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INVENTORY
of
TOWN AND CITY ARCHIVES
of
MASSACHUSETTS

MAY 6 1942

NO.13 SUFFOLK COUNTY
VOL. I BOSTON
PART 9

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Boston, Massachusetts
THE HISTORICAL RECORDS SURVEY
Division of Community Service Programs
Work Projects Administration
1942

"To bring together the records of the past and to house them in the buildings where they will be preserved for the use of men living in the future, a nation must believe in three things. It must believe in the past. It must believe in the future. It must, above all, believe in the capacity of its people so to learn from the past that they can gain in judgment for the creation of the future."----------Franklin Delano Roosevelt.

INVENTORY OF TOWN AND CITY ARCHIVES

OF MASSACHUSETTS



Prepared by

The Historical Records Survey
Division of Professional and Service Projects
Work Projects Administration

No. 13. Suffolk County

VOL. I. BOSTON

Part 9

XLIV Public Welfare Department
XLV Soldiers' Relief Department

* * * * *

The Historical Records Survey
Boston, Massachusetts
1942

The Historical Records Survey Program

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Denis W. Delaney	State Administrator

Sponsor of the Historical Records Survey in Massachusetts

Frederic W. Cook	Secretary of the Commonwealth

PREFACE

This volume, comprising the archives of two departments of the city of Boston, is the second in the Boston series to reach publication. Unlike the first volume, which covers the archives of functionally unrelated departments, the present volume constitutes a natural grouping of departments--namely, the welfare agencies and the Soldiers' Relief Department.

From the very beginning, officials of the welfare agencies have been persons selected for their adaptation to the work of relieving those in need of financial assistance. Particular tribute was paid at an early date to the overseers of the poor by the Honorable Josiah Quincy, who remarked in one of his speeches that "members of the board of overseers of the poor were always chosen for high general character, integrity, capacity and adaptation to the services; and that they always had the confidence of the people."

As an indication of this, the welfare department has taken the lead in progressive administration through newly-created social agencies. Constantly the attempt is made to so improve the recipient's health that he may once more be fit for gainful employment; therefore, the medical-social division employs workers trained in medical problems who make periodic check-ups on the health of recipients, supervise recommended hospitalization, and give other medical attention. The insurance division not only protects the taxpayers from fraudulent or undeserving cases, but also serves as consultants to applicants temporarily embarrassed and in need of advice on insurance problems. The employment division restores to employment, either temporarily or permanently, many recipients able to fill positions offered to or obtained by the agency.

The original field work for the volume was done by Florence Willis, Alice Walton, and Jacob Gardner, under the supervision of Birger R. Headstrom, field supervisor. The editing of the field forms and the compilation of entries were the work of Florence Willis and James Hindlian, under the direction of Morris I. Wartow, editorial supervisor. The research for the writing of the historical sketches preceding the inventory of records in each department were done by Meyer Reines and Samuel Levenson. Multilith stenciling was done by Sophie Pollack and Irene Lewis, under the direction of M. Louis Haffer, supervisor of publications. The index was prepared by Charles B. Haskell and Leon Fenton, under the supervision of Leon E. Ryther.

The assistance of the Honorable Maurice J. Tobin, Mayor of Boston, and the generous cooperation of the departmental and divisional heads of the city's welfare agencies are gratefully acknowledged. The Survey also wishes to express its indebtedness to the Honorable Frederic W. Cook, Secretary of the Commonwealth, without whose sponsorship this publication would not have been possible.

Paul A. Baker
State Supervisor
Historical Records Survey

FOREWORD

The Inventory of the Town and City Archives of Massachusetts is one of a number of bibliographies of historical materials prepared throughout the United States by workers of the Historical Records Survey of the Work Projects Administration. The publication herewith presented, an inventory of the archives of two departments of the City of Boston is Part 9 of the Boston series.

The Historical Records Survey was undertaken in the winter of 1935-36 for the purpose of providing useful employment to needy unemployed historians, lawyers, teachers, and research and clerical workers. In carrying out this objective, the project was organized to compile inventories of historical materials, particularly the unpublished government documents and records which are basic in the administration of local government, and which provide invaluable data for students of political, economic, and social history. Up to the present time more than 1800 publications have been issued by the Survey throughout the country. The archival guide herewith presented is intended to meet the requirements of day-to-day administration by town officials, and also the needs of lawyers, business men and other citizens who require facts from the public records for the proper conduct of their affairs. The volume is so designed that it can be used by the historian in his research in unprinted sources in the same way he uses the library card catalogue for printed sources.

The inventories produced by the Historical Records Survey attempt to do more than give merely a list of records--they attempt further to sketch in the historical background of the county or other unit of government, and to describe precisely and in detail the organization and functions of the government agencies whose records they list. The county, town, and city inventories for the entire country will, when completed, constitute an encyclopedia of local government as well as bibliography of local archives.

The successful conclusion of the work of the Historical Records Survey, even in a single town, would not be possible without the support of public officials, historical and legal specialists, and many other groups in the community. Their cooperation is gratefully acknowledged.

The survey was directed by Luther H. Evans from its inception in January 1936 to March 1, 1940 when he was succeeded by Sargent B. Child formerly National Field Supervisor. It operates as a nation-wide project in the Division of Professional and Service Projects, of which Mrs. Florence Kerr, Assistant Commissioner, is in charge.

Howard O. Hunter
Commissioner of Work Projects
Administration

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OMISSION

The titles and location references of two divisions of the overseers of the public welfare department have been inadvertently omitted from the inventory. These divisions are the Bank Division, which should precede entry 470 (p. 178), and the Medical Social Division, which should precede entry 474 (p. 179). The inclusive entry numbers for each division are therefore: Bank Division, entries 470-473; Medical Social Division, entries 474-481.

The location reference following the title Bank Division is: Except where otherwise noted, all records are in the office of the bank division, annex, Overseers of the Public Welfare Main Building. The location reference following the title Medical Social Division is: Except where otherwise noted, all records are in the office of the medical division, annex, Overseers of the Public Welfare Main Building.

ABBREVIATIONS, SYMBOLS, AND EXPLANATORY NOTES

Abbreviations and Foreign Terms

ADC	Aid to Dependent Children
alph.	Alphabetically
approx.	approximately
arr.	arranged, arrangement
asst.	assistant
b.	box(es)
BCH	Boston City Hospital
bdl(s).	bundle(s)
bkkp.	bookkeeping
bldg(s).	building(s)
bsmt.	basement
ch.	chapter
C. H.	City Hall
CCC	Civilian Conservation Corps
chron.	chronologically
cl.	clerk
commr.	commissioner
corrg.	corrugated
crdbd.	cardboard
ctn(s).	carton(s)
d.	drawer(s)
DA	Dependent Aid
dept.	department
discont.	discontinued
dist.	district
div(s).	division(s)
ed.	editor
emp.	employment
env(s).	envelope(s)
ERA	Emergency Relief Administration
estab.	established
etc.	and so forth
FERA	Federal Emergency Relief Administration
f.	file
ff.	and following pages
fl.	floor
hdw.	handwritten
ibid.	in the same place
incl.	inclusive
MA	Mothers' Aid
misc.	miscellaneous
no(s).	number(s)
num.	numerically
OAA	Old Age Assistance
off.	office
op.cit.	in the work cited
OPW	Overseers of the Public Welfare
p., pp.	page(s)
ptd.	printed
PWA	Public Works Administration
rm(s).	room(s)
sec(s).	section(s)
secy.	secretary
st.	street
strm.	storeroom
supr.	supervisor
supt.	superintendent
TA	Temporary Aid
va.	vault
vol(s).	volume(s)
WPA	Works Project Administration

Symbols

x	by
--	continue to date
'	foot
"	inches
. . .	denotes omission is quoted matter
:	equivalent to

Explanatory Notes

Inventory Arrangement

The divisions of the welfare department are arranged in the order of their importance from a functional viewpoint. Records within a division

are classified by subject. Within each subject classification entries are listed in the order of their importance, and for records considered of equal importance, a chronological sequence is used.

Titles

Exact titles of records are written in solid capitals without parentheses. In the absence of titles, descriptive titles have been assigned which are written in solid capitals and enclosed in parentheses. If a record title is not descriptive of the contents of the record, an assigned explanatory title (or explanatory words), written with initial capitals and enclosed in parentheses, has been added. The current or most recent title of a record is used as the entry title, and any title variation is indicated.

Dates

All dates used are inclusive. Missing records are indicated by broken dates.

Quantity

When two or more types of containers are considered in a single entry, the quantity is shown in chronological order, insofar as possible.

Labeling

Figures or letters in parentheses, following the number of volumes, file boxes, or other types of containers, indicate the labeling. If no labeling is indicated, it may be assumed that there is none.

Discontinuance

Where no statement is made that the record was discontinued at the last date shown in the entry, it could not be definitely established that such was the case. Where no comment is made on the absence of prior, subsequent, or intermediate records, no definite information could be obtained.

Cross References

Title-line cross references are used to show the continuity of a record series which has been kept separately for a period of time and with another record or records for a different period of time. An example is shown in entry 148: "1928-June 1939 in Index of Closed Cases, entry 142."

In entry 142 there is a corresponding body-of-entry reference carrying a descriptive title and number of entry 148: "Card record of case-history jackets transferred to other district offices, 1928-June 1939, entry 148."

Separate third-paragraph cross references from entry to entry, and See also references with subject headings or subheadings are used to show prior, subsequent, or closely related records which are not parts of the same series.

Definitions

The words "state department" used in descriptions of entries stand for state department of public welfare; the words "district office" stand for territorial branch office; and the word "unit" for the territorial division of a district office.

Indexing

If a record is indexed, mention is made of a self-contained index or reference to a separate index is indicated. If there is no index to a record the fact is stated in the entry.

Condition of Records

If no comment is made regarding the condition of records, it may be assumed to be satisfactory.

Dimensions

Except where otherwise indicated, dimensions of volumes, file boxes, file drawers, and other containers are shown in inches. Dimensions of volumes are given in the order of length along binding edge, width, and thickness; dimensions of file cases, boxes, and drawers are given in the order of height, width, and depth.

Location

The location noted is that at the date of the final field check of the inventory, approximately 4 months prior to publication. Many records, especially current ones, are in constant use by officials and subject to transfer between offices, and from offices to storeroom. The Historical Records Survey cannot guarantee that the record will be found in the location noted, but merely that the record was found there at the date of the inventory field check.

First entry p. 63

HOUSING, CARE, AND ACCESSIBILITY OF THE RECORDS

The records of the department are housed in seventeen buildings throughout the city. In addition to records kept in the main welfare building at 43 Hawkins Street, and in 10 district offices, many records are also kept in the White Fund Health Unit and public libraries.

The main building, containing a large part of the department's current records, is a brick structure of second-class construction and contains 34 depositories. The records here are for the most part fairly well housed. Several office-rooms, however, are crowded, and in many other depositories, such as vaults, storerooms, etc., the arrangement and accessibility to the records are poor, owing to the limited amount of space. Conditions in these depositories could be improved by providing larger quarters or by the regrouping of certain departmental divisions. It is also suggested that the older records which are no longer in current use be removed to the storage building at 22 Leverett Street.

The storage building at 22 Leverett Street contains the great bulk of old records. These have been deposited without any special regard for their preservation or accessibility, having been, for the most part, placed on improvised metal shelves without any arrangement as to type of record or chronological sequence, and in some rooms, the records have been merely dumped or piled on the floor. Several rooms in this building are poorly lighted and sanitary conditions are not quite satisfactory.

The housing facilities in the White Fund Health Units and at the Wayfarers' Lodge are in excellent condition and there is ample room here for the storage of additional records.

Conditions in the various buildings and depositories are summarized as follows:

Overseers of the Public Welfare, Main Building
43 Hawkins Street

Depository	Main Rm. Employment and Work Assignment Div.	Waiting Rm.	Off. of Div. of Employment - Women
Location	Bsmt.	Bsmt.	Bsmt.
*Dimensions	8½ x 10 x 10	18 x 25 x 8½	12 x 18 x 8
Cubic Feet	850	3825	608
Fireproof	N. F. P.	N. F. P.	N. F. P.
Shelving	None	None	None
Containers	Steel	Steel	Steel & Cloth
Lighting	Good	Good	Good
Accessibility	Good	Fair	Fair
Arrangement	Good	Good	Good
Physical Condition	Fair	Good	Good
Room for Expansion	Crowded	Limited	Ample
Divs. Using	Employment and Work Assignment	Employment and Work Assignment	Employment and Work Assignment

*Dimensions are given as length by width by height in feet.

Housing, Care, and Accessibility of the Records

First entry p. 63

Overseers of the Public Welfare, Main Building
43 Hawkins Street (Cont'd)

Depository	Photostat Rm.	Strm.	Va.
Location	Bsmt.	Bsmt.	Bsmt.
*Dimensions	16 x 7 x 11	35 x 17 x 11	9½ x 18 x 24
Cubic Feet	1232	6545	4104
Fireproof	N. F. P.	N. F. P.	N. F. P.
Shelving	Wood	Wood	Steel & Wood
Containers	Metal	None	Steel & Wood
Lighting	Fair	Good	Good
Accessibility	Fair	Fair	Fair
Arrangement	Fair	Good	Fair
Physical Condition	Poor	Fair	Good
Room for Expansion	Crowded	Ample	Limited
Divs. Using	Employment and Work Assignment, Bkkp., Burials, Business Manager, Medical Social, Overseers, Paying, Settlement, Temporary Home for Women and Children, Trust Funds, Wayfarers' Lodge and Woodyard	Bkkp., Paying, Overseers, Settlement	Medical Social

Depository	Bsmt. Hallway	DA Outer Off.	DA Inner Off.
Location	Bsmt.	1st fl.	1st fl.
*Dimensions	9½ x 5 x 55	12 x 18 x 12	16 x 8 x 12
Cubic Feet	2612	2592	1536
Fireproof	N. F. P.	N. F. P.	N. F. P.
Shelving	None	None	None
Containers	Steel	Wood & Steel	Metal & Wood
Lighting	Good	Good	Good
Accessibility	Good	Fair	Fair
Arrangement	Good	Fair	Good
Physical Condition	Fair	Good	Good
Room for Expansion	Limited	Ample	Ample
Divs. Using	Employment and Work Assignment, Overseers	DA	DA

* Dimensions are given as length by width by height in feet.

First entry p. 63

Housing, Care, and Accessibility of the Records

Overseers of the Public Welfare, Main Building
43 Hawkins Street (Cont'd)

Depository	O A A Off.	Off. of Business Manager	Off. of Executive Director
Location	1st fl.	1st fl.	1st fl.
*Dimensions	10 x 35 x 60	12 x 18 x 20	22 x 15 x 10
Cubic Feet	21000	4320	3300
Fireproof	N. F. P.	N. F. P.	N. F. P.
Shelving	None	None	None
Containers	Metal	Steel	Steel
Lighting	Good	Good	Good
Accessibility	Fair	Poor	Poor
Arrangement	Good	Good	Good
Physical Condition	Good	Good	Good
Room for Expansion	Ample	Ample	Ample
Divs. Using	O A A (Central Bureau and Dist. 1), Trust Funds	Business Manager	Executive Director Overseers

Depository	Hallway	Rm. 1	Rm. 7
Location	1st fl.	1st fl.	1st fl.
*Dimensions	30 x 6 x 6	12 x 10 x 12	8 x 10 x 12
Cubic	1080	1440	960
Fireproof	N. F. P.	N. F. P.	N. F. P.
Shelving	None	None	None
Containers	Steel	Steel	Cloth
Lighting	Fair	Good	Good
Accessibility	Fair	Poor	Fair
Arrangement	Fair	Fair	Fair
Physical Condition	Good	Good	Good
Room for Expansion	Ample	Limited	Ample
Divs. Using	Intake and Applications	Director of Social Service	Intake and Applications

Depository	Rm. 9.	Record Rm.	Real Estate Div. Off.
Location	1st fl.	2nd fl.	2nd fl., Annex
*Dimensions	8 x 10 x 12	60 x 60 x 8½	20 x 15 x 10
Cubic Feet	960	25980	3000
Fireproof	N. F. P.	N. F. P.	N. F. P.
Shelving	None	None	None
Containers	Steel	Steel, Cloth and Pasteboard	Steel & Cloth
Lighting	Good	Good	Good
Accessibility	Fair	Poor	Poor
Arrangement	Fair	Fair	Fair
Physical Condition	Good	Good	Good
Room for Expansion	Ample	Crowded	Limited
Divs. Using	Intake and Applications	Overseers, O A A (Central Bureau), Trust Funds	Real Estate

*Dimensions are given as length by width by height in feet.

Housing, Care, and Accessibility of the Records

First entry p. 63

Overseers of the Public Welfare, Main Building
43 Hawkins Street (Cont'd)

Depository	Insurance Div. Off.	WPA Certification Off.	Settlement Div. Off.
Location	2nd fl., Annex	2nd fl., Annex	3rd fl.
*Dimensions	20 x 15 x 10	25 x 16 x 12	40 x 35 x 11
Cubic Feet	3000	4800	15400
Fireproof	N. F. P.	N. F. P.	N. F. P.
Shelving	None	None	None
Containers	Steel, Pasteboard, & Cloth	Steel & Cloth	Steel
Lighting	Good	Good	Good
Accessibility	Poor	Poor	Poor
Arrangement	Poor	Fair	Good
Physical Condition	Good	Fair	Good
Room for Expansion	Crowded	Ample	Crowded
Divs. Using	Insurance	WPA Certification	Settlement

Depository	Special Sec. of Settlement Div. Off.	Prescription Rm.	Medical Social Div. Off.
Location	3rd fl.	3rd fl.	3rd fl.
*Dimensions	8½ x 8 x 15	9½ x 16 x 10½	45 x 20 x 10
Cubic Feet	1020	1633	9000
Fireproof	N. F. P.	N. F. P.	N. F. P.
Shelving	None	None	None
Containers	Steel & Wood	Steel & Cloth	Steel
Lighting	Good	Good	Good
Accessibility	Good	Good	Good
Arrangement	Good	Good	Good
Physical Condition	Good	Good	Good
Room for Expansion	Ample	Ample	Ample
Divs. Using	Settlement	Prescription, Overseers	Medical Social

Depository	Rm. 21	Bkkp. Div. Off.	Legal Div. Off.
Location	3rd fl.	3rd fl.	3rd fl., Annex
*Dimensions	8½ x 10 x 20	9 x 40 x 40	30 x 22 x 10
Cubic Feet	1700	14400	6600
Fireproof	N. F. P.	N. F. P.	N. F. P.
Shelving	Wood	Steel	None
Containers	Steel & Wood	Steel	Steel & Pasteboard
Lighting	Good	Good	Good
Accessibility	Good	Good	Good
Arrangement	Good	Good	Good
Physical Condition	Good	Fair	Good
Room for Expansion	Ample	Ample	Ample
Divs. Using	Collection	Bkkp.	Legal

*Dimensions are given as length by width by height in feet.

First entry p. 63

Overseers of the Public Welfare, Main Building
43 Hawkins Street (Cont'd)

Depository	Bank & Burials Divs. Off.	Paying Div. Off.	Auditing Div. Off.	Personnel Div. Off.
Location	3rd fl. Annex	4th fl.	4th fl.	4th fl.
*Dimensions	25x12x8	60x50x8½	8½x20x10	8½x10x12
Cubic Feet	2400	2550	1700	1020
Fireproof	N. F. P.	N. F. P.	N. F. P.	N. F. P.
Shelving	None	None	None	None
Containers	Steel, Cloth, & Pasteboard	Steel & Wood	Steel & Wood	Steel & Wood
Lighting	Good	Good	Good	Good
Accessibility	Poor	Fair	Poor	Fair
Arrangement	Fair	Fair	Poor	Fair
Physical Condition	Good	Good	Good	Good
Room for Expansion	Crowded	Crowded	Crowded	Crowded
Divs. Using	Bank and Burials	Paying, Maintenance, Trust Funds, OAA (Central Bureau), A D C, Bkkp.	Auditing	Personnel

Temporary Home for Women and Children, 41 Chardon Street

Depository	Supt. Outer Off.	Supt. Inner Off.	Closet, Supt. Inner Off.
Location	1st fl.	1st fl.	1st fl.
*Dimensions	14 x 10 x 10	10 x 9 x 10	3½ x 2¼ x 10
Cubic Feet	1400	900	78½
Fireproof	F. P.	F. P.	N. F. P.
Shelving	Wood	None	Wood
Containers	Wood	Steel	Wood
Lighting	Good	Good	Poor
Accessibility	Good	Good	Fair
Arrangement	Good	Good	Good
Physical Condition	Good	Good	Good
Room for Expansion	Limited	Limited	Limited
Divs. Using	Temporary Home for Women and Children	Temporary Home for Women and Children	Temporary Home for Women and Children

*Dimensions are given as length by width by height in feet.

Housing, Care, and Accessibilty of the Records

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Wayfarers' Lodge and Woodyard, 30 Hawkins Street

Depository	Supr. Rm.	Waiting Rm.	Supt. Inner Off.	Supt. Outer Off.
Location	1st fl.	1st fl.	1st fl.	1st fl.
*Dimensions	12x15x8	34x18x12	30x15x11	40x15x11
Cubic Feet	1440	7344	4950	6600
Fireproof	F. P.	N. F. P.	F. P.	F. P.
Shelving	None	None	Wood	Wood
Containers	Steel	Metal	Steel	Steel
Lighting	Good	Fair	Good	Good
Accessibility	Fair	Fair	Good	Good
Arrangement	Good	Good	Good	Good
Physical Condition	Good	Good	Good	Good
Room for Expansion	Ample	Ample	Ample	Ample
Divs. Using	Wayfarers' Lodge	Wayfarers' Lodge	Woodyard	Woodyard

Storehouse, 22 Leverett Street

Depository	Rm. on 1st fl.	Rm. 1	Rm. 2
Location	1st fl.	2nd fl.	2nd fl.
*Dimensions	80 x 28 x 14	65 x 48 x 13	30 x 31 x 13
Cubic Feet	31360	40560	12090
Fireproof	N. F. P.	N. F. P.	N. F. P.
Shelving	Wood & Metal	Wood & Metal	Wood & Metal
Containers	None	Metal	None
Lighting	Good	Good	Good
Accessibility	Fair	Good	Fair
Arrangement	Poor	Fair	Fair
Physical Condition	Poor	Fair	Fair
Room for Expansion	Ample	Ample	Ample
Divs. Using	Auditing, Bank, Bkkp. Collection, DA Director of Social Service, Employment and Work Assignment, Insurance, Maintenance, O A A (Central Bureau) Off. of Business Manager, Overseers, Paying, Personnel, Settlement Temporary Home for Women and Children, Wayfarers' Lodge and Woodyard, W P A Certification	Bkkp., Burials, Employment and Work Assignment, Overseers, Paying, Settlement, Temporary Home for Women and Children, Trust Funds, Wayfarers' Lodge and Woodyard	Bkkp., Collection, Employment and Work Assignment, Overseers, Paying, Temporary Home for Women and Children, Trust Funds

*Dimensions are given as length by width by height in feet.

First entry p. 63

Housing, Care, and Accessibility of the Records

Storehouse, 22 Leverett Street

Depository	Closet	Rm. 1	Rm. 2
Location	2nd fl.	3rd fl.	3rd fl.
*Dimensions	5½ x 3 x 13	25 x 21 x 11	25 x 14½ x 11
Cubic Feet	215	5775	3775
Fireproof	N. F. P.	N. F. P.	N. F. P.
Shelving	None	None	None
Containers	None	Pasteboard	None
Lighting	Poor	Poor	Poor
Accessibility	Fair	Good	Good
Arrangement	Poor	Poor	Poor
Physical Condition	Fair	Fair	Fair
Room for Expansion	Limited	Ample	Ample
Divs. Using	Bkkp.	Bank, Business Manager, Bkkp., D A., Director of Social Service, Employment and Work Assignment, Maintenance, Overseers, Paying, Personnel, Settlement, Temporary Home for Women and Children, Trust Funds, Wayfarers' Lodge and Woodyard	A D C, Bkkp., Collection, Director of Social Service, Employment and Work Assignment, Off. of Executive Director, Overseers, Paying, Settlement, Temporary Home for Women and Children, Wayfarers' Lodge and Woodyard

East Boston District Building, 154 Maverick Street, East Boston

Depository	Rm. 1	Senior Visitor's Rm.	Dist. Supr. Rm.
Location	1st fl.	1st fl.	2nd fl.
*Dimensions	39x26x9	20x9½x10	14x10x10
Cubic Feet	9126	1950	1400
Fireproof	F. P.	F. P.	F. P.
Shelving	None	None	None
Containers	Crdbd.	Wood & Cloth	Steel
Lighting	Good	Good	Good
Accessibility	Good	Good	Good
Physical Condition	Good	Good	Good
Room for Expansion	Ample	Ample	Ample
Divs. Using	East Boston Dist.	East Boston Dist.	East Boston Dist.

*Dimensions are given as length by width by height in feet.

Housing. Care, and Accessibility of the Records

First entry p. 63

East Boston District Building, 154 Maverick Street, East Boston

Depository	WPA Interviewing Rm.	Social Workers' Rm.	Rm. 2
Location	1st fl.	2nd fl.	2nd fl.
*Dimensions	9 x 7½ x 9	14 x 14 x 10	9 x 7½ x 9
Cubic Feet	607½	1960	607½
Fireproof	F. P.	F. P.	F. P.
Shelving	None	None	None
Containers	Cloth	Cloth	Cloth
Lighting	Good	Good	Good
Accessibility	Good	Good	Good
Arrangement	Good	Good	Good
Physical Condition	Good	Good	Good
Room for Expansion	Ample	Ample	Ample
Divs. Using	East Boston Dist.	East Boston Dist.	East Boston Dist.

Depository	Rm. 3	Rm. 4	F. Rm.
Location	2nd fl.	2nd fl.	3rd fl.
*Dimensions	13½ x 13½ x 10	9 x 7½ x 9	13½ x 9½ x 10
Cubic Feet	1822½	607½	1282½
Fireproof	F. P.	F. P.	F. P.
Shelving	None	None	None
Containers	Cloth	Cloth	Steel & Crdbd.
Lighting	Good	Good	Good
Accessibility	Good	Good	Good
Arrangement	Good	Good	Good
Physical Condition	Good	Good	Good
Room for Expansion	Ample	Ample	Ample
Divs. Using	East Boston Dist.	East Boston Dist.	East Boston Dist.

Charlestown Health Unit Building, 73 High Street, Charlestown

Depository	Asst. Supr. Outer Off.	Asst. Supr. Inner Off.	Closet
Location	2nd fl.	2nd fl.	2nd fl.
*Dimensions	12 x 12 x 12	15 x 12 x 12	5½ x 2½ x 12
Cubic Feet	1728	2160	165
Fireproof	F. P.	F. P.	N. F. P.
Shelving	None	Steel	Wood
Containers	Steel & Cloth	Wood	Steel Wire
Lighting	Good	Good	Fair
Accessibility	Good	Good	Good
Arrangement	Fair	Fair	Good
Physical Condition	Good	Good	Fair
Room for Expansion	Ample	Ample	Ample
Divs. Using	Charlestown Dist.	Charlestown Dist.	Charlestown Dist.

*Dimensions are given as length by width by height in feet.

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Charlestown Health Unit Building, 73 High Street, Charlestown (Cont'd)

Depository	Rest Rm.	Private-Reapplies- W P A Rm.
Location	2nd fl.	2nd fl.
*Dimensions	12 x 6 x 12	15 x 15 x 12
Cubic Feet	864	270
Fireproof	F. P.	F. P.
Shelving	None	None
Containers	Cloth	Steel, Cloth, & Crdbd.
Lighting	Good	Good
Accessibility	Good	Poor
Arrangement	Good	Poor
Physical Condition	Good	Good
Room for Expansion	Good	Limited
Divs. Using	Charlestown Dist.	Charlestown Dist.

Blossom Street Health Unit Building, 25 Blossom Street

Depository	OPW Rm.	Asst. Supr. Off.	Insurance Div. Rm.
Location	2nd fl.	3rd fl.	3rd fl.
*Dimensions	10 x 8 x 8	30 x 10 x 8	20 x 10 x 8
Cubic Feet	640	2400	1600
Fireproof	F. P.	F. P.	F. P.
Shelving	None	None	None
Containers	Steel	Steel & Cloth	Crdbd.
Lighting	Good	Good	Good
Accessibility	Good	Good	Good
Arrangement	Good	Good	Good
Physical Condition	Good	Good	Good
Room for Expansion	Ample	Ample	Ample
Divs. Using	Blossom St. Dist.	Blossom St. Dist.	Blossom St. Dist.

Depository	Rm. 4	Rm. 5	Rm. 6	Rm. 7
Location	3rd fl.	3rd fl.	3rd fl.	3rd fl.
*Dimensions	16 x 10 x 8	20 x 12 x 8	20 x 10 x 8	20 x 12 x 8
Cubic Feet	1280	1920	1600	1920
Fireproof	F. P.	F. P.	F. P.	F. P.
Shelving	None	None	None	None
Containers	Steel & Cloth	Cloth & Wood	Steel, Crdbd., & Cloth	Steel & Cloth
Lighting	Good	Good	Good	Good
Accessibility	Good	Good	Good	Good
Arrangement	Good	Good	Good	Good
Physical Cond.	Good	Good	Good	Good
Room for Expansion	Limited	Crowded	Ample	Ample
Divs. Using	Blossom St. Dist.	Blossom St. Dist.	Blossom St. Dist.	Blossom St. Dist.

*Dimensions are given as length by width by height in feet.

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Fayette Street District Building
43 Fayette Street, Boston

Depository	Rm. 1	Social Worker's (Miss Sevel) Rm.	Record Rm.
Location	1st fl.	1st fl.	1st fl.
*Dimensions	27 x 27 x 12	12 x 6 x 12	12 x 12 x 5½
Cubic Feet	729	864	792
Fireproof	N. F. P.	N. F. P.	N. F. P.
Shelving	None	None	None
Containers	Cloth & Wood	Metal & Crdbd.	Metal & Crdbd.
Lighting	Good	Good	Good
Accessibility	Good	Good	Good
Arrangement	Good	Good	Good
Physical Condition	Good	Good	Good
Room for Expansion	Ample	Fair	Ample
Divs. Using	Fayette St. Dist.	Fayette St. Dist.	Fayette St. Dist.

Depository	Hall Rm.	Dist. Supr. Off.	Dist. Supr. Secy. Off.
Location	1st fl.	2nd fl.	2nd fl.
*Dimensions	12 x 4 x 12	10 x 7 x 12	15 x 6 x 12
Cubic Feet	576	840	1080
Fireproof	N. F. P.	N. F. P.	N. F. P.
Shelving	None	None	None
Containers	Cloth	Metal & Crdbd.	Metal, Wood, & Crdbd.
Lighting	Good	Good	Good
Accessibility	Good	Good	Good
Arrangement	Good	Good	Good
Physical Condition	Good	Good	Good
Room for Expansion	Crowded	Crowded	Crowded
Divs. Using	Fayette St. Dist.	Fayette St. Dist.	Fayette St. Dist.

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Housing, Care, and Accessibility of the Records

Fayette Street District Building
43 Fayette Street, Boston (Cont'd)

Depository	Supr. (Mr. Duff) Rm.	Secy. (Mr. Duff's) Rm.	Interviews Rm.
Location	2nd fl.	2nd fl.	2nd fl.
*Dimension	7 x 9 x 12	7 x 9 x 12	10 x 7 x 12
Cubic Feet	756	756	849
Fireproof	N. F. P.	N. F. P.	N. F. P.
Shelving	None	None	None
Containers	Metal	Steel, Cloth, & Pasteboard	Metal & Crdbd.
Lighting	Good	Good	Good
Accessibility	Poor	Good	Good
Arrangement	Good	Good	Good
Physical Condition	Good	Good	Good
Room for Expansion	Limited	Crowded	Good
Divs. Using	Fayette St. Dist.	Fayette St. Dist.	Fayette St. Dist.

Depository	Social Workers' Rm.	Rm. 3	Rm. 5	History Rm.
Location	2nd fl.	2nd fl.	3rd fl.	2nd fl.
*Dimensions	12x6x12	12x6x12	27x27x12	12x6x12
Cubic Feet	864	864	8748	864
Fireproof	N. F. P.	N. F. P.	N. F. P.	N. F. P.
Shelving	None	None	None	None
Containers	Metal	Metal	Metal & Crdbd.	Cloth
Lighting	Good	Good	Good	Good
Accessibility	Good	Good	Good	Good
Arrangement	Good	Good	Good	Good
Physical Condition	Good	Good	Good	Good
Room for Expansion	Limited	Limited	Ample	None
Divs. Using	Fayette St. Dist.	Fayette St. Dist.	Fayette St. Dist.	Fayette St. Dist.

Depository	Files Rm.	Rm. 6
Location	2nd fl.	3rd fl.
*Dimensions	12 x 12 x 6	27 x 27 x 12
Cubic Feet	864	8748
Fireproof	N. F. P.	N. F. P.
Shelving	None	None
Containers	Metal & Cloth	Metal
Lighting	Good	Good
Accessibility	Good	Good
Arrangement	Good	Good
Physical Condition	Good	Good
Room for Expansion	Ample	Ample
Divs. Using	Fayette St. Dist.	Fayette St. Dist.

*Dimensions are given as length by width by height in feet.

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Whittier Street Health Unit Building,
20 Whittier Street, Roxbury

Depository	Reapply Off.	Asst. Supr. Rm.	Vistors' Rm.	Conference Rm.
Location	3rd fl.	3rd fl.	3rd fl.	3rd fl.
*Dimensions	25x15x10	15x15x10	36x13½x10	30x25x10
Cubic Feet	3750	2250	4860	7500
Fireproof	F. P.	F. P.	F. P.	F. P.
Shelving	None	None	None	None
Containers	Steel & Crdbd.	Steel & Cloth	Steel & Cloth	Steel & Cloth
Lighting	Good	Good	Good	Good
Accessibility	Good	Good	Good	Good
Arrangement	Good	Good	Good	Good
Physical Condition	Good	Good	Good	Good
Room for Expansion	Ample	Ample	Ample	Ample
Divs. Using	Whittier St. Dist.	Whittier St. Dist.	Whittier St. Dist.	Whittier St. Dist.

Brighton District Office, Old Town Hall, Washington Street

Depository	Main Rm.	Main Rm., Annex
Location	1st fl.	1st fl.
*Dimensions	15x12x10	7x6x8
Cubic Feet	1800	336
Fireproof	N. F. P.	N. F. P.
Shelving	Wood	Wood
Containers	Steel, Cloth, & Crdbd.	Crdbd.
Lighting	Good	Fair
Accessibility	Good	Good
Arrangement	Good	Fair
Physical Condition	Good	Poor
Room for Expansion	Ample	Ample
Divs. Using	Brighton Dist.	Brighton Dist.

Jamaica Plain District Office
Boston Public Library, Jamaica Plain Branch
6 Sedgwick Street

Depository	Main Rm.
Location	Bsmt.
*Dimensions	40 x 30 x 10
Cubic Feet	12000
Fireproof	N. F. P.
Shelving	None
Containers	Steel & Cloth
Lighting	Good
Accessibility	Good
Arrangement	Good
Physical Condition	Good
Room for Expansion	Limited
Divs. Using	Jamaica Plain Dist.

*Dimensions are given as length by width by height in feet.

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Hyde Park District Office, Hyde Park Municipal Building
1175 River Street

Depository	Visitors' Rm.	Supr. Rm.
Location	Bsmt.	1st fl.
*Dimensions	15 x 12 x 10	12 x 4 x 12
Cubic Feet	1800	2015
Fireproof	N. F. P.	N. F. P.
Shelving	None	None
Containers	Steel, Cloth, & Crdbd.	Steel, Cloth, & Crdbd.
Lighting	Good	Good
Accessibility	Good	Good
Arrangement	Good	Good
Physical Condition	Good	Good
Room for Expansion	Ample	Limited
Divs. Using	Hyde Park Dist.	Hyde Park Dist.

Hancock Street District Building,
170 Hancock Street, Dorchester

Depository	Information Rm.	Reapplications Rm.	Supr. (Miss Kelly) Rm.
Location	1st fl.	1st fl.	2nd fl.
*Dimensions	20 x 10 x 10	12½ x 11 x 10	12½ x 11 x 10
Cubic Feet	2000	1402½	1402½
Fireproof	F. P.	F. P.	F. P.
Shelving	None	None	None
Containers	Steel & Cloth	Steel & Cloth	Steel
Lighting	Good	Good	Good
Accessibility	Good	Good	Good
Arrangement	Good	Good	Good
Physical Condition	Good	Good	Good
Room for Expansion	Ample	Ample	Ample
Divs. Using	Hancock St. Dist.	Hancock St. Dist.	Hancock St. Dist.

Depository	Secy. Rm.	Senior Worker's (Miss Haley) Rm.	Senior Worker's (Miss Reingold) Rm.
Location	2nd fl.	2nd fl.	2nd fl.
*Dimensions	7 x 5 x 10	13 x 11 x 10	12 x 11¼ x 10
Cubic Feet	350	1430	1350
Fireproof	F. P.	F. P.	F. P.
Shelving	None	None	None
Containers	Crdbd.	Steel	Steel & Cloth
Lighting	Good	Good	Good
Accessibility	Good	Good	Good
Arrangement	Good	Good	Good
Physical Condition	Good	Good	Good
Room for Expansion	Ample	Ample	Ample
Divs. Using	Hancock St. Dist.	Hancock St. Dist.	Hancock St. Dist.

*Dimensions are given as length by width by height in feet.

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Hancock Street District Building,
170 Hancock Street, Dorchester (Cont'd)

Depository	Social Workers' Rm. 1	Social Workers' Rm. 2	Strm.
Location	2nd fl.	2nd fl.	3rd fl.
*Dimensions	13½ x 11¼ x 10	14½ x 9¼ x 10	17 x 15 x 10
Cubic Feet	1568½	1341¼	2250
Fireproof	F. P.	F. P.	F. P.
Shelving	None	None	None
Containers	Cloth	Cloth	Crdbd.
Lighting	Good	Good	Fair
Accessibility	Good	Good	Fair
Arrangement	Good	Good	Good
Physical Condition	Good	Good	Poor
Room for Expansion	Ample	Ample	Ample
Divs. Using	Hancock St. Dist.	Hancock St. Dist.	Hancock St. Dist.

South Boston Health Unit Building,
133 Dorchester Street

Depository	Main Rm.	Senior Visitor's Rm.	Switchbd. Rm.
Location	Bsmt.	Bsmt.	Bsmt.
*Dimensions	50 x 12 x 10	10 x 8 x 10	12 x 10 x 10
Cubic Feet	6000	800	1200
Fireproof	F. P.	F. P.	F. P.
Shelving	None	None	None
Containers	Steel & Cloth	Crdbd.	Steel & Cloth
Lighting	Good	Good	Good
Accessibility	Good	Good	Good
Arrangement	Good	Good	Good
Physical Condition	Good	Good	Good
Room for Expansion	Ample	Ample	Ample
Divs. Using	South Boston Dist.	South Boston Dist.	South Boston Dist.

Depository	Asst. Supr. Inner Off.	Asst. Supr. Outer Off.
Location	2nd fl.	2nd fl.
*Dimensions	10 x 6 x 12	12 x 7 x 12
Cubic Feet	720	1008
Fireproof	F. P.	F. P.
Shelving	None	None
Containers	Wood	Steel
Lighting	Good	Good
Accessibility	Good	Good
Arrangement	Good	Good
Physical Condition	Good	Good
Room for Expansion	Crowded	Limited
Divs. Using	South Boston Dist.	South Boston Dist.

*Dimensions are given as length by width by height in feet.

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South End Health Unit Building
57 East Concord Street

Depository	Supr. Rm.	Main Rm.	Head Worker's Rm.
Location	2nd fl.	2nd fl.	2nd fl.
*Dimensions	12 x 9 x 10	15 x 12 x 10	12 x 8 x 10
Cubic Feet	1080	1800	960
Fireproof	F. P.	F. P.	F. P.
Shelving	None	None	None
Containers	Metal & Cloth	Steel & Crdbd.	Crdbd.
Lighting	Good	Good	Good
Accessibility	Good	Good	Good
Arrangement	Good	Good	Good
Physical Condition	Good	Good	Good
Room for Expansion	Ample	Limited	Ample
Divs. Using	O A A Bureau, Sec. 2	O A A Bureau, Sec. 2	O A A Bureau, Sec. 2

Depository	Visitors' Rm. 1	Visitors' Rm. 2
Location	4th fl.	4th fl.
*Dimensions	15 x 8 x 10	25 x 20 x 10
Cubic Feet	1200	5000
Fireproof	F. P.	F. P.
Shelving	None	None
Containers	Cloth	Cloth
Lighting	Good	Good
Accessibility	Good	Good
Arrangement	Good	Good
Physical Condition	Fair	Fair
Room for Expansion	Limited	Crowded
Divs. Using	O A A Bureau, Sec. 2	O A A Bureau, Sec. 2

Grove Hall Branch Office, 5 Glenway Street, Dorchester

Depository	Paymaster's Rm.	Private Rm. 1	Private Rm. 2	Social Workers' Rm.
Location	1st fl.	1st fl.	1st fl.	1st fl.
*Dimensions	30 x 30 x 15	10 x 8 x 15	8 x 4 x 15	35 x 10 x 15
Cubic Feet	13500	1200	480	approx. 8000
Fireproof	N. F. P.	N. F. P.	N. F. P.	N. F. P.
Shelving	None	None	None	None
Containers	Cloth	Cloth	Cloth	Cloth & Steel
Lighting	Good	Good	Good	Good
Accessibility	Good	Good	Good	Good
Arrangement	Good	Good	Good	Good
Physical Condition	Good	Good	Good	Good
Room for Expansion	Ample	Ample	Limited	Ample
Divs. Using	O A A Bureau, Dist. 3	O A A Bureau, Dist. 3	O A A Bureau, Dist. 3	O A A Bureau, Dist. 3.

*Dimensions are given as length by width by height in feet.

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City Hall, School Street

Depository	Auditor's Bsmt. Va.	Statistics Dept. Off.
Location	Bsmt.	7th fl.
*Dimensions	36 x 24 x 15	20 x 20 x 10
Cubic Feet	12960	4000
Fireproof	N. F. P.	N. F. P.
Shelving	Metal	None
Containers	Metal & Crdbd.	Steel & Wood
Lighting	Fair	Good
Accessibility	Fair	Good
Arrangement	Good	Good
Physical Condition	Fair	Good
Room for Expansion	Crowded	Ample
Divs. Using	Soldiers' Relief	Overseers

Soldiers' Relief Department, City Hall, School Street

Depository	Supr. of Visitors' Rm.	Finance Div. Off.	Chief Cl. Off.
Location	5th fl.	5th fl.	5th fl.
*Dimensions	24 x 22 x 11	24 x 20 x 11	15 x 6 x 11
Cubic Feet	5808	5280	990
Fireproof	N. F. P.	N. F. P.	N. F. P.
Shelving	Wood	Wood	Wood
Containers	Wood	Metal	Metal
Lighting	Good	Good	Good
Accessibility	Good	Good	Good
Arrangement	Good	Good	Good
Physical Condition	Fair	Fair	Fair
Room for Expansion	Crowded	Crowded	Crowded
Divs. Using	Soldiers' Relief	Soldiers' Relief	Soldiers' Relief

Depository	F. Rm.	Settlement Off.	Commr. Outer Off.
Location	5th fl.	5th fl.	5th fl.
*Dimensions	30 x 20 x 11	20 x 18 x 11	25 x 12 x 11
Cubic Feet	6600	3960	3300
Fireproof	N. F. P.	N. F. P.	N. F. P.
Shelving	Wood	Wood	Wood
Containers	Metal	Wood	Metal
Lighting	Good	Good	Good
Accessibility	Good	Good	Good
Arrangement	Good	Good	Good
Physical Condition	Fair	Fair	Fair
Room for Expansion	Crowded	Crowded	Crowded
Divs. Using	Soldiers' Relief	Soldiers' Relief	Soldiers' Relief

*Dimensions are given as length by width by height in feet.

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Soldiers' Relief Department, City Hall, School Street

Depository	Commr. Inner Off.	General Off.	Visitor's Rm.	Attic
Location	5th fl.	5th fl.	5th fl.	6th fl.
*Dimensions	35 x 25 x 11	30 x 25 x 11	30 x 20 x 11	15 x 10 x 7½
Cubic Feet	9625	8250	6600	1125
Fireproof	N. F. P.	N. F. P.	N. F. P.	N. F. P.
Shelving	None	Wood	None	Wood
Containers	Metal	Wood & Metal	Metal & Crdbd.	Wood & Metal
Lighting	Good	Fair	Fair	Fair
Accessibility	Good	Good	Good	Fair
Arrangement	Good	Fair	Good	Poor
Physical Condition	Good	Fair	Good	Fair
Room for Expansion	Ample	Crowded	Crowded	Crowded
Divs. Using	Soldiers' Relief	Soldiers' Relief	Soldiers' Relief	Soldiers' Relief

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HISTORICAL SKETCH

Overseers of the Public Welfare

The settlers of Boston and the Massachusetts Bay Colony began providing at a very early date for the relief of their poor, the first law on the subject being passed in 1639.[1] The principles underlying their poor-law legislation were patterned, quite naturally, on the practice of the mother-land. The office of overseers of the poor, established in England in 1572,[2] found its Massachusetts counterpart in an act of the General Court of November 1692 which provided for the annual election of overseers in the various towns of the province to administer the poor laws.[3] Boston, however, seems to have had overseers of the poor prior to the passage of this general legislation. The town records show that on March 9, 1690-91, the townsmen voted that "Mr. Nathaniel Williams, Mr. Benjamin Walker, Mr. William Coleman and Mr. Symeon Stoddard be over Seers of the poore of this towne for yeare ensueinge" and that they, together with the town treasurer, "are desired and apoynted a Committee to draw up and present unto the Generall Court such proposalls as they shall aprehend needful for the orderings and improvinge of them to employ and set the poore a worke."[4] The "proposalls" of this committee may have formed the basis of the general act of November 1692 mentioned above. The number of overseers in Boston varied for some years. It was fixed at 7 in March 1706,[5] increased to 9 in 1733,[6] and finally stabilized at 12 by an act of 1735, at which figure it has remained ever since.[7]

The statute of July 3, 1735 increasing the number of overseers in Boston to twelve was passed to meet the special needs of the town which had by then grown "considerably populous" and had developed conditions that set it clearly apart from other towns in the colony.[8] The act divided the town into twelve wards with one overseer for each ward, an arrangement that was intended to give each overseer more immediate over-sight of a particular ward, but not to the exculsion of the authority of his colleagues.[9] The intimate knowledge thus gained of the town and its inhabitants by the overseers was expected to lead to stricter supervision of impecunious newcomers who, if not detected in time and warned away, might gain a settlement in the town and eventually become town charges. The statute also placed the overseers in charge of any house for the reception and employment of the idle and poor that might be erected by the town, a provision that was later to cause great difficulties.

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1. Colonial Records, I, 99, 337, 264.
2. Robert W. Kelso, The History of Public Poor Relief in Massachusetts 1620-1920, p. 20.
3. Province Laws, 1692-93, ch. 28, sec. 7.
4. Boston Town Records, 1660-1701, p. 206.
5. Ibid., 1700-28, p. 42.
6. Ibid., 1729-42, p. 55.
7. A Manual for the Use of the Overseers of the Poor, p. 19. Hereafter cited as Manual.
8. Province Laws, 1735-36, ch. 4.
9. Ibid.

In 1732, three years before the passage of the legislation described, one Daniel Oliver, a merchant of Boston, left a legacy in trust for the use of the poor of the town and appointed the overseers as administrators.[1] Oliver's was but the first of many such private bequests made during the course of the eighteenth century and since, providing the overseers of Boston with a source of revenue independent of the public treasury.[2] For a time, however, the continuance of these philanthropic windfalls was threatened. As an unincorporated body the overseers were not permitted, under Massachusetts law, to hold real estate. Their petition to the General Court to rid them of this embarassment which was vitiating "the good intentions of those who have made and of those who incline to make" charitable donations was granted on April 25, 1772 in the form of legislation incorporating the overseers of the poor of the town of Boston into a body politic and placing in their hands all real and personal property bequeathed by private individuals for the use of the poor of Boston, with full authority to manage and dispose of such property for the benefit of the town poor.[3] The corporation was authorized to choose a treasurer, clerk, and other subordinate officers whom it could replace at pleasure. By the end of the eighteenth century the overseers, in their corporate capacity, had received a total of eleven bequests.[4]

One of the largest bequests of the century for the benefit of Boston's poor, that of John Boylston of Bath, England, was left in the care of private trustees names by Bolyston in his will.[5] In February 1803 the General Court availed itself of a clause in the will which permitted it to transfer trusteeship to a new body, if set up for similar purposes, by incorporating the five private citizens named in the Boylston will together with the overseers of the poor of Boston under the title of Trustees of John Boylston's Charitable Donations, and invested it with the management and execution of several bequests made by the merchant-philanthropist.[6] Upon the death of the five private trustees, the overseers of the poor and their successors were to be sole administrators under the act.[7] The Boylston legacies were to be used for the benefit of two distinct classes of unfortunates; "poor and decayed householders of the town of Boston of either sex not under the age of fifty years . . . persons of good character, and reduced by the acts of Providence, not by indolence, extravagance, or other vice", the other portion was to be applied to the "nurture and instruction of poor orphans and deserted children" of the town of Boston until they became 14 years of age.[8]

In 1814 the new corporation was authorized to bind out to families or to reputable and useful trades those poor persons, orphans, or deserted

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1. Manual, pp. 121, 122.
2. Ibid., pp. 116 ff.
3. Province Laws, 1771-72, ch. 20.
4. Manual, pp. 116-139.
5. The Boylston will is quoted in Manual, pp. 132-138.
6. Acts, 1803, ch. 44.
7. Manual, pp. 133, 135.
8. Ibid.

children who benefited from Boylston's charitable donations until they reached the age of 21.[1]

In the decade preceding the adoption of the city charter in 1822, the overseers of the poor in Boston reached the zenith of their power and influence. Chief source of their authority was the state poor law which was built on the principle of community responsibility for the relief of local distress. The overseers, elected directly by the townspeople, translated this community responsibility into administrative reality. They cared for all poor folk who possessed legal settlements in the town and could employ them in the workhouse or in some other manner.[2] Poor children who were chargeable to the town could be bound out by the overseers as apprentices until they reached the age of 21.[3] The overseers' responsibility for such minors included providing for their education and protecting them against abuse by those to whom they were apprenticed. The overseers were further empowered to bind out adults over 21 who were with "no visible means of support, who live idly, and use and exercise no lawful . . . trade or business", but only for periods not exceeding one year at a time.[4]

The main concern of the overseers was with those poor who, by virtue of a settlement in Boston, possessed a legal claim to support by the town. But in addition, the overseers were required to aid indigents stranded in Boston whose legal settlements were in other towns of the Commonwealth, such aid, however, to be only temporary.[5] Expenses incurred for their support, removal, or burial in case of death, could be recovered from the town of settlement in accordance with procedure defined by the General Court.[6]

Still a third class of poor found in Boston, those who possessed no legal settlement whatsoever in the Commonwealth, were to be relieved by the overseers when in need and given a decent burial in the event of death.[7] When ever possible, however, they were to be removed to the state where they had a settlement. Expenses incurred in their behalf might be recovered from their relatives; otherwise, from the Commonwealth.

The overseers were to watch incoming vessels to prevent the landing of convicts, or of infirm or vicious persons, since such people might become public charges.[8] Finally, among the list of functions exercised by the overseers of Boston during the late town period was that of searching out and closing down houses of ill-fame for the "prevention of poverty as well as lewdness."[9]

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1. Acts, 1813, ch. 171.
2. Ibid., 1793, ch. 59, passed Feb. 26, 1794.
3. Ibid., sec. 4. Girls were to be apprenticed until 18, or until married.
4. Ibid., sec. 6.
5. Ibid., sec. 9.
6. Ibid.
7. Ibid., sec. 13.
8. Ibid., sec. 16.
9. Ibid., sec. 8. If the keeper of such a house was convicted it was necessary for him to get a license from the overseers before he could keep a lodginghouse again.

In addition to these state-derived functions concerning poor relief or its prevention, the overseers of the poor in Boston enjoyed local prerogatives of an entirely different nature. In 1812, just 10 years before the adoption of the city charter, the overseers, together with the selectmen and the board of health, were constituted, by town vote, a committee to superintend the administration of all the financial matters of the town.[1] This committee, which supervised the fiscal affairs of Boston in the period 1813-1822, also appointed the town treasurer and collector of taxes.[2] Each of the three constituent boards could make contracts and even borrow money, in many cases, without consulting the other two or without a previous vote of the town.[3]

Elected directly by the people, possessed of very broad powers over the poor, managers of substantial sums of private endowments for poor relief, and major participants in the control of general town finances, the overseers of the poor had reached their peak of power and influence by 1822, the last year of town government. But within three short years after the adoption of the city form of government, the overseers lost not only the right to participate in the control of general community expenditures, but were deprived of the care of a substantial part of the community poor. In the struggle with the mayor and the city council to preserve these prerogatives, the overseers were very nearly brought under the control of the city council.

The city charter which went into operation in the spring of 1822 removed the control of finances from the town committee of finance, of which the overseers were a part, and placed it with the new city officials, the mayor and aldermen.[4] Henceforth the overseers of the poor functioned solely as local administrators of the general statutes on poor relief, though in this sphere they retained complete control of poor-relief expenditures, much to the irritation of subsequent city governments. The number of overseers under the new charter remained at twelve, one elected annually in each of the 12 wards of the city by the respective ward voters.[5]

At the same time a movement to effect reforms in the system of poor relief, which had been under way for several years, was approaching successful issue. For many years it had been known that the town almshouse, erected on Leverett Street in 1801, was inadequate and unsuited to a proper fulfillment of its purpose.[6] As early as 1802 a committee of the selectmen,

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1. Edward Mussey Hartwell, Boston and Its Story, 1630-1915, p. 179.
2. Ibid.
3. Charles Phillips Huse, The Financial History of Boston from May 1, 1822 to January 31, 1909, p. 5.
4. Ibid., p. 8.
5. Acts, 1821, ch. 110, sec. 19.
6. The first almshouse in the town was erected in 1662 by the legacies of private donors, and was located on the Common (Hartwell, op. cit., p. 180).

of which Charles Bulfinch, the architect, was chairman, urged the creation of larger facilities to permit the separation of the aged and unfortunate from the vicious and vagrant, but without result.[1] In 1812 the overseers themselves memorialized the town on the inadequacy of the almshouse, again without anything being achieved.[2] Of more consequence was the growth of a critical attitude toward "outdoor relief", i.e., relief granted to the poor in their own homes.[3] A comprehensive investigation of the subject was undertaken in 1820 by a state committee under the chairmanship of Josiah Quincy of Boston, a leader in the movement for reform.[4] The committee, in a report submitted early in 1821, condemned outdoor relief as wasteful, injurious to the morals of the poor, and destructive of their industrious habits; it recommended instead the establishment of "workhouses or houses of industry" where the able-bodied poor should be put to work, preferably in agricultural pursuits.[5]

Influenced by this report, the town of Boston in March 1821 appointed a committee to investigate and report "on the subject of pauperism at large, and on the expediency of erecting a workhouse."[6] The appointment of Josiah Quincy as chairman of the town committee foreshadowed the conclusions the committee would arrive at; its report concurred heartily with the views of the earlier report concerning the deleterious effects of outdoor relief. The committee's recommendation that the town build a "house of industry" was adopted and shortly afterward carried into effect. Its establishment, however, precipitated a bitter struggle between the overseers and the newly-organized city government for control of the indoor (i.e., institutional) poor.

Before tracing this struggle, however, it is of some interest to note the conditions revealed by the second Quincy as existing in the town almshouse. The institution almshouse contained four classes of inmates: The aged, whom the investigating committee considered subjects of special solicitude; the poor by reason of "corporeal or intellectual misfortune, the effect of no vice, nor criminal indulgence"; the poor by reason of infancy; and the poor by reason of vice.[7] Owing to lack of space the four groups were thrown together indiscriminately without proper regard for age, sex, or degree of virtue. Such crowding made it impossible to set the able-bodied to work, a situation distressing to those who held workhouses in high esteem, both as a means of reducing the expense of pauper support, and as a deterrent to the vicious and vagrant whose fondness for partaking of the public bounty, when nothing was required of them in turn, was well-known. This latter class of poorhouse inmates, those who were poor "by reason of vice", comprised,

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1. Josiah Quincy, A Municipal History of the Town and City of Boston, p. 34.
2. Ibid.
3. Huse, op. cit., p. 22.
4. Ibid.
5. Quincy, op. cit., pp. 35, 36.
6. Boston Town Records, 1814-22, pp. 183, 184, 193.
7. Ibid., p. 187.

the committee estimated, two-thirds of the adult poor.[1] A third evil traceable to th inadequacy of the Leverett Street building was the practice, necessary if its cramped inmates were to have an opportunity to take air and exercise, of "turning them weekly upon the inhabitants, subjecting families to a weekly visitation of vice and beggary; a practice not less annoying to the citizens than it was incompatible with good order and discipline."[2] The almshouse, therefore, was functionally three distinct establishments: An almshouse, for the poor who from sickness, age or infirmity were unable to work at all; a very inadequate workshop for the poor who were able to work more or less; and a bridewell, or house of correction, for persons committed on justices' warrants for petty offences.[3] The report of the Quincy committee concluded with the declaration that the accommodations provided for the poor of Boston were not such as "comport with the honor and interests of the Town."[4] On moral, humanitarian, and economic grounds a new building was needed. Consequently a "House of Industry", with accommodations for "air, employment, and exercise", was erected immediately in South Boston.[5] It was turned over to the city in September 1822 and was ready for occupancy in June of 1823.[6]

In the meantime difficulties had arisen which made it appear doubtful that the House of Industry would ever be put into operation. The heat of the matter was the reluctance of the overseers to surrender their longheld control over the indoor poor.[7] A town committee that had been instructed in March 1822 to prepare rules for the general management of the House reported in May to the newly organized city government that this power was legally vested in the overseers of the poor by the terms of the statute of 1735 mentioned earlier.[8] The committee then attempted to work out rules in collaboration with the overseers, but the attempt failed.[9] The two groups did agree, however, that "in the present increased and rapidly increasing state of this metropolis, and the necessarily extensive character of the contemplated institution, it would be impracticable for the overseers of the poor to undertake the management and discipline of the said house", and recommended that application should be made to the legislature for the establishment of a new board for these purposes, with powers similar to

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1. Ibid., p. 189.
2. Quincy, op. cit., p. 50.
3. Ibid., pp. 36-37
4. Boston Town Records, 1814-22, p. 184.
5. Ibid., pp. 184, 193.
6. Huse, op. cit., p. 22.
7. The indoor poor, it will be recalled, were those who were supported in institutions, such as the almshouse.
8. Boston Town Records, 1814-22, p. 273.
9. Quincy, op. cit., pp. 47, 48.

those then possessed by the overseers of the poor, reserving to the latter a concurrent power of committing persons to the institution.[1] The recommendation was embodied in legislation passed on February 3, 1823.[2] Though apparently an unselfish abdication of power on the part of the overseers of the poor, it was not such in fact. Until the inmates of the Leverett Street almshouse were transferred to the House of Industry, the new legislation could not become a reality, and the overseers had no intention of sanctioning such a transfer.[3] Admitting that the almshouse, which was under their management, was inadequate, they maintained that the proper solution lay in enlarging that structure rather than in abandoning it and transferring its inmates to the new building which was not under their control.[4] Therefore for over two years they resisted the attempts of the mayor and city council to effect a transfer of the indoor poor to the House of Industry.

This resistance developed into a constitutional struggle that was not finally settled until 1864. Basically the difficulty lay in the failure of the city charter of 1822 to grant to the mayor and aldermen the same control over relief expenditures which they had over nearly all other expenditures.[5] The overseers, elected directly by the people, not accountable for their expenditures to any city authority, and performing functions defined by state rather than local ordinance, could not be controlled by the city council and hence were in a position to defy it. The gauntlet was thrown down in the summer of 1823 with the refusal of the overseers to turn the able-bodied poor in the almshouse over to the custody of the directors of the House of Industry.[6] All that the overseers would agree to was the release of a small number (41) of those desired, but, as this action involved nothing beyond a discharge from the almshouse with no compulsion upon those released to enter the House of Industry, the committee of the city council which was working to effect the transfer was forced to the humiliation of using personal persuasion to get the discharged paupers to accept a home at the spacious new quarters in South Boston.[7] Twenty-one of the 41 were thus persuaded; the others balked at the prospect of having to work for their board and keep. "If they wanted work they could get it out-of-doors", was the attitude attributed to some of them.[8] Greater cooperation than this the overseers could not be moved to give, despite repeated urging by the city council, and the House of Industry remained largely unoccupied.

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1. Ibid., p. 48.
2. Acts, 1823, ch. 56.
3. Quincy, op. cit., p. 93.
4. Ibid., pp. 89, 47.
5. Huse, op. cit., p. 22.
6. Quincy, op. cit., p. 93.
7. Ibid., pp. 90, 91.
8. Ibid., p. 91.

Another source of friction was the refusal of the overseers to conform to a regulation laid down by the city council in 1824 which required all departments and officials expending public funds to obtain approval for their expenditures from a committee of the city council.[1] When the city council was again unsuccessful in November 1824 in gaining the cooperation of the overseers of the poor to a transfer of institutional paupers, it decided to take the issue to the voters.[2] A general meeting of Boston citizenry was called for December 16 to vote upon resolutions passed by the city council which, if carried, would have settled the struggle by placing the overseers under the control of the council.[3] Prior to the balloting, the city council printed and distributed throughout the city 6,000 copies of an article pleading its cause.[4] The overseers and their supporters, in turn, denounced the city council for interfering with an independent board, and accused it of attempting to gain control of trust funds specifically placed in the hands of the overseers by the donors themselves.[5] Balloting was close. Of 800 votes cast, the measures proposed by the city council were rejected by only 31.[6] Though failing in their wider objective of gaining control of the overseers of the poor the city council was able, 3 months later, to bring to a successful conclusion its fight to effect a transfer of the inmates of the Leverett Street almshouse to South Boston. It achieved its end by the simple device of selling the almshouse, leaving the overseers without quarters for the more than 200 indoor poor still under their care.[7] The overseers had no alternative but to acquiesce, and in April 1825 the Leverett Street almshouse was finally cleared of its inmates.[8]

The overseers made yet one more attempt to stave off the inevitable. In a communication to the city council, dated May 23, 1825, they gave notice that they would refuse to grant any admissions to the House of Industry unless the city council provided an almshouse managed by the overseers.[9] In other words, rather than send eligible paupers to the House of Industry where they would be outside their control, the overseers would support them in their homes, regardless of the greater expense involved. The overseers justified their bold stand for duplication of the existing indoor facilities by referring to the statute of 1735 which specifically granted control to the overseers of the poor of any workhouse that Boston might erect.[10] The city council's answer was to point to a more recent piece of legislation, chapter 56 of the Acts of 1823, which placed the workhouse (House of Industry) under the management of a board appointed by the city council. The overseers continuing indifferent to

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1. Ibid., p. 140
2. Ibid., pp. 143, 144.
3. Ibid., p. 145.
4. Ibid.
5. Ibid., p. 149.
6. Ibid., p. 145.
7. Ibid., p. 146.
8. Ibid.
9. Ibid., p. 169.
10. Ibid., pp. 94, 169.

the logic of the city council's argument, the latter placed the whole matter before a board of eminent lawyers consisting of William Prescott, Charles Jackson, and Daniel Webster.[1]

Their report, dated June 21, 1825, found substantially for the city council.[2] In their opinion the overseers of the poor could not lawfully maintain the poor at the expense of the city at any other place than the House of Industry unless they belonged to either of the following classes: the ill or incapacitated whose life would be endangered by removal to a poorhouse, or householders who required only partial support. Hastily, the city council passed three resolves (June 1825) defining the duties of the overseers in connection with the various classes of poor.[3] The first directed the overseers to give temporary support to indigents who could not be removed from where they were without danger to life, such support to be granted only until removal to the House of Industry was possible. The overseers were to give partial relief and small supplies of necessaries to those householders and others who, in their opinion, could be rendered more comfortable by this type of support than by being wholly supported in a poorhouse. The third resolve directed the overseers to see to it that all persons having legal settlement in the city and standing in need of relief, other than the two groups exempted, be suitably relieved and employed in the House of Industry under the supervision of the directors of the house.

In referring its dispute with the overseers to such eminent legal authorities, the city council expected that their opinion would be conclusive with the overseers and with the general public. They were not disappointed.[4] The overseers of the poor made no further effort to challenge the city council's control over institutional relief. As matters finally stood in 1825, the indoor poor were under the supervision of the directors of the House of Industry and outdoor relief was administered by the overseers of the poor who also had full control of the income from the private trust funds amounting, in capital, to about $100,000.[5] The overseers possessed the right, together with the directors, of admitting persons to the House of Industry, could visit the institution at will, and could make recommendations for its government to the city council.[6]

Although the jurisdictional struggle was thus settled, the overseers of the poor were still independent of the mayor and city council in regard to expenditures, a situation considered by Josiah Quincy as a "monstrous financial anomaly."[7] In 1837 and again in 1838 Mayor Samuel Eliot and

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1. Ibid., p. 170.
2. The report may be found in Quincy, op. cit., pp. 172-175.
3. Ibid., p. 175.
4. Ibid., p. 170.
5. Ibid., p. 144.
6. City Document, 70, 1864, p. 9.
7. Quincy, op. cit., p. 420.

the city council attempted to secure the right of electing the overseers but failed, and there the matter remained until the Civil War period.[1]

As has been stated, part of the bequest of John Boylston known as the "Boylston Education Fund" was to be expended for the education of orphans and deserted children. In 1823 the overseers of the poor in Boston were given the legal right to surrender indigent boys who had no parents or guardian to the "Boston Asylum for Indigent Boys",[2] which had been founded in 1813.[3] This right was not much exercised by the overseers until 1835, when the managers of the Boston Asylum joined with the proprietors of the Boston Farm School, incorporated in 1833,[4] to form the "Boston Asylum and Farm School for Indigent Boys."[5] Thereupon the overseers began to take a greater interest in the asylum; by 1851 they were paying the salaries of the teachers and assistants from the Boylston Education Fund. During this year the average number of boys supported in the asylum was 120, their ages ranging from 7 to 14 years.[6] At some time about 1860 the asylum was abandoned, and operations under the fund were practically suspended, the interest being left to accumulate.[7]

When the Leverett Street almshouse was finally vacated in the spring of 1825, there was a substantial falling off in the expenditures of the overseers, since only the outdoor poor remained to be provided for. In 1823 the overseers spent $25,610; in 1824, $20,709; in 1825, however, the year of the transfer to the House of Industry, they spent only $10,208.[8] From 1826-41, inclusive, there was spent, annually, an average of about $12,100, the highest expense being $14,542 in 1832; the lowest, $8,929 in 1833.[9] From 1842 through 1846 expenditures remained fairly stable at a $15,000-$16,000 level, then rose permanently to a much higher plateau largely under the pressure caused by the great wave of European immigration of the late forties and fifties.

This great influx is one of the most significant occurrences in Boston's long history and has profoundly influenced many phases of the city's development. Within a 2-year period, at the height of the influx in the late forties, an estimated 60,000 aliens poured into a city whose total population was but 84,000 in 1842.[10] Large numbers departed for other parts of the country, but many of those who remained were "entirely destitute and sick" from the moment of their arrival and were forced at

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1. Huse, op. cit., p. 24.
2. Acts, 1823, ch. 53.
3. Ibid., 1813, ch. 153.
4. Ibid., 1833, ch. 135.
5. Ibid., 1835, ch. 28.
6. City Document, 36, 1852, p. 134.
7. Ibid., 41, 1861, p. 24.
8. Huse, op. cit., p. 358. Fractions of dollars have been omitted in this and later figures.
9. Ibid.
10. City Document, 25, 1849, p. 6.

once on the public bounty.[1] In the three years prior to 1849, the expense of supporting the indoor poor of Boston doubled, and the outdoor relief provided by the overseers also increased greatly.[2]

Another reason for the increase in Boston's relief costs in the generation before the Civil War lay in the relative liberality of the Massachusetts poor code.[3] Most New England states refused support to those who were unable to prove a legal settlement in the state. Consequently, many of their indigents were drawn to Massachusetts, which recognized unsettled people as state paupers and provided for their upkeep. The local communities in which the unsettled poor lived were reimbursed from the State treasury for their expenditures on behalf of these unfortunates, but reimbursement was only partial, and after 1854 not at all.[4] Boston, in particular, fared badly, not only because its size and prominence made it a natural goal for drifters, but also because of the reputation that its overseers had gained for liberality, and the fame of its private charities.[5] Every winter, it was said, a swarm of beggars descended upon the city to take advantage of the reputed generosity of its overseers.[6]

Some of this generosity was due to the failure of the administrative system to adjust itself to new conditions.[7] Outdoor relief, in the form of fuel or cash, was distributed by the individual overseers, at their discretion, in their respective wards.[8] So long as the population of the city was small, the overseers, who were generally actively engaged in business, could attend to all the claims upon their attention without prejudice to their private interests. But the great influx of the forties and fifties made it increasingly difficult for the overseers to perform their duties properly without great personal sacrifice.[9] A more careful examination of the requests for aid was necessary if fraudulent and unworthy applications were to be spotted and weeded out. Consequently the belief arose, in the late fifties that the existing system of outdoor relief involved a much larger cost to the city than was necessary.[10]

In 1859 the city council undertook an investigation of the subject.[11] In its report it urged a gradual purge from the relief rolls of all who

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1. Ibid., 22, 1847, p. 4.
2. Ibid., 25, 1849, p. 6.
3. Huse, op. cit., p. 66.
4. City Document, 55, 1863, p. 5.
5. Huse, op. cit., p. 24; City Document, 13, 1842, p. 3.
6. Huse, op. cit., p. 24.
7. Ibid., pp. 24, 56; City Document, 27, 1859, p. 13.
8. Ibid., 54, 1857, p. 228.
9. Ibid., 27, 1859, p. 13.
10. Ibid., p. 3; also 1, 1859, p. 23.
11. Ibid., 27, 1859, p. 1.

had no legal settlement in Boston and for whom the city had no legal liability, since the State was ready to provide for these people in State almshouses. "The ground on which aid has been extended beyond the legal liability (to the unsettled poor) has been that the alternative would be the State Almshouse; and that as the City Treasury contributed 1/3 to the State taxes, six dollars a year was judiciously expended in keeping the recipient out of it."[1] The soundness of this argument was denied by the committee, who maintained that both economy and legal property demanded only a gradual elimination of ineligible. Furthermore, by reducing the number of claimants for relief, the overseers could carry out their official duties more efficiently and with less prejudice to their private concerns.[2] The report did not make any recommendations involving far-reaching changes,[3] and it sidestepped the long-mooted question of reorganization. It is, however, of some significance - when it is remembered that the Boston overseers were elected by the people - that the appendix to this report contained a copy of the statute, passed April 5, 1859, remodeling the board of overseers of the neighboring city of Salem by providing for its election by the Salem city council rather than by the people.[4]

The overseers accepted the recommendation of the committee to the extent of curtailing their expenditures 10 percent a month.[5] But the retrenchment was only temporary, and large sums continued to be spent for the unsettled poor contrary to the wishes of the city council making a showdown between two bodies only a matter of time.

During the winter of 1860-61 a bill was drawn up providing for the election of the board of overseers by the city council.[6] However, no action was voted by the legislature at the time.[7] Other steps were then taken to reduce the privileged position of the autonomous overseers. The first of these measures, adopted in the early part of 1862, involved extending to the overseers a form of liaison already in existence between the city council and each of the other departments of the city government.[8] A joint standing committee on the overseers of the poor, consisting of three members of the city council, was established whose function it was to specialize in matters pertaining to the overseers.[9] When, for example, the overseers petitioned the council in 1862 for an additional appropriation, the request was referred by the council to this committee for investigation.[10]

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1. Ibid., p. 17.
2. Ibid., p. 16.
3. Ibid., p. 22.
4. Ibid., p. 28.
5. Ibid., 1, 1860, p. 25; 41, 1861, p. 19.
6. Ibid., 41, 1861, p. 25.
7. Ibid., 1, 1863, p. 27.
8. Ibid., 41, 1861, p. 25.
9. Ibid., 2, 1862, p. 71; 2, 1863, p. 44; 105, 1866, p. 9.
10. Ibid., 21, 1862.

It was in no sense, however, a check upon the freedom of action of the overseers as it has no direct control over them.

During 1862, by act of the state legislature, there was created a special board, consisting of the mayor, the chairman of the board of aldermen, the president of the common council, and the city treasurer, whose duty it was to examine all the accounts and acts of the overseers and to report annually thereon to the city council.[1] The overseers had heretofore made an annual report to the board of aldermen of their receipts and expenditures, which was published in one or more of the daily newspapers of the city, but this type of report had not constituted a genuine accountability. The law of 1862 gave little satisfaction to those who desired to make the overseers responsible to outside control in the matter of expenditures, since it too provided no effective check upon the overseers' spending policy.[2]

The check came in 1863 but not through any legislative statute or ordinance. The city council simply refused to appropriate money for the unsettled poor, justifying its action on grounds of economy and legality. Since 1854, it pointed out, the state had refused to reimburse local communities for taking care of paupers who had no legal settlement anywhere in the Commonwealth and had required that such indigents be sent to a State almshouse.[3] The overseers of the poor in Boston had disregarded the change in State policy and continued to grant aid to unsettled paupers. It was estimated that $300,000 was taken from the city treasury in the 9 years from 1854-62, inclusive, for the outdoor support of this group, a sum considerably more than the city spent in outdoor relief for its own settled poor.[4] Not only was there no need to spend money for this class of people, inasmuch as the State stood ready to provide for them, but, according to the opinion handed down by the city solicitor in April 1863, such expenditure was illegal.[5] When, therefore, the overseers of the poor in their budget estimate for the financial year 1863-64 asked for $48,000 for the temporary relief of the unsettled poor, they were refused and given but $5000 instead.[6]

Later in the year the overseers made another attempt to secure funds for the unsettled poor, this time asking for only $20,000.[7] The request was referred by the city council to its committee on the overseers of the poor. Its report repeated what was already well known, that the liberality of the overseers drew many families each year to the city, to the extent

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1. Acts, 1862, ch. 204.
2. City Document, 112, 1863, p. 10.
3. Ibid., 55, 1863, p. 5.
4. Ibid., pp. 6, 10.
5. Ibid., 103, 1863, p. 6.
6. Ibid., 55, 1863, p. 3; 103, 1863, p. 4.
7. Ibid., 103, 1863, p. 5.

of 50 in some wards, to spend the winter and to avail themselves of the public bounty, after which they would trek back to the country; that distressingly inadequate investigation was made as to the real need of relief applicants; and that the type of appropriation under discussion was illegal.[1] To the question as to the number of unsettled paupers who would be forced to resort to State almshouse if there were no appropriation for them, the overseers had admitted that the number would be comparatively small, that from 70 to 75 percent would find some way of managing for themselves.[2] In view of these facts, the committee recommended to the city council that the request of the overseers be rejected.[3] From May 1, 1863 no cash, groceries or fuel was dispensed by the overseers, for the relief of the unsettled poor except for very temporary aid in cases of sickness.[4] The new policy forced upon the overseers was immediately reflected in greatly reduced expenditures, $39,000 being spent in the financial year 1863-64 as against $90,140 for the previous year.[5]

Although the city council had won a clear-cut victory in the controversy over the unsettled paupers, the overseers still retained their governmental autonomy. In his closing address of December 31, 1863, the president of the common council, George S. Hale, continued the attack on the overseers by urging a change to election by the citizens-at-large, or better still, by the city council.[6] He advocated also abolition of the ward connection of the overseers because it gave "too great control to local interests and prejudices."[7] A bill was drafted by the committee on the overseers to reorganize the board so as to subordinate it to the city council, and in April 1864 the desired legislation was passed.[8]

The act made four changes in the position of the overseers.[9] It changed the annual election of the board by wards, to election at large by the city council for three years, four going out of office annually. It gave the city council power to remove an overseer for cause. It made the corporation, i.e., the overseers in their capacity as trustees of private charitable donations, directly accountable to the city. Finally, it prohibited the overseers and those in their employ from having an interest in any contract unless they were authorized by a recorded vote of the board. In June 1864 the new members were appointed to the board by the city council, and on July 4 they held their first meeting and organized.[10] Of the 12 members on the board before the reorganization only 2 survived the change.[11]

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1. Ibid.
2. Ibid.
3. Ibid., p. 7.
4. Ibid., 65, 1864, p. 309.
5. Ibid.
6. Ibid., 112, 1863.
7. Ibid.
8. Acts, 1864, ch. 128.
9. City Document, 70, 1864, p. 9.
10. Ibid., 24, 1865, p. 4.
11. Ibid., 2, 1864, p. 93; 2, 1865, pp. 91-92.

While this struggle between the city council and the overseers was going on, a movement had begun, sponsored and supported by both private groups and public officials, to bring about other extensive reforms. The functions of the overseers and the administrative machinery for providing outdoor relief were substantially the same in 1864 as they had been in 1793. Meanwhile, Boston had grown from a population of 18,000 to one of 180,000, and to attempt to manage this increased population with the old machinery was "almost as vain as to repeat the old town almshouse, or to try to extinguish city fires by aid of the old voluntary fire associations and their buckets."[1] The new movement for reform was started in 1857 by the Boston Provident Association, the great private charitable organization of the city, founded in 1851. The Provident Association had been the first agency in the city to introduce the principle that no one should be given relief until the legitimacy of the request had been investigated by its representatives, or "visitors."[2] In a memorial to the city council in 1857, the association urged adoption of this principle by other charitable organizations, and also recommended that closer cooperation be established between the public and private groups engaged in relief work to prevent duplication of aid and to facilitate detection of fraudulent claims.[3] As a practical way of attaining this coordination, the association asked the city council to furnish, rent free, a building centrally located, where all the principle charitable societies could have their offices and where consultation among them would be relatively simple.[4]

Two years later, in 1859, the inadequacy of existing administrative methods in outdoor relief dispensation was again pointed out, this time by a committee of the city council.[5] In January 1861 the chairman of the board of overseers recommended to the mayor that a special agent be appointed by the overseers to investigate relief applications for them.[6] Later in the same year the venerable Dr. James Jackson resurrected and brought to the attention of the overseers a plan he had suggested 50 years earlier which related to the reforms under discussion and which, in his opinion, the experiences of the past 50 years had shown to be wise.[7] The president of the common council lent his official support to the reform movement in 1863 by urging the establishment of a central bureau of charities to bring about greater coordination between public and private charitable agencies.[8]

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1. Ibid., 70, 1864, pp. 11-13.
2. Ibid., 57, 1872, p. 33.
3. Ibid., 70, 1864, pp. 21-27.
4. Ibid., p. 23.
5. Ibid., 27, 1859, pp. 10, 13.
6. Ibid., 70, 1864, p. 35.
7. Ibid., p. 28 ff.
8. Ibid., 112, 1863, p. 11.

When the board of overseers was reorganized in 1864, the first problem it attacked was that of administrative reform. A subcommittee of board members, appointed to "consider and report a plan for the organization and action" of the board, on August 15 brought in its report.[1] The document, a very comprehensive one, made 12 recommendations, the more important of which embraced the following points: The establishment of a coordinating office, in a building erected by the city to house not only the overseers of the poor, but also, rent free, as many offices of private charitable societies as could be conveniently accommodated there; the appointment by the overseers of visitors, who should personally visit relief applicants and make a detailed report of the facts they uncovered to the committee of investigation and relief of the overseers of the poor; except in cases of pressing need, no relief should be given to anyone who had not been visited by a representative of the board; a permanent record file should be kept with detailed information about all relief applicants. Further, it was recommended that the board be divided into several standing committees as follows: A committee on investigation and relief, consisting of five members, to decide, on the basis of the visitors' reports, whether or not relief should be given applicants; a committee on finance and accounts to consist of three members; a committee on employment, settlements, and removals, of three members, to ascertain settlements, attend to removals, and assist the employable poor to obtain work; a committee on the Temporary Home, to consist of six members -- of which more later; and a committee on supplies, of three members, to superintend the purchase, deposit, and delivery of all food, clothing, fuel, and other articles, other than those used by the Temporary Home, subject to such rules as might be adopted by the board.[2]

All of these major recommendations were put into operation almost immediately, but the plan for a central relief building and exchange was not carried out for several years.[3] The city council made its contribution to the erection of such a structure conditional upon the donation of $30,000 by private individuals, since private groups were to use the building also.[4] Donations were slow in forthcoming, many claiming that it was the province of the city to underwrite the project in toto.[5] The city council was finally compelled to lower the amount required from private sources, only $16,000 having been obtained in this way.[6] Construction was authorized in July 1867, and in the early part of 1869 the building was occupied.[7] In addition to the overseers, there were in the building on Hawkins Street the Provident Association, the Industrial Aid Society, the Boston Ladies' Sewing Circle, the Ladies' Relief Agency, a branch of

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1. City Document, 70, 1864, p. 14.
2. Ibid., pp. 15-17.
3. Ibid., 24, 1865, pp. 4, 5.
4. Ibid., 22, 1866, p. 4.
5. Ibid., 75, 1866, pp. 3-4.
6. Ibid., p. 5; 1, 1867, p. 13.
7. Ibid., 1, 1868, p. 49; 49, 1869, p. 3.

the Boston Dispensary, and the committees who had charge of the distribution of the State and city soldiers' funds.[1] The rooms occupied by these different organizations were free of rent, but they were subject to a charge for heating, gas, and janitor's services. The office of the city physician, to whom the poor resorted for gratuitous vaccination and for medical advice, was also located in the new building.[2]

The reorganization of 1864 did not in any way affect the functions of the overseers as defined by the general State statutes. The overseers could still commit paupers to the almshouse, visit the institution, and make recommendations for its government, but for all practical purposes these prerogatives over the institutional poor were no longer exercised by 1864. The primary duty of the overseers, then, was the care of the outdoor poor. Under the State laws, here recapitulated, the overseers were charged with the relief of all poor people who possessed a settlement in Boston, and also of the unsettled too ill to be removed to a State almshouse.[3] Before granting aid to this latter group, the approval of the agent of the State Board of Charities was required.[4] Reimbursement from the State treasury was provided for any expenses incurred by a community on behalf of the unsettled sick poor.[5] The majority of unsettled poor were sent to the State almshouse. The harshness of this regulation was somewhat mitigated in 1876 when municipal authorities were permitted to give temporary aid restricted to those not possessing any settlement in the State, with the assurance that the cities and towns would be reimbursed by the State for their outlays.[6] When applicants for aid in Boston were found to possess a settlement elsewhere in the Commonwealth, the proper community was notified by the Boston officials and steps taken to recover whatever sums of money had been spent.[7] Conversely, the city of Boston was liable for the upkeep of its paupers who were residing in, and supported by, other communities in the State.[8] During the financial year May 1, 1870-April 30, 1871, 122 families residing outside Boston were supported by the city.[9] In the same year, 1750 families were aided by the overseers in the city itself.[10]

The mode of relief given, and the quantity, were matters left to the discretion of the overseers. Money was rarely given, the relief consisting chiefly of fuel and groceries which were given at stated times, once a week or once a month, until the parties, by recovering from sickness or by

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1. Ibid., 49, 1869, p. 4.
2. Ibid., p. 5.
3. Ibid., 57, 1872, p. 64.
4. Ibid., p. 38.
5. Ibid.
6. Ibid., 59, 1877, p. 8.
7. Ibid., 36, 1878, pp. 3, 4.
8. Ibid., 54, 1878, p. 5.
9. Ibid., 57, 1872, p. 64.
10. Ibid.

finding employment, were again able to take care of themselves.[1] If the poor, both the settled and the unsettled, required aid beyond the power of the overseers to extend, the latter helped them to obtain from private charities, garments, medical care, admission to hospitals or asylums, or whatever else they needed.[2]

A smaller group of settled poor received aid in the form of monetary grants, each month or each quarter, the whole amount in any case not exceeding $100 annually, and generally much less.[3] This privileged group was composed of people unable to support themselves, for the most part aged and infirm women of respectable character who had once been in comfortable circumstances. They were regarded by the overseers as superior to the ordinary run of relief recipients and were euphemistically termed pensioners. There were 387 of this class aided during 1870-71, at a total expense of $15,000.[4]

The recipients of aid from the trust funds were another favored group. These funds totaled $250,000 in 1870, and $510,000 a decade later.[5] Part of this increase was due to the annexation in 1870 of Dorchester, possessor of the Stoughton fund established in 1701. The income from these funds, amounting to $25,000 in 1880,[6] was generally disbursed in two semiannual payments of $25 to each recipient. The sole written requirement was a residence in Boston,[7] but in practice the beneficiaries were almost always persons who had formerly been in comfortable circumstances, and who, though too proud to accept aid from the city, were willing to accept lump sums of this sort.[8] In many cases, of course, the trust funds stipulated that only these were the kind of people to be aided.[9]

Care of the outdoor poor and administration of the trust funds were long-established functions of the overseers by the time of the Civil War. Of more recent origin was the control over the Temporary Home for Women and Children. When the House of Industry was removed in 1857 from South Boston, where it had been since 1823, to Deer Island, the overseers of the poor, the board of directors of public institutions, and other groups were left without a place where they could conveniently provide for such persons as came into their hands between 2 o'clock of one day (the hour of the sailing of the steamer to Deer Island) until 2 o'clock of the next day.[10]

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1. Ibid., p. 37.
2. Ibid.
3. Ibid.
4. Ibid.
5. Huse, op. cit., p. 184.
6. City Document, 81, 1880, p. 11.
7. Ibid., 33, 1892, p. 5.
8. Ibid.
9. Ibid., 57, 1872, p. 37.
10. This account of the early history of the Temporary Home is based on City Document, 105, 1886, pp. 8-10.

To fill this need, and to relieve in some measure the harshness of the State law requiring all unsettled paupers to be sent to State almshouses, the overseers, the directors, and the police made arrangements with Mr. Hill, the then city crier, to feed and lodge their charges at his place on Portland Street until their cases could be disposed of. Not long after, the city authorities thought it advisable to rent outright the house of the city crier and place it under the managment of the overseers. In 1862, dissatisfied with this arrangement, the city council placed the Home under the care of a committee containing representatives of both the overseers and the city council. When the lease of the original house on Portland Street expired in May 1862, this committee had it moved to new quarters at 133 Charles Street. In 1869 the Home was transferred to a new building constructed for the purpose on Chardon Street, adjacent to the Charity Building, the overseers' headquarters. The Home has been located there ever since.[1] After the autonomy of the overseers was destroyed in 1864, management of the Home was returned to them by the city council.

The rules for the regulation of the Home were drawn up periodically by the overseers, subject to the approval of the city council.[2] The function of the institution was to afford a temporary abode, including lodging and meals, for women and children in distress, and single meals, but no lodging, for homeless men. Women deserted by their husbands and left homeless, girls lost in the strange city, demented women awaiting transportation to an asylum, and various others all found shelter at the Temporary Home until their cases could be properly disposed of. The Home received foundlings and abandoned children for whom it tried to provide foster parents. It restored lost children to their homes, supplied wet nurses, tried to find employment for those inmates who needed it, and provided meals for hungry persons, men as well as women, sent to it by the overseers, the directors of public institutions, the police, and other agencies, to the extent, in 1866, of about 400 single meals a month. The staff conducting the Home in 1868 consisted of a matron, an assistant matron, janitor, cook, and laundress. Running expenses during this period came to about six or seven thousand dollars a year.[3]

In 1871 the administration of the Home was investigated by the city council because of an alleged failure of its officials to admit a woman in travail. The overseers and their subordinates directly in charge of the Home were absolved of any delinquency. On the broader question of extending the usefulness of the institution to include providing for all women in travail and for men in need of shelter at night, the investigating committee agreed with the overseers that the proposals were unwise.[4]

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1. City Document, 49, 1869, pp. 3, 5; 93, 1871, p. 4.
2. Ibid., 93, 1871, p. 6.
3. Ibid., 1, 1869, p. 55.
4. Ibid., 93, 1871.

Although pregnant women were not encouraged to resort to the Home for confinement, deliveries continued to take place at the institution until July 1895. Thereafter, maternity cases were sent to the Lying-in Hospital, the city paying the bill, and later still, after 1916, to the City Hospital. From 1870 to 1895 the Home averaged about 9 deliveries a year, although in the single year 1881-82 25 births occurred.[1]

About 1875 the overseers adopted a new policy with regard to giving aid to destitute men at the Temporary Home. Taking advantage of a statute of 1875 directed against vagrants and tramps,[2] the overseers bought some cords of wood and required all men who sought meals at the Home to saw or split a certain amount.[3] The adoption of this work test materially reduced the number of applicants, the overseers reporting in 1877 that the Home was "not quite so popular with the bummer and the tramp."[4] The same regulation was later extended to the female inmates of the Home, by requiring them to do domestic work in the institution.[5] By 1890 the women were washing laundry and baking bread for the inmates of the Wayfarers' Lodge established in 1879 for homeless men.[6]

The Home was utilized on several occasions to provide emergency shelter and food for victims of disaster, particularly those made homeless by fire. Such an occasion arose in Boston in 1869.[7] Later, fire refugees from the neighboring communities of Chelsea and Salem were also put up temporarily at the Home.[8] In May 1898, during the Spanish-American War, when it was feared that the Spanish fleet might bombard the city, preliminary arrangements were made to transfer a large number of the paupers from Long Island, in the harbor, to the relative safety of the Temporary Home and the Wayfarers' Lodge, but as the fear proved baseless these plans were never carried out.[9] In 1905 the staff at the Home consisted of a matron, three assistant matrons, and a cook.[10] The head matron superintended all departments and found domestic service for those able to work. One of the assistant matrons was in charge of the nursery, the laundry, the kitchen, and the dining room. Another handled the accounts of the Home and kept a card catalogue of the inmates. The third assistant was in charge during the night.

The Home was equipped with two nurseries for the children, one for day and one for night use. For inmates there w a s a sewing room, a dining-room, a laundry, two large dormitories, and four rooms for ill persons or

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1. Ibid., 21, 1896, p. 7; 26, 1909, p. 8; 21, 1919, p. 5.
2. Acts, 1875, ch. 70.
3. City Document, 60, 1876, p. 8.
4. Ibid., 59, 1877, p. 6.
5. Ibid.
6. Ibid., 33, 1892, p. 4.
7. Ibid., 50, 1870, p. 6.
8. Ibid., 21, 1915, pp. 7, 8.
9. Ibid., 23, 1899, p. 8.
10. Ibid., 27, 1906, pp. 5, 6.

mothers with several children. The matrons had their own sitting room, dining room and four sleeping rooms. There was also a conference room, used by the committee of the overseers on the Temporary Home, and an office for receiving inmates.

Those who frequented the Home could be divided into two large classes. One group consisted of habitual vagrants, who often came from prison or the almshouse, and who worked spasmodically at best. The authorities tried to discourage this group but they could not be refused admittance. The most that could be done for them was to place them where they could earn their living, but as they did not keep a job for long they were sure to turn up again at the Home. More worthy of aid was the second group, consisting of young girls stranded in a strange city; mentally-ill women awaiting final disposition of their cases; young mothers, destitute and often ignorant of the rudiments of child-care; wives and children of respectable workingmen who were temporarily unable to provide them with shelter; foundlings, and lost and destitute children. The rules of the Home allowed inmates to stay for 7 consecutive days, a period which was occasionally lengthened by the subcommittee of the overseers in charge of the establishment.[1] The average length of stay was between 3 and 4 days.[2]

Extraordinary conditions in the winter of 1914-15, when large numbers of people were out of work, forced the overseers to open an auxiliary home to care for the overflow of women and girls without friends or means, but the crisis was only temporary and the extra quarters were soon abandoned.[3]

In 1926 a new building was erected for the Temporary Home, on the same site as the old one.[4] The new structure was carefully planned to provide several sleeping rooms rather than large dormitories, an arrangement that enabled the matrons to keep the aged apart from the younger women and girls, and also permitted the separation of the children from the older group.[5]

Expenditures for the Home remained unusually stable from 1870 through 1920, as the following table shows.[6] It will be noted, however, that in the decade preceeding the 1929 depression, expenditures of the Home practically doubled.

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1. Ibid., p. 5.
2. Ibid., 24, 1910, p. 5.
3. Ibid., 21, 1915, p. 8.
4. Ibid., 19, 1926, p. 7; 24, 1927, p. 8.
5. Ibid.
6. The figures are taken from the annual reports of the overseers contained in the City Documents.

1870	$8,446	1910	$6,346
1880	$7,017	1920	$6,551
1890	$7,406	1929	$12,084
1900	$6,795		

Since 1864 the Temporary Home had provided meals for homeless men but no shelter, forcing them to apply to the police stations for lodging.[1] Lodging was given, in this fashion, to 20,390 in 1867 of whom 15,867 were nonresidents.[2] Ten years later the number had grown to 62,719, of whom 51,766 were nonresidents.[3] Police lodging was a far from desirable arrangement, and in 1875 the chief of police urged the erection of a separate building for the homeless men.[4] Three years later a special commission which investigated the public charities of the city again pointed out the need for a separate structure, declaring that the accommodations provided in the police stations were wretched and uncomfortable, and that the task of housing the large number who applied interfered seriously with the discipline of the station and the performance by the police of their more legitimate duties.[5] Furthermore, so long as vagrants and tramps were given shelter at the police stations, the overseers were in no position to take advantage of the statute of 1875 which discouraged the tramp evil by compelling aid recipients to work for their bed and board. In new and separate quarters, the homeless men could be cleansed, fed, and compelled to perform a suitable task in return.[6]

The recommendation was immediately made effective. In November 1878 the Mayhew School on Hawkins Street, near the Chardon Street charity building, no longer needed because of a population shift, was placed at the disposal of the overseers, and in late January 1879 it was opened as a lodge for homeless men.[7] Accommodations were provided for 150 inmates in three apartments, each about 50 by 26 feet, and 13 feet high. A special room was set aside for persons aged, infirm, or otherwise entitled to consideration. Each inmate was required to take a warm bath before retiring - later on a shampoo was added - while his clothes were steamed and fumigated.[8] The food consisted of soup, chowder, beans, bread, and biscuit, costing about five cents for each meal. Lodger rose at 6 o'clock on winter mornings and at 5 o'clock in summer and then did their stint of work, cutting or sawing wood into salable lengths, a job occupying 1 to 2 hours. The men were then free to go away and take a job in private employment if they had one. During the year 1879-80 the Wayfarers' Lodge gave refuge to 14,648 men, an average of 40 per night and a considerable decline from

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1. City Document, 18, 1923, p. 5; 73, 1879, p. 12.
2. Ibid., 36, 1878, p. 29.
3. Ibid.
4. Ibid., 73, 1879, p. 13.
5. Ibid., 36, 1878, p. 3.
6. Ibid., pp. 30, 39.
7. Ibid., 73, 1879, p. 13.
8. Ibid., p. 14; 141, 1886, p. 24.

the number that had thronged the police stations before the Lodge was opened.[1] The drop in applicants confirmed the impression of the Lodge's supporters that an institution with a work requirement would discourage the tramp evil.

Nevertheless, an analysis made by the overseers in 1886 of their first 6 years' experience with the Lodge led them to conclude that the vast majority of those who came asking for food and shelter were worthy of being helped.[2] From late January 1879 to April 1885, 127,084 lodgings and 257,940 meals were given. The lodgers proved docile and tractable, and were, as a rule, young and unmarried, the average lodger being a trifle over 30 years old.[3] Three nights was the ordinary limit for lodgers, but under some circumstances the sojourn might be considerably lengthened.[4] The cost of operating the Lodge ran to about $10,000 per year, which could be broken down as follows: $3200 for the salaries of the superintendent and assistant, the cook, and two hired men; $4400 for groceries and provisions; $1200 for fuel and gas; $1000 for water, bedding, sheets, towels, nightshirts, etc.[5] The sale of kindling wood, the product of the woodyard, was about $20,000 per year with a clear profit of from $4000 to $5000 which was turned into the city treasury, reducing the net cost of the Lodge by nearly one-half.[6]

The opening of the Lodge in 1879 was expected to relieve the police stations permanently of the burden of housing the unemployed, the tramps, and the human flotsam of all sorts floating about the city, and for a time it fulfilled this expectation. Gradually, however, the police resumed the policy of caring for homeless men, until in the winter of 1893-94 they actually harbored a larger number than the Lodge.[7] The overseers of the poor attacked the practice, seeing in it an encouragement to the tramp evil. A conference between the overseers and the board of police in December 1894 resulted in an agreement whereby the latter promised to discontinue sheltering homeless men, except for certain special cases, and the overseers, in turn, were to keep the Lodge open until 2:30 A.M. instead of closing at 10 P.M. as formerly.[8]

In 1901, the overseers conducted a detailed study of the inmates of the Lodge which revealed some additional data of interest. Neighboring cities and towns were found to furnish the great majority of lodgers,

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1. Ibid., 81, 1880, p. 15.
2. Ibid., 141, 1886, p. 24.
3. Ibid., p. 25.
4. Ibid.
5. Ibid., p. 26.
6. Ibid.
7. Ibid., 24, 1895, p. 5.
8. Ibid.

comparatively few hailing from beyond the borders of the Commonwealth.[1] Nearly two-thirds were under 40 years of age. Only an insignificant minority of the lodgers had been married. By far the greatest number were drawn to Boston by a "more or less vague hope of finding employment and are honestly in search of work."[2] But a "goodly proportion belong to the itinerant class of workers whose natural restlessness, among other causes, does not allow them to bide long in one place."[3] The inquiry tended to confirm the conclusion of the earlier investigation that the Wayfarers' Lodge generally sheltered "men who, on the whole, are fairly deserving, but who, for various reasons, chiefly for lack of employment, are temporarily embarrassed."[4]

The Lodge has been a barometer of national economic conditions, depressions showing up immediately in its statistical tables. The panic of Ocotober 1907 produced a substantial but temporary increase in the number of people forced to resort to the Lodge.[5] Again, the winter of 1914-15 witnessed the opening of five auxiliary Lodges to accommodate the hordes of homeless who clamored for food and lodging. This emergency was short-lived and all of the makeshift lodges were closed by May of 1915.[6] In 1921 the municipal lodging house furnished 18,859 total lodgings within the twelve months ending January 31, 1922 as against 4466 for the previous year.[7] The number of meals served increased from 8912 to 39,139.[8]

A study of the department made by experts for the Boston Finance Commission in 1923 stated that the Lodge had been recently renovated at a cost of $50,000, and had accommodations for 220 lodgers.[9] Any man in need of shelter, no matter where his place of settlement, was given lodging free. Each lodger before retiring was examined for contagious diseases by a physician at the Lodge and was required to take a bath and to have his clothing fumigated. In 1910 a special ward had been established for tuberculosis sufferers in order to segregate them from the inmates until they could be sent to State hospital the following morning.[10] Lodgers were not permitted to retire before 8 o'clock, and were aroused at 5 A.M. and sent on their way. Those who wished breakfast, however, were set to work for 2 hours in the woodyard adjoining the Lodge. No one was permitted to remain in the building during the day except old men who were awaiting transportation to institutions, nor were any inmates received during the

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1. Ibid., 26, 1901, p. 4.
2. Ibid.
3. Ibid.
4. Ibid., p. 5.
5. Ibid., 28, 1908, p. 4.
6. Ibid., 21, 1915; 21, 1916, pp. 3, 4.
7. Ibid., 18, 1922, p. 5.
8. Ibid.
9. Finance Commission, Reports and Communications, XIX, 149.
10. City Document, 24, 1910, p. 3.

day except for meals which they had earned by two hours' work in the woodyard. No man could use the Lodge more than three nights in any one month in the summer, nor more than five in any winter month. The average cost per meal was 19 cents, as against 5 cents in 1879. The average age of those applying for shelter was 32 years.[1]

Concerning the broader question of Lodge policy, the report of 1923 deplored the fact that the Lodge had not gone beyond the "primitive idea of emergency shelter." It urged the adoption of a progressive and comprehensive program which regarded the Lodge's inmates as "symptoms of social disease" and would probe to the underlying causes of their plight. The investigators quoted approvingly the ideal envisaged for New York City's municipal lodginghouse as "a great repair shop, manned and equipped to rebuild the broken lives of those who enter its doors for help."[2] Admitting that so comprehensive a plan of remedial work would cost more at first, they yet maintained that it would pay in the long run by reducing the number of applicants.

The expenditures for the Lodge have remained fairly stable during the greater part of its history. For the five year period 1880-1885, the average annual cost was $8278. Twenty years later, during the 5-year period 1899-1904, the average annual cost was but a little higher, about $9000. Expenditures rarely exceeded $10,000 a year before the 1920's, but in the following decade, expenditures for the Lodge increased from $10,295 in 1920[3] to $20,383 in 1929.[4]

Care of the outdoor poor, management of the trust funds, maintenance of the Temporary Home, the Wayfarers' Lodge, and the Woodyard, though accounting for the major portion of the overseers' work, does not exhaust the list of their functions during the half-century between the Civil and the World Wars. In 1881 the overseers were given the task of collecting the bills of the city hospital against cities and towns whose inhabitants had been patients there but were unable to pay for treatment received.[5] The work was important enough by 1902 to warrant the overseers detailing several of their employees permanently to the hospital premises.[6] In the same year an act of the legislature assigned to the overseers the task of investigating the settlement status of indigent people who had contagious diseases and were therefore under the control of the board of health.[7] Bills were sent by the overseers to the city collector for collection. The settlement research by the department's staff was extended, in 1916, to include patients at the Boston Consumptives' Hospital.[8]

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1. Finance Commission, op. cit., XIX, 150.
2. Ibid., p. 152.
3. City Document, 18, 1921, p. 12.
4. Ibid., 23, 1930, p. 12.
5. Ibid., 76, 1882, p. 5.
6. Ibid., 27, 1902, p. 9.
7. Acts, 1902, ch. 213; City Document, 27, 1903, p. 7.
8. Ibid., 21, 1917, p. 9.

Ruinous fires that left many homeless in 1894 and in 1907 found the overseers functioning to relieve distress.[1] When the Roxbury fire of May 1894 threw hundreds of poor folk into the street, the overseers, with the sanction of the mayor, procured tenements for these families; paid or guaranteed payment of one month's rent, a limit of $10 per month being made; and provided furniture and crockery to reestablish each family in housekeeping.[2] Thus assisted were 287 families, at an average cost of about $42 per family.

The administrative functioning of the board of overseers shortly after the adoption of the above reforms is described in a comprehensive manual that was issued by the board in 1866.[3] Besides the overseers, who were appointed by the city council, four every year for 3-year terms, the department consisted of a treasurer, whose services were gratuitous, a secretary, a bookkeeper, two clerks, and three visitors. Upon the secretary devolved the general superintendence of the department, under the direction of the board. He attended their deliberations, notified them and their subcommittees of meetings, and saw to it that their minutes were correctly kept. He disbursed all pensions, grants, and other allowances and exercised a general oversight of all the money in the office. He corresponded with other cities and towns, giving notice of persons chargeable to them, and acknowledging, on the basis of investigations made by his clerks, Boston's liability for the relief of paupers chargeable to Boston. Some cases he rejected or adjusted as justice or policy demanded, under the direction of the committee on settlement of the board of overseers. He managed the office force, seeing to it that all employed in the department were diligent and faithful. Upon him rested the responsibility that "nothing that should be done is neglected or overlooked, nothing that should not be done suffered, or pass, if done, without reproof."[4]

The treasurer had general charge of the trust funds, which amounted in 1866 to $182,548.49,[5] changing the investments from time to time under the direction of the board of overseers or of its committee on finance.[6] He received the money drawn by the board from the city treasury, drew checks for disbursements, and kept the secretary supplied with what was needed to pay the allowances. At the beginning of each month he examined the accounts of the bookkeeper, and was required, at the close of the official year, to turn in to the full board a report of his work.

The principal duty of the bookkeeper was to keep the accounts of the department. Twice a year, in May and in October, as provided under the

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1. Ibid., 24, 1895, p. 12; 28, 1908, p. 10.
2. Ibid., 24, 1895, p. 12.
3. Manual, pp. 215-223. These pages describing the administrative workings of the department are not found in all copies.
4. Ibid., p. 222.
5. City Document, 105, 1866, p. 8.
6. Manual, p. 221.

statutes, he prepared detailed returns to the Commonwealth of the aid furnished, the names of those aided, and the amounts given.[1]

The department at this time had but three visitors, all of whom had had experience with private charitable work prior to taking up their duties on the public pay roll.[2] In the process of investigating the eligibility of applicants for relief they had to obtain answers to 43 queries. They were also instructed to try to render his clients independent of public aid by studying their resources and capabilities, and by advice and encouragement to induce in them habits of order, industry, and thrift.[3] Their case reports were submitted to the overseers' subcommittee on investigation and relief which decided whether or not aid should be given. Where applicants were suffering from extreme destitution, however, the visitors had authority to dispense with formalities and grant immediate assistance.[4] The practice of making follow-up visits at stated periods, or as circumstances required, to insure the continued eligibility of those receiving relief was in effect by 1875.[5] At about this time, too, visits were paid by the secretary or the visitors to the poor legally settled in Boston, and therefore chargeable to the city, but who dwelt elsewhere in the Commonwealth.[6]

It was already difficult by 1864, and would have become increasingly difficult as their work continued to expand in the decades following the Civil War, for the overseers to remain in intimate touch with all of the various phases of the department's work. An apportionment of their duties among subcommittees was necessary if the board was to keep abreast of its job. At first there were but five committees:[7] The committee on investigation and relief, which determined, on the basis of visitors' reports, whether or not relief should be given applicants; the committee on finance and accounts which drew up, for approval by the city council, the annual estimates for running the department, supervised the treasurer's management of the trust funds, and examined and reported monthly upon the books of the department to the full board;[8] the committee on employment and settlement, whose duty it was to resolve knotty problems of settlements, to attend to removals, and to assist the poor in obtaining employment;[9] the committee on the Temporary Home which supervised the administration of that institution; and the committee on supplies which had charge of the purchase, deposit, and delivery of all food, clothing, fuel and other articles for distribution, other than those of the Temporary Home, subject

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1. Ibid.
2. Ibid., p. 215.
3. Ibid., p. 216.
4. Ibid.
5. City Document, 60, 1876, p. 4; 76, 1882, p. 3.
6. Ibid., 54, 1878, p. 5.
7. Ibid., 70, 1864, pp. 15-17.
8. Ibid., 32, 1875, pp. 61, 62; 33, 1892, p. 6; Manual, p. 221.
9. City Document, 70, 1864, p. 17.

to such rules as were adopted by the full board.[1]

New committees have been added when necessary. In 1875 there were established standing committees on burials and on real estate,[2] and in 1879 a committee on medical matters.[3] The committee on the Temporary Home which, in 1879, had become the committee on the Temporary Home and the Wayfarers' Lodge, was split in 1891 into two separate committees, one for each institution.[4] In 1894 a committee on the Boylston Education Fund appeared;[5] in 1899, a committee on widows with children, to give special attention to that aspect of the overseers' work;[6] in 1901 committees on office matters and on hospital matters, the latter of which was merged, in 1905, with the committee on medical affairs.[7] With the passage of chapter 538 of the Acts of 1909, a standing committee on licenses for receiving contributions in public places was established.[8] As a rule committees consisted of three members[9] who were appointed annually by the full board, but they have been frequent and wide variations in membership, particularly since the World War. At one time (1924) there were as many as 22 committees; by 1929, the end of this period, these had been reduced to the more normal figure of 12. Committees can act on important matters only with the approval of the full board.[10]

The most striking of the administrative reforms carried out in 1864 was the adoption of a plan for greater coordination of the activities of the public and the private charities in order that duplication of aid might be prevented. Boston was the pioneer in exploring the possibilities inherent in this form of cooperation and even gave its name to the system.[11] Other cities imitated the Boston system, as it was called, and there even followed a modicum of international recognition.[12] In 1871 there appeared in Macmillan's Magazine (London) an article on "American Experience in the Relief of the Poor", written by the brilliant Englishman, James Bryce.[13] Then 33 years old, he had not yet gained the great fame that was later to be his (The American Commonwealth did not appear until 1888) but he had already written his classic study of the Holy Roman Empire, published in

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1. Ibid., 140, 1899, p. 2.
2. Ibid., 60, 1876, p. 4.
3. Ibid., 81, 1880, p. 28.
4. Ibid., 33, 1892, p. 18.
5. Ibid., 24, 1895, p. 23.
6. Ibid., 26, 1900, p. 19.
7. Ibid., 27, 1902, p. 20; 27, 1906, p. 22.
8. Ibid., 24, 1911, p. 21.
9. Finance Commission, op. cit., XIX, 143.
10. Ibid.
11. City Document, 59, 1874, p. 12.
12. Ibid.
13. The article is reprinted in City Document, 57, 1872, pp. 60-79.

1864.[1] In his survey of relief administration in America, Bryce singled out the "Boston system" for special commendation. Its distinguishing feature, as he saw it, was the intimate connection maintained between the various charitable groups. All that the overseers knew was at the disposal of the Provident Association and other private organizations, and vice versa; consequently, there was little or no danger that two relief agencies should be relieving the same person at the same time.[2] Furthermore, by working closely together, it was possible to make a division of labor, and to turn the efforts of each organization "to the quarter where the need is for the time greatest."[3] The Boston system, Bryce concluded, could be applied to advantage in London and the other great pauper-ridden cities of England and Scotland.[4]

Bryce's flattering analysis of Boston's relief organization was justified, but it overlooked the one characteristic that prevented the coordination from being complete, namely, the administration of indoor relief by an agency other than the overseers. It will be recalled that control over the institutional poor was transferred in 1823 to the directors of the House of Industry, appointed by the city council. Their successors, the directors of public institutions, administer both indoor relief and the city's criminal and insane institutions. In the 1870's such an arrangement was felt by many to be inefficient and illogical. The overseers, it was pointed out, were in a much better position than the directors to know the background of those who, as often happened, were compelled to pass from occasional dependence, i.e., outdoor relief, to permanent institutional relief. Unification of all public relief under one agency was a proposal whose logic it was difficult to counter. Furthermore, there could no longer be the objection to control of institutional relief by the overseers, since the possibility of friction with the city council had disappeared with the abolition of the overseers' autonomy in 1864. However, in spite of repeated recommendations by special investigating committees, in 1876, 1878, and 1880, that Boston be brought in line with the practice of other cities and towns of the Commonwealth, no positive action was ever taken to unify the administration of the two main branches of public relief.[5] Many years later, in 1919, a similar recommendation was again made by a special investigating committee, but again nothing was done and thus the matter has remained.[6]

In the 25 years following the reorganization of 1864, there were very substantial increases in the department's personnel, the number of

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1. Strangely enough, none of the material found in this article was incorporated into his American Commonwealth.
2. City Document, 57, 1872, p. 74.
3. Ibid.
4. Ibid., p. 75.
5. Ibid., 97, 1874, p. 13; 36, 1875; 73, 1876; 36, 1878, p. 16 ff; 144, 1880; 1, 1887.
6. Ibid., 1, 1920, p. 10.

employees more than tripling by 1888. In part the growth was due to the territorial annexation in the decade following the Civil War, necessitating some medical care for the poor of these districts, since the Boston Dispensary, the private institution which gratuitously looked to the needs of the city poor, could not handle the extra burden.[1] Five physicians, one each for Charlestown, Roxbury, West Roxbury, Brighton, and East Boston were listed on the pay roll in 1888.[2] The overseers also maintained special agents for some of these newer regions.[3] The opening of the Temporary Home in a separate building in 1869, the establishment of the woodyard in 1875 and of a grocery store in the winter of 1877-78, and the erection of the Wayfarers' Lodge in 1879 all made for permanent additions to the department's staff. A settlement clerk was added in 1875.

Nevertheless, until the outbreak of the World War there was no proportionate rise in relief expenditures. In part, this may be explained by the fortunate economic condition of the United States in this period. "As a general rule," wrote the overseers in 1871, "no able-bodied person of sound mind is unable to earn a fair living in Massachusetts."[4] When an able-bodied man applied for relief to the overseers of the poor in Boston, all they had to do was "to lead him across the passage to the rooms of the Industrial Aid Society, and his merits will there be at once tested by the offer of work."[5] It is no wonder that the overseers were able to state that Massachusetts had no pauper class "except as the result of intemperance, idleness, or vice in the persons themselves, or their parents."[6]

In a milieu where all able-bodied persons could find work if they wanted it, great caution had to be exercised in relieving distress in order that, in the process, pauperism might not be created. Ever present in the minds of the overseers was the fear that temporary aid might turn into permanent relief.[7] If the poor became accustomed "to rely on help from the rich rather than upon renewed exertions of their own", pauperism would be fostered.[8] Furthermore, granting injudicious aid was unjust to the industrious and prudent who were thereby taxed for the support of the "idle or improvident."[9] These were the fears that impelled the special investigating commission of 1878 to urge that outdoor relief be strictly limited, and that greater use be made of institutional relief.[10] The commission quoted with approval the conclusions of the Quincy committee of 1821 that, of all modes of providing for the poor, the most wasteful and

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1. Ibid., 59, 1874, p. 11.
2. List of City and County Employees, with their Residences and Salaries, etc., p. 31.
3. Ibid.
4. City Document, 57, 1872, p. 50.
5. Bryce, in City Document, 57, 1872, p. 74.
6. City Document, 57, 1872, p. 50.
7. Ibid., 59, 1874, p. 6.
8. Ibid., 73, 1879, p. 10.
9. Ibid., 97, 1874, p. 3.
10. Ibid., 36, 1878.

injurious was that of supply in their own homes, and the most economical was that of providing workhouses or houses of industry.[1] The commission claimed that limiting relief to workhouses diminished the amount of outdoor relief without increasing indoor relief. It forced the applicant either to support himself, or to be provided for by his friends.[2] The commission urged the overseers of the poor to harden their hearts and to be guided by principles similar to those upon which Providence acted in "leaving human beings to suffer the natural consequences of their conduct and course of life."[3] For according to the contemporary credo people without jobs were in difficulties only because of their own lack of industry and thrift.[4] The overseers, it should be noted, disagreed with the recommendations of the special commission.[5]

But it was not only the availability of work and the fear of encouraging pauperism that made the overseers reluctant in granting aid. Their caution was dictated also by an acute philosophical awareness of the beneficent role that suffering and want played in advancing individual and social progress. A passage from their report for the years 1878-79 is worth quoting for the light it throws on this aspect of the social thought of the period:

> The ways of Providence are too beneficent to be misunderstood. Suffering exists from no blind necessity, no inexorable injustice, no want in the Creator of parental affection for His children. It is the appointed stimulus to exertion, keeping under restraint appetite and passion, instilling prudence, developing faculty and character. Want, which prompts individual effort, builds our mills, railroads, and cities, establishes school and church, protects liberty, life, and property by law, develops art and science. It renders possible civilization, embellishes existence, refines the manners, elevates character.[6]

Depressions, such as the depression of 1873, radically altered, however, the altitude of those who held such beliefs. In 1874, for instance, the overseers promised to do everything within their power to "prevent the city of Boston from following the example of other large cities, and by the profuse expenditure of public money educate a large class of its inhabitants to drag out a miserable and aimless career, looking to the public coffers for the means to satisfy their bodily wants."[7]

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1. Ibid., pp. 5, 6.
2. Ibid., p. 5.
3. Ibid., p. 8.
4. Ibid., 57, 1872, p. 50.
5. Ibid., 36, 1878, appendix.
6. Ibid., 73, 1879, p. 10.
7. Ibid., 9, 1874, p. 6.

Whatever changes took place were made grudgingly. Bryce had written in 1871 that outdoor relief was never given to the able-bodied, but the overseer's report for 1876-77 lists among those aided a "large number of working men and women, who have been deprived of earning their living on account of the hard times."[1] The aid given to able-bodied men was not gratuitous. By chapter 70 of the Acts of 1875, the overseers had been empowered to exact from wayfarers seeking bed or board a return in labor.[2] The primary purpose of the legislation was to discourage vagrancy and the "tramp evil", but it was extended shortly thereafter to the city's own settled poor, or order-men as they were called. In instances where the father, husband, or son in a family requiring relief was able to work but could find none, an order for two dollars worth of groceries was given him in return for working two days in the woodyard.[3] This system remained unchanged as late as 1923.[4] The work was not regarded as payment for the relief given but as a test of the sincerity and willingness to work of those aided.[5] The overseers noted that the test was "not always graciously accepted."[6] During the year 1885-86, for example, of 503 men sent to work as a prerequisite for relief, only 400 complied.[7] During the following year, 73 of the 376 men requesting aid refused to work, "demanding assistance as a right, and would not submit to labor as a condition, as they considered it a degradation to work, - a sure criterion of the worthlessness of their claim to aid."[8]

The caution of the overseers is reflected in part by the slowness of growth in outdoor relief expenditures. Although the city's population grew from 250,526 in 1870 to 670,585 in 1910, the disbursements of the overseers increased, during the same period, from $64,912 to $142,131.[9] Population growth was the largest factor in the increase, but many other factors, some of only a temporary nature, also influenced the rise in expenditures. It has already been mentioned that doctors were employed when the Boston Dispensary, a private institution which provided for the older sections of the city, was found to lack the financial resources to permit it to extend its work to the annexed territory.[10] During the last decade of the past century, however, the overseers instituted a policy designed to do away as far as possible with salaried physicians for the sick poor. Provision for the East Boston physician was discontinued in 1891 and arrangements were made whereby the Boston Dispensary was to extend

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1. Ibid., 59, 1877, pp. 3, 4.
2. Ibid., 73, 1879, p. 13.
3. Ibid., p. 14.
4. Ibid., 27, 1906, p. 3; Finance Commission, op. cit., XIX, 151.
5. Ibid., 24, 1894, p. 7.
6. Ibid., 141. 1886, p. 6.
7. Ibid.
8. Ibid., 84, 1887, p. 6.
9. Huse, op. cit., p. 359; City Document. 18, 1923, p. 4.
10. Huse, op. cit., p. 184; City Document. 59, 1874, p. 11.

its work so as to cover that section.[1] Employment of a physician in Roxbury was discontinued in 1897.[2] At the turn of the century the board employed but two resident physicians, one in Jamaica Plain and one in Brighton.[3]

In 1874 the State liberalized its settlement laws, making it easier for people to gain legal settlement and thereby increasing the burden on local communities.[4] In 1875, a year after the legislation was passed, the overseers went so far as to credit the law with being responsible for doubling the number of cases of dependency in Boston.[5] Expenditures for outdoor relief jumped from $86,920 in 1873 to $126,518 in 1874, at which level they remained through 1876. How much of the increase was due to the new settlement law and how much to the depression that started in 1873 and lasted through a good part of the decade, it is impossible to say. With the return of better times, toward the end of the decade, poor costs dropped to $102,000, but only once again, in 1891, did they fall below $100,000.[6]

The depression of 1893 had a similar effect on relief expenditures. There was a sudden increase from $112,544 in 1893 to $135,634 in 1894. They remained at this high level for a few years, then dropped somewhat with the passing of the worst stage of the depression, and leveled off at a post-depression plateau which remained permanently higher than the pre-depression average. After 1893 poor costs were never below $120,000 and usually not under $130,000.[7] During the first decade of the twentieth century expenditures were stable, never advancing beyond $143,000 though there was a relatively large increase from $147,557 in 1911[8] to $178,157 in 1912.[9]

The real turning point, however, and with it the end of the moderate increases that characterize this period, came in 1913 with the passage of the mothers' aid law, so-called, and its operation in the fall of that year. Gross expenditures for 1913, when the law had been in effect for several months, were $235,847.[10] The following year they more than doubled, totaling $504,731.[11] Expenditures continued to rise steadily, though at a slower rate. Almost every year thereafter witnessed an outlay that was the largest in the history of the department up to that time. By 1924 expenditures were $1,575,597, a threefold increase for the decade.[12] In

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1. City Document, 96, 1900.
2. Ibid., 21, 1897, p. 8.
3. Ibid., 26, 1901, p. 15.
4. Huse, op. cit., p. 184.
5. Ibid.
6. Ibid., pp. 358, 359.
7. Ibid.
8. City Document, 18, 1923, p. 4.
9. Ibid.
10. Ibid.
11. Ibid.
12. Annual Report of the Overseers, p. 3, see entry 1.

1929, at the end of this period, the overseers expended $2,625,115,[1] almost 20 times the amount spent 20 years earlier. To realize the magnitude of the increase, it is only necessary to recall that the cost in the 1860's was $70,000, that in 1878 the amount spent was $102,025.[2] and that in 1911 the amount was $147,557.[3]

Chapter 763 of the Acts of 1913 provided that local communities, under State regulation, could give aid to qualified mothers with dependent children so that they might be raised under wholesome family conditions.[4] Before aid could be given, the overseers had to determine where or not the mother was a fit person to bring up her children, that the home environment was such as to make for good character, and that financial aid was necessary to attain that end. To ensure this last condition, the overseers were enjoined to make a careful inquiry concerning the resources of the family, the ability of its members to work, and the existence of relatives able to assist, and were to take all necessary measures to compel those bound to support the family to do so, and to enforce any other legal rights for their benefit. Families aided were to be visited quarterly or oftener by representatives of the overseers.[5]

The law did not bring into the category of those eligible for relief any new group of people, for the overseers had always assisted eligible and needy women with dependent children, and were aiding large numbers of such persons prior to 1913. Nonetheless, the influence of the legislation on departmental expenditures was tremendous. Owing to its insistence on adequate relief, allowances to mothers with dependent children were substantially increased. But the new liberality did not stop here, for it did not prove possible in practice to prevent its effects from seeping into all parts of the relief structure. As the finance commission pointed out in 1923, the distinction was so slight in many cases between those aided under the mothers' aid law and those aided under the general poor laws that it was impossible "for the same board administering both funds not to accord similar treatment."[6] The commission credited chapter 763 with removing the stigma attached to receiving aid from public funds, and blamed it for the "noticeable change" in the attitude of relief recipients.[7] It exemplified a new concept of welfare whose repercussions are still being felt.

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1. Ibid.
2. Huse, op. cit., p. 358.
3. Annual Report of the Overseers, p. 3, see entry 1.
4. Acts, 1913, ch. 763.
5. Finance Commission, op. cit., XIX, 153 ff.
6. Ibid., p. 10. The Finance Commission attributed the rise in expenditures to the increased number of relief cases and the higher cost of living, but maintained that the primary cause was the passage of this law.
7. Finance Commission, op. cit., XIX, 10.

Another factor which helps to explain the large increase in welfare costs during the 1909-29 period was the rise in the cost of living during the World War and post-war years. The purchasing power of the dollar was 91 cents in 1916; in January of 1927 it was but 62 cents.[1] The effect of this decline is indicated by mothers' aid costs for the period. Although there was a substantial decrease in the number of people aided under the mothers' aid law in the decade following 1919, the total money expense for this class rose from $586,341 in 1919 to $716,674 in 1929.[2] The average weekly disbursement per individual practically doubled.[3]

A third factor in creating the rise from an expenditure of $143,407 in 1909 to $2,625,115 in 1929 was the steady rise in dependent relief costs, that is, temporary relief not granted in institutions, under mothers' aid provisions, or under other special categories. In 1920 there were 1,978 cases in this category; in 1922 there were 3,711; and 1929 there were 6,347 cases.[4] Expenditures in this category tripled between 1922 and 1929. The significance of this rise can be better understood when it is compared with expenditures for mothers' aid during the same period, where, as has been stated, there was a great drop in the number of families aided during this period. The following charts make the comparison clear:

	Dependent Aid		Mothers' Aid	
	Cases Aided	Expenditures	Cases Aided	Expenditures
1920	1978	$242,066	1514	$637,016
1922	3711	$554,299	1434	$748,726
1929	6347	$1,769,041	975	$716,674

Mothers' aid costs, which were substantially larger than those for dependent aid, were overtaken by the latter in 1924. This increase in dependent aid costs can be explained only in part by referring to the higher cost of living, for, as the table shows, the number of people seeking aid more than tripled from 1920 to 1929. Similar increases in expenditures for the Temporary House and the Wayfarers' Lodge have been pointed out previously. When it is remembered that these increases took place during the golden decade of American prosperity, there emerges an apparent contradiction, indicating that the "body social" was not as healthy as the optimists of the time assumed.

To complete the picture of the period before 1929, it should be added that in 1909 the overseers were given the statutory power to grant licenses to those desiring to solicit contributions of money, food, clothing, or other articles in the public streets of the city.[5] Despite the opinion of the private charitable societies that such a law was unwise, the overseers

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1. City Document 1, 1927, p. 26.
2. Ibid., 21, 1920, p. 3; 23, 1930, p. 3.
3. Ibid., 1, 1927, p. 26.
4. Ibid., 18, 1921, p. 3; 18, 1923, p. 4; 23, 1930, p. 4.
5. Acts, 1909, ch. 538.

felt that in certain carefully selected cases, and under proper safeguard, licenses should be issued, and they accepted the responsibility.[1] The licensing power of the overseers was extended by general statute in 1916 authorizing them to grant any organization engaged exclusively in charitable work a special permit to sell for charitable purposes such things as flags, badges, medals, buttons, flowers, souvenirs, and similar small articles in the streets of the city.[2] The overseers are still the responsible agents for issuing licenses under this Tax Day Law, so-called.

The period since 1929 has been characterized by further tremendous increases in relief expenditures. A minor but growing part of the expenditures has been made necessary by the passage in 1930 of the Old Age Assistance Act. Section 1 of this act declared that "Adequate assistance to deserving citizens in need of relief and support seventy years of age or over who shall have resided in the Commonwealth not less than twenty years immediately preceding arrival at such age . . . shall be granted under the supervision of the department" of public welfare. Each town and city board of public welfare was instructed to establish a division designated as the bureau of old age assistance, one-third of whose payments were to be reimbursed by the Commonwealth. Section 1 of the act became effective July 1, 1931.[3] The amount expended under the provisions of this act was $1,193,497 in 1933, $1,298,104 in 1934,[4] $3,505,612 in 1937, and $4,275,043 in 1938.[5]

Under the stimulus of Federal assistance, the provisions of this act were broadened in 1936 to include persons 65 years of age or over, who had resided in the Commonwealth not less than 5 years of the 9 immediately preceding the date of application for such assistance; and the minimum amount set was $30 a month per person, or $50 to eligible married couples.[6] The amount of state reimbursement was also increased.[7] In Boston there have been established two offices for granting old age assistance, one in the South End, the other in Roxbury. The number of cases aided on December 31, 1938 was 12,712, an increase of 1,706 during the year.[8]

But the major cause of the rise in relief expenditures was, of course, the magnitude of the depression which began in 1929. Whereas in 1928 relief expenditures constituted 6 percent of the operating budget of the City of Boston, in 1934 they constituted no less than 35 percent, involving a $6 increase in the tax rate.[9] During the 6 predepression years from 1923 through 1928, relief expenditures rose from $1,255,000 to $2,195,000

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1. City Document 24, 1910, p. 9.
2. Acts, 1916, ch. 188.
3. Acts, 1930, ch. 402
4. City Document 23, 1935, p. 38.
5. Annual Report of the Overseers, 1939, p. 2, see entry 1.
6. Acts, 1936, ch. 436, sec. 1.
7. Ibid., sec. 3.
8. Annual Report of the Overseers, 1939, p. 2, see entry 1.
9. City Document 1, 1935, p. 3.

The average number of families aided during this period was 5,571. On the other hand, during the six depression years from 1929 through 1934, expenditures rose from $2,480,382 to $12,455,000. The average number of families aided increased from 7,467 to a peak of 45,777 in 1933.[1] The 1938 expenditures were slightly less than $12,000,000; 52,463 families were aided.[2] The figures since 1934 do not, however, picture accurately the growth of general relief expenditures in Boston, for Federal expenditures allotted under such agencies as the ERA, the FERA, and now the WPA would greatly increase the total, not to mention assistance provided by the Federal commodity stations and the NYA.

The following chart presents the significant figures for three typical depression years, 1929, 1934 and 1938.

	1929[3]	1934[4]	1938[5]
Total expenditures	$2,635,000	$12,445,261	$11,910,385
No. of families assisted	7,463	43,672	52,463
Expenditures for mothers' aid[6]	716,674	1,190,700	2,059,982
Expenditures for dependent aid	1,769,041	9,972,818	5,595,573
Old Age Assistance expenditures		1,291,743	4,275,043
No. of O.O.A. cases aided		3,857	12,712

Another phenomenon indicated by these figures is the remarkable decline in expenditures for dependent aid. Since 1934 there has been a shrinkage of almost four million dollars in annual expenditures under this classification. Again, it is reasonable to suppose that Federal relief, particularly the WPA, has been the major cause in creating this shrinkage.

Further evidence of the effect of WPA upon city relief is contained in the following charts of the Wayfarers' Lodge and the Temporary Home. The number of persons compelled to resort to the lodge more than doubled in the 5-year period prior to the large-scale introduction of Federal relief assistance. Thereafter, the number of lodgers and expenditures, both for the Lodge and the Home, perceptibly diminished.

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1. Ibid., 23, 1935, p. 40.
2. Annual Report of the Overseers, 1939, p. 3, see entry 1.
3. City Document 23, 1930, passim.
4. Ibid., 1935, pp. 36-38.
5. Annual Report of the Overseers, 1939, pp. 1-3, see entry 1.
6. Now known as "aid to dependent children."

Wayfarers' Lodge	1929[1]	1934[2]	1938[3]
No. of individual lodgers	7,267	17,803	15,138
Expenditures for lodge	$20,383	$21,144	$16,116
City Temporary Home			
No. of women lodged	4,086	618	640
No. of children lodged	3,123	314	445
Expenditures for home	$12,084	$12,421	$10,178

A final result of the depression and the resultant influx of applicants to the relief building on Hawkins Street was the establishment in 1934 of seven neighborhood offices. By July 1935 there were no less than 14 branch offices in operation.[4] During the same period, 250 persons were added to the staff, and the department was put under civil-service.[5] At present (1941) there are 10 district offices which give dependent aid. Two additional offices give only old age assistance, and the central office remains as the chief administrative building.

1. City Document 23, 1930, pp. 6, 7, 11.
2. Ibid., 23, 1935, pp. 6, 41, 42.
3. Annual Report of the Overseers, 1939, pp. 4, 5, see entry 1.
4. City Document 23, 1935, p. 4.
5. Ibid., p. 14.

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OVERSEERS OF THE PUBLIC WELFARE

Except where otherwise noted, all records are in the Storehouse. In addition to the following records, see entry 485-ii for votes at overseers' meetings 1932--; entry 493 for record of departmental appropriations and expenditures 1937--.

Minutes and Reports

1. ANNUAL REPORT OF OVERSEERS OF PUBLIC WELFARE, 1865-1931, 1935-39. 72 vols. Title varies slightly.

Contains:

i. Associations having offices in Charity Building, list of, 1872-89, 1891-1914.

ii. BCH cases, statistics on, 1904-30, 1935-39: Number of admissions to each department of hospital, number of cases on which State or outside municipality was notified for reimbursement; number of medical histories taken, visits made by social workers; amount, source of reimbursement; amount of savings to the city.

iii. Expenditures: Amount, purpose of payment. Includes: 1865, amount of each type of expenditure for each ward; 1868, 1872-1931, 1935, summary of income and expenditures; 1871-1931, 1935, classification of expenditures by account; 1894, list of expenditures for past 14 years; 1904-27, certification of accounts by certified public accountant or auditor; 1904-17, 1923-31, 1935, table showing net cost of the department, cost of emergency aid given to poor, amount of payments to other municipalities, number of families aided, population of city for past 20 years; 1914-21, table showing amount of departmental expenditures for past and present year; 1935, chart showing proportional expenditures of each division of department, graph showing amount of total cost of aid 1923-34; 1936-39, list of expenditures.

iv. Lodgers of Wayfarers' Lodge, statistics on, 1869-1931, 1935: Total number of meals served, persons given lodging. Includes: 1869-89, number of foreign, American lodgers; 1874-90, numbers of residents and nonresidents receiving meals; 1885-1931, number of lodgers from each foreign country; 1900, table showing age group, social and physical conditions, lodgers' desire for work; 1904-31, 1935, monthly totals of lodgings and individual lodgers; 1907, number of persons of each age given lodging; 1910-31, 1935, average monthly total lodgings per individual for past and present years; 1935, name of superintendent, date of establishment of lodge.

v. MA and ADC, statistics concerning, 1914-31, 1935: Number of new and discontinued cases, total number of cases, amount of total expenditures of the division; average number of persons in family, children under 14 years, under 16 years of age.

[1] Overseers of the Public Welfare-
Minutes and Reports

ANNUAL REPORT OF OVERSEERS OF PUBLIC WELFARE

v. MA and ADC, statistics concerning, 1914-31, 1935: (Cont'd) Includes, 1919-31, table showing number of dependencies due to each designated cause, percentage of each cause; 1925, table of 200 cases showing attendant circumstances, amount of aid granted, and reason for continuance.

vi. Organization of the department and record of appointments, 1870-1931, 1935: Names of members of welfare board, dates of expiration of terms, names of members of committees or agents appointed by board, titles of committees or positions. Includes: 1870-78, places, dates of board meetings; 1871-1914, 1918, 1923-31, 1935, names of members of board of overseers since reorganization in 1864, date of first selection of overseers of poor; 1935, detailed account of reorganization of the department in 1922 and 1935.

vii. Receipts: Amount of cash on hand; amount, source of income.

viii. Schedule of property and commodities under charge of the board, 1891-1914: Description of building; type, quantity of commodities on hand.

ix. Statistics on cases: Total numbers of families and persons aided during past and current years; number of outside-aid cases, visits made to homes by social workers; total cases since 1864, total cases for each settlement classification. Includes: 1866, number of outside residents receiving military aid from the city; 1868-71, number of persons receiving home relief; 1873, number of persons from 1 to 12 years of age in each family receiving aid, number of recipients since 1864 classified by country of birth, number of state paupers suffering from various diseases; 1873, 1877, table showing age group of applicants; 1874-1931, 1935, number of families receiving aid monthly for past two years; 1876, number of outside aid cases; 1877, number of persons receiving aid for designated lengths of time and for first time; 1877-1900, table showing cause of first aid; 1877-1902, table showing name and population of each district, number of families aided and cost thereof; 1884, number of recipients whose relatives also receive aid, reason for discontinuance of cases; 1918, number of each type of cases aided and percentage of each type; 1935, graph showing number of families aided annually 1923-34.

x. Tag-day license record, 1910-31, 1935-39: Number of licenses to solicit funds on streets, issued and refused; reference to authorizing legislative act.

xi. Temporary home for women and children, statistics on, 1869-1931, 1935-39: Number of women and children admitted present and past year, number of meals served to inmates and others. Includes: 1869-1931, case histories of inmates; 1869-89, number of foreigners, Americans admitted; 1869-1931 (intermittently), name of referral agent or other informant; number of children placed for adoption, born to inmates after admission; 1893, table classifying inmates showing age, nationality, and

Overseers of the Public Welfare - Minutes and Reports [1-3]

ANNUAL REPORT OF OVERSEERS OF PUBLIC WELFARE

xi. Temporary home for women and children, statistics on (Cont'd) occupation, number having illegitimate children, number of re-admitted cases (with dates of previous admissions); 1900, list of domestic jobs obtained for inmates; 1906-31, 1935, monthly total admissions of women and children, average number of admissions per individual.

xii. Trust funds, statistics concerning, 1866-1931, 1935-39: Names of funds, securities in which invested; amount of each fund, all funds; amount, source or purpose of income or expenditure. 1870-1915, 1921-31, 1935, includes origin, purpose, conditions of each fund.

xiii. Work tests, results of, 1894-1916: Value of work allotted recipients for aid received; statistics for past 4 years showing number of men working for aid, allotted work but not reporting; number of days work performed by those reporting.

Includes appendix, 1869-72, 1874-95, 1900, showing statistics, correspondence, and special reports concerning the functioning of the department and other charities in the city; also includes, intermittently, narrative account of matters concerning expenditures, income, organization, legislation, disease control, trust funds, and other departmental activities. No obvious arr. Ptd. Aver. 30 pp. 9 x 5½ x ¼. Statistics dept., rm. 2, seventh fl., C. H. (In City Document Series.)

2. RECORDS OF THE BOARD, Apr. 1864--. 11 vols.

Minutes of meetings of the OPW concerning administration of department; date of meeting, names of members present. Arr. chron. by date of meeting. No index. Hdw. 380 pp. 11 x 8½ x 2. 5 vols., Apr. 1864-Dec. 1916, steel cabinet, strm., bsmt.; 6 vols., Jan. 1917--, closet, business manager's off.; OPW Main Bldg.

3. RECORD OF COMMITTEE ON DESERTED WIVES - JANITOR'S WEEKLY REPORTS, Aug.-Oct. 1892, June 1909-Mar. 1912. 1 vol. (dated).

Contains:

i. Minutes of meetings (copies) of the overseers' committee on deserted wives, June 1909-Mar. 1912: Date of meeting, names of committee members present, record of votes taken; names, case numbers of deserted wives; names of children; recommendations.

ii. Weekly reports of janitors of the welfare building, Aug.-Oct. 1892: Date of report, daily description of services rendered, signature of janitor.

Arr. chron. by date of meeting or report. No index. Minutes hdw.; reports hdw. on ptd. form. 75 pp. 15 x 10 x 1. Rm. 1, second fl.

Case Records

4. (Record of) APPLICANTS FOR AID - OVERSEERS OF THE PUBLIC WELFARE, 1864--. 12 vols. (1 vol., 1864-75, labeled by contained case nos., numbered 1; 1 vol., 1876-94, labeled by contained case nos., dated; 10 vols., 1894--, 1-10). Title varies slightly.

Name, address, case number, settlement, type of aid of recipient; name of visitor. 1864-94 includes date of application. Arr. num. by case no. No index. Hdw. 100 pp. 16½ x 11 x 1. 2 vols., 1864-94, photostat rm.; 10 vols., 1894--, record rm., second fl.; OPW Main Bldg.

5. AUTHORIZATIONS, Oct. 1933--. 105 corrg. ctns., 8 f.d. (62 ctns., Oct. 1933-Mar. 1937, labeled by contained letters of alphabet; 43 ctns., Dec. 1936-May 1939, 8 f.d. 1938--, dated). Title varies: White Fanfolds, Oct. 1933-Dec. 1938, 97 ctns.; Fanfold Addressograph Checks Mailed, Dec. 1936-May 1937, 1 ctn.; Fanfold Addressograph Regular Check Delivery, Dec. 1936-May 1937, 1 ctn.; Active File Fanfolds, Jan. 1937-May 1939, 6 ctns.

Notices (fanfolds) to start, increase, decrease, or stop aid prepared from information submitted by paying division, copies sent to district-office supervisors, state department, and settlement division, showing date new aid started, case reopened, aid stopped; dates and amounts of aid increases, decreases; name, case number, new and old addresses, type of aid of recipient; method of payment; date, cause, amount of first week's aid; date, place of future payment; place of work assignment (if any), number of days recipient must work; number of order, communication; initials of fanfold section supervisor. 70 ctns., Oct. 1933-May 1939, arr. alph. by name of recipient and thereunder chron. by date of notice; 8 f.d., Jan. 1938--, arr. chron. by date of notice. No index. Typed on ptd. form. Ctns. 7 x 13 x 14½; f.d. 5½ x 13½ x 27. 105 ctns., Oct. 1933-May 1939, sec. BB, rm. on first fl.; 8 f.d., Jan. 1938--, record rm., OPW Main Bldg.

6. (CARD RECORD OF AID GIVEN RECIPIENTS), 1938--. 10 f.d. (labeled by contained letters of alphabet).

Name, address, case number, type of aid of recipient; dates, amounts of first and last aid grants. Arr. alph. by name of recipient. No index. Typed. 4½ x 17½ x 28½. Cabinet, record rm., OPW Main Bldg.

7. (CASE HISTORIES TRANSFERRED), 1938--. 12 crdbd. f.d., 9 steel f.d. (labeled by contained case nos.). System estab. 1938.

Card record of transfer of complete and partial case records to district offices: Name, case number of recipient; dates of transfer and return of records; name of district office, signature of visitor. Arr. num. by recipient's case no. No index. Hdw. and typed. Crdbd. f.d. 5 x 6½ x 12; steel f.d. 4 x 12½ x 27½. Record rm., OPW Main Bldg.

8. B.C.H. ADMISSIONS, 1934--. 1 f.d. Prior records destroyed.

Lists submitted periodically by BCH concerning all persons admitted for free care: Name, address of patient; date of entrance, discharge, death

(where applicable); nature of ailment, cause of death, date of list. Arr. chron. by date of list. No index. Mimeographed. 11 x 16½ x 26. Record rm., OPW Main Bldg.

9. STATE TEMPORARY AID - OVERSEERS OF THE PUBLIC WELFARE, 1900-1927. 4 vols. (1 vol., 1900-1916, unlabeled; 3 vols., 1902-27, 3-5, dated). Title varies slightly.

Record of persons aided, costs charged to state department because of settlement status: Name, case number, residence of recipient; dates of aid. 1900-1916 includes number of persons in recipient's family, occasional indication of cessation of aid. 1902-27 includes amount, description of aid; annual total aid granted each recipient. Arr. alph. by name of recipient. No index. Hdw. on ptd. form. Cover and binding poor. 200 to 300 pp. 11 x 8½ x 1 to 11 x 15½ x 1½. 1 vol., 1900-1916, rm. 1, second fl., Storehouse; 2 vols., 1902-27, strm., OPW Main Bldg.

10. LISTS OF (Welfare) APPLICANTS, Jan.-Oct. 1935. 1 corrg. ctn. Name, address, date and place of birth of applicant; name, date and place of birth of spouse; names of spouse's parents, applicant's children; name of visitor; date of application, list. Arr. chron. by date of list and thereunder chron. by date of application. No index. Mimeographed. 7 x 13 x 14½. Rm. 1, third fl.

11. (CLOSED CASE HISTORIES), approx. 1860--. 696 f.d., 80 corrg. ctns. (696 f.d., 76 ctns., 1860--, labeled by contained case nos.; 4 ctns., 1931-34, unlabeled).

Case folders containing any of the following papers applicable to recipient:

i. Application and first interview for OAA, 1931--: For description, see entry 346. Includes date and cause of rejection, withdrawal or closing.

ii. Application for DA, copies of which are kept in district offices: For description, see entry 111-i. Includes: 1860-1919, number in family; ages of husband and wife, amount and place husband or wife taxed, date and place of death of spouse, residences of children, dates of social worker's visits, amount of assistance from other sources; 1860-1900, military history of recipient, ability of relatives to assist, prior record of aid, name of former spouse; 1900-1919, amount of weekly income, rental; reasons for unemployment, employment efforts; description, amount of debts; school grades of children, wages of employed children, names of employers. Also includes date and cause of rejection, withdrawal, or closing

iii. Application for MA or ADC, copies of which are kept in district offices, 1913--: For description, see entry 100-ii. 1913-19 includes number in family, ages of husband and spouse; amount, place husband or wife taxed; citizenship status of recipient; names, dates and places of births and deaths of parents and grandparents; occupations, residences, marital statuses of children; amount of assistance from other sources; weekly income, rental; reasons for unemployment, employment efforts; description,

(CLOSED CASE HISTORIES)

iii. Application for MA or ADC (Cont'd)
amount of installation debt; school grades of children, wages of employed children, names of their employers, name of visitor, date of affidavit; signature of applicant, witness. Includes date and cause of rejection, withdrawal, or closing.

iv. Authorizations (copies) for aid, 1935--: For description, see entry 5.

v. Case histories of dependent children, 1935--: For description, see entry 100-iii.

vi. Correspondence with employers, landlords, and neighbors of recipient; with churches, hospitals, state department relative to prior aid to recipient; with outside welfare departments concerning settlement of recipient. For letters not allocated to case folders 1923, see entry 52.

vii. Instructions (copies) to paying division from district offices and social worker in charge of trust funds, to start aid on new and reopened cases or adjust aid allotment on active cases, 1935--: For description, see entry 111-v.

viii. Instructions (copies) to paying division from district offices and social worker in charge of trust funds to stop or decrease aid of recipient, 1935--: For description, see entry 111-vi.

ix. Medical history of parents in ADC cases, 1935--: For description, see entry 100-iv.

x. Photostat record of aid rendered recipient submitted by social service index, 1936--: For description, see entry 111-ix.

xi. Recommendation for transfer of DA case to ADC, copies of which are kept in district offices, 1936--: For description, see entry 111-xi.

xii. Recommendation for transfers of DA cases to OAA, copies of which are kept in district offices, 1936--: For description, see entry 111-x.

xiii. Report of insurance division concerning recipient's insurance policies, 1934--: For description, see entry 461-ii.

xiv. Record of recipient's account as reported by bank, 1937--: For description, see entry 470-i. For bank division's card record of recipient's account, see entry 472.

xv. Record of sources of income of reopened cases, copies of which are kept in all district offices, approx. 1928--: For description, see entry 111-xiii.

xvi. Report of admission of recipient to Pondville Hospital submitted by the state board of health, copies of which are kept in district offices, 1927--: For description, see entry 111-xvi.

xvii. Report by BCH on original request for examination of recipient, 1935--: For description, see entry 474.

xviii. Report of burial of recipient, 1937--: For description, see entry 428.

xix. Report of nonsupport and desertion (DA cases only), copies of which are kept in district offices, undated: For description, see entry 111-xv.

xx. Report of postal savings department concerning recipient's savings, 1937--: For description, see entry 470-ii. For bank division's card record of recipients, see entry 472.

Overseers of the Public Welfare - Case Records [11-12]

(CLOSED CASE HISTORIES)

xxi. Report of real estate division's consultant to social worker concerning recipient's holdings, copies of which are kept in district offices, 1933--: For description, see entry 111-xvii.

xxii. Report of wages by recipient's former employer, copies of which are kept in all district offices, approx. 1930--: For description, see entry 111-xx.

xxiii. Reregistration questionnaire filled out by recipient, copies of which are kept in district offices, 1936--: For description, see entry 111-xxii.

xxiv. Settlement fanfolds (copies), notices showing determined settlement of recipient, 1936--: For description, see entry 503.

xxv. Social service index slips (copies) concerning applicant's prior aid records, other copies kept by district offices, 1936--: For description, see entry 111-xxi.

xxvi. Social worker's recommendation to supervisor concerning adjustment of recipient's budget, special treatment, or closer supervision of case, approx. 1934--.

xxvii. Social worker's card record of aid given recipient, submitted by all district offices, 1935--: For description, see entry 111-xxiv.

xxviii. Social worker's case summary to establish family budget, copies of which are kept in district offices, approx. 1930--: For description, see entry 111-xxv.

xxix. Social worker's report of home visits, copies of which are kept in district offices: For description, see entry 109-ix.

xxx. Social worker's report of interview with applicant for ADC, copies of which are kept in district offices: For description, see entry 111-xxvi.

xxxi. Social worker's report of interview with applicant for DA, copies of which are kept in district offices: For description, see entry 111-xxvii.

xxxii. Social worker's report of interview with applicant for OAA, 1931--: For description, see entry 350-xxviii.

Includes attestations of births, deaths, marriages, naturalization, and employment. 696 f.d., 76 ctns., 1860--, arr. num. by case no.; 4 ctns., 1931-34, arr. alph. by name of recipient. No index. Various types of recording. F.D. 11½ x 5½ x 18 to 11½ x 13½ x 28; ctns. 6½ x 13 x 14½. 600 f.d., 76 ctns., 1860--, record rm., 96 f.d., 1860--, bsmt. hallway, OPW Main Bldg.; 4 ctns., 1931-34, rm. on first fl.

12. (REJECTED OR WITHDRAWN APPLICATIONS), 1860--. 81 f.d., 25 crdbd. ctns. (81 f.d., 1860--, labeled Abolan - Kellan; 25 ctns., 1860--, unlabeled).

Case folders containing applications for ADC, DA, or OAA, showing same information as in entries 100-ii, 111-i, 346 respectively. Also contains:

i. Correspondence, 1860--: For description, see entry 11-vi.

ii. Request to social service index bureau for recipient's aid record, 1936--: For description, see entry 111-xxi.

iii. Social service index photostat record of aid rendered applicant: For description, see entry 111-ix.

Arr. alph. by name of applicant. No index. i, typed; applications, ii, typed on ptd. form; iii, photostat. F.d. 11½ x 14 x 28; ctns. 7 x 13 x 14½. Record rm., OPW Main Bldg.

13. GENERAL REGISTER - OVERSEERS OF THE POOR, 1864-1902. 15 vols. (1-15).

Record of applicants for aid, giving the following information relative to:

i. Ancestors: Name, address, age, date and place of birth, settlement status, date of and age at death (where applicable).

ii. Applicant: Name, case number, color, sex, age, date and place of birth, prior and present addresses, occupations, naturalization, tax payment record, settlement status, naval or military service, mental condition, resources; date, manner of arrival in city, in state; period, amount, type, place of aid; reason for granting, refusing aid; date of application.

iii. Descendants: Name, address, age, occupation, naturalization, resources of each; name, address of spouse; date of marriage.

iv. Spouse: Name, address, settlement status, present and prior occupations, age, date and place of birth, date and place of marriage, date of and age at death (where applicable).

Arr. chron. by date of application and thereunder num. by case no. For index, see entry 14. Hdw. on ptd. form. 528 pp. 20 x 15 x 2½. Photostat rm., OPW Main Bldg.

14. INDEX REGISTER, 1864-1902. 7 vols. (3 vols., undated, labeled by contained letters of alphabet; 4 vols., 1864-1902, unlabeled). Index to General Register - Overseers of the Poor, entry 13. Name of applicant, spouse; case and volume reference. Arr. alph. by name of applicant. Hdw. under ptd. head. 476 pp. 15½ x 12 x 2½. 3 vols., undated, rack, rm. 2, second fl.; 4 vols., 1864-1902, photostat rm., OPW Main Bldg.

15. WELFARE APPLICATIONS, 1872-1911. 2 corrg. ctns. (marked "prior to 1900").

Contains:

i. Applications for DA, not allocated to case folders: For description, see entry 111-i.

ii. Applications for assistance after the fire of November 9, 1872, 1872-74: Date, number of application; name, residence, occupation, marital status of applicant; ages, number of children; nature of damage to residence, name and address of employer at time of fire, present means of support, list of items needed, statement as to employer's willingness to rehire applicant; amount, description of aid granted; signature of applicant; recommendations, signature of visitor.

iii. Visitors' periodic reports to committee of investigation and relief: Names, addresses, case numbers, ages of recipients; amounts, descriptions of aid grants; number of cases handled, visits made on each case; date, period of report; remarks, signature of visitor.

No obvious arr. No index. Hdw. on ptd. form. 7 x 13 x 14½. Rear bins, rm. on first fl.

Overseers of the Public Welfare - [16-18]
Case Records

16. (Card Record of Closed) CASES AT RECORD ROOM, 1900-1936. 82 ctns., 42 f.d., 5 wooden f.b., 6 metal f.b. Title varies: Current Record, 1900-1928, 34 ctns., 5 wooden f.b., 5 metal f.b.; Visible Index, Oct. 1926-35, 48 ctns.
Name, case number, sex, color, occupation, place and date of birth, marital and settlement statuses, address record of recipient; number of rooms and floors occupied, rental paid; place and date of birth of spouse, father, mother, each child; names of children; cause, date of first aid; amount of outside income. Includes: 1900-1928, type of aid, financial assistance from relatives, employment record showing wages from present and former occupations, institution record, ability of relatives to help recipient; physical, mental status of recipient; dates of entrances to Boston and State, number of years settled in each; dates, places of residences outside of Boston; date, place of residence in Boston of spouse; amount of real estate held by recipient and ancestors, showing taxes paid; education, habits, date and place of marriage of recipient; place and date of death of recipient, spouse; occupations, marital statuses of children; 1926-35, year of settlement report, description of supplementary aid, name of referral agent or private individual; 1926-36, date of closing of case; amount of first aid, last aid; 1935-36, citizenship status of husband, wife; names, dates of visits, remarks of social workers; place and cause of death of husband, wife. 34 ctns., 5 wooden f.b., 5 metal f.b., 1900-1928, arr. num. by case no. of recipient; 48 ctns., 42 f.d., 1 metal f.b., Oct. 1926-36, arr. alph. by name of recipient. No index. 34 ctns., 5 wooden f.b., 5 metal f.b., 1900-1928, hdw. on ptd. form; 48 ctns., 42 f. d., 1 metal f.b., Oct. 1926-36, typed on ptd. form. Ctns. 7½ x 13 x 14½; f.d. 1 x 9½ x 23; wooden f.b. 7½ x 9 x 16; metal f.b. 4½ x 8½ x 15½ to 7½ x 9 x 16. 82 ctns., 5 metal f.b., 5 wooden f.b., 1900-1935, third fl.; 42 f.d., 1 metal f.b., 1935-36, rm. on first fl.

17. (AID GRANTED OR REFUSED), Feb. 1862-Jan. 1868. 1 vol.
Name, age, settlement of applicant; cause of aid; amounts granted for groceries, fuel, clothing; reason for denial (where applicable), date of application. Arr. chron. by date of application. No index. Hdw. 200 pp. 15½ x 10 x 1½. Rack, rm. 2, second fl.

Authorizations and Orders
(See also entries 5, 53-i)

18. PRESCRIPTION RELEASES, 1936--. 1 f.d., 1 f.b. (dated).
Duplicates of prescription authorizations given to recipients, to take to doctors, druggists, or merchants for special needs (dental work, glasses, medical appliances, or medicine): Name, address, type of aid, case number of recipient; authorization date, number; name of district, visitor; signature of prescription clerk releasing order, nature of prescription, amount allowed; name of merchant, doctor, or druggist. Arr. by name of commodity and thereunder alph. by name of recipient. No index. Typed on ptd. form. F.d. 6 x 16 x 28; f.b. 6 x 7 x 12. Prescription rm., OPW Main Bldg.

For paid prescription orders kept by bookkeeping division, see entry 640-i.

19. DRUG PRESCRIPTIONS, Jan. 1935-Apr. 1936. 1 ctn.
Copies of prescription authorizations, originals given to recipients to take to druggists: Name, address, type of aid, case number of recipient; date, number of authorization; nature of prescription; printed name of executive director, signature of visitor. Reverse side shows rubber stamped date of payment and notation "correct". Arr. alph. by name of recipient. No index. Hdw. on ptd. form. 7 x 13 x 14½. Sec. MM, rm. on first fl.

For paid prescription orders kept by bookkeeping division, see entry 640.

20. GROCERY ORDERS AND MEAL BOOKS, 1937--. 1 notebook. System estab. 1937.
Record of grocery orders and meal books sent to district offices for use by recipients: Number of grocery order, meal book; date of issue, name of district office. Includes record of cod liver oil allotments showing date, amount of allotment. Arr. chron. by date of issue. No index. Hdw. 35 pp. 3½ x 5 x 1. Prescription rm., OPW Main Bldg.

21. GROCERY BLANK ORDERS, 1937--. 1 notebook. System estab. 1937.
Record of grocery orders charged to social workers on duty for Saturday emergencies: Number of orders, date of charge, name of social worker. Arr. chron. by date of charge. No index. Typed. 35 pp. 5½ x 3½ x 1. Prescription rm., OPW Main Bldg.

22. (RECEIPTS FOR GROCERY ORDERS, MEAL TICKETS, AND COD LIVER OIL ALLOTMENTS), 1937--. 1 f b System estab. 1937
Acknowledgments by district office officials of receipt of orders and allotments: Date of receipt, number of forms or containers received, signature of receiving official. Arr. chron. by date of receipt. No index. Hdw. on ptd. form. 4 x 6 x 12. Prescription rm., OPW Main Bldg.

23. GROCERIES & COAL ORDER BOOK, Nov. 1911-Apr. 1912. 4 vols. (1 vol., Nov. 1911-Apr. 1912, dated; 3 vols., Nov. 11-Apr. 1912, unlabeled). Title varies: Winter, Nov. 1911-Apr. 1912, 1 vol.
Record of coal and grocery orders given recipients: Name, address, case number of recipient; amounts, dates of deliveries. Arr. alph. by name of recipient. No index. Hdw. under ptd. head. 2 vols., binding and covers missing. 100 pp. 8 x 10 x 1. Rm. 2, third fl.

For paid orders kept by bookkeeping division, see entry 598-i.

24. GROCERIES - VOTED CITY CASES, May-Nov. 1902, May-Oct. 1904, May-Oct. 1906, May-Oct. 1907. 4 vols. (3 vols., 1902, 1904, 1906, dated; 1 vol., 1907, unlabeled). No title, May-Oct. 1907, 1 vol.
Record of grocery orders given recipients upon vote of the OPW: Name, residence, case number of recipient; amount of groceries, date of delivery, extension of aid period, indication of cessation of delivery or withdrawal of request by recipient. Arr. alph. by name of recipient. No index. Hdw. on ptd. form. 1 vol., 1907, binding and covers missing. 100 pp. 8½ x 7 x 1. Rm. 2, third fl.

For paid orders kept by bookkeeping division, see entry 598-i.

Overseers of the Public Welfare - Authorizations and Orders [25-31]

25. (RECORD OF FOOD ORDERS GRANTED STATE AID FAMILIES), Apr. 1863-Feb. 1864. 1 vol.
Name of recipient; date, amount of grant. Arr. chron. by date of grant. No index. Hdw. 50 pp. 7½ x 5 x ½. Rm. 2, third fl.

26. COAL (Orders), Dec. 1922-July 1928. 1 vol. (10).
Contains:
i. Stubs of coal orders given to recipients: Date, number, amount of order; name, address of recipient; name of dealer, rubber stamped name of welfare fund chargeable.
ii. Unfilled orders for coal for recipients, returned because of wrong address or requests for cancelation: Name, address of recipient; number, date, amount of order; name of fuel fund chargeable, initials of secretary of overseers.
Arr. chron. by date of order. No index. Hdw. on ptd. form. 250 pp. 11 x 9 x 2. Rm. 2, third fl.

27. (VISITORS' FUEL AUTHORIZATIONS), Sept. 1932-Apr. 1933. 2 ctns. (dated).
Periodic list of authorizations for fuel for recipients: Name, address, type of aid of recipient; head social worker's initials. Includes intermittently case number. Arr. alph. by name of recipient. No index. Typed. 7 x 13 x 14½. Rm. 2, third fl.
For visitors' requests to paying division for check allowances 1932-35, see entry 568.

28. FUEL ORDERS, Oct.-Nov. 1935. 1 ctn. (dated).
Copies of orders given to recipients to present to fuel dealers: Date of fuel order; name, address, case number, type of aid of recipient; signature of district office supervisor, social worker. Arr. alph. by name of recipient. No index. Hdw. and typed on ptd. form. 7 x 13 x 14½. Sec. DD, rm. on first fl.

29. LISTING OF FUEL ORDER NUMBERS, Dec. 1931. 1 ctn.
Record of filled authorizations: Name, address, type of aid, case number (occasionally) of fuel recipient; date, number of order; name of coal firm. Arr. num. by order no. No index. Typed. 7 x 13 x 14½. Rm. 2, third fl.

30. (RECORD OF WOOD AND FUEL DELIVERIES TO NEEDY PERSONS), Apr. 1846-Dec. 1859. 1 vol.
Name of recipient; date, quantity, description of delivery; indication of recharge to outside municipality or state department, if recipient has no Boston settlement. Arr. alph. by name of recipient. No index. Hdw. Binding and covers missing. 125 pp. 8 x 7 x 1. Rm. 1, second fl.

31. ROXBURY FIRE - SUPPLIES FURNISHED, May 16-June 2, 1894. 1 ctn. (94).
Contains:
i. Card record of persons receiving provisions after loss of homes and furnishings in the Roxbury fire of 1894: Name, old and new addresses, earnings (occasionally) of recipient; number, ages of persons in recipient's family; amount of loss sustained;

ROXBURY FIRE - SUPPLIES FURNISHED

i. Card record of persons receiving provisions, etc. (Cont'd) quantity, description of articles supplied; date of receipt of supplies, remarks of welfare official.

ii. Copies of overseers' requisitions to dealers to furnish supplies to persons sustaining fire losses: Name of dealer; quantity, description of supplies; date of requisition, name of recipient, signature of welfare official.

No obvious arr. No index. Record, typed; requisitions, hdw. on ptd. form. 6½ x 13 x 14½. Rm. 2, third fl.

Personnel Records

32. EMPLOYEES' TIME REGISTER, Apr. 1934-35, 1938. 3 ctns.
Daily time register kept by departmental divisions: Date of record, name of division; employee's time of arrival, departure; signature of secretary. 2 ctns., Apr. 1934-35, no obvious arr.; 1 ctn., 1938, arr. chron. by date of record. No index. Hdw. on ptd. form. 2 ctns., Apr. 1934-35, rm. 1, third fl.; 1 ctn., 1938, east end, rm. on first fl.

For weekly attendance reports to personnel division 1934--, see entry 704.

33. APPLICATIONS FOR POSITIONS, 1934-- 1 ctn., 1 f.d
Correspondence preliminary to formal application for work in the department. Arr. alph. by name of applicant. No index. Typed. Ctn. 3½ x 12½ x 27; f.d. 11 x 15½ x 27. 1 ctn., 1934-37, sec. MM, rm. on first fl.; 1 f.d., 1938--, executive director's off., OPW Main Bldg.

34. (Record of) PRESENT & FORMER EMPLOYEES, 1934--. 1 ctn., 1 f.d.
Name, salary of employee; date of entrance into service. Arr. alph. by name of employee. No index. Typed. Ctn. 3½ x 12½ x 27; f.d. 11 x 15½ x 27. 1 ctn., 1934-37, sec. MM, rm. on first fl.; 1 f.d., 1938--, executive director's off., OPW Main Bldg.

Emergency Relief Administration

35. E.R.A. REQUESTS, Jan. 1934-Mar. 1935. 1 ctn.
Record of requests made by churches and other organizations to the department, for FERA fuel deliveries to known needy persons not on welfare rolls: Name, address, occupation, economic status of needy person; recent employment record; date, number of fuel request; source of income; number of rooms in home of needy person, rental, type of heat; indication of welfare official's approval of request, amount of expense shared by other charitable organizations. No obvious arr. Hdw. on mimeographed form. 7 x 13 x 14½. Rm. 2, third fl.

36. E.R.A. PAYROLLS, Jan.-Dec. 1935. 10 corrg. ctns. (dated).
Copies of pay rolls of projects sponsored by the department: Name of department; number, location of project; name, sex, case number, occupation,

rate of pay of each employee; time sheet reference number, total hours worked daily and weekly by each employee, date of pay roll. Arr. chron. by date of pay roll. No index. Hdw. and typed on ptd. form. 7 x 13 x 14½. Rm. 1, third fl.

37. E.R.A. FUEL DELIVERY ORDERS, 1934. 6 ctns. (dated).
Contains:

i. Copies of coal dealers' delivery slips: Name, address of fuel dealer, recipient; number of delivery slip, fuel order; tare, gross and net weights of fuel; type of fuel; signature of weigher, driver, recipient.

ii. Duplicates of fuel orders for recipients: Name of ERA state director; date, number of order; name and address of coal dealer, recipient; amount, type of fuel; name of agency or organization requesting order; signature of recipient, authorizing agent.

Arr. chron. by date of order. No index. Hdw. and typed on ptd. form. 7 x 13 x 14½. 1 ctn., Feb., Mar. 1934, rm. on first fl.; 5 ctns., 1934, rm. 1, third fl.

Almshouse Records
(See also entry 54-i)

38. COPIES OF STATE ACCOUNTS, 1810-12, 1816-20, 1841, 1844-46. 7 vols. (3 vols., 1810-12, 1816-20, 3, 7, 8, and dated; 1 vol., 1841, dated; 3 vols., 1844-46, unlabeled). No title, 1841-46, 4 vols.

Record of recharges made to state department, for support in the almshouse of persons with no settlement in state: Name, birthplace, ward number of inmate; date of entrance to the State, almshouse; period, number of days at the almshouse; description, quantity, cost of clothing supplied; amount, description of miscellaneous expenses. Includes semi-annual record of burial expenses showing name, birthplace of decedent; amount of each burial expense, all burial expenses. 3 vols., 1810-12, 1816-20, arr. alph. by name of inmate; 4 vols., 1841, 1844-46, arr. num. by ward no. and thereunder alph. by name of inmate. No index. Hdw. 5 vols., 1810-12, 1841, 1843-46, binding poor. 50 to 150 pp. 15½ x 10 x ½ to 16 x 10½ x 1. 5 vols., 1810-12, 1841, 1844-46, rm. 2, third fl.; 2 vols., 1816-20, photostat rm., OPW Main Bldg.

39. LEDGER, July 1810-Dec. 1817. 1 vol. (3, dated).
Record of accounts with vendors, municipalities, and the state department: Name of account; date, amount, description of debit or credit; account total. Arr. by name of account and thereunder chron. by date of transaction. Indexed alph. by name of account. Hdw. 190 pp. 13 x 8½ x 1½. Rack, rm. 2, second fl.

40. DAYBOOK FOR PAUPERS, Oct. 1816-Oct. 1818. 1 vol. (dated).
Records of paupers admitted to the almshouse: Name, age, birthplace (county or city in the United States) of pauper; date of entrance to

State, admission to and discharge from almshouse; date pauper died or was bound out, name of person accepting pauper. Includes almshouse summaries showing names, dates of births of children born to paupers after admission; names of deceased paupers showing dates of deaths; names of paupers bound out, dates thereof; monthly total of almshouse admissions, discharges, births, deaths, paupers bound out; total number of paupers at almshouse on first day of each month. Arr. chron. by date of admission. No index. Hdw. 200 pp. 15 x 10 x 1. Rm. 1, second fl.

41. (RECORD OF CLOTHING GIVEN TO ALMSHOUSE PAUPERS), Jan. 1839-May 1841. 1 vol.

Name of pauper; description, cost of clothing. No obvious arr. No index. Hdw. 160 pp. 15½ x 6½ x 1. Rm. 1, third fl.

Soldiers' Fund Records
(See also entry 49)

42. RECORDS, Apr. 1861-July 1873. 1 vol. Association estab. 1861, dissolved 1876.

Minutes of meetings of Massachusetts Soldiers' Fund Committee of One Hundred: Votes and decisions made at the quarterly meetings; acceptance of reports of the executive committee, treasurer; amendments of rules, election of officers; amounts of contributions to fund, names of contributors, quarterly amount of aid granted, balance on hand, names of members present; date, place of meeting; signature of secretary. Arr. chron. by date of meeting. No index. Hdw. 168 pp. 10 x 8 x 1. Photostat rm., OPW Main Bldg.

43. (MINUTES OF MEETINGS OF EXECUTIVE COMMITTEE OF MASSACHUSETTS SOLDIERS' FUND), Apr. 1861-Mar. 1866. 1 vol.

Decisions and votes pertaining to administrative matters, record of grants of aid to veterans and dependents, salaries of employees, names of members present at meeting, date of meeting. Includes statement concerning organization and purpose of fund, names of committeemen. Arr chron. by date of meeting. No index. Hdw. 251 pp. 10 x 8 x 1. Photostat rm., OPW Main Bldg.

44. RECORDS, BOSTON SOLDIERS' FUND ASSOCIATION, Oct. 1862-Jan. 1878. 1 vol.

Minutes of meetings of the executive committee. Names of members present; date, place of meeting; signature of clerk of the association. Includes names of cases referred to outside sources; records of grants to veterans and dependents, showing name and ward number of recipient, amount and period of grant. Arr. chron. by date of meeting. No index. Hdw. 360 pp. 10½ x 9½ x 1½. Photostat rm., OPW Main Bldg.

45. BOSTON SOLDIERS' FUND ASSOCIATION, Dec. 11, 1862-Sept. 20, 1866. 1 vol. (dated).

Record of grants made by the executive committee of the association: Name, ward number of recipient; number of times aided, total amount of

aid (if four or more grants). Also contains card record of organization of the association showing names, titles of officers; names of members of executive committee; names, addresses, ward numbers of trustees. Arr. alph. by name of recipient. No index. Hdw. 50 pp. 13 x 8½ x 1. Rm. 2, third fl.

46. U. S. PENSIONS - ALPHABETICALLY ARRANGED - INVALIDS, Apr. 1869, Record of United States pensions paid to invalid soldiers and sailors living in Boston: Name, ward number, naval or military rank of invalid; monthly pension, dates of original and subsequent payments; indications of reductions. Also contains communications between the United States pension agency and the office of the soldiers' relief association in Boston in regard to statuses of pensioners. Arr. alph. by name of invalid. No index. Hdw. 15 x 9 x 1. Rm. 2, third fl.

Financial Records

(See also entries 1-iii,-vii, 39)

47. (RECORD OF BILLS PAID AND ACKNOWLEDGMENTS OF SETTLEMENT RECHARGES), Nov. 1869-Jan. 31, 1878. 1 vol.
Record of bills paid for general and outside aid: Date, amount, description of expenditure; daily total. Includes copies of letters sent to other municipalities denying or accepting their recharge for support of persons with a Boston settlement. Bills, arr. chron. by date of payment; letters, arr. chron. by date of letter. No index. Hdw. Binding poor. 168 pp. 16½ x 7 x 1. Rm. 1, third fl.

48. (RECORD OF APPROPRIATIONS AND OVERSEERS' ESTIMATES), May 1, 1862-Apr 30, 1863. 1 vol.
Year of estimate, name of division or account budgeted, estimated and actual amounts budgeted for each account, grand totals of estimated and actual appropriations No obvious arr. No index. Hdw. 75 pp 13½ x 8½ x 1 Rm 2, third fl

49. RELIEF OFFICE RECORD OF PENSIONS OF WIDOWS, MOTHERS & GUARDIANS - TAKEN FROM THE PENSION OFFICE ROLLS, May 1869. 1 folder (dated).
Record of pensions paid dependents in families of deceased or disabled Civil War soldiers: Name of soldier, dependent; relationship of dependent to soldier, ward number of recipient; date and amount of monthly pension, last payment Arr. alph. by name of pensioner. No index. Hdw 20 pp. 9 x 15 x 1. Rm. 2, third fl.

Correspondence

50. OUTSIDE CITIES AND TOWNS, 1938--. 4 f.d. (labeled by contained letters of alphabet).
Correspondence with outside welfare departments concerning settlement and citizenship statuses, previous aid record, residence, and employment

record of Boston recipients with outside settlements. Arr. alph. by name of outside municipality and thereunder by name of recipient. No index. Typed and hdw. 11½ x 14 x 28. Cabinet, record rm., OPW Main Bldg.

51. STATE AID LETTERS, Jan. 1932-Dec. 1933. 1 ctn. (dated).
Letters to OPW from the state department concerning the continuance of aid to recipients or denying responsibility for payment of specific recharges. No obvious arr. No index. Typed on ptd. form. 7 x 13 x 14½. Rm. 1, third fl.

52. UNNUMBERED CORRESPONDENCE, 1923. 63 ctns.
Miscellaneous communications (not allocated to recipients' history folders) with the state department, and private and public individuals concerning recipients' settlements, insurance, employment records, previous aid and hospitalization. Arr. by name of recipient. No index. Typed, hdw., typed and hdw. on ptd. form. 7 x 13 x 14½. Rm. on first fl.

Miscellaneous

53. MISCELLANEOUS RECORDS, 1936-- 2 f.d.
Contains:

i. Authorizations (copies) issued by the welfare dental clinics, for recipients to take to hospital for dental surgery: Name, address, type of aid of recipient; number of authorization, name of visitor; number of extractions, X-rays; type of anaesthesia, indication of future work necessary, signature of clinic dentist.

ii. Contracts (copies) between the city and fuel companies: Name, address of contractor; description, specifications, quantity, unit cost of items to be supplied; terms, date of bid; signature of contractor. For original bids and contracts 1932--, see entry 485-i

iii. Correspondence with merchants concerning purchases and repair of office equipment, with fuel companies regarding technicalities of fuel contracts, with recipients relative to complaints about fuel deliveries, with sealer of weights and measures concerning short weight and inferior quality of coal (1938--only), with the departmental divisions concerning special prescriptions (glasses, dental surgery, and appliances) for recipients

iv Instructions from the business manager regarding distribution and allowance of fuel to recipients; distribution of meal books, grocery orders, and WPA commodity station items; from the executive director, business manager, and director of social service concerning departmental policies. Includes notices of departmental meetings, showing time, place, subject of meeting; changes in specific departmental rulings, showing effective date.

MISCELLANEOUS RECORDS (Cont'd)

v. Reports submitted by social workers, concerning recipients' pending fuel complaints, and adjustments thereon; dental services to recipients.

vi. Requisitions from district offices for meal books and grocery orders: Name of district office, social worker; nature, date of request. Includes disposition of request.

vii. Triplicate copies of supply requisitions sent to city supply department: For description, see entry 497.

Arr. chron. by date of paper. No index. i, ii, vii, typed on ptd. form; iii, typed and hdw.; iv, typed and mimeographed; v, vi, typed. 11½ x 14 x 28. Prescription rm., OPW Main Bldg.

54. OLD (Miscellaneous) RECORDS - LETTERS, 1793-1914. 18 corrg. ctns., 2 wooden b.

Contains:

i. Duplicate of account with the state department for supporting state poor in the Boston almshouse: Names, birthplaces of paupers; length of time in State, almshouse; amount, description of expense for each pauper; total expenses for all paupers, signature of almshouse master. Includes record of expenses for sending paupers out of State, for physicians, and for funerals.

ii. General correspondence of the overseers, concerning resignations of the department's physicians and other employees, acknowledgments by employees of salary increases, business dealings with companies and individuals; with other municipalities denying settlement recharges made by Boston, 1880-1914.

iii. Recipients' acknowledgments of aid rendered, 1910-11: Date of receipt, amount of aid received, signature of recipient.

iv. Requests of the OPW to the Boston almshouse for admissions of needy persons, 1811: Name, birthplace of pauper; length of residence in the state, brief history of case, signature of overseers' representative, name of account chargeable.

v. Statements and bills for supplies sold or services rendered the department, 1886-97: Date of bill or statement, name of merchant or individual; amount, description of charge. Includes date of approval, payment of charge; signature of overseers' representative.

vi. Statements and bills sent by municipalities to Boston, for reimbursement for aid rendered persons with Boston settlement, 1876, 1911: Date of charge, name of outside municipality; name, case number of recipient; dates, amounts, descriptions of aid; signature of treasurer of overseers of outside municipality.

vii. Woodyard orders from the overseers requesting delivery of wood to needy persons, 1900-1914: Date, amount of order; name of woodyard official; name, address of recipient; signature, ward number of overseer.

viii. Woodyard pay rolls, 1900-1914: Date of pay roll, name of each worker (welfare applicant), amount of pay, number of hours worked, signature of worker acknowledging aid received, total

OLD (Miscellaneous) RECORDS - LETTERS

viii. Woodyard pay rolls, 1900-1914 (Cont'd)
amount of pay rolls, signature of approval by welfare official. For record of weekly time and pay roll, Dec. 1893-Mar. 1894, see entry 420.

Arr. chron. by date of paper. No index. i, ii, iii, hdw.; v, hdw. under ptd. head; iv, vi, vii, viii, hdw. on ptd. form. Corrg. ctns. in poor condition. Ctns. 7 x 13 x 14½; wooden b. 15 x 16 x 19. 18 ctns., 1793-1914, sec. II, rm. on first fl.; 2 wooden b., 1793-1914, rm. 1, third fl.

55. AFFIDAVITS, Jan. 1934-Dec. 1936. 28 ctns. (dated).
Recipients' attestations to statements that their economic statuses have not changed since last report to visitors: Case number, signature, address of recipient; date of affidavit, stamped date of receipt by overseers. No obvious arr. No index. Hdw. on ptd. form. 7½ x 13 x 14½. 27 ctns., 1934-36, rm. 1, third fl.; 1 ctn., 1936, near entrance, rm. on first fl.

56. MISCELLANEOUS LISTS AND GENERAL INSTRUCTIONS FOR PRESCRIPTION PURPOSES, approx. 1936--. 1 vol.
Contains undated lists of the following: Commodity stations connected with the department; druggists who fill prescriptions for recipients; drugs forbidden recipients; general instructions to welfare clerks who issue prescriptions; hospitals available, with names of persons in charge; medical appliances concerns; moving contractors engaged in moving recipients' furniture. No obvious arr. No index. Typed. 100 pp. 13 x 10 x ½. Prescription rm., OPW Main Bldg.

57. (RECORD OF RECIPIENTS GRANTED MEDICINE), 1898-1907. 1 vol.
Name, address, settlement, case number of recipient; date of social worker's visit, grant; monthly, quarterly grants to each recipient; monthly total visits to all recipients. Arr. chron. by date of visit. Indexed alph. by name of recipient. Hdw. 168 pp. 13½ x 8½ x 1. Photostat rm., OPW Main Bldg.

58. (CARD RECORD OF FUEL COMPLAINTS), 1937. 1 f.b. System estab. and discont. 1937.
Summary of fuel complaints registered by recipients or coal dealers: Name of complainant, coal order number; date, nature of complaint (poor quality, wrong size or amount of coal; incorrect address furnished dealer); disposition of claim. Arr. alph. by name of complainant. No index. Typed. 6 x 7 x 12. Prescription rm., OPW Main Bldg.
For correspondence on complaints by Charlestown district office, see entry 150; for complaints to the social workers from recipients in the Hancock Street district office 1936--, see entry 316-ii.

59. CARD RECORD OF STREETS COVERED BY WELFARE DISTRICTS, 1934--. 8 f.d. (labeled by contained letters of alphabet). System estab. 1934.
Name of street, number of house; name, case number of recipient on street. Arr. alph. by name of st. and thereunder num. by house no. No index. Typed. 6 x 14 x 28. Cabinet, record rm., OPW Main Bldg.

Overseers of the Public Welfare - Miscellaneous [60-63]

60. DIRECTORY OF BOSTON STS., 1935. 1 corrg. ctn. (dated). Names of streets and district offices having jurisdiction over streets. Arr. alph. by name of st. No index. Typed. 7 x 13 x 14½. Sec. SS, rm. on first fl.

61. (LIST OF CHARITABLE, BENEVOLENT SOCIETIES AND FOUNDATIONS IN NEW ENGLAND AVAILABLE FOR WELFARE CASES), undated. 1 vol. Name, purpose of society or institution; name, address of registrar; conditions under which aid is granted, days and hours institution or society is open for applications. Arr. by name of society or institution. Indexed alph. by name of society or institution. Hdw. 100 pp. 10½ x 15½ x 1. Photostat rm., OPW Main Bldg.

OFFICE OF THE EXECUTIVE DIRECTOR

Except where otherwise noted, all records are in the office of the executive director, Overseers of the Public Welfare Main Building.

62. PERSONAL CORRESPONDENCE, 1927--. 10 f.d. (6 f.d., 1927-33, unlabeled; 4 f.d., 1934--, labeled by contained letters of alphabet).
Folders marked by year and subject of contents, containing correspondence with individuals, social agencies, and outside municipalities concerning method and description of relief administration; with the business manager and city building department regarding upkeep and accommodations of public welfare department buildings; with the mayor concerning holiday schedules, special observances, budget issues, individuals' complaints about handling of cases; with the welfare legal division concerning details of fraud cases; with outside charities concerning invitations to conferences. Also contains original notices of instructions to the various district offices and welfare divisions concerning departmental policies, with recommendations thereon; notices of meetings called by the executive director, showing time, place, subject of meetings; notices of changes in executive rulings, showing effective date. Arr. by subject and thereunder chron. by date of communication or notice. For index, see entry 63; for index to correspondence, exclusive of that with the mayor, 1934--, see entry 64; for index to correspondence with the mayor, 1934--, see entry 65. Typed and hdw. 11½ x 13½ x 28. Cabinet.

63. (INDEX TO PERSONAL CORRESPONDENCE), 1927--. 4 f.d. Card index to Personal Correspondence, entry 62: Date, subject of correspondence; date of receipt, reply to executive director from departmental division or district office; name of correspondent; reference to subject, year of folder; date, disposition of request. Arr. alph. by name of correspondent or subject. Typed and hdw. 3½ x 12½ x 27. Cabinet.

64. (Index to) CURRENT CORRESPONDENCE, 1934--. 3 f.d. (dated). Card index to Personal Correspondence, entry 62, exclusive of mayor's letters: Name of correspondent, subject of correspondence; date of receipt of letter, referral to departmental division or district office, reply to director; disposition of case, subject of folder. Arr. alph. by name of person or subject. Typed and hdw. 3 x 12 x 27.

65. (Index to) MAYOR'S OFFICE LETTERS, 1934--. 1 f.d. (dated). Card index to mayor's letters in Personal Correspondence, entry 62: Date of receipt of letter, referral to departmental division or district office, reply to executive director; disposition of request; reference to subject, year of folder. Arr. alph. by name of person or subject. Typed and hdw. $3\frac{1}{2}$ x $12\frac{1}{2}$ x 27.

66. LETTERS REFERRED FROM MAYOR'S OFFICE TO OVERSEERS OF THE POOR, Feb. 1915-Mar. 1918. 1 folder.
Letters from individuals to the mayor, and referred by him to the department for action. Arr. alph. by name of individual. No index. Hdw and typed. $11\frac{1}{2}$ x $9\frac{1}{2}$ x 4. Rm. 2, third fl., Storehouse.

67. LETTERS - MAYOR'S CIRCULARS, Dec. 1891-July 1912 2 vols (1 vol., Dec. 1891-Apr. 1907, dated; 1 vol May 1907-July 1912, unlabeled).
Contains:
i. Bulletins sent by the mayor to all city departmental heads concerning holiday schedules.
ii. General correspondence with the overseers concerning resignations of board members, explanations of excessive expenditures, and estimates of expenditures for the balance of the year.
iii. Requests from the mayor to all city departmental heads for estimates of receipts and expenditures for the following year.
No obvious arr. Indexed alph. by subject. i, iii, ptd.; ii, typed 300 pp. 11 x $9\frac{1}{2}$ x 2. Rm. 2, third fl., Storehouse.

68. LAW DEPT. CASES, 1932-34. 1 f.d. System estab 1932; discont as record of executive director 1934.
Card record of fraud cases referred to city law department for prosecution: Name, case number of recipient; total amount, period of aid; name of recipient's visitor, subject of dispute, date law department notified. Arr alph by name of recipient. No index. Typed 3 x 12 x 27
For record kept by legal division 1935--, see entry 682.

DIRECTOR OF SOCIAL SERVICE

Except where otherwise noted, all records are in room 1, Overseers of the Public Welfare Main Building. In addition to the following records, see entry 656 for social workers' daily expense vouchers 1935--.

69. SOCIAL SERVICE DIVISION DAILY REPORT, Nov.-Jan. 1933, June-Oct. 1934, 1935-37. 5 corrg. ctns. (2 ctns., Nov. 1932-Jan. 1933, Nov. 1936-Feb. 1937, unlabeled; 1 ctn., June-Oct. 1934, dated; 2 ctns., 1935-37, labeled by contained ctn. nos.). Title varies: Visitors' Statements of Home Visits Daily, Nov. 1932-Jan. 1933, 1 ctn.; Visitors' Statements, June-Oct. 1934, 1 ctn.; no title, 1935-37, 2 ctns.

District office visitors' daily reports to head supervisor: Name of visitor; names, addresses of persons visited; remarks, date of report. Includes: Nov. 1932-Oct. 1934, daily total visits made; 1935-37, case number of each person visited, amounts spent on transportation and telephones, signature of approval of district office supervisor. Arr. chron. by date of report. No index. Hdw. on ptd. form. 7 x 13 x 14½. 4 ctns., Nov. 1932-Jan. 1933, 1935-37, rm. on first fl.; 1 ctn., June-Oct. 1934, rm. 1, third fl.; Storehouse.

70. MISCELLANEOUS DEPARTMENTAL COMMUNICATIONS, 1934--. 1 f.d. System estab. 1934.

Contains:

i. Notices (copies) from the executive director and business manager concerning departmental policies and recommendations in administering aid, departmental meetings, changes made in specific departmental rulings concerning administering of aid and showing effective date. Also contains originals of the same type of notices from the director of social service to district offices and departmental divisions. For originals of notices from executive director and business manager 1927--, see entries 62, 485-vi.

ii. Special personnel record kept by director: Name of employee, notation of general fitness for position, record of any extension courses taken, indication of any accident suffered while in the department's service. Includes letters from recipients commending or reproving employee for method of handling a welfare case.

iii. Staff meeting summaries: Date, place, subject of meeting; number of employees present; recommendations, discussions, of subject of meeting; effective dates or decisions reached. For copies 1937--, see entry 224.

iv. Summaries of fraud cases as disclosed by welfare legal division, in case histories of recipients: Name, address, case number of recipient; nature of fraud, date of summary, name of legal division official.

i, iii, iv, arr. by subject and thereunder chron. by date of communication; ii, arr. alph. by name of employee. For index, see entry 71. i, typed, mimeographed; ii, typed, hdw.; iii, iv, typed. 10½ x 13½ x 28. Cabinet.

71. (INDEX TO MISCELLANEOUS DEPARTMENTAL COMMUNICATIONS), 1934--. 1 f.d. System estab. 1934.

Index to Miscellaneous Departmental Communications, entry 70: Subject, date of communication or report. Arr. by subject (blue cards refer to

communications with executive director, white cards with staff, green cards with legal division; yellow cards refer to reports of staff meetings). Typed. 15½ x 13½ x 27.

72. RECORDS OF PERSONNEL, 1938--. 1 f.d.
Name, address, prior and present assignments of employee. Arr. alph. by name of employee. No index. Typed. 5½ x 13½ x 26½. Cabinet.

73. OUTSIDE INFORMATION ABOUT RECIPIENTS, 1934--. 9 f.d.
Correspondence received from outside individuals disclosing facts relative to relief statuses of welfare recipients, and urging cessation or adjustment of aid grant. Arr. alph. by name of subject and thereunder alph. by name of recipient. For index, see entry 74. Hdw. and typed. 10½ x 13½ x 28.

74. INDEX TO OUTSIDE INFORMATION ABOUT RECIPIENTS, 1934--. 5 f.d.
Index to Outside Information About Recipients, entry 73: Name, address of recipient; date of communication, subject reference. Arr. alph. by name of recipient. Typed. 5½ x 13½ x 27.

75. RED CROSS ORDERS, Dec. 1932-1933. 1 corrg. ctn. (dated).
System discont. 1933.
Contains copies of:

i. Clothing orders sent to Red Cross warehouse requesting that clothes for recipients be delivered to welfare district offices: Date, number of order; name, address of warehouse, district office; name, address, age, sex of recipient; description, quantity, size of clothing ordered; date for delivery, name of visitor.

ii. Notices received by welfare district office from Red Cross warehouse disclosing depletion of clothing supplies: Date of notice; order, district number; warehouse address; name, address, sex, age of recipient for whom order was placed; description, quantity, size of articles not in stock; name of visitor.

Arr. alph. by name of recipient. No index. Hdw. and typed on ptd. form. 7 x 13 x 14½. Rm. 2, third fl., Storehouse.

INTAKE AND APPLICATIONS DIVISION

All records are in the Overseers of the Public Welfare Main Building; except where otherwise noted, they are in room 7.

Case Records

76. MISS BURTON'S CORRESPONDENCE AND WEEKLY REPORTS, 1934--. 1 f.d. System estab. 1934.
Weekly summary concerning disposition of applications: Number of

applicants interviewed, cases transferred to different societies showing names and case numbers; number of applications withdrawn, cases handled without application; total number of applications taken, recommended for approval by heads of the district offices; date of summary, signature of head supervisor. Arr. chron. by date of summary. No index. Typed. 11½ x 3½ x 28. Rm. 9.

77. LISTS AND REPORTS, 1937--. 1 steel f.d. System estab. 1937.
Contains:

i. Daily lists of applications taken for ADC: Names, addresses of applicants; number of persons in family, date of list.

ii. Weekly summaries of work performed by each social worker: Number of applications taken, social service index slips and other forms made out; total records made out for each type, all types; date of summary.

Arr. chron. by date of list or summary. No index. Typed. 11½ x 13½ x 28.

78. (CARD RECORD OF APPLICATIONS TAKEN), Feb. 1, 1939--. 2 f.b. Name, address, case number, type of aid of applicant; disposition of application, initials of interviewing clerk, name of visitor assigned to case; date, cause of aid (unemployment, intemperance, old age, death of wage earner, disability from accident, illness, desertion, nonsupport, crimes); name of referral agent. Arr. alph. by name of applicant. No index. Typed. 6 x 8 x 12. Hallway.

For lists of passed applications 1934--, see entry 84.

79. APPLICATIONS - NEW CASES, 1938--. 1 f.b. System estab. 1938. Card record of persons applying for ADC: Name, address of applicant; date of application, notation of employment on WPA (where applicable). Arr. alph. by name of applicant. No index. Typed. 4 x 6 x 12. Rm. 9.

80. INDEXES, 1936--. 4 f.d. (3 f.d., 1936-39, dated; 1 f.d., 1940--, unlabeled).
Copies of slips sent to social service index, requesting applicant's aid record: For description, see entry 111-xxi. Arr. alph. by name of applicant. No index. Typed on ptd. form. 6 x 7 x 12 and 11½ x 13½ x 28. 3 f.d., 1936-39, hallway; 1 f.d., 1940--, rm. 7.

81. (CANCELED CASES), 1934--. 5 f.b. (labeled by contained letters of alphabet). System estab. 1934.
Card summary of persons whose first applications for aid were canceled: Name, address of applicant; date of application; cause, date of cancelation. Arr. alph. by name of applicant. No index. Typed. 5 x 6 x 12.

82. REAPPLIES TAKEN ON CANCELED CASES, 1934--. 1 f.b. System estab. 1934.
Card summaries of reapplications of persons whose first applications were canceled: Name, address, case number of applicant; date of original application, reapplication; reason for original cancelation; date of subsequent cancelation or acceptance. Arr. alph. by name of applicant. No index. Typed. 6 x 7 x 12.

83. WORK SHEETS ON CANCELED APPLICATIONS, 1935--. 1 f.d.
Name, ward and precinct numbers, name of district, sex, color, date and place of birth, occupation, settlement of applicant; social, mental, marital status; maiden name (if married woman), other names (if any); date of marriage, unemployment period of wage earner, number in family, names of relatives who served in the United States army or navy; names, addresses, birthplaces of parents of husband and wife; date of application, name of referral agent, social service index number; names of welfare workers who prepared social service index, application card, and work sheet; reason for cancelation of application, date of sheet. Arr. chron. by date of sheet. No index. Typed. 11½ x 13½ x 28. Rm. 9.

Miscellaneous

84. DAILY LIST OF APPLICATIONS TAKEN, 1934--. 1 f.d.
Copies of lists, sent to settlement division, of passed applications for aid: Names, addresses of applicants; date of list. Arr. chron. by date of list and thereunder alph. by name of applicant. No index. Typed. 11½ x 13½ x 28. Rm. 9.
For card record of applications taken 1939--, see entry 78.

85. ATTENTION OF VISITOR, 1940--. 1 f.b.
Current card record of recipients requiring visitor's special attention: Name, address of recipient; date of notice to visitor from head supervisor. No obvious arr. No index. Typed. 6 x 8 x 12.

DEPENDENT AID DIVISION

Except where otherwise noted, all records are in the offices of the dependent aid division, Overseers of the Public Welfare Main Building. In addition to the following records, see entry 123 for card record of CCC enrollments 1935--; entry 574 for card record of recipients' signatures 1938--; entry 593 for monthly bank statements Apr. 1935--; entry 667 for summary of chargeable aid 1930--.

Reports
(See also entries 91, 96-iii,-iv,-vi)

86. WEEKLY REPORTS SUBMITTED TO OR BY THE DISTRICT OFFICES), May 1938--. 1 vol. System estab. May 1938.
Contains reports of:
i. Cases aided, submitted by district office: Name of district office, each social worker therein; date of report, list of active cases with full or partial allowance; list of applications acted upon showing reason for aid, notation of

(WEEKLY REPORTS SUBMITTED TO OR BY THE DISTRICT OFFICES)

i. Cases aided, submitted by district office (Cont'd) acceptance or refusal; list of cases closed or transferred showing reason in each case; total disbursement, signature of district office supervisor.

ii. Case loads submitted to district offices: For description, see entry 109-i.

iii. Social workers' activities (statistics on cases) submitted by district offices: For description, see entry 109-xi.

iv. Social workers' visits and interviews, submitted by district offices: Name of district office, each social worker therein; number of home visits to recipients, office interviews; general classifications of reasons for visits, interviews; signature of district office supervisor.

Arr. chron. by date of report. No index. Typed on mimeographed form. 300 pp. 15 x 10 x 1½. Outer off.

Case Records

87. A.D.C. REFERRALS, Dec. 1936--. 3 f.b. (labeled by contained letters of alphabet).

Card record of approved transfers of recipients to ADC: Name, address of recipient; date of referral, acceptance by aid to dependent children division. Arr. alph. by name of recipient. No index. Hdw. and typed. 4 x 6 x 12. Inner off.

For recommendations for transfers, see entry 11-xi; for card record of recommendations 1937--, see entry 103; for card record of Hancock Street district office's recommended transfers 1936--, see entry 307-i.

88. (CARD RECORD OF DENIED TRANSFERS OF RECIPIENTS TO AID TO DEPENDENT CHILDREN), 1936--. 1 f.b.

Name, address, case number of recipient; date case was referred for transfer; date, cause of denial. Arr. alph. by name of recipient. No index. Hdw. and typed. 4 x 6 x 12. Inner off.

For recommendations for transfers, see entry 11-xi; for Hancock Street district office's card record of denied transfers 1936--, see entry 307-ii

89 OLD AGE ASSISTANCE ELIGIBLES, 1936-- 2 f.b (labeled by contained letters of alphabet). Title varies slightly

Card record of cases recommended by district office supervisor for transfer to OAA: Name, address, case number of recipient; date of recommendation, acceptance of case by old age assistance bureau. Arr alph. by name of recipient. No index. Typed. 4½ x 6 x 12 and 5½ x 6½ x 17. Outer off.

For original recommendations by supervisor, see entry 11-xii; for correspondence concerning transfers 1935--, see entry 96-ii; for Hancock Street district office's lists of denied transfers, see entry 316-x.

90. CASE SUMMARYS, MOVING, DENTAL, SHOES, MISC., 1935--. 1 f.d. (P-Z, 1-4).
Card records of special assistance granted: Name, address, case number of recipient; description of item requested, date supplied, remarks. Arr. by name of recipient. No index. Typed. 5 x 13⅓ x 27. Cabinet, outer off.

Civilian Conservation Corps (CCC)

Reports

91. C.C.C. SEPARATION REPORTS, 1933-36. 2 ctns. Title varies: C.C.C. Discharge Reports, 1933-35. 1 ctn.
Copies of reports sent by commanding officers of CCC groups to the head of the state CCC agency, concerning enrolees' discharge or separation from service: Name, address, number of enrollee; reason for discharge or separation from service; name, address of CCC group; date of report, discharge or separation; signature of commanding officer. Arr. alph. by name of enrollee. No index. Typed and hdw. 7 x 13 x 14½. 1 ctn., 1933-35, rm. 1, third fl.; 1 ctn., 1934-36, rm. on first fl.; Storehouse.

Case Records

92. PASSED CCC, 1936--. 41 f.d. (labeled by contained letters of alphabet, by CCC group letter, and dated).
Completed papers for applicants accepted in the CCC:

i. Massachusetts questionnaire (copy) for applicant: Date of application; name, address, age, citizenship and marital statuses of applicant; length of time out of school, highest school grade completed, period of unemployment, record of registration with public employment agencies; previous service (if any) with CCC showing date of enrollment, name of company, date and type of discharge; notation of any relative's connection with CCC, parole or probation record (if any); name of father, mother (if living); number, ages of children in family; amount of family income from each source, total family income; signature of applicant, each parent, club or church head (if family of applicant is not on welfare rolls).

ii. Selecting agent's statement (copy, original sent to state CCC agency) of assurance that he will deposit with the finance chief, war department, a monthly allotment for the enrollee without a dependent, to be returned to enrollee upon completion of service, July 1937--. Includes enrollee's signature to statement that he has no dependent.

iii. United States department of labor application for CCC enrollment (copy), original sent to state CCC agency: Date of application; name, address, age, date and place of birth of applicant; citizenship and marital statuses; record of education showing name of last school attended, highest grade completed; name and address of most recent employer, stability of present position

Dependent Aid Division - Civilian Conservation Corps [92-95]

PASSED CCC, 1936--.

iii. United States department of labor application (Cont'd). (if any held), employment qualifications; record of registration with public employment agencies; record of previous service in CCC showing names of companies, length of service in each, dates of enrollments and discharges (with type); amount of monthly allotment to applicant's dependents or for deposit with the finance chief of war department, for later use by applicant; attestation by applicant, signature of selecting agent.

Arr. alph. by name of enrollee under group assignment. No index. Typed on ptd. form. 3 x 12 x 18. Outer off.

93. CCC DISCHARGES, REJECTIONS, ETC., 1933-36. 3 ctns. Title varies: CCC Discharged, 1933-35, 2 ctns.

Copies of questionnaires and applications for enrollment in the CCC: For description, see entries 92-i,-iii. Includes date of discharge. Also contains, attached, visitor's report showing date thereof; name, address of applicant; record of applicant's recent employment; brief summary of family's economic status showing source of income, descriptions of expenditures; social worker's personal observations, initials. Arr. alph. by name of enrollee. No index. Application, typed on ptd. form; report, hdw. on ptd. form. 7 x 13 x 14. Rm. on first fl., Storehouse.

94. REJECTIONS AND ETC., 1936--. 15 f.d. (14 f.d., Apr. 1936-Oct. 1938, labeled by contained letters of alphabet, by CCC group letter, and dated; 1 f.d., 1938--, unlabeled). Title varies slightly.

Contains:

i. Applications and questionnaires for enrollment, rejected by the selecting agent: For description, see entries 92-i,-iii. Includes date of rejection.

ii. Applications and questionnaires for enrollment withdrawn from further action at the requests of applicants: For description, see entries 92-i,-iii. Includes date of withdrawal.

iii. Case histories of discharged enrollees: For description, see entry 92. Includes on application, date of discharge. Also includes copy of commanding officer's report of enrollee's discharge or separation from service, original sent to United States army department: Name, address, number of enrollee; date, cause of discharge or separation; name, address of enrollee's CCC company; date of report, signature of commanding officer.

i, ii, arr. alph. by name of enrollee; iii, arr. by CCC company and thereunder by name of enrollee. No index. Typed on ptd. form. 3 x 12 x 18. Outer off.

95. (RECORD OF CCC ENROLLMENTS), 1933--. 2 f.d. System estab. 1933.

Card record of enrollments of welfare applicants in CCC: Name, address of enrollee; group assignment, date of discharge (where applicable). Arr. alph. by name of enrollee. No index. Typed. 12 x 14 x 24. Cabinet, outer off.

[96-97] Dependent Aid Division - Civilian Conservation Corps

Miscellaneous

96. (ADMINISTRATIVE RECORDS), 1935--. 5 f.d. (labeled by contained letters of alphabet).

Contains:

i. Correspondence with city law department concerning the department's claims for reimbursement for recipients' aid.

ii. Interdepartmental communications with district offices concerning referrals of cases to other types of aid; with the director of social service and executive director concerning departmental policies in administering aid; with the business manager concerning technicalities of budget allowance; with the personnel division concerning employees' ratings, leaves of absence, termination of employment.

iii. Monthly statistical reports on aid rendered, submitted by district offices: For description, see entry 109-vi.

iv. Reports (copies) of weekly attendance of employees submitted by district office supervisors and departmental divisions to personnel division: Name of employee, number of days worked; date, cause of absence; stability of employment, period of report.

v. Requests from individuals seeking WPA certification for employment.

vi. Weekly statistical reports from the employment and work assignment division, 1934--, described in entries 685-iii, 702-iii.

Arr. by subject and thereunder chron. by date of communication. No index. i, v, vi, typed on ptd. form.; ii, iii, typed; iv, typed on mimeographed form. 12 x 14 x 24. Cabinet, outer off.

97. OUT OF TOWN INQUIRY, 1935--. 2 wooden f.b. (labeled by contained letters of alphabet).

Card record of inquiries received from individuals or outside charities concerning aid rendered former residents of Boston: Name, address of inquirer; date of inquiry, reply. Arr. alph. by name of inquirer. No index. Hdw. and typed. 6 x 6½ x 12. Cabinet, outer off.

AID TO DEPENDENT CHILDREN DIVISION

Except where otherwise noted, all records are in the aid to dependent children division office, Overseers of the Public Welfare Main Building. In addition to the following records, see entry 1-v for statistics on mothers' aid or aid to dependent children 1914-31, 1935; entry 77-i for daily list of applications 1937--; entry 79 for card record of applicants 1938--; entry 611-618 for ADC case records kept by bookkeeping division.

Reports

98. SOCIAL SECURITY REPORTS - AID TO DEPENDENT CHILDREN, 1938--. 1 steel f.d.

Copies of monthly statistical reports sent to state department, bureau of statistics and research, showing name of city, month covered by report, date of report; name, title, signature of reporting official. Contains statistical summaries of the following, classified under number of families and number of children under 16 years of age:

i. Applications: Number of applications pending from preceding month, received during month, disposed of during month, pending at end of month.

ii. Cases aided: Number of cases continued from preceding month, added during month, closed during month, continued to next month; number of cases receiving direct money payments, receiving no direct money payments.

iii. Obligations incurred: Number of cases receiving payments of $18 or less for first child and $12 for each additional child, total amount of payments made thereto; number of cases receiving payments over $18 for first child and $12 for each additional child, total amount of payments made thereto, and total amount of excess payments; monthly grand total of direct money payments.

Arr. chron. by date of report. No index. Hdw. on ptd. form. 11½ x 13½ x 28. Paying div. off., OPW Main Bldg.

99. VISITOR'S REPORTS, Apr. 1937. 1 loose-leaf vol.

Quarterly medical report from the Charlestown district office to supervisor of ADC: Date of report; name, settlement status, address, case number of recipient requiring medical care; amount alloted for medicine, doctor's visits. Reverse side shows total expenditures for all medical attention, period covered by report. Arr. alph. by name of recipient. No index. Hdw. under ptd. head. 11 x 9 x 1. Rm. 2, third fl., Storehouse.

Case Records

100. (ACTIVE CASE HISTORIES), approx. 1920--. 3 f.d. (labeled by contained letters of alphabet).

Contains:

i. Affidavit of nonpossession of insurance, 1934--: Name, case number of recipient; name of spouse, each dependent child, date of affidavit; signature of applicant, witness. Includes recipient's permission to investigate with any insurance company.

ii. Application for aid (copy): Name, marital status, color, occupation, places and dates of birth and marriage of applicant; name, place and date of death of husband; present and previous addresses of family; description, valuation of assets; amount of rental; dates of entries to city and State of husband, applicant; date of application; signature of applicant, witness.

[100] Aid to Dependent Children Division - Case Records

(ACTIVE CASE HISTORIES)

ii. Application for aid (copy) (Cont'd)
Includes date and cause of rejection, withdrawal or closing. 1920-33 includes number in family, ages of husband and applicant; amount, place husband or wife taxed; citizenship status of applicant; names, dates and places of births and deaths of parents and grandparents; occupations, residences, marital statuses of children; amount of assistance from other sources, weekly income, reasons for unemployment, employment efforts; description, amount of installment debt; school grades of children, wages of employed children, names of their employers, name of visitor, date of affidavit; signature of applicant, witness. 1933-- includes address of guardian requesting aid, guardian's relationship; physical condition of husband, applicant; names, places and dates of births, sexes of children; names of schools attended, school grades of children under 16 years of age, ages at school termination; residences, unemployment statuses of children over 16 years of age; health of mother, number of hours that mother is absent daily from home; names, addresses, ages, relationships of relatives; amount of assistance received from relatives, notation of prior aid; number of rooms occupied; name, address of home owner; description, amount of debts; estimated weekly expense, income; religion, amount of church aid; name of church, pastor. For original applications 1913--, see entry 11-iii; for rejected or withdrawn applications, see entry 12.

iii. Case history of dependent children 1935-- Name, sex, color, place and date of birth, peculiarities, habits, nervous symptoms, physical description of each child; condition at birth, type of delivery, name of physician, period of breast feeding, age of child's walking, talking, teething; date of vaccination, types of illnesses; nature, place, date of treatment; detailed record of physical examinations, diagnoses and recommendations; signature of the department's examining physician. Includes record of mandatory yearly examinations. For case history kept by overseers 1935--, see entry 11-v.

iv. Medical history of parents, 1935--. Place and date of birth, marriage date, number of children, occupation, color, age, date of death (where applicable) of each parent; detailed medical history. For medical history kept by overseers, see entry 11-ix

v. Summary of bank account held by recipient, 1937--. Name, past and present addresses of recipient, spouse, and each dependent child; place and date of birth of recipient, spouse, each dependent child, each parent of recipient; name, group number of reporting bank; nature, dates of inquiry and reply; name of social worker reporting on case.

Arr. alph. by name of recipient. No index. i, ii, typed and hdw.; iii, iv, typed on mimeographed forms; v, typed on ptd. form. 11½ x 13½ x 28. Cabinet.

Aid to Dependent Children Division - Case Records [101-107]

101. (CARD RECORD OF ACTIVE AND CLOSED CASES), 1937--. 1 f.d. (labeled by contained letters of alphabet).
Name, address, case number of recipient; amount of original aid, subsequent adjustments; status of case. Arr. alph. by name of recipient. No index. Typed. 6 x 15 x 24. Cabinet.

102. ELIGIBLES, 1937--. 3 f.b. (labeled by contained letters of alphabet).
Card record of applicants fulfilling preliminary requirements as determined through vital statistics: Name, address, case number of recipient; date of acceptance of vital statistics, date set for filing application, date of application. Arr. alph. by name of recipient. No index. Typed. 4½ x 6 x 12.

103. TRANSFERS, 1937--. 1 f.b. System estab. 1937.
Card record of cases recommended for transfer from DA: Name, address, case number of recipient; cause, date of application. Includes indication of acceptance, or date and cause of denial. Arr. alph. by name of recipient. No index. Typed. 4½ x 6 x 12.
For recommendations for transfers, see entry 11-xi; for card record of approved transfers 1936--, see entry 87; for card record of denied transfers 1936--, see entry 88.

104. (PENDING CASES AWAITING FINAL DISPOSITION), 1938--. 1 f.d.
Contains: Correspondence, entry 11-vi; applications for aid, entry 100-ii; case history of dependent children, entry 100-iii; medical history of parents, entry 100-iv; photostat record of prior aid rendered submitted by social service index, entry 111-ix; request to social service index for applicants prior aid record, entry 111-xxi; record of recipients' accounts as reported by bank and postal savings, entry 470. Arr. alph. by name of applicant. No index. Various types of recording. 11½ x 13 x 28.

105. PENDING APPLICATIONS, 1938--. 3 f.d.
Applications voluntarily withdrawn or obviously due for rejection by supervisor: For description, see entry 100-ii. Includes, where applicable, date and cause of withdrawal. Arr. alph. by name of recipient. No index. Typed on ptd. form. 12 x 12 x 28.

106. REJECTIONS, 1937--. 1 f.b. System estab. 1937.
Card record of applicants for aid rejected as ineligible, based on disclosures in vital statistics: Name, address, case number of applicant; reason for denial. Arr. alph. by name of applicant. No index. Typed. 4½ x 6 x 12.

107. PAYMENTS UNDER CHAP. 763 - 1913, Jan. 1913-Dec. 1914. 1 vol.
Record of payments to recipients for groceries and fuel granted under chapter 763, Acts of 1913: Name, address, case number, settlement of recipient; dates, amounts of aid authorizations; remarks. Arr. alph. by name of recipient. No index. Hdw. on ptd. form. Binding poor. 150 pp. 15½ x 11½ x 1. Rm. 2, second fl., Storehouse.

108. (CARD RECORD OF MEDICAL EXAMINATIONS GIVEN CHILDREN OF RECIPIENTS), 1913--. 1 f.d. (labeled by contained letters of alphabet). System estab. 1913.
Name, address, case number of child; date of examination, name of examining physician. Arr. alph. by name of child. No index. Typed. 6 x 15 x 24. Cabinet.

EAST BOSTON OFFICE - 1

All records are in the East Boston District Building. In addition to the following records, see entry 581 for daily total disbursement aid July 1937--.

Reports and Summaries

109. CURRENT CORRESPONDENCE - VISITORS' REPORTS, 1936--. 4 steel f.d. (dated).
Contains:

i. Case load reports covering two-to three-month periods, submitted by the director of social service: Name of district office, numbers of check-mailed and check-delivered cases, number of emergency grocery or cash orders, numbers of supervisors and social workers at each district office.

ii. Clothing lists submitted by D.A. division, 1937--: Description, names, sizes of federal surplus clothing articles available for distribution; date of list, name of district office

iii. Correspondence with personnel division in regard to vacations, tardinesses, time off, leaves of absence, demotions, and promotions of employees; with other divisions relative to interdepartmental matters; with recipients concerning complaints; with the state department concerning policies of administering aid.

iv. Duplicate reports of weekly attendance of employees submitted by district office supervisors and departmental divisions to personnel division: For description, see entry 96-iv.

v Lists of social workers' fuel authorizations approved by paying division. Name, address, case number of recipient; date of list; kind, quantity of fuel delivered; notation showing check in payment for fuel was mailed or delivered, paying division stamp showing date of approval, name of visitor, signature of paying division clerk

vi. Monthly statistical reports (copies), submitted to head of DA division and director of social service: Date of report; number of active, pending cases on first day of month; number of new applications and reapplications received, accepted, refused,

CURRENT CORRESPONDENCE - VISITORS' REPORTS

vi. Monthly statistical reports (copies) (Cont'd) withdrawn; number of transfers from and to other district offices, number of cases closed; total number of cases pending, aided; signature of district office supervisor, district supervisor, dates thereof. For original reports 1935--, see entry 96-iii.

vii. Notices (copies) of instructions from executive director, business manager, and director of social service concerning departmental policies and recommendations in administering aid; changes made in specific departmental rulings concerning administering of aid and showing effective date. For original notices 1927--, see entries 62, 70-i, 485-vi.

viii. Social service division visitors' daily reports: For description, see entry 69.

ix. Social workers' reports of home visits: Name, address, case number of applicant or recipient; report of visitor's observations, details and sources of other information, name of district office, signature of social worker, date of report. For reports kept by overseers, see entry 11-xxix.

x. Weekly district case-load reports (copies) submitted jointly by director of social service and head of DA division: Number of cases aided; amounts, types of aid; comparison with previous year of expenses and case load of each division, amount of federal grants; amount of expenditure to date including administrative expenses, salaries, maintenance; amount of reimbursements from outside municipalities, and miscellaneous sources; signature of dependent aid head, director of social service.

xi. Weekly statistical reports (copies) submitted to DA division head and director of social service, for compilation of report as described in subentry x, showing active cases, applications acted on within week (aided, refused, pending), cases closed or transferred, cases decreased; disbursements; field work (first visits, supplementary visits, other visits); non-welfare WPA certifications, office work (interviews, reports). Includes name of district office, names of social workers, weekly period, signature of supervisor. For original reports May 1938--, see entry 86-iii.

Arr. by subject and chron by date of paper thereunder. No index Various types of recording. 10 x 14 x 25½. Cabinet, dist. supr off.

110. (INTAKE SUMMARY), Nov. 1938--. 2 folders.
Daily summary of cases handled by the visitors (social workers): Names, addresses, case numbers of new and reopened cases and cases transferred in or out; notation of previous aid during year, names of visitors, disposition of cases, name of district office, date of summary. Arr. chron. by date of summary. No index. Typed on mimeographed form. 11 x 9 x 1. Senior visitor's rm.

[111] East Boston Office - 1

111. ACTIVE CASE HISTORIES, approx. 1920--. 15 steel f.d. (labeled by contained letters of alphabet).

Case folders containing any of the following papers applicable to recipient:

i. Application for DA: Name, prior and present addresses, citizenship status, place and date of birth, occupation, place and date of marriage of applicant; reasons for unemployment, employment efforts; dates of entries to city and State; date, place of death of spouse; names, dates and places of birth, occupations, marital statuses of children; description, valuation of assets; history of relatives, date of affidavit; signature of applicant, spouse, each witness; date of application, name of visitor. Includes date and cause of rejection, withdrawal or closing. 1920-33 includes number in family, ages of applicant and spouse, amount and place applicant or spouse taxed, date and place of death of spouse, residences of children, dates of social workers' visits, amount of assistance from other sources; amount of weekly income, rental; description, amount of debt; school grades of children, wages of employed children, names of employers. 1933-- includes case number, settlement, color, sex, military record, weekly wages, prior aid record of applicant; voting status showing ward and precinct numbers, rental paid by applicant; name, history, date and place of death of former spouse; sex, wages, school grades of children; period of applicant's last employment, salary received therefor; name, address of employer; estimated weekly income, notation of settlement division's records; name of welfare district, social worker taking application. For original applications 1860--, see entry 11-ii.

ii. Application for MA or ADC: For description, see entry 100-ii

iii. Case history of dependent children: For description, see entry 100-iii.

iv. Correspondence with employers, landlords, and neighbors of recipient; with churches, hospitals, state department, and outside welfare departments concerning settlement of recipient For letters not allocated to case folders 1923, see entry 52

v. Instruction (copies) to paying division from district offices and social worker in charge of trust funds, to start aid on new and reopened cases or adjust aid allotment on active cases, 1935--: Name, address, case number, type of aid of recipient; number of district, authorization; amount of aid to be rendered for next eight-week period, method of payment; signature of social worker, district supervisor; remarks. Includes, on adjusted cases only, amount of aid increase or decrease; on new and reopened cases only, date of first aid grant, amount of first weeks aid, date of payment after first week, number in family, number and sex of employables, cause of aid; on reopened cases only, notation to resume aid temporarily stopped. For original instructions, see entry 534.

ACTIVE CASE HISTORIES (Cont'd)

vi. Instructions (copies) to paying division from district offices and social worker in charge of trust funds, to stop or decrease aid of recipient, 1935--: Name, address, case number, type of aid of recipient; amount of decrease or indication of cessation of aid; date, number of order; signature of visitor, name of visitor's district. For original instructions, see entry 535.

vii. Medical history of parents (ADC cases): For description, see entry 100-iv.

viii. Notices (fanfolds) to start, increase, decrease, or stop aid, prepared from information submitted by paying division, copies sent to district office supervisors, state department, and settlement division: For description, see entry 5.

ix. Photostat record submitted by social service index of aid rendered applicant by public or private social agencies, 1937--: Surname, alias, first name of applicant; name of spouse; record of previous marriages of applicant, spouse; places and dates of births, occupations of applicant and spouse; places and dates of births of children, dates of aid, names of agencies previously aiding applicant, addresses at which applicant aided; names, addresses, kinship of relatives. For record kept by overseers, see entry 11-x.

x. Recommendations for transfers of DA cases to OAA, 1936--: Name, case number, date of birth, citizenship status, prior and present addresses, of recipient; name of welfare district, names of parents; names, ages, occupations, addresses of children; date of recommendation; signature of social worker, supervisor. For card record of cases recommended, see entry 89.

xi. Recommendations for transfers of DA cases to ADC, 1936--: For description, see x. For dependent aid division's care record of accepted or denied transfers, see entries 87, 88; for aid to dependent children division's card record of accepted or denied transfers 1937--, see entry 103.

xii. Record of recipient's account as reported by bank, 1937--: For description, see entry 470-i.

xiii. Record of sources of income of reopened case, approx. 1928--: Name, address of recipient; period of last employment, salary, name of employer, reason for unemployment; description, location, purchase price, assessed value of real estate holdings; amount of mortgages, amount of assets of recipient or member of family; names of banks, family depositors, family holders of securities; estimated family weekly income; signatures of applicant and spouse permitting investigation of insurance policies and medical records and attesting to truth of information, signature of witness.

xiv. Report of insurance division concerning status of recipient, 1934--: For description, see entry 461-ii.

[111] East Boston Office - 1

ACTIVE CASE HISTORIES (Cont'd)

xv. Report of nonsupport and desertion for DA cases, undated: Name, case number, settlement of recipient; amount of aid rendered; name, address record of spouse; names, ages, residences of children; names of employers, schools attended by children, date court granted or refused warrant; nature of charge, subsequent action taken; date spouse last seen, last contributed to support; name of referral agent, if known; date of report; signature of supervisor, social worker. For report kept by overseers, see entry 11-xix.

xvi. Report of admissions of recipients to Pondville Hospital, submitted by the state board of health, 1927--: Name, prior and present addresses, occupation, marital status of recipient; signature of board of health official. Attached summary includes settlement, case number, date of death of patient (where applicable); disposition of case. For report kept by overseers, see entry 11-xvi.

xvii. Report of real estate division's consultant to social worker, concerning recipient's holdings, 1933--: Name, address of recipient; name of district office's social worker; name of property owner in family, relationship to recipient; purchase price of property, type of home, number of families therein; number of tenements occupied, vacant; rental, income; number of mortgages; names, addresses of mortgagors; amounts, dates of first and second mortgages with subsequent reductions; amounts of monthly or semiannual payments on principle and interest; date, amount of unpaid taxes or interest; remarks, date of report, signature of consultant. For report kept by overseers, see entry 11-xxi.

xviii. Report by BCH on original request for examination of recipient, 1935--: For description, see entry 474.

xix. Report by postal savings department concerning recipient's savings, 1937--: For description, see entry 470-ii.

xx. Report of wages by recipient's former employer, approx. 1930--: Name, case number, former occupation of recipient; period of employment, reason for termination, statement by employer of his willingness to rehire, amount of wages each week of last ten; signature of executive director, employer. For report kept by overseers, see entry 11-xxii.

xxi. Request slips to social service index for applicant's prior aid record, three copies sent to social service index, two copies to bookkeeping department, 1937--: Date, number of request; maiden name if woman; surname, various spellings of surname and other names of applicant; first name, place and date of birth, present and previous addresses of applicant; place and

ACTIVE CASE HISTORIES

xxi. Request slips to social service index (Cont'd) date of marriage, record of previous marriages; citizenship, veteran, voting status; names, places and dates of births of children; names, addresses, of parents; signature of social worker. For copies of request kept by overseers, see entry 11-xxv.

xxii. Reregistration questionnaire filled out by recipient, 1936--: Name, address, case number, ward, precinct, date of application, place and date of birth of recipient; marital, citizenship, voting statuses; length of residence in Boston, State; date, address of last employment; name of employer, salary, occupation; record of employment with ERA, WPA, PWA showing date and place of employment, project number, salary; name of agency where recipient registered for work; name, address of spouse; ages, number of children; names, salaries of employed children; names of employers, total income from all sources one year prior to reregistration date, valuation of property, amount of mortgages, rental, number of rooms in home; name, registration number of car owned; amount of aid now received, place of work assignment, signature of recipient permitting investigation of medical records, signatures and addresses of recipient and spouse. For questionnaire kept by overseers, see entry 11-xxiii.

xxiii. Settlement notices (copies) of determined status of recipient submitted by settlement division: For description, see entry 503.

xxiv. Social worker's card record of aid given recipients; yellow and blue cards denoting checks either delivered to recipients at district offices, or mailed to their homes respectively: Name, address, case number, settlement status of recipient; name of spouse, number of persons in family, number of employables; amount, date, cause of aid; name of district office, number of check, signature of social worker. For card record kept by overseers, see entry 11-xxvii.

xxv. Social worker's case summary to establish family budget, approx. 1930--: Names, ages, sex, health of family members; address, case number, settlement, welfare work assignment, place and date of last employment of recipient; cause, date of first aid; method of aid payment; amount of aid, earnings, other income; rental, food, light and heat allowance; total weekly income, expenses of family; occupations of all employables, name of employer, estimated expenses of each employed family member, remarks, recommendations; signature of social worker, supervisor; name of district office, date of summary. For summary kept by overseers, see entry 11-xxviii.

xxvi. Social worker's report of interview with applicant for ADC: Maiden name of mother; names, places and dates of births, addresses of applicant and spouse; name, place and date of birth, address of each parent of applicant; previous addresses of

ACTIVE CASE HISTORIES

xxvi. Social worker's report of interview (Cont'd) family; name, place and date of birth, address of each child; names, relationship, prior and present addresses of relatives lodging children; name of district office, date of report; signature of supervisor, social worker. For report kept by overseers 1860--, see entry 11-xxx.

xxvii. Social worker's report of interview with applicant for DA: Name, address, place and date of birth of applicant; name, occupation, place and date of birth of spouse; number, ages of children; record of previous aid, source of income, previous addresses, remarks; signature of supervisor, social worker; date of report. For report kept by overseers 1860--, see entry 11-xxxi.

xxviii. Social worker's recommendation in memorandum to supervisor concerning adjustment of recipient's budget, special treatment or closer supervision of case, approx. 1934--. For recommendation kept by overseers, see entry 11-xxvi.

xxix. Social worker's report on home visits, concerning applicants for employment: Date, number of report; name, address, case number of applicant; date of visit; name of informant, social worker; place, date of naturalization; name, sex, place and date of birth, occupation, earnings of each member of family; relationship of each dependent to head of family; name, address of last steady employer of each adult; type of job held, date of employment, type of previous job held by applicant, name of employer, period of employment, weekly earnings, amount of family expenses; amount, description of debt; amount of cash on hand, in banks. Reverse side shows record of real estate owned by any member of family; record of ownership of automobile, insurance policies, stock or bonds; statement of prior public or private aid; signature of applicant, witness, social worker, district supervisor; social worker's remarks.

xxx. Social worker's reports of home visits: For description, see entry 109-ix.

Arr. alph. by name of recipient. No index. Various types of recording. 10 x 14 x 25½. Cabinet, f. rm.

Case Records

Active

112. (VISIBLE INDEX CARD RECORD OF ACTIVE CASES), 1935--. 24 Kardex f. trays (labeled by contained letters of alphabet).

Name, case number, sex, color, occupation, marital and settlement statuses of recipient; address record giving dates of residence, ward number; rental on present home, number of floor and rooms occupied by recipient; place and date of birth of recipient, spouse, each parent, each child; names of children, place and cause of death of spouse; citizenship status of recipient,

spouse; amount of aid from other sources; date, amount of original aid, subsequent aid. Reverse side shows cause of dependency, dates of visits, names of visitors, addresses at which recipient was visited, remarks. Arr. alph. by name of recipient. No index. Typed on ptd. form. 1 x 9 x 24. F. rm.

113. (SENIOR VISITOR'S CARD RECORD OF ACTIVE AND CLOSED CASES), 1935--. 1 desk d.
Name, address, case number of recipient; amount of original weekly aid with indication of subsequent increases or decreases therein; notation of change of relief status, address, remarks. Arr. alph. by name of recipient. No index. Hdw. and typed. 4 x 12 x 24. Senior visitor's rm.

114. (SOCIAL WORKER'S CARD RECORD OF AID GIVEN RECIPIENTS), 1935--. 11 crdbd. f. b.
For description, see entry 111-xxiv. Arr. alph. by name of recipient. No index. Hdw. and typed on ptd. form. 4 x 8 x 6. 2 f. b., 1935--, rm. 1; 2 f. b., 1935--, rm. 2; 2 f. b., 1935--, rm. 3; 2 f. b., 1935--, social workers' rm.; 2 f. b., 1935--, f. rm.; 1 f. b., 1935--, rm. 4.

115. (SOCIAL WORKERS' CARD RECORD OF VISITS TO RECIPIENTS), 1935--. 11 crdbd. f. b.
Name, address, case number of recipient; date of visit, name of social worker. Arr. alph. by name of st. No index. Typed. 5 x 6 x 12. 2 f. b., 1935--, rm. 1; 2 f. b., 1935--, rm. 2; 2 f. b., 1935--, rm. 3; 2 f. b., 1935--, social workers' rm.; 2 f. b., 1935--, f. rm.; 1 f. b., 1935--, rm. 4.

Inactive

116. (CLOSED CASE HISTORIES), approx. 1920--: 13 crdbd. b.
Case folders containing papers applicable to recipient as described in entry 111. Includes notation on applications of cause and date of closing, and correspondence relative to cessation of aid. Arr. alph. by name of recipient. No index. Various types of recording. 6½ x 12 x 13. F. rm.

117. CLOSED (Cases) VISIBLE IND. CARD, 1935--. 24 steel Kardex f. trays, 1 f. b. (labeled by contained letters of alphabet).
For description, see entry 112. Includes date, cause of closing. Arr. alph. by name of recipient. No index. Typed on ptd. form. F. trays 9 x 24 x 1; f. b. 9 x 23½ x 3½. F. rm.

118. (CARD RECORD OF REJECTED OR WITHDRAWN APPLICATIONS FOR AID), 1935--. 1 steel f. d.
Name, address of applicant; date of application, rejection or withdrawal; remarks. Arr. alph. by name of applicant. No index. Typed. 5 x 14 x 25½. Cabinet, dist. supr. off.

119. (REJECTED OR WITHDRAWN APPLICATIONS FOR ADC AND DA), 1939--. 2 crdbd. b.
For description, see entries 100-ii, 111-i. Includes date, cause of rejection or withdrawal. Arr. alph. by name of applicant. No index. Typed on ptd. form, hdw. $6\frac{1}{4}$ x 12 x 13. F. rm.

120. CLOSED CASES - TRANSFERS, 1935--. 1 steel f. d.
Card record of closed and transferred cases: Name, address, case number of recipient; date of opening, closing, transferring of case; dates of visits to recipients, name of visitor, remarks. Arr. alph. by name of recipient. No index. Typed on ptd. form. 5 x 14 x $25\frac{1}{2}$. Dist. supr. off.

Work Projects Administration

121. (CARD RECORD OF APPLICANTS), 1937--. 1 crdbd. f. b.
Name, address, occupation, priority of applicant; date applicant registered, visited, certified or declared ineligible, assigned to work. Arr. alph. by name of applicant. No index. Hdw. on ptd. form. 5 x 6 x 12. Senior visitor's rm.

122. (CASE HISTORIES), 1920--. 8 ctns. (labeled by contained letters of alphabet).
Case folders containing one or more of the following papers pertaining to applicants for employment:

i. Application for DA (copy): Name, prior and present addresses, citizenship status, place and date of birth, occupation, place and date of marriage of applicant; reasons for unemployment, employment efforts; dates of entries to city and State; date, place of death of spouse; names, dates and places of birth; occupations, marital statuses of children; description, valuation of assets; history of relatives, date of affidavit; signature of applicant, spouse, each witness; date of application, name of visitor. Includes date and cause of rejection, withdrawal or closing. 1920-33 includes number in family, ages of applicant and spouse, amount and place husband or spouse taxed, date and place of death of spouse, residences of children, dates of social workers' visits, amount of assistance from other sources; amount of weekly income, rental; description, amount of debt; school grades of children, wages of employed children, names of employers. 1933-- includes case number, settlement, color, sex, military record, weekly wages, prior aid record of applicant; voting status showing ward and precinct numbers, rental paid by applicant; name, history, date and place of death of former spouse; sex, wages, school grades of children; period of applicant's last employment, salary received therefor; name, address of employer; estimated weekly income, notation of settlement division's records; name of welfare district, names of social workers taking application. For original applications 1860--, see entry 11-ii.

(CASE HISTORIES) (Cont'd)

ii. Application for MA or ADC: For description, see entry 100-ii.

iii. Application for employment (welfare and nonwelfare cases), 1937--: Name, address, telephone number, sex, case number, color, age, place and date of birth, occupation of applicant; citizenship, marital status; military record, name of last employer; nature, duration of last employment; names, sex, ages, occupations, health status, names of employers, weekly earnings of members of applicant's family; amount, source of present income; description, valuation of assets; nature, amount of debts; signature of applicant, witness; date of application. Includes indication of ineligibility or record of assignment where applicable. For applications of eligible applicants 1936-37, see entry 378; for applications of ineligible applicants 1936-37, see entry 379.

iv. Applicant's eligibility certification (welfare and nonwelfare cases), 1937--: Name, address, case number, relief status of applicant; number of persons in family unit; names, sex, ages, weekly earnings, names of employers of family members over 16 years of age; amount, source of present income; description of assets, liabilities; signature of welfare certifying official, date of certification. For certifications of eligibility 1936-37, see entry 381.

v. Cancelation of applicant's eligibility for work relief (nonwelfare cases only) 1937--: Name, address, case number of applicant; names, ages, weekly earnings, names of employers of family members over 16 years of age; cause, date of cancelation; signature, title of welfare official.

vi. Case history of dependent children: For description, see entry 100-iii.

vii. Correspondence with employers, landlords, and neighbors of recipient; with churches, hospitals, state department, and outside welfare departments concerning settlement of recipient. For letters not allocated to case folders 1923, see entry 52.

viii. Instructions (originals and duplicates) from district offices and social worker in charge of trust funds requesting complete or partial cessation of aid or a decrease in the amount: Name, address, case number, type of aid of recipient; amount of decrease or indication of cessation of aid; date, number of order; signature of visitor, name of visitor's district. For original instructions, see entry 535.

ix. Instructions (original, Nov. 2, 1935--, and duplicate, Nov. 2, 1935-Mar. 19, 1937) from district offices and social worker in charge of trust funds, to start aid on new and reopened cases or adjust aid allotment on active cases: Name, address, case number, type of aid of recipient; number of district, authorization; amount of aid to be rendered for next eight-week period; method of payment, signature of social worker, district supervisor; remarks. Includes, on adjusted active

(CASE HISTORIES)

ix. Instructions (original, Nov. 2, 1935 etc.) (Cont'd) cases only, amount of aid increases or decreases; on new and reopened cases, date of first aid grant, amount of first week's aid, date of payment after first week, number in family, number and sex of employables, cause of aid; on reopened cases only, notation to sum aid temporarily stopped. For original instructions, see entry 534.

x. Medical history of parents (ADC cases): For description, see entry 100-iv.

xi. Notices (fanfold copies) to start, increase, decrease or stop aid prepared from information submitted by paying division, copies being sent to district office supervisors, state department, and settlement division: For description, see entry 5.

xii. Photostat record submitted by social service index of aid rendered applicant by public or private social agencies (welfare and non-welfare cases), 1937--: Surname, alias, first name of applicant; name of spouse; record of previous marriages, places and dates of births, occupations of applicant and spouse; places and dates of births of children, dates of aid, names of agencies previously aiding applicant, addresses at which applicant aided; names, addresses, kinship of relatives. For record kept by overseers, see entry 11-x.

xiii Recommendations for transfers of DA cases to OAA, 1936--: Name, case number, date of birth, citizenship status, prior and present addresses of recipient; name of welfare district, names of parents; names, ages, occupations, addresses of children; date of recommendation; signature of social worker, supervisor. For card record of cases recommended, see entry 89.

xiv. Recommendations for transfers of DA cases to ADC, 1936--: For description, see xiii. For dependent aid division's card record of accepted or denied transfer, see entries 87, 88; for aid to dependent children division's card record of accepted or denied transfers 1937--, see entry 103.

xv. Record of recipient's account as reported by bank, 1937--: For description, see entry 470-i.

xvi. Record of sources of income of reopened case, approx. 1928--: Name, address of recipient; period of last employment, salary, name of employer, reason for unemployment; description, location, purchase price, assessed value of real estate holdings; amount of mortgages, amount of assets of recipient or member of family; names of banks, family depositors, family holders of securities; estimated family weekly income; signature of applicant permitting investigation of insurance policies and medical records of recipient or spouse, and attesting to truth of information; signature of witness.

xvii. Report of insurance division concerning status of recipient, 1934--: For description, see entry 461-ii.

(CASE HISTORIES)(Cont'd)

xviii. Report of nonsupport and desertion for DA cases, undated: Name, case number, settlement of recipient; amount of aid rendered; name, address record of spouse; names, ages, residences of children; names of employers, schools attended by children; date court granted or refused warrant, nature of charge, subsequent action taken; date spouse last seen, last contributed to support; name of referral agent, if known; date of report; signature of supervisor, social worker. For report kept by overseers, see entry 11-xix.

xix. Report of admissions of recipients to Pondville Hospital, submitted by the state board of health, 1927--: Name, prior and present addresses, occupation, marital status of recipient; signature of board of health official. Attached summary includes settlement, case number, date of death of patient (where applicable); disposition of case. For report kept by overseers, see entry 11-xvi.

xx. Report of real estate consultant to social worker, concerning recipient's holdings, 1933--: Name, address of recipient; name of district office, social worker; name of property owner in family, relationship to recipient; purchase price of property, type of home, number of families therein; number of tenements occupied, vacant; rental, income; number of mortgages; names, addresses of mortgagors; amounts, dates of first and second mortgages with subsequent reductions; amounts of monthly or semiannual payments on principal and interest; date, amount of unpaid taxes or interest; remarks, date of report, signature of consultant. For report kept by overseers, see entry 11-xxi.

xxi. Report by BCH on original request for examination of recipient, 1935--: For description, see entry 474.

xxii. Report by postal savings department concerning recipient's savings, 1937--: For description, see entry 470-ii.

xxiii. Report of wages by recipient's former employer, approx. 1930--: Name, case number, former occupation of recipient; period of employment, reason for termination, statement by employer of his willingness to rehire, amount of wages each week of last ten; signature of executive director, employer. For report kept by overseers, see entry 11-xxii.

xxiv. Request to social service index for recipient's aid record, three copies sent to social service index, two copies to bookkeeping department (welfare and nonwelfare cases): Date, number of request; maiden name if woman; surname, various spellings of surname and other names of applicant; first name, place and date of birth, present and previous addresses of applicant; place and date of marriage, record of previous marriages; citizenship, veteran, voting status; names, places and dates of births of children; names, addresses of parents; signature of social worker. For copies of request kept by overseers, see entry 11-xxv.

(CASE HISTORIES) (Cont'd)

xxv. Reregistration questionnaire filled out by recipient, 1936--: Name, address, case number, ward, precinct, date of application, place and date of birth of recipient; marital, citizenship, and voting statuses; length of residence in Boston, State; date, address of last employment; name of employer, salary, occupation; record of employment with ERA, WPA, PWA showing date and place of employment, project number, salary; name of agency where recipient registered for work; name, address of spouse; ages, number of children; names, salaries of employed children; names of employers, total income from all sources one year prior to reregistration date, valuation of property, amount of mortgages; rental, number of rooms in home; name, registration number of car owned; amount of aid now received, place of work assignment, signature of recipient permitting investigation of medical records, signatures and addresses of recipient and spouse. For questionnaire kept by overseers, see entry 11-xxiii.

xxvi. Settlement notices (copies) of determined status of recipient, submitted by settlement division: For description, see entry 503.

xxvii. Social worker's card record of aid given recipients; yellow and blue cards denoting delivered to recipients at district offices or mailed to their homes respectively: Name, address, case number, settlement status of recipient; name of spouse, number of persons in family, number of employables; amount, date, cause of aid; name of district office, number of check, signature of social worker. For card record kept by overseers, see entry 11-xxvii.

xxviii. Social worker's case summary to establish family budget, approx. 1930--: Names, ages, sex, health of family members; name, address, case number, settlement, welfare work assignment, place and date of last employment of recipient; cause, date of first aid; method of aid payment, amount of aid; earnings, other income; rental, food, light and heat allowance; total weekly income, expenses of family; occupations of all employables; name of employer, estimated expenses of each employed family member; remarks, recommendations, signature of social worker; signature of supervisor, name of district office, date of summary. For summary kept by overseer, see entry 11-xxviii.

xxix. Social worker's report of interview with applicant for ADC: Maiden name of mother; names, places and dates of births, addresses of applicant and spouse; name, place and date of birth, address of each parent of applicant; previous addresses of family; name, place, and date of birth, address of each child; names, relationship, prior and present addresses of relatives lodging children; name of district office, date of report; signature of supervisor, social worker. For report kept by overseers, 1860--, see entry 11-xxx.

(CASE HISTORIES) (Cont'd)

xxx. Social worker's report of interview with applicant for DA: Name, address, place and date of birth of applicant; name, occupation, place and date of birth of spouse; number, ages of children; record of previous aid, source of income, previous addresses, remarks; signature of supervisor, social worker; date of report. For report kept by overseers 1860--, see entry 11-xxxi.

xxxi. Social worker's recommendation in memorandum to supervisor concerning adjustment of recipient's budget, special treatment or closer supervision of case, approx. 1934--. For recommendations kept by overseers, see entry 11-xxvi.

xxxii. Social worker's report on home visits concerning applicants for employment (welfare and nonwelfare cases) 1937--: Date, number of report; name, address, case number of applicant; date of visit; name of informant, social worker; place, date of naturalization; name, sex, place and date of birth, occupation, earnings of each member of family; relationship of each dependent to head of family; name, address of last steady employer of each adult, type of job held, date of employment, type of previous job held by applicant, name of employer, period of employment, weekly earnings, amount of family expenses; amount, description of debt; amount of cash on hand, cash in banks. Reverse side shows record of real estate owned by any member of family; record of ownership of automobile, insurance policies, stock or bonds; statement of prior public or private aid; signature of applicant, witness, social worker, district supervisor; social worker's remarks.

xxxiii. Social worker's reports of home visits: For description, see entry 109-ix.

Arr. alph. by name of recipient. No index. Various types of recording. 7 x 13 x 14½. WPA interviewing rm.

Civilian Conservation Corps

123. (CCC ENROLLMENTS), 1935--. 1 steel f.d.
Card record submitted by DA division concerning CCC selections: Name, address of enrollee; signature of director of dependent aid division, date of signature. Arr. alph. by name of enrollee. No index. Hdw. and typed on ptd. form. 5 x 14 x 25½. Cabinet, dist. supr. off.

CHARLESTOWN DISTRICT - 2

All records are in the Charlestown Health Unit Building; except where otherwise noted, they are in room marked Private - Reapplies - WPA Reapplications. In addition to the following records, see entry 581 for daily total disbursement for aid July 1937--.

Reports and Notices

124. DAILY REPORTS, 1935--. Approx. 500 loose sheets and 1 vol. in desk d. System estab. 1935.
Daily summary of cases handled by social workers from which are compiled weekly statistical reports, entry 127: Number of new cases, reapplications handled; number of case history jackets transferred to and out of district office, names of recipients transferred out of district office, signatures of social workers taking recipients' case history jackets to other district offices, date of summary. Arr. chron. by date of report. No index. Typed on mimeographed form. 4 x 12 x 24.

125. (Copies of) MONTHLY (Statistical) REPORTS, 1935--. 1 folder. For description, see entry 109-vi. Arr. chron. by date of report. No index. Typed on mimeographed form. 12 x 9 x 1. Desk, asst. supr. inner off.

126. (Copies of Visitors') DAILY REPORTS, 1935--. 1 folder. For description, see entry 69. Arr. chron. by date of report. No index. Typed on ptd. form. 12 x 9 x 1. Desk, asst. supr. inner off.

127. (Copies of) WEEKLY (Statistical) REPORTS, 1937--. 4 folders. System estab. 1937.
For description, see entry 109-xi. Arr. chron. by date of report. No index. Typed on mimeographed form. 12 x 9 x 1. Desk, asst. supr. inner off.

128. (COPIES OF REPORTS OF WEEKLY ATTENDANCE OF EMPLOYEES SUBMITTED TO PERSONNEL DIVISION), Jan. 1927--. 1 folder.
For description, see entry 96-iv. Arr. chron. by date of report. No index. Typed on ptd. form. 12 x 9 x 1. Desk, asst. supr. inner off.

129. SUPPLY DEPT., 1937--. 1 folder. System estab. 1937.
Monthly reports (copies) sent to maintenance division listing the number of typewriters on hand: Type, number of machine; name of district office, date of report, signature of district office supervisor. Arr. chron. by date of report. No index. Typed. 12 x 9 x 1. Desk, asst. supr. inner off.

130. FANFOLD SLIPS, 1935--. 2 steel f.d. System estab. 1935.
Title varies: Releases Made on Revisits, 1939--. 1 f.d.
Notices (fanfolds) to start, increase, decrease, or stop aid prepared by by OPW from information submitted by paying division: For description, see entry 5. No obvious arr. No index. Typed on ptd. form. 13 x $5\frac{1}{2}$ x $26\frac{1}{2}$.

131. (COPIES OF NOTICES OF INSTRUCTIONS IN ADMINISTERING AID), 1935--. 1 desk d.
For description, see entry 109-vii. Arr. chron. by date of notice. No index. Typed and mimeographed. $9\frac{1}{2}$ x $11\frac{1}{2}$ x 30. Desk, asst. supr. inner off.
For original notices 1927--, see entries 62, 70-i, 485-vi.

Case Records

132. (CHECK-DELIVERED CASES), 1934-- 5 steel f d (labeled by contained letters of alphabet)
Case folders, containing papers as described in entry 111, applicable to recipients who receive aid checks at district office Arr alph. by name of recipient. No index. Various types of recording $10\frac{1}{2}$ x 14 x 26

133. (CHECK-MAILED CASES), 1934-- 2 steel f d (labeled by contained letters of alphabet)
Case folders containing papers as described in entry 111, applicable to recipients whose aid checks are mailed to them Arr alph by name of recipient No index. Various types of recording $11\frac{1}{2}$ x $12\frac{1}{2}$ x $26\frac{1}{2}$

134. (VISIBLE INDEX CARD RECORD OF ACTIVE CASES), 1934-- 28 Kardex f. trays, 1 f.b (28 Kardex f. trays, 1934--, labeled by contained letters of alphabet; 1 f b 1934--, unlabeled) System estab. 1934
For description, see entry 112 Arr alph. by name of recipient No index. Typed on ptd. form Kardex f trays 1 x $10\frac{1}{2}$ x 25; f b 6 x $8\frac{1}{2}$ x 24

135. INDEX OF ACTIVE CASES, 1930--. 2 steel f d
Abstracts of records of active cases: Name, address, case number of recipient; date of first aid, prior closing, reopening; name of visitor Arr alph. by name of recipient. No index. Typed. $4\frac{1}{2}$ x 6 x $17\frac{1}{2}$ Asst. supr outer off.

136. (SOCIAL WORKERS' CARD RECORD OF ACTIVE CASES), 1934 1 f.b (marked Mullowney) System discont. 1934.
Name, address, case number of recipient; method of payment Arr alph by name of st. and thereunder alph. by name of recipient No index Hdw. and typed. 4 x 5 x 12. Asst. supr. outer off

137. (SOCIAL WORKERS' CARD RECORD OF AID GIVEN RECIPIENTS), 1934-- 4 f.b. (2 f.b., 1934--, labeled by name of visitor; 1 f.b, 1934--, labeled by name of visitor and district office; 1 f b, 1934--, unlabeled).
For description, see entry 111-xxiv Arr. alph. by name of recipient No index. Typed. 4 x 8 x 5. Rest rm

138. CHECK DELIVERED, Jan. 1939--. 1 folder.
Social workers' lists of recipients receiving checks at district office who are due to be visited: Name, address, case number, type of aid of recipient; name of social worker, date of list. Arr. chron. by date of list No index. Typed. 12 x 9 x 1. Desk, asst. supr. inner off

139. UNCOMPLETED & COMPLETED INSURANCE, 1938 1 f b
Record of insurance policies submitted by the insurance division to private insurance statistician for analysis and adjustment: Name, address, case number of recipient; name of insurance statistician, dates appointment

card and insurance forms mailed to recipient by insurance division; date recipient interviewed, case material sent to insurance statistician, case material returned with recommendations, adjustment accepted or rejected by insurance division. Arr. alph. by name of recipient. No index. Hdw. on mimeographed form. 4 x 5 x 12. Asst. supr. outer off.

140. (CLOSED CASE HISTORIES), approx. 1920--. 1 f.d., 4 bdls. (1 f. d., 1920--, labeled by contained letters of alphabet; 4 bdls., 1920--, unlabeled).
Case folders containing papers applicable to recipient, described in entry 111. Includes notation on applications of cause and date of closing, and correspondence relative to cessation of aid. Arr. alph. by name of recipient. No index. Various types of recording. 12 x 9 x 8.

141. (Card Record of) CLOSED (Cases), 1926--. 1 f.b., 1 crdbd. b. (1 f.b., 1926-34, labeled by contained letters of alphabet; 1 crdbd. b., 1934--, marked Charlestown).
Name, address, case number of recipient; date case opened, closed; reason for closing. 1934-- includes sex, color, occupations, marital and settlement statuses of recipient; places, period of former residences; ward number of present residence, number of floor and rooms occupied, rental paid by recipient; place, and date of birth of recipient, spouse, each parent, each child; names of children; place, cause of death of spouse, if applicable; citizenship status of recipient, spouse; amount of aid from other sources, amounts of aid at opening and closing of case. Reverse side shows cause of dependency, dates of visits, names of visitors, addresses at which recipient was visited, remarks. Arr. alph. by name of recipient. No index. Typed 1926-34; typed on ptd. form. 1935--. F.b. 4 x 5 x 12; crdbd. b. $3\frac{1}{2}$ x $8\frac{1}{2}$ x 6.

142. INDEX OF CLOSED CASES, 1928--. 1 f.b.
Card record of closed cases: Name, address, case number of recipient; date of first aid, closing, reopening, final closing; names of visitors. Also contains: Card record of case-history jackets transferred to other district offices, 1928-June 1939, entry 148. Arr. alph. by name of recipient. No index. Typed. $4\frac{1}{2}$ x 6 x $17\frac{1}{2}$. Asst. supr. outer off.

Work Projects Administration

143. WPA CLOSED, approx. 1920--. 4 f.d. (labeled by contained letters of alphabet).
Case folders containing papers, described in entry 122, pertaining to recipients temporarily transferred to a project. Includes on application date, description of transfer. Arr. alph. by name of recipient. No index. Various types of recording. 11 x $12\frac{1}{2}$ x $26\frac{1}{2}$.

144. NON-WELFARE, 1937--. 1 ctn. System estab. 1937.
Case folders containing papers, described in entry 122-iii,-iv,-xii, -xxiv,-xxxii, pertaining to nonwelfare applicants for employment. Arr.

alph. by name of applicant. No index Hdw on ptd form 16 x 6½ x 12
For applications of eligible applicants 1936-37, see entry 378; for applications of ineligible applicants 1936-37, see entry 379; for certifications 1936-37, see entries 381, 382.

145. O.P.W. CERTIFICATIONS (for WPA Employment), 1937-- 1 ctn
System estab. 1937
Contains applications and certifications of welfare recipients awaiting transfer to WPA showing same information as described in entry 122-iii, -iv. Arr. alph. by name of recipient. No index Hdw on ptd form 16 x 6½ x 12

Miscellaneous

146. MISCELLANEOUS NOTICES AND REPORTS, 1937-- 1 folder
Contains:
i. General summaries of surveys prepared by the state department and used as comparative studies of various types of aid.
ii. Lists (copies) of recipients eligible by age for old age assistance, originals sent to OAA bureau, 43 Hawkins Street. Name, address, age, case number of recipient.
iii. Lists (copies) received from WPA headquarters of applicants given employment: Name, address of employee; date, place of assignment.
Arr. chron. by date of list or summary No index ii, iii, typed; i, mimeographed. 12 x 9 x 1 Desk, asst supr inner off

147. MERCHANTS CREDIT BUREAU, INC., 1938-- 1 f.b.
Social service index slips: For description, see entry 111-xxi. Arr. alph. by name of recipient. No index. Typed on ptd form 5½ x 6½ x 7½
Asst. supr outer off

148. (CARD RECORD OF CASE-HISTORY JACKETS TRANSFERRED TO OTHER DISTRICT OFFICES), July 1939-- 1 f.b. 1928-June 1939 in Index of Closed Cases, entry 142
Name, case number of recipient; name of district office from which transferred, to which transferred; contents of jacket, date of transfer, signature of social worker receiving jacket. Arr. alph. by name of recipient No index Typed. 4 x 5 x 3 Desk, asst supr outer off

149. (MISCELLANEOUS CORRESPONDENCE), 1934-- 1 wire basket
Correspondence with individuals, business concerns, and the state department, concerning departmental policies in administering aid, requests for estimated costs of family subsistence, and other general aid matters. No obvious arr. No index Typed and hdw. Closet

150. FUEL COMPLAINTS, 1935-- 1 folder
Correspondence with recipients concerning grievances and complaints on fuel deliveries. Arr. chron. by date of correspondence. No index Hdw and typed. 12 x 9 x 1 Desk, asst. supr inner off
For summary of fuel complaints 1937, see entry 58.

[151-155]

BLOSSOM STREET DISTRICT OFFICE - 3

All records are in the Blossom Street Health Unit Building; except where otherwise noted, they are in room 7. In addition to the following records, see entry 581 for daily total disbursement July 1937--.

General Cases

151. (District Supervisor's Administrative) FILES, 1935--. 3 steel f.d. (dated).
Contains case papers as described in entry 109. Arr. chron. by date of paper. No index. Various types of recording. 11½ x 13½ x 27½. Cabinet, asst. supr. off.

152. FANFOLDS, 1938--. 2 crdbd. f.b. (labeled by contained letters of alphabet).
Notices (fanfolds) to start, increase, decrease, or stop aid prepared by overseers from information submitted by paying division: For description, see entry 5. Arr. alph. by name of recipient. No index. Typed on ptd. form. 6 x 7 x 12. Asst. supr. off.

153. (RECORD OF EMPLOYABLE CHILDREN IN FAMILIES RECEIVING AID), Jan. 6, 1939--. 1 f.b. System estab. Jan. 6, 1939.
Name, brief personal history of child; dates of weekly visits of child to district office; name, address, case number of parent; number of employables in family, name of employer to which child was referred, number of district office. Arr. alph. by name of child. No index. Typed. 4 x 4 x 8. Desk, OPW rm.

Work Projects Administration Cases

154. (CASE RECORDS), 1937--. 6 corrg. ctns.
Case folders containing papers described in entry 122, pertaining to applicants for employment. Arr. alph. by name of applicant. No index. Various types of recording. 7 x 13 x 14½. Insurance div. rm.
For applications of eligible applicants 1936-37, see entry 378; for applications of ineligible applicants 1936-37, see entry 379; for certifications 1936-37, see entries 381, 382.

155. (Card Record of) WPA APPLICATIONS, 1937--. 1 f.b.
Name, address, case number of applicant; date application sent to welfare WPA certification office. Arr. alph. by name of applicant. No index. Hdw. and typed. 4½ x 5½ x 12.

156. NON-WELFARE HOME VISITS REPORTS, 1940-- 6 folders (labeled by contained letters of alphabet)
Social workers' reports on home visits concerning applicants for employment: For description, see entry 122-xxxii Arr alph by name of applicant No index. Hdw on ptd. form 9 x 12 x 1

157. (Card Record of) PERSONS WHO HAVE RECEIVED WPA COMFORTERS, 1939-- 1 f b
Name, address, case number of recipient; date of receipt Arr alph by name of recipient. No index. Typed. 6 x 8 x 12 Rm 5

West End Unit - 3A

Reports and Summaries

158. (COPIES OF MONTHLY STATISTICAL REPORTS), 1936--, 3 folders
For description, see entry 109-vi Arr chron by date of report No index. Typed on mimeographed form 12 x 9 x 1

159. (CLERK'S DAILY SUMMARY OF APPLICATIONS AND REAPPLICATIONS FOR AID), Dec 1938-- 1 vol Prior records destroyed
Name, address, case number of applicant; name of visitor, date of application; date application received, aid granted or denied Arr chron by date of application. No index Typed 9 x 12 x 1

Active Cases

160. (ACTIVE CASE HISTORIES), approx 1920-- 5 steel f d (4 f d., 1920--, labeled by contained letters of alphabet; 1 f d., 1920--, unlabeled)
Case folders containing papers applicable to recipient, described in entry 111. Arr. alph. by name of recipient. No index. Various types of recording. 11½ x 13½ x 27½. Cabinet

161. (Card Record of) ACTIVE WEST END (Cases), 1935-- 1 f d (labeled by contained letters of alphabet)
Name, address, case number of recipient; type of aid, indication that case is active. Arr. alph by name of recipient. No index Typed 13½ x 6 x 29½. Cabinet, rm 4

162. (SOCIAL WORKER'S CARD RECORD OF AID GIVEN RECIPIENTS), 1940--, 4 f.b.
For description, see entry 111-xxiv Arr alph by name of recipient No index. Hdw. and typed on ptd. form 4 x 8 x 6 3 f.b., 1940--, rm 6; 1 f.b., 1940--, insurance div. rm

163. (SOCIAL WORKERS' CARD RECORD OF VISITS TO RECIPIENTS), 1940-- 4 crdbd. f.b
For description, see entry 115. Arr. alph. by name of st No index. Typed. 5 x 5 x 12. 3 f.b., 1940--, rm 6; 1 f b., 1940--, insurance div. rm.

[164-170] Blossom Street District Office - 3
West End Unit - 3A

164. TRANSFERS, 1936--. 1 steel f.b.
Card record of case history jackets transferred to other district offices: For description, see entry 148. Arr. alph. by name of recipient. No index. Typed on ptd. form. 4½ x 5½ x 15.

165. PEDDLERS' LICENSES, 1938. 1 crdbd. f.b.
Card record of persons having peddlers' licenses, and used as a check against active cases to determine need for continuance of aid: Name, address of licensee; date of issuance of license. Arr. alph. by name of licensee. No index. Typed. 5 x 6 x 12. Rm. 4.

Inactive Cases

166. WEST END CLOSED (Case Histories), 1939--. 5 steel f.d. (labeled by contained letters of alphabet).
Case folders containing papers applicable to recipient, described in entry 111. Includes notation on applications of cause and date of closing, correspondence relative to cessation of aid. Arr. alph. by name of recipient. No index. Various types of recording. 11½ x 13½ x 27½. Cabinet.

167. (Card Record of) CLOSED CASES, 1936--. 1 f.d.
Name, address of recipient; description of aid grants, dates of first and last aid. Arr. alph. by name of recipient. No index. Typed. 4½ x 5½ x 15.

168. WEST END (Closed) CASES SENT TO RECORD ROOM, approx. 1920--. 1 f.d. (labeled by contained letters of alphabet).
Name, address, case number of recipient; date of last aid, case history jacket sent to record room. Arr. alph. by name of recipient. No index. Typed. 13½ x 6 x 29½. Cabinet, rm. 4.

North End Unit - 3B

Reports and Summaries

169. (COPIES OF MONTHLY STATISTICAL REPORTS), 1936--. 3 folders (dated).
For description, see entry 109-vi Arr by date of report No index Typed on mimeographed form. 12 x 9 x 1. Rm. 5.

170 (CLERK'S DAILY SUMMARY OF APPLICATIONS AND REAPPLICATIONS FOR AID), Dec. 1938--. 1 vol. Prior records destroyed.
For description, see entry 159. Arr. chron. by date of application. No index. Typed. 9 x 12 x 1. Rm. 5.

Blossom Street District Office - 3 - [171-178]
North End Unit - 3B

Case Records

171 (Active) NORTH END (Case Histories), approx 1920-- 10 steel f d (labeled by contained letters of alphabet)
Case folders containing papers applicable to recipient, described in entry 111 Arr alph by name of recipient No index Various types of recording 11½ x 13½ x 27½ Cabinet, rm

172 (Card Record of) NORTH END ACTIVE (Cases), 1935-- 1 f d (labeled by contained letters of alphabet)
For description, see entry 161 Arr alph by name of recipient No index Typed 13½ x 6 x 29½ Cabinet, rm 4

173 (SOCIAL WORKERS' CARD RECORD OF AID GIVEN RECIPIENTS), 1940-- 5 crdbd f b
For description, see entry 111-xxiv Arr alph by name of recipient No index Hdw and typed on ptd form 4 x 8 x 6 4 f b, 1940--, rm 6; 1 f b, 1940--, rm 5

174 (SOCIAL WORKERS' CARD RECORD OF VISITS TO RECIPIENTS), 1934-- 5 f b
For description, see entry 115 Arr alph by name of st No index Typed on ptd form 5 x 6 x 12 4 f b, 1934--, rm 6; 1 f b, 1934--, rm 5

175 NO END TRANSFERS OUT, 1936-- 1 f b
Card record of case history jackets transferred to other district offices For description, see entry 148 Arr alph by name of recipient No index Typed on ptd form 6 x 11 x 12 Rm 5

176 PEDDLERS' LICENSES, 1938 1 crdbd f b
Card record of persons having peddlers' licenses, and used as a check against active cases to determine need for continuance of aid: For description, see entry 165 Arr alph by name of licensee No index Typed 5 x 6 x 12 Rm 5

Inactive Cases

177 (CARD RECORD OF RECENTLY CLOSED CASES), 1935-- 4 f b (2 f b, 1935-38, unlabeled; 2 f b, 1939--, labeled by contained letters of alphabet)
Record of recipients who probably will return for aid: Name, address of recipient; name of spouse, district office; date of original application, each reapplication Arr alph by name of recipient No index Typed 6 x 8 x 12 Rm 5

178 (CLOSED CASE HISTORIES), approx 1920-- 6 steel f d (labeled by contained letters of alphabet)
Case folders containing papers applicable to recipient, described in entry 111 Includes notation on application of cause and date of closing, and correspondence relative to cessation of aid. Arr alph. by name of recipient. No index Various types of recording. 11½ x 14 x 27½ to 11½ x 14 x 29. Cabinet, rm 4

179. (Card Record of) NORTH END (Closed) CASES SENT TO RECORD ROOM, 1939--. 1 f.d. (labeled by contained letters of alphabet). For description, see entry 168. Arr. alph. by name of recipient. No index. Typed. 13½ x 6 x 29½. Cabinet, rm. 4.

FAYETTE STREET DISTRICT OFFICE - 4

All records are in the Fayette Street District Building; except where otherwise noted, they are in the files room. In addition to the following records, see entry 581 for daily total disbursements for aid July 1937--.

Reports and Notices

180. DISTRICT REPORTS - VISITORS DAILY REPORTS, 1934--. 10 folders in 1 steel f.d.

Contains:

i. Insurance division's summary of investigations of policies held by recipients, and adjustments thereon (copies), 1938--: Number of recipients having insurance, no insurance; total number of adjustments (recommended by neutral insurance bureau) accepted, rejected; amount of money received through adjustments of policies.

ii. Monthly statistical reports (copies) submitted to head of DA division and director of social service: For description, see entry 109-vi.

iii. Notices (copies) of instructions from executive director, business manager and director of social service: For description, see entry 70-i. For original notices 1927--, see entries 62, 485-vi.

iv. Reports (copies) of weekly attendance of employees submitted by district office supervisor to personnel division: For description, see entry 96-iv.

v. Retail credit bureau reports submitted to district office concerning recipients having charge accounts with Boston retailers, 1939--.

vi. Visitors' daily reports: For description, see entry 69.

vii. Weekly district case load reports (copies): For description, see entry 109-x.

viii. Weekly statistical reports (copies) of social workers' activities, submitted to head of DA division: For description, see entry 109-xi.

Arr. by type of record and chron. thereunder by date of report or notice. No index. Various types of recording. 12 x 15 x 30. Dist. supr. secy. off.

181 FANFOLDS (Aid Authorization Notices), Oct 1936-- 8 f b (5 f b , Oct 1936-Oct 1938, dated; 3 f b , Oct 1938--, unlabeled)
For description, see entry 5 Arr alph by name of recipient and thereunder chron by date of notice No index Typed on ptd form 6 x 7 x 12 Rm 6

182 SETTLEMENT FANFOLDS, 1938-- 1 f b
Interdepartmental communications (copies) submitted by settlement division showing that settlement of recipient has been determined For description, see entry 503 Arr alph by name of recipient No index Typed on ptd form 5 x 6 x 11½ Dist supr secy off

Work Projects Administration Cases

183 (CASE RECORDS), 1937-- 4 corrg ctns , 1 wooden b
Case folders containing papers, described in entry 122, pertaining to welfare and nonwelfare applicants for employment Arr alph by name of applicant No index Various types of recording Ctns 7 x 13 x 14½; wooden b 11 x 40½ x 22 Rm 1
For applications of eligible applicants 1936-37, see entry 378; for applications of ineligible applicants 1936-37, see entry 379; for certifications 1936-37, see entries 381, 382

184 WPA (Applications), July 1939--, 1 f b (dated) System estab July 1939
Card record of WPA applications submitted to department's WPA certification office: Name, address, occupation of applicant; date application submitted. Arr alph by name of applicant No index Typed 5 x 6 x 11½. Dist supr secy off

185 COMFORTERS, Mar 1938-- 1 f b
Card record of recipients given comforters from WPA surplus commodities division: For description, see entry 157. Arr alph by name of recipient No index. Hdw 4 x 5 x 11½ Supr (Mr Duff) rm

186 CAR CHECKS, Mar 1939 1 f b
Record of car checks given discharged WPA workers: Name, address of dismissed employee; value of car checks, signature of social worker, name of district office Arr alph by name of recipient No index Typed on ptd form 4 x 5 x 11½ Dist supr secy off

Inactive Cases

187 (CLOSED CASE HISTORIES), approx 1920-- 21 steel f d , 8 corrg ctns (3 f d., 8 corrg ctns , 1920--, unlabeled; 18 f d , 1920--, labeled by contained letters of alphabet)
Case folders containing papers described in entry 111 Includes notation on application of cause and date of closing, and correspondence relative

to cessation of aid. Arr. alph. by name of recipient. No index. Various types of recording. F.d. 10½ x 14 x 26; ctns. 7 x 13 x 14½. Rm. 6.

Miscellaneous

188. TRANSFERS OUT, 1938--. 1 f.b.
Card record of case history jackets transferred to other units of this district office only: For description, see entry 148. Arr. alph. by name of recipient. No index. Typed and hdw. on ptd. form. 4 x 5 x 11½. Dist. supr. secy. off.

For active card record of unit 4 A transfers to other district offices 1935--, see entry 201; for closed card record of transfers from unit 4 A to other units 1935--, see entry 205.

189. (DISTRICT SUPERVISOR'S TICKLER FILE), 1939--. 1 bdl., 1 f.b.
Memoranda on cards for district supervisor's future consideration: Name, address, case number of recipient; subject for future consideration; date, nature of action taken; date of memorandum. Arr. chron. by date of memorandum. No index. Hdw. Bdl. 3 x 5 x 3; f.b. 3 x 5 x 4. Desk, dist. supr. off.

190. STREET INDEX, 1934--. 1 f.b. System estab. 1934.
Card record of streets covered by social workers: Name of street, range of house numbers thereon; names of social workers in charge of recipients. Arr. alph. by name of st. No index. Typed. 4 x 5 x 12. Desk, dist. supr. off.

191. (SOCIAL WORKERS EMPLOYED IN DISTRICT), 1940--. 1 f.b.
Current card record of social workers employed, showing names of workers, names of streets covered by each. Arr. alph. by name of social worker. No index. Typed. 4 x 5 x 11½. Dist. supr. secy. off.

192. (BOSTON CITY HOSPITAL LISTS), Jan. 1939--. 1 crdbd. ctn.
Prior record destroyed.
Lists submitted periodically by hospital for checking of persons admitted to hospital with partial or no payment: Name, address of patient; date of admission. No obvious arr. No index. Mimeographed. 9 x 10 x 13. Dist. supr. secy. off.

Unit 4 A

Notices

193. (INSTRUCTIONS TO SOCIAL WORKERS), 1937--. 1 folder.
Notices from executive director, director of social service, and district supervisor in regard to changes in departmental policies, decisions rendered on general or specific aid problems. Arr. chron. by date of notice. No index. Typed and mimeographed. 12 x 9 x 1. Social workers' rm.

194 (Notices of Aid) RELEASES, 1938-- 2 crdbd b
For description, see entry 111-v Arr by date of release and thereunder alph. by name of recipient. No index Typed on ptd form 6 x 6 x 11½

Active Cases

195 (ACTIVE CASE HISTORIES), approx 1920-- 12 steel f d , 7 ctns (labeled by contained letters of alphabet)
Case folders containing papers applicable to recipient, described in entry 111 Arr. alph. by name of recipient No index. Various types of recording. F d 10 x 14 x 25½; ctns 9½ x 12½ x 25.

196 (VISIBLE INDEX CARD RECORD OF ACTIVE CASES), 1934-35 26 Kardex f trays (labeled by contained letters of alphabet) System discont. 1935.
For description, see entry 112 Arr alph. by name of recipient No index. Typed on ptd form 1 x 11 x 23. Rm 3

197 WORK CASES AND D.A , 1934-- 1 f b
Card record of recipients who receive their aid-allotment checks at the district office: Name, address, case number of recipient; date of first aid, dates of closing and reopening of case; type, amount of aid; amount of meal books given, if any Arr alph by name of recipient No index Typed 4 x 5 x 11½

198 CHECK CASES, 1934-- 1 f.b (labeled by contained letters of alphabet)
Card record of recipients who receive their checks by mail. For description, see entry 197. Arr alph. by name of recipient. No index Typed 4 x 5 x 11½.

199 STREET LIST W(ork) C(ases) AND D A (Cases), 1934--. 1 f b (labeled by contained letters of alphabet)
Card record, by streets, of recipients who receive their checks at the district office: Name of street, number of house and name of recipient thereon; dates of visits by social workers Arr. alph. by name of st and thereunder num by house no. No index Typed 4 x 5 x 11½.

200. STREET LIST CHECK CASES, 1934--. 1 f.b (labeled by contained letters of alphabet).
Card record, by streets, of recipients who receive their checks by mail: For description, see entry 199 Arr. alph. by name of st. and thereunder num. by house no. No index. Typed 4 x 5 x 11½.

201 TRANSFERS OUT, 1935-- 1 f.b
Card record of case history jackets transferred to other district offices: For description, see entry 148 Arr alph. by name of recipient No index. Typed on ptd. form 4 x 5 x 11½
For card record of transfers to other units 1938--, see entry 188; for closed card record of transfers from this unit to other units (in this district only) 1935--, see entry 205

202. (SOCIAL WORKERS' CARD RECORD OF AID GIVEN RECIPIENTS), 1934--. 7 f.b.
For description, see entry 111-xxiv. Arr. alph. by name of recipient. No index. Typed on ptd. form. 3 x 7 x 5. 2 f.b., 1934--, interviews rm.; 2 f.b., social workers' rm.; 3 f.b., 1934--, rm. 5.

203. (MISCELLANEOUS RECORDS), 1938--. 1 steel f.d.
Contains:

i. Blind persons aided by department, list of, Aug. 1938: Name, address, case number of recipient; amount of aid from department, state division of the blind
ii. Case history jackets sent periodically to record room at 43 Hawkins Street, list of, June 1938--: Name, address, case number of recipient; date of list, signature of head of district office, signature of acknowledgment of receipt of jacket by clerk of record room.
iii. Daily record of new and reopened cases, Jan.-June 1938: Name, address, case number of recipient; type, amount of aid; names of social workers in charge of cases.
iv. Monthly statistical reports (copies) submitted to head of DA division and director of social service, June 1938--: For description, see entry 109-vi.
v. Notices of aid releases, Nov. 1938--: For description, see entry 111-v.
vi. Recipients certified and eligible for WPA employment, list of, Aug. 1938: Name, address, case number of recipient.
vii. Reports (copies) of weekly attendance of employees, submitted by district office supervisor to personnel division: For description, see entry 96-iv.

Arr. by type of paper and chron. by date of paper thereunder. No index. Various types of recording. 12 x 15 x 30.

Inactive Cases

204. CLOSED CASES, 1934--. 4 f.b. (labeled by contained letters of alphabet).
Card record of closed case history jackets sent to record room: Name, address, case number, type of aid of recipient; names of visitors, dates of visits, amounts of aid; date of first aid; dates of closing, reopening and final closing of case; remarks. Arr. alph. by name of recipient. No index. Hdw. and typed on ptd. form. 4 x 5 x 11½.

205. CLOSED CASES - TRANSFERS FROM UNIT 4 A, 1935--. 2 f.b. System estab. 1935.
Card record of case history jackets transferred to other units in this district: For description, see entry 148. Arr. alph. by name of recipient. No index. Typed on ptd. form. 4 x 5 x 11½.

For card record of transfers to other units 1938--, see entry 188; for active card record of transfers from this unit to other units 1935--, see entry 201.

Unit 4 B

206. (SUPERVISOR'S MISCELLANEOUS REPORTS), 1938-- 1 f b
Contains:
i. Monthly statistical reports (copies) submitted to head of DA division and director of social service: For description, see entry 109-vi.
ii. Social service division visitors' daily reports (copies) to head supervisor: For description, see entry 69
iii. Weekly statistical reports (copies) submitted to head of DA division and director of social service: For description, see entry 109-xi
Arr by date of report No index i, iii, typed on mimeographed form, ii, hdw on ptd form. 8 x 4 x 12 Social worker's (Miss Sevel) rm

207. (ACTIVE CASE HISTORIES), approx 1920-- 9 steel f d. (labeled by contained letters of alphabet)
Case folders containing papers applicable to recipient, described in entry 111 Arr. alph. by name of recipient No index Various types of recording. 12 x 15 x 30

208 (VISIBLE INDEX CARD RECORD OF ACTIVE CASES), 1934-- 30 Kardex f. trays, 2 f b (30 Kardex f. trays, 1 f b , 1934--, labeled by contained letters of alphabet; 1 f b , 1936--, unlabeled) System estab. 1934.
For description, see entry 112 Arr. alph. by name of recipient No index. Typed on ptd. form Kardex f. trays 1 x 11 x 30; f b 4 x 5 x 11½

209. (CARD RECORD OF CLOSED CASES), 1934-- 28 Kardex f trays, 3 f.b. (28 Kardex f. trays, 1 f b , 1934--, labeled by contained letters of alphabet; 2 f b , 1936--, unlabeled) System estab 1934.
For description, see entry 112; includes date of closing Arr alph by name of recipient. No index. Typed on ptd. form Kardex f trays 1 x 11 x 30; f.b. 4 x 5 x 11½

210. (SOCIAL WORKERS' CARD RECORD OF AID GIVEN RECIPIENTS), 1934-- 6 f.b.
For description, see entry 111-xxiv Arr. alph by name of recipient. No index. Hdw. and typed on ptd form 3 x 7 x 5 to 4 x 5 x 11½. 1 f b , 1934--, hallrm.; 2 f b 1934--, interviews rm.; 2 f b , 1934--, social workers' rm.; 1 f b 1934--, rm. 5

211. (SOCIAL WORKERS' CARD RECORD OF VISITS TO RECIPIENTS), 1934-- 6 f.b. (1 f.b., 1934--, marked Bradford; 5 f b , 1934--, unlabeled).
For description, see entry 115 Arr. alph. by name of st No index Typed and hdw. 4 x 5 x 11½ 1 f b , 1934--, hallrm ; 2 f b , 1934--, interviews rm.; 2 f.b , 1934--, social workers' rm ; 1 f.b , 1934--, rm 5

212. (SOCIAL WORKER'S CASE NOTES), 1939--. 1 vol. (marked E. L. Sullivan).
Notes taken during visits to recipients, from which are prepared home visit reports: Name, address, age, economic and marital status of recipient; type of home occupied, rental, amount of outside assistance; name of insurance concern (if any), amount of policy; remarks. Arr. chron. by date of visit. No index. Hdw. 200 pp. 7 x 5½ x 1½. Desk, social workers' rm.

Unit 4 C

Notices

213. (COPIES OF AID AUTHORIZATIONS), 1937--. 1 f.b.
For description, see entry 5. Arr. alph. by name of recipient. No index. Typed on ptd. form. 5 x 6 x 11½. Supr. (Mr. Duff) rm.

214. (COPIES OF SETTLEMENT FANFOLD NOTICES), 1938--. 1 f.b.
For description, see entry 503. Arr. alph. by name of recipient. No index. Typed on ptd. form. 5 x 6 x 11½. Supr. (Mr. Duff) rm.

215. (INSTRUCTIONS ON AID), 1938--. 1 f.b.
Instructions (copies) to paying division from district offices and social worker in charge of trust funds to start aid on new and reopened cases, or adjust aid allotment on active cases: For description, see entry 111-v. Arr. by subject of authorization and thereunder chron. by date of authorization. No index. Typed on ptd. form. 5 x 6 x 11½. Supr. (Mr. Duff) rm.

Active Cases

216. (ACTIVE CASE HISTORIES), approx. 1920--. 12 steel f.d., 1 ctn. (labeled by contained letters of alphabet).
Case folders containing papers applicable to recipient, described in entry 111. Arr. alph. by name of recipient. No index. Various types of recording. F.d. 10½ x 13 x 25½; ctn. 9 x 10 x 13. 12 f.d., 1920--, record rm.; 1 ctn., 1920--, secy (Mr. Duff's) rm.

217. CHECK MAILED CASES, 1938--. 1 f.b. System estab. 1938.
Card record of recipients who receive their checks by mail: For description, see entry 197. Arr. alph. by name of recipient. No index. Typed on ptd. form. 4 x 5 x 11½. Secy. (Mr. Duff's) rm.

218. WORK CASES AND REGULAR AID CASES, 1938--. 1 f.b. System estab. 1938.
Card record of recipients who receive their checks at district office: For description, see entry 197. Arr. alph. by name of recipient. No index. Typed on ptd. form. 4 x 5 x 11½. Secy. (Mr. Duff's) rm.

219 REAPPLIES, Jan 1, 1938-- 1 desk d , 1 vol System estab 1938
Record of reapplications, new cases, transfers. Names, addresses, case numbers of reopened cases, new cases, persons transferred to other district offices; name of district office Arr chron by date of application or transfer No index Typed and hdw Desk d 4 x 12 x 24; vol 250 pp $7\frac{1}{2}$ x 5 x $1\frac{1}{2}$ Secy (Mr Duff's) rm

220 (SOCIAL WORKERS' CARD RECORD OF AID GIVEN RECIPIENTS), 1934-- 7 f b (5 f b , 1934--, labeled by name of social worker; 2 f b , 1934--, unlabeled)
For description, see entry 111-xxiv Arr alph by name of recipient No index Typed on ptd form 3 x 7 x 5 3 f b , 1934--, secy (Mr Duff s) rm ; 2 f b , 1934--, files rm ; 2 f b , 1934--, rm 5

221 (MISCELLANEOUS RECORDS), 1938-- 7 folders in 1 tin f b
For description, see entry 203 Arr by type of record and chron thereunder by date of paper No index Various types of recording 6 x 14 x 3 Secy (Mr Duff s) rm

Inactive Cases

222 (CARD RECORD OF CLOSED CASES), 1935-- 2 steel f d System estab 1935
Name, address, case number, type of aid of recipient; date aid first granted, closing of case Arr alph by name of recipient No index Typed on ptd form 5 x $12\frac{1}{2}$ x $25\frac{1}{2}$ History rm

223 L(eave) TO W(ithdraw), 1939-- 1 steel f d System estab 1939.
Contains applications for ADC and DA of persons whose cases are awaiting disposition, but who have requested case be dropped; applications of ADC and DA show same description as in entries 100-ii, 111-i, respectively Arr alph by name of applicant No index Hdw or typed on ptd form. 13 x $10\frac{1}{2}$ x $25\frac{1}{2}$ Cabinet, record rm

224 SUPERVISOR'S MINUTES AND REPORTS, 1937-- 20 folders in 1 steel rack
Contains copies of minutes of social workers' meetings with director of social service, described in entry 70-iii; copies of weekly reports of attendance of employees, described in entry 96-iv; social workers' reports of home visits, described in entry 109-iv; copies (triplicates) of purchase requisitions, described in entry 497 Arr chron by date of meeting, report, or requisition No index Typed, hdw on ptd form, typed on ptd form 9 x 12 x 6

225 (ASSISTANT SUPERVISOR'S REPORTS AND NOTICES), 1937-- 1 steel f d
Contains visitors' daily reports to supervisor, described in entry 69; monthly statistical reports (copies) submitted to head of dependent aid division and director of social service, described in entry 109-vi; notices (copies) of instructions from executive director, business manager, and

director of social service, described in entry 109-vii; weekly district case-load reports (copies) submitted jointly by director of social service and head of dependent aid division, described in entry 109-x; weekly statistical reports (copies) submitted to head of dependent aid division and director of social service, described in entry 109-xi. Arr. by type of report or notice and thereunder chron. by date of notice or report. No index. Typed, typed on ptd. form, typed on mimeographed form. 11½ x 14 x 27½.

WHITTIER STREET DISTRICT - 5

All records are in the Whittier Street Health Unit Building; except where otherwise noted, they are in the assistant supervisor's office. In addition to the following records, see entry 581 for daily total disbursements for aid July 1937--.

General Cases

226. (CARD RECORD OF REAPPLICATIONS FOR AID), 1937--. 6 f.b. (labeled by contained letters of alphabet).
Name, address, case number of applicant; location of applicant's case history jacket, indication of any insurance held, changes in address since first application, name of social worker, date of visit, remarks. Arr. alph. by name of applicant. No index. Typed. 5 x 6 x 12 to 6 x 7 x 12. Reapply off.

227. (CARD RECORD OF CASE HISTORY JACKETS TRANSFERRED TO OTHER DISTRICT OFFICES), 1937--. 1 f.b.
For description, see entry 148. Arr. alph. by name of recipient. No index. Typed on ptd. form. 6 x 8 x 12.

228. (CARD RECORD OF CLOSED CASES), 1937--. 2 cardbd. b., 1 steel f.d.
Name, address, case number, settlement status of recipient, name of spouse, number of employables in family; date, amount, cause of aid; numbers of aid checks, name of social worker, welfare district office; date, cause of closing. Arr. alph. by name of recipient. No index. Hdw. and typed. B. 7½ x 9 x 12; f.d. 7½ x 9 x 27½. Reapply off.

229. (CARD RECORD OF STREETS COVERED BY EACH SOCIAL WORKER), 1937--. 1 f.b.
Name of social worker, street; ward number. Arr. alph. by name of st. No index. Typed. 5 x 6 x 12. Desk.

Works Projects Administration Cases

230 O P W - WPA, approx 1920-- 2 f d (labeled by contained letters of alphabet)
Case folders containing papers, described in entry 122, pertaining to recipients who have been transferred or are awaiting transfer to WPA Arr alph by name of recipient No index Various types of recording 11½ x 13½ x 27½

231 NON-RELIEF WPA, 1937-- 1 f d
Case folders contains papers described in entries 122-iii,-iv,-xii,-xxiv, -xxxii, pertaining to nonwelfare applicants for employment Arr alph by name of applicant No index Various types of recording 11½ x 13½ x 27½
For applications of eligible applicants 1936-37, see entry 378, for applications of ineligible applicants 1936-37, see entry 379; for certifications 1936-37, see entries 381, 382

232 NON-WELFARE, 1937-- 1 f d (marked Sept 26)
Contains card record of disposition of welfare and nonwelfare applications for employment Name, address, case number of applicant; name of welfare district office, date application submitted to WPA headquarters, date of certification or rejection Arr alph by name of applicant No index Hdw and typed 6 x 13½ x 27½

Unit 5 A

233 (ACTIVE CASE HISTORIES), approx 1920-- 15 f d (labeled by contained letters of alphabet)
Case folders containing papers applicable to recipient, described in entry 111 Arr alph by name of recipient No index Various types of recording 11½ x 13½ x 27½ Visitors' rm

234 (INVISIBLE INDEX CARD RECORD OF ACTIVE CASES), 1937-- 28 Kardex f trays (labeled by contained letters of alphabet)
For description, see entry 112 Arr alph by name of recipient No index Typed on ptd form 1 x 9 x 24 Visitors' rm

235 (CLOSED CASE HISTORIES), 1937-- 2 f d
Case folders containing papers applicable to recipient, described in entry 111 Includes notation on application of cause and date of closing, and correspondence relative to cessation of aid Arr alph by name of recipient No index. Various types of recording 11½ x 13½ x 27½ Visitors' rm

236 (SOCIAL WORKERS' CARD RECORD OF AID GIVEN RECIPIENTS), 1937-- 7 f b
For description, see entry 111-xxiv Arr alph by name of recipient No index Hdw and typed on ptd form 4 x 8 x 5 Visitors' rm

237. (SOCIAL WORKERS' CARD RECORD OF VISITS TO RECIPIENTS), 1937--. 7 f.b.
For description, see entry 115. Arr. alph. by name of st. No index. Typed. 5 x 6 x 12. Visitors' rm.

Unit 5 B

238. (ACTIVE CASE HISTORIES), approx. 1920--. 13 f.d. (labeled by contained letters of alphabet).
Case folders containing papers applicable to recipient, described in entry 111. Arr. alph. by name of recipient. No index. Various types of recording. 11½ x 13½ x 27½. Conference rm.

239. (VISIBLE INDEX CARD RECORD OF ACTIVE CASES), 1937--. 28 Kardex f. trays (labeled by contained letters of alphabet).
For description, see entry 112. Arr. alph. by name of recipient. No index. Typed on ptd. form. 11 x 9 x 24. Conference rm.

240. (CLOSED CASE HISTORIES), 1937--. 1 f.d.
Case folders containing papers applicable to recipient, described in entry 111. Includes notation on application of cause and date of closing, and correspondence relative to cessation of aid. Arr. alph. by name of recipient. No index. Various types of recording. 11½ x 13½ x 27½. Conference rm.

241. (CASE HISTORIES OF TEMPORARILY CLOSED CASES), 1937--. 1 f.d.
Case folders containing papers applicable to recipient, described in entry 111. Includes notation on application of cause and date of closing, and correspondence relative to cessation of aid. Arr. alph. by name of recipient. No index. Various types of recording. 11½ x 13½ x 27½. Conference rm.

242. (SOCIAL WORKERS' CARD RECORD OF AID GIVEN RECIPIENTS), 1937--. 9 f.b.
For description, see entry 111-xxiv. Arr. alph. by name of recipient. No index. Hdw. and typed on ptd. form. 5 x 8 x 5. Conference rm.

243. (SOCIAL WORKERS' CARD RECORD OF VISITS TO RECIPIENTS), 1937-- 6 f.b. (labeled by unit no. and letter).
For description, see entry 115. Arr. alph. by name of st. No index. Typed. 5 x 6 x 12. Conference rm.

Brighton District Office - 6

All records are in the old Town Hall; except where otherwise noted, they are in the main room. In addition to the following records, see entry 581 for daily total disbursements for aid July 1927--.

Reports, Notices and Summaries

244. (MISCELLANEOUS REPORTS, NOTICES, SUMMARIES, AND CORRESPONDENCE), 1934--. 1 desk d. System estab. 1934

Contains:

i. Case load reports submitted by director of social service: For description, see entry 109-i.

ii. Correspondence (copies) with the business manager regarding adjustment of aid allotment on specific cases; with supervisor of dependent aid division regarding departmental rulings on specific cases, with retailers concerning unwarranted purchases made by recipients.

iii. Monthly statistical reports (copies) submitted to head of DA division and director of social service: For description, see entry 109-vi.

iv. Monthly summaries of completed investigations of applicants for WPA employment, 1937--: Name, address of applicant; status of eligibility, date investigation completed, name of district office, date of summary, signature of supervisor.

v. Notices (copies) of instructions from executive director, business manager, and director of social service: For description, see entry 109-vii. For original notices 1927--, see entries 62, 70-i, 485-vi.

vi. Social service division visitor's daily reports, 1938--: For description, see entry 69.

vii. Weekly attendance reports (copies) submitted to personnel division: For description, see entry 96-iv.

viii. Weekly reports (copies) of uncalled-for aid checks submitted to paying division. Name, address, case number of recipient; amount, number of check returned; name of district office, date of report, signature of supervisor.

ix. Weekly statistical reports (copies) submitted to head of DA division and director of social service 1938--: For description, see entry 109-xi.

Arr. chron by date of paper. No index. Various types of recording. 10 x 14 x 24.

245. FANFOLDS, 1934--. 2 f.b. and duplicate set (1, 2). System estab. 1934.

Notices to start, increase, decrease, or stop aid, prepared by OPW from information submitted by paying division: For description, see entry 5. Arr. alph. by name of recipient. No index. Typed on ptd form 6 x 7 x 12.

246. SETTLEMENT FANFOLDS, 1934--. 1 f.b.

Copies of settlement notices: For description, see entry 503. Arr. alph. by name of recipient. No index. Typed on ptd. form. 6 x 7 x 12.

Active Cases

247. (CHECK DELIVERED CASES), 1925--. 3 steel f.d. (labeled by contained letters of alphabet).
Case folders containing papers, described in entry 111, applicable to recipients who receive aid checks at district offices. Arr. alph. by name of recipient. No index. Various types of recording. 12 x 15 x 30. Cabinet.

248. CHECK MAILED (Cases), 1925--. 2 steel f.d. (labeled by contained letters of alphabet).
Case folders containing papers, described in entry 111, applicable to recipients whose aid checks are mailed to them. Arr. alph. by name of recipient. No index. Various types of recording. 12 x 15 x 30. Cabinet.

249. (VISIBLE INDEX CARD RECORD OF ACTIVE CASES), 1934--. 10 Kardex f. trays (labeled by contained letters of alphabet).
For description, see entry 112. Arr. alph. by name of recipient. No index. Typed on ptd. form. 1 x 10½ x 25. Cabinet.

250. (SOCIAL WORKERS' CARD RECORD OF AID GIVEN RECIPIENTS), 1934--. 2 f.b. System estab. 1934.
For description, see entry 111-xxiv. Arr. alph. by name of recipient. No index. Hdw. and typed on ptd. form. 5 x 8 x 12.

Inactive Cases

251. CLOSED CASES, 1937--. 1 steel f.d.
Case folders containing papers applicable to recipient, described in entry 111. Includes notation on applications of cause and date of closing, and correspondence relative to cessation of aid. Arr. alph. by name of recipient. No index. Various types of recording. 12 x 14 x 30. Cabinet.

252. (Visible Index Card Record of) CLOSED CASES, 1934--. 18 Kardex f. trays, 1 f.b. (18 Kardex f. trays, 1934--, labeled by contained letters of alphabet; 1 f.b., 1934--, unlabeled). System estab. 1934.
For description, see entry 112. Includes cause, date of closing. Arr. alph. by name of recipient. No index. Typed on ptd. form. Kardex f. trays 1 x 10½ x 25; f.b. 6½ x 9 x 25.

253. INDEX CARDS, 1925-34. 1 steel f.d.
Abstracts of records of closed cases: For description, see entry 135. Includes date of final closing. Arr. alph. by name of recipient. No index. Typed. 6 x 7 x 26½. Cabinet.

254. TRANSFERS, 1934--. 1 steel f.d. System estab. 1934.
Card record of cases sent to record room: For description, see entry 168. Also contains card record of applications rejected or withdrawn by applicant:

For description, see entry 118. Arr. alph. by name of recipient or applicant. No index. Typed on ptd. form and typed. 6 x 14 x 26½. Cabinet.

255. CLOSED AID CARDS, 1934--. 2 f.b. (labeled by contained letters of alphabet). System estab. 1934.
Social worker's card record of aid given recipients, closed cases: For description, see entry 111-xxiv. Arr. alph. by name of recipient. No index. Hdw. and typed on ptd. form. 5 x 8 x 12.

Work Projects Administration
(See also entry 244-iv)

256. NONRELIEF CERTIFICATIONS, 1937--. 2 ctns. (labeled by contained letters of alphabet).
Case folders containing papers, described in entry 122-iii,-iv,-xii,-xxiv, -xxxii, pertaining to nonwelfare applicants certified and waiting for employment. Arr. alph. by name of applicant. No index. Hdw. and typed on ptd. form. 7½ x 11½ x 10. Shelf, annex to main rm.

257. (Card Record of) WPA (Applicants), 1937--. 1 f.b.
For description, see entry 121. Arr. alph. by name of applicant. No index. Typed. 6 x 7 x 12.

258. INELIGIBLE, 1937--. 3 ctns. (labeled by contained letters of alphabet).
Case folders containing papers, described in entry 122-iii,-iv,-v,-xii, -xxiv,-xxxii, pertaining to ineligible nonwelfare applicants for employment. Arr. alph. by name of applicant. No index. Hdw. and typed on ptd. form. 9 x 11½ x 10. Shelf, annex to main rm.

259. INACTIVE O.P.W. CERTIFICATIONS, approx. 1920--. 1 ctn.
Case folders containing papers, described in entry 122, pertaining to recipients whose employment on WPA has terminated. Includes date of termination of employment. Arr. alph. by name of applicant. No index. Various types of recording. 9½ x 12 x 14. Shelf, annex to main rm.

260. CASES TO BE CLOSED, 1939--. 1 wooden tray.
Applications of welfare and nonwelfare recipients awaiting examination and disposition by social workers: For description, see entry 122-iii. Arr. alph. by name of applicant. No index. Hdw. on ptd. form. 2½ x 14½ x 13½. Shelf, annex to main rm.

261. SOCIAL SERVICE INDEX, 1937--. 1 f.b.
Requests to social service index for applicants' aid records: For description, see entry 122-xxiv. Arr. alph. by name of applicant. No index. Typed on ptd. form. 6 x 7 x 12.

JAMAICA PLAIN DISTRICT OFFICE - 7

All records are in the main room, basement, Boston Public Library, Jamaica Plain Branch. In addition to the following records, see entry 581 for daily total disbursements for aid July 1937--.

Notices

262. NOTICES - ETC., 1937--. 1 f.d.
Notices (copies) of instructions from executive director, business manager and director of social service: For description, see entry 109-vii. Arr. chron. by date of notice. No index. Typed, typed under ptd. head, mimeographed. 15 x 12 x 30. Cabinet.
For original notices 1927--, see entries 62, 70-i, 485-vi.

263. FANFOLDS, 1939--. 1 f.b. (dated).
Notices to start, increase, decrease, or stop aid, prepared by overseers from information submitted by paying division: For description, see entry 5. Arr. alph. by name of recipient. No index. Typed on ptd. form. $6\frac{1}{2}$ x 5 x 12.

264. (Notices of Aid) RELEASES, 1939--. 1 f.b. (dated).
For description, see entry 111-v. Arr. alph. by name of recipient. No index. Typed on ptd. form. 4 x 5 x 12.

Case Records

Active

265. CHECK MAILED (Cases), 1909--. 1 f.d.
Case folders containing papers, described in entry 111, applicable to recipients whose aid checks are mailed to them. Arr. alph. by name of recipient. No index. Various types of recording. 15 x 12 x 30. Cabinet.

266. ACTIVE (Check Delivered Cases), 1909--. 1 f.d. (labeled by contained letters of alphabet)
Case folders containing papers, described in entry 111, applicable to recipients who receive aid checks at district office. Arr. alph. by name of recipient. No index. Various types of recording. 15 x 12 x 30. Cabinet.

267. (Visible Index Card Record of) ACTIVE (Cases), 1934--. 19 Kardex f. trays (labeled by contained letters of alphabet). System estab. 1934.
For description, see entry 112. Arr. alph. by name of recipient. No index. Hdw. and typed on ptd. form. 1 x 15 x 30. Cabinet.

268. (ADMINISTRATIVE FILE), 1937--. 1 f.d.
For description, see entry 109. Arr. by subject and thereunder chron. by date of communication. No index. Various types of recording. 11½ x 14 x 27½. Cabinet.

269. TRANSFERS, 1934--. 1 f.b.
Card record of case history jackets transferred to other district offices: For description, see entry 148. Arr. alph. by name of recipient. No index. Typed on ptd. form. 4 x 5 x 12.

270. ACTIVE D. A. CASES, 1939--. 2 f.b.
Social workers' card record of aid given recipients of DA and ADC: For description, see entry 111-xxiv. Arr. alph. by name of recipient. No index. Hdw. and typed on ptd. form. 4 x 8 x 5.

271. (SOCIAL WORKERS' CARD RECORD OF VISITS TO RECIPIENTS), 1939--. 2 f.b. (labeled by name of visitor and dist. no.).
For description, see entry 115. Arr. alph. by name of st. No index. Hdw. and typed. 5 x 6 x 15.

272. (RECIPIENTS RECOMMENDED FOR TRANSFER TO OLD AGE ASSISTANCE), 1937-38. 1 f.d. System discont. 1938.
Card record of recipients who are eligible by age for old age assistance: Name, address, age, case number of recipient; notation if transfer made. Arr. alph. by name of recipient. No index. Typed. 4 x 5 x 12.

Inactive Cases

273. CLOSED CASES, 1938--. 1 f.d.
Case folders containing papers, described in entry 111, concerning temporarily closed cases. Includes notation on application of cause and date of closing and correspondence relative to cessation of aid. Arr. alph. by name of recipient. No index. Various types of recording. 15 x 12 x 30. Cabinet.

274. (Visible Index Card Record of) CLOSED (Cases), 1934--. 1 f.b. 1 f.d. System estab. 1934.
For description, see entry 112. Includes date, cause of closing. Arr. alph. by name of recipient. No index. Hdw. and typed on ptd. form. F. b. 8½ x 6½ x 23½; f.d. 15 x 12 x 30. Cabinet.

275. (Card Record of) CLOSED (Cases), 1924-34. 5 f.b. (labeled by contained letters of alphabet).
Abstracts of records of closed cases: For description, see entry 135. Includes date of final closing. Arr. alph. by name of recipient. No index. Hdw. and typed on ptd. form. 4 x 5 x 12.

276. L(eave) TO W(ithdraw Cases), 1934--. 1 f.b.
Card record of rejected or withdrawn applications: For description, see entry 118. Arr. alph. by name of applicant. No index. Typed on ptd. form. 14 x 12 x 30. Cabinet.

277. LEAVE TO WITHDRAW, July 1939--. 1 f.d.
Contains applications for ADC and DA of persons whose cases are awaiting disposition, but who have requested case be dropped; applications of ADC and DA show same description as in entries 100-ii, 111-i respectively. Arr. alph. by name of applicant. No index. Typed and hdw. on ptd. form. 14 x 12 x 30. Cabinet.

Work Projects Administration

278. WPA CERTIFICATIONS, 1937--. 2 steel f.d. (labeled by contained letters of alphabet).
Case folders containing papers, described in entry 122, pertaining to welfare and nonwelfare applicants for employment. Arr. alph. by name of applicant. No index. Various types of recording. 15 x 12 x 30. Cabinet.
For applications of eligible applicants 1936-37, see entry 378; for applications of ineligible applicants 1936-37, see entry 379; for certifications 1936-37, see entries 381, 382.

279. WPA CARDS, 1937--. 1 f.b. System estab. 1937.
Card records of applicants: For description, see entry 121. Arr. alph. by name of applicant. No index. Hdw. on ptd. form. 5 x 4 x 12.

280. WPA INELIGIBLE ETC., 1937--. 1 steel f.d.
Case folders containing papers, described in entry 122-iii,-iv,-v,-xii, -xxiv,-xxxii, pertaining to ineligible nonwelfare applicants for employment. Arr. alph. by name of applicant. No index. Hdw. and typed on ptd. form. 15 x 12 x 30. Cabinet.
For applications 1936-37, see entry 379.

HYDE PARK DISTRICT OFFICE - 8

All records are in the Hyde Park Municipal Building; except where otherwise noted, they are in the supervisor's room. In addition to the following records, see entry 581 for daily total disbursements for aid July 1937--.

281. (Notices of Aid) RELEASES - TO BE FILED, 1937--. 6 f.b. (4 f.b., 1937-38, dated; 2 f.b., 1939--, unlabeled).
For description, see entry 111-v. Arr. alph. by name of recipient. No index. Typed on ptd. form. 4½ x 5½ x 12 to 5½ x 6½ x 12.

282. FANFOLDS, 1937--. 3 f.b. (2 f.b., 1937, 1939--, dated; 1 f.b. 1938, unlabeled).
Notices (fanfolds) to start, increase, decrease, or stop aid, prepaid by OPW from information submitted by paying division: For description, see entry 5. Arr. alph. by name of recipient. No index. Typed on ptd. form. 4½ x 5½ x 12 to 5½ x 6½ x 12.

283. (Copies of) SETTLEMENT FANFOLDS (Notices), 1938--. 1 f.b. For description, see entry 503. Arr. alph. by name of recipient. No index. Typed on ptd. form. 5½ x 6½ x 12.

Case Records

Active

284. (CHECK-DELIVERED CASES), approx. 1920--. 3 f.b. (labeled by contained letters of alphabet and also marked Hyde Park). Case folders containing papers, described in entry 111, applicable to recipients who receive aid checks at district office. Arr. alph. by name of recipient. No index. Various types of recording. 15 x 12 x 20.

285. CHECK MAILED (Cases), 1934--. 1 f.d. (labeled by contained letters of alphabet). Case folders containing papers, described in entry 111, applicable to recipients whose aid checks are mailed to them. Arr. alph. by name of recipient. No index. Various types of recording. 15 x 12 x 30.

286. (VISIBLE INDEX CARD RECORD OF ACTIVE CASES), 1934--. 8 Kardex f. trays (1 Kardex f. tray, 1934--, unlabeled; 7 Kardex f. trays, 1934--, labeled by contained letters of alphabet). System estab. 1934. For description, see entry 112. Arr. alph. by name of recipient. No index. Hdw. and typed on ptd. form. 1 x 10½ x 25.

287. (ADMINISTRATIVE FILE), 1937--. 9 folders. For description, see entry 109. Arr. by subject and thereunder chron. by date of communication. No index. Various types of recording. 13½ x 16½ x 3.

288. (CARD RECORD OF CASE HISTORY JACKETS TRANSFERRED TO OTHER DISTRICT OFFICES), 1934--. 4 f.d. For description, see entry 148. Arr. alph. by name of recipient. No index. Typed and hdw. on ptd. form. 5½ x 5 x 18.

289. (SOCIAL WORKERS' CARD RECORD OF AID GIVEN RECIPIENTS), 1930--. 3 f.b. For description, see entry 111-xxiv. Arr. alph. by name of recipient. No index. Hdw. and typed on ptd. form. 4 x 8 x 5 to 5 x 6½ x 11. Visitors' rm.

290. (SOCIAL WORKERS' CARD RECORD OF VISITS TO RECIPIENTS), 1938-- 3 f.b. (1 f.b., 1938--, marked Mrs. Bromberg; 1 f.b., 1938--, marked Readville, Hyde Park; 1 f.b., 1938--, unlabeled). For description, see entry 115. Arr. alph. by name of st. No index. Hdw. and typed. 4½ x 5½ x 12. Visitors' rm.

Inactive

291. CLOSED CASES, 1934--. 6 f.d. (2 f.d., 1934--, labeled by contained letters of alphabet; 4 f.d., 1934--, unlabeled).
Case folders containing papers applicable to recipient, described in entry 111. Includes notation on application of cause and date of closing and correspondence relative to cessation of aid. Arr. alph. by name of recipient. No index. Various types of recording. 15 x 12 x 30.

292. (VISIBLE INDEX CARD RECORD OF CLOSED CASES), 1934--. 6 Kardex f. trays, 1 f.b. (6 Kardex f. trays, 1934--, labeled by contained letters of alphabet; 1 f.b., 1934--, unlabeled). System estab. 1934.
For description, see entry 112. Includes date and cause of closing. Arr. alph. by name of recipient. No index. Hdw. and typed on ptd. form. Kardex f. trays 1 x 10½ x 25; f.b. 6½ x 8½ x 30.

293. (CARD RECORD OF CLOSED CASES), 1928-34. 3 f.d. System discont. 1934.
Abstracts of records of closed cases: For description, see entry 135. Arr. alph. by name of recipient. No index. Hdw. and typed on ptd. form. 5½ x 5 x 17 to 5½ x 5 x 19½. Cabinet.

294. L(eave) TO W(ithdraw), 1934--. 1 f.d.
Card record of rejected or withdrawn applications: For description, see entry 118. Arr. alph. by name of applicant. No index. Typed. 5½ x 5 x 19.

Work Projects Administration

295. CASE RECORDS, 1937--. 3 ctns., 1 tin b.
Case folders containing papers, described in entry 122, pertaining to welfare and nonwelfare applicants for employment. Arr. alph. by name of applicant. No index. Various types of recording. Ctns. in poor condition. Ctns. 11½ x 8 x 12 to 11½ x 8 x 17; b., 4 x 6 x 16.
For applications of eligible applicants 1936-37, see entry 378; for applications of ineligible applicants 1936-37, see entry 379; for certifications 1936-37, see entries 381, 382.

296. (Card Record of) WPA (Applicants), 1937--. 2 f.b. (labeled by contained letters of alphabet).
For description, see entry 121. Arr. alph. by name of applicant. No index. Typed. 4½ x 5½ x 12.

297. SOCIAL SERVICE DUPLICATE, 1938--. 1 f.b.
Requests to social service index for applicants' aid records: For description, see entry 122-xxiv. Arr. alph. by name of applicant. No index. Typed on ptd. form. 6 x 7 x 12.

HANCOCK STREET DISTRICT OFFICE - 9

All records are in the Hancock Street District Building; except where otherwise noted, they are in the room of the supervisor (Miss Kelly). In addition to the following records, see entry 581 for daily total disbursement for aid July 1937--.

Notices

298. CITY AND TOWN NOTIFICATIONS, 1938--. 1 steel f.d. 1936-37 in (Miscellaneous Authorizations), entry 305.
Copies of settlement notices (fanfolds) to outside municipalities showing determination of recipients' settlements: For description, see entry 503. Arr. alph. by name of recipient. No index. Typed on ptd. form. 5 x 7 x 28. Cabinet.

299. AID INCREASED - AID DECREASED, 1938--. 1 steel f.d. (dated). 1936-37 in (Miscellaneous Authorizations), entry 305.
Copies of notices (fanfolds) showing aid increases or decreases: For description, see entry 5. Arr. alph. by name of recipient. No index. Typed on ptd. form. 5 x 7 x 8. Cabinet.

300. REAPPLY CASES, 1938--. 1 steel f.d. (dated). 1936-37 in (Miscellaneous Authorizations), entry 305.
Copies of notices (fanfolds, of cases reapplying for aid: For description, see entry 5. Arr. alph. by name of recipient. No index. Typed on ptd. form. 5 x 14 x 28. Cabinet.

301. SETTLEMENTS, 1938--. 1 steel f.d. (dated). 1936-37 in (Miscellaneous Authorizations), entry 305.
Copies of settlement notices (fanfolds) showing determination of recipients' settlements: For description, see entry 503. Arr. alph. by name of recipient. No index. Typed on ptd. form. 5 x 7 x 28. Cabinet.

302. CHANGE OF ADDRESS, 1938--. 1 steel f.d. 1936-37 in (Miscellaneous Authorizations), entry 305.
Copies of notices (fanfolds) showing changes of addresses of recipients: For description, see entry 5. Arr. alph. by name of recipient. No index. Typed on ptd. form. 5 x 14 x 28. Cabinet.

303. AID STOPPED, 1938--. 1 steel f.d. (dated). 1936-37 in (Miscellaneous Authorizations), entry 305.
Copies of notices (fanfolds) showing cessation of aid: For description, see entry 5. Arr. alph. by name of recipient. No index. Typed on ptd. form. 5 x 7 x 28. Cabinet.

304. NEW CASES, 1938--. 1 steel f.d. (dated). 1936-37 in (Miscellaneous Authorizations), in entry 305.
Copies of notices (fanfolds) of new aid cases: For description, see entry 5. Arr. alph. by name of recipient. No index. Typed on ptd. form. 5 x 7 x 28. Cabinet.

305. (MISCELLANEOUS AUTHORIZATIONS), 1936-37. 3 ctns.
Contains copies of notices (fanfolds) of: Determination of outside settlements of recipients, entry 298; aid increases or decreases, entry 299; cases reapplying for aid, entry 300; determination of settlements of recipients, entry 301; changes of addresses of recipients, entry 302; cessation of aid, entry 303; new cases, entry 304; card record of rejected or withdrawn applications for aid, entries 312, 325. No obvious arr. No index. Typed and typed on ptd. form. 12 x 12 x 15. Strm.

306. RE-APPLIES (Card Record of Reapplications), 1936--. 7 f.b. (labeled by contained letters of alphabet). System estab. 1936.
Name, address, case number of person reapplying for aid; name of senior social worker, signature of clerk receiving application. Arr. alph. by name of applicant. No index. Typed. 5 x 6 x 12. Information rm.

307. CASES REFERRED TO A.D.C. NOT YET ACCEPTED BY THEM - CASES REFERRED TO A.D.C. & ACCEPTED OR CLOSED FOR OTHER REASONS, 1936--. 1 steel f.d.
Contains card record of:
i. DA cases awaiting approval of transfer to ADC division, July 1940--: Name, address, case number of recipient; date of referral, acceptance; dates of check-ups.
ii. DA cases not accepted for transfer to ADC division: Name, address, case number of recipient; date of referral, dates of check-ups, date, cause of refusal.
Arr. by status of case and thereunder alph. by name of recipient. No index. Typed. 5 x 14 x 28. Cabinet.

308. CASES REFERRED FOR O.A.A. NOT YET ACCEPTED - CASES REFERRED FOR O.A.A. ACCEPTED, CLOSED, OR NOW INELIGIBLE, 1936--. 1 steel f. d.
Contains card report of:
i. DA recipients recommended for transfer to OAA, July 1940--: Name, address, case number of recipient; date of referral, acceptance (if applicable); dates of check-ups.
ii. DA recipients refused transfer to OAA: Name, address, case number of recipient; date of referral; date, cause of denial.
Arr. by status of case and thereunder alph. by name of recipient. No index. Typed. 5 x 14 x 28. Cabinet.

309. (CARD RECORD OF RECIPIENTS' REGISTRATIONS WITH WELFARE EMPLOYMENT DIVISION), Apr. 1939--. 1 steel f.d. System estab. Apr. 1939.
Name, address, case number of recipient; date of registration, placement, or refusal; reason therefor. Arr. alph. by name of recipient. No index. Typed. 5 x 7 x 28. Cabinet.

310. (SOCIAL WORKERS' CARD RECORD OF AID GIVEN RECIPIENTS), 1936--. 12 f.b. System estab. 1936.
For description, see entry 111-xxiv. Arr. alph. by name of recipient. No index. Typed and hdw. on ptd. form. 4 x 8 x 6. 4 f.b., 1936--, senior social worker's (Miss Haley); rm. 4 f.b., 1936--, social workers' rm. 1; 4 f.b., 1936--, social workers' rm. 2.

311. (SOCIAL WORKERS' CARD RECORD OF VISITS TO RECIPIENTS), 1935--. 12 f.b.
For description, see entry 115. Arr. alph. by name of recipient. No index. Typed and hdw. on ptd. form. 4 x 8 x 6. 4 f.b., 1936--, senior social worker's rm.; 4 f.b., 1936--, social workers' rm. 1; 4 f.b., 1936--, social workers' rm. 2.

312. LEAVE TO WITHDRAW, 1938--. 1 steel f.d. (dated). 1936-37 in (Miscellaneous Authorizations), entry 305.
Card record of rejected or withdrawn applications: For description, see entry 118. Arr. alph. by name of applicant. No index. Typed. 5 x 7 x 28. Cabinet.

Work Projects Administration Cases

313. CASE RECORDS, 1937--. 2 steel f.d., 3 wooden f.d., 1 crdbd. b.
Case folders containing papers, described in entry 122, pertaining to welfare and nonwelfare applicants for employment. Arr. alph. by name of applicant. No index. Various types of recording. Steel f.d. 11½ x 12 x 30; wooden f.d. 5 x 14½ x 30 to 13½ x 14½ x 30; crdbd. b. 11 x 14 x 20 Information rm.

For applications of eligible applicants 1936-37, see entry 378; for applications of ineligible applicants 1936-37, see entry 379; for certifications 1936-37, see entries 381, 382.

314. (CARD RECORD OF CERTIFICATIONS), 1936--. 4 f.b. (labeled by contained letters of alphabet)
Welfare and nonwelfare persons certified for employment. Name, address, case number of applicant; occupation desired; date of social worker's visit, certification. Arr. alph. by name of applicant. No index. Typed. 5 x 6 x 12. Reapplications rm.

315. (CARD RECORD OF NONWELFARE APPLICANTS TO BE VISITED), Sept. 1938--. 1 f.b. Prior records destroyed.
Name, address of applicant; date of application, type of work desired. Arr. alph. by name of applicant. No index. Typed. 5 x 6 x 12. Shelf, information rm.

316. (MISCELLANEOUS RECORDS), 1936- . 4 f.d.

Contains:

i. CCC placements, list of: Name, address of appointee; date of appointment, discharge, periodic list.

ii. Complaints from recipients relative to late and nondelivery of fuel, or of its poor quality; food commodities promised and not supplied at commodity and milk stations.

iii. Correspondence with individuals, outside charities, and former employers concerning employment records of recipients, assignments of recipients to WPA (1937--), method of handling welfare problems.

iv. Court records of recipients: Name, address, age, sex of recipient; date, classification of offense; name of court, nature of sentence.

v. Employees' weekly attendance reports (copies), submitted by district office supervisor to personnel division: For description, see entry 96-iv.

vi. Families entitled to hurricane wood, list of, Nov. 1938: Name, address, case number of recipient.

vii. Instructions (copies) to paying division from district office and social worker in charge of trust funds, to start aid on new and reopened cases or adjust aid allotment on active cases: For description, see entry 111-v.

viii. Insurance division's summary (copy) of investigations of policies held by recipients, and adjustments thereon: For description, see entry 180-i.

ix. Jury lists sent to district office to check names of welfare recipients showing names, addresses of jurymen; date of list.

x. Lists of denied transfers of DA cases, from OAA bureau: Name, address, case number of recipient; date of refusal, reason therefor; date of list.

xi. Lists of recipients to be visited, copies posted for social workers' review and explanation: Name, address, case number of recipient; date of last visit, list; name of social worker.

xii. Monthly statistical reports (copies) submitted to head of DA division and director of social service: For description, see entry 109-vi.

xiii. Notices of instructions from the business manager, director of social service, and executive director: For description, see entry 109-vii.

xiv. Record of recipients' accounts as reported by bank: For description, see entry 470-i.

xv. Record of work cases: Name, address, case number of recipient; nature of assignment for partial aid.

xvi. Reports by BCH on original requests for examination of recipients: For description, see entry 474.

xvii. Reports from employment division of placements of recipients in private industry: Name, address of recipient; date of placement, report; remarks.

xviii. Vacation lists showing name of employee, period of vacation.

(MISCELLANEOUS RECORDS (Cont'd)

xix. Weekly district case-load reports (copies) submitted jointly by director of social service and head of DA division: For description, see entry 109-x.

xx. Weekly statistical reports (copies) submitted to DA division's head and director of social service: For description, see entry 109-xi.

xxi. WPA assignments, lists of, 1937--: Name, address, case number of recipient; date, nature of assignment to project; name of project, date of periodic list.

Arr. by subject and thereunder chron. by date of record. No index. Various types of recording. 10 x 14 x 25½. Cabinet.

317. (REQUESTS TO SOCIAL SERVICE INDEX FOR RECIPIENTS' PRIOR AID RECORD), 1938--. 1 crdbd. b.

For description, see entry 111-xxi. Arr. alph. by name of recipient. No index. Typed on ptd. form. 5 x 6¼ x 12. Information rm.

318. CHILDREN REPORTING, 1940--. 1 f.d.

Card record of employable children of recipients reporting to social worker: Name, address of child; date of social worker's visit to home. Arr. alph. by name of child. No index. Hdw. 5 x 6 x 12. Senior social worker's (Miss Haley) rm.

319. (CLOTHING ORDERS), 1938--. 1 ctn.

Form letters to recipients regarding free articles of clothing available: Name, address of recipient; description of article; time, place of delivery; signature of person authorizing disposal. No obvious arr. No index. Typed on mimeographed form. 12 x 14 x 11. Strm.

320. VISITORS' DAILY SHEETS, 1936--. 1 loose-leaf vol.

Daily summary of social workers' activities: Name of each social worker, number of home visits classified by families who were in and out, number of office applications taken, date of summary. Arr. by date of summary No index. Typed and hdw. 11½ x 10 x 1. Desk, secy. rm.

321. (EMPLOYEES' TIME REGISTER), 1941--. 7 sheets.

Daily time register serving as guide in weekly report of attendance to personnel division: Signature of worker, date of sheet; notation of early departure, reason therefor. No obvious arr. No index. Hdw. 10 x 12. Desk, secy. rm.

Unit 9 A

322. (ACTIVE CASE HISTORIES), approx. 1920--. 15 f.d. (labeled by contained letters of alphabet).

Case papers containing papers applicable to recipient, described in entry 111. Arr. alph. by name of recipient. No index. Various types of recording. 10 x 14 x 25½. Senior social worker's (Miss Haley) rm.

Unit 9 A

323. TRANSFERS, 1936--. 2 f.b. (labeled by contained letters of alphabet).
Card record of case history jackets transferred to other district offices: For description, see entry 148. Arr. alph. by name of recipient. No index. Typed on ptd. form. 5 x 6 x 12. Senior social worker's (Miss Haley) rm.

324. CLOSED CASES, 1940--. 2 f.d. (labeled by contained letters of alphabet and also marked Miss Haley).
Case folders containing papers applicable to recipient, described in entry 111. Includes notation on applications of cause and date of closing, and correspondence relative to cessation of aid. Arr. alph. by name of recipient. No index. Various types of recording. 10 x 14 x 25½. Reapplications rm.

325. L(eave) TO W(ithdraw), 1938--. 1 f.b. 1936-37 in (Miscellaneous Authorizations), entry 305.
Card record of rejected or withdrawn applications: For description, see entry 118. Arr. alph. by name of applicant. No index. Typed. 5 x 6 x 12. Senior social worker's (Miss Haley) rm.

Unit 9 B

326. ACTIVE (Case Histories), approx. 1920--. 15 f.d. (labeled by contained letters of alphabet).
Case folders containing papers applicable to recipient, described in entry 111. Arr. alph. by name of recipient. No index. Various types of recording. 10 x 14 x 25½. Senior social worker's (Miss Reingold) rm.

327. (Card Record of) ACTIVE CASES, 1936--. 2 f.b. (labeled by contained letters of alphabet).
Name, address, case number of recipient. Arr. alph. by name of recipient. No index. Typed. 5 x 6 x 12. Desk, senior social worker's (Miss Reingold) rm.

328. TRANSFERS, 1936--. 1 f.b.
Card record of case history jackets transferred to other district offices: For description, see entry 148. Arr. alph. by name of recipient. No index. Typed on ptd. form. 5 x 6 x 12. Senior social worker's (Miss Reingold) rm.

329. CLOSED CASES, 1936--. 3 steel f.d. (labeled by contained letters of alphabet and also marked Miss Reingold).
Case folders containing papers applicable to recipient, described in entry 111. Includes notation on application of cause and date of closing, and correspondence relative to cessation of aid. Arr. alph. by name of recipient. No index. Various types of recording. 10 x 14 x 25½. Reapplications rm.

330. (Card Record of) CLOSED CASES, 1936--. 2 f.b. (labeled by contained letters of alphabet).
Name, address, case number of recipient; type of aid, date of closing, remarks. Arr. alph. by name of recipient. No index. Typed and hdw. 5 x 6 x 12. Senior social worker's (Miss Reingold's) rm.

SOUTH BOSTON DISTRICT - 10

All records are in the South Boston Health Unit Building; except where otherwise noted, they are in the switchboard room. In addition to the following records, see entry 581 for daily total disbursement for aid July 1937--.

Reports and Notices

331. (MISCELLANEOUS REPORTS, NOTICES, CORRESPONDENCE, REQUISITIONS, AND LISTS), 1934--. 3 f.d., 15 folders in 1 steel rack.
Contains:

i. Correspondence: For description, see entry 109-iii.
ii. Employees' weekly attendance reports (copies) submitted by district office supervisor to personnel division: For description, see entry 96-iv.
iii. Fuel authorizations for recipients, list of, 1939--: For description, see entry 109-v.
iv. Lists of recipients to be visited, copies posted for social workers' review and explanation, Jan. 1939--: For description, see entry 316-xi.
v. Monthly statistical reports (copies) submitted to head of DA division and director of social service: For description, see entry 109-vi.
vi. Notices (copies) of instructions from executive director, business manager, and director of social service: For description, see entry 109-vii.
vii. Notices to staff from the district office assistant supervisor, concerning new or revised departmental rulings and policies in administering aid, Jan. 1939--.
viii. Recipients whose aid allotments have been continued, decreased, or increased for an eight-week period by vote of the overseers, list of: Names, addresses of recipients; amount of aid, date of list, name of district office.
ix. Recipients whose aid and allotments have been increased or decreased by the district office supervisor without authorization of the overseers, list of: Names, addresses of recipients; amounts of new aid allotments, reason for adjustment, date of list, name of district office.

(MISCELLANEOUS REPORTS, NOTICES, ETC. (Cont'd)

x. Report (copy) submitted to the head of DA division for forwarding to the Federal government concerning active cases, Jan. 1938: Name, citizenship status of recipient; number of employables in recipient's family.

xi. Social worker's daily reports to assistant supervisor: For description, see entry 69.

xii. Streets covered by the district office social workers (visitors), list of, undated: Names of social workers, streets covered by each.

Arr. alph. by subject. No index. Various types of recording. F.d. 11½ x 13½ x 28; folder 9 x 11 x ½. 3 f.d., 1934--, asst. supr. inner off.; 15 folders, 1940--, asst. supr. outer off.

332. (COPIES OF AID AUTHORIZATIONS), 1934--. 2 crdbd. f.b.
For description, see entry 5. Arr. alph. by name of recipient. No index. Typed on ptd. form. 5 x 6 x 12.

Case Records

Active

333. ACTIVE FILES, 1934--. 12 steel f.d. (labeled by contained letters of alphabet).
Case folders containing papers applicable to recipient, described in entry 111. Arr. alph. by name of recipient. No index. Various types of recording. 11½ x 13½ x 28. Cabinet, main rm.

334. (CARD RECORD OF REAPPLICATIONS FOR AID), 1934--. 6 crdbd. f.b.
For description, see entry 226. Arr. alph. by name of applicant. No index. Typed. 5 x 6 x 12.

335. TRANSFERS OUT, 1934--. 1 steel f.d.
Card record of case history jackets transferred to other district offices: For description, see entry 148. Arr. alph. by name of recipient. No index. Typed on ptd. form. 3½ x 5 x 12.

336. (SOCIAL WORKERS' CARD RECORD OF AID GIVEN RECIPIENTS), 1934--. 7 crdbd. f.b.
For description, see entry 111-xxiv. Arr. alph. by name of recipient. No index. Hdw. and typed on ptd. form. 4 x 8 x 6. Main rm.

337. (SOCIAL WORKERS' CARD RECORD OF VISITS TO RECIPIENTS), 1934--. 7 crdbd. f.b.
For description, see entry 115. Arr. alph. by name of st. No index. Typed. 5 x 6 x 12. Main rm.

Inactive

338. CLOSED (Case Histories), 1934--. 6 steel f.d. (labeled by contained letters of alphabet).
Case folders containing papers applicable to recipient, described in entry 111. Includes notation on applications of cause and date of closing, and correspondence relative to cessation of aid. Arr. alph. by name of recipient. No index. Various types of recording. 11½ x 12½ x 28. Cabinet, main rm.

339. LEAVE TO WITHDRAW AND NO AID, 1934--. 1 steel f.d.
Card record of applications withdrawn or rejected: For description, see entry 118. Arr. alph. by name of applicant. No index. Typed. 3½ x 5 x 12.

Work Projects Administration

340. CASE RECORDS, 1937--. 3 crdbd. b.
Case folders containing papers applicable to nonwelfare and welfare applicants for employment, described in entry 122-iii,-iv,-v,-xii,-xxiv, -xxxii. Arr. alph. by name of applicant. No index. Various types of recording. 6 x 12 x 10 to 9 x 12 x 24. Senior visitor's off.
For applications of eligible applicants 1936-37, see entry 378; for applications of ineligible applicants 1936-37, see entry 379; for certifications 1936-37, see entries 381, 382.

341. (CARD RECORD OF APPLICANTS), 1936--. 2 f.b.
For description, see entry 121. Arr. alph. by name of applicant. No index. Hdw. on ptd. form. 5 x 6 x 12.

OLD AGE ASSISTANCE BUREAU - CENTRAL OFFICE

Except where otherwise noted, all records are in the main office of the old age assistance bureau, Overseers of the Public Welfare Main Building.

Reports
(See also entries 354-v,-vi, 373)

342. REPORTS (and Correspondence), 1931--. 4 metal f.d.
Contains:
i. Bank and postal savings departments' reports of recipients' deposits, showing same information as in entry 470.
ii. Correspondence: For description, see entry 11-vi.
iii. Insurance division's reports concerning recipients possession of insurance policies: For description, see entry 461-ii.

REPORTS (and Correspondence) (Cont'd)

iv. Real estate division consultant's reports to social worker concerning recipients' holdings: For description, see entry lll-xvii.

v. Reapplications for aid and reports of revisits by investigators: Name, address, citizenship, veteran and settlement statuses, occupation, case number of applicant; place, date of last employment; names, ages of dependents; description of health and living conditions of family; amounts, descriptions of resources and debts; recommendation, signature of visitor; date of application, investigation; signature of head of bureau.

vi. Wage reports from applicants' former employers: For description, see entry lll-xx.

Arr. alph. by name of applicant and thereunder by date of report or letter. No index. i,-iii-vi, hdw. on ptd. form; ii, hdw. and typed. 11½ x 13½ x 28. Cabinet.

343. SOCIAL SECURITY REPORTS - OLD AGE ASSISTANCE, 1938--. 2 f.d. Copies of monthly statistical reports submitted to the state division of statistics and research, in accordance with section iv of the Social Security Act: Name of city, department; number of applications pending at beginning of month, at end of month; number of applications received, accepted, or rejected during month, classified as new, reopened, or previously denied cases; number of new, reopened cases added during month, classified as new to the city, state, or new to city but previously aided in the state; number of cases closed during month, classified as ineligible, other reasons; total number of cases, classified by sex, continued to following month; total expenditures on cases receiving $30. or less per month, over $30. per month; total expenditures, amount of federal grant, signature of welfare official, date of report. Arr. chron. by date of report. No index. Hdw. on mimeographed form. 11½ x 13½ x 28. Paying div. off., OPW Main Bldg.

344. ANNUAL RETURNS, 1932, 1934. 1 bdl. Copies of annual returns to the state department relative to active and inactive cases handled during fiscal year: Name, sex, color, marital and settlement statuses, mental condition, case number, place and date of birth of recipient; description of living arrangements; names, parents, dates and places of births of parents; date of opening, disposition, closing of case; age of recipient at time of death (if deceased), cause thereof; date of return. Includes certification: Statement certifying to truth of report, signature of welfare official. Arr. by date of report and thereunder alph. by name of recipient. No index. Typed on ptd. form. 17½ x 23 x 1. Center bins, rm. on first fl., Storehouse.

Case Records

345. APPLICATIONS (Taken), 1931--. 31 f.d. (labeled by contained letters of alphabet). No title, 1931--, 25 f.d.
Card record of cases fulfilling preliminary requirements as to age, citizenship, and residence; and of cases not fulfilling preliminary requirements: Name, address of applicant; nature, date of disposition of case. Arr. alph. by name of applicant. No index. Typed. 4 x 6 x 18. Cabinet.

346. (PENDING OLD AGE ASSISTANCE APPLICATIONS), 1938--. 5 f.d. (labeled by contained letters of alphabet).
Applications of persons awaiting complete investigations: Name, address, sex, age, case number, health, citizenship, marital and settlement statuses, employability of applicant; length of residence in State; place and date of birth of spouse; names, birthplaces of parents of applicant and spouse; names, addresses, ages, number of dependent children; weekly income of relatives; amount, source of applicant's income; description, valuation of assets; estimated weekly expense, name of social worker. Arr. alph. by name of applicant. No index. Hdw. on ptd. form. 11½ x 13½ x 28. Cabinet, record rm., OPW Main Bldg.
For original applications kept by overseers 1931--, see entry 11-i; for rejected or withdrawn applications, see entry 12.

347. NO APPLICATIONS (Taken), 1937--. 1 metal f.d.
Card record of applicants not fulfilling preliminary requirements as to age, citizenship, and residence, or who have qualified as to these requirements but have withdrawn request for further action: For description, see entry 345. Arr. alph. by name of applicant. No index. Typed. 4 x 6 x 18. Cabinet.

348. UNAIDED AND REJECTED, 1931--. 19 metal f.d. (4 metal f.d., 1931--, labeled by contained letters of alphabet; 15 metal f.d., 1931--, unlabeled).
Applications withdrawn or rejected: For description, see entry 346. Includes date and cause of rejection or withdrawal. Arr. alph. by name of applicant. No index. Typed on ptd. form. 11½ x 13½ x 28. Cabinet.

349. (RECORD OF DISPOSITION OF APPLICATIONS TAKEN), 1937--. 2 metal f.d. System estab. 1937.
Name, address of applicant; date, nature of disposition (referral to district office usually). Also contains correspondence with district offices for verification of addresses of applicants. Record arr. chron. by date of disposition and thereunder alph. by name of applicant; correspondence arr. by name of dist. off. No index. Typed. 11½ x 13½ x 28. Cabinet.

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OLD AGE ASSISTANCE BUREAU - DISTRICT I

All records are in the main office of the old age assistance bureau, Overseers of the Public Welfare Main Building. In addition to the following records, see entries 272, 308-i for card record of recommended transfers; entries 619-624 for old age assistance records kept by bookkeeping division.

350. (ACTIVE CASES), 1920--. 20 metal f.d. (labeled by contained letters of alphabet).

Case folders containing any of the following papers applicable to recipient:

i. Application and first interview for OAA: For description, see entry 346.

ii. Application for DA (copy): Name, prior and present addresses, citizenship status, place and date of birth, occupation, place and date of marriage of applicant; reason for unemployment, employment efforts; dates of entries to city and State; date, place of death of spouse; names, dates and places of births, occupations, marital statuses of children; description, valuation of assets; history of relatives, date of affidavit; signature of applicant, spouse, each witness; date of application, name of visitor. Includes date and cause of rejection, withdrawal, or closing. 1920-33 includes number in family, ages of applicant and spouse, amount and place husband or spouse taxed, date and place of death of spouse, residences of children, date of social workers' visits, amount of assistance from other sources; amount of weekly income, rental; description, amount of debt; school grades of children, wages of employed children, names of employers. 1933-- includes case number, settlement, color, sex, military record, weekly wages, prior aid record of applicant; voting status showing ward and precinct numbers, rental paid by applicant; name, history, date and place of death of former spouse; sex, wages, school grades of children; period of applicant's last employment, salary received therefor; name, address of employer; estimated weekly income, notation of settlement division's records; name of welfare district, social worker taking application. For original applications 1860--, see entry 11-ii.

iii. Application for MA or ADC: For description, see entry 100-ii.

iv. Case history of dependent children: For description, see entry 100-iii.

v. Correspondence with employers, landlords, and neighbors of recipient; with churches, hospitals, state department, and outside welfare departments concerning settlement of recipient. For letters not allocated to case folders 1923, see entry 52.

vi. Instructions (original and duplicates) from district offices and social worker in charge of trust funds requesting complete or partial cessation of aid or a decrease in the amount: Name,

Old Age Assistance Bureau - District I [350]

(ACTIVE CASES)

vi. Instructions (original and duplicates) etc. (Cont'd) address, case number, type of aid of recipient; amount of decrease or indication of cessation of aid; date, number of order; signature of visitor, name of visitor's district. For original instructions, see entry 535.

vii. Instructions (original, Nov. 2, 1935--, and duplicate, Nov. 2, 1935-Mar. 19, 1937) from district offices and social worker in charge of trust funds, to start aid on new and reopened cases or adjust aid allotment on active cases: Name, address, case number, type of aid of recipient; number of district, authorization; amount of aid to be rendered for next eight-week period, method of payment; signature of social worker, district supervisor; remarks. Includes, on adjusted active cases only, amount of aid increases or decreases; on new and reopened cases, date of first aid grant, amount of first week's aid, date of payment after first week, number in family, number and sex of employables, cause of aid; on reopened cases only, notation to resume aid temporarily stopped. For original instructions, see entry 534.

viii. Medical history of parents (ADC): For description, see entry 100-iv.

ix. Notices (fanfolds copies) to start, increase, decrease, or stop aid, prepared from information submitted by paying division, copies being sent to district office supervisors, state department, and settlement division: For description, see entry 5.

x. Photostat record submitted by social service index of prior aid rendered applicant by public or private social agencies, 1937--: Surname, alias, first name of applicant; name of spouse; record of previous marriages of applicant, spouse; places and dates of births, occupations of applicant and spouse; places and dates of births of children; dates of aid, names of agencies previously aiding applicant, addresses at which applicant aided; names, addresses, kinship of relatives. For record kept by overseers, see entry 11-x.

xi. Recommendations for transfers of DA cases to OAA, 1936--: Name, case number, date of birth, citizenship status, prior and present addresses of recipient; name of welfare district, names of parents; names, ages, occupations, addresses of children; date of recommendation; signature of social worker, supervisor. For card record of cases recommended, see entry 89.

xii. Recommendations for transfers of DA cases to ADC, 1936--: For description, see xi. For dependent aid division's card record of accepted or denied transfers, see entries 87, 88; for aid to dependent children division's card record of accepted or denied transfers 1937--, see entry 103.

xiii. Record of recipient's account as reported by bank, 1937--: For description, see entry 470-i.

ACTIVE CASES (Cont'd)

xiv. Record of sources of income of reopened case, approx. 1928--: Name, address of recipient; period of last employment; salary, name of employer, reason for unemployment; description, location, purchase price, assessed value of real estate holdings; amount of mortgages, amount of assets of recipient or member of family; names of banks, family depositors, family holders of securities; estimated family weekly income; signature of applicant permitting investigation of insurance policies and medical records of recipient or spouse, and attesting to truth of information; signature of witness.

xv. Report of insurance division concerning status of recipient, 1934--: For description, see entry 461-ii.

xvi. Report of nonsupport and desertion for DA cases, undated: Name, case number, settlement of recipient; amount of aid rendered; name, address record of spouse; names, ages, residences of children; names of employers, schools attended by children; date court granted or refused warrant, nature of charge, subsequent action taken; date spouse last seen, last contributed to support; name of referral agent, if known; date of report; signature of supervisor, social worker. For report kept by overseers, see entry 11-xix.

xvii. Report of admission of recipient to Pondville Hospital, submitted by the state board of health, 1927--: Name, prior and present addresses, occupation, marital status of recipient; signature of board of health official. Attached summary includes settlement, case number, date of death of patient (where applicable); disposition of case. For report kept by overseers, see entry 11-xvi.

xviii. Report of real estate consultant to social worker, concerning recipient's holdings, 1933--: Name, address of recipient; name of district office, social worker; name of property owner in family, relationship to recipient; purchase price of property, type of home, number of families therein; number of tenements occupied, vacant; rental, income; number of mortgages; names, addresses of mortgagors; amounts, dates of first and second mortgages with subsequent reductions; amounts of monthly or semiannual payments on principal and interest; date, amount of unpaid taxes or interest; remarks, date of report, signature of consultant. For report kept by overseers, see entry 11-xxi.

xix. Report by BCH on original request for examination of recipient, 1935--: For description, see entry 474.

xx. Report by postal savings department concerning recipient's savings, 1931--: For description, see entry 470-ii.

xxi. Report of wages by recipient's former employer, approx. 1930--: Name, case number, former occupation of recipient; period of employment, reason for termination, statement by employer of his willingness to rehire, amount of wages each week of last ten; signature of executive director, employer. For report kept by overseers, see entry 11-xxii.

Old Age Assistance Bureau -
District I

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ACTIVE CASES (Cont'd)

xxii. Request to social service index for recipient's aid record, three copies sent to social service index, two copies to bookkeeping department: Date, number of request; maiden name if married woman; surname, various spellings of surname and other names of applicant; first name, place and date of birth, present and previous addresses of applicant; place and date of marriage, record of previous marriages; citizenship, veteran, voting status; names, places and dates of births of children; names, addresses of parents; signature of social worker. For copies of requests kept by overseers, see entry 11-xxv.

xxiii. Reregistration questionnaire filled out by recipient, 1936--: Name, address, case number, ward, precinct, date of application, place and date of birth of recipient; marital, citizenship, and voting statuses; length of residence in Boston, State; date, address of last employment; name of employer, salary, occupation; record of employment with ERA, WPA, PWA showing date and place of employment, project number, salary; name of agency where recipient registered for work; name, address of spouse; ages, number of children; names, salaries of employed children; names of employers, total from all sources one year prior to reregistration date, valuation of property, amount of mortgages; rental, number of rooms in home; name, registration number of car owned; amount of aid now received, place of work assignment, signature of recipient permitting investigation of medical records, signatures and addresses of recipient and spouse. For questionnaire kept by overseers, see entry 11-xxiii.

xxiv. Settlement notices (copies) of determined status of recipient, submitted by settlement division. For description, see entry 503.

xxv. Social worker's card record of aid given recipient; yellow and blue cards denoting checks either delivered to recipients at district offices or mailed to their homes respectively: Name, address, case number, settlement status of recipient; name of spouse, number of persons in family, number of employables; amount, date, cause of aid; name of district office, number of check, signature of social worker. For card record kept by overseers, see entry 11-xxvii.

xxvi. Social worker's case summary to establish family budget, approx. 1930--: Names, ages, sex, health of family members; address, case number, settlement, welfare work assignment, place and date of last employment of recipient; cause, date of first aid; method of aid payment; amount of aid, earnings, other income; rental, food, light and heat allowance; total weekly income, expenses of family, occupations of all employables, name of employer, estimated expenses of each employed family member; remarks, recommendations, signature of social worker; signature of supervisor, name of district office, date of summary. For summary kept by overseers, see entry 11-xxviii.

ACTIVE CASES (Cont'd)

xxvii. Social worker's report of interview with applicant for ADC: Maiden name of mother; names, places and dates of births, addresses of applicant and spouse; names, places and dates of births, addresses of each parent and each child of applicant; addresses of family; names, relationship, prior and present addresses of relatives lodging children; name of district office, date of report; signature of supervisor, social worker. For report kept by overseers 1860--, see entry 11-xxx.

xxviii. Social worker's report of interview with applicant for OAA, 1931--: Name, address, place and date of birth of applicant; date of entrance to State; description, valuation of assets; date and place of birth of spouse; signature of supervisor, social worker; date of report. For report kept by overseers, see entry 11-xxxii.

xxix. Social worker's report of interview with applicant for DA: Name, address, place and date of birth of applicant; name, occupation, place and date of birth of spouse; number, ages of children; record of previous aid, source of income, previous addresses, remarks; signature of supervisor, social worker; date of report. For report kept by overseers 1860--, see entry 11-xxxi.

xxx. Social worker's recommendation in memorandum to supervisor concerning adjustment of recipient's budget, special treatment or closer supervision of case, approx. 1934--. For recommendations kept by overseers, see entry 11-xxvi.

xxxi. Social worker's report on home visits to applicants for employment, 1937--: Date, number of report; name, address, case number of applicant; date of visit; name of informant, social worker; place, date of naturalization; name, sex, place and date of birth, occupation, earnings of each member of family; relationship of each dependent to head of family; name, address of last steady employer of each adult; type of job held, date of employment, type of previous job held by applicant, name of employer, period of employment, weekly earnings, amount of family expenses; amount, description of debt; amount of cash on hand, in banks. Reverse side shows record of real estate owned by any member of family; record of ownership of automobile, insurance policies, stock or bonds; statement of prior public or private aid; signature of applicant, witness, social worker, district supervisor, social worker's remarks.

xxxii. Social worker's reports of home visits: For description, see entry 109-ix.

Arr. alph. by name of recipient. No index. Various types of recording. 11½ x 12½ x 28. Cabinet.

351. (Card Record of) ACTIVE CASES, 1931--. 4 metal f.d. (labeled by contained letters of alphabet).

Name, address, case number of recipient; date case opened. Arr. alph. by name of recipient. No index. Typed. 4 x 12 x 28. Cabinet.

352. (Card Record of) INACTIVE CASES, 1931--. 3 metal f.d. (labeled by contained letters of alphabet).
For description, see entry 351. Includes date case closed. Arr. alph. by name of recipient. No index. Typed. 4 x 12 x 28. Cabinet.

353. (CARD RECORD OF SOCIAL WORKERS' VISITS TO RECIPIENTS), 1931--. 14 f.b.
Name, street and house number, case number of recipient; name of visitor, dates of visits. Arr. alph. by name of st. and thereunder num. by house no. No index. Hdw. and typed. 4 x 6 x 12.

OLD AGE ASSISTANCE BUREAU - DISTRICT 2

All records are in the South End Health Unit Building.

354. (REPORTS, NOTICES, LISTS, AND CORRESPONDENCE), 1936--. 8 folders in 1 steel rack.
Contains:

i. Correspondence with personnel and social service divisions and employees regarding vacations, demotions, promotions, leaves of absence, tardiness, and other personnel matters.
ii. Notices (copies) of instructions from executive director, business manager and director of social service: For description, see entry 109-vii.
iii. Nursing homes available for cases, lists of, approx. 1936--, showing name, address of institution.
iv. Streets in district covered by social workers, list of, approx. 1936--: Name of street, social worker; names of recipients on each street.
v. Weekly statistical reports submitted by central office: Name of central office, date of report; comparative table for each office showing the number of active cases classified by new, old, and reopened cases; amount of weekly aid, total aid for all offices.
vi. Weekly statistical reports submitted to central office for use in compilation of entry v above: Date of report; number of active cases, classified under new, old, and reopened cases; total amount of aid rendered, name of district office, signature of supervisor.

Arr. by subject and thereunder chron. by date of correspondence, list or report. No index, i, ii, hdw. and typed; iii, iv, typed; v, vi, typed on mimeographed form. 9 x 12 x 6. Supr. rm.

355. (ACTIVE CASE HISTORIES), 1936--. 30 f.d. (labeled by contained letters of alphabet).
Case folders containing papers applicable to recipient, described in entry 350. Arr. alph. by name of recipient. No index. Various types of recording. 11½ x 13½ x 28. Cabinet, main rm.

356. MASTER FILE, 1936--. 8 f.b. (labeled by contained letters of alphabet and by sec. no.).
Card record of active and inactive cases: Name, address of recipient; date, amount of first aid; amounts of aid increase, decreases; cause, date of closing, if applicable; name of social worker. Arr. alph. by name of recipient. No index. Typed. 4 x 6 x 12. Main rm.

357. (CARD RECORD OF SOCIAL WORKERS' VISITS TO RECIPIENTS), 1936--. 14 f.b. (labeled by name of social worker).
Name, address, case number of recipient; date of visit, amount of aid allotted, type of fuel recipient uses. Arr. alph. by name of st. No index. Typed. 6 x 8 x 12. Visitors' rm.

358. (SENIOR WORKERS' CARD RECORDS OF VISITS BY SUBORDINATE WORKERS), 1936--. 20 f.b. (labeled by names of head worker and subordinate worker, sec. no., and group letter).
Name, address, case number of recipient; dates of visits to recipients, amount of aid allotted. Arr. alph. by name of st. No index. Typed. 6 x 8 x 12. 7 f.b., 1936--, main rm.; 7 f.b., 1936--, head workers' rm.; 6 f.b., 1939--, supr. rm.

359. RECEIPT FOR CLOSED CASES SENT TO MRS. HELEN A. HOLBROW, SUPERVISOR OF RECORDS, 1936--. 1 loose-leaf vol.
Lists returned by record room with acknowledgment of receipt of closed case history jackets: Name, address, case number of recipient; date list was sent to record room; signature of district supervisor, record room supervisor. Arr. chron. by date of list. No index. Typed. 150 pp. 11 x 8½ x 1. Main rm.

OLD AGE ASSISTANCE BUREAU - DISTRICT 3

Except where otherwise noted, all records are in the social workers' room, Grove Hall branch office.

Reports

360. (REPORTS), July 1937-May 1938. 1 ctn.
Contains reports (of or from):

i. Assignments of welfare recipients to projects, submitted by WPA district assignment office: Name, address, case and identification numbers of assignee; date of assignment slip, assignment; location of assignment; number of WPA district, new project, previous project (if transferred or reinstated case); name of municipality within the district; address of WPA district office, welfare district office. Includes stamp of receipt of report by welfare department, showing date of receipt and initials of receiver. For WPA assignments 1937, see entry 384.

(REPORTS) (Cont'd)

ii. Project heads, submitted weekly concerning certified applicants who failed to appear on an assignment: Name, address, identification number of worker; number of project to which assigned, signature of project head, date of report.

iii. WPA headquarters, submitted weekly concerning cancelations of employment: Name, address, case and identification numbers of worker; reason for termination of employment; date of report, receipt thereof; signature of WPA official, initials of welfare official who received report.

Arr. chron. by date of report and thereunder alph. by name of applicant. No index. Hdw. or typed on ptd. form. 7 x 13 x 14½. Sec. FF, rm. on first fl., Storehouse.

361. VISITORS' DAILY REPORTS (to Head Supervisor), 1936--. 1 metal f.d.

Name, address, case number of recipient visited; amount of expense for transportation, telephone calls; signature of social worker, assistant supervisor; remarks. Arr. chron. by date of report. No index. Hdw. on ptd. form. 11½ x 14 x 28. Cabinet.

362. ACTIVE CASE HISTORIES, 1931--. 20 f.d. (labeled by contained letters of alphabet).

Case folders containing papers applicable to recipient, described in entry 350. Arr. alph. by name of recipient. No index. Various types of recording. 11½ x 14 x 28. Cabinet.

363. CLOSED (Case Histories), 1931--. 4 f.d. (labeled by contained letters of alphabet).

Case folders containing papers applicable to recipient, described in entry 350. Includes, on application, date, cause of closing; correspondence relative to cessation of aid. Arr. alph. by name of recipient. No index. Various types of recording. 11½ x 14 x 28. Cabinet.

364. NO AID, 1936--. 1 f.d.

Applications withdrawn or rejected: For description, see entry 346. Includes date, cause of withdrawal or rejection. Arr. alph. by name of applicant. No index. Typed on ptd. form. 11½ x 14 x 28. Cabinet.

365. (CARD RECORD OF ACTIVE AND CLOSED CASES), 1936-- 7 f b (labeled by contained letters of alphabet).

For description, see entry 356. Arr. alph. by name of recipient. No index. Typed. 5 x 6 x 12. Paymaster's rm., Grove Hall branch off.

366. (Card Record of) CLOSED CASES, 1936--. 2 f.b. (labeled by contained letters of alphabet).

Name, address, case number of recipient; amount of each aid increase or decrease, monthly grant, date of closing, initials of social worker. Arr. alph. by name of recipient. No index. Typed. 5 x 6 x 12.

367. ACTIVE STREET LIST, 1936--. 21 f.b. Title varies slightly. Card record of streets in social worker's district: Name of street, recipient thereon, house number. Arr. alph. by name of st. and thereunder num. by house no. No index. Typed. 5 x 6 x 12.

368. (SENIOR WORKERS' RECORDS OF ACTIVE CASES), 1936--. 21 f.d. (labeled by junior worker's name).
For description, see entry 358. Includes date of first aid, social worker's initials. Arr. alph. by name of recipient. No index. Typed. 5 x 6 x 12. 5 f.d., 1936--, social workers' rm.; 6 f.d., 1936--, private rm. 1; 10 f.d., 1936--, private rm. 2; Grove Hall branch off.

369. LIST OF CASES IN DISTRICT, 1936--. 21 f.b. (labeled by social worker's name).
Social workers' card records of active cases: For description, see entry 351. Includes amount of monthly grant, dates of visits to recipient. Arr. alph. by name of recipient. No index. Typed. 5 x 6 x 12.

370. (CARD RECORD OF PENDING CASES), 1940--. 4 metal b.
Name, address of applicant; date of application, name of visitor assigned to case, date of receipt of application, date of senior visitor's approval. Arr. alph. by name of applicant. No index. Typed and hdw. 2 x 2½ x 3. 1 metal b., 1940--, social workers' rm.; 2 metal b., 1940--, private rm. 1; 1 metal b., 1940--, private rm. 2; Grove Hall branch off.

371. NO AID CASES, 1936--.
Card record of cases rejected or withdrawn: Name, address of applicant; date of application; date of rejection or withdrawal, reason therefor; initials of social worker. Arr. alph. by name of applicant. No index. Typed and hdw. 5 x 6 x 12.

372. TRANSFER CARDS - REMOVALS FROM THIS DISTRICT, 1936--. 1 f.d.
Name, case number, present and prior addresses of recipient; name of district office to which transferred, date thereof; initials of social worker in charge of case. Arr. alph. by name of recipient. No index. Typed. 5 x 6 x 12.

Miscellaneous

373. PRIVATE FILE, 1936--. 3 f.d. (labeled by contained letters of alphabet and also marked E. J. Mealey).
Contains reports, notices, lists, and correspondence: For description, see entry 354. Arr. by subject and thereunder chron. by date of correspondence, list or report. No index. Correspondence, hdw. and typed; lists, typed; reports, typed on mimeographed form. 11½ x 13½ x 24½. Cabinet.

374. PRIVATE, 1940--. 1 f.d.
Contains card record of:
i. City departments, and relief agencies showing name, address of each.
ii. Personnel, showing name, address, title of each employee.
Arr. alph. by name of employee, dept., or agency. No index. Typed. 5 x 6 x 12.

WPA CERTIFICATION OFFICE

Except where otherwise noted, all records are in the WPA certification office, Overseers of the Public Welfare Main Building.

Records of WPA Applicants

375. WELFARE, 1938--. 18 f.d. (7 f.d., 1938--, labeled by contained letters of alphabet; 11 f.d., 1938--, unlabeled).
Card records of nonassigned welfare recipients who have applied for work at district offices: Name, address, case number of recipient; date case submitted to WPA headquarters for certification, date of certification. Arr. alph. by name of recipient. No index. Typed and hdw. 5 x 6 x 15.
For assignment of recipients 1938--, see entry 385.

376. NON-WELFARE, 1938--. 1 f.d. (labeled by contained letters of alphabet).
Card records of nonassigned nonwelfare applicants for work who applied through the welfare department district offices: Name, address of applicant; date case submitted to WPA headquarters for certification, date of certification. Arr. alph. by name of applicant. No index. Typed and hdw. 5 x 6 x 15.
For assignments of nonwelfare applicants 1938--, see entry 386.

377. SOLDIERS RELIEF, 1938--. 1 f.d.
Card record of persons receiving soldiers' relief who have applied for WPA work: Name, address of applicant; date case submitted to WPA headquarters for certification; nature, date of disposition of case. Arr. alph. by name of applicant. No index. Typed and hdw. 5 x 6 x 15.

378. FORM 55-CERTIFIED, 1936-37. 10 wooden b., 1 steel f.b., 13 ctns. (labeled by contained letters of alphabet). Title varies: Certified, 1936-37, 10 wooden b., 11 ctns.; Misc. Certified, 1936, 2 ctns.
Applications of nonwelfare persons found eligible for WPA employment: For description, see entry 122-iii. Also contains, intermittently, investigators' reports on home visits to applicants: For description, see

entry 122-xxxii. Arr. alph. by name of applicant. No index. Hdw. on ptd. form. Wooden b., 12 x 16 x 18½; steel b. 12 x 11½ x 27; ctns. 7 x 13 x 14½. Secs. PP, QQ, and RR, rm. on first fl., Storehouse.

For subsequent applications, see entries 122-iii, 144, 154, 183, 231, 278, 295, 313, 340; for certifications 1936-37, see entry 382.

379. FORM 55-INELIGIBLE, 1936-37. 15 steel f.b., 3 wooden f.b. (labeled by contained letters of alphabet).

Applications made by persons found ineligible for employment: For description, see entry 122-iii. Includes date, cause of denial of certification. Also contains, intermittently, investigators' reports on home visits to applicants: For description, see entry 122-xxxii. Arr. alph. by name of applicant. No index. Hdw. on ptd. form. Steel f.b. 12 x 11½ x 27; wooden f.b. 12½ x 16 x 18½. Bins, rm. on first fl., Storehouse.

For subsequent applications, see entries 122-iii, 144, 154, 183, 231, 278, 280, 295, 313, 340.

380. STOPS, 1938--. 1 f.d.

Card record of nonwelfare applicants for work who secured private employment before completion of certification: Name, address of applicant; date case submitted to WPA headquarters for certification, date and reason certification steps stopped. Arr. alph. by name of applicant. No index. Typed and hdw. 5 x 6 x 15.

381. WPA FORM 56 (Certification of Eligibility of Applicants), 1936-37, 6 steel f.b., 2 corrg. ctns. (6 steel f.b., 1936-37, labeled by contained letters of alphabet; 2 ctns., 1937, unlabeled). Title varies slightly.

For description, see entry 122-iv. Arr. alph. by name of applicant. No index. Hdw. and typed on ptd. form. Steel f.b. 12 x 11½ x 27; corrg. ctns. 7 x 13 x 14½. 6 steel f.b., 1936-37, sec. RR; 2 ctns., 1937, sec. DD; rm. on first fl., Storehouse.

For subsequent records, see entries, 122-iv, 144, 154, 183, 231, 278, 295, 313, 340.

Project Assignments
(See also entry 360-i)

382. WPA FORM 55-56, 1936-37. 3 ctns. Title varies: Form 56-WPA, 1937, 1 ctn.; Form 56 and Visitors Daily Report, 1936-37, 1 ctn.

Contains applications and certifications of applicants given employment showing information described in entry 122-iii, -iv. Arr. alph. by name of applicant. No index. Hdw. and typed on ptd. form. 7 x 13 x 14½. Sec. CC, rm. on first fl., Storehouse.

For subsequent records, see entries 144, 154, 183, 231, 278, 295, 313, 340; for applications (form 55) 1936-37, see entry 378.

383. WPA REASSIGNMENT SLIPS, Oct. 1936. 1 corrg. ctn. (marked 1 and dated).
Notices (seventh copies of assignment slips) to applicants to report for work on projects on new assignment: Name, age, address, sex, race, case classification, certification status, occupation of employee; case and identification numbers; date, number of notice; name of project; date, place of employment; signature of placement officer. No obvious arr. No index. Typed on ptd. form. 7 x 13 x 14½. Bins, rm. on first fl., Storehouse.

384. WPA ASSIGNMENTS, 1937. 3 corrg. ctns. Title varies: WPA Form AC-20 Revised, 1937, 1 ctn.
Copy of report of assignments of welfare recipients to projects, submitted by WPA district assignment office: For description, see entry 360-i. Arr. chron. by date of assignment. No index. Typed on ptd. form. 7 x 13 x 14½ to 16 x 26 x 12. Sec. CC, rm. on first fl., Storehouse.

385. CLOSED O.P.W. (Cases), 1938--. 1 f.d.
Card records of recipients assigned to projects: Name, address, case number of recipient; date case submitted to WPA headquarters for certification, date of certification, disposition of case, notation of any unfitness for project work. Arr. alph. by name of recipient. No index. Typed and hdw. 5 x 6 x 15.
For card record of nonassigned cases 1938--, see entry 375.

386. WORKING, 1938--. 1 f.d.
Card records of nonwelfare persons assigned to projects: Name, address of employee; date case submitted to WPA headquarters for certification, date of certification, disposition of case (project, salary, occupation), date thereof. Arr. alph. by name of employee. No index. Typed and hdw. 5 x 6 x 15.
For card record of nonassigned cases 1938--, see entry 376.

TEMPORARY HOME FOR WOMEN AND CHILDREN

Except where otherwise noted, all records are in the superintendent's offices, Temporary Home for Women and Children. In addition to the following records, see entry 1-xi for published case statistics 1869-1931, 1935-39; entry 490 for emergency medical-needs accounts 1930--; entry 495 for bills for supplies Apr. 1935--; entry 569-viii for business manager's case statistics 1936--; entry 652 for auditing division's annual report of aid rendered Apr. 1, 1940--.

Minutes of Meetings

387. CITY TEMPORARY HOME - 36 CHARLES STREET, 1862-91. 2 vols. (1 vol., 1862-63, dated; 1 vol., 1864-91, unlabeled). No title, 1864-91.

Minutes of meetings of the committee of the temporary home for women: Date of meeting; names of chairman, committees and members present or absent; record of votes taken; names, duties of officials of the home; time, date of next meeting. Arr. chron. by date of meeting. No index. Hdw. 30 pp. 8½ x 7 x 1. 1 vol., 1862-63, rm. 2, second fl.; Storehouse; 1 vol., 1864-91, photostat rm., OPW Main Bldg.

Case Records

388. RECORDS - CITY TEMPORARY HOME, 1857-69 intermittently. 1870--. 34 vols. (dated, except for 3 vols., Dec. 1860-Mar. 1861, Jan.-Sept. 1875, 1878-79, unlabeled). Title varies slightly.

Record of inmates of temporary home for women and children: Name, recent occupations of inmate; date, cause of admission; disposition of case. Includes May 1858-Mar. 1861, age, nationality, birthplace of inmate; date, nature of aid; monthly, yearly total of males, females, children under 12 years of age cared for; monthly, yearly total of children adopted; monthly, yearly total of lost children restored to parents; monthly total of cases handled, cases remaining at the home; amount, description of expenditure; monthly total expenditures; Jan.-Sept. 1875, place and date of birth of inmate; 1878--, age, marital status, birthplace, last place of residence of inmate; number of days, times inmate lodged; number of deaths at the home; number of children under 12 years of age kept at the home with mother, brought to the home, restored to parents or accepted for adoption; number of births at the home; Feb. 1878-83, dates inmate remained away from the home; July 1887-Dec. 1905, date of first entrance to the home; number of children sent to the home by agencies, showing names of agencies and remarks; names of persons to whom inmates are bound out. Arr. chron. by date of admission, except for 2 vols., Feb. 1878-Dec. 1879, 1881-83, which are arr. alph. by name of inmate. 1857, 1866-77, Aug. 1887--, indexed alph. by name of inmate; 1858-1861, 1878, 1879, no index; for index, Dec. 1862-Mar. 1865, 1880-July 1887, see entry 389. Hdw. 200 to 300 pp. 13 x 8 x 1 to 16 x 15 x 2½. 27 vols., 1857, 1862-75, 1876-78, 1880, 1884-86, 1906--, supt. inner off ; 7 vols , 1858-Mar 1861, 1875, 1878-79, 1881-83, July 1887-1905, rm. 2, third fl , Storehouse

389. INDEX TO TEMPORARY HOME INMATES, 1862-Mar. 1865, 1880-July 1887. 5 vols. (dated). Title varies slightly.

Index to Records - City Temporary Home, entry 388: Name of inmate, page reference. Includes: Aug. 1883-Apr. 30, 1885, name, age of lost child or foundling; number of children with mother; May 1885-July 1887 age of inmate. Arr. alph. by name of inmate. Hdw. 50 to 150 pp. 13 x 4 x 1 to 13½ x 8½ x 1. 3 vols., 1862, June 1864-Mar. 1865, Aug. 1883-Apr. 30, 1885, rm. 2, third fl., Storehouse; 2 vols., June 1880-Aug. 1883, May 1885-July 1887, supt. inner off.

390. (Case History) FILES, 1918--. 1 wooden f.b., 3 corrg. ctns., 1 metal f.d. Title varies: No title, 1918-28, 1 wooden f.b.; Temp. Womens Home Application, 1922-24, 3 ctns.
Card record of inmates: Name, place and date of birth, age, marital status of inmate; date of admission, discharge; names and ages of children if any, reason for application; period, number of times lodged; penal and pauper institution record, if any; names of relatives, number of children staying at the home with mother, disposition of case. 1 f.b., 3 ctns., 1918-34, arr. alph. by name of inmate; 1 f.d., 1935--, arr. num. by case no. 1 f.b., 3 ctns., 1918-34, no index; for index 1935--, see entry 391. Hdw. on ptd. form 1918-34; typed 1935--. F.b. 9 x 8 x 16½; ctns., 7 x 13 x 14½; f.d. 11½ x 13½ x 28. 1 f.b., 3 ctns., 1918-34, rm. on first fl., Storehouse; 1 f.b., 1935--, cabinet, supt. inner off.

391. INDEX (to Files), 1935--. 1 f.d.
Index to (Case History) Files, entry 390: Name, age, case history reference number of inmate; remarks. Arr. alph. by name of inmate. Typed. 5½ x 13½ x 28. Cabinet, supt. inner off.

392. FOUNDLING BOOK, 1886-94, 1911-20, 1925-35. 2 vols., 1 corrg. ctn. (2 vols., 1886-94, 1925-35, unlabeled; 1 ctn., 1911-20, dated). Title varies: No title, 1886-94, 1 vol.; Investigation Reports, 1911-20, 1 ctn.
Record of illegimate, abandoned, or orphaned children brought to the home: Date, place infant found; date of admission; sex, physical condition, description of clothing of child. Includes: 1886-1920, name of child; 1886-94, 1925-35; disposition of case; 1911-35, color of hair, eyes of child; 1911-21, distinguishing marks and name given child by matron. Arr. chron. by date of admission. No index. Hdw., typed on ptd. form 1886-1920; hdw. 1925-35. Vols. 175 pp. 10½ x 8½ x 1 and 250 pp. 15 x 10½ x 1½; ctn. 14½ x 13 x 7. 1 vol., 1886-94, photostat rm. OPW Main Bldg.; 1 ctn., 1911-20, rm. 1, third fl., Storehouse; 1 vol., 1925-35, closet, supt. inner off.

393. GIRLS' BOOK, 1893-1904, 1927-35. 5 vols. Title varies: Record of Children - City Home, 1893-1904, 1 vol.; no title, 1893-96, 1 vol.; Childrens' Book Ledger, Dec. 1927-Feb. 1929, 1 vol.
Records of orphans, state wards, and other children sheltered at the home: Name, dates of admission and discharge of child. Includes 1893-96, 1927-29, age, last address of child; name of person bringing child to home; 1893-96, birthplace, parentage of child; previous case number, page reference to Foundling Book, entry 392; place where child was found, length of child's stay; remarks; 1927-29, reason for admission; 1929-35, name of visitor in charge. Arr. chron. by date of admission. 1893-1904, 1929-35, no index; 1927-29 indexed alph. by name of child. Hdw. under ptd. head 1893-1904; hdw. 1927-35. 200 pp. to 350 pp. 13½ x 9½ x 1 to 14½ x 10 x 2. 2 vols., 1893-1904, photostat rm., OPW Main Bldg.; 1 vol., 1927-29, rm. 2, third fl., Storehouse; 2 vols., 1929-35, closet, supt. inner off.

394. (RECORD OF APPLICANTS FOR ADMISSION AND MEALS SERVED MALES), Nov. 1871-Jan. 1878. 1 vol.

Contains record of:

i. Applicants for admission, Nov. 1871-Aug. 1876: Name, place and date of birth of applicant; date of application, disposition of case.

ii. Meals served males, July 1877-Jan. 1878: Name of recipient, date meal received. Includes daily total of meals served for each classification (breakfast, dinner, supper), and for all classifications.

Arr. chron. by date of application or receipt of meal. No index. Hdw. 204 pp. 14 x 9 x 1. Rm. on first fl., Storehouse.

395. (LIST OF INMATES), 1878-93. 1 vol. (dated).

Names, dates of admissions of adults, children; remarks; monthly total of persons aided, single meals served, cases disposed of; number of persons remaining at the home at end of month, at end of previous month. Arr. chron. by date of admission. Indexed alph. by name of inmate. Hdw. 400 pp. 17 x 10½ x 2½. Supt. inner off.

396. (RECORD OF WOMEN SHELTERED AT THE HOME), 1885-87. 1 vol.

Name, age, birthplace, marital status, last residence, date of admission of inmate; name of spouse, names of parents (occasionally); disposition of case, with date; remarks. Arr. chron. by date of admission. No index. Hdw. under ptd. head. 212 pp. 15 x 14 x 1½. Photostat rm., OPW Main Bldg.

397. (WOMEN BROUGHT TO THE HOME BY POLICE), Mar. 1891-Jan. 1895. 1 vol.

Record of women brought to the home who were lost, sick, disreputable, or cases for confinement: Name of inmate, number of children with inmate; reason, date officer brought woman to the home; number of police station to which attached, signature of officer. Arr. chron. by date of admission. No index. Hdw. on ptd. form. 61 pp. 11 x 8½ x 1½. Rm. 2, third fl., Storehouse.

Financial Records
(See also entries 403)

398. LEDGER (of Expenditures), 1893-1931 5 vols. (3 vols., 1893-1916, 1923-31, unlabeled; 2 vols., Jan 1905-Oct. 1923, dated). Title varies: No title, 1893-1916, 1 vol; City Temporary Home - Monthly Schedules, 1905-23, 2 vols.; Record, Aug. 1927-Sept. 1928, 1 vol.

Monthly summary of expenditures for foodstuffs, salaries, miscellaneous expenses: Date of summary; amount, description of each expenditure; name of concern or designation of service, total amount of expenditures. Includes: 1893-1916, 1923-31, total weekly, monthly salaries paid; 1893-1923, names, salaries of employees; 1893-1916, 1927-28, monthly total

expenditures for each concern; 1905-23, amounts spent on patients at the Boston Lying In Hospital, showing names of patients. Arr. chron. by date of expenditure. No index. Hdw. 128 to 360 pp. 10½ x 8½ x 1 to 16 x 11 x 1½. 3 vols., 1893-1916, 1923-31, 1927-28, rm. 2, third fl.; 2 vols., 1905-23, rm. 1, second fl.; Storehouse.

399. (ANNUAL BUDGET), 1919-28. 1 vol.
Record of budget prepared by the OPW to cover maintenance of the home: Code number, amount of budget item, total budget allowance, year of budget. Arr. chron. by year of budget. No index. Hdw. 100 pp. 11 x 8½ x 1. Rm. 2, third fl., Storehouse.

400. ACCOUNT OF SUPPLIES FURNISHED CITY TEMPORARY HOME, Apr. 1883-Feb. 1894. 1 vol. (dated).
Record of bills sent to auditor: Name of concern, date of bill; description, quantity of supplies furnished, unit price, cost for each item; monthly total costs. Arr. chron. by date of bill. No index. Hdw. 75 pp. 8½ x 7 x 1. Rm. 2, third fl., Storehouse.

Miscellaneous

401. RECORD BOOK, 1873, 1927-Feb. 1930, May-July 1930, Aug. 1931-Apr. 1933, Nov. 1933-Apr. 1934, 1936--. 19 vols. (1 vol., 1873, unlabeled; 18 vols., 1927--, dated). Title varies slightly.
Daily record of meals served: Names of women served, date of meal; number of meals served each person, served all persons. 1873 includes monthly total meals served, record of lost children restored to parents. Arr. chron. by date of record. No index. Hdw. 225 pp. 9 x 5 x 1 to 12 x 7 x 1. 1 vol., 1873, photostat rm., OPW Main Bldg.; 4 vols., Sept. 1927-Apr. 1934, rm. 2, third fl., Storehouse; 4 vols., 1936--, closet, supt. inner off.

402. RECORDS - NIGHT RECORD, May 1927-Nov. 1935, June 1938--. 3 vols. Title varies slightly.
Record of events occurring during night: Number of telephone calls, personal applications for admission taken; description of care given sick children, reports made to police department in emergency situations. Arr chron. by date of record. No index. Hdw. 250 pp. 10 x 8 x 1½ to 14 x 9 x 1½. 2 vols., May 1927-Nov. 1935, closet, supt. inner off.; 1 vol., June 1938--, supt. outer off.

403. RECORD, 1923-36. 1 vol.
Monthly summary of services and expenditures, showing total number of persons admitted to the home, lodgings furnished, jobs secured for women, meals served to inmates, meals served noninmates; monthly total expenditures, date of summary. Arr. chron. by date of summary. No index. Hdw. 150 pp. 8½ x 7½ x 1. Closet, supt. inner off.

404. (RECORD OF SUPPLIES NEEDED), approx. July 1940--. 1 vol.
Supervisor's daily entries of groceries and general supplies needed, showing date of entry, description of supplies. Arr. chron. by date of entry. No index. Hdw. 150 pp. 9 x 6 x 1.

WAYFARERS' LODGE AND WOODYARD

Except where otherwise noted, all records are in the Wayfarers' Lodge. In addition to the following records, see entry 1-iv for published case statistics 1869-1931, 1935; entry 54-vii for overseers' orders for wood 1900-1914; entry 490 for wayfarers' lodge emergency medical-needs accounts 1930--; entry 569-ix, for business manager's case statistics 1936--; entry 652 for auditing division's annual report of aid rendered Apr. 1, 1940--.

Case Records

405. (APPLICATIONS FOR ADMISSION), 1939--. 12 steel f.d. (labeled by contained letters of alphabet). Prior records destroyed.
Name, age, birthplace, marital status, occupation, wages, physical condition of applicant; places of last employment and lodging. Arr. alph. by name of applicant. No index. Hdw. on ptd. form. 8 x 12 x 24. Waiting rm.

406. MEDICALS, 1934--. 1 steel f.d.
Card record of transients examined by the department's physician, showing name, last address of transient. Arr. alph. by name of transient. No index. Typed. 6 x 12 x 24. Supr. rm.

407. LODGING RECORD, 1936-37. 3 f.b.
Name, case number of transient; date of lodging, description of supplementary aid, if any. Arr. alph. by name of transient No index. Hdw. on ptd. form 5 x 6½ x 12. Rm on first fl., Storehouse

408. (CLOSED CASE HISTORIES), 1940--. 3 f.d. (labeled by contained letters of alphabet).
Case folders taken temporarily from (Closed Case Histories), entry 11, to help determine disposition of cases formerly receiving regular aid. Arr. alph. by name of recipient. No index. Various types of recording. 11½ x 13½ x 28. Supr. rm.

409. (CARD RECORD OF CASE HISTORIES TRANSFERRED TO WELFARE DISTRICT OFFICES), 1932--. 1 f.d.
Name, last address, case number of homeless man; name of district office to which case papers were transferred, contents of case history jacket, date of transfer, signature of acknowledgement of receipt of jacket by district supervisor. Arr. alph. by name of homeless man. No index. Typed. 6 x 12 x 24. Supr. rm.

Financial Records

Wayfarers' Lodge Accounts

410. (MONTHLY SUMMARY OF EXPENDITURES), 1879-Jan. 1916. 2 vols. (1 vol., 1879-1908, unlabeled; 1 vol., 1908-16, marked 2). No title, 1908-16.
Date of summary; descriptions, amounts of purchases; names of merchants; names, salaries of employees; monthly total expenditures. Arr. chron. by date of summary. No index. Hdw. 380 pp. 16 x 11 x 2. 1 vol., 1879-1908, photostat rm., OPW Main Bldg.; 1 vol., 1908-16, rm. 1, second fl., Storehouse.

411. LODGING HOUSE RECEIPTS, Jan. 1931-Dec. 1937. 16 corrg. ctns. (8 ctns., 1931-36, dated; 8 ctns., 1931-37, unlabeled). Discont. as record of Wayfarers' Lodge 1937. Title varies slightly.
Cards issued by the supervisor entitling bearer to one night's lodging in a designated lodging house: Date, number of card; name, address of lodging house; signature of supervisor; perforation marks indicating payments made to lodging house. Includes, intermittently, signature acknowledging receipt of card by recipient. No obvious arr. No index. Hdw. on ptd. form. 7 x 13 x 14½. 13 ctns., 1931-36, rm. 1, third fl.; 3 ctns., 1936-37, sec. SS, rm. on first fl.; Storehouse.
For record kept by bookkeeping division 1938--, see entry 575.

412. ACCOUNT OF SUPPLIES FURNISHED LODGE FOR WAYFARERS, 1883-88. 1 vol. (dated).
Monthly record of bills sent to city auditor: For description, see entry 400. Arr. chron. by date of record. No index. Hdw. 60 pp. 8½ x 7½ x 1. Photostat rm., OPW Main Bldg.

Woodyard Accounts

413. CASH (Book), Dec. 1878-91, 1898-1902, May 1904-21, 1934--. 10 vols. No title, 1885-91, 1898-1902, 2 vols.
Receipts showing date, amount, description of sale of wood; monthly total receipts. Expenditures showing: Date, amount, accounting of expenditure; monthly total expenditures; amounts of cash in bank first of month, and on hand first of month and end of month. Includes Dec. 1878-Dec. 1902, name of bank, trustee of wood account; May 1904--, dates, amounts of interest received; Mar. 1919--, amounts received on old accounts; daily total receipts, expenditures; page reference to ledger, entry 414. Arr. chron. by date of transaction. No index. Hdw. 240 to 360 pp. 7½ x 6 x 1 to 13½ x 9 x 1½. 3 vols., Dec. 1878-1884, May 1904-Feb. 1919, rm. 1, second fl., Storehouse; 4 vols., 1885-91, 1898-1902, photostat rm., OPW Main Bldg.; 2 vols., Mar. 1919-21, rm. 2, third fl., Storehouse; 1 vol., Jan. 1934--, supt. inner off.

414. LEDGER, 1887-91, Oct. 1897-Jan. 1919, 1928--. 5 vols. Title varies: Ledger Wood Account - Overseers of the Poor, 1887-91, 1 vol.; no title, Oct. 1897-May 1910, 1 vol.

Name of account; amount, description, date of debit and credit postings; total debits, credits; account balance, posting reference to Cash (Book), entry 413. Arr. alph. by name of account and thereunder chron. by date of posting. Indexed alph. by name of account. Hdw. 300 to 528 pp. 13½ x 9 x 1 to 13½ x 9¼ x 2. 1 vol., 1887-91, photostat rm., OPW Main Bldg.; 3 vols., 1897-1919, rm. 2, second fl., Storehouse; 1 vol., 1928--, supt. inner off.

415. MONTHLY RECORD OF EXPENDITURES, Apr. 1920--. 2 vols. System estab. 1920.

Dates, amounts, total monthly expenditures classified by type; date of record. Arr. chron. by date of record. No index. Hdw. 200 pp. 17½ x 11½ x 1 and 300 pp. 13 x 15 x 1½. 1 vol., 1920-36, supt. inner off.; 1 vol., 1936--, supt. outer off.

416. WOOD YARD RECEIPTS, Sept. 1919--. 13 vols., 3 corrg. ctns. (11 vols., Sept. 1919--, unlabeled; 2 vols., 3 ctns., 1919-22, dated). System estab. 1919.

Receipt slips prepared in triplicate, original copy sent to customer, duplicate and triplicate copies retained: Date of wood sale, number of slip; name, address of purchaser; description, quantity, terms of sale; signature of customer, delivery agent. Arr. chron. by date of sale and thereunder num. by slip no. No index. Hdw. on ptd. form. Vols. 200 to 500 pp. 13 x 18 x 1 to 13½ x 17½ x 4½; ctns. 6½ x 13 x 14½. 3 vols., 3 vols., 3 ctns., Sept 1919-Feb. 1923, rm. 1, third fl., Storehouse; 10 vols., 1920--, supt. inner off.

417. (CARD RECORD OF WOOD SALES), 1920--. 5 f.d. (labeled by contained letters of alphabet). System estab. 1920.

Name, address of purchaser; date, amount, description of sale, whether charge or credit. Arr. alph. by name of purchaser. No index. Typed. 6 x 9 x 15. Supt. inner off.

418. CASH, 1886-91. 1 vol.

Record of wood sales to city departments: Name, address of department; date, quantity, description, unit price, total amount of sale; date, amount of payment; monthly total sales. Arr. chron. by date of sale. No index. Hdw. 200 pp. 14 x 8 x 1. Photostat rm., OPW Main Bldg.

419. WOOD ACCOUNT (Check Stubs), June 1879-Nov. 1890, Apr. 1892-Oct. 1893, July 1907-Apr. 1923. 16 vols. (15 vols., June 1879-June 1907, Aug. 1909-Apr. 1923, unlabeled; 1 vol., July 1907-July 1909, dated). Title varies: Continental, June 1879-Aug. 1881, 1 vol.; no title, Sept. 1881-June 1886, Apr. 1892-Nov. 1893, July 1909-May 1912, Nov. 1920-Apr. 1923, 11 vols.; Checks, July 1886-Oct. 1888, 1 vol.; Check Book - Wood Account, F. W. Lincoln Trustee, Oct. 1888-Nov. 1890, 1 vol.; Wood Account, National Shawmut Bank, July 1907-July 1909, 1 vol.

Date, amount, number, purpose of check issued. Includes total amount

of checks issued; amount of cash on hand, in bank on first day of month; dates, amounts of subsequent deposits. Arr. chron. by date of check. No index. Hdw. on ptd. form. 70 pp. 14 x 9½ x 1. Rm. 1, third fl., Storehouse.

420. WEEKLY TIME, Dec. 1893-Mar. 1894. 1 vol.
Record of weekly time and pay roll of aid recipients: Name of recipient; number of coupon, days employed; dates of employment; daily, weekly wages; signature of recipient; amount, date of pay roll; total number of days worked by all recipients. Arr. chron. by date of pay roll. No index. Hdw. under ptd. head. 162 pp. 13½ x 9 x 1. Photostat rm., OPW Main Bldg.
For pay rolls 1900-1914, see entry 54-viii.

421. TIME BOOK - TRUST FUNDS WOOD YARD, Dec. 1893-Mar. 1894. 1 vol.
Monthly record of time spent in woodyard by recipients of aid provided by trust funds: Name, address, occupation of recipient; period of assignment; number of days employed, dates thereof; coupon number, amount of aid received, name of official recommending aid. Includes, intermittently, signature of recipient. Arr. chron. by date of entry. No index. Hdw. under ptd. head. 125 pp. 10½ x 10 x 1. Photostat rm., OPW Main Bldg.

422. (RECORD OF DAILY SALES OF WOOD), 1902-11. 2 vols.
Date, amount of sale; name of purchases, total daily sales, monthly totals of cash and credit sales, amount of cash on hand first day of month. Arr. chron. by date of sale. No index. Hdw. 240 pp. 14 x 9 x 1. Rm. 1, second fl., Storehouse.

423. (MONTHLY SUMMARY OF RECEIPTS AND EXPENDITURES), 1926-36, 1939--. 1 vol.
Total receipts from wood sales; total expenditures classified by equipment, services in cutting and delivering wood, and administrative costs; date of summary. 1937-38 includes annual summary of receipts and expenditures, net profit or loss. Arr. chron. by date of summary. No index. Hdw. 150 pp. 11 x 9 x 1. Supt. outer off.

424. MONTHLY REPORT WAYFARERS' LODGE AND CITY WOOD YARD, Sept. 1899-Jan. 1912. 1 vol.
Contains summary of:
i. Meals and lodging: Daily and monthly total numbers of meals served, lodgers; date of summary.
ii. Woodyard income and expenditures. Income showing amount, description of each sale of wood; name of purchaser; daily, monthly total receipts; date of report. Expenditures showing name, amount of earnings of each employee; daily rate of pay; amounts, descriptions of other types of expenditures, daily, monthly total expenditures; date of report.
Arr. chron. by date of summary. No index. Hdw. on ptd. form. 200 pp. 10½ x 11 x 1½. Rm. 1, second fl., Storehouse.

Miscellaneous

425. VOLUNTEERS (of America) MEAL TICKETS PAID, 1937--. 37 corrg. ctns. (dated).
Food tickets issued to transients to be used at a designated cafeteria: Number, date of issue, value of ticket; name, address of cafeteria; signature of authorizing official, perforation mark showing payment made. Arr. chron. by date of issue. No index. Hdw. on ptd. form. 7 x 13 x 14½. Rm. on first fl., Storehouse.

426. (STATISTICAL RECORDS), Feb.-July 1871. 1 vol.
Contains:
i. Record of meals served: Name of recipient; date, kind of meal received. Includes daily total persons served; monthly total males, females served. For record of meals given males at the Temporary Home for Women, July 1877-Jan. 1878, see entry 394-ii.
ii. Record of stray children cared for: Name, age of child; names of parents, date child restored to parents. Includes monthly total number of children restored to parents.
Arr. chron. by date of entry. No index. Hdw. 100 pp. 13½ x 8 x 1. Rm. 2, third fl., Storehouse.

BURIALS DIVISION

Except where otherwise noted, all records are in the office of the burials division, annex, Overseers of the Public Welfare Main Building. In addition to the following records, see entry 38 for semiannual record of burial expenditures 1810-12, 1816-20, 1841, 1844-46; entry 647 for register of burials kept by bookkeeping division 1883 --.

Record of Burials

427. (Card Record of) BURIALS, 1914--. 1 f.d., 1 f.b. (1 f.d., 1914-37, unlabeled; 1 f.b., 1938--, dated).
Name, address, case or assigned number of decedent; name of each parent, spouse, undertaker; date of burial order, indication of ability of relatives or friends to pay partial expense of burial, record of receipt of burial certificate, date burial report sent to settlement division, date of receipt of report for permanent file by record room. Arr. alph. by name of decedent. No index. Typed. F.d. 6 x 16 x 28; f.b. 6 x 6 x 12.

428. BURIALS, Feb. 1937--. 1 f.d. System estab. 1937.
Copies of reports filed in entry 11-xviii, concerning action taken on requests for burials of welfare and nonwelfare recipients: Name, address, case or assigned number, date of death of decedent, date of relative's or friend's request for burial of decedent; dates of interdepartmental

correspondence and reports concerning decedent, with names of divisions contacted. Reverse side shows record of prior aid, residences outside of Boston, date and place of birth, occupation, sex, age, color, marital status of decedent; date of entrance to Boston, State; name, color, present and prior residences, date and place of birth, occupation, date and place of marriage, date of death, place and cause of death, dates of arrival in city and State of father, mother, spouse. Arr. alph. by name of decedent. No index. Typed or hdw. on ptd. form. 11½ x 13½ x 28.

429. (Summary of) BURIALS, 1921-33. 3 vols. (dated).
Monthly summary of burials ordered by the department of welfare and non-welfare recipients: Name, address of decedent; date, place of death; name of undertaker; date of burial order, summary. Arr. chron. by date of summary. No index. Typed. 100 to 150 pp. 6 x 8 x ½ to 11 x 8½ x 1.

430. BURIAL ORDERS (Notices and Acknowledgments), Jan. 1854-June 1919. 72 f.d.
Contains:

i. Acknowledgment by undertaker of receipt of payment: Name of decedent; amount, date of payment by department; signature of undertaker.

ii. Notices (copies) to city register of city burials of welfare or nonwelfare decedents: Name, address, sex, age, color, occupation, settlement and marital status, citizenship, place of birth of decedent; description of prior aid, length of time in Boston, State; name, address, settlement of spouse; name, place of birth of father, mother; period of father's residence in city, State; record of property holdings of decedent, valuables found on body; date, place, cause of death; name of informant, date and place of burial, name of undertaker, date of burial order, remarks.

iii. Orders (copies) to undertaker for city burials of welfare and nonwelfare decedents: Date of order; name, address, age, occupation, place of birth, marital status of decedent; name of spouse; names, places of births of mother and father of decedent; signature of departmental official.

No obvious arr. No index. Paper very poor for early records. Hdw. on ptd. form. 11 x 5 x 14. Rm. 1,, second fl., Storehouse.

431. (REGISTER OF BURIALS OF STATE PAUPERS), 1864-82. 2 vols.
Name, age, birthplace, cause of death of decedent; birthplaces of parents, if known; notation of burial with or without coffin; cost, date of burial; annual cost of all burials, certification of record by secretary of overseers, remarks. Arr. chron. by date of burial. No index. Hdw. under ptd. head. 150 to 286 pp. 14 x 8½ x 1 to 16 x 11 x 1½. Photostat rm., OPW Main Bldg.

Financial Records

432. BURIALS BILLS, 1934--. 2 vols. (dated).
Copies of undertakers' bills for burial of welfare and nonwelfare decedents: Name of decedent, undertaker; place of death, burial; date, amount of bill. Arr. chron. by date of bill. No index. Typed. 200 pp. 6 x 8 x 1.

433. (CARD RECORD OF REQUESTS FOR LOANS FOR BURIALS TO BE MADE BY PRIVATE UNDERTAKERS), 1934--. 1 f.d.
Name, address of person making request; name, address, case number of decedent; indication of insurance, if any held; dates of correspondence with insurance companies and decedents, district office, social worker; disposition of request, name of undertaker; date, amount, disposition of undertaker's bill. Arr. alph. by name of decedent. No index. Typed. 6 x 6 x 12.

TRUST FUNDS DIVISION

Except where otherwise noted, all records are in the Storehouse. In addition to the following records, see entry 1-xii for statistics on trust funds 1866-1931, 1935-39; entry 484 for business manager's quarterly statements on trust funds 1864-91; entry 594 for bank statements 1929-32; entry 595-i,-iii,-iv, 596, 597 for trust-funds records kept by bookkeeping division.

Case Records

434. (ACTIVE AND CLOSED CASE HISTORIES), approx. 1701. 2 f.d.
(marked by contained names of trust funds).
Case folders containing any of the following papers applicable to recipient:

i. Affidavit by recipient that he holds insurance, 1934--: Name, present and prior addresses, case number of recipient; name of spouse, first names of children signature of recipient with permission to investigate all insurance with insurance companies. For insurance division's card record of recipients with no insurance 1934--, see entry 46
ii. Previous applications for DA or ADC, 1860--, made to district offices, transferred to trust funds division upon request for trust fund aid, described in entries 100-ii, 111-i.
iii. Correspondence with recipient, minister, friends, banks, and insurance companies as a check-up on recipient's statements of eligibility for trust fund aid.
iv. Record of recipient's account as reported by bank, 1935--: For description, see entry 470-i.
v. Trust funds applications, 1701-1937, entry 435.
vi. Visitors' stop or decrease orders (copies) to paying division, 1938--: For description, see entry 111-vi.

(ACTIVE AND CLOSED CASE HISTORIES) (Cont'd)
vii. Visitors' and head social worker's summaries of case.
Arr. alph. by name of recipient. No index. Various types of recording. 11½ x 13½ x 28. Cabinet, OAA off., OPW Main Bldg.

435. TRUST FUNDS (Applications), 1938--. 1 f.d. 1701-1937 in (Active and Closed Case Histories), entry 434-v.
Name, address, sex, color, place, date of birth, religion, citizenship status of applicant; name, address of spouse; date, place of marriage; name of physician, each member of applicant's household; dates, places of employment of applicant; names, present and former addresses of parents, brothers, sisters, children; date of application; signature of witness, applicant. Includes: 1701-1937, name of fund from which aid is sought, occupation of recipient; military or naval record of family; name of officiator; date and place of birth, date and place of death or divorce of spouse; occupation and income of spouse, each parent, child, brother, sister; date, place of appointment of any legal guardian; name, address of any relative on welfare rolls, amount of welfare aid grant to relative; name and address of pastor; relationship, income of each family member; itemized budget of recipient, date of moving to current address; disposition of application, social worker's recommendations. 1933-37, description, location, date of purchase, assessed value of any property held by recipient or a family member; amount of equity, mortgage; 1934-37, amount of insurance benefits received by recipient or family member, showing name of company, date of settlement, name of beneficiary, total weekly payments made to insurance companies; name of insured, premium payer; salary received, efforts made to obtain work, reason for unemployment; 1935-37, dates and places of public hospitalization of recipient and family members. Closed cases include date, cause of closing. Arr. alph. by name of applicant. No index. Various types of recording, 1701-1937; typed on ptd. form, 1938--. 11½ x 14 x 28. Cabinet, record rm., OPW Main Bldg.

436. (LIST OF PERSONS AIDED THROUGH TRUST FUNDS), 1821-1910. 1 vol.
Name of recipient, date aid started; date, cause of aid cessation; name of fund. Includes, intermittently, address and date of death of recipient. Arr. alph. by name of fund and thereunder alph. by name of recipient. No index. Hdw. under ptd. head. 200 pp. 15½ x 11 x 1½. Photostat rm., OPW Main Bldg.

Accounts

General

437. CASH BOOK (and Journal) - TRUST FUNDS - OVERSEERS OF THE POOR, 1864-1911, 1934--. 5 vols. (4 vols., 1864-94, 1903-11, 1934--, unlabeled; 1 vol., 1894-1903, marked 3). Title varies: No title, 1864-84, 1934--, 2 vols.; Cash Book Trust Funds - Overseers of the Poor, 1885-1903, 2 vols.
Contains:
i. Cashbook: Receipts showing amount of cash on hand first of the

CASH BOOK (and Journal) etc.

i. Cashbook (Cont'd)
month; dates, amounts of receipts from the city, state department, dividends and interest on United States bonds, rents from fund properties, and miscellaneous sources; name of trust fund credited, monthly total receipts; expenditures showing name of trust fund debited; date, amount, purpose of expenditure; monthly total expenditures.

ii. Journal, 1864-1903: Original recording of purchases, sales, or exchanges of stock, notes; sales of real estate; name of trust fund; amount, date, explanation of entry, balancing entries; page reference to Trust Funds (Ledger) Account - Overseers of the Poor, entry 438.

Arr. chron. by date of entry. No index. Hdw. 300 to 400 pp. 14½ x 11 x 1 to 11½ x 10½ x 2. 3 vols., 1864-1903, photostat rm., OPW Main Bldg.; 1 vol., 1903-11, rm. 2, second fl.; 1 vol., 1934--, paying div. off., OPW Main Bldg.

438. TRUST FUNDS (Ledger) ACCOUNT - OVERSEERS OF THE POOR, 1864-1918, 1925--. 4 vols. No title, 1864-1915, 1925--, 3 vols.
Name of account, posting reference to Cash Book (and Journal) - Trust Funds - Overseers of the Poor, entry 437; amount, date of debit and credit posting; footings, annual balance for each account. Arr. alph. by name of account and thereunder chron. by date of entry. 3 vols., 1864-1918, indexed alph. by name of trust fund; 1 vol., 1925--, no index. Hdw. 239 to 420 pp. 8 x 5½ x 1 to 12½ x 10½ x 2½. 2 vols., 1864-1915, photostat rm., OPW Main Bldg.; 1 vol., Feb. 1909-1918, rm. 1, second fl.; 1 vol., 1925--, paying div. off., OPW Main Bldg.

439. TRUST FUNDS, approx. 1858--. 1 f.b.
Card record of bonds bought for each trust fund: Name of trust fund, bond; date of purchase, disposal (if applicable). Arr. alph. by name of fund. No index. Hdw. or typed. 6 x 7 x 12. Paying div. off., OPW Main Bldg.

440. TRUSTS, May 1897-Oct. 1912, Jan. 1918-Jan. 1929. 39 vols. (33 vols., May 1897-Oct. 1905, 1912, 1918-25, July 1928-Jan. 1929, unlabeled, 6 vols., Nov. 2, 1905-Dec. 1911, Jan. 1926-June 1928, dated). Title varies: No title, May 1897-Mar. 1902, Jan. 1918-1925, June 1926-Mar. 1927, Aug. 1927-Jan. 1929, 34 vols.; Charitable Trust Funds - Boston Safe Deposit and Trust Company, Apr. 1903-Oct. 1905, 1 vol.; Trust Funds, Boston Safe Deposit and Trust Company, Nov. 1905-Dec. 1911, 2 vols.
Stub record of checks drawn for repairs to fund properties and for aid to recipients: Name of fund; date, number, amount of check; page footings; monthly total, grand total amount of checks drawn. Reverse side shows, Apr. 29, 1897-Oct. 29, 1912, amount of cash in bank for each trust fund on first day of each month; dates, amounts, nature of deposits; monthly total amount of check deductions, cash balance on hand at end of month. Arr. chron. by date of check. No index. Hdw. on ptd. form. 100 pp. 9½ x 14 x 1 to 10½ x 14 x 1. Rm. 1, third fl.

Corporations General Fund

441. DAY BOOK, Jan. 1819-Oct. 5, 1853. 2 vols. No title, Jan. 1819-Mar. 1845.
Corporations General Fund (comprising Mason, Dexter, Jeffries, Breed, and Belknap funds) receipts and expenditures. Receipts: Dates, amounts of interest and dividends from banks; names of banks, funds charged; monthly total receipts. Expenditures: Name, ward number of recipient benefiting from trust fund; date, amount of expenditures. Arr. chron. by date of entry. No index. Hdw. 168 pp. 16½ x 7 x 1. Rm. 1, third fl.

Boylston Fund

442. RECORDS OF THE TRUSTEES OF JOHN BOYLSTON'S CHARITABLE DONATIONS, Mar. 1803-Jan. 1854. 1 vol.
Minutes of meetings of trustees of fund for elderly persons and for educational purposes, as defined in the will of John Boylston, Esquire, of Bath, England: Date of meeting, names of trustees present, statement of financial condition of fund; account of fund's income, expenditures. Includes yearly schedule of fund showing date, amount of interest received on stock; total income from stock, total disbursements, value of stock on hand at end of year, signature of secretary; transcribed copies of the will, letters relative to appointments and acceptance of trustees of the fund, and an act of the Massachusetts legislative body to incorporate executors of the John Boylston estate to act with designated overseers of the poor in Boston in administering specified charity. Arr. chron. by date of meeting. No index. Hdw. 200 pp. 13 x 8½ x 1½. Rack, rm. 2, second fl.

443. BOYLSTON EDUCATION FUND - OVERSEERS OF THE POOR, 1879-1915. 1 vol.
Payments to schools, institutions, and individuals, for the care of children: Name of payee; name, date of birth of child; date aid approved, started; amount, date of payment; signature of recipient, annual recapitulation of aid granted. Arr. by name of payee and thereunder chron. by date of payment. Indexed alph. by name of payee. Hdw. under ptd. head. 188 pp. 13½ x 8½ x 1. Photostat rm., OPW Main Bldg.

444. (MONTHLY RECORD OF AID GRANTS), 1851-64. 1 vol.
Name of recipient, authorized agent; amount, date of payment; monthly total payments, remarks. Includes annual abstract of accounts of the fund. Arr. chron. by date of payment. No index. Hdw. 140 pp 7½ x 9½ x 3½. Photostat rm., OPW Main Bldg.

445. RECEIPTS - OVERSEERS OF THE POOR, 1864-86. 1 vol.
Recipients' acknowledgments of aid grants from Boylston Charitable Fund and Pemberton Fund: Signature of recipient, name of fund credited; amount, date of grant; monthly total aid. 1865 includes report on applications for aid by testator's relatives. Arr. chron. by month and thereunder alph. by name of recipient. No index. Hdw. 200 pp. 13½ x 9 x 1. Photostat rm., OPW Main Bldg.

Pemberton Fund

446. (RECORD OF RECIPIENTS OF AID), 1854-62. 2 vols.
Name, ward number of recipient; date of aid; date of death. 1858-59 includes alphabetical list of recipients showing name, age, ward number, marital status of recipient; name of person recommending grant, date of recommendation. 1 vol., 1854-62, arr. alph. by name of recipient; 1 vol., 1858-59, arr. num. by ward no. and thereunder alph. by name of recipient. No index. Hdw. 50 pp. 13 x 7⅗ x 1 and 60 pp. 13½ x 8⅗ x 1. 1 vol., 1854-62, rm. 2, third fl.; 1 vol., 1858-59, photostat rm., OPW Main Bldg.

447. PEMBERTON PENSIONS PAID, Apr.-Oct. 1864. 1 vol. (dated).
Name of pensioner or pensioner's agent; amount, date of pension; monthly total disbursements. Includes alphabetical list of pensioners. Arr. chron. by date of payment. No index. Hdw. Binding poor. 20 pp. 8⅕ x 7 x 1. Rm. 2, third fl.

David Sears and Fifty Associates Charities

448. (ACKNOWLEDGMENTS OF PENSION PAYMENTS), 1864-88. 1 vol.
Acknowledgments by recipients of pension payments from David Sears Charity, 1864-1874, and Fifty Associates Charity, 1875-1888: Signature of recipient, name of charity; amount, date of payment. 1879-88 includes address of recipient, remarks. Arr. chron. by year and thereunder alph. by name of recipient. No index. Hdw. 160 pp. 8½ x 13½ x 1. Photostat rm., OPW Main Bldg.

449. RECORDS AND JOURNAL - FIFTY ASSO. CHARITY - OVERSEERS OF THE POOR, 1853-74. 2 vols. Title varies: Journal, 1853-64.
Contains:

i. Minutes of meetings of the overseers relative to Fifty Associates Charity, 1864-74: Recommendations and votes on aid grants, reading of communications, acceptances of financial reports, recording of ledger balances, election of officers, names of members; date, place of meeting.

ii. Journal of receipts and expenditures. Receipts from treasurer's cash, interest on notes, stock dividends: Amount, source, date of income; page reference to ledger. Expenditures for pensions, purchase of notes, corporation stock: Amount, accounting, date of expenditure; page reference to ledger. 1865-74 includes balancing entries.

Arr. chron. by date of entry. No index. Hdw. 198 pp. 9 x 11 x 1½. Photostat rm., OPW Main Bldg.

Searstan Charter House Fund

450. RECORDS AND JOURNAL - SEARSTAN CHARTER HOUSE, 1864-74. 1 vol.
Contains:

i. Minutes of meetings of the directors: For description, see entry 449-i.

RECORDS AND JOURNAL - SEARSTAN CHARTER HOUSE (Cont'd)

ii. Journal of receipts and expenditures: For description, see entry 449-ii.

Arr. chron. by date of entry. No index. Hdw. 198 pp. 9 x 11 x 1½. Photostat rm., OPW Main Bldg.

451. LEDGER AND BALANCE SHEETS - SEARSTAN CHARTER HOUSE - OVERSEERS OF THE POOR, 1864-74. 1 vol.

Name of account, date and amount of debit and credit entries, page reference to Records and Journal - Searstan Charter House, entry 450-ii. Includes annual balance sheet. Arr. by name of account and thereunder chron. by date of entry. Indexed alph. by name of account. Hdw. 100 pp. 11½ x 9 x 1½. Photostat rm., OPW Main Bldg.

Lucy Bullman Fund

452. (RECORD OF AID GRANTS), 1873-1926. 1 vol.

Name of recipient, date grant approved by the overseers; amount, date of payment. 1873-1919 includes recipient's acknowledgment of receipt of payment; 1919-26 includes check number. Arr. chron. by date of payment. No index. Hdw. 200 pp. 13½ x 9 x 1. Photostat rm., OPW Main Bldg.

REAL ESTATE DIVISION

All records are in the real estate division office, annex, Overseers of the Public Welfare Main Building.

453. OPEN CASES, 1933--. 1 f.d. (labeled by contained letters of alphabet). System estab. 1933.

Card record of recipients undergoing investigation of real estate holdings: Name, address, case number of recipient; type of aid. Arr. alph. by name of recipient. No index. Typed. 4½ x 5½ x 12.

454. OPEN CASE - CLOSED CASES, EQUITY O. A. A., 1938--. 1 f.d. (labeled by contained letters of alphabet).

Case folders containing the following case papers of recipients of DA (open cases), ADC (open cases), and OAA (closed cases with real estate equity):

i. Bank replies concerning mortgages on recipients' properties: Name, address of recipient; date, amount of original mortgage; amount of present mortgage, if any; schedule, amounts of payments on principal and interest; date, amount of last payment; arrearage; name, address of informant; signature of real estate consultant, informant; date of request, reply.

ii. Correspondence with business manager concerning technicalities affecting aid allotment with outside welfare departments concerning previous aid rendered recipient, with the Federal Home

OPEN CASE - CLOSED CASES, EQUITY O. A. A.

ii. Correspondence with business manager, etc. (Cont'd). Owners' Loan Corporation concerning loans on recipient's real estate, with the various district offices for further check-up of recipient's statements; with city departments and county registry of deeds, or with individuals concerning details of mortgages or date and amount of transfer of recipient's property.

iii. Insurance companies' replies concerning insurance policies on real estate holdings of recipients: Name, address of recipient; date, amount of policy, if any; amounts, schedule of premiums; date, amount of last payment, arrearage; record of settlements through fire losses; date of request, reply; name, address of insurance company; signature of real estate consultant, respondent.

iv. Real estate consultant's computation sheets (OAA cases only) on cases of recipients with property, net income after paying taxes, interest, and fire insurance.

v. Real estate consultant's summary (copy) sent to district office social worker, concerning findings of real estate investigation (OAA cases only): Name, address, case number of recipient; location of property, or statement of no holdings found; amount of indebtedness on disclosed property; gross, net income from property; remarks. For original summary kept by overseers, see entry 11-xxi.

vi. Report from social worker on real estate held by recipient: Name, address of recipient; name of owner, purchase price of property; relationship of owner to recipient; income from property, if more than one tenement; type of structure; number of vacant, occupied tenements; number, names, addresses of mortgagor; dates, amounts of original and second mortgages; schedule of payments on principal and interest, arrearage, period of aid, name of district office, date of report, signature and remarks of social worker.

vii. Social worker's report of case due for whole or partial investigation of real estate holdings: Name, address, case number of recipient; date of social worker's interview with recipient, report; social worker's remarks, name of informer of recipient's holdings, signature of social worker.

viii. WPA reports of earnings of applicants working irregularly on projects: Name, address of worker; stability of employment, amount of earnings during specified period, date of report, signature of project head.

Also contains:

ix. Complaints, copies sent to and returned by the board of health, concerning health menaces in recipients' homes inspected by the social workers, 1933--: Name of social worker reporting complaint, district office, real estate consultant, complainant; date of complaint, report to board of health; location of menace, nature of complaint; name, address, case number of recipient. Includes notation of action taken by inspector of board of health, date notice served by inspector of board of health, date

OPEN CASES - CLOSED CASES, EQUITY O.A.A.

ix. Complaints, etc. (Cont'd)
notice served by inspector on owner of property, dates copy of complaint returned by board of health to real estate division and sent to district office, name of inspector, remarks.

x. Copies of letters to city building department concerning faulty construction of recipients' homes, and to the fire department concerning defective chimneys.

Arr. by subject and thereunder chron. by date of paper. No index. Various types of recording. 11½ x 13½ x 28. Cabinet.

455. CLOSED CASES, 1933--. 5 f.d. (labeled by contained letters of alphabet). Title varies slightly.

Card record of recipients of DA, ADC, OAA, and cases admitting no equity for whom a real estate investigation is closed: Name, address of recipient; type of aid. Arr. alph. by name of recipient. No index. Typed. 4 x 5½ x 12.

456. CLOSED CASES. EQUITY O.A.A., 1933--. 3 f.d. (labeled by contained letters of alphabet). Title varies: Open cases - Cases, Equity O.A.A., 1933--, 1 f.d.

Case folders of OAA cases (admitting equity) concerning closed real-estate investigations, containing papers described in entry 454-i to viii. Arr. alph. by name of recipient. No index. Various types of recording. 11½ x 13½ x 28.

457. CLOSED CASES. NO EQUITY O. A. A., 1933--. 6 f.d. (labeled by contained letters of alphabet). Title varies: Closed Cases D. A., 1933--, 1 f.d.

Case folders of OAA cases not admitting equity, concerning closed real estate investigations for possible holdings, containing any of the papers described in entry 454-i to v,-vii,-viii. Arr. alph. by name of recipient. No index. Various types of recording. 11½ x 13½ x 28. Cabinet.

458. (Old Age Assistance) EQUITY CASES CLOSED, 1933--. 1 f.d. (labeled by contained letters of alphabet). System estab. 1933.

Card record of closed investigations of cases admitting real estate holdings: Name, address of recipient; amount of equity, schedule of payments on principal and interest. Arr. alph. by name of recipient. No index. Typed and hdw. 4½ x 5½ x 12.

459. CLOSED CASES D. A. & M. A., 1933--. 7 steel f.d., 2 crdbd. b. (labeled by contained letters of alphabet). Title varies: Closed Cases - No Equity O. A. A. - Closed Cases D. A., 1933--, 1 f.d.

Case folders DA, ADC, OAA (with no real estate holdings admitted) and closed cases containing any of the papers, described in entry 454-i to vii. Arr. alph. by name of recipient. No index. Various types of recording. F.d., 11½ x 13½ x 28; b. 7 x 11 x 14.

460. (Home) OWNERS BY STREETS, 1933--. 4 f.d. (labeled by contained letters of alphabet). Title varies: Health Complaints and Owners by Streets, 1933--, 1 f.d.; Closed Cases, 1933--, 1 f.d. Card record of home owners, whose houses, inhabited by aid recipients, are in faulty condition: Name of owner, location of property (street and number), type of complaint; name, case number of recipient; type of aid. Arr. alph. by name of st. and thereunder num. by house no. No index. Typed. 4 x 5½ x 12 to 5½ x 7 x 12.

INSURANCE DIVISION

Except where otherwise noted, all records are in the insurance division office, annex, Overseers of the Public Welfare Main Building.

461. ACTIVE CASES, 1940--. 1 f.d.
Case folders for recipients under investigation for insurance possessions, containing the following case papers:

i. Check-up letter (copy) requesting immediate reply from insurance company concerning recipient's insurance policy.

ii. Insurance division report (copy) submitted to social worker in each district office concerning recipient's possession of insurance policies: Name of recipient, insurance company; number, date of issue of each policy; face, cash value of policy; amount of paid-up insurance; recommendations, date of report. For reports kept by overseers 1934--, see entry 11-xiii; for copies of summary of investigation of policies, see entries 180-i, 316-viii.

iii. Insurance case report (copy) submitted to outside life insurance adjustment bureau for analysis and adjustment of insurance policies held by recipient or his family members: Name, address, color of recipient and each family member; type of aid, number in recipient's family; cause, estimated period of recipient's dependency upon welfare; names, relationship of recipient's dependents; total current income of recipient; health of insured members of family, ages when policies taken out; amount, cause of any immediate cash grant; number, description, face value, date of issue of policy; name of insurance company; amounts, dates of liens or waivers on policy; amount, date of premium payments; date of report, signature of social worker. Includes date of acceptance of case by the department, approximate amount of premiums paid after adjustment.

iv. Letters (copies) sent to insurance companies requesting approximate dates and amounts of payments on recipients' surrendered policies; requesting information as to number of policies held by recipient or his immediate family showing age, description, face value, premium of each policy; amount of paid-up insurance, surrender value of policy.

ACTIVE CASES (Cont'd)

v. Life insurance adjustment bureau report: Recommendation to have recipient's policy continued, canceled, or transferred to another type of insurance; surrender value of policy, date of report.

Arr. alph. by name of recipient. No index. Typed, typed on mimeographed form. 11½ x 13½ x 28.

462. CASES SENT TO VISITORS - INCOMPLETE CHECK NOTICES - SIGNED AND ACCEPTED CASES - FORMS #1, 1940--. 1 f.d., 1 tray. Case folders of completed investigations of recipient's policy holdings, except for authority from recipient for cash surrender of policy to the department, containing papers described in entry 461. Arr. alph. by name of recipient. No index. Typed on mimeographed form, typed. F.d. 11½ x 14 x 28; tray 8 x 11 x 13.

463. (CARD RECORD OF UNCOMPLETED INSURANCE INVESTIGATIONS), 1938--. 28 Kardex f. trays (labeled by contained letters of alphabet). Name, address, case number of recipient; amount, type of aid; names, number of insured persons in family; name of visitor, welfare district, each insurance company; date report sent to an outside life insurance adjustment bureau for analysis; number, date of issue of each policy; total amount of insurance, premiums; recommendations of insurance bureau, indication of recipient's acceptance or refusal of adjustment; date of cash notice from insurance company, receipt of cash refund by recipient or the division; date of subsequent stopping of aid, if applicable. Reverse side shows number, amount, date of each policy held by mother, father, or child; total value of policies. Arr. alph. by name of recipient. No index. Hdw. and typed on ptd. form. 1 x 9 x 23½. Cabinet.

464. INSURANCE NOTICES, May 1933-Dec. 1936. 2 corrg. ctns. Notices to insurance companies requesting information on insurance policies probably held by recipients or family members: Name, address of insurance company, recipient; signature of case consultant, date of notice. Reverse side shows record of any insurance reported by insurance company, showing name of insured; date, description, face value, age, premium of each policy; description of lapsed policies. Also includes, attached, authorization from recipient to department to investigate with insurance companies, showing name, prior and present addresses, case number of recipient; name of social worker, district office; signature of recipient, witness. Arr. alph. by name of recipient. No index. Typed on mimeographed form. 7 x 13 x 14½. Rm. on first fl., Storehouse.

465. COMPLETED CASES, 1934--. 19 f.d. (18 f.d., 1934--, labeled by contained letters of alphabet; 1 f.d., 1934--, unlabeled). Case folders of completed investigations of recipients' policy holdings containing papers described in entry 461. Includes summary of investigation sent to district office social worker with recommendations, showing date of summary, name of insurance division consultant, disposition of case. Arr. alph. by name of recipient. No index. Typed on mimeographed form, typed. 11½ x 13½ x 28.

466. ADJUSTMENTS REFUSED, 1934--. 4 f.d., 5 crdbd. b.
Case folders of recipients who refused to accept the adjustment proposed by an outside life insurance adjustment bureau and thereby forfeited their rights to further aid, containing papers described in entry 461. Includes social worker's report of disposition of case. Arr. alph. by name of recipient. No index. Typed on mimeographed form, typed. F.d. 11½ x 13½ x 28; crdbd. b. 7 x 8½ x 11½.

467. (CARD RECORD OF COMPLETED INSURANCE INVESTIGATIONS), 1935--. 16 f.b. (14 f.b., Jan.-July 1935, labeled by contained letters of alphabet; 2 f.b., July 1935--, unlabeled). System estab. 1935.
Name, address, case number, type and amount of aid of recipient; name of insurance company, visitor; disposition of case. July 1935-- includes names, number of persons insured in family; name of welfare district, date report sent to an outside life insurance adjustment bureau for analysis and report, date of analysis therefrom; number, date of issue of each policy; total insurance held, total premiums, date of cash notice from insurance company, date cash received or refused by recipient, disposition of case. Reverse side shows number, amount, date, total value of policies held by mother, father, or each child. Arr. alph. by name of recipient. No index. Hdw. and typed on ptd. form. 4 x 5½ x 12 to 7 x 9½ x 25.

468. DEATH CLAIM INQUIRIES, 1934--. 4 f.d. (labeled by contained letters of alphabet).
Card record of inquiries made to insurance companies after death of recipient to determine future policy in rendering aid to surviving members of family, or to legalize request for reimbursement for aid rendered: Name, address, case number of decedent; name of visitor, dates of communications with insurance company; date, nature of disposition of inquiry. Arr. alph. by name of decedent. No index. Typed. 6 x 5 x 15.

469. (Card Record of Recipients With) NO INSURANCE, 1934--. 3 f.d., 1 crdbd. b. (labeled by contained letters of alphabet).
Name, address, case number, type of aid of recipient; dates of inquiries to and replies from insurance companies, names of companies. Arr. alph. by name of recipient. No index. Hdw. on ptd. form. F.d. 11½ x 13½ x 28; crdbd. b. 7 x 8½ x 11½.

470. BANK REPLIES, 1940--. 11 f.d. (dated).
Contains:

i. Notices to banks requesting information concerning recipients' savings, returned and submitted, after recording in entry 472, to district offices: Name of recipient; dates, amounts of deposits and withdrawals by recipient and parents; date of transfer of recipient's account; name of transferee, bank; signature of bank treasurer, welfare official; date of notice, reply.

ii. Reports of postal savings department concerning recipients' savings, submitted after recording in entry 472, to district offices: Name, present and prior addresses, place and date of birth of

BANK REPLIES, 1940--.

ii. Reports of postal savings department, etc. (Cont'd)
spouse; names of parents, children; description of savings account; signature of welfare official, postmaster.

Arr. alph. by name of recipient. No index. Typed and hdw. on ptd. form. 11½ x 13½ x 28. Cabinet.

471. BANK LETTERS, Jan. 1928--. 203 ctns. Title varies: Bank Notices, Jan. 1928-Apr. 1938, 150 ctns.

Copies of bank notices, originals submitted to banks, containing same information as in Bank Replies, entry 470; signature of bank treasurer and welfare official omitted. Also contains list originally attached to groups of above notices, showing name, address, case number, place of birth of recipient; name, date of birth of each parent, spouse; date of list, name of visitor. 150 ctns., Jan. 1928-Apr. 1938, no obvious arr.; 53 ctns., May 1937--, arr. alph. by name of recipient. No index. Notices, typed and hdw. on mimeographed form; lists, typed under ptd. head. 6½ x 13½ x 14½. 192 ctns., Jan. 1928--, rm. 1, third fl.; 11 ctns., Jan. 1932--, rm. on first fl.; Storehouse.

472. BANKS, 1937--. 12 steel f.d., 8 wooden f.d. System estab. 1937.

Card record of bank and postal-savings information about recipients: Name, address, case number of recipient; date of request to banks, postal savings department; name of account, informant; date, description of account. Arr. alph. by name of recipient. No index. Typed. Steel f.d. 6 x 16 x 28; wooden f.d. 6 x 6 x 12.

473. (Correspondence With) BANKS, 1937--. 2 f.d. Title varies: Correspondence, 1937.

Check-ups with banks and postal savings department concerning admissions, disclosures, or wilfull concealment of bank accounts held by recipients. Also contains social workers' summaries of personal observations of recipients. Arr. alph. by name of recipient. No index. Correspondence, typed; summaries, hdw. under ptd. head. 11½ x 13½ x 28. Cabinet.

474. (MEDICAL REPORTS FROM BOSTON CITY HOSPITAL), 1935--. 28 vols. (dated).

Medical findings for recipients receiving hospital treatment, copies submitted to district offices: Name, prior and present addresses, place and date of birth, marital status of patient; family's economic status, reason for request for medical information, name of clinic, dates of visits after first examination, out-patient number. Reverse side shows diagnosis, prognosis, physical capacity for work, treatment, other social implications of the medical situation of patient; signature, telephone number of clinic official; name of social worker; date of request, report. Arr. chron. by date of report. For index, see entry 475. Typed 1935-Feb. 1938; photostat Mar. 1938--, 200 pp. 11 x 8½ x 1.

475. (INDEX TO MEDICAL REPORTS), 1935--. 15 f.d. (labeled by contained letters of alphabet).
Card index to (Medical Reports From Boston City Hospital), entry 474: Name, address, case number, type of aid of recipient; date of request to hospital; date of examination, report; name of hospital; page and volume reference. Intermittently includes photostat number, indication of medical appliances furnished applicant. Arr. alph. by name of recipient. Typed. 4 x 5½ x 12.

476. (SUMMARY OF UNSOLICITED HOSPITAL TREATMENTS), June 1938--. 1 vol. System estab. June 1938.
Summary of action taken on cases recommended by outside sources for hospital treatment: Name, case number of recipient; name of district office; name of person, hospital, or agency sending unsolicited report concerning recipient; date of inquiry to hospital, code designation of present and past physical condition, ability to work, period of incapacitation, indication of special medical aid after hospitalization, recommendations of social worker, date of summary. Arr. chron. by date of summary. No index. Typed. 200 pp. 11 x 8½ x 1.

477. MEDICAL RELIEF, 1935--. 1 f.d.
Card record of action taken on cases requiring medical appliances, grouped by active, closed, and pending cases under DA, ADC, OAA: Name, address of recipient; type of aid, name of clinic or individual referring case to the department; date, disposition of case. Arr. alph. by name of recipient. No index. Typed. 4 x 5½ x 12.

478. MEDICAL INQUIRIES RECEIVED, 1938--. 2 vols. (dated).
Report of action taken on cases referred to BCH for treatment: Name, case number of recipient; name of district office, date of inquiry to hospital, code designation of present and past physical condition, ability to work, length of incapacitation, indication of special aid after hospitalization, recommendations of hospital social worker, date of report. Arr. chron. by date of report. No index. Typed. 200 pp. 11½ x 8½ x 1.

479. INQUIRIES SENT TO HOSPITALS, May 1938--. 1 vol. System estab. May 1938.
Daily lists, submitted by social workers in district offices for forwarding to BCH, concerning recipients requiring medical attention: Name, address, case number of each recipient; name of social worker, district office; date of list. Includes, when returned by hospital official, date of admission of each patient, next appointment; signature of head of admitting office. Arr. chron. by date of list. No index. Typed. 200 pp. 11 x 8½ x 1.

480. (MEDICAL CASE HISTORIES), 1935--. 1 f.d.
Case folders of solicited medical treatment cases containing:
i. Correspondence with district office, recipient, and BCH regarding solicited treatment of recipient.
ii. Medical social division's estimate of cost of appliance prescription: Name, address, case number of recipient; name of district office, details of cost.

(MEDICAL CASE HISTORIES) (Cont'd)

iii. Photostat of hospital report of examination: Name, address, case number, type of aid, outpatient number of recipient; cause, date of examination; diagnosis, name of hospital; recommendations, remarks, signature of hospital social worker.

Also contains case folders of unsolicited medical treatment cases containing:

iv. Correspondence with hospital, district office, recipient, and relatives of recipient concerning medical needs unsolicited by recipient.

Arr. alph. by name of recipient. No index. i, ii, iv, typed, hdw.; iii, photostat. 11½ x 13½ x 28.

481. (RECORD OF RECIPIENTS VISITED BY CITY PHYSICIAN), 1871-77. 1 vol.

Name, address, age, case number, birthplace, marital status, disease of patient; record of medicine furnished, dates of physician's visits; monthly total number of visits to each patient, all patients; name of physician, remarks. Arr. chron. by date of visit. Indexed alph. by name of patient. Hdw. under ptd. head. 252 pp. 16 x 12 x 1½. Photostat rm., OPW Main Bldg.

BUSINESS MANAGER'S OFFICE

Except where otherwise noted, all records are in the office of the business manager, Overseers of the Public Welfare Main Building. In addition to the following records, see entry 569 for financial and statistical reports 1936--.

Reports

482. MONTHLY COMMODITY DIVISION REPORTS ON TRUCKING, Apr. 1935-July 1937. 1 ctn. (dated).

Duplicates of monthly reports made by the supervisor of trucking, WPA surplus commodities division, concerning deliveries to state commodities warehouses: Name of trucking company, dates of deliveries; daily, weekly total number of trucks used; capacity of each truck, date of report; signature of supervisor of trucking, station receiver of commodities. Includes monthly summary of shipments to state commodities warehouses from the United States Army Base, Commonwealth Cold Storage, and other warehouses. Arr. chron. by date of report. No index. Hdw. 7 x 13 x 14½. Sec. EE, rm. on first fl., Storehouse.

483. WPA COMMODITY DIVISION REPORTS, 1936--. 1 f.d.

Monthly reports from head of commodities division: Number of persons classified under WPA or general welfare receiving commodities; number of cans of food, quarts of milk, articles of clothing distributed; date

of report, signature of head of commodities division. Includes monthly and annual summaries showing monthly and yearly total number of recipients, distributions (classified by type of commodity), costs for trucking food to commodities stations for distribution. Arr. chron. by date of report. No index. Typed. 11½ x 13½ x 28.

484. (COPIES OF QUARTERLY STATEMENTS OF RECEIPTS AND EXPENDITURES SUBMITTED TO CITY COUNCIL), 1864-91. 1 vol.

Date of statement; amount, source of receipt; amount, purpose of expenditure; total expenditures, cash balance, date of statement. Includes certification: Statement certifying to truth of report, signature of secretary. Also includes annually, number, description of cases aided; and statement concerning trust funds, showing name of each fund, amounts of income and expenditures, descriptions of investments. Arr. chron. by date of statement. No index. Hdw. under ptd. head. 400 pp. 11½ x 10 x 3. Photostat rm., OPW Main Bldg.

Miscellaneous

485. (MISCELLANEOUS RECORDS), 1932--. 3 f.d. (labeled by contained letters of alphabet and marked by subject of contained records).

Contains:

i. Bids and contracts: For description, see entry 53-ii. Includes contracts for services. Also contains correspondence with contractors preliminary to awarding contracts, and list of bidders showing amount bid by each for welfare burials.

ii. Board of overseers' votes (copies) pertaining to welfare administration: Votes on proposals, requests and recommendations made by individual employees, departmental heads, director, and occasionally outsiders; date of meeting, report; signature of secretary of overseers.

iii. Correspondence with bonding houses, insurance companies, charitable societies, city law department, commissioner of the budget, state department, hospitals, post office, private individuals, landlords, cafeterias, Simmons School of Social Work, and applicants for OAA, WPA commodities division 1936--, concerning general departmental administrative matters and aid to recipients.

iv. Interdepartmental communications concerning equipment purchases, rental of typewriters, installation of telephone, stolen equipment; instructions for registering applicants, setting up family budgets, burial procedure. For copies of requisitions for supplies May 1935--, see entry 497.

v. Lists of department employees showing names and duties; list of persons receiving soldiers' relief showing names and addresses, amounts of aid.

vi. Notices, copies of which are sent to departmental divisions and district offices, concerning departmental policies and recommendations in administering aid, departmental meetings, changes

MISCELLANEOUS RECORDS

vi. Notices, etc. (Cont'd)
made in specific departmental rulings concerning administering of aid and showing effective date. Also contains same type of notices (copies) from director of social service and executive director. For originals of notices kept by executive director, and director of social service 1927--, see entries 62, 70-i respectively.

Arr. alph. by subject and thereunder chron. by date of paper. No index. i, typed on ptd. form; ii, v, typed; iii, typed and hdw.; iv, vi, typed and mimeographed. 11½ x 13½ x 28.

486. FUEL, 1934--. 1 f.d

Contains:

i. Complaints from recipients about quality and amount of coal received, 1934-35

ii. Duplicate signed copies of contracts for coal and oil for heating welfare buildings and for distribution to recipients, 1934-37: Name, address of fuel company; date of contract, specifications for delivery, price to be charged, differential.

iii. Letters to sealer of weights and measures concerning short weights, 1934-37.

iv. Reports of periodic fuel tests by testing laboratory showing date, description, results of test.

v. Rules and regulations by business manager for distribution of fuel to needy recipients.

Arr. chron. by date of paper. No index. i, typed, hdw.; ii, typed on ptd. form; iii, iv, typed; v, mimeographed. 11½ x 13½ x 28.

487. COMMISSARY SHEETS, 1935-36. 1 corrg. ctn. (dated).

Weekly clothing lists submitted by WPA commodity division: Date of list; description, number of articles of clothing available to welfare recipients. Arr. chron. by date of list. No index. Hdw. on mimeographed form. 7 x 13 x 14½. Rm. 1, third fl., Storehouse.

488. DIVISIONS OF DEPARTMENTS, 1934--. 1 steel f.d.

Correspondence with heads of departmental divisions concerning cases with legal technicalities requiring business manager's review. Arr. alph. by name of div. and thereunder chron. by date of letter. No index. Typed and hdw. 11½ x 13½ x 28.

489. WPA CORRESPONDENCE, FIRST NATIONAL BANK, 1932--. 2 f.d. (dated). Title varies slightly.

Correspondence with recipients seeking transfers to WPA projects (1935) sponsored by the department, with projects heads concerning assignments of recipients, with WPA headquarters concerning needs of projects sponsored by the department; with banks concerning forgeries and lost checks of welfare recipients, 1932-36. Also contains periodic lists from heads of projects sponsored by the department, showing names of new project workers, dismissed workers, reason for dismissal. Arr. chron. by date of correspondence. No index. Typed and hdw. 11½ x 13½ x 28.

MAINTENANCE DIVISION

Except where otherwise noted, all records are in the paying division office, Overseers of the Public Welfare Main Building.

Reports

490. SPECIAL FUNDS, 1930--. 2 folders in 1 desk d. System estab. 1930.
Copies of monthly reports sent to business manager concerning funds for special needs not provided for in regular budget: Name of fund; amount of cash on hand for each account at first of month, at end of month; monthly income for each account, date of report. Includes record of accounts for emergency medical needs for inmates of Wayfarers' Lodge and Temporary Home for Women and Children, showing amount in reserve at first of month, at end of month; monthly disbursement for each account, both accounts. Arr. chron. by date of report. No index. Typed. 13 x 17½ x 28½.

Financial Records

491. (SPECIAL FUNDS CASHBOOK), 1930--. 2 vols. System estab. 1930.
Receipts and expenditures for accounts maintained for emergency aid not provided for in regular budgets, and for employees' fund available for small loans. Receipts: Date, source, description of receipt; name of fund for which the receipts available, page footings. Expenditures: Date, amount of expenditure; name of fund chargeable, page footings. Arr. chron. by date of transaction. No index. Hdw. 152 pp. 14 x 10½ x 1.

492. (SPECIAL FUNDS LEDGER), 1930--. 1 vol.
Monthly summary of accounts maintained for emergency aid not provided for in regular budgets, and for employees' fund available for small loans: Name or number of accounts; date, amount of debit or credit entry; reference to (Special Funds Cashbook), entry 491; monthly total debits and credits for each account, all accounts. Arr. by account no. or alph. by name of account. No index. Hdw. and typed. 152 pp. 10½ x 8½ x 1.

493. (ENCUMBRANCE BOOK ON BUDGET ITEMS), 1937--. 1 vol.
Record of expenditures for each departmental division or WPA project sponsored by the department, and used as a guard against overspending budgets, showing name of division or project; amount of original appropriation, budget item; date and number of requisition, order; name of vendor, description of expenditure, date of draft; estimated, actual amount of expenditure; amount of encumbrance to date, unexpended appropriation. Arr. chron. by date of draft. No index. Hdw. 11½ x 18 x 1½.

494 VENDORS, 1932-- 19 f d (labeled by contained letters of alphabet)
List of bills from dealers for welfare orders given recipients: Name, address of vendor; date, description of purchase; date of bill, recipient's signature for receipt of item Arr alph by name of vendor. No index Hdw and typed on ptd form 11½ x 13½ x 28 Cabinet

495 TEMPORARY HOME, Apr 1935-- 1 ctn , 1 f d
Bills from creditors for supplies ordered for use at the Temporary Home for Women and Children. Name, address of vendor; date of bill; amount, description of purchase 1 ctn , Apr 1935-1936, arr alph by name of vendor; 1 f d , 1937--, arr chron by date of bill No index Ctn 7 x 13 x 14½; f d 11½ x 14 x 28 1 ctn , Apr 1935-1936, rm on first fl , Storehouse; 1 f d , 1937--, cabinet

496 WAYFARERS LODGE, 1937-- 1 f d (labeled by contained letters of alphabet)
Bills from creditors for supplies ordered for use at Wayfarers' Lodge Name, address of vendor; date of bill; amount, description of purchase Arr chron by date of bill No index Hdw and typed on ptd form 11½ x 13½ x 28 Cabinet

Requisitions

497 PURCHASE REQUISITIONS - DEPT FILE COPY, May 1935-Dec 1936, 1939-- 1 ctn , 1 wooden b No title, 1939--, 1 wooden b
Copies of purchase requisitions, originals submitted to city supply department, triplicates sent to departmental divisions Date, number of requisition; budget item chargeable, contract number; place, time of delivery; date, quantity of last requisition; balance of supplies on hand; quantity required, unit, description of item, unit cost, total cost of order; name of person requesting, approving order; rubber stamped date of approval by business manager Arr num by requisition no No index Typed on ptd form Ctn 13 x 14 x 7, wooden b 13 x 11½ x 20 1 ctn , May 1935-Dec 1936, rm on first fl , Storehouse; 1 wooden b 1939--, paying div off

For triplicates of requisitions 1936--, see entries 53-vii, 224, 505-v, 684-iii

498 REQUISITIONS FOR SUPPLIES, July 1923-June 1928, Nov 1930-May 1932, Dec 1933-Feb 1935 7 vols (labeled by contained requisition nos) Title varies slightly
Duplicate of storekeeper's orders, original submitted to secretary of overseers for supplies for the various departmental divisions. Date, number of order; name, address of department requesting supplies; name of secretary of overseers; quantity, description of supplies; signature of storekeeper Arr. chron by day and thereunder num by order no No index Hdw on ptd form 8½ x 8 x 2½ Rm 1, third fl , Storehouse

Miscellaneous

499. VISITORS PICTURES, 1935-39. 1 f.d. System discont. 1939.
Contains:
i. Card record of social workers employed: Names, addresses of social workers; numbers of photoplates of small pictures taken for their use as identification when interviewing recipients or public officials.
ii. Picture of each resigned social worker posted on a card showing signature of social worker, executive director's certification of worker's connection with the department.
Arr. alph. by name of social worker. No index. i, typed; ii, hdw. 6 x 7 x 12.

500. (CORRESPONDENCE), 1937--. 1 f.d.
Correspondence of supervisor with trucking concerns, dealers, business manager, wayfarers' lodge, WPA authorities relative to technicalities in bids, departures from agreements, sponsorship of WPA projects. Arr. chron. by date of correspondence. No index. Typed. 9 x 13 x 32.

Settlement Division

Except where otherwise noted, all records are in the settlement division office, Overseers of the Public Welfare Main Building.

Reports and Notices

501. CITIES AND TOWNS - CASE NOTICES, 1830-52, 1861-1914, 1938--. 24 vols., 1 f.d. (12 vols., 1830-39, 1847-52, 1861-86, 1891-99, 1 f.d., 1938--, unlabeled; 10 vols , 1840-43, 1899-1914, 5, 7, 19-26, dated; 2 vols., 1843-46, 1887-90, 6, 15). Title varies: Notices to Towns, 1830-33, 1841-48, 1886-90, 5 vols.; no title, 1832-40, 1849-52, 1861-86, 1891-99, 11 vols.
Copies of notices sent to outside municipalities for reimbursement for regular aid or for hospitalization granted recipients with outside settlements: Date of notice; name, address, age, occupation of recipient; period of residence in Boston, outside municipality; nature of ailment if a hospital case; statement urging municipality to remove recipient from Boston, or to continue support in Boston; signature of secretary of overseers. 24 vols., 1830-52, 1861-1914, arr. chron. by date of notice; 1 f.d., 1938--, arr. alph. by name of recipient. 1830-52, 1861-1914, indexed alph. by name of municipality; 1938--, no index. Vols. 409 pp. 10 x $8\frac{1}{2}$ x 3; f.d. $11\frac{1}{2}$ x $13\frac{1}{2}$ x 28. 16 vols., 1830-52, 1861-99, photostat rm., OPW Main Bldg.; 8 vols., Dec. 1899-1914, rm. 1, third fl., Storehouse; 1 f.d., 1938--, settlement div. off.
For record of notices for hospitalization 1888-91, 1906-23, see entry 517.

502. WHITE FANFOLDS, 1933--. 14 f.d. (13 f.d., 1933-37, labeled by contained authorization nos.; 1 f.d., 1938--, labeled by contained letters of alphabet).
Notices (copies) to start, increase, decrease, or stop aid prepared by OPW. For description, see entry 5. 13 f.d., 1933-37, arr. num. by authorization no.; 1 f.d., 1938--, arr. alph. by name of recipient. No index. Typed on ptd. form. 5 x 13 x 27.

503. (SETTLEMENT FANFOLDS), 1938--. 4 f.d.
Notices, copies submitted to state department, record room, bookkeeping division, and district offices, showing determination of recipients' settlements: Name, address, case number, type of aid, settlement of recipient; number, date of authorization; dates outside municipality; date state department notified of start of aid, settlement determined; indication of any change of settlement, name of visitor, signature of settlement division official. Arr. alph. by name of recipient. No index. Typed on ptd. form. 5 x 13 x 27.

504. RECORD OF DISPOSITION OF CASES, 1937--. 2 folders.
Copies of reports sent by special section of settlement division to the collection division concerning special investigations made to determine recipients' settlements: Date of report; name, address, case number of recipient; disposition of case, remarks of head supervisor. Arr. chron. by date of report and thereunder alph. by name of recipient. No index. Typed. 9 x 12 x 1. Special sec.

505. CORRESPONDENCE, 1937--. 1 f.d.
Contains:

i. Correspondence with banks, courts, insurance companies, relatives of recipients, superintendents of schools, public utilities, state department, other charities, and departmental offices as a check-up on recipient's history.

ii. Employees' weekly attendance reports (copies) submitted to the personnel division: For description, see entry 96-iv.

iii. Notices (copies) of instructions from executive director, business manager, and director of social service: For description, see entry 109-vii.

iv. Reports submitted monthly by head of the special section of settlement division, summarizing work accomplished: Total number of special investigations pending at first of month, new cases added during month, cases settled during month; total cases pending at end of month for each investigator, all investigators; date of report, signature of head of special section of settlement division.

v. Requisitions (triplicate) for supplies: For description, see entry 497.

Arr. chron. by date of paper. No index. i, typed, hdw.; iii, typed, mimeographed, ptd.; ii, v, typed on ptd. form; iv, typed. 11½ x 13½ x 28. Cabinet, special sec.

Cases of Determined Status

506. UNSETTLED CASES, 1914--. 2 f.d. (labeled by contained letters of alphabet).
Card record of recipients with a state settlement only: Name, address, case number, marital status, type of aid of recipient; date settlement investigation started, state department notified of aid grant; disposition of case. Includes, occasionally, indication of recipient's death or voluntary withdrawal of request for aid during period of investigation. Arr. alph. by name of recipient. No index. Typed. 6 x 18 x 24.

507. (CARD RECORD OF OUTSIDE MUNICIPALITY CASES), 1925--. 2 f.d. Name, case number, marital status, settlement of recipient; date outside municipality notified of aid rendered in Boston; disposition of case, date thereof. Arr. alph. by name of recipient. No index. Typed. 5 x 13 x 28½.

508. CURRENT CASES SETTLED, 1935--. 3 f.d. Title varies: Reapplies Settled, 1935-37, 2 f.d.
Card record of recipients whose alleged Boston settlement were determined: Name, case number of recipient; name of social worker, date of receipt of case for checking by social worker; disposition of case, date thereof. Arr. alph. by name of recipient. No index. Typed. 5 x 13 x 28½.

509. (CARD RECORD OF ACCEPTED RECHARGES TO OUTSIDE MUNICIPALITIES OR STATE DEPARTMENT), 1937--. 1 f.d. System estab. 1937.
Name, address, case number, outside settlement of recipient; amount of recharge. Arr. alph. by name of recipient. No index. Typed. 4 x 2 x 24. Cabinet, special sec.

510. (CARD RECORD OF PENDING ACCEPTANCES OF RECHARGES TO OUTSIDE MUNICIPALITIES OR STATE DEPARTMENT), 1937--. 1 f.d. System estab. 1937.
Name, address, case number of recipient with outside settlement; amount of recharge. Arr. alph. by name of recipient. No index. Typed. 4 x 2 x 24. Cabinet, special sec.

511. INACTIVE CASES, 1940--. 5 f.d. (labeled by contained letters of alphabet).
Card record of persons who have had their settlement status determined, but now off welfare rolls due to denial of aid or voluntary withdrawal: Name, address, case number of recipient; determination of settlement, date thereof; indication of withdrawal or denial of aid. Arr. alph. by name of recipient. No index. Typed. 4 x 6 x 12 to 4 x 6½ x 18.

512. (SETTLED CASES), 1914--. 17 f.d. (labeled by contained letters of alphabet).
Card record of recipients whose settlements were determined: Name, case number, type of aid of recipient; date of start of settlement investigation, determination of settlement, disposition of case, first aid. Arr. alph. by name of recipient. No index. Typed. 6 x 13 x 24. Cabinet.

513. W(ives) S(ettled) - SICK, Jan. 1900-July 1936. 1 vol.
Contains:

i. List of recipients whose legal settlements were established through their wives' settlements: Name, address, case number of recipient. For record of aid rendered to recipients taking wives' settlement, 1882-1910, 1914-15, 1925, see entries 525, 527.

ii. Record of recipients with serious illness in family, requiring medical attention: Name, address, case number of recipient; nature of illness, date of treatment.

i, arr. alph. by name of recipient; ii, arr. chron. by date of treatment. No index. Hdw. on ptd. form. 200 pp. 14 x 8½ x 1½. Rm. 1, second fl. Storehouse.

Cases of Undetermined Status

514. CITIES AND TOWNS, 1938--. 8 f.b.
Card record of recipients with settlement statuses under investigation: Name, address, case number of recipient; date of notice to outside municipality. Arr. alph. by name of recipient. No index. Typed. 4 x 6 x 18.

515. UNSETTLED CASES - SUNDRY CASES - OVERSEERS OF THE PUBLIC WELFARE - CITY OF BOSTON, 1915-27. 1 vol. (dated).
Record of aid rendered recipients with undetermined settlements: Name, case number, residence of recipient; dates, amounts, descriptions of aid; annual total aid rendered. Arr. alph. by name of recipient. No index. Hdw. on ptd. form. 400 pp. 14 x 17 x 2. Strm., OPW Main Bldg.

Hospitalization Records
(See also entry 501)

516. (Boston City) HOSPITAL CASES, 1935--. 2 f.d.
Notices from BCH concerning admission of recipients with outside settlements: Name, age, address, apparent or known settlement, hospital number of patient; admission date, diagnosis of case. Also contains: Welfare records of patient showing name, present and past (for 5 years) addresses, age of patient; names, dates and places of births, present address, economic status of spouse, father and mother; date, number of admission of patient to hospital; hospital diagnosis. Arr. alph. by name of patient. No index. Typed. 11½ x 13½ x 28.

517. NOTICES TO CITIES & TOWNS - (Boston) CITY HOSPITAL CASES, 1888-91, 1906-23. 3 vols. (2 vols., 1888-91, 1906-14, dated; 1 vol., 1914-23, unlabeled). Title varies slightly.
Record of notices submitted to outside municipalities for collection of charges paid for hospitalizing recipients with outside settlements: Date of notice; name, settlement of patient; amount of recharge, indication of

acceptance or refusal of recharge, date of payment. Arr. alph. by name of recipient. No index. Hdw. 2 vols., 1906-23, binding poor. 144 to 203 pp. 8½ x 7 x 1 to 10½ x 8 x 1. 1 vol., 1888-91, photostat rm., OPW Main Bldg.; 2 vols., 1906-23, rm. 2, third fl., Storehouse.

For copies of notices 1830-52, 1861-1914, 1938--, see entry 501.

518. HOSPITAL CARDS, 1903-22. 1 ctn.
Card record of all recipients who have been hospitalized in BCH: Name, address record, ward number, sex, color, age, birthplace, occupation, settlement (if determined), military record, case number of recipient; date of arrival in the State, dates of admission to and discharge from hospital, diagnosis of case, date state department notified of aid rendered, rubber stamped indication of payment if an accepted recharge to outside municipality; names of parents, relatives, friends; birthplace of father, mother; occupation of father, number of sheet from hospital covering notice of admission. Also contains lists from BCH of recipients who were hospitalized, showing same information as in entry 8. Cards, arr. num. by case no. of recipient; lists, no obvious arr. No index. Cards, typed; lists, typed under ptd. head. 7 x 13 x 14½. Sec. MM, rm. on first fl., Storehouse.

519. OUT OF TOWN, B.C.H., Feb.-Oct. 1914. 1 vol. (dated).
Record from BCH concerning admissions of outside residents probably receiving temporary aid from the department: Name of patient, date of admission; name of hospital, division thereof. Arr. alph. by name of patient. No index. Hdw. 75 pp. 8½ x 7 x 1. Rm. 2, third fl., Storehouse.

520. HOSPITAL CARDS, Apr. 1902-Aug. 1914. 2 ctns.
Card record of recharges made to outside municipalities or state department for recipients hospitalized at BCH and Haymarket Relief Station: Name, address, welfare and hospital case numbers, settlement of patient; date of admission, discharge of patient; date of recharge to outside municipality, indication of acceptance of recharge. No obvious arr. No index. Hdw., typed on ptd. form. 7 x 13 x 14½. Rm. 1, third fl., Storehouse.

521. (PATIENTS WITH OUTSIDE SETTLEMENTS), 1902-12. 1 vol.
Name, settlement of recipient (patient); year of hospital confinement, indication of recharge of expense to outside municipality. Arr. alph. by name of recipient. No index. Hdw. 718 pp. 13½ x 8½ x 2½. Rm. 1, second fl., Storehouse.

522. CONFINEMENT CASES AT 24 MCLEAN STREET, Dec. 1907-Aug. 1918. 2 vols. (1 vol., Dec. 1907-Nov. 1913, dated; 1 vol., Dec. 1913-Aug. 1918, unlabeled). No title, Dec. 1913-Aug. 1918.
Reports from superintendent of the Boston Lying-In Hospital of admissions of pregnant welfare recipients: Name, age, date and place of birth, marital status of mother; name of husband, if disclosed; name, relationship of person who brought patient to hospital, or indication that she came alone; date of admission, hospital social worker's interview with patient, indication of patient's ability to pay expenses, date of report,

signature of superintendent. Includes letters from hospital concerning patients whose bills were paid by relatives or themselves. Arr. chron. by date of report or letter. No index. Reports, hdw. on ptd. form; letters, typed. 100 pp. 9 x 7 x 2⅛. Rm. 2, third fl., Storehouse.

523. HOSPITAL SETTLEMENT RECORDS, Jan.-Dec. 1914. 1 ctn.
Record of patients hospitalized at the Boston Sanatorium: Name, address, age, color, sex, settlement, date and place of birth, occupation of patient; period of residence in Boston, State; names, addresses, occupations, places and dates of births of patient's mother, father, and spouse; notation of any taxes paid. No obvious arr. No index. Hdw. on ptd. form. 7 x 13 x 14½. Rm. 1, third fl., Storehouse.

Records of Aid Rendered

524. (Record of) CITY CASES IN OTHER CITIES & TOWNS - OVERSEERS OF THE POOR, 1864-1916. 3 vols. (1 vol., 1864-93, unlabeled; 2 vols., 1894-1916, 2, 3, dated). Title varies slightly.
Name, residence, case number of outside recipient with Boston settlement; date, amount of aid; total aid granted by each outside municipality, all outside municipalities. Arr. chron. by year and thereunder alph. by name of recipient. No index. Hdw. under ptd. head. 298 pp. 16 x 11 x 2. 1 vol., 1864-93, photostat rm.; 2 vols., 1894-1916, strm.; OPW Main Building.

525. STATE CASES - WIVES SETTLED - OVERSEERS OF THE POOR, 1882-1910, 1914-15, 1925. 7 vols. (2 vols., 1882-87, 1914, unlabeled; 4 vols., 1885-95, 1901-10, 1915, 1925, dated; 1 vol., 1895-1900, marked 3). Title varies slightly.
Record of aid rendered to recipients without settlements who took the settlements of their wives: Name, address, case number of recipient; description date of aid; monthly, yearly total of aid rendered, occasional indication of state department's share of expense. Arr. alph. by name of recipient and thereunder chron. by date of aid. No index. Hdw. on ptd. form. 149 pp. 11½ x 16 x 1½. 2 vols., 1882-87, 1895-1900, photostat rm., OPW Main Bldg.; 2 vols., 1885-95. 1901-10, rm. 1, second fl., Storehouse; 3 vols., 1914, 1915, 1925, strm., OPW Main Bldg.
For list of recipients taking wives' settlements Jan. 1900-July 1936, see entry 513-i.

526. CITIES AND TOWNS - COAL AND GROCERIES, Nov. 1874-Apr. 1877. 2 vols. (dated).
Record of coal and groceries given to recipients with outside settlements: Name, case number, residence, settlement of recipient; dates, amounts, of coal and groceries granted. Arr. alph. by name of recipient. No index. Hdw. Binding poor. 100 pp. 13½ x 8½ x 1. Rm. 2, third fl., Storehouse.

527. (RECORD OF STATE-SICK, TEMPORARY AID, AND WIVES-SETTLED CASES), 1882-86. 1 vol.

Name, address, case number of recipient; dates, amounts of regular and supplementary aid; page reference to recipient's account. Includes lists of total aid granted each recipient, all recipients. Record arr. chron. by date of aid; lists arr. alph. by name of recipient. No index. Hdw. Binding poor. 254 pp. 8 x 7 x 1. Rm. 2, third fl., Storehouse.

For list of recipients taking wives' settlement Jan. 1900-July 1936, see entry 513-i.

Correspondence

528. CITIES AND TOWNS, Feb. 1868-Mar. 1881, Feb. 1901-Feb. 1916, 1930--. 10 vols., 3 f.d. (4 vols., Feb. 1868-Mar. 1881, July 1911-Feb. 1916, unlabeled; 6 vols., Oct. 1875-78, Feb. 1902-July 1911, dated; 3 f.d. 1930--, labeled by contained letters of alphabet). No title, Oct. 1875-Mar. 1881, Sept. 1906-Oct. 1907, July 1911-Feb. 1916, 6 vols.

Communications with recipients, welfare departments of outside municipalities, state department, courts, institutions, and other charities, concerning settlement status of recipients. Arr. chron. by date of communication. Feb. 1868-Mar. 1881, Feb. 1901-Feb. 1916, indexed alph. by name of correspondent; 1930--, no index. Hdw. Feb. 1868-Mar. 1881, Feb. 1901-July 1909; letter press copies Aug. 1909-Feb. 1916; hdw. and typed 1930--. Binding poor, 4 vols., Feb. 1868-Mar. 1881, July 1911-Feb. 1916. Vols. 11½ x 9⅓ x 2; f.d. 11½ x 13½ x 28. 10 vols., Feb. 1868-Mar. 1881, Feb. 1901-Feb. 1916, rm. 2, third fl., Storehouse; 3 f.d., 1930--, settlement div. off.

529. CORRESPONDENCE GENERAL, 1919-24, 1930--. 8 wooden f.d., 1 corrg. ctn., 1 metal f.d. No title, 1919-24, 8 wooden f.d., 1 corrg. ctn.

Correspondence with courts, former employers, friends or relatives of recipients, departmental offices, state department, ERA (1934-35), and WPA (1935--) concerning recipients with alleged Boston settlements. Also contains notices of instructions from executive director, business manager, and director of social service, 1930--: For description, see entry 109-vii. 8 wooden f.d., 1 ctn., 1919-24, no obvious arr.; 1 metal f.d., 1930--, letters arr. alph. by name of recipient, notices arr. chron. by date of notice. No index. Wooden f.d. 11½ x 14½ x 26½; ctn. 18 x 13 x 19; metal f.d. 11½ x 14 x 27½. 8 wooden f.d., 1919-22, rm. 1, second fl., Storehouse; 1 ctn., 1919-24, rm. on first fl., Storehouse; 1 metal f.d., 1930--, settlement div. off.

530. LETTERS, July 1, 1879-Dec. 31, 1893. 1 vol.

Correspondence with superintendent of outdoor poor of the state board of health, lunacy, and charity concerning cessation of aid to state-settlement cases. Arr. chron. by date of correspondence. No index. Hdw. 150 pp. 11 x 9½ x 2. Rm. 2, third fl., Storehouse.

531. STATE CORRESP'D., Oct. 1912-Dec. 1915. 1 ctn. (dated).
Letters from state board of charity division accepting or refusing recharges for persons aided in Boston with apparently only a state settlement. No obvious arr. No index. Typed. 7 x 13 x 14½. Rm. 1, third fl., Storehouse.

Miscellaneous

532. TRANSIENT FILE, 1938--. 2 f.b. (labeled by contained letters of alphabet).
Card record of persons stranded throughout the United States, for whose concern municipalities are contacting the department for return fares: Name, case number (if known), location of person stranded; nature of predicament, disposition of request. Arr. alph. by name of stranded person. No index. Typed. 4 x 6 x 12.

533. SETTLEMENT RECORDS, Sept. 1910-16. 3 ctns.
Contains:

i. Acknowledgment of receipts of money by city collector, to be credited to the department, covering reimbursements made by outside municipalities: Amount of credit, date money received by city collector, name of city collector; perforations showing date of receipt, name and number of collecting department clerk.

ii. Acknowledgments of receipts of payments for hospitalization of recipients with outside settlements, by superintendent of BCH: Date, amount, number of receipt; signature of superintendent, stamp of certified public accountng firm.

iii. Correspondence with outside municipalities regarding acceptance or refusal of recharges made or received for aid to recipients with outside settlements.

No obvious arr. No index. Hdw. or typed on ptd. form. 7 x 13 x 14½. Rm. 1, third fl., Storehouse.

PAYING DIVISION

Except where otherwise noted, all records are in the Storehouse.

Notices

534. RELIEF AUTHORIZATION, Nov. 2, 1935--. 20 ctns., 17 f.d. (20 ctns., Nov. 2, 1935-Mar. 19, 1937, dated, labeled by contained authorization nos., and marked by color of order slip denoting original or duplicate; 17 f.d., 1937--, labeled by contained authorization nos.). No title, 1937--, 17 f.d.
Original and duplicate (Nov. 2, 1935-Mar. 9, 1937 only) instruction slips

from district offices and social worker in charge of trust funds, authorizing division to start aid on new and reopened cases or adjust aid allotment on active cases: For description, see entry 111-v. Arr. num. by authorization no. No index. Typed on ptd. form. Ctns. 13 x 14 x 7; f.d. 6 x 12 x 24. 20 ctns., Nov. 2, 1935-Mar. 19, 1937, rm. on first fl.; 17 f.d., 1937--, paying div. off., OPW Main Bldg.

535. STOP OR DECREASE ORDERS, Oct. 1935--. 27 ctns., 3 f.d. (labeled by contained order nos.; 27 ctns., Oct. 1935-Mar. 1937 also dated). Title varies slightly.

Stop or decrease orders, originals and duplicates, from district offices and social worker in charge of trust funds requesting complete or partial cessation of aid or a decrease in the amount: For description, see entry 111-vi. Arr. num. by order no. No index. Typed on ptd. form. Ctns. 13 x 14½ x 7; f.d. 6 x 12 x 24. 27 ctns., Oct. 1935-Mar. 1937, rm. on first fl.; 3 f.d., 1937--, paying div. off., OPW Main Bldg.

536. STATE LETTERS, Jan. 1, 1936--. 9 ctns. (labeled by contained order nos. and dated).

Original and duplicate copies of stop and decrease orders on state-aid cases prepared by division upon receipt of notice from business manager: Name, address, case number, type of aid of recipient; reason for stopping or decreasing aid, date of letter from state department; date, number of order; name of business manager, district where recipient resides. Arr. num. by order no. No index. Typed on ptd. form. 7 x 13 x 14. Rm. on first fl.

537. RELEASES, Jan. 1932-Jan. 1936. 76 ctns. (labeled by contained names of recipients and dated). System discont. 1936.

Notices, originals and duplicates (triplicates in case-history folders in district offices) concerning aid continuances and increases, submitted by the district offices: Name, address, case number of recipient; amount of weekly continuance, explanation of increase where applicable; signature of visitor, district supervisor. Arr. alph. by name of recipient. No index. Hdw. on ptd. form. 7 x 13 x 14½. Bins, rm. on first fl.

Dependent Aid Cases

538. DEPENDENT AID ACTIVE, 1935--. 7 f.d. (labeled by contained letters of alphabet; 2 f.d., 1935--, also marked 1; 5 f.d., 1935--, also marked 2).

Statistical cards for recipients, classified by recipients (number 1 cards), and for all members of recipients' families (number 2 cards): Name, address, ward and precinct numbers, sex, case number, nationality, occupation, citizenship, birthplace of recipient or family member; kind, cause, amount of aid; dates and order numbers of first aid and reopening; indication of bank account, if any; name of district office disbursing aid. Arr. alph. by name of recipient or family member. No index. Punched on ptd. card. 4 x 18 x 24. Cabinet, paying div. off., OPW Main Bldg.

539. CLOSED CASES, 1935--. 6 f.d (2 f.d., 1935--, unlabeled; 4 f.d., 1935--, labeled by contained letters of alphabet and also marked 2). No title, 1935--, 4 f.d.
Statistical code cards: For description, see entry 538. Includes date, cause of closing. Arr. alph. by name of recipient or family member. No index. Punched on ptd. card. 4 x 18 x 24. Paying div. off., OPW Main Bldg.

540. UNIT VOTES, Nov. 1, 1938--. 1 f.d.
Lists submitted by district-office visitors, bimonthly for DA cases and biannually for ADC cases, concerning recommendations for continuance of aid: Name of visitor, date of list; name, address, case number, type of aid of recipient; amount of authorization; signature of visitor, district office supervisor, date thereof. Arr. chron. by date of list. No index. Typed. 11½ x 13½ x 28. Paying div. off., OPW Main Bldg.

541. D.A. CONTINUANCES, Mar.-Dec. 1937. 2 corrg. ctns. (dated).
Communications submitted by district office social workers authorizing the continuance of aid to recipients for a stated period of time: Name, address, case number of recipient; amount, period of aid granted; name of district office, social worker; date of receipt of authorization. Also contains letter from social worker attesting to eligibility of recipient. Arr. alph. by name of recipient. No index. Typed. 14 x 7 x 18. Rm. on first fl.

542. DEPENDENT AID ACCOUNTS, June 1931--. 18 vols. and approx. 2500 loose sheets (16 vols., June 1931-Oct. 1937, approx. 2500 loose sheets, Nov. 1937--, dated; 2 vols., Mar. 30-July 15, 1936, also marked 1; 5 vols., Dec. 17, 1935-Dec. 1936, also marked 2; 3 vols., Apr.-Aug. 1936, also marked 3; 2 vols., May-Sept. 1937, unlabeled).
Weekly check disbursement sheet returned by district offices after distribution of checks listed thereon: Name of district office, date of sheet, number of account; name, address, case number of recipient; dates, amounts, numbers of regular and supplementary checks issued to recipient; notations by the district office supervisor of inability to effect check delivery, date of second attempt. Also contains weekly and monthly supplementary sheets listing checks undelivered after several attempts: Date of sheet, name of district office; name, address, case number of recipient; amount, date of check; remarks, signature of district office supervisor. Arr. chron. by date of sheet and thereunder by case no. No index. Typed, hdw. on ptd. form. Vols. 250 to 600 pp. 17½ x 19½ x 2½ to 17½ x 19½ x 6; loose sheets 17 x 19. 18 vols., June 1931-Oct. 1937, va.; approx. 2500 loose sheets, Nov. 1937--, paying div. off.; OPW Main Bldg.

543. (CANCELED CHECKS), 1935--. 1056 f.d. (248 f.d., 1935--, 1-248, Acct. 1; 403 f.d. 1935--, 1-403, Acct. 2, 405 f.d. 1935--, 1-405, Acct. 3).
Name of bank; name, address, case number, type of aid of recipient; date, amount, number of check; signature of executive director, paymaster, recipient; bank's perforated cancelation, rubber stamped date of payment. Arr.

num. by check no. No index. Typed on ptd. form. 5 x 7½ x 25. Va., OPW Main Bldg.

544. PENSIONS AND GRANTS - CITIES AND TOWNS - OVERSEERS OF THE POOR, 1838-1862, 1877-1926. 37 vols. (20 vols., 1838, 1841-45, 1848-52, 1854-62, unlabeled; 5 vols., 1839-40, 1846-47, 1853, labeled by contained ward nos., and dated; 10 vols., 1877-1900, 1916-26, dated; 2 vols., Jan. 1900-Dec. 1915, 6, 7, and dated). Title varies: Overseers Bills, 1839-40, 1846-47, 1853, 5 vols.; Cities and Towns, 1916-24, 1 vol.; Pensions and Grants - Cities and Town Assessors of the Public Welfare, 1925-26, 1 vol.
Record of aid granted to recipients with outside settlements: Name, settlement of recipient. Includes: 1838-62, ward number of recipient, description of aid grants; monthly total aid for each aid classification, for all classifications, for each recipient; certification of ward official; 1877-1900, case number, address of recipient; dates, descriptions of aid; monthly, yearly total cash grant to each recipient. 20 vols., 1838-62, arr. num. by ward no. and thereunder alph. by name of recipient; 17 vols., 1877-1926, arr. alph. by name of recipient. 1838-62, 1877-99, hdw.; 1900-1926, hdw. on ptd. form. 60 to 250 pp. 15 x 10 x 1 to 14½ x 9 x 2. 33 vols., 1838-62, 1877-99, photostat rm., OPW Main Bldg.; 2 vols., 1900-1915, rm. 2, second fl.; 2 vols., 1916-26, strm., OPW Main Bldg.
For card records of cash aid grants 1915--, see entry 580.

545. PENSIONS AND GRANTS - CITY CASES - OVERSEERS OF THE POOR, 1864-Jan. 1912, 1914-26. 43 vols. (22 vols., 1864-79, 1881-1900, Feb. 1903-Jan. 1912, unlabeled; 4 vols., 1879-80, 1882-85, 1887-88, marked 9, 12, 14, 17; 17 vols., 1884-85, 1891-97, 1900-1903, 1914-26, dated). No title, 1864-66, 1870-79, 1881-89, 13 vols.
Record of aid granted to persons with settlement in Boston: Name, address, case number of recipient; date, amount, description of aid. 1864-1900 includes, intermittently, annual total aid rendered each recipient. 30 vols., 1864-1900, arr. chron. by year and thereunder alph. by name of recipient; 13 vols., 1900-1926, arr. alph. by name of recipient. No index. Hdw. on ptd. form. 175 pp. 12 x 16 x 2. 30 vols., 1864-1900, photostat rm., OPW Main Bldg.; 7 vols., 1900-Jan. 1912, rm. 2, second fl.; 6 vols., 1914-26, strm., OPW Main Bldg.

546. FORM 1 - FAMILY RECORDS, undated. 1 ctn.
Record of recipients with dependents: Name, address, case number of recipient; designation in code for district, ward and precinct numbers, citizenship status, sex, color, marital status, date and place of birth of recipient; designation in code for date and place of birth of spouse, occupation of husband, number of persons in recipient's family, kind and cause of aid, name of disbursing district office. Also contains record of recipients with no dependents (form 2): Name, address, case number of recipient; designation in code for date of first aid, settlement, sex, ward and precinct numbers, district, type and cause of aid, name of disbursing district office, civil status, date and place of birth, occupation of recipient; designation in code for dates, places of birth of father and mother of

recipient. No obvious arr. No index. Hdw. on mimeographed form. 14 x 9 x 18. Rm. 1, third fl.

547. TEMPORARY AID, Mar. 1902-Dec. 1910. 1 vol.
Daily record of TA rendered: Name of recipient; amount, date, cause of aid; monthly total aid, signature of recipient. Includes yearly summary concerning recipients who frequently received aid, showing name of recipient, monthly and yearly total aid received, notation of recipient's death (if applicable). Record arr. chron. by date of aid; summary arr. alph. by name of recipient. No index. Hdw. 170 pp. 8½ x 7 x 1. Rm. 2, second fl.

548. RECEIPTS - PENSIONS AND GRANTS - OVERSEERS OF THE POOR - CITY OF BOSTON, 1865-96, Apr. 1905-May 1908. 16 vols. (15 vols., 1865, 1869-96, Apr. 1905-May 1908, unlabeled; 1 vol., 1866-68, marked 2). Title varies slightly.
Recipients' acknowledgments of aid received: Signature of recipient; dates, amounts of aid; monthly total aid grants. 1865-96 includes purpose of grant, settlement (occasionally) of recipient. Arr. chron. by date of aid. No index. Hdw. 200 to 300 pp. 14 x 9 x 1½ to 16 x 12 x 2. 15 vols., 1865-96, photostat rm., OPW Main Bldg.; 1 vol., Apr. 1905-May 1908, rm. 2, second fl.

549. GENERAL FUND PENSIONERS, Apr. 1860-Apr. 1863. 7 vols. (dated).
Contains list of:

i. Deaths of pensioners: Name, address of pensioner; date of death, list.
ii. Pensioners: Name, ward number, age of pensioner; name of pensioner's delegated agent, if any; date of list, application.
iii. Pensioners added to previous semiannual summary: Name, age of pensioner; date aid approved by department; date of first aid, date of list.
iv. Pensioners who lived at the home for aged females: Name of pensioner, dates of aid, signature of clerk at the home acknowledging receipt of aid grants for pensioners, date of list.

i, arr. chron. by date of list, thereunder num. by ward no., and thereunder alph. by name of pensioner; ii, no obvious arr.; iii, iv, arr. alph. by name of pensioner. No index. Hdw. 8 x 5 x 1. Rm. 2, third fl.

Aid to Dependent Children

550. A.D.C. ACTIVE, 1935--. 5 f.d. (labeled by contained letters of alphabet; 2 f.d. 1935--, also marked 1; 3 f.d., 1935--, also marked 2). System estab. 1935.
Statistical code cards for recipients, classified by recipients (number 1 cards), and all members of recipients' families (number 2 cards): For description, see entry 538. Arr. alph. by name of recipient or family member. No index. Punched on ptd. card. 4 x 18 x 24. Paying div. off., OPW Main Bldg.

551. A.D.C. CLOSED CASES, 1935--. 2 f.d. (labeled by contained letters of alphabet).
Statistical code cards for recipients, classified by recipients (number 1 cards), and for all members of recipients' families (number 2 cards): For description, see entry 538. Includes date, cause of closing. Arr. alph. by name of recipient or member of his family. No index. Punched on ptd. card. 4 x 18 x 24. Cabinet, paying div. off., OPW Main Bldg.

552. M.A., Sept. 1935--. 3 vols. and approx. 2000 loose sheets. (3 vols., Sept. 1935-July 1937, dated; loose sheets, Aug. 1937--, unlabeled).
Weekly check disbursement sheet returned by district offices after distribution of checks listed thereon, and weekly and monthly supplementary sheets listing undelivered checks: For description, see entry 542. Arr. chron. by date of sheet and thereunder num. by case no. No index. Typed or hdw. on ptd. form. Vols. 600 pp. 19½ x 17½ x 6½; loose sheets 19 x 17. 3 vols., Sept. 1935-July 1937, va.; approx. 2000 loose sheets, Aug. 1937--, paying div. off.; OPW Main Bldg.

553. (CANCELED CHECKS), 1935--. 158 f.d. (1-158, Acct. 4).
For description, see entry 543. Arr. num. by check no. No index. Typed on ptd. form. 5 x 7½ x 25. Va., OPW Main Bldg.

Old Age Assistance

554. OLD AGE ASSISTANCE ACTIVE, 1935--. 4 f.d. (labeled by contained letters of alphabet, and each f.d. also marked 1, 2).
Statistical code cards for recipients, classified by recipients (number 1 card), and for all members of recipients' families (number 2 cards): For description, see entry 538. Arr. alph. by name of recipient or family member. No index. Punched on ptd. card. 4 x 18 x 24. Cabinet, paying div. off., OPW Main Bldg.

555. OLD AGE ASSISTANCE CLOSED, 1935--. 2 f.d. (1, 2).
Statistical code cards for recipients, classified by recipients (number 1 cards), and all members of recipients' families (number 2 cards): For description, see entry 538. Includes date, cause of closing. Arr. alph. by name of recipient or family member. No index. Punched on ptd. card. 4 x 18 x 24. Cabinet, paying div. off., OPW Main Bldg.

556. O.A.A. CONTINUANCES, Nov. 1, 1938--. 1 f.d.
Biannual lists of recipients recommended for aid continuance, submitted by district-office visitors: Name of visitor, district office, recipient; signature of visitor, district-office supervisor, date of list. Arr. chron. by date of list. No index. Typed. 11½ x 13½ x 28. Cabinet, paying div. off., OPW Main Bldg.

557. O.A.A. (Check Registers). Sept. 1935--. 3 vols. and approx. 8000 loose sheets (dated).
Biweekly check disbursement sheets returned by district offices of the OAA bureau after distribution of checks listed thereon and biweekly and monthly supplementary sheets from district offices listing checks undelivered after several attempts: For description, see entry 542. Arr. chron. by date of list and thereunder num. by case no. No index. Typed or hdw. on ptd. form. Vols. 200 to 660 pp. 19½ x 17½ x 2½ to 19½ x 17½ x 6½; loose sheets 19 x 17. 3 vols., Sept. 1935-June 1936, va.; 8000 loose sheets, July 1936--, paying div. off.; OPW Main Bldg.

558. (CANCELED CHECKS), 1935--. 384 f.d. (1-384, Acct. 5).
For description, see entry 543. Arr. num. by check no. No index. Typed on ptd. form. 5 x 7½ x 25. Va., OPW Main Bldg.

559. OLD AGE ASSIST(ance), Jan.-Mar. 1935. 2 corrg. ctns. (dated). System discont. 1935.
Pay vouchers originating in paying division, presented by recipients to district-office paymasters and returned after payment: Name, address, case number of recipient; amount, date of pay voucher. Arr. alph. by name of recipient. No index. Hdw. and typed. 7 x 13 x 14½. Sec. NN, rm. on first fl.

Authorizations

560. (CASH VOUCHER CONTROL CARDS), Jan. 1934--. 369 ctns., 105 wooden b.
Weekly record, in code form (Hollerith System), of payments authorized by visitors to recipients, showing printed headings of name, address, ward and precinct numbers, color, sex, case number, settlement, birthplace, occupation, citizenship, type of aid of recipient; number of days recipient worked, numbers of aid checks, name of district office disbursing aid; number of persons benefited in recipient's family, reason for closing, if applicable. Arr. num. by district office no. and thereunder chron. by date of record. No index. Punched on ptd. form. Ctns. 15 x 8 x 18; wooden b. 5 x 8½ x 16 to 14½ x 16 x 15½. Bins, rm. on first fl.

561. PAY VOUCHERS, Feb. 1932-Mar. 1936. 447 ctns. (dated).
Pay vouchers issued to DA and ADC recipients to present to paymaster for aid allotments, returned after payment: For description, see entry 559. Includes type of aid of recipient, number of pay order, stamp of overseers showing name of issuing division, initials of clerk approving the voucher, date of approval. Arr. chron. by date of voucher. No index. Ptd. (addressograph) under ptd. headings. 7 x 13 x 14½. 243 ctns., Feb. 1932-Feb. 1934, rm. 1, second fl.; 204 ctns., Feb. 1934-Mar. 1936, secs. AA-DD, rm. on first fl.

562. VOIDED VOUCHERS - ALL ACCOUNTS, Mar. 1937--. 6 f.d.
Cash vouchers control cards, in code form (Hollerith System), for OAA, ADC, and DA, voided due to death of recipient or cessation of aid: For description, see entry 560. Arr. chron. by date of voucher. No index. Punched on ptd. form. 4½ x 8½ x 25. Va., OPW Main Bldg.

563. VISITOR'S PAYROLLS, Feb. 4, 1915-Jan. 31, 1922, Mar. 1933. 12 vols., 5 ctns. (10 vols., 3 ctns., Feb. 4, 1915-Jan. 31, 1922, Mar. 1933, dated; 2 vols., 2 ctns., Feb. 1, 1920-Jan. 12, 1922, unlabeled). Title varies slightly.
Record of weekly payments to recipients: Name or case number of recipient, amount of aid, signature of recipient, date of payroll sheet. Includes Jan. 1921-Jan. 1922, address of recipient, type of aid received; Jan. 1921-Jan. 1922, Mar. 1933, signature of welfare visitor; Oct. 1921-Jan. 1922, settlement of recipient. Also contains attached to payrolls:
i. Bills from grocers covering supplies purchased for recipient, Jan. 1921-Jan. 1922: Names, addresses of grocer and recipient; date, description, amount of purchase; date of bill.
ii. Letters from recipients requesting delivery of aid checks to their agent, Feb. 1915-Jan. 1921.
12 vols., Feb. 1915-Jan. 1921, 2 ctns., Mar. 1933, arr. chron. by date of pay roll; 3 ctns., Jan. 1921-Jan. 1922, no obvious arr. No index. Pay rolls, hdw. or typed on ptd. form; bills, hdw., typed under ptd. head; letters, hdw. Vols. 500 to 600 pp. 22 x 10 x 4 to 16 x 10 x 5; ctns. 13 x 14½ x 7. 12 vols., 3 ctns., Feb. 1915-Jan. 1922, Mar. 1933, rm. 1, third fl.; 2 ctns., Feb.-Dec. 1921, rm. on first fl.

564. GLOBE NATIONAL BANK (Check Stubs), Dec. 2, 1825-Dec. 1899. 1 checkbook.
Date, number, amount, purpose of check; name of bank, payee. Includes monthly bank balance showing amount of cash on hand and in bank at beginning of month; amounts, sources of subsequent deposits; amounts of withdrawals showing names of payees, bank balance at end of month. Arr. chron. by date of check. No index. Hdw. on ptd. form. 120 pp. 15 x 14 x 1. Rm. 1, third fl.

565. OVERSEERS OF THE POOR (Old Colony Trust Company Check Stubs), Aug. 1912-Jan. 1930. 25 checkbooks. No title, May 1914-Jan. 1930, 24 checkbooks.
For description, see entry 564. Arr. chron. by date of check. No index. Hdw. on ptd. form. 120 pp. 10 x 14 x 1. Rm. 1, third fl.

Miscellaneous

566. GENERAL CORRESPONDENCE, 1935--. 1 f.d. (labeled by contained letters of alphabet).
Correspondence with recipients, departmental divisions, and institutions or hospitals, concerning payments for medical assistance rendered to recipients. Also contains notices of instructions from executive director,

director of social service, and business manager: For description, see entry 109-vii. Arr. chron. by date of communication. No index. Correspondence, typed, hdw.; notices, mimeographed, ptd. 11½ x 14 x 28. Paying div. off., OPW Main Bldg.

567. LOST CHECK CORRESPONDENCE, 1935--. 1 f.d.
Communications with paymaster, post office, recipients, and social workers concerning lost checks of recipients. Arr. alph. by name of recipient. No index. Hdw., typed. 11½ x 13½ x 28. Paying div. off., OPW Main Bldg.

568. FUEL RELEASES, 1932-35. 3 ctns. Title varies slightly. System discont. 1935.
Requests from district-office social workers for supplementary checks for fuel deliveries to recipients: Number, date of communication; name, address, case number, type of aid of recipient; amount of order, signature of visitor. Arr. alph. by name of recipient and thereunder chron. by date of request. No index. Hdw. on ptd. form. 7 x 13 x 14½. 1 ctn., 1932-33, sec. EE; 2 ctns., 1932-35, sec. DD; rm. on first fl.
For fuel authorizations kept by overseers Sept. 1932-Apr. 1933, see entry 27.

BOOKKEEPING DIVISION

Except where otherwise noted, all records are in the bookkeeping division office, Overseers of the Public Welfare Main Building.

Reports and Summaries

569. (FINANCIAL AND STATISTICAL REPORTS), 1936--. 4 f.d. System estab. 1936.
Contains photostats of weekly financial and statistical reports submitted by business manager relative to:

i. Aid statistics: Number of cases transferred from DA to OAA, or ADC; no. of cases transferred from trust-funds aid to OAA; total number of active cases for the previous week; total number of cases added, discontinued during week; total number of active cases for week, same week previous year.

ii. Applications for aid: Separate and collective totals for each type of aid, concerning new applications taken, new applications taken without formal application, reapplications taken, applications taken at central office (43 Hawkins Street) at the first of week awaiting proof of eligibility of applicant, applications cleared through rejections or referred to district offices, applications at central office at the end of the week awaiting proof of eligibility of applicant.

(FINANCIAL AND STATISTICAL REPORTS) (Cont'd)

iii. Collection division's reaudits: Amount of money collected during reported week from outside settlements, total collected to date in current year.

iv. Employment divisions statistics: Number of placements, openings, unfilled openings, new employers' applications; total placements, openings, applications for employment.

v. Expenditures for each type and all types of aid, classified by total active cases previous week, new cases during week, corresponding week previous year; for all expenses to date for reported year and for same period previous year. Includes total cases aided during reported week, same week previous year, net cost of all aid to date for reported year, same period during previous year. Also includes receipts for each and all of the three types of aid from tax levies, federal grants, loans, municipalities' or state department's reimbursements, and miscellaneous sources.

vi. Settlement divisions statistics, concerning BCH cases: Number of unsettled cases on hand, new cases added during reported week; total number of cases; number of cases settled during the week, classified by Boston, outside municipalities, and state department cases, with grand total of all three classifications; number of unsettled cases on hand at end of week.

vii. Settling division's statistics concerning regular cases not in hospitals: Number of unsettled cases on hand at first of the week, new cases received; total number of cases; number of burials, cases settled for each type of aid; total number of settled cases, unsettled cases at end of week.

viii. Statistics on inmates of the Temporary Home for Women and Children: Daily totals of women and children lodged, served meals; number of women and children in the home the first of the week, number of admissions and departures of women and children during week, number of women and children in the home at end of week.

ix. Wayfarers' Lodge statistics: Number of beds available at the lodge, number of lodgings furnished within and outside the lodge.

x. Woodyard statistics: Amount of wood on hand at first of the week; amount of sales to the city departments, outside individuals.

xi. Work assignments to city departments of unemployed men, showing total placements in each and all departments.

No obvious arr. No index. Photostat. $11\frac{1}{2}$ x $13\frac{1}{2}$ x 28.

570. (SUMMARY OF CASES HANDLED), 1933--. 3 vols.

Date, type of aid granted; number of WPA, check, emergency cash and grocery cases; daily total cases handled; daily and monthly totals of new cases, reapplications. Arr. chron. by date of aid. No index. Hdw. 250 pp. 13 x $15\frac{1}{2}$ x 1.

571. BOOKKEEPING REPORT DATA, Jan. 1919-Mar. 1927. 1 ctn. (labeled 1923-24-25).

Statistics concerning cost of heating departmental buildings, number of lodgers at Wayfarers' Lodge, receipts and expenditures for trust funds, and miscellaneous facts submitted by overseers for inclusion in general and specific reports. No obvious arr. No index. Hdw. 7 x 13 x 14½. Rm. 1, third fl., Storehouse.

Case Records

572. D.A. (Disbursements), 1932--. 269 vols. (dated). Title varies slightly.

Duplicates of disbursement sheets prepared weekly for paymaster, original sent by paymaster to city auditor, concerning DA recipients to be aided for the following week: Name, address, case number of recipient; amount, description of aid; name of district office, amount of supplementary aid, notation by paymaster of check number, date of disbursement; date of sheet. Arr. chron. by date of sheet and thereunder num. by case no. No index. Typed under ptd. head. 19½ x 17½ x 4. Bins, rm. on first fl., Storehouse.

573. (REIMBURSEMENTS FOR AID RENDERED), 1931--. 1 f.d.

Card record of DA recipients who have reimbursed the department with money received from insurance, inheritance, or any other source for regular aid or burial loans: Name, case number, settlement, type of aid or recipient; date, amount of refund. Arr. alph. by name of recipient. No index. Typed on ptd. form. 6 x 10 x 16½. Cabinet.

574. (Signature Cards of) D.A. (Recipients), 1938--. 3 f.d. System estab. 1938.

Name and address of recipient; signatures of recipient and witness, date thereof. Arr. alph. by name of recipient. No index. Hdw. and typed. 4 x 11½ x 28. Cabinet.

575. LODGING SLIPS, 1938--. 3 ctns.

Cards issued by Wayfarers' Lodge supervisor entitling bearer to one night's lodging in a designated lodging house: For description, see entry 411. Arr. chron. by date of payment. No index. Hdw. on ptd. form. 7 x 13 x 14½.

576. BOOKKEEPING DEPT. FANFOLDS, 1932--. 16 corrg. ctns. (10 ctns., 1932-36, dated; 4 ctns., 1935--, labeled by contained communication nos., and dated; 2 ctns., 1932-36, unlabeled). Title varies: Settlements, 1932-38, 14 ctns.; State Yellow Fanfolds, 1935-36, 1 ctn.

Copies of settlement notices: For description, see entry 503. Arr. alph. by name of recipient. No index. Typed on ptd. form. 7 x 13 x 14½. Center bins, rm. on first fl., Storehouse.

577. (CARD RECORDS OF SETTLEMENTS OF RECIPIENTS), 1937--. 4 f.b. (labeled by contained letters of alphabet and also marked L. J. Collins). System estab. 1937.
Name, address, case number of recipient; date of first aid, name of settlement determined. Arr. alph. by name of recipient. No index. Typed. 6½ x 5½ x 14.

578. DENTAL DISBURSEMENTS, Jan. 1935-Oct. 1936. 1 bdl. System discont. 1936.
Monthly record of disbursements for dental treatment given recipients: Name, address, case number of recipient; name of hospital; date, cost of treatment; dental order number, date of disbursement. Includes intermittently, date of payment, period covered. Arr. chron. by date of disbursement and thereunder num. by dental order no. No index. Hdw. on ptd. form. 19½ x 17½ x ½. Center bins, rm. on first fl., Storehouse.

Financial Records

Receipts and Expenditures

579. CASH BOOK - OVERSEERS OF THE POOR, 1818-28, 1851-1924, 1928-33, 1936--. 17 vols. (4 vols., 1818-28, 1936--, dated; 7 vols., 1851-80, 1893-1900, 1917-24, 1928-33, unlabeled; 2 vols., 1881-93, 2, 4; 4 vols., 1900-1917, 5-8, dated). Title varies slightly.
Receipts from treasurer's checks, outside municipalities and state department for persons with outside or state settlements, and from recipients repaying burial loans: Name of payer; amount, date of income; amount of cash on hand at the first of the month, monthly total receipts; page reference to Ledger - Overseers of the Poor, entry 586. Expenditures for salaries, regular aid, temporary aid, persons with Boston settlement but supported by other municipalities, hospitalization of recipients, supplies, contractual services: Name of payee; date, amount, accounting of expenditure; page reference to entry 586; amount of cash on hand at first of month, monthly total expenditures. 1928-33 also contains journal entries showing name of account debited and credited; amount, date, explanation of entry; page reference to entry 586. Arr. chron. by date of transaction. No index. Hdw. 300 to 380 pp. 9 x 7 x 1 to 16 x 14 x 2½. 9 vols., 1818-28, 1851-1900, photostat rm., OPW Main Bldg.; 4 vols., 1900-Mar. 1917, rm. 1, second fl., Storehouse; 1 vol., Feb. 1917-May 31, 1924, strm., OPW Main Bldg.; 3 vols., 1928-33, 1936--, bkkp. div. off.

580. CASH CARDS, Jan. 1915--. 275 f.d., 12 f.b. (labeling varies). Title varies slightly.
Card record, prepared by paying division, of payments to each DA, ADC, and OAA case: Name, address, case number, settlement of recipient; date aid authorized, first paid, stopped or closed out; date outside municipality (if applicable) and state department notified of acceptance of case, descriptions of regular and supplementary aid; date, number, amount of check;

monthly summary of aid grants, name of visitor. Includes: 1915-21, signature of recipient; 1931-35, cause and type of aid, amount due Boston from outside city or town; 1931--, amount due from state department; 1938--, amount of federal grant on ADC and DA cases. Arr. alph. by name of recipient. No index. Hdw. on ptd. form. F.d. 4½ x 10 x 28 to 7½ x 19½ x 26; f.b. 5 x 8 x 20. 192 f.d., 1915-35, rm. 1, second fl., Storehouse; 83 f. d., Jan. 1915--, bkkp. div. off.; July 1940--, paying div. off., OPW Main Bldg.

581. (Record of) DAILY DISBURSEMENTS (for Aid), July 1937--. 1 loose-leaf vol. (dated).
Amount of daily disbursement from each district office for each type of aid, daily total disbursements from all district offices for each and all types of aid, signature of bookkeeping clerk; date of entry, statement. Attached, occasionally, are memoranda from district office paymaster requesting adjustment of record. Arr. chron. by date of record. No index. Typed. 600 pp. 9½ x 12½ x 3½. Cabinet.

582. BUDGET ITEMS, 1932--. 3 vols.
Monthly summary of expenditures for personnel, aid, rent, supplies, and contractual services classified by budget items: Date, description of expenditure; monthly total expenditures, cumulative total charged off to appropriation, date of summary. 1933-- includes unexpended balance of appropriation for each budget item. Arr. chron. by date of summary. No index. Hdw. 250 to 300 pp. 13 x 15½ x 1 to 14½ x 11½ x 1½.

583. (SUBDIVISION OF BILLS), 1916-18, 1926-30. 1 vol., 1 f.b.
Listing of expenditures under budget groups: Budget code letter and number; amount, date of expenditure charged to each budget group; monthly, total expenditures for each group, all groups. Arr. chron. by date of expenditure. No index. Hdw. on ptd. form. Vol. 255 pp. 24 x 18 x 2; f.b. 7½ x 7 x 20. 1 vol., 1916-18, rm. on first fl.; 1 f.b., 1926-30, rm. 2, third fl.; Storehouse.

Journals and Ledger

584. JOURNAL - OVERSEERS OF THE POOR, 1864--. 10 vols. (5 vols., 1864-1900, 1924-33, 1-4, 9; 3 vols., June 1900-Jan. 1917, 5-7, dated; 2 vols., Feb. 1917-Jan. 1924, 1934--, unlabeled). No title, Feb. 1917--, 3 vols.
Expenditures: Date, amount, accounting of aid or administrative expenditure; name of account credited, page reference to Ledger - Overseers of the Poor, entry 586; monthly, yearly total expenditures. Receipts: Date, amount, description of receipt from outside municipalities for reimbursement for aid, and from loans for burials; name of account debited, posting reference to entry 586; monthly, yearly total receipts. 1924-27 includes annual recapitulation, showing monthly and yearly total debits and credits for each account; unexpended appropriation at beginning and end of each period totaled. Arr. chron. by date of receipt or expenditure. No index. Hdw. 300 to 312 pp. 14½ x 11½ x 1½ to 17 x 15 x 1½. 4 vols., 1864-May 1900,

photostat rm., OPW Main Bldg.; 3 vols., June 1900-1917, rm. 1, third fl., Storehouse; 1 vol., Feb. 1912-Jan. 1924, strm., OPW Main Bldg.; 2 vols., 1924--, bkkp. div. off.

585. TRANSFER JOURNAL, 1928--. 4 vols. (3 vols., 1928-38, unlabeled; 1 vol., 1937--, dated).

Record of adjustments made on charges to various accounts: Name of account debited, credited; date, amount, description of adjusting entry. Arr. chron. by date of entry. No index. Hdw. 300 pp. 13 x 16 x 1½. Cabinet.

For memoranda from departmental offices requesting adjustments 1936--, see entry 644.

586. LEDGER - OVERSEERS OF THE POOR, 1864-1917, 1932--. 8 vols. (7 vols., 1864-1917, 1-7; 1 vol., 1932--, unlabeled). No title, 1932--, 1 vol.

Summary of accounts as posted from Cash Book - Overseers of the Poor, entry 579; Journal - Overseers of the Poor, entry 584; Transfer Journal, entry 585: Name of account, page reference to entries 579, 584, 585; amount, date of debit and credit entry; total debits, credits. Arr. by name of account and chron. by date of entry thereunder. 1864-1917, indexed alph. by name of account; 1932--, no index. Hdw. 500 to 600 pp. 16 x 11½ x 2 to 10 x 14 x 3½. 5 vols., 1864-1904, photostat rm., OPW Main Bldg. 2 vols., 1904-17, rm. 1, second fl., Storehouse; 1 vol., 1932--, cabinet.

Bills (See also entries 595-i, 607)

587. VENDORS, 1915--. 130 letter f.b., 19 f.d. (127 letter f.b., 1915-37, dated; 3 letter f.b., 1933-37, unlabeled; 19 f.d., 1924--, labeled by contained letters of alphabet). Title varies slightly.

Contains:

i. Bills from vendors, covering purchases made for departmental offices: Name, address of vendor; date of bill; order, requisition number; date, amount of purchase; amount of discount; date bill received, approved, paid; initials of auditing clerk.

ii. Lists (periodic) of approved bills submitted by vendors: Date of list, name of vendor, description of bill, auditor's signature of approval for payment.

iii. Requisitions (copies) attached to vendors' invoices, original sent to vendor: Name, address of vendor; order, requisition number; date of order, number of account, name of departmental office to be charged; quantity, required unit, unit price, total amount of order; signature of maintenance division head; date of encumbrance, liquidation; gross and net amounts of invoice, amount of discount, date of payment.

130 letter f.b., 1915-37, arr. chron. by date of invoice; 19 f.d., 1934--, arr. alph. by name of vendor. No index. i, hdw., typed under ptd. head; ii, typed under ptd. head; iii, typed on ptd. form. Letter f.b. 9½ x 12½ x 3½; f.d. 11½ x 13½ x 28. 122 letter f.b., 1915-37, bins, rm. on first fl., Storehouse; 19 f.d., 8 letter f.b., 1934--, bkkp. div. off.

588. (BILLS FOR REIMBURSEMENT), 1933--. 3 loose-leaf books, 6 vols. Copies of bills prepared in quadruplicate, original and duplicate sent to city auditor, triplicate to welfare legal division (1935--), concerning recipients who collected accident compensation, or forged welfare checks: Date of bill; name, address, case number, type of aid of recipient; date, amount, description of aid; total cost for each type, all types of aid. Arr. alph. by name of recipient. No index. Typed under ptd. head. Loose-leaf books, 400 pp. 11½ x 9½ x 3½; vols. 250 pp. 11½ x 10½ x 1½. Cabinet.

589. (BILLS FOR CONTRACTUAL SERVICES), 1935-36. 26 ctns. (labeled by contained letters of alphabet).
Name, address of contractor; date of bill; date, amount, description of service; amount of discount, net amount of bill; date bill received, approved, paid by bookkeeping department; initials of auditing clerk. Includes attached correspondence with contractor relative to bills. Arr. chron. by date of bill. No index. Bills, hdw. or typed under ptd. head; letters, hdw. or typed. 7 x 13 x 14½. Sec. FF, rm. on first fl., Storehouse.

590. SCHEDULE OF BILLS PAID, 1897-1915. 1 vol. (dated).
Record of approved bills for supplies, repairs, contractual services, cases aided outside of Boston: Name of concern or account; amount, purpose of expenditure; date of payment. Arr. chron. by date of payment. No index. Hdw. 225 pp. 9 x 10½ x 1½. Photostat rm., OPW Main Bldg.

Pay Rolls

591. WEEKLY PAYROLLS - DEPT. OF PUBLIC WELFARE, Jan. 1935--. 5 loose-leaf vols. (dated).
Duplicates of weekly pay rolls, submitted to city auditor, concerning departmental employees: Date, number of payroll sheet; name, title of each employee; number of days worked, weekly, yearly salary; amount of weekly deduction for retirement, net amount received; total salaries, deductions for retirement, payments to employees. Arr. chron. by date of pay roll. No index. Typed under ptd. head. 500 pp. 14½ x 21 x 5. 2 vols., Jan. 1935-Dec. 1936, sec. KKK, rm. on first fl., Storehouse; 3 vols., 1937--, bkkp. div. off.

Bank Records

592. RECONCILIATIONS AND BANK STATEMENTS, Apr. 1, 1935-Dec. 31, 1936, 1938--. 3 ctns., 6 f.d. (labeled by types of aid, and dated). Title varies: Aid Accounts Reconciliation, Apr. 1, 1935-Dec. 31, 1936, 1 ctn.; no title, Jan. 1, 1939--, 6 f.d.
Bank balance at first of month as reported on bank statement, date of statement; amounts of subsequent daily deposits, checks outstanding, daily net balance at bank. Includes monthly reconciliation showing name of account (type of aid), balance on hand at beginning of period; total amounts of deposits added, payments deducted; net balance on hand; date, number, amount of each check outstanding; total checks outstanding, amount

of forgeries, explanation of adjustment, reconciled balance. Arr. chron. by date of statement. No index. Typed or hdw. under ptd. head. Ctns. 7 x 13 x 14; f.d. 4 x 8½ x 24. Cabinet.

593. BANK STATEMENTS D.A., Apr. 1935-Apr. 1936, 1937--. 3 ctns., 10 f.d. (3 ctns., Apr. 1935-Apr. 1936, dated; 10 f.d., 1937--, unlabeled).
For description, see entry 592. Arr. chron. by date of statement. No index. Typed or hdw. under ptd. head. Ctns. 7 x 13 x 14; f.d. 4 x 8½ x 24. 3 ctns., Apr. 1935-Apr. 1936, sec. BB, rm. on first fl., Storehouse; 10 f.d., 1937--, bkkp. div. off.

594. TRUST FUND BANK STATEMENTS, 1929-32. 1 ctn.
For description, see entry 592. Arr. chron. by date of statement. No index. Typed or hdw. under ptd. head. 7 x 13 x 14. Sec. BB, rm. on first fl., Storehouse.

Trust Funds Records

595. TRUST FUNDS - RECEIPTED BILLS & BOARD VOTES, 1938--. 1 letter f.b.
Contains:

i. Bills for supplies purchased for recipients of aid from trust funds: Name of merchant, description of charge; date, total amount of bills; number, date of check in payment; name of bank, trust fund credited.

ii. Instructions (copies) from district offices, and social worker in charge of trust funds to start aid on new and reopened cases, or adjust aid allotment on active cases: For description, see entry lll-v. Includes name of trust fund chargeable.

iii. Instructions (copies) from district offices and social worker in charge of trust funds to stop or decrease aid of recipient: For description, see entry lll-vi.

iv. Record of action taken by the executive director on overseers' recommendations for disbursements from trust funds: Date of record, overseers' meeting; name, address of applicant for trust fund aid; amount, period of aid grant; name of fund chargeable; date, number, amount of check covering aid grant.

No obvious arr. No index. i, typed under ptd. head, ii, iii, typed on ptd. form; iv, typed, 9½ x 12½ x 3½. Cabinet.

596. TRUST FUND CHECK REGISTERS, 1929--. 13 vols. (dated).
Daily record of checks issued from trust funds to recipients: Name, address of recipient; date, amount, number of check; name of trust fund chargeable. Includes monthly summary of checks issued for each trust fund account showing date of summary, numbers and amounts of checks drawn, total for each account, for all accounts. Also contains, attached, voided checks showing name, address, case number of recipient, number, amount of checks; name of bank. Arr. chron. by date of check. No index. Typed. 150 pp. 13 x 14 x 1. 6 vols., 1929-34, sec. EE, rm. on first fl., Storehouse; 7 vols., 1934--, bkkp. div. off.

Bookkeeping Division - [597-599]
Financial Records

597. TRUST FUND LEDGER CARDS, 1915-34. 1 bdl. (labeled by contained letters of alphabet and dated).

Name, address of recipient; amount of aid voted by overseers; date, amount of aid rendered; recipient's signature. Arr. alph. by name of recipient. No index. Hdw. on ptd. form. 175 pp. 11 x 8½ x 1. Sec. EE, rm. on first fl., Storehouse.

Commodity Orders

598. GROCERY ORDERS PAID, Feb. 28, 1932-Aug. 31, 1936, Dec. 1936-Feb. 1939, Aug. 1939--. 288 f.d., 59 ctns. (245 f.d., Feb. 1932-Dec. 1935, unlabeled; 43 f.d., June 1933-34, Jan.-Aug. 1936, Aug. 1939--, marked by date of payment; 59 ctns., Dec. 1936-Feb. 28, 1939, labeled by date of payment and contained order nos.). Title varies slightly.

Contains:

i. Grocery orders issued to recipients, filled and returned by grocers: Name, address of recipient, social worker; date, number, amount of order; signature of district office supervisor. Includes notation of payment, showing date thereof. Reverse side shows signatures and addresses of recipient and grocer. For record of orders kept by overseers, see entries 23, 24.

ii. Vouchers from grocers showing records of purchases by recipients: Names of recipients, description of purchases by each; name, address of grocer; number of grocery order; date, total amount of purchase.

284 f.d., 31 ctns., Feb. 28, 1932-Aug. 31, 1936, Dec. 1936-May 1938, arr. chron. by date of payment; 2 f.d., Sept. 1935, arr. alph. by name of grocer; 28 ctns., 2 f.d., Feb. 28, 1938-Feb. 1939, Aug. 1939--, arr. num. by grocery order no. No index. Hdw. on ptd. form. F.d. 5 x 6½ x 24 to 5½ x 14 x 26; ctns. 7 x 13 x 14½. 286 f.d., 59 ctns., Feb. 28, 1932-Aug. 31, 1936, Dec. 1936-Feb. 28, 1939, rm. on first fl., Storehouse; 2 f.d., Aug. 31, 1939--, cabinet.

599. MEAL TICKETS, Jan. 1932--. 77 ctns., 91 f.d. (37 ctns., 49 f.d. 1932--, dated; 23 ctns., 42 f.d., 1932-36, unlabeled; 17 ctns., 1937-38, labeled by contained meal book nos., and dated). Title varies slightly.

Meal tickets issued to recipients and returned by restaurants for payment: Value of ticket; name, address of welfare department; name of executive director, meal-ticket-book reference number, date when ticket redeemable at Volunteers of America for Wayfarers' Lodge cases, stamp showing date paid. Includes intermittently, name of restaurant where ticket redeemable. 48 ctns., 1932-Mar. 1937, no obvious arr.; 42 f.d. 29 ctns., Dec. 31, 1934-Feb. 1938, arr. chron. by date of payment; 49 f.d., 1939--, arr. num. by meal book no. No index. Ptd. Ctns. 7 x 13 x 14½; f.d. 4 x 9 x 28. 48 ctns., Jan. 1932-Mar. 1937, rm. on third fl., Storehouse; 42 f.d., 29 ctns., Dec. 31, 1934-Sept. 30, 1935, 1937-38, secs. BB, SS-WW, rm. on first fl., Storehouse; 49 f.d., 1939--, bkkp. div. off.

600. FUEL, 1925-37, 1939--. 160 ctns., 70 f.d. (7 ctns., 1925-31, 1933-37, dated; 150 ctns., 1930-37, labeled by contained letters of alphabet, dated; 1 ctn., 1933-37, 63 f.d., 1939--, labeled by contained letters of alphabet; 2 ctns., 1937, labeled by vendor's name, and dated; 7 f.d., 1939--, unlabeled). Title varies slightly.

Receipts from vendors for deliveries of fuel to recipients: Name, address, case number of recipient; name, address of vendor; receipt number; date, amount of fuel delivery; signature of recipient. Also contains office copies of orders to vendors to deliver fuel to recipients, 1925-37: Name, address, case number, type of aid of recipient; date, number of order; amount, description of fuel; name of vendor, executive director. Arr. alph. by name of recipient. No index. Hdw., typed on ptd. form. Ctn. 7 x 13 x 14½; f.d. 5 x 10 x 24. 5 ctns., 1925-31, rm. 1, third fl., Storehouse; 150 ctns., 1930-37, bins, rm. 1, second fl., Storehouse; 5 ctns., 1933-37, secs. DD, FF, rm. on first fl., Storehouse; 70 f.d., 1939--, bkkp. div. off.

601. (OIL DELIVERIES), 1938--. 4 vols.

Record of oil deliveries to recipients: Name, address, case number of recipient; quantity of monthly oil allowance; date, amount of delivery; name of dealer. Arr. alph. by name of recipient. No index. Typed. 500 pp. 11½ x 18 x 2½. Cabinet.

602. (Monthly) FUEL (Disbursement Lists), 1931-35. 122 vols., 1 corrg. ctn. (dated).

Name, address, case number, type of aid of recipient; name of vendor, order number, receipt-number reference to Fuel, entry 600; date of payment, total amount of fuel orders. Arr. num. by fuel order no. No index. Hdw. or typed on ptd. form. Vols. 200 pp. 24 x 9½ x 2; ctn. 7 x 13 x 14½. Rm. on first fl., Storehouse.

603. FUEL ORDERS - VOIDS, 1930-37. 20 corrg. ctns. (8 corrg. ctns., 1930-37, labeled by contained letters of alphabet; 8 corrg. ctns., 1932-36, dated; 4 corrg. ctns., 1933-34, unlabeled). Title varies slightly.

Canceled fuel orders (originals and duplicates): Name, address, case number, type of aid of recipient; order number; quantity, kind of fuel to be delivered; name of dealer, signature of executive director, reason for cancelation. 8 ctns., 1930-37, arr. alph. by name of recipient; 12 ctns., 1932-36, no obvious arr. No index. Hdw. on ptd. form. 7 x 13 x 14½. 8 ctns., 1930-37, rm. 2, second fl.; 12 ctns., 1932-36, rm. 2, third fl.; Storehouse.

604. CLOTHING ORDERS, 1935-Jan. 1936. 2 ctns. (1 ctn., 1935, unlabeled; 1 ctn., Sept. 1935-Jan. 1936, labeled by contained letters of alphabet).

Orders for clothing for recipients submitted by district office visitors to commodity division, and sent when filled to bookkeeping division: Date, number of order; name, address, type of aid, case number of recipient;

name of district office; number, ages of persons in recipient's family; signature of visitor, district supervisor. Reverse side shows number, size, description of articles to be delivered. Arr. alph. by name of recipient. No index. Hdw. on mimeographed form. 7 x 13 x 14½. Sec. HH, rm. on first fl., Storehouse.

605. (Lists of Paid) CLOTHING ORDERS - SEARS ROEBUCK, Mar.-Nov. 1933. 1 corrg. ctn. (dated). System discont. 1933.
Name of vendor; vendor's, overseers' order numbers; name of each recipient; amount of each order, all orders; certified public accountant's stamp of approval, number of sale clerk. Also contains bills for clothing sold recipients: Name, address of recipient; date, amount of sale; quantity, catalogue number, price of each item; name of vendor; number of sale clerk, bill; certified public accountant's stamp of approval. Arr. chron. by date of bill. No index. Hdw. on ptd. form. 7 x 13 x 14½. Rm. 1, third fl., Storehouse.

606. STORE ORDER CARDS SEARS ROEBUCK (and Other Stores), Feb. 1932-Mar. 1934. 1 ctn. (dated).
Record of orders issued by department to stores for special needs of recipients: Date, number of order; name of vendor, visitor; name, address of recipient; description of clothing ordered. Includes, intermittently, reference to person recommending order, and size of recipient's family. Arr. alph. by name of welfare recipient. No index. Hdw. 7 x 13 x 14½. Rm. 1, third fl., Storehouse.

607. CLOTHING ORDERS - BILLS - RAYMONDS, Jan.-June 1932. 2 ctns. (dated).
Duplicates of clothing orders on Raymonds Incorporated, issued to recipients: Date, number of order; name and address of merchant, recipient; name of welfare visitor, secretary of overseers; amount of order, date and amount of bill, date of payment. Also contains attached bills for articles supplied recipients showing name and address of merchant, welfare department; date, number of order; quantity, description of items purchased; unit price, total cost for each article; total amount of bill; rate of discount, if any; net amount of bill paid. No obvious arr. No index. Orders, hdw. and typed on ptd. form; bills, hdw., typed under ptd. head. 7 x 13 x 14½. Rm. 1, third fl., Storehouse.

608. CLOTHING ORDERS - SEARS ROEBUCK, Oct.-Dec. 1931. 2 ctns. (dated).
Duplicates of clothing orders on Sears Roebuck and Company, issued to recipients: For description, see entry 607. Includes notation of amount of bill, date of payment. Arr. chron. by day and thereunder num. by order no. No index. Hdw. on ptd. form. 7 x 13 x 14½. Rm. 1, third fl., Storehouse.

609. SHOE ORDERS ON WOLF'S, Feb. 1933-34. 3 ctns. (dated).
Duplicates of shoe orders on Wolf's Clothing House, issued to recipients: Date, number of order; name, address of merchant, recipient; description, price of item ordered; name of visitor, secretary of the overseers, signature of official issuing order, recipient. Also contains, attached, sales slips from merchant: Name, address of merchant; name of welfare office issuing order, division of department store that filled order; number of clerk, shoe lot, sales slip; occasional indications of size and price of shoes. Arr. chron. by date of order. No index. Hdw. on ptd. form. 7 x 13 x 14½. Rm. 1, third fl., Storehouse.

610. SHOE ORDERS, SEARS ROEBUCK CO., 1933, 1 ctn. (dated).
Duplicates of shoe orders on Sears Roebuck and Company, issued to recipients, and sales slips from merchant: For description, see entry 609. Arr. chron. by date of order. No index. Hdw. on ptd. form. 7 x 13 x 14½. Rm. 1, third fl., Storehouse.

Aid to Dependent Children

611. A.D.C. SOCIAL SECURITY REPORTS, 1937--. 2 corrg. ctns., 4 bdls. (2 ctns., 1937, dated; 4 bdls., 1938--, unlabeled). No title, 1938--, 4 bdls.
Monthly case summaries prepared for semiannual federal audit: Name, address, case number of recipient; check number, amount of monthly grant, date of summary. Arr. chron. by date of summary. No index. Typed. Ctns. 7 x 13 x 14½; bdls. 15 x 10 x 15. 2 ctns., 1937, rm. on first fl., Storehouse; 4 bdls., 1938--, bkkp. div. off.

612. M. A. (Relief Disbursements), 1932--. 92 vols. (dated).
Duplicates of disbursement sheets prepared weekly by tabulating room for paymaster (original sent by paymaster to city auditor), concerning MA, 1932-35, ADC, 1936--: For description, see entry 572. Arr. by name of welfare dist. and thereunder chron. by date of sheet. No index. Typed under ptd. head. 600 pp. 19 x 17½ x 4. Bins, rm. on first fl., Storehouse.

613. AID TO DEPENDENT CHILDREN BILLING, Aug. 1926-Sept. 1935, June-July 1937. 6 corrg. ctns. (5 ctns., 1926-35, labeled by contained letters of alphabet, dated; 1 ctn., 1937, dated). Title varies: State Mother's Aid Bills, Aug. 1926-Sept. 1929, 1 ctn.; Boston Mother's Aid Bills, Sept. 1929-Sept. 1935, 4 ctns. System discont. 1937.
Copies of bills to state department claiming reimbursement for aid rendered: Name, address, case number, settlement of recipient; amounts, dates, nature of aid; total amount of aid, amount of reimbursement claimed; date of bill, notice of acceptance of case; certification of executive director. Arr. chron. by date of bill and thereunder alph. by name of recipient. No index. Hdw. on ptd. form. 7 x 13 x 14½. Rm. on first fl., Storehouse.

614. (RECORDS OF RECHARGES TO THE STATE DEPARTMENT), 1938--. 10 bdls.
Photostat copy of records sent to the state department, requesting reimbursement for aid rendered: Name, case number, coded settlement number of recipient; dates, amounts, check numbers of regular and supplementary aid; date of settlement notice to the state department, aid authorization, expiration of aid; amount, number of authorization; totals of regular and supplementary aid, total aid; percentage, amount charged to the state department; initials of visitor. Arr. alph. by name of recipient. No index. Photostat. 20 x 14 x 5.

615. CITY & TOWN MOTHER'S AID BILLS, 1923-July 1924, July 1928-36. 1 corrg. ctn. (labeled by contained letters of alphabet, dated).
Copies of bills to outside municipalities requesting reimbursement for cases with outside settlements: Name, address, case number, settlement of recipient; amount, nature, date of aid; date of bill, original notice to municipality of acceptance of case; name of municipality, amount of recharge, certification of executive director. Includes, occasionally, notation of refusal by municipality, showing date of refusal. Arr. chron. by date of bill and thereunder alph. by name of recipient. No index. Hdw. on ptd. form. 7 x 13 x 14½. Sec. AAA, rm. on first fl., Storehouse.

616. BANK DIVIDEND REFUNDS - A.D.C. - FANFOLDS, 1936-38. 1 f.d.
Contains:
i. Card record of recipients who reimbursed the department for aid rendered with money received from return of deposits in closed banks: Name, type of aid of recipient; date, amount of aid.
ii. Copies of notices concerning settlement statuses of recipients: For description, see entry 503.
Arr. alph. by name of recipient. No index. i, typed; ii, typed on ptd. form. 5½ x 7 x 11½. Cabinet.

617. MOTHER'S AID - CHAP. 118 - BOARD OF PUBLIC WELFARE, 1927-31. 4 vols. (dated).
Record of aid granted: Name, address, case number, settlement of recipient; date of settlement notice to the state department, outside municipality; dates, amounts, descriptions of aid; monthly total aid granted each case, granted all cases; proportionate charges on each case borne by Boston, borne by the state department; amount chargeable to outside municipality on each outside case, total amount due Boston for all outside cases, date of receipt of payment from outside municipality or the state department. Arr. chron. by date of aid. No index. Hdw. on ptd. form. 120 pp. 10 x 16 x 1. Strm., OPW Main Bldg.

618. SIGNATURE CARDS (of Recipients), 1938--. 3 f.d., 1 f.b.
System estab. 1938. Title varies: A.D.C., 1938, 3 f.d.
For description, see entry 574. Arr. alph. by name of recipient. No index. Hdw. and typed. F.d. 4½ x 11½ x 28; f.b. 6½ x 5½ x 14. Cabinet.

Old Age Assistance

619. O.A.A. SOCIAL SECURITY REPORTS, 1937--. 6 ctns., 6 bdls. (6 ctns., 1937, dated; 6 bdls., 1938--, unlabeled). No title, 1938--, 6 bdls.

Monthly case summaries prepared for semiannual federal audit: For description, see entry 611. Arr. chron. by date of report. No index. Typed. Ctns. 7 x 13 x 14½; bdls. 15 x 10 x 15. 6 ctns., rm. on first fl., Storehouse; 6 bdls., 1938--, bkkp. div. off.

620. REFUNDS - BURIALS - O.A.A., A.D.C., 1931--. 1 f.d.

Card record of OAA, MA (1931-35), and ADC (1936--) cases which repaid the department for burial loans: For description, see entry 573. Arr. alph. by name of recipient. No index. Typed on ptd. form. 6 x 10 x 16½. Cabinet.

For card record of persons requesting allowances for burials 1934--, see entry 433.

621. O.A.A. (Relief Disbursements), 1932--. 195 vols. (dated).

Duplicates of disbursement sheets prepared biweekly by tabulating room for paymaster, original sent by paymaster to city auditor, concerning recipients to be aided for the following two-week period: For description, see entry 572. Arr. by name of welfare dist. and thereunder chron. by date of sheet. No index. Typed under ptd. head. 600 pp. 19 x 17½ x 4. 95 vols., 1932-35, bins, rm. on first fl., Storehouse; 100 vols., 1936--, bkkp. div. off.

622. STATE OLD AGE ASSISTANCE BILLS, 1931-38. 10 corrg. ctns. (labeled by contained letters of alphabet, dated). System discont. 1938.

Copies of bills to state bureau of OAA requesting reimbursement for aid granted Boston residents (total expense recharged if recipient has no settlement, one-third if settlement is Boston): For description, see entry 613. Arr. chron. by date of bill and thereunder alph. by name of recipient. No index. Hdw. on ptd. form. 7 x 13 x 14½. Sec. AAA, rm. on first fl., Storehouse.

623. NEGATIVES - (State) OLD AGE ASSISTANCE BILLS, 1938--. 10 bdls. (3 bdls., 1938, dated; 7 bdls., 1939--, unlabeled). System estab. 1938. No title, 1939--, 7 bdls.

Photostats of OAA aid records requesting reimbursement, sent to the state bureau of OAA: For description, see entry 614. Arr. alph. by name of recipient. No index. Photostat. 20 x 14 x 5. 3 bdls., 1938, rm. on first fl., Storehouse; 7 bdls., 1939--, bkkp. div. off.

624. O.A.A. (Recipients' Signature Cards), 1938--. 11 f.d. System estab. 1938.

For description, see entry 574. Arr. alph. by name of recipient. No index. Hdw. and typed. 4½ x 11½ x 28. Cabinet.

Temporary Aid

625. DUPLICATES OF STATE TEMPORARY AID BILLS (Submitted to State Department), 1932-38, 41 corrg. ctns. (35 ctns., 1932-37, labeled by contained letters of alphabet, dated; 6 ctns., 1935-38, dated). System discont. 1938. Title varies slightly. For description, see entry 613. Arr. chron. by date of bill and thereunder alph. by name of recipient. No index. Hdw. on ptd. form. 7 x 13 x 14½. Rm. on first fl., Storehouse.

626. STATE TEMPORARY AID RECORDS, 1938--. 5 bdls. System estab. 1938.
Photostats of TA records concerning reimbursement, sent to state department: For description, see entry 614. Arr. alph. by name of recipient. No index. Photostat. 20 x 14 x 5.

627. TEMPORARY AID - OVERSEERS OF THE POOR, 1898-1923. 1 vol. (3).
Record of TA rendered: Name, address, case number of recipient; date, amount, description of aid; total aid rendered each recipient, monthly total aid for each classification (DA, ADC, OAA), and for all classifications. Arr. chron. by date of aid. No index. Hdw. on ptd. form. 350 pp. 15 x 10 x 2. Strm., OPW Main Bldg.

628. (CASES AIDED BY THE CITY AND CHARGED TO STATE DEPARTMENT), 1841-43, 1865-85. 4 vols.
Record of aid rendered persons without a settlement in the State, the expenses being charged to state department: Name of recipient. Includes: 1841-43, age, birthplace, ward number of recipient; date of entrance to the State, first aid; dates and amounts of aid for each adult, child; annual total days aided, total cost of aid classified by wards; cost of burials of adults, children; total amount charged to state department, names of ward overseers; 1865-85, address, case number of recipient; amounts, description, period, dates of aid; monthly, yearly total aid for each recipient; folio reference to case record; yearly recapitulation showing total monthly grants, annual total grants. 1841-43 arr. num. by ward no. and thereunder alph. by name of recipient; 1865-85 arr. chron. by year and thereunder alph. by name of recipient. No index. Hdw. 1841-43; hdw. under ptd. head 1865-85. 80 to 166 pp. 15½ x 11 x 1 to 16 x 13½ x 2. Photostat rm., OPW Main Bldg.

629. (ACCOUNTS WITH MUNICIPALITIES AND STATE DEPARTMENT), 1824-30, 1838-54. 3 vols.
Accounts concerning reimbursement for aid to persons with either an outside or state settlement: Name of recipient; date, description of aid; total recharge; amount, date of reimbursement; name of reimbursing municipality or state department, remarks. 1824-30 includes cost of clothing, supplies furnished; period, cost of board at almshouse. Arr. chron. by date of aid and thereunder by name of municipality. No index. Hdw. 500 to 600 pp. 8½ x 13 x 2 to 16 x 10 x 2½. Photostat rm., OPW Main Bldg.

Outside Aid
(See also entries 615, 629)

630. (BOSTON SETTLEMENT CASES AIDED BY OUTSIDE MUNICIPALITIES), 1913--. 2 f.d. (labeled by contained letters of alphabet).
Contains card record of:

i. Completed reimbursements to outside municipalities: Name, address, case number of recipient; date, kind, amount of aid; date of approval of recharge, completion of payments.

ii. Uncompleted reimbursements to outside municipalities showing same information as in i, omitting date of completion of payments. Also contains, attached, ledger card showing date and amount of charge from outside municipality, dates and amounts of reimbursing payments.

Arr. alph. by name of recipient. No index. Hdw. on ptd. form, 11 x 15 x 25. Cabinet.

631. RECORD OF RECHARGES TO THE STATE DEPARTMENT, 1932--. 2 loose-leaf binders. System estab. 1932.
Monthly record of recharges to state department for aid rendered recipients without a Boston settlement: Name, case number of recipient; type of case, date state department notified that case would be charged to them; dates, amounts of aid; total amount of aid to each recipient, amount charged to state department. Arr. num. by recipient's case no. No index. Hdw. or typed on ptd. form. 400 pp. 20 x 13 x 2½. 1 vol., 1932-37, strm., OPW Main Bldg.; 1 vol., 1937--, bkkp. div. off.

632. BILLS, 1922--. 8 ctns., 2 bdls., 8 f.d.
Contains:

i. Bills (copies) sent to municipalities for reimbursement for aid rendered: Name of recipient, municipality; dates, amounts of aid; date of bill.

ii. Bills from outside municipalities claiming reimbursement for aid rendered persons with Boston settlement, 1935--: Name, case number of recipient; dates, amounts of aid; name of outside municipality, date of notice from outside municipality of their acceptance of case; date of acknowledgment of responsibility by Boston, bill; signatures of supervisor and clerk approving charge, initials of auditor.

8 ctns., 2 bdls., 1922-37, arr. alph. by name of municipality and thereunder chron. by date of bill; 8 f.d., 1935--, arr. alph. by name of municipality. No index. Typed on ptd. form. Ctns. 7 x 13 x 14½; bdls. 5 x 9 x 9; f.d. 11½ x 13½ x 28. 8 ctns., 2 bdls., 1922-37, sec. EE, rm. on first fl., Storehouse; 8 f.d., 1935--, cabinet.

633. OFFICE COPIES (of) B.C.H. BILLS, 1937--. 1 ctn., 3 f.d. (dated).
Bills recharging to outside municipalities expense incurred at the BCH by recipients: Name of patient, municipality; date of departmental notice to municipality of hospitalization of recipient; dates, description of aid; date, total amount of bill. Arr. alph. by name of municipality. No index. Typed on ptd. form. Ctns. 7 x 13 x 14½; f.d. 11½ x 13½ x 28. 1 ctn., 1937, rm. on first fl., Storehouse; 3 f.d., 1938--, bkkp. div. off.

Bookkeeping Division - Outside Aid [634-638]

634. OLD LEDGER CARDS, 1921-33. 3 corrg. ctns. System discont. 1933. Ledger card record of reimbursements made by state department or outside municipalities: Name, case number of recipient; dates, description, amounts of debit and credit entries; balance. Arr. alph. by name of recipient. No index. Hdw. on ptd. form. 7 x 13 x 14½. Sec. AA, rm. on first fl., Storehouse.

635. JOURNAL - CITIES AND TOWNS - OVERSEERS OF THE PUBLIC WELFARE, 1864-1931. 8 vols. (dated; 3 vols., 1900-1931, also marked 6-8). No title, 1864-92, 4 vols.
Record of reimbursements by outside municipalities: Name of municipality, recipient; case number of recipient; amounts, dates of aid; date of notice to municipality of acceptance of case in Boston, date of reimbursement; monthly, yearly total payments. 1900-1931 includes name of auditor, date of audit. Arr. alph. by name of municipality and thereunder alph. by name of recipient. 1864-99 indexed alph. by name of municipality; 1900-1931, no index. Hdw. under ptd. head 1864-99; hdw. 1900-1931. 5 vols., 1864-99, photostat rm.; 3 vols., 1900-1931, strm.; OPW Main Bldg.

636. MEDICAL CASES AIDED BY THE CITY AND CHARGED TO THE STATE, 1876-1918. 2 vols.
Name, address, disease, case number of recipient; descriptions, dates of aid; monthly, annual total aid for each recipient; folio reference to case record. Arr. chron. by year and thereunder alph. by name of recipient. No index. Hdw. under ptd. head. 200 pp. 12 x 15 x 2. Photostat rm., OPW Main Bldg.

637. RECEIPTS - PENSIONS AND GRANTS - OVERSEERS OF THE POOR, 1905-8, 1915-18, 2 vols.
Contains record of payments to:

i. Outside municipalities for aid rendered cases with a legal settlement in Boston: Name of municipality; date, amount of payment.

ii. Vendors for provisions, and for sundry expenses incurred by the Wayfarers' Lodge and the Temporary Home for Women and Children: Name of vendor, date of payment; amount, description of expenditure; amount of discount, net payment.

Arr. by name of account and thereunder chron. by date of payment. No index. Hdw. 318 pp. 14 x 9 x 1. Rm. 1, second fl., Storehouse.

638. ACCOUNTS RECEIVABLE AND TRIAL BALANCES, 1931-35. 1 corrg. ctn. System discont. 1935.
Annual balance sheets of outstanding charges to the state department for DA cases: Name, address, case number of recipient; amount charged to the state department, unpaid balance; total outstanding charges. Arr. alph. by name of recipient. No index. Hdw. 7 x 13 x 14½. Closet, second fl., Storehouse.

Medical Prescriptions

639. PRESCRIPTION DUPLICATES, 1928--. 2 ctns., 1 f.d. Title varies slightly.
Copies of orders on drugstores, hospitals, and oculists, issued to recipients: Name, address, case number of recipient; name, address of oculist or dispensary; date, number of order; nature of prescription, name of visitor. Includes: 1928-34, signature of secretary of overseers; date, amount of bill; 1935--, name and age of recipient's child requiring prescription. Arr. num. by prescription order no. No index. Hdw. on ptd. form. Ctns. 7 x 13 x 14½ f.d. 6 x 10 x 16½. 2 ctns., 1928-34, rm. 1, third fl., Storehouse; 1 f.d., cabinet.

640. PRESCRIPTION ORDERS, Jan. 1934-Feb. 1937. 9 ctns. (dated). Title varies: Prescriptions Paid, 1934-36, 7 ctns. Drug Releases, 1935, 1 ctn.
Contains:
i. Overseers' orders (copies) to druggists to fill prescriptions: Name, address of druggist; name, address, case number of recipient; number, date of order; name of visitor, stamped date and name of executive director indicating approval of order; includes notation of amount of bill, date of payment. For copies of authorizations kept by overseers, see entries 18, 19.
ii. Prescription orders (copies) issued to recipients: Name, address of druggist, recipient; age of recipient, prescription formula, signature of physician, date of order.
Arr. chron. by date of payment. No index. i, hdw.; ii, typed on ptd. form. 7 x 13 x 14½. 8 ctns., Jan. 1934-Dec. 1936, rm. 1, third fl.; 1 ctn., Jan. 1936-Feb. 1937, sec. CC, rm. on first fl., Storehouse.

641. PRESCRIPTIONS POSTED, July 1935-Aug. 1936, 1937. 2 ctns.
Card records of persons who have received medicine through orders of the OPW: Name, address, case number of recipient; name of dispensary, visitor; date of overseers' order to dispensary; date prescription filled, paid; date, amount of check. No obvious arr. No index. Typed. 7 x 13 x 14½. 1 ctn., July 1935-Aug. 1936, rm. 1, third fl.; 1 ctn. 1937, sec. CC, rm. on first fl., Storehouse.

642. PRESCRIPTION CARDS PAID, 1932-33. 1 corrg. ctn.
Record of payments made to druggists, opticians and others for medicine, eyeglasses, and orthopedic appliances given recipients: Name, address of recipient; date, cost of medical aid; date of payment. Arr. alph. by name of recipient. No index. Hdw. 7 x 13 x 14½. Rm. 1, third fl., Storehouse.

Miscellaneous

643. MISC. CARBON COPIES OF LETTERS, NOTICES, ETC. FROM DEPT., 1913--. 4 ctns. (3 ctns., 1913-33, unlabeled; 1 ctn., 1934--, dated). Title varies: Misc. Correspondence, 1913-33, 1 ctn.

Correspondence with outside municipalities regarding charges to and from Boston, concerning support of recipients with outside settlements; with vendors, concerning adjustments of bills; interdepartmental communications concerning charges for supplies, adjustments of bills, estimates of costs, personnel matters; notices of meetings called by executive director or business manager concerning changes in departmental rulings in administering aid. No obvious arr. No index. Correspondence, hdw., typed; notices, mimeographed. 7 x 13 x 14½. 3 ctns., 1913-33, rm. 1, third fl., Storehouse; 1 ctn., 1934--, bkkp. div. off.

644. ADJUSTMENTS RE(garding) THE RECONCILIATIONS OF THE AID ACCOUNTS, 1936--. 1 letter f.b. (dated and marked by types of aid).

Daily memoranda of adjustments requested by departmental offices: Date, nature, amount, explanation of error; date of referral, nature of adjustment. Arr. chron. by date of referral. No index. Typed. 9½ x 12½ x 3¼. Cabinet.

For record of adjustments made, see entry 585.

645. CITIES & TOWNS - COPIES OF LAWSUITS, 1936--. 3 f.d. (labeled by contained letters of alphabet).

Listing of summonses sent to outside municipalities or Boston law department, for charges brought by or against Boston for collection of aid rendered persons with a settlement elsewhere than their residence: Name of recipient involved; dates, amounts of aid; amount of suit. Arr. alph. by name of outside municipality. No index. Typed. 11½ x 13½ x 28. Cabinet.

646. (Record of Check) FORGERIES, Feb. 28, 1934--. 1 vol.

Name, address, type of aid of recipient under whose name stolen or found check forged; date, amount, number of check; date bank notified, credited; date, number, amount of duplicate check; name of department bookkeeper. No obvious arr. No index. Hdw. 300 pp. 14½ x 11½ x 1½. Cabinet.

647. REGISTER OF BURIALS - OVERSEERS OF THE POOR, 1883--. 5 vols. (1-5, dated).

Name, age of decedent; date, cause of death; date, cost of burial; daily cost of all burials by department. Arr. chron. by date of death. Indexed alph. by name of decedent. Hdw. on ptd. form. 350 pp. 16 x 11 x 1½.

648. DONATIONS ORDER BOOK, May 1927-Dec. 1930. 1 vol. (dated).

Record of donations made by individuals, organizations, and business concerns to department: Number, description of item donated; amount of donation, if money; name of donor. No obvious arr. No index. Hdw. 100 pp. 12½ x 5½ x ½. Rm. 2, third fl., Storehouse.

649. MEAL BOOK COVERS, Jan. 1935-36. 17 ctns. (dated). Title varies slightly.
Returned meal book covers that contained coupons used by recipients at restaurants: Name, address, case number of recipient; number, date of issue of meal book; directions for use of coupons, rubber stamped signature of executive director. No obvious arr. No index. Hdw. on ptd. form. 6½ x 13 x 14½. 4 ctns., Jan.-Dec. 1935, secs. SS, TT, WW, rm. on first fl.; 13 ctns., 1935-36, rm. 2, third fl., Storehouse.

650. LIST AND RECEIPTS (and Bills) FOR XMAS BASKETS, 1937. 1 letter f.b.
Contains:
i. Bills from grocers for Christmas baskets ordered for needy persons: Date, amount of bill; name of grocer, price of each basket. Includes notation by bookkeeping department of date of payment, fund chargeable.
ii. List of applicants for free baskets: Name, address of recipient; name, number of district office where recipient receives aid.
iii. Recipients' acknowledgments of receipts of baskets: Signatures of recipient and witness on letter from department listing contents of basket.
Arr. num. by welfare district office no. No index. i, typed on ptd. form; ii, typed; iii, typed or hdw. 9½ x 12½ x 3½. Cabinet.

651. THANKSGIVING AND CHRISTMAS LISTS, 1931. 1 f.b.
List of needy persons sent baskets of food: Name, address of recipient; date of delivery, number of persons in recipient's family, name of person who recommended delivery. Includes, intermittently, occupation of recipient. Arr. alph. by name of recipient. No index. Hdw. 10 x 5½ x 13. Rm. 2, third fl., Storehouse.

AUDITING DIVISION

Except where otherwise noted, all records are in the auditing division office, Overseers of the Public Welfare Main Building.

Reports and Summaries

652. REGISTER OF PERSONS SUPPORTED OR RELIEVED BY PUBLIC WELFARE, Apr. 1, 1940--. Approx. 1000 sheets.
Annual reports submitted to state department classified by DA, ADC, and DAA cases: Name, case number, address, sex, color, date and place of birth, settlement, marital status, mental condition, date of registration of recipient; dates of aid rendered since March 31st of the year reported, birthplace of parents; date, cause of cessation of aid; age at death, date of report, remarks, signature of head of the division.

Includes, under DA classification, report of aid given at Wayfarers' Lodge, and Temporary Home for Women and Children. Arr. chron. by date of report and thereunder chron. by date of registration of recipient. No index. Typed. 18 x 22.

653. (REPAYABLE AID), 1935--. 1 folder.
Summaries submitted by legal division concerning recipients who will reimburse the department for aid received: Date of summary; names, addresses, case numbers of recipients; total amount of aid repayable, dates of agreements with recipients, name of legal division head. Arr. chron. by date of summary. No index. Typed. 10 x 11½ x 1.

Financial Records

654. DRAFTS DEPOSITED, 1937--. 1 loose-leaf vol.
Record of money deposited in the First National Bank of Boston, showing amount, date of deposit. Arr. chron. by date of deposit. No index. Typed. 200 pp. 10 x 8 x 2. Cabinet.

655. DAILY CASH REFUNDS, 1937--. 1 vol. Prior records destroyed.
Record of voluntary reimbursements by recipients: Name, case number, type of aid of recipient; amount, date of reimbursement. Arr. chron. by date of reimbursement. No index. Typed. 200 pp. 10 x 8 x 2. Cabinet.

656. EXPENSE VOUCHERS, 1935--. 2 ctns., 2 f.d. (2 ctns., 1935-36, labeled by clerk's name, and dated; 2 f.d., 1937--, unlabeled).
Title varies: Carfare Expense Vouchers - Auditing Division, 1935-36, 2 ctns.
Monthly sheets for each social worker with daily entry of expense incurred in checking new and old cases: Name of social worker, district office; date of sheet; name, address of each person visited; means and cost of transportation, description of expense; daily, monthly total expense. Reverse side shows signature and remarks of social worker, signature of approval of head of auditing division. Arr. chron. by month and thereunder alph. by name of social worker. No index. Hdw. or typed on ptd. form. 2 ctns., 1935-36, rm. on first fl., Storehouse; 2 f.d., 1937--, cabinet.

657. PRESCRIPTIONS (Nonapproved Hospital Charges), 1937--. 3 f.b. (labeled by contained letters of alphabet).
Card record of medical expense incurred at BCH by persons not found on welfare rolls, case transferred to entry 658 if later identified as welfare case. Name, address of patient; name of hospital; date, amount of bill; date of patient's visit to hospital, type shown by code number of medicine supplied. Arr. alph. by name of patient. No index. Typed, hdw. 5 x 6 x 12.

658. (CARD RECORD OF APPROVED BCH CHARGES FOR RECIPIENTS), Jan. 1940--. 1 ctn.
For description, see entry 657; includes date of posting on Cash Cards, entry 580; signature of posting clerk. Arr. by name of dist. off. and thereunder alph. by name of patient. No index. Typed, hdw. 12 x 15 x 15.

Miscellaneous

659. RECORD, 1934--. 1 vol. System estab. 1934.
Record of disposition of effects of recipients buried by the department: Name, address of decedent; description of effects; date auditing division received, sold or otherwise disposed of effects; amount of sale, if applicable; date money deposited in bank. Arr. chron. by date of receipt of effects. No index. Hdw. 150 pp. 12 x 10 x 1.

660. EFFECTS, June 1937--. 6 steel f.d. Prior records destroyed.
Record made on envelope containing effects of persons buried by department: Name, address, case number, date of death of decedent; list of effects found on unclaimed body. Arr. chron. by date of death of decedent. No index. Hdw. on ptd. env. 12 x 6 x 12. Safe.

661. (CORRESPONDENCE), 1937--. 2 f.d.
Interdepartmental communications concerning aid rendered; correspondence with hospitals and institutions concerning approved and nonapproved bills for services rendered recipients, with banks concerning funds of recipients, with decedents' relatives or friends concerning effects found on bodies of persons buried by department. Arr. alph. by name of correspondent. No index. Typed, hdw. 11½ x 13 x 28½. Cabinet.

COLLECTION DIVISION

Except where otherwise noted, all records are in room 21, Overseers of the Public Welfare Main Building. In addition to the following records, see entry 569-iii for business manager's reports of reaudits 1936--.

Notices

662. STATE HOUSE REFERRALS, 1931--. 2 f.d.
Notices sent to state department, and returned with explanatory remarks, concerning deferred reimbursement for aid rendered Boston recipients with a state settlement: Name, address, state and city registration numbers of recipient; dates, amounts of aid rendered; total amount charged to state department, amount of state department reimbursement, balance, explanation by state department for delayed reimbursement; date of notice, reply. Arr. alph. by name of recipient. No index. Typed, hdw. 11½ x 13½ x 28. Cabinet.

663. NOTICES TO CITIES AND TOWNS, Mar. 15, 1915-Feb. 1924, Mar. 1925-May 1929. 13 loose-leaf vols. No title, Mar. 15, 1915-June 7, 1918, June 1, 1921-Feb. 1924, Mar. 1925-May 1929, 12 vols.
Record of notices for collection of aid rendered to persons with outside settlements: Name of municipality, date of notice; name, address, age, type of aid, number of persons in family of recipient, dates, amounts of aid; remarks. Arr. alph. by name of municipality and thereunder chron. by date of notice. No index. Typed. 700 pp. 11½ x 8½ x 6. Rm. 2, third fl., Storehouse.

Charges

664. (CARD RECORD OF UNCOMPLETED REIMBURSEMENTS MADE BY STATE DEPARTMENT), 1931--. 1 f.d.
Name, address, city and state department case numbers of recipient with a state settlement; dates, amounts of aid; date state department agreed to assume recharge; amounts of state department's payments, balance. Arr. alph. by name of recipient. No index. Typed, hdw. 6 x 6 x 12.

665. (CARD RECORD OF COMPLETE REIMBURSEMENTS BY STATE DEPARTMENT), 1936--. 1 f.d.
For description, see entry 664. Includes notation of completed payment. Arr. alph. by name of recipient. No index. Typed, hdw. 6 x 6 x 12.

666. ACCOUNTS RECEIVABLE, 1932--. 16 f.d.
Card record of cases aided by Boston, with whole or partial recharge collectible from state department or from outside settlement of recipient: Name, address, case number of recipient; name of visitor, abstract of correspondence or order that determined settlement of recipient; dates, amounts of aid and reimbursing payments; period covered by payment, uncollected balance. Arr. alph. by name of recipient. No index. Typed, hdw. 4 x 6 x 24. Cabinet.

667. (SUMMARY OF DEPENDENT AID CHARGEABLE TO MUNICIPALITIES OR STATE DEPARTMENT), 1930--. 9 vols. (labeled by contained letters of alphabet).
Name, address, case number, settlement of recipient; description, total amount of aid; date of notice (if sent) to municipality or State department establishing responsibility for reimbursement. Arr. alph. by name of recipient. No index. Hdw. 500 pp. 12 x 22 x 3.

668. ANALYSIS OF 1930-31 (Cases) UNSETTLED AND NOT BILLED TO STATE, 1930-31. 2 vols. (labeled by contained letters of alphabet).
Record of charges uncollected from state department or unpaid to welfare department in Boston, due to delay in establishing responsibility for support of recipients with outside settlements: Name, address, case number, settlement status of recipient; amount of uncollected or unpaid recharge. Arr. alph. by name of recipient. No index. Hdw. 130 pp. 5 x 13 x 1.

669. STATE TEMPORARY AID - OVERSEERS OF THE POOR, Jan. 1886-Dec. 1901. 1 vol. (2).
Record of TA rendered with recharge collectible from state department: Name, address, case number of recipient; number of weeks aided, description of aid; monthly total aid for each recipient, for all recipients. Includes yearly recapitulation showing toal monthly and yearly reimbursing payments from state department. Arr. alph. by name of recipient and thereunder chron. by date of aid. No index. Hdw. on ptd. form. 220 pp. 11½ x 16½ x 2. Rm. 2, second fl., Storehouse.

Disallowances

670. RECORD OF DISALLOWANCES OF CHARGES TO THE COMMONWEALTH, 1931--. 5 vols.
Record of disposition of charges made to state department for aid rendered recipients with no city or town settlement: Name, case number of recipient; dates, amounts of aid; date of notice to state department; amount, date of charge to state department; outside municipalities, or to uncollectible accounts. Arr. alph. by name of recipient. No index. Hdw. 500 pp. 22 x 18 x 3.

671. STATE CLAIMS, 1932-34. 1 ctn.
Disallowances (copies) by state department of TA rendered by department: Name of recipient; period, amount of aid; date of notice to state department, reply; state department file number, amount of claim, amount allowed by state department with reason for not approving entire charge, name of director of state department. Includes stamped date of receipt by overseers. No obvious arr. No index. Typed on ptd. form. 7 x 13 x 14½. Rm. on first fl., Storehouse.

Correspondence

672. (CORRESPONDENCE), 1932--. 1 f.d.
Correspondence with state department or outside municipalities, and interdepartmental communications concerning technicalities of collection for aid rendered in Boston to recipients with outside settlements. Arr. alph. by name of correspondent. No index. Typed. 11½ x 13½ x 28. Cabinet.

LEGAL DIVISION

All records are in the legal division office, annex, Overseers of the Public Welfare Building. In addition to the following record, see entry 70-iv for summaries of fraud cases kept by director of social service 1934--.

Reimbursements

673. ACC(idents), CL. BK. (Closed Banks), MISC., 1935--. 2 f.d. (labeled by contained letters of alphabet).
Card record of collected and collectible reimbursements from recipients: Name, address, case number of recipient; source of reimbursement (real estate, insurance, closed banks, accident compensation); date case referred to the division by district office social worker, reimbursement paid in full (if applicable). Arr. alph. by name of recipient. No index. Typed. 6 x 6 x 12. Cabinet.

674. MISCELLANEOUS (Real Estate and Insurance Reimbursements), 1935--. 1 f.d.
Case folders containing the following papers applicable to recipients who will be able to reimburse the department from money received from real estate or insurance policies:

i. Abstract of case: Date of abstract; name, address, case number of recipient; date, amount, description of benefit; name of insurance company or executor of estate, visitor's district; record of visits to recipient by division head.
ii. Affidavit of recipient: Name of recipient, amount of money owed department for aid rendered; date of benefit, affidavit; signature of recipient authorizing insurance company or county register of deeds to notify legal division of final settlement of benefit, signature of witness. Includes (if the benefit is insurance) name of insurance company; (if a real estate case) name of executor, person willing or deeding property to recipient.
iii. Bill of recipient's indebtedness to department: Name, address, case number of recipient; dates, descriptions of aid; total amount of aid rendered, date of bill. Includes, intermittently, dates, amounts of reimbursing payments, balance due.
iv. Correspondence with recipient, insurance company, departmental offices, county register of deeds, court, and executor concerning benefit of recipient.
v. Notice from district office social worker to division concerning recipient's benefit: Name, address, case number of recipient; date, description of benefit; date of notice, name of district office, signature of social worker.

Arr. alph. by name of recipient. No index. Various types of recording. 11½ x 13½ x 28. Cabinet.

675. REIMBURSEMENTS - PENDING, 1935--. 2 f.d. (labeled by contained letters of alphabet).
Case folders containing papers concerning recipients reimbursing the department with money received from inheritance of real estate or insurance, showing same information as in entry 674. Includes date of final disposition of claim; dates, amounts of reimbursing payments; balance. Arr. alph. by name of recipient. No index. Various types of recording. 11½ x 13 x 28. Cabinet.

676. REIMBURSEMENTS - FOLLOW-UP, 1935--. 2 f.d.
Case folders containing the following papers applicable to recipient who will be able to repay department with money received from accident compensation, if accident claim is settled favorably:

i. Abstract of case: Name, address, case number of recipient; date, place of accident; name and address of defendant, insurance company; name, telephone number of recipient's attorney, name of visitor's district, record of visits to recipient by head of division, date of abstract.

ii. Affidavit of recipient: Name of recipient, date of accident, name of insurance company handling claim, amount of money due department, signature of recipient authorizing insurance company to notify welfare legal division of settlement, signature of witness, date of affidavit.

iii. Bill of recipient's indebtedness to department: For description, see entry 674-iii.

iv. Correspondence with recipient, attorney for defendant, city law department, insurance company, court, hospital, and departmental offices concerning progress of the claim, and physical and economic statuses of recipient.

v. Notice of accident from district office social worker: Name, address, case number of recipient; date, place, description of accident; date of notice, name of district office, signature of social worker.

Arr. alph. by name of recipient. No index. Various types of recording. 11½ x 13½ x 28. Cabinet.

677. PENDING, 1935--. 1 f.d. (labeled by contained letters of alphabet).
Case folders containing papers concerning recipients reimbursing department with money received from accident compensation, showing same information as in entry 676. Includes date, amount of compensation; dates, amounts of reimbursing payments; balance. Arr. alph. by name of recipient. No index. Various types of recording. 11½ x 13½ x 28. Cabinet.

678. CLOSED ACCIDENT CASES, 1935--. 1 pasteboard b.
Card record of recipients who will reimburse the department with money received from accident compensation: Name, address, case number of recipient; date of district office's notification of recipient's ability to reimburse department, closing of case by legal division. Arr. alph. by name of recipient. No index. Typed. 4 x 6 x 10.

679. CLOSED BANK CASES, 1935--. 1 f.d.
Case folders containing the following papers applicable to recipient who will be able to reimburse the department from money received from deposits returned by closed banks:

i. Abstract of case: Name, address, case number of recipient; name, address of closed bank; amount of deposit, actual or expected return from bank; name of visitor's district, record of visits to recipient by head of division, date of abstract.

CLOSED BANK CASES (Cont'd)

ii. Affidavit of recipient: Name of recipient, amount of indebtedness to department, date of actual or probable return of deposit by bank, signature of recipient authorizing bank officials to notify department of date and amount of deposit returned, date of affidavit.

iii. Bill of recipient's indebtedness to department: For description, see entry 674-iii.

iv. Correspondence with recipient, bank, and departmental offices concerning case.

v. Notice from district office social worker of collectible reimbursement: Name, address, case number of recipient; name of closed bank; dates, amounts of recipient's deposits; amount of actual or probable return from bank to recipient, date of notice, name of district office, signature of social worker.

Arr. alph. by name of recipient. No index. Various types of recording. 11½ x 13½ x 28. Cabinet.

680. REIMBURSEMENTS CLOSED, 1935--. 3 f.d. (labeled by contained letters of alphabet).

Case folders containing papers concerning recipients who have completed reimbursements made possible by money received from inheriting real estate or insurance, from accident compensation, or from deposits returned by closed banks, showing same information as in entries 674, 676, and 679, respectively. Includes date reimbursements made in full, signature of division head certifying payment; in bank cases only, dates and amounts of reimbursements by recipients, balance. Arr. alph. by name of recipient. No index. Various types of recording. 11½ x 13½ x 28. Cabinet.

Fraud Cases

681. F(raud) CASES, 1935--. 2 f.d. (labeled by contained letters of alphabet).

Case folders containing the following papers applicable to persons reimbursing department for aid granted under statement later proved fraudulent:

i. Bill of recipient's indebtedness to department: For description, see entry 674-iii.

ii. Correspondence with recipient, attorney, and departmental offices concerning case.

iii. Notice from district office social worker requesting legal action: Name, address, case number of recipient; character of fraud charge, date of notice, signature of social worker.

iv. Notices to banks requesting information concerning recipient's savings: For description, see entry 470-i.

v. Social worker's (district office) final report: Summary of action taken, recommendations, date of report, signature of social worker.

vi. Wage report from employer: For description, see entry 111-xx.

Arr. alph. by name of recipient. No index. Various types of recording. 11½ x 13½ x 28. Cabinet.

682. (Card Record of) F(raud) CASES, 1935--. 1 f.b.
Name, address, case number of recipient; date of referral sheet from district office disclosing fraud, closing of legal process. Arr. alph. by name of recipient. No index. Typed. 6 x 6 x 12.
For record kept by executive director 1932-34, see entry 68.

683. (Closed) F(raud) CASES, 1935--. 1 f.d.
Case folders containing papers concerning persons who reimbursed the department for aid gained fraudulently, showing same information as in entry 681. Includes signature of head of division indicating balance paid in full and indication of cessation or continuation of aid. Arr. alph. by name of recipient. No index. Various types of recording. 11½ x 13½ x 28. Cabinet.

Correspondence, Notices, Requisitions, Reports

684. BLOCK PAPER CARBON NOTE BOOKS, 1935--. 1 f.d.
Contains:
i. Correspondence with state department concerning settlement problems, and with city law department relative to technicalities in reimbursements by certain recipients for aid rendered.
ii. Notices (copies) of instructions from executive director, business manager, and director of social service: For description, see entry 109-vii.
iii. Supply requisitions (triplicates) from maintenance division: For description, see entry 497.
iv. Reports (copies) of weekly attendance of employees submitted to personnel division: For description, see entry 96-iv.
Arr. by subject. No index. i, iii, typed; ii, typed, mimeographed; iv, typed on ptd. form. 11¼ x 13½ x 28. Cabinet.

EMPLOYMENT AND WORK ASSIGNMENT DIVISION

Except where otherwise noted, all records are in the office of the division of employment (women) Overseers of the Public Welfare Main Building. In addition to the following records, see entry 316-xvii for reports of placements 1936--; entry 569-iv,-xi for business manager's statistical reports on employment 1936--.

Reports and Summaries

685. (PLACEMENTS OF MEN AND WOMEN), 1934--. 5 folders in 1 desk d.
Contains copies of reports or summaries submitted to head of DA division:
i. Yearly summaries classified by types of work offered recipients: Names, addresses of employers; number of persons placed in each type of job, dates of employment, date of summary, signature of head of women's division.

(PLACEMENTS OF MEN AND WOMEN) (Cont'd)

ii. Weekly reports of jobs furnished: Case number of recipient, date of first day on job, type of job, amount of wages, stability of employment, date recipient's supervisor notified of placement; name, address of employer; date of report, signature of head of women's division.

iii. Weekly statistical reports: Total number of placements, new openings; total number of new, renewed, canceled applications; total reinterviews; referrals to employers, field visits, rejections of employment; date of report, signature of head of women's division. For original reports, see entry 96-vi.

Arr. chron. by date of summary or report. No index. Typed on ptd. form. 17½ x 2½ x 17½.

Records of Applicants

686. (ACTIVE REGISTRATION CARDS OF MALES), 1934--. 2 f.d. (labeled by contained types of work).

Name, address, telephone number, age, height, weight, religion, color, physical condition, veteran record, place and date of birth, marital and citizenship statuses of registrant; number of years in city, nationality of parents, number of dependents, living conditions, first and second occupational classifications, type of work for which qualified, original and renewal dates of registration, length of unemployment, membership in professional organizations; length of time on welfare, government projects (type of job held); method used in securing last job; employment record of last three jobs held, showing names and addresses of employers, length of service, salaries, position held, date of job termination; educational record showing name and address of last school attended, highest grade completed, special courses taken, degrees or certificates received, special training, languages spoken; ability to read, speak, and write English; willingness of registrant to leave city, live at work; signature of registrant, initials of interviewer. Arr. by employment classification and alph. thereunder by name of registrant. No index. Hdw. on ptd. form. 7½ x 19½ x 28. Main rm., emp. and work assignment div., OPW Main Bldg.

687. ACTIVE (Registration Cards of Females), 1934--. 4 f.d. (2 f.d., 1934-35, 1939--, dated; 2 f.d., 1936-38, unlabeled). Title varies: Hotel, Restaurant, Professional, No Experience, 1934--, 1 f.d.; Domestic & Skilled, 1934--, 1 f.d.

For description, see entry 686. Arr. by employment classification and alph. thereunder by name of registrant. No index. Hdw. on ptd. form. 7½ x 19½ x 28.

For inactive registration cards, see entry 694.

688. (CARD RECORD OF ACTIVE WORK APPLICATIONS OF MALES), 1934--. 17 f.d. (labeled by contained letters of alphabet).

Name, address, telephone number, case number, occupational classification of registrant. Arr. alph. by name of registrant. No index. Typed. 4 x 5½ x 19. Main rm., emp. and work assignment div., OPW Main Bldg.

689. (Card Record of) ACTIVE (Work Applications of Females), 1934--. 4 f.d. (dated).
Name, address, telephone number of registrant; first, second occupational classification. Arr. alph. by name of registrant. No index. Hdw. on ptd. form. 4 x 5½ x 17.

690. INACTIVE (Registrations of Females), 1934--. 2 f.d.
Card record used for quick reference to female registrants either placed or dropped from welfare rolls: For description, see entry 689. Includes date, cause of inactivity of record. Arr. alph. by name of registrant. No index. Hdw. on ptd. form. 4 x 6 x 19.

691. EMPLOYMENT RECORDS (of Males), Jan. 1933-Dec. 1934. 3 corrg. ctns. (2 ctns., Jan. 1933-Dec. 1934, dated; 1 ctn., Jan. 1933-Dec. 1934, unlabeled).
Card record of employment history of male recipients: Name, address, occupation, case number, physical condition of recipient; name, address of last employer; name of foreman, date of last employment, reason for unemployment, dates of employment. Reverse side shows (occasionally) results of recipient's interview with prospective employer. No obvious arr. No index. Hdw. on ptd. form. 6½ x 13 x 14½. Rm. 1, third fl., Storehouse.

692. APPLICATION MEMO (Males), Apr. 1933, 1 corrg. ctn. (dated).
United States department of labor employment service application: Name, address, age, race, sex, education, height, weight, physical condition, marital and citizenship statuses, occupational history, telephone number of applicant; names of schools attended; names, ages of dependent children. Arr. alph. by name of applicant. No index. Hdw. on ptd. form. 7 x 13 x 14½. Rm. on first fl., Storehouse.

Assignments

693. WORK CARDS (Males), Mar. 1931, Jan. 1932--. 606 corrg. ctns., 3 f.b., 39 f.d., 210 bdls., 155 bins (labeling varies). Title varies: Miscellaneous, 1932-36, 5 f.d.; Dead Cases, 1932-36, 1 f.b.; no title, 1932--, 34 f.d., 2 f.b., 210 bdls., 155 bins.
Weekly work cards certifying that recipient has been employed by a city department: Name, address, case number of recipient; number, date of work assignment; number of days assigned, worked; name, address of department; signature of foreman. 1921-32 includes dates, type of aid granted recipient, name of visitor. 1 ctn., 155 bins, Mar. 31, Dec. 1938--, arr. num. by assignment no.; 34 f.d., 1932-36, arr. alph. by name of worker; 5 f.d., 3 f.b., 8 ctns., 210 bdls., 1932-June 1939, no obvious arr.; 597 ctns., 1933-37, arr. chron. by date of employment. No index. Hdw. on ptd. form. Ctns. 7 x 13 x 14; f.d. 11 x 5 x 14; f.b. 7 x 4½ x 15½; bdls. 7 x 3 x 5; bins 6 x 9 x 15. 1 ctn., Mar. 1931, rm. on first fl., Storehouse; 3 f.b., 1932-36, rm. 2, second fl., Storehouse; 39 f.d., 1932-36, 605 ctns., 1933-37, 210 bdls., 1935-June 1939, rm. 1, second fl., Storehouse; 155 bins, 1938--, main rm., emp. and work assignment div., OPW Main Bldg.

694. NOT ACTIVE (Females), 1934--. 3 f.d. (dated).
Card record of registrations inactive because of placements or occasionally because recipients are off welfare rolls: For description, see entry 686. Includes record of placements, dates recipient notified of positions open; names of employers, persons recommending recipient, positions held, rates of pay, duration of jobs, remarks of employment division supervisor. Arr. alph. by name of registrant. No index. Hdw. on ptd. form. 7½ x 19½ x 28.
For active registration cards, see entry 687.

695. WORK ASSIGNMENTS (Males), 1939--. 2 f.d.
Slips from district offices instructing assignment division to place recipients in some city department: Name, address, case number of recipient; name of district office, social worker; type of assignment, date of slip. Includes notation by assignment division of duration of employment, name of pay day. Arr. alph. by name of city department and thereunder alph. by name of recipient. No index. Hdw. on ptd. form. 5 x 8 x 26. Main rm., emp. and work assignment div., OPW Main Bldg.

696. ASSIGNMENT CARDS (Males), Jan. 1932-Apr. 1933. 14 wooden f.d., 1 corrg. ctn. (labeled by contained letters of alphabet).
Cards returned by foremen of city departments after termination of temporary employment of recipients: Name, address, case number of recipient; name, address of city department. Includes notation of period of assignment; total days recipient worked, earnings. Arr. alph. by name of recipient. No index. Hdw. on ptd. form. F.d. 4 x 6 x 17 to 5½ x 14 x 25½; ctn. 7 x 13 x 14. Rm. 2, second fl., Storehouse.

697. DAILY RECORD OF MALE RECIPIENTS GIVEN WORK ASSIGNMENTS, Jan.-May 1933. 1 vol.
Name, address, case number of recipient; total work assignments. Arr. chron. by day and thereunder num. by case no. No index. Hdw. on ptd. form. 600 pp. 9½ x 22 x 4. Bin, rm. on first fl., Storehouse.

Records of Employers

698. OPENINGS (Females), 1934--. 1 f.d.
Contains:
i. Card record of employers of domestic help: Name, address, telephone number of employer; nature of opening, social and religious preferences, wages offered; remarks of employment division head.
ii. Card record of employers with whom placements are made, 1934-35: For description, see i. Includes name of recipient placed; date recipient started, finished work; salary received.
Arr. alph. by name of employer. No index. Typed on ptd. form. 5 x 6 x 8.

699. PLACED (Females), 1936--. 2 f.d. (dated). Title varies: Hired, 1936.
Card record of registered employers with whom placements are made: For description, see entry 698-ii. Arr. alph. by name of employer. No index. Typed on ptd. form. 5 x 6 x 8, 6 x 7 x 12.

700. CLOSED AND CANCELLED OPENINGS (Males), 1934--. 1 f.b.
Card record of registered employers with openings in domestic and industrial lines for male recipients filled, or refused because of undesirable specifications: Name, address, telephone number of employer; nature of opening (industrial classification, if applicable), wages offered; remarks of division head. Includes, for filled openings, name of recipient placed, period of employment with reason for cessation. Arr. alph. by name of employer. No index. Hdw. on ptd. form. $5\frac{1}{2}$ x $6\frac{1}{2}$ x 12. Main rm., emp. and work assignment div., OPW Main Bldg.

701. CANCELS (Females), 1938--. 1 f.b. (dated). Prior records destroyed.
Card record of registered employers declared unfit for employing female recipients in domestic lines: For description, see entry 698-i; includes date, cause of refusal. Arr. alph. by name of employer. No index. Typed. 6 x 7 x 12.

Miscellaneous

702. SUBJECT FILES - MEN (and Women), 1934--. 4 f.d. (3 f.d., 1934-37, unlabeled; 1 f.d., 1937--, dated).
Contains:

i. Correspondence with city employment bureau regarding recipient's efforts to obtain work, or record of previous assignments; with WPA relative to probable openings for recipients, or information about earnings of currently employed recipients; with recipients, requesting their appearance for work assignments, or as a check-up on current assignments; with departmental offices concerning recipient's ability to work, or as a check-up on deductions on regular aid grants.

ii. Notices of instructions from executive director, business manager, and director of social service: For description, see entry 109-vii.

iii. Weekly statistical reports (copies) submitted to DA division head, three copies of which go to executive director, concerning men (only) who have completed work assignments given them: Date of report, daily average number of men who have worked in city branches, total completed assignments classified by new and reopened cases; total completed assignments classified by reasons such as last aid, medical problems, recipient's illness, family's illness, transfer of recipient to a WPA project, other reason, or upon visitor's recommendations. For original reports, see entry 96-vi.

Arr. by subject and thereunder chron. by date of paper. No index. i, typed, hdw.; ii, typed, mimeographed, ptd.; iii, typed on mimeographed form. 11½ x 14 x 28. 3 f.d., 1934-37, waiting rm., emp. and work assignment div.; 1 f.d., 1937--, off. of div. of emp. (women), OPW Main Bldg.

703. APPLICANTS AND EMPLOYERS, 1934--. 4 f.d. (2 f.d., 1934--, labeled by contained letters of alphabet; 2 f.d., 1934--, unlabeled). No title, 1934--, 2 f.d.

Correspondence with employers concerning openings for recipients, appreciation for placements, services of persons placed, permanancy of jobs offered; with individuals for reference about prospective employers of recipients. Arr. alph. by name of employer. No index. Typed, hdw. 12 x 14 x 28½. Cabinet.

PERSONNEL DIVISION

Except where otherwise noted, all records are in the personnel division office, Overseers of the Public Welfare Main Building. In addition to the following records, see entry 33 for overseers' correspondence with applicants for employment 1934--; entry 485-v for lists of employees 1932--.

Reports

704. WELFARE TIME REPORTS, 1934--. 7 ctns., 3 bdls., 1 f.d. (3 ctns., 3 bdls., Aug. 1934-Aug. 1935, July 1936-Dec. 1937, dated; 4 ctns., 1 f.d., 1934--, unlabeled). Title varies slightly.

Employees' weekly attendance reports submitted by district-office supervisors and departmental divisions: For description, see entry 96-iv. Arr. chron. by date of report. No index. Hdw. on mimeographed form. Ctns. 7 x 13 x 14½; bdls. 15 x 11 x 3; f.d. 13½ x 11½ x 28. 2 ctns., Aug. 1934-Aug. 1935, rm. 1, third fl., Storehouse; 5 ctns., 3 bdls., Sept. 1934-Oct. 1938, rm. on first fl., Storehouse; 1 f.d., 1934--, personnel div. off.

705. ATTENDANCE REPORTS - DAILY, Mar. 1937-Dec. 1938. 1 ctn.

Reports submitted weekly by departmental divisions concerning employees' absences: Names of employees, dates of absences, name of division, signature of supervisor, period of report. Arr. chron. by date of report. No index. Hdw. and typed. 7 x 13 x 14½. Rm. on first fl., Storehouse.

Records of Employees

706. (CASE HISTORY CARDS), 1934--. 12 Kardex f. trays (labeled by contained letters of alphabet). System estab. 1934.

Contains:

i. Attendance and punctuality record: Name of employee, department in which employed; number of days employed, absent; number of minutes late for past four years; monthly summary showing days absent, hours late, percentage of attendance.

ii. Case record: Name, prior and present addresses, date of birth, religion, height, age, color, educational background, recreational activities, special talents of employee; maiden name, if married woman; citizenship and marital statuses, remarks on home life, physical characteristics; medical report showing date employee examined, name of physician; rating given employee by division for general qualifications; statement of tenancy or real estate ownership, names of any relatives employed by the department. Reverse side shows names, addresses of last three employers; period of employment, type of business, position held, reasons for termination of employment; names, addresses of two persons not employers or relatives who have known employee for past five years; first date of employment with the department, salary, position held, total number of hours employed, total yearly earnings; date, cause of termination of employment.

iii. Overtime record: Name of employee; reason, dates, number of hours employee worked overtime; name of supervisor authorizing overtime work.

Arr. alph. by name of employee. No index. Hdw., typed. 1 x 10 x 24. Cabinet.

707. PERSONNEL - GENERAL, 1934--. 3 f.d. Prior records destroyed. Title varies: Personnel - Old - Mayor's Office Approvals - Civil Service Approvals - Reports, 1934-37, 1 f.d.; Personnel - General and Miscellaneous Applications, 1937--, 1 f.d.

Contains:

i. Correspondence with state civil service and registration department concerning histories of prospective employees; with the mayor relative to personnel needs and approval of employees.

ii. Miscellaneous applications for employment in department: Date of application, detailed record of education and experience, signature of applicant.

iii. Notices (copies) of instructions from business manager, executive director, and director of social service: For description, see entry 109-vii.

iv. State civil service and registration department lists of available employees: Date of list; names, ages, addresses of employees; signature of commissioner.

Arr. by subject and chron. by date of payer thereunder. No index. Various types of recording. $11\frac{1}{2}$ x $13\frac{1}{2}$ x 28. Cabinet.

708. PERSONNEL - CERTIFICATIONS & REQUISITIONS, 1937--. 1 f.d.
Contains:
i. Certifications received from state civil service and registration department: Name, address of appointee; title of position, signature of civil service commissioner.
ii. Requisitions (copies) sent to state civil service and registration department requesting interview with prospective employees: Name, address of employee; title of position open, date on which position will become available; signature of supervisor, executive director approving interview; date of requisition.
Arr. chron. by date of communication. No index. Typed on ptd. form. 11½ x 13½ x 28. Cabinet.

709. STEP-RATE CARDS & EMPLOYEES LIST, 1937--. 1 f.b. Prior records destroyed.
Card record of employees who will be entitled after required length of service to salary increases: Name, address of employee; name of division in which employed, date increase due, date of entrance to the department. Arr. chron. by date increase due. No index. Typed. 4 x 6 x 12.

710. RESIGNATIONS, 1937--. 1 f.b.
Card record of employees who have resigned: Name, address of former employee; date, cause of resignation; date of entrance to department, title of position held. Arr. alph. by name of employee. No index. Typed. 4 x 6 x 12.

711. NAME AND ADDRESS - WELFARE EMPLOYEES, May 1935. 1 corrg. ctn.
Questionnaires filled out by employees and used by overseers in preparing report submitted annually to mayor, required by Acts of 1909, chapter 486, section 27: Name, address, title, salary, voting address of employee; date of appointment to office; signature of employee, date thereof. No obvious arr. No index. Hdw. 24 x 14 x 19. Rm. 1, third fl., Storehouse.

Correspondence

712. PERSONNEL - STAFF, 1937--. 6 f.d. (labeled by contained letters of alphabet).
Correspondence with applicants for employment, persons given as references, and state civil service and registration department concerning applicants' qualifications, previous experience, and general fitness for position. Arr. alph. by name of employee or applicant. No index. Hdw., typed. 11½ x 13½ x 28. Cabinet.

713. INACTIVE FILE - PERSONAL (Correspondence), 1937--. 4 f.d. (3 f.d., 1937--, labeled by contained letters of alphabet, 1 f.d., 1937--, unlabeled).
For description, see entry 712. Includes correspondence with employees relative to withdrawals from the service. Unlabeled file drawer also

contains undated lists of former employees, showing name, address, age, period of service of employee. 3 f.d., 1937--, arr. alph. by name of employee; 1 f.d., 1937--, arr. chron. by date of withdrawal. No index. Hdw., typed. 11½ x 13½ x 28. Cabinet.

SOLDIERS' RELIEF DEPARTMENT[1]

While Boston gave bounties to persons who served in the Revolutionary War and the War of 1812, its entrance in modern times into the field of soldiers' relief dates from 1861 when the General Court passed an act which provided that: "Any town or city may raise money by taxation and . . . if necessary, apply the same, under the direction of the selectmen or mayor and alderman or city council for the aid of the wife, and of the children under sixteen years of age of any one of their inhabitants who . . . may have been mustered into or enlisted in the service of the United States" in the Civil War.[2] Of the sum so paid by any city or town, the state promised to reimburse it to the extent of one dollar per week for the wife, each child or the parent of such an inhabitant.[3] In Boston the mayor and a majority of the aldermen were made responsible for the disbursement of these sums.[4]

In 1865 towns and cities were made responsible for the relief of the indigent soldiers and sailors themselves.[5] A provision in this act - the first of many which have attempted to free the indigent veteran from any stigma of "pauperism" - declared that no veteran could be removed to a State almshouse without his consent.[6] The following year the maximum amount to be given to any one family was fixed at eight dollars per month, and the city council or selectmen were required to submit to the State Auditor sworn statements of the amounts disbursed, prior to reimbursement by the State.[7]

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1. For a general treatment of the subject of soldiers' relief in connection with cities and towns, see the forthcoming publication by the Massachusetts Historical Records Survey on town and city government in Massachusetts. The present sketch attempts to limit the subject to the city of Boston, but necessarily touches on the Commonwealth acts which, throughout the years, have governed the disbursement of soldiers' relief by the city of Boston.
2. Acts, 1861, ch. 222, sec. 1.
3. Ibid., sec. 5.
4. Ibid., sec. 6.
5. Ibid., 1865, ch. 230.
6. Ibid.
7. Ibid., 1866, ch. 172.

In 1877 the first of many acts which divided persons entitled to "State aid" into various categories was passed.[1] The three categories were (1) invalid pensioners, (2) the widow, children or widowed mother of any soldier or sailor who died in the service, (3) the widow, children or widowed mother of any pensioner who died of wounds incurred in the service.[2] During the next decade the General Court passed several acts which extended the categories of persons entitled to this type of aid.[3]

The basic act which instituted a different type of relief, "soldiers' relief"[4] was passed in 1888.[5] This act provided that an indigent veteran, his widow, and minor children should be aided by the overseers of the poor of the town or city in which the recipients had either a settlement or residence. The accounts of such disbursements were to be audited by the State Board of Lunacy and Charity, and the Commonwealth was to reimburse the town or city providing such aid.[6]

A further extension of the duties of Boston to its veterans and their families took place in 1889 when city mayors were ordered to "designate some suitable person or persons, who shall serve without compensation, and shall be other than the overseers of the poor . . . to cause to be properly interred the body of any honorably discharged soldier, sailor, or marine" who had been engaged in the Civil War and "who may hereafter die in such city or town without leaving sufficient means to defray funeral expenses."[7] The expense of such a burial was not to exceed $35,[8] half of which was to be reimbursed by the State.[9] In 1894 the State assumed the entire expense of such burials,[10] and in 1896 the disbursing officer, here called for the first time "burial agent", was permitted to arrange also for the interment of the wives and widows of duly qualified veterans.[11]

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1. A summary definition of State Aid, under current conditions, is that type of aid given to a veteran or his eligible dependents by the town or city in which the veteran has his residence; the said veteran must already be in receipt of compensation or a pension from the U. S. Government, and his service must have been credited to the State of Massachusetts; the town or city is reimbursed in full by the Commonwealth.
2. Acts, 1877, ch. 192.
3. The more important of these are: Acts, 1878, ch. 282; 1879, chs. 1, 253, 301.
4. Currently defined as that type of aid where an indigent veteran or his eligible dependents are supported in full by the town or city wherein they have a settlement but not necessarily a legal residence.
5. City Document 28, 1930, p. 2.
6. Acts, 1888, ch. 438.
7. Ibid., 1889, ch. 395, sec. 1.
8. Ibid., sec. 2.
9. Ibid., sec. 3.
10. Ibid., 1894, ch. 62.
11. Ibid., 1896, ch. 279.

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Between 1861 and 1897 the city spent a total of $7,500,000 for "soldiers' relief" and "war payment." The disbursing officer was appointed by the mayor, possibly without the confirmation of the board of aldermen, and his reports were addressed from the "Office of Soldiers' Relief, Charity Building, Boston."[1]

On May 28, 1897 the General Court formally created a department of soldiers' relief for Boston[2] in order "to bring the distribution of State aid to soldiers under the regular executive department of the city."[3] The act provided for the appointment of a soldiers' relief commissioner by the mayor, with the approval of the board of aldermen, who was to exercise all the powers and duties relating to veterans and their dependents hitherto invested in the mayor and the aldermen.[4] The commissioner began his duties on January 4, 1898;[5] incidentally, he was the same person who had been in charge of soldiers' relief since 1863.[6] The extension of aid to veterans of the War with Spain made the organization of such a department doubly necessary.[7]

By 1901 the department comprised, in addition to the commissioner, nine clerks, four of whom were under civil service regulations. The commissioner's office received applications from veterans and their dependents or relatives and transmitted these monthly to the committee on State aid of the board of aldermen, which approved them prior to their being submitted to the proper State department.[8] A separate committee of aldermen, the soldiers' relief committee, supervised the functioning and activities of the department itself until 1909. In that year, the city charter was amended so as to replace the board of aldermen and the common council with a single city council; the soldiers' relief committee of the new body has supervised the activities of the soldiers' relief department since that time.[9] In 1907 the commissioner was given permission to appoint the soldiers' burial agent,[10] thus lodging in one office all duties pertaining to the relief of Boston veterans and their families.

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1. City Document 48, 1897, p. 97.
2. Acts, 1897, ch. 441.
3. City Document 1, 1898, p. 127.
4. Acts, 1897, ch. 441, sec. 2.
5. City Document 1, 1899, p. 151.
6. Ibid., 30, 1918, p. 2; 30, 1920, p. 12.
7. By virtue of Acts, 1898, chs. 529, 561.
8. City Document 38, 1903, p. 2.
9. Ibid., 33, 1910, p. 7; 30, 1915, p. 2.
10. Acts, 1907, ch. 354.

Soldiers' Relief Department Next entry p. 241

From 1901 to 1917 the average number of cases handled by the soldiers' relief commissioner was about two thousand each year.[1] Despite the increased liberality of the provisions governing State and military aid, by 1918 there were only 1,692 cases on the books arising from the Civil and the Spanish-American Wars.[2] However, in 1917 the benefits of military relief were extended to soldiers and sailors in the World War, and their dependents.[3] As a result, during the following year, there were 4,004 cases arising from the World War that were being handled by the department.[4] The entire expenditures for 1919 were approximately double those of 1901.[5] Owing to the youth of many of the World War applicants, the department undertook the additional task of finding employment for former soldiers and sailors; in 1925 the number thus assisted was 958.[6]

The post-war depression caused expenditures in 1921 to rise to over a million dollars, as compared with $417,339 spent the previous year.[7] There was a simultaneous increase in personnel, so that in 1923 it was reported that the department had a staff of 36, of whom 18 were visitors, 11 were clerks and 5 were stenographers.[8] Relief was granted under four classifications: soldiers' relief, State aid, military aid,[9] and burials. Thereafter, expenditures fell. The average number of World War cases handled during 1923 was 1,100; the average number of Civil War cases was 770 and of Spanish War cases 160.[10] In round numbers; the expenditures for each classification were: World War, $80,000; Civil War, $100,000; Spanish War, $50,000. Total expenditures were approximately $330,000, which included salaries and office expenses; more than half of this total was reimbursed by the Commonwealth, however.[11]

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1. City Document 36, 1901, pp. 1, 2.
2. Ibid., 30, 1918, p. 3.
3. Acts, 1917, ch. 179.
4. City Document 30, 1918, p. 3.
5. Ibid., 36, 1901, p. 2; 30, 1918, p. 3. Expenditures for the fiscal year 1901 were approximately $221,000; for 1919 they were approximately $470,000 (City Document 36, 1901, p. 2; 30, 1918, p. 12).
6. Ibid., 28, 1925, p. 4.
7. Finance Commission, Reports and Communications, XIX, 25.
8. Ibid.
9. Currently defined as that type of aid half of which is paid by the Commonwealth to those veterans and their eligible dependents who have a residence in the town or city which is reimbursed. Such veterans are generally sick or disabled, with the amounts granted proportional to their disability. However, their illness need not be the result of their military service.
10. Finance Commission, op. cit., XIX, 24, 25.
11. Ibid.

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Expenditures remained at this level until the present depression. In 1929 the department handled an average of 450 World War cases and only 30 Civil War cases. Expenditures for the former group were $121,000 and for the latter group $56,000. Also aided were veterans of the Philippine Insurrection, Spanish War, China Relief Expedition and Mexican Border Service. The total amount expended was $344,000, of which $40,000 was returned by the Commonwealth.[1]

During the depression decade annual expenditures have been running at almost twice the amount spent in 1929. The significant figures for two typical years, 1936 and 1939, are presented below:

	1936	1939[2]
Total expenditures	$631,189	$642,846
No. of Civil War cases	56	(not given)
No. of Spanish War cases	118	(not given)
No. of World War cases	2370	2386
Civil War expenses	$9,413	$12,455
Spanish War expenses	$12,576	$13,692
World War expenses	$458,673	$401,373
Expense of burials		$3,412
Departmental expenses	$86,791	$89,345
State reimbursement	$107,843	$73,103

There have been no additions in recent times to the types of aid granted by the department. Nevertheless, the increase in the number of clients and the amounts expended have led to various changes within the department. In 1929 five divisions were set up, with a supervisor in charge of each: Settlement, investigation, review, finance, and executive. A new record system was inaugurated, and a more thorough supervision of home visits was introduced.[3] A liaison system with hospitals, soldiers' homes, and government agencies of various kinds has enabled the office to extend its help to veterans along all possible lines. At the present time (1941) the department staff includes a commissioner, appointed by the mayor with the approval of the city council, who serves a four-year term, five supervisors, fifteen investigators, one chief clerk, and sixteen subordinate clerks.

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1. City Document 28, 1930, pp. 8, 9. This is the last annual report which has been published by the department.
2. Annual Reports, 1936, 1939, see entry 714.
3. City Document 28, 1930, p. 2.

All records are in the City Hall, School Street; except where otherwise noted, they are in room 60. In addition to the following records, see entries 42-46, 49 for soldiers' fund and pensions records, Apr. 1861-Jan. 1878; entry 377 for card record of recipients who have applied for WPA employment 1938--.

Reports

714. (Commissioner's) ANNUAL REPORT, 1904-39. 1 vol., 9 sheets in 9 folders.

Narrative report of activities of the department. Also contains:

i. Charts showing monthly comparisons of expenditures for aid, 1904-30.

ii. Financial statement: Total expenditures for aid classified by type of expenditure.

iii. Statistical tables showing number of veterans aided, classified by type of aid and by wars, 1904-30.

Arr. chron. by year. No index. Ptd. 1904-30; hdw. 1931-39. Vol. 250 pp. 9 x 6 x 1½; folders 9 x 12. General off.

715. MONTHLY REPORT OF BUDGET EXPENDITURES - SCHEDULE A, 1927--. 2 vols. System estab. 1927.

Copy of report submitted to city auditor concerning salary expenditures: Name, title, number of employee; yearly rate of pay; monthly budget allowance, actual expenditure; unexpended budget appropriation, date of report, signature of relief commissioner. Arr. chron. by date of report. No index. Typed on ptd. form. 72 pp. 15 x 9 x ½. Finance div. off.

716. CITY OF BOSTON - MONTHLY REPORT (to City Auditor) OF BUDGET EXPENDITURES, 1936--. 1 vol.

Expenditures for payment of temporary and unassigned employees, services other than personnel; expenditures for equipment, supplies, materials, special items, miscellaneous purposes, classified a-h respectively; budget code letter and number, amount of original appropriation; amount of appropriation, expenditures for previous month, expenditures to date; amount of unexpended balance for each budget classification; amount of funds transferred; grand total of appropriation, expenditures, unexpended balances, date of report, signature of department head. Arr. chron. by date of report. No index. Hdw. 480 pp. 20½ x 15 x 1½. Safe, finance div. off.

Case Records

717. CASE HISTORIES OF VETERANS OR THEIR DESCENDANTS, 1897--. 411 f.d. (labeled by contained case nos.). System estab. 1897. Case folders of applicants for aid, containing any of the following papers applicable:

i. Application for aid: Name, address of veteran; record of war service, former employment; current assets, monthly income; amount, description of monthly expenditures; names, ages, economic statuses of dependents; date of application, signature of veteran, disposition of case.

ii. Automobile registration, record of: Name, case number, address of veteran; make, type, year of car; date of registration, record; signature of visitor. Includes record on cars registered by members of veteran's family.

iii. Emergency order submitted by veteran to visitor: Name, address, case number of veteran; name of war veteran served in, explanation of request for advance payment; date of order; signature of visitor checking request; signature of supervisor of visitors and deputy commissioner, recommending advance payment.

iv. Insurance left by veterans to dependents, record of: Name, former address of veteran; place, date of birth; date, source of insurance information; date, amount of payment to dependents by insurance company; name of beneficiary.

v. Interviews with veteran, record of: Name, case number of veteran; place, date, purpose of contact.

vi. Pay orders of allotment to incapacitated veterans' agent: Name, address of veterans' agent, witness; signature of visitor approving service, date of order.

vii. Questionnaire filled out and returned by former employer of veteran: Name, address, case number of veteran; date of request for employment information, signature of commissioner; period of veteran's previous employment, average weekly earnings; date, amount of last salary paid; reason for cessation of employment; remarks, signature and address of employer.

viii. Real estate holdings of veteran, record of: Name, case number of veteran; name, address of realtor; location, description, purchase price, assessed value of property; name, address of mortgagor; amount, terms of mortgage; interest rate, monthly payments on mortgage; total tax, abatement; water rate, insurance company premiums, income from property, name of visitor, date of report.

ix. Reapplication for aid: Name, address of veteran; detailed record of income; name, address of last employer; type, period of last employment; wages received for regular salary, amount of bonus, if any; record of bank account, cash on hand, ownership of automobile, investments, real estate holdings; record of arrests, changes of address since last application; names of dependents; record of births, deaths, marriages, divorces in immediate family since last application; signature of veteran; date, disposition of reapplication.

Soldiers' Relief Department - Case Records [717-722]

CASE HISTORIES OF VETERANS OR THEIR DESCENDANTS (Cont'd)

x. Relief allotments, record of: Name, case number of veteran; place, date, amount, description of aid.

xi. Request from visitor to relief commissioner to review case of person reapplying for aid previously denied: Name, address of veteran; date, cause of request; date of reapplication; remarks, signature of commissioner; date of disposition of case.

xii. Standard certified copies of birth, marriage, divorce, and death records.

Arr. num. by case no. For index, see entry 718. Various types of recording. 11½ x 13½ x 26. 229 f.d., 1897--, f. rm.; 182 f.d., 1897-1929, attic.

718. (INDEX TO CASE HISTORIES), 1897--. 432 Kardex f. trays (labeled by contained letters of alphabet).

Index to Case Histories of Veterans or Their Descendants, entry 717: Name, case number, service record of veteran; name of descendant. Arr. alph. by name of veteran or descendant. Typed, hdw. on ptd. form. 1 x 7 x 29. Settlement off.

719. (RECORD OF AIDED VETERANS OR THEIR DESCENDANTS), 1897--. 20 f.d. (labeled by contained letters of alphabet).

Name, case number, type of aid of veteran; name of dependent or descendant; name, number of enlistment unit. Arr. alph. by name of veteran, dependent or descendant. No index. Hdw. 4 x 6 x 15. F. rm.

720. (RECORD OF COMPENSATION TO VETERANS AND THEIR DESCENDANTS), 1902--. 46 vols. (labeled by contained letters of alphabet). Missing: 1902-4 (L-Z only). Title varies slightly.

Name, address, case number of veteran; service record, name of beneficiary; type, rate, period of aid. Reverse side shows monthly record of aid. Also contains semimonthly record of payments to World War Veterans, 1917-32, entry 722. Arr. alph. by name of veteran. No index. Hdw. on ptd. form. 300 pp. 6 x 14 x 5. Finance div. off.

721. (RECORD OF AIDED VETERANS, OR THEIR DESCENDANTS, OF MEXICAN BORDER SERVICE AND WORLD WAR), 1917--. 22 f.d. (labeled by contained letters of alphabet).

Name, case number, type of aid of veteran; name, economic status of dependent or descendant; name, number of enlistment unit. Arr. alph. by name of veteran or descendant. No index. Hdw. 4 x 6 x 15. F. rm.

722. (SEMI-MONTHLY RECORD OF PAYMENTS TO WORLD WAR VETERANS), 1933--. 48 vols. 1917-32 in (Record of Compensation to Veterans and Their Descendants), entry 720.

Name, address, case number, ward and precinct numbers of veteran; nature of war service; name of beneficiary, number of dependents in family; other income (state or military aid); former occupation; date, amount of regular aid, supplementary aid; name of visitor. Arr. alph. by name of veteran. No index. Hdw. on ptd. form. 100 to 200 pp. 9 x 13½ x 1½ to 6 x 13½ x 3. Finance div. off.

723. (ACKNOWLEDGMENTS FOR AID RENDERED VETERANS WITH OUTSIDE SETTLEMENTS), 1924-26. 1 bdl.
Acknowledgment of receipt of aid; signature of veteran, witness, date thereof. Also contains, attached, correspondence with outside municipality concerning settlement of veteran. Arr. chron. by date of receipt. No index. Hdw. on ptd. form. 1½ x 5 x 12. Safe, finance div. off.

724. (RECORD OF ACCOUNTS OF OUTSIDE SETTLEMENT CASES), 1926-28. 1 vol.
Name of veteran, outside settlement; date, amount of aid; amount of outside municipality's contribution. Arr. chron. by date of aid. Indexed alph. by name of veteran and outside municipality. Hdw. 200 pp. 15 x 12 x 1½. Safe, finance div. off.

725. (CARD RECORD OF FUEL DELIVERIES TO VETERANS), 1933--. 1 bdl., 3 f.d.
Name, address, case number of veteran; number of dependents benefiting from fuel delivery; amount, description of fuel; usual provider (landlord or applicant) of heat; name of fuel merchant; date of order, delivery, bill; district office number. Arr. num. by no. of dist. off. and thereunder alph. by name of veteran. No index. Hdw. on ptd. form. Bdl. 6 x 8 x 16; f.d. 5½ x 10 x 16. 1 bdl., 1933-34, attic; 3 f.d., 1935--, commr. outer off.

726. VETERAN PENSIONS, May 1911-Oct. 1922. 2 vols. (1 vol., May 1911-Oct. 14, 1921, dated; 1 vol., Sept. 1921-Oct. 1922, unlabeled). Title varies: Pensions, May 1911-Oct. 14, 1921.
Applications of veterans, submitted to the mayor, according to Acts of 1911, chapter 113, concerning retirement from active service at one-half the rate of compensation currently paid to veterans: Name of department where employed, classification of veteran's position; date of entrance into service of the department, application; name, age of veteran; signature of veteran to statement of incapacity. Includes recommendation of approval of retirement application by head of department employing veteran to mayor, showing name, age, war service, salary of veteran; date of desired retirement, signature of department head; date of recommendation, approval by mayor. Includes, occasionally, doctor's certificate of illness of veteran. Arr. chron. by date of application. Indexed alph. by name of veteran. Applications, hdw. and typed on ptd. form; letters, typed. 50 pp. 12 x 10 x 2. Auditor's bsmt. va.

727. (RECORD OF BURIAL APPLICATIONS), 1934--. 1 f.d.
Date of death of veteran or his dependent; name and address of applicant, decedent, undertaker; date of application for funeral allowance, amount of allowance, date bill paid by State, name of cemetery. Arr. chron. by date of application. Indexed alph. by name of decedent. Hdw. on ptd. form. 180 pp. 12 x 14 x 2. Settlement off.

728. VOCATIONAL FILE, approx. 1920-22. 2 wooden f.d.
Name, address of veteran; occupational classification. Arr. alph. by name of veteran. No index. Typed. 4 x 6 x 15. F. rm.

Visitors' Records

729. (VISITORS' MONTHLY REPORTS OF TRANSPORTATION EXPENSES), 1929--. 2 vols.
Name of visitor, date of report; amount of expense incurred visiting each client, all clients. Arr. chron. by date of report. No index. Hdw. 100 pp. 12 x 8 x 1. Supr. of visitors' rm.

730. (VISITORS' CASE ASSIGNMENT BOOK), 1933--. 1 vol.
Daily and monthly total calls made by each visitor; visitor's initials. Arr. chron. by day. No index. Hdw. 100 pp. 12½ x 10 x 1. Supr. of visitors' rm.

731. CASE ASSIGNMENTS TO VISITORS, 1936--. 3 bdls.
Daily list of assignments made by supervisor of visitors: Name, address, case number of recipient; name of visitor, war in which veteran served; daily total assignments to each visitor, to all visitors; date of list. Arr. chron. by date of list. No index. Typed. 10 x 8 x 3. 2 bdls., 1936-37, attic; 1 bdl., 1938--, desk, supr. of visitors' rm.

732. VISITOR'S DAILY REPORT, 1937--. 1 bdl.
Report to supervisor listing recipients visited: Name, address case number of person visited; signature of visitor, date of report. Arr. chron. by date of report. No index. Hdw. on ptd. form. 10½ x 8 x 4. Supr. of visitors' rm.

733. ROLL BOOK, 1929--. 1 vol.
Monthly summary of visitors' expenses: Date of summary; names, signatures of visitors; monthly total expenses for each. Arr. chron. by date of summary and thereunder alph. by name of visitor. No index. Hdw. 150 pp. 10½ x 8¼ x 1. Safe, finance div. off.

Financial Records

734. MONTHLY DRAFTS AND DISCOUNT DRAFTS, 1897--. 3 vols.
Copies of requests submitted to city auditor to draw draft on treasurer for bills recommended for payment: Date of request; name of department, vendor or contractor; amount of bill, discount (if any); net amount of bill, signature of commissioner. Reverse side shows subdivision of bill: For description, see entry 583. Arr. chron. by date of request. No index. Typed on ptd. form. 210 pp. 12½ x 10½ x 1. General off.

735. (COMMISSIONER'S ORIGINAL ORDERS TO CITY AUDITOR FOR EMERGENCY DRAFTS), 1929--. 1 metal f.b.
Amount, purpose, date of order; signature of commissioner, auditor. Arr. chron. by date of order. No index. Typed on ptd. form. 10 x 12 x 26. Chief cl. off.

736. (COPY OF MONTHLY ESTIMATE OF RECURRING CHARGES, SUBMITTED TO CITY AUDITOR), 1935--. 1 f.b.
Name of department, date of estimate, budget group code letter and number; period, estimated amount of charge; signature of relief commissioner. Arr. chron. by date of estimate. No index. Hdw. on ptd. form. 10 x 12 x 26. Chief col. off.

737. BILLS, 1926--. 1 ctn., 7 letter f.b. (dated). Title varies: Duplicate Bills, 1926-33. 1 ctn.
Copies of bills for commodities or services: Name, address of creditor; cost, description of commodity or service, date, amount of bill. Arr. alph. by name of creditor. No index. Hdw., typed under ptd. head. Ctn. 8 x 15 x 24; f.b. 9 x 12½ x 3. 1 ctn., 1926-33, attic; 7 letter f.b., 1934--, finance div. off.

738. RECORD, 1922--. 3 vols. No title, 1933--, 1 vol.
Summary of monthly (semimonthly for World War veterans) pay rolls for veterans or their descendants: Name of war, amount of each draft, total pay roll for each war's veterans or their descendants, aggregate drafts, date of summary. 1922-33 includes amount of checks undelivered because of veteran's or his descendant's death. 1933-- classified by type of aid under each war group, such as military aid, soldiers' relief, or state aid. Arr. chron. by date of summary. No index. Hdw. 200 to 300 pp. 10½ x 8½ x 1 to 10 x 10 x 2. Safe, finance div. off.

739. EMERGENCY PAY ROLL BOOK, 1922--. 3 vols. Title varies: Commissioners Acct. With Treas., 1922-27, 1 vol.; Annual Reports, 1928-32, 1 vol.
Monthly summaries of payments to veterans or their descendants, classified under state aid, military aid, soldiers' relief: Total number of people receiving payments, dates of payments, monthly total, date of summary. Arr. chron. by date of summary. No index. Hdw. 300 pp. 10½ x 8½ x 1. Safe, general off.

740. (CARD RECORD OF EMPLOYEES), 1929--. 4 f.b. System estab. 1929.
Name, address, ward number, telephone number, civil service rating of employee; departmental assignment, date of appointment to rating, yearly rate of pay, effective date of salary rate; date employee first entered employ of city; date of each temporary or permanent appointment, leave of absence, suspension, discharge, reinstatement, transfer, retirement, resignation, surety bond. Arr. alph. by name of employee. No index. Hdw. on ptd. form. 10 x 12 x 26. Chief cl. off.

741. WEEKLY PAY ROLL OF EMPLOYEES, 1930--. 1 vol., 1 bdl.
Copies of pay rolls submitted to city auditor: Period of pay roll; names, original and current titles, annual salaries of employees; weekly earnings, amount of weekly retirement deduction, net amount paid employee, number of days for which employee paid, total amount of pay roll. Arr. chron. by period of pay roll. No index. Typed on ptd. form. Vol. 100 pp. 21 x 15 x 1; bdl. 20 x 14½ x 3. Finance div. off.

742. (Copies of) MONTHLY PAY ROLL OF EMPLOYEES, 1930--. 1 vol.
Payroll period; name, type of work, title of each employee; annual salary, monthly earnings, amount of monthly deduction for retirement, net amount paid employee; number of days for which employee paid; total amount of pay roll. Arr. chron. by period of pay roll. No index. Typed on ptd. form. 108 pp. 13 x 15 x 1. Finance div. off.

743. JOURNAL (of Expenditures), 1921--. 3 vols. Title varies: Daily Emergency Pay Roll, 1921-29, 1 vol.
Daily record of emergency cash expenditures: Number of cases aided, total expenditure, amount of emergency cash on hand; monthly total expenditures; 1921-29 includes name of payee. Arr. chron. by date of payment. No index. Hdw. 200 to 300 pp. 10½ x 8½ x 1 to 14 x 8½ x 1½. Safe, finance div. off.

744. JOURNAL (of Reimbursements), 1927--. 3 vols. Title varies: Ledger, 1927-30, 1 vol.
Daily record of reimbursements from the Commonwealth for aid rendered veterans or their dependents: Amount, date of reimbursement; name of account credited. Also contains ledger, 1922-30: Name, address, case number of veteran; date and amount of aid, recharge, reimbursement; authority for recharge. Journal arr. chron. by date of reimbursement; ledger, arr. by name of account and chron. by date of entry thereunder. No index. Hdw. 300 pp. 10½ x 8½ x 1. Safe, finance div. off.

745. (REIMBURSEMENTS BY VETERANS FROM EARNINGS IN EMPLOYMENT), 1919--. 3 vols.
Name, address, case number of veteran; nature, period of war service; total amount, type of relief received; dates, amounts of reimbursing payment. Arr. alph. by name of veteran. No index. Hdw. on ptd. form. 500 pp. 10 x 13 x 3½. Finance div. off.

746. GENERAL ORDERS TO PAY, 1934--. 2 f.d. (dated).
Orders from soldiers' relief beneficiaries designating agent to collect their benefits: Name and address of veteran, person delegated; names, addresses of witnesses to order; signature of visitor approving collection. Arr. alph. by name of veteran. No index. Hdw. on ptd. form. 12 x 5½ x 12. Finance div. off.

Requisitions

747. STATIONERY REQUISITIONS, 1934--. 1 vol.
Copies of requisitions for supplies submitted to city superintendent of printing: Date of requisition; amount, cost, description of item; signature of departmental official. Arr. chron. by date of requisition. No index. Hdw. on ptd. form. 500 pp. 9 x 8 x 2½. Chief cl. off.

748. SERVICE (and Supplies) ORDERS, 1935--. 1 f.b.
Quadruplicates of orders issued in quintuplicate (originals and duplicates to vendor or contractor, triplicates to city disbursement division, and

quintuplicates to city auditor): Name, address of department; budget code letter and number; name, address of vendor or contractor; date, amount, description, number of order; price, terms of sale. Includes amount, date, description of receipt of supplies or service, date, amount of invoice; date of receipt of invoice, referral of invoice to city auditor. Arr. num. by order no. No index. Typed on ptd. form. 10 x 12 x 26. Chief cl. off.

Miscellaneous

749. CORRESPONDENCE, 1888-1930, 1934--. 10 f.d.
Correspondence with state and city officials, outside organizations and agencies, banks, insurance companies, and private individuals concerning economic and military or naval statuses of veterans. Arr. alph. by name of correspondent. No index. Typed, hdw. 11½ x 13 x 26. 4 f.d., 1888-1930, 1934--, chief cl. off.; 4 f.d., 1888-1930, 1934--, commr. inner. off.; 2 f.d., 1934--, commr. outer off.

750. COMMISSIONER'S CORRESPONDENCE, 1927--. 2 f.d., 1 f.b.
Correspondence with city departments, civil-service commissioner, and fuel companies. Arr. alph. by name of correspondent. No index. Typed, hdw. F.d. 11¼ x 13½ x 26½; f.b. 11½ x 13 x 12. Commr. outer off.

751. STATE AID ORDERS, 1939--. 1 f.b.
Certifications of residences of veterans: Name, address of veteran's agent, veteran; signature of agent to statement of assignment to collect money due veteran, and to veteran's stated address; date of certificate. Arr. alph. by name of agent. No index. Hdw. on ptd. form. 12 x 5½ x 12. Finance div. off.

752. BASE BALL FUND, 1934--. 1 f.d.
Baseball fund for nonbudgeted aid to veterans' minor children: Name of minor child, parent or guardian; date, amount, purpose of benefit; number, date of check; signature of relief commissioner; veteran's case number, service. Includes attached canceled checks. Arr. chron. by date of check. No index. Hdw. and typed. 9½ x 4 x 12½. Safe, finance div. off.

LIST OF SOURCES

Primary

BOSTON, CITY OF

Boston Town Records, 1634-1822. Boston, 1881-1906. 11 vols. The Boston Town Records are volumes 2, 7, 8, 12, 14, 16, 18, 26, 31, 35, 37 of a 39-volume set of records relating to the early history of Boston, issued between 1876 and 1909. Vols. 1-28 inclusive were published by the Records Commissioners under the general title Records Commissioners' Reports; vols. 29-39 inclusive were published under the direction of the Registry Department of the city of Boston under the general title Records Relating to the Early History of Boston.

City Documents, 1834-1935. Boston, 1839-1936. 294 vols.

Finance Commission of the City of Boston, Reports and Communications, 1907-1938. Boston, 1908-1939. 34 vols.

List of City and County Employees, with their Residences and Salaries, etc. Boston, 1888. 56 pp.

A Manual for the Use of the Overseers of the Poor in the City of Boston. Prepared by a Committee of the Board. Boston, 1866. 246 pp.

MASSACHUSETTS GENERAL COURT

Acts and Resolves, Public and Private, of the Province of Massachusetts Bay, 1692-1780. Boston, 1869-1922. 21 vols. Cited as Province Laws.

Acts and Resolves of the Commonwealth of Massachusetts, 1780-1940. 133 vols.

Records of the Governor and Company of the Massachusetts Bay in New England, 1628-1686. Nathaniel B. Shurtleff, ed. Boston, 1853-1854. 5 vols. in 6. Cited as Colonial Records.

Secondary

Hartwell, Edward Mussey, Boston and Its Story, 1630-1915. Boston, City Printing Department, 1916. 200 pp.

Huse, Charles Phillips, The Financial History of Boston, from May 1, 1822 to January 31, 1909 (Harvard Economic Studies, XV). Cambridge, Harvard University Press, 1916. 395 pp.

Secondary (Cont'd)

Kelso, Robert W., The History of Public Poor Relief in Massachusetts 1620-1920. Boston, Houghton Mifflin Co., 1922. 200 pp.

Quincy, Josiah, A Municipal History of the Town and City of Boston, During Two Centuries, from September 17, 1630 to September 17, 1830. Boston, Charles C. Little and James Brown, 1852. 444 pp.

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