extension Service. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 5 ft., in 2 pasteboard transfer cases and steel filing cabinet. N. side, 1st floor. (313, 342)

4239. BULLETINS AND CORRESPONDENCE OF MISS LULA EDWARDS, DISTRICT AGENT, Jan. 1, 1928 - Dec. 31, 1932. Reports of committees on improving home and enrollment of Women's Home Demonstration and Girls' Club Work, and reports on their work. Filed alphabetically. (Never.) 9 x 12 folders, 4 ft., in pasteboard transfer case. N. side, 1st floor. (360)

4240. GENERAL FILE OF L. I. SKINNER, Jan. 1, 1928 - Dec. 31, 1932. Contains correspondence, bulletins, reports, lists of employees' names, and clippings. (Rarely, official.) 9 x 12 folders, 4 ft., in 2 pasteboard transfer cases. N. side, 1st floor. (365)

4241. CORRESPONDENCE TO MISS LURLINE COLLIER, Jan. 1, 1929 - Jan. 1, 1931. Correspondence from different agents and 4-H Club members; also records of their work. Arranged alphabetically by county and filed numerically by district number. (Never.) 9 x 12 folders, 2 ft., in pasteboard transfer case. N. side, 1st floor. (355)

4242. EXTENSION SERVICE CORRESPONDENCE, July 1, 1929 - July 1, 1930. Contains correspondence between district demonstration agent and state home demonstration agent, showing reports on certain phases of work, and sending in requests for supplies to be given county agents, narrative reports on white and negro district agent's work, home improvements, marketing of products, county fairs held, and club work. Filed by subject. (Never.) 9 x 12 folders, 2 ft., in pasteboard transfer case. N. side, 1st floor. (358)

4243. MISCELLANEOUS EXTENSION, MARY E. CRESWELL, Jan. 1, - Dec. 31, 1932. General file of bulletins, reports, and correspondence pertaining to this work, blanks for county scholarship, and list of members of extension service in home economics of the State College of Agriculture and county agents name and address. (Never.) 9 x 12 folders, 2 ft., in pasteboard transfer case. NW. side, 1st floor. (353)

4244. MONTHLY FIELD REPORT AND BALANCE SHEET, Jan. 1, 1932 - Jan. 1, 1933. Monthly Field Report of county agent, which is an analysis of all county activities carried on by county agricultural extension agent; and Balance Sheet for Monthly Field Report, which is a consolidation of all monthly field reports. (Monthly, official.) 8 x 14 tablets, 6 in., in pasteboard transfer case. N. side, 1st floor. (326)

4245. COTTON, Aug. 1, 1933 to date. General outline of work of cotton programs, farm credits, cotton price adjustments and progress reports sent from State Cotton Office. Filed chronologically. (Weekly, official.) 9 x 12 folders, 1 ft., in steel filing cabinet. N. side, 1st floor. (311)

4246. INFORMATION FILE, NORTHWEST GEORGIA, L. I. SKINNER, DISTRICT AGENT, Jan. 1 - Dec. 30, 1934. Correspondence with officials, letters from experiment station, reports on conferences, and correspondence concerning 4-H Club work. Filed by subject. (Monthly, official.) 9 x 12 folders, 2 ft., in pasteboard transfer case. N. side, 1st floor. (316)

4247. T. L. ASBURY, ANNUAL REPORTS, SUMMARY SHEETS, Jan. 1 - Dec. 31, 1934. Form 285 showing state, county, name of worker, date covered by report, general activities of workers, summary of extension influence for

year, report on legumes and forage crops, special crops, fruits, vegetables and beautification of home grounds, forestry, poultry, and cattle, foods and nutrition, child development and parent education, and a general narrative report of activities and suggestive programs for next year. (Annually, official.) 4 x 9 bundle, 1 in., on wooden shelf. N. side, 1st floor. (351)

4248. CORRESPONDENCE, EXPENSE ACCOUNTS, AND CENSUS REPORTS, Jan. 1, 1936 to date. Correspondence, expense accounts of district agents, and census reports, notice of conference, and meetings of county agent. Filed alphabetically. (Daily, official.) 9 x 12 folders, 6 in., in steel filing cabinet. N. side, 1st floor. (310)

4249. INFORMATION FILE, T. L. ASBURY, Jan. 1, 1936 to date. General Correspondence giving annual and weekly reports on work, instructions exchanged between offices, soil conservation programs, and cotton price adjustments. (Daily, official.) 9 x 12 folders, 3 ft., in steel cabinet. N. side, 1st floor. (315)

Division of Beef Cattle and Sheep

4250. BULLETINS, R. E. DAVIS, AGENT IN ANIMAL HUSBANDRY, Sept. 1, 1935 to date. Bulletins pertaining to goats, sheep, birds, beef cattle, classes and grades of cattle, directions on curing meat, and exhibits. Filed alphabetically by subject. (Daily, official.) 6 x 9 loose papers, 3 ft., in steel filing cabinet. R. 110. (502)

4251. CORRESPONDENCE AND MISCELLANEOUS MATERIAL OF W. T. BENNETT, Jan. 1 - Sept. 30, 1934. Correspondence, bulletins, and reports to and from W. T. Bennett. Filed alphabetically by county and district agent. (Occasionally, official.) 9 x 12 folders, 2 ft., in pasteboard box. R. 110. (503)

Division of Livestock and Poultry

4252. BEEF CATTLE AND SHEEP SPECIALIST, CORRESPONDENCE, Dec. 1, 1934 to date. General correspondence to county agents from Specialist, relative to beef cattle and sheep. Filed alphabetically. (Daily, official.) 9 x 12 folders, 3 ft., in steel filing cabinet. R. 110, 2d floor. (431)

4253. CORRESPONDENCE, ARTHUR F. GANNON, POULTRYMAN, Jan. 1, 1936 to date. Between poultry growers in Georgia, and poultry specialists in other colleges. Filed alphabetically by name. (Daily, official.) 9 x 12 folders, 4 ft., in filing cabinet. R. 110. (435)

4254. BULLETINS, 1930 to date. Issued to people on request by Extension Office. Filed alphabetically by subject. (Monthly, official.) 7 x 9 loose papers, 8 ft., in steel filing cabinet. R. 110. (428)

4255. STENCILS ON SUBJECTS OF BEEF CATTLE, SHEEP AND DAIRYING, Jan. 1, 1933 to date. Letters on beef cattle, sheep and dairying issued by extension dairyman, and beef cattle and sheep specialist. (Daily, official.) 9 x 12 loose papers, 4 ft., in wooden filing cabinet. R. 110. (477)

4256. BULLETINS, R. E. DAVIS, Jan. 1, 1935 to date. Pertaining to cattle, beef cattle, outlook charts, and different kinds of sprays including cattle fly sprays. (Occasionally, official.) 6 x 9 loose papers, 4 ft., in wooden filing cabinet. R. 110. (478)

4257. SUBJECT MATTER, n. d. Cards showing subjects such as poultry, production, care, and marketing; information on breeding, brooding, diseases, feeding, and incubation; also record of extension poultryman's expense account. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft., in steel filing cabinet. R. 110. (426)

4258. BLOOD TEST RECORDS OF FLOCKS, Jan. 1, 1936 to date. Report sheet divided into squares which contains blood of chicken, showing name of owner, address, and number of birds tested. Filed alphabetically by name of testing agent. (Frequently, official.) 9 x 11 loose papers, 1 ft., in steel filing cabinet. R. 110. (427)

4259. ARTICLES, L. H. MARLATT, AGENT IN ANIMAL HUSBANDRY, Jan. 1, 1934 - Dec. 31, 1935. Articles and correspondence sent to county home demonstration agents on making cheese, preparing milk and cream, canning, and caring for meats. (Never.) 9 x 12 folders, 2 ft., in pasteboard transfer case. Attic. (654)

Extension Agronomist

4260. CORRESPONDENCE, Jan. 1, 1935 to date. With county agents, farmers, and those interested in peanut adjustment program. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft., in steel filing cabinet. R. 110. (466)

4261. CORRESPONDENCE, June 30, 1936 to date. Letters to agents, farmers, business concerns and others cooperating in agriculture. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft., 6 in., in steel filing cabinet. R. 110. (465)

4262. BULLETINS, Feb. 1, 1931 to date. Bulletins on such subjects as alfalfa, bees, barley, corn, cotton, diseases, exhibits, lespedeza, tobacco, and wheat. Filed alphabetically by subject. (Daily, official.) 9 x 9 loose papers, 12 ft., in steel filing cabinet. R. 110. (467)

4263. TVA DEMONSTRATION REPORTS, Mar. 1, 1935 to date. Cropping plans, agreements for demonstrations with triple super-phosphate on various farms in counties that have been included for demonstration work, and requisitions for super-phosphate. Filed alphabetically by county. (Weekly, official.) 9 x 12 bundles, 6 ft., in steel filing cabinet. R. 110. (468)

4264. PLANS, Jan. 1, 1923 to date. Agronomist specialist makes a plan of work for state as a whole and promotes this by visits, meetings, state tours, conferences, issuing circulars, and state fairs; also annual reports of progress made in production crops. Filed chronologically. (Daily, official.) 9 x 12 folders, 2 ft., in steel filing cabinet. R. 110. (464)

Extension Dairyman

4265. CORRESPONDENCE, OLD RADIO PAPERS, ARTICIES, 1927 - 1933. Copies

of correspondence written by Frank W. Fitch to county agents, and their replies. Filed alphabetically by county. (Occasionally, official.) 9 x 12 folders, 2 ft., in pasteboard box. R. 110. (504)

4266. CORRESPONDENCE, Jan. 1, 1929 - Dec. 31, 1933. Old correspondence with county agents, on the subject of dairying. Filed alphabetically. (Annually, official.) 9 x 12 folders, 4 ft., in 2 pasteboard transfer cases and pasteboard box. R. 110. (647)

4267. DAIRYMAN SPECIALIST, CORRESPONDENCE, Jan. 1, 1936 to date. With county agents regarding cows, and tests made of them. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft., in steel filing cabinet. R. 110. (432)

4268. BULLETINS, Jan. 1, 1934 to date. On dairying Jersey cattle, and ways of treating different diseases of animals. (Occasionally, official.) 6 x 9 loose papers, 8 ft., in wooden filing cabinet. R. 110. (476)

4269. BULLETINS, Sept. 1, 1935 to date. Material on various subjects pertaining to dairying, beef cattle, cow testing, herd improvement, creams, dairy cattle, experimental bulletins, and fair catalogues. Filed alphabetically by subject. (Daily, official.) 6 x 9 loose papers, 4 ft., in steel filing cabinet. R. 110. (501)

4270. CORRESPONDENCE, Jan. 1, 1934 - Dec. 31, 1935. General correspondence between Frank W. Fitch and county agents, and annual reports on dairymen. Filed alphabetically by county. (Occasionally, official.) 9 x 12 folders, 2 ft., in steel filing cabinet. R. 110. (475)

Extension Economist

4271. OLD LETTER FILE, Jan. 1, 1930 - Jan. 1, 1932. Pertaining to cooperative marketing, showing lists of commercial crop sales, average prices of produce, energetic selling, and advertising. Filed alphabetically by subject. (Never.) 9 x 12 folders, 2 ft., in steel filing cabinet. R. 16. (397)

4272. CORRESPONDENCE, Jan. 1, 1932 - Jan. 1, 1935. Regarding marketing of livestock and poultry, monthly field reports, and field expense of county agent. (Annually, official.) 9 x 12 folders, 4 ft., in 2 pasteboard transfer cases. Faulty containers. R. 16. (396)

4273. BY-LAWS, ARTICLES OF INCORPORATION, MEMBERSHIP CHARTER, July 1, 1934 to date. Letters pertaining to crop contracts, buying, selling, terracing, canning, and recommendations. Filed alphabetically by subject. (Daily, official.) 9 x 12 folders, 1 ft., in wooden filing cabinet. R. 16. (394)

4274. CORRESPONDENCE FILE, Jan. 1 - Dec. 31, 1935. Letters from different agencies in Extension Service to extension economist, requesting bulletins on prices of produce marketed. Filed alphabetically by subject. (Weekly, official.) 9 x 12 folders, 2 ft., in pasteboard transfer case on floor. R. 16. (687)

4275. LETTERS, Jan. 1, 1936 to date. Correspondence and copies of

replies received by extension economist relative to agricultural problems, farm mortgages, committees, banking, curb markets, canning reports, and livestock developments. Filed alphabetically by subject. (Daily, official.) 9 x 12 folders, 2 ft., in steel filing cabinet. R. 16. (395)

4276. BULLETIN FILE, Jan. 1, 1932 to date. Bulletins from the Institutes of Agriculture and Experiment Stations showing reports, surveys, and farm economics agricultural outlook. Filed alphabetically by subject. (Daily, official.) 6 x 9 booklets, 16 ft., in steel filing cabinet. R. 16. (393)

4277. UNITED STATES MARKET REPORTS, Jan. 1, 1935 to date. Reports showing prices on various crops, and livestock; also reports on climate and its effect on markets. Filed chronologically. (Weekly, official.) 9 x 14 papers, 6 ft., on 24 board wall files. R. 16. (399)

4278. REFERENCE FILE, MISCELLANEOUS, Jan. 1, 1934 to date. Miscellaneous clippings, bulletins, reports on curb markets, mimeographed publications, maps showing locations of markets, and sheets giving grades and standards of produce to be sold; also information on business and agricultural conditions in other states and local prices in United States. Filed by subject. (Daily, official.) 9 x 12 folders, 8 ft., in wooden filing cabinet. R. 16. (392)

4279. CURRENT MARKETING PRODUCTS, Jan. 1, 1936 to date. Letters from county agents pertaining to watermelons, grain, poultry, syrup, pecans, seeds, general supplies, county agents' meetings, and reports of their daily work. (Daily, official.) 9 x 12 folders, 8 ft., in steel filing cabinet. R. 16. (298)

Extension Forester

4280. CORRESPONDENCE, Jan. 1, 1934 to date. Letters from district agents showing reports of club work in forest management problems, prevention of fires, inquiries as to the planting of pines, and purchase of seedlings. (Daily, official.) 9 x 12 folders, 3 ft., in wooden filing cabinet. R. 16. (390)

4281. SUPPLIES AND BULLETINS, Jan. 1, 1932 - Dec. 31, 1934. Bulletins pertaining to insect damage, forest management, reports from county agents, and Georgia products ready for shipment. (Weekly, official.) 9 x 12 booklets, 2 ft., in steel filing cabinet. Papers scattered. R. 16. (389)

4282. MISCELLANEOUS FILES, Jan. 1, 1931 to date. Reports of woods operations and expenses, such as saw milling, planting, firebreaks, machinery, equipment, and repair cost; also bulletins on various species of pines, forest management, marketing of farm wood products, naval stores industry, and general correspondence. (Daily, official.) 10 x 14 loose-leaf books, 10 ft., on 10 shelves. Dirty. R. 16. (688)

4283. FORESTERS' FILES, Jan. 1, 1932 - Dec. 31, 1934. Monthly report of specialists stating nature of work, visits to demonstration, and training of local leaders; also information pertaining to the different species of pines, those native to northwest Georgia, their characteristics, value

of pine, and a formula for measuring standing timber. (Rarely, official.) 9 x 12 papers, 2 ft., in pasteboard transfer case. R. 16. (388)

Extension Poultryman

4284. TRUE-FALSE TESTS, July 1934 to date. Leaflets containing twenty statements regarding poultry, to be checked true or false, when sent to State office, they are returned corrected. Filed chronologically. (Monthly, official.) 9 x 12 folders, 1 ft. 6 in., in pasteboard box. R. 110. (469)

Horticulture and Landscaping

4285. HORTICULTURAL INFORMATION, Jan. 1, 1930 - Jan. 31, 1931. Letters of persons asking for membership in the Georgia State Horticulture Society, to the President, and return letters stating amount of entrance fees. Filed alphabetically. (Monthly, official.) 9 x 12 folders, 2 ft., in pasteboard transfer case on floor. R. 110. (487)

4286. CORRESPONDENCE, Jan. 1, 1932 to date. Letters to county agents, home demonstration agents, and individuals interested in landscape gardening, disease, and pest control. Filed alphabetically. (Daily, official.) 9 x 12 folders and index dividers, 6 ft., in steel filing cabinet and 2 pasteboard transfer cases. R. 110, and attic. (470)

4287. CORRESPONDENCE, Jan. 1, 1936 to date. Pertaining to growing of vegetables and plants, trip reports, letters from Vegetable Growers Association giving agricultural research data, better production of crops and fruits, control of insects, and date of meetings. Filed alphabetically by subject. (Daily, official.) 9 x 12 folders, 4 ft., in 2 steel filing cabinets. R. 110. (484)

4288. BULLETINS, 1918 to date. Pertaining to animals, buildings, plants (ornamental and vegetable), plant disease, and insects. Filed alphabetically by subject. (Frequently, official.) 7 x 10 loose papers, 12 ft., in steel filing cabinet. R. 110. (429)

4289. MIMEOGRAPH MATERIAL, Aug. 1, 1926 to date. Information on landscape gardening showing native plants, hedges, screens, fences, flower beds, perennial borders, Christmas greens, care of roses, and selecting native plants for home use. Filed alphabetically by subject. (Daily, official.) 9 x 12 folders, 4 ft., in steel filing cabinet. R. 110. (472)

4290. FARMERS' BULLETINS, Jan. 1, 1930 - Jan. 1, 1935. Information from biologists on rodent and mole control surveys of Georgia soil, orchard culture, and aid used in insect control. Filed alphabetically by subject. (Monthly, official.) 6 x 9 loose papers, 8 ft., in 2 pasteboard transfer cases. R. 110. (488)

4291. PUBLICATIONS AND EXTRACTS, Jan. 1, 1930 to date. Reprints from Journal of Agricultural Research, showing effects of climate on plant life, and reduction of decay in fruits and vegetables by special treatment. (Daily, official.) 6 x 9 pamphlets, 12 ft., in steel filing cabinet. R. 110. (486)

4292. BULLETIN FILE, Jan. 1, 1935 to date. Bulletins relating to experiments in growth and other factors of plant life. Filed alphabetically by subject. (Daily, official.) 9 x 12 loose papers, 12 ft., in steel filing cabinet. R. 110. (482)

4293. LIST OF BULLETINS, INDEX FILE, Jan. 1, 1935 to date. Cards showing name, number of bulletins, and place of publication. (Daily, official.) 3 x 5 cards, 6 ft., in steel filing cabinet. R. 110. (483)

4294. MIMEOGRAPHED MATERIALS, Jan. 1, 1936 to date. Material issued to county and state agents pertaining to circular letters on various subjects. releases, and solutions of problems in agricultural work. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft., in steel filing cabinet. R. 110. (485)

4295. REPORTS, RECORDS, AND CORRESPONDENCE, Feb. 1, 1918 to date. Reports covering trip expense, mileage, monthly reports, plans of work, President's reports, material for county agent's handbook, and records of plans made for home and public grounds in Georgia, request for service of specialist, and correspondence. (Daily, official.) 9 x 12 folders and index dividers, 2 ft., in steel filing cabinet. R. 110. (471)

4296. GENERAL FILE, Jan. 1, 1930 - Jan. 1, 1934. Reports on agricultural research programs, expense accounts, outlook charts, potato program, circular letters, and clippings giving articles written on agricultural problems. (Daily, official.) 9 x 12 folders, 8 ft., in 4 pasteboard transfer cases on floor. R. 110. (489)

Plant Pathologist

4297. CORRESPONDENCE, Sept. 1, 1935 to date. With county and state agents. Arranged alphabetically by county and filed numerically by district. (Daily, official.) 9 x 12 folders, 1 ft., in steel filing cabinet. R. 110. (505)

4298. MIMEOGRAPH MATERIAL, Jan. 1, 1935 to date. Material pertaining to plant diseases and problems met in different counties to be sent to county and state agents. Filed alphabetically by subject. (Monthly, official.) 9 x 12 folders, 2 ft., in steel filing cabinet. R. 110. (507)

4299. TRAVEL REQUEST AND CORRESPONDENCE REPORTS, Sept. 1, 1935 to date. Monthly reports of travel expenses, notices, requests issued to different agents to trace plant disease, plant pathologists' meeting, and request from county agent on treatment and test of seed. Filed alphabetically by county. (Monthly, official.) 9 x 12 folders, 1 ft., in steel filing cabinet. R. 110. (506)

4300. TREATED AND UNTREATED SEED, Sept. 1, 1935 to date. Studies and mimeograph letters on different plants and their diseases, treated and untreated seed, and correspondence to county and district agents on plants and seeds. (Daily, official.) 9 x 12 loose papers, 4 ft., in steel filing cabinet. R. 110. (500)

ATLANTA

DIVISION OF COOPERATIVE EXTENSION
COUNTY EXTENSION AGENTS
Fulton County Courthouse, 136 Pryor St. SW.

Agricultural and home demonstration agencies were first established here on July 1, 1914. Records are destroyed when no longer in use. The agricultural adjustment records are listed in the AAA section.

County Agricultural Extension Agent

4301. COUNTY AGRICULTURAL AGENT'S CORRESPONDENCE AND RECORDS, Sept. 1, 1923 to date. Correspondence of county agent with state office at Athens, field workers, and others having business with the Cooperative Extension Work; also miscellaneous data and reports compiled by county agent. Filed chronologically. (Daily, official.) 9 x 12 and 8½ x 11 folders and 8½ x 11 loose papers, 2 ft., in steel filing case and 6 letter files on wooden bookcase. R. 901. (6896)

4302. MISCELLANEOUS CORRESPONDENCE, Jan. 1, 1934 - July 1, 1935. Instructions to county farm as to variety and quantity of products to send to fair, and requests for cattle to pasture and seeds to plant. Filed chronologically. (Never.) 9 x 12 folders, 2 in., in steel filing case. R. 901. (7106)

4303. COMBINED ANNUAL REPORT OF COUNTY EXTENSION WORKERS, Sept. 1, 1923 to date. Agri. Form 285, statistical report on all extension work done in Fulton county. Reports combined are for home demonstration agent. Filed chronologically. (Annually, official.) 9 x 12 folders, 4 in., in steel filing case. R. 901. (6889)

4304. BREEDING REPORT, CATTLE, 1936, July 1, 1936 to date. Reports of cattle breeding as conducted by the 4-H Clubs and bulletins issued by the Extension Service on breeding livestock. Filed chronologically. (Daily, official.) 9 x 12 folders, 1 in., in steel filing case. R.901. (7200.

4305. CHART WITH GRAPHS, Jan. 1, 1909 - Dec. 31, 1935. Indicating monthly changes in cotton industry, the decline in our foreign sales, including U. S. purchases and sales, with inset showing in billions of dollars, net balance owed by U. S. to foreign countries, and net balances owed to us by foreign countries. (Never.) 38 x 72 pasteboard chart, ¼ in., on wooden easel. R. 901. (6961)

4306. MISCELLANEOUS RECORDS, July 1, 1936 to date. Bulletins and other mimeographed matter, relating to breeding reports, agricultural engineering, irrigation, whitewash, house plans, farm buildings, barns, pasture, gates, silo construction, agronomy, horticulture, and miscellaneous farm subjects. Filed chronologically. (Daily, official.) 9 x 12 folders, 2 ft., in steel filing case. R. 902. (6944)

County Home Demonstration Agent

4307. APPLICATIONS, Jan. 1, 1933 to date. Applications made by boys for 4-H Club enrollment; also application card and correspondence pertaining to 4-H Club work. Filed alphabetically. (Daily, official.) 9 x 12 folders, 3 ft., in steel filing case. R. 902. (6904)

4308. BOYS' 4-H PERSONNEL CARDS, Jan. 1, 1933 to date. Enrollment cards of 4-H Club boys, showing club, name and address, school, parents' names, year enrolled, and products raised. Filed alphabetically. (Daily official.) 3 x 5 cards, 3 ft., in steel card cabinet. R. 902. (6903)

4309. HOME DEMONSTRATION AGENT'S FILE, Jan. 1, 1933 to date. Records showing exhibits of clothing, pantry, gardening, poultry, famous paintings, and complete exhibits sent to the fair by the 4-H Club girls of Fulton County. Filed chronologically. (Daily, official. 9 x 12 folders, 2 ft., in steel filing case. R. 902. (6966)

4310. PERSONAL FILE, Jan. 1, 1933 to date. File of the county agent and assistant, pertaining to 4-H Club boys' work, including reports, instructions, enrollment, and organizations. Filed chronologically. (Daily, official.) 9 x 12 folders, 2 ft., in steel filing case. R. 902. (7177)

4311. PERSONNEL CARDS, Jan. 1, 1933 to date. Records of 4-H Club girls who have graduated, moved away or discontinued, name,address, club, and club activities. Filed alphabetically. (Report 6965 daily; report 6964 weekly, official.) 3 x 5 cards, 2 ft., in 2 wooden card cabinets. R. 902. (6965, 6964)

4312. WOMEN'S HOME DEMONSTRATION CONTEST, Jan. 1, 1934 to date. Records of contests which are held each year on clothing and canning; the best records are sent to the State Fair. Filed chronologically. (Daily, official.) 9 x 12 folders, 1 ft., in steel filing case. R. 902. (7176)

4313. DROUGHT RELIEF, July 1, 1934 - June 30, 1936. Drought relief time report blanks, county terracing records, grants, and supplemental loans to farmers in hail and drought stricken areas. Filed chronologically. (Never.) 9 x 12 folders, 8 in., in steel filing case. R. 902. (7154)

4314. PROGRAM PLANNING MATERIAL, July 1, 1934 to date. Maps, telegrams, miscellaneous letters, and bulletins on farming and soil erosion. Filed chronologically. (Daily, official.) 9 x 12 folders, 4 in., in steel filing case. R. 902. (7178)

4315. WOMEN'S AND GIRLS' CLUBS, July 1, 1934 - June 30, 1936. Various reports, correspondence, bulletins, and other date of women's and girls' clubs, including 4-H Club, Home Domonstration Club, and the extension program, which includes older boys and girls as well as community groups. Filed chronologically. (Annually, official.) 9 x 12 folders 2 ft., in steel filing case. R. 902. (6941)

4316. 4-H CLUB GIRLS' MISCELLANEOUS REPORTS, Jan. 1, 1935 to date. Reports show club enrollments, newspaper clippings, promotion lists,

girls who modeled clothing in community women's work, and correspondence pertaining to camps, trips, and fairs. Filed chronologically. (Daily, official.) 9 x 12 folders, 2 ft., in steel filing case. R. 902. (7181)

4317. VARIOUS COOPERATIVE AGENCIES, Jan. 1, 1935 to date. Records pertain to the 4-H Club boys' work, community canning project, community development, county agent's file, and correspondence. Filed chronologically. (Daily, official.) 9 x 12 folders, 2 ft., in steel filing case. R. 902. (6963)

4318. FARMERS SIGNING WORK SHEETS, Jan. 1, 1936 to date. Records show name, address, owner of land, application number, work sheets number, general base acreage and yield, and cotton base acreage and yield. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft., in steel card cabinet. R. 903. (6900)

4319. RECORDS AND LISTS, WOMEN'S AND GIRLS' WORK, July 1, 1936 to date. Records pertain to horticulture, camps, rally day material, Carnigie Library material, and Home Demonstration Club lists. Filed chronologically. (Annually, official.) 9 x 12 folders, 3 ft., in steel filing case. R. 902. (6942)

4320. WEEKLY PROGRESS REPORTS ON CHECKING FOR PERFORMANCE, Jan. 1, 1933 - June 30, 1935. Reports show county, county agent, date, number of Forms SR 8 completed this week, total acres of all crops, and summary and totals to date. Filed chronologically. (Never.) 9 x 12 folders, 6 in., in steel filing case. R. 902. (7175)

4321. HOME IMPROVEMENT RECORDS, July 1, 1936 to date. Records show names of girls who kept house at least one week, and the improvements of each room and porch. Filed alphabetically. (Daily, official.) 9 x 12 folders, 6 in., in steel filing case. R. 902. (7179)

4322. MISCELLANEOUS RECORDS, Jan. 1, 1933 to date. Records pertain to boys' 4-H Club work, including corn exhibits, club record of purebred pigs, lists of boys completing record books, boys enrolling in various contests, club reports, list of boys needing financial aid to carry out 4-H project, boys awarded scholarships to Camp Wilkins, and correspondence in regard to undelivered checks to the disbursing office, letters of instructions, statements of completed practices, county agent's work, livestock development program, county dairy unit, River Camp, cotton files, applications for jobs as chairmen, farm debt adjustment, and rural electrification. Filed chronologically. (Daily, official.) 9 x 12 folders, 4 ft., in steel filing case. R. 902. (7180)

4323. BULLETINS AND MIMEOGRAPHED MATERIAL, July 1, 1936 to date. Records pertaining to canning, preserving, pickling, and other economic information; also planning, building, beautifying, gardening, and home furnishing suggestions for club members and others. Filed chronologically. (Monthly, official.) 9 x 12 folders, 1 ft. 8 in., in steel filing case. R. 902. (6894)

AUGUSTA

DIVISION OF COOPERATIVE EXTENSION
COUNTY EXTENSION AGENTS
Richmond County Courthouse
Greene and Telfair Sts.

The office of the agricultural agent was established on January 1, 1912. A home demonstration agent was appointed on January 1, 1920. Agricultural adjustment records are listed in the AAA section.

County Agricultural Extension Agent

4324. EXTENSION WORKERS, STATE OF GEORGIA, Jan. 1, 1935 to date. Record of extension service personnel for the state, giving names, addresses, and positions held. Arranged alphabetically. (Weekly, official.) 9 x 12 folders, 2 in., in drawer of wooden filing cabinet. SW. end, ground floor. (1138)

4325. COUNTY GAS ACCOUNT, 1935, Oct. 12, 1935 - June 2, 1936. Sales slips covering gasoline and oil used by the special county agent. Filed chronologically. (Monthly, official.) 9 x 12 folders, 1 in., in drawer of wooden filing cabinet. SW. room, 1st floor. (1150)

4326. CORRESPONDENCE, OBSOLETE, Jan. 27, 1934 - May 28, 1935. Between the county agent and other agents relating to marketing of various farm products and the planning of meetings to discuss improvement of marketing and services between county agents and special marketing agents. (Never.) 9 x 12 folders, 1 ft., in drawer of wooden filing cabinet. SW. room, ground floor. (1157)

4327. CORRESPONDENCE, Oct. 19, 1935 - Feb. 3, 1936. Letters written by the special county agent during leave of absence of regular agent. Correspondence pertains to all functions and routine of the agent's office. (Never.) 8 x 10 loose papers, 2 in., in drawer of wooden filing cabinet. SW. room, ground floor. (1158)

4328. PAID TELEGRAPH BILLS, CIRCULARS, AND TELEGRAMS, Feb. 12, 1934 to date. Paid telegraph bills, copies of circulars, and letters and telegrams on various subjects. Filed chronologically. (Daily, official.) 9 x 12 folders, 4 in., in drawer of wooden filing cabinet. SW. room, ground floor. (1139)

4329. MISCELLANEOUS OFFICE CORRESPONDENCE, July 1, 1934 to date. Between producers, local and state offices and Washington, pertaining to business activities of local office. Filed chronologically. (Daily, official.) 9 x 12 folders, 2 ft., in steel filing case. SW. room, ground floor. (1062)

4330. COUNTY AGENT'S PERSONAL LETTER FILE, Jan. 1, 1928 to date. Between county agent and other agents pertaining to various business matters. Filed chronologically. (Daily, official.) 9 x 12 folders, 8 ft., in 4 drawers of steel filing cabinet. SE. room, basement. (1107)

4331. MISCELLANEOUS LETTER FILE, Feb. 1, 1936 to date. Letters concerning soil conservation, 4-H Club projects, Agricultural Adjustment Administration, authorizations, personnel, transmittals, and receipts. Filed alphabetically by subject. (Daily, official.) 9½ x 12 folders, 1 ft., in drawer of steel filing cabinet. SE. room basement. (1141)

4332. ANNUAL REPORTS, Feb. 5 - Dec. 1, 1934; Oct. 15, 1935. Narrative summaries sent by the special county agent to the regional office at Athens, covering all activities of this office. (Never.) 9 x 12 folders, 1 in., in drawer of wooden filing case. SW. room, ground floor. (1112)

4333. DAILY DIARIES, Feb. 1, 1934 to date. Book for each month, containing daily entries of all functions and routine work of the office. Summaries are taken at end of month and entered on monthly report. (Never.) 5 x 6 paper covered books, 1 ft. 3 in., in drawer of wooden filing cabinet. SW. room, ground floor. (1120)

4334. BULLETIN OF PRODUCTS FOR SALE, Feb. 12, 1934 - May 27, 1935. Mimeographed record collected and assembled by marketing specialist for the information of persons interested in knowing where farm products are available in Georgia. (Never.) 9 x 12 folders, 1 in., in drawer of wooden filing case. SW. room, ground floor. (1106)

4335. WHOLESALE MARKET, Apr. 1, 1934 - Apr. 27, 1936. Record of ideas, suggestions, and plans from various parties pertaining to a farmers' wholesale market for the purpose of assisting them in obtaining better prices for their products. Filed chronologically. (Monthly, official.) 9 x 12 folders, 1 in., in drawer of wooden filing cabinet. SW. side, 1st floor. (1144)

4336. MONTHLY FIELD REPORTS, Jan. 1, 1935 to date. Copies of monthly reports on field agent's activities. Filed chronologically. (Monthly, official.) 9 x 12 folders, 3 in., in wooden filing case.cabinet. SW. room, ground floor. (1140)

4337. INCOMING MISCELLANEOUS CORRESPONDENCE, June 4, 1935 to date. Miscellaneous correspondence to the special county agent, pertaining to the marketing of farm products for the purpose of obtaining better prices for the farmers. Filed chronologically. (Daily, official.) 9 x 12 folders, 1 in., in drawer of wooden filing cabinet. SW. side, 1st floor. (1151)

4338. MIMEOGRAPHED CIRCULARS ON NATIONAL YOUTH ADMINISTRATION, July 1, 1935 to date. Circulars and other mimeographed literature on the NYA. (Never.) 9 x 12 folder, 2 in., in drawer of wooden filing cabinet. SW. room, ground floor. (1105)

4339. CIRCULAR LETTERS WRITTEN, Feb. 13, 1934 to date. Correspondence from special county agent to farmers offering assistance in quoting best market prices and aid them in the disposal of their products. (Never.) 9 x 12 folders, 1 in., in wooden filing case. SW. room, ground floor. (1080)

4340. LETTERS WRITTEN SPECIAL COUNTY AGENT, July 4, 1934 to date. On the special county agent pertaining to the marketing of farm products for the purpose of obtaining a better price for the farmer. Filed chronologically. (Daily, official.) 9 x 12 folders, 1 in., in drawer of wooden filing cabinet. SW. room, 1st floor. (1149)

4341. TREATED AND UNTREATED SEEDS, Jan. 1, 1935 to date. Record of all seeds treated and untreated, showing name of planter, acreage, and amount of treated and untreated seeds planted. Filed chronologically. (Monthly, official.) 9 x 11 clipboard file, 6 in., in drawer of wooden filing cabinet. SW. room, ground floor. (1102)

4342. MONTHLY REPORT, Feb. 1, 1936 - July 1, 1936. Monthly field report of county agent showing days worked, calls made, letters written, miles traveled, location of visits and purposes. Filed chronologically. (Monthly, official.) 9 x 12 folders, 1 in., in drawer of wooden filing cabinet. SW. room, 1st floor. (1143)

4343. AIKEN COUNTY FARM PLANNING COMMITTEE, Mar. 11, 1936 to date. Farm program for 1936 of Aiken County, showing recommendation for permanent farming, estimated acreage, and livestock production. Sent to special county agent as information. (Never.) 10 x 12 envelopes, 1 in., in drawer of wooden filing cabinet. SW. room, 1st floor. (1142)

County Home Demonstration Agent

4344. GENERAL CORRESPONDENCE, Jan. 1, 1927 to date. Between agent, cooperating agencies and the State Extension office. (Weekly, official.) 9 x 12 folders, 2 ft., in steel filing cabinet. SW. room, ground floor. (1085)

4345. GENERAL INFORMATION, Jan. 1, 1924 to date. Magazine articles, bulletins, and newspaper articles pertaining to work. (Daily, official.) 9 x 12 folders, 2 ft., in steel filing cabinet. SW. room, ground floor. (1091)

4346. INFORMATION, Jan. 1, 1928 to date. Bulletins from different agricultural colleges throughout the United States pertaining to 4-H Club, and home demonstration work. (Semimonthly, official.) 9 x 12 folders, 2 ft., in steel filing cabinet. SW. room, ground floor. (1098)

BAINBRIDGE

DIVISION OF COOPERATIVE EXTENSION
COUNTY AGRICULTURAL EXTENSION AGENT
(A) Decatur County Courthouse, West and Water Sts.
(B) City Hall, West Water St.
(C) Williams Bldg. 4175 S. West St.

This office was established in 1923. Its jurisdiction covers Decatur County.

4347. NOTICE TO EMPLOYEES RELATIVE TO INCOME TAX MATTERS, Feb. 18 - Mar. 20, 1935. Treasury Form 1R1099, showing name and address of employee, kind and amount of income, and by whom paid. Filed alphabetically according to name of employees. (Never.) 3½ x 8 folders, 1 in., in steel filing case. R. 1, 2d floor (Bldg. B). (73)

4348. GENERAL CORRESPONDENCE, July 1, 1923 to date. With other officials and individuals relating to the details of this office. Filed chronologically. (Daily, official.) 8½ x 11 folders, 8 in., in steel filing case. R. 1, 2d floor (Bldg. B). (129)

4349. INVOICE FOR SUPPLIES, Aug. 27, 1936 to date. Treasury Form 49-E, showing invoice number, date, names of department and bureau, appropriation symbol and title, purchase order number, department's purchase order number, item number, description, quantity, and unit price. (Monthly, official.) 9 x 12 folders, 1 in., in steel filing cabinet. R. 1, 2d floor (Bldg. B). (148)

4350. APPLICATION FOR MEMBERSHIP IN 4-H CLUB, Jan. 1, 1935 to date. Agri. Form showing name and age of applicant and of guardian or parent, date, projects which applicant desires to participate in, and signature of parent or guardian. Filed alphabetically according to applicants' names. (Monthly, official.) 4 x 6 loose cards, 4 in., in wooden box on floor. R. 1, 2d floor (Bldg. B). (138)

4351. 4-H CLUB ENROLLMENT, Jan. 1, 1936 to date. Agri. Form showing date, county, names of extension and district agents, total enrollment for each year of club work, name and address of club member, age, grade in school, club year this year, father's or guardian's initials, and whether parents own farm. Filed alphabetically according to names of applicants. (Weekly, official.) 8½ x 11 loose papers, 1 in., in wooden box on floor. R. 1, 2d floor (Bldg. B). (141)

4352. COMBINED ANNUAL REPORT OF COUNTY EXTENSION WORKERS, Dec. 1, 1923 to date. Agri. Form 285 showing state, county, names of workers, dates covered by report, general activities of eorkers, summary of extension influence for year, report on legumes and forage crops, special crops, fruits, vegetables, beautification of home grounds, forestry, poultry and cattle, foods and nutrition, child development and parent education, and a general narrative report of activities and suggestive program for next year. Filed chronologically. (Records covered by report 142, never; those covered by 297, annually, official.) 8 x 10½ loose-leaf books (14) and 9 x 12 folders, 7 in., on shelf and in steel cabinet. R. 1, 2d floor (Bldgs. A and B). (142, 297)

County Home Demonstration Agent

4353. GENERAL CORRESPONDENCE, July 1, 1933 to date. Agri.Form showing correspondence with club members and other officials relating to the activities of this office. Filed chronologically. (Daily, official.) 9 x 12 folders, 4 in., in wooden filing cabinet. R. 1 (Bldg. C). (392)

4354. GENERAL CORRESPONDENCE, Aug. 1, 1937 to date. Correspondence with state agent, district agent, county agricultural agent, leaders of 4-H Clubs, and womens' clubs; also correspondence covering all activities

of extension service. (Daily, official.) 9 x 12 folders, 4 in., in steel filing cabinet. R. 1, 2d floor (Bldg. A). (296)

4355. COUNTY DEVELOPMENT PROGRAM, May 1, 1934 to date. Agri. Form showing year date, county, name of agent, date, itemized survey concerning county, county problems within range of home, demonstration agents' field of service, agricultural, general homemaking, itemized methods of attack, itemized goals, county wide activities, special, itemized projects to receive special emphasis, itemized seasonal program of projects, itemized calendar plan, and itemized monthly calendar of programs.(Monthly, official.) 9 x 12 folders, 1 in., in steel filing cabinet. R. 1, 2d floor (Bldg. A). (302)

4356. COUNTY SUMMARY SHEET, May 1, 1934 to date. Agri. Form showing name of county, name of home demonstration agent, number of home demonstration club groups, total number of members, number of individuals with agent works, and number of adult leaders being trained to assist with program. (Weekly, official.) 9 x 12 folders, 1 in., in steel filing cabinet. R. 1, 2d floor (Bldg. A). (298)

4357. ENROLLMENT OF WOMENS' HOME DEMONSTRATION CLUBS, May 1, 1934 to date. Agri. Form showing county, date, community, itemized list of officers and their titles, and itemized list of members. (Monthly, official.) 9 x 12 folders, 1 in., in steel filing cabinet. R. 1, 2d floor (Bldg. A). (306)

4358. GIRLS 4-H CLUB DEVELOPMENT PROGRAM, May 1, 1934 to date. Agri. Form showing county, name of agent, date, itemized conditions, problems in your county, methods of attack, goods, community activities, and county contests. (Monthly, official.) 9 x 12 folders, 1 in., in steel filing cabinet. R. 1, 2d floor (Bldg. A). (300)

4359. 4-H CLUB COUNTY COUNCIL, May 1, 1934 to date. Agri. Form showing county, name of agent, date, names of officers with their titles and addresses, community represented, names of chairmen of different activities, and names and addresses of sponsors. Filed alphabetically.(Weekly, official.) 9 x 12 folders, 2 in., in steel filing cabinet and wooden filing cabinet. R. 1, 2d floor (Bldg. A), R. 1 (Bldg. C). (303,497)

4360. 4-H CLUB ENROLLMENT, May 1, 1934 to date. Agri. Form showing date, county, extension and district agents, total enrollment for first through eighth year of club work, name and address of girl, age, grade in school, club year this year, father's or guardian's initials, and whether parents own farm. Filed alphabetically according to member's name. (Weekly, official.) 9 x 12 folders, 2 in., in steel and wooden filing cabinets. R. 1, 2d floor (Bldg. A), R. 1 (Bldg. C). (305,394)

4361. PROGRAM OF WORK FOR WOMEN, May 1, 1934 to date. Agri. Form showing names of officers with titles, addresses, names and addresses of home demonstration project chairmen, community represented, name of organization, representative, address, meeting place of county council,regular meeting dates, subjects chosen for meeting programs with dates and special features, and itemized activities for year. (Monthly, official.) 9 x 12 folders, 1 in., in steel filing cabinet. R. 1, 2d floor (Bldg.A). (301)

4362. HOME DEOMONSTRATION PROGRAM FOR NEGRO WORK, Jan. 1 - Nov. 30, 1936. Agri. Form showing county, name of agent, date, survey concerning county, including area, number of negro families in county, negro population, county problems within range of demonstration agent's field of service, report on homemaking, method of attack, goals to be attained, county wide activities, special contests, club program, seasonal program of projects, monthly calendar of programs, problems in county, and projects receiving special emphasis. Filed chronologically. (Monthly, official.) 9 x 12 folders, 1 in., in wooden filing cabinet. R. 1 (Bldg. C). (396)

4363. COUNTY COUNCIL ORGANIZATIONS, Jan. 1, 1936 to date. Agri. Form showing county, home demonstration agent, number of clubs, total women and girls enrolled, number women and girl council members, and names of council officers and committee chairmen. Filed chronologically. (Monthly, official.) 9 x 12 folders, 1 in., in wooden filing cabinet. R. 1 (Bldg. C). (395)

4364. ENROLLMENT CONTEST FORMS, July 1, 1936 to date. Agri. Form showing county, name of agent, number of years county has had a negro agent, name of council, number of meetings held, whether all officers attended, number of council members, attendance at meetings, number 4-H clubs in county, whether all officers have been elected, number of old and new club members, name of club getting largest number of new girl members, and number of clubs having and qualifying for charters. (Monthly, official.) 9 x 12 folders, 1 in., in wooden filing cabinet. R. 1 (Bldg. C). (393)

4365. COMBINED ANNUAL REPORT OF COUNTY EXTENSION WORKERS, July 1,1933 to date. Agri. Form 285 showing state, county, dates covered by report, name and general activities of agent, report of activities on beautification of home grounds, fruits, vegetables, forestry, poultry, bees, cattle, sheep, swine, horses, agricultural economics, foods and nutrition, child development and parent education, clothing, home management and house furnishings, county life activities, and a narrative summary report. Filed chronologically. (Quarterly, official.) 9 x 12 folders, 2 in., in wooden filing cabinet. R. 1 (Bldg. C). (391)

4366. MONTHLY FIELD REPORT OF COUNTY HOME DEMONSTRATION AGENT, July 1, 1933 to date. Agri. Form showing name of county agent, county, month covered by report, monthly certificates of service including community visited each day during month, meetings to be held next month, statistical report of adult and junior work done during month, and narrative report given by projects. Filed chronologically. (Monthly, official.) 9 x 12 folders, 3 in., in wooden filing cabinet. R. 1 (Bldg. C). (390)

4367. MONTHLY FIELD REPORT HOME AGENT, May 1, 1934 to date. Agri. Form showing county, month date, leaders consulted, adults or junior,food production, clothing, results of demonstration started, itemized miscellaneous location, and purpose; reverse side shows number of news articles, subject, visiting specialist's name, district meetings attended, purpose, number of circulars, schools visited, conference with county agricultural agent, personal report to county board, narrative according to project, and certificate of service with signature. Filed chronologically. (Monthly, official.) 9 x 12 folders, 1 in., in steel filing cabinet. R. 1, 2d floor (Bldg. A). (299)

4368. REPORT OF PROMOTIONS IN GIRLS 4-H CLUBS, May 1, 1934 to date. Agri. Form showing date, county, total number of promotions, 1st, 2d, and 3d years, name of girl, promoted from and to, itemized grades of members on gardening, health and nutrition, cookery, clothing, home improvement, canning, poultry, dairying, pig record, story exhibit, and value of club products. (Monthly, official.) 9 x 12 folders, 1 in., in steel filing cabinet. R. 1, 2d floor (Bldg. A). (304)

BARNESVILLE

DIVISION OF COOPERATIVE EXTENSION
COUNTY AGRICULTURAL EXTENSION AGENTS
Lamar County Courthouse
Thomaston St.

4369. GENERAL CORRESPONDENCE, Jan. 1, 1936 to date. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in steel filing case. R. 4. (46)

BLACKSHEAR

DIVISION OF COOPERATIVE EXTENSION
COUNTY AGRICULTURAL EXTENSION AGENT
Pierce County Courthouse Bldg.,
Strickland Ave., and Gordon St.

This office was established on November 1, 1933 to serve Pierce County.

4370. CORRESPONDENCE AND MARKET COMMODITY BULLETINS, 1933 - 1936. Correspondence, market bulletins on agricultural subjects, club work, livestock, and statistics on farm products of general nature. (Monthly, official.) 9 x 12 folders, 3 in., in steel filing cabinet. SE. corner room, 1st floor. (17)

4371. GENERAL CORRESPONDENCE, 1933 to date. With county agents and officials of the Extension Service. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 in., in steel filing cabinet. SE. corner vault, 1st floor. (20)

CAIRO

DIVISION OF COOPERATIVE EXTENSION
COUNTY EXTENSION AGENTS
(A) Grady County Courthouse, Courthouse Square
(B) City Hall, N. Broad St.

This office was established in 1910. A county home demonstration agency was established in 1923 at the City Hall. Useless papers are destroyed.

County Agricultural Extension Agent

4372. GENERAL CORRESPONDENCE, Jan. 1, 1933 to date. Between this office and state officials and clients relating to the activities of this office. Filed chronologically. (Daily, official.) 8½ x 11 folders, 1 ft. 3 in., in steel filing case. R. 1 (Bldg. A). (118)

4373. 4-H CLUB ENROLLMENT, Apr. 6, 1934 to date. Agri. Form showing date, county, extension and district agents, total enrollment for first through eight years, name and address of member, age, grade in school, club year, father's initials, and whether parents are farm owners. Filed alphabetically according to member's names. (Weekly, official.) 8½ x 11 loose-leaf book, 1 in., on shelf. R. 1 (Bldg. A). (125)

4374. APPLICATION FOR MEMBERSHIP IN 4-H CLUB, Jan. 1, 1936 to date. Form showing name and age of applicant, name and address of parents, name of school attended, a check indicating projects which applicant desires to participate in, and signature of parent or guardian. Filed alphabetically according to applicant's name. (Weekly, official.) 4 x 5 bundles (3), 1 ft., in steel filing case. R. 1 (Bldg. A). (122)

County Home Demonstration Agent

4375. COUNTY DEVELOPMENT PROGRAM, Jan. 1, 1925 to date. Agri.Form showing county, agent, county itemized data, county problems needing emphasis, method of attack, and county-wide activities planned. Filed chronologically. (Annually, official.) 8½ x 11 loose papers, 4 in., in cardboard letter file on floor. R. 1, 2d floor (Bldg. B). (146)

4376. COUNTY UNIFIED DEVELOPMENT PROGRAM, Jan. 1, 1925 to date. Agri. Form showing county, name of agent, date, itemized survey concerning county, itemized goals, county wide and special activities. Filed chronologically. (Annually, official.) 8½ x 11 loose papers, 4 in., in cardboard letter file on floor. R. 1, 2d floor (Bldg. B). (148)

4377. HOME DEMONSTRATION CLUB PROGRAM, Jan. 1, 1925 to date. Agri. Form showing name of agent, date, home economics, agricultural, seasonal and other projects to be carried on and methods of development. Filed chronologically. (Annually, official.) 8½ x 11 loose papers, 4 in., in cardboard letter file on floor. R. 1, 2d floor (Bldg. B). (147)

4378. APPLICATION FOR MEMBERSHIP IN 4-H CLUB, Jan. 1, 1934 to date. Agri. Form showing name of applicant, age, name and address of guardian, school attended, date, check indicating projects desired to carry out, and signatures of parent or guardian. Filed alphabetically by name of applicant. (Monthly, official.) 4 x 6 cards, 3 in., in wooden box on shelf. R. 1, 2d floor (Bldg. B). (143)

4379. GIRLS 4-H CLUB DEVELOPMENT PROGRAM, Jan. 1, 1935 to date. Agri. Form showing conditions, problems in county, methods of attack, itemized goals, community activities, county contests, projects to receive special

emphasis, seasonal program of projects, and itemized monthly program. Filed chronologically. (Annually, official.) 8½ x 11 loose papers, 4 in., in cardboard letter file on floor. R. 1, 2d floor (Bldg. B). (145)

4380. PROGRAM OF WORK, WOMEN, Jan. 25, 1935 to date. Agri. Forms showing county, name of agent, date, itemized projects, month, program in detail, method of development, and goal. Filed chronologically. (Annually, official.) 8½ x 11 loose papers, 4 in., in cardboard letter file on floor. R. 1, 2d floor (Bldg. B). (144)

4381. ANNUAL REPORT OF COUNTY EXTENSION WORKERS, July 1, 1925 to date. Agri. Form 285 showing state and county, dates covered by report, name of agent, itemized record of general activities, program summary, and annual narrative report. Filed chronologically. (Quarterly, official.) 9 x 12 loose-leaf books (12), 4 in., on shelf. Damaged by vermin and rodents. R. 1, 2d floor (Bldg. B). (140)

4382. MONTHLY FIELD REPORT OF COUNTY HOME DEMONSTRATION AGENT, July 1, 1925 to date. Agri. Form showing county, month covered by report, program development, miscellaneous data, itemized report of each day's activities during month, special activities of home demonstration agent, a narrative report, and certificate of service. Filed chronologically. (Monthly, official.) 8½ x 13½ loose papers, 2 in., in pasteboard box. R. 1, 2d floor (Bldg. B). (141)

4383. REPORT OF PROMOTIONS IN GIRLS 4-H CLUBS, July 1, 1929 to date. Mimeographed form showing date, county, name of demonstration agent, names of members, their grades on different projects engaged in, and year promoted from and to. Filed chronologically. (Quarterly, official.) 8½ x 11 loose papers, 1 in., in letter file. R. 1, 2d floor (Bldg. B). (142)

CALHOUN

DIVISION OF COOPERATIVE EXTENSION
COUNTY AGRICULTURAL EXTENSION AGENT
Gordon County Courthouse
Wall St.

This agency was established about 1915. Useless papers are destroyed.

4384. ANNUAL REPORTS OF COUNTY AGRICULTURAL EXTENSION AGENT, Jan. 1, 1928 to date. Agri. Form 285, summary of all types of work done during the year, photographs and copies of newspaper articles are included to exhibit progress being made. Filed chronologically. (Semiannually, official.) 9 x 12 folders, 1 ft., in drawer of desk. NE. corner, 2d floor. (21)

4385. BULLETINS FROM STATE OFFICE, Jan. 1, 1936 to date. Bulletins from the state office to county agent, calling his attention to business matters. Filed chronologically. (Daily, official.) 9 x 15 loose-leaf papers, 1 ft., on Yowman and Erbe file hung on wall. NE. corner, 2d floor. (18)

4386. INFORMATION FILE, Jan. 1, 1936 to date. General information file, covering any subjects directly of interest to farmers; agricultural education, agricultural engineering, animal husbandry, apiculture, extension methods, field crops, forestry, farm management, horticulture, home economics, marketing, publicity, reports, rodents and predatory animals, soils, statistics, talk material, and weeks. See addenda. The index is alphabetically given by the Extension Service Circular 125. (Daily, official.) 9 x 12 folders, 6 ft., in steel filing cabinet. NE. corner, 2d floor. (10)

CARTERSVILLE

DIVISION OF COOPERATIVE EXTENSION
COUNTY AGRICULTURAL EXTENSION AGENT
Bartow County Courthouse
Market and Erwin Sts.

This office was established on November 1, 1933 to serve Bartow County. A few AAA records are listed below.

4387. TEMPORARY SERVICE CERTIFICATE, Nov. 1, 1933 to date. AAA Forms 22 and 22EA showing name and designation of employees, address, period of service, number of days worked, base rate of pay, and remarks. Forms attached. Filed chronologically. (Monthly, official.) 9 x 12 folders, 4 in., in wooden filing cabinet. SE. corner, 2d floor. (12)

4388. FARM CREDIT ADMINISTRATION, Mar. 1, 1934 to date. Between this office and the Farm Credit Administration concerning seed loans made to various farmers in this county by the Farm Credit Administration. (Monthly, official.) 9 x 12 folders, 2 in., in wooden filing cabinet. SE. corner, 2d floor. (7)

4389. RURAL RESETTLEMENT ADMINISTRATION FILES, Aug. 14, 1935 to date. Bulletins from regional office of Resettlement Administration in Montgomery, Alabama to agent, concerning rehabilitation and resettlement or other matters which the Resettlement Administration deems it advisable to submit to county agents. Filed chronologically. (Monthly, official.) 9 x 12 folders, 1 in., in wooden filing cabinet. SE. corner, 2d floor. (5)

4390. FOREST TREE PURCHASES, June 8, 1936 to date. Between agent and the extension forester for Georgia concerning purchasing forest trees for farmers in this county. Filed chronologically. (Semiannually, official.) 9 x 12 folders, 1 in., in wooden filing cabinet. SE. corner, 2d floor. (2)

4391. GENERAL FILE, Nov. 1, 1933 to date. General file including such subjects as: County Basis, Allotments 1933 - 36, Subsidy for 1935, Instructions for 1934 - 35, from Washington and state office in Athens, Georgia, Bartow Crop Improvement Association, a corporation formed for the purpose of promoting the use of better seed, 4-H Club work, which is a record of work being done by various 4-H Clubs in this county, and

miscellaneous information concerning various phases of agricultural work. (Daily, official.) 9 x 12 folders, 2 ft., in wooden filing cabinet. SE. corner, 2d floor. (10)

4392. CORRESPONDENCE ON CONTRACTS, Mar. 21, 1934 - June 19, 1934. Between agent, and manager of Land Department of Georgia Power Company, in regard to agreements concerning land, with the understanding that Georgia Power Co., Atlanta, Georgia, will be landlord or owner. Filed chronologically. (Never.) 9 x 12 folders, 1 in., in wooden filing cabinet. SE. corner, 2d floor. (37)

4393. REPORTS ON COUNTY CROP PRODUCTION PROGRAM, Nov. 1, 1933 to date. Agri. Form showing crop planning, acres planted, acres harvested, acres yield, product, and disposal of crops. (Monthly, official.) 9 x 14 loose papers, 2 in., in wooden filing cabinet. SE. corner, 2d floor. (24)

4394. COTTON, GENERAL, Nov. 1, 1933 to date. Information concerning production and marketing of cotton, 1935 cotton variety tests, southern experiment stations, statistics on production and values, foreign cotton production and marketing, special cotton machinery, such as pickers, dusters, etc., cotton outlook charts, cotton staple reports, cotton variety survey, and variety test reports. Filed alphabetically by subjects. (Daily, official.) 9 x 12 folders, 6 in., in wooden filing cabinet. SE. corner, 2d floor. (3)

4395. MARKETING OTHER THAN COTTON, Nov. 1, 1933 to date. Marketing and price quotations received from various meat packers, and other information concerning supply and demand affecting prices of various commodities other than cotton. Filed alphabetically by subjects. (Daily, official.) 9 x 12 folders, 4 in., in wooden filing cabinet. SE. corner, 2d floor. (14)

4396. MISCELLANEOUS GOVERNMENT AGENCIES, Nov. 1, 1933 to date. Bulletins and instructions from various Government agencies concerning the type of work done; also information concerning CWA garden projects, rural electrification administration, etc. Filed alphabetically by subject. (Daily, official.) 9 x 12 folders, 2 in., in wooden filing cabinet. SE. corner, 2d floor. (6)

4397. TABULATION SHEET FOR SPECIAL COTTON SURVEY CARDS, Apr. 16,1934. Form 9 Cotton showing district, total acres in farm, total acres crop land, bales of cotton produced, acres cotton planted, and acres cotton harvested; also a report of bales produced in districts of Bartow County from 1928 to 1933. Filed alphabetically by districts. (Never.) 9½ x 12 folders, 1 in., in wooden filing cabinet. SE. corner, 2d floor. (38)

4398. STATE ENTOMOLOGIST, Oct. 24, 1935 to date. Instructions from the state entomologist to county agent to be submitted to farmers growing crops for which these instructions cover. Filed chronologically by date of issue. (Monthly, official.) 9 x 12 folders, 1 in., in wooden filing cabinet. SE. corner, 2d floor. (4)

COCHRAN

DIVISION OF COOPERATIVE EXTENSION
COUNTY AGRICULTURAL EXTENSION AGENT
City Hall Bldg., 2d Street

This office was established on January 1, 1920 to serve Bleckley County.

4399. COMBINED ANNUAL REPORTS, Dec. 1, 1933 to date. Agri. Form 285, report of general activities. Filed chronologically. (Quarterly, official.) 9 x 12 folders, 2 in., in steel filing case. R. 1. (22)

4400. MONTHLY FIELD REPORT OF AGENT, Dec. 19, 1933 - Nov. 1, 1934. Records show county, date, report of organized work, location of work and purpose, date, number of letters written, circulars mailed, miles traveled, bulletins distributed, 4-H Club activities, etc. Filed chronologically. (Never.) 9 x 12 folders, 1 in., in steel filing case. R.1. (21)

COLQUITT

DIVISION OF COOPERATIVE EXTENSION
COUNTY EXTENSION AGENTS
(A) Cook Bldg., 1st St.
(B) Citizens Bank Bldg.
W. Main St.

This office was established in January 1932 to serve Miller County. The agricultural agent is housed in the Cook Building; the home agent in the Citizens Bank Building.

County Agricultural Extension Agent

4401. GENERAL CORRESPONDENCE, Jan. 1, 1932 to date. With other officials relating to the activities of this agency. Filed chronologically. (Daily, official.) 9 x 12 folders, 6 in., in steel filing case. R. 1 (Bldg. A). (99)

4402. APPLICATION FOR MEMBERSHIP IN 4-H CLUB, Feb. 7, 1936 to date. Agri. Form showing name, age, parent or guardian, school, county, date, projects desired, and signature of parent or guardian. Filed chronologically. (Weekly, official.) 4 x 6 cards, 1 in., in steel filing cabinet. R. 1 (Bldg. A). (121)

County Home Demonstration Agent

4403. GENERAL CORRESPONDENCE, Jan. 24, 1935 to date. From and to state director, state home demonstration agent, district agent, state 4-H Club leader, extension specialist in clothing, and 4-H Club work.

Filed alphabetically. (Daily, official.) 9 x 12 folders, 4 in., in steel filing cabinet. R. 1 (Bldg. B). (142)

4404. GIRLS 4-H CLUB DEVELOPMENT PROGRAM, Feb. 23, 1935 to date. Agri. Form showing county agent, date, names and addresses of officers of council, chairman of project activities, and club sponsors, and community represented. Filed chronologically. (Monthly, official.) 9 x 12 folders, 1 in., in steel filing cabinet. R. 1 (Bldg. B). (143)

4405. ENROLLMENT BLANK FOR NEW VEGETABLES, Apr. 16, 1935 to date. Agri. Form showing county, name of home demonstration club, address, and new vegetable. (Annually, official.) 9 x 12 folders, 1 in., in steel filing cabinet. R. 1 (Bldg. B). (144)

4406. APPLICATION FOR MEMBERSHIP IN 4-H CLUB, Oct. 17, 1935 to date. Agri. Form showing name, age, name of parent or guardian, address, county, date, list of projects applicant wishes to carry out, and signature of parent or guardian. (Weekly, official.) 9 x 12 folders, 1 in., in steel filing cabinet. R. 1 (Bldg. B). (147)

4407. QUESTIONNAIRE, Nov. 6, 1935 to date. Agri. Form showing date, name, address, 4-H Club membership, county, year, accomplishment, prizes won and present activity, in what way club work helped, and additional information. Filed chronologically. (Annually, official.) 9 x 12 folders, 1 in., in steel filing cabinet. R. 1 (Bldg. B). (135)

4408. 4-H CLUB ENROLLMENT, Mar. 17, 1936 to date. Agri. Form showing date, county, extension agent, district agent, total enrollment for each year, name of girl, address, age, grade in school, club year, father or guardian's initials, and whether parents own farm. Filed chronologically. (Annually, official.) 9 x 12 folders, 1 in., in steel filing cabinet. R. 1 (Bldg. B). (146)

4409. DIARY OF WORK, Dec. 1, 1936 to date. Agri. Form showing date, field, county, month, itemized activities, program development, and itemized miscellaneous items. Filed chronologically. (Daily, official.) 9 x 12 folders, 1 in., in steel filing cabinet. R. 1 (Bldg. B). (132)

4410. COUNTY SUMMARY SHEET FOR ENROLLMENT OF HOME DEMONSTRATION CLUBS, Jan. 1, 1927 to date. Agri. Form showing county, name of home demonstration agent, number of club groups, total number of members, number of club groups, total number of members, number of individuals with whom worked, number of adult members being trained, number of farm owners, tenants, sharecroppers, wage hands, members of home demonstration club, and number of girls with whom worked. Filed chronologically. (Annually, official.) 9 x 12 folders, 1 in., in steel filing cabinet. R. 1 (Bldg. B). (145)

4411. PERSONAL HISTORY AND RECORD OF HEALTH HABITS, Jan. 8, 1937 to date. Agri. Form showing name, club, county, address, date of birth, age, type of illness and age at which it occurred, if any accident, broken bones, or surgical operations, whether protected against typhoid fever, smallpox, and diphtheria, and itemized health habits. (Annually, official.) 9 x 12 folders 1 in., in steel filing cabinet. R. 1 (Bldg. B). (133)

4412. PERSONAL HEALTH RECORD FOR 4-H CLUB MEMBERS, Apr. 19, 1937 to date. Agri. Form showing name, county, date, age, date of birth, temperature, itemized general development, gait, lungs, heart and blood vessels, abdomen, sex characteristics, nervous system, eyes, throat, laboratory, and signature of examiner. (Annually, official.) 9 x 12 folders, 1 in., in steel filing cabinet. R. 1 (Bldg. B). (134)

4413. ENROLLMENT OF WOMEN'S HOME DEMONSTRATION CLUBS, Apr. 25, 1937 to date. Agri. Form showing county, date, community, name of officers, project leaders, members, and if farm owner, Tenant, sharecropper, or wage hand. Filed chronologically. (Monthly, official.) 9 x 12 folders, 1 in., in steel filing cabinet. R. 1 (Bldg. B). (130)

4414. ANNUAL REPORT OF EXTENSION WORKERS, Jan. 1, 1934 to date. Agri. Form 285 showing state, county, signature of home demonstration agent, period dates, itemized general activities, cereals, legumes, forage crops, potatoes, cotton, tobacco, other special crops, fruits, vegetables, beautification of home grounds, forestry, agricultural engineering, poultry, bees, dairy cattle, sheep, swine, horses, agricultural economics, foods and nutrition, child development and parent education, clothing, home management, house furnishings, home health, sanitation, extension organization, and community and other activities. Filed chronologically. (Annually, official.) 9 x 12 folders, 1 in., in steel filing cabinet. R. 1 (Bldg. B). (151)

4415. REPORT OF PROMOTIONS IN GIRLS 4-H CLUBS, Dec. 14, 1935 to date. Agri. Form showing date, county, name of home demonstration agent, itemized summary, name of girl, grades in itemized activities, promoted from and to. Filed chronologically. (Annually, official.) 9 x 12 folders, 1 in., in steel filing cabinet. R. 1 (Bldg. B). (148)

4416. INDIVIDUAL NUTRITION REPORT, Oct. 1, 1936 to date. Agri. Form showing name, county, number in family, number and kind of fruit trees planted this year, kind and number cuttings rooted, list of new vegetables grown, how soil was built up, number of milk cows, number of hogs to be butchered, number of hens in flock, itemized foods, and quantities stored for winter use. Filed chronologically. (Annually, official.) 9 x 12 folders, 1 in., in steel filing cabinet. R. 1 (Bldg. B). (149)

4417. WEEKLY ITINERARY REPORT, Nov. 30, 1936 to date. Agri. Form showing date, place, daily activities, and signature of home demonstration agent. Filed chronologically. (Weekly, official.) 9 x 12 folders, 1 in., in steel filing cabinet. R. 1 (Bldg. B). (131)

4418. MONTHLY FIELD REPORT OF HOME DEMONSTRATION AGENT, Dec. 1, 1936 to date. Agri. Form showing county, month, date, method of demonstration given, rural social life, cookery, furnishings, selection, construction, home industries, location of projects, purpose, and itemized miscellaneous items. Filed chronologically. (Monthly, official.) 9 x 12 folders, 1 in., in steel filing cabinet. R. 1 (Bldg. B). (150)

4419. REPORT OF PROJECT CHAIRMAN COUNTY HOME DEMONSTRATION COUNCIL, Apr. 1, 1937 to date. Agri. Form showing name of chairman, county, aim of project, plan of work, goals set for year, county style revues held, number participation (girls, women), total attendance, and signatures of President, county home demonstration councilman, and home demonstration

agent. (Annually, official.) 9 x 12 folders, 1 in., in steel filing cabinet. R. 1 (Bldg. B). (137)

4420. REPORT OF STYLE REVUES, May 21, 1937 to date. Agri. Form showing county, name of home demonstration agent, if county style revue held, number girls taking part, names of county winners, and names and addresses of girls taking part. (Annually, official.) 9 x 12 folders, 1 in., in steel filing cabinet. R. 1 (Bldg. B). (136)

COLUMBUS

DIVISION OF COOPERATIVE EXTENSION
COUNTY HOME DEMONSTRATION AGENT
Federal Bldg., SW. corner 12th St. and 2nd Ave.

This office was established in 1914 to serve Muscogee County. Monthly and annual reports on daily work of office and field are sent to Washington through the state office at Athens. Records for the year 1927 were lost in transit.

4421. PROJECTS, Jan. 1, 1932 to date. Instructions on activities carried on in various projects including dressmaking and community organization. Filed alphabetically by subject. (Daily, official.) 9 x 12 folders, 6 ft., in filing case. R. 314. (1026)

4422. RECORDS AND REPORTS, Nov. 1925 - Dec. 31, 1926; Jan. 1, 1928 to date. Annual reports showing activities and membership of various clubs and organizations of women and girls; also record of girls' and women's camps and clubs, winners of prizes, monthly reports on activities, program of work every year, promotion of girls, etc. Filed alphabetically by organization. (Daily, official.) 9 x 12 folders, 1 ft. 3 in., in filing case. R. 314. (106)

4423. ANNUAL REPORT, Jan. 1924 - Dec. 1935; gap, Jan. - Dec. 1937 (lost in transit). Copies of annual report. (Never.) 10 x 12 loose-leaf books, 1 ft., in drawer of filing case. R. 308. (103)

4424. GENERAL WORK, Jan. 1933 to date. General correspondence. (Weekly, official.) 10 x 12 loose papers, 6 ft. 6 in., in 4 drawers of filing case. R. 308. (99)

CORDELE

DIVISION OF COOPERATIVE EXTENSION
COUNTY AGRICULTURAL EXTENSION AGENT
Crisp County Courthouse
NW. corner 13th Ave. and 7th St.

This office was established on April 7, 1934 to serve Crisp County. No records have been destroyed.

4425. MONTHLY FIELD REPORT OF COUNTY AGENT, Jan. 8, 1936 to date. Reports show county, month, project, enterprise, organized work, date, location, purpose, and miscellaneous. Filed chronologically. (Monthly, official.) 9 x 12 folders, 3 in., in steel filing case. NE. corner room, 1st floor. (193)

COVINGTON

DIVISION OF COOPERATIVE EXTENSION
COUNTY EXTENSION AGENTS
Newton County Courthouse, Floyd St.

This office of the agricultural agent was established in 1922 and that of the home agent in 1937. They cover Newton County.

County Agricultural Extension Agent.

4426. GENERAL CORRESPONDENCE, 1934 to date. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft., in steel filing case. NE. corner room, 1st floor. (1)

4427. MISCELLANEOUS CORRESPONDENCE, 1934 to date. General correspondence, incoming and outgoing. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft., in steel filing case. NE. corner room, 1st floor. (6)

County Home Demonstration Agent

4428. CORRESPONDENCE, Feb. 1937 to date. General correspondence. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft., in steel filing case. S. center room, 2nd floor. (16)

CRAWFORDVILLE

DIVISION OF COORPERATIVE EXTENSION
COUNTY AGRICULTURAL EXTENSION AGENT
Taliaferro County Courthouse,
103 Monument St.

This office was established in 1930 to cover Taliaferro County. No records have been destroyed without authorization.

4429. GENERAL CORRESPONDENCE, 1937. Current correspondence on 4-H Club work, planting projects, 1937 soil conservation program, TVA, and general extension projects. Filed alphabetically. (Daily, official.) 9 x 12 folders, 6 in., in steel filing case. N. side room, 1st floor. (22)

CUSSETA

DIVISION OF COOPERATIVE EXTENSION
COUNTY AGRICULTURAL EXTENSION AGENT
Courthouse, Courthouse Sq.

This office was established on Jan. 22, 1934 to cover Chattahoochee County. No records have been destroyed without authorization.

4430. GENERAL CORRESPONDENCE, Jan. 1, 1936 to date. Between officials and interested parties concerning work carried on in this office. Filed alphabetically by names. (Daily, official.) 9 x 12 folders, 2 ft., in steel filing case. R. 2. (15)

DALTON

DIVISION OF COOPERATIVE EXTENSION
COUNTY AGRICULTURAL EXTENSION AGENT
Whitfield County Courthouse, Cleveland St.

This office was established on January 1, 1933 for Whitfield County. Records concerning the TVA are grouped at the beginning of this section. TVA work is conducted by an assistant agent assigned to the TVA. AAA records are listed in the AAA section.

TVA Records

4431. STATISTICAL REPORT TVA AND SALARY SHEET, Jan. 1, 1935 to date. Reports pertaining to erosion control, unit demonstration farms, area and preliminary area demonstrations, and summary of work done; also salary sheets used as receipts for monthly salaries for extension work. Filed chronologically. (Monthly, official.) 9 x 12 folders, 4 in., in steel filing cabinet. Dirty. NE. corner room, 2nd floor. (110)

4432. 1935 AND 1936 UNIT DEMONSTRATION AND PRELIMINARY, Mar. 1, 1935 to date. Georgia Form TVA 2, Requisition for Fertilizer, showing name, address, county, watershed, area, crop, acreage, amounts of fertilizer requested, allowed, and total; TVA Form 777, Material Receipt, showing date, to whom delivered, address, quantity, description, price, amount, total, and by whom received; also Farm and Home Cropping Plan. Forms submitted. Filed alphabetically as to forms. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in steel filing cabinet. NE. corner room, 2d floor. (109)

4433. ASSOCIATION'S BANK ACCOUNT, July 18, 1935 to date. Report on receipts for freight on TVA phosphate, showing cancelled checks, paid bills, and deposit slips of Whitfield County Soil Conservation Association. (Weekly, official.) 9 x 12 folders, 1 in., in steel filing cabinet. NE. corner room, 2d floor. (98)

4434. CHECKERS' MATERIAL RECEIPTS, RETURNED, Mar. 25, 1936 to date. Form TVA 580 showing date, location, order, and register numbers, from whom received, how shipped, charges, shipping point, quantity, material, net weight, number and kind of packages, and gross weight. Filed chronologically. (Monthly, official.) 9 x 12 folders, 2 in., in steel filing cabinet. NE. corner room, 2d floor. (99)

4435. SUMMARY SHEET FOR TRANSMITTAL OF APPLICATIONS, Mar. 1936 to date. Georgia Form TVA 6, showing county, post office, date, demonstrations, persons to notify, and their addresses and signatures. Filed chronologically. (Trimonthly, official.) 9 x 12 folders, 2 in., in steel filing cabinet. NE. corner room, 2d floor. (94)

4436. MONTHLY REPORTS, June 1936 to date. Reports from assistant district agent showing record of power equipment, home built terraces, statistics, unit, area, preliminary county totals, farm visits, and meetings. Filed chronologically. (Monthly, official.) 9 x 12 folders, 2 in., in steel filing cabinet. NE. corner room, 2d floor. (101)

General Records

4437. GENERAL CORRESPONDENCE, Jan. 1, 1935 to date. Correspondence between county agent and state office pertaining to agricultural extension work. Filed chronologically. (Daily, official.) 9 x 12 folders, 1 ft., in steel filing cabinet. NE. corner room, 2d floor. (96)

4438. TVA CORRESPONDENCE, Jan. 1, 1935 to date. Correspondence between officials of local and state offices pertaining to TVA activities. Filed chronologically. (Daily, official.) 9 x 12 folders, 4 in., in steel filing cabinet. NE. corner room, 2d floor. (95)

4439. CORRESPONDENCE, Sept. 1, 1936 to date. Correspondence between rural electrification specialist, officials of state office, and others, pertaining to agricultural extension work in Whitfield County. Filed chronologically. (Daily, official.) 9 x 12 folders, 1 ft., in steel filing cabinet. NE. corner room, 2d floor. (102)

DECATUR

DIVISION OF COOPERATIVE EXTENSION
COUNTY EXTENSION AGENTS
DeKalb County Courthouse
Sycamore and Ponce de Leon Sts.

The Extension Service for DeKalb County was established in 1923.

County Agricultural Extension Agent

4440. GENERAL FILE, Jan. 1, 1935 to date. Copies of all correspondence and various data pertaining to soil building work, monthly reports, applicants for farms to be terraced, club work, and personal data of WPA

drought relief. Filed alphabetically. (Daily, official.) 9 x 12 folders, 4 ft., in 2 steel filing cases. County Agent's office, basement. (134)

4441. MONTHLY FIELD REPORT OF COUNTY AGENT, Dec. 1, 1928 to date. Filed numerically. (Never.) 8 x 14 loose papers, 1 ft., in 5 pasteboard boxes. County Agent's office, basement. (138)

County Home Demonstration Agent

4442. GENERAL FILES, Dec. 1, 1935 to date. Work programs, demonstration plan, home improvement plans, history of work, miscellaneous records, and annual reports. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft., in steel filing case. Demonstration Agent's office. (152)

DONALSONVILLE

DIVISION OF COOPERATIVE EXTENSION
COUNTY EXTENSION AGENTS
Seminole County Courthouse

This agricultural agency was established on November 1, 1933 and that of the home agency on July 1, 1934.

County Agricultural Extension Agent

4443. APPLICATION FOR MEMBERSHIP IN 4-H CLUB, Mar. 5, 1937 to date. Agri. Form showing name of applicant, age, name of parents, school, address, date, project, etc. (Weekly, official.) 4 x 6 cards, 1 in., in steel filing cabinet. R. 1. (74)

4444. ANNUAL REPORT OF COUNTY EXTENSION WORKERS, Jan. 1, 1934 to date. Agri. Form 285 showing state, county, name of worker, dates covered by report, general activities, report on cereals, legumes and forage crops, special crops, fruits, vegetables, beautification of home grounds, forestry, poultry and bees, cattle, swine, and horses, agricultural economics, foods and nutrition, child development and parent education, clothing, home management, county life activities, and additional narrative report. Filed chronologically. (Semiannually, official.) 9 x 12 folders, 2 in., in steel filing case. R. 1. (161)

4445. MONTHLY FIELD REPORT OF COUNTY AGENT, Jan. 1, 1934 to date. Agri. Form showing county, month, name of agent, detailed report of organized work carried out during month, miscellaneous activities, report of each day's activities during month, tabulation of results of committees in cooperative marketing, and a narrative report. Filed chronologically. (Quarterly, official.) 9 x 14 folders, 2 in., in steel filing case. R. 1. (136)

County Home Demonstration Agent

4446. GENERAL CORRESPONDENCE, July 1, 1934 to date. Letters and

copies of letters between this office and other officials pertaining to the details and activities of this office. Filed chronologically. (Weekly, official. 9 x 12 folders, 2 in., in wooden filing case. R. 4. (188)

4447. APPLICATION FOR MEMBERSHIP IN 4-H CLUB, July 1, 1934 to date. Agri. Form showing name and age of applicant, name and address of parent or guardian, date, check mark indicating projects member is interested in, and signature of parent or guardian. Filed alphabetically by applicant's name. (Weekly, official.) 4 x 5 loose cards, 4 in., in wooden cabinet. R. 4. (191)

4448. 4-H CLUB ENROLLMENT, July 1, 1934 to date. Agri. Form showing date, county, county and district agents, total enrollment, number juniors and all other girls in 1st through 8th years of club work, name and address of girl, age, grade in school, and club this year for each. Filed chronologically. (Monthly, official.) 9 x 12 folders, 1 in., in wooden filing case. R. 4. (189)

4449. REPORT OF PROMOTIONS IN GIRLS 4-H CLUBS, July 1, 1934 to date. Agri. Form showing date, county agent's name, total number promotions, total number promoted for each year from 1st through 8th years, name of girl, year club work promoted to, and grade made on each phase of club work. (Monthly, official.) 9 x 12 folders, 1 in., in wooden filing case. R. 4. (190)

4450. MONTHLY FIELD REPORT OF COUNTY HOME DEMONSTRATION AGENT, July 1, 1934 to date. Agri. Form showing county, date, report on demonstrations and project meetings and time devoted to each project, report on miscellaneous items, a daily report of activities for each day in the month, and a general narrative report. Filed chronologically. (Monthly, official.) 9 x 12 folders, 2 in., in wooden filing case. R. 4. (187)

DUBLIN

DIVISION OF COOPERATIVE EXTENSION
COUNTY AGRICULTURAL EXTENSION AGENT
Dublin and Laurens Bank Bldg., Jackson St.

This office was established in 1911 to serve Laurens County.

4451. GENERAL CORRESPONDENCE, 1933 to date. Interoffice correspondence pertaining to cotton, tobacco, soil conservation, and other agricultural subjects. Filed alphabetically by subject. (Daily, official.) 9 x 12 folders, 9 in., in steel filing cabinet. SE. corner room, 2d floor. (89)

4452. CORRESPONDENCE, 1935 - 1936. Between this office and authorities at Athens, Georgia regarding agriculture and county agent's work. Filed alphabetically. (Never.) 11½ x 12 loose papers, 8 in., in 3 cardboard boxes. SE. corner room, 2d floor. (95)

EASTMAN

DIVISION OF COOPERATIVE EXTENSION
COUNTY AGRICULTURAL EXTENSION AGENT
County Agents Office Bldg., 2d Ave. W.

This office was established on January 1, 1919 to cover Dodge County.

4453. GENERAL CORRESPONDENCE, Jan. 1, 1936 to date. Correspondence with individuals, officials, and county committee, concerning work carried on in this office. Filed alphabetically by name of addressee. (Monthly, official.) 9 x 12 folders, 2 ft., in steel filing case. R. 2. (51)

4454. MISCELLANEOUS FILE, 4-H CLUB, Jan. 1, 1936 to date. Correspondence report of 4-H Club contests. Filed alphabetically by name of subject. (Monthly, official.) 9 x 12 folders, 1 ft., in steel filing case. R. 1. (21)

ELLAVILLE

DIVISION OF COOPERATIVE EXTENSION
COUNTY AGRICULTURAL EXTENSION AGENT
Schley County Courthouse, Courthouse Sq.

This office was established on December 7, 1933 to cover County of Schley.

4455. GENERAL CORRESPONDENCE, Jan. 1, 1936 to date. Correspondence with various persons, firms, and officials, concerning all work carried on through this office. Filed alphabetically by name and subject. (Monthly, official.) 9 x 12 folders, 2 ft., in steel filing case. R. 7. (39)

FAYETTEVILLE

DIVISION OF COOPERATIVE EXTENSION
COUNTY AGRICULTURAL EXTENSION AGENT
Blalock Bldg., Courthouse Square

This office was established on January 1, 1933 to serve Fayette County.

4456. GENERAL CORRESPONDENCE, Jan. 1, 1936 to date. To and from officials and interested persons concerning work carried on in this office. Filed by names. (Daily, official.) 9 x 12 folders, 1 ft. 5 in., in steel filing case. R. 1. (21)

4457. MONTHLY FIELD REPORT OF COUNTY AGENT, Jan. 1, 1937 to date. Agri. Form showing date, name of project, enterprises, organized work done, location each day, purpose of work, miscellaneous work done, tabulations of results of committees in cooperative marketing, and narrative report. Filed chronologically. (Weekly, official.) 9 x 12 folders, 1 in., in steel filing case. R. 1. (26)

FOLKSTON

DIVISION OF COOPERATIVE EXTENSION
COUNTY AGRICULTURAL EXTENSION AGENT
Charlton County Courthouse, Main St.

This office was established in 1925 to cover Charlton County. No records have been destroyed without authorization.

4458. GENERAL CORRESPONDENCE, 1933 to date. Correspondence between the local county agent, other agents, farmers, and officials of the Department. (Daily, official.) 9 x 12 folders, 1 in., in steel filing case. Tax Collector's office. (16)

FORSYTH

DIVISION OF COOPERATIVE EXTENSION
COUNTY AGRICULTURAL EXTENSION AGENT
Courthouse, Courthouse Sq.

This office was established on March 1, 1921 to cover Monroe County.

4459. GENERAL CORRESPONDENCE, Jan. 1, 1936 to date. Correspondence with officials and interested persons concerning work carried on in this office. Filed alphabetically by name of addressee. (Daily, official.) 9 x 12 folders, 1 ft. 3 in., in steel filing case. R. B-1. (44)

FORT VALLEY

DIVISION OF COOPERATIVE EXTENSION
COUNTY AGRICULTURAL EXTENSION AGENT
Post Office Bldg.
Church St. and Anderson Ave.

This office was established March 15, 1926 to cover Peach County.

4460. FARM MARKETS AND SALES, Aug. 1, 1933 to date. Lists of farm products, such as oats, onions, peanuts, soybeans, potatoes, corn, cot-

ton, poultry products and feed price lists and gardening; also correspondence and telegrams pertaining to the above subjects. Filed alphabetically. (Weekly, official.) 8½ x 11 folders, 1 ft., in steel filing case. R. 204. (26)

4461. STATEMENT OF COMPLETED PRACTICES, Apr. 25, 1936 to date. Reports showing location of farm, name and address of operator, number of acres of peas plowed under for fertilizer, and signatures of operator and witness. (Daily, official.) 8 x 10½ loose papers, 1 in., on wooden table. R. 204. (35)

4462. MISCELLANEOUS AND CORRESPONDENCE FILE, Aug. 1, 1933 - July 1, 1935. Correspondence to and from the county agent, director, assistant director, Bureau of Entomology, Bureau of Markets, other reports include census of Peach County with map of the county attached, club work about the different projects and contests, club organizations, Georgia crop report, and report of corn buyers plan of work of county agent, report on number of farms and land acreage. Arranged alphabetically by title, filed chronologically. (Daily, official.) 8½ x 11 folders, 2 ft., in wooden filing case. R. 204. (16)

4463. CORRESPONDENCE, REPORTS AND CONTRACTS, Aug. 1, 1933 to date. Correspondence pertaining to farm clubs, committees and projects; reports on distribution of cotton price adjustment and payments, allocation of attachments for county and state line farms, statements of administrative monthly expenses; contracts for corn, hogs, and wheat comprised of summary of transmittal sheets for wheat compliance certificates, receipt, application for wheat allotment contract, showing whether owner or landlord, proof of compliance, and description of farm. Filed alphabetically by name of contractor. (Daily, official.) 8½ x 11 folders, 2 ft., in wooden filing case. R. 204. (34)

GIBSON

DIVISION OF COOPERATIVE EXTENSION
COUNTY AGRICULTURAL EXTENSION AGENT
Glascock County Courthouse

This office was established in 1934 to cover Glascock County. No records have been destroyed.

4464. GENERAL CORRESPONDENCE, 1934 to date. Correspondence on all activities pertaining to the Department, including correspondence between district office, regional office, and state office. (Daily, official.) 9 x 12 folders, 4 ft., in steel filing case. NW. corner room, 1st floor. (13)

4465. MISCELLANEOUS FILE, 1935 to date. Correspondence pertaining to better housing program, canning information, cotton varieties, check assignments, cancelled contracts, census report, corn information, cotton certificates bought and sold, cotton price adjustment information,

cotton pool certificates, fertilizer, and Federal Land Bank file. (Daily, official.) 9 x 12 folders, 2 ft., in steel filing case. SW. corner room, 1st floor. (1)

GRAY

DIVISION OF COOPERATIVE EXTENSION
COUNTY AGRICULTURAL EXTENSION AGENT
Jones County Courthouse

This office was established in 1928 to serve Jones County.

4466. LETTER OF AUTHORIZATION RURAL REHABILITATION CLIENTS, 1935. Letters given by settler to the farm agent authorizing him to deliver his certificates to the Rural Resettlement Division, showing signatures of settlers and notary public. Filed alphabetically. (Never.) 9 x 12 folders, 3 in., in steel filing case. NE. corner room, 2d floor. (41)

4467. GENERAL CORRESPONDENCE, 1934 to date. Correspondence and data on 4-H Club work. Filed alphabetically. (Daily, official.) 9 x 12 folders, 3 ft., in steel filing case. NE. corner room, 2d floor. (14)

4468. GOVERNMENT BILL OF LADING, 1936 to date. Standard Form 1056 showing name of department, name and title of issuing officer, date issued, shipping point, number on package, description of articles, and date. Filed numerically. (Never.) 9 x 12 folders, 1 in., in steel filing case. NE. corner room, 2d floor. (10)

4469. INFORMATION FILE, 1933 - 1934. Records showing agricultural outlook for 1933 - 1934, canning, bulletins, homestead, gardens, delinquent list of borrowers, and relative correspondence. Filed alphabetically by subjects. (Daily, official.) 9 x 12 folders, 2 ft., in steel filing case. NE. corner room, 2d floor. (13)

4470. CORRESPONDENCE, 1936 to date. Correspondence on Bank's disease, animal husbandry, extension dairyman, and drought situation. Filed alphabetically. (Daily, official.) 9 x 12 folders, 4 in., in steel filing case. NE. corner room, 2d floor. (11)

4471. GENERAL INFORMATION FILE, 1936 to date. Data on rehabilitation clients, correspondence, and other miscellaneous matters. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft., in steel filing case. NE. corner room, 2d floor. (5)

4472. COMBINED ANNUAL REPORT OF COUNTY EXTENSION WORKERS, 1934 - 1936. Agri. Form 285 showing combined statistical report on all extension work done in the county during the year by the county agricultural extension agent. Filed chronologically. (Annually, official.) 9 x 12 folders, 4 in., in steel filing case. NE. corner room, 2d floor. (15)

HAZLEHURST

DIVISION OF COOPERATIVE EXTENSION
COUNTY EXTENSION AGENTS
Jeff Davis County Courthouse
Jeff Davis St.

This agricultural agent was appointed January 6, 1920 to cover Jeff Davis County and the home agent was named on March 1, 1936.

County Agricultural Extension Agent

4473. GENERAL CORRESPONDENCE, Apr. 1, 1933 to date. Correspondence with Secretary Wallace, W. S. Brown, and other officials concerning tobacco contracts, rebate checks, beef cattle, allotments, information pertaining to 4-H Club work, and other details pertaining to this office. Filed chronologically and in alphabetical order by subject. (Daily, official.) 8½ x 11 folders, 1 ft. 2 in., in steel filing cabinet. R. 1. (40)

4474. CLUB MEMBERS FOR 1936, Apr. 1, 1936 to date. Records show type of club to be entered, name of district where club members are listed, and names, addresses, and ages of club members. Filed alphabetically by name of district. (Weekly, official.) 5½ x 8½ loose-leaf book, 1 in., in steel filing cabinet. R. 1. (34)

4475. MONTHLY FIELD REPORT OF COUNTY AGENT, Dec. 1, 1933 to date. Form showing days worked, office and field calls made, letters written, miles traveled, demonstration meetings held, purebred animals placed, and a detailed outline of each day's activities; reverse side shows a tabulation results of committees in cooperative marketing. Filed chronologically. (Never.) 8½ x 11 folders, 1 in., in steel filing cabinet. R. 1. (39)

County Home Demonstration Agent

4476. MISCELLANEOUS CORRESPONDENCE, Mar. 1, 1936 to date. To and from this office between home industry specialists, clothing specialists, district agent, extension director, and state 4-H Club leader, pertain- to reports, instructions and suggestions concerning 4-H Club work, home demonstration work, and other details of this office. Filed chronologically and in alphabetical order by subject. (Daily, official.) 8½ x 11 folders, 3 in., in wooden filing case. R. 3. (92)

4477. CANNING BUDGET CONTEST, Jan. 1 - Dec. 30, 1936. Records showing names of county and agent, name and address of contestant, and a recommended budget for that family by home demonstration agent. Filed alphabetically by name of contestant. (Monthly, official.) 8½ x 11 folders, in wooden filing case. R. 3. (86)

4478. LIST OF HOME DEMONSTRATION CLUB MEMBERS, Jan. 1, 1936 to date. Records show names and addresses of all members of home demonstration

clubs that have been organized in different sections of the county. Filed alphabetically by name of club member. (Weekly, official.) 8½ x 11 folders, 1 in., in wooden filing case. R. 3. (89)

4479. HOME DEMONSTRATION AGENT'S DAILY DIARY, Mar. 13, 1936 to date. Printed form showing date, whether agent worked in the office or field, outline of activities performed that day, including demonstrations and training meetings held, 4-H Club meetings held, attendance of meetings, and other miscellaneous activities. Filed chronologically. (Monthly, official.) 8½ x 11 folders, 3 in., in wooden filing case. R. 3. (84)

4480. ENROLLMENT OF GIRLS IN 4-H Clubs, Apr. 29, 1936 to date. Records showing date, county, district, county agent, summary of total enrollment, name, address and age of member, grade in school, and club this year. Filed alphabetically by name of member. (Weekly, official.) 8½ x 11 folders, 1 in., in wooden filing case. R. 3. (88)

4481. PROMOTION LIST FOR 1936 OF 4-H CLUB MEMBERS, Dec. 12, 1936 to date. Mimeographed form showing name of agent, date, county, total number of promotions, from and to what years promoted, name of person promoted, grade made in gardening, health and nutrition, cookery, clothing, home improvement, and miscellaneous activities. Filed alphabetically by name of club member. (Monthly, official.) 8½ x 11 folders, 1 in., in wooden filing case. R. 3. (87)

4482. 4-H CLUB GIRL'S PROMOTION CARD, Dec. 15, 1936 to date. Records show name and address of member, grade made on each different phase of the work, including exhibit, poultry, dairy, nutrition and health, recreation, home improvements, canning, clothing, foods, and cookery; also shows from and to what grade promoted. Filed alphabetically by name of club member. (Monthly, official.) 3 x 5 cards, 2 in., in wooden box on floor. R. 3. (93)

4483. LIST OF 4-H COUNCIL MEMBERS, n. d. Records show names, addresses, and schools attended by all 4-H Club Council members in this county. Filed alphabetically by name of member. (Weekly, official.) 8½ x 11 folders, 1 in., in wooden filing case. R. 3. (85)

4484. MONTHLY REPORTS, Mar. 1, 1936 to date. Form shows a general outline of program development, method and result of demonstration given on food production, nutrition, home improvement, clothing and home industries, and length of time devoted to each demonstration; also a table showing the progress made with 4-H Clubs, and activities performed by the agent each day during the month; reverse side shows number of news articles written during the month and on what subjects, specialist's and district agent's visits, conferences held with county agents, a narrative report and certificate of service. Filed chronologically. (Monthly, official.) 8½ x 11 folders, 1 in., in wooden filing case. R. 3. (90)

4485. ANNUAL REPORT, Dec. 1, 1936, only. Printed forms show year covered by report, general activities of home demonstration agent, summary of extension influence for the year on potatoes, cotton, tobacco, and other special crops, fruits, vegetables and beautification of home grounds, forestry, poultry and bees, cattle, sheep and swine, foods and

nutrition, child development and parent education, clothing, home management, house furnishings, extension, organization and community activities; also a narrative report, and newspaper clippings regarding the work. (Quarterly, official.) 8½ x 11 loose-leaf book, 1 in., in wooden filing case. R. 3. (91)

HINESVILLE

DIVISION OF COOPERATIVE EXTENSION
COUNTY AGRICULTURAL EXTENSION AGENT
Liberty County Courthouse,
Commerce and Market Sts.

This office was established in 1913 for Liberty County.

4486. GENERAL CORRESPONDENCE, 1929 to date. Pertaining to this office and its functions, also information to be given farmers in reference to crops allowed them, and acreage to be planted. (Daily, official.) 8 x 11 loose papers, 9 in., in 3 cardboard letter file boxes. Main room. (13)

4487. CANNERY FILE AND COMMUNICATIONS, Jan. 1 - Dec. 2, 1936. Communications with Chamber of Commerce, everything of an instructive nature about cattle, county allotment covering corn, cotton, and tobacco, cotton committees, Farm Credit Administration, information relative to all loans made by the Government to farmers, Federal land grants, general information as to loans made by Federal Land Bank, fertilizer prices, and information furnished to cooperative associates. (Daily, official.) 9 x 12 folders, 1 ft., in steel filing case. Main room. (10)

HOMERVILLE

DIVISION OF COOPERATIVE EXTENSION
COUNTY AGRICULTURAL EXTENSION AGENT
Courthouse, Courthouse Sq.

This office was established in 1918 for Clinch County.

4488. SCHEDULE OF PAYMENTS, June 10 - June 30, 1936. Form C 125 showing state, county, lot number, Bankhead serial number, name of payee, amount and number of check, and signature of payee. Filed numerically. (Monthly, official.) 8 x 10½ folders, 1 in., in steel filing case. R. 2. (31)

4489. PUBLIC VOUCHER FOR AGRICULTURAL CONSERVATION PAYMENTS, Oct. 16, 1936 to date. Form ACP 13-B showing state, county, administrative, sheet and application serial numbers, name and address of payee, amount, check number and total. (Monthly, official.) 8 x 10 vol. 1 in., on table. R. 1. (122)

4490. APPLICATION FOR MEMBERSHIP IN 4-H CLUB, June 1, 1935 to date. Form shows name and age of applicant, name and address of parents, kind of project applicant desires to carry on, and signature of parent. Filed chronologically. (Monthly, official.) 8½ x 11 folders, 2 in., in wooden filing case. R. 2. (104)

4491. GOVERNMENT BILL OF LADING, June 19, 1935 to date. Standard Form 1058-A showing to whom bill is sent, name and title of issuing officer, date issued, names of consignor and consignee, transportation company, shipping point and destination, a table showing marks, number on package, number and kind of packages, description of articles, and weight. (Never.) 8 x 10½ folders, 1 in., in steel filing case. R. 2. (58)

4492. COMBINED ANNUAL REPORT OF COUNTY EXTENSION WORKERS, FORM 285, Feb. 1, 1935 - Dec. 1, 1936. Agri. Form 285 showing state, county, signature of agricultural agent, period dates, itemized general activities, itemized summary of extension influence for year, itemized report on cereals, itemized report on legumes and forage crops, potatoes, cotton, tobacco and other special crops, fruits, vegetables, and beautification of home grounds. (Annually, official.) 8 x 10 folders, 1 in., in steel filing cabinet. R. 2. (121)

JEFFERSONVILLE

DIVISION OF COOPERATIVE EXTENSION
COUNTY AGRICULTURAL EXTENSION AGENT
Twiggs County Warehouse Bldg.,
Magnolia and Railroad Sts.

This office was established on January 1, 1926 to cover Twiggs County.

4493. GENERAL CORRESPONDENCE, Mar. 14, 1934 to date. With various persons, officials, university students, experiment station, etc., concerning all work carried on through this office. Filed alphabetically as to name and subject. (Monthly, official.) 9 x 12 folders, 4 ft., in steel filing case. R. 1. (14)

4494. MISCELLANEOUS FILE, 4-H CLUB, Sept. 5, 1935 to date. Data relating to club members, their activities, contest, farming and livestock interests, and general correspondence. Filed alphabetically by subject. (Monthly, official.) 9 x 12 folders, 1 ft., in wooden filing case. R. 1. (13)

LAGRANGE

DIVISION OF COOPERATIVE EXTENSION
COUNTY EXTENSION AGENTS
Troup County Courthouse

The agricultural agency was established on July 1, 1914 and that of the home demonstration agency in February 1936.

County Agricultural Extension Agent

4495. CORRESPONDENCE, May 12, 1933 to date. Concerning agricultural activities of the county extension agent, such as crop planning, innoculating cattle, legume planting, fertilizing and soil erosion and AAA activities. (Semiannually, official.) 8½ x 11 folders, 6 ft., in steel filing case. R. 1. (82, 83, 76)

County Home Demonstration Agent

4496. CORRESPONDENCE, Jan. 1, 1936 to date. Relative to home demonstration work or home economics work, insect control, garden planning, bulletins on flowering, trees and plants, and kitchen improvement. (Daily, official.) 8 x 11 folders, 6 ft., in wooden filing case and 2 pasteboard boxes. R. 1. (19)

4497. PROJECT FILE, Jan. 1, 1936 to date. Record of projects and progress made on each, bread making, achievement days, bread contests, clothing programs, home demonstration club members, draperies, and slip covers. (Daily, official.) 8 x 11 folders, 4 ft., in wooden filing case and pasteboard box. R. 1. (20)

4498. RECORDS AND REPORTS, JAN. 1, 1936 to date. Records and reports relative to appropriations, budgets, county council of girls and women, camps, enrollment, dry cleaning, health program, publications, promotions, monthly reports, nutrition programs, and reviews. (Daily, official.) 8 x 11 folders, 6 ft., in filing case and 2 pasteboard boxes. R. 1. (21)

LINCOLNTON

DIVISION OF COOPERATIVE EXTENSION
COUNTY AGRICULTURAL EXTENSION AGENT
Lincoln County Courthouse,
Humphrey St.

This office was established in 1929 for Lincoln County.

4499. SOIL CONSERVATION RECORDS, Jan. 1, 1936 to date. Agri. Form showing work being done such as terracing and crops planted. (Daily, official.) 8½ x 11 folders, 4 in., in steel filing case. NE. corner room, 1st floor. (29)

LOUISVILLE

DIVISION OF COOPERATIVE EXTENSION
COUNTY AGRICULTURAL EXTENSION AGENT
Jefferson County Courthouse, 212 Broad St.

This office was established in 1917 to cover Jefferson County.

4500. GENERAL CORRESPONDENCE, 1936 to date. Between local and state offices, dealing with the various activities of extension work. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft., in steel filing case. NE. corner room, 2d floor. (26)

4501. CORRESPONDENCE, 1934 - 1935. Between district, local, and state offices. Filed alphabetically. (Never.) 9 x 12 folders, 4 ft., in steel filing case. NE. corner room, 2d floor. (7)

LYONS

DIVISION OF COOPERATIVE EXTENSION
COUNTY EXTENSION AGENTS
City Hall, Railroad Ave.

This office was established in 1933 for Toombs County.

County Agricultural Extension Agent

4502. GENERAL CORRESPONDENCE, 1935 to date. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft. 3 in., in steel filing case. NW. corner room, 2d floor. (18)

County Home Demonstration Agent

4504. GENERAL CORRESPONDENCE, Sept. 1934 to date. Between the director, Athens, Ga., and the local county home demonstration agent regarding the various activities of her office. (Daily, official.) 9 x 12 folders, 6 in., in wooden box. SE. corner room, 2d floor. (1)

4505. HOME DEMONSTRATION AGENT'S DAILY DIARY, Sept. 1934 to date. Brief survey of work carried on during the day by the county home demonstration agent, showing program development, meetings attended, and time spent. (Daily, official.) 9 x 12 folders, 3 in., in wooden box. SE. corner room, 2d floor. (4)

4506. COMBINED ANNUAL REPORT OF COUNTY EXTENSION WORK, Dec. 1933 to date. Statistical report showing general activities of this office regarding food, clothing, home inspection, and gardens. (Never.) 9 x 12 folders, 2 in., in wooden box. SE. corner room, 2d floor. (2)

4507. MONTHLY FIELD REPORT OF COUNTY HOME DEMONSTRATION AGENT, Sept. 1934 to date. Brief survey of work carried on during the month by the county home demonstration agent, showing program development, meetings attended, days spent in the field, and a narrative report by the agent. (Monthly, official.) 9 x 12 folders, 4 in., in wooden box. SE. corner room, 2d floor. (3)

MACON

DIVISION OF COOPERATIVE EXTENSION
COUNTY AGRICULTURAL EXTENSION AGENT
Post Office Bldg.,
SE. corner Mulberry and 3d Sts.

This office was established in 1908 for Bibb County. Old records and correspondence are destroyed at the end of each fiscal year.

4508. COUNTY AGRICULTURAL AGENTS DIARY, Jan. 1, 1936 to date. Diary showing name of enterprises, method, result, other enterprise meetings, result of demonstrations visited, started and completed units involved, time devoted, locations, and purpose. Filed chronologically. (Daily, official.) 4 x 5 booklets (6), 3 in., in desk drawer. R. 332. (528)

4509. COMBINED ANNUAL REPORT OF COUNTY EXTENSION WORKER, Nov. 31, 1925 - Dec. 1, 1935. Agri. Form 285, summary showing analysis and interpretations for presentation to the people of the county, state, and nation, of extension activities in each county for the year, and results obtained by county extension agents, assisted by subject matter specialists, and used by extension agents in making combined statistical reports on all extension work done in the county during the year (copies are made for county officials, agents' files, state extension office, and Extension Service, United States Department of Agriculture). (Annually, official.) 8½ x 11 folders, 10 in., in steel filing cabinet. R. 332. (527)

4510. MONTHLY FIELD REPORT OF FIELD AGENT, Jan. 1, 1936 to date. Report shows location, purpose of visit, demonstration started, club enrollments, calls made, miles traveled, bulletins distributed, number of purebred animals placed, and results of committees in cooperative marketing. (Monthly, official.) 8½ x 14 loose papers, 1 in., in desk drawer. R. 332. (529)

DIVISION OF COOPERATIVE EXTENSION
NEGRO COUNTY EXTENSION AGENTS
Post Office Bldg., Mulberry and 3d Sts.

This office was established April 1, 1923 to cover Bibb, Monroe, and Twiggs counties.

4511. GENERAL INFORMATION, July 1931 to date. Regarding farming, hog raising, and dairying in Bibb, Twiggs, and Monroe counties. Filed alphabetically. (Daily, official.) 10 x 11½ loose papers, 3 in., in letter file. R. B-22. (241)

4512. INFORMATION BUREAU, Sept. 10, 1929 to date. Information pertaining to Agricultural News, Hampton Institute, National Housing Act, list of available publications of the Department of Agriculture, Depart-

ment of Commerce, Bureau of Census, cholera disease among hogs and poultry, 4-H Club plays, county agriculture agent, purebred sires, bibliography of publications relating to agricultural exhibits, miscellaneous extension, publication number 3, Official Staff Bibb County Farm and Home Demonstration Council, Farm Credit Administration, Federal Housing Administration, list of United States film strips, etc.; printed bulletins and circulars pertaining to agriculture and dairying. Filed alphabetically. (Daily, official.) 8½ x 11 loose papers, 2 ft., in steel filing cabinet. R. B-24. (244)

4513. ANNUAL REPORTS, Apr. 1, 1923 to date. Statistical and narrative reports of soil improvements, Corn Club, Pig Club, community fairs, relief work, outlook and recommendation; also reports pertaining to agriculture, dairying, hog, poultry, and cattle raising, and treatment of their diseases. (Annually, official.) 9 x 12 folders, 3 in., on table. R. B-22. (240)

4514. PROJECT AND MONTHLY REPORT, Jan. 1, 1925 to date. Report of 4-H Club roll for 1927 and other years, news sheets, annual reports of Bibb County, list of club reports, monthly reports on baby chicks, and other reports of less importance pertaining to other cities of this organization. (Daily, official.) 8½ x 10 loose papers, 1 ft. 6 in., in steel filing cabinet. R. B-24. (236)

4515. GENERAL CORRESPONDENCE, Apr. 8, 1931 to date. Typed and mimeographed letters from director of Extension Department of Georgia, field agent, state home demonstration and state club agent, and other general correspondence; also administration bulletins, circulars, and orders. Filed alphabetically. (Daily, official.) 9 x 12 folders, 6 in., in steel filing case. R. B-22. (238)

4516. 4-H CLUB MATERIAL, Apr. 1, 1932 to date. Records of 4-H Club rolls of schools, material from commercial concerns, institutions, 4-H Club material bulletins, census reports, and other information pertaining to this organization. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in steel filing cabinet. R. B-24. (237)

4517. GENERAL FILE CORRESPONDENCE AND REPORTS, Mar. 1, 1933 to date. Reports and correspondence of acting postmaster, editor of Telegraph, director of Extension Service, general agricultural agent, Georgia Rural Resettlement, Farm Credit Administrator, 4-H Club Council; also correspondence pertaining to home economics and home demonstration agents. Filed alphabetically. (Daily, official.) 8½ x 10 loose papers, 1 ft. 6 in., in steel filing cabinet. R. B-24. (239)

MARIETTA

DIVISION OF COOPERATIVE EXTENSION
COUNTY AGRICULTURAL EXTENSION AGENT
Mozley Bldg., Anderson and Atlanta Sts.

This office was established on January 1, 1915 for Cobb County.

4518. INDEX ON BULLETINS, Aug. 1925 to date. Regarding apples, bees, canning, cattle, dairy cattle, 4-H Club, cotton, diseases of people and dogs, engineering, fertilizer, food, forestry, and fruits. (Bulletins are numbered and filed numerically as received.) (Daily, official.) 3 x 5 cards, 3 in., in wooden filing case. W. end, 2d floor. (127)

4519. 4-H CLUB INFORMATION, Jan. 1, 1936 to date. Records show camps, short courses, project contests, club work, judging demonstration, club work, and names of all club members raising pigs. Filed alphabetically as to subject. (Daily, official.) 9 x 12 folders, 6 in., in steel filing cabinet. W. end, 2d floor. (124)

4520. GENERAL INFORMATION COUNTY AGENT FILE, Jan. 1, 1936 to date. Correspondence, issued by state office for county agents' use, pertaining to all phases of agriculture. Filed alphabetically by subject. (Daily, official.) 9 x 12 folders, 2 ft., in steel filing cabinet. W. end, 2d floor. (122)

4521. GOVERNMENT INFORMATION, Jan. 1, 1936 to date. Records show cotton loans, drought relief, farmers' market, farm planning, Federal Land Bank, general electrification, land use planning, NYA, production credit, program, and planning. Filed alphabetically by subject. (Daily, official.) 9 x 12 folders, 8 in., in steel filing cabinet. W. end, 2d floor. (123)

4522. ANNUAL REPORT OF COUNTY EXTENSION WORKERS, Dec. 1, 1924 - Dec. 31, 1935. Report shows county line farm, cotton committeemen; and relative correspondence. Filed alphabetically by subject. (Monthly, official.) 9 x 12 folders, 8 in., in steel filing cabinet. W. end, 2d floor. (125)

4523. FAIR FILE, May 1, 1936 to date. Catalogue advertising matter correspondence, fair insurance and legislation and premium list pertaining to the Cobb County Fair. (Monthly, official.) 9 x 12 folders, 6 in., in steel filing cabinet. W. end room, 2d floor. (137)

MCRAE

DIVISION OF COOPERATIVE EXTENSION
COUNTY EXTENSION AGENTS
Telfair County Courthouse,
Telfair and Oak Sts.

The agricultural agency was established on January 7, 1911 for Telfair County; the home agency was established on January 6, 1928. Most of the records were destroyed when the County Courthouse burned on January 10, 1934.

County Agricultural Extension Agent

4524. GENERAL CORRESPONDENCE, Feb. 13, 1934 to date. With Telfair County landowners who live out of the county, regarding the activities

of their farms, letters from the state agricultural office giving instructions concerning soil conservation program, filling out office pay roll, procedure of handling checks, and copies of letters to district agent requesting supplies. Filed chronologically and arranged alphabetically. (Daily, official.) 8½ x 11 folders, 3 in., in steel filing cabinet. R. 1. (32)

County Home Demonstration Agent

4525. GENERAL CORRESPONDENCE, June 1, 1929 to date. To and from district agent requesting and furnishing information pertaining to this office; also from clients in the county requesting information on canning products, and other details of the work. Filed chronologically and albhabetically. (Daily, official.) 8½ x 11 folders, 3 in., in wooden filing case. R. 3. (95)

4526. MONTHLY CALENDAR OF PROGRAMS, Jan. 1, 1929 to date. Mimeographed form shows month, project subject, topics and demonstrations, and name of demonstration speaker. Filed chronologically. (Monthly, official.) 8½ x 11 folders, 3 in., in wooden filing case. R. 3. (91)

4527. ENROLLMENT BLANK, Jan. 1, 1930 to date. Form shows date, county, county and district agents, number of first through seventh year members, name and address of each girl enrolled, age, grade in school, and her current club year. Filed alphabetically by name of club member. (Weekly, official.) 8½ x 11 folders, 1 in., in wooden filing case. R. 3. (83)

4528. PROGRAM FOR 4-H CLUBS, Jan. 1, 1930 to date. Form P 10 showing projects in the 4-H Club program to receive special emphasis, seasonal program of projects including name of season, project to be carried on that season, and method of development, monthly program providing one or two meetings during month, project demonstration subject for that month, and method of development. Filed chronologically. (Monthly, official.) 8½ x 11 folders, 1 in., in wooden filing case. R. 3. (88)

4529. PROGRAM OF WORK FOR HOME DEMONSTRATION COUNCIL, Jan. 1, 1930 to date. Form P 7 showing names and addresses of officers and home demonstration project chairmen, community represented for poultry, dairying, home improvement, clothing, marketing, and other projects, names of other organizations represented on council, and names and addresses of representatives of each, meeting place, regular meeting days of council, subjects chosen for meeting programs, and activities for the year. Filed chronologically. (Monthly, official.) 8½ x 11 folders, 2 in., in wooden filing case. R. 3. (90)

4530. BOYS' CLUB ENROLLMENT, May 11, 1930 to date. Records show name of boy, age, grade in school, years in club work, and name of project each boy is interested in. Filed alphabetically as to names of club members. (Weekly, official.) 8½ x 11 folders, 1 in., in wooden filing case. R. 3. (81)

4531. HOME ECONOMICS PROGRAM FOR 4-H CLUBS, Nov. 15, 1931 to date. Form P 9 showing number of communities and school districts in county,

number of girls and boys between eleven and twenty years of age, number of girls and boys enrolled in 4-H Clubs, problems in county, methods of attack, goals for clubs, community activities, and county contests. Filed chronologically. (Monthly, official.) 8½ x 11 folders, 1 in., in wooden filing case. R. 3. (89)

4532. ENROLLMENT OF WOMEN'S HOME DEMONSTRATION CLUBS, Mar. 10, 1932 to date. Records show county, date, community, names of all officers and names and addresses of all club members. Filed alphabetically by district and name of club member. (Weekly, official.) 8½ x 11 folders, 2 in., in wooden filing case. R. 3. (92)

4533. OFFICERS OF 4-H CLUB COUNTY COUNCIL, GIRLS' SECTION, Mar. 10, 1932 to date. Form P 11 showing officers of the council, chairman of project activities, name and address of chairman, name of community he represents, and name of project that each is chairman of, names and addresses and community represented by adult 4-H Club sponsors, meeting place, regular meeting day of council, subjects chosen for meetings, dates, and outline of special activities for year. Filed chronologically. (Weekly, official.) 8½ x 11 folders, 1 in., in wooden filing case. R. 3. (87)

4534. HOME DEMONSTRATION CLUB PROGRAM, May 10, 1934 to date. Form P 4 showing projects to receive special emphasis, projects to receive follow up attention which were emphasis projects in preceding year, projects to receive preliminary attention, seasonal program of projects including name of season, project to be carried on that season, and method of development, Filed chronologically. (Weekly, official.) 8½ x 11 folders, 2 in., in wooden filing case. R. 3. (85)

4535. MONTHLY FIELD REPORT OF COUNTY HOME DEMONSTRATION AGENT, Jan. 1, 1929 to date. Agri. Form showing county, month, table giving program development for the month, showing results of demonstration, time devoted to each demonstration, and detailed outline of each day's activities with every day in month being accounted for; reverse side shows number of news articles written, extension exhibits shown, district and state agent's visits, district meetings attended, schools visited, and a narrative report written according to projects. Filed chronologically. (Monthly, official.) 8½ x 14 folders, 6 in., in wooden filing case. R. 3. (86)

4536. ANNUAL REPORT OF COUNTY EXTENSION WORKERS, June 1, 1929 to date. Agri. Form 285 showing date, for whom report is made, general activities of the workers, report on legumes, forage crops, potatoes, cotton, tobacco, and other special crops, fruits, vegetables, beautification of home grounds, forestry, agricultural engineering, poultry, bees, dairy and beef cattle, sheep, hogs, horses, agricultural economics, foods and nutrition, child development, parent education, clothing, home management, house furnishings, and a detailed narrative report on each phase of the work. Filed chronologically. Indexed by subject matter. (Monthly, official.) 8½ x 11 loose-leaf books (17), 1 ft. 2 in., in wooden filing case. R. 3. (93)

4537. CLUB REPORT OF BUILD AND PROTECT YOUR TEETH PROJECT, Jan. 1, 1930 to date. Records show county, president of club, nutrition chairman,

names of club members, number of visits to dentist this year, number of cavities found, number filled, teeth extracted, number times teeth brushed daily, amount of milk consumed daily, and number eggs eaten daily. (Monthly, official.) 8½ x 11 folders, 1 in., in wooden filing case. R. 3. (84)

4538. REPORT OF PROMOTIONS IN GIRLS 4-H CLUBS, Jan. 1, 1930 to date. Records show name of girl, promotion from year to year, each girl's grade in gardening, health and nutrition, cookery, clothing, home improvement, canning, poultry, dairying and exhibits, total number of promotions, and number promoted from first through eighth years in club work. Filed alphabetically by name of club member. (Weekly, official.) 8½ x 11 folders, 1 in., in wooden filing case. R. 3. (82)

4539. INDIVIDUAL NUTRITION REPORT, June 1, 1930 - Dec. 31, 1934. Record shows name of client, number in family, number of apple, fig, peach, pear, pecan, and other fruit trees planted this year, list of new vegetables grown this year, number of milk cows for family use, number of hogs to be butchered, record of all food stored for winter use, and written statement of benefits to family as results from nutrition activities. (Never.) 8½ x 11 loose papers, 3 in., in wooden filing case. Damaged by handling. R. 3. (94)

MILLEN

DIVISION OF COOPERATIVE EXTENSION
COUNTY HOME DEMONSTRATION AGENT
Jenkins County Courthouse,
Harvey and Daniel Sts.

The home agency was established in 1936 for Jenkins County. The records of the agricultural agent consist entirely of AAA records and are listed under the AAA.

4540. MISCELLANEOUS FILE, 1936 to date. Data on organization, county facts, health and nutrition, gardening, dairying, marketing, home improvement, recreation, publicity, clothing, letters, recipes, canning, child program material, monthly reports, contests, home instructions, and correspondence on above. (Daily, official.) 9 x 12 folders, 2 ft., in wooden filing cases. NW. corner room, 1st floor. (4)

MONROE

DIVISION OF COOPERATIVE EXTENSION
COUNTY EXTENSION AGENT
Post Office Bldg., Broad St.

This office was established in 1912 to cover Walton County.

County Agricultural Extension Agent

4541. GENERAL CORRESPONDENCE, 1935 to date. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft., in steel filing case. R. A-200. (21)

4542. APPLICATIONS FOR DROUGHT RELIEF, 1935 to date. Agri. Form, application for drought relief, showing names of applicants, dates, condition and location of farm, and owner of farm, sharecropper, or tenant. Filed alphabetically. (Monthly, official.) 9 x 12 folders, 2 ft., in steel filing case. R. A-200. (22)

4543. MISCELLANEOUS FILE, 1936 - 1937. Miscellaneous records pertaining to articles of association of the Walton County Conservation Association, market building, canning plant, soil conservation, checks pledged, cotton measurements, and relative correspondence. (Daily, official.) 9 x 12 folders, 4 ft., in steel filing case. R. A-200. (23)

County Home Demonstration Agent

4544. GENERAL CORRESPONDENCE, Jan. 1, 1937 to date. Between state office, clients, and district office. Filed chronologically. (Daily, official.) 8 x 11 loose papers, 6 in., on desk. Dirty. R. 202. (25)

4545. ENROLLMENT OF WOMEN'S HOME DEMONSTRATION CLUBS, 1936 to date. Enrollments listed in alphabetical order and revised quarterly. Filed alphabetically. (Weekly, official.) 9 x 12 folders, 2 in., on wooden desk. R. 202. (5)

NASHVILLE

DIVISION OF COOPERATIVE EXTENSION
COUNTY AGRICULTURAL EXTENSION AGENT
Gaskins Bldg., Davis St.

This office was established in 1925 to cover Berrien County.

4546. GENERAL CORRESPONDENCE, June 1, 1932 to date. With extension forester regarding replenishing pine trees, experiment stations regarding experiments and results that would be helpful to county agent's work, agricultural engineer regarding terracing fields, and other extension officials regarding reports and other general activities of this office. Filed chronologically. (Daily, official.) 8½ x 11 folders, 1 ft. 2 in., in steel filing case. R. 1. (117)

4547. COMBINED ANNUAL REPORT OF COUNTY EXTENSION WORKERS, July 1, 1932 to date. Agri. Form 285 showing all activities of the county agent including time spent on each activity, results of demonstration given, and all of the county agent's accomplishments for the year. Filed chronologically. (Monthly, official.) 8 x 10½ loose-leaf books (7), 3 in., in steel filing case. R. 3. (132)

NEWNAN

DIVISION OF COOPERATIVE EXTENSION
COUNTY AGRICULTURAL EXTENSION AGENT
Meyer Bldg., Court Sq.

This office was established on January 1, 1918 to cover Coweta County.

4548. MISCELLANEOUS CORRESPONDENCE, Jan. 1, 1936 to date. With various offices and persons concerning contracts, planting, supplies, applications for work in county agent's office, and all phases of work carried on. Filed alphabetically by name. (Monthly, official.) 9 x 12 folders, 1 ft., in wooden filing case. N. side room, 2d floor. (4)

4549. MISCELLANEOUS FILE, 4-H CLUB WORK, Oct. 1, 1936 to date. Correspondence from county agent to different members and interested parties concerning work carried on in this office. Filed chronologically. (Daily, official.) 9 x 12 folders, 1 in., in steel filing case. N. side room, 2d floor. (47)

QUITMAN

DIVISION OF COOPERATIVE EXTENSION
COUNTY AGRICULTURAL EXTENSION AGENT
Walker Bldg., S. Lee St.

This office was established in 1923 in cooperation with the state and the United States Department of Agriculture, to serve Brooks County.

4550. TRAVEL VOUCHERS, Sept. 2, 1933 - Jan. 6, 1936. Standard Form 1012, Public voucher for reimbursement of travel and other expense including per diem; Form 1012e, mode of travel. (Semimonthly, official.) 8 x 10½ folders and envelopes, 2 in., in steel filing cabinets. R. 1, 2d floor. (75, 72)

4551. SALARY AND LEAVE CERTIFICATES, Nov. 24, 1933 - Jan. 6, 1936. Standard Form 22. (Monthly, official.) 8 x 10½ envelopes, 1 in., in steel filing cabinet. R. 1, 2d floor. (74)

4552. MONTHLY FIELD REPORTS, Dec. 1, 1935 to date. Agri. Form showing county, date, itemized farm crops, horticulture, livestock, and all activities. (Monthly, official.) 8½ x 11 folders, 1 in., in steel filing cabinet. R. 1, 2d floor. (162)

ROBERTA

DIVISION OF COOPERATIVE EXTENSION
COUNTY AGRICULTURAL EXTENSION AGENT
Zeagler Bldg., Agency St.

This office was established on May 1, 1930 to cover Crawford County. The building housing it was burned in 1936 and its records were destroyed.

4553. GENERAL CORRESPONDENCE, Jan. 1, 1937 to date. With officials and other interested persons in regard to work carried on in this office. Filed alphabetically as to name of addressee and subject. (Daily, official.) 9 x 12 folders, 2 in., in steel filing case. R. 201. (12)

4554. MONTHLY CERTIFICATE OF SERVICE, Dec. 11, 1936 to date. Agri. Form showing town, date, community, officially employed, leave of absence (annual or sick) without pay, explanation of leave of absence, and signature of county agent. Filed chronologically. (Monthly, official.) 9 x 12 folders, 1 in., in steel filing case. R. 201. (6)

4555. APPLICATION FOR MEMBERSHIP IN 4-H CLUB, Jan. 1, 1937 to date. Records show name, age, name of school, parents' name, address, project applicant wished to enter, and parents' consent for child to enter. Filed alphabetically by name of applicant. (Monthly, official.) 3 x 6 cards, 2 in., in steel filing case. R. 201. (2)

4556. MONTHLY FIELD REPORT OF COUNTY AGENT, Jan. 1, 1937 to date. Agri. Form showing county, date, organized work, soil improvements, miscellaneous, location for each day of month, purpose, and narrative of monthly activities. Filed chronologically. (Monthly, official.) 9 x 12 folders, 1 in., in steel filing case. R. 201. (3)

ROCHELLE

DIVISION OF COOPERATIVE EXTENSION
COUNTY AGRICULTURAL EXTENSION AGENT
Brown Bldg., 117½ First Ave.

This office was established on June 4, 1933 to cover Wilcox County.

4557. CORRESPONDENCE, 4-H CLUB, Jan. 1, 1936 to date. With Club members and officials, concerning work of the club, livestock, gardens, activities, progress, etc. Filed alphabetically by name of addressee. (Monthly, official.) 9 x 12 folders, 5 in., in steel filing case. R. 201. (45)

4558. GENERAL CORRESPONDENCE, Mar. 1, 1936 to date. With contract signers, and county committee, concerning all work carried on through

this office. Filed alphabetically by name of addressee. (Weekly, official.) 9 x 12 folders, 1 ft. 6 in., in steel filing case. R. 201. (69)

4559. RECEIPT FOR RAT TRAPS, Nov. 1 - Dec. 18, 1936. Records show number rat traps given to each person, signature, and address of recipient. Filed chronologically. (Never.) 9 x 12 folders, 1 in., in wooden filing case. R. 201. (52)

ROME

DIVISION OF COOPERATIVE EXTENSION
COUNTY AGRICULTURAL EXTENSION AGENT
Floyd County Courthouse,
N. Fifth Ave. and W. 1st St.

This office was established on January 1, 1915. A home agent also serves Floyd County. There was no county agent in Floyd County from June 1, 1925 to January 1, 1931. No records have been destroyed since 1931.

County Agricultural Extension Agent

4560. ANNUAL REPORT, Dec. 1, 1931 - Dec. 1, 1936. Reports used by county extension agents in making a combined statistical report on extension work done in the county during each year, for both State and Federal Governments. Filed chronologically. (Annually, official.) 8½ x 11 folders, 1 in., in steel filing cabinet. R. 1, basement. (514)

4561. MISCELLANEOUS FILE, May 15, 1936 to date. Miscellaneous reports on 4-H Club, 4-H Club Loans, horticulture, dairy judging and project contracts, wild life, and newspaper articles and talks. Filed alphabetically. (Monthly, official.) 8½ x 11 folders, 1 ft., in steel filing cabinet. R. 1, basement. (505)

4562. MISCELLANEOUS REPORTS, Nov. 1, 1936 to date. Miscellaneous reports including memoranda, monthly summary, weekly report, requisition, and supervisor's report; also miscellaneous supplies, books on agricultural engineering, and other items. Filed chronologically. (Monthly, official.) 8½ x 11 folders, 1 in., in steel filing cabinet. R. 1, basement. (515)

County Home Demonstration Agent

4563. MISCELLANEOUS CORRESPONDENCE, Mar. 1, 1932 to date. Regarding marketing contest, report on farms, and plants adaptable to region and plant lists. (Daily, official.) 8½ x 11 folders, 1 ft. 6 in., in wooden filing cabinet. R. 2, basement. (496)

4564. PROGRAM MATERIAL, Jan. 1, 1931 to date. Reports on program materials for various clubs in county home demonstration agent's work including contests, team work, and many other activities in counties. (Monthly, official.) 8½ x 11½ papers, 2 in., in file on shelf of wooden

rack. Dirty, torn. R. 2, basement. (494)

4565. ANNUAL REPORT OF AGRICULTURE AND HOME ECONOMICS, Jan. 1, 1933 to date. Reports on agriculture and home economics under supervision of Extension Division, University of Georgia, showing a summary of activities and accomplishments, report of county work, food preservation, and reports on rural social life. (Semiannually, official.) 8 x 10½ papers, 2 in., in file, on shelf of wooden rack. R. 2, basement. (493)

4566. MONTHLY REPORTS, Jan. 1, 1936 to date. Georgia Form report on county agriculture and home economics work, including field reports, 4-H Club work, emergency supplement, and report of various subjects under home demonstration agent. Form attached. (Monthly, official.) 8 x 11 papers, 2 in., in file on shelf of wooden rack. Dirty, torn. R. 2, basement. (495)

4567. GENERAL FILES, HOME DEMONSTRATION WORK, Mar. 1, 1932 to date. List of project chairmans of girls 4-H Clubs and women's clubs, record of different clubs for girls and women, showing extension methods, achievements, organizations, fairs and exhibits, character building, home accounts, health and sanitation, machinery for farm, and home marketing. (Daily, official.) 8½ x 11 folders, 2 ft., in wooden filing cabinet. R. 2, basement. (497)

4568. MISCELLANEOUS HOME ECONOMICS FILE, Mar. 1, 1932 to date. Record of southern home economics extension, census, character building, fairs and exhibits, furniture, marketing, poultry extension service, review, home education articles, national kindergarten association, home management and supplies; and Form 99. (Daily, official.) 8½ x 11 folders, 2 ft., in wooden filing cabinet. R. 2, basement. (501)

SANDERSVILLE

DIVISION OF COOPERATIVE EXTENSION
COUNTY HOME DEMONSTRATION AGENT
Post Office Bldg., Harris St.

This office was established in 1914 to cover Washington County. Records of the agricultural agent pertain to the AAA only, and are listed in that section.

4569. GENERAL CORRESPONDENCE, 1937 to date. With officials and interested persons concerning all work carried on in this office. Filed chronologically. (Daily, official.) 8½ x 11 loose papers, 6 in., in desk drawer. Scattered. R. 202. (35)

4570. CLUB ENROLLMENTS, 1927 to date. Records show name and address of enrollee, date enrolled, and if dropped, date of same. Filed chronologically. (Monthly, official.) 9 x 12 folders, 2 ft., in filing case. R. 202. (37)

4571. 4-H GIRLS CLUB RECORD BOOKS, 1935 to date. Record of all work

of the 4-H Girls, showing number of points given for accomplishing various tasks at home, both in the home itself and in gardening, poultry, and stock raising. Filed alphabetically. (Weekly, official.) 5 x 8 vols. (200), 16 ft. 9 in., on wooden shelves. Dirty, sooty. R. 202. (39)

4572. COMBINED ANNUAL REPORT OF COUNTY EXTENSION WORKERS, 1926 to date. Agri. Form 285 showing work done in the county during the year by the county home demonstration agent. Filed chronologically. (Monthly, official.) 9 x 12 folders, 2 ft., in filing case. R. 202. (38)

4573. MONTHLY REPORTS, 1927 to date. Summary of all work handled by county home demonstration agent, showing places visited and work performed. Filed chronologically. (Monthly, official.) 9 x 12 folders, 2 ft., in steel filing case. R. 202. (36)

DIVISION OF COOPERATIVE EXTENSION
NEGRO COUNTY EXTENSION AGENTS.
Post Office Bldg., Harris St.

An agricultural agency for negroes was established in 1919 to cover Washington County. A home demonstration agent was appointed in 1923.

County Agricultural Extension Agent

4574. CORRESPONDENCE, 1931 to date. Between state office and agent, concerning all work carried on. Filed chronologically. (Daily, official.) $8\frac{1}{2}$ x 11 loose papers, 1 ft., in 4 transfer cases. R. 200. (64)

4575. GENERAL CORRESPONDENCE, 1931 to date. With officials, producers, and interested persons, regarding all work carried on through this division. Filed alphabetically. (Daily, official.) 9 x 12 folders, 6 ft., in steel filing case. R. 200. (60)

4576. 4-H LIVESTOCK RECORD, 1931 to date. Record shows progress made in 4-H Club work and the actual money made or lost in livestock, exhibits of livestock, where shown, what prizes were won, and whether medal or money. Filed alphabetically. (Monthly, official.) 9 x 12 folders, 2 ft., in steel filing case. R. 200. (66)

4577. NOTE BOOKS, 1931 to date. Data on various plant and animal diseases that the agent has made notes on. Entered chronologically. (Daily, official.) 6 x 8 loose-leaf books (10), 1 ft. 8 in., in wooden desk drawer. R. 200. (62)

4578. RELEASES AND BULLETINS, 1931 to date. From the state office, giving instructions to local office regarding work to be carried out. Filed numerically as to serial number. (Daily, official.) 9 x 12 folders, 6 ft., in steel filing case. R. 200. (65)

4579. COMBINED ANNUAL REPORT OF COUNTY EXTENSION WORKERS, 1931 to date. Agri. Form 285 showing report of extension workers concerning

general activities, cereals, legumes, forage crops, potatoes, cotton, tobacco, other special crops, forestry, and agricultural engineering. Filed chronologically. (Monthly, official.) 9 x 12 folders, 1 ft. 6 in., in steel filing case. R. 200. (61)

4580. MONTHLY FIELD REPORT OF COUNTY AGENT, Jan. 1937 to date. Report made by agent, covering a summary of his work for the month. Filed alphabetically. (Monthly, official.) 9 x 12 folders, 2 in., in steel filing case. R. 200. (63)

County Home Demonstration Agent

4581. GENERAL CORRESPONDENCE, 1931 to date. Incoming and outgoing correspondence of officials and interested person pertaining to work carried on in this office. Filed alphabetically. (Daily, official.) 9 x 12 folders, 11 ft., in steel filing case and wooden box. R. 200. (43, 45)

4582. ENROLLMENT IN 4-H CLUBS, 1931 to date. Records show names of all members enrolled in 4-H Clubs, with revised list being made each year, and a list of deceased members, showing date of death. Entered chronologically. (Weekly, official.) 9 x 10 vol., 3 in., in steel filing case. R. 200. (41)

4583. RELEASES AND BULLETINS, 1931 to date. From state office giving instructions to local offices. Arranged as to subjects and filed numerically as to serial number. (Daily, official.) 9 x 12 folders, 6 ft., in steel filing case. R. 200. (40)

4584. HOME DEMONSTRATION AGENT'S DAILY DIARY, 1933 to date. Diary kept by home demonstration agent which outlines her activities for the day. Filed chronologically. (Weekly, official.) 9 x 13 folders, 3 ft., in steel filing case. R. 200. (44)

4585. COMBINED ANNUAL REPORT OF COUNTY EXTENSION WORKERS, 1931 to date. Agri. Form 285 showing report of extension workers, concerning general activities, cereals, legumes, forage crops, potatoes, cotton, tobacco, other crops, forestry, and agricultural engineering. Filed chronologically. (Annually, official.) 9 x 12 folders, 6 in., in steel filing case. R. 200. (42)

4586. MONTHLY FIELD REPORT OF COUNTY HOME DEMONSTRATION AGENT, 1933 to date. Summary of work done during month, showing days spent in office, in field, and accomplishments. Filed chronologically. (Monthly, official.) 9 x 12 folders, 2 ft., in steel filing case. R. 200. (46)

SAVANNAH

DIVISION OF COOPERATIVE EXTENSION
COUNTY AGRICULTURAL EXTENSION AGENT
Post Office and Courthouse, Bull St.

This agency was established in 1914.

4587. GENERAL CORRESPONDENCE, 1927 to May 1936. Regarding 4-H Club work, improvements, awards, garden clubs, livestock, exhibits, price lists, control programs, contracts, and personal correspondence of the county demonstration agent. (Daily, official.) 9½ x 11½ folders and 9 x 11½ bundles, 26 ft. 5 in., in steel filing cases, wooden transfer cases, wooden box, and 2 pasteboard boxes. R. 240. (293)

4588. DAILY REPORTS, n. d. Reports of the county agent on amount and type of work accomplished. (Never.) 9½ x 11½ folders, 8 in., in wooden box. R. 240. (290)

4589. ANNUAL REPORTS, n. d. Annual reports of the county demonstration agents of the southern section covering amount and type of work done. (Never.) 9½ x 11½ folders, 1 ft. 2 in., in steel filing case. R. 240. (292)

SOPERTON

DIVISION OF COOPERATIVE EXTENSION
COUNTY AGRICULTURAL EXTENSION AGENT
Treutlen County Courthouse, 2d St.

This office was established on Nov. 1, 1933 to cover Treutlen County.

4590. GENERAL CORRESPONDENCE, 1933 to date. Between various parties, pertaining to 4-H Club program, assistant state leader of 4-H Club, district agent, and state director NYA. Filed numerically. (Daily, official.) 9 x 12 folders, 6 in., in steel filing case. NW. corner room, 2d floor. (1)

SWAINSBORO

DIVISION OF COOPERATIVE EXTENSION
COUNTY AGRICULTURAL EXTENSION AGENT
Pierce Hotel Bldg., Main St.

4591. GENERAL FILES, 1936 to date. Regarding 4-H Clubs, forestry, etc. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in steel filing case. SE. corner room, 1st floor. (74)

SYLVANIA

DIVISION OF COOPERATIVE EXTENSION
COUNTY EXTENSION AGENTS
(A) Buckeye Bldg.,
(B) Screven County Courthouse.

This office serves Screven County.

County Agricultural Extension Agent

4592. GENERAL CORRESPONDENCE, 1933 to date. Active and inactive correspondence between the district, local, and state offices, relative to all activities pertaining to the Department. (Report 4, never; report 5, daily, official.) 9 x 12 folders, 5 ft., in 2 steel filing cases. S. room, 1st floor (Bldg. A). (4, 5)

4593. MISCELLANEOUS FILE, 1936 to date. Records pertaining to corn, club work, horticulture, livestock, marketing, legumes, and poultry. (Daily, official.) 9 x 12 folders, 2 ft., in steel filing case. S. room, 1st floor (Bldg. A). (6)

4594. MONTHLY FIELD REPORT OF COUNTY AGENT, 1935. Agri. Form showing a survey of the work carried on by the county agent, organized work, miscellaneous activities, result of committees in cooperative marketing, narrative report, and certificate of service. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in pasteboard box. S. room, 1st floor (Bldg. A). (11)

County Home Demonstration Agent

4595. MISCELLANEOUS FILE, 1936 to date. Records pertaining to organizations, county facts, health and nutrition, gardening, designing, marketing, home improvement, recreation, publicity, clothing, recipes, canning, child welfare, program material, monthly reports, contracts, home industries, and relative correspondence. (Daily, official.) 9 x 12 folders, 4 ft., in steel filing case. NW. corner room, 1st floor (Bldg. B). (29)

SYLVESTER

DIVISION OF COOPERATIVE EXTENSION
COUNTY EXTENSION AGENTS
County Courthouse, NW. corner Main and Kelly Sts.

The agricultural agency was established on January 1, 1924 with jurisdiction over Worth County; the home agency was established on Jan. 7, 1932.

County Agricultural Extension Agent

4596. GENERAL CORRESPONDENCE, Jan. 1, 1936 to date. With the state office, Athens, Georgia, pertaining to matters concerning this office. Filed alphabetically by subject matter. (Daily official.) 8½ x 11 folders, 1 ft. 6 in., in steel filing case. R. 5. (94)

County Home Demonstration Agent

4597. COUNTY DEVELOPMENT PROGRAM, Jan. 8, 1932 to date. Printed

form showing names of agent and county, area of county, number of white and colored families in groups, number of groups in county and totals. Filed chronologically. (Monthly, official.) 8½ x 11 folders, 1 in., in filing cabinet. R. 2. (28)

4598. COUNTY UNIFIED DEVELOPMENT PROGRAM, Jan. 15, 1933 to date. Printed form showing names of agent and county, method of developments, and total number of families listed to date, and number in family. Filed chronologically. (Monthly, official.) 8½ x 11 folders, 1 in., in filing cabinet. R. 2. (32)

4599. HOME DEMONSTRATION AGENT'S DAILY DIARY, Dec. 2, 1935 to date. Printed form showing time in office, number of letters written, number of homes visited, number of clubs visited, number attended, and number of schools visited. Filed chronologically. (Daily, official.) 5 x 8 loose papers, 2 in., in filing cabinet. R. 2. (29)

4600. COMBINED ANNUAL REPORT OF COUNTY EXTENSION WORKERS, Jan. 7, 1932 to date. Agri. Form 285 showing names of state and county, dates, name of home demonstration agent, general activities, and a full description and itemized statement of all work done by home demonstration agent for this period. Filed chronologically. (Monthly, official.) 8½ x 11 folders, 3 in., in wooden filing cabinet. R. 2. (30)

4601. MONTHLY FIELD REPORT OF COUNTY HOME DEMONSTRATION AGENT, Dec. 1, 1934 to date. Form shows dates, names of county and agent, number and description of project, marketing program, totals, remarks, and a summary of period covered. Filed chronologically. (Monthly, official.) 8½ x 11 folders, 1 ft., in wooden filing cabinet. R. 2. (31)

TALBOTTON

DIVISION OF COOPERATIVE EXTENSION
COUNTY AGRICULTURAL EXTENSION AGENT
Talbot County Courthouse, Courthouse Sq.

This office was established on March 1, 1923 for Talbot County.

4602. GENERAL CORRESPONDENCE, Jan. 1, 1936 to date. Between officials and interested parties concerning work carried on in this office. Filed alphabetically by name of addressee. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in steel filing case. R. 1. (50)

4603. ANNUAL REPORTS, Jan. 1, 1934 to date. Agri. Form 285, showing state, county, date, general activities, cereals, legumes, forage crops, potatoes, cotton, tobacco, other special crops, fruits, vegetables, beautification of home grounds, forestry, agricultural engineering, livestock, agricultural economics, clothing, home management, health and sanitation, community, and other activities. Filed chronologically. (Monthly, official.) 9 x 12 folders, 3 in., in steel filing case. R. 1. (2)

THOMSON

DIVISION OF COOPERATIVE EXTENSION
COUNTY EXTENSION AGENTS
Post Office Bldg., Main St.

The agricultural agency was established in 1932; the home agency in 1936. The agricultural agent serves McDuffie County, the home agent Columbia and McDuffie Counties.

County Agricultural Extension Agent

4604. GENERAL CORRESPONDENCE, 1937 to date. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft., in steel filing case. R. 200. (13)

4605. MISCELLANEOUS FILE, 1934 to date. Instructions, releases, general correspondence between the county agent, the Athens office, and farmers in McDuffie County. (Daily, official.) 9 x 12 folders, 1 ft., in steel filing case. R. 200. (5)

County Home Demonstration Agent

4606. GENERAL CORRESPONDENCE, 1935 to date. Between district and state offices in regard to 4-H Club, marketing, food preservation, cake recipes, home improvements, canning contests, home industries, outdoor projects, poultry, family needs, cheese making, demonstrations, rural social life improvements, etc. (Daily, official.) 9 x 12 folders, 2 ft., in pasteboard box on desk. R. 204. (22)

4607. MISCELLANEOUS FILE, 1936 to date. Correspondence, mileage allotments, cancellation for surplus commodities, certifications for surplus commodities, dropped cases, monthly reports, mileage reports, district discourses, family food supplies, food plan for resettlement families, foods and their uses, duties of supervisor, etc. (Daily, official.) 9 x 12 folders, 2 ft., in steel filing case. R. 202. (23)

THOMASVILLE

DIVISION OF COOPERATIVE EXTENSION
COUNTY AGRICULTURAL EXTENSION AGENT
Upchurch Bldg., 113 W. Jefferson St.

This office was established on June 1, 1933 to cover Grady County. Useless papers are destroyed. Records are sent to Washington when requested through the stateoffice at Athens.

4608. MISCELLANEOUS FILE, Aug. 13, 1934 to date. To and from this

office containing requests and replies to requests in all matters concerning this office. Filed alphabetically. (Weekly, official.) 8½ x 11 folders, 1 ft., in steel filing cabinet. R. 1. (47)

4609. GENERAL CORRESPONDENCE, Sept. 1, 1935 to date. To and from this office, Federal Land Bank of Columbia, S. C. and claim adjuster, concerning dairy information, and information for annual reports. Filed alphabetically by subject. Indexed alphabetically. (Daily, official.) 8½ x 11 folders, 1 ft., in steel filing case. R. 1. (42)

VALDOSTA

DIVISION OF COOPERATIVE EXTENSION
COUNTY AGRICULTURAL EXTENSION AGENT
Post Office Bldg., Lee St. and Central Ave.

This office was established in 1924 for Lowndes County.

4610. GENERAL CORRESPONDENCE, May 1, 1932 - Feb. 28, 1934. Between this office and farmers of this community, various county agents, flour and cloth committees, field representatives, and supervisors; and notices to farmers of meetings and hog sales. Filed chronologically. (Never.) 8½ x 11 loose papers, 2 ft., in letter boxes on floor. R. 5. (346)

4611. GENERAL CORRESPONDENCE, Jan. 17, 1934 to date. Correspondence and copies between this office and tobacco growers, giving information as to tobacco contracts, building tobacco curing barns, notices of tobacco sales, and information on growing and marketing tobacco. Filed alphabetically. (Daily, official.) 8½ x 11 folders, 2 ft., in steel filing cabinet. R. 5. (266)

4612. MISCELLANEOUS CORRESPONDENCE, Mar. 1, 1934 to date. Between this office and Atlanta Serum Company, officials in Athens, Georgia, farmers and timber growers in this section, secretary of Chamber of Commerce, and various concerns regarding serums and agricultural work. Filed chronologically. (Daily, official.) 8½ x 11 loose papers, 1 ft., in letter box files on desk. R. 5. (313)

4613. MISCELLANEOUS FARM CROPS, Jan. 1, 1935 to date. Letters and copies of letters pertaining to club work, corn and cotton crops, fertilizer, forestry, landscaping, orchards, beans, sweet potatoes, soil and terracing, sugar cane, tobacco, and recreation. Filed alphabetically by subject. (Daily, official.) 8½ x 11 folders, 1 ft. 6 in., in steel filing cabinet. R. 5. (348)

4614. TRAVEL VOUCHERS AND LETTERS OF AUTHORIZATION FOR COUNTY AGRICULTURAL AGENT, May 1, 1933 to date. Records show paid vouchers for travel, letters of deductions, statement of travel, letters of authorization, and general relative correspondence. Filed chronologically. (Monthly, official.) 8½ x 11 folders, 1 in., in desk drawer. R. 5. (285)

VIENNA

DIVISION OF COOPERATIVE EXTENSION
COUNTY AGRICULTURAL EXTENSION AGENT
Vienna State Bank Bldg., Third St.

This office was established on November 1, 1933 for Dooly County.

4615. MISCELLANEOUS 4-H CLUB FILE, July 1, 1936 to date. Records of work of 4-H Club members, crops and livestock raised, club meetings, contests, and general correspondence. Filed by subject. (Monthly, official.) 9 x 12 folders, 7 in., in steel filing case. R. 1. (78)

WATKINSVILLE

DIVISION OF COOPERATIVE EXTENSION
COUNTY AGRICULTURAL EXTENSION AGENT
Ashford Bldg.

This office was established in 1912 for Oconee County.

4616. CURRENT CORRESPONDENCE, 1933 to date. Letters and bulletins relating to current activities of the office. Filed alphabetically. (Daily, official.) 9 x 12 folders, 3 ft., in steel filing case. NW. corner room, 1st floor. (7)

4617. BULLETINS AND INSTRUCTIONS, 1935 to date. Mimeographed bulletins and instructions from the United States Department of Agriculture; Athens and Washington, regarding 4-H Club work, crops improvement, and soil improvement, and soil conservation. (Daily, official.) 9 x 11 loose-leaf book, 1 ft. 6 in., on wooden desk. NW. corner room, 1st floor. (24)

ZEBULON

DIVISION OF COOPERATIVE EXTENSION
COUNTY AGRICULTURAL EXTENSION AGENT
Pike County Courthouse,
Courthouse Sq.

This office was established on Oct. 1, 1933 to serve Pike County.

4618. GENERAL CORRESPONDENCE, Jan. 1, 1936 to date. Filed alphabetically. (Monthly, official.) 9 x 12 folders, 1 ft., in steel filing case. R. 202. (41)

4619. ANNUAL REPORTS, Jan. 1, 1935 - Dec. 31, 1936. USDA Form 285,

agent, address, activities, legumes and forage crops, cereals, potatoes, cotton, tobacco, and other special crops, fruits, vegetables, beautification of home grounds, bees, livestock, agricultural economics, etc. Filed chronologically. (Monthly, official.) 9 x 12 loose-leaf books (2), 2 in., in steel filing case. R. 202. (32)

4620. MONTHLY FIELD REPORTS, Dec. 1, 1935 - Sept. 30, 1936. Records show agent, county, date, projects, activities, daily record, narrative reports, etc. Filed chronologically. (Never.) 9 x 12 folders, 4 in., in steel filing case. R. 202. (29)

FOOD AND DRUG ADMINISTRATION

FOOD AND DRUG ADMINISTRATION

ATLANTA

FIELD INSPECTION SERVICE
STATION
Federal Annex, Bounded by Forsyth, Hunter and Spring Sts.

This office was established in Savannah on Jan. 1, 1907, and was transferred to Atlanta on June 30, 1934. It has jurisdiction over North Carolina, South Carolina, Georgia, and Florida. Records have been destroyed, however, this office has submitted a list of old records to Washington requesting permission to destroy them. Stations of the Naval Stores Division at Savannah and Waycross were not surveyed.

Correspondence

4621. INTERBUREAU CORRESPONDENCE CONCERNING VARIOUS PRODUCTS COVERED BY THE FOOD AND DRUG ACT, Jan. 1, 1908 to date. Products covered include beverages, beverage materials, cereal products, chocolate products, coffee, tea, dairy products, eggs, fish, flavors, fruit, fruit products, grains, stock feeds, meat, meat products, nuts, nut products, oils, fats, shortenings, saccharine products, shell fish, spices, condiments, vegetables, vegetable products, and drugs. Filed alphabetically. (Daily, official.) 9 x 12 folders, 31 ft., in steel filing cases. R. 416. (2438)

4622. MISCELLANEOUS INSTRUCTIONS ON PROCEDURE OF OFFICE AND FIELD FORCE, PURE FOOD AND DRUG ACT, Feb. 1, 1910 to date. Instructions on office and field procedure in sampling, seizure, analysis, affidavits; also seizure correspondence covering Georgia, South Carolina, North Carolina, and Florida. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in wooden filing case. R. 467. (2503)

4623. COPIES OF BIRCH OIL INVESTIGATION CORRESPONDENCE, Jan. 1 - Dec. 31, 1918. Copies of letters of Food and Drug Administration relative to North Carolina Birch Oil Investigation of 1916, 1917, and 1918. (Never.) 9 x 12 folders, 2 ft., in wooden filing case. R. 464. (2478)

4624. PENDING ASSIGNMENT FILE, Jan. 1, 1934 to date. Copies of letters from Food and Drug Administration, directing stations to inspect or investigate individuals of firms, and their products. Filed alphabetically by name of state. (Daily, official.) 9 x 12 folders, 1 ft. 6in., in steel filing case. R. 467. (2489)

Finance

4625. SEA FOOD FEE RECEIPT LEDGER, July 1, 1936 to date. Tabulations of money received by this office from sea food canneries for fees paid under the Sea Food Amendment. Filed chronologically. (Daily, of-

ficial.) 8 x 14 vol., 1 in., on table. R. 416. (2486)

General Records

4626. METHODS OF ANALYSIS RECORDS, Jan. 1, 1915 to date. Records containing methods and information for making analysis of samples in laboratories of Food and Drug Administration. Filed alphabetically by name of food, drug, or drink. (Daily, official.) 3 x 5 and 5 x 8 cards and 9 x 12 folders, 4 ft. 6 in., in wooden filing cabinet. R. 418. (2508)

4627. STATE COOPERATIVE PROCEDURE, Jan. 1, 1917 to date. Pertaining to the cooperative procedure between Food and Drug Administration, eastern district, and state officials of North Carolina, South Carolina, Georgia, and Florida, regarding the enforcement of the Food and Drug laws. Filed alphabetically by name of state. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in steel filing case. R. 416. (2463)

4628. RECORD OF OFFICIAL SAMPLES TAKEN UNDER THE FEDERAL FOOD AND DRUG ACT, Apr. 1, 1926 to date. Record of samples of food and drugs seized, found in violation of the Federal Food and Drug Act, showing how handled, and a record of the legal action taken. Filed numerically. (Daily, official.) 9 x 12 folders, 40 ft., in 6 steel filing cases. Rs. 416, 464 and 467. (2505)

4629. IMPORTS PROCEDURE, Jan. 1, 1927 to date. Correspondence and reports of examinations of samples taken of all importations coming under the Federal Food and Drug Act, also list of imports detained as being in violation of this Act. Filed chronologically. (Daily, official.) 9 x 12 folders, 4 ft., in steel filing case. R. 416. (2461)

4630. PUBLICITY, PRESS NOTICES AND RADIO TALKS, Feb. 1, 1927 to date. Record of persons and companies agreeing to cease unfair and misleading practices in sale of their products, radio talks on Government procedure in the suppression of misbranded and adulterated goods; insecticides, and cosmetics, information concerning food and drug labels, placing much emphasis on the importance of this practice, and on deadly food poisoning. Filed chronologically. (Quarterly, official.) 9 x 12 folders, 1 ft. 6 in., in wooden filing case. R. 467. (2507)

4631. SERVICE AND UTILITY CONTRACTS, June 18, 1929 to date. Record of contracts between Atlanta station and individuals or utility corporations for service; i. e. telephones, telegraph, and laundry; also correspondence relative to the above services and contracts. Filed chronologically. (Annually, official.) 9 x 12 folders, 3 in., in wooden filing case. R. 416. (2506)

4632. AUTOMOBILES, May 1, 1932 to date. Record of all automobile operating costs incurred by the field force of the Atlanta station, in connection with enforcement of the Pure Food and Drug Act. Filed chronologically. (Daily, official.) 9 x 12 folders, 1 ft., in steel filing case. R. 416. (2485)

4633. FINDER CARDS, Jan. 1, 1933 to date. Index listing names of manufacturers of foods, drugs, insecticides, naval stores, and caustic poisons, who have been investigated since 1935. Filed alphabetically.

(Daily, official.) 3 x 5 cards, 1 ft., in steel card cabinet. R. 416. (2451)

4634. SEA FOOD INSPECTION, June 1, 1934 to date. Records covering every phase of inspection of canned sea foods, including (in addition to direct supervision of the industry), records of accounts, equipment, information letters, labels, warehousing correspondence, and personnel. Filed alphabetically. (Daily, official.) 9 x 12 folders, 5 ft. 6 in., in 2 steel filing cases. R. 416. (2504)

4635. CARD SAMPLE RECORDS, Aug. 4, 1934 to date. Records of samples that have been collected by food and drug inspectors for analysis, for which action has or will be taken because of violations of the Food and Drug Act, showing name and address of firm or individual from whom samples were collected, substances, condition of packages and seals when received, number of packages and number of pieces contained in packages, name of chemist that made the analysis of sample, number of storeroom in which samples are stored, date samples were collected, and remarks by chemist who made analysis. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft., in wooden card cabinet. R. 418. (2492)

4636. SAMPLE RECORDS, July 1, 1936 to date. Record of samples of eggs, drugs, canned sea food, and canned fruits and vegetables, sent to Atlanta station for analysis. Each sample is accompanied by a collection report which shows name of product, point of origin, number of samples, how prepared, reasons for collection, manufacturer, dealer, remarks, and name of inspector who collected samples. (Daily, official.) $4\frac{1}{2}$ x 8 loose papers, 1 in., in wooden filing case. R. 418. (2554)

4637. PERSONNEL FILE, Jan. 1, 1908 to date. Records pertaining to the personnel of this office regarding employees' salaries, travel expenses, leaves of absences, and itinerary reports. Indexed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in steel filing case. R. 416. (2436)

4638. RECORD OF EQUIPMENT OF THE ATLANTA STATION, Jan. 1, 1938 to date. Record of equipment of the Atlanta station, including many books on physics and chemistry, extensive laboratory equipment, field service equipment, including automobiles, and general office equipment. Filed alphabetically. (Daily, official.) 3 x 5 cards, 9 in., in wooden card cabinet. R. 418. (2556)

Reports

4639. DETAINED DRUG IMPORTATION REPORTS, Jan. 1, 1907 to date. Reports on imported drugs detained on account of failing to comply with the Food and Drug Act. Filed alphabetically. (Daily, official.) 5 x 8 loose papers, 17 ft., in wooden card cabinet. R. 464. (2462)

4640. REPORTS OF ANALYSIS OF INTERSTATE SAMPLES OF SALMON, Jan. 1, 1920 - Dec. 31, 1924. Reports and correspondence regarding analyses of interstate samples of salmon. (Never.) 9 x 12 folders, 1 ft., in wooden filing case. R. 464. (2487)

4641. SAMPLE COLLECTION REPORTS, Jan. 1, 1928 to date. Reports on samples collected from manufacturers, processors, and producers, of the

Eastern, Central, and Western Districts, also imported samples for analysis by the Food and Drug Administration. Filed alphabetically. (Daily, official.) 4½ x 8 loose papers, 11 ft., in steel filing case. R. 416. (2468)

4642. STATISTICAL REPORTS, July 1, 1932 to date. Record of quarterly and annual statistical reports of all projects, domestic and imported, covered by the Atlanta station. Filed chronologically. (Quarterly, official.) 9 x 12 folders, 6 in., in steel filing case. R. 416. (2555)

4643. SEMIMONTHLY REPORT OF SAMPLES ON HAND, June 1, 1935 to date. Record of all samples coming into the Atlanta office for analysis, and includes items covered by the Federal Food and Drug Act, also report is made semimonthly of all samples that have been on hand more than two weeks and have not been analyzed. Filed chronologically. (Semimonthly, official.) 9 x 12 folders, 4 in., in steel filing case. R. 416. (2484)

Miscellaneous

4644. ADMINISTRATION MISCELLANEOUS FILES, Jan. 1, 1908 to date. Records and correspondence concerning amounts and contracts for substations, garages, ice, gasoline, electricity, storage, etc., chief of station's expense accounts, voucher accounts, bulletins, circulars, Civil Service examinations, cost of cooperative, Atlanta station inventories of supplies and equipment, station libraries, miscellaneous requests and inquiries, project schedules, seizure consummation report, telephone and telegraph slips, copies of bills of lading, letters and reports pertaining to express for Savannah station, associations' information, Food and Drug Administration reports to interstate office, cases transmitted to Attorney General and Solicitor, and Bureau of Agricultural Economics. Filed alphabetically. (Daily, official.) 9 x 12 folders, 3 ft. 6 in., in 2 steel filing cases. R. 416. (2437)

4645. MANUFACTURERS' MISCELLANEOUS FILE, Jan. 1, 1908 to date. Records pertaining to activities concerning the manufacturing of food and drug products, insecticide, fungicides, and caustic poison products, manufactured in North Carolina, South Carolina, Georgia, and Florida, in accordance with Federal Food and Drug Act, and regulations regarding same; also records consist of inspection of factories, reports by inspectors, inspectors' collection reports, investigation sample lists, analytical reports, report of seizure accomplishment, seizure recommendations, copies of invoices and freight bills for shipments of food and drug products, and correspondence between manufacturer, Federal agents and U. S. Department of Agriculture relative to the above. Filed alphabetically. (Daily, official.) 9 x 12 folders, 45 ft., in 7 steel filing cases. R. 416. (2431)

4646. COPY OF ANALYSIS OF SAMPLES FROM WAR DEPARTMENT, Jan. 1, 1917 - Dec. 1, 1918. Copies of analysis made by Food and Drug Administration for the War Department during 1917 and 1918, also copies of letters concerning the analysis. (Never.) 9 x 12 folders, 1 ft., in wooden filing case. R. 464. (2488)

FOREST SERVICE

FOREST SERVICE

ATLANTA

SOUTHERN REGION NO. VIII
REGIONAL HEADQUARTERS
Glenn Bldg., 120 Marietta St.

This office was established in 1905. Prior to that time its work was carried on under the Department of Interior. On July 1, 1936 the New Orleans office was merged with the Atlanta office. The area under jurisdiction of this regional office includes North Carolina, South Carolina, Tennessee, Georgia, Florida, Alabama, Mississippi, Louisiana, Arkansas, Texas and Puerto Rico, with a total of thirteen National Forests. No records have been destroyed; case samples are sent directly to Washington.

The regional office is organized into eight branches: Law, Fiscal Control, Operation, Timber Management, Range and Wild Life Management, Lands, Engineering, and State and Private Forestry. Recently a CCC branch has been organized. Some of the branches are further divided into units: Operation maintains an Information and a Maintenance unit; the Engineering branch consists of Roads and Improvements, Acquisition Surveys, and Drafting units; the State and Private Forestry branch consists of the Clarke-McNarry and Timberland Cooperation units.

The records of the regional office were not surveyed according to this administrative organization and it has been impossible to so arrange them in the Inventory. The records have, therefore, been grouped under subjective headings.

Correspondence

4647. INDEX TO CIRCULAR LETTERS AND INSTRUCTIONS, Jan. 1, 1934 to date. Index to circular letters and instructions of finance and accounting matters which are received from Washington and filed with Division of Fiscal Control; subjects covered include accounting, auto mileage, bid and purchase procedure, public utility contracts, income tax returns, requisitions, pay roll procedure, wage scales, and classes. Filed alphabetically. (Daily, official.) 5 x 8 cards, 1 ft. 6 in., in wooden card cabinet. R. 911. (3409)

4648. NIRA CODE, Feb. 1, 1934 - July 1, 1935. Correspondence pertaining to the timber code of the NRA. Filed alphabetically. (Never.) $9\frac{1}{2}$ x 11 folders, 6 ft., in 2 wooden filing cases. R. 509. (3271)

4649. FINANCE AND ACCOUNTING CORRESPONDENCE, July 1, 1934 to date. General correspondence pertaining to Finance and Accounting Division of Region 8, relative to disbursements, audits, cost keeping, receipts, reimbursements, budgets, allotments for general and special expense, contracts and agreements, and supervision of finance and accounts.. Filed

alphabetically. (Daily, official.) 9½ x 11½ folders, 50 ft., in 5 wooden filing cases. Rs. 902 and 914. (3355)

4650. CONTRACT CARD INDEX, Jan. 1 - Dec. 31, 1935. Index of contracts made by forest supervisors and others in Region 8 with various firms; cards refer to correspondence with these firms in the general correspondence file. Arranged alphabetically. (Daily, official.) 3 x 5 cards, 6 in., in wooden cabinet. R. 505. (3282)

4651. CONTINUATION FILE, Jan. 1, 1935 to date. Copies of each letter, memorandum, and telegram written by the Regional law office regarding legal phases of National Forest Work in Region. Filed chronologically. (Daily, official.) 8 x 10 loose papers, 4 in., in wooden filing case. R. 910. (3491)

4652. CONTINUATIONS, Mar. 1, 1935 to date. Copies of all outgoing correspondence maintained for ready reference purpose only. Filed chronologically. (Daily, official.) 9½ x 10½ folders, 1 ft. 6 in., in wooden file case. R. 516. (3249)

4653. CIRCULAR LETTERS, July 1, 1935 to date. Mimeographed letters from the chief maintenance officer to the various forest rangers, instructing them as to their duties in the maintenance of forests. Filed alphabetically by name of forest. (Daily, official.) 10 x 12 folders, 1 ft., in wooden filing case. R. 604. (3094)

4654. CONTINUATION FILE, July 1, 1935 - June 30, 1936. Correspondence pertaining to supervision, improvement, and maintenance. (Withdrawn from files at close of month, labeled as to month, and carried in a continuation file). Filed chronologically. (Daily, official.) 10 x 12 folders, 2 ft., in wooden filing case. R. 815. (3348)

4655. GENERAL CORRESPONDENCE, July 1, 1935 - July 1, 1936. General correspondence pertaining to Fiscal Division, including accounting and auditing, disbursements and reimbursements, supervision of expense, cost keeping schedules, and allotments. Filed alphabetically. (Daily, official.) 9½ x 11½ folders, 15 ft., in wooden filing case. R. 914. (3393)

4656. GENERAL CORRESPONDENCE, July 1, 1935 to date. Correspondence which relates to various phases of work in Region 8, sub-divided into broadcasting, budgets, areas, costs, state forest programs, disbursements, publicity, planting, and private forestry. Filed alphabetically. (Daily, official.) 9½ x 11½ folders, 18 ft., in 6 wooden filing cases. R. 505. (3230)

4657. GENERAL CORRESPONDENCE, July 1, 1935 to date. Unclassified correspondence consisting mostly of inquiries concerning recreational advantages or opportunities; correspondence does not mention any specific forest. Filed chronologically. Indexed alphabetically by subject. (Daily, official.) 10 x 12 folders, 3 ft., in wooden filing case. R. 611. (3123)

4658. WASHINGTON OFFICE INSTRUCTIONS, Jan. 1 - Aug. 1, 1936. Index of instructions from Washington to fiscal agent of Region 8, regarding

various matters of finance and accounting policy. Filed alphabetically. (Semiweekly, official.) 3½ x 5½ cards, 2 in., in pasteboard index box. R. 914. (3380)

4659. CONTINUATION FILE, Mar. 1, 1936 to date. Copy of each letter written by the regional office to Washington, supervisors, state foresters, and others. Filed chronologically. (Daily, official.) 9½ x 11½ folders, 1 ft., in wooden filing case. R. 505. (3279)

4660. CORRESPONDENCE, July 1, 1936 to date. Copies of correspondence and cost records (used as a suspense file) pertaining to duties and activities of the regional accountant-auditor. Filed alphabetically. (Daily, official.) 9½ x 11½ folders, 3 ft., in 3 wooden transfer cases. R. 902. (3565)

Finance

4661. FINANCE, EMPLOYMENT STABILIZATION, July 1, 1931 - July 1, 1933. Correspondence regarding financial allotments to forest camps for work, construction, and maintenance; the allotments being largely based on a stabilization of employment plan through appropriations for unemployment relief. Filed alphabetically. (Never.) 9½ x 11½ bundle, 6 in., in wooden transfer case. E. side, storeroom 1st floor. (3141)

4662. INVESTMENT STATEMENT, June 30, 1933 to date. Statement showing detailed investments by forests in purchase of forest lands, parks, improvements, and upkeep. Filed chronologically. (Monthly, official.) 18½ x 21 loose-leaf book, 1 in., in wooden filing case. R. 911. (3441)

4663. FINANCIAL ALLOTMENTS, NIRA, July 1, 1933 - July 1, 1935. Correspondence and data relating to financial allotments under NIRA for construction projects, timber and boundary surveys, aerial surveys, etc., in various forests. Filed alphabetically. (Semimonthly, official.) 9½ x 11½ folders, 2 ft., in wooden filing cabinet. SE. corner, storeroom, 1st floor. (3177)

4664. FINANCIAL CONTROL, ENGINEERING DEPT. July 1, 1933 to date. Financial Control of the Engineering Dept., showing estimates of financial needs, disbursements, balances, available funds, and collecting and recording financial data for Budget Bureau and Congressional Committees. Filed alphabetically. (Daily, official.) 10 x 12 folders, 2 ft., in wooden filing case. R. 815. (3412)

4665. PAID PAY ROLLS, July 1, 1933 - July 1, 1936. Copies of paid pay rolls for personal services of all employees in Region 8; also pay rolls of Caribbean National Forests, Puerto Rico, held in suspension until rates are checked and approved by Washington. Filed alphabetically. (Daily, official.) 9½ x 11½ folders, 10 ft., in wooden filing case. R. 902. (3710)

4666. DECISIONS OF THE COMPTROLLER GENERAL, Jan. 1, 1934 to date. Index carrying decisions handed down by the Comptroller General on various matters pertaining to finance and accounting. Each card refers to volume and page of pamphlet containingthe decision. Filed alphabetically. (Daily, official.) 5 x 8 cards, 1 ft. 6 in., in wooden card cabinet. R. 911. (3406)

4667. ACCOUNTING RECORDS, July 1, 1934 - July 1, 1935. Copies of accounting records and correspondence pertaining to special deposits, allotments, transportation, adjustments, claims, disbursements, deposits to personal credits, requisitions, trial balance, financial statements, and lost cancelled checks. Filed alphabetically. (Never.) 9½ x 11½ folders, 2 ft. 6 in., in wooden filing case. R. 902. (3335)

4668. ACTIVITY EXPENDITURE RECORD, July 1, 1934 to date. Analysis sheets showing details of costs of all activities of Southern Region 8. Filed chronologically. (Daily, official.) 11½ x 14½ loose-leaf book, 1 in., in steel filing case. R. 916. (3467)

4669. ADVANCE FOR TRAVELING, July 1, 1934 to date. Application for advance funds, expenditures, and refunds for traveling purposes. Filed alphabetically. (Daily, official.) 6 x 10 loose-leaf book, 2 in., in steel filing case. R. 916. (3469)

4670. COST RECORD, July 1, 1934 to date. Cost record sheets covering all activities of Southern Region 8, such as costs of material, labor, maintenance, seeding, planting, and supervision. Filed chronologically. (Daily, official.) 11 x 14 loose-leaf books (4), 1 ft. 6 in., on wooden table. R. 916. (3490)

4671. FINANCIAL STATEMENTS, July 1, 1934 - July 1, 1936. Financial statements prior to July 1, 1936, previously compiled quarterly, now compiled monthly. Filed chronologically. (Never.) 18½ x 23 loose-leaf book, 1 in., in wooden storage cabinet. R. 915. (3398)

4672. FINANCE AND ACCOUNTING RECORDS OF REGION NO. 8, July 1, 1934 - July 1, 1936. Copies of expense accounts, invoices, shipping tickets for road and forest equipment, inventories of equipment at forest camps, contracts for supplies and equipment, bills of lading, correspondence between regional forester, state foresters, and forest inspectors in Region 8. Filed alphabetically. (Daily, official.) 9½ x 11½ folders, 95 ft., in 5 steel and 11 wooden transfer cases. SE. corner room, basement. (3142)

4673. FREIGHT AND PASSENGER BILLS, July 1, 1934 to date. Freight and passenger bills for freight shipped, and passengers transported on official business in Region 8, giving name of transportation company, date freight or passenger bill is received, and number and date when audited. Filed alphabetically. (Daily, official.) 6 x 8 cards, 1 ft., in pasteboard card index tray and pasteboard card index box. R. 914. (3407)

4674. GENERAL AND ALLOTMENT LEDGER, July 1, 1934 to date. Ledger sheets containing accounts pertaining to general items and allotments of the several forests. Filed alphabetically. (Daily, official.) 11 x 15 loose-leaf books (2), 5 ft. 6 in., in steel filing case. R. 916. (3440)

4675. INDIVIDUAL SALARY SAVING, July 1, 1934 - July 1, 1935. Register of deductions made from employees' salaries in compliance with the Economy Act passed by Congress. Register contains employee's name, date of employment, gross salary, amount deducted, and net amount of salary paid. Arranged alphabetically. (Never.) 11 x 14 loose-leaf books (2), 6 in., in steel safe. Suite 902, main room. (3674)

4676. LEDGER POSTING SUMMARY, July 1, 1934 to date. Summary sheets of daily postings of regular forestry service accounts to general ledger. Filed alphabetically. (Monthly, official.) 9½ x 11½ folders, 1 ft. 6 in., in wooden filing case. R. 915. (3375)

4677. MISCELLANEOUS ACCOUNTING FILE, July 1, 1934 - July 1, 1935. Correspondence pertaining to various work of the Fiscal Division, including finance and accounting policy, allotments for expenses, cost keeping, regional pay rolls, and disbursements. Filed alphabetically. (Daily, official.) 9½ x 11½ folders, 16 ft., in wooden filing case. Suite 902, SE. room. (3597)

4678. PAID FREIGHT AND PASSENGER BILLS, July 1, 1934 - July 1, 1936. Copies of vouchers for transportation of freight, express, and passengers, which have been audited and paid; also relative correspondence. Filed alphabetically. (Daily, official.) 9½ x 11½ folders, 8ft. 6 in., in wooden filing case. Suite 902, SE. room. (3596)

4679. PREAUDIT AND UNPAID FREIGHT BILL VOUCHERS, July 1, 1934 to date. Unpaid freight bill vouchers pending preaudit. Filed alphabetically. (Daily, official.) 9½ x 11½ folders, 1 ft., in wooden filing case. R. 915. (3374)

4680. RECEIPTS, July 1, 1934 to date. Copies of receipts for money received from the sale of timber, grazing permits, camping permits, and sale of obsolete and miscellaneous equipment. Filed alphabetically. (Daily, official.) 2¼ x 5 tickets, 5 in., in wooden card cabinet. R. 916. (3552)

4681. RECORD OF USE OF OFFICIAL POSTAGE, July 1, 1934 to date. Record of use of official postage showing period, date, class, contents, address and amount. (Mail weighing over four pounds is paid for at the regular rate). Form attached. Filed numerically. (Daily, official.) 8 x 10½ loose papers, 6 in., in flat top desk. R. 608. (3080)

4682. REGISTER OF ALLOTMENTS, July 1, 1934 to date. Register of allotments and expenditures for forest units in Region 8, showing allotments for maintenance, pay rolls, equipment for each forest unit, and expenditures in accordance therewith. Filed alphabetically. (Daily, official.) 11 x 14 loose-leaf books (3), 9 in., in steel safe. Suite 902, main room. (3675)

4683. REGISTER OF FREIGHT AND EXPRESS BILLS, July 1, 1934 to date. Record of freight and express bills of lading, giving number of bills of lading, name of carrier, points of origin and destimation, and amount on all shipments by freight or express. Filed alphabetically. (Daily, official.) 11 x 14 loose-leaf book, 3 in., in steel safe. Suite 902, main room. (3603)

4684. REPAYMENT REGISTER, July 1, 1934 to date. Register sheets recording payments made the Government from activities in the Region, as refunds for overpayments, excess freight charges, blueprint work, and all refunds to the Government. Filed chronologically. (Daily, official.) 11½ x 14½ loose-leaf book, 1 in., in steel filing case. R. 916. (3466)

4685. RETIREMENT REDUCTION RECORD, July 1, 1934 to date. Record of deductions made from salaries of employees in the Region for retirement, showing name, gross salary, retirement deduction, and net amount paid. Filed alphabetically. (Daily, official.) 11 x 14 loose-leaf books (3), 6 in., in steel safe. Suite 902, main room. (3604)

4686. SALARY CARDS, July 1, 1934 to date. Record of salaries of all employees paid from all funds, except ECW, in the Region. Filed alphabetically. (Daily, for reference to salaries paid employees.) 7½ x 9½ cards, 8 ft., 6 in., in 2 wooden filing cases. Suite 902. (3677)

4687. SCHEDULE OF DISBURSEMENTS, ERA AND REGULAR, July 1, 1934 to date. Schedule sheets of all disbursements except ECW, made by this Region. Disbursements of ERA are handled the same as regular disbursements from the standpoint of accounting. Filed numerically. (Daily, official.) 9¼ x 11½ loose-leaf books (7), 2 ft., in wooden storage cabinet. R. 915. (3397)

4688. TEMPORARY APPOINTMENT SALARY CARDS, July 1, 1934 to date. Record of salaries and wages paid temporary employees from regular funds for emergency and temporary work in this Region. Filed chronologically. (Daily, official.) 5 x 8 cards, 4 in., in wooden card cabinets. Suite 902. (3593)

4689. UNCLAIMED CHECKS, July 1, 1934 to date. Register sheets showing in detail all unclaimed checks issued by the Government to payees in this Region. Filed chronologically. (Daily, official.) 11½ x 14½ loose-leaf book, 1 in., in steel filing case. R. 916. (3468)

4690. VOUCHERS AND EXPENSE ACCOUNTS, July 1, 1934 - July 1, 1936. Vouchers, expense accounts, and copies of pay rolls, which have been audited by the Fiscal Division of this Region, relative to various expenses incurred in operation and maintenance. Filed alphabetically. (Daily, official.) 9½ x 11½ folders, 2 ft., in wooden filing case. Suite 902, SE. room. (3561)

4691. DISBURSEMENT SUMMARY, Aug. 28, 1934 to date. Summary sheets of all disbursements made by this Region. Filed chronologically. (Daily, official.) 12 x 16½ loose-leaf book, 1 in., in wooden storage cabinet. R. 915. (3378)

4692. CHECK CARBONS, Sept. 1, 1934 - Oct. 1, 1935. Copies of all checks drawn by the fiscal agent of Region 8 on Treasury of United States for salaries and all other expenses incurred by the regional office. Filed numerically. (Never.) 10½ x 17 loose-leaf book (17), 7 ft., in wooden filing case. R. 902. (3549)

4693. INCOME TAX SALARY RECORD, Jan. 1 - Dec. 31, 1935. Record for income tax purposes of salary and expenses for calendar year 1935. Filed alphabetically. (Never.) 5 x 8 cards, 6 in., in wooden card cabinet. Suite 902. (3606)

4694. SCHEDULE OF PAYMENTS PENDING, May 7, 1935 to date. Copies of schedule sheets listing all payments made by the disbursing officer for the Region (payments are in suspense, and sheets are destroyed after

payment is made). Filed numerically. (Daily, official.) 8 x 10 folders, 2 in., in steel filing case. R. 916. (3523)

4695. ACCOUNTING RECORDS, July 1, 1935 to date. Copies of accounting records and correspondence pertaining thereto, as follows: special deposits, allotments, transportation, adjustments, claims, disbursements, deposits to personal credits, requisitions, trial balance, financial statements, and lost and cancelled checks. Filed alphabetically. (Daily, official.) 9½ x 11½ folders, 3 ft. 6 in., in 2 wooden filing cases. R. 915. (3334)

4696. AUTHORIZATION, July 1, 1935 to date. Copies of authorization expense for traveling and subsistence, and minor expenses of administration, protection, and improvement of forests. Filed alphabetically. (Daily, official.) 9½ x 11½ folders, 3 ft. 6 in., in wooden filing case. Suite 902. (3714)

4697. CLASSIFICATION OF EXPENDITURE, July 1, 1935 to date. Detachable posting tickets accompanying voucher for payment, made at the forest unit and sent to regional office for auditing and posting, after which voucher is ready for payment and ticket is detached and filed; tickets show name of payee, amount, appropriation, symbol, and purchase number. Filed numerically. (Daily, official.) 3½ x 8 loose papers, 58 ft.,in 12 wooden card cabinets. R. 916. (3526)

4698. EXPENSE VOUCHERS, July 1, 1935 - July 1, 1936. Vouchers for reimbursement of travel and other expenses incurred by field representatives of Timber, Range, and Wild Life Division, including biologists, rangers, timber surveyors, and appraisers. (Semimonthly, official.) 9½ x 11½ folders, 1 ft., in wooden filing case. R. 516. (3351)

4699. PAID VOUCHERS, July 1, 1935 to date. Paid vouchers covering purchases made by Southern Region 8 for forest equipment, supplies, and other expenses. Filed alphabetically as to subject. (Daily, official.) 10 x 12 folders, 9 ft., in wooden filing case. R. 601. (3027)

4700. PAY ROLLS, July 1, 1935 to date. Copies of pay rolls for all employees paid from regular and emergency relief funds, in National and State Forests of this Region. Filed alphabetically. (Daily, official.) 9½ x 11½ folders, 6 ft., in 2 wooden filing cases. Suite 902. (3779)

4701. RELIEF ROLL SALARY CARDS, July 1, 1935 - Jan. 31, 1936. Record of salary and wages paid employees from relief rolls in this Region. (Discontinued Feb. 1, 1936) Filed alphabetically. (Never.) 5 x 8 cards, 8 ft., in 2 wooden card cabinets. Suite 902. (3591)

4702. CURRENT FREIGHT AND TRANSPORTATION BILLS, Jan. 2, 1936 to date. Freight and transportation bills in process of auditing. Filed alphabetically. (Daily, official.) 9½ x 11½ folders, 1 ft., in wooden filing case. Suite 902. (3607)

4703. FINANCE AND ACCOUNTING PROMISE CARDS, July 1, 1936 to date. Record of follow-up dates for reply to letters written by the regional fiscal agent to auditors and other representatives in the field, regarding matters of financial or accounting nature. Filed chronologically.

(Daily, official.) 3½ x 5½ cards, 2 in., in pasteboard card index box. R. 914. (3408)

4704. SCHEDULE OF PAYMENTS, July 1, 1936 to date. Schedule sheets listing all payments made by the regional disbursing officer, including payments from funds of ECW, ERA, and general. Filed numerically. (Daily, official.) 9 x 11 loose-leaf books (4), 2 ft., in steel filing case. R. 916. (3522)

4705. TRANSPORTATION, July 1, 1936 to date. Memorandum bills of lading of shipments to forest units, certificates of request for payment of freight charges to transportation companies, paid freight vouchers, requests for passenger transportation and vouchers therefor, and correspondence relating to these subjects. Transportation records filed numerically, correspondence filed alphabetically. (Daily, official.) 9½ x 11½ folders, 10 ft., in wooden filing case. R. 914. (3381)

4706. TIME REPORTS, NAVAL STORES CONTROL PROGRAM, Aug. 1, 1936 to date. Time reports of employees under the Naval Stores Control Program, which is a temporary project paid from the regular fund, for making a survey of slash pines in this Region. Filed alphabetically. (Daily, official.) 3½ x 7½ loose papers, 4 in., in wooden card cabinet. Suite 902. (3608)

General Records

4707. RECONNAISSANCE RECORDS, BLUEPRINTS, AND MAPS, Sept. 1, 1887 to date. Records, maps, and blueprints containing reconnaissance records which embrace fact finding examinations as to natural resources and statistical data necessary to support acquisition under Weeks Law, Sections 6 and 7 of Clarke-McNarry Law, and Section 5 of Act of March 3, 43 Stat. 1132. Filed alphabetically by name of forest or proposed purchase. (Monthly, official.) 9 x 12 folders, variously sized loose maps and blueprints, and 18 x 24 loose-leaf books, 4 ft. 6 in., in wooden filing cases, 2 wooden map filing cases, and wooden map filing cabinet. Rs. 715 and 716. (3318)

4708. RECORD OF LAND ACQUIRED, Mar. 1, 1911 to date. Records of land acquired by the Government for National Forests showing name of person from whom land is purchased, location, state, county, price paid per acre, and total number of acres involved in tract. Filed alphabetically by name of forest. (Monthly, official.) 5 x 8 loose cards, 4 ft., in wooden card cabinet. R. 716. (3235)

4709. LANDS, Nov. 1, 1911 to date. Records pertaining to acquisition of lands for forests by purchase or donation, boundaries, claims for minerals, classification of soil and timber growing thereon, settlement, status as to title, supervision, and trespassing; also uses, such as grazing or community camp sites, exchange of timber for land, and withdrawals and additions. Filed alphabetically by forest. (Daily, official.) 10 x 12 folders, 209 ft., in 13 wooden filing cases Rs. 720 and 721. (3124)

4710. FIRE PREVENTION AND CONTROL, Jan. 1, 1912 - Oct. 15, 1935. Correspondence, reports, and charts relating to fire prevention, suppression,

control, trespassing in forests and camps, reports of Boards of Fire Review, instructions to lookout men, inventories of fire fighting equipment, reports of conferences with supervisors and rangers, and fire damage appraisals. Filed alphabetically by subject. (Never.) 9½ x 11½ folders, 4 ft., in 2 wooden filing cases. SE. corner, storeroom, 1st floor. (3175)

4711. ABSTRACTS OF TITLE AND OPTIONS ON LANDS, Jan. 2, 1917 to date. Abstracts of titles and options on lands in various sections of this Region, plate, tax statements, and relative correspondence. Indexed numerically. (Weekly, official.) 9½ x 12 folders, 28 ft., in 3 steel filing cases. SE. corner room, basement. (3129)

4712. ENGINEERING RECORDS, Jan. 2, 1917 - Jan. 2, 1935. Record of surveys, land office records, serial photography, inspection records, and specifications of equipment and supplies. (Never.) 9½ x 11½ folders and 10½ x 12 envelopes, 24 ft., in 15 steel transfer cases. Dirty. SE. corner, basement and 1st floor. (3152)

4713. OLMSTEAD LANDS, Jan. 1, 1917 to date. Correspondence, surveys, briefs, maps, and miscellaneous legal matters, which were transferred from Region 7 to Region 8 when the latter regional office was established; relating to litigation of the E. B. Olmstead Lands in Nantohala Forest, which is still being contested. (Weekly, official.) 9¼ x 15 folders, 1 ft., in wooden filing case. R. 919. (3423)

4714. ATLAS FOLIOS, July 1, 1923 to date. Maps showing development of forests, such as area, merchantable and unmerchantable timber, streams, mountain ranges, and other data. Filed alphabetically by name of forest. (Daily, official.) 12 x 18 and 18 x 21 loose-leaf books (26), 4 ft., in steel map filing case. R. 801. (3463)

4715. OLD MAPS, July 1, 1923 - June 30, 1934. Old maps sent to the regional forester by Washington to use in making new maps of forests in this Region. Filed alphabetically by forest. (Monthly, official.) 24 x 25 and 48 x 50 loose maps, 1 ft. 6 in., in 2 steel filing cases. S. side, 2 d corridor, 8th floor. (3464)

4716. SALES MANAGEMENT, Jan. 2, 1925 - July 1, 1936. Records and correspondence regarding sales management of National Forests in this Region, appraisals of land, progress reports, yields of timber, and turpentine budgets. Filed alphabetically. (Semimonthly, official.) 9½ x 11½ folders, 12 ft., in 2 steel transfer cases. SE. corner room, basement. (3128)

4717. STATISTICS AND LAW COMPILATION, June 30, 1926 - July 1, 1935. Statistics and legal papers on land ownership, boundaries, etc., relative to the field attorney formerly stationed at New Orleans office, which was merged with Atlanta office on July 1, 1936. Records are divided into floor control, motion pictues, Southern Forestry Congress, and fire prevention and control. Filed alphabetically. (Semiweekly, official.) 9½ x 11½ folders, 3 ft. 6 in., in 2 wooden filing cases. R. 505. (3295)

4718. PLANTING RECORD, Jan. 2, 1927 to date. Cumulative record of

tree planting in Region. Filed chronologically. (Daily, official.) 18½ x 21 loose-leaf book, 1 in., in wooden plan file. R. 516. (3306)

4719. OPERATING RECORDS, Nov. 4, 1929 to date. Records pertaining to improvements made on buildings, fire lines, telephone lines, and lookout towers by the Engineering Department of Region. Filed alphabetically by subject. (Daily, official.) 10 x 12 folders, 3 ft. 6 in., in 2 wooden filing cases. R. 815. (3371)

4720. COMPILATIONS, Jan. 2, 1930 to date. Compilations of economic subjects pertaining to forestry gathered from bulletins and reports issued by the government, educational institutions, and research agencies. Filed alphabetically. (Daily, official.) 9½ x 11½ folders, 3 ft. 6 in., in wooden filing case. R. 505. (3223)

4721. NEW ORLEANS OFFICE DUPLICATES, Jan. 2, 1931 - July 1, 1936. Copies of all correspondence and reports of the New Orleans office, which was closed and merged with Atlanta headquarters on July 1, 1936. Filed alphabetically. (Never.) 9½ x 11½ folders, 1 ft. 6 in., in wooden filing case. R. 505. (3270)

4722. CLAIMS FOR COMPENSATION, July 1, 1931 to date. Applications for compensation resulting from injuries by employees in this Region and correspondence pertaining thereto. Filed alphabetically. (Daily, official.) 9½ x 11½ folders, 4 ft. 6 in., in wooden filing case. R. 902. (3567)

4723. CLAIMS FOR DAMAGE, July 1, 1931 to date. Records of damage claims covering damage to Government and private property by Government employees in this Region. Filed alphabetically. (Daily, official.) 9½ x 11½ folders, 3 ft. 6 in., in wooden filing case. R. 902. (3566)

4724. ENGINEERING ROAD RECORDS, July 1, 1933 to date. Engineering records showing accomplishments, plans, annual and general reports and statistics, preparation of base maps for states and forests, fiscal year and cost accounting, recording of appropriations, authorizations, allotments, and expenditures. Filed alphabetically. (Daily, official.) 10 x 12 folders, 4 ft., in 2 wooden filing cases. R. 815. (3394)

4725. MAPS AND BLUEPRINTS, July 1, 1933 to date. Printed, drawn, and filled-in maps of CCC camps, national and state forests, works projects, forest surveys, blueprints of buildings, equipment, and improvements in forests and forest camps. Filed alphabetically. (Daily, official.) Variously sized maps and blueprints, 86 ft., in 2 wooden map filing cases. R. 505. (3353)

4726. MAP AND BLUEPRINT INDEX, July 1, 1933 to date. Record of types of maps filed in map cabinets, and described in abstract 3353. Arranged alphabetically. (Daily, official.) 3 x 5 cards, 1 in., in pasteboard card index box. R. 505. (3352)

4727. ROADS, July 1, 1933 to date. Records pertaining to collection, coordination, and recording of data relative to national, state, county, forest, highway, and forest development system; also project plans for construction from federal funds, minor projects, correspondence regarding

surveys, construction, maintenance of roads and bridges, and plans estimates. Filed alphabetically. (Daily, official.) 10 x 12 folders, 15 ft., in wooden filing case. R. 815. (3413)

4728. SURVEY DESCRIPTION, July 1, 1933 to date. Survey description of lands approved and unapproved, eliminated tracts, unit number, surveyed acreage, and total approved acreage. Filed alphabetically by subject. (Daily, official.) 5 x 8 cards and 10 x 12 folders, 59 ft., in 3 wooden filing cases, wooden transfer case, and card cabinet. R. 815. (3370)

4729. TIMBER MANAGEMENT, July 1, 1933 to date. General correspondence, reports, and summaries relating to timber in cultivation, control, sales, wild life conservation, nurseries, trespass, and insect control. Filed alphabetically. (Daily, official.) 9½ x 11½ folders, 18 ft. 6 in., in 6 wooden filing cases. R. 516. (3294)

4730. MAINTENANCE, Jan. 2, 1934 - Jan. 2, 1935. Records pertaining to maintenance and quarters and equipment, and the purchase of equipment and supplies. Filed alphabetically. (Daily, official.) 9½ x 11½ folders, 25 ft., in 15 steel transfer cases. SE. corner, storeroom, 1st floor. (3154)

4731. ACQUISITION CARD RECORD, July 1, 1934 to date. Record of land acquired for National Forest, showing name of party from whom land was acquired, tract number, acreage, location, and other data for identification of land embraced in the forest. Filed alphabetically by name of forest and names of parties from whom land is acquired. (Daily, official.) 3 x 5 cards, 15 ft., in steel card cabinet. Rs. 808 and 811. (3475)

4732. ADMINISTRATIVE STUDIES, July 1, 1934 to date. Studies made by the administrative staff of job loading as analyses of different woods, seed, fertilizers, fire plots, wild birds, animals, and poisonous plants; also pertaining to upkeep, cost, reforestation, stumpage, and all activities of the forest force in regard to preservation and improvement of forests. Filed alphabetically by subject. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in wooden filing case. R. 613. (3011)

4733. AUTOMOBILES, July 1, 1934 to date. Record of all automobiles at headquarters showing expenditures for garage service, repairs, and mileage. Filed alphabetically and in chronological order. (Daily, official.) 5 x 8 cards, 6 in., in wooden card cabinet. SE. corner, storeroom, 1st floor. (3174)

4734. FIRE RECORDS, July 1, 1934 to date. Records of cooperative measures taken in fire prevention on private holdings adjacent to National Forests, and administration of same, with records of general trespass under the Clarke-Mallory law, showing names of forest and trespasser, and whether civil or criminal action has been instituted against trespasser. Filed alphabetically by subject. (Daily, official.) 9 x 12 folders, 6 ft., in wooden filing case. R. 613. (3009)

4735. INDEX FILE, July 1, 1934 to date. Index to all maps, drawings, specifications, stencils, prints, lithographs, photostats, photographs, and other material used in Engineering Department. Filed alphabetically

by subject. Indexed numerically by file or container. (Daily, official.) 6 x 8 cards, 3 in., in steel card cabinet. Rs. 808 and 811. (3476)

4736. LAND FOR PLANNING, July 1, 1934 to date. Plans for use of land such as base maps, region and sub-region boundaries, population statistics trend, sociology data, industry, agriculture, geology, climatology, surface waters, public service, transportation facilities, recreation, and conservation. Filed alphabetically by subject. (Daily, official.) 10 x 12 folders, 2 ft., in wooden filing case. R. 721. (3155)

4737. LAW FILES, July 1, 1934 to date. Records pertaining to legal matters in Region 8, including memoranda to supervisors, rangers, and others on property fire and timber trespass; also written opinions and suggestions to members of the staff on legal questions, briefs and summaries of court cases, monthly reports of activities to solicitor of Department of Agriculture at Washington, and relative correspondence. Filed alphabetically. (Daily, official.) 9½ x 15½ folders, 7 ft., in 2 wooden filing cases. R. 919. (3422)

4738. MAPS, July 1, 1934 to date. Maps that are traced, drawn, lithographed, painted, and stenciled, photostats, photographs, stills, and aerial maps from which maps are drawn by Engineering Map Department of this Region. Filed alphabetically by states and forests. (Daily, official.) Variously sized maps, 22 ft., in 3 wooden filing cases and 12 wooden transfer cases. Rs. 808 and 811. (3493)

4739. MISCELLANEOUS MAP MATERIAL, July 1, 1934 to date. Data and material used in drawing, tracing, and photographing maps, such as township forms, miscellaneous photograph negatives, multi-plates, P. U. preparation for multi-plate, sign template, temporary drawings, traverses, administrative drawings, drainage basin studies, and type mat sheets. Filed alphabetically by subject. (Daily, official.) Variously sized maps and drawings, 1 ft., in wooden map filing case. R. 815. (3494)

4740. PHOTOGRAPHS, July 1, 1934 to date. Photographs used by the Public Relations Department concerning exhibit material for expositions, fairs, conventions, newspapers, and magazines; also authors and publishers, except school publications, and authors and publishers of school books. Filed alphabetically as to forests. (Daily, official.) 9½ x 12 photographs, 31 ft., in 4 wooden filing cases. R. 610. (3096)

4741. PLANTING AND TIMBER SALES, July 1, 1934 to date. Record of timber plantings and timber sales in forests, showing name of forest, planting acreage, record of cutover area, timber species, and purchaser. Filed alphabetically. (Daily, official.) 5 x 8 cards, 2 ft., in wooden card cabinet. R. 516. (3324)

4742. REGIONAL MAPS, July 1, 1934 to date. Maps of the different forests comprising Region 8. Filed alphabetically by state and forest. (Daily, official.) Variously sized maps, 9 in., in wooden map filing case. R. 812. (3461)

4743. REQUISITIONS AND INVOICES FOR BLUEPRINTING, July 1, 1934 to date. Copies of requisitions and invoices received by the Engineering Department from forests for blueprinting and photostatic service. Filed

alphabetically. (Daily, official.) 9½ x 11½ folders, 1 ft. 6 in., in wooden filing case. R. 915. (3376)

4744. SOLICITOR'S OPINIONS, July 1, 1934 to date. Written opinions rendered by the solicitor of the Department of Agriculture on various matters pertaining to the Department, and to the Forest Service. Filed numerically. (Daily, official.) 9¼ x 15 folders, 8 in., in wooden filing case. R. 919. (3471)

4745. SOURCE MATERIAL, July 1, 1934 to date. Records pertaining to forest development and conservation, such as watershed protection, forage, recreation, game and wild life, water power, forest industries, grazing, reforestation, and protection against destruction of timber by fire. Filed alphabetically. (Daily, official.) 10 x 12 folders, 6 in., in wooden filing case. R. 611. (3076)

4746. STATE FORESTS, July 1, 1934 to date. Maps and surveys showing location, topography, soil, climate, scenic and natural resources, and area (under the Fulmer Act in cooperation with the states in establishment of forests). Filed alphabetically. (Monthly, official.) 10 x 12 folders, 1 ft., in wooden filing case. R. 721. (3110)

4747. SUPERVISION, July 1, 1934 to date. Records pertaining to general administration and policy of operation in the region as a whole, including finance, equipment and supplies, files, mail, quarters, personnel, and special. Under "Special" is listed business aspects, meetings, amendments, patents, programs, progress, services, supervisors, and rangers. Indexed alphabetically as to subject. (Daily, official.) 9 x 12 folders, 5 ft., in 2 wooden filing cases. R. 613. (3010)

4748. TAGS, July 1, 1934 to date. Record of automobile tags issued by the Department of Agriculture, those reissued or transferred in the division, and those reclaimed for destruction. Filed alphabetically. (Daily, official.) 9½ x 11½ folders, 6 in., in wooden filing case. SE. corner, storeroom, 1st floor. (3180)

4749. TRANSPORTATION RECORD, July 1, 1934 to date. Register of requests for transportation books and of transportation requests. Filed alphabetically. (Daily, official.) 11 x 14½ loose-leaf book, 2 in., on desk. R. 914. (3379)

4750. TRIANGULATION STATIONS AND CLASS A CORNERS, July 1, 1934 to date. Data pertaining to triangulation stations by longitude and latitude, and corners designated as Class A, which are used as a basis in making surveys in forests. Filed alphabetically by stations and forests. (Daily, official.) 5 x 8 cards, 2 ft., in wooden card cabinet. Rs. 808 and 811. (3521)

4751. ABSTRACTS OF TITLE, Dec. 30, 1935. Abstracts of title to tracts of land purchased from Tennessee Coal, Iron and Railroad Company in several counties in Tennessee. Records were borrowed from the Forest Service in Washington for use while certain claims are in litigation; they will be returned after the case is adjudicated. (Daily, official.) 9½ x 15 folders, 1 ft., in wooden filing case. R. 919. (3447)

4752. APPROVED AND UNAPPROVED ACQUISITIONS OF FOREST LAND, July 1, 1935 to date. Records showing name of owner, location, acreage in tract, price per acre, state, county, statistics as to timber, waste, cultivated and marsh lands, and whether purchase approved or unapproved. Filed alphabetically. (Daily, official.) 5 x 8 cards, 4 ft., in wooden card cabinet. R. 716. (3237)

4753. CONSTRUCTION AND MAINTENANCE, July 1, 1935 to date. Construction and maintenance records, policy regulations and agreements with Bureau of Public Relations, Instructions on policy regarding allotments, and use and method of doing maintenance work upon forest highways and forest development roads; also pertains to general discussions and decisions in regard to equipment to be used, obtained by transfer or purchased for construction and maintenance. Filed alphabetically. (Daily, official.) 10 x 12 folders, 2 ft., in wooden filing case. R. 815. (3437)

4754. DIXIE RANGER, July 1, 1935 to date. Office copy file of official publication of National Forests, Southern Region 8, sent to rangers and supervisors of this region, which contains news, instructions, and other items of interest. Issued monthly in mimeographed form. Filed numerically. (Monthly, official.) 8 x 10 mimeographed sheets, 6 in., in wooden filing case. Suite 611, main room. (3169)

4755. DRAWINGS, July 1, 1935 to date. Black line prints of drawings of forests, showing bridges, towers, camps, basins, dams, and specifications of equipment used in the forestry service. Filed numerically. (Daily, official.) 8 x 11 and 8 x 14 loose papers, 3 ft., in 2 wooden filing cabinets. S. side corridor, 8th floor. (3449)

4756. FORESTS, SOUTHERN REGION 8, July 1, 1935 to date. Records of operation pertaining to the forests comprising Region 8. Filed alphabetically by name of forest. (Daily, official.) 10 x 12 folders, 9 in., in wooden filing case. R. 602. (3040)

4757. INVESTIGATIONS, STUDIES, AND SURVEYS, July 1, 1935 to date. Investigatedwork of general nature, plans, work and accomplishments in road studies, methods of estimating economic value, and general discussion of work; also instructions on economic and traffic studies by the Engineering Department. Filed alphabetically by subject. (Monthly, official.) 10 x 12 folders, 1 ft., 6 in., in wooden filing case. R. 816. (3396)

4758. LAW ENFORCEMENT HANDBOOK, Dec. 1, 1935 to date. Typewritten manuscript with penciled revisions, corrections, and additions prepared by the Division of Law, Region 8, which has been mimeographed, assembled and bound under the title "Law Enforcement Handbook". The book is a compilation of instructions, regulations, and general information on the legal administration of National Forests. Filed alphabetically. (Weekly, official.) 8 x 10½ loose-leaf book, 6 in., in wooden filing case. R. 919. (3492)

4759. LEGISLATION, July 1, 1935 to date. Records of information and discussions on proposed and existing legislation, copies of bills in Congress and state legislatures, and decisions and opinions interpreted

by Solicitor or Attorney General on water power legislation and regulations. Filed alphabetically by subject. (Monthly, official.) 10 x 12 folders, 1 ft., in wooden filing case. R. 815. (3435)

4760. MISCELLANEOUS FORESTRY PUBLICATIONS, July 1, 1935 to date. Mimeographed letters on various subjects related to forestry for information of forestry schools, associations, and agencies, which are distributed by Division of Public Relations for education of those interested in National Forests in this region. Filed alphabetically by subject. (Daily, official.) 10 x 12 folders, 1 ft. 6 in., in wooden filing case. R. 611. (3122)

4761. NEWSPAPERS, INDEX AND PRESS RELEASES, July 1, 1935 to date. Records showing names of daily and weekly newspapers, and location of same. Press releases are furnished daily or weekly newspapers if desired; index shows names of those interested in press releases. Filed alphabetically by newspapers and subjects. (Daily, official.) 3 x 5 cards and 10 x 12 folders, 3 ft., in wooden filing case and wooden card cabinet. R. 611. (3083)

4762. RATING OF RIVER, July 1, 1935 to date. Discussion of methods of standardizing ratings of rivers and general instructions for making ratings. Filed alphabetically by forest in which rivers located. (Monthly, official.) 10 x 12 folders, 1 ft., in wooden filing case. R. 815. (3436)

4763. RECORD OF BILLS OF LADING, Jan. 1, 1935 to date. Record of Government bills of lading received at Regional Office from forest unit offices of freight, motor carriers, and express shipments to forests, showing number, date, number of certificates of request to fiscal agent for payment, and name of transportation company. Filed numerically. (Daily, official.) 9 x 14½ loose-leaf books (2), 6 in., on desk. R. 914. (3382)

4764. REGIONAL FORESTER'S FILES, July 1, 1935 to date. Inspection reports, rangers' reports, and general correspondence concerning conditions of each forest, and whether each forest is equipped with suitable fire equipment; also list of persons available as fire fighters. Filed alphabetically by subject. (Daily, official.) 10 x 12 folders, 4 ft., in wooden filing case. Suite 616. (3041)

4765. SPECIFICATIONS, July 1 1935 to date. Records pertaining to Federal specifications for lookout and observation towers, and telephone and miscellaneous equipment for use of rangers and others connected with National Forests. Filed alphabetically by subject. (Daily, official.) 10 x 12 folders, 7 ft., in 2 wooden filing cases. R. 602. (3026)

4766. STANDARDS, July 1, 1935 to date. Records of discussions, general data, preparation of plans, and establishment of standards or types of construction; also general plans for standard bridges suitable for various projects, and general standardization of signs for use on forest highways and forest development roads. Filed alphabetically. (Daily, official.) 10 x 12 folders, 2 ft. 6 in., in 2 wooden filing cases. R. 916. (3439)

4767. SUPERVISION RECORDS, July 1, 1935 to date. Records of the Engineering Department covering general administrations, policy of engineering, allotments for personal salaries and expenses, monthly cost reports of work, instructions, corrections, and monthly inspection reports. Filed alphabetically by subject. (Daily, official.) 10 x 12 folders, 3 ft., in 2 wooden filing cases. R. 815. (3372)

4768. WATER POWER, EXAMINATIONS AND REPORTS, July 1, 1935 to date. Records pertaining to examination of and reports on water power applications, administration and policy, examinations and reports on applications for easements involving the use of water or conflicting with water uses, examination of lands to determine water power possibilities, and where alienations, eliminations, grants, uses or withdrawals are pending also collection and recording data on power development within the forests in Region 8, and internal administration of water power work by Forest Service. Filed alphabetically by forest. (Weekly, official.) 10 x 12 folders, 2 ft., in wooden filing case. R. 815. (3434)

4769. WATER POWER RECORDS, July 1, 1935 to date. Records of general reports on water power not relating to individual cases, new forms, and revision of existing forms, supplies, and requests and allotments of Federal Power Commission funds. Filed chronologically. (Daily, official.) 10 x 12 folders, 2 ft., in wooden filing case. R. 815. (3438)

4770. COMPILATIONS, Jan. 2, 1936 to date. A compilation of statistics and miscellaneous information about forestry work assembled from newspapers, periodicals, and various civic organizations. Filed alphabetically. (Daily, official.) $9\frac{1}{2}$ x $11\frac{1}{2}$ folders, 6 in., in wooden filing case. R. 505. (3224)

4771. LIBRARY CATALOGUE, Oct. 16, 1936 to date. Index to volumnes, pamphlets, and magazine articles in the Atlanta Regional Office on forests and forestry, plants and plant diseases, fire control, forest surveys, forest products, wild life, timber conservation, and kindred subjects; also cross index to authors of the foregoing card catalogue of magazine articles and books, and pamphlets on forestry and related subjects which are on file at Forest Service Library at Washington. Filed alphabetically. (Daily, official.) 3 x 5 cards, 4 ft. 6 in., in wooden card cabinet. R. 512. (3354)

4772. NAVAL STORES MAILING LIST, July 1, 1936 to date. Mailing list of newspapers in Region 8 which receive publicity released by the Regional Office relating to naval stores output reduction program. Filed alphabetically. (Daily, official.) 3 x 5 cards, 4 in., in wooden card cabinet. R. 505. (3280)

4773. OPTIONS AND PROPOSALS, July 1, 1936 to date. Records of options taken on tracts of land with a view to purchase, if approved; also proposals submitted for sale of land showing acreage, location, name, and description of land. Filed alphabetically by name of owner. (Daily, official.) 10 x 12 folders, 3 ft., in wooden filing case. R. 715. (3236)

4774. REGISTER OF CONTRACTS, July 1, 1936 to date. Contracts and agreements entered into by the Forest Service and commercial firms and public utilities for necessary forest equipment, office space, and sup-

plies, showing contract number, date, forest unit, name of contractor or lessor, object of contract - whether for supplies, non-personal service, general equipment, or storage - duration of contract. Contract is placed in a suspension file until expiration, and is then transferred to a current file as "completed". Filed alphabetically. (Daily, official.) 11 x 14 loose-leaf book, 3 in., in wooden desk drawer. Suite 902, main room. (3629)

4775. SUMMARY OF LANDS APPROVED FOR PURCHASE, SURVEYED, AND ACQUIRED, July 1, 1936 to date. Records showing unit number, card number, state, county, name, tract number, approval, acres, price, cost of purchase agreement, vendor, survey, acre value, conditions, limitations, if acquired, date, acres, and cost. Filed alphabetically. (Daily, official.) 10 x 12 folders, 1 ft., in wooden filing case. R. 715. (3238)

4776. TRESPASS CASES, July 1, 1936 to date. Reports of trespasses made to regional forester by the various forest supervisors, which embrace such types of trespass as fire, property, cutting timber, and grazing. Filed alphabetically. (Daily, official.) 9¼ x 15 envelopes, 2 ft., in wooden filing case. R. 919. (3470)

4777. EXTRA COPIES, Jan. 2, 1937 to date. Copies of reports, data, and circular letters pertaining to forestry and forest management. Filed alphabetically. (Daily, official.) 8½ x 11½ folders, 9 ft., in 4 wooden filing cases. R. 516. (3307)

Personnel

4778. CLOSED PERSONNEL FILE, Jan. 2, 1917 - Jan. 2, 1935. Correspondence between regional forester and supervisors regarding various personnel matters pertaining to the region, records of changes, vacancies, appointments, reassignments, etc. Indexed alphabetically. (Daily, official.) 9½ x 11½ folders, 15 ft., in 2 steel transfer cases. SE. corner room, basement. (3130)

4779. PERSONNEL FILES, July 1, 1930 to date. Records of collective characteristics of employees in Region 8. With the exception of finance records, the files include all matters affecting the personnel of the service, either in association or as individuals, including efficiency reports, examinations, furloughs, retirements, promotions, demotions, and dismissals. Filed alphabetically. Indexed. (Daily, official.) 9 x 12 folders and 5 x 8 cards, 43 ft., in 5 wooden filing cases and 2 steel card cabinets. R. 613. (3012)

4780. APPLICATIONS FOR POSITIONS, June 1, 1933 - July 1, 1935. Applications for positions in Region 8 and relative correspondence. Filed alphabetically. (Never.) 9½ x 11½ folders, 2 ft., in wooden transfer case. E. side, storeroom, 1st floor. (3140)

4781. TRANSFERS, July 1, 1933 to date. Copies of authorization in change of stations issued to all employees in the Region who are transferred from one station to another. Filed alphabetically. (Daily, official.) 9½ x 11½ folders, 3 ft. 6 in., in wooden filing case. Suite 902. (3713)

4782. APPOINTMENTS, July 1, 1934 to date. Form FA 80 relates to personnel details of informal appointment of employees in this Region, especially salary deductions. Filed alphabetically. (Daily, official.) 9½ x 11½ folders, 1 ft., in wooden filing case. Suite 902, SE. room. (3560)

4783. APPOINTMENTS, July 1, 1934 to date. Form showing appointments on an emergency basis, including memoranda of personnel, action taken, deductions, annual and sick leave, salaries and wage rates of all employees under informal appointments, and relative correspondence. Filed alphabetically. (Daily, official.) 9½ x 11½ folders, 2 ft., in wooden filing case. Suite 902, SE. room. (3559)

4784. PERSONNEL, NATIONAL INDUSTRIAL RECOVERY ACT, Jan. 1, 1934 - Dec. 31, 1935. Records of personnel placements under NIRA in forests and camps, sub-divided into types of work, such as highway engineer, grader operator, stonemason, and mechanic; also weekly reports from forest supervisors to regional forester showing number of men employed and financial allotments for NIRA personnel in each forest. Indexed alphabetically. (Semimonthly, official.) 9½ x 11½ folders, 2 ft., in wooden filing case. SE. corner, storeroom, 1st floor. (3176)

4785. EMERGENCY RELIEF ADMINISTRATION, July 1, 1934 to date. Records pertaining to workers in forests drawn from relief rolls, on projects in which ERA furnished labor. (CCC is not included). Filed alphabetically by subject. (Daily, official.) 9 x 12 folders, 2 ft., in wooden filing case. R. 613. (3007)

4786. TRANSFERS, July 1, 1934 - June 30, 1936. Record of letters of transfers of employees from one station to another. Indexed alphabetically. (Never.) 3 x 5 cards, 6 in., in wooden card cabinet. Suite 902. (3564)

4787. LEAVE RECORDS, Jan. 1, 1935 to date. Card record of annual and sick leaves of informal appointees with application for such leave attached to each card. Indexed alphabetically. (Daily, official.) 5½ x 8 cards, 2 ft. 6in., in wooden card cabinet and 2 pasteboard card index boxes. Suite 902, SE. room. (3562)

4788. VACATION AND SICK LEAVE, Jan. 1, 1935 to date. Copies of application for and record of vacation and annual sick leaves for calendar year 1935-1936 to date. Indexed alphabetically. (Daily, official.) 5 x 8 cards, 1 ft., in wooden card cabinet. Suite 902. (3676)

4789. SERVICE RECORD, INFORMAL APPOINTMENTS, July 1, 1935 to date. Record made out by Regional Office and sent to Division of Appointments, Office of Personnel at Washington, giving personnel information such as position, rate of pay, gross and net amount earned, and deductions during a given period, of employees holding informal appointments in Region 8. Filed alphabetically. (Daily, official.) 9½ x 11½ folders, 2 ft., in wooden filing case. R. 902. (3550)

4790. MAN MONTH RECORD, RELIEF CLIENTS, July 16, 1935 to date. Record of man months of employees taken from the relief rolls. Filed alphabetically. (Daily, official.) 8½ x 11 loose-leaf book, 2 in., in

wooden desk. Suite 902. (3681)

4791. NAVAL STORES PERSONNEL, July 1, 1936 to date. Record of names, addresses, salaries, etc., of personnel, for the Naval Stores output reduction program under AAA, with which the Forestry Service is cooperating. Indexed alphabetically. (Daily, official.) 3 x 5 cards, 2 in., in wooden card cabinet. R. 505. (3281)

4792. RECORD OF ANNUAL LEAVES, July 1, 1936 to date. Record of annual leaves and applications for leaves of all employees in Regional Office, showing name, date of employment, date of leave, and rating. Filed alphabetically. (Daily, official.) 5 x 8 cards, 1 ft., in wooden card cabinet. Suite 902, main room. (3628)

4793. TRANSFERS, July 1, 1936 to date. Register of letters of transfer of employees from one station to another. Filed chronologically. (Daily, official.) 8½ x 11 loose-leaf book, 1 in., in desk drawer. Suite 902. (3563)

Property

4794. EQUIPMENT RECORDS, REGULAR, ERA, AND ECW, July 1, 1928 to date. Record of single and base units as well as mounted units of all equipment used by Engineering Department in maintenance and construction of roads, trails, and other projects for conservation and improvement of forests, showing kind of equipment, from whom acquired, appropriation, cost, make and size of model number, and name of forest to which equipment is assigned. Filed alphabetically by name of equipment. (Daily, official.) 5 x 8 cards and 10 x 12 folders, 54 ft., in 2 wooden filing cases and 3 wooden card cabinets. R. 815. (3350)

4795. EQUIPMENT AND SUPPLIES, July 1, 1934 to date. Records of equipment and supplies showing bids, field printing, farms, motor vehicles (passenger and trucks), property regulations, seeds for ranger stations, signs, surplus war material, and uniforms. These records relate to the district as a whole and not to any one forest. Indexed alphabetically by subject. (Daily, official.) 9 x 12 folders, 2 ft., in wooden filing case. R. 613. (3008)

4796. EXPENDIBLE, July 1, 1934 to date. Record of expendible stock such as office stationery and office supplies. Indexed alphabetically. 5 x 8 cards, 2 in., in wooden card cabinet. SE. corner, storeroom, 1st floor. (3178)

4797. PERPETUAL INVENTORY, July 1, 1934 to date. Record of all equipment and supplies belonging to the Regional Office. Indexed alphabetically. (Daily, official.) 5 x 8 cards, 6 in., in pasteboard card cabinet. SE. corner, storeroom, 1st floor. (3153)

4798. TRANSFER OF PROPERTY, July 1, 1934 to date. Record of all purchases of property. Indexed alphabetically. (Daily, official.) 9½ x 11½ folders, 2 ft., in 2 filing cases. SE. corner, storeroom, 1st floor. (3181)

4799. PROPERTY TRANSFERS, July 1, 1934 to date. Ledger sheets in

triplicate, listing movable property such as tractors, tools, and surveying instruments, when such property is transferred from one forest unit to another. The file is divided into pending transfers and completed transfers. After the transfer has actually been made the necessary information is posted from the ledger sheet to a card record. Filed alphabetically. (Daily, official.) 9½ x 11½ folders, 7 ft. 6 in., in 2 wooden filing cases. R. 916. (3525)

4800. UNEXPENDIBLE EQUIPMENT, July 1, 1934 to date. Record of permanent equipment, such as adding machines, typewriters, filing cases, etc. Filed alphabetically. (Daily, official.) 4 x 6 cards, 8 ft., in wooden card cabinet. R. 916. (3524)

4801. equipment and supplies, July 1, 1935 to date. Records pertaining to inquiries, requisitions, claims, outgoing and incoming bills of lading, and general correspondence covering supplies of all description used in the operation and maintenance of National Forests. Filed alphabetically by equipment, supplies, and subjects. (Daily, official.) 10 x 12 folders, 16 ft., in 2 wooden filing cases. R. 602. (3067)

4802. SURPLUS PROPERTY, July 1, 1935 to date. Records of surplus property on hand at different forests in Region 8. Indexed alphabetically by subject. (Daily, official.) 10 x 12 folders, 1 ft., in wooden filing case. R. 604. (3028)

4803. PENDING FILE FOR PROPERTY TRANSFERS, July 1, 1936 to date. Forms showing transfers of movable equipment such as tractors, surveying instruments, and other forest equipment, from one forest to another. When requisition for such transfer is received at regional office the proper form is made out and held in a pending file until the transfer is accomplished, after which the form is placed in an inactive file for further reference should the same equipment be again transferred to some other forest unit. Filed alphabetically. (Daily, official.) 9½ x 13½ folders, 1 ft., in wooden filing case. R. 916. (3551)

Reports

4804. REPORTS OF DR. AUSTIN CARY, June 30, 1918 - June 30, 1933. Reports, correspondence, and scientific data pertaining to forestry and timber management by Dr. Austin Cary, deceased, who was logging engineer assigned to the study of cooperation with timberland owners by the Branch of Public Relations of the Washington office of the Forest Service. (Never.) 9½ x 11½ folders, 3 ft. 6 in., in 2 wooden filing cases. R. 505. (3250)

4805. LIBRARY, Jan. 2, 1930 to date. Collection of reports on forestry activities from state foresters, forestry organizations, and governmental reports. The majority are printed pamphlets, but some are especially compiled by typewritten form. Reports are cumulative, being primarily a reference library on forestry. (Daily, official.) 7 x 10 vols. (41), 6 ft., in 3 wooden bookcase sections. R. 505. (3269)

4806. COPELAND REPORTS, June 1 - Sept. 30, 1931. Data work sheets pertaining to reports of Forest Service on the forest problems of the United States made to Congress on request of Senator Copeland of New

of New York. (Never.) 18 x 20 and 30 x 38 analysis sheets, 4 in., in wooden plan file. R. 505. (3247)

4807. CIRCULAR LETTERS, July 1, 1934 to date. Circular letters containing reports on various areas as to climate, topography, location and other scenic and natural resources, which would make it advantageous to convert into National Forests. Filed alphabetically by subject. (Monthly, official.) 8 x 11 loose papers, 2 ft., in 2 wooden, glass door sectional bookcases. R. 715. (3137)

4808. STATISTICAL REPORTS, July 1, 1934 to date. Analysis sheets containing data of forest management made up as fiscal reports for each forest in Region 8. Filed chronologically. (Daily, official.) 18½ x 21 loose-leaf book, 1 in., in wooden plan file. R. 516. (3303)

Supplies

4809. PACKING SLIPS, July 1, 1934 to date. Packing slips showing to what place shipment is made, name of person, by whom package is wrapped, condition of shipment, name, and date received; also Form 272R9, request to receiver to check contents and report condition to sendor, using form for that purpose. Form attached. Filed alphabetically by subject. (Daily, official.) 5 x 8 loose papers, 6 in., in 2 wooden card cases. R. 608. (3079)

4810. COMMODITY FILES, July 1, 1935 to date. Record of the different commodities used in maintenance, construction, and operation of National Forests, such as cement, paint, oil, gasoline, grease, insecticides, seed, and other miscellaneous commodities. Filed alphabetically by commodity. (Daily, official.) 10 x 12 folders, 3 ft., in wooden filing case. R. 602. (3092)

4811. GENERAL SCHEDULE OF SUPPLIES, July 1, 1935 to date. Records for procurement of supplies showing price list and name of articles manufactured by prisoners in the United States Federal Penitentiary, Leavenworth, Kansas; also showing articles made by private industries which are required from time to time. Indexed alphabetically. (Daily, official.) 10 x 12 folders, 2 ft., in wooden filing case. Suite 601, room 604. (3078)

4812. INVITATIONS FOR BIDS, July 1, 1935 to date. Invitations for bids sent to prospective bidders furnishing supplies and equipment required in operation and maintenance of National forests. Filed alphabetically by subject. (Daily, official.) 10 x 12 folders, 1 ft., in wooden filing case. R. 601. (3029)

4813. LEASES, July 1, 1935 to date. Leases of quarters in Federal buildings, ranger stations, ranger offices, and camp sites, and leases of space in other buildings when Federal buildings are not available. Filed alphabetically by subject. (Daily, official.) 10 x 12 folders, 4 ft., in wooden filing case. R. 601. (3098)

4814. PRINTING REQUISITIONS, July 1, 1935 to date. Printing requisitions for the Engineering Department, covering blueprints, Van Dyke negatives, blueline prints, photostats, multilith film plats, sensitive

stencils, mounting flats, photographic films and prints, appropriations, symbol numbers, temporary drawings, traverses, administrative drawings, drainage, and basin studies. Filed alphabetically. (Daily, official.) 10 x 12 folders, 1 ft., in wooden filing case. R. 815. (3462)

4815. PROSPECTIVE BIDDERS, July 1, 1935 to date. Records showing name, address, and location of prospective bidders to whom invitations for bids are sent for equipment or other supplies for the forests in the Region. Indexed alphabetically by equipment and supplies and by name of individual firm or corporation. (Daily, official.) 5 x 8 cards, 1 ft. 6 in., in wooden card cabinet. R. 601. (3081)

4816. ROUTINGS FOR FREIGHT SHIPMENTS, July 1, 1935 to date. Records showing freight shipment routings from various cities where purchase of forest equipment is made, to the different forests in Southern Region 8. Records are arranged in such manner that a quick reference is provided for routing information. Indexed alphabetically by city from which shipment is made. (Daily, official.) 5 x 8 cards, 4 in., in wooden card cabinet. R. 604. (3091)

4817. BIDS AND PURCHASES, July 1, 1936 to date. Bids and purchases of structural material and supplies such as steel, concrete culverts, cement, bids on bridges, towers, wire, telephones and other equipment for soil erosion work, fire protection, safety, and recreation purposes. Filed alphabetically by material bid on. (Daily, official.) 10 x 12 folders, 2 ft. 6 in., in wooden filing case. R. 815. (3373)

4818. BIDS, PENDING AND REJECTED, July 1, 1935 to date. Bids received for furnishing supplies, equipment, and commodities, some of which were rejected for failure to meet specification requirements, and others pending future delivery dates or for other reasons. Filed alphabetically by subject of bid. (Daily, official.) 10 x 12 folders, and 9 x 12 loose-leaf books (4), 1 ft. 6 in., in wooden filing case. R. 601. (3025)

4819. CONTRACTS, July 1, 1936 to date. Contracts between Forest Service and commercial firms for forest equipment and supplies, office space and office supplies, nonpersonal services, public utilities contracts for light and power, purchase orders for equipment and supplies, and cooperative agreements between National and State Forests. Filed alphabetically and in numerical order. (Daily, official.) $9\frac{1}{2}$ x $11\frac{1}{2}$ folders, 30 ft., in 2 wooden filing cases. Suite 902. (3598)

Miscellaneous

4820. HANDBOOKS AND MANUELS, July 1, 1933 to date. Handbooks and manuels pertaining to investigation, legislation, highway planning, erosion control, fish stream improvement, telephone manuel, truck trails, construction of Forest Service dams, and engineering field tables. Filed alphabetically by subject. (Daily, official.) 9 x 12 loose-leaf books (9), 1 ft. 6 in., in 2 wooden filing cases. R. 815. (3411)

4821. INFORMATION FILES, July 1, 1934 to date. Circulars, publications, and bulletins relative to public addresses, educational matters, exhibits, motion pictures, service news, press releases, photographs, and distribution; also special subjects, which include projects not

falling under other classifications lieted. Filed alphabetically by subject. (Daily, official.) 10 x 12 folders, 6 ft., in wooden filing case. R. 610. (3077)

4822. MACHINE RECORD, July 1, 1934 to date. Record of office machines used in Regional Office, including typewriters, adding machines, and duplicating machines. Indexed alphabetically. (Daily, official.) 5 x 8 cards, 6 in., in wooden card cabinet. SE corner, storeroom, 1st floor. (3179)

4823. TRANSPORTATION REQUESTS, July 1, 1934 to date. Copies of requests for transportation issued by employees to carriers in this Region. Filed numerically. (Daily, official.) 3¼ x 7½ loose papers, 2 ft., in 3 pasteboard boxes on wooden table. Suite 902. (3715)

4824. CIRCULARS AND BULLETINS, July 1, 1935 to date. Circulars and bulletins which affect the Engineering Department, distributed by Department of Agriculture, Treasury Department, Procurement Division, and the Comptroller General, relative to reports of foresters, Treasury Department regulations, decisions of the Comptroller General, highway research, specifications, designs, and land and timber. Filed alphabetically by subject. (Daily, official.) 10 x 12 folders, 6 in., in 2 wooden filing cases. R. 815. (3410)

4825. MISCELLANEOUS BULLETINS AND PUBLICATIONS, July 1, 1935 to date. Bulletins and publications relating to forests sent to regional forester by Washington to be used in connection with Department of Public Relations. Filed alphabetically by subject. (Daily, official.) 7 x 9 pockets, 6 ft., in 5 glass door wooden bookcases. R. 612. (3093)

GAINESVILLE

CHATTAHOOCHEE NATIONAL FOREST
FOREST SUPERVISOR
Hosch Bldg., 25-31 Washington St.

This office was established on June 1, 1936. Reports to Washington are made through the regional office, Atlanta, Georgia. Records dated prior to June 1, 1936 were transferred to this office from Natahala and Cherokee Forests from which Chattahoochee Forest was established.

General Records

4826. TRACTS OF LAND, Jan. 1, 1933 to date. Records pertaining to tracts of land in North Carolina, Tennessee, and Georgia, showing name of owner, options being surveyed, and proposals on options. Indexed alphabetically. (Daily, official.) 9 x 12 folders, 4 ft., in steel filing case. R. 7. (144)

4827. TRANSIT FILES, Feb. 23, 1934 to date. Records showing date, station, true bearing, true distance, total distance, azimuth or bearing, rod reading, vertical angle, and offset from random to true line. Indexed

alphabetically. (Daily, official.) 9 x 12 folders, 3 ft. 6 in., in 2 steel transfer cases. R. 7. (143)

4828. APPLICATIONS FOR EMPLOYMENT, Feb. 1, 1935 - June 25, 1936. Records show name and address of applicant, marital status, number of dependents, photograph of applicant, education, grammar school or college, date of application, age of applicant, references, and position desired. Indexed alphabetically by name of applicant. (Monthly, official.) 9 x 12 folders, 2 ft., in steel filing case. R. 1. (120)

4829. MEMORANDUM OF EXAMINATION FOR DEPARTMENT DRIVER'S LICENSE, June 5, 1936 to date. Records show name of place, date, name of employee examined, name of state, date issued, and operator issuing permit. Indexed alphabetically. (Annually, official.) 8 x 10 loose papers, 6 in., in wooden filing case. R. 3. (145)

4830. PAID FORM, June 30, 1936 to date. Records showing period covered, unit certificate number, regional fiscal agent, transportation request and bill of lading numbers, appropriation, amount submitted and paid, sub-allotment or project, and total amount of voucher. Indexed numerically. (Daily, official.) 5 x 6 cards, 1 ft., in wooden card cabinet. R. 3. (139)

4831. ADMINISTRATIVE OPERATIONS, July 1, 1936 to date. Records pertaining to operation of the forest, extraction of seeding experiments, circular letters regarding administrative studies of the forest service, fire prevention, operation of mail, operation of personnel, and supervision. Indexed alphabetically as to subject. (Daily, official.) 9 x 12 folders, 2 ft., in steel filing case. R. 1. (122)

4832. BID ABSTRACT FORM, July 1, 1936 to date. Records show date bid was opened, to whom bid is awarded, name of bidders, item numbers, amount of bid for each item, amount of lowest bid for each item, bid number, gross and net total bid, modifications by bidders, and signature of person checking bids and making abstract. Indexed numerically by bid number. (Daily, official.) 9 x 12 folders, 1 ft., in steel filing case. R. 1. (119)

4833. BID FOR ADVERTISED TIMBER, July 1, 1936 to date. Records show name and address of district supervisor, name of newspaper in which bid was advertised, estimated amount of timber for sale, species, price bid per thousand feet, name and address of bidder, and date bid was let. indexed numerically by bid number. (Daily, official.) 9 x 12 folders, 4 in., in steel filing case. R. 1. (32)

4834. CHECK ESTIMATES OF TIMBER, July 1, 1936 to date. Records show area, date, tract, strip number, number of trees, diameter classes by height, number of logs, number of board feet, per cent of error, length of strips, and volume cards. Indexed numerically. (Monthly, official.) 9 x 12 folders, 2 ft., in wooden filing case. R. 3. (147)

4835. CLASS A CORNER RECORD, July 1, 1936 to date. Records show name of forest, unit, corner serial number, approximate latitude and longitude, location, description of corner set, and witnesses, tract and corner numbers, date, and by whom set, and survey book and page numbers.

Indexed numerically by corner serial number. (Daily, official.) 18 x 21 loose-leaf books (2), 6 in., on draftman's work table. R. 3. (156)

4836. DATA SHEET FOR PROPOSED IMPROVEMENTS, July 1, 1936 to date. Records show date, location of site, dimensions in feet, building line restrictions, obstructions such as fire plugs, poles, and trees, and estimated purchase price. Indexed numerically. (Daily, official.) 9 x 12 folders, 1 ft., in wooden filing case. B. 1. (107)

4837. EMERGENCY CONSERVATION WORK, July 1, 1936 to date. Records show circular letters, educational material, finance, enrollment, and information regarding safety program, mobilization, and personnel. Indexed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft., in wooden filing case. R. 1. (115)

4838. NATIONAL FOREST MANAGEMENT, July 1, 1936 to date. Records show sales of timber, reports on timber, grazing of cattle, timber surveys, timber trespass, grazing permits, and the management of fish and game. Indexed alphabetically as to subjects. (Daily, official.) 9 x 12 folders, 1 ft., in steel filing case. R. 1. (121)

4839. PHOTOGRAPHS, July 1, 1936 to date. Records show information concerning public relations, different bureaus to which sent, fire protection, publication material, educational work, historical matter for records, location development of projects, and information for Washington. Indexed numerically. (Weekly, official.) 8 x 10 photographs, 1 ft. 6 in., in wooden filing case. R. 1. (116)

4840. PROPERTY AND STORES RECORD, July 1, 1936 to date. Records show date of purchase, identification number, quantity, forest account, cost, current and total, warehouse unit cost, warehouse stock, articles, and description and size. Indexed numerically. (Monthly, official.) 9 x 12 folders, 3 ft. 6 in., in wooden filing case. R. 3. (146)

4841. PROPOSAL SOLICITATION RECORD, July 1, 1936 to date. Records show date, place, person contacted, acreage owned, location, district, lot numbers, report of uncertain title to land, existing prices, and record of joint owners not in agreement. Indexed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in wooden filing case. R. 1. (114)

4842. PUBLIC RELATIONS, July 1, 1936 to date. Records show addresses by forest officers, post card report and copies of talks given by outside individuals concerning forestry. Forest Service radio hour, lantern slides, lectures, outlines, school exhibits, and articles and photographs for newspapers and magazines. Indexed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in wooden filing case. R. 1. (118)

4843. RESEARCH RECORDS, July 1, 1936 to date. Material of a supervisory character relating to general research studies, forest library, lists of publications available, and annual library and statistical reports. Indexed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft., in wooden filing case. R. 1. (117)

4844. REQUEST FOR TRANSFER OF STATION AUTHORIZATION, July 1, 1936 to

date. Records show pay roll, name, designation under formal Civil Service appointment from present official station to new official station, effective date, overnight travel, goods to be shipped commercially, and reason for transfer. Indexed alphabetically. (Semiannually, official.) 9 x 12 folders, 1 ft. 6 in., in wooden filing case. R. 3. (138)

4845. REQUISITION FOR PHOTOGRAPHIC WORK, July 1, 1936 to date. Records show originating office number, date issued, persons to whom charged and sent, date desired, class of work, number of copies, size and unit cost, total units, total cost photo view prints, lantern slides, paper negatives, Van Dyke prints, blue line prints, transparencies, date completed, and signature and title of recipient. Indexed numerically by originating office number. (Daily, official.) 9 x 12 folders, 2 ft., in steel filing case. R. 3. (134)

4846. RETIREMENT SALARY DEDUCTION, EMERGENCY EMPLOYEES, July 1, 1936 to date. Records show full name, present address, date of birth, record of past service for the Government other than military or naval, location of service, position held, salary rate, and period of employment. Indexed alphabetically. (Annually, official.) 9 x 12 folders, $\frac{1}{2}$ in., in wooden filing case. R. 3. (148)

4847. VEHICLE CONTRACT, July 1, 1936 to date. Contracts showing name of National Forest for which contracts are made, kind of vehicle, year of manufacture, date purchased, cost to the present owner, appraised value general conditions, signature of owner, date of contract, and signature of employment officer. Indexed alphabetically by name of owner. (Weekly, official.) 8 x 10$\frac{1}{2}$ loose forms, 6 in., in steel filing case. R. 3. (158)

4848. WORK SHEET, SURFACING JOB, July 1, 1936 to date. Records show name and number of project, period of time worked, identification number, grading of roads, crushing of gravel, drilling and blasting, hauling, sub-grade spreading, equipment and repairs, cost, and total cost. Indexed numerically by project number. (Daily, official.) 9 x 12 folders, 3 in., in steel filing case. R. 1. (37)

4849. TYPE SUMMARY ESTIMATE SHEET, July 1, 1936 to date. Records show type of tree, location of type or sub-unit, acreage of forest land in type or sub-unit, name of forest, species, material and unit of measure, condition, merchantable stand to be cut, per cent of total cut out by volume, number logs per tree, number snags and diseased trees per acre to be cut, name and title of person to whom report is submitted, and date. Indexed alphabetically by name of forest. (Daily, official.) 9 x 12 folders, 1 ft., in steel filing case. R. 3. (152)

4850. APPLICATIONS FOR LEAVE, July 5, 1936 to date. Records show name of station, date, request, hours and days, annual, sick, or without pay leave, dates commencing and ending, address while absent, by whom recommended and approved, and date and hour returned to duty. Indexed alphabetically. (Weekly, official.) 5 x 8 cards, 1 ft., in wooden card cabinet. R. 3. (140)

4851. CLASSIFICATION OF EXPENDITURES, July 5, 1936 to date. Records show unit certificate, regional fiscal agent voucher, transportation re-

quest and bill of lading numbers, time period, appropriations to different projects, amount submitted and paid, sub-allotment or project, account number, date of payment, and name of unit. Indexed numerically by voucher number. (Daily, official.) 9 x 12 folders, 8 in., in steel filing case. R. 3. (136)

4852. TIMBER SALE PERMIT, July 5, 1936 to date. Permits show name of forest, working circle, permittee, permit issued, expiration of permit, first and later payments, location of sale area, instructions for sealing, measuring or counting, brush disposal, maximum stump height, and sale by amount or area. Indexed numerically. (Daily, official.) 9 x 12 folders, 6 in., in wooden filing case. R. 1. (40)

4853. APPLICATIONS FOR GRAZING PERMIT, July 10, 1936 to date. Records show names and addresses of applicants, permits to graze, number brands and earmarks of cattle, horses, and sheep, and permit season, annual and temporary. Indexed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in steel filing case. R. 1. (110)

4854. HORSE CONTRACTS, July 10, 1936 to date. Records show name of forest for which horses and mules are hired from individuals under contract, sex, age, color, brand, height, weight, and name of animal, signature of owner, date animal was delivered, and signature of hiring officer. Indexed alphabetically by name of owner. (Weekly, official.) 8 x 10½ loose papers, 1 ft., in steel filing case. R. 3. (135)

4855. JOB SHEET, July 10, 1936 to date. Records show date, trip number, job planned, quantity and time, quantity non-field, field job, total, total hours, value, rate per hour, and calendar work days. Indexed alphabetically. (Daily, official.) 9 x 12 folders, 3 in., in wooden filing case. R. 1. (38)

4856. STORES INVOICE AND RECEIPT, July 10, 1936 to date. Records show originating unit, place and date of issue, project or activity, shipper's identification, method of delivery, by whom issued, description of articles, unit, quantity, unit price, total price, signature of issuing officer, waybill number, signature of warehouse employee, supervisor's office number, and name of project. Indexed numerically by waybill number. (Daily, official.) 8 x 10 loose papers, 1 ft., in steel filing case. R. 2. (137)

4857. TIMBER SALE AGREEMENTS, July 11, 1936 to date. Records show date, names of forest and purchaser, location, amount of sale, timber rate, agreement by purchaser, legal sub-division, if surveyed, and approximate legal sub-division, if unsurveyed. Indexed numerically. (Monthly, official.) 9 x 12 folders, 1 ft. 6 in., in steel filing case. R. 1. (108)

4858. CURRENT RECORD OF RECEIPT AND DISPOSITION OF OIL DRUMS, July 15, 1936 to date. Records show date received from oil company, serial number of drum, grade of oil, date issued to camp, camp number or name, date returned by camp, date returned to oil company, and place to which empty drum was delivered. Indexed numerically. (Monthly, official.) 9 x 12 folders, 1 ft., in steel filing case. R. 1. (112)

4859. FOREST TRAFFIC CENSUS, July 15, 1936 to date. Records show station location, date study was made, vehicle, state tag and number, number occupants of vehicle (children and adults), place from which trip is made, destination, and reason for violating forest (fishing, hunting, swimming and picnics). Indexed chronologically. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in steel filing case. R. 3. (154)

4860. GUN CARRYING PERMIT, July 15, 1936 to date. Records show name of forest ranger, date gun was issued, permit period, forest through which gun was issued, signature of ranger, and signature and title of person by whom issued. Indexed alphabetically by name of ranger. (Monthly, official.) 9 x 12 folders, 3 in., in steel filing case. R. 1. (123)

4861. NOTICE TO GRAZING APPLICANT AND LETTER OF TRANSMITTAL, July 15, 1936 to date. Records show date, name of regional fiscal agent, amount paid fifteen days before grazing season opens, and number of stock to graze. Indexed alphabetically. (Monthly, official.) 9 x 12 folders, 1 ft., in steel filing case. R. 1. (111)

4862. PHOTOGRAPHIC RECORD, July 15, 1936 to date. Records show description view, film numbers, procedure in Washington, developing and printing, prints from file negatives, photographic improvements, collection number, and permanent number. Indexed numerically. (Daily, official.) 8½ x 11 loose papers, 6 in., in wooden filing case. R. 1. (42)

4863. PRINTING REQUISITION, July 15, 1936 to date. Records show requisition number, name of forest, dates issued and wanted, signature and title of person making requisition, kind of prints wanted (quality, size, and description), appropriations, symbol number, and cost. Indexed numerically by requisition number. (Daily, official.) 9 x 12 folders, 4 in., in steel filing case. R. 1. (35)

4864. RECORD OF ISSUE AND RETURN OF DRILL BITS, July 15, 1936 to date. Records show name of warehouse, dates of issue and return of drill bits, balance on hand first of month, receipt number, from whom received, to whom issued, and balance on hand at end of month. Indexed numerically by receipt number. (Daily, official.) 9 x 12 folders, 1 ft., in steel filing case. R. 1. (128)

4865. STATEMENT OF WITNESSES, MOTOR TRANSPORTATION ACCIDENTS, July 15, 1936 to date. Records show date of accident, time accident occurred, particulars of accident, names and addresses of witnesses, date of statement, business and home addresses and telephone numbers of witnesses, and names of parties involved in accident. Indexed alphabetically by name of Government employee. (Monthly, official.) 9 x 12 folders, 4 in., in steel filing case. R. 1. (131)

4866. SURVEY OF INDUSTRIES USING WOOD, July 15, 1936 to date. Records show date of survey, owner or operator of forest, location of forest, kind of plant, products manufactured, raw materials used, amount used annually by species, where obtained, any objection to local species, and amount of National Forest timber now used annually. Indexed alphabetically by name of owner or operator. (Daily, official.) 8 x 11 loose forms, 4 in., in steel filing case. R. 1. (36)

4867. REPAIR JOB ORDER AND INVOICE, Aug. 1, 1936 to date. Records

show name of forest, number, equipment depot, make of equipment, kind, size, license tag for trucks or tractors, date equipment was received in shop, summary of parts used and mechanics time, names of parts used, quantity, unit cost, total charge for parts and labor, signature of shop foreman, and dates received and released. Indexed numerically by invoice number. (Daily, official.) 9 x 12 folders, 6 in., in steel filing case. R. 1. (129)

4868. SPECIAL USE APPLICATION, Aug. 15, 1936 to date. Records pertain to applications made for permit to use lands, showing nature of intended use of land, date and cost of construction of intended improvements, date of application, and name and address of applicant. Indexed alphabetically by name of applicant. (Weekly, official.) 8 x 11 loose papers, 4 in., in steel filing case. R. 1. (34)

Reports

4869. ACQUISITION SURVEY MONTHLY SERVICE REPORT, July 1, 1936 to date. Reports show activity of project, pay roll title, address for mailing checks, amount of salary, total hours, line and acquisition purchase numbers, leave without pay, and annual leave. Indexed numerically. (Daily, official.) 9 x 12 folders, 6 in., in wooden filing case. R. 1. (88)

4870. FIREMEN'S REPORTS, July 1, 1936 to date. Reports show name of forest, ranger district, location, class of people responsible for fire, general conditions, character of fire, types and area burned, by whom discovered, signal report, damages, and remarks. Indexed alphabetically. (Annually, official.) 9 x 12 folders, 1 ft., in wooden filing case. R. 3. (150)

4871. INDIVIDUAL FIRE REPORT, July 1, 1936 to date. Reports show location, ranger district, cause of fire, class of people responsible, conditions, character of fire, types and area burned, by whom discovered, signal report, damages, and remarks. Indexed alphabetically. (Annually, official.) 9 x 12 folders, 1 ft., in wooden filing case. R. 3. (150)

4872. MONTHLY EQUIPMENT OPERATION REPORT, July 1, 1936 to date. Records show date, make, kind and size of equipment, speedometer reading first of month, total mileage, amount of gas, oil, and grease used, activity number, signature and title of operator, signature of supervising officer, location, and motor and serial numbers of car. Indexed numerically by serial number. (Monthly, official.) 9 x 12 folders, 6 in., in steel filing case. R. 1. (132)

4873. MONTHLY REPORT OF FOREST SERVICE EDUCATIONAL WORK, July 1, 1935 to date. Reports show name of forest, state and camp, date of report, subjects in educational program, name and title of instructor, average number students, number sessions during month, total hours of instruction, and name of camp educational advisor. Indexed alphabetically by name of forest. (Weekly, official.) 9 x 12 folders, 6 in., in steel filing case. R. 1. (124)

4874. MONTHLY SERVICE REPORT, July 1, 1936 to date. Reports show

distribution of time by projects, fire suppression, improvement construction and maintenance, other classes, total and distribution of salaries by funds. Indexed numerically. (Monthly, official.) 9 x 12 folders, 6 in., in wooden filing case. R. 1. (61)

4875. QUARTERLY REPORT OF TIMBER CUT AND SOLD, July 1, 1936 to date. Records show name of forest, quarter ending date, amount timber cut, value received, kind of timber (saw timber, fuel wood, extract wood, pulpwood, poles, and ties), total cut and sold this quarter, total previously reported, grand total receipts to date, name of forest supervisor and designation of sales inspected during quarter. Indexed alphabetically by name of forest. (Monthly, official.) 9 x 12 folders, 3 in., in steel filing case. R. 1. (31)

4876. RECREATIONAL AREA USE REPORT, July 1, 1936 to date. Records show name of area, month, name of patrolman, weather condition, number of picnickers, campers and tourists, total of all visitors, and comments. Indexed numerically. (Daily, official.) 9 x 12 folders, 1 ft., in steel filing case. R. 1. (109)

4877. TIME REPORT, July 1, 1936 to date. Records show project, worker, address, occupation, amount of time worked, rate per hour, activity on project, total wages earned, commissary account, date, amount charged, commissary charges deducted, and amount due. Indexed alphabetically. (Daily, official.) 5 x 8 cards, 3 ft., in wooden card cabinet. R. 3. (141)

4878. WEEKLY SAFETY COMMITTEE REPORT, July 1, 1936 to date. Records show name of National Park, date meeting was held, camp number, address of camp, number of enrollees present at meeting, name and title of other people present, subject discussed and person leading discussion, length of meeting minutes, and signature of project superintendent. Indexed numerically by camp number. (Daily, official.) 9 x 12 folders, 1 ft., in steel filing case. R. 1. (126)

4879. DRIVER OF PRIVATE CAR'S REPORT OF TRAFFIC ACCIDENT, July 10, 1936 to date. Records show names of drivers of government and private cars, date of accident, efforts made by each driver to avoid accident, whether either car came to a full stop before the collision, if collision occurred on a grade (whether slight, medium, or steep), estimated speed of each car at time of accident, and signature of witness. Indexed alphabetically by name of driver of private car. (Monthly, official.) 9 x 12 folders, 4 in., in steel filing case. R. 1. (133)

4880. REPORT ON CONDITIONS OF SPECIAL USE AREA, July 10, 1936 to date. Records show case designation, permit used, continuance desired, area cultivated, condition of area used, cost and condition of improvements, and action taken by reporting officer. Indexed numerically. (Monthly, official.) 9 x 12 folders, 1 ft., in wooden filing case. R. 3. (151)

4881. CURRENT CAMPING REPORT, July 15, 1936 to date. Records show name of forest, area, by whom report was prepared, date of report, type, of camp and equipment, light and water connections, number in party, dates of arrival and departure, and remarks as to use of equipment. Indexed alphabetically by name of camp. (Daily, official.) 9 x 12 folders, 6 in., in steel filing case. R. 1. (130)

4882. INVESTIGATING OFFICER'S REPORT AND RECOMMENDATION FOR TRAFFIC ACCIDENTS, July 15, 1936 to date. Records show names of forest, drivers of Government and private automobiles, date of accident, what action is recommended to prevent similar accidents, what disciplinary actions have already been taken, signature and title of investigating officer, and date of report. Indexed alphabetically by driver of Government automobile. (Weekly, official.) 9 x 12 folders, 4 in., in steel filing case. R. 1. (127)

4883. REPORT ON PLANTATIONS OR SEEDINGS, July 15, 1936 to date. Records show date of report, area and section numbers, source of seed, species, lot number, method of mixture, quality or condition at the time of planting, number of trees started, ground preparation, average net wage per man per day, total amount, date approved, name of approving forest supervisor. Indexed numerically by area number. (Daily, official.) 9 x 12 folders, 6 in., in steel filing case. R. 1. (33)

4884. ROAD CONSTRUCTION REPORT GRADING AND SURFACING JOB, July 15, 1936 to date. Records show name and number of project, name of forest, state, period, date of road construction, classification of work done, symbol letter, labor, equipment rental, material used, units, unit cost, size of crew, accounting instructions, and signature and title of person in charge. Indexed numerically by project number. (Daily, official.) 8 x 10½ loose papers, 6 in., in steel filing case. R. 3. (153)

4885. SUPERVISOR'S TEN DAY FIRE REPORT, July 15, 1936 to date. Reports show causes of fire, including lightning, railroads, lumbering, camp fires, smokers, debris burning, incendiary, and miscellaneous; also gives area burned of forest land, other land inside, and outside land within forest protection area. Indexed numerically. (Trimonthly, official.) 9 x 12 folders, 3 in., in wooden filing case. R. 1. (41)

4886. WEEKLY EMERGENCY CONSERVATION WORK PERSONNEL REPORT, July 15, 1936 to date. Records show name, title, salary per annum, state camp number, nature of change, new employment, promotion, termination, demotion, transfer, and effective date. Indexed alphabetically. (Weekly, official.) 9 x 12 folders, 1 ft., in wooden filing case. R. 3. (149)

4887. ACQUISITION EXAMINATION FIELD PROGRESS REPORT, Aug. 1, 1936 to date. Records show number of cases examined and reported during month for Districts of Tallulah, Blue Ridge, Toccoa, Armuchee, and Lookout Mountain, total gas and oil consumption during month, number of men, location of party, and signature of chief of party. Indexed numerically. (Weekly, official.) 9 x 12 folders, 2 ft., in steel filing case. R. 1. (125)

4888. HEAVY EQUIPMENT INSPECTION REPORT, Aug. 1, 1936 to date. Records show name and make of equipment, date of inspection, motor and identification numbers, location of inspection, sound of motor, adjustment of master clutch and brakes, weight of oil in track rollers, bolts kept tight, generator, starter, and magneto, oiled regularly, and name of inspector. Indexed numerically by motor number. (Daily, official.) 8½ x 11 loose papers, 6 in., in steel filing case. R. 3. (157)

4889. REPORT ON PREDATORY ANIMALS KILLED, Aug. 1, 1936 to date. Rec-

ords show predatory animals killed including wild cats, fox, skunk, weasel, o'possum, coon, and mink; how killed (shot, trapped, poisoned, killed by dogs), date approved, and signature and title of person in charge of killing. Indexed alphabetically by name of person in charge of killing animals. (Daily, official.) 9 x 12 folders, 3 in., in steel filing case. R. 3. (155)

Miscellaneous

4890. ENGINEERING FILES, July 1, 1936 to date. Records, map distribution, record of forest areas, historical records with geographical names, and compilation and preparation of base maps, project maps, and township plats. Indexed alphabetically. (Daily, official.) 9 x 12 folders, 4 ft., in wooden filing case. R. 1. (113)

4891. MISCELLANEOUS FILES, July 1, 1936 to date. Records show boundaries and monuments, work structures, Federal land ownership, prevention of fire, recreation, fish and game, forest roads, and forest management. Indexed numerically. (Daily, official.) 9 x 12 folders, 3 ft., in steel filing case. R. 1. (142)

BUREAU OF PLANT INDUSTRY

BUREAU OF PLANT INDUSTRY

ALBANY

DIVISION OF FRUIT AND VEGETABLE CROPS AND DISEASES
NUT INVESTIGATIONS FIELD HEADQUARTERS
Dept. of Agriculture Cooperative Laboratories,
1503 Jefferson St.

This office was established during 1914. Records are destroyed when authorized by Washington. Copies of all reports, experimental data, and investigations are sent to Washington.

Correspondence

4892. GENERAL CORRESPONDENCE, Jan. 1, 1922 - Nov. 17, 1929. To and from this office pertaining to business matters, plans and experiments, advice, reference, etc. Filed chronologically. (Never.) 8½ x 11 folders, 4 ft. 6 in., in 2 pasteboard boxes on floor. Attic. (973)

4893. GENERAL CORRESPONDENCE, Nov. 18, 1929 to date. To and from this office consisting of answers to inquiries, advice, and reference. Filed alphabetically by name. (Daily, official.) 8 x 11 folders, 5 ft., in 2 steel filing cabinets. R. 3. (954, 944)

4894. GENERAL CORRESPONDENCE, Nov. 18, 1929 to date. To and from this office pertaining to rules and regulations, crop reports, applications for leaves of absence, annual reports, authorizations, publications, requests, experiments, miscellaneous records in Washington, and telegrams. Filed alphabetically by subject. (Daily, official.) 8½ x 11 loose-leaf papers, 8 in., in wooden filing cabinet. R. 5. (977)

4895. MISCELLANEOUS CORRESPONDENCE, Nov. 18, 1929 to date. To and from this office pertaining to pecan crops, nursery, pecan diseases, memoranda, and reports. Filed chronologically. (Daily, official.) 8½ x 11 folders, 4 ft., in wooden filing cabinet. R. 2. (921)

Finance

4896. ITINERARY AND EXPENSE ACCOUNT, Jan. 1, 1919 - Nov. 18, 1929. Record of meals, lodging, transportation, pullman berths, telegrams, post office box rent, and electric current. Filed chronologically. (Never.) 8½ x 11 folders, 6 in., in bundle on shelf. Attic. (972)

4897. EXPENSE ACCOUNT RECORDS OF FIELD STATION, July 1, 1926 - June 30, 1929. Records show amount paid for labor, supplies, telephone, stationery, expense for field trips, and repairs. (Never.) 8 x 12 vols., 1 in., on table. Attic. (970)

4898. PUBLIC VOUCHERS FOR PURCHASES AND SERVICES OTHER THAN PERSONAL, Sept. 1, 1926 to date. Standard Form 1034 showing post office, voucher number, department, appropriation, to whom sent, address, payee's account number, expenditure symbol, contract number, activity, dates of order and delivery, articles, quantity, unit price, amount, notations, total, and signature of payee. Filed chronologically. (Records in room 3, never; those in room 2, daily, official.) 8½ x 11 folders and loose papers, 1 ft. 3 in., in pasteboard box on floor and in wooden filing cabinet. Rs. 3 and 2. (974, 934)

4899. FINANCIAL AND EXPENDITURE STATEMENTS, Nov. 18, 1929 to date. Records show detail statement, records of expenditures, memorandum for section leaders, bookkeeping records of allotments, salaries, liabilities, working funds, and number of employees. (Daily, official.) 8½ x 11 folders, 1 in., in wooden filing cabinet. R. 2. (933)

4900. VOUCHERS, Nov. 18, 1929 to date. Printed forms show place, state, date, name of purchaser, name of person or company, purpose of voucher, amount, and by whom. Filed chronologically. (Daily, official.) 8½ x 11 folders, 1 ft., in steel filing cabinet. R. 3. (941)

4901. VOUCHERS, Nov. 18, 1929 to date. Printed forms show date, place, department, name and address of person or company, payee's account number, contract number, activity, date, number and date of order, date of delivery, articles or service, quantity, unit price, amount, notations, signature of assistant pathologist, and certified invoices attached. Filed chronologically. (Daily, official.) 8½ x 11 folders, 1 ft., in steel filing cabinet. R. 3. (956)

4902. OPERATING EXPENSE FILE, July 5, 1935 to date. Records pertain to hired labor, fertilizer material and bags, personal travel, and monthly operating expenses. (Daily, official.) 8½ x 11 loose-leaf book, 1 in., on shelf. R. 9. (983)

General Records

4903. PHYTOPATHOLOGY FILE, April 1, 1914 to date. Records show treatments of apples, bananas, apricots, peaches, cotton, corn, clover, beets, cabbage, broom grass, carrots, celery, chestnuts, and citrus fruits. Filed alphabetically by subject. (Daily, official.) 3 x 5 cards, 1 ft., in filing case drawer. R. 3. (945)

4904. INDEX TO FILE OF GROWERS, Apr. 22, 1914 to date. Record shows names of growers, post office, county, state, date, kind of fruit, number of acres, and by whom reported. Arranged alphabetically by county. (Daily, official.) 4 x 6 cards, 1 ft. 2 in., in card cabinet. R. 3. (969)

4905. PICTURES OF PECAN DISEASES, Aug. 1, 1914 to date. Pictures show black pit, brown leaf spot, blight, root distribution, rosette, bacteriosis, and miscellaneous diseases; relative correspondence. Filed alphabetically by name of specimen. (Daily, official.) 5 x 7 cards, 1 ft., in wooden filing cabinet. R. 3. (948)

4906. INDEX FILE OF STATES, Oct. 14, 1914 to date. Index shows grower's name, address, state, county, date, kind of fruit, number of acres,

and by whom reported. Arranged alphabetically by state. (Daily, official.) 4 x 6 cards, 1 ft. 2 in., in card cabinet. R. 3. (949)

4907. INDEX TO PICTURES OF VARIOUS DISEASES, Oct. 14, 1914 to date. Index shows dates, location of groves, name of disease, and picture numbers. Arranged alphabetically by subject. (Daily, official.) 4 x 6 cards, 1 ft. 1 in., in steel filing cabinet. R. 3. (946)

4908. RESEARCH AND EXPERIMENTAL DATA, Jan. 1, 1922 - Dec. 31, 1932. Records of storage molds, dust experiment, scab infection, premature drop, summer spray, and plan of spraying. Filed chronologically. (Never.) 8½ x 11 folders, 6 in., in bundle on shelf. Attic. (971)

4909. BULLETIN INDEX AND SOIL SURVEY INDEX CARDS, Aug. 1, 1924 to date. Index shows name of author, description of bulletin, volume number, and date released. Arranged alphabetically by subject. (Daily, official.) 3 x 5 cards, 1 ft., in wooden filing cabinet. R. 3. (947)

4910. AUTHORS' INDEX CARDS, July 2, 1926 to date. Index shows name of author, brief description of subject, number of volumes, and dates. Arranged alphabetically by name of author. (Daily, official.) 3 x 5 cards, 2 ft., in wooden filing cabinet. R. 3. (950)

4911. GROWERS' LIST, Nov. 18, 1929 - Jan. 1, 1932. Records show name of grove owner, dates, locality, amount of yields, and number of acres in grove. Filed alphabetically by name of grower. Indexed. (Daily, official.) 3 x 5 cards, 2 ft., in wooden card cabinet. R. 1. (922)

4912. BUSINESS FILE, Nov. 18, 1929 to date. Forms showing appointments, crop reports, expense accounts, pecan statistics, requests, manuscripts, receipts, and research problems. Filed alphabetically by subject. (Daily, official.) 8½ x 11 loose papers, 1 ft., in steel filing cabinet. R. 3. (943)

4913. INDEX FILE TO PROPERTY INVENTORY, Nov. 18, 1929 to date. Index shows dates, amounts, from whom purchased, amounts on hand, and location. Arranged alphabetically. (Daily, official.) 3 x 5 cards, 1 ft., in wooden filing cabinet. R. 2. (928)

4914. CHEMICAL INFORMATION, Nov. 18, 1929 to date. Information pertaining to ammonia, animal material, base exchange bio-chemistry, calcium, carbon nitrogen ratio, clorosis, general chemical information, electric dialysis, fertilizers, soil field test, field plots, hydrogen, iron concentration, iodine, iron, irrigation, analysis, and weights and measures. Filed chronologically. (Daily, official.) 8½ x 11 folders, 2 ft., in wooden filing cabinet. R. 10. (982)

4915. COMPARATIVE DATA OF GROWTH, Nov. 18, 1929 to date. Summary data of growth, blossoming, set, maturity, pruning, fertilizing of pecans, and data pertaining to all types of fruit. Filed alphabetically by name of fruit. (Daily, official.) 8½ x 11 folders, 1 ft. 6 in., in wooden filing cabinet. R. 2. (920)

4916. DATA ON EXPERIMENTS, Nov. 18, 1929 to date. Data pertaining to height of cutting back young trees, fertilizer experiments, pruning,

disease control, cultivation, treatment of diseases, and other experiments. Filed numerically. (Daily, official.) 9½ x 11 loose-leaf books (11), 1 ft. 6 in., on shelf. R. 3. (952)

4917. EXPERIMENTS, Nov. 18, 1929 to date. Notes on the following: Kudzer experiments, mixing tables, fertilizers, cotton experiments, fertilizer brands and materials, lime, chemical and physical elements, pecans, soil, philema, rosette, acid-neutral fertilizer, soil type studies, chemical data on soils, nitrogen rates experiments, M. Van Cise's source of nitrate experiment, green manure experiments, growth records, Van Cise's nitrogen ratio experiment, time and rate of fertilizer applications, and culture dates. Filed alphabetically by subject. (Daily, official.) 8½ x 11 folders, 3 ft. 6 in., in wooden filing cabinet. R. 9. (980)

4918. GROWTH, BLOSSOM, SET, AND MATURITY RECORDS, Nov. 18, 1929 to date. Forms show name of grower, date set, growth and blossom dates, kind of trees, date of check, and number of treatments. Filed alphabetically by name of grower. (Daily, official.) 12 x 18 loose papers, 2 ft., in wooden filing cabinet. R. 1. (925)

4919. INDEX NURSERY CARDS, Nov. 18, 1929 to date. Index shows subject, variety, nursery section, plant, row, seedlings, cuttings, source, stock, age, dates grafted and budded, date planted, number worked, purpose, number growing and dates, remarks, and signature of observer. Arranged numerically. (Daily, official.) 4 x 9 cards, 4 ft., in wooden filing cabinet. R. 1. (927)

4920. INDEX TO BULLETINS, Nov. 18, 1929 to date. Index showing acid soils, alkali soils, sources of ammonia, analysis of fertilizer, fertilization of trees, crops, and cover crops. Arranged alphabetically by subject. (Daily, official.) 3 x 5 cards, 1 ft. 6 in., in wooden filing cabinet. R. 9. (979)

4921. LIBRARY FILE BY STATIONS, Nov. 18, 1929 to date. Cards show date, name and location of experiment station, list of experiments on various fruits and vegetables, and results. Filed chronologically. (Daily, official.) 3 x 5 cards, 2 ft., in wooden card cabinet. R. 2. (926)

4922. LIBRARY FILE BY SUBJECTS, Nov. 18, 1929 to date. Cards show dates, results of pruning experiments, results of fertilization or other cultural treatment of pecan and cherry trees, and time and duration of growth of several types of shorts in relation to fruiting. Filed chronologically. (Daily, official.) 3 x 5 cards, 3 ft. 6 in., in wooden filing cabinet. R. 2. (930)

4923. LIBRARY INDEX FILE, Nov. 18, 1929 to date. Index shows dates, page number, and names of officials and stationers where experiments were conducted. Arranged alphabetically by subject and state. (Daily, official.) 3 x 5 cards, 3 ft., in wooden filing cabinet. R. 2. (929)

4924. MISCELLANEOUS FILE OF EXPERIMENTS AND STUDIES, Nov. 18, 1929 to date. Records and summaries showing pruning, rosette experiment, drop studies, germination test, nut thinning experiment, laboratory studies and grading records. Filed alphabetically by subject. (Daily, official.) 8½ x 11 folders, 1 ft. 6 in., in steel filing cabinet. R. 3. (957)

4925. MISCELLANEOUS RECORDS OF TREES USED FOR EXPERIMENTAL PURPOSES ONLY, Nov. 18, 1929 to date. Printed form showing dates, kind of trees, number of fertilizer applications, number of times sprayed, growth, age of trees, name of disease, amount of yields, and final disposition of case. (Daily, official.) 4 x 7½ loose papers, 6 in., in card cabinet. R. 1. (924)

4926. NURSERY RECORD BOOKS, Nov. 18, 1929 to date. Records show notes on rainfall data, data on unpruned and pruned trees, growth records, location, variety, source, field notes, miscellaneous notes, height, and record of standing plants. Filed alphabetically by subject. (Daily, official.) 4 x 7½ vols. (8), 9 in., in wooden card cabinet. R. 2. (931)

4927. RESEARCH NOTES, Nov. 18, 1929 to date. Records pertain to crop conditions, cover crops, growth, drop of nuts, pecan leaves, nutrition, pollination, pruning, and transplanting data. Filed alphabetically by subject. (Daily, official.) 8½ x 11 folders, 6 in., in wooden filing cabinet. R. 2. (918)

4928. EXPERIMENTAL DATA, Mar. 1, 1930 to date. Records show date, name and address, location, variety, tree number, date experiment begun, number of fertilizer used, type of experiment, circumference of tree trunk before and after treatment, yield, date of sampling, and class. (Daily, official.) 8½ x 11 loose-leaf books (3), 6 in., on shelf. R. 9. (975)

4929. GENERAL ACCOUNTS, June 15, 1930 to date. Records show address, date, year, by whom purchased, shipping address, amount of invoice, date shipped, and signature of approving officer. Filed chronologically. (Daily, official.) 8½ x 11 folders, 1 ft., in wooden filing cabinet. R. 10. (976)

4930. PECAN YIELD RECORDS, Jan. 1, 1936 to date. Record of trees, rows, plot numbers, total yield from first, second, and third harvests, grand total yield for year, fertilizer experiments, nitrogen ratio, kind of pecans, and orchard owner's name. (Daily, official.) 5 x 8½ vol., 1 in., on desk. R. 9. (981)

4931. INVENTORY CARDS, Jan. 1, 1934 to date. Records show cameras, chairs, typewriter, cabinets, desks, fans, and other office equipment. Filed alphabetically by subject. (Annually, official.) 3 x 5 cards, 3 in., in wooden filing cabinet. R. 9. (978)

4932. REPORTS, Nov. 18, 1929 to date. Letters containing summaries of investigation of diseases, culture, harvesting, scab control, and storage diseases. Filed alphabetically by subject. (Daily, official.) 8½ x 11 folders, 1 ft., in steel filing safe. R. 3. (942)

4933. WEEKLY REPORTS, Nov. 18, 1929 to date. Reports of office and personnel force; also summary of week's work submitted to headquarters. Filed chronologically. (Daily, official.) 8½ x 11 folders, 4 in., in wooden filing cabinet. R. 2. (932)

Miscellaneous

4934. BUSINESS FILE, Nov. 18, 1929 to date. Forms pertaining to

correspondence, laboratory equipment, leaves of absence, cooperative expenses, pay roll certifications, receipts, expense accounts, memorandum vouchers, order forms, requisitions, and automobile monthly and weekly reports. Filed alphabetically by subject. (Daily, official.) 8½ x 11 folders, 2 ft. 6 in., in steel filing cabinet. R. 3. (955)

4935. MISCELLANEOUS FILE, Nov. 18, 1929 to date. Forms containing summaries, descriptions, and data pertaining to the Albany Peach and Pecan Co., including pecan groves, orchards, experiments of pecan groves, yield records, seeding rates, and drop records. Filed alphabetically by subject. (Daily, official.) 8½ x 11 folders, 1 ft. 6 in., in steel filing cabinet. R. 3. (953)

4936. MISCELLANEOUS FILE, Nov. 19, 1929 to date. Forms pertaining to correspondence, production cost, rosette control, bleaching and coloring, grades, and standards of pecans. (Daily, official.) 8½ x 11 folders, 6 in., in wooden office desk. R. 2. (919)

CAIRO

DIVISION OF SUGAR PLANT INVESTIGATIONS
SUGAR CANE INVESTIGATIONS
FIELD HEADQUARTERS
Post Office Bldg., N. Broad St.

This office was established in 1915, for the purpose of conducting experimental studies with sugar cane for syrup production, testing new canes agronomically for superior values as compared with commercially grown varieties, propagating and studying new seedlings imported from foreign countries or produced by recent crosses, and furnishing growers with planting materials of new varieties of sugar cane. Reports are sent directly to Washington.

4937. GENERAL CORRESPONDENCE, July 1, 1915 to date. With officials and individuals regarding activities of this office. Filed chronologically. (Daily, official.) 8½ x 11 folders, 1 ft., in steel filing case. R. 1, 2nd floor. (185)

4938. FINANCIAL STATEMENT, SUGAR PLANTS, Jan. 1, 1915 to date. Agri. Form showing name, station, date, letter of authorization number, amount of balance with period date, itemized list of expenditures with month date, and total balance this date. Filed chronologically. (Monthly, official.) 8 x 10½ folders, 1 in., in steel filing cabinet. R. 1, basement. (155)

4939. PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL, Jan. 1, 1915 to date. Standard Form 1034 showing place and date, name of payee, address, contract number, date, expenditure symbol, date of delivery, articles or services, quantity, unit cost, amount, amount approved, and title of official. Filed chronologically. (Monthly, official.) 8½ x 11 folders, 3 in., in steel filing cabinet. R. 1, basement. (157)

4940. GOVERNMENT MOTOR FUELS TAX-EXEMPTION RECEIPT, Jan. 1, 1915 to

date. Forms showing number, date, number of gallons, commodity, name and location of dealer, where delivered, amount, signature of dealer, and signature and title of purchaser. Filed chronologically. (Monthly, official.) 3 x 7 folders, 3 in., in steel filing cabinet. R. 1, basement. (156)

4941. AUTHORIZATION OF EXPENDITURES, Jan. 1, 1921 to date. Agri. Form 4 showing date, to whom authorization is given, name of station, authorization number, date effective, duration, project number, appropriation, and purpose. Filed chronologically. (Monthly, official.) 8 x 10½ folders, 1 in., in steel filing case. R. 1, basement. (181)

4942. STATEMENT OF ACCOUNTS AT SUGAR CANE FIELD STATION, July 1, 1928 to date. Agri. Form showing date, material bought or service paid for and products sold, total days or quantity of goods, rate per day or price per unit, and total amount. Filed chronologically. (Monthly, official.) 9 x 10½ folders, 2 in., in wooden filing case. R. 1, basement. (183)

4943. TIME SHEETS FOR SUGAR CANE EXPERIMENT STATION, Mar. 1, 1929 to date. Agri. Form showing date, name of timekeeper, names of employees, rate per day, days brought forward, hours made each day during period, and amounts of payments. Filed chronologically. (Quarterly, official.) 4 x 6 cards, 4 in., in wooden filing case. R. 1, basement. (161)

4944. ROUGH STATEMENT OF ACCOUNT WITH CAIRO CANE GROWERS LEAGUE, Jan. 31 - June 30, 1930. Agri. Form showing date, items, and debits and credits, Filed chronologically. (Semiannually, official.) 8 x 10½ folders, 1 in., in steel filing cabinet. R. 1, basement. (154)

4945. STATEMENT OF FUNDS NEEDED FOR WORK UNDER WAY, Apr. 29 - Dec. 31, 1930. Agri. Form showing period date, date submitted, item of expenditure, and debits and credits. Filed chronologically. (Semiannually, official.) 8 x 10½ folders, 1 in., in steel filing cabinet. R. 1, basement. (153)

4946. PAY ROLL FOR PERSONAL SERVICES, SHORT FORM, Apr. 1, 1933 to date. Standard Form 1013 showing page number, names of department and bureau, location, period dates, name, grade, designation, total salary, rate, gross amount earned, deductions, net amount paid, remarks, and project number. Filed chronologically. (Monthly, official.) 8 x 10½ folders, 1 in., in steel filing cabinet. R. 1, basement. (190)

4947. FIELD TRIP EXPENDITURE AUTHORIZATION, July 1, 1933 to date. Agri. Form 1 showing authorization letter number, date, permanent station, name of official, bureau, date effective, duration of authorization, project number, amount, appropriation, purpose, itinerary, and signature of chief of the Bureau. Filed chronologically. (Annually, official.) 8 x 10½ folders, 1 in., in steel filing cabinet. R. 1, basement. (194)

4948. PUBLIC VOUCHER FOR REIMBURSEMENT OF TRAVEL AND OTHER EXPENSE INCLUDING PER DIEM, Jan. 10, 1934 to date. Standard Form 1012 showing department, bureau or establishment, name of payee, address, official headquarters, residence, period dates, authority number, date, amount, date of return to official headquarters, authorized allowance per diem, date, character of expenditure, subvoucher number, amount, subsistence, and other. Filed chronologically. (Monthly, official.) 8 x 10½ folder, 1 in., in steel filing cabinet. R. 1, basement. (189)

4949. PERMANENT RECORD OF SUGAR CANE AND SYRUP INVESTIGATIONS, 1914 - 1920. Agri. Form showing record of plots and plantings for season, culture of cane, counts of germination, counts of suckers and stalks at harvest, field notes, cane juice and syrup yield of plots harvested for the mill, and banking records. Filed chronologically. (Weekly, official.) 8½ x 11 loose-leaf books, 1 in., in wooden filing case. R. 1, basement. (173)

4950. LABORATORY JUICE ANALYSIS, Jan. 1, 1918 to date. Mimeographed form showing date, plot number, variety, stalks used, length of stalks, weight of cane, temperature, and laboratory analysis. Filed chronologically. (Monthly, official.) 8 x 10½ folders, 4 in., in wooden filing case. R. 1, basement. (170)

4951. FIELD NOTES, Aug. 1 - Nov. 30, 1918. Agri. Form showing date, material furnished or services rendered, time employed, rate per day or hour, and total amount paid. Filed chronologically. (Quarterly, official.) 8½ x 11 folders, 1 in., in wooden filing case. R. 1, basement. (158)

4952. CANE PLANTING RECORDS, Jan. 1, 1921 - July 1, 1933. Agri. Form showing name of farm where cane was planted, plot number, total rows, serial numbers of rows, variety of cane, plot treatment, and fertilizer used. Filed chronologically. (Monthly, official.) 8½ x 11 loose-leaf books, 1 in., in wooden filing case. R. 1, basement. (172)

4953. DIARY OF WORK, Jan. 1, 1921 to date. Itemized record of each day's activities during month. Filed chronologically. (Annually, official.) 4 x 6 loose papers, 5 in., in wooden filing case. R. 1, basement. (160)

4954. FIELD NOTEBOOK, July 10, 1921 to date. Agri. Form A8-299, date, locality, by whom notes are made, and details of inspections made in sugar cane field. Filed chronologically. (Monthly, official.) 4 x 6 vols. (25), 1 ft., in wooden filing case. R. 1, basement. (182)

4955. STAKE REQUIREMENTS, 1921 - 1929. Agri. Form showing stakes on experiment farm, markings on stakes, and location of stakes. Filed chronologically. (Monthly, official.) 8½ x 11 loose-leaf book, 1 in., in wooden filing case. R. 1, basement. (179)

4956. SUGAR CANE VARIETY NOTES, Jan. 1, 1928 to date. Agri. Form showing date, parentage, crop and germination data on plant cane, size, disease, growth rating, sample test, and other data. Filed chronologically. (Weekly, official.) 5 x 8 cards, 1 ft., in wooden filing case. R. 1, basement. (184)

4957. LIST OF STAKE LOCATIONS AND INSTRUCTIONS FOR STRAIGHTENING TERRACES, Jan. 10 - Nov. 30, 1928. General plans for stake locations, point and location of stakes, and general instructions for straightening terraces and placing guide stakes. (Monthly, official.) 8½ x 11 loose-leaf books (2), 1 in., in wooden filing case. R. 1, basement. (176)

4958. BRIEF ARTICLES, Jan. 1, 1929 - June 1, 1930. Results of limited experiments indicating suitability of certain varieties of cane for syrup

production, notes for sugar cane and syrup producers in southern Georgia, the Cayana variety of cane, and introduction of new varieties of sugar cane. Filed chronologically. (Monthly, official.) 8½ x 11 folders, 1 in., in wooden filing case. R. 1, basement. (175)

4959. FIELD NOTES AT HARVEST TIME, Nov. 1, 1929 to date. Notes showing tier and plant numbers, number of rows, plot treatment, variety, stand of cane, completeness of row, per cent of full stand, and remarks. Filed chronologically. (Monthly, official.) 8½ x 11 folders, 6 in., in wooden filing case. R. 1, basement. (159)

4960. PHOTOGRAPHIC RECORDS, Jan. 1, 1930 to date. Agri. Form showing holder number, kind of record, serial number, date, hour, light, stop, time, subject, and remarks. Filed chronologically. (Quarterly, official.) 4 x 6 loose papers, 1 in., in wooden filing case. R. 1, basement. (169)

4961. RECORD OF DISTRIBUTION OF SUGAR CANE VARIETIES, Jan. 1, 1930 to date. Agri. Form showing name and address of recipient, date, variety, amount distributed, place grown, original source, and remarks. Filed alphabetically. (Monthly, official.) 4 x 6 loose papers, 1 ft., in wooden filing case. R. 1, basement. (165)

4962. BUREAU OF STANDARDS CERTIFIICATE, May 21, 1931 to date. Commerce Form 323, showing Bureau of Standards number, name and number of maker, department submitted by, instrument indication, hydrometer scale to, results of test, reading of instrument, reading of standard, correction to reading of instrument, test number, and signature of director. Filed chronologically. (Monthly, official.) 8 x 10½ folders, 1 in., in steel filing cabinet. R. 1, basement. (186)

4963. RECORD OF DISTRIBUTION OF SEED CANE, Apr. 1, 1931 - Nov. 30, 1933. Records showing town, recipient, date, variety, and amount. (Monthly, official.) 8½ x 11 loose-leaf books (5), 2 in., in steel filing case. R. 1, basement. (174)

4964. SUGAR CANE HARVEST AND MILL DATA, Jan. 1, 1932. Agri. Form showing date of harvesting, date of hauling, name of driver, card, tag, and plot numbers, portion of plot, variety and treatment, where placed at mill, weighmaster, weight of cane, portion of juice, weight and temperature of juice,, and remarks. Filed chronologically. (Monthly, official.) 4 x 6 loose-leaf books (4), 1 ft., in wooden filing case. R. 1, basement. (167)

4965. STUBBIE CANE HARVEST AND MILL DATA REPORT FOR CROP YEAR 1933, Aug. 30, 1932 - Nov. 25, 1933. Agri. Form showing plot number, total rows in plot, rows used, variety of cane, plot treatment, dates of planting, harvesting, and grinding, yield of cane, and juice data. Filed chronologically. (Monthly, official.) 8½ x 11 loose-leaf books (2), 6 in., in wooden filing case. R. 1, basement. (177)

4966. SUGAR CANE FOR SYRUP PRODUCTION, VARIETIES, CULTURE, AND HARVESTING, Jan. 1 - Aug. 15, 1933. Agri. Form showing the propagation of sugar cane, sugar cane varieties, old varieties, released varieties, results of average yields from these varieties, and cane grown and syrup produced from them in the United States in 1929 and 1930. Filed chronologically. (Monthly,

official.) 8½ x 11 loose-leaf book, 1 in., in wooden filing case. R. 1, basement. (178)

4967. RECORD OF NORMAL RAINFALL AND AMOUNT FOR 1934 AT THE SUGAR CANE FIELD LABORATORY, Jan. 1, - Dec. 31, 1934. Mimeographed form showing place and period, normal rainfall for this section, and rainfall for each month during year. Filed chronologically. (Quarterly, official.) 8 x 10½ loose papers, 1 in., in wooden filing case. R. 1, basement. (166)

4968. COOPERATIVE OBSERVERS METEOROLOGICAL RECORD, Feb. 1, 1934 to date. Agri. Form 1009, month covered by report, station, state, temperature, precipitation, wind direction, character of day, sunrise to sunset, maximum and minimum temperatures, mean temperature, days cloudy or clear, and remarks. Filed chronologically. (Weekly, official.) 9½ x 11 loose papers, 1 in., in wooden filing case. R. 1, basement. (162)

4969. NOTICE OF RECEIPT OF METEOROLOGICAL REPORT, Feb. 1, 1934 to date. Agri. Form 4045, section, and date report was received, and signature of section director. Filed chronologically. (Never.) 3 x 5 loose cards, 1 in., in wooden filing case. R. 1, basement. (163)

4970. BUREAU OF STANDARDS REPORT, July 31, 1934 to date. Commerce Form 259, number tested, how marked, whom submitted by, range, corrections as given to the nearest point, Bureau of Standards number, maker number, corrections, date, and signature of director. Filed chronologically. (Monthly, official.) 8 x 10½ folders, 1 in., in steel filing cabinet. R. 1, basement. (188)

4971. NATIONAL BUREAU OF STANDARDS CERTIFICATE, Aug. 6, 1935 to date. Commerce Form 1, showing name of instrument, name of maker, submitted by, letters and numbers engraved on the mounting plate, itemized results of test, date, and signature of director. Filed chronologically. (Monthly, official.) 8 x 10½ folders, 1 in., in steel filing cabinet. R. 1, basement. (187)

4972. EMPLOYEES NOTICE OF INJURY, Nov. 19, 1936 to date. Form CA 1, city or town, street and number, date of notice, date of injury, day of week, hour, where injury occured, how, cause of injury, notice of injury, injury caused by, names of witnesses to injury, and name of person injured. (Monthly, official.) 8½ x 14 folders, 1 in., in steel filing cabinet. R. 1, basement. (193)

4973. OFFICIAL SUPERIORS REPORT OF INJURY, Nov. 23, 1936 to date. Form CA 1, name of department, bureau, place of employment, city, state, reporting office, names of superintendent in charge and injured employee, age, sex, home address, marital status, injury caused by, employee's intoxication, occupation, and division, was employee doing his regular work, how long at present work, name and address of witness, signature of assistant agronomist, and date. (Monthly, official.) 8½ x 14 folders, 1 in., in steel filing cabinet. R. 1, basement. (192)

4974. REPORT OF ACTIVITIES AT SUGAR CANE STATION, Jan. 1, 1930 to date. Detailed report of general activities of station, projects carried out, and achievements of year. Filed chronologically. (Monthly, official.) 8½ x 11 folders, 1 in., in steel filing case. R. 1, basement. (180)

4975. WEEKLY ITINERARY REPORT, Jan. 10, 1934 to date. Agri. Form, name of official, office, period dates, date, places where work was performed, character of work, time of arrival at each point visited, departure from and return to official headquarters, address for succeeding week, and remarks. Filed chronologically. (Monthly, official.) 8 x 10½ folders, 1 in., in steel filing cabinet. R. 1, basement. (195)

4976. SUMMARY OF PLANT CANE VARIETY TESTS OF EXPERIMENTS IN SUGAR FIELD LABORATORY, Jan. 30 - Dec. 20, 1934. Records showing variety of cane, total acres, total and average yield of cane per acre, juice data, and yield of syrup. Filed chronologically. (Weekly, official.) 8½ x 11 loose sheets, 1 in., in wooden filing case. R. 1, basement. (171)

4977. SHIPPING ORDER, Apr. 28, 1930 to date. Agri. Form showing shipment, requisition, and appropriation numbers, date, official shipped to, address, how shipped, amount, names of items, initial signature of person filing, and date. Filed chronologically. (Quarterly, official.) 7 x 8 folders, 1 in., in steel filing cabinet. R. 1, basement. (152)

4978. MONTHLY REPORT ON PASSENGER CARRYING AUTOMOBILE OR TRUCK, July 31, 1930 - Jan. 31, 1932. Agri. Form showing name of office, month, date, kind of automobile, motor number, itemized operating cost, total previously reported, total for this month, itemized other operating expenses, total expenditures, mileage, average cost per mile, number of days operated, miles per gallon of gas, estimated future life of car, and signature of official with title. Filed chronologically. (Never.) 8 x 10½ folders, 1 in., in steel filing cabinet. R. 1, basement. (151)

4979. TRIPS WITH GOVERNMENT CARS EMPLOYED AT SUGAR CANE EXPERIMENT STATION, Nov. 1, 1930 to date. Agri. Form showing date, number trips made, miles driven, car number, name of driver, place driven to, and purpose of travel. Filed chronologically. (Monthly, official.) 4 x 6 cards, 3 in., in wooden filing case. R. 1, basement. (168)

4980. REPORT ON PASSENGER CARRYING AUTOMOBILES, SEMIANNUAL SUMMARY, Jan. 1, 1931 - Dec. 31, 1932. Agri. Form showing name of office, period dates, motor number, make and model, place used, type of body, date of purchase, operation and maintenance, upkeep and repairs, total, days used this period, mileage this period, total miles run, total average cost per mile, and estimated future life. Filed chronologically. (Never.) 8 x 12½ folders, 1 in., in steel filing cabinet. R. 1, basement. (150)

4981. GOVERNMENT BILL OF LADING, Oct. 14, 1931 to date. Standard Form 1058, number, name of issuing office, name and title of issuing officer, date issued, names of consignor and transportation company, shipping point, destination, consignee, number and kind of packages, description of packages, weights, signature of agent for transportation company, and date. Filed chronologically. (Monthly, official.) 8 x 10½ folders, 1 in., in steel filing cabinet. R. 1, basement. (149)

4982. CONTRACT FOR TELEPHONE SERVICE, June 30, 1933 - June 30, 1934. Standard Form 40, telephone number, department, bureau and address, name and address of contractor, description of service, non-recurring charge,

rate per month, terms and conditions, and signature of contractor. Filed chronologically. (Never.) 8 x 10½ folders, 1 in., in wooden filing case. R. 1, basement. (164)

4983. LEASE, Jan. 1, - June 30, 1936. Agri. Form showing name of lessee, date of lease, description and location of property, purpose to be used for, rate, payable, period covered by lease, lessee's agreement to furnish, signature of lessee, title, and address. Filed chronologically. (Semiannually, official.) 8 x 10 folders, 1 in., in steel filing cabinet. R. 1, basement. (191)

FORT VALLEY

DIVISION OF FRUIT AND VEGETABLE CROPS AND DISEASES
DECIDUOUS FRUIT INVESTIGATIONS
FIELD HEADQUARTERS
Old Hale Place, 2½ miles E. of Fort Valley.

Reports are sent directly to Washington from this office. Records are scattered among several buildings at the Old Hale Place.

4984. GENERAL CORRESPONDENCE, Jan. 1, 1925 to date. Between this station and headquarters at Beltsville, Maryland, growers and research persons relative to fruit diseases and activities connected with experimental work. Arranged alphabetically and filed chronologically. (Weekly, official.) 8½ x 11 folders, 9 ft., in 2 steel filing cases. R. 4. (49)

4985. DR. HUTCHIN'S NOTES ON PHONY PEACH DISEASE, Jan. 1, 1921 to date. Notes showing date, location of trees, condition of each, and kind of disease. Filed chronologically. (Weekly, official.) 8½ x 11 loose-leaf books (2), 4 in., in steel filing case. R. 1. (159)

4986. RECORDS OF WINTER INJURY AND FRUIT DISEASES, Jan. 1, 1921 to date. Records pertaining to injury of trees during winter, number of hours of cold weather each specie of tree requires during winter season, specie of trees needing more cold weather than others to make normal fruit, information pertaining to scorch disease, peach mosiac, phony disease, and the effect on different trees; also charts and maps of different trees; also charts and maps of different orchards showing every tree and its condition. (Weekly, official.) 8½ x 11 loose-leaf books (16), 2 ft., in steel filing case. R. 1. (160)

4987. ORCHARD MAPS AND CHARTS USED IN FRUIT TREE EXPERIMENT, May 1, 1921 to date. Printed charts and hand sketched maps of experimental orchards and observations of the phony peach, showing behavior of each tree under treatment. (Daily, official.) 8½ x 11 loose-leaf books (2), 4 in., in steel filing case. R. 1. (162)

4988. PHOTOGRAPH PRINTS, Jan. 5, 1921 to date. Photograph of peach trees showing condition in winter and summer, and photographs of various other trees and shrubbery and their condition at various stages. Filed

chronologically. (Monthly, official.) 11 x 12 loose-leaf books (33), 3 ft., in steel fireproof filing case. R. 1. (188)

4989. VOUCHERS (TRAVEL AND PURCHASING), Jan. 1, 1939 to date. Tabulated printed forms showing travel expense, reason for expense, and amount; also purchasing vouchers giving dates of order and delivery, name of article, quantity, price, total, and amount. Filed chronologically. (Report 44, weekly; report 51 annually, official.) 8½ x 11 folders, 3 ft., in steel filing case and wooden filing case. Rs. 4, 5. (44, 51)

4990. PEACH BORER PHONY DISEASE VICTOR EXPERIMENTS, Jan. 1, 1933 to date. Reports on phony peach disease, moths from phony trees in greenhouses, all moths that emerge from orchard trees, nursery trees, and greenhouse trees. (Monthly, official.) 8½ x 11 loose papers, 9 in., in steel filing case. R. 1. (46)

4991. VOUCHERS FOR SUPPLIES, Dec. 1, 1933 - Mar. 30, 1934. Purchasing vouchers for materials and supplies for the station, from Savannah, Fort Valley, Albany, and Tifton, showing dates of purchase and delivery, name of article and amount. (This department sponsored a project under CWA, furnishing materials and supplies.) (Annually, official.) 8½ x 11 loose papers, 3 in., in wooden filing case. R. 5. (170)

4992. NOTES AND OBSERVATIONS ON PEACH YELLOWS, Oct. 29, 1888 - July 1, 1895. Notes on different stages of peach yellow, and observations on how peach is affected; also relative correspondence. (Weekly, official.) 5 x 8 vols. (5), 5 in., in wooden filing case. R. 5. (171)

4993. NOTES AND CORRESPONDENCE ON DORMANCY (FRUIT TREES), Jan. 1, 1923 to date. Notes and correspondence relative to the dormant period of fruit trees, showing amount of cold necessary for each specie of (stone) fruit trees, field conditions, and twig tests made each day. (Weekly, official.) 8½ x 11 loose-leaf books (10), 1 ft., 8 in., in steel fireproof cases. Rs. 5, 1. (48, 50, 161)

4994. MISCELLANEOUS FILE, Jan. 1, 1935 to date. Bids, bills of lading, biological abstracts, field equipment reports, financial statements, Governmental formulas, insurance, information on coal, gas and oil, leases, medical facilities, and various reports. Arranged alphabetically and filed chronologically. (Daily, official.) 8½ x 11 folders, 2 ft., in steel filing case. R. 4. (52)

SAVANNAH

DIVISION OF PLANT EXPLORATION AND INTRODUCTION
EXPERIMENTER'S SERVICE
FIELD HEADQUARTERS
Barbour Lathrop Introduction Garden
Ogeechee Road

Work was begun here in 1890 when the owner, Mrs. H. J. Miller, planted three small Japanese bamboo trees. It was purchased in 1919 by Mr.

Barbour Lathrop of Chicago, who presented it to the Department of Agriculture. The purpose of this unit is to determine what foriegn plants can be successfully grown here.

4995. PROPERTY RECORD, June 30, 1926 to date. Individual card record of property and the annual property inventory report. Cards and reports are filed in separate drawers. (Annually, official.) 9 x 12 folders and 4 x 6 cards, 8 in., in steel combination safe cabinet. Main room. (582)

4996. LABOR SUMMARIES, Jan. 1929 - Dec. 1929. Each sheet covers the work of one laborer for one month, giving the number of hours worked, and character of work performed. Filed with these sheets is the monthly maintenance sheet. (Never.) 9 x 12 folders, ½ in., in steel combination safe cabinet. Main room. (588)

4997. INVENTORY CARDS, Dec. 28, 1931 - Sept. 24, 1934. A card for each plant purchased by the Department, showing board plant number, botanical name, description of plant, country of origin, name of plant, explorer's name, date received by department, and quantity. Filed numerically according to P. I. number. (Weekly, official.) 4 x 6 loose cards, 6 ft., 6 in., in steel combination safe cabinet. Main room. (590)

4998. WORK RECORD OF CWA WORKERS, Jan. 1934 - March 1934. Daily record of work done at the Garden by CWA workers, each sheet covering the work of one man for the month, giving number of hours worked and character of work performed. (Never.) 9 x 11 folder, ½ in., in steel combination safe cabinet. Main room. (587)

4999. INTRODUCTION GARDEN CORRESPONDENCE, 1920 to date. Incoming and outgoing correspondence with bureau officials and the general public, requesting information, instructions from department agencies, vouchers, reports to bureau covering garden activities, and record of equipment transferred from James Island. Alphabetical Varidex system of filing is used. The correspondence of each bureau official is in a separate folder. (Monthly, official.) 9 x 12 folders and 9 x 12 envelopes, 5 ft. 6 in., on shelves in closet and in steel combination safe cabinet. Damaged by water. Main room. (581)

5000. MAINTENANCE REPORT, July 1927 - Nov. 1929. Record consisting of two cards, filed together, one on labor expense and the other on expense of repairs to building equipment. Filed chronologically. (Never.) 4 x 6 cards, in steel combination safe cabinet. Office. (586)

5001. SAMPLE REPORT SHEET, Aug. 1935 to Nov. 1935. Typewritten sheets showing date sample is harvested, culture number, filed notes taken on the plant, and rubber analysis report. (Never.) 9½ x 11½ loose-leaf books, 3 in., in steel filing case. Main room. (589)

5002. PROPAGATION MATERIAL, Oct. 1922 to date. History of propagation of foriegn plants. Filed according to botancial name. (Monthly, general information.) 4 x 6 cards, 5 in., in steel combination safe cabinet. Main room. (584)

5003. PLANTING CARDS, Oct. 1922 to July 1936. Filed in two divisions, one stating from where the plant was received, the other where planting for nursery growing. Filed with the card is the slip that comes with it, giving its history and instructions. Filed alphabetically according to botanical name. When the plant is permanently placed the card is transferred to another division. (Weekly, official.) 4 x 6 cards, 2 ft. 9 in., in steel combination safe cabinet. Main room. (587)

5004. COOPERATION REPORT CARDS, Feb. 5, 1926 to date. Reports on plants sent from this garden. (Monthly, official.) 4 x 6 cards, 3 in., in steel combination safe cabinet. Main room. (580)

5005. THERMOGRAPH RECORDS, June 3, 1938 to date. Form 1076, daily graph of maximum and minimum temperatures. (Monthly, official.) 9 x 12 folders, 3 in., in steel combination safe cabinet. Main room. (583)

5006. ANNUAL NOTEBOOK OF SOLIDAGE SELECTIONS, Apr. 1932 to date. Record of plants grown during the year, giving culture number and page number. Each sheet shows species selection number, type of propagating material used, location of planting, type and date of planting, and spacing. (Monthly, official.) 6 x 9 loose-leaf books, 9 in., in steel filing cabinet. Main room. (592)

5007. SPECIAL FIELD NOTES, July 11, 1932 to July 14, 1932. Field notes taken for a special piece of experimental work done on Chestnut Orchard. (Never.) 4 x 7 notebooks, ½ in., in steel combination safe cabinet. Main room. (585)

5008. GENERAL FILE FOR GOLDENROD EXPERIMENTS, 1934 to date. Correspondence on photographs, statistical reports, experiment breeding, and planting records. (Daily, official.) 9 x 12 folders, 2 ft., in steel cabinet. Main room. (579)

5009. GOLDENROD SAMPLE LEDGER, Aug. 2, 1935 to date. Listed in order of sample number, giving date harvested, culture number, kind of sample, number of stems, net dry weight, and date shipped. (Never.) 7½ x 12 bound vol., 1 in., in steel cabinet. Main room. (591)

TIFTON

DIVISION OF NEMATOLOGY
FIELD HEADQUARTERS
Georgia Coastal Plain Experiment Station, R. F. D. 3

This office was established on August 9, 1935. No records have been destroyed without authorization. Duplicates of annual reports, purchase vouchers, expense accounts, and work projects are sent directly to Washington. This agency is concerned with the study of free living, plant-infesting, and insect-infesting nemas.

5010. CORRESPONDENCE TO AND FROM FARMERS, Aug. 9, 1935 to date. Relative to nematodes, root-knot of tobacco, prices of beans, iron cowpeas,

cyanimad, varieties resistant to nematode, cephalobus elongatus, and from other associations, relating to diseases and their treatments. Filed chronologically. (Weekly, official.) 8½ x 11 folders, 6 in., in steel filing cabinet. R. 4, 1st. floor. (419)

5011. CORRESPONDENCE PERTAINING TO CHEMICALS, Aug. 9, 1935 to date. To and from this office pertaining to supplies, prices, contracts, advice, bills of lading, request and letters of acknowledgement regarding chemicals and their use with date of same. Filed chronologically. (Daily, official.) 8½ x 11 folders, 1 in., in steel filing cabinet. R. 4, 1st. floor. (442)

5012. CORRESPONDENCE PERTAINING TO MULCH PAPER, Aug. 9, 1935 to date. To and from this office pertaining to amount of paper, type, prices, and quality and quantity of paper desired for this department. Filed chronologically. (Annually, official.) 8½ x 11 folders, 1 in., in steel filing cabinet. R. 4, 1st. floor. (448)

5013. LETTERS AND REPORTS TO WASHINGTON OFFICE, Aug. 9, 1935 to date. To and from Washington office pertaining to supplies, expenses, payrolls, advice, formulas, prices and reports, and of all other business transactions of this office and the regional office. Filed alphabetically by subject. (Daily, official.) 8½ x 11 folders, 1 in., in steel filing cabinet. R. 4, 1st floor. (435)

5014. PAY ROLLS, Aug. 9, 1935 to date. Printed form showing name and location of project, name of the department, period pay roll covers, object of labor, name of laborer, time worked, rate of pay, amount due, and signature of official in charge. Filed chronologically. (Semimonthly, official.) 8½ x 11 folders, 2 in., in steel filing cabinet. R. 4, 1st floor. (418)

5015. PAY ROLL FOR PERSONAL SERVICE, Aug. 9, 1935 to date. Standard Form 1013-D showing subject, department, bureau, location, name and designation of disbursing officer, period of time covered, number, name grade, designation and total salary rate, gross amount earned, deductions, net amount paid, signatures for cash and notations of check payments, remarks, voucher number, DO symbol number, department or establishment, bureau division or office appropriation paid by, period of time covered, amount, difference, account verified, notations, certification approved amount, and signature of official. Filed chronologically. (Semimonthly, official.) 8½ x 11 envelopes, 1 in., in steel filing cabinet. R. 4, 1st floor. (425)

5016. EXPENDITURE AUTHORIZATIONS, July 1, 1935 to date. Form 2, name and official title, date, name of station, date effective, date of duration of authorization, project number, amount of appropriation, purpose, and itinerary. Arrnaged chronologically and filed alphabetically. (Monthly, official.) 8½ x 11 folders, 1 in., in steel filing cabinet. R. 4, 1st floor. (437)

5017. ANALYSIS OF SODA SOLD ON AMERICAN MARKET, Aug. 9, 1935 to date. Typewritten form showing name of company, address date, name of elements, percentage of champion, standard, old brands, and percentage of arcadian

percentage of champion, standard, old brands, and percentage of arcadian brands. Filed chronologically. (Semiannually, official.) 8½ x 11 folders, 1 in., in steel filing cabinet. R. 4, 1st floor. (446)

5018. APPLICATION FOR LEAVE (FIELD), Aug. 9, 1935 to date. Form 17-A, name of station, date, signature of applicant, number of days requested for leave, day and hour beginning and ending, address while absent, recommended by person in charge, name of officer authorized to approve leave, time set to return to duty, and previous absence during year. Filed alphabetically by name. (Annually, official.) 8½ x 11 folders, 1 in., in steel filing cabinet. R. 4, 1st floor. (440)

5019. BOOKS AND PAPERS RECEIVED, Aug. 9, 1935 to date. Form showing subject, date, author, title of book or pamphlet, bulletin number, origin of book or pamphlet and dates issued, and received. Filed chronologically. (Daily, official) 5 x 8 loose papers, 2 in., in steel filing cabinet. R. 4, 1st floor. (438)

5020. CROSS INDEX INVENTORY FILE, Aug. 9, 1935 to date. Cards showing subject of inventory, when purchased, amounts and quality, price of each and amount on hand at present date. Filed alphabetically as to subject. (Weekly, official.) 3 x 5 cards, 6 in., in steel filing cabinet. R. 4, 1st floor. (421)

5021. DAILY RECORD, Aug. 9, 1935 to date. Cards showing date, destination, speedometer readings, hour of day, amount of gasoline used, other expense, and travel for day in miles. Filed chronologically. (Daily, official.) 5 x 8 cards, 2 in., in steel filing cabinet. R. 4, 1st floor. (431)

5022. DAILY OPERATION, Aug. 9, 1935 to date. Printed form showing name and location of project, name of department, names and days and date of same, name of laborer, hours worked, rate of pay, kind of work, and signature of official in charge. Filed chronologically. (Weekly, official.) 8½ x 11 folders, 3 in., in steel filing cabinet. R. 4, 1st floor. (417)

5023. EXAMINATION AND EXPERIMENTS OF PLOTS, Aug. 9, 1935 to date. Records showing drawn plot, vegetable, how plants are located on plot, plants examined, root-knot found, dates examination started and finished, and conditions after treatments were given. Filed chronologically. (Weekly, official.) 8½ x 11 folders, 6 in., in steel filing cabinet. R. 4, 1st floor. (420)

5024. EXAMINATION OF VARIETY TEST, Aug. 9, 1935 to date. Form showing plants collected, number from each test, plot number, name of vegetable, number of raw vegetables, different varieties, how classified, and type of plant. Filed chronologically. (Monthly, official.) 8½ x 11 folders, 1 in., in steel filing cabinet. R. 4, 1st floor. (444)

5025. HOST PARASITE RECORD, Aug. 9, 1935 to date. Form 164 showing species on nematode found, date, host, place collected, permit and entry numbers and remarks. Arranged by country or state of origin and filed chronologically. (Daily, official.) 3 x 5 cards, 2 in., in steel filing cabinet. R. 4, 1st floor. (422)

5026. INSTRUCTIONS AS TO PROCEDURE OF NEMATOLOGY, Aug. 9, 1935 to date. Cards showing subject, date, instructions from, order to test, disease to be tested, name of chemicals, instructions as to collection of date, attention called to plants to be observed. Filed chronologically. (Daily, official.) 5 x 8 cards, 2 in., in steel filing cabinet. R. 4, 1st floor. (428)

5027. INVOICE AND BILLS OF LADING, Aug. 9, 1935 to date. Standard Form showing name of department, billed to, appropriation chargeable, name of issuing office, name and title of issuing officer, date issued, name of consignor, name of transportation company, shipping point and destination, marks, number on packages, number and kind of packages, description of articles, weights, point named in contract, and signature of issuing officer. Filed chronologically. (Daily, official.) 8½ x 11 folders, 1 in., in steel filing cabinet. R. 4, 1st floor. (441)

5028. INVENTORY, Aug. 9, 1935 to date. Printed form showing name of station, address, date, name of articles, amount on hand at last report, amount received since last report, total to be accounted for, number transferred, number lost or destroyed, sold, total disposed of, and total remaining on hand. Filed chronologically. (Annually, official.) 8½ x 11 folders, 1 in., in steel filing cabinet. R. 4, 1st floor. (445)

5029. PROBLEMS OF NEMATOLOGY, Aug. 9, 1935 to date. Cards showing subject, question as to susceptibility of various varieties, deference, any unusual varieties, relation of shape of root system and as to difference of roots of plants which might have bearing on disease susceptibility. Filed alphabetically. (Daily, official.) 5 x 8 cards, in steel filing cabinet. R. 4, 1st floor. (433)

5030. PUBLIC VOUCHER FOR REIMBURSEMENT OF TRAVEL AND OTHER EXPENSE INCLUDING PER DIEM, Aug. 9, 1935 to date. Standard Form 1012, voucher number, number certified for payment of amount, signature, department, appropriation, name of payee and address, official headquarters, domicile, residence, office paid by, period of time covered, authority number, when dated, additional statements and accounting classifications. Filed chronologically. (Semimonthly, official.) 8½ x 11 envelopes, 1 in., in steel filing cabinet. R. 4, 1st floor. (426)

5031. PUBLIC VOUCHERS FOR PURCHASES, AND SERVICES OTHER THAN PERSONAL, Aug. 9, 1935 to date. Standard Form, showing date and place voucher was prepared, department, appropriation, name of payee and address, expenditure, number and date of order, date of delivery, name of articles or services, quantity, unit price, amount, total, and notations. Filed chronologically. (Daily, official.) 8½ x 11 folders, 1 in., in steel filing cabinet. R. 4, 1st floor. (447)

5032. ROOT-KNOT; IT'S CAUSE AND CONTROL, Aug. 9, 1935 to date. Following information: description of root-knot, damage done to plants by the disease, relations of root-knot nematode to its environment, the symptoms of root-knot, cause of root-knot, the influence of soil type on root-knot, the relation of moisture to root-knot, minor factors affecting the root-knot nematode, plants attacked by root-knot, most important host plants of the root-knot nematode, and varieties of plants resistant to it.

(Daily, official.) 8½ x 11 folders, 1 in., in steel filing cabinet. R. 4, 1st floor. (429)

5033. SOIL FUMIGATION, Aug. 9, 1935 to date. Forms showing subject, name of author, place, and date of experiment, and number of page of pamphlet on which the subject will be found. (Daily, official.) 8½ x 11 folders, 2 in., in steel filing cabinet. R. 4, 1st floor. (427)

5034. SOIL STERILIZATION, Aug. 9, 1935 to date. Typewritten form showing purpose of sterilization, methods, advantages, disadvantages, conclusions, buried pipes or tile system, hot water, electricity, bed or bunch method, and names of chemicals used. Filed alphabetically by subject. (Monthly, official.) 8½ x 11 folders, 1 in., in steel filing cabinet. R. 4, 1st floor. (438)

5035. TECHNIQUE OF NEMATOLOGY, Aug. 9, 1935 to date. Cards showing subject, author, title of book, name of publisher, address, date issued, number and title of recipe, materials used in recipe, and method of mixture of materials. Filed alphabetically by subject. (Daily, official.) 5 x 8 cards, 2 in., in steel filing cabinet. R. 4, 1st floor. (423)

5036. SUPPLY REQUISITION, Aug. 9, 1936 to date. Form showing name and location of project, requisition number, date, name of division, name of place of purchase, name of person making requisition, quantity, articles, and price. Filed chronologically. (Weekly, official.) 8½ x 11 folders, 4 in., in steel filing cabinet. R. 4, 1st floor. (416)

5037. TILLED PLOT (CULTIVATED), Aug. 9, 1936 to date. Typewritten form showing kinds of materials and articles used, amount, estimated cost, kind of construction being built, labor necessary for installation of tilled plot, and correspondence pertaining. Filed alphabetically by subject. (Semiannually, official.) 8½ x 11 folders, 1 in., in steel filing cabinet. R. 4, 1st floor. (449)

5038. CARD INDEX FILE TO NEMATOLOGY, Aug. 9, 1935 to date. Cards showing subject, name of book, origination, discovery and illustration, author of book, date of publication, number of specimens, number of volumes, and pages. Filed alphabetically. (Daily, official.) 5 x 8 cards, 1 ft. 2 in., in steel filing cabinet. R. 4, 1st floor. (432)

5039 ANNUAL REPORT OF THE NEMATOLOGY FIELD LABORATORY, Jan. 1, 1936 to date. Information on following subject: location of main office, and field laboratory, history of preliminary work, preparation for field work, experiments now in progress, publications and outside activities, establishment of the laboratory, and all chemical tests. Filed alphabetically by subject. (Annually, official.) 8½ x 11 folders, 1 in., in steel filing cabinet. R. 4, 1st floor. (424)

5040. WORK PROJECT REPORTS, Aug. 9, 1935 to date. Typewritten forms pertaining to reports on investigations on nemac, parasites of insects and other invertibrates, miscellaneous activities related to nematology investigations, financial projects, chemicals as soil nematicides, host range of root-knot nematode in the vicinity of Tifton, annual report of the division of nematology for the fiscal year 1934, annual report of the

nematology field laboratory at Tifton, for the fiscal year, and correspondence pertaining to same. Filed alphabetically by subject. (Annually, official.) 8½ x 11 folders, 1 in., in steel filing cabinet. R. 4, 1st floor. (436)

DIVISION OF TOBACCO AND PLANT NUTRITION
FLUE-CURED TOBACCO PRODUCTION INVESTIGATIONS
EXPERIMENT STATION
R. F. D. 3

5041. CORRESPONDENCE REGARDING EQUIPMENT AND SUPPLIES, July 1, 1921 to date. Regarding equipment and supplies, condition when received, date, and returned. Filed alphabetically. (Daily, official.) 8½ x 11 loose papers, 3 ft., in wooden filing cabinet. R. 2, 1st floor. (370)

5042. CORRESPONDENCE REGARDING GROWING OF TOBACCO, July 1, 1921 to date. To and from county agents regarding growing of tobacco, and data relative to plants, fertilizer, and diseases and their treatment. Filed alphabetically. (Daily, official.) 8½ x 11 loose papers, 3 ft., in wooden filing cabinet. R. 2, 1st floor. (371)

5043. CORRESPONDENCE OF STATE RESEARCH COMMITTEE, July 1, 1921 to date. Report of agronomy committee on classification of soils, tobacco, production of improved planting seed, and correspondence from director regarding appointments. Filed chronologically. (Monthly, official.) 8½ x 11 folders, 4 in., on top of wooden filing cabinet. R. 2, 1st floor. (373)

5044. FERTILIZER CORRESPONDENCE, July 1, 1921 to date. Correspondence and telegrams showing analysis of materials, declaration of shipment of fertilizers, receipt of materials, acknowledgement of kind and number of material, appointments, and inquiries regarding tests. Filed chronologically. (Daily, official.) 8½ x 11 folders and loose papers, 3 ft., in wooden filing cabinet. R. 2, 1st floor. (377)

5045. GENERAL CORRESPONDENCE, July 1, 1921 to date. From agents showing tobacco sold on market, acknowledgement, leaves of absence, request for transportation, requests for photographs regarding tobacco investigations, and data relative to same. Filed alphabetically. (Daily, official.) 8½ x 11 loose papers, 3 ft., in wooden filing cabinet. R. 2, 1st floor. (367)

5046. INQUIRIES RELATIVE TO DISEASES OF TOBACCO, July 1, 1921 to date. Records showing inquiries regarding different diseases of tobacco, including root-knot, downy mildew, wilt, and answers regarding method of control, and inquiries as to fertilizer for tobacco, and hail insurance. Filed chronologically. (Daily, official.) 8½ x 11 vol., 2 in., on shelf. R. 2, 1st floor. (407)

5047. PAY ROLL CORRESPONDENCE, July 1, 1921 to date. Regarding pay rolls connected with national department and the agents, time worked, date pay roll began and ended, and amount of pay check. Filed alphabet-

ially. (Monthly, official.) 8½ x 11 loose papers, 3 ft., in wooden filing cabinet. R. 2, 1st floor. (369)

5048. CORRESPONDENCE ON TOBACCO, Dec. 27, 1932 to date. Relative to effect of disease on tobacco, fertilizer tests, concerning vouchers for labor, bulletins and manuscripts on tobacco, fertilizer formula tests, and letters to and from director of station. Filed chronologically. (Daily, official.) 8½ x 11 folders, 1 in., in steel filing cabinet. R. 8, 1st floor. (513)

50 9. PAY ROLLS, July 1, 1921 to date. Records show name and location of project, name of department, period of time covered and date, name of laborer, time worked, rate of pay, amount due each worker, total, voucher number, signatures of official in charge and director. Filed chronologically. (Weekly, official.) 8½ x 11 loose papers, 1 ft. 9 in., in wooden filing cabinet. R. 8, 1st floor. (503)

5050. PAY ROLL FOR PERSONAL SERVICES, Feb. 11, 1927 to date. Form 1013-D, name of department, office, location, name and designation of disbursing officer, time beginning and ending, name grade, designation and total salary rate, gross amount earned, deductions, retirement, other, net amount paid, signature for cash and notations of check payments (number and date), amount approved for, account verified, and signature and title of official. Filed chronologically. (Monthly, official.) 8½ x 11 loose papers, 1 ft., in wooden filing cabinet. R. 2, 1st floor. (408)

5051. INDENTIFICATION ACCOUNT SLIPS, June 1, 1921 to date. Form showing name of person from whom purchased, street number, city and state, claimant's bill, date or period, department order number, to whom furnished, and address. Filed chronologically. (Weekly, case of error.) 8½ x 11 folders, 4 in., in steel filing cabinet. R. 3, 1st floor. (409)

5052. EMPLOYEE'S NOTICE OF INJURY, June 3, 1925 to date. Records show address, date of this notice, date and time of injury, name of establishment where injury occured, how injury occured, cause and nature of injury, name of witness to injury, and signature of employee. Filed alphabetically by name of employee. (Annually, official.) 9 x 12 folders, 1 in., in wooden filing cabinet. R. 2, 1st floor. (412)

5053. ACKNOWLEDGEMENT OF ORDERS, July 1, 1921 to date. Form 335-D, shipper's order number, receiver's order number, date, contract, acknowledgement, price, FOB terms, remarks, quantity, and material. Filed chronologically. (Daily, official.) 8½ x 11 folders, 3 ft., in wooden filing cabinet. R. 2, 1st floor. (375)

5054. APPLICATION FOR LEAVE OF ABSENCE, July 1, 1921 to date. Records show date, signature of applicant, time requested from office, date beginning and ending, address while absent, by whom recommended, and approved, date set for return, number of days absent during year, signature of time clerk, and approval of chief clerk of department. Filed alphabetically by name. (Semiannually, official.) 8½ x 11 folders. 2 in., in wooden filing cabinet. R. 2, 1st floor. (414)

5055. BUDGET AND EXPENSE FOR YEAR, July 1, 1921 to date. Records

show salaries, labor, supplies, repairs, rents with expense of maintaining same and all other equipment required in the maintenance of this office given by the month, quarter, and total, less each quarters expense with balance. Filed chronologically. (Annually, official.) 9 x 12 folders, 2 in., in wooden filing cabinet. R. 2, 1st floor. (410)

5056. CERTIFICATE OF ANALYSIS, July 1, 1921 to date. Form 38-B, laboratory number, town and date, what sample used for analysis, place received from, place marked, date received, analysis history, and signature of person making analysis. Filed chronologically. (Monthly, official.) 8½ x 11 folders, 3 ft., in wooden filing cabinet. R. 2, 1st floor. (372)

5057. CERTIFICATION OF TRAVEL, July 1, 1921 to date. Records show date, names of the head of department and dealer, speedometer reading, use of car, miles traveled, rate per mile, total, starting point, points visited, destination of trip, purpose of trip, and oath and signature of person issued to. Filed numerically. (Weekly, official.) 4½ x 6½ vol., 2 ft., in wooden filing cabinet. R. 2, 1st floor. (391)

5058. CROSS INDEX FILE OF FERTILIZER, July 1, 1921 to date. Index to materials for fertilizer showing name, date and where printed, bulletin number, date received, and names of authors. Filed alphabetically by subject matter. (Daily, official.) 3 x 5 cards, 6 in., in wooden filing cabinet. R. 2, 1st floor. (363)

5059. CURING LIST, July 1st, 1921 to date. Records show size of barn, equipment used, purpose of test, amount of moisture in green tobacco, weight before and after curing, effects of dry and wet weather, effect of humidity on cure, fermentation, determining cause sponging and blackening during curing process, and relation of humidity to heat at various stages of cure. Filed chronologically. (Monthly, official.) 8½ x 11 folders, 2 in., in wooden filing cabinet. R. 2, 1st floor. (385)

5060. CURING INVESTIGATIONS ON TOBACCO, July 1, 1921 to date. Records show equipment needed, procedure, purpose of investigations, weight before and after curing, and notes pertaining to same. Filed chronologically. (Annually, official.) 8½ x 11 loose papers, 2 in., in wooden filing cabinet. R. 2, 1st floor. (379)

5061. DAILY OPERATIONS, July 1st, 1921 to date. Records show number, name of department, name of laborer, hours worked, rate per hour, amount received, mule labor, hours worked, condition of weather, kind of work, remarks, and signature of official in charge. Filed chronologically. (Daily, official.) 8½ x 11 loose papers, 1 ft., in wooden filing cabinet. R. 2, 1st floor. (393)

5062. EXEMPTION CERTIFICATION ON SALE TO STATE AND POLITICAL SUBDIVISIONS THEREOF, July 1, 1921 to date. Form 3 (rev.), official, position, commodity, number of gallons from whom purchased, name of station purchased from, date, use, signatures of officials and witness. Filed chronologically. (Daily, official.) 8½ x 11 folders, 4 in., in wooden filing cabinet. R. 2, 1st floor. (406)

5063. FACTORS THAT DETERMINE PROFIT PER ACRE FROM FLUE-CURED TOBACCO,

July 1, 1921 to date. Records show information regarding yield and quality, highly productive soils not desirable, regarding fertilizers as to growth, name of so-called fertilizers not sufficient, and management of crop date. Filed chronologically. (Monthly, official.) 8½ x 11 folders, 1 in., on shelf. R. 2, 1st floor. (400)

5064. FREIGHT BILLS, July 1, 1921 to date. Records show station, date, consignee, billing line, station shipped from, waybill number, date of waybill, car initial and number, shipper, articles, weight, class, rate, freight, advances, total, and receipt for charges. Filed chronologically. (Daily, official.) 8½ x 11 folders, 3 ft., in wooden filing cabinet. R. 2, 1st floor. (374)

5065. FIELD NOTE BOOKS FOR TOBACCO INVESTIGATION, July 1, 1921 to date. Records show grade, weight, price per hundred, value per acre, per cent dead, per cent standing, and total. Filed chronologically. (Daily, official.) 8½ x 11 vols. (90), 3 ft., on shelf. R. 2, 1st floor. (403)

5066. INDEX FILE TO BULLETINS AND MEMORANDUMS, July 1, 1921 to date. Cards show name of plant, guide number, when issued, by whom, and where issued. Filed alphabetically by subject. (Daily, official.) 3 x 4 cards, 1 ft., in wooden filing cabinet. R. 2, 1st floor. (365)

5067. INVOICE OF MATERIALS, July 1, 1921 to date. Records show company's quotation, date order was received, to whom sold, address, company's register and buyer's order numbers, date, route, and to whom shipped, container of shipment, quantity, amount ordered, partial shipment, catalogue number, and name of article. Filed chronologically. (Weekly, official.) 9 x 12 folders, 6 in., in wooden filing cabinet. R. 2, 1st floor. (413)

5068. ORDER FILE, July 1, 1921 to date. Records show number, date, where order is to be delivered, quantity, articles, price, receipt, also invoice with number, date, to whom sold, address, terms, order and delivery unit numbers, articles, packages, number and kind, quantity, price, net price, tax to be added if not included in price, Federal, State, local, price plus taxes, amount, receipt, signature, also statement, description, debits, credits, and balance. Filed chronologically. (Daily, official.) 5 x 8 loose papers, 4 in., in wooden filing cabinet. R. 2, 1st floor. (404)

5069. PAY ROLL FILES, July 1, 1921 to date. Records show department, week ending, object of labor, name, time worked, days, hours, rate per day, hour, amount due, amount received, payment, total, department O. K. account, approved, P.F. voucher number, general voucher number, and signature and title of official in charge. Filed chronologically. (Weekly, official.) 8½ x 11 bundles (15), 2 ft. 6 in., in steel filing cabinet. R. 2, 1st floor. (405)

5070. PUBLIC VOUCHER FOR REIMBURSEMENT OF TRAVELING STATION AND FILED EXPENSES, AND FOR PAYMENT OF PER DIEM, July 1, 1921 to date. Standard Form 1012a, voucher number, official station, appropriation, name of person to whom voucher is paid, address, length of time traveling

amount of money estimated in expense, notations, class symbol, date, name of item, sub-voucher, number, amount claimed, amount brought forward, suspensions, total of differences, amount allowed, and total amount claimed. Filed chronologically. (Weekly, official.) 8½ x 11 folders, 1 in., in wooden filing cabinet. R. 2, 1st floor. (381)

5071. PUBLIC VOUCHER FOR PURCHASES, AND SERVICES OTHER THAN PERSONAL, July 1, 1921 to date. Standard Form 1034a, place and date voucher was prepared, department and appropriation, name and address of payee, contract number, activity, expenditure symbol, number and date of order, date of delivery, name of articles or service, quntity, unit price, total dollars and cents, notations, and signature of payee. Filed chronologically. (Weekly, official.) 8½ x 11 folders, 1 in., in wooden filing cabinet. R. 2, 1st floor. (383)

5072. STATEMENT OF TRAVEL BY MOTOR VEHICLE, July 1, 1921 to date. Records show name of bureau, division, type of vehicle, name of owner, letter of authorization number, date of time covered, distance traveled enroute to destination, actual miles traveled, rate per mile, total charge, hours of departure and arrival, and signature; also relative correspondence. Filed chronologically. (Daily, official.) 8½ x 11 folders, 1 in., in wooden filing cabinet. R. 2, 1st floor. (384)

5073. SOIL MOISTURE VARIATION TESTS, July 1, 1921 to date. Records show the effect of the soil by transitions of water during the initial period of days and weeks, and the degree of temperature registering. Filed alphabetically by subject. (Monthly, official.) 8½ x 11 folders, 6 in., in wooden filing cabinet. R. 2, 1st floor. (366)

5074. TOBACCO BREEDING RECORD, July 1, 1921 to date. Records show state, field, variety, type number, strain, whom selected by (leaves in field), description, maturity, (veins), color, size, distance apart, (stalk) height, internods, color and disease, suckers, number and growth, cured leaf, venation, texture, body, richness, gum and oil, elasticity, color, date transplanted, date bagged, and remarks. Filed chronologically. (Weekly, official.) 4½ x 8 vol., 1 in., in wooden filing cabinet. R. 2, 1st floor. (415)

5075. TOBACCO DISEASE SURVEY, July 1, 1921 to date. Records show a history of the survey and what was found as to conditions and disease, length of rotation, number of field examined, number of acres, estimated reduction in yield due to root-knot, cause of damage, per cent of loss, history of experimental work, field rotation experiments for root-knot control, tables of nema rotations, yield of tobacco value and price, percentage root-knot as influenced by crop rotations in series, plot number, pounds per acre, value, and price per hundred pounds. Filed chronologically. (Monthly, official.) 8½ x 11 folders, 6 in., on top of wooden filing cabinet. R. 2, 1st floor. (368)

5076. TOBACCO DISEASE SURVEY, July 1, 1921 to date. Records show date, name, address and county of grower, type of tobacco and variety, size of bed, development of plants, age and condition of seed, fertilizer, kind and quantity, and treatment, soil, type of drainage, location and type of bed, soil sterilization, material and formulas for spraying and dusting, type of cover, kind of frame, name of disease affecting

plants, estimated loss, distribution of seed in bed, name of insects infesting plants, and remarks. Filed chronologically. (Semimonthly, official.) 8½ x 11 folders, 2 in., in wooden filing cabinet. R. 2, 1st floor. (382)

5077. WEATHER RECORDS, July 1, 1921 to date. Records show summary of rainfall and conditions, month, minimum, maximum and mean temperatures, rain inches, days of rain, clear days, cloudy days, and summary. Filed chronologically. (Monthly, official.) 8½ x 11 folders, 1 in., on wooden filing cabinet. R. 2, 1st floor. (376)

5078. PLANT NUTRITION INVESTIGATIONS (OBSOLETE), Jan. 1, 1922 - Jan. 1, 1928. Records of crop rotation showing plot number, fertilizer treatment, yield per acre, value, per cent stand, grade, and amount of each crop showing different crop used in rotation. Filed chronologically. (Annually, official.) 21 x 28 loose papers, 4 in., in wooden filing cabinet. R. 2, 1st floor. (434)

5079. BILL OF LADING, Mar. 15, 1922 to date. Records show date, address, place shipped from, to whom consigned, destination, number of car, number of packages, description of articles, delivering carrier, weight, class and rate, check column, signature of consignor, charges to be prepaid, signature of agent, and relative correspondence. Filed chronologically. (Weekly, official.) 8½ x 11 folders, 1 in., in wooden filing cabinet. R. 2, 1st floor. (386)

5080. FERTILIZER MIXING FILE, Jan. 1, 1927 to date. Records show plot number, number pounds and ounces, name of material, total weight, weight in each bag, directions for mixing, and summary of results. Filed chronologically. (Daily, official.) 8½ x 11 folders, 5 in., in wooden filing cabinet. R. 2, 1st floor. (389)

5081. FERTILIZER PRICES AND ANALYSIS, Jan 1, 1927 to date. Records show date, name of material analysis, cost per ton, per pound, plant food, also notes and relative correspondence. Filed chronologically. (Monthly, official.) 8½ x 11 folders, 4 in., in steel filing cabinet. R. 2, 1st floor. (388)

5082. STATEMENT OF COST OF TRAVEL BY AIRPLANE OR PERSONAL AUTOMOBILE AND BY RAILROAD OR OTHER COMMON CARRIER, June 1, 1930 to date. Records show date, time could have left and arrived by railroad or other common carrier and expense, time left and arrived by airplane or personal automobile and expense, amount saved by thus traveling, also notes pertaining to same. Arranged chronologically and filed alphabetically. (weekly official.) 8½ x 11 folders, 2 in., in wooden filing cabinet. R. 2, 1st floor. (390)

5083. TRIP AND STATION EXPENDITURE AUTHORIZATION, June 1, 1930 to date. Form 2, name, date, permanent station, date effected, date of duration of authorization, project number, date of appropriation, amount appropriated, purpose, and itinerary report. Filed chronologically. (Monthly, official.) 8½ x 11 folders, 1 in., in wooden filing cabinet. R. 2, 1st floor. (392)

5084. VARIETIES AND CULTURAL LIST, FIELD, July 1, 1930 to date. Rec-

ords show plot number, variety, treatment, source of seed, name of fertilizers in treatment, notes pertaining to same, and summary of trial application. Filed chronologically. (Daily, official.) 8½ x 11 folders, 2 in., in wooden filing cabinet. R. 2, 1st floor. (387)

5085. CHEMICAL ANALYSIS, Aug. 1, 1930 to date. Forms show code, name, weight, price, composition, general use, and correspondence pertaining to same, also data attached from other persons doing research work. Filed chronologically. (Monthly, official.) 8½ x 12 loose papers, 4 in., in wooden filing cabinet. R. 2, 1st floor. (380)

5086. OUTLINE OF COOPERATIVE EXPERIMENT IN FRACTIONAL APPLICATION OF FERTILIZERS, Aug. 1, 1930 to date. Records show number of pounds of treatment consists of, plot, basal formula at planting time and amount of fertilizer application twenty days after planting, forty days after planting, and notes pertaining to mixture, variety, directions for experiment, and correspondence pertaining to same. Filed chronologically. (Weekly, official.) 8½ x 11½ envelopes, 2 in., in wooden filing cabinet. R. 2, 1st floor. (378)

5087. REQUISITION FOR EQUIPMENT, May 1, 1932 to date. Form 29, date, name and address of company purchased from, quantity and name of each item, price of each item, total, name of person ordering account and requisition numbers and name of department or fund. Filed chronologically. (Weekly, official.) 7 x 8 loose papers, 1 ft. 6 in., in wooden filing cabinet. R. 2, 1st floor. (361)

5088. ANNUAL REPORTS OF TOBACCO AGRONOMY INVESTIGATIONS, July 1, 1921 to date. Records show weather conditions, analysis of materials, method of conducting fertilizer investigations, weekly and season's average price of Federal graded tobacco, seed bed fertilization, fertilizer formula tests as to different soils and materials, chlorine damage, tobacco stem test, lime test, spacing and rates of fertilizer applications, commercial formula, cultural practices, variety tests on sandy loam, summary, and surplus products disposal. Filed chronologically. (Annually, official.) 8½ x 11 vols. (10), 7 in., on shelves. Rs. 2 and 8, 1st floor. (401, 525)

5089. ANNUAL REPORT OF DISEASE INVESTIGATIONS, July 1, 1921 to date. Records show series, nema rotation, name of plant, dates planted and harvested, pounds and tons per acre, variety, preceding crop, bushels grain per acre by weight, and by measure, pounds on cobs per acre, present standing, preceding crop, notes, effect of mosaic on yield and quality, date of inoculation, conclusions, plan of experiment, row number, number of hills, and treatment. Filed chronologically. (Daily, official.) 8½ x 11 folders, 1 ft. 3 in., on shelf. R. 2, 1st floor. (451)

5090. ANNUAL REPORT OF TOBACCO DISEASE INVESTIGATIONS EXPERIMENT ON ROOT-KNOT, July 1, 1921 to date. Records show climatic conditions, monthly precipitation, month, inches, inches five year average, total distribution of rainfall during first six months, month, number of days of rain, longest period without rain, and notes on progress of tobacco and all treatments of same. Filed chronologically. (Annually, official.) 8½ x 11 vol., 1 in. on shelf. R. 2, 1st floor. (402)

5091. DAILY OPERATIONS REPORT, July 1, 1921 to date. Records show name and location of project, name of department, day of week, date, name of laborer, hours worked, rate of pay, amount due worker, kind of work performed, and signature of director. Filed chronologically. (Daily, official.) 8½ x 11 loose papers, 3 ft., in wooden filing cabinet. R. 8, 1st floor. (502)

5092. ANNUAL REPORT OF TOBACCO VARIETY EXPERIMENT (OBSOLETE), Jan. 1, 1922 - Aug. 3, 1929. Records show place, year, nature of experiment, description of field, size of plots, fertilizers used, rate per acre, variety of seed used, fertilizer broadcast, distance of planting, date and number of times replanted, per cent stand secured, history of cultivation, date of maturity, date harvested, history of curing tobacco, yield and value of grades per acre, disposition made of field after harvest and general remarks, cost per ton and analysis of fertilizer materials used, general character of growing season, amount and distribution of rainfall, value and disposition made of crop. Filed chronologically. (Annually, official.) 14 x 23 loose papers, 1 in., in wooden filing cabinet. R. 4, 1st floor. (439)

5093. REPORT FOR FIVE YEAR PERIOD OF TOBACCO VARIETY EXPERIMENT (OBSOLETE), Jan. 1, 1924 - Jan. 1, 1928. Records show name of department, nature of experiment, plot number, treatment, yield per acre by years, average yield to date, average value to date, location, material of fertilizer used, analysis, monthly rainfall by inches, and remarks. Filed chronologically. (Monthly, official.) 14 x 22 loose papers, 1 in., in wooden filing cabinet. R. 4, 1st floor. (443)

5094. WEEKLY ITINERARY REPORT, June 1, 1928 to date. Form shows name of employee, title of office, dates, beginning and ending of itinerary, date and place where work was performed, times of arrival and departure of each visit, address succeeding week, and relative remarks and notes. Arranged chronologically and filed alphabetically by name of employee. (Weekly, official.) 8½ x 11 folders, 6 in., in wooden filing cabinet. R. 2, 1st floor. (411)

DIVISION OF CEREAL CROPS AND DISEASES
FIELD HEADQUARTERS
Georgia Costal Plain Experiment Station
R. F. D. 3

5095. GENERAL CORRESPONDENCE, Apr. 1, 1929 to date. Acknowledgments, requests, problems for consideration, letters of appreciation, of injury, referring to data of recommendations, and offering advice. Filed chronologically. (Daily, official.) 8½ x 11 folders, 2 in., in steel filing cabinet. R. 10, 1st floor. (559)

5096. OFFICIAL CORRESPONDENCE, Apr. 1, 1929 to date. Between associate assistant, senior and principal agronomist and junior administrative assistant in charge, and other officials connected with department. Arranged alphabetically by name of person and filed chronologically.

(Daily, official.) 8½ x 11 folders, 3 in., in desk drawer. R. 10, 1st floor. (597)

5097. PAY ROLLS, Apr. 1, 1929 to date. Records show name of department, object of labor, period of time covered, date, name of laborer, time worked, rate per day or hour, amount due, and signature of official in charge. Filed chronologically. (Weekly, official.) 8½ x 11 folders, 3 in., in steel filing cabinet. R. 10, 1st floor. (589)

5098. PAY ROLL FOR PERSONAL SERVICE, Apr. 1, 1929 to date. Standard Form 1013e, name of department, bureau, location, name of disbursing officer, period of time covered, name, grade, designation and total salary rate, gross amount earned, deductions, net amount paid, totals, and remarks. Filed chronologically. (Weekly, official.) 8½ x 11 folders, 2 in., in desk drawer. R. 10, 1st floor. (590)

5099. INDEX FILE TO GRAIN, DISEASE AND TREATMENTS, July 1, 1921 to date. Cards show title, location, bulletin number referred to, date and by whom same is written, and where experiment was made for the information in bulletin. Filed alphabetically by subject. (Daily, official.) 3 x 5 cards, 9 in., in wooden filing cabinet. R. 2, 1st floor. (364)

5100. A STUDY OF THE COMPETITIVE EFFECTS OF DIVERSE HILL CHECKS UPON THE RANK OF CORN CROSSES FOR GRAIN PRODUCTION, Apr. 1, 1929 to date. Records show introduction, which is a history of tests, methods and material, data showing differential effects of checks upon the rank of the crosses, summary and conclusions as to averages, the primary purpose of experiments, weights of grain produced, and varieties used in tests. Filed chronologically. (Annually, official.) 8½ x 11 loose papers, 6 in., in steel filing cabinet. R. 10, 1st floor. (565)

5101. AGRONOMIC AND QUALITY DATA, Apr. 1, 1929 to date. CI Form 58, date of seeding, date of emergency, variety, CI number, dates headed and ripe, days to maturity from emergency to heading, per cent of stand, per cent of winter survival height, rust leaf and stem per cent and lodging per cent, average yield in bushels and pounds, straw pounds, grain quality, and per cent and pounds grade. Filed chronologically. (Annually, official.) 8½ x 11 loose papers, 6 in., in desk drawer. R. 10, 1st floor. (607)

5102. AGRONOMIC NOTES, CEREAL INVESTIGATIONS, Apr. 1, 1929 to date. Records show name of test, date, plot, soil, name and condition of machinery, seed (variety, weight per bushel, source, treatment), seed bed preparation, seeding (manner, date, rate), row and serial numbers, pedigree, number of hills, color of kernel, color of crop, and remarks of each day's observations. Filed chronologically. (Daily, official.) 4 x 8 vols. (7), 6 in., in desk drawer. R. 10, 1st floor. (595)

5103. APPLICATION FOR LEAVE WHILE TRAVELING ON OFFICIAL BUSINESS, Apr. 1, 1929 to date. Records show name and location of project, number of days, period of time covered, route of travel, questionnaire of travel, nature of official business, full and explicit nature of business transacted, signature of applicant, official recommending leave of absence, and of chief approving leave of absence. Filed chronologically. (Month-

ly, official.) 8½ x 11 loose papers, 1 in., in desk drawer. R. 10, 1st floor. (603)

5104. BILL OF LADING, Apr. 1, 1929 to date. Records show name and address of person to whom sold, terms delivered on, size and grade, pieces, items, price, amount, and signature of official in charge. Filed chronologically. (Weekly, official.) 8½ x 11 folders, 2 in., in steel filing cabinet. R. 10, 1st floor. (576)

5105. CERTIFICATE IN LIEU OF LOST BILL OF LADING, Apr. 1, 1929 to date. Standard Form 1061, name of department or bureau, appropriation chargeable, date, name of transportation company, shipping point, destination, route over which service was furnished, bill of lading number, marks, number of packages, number and kind of packages, description of articles, weights, size car ordered, size car furnished, and date. Filed chronologically. (Monthly, official.) 8½ x 11 folders, 1 in., in desk drawer. R. 1, 1st floor. (610)

5106. CERTIFICATION OF DELIVERIES, Apr. 1, 1929 to date. Cards show date, type of delivery, name, and signature and title of official. Filed chronologically. (Daily, official.) 2½ x 8½ cards, 6 in., in desk drawer. R. 10, 1st floor. (612)

5107. CORN INVESTIGATIONS, Apr. 1, 1929 to date. Records explain continued selection within selfed lines of C. I. 119, making field family crosses between selfed lines, test of field family crosses between selfed lines and genetic studies showing rank, cross, parent families, row yield, and storm resistance. Filed alphabetically by subject. (Annually, official.) 8½ x 11 folders, 1 in., in steel filing cabinet. R. 10, 1st floor. (561)

5108. CORN INVESTIGATION FIELD NOTES, Apr. 1, 1929 to date. Records show variety, location, crop of previous year, condition of soil at time of planting, date of planting, method, length and width of row, number of stalks, dates of first stalks, draught, smut, and storm resistance, height, condition of ears, and per cent uniform. Arranged alphabetically and filed chronologically. (Annually, official.) 8½ x 11 folders, 1 in., in desk drawer. R. 10, 1st floor. (615)

5109. CROSS INDEX CARD FILE, Apr. 1, 1929 to date. Index shows name of plant, author of book, where published, date, and bulletin number. Filed alphabetically by subject. (Daily, official.) 3 x 5 cards, 1 ft. in wooden card cabinet. R. 10, 1st floor. (581)

5110. DATA OF CORN ON SEED EARS PLANTED IN BREEDING PLOT, AND YIELD TEST, Apr. 1, 1929 to date. Records show year, serial numbers, breeding, serial number in yield test, number hills planted, color of grain, number of ears per plant, type and length of husks, weight of ears, number of kernels in remnant, and first germination number. Filed chronologically. (Annually, official.) 9 x 12 folders, 4 in., in desk drawer. R. 10, 1st floor. (598, 585)

5111. DIGEST OF DATA CORN EXPERIMENTS, Apr. 1, 1929 to date. Records show introduction, climatic data, experimental fields, modification plans, test of single and double crosses, test of double crosses in

southern states, interaction of certain plant characters of corn, relation of bush protection to weevil and rot damage, to filling of ears, relation of kernel texture to weevil and rot damage, and relation between the amount vegetative growth and drought susceptibility. Filed chronologically. (Annually, official.) 8½ x 11 loose papers, 6 in., in steel filing cabinet. R. 10, 1st floor. (567)

5112. DISEASE STUDIES IN OPEN FERTILIZER GRAIN TESTS, Apr. 1, 1929 to date. Records show farm where gathered, germination number, general notes, appearance of kernels before germination, number of dead kernels, number with growing parts dying, number with mold growth, number disease free, and results in germination. Arranged alphabetically by subject and filed chronologically. (Annually, official.) 9 x 12 folders, 2 in., in steel filing cabinet. Damaged by handling, dirty. R. 10, 1st floor. (573)

5113. EVIDENCE OF DESIRABLE CHANGES IN CORN BREEDING METHODS, Apr. 1, 1929 to date. Records show introduction with discussion as to yield, possibilities as to southeastern section, low average, growing and experimental conditions, data, status of lines with regard to required characters, results of selection shown in crosses, advantages of selecting cross bred increments, conclusions, and summary. Filed chronologically. (Annually, official.) 8½ x 11 loose papers, 6 in., in steel filing cabinet. R. 10, 1st floor. (566)

5114. EXPENDITURE AUTHORIZATION, Apr. 1, 1929 to date. Form 4, date, name of official in charge and division, name of permanent station, authorization number, date effective and of what duration, project number, appropriation, purpose, and name of acting chief of bureau. Filed chronologically. (Annually, official.) 8½ x 11 folders, 2 in., in wooden desk drawer. R. 10, 1st floor. (572)

5115. FIELD DIARY AND TRAVEL RECORD, Apr. 1, 1929 to date. Form 15, official title, date, items of expense, place, amount spent, distance of travel, how traveled, and miscellaneous expense. Filed chronologically. (Daily, official.) 3 x 5 vols. (3), 2 in., in wooden desk drawer. R. 10, 1st floor. (614)

5116. FIELD NOTES ON OATS, Apr. 1, 1929 to date. Form shows subject, date, locality, notes regarding experiment in operation, and signature of person by whom notes were made. Filed chronologically. (Daily, official.) 4 x 6½ vols. (3), 6 in., in desk drawer. R. 10, 1st floor. (606)

5117. FINANCIAL STATEMENT OF ALLOTED FUNDS, Apr. 1, 1929 to date. Records show date, subject, name of official in charge of department, amount of allotment, expenditures and amount of balance, and signature of administrator. Filed chronologically. (Annually, official.) 8½ x 11 folders, 1 in., in desk drawer. R. 10, 1st floor. (586)

5118. FREIGHT RECEIPT, Apr. 1, 1929 to date. Form 233, name of station, date, project number, name and location of project, route of shipment, name and location of shipper, articles, weight, class, rate freight

charges, amount prepared in full, and date received. Filed chronologically. (Weekly, official.) 6 x 8½ loose papers, 2 ft., in desk drawer. R. 10, 1st floor. (601)

5119. GOVERNMENT REQUESTS FOR TRANSPORTATION, Apr. 1, 1929 to date. Standard Form 1028, date of issue, inclusive numbers, in volume, and signatures of persons issued to, and of issuing officer with title; reverse side shows memorandum of travel, date of expiration, to whom billed, name of company furnishing transportation, name of traveler, route traveled, ticket number, value, type of berth, and general instructions to carriers. Filed chronologically. (Monthly, official.) 3½ x 7½ vols. (3), 3 in., in desk drawer. R. 10, 1st floor. (582)

5120. HEREDITARY FACTORS DETERMINING YIELD INCREMENTS OF CROSSES BETWEEN SELF FERTILIZED LINES OF CORN, Apr. 1, 1929 to date. Records show introduction, which is a history of observations as to corn, methods and materials used, inheritance of characters, increase or decreases resulting from crossing, relation of smut to yield of grain, associations between chlorophyl and root development of parent lines, smut resistance and grain yield of crosses, self fertilized lines and crosses between them under conditions unfavorable to smut, yields of crosses and varieties, and practical value of crosses. Filed chronologically. (Annually, official. 8½ x 11 envelopes, 4 in., in steel filing cabinet. R. 10, 1st floor. (583)

5121. INVOICE OF SUPPLIES, Apr. 1, 1929 to date. Forms show name of town, date, name of account, phone number, date bought, name of article and price, charges, credits, balance, and totals. Arranged by subject and filed chronologically. (Weekly, official.) 8½ x 11 folders, 3 in., in steel filing cabinet. R. 10, 1st floor. (588)

5122. MEMORANDUM OF TRAVEL EXPENSE, Apr. 1, 1929 to date. Forms show date, meals, tips, amount, lodging, pullman porter, waiter fees, hotel porter, station porter, and checking baggage. Filed chronologically. (Weekly, official.) 2½ x 4½ vols. (4), 4 in., in desk drawer. R. 10, 1st floor. (605)

5123. MONTHLY INVENTORY OF SUPPLIES, Apr. 1, 1929 to date. Records show name and location of project, name of department, date, period of time covered, item and number of same, and signature of official in charge. Filed chronologically. (Monthly, official.) 8 x 10½ loose papers, 1 ft., in desk drawer. R. 10, 1st floor. (596)

5124. MUTILATED KERNELS TEST, Apr. 1, 1929 to date. Records show name of farm, date planted and harvested, row number, dates of full tassel and silk, total number of plants, ears, and pounds, pounds of ears per plant, and average corrected yield per plant. Filed alphabetically by subject. (Annually, official.) 8½ x 11 folders, 1 in., in steel filing cabinet. R. 10, 1st floor. (592)

5125. PUBLIC VOUCHER FOR PURCHASES, AND SERVICES OTHER THAN PERSONAL, Apr. 1, 1929 to date. Standard Form 1034a, date voucher was prepared, name of department appropriation, name and address of payee, payee's account number, expenditure symbol, number and date of order, date of delivery, articles of services, quantity, units price, amount, total and

signatures of director and agronomist. Filed chronologically. (Weekly, official.) 8½ x 11 folders, 3 in., in steel filing cabinet. R. 10, 1st floor. (575)

5126. PUBLIC VOUCHER FOR REIMBURSEMENT OF TRAVEL AND OTHER EXPENSES INCLUDING PER DIEM, Apr. 1, 1929 to date. Standard Form 1012a, voucher number, names of department and payee, address, official headquarters, domicile, residence, date of expense, authority number, amount, notations, additional statements, accounting classifications, differences, amount account verified for, signature or initials, memorandum whether paid by cash or check with date and amount; reverse side shows itemized schedule of travel or other expenses, arrival date, authorized allowance, date character of expenditures, sub-voucher number, amount, notations, and totals. Filed chronologically. (Semimonthly, official.) 8½ x 11 folders, 2 in., in desk drawer. R. 10, 1st floor. (599)

5127. RECEIPT FOR CASH SUB-VOUCHER FOR MEALS, LODGING, AND MISCELLANEOUS TRAVEL EXPENSES, Apr. 1, 1929 to date. Standard Form 1012d, sub-voucher number, receipt for miscellaneous expense itemized, signature, title, signature and address of witness, name of receiver, date, and amount in cash. Filed chronologically. (Monthly, official.) 3½ x 7½ vols. (2), 1 in., in desk drawer. R. 10, 1st floor. (602)

5128. REDUCED REPRODUCTION TEST, Apr. 1, 1929 to date. Tabulated sheets showing test made, ear and row number, length of time silks were exposed, length of ear, number of rows, weight of ear, cob and weight of total numbers, number kernels for seed, weight of grain on all ears, and per cent of germination. Filed chronologically. (Annually, official.) 8½ x 11 folders, 1 in., in steel filing cabinet. R. 10, 1st floor. (577)

5129. REDUCED VITALITY TEST NUMBERS, Apr. 1, 1929 to date. Tabulated sheets showing variety, place seed was gathered, test was conducted, date seed was gathered, early care of seed, laboratory germination, moisture at time of planting, field germination, per cent of suckers, per cent of barren stalks, plants per acre, harvest, bushels per acre harvested, pounds of ears per stalk, market quality, approximate moisture when harvested, rank in ten alternate row votes, sum of ranks, by whom calculations were checked and signed. Arranged alphabetically by subject and filed chronologically. (Annually, official.) 8½ x 11 folders, 1 in., in steel filing cabinet. R. 10, 1st floor. (608)

5130. RELATION BETWEEN THE VIGOR OF THE CORN AND ITS SUSCEPTIBILITY OF SMUT, Apr. 1, 1929 to date. Records contain following information: a history of corn smut, methods and materials, difference in degree of vigor and the relative number of smutted plants, between field family of crosses and their selfed parents, between plants of the same field family crosses, due to different methods of culture, difference in the proportion of growing tissue, inherent differences of breeding lines, conclusions, and summary. Filed chronologically. (Semiannually, official.) 8½ x 11 envelopes, 4 in., in steel filing cabinet. R. 10, 1st floor. (587)

5131. REQUISITIONS, Apr. 1, 1929 to date. Forms show date, name and address of sender, address to which shipment is being sent, name of article, date paid, amount, price, by whom ordered, account, department,

and signature of director. Arranged alphabetically as to subject and filed chronologically. (Weekly, official.) 8½ x 11 folders, 2 in., in steel filing cabinet. R. 10, 1st floor. (578)

5132. REQUEST FOR LIBRARY MATERIAL, Apr. 1, 1929 to date. Form shows, city of origin, date, acknowledgment of request, name of article requested, method of shipment, article to be returned, date returned to library, and signature of librarian. Filed chronologically. (Monthly, official.) 3 x 5 cards, 4 in., in desk drawer. R. 10, 1st floor. (600)

5133. RESULTS OF CORN TEST, Apr. 1, 1929 to date. Tabulated sheets showing order of planting, rank, variety, number rows in test, total pounds of yield of both corn and cob, yield per row in pounds, yield per acre in bushels of shelled corn, description of rows and their spacing, and number pounds per bushel basis. Filed chronologically. (Annually, official.) 8½ x 11 folders, 2 in., in steel filing cabinet. R. 10, 1st floor. (609)

5134. SILVER KING FREEZING TEST, Apr. 1, 1929 to date. Tabulated sheets showing kind of seed, number plants per row, and yield, bushel yield per acre, average weight per ear, and note as to frozen. Filed alphabetically by subject. (Annually, referring to test.) 8½ x 11 folders, 1 in., in steel filing cabinet. R. 10, 1st floor. (562)

5135. SPACING TEST, Apr. 1, 1929 to date. Tabulated sheets showing variety, row number, length of space, number of feet per section and plants, field weight and correct pounds per section, total averages, and number of plantings. Filed chronologically. (Annually, official.) 9 x 12 folders, 2 in., in steel filing cabinet. R. 10, 1st floor. (574)

5136. STATEMENT OF CHECKS MAILED, Apr. 1, 1929 to date. Forms show name and address of party receiving check, claimants or other number, date or period covered, department, order number, to whom furnished, and place. Filed chronologically. (Monthly, official.) 3½ x 8½ loose papers, 6 in., in desk drawer. R. 10, 1st floor. (604)

5137. STATEMENT OF COST OF TRAVEL BY AIRPLANE OR PERSONAL AUTOMOBILE AND BY RAILROAD OR OTHER COMMON CARRIER, Apr. 1, 1929 to date. Forms show date of departure and arrival, fare and rate of traveling, cost of travel and total, amount saved by conveyance used, and signature of official in charge. Filed chronologically. (Semimonthly, official.) 8½ x 11 folders, 2 in., in wooden desk drawer. R. 10, 1st floor. (594)

5138. STATEMENT OF TRAVEL, Apr. 1, 1929 to date. Records show date, name of head of department, whom in account with, speedometer reading, use of car, miles traveled, cost per mile, total amount, starting point and points visited, destination and purpose of trip, and signature of official traveling. Filed chronologically. (Monthly, official.) 8½ x 11 folders, 1 ft., in desk drawer. R. 10, 1st floor. (591)

5139. TEMPORARY RECEIPT. Apr. 1, 1929 to date. Standard Form 1060, name of department, issuing office and date, and transportation company received from, actual point of delivery by carrier, bill of lading number, marks, number and kind of packages, description of articles, and by

whom shipped. Filed chronologically. (Weekly, official.) 8½ x 11 folders, 2 in., in wooden desk drawer. R. 10, 1st floor. (593)

5140. TEST OF NUMBER OF DAYS FROM POLLINATION TO MATURITY, Apr. 1, 1929 to date. Tabulated sheets showing germ number, variety of cross, ear number, dates of pollination and harvest, days of pollination to harvest, number of kernels germinated, weight per hundred kernels, and germination percentages in laboratory and greenhouse. Arranged alphabetically by subject and filed chronologically. (Annually, official.) 8½ x 11 folders, 1 in., in steel filing cabinet. R. 10, 1st floor. (570)

5141. THINNING TEST, Apr. 1, 1929 to date. Tabulated sheets showing variety, time of thinning, number of rows, total pounds, average pounds per row and stalk, stalks per acre, and yield per acre based on stalk yield, yield after thinning and remarks. Filed chronologically. (Annually, official.) 8½ x 11 folders, 2 in., in steel filing cabinet. R. 10, 1st floor. (568)

5142. TIME OF PLANTING TEST, Apr. 1, 1929 to date. Tabulated sheets showing name of variety, number of days to full tassel, full silk, cutting, husking, and shelled grain for the second, third, and fourth planting. Filed alphabetically by subject. (Annually, official.) 8½ x 11 folders, 2 in., in wooden cabinet. R. 10, 1st floor. (611)

5143. TRIP-STATION EXPENDITURE AUTHORIZATION, Apr. 1, 1929 to date. Form 3, serial number, date, permanent station, names of official and bureau, date effective, duration of authorization, amount, purpose, project numbers, appropriation, itinerary, and instruction. Filed chronologically. (Monthly, official.) 8½ x 11 folders, 1 in., in desk drawer. R. 10, 1st floor. (584)

5144. VARIETY TEST, Apr. 1, 1929 to date. Forms show name of farm, variety, number of ears harvested and their condition, average number and pounds of ears per stalk, number of bushels per acre, per cent of shrinkage, average weight per ear, per cent of shelled grain, and rank of ear and shelled corn. Arranged alphabetically by subject and filed chronologically. (Annually, official.) 8½ x 11 folders, 4 in., in steel filing cabinet. R. 10, 1st floor. (571)

5145. GOVERNMENT BILL OF LADING, Apr. 15, 1929 to date. Standard Form 1058a, serial number, name and location of project, names of department and official in charge, date, shipping point, point of destination, consignee, marks, number and kind of packages, description of articles, and weights. Filed chronologically. (Weekly, official.) 8½ x 11 folders, 1 ft. 3 in., in steel filing cabinet. R. 10, 1st floor. (580)

5146. EARLY AND LATE MATURING VARIETY, Nov. 1, 1929 to date. Forms show variety and distance planted, number field weight, pounds, per cent moisture lost, dry weight pounds, yield per plant and acre, and per cent of nubbins. Filed alphabetically by subject. (Annually, official.) 8½ x 11 folders, 1 in., in steel filing cabinet. R. 10, 1st floor. (558)

5147. HIGHEST YIELDING BREEDING CORN, Nov. 1, 1929 to date. Tabulated sheets showing rank, row and pedigree numbers, ratio, number of plants and seed ears, different experiments used, and their effect. Filed alphabetically by subject. (Annually, official.) 8½ x 11 folders, 2 in., in steel filing cabinet. R. 10, 1st floor. (560)

5148. ANNUAL REPORT OF COOPERATIVE CEREAL INVESTIGATIONS, Apr. 1, 1929 to date. Records show fundamental data such as year, location of station, controlling office, name of superintendent, office employing distance, and direction from town, on what roveroads, latitude and longitude, elevation, area, number of acres in cereal investigations, soil types, climatic data, plots, width of roads, history of projects, experiments with corn and oats, breeding plot, varietal tests, winter hardiness, nursery observations and selection, uniform stem and crown rust, experiments with wheat, wheat rusts, and summary. Filed chronologically. (Annually, official.) 8½ x 11 vols. (8), 1 ft. 2 in., in steel filing cabinet and on shelf of wooden cabinet. (564, 524)

5149. DUTY STATUS REPORT, Apr. 1, 1929 to date. Forms show date, period of time employees were in duty status, name, number of days leave, time covered, time of leave without pay, signature of official in charge, and name of station. Arranged alphabetically by name and filed chronologically. (Semimonthly, official.) 4 x 6 cards, 3 in., in wooden desk drawer. R. 10, 1st floor. (613)

5150. REPORT OF CORN, Apr. 1, 1929 to date. Forms show bulletin, serial and point numbers, town, date, leaf report sheet showing length, width, number of leaves, upper ear report sheet showing bush, width and length, ear report sheet showing length and circumference, and weight of ear in grams. Filed chronologically. (Daily, official.) 8½ x 11½ envelopes, 3 in., in steel filing cabinet. R. 10, 1st floor. (569)

5151. REPORT OF DAILY OPERATIONS, Apr. 1, 1936 to date. Form 1, name and location of projects, name of department, period of time covered, name of laborer, hours worked, rate of pay, amount, kind of work performed, remarks, and signature of official in charge. Filed chronologically. (Daily, official.) 8½ x 11 folders and loose papers, 2 ft., in desk drawer. R. 10, 1st floor. (579)

5152. REPORT OF GERMINATION TEST, Nov. 1, 1929 to date. Records show pocket number, number of sprouts, their strength, plumule thickness, development of roots, number of kernels diseased, and remarks. Filed alphabetically by subject. (Annually, official.) 8½ x 11 folders, 6 in., in steel filing cabinet. R. 10, 1st floor. (563)

DIVISION OF FORAGE CROPS AND DISEASES
FIELD HEADQUARTERS
Georgia Coastal Plain Experiment Station
R. F. D. 3

5153. CORRESPONDENCE RELATIVE TO SEEDS AND GRASSES, July 1, 1928 to

date. Concerning varieties of soy beans, green weight as to years, seed as to years, green weight average, seed average inquiries as to seed, velvet beans, clover, cover crops, cowpeas, crotalaria, kudzu, lespedeza, winter peas, vegetables, and pasture grasses. Filed alphabetically. (Daily, official.) 8½ x 11 folders, 2 in., in steel filing cabinet. R. 1, basement. (816)

5154. GENERAL CORRESPONDENCE, July 1, 1928 to date. Regarding inquiries for food, seed, soy beans, cover crops, clover, crotalaria, kudzu, experiments, tests, fertilizers, cuts in appropriations, power lawn mowers, between officials and county agents. Filed chronologically. (Daily, official.) 8½ x 11 folders, 1 ft. 3 in., in steel filing cabinet. R. 1, basement. (770)

5155. OFFICIAL CORRESPONDENCE, July 1, 1928 to date. From and to associate agronomist regarding pasture problems, soy beans, threshing soy beans, soil moisture studies, equipment and instruments furnished, seeding corn following cover crops, devil's shoe string, inoculations, trifolium procumbens, protection of Government property, and seed for pastures. Filed chronologically. (Daily, official.) 8½ x 11 folders, 6 in., in steel filing cabinet. R. 1, basement. (771)

5156. CORRESPONDENCE PERTAINING TO FORAGE AND PASTURES, Oct. 1, 1932 to date. To and from this office with reference to extending forage crops and pasture projects filed in Proposed Projects 24-A. Filed chronologically. (Annually, official.) 8½ x 11 folders, 2 in., in wooden filing cabinet. R. 8, 1st floor. (507)

5157. CORRESPONDENCE ON FORAGE AND PASTURES, Jan. 7, 1933 to date. To and from station director regarding livestock work, purchase of seed, appropriation bills pending in legislature, developing pastures, labor used, compensation of various employees, and inquiries regarding relief labor. Filed chronologically. (Daily, official.) 8½ x 11 folders, 1 in., in steel cabinet. R. 8, 1st floor. (514)

5158. GENERAL CORRESPONDENCE, May 1, 1936 to date. Regarding buying supplies and equipment, claims, chemicals used, and seives for grasses, requests for quotations of price on equipment and supplies and publications, and change of address. Filed alphabetically by name. (Daily, official.) 8½ x 11 folders, 4 in., in steel filing cabinet. R. 3, basement. (766)

5159. OFFICE CORRESPONDENCE, May 1, 1936 to date. Between junior administrative assistant, pathologist, research clerk, principal agronomist in charge, principal clerk, associate agronomist in charge, acting chief of Forest Service, Chief of Warehouse Division, Office of Information, Chief of Publications, and purchase, and property clerk. Filed alphabetically by name. (Daily, official.) 8½ x 11 folders, 6 in., in filing cabinet. R. 3, basement. (748)

5160. PAY ROLLS, July 1, 1928 to date. Records show name and location of project, department, period of time covered, date, object of labor, name of laborer, time worked, rate, amount due, total, accounts number, and signature and title of official in charge. Filed chronologically. (Weekly, official.) 8½ x 11 loose papers, 2 ft., in steel filing cabinet. R. 1, basement. (802)

5161. PAY ROLL FOR PERSONAL SERVICES, SHORT FORM, July 1, 1928 to date. Standard Form 1013d, department, bureau, location, name, grade, designation, and total salary rate, disbursing officer, inclusive period dates, page number, gross amount earned, deduction, net amount paid, signature for cash and notations of check payment, and remarks. Filed chronologically. (Monthly, official.) 8½ x 11 folders, 1 in., in steel filing cabinet. R. 1, basement. (801)

5162. LABOR PAY ROLLS, May 1, 1936 to date. Records show name and location of project, department, period of time covered, date, object of labor, name of laborer, time worked, rate of pay, amount due, total, account number, signature of director, voucher number, and signature and title of official in charge. Filed chronologically. (Weekly, official.) 8½ x 11 loose papers, 3 in., in steel filing desk. R. 3, basement. (758)

5163. RECLAIMING SWAMPLAND IN THE COASTAL PLAINS OF THE SOUTHEAST, July 1, 1928 - Jan. 1, 1930. Preface, introduction, clearing, snaking logs to saw, and hauling wood, ditching, stumping, sawing wood, piling and burning brush and stumps, grubbing, filling stump holes and leveling, tile purchased, tile ditching, laying tile, harrowing land, seeding, wood, project costs and total, costs and returns, cost per acre, summary, and method of collecting data. Arranged chronologically. (Annually, official.) 8½ x 11 vol. 2 in., on shelf of filing case. R. 1, basement. (772)

5164. ABSTRACT OF DISBURSEMENTS FROM CROP FUNDS, July 1, 1928 to date. Forms show date, name of vendor, article or service, quantity, unit price, total amount paid, total disbursements, name of field station, and signature and title of official. Filed chronologically. (Annually, official.) 8½ x 11 folders, 1 in., in steel filing cabinet. R. 1, basement. (849)

5165. ADAPTION STUDIES OF GRASSES, July 1, 1928 to date. Index, preface, row number, plant and number, date set, size plot, height of plant, spread, type plant upright, annual growth habit, flowering, seed heads, seed, winter killing disease, insects, character of stems and leaves, reaction to clipping, grazing, burning, yield, promise of grazing and lawns, and comments, Arranged alphabetically by subject and filed chronologically. (Daily, official.) 8½ x 11 vols. (3), 4 in., on steel filing case. R. 1, basement. (804)

5166. AMENDED EXPENDITURE AUTHORIZATION, July 1, 1928 to date. Form 4, number, date, location of permanent station, name of official, authorization number, effective and duration dates, project and appropriation numbers, and purpose for which used. Filed chronologically. (Report 817, annually; report 751, monthly, official.) 8½ x 11 folders, 2 in., in wooden and steel filing cabinets. Rs. 1 and 3, basement. (817, 751)

5167. APPLICATIONS FOR LEAVE, July 1, 1928 to date. Form AD 17 A, name of station, date, signature of applicant, request (hours, days), whether annual, sick, or without pay, requested length of leave, address while absent, signature if recommended, signature of official in charge,

previous absences this year; reverse side shows date, reason why no physician was employed, location, name of patient, time of professional care with dates, and signature of physician. Filed chronologically. (Annually, official.) 5 x 8 loose papers and 8½ x 11 folders, 3 in., on steel filing case and in wooden filing case. Rs. 1 and 3, basement. (776, 791)

5168. APPOINTMENT, OATH, AND STATEMENT, July 1, 1928 to date. Standard Form 3, serial number, date, name, name of position, department, rate of salary, effective date, outline of duties, to whom to report residence, and signature of Chief of Division of Appointments. Filed chronologically. (Annually, official.) 8½ x 11 folders, 1 in., in wooden filing cabinet. R. 1, basement. (845)

5169. CARPET GRASS FERTILIZER TEST YIELDS IN POUNDS PER ACRE, July 1, 1928 to date. Records show year, plots, size, experiment and plot numbers, amount and formula of fertilizer applied, and green and air dry weights. Filed chronologically. (Annually, official.) 8½ x 11 folders, 3 in., in wooden filing cabinet. R. 1, basement. (792)

5170. CONFIRMATION OF ORDER, July 1, 1928 to date. Forms show order number, date, when and how shipped, name of consignee, destination, route, number of bags, pounds each, tons, brand, nitrogen, potash, price, amount, account, by whom checked, initials and number of car, and date loaded. Filed chronologically. (Monthly, official.) 8½ x 11 folders, 1 in., in steel filing cabinet. R. 1, basement. (794)

5171. CROSS INDEX FILE, July 1, 1928 to date. Cards show name, when published, author, volume number, and subjects. Filed alphabetically. (Monthly, official.) 3 x 5 cards, 6 in., in card cabinet. R. 1, basement. (809)

5172. COMPARATIVE STATEMENT OF COST OF TRAVEL BY AIRPLANE OR PERSONAL AUTOMOBILE AND BY RAILROAD OR OTHER COMMON CARRIER, July 1, 1928 to date. Forms showing railroad or other common carrier traveled on, name of town, hour, date, destination, amount of fare, if traveled in sleeping car, seat or stateroom, other travel expense, per diem allowance, total, airplane or personal automobile, name of town departed from, hour, date arrived, amount of airplane fare, automobile operating expense, total amount of saving due to use of airplane or automobile, and signature of official. Filed chronologically. (Monthly, official.) 8½ x 11 folders, 1 in., in filing cabinet. R. 1, basement. (812)

5173. DISBURSEMENT RECORD, July 1, 1928 to date. Forms show date, name of cooperating agency, name and address of payee, description of product or service, amount, value, total unexpended balance from preceding sales, vouchers listed above, total unexpended balance to date, and remarks, and signature of official. Filed chronologically. (Annually, official.) 8½ x 11 folders, 1 in., in wooden filing case. R. 1, basement. (850)

5174. EXPERIMENT TEST OF GRASSES, July 1, 1928 to date. Agri. Form 4, name and location of project, date prepared, with whom cooperating, experiment, place, leaders, object, location, date, duration, and method

of procedure. Filed alphabetically by subject. (Annually, official.) 8½ x 11 folders, 6 in., in wooden filing cabinet. R. 1, basement. (811)

5175. FEED RECORD, July 1, 1928 to date. Form 324, station, year, lot number, number of head, class, type of experiment, kinds and quantities of feeds, refuse, eaten, period of time covered, tag and ear number, weights, gain or loss, totals, average, daily gain per head, notes, size of plot, and signature of official in charge. Filed chronologically. (Daily, official.) 8½ x 11 loose papers, 3 ft., on 2 shelves of steel cabinet. R. 1, basement. (808)

5176. FERTILIZER TEST (GRASS GARDEN), July 1, 1928 to date. Records show variety of grass, date, plot, formula, acre, green weight, kind of test, size of plot, location, date planted, inoculation, and general information. Filed chronologically. (Daily, official.) 8½ x 11 folders, 1 ft., in wooden filing cabinet. R. 1, basement. (788)

5177. FIELD NOTES, FERTILIZER INDICATOR, July 1, 1928 to date. Notations concerning size of plot and location, how often fertilizer is used, date, different fertilizers with same type of plant and daily record of data on these experiments. Filed chronologically. (Daily, official.) 4½ x 8 vols. (7), 6 in., on shelf of steel cabinet. R. 1, basement. (807)

5178. FIELD NOTES, PASTURE GRAZING TESTS, July 1, 1928 to date. Notations showing rate of grass, kind, kind of animal grazing, number, weight of each animal recorded by the average per week, and average weight and grade. Filed chronologically. (Weekly, official.) 4½ x 8 vols. (9), 6 in., on shelf of steel cabinet. R. 1, basement. (806)

5179. FIELD STATION EXPENDITURE AUTHORIZATIONS, July 1, 1928 to date. Form 3, number, date, name of official, location of permanent station, date effective, duration of authorization, project number, amount, appropriation number, purpose, itinerary, and signature of acting Chief of Bureau. Filed chronologically. (Annually, and monthly, official.) 8½ x 11 folders, 2 in., in wooden and steel filing cabinets. Rs. 1 and 3, basement. (818, 753)

5180. FIELD TRIP EXPENDITURE AUTHORIZATION, July 1, 1928 to date. Form 1, number, date, name of official, location of permanent station, date effective, duration of authorization, project and appropriation numbers, amount, purpose, itinerary, and signature of acting Chief of Bureau. Filed chronologically. (Annually, and monthly, official.) 8½ x 11 folders, 2 in., in wooden and steel filing cabinets. Rs. 1 and 3, basement. (815, 752)

5181. FREIGHT BILLS, July 1, 1928 to date. Form 223, name of station, date of arrival, name of consignee, destination, billing line, station of origin, waybill number, and date, car initial and number, shipper, original shipping point, car record, articles, weight, class, rate, freight, advances, total, and signature of agent. Filed chronologically. (Monthly, official.) 8½ x 11 folders, 1 in., in steel filing cabinet. R. 1, basement. (797)

5182. GOVERNMENT BILLS OF LADING, July 1, 1928 to date. Forms show

number, department or bureau, appropriation chargeable, issuing office, name and title of issuing officer, date issued, name of consignor, name of transporting company, shipping point, destination, consignees, marks, numbers on packages, number and kind of packages, description of articles, weights, sizes of car ordered and furnished, date furnished, initials, car number, tariff authority, authority for shipment, name of transportation company, date, contract and purchase order number, date f.o.b. point named in contract, and signature of issuing officer. Filed chronologically. (Monthly, official.) 8½ x 11 folders, 1 in., in steel filing cabinet. R. 1, basement. (795)

5183. GOVERNMENT REQUESTS FOR TRANSPORTATION, July 1, 1928 to date. Standard Form 1030, expiration date, number, name of department or bureau, transportation company, traveler, itinerary, via, class, number of persons, berths, place of issue with date, form and ticket numbers, value, authorization or object and appropriation numbers, signature of issuing officer with title, place and date, and signature of traveler with title. Filed chronologically. (Monthly, official.) 8½ x 11 folders, 1 in., in wooden filing cabinet. R. 1, basement. (853)

5184. ORDER FOR SUPPLIES, July 1, 1928 to date. Records show number, date, name of party or parties making deliveries and to whom to be delivered, quantity, articles, price, and signature of official. Filed chronologically. (Weekly, official.) 8½ x 11 folders, 1 in., in steel filing cabinet. R. 1, basement. (819)

5185. PASTURE EXPERIMENTS AND PLANS, July 1, 1928 to date. Records show paddocks to be seeded, kind of grass to be seeded, winter legumes and summer crops, reserve pastures, time to be grazed, how fertilized, mixture of grass seed, seeding upland and lowland pastures, number of pounds of seed per acre, number of pounds seed needed, pasture fertilizer tests, fertilizer formula, limed six year average acre yield in pounds, rank in yields, increase due to fertilizer, and not limed. Filed chronologically. (Annually, official.) 8½ x 11 folders, 1 in., in wooden filing cabinet. R. 1, basement. (852)

5186. PROJECT OUTLINES, July 1, 1928 to date. Forms show name and location of project, branch, fund investigation number, department, year, subject of investigation, objective, plan of investigations, cooperation, facilities, personnel, approximate time to complete work, history and relation to previous work, estimated yearly expense, and signature of project leader and director. Filed chronologically. (Monthly, official.) 8½ x 11 folders, 9 in., in steel filing cabinet, R. 1, basement. (840)

5187. PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL, July 1, 1928 to date. Standard Form 1034, voucher contract, check, requisition and payee's numbers, department, bureau or establishment, appropriation, name and address of payee, date, expenditure symbol, articles or services, quantity, unit price, amount, notations, totals, accounting classification, amount approved, and signature of payee; reverse side shows method of or absence of advertising. Filed chronologically. (Semimonthly, official.) 8½ x 11 folders, 3 in., in 2 steel filing cabinets. Rs. 1 and 3, basement. (764, 800)

5188. RECEIPT FOR CASH, July 1, 1928 to date. Standard Form 1012d, subvoucher number, city or town, name of hotel, name of traveler, amount, period of time enroute, number of days, price per day, explanation, and signature and title of official. Filed chronologically. (Monthly, official.) 8½ x 11 folders, 1 in., in wooden filing cabinet. R. 1, basement. (851)

5189. REQUISITIONS, July 1, 1928 to date. Records show name and location of project, date, requisition number, by whom purchased, shipping route, items, quantity, price, totals, account number, department, and signature of director. Filed chronologically. (Weekly, official.) 8½ x 11 folders, 1 ft. 3 in., in steel filing cabinet. R. 1, basement. (789)

5190. ROTATION OF SUMMER LEGUMES AND CORN, July 1, 1928 to date. Experiment 7.82 shows experiment number, date prepared, name and location of project, subject. leaders, date started, method of procedure, and remarks. Filed alphabetically by subject. (Weekly, official.) 8½ x 11 folders, 3 in., in filing cabinet. R. 1, basement. (843)

5191. SCHEDULE OF RECEIPTS FROM SALE OF PRODUCTS, July 1, 1928 to date. Records show date, name of purchaser, product or commodity sold, quantity, unit price, total amount received, total sales, name of field station, signature, and title of official. Filed chronologically. (Annually, official. 8½ x 11 folders, 1 in., in steel filing cabinet. R. 1, basement. (848)

5192. SPECIAL EXPENDITURE AUTHORIZATION, July 1, 1928 to date. Form 5, number, date, name of official, location of permanent station, date effective, duration of authorization, amount, project and appropriation numbers, purpose and signature of acting chief of bureau. Filed chronologically. (Annually and monthly, official.) 8½ x 11 folders, 2 in.,in wooden and steel filing cabinets. Rs. 1 and 3, basement. (814, 754)

5193. STATEMENT OF COOPERATIVE CROP FUND, July 1, 1938 to date. Forms show location of field station, names of participants, date and amount of balance, total receipts from sales, and other sources, total disbursements as per abstract, present balance and date, place of deposit, and signature and title of official. Filed chronologically. (Annually, official.) 8½ x 11 folders, 1 in., in steel filing cabinet. R. 1, basement. (854)

5194. SUB-VOUCHER FOR MEALS AND LODGINGS, July 1, 1928 to date. Form 4-B, number, city or town, name of hotel, date, amount, name of traveler, period of time, number of days, price per day, and signature and title of traveler. Filed chronologically. (Monthly, official.) 8½ x 11 folders, 1 in., in wooden filing cabinet. R. 1, basement. (813)

5195. TIME RECORD, July 1, 1928 to date. Records show date, work hours, amount spent on soy beans, cowpeas, velvet beans, sorghum, pigeon peas, winter peas, vetches, corn, cotton, lespedeza, crotolaria selections, and pasture grass garden. Filed chronologically. (Monthly, official.) 8½ x 11 folders, 1 in., in steel filing cabinet. R. 1, basement. (798)

5196. TIME OF TURNING WINTER CROPS IN RELATION TO BUD WORM DAMAGE, July 1, 1928 to date. Experiment 7.29 shows experiment number, date prepared, name and location of project, subject, leaders, object, date started, method of procedure, and chart showing suggested dates for this procedure. Filed alphabetically by subject. (Weekly, official.) 8½ x 11 folders, 6 in., in wooden filing cabinet. R. 1, basement. (842)

5197. UNIFORM STRAIGHT BILLS OF LADING, July, 1 1928 to date. Records show shipper's and agent's numbers, town of origin, date, name of shipper, to whom consigned, destination route, delivering carrier, car initial and number, number of packages, description of article, weight, class and rate, check column, signature of consignor, whether to be prepaid, signature of cashier, charges advanced, and signature of shipper. Filed chronologically. (Monthly, official.) 8½ x 11 folders, 1 in., in filing cabinet. R. 1, basement. (796)

5198. WINTER GREEN COVER CROPS IN ROTATION WITH COTTON AND CORN, July 1, 1928 to date. Experiment 7.27 shows experiment number, date prepared, name and location of project, subject, leaders, object, date started, and method of procedure. Filed alphabetically by subject. (Annually, official.) 8½ x 11 folders, 6 in., in wooden filing cabinet. R. 1, basement. (844)

5199. NOTIFICATION OF SHIPMENT OF SEEDS TO BE PLANTED, July 15, 1928 to date. Forms show date and location of project, date, name and address seeds are shipped to, name of seeds and their number, and test and experiment numbers. Arranged alphabetically by subject and filed chronologically. (Weekly, official.) 8½ x 11 folders, 2 in., in wooden filing cabinet. R. 1, basement. (810)

5200. GOVERNMENT FORM OF BID, Jan. 1, 1929 to date. Standard Form 31, proposed number, opening date of bid, place, date, name and address of person accepting bid, witness of signature, bid bond and item numbers, schedule, articles of service, quantity, unit, unit price, amount of each, and totals. Filed chronologically. (Semiannually, official.) 8½ x 11 folders, 8 in., in wooden filing cabinet. R. 1, basement. (793)

5201. TOLL CALL CERTIFICATE, Oct. 1, 1932 to date. Form AD 102, name of bureau and division, name of person making call, places made from and to, date, number of minutes, charge, and additional charge and total, type of call made, date and signature of person making call, and signature and title of approving official. Arranged alphabetically by name and filed chronologically. (Weekly, official.) 8½ x 11 folders, 1 in., in wooden filing cabinet. R. 8, 1st floor. (508)

5202. ABSTRACTS OF INVESTIGATIONS, May 1, 1936 to date. Cards show author of book or pamphlet, name of subject investigated, name of book or pamphlet, as reference with number of volume, page, date and history of investigation. Filed alphabetically. (Daily, official.) 4 x 6 cards, 2 in., in steel filing cabinet. R. 3, basement. (746)

5203. BUDGET, May 1, 1936 to date. Records show name and location of project, project number, salary of official, expense account appropriated amount, and department. Filed chronologically. (Annually, official.) 8½ x 11 folders, 1 in., in steel filing cabinet. R. 3, basement. (755)

5204. CONSUMERS' DECLARATION, May 1, 1936 to date. Forms show name and address of purchaser and bureau, name of apparatus, number, size, capacity, by whom manufactured, serial number, purpose of signature of purchaser, oath with signature and seal of notary. Filed alphabetically. (Annually, official.) 8½ x 11 folders, 1 in., in steel filing cabinet. R. 3, basement. (765)

5205. DAILY OPERATION OF TRACTOR, May 1, 1936 to date. Cards show date, hours run, gallons of gas used, cost of gas, quarts of oil used, cost of oil, acreage covered, and description of operation. (Daily, official.) 4 x 6 cards, 1 in., in steel filing cabinet. R. 3, basement. (750)

5206. DIGITARIA ERIANTHA STATONIFERA, May 1, 1936 to date. Records show head number, letter branches, upper and lower line, part bloomed, date, reason, if failed to bloom, hour bloomed, location of flower on plant, and remarks. Filed chronologically. (Daily, official.) 9 x 14 loose papers, 2 in., on steel desk. R. 3, basement. (741)

5207. DIGITARIA SEEDLING STUDY, May 1, 1936 to date. Records show when seed was planted, location in plot, type of growth, frost resistance, new growth, vigor, rate of spread, occupation, hairness, leaf width and length, seed head, abundance, green weight, and dry weights listed by the day. Filed chronologically. (Daily, official.) 4½ x 8 vol., 1 in., on steel desk. R. 3, basement. (783)

5208. DISEASE OBSERVATIONS, May 1, 1936 to date. Records show plants affected with different diseases and how disease reacts to different treatments, disease on different plants, kind of plants more susceptible to different diseases, and remarks on treatments. Filed chronologically. (Daily, official.) 4½ x 11 vol., 1 in., in steel desk drawer. R. 3, basement. (785)

5209. EXPERIMENTS ON METHODS OF STARTING PLANTS, May 1, 1936 to date. Records show subject, date, row number, treatment, rain conditions, temperature at different hours of day, type of soil, percentage of dry basis at noon, and summary. Filed chronologically. (Daily, official.) 8½ x 12½ loose papers, 1 in., on steel desk. R. 3, basement. (745)

5210. FIELD NOTES, BABIA GRASS SEEDLING STUDY, May 1, 1936 to date. Notations on the introduction of grass, planting plans and method, dates planted and transplanted, distance between plants, type of soil, type of fertilizer used, row and plant numbers, vigor, and daily data of grass study. Filed chronologically. (Daily, official.) 4½ x 8 vol., 1 in., in steel desk. R. 3, basement. (781)

5211. GOVERNMENT BILLS OF LADING, May 1, 1936 to date. Forms show serial and department numbers, appropriation chargeable, issuing office, name and title of issuing office and date, consignor and consignee, route shipped, marks, number on packages, number and kind of packages, description of articles, weights, certificate of issuing officer, consignee's certificate of delivery, and report of loss or damage in shipment. Filed chronologically. (Weekly, official.) 8½ x 11 folders, 2 in., in steel filing cabinet. Basement. (780)

5212. GOVERNMENT TAX-EXEMPTION IDENTIFICATION CARD, CERTIFICATES, May 1, 1936 to date. Standard Form 1094, date of expiration, name of employee, department and bureau, signatures of official in charge and employee, amount and kind of tax, name of vendor, description, quantity, unit price, date, signature and title of purchaser and signature of vendor. Filed chronologically. (Daily, official.) 2½ x 4½ cards and 3½ x 8 vol., 2 in., on shelf of steel filing case. R. 3, basement. (775, 777)

5213. GOVERNMENT MOTOR FUELS TAX-EXEMPTION CERTIFICATE, May 1, 1936 to date. Standard Form 44, number, date, name and location of office, station of purchaser, time purchased, number of gallons, kind of fuel, price per gallon, number of quarts, alcohol or oil, price per quart, name and location of dealer, identification number, type of motor vehicle, license plate number, location, delivery, branch of service for which purchased, and signature and title of purchaser. (Weekly, official.) 3 x 8 vol. 1 in., on shelf of steel filing case. R. 3, basement. (778)

5214. GRASS PHYSIOLOGY, May 1, 1936 to date. Forms show location, species, when planted, establishment successful or unsuccessful, spring growth begins, fall growth ceases, degree of winter injury, heading date, disease, insect injury characteristics, observation dates, unmoved area, plant height, vigor, succulence, abundance of heads, seed visability, mowed area, response to mowing, and remarks. (Monthly, official.) 4 x 6 cards, 2 in., in steel filing cabinet. R. 3, basement. (749)

5215. GRASS MORPHALOGY, May 1, 1936 to date. Cards show location, species, observation date, date set planted, type of growth, height of mature plant, stem diameter, stem woody, medium, succulent, hollow or pithy, stolons, long, medium, short, or cormbs at nodes, leaves-length, width, upper blade globruns, pubecent, vellose hairness, lower blade, ligule, auricles, leaf color, seed head abundance, flowers per head, and visability of seed. (Monthly, official.) 4 x 5 cards, 2 in., in steel filing cabinet. R. 3, basement. (747)

5216. GREENHOUSE WORK, May 1, 1936 to date. Records show kind of seed planted, pot number, number of plants from seed, number of leaves at different stages of growth, type of soil, and kind of fertilizer used. Filed chronologically. (Daily, official.) 8½ x 11 vol., 1 in., in steel filing cabinet. R. 3, basement. (782)

5217. INVESTIGATIONS ON SUDAN GRASS, May 1, 1936 to date. Records show name of grass, number, pedigree, plant height, stem length, diameter and index, leaf length, width and index, bacterial strife, streak and spot, head length, width, and index, plant weight, seed yield, seed yield per head, other characteristics, and remarks. Filed alphabetically. (Daily, official.) 4 x 6 cards, 1 in., in steel filing cabinet. R. 3, basement. (743)

5218. LIST OF ITEMS FURNISHED BY THE STATION, May 1, 1936 to date. List showing name of department, amount appropriated for personal services, supplies, materials, and itemized equipment. Filed chronologically. (Annually, official.) 8½ x 11 folders, 1 in., in steel filing cabinet. R. 3, basement. (779)

5219. MEMORANDUM OF 1937 YEAR BOOK ARTICLES, May 1, 1936 to date. Records show how first part of each article should be written, progress or lack of progress in breeding work, some account of superior material in use, economic gains or other advantages that have resulted, the nature of problems involved, general trend of changes in methods used, present work and its aims, future possibilities, any high spots of particular interest, any special points in technique, theoretical problems, brief summary of genetics and cytological research, characteristics of superior material or elite stocks available, how outline is to be used, objectives of breeding work, a summary of past work, present breeding work, and appendix. Filed chronologically. (Annually, official.) 8½ x 11 folders, 1 in., in steel filing cabinet. R. 3, basement. (768)

5220. OFFICIAL REQUEST FOR SUPPLIES, EQUIPMENT, OR SERVICE, May 1, 1936 to date. Form AD 14, date, serial and bureau numbers, name and location of project, project and stock numbers, description of articles, quantity, unit, unit price, amount, and name of person ordering. Filed chronologically. (Weekly, official.) 8½ x 11 loose papers, 2 in., on shelf of steel cabinet. R. 3, basement. (735)

5221. PUBLIC VOUCHER FOR REIMBURSEMENT OF TRAVEL AND OTHER EXPENSES INCLUDING PER DIEM, May 1, 1936 to date. Standard Form 1012a, voucher and check numbers, department, bureau or establishment, name and address of payee, official headquarters, domicile, residence, period covered, amount (dollars and cents), notations, accounting classification, verification of account with signature or initials of officials, memorandum of travel performed upon transportation requests giving date of travel, number of transportation request, between what points, via RR, amount, and notational reverse side shows itemized schedule of travel and other expenses giving date, character of expenditure, sub-voucher number, amount, notations, and totals. Filed chronologically. (Semimonthly, official.) 8½ x 11 folders, 1 in., in steel filing cabinet. R. 3, basement. (761)

5222. PROJECT PLANS, May 1, 1936 to date. Notations on subject, location of station, method, studies, establishment of foundation blocks of species or varieties, species to receive first attention, plant selection, and genetic and agronomic studies of the progenics of individual plant selections. (Annually, official.) 8½ x 11 folders, 1 in., in steel filing cabinet. R. 3, basement. (769)

5223. RATE OF STOLON ELONGATION, May 1, 1936 to date. Records show plant and stolon numbers, dates of measurement and remarks, total and length, and stakes numbered and moved at regular intervals of two days, measuring increase of growth. Filed chronologically. (Daily, official.) 7½ x 8 vol. 1 in., on steel desk. R. 3, basement. (784)

5224. REGISTRY OF STILLS, May 1, 1936 to date. Form 26, date, location of still, (town, county, state, district), owner of still, by whom to be used, residence, registered distillery or plant number, number of local still, kind of still, cubic contents in gallons or size, whether or not for use, for what purpose to be used, date, and signatures of user and district supervisor. Filed chronologically. (Annually, official.) 8½ x 11 folders, 1 in., in steel filing cabinet. R. 3, basement. (767)

5225. REQUISITIONS, May 1, 1936 to date. Forms show name and location of project, date, requisition number, from whom purchased, how articles are to be delivered, department, itemized account, price and totals, by whom ordered, and signature of director. Filed chronologically. (Daily, official.) 7 x 8 loose papers, 2 in., in steel desk drawer. R. 3, basement. (759)

5226. STATEMENT OF TRAVEL BY MOTOR VEHICLE, May 1, 1936 to date. Standard Form 1012e, sub-voucher, requisition, and authorization numbers, names of travelers, department or establishment, bureau or office, mode of travel, place of registration, name of owner, dated time of period, between what points, hours of departure, and arrival, meter readings, miles traveled, rate per mile, amount claimed, total, and signature of traveler. Filed chronologically. (Semimonthly, official.) 8½ x 11 loose papers, 1 in., in steel filing case. R. 3, basement. (760)

5227. STUDY OF ANTHESIS PASPALUM NOTATUM, May 1, 1936 to date. Notations giving date, objective description, methods to be used described in full, branch, location of flower on branch, date and hour bloomed, number and remarks. Filed chronologically. (Daily, official.) 9 x 14 loose papers, 2 in., in steel desk. R. 3, basement. (742)

5228. SUPPLY INVOICES (MATERIALS), May 1, 1936 to date. Forms show name and location of project, date, by whom ordered, driver, description of articles purchased, quantity, price, amount, requisition or order number, and signature of official receiving purchase. Filed chronologically. (Weekly, official.) 6½ x 8½ loose papers, 2 in., in steel desk drawer. R. 3, basement. (737)

5229. TEST DATA ON SOILS, May 1, 1936 to date. Records show subject, date, plot number, wet and dry weights of soil, combined and percentage weights, and weights and percentage of gravel and soil. Filed chronologically. (Daily, official.) 8½ x 12½ loose papers, 1 in., in steel desk. R. 3, basement. (744)

5230. OIL INVOICES, May 7, 1936 to date. Form 315-2741, place, date, invoice number, name and location of project, shipping number, packages, description, gallons or pounds, price, amount, and signature of manager. Filed chronologically. (Weekly, official.) 5½ x 8½ loose papers, 1 in., in steel drawer. R. 3, basement. (738)

6231. STATEMENTS ACCOMPANYING VOUCHERS, May 15, 1936 to date. Form show for whom voucher is drawn, division or department, period of time covered, certification of supplies, articles, materials or service rendered, signature, name of firm, and signature of official. Filed chronologically. (Monthly, official.) 3 x 8 loose papers, 1 in., in steel desk drawer. R. 3, basement. (756)

5232. BILLS OF LADING, June 1, 1936 to date. Form 210, shipping point, date, consignor, consignee and address, number of packages, description, weight, class or rate, shipper, and signature of agent. Arranged alphabetically and filed chronologically. (Weekly, official.) 8½ x 11 loose papers, 1 in., on shelf of steel cabinet. R. 3, basement. (736)

5233. SEED COLLECTION, June 1, 1936 to date. Records show type of seed, age, date, collected, amount, manner collected, and remarks. Arranged alphabetically by name of seed and filed chronologically. (Weekly, official.) 5 x 8 vol. 1 in., in steel desk drawer. R. 3, basement. (786)

5234. SPECIAL REQUESTED LIBRARY MATERIAL, June 1, 1936 to date. Forms show name and address of person requesting shipment, author, title, where written, date of publication, index number, date requested, renewed, and to be returned, and library and serial number. Filed chronologically. (Monthly, official.) 3 x 5 loose papers, 1 in., on steel desk. R. 3, basement. (740)

5235. BACK ORDER, June 12, 1936 to date. Form 42093, bureau, project, stock and requisition numbers, date, to whom delivered, description of articles, quantity, unit, unit price, and amount. Filed chronologically. (Monthly, official.) 5 x 8 loose papers, 1 in., in steel desk drawer. R. 3, basement. (739)

5236. FIELD NOTES, GRASS, July 1, 1936 to date. Records show name of grass, number, date planted, stand secured, quality of plant, height reached, reaction to weather conditions, stem and leaf growth, sod value, yield in seed and vegetation, and remarks. Filed chronologically. (Weekly, official.) 4½ x 8 vols., (9), 6 in., in steel filing cabinet. R. 1, basement. (790)

5237. FIELD WORK ON SUDAN, Sept. 1, 1936 to date. Records show measurements, classification diseases resistances, group symbol, meaning, causes of diseases were, and where found most frequently, and remarks. Filed chronologically. (Daily, official.) 4½ x 11 vol., 1 in., in steel desk drawer. R. 3, basement. (787)

5238. INVENTORY OF ANNUAL REPORT OF PROPERTY, May 1, 1936 to date. Forms show location of station, date of fiscal year, articles on hand last report, received on last report, total to be accounted for, disposition (transferred, lost, destroyed, or sold), total disposed of and total remaining on hand. Filed chronologically. (Annually, official.) 8½ x 11 folders, 1 in., in steel filing cabinet. R. 3, basement. (763)

5239. ANNUAL REPORT FORAGE AND PASTURE INVESTIGATIONAL WORK, July 1, 1928 to date. Records show cooperative parties, location and soils, weather conditions and report, soy beans, miscellaneous summer forage crops, crotolaria, winter cover crops, dates of seeding corn following cover crop, dates and method of plowing under cover crops preceding corn, winter green manure crop, cover crop test preceding cotton and corn, corn and cotton following green manure cover crops, corn and cotton green manure cover crop test, corn following summer legumes, lespedeza sericeo hay, fertilizer and seed test, trifoluim glomeratum inoculation test, trifoluim procumbents, dates of seeding, planted on carpet grass soil, observational plantings, procumbents, selections lupines, intriduced clovers, palatability test grass garden, introduction grass garden, miscellaneous summer legume selections, pasture fertilizer indicator test mineral supplement, pastures, pasture clippings and population counts per cent. Filed chronologically. (Annually, official.) 8½ x 10½ vol. 6 in., on shelf of steel filing case. R. 3, basement. (774)

5240. ANNUAL REPORT OF OFFICE PROPERTY ON HAND, RECEIVED, AND DISPOSED OF, July 1, 1928 to date. Forms show location of station, fiscal year date, articles on hand last report, received since last report, total to be accounted for, disposition (transferred, lost, destroyed, or sold), total disposed of, and total remaining on hand. Filed chronologically. (Annually, official.) 8½ x 11 folders, 1 in., in steel filing cabinet. R. 1, basement. (846)

5241. CONSOLIDATED REPORT OF INVESTIGATIONAL WORK, July 1, 1928 - July 1, 1935. Records show location of soils, cooperative studies, purpose, weather reports, varieties of winter peas and vetches, seed yield of winter cover crops, rates and dates of seeding, methods, fertilizer test, cultivation, selections of seeds, plants and plots. rotations, pastures, and discussion of all subjects. Filed alphabetically and indexed alphabetically by subject. (Daily, official.) 8½ x 11 vol. 2 in., in wooden desk. R. 1, basement. (805)

5242. EXPERIMENT REPORTS OF ESTABLISHING LESPEDEZA SERVICE, July 1, 1928 to date. Form 11.27, experiment number, year, date prepared, name and location of project, whom cooperating with, subject, leaders, date begun, duration, object, method of procedure with chart as guidance of experiment, and remarks. Filed chronologically. (Annually, official.) 8½ x 11 folders, 4 in., in wooden filing cabinet. R. 1, basement. (841)

5243. PROJECT EXPENSE REPORT, July 1, 1928 to date. Forms show month, location of station, fiscal year, type of service, amount spent on alfalfa, red and sweet clover, soy beans, sorghum, winter legumes, and pasture grasses. Filed chronologically. (Monthly, official.) 8½ x 11 folders, 1 in., in steel filing cabinet. R. 1, basement. (799)

5244. REPORT OF PROPERTY LOST OR DAMAGED, July 1, 1928 to date. Records show statement for head of office, date, signature, name of article, explanation, recommendations to chief of bureau, value of articles lost or damaged, signature and approval of official, date, and signature of chief of bureau. Filed chronologically. (Annually, official.) 8½ x 11 folders, 1 in., in steel filing cabinet. R. 1, basement. (847)

5245. REPORT OF DAILY OPERATIONS, July 1, 1928 to date. Forms show name and location of project, department, day, date, name of laborer, hours worked, rate, amount, kind of work, total, and signature of official in charge. Filed chronologically. (Daily, official.) 8½ x 11 loose papers, 2 ft. 6 in., in steel filing cabinet. R. 1, basement. (803)

5246. SEMIANNUAL REPORT, FORAGE CROP INVESTIGATIONAL WORK, July 1, 1928 - Jan. 1, 1931. Records show report and purpose, projects covered by this report, location and soil, soil preparation, weather report by weeks, apparent effects of weather on crops, variety of soy beans, varieties crotolaria, variety cowpeas, selection of soy beans, crotolaria and pigeon pea selections, fertilizer tests soy and velvet beans, cotton and corn green manure tests, pasture grazing tests, grass garden, construction work, outline of winter cover crop projects under way, returns, distribution of labor expenditure, and supplies, and total expenditures for labor and supplies. Filed chronologically, in volumes. (Semiannually, official.) 8½ x 11 vol. 4 in., on shelf steel filing case. R. 1, basement. (773)

5247. ANNUAL REPORT OF FORAGE AND PASTURE INVESTIGATION WORK, July 1, 1929 to date. Reports on weather conditions, miscellaneous summer forage crops, winter cover crops, winter green manure cover crop test preceding cotton and corn, lexpedeza servicea, trifolium glomeration, observational plantings, selections lupines, introduced clovers, pasture fertilizer indicator test, and mineral supplement. Filed chronologically. (Annually, official.) 8½ x 11 vols. (8), 8 in., in wooden filing cabinet. R. 8, 1st floor. (528)

5248. DAILY OPERATION REPORT, May 1, 1936 to date. Form 1, name and location of project, department, day, date, name of laborer, hours worked, rate of pay, amount, kind of work, remarks, and signature of official in charge. Filed chronologically. (Daily, official.) 8½ x 11 loose papers, 3 in., in steel desk drawer. R. 3, basement. (757)

5249. WEEKLY ITINERARY REPORT, May 1, 1936 to date. Forms show name of official, office or bureau, period date, day of week, places where work was performed or expense incurred, character of work performed, times of arrival and departure at each point visited, and return to headquarters, address for succeeding week, and remarks. Filed chronologically. (Weekly, official.) 8½ x 11 folders, 1 in., in steel filing cabinet. R. 3, basement. (762)

BUREAU OF PUBLIC ROADS

BUREAU OF PUBLIC ROADS

ATLANTA

EASTERN FIELD ORGANIZATION
DISTRICT 8
STATE OFFICE
Federal Annex, Spring, Hunter, and Forsyth Sts.

This office was established on Nov. 1, 1919. Records dated prior to Nov. 1, 1919 were transferred to Atlanta from Montgomery, Ala., and Washington, D. C. Before the establishment of an office in Atlanta, desk space was secured in the Old Courthouse Bldg. It has been found impossible to make a distinction between records transferred from the above mentioned offices, as all files are continuous. Blueprints are destroyed as soon as the particular project is completed. All other papers are on file in this office.

5250. BLUEPRINTS, July 1, 1919 to date. Blueprints furnished by Georgia pertaining to all public road construction in the State. Filed numerically. (Daily, official.) 22 x 36 blueprints, 24 ft., in 2 steel racks. R. 506. (2457)

5251. CORRESPONDENCE, July 1, 1919 to date. General correspondence concerning all subjects which cannot be assigned to any specific road project in Georgia. Filed alphabetically. (Records in room 547, never; those in room 508, daily, official.) 9½ x 11½ folders, 17 ft., in 2 wooden boxes and steel filing case. Dirty. Rs. 547 and 506. (2454, 2455)

5252. PROJECTS, July 1, 1919 to date. All papers covering Federal road projects, in Georgia, including all correspondence covering specific projects, reports, and minor plans and sketches. Filed alphabetically and numerically. (Records in room 547, never; those in room 506 and 507, daily, official.) 9½ x 11½ folders, 61 ft., in 7 pasteboard boxes and 7 steel filing cases. Rs. 547, 506, and 507. (2456, 2453)

5253. RULINGS, July 1, 1918 to date. Rulings on all subjects pertaining to the activities of the Bureau of Public Roads. Filed alphabetically. (Daily, official.) 8½ x 11½ vol., 6 in., in steel bookcase. R. 546. (2458)