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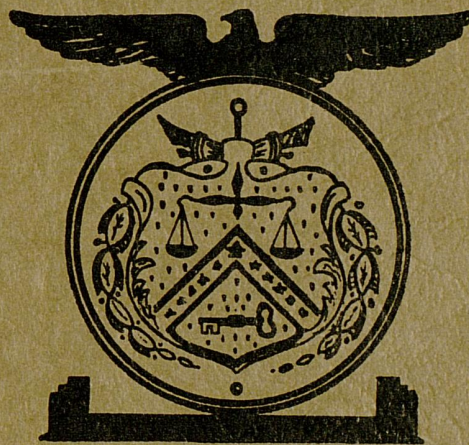
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INVENTORY
OF
FEDERAL ARCHIVES
IN
THE STATES

SERIES — III
DEPARTMENT
OF THE
TREASURY
NO 5
CALIFORNIA



PART-IV

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SURVEY OF FEDERAL ARCHIVES
WORK PROJECTS ADMINISTRATIVE

INVENTORY OF FEDERAL ARCHIVES IN THE STATES

Prepared by

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

The National Archives
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SERIES III. THE DEPARTMENT OF THE TREASURY

NO. 5. CALIFORNIA

PART 4 OF 4 PARTS

San Francisco, California
The Survey of Federal Archives
1940

THE SURVEY OF FEDERAL ARCHIVES

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THE BUREAU
OF
NARCOTICS

THE BUREAU OF NARCOTICS

LOS ANGELES

FIELD ENFORCEMENT DIVISION
OFFICE OF THE NARCOTIC AGENT
Federal Bldg., Temple and Main Sts.

This office was established about 1921. From 1921 to 1927, it was under the jurisdiction of the Division of Narcotics of the Prohibition Unit; from 1927 to 1930, under the Division of Narcotics in the Bureau of Prohibition; and from 1930 to date, under the Field Enforcement Division. Its primary functions are to investigate suspected violations and to detect and arrest violators of the Harrison Narcotic Law and the Narcotic Drugs Import and Export Act. The office operates under the direct supervision of the District Office at San Francisco. It has jurisdiction over Southern California, but employees are subject to call to any point in California and Nevada. Copies of all replies to letters are sent to Washington via the San Francisco District Office. No so-called useless papers have been destroyed.

4483. INDEX TO FILES, 1922 to date. Showing location of all narcotic cases, names of suspects and defendants, and condensed information on cases. Arranged alphabetically. (Frequently, official.) 4 x 6 cards, 1 ft. 5 in., in steel card cabinet. R. 201. (879)

4484. ADDICT AND CRIMINAL CASES, 1912; 1921; 1923 - 1924; 1929 - 1930. Record of names, aliases, occupations, personal descriptions, committals, and disposition of narcotic cases. Indexed. (Rarely, official.) 4 x 6 cards, 2 in., in steel filing case. R. 201. (873)

4485. MISCELLANEOUS RECORDS, 1921. Doctor's prescriptions for narcotics, showing name of patient and diagnosis, narcotic prescription forms, departmental correspondence, and notebooks. (Never.) 6 x 10 folders, envelopes, bundles, and loose sheets, 1 ft. 3 in., in steamer trunk. Torn, scattered. E. attic. (2231)

4486. NARCOTIC FUGITIVES, 1930 - 1933. Newspaper clippings and Police Department photographs of narcotic fugitives and suspects. Indexed. (Rarely, official.) 10 x 12½ vols. (2), 4 in., in wooden bookcase. R. 201. (877)

4487. PRESCRIPTIONS, 1933 - 1934. Prescriptions for narcotics taken from apprehended users. (Rarely, official.) 5 x 12 vols., 2 in., in wooden bookcase. R. 201. (878)

4488. CLOSED CASES, 1921 to date. Complete history of each individual case, showing disposition made. Filed alphabetically. Indexed. (Frequently, official.) 10 x 12 folders, 7 ft. 7 in., in 5 drawers of steel filing cases. R. 201. (875)

4489. HABITUAL NARCOTIC USERS, 1922 to date. Police Department Photographs of narcotic users, showing name and address. (Rarely, official.) 10 x 11-3/4 loose-leaf books (3), 5 in., in wooden bookcase. R. 201. (876)

4490. GENERAL CORRESPONDENCE, 1928 to date. Correspondence with San Francisco and Washington, pertaining to narcotic activities and private bureau information. (Frequently, official.) 10 x 12 folders, 5 ft., in 4 drawers of steel filing case. R. 201. (871)

4491. CIRCULAR LETTERS FROM WASHINGTON, 1930 to date. Mimeographed letters of instructions, regarding activities and procedure. (Occasionally, official.) 10 x 12 folders and loose-leaf books, 8 in., in steel filing case. R. 201. (869)

4492. FEDERAL FUGITIVES NOT APPREHENDED, 1932 to date. Identification charts, covering descriptions, relatives, case histories, and fingerprint classifications. (Rarely, official.) 4 x 6 folders, 6 in., in steel filing case. R. 201. (874)

4493. DAILY AND PERSONNEL REPORTS, 1933 to date. Investigative reports, containing information relative to personnel. (Frequently, confidential.) 10 x 12 folders, 1 ft. 5 in., in 2 drawers of steel filing case. R. 201. (872)

4494. CURRENT AND PENDING CASES, 1934 to date. Cases awaiting court action, containing case histories, descriptions of violators, and full information in each case. Indexed. (Frequently, official.) 10 x 12 folders, 1 ft. 2 in., in steel case in vault. R. 201. (870)

SAN FRANCISCOFIELD ENFORCEMENT DIVISION
OFFICE OF THE DISTRICT SUPERVISOR
Federal Office Building, Civic Center

The earliest records indicate that this office was established in 1918 under the jurisdiction of the Bureau of Internal Revenue, Miscellaneous Division, Narcotics Section. In 1920, it was re-named the Division of Narcotics, Prohibition Unit. In 1927, the office was again reorganized and named the Bureau of Prohibition, Division of Narcotics. Under this title it operated until 1930 when it was given its present designation. From 1918 to 1921, space was occupied in the Post Office, 7th and Mission Streets; and from 1936 to date in the present location. This office is charged with the investigation, detection, and prevention of violations of the Federal Narcotic Laws, and with the issuance of narcotic import and export permits. It has jurisdiction over the states of California and Nevada. The only records sent to Washington are personnel records of employees leaving the service. Instructions must be received from Washington for the disposition of so-called useless papers.

4495. INDEX, n.d. Showing names and addresses of persons, what the reference is, and where the record may be found. (Frequently, official.) 4 x 6 cards, 13 ft., in 5 drawers of steel filing cases. R. 141. (8279)

4496. REPORTS OF NARCOTIC DRUGS AND PREPARATIONS COMING INTO POSSESSION OF AGENTS, 1920 - 1929. Descriptions of narcotics and drugs received, number of containers of pills or tablets, and record of the disposition of narcotics or drugs. (Never.) 11 x 17 loose-leaf books (2), 4 in., in bookcase. R. 14. (8349)

4497. INSPECTION RECORDS, 1924 - 1927. Inspection record of drug stores, including name and address, registry number, date of inspection, name of person interviewed, and various questions to be answered by the druggist in regard to the proper safeguarding of narcotics, whether the daily entries of purchases and sales are made on prescribed forms, and whether narcotic prescriptions are separately filed. (Never.) 5 x 8 cards, 2 in., in wooden filing case. R. 14. (8411)

4498. CORRESPONDENCE AND REPORTS ON SHIPMENT AND HANDLING OF DRUGS SEIZED, 1928 - 1935. Inventory of drugs surrendered or destroyed, seizure of Indian hemp, inventories of narcotics on hand at all bureau offices, custodians' records of evidence withdrawn by officers, and relative correspondence. Indexed. (Frequently, official.) 9 x 12 folders, 1 ft. 6 in., in steel filing case. R. 141. (8348)

4499. RECEIPTS, 1936. Receipts for advance fund, on account of Joseph A. Manning, for the purchase of narcotics to be used as evidence, showing who received the money, for what purpose, and the amount received. (Occasionally, official.) $8\frac{1}{2}$ x 10 loose-leaf book, 1 in., in steel filing case. R. 141. (8305)

4500. CASE REPORTS AND CORRESPONDENCE, 1918 to date. Showing action taken on case, name of defendant, date, number of case, before whom arraigned, amount of bond, if any, action of Grand Jury, name of court where arraigned, sentence of the court, name of trial judge, and correspondence, pertaining to the case. (Frequently, official.) 9 x 12 folders, 47 ft., in 21 wooden and in 3 steel filing cases. R. 141. (8275)

4501. CASE RECORDS, 1920 to date. Names of narcotic law violators and others involved, date of violation, section of law violated, names of investigating officers, dates of arrest and hearing, plea of defendant, and final adjudication of the case. (Frequently, official.) 5 x 8 cards, 4 ft., in 2 drawers of wooden filing case. R. 141. (8412)

4502. QUICK REFERENCE, 1926 to date. For information on accounts, individual record of absentees, mechanical appliance history, ordnance property, and informers. (Frequently, official.) 5 x 8 cards, 5 in., in wooden filing case. R. 141. (8280)

4503. CORRESPONDENCE AND REPORTS, 1930 to date. Reports on various suspects, with letters and notes, regarding the suspected violators. Indexed. (Frequently, official.) 9 x 12 folders, 3 ft. 6 in., in 2 drawers of steel filing case. R. 141. (8278)

4504. EVIDENCE RECORD, 1930 to date. Record of seized and purchased narcotics, including case number, name of defendant, date, description and quantity of drugs, place of storage, disposition of same, and amount paid for the purchase. (Frequently, official.) 5 x 8 cards, 1 ft. 2 in., in 2 drawers of wooden filing case. R. 141. (8409)

4505. VOUCHERS, 1930 to date. Vouchers for expense accounts, showing names and addresses of payees and for what reimbursement was made, with itemized schedule of travel and other expenses, showing dates and amounts of each item. Indexed. (Occasionally, official.) 9 x 12 folders, 1 ft. 2 in., in steel filing case. R. 141. (8277)

4506. APPLICATIONS FOR REGISTRATION OF DOCTORS AND DRUGGISTS, 1931 to date. Applications for permits to handle narcotics under the Harrison Narcotic Law, showing name and address of applicant, class under which registered, and register number. Indexed. (Frequently, official.) 9 x 12 folders, 3 ft., in 2 drawers of

steel filing case. R. 141. (8306)

4507. BOOKS OF ACCOUNTS, 1932 to date. Advance fund accounts, recovered money control accounts, accounts with agents, bank or checking and safe accounts, and advance fund disbursing account. (Frequently, official.) 8 x 10 and 10 x 14 vols. (4), loose-leaf books (4), and bundles (2), 1 ft. 10 in., in steel filing case. R. 141. (8304)

4508. CARD RECORD OF SEIZED CARS, 1932 to date. Number of district, identification number, make of car, engine number, year model, date of seizure, how acquired, estimated value, with notations as to where and when the car was used, year and number of license plates, and final disposition. (Occasionally, official.) 5 x 8 cards, 2 in., in wooden filing case. R. 141. (8410)

4509. CORRESPONDENCE REGARDING TRANSFER OF FUNDS, 1935 to date. Correspondence, accompanying or connected with the transfer of funds of advance fund account which was used in the purchase of narcotics from persons suspected, for evidence in case of law violation. (Occasionally, official.) 9 x 12 folders, 1 in., in steel filing case. R. 141. (8350)

4510. DAILY REPORTS OF NARCOTIC AGENTS OR INSPECTORS, 1935 to date. Complete and accurate diary of all duties performed and number of hours engaged, with names of all officers accompanying or assisting the agent making the report; also a list of expenses incurred and information regarding the operation of a Government vehicle, if any. Indexed. (Occasionally, official.) 9 x 12 folders and bundles (6), 2 ft. 6 in., in steel filing case and in bookcase. R. 141. (8308)

4511. SURPLUS PROPERTY DECLARATIONS AND PROPERTY ACCOUNTING VOUCHERS, 1935 to date. Declarations, describing property charged to this office and being carried as surplus and available for transfer. Vouchers are both debit and credit and serve as an acknowledgment of receipt, showing disposition of property. Indexed. (Occasionally, official.) 9 x 12 folders, 2 in., in steel filing case. R. 141. (8307)

4512. CORRESPONDENCE, 1936 to date. Relating to personnel, Coast Guard, contracts, smuggling, law cases, expense accounts, informers, leaves of absence, requisitions fugitives from justice, reports on progress of investigations, and transportation matters. Indexed. (Frequently, official.) 9 x 12 folders, 16 ft., in 8 drawers of steel filing case. R. 141. (8276)

4513. PHOTOGRAPHS OF CRIMINALS. Photographic prints in jackets. R. 141. (P-6851)

THE BUREAU
OF THE
PUBLIC HEALTH SERVICE

This bureau, which had been under the jurisdiction of the Department of the Treasury since it was established in 1798, was transferred to the newly created Federal Security Agency on July 1, 1939 in accordance with President Roosevelt's Reorganization Plan No. 1.

4.12. RECORDS OF LETTERS AND DOCUMENTS, May 23, 1903 - Sept. 4, 1935. Letters and copies of documents sent to the medical officer of this agency to the Surgeon General. (Frequently, official.) 6 x 9 1/2 in., in wooden cupboard. R. 407-1. (129)

4.13. QUANTITATIVE OBSERVATIONS, June 18, 1917 - Apr. 21, 1936. Showing number of arrivals, number of departures, examinations, number of sick on board, also inspection procedures, and whether cleared or detained. (Frequently, official.) 6 x 9 1/2 in., in wooden cupboard. R. 407-2. (130)

4.14. ANNUAL REPORTS, 1901 - 1935. Medical and surgical reports including record of diseases and injuries of patients treated. (Occasionally, official.) 7 1/2 x 11 in., in wooden cupboard. R. 407-3. (131)

4.15. PUBLIC HEALTH SERVICE REGULATIONS, 1930. Regulations governing detailed instructions to personnel. (Frequently, official.) 6 x 9 1/2 in., in wooden cupboard. R. 407-4. (132)

THE BUREAU OF PUBLIC HEALTH SERVICE

EUREKA

DIVISION OF FOREIGN AND INSULAR QUARANTINE
QUARANTINE STATION

First National Bank Bldg., 5th and F Sts.

The date of the establishment of this station is not available. Its major function is the inspection of all coastwise or foreign vessels that enter this harbor. Such vessels are boarded by inspectors, who inspect the ship for rats or vermin, while a medical officer examines the crew and passengers for contagious or communicable diseases. If an abnormal condition as to rodents or vermin is discovered, or if contagious disease is manifest, the ship is quarantined and fumigated. This station has jurisdiction over the local harbor only. Reports are sent to the district office at Angel Island, San Francisco.

The Third Class Relief Station of the Division of Marine Hospitals and Relief operates in conjunction with this station and its records are inventoried below.

4514. RECORD OF LETTERS AND DOCUMENTS, Nov. 23, 1905 - Sept. 4, 1926. Letters and copies of documents sent by the medical officer of this agency to the Surgeon General. (Never.) 8 x 10½ vols., 1½ in., in wooden cupboard. R. 407-B. (130)

4515. QUARANTINE DECLARATIONS, June 18, 1917 - Apr. 21, 1936. Showing names of vessels, ports of departure, destinations, number of sick on board; also inspection procedure, and whether cleared or detained. (Frequently, official.) 6½ x 8½ vols., 1 in., in wooden cupboard. Ink faded. R. 407-B. (130)

4516. ANNUAL REPORTS, 1921 - 1935. Medical and surgical reports including record of diseases and injuries of patients treated. (Occasionally, official.) 9½ x 12 envelopes, 3 in., in wooden cupboard. R. 407-B. (132)

4517. PUBLIC HEALTH SERVICE REGULATIONS, 1930. Bulletins containing detailed instructions to personnel. (Frequently, official.) 6 x 9 loose sheets, 1 in., in wooden cupboard. R. 407-B. (129)

4518. LIST OF FOREIGN VESSELS FILING PORT SANITARY STATEMENTS, May 1, 1919 to date. Giving names of vessels and masters, dates of arrival, tonnages, and nationality. Indexed. (Frequently, official.) 8 x 10 $\frac{1}{2}$ vols., 1 $\frac{1}{2}$ in., in wooden cupboard. R. 407-B. (128)

4519. STATEMENTS OF QUARANTINE SERVICES RENDERED, Sept. 9, 1921 to date. Form 1956B, showing services rendered in connection with inspections of vessels and personnel, vaccinations, treatments, maintenance of persons in quarantine, and record of fumigation. (Older records, rarely; current records, daily, official.) 8 x 10 $\frac{1}{2}$ loose sheets, 1 in., in wooden cupboard. R. 407-B. (136)

4520. MONTHLY REPORTS, 1922 to date. Medical and surgical reports. Indexed. (Older records, never; current records, daily, official.) 9 $\frac{1}{2}$ x 12 envelopes, 2 ft. 4 in., in wooden cupboard. R. 407-B. (134)

4521. CORRESPONDENCE, Dec. 17, 1923 to date. Letters to and from Surgeon General's Office; also bureau circulars. Indexed. (Older records, rarely; current records, occasionally, official.) 8 x 10 $\frac{1}{2}$ loose sheets, 4 in., in wooden cupboard. R. 407-B. (135)

4522. ANNUAL GOVERNMENT PROPOSALS AND ACKNOWLEDGEMENT OF RECEIPTS, Jan. 1929 to date. Acknowledgements and approvals by the Surgeon General's office of receipt of proposals sent by the medical officer of this station; also duplicates of said proposals. (Frequently, official.) 9 $\frac{1}{2}$ x 12 envelopes, 2 in., in wooden cupboard. R. 407-B. (133)

DIVISION OF MARINE HOSPITALS AND RELIEF
THIRD CLASS RELIEF STATION
First National Bank Bldg., 5th and F Sts.

The Relief Station and the Quarantine Station in Eureka are operated together under a physician employed on a part time basis. The records are listed under the Division of Foreign and Insular Quarantine, Quarantine Station, Eureka.

LOS ANGELESDIVISION OF MARINE HOSPITALS AND RELIEF
SECOND CLASS RELIEF STATION
Wilcox Bldg., 206 S. Spring St.

This station was opened on February 21, 1900, under the Marine Hospital Service. In 1912 it was given its present designation. The major function is to furnish hospitalization and medical attention to ill or injured personnel in all branches of service of the Federal Government who are classified as beneficiaries of the Public Health Service. A secondary function is the medical examination of appointees to Federal positions. There is no territorial limit to its jurisdiction, but activities center at Los Angeles. Reports are sent to Washington and so-called useless papers are disposed of according to Bureau Circular 61, revised as of May 5, 1934.

4523. INDEX REGISTER OF PATIENTS, Apr. 10, 1922 to date. Showing name of patient, hospital, and card register number. Arranged alphabetically, by name of patient. (Daily, official.) 3 x 5 cards, 2 ft. 4 in., in 2 drawers of wooden card cabinet. R. 546. (3746)

4524. MERCHANT SEAMEN FILE, 1919 - 1931. Form S-69, public vouchers for services and supplies (dental and hospital); Form 733, invoices; Form 1034-A, public vouchers for purchases and services other than personal (memorandum); Form 1095, requisitions for medical supplies; Form 1906, requisitions for blanks and books; Form 1915, master's requisitions for certificate of service of sick or injured seamen; Form 1917-A, monthly personnel report; Form 1917-C, monthly report of attending specialist; Form 1922, weekly census report; Form 1927, statement of accounts and receipt for treatment of foreign seamen; Form 1927, report of relief furnished foreign seamen and other pay patients; Form 1928, statement of account and receipt for treatment of foreign seamen, or other pay patients; Form 1935, Santa Barbara Quarantine Station report; Form 1946, Wasserman tests; clinical record of cases; Form 1946-A, brief of preliminary examination; Form 1946-B, family and personal history; Form 1946-C, history of present disease; Form 1946-D, objective of symptoms; Form 1946-E, graphic chart of temperature; Form 1946-F, war surgeon's progress and treatment record; Form 1946-G, nurse's progress and treatment record; Form 1946-H, operative record; Form 1946-I, clinical record; Form 1946-J, clinical record, radiographic report; Form 1946-K, examination urine; Form 1971-B, out-patients' transfer card; Form 1971-D, hospital admission card; Form 1971-F, examination and assignment to hospital card; Form 1982, monthly schedule of encumbrance; and Form 9203, packer's list; also correspondence, telegrams, clinical records, laboratory report on samples submitted, and all

other matters pertaining to Public Health Service procedure. Filed alphabetically and chronologically. (Never.) 10 x 12 bundles (30), 20 ft., in 2 wooden boxes. Dirty, torn, scattered. NW. room, basement. (3745A)

4525. UNITED STATES COMPENSATION COMMISSION, POSTAL EMPLOYEES EXAMINATION FILE, OBSOLETE, 1921 - 1929. Form CA-16, request for treatment, under Employee Compensation Commission Act; Form CA 20-A, United States Employees' Compensation Commission; Form S-69, public vouchers for services and supplies of hospital, and physicians private hospital forms consisting of postal employees free examination, consent of patient for operation, doctor's hospital orders, laboratory examination, and certificate of medical examiner; also correspondence and printed forms as to treatment and hospitalization of Postal Service employees. Filed chronologically. (Never.) 9 x 12 folders and bundle, 2 ft. 10 in., in wooden boxes. Damaged by careless handling. NW. room, basement. (3741A)

4526. PROPERTY RETURN SLIPS, COPIES, 1921 - 1935. Slips listing all unexpendable property. Arranged alphabetically, and filed chronologically. (Frequently, official.) $3\frac{1}{2}$ x 8 loose sheets, 9 in., in wooden filing case. R. 546. (3747)

4527. MISCELLANEOUS FILE, OBSOLETE, 1925 - 1933. Form 1013-E, pay roll for personal services, annual salary basis (memorandum); Form 1034-A, public vouchers for purchases and services other than personal (memorandum); Form 1909-A, inventory and inspection report; Form 1917-A, monthly personnel reports; Form 1917-H, letter of nomination; Form 1917-J, letter of separation; Form 1922-C, weekly census report to surgeon; Form 1930-A, proposals for care of noncontagious cases; Form 1948-A, officers' pay vouchers; Form 1969-A, telegram report; Form 1971-L, semiannual report; Form 1982-E, report of encumbrance; Form 2222, oath of office; also records of medical treatment of Government employees, pest extermination, optical treatments, property, and personnel; also ambulance service and hospital vouchers, census reports, encumbrances pay rolls, correspondence, proposals and annual reports. Arranged chronologically and by subject. (Never.) 9 x 12 folders and bundles (4), 5 ft. 8 in., in wooden boxes. Damaged by careless handling. NW. room, basement. (3744A)

4528. CHARTS OF MERCHANT SEAMEN, OBSOLETE, 1926 - 1932. Showing doctors' orders, clinical records, laboratory tests, operative records, patients' information record, and hospital discharge slips relating to hospitalization and treatment of merchant seamen. Filed chronologically. (Never.) 8 x 10 bundles (5), 2 in., in wooden boxes. NW. room, basement. (3745B)

4529. MEDICAL HISTORIES, MERCHANT SEAMEN, 1930 - 1936. Records of examinations and diagnosis of patients, masters' certificates of service, clinical records, reports, and family and personal histories of diseases, showing symptoms, treatments, and progress. Arranged alphabetically, by name of seamen. (Daily, official.) 9 x 12 folders, 4 ft. 5 in., in 3 drawers of wooden filing cases. R. 546. (3745)

4530. EMPLOYEES' MEDICAL HISTORIES, CIVIL WORKS ADMINISTRATION, Nov. 1933 - Jan. 1935. Mimeographed medical reports, examination records, treatment requests and diagnosis charts, showing nature of injury, diagnosis, prognosis, treatment, disposition, and history of injury; also copies of correspondence requesting the patient to complete claims for compensation. Arranged alphabetically, by name of patient. (Never.) 9 x 12 folders, 6 ft. 8 in., in 4 cardboard transfer cases. R. 546. (3740)

4531. MEDICAL HISTORIES, WORKS PROGRESS ADMINISTRATION, Sept. 1935. Medical reports, examination records, treatment requests, and charts indicating nature of injury, diagnosis, prognosis, treatment, disposition, and history of injury. Filed alphabetically, by name of patient. (Daily, official.) 9 x 12 folders, 5 in., in filing case. R. 546. (3744)

4532. HOSPITAL OR IN-PATIENT REGISTER, Apr. 1922 to date. Copies of Form 1971, showing name and address of patient, register number, date, and summary of case. Arranged numerically, by register number. Indexed. (Daily, official.) 5 x 8 cards, 3 ft. 2 in., in 3 drawers of wooden card cabinet. R. 546. (3748)

4533. OUT-PATIENT REGISTER, OFFICE TREATMENTS, Apr. 1922 to date. Copies of Form 1971-E, showing name of patient, age, address, class of beneficiary, diagnosis, where employed, nature of work, date, and record of treatment and examination. Arranged alphabetically, by name of patient. (Daily, official.) 5 x 8 cards, 2 ft. 1 in., in 2 drawers of wooden card cabinet. R. 546. (3749)

4534. MISCELLANEOUS RECORDS AND PAPERS, 1926 to date. Contracts, summaries, telegrams, correspondence, bulletins, orders, short form pay rolls, letters of separation, statements, schedules of encumbrances, and other miscellaneous papers. Arranged alphabetically, by subject. (Occasionally, official.) 9 x 12 folders, 3 ft. 2 in., in 2 drawers of wooden filing case. R. 546. (3742)

4535. X-RAY RECORDS, M. S. AND E. C. C., INCLUDING CIVIL WORKS ADMINISTRATION AND WORKS PROGRESS ADMINISTRATION, 1929 to date. X-ray numbers, Government activity, where engaged, names of patients, date X-ray was taken, and part of the body

X-rayed. Arranged alphabetically, by name of patient. (Rarely, official.) Various sized folders, 6 ft. 6 in., in 3 drawers of steel filing case. R. 548. (3751)

4536. MEDICAL HISTORIES, EMPLOYEES' COMPENSATION COMMISSION, 1929 to date. Mimeographed and printed medical reports, examination records, treatment requests, and diagnosis charts, showing nature of injury, findings, diagnosis, prognosis, treatment, disposition, and history of injury. Filed alphabetically, by name of patient. (Daily, official.) 9 x 12 folders, 18 ft. 1 in., in 12 drawers of wooden filing cases. R. 546. (3741)

4537. PUBLIC VOUCHERS FOR PURCHASES AND SERVICES, Dec. 1929 to date. Vouchers for supplies and services from various medical supply houses and hospitals, hospitalization service charts covering operations, X-rays, anesthetics, physiotherapy, and various treatments. Arranged alphabetically, by names of institutions. (Daily, official.) 9 x 12 folders, 4 ft. 7 in., in 4 drawers of wooden filing cases. R. 546. (3743)

4538. CIVIL SERVICE EXAMINATION REGISTER, Nov. 1934 to date. Name of Civil Service employee, age, address, class of beneficiary, where employed, nature of work, clinical notes, and physical examination. Arranged alphabetically, by name of employee. (Occasionally, official.) 5 x 8 cards, 1 ft. 1 in., in card cabinet. R. 546. (3750)

4539. PATIENTS' REGISTER, Feb. 15, 1936 to date. Signatures and addresses of patients coming for treatment, examination, or other medical service. (Daily, official.) 10 $\frac{1}{2}$ x 16 vol., 1 in., on table. R. 544. (3739)

SAN DIEGO

DIVISION OF FOREIGN AND INSULAR QUARANTINE QUARANTINE STATION Point Loma

This station was established early in 1889, as one of six quarantine stations authorized by the Act of 1888 whose passage was due to the outbreak and spread of cholera in Europe. In 1890, one-quarter of the present area of eight square blocks was purchased from private interests. This sufficed until 1903, when, by Special Act of Congress, the Department of the Navy transferred the balance of the area that makes up this station. Immediately when docked or anchored, all domestic, coastwise, or foreign vessels are boarded by inspectors who fill out a

quarantine declaration which relates the ship's voyage from port of departure, with a listing of other ports visited, days at sea, and the health record of passengers and crew during the voyage. A medical officer examines the crew and passengers for evidences of contagious or communicable diseases and a vessel inspector inspects the ship for rodents and vermin. If disease is discovered, or rats or vermin are in evidence to an abnormal degree, the vessel is quarantined and fumigated but, if neither is manifest, a clear bill of health is issued. This station has jurisdiction over San Diego Bay. All reports and records are sent to the district office at Terminal Island, San Pedro.

4540. GENERAL CORRESPONDENCE, Apr. 8, 1889 - 1930. Bureau, office, and circular letters pertaining to inspections, positions, estimated costs of business, and proposals; also departmental letters concerning inspection of vessels and other subjects. Filed chronologically. (Older records, rarely; current records, daily, official.) Various sized vols. and folders, 10 ft., in filing cases and in wooden cabinet. Damaged by faulty containers, brittle, dirty, torn, scattered, bindings broken, ink faded. Office. (949)

4541. LIST OF ELIGIBLES, 1901 - 1915. Showing names, ages, positions desired, and ratings; also department, bureau, office or service, designation of position, compensation, state, territory, or country of birth, state and Congressional District from which appointed. Arranged chronologically. (Monthly, official.) 3 x 6 and 9 x 11 vols., folders and loose sheets, 1 ft. 6 in., on wooden shelf. Brittle, dirty, torn. Office. (945)

4542. PROPOSALS, 1903. Form 1912, proposal to furnish supplies, showing article, unit, and amount required, unit cost, and total; also relative correspondence. Filed chronologically. (Occasionally, official.) 9 x 11 vols., 5 in., in wooden cabinet. Brittle, dirty. Office. (944)

4543. HEALTH CERTIFICATES, Jan. 12, 1903 - Jan. 28, 1920. Mexican health certificates, health reports, records and certificates, ship reports, and bills of health. Filed alphabetically. (Rarely, official.) $8\frac{1}{2}$ x $11\frac{1}{2}$ vols. and folders, $3\frac{1}{2}$ in., in wooden cabinet. Brittle, dirty, torn, scattered, bindings broken, ink faded. Office. (947)

4544. DIARY OF MEDICAL OFFICER IN CHARGE, Apr. 6, 1905 - Dec. 30, 1913. Detailed record of routine duties, weather reports, staff difficulties, and personal observations. (Never.) $4\frac{1}{2}$ x $14\frac{1}{2}$ vol., $\frac{3}{4}$ in., in wooden cabinet. Brittle, dirty, ink faded. Office. (955)

4545. SHIP'S LOG, QUARANTINE STEAMER "PENQUIN", Aug. 1912 - Dec. 1923. Monthly reports of physical conditions on board showing abstract of log pertaining to direction of wind, state of weather and sea, distance run, and hours under way. Filed chronologically. (Frequently, official.) 8 x 15 folders, $3\frac{1}{2}$ in., on wooden cabinet. Brittle, dirty, scattered, bindings broken. Office. (939)

4546. FUMIGATION CERTIFICATES, Aug. 8, 1922 - May 5, 1931. Form 1938, certifying that all ships from foreign ports were inspected for rodents, vermin, and disease and stating whether or not the vessel was fumigated. Arranged chronologically. (Rarely, official.) 9 x 14 vol., $\frac{1}{2}$ in., in wooden cabinet. Dirty, torn. Office. (948)

4547. RADIOGRAMS AND TELEGRAMS, Nov. 1919 - Oct. 1934. Messages received and copies of those sent. Filed chronologically. (Rarely, official.) 10 x 12 folders, 6 in., in wooden cabinet. Office. (943)

4548. EXPENSE RECORDS, 1923 - 1930. Form 4492, monthly analysis of expenditures and appropriation and Form E 107, quarterly estimate of funds required from appropriation. Filed chronologically. (Monthly, official.) $11\frac{1}{2}$ x 14 vols., $2\frac{1}{2}$ in., in wooden cabinet. Dirty, scattered, bindings broken. Office. (940)

4549. PROPERTY RETURNS, 1916 to date. Inventory of material and equipment. Arranged chronologically. (Rarely, official.) $3\frac{1}{2}$ x 8 vols., 2 ft. $\frac{3}{4}$ in., on wooden shelf. Office. (951)

4550. QUARANTINE DECLARATIONS, 1922 to date. Showing date of ship's arrival, where anchored or docked, time boarded by inspectors, port of departure, other ports visited, days at sea, and health record of voyage. Filed chronologically. (Occasionally, official.) 8 x $10\frac{1}{2}$ vols. and bundles, 2 ft. 6 in., on wooden shelf and on ledger boards. Office. (953)

4551. STATEMENTS OF QUARANTINE SUPPLIES PURCHASED, 1922 to date. Bills, showing amounts due for supplies. Copies sent to Customs Collector at Washington, and to captain of the vessel. Filed chronologically. (Rarely, official.) 8 x $10\frac{1}{2}$ bundles, 3 ft. 6 in., on wooden shelves and on ledger board. Office. (950)

4552. PROPERTY VOUCHERS, July 1923 to date. Showing articles and descriptions, quantities, units, unit prices, and totals; also invoices and receipts. Filed chronologically. (Older records, never; current records, weekly, official.) 9 x 11 folders, $1\frac{1}{2}$ in., in filing case. Dirty, bindings broken, ink faded. Office. (946)

4553. BLUEPRINTS, 1925 to date. Showing details of construction of buildings, roadways, and sewage and draining systems. (Quarterly, official.) Various sized loose sheets (15), 6 in., in wooden boxes. Brittle, dirty, torn. Office. (956)

4554. DERATIZATION EXEMPTION CERTIFICATES, 1930 to date. Showing that ships were reasonably clear of rats and that fumigation was unnecessary. Filed chronologically. (Never.) 8 x 10½ bundles, 2 ft., on wooden shelf. Office. (954)

4555. MONTHLY REPORTS AND VOUCHERS, 1930 to date. Quarantine declarations and reports of encumbrances, absences, medical inspection of aliens, and quarantine transactions at Mexican border stations. Filed chronologically. (Monthly, official.) 8½ x 11 folders, 2 ft., in filing cases. Office. (942)

4556. SHIPMASTERS' DECLARATIONS, 1930 to date. Reports relating to frozen and fresh meats on board ship. Filed chronologically. (Annually, official.) 8 x 10½ bundles, 2 ft., on wooden shelf. Office. (952)

4557. SUBJECT FILE, GENERAL, 1930 to date. Accounts, purchase orders, bills of lading, alien and criminal reports; ration, supply, and property reports; appropriations, bills of health, board and clothing records, charts, maps, correspondence, applications for positions, personal records, hygiene and sanitary reports, pay rolls, physical examination, and transportation and health condition survey; also investigations of housing conditions, fire control, drainage and sewage systems. Filed numerically. (Daily, official.) 8½ x 11 folders, 2½ in., in 2 drawers of filing case. Office. (941)

DIVISION OF MARINE HOSPITALS AND RELIEF
SECOND CLASS RELIEF STATION
Electric Bldg., 6th and E Sts.

This station was established about 1918 but information is not available concerning the quarters occupied before 1922. In 1922 the station occupied space in the Post Office and Custom House, F and Union Streets where it remained until 1930 when it moved to its present location. The primary purpose is to provide hospitalization and out-patient treatment to legal beneficiaries of the Government. Information concerning the jurisdiction over which this station extends is unavailable. Original weekly, monthly, and annual reports are sent to Washington. So-called useless papers are destroyed every three years according to departmental policy. An undetermined number of obsolete records were

destroyed in August 1927, when they were burned by an explosion of alcohol.

4558. MEDICAL RECORD OF INJURIES AND TREATMENTS, 1920 - 1921. Form CA-19, showing in detail illness or injury, courses of treatment, progress of case and final results. (Never. 0 4½ x 7 vols., 3½ in., in filing case. R. 722. (180)

4559. MUNICIPAL WEEKLY MORBIDITY REPORTS, 1932 - 1935. Form 8960, showing progress of cases that do not react to treatment. Filed chronologically. (Daily, official.) 4 x 7 bundles, 5 in., in steel filing case. R. 211. (183)

4560. CORRESPONDENCE, 1920 to date. Letters from the department. (Daily, official.) 9 x 12½ vols., 6 in., in steel filing case. R. 722. (184)

4561. RECORDS OF DEATHS AND BURIALS, Aug. 1927 to date. Mortuary record of deceased patients. (Monthly, official.) 8 x 10½ vols., 1 in., in wooden filing case. R. 722. (179)

4562. X-RAY REPORTS, 1928 to date. Date, name of patient, and a report of findings, by pictures. Filed alphabetically, by name of patient. (Daily, official.) 4 x 6½ cards, 7 in., in steel card cabinet. R. 722. (181)

4563. GENERAL FILE, Jan. 1928 to date. Correspondence and reports, allotments, physical examinations of Coast Guard, U. S. Civil Service, U. S. Employee's Compensation data, requisitions, monthly reports, pay rolls, and vouchers. (Daily, official.) 8 x 12 bundles, and 9½ x 12½ folders, 6 ft. 6 in., in 4 drawers of steel filing case, and on floor. R. 721. (178)

4564. LABORATORY REPORTS, 1929 to date. Showing the results of sputum, blood, urine, stool, and Wasserman tests on patients. Arranged alphabetically. (Daily, official.) 4 x 6 loose sheets, 1 in., in steel filing case. R. 722. (186)

4565. OUT-PATIENT'S RECORDS, 1929 to date. Form 1971, showing physical examination, nature of disease or injury of non-resident patient, course of treatment and result. Filed alphabetically. (Older records, rarely; current records, daily, official.) 5 x 8 cards, 1 ft. 9 in., in card cabinet and in filing case. R. 722. (176, 182)

4566. HOSPITAL PATIENTS, June 25, 1935 to date. Record showing name, age and address of current and discharged patients, nature of disease or injury, and result of treatments. Filed alphabetically. (Daily, official.) 5 x 8 cards, 8 in., in card cabinet. R. 722. (177)

4567. MASTERS' CERTIFICATES OF SERVICE FOR SICK OR INJURED SEAMEN, Jan. 1936 to date. Form 1915, showing place, date, signature of sick or injured, and medical officer in charge, name and official registry, number of vessel, nativity, age, color, height, distinguishing marks, and period of service of seaman. (Daily, official.) 3 x 7 loose sheets, 4 in., in steel filing case. R. 722. (185)

SAN FRANCISCO

DIVISION OF DOMESTIC QUARANTINE
INTERSTATE SANITARY DISTRICT 5
OFFICE OF THE DISTRICT ENGINEER
Federal Bldg., Civic Center

This office was established in 1921. Until 1932 space was occupied in the New Call Building, 74 Montgomery Street, in the laboratory at the Marine Hospital from 1932 to 1936, and at the present location since 1936. Activities include the supervision and certification of water supplies used by common carriers in interstate traffic, the inspection and approval of work in plants where shellfish is packed for interstate shipment, the supervision of sanitation in national parks and monuments, on Indian reservations and in Federal prisons, and cooperation with states and territories in sanitary engineering activities. The office has jurisdiction over the eleven western states, California, Nevada, Utah, Arizona, New Mexico, Colorado, Washington, Oregon, Idaho, Montana, and Wyoming.

Some records are sent to Washington and useless papers are destroyed under authority of the Secretary of the Treasury.

4568. GENERAL PARK CORRESPONDENCE AND REPORTS, 1921 - 1923. Correspondence with the various park superintendents in connection with reports covering water supply, sewage, general supplies, and general sanitation. (Never.) 9 x 12 bundle, 4 in., on floor. R. 12. (6814)

4569. INTERSTATE CORRESPONDENCE AND REPORTS, 1921 - 1923. Correspondence with various states, relating to water examination, treatment and supply, surveys, carriers, investigations, meetings, materials, and sanitation. Reports are of water analysis, showing the result of laboratory tests. (Never.) 9 x 12 package, 6 in., on floor. R. 12. (7219)

4570. LETTER PRESS COPY BOOKS, 1921 - 1923. Copies of letters to Washington headquarters, boards of health, superintendents of parks, and engineers, pertaining to such matters as water supply,

sanitation, garbage disposal, inspections, personnel, and reports. (Never.) 10 x 12 vols. (3), 5 in., on floor. Dirty. R. 12. (6880)

4571. MONTHLY REPORTS OF THE DIVISION OF NATIONAL PARK SANITATION, 1921 - 1923. Summary of activities and conditions in the various parks, including records of samples and analysis of water, appointing assistants, sanitary surveys of hotels and camps in the parks, disposal of sewage, plans for mosquito eradication, and inspection of different divisions. (Never.) $8\frac{1}{2}$ x 11 envelopes, 1 in., on floor. Dirty. R. 12. (6560)

4572. PROPERTY RETURNS, 1921 - 1923. Record of articles such as badges, waste baskets, books, binders, brief cases, and surveying instruments, showing amount on hand, condition, amount given out, and date of return. (Never.) $3\frac{1}{2}$ x 8 bundle, 3 in., on floor. R. 12. (6938)

4573. GENERAL CORRESPONDENCE AND REPORTS, 1921 - 1924. Correspondence relating to sanitation in national parks, engineering abstracts, personnel, surveys, water supply, quarantine regulations, proposals, bids, purchases, sewerage, and field activities; reports pertaining to encumbrances, property, personnel, leave, expense, and annual activities. (Never.) 9 x 12 bundle, 5 in., on floor. R. 12. (6671)

4574. YELLOWSTONE NATIONAL PARK CORRESPONDENCE AND REPORTS, 1921 - 1924. Correspondence relating to sanitation, mosquitos, sewerage, water supply and ordinances, reports for recommendations, improvements, surveys, inspections, water supply, sewerage garbage, milk supply, and kitchen sanitation. (Never.) 9 x 12 envelopes, 4 in., on floor. R. 12. (6813)

4575. VESSEL INSPECTIONS, 1921 - 1926. Giving name of company owning inspected vessel, name of manager or agent, address, route, sources of water supply ashore, date of inspection, name of port where inspection is made, name of inspector, and remarks showing conditions found in the examination. (Frequently, official.) 5 x 8 cards, 1 ft., in steel filing case. R. 210. (7168)

4576. PAY ROLLS FOR PERSONAL SERVICES, 1921 - 1929. Giving name, grade, designation, salary rate, gross amount earned, deductions, net amount paid, net amount chargeable to appropriation, month covered, title of service, and district. (Never.) 10 x 15 envelopes, 1 ft., on floor. R. 12. (7216)

4577. CORRESPONDENCE AND REPORTS, 1922 - 1924. Communications with Washington headquarters and various state boards of health, pertaining to Boy Scout camps, camp sanitation, swimming pools, recreation, travel, and public works programs; also reports on sanitary control of the shellfish industry, national

monuments, six-year development programs, and physical improvements. (Never.) 10 x 15 envelope, 3 in., on floor. R. 12. (6940)

4578. REPORTS OF WATER SUPPLY FOR USE IN INTERSTATE TRAFFIC, 1922 - 1925. Examination reports of water used by common carriers, showing location, owner, date of survey, by whom made, source and description of supply, waterworks system, and analysis of the water. (Never.) 9 x 12 loose-leaf book, 6 in., on floor. R. 12. (6811)

4579. INSPECTION REPORTS AND CERTIFICATES, INACTIVE VESSELS, 1922 - 1933. Reports of culinary water system and general sanitation of vessels, showing name of vessel, name and address of master and chief engineer, conditions found, description and location of tanks and pumping equipment, and condition of all departments of the vessel. (Never.) 9 x 12 folders, 10 in., on floor. R. 12. (6810)

4580. CORRESPONDENCE, 1923. With health departments of the various states, relating to the preparation of a bulletin to be prepared on tourist and Boy Scout camps and rules and regulations regarding the water supply and sanitation in these camps. (Never.) 10 x 15 envelopes (11), 3 in., on floor. R. 12. (6939)

4581. INSPECTION RECORDS OF DRINKING WATER SYSTEMS ON VESSELS, 1923 - 1928. Giving place of inspection, name of owner or agent, date of inspection, name of vessel, address, source of water supply, method of delivery to vessel, care in handling, treatment if any, and description of storage system, distribution, and cooling system. (Never.) 10 x 12 loose-leaf book, 2 in., on floor. R. 12. (8221)

4582. EAST BAY WATER COMPANY REPORTS OF LABORATORY EXAMINATIONS OF WATER, 1924 - 1927. Showing sources of supply, sampling point, number of samples examined, result of examination for colon bacillus, principal distributing reservoirs, pumping stations, distributing mains, and the signatures of the engineers. (Never.) 10 x 16 envelopes, 2 ft., on floor. R. 12. (6554)

4583. MONTHLY REPORTS OF ACTIVITIES IN INTERSTATE SANITARY DISTRICTS 5 AND 6, 1924 - 1927. Summary of daily activities of assistant or associate sanitary engineer and sanitary inspector. (Never.) 10 x 15 envelope, 2 ft., on floor. R. 12. (7213)

4584. VOUCHERS, 1925 - 1929. General expense and property vouchers, covering office rent, telegrams, subscriptions, car and boat fare, office supplies, and cameras. (Never.) 10 x 15 envelopes (2), 3 in., on floor. R. 12. (7218)

4585. REPORTS OF ENCUMBRANCES, MONTHLY, 1927 - 1929. Giving name of station, allotment number, appropriation, month in which encumbrances were paid, payee, article or service, amount of encumbrance, balance unencumbered, and total encumbrance for the month. (Never.) 10 x 14 envelope, 1 ft., on floor. R. 12. (7217)

4586. INDIAN AGENCY CORRESPONDENCE, 1928 - 1932. With sanitary engineers and various Indian agencies, pertaining to water supply, travel, sewerage, reservoirs, water analysis, surveys, hospitals, repairs, formulas for treating water, bills, prices, and appropriations. (Never.) 9 x 12 folders (4), 2 ft., on floor. R. 12. (7215)

4587. INDIAN SERVICE CORRESPONDENCE, 1928 - 1933. With various departments in Washington, boards of health, and district and sanitary engineers, concerning Civilian Conservation Corps camps and referring to inspections, personnel, travel expense, assignments, policy, sewerage disposal, water supply, Indian service, projects, construction work, and sanitation. (Never.) 9 x 12 envelopes (3), 3 in., on floor. R. 12. (7214)

4588. CORRESPONDENCE AND REPORTS OF INDIAN CAMPS AND RESERVATIONS IN SPOKANE DISTRICT, 1933. Pertaining to sanitary matters in the various reservations, inspections, water supply, samples of water, improvements, installations, apparatus, personnel, analysis, septic tanks, and reports of activities. (Rarely, official.) 9 x 12 folders and bundles, 6 in., on floor. R. 12. (6812)

4589. MISCELLANEOUS FILES, INDIAN EMERGENCY CONSERVATION WORK CAMPS, ALBUQUERQUE AND NEW MEXICO DISTRICTS, 1933. Correspondence relating to Indian camp sanitation, emergency relief work, personnel, plans, travel, inspection, and finance; also contracts, invoices, purchase orders, vouchers, water analyses, and reports of activities. (Never.) 9 x 12 folders and bundle, 6 in., on floor. R. 12. (7212)

4590. GENERAL CORRESPONDENCE, 1919 to date. From engineers and health departments in various states, addressed to the sanitary engineer of Cincinnati, Ohio, referring to appointments, bulletins, publications, associations, and allied subjects. (Never.) 12 x 12 cardboard letter file, 3 in., on floor. R. 12. (6809)

4591. PARK SERVICE CORRESPONDENCE, 1922 to date. Letters of criticism and correspondence pertaining to comfort stations, milk supplies, visitors, specifications, swimming pools, plumbing fixtures, garbage, incinerators, camps, sewerage systems, wildlife, and building codes. (Frequently, official.) 9 x

12 folders, 3 ft., in 3 drawers of wooden filing case. R. 212. (6382)

4592. INTERSTATE GENERAL CORRESPONDENCE AND REPORTS, 1923 to date. Pertaining to applications for positions, allotment of funds, vouchers, regulations, epidemics, health officers, invoices, receipts, orders, proposals, requisitions, equipment, leaves of absence, expense, first aid, and monthly reports of activities. (Frequently, official.) 9 x 12 folders, 6 ft., in 3 drawers of steel filing case. R. 110. (6412)

4593. CORRESPONDENCE, SPECIFIC PROJECTS, 1925 to date. Pertaining to Army, Coast Guard, Customs, Forest Service, Lighthouse service, prisons, quarantine stations, lakes, migrant camps, and Resettlement and Reclamation Bureau. (Rarely, official.) 9 x 12 folders, 1 ft. 6 in., in wooden filing case. R. 112. (6414)

4594. INDIAN SERVICE CORRESPONDENCE, 1927 to date. Pertaining to schools, water, sewerage, plans, camps, sanitoriums, surveys, estimates, appointments, and projects under the Office of Indian Affairs, Department of the Interior. Filed alphabetically, by reservation, camp, and school. (Rarely, official.) 9 x 12 folders, 3 ft., in 2 wooden drawers. R. 112. (6459)

4595. INTERSTATE CORRESPONDENCE, 1927 to date. Between health departments of the various states, pertaining to water supply and analysis, sewerage plants, and travel. Filed alphabetically, by states. (Frequently, official.) 9 x 12 folders, 4 ft. 6 in., in 3 drawers of steel filing case. R. 210. (6448)

4596. MISCELLANEOUS CORRESPONDENCE, DEAD, 1927 to date. Pertaining to conferences, employees, associations, firms, conventions, mailing lists, chlorine studies, and distilling and purification. (Never.) 9 x 12 folders, 2 ft., in wooden filing case. R. 112. (6381)

4597. STEAMSHIP REPORTS, 1927 to date. Steamship company reports on source of water supply for the various vessels, showing name of company, name and tonnage of vessel, classification of service, number of crew, source of supply, treatment of water in vessel, and signature of official. (Rarely, official.) 9 x 12 folders, 1 ft. 6 in., in wooden filing case. R. 112. (6413)

4598. RAILROAD WATER SUPPLY REPORTS, 1928 to date. Showing source of water supply, points served, state, name of carrier, whether public or private owner, date certificate of inspection was received, and type of certificate issued. (Rarely, official.) 3 x 5 cards, 1 ft. 2 in., in steel filing case. R. 210. (7164)

4599. SHIP INSPECTION REPORTS, 1928 to date. Water supply reports of vessels, giving name of vessel, managing official, master, chief engineer, class of service, ports of call, maximum number of passengers and crew, place of inspection, and summary of report. (Rarely, official.) 9 x 12 folders, 4 ft., in 2 drawers of steel filing case. R. 210. (6458)

4600. STEAMSHIP COMPANIES' LISTS OF VESSELS OWNED, 1930 to date. List of vessels for inspection, showing name of company, managing official, address, name of vessel, type, number in crew, source of water supply, and name of supply source owner. (Rarely, official.) 5 x 8 cards, 6 in., in steel filing case. R. 210. (7167)

4601. NOTICES OF INSPECTION OF SHELLFISH BOATS, 1930 to date. Showing date on which notices were given and name and address of owners of such vessels. (Rarely, official.) 3 x 5 cards, 3 in., in steel filing case. R. 210. (7166)

4602. CORRESPONDENCE, NATIONAL MONUMENTS, 1931 to date. Pertaining to improvements, appropriations, and inspections for the following monuments: Aztec, Boulder, Cabrillo, Casa Grande, Death Valley, Devil's Tower, Muir Woods, Grand Canyon, and Petrified Forest. (Rarely, official.) 9 x 12 folders, 1 ft., in steel filing case. R. 212. (6380)

4603. GENERAL CORRESPONDENCE AND REPORTS, 1933 to date. Sanitary reports of the various national parks, pertaining to Hetch Hetchy water supply, North Rim sewerage chlorine dosing record, bacteriological analyses, domestic water supply, Grand Canyon, chemical analysis, activated sludge plant, operating data, sewerage treatment plant, gravity and filters, and garbage disposal records; correspondence pertaining to water supply, inspections, Indian gardens, population, travel, bulletins, and maps. (Frequently, official.) 9 x 12 folders, 2 ft., in wooden filing case. R. 112. (6383)

4604. VESSEL REPORTS FOR PUBLIC HEALTH SERVICE, 1933 to date. Giving names of vessels, names and addresses of owners, names of masters, route, class of service, official numbers, number in crews, number of passengers carried, date of inspection, and name of local inspector. (Rarely, official.) $3\frac{1}{2}$ x $5\frac{1}{2}$ cards, 1 ft., in steel filing case. R. 210. (8165)

4605. VESSEL REPORTS FOR PUBLIC HEALTH SERVICE, 1933 to date. Giving names of vessels, names and addresses of owners, names of masters, route, class of service, official numbers, number in crews, number of passengers carried, date of inspection, and name of local inspector. (Rarely, official.) $3\frac{1}{2}$ x $5\frac{1}{2}$ cards, 1 ft., in steel filing case. R. 210. (8165)

4606. ADMINISTRATIVE FILES, 1933 - 1935. Containing various reports, account books, bills of lading and invoices, correspondence

DIVISION OF DOMESTIC QUARANTINE
PLAGUE SUPPRESSIVE LABORATORY
Marine Hospital, 14th Ave. and Lake St.

This laboratory was established in 1907. From that date to June 15, 1933, quarters were occupied at 200 Duboce Avenue and from June 15, 1933 to date, at the present location. The laboratory conducts plague experiments on mice, rats, prairie dogs, ground squirrels, chipmunks, and ground hogs, makes Wasserman tests for the Marine Hospital and Alcatraz and McNeil Island penitentiaries, and makes water analyses for various agencies in this district.

Administrative Records

4605. MISCELLANEOUS FILE, 1924 - 1932; 1933 - 1936. Requisitions and proposals for supplies and equipment, bills of lading, bureau circulars, property return slips, monthly bills and vouchers, requests for leaves of absence, weekly antiplague reports, weekly reports on the number of rats trapped, and relative correspondence. Filed chronologically. (Never.) 9 x 12 and 10 x 13 folders and bundles (14), 12 ft., on wooden shelves. Basement. (9855, 9858)

4606. WORK BOOKS, 1932 - 1933. Records and calculations used in animal inoculations, bacteriology, and miscellaneous research work. Arranged chronologically. (Never.) 8 x 10½ vols. (7), 5 in., on shelves. Basement. (9849)

4607. VOUCHER BOOK, 1932 - 1934. Record of invoices received, showing purchase order numbers, names of payees, addresses, articles, date received, number of voucher, amount of discount, and amount paid. Filed chronologically. (Never.) 8 x 10½ vol., 1 ft., on shelf. Basement. (9848)

4608. ALLOTMENTS AND ENCUMBRANCES, 1932 - 1935. Showing number, and amount available after deductions for supplies, materials, equipment, personal service, and utilities. Arranged chronologically. (Never.) 8 x 10½ vols., 1 in., on shelf. Basement. (9853)

4609. DIRECTOR'S FILE, 1932 - 1936. Correspondence and weekly reports from various counties of this district regarding plague suppressive measures and accounting reports compiled by the Public Health Service. Filed alphabetically. (Daily, official.) 10 x 12 folders, 8 ft., in 4 wooden drawers. R. 4. (9857)

4610. ADMINISTRATIVE FILE, 1933 - 1935. Containing absence reports, accepted bids, bills of lading and invoices, encumbrance

reports, N.I.H. reports on birds and mice, purchase orders, personnel correspondence dealing with applicants for employment, authorizations, progress reports, and general correspondence. Filed chronologically. (Rarely, official.) 10 x 12 folders, 3 in., in wooden box. Basement. (9850)

Ectoparasite Survey Records

4611. ADDRESS BOOKS, 1934. Showing date, location, character, structure, number of traps placed, date and number of traps removed. These books are used to keep a strict account of traps and their locations. Filed chronologically. (Never.) $4\frac{1}{2}$ x 8 notebooks (160), 5 ft., in wooden boxes. Basement. (9856)

4612. CIVIL WORKS AUTHORITY REPORTS, Jan. 15 - Feb. 15, 1934. Trappers' reports from Oakland and East Oakland, (Alameda County), showing the name, address, and zone of trapper, number and kind of traps used, number of trapping days in period with number of rodents accounted for. Filed chronologically. (Never.) 8 x 10 bundle, 4 in., on shelf. Basement. (9854)

Plague Suppressive Records

4613. LABORATORY REPORTS, DAILY, 1907 - 1909. Daily records of all inspections and examinations performed, number of dead inspected, necropsies held or attended, number of cases, suspicious or positive for plague examined, with total number of new plague cases. These records also show the number of rats received and examined, from where received, number infected with plague, number dead from Danyz virus and phosphorus. Filed chronologically. (Never.) 5 x 8 bundles (2), 1 ft. 8 in., on wooden shelf. Basement. (9778)

4614. RECORDS OF EMPLOYEES, 1908 - 1911. Showing date of appointment, age, maturity, service, rating, district, rate of annual pay, record of promotion, separation and cause. Filed numerically. (Never.) $8\frac{1}{2}$ x 11 vol., (loose-leaf ledger), 2 in., on wooden shelf. Basement. (9779)

4615. LETTER STUBS, 1908 - 1918. Copies of letters covering allotments, expenditures, and requests forwarded to headquarters at Washington. Filed numerically. (Never.) 10 x 12 gum stub files (8), 1 ft. 6 in., on wooden shelf. Basement. (9781)

4616. PERSONNEL RECORDS AND CORRESPONDENCE, 1908 - 1918. Personal histories of official appointments, showing names, dates, and ages, with correspondence. Filed numerically. Indexed. (Never.) 10 x 12 gum stub files (21), 3 ft., on wooden shelf. Basement. (9780)

4617. PROPERTY RETURNS, 1921 - 1933. Showing nonexpendable property to the Bureau Headquarters, giving date, name of article, kind, number of slips to a report, debit, credit, balance and amount unserviceable. Filed numerically. (Rarely, official.) $3\frac{1}{2}$ x 8 bundle, 1 ft., on wooden shelf. Basement. (9783)

4618. PAY ROLLS, 1924 - 1934. Pay rolls for personal service of officers and employees at Plague Suppressive Measures in California, showing date of period, name and designation, rate of regular compensation, increase, total paid, check number, and allotment number from which drawn. Filed chronologically. (Never.) 9 x 12 folders, 4 in., on wooden shelves. Basement. (9777)

4619. RAT REPORTS, 1924 - 1936. Showing location of premises where rats are trapped, character of premises, classification of rats, kind of traps used, number of rats or mice trapped, with name of trapper. Filed chronologically. (Never.) $10\frac{1}{2}$ x 16 vols. (8), and 11 x 14 vols. (2), 1 ft. 3 in., on wooden shelf. Basement. (9776)

4620. LEAVE CARDS, 1933 - 1934. Record of leaves of absence, showing names of employees, dates annual leave due, dates taken, number of days taken and number of days remaining. Filed chronologically. (Never.) 5 x 8 bundle, 3 in., in wooden box. Basement. (9782)

Research Laboratory Records

4621. RECORD OF BIRDS RECEIVED, 1932 - 1934. Showing date received, laboratory number, kind of bird, sex, age, color, source, address, collected by whom, with remarks. Filed chronologically. (Never.) 10 x 16 vol., 1 in., in wooden box. Basement. (9851)

4622. WORK BOOKS, 1933. Records and calculations used in research work and the counting of cultures pertinent to mouse inoculations, routine autopsies, and routine agglutinations. (Never.) 5 x 8 vols. (14), 8 in., in wooden box. Basement. (9852)

4623. DEPARTMENTAL CORRESPONDENCE, 1933 - 1934. Correspondence principally with the following: California, Arizona, Nevada, and other states; and with the Federal Bureau of Investigation, the United States Army, the United States Navy, the United States Public Health Service, and the United States Coast and Geodetic Survey. (Rarely, official.) 5 x 8 vols. (14), 8 in., in wooden box. Basement. (9853)

DIVISION OF DOMESTIC QUARANTINE
INTERSTATE SANITARY DISTRICT 5
OFFICE OF THE REGIONAL CONSULTANT
Federal Office Bldg., Civic Center

This office was established in September 1935. From that date to May 20, 1936, space was occupied in the Plague Suppressive Laboratory, 14th Avenue and Lake Street, and from May 21, 1936 to date, in the present location. Activities include consultant service on matters pertaining to state and local health administration, state and territorial health officials, and more particularly, cooperation with state health officials in the administration of state and local health service under the provisions of Article VI of the Social Security Act. The office also cooperates in the supervision of public health projects carried out by the State and Federal Work Projects Administration. It has jurisdiction over the states of California, Nevada, Oregon, Washington, Utah, Idaho, New Mexico, Colorado, Wyoming, Arizona, and Montana and the territories of Hawaii and Alaska. Copies of all records are sent to Washington. No so-called useless papers have been destroyed.

4623. COMMUNITY SANITATION REPORTS AND CORRESPONDENCE, 1935 to date. Reports made semimonthly, covering the eleven western states, showing the number of men working, man-hours, average wage, total Works Progress Administration funds expended, and materials furnished by individuals. Correspondence, pertaining to project vouchers, travel orders, expense accounts, personnel, applications, supervisors, inspections, and maintenance work. (Rarely, official.) 9 x 12 vols., 2 ft., in steel filing case. R. 204. (6637)

4624. MISCELLANEOUS FILE AND CORRESPONDENCE, 1935 to date. Expense vouchers, receipts, invoices, and correspondence, pertaining to medical directors, resettlement administration, health survey, sylvatic plague, leave regulations, malaria control, regional consultants, national emergency council, transportation requests, and travel orders. (Frequently, official.) 9 x 12 folders, 1 ft., in steel filing case. R. 204. (6646)

4625. SOCIAL SECURITY CORRESPONDENCE, 1935 to date. Applications for positions, letters, relating to schools for nurses, public health, course for sanitary officers, surveys, regulations, qualifications for health officers, public health personnel, trainers, and post-graduate training of health officers and physicians. (Rarely, official.) 9 x 12 vols., 1 ft. 6 in., in steel filing case. R. 204. (6647)

4626. DEPARTMENTAL CORRESPONDENCE AND BUDGETS, 1936. Correspondence principally with Washington, relating to budgets, trainers, resignations, appointments, and public health programs. Budgets are for various bureaus in connection with administration,

orthopedics, epidemiology, tuberculosis, laboratories, psittacosis, sanitary engineering, and vital statistics. (Rarely, official.) 9 x 12 folders, 2 ft. 6 in., in 2 drawers of steel filing case. R. 204. (6636)

4627. SOCIAL SECURITY AND CONSOLIDATED FINANCIAL REPORTS, 1936. Quarterly report on population allotment, special health problems and financial needs, balances forwarded from previous quarter, amount received for present quarter, balance on hand at end of quarter, total expended during quarter, and state and local funds expended for matching. Consolidated report showing total payments of state and local United States Public Health Service and other agencies. (Rarely, official.) 9 x 12 folders, 8 in., in steel filing case. R. 204. (6638)

DIVISION OF FOREIGN AND INSULAR QUARANTINE
QUARANTINE STATION

- (A) Administration Bldg., Angel Island
- (B) Immigration Hospital, Angel Island

The earliest records indicate that this station was established about 1890. It examines passengers and crews of vessels arriving from foreign ports so that none who have communicable or contagious diseases may enter the United States. Those who are so afflicted are hospitalized until cures are effected. This office has supervision of quarantine activities from Eureka to Monterey. Copies of most records are sent to Washington. In August 1930, by direction of Washington, certain obsolete records were burned or sold as waste paper.

4628. COMMERCIAL AND OFFICIAL CORRESPONDENCE, 1890 to date. Record of vessels remanded to and from other Public Health Service stations, letters from United States Civil Service, copies of letters to bureau, records of injuries to employees, monthly inventory reports, requisitions, and letters of separation. (Never.) 8 x 10 files, 58 ft., on wooden shelves. Storeroom (Bldg. A). (1903)

4629. QUARANTINE DECLARATIONS, 1897 to date. Giving description of cargo and passengers of vessels; also reports of sickness enroute, with signatures of master of vessel and examining officer. (Occasionally, official.) 7 x 8½ vols., 11 ft., on wooden shelves. Attic (Bldg. A). (1968)

4630. LOG OF QUARANTINE STEAMER, 1901 to date. Master's daily report of ship's activities, duty performance, weather conditions, and accidents. (Occasionally, official.) 11 x 15 vols., 2 ft. 6 in., on wooden shelf. Main Office and Attic (Bldg. A). (1970)

4631. RECORD OF SUBSISTENCE, 1901 to date. Schedules of subsistence stores and hospital supplies for transports. (Never.) 11 x 15 vols., 1 ft., on wooden shelf. Attic (Bldg. A). (1969)

4632. MEDICAL RECORDS, 1903 to date. Copies of records sent to the Medical Bureau at Washington, copies of weekly reports on communicable diseases, patient registers, boarding officer's reports, and medical inspection of aliens. (Occasionally, official.) 9 x 12 folders, 32 ft., in 21 drawers of wooden cabinet. Basement (Bldg. B). (2216)

4633. CLINICAL RECORDS, 1909 to date. Medical history of each alien, showing name, age, physical condition, and date of entrance. (Daily, official.) 9 x 11 folders, 8 ft., in wooden cabinet. Basement (Bldg. B). (2143)

4634. MISCELLANEOUS RECORDS, 1909 to date. Copies of telegrams, circular letters, doctor's records on Wasserman and other laboratory tests, and medical history of alien. (Daily, official.) 9 x 12 vols., 8 ft., in wooden case. Main Office (Bldg. B). (2217)

4635. HEALTH RECORDS OF ALIENS, 1915 to date. Medical reports on aliens, San Francisco health reports, and hospital records of laboratory tests. (Daily, official.) 9 x 12 folders, 1 ft., in wooden filing case. Main Office (Bldg. B). (2178)

4636. MEDICAL REPORTS, ALIENS, 1915 to date. Wasserman tests, boarding officer's, Marine Hospital, and reports on arrival and departure cases. (Daily, official.) 10 x 12 folders, 1 ft., in wooden cabinet. Main Office (Bldg. B). (2286)

4637. RECORDS AND REPORTS OF IMMIGRANTS, 1915 to date. Records of pay roll and property return reports, medical examinations of aliens, reports on age, and determination and salary allowances. (Daily, official.) 10 x 12 folders, 2 ft., in wooden filing case. Main Office (Bldg. B). (2142)

4638. REPORTS OF INVESTIGATIONS, 1915 to date. Arrest cases of aliens treated at San Francisco for dental work, or other medical aid not performed at the immigration hospital, temporary visitor's examination before leaving the United States, and cancellations on bonds for medical reasons. (Daily, official.) 9 x 12 folders, 1 ft., in wooden filing case. Main Office (Bldg. B). (2177)

4639. PAY ROLLS, 1918 to date. Standard Form 1013, pay rolls for personal services, showing voucher number, symbol, department or establishment, bureau or division, location, time periods, names, grades, designation, salary rate, gross amount earned, deduction, title, and signature. (Occasionally, official.) 9 x

12 loose sheets, 1 ft. 9 in., on wooden shelf and in Phoenix letter files. Main Office and Storeroom (Bldg. A). (1901)

4640. VOUCHERS, 1923 to date. Vouchers for supplies, showing department, appropriation, symbol number, date, debtor, address, description of articles or services, quantity, unit cost, total cost, certification, approval, with official signature. (Daily, official.) 8 x 10 loose sheets, 1 ft. 6 in., in Phoenix letter files on wooden shelf. Main Office and Storeroom (Bldg. A). (1904)

4641. FUMIGATION AND BILL OF HEALTH RECORDS, 1925 to date. Showing disease and death records of crew and passengers of vessels while on voyage and at time of inspection. Filed alphabetically. (Never.) 8 x 10 envelopes, 10 ft., in 6 drawers of steel filing case and in 2 drawers of wooden transfer case. Storeroom (Bldg. A). (1943)

4642. FUMIGATION CERTIFICATES, 1929 to date. Showing certifications, exemptions, fumigations, and poisons used in deratization of vessels. (Occasionally, official.) 9 x 12 folders, 3 ft. 9 in., in transfer case and on wooden shelf. Main Office and Storeroom (Bldg. A). (1902)

4643. PROPOSALS FOR BIDS, 1932 to date. Standard Form 33, invitation, bid, and acceptance (short form contract), showing invitation and contract numbers, department, address, date, schedule of articles or services, quantity, unit, unit price, total amount, title, with signature. (Occasionally, official.) 12 x 12 letter files (3), 9 in., on wooden shelf. Main Office and Storeroom (Bldg. A). (1944)

DIVISION OF MARINE HOSPITALS AND RELIEF

MARINE HOSPITAL 19

- (A) Hospital Bldg., 14th Ave., and Lake St.,
- (B) Appraisers Bldg., Sansome and Washington Sts.

This hospital was established in November 16, 1850, in a building known as the Presidio. The following moves were made: to the Revenue Bark "Polk," 1851; the Marine Hospital Building at Rincon Point, 1853; Alameda Park Asylum, 1868; 224 Valencia Street, 1871; Fifteenth and Mission Streets, 1872; Mountain Lake, 1875; and to the present location (Building A), in 1931. The Out-Patient Office of the hospital was established in Building B in 1878 and remained in that location until moved to its present quarters in the United States Mint (old), 5th and Mission Streets, in February 1940.

The hospital renders complete hospitalization services to ill

or injured men serving on ships of American registry and to shore workers in the maritime shipping industry. Until 1919, only male nurses and attendants cared for the patients but in that year, the Office of the Chief Nurse was established and women, also, were employed. Patients not hospitalized but needing treatment or medical aid are cared for by the Out-Patient Office.

The nature and extent of records destroyed by fire, May 4, 1851, is not known. Useless papers are destroyed according to regulations issued by the Bureau Headquarters and the only records or reports sent to Washington are those requested by the Surgeon General.

Hospital Records

4644. INDEX TO HOSPITAL RECORDS (PATIENTS), 1909 - 1911; 1914 - 1916. Showing location, ward number, name, and date received. Filed alphabetically. (Daily, official.) 8 x 10 vols. (2), 1 ft. 1 in., in wooden wall case. R. 18. (8066, 8067)

4645. IN-PATIENT CROSS INDEX, 1921 - 1927. System controls, in-patient cards and clinical records, showing name of patient, ward number, permanent address, register number, and date of last hospitalization. Filed alphabetically. (Daily, official.) 3 x 5 cards, 28 ft., in 29 drawers of wooden card cabinets. R. 108. (9685)

4646. CROSS INDEX, PATHOLOGICAL, 1923 - 1937. To radiographic reports and X-ray plates, showing name of patient, case number, date of first and last X-rays, name of part X-rayed, size of film used, and time between pictures if taken in a series. Filed alphabetically. (Daily, official.) 3 x 5 cards, 24 ft., in 24 drawers of wooden card cabinets. R. 172. (9716)

4647. INDEX TO OPERATIONS, 1926 - 1931. Record of the number of operations performed, showing name of patient, date, and length of time in hospital. Filed under name and number of operation. (Occasionally, official.) 5 x 8 cards, 1 ft. 3 in., in wooden card cabinet. R. 108. (9681)

4648. ADMISSIONS AND DISCHARGES, 1864 - 1871; 1934 - 1936. Showing number admitted, date of admission, name of patient, age, where born, disease, name of vessel from which patient was received, number of permit, and result. Entered chronologically. (Rarely, official.) 5 x 8 (1) and 12 x 18 vols. (1), in wooden wall case. R. 18 and Storeroom. (7550. 9050)

4649. RECORD OF SEAMEN, 1871 - 1875. Monthly reports showing permit number, name of patient, date of admission, name of vessel from which received, date of discharge, condition of patient, and time of treatments. Filed numerically. (Rarely, official.) 12 x 17½ vol., 2 in., on shelf in wooden wall case. Damaged by

water, vermin, brittle, scattered. R. 18. (7155)

4650. REGISTER OF HOSPITAL PERMITS, 1872 - 1900; 1906 - 1912; 1918 - 1920. Record of permits issued by the Collector of Customs, showing permit number, name of patient, age, nativity, how long a seaman in American service, name of vessel in which he last sailed, number of days for which permit was granted, disease as certified by physician, result, date of discharge, renewal of permit, whether admitted to hospital before a permit was obtained, and disposal of effects in case of death. Filed numerically. (Never.) $10\frac{1}{2}$ x 16 vols. (6), 3 ft., in wooden wall cases. Poor. R. 18. (8211, 8212, 8214, 8215)

4651. LETTERS, 1872 - 1923. Copies of letters to the various departments of this service and to firms and individuals supplying material and subsistence. Filed numerically. Indexed. (Rarely, official.) 10 x 12 copy books (125), 16 ft., on shelves in wooden wall cases. R. 18. (8665, 8666, 8668)

4652. BUREAU CORRESPONDENCE, 1872 - 1901; 1922 - 1928. Orders, regulations, and advice from the Bureau Headquarters in Washington for this hospital and its out-stations. Filed chronologically. (Never.) 9 x 11 and $10\frac{1}{2}$ x 12 gummed stub file books (22) and copy books (11), 6 ft. 8 in., on shelves in wooden wall cases. Poor. R. 18. (8310, 8579)

4653. HISTORY OF HOSPITAL AND CORRESPONDENCE, 1874 - 1930. Originals and copies of letters, etc., concerning decisions of the Department of the Treasury, War Department, and the Bureau of Public Health Service, regarding the selection and granting of hospital site and construction of building. (Never.) 9 x 13 gum stub file, 2 in., on shelf. R. 111. (9610)

4654. RECORDS OF PATIENTS, 1875 - 1931. Showing number, name, age, nativity, name of last vessel, dates of last service, regulation under which admitted, date of admission, extensions approved or expired, disease, discharge or death, and result. Filed numerically. (Rarely, official.) $9\frac{1}{2}$ x 11 (15) and 14 x 17 (20) vols., 2 ft. 11 in., on wooden shelves. R. 18. (7621, 7622, 7624)

4655. REGISTER OF OUT-PATIENTS, 1878 - 1900; 1907 - 1911; 1912 - 1923. Record of patients calling for treatment, showing name, age, nativity, last vessel, last period of service; statement of previous relief, when, where, and for what disease, present disease or injury, date, and kind of relief furnished. Filed numerically. (Rarely, official.) 11 x 16 vols. (19), 1 ft. 7 in., on wooden shelves. R. 18. (7629, 7670)

4656. MEDICAL INSPECTIONS OF SEAMEN, 1879 - 1902; 1930 - 1931. Record of name of seaman, date, age, nativity, how long an American seaman, at whose request examined, examiner's certificate,

passed or rejected, remarks as to cause of rejection, and any facts connected with the case. Filed chronologically. (Never.) 9 x 13 $\frac{1}{2}$ and 9 x 14 vols. (2), 3 in., on shelf. R. 18. (7627, 7628)

4657. MEDICAL OFFICERS' JOURNAL, 1880 - 1915. Daily log giving a brief history and description of the improvements made and under way and repairs to the hospital and grounds. Filed chronologically. (Never.) 8 $\frac{1}{2}$ x 14 vols. (4), 4 in., on shelf. R. 18. (7668)

4658. CORRESPONDENCE, Dec. 20, 1880 - Apr. 4, 1882; May 31, 1885 - Aug. 13, 1890; Oct. 7, 1893 - Mar. 24, 1896. Copies of communications between officials of this service and the Treasury and War Departments; also bills for subsistence, supplies, and materials, showing name of article, price per unit or pound, and total. Filed chronologically. (Never.) 10 x 12 copy books, 4 in., on shelves. Rs. 18 and 22. (8260)

4659. CLINICAL RECORDS, 1884 - 1886; 1888 - 1891. Form 1921 $\frac{1}{2}$, clinical records of seamen admitted or treated, showing permit number, name, age, rank or rating, nativity, date admitted, disease, record of treatment, temperature, respiration, weight, character of pulse and respiration, and condition of stomach. (Never.) 3-3/4 x 8 $\frac{1}{2}$ bundles, 6 in., on shelves. Poor. Rs. 18 and 22. (8361)

4660. PRESCRIPTIONS AND DIETS, 1891. Showing permit number, name of patient, and the diets and medicines prescribed daily. Filed numerically. (Never.) 11 x 16 vol., 2 in., on shelf. R. 18. (8213)

4661. CLINICAL REPORTS, 1891 - 1934. Form 1935C, complete medical report and history of each patient treated at the hospital and its out-stations, showing permit number, name, age, nativity, color, name of vessel, dates of admittance and discharge, result, remarks, and signature of surgeon. Filed chronologically and alphabetically. (Frequently, official.) 6 x 8-3/4 and 9 x 12 folders, 558 ft., on 104 shelves of wooden wall cases and in 15 wooden boxes. R. 18. (8444, 8478, 8479)

4662. PLAN OF PRESIDIO RESERVATION, 1897, June 1899. Prepared from official data in the office of the Assistant Quartermaster General, U.S. Army, Quartermaster of the Department of California. (Never.) 20 x 24 roll, 1 in., on shelf in wall case. Storeroom. (9101)

4663. APPOINTMENTS, 1897 - 1901; 1907 - 1909. Letters of appointment forwarded by the Treasury Department to medical officer in charge, stating name of appointee, positions, and rate of pay. Filed chronologically. (Rarely, official.) 9 x 11 gum

stub files, 1 ft., on shelf of wooden wall case and in wooden box.
Rs. 18 and 22. (8266, 8268)

4664. BUREAU CIRCULARS, 1897 - 1937. From Washington headquarters relating to new regulations, additions and changes, annual reports, subscriptions among employees concerning Liberty Loan Bonds and War Savings Stamps, exemptions of Government employees from military duty, transfers of material between stations, and increases in compensation for injured patients. Filed numerically. (Older records, never; current records, daily, official.) 9 x 11 gum stub files (11), 3 ft., on shelves in wooden wall case. Rs. 18, 22 and 111. (8269, 8270, 8274, 9606)

4665. CUSTODIAN'S CORRESPONDENCE, Aug. 1897 - Nov. 18, 1901. Between Bureau in Washington and the Custodian relating to construction, improvements, and repairs. Filed chronologically. (Rarely, official.) 9 x 12 gummed stub file, 3 in., on shelf. R. 18. (8707)

4666. APPOINTMENTS AND CHANGES OF ATTENDANTS, Aug. 1901 - Feb. 1904. Letters from the Secretary of the Treasury, confirming appointments and probational appointments in the Public Health and Marine Hospital Service, showing name of appointee, amount of compensation per month, title of position, date, and signature of Secretary. Filed chronologically. (Never.) 10 x 12 gummed stub files (2), 6 in., on shelf of wooden wall case. R. 18. (8669)

4667. PERSONAL PROPERTY RECEIPTS, 1905 - 1906; 1916 - 1931. Showing date, number of receipt, name of patient, permit number, and amount of money and other valuables to be returned to him upon the surrender of his receipt. Filed numerically. (Rarely, official.) $3\frac{1}{2}$ x 7 vols. (10) and bundles (2), 3 ft. 7 in., on shelves of wooden wall case. Dirty. R. 18. (8132, 8133)

4668. DELIVERY TICKETS, Mar. 1, 1906. For fish, fuel oil, forage, ice, and coal, showing name of firm from whom purchased, name of article, amount, and weight. (Never.) 5 x $11\frac{1}{2}$ envelopes, 1 in., on shelf of wooden wall case. R. 18. (7864)

4669. PHYSICAL EXAMINATIONS, 1907 - 1908. Reports of physical examinations for individuals expecting appointments as cadets in the Revenue Cutter Service. (Never.) 9 x 11 gummed stub file, 2 in., on shelf in wooden wall case. R. 18. (8667)

4670. OUT-PATIENT CARDS, 1908 - 1931. Showing name and address of patient, class of beneficiary, occupation, birthplace, age, class, record of treatments and examinations, and result. Filed alphabetically. (Rarely, official.) 5 x 8 bundles (2), 16 ft., in pasteboard boxes on shelf of wooden wall case. R. 18. (7565)

4671. PERSONNEL SEPARATION RECORD, 1909 - 1911. For employees who have resigned or were discharged, showing name, age, nativity, detail, date employed, compensation, vice, date of discharge, and reason for discharge or resignation. Filed chronologically. (Never.) 8 x 10½ vol., 1 in., on shelf. R. 18. (7714)

4672. PERSONNEL CARDS, 1909 - 1914. Showing name of employee, date of appointment, date resigned or removed, birthplace, rate of pay per month, and duties performed. Filed alphabetically. (Never.) 3½ x 5½ bundles (5), 5 in., on shelf in wooden wall case. R. 18. (8041)

4673. BILLS FOR CARE AND TREATMENT OF PAY PATIENTS, 1913 - 1925. Name of debtor, kind of disease, length of time treated, rate per day, amount, and signatures of patient and senior surgeon in charge. Filed chronologically. (Rarely, official.) 9 x 11 gummed stub files, 8 in., on shelf of wooden wall case. R. 11. (8258)

4674. LETTER BOOK OF SURGEON, PANAMA-PACIFIC EXPOSITION, Apr. 20, 1913 - June 6, 1914. Correspondence between surgeon, firms, and individuals, relating to furnishing gratis equipment, medical books, and personal service for the installation of a working hospital on the grounds of the Panama-Pacific Exposition. Entered numerically. Indexed. (Never.) 10 x 12 gummed stub file, 3 in., on shelf in wooden wall case. R. 18. (8706)

4675. SANITARY STATEMENTS, 1914 - 1923; 1928 - 1932. Record of health inspections of vessels, showing date, number of bill of health, name of vessel, destination, number of bills of health required, and purpose. Filed chronologically. (Rarely, official.) 11 x 16 vols. (4), 4 in., on shelf of wooden wall case. R. 18. (7567)

4676. ANNUAL REPORTS, 1915 - 1919. Report on surgical operations, showing name of operating surgeon, name of patient, age, injury or disease, duration of disease or injury, date, description, anaesthetic employed, result, period of observation, usefulness of the part after recovery, and remarks. (Rarely, official.) 10 x 15 envelopes (2), 2 in., on shelf in wooden wall case. R. 18. (8063)

4677. LABORATORY REPORTS, 1915 - 1921. Record of examinations of specimens submitted from patients, showing name of patient, kind of examination, and result. Filed chronologically. (Rarely, official.) 9 x 11 gummed stub files (5), 1 ft. 4 in., on shelf of wooden wall case. R. 18. (8313)

4678. RECORD OF SUBSISTENCE AND OTHER SUPPLIES ISSUED AND RECEIVED, 1915 - 1931. Monthly statement, showing name of article, amount received, date, contract price, cost, amount issued,

cash, and amount on hand. Filed chronologically. (Rarely, official.) 14 x 17 vols. (3), 3 in., on shelf of wooden wall case. R. 18. (7623)

4679. MEDICAL OFFICER'S MONTHLY REPORTS OF RELIEF, 1915 - 1937. Report of treatment furnished patients, showing class of beneficiary, number remaining under treatment from previous month, and admitted during the month, total number treated, discharged, died, out-patient relief, and examinations. Filed chronologically. (Never.) 8 x 12 loose sheets and 9 x 11 gummed stub files (4) and vol., 1 ft. 3 in., on shelves in wooden wall case and on top of wooden cases. Rs. 18, 108 and Board Room. (7158, 7671, 9391, 9714)

4680. BILLS, 1916 - 1927. Copies of bills for subsistence, materials, supplies, and board of seamen maintained in state-owned hospitals, showing repair items or service, amount per unit, and total amount; also stating name of patient, number of permit, date, and amount of keep. Indexed. (Rarely, official.) 10 x 12 copy books (13), 3 ft., on shelves of wooden wall case. R. 18. (8256)

4681. RECORD OF LETTERS AND PAPERS RECEIVED, June 1916 - Apr. 1917. Showing date, from whom received, subject, and remarks. Filed chronologically. (Never.) 8 x 10½ vol., 1 in., on shelf of wooden wall case. R. 18. (8670)

4682. RESIGNATIONS AND PROSPECTIVE APPOINTEES, June 5, 1916 - July 31, 1919. Letters from employees wishing to resign from the service and from prospective appointees stating their willingness to receive the anti-typhoid vaccination if appointed to position. Filed alphabetically. (Rarely, official.) 9 x 11 gummed stub file, 3 in., on shelf of wooden wall case. R. 18. (8218)

4683. MEDICAL AND SURGICAL REPORTS, 1917 - 1919; 1921 - 1922. Records of patients treated at this hospital and its out-stations, showing name of disease or injury, number of cases of each, number remaining under treatment from previous year, number received during year, total to be accounted for and number recovered, discharged, improved, died, and remaining under treatment. Filed chronologically. (Never.) 10 x 15 envelope, 1 in., on shelf. Rs. 18 and 22. (8405)

4684. EXPOSED X-RAY FILM RECORD, 1917 - 1921; 1923 - 1929. Showing number of plate, size, patient's name, date of exposure, and name of part exposed. Filed numerically. (Never.) 9 x 14 (2) and 11 x 16 vols. (4), 6 in., in steel filing case. R. 172. (9748)

4685. OUT-PATIENT SALVARSAN CASES, 1918 - 1920. Clinical reports of salvarsan cases, showing dates admitted and discharged, name of patient, date of treatment, for what admitted, and result of treatment. (Never.) 9 x 12 folder, 1 in., on shelf of wooden wall case. Rs. 18 and 22. (8404)

4686. RECEIPTS, MISCELLANEOUS, 1918 - 1924. Receipts for patients' board at Napa State Hospital, bills of lading for bodies shipped via American Railway Express, pay-check receipts of employees, and for gas, electric, and telephone services. (Rarely, official.) 9 x 15 gummed stub files (2), 6 in., on shelf of wooden wall case. R. 18. (8220)

4687. PAY ROLLS, Nov. 1918 - Jan. 1922. Copies of pay rolls of attendants, surgeons, and other employees, showing title, name, amount per month, amount paid, and total amount of pay roll. Filed alphabetically. (Never.) 10 x 12 $\frac{1}{2}$ gummed stub file books (2), 4 in., on shelf of wooden wall case. R. 18. (8747)

4688. BILLS OF LADING AND EXPRESS DELIVERY RECORDS, 1919 - 1920. Notices of arrival of freight forwarded to this station by the Government, showing number of cases or packages in shipment, weight, rate, advances, and whether prepaid or collect. (Never.) 10 x 15 envelopes, 1 in., on shelf of wooden wall case. R. 18. (7863)

4689. INVITATIONS TO BID, 1919 - 1934. Accepted invitations to bid on groceries, fruits, meats, and produce, showing name of article wanted, number of item, article or service, quantity, unit, and unit price bid. Filed alphabetically. (Rarely, official.) 10 x 14 envelopes (19) and bundles (8), 7 ft., on shelf of wooden wall case. R. 18. (7763)

4690. OUT-PATIENT FILE FROM EYE, EAR, AND NOSE CLINIC, 1920. Records and correspondence, relating to operations and treatments given out-patients, showing date and nature of treatment, result, kind of disease, operation necessary, and name of surgeon performing same. Filed alphabetically. (Never.) 5 x 8 (28) and 8 x 10 $\frac{1}{2}$ vols. (4), 2 ft. 4 in., in wooden box in wooden wall case. R. 18. (8580)

4691. PROPOSALS, 1920 - 1921. To furnish supplies or services other than personal, showing name of firm submitting proposal, quantity, name of article, total amount, and approval or rejection by custodian. Filed chronologically. (Never.) 10 x 15 copy book, 2 in., on shelf of wooden wall case. R. 18. (8259)

4692. OCCUPATIONAL THERAPY RECORDS, 1920 - 1923. Showing stock on hand, daily reports of aides covering the amount of time put in on this work by patients, number of daily attendance

and sales record of articles made, showing price paid, by whom purchased, and name of article. Filed chronologically. (Never.) 9 x 12 folders, 3 ft., on shelf of wooden wall case. Rs. 18 and 22. (8407)

4693. PERSONAL PROPERTY RECEIPT STUBS, 1920 - 1931. Stubs of receipts given patient when depositing money or other valuables, showing receipt number, date, name of depositor, number of permit, amount of money or name of other valuables. Filed numerically. (Rarely, official.) $7\frac{1}{4}$ x $10\frac{1}{2}$ vols. (14), 1 ft., on shelf of wooden wall case. R. 18. (8135)

4694. NARCOTIC PURCHASE ORDERS, 1920 - 1932. Medical officer's copy of purchase orders for narcotics supplied to vessels, showing date, name and address of firm from whom purchased, number of items and packages, size of package, name of article, and date filled. Filed chronologically. (Rarely, official.) 10 x 12 vols., 3 in., in pasteboard box on shelf in wooden wall case. R. 18. (7156)

4695. DAILY CENSUS REPORTS, 1920; 1934 - 1935. Report of hospital patients, out-patients, and others, showing date, number remaining at last report, admitted, discharged, deserted, died and transferred to other wards, number remaining at midnight, number of American and foreign seamen, Coast Guard, Engineer Corps, U.S. Army, Lighthouse Service, Public Health employees, and number of war risk insurance cases. Filed chronologically. (Rarely, official.) 10 x 15 gummed stub file books (3), 8 in., on shelf of wooden wall case. R. 18. (8068)

4696. BOARD EXAMINATIONS, Oct. 12, 1920 - Dec. 31, 1934. Correspondence with Surgeon General, Washington, relating to officers' promotions and examinations. Filed chronologically. (Rarely, official.) 9 x 12 folder, 2 in., on shelf in wooden wall case. Rs. 18 and 22. (8309)

4697. APPRAISER'S LISTS, OCCUPATIONAL THERAPY, 1921 - 1923. Lists of articles made by patients in classes of the Reconstruction Service, showing name of patient, aide, description of article, kind of material, quantity, value, hours occupied per day, total hours, and date finished, also number and name of article, sale value, and authorized disposal. Filed chronologically. (Never.) 9 x 12 folder, 1 in., on shelf of wooden wall case. Rs. 18 and 22. (8362)

4698. FUNDS AND APPROPRIATIONS, 1921 - 1924. Record of increase of compensation of Marine Hospital service, incurred compensations, personnel and maintenance, employees, commissioned officers, pay of acting assistant surgeons, hospital construction, and prevention of diseases. Filed alphabetically, by name of account. (Rarely, official.) 8 x 13 vols. (3), 3 in., on shelf of wooden wall case. R. 18. (7717)

4699. RECEIPTS FOR CHECKS, 1921 - 1926. Receipts and correspondence, relating to the forwarding of checks to employees no longer stationed here. (Never.) 5 x 11½ envelope, 1/16 in., on shelf of wooden wall case. R. 18. (7861)

4700. PAY ROLLS, 1921 - 1929. For employees on annual salary basis, showing number, name, official designation, annual salary, gross amount earned, deductions for retirement and other items, and net amount paid. Filed numerically. (Rarely, official.) 10 x 15 envelopes and bundles (9), 3 ft., on shelves of wooden wall case. R. 18. (8048)

4701. MEDICAL PROPERTY, EXPENDABLE AND NONEXPENDABLE. 1921 - 1930. Correspondence, reports, purchase orders, invoices of shipments from the Division of Supplies in Washington, and property invoices and receipts of material and supplies expended in the public service at this station. Filed chronologically. (Rarely, official.) 9 x 11 loose-leaf books (16), 2 ft., on shelf of wooden wall case and in wooden box. Storeroom. (8947)

4702. DISBURSING LETTERS, 1921 - 1931. Letters to the special disbursing agent at this station authorizing payments for personal services. (Never.) 10 x 15 folders (6), 3 in., on shelf in wooden wall case. R. 18. (7765)

4703. TREASURER'S STATEMENTS OF CHECKS PAID, 1921 - 1931. Showing date, balance from last statement, deposits received, date credited, deposit number, with whom deposited, and amount. (Never.) 10 x 15 folders, 3 in., on shelf of wooden wall case. R. 18. (7866)

4704. HEALTH NEWS AND DUTY CHANGES, 1921 - 1933. Lists of changes and duties of commissioned and other officers of the U.S. Public Health Service; also bulletins, regarding the health of employees in industry, epidemics, physicians summoned by radios, and health information broadcasted by radio. Filed chronologically. (Rarely, official.) 9 x 11 gummed stub files (6), 4 ft. 6 in., on shelves of wooden wall case. Rs. 18 and 22. (8271)

4705. DISBURSING CHECKS, 1921 - 1934. For payment of compensation to the personnel, showing number of check, name, voucher number, and amount. Filed numerically. (Rarely, official.) 9 x 17 vols. (156), 4 ft., on shelves of wooden wall case. R. 18. (8046)

4706. NURSES' RECORDS, 1921 - 1934. Showing name, status, date of arrival, education in Army or Navy service, name of state where registered, annual leaves, and correspondence, relating to the service of each nurse including location and transfer. Filed alphabetically. (Rarely, official.) 9 x 12 folders, 3 ft., on shelf of wooden filing case and in wooden boxes. R. 18. (8529)

4707. REGISTER BINDER, July 1921 - Dec. 1936. Form 1982, register of vouchers; Form 1982C, cost ledger and operating expense; Form 1982D, register of storehouse issues; Form 1982A, recapitulation of registers, showing operating income, miscellaneous transactions, current month transactions, balances of former month, date, land improvements, buildings and plants, equipment, livestock and stores, vouchers payable, transaction vouchers issued and received, operating expense adjustment, contingencies and losses, and analysis of general expenses. Filed chronologically. (Daily, official.) 14 x 18 (1) and 15 x 18 (2) loose-leaf books, 1 ft. 3 in., on shelf of wooden wall case and on steel filing cabinet. Storeroom and R. 113. (9231, 9272)

4708. OUT-PATIENTS' RECORDS, ADMITTED, 1922 - 1923. Record of individuals admitted for treatment, showing name of patient, class of beneficiary, district and register numbers, permanent address, date of last service, nativity, age, sex, race, occupation, source of admission, nature of ailment, and remarks. Filed alphabetically. (Rarely, official.) 5 x 8 cards and bundles (4), 3 ft. 6 in., on shelves of wooden wall case and in pasteboard box. R. 18. (7160)

4709. PAY ROLLS, 1922 - 1924. Name and designation, date of appointment, period of service for which paid, number of days in each period, amount of salary, check number, remarks and signature of party receiving pay-check. Filed chronologically. (Rarely, official.) 10 x 16 vols. (2), 2 in., on shelf of wooden wall case. R. 18. (7715)

4710. POST OFFICE EMPLOYEES' EXAMINATIONS, 1922 - 1925. Record of examinations of Civil Service employees of the Post Office Department, showing date, name, address, abnormal findings, result, and signature of examiner. Filed chronologically. (Never.) 8 x 10 $\frac{1}{2}$ vol., 1 in., on shelf of wooden wall case. R. 18. (7626)

4711. NURSES' TIME BOOK, 1922 - 1927. Record of time on and off duty, showing name, date of entry into service, designation, number of days on and off duty, date, and remarks. Arranged chronologically. (Never.) 8 x 14 vol., 1 $\frac{1}{2}$ in., on shelf of wooden wall case. R. 22. (8807)

4712. RETIREMENT CORRESPONDENCE, 1922 - 1930. Record of employees of various Government departments and bureaus requesting retirement from active service, stating number of claim, name of applicant, branch of service, location, and complete record of the examination. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 2 ft., on shelf of wooden wall case and in wooden box. R. 18. (8581)

4713. ALLOTMENTS, 1922 - 1932; 1934. Advice of amendment of allotment, advice of adjustment of encumbrances, and appropriations, showing amount and date of allotment or adjustment, with number of allotments. Filed chronologically. (Rarely, official.) 9 x 12 folders (8) and 10 x 15 envelopes (9), 6 in., in wooden wall case. R. 18. (7862)

4714. PROPERTY RETURNS, July 1, 1922 - June 1, 1926. Copies of Form 1903A, serviceable property record, showing name and quantity on hand, date, number of voucher, debits, credits, balance, and amount unserviceable. Arranged numerically. (Never.) $3\frac{1}{2}$ x 8 bundles (4), 2 ft. 6 in., on shelf of wooden wall case. Storeroom. (9047)

4715. STATEMENTS OF UNCLAIMED CHECKS, 1923 - 1925; 1927. Statements returned to comptroller, showing check and voucher numbers, date drawn, amount, name of payee, last known address, nature of payment, date statement was rendered, and signature of Special Disbursing Agent. (Never.) 10 x 15 envelope, 1 in., on shelf of wooden wall case. R. 18. (7865)

4716. CORRESPONDENCE AND REPORTS, 1923 - 1929. Miscellaneous letters, papers, and reports, consisting of Coast Guard requests for examinations, certificates of medical examinations under executive order, requests for treatment of injuries, and Lighthouse Service requests for medical treatment. (Never.) 10 x 12 folders (17), 1 ft. 4 in., in pasteboard box. R. 19. (7569)

4717. ACCOUNTING RECORDS, 1923 - 1931. Showing amount, kind, and total amount of goods issued by Material Offices to the different departments of this station, expenditure vouchers, showing number or quantity, name of article and application of same; dieticians' report, and inventory stating number of rations, ration expenditure, and cost per capita. Arranged numerically. (Never.) 9 x 11 folders, 2 in., in wooden box on shelf of wooden wall case. Storeroom. (9105)

4718. DEATH CERTIFICATES, 1923 - 1931. Showing name, register number, sex, race, age, occupation, birthplace of deceased, marital status, name of employer, name and birthplace of mother and father, ward, signature of surgeon or officer of the day signing certificate; also medical certificates of death signed by medical director, stating date of death and cause, time, length of time treated, duration of illness, contributory cause and duration, whether operation preceded death, name of test that confirmed diagnoses, and date of burial. Filed chronologically. (Occasionally, official.) 8 x 11 and 10 x 11 vols. (2), and gummed stub file, 8 in., on shelf and in steel wall cabinet. R. 111. (9543)

4719. REPAIRS AND PUBLIC UTILITY VOUCHERS, July 1923 - June 1925. Showing name of article or material, gross amount, name of company furnishing same, and number of allotment. (Never.) 9 x 11 bundles, 2 in., on wooden wall case. Rs. 18 and 22. (8408)

4720. STATEMENTS OF CHECKS DRAWN AND DEPOSITORY ACCOUNT, Sept. 1923 - June 1926. Showing check book balance at the close of the business month, deposits entered in check book during the month, and checks drawn each month on pay rolls, showing date, check and voucher numbers, name of payee, and amount. Filed chronologically. (Never.) 10 x 15 envelope, 1 in., on shelf of wooden wall case. R. 18. (7761)

4721. OUT-PATIENT FILE, REQUESTS AND REPORTS, 1924. Applications for medical examinations, Employees Compensation Commission examination record, requisitions for supplies and equipment, certificates of medical examination under executive order, and correspondence. Filed chronologically. (Rarely, official.) 10 x 12 folders (2), 6 in., on shelf of wooden wall case. R. 18. (7157)

4722. MISCELLANEOUS PAPERS, 1924 - 1926. Personal and official letters, bills, contracts, and bulletins. (Never.) 10 x 15 envelope, 1 in., on shelf of wooden wall case. R. 18. (7764)

4723. DAY BOOKS, 1924 - 1927. Record of accounts, relating to maintenance of hospital and pay of personnel, including commissioned officers and pharmacist. Filed chronologically. (Never.) 9 x 14 vols. (2), 2 in., on shelf in wooden wall case. R. 18. (8047)

4724. DIAGRAMS AND REPORTS OF BUILDINGS AND GROUNDS OF THE OLD HOSPITAL, 1924 - 1928. Correspondence, pencil sketches, rough drawings, and small blueprints. Filed chronologically. (Never.) 9 x 12 folder, 1 in., in wooden box on shelf of wooden wall case. Storeroom. (8909)

4725. UNITED STATES EMPLOYEES' COMPENSATION COMMISSION RECORDS, 1924 - 1928. Vouchers and statements for services rendered to patients of this hospital, showing date, kind of service, and amount charged. (Never.) 10 x 15 envelope, 2 in., on shelf of wooden wall case. R. 18. (7868)

4726. APPLICATIONS FOR POSITIONS, 1924 - 1934. Letters from individuals desiring employment, naming the position, their qualifications; also copies of the replies sent. Filed chronologically. (Rarely, official.) 9 x 12 folders (2), 2 in., on shelf of wooden wall case. Rs. 18 and 22. (8265)

4727. NIGHT REPORT AND ORDER BOOKS, 1924 - 1926; 1929 - 1936. Record of condition of patients and the treatment rendered hour by hour all through the night. Filed chronologically. (Rarely, official.) $10\frac{1}{4}$ x 16 vols. (55), 4 ft., on shelf of wooden wall case. R. 18. (8134)

4728. CERTIFIED LABORATORY PRODUCTS, 1925. Statements rendered by Certified Laboratory Products Company for supplies furnished, showing date, number of units, name of article, price per unit, and total amount. Filed chronologically. (Never.) 10 x 15 envelope, 1 ft., in wooden box in wooden wall case. R. 18. (8042)

4729. PAY PATIENTS' BILLS, 1925 - 1931. Statements of accounts and receipts for care and treatment of pay patients for medical attendance, board, and nursing. Filed numerically. Indexed. (Never.) 10 x 15 gummed stub files (2), 6 in., on top of wooden filing cabinet. R. 109. (9384)

4730. RECORD OF FREIGHT RECEIVED, 1925 - 1932. Number of bill of lading, kind of merchandise in shipment, where from, weight, and amount of freight charges. Filed chronologically. (Never.) 5 x 8 vols. (2), 2 in., on shelf of wooden wall case. R. 18. (7767)

4731. COAST GUARD EXAMINATIONS AND TREATMENTS, 1925 - 1933. Applications of members of the Coast Guard for examination and treatment, showing name, rank or rating, Coast Guard unit, signature of applicant, and description and result of examination or treatments. Filed chronologically. (Rarely, official.) 8 x 10 gummed stub files (6), 1 ft. 3 in., in pasteboard box in wooden wall case. R. 18. (8062)

4732. WASSERMAN TEST REPORTS, 1925 - 1930; 1932 - 1933. Clinical records of blood tests, showing name of patient, number of ward and bed, date, register number, and result of test. Filed alphabetically. (Never.) 8 x 10 folders and 9 x 11 bundles (9), 11 ft. 10 in., in wooden wall case and in 2 drawers of wooden filing case. Rs. 18, 22, and 150. (8406, 9720)

4733. MONTHLY STATEMENTS OF ACCOUNTS, 1925 - 1934. Report on the number of pay patients and amount of relief furnished each month, name of patient, register number, class of patient, dates of admission and discharge, total days under treatment, total charge for month, and certification by the medical officer in charge. Arranged numerically. Indexed. (Never.) 10 x 15 gummed stub file, 3 in., on wooden filing cabinet. R. 109. (9385)

4734. NECROPSY REPORTS, 1926 - 1931. Autopsies, showing patient's name, weight, height, date and time of death, time

required to perform autopsy, clinical diagnosis, name of surgeon performing autopsy, autopsy diagnosis, abnormal finding, and name of surgeon in charge. Filed numerically. (Never.) 9 x 11 gummed stub files (4), 10 in., in wooden box on shelf of wooden wall case and on cabinet. R. 18. (8843)

4735. PENSION CASES, 1926 - 1930. Medical examination certificates of Government employees up for retirement, showing occupation, name, and result of physical examination. Filed numerically. (Rarely, official.) 9 x 12 folders (2), 3 in., on wooden wall case. Rs. 18 and 22. (8364)

4736. PROPERTY INVENTORY, 1926 - 1931. Record of nonexpendable property issued to the various departments and wards, showing name of article, quantity on hand, and location of each with a list of shortage and overage. Filed chronologically. (Never.) $8\frac{1}{2}$ x 14 bundle, 1 in., on shelf in wooden wall case. R. 18. (8447)

4737. PROPERTY LOSS REPORTS, 1926 - 1930. Copies of property loss reports submitted by the heads of various departments to the material officer, showing kind and amount of articles lost and certified to be correct by the heads of various departments, and sworn to before notary public; also includes some official correspondence and reports from Surgeon General, Washington, requesting information as to the most probable cause of property loss, and inviting suggestions for curtailment of same. Filed chronologically. (Never.) 9 x 11 folders, 6 in., in wooden box on shelf of wooden wall cabinet. Storeroom. (9104)

4738. SCHEDULES OF DISBURSEMENTS, 1926 - 1931. Standard Form 1023, showing name of account, date, voucher number, to whom paid, appropriations, check and voucher numbers, period covered by voucher, and total amount paid. Filed chronologically. (Rarely, official.) 10 x 15 envelopes (6), 3 in., on shelf in wooden wall case. R. 18. (7762)

4739. NIGHT WATCHMAN'S REPORTS, 1926 - 1933. Record of observations hour by hour, with special note made of any unusual happenings. (Never.) 5 x 8 vols. (4), 4 in., on shelf. R. 18. (8045)

4740. REPORTS OF ENCUMBRANCES, 1926 - 1934. Daily record of disbursements for sundries, supplies, and subsistence, showing name of firm or individual from whom purchase was made, name of article, amount, date of transaction, and voucher number. Filed numerically. (Rarely, official.) $8\frac{1}{2}$ x $13\frac{1}{2}$ vols. (5), 3 in., on shelf in wooden wall case. R. 18. (7716)

4741. RADIO ADVICE RECORDS, 1926 - 1935. Radiograms from ships at sea, requesting advice for treatment of injuries and

and disease of seamen, including description of same. Filed chronologically. (Rarely, official.) 4 x 8 vols. (3) and 9 x 12 folders, 2 $\frac{1}{2}$ in., on shelf in wooden wall case. Rs. 18 and 22. (8070, 8267)

4742. MASTER'S SERVICE CERTIFICATES, 1926 - 1936. Detailing the service record of sick or injured seamen, certifying the eligibility of the seamen for relief, signed by the master of the vessel, with a detailed description and signature of the patient. Filed alphabetically. (Older records, rarely; current records, daily, official.) Various sized folders and bundles, 23 ft., in wooden filing cases, wooden boxes and on the floor. Rs. 18 and 109. (8443, 9387)

4743. RECORD OF DIAGNOSES AND OPERATIONS, 1926 - 1936. Showing kind of operation, name of patient, nomenclature of disease, number assigned to operation, permit number, and name of operating surgeon. Filed alphabetically. (Daily, official.) 8 x 10 cards, 1 ft., in 2 drawers of filing case. R. 109. (9316)

4744. PROPERTY RETURNS, June 30, 1926 - 1933. Copies of property returns, material inventory, supplies, and equipment of a nonexpendable nature used in report to the bureau headquarters in Washington. Arranged alphabetically, by departments, inventory arranged chronologically. (Daily, official.) 3 x 8 bundle, 8 ft. 6 in., in 11 drawers of steel filing cases. R. 113. (9236)

4745. HISTORIC NOTES ON MARINE HOSPITAL 19, 1927. Letters, covering sixty different subjects and showing a brief history with details of the surroundings, buildings, heat and light, disposal of waste, laundry, kitchen, cold storage, dining rooms, transportation, pharmacy, housing facilities, special equipment, care of patients, infirmary, staff, and internes. Filed numerically. (Never.) 9 x 12 folder, $\frac{1}{2}$ in., in steel filing case. Office of Chief Clerk. (8806)

4746. BAGGAGE RECORD OF DECEASED PATIENTS, 1927 - 1932. Name of person having custody of baggage of deceased, whether destroyed or otherwise disposed of. Arranged chronologically. (Never.) 5 x 8 vol., 1 in., on shelf. Storeroom. (9046)

4747. MISCELLANEOUS FILE OF MATERIAL OFFICE, 1927 - 1934. Requisitions, estimates for quarterly allotments, correspondence to supervising architect, pertinent to repairs of buildings and grounds, equipment of new hospital and buildings, contracts let, coordinator, area, and transfers of alcohol and other liquors. Filed alphabetically, by subject. (Rarely, official.) 9 x 12 envelopes (3), 3 in., in wooden box on shelf of wooden wall case. Storeroom. (8945)

4748. WAY BILLS FOR FREIGHT, 1927 - 1934. Bills of lading and correspondence, relating to lost and stray freight. Filed chronologically. (Never.) 9 x 10 bundles, 2 ft., in wooden case. Poor. R. 18. (7672)

4749. CORRESPONDENCE, 1928 - 1929. Contractors' acknowledgments of notice of awards and acceptance of bids. (Never.) 9 x 12 folders, $\frac{1}{2}$ in., in wooden wall case. R. 18. (8043)

4750. RADIOGRAMS FORWARDED, 1928 - 1929. Record of radiograms forwarded by the United States Army Signal Corps to the Bureau of Public Health Service, Washington, showing date, nature of message, and name of party sending message. (Never.) $3\frac{1}{2}$ x 5 vols. (3), 1 in., on shelf of wooden wall case. R. 18. (7760)

4751. REPORTS OF MEAT INSPECTIONS, 1928 - 1930. Record of meat and meat food products inspected, showing place of inspection, destination, kind of product inspected, name of contractor, quantity passed, quantity rejected, cause of rejection, disposition of rejected product, date, name, title, and signature of inspector in charge. Filed chronologically. (Never.) 9 x 11 gummed stub files (3), 9 in., in wooden wall case. R. 18. (8216)

4752. VOUCHERS AND COST ACCOUNTING SLIPS, 1928 - 1931. Division supply purchase orders for Register 2, certifying the receiving of stores and equipment by the material offices from various firms, showing amount expendable and nonexpendable property received. Filed numerically. (Never.) 8 x 11 loose sheets, 1 ft., in wooden box on shelf of wooden wall case. Storeroom. (9106)

4753. VOUCHERS AND BILLS, 1928 - 1932. Authorizing the purchase of material and supplies, showing item number, name of article or service, quantity, unit, amount and date of delivery, and name of firm or individual from whom purchases were made. Filed alphabetically. (Rarely, official.) 8 x $10\frac{1}{2}$ bundles (24), 5 ft., on shelves in wooden wall case. R. 18. (7673)

4754. MONTHLY PERSONNEL REPORTS, 1928 - 1935. Name, rank, designation, gross pay (annual rate), allowances, duty performed, and change of status of officers and employees. Filed chronologically. (Never.) 8 x $10\frac{1}{2}$ bundles (2), 4 in., on shelf of wooden wall case. R. 18. (7667)

4755. PROPERTY REPORTS, FILE COPIES, 1928 - 1935. Reports of transfers, breakage, lost, surplus, and vouchers, with relative correspondence forwarded to the bureau headquarters in Washington. Arranged alphabetically. (Rarely, official.) 9 x 12 folders (4), 3 in., in wooden box on shelf of wooden wall case. Storeroom. (8908)

4756. PROPOSALS SUBMITTED, 1928 - 1932; 1934 - 1936. By various firms to furnish equipment, supplies, and personnel service to this station as approved by the bureau in Washington. Filed alphabetically, by subject. (Rarely, official.) 9 x 12 folders, 4 ft. 6 in., in wooden box on shelf of wooden wall case. Storeroom. (9103)

4757. TRANSPORTATION RECORDS, Feb. 1 1928 - Dec. 31, 1929. Showing date, name of driver, time of departure, kind of car, truck, or ambulance used, destination, purpose, and time of return. Filed chronologically. (Rarely, official.) 8 x 10 vol., 1 in., in wooden wall case. R. 18. (7625)

4758. TOPOGRAPHICAL SURVEY BLUEPRINTS, Aug. 27, 1928. Topographical survey of part of the site of the hospital, Presidio of San Francisco, California. (Never.) 41 x 78 blueprint, on shelf in wooden wall case. R. 18. (8403)

4759. TOPOGRAPHICAL SURVEY PLANS, 1929. Plans of the Marine Hospital site and its outside pipes and conduits carrying electricity, water, and heat. (Rarely, official.) 36 x 60 bundles (8), 1 in., on shelf of wooden wall case. Storeroom. (8914)

4760. COMMUNICABLE DISEASES, 1929 - 1931. Reports from the city of San Francisco, showing name and number of cases of communicable diseases reported each week, number to date, number of each for the fiscal year, total deaths from other causes, and total deaths from all causes. Filed chronologically. (Never.) 9 x 11 gummed stub file, 3 in., in wooden wall case. R. 18. (8217)

4761. LIQUOR PERMITS ISSUED, 1929 - 1931. Record of liquor permits issued to vessels, showing date, name of vessel, quantity of liquor permitted, number in crew, name of member of crew obtaining permit, number of permit and signature of master of vessel. (Never.) 10 x 16 vol., 1 in., in wooden wall case. R. 18. (8038)

4762. BLUEPRINTS AND PLANS, 1929 - 1932. Plans of all the buildings and grounds, showing location of buildings, sites, electric wiring, and plumbing and heating pipes. (Rarely, official.) 36 x 60 rolls (178), 14 ft., on shelf of wooden wall cases. Storeroom. (9102)

4763. ABSENCE REPORTS, 1929 - 1933. Monthly and yearly reports of all leaves, showing name of employee, number of days off during current month, and total number of days off since the first of the year. (Never.) 9 x 12 folders, 1 in., in wooden wall case. Rs. 18 and 22. (8264)

4764. GUEST RATIONS AND SCHEDULE OF COLLECTIONS, 1929 - 1935. Report of the number of meals served, showing name of host or hostess, name of guest, number of meals, and amount of check forwarded to cover same. Filed chronologically. (Rarely, official.) 9 x 12 folder, 1 in., in wooden wall case. R. 18. (7666)

4765. DIAGNOSES, 1929 - 1936. Record of the number of cases coming under the same name or diagnosis, showing name of patient, date, length of time in hospital, and a detailed description of diagnosis. Filed alphabetically, by diagnosis. (Occasionally, official.) 5 x 8 cards, 3 ft. 9 in., in 3 drawers of wooden card cabinet. R. 108. (9682)

4766. OPERATIONS OF EYE, EAR, AND NOSE CLINIC, Feb. 1929 - Mar. 1933. Date, name of patient, kind, and number of operations. Filed chronologically. (Rarely, official.) 8 x 10 vol., 1 in., in wooden wall case. R. 18. (8065)

4767. COLOR TEST RECORDS, 1930 - 1931. Showing result of color examination, indicating name of patient, date, occupation, lantern, skeins, and Public Health Service plates. (Never.) 5 x 8 bundle, 1 in., in pasteboard box. R. 18. (7568)

4768. NARCOTIC AND LIQUOR PERMITS ISSUED, 1930 - 1931. Copies of purchase orders for narcotic drugs and liquors supplied to vessels, showing number, size, weight, and amount of items, with complete description of contents of packages, name of narcotic or drug involved, name of vessel to which permit was issued and correspondence. (Never.) 9 x 12 folder, 1 in., on wooden wall case. R. 18. (8402)

4769. BIDS REJECTED, 1930 - 1932. Name of article or service, quantity, unit price, total amount of bid, and remarks. (Never.) 10 x 15 envelope, 1 in., in wooden wall case. R. 18. (7867)

4770. PORT SANITARY STATEMENTS AND ACCOUNT OF DISEASES AND DEATHS, 1930 - 1932. Record of number of cases and deaths from quarantinable diseases occurring in this port during given two weeks' period, showing kind of disease, number of cases of each, number of deaths, and the officially estimated population of this port. Filed chronologically. (Rarely, official.) 10 x 12 folders (3), 3 in., on shelf of wooden wall case. R. 18. (7154)

4771. DRUG BOOKS, 1930 - 1933. Ward records of drugs requested and received, showing date, kind of drug, amount, and signature of person receiving same. Arranged chronologically. (Never.) 5 x 8 vols. (6), 5 in., on shelf of wooden wall case. Storeroom. (9128)

4772. PROPERTY VOUCHERS, EXPENDABLE AND NONEXPENDABLE, 1930 - 1933. Date, name of firm from whom purchased, name of article or service, quantity, unit, unit price, amount, total amount, checked, and signature of material officer; also correspondence. Filed alphabetically. (Daily, official.) $8\frac{1}{2}$ x 17 bundles, 2 ft., in steel filing case. R. 113. (9238)

4773. PHYSIOTHERAPY CLINICAL RECORDS, 1930 - 1934. Showing number of ward, name of aide, diagnosis, injury, present condition, X-rays, date, physiotherapy treatment, nature of treatment, notes, name of officer in charge, and name and class of patient. Filed chronologically. (Rarely, official.) $7\frac{1}{2}$ x $10\frac{1}{2}$ bundles (5), 1 ft., on shelf of wooden wall case. Rs. 18 and 22. (8257)

4774. SPECIFICATIONS, 1930; 1931; 1934. Showing in minute detail, requirements contractors must adhere to in building the following buildings on the Marine Hospital Reservation, new officers' quarters, attendants' quarters, recreation hall, laboratory, garage, main building, boilerhouse, laundry, and plague laboratory. (Never.) 8 x 13 and 9 x 12 envelopes, 4 in., on shelf of wooden wall case. Storeroom. (8944)

4775. TELEGRAMS, 1930 - 1934. Sent to the bureau in Washington, asking authority and advice relating to repair work, employment of extra help, and condition of patients. Filed chronologically. (Rarely, official.) 7 x 8 bundles (41), 1 ft. 8 in., in wooden wall case. R. 18. (7669)

4776. VOUCHERS, 1930 - 1931; 1933 - 1934. For transactions with firms under contract and others furnishing supplies and other services. Filed alphabetically. (Rarely, official.) 10 x 15 envelopes (17), 3 ft., in wooden wall case. R. 18. (8044)

4777. WATER METER READINGS, 1930 - 1934. Monthly records of water furnished from Presidio water supply, showing time and date of readings, meter numbers, readings fast and slow, cubic feet used, amount kept in reserve, and signature of material officer. Arranged chronologically. (Never.) 3 x 5 vol., 1 in., on shelf of wooden wall case. Storeroom. (8906)

4778. RATION COSTS, 1930 - 1935. Inventory, showing cost of goods purchased, cash on hand from last inventory, cost of food only, approximate cost of electricity, cost of water and ice, salaries, flat cost of gas and cooked ration, and number of meals served patients, nurses, employees, officers, and guests. Filed chronologically. (Rarely, official.) 9 x 12 folder, 2 in., in wooden wall case. R. 18. (7665)

4779. OUT-PATIENT CORRESPONDENCE, 1930 - 1936. Applications for relief for the personnel of the Coast Guard Service, showing name, service number, rank or rate, and unit, final medical

certificates, forms of consent to operate signed by patients, certificate of hospital, out-patient treatment, and letters seeking information as to condition and treatment rendered. Filed alphabetically. (Daily, official.) 10 x 12 folders, 6 ft., in wooden filing case. R. 109. (9315)

4780. REQUISITIONS COMPLETED, 1930 - 1936. For supplies and equipment sent to Division of Supply, Washington, stating amount on hand, amount and units required, name of article and price, requisition number, date, and approval of surgeon. Arranged alphabetically, by department. Indexed. (Older records, rarely; current records, daily, official.) 9 x 12 and 10 x 12 folders, 11 ft. 6 in., in wooden box, on shelf of wooden wall case, and in steel filing case. Storeroom and R. 113. (8913, 9237)

4781. WEEKLY REPORTS OF OPERATIONS BY WARDS, July 1, 1930 - June 30, 1931. Lists of operations submitted by wards, showing name of patient, class, whether an in- or out-patient, kind of operation, number of operations, and ward number. Filed chronologically. (Never.) 9 x 12 folder, 1 in., on shelf of wooden wall case. R. 18. (8445)

4782. WORK RECORD, Dec. 1, 1930 - Mar. 7, 1931. Work performed at out-patients' office, recording date, name, class of beneficiary, reason for call, time entered and departed from office, name of doctor making call, and remarks. Filed chronologically. (Rarely, official.) $10\frac{1}{2}$ x 16 vol., 1 in., on shelf. R. 18. (7566)

4783. COMPARATIVE SCHEDULES, 1931 - 1933. Record of average prices paid for subsistence supplies throughout the service, showing locality, price per pound, crate or box, and name of each commodity purchased and issued by the Public Health Service. Filed chronologically. (Rarely, official.) $8\frac{1}{2}$ x 12 loose sheets, 1 in., on shelf in wooden wall case. Rs. 18 and 22. (8255)

4784. BAGGAGE CHECKS, 1931 - 1935. Patients' claim checks for property stored in the baggage room, showing check number, patient's ward number, date, and name of patient. Filed chronologically. (Rarely, official.) $3 \times 3\frac{1}{2}$ bundles, 5 ft. 3 in., on shelf of wooden wall case and in pasteboard boxes. Rs. 18 and 22. (8315)

4785. MOTOR TRANSPORTATION RECORDS, 1931 - 1936. Daily records of trips made, showing driver's name, time leaving and returning, name of car used, destination, and purpose of trip. Arranged chronologically. (Never.) $8 \times 10\frac{1}{2}$ vols. (3), 2 in., on shelf in wooden wall case. Storeroom. (9051)

4786. NECROPSY REPORTS, PATHOLOGISTS, 1931 - 1936. Post-mortem records and reports compiled by the pathologist performing

the autopsy, stating in detail a description of the body and cause of death. Arranged numerically. Indexed. (Frequently, official.) $9\frac{1}{2}$ x 11 gummed stub files (3), 8 in., on cabinet. R. 109 and Board Room. (9383)

4787. PRICE RECORDS, 1931 - 1936. Record of all supplies and equipment purchased, showing date of purchase, requisition number, name of article, amount, and price of same. Filed alphabetically, by department. (Daily, official.) 5 x 8 cards, 20 ft., in 25 drawers of steel filing cases. R. 113. (9234)

4788. SUPPLIES AND EXCHANGE RECORD, 1931 - 1936. Record of materials and supplies received by each department, date received, kind of article, and signature of party receiving same. Filed chronologically. (Never.) 5 x 8 vols. (36), 1 ft. 4 in., on shelf of wooden wall case. Storeroom. (8949)

4789. CORRESPONDENCE, 1932. From the Treasury Department, firms, and individuals with reference to equipment for the new hospital. Filed chronologically. (Never.) 10 x 12 folder, 2 in., in wooden box in wooden wall case. Storeroom. (8911)

4790. REQUESTS FOR REPAIR WORK, 1932. Stating nature of work, location, and signature of officer in charge. Filed chronologically. (Never.) 8 x $10\frac{1}{2}$ bundle, 4 in., on shelf of wooden wall case. Rs. 18 and 22. (8363)

4791. PURCHASE ORDERS, 1932 - 1934. For supplies and drugs and material for construction and repair work, showing date, name of company or firm from whom purchased, catalogue or list number, article or service, quantity, unit, unit price, amount per unit, discount, and total amount of purchase. Filed numerically. (Frequently, official.) 9 x 12 folders (3), 6 in., on shelf of wooden wall case. Storeroom. (9130)

4792. DAILY EXPENSE RECORD, 1932 - 1935. Showing estimated and uncontrolled expenses for subsistence material and supplies, showing amount of order, order number, date of allotment, increase of amount expended each month, and balance on hand. Filed chronologically. (Never.) $8\frac{1}{2}$ x 11 vol., 1 ft., on shelf of steel wall cabinet. R. 111. (9668)

4793. REQUESTS FOR PHYSICAL EXAMINATIONS, 1932 - 1935. Letters of authority to have physical examinations made of appointee for positions in various Governmental departments, signed by the head of department. Filed alphabetically. (Rarely, official.) 8 x $10\frac{1}{2}$ folder, 1 in., on shelf in wall case. Rs. 18 and 22. (8314)

4794. TEMPERATURE RECORDS, 1932 - 1936. Work books of nurses while taking morning and afternoon pulse and temperature observations, recordings are transferred to the patient's ward chart.

Filed numerically. (Never.) 5 x 8 vols., 9 in., in wooden wall case. R. 18 and Storeroom. (8219, 9049)

4795. CONTRACT, Jan. 15, 1932. Between the Government and the Clinton Construction Company of California for the construction of four double officers' quarters, residence of officer in charge, attendants, garage and storage, recreation building, laboratory and storage building, and removal of present buildings; also relative correspondence. (Never.) 10 x 15 envelope, 1 in., on shelf of wooden wall case. R. 18. (8446)

4796. NEW AMMONIA COMPRESSOR, BRINE COOLER, ETC., Jan. 31 - May 19, 1932. Specifications of new ammonia compressor, brine cooler, and pump. (Never.) 8 x 12½ booklets (2), 1 in., on shelf in wooden wall case. Storeroom. (9048)

4797. DAILY REPORTS OF VETERANS, Mar. - Nov. 1932. Giving the number of veteran patients, number of empty beds available for veterans, number of medical and surgical patients, and number absent without leave. Filed chronologically. (Never.) 9 x 11½ gummed stub file, 3 in., on wooden filing cabinet. R. 109. (9388)

4798. SUBSISTENCE RECORD, Apr. 1932 - 1935. Showing supplies received during each month, recording name of article, day received, amount, contract price, cost, and name of company or firm from whom purchased. Filed chronologically. (Frequently, official.) 14 x 17 vol., 1 in., on shelf. R. 18. (8312)

4799. PURCHASE ORDERS, 1933 - 1934. Purchase orders for equipment and supplies, artificial limbs for patients, plants and shrubs for landscaping purposes, instruments, and drugs; also relative correspondence and memos. Filed chronologically. (Never.) 10 x 12 envelopes (3), 3 in., in wooden box on shelf in wooden wall case. Storeroom. (8910)

4800. PASS BOOK, 1933 - 1936. Showing bed number, patient's name, date and time patient is to return to hospital. Filed chronologically. (Never.) 5 x 8 vol., 1 in., on shelf of wooden wall case. Storeroom. (9052)

4801. DRUG AND SUPPLY RECORD, 1934. Showing name of drug or article, unit price, discount, how delivered, name of contractor and address, and contract number. Filed alphabetically. (Never.) 3 x 5 cards, 1 ft., in pasteboard box on shelf of wooden wall case. Storeroom. (8907)

4802. ADMISSIONS AND DISCHARGES, OUT-PATIENT, 1934 - 1935. Recording admission and discharges of patients not hospitalized, giving name of patient, date of admission, class of beneficiary, and date of discharge. Entered chronologically. (Never.) 5 x 8

vols. (3). R. 108. (10048)

4803. CIVIL WORKS ADMINISTRATION VOUCHERS, HOSPITAL PATIENTS, 1934 - 1936. Copies of vouchers for Civil Works Administration patients, showing name of patient, date, charge per day, total for period of hospitalization, diagnosis, classification of beneficiary, and signature of surgeon in charge. Filed numerically. (Rarely, official.) 9 x 14 gummed stub file, 3 in., on filing case. R. 108. (9710)

4804. DISBURSING AGENT'S CORRESPONDENCE, 1934 - 1935. With Washington, concerning advice and authority necessary to operate and maintain hospital and its out-stations. Filed numerically. Indexed. (Frequently, official.) 9 x 11 gummed stub file, 2 in., on shelf of steel wall cabinet. R. 111. (9608)

4805. SPECIAL DISBURSING AGENT'S PAY ROLL CORRESPONDENCE, 1934 - 1935. Correspondence pertinent to pay rolls, requests sent the bureau for additional funds, and letters, regarding salaries of employees whose names were not included in the pay rolls. Filed chronologically. (Never.) 9 x 11 gummed stub file, 2 in., on shelf of steel wall case. R. 111. (9664)

4806. CONTRACTS, 1934 - 1936. For material, supplies, equipment, and utilities such as gas, electricity, water, and telephone services, showing period of time, amount charged, and other necessary information. Filed alphabetically. (Frequently, official.) 4 x 8½ (2) and 10 x 13 (1) bundles, 1 ft., on shelf in steel wall cabinet. R. 111. (9665)

4807. RECEIPTS FOR RATION PAYMENTS, 1934 - 1936. Receipts from the Collector of Customs for money collected in payment of meals and deposited with the Collector, certified by the surgeon in charge. Filed numerically. (Frequently, official.) 9 x 11 gummed stub file, 2 in., on shelf of steel wall cabinet. R. 111. (9663)

4808. PERSONNEL TRANSFERS, CIVIL WORKS ADMINISTRATION, Jan. - Feb. 1934. Form 116, employees' reclassification slip; also transfer slips authorizing the transfer of laborers from one project to another. (Never.) 9 x 12 envelope, 1 in., in wooden box on shelf in wooden wall case. Storeroom. (8946)

4809. PROPOSALS FOR REPAIRS AND REPLACEMENTS, 1935. Invitation to bid in the furnishing of material and labor for painting, decorating, repairing, replacing sidewalks, and roads, stating in minute detail the requirement for same. Filed chronologically. (Rarely, official.) 10 x 12 folders (12), 4 in., in wooden box in wooden wall case. Storeroom. (8912)

4810. RECORD OF PHYSICAL EXAMINATIONS, 1935. Periodical examination given hospital employees, showing name of doctor, date of vaccination against smallpox, date of anti-typhoid treatment, name of employee, and class of beneficiary. Filed alphabetically. (Never.) 6 x 8 cards, 6 in., in wooden box. R. 109. (9275)

4811. VACCINATIONS, 1935. Results of vaccinations against smallpox, recording name, sex, age, number of previous vaccinations shown by acceptable scars, name and lot number of virus used, expiration date, date of maximum diameter of redness, and signature of medical officer in charge. Filed chronologically. (Never.) 3 x 5 cards, 1 ft. 4 in., in paper box. R. 109. (9274)

4812. CLINICAL RECORDS, 1935 - 1936. Records of patients who have received medical or surgical treatment, showing date of admission and discharge, personal and medical history, treatment received, report from laboratory and X-ray departments, and duration of illness. Filed chronologically and alphabetically, by name. (Daily, official.) 9 x 11 folders, 152 ft., in 24 drawers of steel filing cases and in 76 drawers of wooden filing cases. R. 109. (9318)

4813. NARCOTIC TREATMENTS, 1935 - 1936. Records of narcotic treatments, stating date, patient's name, name of doctor prescribing treatment, amount, number of future treatments, and signature of nurse administering treatment. Filed chronologically. (Never.) 5 x 8 (13) and 8 x 10 $\frac{1}{2}$ (20) vols., 2 ft., on shelf of wooden wall case. Storeroom. (8948)

4814. RECORD OF SUBSISTENCE AND OTHER SUPPLIES, 1935 - 1936. Monthly record, showing name of firm supplying goods, date of delivery, quantity of each delivery, number of units, contract price, and total amount of purchase. Filed chronologically. (Daily, official.) 14 x 17 vol., 1 ft., on desk. R. 111. (9607)

4815. RECORD OF TELEPHONE CALLS, 1935 - 1936. Daily records of all telephone calls, showing date, time, name of person making call, name of firm or individual called, whether person or official, and name of officer of the day. Filed chronologically. (Older records, never; current records, occasionally, official.) 5 x 8 vols. (6), 11 in., on shelf in wooden wall case and on switchboard. Storeroom and R. 107. (9127, 10986)

4816. TELEGRAMS SENT AND RECEIVED, 1935 - 1936. Notices sent to relatives of serious illness and death of patients, official telegrams between the bureau in Washington and this station, and requests of disposition of dead bodies. Filed chronologically. (Occasionally, official.) 7 x 8 $\frac{1}{2}$ bundles (24), 8 ft.,

on shelves of wooden wall cabinet. R. 111. (9667)

4817. SUBSISTENCE PROPOSALS, Jan. - Sept. 1935. Received in answer to posted bids describing the goods and terms under which same shall be furnished; also relative correspondence, recommending which proposals will be accepted and short form contract covering same. Filed alphabetically. (Never.) $8\frac{1}{2}$ x 11 bundles (3), 6 in., on shelf of steel wall cabinet. R. 111. (9662)

4818. FURLOUGHS, 1936. Individual record of absences for the year, showing name of employee, status, and annual salary, applications for annual leave without pay or military leave, showing date and length of time wanted, name of immediate superior, and name of local field officer passing on same. Filed alphabetically. (Daily, official.) 5 x 8 cards, 1 ft., in wooden box. R. 109. (9540)

4819. NIGHT ORDERS AND REPORTS, 1936. Orders and instructions from the officer of the day and doctors, relating to treatment of patients in the various wards showing census at 7:00 a.m. and 7:00 p.m., number admitted, discharged and transferred, and signatures of officer of the day and the night nurse or attendant. Filed chronologically. (Never.) 8 x $10\frac{1}{2}$ vols. (6), 3 in., on shelf of wooden wall case. Storeroom. (9053)

4820. PERSONNEL FILE, 1898 to date. Record of name of medical officer or other employee, status, annual salary, date of arrival at this station, and date assumed duties. Filed alphabetically. (Frequently, official.) 3 x 5 cards, 2 ft., in 2 drawers of wooden card cabinets. R. 111. (9548)

4821. RECEIPTS AND RECEIPTACLES FOR VALUABLES OF DECEASED PATIENTS, 1907 - 1923; 1925 - 1931; 1935 to date. Receipts and envelopes sworn to and signed by individuals receiving cash and personal effects of deceased patients; also statements by the hospital listing the effects left by said patients and signed by medical officer in charge. Filed chronologically and numerically. (Rarely, official.) $5\frac{1}{2}$ x $9\frac{1}{2}$ and 9 x 11 gummed stub files (5) and folders, 21 ft. 3 in., on shelves of wooden wall cases and in pasteboard boxes. Rs. 18 and 22. (8272, 8273, 8311)

4822. PERSONNEL, DEAD AND CURRENT FILES, 1916 to date. Individual record of absence for the year, applications for annual leave without pay or military lease, separation, stating reason for same, record of time and salary, letters to change status, applications for appointment, nomination, oath of office, and questionnaires, concerning the health, beneficiary, and all correspondence, pertinent to the employment or appointment of the personnel of this station. Filed alphabetically. (Older records, occasionally; current records, daily, official.) 10 x

12 folders, 26 ft. 6 in., in 16 drawers of steel filing cases.
R. 111. (9545, 9546)

4823. RECEIPTS AND REQUESTS FOR DELIVERY OF DEAD BODIES, 1917 to date. Showing permit number, date of death, and signature of representative of undertaking firm disposing of body. Filed chronologically. (Frequently, official.) 10 x 11 gummed stub files (7), 1 in., on shelf of steel wall cabinet. R. 111. (9609)

4824. NURSES' PERSONAL RECORDS, 1918 to date. Physical examination charts, correspondence, and all records and papers, concerning each nurse consisting of personal history statement which shows name, present address, where born, sex, marital status, race, branch of service, and place of employment. Filed alphabetically. (Frequently, official.) 10 x 12 folders, 1 ft., in wooden filing case. R. 117. (9434)

4825. LEAVES OF ABSENCE, 1919 to date. Number of days on leave granted to nurses, porters, maids, and attendants, showing number of days with or without pay and dates starting and ending. Arranged alphabetically. (Frequently, official.) 3 x 5 cards, 6 in., in wooden boxes on desk. R. 117. (9432)

4826. BUREAU AND HOSPITAL CIRCULARS AND RECORDS, 1920 to date. Hospital Division circulars, letters, material office memorandums, notices concerning material, office supplies and quarters, fire inspection regulations, and boxes, supervising architect circulars, and correspondence. Arranged numerically and chronologically. (Frequently, official.) 9 x 12 folders and envelopes, 3 ft. 6 in., in 2 drawers of steel filing case. R. 113. (9233)

4827. CHIEF CLERK'S MISCELLANEOUS CORRESPONDENCE, 1920 to date. Physical examinations, absence reports, bids, bills of lading, letters from prospective blood donors, Bureau of War Risk Insurance, reports from state hospitals, Civil Works Administration reports, correspondence from the Americal Legion and circulars. Filed alphabetically, by subject. (Frequently, official.) 10 x 12 folders, 5 ft., in steel filing cases. R. 111. (9544)

4828. IN-PATIENTS' CARDS, COMPLETED, 1921 to date. Copies of diagnoses, records, showing name of patient, class of beneficiary, register number, birthplace, date of birth, sex, race, occupation, diagnosis, condition, and disposition, and all details, pertinent to patient gaining entry to hospital. Filed numerically. Indexed. (Daily, official.) 5 x 8 cards, 28 ft., in 24 drawers of card cabinets. R. 108. (9686)

4829. OUT-PATIENTS' RECORDS, NOT HOSPITALIZED, 1921 to date. Patients not hospitalized but calling for relief, showing name of patient, age, address, class of beneficiary, name of vessel,

authority for admission, clinical notes, record of treatment and examinations, and name of surgeon performing same. Filed alphabetically. (Daily, official.) 5 x 8 cards, 43 ft., in 14 drawers of steel filing cases and in wooden box. R. 108. (9684)

4830. RESIGNED, DISCHARGED, OR TRANSFERRED EMPLOYEES' FILE, 1922 to date. Name of medical officer or other employee, status, annual compensation, date of resignation, discharge, and reason for same if transferred, name of station transferred from and to is given. Filed alphabetically. (Frequently, official.) 3 x 5 bundles (2), 2 ft. 4 in., in wooden card cabinets. R. 111. (9547)

4831. CHIEF SURGEON'S MISCELLANEOUS CORRESPONDENCE, 1923 to date. Station memoranda, American College of Surgeon's reports, physical examinations, Community Chest correspondence, confidential reports, assignment of internes, and annual reports. Filed alphabetically, by subject. (Daily, official.) 10 x 12 folders and envelopes, 2 ft., in wooden filing case. Rs. 127 and 131. (9436)

4832. DIAGNOSES OF X-RAY FINDINGS, 1923 to date. Clinical radiographic report, showing name of patient, age, classification, register number, number of ward, size of film used, information requested, and X-ray findings in detail. Filed numerically. (Daily, official.) 8 x 10 $\frac{1}{2}$ loose sheets, 24 ft., in 12 drawers of steel filing cases. R. 112. (9715)

4833. EMPLOYEES AND PATIENTS, 1924 to date. Record of patients, showing name, register number, occupation, birthplace, age, home address, number of ward, and date entering hospital, record of employees, showing name, address, phone number, occupation, and date of entry into service. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft., on counter and in card cabinet. R. 107. (10990)

4834. BUREAU LETTERS, 1925 to date. Correspondence with the Surgeon General authorizing amount to be spent on various patients for deep X-ray therapy treatment, purchase of artificial limbs, accepted bids, and quarterly estimates for upkeep of hospital. Filed chronologically. (Frequently, official.) 9 x 12 gummed stub file book, 6 in., on shelf of steel wall cabinet. R. 111. (9605)

4835. OFFICER OF THE DAY REPORTS, 1926 to date. Record of work and duties performed by the officer of the day, recording date, name of officers relieved and time, inspection meals, sick calls, absentees, admissions, deaths, name of officer relieving and time, and signature of officer going off duty. Filed chronologically. (Rarely, official.) 4 x 8 vols. (32), 1 ft. 4 in., on shelf in wooden wall case. R. 18. (8069)

4836. RECORDS OF OPERATIONS, 1927 to date. Record of operations, showing name of patient, age, name of doctor performing operation, nurse's name, kind of anaesthetic used, date, and reason for operation. Filed chronologically. (Older records, rarely; current records, frequently, official.) 9 x 12 folders (7), 10 in., on shelf of wooden wall case and in wooden filing case. R. 18. (8064, 9437)

4837. WEEKLY CENSUS REPORTS, 1927 - 1933; 1936 to date. Name of hospital, location, number of beds last day of week, number occupied and unoccupied, total available, number admitted and discharged, number of out-patients treated and examined, and number of the personnel of each station. Filed chronologically. (Older records, never; current records, frequently, official.) Various sized loose sheets, vols., and gummed stub book, 6 in., in and on wooden wall case. Rs. 18, 22, 108 and Board Room. (8254, 9386, 9713)

4838. DRUG EXPENDITURES, 1928 to date. Monthly record of all drugs expended to wards, out-patients' offices, laboratory, physiotherapy and X-ray room. Filed alphabetically, by drug. (Daily, official.) 5 x 8 vol., 2 in., on shelf of wooden case. R. 118. (9536)

4839. NARCOTICS, ALCOHOL, AND DERIVATIVES, 1928 to date. Dispensed to wards, showing letter or number of ward, date, time, name of patient, doctor, and nurse, amount of dose, and balance on hand after each dose. Filed chronologically. (Rarely, official.) 8 x 10 $\frac{1}{2}$ vols., 6 in., on shelf in wooden wall case and on desk. Rs. 18 and 118. (7766, 9433)

4840. SPECIMEN BOOK, 1928 to date. Record of all tissue specimens sent to pathology laboratory at Washington, showing name of patient, specimen obtained, and date sent. Filed alphabetically. (Frequently, official.) 5 x 8 vol., 1 in., on desk. R. 150. (9723)

4841. TIME BOOKS, NURSES, ORDERLIES, PORTERS, AND MAIDS, 1928 to date. Daily record of hours on duty of the above employees, showing name, date entering service, station to which assigned, hours assigned, days off, whether on annual or sick leave, resigned or discharged, and reason. Classified chronologically. (Daily, official.) 10 x 16 vols. (4), 4 in., in wooden filing case. R. 117. (9431)

4842. CHIEF SURGEON'S MISCELLANEOUS CORRESPONDENCE, 1930 to date. Copies of letters of instructions to ship owners and captains, board correspondence, relating to promotion examinations of employees, physical examinations, longshoremen injured aboard vessels, and abstracts of clinical records of patient. Filed numerically. Indexed. (Daily, official.) 10 x 12 folders,

2 ft., in wooden filing case. R. 109 and Board Room. (9314)

4843. CHIEF NURSE'S MISCELLANEOUS FILE, 1930 to date. Station orders, pictures of the hospital staff nurses, station memoranda, records of temporary employees, nurse's night reports, and other correspondence, concerning business of this office. Filed alphabetically. (Frequently, official.) 10 x 12 folders and envelopes, 6 in., in wooden filing case. R. 117. (9435)

4844. OUT-PATIENT PHYSIOTHERAPY RECORDS, 1930 to date. Giving name and register number of patient receiving treatment and X-ray, name of treatment, name of doctor prescribing, date, present results, and date of discharge. Filed alphabetically. (Daily, official.) 9 x 11 folders, 2 ft., in wooden filing case. R. 187. (9750)

4845. REPORTS AND CORRESPONDENCE, OUT-PATIENTS, 1930 to date. From the Compensation Commission in Washington, regarding Civil Service and Works Progress Administration employees who have been injured in line of duty, requesting surgeon in charge to examine patients to ascertain progress being made. Examining surgeons' reports of findings of examination are forwarded to Washington. Filed alphabetically. (Daily, official.) 9 x 11 folders, 3 in., in 4 drawers of wooden filing case. Board Room. (9317)

4846. ROENTGEN RAY DAILY LEDGER, 1930 to date. Record of patients X-rayed, showing name, entry number, register number, class, case number, specifications of X-ray film used, and name of part X-rayed. Filed chronologically. (Daily, official.) 15 x 18 loose-leaf book, 3½ in., on table. R. 172. (9717)

4847. TREATMENT RECORDS, INACTIVE, 1930 to date. Reporting discharged in- and out-patients who have received physiotherapy treatments, showing name, occupation, diagnosis of injury, date treatment began, and name of doctor prescribing same. Filed alphabetically. (Daily, official.) 3 x 5 and 5 x 8 cards, 13 ft. 6 in., in 15 drawers of wooden filing cases. R. 187. (9751)

4848. BILLS, PAY PATIENTS, 1931 to date. Statements of accounts and receipts for care and treatment of foreign seamen or other pay patients for medical attendance, board, and nursing, showing name and class of patient, name of vessel, port, date, diagnosis, date relief started, number of days, charge per day, total amount due, and signature of patient. Filed chronologically. (Rarely, official.) 10 x 15 gummed stub file, 3 in., on desk. R. 108. (10985)

4849. MISCELLANEOUS RECEIPTS, 1931 to date. Receipts for valuables of deceased patients, showing name, date of death, to whom delivered, amount and number of receipt, date of original report, and remarks; also miscellaneous receipts, correspondence, and telegrams. Arranged numerically and chronologically.

Indexed. (Frequently, official.) $9\frac{1}{2}$ x 11 gummed stub files (3), 9 in., on cabinet. Rs. 108 and 109. (9313, 9687)

4850. NARCOTIC PRESCRIPTIONS, 1931 to date. Date, number of ward, name of drug, amount and directions for its use, and signature of surgeon issuing and nurse drawing same from pharmacy. Filed numerically. (Frequently, official.) 4 x $4\frac{1}{2}$ bundles, 3 ft., in pasteboard box. R. 118. (9538)

4851. NARCOTICS ISSUE SLIPS, 1931 to date. Made by pharmacist drawing supplies of narcotics for stock from the material officer, showing date, number of voucher slip, amount, and name of narcotic. Filed chronologically. (Daily, official.) $3\frac{1}{2}$ x 8 bundle, 4 ft., in pasteboard box. R. 118. (9539)

4852. PRESCRIPTIONS OTHER THAN NARCOTICS, 1931 to date. For drugs issued to hospital and out-patients, showing date, number, name of patient, and signature of prescribing surgeon. Filed numerically. (Daily, official.) 4 x $4\frac{1}{2}$ loose sheets, 20 ft. 6 in., in wooden boxes on cases. R. 118. (9537)

4853. PURCHASE ORDERS, LOCAL, 1931 to date. For supplies, material, equipment, and repairs purchased from local firms, showing catalogue or list number, article or service, quantity, unit, unit price, amount, discount, and total amount of purchase. Arranged numerically and chronologically. (Daily, official.) 8 x $10\frac{1}{2}$ bundle and 9 x 12 folders, 1 ft. 2 in., in steel filing case and on shelf of wooden wall case. R. 113. (9129, 9235)

4854. PATHOLOGY REPORTS, 1932 to date. Showing laboratory findings of all specimens obtained from operations and autopsies of various patients stating diagnosis of illness, and cause of deaths. Filed alphabetically. (Never.) 9 x 11 folders, 2 ft., in wooden filing case. R. 150. (9721)

4855. STATEMENTS OF ACCOUNT OF PAY PATIENTS, 1932 to date. Showing name, register number, dates of admission and discharge, number of days under treatment, total charges, classification, whether American or foreign seamen, Coast Guard, or Works Progress Administration employee, signature of patient receiving treatment, and signature of medical director certifying record. Filed chronologically. (Frequently, official.) 9 x 11 gummed stub book, 2 in., on card file case. R. 108. (9712)

4856. CLINICAL LABORATORY REPORTS, 1934 to date. Record of all tests of patients each day, namely: sputum, urine, stool, blood, smears, stomach, and feces, with name of patient, date, and ward and bed numbers; also includes results of guinea pig inoculations and Wasserman tests. Filed chronologically and alphabetically, by name. (Older records, never; current records, daily, official.) 8 x $10\frac{1}{2}$ bundles (3) and $11\frac{1}{2}$ x 16 vols. (3),

1 ft., in pasteboard box, in wooden wall case, and in wooden filing case. Rs. 18, 22 and 150. (7159, 8316, 9719)

4857. MONTHLY BILLS AND STATEMENTS, 1934 to date. Itemized statements and bills, showing description, amount and price of supplies, equipment, material, and subsistence submitted for approval and payment. Filed alphabetically. (Daily, official.) 10 x 12 folders, 6 ft., in 3 drawers of steel filing case. R. 109. (9542)

4858. REGISTER OF IN-PATIENTS, 1934 to date. Showing register number, name of patient, nativity, age, name of vessel, date of last service and admission, ward number, and beneficiary. Filed numerically. (Daily, official.) 10½ x 14 vols., 1 in., on desk. R. 108. (9683)

4859. SALVARSAN CLINIC RECORDS, 1934 to date. Records of in- and out-patients receiving salvarsan treatments, showing name of patient, race, sex, admission date, age, marital status, date treatment started, description of progress of treatment, and disposition. Filed alphabetically. (Daily, official.) 8 x 10½ cards, 2 ft., in wooden box. R. 148. (9711)

4860. ACTIVE TREATMENT RECORD, 1935 to date. Records of both in- and out-patients receiving physiotherapy treatments, showing name, occupation, diagnosis of injury, name of doctor who prescribed treatment, and date it began. Filed alphabetically. (Daily, official.) 5 x 8 cards, 7 in., in wooden filing case. R. 187. (9749)

4861. ADVICE OF RECEIPT OF SHIPMENTS, 1935 to date. Bills of lading and packers' lists showing name of consignor and transportation company shipped from, destination, address of consignee, number and kind, and description of packages. Filed chronologically. (Frequently, official.) 9 x 12 bundles (2) and 9 x 13 clip board, 1 ft., on shelf of steel wall cabinet. R. 111. (9666)

4862. CONTRACTS AND PROPOSALS, 1935 to date. Record of proposals submitted by various firms, regarding supplies and equipment to be furnished for a period of time, showing name and address of contractor whose proposal has been accepted with the terms and specifications of supplies. (Frequently, official.) 9 x 12 folders, 2 ft., in steel filing case. R. 113. (9232)

4863. MAIL BOOK, 1935 to date. Record of all registered, insured, and air mail received, showing addressee, registered or insured number, date received, and signature of person receiving same. Filed chronologically. (Frequently, official.) 5 x 8 vols. (2), 3 in., on counter. R. 107. (10989)

4864. WEEKLY REPORTS OF INSANE, 1935 to date. Copies of reports of patients hospitalized in contract hospitals, showing name of hospital and location, total number in each hospital, total number in all hospitals, number of admissions and discharges, and signature of surgeon in charge. Filed chronologically. (Rarely, official.) 9 x 14 gummed stub file, 3 in., on case. R. 108. (9709)

4865. DAILY AND WEEKLY REPORTS, 1936 to date. Record of treatments rendered to in- and out-patients, showing name and occupation, name of treatment, and total amount given at end of week. Filed chronologically. (Daily, official.) 8 x 10 $\frac{1}{2}$ loose sheet, 2 ft., in wooden filing case. R. 187. (9752)

4866. PRESCRIPTIONS FOR BIOLOGICAL PRODUCTS, 1936 to date. Record of biological products prescribed by ward surgeons and issued by clinical laboratory for treatment of various patients. Filed chronologically. (Frequently, official.) 3 x 4 loose sheets, 1 ft., in wooden box. R. 150. (9722)

4867. PROPERTY INVOICES AND RECEIPTS, 1936 to date. Requisitions, receipts, and invoices, covering supplies and equipment of nonexpendable and expendable nature requisitioned from the Bureau of Supplies and shipped to this station, showing list, description of articles, date received, and approval of material officer. Arranged chronologically. (Frequently, official.) 9 x 11 loose-leaf books (2), 5 in., in steel filing case. R. 113. (9273)

4868. QUARTERLY SUBSISTENCE PROPOSALS, 1936 to date. Posted bids to furnish subsistence at contract prices; also correspondence from the Surgeon General's office, pertinent to the acceptance or rejection of proposals. Filed alphabetically. (Daily, official.) 8 x 11 bundles, 2 ft., in steel filing case. R. 111. (9541)

4869. SERIOUSLY ILL RECORD, 1936 to date. Record of seriously ill patients, showing date taken sick, name of patient, diagnosis, ward number, signature of ward surgeon certifying illness, and names, addresses and phone numbers of relatives and friends to be notified in case of emergency. Filed alphabetically. (Occasionally, official.) 5 x 8 cards, 3 in., in card cabinet. R. 107. (10988)

4870. SUPPLY BOOK, 1936 to date. Record of all supplies and equipment received and exchanged by clinical laboratory. Filed chronologically. (Frequently, official.) 5 x 8 vol., 1 in., on desk. R. 150. (9718)

4871. DISCHARGED PATIENT RECORD, July 1936 to date. Record of discharged patients, showing name, nature of illness, home address, and date of discharge. Filed alphabetically.

{Frequently, official.) 3 x 5 cards, 2 ft. 4 in., on counter.
R. 107. (10987)

4872. PHOTOGRAPHIC AND X-RAY PLATES OF MUSEUM SPECIMENS AND DIAGNOSTIC X-RAYS. Photographic negatives, glass (120); lantern slides, uncolored (32); microscopic photographs of tissues (30); photographic negatives of museum specimens, uncolored (10), in steel cabinets. Filed numerically. R. 172. (P-7021)

St. Louis, Missouri, Records

4873. PORT ST. LOUIS, MISSOURI, QUARANTINE BOOK, May - Nov. 1899. Copies of correspondence, pertaining to the yellow fever epidemic in Florida during the Spanish-American War. (Never.) 10 x 11 gummed stub file, 2 in., in wooden wall case. Damaged by water, ink faded. R. 111. (8746)

Fort Stanton, New Mexico, Records

4874. RECORDS OF FORT STANTON, NEW MEXICO, May 1, 1910 - 1936. Bulletins, circulars and reports, showing number of patients admitted, discharged and dead, date, name, age, nativity, examination, and results. Filed alphabetically and chronologically. (Rarely, official.) 9 x 11 and 9 x 12 gummed stub file books (3), 7 in., on shelf of wooden and steel cabinet. R. 18. (7718, 9611)

Palo Alto, California, Records

4875. PAY ROLLS AND VOUCHERS, 1922 - 1923. For personal services, showing name and designation, regular compensation per diem, increase in compensation, total paid, date paid, by whom, and number of days on duty. Filed alphabetically. (Rarely, official.) 10 x 15 envelopes, 2 in., on shelf of wooden wall case. R. 18. (8049)

Out-Patient Office Records

4876. FIRST AID MONTHLY REPORTS, 1924 - 1936. Reports, regarding ship sanitation and first aid examinations. Filed chronologically. (Frequently, official.) 9 x 11 gummed stub file, 2 in., in wooden filing case. R. 1. (9913)

4877. OUT-PATIENT TREATMENTS, 1928 - 1936. Record, showing name of patient, age, address, class of beneficiary, authority for admission, name of vessel, clinical notes, and diagnosis. Filed alphabetically. (Daily, official.) 5 x 8 cards, 12 ft. 8 in., in 20 drawers of card cabinets. R. 1. (10102)

4878. MASTER'S SERVICE CERTIFICATES, 1934 - 1936. Showing in detail the service of sick or injured seamen, certifying their

eligibility for relief, with signatures of the master and seamen, also a complete description of the patient. Filed alphabetically. (Daily, official.) 4 x 9 bundles (40), 10 ft., in 8 drawers of wooden card cabinet. R. 1. (9911)

4879. MISCELLANEOUS FILE, CURRENT, 1934 - 1936. Clinical records, Coast Guard reports, narcotic permits, correspondence, and Employees' Compensation Commission reports. Filed alphabetically, by subject. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in wooden filing case. R. 1. (9912)

4880. FINAL MEDICAL CERTIFICATES, COAST GUARD, 1936. Applications to the Public Health Service for the personnel relief of the Coast Guard, showing date, signature of patient, and place and number of district. Filed numerically. Indexed. (Daily, official.) 9 x 11 gummed stub file, 2 in., in filing case. R. 1. (9916)

4881. EXAMINATIONS, 1929 to date. Color tests and physical examinations for masters, able bodied seamen, Coast Guard and Civil Service employees, showing name, kind of examinations, date, class, disposition and name of doctor. Filed alphabetically and chronologically. (Rarely, official.) 5 x 8 cards and 8 x 10 vols., 14 ft., in 9 drawers of wooden card cabinet and in desk. R. 1. (9914, 9915)

DIVISION OF MENTAL HYGIENE
U. S. PENITENTIARY HOSPITAL
CHIEF MEDICAL OFFICER

Administration and Prison Bldg., Alcatraz Island

The Alcatraz Hospital was established on Alcatraz Island on June 14, 1934. The major function is the administration of all hospital and dental aid to prisoners, prison personnel, employees of the Lighthouse Service, and to civilians in case of accidents or emergencies. It has jurisdiction over Alcatraz Island. No records have been destroyed.

4882. IN-PATIENT MEDICAL RECORDS, CLINICAL INDEX, 1934 to date. TDPHS and P&CI Form 9501g, showing patient's name, register and diagnosis numbers, disease or condition, date, condition on disposition, date of disposition, complications or sequelae, operations, number of days in hospital, date and hour admitted, date of expected discharge, ward assigned, source of present hospital admission, condition and reason, number of hospital admissions during entire life, present sentence and current fiscal year, number of out-patient calls made this sentence, marital status, color, nativity, race, sex, age, religion, narcotic addiction, number of children, former and prison occupations and cell location. This is an index record to TDPHS and P&CI Form 9501. Filed

according to diagnosis. (Frequently, official.) 5 x 8 loose sheets, 2 in., in card cabinet. Chief Medical Officer's Office, 2d floor. (19906)

4883. ANTILUETIC TREATMENT RECORDS, 1934 to date. TDPHS Forms 9500a and b (second sheet), showing register number, hospital or out-patient office, admission age, race, sex, height, weight, admission examination findings, symptoms and signs possibly referable to syphilis, onset of syphilis, date and location of primary lesion, secondary lesion, and late lesion, syphilitic diagnosis on admission, showing duration in years and months, and previous treatment, examination and treatment record, showing number of the dose, date, blood and spinal fluid tests, drugs used, complications of treatments, hospital or out-patient status, urinalysis, body weight, operator, results of treatment, patient's name, register number, and beneficiary status. TDPHS Form 9500c, summarization, showing sheet number, name, race, sex, admission age, height, weight, and marital status, examination and treatment record, location and name of hospital or out-patient office, admission diagnosis, number and a course of hospital or out-patient clinical progress and relapse, and related remarks. Filed in prisoners' and employees' medical record folders. (Occasionally, official.) 9 x 14 folders, 6 in., in steel filing case. Chief Medical Officer's Office, 2d floor. (19903)

4884. APPLICATIONS FOR ANNUAL, WITHOUT PAY, OR MILITARY LEAVE, 1934 to date. Department Stock Form 2217, showing name and location of office, date, leave designation, number of days, signature and designation of applicant, record of leave taken prior to this application, annual leave, allowance for year, and recommendations and approvals of superior and field officers. Reverse side, application for extension on leave on account of sickness, showing name and location of office, date, number of days, certification of period of sickness, whether or not attended by a physician, nature of illness, record of prior leave, approval for extension by head of service, applicant's signature and designation, signatures and approvals of superior and local field officers, seal of notary public, dates of professional care and signature of attending physician. Filed in employees' personnel record folders. (Occasionally, official.) 9 x 14 folders, 1 in., in steel filing case. Chief Medical Officer's Office, 2d floor. (19896)

4885. CLINICAL RECORD, EXAMINATIONS OF LUNGS, 1934 to date. TDPHS Form 1946E, showing general and thoracic inspections, fremitus palpitation, percussion and auscultation of each lung, diagnosis, complications, and summary and signature of examining officer; also showing patient's name, register number, and date of examination. Filed in prisoners' medical history folders. (Frequently, official.) 9 x 14 folders, 8 in., in steel filing case. Chief Medical Officer's Office, 2d floor. (19934)

4886. CLINICAL RECORD, FAMILY AND PERSONAL HISTORIES, 1934 to date. TDPHS Form 1946B, showing inmate's name, register number and occupation, alcohol, tobacco and drug habits, family history, previous personal history, regarding last tropical service and port, diseases, injuries and venereal check. Filed in prisoners' medical history folders. (Frequently, official.) 9 x 14 folders, 8 in., in steel filing case. Chief Medical Officer's Office, 2d floor. (19931)

4887. CLINICAL RECORD, GRAPHIC CHART, TEMPERATURE, ETC., 1934 to date. TDPHS Form 1946F, showing date, day of disease, a.m. and p.m. recordings of temperature and pulse, and prisoner's name and register number. Filed in prisoners' medical record folders. (Frequently, official.) 9 x 14 folders, 8 in., in steel filing case. Chief Medical Officer's Office, 2d floor. (19935)

4888. CLINICAL RECORD, HISTORY OF PRESENT DISEASE, 1934 to date. TDPHS Form 1946C, showing chief complaint (in patient's own words), probable cause, date and mode of onset of disease, date and cause of injury, evolution and course to admission, subjective symptoms, patient's name and register number, and signature of surgeon. Filed in prisoners' medical history folders. (Frequently, official.) 9 x 14 folders, 8 in., in steel filing case. Chief Medical Officer's Office, 2d floor. (19932)

4889. CLINICAL RECORD, NURSE'S PROGRESS AND TREATMENT RECORDS, 1934 to date. TDPHS Form 1946H, showing hour, date, weight, urine C.C., number of stools, medication, diet, daily notes, and patient's name and register number. Filed in prisoner's medical record folder. (Frequently, official.) 9 x 14 folders, 8 in., in steel filing case. Chief Medical Officer's Office, 2d floor. (19937)

4890. CLINICAL RECORD, OBJECTIVE SYMPTOMS, 1934 to date. TDPHS Form 1946D, showing date and hour of physical examination, recording only abnormal findings, diagnosis by name and number, signature of ward surgeon, and patient's name and register number. Filed in prisoners' medical folders. (Frequently, official.) 9 x 14 folders, 8 in., in steel filing case. Chief Medical Officer's Office, 2d floor. (19933)

4891. CLINICAL RECORD, OCCUPATIONAL THERAPY, 1934 to date. TDPHS Form 1946N, showing ward, aide, diagnosis, mental attitude, present condition, progress, functional treatment desired, nature and hours of work assigned, date signed and signature of aide, days of month, type of work performed each day, total, projects completed, rating of projects, final disposition, and patient's name and register number. Filed in prisoners' medical record folders. (Frequently, official.) 9 x 14 folders, 8 in., in steel filing case. Chief Medical Officer's Office, 2d floor. (19941)

4892. CLINICAL RECORD, OPERATIVE RECORDS (SURGICAL), 1934 to date. TDPHS Form 1946K, showing date, preoperative and postoperative diagnosis, name of surgeon, assistants, anaesthetist, nurses, anaesthetic, quantity, and time began and closed for anaesthetic and operation, preoperative and postoperative condition of patient, showing temperature, respiration, pulse, blood pressure, and general condition; medication during and preceding operation, normal and abnormal findings, regarding all organs and tissues explored; description of operation recording character of suture, materials and drains, hemorrhage, and shock during operation, signature of operator, and name and register number of patient. Filed in prisoner's medical record folder. (Frequently, official.) 9 x 14 folders, 8 in., in steel filing case. Chief Medical Officer's Office, 2d floor. (19920)

4893. CLINICAL RECORD, PATHOLOGIST REPORTS, 1934 to date. TDPHS Form 1946I, showing results of examinations of urine, stomach contents, feces, sputum, blood, spinal puncture and other puncture fluids and blood chemistry, date, signature of pathologist, patient's name and register number, and ward number. Filed in prisoner's medical folders. (Frequently, official.) 9 x 14 folders, 8 in., in steel filing case. Chief Medical Officer's Office, 2d floor. (19938)

4894. CLINICAL RECORD, POST MORTEM RECORDS, 1934 to date. TDPHS Form 19460, showing date, ward number, bed, weight, time of death, number of hours elapsed before performing autopsy, time finished, clinical diagnosis, name of ward surgeon, medical officer in charge, names of persons ordering and giving authority, and of doctor who performed autopsy, time specimens were sent to laboratory, microscopical and bacteriological findings, pathological diagnosis, and patient's name and register number. Filed in dead prisoner's medical record folders. (Occasionally, official.) 9 x 14 folders, 1/8 in., in steel filing case. Chief Medical Officer's Office, 2d floor. (19930).

4895. CLINICAL RECORD, RADIOGRAPHIC REPORTS, 1934 to date. TDPHS Form 1946J, showing ward number, date patient was taken to X-ray laboratory, information requested, clinical impression, signature of surgeon, date patient was taken from X-ray laboratory to ward, X-ray findings, plate, film, number, size, part and disposition, signature of roentgenologist, and patient's name, age, class, and register number. Filed in prisoner's medical record folders. (Frequently, official.) 9 x 14 folders, 8 in., in steel filing case. Chief Medical Officer's Office, 2d floor. (19939)

4896. CLINICAL RECORD, WARD SURGEON'S PROGRESS AND TREATMENT RECORDS, 1934 to date. TDPHS Form 1946G, showing date, diet, treatment, daily notes showing complications, changes of diagnosis, intercurrent disease and daily progress, ward surgeon's initials and patient's name and register number. Filed in prisoners'

medical record folders. (Frequently, official.) 9 x 14 folders, 8 in., in steel filing case. Chief Medical Officer's Office, 2d floor. (19936)

4897. CLINICAL RECORD, WEIGHT CHARTS, 1934 to date. TDPHS Form 1946L, showing date, weight in kilos or pounds, summary recording normal weight, height and weight on admission and discharge, and patient's name and register number. Filed in prisoner's medical record folders. (Frequently, official.) 9 x 14 folders, 8 in., in steel filing case. Chief Medical Officer's Office, 2d floor. (19940)

4898. CONTRACTS (SUPPLIES), 1934 to date. Standard Form 32, showing contract number, department, contractor, legal status, address, articles, bid price, and delivery instructions. Filed chronologically. (Rarely, official.) 9 x 14 folders, 6 in., in steel filing case. Chief Medical Officer's Office, 2d floor. (19914)

4899. CORRESPONDENCE, 1934 to date. Letters received and copies of letters written by the Chief Medical Officer in correspondence with the Surgeon General, with the Public Health Service, and with individuals, regarding health of inmates of the prison, and health, promotions, and leaves of absence of hospital personnel. Filed alphabetically. (Frequently, official.) 9 x 14 folders, 1 ft. 6 in., in steel filing case. Chief Medical Officer's Office, 2d floor. (19911)

4900. EXTRACTS OF HOSPITAL RECORDS, 1934 to date. Addressed to parole board, showing date, prisoner's name, register number, general physical condition, physical defects, number of times on sick call, days in hospital, syphilis tests and treatment, narcotic record, intelligence quotient, emotional stability, mental defects, with signature of surgeon. Filed in medical record folders of prisoners removed for medical treatment. (Occasionally, official.) 9 x 14 folders, 1/8 in., in steel filing case. Chief Medical Officer's Office, 2d floor. (19919)

4901. INDIVIDUAL RECORDS OF ABSENCE FOR THE YEAR, 1934 to date. Stock Form 2152, showing employee's name, date of oath, salary, accumulated annual and sick time, and dates absent. Reverse side is an extension of leave record on account of illness, showing period of illness, number of days, date application was granted and filed, salary deductions on account of excessive absence, and records of leave without pay and annual leave. Filed in employee's personnel record folders. (Occasionally, official.) 9 x 14 folders, 2 in., in steel filing case. Chief Medical Officer's Office, 2d floor. (19895)

4902. IN-PATIENT MEDICAL RECORDS, CLINICAL BRIEFS, 1934 to date. TDPHS and P&CI Form 9501, showing date and hour admitted to

hospital and expected discharge from institution, ward assigned, name and register number, source of present admission, condition and reason, number of times admitted to hospitals, present sentence and current year, number of out-patient calls made this sentence, marital status, color, nativity, race, sex, age, religion, narcotic addiction, number of children, former and institutional occupations, cell location, and signature of admitting officer; diagnosis record, showing number, disease or condition, date, condition on disposition, complications or sequelae, operations, disposition and date, number of days in hospital, and signature of surgeon. Filed in prisoners' medical history folders. (Frequently, official.) 9 x 14 folders, 8 in., in steel filing case. Chief Medical Officer's Office, 2d floor. (19929)

4903. IN-PATIENT MEDICAL RECORDS, INDIVIDUAL HOSPITAL ADMISSIONS, 1934 to date. TDPHS and P&CI Form 9501H, showing prisoner's name, register and admission numbers, fiscal year, date admitted to hospital, date discharged, number of days in hospital, and remarks. Filed in numerical order of inmate's register number. When an inmate is discharged from the institution, his card is moved from the active to the inactive current fiscal year files, and at the close of the fiscal year to the inactive file. (Frequently, official.) 3 x 5 loose sheets, 1 in., in card cabinet. Chief Medical Officer's Office, 2d floor. (19907)

4904. INSANE PRISONER REMOVAL ORDERS, 1934 to date. Miscellaneous Form 25, showing institution, findings of insanity, prisoner's name and register number, offense, district where convicted, date and term of sentence, maximum expiration date, legal residence, date, and signatures of members of board of examiners (addressed to the Attorney General). Order for removal, showing signature of Director for Attorney General, date signed, date executed and title of person executing order. Filed in insane prisoners' medical record folders. (Occasionally, official.) 9 x 14 folders, 1/8 in., in steel filing case. Chief Medical Officer's Office, 2d floor. (19915)

4905. LIBRARY CATALOGUE, 1934 to date. Showing catalogue number, name of book, author, and date published. (Frequently, official.) 4 x 5 cards, 6 in., in card cabinet. Chief Medical Officer's Office, 2d floor. (19910)

4906. MEDICAL CERTIFICATES OF DEPARTING PRISONERS, 1934 to date. USPAC Form 174, showing class, prisoner's name, register number, defects of disease, remarks, date, and signature of medical officer of USPHS (addressed to the Warden). Filed in medical record folders of prisoners who have been removed for medical treatment. (Occasionally, official.) 9 x 14 folders, 1/8 in., in steel filing case. Chief Medical Officer's Office, 2d floor. (19917)

4907. MEDICAL RECORD, NEUROLOGICAL EXAMINATIONS, 1934 to date. TDPHS and P&CI Form 9501J, showing date, inmate's commitment name, age, sex, color, marital status, register number, facial expression, posture, touch, pain, temperature, motion position, coordination; finger-finger and finger-nose tests, knee-heel test, station, gait, rhomberg, cranial nerves, smell, lids, eye movements, strabismus; size, shape and reaction of pupils to light and accommodation, consensual, sympathetic nystagmus, diplopia, fields, ophthalmoscopic examination, cornea and conjunctiva; taste, facial palsy and asymmetry, movements, tremors, hearing, vertigo, tongue, palate, deglutition, articulation, voice, location and description of atrophies and hypertrophies, palsies, paralysis, tropic changes, dermatographia, tics, spasms, distortions, reflexes, knee jerk, biceps, triceps, Achille's ankle clonus, planter, Babinski's, Gordon's and Oppenheim's toe signs, cremasteric, abdominal, muscular power, specimen of patient's handwriting, summary, remarks, and recommendations. Filed in prisoner's medical record folders. (Frequently, official.) 9 x 14 folders, 8 in., in steel filing case. Chief Medical Officer's Office, 2d floor. (19927)

4908. MEDICAL RECORD, PHYSICAL PROGRESS, 1934 to date. TDPHS and P&CI Form 9501C, showing date, inmate's commitment name, age, sex, color, marital status, register number, date of admission, weight, expansion, blood pressure, vital capacity, general vitality, grip, steadiness, coordination, speed tap, seriatim progress history, date, and significant notes. Filed in prisoners' medical history folders. (Frequently, official.) 9 x 14 folders, 8 in., in steel filing case. Chief Medical Officer's Office, 2d floor. (19924)

4909. MEDICAL RECORD, PRIMARY DIAGNOSES, 1934 to date. TDPHS and P&CI Form 9501E, showing prisoner's name, date, register and diagnosis numbers, disease or condition, whether or not remediable, action and date. Filed alphabetically. (Frequently, official.) 3 x 5 loose sheets, 5 in., in card cabinet. Chief Medical Officer's Office, 2d floor. (19908)

4910. MEDICAL RECORD, PRIMARY PHYSICAL EXAMINATIONS, 1934 to date. TDPHS and P&CI Form 9501B, showing date, inmate's commitment, name, date and hour of admission and examination, register number, general appearance, condition as to nutrition, posture, bones, height, muscles, gait, skin, body hair, recent injuries, cleanliness, narcotic needle scars, measurements, medical history, guide, and statistical, laboratory, and vaccination reports. Filed in prisoners' record folders. (Frequently, official.) 9 x 14 folders, 8 in., in steel filing case. Chief Medical Officer's Office, 2d floor. (19923)

4911. MEDICAL RECORD, SOCIAL HISTORIES, 1934 to date. TDPHS and P&CI Form 9501D, showing date, inmate's commitment name, age, sex, color, marital status, register number, father's and mother's

occupations, ages, dates and causes of death; inmate's age at time of parent's death, parental home, whether owned or rented, number of children, inmate's place in order, parent's marital status, family medical history including parents, uncles, aunts, cousins, and siblings; inmate's education record, showing age left school, reason, truanicies, and whether suspended or expelled, truanicies from home, age, and reason; trade or business training, and how received, marital status, age and date, number and age of children; alcohol, tobacco and narcotics habits; age began, date last dose and seriatim; military record, showing rank, dates enlisted and discharged, kind of discharge, occupational record, and union or fraternal affiliations. Filed in prisoners' record folders. (Frequently, official.) 9 x 14 folders, 8 in., in steel filing case. Chief Medical Officer's Office, 2d floor. (19925)

4912. MEDICAL RECORD, STANFORD-BINET TESTS, PSYCHOLOGICAL EXAMINATIONS, 1934 to date. TDPHS and P&CI Form 950LK, showing date, inmate's commitment, name, age, sex, color, marital status, register number, mental age, intelligence quotient, education, remarks, and tests and scores. Filed in prisoners' medical record folders. (Frequently, official.) 9 x 14 folders, 8 in., in steel filing case. Chief Medical Officer's Office, 2d floor. (19928)

4913. MEDICAL RECORD, SUMMARIES, 1934 to date. TDPHS and P&CI Form 950LA, showing date, inmate's commitment, name, age, sex, color, marital status, register number, nature of crime, sentence, judge's name, location, recidivist, expiration, par, minimum and maximum dates, birthplace, date, whether or not a citizen, port of entry, date, age, religion, legal residence or address, occupation, education, name and address of responsible relative or friend, person to be notified in case of serious illness or emergency, father's name, mother's maiden name, their birthplaces and residence; report of use of narcotics, record of psychosis and other mental disorders, tuberculosis, constitutional diseases, and infirmities; recommendations, action, and treatment and discharge dates. Filed in prisoners' medical record folders. (Frequently, official.) 9 x 14 folders, 8 in., in steel filing case. Chief Medical Officer's Office, 2d floor. (19922)

4914. MONTHLY PERSONNEL REPORTS, 1934 to date. TDPHS Form 1917B, showing sheet number, month and year, name, rank or designation, annual rate of pay, allowances QSL, duty performed, change of status, with signature and title of officer. Filed chronologically. (Occasionally, official.) 9 x 14 folders, 2 in., in steel filing case. Chief Medical Officer's Office, 2d floor. (19897)

4915. MONTHLY REPORTS OF ABSENCES, 1934 to date. Stock Form 2243B, showing sheet number, period, place and date, employee's name, whether leave is annual, sick, without pay, or military, and other remarks. This report is submitted to Administrative Office in Washington. Filed chronologically. (Occasionally, official.)

9 x 14 folders, 2 in., in steel filing case. Chief Medical Officer's Office, 2d floor. (19899)

4916. OUT-PATIENT SICK CALLS, 1934 to date. TDPHS and P&CI Form 95011, showing inmate's name and register number, dates of calls, diagnosis, disposition, referral to specialist, hospital or quarters, treatment and medication. Filed in prisoners' medical record folders. (Frequently, official.) 9 x 14 folders, 8 in., in steel filing case. Chief Medical Officer's Office, 2d floor. (19926)

4917. PAY ROLLS FOR PERSONNEL SERVICES, 1934 to date. Standard Form 1913D, showing department or establishment, bureau, division or office, location, name and designation of disbursing officer, pay period, number, name, grade, designation and total salary rate, gross amount earned, retirement and other deductions, net amount paid, signatures for cash, notations of check payments, number and date of check, and remarks. Reverse side showing disbursing office voucher and bureau numbers, department or establishment, bureau or service, location, period, amount, notation, amount approved, and signature and official title of disbursing officer; also showing accounting classification, appropriation, limitation or project symbol, appropriation title, limitation or project amount, appropriation amount, allotment symbol, amount, encumbrance liquidated, cost account, object of expenditure, symbols, and amounts. Filed chronologically. (Occasionally, official.) 9 x 14 folders, 2 in., in steel filing case. Chief Medical Officer's Office, 2d floor. (19898)

4918. PAY VOUCHERS (MEMORANDA), 1934 to date. TDPHS Form 1948A (rev.), showing allotment and symbol numbers, disbursing officer's and bureau voucher numbers, accounts, employee's name, rank and station, annual rate of pay, present status, total years of service, pay period, dependents, computed pay, pay for active service, rental allowance, subsistence, pay waiting orders, differences and total, certificates of correctness, marital status, payment date, and check number and amount. Filed chronologically. (Rarely, official.) 9 x 14 folders, 7 in., in steel filing case. Chief Medical Officer's Office, 2d floor. (19901)

4919. PRISONERS' CONSENTS FOR SURGICAL PROCEDURE, 1934 to date. FPI Form 8713-22, showing prisoner's name and register number, consent to the prison physician for performance of such surgical procedure and use of such anesthesia as he may deem necessary, date, with signatures of patient and witness. Filed in prisoners' medical record folders. (Occasionally, official.) 9 x 14 folders, 1/8 in., in steel filing case. Chief Medical Officer's Office, 2d floor. (19918)

4920. PROPERTY CARDS, 1934 to date. Showing names of articles, date purchased, price, and location. (Frequently, official.) 4 x 5 cards, 6 in., in steel card cabinet. Chief Medical Officer's

Office, 2d floor. (19909)

4921. PSYCHOLOGIST'S RECORDS, 1934 to date. TDPHS and P&CI Form 950LL, showing patient's name, age, register number, occupation, education, future occupation, offense, sentence, revised Army A score and percentile, Otis advanced and Binet mental age and intelligence quotients, tapping score, quar, coordination IMS, performance age, test used, recommendation, and date. (Frequently, official.) 3 x 5 loose sheets, 5 in., in steel card cabinet. Chief Medical Officer's Office, 2d floor. (19905)

4922. RECOMMENDATIONS TO WARDEN REGARDING TRANSFER OF CHRONIC MEDICAL OR TB PATIENTS, 1934 to date. Showing station, date, prisoner's commitment, name, age, sex, color, marital status, register number, nativity, legal residence, occupation; expiration, par, minimum, maximum, date, place, length of sentence, and by whom sentenced; name and address of relative or friend, or correspondent; disease, medical history, clinical symptoms and signs, prognosis, need for special hospital care and treatment, disposition and signatures of interne, surgeon, and warden. Filed in medical record folders of prisoner's who have been removed for medical treatment. (Occasionally, official.) 9 x 14 folders, 1/8 in., in steel filing case. Chief Medical Officer's Office, 2d floor. (19916)

4923. REPORTS OF ANNUAL HEALTH EXAMINATIONS, 1934 to date. Miscellaneous Form 66, showing employee's name, rank, age, place, date, injury or illness since last annual examination, amount of sick leave taken during past year; diseases, defects, and corrections of eyes, ears, nose, throat, teeth, and other conditions of mouth; height, weight, temperature, skin, muscles and glands, bones and joints; measurements of chest and abdomen, condition of respiratory system, heart, blood, and vascular system, summary of defects, measures recommended for correction, officer's fitness to perform active duty of present grade, remarks, with signatures of three surgeons. Filed in employee's medical record folders. (Frequently, official.) 9 x 14 folders, 5 in., in steel filing case. Chief Medical Officer's Office, 2d floor. (19900)

4924. REPORTS OF EMERGENCY TREATMENTS, 1934 to date. Showing date, patient's name, age, color, number, time and date of arrival at hospital, nature of injury, condition, history, nature of treatment, whether or not admitted, number of days confined and incapacitated, with signature of attending physician. Filed in prison employee's medical folders. (Frequently, official.) 9 x 14 folders, 5 in., in steel filing case. Chief Medical Officer's Office, 2d floor. (19904)

4925. REPORTS OF ENCUMBRANCES, 1934 to date. TDPHS Form 1982E, showing station, date, appropriation, allotment serial number, month in which encumbrances were laid, amount of quarterly allotment, purchase order number, date of encumbrance, payee, article

or service, amount of encumbrance, balance unencumbered, total encumbrance for month, quarter to date, and balance available. Filed chronologically. (Occasionally, official.) 9 x 14 folders, 1/8 in., in steel filing case. Chief Medical Officer's Office, 2d floor. (19894)

4926. REQUESTS FOR HISTOPATHOLOGICAL EXAMINATIONS, 1934 to date. Department Form 289, showing station, post office, date, specimen of tissue in 10% formalin solution for examination, prisoner's name, sex, age, race, class, occupation, duration of disease, date submitted, date of operation, clinical diagnosis, resume of clinical history, laboratory findings, postoperative diagnosis, with signature of medical officer in charge (addressed to the Director, National Institute of Health). Filed in medical record folders of prisoners removed for medical treatment. (Occasionally, official.) 9 x 14 folders, 1/8 in., in steel filing case. Chief Medical Officer's Office, 2d floor. (19921)

4927. STANDARD GOVERNMENT FORM OF BIDS (SUPPLY CONTRACT), 1934 to date. Standard Form 31, showing opening date of bid, name and title of purchasing officer; address, name, corporate status, and address of bidder, discounts allowed, schedule of articles, and prices. Filed chronologically. (Rarely, official.) 9 x 14 folders, 6 in., in steel filing case. Chief Medical Officer's Office, 2d floor. (19913)

4928. STANDARD GOVERNMENT FORM OF INVITATION FOR BIDS (SUPPLY CONTRACT), 1934 to date. Standard Form 30, showing manner of preparing and submitting bids and schedule of materials and supplies to be purchased. Filed chronologically. (Rarely, official.) 9 x 14 folders, 6 in., in steel filing case. Chief Medical Officer's Office, 2d floor. (19912)

4929. WEEKLY REPORTS TO THE WARDEN, 1934 to date. Form 1850-10, showing weekly period, number admitted, discharged, and remaining; number of medical, TB, and surgical patients in the hospital; quarantine admissions and out-patient; number of industrial transactions and all sick calls, dental treatments, other treatments, tests, and reports. Filed chronologically. (Occasionally, official.) 9 x 14 folders, 3 in., in steel filing case. Chief Medical Officer's Office, 2d floor. (19893)

4930. MONTHLY REPORTS OF DENTAL ADMINISTRATIONS, 1937 to date. TDPHS Form 1919, showing name and location of hospital or station, date, certificate of accuracy of report signed by the Senior Dental Officer and Medical Officer in charge; class of beneficiary or patient, number of new patients admitted during month, remaining under treatment from previous month, in-patient and out-patient cases, unit and total number of treatments, and number of personnel. Filed chronologically. (Occasionally, official.) 9 x 14 folders, 1/2 in., in steel filing case. Chief Medical Officer's Office, 2d floor. (19902)

SAN PEDRODIVISION OF FOREIGN AND INSULAR QUARANTINE
QUARANTINE STATION
Reservation Point, Terminal Island

This station was established about 1918. It has supervision of quarantine activities from San Luis Obispo to Calexico inclusive. Its functions are to inspect vessels and to regulate quarantine laws. Useless papers are destroyed by permission of Washington, and required reports are sent there.

4931. ADVICE OF ALLOTMENT, Jan. 1924 - Dec. 1928. Form 90, showing allotment number, date, amount of allotment, appropriation title, brief description of supplies or service, and signature of chief of accounts section; advice of amendment of allotment, showing the same information except a brief reason for amendment; quarterly estimate of funds required is an itemized statement of service, supplies, or equipment needed. Arranged chronologically. (Never.) 8 x 10 bundles (5), 2 in., in wooden drawer. SE. room, 1st floor. (793)

4932. REPORTS OF ENCUMBRANCES, Jan. 1924 - June 1931. Form 8998V, showing name of station, month, serial number of allotment, appropriation, amount of quarterly allotment, purchase order number, date of encumbrance, payee, article or service, amount of encumbrance, balance unencumbered, total encumbrances for month, and total quarterly encumbrances to date. Arranged chronologically. (Never.) 9 x 12 folders, 3 in., in wooden drawer. SE. room, 1st floor. (795)

4933. GASOLINE VOUCHERS, UNION OIL AND STANDARD OIL COMPANIES, Jan. 23, 1925 - July 16, 1935. Bills, vouchers, and correspondence: the bills showing date, address, quantity of purchase, rate, and amount, with signature of purchaser; vouchers showing date, amount, and allotment number. Filed chronologically. (Never.) $8\frac{1}{2}$ x 12 covers, 7 in., on wooden shelf. SE. room, 1st floor. (803)

4934. PURCHASE RECORDS, Dec. 24, 1924 - May 27, 1934. Requisitions, bids, contracts, bills, and vouchers, relating to lumber and hardware for upkeep and repair of buildings, and to repairs and replacements of office equipment, showing date, purpose, and amount. Filed chronologically. (Never.) $8 \times 10\frac{1}{2}$ covers, 2 in., on wooden shelf. SE. room, 1st floor. (811)

4935. VOUCHERS, TRUCK, Oct. 21, 1925 - Apr. 7, 1930. Advertisements for bids, acceptance, contracts, bills, and vouchers for upkeep of truck PHS 1982. Filed chronologically. (Never.) $8 \times 10\frac{1}{2}$ covers, 1 in., on wooden shelf. SE. room, 1st floor. (802)

4936. VOUCHERS FOR TUG "S. D. BROOKS," May 11, 1928 - June 30, 1934. Advertising for bids, contracts, bills, vouchers, receipts, and correspondence, regarding upkeep of tug. Filed chronologically. (Never.) $8 \times 10\frac{1}{2}$ covers, 2 in., on wooden shelf. SE. room, 1st floor. (813)

4937. MONTHLY REPORTS ON INSPECTION OF AIRPLANES, Jan. 19, 1929 - Sept. 30, 1931. Form A-54, showing date, place of foreign departure, total number of planes arrived, total crew and passengers, and total aliens examined and certified; also information for airplanes arriving from foreign ports not inspected and relative correspondence. Filed chronologically. (Never.) $8 \times 10\frac{1}{2}$ covers, 1 in., on wooden shelf. SE. room, 1st floor. (812)

4938. VOUCHERS FOR FERRY SERVICE, Apr. 24, 1929 - July 10, 1934. Vouchers, receipts, and bills for ferry services. Filed chronologically. (Never.) $8 \times 10\frac{1}{2}$ covers, 1 in., on wooden shelf. SE. room, 1st floor. (814)

4939. MONTHLY REPORTS OF QUARANTINE TRANSACTIONS, July 1, 1929 - June 30, 1935. Form 1965, showing total number of vessels, seamen, and passengers inspected during the month; laboratory services and fumigation services rendered, amounts of bills and number of sanitary statements issued; also foreign deratization and exemption certificates, showing names and flags of vessels. Filed chronologically. (Never.) $8\frac{1}{2} \times 12$ covers, 1 in., on wooden shelf. SE. room, 1st floor. (805)

4940. CUSTOMS RECEIPTS, July 1, 1931 - Apr. 30, 1936. For accounts sent to the Collector: bills, showing names of vessels, purpose of accounts, dates, and amounts, with forms for acknowledgment of receipts returned; accounts signed by medical officer and receipts signed by Collector. Filed chronologically. (Occasionally, official.) $8 \times 10\frac{1}{2}$ loose-leaf books, 5 in., on wooden shelf. SE. room, 1st floor. (798)

4941. PORT SANITARY STATEMENTS, Dec. 19, 1931 - May 23, 1936. Form 1964, showing number of communicable diseases and deaths for a period of two weeks, different kinds of diseases, and number of cases; reverse side, showing name of vessel and number of certificates issued. Filed chronologically. (Never.) $8 \times 10\frac{1}{2}$ bundles, 6 in., on wooden shelf. SE. room, 1st floor. (796)

4942. MONTHLY REPORTS OF QUARANTINE SERVICES, July 1932 - June 1935. Form 1956B, showing address, date, total charges, and signature of medical officer for services rendered such as inspection, detention, special, and fumigation. Copy sent to Washington. Filed chronologically. (Never.) $8\frac{1}{2} \times 12$ covers, 1 in., on wooden shelf. SE. room, 1st floor. (807)

4943. AMERICAN BILLS OF HEALTH, Jan. 1935 - May 26, 1936. Form 1937, report on vessel and sanitary conditions of port made by American Consul from the port of departure of vessel, showing name and title of officer issuing the bill, names of port, vessel, and master, number of crew, tonnage, time of arrival and departure, and mode of communication with shore, condition of port and vicinity, prevailing diseases, number of cases and deaths during the two weeks preceding, and destination of vessel, with date, seal, and signature of consul. Filed chronologically. (Occasionally, official.) 8 x 11½ bundles, 2 ft., on wooden shelf. SE. room, 1st floor. (794)

4944. ACTIVE PERSONNEL FILE, 1920 to date. Form 3-R6, application for refund; Form 14, field questionnaire; Form 248, report of annual health examination; Form 2152, record of absence; Form 2217, applications for annual, without pay, or military leave; correspondence, pertaining to salaries, duties, and personal matters. Arranged alphabetically, by name of employee. (Occasionally, official.) 9 x 12 folders, 7 in., in steel drawer. SE. room, 1st floor. (799)

4945. CORRESPONDENCE WITH THE SURGEON GENERAL, Jan. 1920 to date. Pertaining to bills, examinations, fumigations, collections, personnel, quarantine, and inspections. Arranged alphabetically, by subject. (Never.) 9 x 12 folders, 8 in., in steel drawer. SE. room, 1st floor. (809)

4946. MISCELLANEOUS CORRESPONDENCE, Jan. 1922 to date. Correspondence from area coordinator, steamship companies, agents, and Department of Agriculture, regarding applicants for positions, quarantine anchorage, Angel Island, annual reports (bubonic plague), twenty-hour boarding, bills of lading, chambers of commerce circulars, collector of customs, immigration, investigations, fumigations, National Emergency Council, Hawaiian Islands, medical director, property return, immigration regulations, quarantinable diseases, psittacosis, and miscellaneous subjects. Filed alphabetically, by subject. (Never.) 9 x 12 folders, 1 ft. 2 in., in steel drawer. SE. room, 1st floor. (804)

4947. CORRESPONDENCE AND VOUCHERS ON CONSTRUCTION OF STATION AND BUILDINGS, Jan. 1923 to date. Memo Form 1034, public vouchers for purchases and services other than personal; correspondence with supervising architect, district engineer in San Francisco, contractor, and construction engineer; also contracts, telegrams, scale drawings, National Recovery Act monthly progress reports, progress photos, records of tests, samples, vouchers, and miscellaneous correspondence, relating to construction. Filed alphabetically, by subject. (Never.) 9 x 12 folders, 3 in., in wooden drawer. SE. room, 1st floor. (808)

4948. CORRESPONDENCE ON MECHANICAL EQUIPMENT AND SUPPLIES, 1925 to date. Standard Form 33, invitation, bid, and acceptance; Form 1036, statement and certificate of award; also telegrams, invoices of supplies and services, catalogues, booklets, and memos. Arranged alphabetically, by subject. (Occasionally, official.) 9 x 12 folders, 9 in., in wooden drawer. SE. room, 1st floor. (797)

4949. MISCELLANEOUS FILE ON PURCHASES, July 1926 to date. Form 1, purchase authority; Standard Form 33, invitation, bid, and acceptance; Form 44-A, requisitions for supplies or services; Form 49-2E, invoice for supplies; Form 127, navy yard stores invoices; Form 708, letter transmitting proposals authorized by the Chief Division of Supply; Form 733, Treasury Department invoices; Standard Form 1036, statements of certificate of award; Standard Form 1058-A, Government bills of lading; Form 1904-A, property invoice and receipt; Form 1905, requisitions for supplies and equipment; Form 1907, letters transmitting proposals for supplying articles or services; Form 1909-B, inventory and inspection report of unserviceable property; Form 1909-C, debit property vouchers; Form 1955, advice of receipt of shipment; Form 9202-B, invoices of property received by purchase; and Form 9203-C, expenditure vouchers; relative correspondence, invoices, and receipts. Arranged chronologically. (Occasionally, official.) 9 x 12 folders, 1 ft. 6 in., in wooden drawer. SE. room, 1st floor. (806)

4950. QUARANTINE INSPECTIONS OF SHIPS ENTERING, 1928 to date. Form 301F; shipmasters' declarations; Form 542, Ship Surgeons' reports on diseases, injuries, births, and deaths during the voyage; Form 1956B, statements of quarantine services rendered; Form 1964, port sanitary statement. Arranged alphabetically, by name of ship. (Frequently, official.) 9 x 12 folders, 16 ft. 4 in., in 16 steel drawers. SE. room, 1st floor. (801)

4951. QUARANTINE DECLARATIONS, Mar. 16, 1930 to date. Form 1988; showing tonnage, name of local agent, port of registry, ports of call, date of departure, if at wharf or anchor and number of days, kind of cargo taken, number of passengers or crew embarked, quarantinable diseases present, total number people on board, number of officers and crew, number of 1st, 2nd, and 3rd class passengers, number of cases of illness during voyage, name of disease, date of onset, probable diagnosis, contacts, isolation date, and remarks; reverse side shows the acceptable deratization or deratization exemption certificate date, place and number of rats obtained, kind of cargo aboard, name of quarantine officer issuing certificate, history of vessel back to date of last acceptable certificate or previous United States port, date vessel was constructed, amount of rat harborage, if tramp steamer or regular liner, time of day vessel anchored, time boarded by quarantine officers and released, description of quarantine

treatment, kind of pratique given, immigration examination, total examined, and total certified, with signatures of master of vessel and quarantine officer. Arranged chronologically. (Occasionally, official.) 8 x 10 $\frac{1}{2}$ loose-leaf books and sheets, 3 ft. 6 in., in lockarch file on wooden shelf and on desk. SE. room, 1st floor and R. 110. (800, 818)

4952. PROPERTY RETURNS AT LOS ANGELES QUARANTINE STATION, July 1, 1934 to date. Forms 1903, A, B, and C, showing date and number of voucher, quantity on hand as of last return, date of entries, debits, credits, balance on hand to date, quantity un-serviceable, total, and names of articles. (Occasionally, official.) 3 $\frac{1}{2}$ x 8 loose-leaf slips, 5 in., on steel cabinet. R. 110. (817)

4953. CURRENT MISCELLANEOUS, Jan. 1935 to date. Form 1917-A, personnel report; Form 1956-B, quarantine charges; and Forms 1964 and 1965, monthly quarantine transactions; also records of immigration inspections, lists of vessels arriving from Argentine ports, fuel and utility reports, report of rats caught in harbor district, custodian records, approved requisitions, property return receipts, station orders, city health reports, reports of encumbrances, contracts, allotments, estimates, reports of medical inspection of aliens, proposals, pay rolls, customs releases and receipts, purchase orders, notices of agents of remanded ships; also relative correspondence. Filed alphabetically, by subject. (Daily, official.) 9 x 12 folders, 2 ft. 3 in., in 2 steel drawers. R. 110. (815)

4954. REPORTS OF MEDICAL EXAMINATION OF ALIENS, July 1935 to date. Form 541, showing name of port, date, name of ship; name, age, sex, native country, race, date arrived, class of passage, result of examination, showing disease, if any, with signature of surgeon; Form 1972B, monthly statement, showing name of port, month, number of alien passengers not examined abroad but examined upon arrival, number of alien passengers examined abroad and re-examined on arrival, and number of alien seamen examined on arrival; reverse side, showing the disposition of certified alien passengers. Form 1975B, "hold" order to immigration officers, giving the same information as the medical certificate. Arranged chronologically. (Occasionally, official.) 8 x 10 $\frac{1}{2}$ bundles, 6 in., on steel cabinet. R. 110. (819)

DIVISION OF MARINE HOSPITALS AND RELIEF
SECOND CLASS RELIEF STATION
Foc-Cabrillo Bldg., 111 West 7th St.

This station was established in 1916. There has been no administrative reorganization since its inception, nor has the agency occupied any office other than its present location. The function of this station is to furnish hospitalization and outpatient medical treatment to legal beneficiaries of the Government. Information regarding the territory under its jurisdiction is not available. No records are sent to Washington and none have been lost or destroyed.

4955. MEDICAL EXAMINATIONS, May 28, 1914 - June 1925. Medical examinations and color perception tests of able-bodied seamen, Coast Guard, masters, mates, and pilots, required prior to certification as able-bodied seamen; also records of physical examinations of applicants for Civil Service positions, examinations preliminary to appointment, enlistment, promotion or retirement in military or naval service, showing dates, names, ages, nativity, class of designations, at whose request examined, passed or rejected, cause of rejection, description of cause of rejection, and extent of examination. Entered chronologically. (Never.) $8\frac{1}{2}$ x 14 vols. (2), 2 in., on wooden shelves. Dirty, torn, bindings broken. R. 6. (247)

4956. REGISTER OF OUT-PATIENTS, Jan. 1916 - May 1920. Form 1982, record of patient's number, name, age, nativity, name of last vessel, period of last service, patient's statement of previous relief, when, where, for what disease, present disease or injury, date, and kind of relief furnished. Entered chronologically. (Never.) $10\frac{1}{2}$ x 15 vol., 1 in., on wooden shelf. R. 6. (242)

4957. EX-EMPLOYEE RECORDS, Jan. 1920 - May 1936. Personnel records of employees who have become separated from the service, showing employee's name, personal history, letters of appointment, certificate of medical examination, letters regarding change in work status, and separation. (Never.) 9 x 11-3/4 folders, 1 ft. 2 in., in box. R. 6. (245)

4958. GENERAL CORRESPONDENCE, Jan. 1920 - May 1936. Records of the following: United States Lighthouse Service examination laboratory reports, weekly census reports on in-patients, United States Civil Service examinations, communicable disease reports, United States Coast and Geodetic Survey examinations, hospital extensions, Reserved Officers' Training Corps camp, venereal diseases, information letters for tuberculosis patients to sign, United States Employees' Compensation examinations, pension cases pending, and abstracts from clinical records. Filed alphabetically. (Occasionally, official, public.) 8 x $10\frac{1}{2}$ folders,

3 ft. 4 in., in 3 drawers of filing cabinets. R. 5. (224)

4959. IN-PATIENT AND OUT-PATIENT TREATMENTS, Jan. 1920 - May 1936. Form 1971E, showing name, address, age, class of beneficiary, date of authority for admission, name of vessel, clinical notes, diagnosis, other diseases or injuries, additional information for Compensation Commission cases, record of treatment, examinations, and initials of doctor. Filed alphabetically. 5 x 8 cards, 31 ft. 8 in., in 12 drawers of 4 card cabinets. R. 5. (223)

4960. GENERAL CORRESPONDENCE, Sept. - Nov. 1920. Communications with other Public Health Service Departments, requests for supplies, reports of quarantine violations, copies of monthly reports of inspections, and miscellaneous correspondence. (Never.) 10 x 15 vol., 1 in., on wooden shelf. R. 6. (244)

4961. SURGEON GENERAL'S FILES, Jan. 1922 - May 1936. Surgeon General's records, relating to the transfer of patients, allotment of funds, and correspondence, pertaining to the administration and operation of the Public Health Service Department; lists of changes, annual reports, station orders, correspondence from Fort Stanton, applications for positions, health problems, commission and Coast Guard correspondence, and records of present employees. Filed alphabetically, by subject. (Never.) 9 x 11-3/4 folders, 1 ft. 7 in., in filing case. R. 5. (228)

4962. RECORD OF LIQUORS CONSUMED AND ISSUED, Dec. 1923 - Nov. 1933. Form 1989, record of date, name of vessel, number of permit, number in crew, number of passengers, duration of voyage, and quantity of liquor allowed. Entered chronologically. (Never.) 8 1/2 x 14 vols., 2 in., on wooden shelf. R. 6. (241)

4963. ENCUMBRANCE REPORTS, July 1923 - June 1934. Record of monthly allotment allowed by the Treasury Department, supplemented by detailed reports of maintenance expenditures or encumbrances for all purposes, and signed by the medical director in charge. (Occasionally, official.) 8 1/2 x 14 loose-leaf book, 2 in., on shelf. R. 6. (253)

4964. UNITED STATES CIVIL SERVICE CERTIFICATES OF MEDICAL EXAMINATION UNDER EXECUTIVE ORDER, June 18, 1923; Apr. 30, 1924 - Jan. 29, 1936. Name of employee, rank, place and date of examination, place of birth, years of service, posture, frame, height, chest measurement, inches of inspiration and expiration, vision, color perception and hearing; also a few physical examination reports and correspondence. (Occasionally, official.) 8 x 10 1/2 vols. (2), 2 in., on shelf. R. 6. (262)

4965. PAY OF PERSONNEL AND MAINTENANCE OF HOSPITAL, July 1924 - May 1936. Allotment number, amount of allotment, and an itemized

account of money paid out for salaries, rents, specialists, utilities, supplies, ambulance service, and miscellaneous expenditures. Entered chronologically. (Occasionally, official.) 8 x 10 $\frac{1}{2}$ vols. (2), 2 in., in filing cabinet. R. 5. (231)

4966. VOUCHERS, Jan. 1925 - June 1935. For services as follows: Department of Water and Power, eye, ear, and nose, laundry, Los Angeles County Hospital; pay rolls and correspondence, burial, rent, San Pedro General Hospital, telephone, X-ray, out-patients, professional laboratories, miscellaneous, ambulance, telegrams, ice, special nursing, attending specialists, special escort, and dental. (Occasionally, official.) 8 $\frac{1}{2}$ x 10 $\frac{1}{2}$ loose-leaf books (28), 3 ft., on shelf. R. 6. (260)

4967. MONTHLY REPORTS OF PERSONNEL, Jan. 1925 - June 30, 1933. Form 1917A, showing name of station, date, name of employee, rank or designation, pay allowance (annual rate), duty performed, and change of status. Filed chronologically. (Never.) 8 x 10 $\frac{1}{2}$ loose-leaf book, 1 in., on wooden shelf. R. 6. (251)

4968. PATIENTS TRANSFERRED TO HOSPITALS, Jan. 1925 - June 29, 1935. Names and dates of transfer of all patients to the San Pedro General Hospital, numbered, beginning in July of each year. (Occasionally, official.) 8 x 10 $\frac{1}{2}$ loose-leaf book, 1 in., on shelf. R. 6. (256)

4969. HOSPITAL RECORDS, Jan. 1925 - May 1936. Form 1971F, record of patient's name, class of beneficiary, register number, name of hospital, permanent address, person to notify in case of emergency, religion, birthplace, date of birth, age, sex, race, marital status, occupation, name of vessel, date of last service, date admitted; also diagnosis, showing name and diagnosis number, and signature of preparing officer. Filed alphabetically. (Daily, official.) 5 x 9 cards, 10 in., in filing case. R. 5. (222)

4970. MEDICAL OFFICER'S MONTHLY REPORTS OF RELIEF, Jan. 1925 - May 1935. Form 1922A, complete monthly service report, signed by the medical director in charge. Containing the name of service in which the employee is engaged, details of hospital relief, total number of days given employees of each department, out-patient relief and examinations, names of hospitals, total number of patients remaining from previous month, number added, discharged, and remaining for treatment; number of days relief furnished, out-patient relief and examination, and a table, showing classification of character of services rendered, viz. dental, medical, surgical, X-ray, or any other services. (Occasionally, official.) 8 x 10 $\frac{1}{2}$ vol., 1 in., on shelf. R. 6. (237)

4971. X-RAY NEGATIVES, Jan. 1925 - May 1936. Record of patient's name, number, kind of case, classification, and dates

X-rayed. Filed alphabetically. (Never.) Various sized envelopes, 10 ft. 8 in., in partitioned wooden compartment. R. 5. (233)

4972. RECORD OF PHYSICAL EXAMINATIONS OF APPLICANTS FOR RATING AS ABLE SEAMEN, Feb. 1925 - July 27, 1934. Form 983, original application to the medical officer in charge of the Public Health Service for physical examination as an able seaman, with rubber stamped signatures of the local inspectors to the surgeon in charge, and signed by applicant. On the same form is the certified approval or disapproval of Public Health Service Surgeon. (Occasionally, official.) 8 x 10 $\frac{1}{2}$ books (11), 1 ft. 5 in., on shelf. R. 6. (236)

4973. APPLICATIONS AND EXAMINATIONS FOR CERTIFICATE FOR COLOR BLINDNESS, Mar. 1925 - June 30, 1933. Form 954B, addressed to the medical officer in charge of the Public Health Service by the United States Local Inspector of the Port of Los Angeles, with a request for examination for color blindness and hearing, and showing name of applicant, age, nativity, complexion, height, color of eyes, color of hair, and other distinguishing marks, with a report of the medical officer in charge and a stamped thumbmark identification. (Occasionally, official.) 8 x 10 $\frac{1}{2}$ vols. (5), 11 in., on shelf. R. 6. (239)

4974. MONTHLY REPORTS OF COAST GUARD, May 1, 1925 - Dec. 5, 1934. Form 8948, sent each month to the Commandant of the Coast Guard, Washington, and signed by the medical officer in charge of the Public Health Service, containing the names of the Coast Guard men who have been admitted for treatment in the in-patient and out-patient departments, together with date of admission. (Occasionally, official.) 8 $\frac{1}{2}$ x 10 $\frac{1}{2}$ vols., 1 in., on shelf. R. 6. (261)

4975. RECORD OF DEATHS AND BURIALS, Aug. 7, 1926 - May 25, 1936. Records of patients of the San Pedro General Hospital who have died, showing date of death, name of place of burial or disposition of body. If buried in San Pedro Cemetery, block and lot number are shown. Entered chronologically. 8 x 10 $\frac{1}{2}$ vol., 1 in., in filing case. R. 5. (230)

4976. PROPERTY RETURNS, Aug. 13, 1925 - May 1936. Forms 1903, A, B, and C, record of equipment, furniture, and nonconsumable articles, exclusive of supplies and drugs, showing date, voucher number, debit, credit, balance, amount on hand last return, un-serviceables, name of article, and description. Filed chronologically. (Never.) 3 $\frac{1}{2}$ x 8 loose-leaf cards, 1 ft. 4 in., on shelf. Dirty, torn, bindings broken. R. 6. (250)

4977. NEOSALVARSAN AND THIOBISMOL INJECTIONS, Sept. 1, 1925 - Jan. 28, 1936. Forms 2105 and 7187, record of name, date and

amount of neosalvarsan and thiobismol treatments given by the San Pedro Hospital to Public Health Service patients. Filed chronologically. (Semimonthly, official.) 3 x 5½ and 4 x 7 vols. (7), 4 in., on wooden shelves. R. 6. (249)

4978. SPANISH-AMERICAN WAR VETERANS, Oct. 2, 1925 - Oct. 10, 1931. Details of medical examination of Spanish-American War veterans now on pension and those making claims for same, recommendation of the examining surgeon, and amount of pension, sent to the Pension Office at Washington. (Occasionally, official.) 8½ x 14 loose-leaf book, 1 in., on shelf. R. 6. (259)

4979. X-RAY REPORTS, Feb. 1926 - Jan. 1936. Form 1946-J, showing date, number of plate film, size, part and disposition, signed by the patient and the roentgenologist making the radiograph. (Occasionally, official.) 8 x 10½ loose-leaf books (8), 1 ft. 3 in., on shelf. R. 6. (257)

4980. REPORTS OF MEDICAL INSPECTION OF ALIENS, July 1926 - Mar. 1936. Forms 1972B and 1972B-1, record of class of passengers examined, passed, certified by class, totals, total of crew, and workers examined and passed, and number certified by class; Forms 1975 and 1975-B, medical hold orders, showing date, name of passenger, age, sex, race and nationality, name of vessel, and name of disease; Form 541, showing name, age, sex, date, race, nationality, name of vessel, disease, class, and signature of examining surgeon and assistant. Arranged chronologically. (Never.) 3½ x 7½ and 8½ x 10½ bundles, 2 ft., in box. R. 6. (246)

4981. OUT-PATIENT LABORATORY EXAMINATIONS, July 1, 1926 - Mar. 30, 1936. Form 19461, dated laboratory reports from the out-patient department of the Public Health Service, showing results of examinations of urine, stomach contents, feces, sputum and blood, stating name of patient, department of service, and the name of the pathologist. (Occasionally, official.) 8 x 10½ vols. (3), 4 in., on shelf. R. 6. (248)

4982. UNITED STATES EMPLOYEES' COMPENSATION CASES, Oct. 1927 - Oct. 1935. Form C-A20, workmens' compensation requests for examinations of longshoremen and Civil Service employees injured in line of duty, signed by the examining officer of the Public Health Service. (Occasionally, official.) 8 x 10½ loose-leaf books (3), 6 in., on shelf. R. 6. (258)

4983. PROPOSALS FOR SUPPLIES, SERVICES, AND RENTS, 1928 - 1934. Letters to the Public Health Bureau at Washington, relating to furnishings, supplies, services, and rents. (Occasionally, official.) 8½ x 12 folders (8), 5 in., on shelf. R. 6. (255)

4984. EXAMINATION RECORDS, Jan. 1928 - May 1936. Form 1971-E, results of physical examinations, giving patient's name, class of

beneficiary, and date of examination. Filed alphabetically. (Daily, official.) 5 x 8 cards, 2 ft. 10 in., in 3 drawers of card cabinet. R. 5. (221)

4985. HOSPITAL CHARTS, Jan. 1928 - May 1936. Form 1946-A, case charts of patients, containing name, clinical record; Form 1946-B, family and personal history; Form 1946-C, present disease; Form 1946-D, physical examination; Form 1946-E, temperature chart; Form 1946-G, notes from ward surgeon; Form 1946-H, notes from nurse; Form 1946-I, clinical laboratory report; Form 1946-J, X-ray card; also clinic letter of restoration to duty. Arranged alphabetically. (Daily, official.) 9 x 11-3/4 folders, 32 ft. 6 in., in 12 drawers of filing cases and in 16 drawers in supply room. R. 5. (227)

4986. WEEKLY CENSUS REPORTS OF RELIEF STATION, Jan. 7, 1928 - Mar. 30, 1935. Report to Surgeon General of Health Service, (Statistical Unit Hospital Condition) of the total patients remaining at the San Pedro General Hospital and Los Angeles General Hospital at the end of each week. The details of hospitalization are confined to general medical, surgical, tuberculosis, and neurotic cases. Form 1971-F, used to show number of report cards, and is signed by medical officer in charge. (Occasionally, official.) 8 x 10 1/2 vol., 1 in., on shelf. R. 6. (234)

4987. COAST GUARD RECORDS, July 1928 - May 1, 1936. Forms 1915, 2592, and 2522, applications from Coast Guard vessels to Public Health Service for medical service to Coast Guard personnel, master's certificate of service to sick or injured seamen, and final medical certificate to intelligence officer. (Daily, official.) 8 x 10 1/2 bundles, 1 ft. 2 in., in filing case. R. 5. (226)

4988. MONTHLY REPORTS OF PATIENTS REQUESTED BY IMMIGRATION SERVICE, Sept. 1928 - June 1935. Showing names of patients, date of admission to hospital, number of days relief furnished, diagnosis, name of hospital and date released. (Occasionally, official.) 8 x 10 1/2 loose-leaf book, 1 in., on shelf. R. 6. (254)

4989. IN AND OUT TIME RECORD OF EMPLOYEES, Mar. 20, 1929 - July 29, 1930. Book 7117, name of employee, time in (morning), time out and in for lunch, and time out in evening. Entered chronologically. (Never.) 10 1/2 x 16 vol., 1 in., on wooden shelf. R. 6. (243)

4990. REPORTS OF RELIEF FURNISHED BY PAY PATIENTS, July 1, 1929 - June 30, 1935. Form 1927, giving name, class, date of admission and discharge, total days treated, and total charge for month for patients treated and who paid for service, with original signature of seaman applying for medical aid, and master's signature certifying signature of applicant; also showing name of

applicant, nativity, age, height, color of eyes and hair, distinguishing marks, and total length of service on United States vessel. Filed chronologically. (Occasionally, official.) 8 x 10½ covers, 1 in., on wooden shelf. R. 6. (252)

4991. MASTERS' CERTIFICATES OF SERVICE OF SICK OR INJURED SEAMEN, Jan. 1930 - May 1936. Form 1915, record of data, concerning sick or injured seamen, with master's certificate of service for each. Entered chronologically. (Occasionally, official.) 8 x 10½ vols.(19), and bundles (26), 11 ft. 2 in., on shelves. R. 6. (235)

4992. APPLICATIONS TO THE PUBLIC HEALTH SERVICE FOR RELIEF FOR THE PERSONNEL OF THE COAST GUARD, Apr. 1932 - Jan. 31, 1936. Form 2522, original requests addressed to the medical officer in charge of the Public Relief Service Station, San Pedro, signed by an officer of the Coast Guard, for examination and treatment of an employee of the Coast Guard, result of the examination, and kind and type of treatment required, days absent from duty, final medical examination of patient, diagnosis of disease, diagnosis number, and period of treatment. If in condition to resume work, this fact is stated, and is signed by medical officer of the Public Health Service. (Occasionally, official.) 8 x 10½ vols. (5), 8 in., on shelf. R. 6. (240)

4993. CIVIL WORKS ADMINISTRATION REPORTS, Dec. 12, 1933 - Apr. 2, 1934. Applications and correspondence of employees of the Civil Works Administration for medical, surgical and other treatment for injuries received by the applicant while in the performance of his duties, and twenty questions to be answered by the applicant; also date, and result of the examination, signed by the official medical superior. (Occasionally, official.) 8½ x 11 vol., 2 in., on shelf. R. 6. (238)

4994. REPORTS AND VOUCHERS, July 1935 - May 25, 1936. Record of first aid, unclaimed valuables, pay patients, station account records, attending specialist, Works Progress Administration monthly reports, report of absence, personnel, report of aliens, narcotic drug permits, medical inspection of aliens. Vouchers are permanent records for San Pedro General Hospital, dental service, Los Angeles County Hospital, laboratory and X-rays, laundry, ambulance service, specialists' services, burials, tickets for transportation, rent of office, telegrams, utilities, and other expenses. (Monthly, official.) 9 x 11-3/4 folders, 1 ft. 1 in., in filing case. R. 5. (229)

4995. CONTRACTS, July 1935 - June 30, 1936. Authority for local purchases, encumbrances, estimates, pay rolls, property return vouchers, medical advice radiograms, requisitions, and transportation requests. Filed alphabetically, by subjects. (Daily, official.) 9 x 11-3/4 folders, 1 ft., in filing case. R. 5. (232)

THE PROCUREMENT
DIVISION
PUBLIC WORKS BRANCH

THE PROCUREMENT DIVISION

GENERAL INFORMATION

BRANCH OF SUPPLY

Department of the Treasury, Bureau of the Census, and Bureau of the Budget.

This office was created on September 3, 1939, to purchase and distribute supplies, materials, and equipment required for the operation of the Government. It was organized as a branch of the Procurement Division.

Under President Roosevelt's Reorganization Plan No. 1, effective July 1, 1939, the Public Buildings Branch of the Procurement Division was transferred to the newly created Federal Works Agency. The Branch of Supply continues to function as the Procurement Division in the Department of the Treasury.

1939. GENERAL INFORMATION. Sept. 3, 1939 to date. Record of transactions. (Frequently, official.) 9 x 15 folders, 2 ft., in transfer case. R. 207. (264)

1939. CONTRACTS AND ORDERS. Sept. 3, 1939 to date. Record of transactions. (Frequently, official.) 9 x 15 folders, 2 ft., in transfer case. R. 207. (265)

1939. PURCHASE ORDERS. Sept. 3, 1939 to date. Record of transactions. (Frequently, official.) 9 x 15 folders, 2 ft., in transfer case. R. 207. (266)

1939. PURCHASE ORDERS. Sept. 3, 1939 to date. Record of transactions. (Frequently, official.) 9 x 15 folders, 2 ft., in transfer case. R. 207. (267)

1939. PURCHASE ORDERS. Sept. 3, 1939 to date. Record of transactions. (Frequently, official.) 9 x 15 folders, 2 ft., in transfer case. R. 207. (268)

1939. PURCHASE ORDERS. Sept. 3, 1939 to date. Record of transactions. (Frequently, official.) 9 x 15 folders, 2 ft., in transfer case. R. 207. (269)

THE PROCUREMENT DIVISION

FRESNO

BRANCH PROCUREMENT OFFICE

Bank of America Bldg., Fulton and Tulare Sts.

This office was opened on September 3, 1935, to purchase and distribute materials, supplies, and equipment required on Federal projects or needed by Governmental establishments. It has jurisdiction over California, District 4, including Alpine, Fresno, Inyo, Kern, Kings, Madera, Mono, and Tulare Counties. Reports are sent to the State Procurement Officer at San Francisco.

4996. ABSTRACT REGISTER, Sept. 3, 1935 to date. Bids on formal purchases, showing names of vendors, commodities, prices, terms, and to whom contracts were awarded. (Frequently, official.) 12 x 15 vol., 2 in., on desk. R. 207. (260)

4997. CAMP PURCHASING ORDERS, Sept. 3, 1935 to date. Showing names of vendors, dates, shipping instructions, quantity, units, articles, unit prices, total prices, and signatures of purchasing and contracting officers. (Frequently, official.) 9 x 15 loose sheets, 1 ft. 6 in., in transfer case. R. 207. (264)

4998. COMPLETED TRANSACTIONS, Sept. 3, 1935 to date. Record of completed transactions. (Frequently, official.) 9 x 15 folders, 7 ft. 6 in., in filing case and in pasteboard filing cabinet. R. 207. (263)

4999. MISCELLANEOUS CORRESPONDENCE, Sept. 3, 1935 to date. Letters, requisitions, and reports. (Frequently, official.) 9 x 15 folders, 2 ft., in filing case. R. 207. (259)

5000. PENDING TRANSACTIONS, Sept. 3, 1935 to date. Record of pending transactions. (Frequently, official.) 9 x 15 folders, 4 ft. 2 in., in transfer case. R. 207. (262, 269)

5001. PURCHASE ORDERS, Sept. 3, 1935 to date. Purchase orders and requisition numbers, showing quantity, units, articles, and total prices. (Frequently, official.) 9 x 15 folders, 2 ft., in cardboard box. R. 207. (267)

5002. REQUISITIONS FOR PURCHASES, Sept. 3, 1935 to date. Showing names and addresses of vendors, shipping instructions, stock numbers, articles, units on hand, due, consumed and required,

and signature of approving officer. (Frequently, official.) 9 x 15 folders, 8 in., in filing case. R. 207. (266, 268)

5003. REQUISITION REGISTER, Sept. 3, 1935 to date. Showing station, date, requisition number, destination, and date completed. (Frequently, official.) 13 x 13 vol., 2 in., on desk. R. 207. (261)

5004. UTILITY CONTRACTS, Sept. 3, 1935 to date. Showing department or establishment, date, article or service, quantity, unit, unit price, total amount, and signatures of bidder and contracting officer. (Frequently, official.) 9 x 15 folders, 1 ft. 6 in., in filing case. R. 207. (265)

LOS ANGELES

SOUTHERN CALIFORNIA DISTRICT OFFICE Furniture Mart, 1206 South Santee Street

This office was established August 1, 1933, and was known as the Deputy Procurement Office until March 1, 1936, when it became the Los Angeles Procurement Office. It assumed its present title on January 1, 1937. To systematize and facilitate activities, this office is divided into nine subdivisions, as follows: Administrative, Bid, Equipment Rental, Executive, Leasing and Utilities, Office Equipment and Supplies, Purchasing, Traffic, and Voucher Sections. It has jurisdiction over the following counties in southern California: Monterey, San Luis Obispo, Santa Barbara, Ventura, Los Angeles, San Bernardino, Riverside, Orange, San Diego, and Imperial. Copies of all contracts, leases, rentals, requisitions and reports are sent to Washington and so-called useless papers are retained until disposition is authorized by Washington.

Executive Office

This unit has executive supervision over all activities of this office. It employs the personnel, maintains a check-record on their activities, and issues the salary and pay roll vouchers.

5005. CROSS INDEX, Aug. 1935 to date. Index to bulletins and letters, concerning procurement division procedure. Arranged alphabetically. (Daily, official.) 3 x 5 cards, 1 ft. 4 in., in 2 pasteboard boxes. S. center room, 4th floor. (3662)

5006. INDEX TO MISCELLANEOUS CORRESPONDENCE, Aug. 1935 to date. Showing location of correspondence, relating to State Procurement Office and supplement numbers. Arranged alphabetically, by subject. (Daily, official.) 4 x 6 cards, 7 in., in 2 pasteboard

boxes. S. center room, 4th floor. (3663)

5007. APPLICATIONS, WORKING, AVAILABLE, AND REJECTED, Aug. 1935 to date. Applications, photographs of applicants, forms, letters of recommendation, oaths of office, service ratings, and requests for leaves of absence. Arranged alphabetically. (Frequently, official.) $9\frac{1}{2}$ x 12 folders, 3 ft. 6 in., in 2 drawers of steel filing case. S. center room, 4th floor. (3659)

5008. CORRESPONDENCE, Aug. 1935 to date. Telegrams, letters of authorization, bid bonds, and other correspondence, relating to confidential matters. Arranged alphabetically, by subject. Indexed. $9\frac{1}{2}$ x 15 folders, 2 ft. 2 in., in 2 drawers of steel filing case. S. center room, 4th floor. (3664)

5009. MISCELLANEOUS FILE, Sept. 1935 to date. Correspondence, reports, decisions, transmittals, vouchers, and bulletins, relating to various activities. Arranged alphabetically, by subject. (Daily, official.) 9 x 15 folders, 1 ft. 3 in., in steel filing case. S. center room, 4th floor. (3657)

5010. PERSONNEL FILE, Aug. 1935 to date. Correspondence, reports, pay roll forms, schedules of disbursements, resignations, dismissals, and daily attendance records. Arranged alphabetically, by subject. (Daily, official.) $9\frac{1}{2}$ x 12 loose sheets, 1 ft. 9 in., in 2 drawers of steel filing case. S. center room, 4th floor. (3658)

5011. PERSONNEL RECORDS, Aug. 1935 to date. Names and addresses of employees, date of birth, sex, race, marital status, military service, date employed, positions held, grade, salary basis, and efficiency ratings. Arranged alphabetically. (Occasionally, official.) 5 x 8 cards, 2 ft. 9 in., in steel card cabinet. S. center room, 4th floor. (3665)

5012. RECORD OF ABSENCES, Aug. 1935 to date. Showing names of employees, days, hours and minutes absent from work, and time still due. Arranged alphabetically. (Daily, official.) 6 x 8 cards, 2 ft. 10 in., in steel cabinet. S. center room, 4th floor. (3660)

5013. RECORD OF SALARY PAYMENTS, Aug. 1935 to date. Giving name of employee, section, grade, position, salary, gross earnings, deductions and net amounts paid. Arranged alphabetically. (Semimonthly, official.) 6 x 8 cards, 3 ft., in steel card cabinet. S. center room, 4th floor. (3661)

Administrative Section

This section is responsible for the administration of the activities of the entire office. It acts as the accounting

division, maintaining ledger accounts with all vendors of materials, equipment and other supplies. Running accounts are kept with the various projects, charges being made against the fund allotment for pay rolls, materials, equipment, and supplies requisitioned. Probable appropriations needed for ensuing months are discovered by itemized material and labor-cost accounts checked against a construction progress record. Transfers of materials or equipment are debited and credited to the projects involved.

5014. VOUCHERS FOR PURCHASES AND SERVICE OTHER THAN PERSONAL, Mar. 30, 1936 - Apr. 28, 1936. Voucher memoranda, with invoices attached, showing name of city, date, appropriation and project numbers, manufacturer, expenditure symbol, number and date of order, date of delivery, number of check, and name of chief of voucher division. Filed chronologically and numerically, by requisition numbers. Indexed. (Frequently, official.) $8\frac{1}{2}$ x 12 folders, 1 in., in wooden desk. S. center room, 4th floor. (3651)

5015. REQUESTS FOR STANDARD SUPPLIES, COPIES, Apr. 2, 1936 - June 17, 1936. Form 1500, showing date, state and city, amount received last thirty days, balance on hand, amount to be requisitioned in next thirty days, date delivery required, name of procurement officer requesting supplies, and correspondence. Filed chronologically. Indexed. (Frequently, official.) $8\frac{1}{2}$ x 12 folders, $\frac{1}{2}$ in., in wooden desk. S. center room, 4th floor. (3652)

5016. WEEKLY PROGRESS REPORTS, Jan. 4, 1936 to date. Form 8, showing state, reporting office, requisitions received daily, number covered by equipment contracts, number forwarded to Washington, number over authorized buying limit, items involved, items awarded on Federal schedule, employees on pay rolls, requisitions held more than forty-eight hours, summary proposal and purchase order preparation. Indexed. (Frequently, official.) $8\frac{1}{2}$ x 12 folders, 1 in., in desk. S. center room, 4th floor. (3643)

5017. ADVICE OF ALLOTMENT, Mar. 1936 to date. Giving complete record of encumbrances and approved vouchers transmitted to State Accounts Office, showing date, reference number, audited vouchers, liquidated and authorized encumbrances, amount of allotment and unencumbered daily balance of allotment, balance on hand at the end of each month, and signature of chief of administrative division. Filed chronologically. (Daily, official.) 9 x 15 folder, $\frac{1}{2}$ in., in wooden desk. S. center room, 4th floor. (3656)

5018. FURNITURE AND EQUIPMENT RECORDS, Mar. 1936 to date. Procurement Division and State Emergency Relief Administration transfers, showing name of article, property number, date

received, condition, purchase order number, contractor, unit price, to whom assigned and date, receipt and room numbers, total amount of articles debited and credited, division assigned, with date of assignment. Filed alphabetically, by name of equipment. (Daily, official.) 5 x 8 cards, 11 in., in pasteboard box. S. center room, 4th floor. (3646)

5019. MISCELLANEOUS ENCUMBRANCES, Mar. 1936 to date. Records of personal services, office and other supplies, equipment, telephone, telegraph and utilities service, travel, freight, drayage, office and equipment rentals, showing date, source chargeable, object, amounts, and numbers charged, schedule numbers, daily and monthly trial balances, unobligated and actual balances on hand. voucher numbers, and amount of payments. Arranged chronologically. Indexed. (Daily, official.) 12 x 15 loose-leaf book, 1 in., on wooden desk. S. center room, 4th floor. (3645)

5020. NOTICES OF MISCELLANEOUS ENCUMBRANCES, Mar. 1936 to date. Form A-5, showing name and address of department and agency, Treasury procurement symbol and authority numbers, notice of appropriation symbol and title, in whose favor drawn, amount, purpose, location of project, seal of approval initialed by accountant in charge, and cancellations. Filed numerically, by encumbrance numbers. Indexed. (Frequently, official.) $8\frac{1}{2}$ x 12 folders, 1 in., in desk. S. center room, 4th floor. (3647)

5021. PROPERTY DELIVERY AND TRANSFER RECEIPTS, Mar. 1936 to date. Showing to whom delivered, from whom received or transferred, appropriation and order numbers, quantity, item, number, description, property number, cost, amount, and signature of department head. Arranged in three groups: new purchases, general office purchases, and executive office purchases. Filed chronologically, by transfer dates. Indexed. (Daily, official.) $8\frac{1}{2}$ x 12 folders, 1 in., in desk. S. center room, 4th floor. (3650)

5022. REQUISITIONS FOR PURCHASES, Mar. 1936 to date. Form A-6, showing project official, department, city, state, to whom sent, appropriation symbol and title, to whom shipped, route, rate, date required, item number, quantity, description of articles, estimated cost, with signatures of approving and issuing officers. Filed numerically, by requisition numbers. Indexed. (Frequently, official.) $8\frac{1}{2}$ x 12 folders, 1 in., in desk. S. center room, 4th floor. (3648)

5023. PURCHASE ORDERS AND RECEIVING REPORTS, Mar. 1, 1936 to date. Form A-7, purchase orders, showing dates, schedule purchase requisitions, project, Work Progress and allotment numbers, procurement officer's signature, names and addresses of contractors, dates of proposals, shipping instructions, description, prices of material purchased, totals, and terms; Form A-8, receiving reports,

showing receiving point, dates, purchase order numbers, vendors or agents, and itemized description of articles. Filed numerically, by requisition numbers. Indexed. (Daily, official.) $8\frac{1}{2}$ x 12 folder, 1 in., in desk. S. center room, 4th floor. (3654)

5024. LONG DISTANCE TELEPHONE CALLS, Mar. 2, 1936 to date. Interdepartmental letters, showing names of procurement officer, sender, and party calling, by whom authorized, point called, phone number, charges, and signature of executive submitting report. Filed chronologically. Indexed. (Occasionally, official.) $8\frac{1}{2}$ x 12 folders, $\frac{1}{2}$ in., in desk. S. center room, 4th floor. (3649)

5025. INVENTORY OF NONEXPENDABLE PROPERTY, Mar. 20, 1936 to date. Form 1600, showing additional property acquired since submission of last report, article and description property numbers, condition, how acquired, cost, estimated value, and name of procurement officer. Filed chronologically. Indexed. (Occasionally, official.) $8\frac{1}{2}$ x 12 folders, $\frac{1}{2}$ in., in wooden desk. S. center room, 4th floor. (3653)

5026. ABSTRACT OF ALLOTMENT LEDGER AND ADVICE OF CHANGE IN ALLOTMENT, Mar. 31, 1936 to date. Copies of abstract of allotments, showing date of entry, reference number, type of entry, allotment, net encumbrance expenditures, unliquidated balance of encumbrances, unencumbered balance of allotment, allotment and Works project numbers, and recapitulation, giving amount on hand at end of each quarter; advice of change in allotment, showing name of procurement officer, advice number, date and number of previous allotments, amount of change, and signature of assistant procurement officer. Filed chronologically and arranged numerically, by advice of change in allotment number. (Frequently, official.) 9 x 15 folders, $\frac{1}{2}$ in., in wooden desk. S. center room, 4th floor. (3655)

5027. OPERATING REPORTS, Mar. 31, 1936 to date. Copies of Form 1700, monthly reports of expenditures, giving location of office, date of report, object of expenditure, personal service, supplies, equipment, telephone service, travel, public utilities or miscellaneous administrative expense; also obligations of current month, unencumbered balance, and cumulative obligations from beginning to end of month, estimated requirements for first and second ensuing months with totals. Indexed. (Frequently, official.) $8\frac{1}{2}$ x 12 envelopes, $\frac{1}{2}$ in., in desk. S. center room, 4th floor. (3644)

Bid Section

This section maintains a register of the source of various supplies and publishes lists of needed materials or equipment

stating items and quantity, delivery destination, conditions of delivery and, on requirements of volume, the date on which the bids will be opened. Information as to items upon which bids are requested is supplied by the other units that watch the market trends in order to avail themselves of the most advantageous level of price on their particular commodities. Bids are held ten days for inspection and then destroyed.

5028. ABSTRACT OF FORMAL BIDS, Oct. 1, 1935 to date. Form TPS-21 and Form 7, showing schedule, requisition and project numbers, dates and hours of opening, quantity, unit descriptions, names of vendors, bid amounts with discounts, and names of successful bidders. Arranged chronologically. (Daily, official.) 10 x 14 loose-leaf books (2), 2 in., on desk. NE. corner, 1st floor. (3619)

5029. ABSTRACT OF PROPOSALS RECEIVED, DUMP TRUCKS, Jan. 23, 1936 to date. Forms D-11 and WPA 54, showing capacity of dump trucks in cubic yards, names of bidders, methods of award, names of truck owners, and registration numbers. Arranged numerically. (Occasionally, official.) $8\frac{1}{2}$ x 11 loose sheets, 2 in., on shelf under counter. NE. corner, 1st floor. (3620)

5030. FORMAL BID TABULATION, June 24, 1936 to date. Form TPS-2, giving bid dates and time of opening, schedule and project numbers, commodities, and list of vendors. (Daily, official.) 8 x 12 loose sheets, 1 in., on shelf under counter. NE. corner, 1st floor. (3618)

5031. INVITATION, BID, AND ACCEPTANCE, June 30, 1936 to date. Standard Form 33, showing dates, time, names and locations of projects, proposals and specifications for commodities, quantity, unit and full prices, and names and addresses of bidders; Standard Form 36, statement of charges, showing pay roll dates, names, articles charged, total value, cause of charges, grade, accountable office, and station. (Daily, official.) $8\frac{1}{2}$ x 11 loose sheets, 2 in., on wall. NE. corner, 1st floor. (3617)

Purchasing Section

This office awards the contracts to successful bidders and supervised all nonbid purchases. It maintains a composite requisition and purchase record on each project to prevent withdrawals of supplies beyond the allotment; also a chronological record of shipping specifications under each contract of purchase. This information is passed to the Traffic Department for possible freight adjustments. A daily price table is kept under six headings: Building Materials, Equipment, Hardware and Tools, Steel and Metal Products, Commissary Supplies, and Office Equipment and Supplies. These subdivisions contain the information that indicate market trends, and act as an auditor's guide relative to

price on any particular date.

Building Material Purchasing Section

5032. DAILY REQUISITION BLOTTERS, Nov. 1935 - July 1936. Record of commodity groups, description, dates of requisitions, schedule numbers, estimated costs, formal and informal bids, dates of purchase order release, purchase order numbers, and names of vendors. Filed chronologically. (Daily, official.) 9 x 15 folder, $\frac{1}{2}$ in., in desk drawer. W. center room, 4th floor. (3680)

5033. VENDOR INDEX, Mar. - June 1936. Three sets of index cards, showing names, addresses and phone numbers of vendors of steel and metal products. Filed alphabetically, by name of vendor. (Daily, official.) 3 x 5 cards, $2\frac{1}{2}$ in., in three cardboard boxes. W. center room, 4th floor. (3679)

5034. COMMODITY INDEX, Mar. - July 1936. Form cards, showing article, size, estimated cost, description, quality, delivery, government specifications, date, purchase order number, quantity, unit, price and schedule number. Filed alphabetically, by name of commodity. (Daily, official.) 5 x 8 cards, 1 ft. 7 in., in 3 cardboard boxes. W. center room, 4th floor. (3678)

Chief's Office

5035. CONTRACT REGISTERS, Aug. 23, 1935 - June 30, 1936. Printed forms, showing requisition number, contract number, order date, schedule number, project number, vendor, and amount. (Daily, official.) 9 x 13-3/4 loose-leaf books (2), 2 in., in steel cabinet. SE. room, 4th floor. (3673)

5036. PROJECT CONTROL RECORDS, Aug. 30, 1935 - June 30, 1936. Showing requisition date and number, schedule number, commodity division, date received, purchase order number and date, voucher date and number. Arranged numerically, according to project number. (Daily, official.) $12\frac{1}{2}$ x 16 loose-leaf books (2), 6 in., in steel cabinet. SE. room, 4th floor. (3672)

5037. REQUISITION REGISTERS, Aug. 30, 1935 - June 30, 1936. Showing requisition and project numbers, date of requisition, date received, articles or services, estimated cost, date forwarded and returned. Arranged numerically. (Daily, official.) 9 x 12 and 9 x 15 loose-leaf books (2), 5 in., in steel cabinet. SE. room, 4th floor. (3670)

5038. PURCHASE ORDER REGISTERS, Sept. 6, 1935 - June 30, 1936. Showing purchase order number, requisition number, order date, schedule number, project number, vendor, file number and amount. Arranged numerically, by purchase order number. (Daily, official.) 9 x 15 loose-leaf books, 5 in., in steel cabinet. SE. room, 4th floor. (3671)

5039. BID AND PERFORMANCE RECORDS, Jan. 21 - June 11, 1936. Pertaining to bids of \$1,000.00 or more, showing name of successful bidder, other bidders, date of opening of bids, commodity, schedule number, name of surety, amount of bid, amount of bond, date of surety approval. Indexed. (Frequently, official.) $9\frac{1}{2}$ x 14 vol., 2 in., in steel safe. SE. room, 4th floor. (3674)

5040. MISCELLANEOUS PAPERS, Aug. 1, 1935 to date. Correspondence, general schedules, office memorandums, and bulletins, pertaining to commodity purchases. Arranged alphabetically. (Daily, official.) $8\frac{1}{2}$ x 14 folders, 9 in., in steel drawer. SE. room, 4th floor. (3666)

5041. ORIGINAL ABSTRACTS, Aug. 1, 1935 to date. Showing bids on formal purchases, names of vendors, commodities, prices, terms, and successful bidders. Arranged numerically, by schedule number. (Daily, official.) $8\frac{1}{2}$ x 14 folders, 1 ft. 6 in., in steel drawer. SE. room, 4th floor. (3667)

5042. MISCELLANEOUS PURCHASING RECORDS, Nov. 5, 1935 to date. Additional encumbrance requests, work sheets, requisition transmittals, interoffice communications, production reports, list of board bids, corrected vendor lists, delinquent requisitions, daily requisition blotters, numbered from 8,000 to 12,000. Filed numerically. (Rarely, official.) $8\frac{1}{2}$ x 14 folders, 1 ft. 2 in., in steel drawer. SE. room, 4th floor. (3669)

5043. PURCHASE ORDER ABSTRACTS, Feb. 20, 1936 to date. Showing brief history of operation of requisitions until they become verified purchase orders, receiving and closing dates, name of commodity, number of items, amount requisitioned, and to whom awarded; also schedule and requisition and project numbers. Arranged numerically. (Rarely, official.) 4 x 6 cards, 7 ft. 6 in., in steel drawer. SE. room, 4th floor. (3668)

Leasing and Utilities Section

This section supervises the leasing of buildings, storage lots, or other property needed in the general activities of the agency. It also contracts with telephone, water, electric light, power and gas companies for service or installation of equipment. Service and meter readings are maintained to check against utility bills. The section has its own accounting department and certifies the correctness of bills to the voucher division for payment.

5044. UTILITIES LEDGER, Aug. 1935. Giving name, address and number of project, miscellaneous encumbrance number, meter reading, and amount of monthly bill. Entered numerically, by utility contract number, and grouped by type of utility. Entries for outside of Los Angeles arranged alphabetically, by name of town. (Daily, official.) 12 x 15 loose-leaf books, 3 in., on desk.

NE. room, 4th floor. (3737)

5045. CONTRACTS FOR PUBLIC UTILITIES SERVICE, Aug. 1935 to date. Form 33, invitation, bid, and acceptance, showing department or office, address, type and kind of service, quantity, price, amount, date, and signatures; also correspondence, regarding these services, notices of cancellation, and applications for additional services. Filed numerically, by contract numbers. Indexed. (Daily, official.) $8\frac{1}{2}$ x 12 folders, 3 ft. 3 in., in 2 drawers of steel filing case. NE. room, 4th floor. (3736)

5046. CONTRACTS FOR TELEPHONE SERVICE, Aug. 1935 to date. Copies, showing date, telephone number, department or agency address, contractor's name and address, description of service, rate per month, supplementary contract number, if any; signature of contractor, and copies of correspondence, regarding contracts and cancellations. Filed numerically, by contract numbers. Indexed. (Daily, official.) $8\frac{1}{2}$ x 12 folders, 2 ft. 5 in., in 2 drawers of steel filing case. NE. room, 4th floor. (3733)

5047. RECORD OF LEASE CONTRACTS, Aug. 1935 to date. Treasury Form 2, leases, showing contract number, location of premises, lessor, number of square feet, and annual rental with supporting documents attached; Statement PSC-101, statement regarding space; Form 33, bid; Form 1036, award; SPO-1, abstract; TPS-21, renewals of leases, and certified copies of correspondence, pertaining to leases. Arranged alphabetically, according to classification of project, building, theater, or factory. (Daily, official.) $8\frac{1}{2}$ x 12 folders, 1 ft. 7 in., in steel cabinet. NE. room, 4th floor. (3729)

5048. RECORD OF PUBLIC UTILITIES BILLS, Aug. 1935 to date. Record of bills passed for voucher, showing name, address and number of work project, type of utility used, contract number, date and number of requisition, project number, rental date, amount of bill; voucher copies of original contracts and some supplements attached; notices of encumbrances, showing amount of utility encumbrance furnished with date of examination and initials of examining official, and correspondence, relating to bills and discontinuance of service. Bills passed for vouchers arranged chronologically, telephone bills filed alphabetically, by exchange and numerically, by telephone number, others filed alphabetically, by name of vendor and numerically, by contract number. (Daily, official.) $8\frac{1}{2}$ x 12 folders, 3 ft. 1 in., in 4 drawers of steel filing cases. NE. room, 4th floor. (3734)

5049. INDEX TO TELEPHONES AND PUBLIC UTILITIES, Aug. 18, 1935 to date. Showing street name and number, Works Progress number, phone number, and kind and type of utility service; also list of telephone and project numbers, telephone contract numbers, and addresses of telephones. Arranged alphabetically, by street name and telephone exchange, numerically, by telephone

number. (Daily, official.) 7 x 9 loose-leaf book, 2 in., on desk. NE. room, 4th floor. (3732)

5050. REGISTER AND LEDGER OF LEASING SECTION, Aug. 18, 1935 to date. Giving number and name of project, location, type of work, data of telephone and utility contracts, contract numbers, description of service, changes, and all data regarding rentals and leases. Filed alphabetically, by project and numerically, by project number. (Daily, official.) 12 x 15 loose-leaf books, 3 in., on desk. NE. room, 4th floor. (3735)

5051. TELEPHONE LEDGER, Aug. 18, 1935 to date. Giving name of telephone company, name, address and number of project, voucher and miscellaneous encumbrance numbers, amount of service charges, tolls and total monthly bill; also supplementary sheets with each account, showing data of original contract, and any changes made affecting service charges. Arranged alphabetically, by exchange name and numerically, by phone number. (Daily, official.) 12 x 15 loose-leaf books, 3 in., on desk. NE. room, 4th floor. (3738)

5052. UNSUCCESSFUL BIDS FOR RENTAL LEASES, July 29, 1935 to date. Correspondence, invitation to bid, and bid and synopsis. Filed alphabetically, by name of location. (Rarely, official.) 8½ x 12 folders, 6 in., in steel filing case. NE. room, 4th floor. (3731)

5053. CORRESPONDENCE, Mar. 31, 1936 to date. Correspondence, relating to leased premises subsequent to the signing of leases. Arranged alphabetically, by classification of project, building, or theater. (Daily, official.) 8½ x 12 folders, 2 ft., in steel filing case. NE. room, 4th floor. (3730)

Equipment Rental Section

This section has charge of rentals of equipment, such as motor trucks, steam shovels, dump cars and carts, scrapers, other dirt or rock moving equipment, office furniture and equipment. The flat rental basis generally prevails but occasional articles are procured on a rental-purchase plan in which event the purchasing office is consulted. Tally sheets on each piece of equipment are maintained giving its performance and condition record from day to day.

5054. INDEX TO VENDORS' TELEPHONE NUMBERS, Aug. 1935 to date. Showing names of vendors, addresses, telephone numbers, and list of supplies handled by each. Arranged alphabetically, by name of vendor. (Daily, official.) 3 x 5 cards, 10 in., in pasteboard box. N. center room, 4th floor. (3717)

5055. EQUIPMENT CONTRACT REFERENCE FILE, May - June 30, 1936. Showing kind of equipment, name of owner, date of contract, requisition, contract, and works project numbers. Filed alphabetically, by name of equipment. (Never.) 3 x 5 cards, 3 in., in pasteboard box on desk. N. center room, 4th floor. (3724)

5056. EXPIRATION DATES OF CONTRACTS, May 5 - June 30, 1936. Record of requisition, contract, and works project numbers, showing name of company to which awarded, kind of equipment, expiration date, and purchase agreement number. Filed chronologically. (Never.) 3 x 5 cards, 3 in., in card cabinet. N. center room, 4th floor. (3725)

5057. EQUIPMENT CONTRACTS, Aug. 1935 to date. Showing date of contract awards, articles or services, quantity, and amounts, with signatures of contractor and procurement officer. Arranged alphabetically, by name of contractor. (Daily, official.) 9 x 12 folders, 5 ft. 2 in., in 3 drawers of steel filing case. N. center room, 4th floor. (3710)

5058. EQUIPMENT PROPOSALS, Aug. 1935 to date. Invitation, bid, and acceptance forms, showing names and addresses of departments, date and time of opening, item numbers, articles or services, quantity, units, amounts, conditions, instruction to bidders, and names of contracting officers. Arranged alphabetically, by name of equipment. (Frequently, official.) 9 x 11 $\frac{1}{2}$ folders, 2 ft. 1 in., in steel filing case. N. center room, 4th floor. (3720)

5059. EQUIPMENT RENTAL DISPATCH RECORDS, Aug. 1935 to date. Forms D11 and WPA-51, record of shipments to projects, showing dates, kind of equipment, where sent, and name of driver. Active file arranged numerically, by project number; closed file arranged alphabetically, by name of vendor. (Older records, rarely; current records, daily, official.) 5 x 8 cards, 1 ft. 8 in., in steel filing case. N. center room, 4th floor. (3718)

5060. MISCELLANEOUS CORRESPONDENCE, Aug. 1935 to date. Arranged chronologically and alphabetically, by subject. (Daily, official.) 9 x 12 folders, 2 ft. 1 in., in 2 drawers of steel filing case. N. center room, 4th floor. (3716)

5061. MISCELLANEOUS FILE, Aug. 1935 to date. Transmittals, inspection reports, daily requisition blotter, and abstracts. Transmittals arranged by section, inspection reports arranged numerically, daily requisition blotter arranged chronologically, and abstracts arranged numerically, by project number. (Daily, official.) 9 $\frac{1}{2}$ x 11-3/4 folders, 1 ft. 3 in., in steel filing case. N. center room, 4th floor. (3722)

5062. OPEN MARKET PURCHASES, Aug. 1935 to date. Original Form C-1, report of informal bids, giving description by vendor, unit, total amount, purchase order number, and name of successful bidder. Arranged chronologically, by date of bid. (Daily, official.) 9 x 12 folders, 7 in., in steel filing case. N. center room, 4th floor. (3715)

5063. PROJECT FILE, Aug. 1935 to date. Interoffice correspondence, showing invitation, bid and acceptance, with abstract of bids. Arranged numerically, by project number, alphabetically, by name of equipment. (Daily, official.) 9 x 12 folders, 2 ft. 6 in., in 2 drawers of steel filing case. N. center room, 4th floor. (3714)

5064. PURCHASE ORDERS, Aug. 1935 to date. Giving date, project number, name of vendor, and description of rental purchase of equipment, with signature of procurement officer. Arranged numerically, by purchase order number. (Daily, official.) 9 x 12 folders, 3 ft. 1 in., in 2 drawers of steel filing case. N. center room, 4th floor. (3711)

5065. REQUISITIONS, ACTIVE, Aug. 1935 to date. Form A-6, showing project and requisition numbers, instructions to Regional Procurement Officer, description of articles, item numbers, quantity, and estimated costs, with signatures of approving and issuing officers. Arranged numerically, by project numbers. (Daily, official.) $8\frac{1}{2}$ x 15 folders, 2 ft., in steel filing case. N. center room, 4th floor. (3721)

5066. EQUIPMENT REGISTER, Sept. 1935 to date. Names, addresses, and telephone numbers of vendors of equipment used by this department. Arranged alphabetically, by name of vendor. (Daily, official.) $10\frac{1}{2}$ x $11\frac{1}{2}$ loose-leaf books (2), 2 in., on desk. N. center room, 4th floor. (3719)

5067. REQUISITION CONTROL, Oct. 1935 to date. Showing schedule, project, and requisition numbers, specifications, location of jobs, details, contractors, amount of actual expenditures and purchase order commitments, adjustments, and amounts. Arranged numerically, by project number. (Daily, official.) $11\frac{1}{2}$ x 20 loose-leaf books, 4 in., on desk. N. center room, 4th floor, (3723)

5068. EQUIPMENT RECORDS, Dec. 1935 to date. Showing names of contractors, types of contracts, equipment, contract and dispatch periods. Arranged numerically, by project numbers. (Daily, official.) 10 x $11\frac{1}{2}$ loose-leaf books (2), 4 in., in steel cabinet. N. center room, 4th floor. (3727)

5069. RENTAL TRUCK DISPATCH FILE, Dec. 1935 to date. Active and cancelled dispatch forms, showing names, addresses, contract

number, rating of contractor, project assigned, period, requisition and purchase order numbers, type of truck, certification of equipment and exact time dispatched. Filed numerically, by rotation numbers, alphabetically, by name of contractor. (Daily, official.) 5 x 8 cards, 3 ft. 11 in., in 3 drawers of steel card cabinet. N. center room, 4th floor. (3713)

5070. TRUCK RENTAL MASTER FILE, Dec. 1935 to date. Names, addresses, and phone numbers of contractors, contract numbers, acceptance dates, contract periods, rate, types of equipment, and amounts paid to contractors. Divided into active and inactive records. Filed alphabetically, by name of contractor. (Older records, never; current records, daily, official.) 5 x 8 cards, 2 ft. 8 in., in 3 drawers of steel card cabinet. N. center room, 4th floor. (3712)

5071. TRANSMITTAL MEMORANDUMS, Dec. 23, 1935 to date. Form 101, showing transmittals of purchases, orders to the bid room, name of section transmitting orders, dates, project and transmittal numbers, names of projects or vendors, amounts, remarks, and signature of dispatcher. Filed chronologically. (Daily, official.) 9 x 14 loose sheets, 1 in., on file board on desk. N. center room, 4th floor. (3728)

5072. DAILY DISPATCH SHEETS, Feb. 10, 1936 to date. Showing equipment dispatched, date, contractor's name, project and requisition numbers, and class of equipment. Arranged chronologically. (Daily, official.) 8½ x 11 loose sheets, 1 in., in clip file on desk. N. center room, 4th floor. (3726)

Office Equipment and Supplies Section

This section rents or purchases the equipment used in the various sections of the office and in the project offices. Flat rentals or rental-purchase methods are employed. It also purchases the office supplies for all sections and is custodian of the unissued stock.

5073. COMMODITY INDEX, Aug. 1935 to date. Catalog of names and addresses of companies and type of commodity handled. Arranged alphabetically, by name of commodity. (Daily, official.) 4 x 6 cards, 1 ft. 1 in., in 2 pasteboard boxes. NW. room, 4th floor. (3701)

5074. BUYERS' ADDRESSES AND TELEPHONES, Nov. 1935 to date. Names, addresses, telephone numbers, terms of vendors, and names of salesmen or price clerks representing various companies. Arranged according to commodities used. (Daily, official.) 7 x 9 loose-leaf books (3), 5 in., in desk. NW. room, 4th floor. (3705)

5075. MISCELLANEOUS FILE, Aug. 1935 to date. Telegrams and letters of authorization, Works Progress Administration requisitions on State Emergency Relief Administration contracts, performance bonds, and correction sheets, relating to various accounts handled by this department. Arranged alphabetically, by subject. (Daily, official.) $9\frac{1}{2}$ x $11\frac{1}{2}$ folders, 2 ft. 10 in., in 2 drawers of steel filing case. NW. room, 4th floor. (3702)

5076. OUTRIGHT PURCHASE LEDGER, Aug. 1935 to date. Showing name and address of vendor and a complete record of purchases of office equipment for this department and other projects. Arranged alphabetically, by names of vendors and projects. (Daily, official.) $11\text{-}3/4$ x $14\text{-}3/4$ loose-leaf book, 2 in., on desk. NW. room, 4th floor. (3700)

5077. PROPERTY CARDS FOR RENTAL PURCHASES, Aug. 1935 to date. Form TPS-5, showing ledger number, description, vendor, purchase price, rental purchase, terms, delivery date, location, contract number, original purchase order number, and payment records. Arranged alphabetically, by name of commodity and numerically. (Daily, official.) 5 x 8 cards, 12 ft. 8 in., in 4 drawers of steel filing cases. NW. room, 4th floor. (3704)

5078. PURCHASING FILE, Aug. 1935 to date. Record of article, size, date of purchase, schedule number, quantity, unit price, quality, delivery, and the estimated cost determined by the lowest bid on each commodity. Filed alphabetically, by names of commodities. (Daily, official.) 5 x 8 cards, 1 ft. 3 in., in pasteboard box on desk. NW. room, 4th floor. (3707)

5079. RENTAL PURCHASE LEDGER, Aug. 1935 to date. Showing a complete record of rentals and rental purchases of office equipment, with names and addresses of vendors. Arranged alphabetically, by names of vendors and projects. (Daily, official.) $11\text{-}3/4$ x $14\text{-}3/4$ loose-leaf books, 4 in., in desk. NW. room, 4th floor. (3699)

5080. RETURN VOUCHER FILE, Aug. 1935 to date. Showing voucher numbers, dates, contract numbers, names and addresses of vendors, project numbers, quantity returned, description, original contract purchase price, total rental paid, and amount for credit, with signature of approval. Arranged numerically, by voucher numbers. (Daily, official.) $9\frac{1}{2}$ x 12 folders, 2 ft., on desk. NW. room, 4th floor. (3696)

5081. SUPPLY LEDGER, Aug. 1935 to date. Record of identification numbers on office equipment with complete data, regarding item received, from whom, location, date of delivery, and purchase order number. Entered numerically. (Daily, official.) 9 x 15 loose-leaf books, 3 in., in wooden desk. NW. room, 4th floor. (3697)

5082. VENDOR FILE, Aug. 1935 to date. Showing name, address and telephone number of vendor. Arranged alphabetically. (Daily, official.) 3 x 5 cards, 2 ft. 1 in., in pasteboard boxes on desk. NW. room, 4th floor. (3703, 3706)

5083. RECORD OF REQUISITIONS, Aug. 20, 1935 to date. Showing date received, description, number of items, vendors and encumbrances. Arranged numerically, by project and schedule numbers. (Daily, official.) 4 x 6 and 5 x 8 cards, 1 ft. 3 in., in 2 pasteboard boxes. NW. room, 4th floor. (3698)

5084. PURCHASE ORDER REGISTER, Dec. 1935 to date. Requisition and purchase order numbers, order dates, Los Angeles schedule and work project numbers, names of vendors, and amounts of purchases. Arranged numerically, by purchase order numbers. (Daily, official.) 9½ x 11-¾ loose-leaf book, 2 in., in desk. NW. room, 4th floor. (3709)

5085. RECORD OF PURCHASES AND REQUISITIONS, Feb. 1936 to date. Ditto machine cards, showing requisitions, schedule and requisition numbers, date received, specifications, commodities, requisition amounts, number of items, awarded to, and amount of purchases. Arranged numerically, by schedule number. (Daily, official.) 4 x 6 cards, 1 ft. 1 in., in desk. NW. room, 4th floor. (3708)

Traffic Section

This section supervises the routing of materials from the vendors to the projects. Tariff sheets of railroads and truck lines are studied to determine the most advantageous routing as to time in transit and rate. A tracer or follow-up record of shipments in transit is maintained to avoid delay. Paid freight bills are refigured to detect errors in weights, rates, and totals; and claims, if any, for overcharge or damage to goods in transit are filed with the carrier.

5086. CARD INDEX, May 1, 1936 to date. Showing car initials and numbers, bill of lading number, and reference to bills of lading file. Arranged numerically, by car number. (Frequently, official.) 8 x 14 vol., 2 in., on desk. NW. room, 4th floor. (3695)

5087. CARD RECORDS, GOVERNMENT AND COMMERCIAL BILLS OF LADING, Dec. 1935 - May 1936. Monthly reports and correspondence, showing car number, name of railroad, bill of lading number, contents date of notice, time car was placed, date of release, and project number. Filed chronologically. (Frequently, official.) 9 x 15 folders, 1 ft., in steel filing case. NW. room, 4th floor. (3695)

5088. RECORD OF GOVERNMENT BILLS OF LADING ISSUED, Nov. 9, 1935 - June 30, 1936. Giving bill of lading number, name and address of shipper, number of packages, weight, commodity, origin, destination, name of railroad, and name and address of consignee. Filed numerically. (Rarely, official.) 9 x 15 folders, $\frac{1}{2}$ in., in steel filing case. NW. room, 4th floor. (3692)

5089. INVITATION, BID, AND ACCEPTANCE, Sept. 1935 to date. Showing schedule, requisition and works project numbers, dates, invitations to bid, hour and day of bid, item numbers, articles or service, quantity, unit, unit prices, amount, names of bidders, and acceptance. Filed chronologically. (Occasionally, official.) 9 x 11 $\frac{1}{2}$ envelopes, 1 in., in steel filing case. NW. room, 4th floor. (3687)

5090. TRANSMITTAL OF BILLS OF LADING, Sept. 1935 to date. Showing date of transmittal, to whom the transmittal was made, number of bill of lading, date received, signature of traffic chief, commodity, place of origin, destination, car number, weight, charges, and project number. Filed chronologically. (Occasionally, official.) 9 x 12 folders, $\frac{1}{2}$ in., in steel filing case. NW. room, 4th floor. (3688)

5091. OFFICIAL PROJECTS, Feb. 24, 1936 to date. Requests for Government bills of lading, copies of bills of lading, transmittal memorandums, receiving and inspection reports, purchase orders, notices of miscellaneous encumbrances and encumbrance cancellations, balance sheets of encumbrances, showing daily balance of cost on hand, requisitions for purchase, and correspondence. Filed numerically, by project number. (Frequently, official.) 9 x 15 folders, 1 ft. 1 in., in steel filing case. NW. room, 4th floor. (3686)

5092. TARIFF REQUESTS, Feb. 26, 1936 to date. Copies of requests made to transportation companies for tariff publications, supplements and reissues, and correspondence pertaining to same. Filed chronologically. (Frequently, official.) 9 x 12 folders, $\frac{1}{2}$ in., in steel filing case. NW. room, 4th floor. (3689)

5093. GOVERNMENT BILLS OF LADING, COPIES, May 1, 1936 to date. Showing number, department or bureau billed, appropriation chargeable, issuing office, name and title of issuing officer, consignor, name of transportation company, shipping point, destination, consignee, marks, number and kind of packages, description of article, weights, traffic authority, certification, and signature of traffic chief. Arranged numerically. Indexed. (Daily, official.) 9 $\frac{1}{2}$ x 12 loose-leaf book, 2 in., on desk. NW. room, 4th floor. (3694)

5094. WEIGHTS AND SCALE TICKET CORRESPONDENCE, May 15, 1936 to date. Correspondence with companies in connection with

weights, scale tickets, contracts awarded, and transportation cost schedule, showing items, size, kind and weight of certain commodities, and signature of traffic chief. Filed chronologically. (Frequently, official.) 9 x 12 folders, $\frac{1}{2}$ in., in steel filing case. NW. room, 4th floor. (3691)

5095. TRACERS, June 22, 1936 to date. Date, name of consignee, number of bill of lading, contents of shipment, origin, instructions for routing on bill of lading, and signature of traffic chief. Filed numerically, by bill of lading numbers. (Frequently, official.) 9 x 12 folders, $\frac{1}{2}$ in., in steel filing case. NW. room, 4th floor. (3690)

Voucher Section

All bills and invoices, properly certified by the purchasing section, are passed to this office for payment. Items are checked against copies of contracts of purchase, lease or rental to avoid departmental error and aid the auditors with the double check. A voucher record with each project is maintained serving as an additional check to prevent withdrawals of materials and equipment beyond the allotment.

5096. INDEX, Sept. - Nov. 1935. Discontinued file, superseded by six volumes now in current use. Filed alphabetically, by names of vendors. (Never.) 5 x 8 cards, 7 in., in pasteboard box. NW. room, 3d floor. (3632)

5097. BLUEPRINTS, Mar. 20, 1935 - Mar. 17, 1936. Plans and specifications for three school buildings, detailed elevations for sewer structures and outlets of the Westlake Relief Drain, and blueprints of various kinds of equipment accompanying dealers' bids. (Occasionally, official.) Various sized folders and blueprints, 6 in., in steel filing case. NW. room, 3d floor. (3630)

5098. MISCELLANEOUS FILE, Sept. 1935 - May 1936. Copies of records, pertaining to procurement of supplies and material, and schedules of adjustments for use on different Works Progress Administration projects. Filed numerically, by requisition and notice of cancellation numbers, and chronologically. (Rarely, official.) $9\frac{1}{2}$ x $11\frac{3}{4}$ folders, 1 ft. 6 in., in steel filing case. NW. room, 3d floor. (3631)

5099. SCHEDULE LEDGERS, Sept. 18, 1935 - Feb. 29, 1936. Showing names of vendors, schedules, purchases, dates, terms, amounts of orders, numbers, and amounts of vouchers. Arranged alphabetically, by name of vendor. (Daily, official.) 12 x 12 loose-leaf books (4), 10 in., on filing case. NW. room, 3d floor. (3640)

5100. EQUIPMENT RENTAL, EXPIRED CONTRACTS, Oct. 1935 - Mar. 1936. Record of expired contracts on dump trucks, busses, and narrow gauge railroad equipment, including rails, ties, and ore cars, showing rate per hour, amount paid, expired date of contract, owner and class of equipment. Arranged alphabetically, by names of vendors. Indexed. (Daily, official.) 9 x 11-3/4 folders, 14 ft. 6 in., in 7 drawers of steel filing cases. NW. room, 3d floor. (3627)

5101. CONTRACT AGREEMENTS, Nov. 7, 1935 - Nov. 7, 1936. Copies of contracts, between the city of El Monte, the Azusa Rock and Sand Company, and Consolidated Rock Products Company, pertaining to the delivered price of their products without competitive bid with specifications, showing quality of product according to instructions from assistant director of procurement. (Occasionally, official.) 8 1/2 x 13 loose sheets, 1/2 in., in steel filing case. NW. room, 3d floor. (3633)

5102. REJECTED AND UNSUCCESSFUL BIDS, Nov. 14, 1935 - May 25, 1936. Describing class of equipment for which bid was proposed but not acceptable. Filed numerically, by project numbers. (Occasionally, official.) 9 x 11-3/4 folders, 5 ft. 6 in., in 4 drawers of steel filing cases. NW. room, 3d floor. (3628)

5103. LEAVES OF ABSENCE, 1935 to date. Report of names of employees, leaves of absence already granted, and listed dates for future leaves. Arranged alphabetically, by class of employee. (Occasionally, official.) 8 1/2 x 11 loose sheets, 1 in., in steel filing case. NW. room, 3d floor. (3637)

5104. SCHEDULE OF DISBURSEMENTS, 1935 to date. Showing money disbursed on schedules for equipment rental, public utilities, and office equipment. Arranged numerically, by disbursement numbers. (Daily, official.) 8 1/2 x 11 folders, 4 ft. 6 in., in 2 drawers of steel filing case. NW. room, 3d floor. (3690)

5105. FIELD RENTAL EQUIPMENT, July 1935 to date. Forms 1036, C-1, TPS-10, A-8, A-7, TPS-23, A-4, 1034-A, 25-R and 101, showing contracts, rental and lease arrangements for various types of machinery and equipment, with project and schedule numbers, names of vendors, terms, bids, and awards for various Works Progress Administration projects. Arranged alphabetically. Indexed. (Daily, official.) 8 1/2 x 11 1/2 folders, 3 ft. 6 in., in 3 steel drawers. NW. room, 3d floor. (3624)

5106. OFFICE FURNITURE AND MISCELLANEOUS RENTALS, July 1935 to date. Forms 1036, C-1, TPS-10, A-8, A-7, TPS-23, A-4, 1034-A, 25-R and 101, showing rental and lease arrangements, bids and awards for furniture, office equipment, sewing machines, pianos, and music, with project and schedule numbers for Works Progress Administration projects. Arranged alphabetically. Indexed.

(Daily, official.) $8\frac{1}{2}$ x $11\frac{1}{2}$ folders, 4 ft., in 4 steel drawers. NW. room, 3d floor. (3639)

5107. PURCHASE SCHEDULES PENDING, Aug. 1935 to date. Requisitions pending for office equipment, rental of equipment, public utilities; also requisitions and encumbrance cancellations on which no action has been taken. Arranged numerically. (Daily, official.) $8\frac{1}{2}$ x 11 folders, 10 ft. 6 in., in 6 drawers of steel filing case. NW. room, 3d floor. (3621)

5108. STAMPS, TOKENS, AND PASSES, Aug. 20, 1935 to date. Correspondence, tabulations, and reports, pertaining to street car tokens, passes, and postage stamps, issued to project supervisors. (Occasionally, official.) $8\frac{1}{2}$ x 11 (1) and 14 x 19 (2) folders, 1 in., in steel filing case. NW. room, 3d floor. (3636)

5109. UNSUCCESSFUL BIDS, Aug. 20, 1935 to date. Record of unsuccessful bids for various commodities; also contracts with specific instructions, performance clauses, and tabulations of values, units, articles, and services. Arranged numerically, by schedule numbers. Indexed. (Frequently, official.) $8\frac{1}{2}$ x 11 folders and loose-leaf books, 18 ft., on steel filing cases and flat table. NW. room, 3d floor. (3638)

5110. EQUIPMENT AND RENTAL CONTRACTS, Sept. 1935 to date. Requisitions, bid tabulations, rentals, correspondence, invitation to bid and acceptances, relating to the purchases of machinery, equipment, supplies, tools, implements, and construction materials. Filed numerically, by project numbers. (Daily, official.) 9 x 11 folders, 2 ft. 2 in., in steel filing case. NW. room, 3d floor. (3629)

5111. MISCELLANEOUS ENCUMBRANCES, Sept. 1935 to date. Vouchers for expense bills, invoices, inspection reports, correspondence, telegrams, leases, statements, field requisitions, transmittal memoranda, bonds, certified checks, and schedule of disbursement records. Filed numerically. (Daily, official.) 9 x 11 folders, 1 ft. 5 in., in steel filing case. NW. room, 3d floor. (3634)

5112. VOUCHER SCHEDULES, Sept. 6, 1935 to date. Showing purchase orders for materials and supplies, receiving and inspection reports, performance bond records, award of contracts, specifications, correspondence, circulars, invitation, bid, and acceptance forms, blueprints, original tracings, and truck rental memorandums. Filed numerically. Indexed. (Daily, official.) 9 x $11\frac{3}{4}$ folders, 125 ft., in 64 drawers of steel filing cases. NW. room, 3d floor. (3626)

5113. MATERIALS AND VOUCHERS, Sept. 12, 1935 to date. Form A-4, report of bids; Form A-6, requisitions for purchase; Form A-7, receiving and inspection report; Form A-9, origin certificate; Form 1034-A, voucher for purchases and services other than personal; and Form 1036, certificate of award, relating to purchase of materials for Works Progress Administration projects. Arranged numerically. Indexed. (Daily, official.) $8\frac{1}{2}$ x $11\frac{1}{2}$ folders, 34 ft. 3 in., in 3 drawers of steel filing case. NW. room, 3d floor. (3622)

5114. MOTOR TRUCK RENTALS, Oct. 27, 1935 to date. Forms 1036, C-1, TPS-10, A-8, A-7, TPS-23, A-4, 1034-A, 25-R and 101, showing contracts, rental and lease arrangements for motor trucks, with project and schedule numbers, names of vendors, terms, bids and awards, on quarterly basis for Works Progress Administration projects. Arranged alphabetically. Indexed. (Daily, official.) $8\frac{1}{2}$ x $11\frac{1}{2}$ folders, 5 ft., in 4 steel drawers. NW. room, 3d floor. (3625)

5115. PURCHASE ORDERS, AND TIME AND MATERIAL LEDGERS, Mar. 1, 1936 to date. Record of dates, purchase orders, amounts, schedule, and voucher numbers, and periods in which payments were made. Arranged numerically. (Daily, official.) 12 x 18 loose-leaf books (2), 4 in., on filing cases. NW. room, 3d floor. (3635)

5116. CHIEF OF DIVISIONS PERSONAL FILE, Mar. 11, 1936 to date. Interdepartmental correspondence, pertaining to Federal and State procurement, outside correspondence, instructions to voucher division, receipts, weekly purchase order reports, and notices of exception for General Accounting Office. Filed alphabetically, by subjects. (Daily, official.) 9 x $11\frac{3}{4}$ folders, 1 ft. 1 in., in steel filing case. NW. room, 3d floor. (3641)

Mailing and Mimeograph Section

5117. PRINTING AND MAILING RECORDS, Apr. 4, 1936 to date. Mimeographed stencils and copies of work performed by this department. (Rarely, official.) $8\frac{1}{2}$ x $10\frac{1}{2}$ folders, 1 ft. 8 in., in steel filing case. NW. room, 3d floor. (3642)

REDDING

BRANCH PROCUREMENT OFFICE

Old High School Shop Bldg., Placer and West Sts.

This office was established in September 1935 as headquarters of District 1, with offices in the Hill Building, 1410 California Street where it remained until March 1936, when it moved to its present location. On January 26, 1937, this district was combined with District 2, with headquarters at Sacramento. This office supervised the purchase and distribution of materials, supplies, and equipment on Government projects in Shasta County, over which it had jurisdiction. No reports were sent to Washington.

NOTE: Since this inventory was taken, this office has been discontinued, and all records transferred to the State Procurement Office at San Francisco.

5118. TRANSACTIONS, COMPLETED AND INCOMPLETED, Sept. 1935 to date. Papers, relating to individual transactions, including requisitions, bids, receiving reports, and purchase orders. Filed numerically, by purchase order number. (Daily, official.) 9 x 15 folders, 10 ft. 4 in., in 7 drawers of filing cases. SE. corner room, 2d floor. (207, 208)

5119. ABSTRACT OF BIDS, Oct. 1935 to date. Form 1, showing bid numbers, opening dates, offices, item numbers, articles or services, quantity, units, and names of bidders. (Daily, official.) 12 x 15 loose-leaf book, $\frac{1}{4}$ in., on table. SE. corner room, 2d floor. (211)

5120. ACCOUNTS PAYABLE REGISTER, Oct. 1935 to date. Record of bills issued for vouchers, showing names, addresses, projects, and contract and requisition numbers, with dates and amounts of bills. (Daily, official.) 13 x 15 $\frac{1}{2}$ loose-leaf books, 1 $\frac{1}{2}$ in., on table. SE. corner room, 2d floor. (210)

5121. BULLETINS AND CIRCULAR LETTERS, Oct. 1935 to date. Office instructions. (Daily, official.) 10 x 11 $\frac{1}{2}$ loose-leaf books, 8-3/4 in., on table. SE. corner room, 2d floor. (213)

5122. CORRESPONDENCE AND MISCELLANEOUS REPORTS, Oct. 1935 to date. Letters, pertaining to the purchase of supplies with bills of lading and other records. (Daily, official.) 9 x 15 folders, 1 ft. 3 in., in filing case. SE. corner room, 2d floor. (205)

5123. PURCHASE ORDER REGISTER, Oct. 1935 to date. Form 5, giving requisition and purchase order numbers, schedule and project numbers, dates, voucher and file numbers, with amounts. Filed chronologically. (Daily, official.) 9 x 13 folders, $\frac{1}{2}$ in., on table. SE. corner room, 2d floor. (212)

5124. REQUISITION REGISTER, Oct. 1935 to date. Showing requisition and project numbers, dates of requisitions, dates forwarded and returned, articles or services, with estimated costs. (Daily, official.) $8\frac{1}{2}$ x 12 loose-leaf book, $\frac{1}{4}$ in., on table. SE. corner room, 2d floor. (209)

5125. TRANSMITTAL SHEETS, Oct. 1935 to date. Memorandum receipts for records sent and received. Filed chronologically. (Daily, official.) 9 x 15 folders, 5 ft. 9 in., in filing case. SE. corner room, 2d floor. (206)

5126. VENDOR REGISTER, Oct. 1935 to date. Showing names, addresses, and telephone numbers of vendors. Filed alphabetically, by project classification. (Daily, official.) 4 x 6 cards, $2\frac{1}{2}$ in., in filing case. SE. corner room, 2d floor. (214)

SACRAMENTO

DISTRICT 2, PROCUREMENT OFFICE Terminal Post Office Bldg., 5th and I Sts.

This office was established September 6, 1935, with offices in the Old Post Building, 7th and K Streets, and remained at this address until June 30, 1936, when it moved to its present location. On January 26, 1937, Districts 1 and 3 were combined with this office, and designated as District 2, with headquarters here. This office serves as the purchasing agent for all Federal projects and other Governmental activities, with the exception of the Departments of War and Navy. It has jurisdiction over Siskiyou, Modoc, Trinity, Shasta, Lassen, Tehama, Plumas, Glenn, Butte, Colusa, Sutter, Yuba, Sierra, Nevada, Placer, El Dorado, Yolo, Sacramento, Solano, Amador, San Joaquin, Calaveras, Stanislaus, Tuolumne, Merced, and Mariposa Counties. No reports are sent to Washington and there are no worthless papers.

NOTE: Since this inventory was taken, this office has been discontinued, and all records transferred to the State Procurement Office at San Francisco.

5127. REQUISITIONS, Sept. 1935 to date. Correspondence, pertaining to supplies and materials for Alcohol Tax Unit, Department of Agriculture, Public Health Service, and National Forest Service; also requisitions for supplies, materials, leasing of space, and public utilities for Works Progress Administration, Resettlement Administration, and National Youth Administration. (Older records, rarely; current records, daily, official.) 9 x 12 and 9 x 15 folders, 64 ft., in 26 drawers of steel filing cases and in 10 drawers of wooden and steel transfer cases. (348)

SAN BERNARDINO

BRANCH PROCUREMENT OFFICE

San Bernardino Municipal Water Company Building, 1120 E St.

This office was established August 27, 1935, with offices in the Davis Manufacturing Building, 1140 E Street. In February 1936, it moved to its present location. It serves as the purchasing agent for all equipment, materials, and supplies used on the various Federal projects with the exception of those under the Departments of War and Navy. It has jurisdiction over District 5, which includes Imperial, Riverside, and San Bernardino Counties. Purchase orders are sent to Washington and all other records and reports are sent to the State Procurement Office at San Francisco.

5128. CANCELLATION FILE, CLOSED, Sept. 27, 1935 - Jan. 21, 1936. Requisitions, bids, purchase orders, certificates of award, abstracts of bids, receiving reports, invoices, and cancellations. (Rarely, official.) 8 x 10 and 8½ x 11 loose sheets, 4 ft., in 2 pasteboard boxes. N. center room. (84)

5129. BULLETINS, 1935 to date. Pertaining to purchase orders and contract numbers, manual of state bulletins, Works Progress Administration and State Procurement Office circular letters, and administration, personnel, and miscellaneous rulings. Indexed. (Daily, official.) 10 x 11 loose-leaf books, 2 ft., in filing case. N. center room. (85)

5130. SUSPENSE AND CANCELLATION FILE, Oct. 1935 to date. Requisitions, Works Progress Administration bids, purchase orders, certificates of award, abstracts of bids, receiving reports, invoices, cancellations and correspondence; also list of dealers in commodities in Los Angeles, San Bernardino, Riverside, and Imperial Counties. (Daily, official.) 10 x 12 and 10 x 15 folders, 36 ft., in 20 drawers of filing case and in desk. N. center room. (86)

SAN DIEGO

BRANCH PROCUREMENT OFFICE

Broadway Pier Bldg., Foot of Broadway

This office was established on September 1, 1935, as a purchasing agency for all materials used by Federal departments and agencies making use of labor and equipment under the many emergency relief agencies. It has jurisdiction over San Diego County. Reports are made to the Los Angeles Office.

5131. CONTRACTS, ACTIVE AND INACTIVE, 1935 to date. Contracts and supporting documents for production equipment, office furniture, and supplies; also correspondence, reports, transmittals, stencils, assignment orders, and schedules. (Daily, official.) 9 x 12 folders, 2 ft. 6 in., in steel filing case. R. 241. (1726)

5132. GENERAL FILE, Sept. 1, 1935 to date. Giving absentee reports, applications, bills of lading, Government bids, contracts, encumbrance cancellations, inventories, pay rolls, property and personnel records. Arranged alphabetically. (Older records, rarely; current records, daily, official.) 9 x 12 folders, 6 ft., in 3 drawers of steel filing case. R. 241. (1727)

5133. PURCHASE ORDERS, COPIES, Sept. 1, 1935 to date. Showing dates, project numbers, names of vendors, and description of purchases, with signature of procurement officer. Filed numerically, by purchase number. (Daily, official.) 9 x 12 folders, 7 ft., in 4 drawers of steel filing case. R. 241. (1728)

SAN FRANCISCO

OFFICE OF DISTRICT ENGINEER Federal Office Bldg., Civic Center

This office was established in 1897 with offices located in the Post Office and Courthouse Building where it remained until May 7, 1936 when it moved to its present location. Administrative reorganizations have occurred as follows: under Office of the Supervising Architect, Office of the Superintendent of Construction, 1897 to 1914; Office of the Supervising Architect, Supervising Superintendent of Construction and Repair, 1914 to 1923; Office of the Supervising Architect, Office of the District Engineer, 1923 to October 9, 1933; Procurement Division, Public Works Branch, Office of the District Engineer, October 9, 1933 to July 1, 1934; Procurement Division, Office of District Engineer, 8th District, July 1, 1934 to July 1, 1936; and the present title Procurement Division, Public Buildings Branch, from July 1, 1936 to July 1, 1939.

This office is responsible for preliminary and final inspections of all new construction work on Government buildings, except the mechanical work where the general contract exceeds \$50,000.00. Inspections are made for repairs and preservation work on Federal buildings. It has jurisdiction over California, Nevada, Arizona, Oregon, Washington, Idaho, Utah, the territories of Alaska and Hawaii, the Philippine Islands, and Guam. Periodical reports are sent to Washington and so-called useless papers are permanently retained.

5134. BLUEPRINTS, 1874 - 1936. For Government buildings, proposed and erected. Filed numerically. Indexed. (Occasionally, official.) Various sized loose sheets, 60 ft., on racks. R. 238. (6507)

5135. DIARY OF POST OFFICE CONSTRUCTION, 1897 - 1904. Daily record of work performed. (Rarely, official.) 10 x 14 vols. (4), 6 in., on bookcase. R. 68. (6223)

5136. CORRESPONDENCE AND TELEGRAMS, 1898 - 1926. From Supervising Architect and other departments, pertaining to constructions, repairs, inspections, reports and vouchers, relating to Customs House, Post Office, Marine Hospital and other Government buildings. (Rarely, official.) 10 x 12 gum stub files (93) and letter copying books (76), 23 ft., on top of wooden bookcase. R. 68. (6143, 6144)

5137. GENERAL ACCOUNTS, 1905 - 1920. Summary of contracts, showing date and to whom awarded, amounts for construction of Customs House, Post Office, Marine Hospital, Mint and other Government buildings within the 8th District. (Rarely, official.) 10 x 14 vol., 1 ft., on bookcase. R. 68. (6231)

5138. DIARY OF CONSTRUCTION, CUSTOMS HOUSE, 1906 - 1909. Summary of daily work, giving date excavation started, record of damage done during earthquake of April 18, 1906, date cornerstone was laid, record of addresses made during cornerstone laying ceremony, and date of final completion. (Rarely, official.) 8 x 14 vol., 1 in., on bookcase. R. 68. (6145)

5139. DIARIES OF CONSTRUCTION, 1912 - 1920. Showing work performed, number of men employed, kind of work, when started and finished on Alameda Post Office, Subtreasury building at San Francisco, Berkeley Post Office, and the Marine Hospital, San Francisco. (Never.) 8 x 10 vols. (5), 8 in., on bookcase. R. 68. (6227, 6228, 6229, 6230)

5140. SPECIFICATIONS AND MISCELLANEOUS DATA, 1915 - 1936. Giving elevator data on various buildings, electric and plumbing information, and heating specifications; also inspection reports, time record, and mechanical data. (Occasionally, official.) 10 x 15 folders, 2 ft., in 5 drawers of steel filing cases. R. 230. (6226)

5141. CORRESPONDENCE, 1919 - 1933. Copies of letters, relating to repairs, construction, and contracts on Government buildings. Filed chronologically. Indexed. (Occasionally, official.) 10 x 12 vols. (27), 3 ft., in bookcase. R. 230. (6224)

5142. CERTIFIED COPIES OF CONTRACTS, 1921 - 1936. Copies of contracts with correspondence, pertaining to buildings under the

supervision of the district engineer. (Occasionally, official.)
8 x 13 loose sheets, 45 ft., in steel cabinet. R. 238. (6454)

5143. CORRESPONDENCE, 1922 - 1935. Pertaining to repairs, construction, and contracts on Government buildings in this district. Filed chronologically. Indexed. (Occasionally, official.)
9 x 11 gummed stub files (66), 15 ft., in bookcase. R. 230. (6225)

5144. INSPECTION REPORTS, 1923 - 1936. Showing alterations, repairs, and changes made in Government buildings in this district. Filed alphabetically, by cities. (Occasionally, official.) 10 x 14 envelopes, 5 ft., in 3 drawers of steel filing case. R. 222. (6449)

5145. CIRCULAR LETTERS, 1934 - 1935. Instructions issued by Supervising Architect to district engineer, field forces, and custodians. Filed alphabetically. (Occasionally, official.)
10 x 15 folders, 1 ft., in steel filing case. R. 232. (6563)

5146. CORRESPONDENCE, 1934 - 1936. Correspondence with Supervising Architect and other departments, relating to construction, repairs, and inspections of public buildings. Filed chronologically and alphabetically, by name of state. (Frequently, official.) 10 x 15 folders, 44 ft., in 24 drawers of steel filing cases. R. 222. (6404)

5147. ITINERARIES AND CORRESPONDENCE, 1934 - 1936. Showing names and titles of inspectors, dates, places, names of buildings, dates of visits, dates of reports, purpose of visits, and related correspondence. Filed alphabetically, by name of inspector. (Frequently, official.) 10 x 15 folders, 6 in., in steel filing case. R. 222. (6403)

5148. MISCELLANEOUS CORRESPONDENCE, 1934 - 1936. Between the supervising engineer and this office. (Frequently, official.)
10 x 15 folders, 1 ft., in steel filing case. Rs. 222 and 236. (6405)

5149. MONTHLY EXPENSE REPORTS, 1934 - 1936. Showing locations and projects, dates and days worked, and total compensation of employees of superintendent of construction. (Frequently, official.) 10 x 15 folders, 1 ft., in steel filing case. R. 222. (6402)

5150. MONTHLY PROJECT STATUS REPORTS, 1934 - 1936. Showing amounts allocated to the projects under contract, giving names of projects, locations, and cost limits. (Rarely, official.)
10 x 15 folders, 1 ft., in steel filing case. R. 232. (6564)

5151. SITE SURVEYS, 1934 - 1936. General report of a topographic survey of sites and soil investigations made by the construction engineer and forwarded to the supervising engineer; also statement of expenses incurred during survey. (Frequently, official.) 10 x 15 folders, 2 ft., in steel filing case. R. 238. (6510)

5152. CONSTRUCTION REPORTS ON BUILDINGS COMPLETED, 1935 - 1936. Reports, showing names of buildings, locations and names of contractors, including photographs, weekly pay rolls, samples, tests, and correspondence between the construction companies and supervising engineer. Filed chronologically, by name of building. (Frequently, official.) 10 x 15 folders, 15 ft., in 9 drawers of steel filing cases. R. 232. (6569)

5153. DISTRICT PERSONNEL CORRESPONDENCE, 1935 - 1936. Personnel reports from district engineer to the inspection engineer, directing inspection of specified places; also applications for leaves of absence, and reports from construction engineers. Filed chronologically. (Occasionally, official.) 10 x 15 folders, 2 ft., in steel filing case. R. 232. (6566)

5154. ELEVATOR INSPECTION REPORTS, 1935 - 1936. Showing name of mechanical engineer, number of elevators in buildings, types of elevators, speed, load limits, date of last inspection, present condition, names, and locations of buildings. Filed chronologically. (Rarely, official.) 8 x 11 folders, 6 in., in wooden filing case. R. 238. (6506)

5155. FIELD INSPECTION REPORTS, 1935 - 1936. Showing names of inspectors, dates of inspections, description of repairs needed, and estimated cost of various buildings in this district. Filed alphabetically, by name of city. (Occasionally, official.) 8 x 11 folders, 5 ft., in 3 drawers of steel filing cases. R. 222. (6450)

5156. HIGH PRESSURE BOILER INSPECTION REPORTS, 1935 - 1936. Showing name of mechanical engineer, number of boiler, manufacturer's name, fuel used, date installed, when last inspected, present condition, name and location of building. Filed chronologically. (Rarely, official.) 8 x 11 folders, 3 ft., in wooden filing case. R. 238. (6508)

5157. PROGRESS REPORTS ON NEW CONSTRUCTION, 1935 - 1936. Reports and vouchers, showing names of buildings and contractors, value of branches, and value completed to and value completed since last report, photographs, weekly pay rolls, samples, tests, and correspondence between construction companies and Supervising Engineer. Filed chronologically. (Frequently, official.) 10 x 15 folders, 10 ft., in 6 drawers of steel filing cases. R. 232. (6565)

5158. BUILDING SPECIFICATIONS FOR BIDS, 1936. For proposed buildings, i.e., Post Office and Courthouse at Los Angeles, Post Office at San Diego, remodeling of Post Office at Hilo, Hawaii, and other buildings in this district; also telegrams and correspondence, pertaining to bids. Filed alphabetically. (Frequently, official.) 8 x 15 loose sheets, 1 ft. 8 in., in 9 drawers of steel filing cases. R. 232. (6570)

5159. MONTHLY EXPENSE REPORTS, 1936. Summaries of district expenses under management of superintendent of construction, giving list of names and titles, miles of travel, subsistence, and total amounts expended. Filed chronologically. (Occasionally, official.) 10 x 15 folders, 1 ft., in steel filing case. R. 232. (6567)

5160. REPORTS AND CORRESPONDENCE, 1932 to date. Reports, giving names of executive committee's attendance publicity, real estate, traffic, and personnel data; also correspondence from committee chairmen relative to their activities. (Rarely, official.) 10 x 12 folders, 1 ft., in steel filing case. R. 232. (6568)

STATE PROCUREMENT OFFICE

Apparel Center Bldg., 49 Fourth St.

This office was established July 5, 1935. The primary function is the purchasing of supplies and equipment for Federal Emergency Relief agencies and projects. It has jurisdiction over the State of California except the county of Los Angeles. Various daily, semimonthly, and monthly reports are sent to Washington upon request. So-called useless papers are held pending instructions of the Procurement Division at Washington as to their ultimate disposition.

5161. BID RECORD, 1935 - 1936. Record of invitations to bid, indicating number, name of article, location of space wanted, purchase order and contract numbers, and amount. These records were sent to this office when the district office closed. Filed numerically. (Never.) $7\frac{1}{2}$ x $11\frac{1}{2}$ vol., $\frac{1}{2}$ in., in wooden filing case. Stockroom, 3d floor. (11599)

5162. BLUEPRINTS, MECHANICAL DRAWINGS, AND SPECIFICATIONS, 1935 - 1936. For construction work on the various projects, as overpasses, press stands, livestock exposition building in Visitation Valley, Aquatic Park bathhouse, and drawings of fire hydrants. (Never.) Various sized rolls (28), 1 in., in filing case. Stockroom, 3d floor. (11598)

5163. FORMAL BID REGISTER, 1935 - 1936. Record of bids over \$300.00, showing requisition number, name of vendor, to whom proposals are sent, amount of successful bid, invitation number, kind of material, project, schedule, contract and purchase order numbers and date, proposal number and date, date of award, with note of certifying officer. (Never.) 13 x 15½ vol., 1 in., on filing case. Stockroom, 3d floor. (11490)

5164. MISCELLANEOUS CORRESPONDENCE, 1935 - 1936. Correspondence with Pacific Gas and Electric Company and Government agencies, regarding services rendered, checks received, balances due, and requests for meters; also copies of contracts and a record of telegrams and telephone calls. (Daily, official.) 9 x 11 folders, 3 ft. 6 in., in 2 drawers of steel filing case. Rs. 519-522. (11102)

5165. RECORD OF REQUISITIONS, 1935 - 1936. Form 252, showing date, kind of material, requisition and schedule numbers, charged to, code number, and amount. Filed numerically. (Never.) 12½ x 13½ loose-leaf book, 3 in., on wooden shelf. Stockroom, 3d floor. (11488)

5166. REQUISITIONS FROM DISTRICTS, 1935 - 1936. Requests received from district offices for forms and stationery, showing storeroom requisition and procurement office numbers, date and time received, shipping instructions, and signature of deputy procurement officer. (Never.) 9 x 15 folders, 1 ft. 2 in., in steel filing case. Stockroom, 3d floor. (11602)

5167. REQUISITION REGISTER, 1935 - 1936. Showing date of entry, official project, project authorization, allotment advice and works project numbers, location, type of work, appropriation symbols, date entered in progress report, schedule number, and approved amount. Entered alphabetically, by name of department. (Never.) 11 x 14 vol., ½ in., on wooden shelf. Stockroom, 3d floor. (11487)

5168. UNSUCCESSFUL BIDS, 1935 - 1936. Form 33, revised, showing number of items, name of article or service, quantity, unit, unit price, amount and terms of contract, name of bidder, and supporting correspondence. Filed numerically. (Rarely, official.) 9 x 12 folders, 160 ft., in 81 filing cases and 3 pasteboard boxes. Stockroom, 3d floor. (11494)

5169. ABSTRACTS OF BIDS, 1936. Giving schedule, invitation, requisition, and project numbers, number of item, quantity, unit, name of article or service, amount, and terms of bid by each vendor. Filed numerically, by schedule number. (Never.) 10 x 14 bundles (2), 6 in., on filing case. Stockroom, 3d floor. (11595)

5170. ABSTRACT REGISTER, 1936. Abstract record of bids, giving invitation, requisition, and project numbers, date and time of opening, item number, quantity, unit, name of article or service, name and address of vendor, and list of vendors not returning bids. Filed numerically. (Never.) 11 x 15 loose-leaf book, 3 in., on wooden shelf. Stockroom, 3d floor. (11486)

5171. EXPENSE AND PRICE LISTS, 1936. Record of prices, prior to May 1936, for staple supplies for Works Progress Administration projects and camps, showing name of contractor, kind of commodity, price per unit, invitation and schedule numbers, delivery point, and project and requisition numbers. Filed alphabetically. (Frequently, official.) 9 x 12 folders and bundles (5), 2 ft., in steel filing case. Rs. 519-522. (11192)

5172. GAS AND OIL CREDIT CARDS, 1936. Special credit identifications, showing expiration date, Government number, amount limit, car license number, name and kind of motor car, and number of project chargeable. Filed numerically. (Never.) $2\frac{1}{4}$ x $3\frac{1}{2}$ cards and bundles, 4 ft., in 2 wooden boxes. Stockroom, 3d floor. (11597)

5173. INVITATIONS, BIDS, AND ACCEPTANCES, 1936. Standard Form 33, short form contract, showing department or establishment, date and time of opening bid invitation, requisition, official project and item numbers, name of article or service, quantity, unit, unit price, amount, terms, and specifications. Filed numerically, by districts. (Rarely, official.) $8\frac{1}{2}$ x 11 bundles, and 9 x 15 folders (7), 12 ft. 6 in., on wooden shelf. Stockroom, 3d floor. (11492)

5174. INVOICE REGISTER, 1936. Name and address of vendor, amount of invoice and date received, purchase order and transmittal numbers, and date sent to disbursing officer for payment. Filed alphabetically. (Occasionally, official.) 10 x $11\frac{1}{2}$ loose-leaf book, 2 in., on transfer case. Stockroom, 3d floor. (11491)

5175. RECORD OF FOOD AND DRUG REQUISITIONS, 1936. Giving schedule and requisition numbers, name of commodity, period covered, amount encumbered, name of officer, date, invitation, purchase order and contract numbers with dates and amounts, and point forwarded to. Filed chronologically, by date of entry. (Never.) 12 x 18 loose-leaf book, 1 in., on filing case. Stockroom, 3d floor. (11493)

5176. REDDING, CALIFORNIA, PURCHASE ORDERS AND REQUISITIONS, 1936. Correspondence between district offices, regarding transmittal of purchase orders and requisitions from Redding, California. (Rarely, official.) $9\frac{1}{2}$ x $11\frac{1}{2}$ loose-leaf book, 1 in., in transfer case. Stockroom, 3d floor. (11485)

5177. REQUISITIONS FROM STATE PROCUREMENT OFFICE, 1936. Record of requisitions approved for action by deputy, showing dates, project locations, counties and towns, kinds of material and service, number of items, requisitions, works project and schedule numbers, and amount of appropriation. Entered chronologically. (Never.) 11 x 14 vol., 1 in., on filing case. Stockroom, 3d floor. (11489)

5178. REQUISITIONS RECEIVED, 1936. Supply requisitions, showing dates received, requisition and schedule numbers, names of counties and camps, names of persons to whom requisitions were delivered, and dates. Filed numerically. (Never.) 9 x 11½ loose-leaf book, 1 in., on filing case. Rs. 519-521. (11184)

5179. SUSPENSE AND DISPOSITION OF INVITATION CARDS, 1936. Record of schedule and invitation numbers, name of vendor awarded contract, amount, name of material, date bid opened, requisition, official project, works project, and purchase order numbers, date of purchase order, and names of buyer and stenographer. Filed numerically. (Never.) 3 x 5 cards, 1 ft. 2 in., in steel filing case. Stockroom, 3d floor. (11483)

5180. TRANSMITTALS, 1936. Memoranda, showing name of office sending and receiving transmittal, date, name of document in transit, number of each, name of vendor, amount, remarks, and name of officer signing transmittal. Arranged numerically, by districts. (Never.) 9 x 12 bundles (10), 8 ft., in 3 drawers of steel filing case and in wooden box. Stockroom, 3d floor. (11482)

5181. ABSTRACT OF ALLOTMENT FOR ADMINISTRATIVE EXPENSES, 1937. Form B-11D, revised, showing appropriation, bureau and treasury reference, official project symbol, type of entry code, amount of limitation of allotment not encumbered, expenditures, unliquidated balance of encumbrance, and unencumbered balance of allotment. Filed chronologically. (Daily, official.) 12 x 16 folders, 1 in., on desk. Rs. 519-521. (11433)

5182. ADDITIONAL ENCUMBRANCES AND ADVANCE REQUISITIONS, 1937. Requests for additional funds to meet both formal and informal bids that have been accepted, or to decrease the amount of limitations of encumbered funds, showing requisition number, date, with official and work project numbers. Filed numerically. (Frequently, official.) 8 x 10 bundle, 2 ft., in steel filing case. Rs. 519-521. (11373)

5183. DAILY REGISTER OF TRANSACTIONS, 1937. Form B-15, revised, record of all transactions handled daily, showing district and county numbers, appropriation symbol, official project, encumbrance, allotment, bureau, and Treasury voucher numbers, objective class and transaction codes, and voucher amounts. Filed

numerically. (Daily, official.) 12 x 16 folders, 1 in., on desk.
Rs. 519-521. (11437)

5184. EQUIPMENT RENTAL LIST, 1937. Record of prospective bidders, giving name and address, description of equipment, and kind of merchandise handled. Filed alphabetically. (Frequently, official.) 4 x 6 cards, 6 in., in pasteboard box. Rs. 519-522. (11342)

5185. INFORMAL BIDS, COPIES, 1937. Form C-1, record of bids received via telephone, showing date, time, description of material or article, unit price, total amount, name of successful bidder, and certification that articles were purchased because of an emergency. Filed chronologically. (Daily, official.) 10 x 12 loose-leaf book, 1 ft., on steel shelf. Rs. 519-522. (11314)

5186. LEASES, 1937. Copies of leases, pending examination and approval for payment by voucher, containing name and location of space, and amount of rent. Filed alphabetically. (Daily, official.) 9 x 11 folders, 10 in., in transfer case. Rs. 519-522. (11340)

5187. OBLIGATION AND ALLOTMENT ADVICE, 1937. Giving daily record of expenditures for supplies, equipment, telephone rentals, repairs, installations, telegrams, postage, travel, freight, utilities, and administrative advice, showing amount of allotment, reference numbers of vouchers and requisitions, encumbrance and audited vouchers, amount, and encumbered balance of allotment. Filed chronologically. (Daily, official.) 12 x 16 folders, 1 in., on desk. Rs. 519-521. (11436)

5188. PENDING CONTRACTS, 1937. Record of contracts for materials, supplies, and equipment, held in abeyance, pending deposit of vendor's performance bond. (Daily, official.) 9 x 11 bundles (4), 3 ft. 6 in., in filing case. Rs. 519-522. (11089)

5189. REGISTER OF INVITATIONS, 1937. Giving invitation number, date bids are to be opened, requisition and schedule numbers, name of commodity, number of items, points of delivery, official project number, name of buyer, and whether invitation was cancelled or readvertised. Filed chronologically. (Daily, official.) 10 x 12½ loose-leaf book, 1 in., on steel shelf. Rs. 519-521. (11326)

5190. REGISTER OF OUT-OF-TOWN NURSERY SCHOOLS, 1937. Record of state and local nursery schools maintained by Works Progress Administration, showing name, location of school, and name and permanent address of the director or superintendent. Filed alphabetically. (Daily, official.) 9 x 12 loose-leaf book, 2 in., on desk. Rs. 519-521. (11302)

5191. REQUESTS FOR BIDS, 1937. Giving opening date, address where material is to be delivered, requisition, schedule, official and works project numbers, with name and address of firms to whom requests are sent. Filed numerically. (Daily, official.) 8 x 14 loose-leaf book, 2 in., on desk. Rs. 519-522. (11164)

5192. REQUISITIONS, 1937. Requisitions for supplies and commodities held until bids are opened and approved. Filed numerically. (Daily, official.) 9 x 11 folders, 3 ft. 10 in., in 2 drawers of steel filing case. Rs. 519-521. (11385)

5193. UNLIQUIDATED ENCUMBRANCES, 1937. Giving appropriation symbol, official project, allotment, and encumbrance numbers, date, voucher, transaction and objective transaction numbers, encumbrance and voucher amounts, unliquidated balance of encumbrance, and balance of allotment. Filed numerically. (Frequently, official.) 12 x 16 folders, 1 in., on desk. Rs. 519-521. (11434)

5194. MAILING LISTS, CALL CARDS OF VENDORS, AND PRICE LISTS, 1937. Giving name, address, telephone number, nature of business of vendors, and name of commodity handled; price list cards, showing name of article or commodity, and unit price. Filed alphabetically. (Daily, official.) 3 x 5 cards, 3 ft., in steel card cabinet. Rs. 519-521. (11316)

5195. ABSTRACT OF BIDS, 1935 to date. Giving date abstract was completed, and method of advertising, number of dealers receiving invitations, number not submitting bids and number submitting bids and prices, invitation, requisition and project numbers, date of opening, schedule number, quantity, unit, and kind of article. Filed numerically, by schedule numbers. (Daily, official.) 12 x 15 loose-leaf books (2), 9 in., on desk. Rs. 519-521. (11298)

5196. ABSTRACTS OF INVITATIONS, 1935 to date. Giving date abstracts were completed, and methods of advertising, number of vendors notified, number of vendors not submitting bids and number submitting bids and prices, and invitation, requisition, and project numbers. Arranged numerically. (Daily, official.) 12 x 15 loose-leaf books (6), 3 ft. 6 in., on steel shelf. Rs. 519-521. (11325)

5197. CAR RECORD, FOR GOVERNMENT BILLS OF LADING, 1935 to date. Giving names of railroads and stations, car numbers and initials, bills of lading numbers, contents, date and time of notice of arrivals, placements for unloading and release, number of days, debit or credit, with names and numbers of projects. Arranged numerically. (Rarely, official.) 10 x 12 loose-leaf books (2), 4 ft., on filing cabinet. R. 515. (11267)

5198. CONTRACTS, 1935 to date. Contracts and supporting documents or production equipment, office furniture and miscellaneous production equipment, including correspondence received, reports, transmittals, stencils, assignment orders, schedules of supplies, specifications, insurance rates, gas contract schedules, and purchase orders. Filed alphabetically, by name of vendor. (Daily, official.) 9 x 15 folders, 39 ft., in 27 drawers of filing cases. Rs. 519-522. (11136)

5199. CONTRACT TRANSMITTAL MEMORANDA, 1935 to date. Form 101 (191M), for transmitting pay rolls and vouchers to all offices, showing contract number, name of project, vendor, and remarks, with approval of certifying officer. Arranged numerically. (Frequently, official.) 9 x 12 folders, 1 ft. 6 in., in transfer case. Rs. 519-522. (11101)

5200. CORRESPONDENCE, 1935 to date. Correspondence between Washington, district offices, and vendors, regarding contracts that have been accepted, fulfilled, or cancelled. Filed alphabetically. (Daily, official.) 9 x 11 folders, 2 ft., in steel filing case. Rs. 519-521. (11382)

5201. CORRESPONDENCE, 1935 to date. Letters, regarding materials and supplies, requests for official documents, and letters of authority. Arranged alphabetically. (Never.) 9 x 12 folders, 2 ft., in steel filing case. Stockroom, 3d floor. (11596)

5202. CORRESPONDENCE, LOCAL AND WASHINGTON, 1937 to date. Pertaining to contracts, procurement office decisions and regulations from Comptroller General, authorities to purchase, field office memoranda, travel authorizations, truck contracts and rates, performance bonds, and letters from Works Progress Administration district offices. Filed alphabetically. (Daily, official.) 9 x 15 folders, 7 ft., in 4 drawers of steel filing cases. Rs. 519-522. (11344)

5203. CREDIT CARD RECORD, 1935 to date. Giving gas and oil furnished Works Progress Administration cars and trucks, showing project, project authorization advice, allotment, requisition, and schedule numbers, make of car and license number, name of driver authorized to sign, date, amount of encumbrance, invoice number, date issued, whether for gas or oil, and amount. (Daily, official.) 5 x 8½ loose-leaf books, 3 ft. 2 in., on desk. Rs. 519-522. (11105)

5204. DISTRICT AND INTEROFFICE CORRESPONDENCE, 1935 to date. Letters, pertaining to dismissed employees, resignations, revocations, nominations, and approvals. Filed alphabetically. (Daily, official.) 9 x 12 folders, 4 ft., in 2 drawers of steel filing cases. R. 515. (11264)

5205. ENCUMBRANCE REPORTS, 1935 to date. Giving correspondence, corrections, certificates in lieu of last shipment, bills received, and surplus commodities. (Daily, official.) 9 x 15 folders, 6 in., in 4 drawers of steel filing cases. R. 515. (11261)

5206. GENERAL CORRESPONDENCE, 1935 to date. Giving investigation and inspection reports, applications for employment, signature authorizations, transportation, maintenance supplies, authorization to procure and purchase, awards, protests, contracts, and leases. (Daily, official.) 9 x 12 folders, 8 ft. 4 in., in 6 drawers of steel filing cases. R. 515. (11266)

5207. GENERAL DISTRICT FILES, 1935 to date. Office copies of certificates, abstract of bids, invitations to bid, transmittals, list of vendors and shipping points, vouchers for personnel and other service, invoices, transfers of surplus property, correspondence, and supporting documents. Filed numerically. (Frequently, official.) 9 x 12 and 9 x 15 folders, 186 ft., in 8 drawers of steel filing cases, in 26 drawers of transfer cases, in 3 wooden boxes, and in pasteboard box. Poor. Stockroom, 3d floor. (11470)

5208. GENERAL FILE, 1935 to date. Correspondence with Washington, district and accounts offices, purchase orders for vending machines, encumbrances for janitorial services, and inter-office instructions. Filed alphabetically. (Frequently, official.) 11 x 16 folders, 2 ft., in steel filing case. Rs. 519-521. (11371)

5209. GENERAL OFFICE PROCEDURE BULLETINS, 1935 to date. Correspondence and bulletins, pertaining to accounting procedure of State Accounts Office, with charts of general ledger accounts, formal entries, procedure for maintaining records and allotments, instructions issued by Commissioner of Accounts, and payments involving fractions of one cent. Filed alphabetically, by name of subject. (Rarely, official.) 10 x 11½ loose-leaf books (7), 1 ft., on desk. Rs. 519-522. (11165)

5210. GENERAL SCHEDULES, 1935 to date. Requisitions, vouchers, purchase orders, bids, contracts, acceptances, correspondence, and supporting documents. Arranged numerically. (Daily, official.) 9 x 11 folders, 200 ft., in 42 drawers of steel filing cases and in 58 transfer cases. Rs. 512-514. (11069)

5211. INVENTORY OF NONEXPENDABLE PROPERTY, 1935 to date. Showing property forwarded to this office from all places where district offices were closed, giving date property was received, description, property number, condition, estimated cost, property transfer receipts, and certification by procurement officer. Filed numerically, by district numbers. (Frequently, official.) 9 x 15 folders, 2 ft., in steel filing case. Stockroom, 3d floor. (11601)

5212. LEASES, 1935 to date. Contracts for garbage, laundry service, and garage storage with related correspondence, showing district number, address of building leased, terms and amount, effective and expiration dates, and miscellaneous encumbrances from various districts, giving district number and amount. Filed alphabetically. (Daily, official.) 9 x 12 folders, 5 ft., in 3 drawers of steel filing cases. Rs. 519-522. (11087)

5213. LIST OF CONTRACTS AWARDED, 1935 to date. Giving contract number, name of vendor and article, schedule number, amount, number of vendors contacted, and date of award. Filed numerically, by contract number. (Daily, official.) 9 x 14 and 12 x 15 loose-leaf books (2), 3 in., on desk. Rs. 519-521. (11323)

5214. MANUAL OF INSTRUCTION, 1935 to date. Instructions on procedure to be followed in the procurement of materials and equipment under the Emergency Relief Appropriation Act of 1935 - 1937; also administrative and personnel instructions. Filed chronologically. (Daily, official.) 10 x 11½ loose-leaf book, 3 in., on wooden desk. Rs. 519-522. (11162)

5215. MISCELLANEOUS FILE, 1935 to date. Weekly reports of resettlement purchases, codes, project allotments, schedules of disbursements, transmittal memoranda, vouchers, requests for supplies, invoices, purchase orders, and receiving and inspection reports. Filed alphabetically. (Daily, official.) 9 x 12 folders, 3 ft., in 2 drawers of steel filing case. R. 515. (11262)

5216. MISCELLANEOUS FILE, 1935 to date. Showing replies to exceptions, overtime and attendance records, copies of pay roll encumbrances, record of absentees, and monthly gain and loss reports. Filed numerically. (Daily, official.) 9 x 15 folders, 5 ft. 8 in., in 4 drawers of steel filing cases. R. 515. (11263)

5217. MISCELLANEOUS FILE, 1935 to date. Giving transmittal memoranda, notices of exceptions, vouchers, partial encumbrances, additional and new requisitions, letters transmitting signature cards, notices of rejections of vouchers and exceptions. Filed alphabetically. (Daily, official.) 9 x 15 folders, 5 ft., in 3 drawers of steel filing case. Rs. 519-522. (11346)

5218. NOTICES OF MISCELLANEOUS ENCUMBRANCES, 1935 to date. Form 5-A, revised, production equipment record, showing encumbrance number, city and state appropriations, official and Works Progress Administration project numbers, amount of encumbrance, name and address of firm supplying equipment, and name and location of project. Filed alphabetically, by name of vendor. (Daily, official.) 9 x 17 clip boards (10), 1 ft. 6 in., on desk. Rs. 519-522. (11168)

5219. PERSONNEL RECORDS, 1935 to date. Form 100, district and state personnel records, including dates, names, dates of birth, types of work for which qualified, personal history of applicants, and photographs. Filed alphabetically. (Daily, official.) 9 x 12 folders, 6 ft., in 3 drawers of steel filing cases. R. 515. (13124)

5220. PERSONNEL REGISTER, 1935 to date. Acme Form 19696-8, list of employees, showing name, date of birth, sex, date oath of office was taken, grade, salary, address, state or district, references, and telephone number. Filed alphabetically. (Daily, official.) 6 x 8 cards, 2 ft. 6 in., in 11 drawers of steel card cabinet. R. 515. (11067)

5221. PLANS AND SPECIFICATIONS OF WORKS PROGRESS ADMINISTRATION PROJECTS, 1935 to date. Plans for work on the lion house at Fleishhacker Zoo, bird aviary at Aquatic Park, one-story residence for Forest Service fire house at San Jose, plumbing and installation and water layout of California Migratory Labor Camp, and for the airport at Bakersfield, California. Filed alphabetically, by localities. (Never.) 30 x 36 and 33 x 58 loose sheets (18), 1 ft. 2 in., on floor. Rs. 519-521. (11432)

5222. PROJECT MEMORANDUM REGISTERS OF REQUISITIONS, 1935 to date. Record, showing number of requisitions drawn on each Works Progress Administration project, giving schedule and requisition numbers, date issued, name of commodity and amount, description of material, price, and location of project. Filed numerically, by official and works project numbers. (Daily, official.) Various sized loose-leaf books (4), and Flexsite visible record books (6), 2 ft. 6 in., on desk. Rs. 519-521. (11386, 11387)

5223. PURCHASE AND INVENTORY RECORDS, 1935 to date. Inventory number, date ordered and received, description of articles, requisition number and date, vendor's name and address, purchase price, and terms of payment. Filed numerically, by districts. (Daily, official.) 9 x 15 loose-leaf books (4), 8 in., on desk. Rs. 519-522. (11169)

5224. PURCHASE ORDERS, 1935 to date. Requisitions, daily purchase orders and supporting documents, showing name and address of vendor, date of contract, project number, point of delivery, description of project, shipping instructions, name and amount of staples, price, total, names and addresses of persons to be notified of shipment, and requisition numbers; also reports on informal bids and daily purchase order reports, giving official project number, name, authorization, advice, allotment, advance, work project, type of work, appropriation, check symbol, and work project numbers. (Daily, official.) 9 x 12 folders and 9 x 15 bundles (27), 17 ft., in 7 drawers of steel filing cases and on wooden shelf. Rs. 519-521 and Stockroom, 3d floor. (11196, 11197, 11594)

5225. COMPLETED PURCHASE ORDERS, 1935 to date. Requisitions, purchase orders, with receiving and inspection reports, showing date ordered and received, description of articles, quantity, estimated costs, names of firms requisitioned, appropriation symbols, and titles. Filed numerically. (Rarely, official.) 9 x 15 folders, 3 ft. 8 in., in 2 drawers of steel filing case. Stockroom, 3d floor. (11600)

5226. PURCHASE ORDER REGISTER, 1935 to date. Form 5, showing requisition and purchase order numbers, order date, name and address of vendor, contract number, and amounts of purchases and cancellations. Filed numerically, by project number. (Frequently, official.) 9 x 15 loose-leaf books (2), 7 in., on file case. Rs. 519-521. (11300)

5227. PURCHASING RECORDS, 1935 to date. Giving unliquidated documents, vouchers, voucher distribution slips, receiving and inspection reports, purchase orders, approved requisitions for purchase, copies of contracts, and supporting documents, governing the purchase of expendable and nonexpendable property, equipment, and materials. Arranged numerically. (Daily, official.) 9 x 15 folders, 85 ft., in 46 drawers of steel filing cabinet, Rs. 519-521. (11104)

5228. RECORD OF BILLS RECEIVED AND PAID, 1935 to date. For water, gas, and electricity, showing name of service, contract number, address, district number, requisition, project, Works Progress Administration project and account numbers, date of installation and execution, date bills are received and paid, length of period, and meter readings. Arranged numerically, by district numbers. (Daily, official.) $9\frac{1}{2}$ x $11\frac{1}{2}$ loose-leaf books, 1 ft. 2 in., on desk. Rs. 519-522. (11103)

5229. RECORD OF INVOICES RECEIVED AND PAID, 1935 to date. Invoices for telegrams, water service, newspapers, magazines, street car and ferry transportation, postage, waste disposal, telephone, gas and electricity, showing invoice date, date received, amount, date paid, bill, register, and schedule numbers, and purpose of payment. Arranged alphabetically. (Daily, official.) Various sized loose-leaf books and bundles, 5 ft. 6 in., on desk. R. 515. (11066)

5230. RECORD OF NONEXPENDABLE PROPERTY, 1935 to date. Name of article, serial number, condition, date received, where property was transferred from, and date of transfer. Filed alphabetically. (Frequently, official.) 5 x 8 cards, 3 ft., in 2 drawers of steel filing case. Stockroom, 3d floor. (11927)

5231. RECORDS OF TRUCKS, 1935 to date. Trucks in use and formerly in use which are subject to call when needed, showing names and addresses of owners, phone numbers, names and types of

trucks, license plate numbers, contract numbers, date service began, number of hours used, with names and locations of projects. Filed numerically, by districts. (Daily, official.) 4 x 6 cards, 1 ft. 2 in., in 2 drawers of steel filing case. Rs. 519-522. (11343)

5232. REPORTS, 1935 to date. Forms A-3, 8-A, and 8-2, operating reports of obligations for current month and estimated requirements for first and second ensuing months with statement of unencumbered balance and accumulative obligations from opening of office to current month, printing and binding reports in letter form, showing amount expended, and estimated number of checks required to take care of this office's expenditures; also progress reports of procurement activities, amount of requisitions received, purchase orders and vouchers issued, number of formal and informal proposals issued, reason for delay of requisitions held in procurement office, rental transactions not covered by purchase orders, amount of accounts payable, purchase orders issued covering all projects, and voucher reports. Arranged chronologically. (Frequently, official.) 11 x 16 folders, 2 ft., in steel filing case. Rs. 519-521. (11379)

5233. REQUESTS FOR BILLS OF LADING, 1935 to date. For shipment of Government property, showing shipper's name, point of shipment, consignee, destination, description, weight, number and initial of car, car seal record, route, and how delivery is to be made, official and works project numbers, project authorization number, contract and purchase order numbers, with signature of person making requisition; included are transmittal letters from commodity division, showing bill of lading. Arranged numerically. (Frequently, official.) 9 x 15 folders, 2 ft. 2 in., in transfer case. R. 515. (11068)

5234. REQUISITION REGISTERS, 1935 to date. Form 84713, record of all documents, including requisitions, contracts, supplements, invoices, bills, and details of equipment, giving name, address and telephone number of contractor, schedule, district and symbol numbers, date received, requisition, official and works project numbers, and amount of encumbrance. Filed numerically, by districts. (Daily, official.) 10 x 11½ loose-leaf books, (9), 9 in., on desk. Rs. 519-522. (11090)

5235. REQUISITION VOUCHERS, 1935 to date. Approved vouchers for services other than personal, showing requisition number and date issued, expenditure and appropriation symbols, purchase order number, date of issue and delivery of supplies, amount of voucher and number, official, works project, and project authorization numbers, location, function, Treasury Department serial numbers, date vouchers were approved by accounts office, signatures of certifying officers, check number, and date of issue. Filed numerically. (Daily, official.) 9 x 11 folders, 1 ft.

6 in., in transfer case. Rs. 519-521. (11372)

5236. SCHEDULE OF DISBURSEMENTS, 1935 to date. Form 1064, revised, showing name of department, establishment, bureau or office, date paid, signature of certifying officer, title, schedule number, Disbursing Office voucher number, bureau or office voucher number, name of payee, symbol of appropriation or fund, and amount. Filed numerically. (Daily, official.) 8 x 11 loose-leaf books (69), 11 ft. 6 in., on 2 shelves of filing cabinets. R. 512. (11070)

5237. STOCK RECORD, 1935 to date. Showing name of article, description, date received, name of vendor, quantity, amount, unit price, balance on hand and amount. Filed alphabetically. (Daily, official.) 10 x 14 vols. (2), 4 in., on shelf. Stockroom, 3d floor. (11542)

5238. TRANSMITTAL DOCUMENTS, 1935 to date. Copies of purchase orders, transmitted to Washington for approval; also letters, state transmittals, purchase orders, and project numbers, dates, names of vendors, amounts of transactions, total amounts of purchases, and notices of cancellations. Filed numerically. (Daily, official.) 9 x 12 folders, 2 in., in 2 drawers of steel filing case. Rs. 519-521. (11183)

5239. TRANSMITTAL MEMORANDUMS, 1935 to date. Record of documents including contracts, purchase orders, replies to exceptions, schedules of collections, summarized operating reports, and requisitions transmitted to accounts office. Filed numerically. (Daily, official.) 9 x 11 bundles, 2 ft., in steel filing case. Rs. 519-521. (11370)

5240. VOUCHERS FOR PURCHASES AND SERVICES OTHER THAN PERSONAL, 1935 to date. Showing name of department, bureau, or establishment, description, appropriation number, location, name and address of payee, expenditure symbol, number and date of order, date of delivery or service, name of article or service, quantity, unit price, amount, total, and accounting classification. Filed numerically. (Older vouchers, rarely; current vouchers, daily, official.) $8\frac{1}{2}$ x 11 bundles (36), and 9 x $11\frac{1}{2}$ loose-leaf books (86), 19 ft. 10 in., on wooden shelves. Stockroom, 3d floor and Rs. 519-522. (11481)

5241. ABSTRACT OF BID BONDS, 1936 to date. Record of certified checks deposited as bonds for contracts awarded, showing date received, invitation and schedule numbers, name and address of vendor, amount of check, and name of bank on which drawn. Filed chronologically. (Daily, official.) 10 x 14 loose-leaf book, 4 in., on desk. Rs. 519-521. (11319)

5242. ADVICE OF ALLOTMENT ENCUMBRANCES, 1936 to date. Transmittals to State Accounts Office, showing schedule and reference numbers, date transmitted, amount of encumbrances, amount of authorized allotments, and unencumbered balance of allotments. Filed numerically. (Never.) 9 x 11 folders, 1 in., on desk. Rs. 519-521. (11428)

5243. ANNUAL BID BONDS, 1936 to date. Record of surety bonds deposited by vendors, showing name and address of depositor, dates of bonds, name of surety company issuing bonds, and serial number of bond. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft. 2 in., in steel filing case. Rs. 519-521. (11318)

5244. AUTHORITY TO SIGN DOCUMENTS, 1936 to date. Giving names and location of employees authorized to affix their title to official documents. Filed alphabetically. (Frequently, official.) 3 x 5 cards, 1 ft. 2 in., in steel filing case. Rs. 519-521. (11320)

5245. BID OPENINGS, 1936 to date. Giving invitation number, date opened, name and address of vendor to whom bid was awarded, description of equipment or material to be delivered, and notation, showing whether or not a bid bond is required. Filed numerically. (Never.) 3 x 5 cards, 5 in., in steel filing case. Rs. 519-522. (11345)

5246. BILLS OF LADING, 1936 to date. For supplies and equipment, showing number, name of consignor, consignee, shipping point, transportation company, routing, commodity, weight, date shipped and date of arrival with remarks, giving reason for delay in shipments, if any. Arranged numerically. (Daily, official.) 9 x 15 folders, 5 ft., in 3 drawers of steel filing case. R. 515. (11268)

5247. CANCELLATION OF ENCUMBRANCES, 1936 to date. Form A-5-A, showing amount of encumbrance and reason for cancellation, appropriation title, Works Progress Administration project number, and signature of officer approving cancellation. These cancellations are issued for gas and oil credit cards. Filed chronologically. (Daily, official.) 8 x 10 $\frac{1}{2}$ folders and loose sheets, 7 in., on desk. Rs. 519-521. (11383)

5248. CONTRACT FILE, 1936 to date. Record of electricity, gas, and water purchased for buildings under lease, showing name of lessor, district number, address, term, name of city and location, use, monthly rent, date statement was received and paid, voucher number and clearance date, and supporting requisitions. Arranged numerically, by district number, alphabetically, by kind of service. (Never.) 5 x 8 cards, 10 in., in pasteboard box. Rs. 519-522. (11138)

5249. CONTRACTS, 1936 to date. Copies of active, pending, and expired contracts for garbage removal, telephones, and leases with related correspondence, showing contractor's name and address, description of service to be furnished, and amount of bid. Filed numerically, by district number. (Daily, official.) 9 x 15 folders, 2 ft., in 4 drawers of steel filing case. Rs. 519-522. (11088)

5250. CONTRACTS AND COPIES OF INVITATIONS, 1936 to date. Record of staple commodities purchased for Public Works Administration projects, giving name of vendor, address, date mailed and opened, name of merchandise, name and address of successful bidder, quantity, unit price, and point of delivery. Filed numerically. (Daily, official.) 8 x 10 folders, 4 ft., in 2 drawers of steel filing case. Stockroom, 3d floor. (11193)

5251. CORRESPONDENCE AND DEPARTMENT OF LABOR REPORTS, 1936 to date. Copies of letters received and sent to Washington and district Works Progress Administration directors, regarding bids received too late for opening, bids to be readvertised, names of successful bidders, and firms wishing to be released from contracts for reasons stated, labor reports, showing name of contractor, description of material, location of works project, and date material should be delivered. Filed alphabetically and numerically, by district number. (Frequently, official.) 9 x 11 folders and 10 x 12 loose-leaf books, 2 ft. 2 in., in steel filing case and on steel shelf. Rs. 519-521. (11324)

5252. CORRESPONDENCE, 1936 to date. Correspondence, relating to local and state nursery schools, rust control, and National Park Service, including copies of notices, advice of acceptance of bids, and instructions for delivery of merchandise. Filed alphabetically. (Daily, official.) 9 x 15 folders and bundles (4), 4 ft., in 2 drawers of steel filing case. Rs. 519-522. (11195)

5253. CUMULATIVE AND MONTHLY REPORTS OF ENCUMBRANCES, 1936 to date. Giving encumbrance, transaction, and objection class codes, transaction and objective class numbers, amount, and balance of unexpended encumbrance. Filed numerically, by code number. (Daily, official.) 12 x 16 loose-leaf books (2), 2 in., on filing case. Rs. 519-521. (11374)

5254. DAILY TIME RECORDS OF SEPARATED EMPLOYEES, 1936 to date. Acme Form 21916-B, showing name of employee, grade, rate of pay, hours worked, days absent, days on annual leave, and cause of separation. Arranged according to rate of pay. (Daily, official.) 6 x 8 folded documents, 6 in., in steel card cabinet. R. 515. (11265)

5255. DISPOSITION OF INVITATIONS TO BID, 1936 to date. Record of schedule and invitation numbers, showing name of successful bidder, dates for opening and awarding of bid, description of material and price, purpose of material and where to be used, requisition purchase order, official and works project numbers, date of purchase, and name of buyer; also whether prices submitted were unsatisfactory or bids readvertised. Filed numerically, by invitation number. (Frequently, official.) 3 x 5 cards, 5 ft., in steel card cabinet, on shelf, and in 2 pasteboard boxes. Rs. 519-521. (11315)

5256. FORMAL INVITATIONS, COPIES, 1936 to date. Bid invitations for equipment, supplies, and material, showing invitation number, name of vendor, point of delivery, quantity, unit, name of successful bidder, description of work supplies and statement regarding use. Filed numerically. (Daily, official.) 9 x 14 clip boards (8), 1 ft., on desk. Rs. 519-521. (11321)

5257. LISTS OF SURPLUS PROPERTY, 1936 to date. Notices and circulars, showing authority for transfer of miscellaneous equipment to this office, without the exchange of funds or transference to other Government agencies; also requests for bids on surplus property and equipment. Filed alphabetically, by name of article. (Frequently, official.) 9 x 12 folders and bundles (2), 1 ft., in steel filing case. Rs. 519-522. (11194)

5258. MAILING LISTS OF VENDORS, 1936 to date. Giving names, addresses, and telephone numbers of vendors, and description of merchandise handled by each. Filed alphabetically, by name of article. (Daily, official.) Various sized folders, loose-leaf book, and cards, 6 in., in pasteboard box on desk. Rs. 519-521. (11301)

5259. RECORD OF CONTRACTS, 1936 to date. Record of rented equipment, trucks, flat-bed trucks, power shovels, concrete mixers, tractors, road rollers, and office equipment of all kinds, showing contract number, vendor's name, name and description of articles, unit price per hour, and date for beginning service. Filed numerically. (Daily, official.) 12 x 15 loose-leaf books (9), 1 ft. 10 in., on desk. Rs. 519-522. (11170)

5260. RECORD OF CREDIT CARDS FOR GAS AND OIL, 1936 to date. Giving serial number of card, name of party authorized to sign, name of oil company, monthly record of gas and oil consumed, date statement was received, date requisition was mailed, and requisition and schedule numbers. Filed chronologically. (Frequently, official.) 10 x 11½ loose-leaf book, 1 in., on desk. Rs. 519-522. (11167)

5261. RECORD OF LEASES, 1936 to date. Giving date, amount of rent, voucher number and date, and signature of voucher chief.

Filed alphabetically. (Frequently, official.) 3 x 5 cards, 6 in., in pasteboard box. Rs. 519-522. (11341)

5262. RECORD OF ONE-DAY RENTALS, 1936 to date. Record of buildings leased for the music project, showing requisition, schedule and project numbers, amount of rent, name and location of building. Filed alphabetically, by name of building. (Daily, official.) 9 x 11½ loose-leaf books (2), 4 in., on desk. Rs. 519-522. (11137)

5263. RECORD OF VOUCHER NUMBERS, 1936 to date. Giving project number, location, whether local or state-wide, and description of work performed. Filed numerically. (Never.) 3 x 5 cards, 13 ft. 9 in., in 15 pasteboard boxes and on table. Rs. 519-522. (11347)

5264. REGISTER OF BIDS, 1936 to date. Record of invitation, requisition, and project numbers, showing names and addresses of bidders, names of vendors contacted, whether for all supplies or part, number of items, amount of award, unit price, total amount of bid, terms and discount, and certification by procurement officer for opening of bid box. Filed numerically. (Never.) 9 x 14½ loose-leaf book, 2 in., on steel shelf. Rs. 519-521. (11435)

5265. RENTAL OF AUTOMOTIVE EQUIPMENT, 1936 to date. Contracts, purchase orders, requisitions for purchase, and correspondence, pertaining to invitations, bids and acceptances, amount of bids, name and description of equipment with vouchers, and receiving and inspection reports. Filed numerically. (Daily, official.) 9 x 15 folders, 3 ft. 6 in., in 4 drawers of steel filing case. Rs. 519-522. (11106)

5266. REQUISITION REGISTER OF FORMAL AND SHORT FORM CONTRACTS, 1936 to date. Record of all bids, showing requisition, project, and schedule numbers, vendors contacted, name and specification of commodity, name of successful bidder, and amount. Filed numerically, by district number. (Daily, official.) 9 x 11 loose-leaf book, 1 in., on desk. Rs. 519-521. (11317)

5267. SCHEDULES, 1936 to date. Abstracts of bids for rental of equipment, motor buses, gas driven centrifugal pumps, tandem road rollers and air compressors, showing schedule, invitation, requisition and project numbers, quantity, units, and amount of rental. Filed numerically. (Daily, official.) 12 x 12 loose-leaf book, 3 in., on desk. Rs. 519-522. (11166)

5268. SCHEDULES OF COLLECTIONS, 1936 to date. Deposit record of checks received from vendors, to be held in lieu of performance bond until contract has been fulfilled, showing date received, serial number, amount, name of vendor, commodity, and

date of refund. Filed numerically. Indexed. (Frequently, official.) 9 x 11 loose-leaf books, 2 in., on desk. Rs. 519-521. (11384)

SANTA BARBARA

BRANCH PROCUREMENT OFFICE Granada Theatre Bldg., State Street

This office, established September 2, 1935 in the City Hall, East De la Guerra Street, was moved to the Swanson Building, 29 East Ortega Street, January 15, 1936, where it remained until May 15, 1936, when it moved to its present location. It serves as the purchasing agency of Public Works projects, for all requisitions amounting to three hundred dollars or less. It has jurisdiction over Santa Barbara County. Reports destined for Washington, and so-called useless papers are sent to State Procurement Office at San Francisco.

5269. ACTIVE AND DEAD FILES, Nov. 1935 to date. Form 2, standard form of Government lease; Form 33, invitation, bid, and acceptance; Form 40, contract for telephone services; Form 2200, leases and renewal of leases; and Form 2600, for leases of nominal rental. (Daily, official.) 10 x 12 folders, 2 ft. 6 in., in filing case. R. 701. (18)

5270. CORRESPONDENCE, GENERAL, Jan. 1937 to date. Transmittals and general correspondence to Works Progress Administration, Santa Barbara, and procurement offices in Los Angeles and San Francisco; also Standard Form 33, invitations to bid, sent to this office from Los Angeles. (Daily, official.) 10 x 12 folders, 3 in., in filing case. R. 701. (20)

5271. SUSPENSE FILE, Jan. 4, 1937 to date. Form C-1, reports of informal bids; Form A-4, voucher distribution; Form A-7, domestic origin certificates; Form A-8, receiving and inspection reports for impersonal services; and Form A-9, requisition for purchase. (Daily, official.) 10 x 12 folders, 3 in., in filing case. R. 701. (19)

THE
SECRET SERVICE
DIVISION

THE SECRET SERVICE DIVISIONLOS ANGELES

FIELD FORCE
OFFICE OF THE OPERATIVE IN CHARGE
Federal Bldg., 201 N. Main St.

This office was established in 1902 to investigate and apprehend violators of Federal statutes pertaining to money. Alterers of bills, coin shavers, and counterfeiters receive the attention of this unit. It has jurisdiction over southern California only, but assignments are frequently made by the San Francisco Office taking the Los Angeles investigators outside of their district. Reports of all activities are sent to Washington, and all papers are held as permanent records.

5272. CASE INDEX, PENDING AND COMPLETED, 1904 to date. Showing names of defendants and case numbers. Arranged alphabetically, by name of defendant. (Daily, official.) 3 x 5 cards, 8 ft., in steel card cabinet. R. 329. (2222)

5273. ARREST BULLETIN INDEX, 1935 to date. Showing name of defendant and date and number of fortnightly arrest bulletin. Arranged alphabetically, by name of defendant. (Occasionally, official.) $8\frac{1}{2}$ x 11 folders, 2 in., on steel shelf in vault. R. 329. (2221)

5274. MISCELLANEOUS UNCLASSIFIED RECORDS, 1902 - 1920. Personal files of former employees, including unclaimed effects, papers and letters of prisoners, old notebooks, and clippings. (Never.) Various sized vols., folders, and envelopes, 2 ft. 6 in., in wooden boxes. Damaged by careless handling and faulty containers, brittle, dirty, torn. NE. storeroom, 7th floor. (2230)

5275. FINGERPRINT CARDS, 1930 - 1936. Showing name of subject, right and left hand fingerprints, and fingerprint classification; also photograph of subject. (Occasionally, official.) 8 x 8 cards, 1 ft., in steel filing case. R. 329. (2217)

5276. NOTES HELD FOR EVIDENCE, 1930 - 1936. Form 1544, certified inventory of property to be accounted for, showing quantity, name and description, representative value of counterfeit money, how received and from whom, by whom, when and where

obtained, with counterfeit notes attached. (Occasionally, official.) $8\frac{1}{2}$ x 11 folders, 1 ft., in steel filing case. R. 329. (2214)

5277. BANK, SHERIFF, AND POLICE REPORTS, 1902 to date. General reports from banks and law enforcement agencies, regarding spurious bonds, forged and counterfeit bills, coins, or notes. Filed alphabetically, by name of bank or agency. (Occasionally, official.) $8\frac{1}{2}$ x 11 folders, 3 ft., in wooden and steel filing cases. NE. storeroom, 7th floor and R. 329. (2213, 2228)

5278. COMPLETED CASES, OLD AND GENERAL, 1902 to date. Letters, reports, notes, telegrams, and evidence, concerning Gold Act violations, forgery, counterfeiting, checks, and crank letter cases. Filed alphabetically, by name of defendant and numerically, by case number. Indexed. (Daily, official.) $8\frac{1}{2}$ x 11 folders, 40 ft., in 8 drawers of wooden filing cases and in 12 drawers of steel filing cases. NE. storeroom, 7th floor and R. 329. (3319, 2225)

5279. ARRESTS, Dec. 2, 1902 to date. Showing name of defendant, date of arrest, where arrested, charge, by whom arrested, name of informant, preliminary hearing, indictment, trial and trial judge, verdict, date and term of sentence, and where imprisoned. Filed alphabetically, by name of defendant. Indexed. (Daily, official.) $4\frac{1}{2}$ x 7 vols. (17), 7 in., on steel shelf in vault. R. 329. (2215, 2224)

5280. COPIES OF DAILY REPORTS, Nov. 1, 1903 to date. Showing activities of operatives and office employees. Indexed. (Older records, never; current records, frequently, official.) $9\frac{1}{2}$ x $10\frac{1}{2}$ vols. (68) and folders (48), 11 ft., on steel shelves in vault. R. 329. (2216)

5281. DISTRICT CORRESPONDENCE FILE, 1904 to date. Originals and copies of letters, reports and telegrams to and from district offices, pertaining to activities in different localities. (Occasionally, official.) $8\frac{1}{2}$ x 11 folders, 3 ft., in wooden and steel filing cases. NE. storeroom, 7th floor and R. 329. (2212, 2229)

5282. INVENTORIES OF EVIDENCE, 1904 to date. Containing descriptive evidence, lists of bills, notes, and counterfeiting equipment held in each case; also monthly inventory of all evidence held. (Occasionally, official.) $8\frac{1}{2}$ x 11 folders and loose sheets, 2 ft. 8 in., in wooden and steel filing cases. NE. storeroom, 7th floor and R. 329. (2210, 2226)

5283. PHOTOGRAPHS, 1916 to date. Photographs of arrested persons, with date taken, name, address, occupation, criminal

occupation, nationality, age, height, weight, build, complexion, peculiarities, when arrested, where, when sentenced, and length of sentence. Filed numerically. Indexed. (Frequently, official.) 3 x 5 cards, 14 ft., in 7 drawers of wooden card cabinet and in 2 drawers of steel card cabinet. R. 329. (2218, 2223)

5284. GENERAL CORRESPONDENCE, UNOPENED CASES, 1930 to date. Communications from individuals, regarding counterfeit bills, coins, bonds, and forgeries. Filed alphabetically, by name of communicant. 8½ x 11 loose sheets, 2 ft., in steel filing case. R. 329. (2209)

5285. PERSONNEL AND EXPENSE, 1934 to date. Letters, telegrams, orders, and account sheets, covering all personnel items, travel expense, mileage, and supplies. Filed alphabetically, by subject or name. (Daily, official.) 8½ x 11 folders, 1 ft., in steel filing case. R. 329. (2211)

5286. SAN DIEGO RECORDS, EXPOSITION PERIOD, 1934 to date. Summary of activities of operatives and office personnel, arrest records, inventories of evidence, counterfeit and forged notes and checks, and miscellaneous correspondence. (Rarely, official.) Various sized vols., folders, and envelopes, 1 ft. 3 in., in pasteboard box. Damaged by careless handling, scattered, bindings broken. NE. storeroom, 7th floor. (2227)

5287. CASES PENDING, 1936 to date. Letters, reports, evidence, and telegrams, relating to Gold Act violations, check forgeries, counterfeiting, and crank letter writers. Indexed. (Daily, official.) 8½ x 11 folders, 1 ft. 6 in., in steel filing case. R. 329. (2220)

SAN FRANCISCO

FIELD FORCE

14th AREA HEADQUARTERS

Federal Office Bldg., Leavenworth and Fulton Sts.

This office, established in 1872, was located in the Appraisers' Building, Sansome and Washington Streets, until 1904, when it was moved to the Federal Courts Building, and from there to the present location in 1937. Its major function is the apprehension of counterfeiters and passers of spurious money, checks, bonds, or stamps; also aiding in prosecution in the Federal Courts. It has jurisdiction over California, Nevada, and the Territory of Hawaii. Reports and exhibits used as evidence in trials are sent to Washington. Old case papers are destroyed after being held for ten years.

5288. INDEX TO ARRESTS, 1874 to date. Control index, index to released convicts, gold index, showing gold hoarders, gold mining companies, and other gold information, photograph index, index to persons suspected of counterfeiting, forgery of Government obligations, frauds, and violations, and index to correspondence to the President. Indexes show names, serial numbers, file numbers, and where filed. Arranged alphabetically. (Daily, official.) 3 x 5 cards, 21 ft. 1 in., in wooden card cabinets. R. 107. (14382)

5289. JUDICIAL AND GENERAL INDEXES, 1874 to date. Rotaprint Index to general cases, index to forged checks, index to counterfeiting and note raising, and index to miscellaneous cases, showing name, serial numbers, file numbers, and where filed. Indexes to counterfeiting and note raising, and miscellaneous cases are arranged alphabetically. (Daily, official.) 3 x 5 cards, 56 ft. 10 in., in steel card cabinets. R. 107. (14381)

5290. PERSONAL FILE, 1922 to date. Copies of Standard Form 1012, public voucher for reimbursement of travel and other expenses including per diem, showing Government department, voucher number, agents' names, official headquarters, residence, amount for reimbursement, authority number, date, affidavit of correctness, certificate of person to incur expenses, and itemized account of expenses; Form 1587, daily time report of agents, showing place and date addressed to agent in charge, name of agent operating, statement of duties performed and per diem claimed, total cash expenditures, number of investigations completed, whether Government car was used, signature of agent, and statement showing where he will work next day; also records of marshal's expenses when subpoenaed in trial of cases in the United States Courts. (Daily, official.) 9 x 14 folders, 8 ft., in 4 drawers of wooden filing case. R. 111. (14375)

5291. GENERAL CASES, 1925 to date. Reports of investigations and facts, pertaining to cases arising under forgery of Government obligations, checks, bonds, stamps, currency and coin; frauds in connection with Federal Loan Banks, and violations of the Federal Deposit Insurance and of the United States Gold Acts; confidential reports on persons or cases investigated, showing case number, subject and nature of offense, name of offender, place, and time offense was committed; agents' work reports, showing progress made in the case, certified inventory of property, currency and coin seized in investigations; and correspondence to and from various persons and other area headquarters relating to the case. Indexed. (Older records, rarely; current records, daily, official.) 10 x 12 and 9½ x 12 folders and bundles, 201 ft., on wooden shelves, on floor, and in 12 drawers of wooden filing cases. Basement vault and R. 107. (14378, 14380)

5292. JUDICIAL CASES, ACTIVE AND INACTIVE, 1925 to date. Form F, report of agent in charge on completed investigations, which is submitted to the District Attorney for trial; reports, showing time, place, and nature of the offense committed; agent's progress report of investigations; certified inventory of property and currency seized in investigations; also correspondence between the agent in charge and persons having knowledge of the case under investigation; copy books and daily reports of investigations by agents, describing work for the day, relating to cases tried and arising under forgery of Government obligations, counterfeiting, frauds in connection with Federal Loan Banks, violations of Federal Deposit Insurance, and the Gold Acts. Indexed. (Older records, rarely; current records, daily, official.) 9 x 14 bundles and folders and 10 x 14 copybooks, 56 ft., on 18 steel shelves and in 18 drawers of steel filing cases. Attic vault and R. 107. (14373, 14376)

5293. GENERAL FILE, 1927 to date. Originals and copies of correspondence and reports to and from Washington, relating to various activities, expenses, and administration; also to and from field agents in regard to various duties. Filed alphabetically, by names of agents. (Daily, official.) 9 x 14 envelopes, 8 ft., in 4 drawers of wooden filing case. R. 107. (14327)

5294. GENERAL AND JUDICIAL CASES FROM OUTSIDE DISTRICTS, 1936 to date. Reports of investigation and all facts, pertaining to cases arising under forgery of Government obligations, frauds in connection with Federal Loan Banks, violations of Federal Deposit Insurance, and the Gold Acts; confidential reports of persons or cases investigated, showing case number, subject and nature of offense, name of offender, place and time committed, agents' work reports, showing progress made in cases; certified inventory of property, currency, and coin seized in investigations; and supporting case correspondence to and from the 14th area headquarters, other areas, and persons; suspense file, consisting of cases held in abeyance for further investigation or information including agents' work reports and correspondence; also agents' assignments, showing case number, serial numbers, name of agent, and remarks. Filed numerically, by district where case originated. (Daily, official.) $9\frac{1}{2}$ x 12 folders, 5 ft. 2 in., in wooden filing case. R. 107. (14379)

5295. CONFIDENTIAL FILE, 1937 to date. All reports of field agents and correspondence, concerning judicial cases ready for trial with evidence consisting of counterfeit currency, gold and silver, Government checks, bonds, stamps, dies, and presses, used as evidence in trials. Indexed. (Daily, official.) Various sized envelopes, 24 ft., on 5 steel shelves, in 5 wooden boxes, and in 7 pasteboard boxes. R. 111, safe. (14374)

