FW 4.14:F317/Ser.11/37

HIST. BIOG. & TRAV.

UNIVERSITY OF KENTUCKY
3 0425 5323767 4

INVENTORY OF FEDERAL ARCHIVES IN THE STATES

SERIES XI. THE DEPARTMENT OF LABOR

NO. 37. PENNSYLVANIA

SURVEY FEDERAL ARCHIVES IN PENNSYLVANIA

WORK PROJECTS ADMINISTRATION

GOVERNMENT PUBLICATIONS

FEB 4 1942

UNIVERSITY OF KENTUCKY
LIBRARIES

INVENTORY OF FEDERAL ARCHIVES

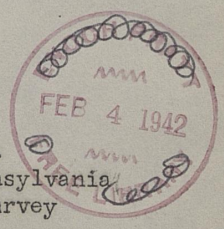
IN THE STATES

Prepared by

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

SERIES XI. THE DEPARTMENT OF LABOR

NO. 37. PENNSYLVANIA



Philadelphia, Pennsylvania
The Survey Federal Archives in Pennsylvania
The Pennsylvania Historical Survey

1942

Philip M. Hamer, National Director

Howard O. Hunter, Commissioner
R. C. Branion, Regional Director
O. K. Yeager, Acting State Administrator

Division of Community Service Programs
Florence Kerr, Assistant Commissioner
Agnes S. Cronin, Chief Regional Supervisor
Anne M. Butler, State Director

Research and Records Program
Harvey E. Becknell, Director
Edward J. Bennett, Regional Supervisor
Robert McCullough, State Chief

The Pennsylvania Historical Survey
Sargent B. Child, National Director
J. Knox Milligan, State Supervisor

.....

The Pennsylvania Historical Survey

is sponsored by the
Pennsylvania Historical Commission

Ross Pier Wright, Chairman

Edward R. Barnsley
Frances Dorrance
Gregg L. Neel
Roy F. Nichols

Donald A. Cadzow, Executive Secretary, S. K. Stevens, Historian
Francis B. Hass, Superintendent of Public Instructions, exoffico

.....

PREFACE

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

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

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

The work of the Survey in Western Pennsylvania was under the direction of Mr. Louis W. H. Johnston, Regional Director from February 11, 1936 Until October 4, 1937. From that time until the unit was abolished on April 30, 1939, Mr. John T. McMahon served as Unit Project Supervisor. The Survey in Eastern Pennsylvania was directed by Mr. Richard Heindel, Regional Director from February 26 until August 1936 and from August until December 31, 1936 by Mr. John P. Corry. After Dr. Corry's resignation the project was reorganized with Dr. Richard B. Morris of New York as Regional Director and James L. Whitehead as Assistant Regional Director. In October 1937 Mr. James L. Whitehead was appointed Project Superintendent for the State and acted in that capacity until September 19, 1938 when he resigned and was succeeded by Miss Williametta Wallace. This Inventory of the Department of Labor was prepared in the Philadelphia office of the Survey, while the mimeographing and publishing of the volume was made under the Pennsylvania Historical Survey, and was edited by Mr. M. P. Claussen of the office of the Director of Research and Publications, The National Archives.

Philadelphia, Pennsylvania
1 9 4 2.

Williametta Wallace.

CONTENTS

Page

IMMIGRATION AND NATURALIZATION SERVICE 1

Erie, Sub-Station 2
Lewisburg, Immigrant Inspector's Office 4
Philadelphia, Field Service Branch, District 4 5
Boarding and Re-Entry Permit Division. 5
Divisional Director's Office 9
Pittsburgh, District Director's Office 14
Wilkes-Barre, Sub-Station 23

UNITED STATES EMPLOYMENT SERVICE 24

Allentown, NRS, Lehigh County Office 27
Altoona, Federal-State District Employment Office 28
Bethlehem, NRS, Northampton County Office 34
Bradford, NRS, District Office. 35
Butler, NRS, District Office 39
Carlisle, NRS, Cumberland County Office 46
Chambersburg, NRS, District 3 Office 47
Chester, NRS, Delaware County Office 49
Clearfield, NRS, Clearfield County Office 53
Doylestown, NRS, Registration Office. 58
Du Bois, NRS, Clearfield County Office. 58
Easton, NRS, District Office 61
Erie, Federal-State District Employment Office 63
Greensburg, NRS, District Office 68
Harrisburg . . . . . .
NRS, Dauphin County Office 73
NRS, State Office 76
Johnstown, Federal-State District Employment Office 81
Lancaster, NRS, Lancaster County Office 87
Lebanon, NRS, Lebanon County Office 88
Lewistown, NRS, District Office 91
Lock Haven, NRS, Clinton County Office 95
New Castle, Federal-State District Employment Office 98
Norristown, NRS, Montgomery and Bucks Counties Office 104
Oil City, NRS, District Office 106
Philadelphia, NRS, Philadelphia County Office 111
Pittsburgh, NRS, Allegheny County Office 115
Punxsutawney, NRS, Jefferson County Office 119
Reading, NRS, Berks County Office 123
Ridgway, NRS, District Office 126
Rochester, NRS, Beaver County Office 130
St. Marys, NRS, District Office 137
Scranton, NRS, Lackawanna County Office 141
Sharon, NRS, District Office 143
Somerset, NRS, District Office 148
Sunbury, NRS, District Office 155
Towanda, NRS, District Office 156

Page

UNITED STATES EMPLOYMENT SERVICE (Continued) . . . . . .

Uniontown, NRS, Fayette County Office 157
Washington, NRS, District Office 160
Wellsboro, NRS, Tioga County Office 164
West Chester, NRS, Chester County Office 165
Williamsport, NRS, Lycoming County Office 167
Wilkes-Barre, NRS, Luzerne County Office 167
York, NRS, District Office 169

INTRODUCTION

The Immigration Service and the Naturalization Service were merged October 24, 1933, now known as the Immigration and Naturalization Service.

IMMIGRATION AND NATURALIZATION SERVICE DISTRICT #4 includes the Port of Philadelphia, the State of Pennsylvania, excepting counties McKean, Warren, Erie, Crawford and Mercer; the State of New Jersey lying south of the counties of Monmouth, Middlesex, Somerset and Hunterdon; that part of the State of Ohio lying south of the counties Mahoning, Stark and Wayne, and east of the counties of Ashland, Knox, Licking, Perry and Athens; and that part of the State of West Virginia lying north of the counties of Jackson, Roane, Clay, Braxton, Webster and Pocahontas, and west of the counties of Pendleton and Grant, and the State of Delaware.

The duties connected with the business of the Immigration at the Port of Philadelphia in accordance withthe provisions of the Act of Congress approved August 3d, 1882, were administered by and under the auspices of the Commissioners of the Board of public charities of the Commonwealth of Pennsylvania beginning November 7, 1882. Allotment for the cost of conducting the work was made by the U. S. Treasury Department; the Board of Public Charities of the Commonwealth of Pennsylvania was responsible to and reported to the Secretary of the Treasury; the Immigrant Service work of the country was under the Treasury Department. The Board of Public Charities of the Commonwealth of Pennsylvania, acting as Commissioners of Immigration, Port of Philadelphia, made their final report for the year ending June 30, 1891, when a Commissioner of Immigration and Inspectors of Immigration was appointed by the Secretary of the Treasury. Under a law then passed, the administration of the Immigration Service passed from the U. S. Treasury Department to the Department of Commerce and Labor and subsequentley to the Department of Labor when that department was authorized as a separate department.

The office of the Port of Philadelphia was first located at 1224 Chestnut Street November 7, 1882 and remained at this address until November 1, 1903 when it was moved to the 2d floor of S. E. c 3d and Walnut Sts., and later to 132 - 34 - 36 S. 3d Dt. The United States Department of Labor then purchased the Administration Building and ground at Gloucester City, New Jersey and subsequently built a large pier and detention building there, the District headquarters was moved to Gloucester City, N. J. May 25, 1911. The Boarding and Examination Division of the Service, having to do with the arriving and departing vessels, remained at 132 S. 3d Dt., and was removed to quarters in the New Custom House Building, 2d and Chestnut St., when that building was completed.

The Immigration Service records extending to Nov. 7, 1882, are kept at the Department of Labor, Immigration and Naturalization Service Building, Gloucester, N. J. Such records of arrivals of passengers as were in the custody of the Collector of Customs at the New Custom House, Philadelphia, between November 7, 1882 and December 31, 1935 have been card indexed and are now at the Custom House and will be transferred to the Government at Gloucester, New Jersey.

The Naturalization branch of the Service and its records is located in the Post Office Building 9th and Market Sts., for the eastern section of the District and for the Western Section of the District in the New Post Office Building in Pittsburgh, in custody of the divisional director serving under the District Director at Gloucester, N. J. The records over the entire period enumerated are constantly in use for Immigration and Naturalization purposes, Old Age Pensions, in the various parts of the United States, Social Security, etc.

THE IMMIGRATION AND NATURALIZATION SERVICE

THE IMMIGRATION AND NATURALIZATION SERVICE

ERIE
SUB-STATION
Old Federal Bldg. State St. and So. Perry Square.

There has been an office of the Immigration and Naturalization Services since 1909, always located in the Old Federal Building. It has undergone no administrative reorganization except that incidental to departmental and bureau reorganizations at Washington. This office is a sub-station of the District 7 Office at Buffalo, and serves the Pennsylvania counties of Crawford, Erie, McKean, Mercer and Warren. The inspector has no independent authority regarding the destruction of useless papers or the forwarding of records to Washington. These are matters handled by the Buffalo District Office. Inactive records are centralized at Buffalo.

1. GENERAL INDEX, n.d. Name or subject to the financial records, the naturalization correspondence, and the service reports. (Daily, official.) 3 x 5 cards, 5 ft., in steel card cabinet. R. 13,2d floor. (14)

2. GENERAL ORDERS, SERVICE, Dec. 1922 to date. Orders, circular letters, and memoranda from the Washington office principally regarding the interpretation of immigration and naturalization laws and on other nonadministrative matters. Filed chronologically. (Daily, official.) 10 x 11 loose-leaf books, 6 in., on movable book rack. R. 13, 2d floor. (8)

3. GENERAL ORDERS, ADMINISTRATIVE, Jan. 1935 to date. Orders, circular letters and memoranda from the national and district offices on administrative matters. Filed chronologically. (Frequently, official.) 9 x 12 folders, 2 ft., in steel filing case. R. 12, 2d floor. (24)

4. FINANCIAL RECORDS, Sept. 1926 - May 1931. Records of all financial transactions incidental to the work of this office. 3 x 5 card index in R. 13. (Occasionally, official.) 8½ x 11 envelopes, 6 in., in bundle on floor. R. 9, 2d floor. (7)

5. PERSONNEL RECORDS, Mar. 1931 - Feb. 1934. Miscellaneous personnel records of former employees. Filed alphabetically. (Rarely, official.) 9 x 12 folders, 2 ft., in bundle on floor. R. 9 2d floor. (22)

6. REPORTS, SERVICE, Mar. 1926 to date. Copies of detailed narrative and statistical monthly reports to the Buffalo office on all phases of service rendered, including naturalization, immigration, deportation, and emigration. 3 x 5 card index in R. 13. (Frequently, official.) 9 x 12 folders and envelopes, 8 ft., in bundles on floor. R. 9, 2d floor. (9)

7. FINANCIAL REPORTS, July 1935 to date. Copies of monthly reports to the Buffalo office on administrative expenses. Kept for current fiscal year only. (Frequently, official.) 9 x 12 folders, 7 in., in steel filing case. R. 12, 2d floor. (23)

8. CORRESPONDENCE ON NATURALIZATION, Apr. 1929 to date. Correspondence with clients regarding naturalization procedure and requirements, in cases not involving a formal application. Filed alphabetically. 3 x 5 card index in R. 13. (Frequently, official.) 9 x 12 folders, 2 ft. 6 in., in steel filing case. R. 12, 2d floor. (12)

9. IMMIGRANT FILE, 1909 to date. Brief personal histories of aliens admitted and rejected at Erie, showing name, last address, birthplace, nationality, race, color, age, height, weight, local relatives, if any, date and remarks. Filed alphabetically. (Frequently, official.) 4 x 6 cards, 1 in., in steel card cabinet. R. 12, 2d floor. (16)

10. NATURALIZATION RECORDS, CLOSED, Nov. 1911 to date. Applications for citizenship granted and rejected and miscellaneous supporting papers and correspondence. Filed by case number. 3 x 5 card index in R. 13. (Occasionally, official.) 6 x 8 and 9 x 12 folders and cards, 12 ft., in steel filing case. R. 12, 2d floor. (11)

11. NATURALIZATION RECORDS PENDING, Apr. 1935 to date. Applications for citizenship not yet granted or rejected and miscellaneous supporting papers and correspondence. Filed by case number. 3 x 5 card index in R. 13. (Daily, official.) 9 x 12 folders, 1 ft. 4 in., in steel filing case. R. 12, 2d floor. (10)

12. ALIEN CHINESE FILE, 1926 to date. Giving names and addresses of all alien Chinese and other Asiatics resident in the counties served by this office. (Frequently, official.) 3 x 5 cards, 2 in., in steel card cabinet. R. 12, 2d floor. (19).

13. RE-ENTRY PERMITS, Aug. 1926 to date. Copies of re-entry permits issued to resident aliens leaving the country temporarily at Erie, with a notation of the date of re-entry, if any. Filed alphabetically. (Frequently, official.) 4 x 6 cards, 6 in., in steel card cabinet. R. 12, 2d floor. (18)

14. CREW LISTS, Apr. 1927 - Dec. 1935. Record of the names and addresses of the crew of steamers entering Erie Harbor. Filed alphabetically by steamers. (Rarely, official.) 18 x 18 jackets, 4 ft., in steel filing case. R. 12, 2d floor. (13)

15. DEPORTATION FILE, July 1929 to date. Records of persons deported at Erie, showing name, last address, reason for deportation, date of deportation, destination, vessel, and remarks. Filed alphabetically. (Frequently, official.) 5 x 8 cards, 4 in., in small wooden box on table. R. 12, 2d floor. (15)

16. LITERACY TESTS, 1930 to date. Copies of the tests and records of the results in examinations of immigrants for literacy. Filed alphabetically. (Frequently, official.) 4 x 6 cards, 3 in., in steel cabinet. R. 12, 2d floor. (21)

17. EMIGRANT FILE, Mar. 1930 to date. Records of aliens leaving country voluntarily at Erie showing port and date of entry, place of recent residence, destination, nationality, and brief personal history, if port of entry was not Erie. Filed alphabetically. (Frequently, official.) 3 x 5 and 4 x 6 cards, 1 in., in steel card cabinets. R. 12, 2d floor. (17)

18. IMMIGRATION RECORDS, OPEN, Apr. 1931 to date. Miscellaneous papers and correspondence pertaining to immigrants whose status is yet to be finally determined. Filed by case number. 3 x 5 card index in R. 13. (Frequently, official.) 9 x 12 folders, 1 ft. 3 in., in steel filing case. R. 12, 2d floor. (26)

19. IMMIGRATION RECORDS, CLOSED, July 1931 to date. Miscellaneous papers and correspondence pertaining to immigrants whose status has been finally determined. Filed by case number. 3 x 5 card index in R. 13. (Occasionally, official.) 9 x 12 folders, 11 ft., in steel filing case. R. 12, 2d floor. (25)

20. COURT DECISIONS, n.d. Clippings from official and private periodicals on United States court decisions pertaining to naturalization and immigration. Used as a reference to avoid consulting legal books. Posted on cards and filed alphabetically by assigned titles. (Frequently, official.) 3 x 5 and 5 x 8 cards, 2 in., in steel card cabinet. R. 12, 2d floor. (20)

LEWISBURG

IMMIGRANT INSPECTOR'S OFFICE

Court House and Post Office Bldg, S. 3d and Market Sts.

This office is part of the Field Service Branch, District 4, and was established on Feb. 14, 1933, as part of the Immigration Service. In Aug. 1933 the Immigration Service and the Naturalization Service were combined into the Immigration and Naturalization Service.

21. CASE REPORTS AND CORRESPONDENCE, Feb. 14, 1933 - Oct. 5, 1936. Reports, correspondence, and disposition of cases in this department; reports of investigations; disposition as regards to the deportation of aliens; cases seeking registration; and records of the completion of naturalization. (Daily, official.) Variously sized folders, 27 ft. 7 in., in 29 drawers of filing cases, and card cabinets. Rs. 407, 409. (7)

PHILADELPHIA

FIELD SERVICE BRANCH
DISTRICT 4
Boarding and Re-entry Permit Division
New Custom House, Re-entry 2d and Chestnut Sts.

The Boarding and Re-entry Permit Service was established in 1882 as part of the Immigration Service. At the Port of Philadelphia this work was carried out by the Commissioners of the Board of Public Charities of the Commonwealth of Pennsylvania, under the Treasury Department. In 1891, a Commissioner of Immigration and Inspector of Immigration were appointed by the Secretary of the Treasury, and under a law passed at that time, the administration of the Immigration Service passed from the Treasury Department to the Department of Commerce and Labor, and subsequently to the Department of Labor. In Oct. - 1933 the Immigration Service and the Naturalization Service were merged into the Immigration and Naturalization Service.

This Division is part of the Field Service Branch, District 4, of the Immigration and Naturalization Service, which has jurisdiction over the Port of Philadelphia, and State of Pennsylvania, except the counties of McKean, Warren, Erie, Crawford, and Mercer; the State of New Jersey lying south of the counties of Monmouth, Middlesex, Somerset, and Hunterdon; and parts of the States of Ohio and West Virginia.

22. RECORDS OF CHINESE LABORERS RETURNING TO THE UNITED STATES, 1903 - 1914. Stating the result of investigations, the port of entry, date of entry, case number, and name and address of alien. Indexed. (Monthly, official.) 9 x 14 vols., 1 in., in drawer or steel filing case. Bindings broken. R. 603. (8916)

23. RECORD OF CHINESE MERCHANTS RETURNING TO THE UNITED STATES, 1903 - 1914. Record of Chinese merchants who are applying for re-entry into the United States having arrived in port showing the name and address of alien, case number, date of arrival, and port of entry. Indexed. (Daily, official.) 9 x 14 vols., 2 in., in drawer of steel filing case. Bindings broken. R. 603. (8915)

24. RECORDS OF DEPARTING CHINESE LABORERS, 1903 - 1914. Showing name and address, case number, date of departure, and from what port. Indexed. (Monthly, official.) 9 x 14 vols., 2 in., in drawer of steel filing case. Bindings broken. R. 603. (8917)

25. RECORD OF DEPARTING CHINESE MERCHANTS, 1903 - 1914. Stating name and address, case number, date, and port of departure. Indexed. (Monthly, official.) 9 x 14 vol., 1 in., in drawer of steel filing case. R. 603. (8918)

26. RECORDS OF CHINESE INVESTIGATION, 1904 - 1913. Records of investigation of Chinese cases by the inspector; reports on minor sons, native born, returning natives; duplicate certificates of residence, of merchants' wives, students and the Marshal's data; records on investigations, of young Chinese boys, their status on remaining in the United States, showing case number, name and address of boy, where investigated,

date, port of residence; report of investigations of native born Chinese; investigation of returning natives, giving name and address, case number, where investigated, date and port of entry, duplicate of certificate of certificate of residence showing the case number, name of Chinese, investigated, residence, date and port of entry of Chinese; arrests of Chinese thought to be unlawfully residing in the United States showing case number, name and address, where arrested, date and disposition of case; investigation of merchants' and natives' wives showing case number, name and address of person investigated, where found and date; student Chinese are recorded by name and address, case number, date, place of investigation, and port of entry. Indexed. (Monthly, official.) 10 x 14 vol., 2 in., in drawer of steel filing case. Bindings broken. R. 603. (8908)

27. SHIP ARRIVAL REPORTS, 1904 to date. Records on cards of the date of arrival of vessel, name of vessel, registry, and rating. Filed alphabetically. (Daily, official.) 3 x 5 cards, 16 ft., in 8 drawers of steel filing cases. R. 603. (8936)

28. CHINESE CRIMINAL CASE RECORDS, 1914 - 1937. Showing date of entry, date of arrest, date of investigation, case number, place where investigated, and disposition of case. (Weekly, official.) 9 x 14 vol., 2 in., in drawer of steel filing case. Bindings broken. R. 603. (8914)

29. DESERTING SEAMEN, 1921 to date. Name of deserter, age, nationality, name of vessel shipped on, date of arrival, and port of arrival. (Daily, official.) 9 x 14 vols., 2 in., on desk. (8922)

30. CHECK-OUT CARDS, 1922 to date. Forms 548C, are record cards of seamen deserted, discharged, and signed on at specified port stating name of seaman, age, occupation, nationality, residence, port, and date of entry, and name of vessel. Arranged alphabetically. (Daily, official.) 3 x 5 cards, 15 ft., in 8 drawers of steel filing cases. R. 603. (8923)

31. DAY BOOK, 1922 to date. Date of arrival of vessel, name of vessel, rig, number of crew, date of boarding, pier at which it docked, and record of check-outs recorded by the Immigration Inspector. (Daily, official.) 9 x 14 vol., 2 in., in drawer of steel filing case. R. 603. (8921)

32. INSPECTORS' OVERTIME RECORD, 1922 to date. Showing day and date of arrival of vessel, name of vessel, owner, number of crew and passengers, agent's advice to inspector as to date of docking, name of boarding officer, where boarded, time of boarding, time required to inspect, time charge, amount billed and bill number, also date bill was submitted. (Daily, official.) 10 x 14 vol., 2 in., in drawer of steel filing case. R. 603. (8929)

33. SEAMEN'S IDENTIFICATION CARDS, 1922 to date. Form 685, showing name, age, and nationality of seamen, a photograph of seamen, attest of examination; signed by Immigrant Inspector. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft. 3 in., in drawer of steel filing case. R. 603. (8938)

34. DESERTING SEAMEN, 1924 to date. Name, age, and nationality of seamen who has deserted, name of port of first arrival, date thereof, and city where seaman deserted. Filed alphabetically. (Daily, official.) 3 x 5 cards, 2 ft., in 2 drawers of wooden card cabinet. R. 603. (8933)

35. RECORD OF HOSPITAL CASES, 1924 to date. Name of ship and station file number, date of arrival of ship, seaman's name; certificate of surgeon showing disease found, name of surgeon, whether or not patient was confined thirty days, more or less, name of hospital, date of release, amount of bill, date of payment, and disposition of alien. (Daily, official.) 10 x 14 vol., 3 in., in drawer of steel filing case. R. 603. (8928)

36. HOSPITAL BOARDING RECORD, Feb. 1925 to date. Correspondence with shipping agents relative to payment of seamen's hospital bills; letters of hospital bills giving name of seamen, ship, days in hospital and amount of bill; Form 571, gives name of seamen, file number, and name of steamship. Filed chronologically. (Daily, official.) 11 x 15 papers, 4in., in drawer of steel filing case. R. 603. (8930)

37. RECORDS OF RE-ENTRY PERMITS, July 1926 to date. Permits for re-entry with date of receipt, name of applicant, application, permit number, date of delivery, and by whom delivered. Arranged chronologically. (Daily, official.) 7½ x 10 loose-leaf books (12),2 ft., in drawer of steel filing case. Bindings broken. R. 603. (8931)

38. REGISTER OF SHIPS ARRIVAL, 1927 to date. For the Port of Philadelphia; showing date arrived, name of vessel, nationality and rig, name of port sailed from, agent's or owner's name, place and time boarded for inspection, inspector's name, his report on stowaways, crew and passanger, file number, date of clearing, and port of destination. (Daily, official.) 8½ x 13 vol., 2 in., in drawer of steel filing case. R. 603. (8920)

39. REPORT OF BOARDING OFFICER, 1928 to date. Forms 660, reports of Immigration Inspector on boarding a vessel; showing recorded names of port and vessel, port sailed from, number of passengers, crew, stowaways, stockmen and Chinese aboard, who were detained or discharged at port, births, and deaths. (Daily, official.) 3 x 5 cards, 7 ft., in 3 drawers of steel filing case. R. 603. (8935)

40. APPLICATION FOR LEAVE OF ABSENCE, 1932 to date. Form 540, is a request for leave of absence on a specified date by employee of the Service stating name of person, recommendations, and approval, and signature of officer in charge of district. Filed chronologically. (Daily, official.) 8½ x 11 records, 6 ft., in drawer of steel filing case. R. 603. (8934)

41. APPLICATION FOR RE-ENTRY PERMIT, 1932 to date. Name of applicant, place of residence, file number, and date application was made. Arranged alphabetically. (Daily, official.) 3 x 5 cards, 7 ft., in 5 drawers of steel filing case. R. 603. (8925)

42. LOOK-OUT NOTICES AND REPORTS, COPIES, 1932 to date. Copies of notices to the district directors, requesting that a copy be posted; notice concerns a named alien who is suspected of entering the United States illegally, showing name, file number, and description of alien. Filed chronologically. (Daily, official.) 8½ x 11 papers, 4 in., in drawer of steel filing case. R. 603. (8919)

43. MONTHLY REPORT OF IMMIGRATION INSPECTION, 1933 to date. Reports showing activities on warrants and investigation work for a specified month, stating number of aliens investigated in penal institutions, hospitals, and at large; warrants issued and served, and number of aliens released under warrants of arrest. (Semimonthly, official.) 8½ x 11 papers, 1 ft., in drawer of steel filing case. R. 603. (8927)

44. OVERTIME SERVICE REPORTS, July 1, 1934 - Jan. 1937. Vouchers for payment of overtime boarding service of inspector listing date, name of ship, name of inspector, date of service, nature of service, time charged, basic pay per diem, and amount certified by district director. Filed chronologically. (Daily, official.) 9 x 11 envelopes and 8 x 10½ papers, 1 ft., in drawer of steel filing case. R. 603. (8913)

45. INSPECTORS' MONTHLY REPORT OF INVESTIGATIONS AND SERVICE OF WARRANTS ON CRIMINAL ALIENS, Apr. 1937. Summary of activities of inspection sent to Commissioner of Immigration, Gloucester, N. J., recording file number of case, whether case concernsinvestigation or service of warrant, location, date assigned, date completed, remarks, and summary showing number of prospective warrants for arrest. Arranged chronologically. (Weekly, official.) 8 x 10 papers, 2 in., in drawer of steel filing case. R. 603. (8912)

46. ALIEN CRIMINAL CASES UNDER INVESTIGATION BY IMMIGRANT INSPECTOR AT VARIOUS DIVISIONS, Mar. 8, 1937, to date. Statement by the alien criminal giving his record, name and location of prison, name of alien, aliases, age, native country, when last entered this country, port of entry, name of ship, nature of crime imprisoned for, when committed, and the sentence of the court; copy of letters from Commissioner in Washington regarding alien status; correspondence with Ellis Island Immigrant Station, New York, asking for verification of statement by alien in regard to his arrival there, checking on dates, names. Arranged chronologically. (Daily, official.) 8 x 10 folders, 1 ft., in drawer of steel filing case. R. 603. (8910)

47. INVESTIGATION OF CHINESE APPLYING FOR PERMISSION TO ENTER UNITED STATES, Mar. 1, 1937, to date. Record of investigation of Chinese seeking to have their wives enter U.S., with correspondence and testimony to establish citizenship. (Monthly, official.) 8 x 10 folders, 3 in., in drawer of steel filing case. R. 603. (8909)

48. LISTS OF MANIFEST OF ALIENS EMPLOYED ON VESSEL AS MEMBERS OF CREW, Apr. 1937 to date. Showing name of vessel, date of arrival, name of port arrived, port from which vessel sailed, names of aliens, length of service, position in crew, where and when engaged, whether to be discharged at port, age, sex, race, nationality, height, weight, name of

steamship line, owners and agents, signed and sworn to by master, and witnessed by Immigrant Inspector. Arranged chronologically. (Daily, official.) 9 x 9 sheets, 6 in., on top of filing case. R. 603. (8924)

49. PERMIT TO RE-ENTER THE UNITED STATES, Jan. 1937 to date. Permits issued by Commissioner of Immigration to aliens, previously and lawfully admitted, to re-enter U.S., showing application and permit number, date of expiration, personal description of applicant, date of arrival of vessel, port arrived, and photograph. Filed alphabetically. (Daily, official.) 8½ x 11 forms, 1 ft., in wooden transfer case. R. 603. (8932)

50. RE-ENTRY INVESTIGATION CASES, PENDING, Mar. 1, 1937, to date. Form 631, application for re-entry permit, a record to the Commissioner of Immigration by an alien for re-entry permit, with photograph attached. Form 503, application for certificate of arrival of alien from the general office; Form 632, permit to re-enter the U.S., issued by Commissioner of Immigration to persons previously and lawfully admitted; and attached photograph of applicant. Filed alphabetically. (Daily, official.) 9½ x 12 papers, 4 ft., in drawer of steel filing case. R. 603. (8911)

51. REPORT ON HOSPITALIZATION CASES, Jan. 1, 1937, to date. Record of seamen treated for diseases by Public Health Service, giving number of case, name of patient, vessel, company owning vessel, certification of admittance to hospital, record of disease, name of hospital, and guarantee by the steamship company owning vessel that seaman will observe all the regulations; Form 559, report of delivery, detention on board, and removal of alien, is sent owners of vessel arriving in port, gives name of alien, and his status; Form 541, medical certificate, giving name of port, name of alien, name of vessel, date of arrival of ship, name of birthplace, manifest number, medical diagnosis by surgeon of Public Health Service, date, and signature of Immigrant Inspector. Arranged numerically. (Daily, official.) 8 1/2 x 11 papers, 6 in., in drawer of steel filing case. R. 603. (8937)

52. STATEMENT OF MASTER OF VESSEL, Jan. 1937 to date. Form 689, showing changes in crew prior to departure, port, name of ship, date of arrival, names and number of crew at time of arrival, those discharged, those signed on, those deserted and died, name of owner or agent, date of sailing, destination, and first port of call. Filed Chronologically. (Daily, official.) 8½ x 11 sheets, 4 in., on wooden tray. R. 603. (8926)

Divisional Director's Office

Post Office Court House Bldg., 9th and Chestnut Sts.

The Office of the Divisional Director of the Naturalization Service in Philadelphia was established in 1906. In 1933, the Naturalization Service and the Immigration Service were merged into the Immigration, and Naturalization Service. This office has jurisdiction over the eastern section of District 4, and serves under the District Director in Gloucester, N. J.

53. ADJOURNMENTS DENIED PETITIONS IN OUTSIDE COURTS UNDER THE JURISDICTION OF THIS OFFICE, 1910 - 1929. Docket slips of denied petitions. (Daily, official.) 5 x 8 papers, 28 ft., in 7 drawers of wooden card cabinets. R. 408. (3451)

54. DOCKET SLIPS FOR DISTRICT COURTS, 1910 - 1929. Original docket slips for admission to citizenship. (Daily, official.) 5 x 8 papers, 110 ft., in 80 drawers of wooden card cabinet. R. 408. (3443)

55. ADJOURNMENTS DENIED PETITIONS, PHILADELPHIA COURTS, 1913 - 1929. Docket slips of denied petitions. 3 x 5 card index. (Semiweekly, official.) 5 x 8 papers, 20 ft., in 5 drawers of wooden card cabinet. R. 408. (3452)

56. CARD INDEX TO PERSONS NATURALIZED AT CAMP DIX, N. J., DURING THE WORLD WAR, 1918 - 1919. Record of those who enlisted or who were drafted; oath of allegiance was administered in the presence of the judge and clerk of court; some received their papers then, while others, upon return from France. (Seldom, official.) 3 x 5 cards, in 3 drawers of wooden card cabinets. R. 408. (4280)

57. INDEX OF PETITIONS FILED IN THIS COURT, 1918 - 1936. Filed alphabetically. (Daily, official.) 13½ x 16 vols. (4), 1 ft. 4 in., on steel roller shelves. R. 427. (3473)

58. CANCELATIONS, 1922 - 1936. Cancelations of certificates of citizenship in case of establishment of residence abroad within five years of naturalization or in case of criminal record before, and in some cases after, granting a certificate. Chronologically filed. (Daily, official.) 12 x 15 folders, 5 ft. 6 in., in 3 drawers of wooden filing case. R. 428. (3472)

59. ATTEMPTS TO VERIFY ARRIVAL OF ALIENS IN UNITED STATES, 1923 - 1930 Correspondence relating to the verification of arrival. Filed numerically. (Semiannually, official.) 8 x 10½ records, 8 ft., in 4 drawers of wooden filing case. R. 408. (4281)

60. PRELIMINARY APPLICATIONS FOR FINAL PAPERS, ORIGINAL APPLICATION, 1924 - 1929. Originals where deposition has been made by Philadelphia Court. Filed numerically. (Seldom, official.) 8 x 10½ records, 28 ft., in 14 drawers of steel filing cases. R. 408. (4283)

61. REQUESTS FOR COPIES OF DUPLICATE PAPERS, 1925 - 1926. General file for requests for duplicate papers until 1925 then used for veterans' requests and correspondence. Filed numerically. 3 x 5 card index. (Daily, official.) 12 x 15 folders, 4 ft., in 2 drawers of wooden filing case. R. 428. (3471)

62. CERTIFICATES OF ARRIVAL, 1925 - 1929. Certificates of arrival for the use of aliens arriving in U.S. after June 24, 1906, are issued prior to petitions for naturalization; contain name of alien, port of entry, date of arrival, and name of vessel. Filed numerically. (Never.) 5 x 8 forms, 28 ft., in 7 drawers of card cabinet. R. 428. (3441)

63. CORRESPONDENCE, 1925 - 1929. Correspondence on immigration and naturalization matters. (Rarely, official.) 12 x 15 papers, 2 ft., in drawer of steel filing case. R. 428. (4274)

64. CORRESPONDENCE CARD INDEX, 1925 - 1936. Shows number given to correspondence in order of receipt, and pertains to all matters for which there is no other classification or case number. Filed alphabetically. (Daily, official.) 3 x 5 cards, 48 ft., in 12 drawers of wooden card cabinets. R. 428. (3469)

65. CORRESPONDENCE WITH COURTS, 1925 - 1936. Correspondence with courts under its jurisdiction in Pennsylvania, New Jersey, and Delaware. Filed numerically. (Weekly, official.) 12 x 15 folders, 5 ft., in 3 drawers of steel filing case. R. 428. (3468)

66. DECISIONS, 1925 - 1936. Copies of circulars, instruction sheets, orders from central office, and decisions in naturalization cases. Filed chronologically. (Daily, official.) 12 x 15 folders and 8 x 10½ papers, 2 ft., in drawer of wooden filing case. R. 428. (3470)

67. DUPLICATE OF FORMS ENCLOSED IN RETURNED APPLICATIONS, 1925 - 1936. Mimeographed duplicates of forms enclosed in papers returned for correction, with the reason for return checked on them. Filed alphabetically. (Rarely, official.) 12 x 15 folders, 8 ft., in 4 drawers of steel filing case. R. 428. (3439)

68. GENERAL CORRESPONDENCE, 1925 - 1936. General correspondence and inquiries on naturalization matters that have no other classification. Filed numerically. 3 x 5 card index. (Daily, official.) 12 x 15 folders, 26 ft., in 13 drawers of filing cases. Frayed. R. 428. (3467)

69. DOCKET LIST OF PRELIMINAY HEARING ON PETITIONS FOR NATURALIZATION, 1927 - 1932. Daily lists of petitions filed each day in Philadelphia court. (Seldom, official.) 8 x 16 papers, 6 in., in wooden drawer of filing case. R. 408. (3455)

70. PETITIONS FILED IN OUTSIDE COURTS UNDER JURISDICTION OF THIS OFFICE, 1927 - 1932. Petitions filed in Pennsylvania, Delaware, and New Jersey courts that come within the jurisdiction of this office; original applications and triplicate of petitions sent to this office by OC for checking and filing. Filed numerically. (Daily, official.) 12 x 15 folders, 3 ft., in 2 wooden filing cases. R. 427. (3465)

71. REPORTS FROM CLERK OF COURT IN OUTSIDE COURTS IN THIS DISTRICT, 1927 - 1932. Reports of the number of naturalization papers filed in these outside courts under the present jurisdiction of this office. Filed numerically. (Semiweekly, official.) 12 x 15 folders, 8 ft., in 4 drawers of wooden filing case. R. 408. (3454)

72. ADMINISTRATIVE FILE, 1927 - 1936. Pay roll personnel correspondence, leave reports, hearing dates, judges, custodians, floor space, Form 32F, denial report, criminal, copies of expense vouchers, and telegrams. (Daily, official.) 8 x 10½ papers, 8 ft., in 4 drawers of wooden filing case. R. 427. (3447)

73. RETURNED APPLICATIONS, 1929. Applications returned unclaimed, some of these papers contain immigration identification cards and photographs of applicants. (Daily, official.) 12 x 15 folders, 2 ft., in drawer of steel filing case. R. 427. (3463)

74. APPLICATION INDEX MASTER FILE, 1929 - 1936. Record of applications for certificates of arrival prior to petition for naturalization; supplementary cards of aliens for whom arrest warrants were issued. Filed numerically. (Daily, official.) 3 x 5 and 3 3/4 x 5 cards, 148 ft., in 37 drawers of transfer cases. R. 428. (3442)

75. CLOSED FILE, 1929 - 1936. Applications for first and second papers which could not be completed because of death, incorrect statements, time limit had expired and refund of money. (Daily, official.) 19 x 15 folders, 24 ft., in 12 drawers of steel filing case. R. 428. (3448)

76. COMPLETED FIRST PAPERS, 1939 - 1936. Completed first papers are filed away for two years before application can be made for second papers. Filed numerically. (Daily, official.) 12 x 15 folders, 75 ft., in 38 drawers of steel filing cases. R. 428. (3440)

77. COMPLETED FIRST PAPERS. (3213) FEE EXEMPT, 1929 - 1936. For persons who entered the United States prior to 1906 and veterans whose papers are fee exempt. (Daily, official.) 12 x 15 folders, 14 ft., in 7 drawers of filing cases. R. 428. (3438)

78. DEPOSITIONS, 1929 - 1936. Depositions in cases of petitions filed in courts outside of Philadelphia district, but where deponent resides in this district. Card index. (Daily, official.) 12 x 15 folders, 1 ft. 6 in., in drawer of steel filing case. R. 427. (3462)

79. EXAMINERS' DAILY REPORTS OF PRELIMINARY HEARINGS AND FINAL HEARINGS, 1929 - 1936. Record of the number of applicants and witnesses examined in Philadelphia courts under the jurisdiction of this office. Filed chronologically. (Rarely, official.) 3 x 5 cards, 2 ft. 6 in., on 6 shelves of wooden card cabinet. R. 427. (3456)

80. FEE EXEMPT CASES PENDING, 1929 - 1936. Pending cases of those applicants who have entered the U.S. prior to 1906 and veterans' applications not yet completed. Filed numerically. (Daily, official.) 12 x 15 folders and papers, 8 ft., in 4 drawers of steel filing case. R. 428. (3457)

81. OPEN FILE, 1929 - 1936. Pending case applications for first and second papers on which all verification has not been completed. Filed numerically. (Daily, official.) 12 x 15 folders, 20 ft., in 10 drawers of filing cases. Frayed. R. 428. (3449)

82. OUTSIDE CA FILE PENDING, 1929 - 1936. Cases of applications for certificate of approval made in other courts; where the applicant has moved his residence within the jurisdiction of this court. Filed. Arranged numerically. (Daily, official.) 12 x 15 folders, 2 ft., in drawer of steel filing case. R. 428. (3445)

83. PETITIONS WAITING TO BE CALLED, June 1, 1929 - 1936. Petitioners are notified when the examiners from this office will appear in their respective courts; original papers are retained in this office. Filed numerically. (Daily, official.) 12 x 15 folders, 8 ft., in 4 drawers of steel filing case. R. 428. (3466)

84. PRIOR TO FILING, 1929 - 1936. Cases of persons who are waiting to file their second papers in Philadelphia. (Daily, official.) 8½ x 11½ records, 2 ft., in drawer of wooden filing case. R. 428. (3446)

85. RECEIPT BOOKS, 1929 - 1936. Copies of receipts sent to applicants for fees received by this office. (Daily, official.) 4 x 6 vols. (42), 14 ft., on top of filing cabinets. R. 428. (3460)

86. REGISTRY OF ALIENS, 1929 - 1936. Form 659, registry legalizing entry of an alien, where there is no entry record and where the entry was effected prior to June 3, 1929. 3 x 5 card index. Filed numerically. (Daily, official.) 12 x 15 folders, 20 ft., in 10 drawers of filing cases. R. 427. (3464)

87. REQUESTS FOR DUPLICATE PAPERS, 1929 - 1936. Requests for duplicate naturalization papers declaration or certificate in the event that the originals are lost, mutilated, or destroyed. Filed numerically. 3 x 5 card index. (Semiweekly, official.) 12 x 15 folders, 2 ft., in 2 drawers of steel filing case. R. 427. (3474)

88. TRIPLICATE PETITIONS, July 31, 1929 - 1936. Triplicate copies of petitions of aliens who have been admitted to citizenship by Philadelphia courts. Filed numerically. (Daily, official.) 8 x 10½ papers, 40 ft., in 20 drawers of steel filing cases. R. 408. (3444)

89. DENIED PETITIONS, July 1929 to date. Cases in which naturalization was denied. Numerically filed. (Daily, official.) 8½ x 11 records, 6 ft., in 3 drawers of steel filing case. R. 408. (3453)

90. REQUESTS FOR CERTIFICATES OF ARRIVAL, 1934 - 1936. Records of cases sent to other districts upon request. (Daily, official.) 5 x 8 forms, 10 ft. 6 in., in 5 drawers of wooden card cabinet. R. 428. (3450)

91. PETITIONERS FAILED TO APPEAR, 1936. These petitioners have had several notices which are sent about every six months until the expiration of seven years. Filed chronologically. (Daily, official.) 12 x 15 folders, 1 ft. 6 in., in drawer of steel filing case. R. 427 (3461)

92. PETITIONS READY TO BE CALLED, 1936. First notices to petitioners to appear for their first examination. 3 x 5 card index. (Daily, official.) 12 x 15 folders, 3 ft., in 2 drawers of steel filing case. R. 427. (3459)

PITTSBURGH

DISTRICT DIRECTOR'S OFFICE
New Federal Bldg. Seventh Ave. and Grant St.

The United States Department of Labor, Immigration and Naturalization Service, District 4, has jurisdiction over several counties in Western Pennsylvania, West Virginia, and Ohio, and was established June 29, 1906. On August 10, 1933, the Bureau of Immigration and Naturalization were consolidated and are now known as the Immigration and Naturalization Service. Actual consolidation did not become effective until December 1934. The agency is now part of the Department of Justice.

Headquarters for District 4 are located at Gloucester, N. J. There are four sub-district offices under the jurisdiction of the Gloucester office: Lewisburg, Pa.; Philadelphia, Pa.; Pittsburgh, Pa. and Wilkes-Barre, Pa.

The Pittsburgh District includes all the counties in Western Pennsylvania except Erie, Crawford, Mercer, McKean, and Warren counties. The latter counties are under the Buffalo, N. Y., headquarters, District 7. The Pittsburgh district also includes half of the counties of West Virginia and twenty counties of eastern, central, and southeastern Ohio.

Various buildings in the city of Pittsburgh have been occupied by this agency. At different times, the exact period of occupancy in each case not being obtainable, the agency occupied: The Bureau of Immigration Building, 508 Grant Street; and the Bureau of Naturalization offices, 402 Old Federal Building, Smithfield and Fourth Avenue.

None of the records have been lost or destroyed, according to information obtained from W.W. Wiggins, District Director in charge. So-called useless papers have been destroyed from time to time by authorization of Congress.

93. ADMISSIONS OVER OBJECTIONS, 1927 to date. Copies of reports made on naturalizations granted over objection of District Director. (Frequently, official.) 8 x 10½ folders, 1 ft., in steel drawer. R.713. (1646)

94. APPLICATIONS FOR CERTIFICATE OF ARRIVAL AND DECLARATION, July 1929 - May 23, 1936. Closed cases, insofar as certificate of arrival is concerned, pending final action naturalization proceedings. (Frequently, official.) 8 x 10½ folders, 32 ft., in 16 steel drawers. R. 713. (1702)

95. APPLICATIONS FOR CERTIFICATE OF DERIVATIVE CITIZENSHIP, 1930 - April 1936. Citizenship acquired by marriage or by other means. Card index. (Daily, official.) 10 x 15 folders, 2 ft., in one drawer. R. 709. (1636)

96. APPLICATIONS FOR CERTIFICATE OF ARRIVAL AND DECLARATION OF INTENTION, 1932 - May 23, 1936. Closed cases, pending final action naturalization proceedings. Involves persons arriving in the United States prior to July 29, 1906. (Frequently, official.) 8 x 10½ folders, 8 ft., in 4 steel drawers. R. 713. (1701)

97. APPLICATIONS FOR CITIZENSHIP, 1934 - 1936. Applications coming under the soldiers' law of June 1935. Card index. (Daily, official.) 10 x 15 folders, 2 ft., in one drawer. R. 709. (1630)

98. APPLICATIONS TO FILE PETITIONS FOR CITIZENSHIP, Jan. 1936 - May 1926. Petitions for citizenship outside Allegheny County courts. (Daily, official.) 10 x 15 folders, 6 ft., in 3 wood drawers. R. 708. (1699)

99. APPEALS, 1926 - May 1936. Appeals taken from various decisions rendered by central office and courts. Indexed. (Rarely, official.) 8 x 10½ papers, one ft., in steel drawer. R. 713. (1648)

100. APPEALS, 1926 - May 1936. Appeals in naturalization cases from State courts of Pennsylvania, Ohio, West Virginia, Kentucky, and Maryland. Indexed. (Rarely, official.) 8 x 10½ papers, one ft., in steel drawer. R. 713. (1672)

101. CANCELATIONS, June 1907 - May 1936. Certificates of naturalization canceled by the courts for various reasons. Card indexed. (Rarely, official.) 10 x 15 covers, 18 ft., in 3 wood drawers. R. 708. (1700)

102. CANCELATIONS OF NATURALIZATION, 1934 - 1936. Applications for citizenship denied. Indexed. (Frequently, official.) 10 x 15 folders, 2 ft., in one drawer. R. 709. (1633)

103. CERTIFIED COPIES OF NATURALIZATION PAPERS, 1930 - May 1936. Relating to information and copies of papers furnished to insurance companies, poor-law boards, State departments, and others of naturalized individuals. Indexed. (Frequently, official.) 8 x 10½ papers, one ft., in steel drawer. R. 713. (1674)

104. CHINESE CASES, Jan. 1905 - July 1921. Investigations of status of Chinese; also applications for admissions to the United States. Card indexed. (Frequently, official.) 10 x 12 covers, 12 ft., in six drawers. R. 708. (1690)

105. CHINESE CASES, July 1931 - May 1936. Concern pre-examination of Chinese who want to return to their native land for a visit or otherwise, and also children of Chinese born in the United States but now in China to come to the United States. Numerical index. (Frequently, official.) 8 x 10½ folders, 12 ft., in six wood drawers. R. 715. (1719)

106. CLOSED PETITIONS, PITTSBURGH CASES, 1906 - 1936. Petitions for naturalization, acted upon and closed. Indexed. (Rarely, official.) 10 x 12 covers, 158 ft., in 97 drawers. Dust covered. R. 708. (1687)

107. CLOSED PETITIONS, OUTSIDE OF PITTSBURGH, 1911 - 1936. Petitions for naturalization, acted upon and closed in courts outside of Pittsburgh. (Rarely, official.) 10 x 12 covers, 124 ft., in 62 drawers. R. 708. (1691)

108. CLOSED CASES, 1929 - 1936. Current requests for duplicates naturalization papers lost or destroyed. Indexed. (Rarely, official.) 8 x 10½ folders, six ft., in 3 steel drawers. R. 713. (1678)

109. CRIMINAL PROSECUTION CASES, 1934 - 1936. Cases relating to violations of the naturalization laws. Card index. (Daily, official.) 10 x 15 folders, 2 ft., in one drawer. R. 709. (1629)

110. CHANGE OF NAME, current. Record of change of applicants' name, since entry into United States. Card index. (Frequently, official.) 8 x 10½ folders, 4 ft., in 2 steel drawers. R. 707. (1623)

111. DECISIONS RENDERED BY BUREAU OF NATURALIZATION, 1927 - May 1936. Consist of final decisions on cases referred to central office for action Indexed. (Rarely, official.) 8 x 10½ papers, 2 ft., in one steel drawer. R. 713. (1649)

112. DECLARATIONS OF INTENTION AND CERTIFICATES OF ARRIVAL HELD FOR VERIFICATION, 1931 - May 23, 1936. Unable to verify dates of arrival, etc. Held pending further investigation. (Frequently, official.) 8 x 10½ folders, 4 ft., in 2 steel drawers. R. 713. (1705)

113. DECLARATION OF INTENTION AND CERTIFICATE OF ARRIVAL TRANSFER, 1929 - May 23, 1936. Transfers made by or requested from other districts into this. Pending final action. (Frequently, official.) 8 x 10½ folders, one ft., in steel drawer. R. 713. (1708)

114. CERTIFICATES OF ARRIVAL, 1924 - July 1929. Certificate received from ports on arrival in the United States of the alien referred to on certificate. (Frequently, official.) 8 x 12, forms, 14 ft., in 7 drawers. R. 708. (1693)

115. DUPLICATES OF LOST DECLARATIONS, NEW LAWS, 1936. Unsettled cases Indexed. (Frequently, official.) 8 x 10½ folders, one ft., in one steel drawer. R. 713. (1677)

116. DEPORTATION CASES, 1934 - May 1936. Pertain to aliens ordered deported awaiting sailing arrangements and passports. Numerical index. (Frequently, official.) 8 x 10½ folders, 4 ft., in 2 wood drawers. R. 715. (1712)

117. DEPORTATION CASES, 1934 - May 1936. Deportations that are stayed pending trial of alien for offenses committed in U.S. Numerical index. (Frequently, official.) 8 x 10½ folders, 2 ft., in one wood drawer. R. 715. (1716)

118. DEPORTATION CASES, 1932 - May 1936. Voluntary departures of aliens who agreeing to depart from U.S. voluntarily to avoid action. Numerical index. (Rarely, official.) 8 x 10½ folders, one ft., in one wood drawer. R. 715. (1715)

119. DEPORTATION CASES, 1929 - May 1936. Deportations that are stayed pending location of deportee. (Frequently, official.) 8 x 10½ folders, 2 ft., in one wood drawer. R. 715. (1714)

120. DEPORTATION "HARDSHIP" CASES, 1925 - May 1936. Cases upon which deportation has been stayed on the claim that deportation would work a hardship on the subject. Numerical index. (Frequently, official.) 8 x 10½ folders, one ft., in one wood drawer. R. 715. (1720)

121. DEPORTATION CASES, 1922 - May 1936. Pertain to aliens ordered deported pending expiration of prison sentences. Numerical index. (Rarely, official.) 8 x 10½ folders, 4 ft., in 2 wood drawers. R. 715. (1713)

122. EXEMPTION, SELECTIVE MILITARY SERVICE, 1917 and 1918. Record of exemption claimed for members of this force from military service, 1917 and 1918. (Rarely, official.) 8 x 10½ folders, one ft., in one steel drawer. R. 713. (1660)

123. FEDERAL PENITENTIARY CASES, 1921 - May 1936. Record of hearings of naturalized persons who have been convicted of a Federal crime and are serving sentence. Indexed. (Rarely, official.) 8 x 10½ folders, one ft., in one steel drawer. R. 713. (1654)

124. MARRIED WOMENS' ACTS, 1922 - May 1936. Interpretation of the various acts and rulings concerning status of married women, under naturalization Laws. (Rarely, official.) 8 x 10½ folders, 4 in., in one steel drawer. R. 713. (1681)

125. OLD WARRANT CASES FILED SEPARATELY, 1910 - June 1919. Investigations and deportations of aliens. (Occasionally, official.) 10 x 12 covers, 26 ft., in 13 drawers. Dust covered. R. 708. (1689)

126. PENDING APPLICATIONS FOR CITIZENSHIP, May 1932 - April 1936. Applications for citizenship by immigrants whose date of arrival is stated to be previous to June 29, 1906. (Daily, official.) 10 x 15 folders, 6 ft., in 3 drawers. R. 709. (1631)

127. PENDING BRIEFS OUTSIDE OF ALLEGHENY COUNTY, Jan. 1935 - May 1936. Briefs or applications originating outside of Allegheny County courts. (Daily, official.) 10 x 15 folders, 6 ft., in 3 drawers. R. 708. (1638)

128. PENDING BRIEFS, July 1930 - May 1936. Pending petitions for naturalization. (Daily, official.) 10 x 15 folders, 6 ft., in 3 drawers. R. 708. (1640)

129. PENDING DECLARATIONS OF INTENTION, 1930 - May 23, 1936. Requests for certificate of arrival, held pending investigations. (Frequently, official.) 8 x 10½ folders, 4 ft., in 2 steel drawers. R. 713. (1704)

130. PORTS OF ENTRY MANIFEST, 1911 - 1919. Lists of ports of entry of alien arrivals, giving date and name of vessel. (Rarely, official.) 8 x 10½ papers, 6 in., in one steel drawer. R. 713. (1663)

131. PHOTOSTATIC INVESTIGATIONS, 1925 - May 15, 1936. Concerns cases where photographs have been made of naturalization certificate in violation of the regulations. When closed, case gives record that all photographs and negatives have been destroyed. (Rarely, official.) 8 x 10½ papers, less than one ft., in one steel drawer. R. 713. (1645)

132. INVESTIGATION RECORD, 1930 - May 20, 1936. Record of closed cases, registry, re-entry, giving full data. Index. (Rarely, official.) 8 x 10½ folders, 30 ft., in one steel drawer. R. 707. (1621)

133. INVESTIGATIONS, 1936. Case records of investigations made pending hearings, upon which final action has not been taken. Card index. (Frequently, official.) 8 x 10½ folders, 12 ft., in 6 wood drawers. R. 707. (1624)

134. MINERS' INVESTIGATION, 1931. Reports of investigations regarding the activities of the Communist Party and radical organizations as affecting the status of naturalized citizens now working as coal miners. Indexed. (Rarely, official.) 8 x 10½ folders and sheets, 3 in., in one steel drawer. R. 713. (1683)

135. RECORDS OF DAILY HEARINGS, July 1, 1929 - May 1936. Records of court hearings on naturalization; Petitions; and recommendations. (Daily, official.) 10 x 15 loose-leaf books, 2 ft., in one drawer. R. 708. (1639)

136. RECORD OF FILING DECLARATIONS AND PETITIONS, Jan. 1921 - July 1936. Records of filing declaration, petitions, and certificates by each court outside of Pittsburgh District. (Daily, official.) 5 x 8 cards, 2 ft., in one drawer. R. 708. (1696)

137. RE-ENTRY PERMITS, 1936. Original permits for re-entry into the United States. (Occasionally, official.(5 x 9 printed forms, less than one ft., in one wood drawer. R. 707. (1625)

138. REFUND CASES, 1928 - May 23, 1936. Contains all papers relating to cases where refund is to be made, or has been requested by applicant by reason of failure to proceed further with his naturalization or refusal of same. (Frequently, official.) 8 x 10½ folders, 8 ft., in 4 steel drawers. R. 713. (1707)

139. REGISTRY PERMITS FILE, 1932 - 1936. Full record of investigation, permits issued or refused. Card index. (Rarely, official.) 8 x 10½ folders, 4 ft., in 2 steel drawers. R. 707. (1622)

140. REPATRIATION CASES, 1919 - May 1936. Record of and decisions on restored citizenship. Indexed. (Rarely, official.) 8 x 10½ sheets, one ft., in one steel drawer. R. 713. (1659)

141. EXPATRIATION PROCEEDINGS, 1914 - May 1936. Record of naturalized citizens of U.S. who later on becoming citizens of another country, surrendered their certificate of forfeited their rights of citizenship in U.S. (Rarely, official.) 8 x 10½ papers, one ft., in steel drawer. R. 713. (1650)

142. RULE DATES FOR COURT HEARINGS, 1924 - May 1936. Schedules of Court hearings and other regulations. (Frequently, official.) 8 x 10½ sheets, one ft., in steel drawer, R. 713. (1652)

143. RECORD OF SOLDIERS NATURALIZED TWICE, 1919 - May 1936. Soldiers naturalized both by military action and by local courts. (Rarely, official.) 8 x 10½ folders, one ft., in one steel drawer. R. 713. (1655)

144. RECORD OF SOLDIERS OVERSEAS, 1918 - 1935. Petitions for naturalization of soldiers overseas. (Rarely, official.) 8 x 10½ sheets, 6 in., in 1 steel drawer, R. 713. (1662)

145. MILITARY SELECTIVE SERVICE ACT, 1917 - 1920. Letters, pamphlets, and printed reports, and information which might affect those who have or may later apply for naturalization and citizenship. This is a 1917 wartime reference file; contains a printed report of the Provost Marshal General of the first draft, under the Selective Service Act of 1917. Marked "confidential." (Rarely, official, "confidential.") 8 x 10½ folders, papers and pamphlets, 8 in., in one steel drawer. R. 713. (1686)

146. UNDESIRABLES, 1931 - May 1936. Complaints made by relatives, anonymous persons, and others concerning naturalized citizens and aliens, showing results of investigations. (Rarely, official.) 8 x 10½ sheets, about 4 in., in one steel drawer. R. 713. (1679)

147. VERIFICATIONS OF NATURALIZATION, 1935 - 1936. Verifications and information concerning naturalization of various persons. (Daily, official.) 10 x 15 folders, 2 ft., in 1 drawer. R. 709. (1628)

148. VIRGIN ISLANDS, 1917 - 1936. Copy of treaty with Denmark, embodying rules and regulations on citizenship of inhabitants of Virgin Islands. Indexed. (Rarely, official.) 8 x 10½ folders and pamphlets, 4 in., in steel drawer. R. 713. (1680)

149. WARRANT CASES IN DEPORTATION, Nov, 1932 - Dec. 1933; Jan. 1934 - Dec. 1934; Jan. 1935 - July 1935. Record of complaint and investigations of illegal entry into U.S. and final disposition of the case. Indexed numerically. (Frequently, official.) 8 x 10½ folders, 30 ft., in 15 wood drawers. R. 715. (1718)

150. WARRANT CASES, June 1919 - 1932. Immigration and deportation of immigrants. Card indexed. (Daily, official.) 10 x 12 covers, 118 ft., in 59 wooden drawers. R. 708. (1695)

151. INDEX GENERAL, 1919 - May 1936. General index to files in this office. (Frequently, official.) 3 x 5 cards, 2 ft., in wood card cabinets. R. 715. (1724)

152. INDEX GENERAL, 1919 - May 1936. Numerical index to all files in this office. (Frequently, official.) 3 x 5 cards, one ft., in wood drawer. R. 715. (1723)

153. INDEX, 1921 - May 1936. Warrant cases. Numerical index. (Frequently, official.) 3 x 5 cards, 2 ft., in one wood drawer. R. 715. (1721)

154. INDEX TO CHINESE CASES, 1923 - May 1936. Filed by name and number. (Frequently, official.) 3 x 5 cards, 2 ft., in 2 wood drawers. R. 715. (1722)

155. RE-ENTRY PERMIT INDEX, 1926 - 1936. Original notification card mailed to applicants by the Department of Labor at Washington, D. C. (Frequently, official.) 3 x 5 cards, 10 ft., in 5 steel drawers. R. 707. (1627)

156. INDEX, 1930 to date. Index to all cases pending or closed. (Frequently, official.) 3 x 5 cards, 10 ft., in wood drawers. R. 707. (1626)

157. INDEX, 1931 - May 1936. Numerical index of all deportation cases. Filed by number. (Frequently, official.) 3 x 5 cards, 2 ft., in one wood drawer. R. 715. (1711)

158. INDEX TO APPLICATIONS, n.d. Index to applications received from July 1, 1929 - May 1936. (Daily, official.) 3 x 4½ card index in drawers, 58 ft., in 25 drawers in card cabinets. R. 709. (1635)

159. CARD INDEX TO CERTIFICATES OF NATURALIZATION, n.d. Referred to in obtaining duplicate of naturalization papers. (Occasionally, official.) 3 x 5 cards in drawers, 6 ft., in 6 drawers. R. 708. (1692)

160. AMERICAN CITIZENSHIP LEAGUE OF PITTSBURGH, 1929 - May 1936. Correspondence, notices, etc. This League and other similar organizations are interested in citizenship matters. (Frequently, official.) 8 x 10½ papers, one ft., in steel drawer. R. 713. (1671)

161. ANNUAL REPORTS, 1927 to date. Annual Reports submitted to Washington. (Rarely, official.) 8 x 10½ sheets, one ft., in one steel drawer. R. 713. (1641)

162. CIRCULAR LETTERS, 1931 - May 1936. Letters of instructions regarding forms, rules, and regulations of naturalization and immigration proceedings. (Occasionally, official.) 8 x 10½ papers, one ft., in steel drawer. R. 713. (1666)

163. CORRESPONDENCE ON CLOSED CASES, 1925 - 1935. Correspondence from applicants and clerks of courts. (Rarely, official.) 10 x 12 covers, 2 ft., in one drawer. R. 708. (1698)

164. DECISIONS ON NATURALIZATION LAWS, 1918 - 1936. Decisions from Washington office. Card index. (Frequently, official.) 10 x 15 folders, 4 ft., in 2 drawers. R. 709. (1634)

165. DESTRUCTION OF WORTHLESS PAPERS, 1919 - 1928. Rules and regulations governing the destruction of useless papers. Indexed. (Rarely, official.) 8 x 10½ sheets, 6 in., in one steel drawer. R. 713. (1664)

166. EXECUTIVE ORDERS FROM BUREAU, 1933 - May 1936. Copies of Executive orders and of rulings of the Bureau concerning the administration of this office. Indexed. (Frequently, official.) 8 x 10½ papers, 4 in., in steel drawer. R. 713. (1676)

167. GENERAL CORRESPONDENCE, 1900 - 1905. Correspondence with Washington office, institutions, newspapers, and city bureaus. (Rarely, official.) 12 x 15 cardboard files, 2 ft., in steel drawer. Dust covered. R. 708. (1688)

168. GENERAL CORRESPONDENCE, Oct. 1929 - May 1936. Correspondence with courts pertaining to petitions. (Daily, official.) 10 x 15 folders, 2 ft., in one drawer. R. 708. (1697)

169. GENERAL CORRESPONDENCE, 1935 - 1936. Correspondence concerning naturalization in the Pittsburgh District. (Daily, official.) 10 x 15 folders, 2 ft., in one drawer. R. 709. (1632)

170. GENERAL CORRESPONDENCE, 1935 - 1936. Correspondence with District Director at Philadelphia. Indexed. (Frequently, official.) 8 x 10½ papers, 6 in., in steel drawers. R. 713. (1668)

171. GENERAL CORRESPONDENCE, 1935 - 1936. General correspondence with District Director, Gloucester City, N. J. Indexed. (Frequently, official.) 8 x 10½ papers, 5 in., in steel drawer. R. 713. (1669)

172. GENERAL ORDERS FROM WASHINGTON OFFICE, 1919 - May 1936. Special orders, rules, regulations, and special interpretations of the law, all relating to immigration and naturalization. Indexed. (Frequently, official.) 8 x 10½ papers, 2 ft., in one steel drawer. R. 713. (1651)

173. GENERAL ORDERS, 1924 - May 1936. General orders and instructions from the central office. Indexed numerically. (Frequently, official.) 8 x 10½ folders, 6 ft., in 3 wood drawers. R. 715. (1717)

174. MONTHLY PROGRESS REPORTS, 1921 - 1922. Chief Examiners' reports of monthly progress of cases under investigation. (Frequently, official) 8 x 10½ papers, one ft., in one steel drawer. R. 713. (1661)

175. MONTHLY REPORTS OF COURTS IN THE PITTSBURGH DISTRICT, June 8, 1926 - April 1936. Reports relating to petitions, declarations of Intention and certificate of naturalization. (Monthly, official.) 10 x 15 folders, 2 ft., in one drawer. R.708. (1637)

176. NATHIONAL YOUTH ADMINISTRATION REPORT, 1935 - May 1936. Personnel records and daily and monthly reports of those assigned or working in the NYA giving name of worker, number of hours worked, etc. Indexed. (Daily, official.) 8 x 10½ folders, 3 ft., in 2 steel drawers. R. 713. (1684, 1685)

177. PUBLIC SCHOOLS, 1934 - 1936. Requests for transmittal of information concerning citizenship and naturalization of interest to public schools and other institutions in this district. Indexed. (Frequently, official.) 8 x 10½ papers, one ft., in steel drawer. R. 713. (1667)

178. SEMIANNUAL REPORTS, 1932 - 1935. Copies of reports to central office, listing unable-to-verify and other unsettled cases. (Rarely, official.) 8 x 10½ forms, one ft., in steel drawer. R. 713. (1709)

179. STATE DEPARTMENT COMMUNICATIONS, 1920 - 1928. Form letters, pamphlets, etc., giving rules and regulations concerning passports and other routine matters. Indexed. (Frequently, official.) 8 x 10½ folders, 6 in., in one steel drawer. R. 713. (1682)

180. RECORD OF RECEIPTS, 1925 - May 1936. Quarterly reports of miscellaneous receipts forwarded to central office. Indexed. (Rarely, official.) 8 x 10½ forms, 6 in., in one steel drawer. R. 713. (1656)

181. RECORD AND INVENTORY OF ALL LOOSE-LEAF BINDERS USED IN THIS OFFICE, 1923 - May 1936. Report of all loose-leaf binders used in this office. Indexed. (Rarely, official.) 8 x 10½ folders, one ft., in one steel drawer. R. 713. (1657)

182. REPORTS ON PUBLICITY DEPARTMENT, 1935 - May 1936. Newspaper clippings, pictures, and other matters of publicity value, affecting this department. Indexed. (Occasionally, official.) 8 x 10½ papers, 6 in., in steel drawer. R. 713. (1670)

183. REPORTS OF RECEIPTS, July 1929 - Apr. 1936. Monthly reports to central office on miscellaneous receipts of this office. (Rarely, official.) 8 x 10½ forms, one ft., in steel drawer. R. 713. (1710)

184. REPORTS AND INVENTORIES OF TYPEWRITERS AND OTHER OFFICE EQUIPMENT, 1922 - 1936. Report on condition of typewriters and other equipment. Indexed. (Annually, official.) 8 x 10½ sheets and forms, 6 in., in one steel drawer. R. 713. (1644)

185. REQUEST FOR FORMS, 1934 - 1935. Files of letters from attorneys, private concerns, and insurance companies, requesting proper forms in the course on naturalization proceedings for their clients, employees, etc. Indexed. (Frequently, official.) 8 x 10½ papers, 5 in., in steel drawers. R. 713. (1665)

186. ACCOUNTS, 1929 - 1935. Covers salaries, telephones, telegraph, and other expenses in connection with operation of office. Indexed. (Frequently, official.) 8 x 10½ forms, 2 ft., in one steel drawer. R. 713. (1643)

187. ANNUAL CONFERENCES, 1928 - May 1936. Record of conferences held and attended by District Directors at Washington, giving brief outline of subjects discussed. Indexed. (Rarely, official.) 8 x 10½ papers, one ft., in steel drawer. R. 713. (1673)

188. FEDERAL EMPLOYES' UNION, 1931 - 1933. Various papers and copies of Federal Employes' Union Magazine. Indexed. (Rarely, official.) Varies 8 x 10½ papers, one ft., in steel drawer. R. 713. (1675)

189. JUDGES' NAMES AND ADDRESSES, 1921 - May 1936. List of judges of courts with whom this office has contact. Indexed. (Rarely, official.) 8 x 10½ sheets, 6 in., in one steel drawer. R. 713. (1658)

190. MISCELLANEOUS FILE, 1915 - 1931. Office report, expense vouchers, time reports, accounts, transportation requests, etc. (Occasionally, official.) 8 x 10½ and 10 x 12 bundles, paper packages, 24 ft., on 9 shelves in 2 metal cabinets, 3 ft. by 7 ft. R. 708. (1694)

191. PERSONNEL RECORDS, 1924 - May 1936. Data pertaining to employees of this office. Self-indexed. (Rarely, official.) 8 x 10½ folders, 2 ft., in one wood drawer. R. 715. (1725)

192. PITTSBURGH FEDERAL BUSINESS ASSOCIATION, 1931 - May 1936. Correspondence with and publications of this Association. Indexed. (Rarely, official.) 8 x 10½ papers, one ft., in steel drawer. R. 713. (1647)

193. RECEIPTS FOR FEES PAID, July 2, 1929 - May 18, 1936. Triplicate office copy of receipts, nos. for 1-48, 496, fees paid this office for certificates of arrival and immigration service. (Frequently, official.) 8 x 10½ loose-leaf books, 6 ft., in 3 steel drawers. R. 713. (1703)

194. REFUND VOUCHERS, Dec. 1931 - Apr. 1936. Pertain to refunds made to applicants from this agency. Service not rendered or refused for cause, refunding fees previously collected. (Rarely, official.) 8 x 10½ folders, one ft., in one steel drawer. R. 713. (1706)

195. REPORTS OF ACCOUNTS, July 1935 - May 1936. Monthly reports submitted to central office covering monthly expenditures and pay rolls. Self-indexed. (Monthly, official.) 8 x 10½ folders, 2 ft., in one wood drawer. R. 715. (1726)

196. REPORTS OF ANNUAL LEAVE, 1929 - 1936. Monthly reports to central office of time lost by employees. Indexed. (Frequently, official.) 8 x 10½ forms, 2 ft., in one steel drawer. R. 713. (1642)

197. REPORT OF PURCHASES, 1929 - May 1936. Reports, requisitions, and bids concerning purchases of supplies, books, etc. Indexed. (Frequently, official.) 8 x 10½ forms and sheets, one ft., in steel drawer. R. 713. (1653)

WILKES BARRE

SUB-STATION
Post Office Bldg., South, and S. Main Sts.

This office was established in 1932 as part of the Immigration Service. In 1933 the Naturalization Service and the Immigration Service

were combined into the Immigration and Naturalization Service, with this office a sub-station of the Field Service Branch of District 4. It was formerly located in Room 323 of the Post Office Bldg. in Scranton, Pa.

198. CIRCULARS, 1922 to date. Letters and circulars on instructions and general orders for the inspector and his subordinates. Filed chronologically. (Frequently, official.) 9½ x 11 loose-leaf books, 1 ft. 6 in., in wooden sectional book case. R. 229). (66)

199. GENERAL CASE FILE, July 1, 1932 - June 30, 1933. Cases and records handled to their final conclusion by the Bureau during the fiscal year 1933. Filed numerically. (Never.) 8½ x 14 folders, 3 ft. 8 in., in 3 drawers of steel filing case. R. 229. (65)

200. INDEX FILE, 1932 to date. Index to cases handled by the Bureau allowing the person seeking information to find the type of case number and the record by the name of the person investigated. Filed alphabetically. (Daily, official.) 3 x 5 cards, 6 ft. 4 in., in 3 drawers of steel filing case. R. 231. (69)

201. INDEX, 1932 to date. Case number index to cases handled by this Bureau which allows the person seeking information to find the record of a person investigated by a type of case number. Numerically arranged. (Daily, official.) 3 x 5 cards, 2 ft. 4 in., in drawer of steel filing case. R. 231. (68)

202. RE-ENTRY PERMITS, 1932 to date. Records of applicants for re-entry by aliens into this country. Filed alphabetically. (Frequently, official.) 3 x 5 cards, 28 ft., in drawer of steel case cabinet. R. 231. (61)

203. GENERAL FILE, July 1933 - June 30, 1936. Cases which have been handled by the Bureau to their final conclusion. Filed numerically. (Seldom, official.) 8½ x 14 folders, 14 ft., in 9 drawers of steel filing cases. R. 231. (63)

204. CURRENT FILE, July 1, 1935 to date. Active cases being handled by the Bureau. Filed numerically. (Daily, official.) 8½ x 14 folders, 2 ft. 8 in., in 2 drawers of steel filing case. R. 231. (64)

UNITED STATES EMPLOYMENT SERVICE

INTRODUCTION

In 1915 the United States Employment Service was set up as a separate division of the Department of Labor, operating in Pennsylvania first as Pennsylvania State Employment Service; in 1932 as the Pennsylvania State employment Commission.

In June 1933, President Roosevelt authorized the creation of the National Reemployment Service, to be established throughout the nation to stimulate the reemployment of the unemployed in gainful industry and to secure placements on public works projects. This was necessary because the National Recovery Act of 1933 provided that war verterans were to be given preference on public works projects financed under the National Recovery Act, and because preference also was to be given in employment on these projects to bona fide residents of the community in which the work on the project was to be carried on. These provisions of the National Recovery Act required that applicants for work must be interview and sustematic information secured so that the provision of the law might be met.

The Pennsylvania State Employment Service was established under an agreement entered into by the State of Pennsylvania and the United States Employment Service. This affiliation took place in conjunction with the Wagner Act in June 1933.

The principal functions of the Service cover the registration, classification, and placement of workers in private industry and on public projects.

ALLENTOWN

NRS, LEHIGH COUNTY OFFICE
31 N. 5th St.

This office is a part of the National Reemployment Service. The Bureau of Employment of the Pennsylvania Employment Service was established in 1915. In 1933, under the Wagner Act, it was combined with the United States Employment Service, and now acts as a State and Federal employment agency. This office was formerly located in the Perkins Bldg., 527 Hamilton St., but in 1935 moved to its present address.

205. BOROUGHS AND TOWNSHIPS, Jan. 1, 1933 - June 2, 1935. Applications for employment of men and women outside Allentown, grouped according to trades or occupations. Filed according to occupation. (Daily, official.) 5 x 8 folders, 1 ft. 1 in., in 3 drawers of filing case. 1st floor. (183)

206. ALLENTOWN TRADES, Jan. 1, 1933 - June 2, 1936. Forms 310, applications for employment in Allentown. (Daily, official.) 5 x 8 folders, 13 ft., in 3 drawers of steel filing case. 1st floor. (182)

207. INACTIVE APPLICATIONS, Jan. 1, 1933 - June 2, 1936. List of workers who have secured work or who have not reported for employment that was assigned them. (Daily, official.) 5 x 8 folders, 11 ft., in 4 drawers of filing case. 1st floor. (185)

208. INDEX CARDS OF APPLICANTS, Jan. 1, 1933 - June 2, 1936. NRS Form 3, gives names of persons registered, their occupation, and the number of the file in which other records of applicant may be found. (Daily, official.) 3 x 5 folders, 32 ft., in 21 drawers of filing cases. 1st floor. (187)

209. CORRESPONDENCE, Jan. 1, 1934 - June 1936. Correspondence with officials in Harrisburg, with employment agencies, with applicants for work, and with employers. (Daily, reference.) 9½ x 12 folders, 2 ft. 6 in., in 2 drawers of filing case. 1st floor. (181)

210. TRANSIENTS, 1935. Card index record of transients who were eligible for employment. (Never.) 5 x 8 folders, 1 ft., in drawer of filing case. 1st floor. (186)

211. ASSIGNMENT SLIPS, Sept. 1, 1935 - June 2, 1936. Slips giving name and identification of projects, workers and the rate of pay. (Daily, official.) 4 x 6 folders, 4 ft., in drawers of filing case. 1st floor. (189)

212. CERTIFICATES OF ELIGIBILITY, Jan. 1, 1935 - June 2, 1936. Certificates of eligibility supplied to the Employment Bureau of the Emergency Relief Board stating that applicant is eligible for employment. (Daily, official.) 5 x 8 folders, 10 ft., in 4 drawers of filing case. 1st floor. (184)

213. IDENTIFICATION CARDS, Jan. 1, 1935 - June 2, 1936. NSES Form 350, records of each applicant and the number by which he is always identified by the Employment Bureau. (Daily, official.) 3 x 5 folders, 15 ft., in 2 drawers of filing case. 1st floor. (188)

214. MALE AND FEMALE ORDERS, Jan. 1, 1935 - June 2, 1936. Calls from private industries for workers; a card index of industries who use the State Employment Service. (Daily, official.) 4 x 5 folders, 1½ in., in drawer of filing case. 1st floor. (190)

215. PROJECT PERSONNEL FILE, Jan. 1, 1935 - June 2, 1936. Requisitions issued to office to supply men on WPA projects. (Daily, official.) 9½ x 12 folders, 1 ft. 6 in., in drawer of filing case. 1st floor. (180)

ALTOONA

Federal-State District Employment Office
Pennsylvania Bldg.,
12th Avenue and 12th Street

The Pennsylvania State Employment Service opened an office at Altoona in 1917. In October 1933 the United States Employment Service became associated in its management. Since that date the office has functioned as an employment agency for the public work programs in Blair County in the same way as regular district NRS offices elsewhere. NRS and USES forms and procedure are used almost exclusively, and six of the nine employees are Federal.

A small percentage of this office's partronage is private, and occasionally it supplies labor to WPA projects outside Blair County when the proper local employment agency has none available.

The office occupied quarters in the Chamber of Commerce Building at 11th Avenue and 15th Street from 1917 to 1927; in the Old Federal Building at 11th and Chestnut Streets, during 1927 and 1928; in the Central Trust Building at 12th Street and 11th Avenue from late 1928 to Nov. 1934; and since Nov. 1934 in the Pennsylvania Building.

All the records pertaining to the period of State operation, 1917 - Oct. 1933, have been destroyed.

216. INDEX TO REGISTRATION CARDS, Oct. 1933 to date. Form LIBE 104 revised. Index to all four registration files, showing name, address, primary and secondary occupational classification, whether active or inactive, and remarks. (Daily, official.) 3 x 5 cards, 22 ft., in steel cabinet drawers on table. R. 202-203. (1)

217. INDEX TO PRIVATE EMPLOYERS IN ALTOONA, n.d. Shows name, address and type of business; prepared principally from information furnished by the State Department of Labor and Industry. Filed alphabetically. (Frequently, official.) 3 x 5 cards, 1 ft. 4 in., in wooden card cabinet. R. 202-203. (19)

218. INDEX TO PRIVATE EMPLOYERS OUTSIDE ALTOONA, n.d. Shows name, address, and type of business; prepared principally from information furnished by the State Department of Labor and Industry. Filed alphabetically, separately for each policital subdivision, (Frequently, official.) 3 x 5 cards, 8 in., in wooden card cabinet. R. 202-203. (20)

219. BULLETINS, SES, Oct. 1933 to date. Official administrative memoranda from the State director, numbered 1 to 489. Extra copies of some in file entitled Bulletins-Miscellaneous, and in custody of members of the staff. Filed chronologically. (Frequently, official.) 9 x 12 folders, 3 in., in wooden desk. R. 202-203. (29)

220. BULLETINS, MISCELLANEOUS, Jan. 1934 to date. Mimeographed memoranda and bulletins on the administrative and functional activities of this agency from the Civil Service Commission, State Employment Service, State Bureau of Rehabilitation, State Departments of Labor and Industry, and property and Supplies, WPA and other public agencies. In one folder of The General Correspondence File each year. (Occasionally, official.) 9 x 12 folders, 2 in., in steel filing case. R. 202-203. (25)

221. OFFICE PAY ROLL, Oct. 1933 to date. Forms FERA 151, copies of weekly pay rolls prepared locally for office force from Oct. 1933 - June 1934, and Form USES 478, time reports to State office for preparation of pay roll for office force from July 1935 to date. Pay roll not made out locally after June 1934. In one folder of the General Correspondence File each year. (Occasionally, official.) 9 x 12 folders, 4 in., in steel filing case. R. 202-203. (26)

222. SERB AND WPA TRANSMITTAL SHEETS, July 1935 to date. WPA Form 2003, transmittal sheets, incoming acknowledgements from SERB and WPA of the receipt of Forms USES 325 and other documents; and copies of outgoing acknowledgements to SERB and WPA of the receipt of Forms FERA 600, 601 and 602, and WPA 402, 403 and 404. Not filed in any order. Quite incomplete. Some of the earlier ones not on any standard form. (Rarely, official.) 8½ x 11 loose sheets, 1 ft., in steel filing case. R. 202-203. (16)

223. GENERAL CORRESPONDENCE FILE, Oct. 1933 to date. Correspondence, memoranda, and informal reports to and from other district employment offices, Altoona Chamber of Commerce and local advisory council, Civil Service Commission, director of the State Employment Service, private employers, veterans' organizations, State Bureau of Rehabilitation, State Departments of Labor and Industry and of Property and Supplies, public utilities, local AWEV and WPA, and many other institutions and persons, regarding transfers of registrations from one, respectively, district to another, activities to create employment locally, openings of interest to members of staff, general administrator including requisitions for office supplies and equipment and unemployment statistics, openings and placements, placements and eligibility of veterans, placements of handicapped persons, management of state owned property, utility contracts, and wage scales and placements and eligibility complaints, and miscellaneous other matters. Filed separately for each year, and alphabetically for principal correspondents. (Frequently, official.) 9 x 12 folders, 6 ft., in steel filing case. R. 202-203. (23)

224. CLEARANCE ORDERS AND CORRESPONDENCE, Jan. 1934 to date. Copies of inquiries directed to other district employment offices through the State office for labor requisitioned and not available locally. Also replies to such inquiries. Filed by requisition number. In one folder of the General Correspondence File each year. (Frequently, official.) 9 x 12 folders, 2 in., in steel filing case. R. 202-203. (24)

225. CORRESPONDENCE REGARDING FEDERAL AID PAY ROLL, Jan. 1934 to date. Correspondence with project timekeepers and foremen on Federal aid projects concerning employees' time and earnings. Filed separately each year by project number. (Occasionally, official.) 9 x 12 folders, 2 ft., in steel filing case. R. 202-203. (27)

226. STATISTICAL REPORTS, Jan. 1934 to date. Form USES 300, daily reports on new applications, showing each applicant's identification number, industrial and occupational classification, sex, year of birth, color, veteran status, length of unemployment, and remarks; Form USES 301, daily reports on placements, showing for each person placed the employer, identification number, industrial and occupational classification, sex, year of birth, color, veteran status, probable duration of employment, wages, hours, and remarks; Form USES 303, weekly statistical reports of the activities of the service showing the new applications, openings and placements for men and women, and in case of placements for regular and temporary jobs, men and women referred, reregistered and transferred from inactive to active registration, and private employers visited and revisited in solicitation of patronage; Form USES 304, daily reports on the persons whose names are added to or substracted from the active registration file, identifying such persons only by identification numbers. The purpose is to permit of an easy calculation of the net balance of active registrations; and Interviewer's tally Sheet, weekly reports showing the day and week totals of new, renewed and canceled applications, applications transferred to and from other districts, local and out of the district placements, new, renewed and canceled openings, veteran's applications renewed and canceled re-interviews and agricultrual registrations and placements, each subdivided by men and women; also public and private employers visited and revisited. Filed chronologically. Forms 303 and 304 are no longer required reports, but their regular preparation is continued for the convenience of the staff. (Frequently, official.) 5½ x 8 and 8½ x 11 loose sheets, 2 ft., in steel filing case. R. 202-203. (17)

227. REGISTRATION CARDS, FEMALE, ACTIVE, Oct. 1933 to date. Forms USES 310 (Industrial), 311 (Professional and Clerical), and 312 (Domestic). Active registrations of women applicants, showing briefly educational and employment records, personal history and data, special skills, training, or experience, veteran status, etc. Office record of referrals and placements on reverse side. Filed alphabetically under each occupational classification, separately for Altoona and the rest of Blair County, and separately for relief, non-relief and WPA employed. 3 x 5 card index. (Daily, official.) 5 x 8 cards, 3 ft., in steel card cabinet. R. 202-203. (5)

228. REGISTRATION CARDS, FEMALE, INACTIVE, Oct. 1933 to date. Form USES 310 (Industrial), 311 (Professional and Clerical), and 312 (Domestic). Registration cards of women applicants considered inactive because applicant has not been heard from for four months, has not replied to quarterly inquiry concerning her employment status, or is known to have private employment. Filed alphabetically under each occupational classification, separately for Altoona and the rest of Blair County, and separately for relief and non-relief. 3 x 5 card index. (Occasionally, official.) 5 x 8 cards, 2 ft., 6 in., in steel card cabinet. R. 202-203. (2)

229. REGISTRATION CARDS, MALE, ACTIVE, Oct. 1933 to date. Forms USES 310 (Industrial), 311 (Professional and Clerical), 312 (Domestic), and 326a (Agricultural). Active registrations of male applicants, showing briefly educational and employment records, personal history and data, special skills training or experience, veteran status, Office record of referrals and placements on reverse side. Filed alphabetically under each occupational classification, separately for Altoona and the rest of Blair County, and separately for relief, non-relief, and WPA employed. 3 x 5 card index. (Daily, official.) 5 x 8 cards, 10 ft., in steel card cabinets. R. 202-203. (3)

230. REGISTRATION CARDS, MALE INACTIVE, Oct. 1933 to date. Forms USES 310 (Industrial), 311 (Professional and Clerical), 312 (Domestic), and 326a (Agricultural). Registrations of male applicants considered inactive because not heard from for four months, failed to reply to quarterly inquiry concerning employment status, or known to have private employment. Filed alphabetically under each occupational classification, separately for Altoona and the rest of Blair County, and separately for relief and non-relief. 3 x 5 card index. (Occasionally, official.) 5 x 8 cards, 6 ft., in steel card cabinet. R. 202-203. (4)

231. FIRMS VISIT CARDS, INACTIVE, Oct. 1933 - July 1935. Office staff's informal reports on visits to private employers to solicit patronage, discussing briefly number and types of employees, size and condition of plant, products, classifications of labor, attitude toward Government employment service, Superseded by much more detailed Form USES 330, on which some of these were redrafted. Filed alphabetically. (Rarely, official.) 4 x 6 and 5 x 8 cards and paper slips, 6 in., in steel card cabinet. R. 202-203. (11)

232. FIRMS VISIT CARDS, ACTIVE, July 1935 to date. Form USES 330, office staff's reports on interviews with private firms to solicit patronage, showing personnel official, present and maximum office and plant force, busy and dull season, physical condition of plant, attitude toward public employment service, industrial classification, attitude toward unions, training facilities for employees, age range of employees, pay range, workmen's compensation obligations. Also investigator's brief remarks on each visit. Filed alphabetically. (Frequently, official.) 4 x 6 cards, 6 in., in steel card cabinet. R. 202-203. (10)

233. ELIGIBILITY FILE, OPEN CASES, July 1935 to date. Forms FERA 600 (Certifications of Eligibility), and 601 (Notices of Case Change), issued by SERB to notify WPA and the Employment Service of the eligibility of relief clients for government work relief, or of changes in such eligibility involving an increase or decrease in the eligibles of a relief

family. Also official change of address forms. Filed by case numbers. (Frequently, official.) 5 x 8 paper slips, 4 ft. 6 in., in steel card cabinets. R. 202-203. (8)

234. ELIGIBILITY FILE, CLOSED CASES, May 1, 1937 to date. Forms FERA 600, 601, and 602 (Cancellations of Eligibility) in relief cases no longer for work relief. Issued by SERB. Copies to WPA and labor office. Filed by relief case number. (Frequently, official.) 5 x 8 paper slips, 1 ft. 6 in., in steel card cabinet. R. 202-203. (7)

235. IDENTIFICATION CARDS, July 1935 to date. Form USES 350 (Applicant's Identification Card). Office copies of cards furnished all registered applicants to identify themselves at future interviews. Giving name, address, age, height, weight, primary and secondary occupational classification, and original interviewer's initials. Filed by identification numbers. (Frequently, official.) 3 x 5 cards, 20 ft., in wooden card cabinets. R. 202-203. (18)

236. LABOR ORDER CARDS, PWA, July 1935 to date. USES Form 315. Office record of labor requisitions from PWA and other Federal aid projects, showing number of openings, duties, education and experience required, personality and other requirements, hours, wages. Filed by project number, contractor, or employer. Referral and placement notations on reverse side. (Occasionally, official.) 4 x 6 cards, 6 in., in wooden card cabinet. R. 202-203. (21)

237. LABOR ORDER CARDS, WPA, July 1935 to date. Form USES 315. Office records of labor requisitions from WPA projects, showing number of openings, duties, education and experience required, personality and other requirements, hours, wages, Filed by project number. Referral and placement notations on reverse side. (Frequently, official.) 4 x 6 cards, 1 ft. 4 in., in wooden card cabinet. R. 202-203. (22)

238. LABOR ORDER CARDS PRIVATE INDUSTRY, Nov. 1935 to date. Form USES 315. Office records of labor requisitions from private employers, showing number of openings, duties, education and experience required, personality and other requirements, hours, wages, Referral and placement notations on reverse side. Filed alphabetically. (Occasionally, official.) 4 x 6 cards, 1 ft., in steel card cabinets. R. 202-203. (28)

239. PROJECT LABOR FILE FEDERAL AID, July 1935 to date. SES Form 104 Memoranda. Labor requisitions issued by Federal aid, State and local highway and other jobs, and copies of typewritten lists of persons referred. Includes both active and closed jobs. Filed by job number. (Occasionally, official.) 9 x 12 folders, 2 in., in steel filing case. R. 202-203. (15)

240. PROJECT LABOR FILE WPA OPEN, July 1935 to date. WPA Form 401 (Requisition for Labor). Labor requisitions by WPA for its projects. Also copies of typewritten lists of persons referred in compliance with the requisitions. For active projects only. Filed chronologically for each project. (Occasionally, official.) 9 x 12 folders, 1 ft. 6 in., on wooden desk. R. 202-203. (12)

241. PROJECT LABOR FILE WPA CLOSED, Dec. 1935 to date,(some earlier material). WPA Form 401 (Requisition for Labor). Labor requisitions by WPA for its projects. Also copies of typewritten lists of persons referred in compliance with the requisitions. For closed projects only. Filed chronologically for each project. (Rarely, official.) 9 x 12 folders, 3 in., in steel filing case. R. 202-203. (13)

242. PROJECT LABOR FILE PWA, Mar. 1936 to date. WPA Form 401 (Requisition for Labor). Labor requisitions by WPA for PWA contractors. Also copies of labor referral sheets on the same. For both active and closed projects. Filed by project number. (Occasionally, official.) 9 x 12 folders, 6 in., in steel filing case. R. 202-203. (14)

243. WPA WORK STATUS SLIPS, July 1935 to date. USES Forms 325 (Assignment Slip) and Forms WPA 402 (Reassignment Slip), 403 (Notice of Change in Work Status), and 404 (Reclassification Slip) used to certify the assignment, reassignment, termination of employment, or reclassification of WPA workers. Other copies to pay roll, statistical, relief, and supervisory officials. Filed alphabetically. (Frequently, official.) 4 x 6 paper slips, 22 ft., in wooden card cabinets. R. 202-203. (6)

244. INTRODUCTION CARDS TO FEDERAL AID PROJECTS, Mar. 1936 to date. Form USES 320. Cards furnished referred persons to introduce themselves to prospective employers, and then returned by employers to indicate results of interview. Kept only for Federal aid projects and not for private, WPA, PWA, referrals, because discrepancies have occurred fairly frequently between the replies on them and the pay roll regarding whether or not referred persons were hired. (Occasionally, official.) 3 x 5 cards, 6 in., on wooden desk. R. 202-203. (31)

245. WPA NOTICES OF CASE CHANGE, Sept. 1936 to date. Form WPA 2-601 (Notice of Case Change). USES copies of notices by WPA to SERB, USES and worker of termination of employment or other change in work status that justifies a change in relief status. Always accompanied and more or less duplicated by Form WPA 403 (Notice of change in Work Status). The reason for issuing these forms is not known, because WPA has no authority to effect a change in relief case status, and because a WPA 403 accomplishes everything these forms could accomplish. They are considered unnecessary duplicates by this agency. Filed alphabetically. (Never.) 5 x 8 paper slips, 6 in., in steel card cabinet. R. 202-203. (9)

246. APPLICATION RENEWAL CARDS, Mar. 31, 1937. Forms USES 322 and 324. Reply portions of postal cards sent every three months to all active registered applicants inquiring whether they are still interested in employment. Used to eliminate inactives from registration file. Form 324 is only a recent revision of Form 322. These cards are for only the most recent quarterly inquiry. Filed alphabetically. (Frequently, official.) 3 x 5 cards, 4 in., in steel card cabinet. R. 202-203. (30)

BETHLEHEM

NRS, NORTHAMPTON COUNTY OFFICE
Municipal Bldg., 100 E. 3d St.

This office of the National Reemployment Service was established in 1933, and has since undergone no administrative changes. It had been located in the City Market Bldg., 3d and Grace Street.

247. APPLICANTS' IDENTIFICATION CARDS, 1933 to date. Forms 350, applicants' identification cards issued by the Department of Labor, showing the identification number, name and address of applicant, age, height, weight, classification, and registration date. Filed alphabetically. (Daily, reference.) 3 x 5 cards, 6 ft., in 3 pasteboard boxes. 2d floor, rear. (431)

248. DAILY REPORTS OF ACTIVITIES OF THE NATIONAL REEMPLOYMENT SERVICE, 1933 to date. Reports showing date, name of county, number of visits, orders, referrals, and placements in private industries and various projects, file number, active file, balance, the number of interviewers dealing with new registrations, reinstatements, and renewals. Filed chronologically. (Daily, reference.) Variously sized folders and papers, 6 ft., in 2 wooden boxes. 2d floor, rear. (435)

249. DAILY REPORTS OF OPENINGS, 1933 to date. Issued by the Department of Labor, showing date, sheet number, name of office, employers' and applicants' names, occupation, opening number, duration of employment, sex, age, color, veteran status, daily pay, and weekly income. (Daily, reference.) 9 x 12 folders, 5 ft., in 3 drawers of filing case. 2d floor, rear. (433)

250. REPORTS OF PLACEMENTS, 1933 to date. Form 301, showing code number, division or district, name of office, name of interviewer, by whom report was compiled, kind of entry, name of employer, applicant's occupation and identification number, date of birth, weekly wage, and number of hours worked. Filed alphabetically. (Daily, reference.) 8 x 10½ forms, 9 x 12 folders, and papers, 6 ft., in 4 drawers of steel filing case. 2d floor, rear. (434)

251. VOUCHERS FOR REIMBURSEMENTS, 1933 to date. Forms 1012a, vouchers of reimbursements for travel and other expenses, giving names of the payee, residence, and amount of reimbursements. (Daily, reference.) 9 x 12 folders and 8 x 10½ papers, 1 ft., in drawer of steel filing case. 2d floor, rear. (432)

BRADFORD

NRS, DISTRICT OFFICE
Heckle Building
57 Main Street

This agency was established in October 1933 to serve, under the supervision of the National Reemployment Service's State Director at Harrisburg, as the employment agency for the emergency works programs in McKean County. At the same time there was established a coordinate office at Coudersport for Potter County. There the two offices were combined in October 1935, with headquarters at Bradford. At that time the Coudersport office became a subordinate registration offfice, open part time, all the records of which are kept in the files of this office.

The agency occupied quarters as follows: YMCA Building on Boylston Street from Oct. 1933 - Sept. 1934; Forest Oil Company Building, 9 Chestnut St., from Sept. 1934 - Oct. 1936; and the Bell Telephone Company Building, 11 Chestnut St., from Oct. and Nov. 1936.

No relations are maintained with Washington Headquarters except through the NRS State Director, to whom all reports are made. No records have been removed.

Because the agency has moved since its files were surveyed, rooms cannot be indicated in the serial abstracts that follow.

252. INDEX TO BULLETINS, Aug. 1933 to date. Title index to NRS, WPA, SERB and other official bulletins, announcements, memoranda, and form letters on file. Not elaborate or complete. Show date of issue. (Frequently, official.) 3 x 5 cards, 10 in., in steel card cabinet. (31)

253. INDEX TO ACTIVE REGISTRATIONS, Oct. 1933 to date. Form USES 321, index cards to all active registrations, showing name, address, occupational classification, relief status, telephone number, and veteran status. (Daily, official.) 3 x 5 cards, 8 ft., in steel card cabinet. (9)

254. INDEX TO INACTIVE REGISTRATIONS, Oct. 1933 to date. Form USES 321, index cards to all inactive registrations, showing name, address, occupational classification, relief status, telephone number, and veteran status. (Rarely, official.) 3 x 5 cards, 6 ft., in steel card cabinet. (30)

255. INDEX TO PRIVATE EMPLOYERS, July 1934, with a few more recent entries. Name, address, and type of business index to private firms in McKean and Potter Counties, prepared from information submitted by the State Department of Labor and Industry. Filed separately for each political subdivision. (Frequently, official.) 5 x 8 cards, 1 ft., 6 in., in steel card cabinet. (15)

256. BULLETINS, NRS, Aug. 1933 - Sept. 1936. Administrative notices 1 to 1999 from the State Director on all phases of NRS procedure. Duplicates of all but early ones in file entitled "Bulletins Miscellaneous." (Never.) 8½ x 11 loose-leaf books, 1 ft. 6 in., in wooden filing case. (16)

257. BULLETINS, MISCELLANEOUS, Oct. 1933 to date. Administrative notices and special bulletins, memoranda, circular letters, from the State Director, pertaining to all activities of this agency and its relations with SERB, WPA, applicants, and private employers. Also WPA occupational classification and wage rate amnuals, and miscellaneous SERB bulletins. Filed chronologically. 3 x 5 card title index. (Daily, official.) Principally to verify procedure. 9 x 12 folders, 3 ft., 6 in., in steel filing case. (5)

258. GENERAL CORRESPONDENCE, Dec. 1933 to date. Correspondence with State Director, local relief and work program officials, other NRS offices, and private employers, regarding labor needs, eligibility, availability, complaints, procedure. Also office staff's expense accounts, principally on Treasury Form 1012a, pay roll, and supplies requisitions. Filed alphabetically by correspondents. (Frequently, official.) 9 x 12 folders, 2 ft., 8 in., in steel filing case. (6)

259. STATISTICAL REPORT, OBSOLETE, Oct. 1933 - June 1935. Forms ERA 142 and 144 (Daily and accumulative Reports of referrals), 143 (Daily and accumulative Report of Placements), 145 (Daily and accumulative Summary of activities), 146 (Daily tally of activities), and 150 (Report of certifications of eligibility); USES 302 (Balance of active applications), and miscellaneous other daily statistical reports to the state office, formal and informal. Also some weekly and monthly summaries of such reports. All on obsolete forms. Filed chronologically. Form ERA 144 differs from ERA 142 only in that the former is used for referrals in political subdivisions other than that in which the project operates. (Rarely, official.) 9 x 12 bundles, 8 in., on wooden bench. (19)

260. STATISTICAL REPORTS OLD, Jan. - Dec. 1934. Copies of Forms USES 300 (Daily report of applications); 301 (Daily report of placements), and 302 and 303, daily, weekly and monthly statistical summaries of general activities; and miscellaneous special statistical reports. Originals to State Director. (Rarely, official.) 8½ x 11 folders, 4 in., in wooden filing case. (17)

261. STATISTICAL REPORTS, RECENT, AND TRANSMITTALS, Jan. 1935 to date. Copies of Forms USES 300 (Daily report of applications); 301 (Daily report of placemtns); 302, used for daily, weekly and monthly statistical summaries of general activities; and 373a, reinterview program progress reports. Originals to State Director. Also sheet records of Forms 144 sent to WPA District 10 office at DuBois and copies of transmittal sheets returned to acknowledge receipt of Form WPA 402, 403, and 404 and FERA 600, 601, and 602. Filed chronologically. (Frequently, official.) 9 x 12 folders, 3 ft., in steel filing case. (7)

262. CONSOLIDATED ACTIVITIES REPORTS, July - Sept. 1935, Apr. 1936. Weekly consolidated tabulations of registrations, withdrawals, public and private referrals and placements, reregistrations, re-interviews, and other activities for the Counties of Cameron, Centre, Clearfield, Clinton, Elk, Jefferson, McKean, and Potter. Prepared by NRS District Office at Clearfield for the use of other offices. (Occasionally, official.) 9 x 12 folder, 1 in., in wooden filing case. (18)

263. ELIGIBILITY RECORDS, Oct. 1933 - June 1935. Form SERB 27. records of relief cases submitted by local relief officials, showing family's name and address, and names of employables, occupations, and date relief granted. Used to give prreference to relief clients in CWA and FERA work projects. Superseded by Form FERA 600. Filed alphabetically. (Rarely, official.) 4 x 6 cards and slips, 3 ft., in pasteboard box. (21)

264. REGISTRATION CARDS FEMALE ACTIVE, Oct. 1933 to date. Forms USES 310, 311, 312 and 326a, active registrations of women classified as industrial, professional and clerical, domestic and institutional, and agricultrual, very few, respectively. Indicate briefly, personal employment, and education history, special skills, experience, training or equipment, primary and secondary occupational classifications, union membership. Office record of referrals and placements on reverse side. Filed by occupational classification. 3 x 5 card index. (Frequently, official.) 5 x 8 cards, 3 ft., in steel card cabinet. (8)

265. REGISTRATION CARDS, FEMALE INACTIVE, Oct. 1933 to date. Forms USES 310, 311, 312 and 326a, inactive registrations of women classified as industrial, professional and clerical, domestic and institutional and agricultural very few, respectively. Indicate briefly, personal employment, and education history, special skills, experience, training or equipment, primary and secondary occupational classifications, union membership Office record of referrals and placements on reverse side. Filed by occupational classification. Registrations are considered inactive if the applicant is known to have permanent private employment or has not been in touch with the office for four months. 3 x 5 card index. (Rarely, official.) 5 x 8 cards, 2 ft., in steel card cabinet.

266. REGISTRATION CARDS, MALE ACTIVE, Oct. 1933 to date. Forms USES 310, 311, 312, and 326a, active registrations of men classified as industrial, professional and clerical, domestic and institutional, and agricultural, respectively. Indicate briefly, personal employment, and education history, special skills, experience, training or equipment, primary and secondary occupational classifications, union membership. Filed by occupational classification. Office record of referrals and placements on reverse side. 3 x 5 (Frequently, official.) 5 x 8 cards, 5 ft., in steel card cabinet. (27)

267. REGISTRATION CARDS, MALE INACTIVE, Oct. 1933 to date. Forms USES 310, 311, 312 and 326a, inactive registrations of men classified as industrial, professional and clerical, domestic and institutional, and agricultural, respectively. Indicate briefly, personal employment and education history, special skills, experience, training or equipment, primary and secondary occupational classifications, union membership. Office record of referrals and placements on reverse side. Filed by occupational classification. Registrations are considered inactive if the applicant is known to have permanent private employment or has not been in touch with the office for four months. 3 x 5 card index. (Rarely, official.) 5 x 8 cards, 3 ft., in steel card cabinet. (28)

268. REGISTRATION CARDS, VETERANS, Oct. 1933 to date. Extra copies of veterans' registration cards not separated by active and inactive or male or female. 3 x 5 card index. (Frequently, official.) 5 x 8 cards, 1 ft., in steel card cabinet. (29)

269. ASSIGNMENT AND IDENTIFICATION CARDS, CWA AND RWD, Dec. 1933 - Apr. 1935. Office copies of official slips, mostly on WD Form L5a, assigning workers to CWA and RWD projects. Show name, address, identification number, occupation, and project assignment. Superseded by Form USES 325 with inauguration of WPA program. Also office copies of identification cards furnished early registrants. Filed alphabetically. (Rarely, official.) 3 x 5 and 4 x 6 slips and cards, 3 ft., in pasteboard box. (23)

270. CWA PAY ROLL, Dec. 1933 - Mar. 1934. NRS copies of official semimonthly CWA project pay roll claim sheets showing for each employee, name, address, identification number, occupation, hours worked each day, total hours worked, wage rate, earnings, number of checks involved, and receipt signature of worker. Filed by project number. (Rarely, official.) 11 x 17 loose sheets, 4 in., in pasteboard box. (25)

271. PRIVATE INDUSTRY REFERRAL SHEETS, Jan. 1934 to date. Form letters to private employers indicating names of persons referred on labor requisitions, and their identification number, address, relief case number, veteran status, age, and labor classification and remarks. Pencil notations on placements and rejections. Carbons to employers. Filed chronologically. (Frequently, official.) 9 x 12 folders, 2 in., in wooden filing case. (20)

272. NOTICES OF CASE CHANGE, Sept. 1934 - July 1935. Form SERB 28. Notices from local relief officials on changes in the relief status of clients. Used to give preference to relief clients in CWA and FERA work. Constitute amendments to Form SERB 27. Superseded by Form FERA 601. Filed alphabetically. (Rarely, official.) 4 x 6 slips, 1 ft., 2 in., in pasteboard box. (22)

273. PROJECT FOLDERS RWD, Oct. 1934 - Sept. 1935. Labor requisitions on Form WD L2a and form letters, NRS referral sheets, pertaining to the latest CWA, the ERA and RWD and earliest WPA projects. Also some correspondence regarding placements on such projects. Filed by project number. (Occasionally, official.) 9 x 12 folders, 1 ft., in wooden filing case. (24)

274. EMPLOYMENT STATUS REPLY CARDS, Jan. 1935 to date. Form USES 322 and 324. Reply halves of postal cards sent applicants inquiring whether they have found work or still seek it. Used to eliminate inactives from registration files. Sent out quarterly to all applicants not known to be definitely active. Filed alphabetically. (Frequently, official.) 3 x 5 cards, 3 ft. 8 in., in steel card cabinet. (11)

275. INTRODUCTION CARDS, Mar. 1935 to date. Form USES 320. Cards furnished persons referred to private and PWA jobs, to introduce themselves to prospective employers, and then returned by employers to show results of interviews. Used to compute referral and placement statistics. Filed alphabetically. (Frequently, official.) 3 x 5 cards, 2 ft. 6 in., in steel card cabinet. (12)

276. ASSIGNMENT SLIPS WPA, July 1935 to date. Form USES 325. Office copies of official assignments of workers to WPA projects, showing name, address, relief case and identification numbers, occupational classification, project, hours, wage rate. Filed alphabetically. (Frequently, official.) 4 x 6 slips, 3 ft., in steel card cabinet. (32)

277. IDENTIFICATION CARDS, July 1935 to date. Form USES 350. Office copies of cards furnished applicants to identify themselves at future interviews, showing identification number, primary and secondary classification, address, age, height, weight, date of registration, and applicants' and interviewer's signature. Filed by identification number. This file contains cards for only those applicants whose registrations have been active at some time since the inauguration of WPA. (Frequently, official.) 3 x 5 cards, 8 ft., in steel card cabinets. (10)

278. RELIEF AND WORK STATUS SLIPS, July 1935 to date. Form FERA 600 (Certifications of eligibility), 601 (Notices of case change), and 602 (Cancelations of eligibility), and Forms WPA 402 (Reassignment slips), 403 (Notices of termination of employment) and 404 (Reclassification Slips) issued by SERB and WPA on NRS applicants. Filed alphabetically, separately for each political subdivision. (Frequently, official.) 4 x 6 and 5 x 8 slips, 10 ft., in steel card cabinets. (13)

279. PROJECT FOLDERS WPA, Sept. 1935 to date. Forms WPA 401, requisitions for labor, prepared by WPA for its own and PWA projects, copies of NRS referral sheets listing the persons referred, and revelant correspondence. Filed by project number. The papers for the earliest WPA projects are filed in the RWD project labor file. (Filled ones, rarely; unfilled ones, daily, official.) 9 x 12 folders, 1 ft. 7 in., in steel filing case. (14)

BUTLER

NRS, DISTRICT OFFICE
Charles Ruff Building
106 N. McKean Street

This agency was established on Nov. 1, 1933, to serve principally as an employment agency for the Government work relief progam in Butler County. Unlike the public employment agencies in the larger cities of western Pennsylvania, viz., Altoona, Erie, Johnstown, New Castle and Pittsburgh, this office is under the direct control of the National Reemployment Service through its state director at Harrisburg, rather than being operated jointly by the Pennsylvania and United States Employment Services. Plans were under way to put all strictly NRS offices in Pennsylvania under joint Federal State supervision on July 1, 1937.

The service furnished by this agency is not confined strictly to the Government work relief program in Butler County. Occasionally it supplies labor for jobs operating outside Butler County in cases where the proper local employment agency has no qualified applicants and a small percentage of its patronage is and always has been from private industry.

Since its establishment it has occupied quarters in the following buildings: Community Building on East Diamond Street during November and December 1933; Abrams Building on East Diamond Street from January to April 1934; Federal Building from April 1934 to April 1935; and Pillow Building on West Jefferson Street from April to July 1935.

No papers considered useless are accumulated. No relations are maintained with Washington headquarters except through the State Director, and all reports and inactive records desired for permanent safekeeping are sent to the State Director.

280. INDEX TO REGISTRATION CARDS, Dec. 1933 to date. Form USES 321. Index to the registration cards indicating each applicant's name, address, occupational classification, identification number, and whether active, inactive, or "dead". (Daily, official.) 3 x 5 cards, 24 ft., in steel card cabinets. R.NRS office, 1st. floor. (1)

281. NRS BULLETINS, 1933 to date. Bulletins issued by the State Director pertaining to the procedure and administration of NRS offices. Filed numerically, i.e., chronologically. (Frequently, official.) 10 x 12 folders, 2 ft., in steel filing case. R.NRS office, 1st floor. (11)

282. TRANSMITTAL SHEETS FROM RELIEF OFFICIALS, OLD, June 1935 - Jan. 1936. Copies of transmittal sheets on Forms FERA 600 (Certifications of eligibility), 601 (Notices of case change), 602 (Cancelations of eligibility) from local relief officials in duplicate, one copy to be returned as acknowledgment of receipt of the forms. (Rarely, official.) 10 x 12 bundle, 1 in., on floor. R.NRS storage room, basement. (29)

283. TRANSMITTAL SHEETS FROM WPA, OLD, 1935. Copies of transmittal sheets regarding WPA forms 401 (Requisitions for Workers), 402 (Reassignment slips), 403 (Notices of change in work status) and 2-602 (Cancelations of eligibility), sent to NRS in duplicate, one copy to be returned as acknowledgment of receipt of forms. (Rarely, official.) 10 x 12 folders, 1 ft. 2 in., in pasteboard box. R.NRS storage room, basement. (38)

284. TRANSMITTAL SHEETS FROM WPA AND SERB, RECENT, Jan. 1936 to date. Copies of transmittal sheets acknowledging the receipt of Forms WPA 402, 403, 404, 2-601, and 2-602, of Forms FERA 600, 601 and 602, and of other documents and form communications. Prepared by, and originals returned to WPA or SERB. (Frequently, official.) 10 x 12 folders, 3 in., in steel filing case. R.NRS office, 1st. floor. (45)

285. GENERAL CORRESPONDENCE, Nov. 1933 to date. Correspondence with the State director, State Department of Highways, local CWA, FERA, SERB and WPA offices, other NRS and Federal State employment offices, private employers, veteran's organizations, PWA contractors, applicants, pertaining to labor needs, eligibility, classification, registration procedure, placement complaints. Also some travel vouchers, personnel records, and publicity memoranda. Filed alphabetically. (Daily, official.) 10 x 12 folders, 6 ft., in steel filing case. R.NRS office, 1st floor. (12)

286. STATISTICAL REPORTS, MISCELLANEOUS, Apr. 1934 - Apr. 1936. Copies of irregular non-standardized reports to the State office as requested on total eligible or ineligible applicants, total veterans registered or placed, total CWA or RWD assignments, total placements in private industry, total of a particular classification not available to meet unfilled requisitions, and other special topics for a specified date or period. Also correspondence regarding such reports. Recent ones in general correspondence file. (Occasionally, official.) 10 x 12 folders, 3 in., in steel filing case. R.NRS office, 1st. floor. (20)

287. STATISTICAL REPORTS, DAILY, July 1934 to date. Copies of Forms USES 300, 301, and 302. Reports to the State office on the new, cumulative and net applications, referrals, placements, withdrawals, reapplications, Placements in private industry and on work program tabulated separately. Filed chronologically. (Daily, official.) 10 x 12 folders, 1 ft. 4 in., in steel filing case. R.NRS office, 1st. floor. (17)

288. STATISTICAL REPORTS, WEEKLY, Dec. 1934 to date. Forms NRS 141a and 142b. Weekly summaries of daily statistical reports on applications, referrals, placements, withdrawals, reapplications, etc. Filed chronologically. (Frequently, official.) 10 x 12 folders, 3 in., in steel filing case. R.NRS office, 1st. floor. (18)

289. OLD STATISTICAL REPORTS, 1934 - 1935. Copies of daily and weekly reports to the State Director on daily, cumulative and net totals of applications, referrals, placements, out of county placements, mostly on Forms FERA 141, 142, 143, and 144. Also copies of Form FERA 145, daily summaries of all activities. (Rarely, official.) 10 x 15 bundles, 1 ft. 6 in., on floor. R.NRS storage room, basement. (43)

290. CLEARANCE ORDERS, Jan. 1935 to date. Inquiries to other NRS and Federal State employment offices through the State office regarding the availability of specified types of labor requisitioned but not available locally, and replies to such inquiries. (Frequently, official.) 10 x 12 folders, 4 in., in steel filing case. R.NRS office, 1st. floor. (21)

291. OCCUPATIONAL CLASSIFICATIONS OF RELIEF EMPLOYABLES, Sept. 1935. Form SERB 29. Reports to State Director and local relief officials listing numerically the identification number of persons registered with their occupational classifications and family relief status. (Rarely, official) 9 x 15 bundle, 1 ft., in pasteboard box on floor. R.NRS storage room, basement. (34)

292. REPORTS ON ELIGIBLES, Nov. 1935 - Jan. 1936. Form ERA 150. Copies of weekly reports to the State Director on the number of active, active pending and inactive registrations certified as eligible for works program by the local relief officials. (Rarely, official.) 9 x 15 bundle, $\frac{1}{2}$ in., on floor. R.NRS storage room, basement. (28)

293. ANALYSES OF PRIVATE INDUSTRY ACTIVITIES, Oct. 1936 to date. Copies of weekly reports to the State office on relations with private employers, showing principally, for each type of industry and labor classification, the new, cumulative, canceled and net openings, the reasons for

cancelation or failure to fill openings, and the new and cumulative totals of placements. (Frequently, official.) 10 x 12 folders, 1 in., in steel filing case. R.NRS office, 1st. floor. (23)

294. SPECIAL REINTERVIEW REPORT, Nov. 30, 1936. Copy of a special report to the State office on a reinterview of all applicants over a three month period showing percentage of total registered applicants referred, place, released, reassigned, reclassified, withdrawn, eligible. (Occasionally, official.) 10 x 12 folder, ½ in., in steel filing case. R.NRS office, 1st. floor. (19)

295. SPECIAL SUMMARY OF ACTIVITIES, Mar. 31, 1937. Copy of a special report to the State office summarizing the daily and weekly statistical reports for one quarter. (Frequently, official.) 10 x 12 folder, 1/8 in., in steel filing case. R.NRS office, 1st. floor. (22)

296. CWA AND RWD PROJECTS, COMPLETED, 1933 - 1934. Requisitions for workers, referral sheets, lists of persons transferred, and record of persons hired, rejected, or not reporting. (Rarely, official.) 10 x 12 folders and bundles, 2 ft., 1 in., in pasteboard box on floor. R.NRS storage room, basement. (31)

297. ORDER CARDS, CLOSED PROJECTS, 1933 -1935. Forms NRS 4, labor orders from RWD, CWA and State highway projects specifying name and address of employer, jobs open, number of men needed, duration of employment, pay rates, and hours. Office record of referrals and placements on reverse side. Superseded by Form USES 315. (Rarely, official.) 5 x 8 cards, 2 ft., in pasteboard box. R.NRS storage room, basement. (30)

298. REGISTRATION CARDS OBSOLETE, 1933 -1935. Form NRS 1. Registration cards of applicants for employment, giving brief personal history, educational qualifications, employment record, and placement and referral record. Superseded by Forms USES 310, 311, 312, and 326a. Duplicated in the registration file in first floor office. Held only because signed by applicant. When the new cards are signed these will be destroyed. (Occasionally, official.) 5 x 8 cards, 8 in., pasteboard card cabinets. R.NRS storage room, basement. (44)

299. ASSIGNMENT AND IDENTIFICATION CARDS CWA, Oct. 1933 - Mar. 1934. Mimeographed unnumbered forms used in assigning persons to CWA work projects, giving name, address, identification number, rate of pay, name and location of project, and occupation. NRS copies only. Filed alphabetically. (Rarely, official.) 4 x 6 cards, 4 ft., in pasteboard boxes. R.NRS storage room, basement. (33)

300. REGISTRATION CARDS DEAD, Nov. 1933 to date. Forms USES 310 (Industrial), 311 (Professional and Clerical), and 312 (Domestic). Registration cards that have been inactive in excess of four months. Filed by occupational classification and political subdivision. Destroyed after "dead" two years. 3 x 5 card index. (Frequently, official.) 5 x 8 cards, 6 ft., in steel card cabinet. R.NRS office, 1st. floor. (5)

301. REGISTRATION CARDS GENERAL, Nov. 1933 to date. Forms USES 310 (Industrial), 311 (Professional and clerical), 312 (Domestic), and 326a (Farm help), giving applicant's name, address, brief personal history, employment record, occupational classification, educational qualifications, and placement and referral record. Filed by occupational classification and political subdivision. This file contains active registrations and registrations less than four months inactive. When they have been inactive in excess of four months, they are considered "dead". 3 x 5 card index. (Daily, official.) 5 x 8 cards, 37 ft., in steel card cabinets. R.NRS office, 1st. floor. (2)

302. ELIGIBILITY RECORDS, 1934. Form SERB 27, records of relief cases submitted by local relief officials giving relief family's name and address, names of employables in family, occupations, and date registered. Used to keep eligibility lists up to date for work program. Superseded by Form FERA 600. (Rarely, official.) 3 x 5 cards, 4 ft., in pasteboard boxes. R.NRS storage room, basement. (39)

303. INTRODUCTION CARDS, INACTIVE AND CLOSED, 1934. Form USES 320, cards used to introduce referred person to employers, returned by employers, showing results of the interview. (Rarely, official.) 3 x 5 cards, 2 ft., in pasteboard box. R.NRS storage room, basement. (40)

304. NOTICES OF CASE CHANGE, 1934 - 1935. Form SERB 28, notices from relief officials to NRS on changes in the number of employables in relief families. Superseded by form FERA 601. (Rarely, official.) 4 x 6 cards, 5 ft., in steel card cabinet. R.NRS storage room, basement. (36)

305. PRIVATE INDUSTRY OPENINGS, 1934 - 1935. Order cards from and referral sheets to private industry on openings filled, closed or canceled. (Rarely, official.) 10 x 12 folders, 1 ft., in pasteboard box. R.NRS storage room, basement. (35)

306. PROJECT FOLDERS RWD, 1934 - 1935. Forms SERB L2a, requisitions for workers from RWD to NRS, and L5T, lists of proposed referrals sent by NRS to SERB for certification of eligibility. (Rarely, official.) 10 x 12 folders, 2 ft., in pasteboard box. R.NRS storage room, basement. (37)

307. REFERRAL SHEETS TO PRIVATE INDUSTRY, 1934 to date. Copies of referral sheets, showing names and addresses of persons referred to private employment. Filed alphabetically by employer. (Occasionally, official) 10 x 12 folders, 4 in., in steel filing case. R.NRS office, 1st. floor. (14)

308. ORDER CARDS FROM PRIVATE INDUSTRY, Jan. 1934 to date. Form USES 315, labor order cards furnished to and submitted by private employers, specifying type and number of jobs open, exact duties, hours, wages, and required qualifications. Office record of referrals and placements on reverse side. Filed alphabetically by employers. (Daily, official.) 4 x 6 cards, 1 ft. 8 in., in steel card cabinet. R.NRS office, 1st. floor. (25)

309. ORDER CARDS RWD, May 1934 - Sept. 1934. Form USES 315, labor order cards from RWD projects, giving project name and location, number of openings, occupational duties, rate of pay, and hours. (Rarely, official.) 4 x 6 cards, 1 ft., in pasteboard box. R.NRS storage room, basement. (42)

310. ASSIGNMENT AND IDENTIFICATION CARDS RWD, Apr. 1934 - Sept. 1934. Form SERB L5a, used in assigning and identifying persons to RWD work projects, showing name and address, identification and case number, rate of pay, and location of project. NRS copies only. Filed alphabetically. (Rarely, official.) 4 x 6 cards, 2 ft., in pasteboard box. R.NRS storage room, basement. (32)

311. FIRM VISIT AND ORDER RECORDS, Sept. 1934 to date. Forms USES 330 and 331, investigator's reports on visits to private firms to solicit patronage, showing person interviewed, type of business, number and kinds of employees, working conditions, and attitude toward NRS; and office records of job openings for which NRS referrals are acceptable. Filed alphabetically by firm. Some of the Forms 330 were filled out from information obtained from an industrial survey published by the State Department of Labor and Industry rather than from actual interviews. (Daily, official.) 5 x 8 cards, 2 ft., in steel card cabinet. R.NRS office, 1st. floor. (16)

312. COMPLETED HIGHWAY PROJECTS, 1935 to date. Labor requisitions, referral sheets, lists of assigned personnel, and correspondence pertaining to the labor on closed state highway jobs. Filed by job number. (Occasionally, official.) 10 x 12 folders, 1 in., in steel filing case. R.NRS office, 1st. floor. (15)

313. COMPLETED RELIEF PROJECTS, 1935 to date. Labor requisitions, referral sheets, lists of assigned personnel, lists of personnel released and awaiting reassignment, and correspondence pertaining to the labor on closed FERA and WPA projects. Filed by project number. (Daily, official) 10 x 12 folders, 4 ft., in steel filing case. R.NRS office, 1st. floor. (13)

314. DOMESTIC HELP ORDERS COMPLETED, 1935. Form USES 316, labor order card from persons or firms needing dometic or custodial help, giving duties to be performed, hours of work, duration of employment, and working conditions; and 330 Firm Visit Cards, giving name of person interviewed regarding placing of domestics, brief history of firm, working conditions, employees needed, and wage scale. Upon receipt of a form 316, a form 330 was always prepared before a referral was made. (Rarely, official.) 4 x 6 and 5 x 8 cards, 2 in., in pasteboard box. R.NRS storage room, basement. (41)

315. IDENTIFICATION CARDS, July 19, 1935, to date. Form USES 350, copies of identification cards issued to all registered applicants, to be used when contacting offices for interviews, giving applicant's name, address, identification number, weight, height, age, name of interviewer and signature. Filed by identification number. (Daily, official.) 3 x 5 cards, 17 ft., in steel card cabinets. R.NRS office, 1st. floor. (6)

316. ASSIGNMENT SLIPS, Aug. 1935 to date. NRS copies of Form USES 325, used to assign persons to works program projects, giving employee's name, address, identification and case numbers, relief status, occupation, rate of pay, location of project and signature. Filed by identification number. (Daily, official.) 4 x 6 paper slips, 6 ft., in steel card cabinet. R.NRS office, 1st. floor. (7)

317. RELIEF AND WORK STATUS SLIPS GENERAL AND PENDING, Aug. 1935 to date. NRS copies of Forms FERA 600 (Certifications of eligibility), 601 (Notices of case change), and 602 (Cancelations of eligibility), and of Forms WPA 402 (Reassignment slips), 403 (Notices of termination of employment), and 403 (Reclassification slips), issued on registered applicants in the general and pending registration files. Filed alphabetically, separately for each political subdivision. (Daily, official.) 4 x 6 and 5 x 8 slips, 12 ft., in steel card cabinets. R.NRS office, 1st. floor. (9)

318. RELIEF AND WORK STATUS CARDS DEAD, Aug. 1935 to date, NRS copies of Forms FERA 600, 601, and 602 and of Forms WPA 402, 403, and 404, issued on registered applicants in the dead registration file. Filed alphabetically for each political subdivision. (Frequently, official.) 5 x 8 slips, 3 ft., in steel card cabinet. R.NRS office, 1st. floor. (10)

319. WPA ELIGIBILITY CERTIFICATES AND INQUIRIES, Aug. 1935 to date. Forms WPA 2-601, 2-602, and 403. NRS copies of certifications by WPA of changes in relief eligibility, cancelations of relief eligibility, and termination of employment, respectively, for persons no longer eligible for work relief, or who report for work without the WPA's having received Form FERA 600 (Certifications of eligibility) or 601 (Notices of case change) on them. (Frequently, official.) 4 x 6 and 5 x 8 slips, 8 in., in steel card cabinet. R.NRS office, 1st. floor. (8)

320. INTRODUCTION CARDS, Oct. 1936 to date. Form USES 320, cards furnished persons referred to jobs to introduce themselves to prospective employers and then returned by employers to report result of interview. Complete only for referrals to private industry. (Frequently, official.) 3 x 5 cards, 4 in., in steel desk. R.NRS office, 1st. floor. (24)

321. REGISTRATION CARDS PENDING, 1937. Forms USES 310 (Industrial), 311 (Professional and clerical), and 312 (Domestic), giving name, address, occupational classification, brief personal history, employment record, and educational qualifications. For relief workers who are eligible awaiting assignments. Filed by occupational classification and political subdivision. (Daily, official.) 5 x 8 cards, 1 ft., in steel card cabinet. R.NRS office, 1st. floor. (4)

322. RETURNED REPLY CARDS, 1937 to date. Form USES 324, return reply part of postal cards sent to registered applicants asking whether they are working, either public or private, or still unemployed. Used to check registration card file for inactive entries. Filed alphabetically for each political subdivision. Sent every three months to all registrants. (Frequently, official.) 3 x 5 cards, 12 ft., in steel card cabinets. R.NRS office, 1st. floor. (3)

323. RELIEF PERSONS PLACED IN PRIVATE INDUSTRY, Jan. 1937 to date. Form USES 340. Copies of Notices to SERB of the placement of relief clients in private industry, identifying placed person by name, address, identification and case numbers, and indicating the employer, location, duration of employment, salary, and first pay date on the assignment. (Frequently, official.) 4 x 6 slips, ¼ in., in steel desk. R.NRS office, 1st. floor. (27)

324. RELIEF PERSONS REFERRED TO PRIVATE INDUSTRY, Jan. 1937 to date. Form NRS 340a. Copies of notices to WPA and SERB of the referral of WPA relief employees to private industry, identifying referred employee by name, address, identification and relief case numbers, labor classification, and project assignment. (Frequently, official.) 4 x 7 slips, ¼ in., in steel desk. R.NRS office, 1st. floor. (26)

CARLISE

NRS, CUMBERLAND COUNTY OFFICE
Post Office Bldg., Pitt and Louther Sts.

This office was established in October 1933 as the Cumberland County Reemployment Committee, working in conjunction with the Carlisle Chamber of Commerce. Later it became known by its present name. It is now a suboffice of the Chambersburg District 3 Office. Its former locations include the Garker Bldg., 18-20 S. Hanover St., Oct. 2, 1933 - Jan. 20, 1934; and 52 E. High St., Jan. 20 - June 1934. This office handles the records for the Perry County Office, although a number of its own records are sent to Chambersburg.

325. APPLICATIONS, Dec. 1933 to date. Forms 312, application cards of persons seeking employment through the NRS who at present are employed on WPA projects and are being reinterviewed and show applicant's name, personal record, employment record, education, placement, and referral record. Filed alphabetically. (Daily, official.) 5 x 8 cards, 3 in., in cardboard card case. R. 207. (111)

326. BULLETIN FILE, 1933 to date. Bulletins from State Director, NRS, relating to clearance of workers as well as cancelations. Filed numerically. (Frequently, official.) 10 x 14 folders, 4 ft., on wooden shelf in cupboard and in drawer of desk. R. 207. (112)

327. MISCELLANEOUS FILE, Jan. 1, 1934 - Jan. 1936. Old bulletins from State Directors of NRS; old referral sheets to workers to various of employment; obsolete. (Never.) 10 x 14 folders and 8 x 12 covers, 3 ft., in cupboard box. Dirty. R. 207. (130)

328. INDUSTRIES IN CUMBERLAND COUNTY, Mar. 1935 to date. Form 330, card record of industries in Cumberland County, showing name of firm or industry, products manufactured or services rendered, name of head or firm or industry, and information concerning the business. 3 x 5 card index. (Frequently, official.) 5 x 8 cards, 4 in., in cardboard card case. R. 207. (114)

329. MISCELLANEOUS FILE, Jan. 1936 to date. WPA registration lists, including a list of unassigned persons; blueprints of construction work; correspondence from District Manager to the county representative; travel expense accounts including public vouchers for reimbursement; statements of travel by motor vehicle; bulletins from the State Director relative to clearances for workers. Filed numerically and according to subject. (Daily, official.) 10 x 14 folders, 1½ in., in wooden drawer of desk. R. 207. (129)

330. REFERRAL SHEETS, Aug. 31, 1936 to date. Referral sheets of employees to employers, showing requisition number, employer's name, name of employee, whom referred by, and job to which referred. Filed according to job or project. (Daily, official.) 8 x 11 sheets, 3 ft., on rack. R. 207. (110)

331. OPENINGS, current. Forms 315 and 316, showing openings existing in private employment in Carlisle, showing name of employer of firm, address, positions open, duties, required education for position; also a placement and referral record of persons placed in these openings. Filed alphabetically. (Frequently, official.) 4 x 6 cards, 1 in., in cardboard card case. R. 207. (113)

CHAMBERSBURG

NRS, DISTRICT 3 OFFICE
Pennsylvania Railroad Administration Bldg.

This office of the National Reemployment Service is the district office for Adams, Perry, Cumberland, Franklin, and Fulton Counties. This office was located in the Chamber of Commerce Bldg., Lincoln Way E., from the day of its establishment in July 1933 until 1934.

332. REPORTS ON ALL COUNTIES IN DISTRICT 3, 1933 - Dec. 1936. Reports including those described in Reports 8 and 9; miscellaneous correspondence requisitions for workers; referral sheets for workers. Filed chronologically and by county. (Monthly, official.) 10 x 14 folders, 36 ft., in 23 transfer cases on floor. Storage Room, basement. (15)

333. BULLETINS, Dec. 1, 1933, to date. Bulletins from the State Director's Office in Harrisburg covering procedure, rules, and regulations governing NRS offices; also copies of bulletins from this office to the various offices of this district, and clearance orders for workers who originated outside this district. Filed numerically. Index. (Frequently, official.) 10 x 14 folders and covers, 4 ft., in 2 drawers of steel filing case. File and Statistical Room. (25)

334. COMPLETED ORDER CARDS, 1933 to date. Forms 315 and 316, are completed order cards for persons placed in private industry; Form 315, for industrial workers; Form 316, for domestic workers; cards show places to which the employees have been referred, nature of work, on the back of the card is a placement and referral record. Filed alphabetically and by county. (Daily, official.) 4 x 6 cards, 2 ft., in 4 drawers of steel filing case. Private Industry Room. (16)

335. CORRESPONDENCE, Dec. 1933 to date. Clearance orders for workers and correspondence with employers relating to employment of persons in private employment in District 3. Filed alphabetically and by county. (Daily, official.) 10 x 14 folders, 3 ft., in drawer of wooden filing case and in transfer case. Private Industry Room. (27)

336. CROSS INDEX CARDS, Oct. 1933 to date. Cross index to the registration card file, showing name, address, classification, and code number for each person registered with NRS in District 3. Filed alphabetically and by county. (Daily, official.) 3 x 5 cards, 40 ft., in 40 drawers of steel filing cases. File and Statistical Room. (30)

337. FIRM VISIT SCHEDULES AND ACCUMULATIVE RECORD CARDS, Dec. 1933 to date. USES Forms 330, listing employee needs, accumulative record cards, and openings for each firm interviewed. Filed numerically and by county. 3 x 5 card index. (Daily, official.) 5 x 8 cards, 2 ft., in 3 cardboard boxes. Private Industry Room. (29)

338. REGISTRATION CARDS, Oct. 1933 to date. Registration cards for all persons registered with the NRS in District 3, and include: Form 311, commercial and professional cards; Form 312, domestic and service cards; Form 310, skilled and industrial; and Form 326a, farm labor cards. Filed numerically and alphabetically. (Daily, official.) 5 x 8 cards, 50 ft., in 58 drawers of steel filing case. File and Statistical Room. (31)

339. UNREGISTERED EMPLOYABLES, July 1933 to date. Record showing names and addresses and case numbers of persons in District 3 who are able to work and have not registered with the NRS. Filed alphabetically and by county. (Frequently, official.) 3 x 5 cards, 1 ft., in 5 cardboard boxes. File and Statistical Room. (18)

340. ASSIGNMENT SLIPS, July 1934 to date. Forms 325, assignments of persons to WPA projects in District 3. Filed numerically and by county. (Daily, official.) 4 x 6 slips, 7 ft., in 8 drawers of steel filing cases. File and Statistical Room. (17)

341. WORK SLIPS, July 1934 to date. Forms 600, certifications of eligibility; Form 601, notices of case changes; Form 602 cancelations of certifications of eligibility; Form 402, notices of reassignment; Form 403, notices of termination of employment; Form 404, reclassification slips; and Form 340, notices of placement. (Daily, official.) 4 x 6 and 5 x 8 slips, 20 ft., in 20 drawers of steel filing cases and in 2 cardboard boxes. File and Statistical Room. (19)

342. EXPENSE VOUCHERS, DAILY TRAVEL REPORTS, WEEKLY REPORTS, WEEKLY REPORTS OF TOLLS AND TELEGRAMS, Jan. 1935 to date. Forms 1012, travel reimbursement vouchers; NRS-Form L-135, daily travel reports; Form 1012e, statements of travel by motor vehicle; check transmittal letters from this office to county offices; Form WDPR-151, pay rolls for personal services; Form 476, monthly reports of overtime for office employees of NRS offices in the 5 counties of this district; Form 477, semimonthly reports of leaves of absence for NRS office employees in the 5 counties. Filed by subject and chronologically. (Daily, official.) 8 x 11 sheets, 1 ft., 6 in., in drawer of steel filing case. File and Statistical Room. (34)

343. IDENTIFICATION CARDS, July 1935 to date. Identification cards for each person registered with this agency for employment, showing name, address, code number, classification, weight and height, and date of registration. Filed by county and numerically. (Daily, official.) 3 x 5 cards, 22 ft., in 23 drawers of steel filing cases. File and Statistical Room. (32)

344. PROJECT FILE, July 1935 to date. Forms 401, requisitions for woekers for projects; referral sheets for workers; and correspondence. (Daily, official.) 10 x 14 folders, 6 ft., in 5 drawers of steel filing cases. File and Statistical Room. (24)

345. TRANSMITTAL LETTERS, Mar. 1936 to date. Transmittal letters accompanying forms transmitted to this office from relief agencies; also copies of transmittal letters accompanying forms sent from this office. Filed chronologically. (Daily, official.) 10 x 14 folders, 1 ft., in drawer of steel filing case. File and Statistical Room. (26)

346. CORRESPONDENCE, Jan. 1,1937 to date. Telegrams and correspondence with State Director, and county managers, relative to supplies, procedure, clearance orders for workers with WPA, Filed by county, chronologically, and by subject. (Daily, official.) 5 x 8 and 8 x 11 sheets, 1 ft. 6 in., in drawer of steel filing case. File and Statistical Room. (33)

347. NOTICES, Jan. 1, 1937 to date. NRS Forms 340a, notices of Relief Agency and WPA that one of certified employables has been referred to a job with private industry. Filed alphabetically. (Daily, official.) 5 x 8 slips, 3 in., in box. Private Industry Room. (28)

348. REPORTS, Jan. 1, 1937 to date. Forms 302, weekly and monthly summaries of activities of the NRS offices in District 3 made to Harrisburg; Form 300, daily and weekly reports of applications made to the NRS offices in District 3; Form 301, weekly reports of placements in industry by the NRS offices of the district; Form USES 370, notices to WPA of transfer of individuals eligible for employment on WPA projects; Form Bulletin 1687, reports of persons working on projects in this district who are not from the county in which the project is operating; weekly tallies of activities by days of NRS offices. Filed by county and chronologically (Daily, official.) 8 x 11 sheets, 3 ft., in 2 drawers of steel filing case. File and Statistical Room. (35)

CHESTER

NRS, DELAWARE COUNTY OFFICE
Old High School Bldg., 5th and Welsh Sts.

This office of the National Reemployment Service was established in 1933, and formerly occupied the Old Post Office Bldg. No records have been destroyed.

349. REPORTS ON NONAVAILABILITY OF WORKERS, 1932 to date. Forms 372, reports sent to contractors who have requested applicants for work on projects and found not to be available for referral in the numbers and types requested; showing occupational title, wage class, number of workers required, sex, special requirements, rate per hour, date to report, and signature of District Manager. Filed chronologically. (Daily, official.) 9 x 12 folders, 9 x 11½ papers, 6 ft., in 3 drawers of steel filing case. 1st. floor. (185)

350. ANALYSES OF PRIVATE INDUSTRIAL ACTIVITIES, 1933 to date. Listing individual code numbers, industrial classifications, openings carried forward, new openings, field visits, referrals, and unfilled openings pending. Filed alphabetically. (Daily, official.) 8 x 10½ papers, 15 ft., in 7 cardboard boxes. 1st floor. (169)

351. APPLICANTS' IDENTIFICATION CARDS, 1933 to date. Forms 350, applicants' identification cards issued by the Department of Labor, showing identification number, name and address, age, height, sex, weight, classification, and registration date. Filed alphabetically. (Daily, official.) 3 x 5 cards, 70 ft., in 48 drawers of 12 steel cabinets. 1st floor. (171)

352. ASSIGNMENT SLIPS, 1933 to date. Forms 325, Showing name, address, identification number, date, case number, age and sex, date and time person assigned is to report for work, rate of pay, project number, name of operating agency, location of project, and name of supervisor; slips contain signatures of worker, of foreman, and of assignment official. Filed alphabetically. (Daily, official.) 4 x 6 papers, 24 ft., in 24 drawers of 3 filing cases. 1st floor. (178)

353. BALANCE OF ACTIVE APPLICATIONS, 1933 to date. Form 302. Showing name of office, period covered, name of interviewer, by whom report was compiled, number of new applications, registrations, renewals, applications, transferred in, number of placements, clearance placements canceled, transferred out, balance carried forward, and additional comments. Filed chronologically. (Daily, official.) 9 x 12 folders and 8 x 10½ papers, 6 ft., in 4 drawers of steel filing case. 1st floor. (193)

354. BULLETINS, 1933 to date. Showing persons working on WPA projects under the ERA Act, who are not residents of locations within the same county in which the project is operating; also showing the project docket number, name and address of employee, town and county, occupation, whether predesignated, and whether union or nonunion. (Daily, official.) 9 x 12 folders and 9 x 11 paper packages, 20 ft., on floor. 1st floor. (173)

355. CERTIFICATIONS OF ELIGIBILITY FOR WORK, 1933 to date. Records showing the case number, case name, address, relief district county, race, color, number of persons in case, relationship, date of birth, sex, occupation, and comments; records are for all relief cases in Delaware County, both active and pending. Filed alphabetically. (Daily, official.) 5 x 8 papers, 20 ft., in 14 drawers of 4 steel cabinets. 1st floor. (170)

356. DAILY ACTIVITIES OF THE NRS, 1933 to date. Daily reports, showing date, name of county, number of visits, orders, referrals, and placements in private industry and projects, file number, active file balance, number of interviews, new registrations, reinstatements, and renewals. (Daily, official.) 9½ x 15 folders and 9 x 11 papers, 2 ft., in 2 wooden boxes. 1st floor. (176)

357. DAILY TALLY SHEETS, 1933 to date. Showing county in which interview was held, date of interview, new applications, registrations, renewals, applications canceled, referrals, relief placements, and firm visits. Filed chronologically. (Daily, official.) 9 x 15 folders and 8½ x 13 papers, 5 ft., in 3 pasteboard boxes. 1st floor. (177)

358. INTRODUCTION CARDS, 1933 to date. Two types of introduction cards; Form 120, issued to manufacturing concerns in response to their request for an applicant to fill a position; it is signed by the manager and person by whom applicant was introduced; employers, wishing that a certain applicant be registered at the National Reemployment Service, use the other form. (Daily, official.) 3 x 5 cards, 22 ft., in 12 drawers of 3 filing cases. Dirty. 1st floor. (180)

359. LABOR DEFICIENCY NOTICES, 1933 to date. Forms sent by NRS to the Labor Management Division, Philadelphia, to inform them that they are unable to supply persons needed at projects; showing project and requisition number, type of definciency, occupation, name, predesignation, if any, and special reasons; signed by Manager. Filed chronologically. (Daily, official.) 9 x 12 folders, 8½ x 11 papers, 4 ft., in 2 drawers of steel filing case. 1st floor. (184)

360. MONTHLY REPORT OF OVERTIME, 1933 to date. Reports of those working 7 and 8 hours per day, showing period covered, number of employees, number of hours, number of hours in excess of number fixed by regulations, and number of hours necessary to compensate overtime at current salary rates. Arranged chronologically. (Daily, official.) 9 x 12 folders, 8 x 10½ form and papers, 2 ft., in drawer of steel filing case. 1st floor. (189)

361. NOTICE OF FAILURE TO REPORT FOR WORK, 1933 to date. Form 360, Showing date, name of local relief agency, address, case number, name and address of applicant, and reason for failure to report; signed by Manager. Filed alphabetically. (Daily, official.) 3 x 5 cards, 6 ft., in 3 drawers of filing case. Dirty. 1st floor. (179)

362. NOTICE OF PLACEMENT, 1933 to date. Form 340, issued for persons taken from relief rolls and placed in private employment or public works other than work projects showing date of placement, name and address of employee, case number, name of assigned occupation, rate of pay, regular or temporary, and name and address of employer. Filed alphabetically. (Daily, official.) 4 x 6 papers, 12 ft., in 12 drawers of 3 steel filing cases. Sooty. 1st floor. (177½)

363. NOTICES OF REFERRALS TO PRIVATE INDUSTRIES, 1933 to date. Forms NRS 340a, sent to the Assistant District Supervisor of WPA employment as a record of persons referred to private employment; showing name and address of employee, identification and case number, name of assigned occupation, whether regular or temporary, name and address of employer; signed by Manager. Filed alphabetically. (Daily, official.) 9 x 12 folders, 8 x 10½ forms and papers, 6 ft., in drawer of steel filing case. 1st floor. (190)

364. NOTICES OF TRANSFERS TO ACTIVE FILE, 1933 to date. Notices sent to the WPA by the NRS, showing a complete list of applicants now available for assignment to projects, name and address of applicant, case and identification number, project formerly employed on, date of transfer to active file; signed by Manager. Filed chronologically. (Daily, official.) 9 x 12 folders, 8 x 10½ forms and papers, 2 ft., in drawer of steel filing case. 1st floor. (186)

365. OCCUPATIONAL AND CLASSIFICATION CARDS, 1933 to date. Showing name and address, county, work qualified for, description of applicant, occupation and employment records, education, placements, and referral record. Filed alphabetically. (Daily, official.) 5 x 8 cards, 60 ft., in 44 drawers of 11 steel cabinets. 1st floor. (172)

366. OCCUPATIONAL CLASSIFICATION CARDS, 1933 to date. Form 321. Showing classifications of applicants and secondary classifications, with name, addres, and phone number. Filed alphabetically. (Daily, official.) 3 x 5 cards, 60 ft., in 30 drawers of 8 steel filing cases. Dirty. 1st floor. (181)

367. RECORDS OF REASSIGNMENTS, 1933 to date. Form 502, complete list of applicants who have been referred and placed on WPA projects for filing requisitions for men and showing name and address of worker, identification, case and original project numbers, and date of release. Arranged chronologically. (Daily, official.) 9 x 12 folders, 8 x 10½ forms and papers, 6 ft., in drawer of steel filing case. 1st floor. (191)

368. REFERRALS APPROVED AND DISAPPROVED, 1933 to date. Form 501, complete record of persons working on WPA projects who are being considered for referral, requesting that the project requesting these applicants either approve or disapprove the referral, showing name and address of applicant, identification, case, project number, occupation referred, and whether or not approved. Filed chronologically. (Daily, official.) 8 x 10½ forms and papers, 2 ft., in drawer of steel filing case. Torn. 1st floor. (187)

369. REFERRAL SHEETS, 1933 to date. Sent to corporations in reply to requests for workers on projects; showing name and address of worker, identification, and case number, occupation, and special remarks; signed by Manager. Arranged numerically. (Daily, official.) 9 x 12 folders and 8½ x 11 covers, 4 ft., in drawer of steel filing case. 1st floor. (183)

370. RELEASE DISAPPROVALS, 1933 to date. Form 501a, used when USES finds it impossible to release persons on projects; contains a list of applicants qualified, reasons warranting release of individuals, name and address, case number, occupation, and name of project now employed on. Filed chronologically. (Daily, official.) 9 x 12 folders and 8 x 10 forms, 2 ft., in drawer of steel filing case. 1st floor. (192)

371. RENEWAL AND FOLLOW-UP CARDS, 1933 to date. Form 324, cards sent to applicants registered at the Office, requesting information, such as whether employed or unemployed, name and address of employer if employed, and signature and address of applicant. Filed alphabetically. (Daily, official.) 5 x 6 bundles, 8 ft., in wooden box. Dirty. 1st floor. (182)

372. SEMIMONTHLY REPORTS OF LEAVES OF ABSENCE, 1933 to date. Form 477, complete list of employees receiving leaves of absence from services, showing the period from and to when, names arranged alphabetically, current leave, and the total amount of hours leave to date; signed by Manager. Arranged chronologically. (Daily, official.) 9 x 12 folders, 8 x 10½ forms and papers, 1 ft., in drawer of steel filing case. 1st floor. (188)

373. WEEKLY ATTENDANCE REPORTS, 1933 to date. Form 478, showing the name of the division, section, unit, date covered, name of employee, number present daily, time of arrival and departure, total number hours worked daily, number of hours worked overtime, and leave of absence. Filed chronologically. (Daily, official.) 8½ x 14 forms, folders, and papers, 6 ft., in 3 drawers of steel filing case. 1st floor. (194)

374. REPORTS OF OPENINGS, 1935 to date. Daily reports of openings in private industry, issued by the Department of Labor, showing date, sheet number, name of office, employers' and applicants' names, occupation, opening number, duration of employment, sex, age, color, veteran status, daily pay, and total weekly income. Arranged numerically. (Daily, official.) 9 x 12 folders and 8 x 10½ papers, 7 ft., in 4 drawers of steel filing case. Dirty, torn. 1st floor. (175)

375. VOUCHERS FOR REIMBURSEMENT OF TRAVEL, 1936 to date. Forms 1012 and 1012a, vouchers for reimbursement of travel and other expenses incurred in the discharge of official duties, giving the name of the department, appropriation, payee address, and amount of reimbursement. Filed numerically. (Daily, official.) 8 x 10½ folders, 6 in., in drawer of steel filing case. 1st floor. (174)

CLEARFIELD

NRS, CLEARFIELD COUNTY OFFICE
Kurtz Bldg., 34 N. Second St.

This office of the National Reemployment Service has been in existence since 1933. All records were filed in this office but recently they have in their possession only the records for the eastern section of

the County; those for the western section of the County being transferred to the DuBois office. The title of the Agency now functioning is the Pennsylvania Unemployment Compensation and Employment Service, replacing the former Pennsylvania State Employment Service, from August 1933 to November 1937, with the exception of a short period (March to June 1936) during which time the NRS office was in the County National Bank Building because of the Flood of 1936. At the time of the flood about five standard steel filing cases, each of five drawer contents, were destroyed. No records are sent directly to Washington headquarters, reports and other data being furnished to Harrisburg

376. INDEX TO REGISTRATION CARDS, 1933 to date. Form USES 321, showing name, address, occupational classification, and identification. Filed alphabetically. (Daily, official.) 5 x 8 cards, 36 ft. in 4 steel cabinets. Main Office. (149)

377. REGISTRATION CARDS, ACTIVE AND INACTIVE, Oct. 1933 to date. USES forms 310 (Industrial), 311 (Professional and Clerical), 312 (Domestic), records of applicants, giving brief personal, educational, and employment history, employment qualifications, occupational classification, and referral and placement record. Filed alphabetically by occupational code. Indexed. (Frequently, official.) 5 x 8 cards, 33 ft., in 1 steel cabinet. Main work room. (144)

378. REGISTRATION CARDS, DUPLICATES, Dec. 1933 - Oct. 1937. For persons referred for private industrial work from other counties when occupational qualifications could not be filled by this office. Forms USES 310, (Industrial) and 311 (Clerical and Professional), giving brief personal history, educational qualifications and employment record of applicant, also referral and employment record since registered at employment office. (Rarely, official.) 5 x 8 cards, 2 ft., in pasteboard boxes. Storage. (140)

379. REGISTRATION CARDS, DEAD, Oct. 1933 to date. Form USES 310, (Industrial), 311 (Professional and Clerical), 312 (Domestic), giving brief personal, educational, and employment history of persons whose applications are withdrawn because of rejection of assignments, formal withdrawal, private employment, failure to report for several months, etc. Office record of referrals and placements on reverse side. Filed by occupational code. (Rarely, official.) 5 x 8 cards, 7 ft. 6 in., in 4 steel cases. (143)

380. REGISTRATION CARDS, OBSOLETE, 1933 - 1936. Form NRS 1, of applicants for employment, giving brief personal history, educational qualifications, employment record; on reverse side is referral and placement record. Form NRS 1, is superseded by USES Forms 310, 311, and 312 and are held for signatures of applicants whose registration has been duplicated on the new forms. Filed alphabetically. (Rarely, official.) 5 x 6 cards, 2 ft., in pasteboard box. Storage. (142)

381. WORK STATUS CARDS, RWD AND CWAS, Oct. 1933 - June 1935. WD Form L-5A used to assign registered applicants to CWa and RWD projects, indicating assignee's name, address, case number, identification number, wage rate, labor classification, and location of project. WD Form L-16A (Employes Reclassification slips) indicating name and address of employee

who has been rejected, laid off, injured, recommended for occupational class change or transferred to another project. (Rarely, official.) 3½ x 5 slips, 21 ft., in pasteboard box. Storage. (134)

382. CORRESPONDENCE, OLD, 1934 - 1937. With State Director, district manager, county office manager, and individuals regarding administrative and operating procedure, finance, placements, labor needs, re-assignments, registration, classification, referrals, etc. (Rarely, official.) 9 x 12 folders, 7 ft. in steel filing case. Storage. (154)

383. ELIGIBILITY RECORDS, OLD, Aug. 1934 - June 1935. Form SERB 27, copies of records from local relief office, giving relief family's name, and address, names of employables in family, occupations, and date registered. Used in assigning eligible persons to works division projects. (Rarely, official.) 3½ x 5 slips, 3 ft. 6 in., in pasteboard box. Storage. (138)

384. FIRM VISIT AND ORDER RECORD CARDS, 1934 to date. Form USES 330, records of visits to and interviews with private employers, showing name and address of firm, person interviewed, type of business and employment needs and conditions. Form USES 331, records of opening in private industry for which NRS referrals are accepted with office record of referrals, placements and cancelations on reverse side. Filed alphabetically by firm name. (Occasionally, official.) Indexed. 5 x 8 cards, 1 ft. 8 in., in 4 steel cases. Main work room. (130)

385. INVENTORY, OFFICE EQUIPMENT, Apr. 1934 - June 1936. Copies of inventories of office equipment at registration offices in district, sent to NRS State Director, giving description and the number of pieces of equipment. (Rarely, official.) 9 x 12 folder, 1 in., in 1 steel filing case. Storage. (147)

386. OLD STATISTICAL RECORDS, Sept. 1934 - Dec. 1937. Form USES 300, copies of daily reports of applications; 301, daily reports on placements; and 302, daily summary of all activities, sent to State Director. Information is very detailed and expressed in code, and covers relief applications and placements for Clearfield, Elk, Centre, Cameron, and Jefferson counties. (Rarely, official.) 9 x 12 folders, 5 ft., in steel filing case. Damaged by water. Storage. (153)

387. ORDER CARDS, OBSOLETE FORM, Jan. 1934 - June 1935. NRS Form 4, of employers requesting workers, showing name, address of employer, number of persons requested, classification of work, education received, experience, physical qualifications, sex, age, duration of work period, rate of pay, and summary of action taken. (Rarely, official.) 4 x 6 slips, 4 ft., in pasteboard box. Storage. (136)

388. CORRESPONDENCE, RELIEF, Oct. 1935 - Dec. 1936. Copies of correspondence with county relief office, relief clients and indivduals regarding placements, referrals, assignments, reassignments, and termination of employment of relief clients on works program projects. (Rarely, official.) 9 x 12 folders, 1 ft. 6 in., in steel filing case. Storage. (152)

389. IDENTIFICATION CARDS, July 1935 to date. Form USES 350, copies, issued to all registered applicants, to be used whrn contacting office for interviews, giving applicant's name, address, identification number, weight, height, age, name of interviewer and signature of applicant. Filed by identification number. (Frequently, official.) 3 x 5 cards, 11 ft., in 4 steel filing cases. Main work room. (158)

390. NRS BULLETINS, 1935. Copies issued by NRS State office regarding operating procedure and administration of NRS offices. (Rarely, official.) 9 x 12 folders, 3 ft., in pasteboard boxes. Storage. (150)

391. REGISTRATION CARDS, VETERANS' SUPPLEMENTARY, July 1935 to date. Forms USES 310 or 311, work applications of war veterans, duplicating applications in the regular classified registration files. Used to check on eligibility for veterans' preference in public work relief. Filed alphabetically. (Occasionally, official.) Indexed. 5 x 8 cards, 1 ft. 6 in., in 4 steel cabinets. Main work room. (132)

392. RELIEF AND WORK STATUS CARDS, Aug. 1935 to date. Form FERA 600, NRS copies of certifications of eligibility; 601, notices of case change; and 602, cancelations of eligibility; Form USES 325, assignment slips, and Form WPA 402, reassignment slips; 403, notices of change in work status; and 404, reclassification slips, used in assignment of relief registrants to works program projects. Filed alphabetically by township. (Frequently, official.) 4 x 6 and 5 x 8 slips, 10 ft. 6 in., in 4 steel cabinets. Main work room. (148)

393. RELIEF STATUS CARDS, INELIGIBLE, July 1935 - Dec. 1937. FERA Forms 600, copies of certification of eligibility, 601, notices of case change, and 602, cancelations of eligibility, issued by relief office for persons who have been eligible for employment on works program projects, and are classified as ineligible on account of change in relief status. Filed alphabetically by township. (Rarely, official.) 5 x 8 slips, 4 ft., in pasteboard box. Storage. (141)

394. RELIEF STATUS CARDS, CLOSED, July 1935 - Dec. 1937. FERA Forms 600, copies of certifications of eligibility; 601, notices of change in case; and 602, cancelations of eligibility, issued by relief office for persons formerly assigned to work program projects. (Rarely, official.) 5 x 8 slips, 18 ft., in 4 steel cases. Storage. (133)

395. WPA PROJECT FOLDERS, July 1935 - Dec. 1937. Containing copies of Form WPA 401, (Requisitions for workers) and referral sheets, giving the name and address of persons requested, identification and case numbers and occupational code number. Both forms used in requisitioning and referral of eligible registrants to work program projects. (Rarely, official.) 9 x 12 folders, 4 ft. 10 in., in 1 steel cabinet. Storage. (135)

396. WORK STATUS CARDS, Aug. 1935 - Dec. 1935. Form USES 325, NRS copies of assignment slips, and WPA Forms 402, Reassignment slips, and 403, change in work status, and 404, reclassification slips, for persons who have been assigned for work on works program projects, giving person'

name, and address, identification and case numbers, location of project, occupational classification and rate of pay. Filed alphabetically. (Rarely, official.) 3½ x 5 slips, 6 ft., in 4 steel cases. Storage. (139)

397. INTRODUCTION CARDS, 1936 - 1937. Used to introduce referred persons to employers, returned by employers showing the results of interviews. (Rarely, official.) 3 x 5 cards, 4 in., in 4 drawers steel cabinet. Main work room. (156)

398. INVENTORIES, FORMS, Jan. 1936 - Oct. 1937. Copies of monthly inventories sent to State offices, showing the number of USES forms used, and the number on hand. Correspondence regarding forms needed or on hand is also included in folder. (Rarely, official.) 9 x 12 folder, ½ in., in 1 steel case. Storage. (146)

399. ORDER CARDS, Jan. 1936 to date. Forms USES 315 (Industrial) and USES 316 (Domestic). Record of orders for labor received from firms or individuals, indicating name and address of firm or person to whom application should be made, number of positions open, duties to be performed, educational qualifications, and experience needed, industrial classification, number of hours to work, wages paid, nationality desired, time limit to fill order and name of clerk taking order and action summary on reverse side. Filed alphabetically. (Frequently, official.) 4 x 6 cards, 1 ft. 8 in., in 4 steel cabinets. Main work room. (128)

400. REPORTS FROM DISTRICT OFFICES, Oct, 1936 - Oct. 1937. Copies of reports from Centre, Cameron, and Elk counties, showing the number of firm visits made, telephone calls used, and lists of contributed equipment or services received from other agencies. (Rarely, official.) 9 x 12 folders, 1 ft., in pasteboard box. Storage. (137)

401. STENOGRAPHER'S NOTE BOOKS, 1936 - 1937. Notebooks containing stenographer's shorthand notes of correspondence sent out by this office. (Rarely, official.) 5 x 10 paper back books, 10 in., on shelf in wooden cupboard. Storage. (151)

402. INDEX, PRIVATE FIRMS, Jan. 1937 to date. Form USES 332, card record of private firms, in county, indicating name and address of firm, industrial classification by code, and kind of business. (Frequently, official.) 5 x 8 cards, 5 in., in 4 steel cases. Main work room. (131)

403. NOTICES OF FAILURE TO REPORT OR REFUSAL TO ACCEPT REFERRAL, July 1937 - Dec. 1937. Copies of notices sent to district relief office, indicating the name, address, identification number, case number of relief client who has failed to report or refused to accept employment. (Rarely, official.) 3 x 5 slips, ½ in., in 4 steel cases. Main work room. (155)

404. NOTICES TO WPA OF REFERRAL OF PERSONS TO PRIVATE INDUSTRY, 1937. Form USES 340, copies of notices sent to district WPA offices, giving name, and address of person referred to private employment, identification and case numbers, relief district with name and address of employer and whether employment is regular or temporary. (Rarely, official.) 3 x 5 slips, 2 in., in 4 steel cases. Main work room. (129)

405. TRANSMITTAL SHEETS, July 1937 - Oct. 1937, NRS copies of transmittal sheets from district relief office showing case numbers and identification numbers of relief clients for whom relief eligibility status slips have been received at this office. Signed by clerk receiving same. (Rarely, official.) 8½ x 11 sheets, 4 in., in pasteboard transfer case. Storage. (145)

406. REFERRAL FOLDER, Jan. 1938 to date, Folders containing copies of referral sheets sent to private firms showing the names of persons referred for open positions, filed with introduction cards returned to this office by firms showing the results of interview and the registration cards of persons referred. (Occasionally, official.) 9 x 12 folders, 1 in., in 1 steel case. Main work room. (157)

DOYLESTOWN

NRS, REGISTRATION OFFICE
Administration Bldg., Court and Main Sts.

This office of the National Reemployment Service was established September 1933, and until July 1935 was located in the Kellar Building, when they moved to their present location. No records have been lost or destroyed; scratch notes, temporary work sheets, however, are destroyed by fire. Reports from this Agency are sent to Norristown who in turn forward copy to Harrisburg and from which point they are forwarded to Washington. Duplicate copies of all reports are to be found in each of the offices.

407. FIRM VISIT RECORDS AND ORDERS RECEIVED FROM PRIVATE INDUSTRY, 1934 - 1936. Record cards used for purpose of having private firms cooperate with this office; orders from various firms in private industry requesting men, showing type needed and requirements. (Daily, official.) Indexed. 5½ x 8 cards, 1½ ft., metal card cabinet.

DU BOIS

NRS, CLEARFIELD COUNTY OFFICE
Leonardson Bldg., Brady and Scribner Ave.

This office of the National Reemployment Service originally started August 1933 for Clearfield and Centre counties and the office and records were located at Clearfield, Pa. The records have recently been divided and are being kept both in DuBois and the Clearfield offices of the Pennsylvania Unemployment Compensation and Employment Service; those for the eastern half of Clearfield County are in the Clearfield office and those for the western half are in the Du Bois office. The group of Clearfield County records being reported in this inventory belong to the western section of Clearfield County. The records have

always been located in the Leonardson Building and no other building has been occupied by the agency in Du Bois. The office was started in Du Bois on December 22, 1937.

During the flood of March 1936, about fifteen standard steel filing case drawers of NRS records were destroyed at the Clearfield office. Most of these records were FERA 600 and similar forms; the registration cards and the cross section forms were not damaged by the flood. All correspondence and other relations with the Washington headquarters are transacted through the Harrisburg, Pa., executive offices.

408. INDEX TO REGISTRATION CARDS, Oct. 1933 to date. Form USES 321, showing applicant's name, address, occupational classification, identification number and whether active, inactive or "dead". (Daily, official.) 3 x 5 cards, 9 ft., in steel card cabinets. R. 2d floor. (145)

409. INDEX, INDUSTRIAL, n.d. Form USES 332, index to private industrial firms in Clearfield, Jefferson, McKean, Centre, Elk and Cameron Counties, showing the firm's name and address with industrial classfication code number. Use in conjunction with firm visit and order cards and in making contacts for industrial placements. (Frequently, official.) 3 x 5 cards, 9 ft., in steel card cabinets. R. 2d floor. (139)

410. CLEARANCE ORDERS, Jan. 1938 to date. Form PSES 2, inquiries to other NRS and Federal-State Employment Offices cleared through the State Office, regarding the availability of specified types of labor requisitioned but not available locally, and replies to such inquiries. (Frequently, official.) 9 x 12 folders, 2 in., in steel filing case. R. 2d floor. (148)

411. GENERAL CORRESPONDENCE, Jan. 1938 to date. Copies of correspondence with the State Director, local SERB, WPA, other NRS and Federal-State employment offices, private employers and applicants, all pertaining to administration, finance, labor needs, eligibility, classification, registration procedure, placements, and complaints. Also contains bulletins regarding Civil Service procedure. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in steel filing cases. Manager's office. (149)

412. DISTRICT PERSONNEL RECORDS AND PAY ROLLS, Dec. 1937 to date. Recordsof employees working in district offices, showing name of employee, date of employment, yearly salary and brief personal history, filed with weekly time reports, mileage reports, leaves of absence reports; also semimonthly pay roll giving the total time worked by each employee and amount paid. Also miscellaneous group of papers regarding telephone service, supplies, public utility invoices. (Frequently, official.) 9 x 12 folders, 1 ft., in steel filing cases. Manager's office. (153)

413. EQUIPMENT RECORDS, Dec. 1937 to date. Records of equipment installed in district offices, giving description of articles, number of pieces of each type and number of metal tag attached to equipment. (Occasionally, official.) 9 x 12 folders, 3 in., in steel filing case. Manager's office. (152)

414. IDENTIFICATION CARDS, July 1935 to date. Form 350, copies of indentification cards issued to all registered applicants to be used when contacting offices for interviews, giving applicant's name, address, identification number, weight, height, age, with signatures of applicant and interviewer. Filed by identification number. (Daily, official.) 3 x 5 cards, 9 ft., in steel card cabinets. R. 2d floor. (142)

415. NRS BULLETINS, Sept. 1933 to date. Copies of bulletins from the State Director at Harrisburg regarding administrative and operating procedure. Filed numerically. (Frequently, official.) 10 x 12 folders, 3 ft., in steel bookcase. R. 2d floor. (147)

416. ORDER CARDS, PRIVATE INDUSTRY, Jan. 1938 to date. Forms USES 315 Industrial and 316 Domestic order cards, showing number of persons referred to private employers, specifying type and number of jobs open, exact duties to be performed, hours to be worked, wages paid and required qualifications. Office record of referrals and placements on reverse side. Filed alphabetically. Indexed. (Frequently, official.) 4 x 6 cards, 5 in., in steel card cabinets. R 2d floor. (137)

417. FIRM VISIT AND ORDER CARDS, Jan. 1938 to date. Form USES 330, investigator's reports on visits to private firms to solicit patronage, showing person contacted, type of business, number and kinds of employees, working conditions, requirements needed; office record of job openings, showing number of persons referred, placed, and not accepted. Filed alphabetically. Indexed. (Frequently, official.) 5 x 8 cards, 1 ft., 7 in., in steel card cabinets. R 2d floor. (138)

418. REGISTRATION CARDS, GENERAL, Sept. 1933 to date. Forms USES 310 Industrial, 311 Professional and Clerical, 312 Domestic, and 326a Farm Help, giving applicant's name, address, brief personal history, employment record, occupational classification, educational qualifications and placement and referral record. This file contains both active and inactive registrations. Filed by occupational code. Indexed. (Daily, official.) 5 x 8 cards, 13 ft. 6 in., in steel card cabinets. R. 2d floor. (144)

419. REGISTRATION CARDS DEAD, Dec. 1933 to date. Forms USES 310 Industrial, 311 Professional and Clerical, 312 Domestic, and 326a Farm Help, registration cards that have been inactive in excess of four months. Filed by occupational classification. Indexed. (Occasionally, official.) 5 x 8 cards, 3 ft., in steel card cabinets. R. 2d floor. (143)

420. RELIEF AND WORK STATUS SLIPS, Aug. 1935 to date. NRS copies of Forms FERA 600 Certificates of eligibility, 601 Notices of case change, and 602 Cancelations ofeligibility; and of Forms WPA 402 Reassignment slips, 403 Notice of termination of employment, 404 Reclassification slips, 2601 Notices of case change and 2602 Cancelations of eligibility and USES 325 Assignment slips, issued on registered applicants who have been referred to public work projects. Filed alphabetically. Indexed. (Occasionally, official.) Variously sized slips, 16 ft. 8 in., in steel card cabinets. R. 2d floor. (141)

421. RELIEF AND WORK STATUS SLIPS CANCELED, Aug. 1935 to date. NRS copies of Forms FERA 600 Certificate of eligibility, 601 Notices of case change, and 602 Cancelations of eligibility, and Forms WPA 402 Reassignment slips, 403 Notices of termination of employment and 404 Reclassification slips and USES 325 Assignment slips, issued on registered applicants who are no longer employed on WPA projects. Filed alphabetically. Indexed. (Occasionally, official.) Variously sized slips, 4 ft. 6 in., in steel card cabinets. R 2d floor. (140)

422. REQUISITIONS AND REFERRALS, Jan. 1938 to date. Copies of requisitions from public and private employers, showing number and types of labor requested; filed with referral sheets, showing the identification or case numbers of men referred for positions and action taken. (Frequently, official.) 9 x 12 folders, 4 in., in steel filing case. R 2d floor. (150)

423. STATISTICAL RECORDS, Jan. 1938 to date. Copies of Forms USES 300, 301, and 302, reports to the State office on the new cumulative and net applications, referrals, placements, withdrawals and reapplications received at this office. Filed chronologically. (Daily, official.) 9 x 12 folders, 6 in., in steel filing case. R. 2d floor. (146)

424. TRAINING REPORTS, Jan. 1938 to date. Copies of reports sent to State Director, showing results of examinations given to persons wishing positions in the local office, name and address of person, position requested, length of time given training, questions asked, and result. (Occasionally, official.) 9 x 12 folders, 1 in., in drawer of steel desk. Manager's office. (151)

EASTON

NRS, DISTRICT OFFICE
60 N. Fourth St.

This office of the National Reemployment Service was established on October 2, 1933, and covers Monroe and Northampton Counties. No records have been lost or destroyed, and no papers are considered useless. Reports are made direct to State office at Harrisburg.

425. REGISTRATION OF APPLICANTS, Oct. 1933 - July 1936. Card record of work history, showing former employments, residence, and classifications, with dates and names of former employers. (Daily, official.) 5 x 8 folders, 55 ft., in 80 drawers of filing cases. 1st. floor, front. (141)

426. PROJECTS, Jan. 1934 - July 1936. Information on all projects, showing amount of money available; list of men or workers employed and plans of project. (Daily, official.) 8½ x 11 folders, 8 ft., in 4 drawers of filing case. 2d floor, middle room. (137)

427. BULLETINS, June 1934 - July 1936. Issued by State Director, pertaining to conduct of affairs of office and procedure on employment matters. (Daily, official.) 8½ x 11 folders, 2½ in., 1 drawer of filing case. (132)

428. IDENTIFICATION CARD, June 1934 - July 1936. USES 350, lists identification number of applicant, numerically arranged according to counties. (Daily, official.) 3 x 5 cards, 24 ft., in 24 drawers of filing cases. 1st floor front. (138)

429. LOCATING CARD, June 1934 - July 1936. USES 321, cross index controls entire files of employment office, showing name and address and number of each person listed. Alphabetically arranged by county. (Daily, official.) 3 x 5 cards, 50 ft., in 50 drawers of filing cases. (136)

430. PRIVATE EMPLOYMENT, June 1934 - 1936. USES 330, 331, 332, card index record kept both of employers and employees for private employment; also index card to employees records. (Frequently, official.) 5 x 8 cards, 2 ft., in 2 drawers of filing case. 2d floor, rear. (135)

431. RENEWAL CARD, June 1934 - July 1936. USES 324, card sent to applicant to ascertain whether man is still seeking work, or whether he has secured work in private industry. If return card not returned in 10 days, names are withdrawn from active file. (Seldom, official.) 3 x 5 cards, 6 ft., in 3 drawers of filing case. 1st floor, front. (140)

432. GENERAL CORRESPONDENCE, July 1934 - July 1936. Between various counties and District Managers and the department in Harrisburg. (Daily, official.) 8½ x 11 folders, 7½ in., in 3 drawers of filing case. Manager's Office. (133)

433. ORDER CARD, July 1934 - July 1936. USES 315 and 316, record of all orders received; record kept by statistician of all calls received for laborers, or other workers in the area. (Daily, official.) 4 x 6 folders, 6 ft., in 6 drawers of filing case. 2d floor front. (139)

434. STATISTICS, July 1934 - July 1936. Compiled in office of statistician, relating to any matter involving the department. Indexed by subject and county in the area. 2d floor, hall room. (131)

435. CERTIFICATE OF ELIGIBILITY, May 1935 - July 1936. Emergency Relief form 600, sent to employment office certifying employment for members of that family. (Daily, official.) 5 x 8 folders, 54 ft., in 54 drawers of file cases. 1st floor, front. (130)

436. USES, #5 COPY OF 325, Oct. 1935 - July 1936. Record of acceptance of any worker assigned to a project; whether he has reported, accepted, and status on the project. (Daily, official.) 3 x 6 folders, 10 ft., in 7 drawers of filing cases. 2d floor, middle room. (134)

ERIE

FEDERAL STATE DISTRICT EMPLOYMENT OFFICE
Erie Brewing Company Bldg., 126-128 East 11th. St.

This Employment Agency was opened in October 1917. In April 1920, this office was a District Employment Office under the Bureau of Employment, State Department of Labor and Industry.

In August 14, 1933, the Wagner-Peyser Act established the Federal Reemployment Service under the Department of Labor, which included and supplemented this service. In the following June 1934, NRS offices were established throughout the country, but since the State Employment Office had been in operation for a number of years in Erie, this office was not included in NRS District 12, but became affiliated with the U.S. Employment Service. On May 13, 1937, instructions were received from the Secretary of Labor and Industry for Pennsylvania, stating that the Division of Unemployment Compensation and the Bureau of Employment have been combined into one division to be known as The Division of Unemployment Compensation and Employment Service.

Prior to moving into its present headquarters about 1920, the agency occupied quarters in the Selina Block, West 9th. St., October 1917 to 1920.

For the period 1920-30, there are some records, although brief and sketchy; prior to this date no records are on file. There are complete records on file from 1930 to date; there has been no destruction of these more recent records. Why the initial records of this agency were not on file could not be ascertained. There was a fire in the building in November 1933, but according to information received nothing of importance was destroyed. Current instructions from the State Employment Service Office at Harrisburg are necessary to dispose of so-called useless papers.

All necessary contacts with the United States Employment Service at Washington, D. C. are made through the State Employment Service Office at Harrisburg. This Office maintains a radio broadcasting program. Itinerant registration service is maintained by this office at small towns in Erie County whenever it is necessary. A time, date, and place is designated for the registration in such towns as Albion, Corry, Girard, and North East.

437. APPLICANT'S CROSS INDEX CARD, 1933 to date. Forms LIBE-104 or NRS 3. This is an index file of applicants registered for employment, and gives name, address, status of application (whether active or inactive), the primary occupational classification; and listed under remarks is the relief case number; if case is closed the status is stated; the identification employment office number of the applicant's registration and a check has been made which indicates that Form USES 350 has been made out. (Daily, official.) 3 x 5 cards, 25 ft., in metal card cabinets. East room file section. (549)

438. BUSINESS FIRM INDEX, FORMS USES 330 and 331 (REVISED): AND IDENTIFICATION INDEX, 1937 to date. City and County file of private industries and businesses, located in the City of Erie and Erie County. This file is arranged according to subject as to the type of industry, such as automotive, contractors, building supplies, industrial or manufacturing, clubs, laundries, stores, theatres; identification index is arranged alphabetically, and the firm's name, address, telephone, and type of business. File notations have been made of those firms that have been contacted. File also contains the type and address of the various business firms to which referrals may be made for employment of men and women into private industry. (Daily, official.) 3 x 5 and 5 x 8 cards, 4 ft. 6 in., in metal card cabinet drawers on top of wooden table. West room contact section. (551)

439. ACTIVE WPA AND PWA EMPLOYMENT PROJECT FILE, June 1937. This project file contains: current status listing sheet pasted to the inside cover of the folder, listing the occupational classification of the persons referred to the project, the number requisitioned, with additions, the number of referrals, and the number of placements, as well as those who did not report, or were dismissed, the Project Route Slip, and carbon sheets of persons referred listing their identification number, relief status or nonrelief status, and starting date; a third copy of WPA Form 401, Requisition for Workers retained by the requisitioning officer; i.e., the State Employment Office; and forms pertaining to the workers assigned to these projects; such as Form USES 325's, WPA 402, WPA 403 and WPA 404, which are the worker's initial assignment, reassignment, termination of employment, and reclassification forms. (Daily, official.) 3 x 5 slips, 9 x 15 folders, 18 ft., in card cabinets and wooden boxes placed on top of wooden tables. East room file section. (548)

440. WOMEN'S DIVISION APPLICATION AND PLACEMENT EMPLOYMENT FILE, Jan. 1933 to date. Form USES 312, Applicants Registration Cards, for the women of Erie County and City who have contacted this office. This form shows personal information, educational and special training record of the applicant as well as her employment record previous to this application, and a future referral and placement record. This file is divided into an active, inactive, and dead file. Form USES 316 Openings for Women, is included in this file. This is for 1937 only. This includes a placement and referral record as well as definite information pertaining to the type of employment that is open. Form 312 is arranged according to occupational classification. Form 316 is filed alphabetically according to employer or firm name. (Daily, official.) 5 x 8 cards, 20 ft., in steel filing case and metal card cabinets. West room office section. (554)

441. REGISTRATION CARDS: APPLICATIONS FOR EMPLOYMENT, Oct. 1933 to date. Form USES 10, file of men's registrations, includes the primary occupational preference White card, the secondary occupational classification blue card, and if applicant is certified veteran orange card. These registration cards consist of personal information, educational and special training record, employment record, placement and referral record. This file is divided into an active, inactive, dead, and original registrations and is arranged according to occupational classification of applicants. Applicants in the active file are either unemployed and

waiting for employment in private industry or eligible for initial assignment on WPA, or employed on WPA or waiting for reassignment on WPA and are open for employment in private industry; or persons already employed but who are seeking better jobs or employment changes in their occupational classification. About every three months applicants are contacted as to whether they are still seeking employment; if no reply or personal visit to this office, the active application is shifted from the active file to the inactive file. (Daily, official.) 5 x 8 cafds, 50 ft., in steel filing case, wooden boxes placed on top of wooden table and steel card cabinet section. East room file section. (555)

442. ANALYSIS OF ACTIVE REGISTRANTS BY OCCUPATIONAL CLASSIFICATIONS, Dec. 31, 1934. This is the work sheet copy of this analysis. It is a mimeographed form prepared by the NRS in Pennsylvania and the State Employment Service for the Commonwealth. This analysis lists the code number, the occupational classification, number of male and female, and total of applicants registered from the relief files, also the same information from the nonrelief files, with the totals carried forward from one sheet to another. This statistical report was filed with the State Director at Harrisburg, and the work sheets mentioned above are for Erie County only. They are separated into male and female, relief and nonrelief. (Rarely, official.) 8½ x 14 sheets and 10 x 12 envelopes, 6 in., in pasteboard boxes. Dirty. East room, storage section. (552)

443. APPLICANTS' IDENTIFICATION CARD, 1935 to date. Form USES 550, copy of the applicant's identification card which states his or her identification number, the primary and secondary occupational classification, name, address, and other personal identification information. The applicant requesting an interview at the State Employment Office, in turn presents his copy of this form. The code number of this State District Employment Office precedes each identification number. This number is 44-25 (Pennsyvania (44); Erie (25). (Daily, official.) 3 x 5 cards, 34 ft., in steel card cabinets. East room, file section. (544)

444. DEAD FILE OF FORMS USES 325, WPA 402 AND WPA 403, 1935 - 1936. This is a dead file on initial assignments, reassignments, and notices of termination of employment for WPA projects for which the registration card of the applicant is to be pulled or to be refiled. (Occasionally, official.) 3 x 5 slips, 5 ft., in card size wooden boxes. Crowded. East room file section. (550)

445. DEAD FILE OF EMPLOYMENT SLIPS TO WPA PROGRAM, 1936. Forms USES 325, WPA 402, and WPA 403. The Reassignment Slip to another WPA project and the Termination of Employment Slip of various WPA Projects that started operations or were operating in 1936 but were officially closed during 1936. The USES 325 form is the initial assignment slip sent to the worker from the State Employment Office. Filed alphabetically. (Rarely, official.) 3 x 5 slips, 3 ft., in open cardboard boxes. Dirty. East room storage section. (545)

446. EMPLOYERS ORDER CARD: DEAD FILE, 1934 - 1935. Forms USES 316 or LIBE 107 or LIBE 123-20M-10-31. The Libe form is entitled "Domestic and Service Employers Order Card Pa. United States Employment Service." These forms are information forms requisitioning workers as ordered by

various employers. The information filed pertains to the postion that is open and to be filled by applicants registered at the State Employment Office or the National Reemployment Office as the case may be. This is a check card form that may quickly be filled as to qualifications required for the open position, and is adapted to obtain complete information as quickly as possible, especially, when the information regarding the opening is telephoned to the Employment Office. Referrals are listed on the reverse side. Filed chronologically. (Rarely, official.) 4 x 6 cards, 6 ft., in open wooden boxes. Dirty. East room, storage section. (546)

447. MAP OF DAILY LEGAL WORKING HOURS FOR WOMEN, 1934. This is an outline wall map issued by Women's Bureau, Department of Labor, filled in with water colors as to the current status of the states of the United States as regards to the number of legal working hours for women. The legends lists the following: No limitation in black; 11 hours in red; 10¼ hours green with black stripe; 10 hours green; 9 hours orange; 8½ hours white with black diagonal; 8 hours in white; the source of information of the statistics used as the basis, other than the issuing agency, is not listed on the map. In addition to the above is 10½ hours green with black diagonal. The number of legal working hours for women in Pennsylvania is listed as 10 hours. (Frequently, official.) 2 x 3 oak tag sheet, 1 in., on wall board placed on top of bookcase. Dusty. West room supervisor's office. (553)

448. NOTICE OF RELIEF CASE CHANGES, May 1935 to date. Form FERA 601-notice of case change states the current status as to relief of the applicants registered for employment either in private industry or eligible for employment on WPA projects. Such reasons are given for the change in the relief status as: WPA employment ceases; relief resumed. Relief case closed because of employment in private industry. Relief case reopened (person in need). Filed alphabetically. 5 x 8 loose slips, 10 ft., in wooden boxes. East room file section. (556)

449. CWA CITY PROJECT AND COUNTY PROJECT EMPLOYMENT FILE, 1933 - 1934. This file pertains to the referral of workers to the Civil Works Administration work program and is an employment file record only; nothing pertaining to the actual work program operation records is included in this file. Additional information on file in office of Survey. Indexed. (Occasionally, official.) 10 x 12 envelopes, 7 ft. 6 in., in covered pasteboard boxes. Dusty and sooty. East room storage section. (558)

450. COMPLETED WPA AND PWA PROJECT EMPLOYMENT FILE, Oct. 1935 - Oct. 1936. Additional information on file in office of Survey. Filed numerically according to the Work Project number. (Occasionally, official.) 9½ x 15 folders, 2 ft., stacked on wooden shelf. Exposed to dust and dirt and crowded. East room storage section. (562)

451. WOMEN'S PROJECT PLACEMENT FILE, Sept. 1935 to date. This file contains the following forms: forms USES 340, (Notice of placement of Persons on relief rolls), USES 360, (Notice of Failure to report or refusal to accept referral.) This file refers to women employed on projects sponsored by the WPA. Filed in alphabetical order. (Daily, official.) 4 x 6 loose slips, 4 in., in metal card cabinet. West room Women's division section. (547)

452. RELIEF CERTIFICATION FILE FOR WPA PLACEMENT, May 1935 to date. This file is both active and inactive, but the greater part of the volume is inactive. File contains FERA form 600, certification of eligibility, and form Pa-WPA-2-601-notice of case change. A separate file of this form is also maintained. This a record of the relief status of the applicant (men and women) for employment in May 1935 and of acceptance for relief subsequent to May 1935. (Daily, official.) 7 x 8 slips, 6 ft. in steel card cabinets. East room file section. (543)

453. AMERICAN BRAKESHOE AND FOUNDRY COMPANY, CORRESPONDENCE, July 1922 - Mar. 1923. Correspondence concerning the above company and other related munition plants operated by the Department of the Navy during the World War period. This correspondence deals with the employment situation and problem facing the labor population due to the nonoperation of these plants by the Federal Government or other private manufacturing concerns, this correspondence regarding the American Brakeshoe plant from the employment angle proves not only interesting as a record of a Federal Agency that is defunct but information is also given as to the disposition of the plants at that time, furthermore, since the inventory records of the dismantling of the plant has been reported upon as stored in the Old Federal Building, this correspondence tells a more complete story of what actually happened at the time, and about which information is not ascertainable. Additional description on file in office of Survey. (Rarely, official.) 9 x 12 folders, 1 in., in pasteboard box. Dusty. East room storage section. (560)

454. GENERAL OPERATION AND CORRESPONDENCE FILE, 1920 - Dec. 31, 1934. Correspondence with employers, with State offices, State Advisory Council, and individuals seeking employment with business firms, additional description on file in office of Survey. Filed according to subject classification. (Occasionally, official.) 9 x 12 folders, 10 ft., in cardboard and wooden boxes. Dusty and sooty. East room storage section. (559)

455. ERIE DISTRICT OFFICE, GENERAL CORRESPONDENCE AND OPERATION FILE, Jan. 1935 to date. This file for each calendar year is subdivided into the following sections: Harrisburg Correspondence, WPA Correspondence, Women's Section, Reports daily, etc., employees section, employer's section, general correspondence, and branch office correspondence; this file includes incoming and outgoing correspondence, telegrams, reports, circular letters, memoranda, data, and transmittal sheets. Additional description on file in office of Survey. (Daily, official.) 9 x 12 folders, 11 ft. 6 in., in steel filing cases. Crowded. West room Supervisor's Office section, and waiting room section. (557)

456. CLOSING OF THE ERIE SES DISTRICT OFFICE, CORRESPONDENCE FOLDER, 1922. This folder contains correspondence relative to the possible closing of the State Employment Service District Office at Erie. This correspondence is important as a record of the administrative history of this office. Additional description on file in office of Survey. (Rarely, official.) 9 x 12 folder, 1 in., in enclosed pasteboard box. Dusty. East room storage section. (561)

457. DEAD FILE OF STATISTICAL REPORTS, Jan. - Dec. 1934. Form USES 303-weekly reports of activities of employment offices, is the office copy of the statistical report as to the number of openings for men and women, the number of application received and the number placed by this District Office, also with this file is the Interviewers Daily tally sheet, a summary of daily activities-USES 302, the daily report of applications-form USES 300, and a statistical report for the perpetual inventory file of which the data is entered in code. (Rarely, official.) 9 x 12 folder and bundles, 1 ft., stacked on wooden shelf. Dirty and mussy. East room storage section. (563)

GREENSBURG

NRS, DISTRICT OFFICE
148 North Main Street

This office of the National Reemployment Service was established on October 10, 1933, for Westmoreland County. In July 1934 it was expanded into a district office for Armstrong, Indiana, and Westmoreland Counties. At that time the formerly coordinate county offices for Armstrong and Indiana Counties became mere registration offices, all of whose records are temporary and are duplicated in this office's files.

From Oct. 1933 - Oct. 1934, this agency was housed in the Westmoreland County Court House. Since the latter date it has occupied an old dwelling at 148 North Main Street known as the "NRS Office."

With the exception of the files of registration cards the filing system of this office is almost hopelessly chaotic, and a free hand seems to have been exercised in the destruction of many kinds of records.

458. INDEX, INDUSTRIAL, Oct. 1933 to date. Card index to industrial firms who patronize the NRS service, showing telephone number, industrial classification, and name and address of official dealt with on USES Form 332. (Frequently, official.) 3 x 5 cards, 8 in., in card cabinet. 2d floor. (54)

459. INDEX, REGISTRATIONS, Oct. 1933 to date. A master index to all registration files. (Frequently, official.) 3 x 5 cards, 114 ft., in 92 steel drawers. 1st floor. (45)

460. COMPLETED CWA, RWD, AND PWA PROJECTS, Oct. 1933 - July 1934. Miscellaneous cards and forms on closed CWA, FERA, and PWA projects, indicating the labor requisitioned, referred, accepted, rejected, and dismissed. (Rarely, official.) 14½ x 8½ x folders, 10 ft., in 5 pasteboard boxes. 3d floor. (59)

461. ACTIVE, INACTIVE, AND PENDING FILES, Oct. 1933 to date. Standard FERA forms 600, 601, and 602 and Standard WPA forms 402, 403, and 404, certificates of eligibility, notices of case change and cancelations of eligibility, from the relief officials; and reclassification, reassignment and changes in work status slips from the WPA; miscellaneous other standard forms relevant to the status of work applicants, whether

or not now employed; and related correspondence. (Frequently, official.) 5 x 8 slips, 89 ft., in 59 steel drawers and pasteboard boxes. 1st floor. (42)

462. ASSIGNMENT SLIPS, Oct. 1933 to date. Assignments of workers on USES Form 325 to CWA, FERA, and WPA projects, indicating the worker's name, address, classification, identification number, wage rate, the project's name and location. (Occasionally, official.) 3 x 5 slips, 23 ft., in 13 steel drawers and 4 pasteboard boxes. 3d floor. (44 and 64)

463. IDENTIFICATION CARDS, Oct. 1933 to date. Copies of USES Form 350 issued to registered applicants for identification, used in future interviews, indicating his name, address, age, health, weight, identification number, classification, dates of interviews and name of interviewers. (Frequently, official.) 3 x 5 cards, 70 ft., in 58 steel drawers. 1st floor. (46)

464. INVESTIGATOR'S REPORTS, Oct. 1933 to date. USES Form 330, used for soliciting private patronage for the NRS service, showing name, address, number, and types of employees, products or service, job openings, principal official, and labor needs of private business firms. Prepared only if contact is promising. (Frequently, official.) 5 x 8 folders and cards, 1 ft. 6 in., in 2 steel drawers. 2d floor. (52)

465. ORDERS, BUSINESS, Oct. 1933 to date. USES Forms 315 and 316, for industrial and clerical labor, supplied to private employers for use in requesting referrals; showing description of positions open, wages paid, and qualifications desired. Space is provided on reverse side for this office's notations regarding referrals. (Occasionally, official.) 4 x 6 cards, 2 ft., in 2 steel drawers. 2d floor. (51)

466. ORDERS, DOMESTIC, Oct. 1933 to date. Summaries of offers to hire domestic help, indicating name and address of person needing such help, and disposition of his offer. (Occasionally, official.) 5 x 8 cards, 1 ft. in card cabinets. 2d floor. (53)

467. REGISTRATION CARDS, CLERICAL, Oct. 1933 to date. Work applications, on USES Form 310, of persons experienced in or otherwise qualified to do clerical work, giving the applicant's personal, educational and employment history in detail, with special attention to his ability to operate business machines. Space is provided for office notations regarding referrals to prospective employers. (Frequently, official.) 5 x 8 cards, 12 ft., in 10 steel drawers. 1st floor. (35)

468. REGISTRATION CARDS, DEAD FILE, Oct. 1933 to date. Work applications, on USES Form 310, of persons not now available for referral because of employment in industry or on the work relief program. Persons of all occupational classifications are included. (Occasionally, official.) 5 x 8 cards, 16 ft., in 4 steel drawers and 8 pasteboard boxes. 1st floor. (33 and 70)

469. REGISTRATION CARDS, DOMESTIC, Oct. 1933 to date. Work applications, on USES Form 310 of persons desiring service jobs in insittutions or private homes, indicating the applicant's personal, educational, and employment history in detail. Space is provided for office notations regarding referrals to prospective employers. (Frequently, official.) 5 x 8 cards, 11 ft., in 10 steel drawers. 1st floor. (38)

470. REGISTRATION CARDS, PRODUCTION AND SEMISKILLED, Oct. 1933 to date. Registration cards of production or semiskilled work applications, on USES Form 310, of persons experienced in or otherwise qualified to do work of semiskilled grade, giving the applicant's personal, educational, and employment history in detail, with special attention to his particular skills. Space is provided for office notations regarding referrals to prospective employers. (Frequently, official.) 5 x 8 cards, 29 ft., in 23 steel drawers. 1st floor. (40)

471. REGISTRATION CARDS, PROFESSIONAL AND TECHNICAL, Oct. 1933 to date. Work applications, on USES Form 311, of persons experienced in or otherwise qualified to do work of professional, technical and administrative grade, giving the applicant's personal, educational, and employment history, with special attention to his particular qualifications. Space is provided for office notations regarding referral to prospective employers. (Frequently, official.) 5 x 8 cards, 13 ft., in 12 steel drawers. 1st floor. (36)

472. REGISTRATION CARDS, SALES, Oct. 1933 to date. Work applications on USES Forms 310 of persons experienced in or otherwise qualified to do sales work, indicating in some detail the applicant's personal, educational and employment history, and special skills, qualifications or experience. Space is provided for office notations on referrals to prospective employers. (Frequently, official.) 5 x 8 cards, 5 ft., in 6 steel drawers. 1st floor. (34)

473. REGISTRATION CARDS, SKILLED, Oct. 1933 to date. Work applications on USES Forms 310 of persons experienced in or otherwise qualified to do work of a skilled kind, indicating in some detail the applicant's personal, educational and employment history, and special skills, qualifications or experience. Space is provided for office notations on referrals to prospective employers. (Frequently, official.) 5 x 8 cards, 39 ft., 1st floor. (39)

474. REGISTRATION CARDS, UNCLASSIFIED, Oct. 1933 to date. Work applications on USES Form 310, of persons of rare, special, and unclassifiable experience or qualification, indicating in some detail the applicant's personal, educational, and employment history and special skills, qualifications or experience. Space is provided for office notations on referral to prospective employers. (Frequently, official.) 5 x 8 cards, 12 ft., in 8 steel drawers. 1st floor. (37)

475. REGISTRATION CARDS, UNSKILLED, Oct. 1933 to date. Work applications on USES Forms 310, of persons qualified to do only unskilled physical labor. Space is provided for office notations on referrals to prospective employers. (Frequently, official.) 5 x 8 cards, 28 ft., in 22 steel drawers. 1st floor. (41)

476. REGISTRATION CARDS, VETERANS' SUPPLEMENTARY, Oct. 1933 to date. Work applications on USES Forms 310 or 311 of war veterans, duplicating applications in the regular classified registration files. Used to check on eligibility for veterans' preference in public work relief. (Frequently, official.) 5 x 8 cards, 5 ft., in wooden box on table and 2 pasteboard boxes on top of files. 1st floor. (43)

477. LABOR REQUISITIONS, INDIANA COUNTY, Jan. 1934 - Jan. 1936. Labor requisitions on obsolete forms from prospective public employers indicating in detail the quantity and types of labor requested to be referred, for Indiana County only. This file originated at the Indiana NRS Registration Office. (Never.) 4 x 6 cards, 2 ft., in pasteboard boxes. 3d floor. (63)

478. DAILY CONTACT REPORTS, Jan. 1934 to date. Investigators' reports on contacts with industrial employers, reporting the number of men employed and describing the type of business and premises occupied. These contacts are made to solicit patronage from private employers, and more comprehensive information on them is included in the file entitled "investigator's reports" if the contact seems promising. (Occasionally, official.) 9 x 12 folders, 1 ft., in steel filing case. 2d floor. (56)

479. NOTICES OF CASE CHANGE, Aug. 1934 - Sept. 1935. Standard FERA forms 601, notifying NRS of change in the eligibility of work applicants. No longer maintained as a separate file. (Occasionally, official.) 4 x 6 slips, 30 ft., in 7 pasteboard boxes. 3d floor. (72 and 71)

480. RECLASSIFICATION SLIPS, 1934 - 1935. Copies of Form 404, showing name, address, relief case number, explanation of reclassification, project numbers and locations, and name of foreman. These slips pertain mostly to CWA and FERA projects. (Occasionally, official.) 3 x 5 slips, 4 ft., in 2 pasteboard boxes. 3d floor. (73)

481. SPECIAL REPORTS ON RELIEF ELIGIBILITY, June 1935 - Dec. 1936. Weekly special reports by request from FERA or SERB on the eligibility of certain registered applicants for work relief whose status was doubtful. (Occasionally, official.) 8 x 12 bundles and sheets, 1 ft., 6 in., in pasteboard box. 3d floor. (66)

482. PROJECT FOLDERS, Aug. 1935 to date. Folders containing requisitions for workers, referral sheets, approvals for work, and related correspondence, for all work program projects. (Frequently, official.) 9 x 12 folders, 16 ft., 4 in., in 8 steel drawers. 1st floor. (32 and 60)

483. CONTROL BOOKS FOR PROJECTS NOW OPERATING, Jan. 1936 to date. This office's own tabulations of the labor requisitioned, referred, placed, rejected, failed to report, dismissed, on active WPA and PWA projects. (Daily, official.) 8½ x 10 binders, 1 ft., on desk. 2d floor. (48)

484. ANALYSIS OF INDUSTRIAL ACTIVITIES, Oct. 1936 to date. Weekly industrial analyses by types of firms indicating classifications and number of job openings carried forward, number of new openings disclosed by field visits, canceled openings, placements, unfilled previous openings, and net total. (Frequently, official.) 9 x 12 folders, 1 ft., in steel filing case. 2d floor. (57)

485. REFERRAL FILE, Nov. 1936 to date. Earlier ones destroyed. Copies of referrals to WPA and private employers, indicating whether person referred was hired and, if not, why. (Frequently, official.) 5 x 8 10 ft., in fiber file and 7 steel drawers. 1st floor. (31)

486. CORRESPONDENCE, BULLETINS AND MANUALS, Feb. 1, 1932 to date, Communications from and to the State Director regarding administrative bulletins and manuals. (Daily, official.) 8½ x 10 folders, 4 in., in wooden drawer. 2d floor. (47)

487. CORRESPONDENCE, EXPENSES, 1933 - 1935. Correspondence relative to travel and miscellaneous administrative expenses, mostly with State Procurement Office and State Director. (Occasionally, official.) 9 x 12 folders, 1 ft., 6 in., in 2 steel drawers. 2d floor. (55)

488. CORRESPONDENCE, PWA, 1933 - 1935. Relating to labor management and classification problems on PWA projects. (Occasionally, official.) 9 x 12 folders, 1 ft., in filing case. 3d floor. (68)

489. CORRESPONDENCE, SERB, May, 1933 - Aug. 1935. Correspondence with the SERB regarding relief eligibility of work applicants. (Occasionally, official.) 9 x 12 folders, 6 ft., in 2 pasteboard boxes and stacked on boxes. 3d floor. (69)

490. STATISTICS, INACTIVE, July 1934 - Sept. 1936. Daily tabulations, principally on NRS Forms 300, 301, 302, and 302a, regarding number of interviews, reinterviews, new applications, reregistrations, renewed applications, referrals, transfers, assignments, reassignments. (Rarely, official.) 8½ x 10 folders, 8 ft., in 4 steel drawers. 3d floor. (65)

491. CORRESPONDENCE, WPA, Jan. 1936 to date. Correspondence with State WPA Division of Employment and with private employers concerning labor classification problems; with some interoffice communications. (Occasionally, official.) 9 x 12 folders, 4 ft., in 2 steel drawers. 2d floor. (58)

492. PAY ROLLS, LETTERS OF TRANSMITTALS, AND FORM 373a Oct. 1, 1936 - Nov. 30, 1936. Forms 373a are forms used for reinterviews. The letters of transmittals are reports to the State Director regarding referrals to WPA. The pay rolls are copies of Treasury forms that accompany and describe the pay checks for NRS administrative employees. (Never.) 8½ x 14½ large pasteboard box, 2 ft., in pasteboard boxes. 3d floor. (61)

493. STATISTICS, ACTIVE, Sept. 1936 to date. Daily tabulations, principally on NRS Forms 300, 301, 302, and 302b, regarding number of interviews, reinterviews, new applications, reregistrations, renewed applications, referrals, transfers, assignments, reassignments. (Daily, official.) 8½ x 10 folders, 1 ft., in steel filing case. 2d floor. (49)

494. TRANSMITTAL SHEETS, Oct. 1933 to date. Copies of transmittal sheets, acknowledging assignments, reassignments, changes in work status, certificates of eligibility, changes in case, cancelations and other standard forms from WPA. (Occasionally, official.) 8½ x 11 bundles, 6 ft., in 3 pasteboard boxes. 3d floor. (67)

495. FORMS 142, 146, Oct. 1935 - Apr. 1936 (discontinued). Cumulative tabulations of referrals on Forms 142 and 144, cumulative tabulations of placements on Form 143, and daily statistical summaries of office activities on Forms 145 and 146. All these forms have been discontinued. (Never.) 8½ x 14½ folders, and pasteboard box, 1 ft. 3d floor. (62)

496. MISCELLANEOUS STANDARD FORMS AND FORM LETTERS, Jan. 1936 to date. NRS Forms L-131, reporting daily office administrative expenses, Treasury Forms 1012 reporting monthly or semimonthly employee's traveling expenses, USES form notices to prospective employers reporting the receipt and disposition of labor requisitions, and form letters to applicants for jobs informing them of the need for a formal registration and interview. (Frequently, official.) 8½ x 10 folders, 1 ft., in steel filing cases. 2d floor. (50)

HARRISBURG

NRS, DAUPHIN COUNTY OFFICE
Casino Bldg., 15 N. Market Square

The Pennsylvania State Employment Service was established on October 15, 1918. In 1933, under the Wagner Act, it was combined with the United States Employment Service, and now acts as a State and Federal employment agency. From 1918 to 1933, its offices were in the Ensminger Bldg., 2d and Chestnut Sts., until February 1936, in the Old Police Station Bldg. The records of this office prior to 1929 were destroyed; those since 1929 are intact.

497. MASTER FILE, Aug. 20, 1929 to date. File for persons working who have made applications through this office, whether on self-sustaining jobs, or from relief rolls, or WPA jobs; eligibility slip file for all workers on all jobs or projects. Filed alphabetically. (Daily, official) 5 x 8 cards, 8 ft., in 3 drawers of steel filing case. R. 8. (1507)

498. SELF-SUSTAINING FILE, July 6, 1932, to date. Forms 350, applicants' identification cards, showing name, address, age, height, weight, classification, and registration date. Filed numberically. (Daily, official.) 3 x 5 cards, 21 ft., in 4 drawers of steel filing case. R. 8. (1525)

499. MISCELLANEOUS, Dec. 7, 1933 - Dec. 1935. Forms WDF 45a SERB, assignment and identification slips, listing men to report for work on projects; Form WDL5, transmittals or referrals for certification of relief employees; Form WDL2a, requisitions for workers on projects; Form 301, daily reports of orders and placement; Form USES 303, daily reports of occupational classification of relief employables showing classes of activities of employment office; Form WDPR 151, pay rolls for personal services under the Works Division. Filed chronologically. (Monthly, official.) 10 x 14 folders and 3½ x 5 bundles, 3 ft., in drawer of steel filing case. R. 9. (1514)

500. INACTIVE FILE, Sept. 7, 1933 - July 2, 1936. Inactive, non-relief, self-sustaining case card record of persons who at one time needed the services of this office in securing a job. Filed alphabetically. (Semimonthly, official.) 5 x 8 cards, 16 ft., in 5 drawers of steel filing cases. R. 8. (1508)

501. COMMERCIAL FILE, SELF SUSTAINING, CLERICAL AND PROFESSIONAL, Dec. 8, 1933 to date. Forms LIBE 100, record cards, showing persons name, address, employment record, positions held, education and physical handicaps; also a few applicants' identification cards. (Daily, official.) 5 x 8 and 3 x 5 cards, 4 ft., in drawer of steel filing case. R. 8. (1526)

502. PROJECT FILE, Oct. 29, 1934 - Aug. 26, 1935. Reports, documents, and correspondence pertaining to projects; Form L2a, requisitions for workers; Form WDL5a, assignment and identification slips; and lists of men on projects. Filed by project. (Monthly, official.) 10 x 14 folders and 10 x 12 envelopes, 2 ft. 4 in., in drawer of steel filing case. Dirty. R. 9. (1512)

503. CARD RECORDS OF FEMALE WORKERS, Sept. 1934 to date. Records of persons applying for positions as laundress, waitress, domestic, day worker, seamstress, elevator operator, millinery worker. Filed alphabetically. (Daily, official.) 5 x 8 cards, 1 ft. 6 in., in steel drawer on wooden desk. R. 9. (1516)

504. INTERVIEWERS' TALLY SHEETS, Dec. 15, 1934 to date. Reports of persons interviewed who are seeking employment; Form USES 300, daily reports of applications; Form USES 301, reports of replacements; Form USES 302, summary reports of daily activities; and a daily perpetual inventory of applications. Filed chronologically. (Daily, official.) 10 x 14 and 10 x 12 folders, envelopes, and bundles, 2 ft., 6 in., in drawer of steel filing case. R. 9. (1515)

505. REFERRAL FILE, Sept. 9, 1934 to date. A card file for persons sent to work on WPA and PWA projects and for whom Form 325, slips showing name, address, physical condition, work qualified for, have not yet been received; and Form USES 320, report for work cards. (Daily, official) 5 x 8 and 3 x 5 cards, 9 in., in drawer of filing case. Dirty. R. 8. (1504)

506. EMPLOYERS VISITATION, Aug. 16, 1935 - June 10, 1936. A card record of stores, factories, in Harrisburg cooperating with the employment service, showing firm's name, products or service rendered, head of firm, number of present force, when busy and dull, seasons begin and close, type of building, and working conditions. Filed alphabetically. (Daily, official.) 5 x 8 cards, 6 in., in drawer of steel filing case. R. 8. (1505)

507. TRANSIENT FILE, July 30, 1935 - Sept. 6, 1936. Form FERA 600, a certification of eligibility of transients in Dauphin County. Filed alphabetically. (Semiweekly, official.) 5 x 8 slips, 1 ft., in drawer of steel filing case. R. 8. (1506)

508. ASSIGNMENT SLIPS, NOTICES OF CHANGE IN WORK STATUS, July 15, 1935 to date. Forms 325, assignment slips; Form 403, notice of change in work status; Form 402, reassignment slips; Form 404, reclassification slips. Filed alphabetically. (Daily, official.) $3\frac{1}{2}$ x $5\frac{1}{2}$ bundles, 16 ft., in 12 drawers of steel filing cases and 2 drawers on top of cabinet. R. 9. (1511)

509. CANCELED ORDERS, Feb. 10, 1935 to date. Cards used when employee who is assigned to a job is rejected by employer because of undersirability, or because job was already filled. Filed alphabetically. (Daily, official.) 5 x 8 cards, 9 in., in drawer of steel filing case. R. 9. (1517)

510. CORRESPONDENCE, June 22, 1935 to date. General correspondence with persons seeking work, displeased with present job, etc. Filed alphabetically. (Daily, official.) 10 x 14 folders, 2 ft., 6 in., in drawer of steel filing case. R. 8. (1500)

511. DAILY REPORTS OF PLACEMENTS, Jan. 1935 to date. Forms 300, daily reports of applications; Form 301, reports of placements; and Form 304, reports of additions and subtractions. Filed chronologically. (Daily, official.) 10 x 14 folders, 2 ft. 6 in., in drawer of steel filing case. R. 9. (1513)

512. INDEX FILE, May 1, 1935 to date. File on persons filing an application for employment, listing name and kind of job applied for. Filed alphabetically. (Daily, official.) 3 x 5 cards, 35 ft., in 27 drawers of steel filing cases. R. 8. (1509)

513. MISCELLANEOUS, July 10, 1935 to date. Forms LIBE 6, clearance orders; Form BB246a 100 m, expense accounts of executives of this office; reports from executive director of Dauphin County, emergency relief board, of workers failing to report for work; correspondence between WPA and PWA officials, and State Director of NRS; transmittals of persons named O.K. for jobs; WPA progress referral reports; purchase orders for office supplies; internal stores and requisitions. Filed by subject. (Daily, official.) 10 x 14 folders, 2 ft. 6 in., in drawer of steel filing case. R. 8. (1527)

514. ORDER AND PLACEMENT CARDS, Dec. 10, 1935 to date. Used when workers are requested by outside employers, giving employers' and employees' names, kind of work, and wage rate. Filed alphabetically. (Daily, official.) 4 x 6 cards, 1 ft., in steel drawer on wooden desk. R. 9. (1510)

515. PLACED ORDERS, Jan. 1, 1935 to date. Cards on persons who have been placed on jobs. Filed alphabetically. (Daily, official.) 5 x 8 cards, 2 ft., in 2 drawers of steel filing case. R. 9. (1518)

516. PROJECT FILE, WPA, July 17, 1935 to date. Forms WPA 401, requisitions for workers, which list persons employed on projects, showing type of work performed by each employee and interoffice correspondence. Filed by project. (Daily, official.) 10 x 14 folders, 3 ft. 6 in., in 2 drawers of steel filing case. R. 8. (1501)

517. WORKING WPA FILE, July 31, 1935 to date. Form FERA 600, certification of eligibility card file, showing name, case number, relief district, county, and occupation. Filed numerically. (Daily, official.) 5 x 8 slips, 2 ft. 6 in., in 2 drawers of steel desk. Dirty. R. 8. (1503)

518. PWA PROJECT FILE, Feb. 27, 1936 to date. Correspondence with contractors, concerning personnel, for projects; lists of men on the PWA projects, showing type of work performed, whether relief or nonrelief, and requisitions for workers. Filed by project. (Daily, official.) 10 x 14 folders, 1 ft., in drawer of steel filing case. R. 8. (1502)

519. EMPLOYMENT FILE, current. Lists of industries and professional men in Harrisburg who hire or may need help in their businesses. Filed alphabetically. (Daily, official.) 3 x 5 cards, 2 ft., in 2 steel drawers on window sill. R. 10. (1519)

HARRISBURG

NRS, STATE OFFICE
Market Square Bldg., Market Square

This office of the National Reemployment Service was established on July 15, 1933. From July 15, 1933 - Jan. 1934, it was in the South Office Bldg., from Jan. - July 1934, at 600 N. 2d St. No records have been destroyed.

520. CWA EXPENSES, Nov. 15, 1933 - Apr. 30, 1934. Records of NRS expenses handled through CWA projects. Filed by county. (Seldom, official.) 10 x 14 folders, 4 ft., in 2 transfer cases. Storage room, 3d floor. (1529)

521. CWA PAY ROLLS, Dec. 1, 1933 - Mar. 2, 1934. Pay roll ledgers and check registers applicable to all CWA projects in Dauphin County and all NRS offices in this State. (Seldom, official.) 10 x 12 vols., and 10 x 14 folders, 4 ft., in 2 transfer cases. Storage room, 3d floor. (1574)

522. GENERAL CORRESPONDENCE AND COUNTY CORRESPONDENCE, July 1933 - Dec. 1934. General correspondence concerning pay rolls and personnel, and correspondence with NRS county offices. (Monthly, official.) 10 x 14 folders, 17 ft., in 8 drawers of steel filing cases. Pay roll and Personnel room. (1543)

523. NOTICES OF APPROVED CWA PROJECTS, Nov. 15, 1933 - Apr. 30, 1934. Notifications of approval of all CWA projects in this State; advertisements of bids and awards, and correspondence. Filed by county. (Seldom, official.) 10 x 14 folders, 5 ft., in 2 transfer cases on floor. Storage room, 3d floor. (1532)

524. PERSONNEL CORRESPONDENCE, Oct. 15, 1933 - Sept. 1, 1934. Personnel correspondence with county NRS offices. Filed chronologically for each county. (Seldom, official.) 10 x 14 folders, 2 ft., in transfer case. Storage room, 3d floor. (1577)

525. RECORD OF CWA PLACEMENTS, Nov. 15, 1933 - Apr. 30, 1934. Copies of referrals from all counties in Pennsylvania of persons to CWA projects. Filed by county. (Seldom, official.) 10 x 14 folders, 2 ft., in transfer case on floor. Storage room, 3d floor. (1537)

526. CORRESPONDENCE, Oct. 15, 1933 - Aug. 31, 1935. Correspondence on fiscal matters with district offices, Washington office. Filed by county and chronologically. (Monthly, official.) 10 x 14 folders, 5 ft., in 2 transfer cases on floor. Storage room, 3d floor. (1431)

527. NRS PERSONNEL RECORDS, Nov. 15, 1933 - Feb. 28, 1935. Time reports of office personnel in all NRS offices in the State; and correspondence relative to personnel matters and promotions. Filed alphabetically. (Semimonthly, official.) 10 x 14 folders, 1 ft., 6 in., in drawer of steel filing case. R. 601. (1563)

528. BEAVER COUNTY, Nov. 5, 1933 - Sept. 1, 1936. Record cards of all referrals made by the NRS office for Beaver County. Filed alphabetically. (Semiweekly, official.) 3 x 5 cards, 15 ft., in 14 drawers of steel filing cases. R. 601. (1567)

529. BEAVER COUNTY REFERRAL SHEETS, Nov. 15, 1933 - Sept. 1, 1936. Records of persons who were referred to CWA, RWD, and WPA projects in Beaver County or referred to private industries. Filed by county project, or firm. (Monthly, official.) 10 x 14 folders and 8 x 11 bundles, 8 ft., in 8 drawers of steel filing cases. R. 601. (1555)

530. BULLETINS, Dec. 1, 1933 - July 17, 1936. Bulletins from Washington office relative to NRS procedure. Filed numerically. (Weekly, official.) 10 x 14 folders and 9 x 12 covers, 14 ft., in 7 drawers of steel filing cases. R. 601. (1558)

531. CLEARANCE BULLETINS, Nov. 15, 1933 to date. Correspondence on the filling of orders for persons from places other than where the work is located. (Daily, official.) 10 x 14 folders, 2 ft., in drawer of steel filing case. R. 601. (1559)

532. COMPLAINT FILE, Nov. 15, 1933 to date. Complaint correspondence with individuals seeking employment. Filed alphabetically. (Daily, official.) 10 x 14 folders, 7 ft.,in 3 drawers of steel filing case. Pay roll and Personnel room. (1542)

533. DUPLICATE REGISTRATION CARDS, Nov. 15, 1933 to date. Duplicate registration cards of all persons who have worked for the NRS in Pennsylvania. (Weekly, official.) 5 x 8 cards, 6 ft., in 4 drawers of steel filing case. Pay roll and Personnel room. (1540)

534. EQUIPMENT RENTED CARDS, Nov. 15, 1933 to date. Record of rented equipment used in NRS offices in Pennsylvania. Filed by county. (Daily, official.) 5 x 8 cards, 9 in., in drawer of steel filing case. R. 601. (1569)

535. INVENTORY, Nov. 15, 1933 to date. Record cards of office equipment and supplies in the 54 NRS County offices in the State. Filed by county. (Daily, official.) 5 x 8 cards, 1 ft., in drawer of steel filing case. R. 601. (1570)

536. MISCELLANEOUS, Nov. 15, 1933 to date. Stenciled forms; stationery shipment records; expense summaries of operation of all NRS offices in the State; bulletins; and replies. (Daily, official.) 10 x 14 folders, 2 ft. 6 in.,in drawer of steel filing case. R. 601. (1562)

537. NRS PROJECTS, Nov.1933 to date. Copies of notices of approval of projects; advertisements of bids and awards; Form USES 371, inability to furnish relief labor reports; correspondence relative to these National Recovery Projects of which there are but a few; projects are operated from the appropriation under title 2 of the National Industrial Recovery Administration (NRA). Filed by county. (Daily, official.) 10 x 14 folders, 1 ft. 6 in., in drawer of steel filing case. R. 601. (1549)

538. NRS FEDERAL PAY ROLL - WPA PROJECTS TRAVEL EXPENSE DATA, Nov. 15, 1933 to date. Pay roll instructions, transmittals for WPA salary checks; Federal pay roll correspondence; Federal NRS pay rolls, Federal travel expense vouchers; and applications for leave of absence. Filed by subject (Daily, official.) 10 x 14 folders, 2 ft., in drawer of steel filing case. R. 601. (1561)

539. OPERATING EXPENSES OF NRS OFFICES, Nov. 15, 1933 to date. Record cards of all costs assumed by Federal Government concerning the operations of NRS offices in the State. Filed alphabetically. (Daily, official.) 5 x 8 cards, 5 ft., in 4 drawers of steel filing case. R. 601. (1568)

540. PERSONNEL RECORDS FOR ALL NRS OFFICES IN STATE, Nov. 15, 1933 to date. Applications; approval memoranda of employment; approved entry forms; NRS pay rolls; annual leave allowances; approved leave credit cards; transmittals of salary checks; compensation records; records of personnel separated from NRS; correspondence with field representatives of NRS; record of perpetual inventory project official project No. 7-53 SW. Filed alphabetically. (Daily, official.) 8 x 10 folders, 8 ft., in 4 drawers of steel filing case. Pay roll and Personnel room. (1541)

541. TYPE OF WORK CARD FILE, Nov. 15, 1933 to date. Cards on skilled, technical, and supervisory persons referred by NRS. (Daily, official.) 5 x 8 cards, 16 ft., in drawer of card cabinet. Office of Secretary to State Director. (1545)

542. ACTIVE REGISTRANTS, Dec. 31, 1934. Analysis of active registrants by occupational classifications for both NRS and State Employment Offices in Pennsylvania. Filed by county. (Monthly, official.) 10 x 14 folders, 1 ft. 6 in., in transfer case. Storage room, 3d floor. (1535)

543. FISCAL MATERIAL, May 1 - Dec. 31, 1934. Fiscal material concerning SERB projects, including purchase orders, receiving records, applications for projects, transmittals of invoice records. (Seldom, official.) 10 x 14 folders, 2 ft., in transfer case on follor. Storage room, 3d floor. (1530)

544. MERIT SYSTEM CARDS, Oct. 6, 1934. Record cards of merit system examination of NRS employees and State employees of NRS. (Semimonthly, official.) 3 x 5 cards, 4 ft., in 4 drawers of steel filing case. Office of Secretary to State Director. (1544)

545. MONTHLY SUMMARIES, July - Dec. 1934. Monthly summaries of activities of NRS in the State. Filed by counties. (Monthly, official.) 22 x 22 folders, 4 ft., in 2 drawers of steel filing case. R. 601. (1553)

546. PAY ROLL RECORDS, Mar. 2 - Sept. 23, 1934. Pay roll records and ledger book. Filed by county. (Seldom, official.) 11 x 16 vols. and 10 x 14 folders, 7 ft., in 3 transfer cases on floor. Storage room, 3d floor. (1536)

547. MISCELLANEOUS, Jan. 1, 1934 - Dec. 31, 1935. Federal pay rolls of NRS offices in the State; SERB pay rolls of NRS employees; travel expense vouchers of NRS employees; correspondence on proposed personnel between this office and county offices. Filed by county. (Monthly, official.) 10 x 14 folders, 4 ft., in 2 transfer cases on floor. Storage room, 3d floor. (1579)

548. SERB EXPENSE PROJECTS, May 1, 1934 - Dec. 31, 1935. NRS expense records on placing persons at work on projects; expenses incurred by the NRS being paid by the SERB allocations. Filed by counties. (Monthly, official.) 10 x 14 folders, 12 ft., in 5 transfer cases. Storage room, 3d floor. (1573)

549. STATISTICAL TABULATIONS FROM WASHINGTON OFFICE, July 1934 - Dec. 31, 1935. Statistical reports relative to NRS in entire country. Filed chronologically. (Monthly, official.) 10 x 14 folders, 2 ft., in transfer case on floor. Storage room, 3d floor, 3d floor. (1538)

550. NRS PERSONNEL RECORDS, Aug. 13, 1934 - July 31, 1936. Personnel reports of persons on the Federal pay roll in the State; correspondence; reports of additions to pay rolls; and salary adjustments. (Monthly, official.) 10 x 14 folders, 2 ft., in transfer case. Storage room, 3d floor. (1575)

551. MONTHLY SUMMARIES OF ACTIVITIES, Jan. 1, 1934 to date. Summaries of activities in NRS offices in the State, showing number of new registrations, number of reinterviews, renewals, canceled applications, placements, and number of active and inactive applications in the files. Filed chronologically. (Daily, official.) 10 x 14 folders, 3 ft., in 2 drawers of steel filing case. R. 601. (1551)

552. MONTHLY REPORTS OF OPERATION COSTS, Jan. Dec. 31, 1935. Forms M 25, monthly reports of cost of operation of NRS offices; Form M 26, reports of contributed services whether from SERB, county, local agencies, or private individuals. Filed by county and chronologically. (Monthly, official.) 10 x 14 folders, 2 ft., in transfer case on floor. Storage room, 3d floor. (1578)

553. REFERRAL SHEETS, Aug. 1935 - Aug. 1936. NRS referral sheets for jobs in private industry. Filed by county. (Semimonthly, official.) 10 x 14 folders, 28 ft., in 12 transfer cases on floor. Storage room, 3d floor. (1539)

554. TRANSMITTALS, Aug. 24, 1935 - Mar. 28, 1936. Transmittal sheets for SERB pay rolls for NRS offices in the State. (Monthly, official.) 10 x 14 folders, 2 ft., 6 in., in transfer cases. Storage room, 3d floor. (1576)

555. CONTRACTS AND LEASES, Sept. 1, 1935 to date. Card records of contracts and leases which have been entered into by the Federal Government with vendors in behalf of this service. Filed alphabetically. (Daily, official.) 5 x 8 cards, 1 ft., in drawer of steel filing case. R. 601. (1571)

556. COUNTY CORRESPONDENCE, Jan. 1935 to date. Correspondence with county officials, relative to functioning of the NRS offices in the counties. (Daily, official.) 10 x 14 folders, 17 ft., in 8 drawers of steel filing cases. Office of Secretary to State Director. (1547)

557. GENERAL CORRESPONDENCE, Jan. 1935 to date. Filed alphabetically. (Daily, official.) 10 x 14 folders, 11 ft., in 5 drawers of steel filing case. Office of Secretary to State Director. (1548)

558. NOTICES OF APPROVED PWA, BUREAU OF PUBLIC ROADS, WPA, AND FEDERAL AID PROJECTS, June 1935 to date. Copies of project notices of approval by the heads of agencies; advertisements of bids and awards; Form USES 371, inability to furnish relief labor records; and NRS correspondence. (Daily, official.) 10 x 14 folders, 9 ft., in 5 drawers of steel filing cases. R. 601. (1550)

559. NRS CORRESPONDENCE, Sept. 1, 1935 to date. Correspondence on fiscal matters with district offices and Washington office. Filed alphabetically. (Daily, official.) 10 x 14 folders, 2 ft., in drawer of steel filing case. R. 601. (1565)

560. NRS FEDERAL EXPENSES, July 1, 1935 to date. NRS Federal expense records for all county offices in Pennsylvania, for expenses other than personnel. Filed by county. (Daily, official.) 10 x 14 folders, 4 ft., in 2 drawers of steel filing case. R. 601. (1560)

561. RECORDS OF CONTRIBUTED EXPENSES, Jan. 31, 1935 to date. Forms M 25 and M 26, records covering monthly reports to this office from the district offices, showing all types of loaned equipment or payments for services made by private individuals or the public to cover office expenses; copies of equipment records; and inventory records submitted by county offices. Filed by county. (Daily, official.) 10 x 14 folders, 1 ft. 6 in., in drawer of steel filing case. R. 601. (1564)

562. REFERRAL OF NONRELIEF WORKERS, Aug. 1935 to date. USES Forms 371, notifications of referral of nonrelief workers. Filed by county. (Monthly, official.) 10 x 14 folders, 2 ft., in transfer case on floor. Storage room, 3d floor. (1572)

563. STATISTICAL, Nov. 15, 1935 to date. Forms 301, daily reports of openings and placements; Form 300, daily reports of applications; Form 304, reports of additions and subtractions; Form 302, summaries of daily activities. (Daily, official.) 10 x 14 folders, 15 ft., in 7 drawers of steel filing cases. R. 601. (1557)

564. WASHINGTON OFFICE CORRESPONDENCE, Jan. 1, 1935 to date. Filed by subject. (Daily, official.) 10 x 14 folders, 4 ft., in 2 drawers of steel filing case. Office of Secretary to State Director. (1546)

565. WPA PROJECTS, Aug. 1, 1935 to date. Record cards of all WPA projects in Pennsylvania, giving official project number, location or project, as well as type. Filed by county. (Daily, official.) 3 x 5 cards, 2 ft., 6 in., in 2 drawers of steel filing case. R. 601. (1566)

566. CORRESPONDENCE, July 1, 1936 to date. Correspondence with 54 NRS county offices procedure. Filed alphabetically. (Daily, official.) 10 x 14 folders, 2 ft., 6 in., in 2 drawers of steel filing case. R. 601. (1554)

567. DAILY TRAVEL REPORTS, Aug. 1, 1936 to date. Forms NRS HD2 L-135, daily travel reports of employees of NRS. Filed by district. (Daily, official.) 10 x 14 folders, 1 ft. 6 in., in drawer of steel filing case. R. 601. (1556)

568. 150 ERA, Jan. 1, 1936 to date. Weekly summaries of certification of eligibility of persons seeking employment. (Daily, official.) 10 x 14 folders, 1 ft., in drawer of steel filing case. R. 601. (1552)

JOHNSTOWN

FEDERAL-STATE DISTRICT EMPLOYMENT OFFICE
Lee-Strauss Bldg.
232 Levergood St.

This office was established in 1915 under the Pennsylvania State Employment Service. In August 1933, the United States Employment Service became associated in its operation, as it did in the operation of other

PSES offices. Since that date the only important difference between it and an ordinary NRS office is that the salaries and expenses of part of its staff are paid from State funds.

It functions as the government work program's employment agent in Cambria County. Occasionally it supplies labor to work projects outside the county in cases where the proper local employment office has no qualified labor available. A small percentage of its patronage is and always has been private. Efforts are being made to increase this.

Quarters were occupied at 219 Market St. from 1915 through 1934; in the Nathan (now the Kresge) Bldg. at 432 Main St., from January to June 1934; and in the Lee-Strauss Bldg., since June 1934.

Practically all the records of this agency antedating the association of the United States Employment Service in August 1933 have been destroyed. Most of the active registration cards for the early years were copied, however.

No relations are maintained with Washington office except through the State directors of NRS and SES.

569. INDEX TO REGISTRATIONS, Aug. 1935 to date. Form LIBE 104. Index to all active, inactive, and dead registrations, showing name, address, identification number, and occupational classification. (Daily, official.) 3 x 5 cards, 45 ft., in steel card cabinets. 1st floor. (200)

570. INDEX TO PRIVATE FIRMS, Sept. 1936 to date. Form USES 332, index to all known firms and private employers in Cambria County, as furnished by the State Department of Labor and Industry; showing name, address, and whether visited to solicit patronage. (Frequently, official) 4x 6 cards, 4 ft., in steel card cabinet. 1st floor. (205)

571. TRAVEL VOUCHERS SES, May 1935 to date. Form BB 246a, office copies of monthly travel vouchers of the State employees of this agency. (Frequently, official.) 9 x 12 folders, 1 in., in steel filing case. 1st floor. (178)

572. INTERNAL STORES REQUISITIONS, Jan. 1935 to date. Form BB 274d, office copies of quarterly requisitions on State office for supplies kept in stock there, showing name and unit number of article, quantity on hand and needed, and date received. (Occasionally, official.) 9 x 12 folders, 1 in., in steel filing case. 1st floor. (172)

573. TRAVEL VOUCHERS NRS, Aug. 1935 to date. Treasury Forms 1012a, office copies of monthly travel vouchers of the three Federal employees of this agency. (Frequently, official.) 9 x 12 folders, 1 in., in steel filing case. 1st floor. (177)

574. REPORTS OF TELEPHONE TOLL CALLS, Jan. 1936 to date. Form BB 503, office copies of notices to State director on long distant calls, showing person called, exchange called, whether official or personal, charge, need for call, and certifying signature. (Occasionally, official.) 3 x 5 slips, $\frac{1}{2}$ in., in wooden desk. 1st floor. (171)

575. WPA TRANSMITTAL LETTERS, 1936. Transmittal letters from WPA on Forms WPA 402, 403, and 404, copies of which are signed and returned as acknowledgement of the receipt of the forms. (Frequently, official.) 9 x 12 folders, 6 in., in wooden cupboard. 1st floor. (190)

576. CLEARANCE ORDERS, Jan. 1935 to date. Form PSES 1, notices to or from State office of the need for certain types of labor not available in the district where requisitioned. (Frequently, official.) 9 x 12 folders, 3 in., in steel filing case. 1st floor. (173)

577. CORRESPONDENCE, Jan. 1935 to date. General correspondence with State director, other employment offices, WPA, SERB, State Bureau of Rehabilitation office at Altoona, and private employers, all regarding administration, registration, labor eligibility and availability, special help to handicapped persons, complaints, and many other subjects. (Frequently, official.) 9 x 12 folders, 6 ft., in steel filing case. 1st floor. (174)

578. WPA REFERRAL PROGRESS REPORTS, July 1935 to date. Form PSES 6, office copies of weekly reports to the State office on number of requisitions received, number of persons requisitioned and referred, and accumulative number of persons to be referred, showing, in last case, number available from relief rolls. (Occasionally, official.) 9 x 12 folders, 4 in., in steel filing case. 1st floor. (176)

579. ANALYSIS OF 600 FILE, Aug. 1935 to date. Form AN-600, copies of weekly reports to State director indicating number of persons certified for employment by relief office, number not referred, placements on work projects, not registered, referrals not verified, and familes having no employables. (Frequently, official.) 9 x 12 folder and envelope, ½ in., on wooden shelf. 1st floor. (185 and 210)

580. INTERVIEWER'S TALLY SHEETS, Mar. 1936 to date. Office copies of weekly tabulations of interviewer's activities, showing number of interviews, reinterviews, and field visits. Originals to State director. (Frequently, official.) 9 x 12 envelopes, 2¼ in., on wooden shelf. 1st floor. (180 and 209)

581. STATISTICAL REPORTS, Mar. 1936 to date. Forms USES 300 Daily report of applications, 301 Report of placements, and 304 Report of additions, office copies of daily tabulations of new applications, placements, and additions to active registration file. Originals sent to State office. Filed chronologically. (Frequently, official.) 9 x 12 envelopes, 4¼ in., on wooden shelf. 1st floor. (181 and 208)

582. RE-INTERVIEW PROGRAM REPORTS, Sept. 1936 - Dec. 1936. Special review reports sent to the State director and to local WPA offices on the re-interview of all persons on relief or working on works program projects, giving totals re-interviewed, percentage working and awaiting assignment, number of changes of classification, and balances. (Occasionally, official.) 9 x 12 envelope, ½ in., on wooden shelf. 1st floor. (186)

583. WEEKLY ATTENDANCE REPORTS, Sept. 1936 to date. Form USES 478, office copiesof weekly reports to State office on attendance, absences, and tardiness of office force, with explanations of absences and tardiness. Used by State office to prepare pay roll. (Frequently, official.) 9 x 12 folders, 1 in., in steel filing case. 1st floor. (175)

584. AGRICULTURAL REGISTRATION REPORT, Jan. 1937 to date. Weekly form letters to the chief statistician at the State office, stating the number of active registrations of agricultural labor. (Occasionally, official.) 9 x 12 folder, $\frac{1}{4}$ in., in wooden desk. 1st floor. (179)

585. ASSIGNMENT SLIPS, PWA, Aug. 1933 to date. Forms USES 325 on persons assigned to PWA work projects, indicating name, address, case or identification number, classification, rate of pay, and location of project; also WPA Forms 402, 403, and 404 on the same persons. Filed alphabetically. (Frequently, official.) 4 x 6 slips, 4 ft., 6 in., in steel card cabinet. 1st floor. (196)

586. ASSIGNMENT SLIPS, WPA, Aug. 1933 to date. Form USES 325 on persons assigned to WPA work program projects, indicating name, address, case and identification number, classification, rate of pay, and location of project. Filed alphabetically. (Daily, official.) 4 x 6 slips, 6 ft., in steel card cabinet. 1st floor. (197)

587. NOTICES OF FAILURE TO REPORT, Aug. 1933 to date. Form USES 360, office copies of notices to SERB that relief clients failed to report for interview or rejected jobs referred in private industry. (Frequently, official.) 3 x 5 slips, 2 in., in wooden desk. 1st floor. (170)

588. REGISTRATION CARDS ACTIVE FEMALE, Aug. 1933 to date. Form USES 311 Clerical and professional, and 312 Domestic, registration cards for active women applicants, indicating brief personal history, employment record, educational qualifications, placement and referral record. Filed by occupational classification, separately for each political subdivision. 3 x 5 card index. (Daily, official.) 5 x 8 cards, 6 ft. 6 in. in wooden card cabinet. 1st floor. (206)

589. REGISTRATION CARDS ACTIVE MALE, Aug. 1933 to date. Form USES 310 Industrial, 311 Clerical and professional, and 312 Service workers, registration cards for all active male applicants for employment, indicating former employment record, educational qualifications, brief personal history, placement and referral record, and occupational classification. Filed by occupational classification, separately for each political subdivision. 3 x 5 card index. (Frequently, official.) 5 x 8 cards, 22 ft., in steel card cabinet. 1st floor. (192)

590. REGISTRATION CARDS, INACTIVE FEMALE, Aug. 1933 to date. Forms USES 311 Clerical and professional and 312 Domestic, registration cards giving brief personal history, employment record, educational qualifications, occupational classification, and placement and referral record. These applicants are working privately or have not contacted office for the last four months. Filed by occupational classification; separately for each political subdivision. 3 x 5 card index. (Occasionally, official.) 5 x 8 cards, 4 ft., in steel card cabinet. 1st floor. (207)

591. REGISTRATION CARDS, INACTIVE MALE, Aug. 1933 to date. Forms USES 310 Industrial, 311 Clerical and professional, and 312 Service workers, registration cards giving brief personal history, employment record, educational qualifications, and placement and referral record. Filed by occupational classification, separately for each political subdivision. 3 x 5 card index. (Frequently, official.) 5 x 8 cards, 15 ft., in steel card cabinet. 1st floor. (193)

592. REGISTRATION CARDS, DEAD, Aug. 1933 to date. Forms NRS 1 and USES 310, 311 and 312, registration cards of persons not heard from for a long time, showing name, address, brief personal history, employment record, educational qualifications, placement and referral record, and occupational classifications. Will be duplicated when applicant again contacts office. 3 x 5 card index. (Occasionally, official.) 5 x 8 cards, 4 ft., in steel card cabinet. 1st floor. (195)

593. IDENTIFICATION CARDS, June 1935 to date. Copies of cards furnished registrants to identify themselves at future interviews. Showing name, address, age, height, race, identification number, occupational classification, registration date, and name of interviewer. Filed by identification number. (Daily, official.) 3 x 5 cards, 39 ft., in steel card cabinet. 1st floor. (201)

594. NOTICES OF CASE CHANGE, Aug. 1935 to date. Form FERA 601 Notice of case change, issued by SERB to notify this office of changes in the eligibility of members of relief families for public work relief. Filed alphabetically. (Frequently, official.) 5 x 8 slips, 12 ft., in pasteboard boxes. 1st floor. (187)

595. NOTICES TERMINATION OF EMPLOYMENT, Aug. 1935 to date. Form WPA 403, notices from WPA that persons on work projects have been released, indicating name, address, case number, identification number, and reason for termination of work. Used by this office to transfer released worker's registration card to the active file. Duplicates in file entitled "WPA Work Status Slips." Filed alphabetically. (Frequently, official.) 4 x 6 slips, 10 in., in steel card cabinet. 1st floor. (191)

596. PROJECT LABOR FILE, Aug. 1935 to date. WPA Form 401 Requisition for Labor, typed lists of persons referred, transmittal sheets, and correspondence, all pertaining to labor for WPA and PWA projects. Filed by project number. (Frequently, official.) 9 x 12 folders, 4 ft., 1st floor. (199)

597. RELIEF AND WORK STATUS RECORD CARDS, Aug. 1935 to date. Copies of FERA 600 Certification of eligibility, 601 Notice of case change, and 602 Cancelations of eligibility. Filed alphabetically. (Daily, official). 5 x 8 slips, 8 ft., 6 in., in steel card cabinet. 1st floor. (183)

598. WPA WORK STATUS SLIPS, Aug. 1935 to date. Copies of WPA Forms 402 Reassignment slip, 403 Notice of termination of employment, and 404 Reclassification slip, issued by WPA to notify SERB and this office of changes in work status of its employees. Filed alphabetically. Separate duplicate file of 403's. (Daily, official.) 4 x 6 slips, 12 ft., in wooden card trays. 1st floor. (182)

599. NOTICES OF TRANSFER TO ACTIVE FILE, Mar. 1936 to date. Form USES 370, notices to registrants, WPA, and SERB of the transfer of a registration from inactive to active. (Frequently, official.) 9 x 12 folders and envelopes, 5 in., in wooden desk. 1st floor. (184)

600. ORDER CARDS FILLED OR CANCELED, Mar. 1936 to date. USES Forms 315 General and 316 Domestic and institutional. Private and PWA labor order cards, indicating firm or person requesting referrals, address, number of openings, working conditions, rate of pay, and education and experience needed, with placement and referral record on reverse side. Filed alphabetically by firm or employer. (Frequently, official.) 4 x 6 cards, 1 ft., in steel card cabinet. 1st floor. (202)

601. NONREGISTERED RELIEF PERSONS, Apr. 1936 to date. Form LIBE 104, card records of persons on relief who have not registered for work program, indicating person's name, address, and case number. Filed alphabetically. (Frequently, official.) 3 x 5 cards, 3 ft., in steel card cabinet 1st floor. (188)

602. CHANGE OF ADDRESS SLIPS, May 1936 to date. Pennsylvania WPA Forms 4030, issued by WPA to notify SERB and this office of changes in the addresses of WPA employees, giving the employee's name, old address, new address, relief case and identification number, and project assignment. (Frequently, official.) 5 x 8 slips, 8 in., in steel card cabinet, 1st floor. (194)

603. FIRM VISIT AND ORDER RECORDS, Sept. 1936 to date. Forms USES 330 and 331. The former is a record of a visit to a private firm to solicit patronage. It shows interviewer's notes on type of business, size of plant and staff, dull and busy seasons, attitude toward unions and the public employment service, persons talked with, possible expansions and openings. The latter is a chronological record of the labor orders from the firm and of placements and referrals. Filed alphabetically by industries. 4 x 6 card index. (Frequently, official.) 5 x 8 cards, 3 ft., in steel card cabinet. 1st floor. (204)

604. RETURN REPLY CARDS, Feb. 1937 to date. Form USES 324. Returned cards sent to all registrants requesting reply as to whether they are working, either on work projects or in private employment, or still looking for employment. Sent out quarterly. Only recent ones kept. Used to eliminate inactive and dead registrations. Filed alphabetically. (Frequently, official.) 3 x 5 cards, 9 ft., in steel card cabinet. 1st floor. (198)

605. NOTICES OF PLACEMENT, Mar. 1937 to date. Form USES 340, notices sent to local relief agency of placement of persons on relief in private employment or public work other than works projects, indicating employee's name, address, case number, relief district, rate of pay, occupation, and employer. (Frequently, official.) 4 x 6 slips, 1 in., in steel card cabinet. 1st floor. (139)

606. FIRMS NOT VISITED, n.d. Name and address record of private firms in Cambria County not solicited for patronage. Originally included all firms, as prepared by State Department of Labor and Industry. Cards now destroyed for all firms on which there has been prepared a Form USES 330. Filed by industries. 4 x 6 card index. (Frequently, official.) 3 x 5 cards, 1 ft., in steel card cabinet. 1st floor. (203)

LANCASTER

NRS, LANCASTER COUNTY OFFICE
Kirk Johnston Bldg., 47-49 S. Duke St.

This office of the National Reemployment Service was originally a part of the Pennsylvania State Employment Service, established in May 1924. It started as an agency cooperating with the YMCA and the Pennsylvania Department of Labor. Under the Wagner Act of 1933 it became affiliated with the United States Employment Service. It formerly occupied the YMCA Building and the Woolworth Building. No records of this office have been destroyed.

607. ACTIVE FILES, 1924 to date. Correspondence, rules and regulations governing this office, lists of relief persons in Lancaster County, inventories of office supplies and equipment, and records of applications and replacements and time sheets of this office. Filed alphabetically and numerically. 4 x 6 note book inventory. (Daily, official.) 10 x 14 folders, 6 ft., in 3 drawers of steel filing case. Supervisor's room. (78)

608. ORDER FORMS 123, 1933 - 1936. Cards containing demands of employees for persons registered with the Employment Service. Filed alphabetically. (Daily, official.) 5 x 8 cards, 4 ft., in 3 drawers of steel filing case. Supervisor's room. (80)

609. APPLICATION CARD FILE, Oct. 1933 to date. Application cards of persons seeking employment through this agency, showing name, address, work qualified for, work record for various types of work (such as industrial, agricultural, domestic, and commercial), data on veterans, and secondary cards listing second choice for work. 3 x 5 card index. (Daily, official.) 5 x 8 cards, 50 ft., in 9 drawers of steel filing cases. General Office. (75)

610. CERTIFICATES OF ELIGIBILITY, NOTICES OF CHANGE, AND CANCELATION, Oct. 1933 to date. Forms 600, certifications of eligibility; Form 601, notices to case change; and Form 602, cancelation of certification of eligibility. Filed alphabetically. 3 x 5 card index. (Daily, official.) 5 x 8 slips, 12 ft., in 4 drawers of steel filing case and on steel shelf. General Office. (90)

611. EMPLOYER'S CONTACT FILE, Oct. 15, 1933 to date. Record cards of employment requirements of employers in Lancaster County. Filed alphabetically. (Daily, official.) 5 x 8 cards, 1 ft., in steel drawer on desk. Interviewers Office. (87)

612. EMPLOYER'S VISITATION, Oct. 1933 to date. Records of visits made by this agency to employers in Lancaster County to find the employment needs of each establishment as to busy season and types of workers used or needed. Filed alphabetically. (Daily, official.) 5 x 8 cards, 1 ft., in drawer of steel filing case. Supervisor's room. (81)

613. IDENTIFICATION CARDS, Oct. 1933 to date. Identification cards, office copies of persons who have registered with this office. Filed alphabetically. (Daily, official.) 3 x 5 cards, 20 ft., in 3 drawers of steel filing case. General Office. (77)

614. STATISTICAL RECORDS, 1933 to date. Forms 300, daily application reports; Form 301, daily placements; Form 302, active balances; Form 304, discontinued, showing renewals, registrations, and cancelations. Filed chronologically. (Daily, official.) 10 x 14 folders, 1 ft. 6 in., in drawer of steel filing case. Supervisor's room. (79)

615. SUMMARY REPORTS, 1934 to date. Original monthly summary reports of openings, placements, and applications, showing the trades, professions, and totals of persons applicable to same. Filed chronologically. (Daily, official.) 6 x 16 covers (3), 1 in., on wooden boxes. General Office. (76)

616. EMPLOYERS' CONTACT REPORTS, Oct. 27, 1936 to date. Reports showing firms name, address, persons interviewed, and remarks. Filed chronologically. (Daily, official.) 10 x 14 folders, 1 in., in drawer of wooden desk. Interviewer's Office. (89)

617. FOLLOW-UP CARDS, current. Showing number of persons hired by businesses cooperating with this agency. Alphabetically filed. (Daily, official.) 5 x 8 cards, 9 in., in steel drawer on wooden desk. Interviewer's Office. (88)

618. NONREGISTERED RELIEF, current. Record cards of persons in Lancaster County on relief and registered with this office. Filed alphabetically. (Daily, official.) 3 x 5 cards, 3 in., in drawer of steel filing case. General Office. (91)

LEBANON

NRS, LEBANON COUNTY OFFICE
Post Office Bldg., 8th and Chestnut Sts.

This office was established in November 1933 with offices at Red Men's Hall, from which it moved in July 1934 to its present location. None of the records have been destroyed.

619. PROJECT RECORDS, Nov. 1933 - June 1936. Complete records of Bureau of Public Roads projects; complete project records of CWA and RWD projects; complete records of RWD and State Highway projects; National Recovery projects; referred sheets, requisitions for workers, notifications of intention to refer workers releases to permit employment of men relief labor, and correspondence. Filed numerically. (Never.) 8 x 11 bundles, 4 ft., on wooden shelf. Unfinished Storeroom. (7)

620. WEEKLY REPORTS, Nov. 1933 - Aug. 1936. Weekly reports of placements and applications; weekly and monthly summary sheets. Filed chronologically. (Never.) 8 x 11 bundles, 2 ft., on wooden shelf. Unfinished Storeroom. (33)

621. BULLETINS, Nov. 1933 to date. Bulletins 1 to 2050 from the State Director of NRS relative to office procedure in the NRS offices in Pennsylvania. Filed numerically. (Daily, official.) 10 x 14 folders, 2 ft., in drawer of steel filing case. NRS Office. (13)

622. REGISTRATION CARDS, Nov. 1933 to date. Forms 310, 311, 312, and 326a, registration cards for skilled, industrial, general labor, commercial and professional persons, domestic and personal service applicants, farm employees, and veterans. 3 x 5 card index. Filed numerically, in 2 cardboard cases on wooden shelf. (Daily, official.) 5 x 8 loose cards, 24 ft., in 23 drawers of steel filing cases. NRS Office. (19)

623. RELIEF WORK STATUS OF APPLICANTS, Nov. 1933 to date. Various forms pertaining to the relief work status of persons registered with this office including notices of placement, notices of failure to report, certifications of eligibility. Filed alphabetically. (Daily, official.) Variously sized cards, 6 ft., in 8 drawers of steel filing cases. NRS Office. (20)

624. USES SUPPLEMENTARY REGISTRATION FORMS, Nov. 1933 to date. Forms 310, 311, 312, 321a, veteran's supplementary file, showing current status of veterans in regard to their employment. Filed alphabetically. (Daily, official.) 5 x 8 cards, 6 in., in cardboard card case on desk. NRS Office. (10)

625. USES 330 and 321, Jan. 1934. Private industry record and order record cards. Filed alphabetically. (Daily, official.) 5 x 8 cards, 1 ft., in cardboard card case on table. NRS Office. (18)

626. RELIEF APPLICANTS' STATUS, Aug. 1934 - June 1935. Forms 28, relief case change notices from SERB to NRA; Form 27, notifications of applicants' relief status; Form 29, reports on available eligibles for relief projects. Filed alphabetically. (Never.) 8 x 11 bundles, 1 ft., on shelf. Storeroom. (30)

627. RELIEF REPORTS, 1934 - 1935. Lists of persons in Lebanon County who are on direct relief not registered with NRS. Filed alphabetically. (Never.) 8 x 11 bundles, 6 in., on wooden shelf. Unfinished Storeroom. (8)

628. CLEARANCE, 1935. Clearance sheets for persons who have been employed through this office and correspondence on same between this office and the State Relief Board. Filed chronologically. (Never.) 8 x 11 bundles, 5 in., on wooden shelf. Unfinished Storeroom. (29)

629. A AND I SLIPS, 1935. Assignment identification cards and classification slips for workers in the RWD progress in Lebanon County. Filed alphabetically. (Never.) 3 x 5 and 4 x 6 bundles, 9 in., on wooden shelf. Unfinished Storeroom. (31)

630. CORRESPONDENCE, Aug. - Dec. 1935. Transmittal sheets for persons given employment on WPA projects through this office and correspondence; data on registrants for employment correspondence; Work Division correspondence. Filed chronologically. (Never.) 8 x 11 bundles, 1 ft., on wooden shelf. Unfinished Storeroom. (24)

631. ACTIVE FILE REPORTS OF U.S. EMPLOYMENT SERVICE, NATIONAL REEMPLOYMENT SERVICE, AND PENNSYLVANIA REEMPLOYMENT SERVICE, Jan. 1935 - Jan. 31, 1936. Survey sheets of active file reports, as compiled by this office. Chronologically filed. (Never.) 8 x 11 bundles, 1 ft., on shelf. Unfinished Storeroom. (32)

632. ASSIGNMENT SLIPS OF PERSONS ON PROJECT, Aug. 1935 to date. Forms 325, assignment slips of persons working on projects. Filed numerically. (Daily, official.) 4 x 6 slips, 2 ft., in 2 drawers of steel filing case. NRS Office. (23)

633. CORRESPONDENCE, Jan. 1935 to date. Administrative correspondence with State offic[illegible] in Harrisburg, Lebanon County Relief Board, WPA registrants, NRS offices in the State, and State Highway Departments. Filed chronologically. (Daily, official.) 10 x 14 folders, 3 ft., in 2 drawers of steel filing case. NRS Office. (11)

634. IDENTIFICATION CARDS OF APPLICANTS FOR EMPLOYMENT, July 1935 to date. Forms 350, are identification cards of applicants for employment. Filed numerically. (Daily, official.) 3 x 5 cards, 5 ft., in 6 drawers of steel filing cases. NRS Office. (21)

635. IDENTIFICATION CARDS OF WPA WORKERS, July 1935 to date. Forms 350, brief identification cards of workers who have secured employment through this office. Filed numerically. (Daily, official.) 3 x 5 slips, 1 ft., in drawer of steel filing case. NRS Office. (16)

636. WORK EXPERIENCE CARDS OF WPA EMPLOYEES, Sept. 1935 to date. FERA Forms 144a. Filed alphabetically. (Daily, official.) 5 x 8 cards, 1 ft., in cardboard card case. NRS Office. (9)

637. ACTIVITY RECORDS, Sept. 1936 to date. Forms 301, weekly reports of placements; Form 300, weekly reports of applications; Form 302, weekly and monthly summaries of activities; Forms 476, 477 and 478; and weekly, semimonthly, and monthly time reports for this office. Filed chronologically. (Daily, official.) 10 x 14 folders, 2 ft., in drawer of steel filing case. NRS Office. (12)

638. NOTICES OF APPLICANTS NOT CURRENTLY AVAILABLE FOR EMPLOYMENT, Jan. 1936 to date. Forms 324, notices of applicants not currently available for employment. Filed alphabetically. (Daily, official.) 3 x 5 cards, 3 ft., in 5 drawers of steel filing cases. NRS Office. (22)

639. PROJECT FOLDERS FOR FEDERAL CONTRACTS PROJECTS, WPA PROJECTS, OTHER FEDERAL PROJECTS, Feb. 1936 to date. Correspondence on requisitions for workers; Form 401, referral sheets of workers; Forms 501-502, notification of intention to refer relief and nonrelief workers; releases signed by WPA giving NRS permission to refer nonrelief workers. Filed by project number. (Daily, official.) 10 x 14 folders, 5 ft., in 3 drawers of steel filing case. NRS Office. (14)

640. PRIVATE INDUSTRY ORDER CARDS, (?), to date. Forms 315, 316, private industry order cards, showing description of industries in this county and their employment needs. Filed alphabetically. (Daily, official.) 4 x 6 cards, 1 ft., in drawer of steel filing case. NRS Office. (17)

LEWISTOWN

NRS, DISTRICT OFFICE
Post Office Bldg., Market and Wayne Sts.

This office, which does the work for Mifflin, Huntington, and Juniata Counties, was established on Oct. 30, 1933. It had been previously located at the Pennsylvania Railroad Station from Oct. to Nov. 1933, and at 10 N. Dorcas St. from Nov. 1933 to June 1934. No records have been destroyed.

641. CWA (15) FOR HUNTINGDON, MIFFLIN, AND JUNIATA COUNTIES, Oct. 1933 - July 1, 1935. Assignment slips for workers on CWA and RWD projects. Filed numerically. (Semiannually, Official.) 4 x 6 bundles, 8 ft., in 3 boxes on floor. Dirty. R. 201. (16)

642. L-16as, L-5as FOR MIFFLIN, JUNIATA, AND HUNTINGDON COUNTIES, Oct. 1933 - July 1935. Forms L-16a, reclassification or change in work status slips; Form L-5a, assignment and identification slips for persons on CWA projects. Filed numerically. (Semiannually, official.) 4 x 6 paper packages, 5 ft., in 3 drawers of steel filing case and in box on floor. R. 201. (17)

643. NRS Form 4, Oct. 1933 - July 1935. Employee order cards which have been superseded by the USES 315s, showing employer or firm name, type of work done, and type of workers needed; employment record of persons referred to them by NRS, whether accepted or rejected, and reason for rejection. Filed alphabetically. (Semiannually, official.) 4 x 6 cards. 1 ft., in drawer of steel filing case. R. 201. (19)

644. STATISTICAL REPORTS FOR ABOVE COUNTIES, Oct. 1933 - 1935. Forms 300, are daily reports of applicants; Form 301, reports of placements; Form 302, summary sheets of activities. (Monthly, official.) 10 x 14 folders, 2 ft., in transfer case on floor. R. 201. (14)

645. BULLETINS, 1933 to date. Copies of bulletins from the State Director's Office in Harrisburg, nos. 100 to 2198, covering all the different phases of operating NRS offices. 3 x 5 card index. (Daily, official.) 10 x 14 folders, 4 ft., in 2 drawers of steel filing case. R. 201. (23)

646. CORRESPONDENCE, FORMS, REPORTS, Oct. 1933 to date. Correspondence with employers in this District relative to the employment of persons; referral sheets for workers; placement reports of persons by this Department; and clearance bulletins for workers. (Daily, official.) 10 x 14 and 10 x 12 folders and loose-leaf books, 3 ft., in 2 drawers of steel filing case. Hall room. (28)

647. HUNTINGDON COUNTY, 300 FILE, Oct. 1933 to date. Active and inactive registration cards of persons from Huntingdon County registered with this agency, including; Form 311, commercial and professional cards; Form 310, skilled and industrial cards; Form 312, domestic and service cards; Form 326a, farm labor. 3 x 5 card index. (Daily, official.) 5 x 8 cards, 12 ft., in 12 drawers of steel filing cases. R. 201. (2)

648. JUNIATA COUNTY 300 FILE, Oct. 1933 to date. Active and inactive registration cards from persons in Juniata County registered with this agency, including; Form 311, commercial and professional cards; Form 310, skilled and industrial cards; Form 312, domestic and service cards; Form 326a, farm labor cards, 3 x 5 card index. (Daily, official.) 5 x 8 cards, 4 ft., in 5 drawers of steel filing cases. R. 201. (3)

649. MIFFLIN COUNTY 300 FILE, Oct. 1933 to date. Active and inactive registration cards of persons from Mifflin County registered with this agency including; Form 311, commercial and professional cards; Form 310, skilled and industrial cards; Form 312, domestics and service cards; Form 326a, farm labor cards. 3 x 5 card index. (Daily, official.) 5 x 8 cards, 14 ft., in 14 drawers of steel filing cases. R. 201. (8)

650. 325 FILE FOR HUNTINGDON, MIFFLIN AND JUNIATA COUNTIES, 1933 to date. Employer or fim order cards, showing needs of employers with regard to employees, number of workers needed, qualifications, work record of employees referred to these employers, showing whether workers referred were hired or not. (Daily, official.) 4 x 6 loose cards, 2 ft., in 3 drawers of steel filing case. R. 201. (13)

651. CWA PROJECT FOLDERS, Mar. - Dec. 1934. Project folders consisting of referral sheets of workers, requisitions for workers, and correspondence with State Reemployment Office concerning projects. Filed numerically. (Semiannually, official.) 10 x 14 folders, 2 ft., in transfer case on floor. R. 201. (18)

652. INACTIVE RWD PROJECT FOLDERS, June 1934 - July 1935. Correspondence pertaining to RWD projects in the three counties; requisitions for workers for RWD projects; referral sheets for workers; road equipment operators' questionaires; and newspaper advertising copy. (Semiannually, official.) 10 x 14 folders, 3 ft., in 2 drawers of wooden filing case. Hall room. (26)

653. CORRESPONDENCE AND OFFICE ACTIVITIES, Apr. 1934 - Jan. 1, 1936. Correspondence and bulletins from the State Director; Forms SERB 27 and 28 case record cards and changes in these cases. Filed chronologically. (Monthly, official.) 3 x 5 paper packages and 10 x 14 folders, 4 ft., in 2 transfer cases on floor. R. 201. (15)

654. REFERRAL SHEETS FOR THE THREE COUNTIES, Jan. 1934 to date. Referral sheets for workers to various project by NRS. (Daily, official.) 10 x 14 folders, 1 ft. 6 in., in drawer of wooden filing case. Hall room. (27)

655. REPORTS FOR MIFFLIN, JUNIATA, AND HUNTINGDON COUNTIES, Dec. 1935 - Feb. 1936. Form ERA 143, daily and accumulative report of placements in industry by this agency; Form ERA 142, daily accumulative reports of referrals of workers to jobs; Form ERA 145, daily summaries of activities of this agency; Form ERA 146, daily tallies of activities. (Daily, official.) 10 x 14 folders, 9 in., in wooden desk drawer. R. 201. (22)

656. HUNTINGDON COUNTY FERA 600 FILE, Aug. 1935 to date. Forms 600, are certification of eligibility slips; Form 601, notices of case change; and Form 602, cancelations of certifications of eligibility; slips for Huntingdon include active, inactive, and canceled cases. (Daily, official.) 5 x 8 loose slips, 12 ft., in 10 drawers of steel filing cases. R. 201. (1)

657. JUNIATA COUNTY 600 FILE, Aug. 1935 to date. Forms 600, are certification of eligibility slips; Form 601, notices of change; Form 602, and cancelations of certifications of eligibility; these slips include active, inactive, and canceled cases. (Daily, official.) 5 x 8 slips, 4 ft., in 5 drawers of steel filing cases. R. 201. (7)

658. JUNIATA COUNTY 350 FILE, Aug. 1935 to date. Identification cards of persons registered with this agency from Juniata County, showing name, address, classification, and age. (Daily, official.) 3 x 5 cards, 2 ft., in 2 drawers of steel filing case. R. 201. (4)

659. MIFFLIN COUNTY 600 FILE, Aug. 1935 to date. Forms 600, are certification of eligibility slips; Form 601, notices of case change; Form 602, cancelations of certifications of eligibility; slips include active, inactive, and canceled cases. (Daily, official.) 5 x 8 slips, 12 ft., in 10 drawers of steel filing cases. R. 201. (9)

660. NONREGISTERED CARDS FOR THE THREE COUNTIES, Aug. 1935 to date. Record cards of persons in Huntingdon, Mifflin, and Juniata Counties not registered with NRS and yet are on relief, showing address and case number. (Semiweekly, official.) 3 x 5 cards, 1 ft., in drawer of steel filing case. R. 201. (6)

661. PROJECT FOLDERS, Aug. 1935 to date. Requisitions for workers, referral sheets of workers to projects either WPA, PWA, or Bureau of Public Roads projects, and correspondence. Filed numerically. (Daily, official.) 10 x 14 folders, 5 ft., in 3 drawers of steel filing case. R. 201. (21)

662. 350 FILE FOR HUNTINGDON COUNTY, Aug. 1935 to date. Identification cards for persons who have registered with this agency for employment, showing name, address, classification, and age; also cards used for checking pay rolls of men placed on Bureau of Public Roads projects. (Daily, official.) 3 x 5 cards, 6 ft., in 6 drawers of steel filing case. R. 201. (11)

663. 350 FILE FOR MIFFLIN COUNTY, Aug. 1935 to date. Identification cards of persons registered with this office, showing name, address, classification, and age. (Daily, official.) 3 x 5 cards, 5 ft., in 6 drawers of steel filing cases. R. 201. (10)

664. 330 FILE, Sept. 1935 to date. Form 330, card record of firm visits, showing employment needs of firms in this district; Form 331, record cards of openings in private industry in this district. 3 x 5 card index. (Daily, official.) 5 x 8 cards, 2 ft., in 2 drawers of steel filing case. Hall room. (29)

665. 325 SLIPS FOR HUNTINGDON, JUNIATA, AND MIFFLIN COUNTIES, Aug. 1935 to date. Assignment slips placing persons on WPA, PWA, and Bureau of Public Funds projects, are used as rejection slips for those who were not acceptable on the projects to which assigned. Filed numerically. (Daily, official.) 4 x 6 slips, 2 ft., in 4 drawers in steel filing case. R. 201 (12)

666. 324 FILE FOR HUNTINGDON, JUNIATA, AND MIFFLIN COUNTIES, Aug. 1935 to date. Check-up cards sent to persons registered with this agency every 90 days to find out whether the registrants have secured employment elsewhere, or whether they are still seeking work. (Daily, official) 3 x 5 cards, 1 ft. 6 in., in 2 drawers of steel filing case. R. 201. (5)

667. CORRESPONDENCE AND MISCELLANEOUS, Jan. 1936 to date. Forms L-I-35, daily travel reports of employees of this agency; inventories of office supplies; Forms 478, and 477, weekly, monthly, and overtime reports for office employees; transmittal letters for workers; correspondence with State Director and various other county offices; pencil copies of daily interviews of persons and of visits to firms to secure employee needs. (Daily, official.) 10 x 14 folders, 3 ft., in 2 drawers of steel filing case. R. 201. (24)

668. STATISTICAL REPORTS, Aug. 1936 to date. Forms 300, daily reports of applications; Form 301, weekly reports of placements; USES Form 302, summaries of activities; analysis reports of private industry; Bulletin 1687, placement reports of persons on projects from outside county; Form USES 370, notices of transfer to active files of applications for employment; Form 373a, records of re-interviews of registrants with this agency; Form USES 302b, occupational analysis sheets of active file of registrants; reports of workers; summaries of requisitions for workers,

renewals, and placements on Bureau of Public Roads projects; memos to State Director of Relief Unemployables for the three counties; list of relief employables not registered; PWA pay roll inspection reports; daily tally sheets of interviews of applicants for employment. (Daily, official.) 10 x 14 folders, 7 ft., in 4 drawers in steel filing case. R. 201. (20)

LOCK HAVEN

NRS, CLINTON COUNTY OFFICE
First National Bank Building
315 N. Vesper Street

This office of the National Reemployment Service was opened in September 1933 to serve as an employment agency for the Government work program in Clinton County. A small percentage of its patronage is from private industry. There has been no reorganization. For the first seven months of its existence it was located at 19½ East Main St. No relations are maintained with the Washington office except through the State Director at Harrisburg. No records have been destroyed, lost, or shipped to Harrisburg.

669. INDEX TO REGISTRATION CARDS, Sept. 1933 to date. Form USES 321, giving applicants' name, address, telephone number and occupational classification. (Daily, official.) 3 x 5 cards, 10 ft., in wooden card cabinets. R.NRS office main floor. (19)

670. EMPLOYEES' TRAVEL VOUCHERS, Dec. 1933 to date. Treasury Forms 1012a and 1012e, copies of all employees' monthly "public vouchers for reimbursement of travel and other expenses including per diem" and Statements of travel by motor vehicle." Originals to treasury accounts office at Harrisburg. Filed alphabetically each month. (Occasionally, official.) 9 x 12 folder, 3 in., in steel filing case. R.NRS office main floor. (11)

671. DAILY TRAVEL REPORTS, May 1936 to date. Forms NRS L135. Office employees' daily reports of travel performed and reimbursement claimed, indicating also probable whereabouts next two days. Used to prepare monthly travel vouchers. Filed chronologically and alphabetically. (Daily, official.) 9 x 12 folder, 1 in., in steel filing case. R.NRS office main floor. (4)

672. CORRESPONDENCE, GENERAL, Sept. 1933 to date. Correspondence with local and State NRS, WPA, and SERB officials, and with private employers and applicants regarding labor needs, requisitions, eligibility, availability, complaints. Filed chronologically, incoming and outgoing together. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in steel filing case. R.NRS office main floor. (1)

673. CORRESPONDENCE, PROJECT, Sept. 1934 to date. Correspondence with WPA, SERB and applicants regarding labor needs, requisitions, eligibility, availability, referrals, assignments, rejections, in cases involving a particular project. Filed by project number. (Frequently, official.) 9 x 12 folders, 4 ft., 6 in., in steel filing case. R.NRS office main floor. (9)

674. CORRESPONDENCE, CLEARANCES, Oct. 1936 to date. Correspondence with the State and other district NRS and Federal -State directors regarding the availability of special kinds of labor inquired about in cases where this or another local employment agency cannot satisfy a requisitioning officer. (Frequently, official.) 9 x 12 folder, 1 in., in steel filing case. R.NRS office main floor. (12)

675. APPLICATION AND PLACEMENT STATISTICS, July 1934 to date. Interviewers' daily tabulations of applications, interviews, reinterviews, placements, withdrawals; and weekly consolidations of the same statistics, originals to State NRS office. Filed chronologically. (Daily, official.) 9 x 12 envelopes, 2 ft. 6 in., in steel filing case and pasteboard transfer case. R.NRS office main floor. (14)

676. OVERTIME, ABSENCES, AND ATTENDANCE RECORDS, July 1936 to date. Copies of monthly reports of emergency overtime, of semimonthly reports on cumulative leaves of absence, and weekly reports on attendance, on all office employees of this agency, originals to the State NRS office, all overtime and absences indicated and explained in detail. (Frequently, official.) 9 x 12 folder, 1 in., in steel filing case. R.NRS office main floor. (13)

677. ANALYSES OF ACTIVITIES, PRIVATE INDUSTRY, Oct. 1936 to date. Copies of weekly reports to NRS State Director on the number of new applications, interviews, reinterviews, withdrawals, assignments, reassignments, in connection with private industry. Filed chronologically. (Frequently, official.) 9 x 12 folder, 1 in., in steel filing case. R.NRS office main floor. (8)

678. ANALYSES OF ACTIVITIES, WORK RELIEF, Oct. 1936 to date. Copies of weekly reports to NRS State Director on the number of new applications, interviews, reinterviews, withdrawals, assignments, reassignments, in connection with WPA program. Filed chronologically. (Rarely, official.) 9 x 12 folder, 1 in., in steel filing case. R.NRS office main floor. (7)

679. REGISTRATION CARDS, Sept. 1933 to date. Forms USES 310 Industrial, 311 Professional and clerical, 312 Domestic, and 326a Agricultural, registration cards of all applicants, giving brief personal, educational, and employment history, with space onreverse side for office record of referrals and placements. Filed by industrial code number. 3 x 5 card index. (Daily, official.) 5 x 8 cards, 22 ft., in wooden card cabinets and transfer case. R.NRS office main floor. (20)

680. LABOR ORDER CARDS, Nov. 1933 to date. Forms USES 315 General and 316 Domestic and institutional, office summaries of labor requisitions, showing quantity, duties, required experience and education, sex, age, personality, other special qualifications demanded, hours, wages, probable duration of employment; records of referrals and placements on reverse side; prepared on both public and private requisitions. Filed by project number or employer's name. (Frequently, official.) 4 x 6 cards, 4 ft., in steel card cabinets. R.NRS office main floor. (16)

681. PROJECT LABOR FILE, Nov. 1933 to date. Forms WPA 401 and SES 104, requisitions for labor from work projects and private industry, showing in some detail the amount, qualifications, and duties of the labor needed, also typewritten lists of persons referred, filed by project number and employer's name, these requisitions are summarized on Forms USES 315 and 316 for ready reference. (Frequently, official.) 9 x 12 folders, 3 ft., in steel filing case. R.NRS office main floor. (21)

682. ASSIGNMENT SLIPS, Dec. 1933 to date. Form USES 325, copies of the forms used to certify the assignments of referred applicants to work relief projects, principally CWA, RWD, LWD, and WPA. Form indicates assigned worker's name, address, identification and relief case numbers, labor classifications, hours of labor, wages, assignment date and location, and foreman's name. Filed by identification number. (Frequently, official.) 3 x 5 paper slips, 12 ft., in wood card cabinets. R.NRS office main floor. (15)

683. PRIVATE INDUSTRY FILE, Feb. 1934 to date. Form USES 332, index cards to all industrial forms in Clinton County, giving name, address, telephone number and industrial classifications; Form USES 330, card reports, on visits to private firms to solicit patronage, giving in some detail quantity and types of labor employed, seasonal employment, employment policy, conditions of plant, attitude toward public employment service, possible openings, and Form USES 331, card records of labor orders from private industry and of the referrals and placements resulting therefrom. Forms filed together alphabetically by firm name. (Frequently, official.) 5 x 8 cards, 7 in., in card cabinet. R.NRS office main floor. (17)

684. ELIGIBILITY RECORDS ON RELIEF FAMILIES, Sept. 1934 to date. Form FERA 150, office records indicating each relief family, females, males, youths for part time NYA work, and total eligible, ineligible, registered, not registered, referred, awaiting referral, assigned, and unassigned. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 5 in., in vault. R.NRS office main floor. (5)

685. RELIEF AND WORK STATUS SLIPS, Sept. 1934 to date. Forms FERA 600 Certifications of eligibility, 601 Notices of case change, 602 Cancelations of eligibility, all issued by SERB to notify NRS concerning eligibility of relief clients for public work relief; Forms WPA 402 Reassignment slips, 403 Notices of change in work status, and 404 Reclassification slips, all issued by WPA to certify changes in assignment, termination of employment, or changes in hours, wages or title, respectively; and Forms USES 340 Notices of placement and 360 Notices of failure to report or refusal to accept referral issued by NRS to SERB to

effect proper alterations in relief status. Filed alphabetically. (Frequently, official.) 3 x 5 and 4 x 6 paper slips, 10 ft., in wooden card cabinets. R.NRS office main floor. (2)

686. IDENTIFICATION CARDS, July 1935 to date. Form USES 350, office copies of cards furnished all applicants to identify themselves at future interviews, showing identification number, name, address, age, height, weight, primary and secondary labor classification, and interviewer's name. Filed alphabetically. (Frequently, official.) 3 x 5 cards, 7 ft., in steel card cabinets. R.NRS office main floor. (18)

687. NOTICES OF TRANSFER, Mar. 1936 to date. Form USES 370, office copies of notices to SERB, WPA and applicants that registration is no longer considered inactive, owing to reapplication, termination of employment, reestablishment of relief eligibility. Filed alphabetically. (Frequently, official.) 9 x 12 folder, 1 in., in steel filing case. R.NRS office main floor. (3)

688. PWA PERSONNEL, Apr. 1936 to date. Forms NRS 1637, personnel and assignment records on all PWA employees, showing name, address, project assignment, labor classification, union membership, hours and wages, relief status, employment history. Filed alphabetically with special folder for those assigned to out of county projects. (Rarely, official.) 9 x 12 folder, 1/2 in., in steel filing case. R.NRS office main floor. (6)

689. DAILY RE-INTERVIEW TABULATIONS, Oct. 1936 to date. Form NRS 373 Record of re-interviews, office records of daily re-interviews of applicants, showing the resultant changes in occupational classifications. Used to revise registration cards and the index to them. (Frequently, official.) 9 x 12 folders, 4 in., in steel filing case. R.NRS office main floor. (10)

NEW CASTLE

FEDERAL STATE DISTRICT EMPLOYMENT OFFICE
Johnson Bldg., East Washington St. and Neshannock Ave.

This office for Lawrence County was established October 1933. It has functioned in the employment of those employed for the public works program in Lawrence county in a manner similar to the NRS offices in other districts. NRS and USES forms are used in the official transactions of business pertaining to the office. According to arrangements soon to be put into force, this office will be reorganized under Federal control instead of under the State Federal control. No important reorganizations have taken place since the agency was established.

None of the records have been destroyed or lost, there are no useless papers. No records are forwarded to Washington; reports and other data are sent to the Employment Offices at Harrisburg.

690. INDEX TO WOMENS' REGISTRATION CARDS, Oct. 1933 to date. Form LIBE-104 index to all active, inactive and dead registrations, giving name, address, identification number and occupational classification of women applicants for employment. (Daily, official.) 3 x 5 cards, 4 ft., in steel filing case. R. 201. (15)

691. INDEX TO MEN'S REGISTRATION CARDS, Oct. 1933 to date. Form LIBE 104. Index to all active, inactive and dead registrations, showing name, address, identification number and occupational classification. Filed alphabetically. (Daily, official.) 3 x 5 cards, 16 ft., 6 in., in steel card cabinets. R. 207. (35)

692. ANALYSIS OF FORM 600 FILE, Oct. 1933 to date. Copies of weekly report forms PSES AN-600 to State Employment office at Harrisburg, indicating total net case load in the district, also number of cases having men and women working on various projects and also number not working. (Frequently, official.) 9 x 12 folders, 3 in., in steel filing case. R. 201. (13)

693. ASSIGNMENT SLIPS, RWD AND LWD, Apr. 1934 - July 1935. Form WD L5a copies of assignment and identification cards used to assign persons to work division projects, giving case name, employee's name and address, project number, location and time to report, rate of pay, and person designated as case name to whom wages were assigned by worker. (Rarely, official.) 4 x 6 slips in bundles, 6 ft., on wooden shelves. R. 207. (25)

694. ASSIGNMENT SLIPS, ACTIVE, Aug. 1935 to date. Form USES 325, used to assign person to works program projects, showing employee's name, address, identification or case number, occupation and code, rate of pay, and name of project and location. Filed alphabetically. (Frequently, official.) 4 x 6 slips, 5 ft., in steel card cabinet. R. 207. (2)

695. FREIGHT BILLS, Oct. 1933 to date. Railroad freight bills for shipments of supplies and equipment received. (Occasionally, official.) 9 x 12 folders, 1 in., in steel filing case. R. 201. (9)

696. CANCELATIONS OF ELIGIBILITY, Aug. 1935 to date. Forms FERA 602, from local relief agency, and WPA 2-602, from county WPA office, giving case name, address, case number, and reason for discontinuance of relief or of work on works projects. Form 600 Certification of eligibility is attached to these cases. Filed alphabetically. (Frequently, official.) 5 x 8 slips, 6 ft. 6 in., in steel card cabinet. R. 207. (5)

697. CERTIFICATES OF ELIGIBILITY, ACTIVE, Aug. 1935 to date. Form FERA 600, sent to this office by the local relief agency certifying relief district, county, case number and number of persons in case with names of persons in family available for work. Filed alphabetically. (Daily, official.) 5 x 8 slips, 5 ft., in steel card cabinets. R. 207. (38)

698. CERTIFICATE OF ELIGIBILITY, PENDING OR CLOSED, Aug. 1935 to date. Form FERA 600, from relief agency to certifying relief case as eligible for work program which are pending re-assignment or closed, showing case name, case number, address, relief district, county, number of persons in family and names of persons available for employment. Filed alphabetically. (Frequently, official.) 5 x 8 slips, 3 ft., in steel card cabinet. R. 207. (4)

699. CHANGE OF ADDRESSES,n.d. Lists of persons who have moved from former address, giving person's name, former address and new address, Used to keep records to date. (Occasionally, official.) 10 x 12 folders, 1/4 in., in steel filing case. R. 207. (31)

700. EXPENSE ACCOUNTS, Oct. 1933 to date. Copies of Form BB 246a, travel expense account and travel voucher 1012a sent to Harrisburg office for reimbursing travel expenses of the district Supervisor and NRS interviews. (Occasionally, official.) 9 x 12 folders, 2 in., in steel filing case. R. 201. (21)

701. IDENTIFICATION CARDS, July 1935 to date. Form USES 350, copies of cards furnished registrants to identify themselves at future interviews, indicating applicant's name, address, age, height, weight, identification number, occupational classification, registration date, and name of interviewer. Filed by identification number. (Daily, official.) 3 x 5 cards, 13 ft., in steel card cabinets. R. 207. (34)

702. NOTICES OF CASE CHANGE, RWD AND LWD, Apr. 1934 - July 1935. Form SERB 281, received from local relief agency, denoting change in relief case, giving name and address, case number, and whether an addition or substraction in employables in case. Filed alphabetically. (Rarely, official.) 4 x 6 slips, 4 ft., in pasteboard boxes. R. 207. (26)

703. NOTICES OF CASE CHANGES, Aug. 1935 to date. Forms FERA 601, from relief agency and WPA 2-601, from WPA county, office, giving changes in relief cases, showing case name, address or new address, case number, old and new relief district, number of persons in case, and changes in lists of eligible persons in case. Filed alphabetically. (Frequently, official.) 5 x 8 slips, 6 ft., 6 in., in steel card cabinet. R. 207. (6)

704. PLACEMENT AND REFERRAL RECORD, Nov. 1933 to date. Record form USES 315, showing the names and occupations of persons sent to private industry by request, and name and address of firm or individual making request. This relates to men only. (Daily, official.) 3½ x 5 cards, 3 in., in steel filing case. R. 201. (18)

705. PLACEMENT AND REFERRAL RECORD, WOMEN, Nov. 1933 to date. Record form USES 316, showing names and occupations of persons sent to private industry by request, and name and address of firm or individual making request. This relates to women only. (Daily, official.) 3½ x 5 cards, 1 ft., in steel filing case. R. 201. (19)

706. RE-ASSIGNMENT SLIPS, ACTIVE, Aug. 1935 to date. Form WPA 402, sent to this office by WPA county offices to re-assign workers to work project program, giving person's name, address, identification and case numbers, occupation, rate of pay, and name and location of project. Filed alphabetically. (Frequently, official.) 4 x 6 slips, 3 in., in steel card cabinets. R. 207. (1)

707. RECLASSIFICATION SLIPS, Aug. 1935 to date. Copies of Form WPA 404 sent to this office by the WPA District Office when reclassifying employee's occupational classification, giving employee's name, address, case and identification number, project number, former and new classification, and rate of pay. Filed alphabetically. (Frequently, official.) 4 x 6 slips, 8 in., in steel card cabinets. R. 207. (43)

708. WOMEN'S REGISTRATION CARDS, ACTIVE, Oct. 1933 to date. Forms USES 310, Professional and clerical; USES 311, Domestic giving brief personal history, educational qualifications, and employment record of women applicants for employment. Indexed. (Daily, official.) 5 x 8 cards, 4 ft., in steel filing case. R. 201. (16)

709. WOMEN'S REGISTRATION CARDS, INACTIVE, Oct. 1933 to date. Forms USES 310 Professional and clerical and 311 Domestic, giving brief personal history, educational qualifications, and employment record of women applicants for employment who are working on works projects or in private employment. Indexed. (Daily, official.) 5 x 8 cards, 4 ft., in steel filing case. R. 201. (17)

710. ACTIVE REGISTRATION CARDS, MEN'S, Oct. 1933 to date. Form USES 310 Industrial, 311 Clerical and professional, and 312 Service workers, giving brief personal history, employment record, educational qualifications, and placements and referral record. Filed by occupational classification. Indexed. (Daily, official.) 5 x 8 cards, 7 ft., in steel card cabinets. R. 207. (36)

711. INACTIVE REGISTRATION CARDS, MEN'S, Oct. 1933 to date. Inactive registration cards on Form USES 310 Industrial, 311 Clerical and professional, and 312 Service workers, giving brief personal history, employment record, educational qualifications, occupational classification, and placement and referral record for male applicant's cases which have been closed by relief agency, WPA, or have not contacted office over a four month period or made no response to card mailed to him. Filed by occupational classification. Indexed. (Frequently, official.) 5 x 8 cards, 13 ft., in steel card cabinets. R. 207. (33)

712. ANALYSIS OF ACTIVE REGISTRATION CARDS, Dec. 1936 - Mar. 1937. Copies of reports sent to State Director at Harrisburg, giving summary analysis of active file by identification numbers. (Officially, official.) 10 x 12 folders, 1/4 in., in steel filing case. R. 207. (39)

713. RELIEF STATUS SLIPS, ACTIVE AND SUBSEQUENT, Jan. 1936 to date. Form FERA 600 Certification of eligibility from local relief agency, for persons who are awaiting initial assignment for whom no work has been established, or who have been certified after the last limitation date. Filed by political subdivision and alphabetically. (Frequently, official.) 5 x 8 slips, 5 in., in steel card cabinet. R. 207. (3)

714. INTERNAL STORES REQUISITION, Oct. 1933 to date. Copies of form BB 274d, sent to State office, requesting supplies and equipment, indicating the article and quantity wanted, unit price, amount, and date of delivery. (Frequently, official.) 9 x 12 folders, 2 in., in steel filing case. R. 201. (10)

715. REQUISITIONS FOR WORKERS, RWD AND LWD PROJECTS, Apr. 1934 - July 1935. WD Form L-2a, requisitions from works division for workers, giving occupational classifications to fill, number of persons to report, location of project, requisition number with transmittal letter attached thereto. (Rarely, official.) 9½ x 11 folders, 4 in., in steel filing case. R. 207. (23)

716. REQUISITIONS FOR WORKERS, Aug. 1935 to date. Form WPA 401, from WPA offices' contractors requesting workers for various types of occupations, giving project number, occupations open and number of workers, and transmittal letters attached to requisitions. Filed by project number. (Frequently, official.) 10 x 12 folders, 2 ft., in steel filing case. R. 207. (40)

717. TELEGRAMS, Oct. 1933 to date. From the Harrisburg employment office, relating to procedure. (Occasionally, official.) 9 x 12 folders, 1/2 in., in steel filing case. R. 201. (14)

718. TERMINATION OF WORK SLIPS, Jan. 1937 to date. Form WPA 403, issued by WPA county office, giving person's name, address, identification and case numbers, project number, and reason for release from works project program. Filed alphabetically. (Frequently, official.) 4 x 6 slips, 4 in., in steel card cabinet. R. 207. (28)

719. TRANSMITTAL SHEETS, Sept. 1935 to date. Transmittal sheets from local relief agency and WPA County office for Forms FERA 600 Certification of eligibility, FERA 601 Notice of case change, FERA 602 Cancelation of eligibility WPA 2-601 Notices of case change and WPA 2-602 Cancelation of eligibility, used as receipt for forms received. (Frequently, official.) 10 x 12 folders, 1 ft., in steel filing case. R. 207. (7)

720. VISITATION REPORTS, Jan. 1936 to date. Form USES 330, interviewer's record of visits made to private firms, requesting them to use the NRS. Forms list name and address of firm, products, or service, and industrial classification. (Frequently, official.) 5 x 8 cards, 1 ft., in steel filing case. R. 201. (20)

721. WORKS DIVISION RECORDS, 1934 - 1935. Correspondence, transmittal letters, requisitions for workers, statistical records and miscellaneous papers, all pertaining to RWD and LWD work projects. (Rarely, official.) 10 x 12 folders, 7 ft., in pasteboard boxes. R. 207. (27)

722. WORK STATUS SLIPS, INACTIVE, Aug. 1935 to date. WPA Form 402 Reassignment slips, 403 Termination of employment, and 404 reclassification slips, of persons who are not working on works projects program, giving persons' name, address, identification and case numbers, and name and location of project. Filed alphabetically. (Occasionally, official.) 4 x 6 bundles, 9 ft. 8 in., on wooden shelves in cupboards. R. 207. (32)

723. LIST OF WORKD WAR VETERANS, n.d. List of World War Veterans in this district, giving veteran's name and address. (Frequently, official) 10 x 12 folders, 1/4 in., in steel filing case. R. 207. (30)

724. CORRESPONDENCE, Oct. 1933 to date. Correspondence with Division of Employment at Harrisburg, district official, Social Security Board, State emergency relief board offices, and individuals. (Occasionally, official.) 9 x 12 folders, 4 ft., in steel filing case. R. 201. (8)

725. CORRESPONDENCE, BULLETINS, Oct. 1933 to date. Copies of letters from the district supervisor pertaining to administration and works program employment, filed with bulletins from the State Director at Harrisburg regarding procedure, rules and regulations. (Frequently, official.) 10 x 12 folders, 1 1/2 in., in steel filing case. R. 207. (37)

726. NRS WEEKLY REPORT, Oct. 1933 to date. Copies of weekly attendance report, USES 478, sent to NRS office at Harrisburg, listing the names and attendance record of all administrative employees. (Occasionally, official.) 9 x 12 folders, 3 in., in steel filing case. R. 201. (11)

727. ABSENTEE REPORT, Oct. 1933 to date. Copies of weekly forms, BB-41, sent to State Director's office at Harrisburg, showing the name, the time lost, and reason for same, for State employees only. (Frequently, official.) 9 x 12 folders, 2 in., in steel filing case. R. 201. (22)

728. OLD STATISTICAL REPORTS, 1934 - 1935. Weekly reports sent to State Director at Harrisburg, giving summary of work activities performed by this office, showing number of referrals, placements, interviews, registrations and requisitions. (Rarely, official.) 8½ x 11 bundles, 6 in., on wooden shelf in wooden cupboard. R. 207. (24)

729. REFERRAL PROGRESS REPORT, July 1935 to date. Copies of daily PSES-#2 reports sent to Harrisburg, showing the number of requisitions received, the number of persons requisitioned and referred and number available from relief and nonrelief rolls. (Frequently, official.) 9 x 12 folders, 2 in., in steel filing case. R. 201. (12)

730. REPORTS OF RELIEF CASE BALANCES, Nov. 1935. Form WPA 302, sent in by WPA District office, indicating the balance of relief cases from which one member of case is available for referral with additions and substractions from previous totals. (Rarely, official.) 10 x 12 folders, 1/2 in., in steel filing case. R. 207. (29)

731. PERPETUAL INVENTORY, REGISTRATIONS, Nov. 1935 to date. Weekly reports sent to State Director at Harrisburg on USES Form 300, showing occupation classification, sex, and industrial code of registrant. (Frequently, official.) 5 x 8 bundles, 6 in., in steel filing case. R. 207. (41)

732. STATISTICAL REPORTS, 1936 to date. Forms USES 300 Daily reports of applications, 302, Report of placements, I T S Interviewers tally sheets, and old form Report of activities of employment office, sent weekly to State Director at Harrisburg, giving summary of work performed. (Frequently, official.) R. 207. (42)

NORRISTOWN

NRS, MONTGOMERY AND BUCKS COUNTY OFFICE
Old Post Office Bldg., Main and Barbadoes St.

This office of the National Reemployment Service was established in 1933. All the records of this office are kept for future reference, and none are considered useless.

733. ANALYSIS OF PRIVATE INDUSTRY ACTIVITIES, 1933 to date. Showing individual code numbers, industrial classifications, openings carried forward, new openings, field visits, referrals, canceled openings, placements, and unfilled openings pending. (Daily, official.) 8 x 10½ folders and papers, 15 ft., in 7 cardboard boxes. 1st floor. (9)

734. APPLICANTS' IDENTIFICATION CARDS, 1933 to date. Forms 350, applicants' identification cards issued by the Department of Labor, showing identification number, name and address of applicant, age, height, weight, classification, and registration date. Filed alphabetically. (Daily, official.) 3 x 5 cards, 73 ft., in 52 drawers of steel filing cases. 1st floor. (17)

735. BULLETINS 1687, 1933 to date. Showing names of persons working on WPA projects under the ERA Act who are not residents within the same county in which project is operating; showing project docket number, name of persons, street, town and county, occupation, predesignated, and union or nonunion. (Daily, official.) 8½ x 11 bundles, 1 ft., on floor. 1st floor. (16)

736. CERTIFICATION OF ELIGIBILITY, BUCKS COUNTY, 1933 to date. Applications for jobs, showing case number, name, address, relief district, county, race, sex, color, number of persons in family and relationship, date of birth, occupation, and comments. (Daily, official.) 5 x 8 separators, 20 ft., in 14 drawers of steel filing cases. 1st floor. (12)

737. CERTIFICATION OF ELIGIBILITY, MONTGOMERY COUNTY, 1933 to date. Showing applicants' case number, name, address, relief district, county, race, color, numer of persons in family and relationship, date of birth, sex, occupation, and comments. (Daily, official.) 5 x 8 separators, 50 ft., in 36 drawers of steel filing cases. 1st floor. (13)

738. DAILY REPORT OF APPLICATIONS, 1933 to date. Forms 300, daily reports of applications issued by the Department of Labor, showing the sheet number, division, name of office, name of interviewer, applicants' certification number, occupation, and miscellaneous remarks. Filed alphabetically. (Daily, official.) 5½ x 8 paper packages, 8 ft., on floor. 1st floor. (14)

739. DAILY REPORTS OF ACTIVITIES OF THE NRS, 1933 to date. Showing date, name of county, number of visits, orders, referrals, and placements in provate industries and projects, file number, active file balance, number of interviews dealing with new registrations, re-instatements and renewals. (Daily, official.) 9 x 15 folders, 12 ft., in wooden boxes. 1st floor. (8)

740. DAILY REPORTS OF OPENINGS, 1933 to date. Daily reports of openings issued by the Department of Labor, showing date, sheet number, name of office, employers' and applicants' names, occupation of applicant, opening number, duration of employment, sex, age, color, veteran status, daily pay, and weekly income. (Daily, official.) 8½ x 11 folders and papers, 7 ft., in 4 drawers of steel filing case. 1st floor. (18)

741. DAILY TALLY SHEETS, 1933 to date. Showing the county in which interview was held, date of interview, and activities, such as new applications, reregistration, renewals, applications transferred, placement of local applicants, applications canceled, referrals, relief placements, and firm visitis. (Daily, official.) 9 x 15 folders and 8½ x 13 papers, 5 ft., in 3 cardboard boxes. 1st floor. (7)

742. OCCUPATIONAL AND CLASSIFICATIONS CARDS, BUCKS COUNTY, 1933 to date. Showing name, address, county, work qualified for, description of applicant, occupation, and employment record. (Daily, official.) 5 x 8 separators, 62 ft., in 44 drawers of steel filing cases. 1st floor. (10)

743. OCCUPATIONAL AND CLASSIFICATION CARDS, MONTGOMERY COUNTY, 1933 to date. Showing name, address, county, work qualified for, description of applicant's occupation, and employment record. (Daily, official.) 5 x 8 separators, 45 ft., in 32 drawers of steel filing cases. 1st floor. (11)

744. REPORT OF PLACEMENTS, 1933 to date. Form 301, report of placements in regular employment issued by the Department of Labor, showing code number, division or district, name of office, name of interviewer, by whom report was compiled, kind of entry, name of employer, applicant's occupation, identification number, date of birth, weekly wage, and number of hours worked. (Daily, official.) 8 x 10½ papers and folders, 6 ft., in 4 drawers of steel filing case. 1st floor. (15)

OIL CITY

NRS, DISTRICT OFFICE
First National Bank Bldg., Seneca and Center Sts.

This office of the National Reemployment Service was established October 1933 and covers Clarion, Crawford, Forest, Venango, and Warren Counties. There have been no reorganizations since its establishment and they have occupied the same location at Seneca and Center Sts. No records have been lost or destroyed and they have no so-called useless papers. All records are kept in storage files, those pertaining to superseded programs, such as CWA and RWD, are still kept for referral from Harrisburg if necessary. No reports are sent to Washington; all reports and contracts are with the State Director, Harrisburg.

745. BULLETINS, Oct. 1933 to date. Instructions, memoranda, etc., regarding United States Employment Service and National Reemployment Service and other cooperating agencies, WPA and SERB. Alphabetically indexed, and filed numerically. (Daily, official.) 3 x 5 x 16 cards, and 8 x 10½ loose forms, 2 ft. 7 in., in steel card file and cabinet. Office District Manager. (35)

746. IDENTIFICATION NUMBERS (CWA and RWD), Oct. 1933 - Oct. 1934. Identification numbers of persons eligible for work from relief rolls. (Rarely, official.) 9 x 12 envelopes, ½ in., filed by county in one pasteboard box. Closet. (69)

747. NRS REGISTRATION CARDS, Oct. 1933 - Nov. 1935. Form 1, personal information and future employment records. (Rarely, official.) Filed alphabetically, 5 x 8 cards, 5 ft., in transfer cases 8½ x 24 x 6. R. 13. (64)

748. INDUSTRIAL CLASSIFICATION CARDS, REQUISITIONS, AND REFERRAL LISTS, Dec. 1933 - Dec. 1934. Requisitions for workers on various projects; referrals of men on these requisitions. Numerically filed by project number. (Rarely, official.) 9 x 12 folders, 1 ft. 6 in., in pasteboard boxes. R. 13. (67)

749. MISCELLANEOUS PAPERS PERTAINING TO VARIOUS RWD PROJECTS, Dec. 1, 1933 - Dec. 1, 1934. Industrial classification cards, requisitions, and referral lists; requisitions for workers on various projects and referrals of men on these requisitions. Filed numerically by project number and county. (Rarely, official.) 9 x 12 folders, 1 ft. 6 in., in pasteboard boxes. R. 13. (62)

750. MISCELLANEOUS PAPERS, CWA PROJECTS, Dec. 1, 1933 - Jan. 1, 1935. Proposals, reports, pay roll sheets, referral lists from NRS, correspondence with agencies (Forest Service), State Department, private industry, or contractors to NRS relative to personnel; types of projects; road, bridge or dam construction. Educational, forest service, repairs, social, historical and business surveys; circular bulletin requisition for workers referral lists from NRS, reclassification lists, miscellaneous correspondence with State Director of NRS, and approval of projects. Filed by subject classification, and by counties. (Rarely, official.) 9 x 12 folders 6 ft. 8 in., in pasteboard boxes. R. 13. (61)

751. DAILY TALLY SHEETS, VENANGO COUNTY, Jan. 1, 1934 - June 30, 1934. Forms USES 303a, and 303b; weekly report (daily tabulations) with a recapitulation sheet, regarding industrial classifications, openings, number of veterans registered and place, total field visits (new and old employes). Filed chronologically. (Rarely, official.) 11½ x 9, sheets clipped to folders, 1 in., in drawer metal filing case. R. 9. (58)

752. MISCELLANEOUS CORRESPONDENCE, CLARION AND WARREN COUNTIES, Jan. 1, 1934 - June 1935. Copies of referrals, weekly pay rolls, comptroller's #2225 fund bills approved, paid; files on Bureau of Rehabilitation, Public Health Department, Local Works Director, Relief Works Division, WPA Administrator, timekeepers; list of relief employables; and data on reasons for persons not reporting for work and transmittals. (Rarely, official.) 9 x 12 folders, 5 ft., in pasteboard boxes.

753. RECORDS OF REFERRALS, Jan. 1934 - June 1935. Form NRS 4, records of referrals and orders on RWD Projects. Filed alphabetically. (Rarely, official.) 4 x 6 cards, 1 ft. 3 in., in 1 drawer metal card cabinet. R. 12. (50)

754. CORRESPONDENCE, BULLETINS, AND REPORTS,(VENANGO COUNTY), April 1934 - Dec. 1935. Records showing balance of relief cases from which one member of the family case is available for referrals to projects; USES 302, WPA, semimonthly report relief statistics; unemployables on relief; analysis of qualified persons to work on PWA Highway projects; bulletins on old RWD procedure; bulletins regarding RWD - weekly report; statistical report bulletins; general bulletins NRS, veterans' weekly report #139a, accumulative registration placement. (Rarely, official.) 11½ x 9 folders, 12½ in., in drawer metal filing case. R. 9. (52)

755. MISCELLANEOUS CORRESPONDENCE, Apr.1, 1934 - June 1, 1935. Requests for men for work on state highway projects, (referral lists from NRS and placement lists). Filed numerically as to classification system and separately as to counties. (Rarely, official.) 9 x 12 folders, 3 ft. 2 in., in pasteboard boxes. R. 13. (59)

756. TRANSMITTALS, Apr. 1934 - Aug. 1934. Form SERB #27, reinstatements, dismissals, active, eligible, noneligible, for work relief. (Rarely, official.) 8½ x 10½ loose sheets, 2 in., on spindle file. Closet. (70)

757. REPLY CARDS RETURNED, CLARION AND WARREN COUNTIES, June 1934 - Feb. 1935. Form USES 324, reply from persons addressed, regarding employment status. (Frequently, official.) 3 x 5 bundles, 8 ft., in one drawer metal cabinet 5 x 16 x 4 and in pasteboard boxes. R. 13. (68)

758. DAILY REPORT OF APPLICATIONS OR ACTIVITIES, DISTRICT 12, July 1, 1934 to date. Form USES 300, chart; tabulations in Code. Information regarding kind of entry, identification number, code number, industrial, occupational, sex, year of birth, color, veteran, length of unemployment, miscellaneous. Includes duplicate typewritten report and original work sheet. Filed chronologically and separately by counties. (Daily, official.) 11½ x 9 folder, 14 ft., in 7 drawers metal filing case. R. 9. (55)

759. REPORTS OF SERB, Aug. 1934 - June 1935. Form 29, occupational classification of relief employables. Filed alphabetically. (Rarely, official.) 8½ x 14 loose-leaf books, 7 in., in pasteboard boxes.

760. FIRM VISIT REPORTS, Sept. 1, 1934 - Jan. 1, 1935. Stating the name of firm, address, person interviewed, industry, type of organization, kind of work, wages, promotional opportunities, special qualifications desired, etc., and notation of applicants referred. (Rarely, official.) 8½ x 11 sheets, 1 ft. 5 in., in pasteboard box top of wooden cupboard. R. 12. (47)

761. MISCELLANEOUS PAPERS PERTAINING TO VARIOUS RELIEF WORKS DIVISION PROJECTS, Oct. 1934. WD Form L2a, requisitions for workers; WD Form L5T, transmittals of referrals for certification; and correspondence. (Rarely, official.) 9 x 12 folders, 3 ft. 4 in., in pasteboard boxes. R. 13. (63)

762. ANALYSIS OF ACTIVE REGISTRANTS, Dec. 1934. Report of active registrants segregated as to male and female, relief and nonrelief, occupational classification prepared by NRS and SES for statistical purposes. (Rarely, official.) 8½ x 14 loose-leaf books, 1 in., in pasteboard boxes. R. 13. (65)

763. ALPHABETICAL CODE FOR INDUSTRIAL FILE, Jan. 1935 to date. Form USES 332, card code for industrial file. Office record tabulating in code as to type of men required in each industry. Filed alphabetically. (Frequently, official.) 3 x 5 cards, 10 in., in one drawer metal card cabinet. R. 12. (46)

764. REASSIGNMENT SLIPS, WPA, Jan. 1, 1935 to date. Forms 402, 403, and 404, covering reassignments, change in work status and reclassification work. Filed alphabetically, and separately by county. (Daily, official.) 4 x 6 clipped slips, 1 ft. 5 in., in 6 drawers metal card cabinet. R. 12. (42)

765. REEMPLOYMENT RECORD, PRIVATE INDUSTRY, Jan. 1, 1935 to date. Form 330, United States Employment Service, listing type of industry, type of employment, particulars as to shop management, such as hours of labor, vocation, overtime, student and apprentice training, present office force; products of plant and industrial classification; summary

766. VACANCIES IN PRIVATE INDUSTRY, Jan. 1, 1935 to date. Forms USES 315, and 316 listing openings in private industry for male or female workers, describing the type of work to be performed and type of work desired. Filed numerically as to industry code number, and separately by counties. (Frequently, official.) 4 x 6 cards, 4 ft., 7 in., in 4 drawers metal cabinet. R. 12. (48)

767. ASSIGNMENT SLIPS, WPA, Jan. 1, 1935 to date. Form USES 325, assignment to project, information as to place, time and person to report, rate of pay, relief certification, identification number and previous assignment to WPA. Filed numerically and separately by county. (Daily, official.) 4 x 6 clipped slips, 20 ft., in 10 drawers metal filing cases. R. 12. (41)

768. DESIGNATED RELIEF EMPLOYABLE PERSONS REGISTERED WITH NATIONAL REEMPLOYMENT SERVICE, June 1935. Listing names of persons, case numbers chronologically. Filed alphabetically. (Rarely, official.) 8½ x 14 loose-leaf books, 2 in., in pasteboard boxes. R. 13. (66)

769. INTERVIEWERS' DAILY TALLY SHEET, July 1, 1935 to date. Information concerning registrations, new applications, renewals, applications transferred, placements (local applicants), transfers, applications canceled, applications transferred out, referrals, reinterviews, relief placements, firm visits, miscellaneous work sheets, includes total (men, veterans and women) interviewed, (name list sheet). (Rarely, official.) 8½ x 13 clipped sheets to folders, 3 3/4 in., in 7 drawers metal filing cases. R.9. (54)

770. REPORT OF ADDITIONS AND SUBTRACTIONS, DISTRICT #12, July 1, 1935 to date. Form USES 305, Chart: tabulation in code, information regarding Additions: entry, identification number, SUBTRACTIONS: entry, identification numbers; duplicate typewritten report and also original work sheets of recent date; Reemployment applications. Filed in chronological order and separately by county. (Frequently, official.) 11½ x 9 and 5½ x 8 sheets clipped to folders, 14 ft., in 7 drawers metal filing cases. R. 9. (57)

771. PRIVATE INDUSTRY REFERRAL SHEETS, Aug. 1, 1935 - July 1, 1936. Carbon copies for Venango County; referral sheets (men referred to private industry for employment upon their request); private industry contacts (September 1934 to December 1935), firm visits and re-visits made by contact man. (Occasionally, official.) 8½ x 11 clipped sheets to folder, 8 in., in 1 drawer of metal file case. R. 9. (53)

772. APPLICANT'S IDENTIFICATION CARDS, Sept. 1, 1935 to date. Form 350 USES, card record of applicant stating; the name and address of applicant, age, weight and height. Filed numerically and separately by county. (Daily, official.) 3 x 5 cards, metal dividers, 20 ft. 5 in., in 19 drawers metal card cabinets. R. 12. (39)

773. MISCELLANEOUS CORRESPONDENCE, Sept. 1935 to date. Outgoing and incoming expense accounts and pay rolls; correspondence with State Director and county offices (National Reemployment Service), private individuals, and business firms. Filed chronologically. (Daily, official.) 11½ x 9 folders, 20 ft., in 13 drawers of steel filing cases. Office District Manager. (36)

774. TRANSMITTALS, Sept. 1935 to date. Forms, 402, 403, 404, 600, 601, and 602, transmittal sheets under Federal Emergency Relief Act. Filed chronologically. (Frequently, official.) 8½ x 11, loose sheets, 7 in., spindle file on wall. Office District Manager. (37)

775. VENANGO COUNTY PROJECT HISTORY, Sept. 19, 1935 to date. Forms 103, 104, 371, 501, and 502, Bureau of Public Roads, 100% financed, WPA and PWA projects; active files, requisitions, referral sheets and project correspondence. Filed numerically by project number. (Daily, official.) 9 x 12 folders, 8 ft. 7 in., in 6 drawers of metal filing case. R. 12. (51)

776. DAILY ACCUMULATIVE REPORT OF REFERRALS, Oct. 24, 1935 to Dec. 11, 1935. Form ERA 142, for statistical purposes; project number, location, description; additions and subtractions as to men. (Rarely, official.) 8½ x 13⅔ folders, 2 in., in pasteboard box. Closet. (71)

777. INTRODUCTION CARDS, Jan. 1, 1936 to date. Form USES 320, given to applicant as an introduction to a possible employer when sent out to interview or answer a request for help. Filed alphabetically and separately by county. (Daily, official.) 3 x 5 cards, 3 ft., in 1 drawer metal card cabinet. R. 12. (44)

778. MASTER INDEX FILE, Jan. 1, 1936 to date. Form USES 321, giving name, address, telephone number, occupational classification, contact record, classification file number, and information as to whether active or non-active. Filed in alphabetical order. (Daily, official.) 3 x 5 cards, 50 ft. 11 in., in 45 drawers of metal card cabinets, separately by county. R. 12. (58)

779. INTRODUCTION AND REPLY CARDS, Jan. 1, 1936 to date. Form USES 322, and 324, given to applicants when they are sent to seek employment, to be filled in with information as to progress. If employed, states the name and address of employer; if not employed, reason for not being hired, and return for reregistration, etc. Filed alphabetically and separately by county. (Daily, official.) 3 x 5 cards, 15 ft., in 9 drawers of metal card cabinets. R. 12. (45)

780. CERTIFICATION OF ELIGIBILITY, Sept. 1, 1936 to date. Form FERA 600, active, inactive, and action pending, giving the case number, address, case name, relief district, county, number of persons in case, date for relief subsequent to May 1935, telephone number, race or color and date of certification. Form 601, notice of case change, Form 602, cancelation of eligibility. Filed alphabetically by subject division and separately by county. (Daily, official.) 5 x 8 slips, 40 ft., in 33 drawers of metal filing cases and 4 boxes covering inactive cases. R. 12. (43)

781. REGISTRATION CARDS, Nov. 1, 1933 to date. Regular active and inactive, canceled, commercial, domestic, industrial, general labor, miscellaneous applications, registrations and records of eligibles. Filed alphabetically and separately by county. (Frequently, official.) 3 x 8 cards, 57 ft. 7 in., in 71 drawers of metal card cabinets. R. 12. (40)

PHILADELPHIA

NRS, PHILADELPHIA COUNTY
2410 Walnut St.

This office is an affiliation of both State and Federal Employment Bureaus, in conjunction with the Wagner Act in June 1933. It was formerly located in the Steele Bldg., 124 N. 15th St.

Daily reports on employment and placement are sent to Harrisburg, who in turn forward them to Washington with other reports from the entire State of Pennsylvania; Federal and State records are filed individually. Previous to February 15, 1932 all records of this department were destroyed, being of no further value to the Organization.

782. ACCUMULATIVE ORDER CARDS, TRADE CLASSIFICATIONS, 1933 to date. USES Form 381, listing calls made by business firms for various types of labor; name of firm, address, trade classification, date, requisition open, sex, number, number filled, date requisition completed. (Daily, official.) 8 x 3 loose forms, 2 ft., in 9 drawers of steel cabinet. 2d floor. (9669)

783. ACTIVE SELF SUSTAINING FILE, 1933 to date. Applications of nonrelief persons, relief and nonrelief working on projects at security wages, active relief persons waiting for reassignment and persons ineligible to work on projects by reason of another member in family working on a project; give name, address, employment record, education, placement record. (Daily, official.) 5 x 8 loose cards, 60 ft., in 3 wooden bins. 1st floor. (9387)

784. CANCELIATION OF CERTIFICATION OF ELIGIBILITY, 1933 to date. FERA Form 602, and 600, giving case name, number, address, effective date, reason for discontinuance of relief. (Daily, official.) 8 x 5 loose forms, 36 ft., in 108 drawers of 7 steel cabinets.

785. CERTIFICATION OF ELIGIBILITY, ACTIVE, 1933 to date. Form 600, show case name, address, case number, number of persons in the case, relief district and county; record whether case received relief prior to 1935; date of certification, date of birth of each case member, sex and marital status; number of members of case working, number registered with United States Employment Service. (Daily, official.) 5 x 8 staple forms, 75 ft., in steel filing case and in three bins. 1st floor. (9385)

786. FIRM VISIT CARDS, 1933 to date. Form LIBE 10, for purpose recording reports of visit to employer, showing name and address of firm, industrial classification, name of person interviewed, title, telephone number, date established, product manufactured, number present force, male and female, age range, rate, nationality, name of visitor, record of supplementary visits. (Daily, official.) 5¼ x 8 loose cards, 4 ft., in 16 steel cases. 2d floor. (9672)

787. FIRM VISIT CARDS, TRADE CLASSIFICATIONS, 1933 to date. USES form 530, relative to firms visited and details of visit, showing name of firm, products or service, industrial classification, address, information as to type of building, lighting, ventilation, name of person making visit, date of visit, person interviewed, impression of employer, present and maximum force of employees, information as to noise and space, busy seasons, union, impression of workers, training facilities for new employees, attitude toward public employment service, prospects of increasing force, age range of employees, pay range, nationality desired, person to whom all applications are referred, opportunities for promotion, working conditions, dates of all visits, person making contact, person interviewed, comments and description of placements, if any. (Daily, official.) 8 x 5 forms, 6 ft., in 9 drawers of 1 steel cabinet. 2d floor (9673)

788. FIRM VISIT CARDS, OBSOLETE, TRADE CLASSIFICATIONS, 1933 to date. LIBE form 10, old type, no longer in use. Records information relative to various firms visited and details of visit. Showing name of firm, address, industrial classification, name and title of person contacted, telephone number, date established, products made, head of firm, information as to lighting, ventilation, space, noise, cleanliness, force, present, normal and maximum, union or non-union, busy season, name of person making visit, and date; also number of male, female, white and colored employees, age, rate, nationality, person employing, date person is interviewed, attitude towards public employment service, dates of further visits and comments. (Daily, official.) 8 x 5 forms, 1½ ft., in 9 drawers of steel cabinet. 2d floor. (9674)

789. IDENTIFICATION CARDS, 1933 to date. Form 350, showing identification number, occupational classification, applicant's name, address, age, height, weight, interviewer and date. Arranged numerically. (Daily, official.) 3 x 5 cards, 130 ft., in 4 steel cabinets. 1st floor. (9386)

790. INACTIVE FILES, 1933 to date. Canceled applications of persons either working, or who have not contacted employment office for a given length of time; shows name, address, place of birth, employment record, education, placement record and name of interviewer. (Infrequently, official.) 5 x 8 forms, 154 ft., in 7 steel cabinets, 3 wooden bins. 1st floor. (9463)

791. INVESTIGATORS' REPORTS ON ACTIVE PRIVATE EMPLOYMENT AGENTS, 1929 to date. Form LIBE 1, report made upon issuance of license to private employment agent on renewal of license, listing name, address, and report of investigator as to character, reputation of applicant, suitability of place where business is to be conducted, justice or fairness of proposed plan of business and if applicant has been an employment

agent before, etc. Form LIBE 2, covers routine inspection reports, giving name and address of agent, date of inspection, license classification of agent, type of workers placed, whether agency is maintaining complete register of job applicants, whether register indicate agent is confining placements exclusively to classification for which licensed; whether proper receipts are given, whether license and posters of act properly displayed in agency, etc., name of investigator and date of report; Form LIBE 3, covers investigation of complaint against employment agent, giving full data in connection with the investigation. (Occasionally, official.) 9 x 12 folders, 3 ft., in 3 drawers of steel cabinet. 2d floor. (9678)

792. INVESTIGATORS' REPORTS ON INACTIVE PRIVATE EMPLOYMENT AGENTS, 1929 to date. Form LIBE 1, report made upon issuance of license to private employment agent on renewal of license, listing name, address, and report of investigator as to character, reputation of applicant, suitability of place where business is to be conducted, justice or fairness of proposed plan of business and if applicant has been an employment agent before, etc. Form LIBE 2, covers routine inspection reports, giving name and address of agent, date of inspection, license classification of agent, type of workers placed, whether agency is maintaining complete register of job applicants, whether register indicates agent is confining placements exclusively to classification for which licensed; whether proper receipts are given, whether license and posters of act properly displayed in agency, etc., name of investigator and date of report; Form LIBE 3, covers investigation of complaint against employment agent, giving full data in connection with the investigation. (Monthly, official.) 9 x 12 folders, 8 x 10½ sheets, 2½ ft., in 2 drawers steel cabinet. 2d floor. (9674)

793. MASTER FILE, 1933 to date. Index 3 x 5 card for every person listed on Form FERA 600 as employable who has not as yet registered. Issued by Phila. County Relief Board for every active relief case on which there is an employable and certifies eligibility of one or more persons in the case as employable for referral to projects or placement in private industry. Gives applicant's name, address, identification, number, occupational classification, date of registration, date of birth, color, case name, number, and social security number. Arranged alphabetically by name of applicant. (Daily, official.) 3 x 5 cards, 175 ft., in 534 drawers of 14 steel cabinets. 1st floor. (9384)

794. NOTICES OF CASE CHANGES, 1933 to date. WPA Form 2-601, issued in project placements; gives name, address, effective date, case number, number of persons in case, list of those in case eligible for referral to projects because of changes in family situation. FERA Form 691, gives case name, address, effective date, case number, old relief district, new relief district, number of persons in case and changes in list of eligible workers. Arranged alphabetically. (Daily, official.) 8 x 5 loose forms, 5½ ft., in 5 drawers steel filing case. 1st floor. (9382)

795. NOTICE TO REPORT FOR WORK, 1933 to date. Reassignment or transfer of individual from one porject to another; form 402, showing name, address, case number, sex, race, address and number of project, date of issuance., identification, title or occupation, wage class, signature of Placement officer. (Daily, official.) 4 x 6 loose sheets, 3 ft., in steel case. 1st floor. (9462)

796. NOTICE OF FAILURE OR REFUSAL TO ACCEPT REFERRAL, 1933 to date. USES Form 360, covers persons on relief, working on projects, or pending reassignments who fail to report for referral, refuses referral, or refuses placement in private industry. Filed alphabetically. (Daily, official.) 3 x 5 forms, 9 ft., in 79 wooden bins. 1st floor. (9466)

797. NOTICE OF TERMINATION OF EMPLOYMENT, 1933 to date. Form 403, gives name, address, identification number, case number, sex, race, certified or noncertified, title or occupation, location of project, day and hour of termination, reason, signature of person issuing order. (Daily, official.) 4 x 6 sheets, 8 ft., in 3 steel filing cases. 1st floor. (9670, 9671)

798. PERSONS WORKING ON WPA PROJECTS, 1936 to date. Form 554, show name, address, occupation, project number, classification, rate of pay, date of assignment, date of cancelation, reason therefor and indicates status of worker whether relief or nonrelief. Arranged alphabetically. (Daily, official.) 3 x 5 cards, 16 ft., in 4 drawers steel filing case. 2d floor. (9676)

799. PROJECT RELEASE DATA, 1936 to date. Form 548, show project number, requisition number, date received, classification, sex, number of workers released and dates releases made; also types of position, etc. Semimonthly, official.) 8½ x 11 folders, 2 ft., 2d floor. (9677)

800. REFERRAL FILE, 1933 to date. Applications of people who have been referred to positions, either in private industry or on WPA project, but who have not as yet been hired; gives name, address, place of birth, employment records, education, placement record and name of interviewer. (Daily, official.) 5 x 8 forms, 2 ft., in one steel filing case. 1st floor. (9461)

801. REGISTRATION CARDS, ACTIVE RELIEF FILE, 1933 to date. USES 310, 311, covering people on relief not yet assigned to work project, also reassignments, giving name, address, place of birth, employment record, education, placement record and name of interviewer. (Daily, official.) 5 x 8 cards, 40 ft., in 2 wooden bins. 1st floor. (9464)

802. REQUISITION FOR WORKERS, 1936 to date. Form 401, show requisition number, date, number of WPA district, project number, location, description of project, occupation, title of worker, wage class, number of workers requested, sex, rate per hour and month, date to report. (Daily, official.) 8½ x 11 folders, 2 ft., 2d floor. (9675)

PITTSBURGH

NRS, ALLEGHENY COUNTY OFFICE
Thaw Building
108 Smithfield Street

This office of the National Reemployment Service was established in June 1932, as a joint undertaking of the United States and Pennsylvania Employment Services, principally to supply labor for the Federal relief work programs. Prior to 1932 there was a small State employment office in Pittsburgh. All its records have been removed to Harrisburg, as well as most of the records of the joint office for the supplying of labor to the CWA, RWD and LWD.

The territorial jurisdiction of both the early State and the present Federal-State offices has always been limited to Allegheny County; occasionally labor is supplied for out-of-county projects where the proper local employment office has no qualified applicants.

803. INDEX TO REGISTRATION CARDS, Jan. 1935 to date. Form LIBE 104, giving each applicant's name, address, occupation, identification and case numbers, and age, registration cards are now in one file arranged alphabetically. (Frequently, official.) 3 x 5 cards, 427 ft., in 285 steel drawers in card cabinets. 2d floor. (1729)

804. INDEX TO ASSIGNED WORKERS, Apr. 1935 to date. Index on Forms LIBE-104 to all registered applicants employed on the work relief programs WPA. (Frequently, official.) 3 x 5 cards, 150 ft., in 4 steel drawers of card cabinet and 146 paper boxes. 3d floor. (1748)

805. INDEX TO EMPLOYERS, n.d. An index to industrial firms of Allegheny County as furnished by the State Department of Labor and Industry, Gives each firm's address, business, and total employment. Kept for possible use in placing men in private industry. (Occasionally, official.) 3 x 5 cards, 6 ft., in 3 steel drawers of card cabinet. 3d floor. (1741)

806. INDEX TO EMPLOYERS CONTACTED, n.d. Form USES 332, index to firms interviewed regarding employment of applicants, giving firm name, address, and industrial classification. (Frequently, official.) 3 x 5 cards, 1 ft. 6 in., in steel drawer of card cabinet. 3d floor. (1728)

807. CORRESPONDENCE, GENERAL, Jan. 1935 to date. Correspondence with applicants, veterans, SERB, WPA, State office, and various other government agencies regarding the administration of this office, or regarding employment, available labor, labor requisition, and relief status of applicants. (Frequently, official.) 9 x 12 folders, 24 ft., in 12 steel filing case drawers. 3d floor. (1744)

808. CORRESPONDENCE, OUT-OF-COUNTY ASSIGNMENTS, Oct. 1935 to date. Correspondence regarding assignments of labor to jobs operating outside the jurisdiction of this office, where the proper local office has no qualified labor available. (Frequently, official.) 9 x 12 folders, 2 in. in steel filing case. 3d floor. (1746)

809. REGISTRATION CARDS, INACTIVE, Mar. 1933 to date. Forms USES 310 Industrial, 311, Clerical and professional, and 312 Domestic. Registration cards of work applicants indicate briefly personal, educational, and employment history, special skills or equipment possessed and needs. Reverse side of card is office record of referrals and placements. For persons no longer seeking employment, or not heard from for four months. (Occasionally, official.) Card index. 5 x 8 cards, 323 ft., in 49 steel and 13 wooden drawers in card cabinets. 2d floor. (1738)

810. PWA AND HIGHWAY PROJECTS, COMPLETED, 1934 - 1936. Records of men who worked on completed PWA and State highway jobs, or were referred to such jobs and not placed, showing the name, address, age, veterans' preference, occupation, previous assignment, date of assignment, date hired or rejected; and correspondence regarding labor for such jobs. (Frequently, official records.) 10 x 12 folders, in 2 steel drawers. 3d floor. (1736 - 1739)

811. BULLETINS, 1934 to date. Mimeographed bulletins issued by Pennsylvania State Employment Service to all supervisors on placements, transferred employees, daily reports, administration, finance and statistics. (Frequently, official.) 9 x 12 folders, 3 in., in steel filing case. 3d floor. (1749)

812. STATISTICAL REPORTS, July 1934 to date. USES Form 300, daily reports to the state office on applications, giving in code each applicant's occupational classification, sex, age, color, relief status, and length of unemployment, USES Form 301, Weekly reports to the State office on placements, giving in code essentially the same information plus the employer's name and wage, and interviewers' weekly tally sheets of interviews, reinterviews, withdrawals, and renewals. (Frequently, official.) 6 x 8, 8 x 12 and 8 x 10½ folders, 8 ft., in 4 steel filing case drawers. 3d floor. (1727)

813. ASSIGNMENTS, Jan. 1935 to date. Office copies of WPA Form 325, certifying to the project assignment of WPA workers. (Frequently, official.) 3½ x 5½ slips, 102 ft., in 68 pasteboard boxes and open wooden filing case. 3d floor. (1742)

814. CERTIFICATIONS OF ELIGIBILITY, Jan. 1935 to date. Forms FERA 600, 601, and 602, notifying this office of the eligibility of applicants for public work relief, or changes in or cancelations of such eligibility. Prepared by SERB. (Frequently, official.) 6 x 9 slips, 40 ft., in 20 wooden trays. 3d floor. (1745)

815. NOTICES OF CHANGE OF WORK STATUS, Jan. 1935 to date. Office copies of WPA Form 403, certifying to the resignation, dismissal, laying off, or other termination of employment of WPA workers, (Rarely, official.) 3½ x 5½ slips, 28 ft., in 28 pasteboard boxes. 3d floor. (1754)

816. REASSIGNMENT SLIPS, Jan. 1935 to date. Office copies of WPA Form 402 Reassignment slips, certifying to a change in project assignment of WPA workers. (Frequently, official.) 3½ x 5½ slips, 21 ft., in 21 pasteboard boxes. 3d floor. (1753)

817. RECLASSIFICATION SLIPS, Jan. 1935 to date. Office copies of WPA Form 404 Reclassification slips, certifying a change of title, occupation or salary of WPA workers. (Occasionally, official.) 3½ x 5½ slips, 3 ft., in 3 pasteboard boxes. 3d floor. (1752)

818. REGISTRATION CARDS, ACTIVE, Jan. 1935 to date. Forms USES 310 Industrial, 311 Clerical and professional, and 312 Domestic, registration cards of work applicants, showing briefly personal, educational, and employment history, special skills or equipment possessed and needs. Reverse side of card is office record of referrals and placements. For persons placed or seeking placement. Formerly filed separately by types of labor. Card indexed. (Frequently, official.) 5 x 8 cards, 187 ft., in 25 steel drawers in card cabinets. 2d floor. (1737)

819. TRANSMITTAL SHEETS ON LABOR STATUS SLIPS, Jan. 1935 to date. Copies of acknowledgments of WPA Forms 325 Assignments, 402, Reassignment, 403 Changes in work status, and 404 Reclassification slips. (Frequently, official.) 9 x 12 folders, 8 ft., in 4 wooden drawers. 3d floor. (1747)

820. WPA REQUISITIONS FOR WORKERS, Jan. 1935 to date. WPA Form 401, labor requisitions prepared by WPA for its own and PWA projects, showing the quantity and types of labor needed. Attached thereto are copies of USES Form 501 recording the referrals made in compliance, and correspondence regarding labor requisition and referrals. (Frequently, official.) 10 x 12 folders, 20 ft., in 10 steel filing case drawers, 3d floor. (1756)

821. UNASSIGNED RELIEF CASES, Apr. 1935 to date. Improvised forms on unassigned applicants on relief, giving name, address, age, case number and occupation, used principally to check relief status in original assignments. (Frequently, official.) 3 x 5 cards, 12 ft., in 10 wooden card cabinets. 3d floor. (1733)

822. PLACEMENTS IN PRIVATE INDUSTRY, Sept. 1935 to date. Form USES 330, daily tabulations of placements in private industry. (Frequently, official.) 5 x 8 cards, 4 ft., in 2 steel card cabinets. 3d floor. (1740)

823. WORKS PROGRAM REFERRALS, Oct. 1935 to date. Daily recapitulations of requisitions for labor from WPA, showing the number requisitioned, referred, and not available, and copies of daily reports to the State office on the cumulative total of placements with WPA and their total daily wages. (Frequently, official.) 9 x 12 folders, 1 ft., in steel filing case. 3d floor. (1732)

824. PWA AND HIGHWAY INSTRUCTIONS, 1936. Bulletins and instructions regarding PWA and State highway projects, instruction form shows the time contracts are awarded, the advertising for bids, estimated cost of project, code system, project number, county, and number of men to be employed, correspondence. (Rarely, official.) 10 x 11 folder, 6 in., in steel filing case. 3d floor. (1734)

825. FORM LETTERS, 1936 to date. Form USES 1, inquiries to referred applicants requesting reasons for rejection of jobs. (Occasionally, official.) 9 x 12 folders, 8 in., in steel filing case. 3d floor. (1743)

826. NOTICES OF REINSTATEMENT, 1936 to date. Form USES 370, notices to applicants that their registration cards have been transferred from the inactive to the active file as requested. (Frequently, official.) 9 x 12 folders, 3 in., in steel filing case. 3d floor. (1750)

827. PWA AND HIGHWAY PROJECTS, ACTIVE, 1936 to date. Records of men working on PWA and State highway jobs, or referred to such jobs, but not yet placed, showing each worker's name, address, age, veterans' preference, occupation, previous assignment, date of assignment, date hired, and correspondence regarding labor for such jobs. (Frequently, official.) 10 x 12 folders, 4 ft., in 2 drawers. 3d floor. (1735)

828. APPLICANT'S IDENTIFICATION CARDS, Apr. 1936 to date. Form USES 350, office copies of cards given each registered applicant to identify himself in future interviews, showing name, address, age, height, weight, occupation, date of registration and interview, and name of interviewer; early ones not on standard forms. (Frequently, official.) 3 x 6 cards, 234 ft., in 3 drawers in steel filing cabinet and 74 wooden and 10 steel drawers in card cabinets. 3d floor. (1731)

829. WPA ACKNOWLEDGMENTS, Jan. 1937 to date. Acknowledgments by WPA of the receipt of lists of workers referred in compliance with WPA and PWA labor requisitions. Only current ones kept. (Frequently, official.) 9 x 12 folders, 4 in., in steel filing case. 3d floor. (1755)

830. REGISTRATION CARDS, REFERRALS, Apr. 1937 to date. Temporarily isolated registration cards of persons referred to public or private employers for whom the results of the referral are not yet known. Card indexed. (Frequently, official.) 5 x 8 cards, 2 ft., in pasteboard box. 3d floor. (1730)

831. REGISTRATION CARDS, UNION, Apr. 1937 to date. Special supplementary file of Form USES 310 Registration cards of skilled applicants holding membership in labor unions, isolated and duplicated because only union labor can be assigned to certain jobs as the law or the employer dictates, names in regular file also. Card indexed. (Frequently, official.) 5 x 8 cards, 1 ft. 6 in., in open wooden file box. 3d floor. (1751)

PUNXSUTAWNEY

NRS, JEFFERSON COUNTY OFFICE
Swartz Building, 102 W. Mahoning St.

This office of the National Reemployment Service for Jefferson County was opened on October 15, 1933, Brookville, Pa. On December 22, 1937, the agency was changed to the Pennsylvania State Employment Service and on December 30, 1937, all the records and the office force were transferred to Punxsutawney. The agency originally functioned as an employment agency for the government work relief program in Jefferson County. However, a small percentage of its patronage was from private industry prior to the change to the Pennsylvania State Employment Service. While the agency was located in Brookville it was housed in the following buildings: Brookville Court House, Oct. 15, 1933 - Oct. 1936; and Municipal Building, Jefferson St. and Diamon Alley, Oct. 1936 - Dec. 30, 1937. Since December 30, 1937 the agency has been located in the Swartz Building, 102 West Mahoning St., Punxsutawney.

No important records have been lost or destroyed. Some of the older records, especially those in reference to the CWA and FERA work relief programs have been either destroyed or forwarded to Harrisburg. The agency has no so-called useless papers. No records are forwarded to the Washington office. Copies of all records and weekly reports are sent to the Pennsylvania State Employment Service offices at Harrisburg.

832. INDEX TO REGISTRATION CARDS, Nov. 1933 to date. Form USES 321, indicating each applicant's name and address, occupational classification, identification number and whether active, inactive or "dead". Filed alphabetically. (Daily, official.) 3 x 5 cards, 18 ft., in steel card cabinets. 2d floor. (20)

833. INDEX TO FIRMS, 1935 to date. Form USES 332, card record of firms in this district, giving name and address of firm, type of business conducted, normal number of persons on pay roll and classifications of workers most frequently hired. Used as index to private industry order cards. Filed alphabetically by political subdivisions. (Frequently, official.) 3 x 5 cards, 6 in., in steel card cabinets. 2d floor. (15)

834. ASSIGNMENT SLIPS, July 1935 to date. Form USES 325, slips issued by NRS office when assigning registered persons to works program, giving employee's name and address, identification number, date to report on project, rate of pay, name and location of project, requisition, name of assignment office, and whether certified from relief rolls or non-relief person. (Occasionally, official.) 4 x 6 slips, 4 ft, 6 in., in steel card cabinets. 2d floor. (17)

835. COMPLETED PROJECTS, CWA AND RWD, Nov. 1933 - July 1935. Folders containing copies of lists of workers referred to CWA and RWD projects, filed with copies of assignment and identification slips of project employees. Filed by project number. (Rarely, official. 9 x 12 envelopes, 6 ft., in pasteboard boxes. 2d floor. (7)

836. COMPLETED PROJECTS, WPA AND PWA, 1935 - 1937. Folders containing labor requisitions, referral sheets, lists of assigned personnel, list of persons released from projects and correspondence pertaining to labor on completed WPA and PWA projects. Filed by project number. (Rarely, official.) 9 x 12 folders, 5 ft. 8 in., in pasteboard boxes. 2d floor. (8)

837. EXPENSE ACCOUNTS, Dec. 1933 - Oct. 1935. Folders containing CWA Form L-21 requisition for purchase of equipment and supplies; CWA Form S-14. (Travel Order) giving person's name, destination of travel, purpose of travel and whether by train, auto, etc; Treasury Form 1012a, public voucher for travel expenses including per diem; PA Form BB246a, vouchers for expenses incurred while traveling. (Rarely, official.) 9 x 12 folders, 2 in., in pasteboard box. 2d floor. (3)

838. FIELD VISIT REPORTS, 1934 - 1935. Reports from field investigator on firms visited, regarding their employment needs, giving the name, address and phone number of firms visited and persons interviewed. These visits are made to acquaint the firms with the employment service rendered by the NRS offices and the ways in which the business firms can use the service for employing workers they may need. (Occasionally, official) 9 x 12 folders, 2 in., in pasteboard box. 2d floor. (2)

839. FIRM VISIT AND ORDER RECORDS, 1935 to date. Form USES 330 and 331, investigator's reports on visits to private firms to solicit patronage, showing name and address of firm visited, name of person interviewed, type of business, number and kinds of employees, working conditions, attitude toward using NRS service, etc. Order record card indicates name and address of firm requesting workers, showing number of openings received, occupational classifications to be filled, number of openings filled, canceled, or renewed, with date of completion of order. Indexed (Occasionally, official.) 5 x 8 cards, 3 ft., in steel card cabinets. 2d floor. (19)

840. IDENTIFICATION CARDS, July 1935 to date. Form USES 350. Copies of identification cards issued to all registered applicants, to be used when contacting offices for interviews, giving applicant's name, address, identification number, weight, height, age, name of interviewer and signature of applicant. Filed by identification number. Indexed. (Daily, official.) 3 x 5 cards, 18 ft., in steel card cabinets. 2d floor. (21)

841. OLD STATISTICAL REPORTS, Nov. 1935 - Feb. 1936. Copies of reports sent to State Office on ERA Form 142 (Daily and Accumulative Reports of Referrals) and ERA Form 146 (Daily Activities of Office.), giving the number of requisitions for workers received, number referred, additions and subtractions from number requested and balance to be referred with the number of placements, interviews, referrals, visits and applications for registration cleared through this office. (Rarely, official.) 9 x 12 folders, 4 in., in pasteboard boxes. 2d floor. (10)

842. ORDER CARDS - CLOSED PROJECTS, Nov. 1933 - July 1935. Form NRS-4 Labor orders from CWA, RWD and State Highway Projects, specifying name and address of employer, number of jobs open, number of men needed, duration of employment, pay rates, hours, etc. Office record of referrals and placements on reverse side. (Rarely, official.) 5 x 8 cards, 1 ft. 7 in., in pasteboard boxes. 2d floor. (9)

843. ORDER CARDS FROM PRIVATE INDUSTRY, 1935 to date. Form USES 315 Industrial and USES 316 Service Workers, order cards, indicating the name and address of the firm or employer requesting workers, giving duties to be performed, education and experience required, personality, physical and other requirements, number to apply for work, industrial classification and code number, number of hours to be worked per week, wages to be paid, marital status, nationality, etc. Reverse side shows placement and referral record and action summary regarding the persons referred for work. (Frequently, official.) 4 x 6 cards, 6 in., in steel card cabinets. 2d floor. (18)

844. REGISTRATION CARDS, DEAD, Oct. 1933 to date. Forms USES 310 Industrial, 311 Professional and clerical, and 312 Domestic, registration cards that have been inactive in excess of four months. Filed by occupational classification and political subdivision. Indexed. (Occasionally, official.) 5 x 8 cards, 5 ft. 6 in., in steel card cabinets. 2d floor. (23)

845. REGISTRATION CARDS - GENERAL, Oct. 1933 to date. Form USES 310 Industrial, 311 Professional and clerical, 312 Domestic and 326a Farm help, giving applicant's name, address, brief personal history, employment record, occupational classification, educational qualifications and placement and referral record. This file contains active and inactive registrations filed by occupational classification and political subdivision. Indexed. (Daily, official.) 5 x 8 cards, 21 ft., in steel card cabinets. 2d floor. (22)

846. REGISTRATION CARDS - LABORERS AND MINERS, Oct. 1933 to date. Form USES 310 Industrial, giving applicant's name, address, brief personal history, employment record, occupational classification, educational qualifications and placement and referral record. This file contains active registration cards of laborers and miners and is used for quick reference when workers of this occupational classification are needed. Filed by occupational classification and by political subdivision. Indexed. (Frequently, official.) 5 x 8 cards, 4 ft. 6 in., in steel card cabinets. 2d floor. (24)

847. TRANSMITTALS OF REFERRALS FOR CERTIFICATION, Nov. 1933 - June 1935. Copies of Form WD-L-5T, transmittal form SERB local offices, sent to this official for certifications of workers referred to projects, giving the project number, location of project, name of person referred for work, case name and case number of employable, occupational classification, and rate of pay. (Rarely, official.) 10 x 12 bundles, 5 in., on floor. 2d floor. (1)

848. UNEMPLOYMENT REPORTS, Apr. 1934. Copies of reports from State Emergency Relief Board, Department of Research and Statistics, Social Survey Section at Harrisburg, showing results of survey taken to determine the number of unemployed persons in the State, listing each county separately and each political subdivision in its respective county. (Rarely, official.) 9 x 12 folders, 5 in., in pasteboard boxes. 2d floor. (6)

849. CORRESPONDENCE, OLD, Oct. 1933 - Dec. 1936. Correspondence with State Director, Pennsylvania Department of Highways, local CWA, FERA, SERB and WPA offices, other NRS and Federal-State employment offices, private employers, veterans' organizations, PWA contractors, applicants, etc., pertaining to labor needs, eligibility, classification, registration procedure, placement complaints, etc. (Rarely, official.) 9 x 12 folders, 3 ft. 6 in., in pasteboard boxes. 2d floor. (26)

850. PAY ROLLS, Nov. 1933 - July 1935. Copies of CWA Form No. L-7B Pay rolls for personal services for administrative employees, giving employee's name, sex, identification number, occupation, hours, rate of pay and amount earned. Filed with pay rolls is transmittal letter listing number of checks received from State Office for payment of wages. (Rarely, official.) 9 x 12 folders, 2 in., in pasteboard box. 2d floor. (4)

851. REGISTRATION CARDS, VETERANS' SUPPLEMENTARY, Nov. 1933 to date. Registration cards of registered war veterans, supplementary to regular registration cards, used for quick reference, giving name and address of veteran, occupational classification, employment record, educational qualifications, brief personal history, and placement and referral record. Indexed. (Occasionally, official.) 5 x 8 cards, 1 ft. 6 in., in steel card cabinets. 2d floor. (16)

852. PROJECT PLACEMENT REPORTS, Nov. 1933 - June 1934. Copies of reports to the State Director and the local relief office, giving the number of placements on CWA and FERA projects in this district, showing number of veterans and non-veterans placed, and the number of persons employed on projects who are classified as relief or nonrelief cases. (Rarely, official.) 9 x 12 folders, 2 in., in pasteboard box. 2d floor. (13)

853. VETERANS' REPORTS, 1934. Copies of Form 139a sent to State office, giving the number of veterans registered for work, referred for work, or placed on projects, showing the number certified as relief cases and the number as nonrelief. (Rarely, official.) 9 x 12 folders, 1 in., in pasteboard box. 2d floor. (5)

854. OCCUPATIONAL CLASSIFICATION REPORTS, Oct. 1934 - Mar. 1935. Form SERB 29, copies of reports sent to State Director and local relief, showing the total relief cases having one or more employable persons, giving the person's occupational number and classification, also the total number of males and females in each file. (Rarely, official.) 9 x 12 folders, 8 in., in pasteboard boxes. 2d floor. (14)

855. REPORTS OF PLACEMENTS, June 1935 - Dec. 1937. Copies of USES Form 301, reports sent to the State office on the number of placements in private employment and on the work program, giving the name of employer, applicant's identification number, industrial and occupational code numbers, sex, year of birth, color, veteran status, amount of wages to be paid on hourly or weekly basis and remarks by interviewer. (Rarely, official.) 9 x 12 folders, 4 in., in pasteboard ~~boxes~~. 2d floor. (11)

856. RETURNED REPLY CARDS, 1936. Form USES 324, return reply part of postal cards sent to registered applicants asking whether they are working, either public or private, or still unemployed. Used to check registration files for inactive entries. Filed alphabetically. (Rarely, official.) 3 x 5 cards, 1 ft. 5 in., in pasteboard boxes. 2d floor. (25)

857. WORK AND RELIEF STATUS CARDS - INACTIVE, Aug. 1935 - Dec. 1937. NRS copies of Forms 325 Assignment slips work program, WPA 402 Reassignment slips, WPA 403 Notices of termination of employment, WPA 404 Reclassification slips, FERA 600 Certifications of eligibility, FERA 601 Notices of case change, and FERA 602 Cancelations of eligibility, issued on registered applicants in this district. Filed alphabetically by political subdivision. Since January 1938 the WPA and FERA Forms are not issued to the employment offices. (Rarely, official.) 5 x 8 cards, 24 ft., in pasteboard boxes. 2d floor. (12)

READING

NRS, BERKS COUNTY OFFICE
Bridegan Bldg., 240 Penn St.

This office of the National Reemployment Service was originally established about 1918, and has from the start been affiliated with the United States Employment Service. At different times it has maintained offices at 5th and Washington Sts., at 6th and Court Sts., and at 528 Washington St. Its present location is the Bridegan Bldg., 240 Penn St., Reading. No records are destroyed.

858. ACTIVE FILE, Sept. 1933 to date. Active registration cards of persons on direct relief who have applied for work, but have not as yet been assigned to or referred to projects; or who have secondary job preferment. Registration cards, Form 310, skilled workers, Form 311, commercial persons, Form 312, domestics, and Form 326, farmers. Index. (Daily, official.) 5 x 8 cards, 2 ft., in drawer of steel filing case. Main Office. (15)

859. MISCELLANEOUS REGISTRATION CARDS, Sept. 1933 to date. Registration cards for females who are employed on WPA projects in Berks County; Form 312, registration cards of persons termed as unemployable in Berks County; registration cards of males employed on WPA projects in Berks County. 3 x 5 card index. (Daily, official.) 5 x 8 cards, 8 ft., in 3 drawers of steel filing case. Main Office. (16)

860. REFERRAL FILE, Sept. 1933 to date. Form 600, registration cards of persons referred to WPA or WPA projects for placing on jobs, and not yet certified by the return of the assignment slip; Forms 310, 311, and 312, registration cards for persons from other counties who are working on projects in this county, because of the unavailability of the kind of labor required. Filed alphabetically. (Daily, official.) 3 x 5 and 5 x 8 cards, 1 ft.,in drawer of wooden desk. Main Office. (21)

861. ACTIVE FILE, Aug. 1935. Form 600, file of persons eligible for WPA projects, not yet placed; Form 600, persons on relief, employable but ineligible for jobs on WPA projects because they have been on relief only since Nov. 1, 1936. (Daily, official.) 5 x 8 slips in wooden drawer, 1 ft. 6 in., on shelf. Main Office. (20)

862. FORMS 600, 601, 602, 2401, DEAD, Aug. 1935 to date, files on certification of eligibility; notices of case changes; cancelation of certifications of eligibility; notices of changes of addresses of persons who have died or moved away; Form 325; assignment slips; Form 402, reassignment slips; Form 403, change in work status; and Form 404, reclassification slips. (Daily, official.) 4 x 6 and 5 x 8 forms, 12 ft., in 5 wooden boxes on shelf. Main Office. (19)

863. PROJECT FILE(FORMS 325, 402, 403, 404), Aug. 1935 to date. Form 325, assignment slips of persons referred and placed on WPA and PWA projects in Berks County; Form 402, reassignment slips; Form 403, change in work status slips; Form 404, reclassification slips of persons in Berks County who work or had worked on projects in this county. Filed alphabetically. (Daily, official.) 4 x 6 slips, 10 ft., in 9 drawers of steel filing cases. Main Office. (24)

864. FILE, INACTIVE, Aug. 1935 to date. Form 600, certification of eligibility of persons no longer seeking employment through this agency because they have found employment elsewhere. Filed alphabetically. (Daily, official.) 5 x 8 slips, 5 ft., in drawer of steel filing case. Main Office. (18)

865. WORKING FILE, Aug. 1935 to date. Form 600 file, certification of eligibility for persons who are employed at the present time on WPA projects in Berks County. Filed numerically. (Daily, official.) 5 x 8 slips, 7 ft., in 2 drawers of steel filing case. Main Office. (17)

866. FILE, Sept. 1935 to date. Form 350, copies of identification cards of all persons registered with this office, showing name, address, age, and industrial classification. Filed numerically. (Daily, official. 3 x 5 cards, 35 ft., in 26 drawers of steel filing cases. Main Office. (26)

867. EMPLOYERS' ORDER CARDS, Jan. 1936 to date. Form 315, employers' order cards, showing needs and requirements of employers in Berks County in relation to women and male employees, listing employer or firm, address when needed, duties of job, educational and experience requirements, position open, age, range, working hours, wages, brief personal record, etc.; results of referrals and placements in industry of persons referred by this agency. Filed alphabetically. (Daily, official.) 4 x 6 cards, 3 ft. in 8 drawers of steel filing cases. Main Office. (27)

868. INDUSTRIAL FILE, Oct. 1936 to date. Card file of all industries in Berks County employing help in their business activities, showing name, address, and business engaged in. (Daily, official.) 3 x 5 cards, 5 ft., in 4 drawers of steel filing case. Main Office. (28)

869. MASTER FILE, Jan. 1936 to date. Master file cross index to all relief and self-sustaining registration cards, showing name, address, occupational classification, identification number, case number (if on relief), and whether active or inactive. Filed alphabetically. (Daily, official.) 3 x 5 cards, 30 ft., in 5 drawers of steel filing cases. Main Office. (25)

870. MISCELLANEOUS, Jan. 1936 to date. General correspondence with Pennsylvania State Department of Labor, industry officials, office equipment business firms, and persons writing to him concerning employment with this agency; expense accounts, etc.; requisitions for office supplies; Form 502, time reports of WPA employees in this office; attendance reports of employees in this office; Forms 1 to 400, bulletins from Harrisburg relative to operation of this office; Form 300, daily reports of applications received at this office; weekly summaries of daily reports; Form ITS, daily tally sheets of interviewers. Index. (Daily, official.) 10 x 14 folders, 5 ft., in 3 drawers of steel filing case. Mr. Kintzer's room. (29)

871. PENDING FILE, Jan. 1936 to date. Form 310, for persons referred to WPA projects, awaiting return of placement cards given to applicants to take with them when reporting for work; registration cards of persons on WPA projects in Berks County who are rated above the security rates; also Form 371, perpetual inventory cards of employers orders for employees. 3 x 5 card index. (Daily, official.) 5 x 8 cards, 9 in., in drawer of steel filing case. Main Office. (23)

872. SELF-SUSTAINING REGISTRATION CARDS, Jan. 1936 to date. Forms 310, 311, 312, and 326, are registration cards for skilled workers, commercial, domestic, and farmers, all self-sustaining persons in Berks County. 3 x 5 card index. (Daily, official.) 5 x 8 cards, 26 ft., in 7 drawers of steel filing cases. Main Office. (22)

873. FORM USES 300, Oct. 1936 to date. Record cards, showing result of interviews made of industries in Berks County with regard to their employees' needs listing name of firm, address, kind of business engaged in, number of normal employees, busy season, working hours, rate of pay, sex of workers, etc. 3 x 5 card index. (Daily, official.) 5 x 8 cards, 1 ft. 6 in., in cardboard box on steel table. Industrial Interviewing. (30)

RIDGWAY

NRS, DISTRICT OFFICE
Federal Bldg.
S. Mill & Center Sts.

From October 1, 1933 to May 31, 1934, there were separate district offices of the National Reemployment Service for Cameron and Elk Counties at Emporium and Ridgway, respectively. They were combined with headquarters at Ridgway, effective June 1, 1934. Since that date the office at Emporium has been open one day a week as a subordinate registration office, all of whose records are kept at Ridgway.

During July 1934 plans were discussed for consolidating the NRS offices at Bradford in McKean County, Brookville in Jefferson County, Clearfield in Clearfield County, Lock Haven in Clinton County, and Ridgway in Elk County, with headquarters at Clearfield. But these plans materialized only to the extent that the district office at Clearfield handles the pay roll and forwards the reports of the Ridgway office.

This office is operated directly by the National Reemployment Service through its state director. Effective July 1, 1937, however, all NRS offices in Pennsylvania will be converted into joint Federal State employment agencies like those at Altoona, Erie, Johnstown, New Castle, and Pittsburgh.

No useless papers have been accumulated, no records have been sent anywhere except reports to the State Director through the Clearfield office. Relations with the Washington office are maintained only through the State Director.

874. INDEX TO PRIVATE FIRMS, Oct. 1933 to date. Index to private industrial and business firms in Cameron and Elk counties, showing firm name, address, telephone, industrial classification, number of employees, personnel or other employment officer, etc. Prepared principally from information submitted by Pennsylvania Department of Labor and Industry. Form USES 330, Firm visit cards have been prepared on practically all of these firms. (Frequently, solicitation of patronage.) 3 x 5 cards, 1 ft. 6 in., in steel card cabinet. R. 206. (26)

875. INDEX TO REGISTRATIONS, Oct. 1933 to date. Form USES 321, index cards to the registration files, showing each applicants address and identification, relief case and primary and secondary occupational classification code numbers, and whether his registration is active, inactive or dead. (Daily, official.) 3 x 5 cards, 8 ft., in steel card cabinets. R. 206. (17)

876. INDEX TO INDIVIDUAL OCCUPATIONAL CLASSIFICATIONS, Jan. 1935 to date. Name and address index to WPA workers for whom Form FERA 144a Individual occupational classification record has been sent to WPA to show private employment record, personal and educational history, special mechanical, commercial or professional skills or experience, physical condition or handicaps and occupational classifications. Forms FERA 144a are prepared by SERB and NRS for WPA. No file of them in this office. (Frequently, official.) 3 x 5 cards, 2 ft. 6 in., in steel card cabinet. R. 206. (22)

877. NRS BULLETINS, Oct. 1935 to date. Mimeographed bulletins and memoranda from the State director on all aspects of the NRS. Copies to all other NRS offices. Filed chronologically. Extra copies of these bulletins are in the general correspondence file. A typed card index to the subject matter of these bulletins was begun but abandoned. (Daily, official.) 9 x 12 folders, 1 ft., in steel filing case. R. 206. (10)

878. CORRESPONDENCE, ADMINISTRATIVE, Jan. 1934 to date. Correspondence with the State director regarding supplies, equipment, travel, finance, and other administrative matters, correspondence with the public on registration, eligibility, availability, etc., and extra copies of NRS bulletins. (Daily, official.) 9 x 12 folders, 2 ft. 6 in., in steel filing case. R. 206. (9)

879 CORRESPONDENCE, SERVICE, Jan. 1934 to date. Miscellaneous non-administrative correspondence with the State Director, on such subjects as registration procedure, service to private industry, transients, or out-of-district employers, reinterviewing, and withdrawals. (Frequently, official.) 9 x 12 loose sheets, 8 in., in pasteboard box. R. 206. (12)

880. STATISTICAL REPORTS AND CORRESPONDENCE, Jan. 1935 to date. Copies of daily and weekly statistical reports to the State Director on registrations, referrals, placements, withdrawals, certifications of eligibility, cancelations of eligibility, etc.; and related correspondence (Frequently, official.) 9 x 12 folders, 6 ft., in steel filing case. R. 206. (11)

881. ASSIGNMENT SLIPS, Oct. 1933 to date. Forms CWA L5, WD L5A, and USES 325, certifying to the assignment of applicants to CWA, RWD, LWD and WPA projects. Copies to worker, work program, and relief office. Filed alphabetically. (Daily, official.) 4 x 6 paper slips, 4 ft., in steel card cabinet. R. 206. (18)

882. FIRM VISIT AND ORDER RECORDS, Oct. 1933 to date. Forms USES 330 and 331, investigators' reports on visits to private firms to solicit patronage, showing firm's name, address, official, industrial classification, products, size of plant and force, attitude to NRS, busy and dull seasons, possible expansions, labor policy, etc.; office records of all orders received from private firms, with referral and placement notations on the reverse side. Filed alphabetically under 32 standard industrial classification code numbers. 3 x 5 card index. (Frequently, official.) 5 x 8 cards, 3 ft. 4 in., in wooden box on table. R. 206. (25)

883. INTRODUCTION CARDS, Oct. 1933 to date. Cards furnished to referred persons to introduce themselves to prospective employers, either public or private, and then returned to NRS by employers to report results of interview. Filed alphabetically. (Occasionally, official.) 3 x 5 cards, 2 ft. 6 in., in steel card cabinet. R. 206. (23)

884. REGISTRATION CARDS PRIMARY CLASSIFICATION, Oct. 1933 to date. Forms USES 310 Industrial, 311 Professional, clerical and commercial, 312 Domestic and service, and 326a Agricultural, and a few NRS 1 Miscellaneous. Registration cards of all applicants, both active and inactive.

Filed by first choice occupational classification code number. 3 x 5 card index. (Daily, official.) 5 x 8 cards, 8 ft., in steel card cabinets. R. 206. (13)

885. REGISTRATION CARDS, SECONDARY CLASSIFICATION, Oct. 1933 to date. Duplicate registration cards filed by second choice occupational classification code number. 3 x 5 card index. (Daily, official.) 5 x 8 cards, 8 ft., in pasteboard boxes. R. 206. (16)

886. RELIEF STATUS CARDS, OBSOLETE, Oct. 1933 - 1935. Forms SERB 27, records of the relief status of the families of registered applicants, showing number of persons in each family eligible for work relief, receiving direct relief, registered, employed, and released because of loss of eligibility. Filed alphabetically, separately for each political subdivision. (Rarely, official.) 3 x 5 cards, 3 ft., in pasteboard card cabinet. R. 204. (29)

887. PRIVATE INDUSTRY ORDERS, Nov. 1933 to date. Form USES 315, labor order cards from private industry, showing number of openings, duties, required qualifications, wages, hours, place and time to report, special requirements in regard sex, age, color, marital status, travel, union membership, personality, etc., labor trouble on job if any, probable duration of employment, etc. Office record of referrals and placements on reverse side. Filed alphabetically by firms. (Frequently, official.) 4 x 6 cards, 2 ft. 6 in., in steel card cabinets. R. 206. (24)

888. CWA ASSIGNMENT AND IDENTIFICATION CARDS, Dec. 1933 - Mar. 1934. Copies of slips to CWA, SERB, Treasury, and registered applicants certifying to assignments to CWA projects, showing identification, relief cases, labor requisition, and project assignment numbers, foreman, labor classification, project location, time to report, etc. Pencil notations on reverse side or on separate attached slips concerning reclassifications and dismissals. Filed by identification number. (Rarely, official.) 4 x 6 slips, 2 ft., in pasteboard box. R. 204. (35)

889. LABOR FILE, WORK PROJECTS, Dec. 1933 to date. Labor requisitions, referral sheets, employment reports, and correspondence regarding labor needs and assignments for all types of work relief projects. Filed by project number. (Frequently, official.) 9 x 12 folders, 6 ft., in steel filing case. R. 206. (20)

890. PROJECT ASSIGNMENTS, Dec. 1933 to date. Periodic tabulations of persons assigned to all types of work relief projects, showing identification number, name, classification, and project assignment. Includes CWA FERA, WPA, PWA, State highway and other projects. (Frequently, official.) 12 x 16 loose sheets, 1 in., in steel filing case. R. 206. (19)

891. TRANSIENT FILE, Dec. 1933 to date. Forms FERA 600 Certifications of eligibility and 602 Cancelations of eligibility, USES 325 Assignment slips, and FERA or WPA 402 Reassignment slips, 403 Notices of change in work status, and 404 Reclassification slips, and registration cards, pertaining to persons living at the Government transient camp on

Karthaus Mountain near Driftwood, Pa. Filed alphabetically. (Frequently, official.) 4 x 8 and 5 x 8 cards, and paper slips, 1 ft. 7 in., in pasteboard box. R. 206. (21)

892. NOTICES OF CASE CHANGE, OBSOLETE, 1934 - 1935. Form SERB 28. Notices by SERB to NRS of change in the eligibility of relief clients for work relief. Superseded by Form FERA 601, Filed alphabetically. (Rarely, official.) 4 x 6 slips, 1 ft. 4 in., in steel card cabinet. R. 204. (32)

893. REINTERVIEW TABULATIONS, Apr. - Dec. 1934. Daily records of reinterviews of applicants, showing resultant reclassifications, withdrawals, referrals, reregistrations, registrations changed from inactive to active, inquiries to SERB concerning eligibility for work relief, etc. Filed chronologically. (Rarely, official.) 9 x 12 folders, 8 in., in pasteboard box. R. 204. (34)

894. REAPPLICATIONS, July 1934 to date. Form USES 324, returned half of postal cards to registered applicants not heard from for several months inquiring whether they are employed or not interested for other reasons in keeping their registrations active. Sent out at 6 months intervals for the purpose of checking registration files. Filed alphabetically, separately for each inquiry. (Occasionally, official.) 3¼ x 5⅛ cards, 14 ft., in pasteboard boxes. R. 204. (33)

895. ANALYSIS OF REGISTRATIONS, Dec. 31, 1934. Copy of a special report to the State Directors of NRS and SES, showing the total male, female, relief and nonrelief registrations in each occupational classification. (Rarely, official.) 9 x 12, 4 sheets in pasteboard letter box on table. R. 204. (28)

896. IDENTIFICATION CARDS, Jan. 1935 to date. Office copies of cards furnished each applicant to identify himself at furture interviews, giving his name, address, age, height, weight, identification number, and primary and secondary occupational classification code numbers. Extra copies to WPA and SERB. Filed alphabetically. (Daily, official.) 3 x 5 cards, 3 ft., in steel card cabinet. R. 206. (14)

897. LABOR FILE, PRIVATE INDUSTRY, Jan. 1935 to date. Labor requisitions, referral sheets, employment reports, and correspondence regarding labor needs and assignments for private industry. Filed alphabetically by employer. (Frequently, official.) 9 x 12 folders, 4 in., in pasteboard letter box on table. R. 206. (27)

898. NOTICES OF PLACEMENT IN PRIVATE INDUSTRY, June 4, 1935 to date. Form USES 340, copies of NRS notifications to SERB of the placement of relief clients in private industry or on public work other than work relief projects, showing employer, occupation, pay rate, date of first pay, probable duration of employment, etc. Filed alphabetically, separately for each county. (Frequently, official.) 4 x 6 slips, 1/2 in., in steel cabinet. R. 204. (31)

899. RELIEF EMPLOYABLES, June 5, 1935. Tabulations of the registered relief employables in Cameron and Elk Counties. Arranged alphabetically by person and political subdivision. Quite obsolete. (Rarely, official.) 9 x 15 loose sheets, ¼ in., in pasteboard box. R. 204. (30)

900. PERPETUAL INVENTORY OF APPLICATIONS, Dec. 1935 to date. A frequent record of all active applicants, showing for each applicant identification number, industrial and occupational code numbers, sex, year of birth, color, veteran status, length of unemployment, and remarks. Filed by identification number. (Frequently, official.) 3 x 5 cards, 6 ft., in pasteboard boxes. R. 206. (15)

901. WOMEN'S CLASSIFICATION SURVEY, Mar. 1936. Form replies from women registered for professional, commercial, and industrial work regarding their willingness to accept domestic and institutional service jobs temporarily until more openings develop in industry. Filed alphabetically. (Rarely, official.) 9 x 12 loose sheets, 4 in., in steel filing case. R. 204. (36)

ROCHESTER

NRS, BEAVER COUNTY OFFICE
United States Post Office Bldg.
Connecticut & Jackson Sts.

This office of the National Reemployment Service was established late in September 1933 to serve as the employment agency for the Government work relief program in Beaver County. Occasionally, however, it supplies labor for work projects outside Beaver County in cases where the proper local employment office has no qualified persons to refer. A small percentage of its patronage is and has always been private. The office has always been located in the United States Post Office Building.

Unlike the public employment agencies in the larger cities of western Pennsylvania, viz., Altoona, Erie, Johnstown, New Castle and Pittsburgh, this office is under the direct control of the NRS through its State Director at Harrisburg, rather than being operated jointly by the Pennsylvania and United States Employment Services. However, according to John McCune, Manager, plans are under way to convert all strictly NRS offices in Pennsylvania in the joint Federal-State units like those above mentioned, on July 1, 1937.

Like other NRS offices, this office maintains no relations with Washington headquarters except through the State Director.

902. INDEX TO REGISTRATION CARDS, Oct. 1933 to date. Form USES 321. Index cards to all registrations, showing name, address, occupational classification, and identification number. (Daily, official.) 3 x 5 cards, 48 ft., in steel card cabinets. NRS work room in basement. (2)

903. INDEX TO PRIVATE EMPLOYERS, n.d. Form USES 332, index to private industrial firms in Beaver County, indicating their business address, and number and types of employees, and whether or not they have patronized NRS. Compiled from information furnished by the State Department of Labor and Industry, and used principally to solicit patronage. (Frequently, official.) 3 x 5 cards, 5 in., in steel card cabinet. NRS work room in basement. (21)

904. NRS BULLETINS, Oct. 1923 to date. Bulletins issued by NRS State office regarding procedure and administration. Filed in rough chronological order by number. Duplicate file in manager's office, and extra copies distributed among staff. (Frequently, official.) 10 x 12 folders, 3 ft., in steel filing case. NRS work room in basement. (10 and 26)

905. TRANSMITTALS, WPA AND SERB, 1935 only. Copies of transmittal sheets acknowledging to WPA and SERB the receipt of NRS copies of Forms WPA 402 Reassignment slips, 403 Notices of change in work status, and 404 Reclassification slips, and of Forms FERA 600, Certifications of eligibility, 601 Notices of case change, and 602 Cancelations of eligibility, affecting registered applicants. Issued by and originals returned to WPA and SERB. Filed alphabetically. (Occasionally, official.) 10 x 12 folders, 4 ft., in pasteboard box. NRS Manager's office in basement. (39)

906. TRANSMITTALS, MISCELLANEOUS, Sept. 1935 to date. Incoming transmittal sheets from local WPA, SERB, other NRS offices, or the State NRS office, and copies of outgoing transmittal sheets to the same offices, on miscellaneous official forms, communications, and documents. (Frequently, official.) 10 x 12 folders, 3 in., in steel filing case. NRS work room in basement. (7)

907. CORRESPONDENCE, OLD, GENERAL, 1933 -1936. Correspondence with the State Director, other NRS district offices, WPA district and county offices, county relief headquarters, PWA contractors, private employers, and applicants, regarding labor needs, availability, eligibility, registration, classification, etc. (Occasionally, official.) 10 x 12 folders, 7 ft., in pasteboard boxes. NRS Manager's office in basement. (30 and 38)

908. MISCELLANEOUS REPORTS, OLD, Nov. 1933 - Dec. 1935. Office copies of miscellaneous irregular reports to State Director, on such subjects as total veterans registered, referred, eligible, and placed, available union labor for PWA assignments, total CWA placements, total persons of a particular classification registered, shortages of registrations in particular classifications, and other matters on which special reports were requested. (Rarely, official.) 10 x 12 folders, 6 in., bundle on floor. NRS Manager's office in basement. (47)

909. RWD CORRESPONDENCE AND STATISTICS, Mar. 1934 - Sept. 1934. Correspondence with the State Director, local relief headquarters, political subdivisions, and applicants regarding employment on RWD work projects. Also statistics on requisitions, referrals and placements on RWD. (Rarely, official.) 10 x 12 folders, 2 ft., in pasteboard box. NRS Manager's office in basement. (35)

910. OLD STATISTICAL REPORTS, July 1934 - Dec. 1936. Copies of Forms USES 300, daily reports on applications, 301, daily reports on placements, and 302, daily summaries of other activities, to State Diretor. Also weekly and monthly tabulations of the same information. Information very detailed and expressed to code. (Occasionally, official.) 10 x 12 bundles, 2 ft., in pasteboard box. NRS Manager's office in basement. (37)

911. CENSUS OF UNEMPLOYED, Dec. 1934. Copies of reports to State Director on each family in Beaver County having one or more members unemployed and on direct relief. Show in detail the family's employment, financial and social problems, thus constituting a virtual census of the unemployed indigent. (Rarely, official.) 10 x 12, 4 in., in bundle on floor. NRS Manager's office in basement. (43)

912. OBSOLETE STATISTICAL REPORTS, Mar. 1935-July 1936. FERA Forms 141, 142, 143, 144 and 145, copies of daily reports to State Director on total persons requisitioned, referred, placed in Beaver County, placed outside Beaver County, and unreferred and unassigned, respectively. Give daily and cumulative totals. Also irregular reports by request on total of relief employables registered but not placed, relief employables not registered, relief employables not reporting to assignments, etc. (Rarely, official.) 10 x 12, 8 in., in bundle on floor. NRS Manager's office in basement. (44)

913. CORRESPONDNECE, STATISTICAL, Aug. 1935 to date. Correspondence with State and other district NRS offices and the local WPA and relief headquarters, regarding statisitcs on applications, referrals, placements, etc., and workers who move from one NRS district to another. (Frequently, official.) 10 x 12 folders, 1 in., in steel filing case NRS work room in basement. (13)

914. CORRESPONDENCE, GENERAL, Sept. 1935 to date. Correspondence with applicants, State Director, veterans' organizations, local WPA and SERB, other NRS offices, etc., regarding registration procedure, labor needs, available labor, eligibility, complaints, etc., not related to any particular project. Some recent important communications temporarily isolated for manager's attention. (Frequently, official.) 10 x 12 folders, 1 ft. 3 in., in steel filing case. NRS workroom in basement. (6 and 24)

915. REPORTS ON ELIGIBLES, Nov. 16, 1935 to date. Form FERA 150, copies of monthly reports to State Director and local SERB on the numbers of relief employables registered as active, inactive, and awaiting assignment. (Rarely, official.) 10 x 12, 1¼ in., in steel filing case and bundle on floor. NRS Manager's office in basement. (8 and 46)

916. STATISTICAL REPORTS, DAILY AND WEEKLY, Jan. 1936 to date. Forms USES 300, 301, and 302, copies of daily reports to State office on applications, placements, and other activities, respectively; and nonstandardized weekly tabulations of the same information. (Frequently, official.) 10 x 12 folders, 10 in., in steel filing case. NRS work room in basement. (14)

917. STATISTICAL REPORTS, QUARTERLY, Jan. 1936 to date. Form USES 302a, copies of quarterly reports to the State Director on registrations, withdrawals, and placements in private industry and on the Government works program. Summaries of similar daily and weekly reports. (Frequently, official.) 10 x 12 folders, 4 in., in steel filing case. NRS work room in basement. (15)

918. ANALYSES OF PRIVATE INDUSTRY ACTIVITIES, Oct. 1936 to date. Special weekly reports to State Director on number of openings, field visits, referrals, canceled openings, placements, and unfilled or pending openings, in various industrial classifications, in private industry. (Frequently, official.) 10 x 12 folders, 1 in., in steel filing case. NRS work room in basement. (16)

919. CORRESPONDENCE, PRIVATE INDUSTRY, Jan. 1937 to date. Correspondence with the State office, local WPA, and private employers, regarding referrals and placement of applicants in private industry or with PWA contrators; and extra copies of the registration cards of such applicants. (Frequently, official.) 9 x 12 folders, 2 in., in steel filing case. NRS work room in basement. (18)

920. LABOR TROUBLE REPORTS, Jan. 1937 to date. Reports to the State Director regarding strikes and lockouts in the Beaver Valley, and correspondence regarding them. (Occasionally, official.) 10 x 12 folders, $\frac{1}{4}$ in., in steel filing case. NRS Manager's office in basement. (23)

921. MISCELLANROUS ADMINISTRATIVE REPORTS AND FISCAL RECORDS, Jan. 1937 to date. Forms USES 476, monthly reports on office employees' emergency overtime; 477, semimonthly reports on office employees' absences; 478, weekly time reports of office employees; Form NRS L-135, daily travel and auto mileage reports of office employees; Treasury Forms A-5, Notices of Miscellaneous encumberances, A-6, Requisitions for Purchase, A-7, Purchase Orders, all pertaining to office supplies; Treasury Forms 1012a, office employees travel vouchers; and nonstandardized monthly reports on outgoing franked mail, weekly reports on long distance phone calls and telegrams, quarterly inventories of office supplies and equipment, and public utility invoices. Originals of all of these to State Director. All filed together in chronological order. (Frequently, official.) 10 x 12 folders, 1 ft., in steel filing case. NRS Manager's office in basement. (27)

922. COMPLETED PROJECTS, CWA, 1933. Referral sheets, requisitions, placement records, and related correspondence pertaining to CWA program. (Rarely, official.) 10 x 12 folders, 1 ft. 6 in., in pasteboard box. NRS Manager's office in basement. (40)

923. NOTICES OF CASE CHANGE, 1933 - 1935. Form FERA 28, notices to NRS from SERB of changes in the eligibility of relief clients for work relief. Superseded by Forms FERA 601. (Rare, official.) 4 x 6 paper slips, 5 ft., in pasteboard boxes. NRS Manager's office in basement. (33)

924. COMPLETED PROJECTS, FERA AND WPA, 1933 to date. Records on requisitions, referrals, and placements on completed FERA and WPA projects. Filed by project number. (Occasionally, official.) 10 x 12 folders, 2 ft., in pasteboard box. NRS Manager's office in basement. (36)

925. ASSIGNMENTS, CWA, Oct. 1933 - Mar. 1934. Copies of forms issued to assign or reassign applicants to CWA projects, indicating name, address, identification and case numbers, labor classifications, assignments etc. Some on SERB Forms L5a and L-16a, but most on unnumbered mimeographed forms. (Rarely, official.) 4 x 6 slips, 15 ft., in pasteboard boxes. NRS Manager's office in basement. (42)

926. REGISTRATION CARDS, ACTIVE AND INACTIVE, Oct. 1933 to date. Forms USES 310, Industrial, 311 Professional and clerical, and 312 Domestic, active and inactive registration cards of all applicants, giving briefly personal, educational, and employment history and qualifications, occupational classification, and referral and placement record Filed alphabetically by occupational classification and political subdivision. (Daily, official.) 5 x 8 cards, 60 ft., in steel card cabinets NRS workroom in basement. (1)

927. REGISTRATION CARDS, DEAD, Oct. 1933 to date, Forms USES 310, Industrial, 311 Professional and clerical, 312 Domestic, and NRS 1 Miscellaneous. Registration cards, giving brief personal educational and employment history of persons whose applications are considered withdrawn because of rejection of assignment, formal withdrawal, private employment, failure to report for several months, etc. Office record of referrals and placements on reverse side. (Rarely, official.) 5 x 8 cards, 6 ft., in pasteboard boxes. NRS Manager's office. (34)

928. NOTICES TO REGISTER, 1934 - 1935. Notifications to relief clients of the requirement to register for work relief, returned at the time of registration. (Occasionally, official.) 10 x 12 folders, 2 ft., in pasteboard box. NRS Manager's office in basement. (32)

929. REFERRAL AND PAYROLL SHEETS, BOOTH & FLYNN CONTRACTS, 1934 - 1936. Copies of referral sheets listing men assigned to Booth & Flynn contract PWA jobs, and copies of pay rolls for the same. (Occasionally, official.) 10 x 12 folders, 6 in., in pasteboard box. NRS Manager's office in basement. (31)

930. ASSIGNMENTS, RWD, Mar. 1934 - Oct. 1934. Copies of Forms SERB L5a Assignment slips and L16a Reassignment slips, indicating assignees' name, addreess, case number, identification number, wage rate, labor classification, assignment, etc., on RWD program. (Rarely, official.) 4 x 6 paper slips, 12 ft., in pasteboard boxes. NRS Manager's office in basement. (41)

931. FIRM VISIT PRELIMINARY REPORTS, Mar. 1934 to date. Preliminary reports by field investigators on interviews with private employers for the purpose of soliciting patronage. Used to prepare Forms USES 330 and 331. (Frequently, official.) 10 x 12 folders, 5 in., in steel filing case. NRS Manager's office in basement. (25)

932. FIRM VISIT AND ORDER RECORD CARDS, Sept. 1934 to date. Form USES 330, records of visits to and interviews with private employers, showing name and address of firm, person interviewed, type of business, and employment needs and conditions; Form USES 331, records of openings in private industry for which NRS referrals are accepted, with office record of referrals, placements, and opening cancelations on reverse side. Both forms filed alphabetically by firm. (Daily, official.) 5 x 8 cards, 1 ft., in steel card cabinet. NRS workroom in basement. (22)

933. CLASSIFICATIONS OF RELIEF EMPLOYABLES, 1935 only. NRS copies of reports to State Director and local SERB on relief families, showing how employables have been classified for the public work relief program. Filed alphabetically for each political subdivision. (Occasionally, official.) 10 x 12 folders, 2 ft., in pasteboard box. NRS Manager's office in basement. (45)

934. IDENTIFICATION CARDS, Aug. 1935 to date. Form USES 350, office copies of cards furnished all registered applicants to identify themselves at future interviews, showing name, address, occupational classification, identification number, height, weight, and date of registration. Filed alphabetically. (Daily, official.) 3 x 5 cards, 36 ft., in steel card cabinets. NRS workroom in basement. (3)

935. LABOR ORDER CARDS, Aug. 1935 to date. Form USES 315, orders for labor from contractors on PWA jobs or from private employers, indicating number and types of jobs open, qualifications required of applicants, probable length of employment, rate of pay, hours, etc. Office record of referrals and placements on reverse side. Filed alphabetically by employer, or by project number. (Frequently, official.) 4 x 6 cards, 5 in. in steel card cabinet. NRS workroom in basement. (12)

936. NONRELIEF WORK STATUS SLIPS, Aug. 1935 to date. NRS copies of Forms USES 325 Assignment slips, WPA 402 Reassignment slips, WPA 403 Notices of change in work status, and WPA 404 Reclassification slips, issued to indicate, respectively, the project assignment, the reassignment from one project to another, the termination of employment, or a change in classification, title, or salary of WPA or other works program nonrelief employees. (Daily, official.) 4 x 6 paper slips, 3 ft., in steel card cabinet. NRS workroom in basement. (11)

937. RELIEF AND WORK STATUS CARDS, Aug. 1935 to date. Copies of Forms FERA 600, Certifications of eligibility, 601 Notices of case change, and 602 Cancelations of eligibility, Form USES 325 Assignment slips, and Forms WPA 402 Reassignment slips, 403 Notices of change in work status, and 404 Reclassification slips. Filed alphabetically. (Daily, official.) 4 x 6 and 5 x 8 slips, 33 ft., in steel card cabinets. NRS workroom in basement. (4)

938. PROJECT FOLDERS, Sept. 1935 to date. Forms WPA 401 Requisitions for workers prepared by WPA for its own and other relief projects, USES 371 Notices of referral of nonrelief workers as issued by NRS to projects other than WPA, lists of persons on WPA rolls requested to be assigned elsewhere, NRS 502 Reassignment notices indicating the transfer of a WPA

worker to a non WPA relief project, registration cards of out-of-county applicants assigned to relief projects, historical reports on project employment, and correspondence regarding any of these forms and reports. Filed by project number. (Frequently, official.) 10 x 12 folders, 2 ft. in steel filing case. NRS workroom in basement. (5)

939. REINTERVIEW RECORDS AND BULLETINS, Oct. 1935 - Nov. 1936. Daily records of reinterviews of registered applicants regarding their occupational classification, employment record, and educational qualifications, with the primary idea of placement on WPA. Also NRS bulletins regarding procedure in reinterviews. (Rarely, official.) 10 x 12 bundle, 6 in., on floor. NRS Manager's office in basement. (48)

940. NOTICES OF TRANSFER, Jan. 1936 to date. Form USES 370, copies of notices to WPA and applicants that registration is again considered active because of termination of employment, reestablishment of eligibility, reinterview, etc. Filed alphabetically. (Frequently, official.) 10 x 12 folders, 6 in., in steel filing case. NRS workroom in basement. (9)

941. REQUISITIONS FROM PRIVATE INDUSTRY, Jan. 1936 to date. Form USES 315, requisitions for labor from private industry and PWA contractors, specifying quantity, classification, education, qualifications, wages, duration of employment, and hours of work for labor needed. Office record of referrals and placements on reverse side. Filed alphabetically by firm or employer. (Daily, official.) 4 x 6 cards, 1 ft. 6 in., in steel card cabinet. NRS workroom in basement. (20)

942. CLEARANCE ORDERS FOR PRIVATE INDUSTRY, Jan. 1937 to date. Copies of inquiries, routed through the State Director to other NRS and Federal-State employment offices, for workers requisitioned by private industry and not available locally. Also replies to such inquiries. Filed alphabetically by requisitioning firm or employer. (Frequently, official.) 10 x 12 folders, 4 in., in steel filing case. NRS workroom in basement. (19)

943. CLEARANCE ORDERS FOR WORKS PROGRAM, Jan. 1937 to date. Copies of inquiries, routed through the State Director to other NRS and Federal-State employment offices, for workers requisitioned by WPA and not available locally. Also replies to such inquiries. Filed by project number. (Frequently, official.) 10 x 12 folder, $\frac{1}{2}$ in., in steel filing case. NRS Manager's office in basement. (28)

944. RECOMMENDATIONS FOR LABOR CLASSIFICATIONS, Jan. 1937 to date. Form USES 308. Recommendations to State NRS or WPA officials for official determination of proper labor classifications in doubtful cases, or for changes in such classifications. Submitted to overcome omissions or defects in official code of classifications. (Frequently, official.) 10 x 12 folder, $\frac{1}{4}$ in., in steel filing case. NRS Manager's office. (29)

945. REFERRALS OF WPA WORKERS TO PRIVATE INDUSTRY, Feb. 1937 to date. Copies of notifications to WPA of the referral of its employees to private industry, identifying the person or persons referred by name, address identification number, case number, age, and labor classification.

(Frequently, official.) 10 x 12 folders, 3 in., in steel filing case. NRS workroom in basement. (17)

ST. MARYS

NRS, DISTRICT OFFICE
Zelt Building, 227 Market St.

This office of the National Reemployment Service has jurisdiction over Elk and Cameron Counties. These records were formerly in the custody of the Ridgway Office of the NRS, which is no longer in existence. The NRS records for Elk and Cameron Counties were transferred to the Pennsylvania State Employment Service at St. Marys from the NRS Office at Ridgway in the latter part of December 1937. The Pennsylvania State Employment Service was established at St. Marys on December 20, 1937. The records of the NRS Office for Elk and Cameron Counties have always been on file in the files of the Pennsylvania State Employment Service in the Zelt Building, 227 Market St.; no other building has been occupied at St. Marys, Pa.

According to Dr. Jeromiah Sweeney, the Manager in charge, Mr. E. A. Sibley, Administrative Officer of the Pennsylvania State Employment Service, destroyed some of these records during a visit to the agency in February 1938. The extent of such destruction or the type of records so destroyed could not be learned. No records of the NRS are sent directly to Washington headquarters.

946. CROSS INDEX TO REGISTRATION CARDS, Dec. 20, 1937, to date. Form USES 321, index to registration cards, showing name, address, occupational classification, and identification and case numbers of applicants. (Frequently, official.) 3 x 5 cards, 17 ft., in steel card cabinets. R. Main Office. (11)

947. BULLETINS, 1934 - 1935. Bulletins issued by State Office regarding procedure and administration of NRS. Filed chronologically. (Rarely, official.) 9 x 12 folders, 2 ft., in pasteboard boxes. R. Storage closet (17)

948. CHECKER'S REPORT, 1935 - 1937. Nonstandard Form, mimeographed, used by firm visitors to report the results of their visits, showing date, firm visited, town, person interviewed, his title, remarks, and name of checker with date. (Rarely, official.) 4 3/4 x 9 3/4 slips, 5 in., in pasteboard box. R. Storage closet. (20)

949. EXPENSE RECORDS, July 1936 - June 1937. Form 1012a, public voucher for reimbursement of travel and other expenses including per diem; Form NRS L135, daily travel report by automobile, showing mileage and speedometer readings for each day and the accumulated mileage for month. (Rarely, official.) 9 x 12 folders, 5 in., in pasteboard box. R. Storage closet. (21)

950. INDUSTRIAL CONTRACTS, NON-WPA, 1935 - 1937. Copies of requisitions from industrial firms requesting workers, indicating number of persons needed, occupations to be filled; and referrals from this office for persons referred for open positions. (Rarely, official.) 9 x 12 folders, 1 ft., in steel filing cases. R. Main office. (26)

951. RECORD OF REINTERVIEWS, 1934 - 1937. Form USES 373a, notice of reinterview, showing name and address of person interviewed, age, identification and case numbers, primary and secondary occupational classification, supplementary classification, remarks, date, and name of interviewer. (Rarely, official.) 8½ x 11 sheets, 1 ft., in pasteboard boxes. R. Storage closet. (14)

952. RELIEF STATUS, CARDS, 1935 - 1937. Form FERA 600, certifications of eligibility; Form FERA 601, Notices of case change and Form FERA 602, Cancelations of eligibility, issued by relief office for persons formerly assigned to works program projects. (Rarely, official.) 5 x 8 slips, 4 ft., in pasteboard boxes. R. Storage closet. (16)

953. RETURNED REPLY CARDS, 1935 - 1937. Form USES 324, return reply part of postal cards sent to registered applicants asking whether they are working, either private or public, or still unemployed. Used to check registration card file for inactive entries. (Rarely, official.) 3 x 5 cards, 15 ft., in pasteboard boxes. R. Storage closet. (23)

954. STATISTICAL REPORTS, 1934 - 1937. Form USES 301, Report of placements, being a record of workers placed on projects. These are records of completed LWD projects; Form USES 302, copies of daily reports to State Office, regarding applications, placements and other activities of this office. (Rarely, official.) 9 x 12 folders, 1 ft., in pasteboard boxes. R. Storage closet. (22)

955. WPA PROJECTS, 1936 to date. Form WPA 401, Requisitions for workers and Referral Sheets, showing names and addresses of persons requested, identification and case numbers, and occupational code numbers. Used in requisitioning and referral of eligible registrants to works program projects. (Frequently, official.) 9 x 12 folders, 1 ft. 4 in., in steel filing cases. R. Main office.

956. WORK STATUS RECORDS, 1935 - 1937. Form USES 325, Assignment slips; Form WPA 402, Reassignment slips; Form 403, Change in Work Status; Form 404, Reclassification slips for persons who have been assigned to work on Works Program Projects, showing name, address, identification and case numbers of worker, location of project, occupational classfication, and rate of pay. Filed alphabetically. (Rarely, official.) 3 x 5 slips, 4 ft., in pasteboard boxes. R. Storage closet. (12)

957. CORRESPONDENCE, GENERAL, 1934 - 1937. Correspondence with State Office and with other district NRS offices and local WPA and relief headquarters, regarding labor needs, eligibility, classification, registration procedure, placements, complaints, etc. (Rarely, official.) 9 x 12 folders, 2 ft., in pasteboard boxes. R. Storage closet. (24)

958. CORRESPONDENCE, PRIVATE INDUSTRY, 1935 - 1937. Correspondence with industrial firms regarding employment needs, referrals, placements, etc. (Rarely, official.) 9 x 12 folders, 1 ft., in pasteboard boxes. R. Main office. (25)

959. FIRM VISIT REPORTS, 1934 - 1935. Form USES 330, records of visits and interviews with private employers, showing name and address of firm, person interviewed, nature of business, and employment needs and conditions. (Rarely, official.) 5 x 8 cards, 2 in., in pasteboard box. R. Storage closet. (29)

960. STATISTICAL REPORTS, OLD, 1934 - 1937. Form NRS 7a, daily report of number of referrals, placements, openings received, number of veterans placed, etc. Form USES 303b, Daily tally sheet, showing number of openings, applications and placements in private industry or WPA, etc. (Rarely, official.) 9 x 12 folders, 2 ft., in pasteboard boxes. R. Storage closet. (5)

961. WEEKLY ATTANDANCE REPORTS, Jan. 1936 - Dec. 1936. Reports of attendance of office employees, showing time of arrival, time of leaving and hours worked. (Rarely, official.) 4 x 9 bundle, 2 in., in pasteboard box. R. Storage closet. (18)

962. CASE CHANGE NOTICES, Jan. 1934 - July 1935. Form SERB 28, Notices sent to the NRS Offices from the SERB Office, showing changes in eligibility of persons on emergency relief for positions on work relief projects. Filed by township. (Rarely, official.) 4 x 6 slips, 1 ft. 6 in., in steel card cabinets. R. Interviewer's. (7)

963. CWA ASSIGNMENT AND IDENTIFICATION SLIPS, 1933 - 1934. Copies of forms issued to assign or reassign applicants to CWA projects, showing name, address, identification and case numbers, labor classifications, assignments, etc. (Rarely, official.) 3 x 5 slips, 2 ft., in pasteboard boxes. R. Storage closet. (19)

964. ELIGIBILITY RECORDS, 1933 - 1935. Form SERB 27, copies of records from local relief office, giving name and address of family on relief, names of employable members of each family, date of registration, and occupational preference. Used in making assignments of workers to Works Division projects. (Rarely, official.) 3 x 5 cards, 1 ft. 6 in., in pasteboard boxes. R. Storage closet. (6)

965. NOTICE OF PLACEMENT, May 1935 - Aug. 1935. Form USES 340, copies of notices sent to district WPA offices, showing name and address of person referred to private employment, identification and case numbers, relief district, name and address of employer, and whether regular or temporary employment. (Rarely, official.) 3 x 5 slips, 1 in., in steel card cabinet. R. Interviewer. (13)

966. PLACEMENT RECORDS, 1934 - 1937. Tabulated records showing number of persons assigned to all types of work relief projects, showing employee's identification number, name, work classification, and project assigned. Covers CWA, FERA, WPA, PWA, State Highway and other projects. (Rarely, official.) 9 x 12 folders, 2 ft., in pasteboard boxes. R. Storage closet. (28)

967. REGISTRATION CARDS, OBSOLETE, 1934 - 1935. Form NRS 1, registration cards of applicants for employment, showing brief personal history, educational qualifications, employment record, and referral and placement record. Filed alphabetically. (Rarely, official.) 5 x 8 cards, 4 ft., in pasteboard boxes. R. Storage closet. (2)

968. REGISTRATION CARDS, ACTIVE AND INACTIVE, 1935 to date. Form USES 310, Industrial; Form USES 311, Professional and clerical; Form USES 312, Domestic registration cards, giving brief personal, educational, and employment history of persons whose applications are withdrawn because of rejection of assignments, formal withdrawls, private employment, failure to report for several months, etc.; on reverse side are records of referrals and placements. Filed by occupation and classification. Indexed. (Occasionally, official.) 5 x 8 cards, 9 ft. 6 in., in steel card cabinets. R. Main office. (8)

969. REGISTRATION FILE, DEAD, 1935 to date. Form USES 310, Industrial Form USES 311, Professional and clerical; Form USES 312, Domestic and Service Workers registration cards of applicants for work who no longer contact this office, giving brief personal history of applicant, education employment history; on reverse side, referrals and placements are listed. (Rarely, official.) 5 x 8 cards, 3 ft. 6 in., in steel card cabinets. R. Main office. (9)

970. ORDER CARDS, 1933 -1935. Form USES 315, Industrial and Form USES 316, Domestic, record of orders for labor received from firms or individuals, showing name and address of firm or person to whom application should be made, number of positions open, duties, educational qualifications and experience required, industrial classification, hours to be worked, wages paid, nationality desired, time limit to fill order, name of clerk taking order and action taken. Filed alphabetically. (Rarely, official.) 3 x 5 cards, 10 in., in steel card cabinet. R. Interviewer's (1)

971. ORDER CARDS, 1934 - 1937. Form USES 315, record of orders for labor received from firms or individuals, showing name and address of persons to whom application should be made, number of positions open, duties to be performed, educational qualifications and experience necessary, industrial classification, number of hours to wirk, wages paid, nationality desired, time limit to fill order, name of clerk taking order and active summary. (Rarely, official.) 3 x 5 cards, 2 ft., in pasteboard boxes. R. Storage closet. (10)

972. ORDER CARDS, OBSOLETE FORM, 1934 - 1937. Form NRS 4, card record of employers requesting workers, showing name and address of employer requesting workers, number of workers requested, classification of work education of worker, experience, physical qualifications, sex,age, duration of work, rate of pay and summary of action taken. (Rarely, official.) 3 x 5 cards, 2 ft., in pasteboard boxes. R. Storage closet. (3)

973. VETERAN'S FILE, DEAD, 1935 to date. Form NRS 2, registration cards of war veterans applying for employment, giving applicant's name and address, brief personal history, educational and work qualifications; on reverse side is record of referrals and placements. (Rarely, official) 5 x 8 cards, 11 in., in steel card cabinet. R. Main office. (27)

974. WORK STATUS CARDS, CWA AND RWS PROJECTS, 1933 - 1935. Copies of WD Form L5a, assignment and identification slips used in assigning registered applicants to CWA and RWD projects, showing assignee's name, address, case number, identification number, wage rate, classification, and location of project; CWA Form L16a, Employee's Reclassification slips, showing name and address of employee who has been rejected, laid off, injured, recommended for occupational class change, or transferred to another project. (Rarely, official.) 3 x 5 slips, 1 ft. 6 in., in steel card cabinets. R. Interviewer's. (4)

SCRANTON

NRS, LACKAWANNA COUNTY OFFICE
Employment Office, 616 Mulberry St.

This office of the National Reemployment Service was established in 1932. A former location was the Adlin Bldg., Madison and Linden Sts.

975. EMPLOYMENT FORM 104, 1932 - 1934. Form is filled in by contractor on job, not paid for with ERB funds. Index. (Frequently, official.) 8 x 10 folders, 8 ft., in 4 drawers of metal filing case. R. 1. (227)

976. FERA FORM 600, 1932 - 1936. Record of the certification of eligibility of persons on relief by County Emergency Relief Board, forwarded to this office. Filed alphabetically. (Frequently, official.) 5 x 8 cards, 26 ft., in 12 drawers of metal filing cases. R. 1. (214)

977. FERA FORM 601, 1932 - 1936. Notice of case change received from County Relief Office, showing case is active or inactive. Index. (Frequently, official.) 5 x 8 cards, 5 ft., in 20 drawers of metal filing cases. R. 1. (220)

978. FERA FORM 602, 1932 - 1936. Cancelation of certification of eligibility of relief cases issued by County Emergency Relief Board and sent to this office. Filed alphabetically. (Rarely, official.) 5 x 8 cards, 10 ft., 5 drawers of filing cases. R. 1. (213)

979. USES FORM 300, 1932 - 1936. Statistical form used to record new applicants by code, occupationally and industrially. Index. (Frequently, official.) 5 x 8 folders, 2 ft., in drawer of metal filing case. R. 1. (215)

980. FORM 104, 1932 - 1936. Master index. Arranged alphabetically. (Frequently, official.) 3 x 6 cards, 70 ft., in 20 drawers of card cabinets. R. 1. (222)

981. FORM 311, 1932 - 1936. Registration cards for professional occupations of females. Index. (Frequently, official.) 5 x 6 cards, 70 ft., in 30 drawers of metal filing cases. R. 1. (221)

982. FORM 304, 1932 - 1936. Statistical form adding and substracting applicants from inactive to active status, and vice versa. Index. (Frequently, official.) 5 x 8 folders, 2 ft., in drawer of metal filing case. R. 1. (226)

983. FORM 310, 1932 - 1936. Registration card for non-professional occupations. Filed alphabetically. (Frequently, official.) 5 x 13 folders, 60 ft., in 30 drawers of metal filing cases. R. 1. (224)

984. FORMS ITS, 1932 - 1936. Report that is submitted each week by the interviewers, as to the number of people interviewed, and status of each case. Index. (Frequently, official.) 14 x 16 folders, 2 ft., in drawer of metal filing case. R. 1. (225)

985. UNITED STATES EMPLOYMENT SERVICE, 1932 - 1936. Form 301, statistical form, showing placement of applicants to work. (Frequently, official.) 8 x 10½ folders, 2 ft., in drawer of metal filing case. R. 1. (232)

986. USES FORM 350, 1932 - 1936. Identification card issued to each person who has applied for a position. Index. (Frequently, official.) 3 x 5 cards, 44 ft., in 22 drawers of metal filing cases. R. 1. (231)

987. WPA FORM 501, 1932 - 1936. Report on WPA workers waiting to be assigned to projects. Index. (Frequently, official.) 8 x 10½ folders, 8 ft., in 7 drawers of metal filing cases. R. 1. (97)

988. WPA FORM 401, 1932 - 1936. Requisition for workers. Index. (Frequently, official.) 8 x 10½ folders, 8 ft., in 7 drawers of metal filing cases. R. 1. (212)

989. WPA FORM 303, 1932 - 1936. Advance notice of labor requirements on PWA projects. Index. (Frequently, official.) 14 x 16 folders, 8 ft., in 4 drawers of metal filing case. R. 1. (230)

990. LIBE FORM 106, 1935 - 1936. Form for workers filled at this office by employers who requisition workers for jobs. Index. (Frequently, official.) 4 x 6 folders, 4 ft., in 2 drawers of filing case. R. 1. (216)

991. WPA FORM 404, 1935 - 1936. Reclassification slips made out at WPA office on the change of classification for workers. Index. (Frequently, official.) 4 x 6 folders, 20 ft., in 10 drawers of metal filing cases. R. 1. (229)

992. WPA FORM 403, 1935 - 1936. Notice of change in work status on WPA projects filled by supervisor on projects and forwarded to this office. Index. (Frequently, official.) 4 x 6 folders, 10 ft., in 5 drawers of metal filing cases. R. 1. (217)

993. WPA FORM 402, 1935 - 1936. Reassignment slip; when one project is completed, the men working on it must get a reassignment slip for another project. Index. (Frequently, official.) 4 x 6 folders, 20 ft., in 10 drawers of metal filing cases. R. 1. (223)

994. WPA FROM 144-A, 1935 - 1936. Individual occupational classification records. Index. (Frequently, official.) 5 x 6 cards, 10 ft., in 5 drawers of metal filing cases. R. 1. (218)

995. WPA FORM 325, 1935 - 1936. Assignment slip sent to workers when they are assigned to projects. Index. (Frequently, official.) 4 x 6 folders, 20 ft., 10 drawers of metal filing cases. R. 1. (228)

SHARON

NRS, DISTRICT OFFICE
Chamber of Commerce Bldg., 40 Vine Ave.

This office of the National Reemployment Service was established October 16, 1933. Although the jurisdiction of the agency does not extend beyond Mercer County, the agency is a District and not County Office. This agency is a regular NRS Office and not a State-Federal Employment Office and the State NRS Director (at Harrisburg) is the principal executive official in charge of this and other similar district NRS offices. No important administrative reorganizations have taken place since the establishment of the office. Prior to the occupancy of the Chamber of Commerce Building the headquarters were at: Dollar Savings and Trust Building, State and Dock Streets, October 16, 1933 - July 1, 1934; First National Bank Building, 7 West State Street, July 1934 - November 1, 1934.

None of the records have been lost or destroyed nor have any so-called useless papers materialized. No special policy of sending its records to Washington has been adopted, although reports and copies of essential records are sent to the State Director at Harrisburg.

996. INDEX TO REGISTRATION CARDS, Oct. 1933 to date. Form USES 321, index cards to active, inactive, and dead registration cards, giving name and address of person registered, occupational classification, and identification number. Filed alphabetically. (Daily, official.) 3 x 5 cards, 43 ft., in steel card cabinets. Second floor. (46)

997. ASSIGNMENT SLIPS, Aug. 1935 to date. Form USES 325, used to assign relief persons and nonrelief persons to works program projects, giving person's name, address, identification and case numbers, occupation, rate of pay, project number and location. Filed with nonrelief assignment slips are Forms WPA 403 Termination of work and WPA 404 Reclassification slip. Filed by identification number. (Frequently, official.) 4 x 6 slips, 6 ft., in steel card cabinets. Main workroom, second floor. (55)

998. BULLETINS, Oct. 1933 to date; Circulars, Bulletins and notices, received from NRS office at Harrisburg and instructions relating to procedure. (Occasionally, official.) 9 x 12 covers, 6 ft., in steel filing case. Secretary's office. (68)

999. FIRM VISIT AND ORDER RECORD CARDS, Jan. 1936 to date. USES Form 330 Firm visit card, giving firm's name, address, type of work done, number of employees hired, shop conditions, experience and work requirements, and record of visits; USES Form 331 Record of orders, giving name and address of firm placing order for referrals, number and type of workers needed, and disposition of order. Filed alphabetically. (Frequently, official.) 5 x 8 cards, 1 ft. 6 in., in steel card cabinets. Main workroom. (43)

1000. IDENTIFICATION CARDS, July 24, 1935 to date. Form USES 350, copies of cards given each registered applicant to be use when contacting office, giving person's name, address, identification number, occupational classification, age, weight, height, date interviewed, and signatures of registrant and interviewer. Filed numberically by identification number. (Daily, official.) 3 x 5 cards, 24 ft.,in steel card cabinets. Main workroom. (47)

1001. INTRODUCTION CARDS, PUBLIC WORKS, Oct. 1934 to date. Form USES 320, introduction cards sent to this office by public work project and PWA project offices, giving result of interview of person referred by this office. Filed alphabetically. (Frequently, official.) 3 x 5 cards, 1 ft. 6 in., in steel card cabinet. Main workroom. (53)

1002. INTRODUCTION CARDS, PRIVATE INDUSTRY, 1936 to date. Form USES 320, introduction cards returned to this office by private industrial firms, giving result of interviews of persons who were referred for positions open. Filed by industrial code. (Frequently, official.) 3 x 5 cards, 3 ft., in steel filing cabinet. Main workroom. (54)

1003. LABOR INVENTORY REPORTS, Apr. 1934 - July 1935. Form SERB 29, sent to State Director, giving number of persons registered, occupational classifications, number of men, women, and veterans working, not working, and available. (Rarely,official.) 8½ x 11 bundles 8 in., in pasteboard box. Storage cupboard. (59)

1004. LEAVE OF ABSENCE REPORT, Oct. 1933 to date. Copy of Form USES 477, semimonthly report to State office, indicating current leave and total leave to date of all administrative employees. (Frequently, official.) 9 x 12 folders, 1 ft., in steel filing case. Secretary's office. (64)

1005. ORDER CARD, 1934 to date. Forms USES 315 Private industry and USES 316, Domestic, used to record order for referrals, placed by employer or firms, giving employer's or firm's name, address, positions open, education and experience required, duties to be performed, wages paid, placement and referral record, and action summary showing position filled, closed or canceled. Filed by industrial code number. Also old NRS froms No.4. (Frequently, official.) 4 x 6 cards, 1 ft. 6 in., in steel card cabinets. Main workroom. (52)

1006. PROJECT RECORDS, LWD AND RWD, Apr. 1934 - July 1935. Correspondence, statistical reports, requisitions for workers, referrals etc., pertaining to work division program projects. (Rarely, official.) 10 x 12 folders, 8 ft., in pasteboard boxes. Main workroom. (56)

1007. WPA OPEN PROJECTS, July 1935 to date. Folders of WPA projects that are still working, containing the labor requisitions, the referrals and all correspondence relating to each project. (Occasionally, official.) 9 x 12 folders, 1 ft., in steel filing cases. Secretary's office. (70)

1008. WPA CLOSED PROJECTS, Sept. 1935 to date. Folders of WPA projects that have been completed, containing labor requisitions, referrals, and related correspondence. (Occasionally, official.) 9 x 12 folders, 8 ft., in steel filing case. Secretary's office. (69)

1009. PROJECT FOLDERS, WPA-PWA-HIGHWAY, 1934 - 1936. Folders containing requisitions for workers, referral sheets, transmittal letters, and related correspondence. Filed by project number. (Rarely, official.) 10 x 12 folders, 4 ft., in pasteboard boxes. Main workroom. (60)

1010. REGISTRATION CARDS, ACTIVE AND INACTIVE, Oct. 1933 to date. Forms USES 310 Industrial, 311 Clerical and professional, 312 Service workers, and 326a Farm workers, active and inactive registration cards, indicating person's name, address, occupational number, brief personal history, education, work record, and placement and referral record. While all registrations are filed by occupational classification, there being a large labor and farm help section, these are also again filed by political subdivision. Indexed. (Daily, official.) 5 x 8 cards, 48 ft., in steel card cabinets. Main workroom. (41)

1011. REGISTRATION CARDS, DEAD FILE, Oct. 1933 to date. Forms USES 310 Industrial, 311 Clerical and professional, 312 Service workers, and 326a Farm help, registration cards, giving applicant's name, address, occupational classification, brief personal history, education, and employment record, placement and referral record; for applicants who no longer contact this office. Filed alphabetically. Indexed. (Frequently, official.) 5 x 8 cards, 9 ft., in steel card cabinets. Main workroom. (42)

1012. REGISTRATION CARDS, VETERAN'S SUPPLEMENTARY, Oct. 1933 to date. Forms USES 310 Industrial, 311 Clerical and professional, and 312 Service workers, registration cards of World War veterans, giving veteran's name, address, occupational classification, brief personal history, education and employment record and placement and referral record. Used supplementary to regular registration cards for quick reference purposes. Filed alphabetically by political subdivision. Indexed. (Frequently, official.) 5 x 8 cards, 1 ft. 6 in., in steel card cabinet. Main workroom. (48)

1013. RELIEF STATUS CARDS, PENDING, Aug. 1933 to date. Form FERA 600 Certification of eligibility, sent to this office by local relief agency for persons who have been referred but placement is pending. (Frequently, official.) 5 x 8 slips, 2 ft. 3 in., in steel card cabinets. Main workroom. (50)

1014.. WORK STATUS CARDS, CWA, RWD, LWD, Oct. 1933 - July 1935. Form L5 Assignment and identification cards, L5A Assignment and identification cards, L16A Reclassification slip, used to assign and reclassify persons on work division program projects. For both relief and nonrelief employees. (Rarely, official.) 4 x 6 slips, 10 ft., in pasteboard boxes. Main workroom. (57)

1015. WORK STATUS AND RELIEF STATUS CARDS, INACTIVE, Aug. 1933 to date. Forms FERA 600 Certification of eligibility, FERA 601 Notices of case change, WPA 402 Reassignment slips, WPA 403 Termination of work, WPA 404 Reclassification slips for persons awaiting assignment or reassignment to work program projects. (Frequently, official.) 5 x 8 slips, 1 ft. 6 in., steel card cabinets. Main workroom. (39)

1016. RELIEF STATUS CARDS, INELIGIBLE, Aug. 1935 to date. Form USES 600 Certificate of eligibility, issued by local relief agency for persons who are ineligible but case not officially closed by issuance of Form FERA 602 Cancelation of eligibility. (Frequently, official.) 5 x 8 slips, 1 ft. 6in., in steel filing case. Main workroom. (40)

1017. RELIEF STATUS AND WORK STATUS SLIPS, ACTIVE, Aug. 1935 to date. Forms FERA 600, Certification of eligibility, 601 Notices of case change, WPA 601 Notices of case change, WPA 402 Reassignment slip WPA 403 Termination of work, and WPA 404 Reclassification slips, for eligible workers on WPA or PWA work program projects. Filed alphabetically by political subdivision. (Daily, official.) 4 x 6 and 5 x 8 slips, 21 ft., in steel card cabinets. Main workroom. (38)

1018. RELIEF STATUS CARDS, CLOSED CASES, Aug. 1935 to date. Forms FERA 600, Certification of eligibility, FERA 601 Notices of case change, and FERA 602 Cancelation of eligibility, from local relief agency, for cases now not eligible for works program projects, giving reasons for cancelation. Filed alphabetically. (Frequently, official.) 5 x 8 slips, 18 ft., in steel card cabinets. Main workroom. (49)

1019. RELIEF STATUS SLIPS, MISCELLANEOUS, Aug. 1935 to date. Forms FERA 600 Certification of eligibility and FERA 601 Notice of case change, from local relief agency for employable persons not available as they are working part time, are non-registered cases, or are cases in which youth is working on NYA and other employables are available. Filed alphabetically. (Frequently, official.) 5 x 8 slips, 6 in., in steel filing cases. Main workroom. (51)

1020. RETURNED REPLY CARDS, CANCELED, Aug. 1935 to date. Form USES 324 returned reply cards which that person is no longer in need of work, thereby canceling registration. Filed alphabetically. (Frequently, official.) 3 x 5 cards, 5 ft., in steel filing cases. Main workroom. (44)

1021. STATISTICAL REPORTS, July 1934 to date. Copies of weekly reports sent to State Director on Forms USES 300, Daily report of application, USES 301 Report of Placements, and USES 302 Summary of Activities giving detailed report of work performed by this agency. (Frequently, official.) 10 x 12 folders, 5 ft., in pasteboard boxes and in desk drawer of statistician. Storage cupboard. (58)

1022. TERMINATION OF WORK SLIPS, Aug. 1935 to date. Form WPA 403, copies of termination of work slips sent to this office by WPA district office, giving employee's name, address, case and identification numbers, project number, and location and reason for release. For eligible persons awaiting reassignment and held for a 4 month period before being canceled. Filed alphabetically by politicl subdivision. (Frequently, official.) 4 x 6 slips, 6 in., in steel filing case. Main workroom. (45)

1023. TRAVEL VOUCHERS, Oct. 1933 to date. Copies of Treasury Form 1012, sent to State office for reimbursing administrative employees, for expenses incurred while traveling. (Frequently, official.) 9 x 12 folders, 2 in., in steel filing case. Secretary's office. (67)

1024. CORRESPONDENCE, Oct. 1933 to date. Correspondence with State office, district offices, indivuduals, etc. (Frequently, official.) 9 x 12 folders, 10 ft., in steel filing case. Secretary's office. (62)

1025. ATTENDANCE REPORTS, Oct. 1933 to date. Copy of Form USES 478, weekly report to State office, indicating attendance record of all administrative employees. (Frequently, official.) 9 x 12 folders, 1 ft. 6 in., in steel filing case. Secretary's office. (63)

1026. REPORT OF TELEPHONE CALLS, Oct. 1933 to date. Copies of Form BB-503 report of telephone calls, sent to State office, indicating the reason for toll calls made, name of person making call, length of call, and toll charge. (Occasionally, official.) 9 x 12 folders, 1 in., in steel filing case. Secretary's office. (71)

1027. DAILY TRAVEL REPORTS, Oct. 1933 to date. Copies of Form NRS-Hdq-L-135 sent to State office, indicating time of arrival and departure, miles traveled, cost of mileage and per diem, total of previous reports, and cumulative totals for the month. (Frequently, official.) 9 x 12 folders, 1 ft., in steel filing case. Secretary's office. (66)

1028. REPORT OF OVERTIME, Oct. 1933 to date. Copies of Form USES 476, monthly report of overtime sent to State office, indicating number of employees who have worked hours in excess of number fixed by Departmental regulations, and amount necessary to compensate for overtime. (Frequently, official.) 9 x 12 folders, 6 in., in steel filing case. Secretary's office. (65)

1029. CWA AND HIGHWAY REPORTS, Dec.1933 - Mar. 1934. Reports sent weekly to State Director, regarding placements, reemployment, placements on projects, referrals and sub-office reports of activities; and highway registrations cards and list of registrations. (Rarely, official.) 10 x 12 folders, 1 ft. 6 in., in pasteboard box. Main workroom. (61)

SOMERSET

NRS, DISTRICT OFFICE
Schell Building, 118-120 W. Main Street

This office of the National Reemployment Service was established in November 1933, and has jurisdiction over Bedford and Somerset Counties. From November 1933 to December 9, 1937, this agency was a NRS District office for Bedford, Fulton, and Somerset counties; Fulton County was removed from the jurisdiction of this office in the spring of 1936. On December 9, 1937, the NRS District Office became a Pennsylvaina State Employment Service Office for Somerset County only. Prior to obtaining quarters in the Schell Building, the agency was located for a brief period of time in the Beerits Building, 128 N. Center Ave.

All the records of this agency have been kept since the first establishment of the office. No so-called useless papers materialize in the functioning of such offices. All reports and other contacts with Washington headquarters are made through the State office at Harrisburg.

1030. INDEX CARDS, MASTER FILE, 1933 to date. Index to Forms USES 310, 311, and 312, registration cards of persons registering for positions. Cards show name, address, phone number, occupational classifications, and secondary classification. Filed alphabetically. (Daily, official.) 3 x 5 cards, 25 ft., in steel card cabinets. R. 8. (148)

1031. PRIVATE FIRMS, INDEX, Jan. 1937 to date. Form USES 332, card record of industrial firms, indicating name and address of firm, industrial classification by code, and kind of business. Used as index to firm visit and order cards. Filed alphabetically. (Frequently, official.) 5 x 8 cards, 4 in., in steel card cabinets. R. 8. (139)

1032. ASSIGNMENT AND IDENTIFICATION CARDS, Oct. 1934 - Aug. 1935. Forms L5A-L-15A-L-16A. Forms issued to assign or reassign persons to LWD and PWA Pennsylvania Highway Department projects, showing name, address, and identification number of person assigned to project, and number, location and description of project to which assigned. (Rarely, official.) 4 x 6 cards, 8 ft., in pasteboard boxes. Stockroom. (150)

1033. CLEARANCE BULLETINS, 1936 to date. Copies of inquiries, routed through State office for district employment offices, requesting workers for positions which they cannot fill. Form letter from this office shows whether this office can fill request. (Occasionally, official.) 9 x 12 folders, 6 in., in steel filing case. R. 8. (131)

1034. EMPLOYER'S ORDER CARDS, Nov. 1933 - June 1935. NRS Form 4, card record of employer making request for workers, showing name and address of employer, number of persons requested, classification of work, education, experience, physical classification, sex, age, duration of work period, rate of pay, and summary of actions taken. (Rarely, official.) 4 x 6 cards, 4 ft., in pasteboard boxes. Stockroom. (158)

1035. ELIGIBILITY RECORDS, 1934 - 1935. SERB Form 27, card record of eligibility submitted by relief agency, showing name, address, head of family, case number, number of employables in the family, status of relief, date card was made out, and date case was closed. Filed by political subdivision for Somerset and Bedford Counties. (Rarely, official.) 3 x 5 cards, 8 ft., in pasteboard boxes. Stockroom. (156)

1036. ELIGIBILITY CARDS, DEAD FILE, 1935 - 1936. FERA Form 600, from State Emergency Relief Board to the NRS office, showing the eligibility of the person applying for work. Records of persons who have entered private industry, or are no longer eligible ofr work on various projects. For Somerst County only. (Rarely, official.) 5 x 8 cards, 2 ft., in pasteboard boxes. Stockroom. (169)

1037. FIRM VISIT AND ORDER RECORD CARDS, Jan. 1937 to date. Form USES 330, records of visits to and interviews with private employers, showing name and address of firm, person interviewed, type of business, and employment needs and conditions. Also Form USES 331, record of openings in private industry for which NRS referrals are accepted, with office record of referrals, placements, and cancelations on reverse side. Filed alphabetically by firm name. Indexed. (Frequently, official. 5 x 8 cards, 1 ft., in steel card cabinets. R. 8. (137)

1038. FOREIGN NAME CARDS, n.d. Card record of foreign person certified for work from address of relief client, giving name of worker and name and address of relief case client. Indexed. (Occasionally, official.) 5 x 8 cards, 6 in., in steel card cabinet. R. 8. (144)

1039. IDENTIFICATION CARDS, July 1935 to date. Form USES 350, office copies of cards furnished to all registered applicants to identify themselves at future interviews, showing applicant's name, address, occupational classification, identification number, height, weight, and date of registration. Filed by identification number. Indexed. (Frequently, official.) 3 x 5 cards, 23 ft., in steel card cabinets. R. 8. (136)

1040. INTRODUCTION CARDS, 1934. NRS Form 6, introducing applicant for position to employer, showing name, address and occupation of person, and name of firm or project head to whom applicant is introduced. Cards cover highway projects and private industry in Somerset County. (Rarely, official.) 3 3/4 x 6 cards, 6 ft., in pasteboard boxes. Fair. Stockroom. (167)

1041. MISCELLANEOUS RECORDS, 1935. Bulletins from State office relating to operation and procedure. Referral sheets listing person referred for position and requisitions received from project heads for workers. (Rarely, official.) 8½ x 11 sheets, 2 ft., in pasteboard boxes, Fair. Stockroom. (157)

1042. NOTICE OF CASE CHANGE, 1934 - 1935. FERA Form 28, notice sent to the NRS offices from the SERB office indicating changes in the eligibility status of persons on emergency relief for positions on work relief projects. Records cover Bedford and Somerset Counties. Filed by political subdivision. (Rarely, official.) 4 x 6 slips, 6 ft., in pasteboard boxes. R. 8. (149)

1043. NOTICE TO WPA OF REFERRAL OF PERSONS TO PRIVATE INDUSTRY, Jan. 1937 to date. Form NRS-340a, copies of forms sent to Supervisor of Employment, WPA district office at Johnstown, showing name, address, identification number, case number, and relief district of person referred to private industry for employment, giving name and address of employer and whether employment is regular or temporary. (Occasionally, official.) 3 x 5 slips, 4 in., in steel card cabinets. R. 8. (138)

1044. ORDER CARDS, Jan. 1937 to date. Forms USES-315 Industrial and USES-316 Domestic, record of orders for labor, received from firms or individuals, indicating name and address of firm or person to whom application should be made, number of positions open, duties to be performed, educational qualifications and experience neede, industrial classification, number of hours to work, wages paid, nationality desired, time limit to fill and name of clerk taking order, and record of placements, referrals and action (on reverse side). Filed alphabetically. (Frequently, official.) 4 x 6 cards, 10 in., in steel card cabinets. R. 8. (141)

1045. COMPLETED PROJECTS, CWA, Nov. 1933 - Sept. 1934. Folders contain requisitions for workers, referral sheets, approval, correspondence relating to employment on the project, and report of placement (Form USES 301), record of persons placed on the project. (Rarely, official.) 9 x 12 folders, 2 ft., in pasteboard boxes. Fair. Stockroom. (154)

1046. COMPLETED PROJECTS, LWD, Oct. 1934 - June 1935. Folders contain worker's requisitions, referral sheets, approvals and all correspondence relating to all matters of employment, and USES Form 301 Report of placements, record of persons placed on the project. (Rarely, official.) 9 x 12 folders, 4 ft., in pasteboard boxes. Stockroom. (163)

1047. COMPLETED PROJECTS, WPA, July 1935 - Dec. 1937. Folders containing requisitions for worker, referral sheets, approval, correspondence relating to matters of employment, USES Form 301 Report of placements, record of persons placed on the project. For Somerset and Bedford Counties. (Rarely, official.) 9 x 12 folders, 10 ft., in pasteboard boxes. Stockroom. (164)

1048. PROJECT FOLDERS, Sept. 1935 to date. Form WPA 401, Requisitions for workers, from WPA District Office, at Johnstown, giving project number, location, requisition number, description of project, occupations to be filled, wage, class, and requirements; Form USES 301, Daily tally of activities, showing number of persons referred, placed or canceled; Form NRS 502 Reassignment notice indicating names of persons transferred to another project. Sheets show date requisition received, date filled, number of persons requisitioned, and number of persons referred. Filed by project number. Copies of correspondence with district WPA office regarding employment is also included. (Frequently, official.) 9 x 12 folders, 6 ft., in steel filing cases. R. 8. (132)

1049. REGISTRATION CARDS, DEAD FILE, 1933 - 1935. NRS Forms 1, record of applicant for position. Cards show name and address, work qualification and classification, nationality, race, physical condition, marital status, number of dependents, employment record, education, comments, signature of applicant, and placement and referral record. These are records of persons now working in private industry or no longer eligible for work. (Rarely, official.) 5 x 8 cards, 14 ft., in steel card cabinets and in pasteboard boxes. R. 8 and Stockroom. (147, 153)

1050. REGISTRATION CARDS, ACTIVE AND INACTIVE, Nov. 1933 to date. Forms USES 310, Industrial, 311, Professional and clerical, 312, Domestic, and 326 Farmers, active and inactive registration cards of applicants for work, giving brief personal history, educational qualifications, employment history, occupational classifications, with referral and placement record on reverse side. Filed alphabetically by occupational code. Indexed. (Frequently, official.) 5 x 8 cards, 31 ft., in steel card cabinets. R. 8. (146)

1051. REFERRALS, 1934 - 1935. Record sheets of persons referred to Pennsylvania Highway Projects on RWD and PWA programs, showing name and case number, project number, location, and date. (Rarely, official.) 9 x 12 folders, 2 ft., in pasteboard boxes. Stockroom. (168)

1052. PLACEMENT AND REFERRAL SHEETS, 1935 - 1936. Records of placements made of persons in private industry, listing employer, applicant's identification number, code numbers, sex, age, race, amount of wages, and hours. Referral records show number of persons referred for positions in private industry, names of persons referred and of firms or employer requesting referral. For Somerset and Bedford Counties. (Rarely, official.) 8½ x 11 sheets, 2 ft., in pasteboard boxes. Stockroom. (162)

1053. REFERRAL CARDS, PRIVATE INDUSTRY, Nov. 1935 to date. Form USES 320, introduction cards given to persons referred to private industrial firms for interviews, returned to this office by firms; indicates name and address of firm, name and occupational classification of person referred, with result of interview, showing whether person was employed or reason for not hiring. Filed alphabetically. (Rarely, official.) 3 x 5 cards, 3 ft. 4 in., in steel card cabinets and in pasteboard boxes. R. 8 and Stockroom. (140, 173)

1054. REFERRALS, PRIVATE INDUSTRY, Jan. 1936 to date. Copies of referral sheets sent to private industrial firms and WPA District offices at Johnstown, indicating name and address of firm to whom registered applicants are referred for employment, names and addresses of person referred, case number, occupational classification, with note if hired or not hired. Correspondence regarding referrals also in folders. (Frequently, official.) 9 x 12 folders, 6 ft., in steel filing cases. R. 8. (133)

1055. REINTERVIEW RECORDS, 1936. USES Form 373a. Notice of reinterview, showing name and address of certified person interviewed, age, identification and case number, primary and secondary occupational classification, supplementary classification, remarks, date, and name of interviewer. For Somerset and Bedford Counties. (Rarely, official.) 8½ x 11 sheets, 2 ft., in pasteboard boxes. Stockroom. (161)

1056. RELIEF STATUS SLIPS, ACTIVE, 1935 - Mar. 1938. Copies of Forms FERA 600 Certifications of eligibility, FERA 601 Notices of case change, from district relief office, certifying persons eligible for Work Projects Program. giving person's name and address, identification and case numbers, occupational classification, and number of persons in family. Case change gives case name, old and new address, case number with change in list of eligibles in family, showing name, relationship. marital status, and priority rating. Filed alphabetically by political subdivision. These forms discontinued in March 1938. (Frequently, official.) 4 x 6 slips, 36 ft., in steel card cabinets. R. 8. (145)

1057. RELIEF AND WORK STATUS SLIPS, CLOSED, 1935 to date. FERA Forms 600 Certificates of eligibility, 601, Notice of case change, 602, Cancelation of elegibility; WPA Forms 402 Reassignment slip, 403 Notice or termination of employment and 404 Reclassification slips, issued by Relief Office and District WPA Office on cases which have been closed, since persons have private employment, failed to report, etc. Filed alphabetically. (Occasionally, official.) 5 x 8 slips, 22 ft., in steel card cabinets. R. 8. (142)

1058. RENEWAL CARDS, 1936 - 1937. Form USES 324, reply part of postal card returned to office by registered applicants, showing if they are employed or if still unemployed, name and address of applicant, and name and address of employer. Used to keep registered file up to date. (Rarely,official.) 3 x 5 cards, 6 ft. 6 in., in steel card cabinets and pasteboard boxes. R. 8 and Stockroom. (134, 174)

1059. UNEMPLOYMENT REPORTS, 1934. Reports from the State Emergency Relief Board, Department of Research and Statistics, Social Survey Section at Harrisburg, showing results of survey taken to determine number of unemployed persons in the State, listing each county political subdivision separately. (Rarely, official.) 9 x 12 folders, 10 in., in pasteboard boxes. Fair. Stockroom. (171)

1060. CLASSIFICATION REPORTS, 1934 - 1935. SERB Form 29, report of placement agency, showing occupation classification number, occupation, male or female, total number of cases having one or more employables in family, the county and political subdivision, and name of certifying statistician. For Somerset and Bedford Counties. (Rarely, official.) 8 x 12 sheets, 2 ft., in pasteboard boxes. Fair. Stockroom. (155)

1061. STATISTICAL REPORTS, July 1934 - 1936. Daily reports on number of applications received, number of placements made and summary of other activities of the office; weekly and monthly reports covering same. Sent to State Director at Harrisburg; includes related correspondence. (Rarely, official.) 9 x 12 folders, 6 ft., in pasteboard boxes. Stockroom. (152)

1062. STATISTICAL REPORTS, MISCELLANEOUS, 1935 to date. Copies of reports sent to State office upon request, showing number of eligible or ineligible applicants, total veterans registered or placed, total placements in private industry, total number of registered applicants under each occupational code, and other special reports regarding employment service. (Occasionally, official.) 9 x 12 folders, 3 in., in steel filing case. R. 8. (127)

1063. QUARTERLY STATISTICAL INVENTORIES, July 1937 to date. Copies of quarterly reports sent to State office, giving quarterly summary of number of registrations, number of placements in private or public work, number of referrals, and number of interviews and reinterviews. (Occasionally, official.) 9 x 12 folders, ½ in., in steel filing case. R. 8. (128)

1064. ELIGIBILITY REPORTS, n.d. Copies of reports from the State Emergency Relief Board indicating the number of relief employables eligible for positions on work relief projects. Filed with reports are transmittal sheets accompanying reports. (Rarely, official.) 10 x 12 sheets, 2 ft., in pasteboard boxes. Stockroom. (159)

1065. STATISTICAL RECORDS, 1936 to date. Forms USES 300, 301, and 302, copies of daily and weekly reports to State office on applications, placements, and other activities. (Frequently, official.) 9 x 12 folders, 4 in., in steel filing case. R. 8. (129)

1066. TRANSMITTALS, 1935. Copies of WPA and SERB letters acknowledging receipt of Forms WPA 402 Reassignment slips Form 403 Change in work status and 404 Reclassification slips. Forms SERB 600 Certification of eligibility 601 Case change notices and 602 Cancelation of eligibility. Originals are returned to WPA and SERB. (Rarely, official.) 9 x 12 folders, 2 ft., in pasteboard boxes. Stockroom. (175)

1067. TRANSMITTAL LETTERS, 1937 to date. Copies of transmittal letters sent to Supervisor of Employment, WPA District Office at Johnstown, giving name of person for whom certificates of eligibility, notices of case changes or cancelation of eligibility have been reopened or closed. Form 11-116, Transmittal letter from Supervisor of Finance and Statistics, WPA District Office at Johnstown, giving employees identificattion number and work project number and number of work status form issued. Work Status forms are USES 325, Assignment slip. WPA 402, Reassignment Slip, WPA 403, Notice of Change in Work Status. WPA 404, Reclassification slip. (Frequently, official.) 9 x 12 folders, 3 in., in steel filing case. R. 8. (143)

1068. WORK STATUS SLIPS, ACTIVE, July 1935 to date. Copies of Forms USES 325 Assignment slips, WPA 402 Reassignment slips, WPA 403 Notices of changes in work status, WPA 404 Reclassification slips, issued to indicate project assignment, reassignment from one project to another, termination of employment, or reclassification of employee's title, salary or occupational classification. These are for employees actively engaged on WPA projects. Filed by identification number. Indexed. (Frequently, official.) 4 x 6 slips, 8 ft., in steel card cabinets. R. 8. (135)

1069. GENERAL CORRESPONDENCE, Nov. 1933 to date. Correspondence with the State Director, local relief, district WPA offices, other NRS employment offices, veterans organization, etc. regarding labor needs, eligibility, registration procedure, placement complaints, etc. Also some travel vouchers, personnel records and publicity memoranda. (Frequently, official.) 9 x 12 folders, 5 ft. 8 in., in steel filing cases. R. 8. (125)

1070. STATISTICAL CORRESPONDENCE, 1936 to date. Copies of correspondence with State office and local relief and WPA headquarters regarding statistics of applications, referrals, placements, etc., and regarding workers who move from one NRS district to another. (Occasionally, official.) 9 x 12 folders, 4 in., in steel filing case. R. 8. (126)

1071. CORRESPONDENCE, PRIVATE INDUSTRY, 1937 to date. Correspondence with industrial firms, regarding use of NRS and placements of referred persons to open positions. (Occasionally, official.) 9 x 12 folders, 5 in., in steel filing case. R. 8. (130)

1072. ADMINISTRATIVE FILE, 1934 - 1935. Monthly, semimonthly, and weekly reports to the State Director, including time reports, travel and auto mileage reports, reports of absences, requisitions, purchase orders, travel vouchers, record of phone calls and telegrams sent, inventory of supplies and equipment, and related correspondence. (Rarely, official.) 9 x 12 folders, 4 ft., in pasteboard boxes. Stockroom. (151)

1073. BULLETINS, 1933 - 1937. From the State Emergency Relief Boards at Harrisburg and NRS at Washington, relating to operation and procedure (Rarely, official.) 8½ x 11 sheets, 4 ft., in pasteboard boxes. Fair. Stockroom. (172)

1074. MISCELLANEOUS STATISTICAL REPORTS, 1933 - 1936. Special reports to the State office, showing results obtained on the reinterview program of all applicants, showing number, referred, placed, reassigned, reclassified, eligible or released. Special reports on building trade workers, showing number of applicants, classification, numbers working or idle in each classification. Also records marked Manager's file. For Somerset and Bedford Counties. (Rarely, official.) 9 x 12 folders, 1 ft. 6 in., in pasteboard boxes. Stockroom. (160)

1075. MISCELLANEOUS RECORDS, Nov. 1933 - 1936. Collection includes correspondence with the State office relating to procedure and projects in Somerset, Bedford, and Fulton Counties; bulletins from the State Office; transmittal sheets and personal expense records for Somerset County; and stenographer's note books for Somerset and Bedford Counties. (Rarely, official.) 9 x 12 folders, 10 ft., in pasteboard boxes. Fair. Stockroom. (170)

1076. PAY ROLLS, Dec. 1933 - Dec. 1934. Semimonthly records of project workers, showing name, address, identification number, number of hours worked, rate of pay, and amount paid. (Rarely, official.) 9 x 12 folders, 1 ft., in pasteboard boxes. Fair. Stockroom. (166)

1077. PAY ROLLS, 1935. Semimonthly pay rolls of administrative employees, showing time worked, pay period, rate of pay, and amount paid. (Rarely, official.) 9 x 12 folders, 1 ft., in pasteboard boxes. Stockroom. (165)

SUNBURY

NRS, DISTRICT OFFICE
North Branch Title and Trust Co., 440 Market St.

This office of the National Reemployment Service was established on October 18, 1933, as the Northumberland County Office, and continued to operate as such until June 30, 1934. At that time five counties were merged into the present District 17 Office, consisting of Northumberland, Columbia, Montour, Snyder, and Union Counties. For each of the serials below, see addenda on the reports filed in the National Archives, Washington, D. C.

1078. CLASSIFICATION AND CERTIFICATION, Nov. 15, 1932 - Jan. 14, 1937. Classification of all workers applying for employment according to the classification of set-up recorded in the inventory report, applications for employment, and certification of applicant as to eligibility for such employment, secondary classification certification for work. Indexed. (Daily, official.) Variously sized folders, 263 ft. 2 in., in filing case and 30 cardboard storage files. 2d floor. (2)

1079. PROJECT REPORTS, Nov. 15, 1932 - Jan. 14, 1937. Reports on all projects which were or are now in operation in the district, upon which men employed have been recommended by this office. Indexed. (Daily, official.) 9½ x 11 3/4 folders, 27 ft. 1 in., in 8 drawers of filing cases. 2d floor. (9)

1080. STATISTICAL REPORTS, Nov. 15, 1932 - Jan. 14, 1937. Active files of the Statistical Division, pertaining to the placement of registrants and records of registrants. Index. (Daily, official.) 9½ x 11 3/ folders, 34 ft. 6 in., in 2 drawers of filing case and 16 cardboard storage cabinets. 2d floor. (1)

1081. ADMINISTRATIVE INSTRUCTIONS ON PROCEDURE, Oct. 18, 1933 - Jan. 14, 1937. Information relative to properly conducting the work of the Reemployment Office; chiefly from State Director. Indexed. (Frequently, official.) 9½ x 11 3/4 folders and 9 x 11¼ loose-leaf books (19), 4 ft. 8 in., in 3 drawers of filing case. 2d floor. (4)

1082. CORRESPONDENCE AND REPORTS, Oct. 19, 1933 - Jan. 12, 1937. Confidential file of Acting District Manager dealing with matters pertaining to staff personnel, pay rolls, time sheets, relations with other agencies, publicity, and general correspondence with Federal and State agencies. Indexed. (Daily, official.) 9½ x 11 3/4 folders, 10 ft., in 6 drawers of filing case. 2d floor. (10)

1083. FIRM VISIT REPORTS, Oct. 18, 1933 - Jan. 14, 1937. Reports from industrial plants and sources of domestic work relative to the openings for persons seeking employment; work specifications, number of men required and type of work to be undertaken; file of all firms contacted. Indexed. (Daily, official.) Variously sized cards, 4 ft. 2 in., in 6 drawers of filing cases. 2d floor. (3)

TOWANDA

NRS, DISTRICT OFFICE
Ontario Bldg., Main and State Sts.

This office of the National Reemployment Service was originally established as the Bradford County Office on Oct. 23, 1933. On June 25, 1934, it became the District office for Bradford, Sullivan, Susquehanna, and Wyoming Counties. On Aug. 14, 1935, and additional District office was created in Tunkhannock, Pa., to handle the Counties of Pike, Susquehanna, Wayne, and Wyoming, leaving the Towanda Office to handle Bradford and Sullivan Counties. On April 8, 1936, however, the Tunkhannock office was discontinued, leaving the present Towanda District Office the Counties of Bradford, Sullivan, Susquehanna, Wayne, and Wyoming.

1084. REGISTRATIONS, RECORDS AND REPORTS, Oct. 23, 1933 - Apr. 7, 1937. Registration of all persons who have passed through this office; record of all placements, changes of work status, eligibility for work, ineligibility, relief or non-relief persons, records with private industry, renewal card reports, and interview reports (Forms USES 310 and 11-12). Index. (Daily, official.) Variously sized cards, 139 ft. 5 in., in 151 drawers of steel card cabinets. R. 7. (6)

1085. CORRESPONDENCE AND REPORTS, Oct. 23, 1933 to date. General correspondence of the District office and reports, complaint letters, matters relative to openings, personnel correspondence with State office, and reports and correspondence on placements. Indexed. (Frequently, official.) 9½ x 11 3/4 folders, 22 ft. 5 in., in 5 drawers of filing cases. R. 6. (3)

1086. PROJECT REPORTS AND CORRESPONDENCE, Oct. 23, 1933 to date. Records of all workers employed on projects; reports regarding referrals and work status of the referral. Indexed. (Daily, official.) 9½ x 11 3/4 folders, 3 ft. 10 in., in 3 drawers of filing case. R. 8. (5)

1087. REPORTS AND RECORDS, STATISTICAL, Oct. 23, 1933 to date. Records of all persons who have contacted this office for employment; records of all placements and openings which have been contacted by workers and reports as to the disposition of the same, annual summary for 1936 listing all cases handled by this office, stating the status of applicants, with regard to employment, whether self-supporting, dependent, on relief, and whether employed or unemployed. Indexed. (Daily, official.) 9½ x 11 3/4 folders, 6 ft. 6 in., in 4 drawers of filing case. R. 7. (4)

UNIONTOWN

NRS, FAYETTE COUNTY OFFICE
Federal Building
W. Peter and Pittsburgh Streets

This office was opened in October 1933 in the Federal Building to serve as the employment agency for the Government work programs in Fayette County. It is and has always been an NRS office, and not a joint Federal-State employment office like those at Altoona, Erie, Johnstown, New Castle, and Pittsburgh.

No useless papers have been destroyed. Most of the records other than registration cards antedating the inauguration of the WPA program in July 1935 are of little value now, and may be destroyed. No relations are maintained with Washington headquarters except through the State Director at Harrisburg.

1088. INDEX TO REGISTRATIONS, Oct. 1933 to date. Form USES 321. Index to registrants: name, address, identification number, occupational classification, active or inactive, and relief or non-relief. (Frequently, official) 3 x 5 cards, 75 ft., in steel card cabinets. R. 200. (26)

1089. PAY ROLL AND TIME REPORTS, Oct. 1933 to date. Copies of pay vouchers for office employees from Oct. 1933 to July 1935, and of time reports submitted to State office from July 1935 to date. Pay roll not made up locally since July 1935. Filed chronologically. (Occasionally, official.) 10 x 15 folders, 2 ft., in pasteboard box. R. 13. (8)

1090. NRS BULLETINS, Dec. 1933 to date. Copies of State Director's official bulletins and administrative notices. Filed numerically. (Frequently, official.) 9 x 12 folders, 2 ft., in steel filing case. R. 203. (30)

1091. GENERAL CORRESPONDENCE, Jan. - Dec. 1934. General correspondence with local relief and work program official, State and other local NRS officials, private employers, etc., regarding registration procedure, labor needs, eligibility, availability, etc., and miscellaneous administrative matters. (Occasionally, official.) 9 x 12 folders, 2 ft., in pasteboard box. R. 13. (6)

1092. GENERAL CORRESPONDENCE, Jan. 1935 to date. General correspondence with local relief and work progrm officials, State and other local NRS officials, private employers, etc., regarding registration procedure, labor needs, eligibility, availability, etc., and miscellaneous administrative matters. (Occasionally, official.) 9 x 12 folders, 4 ft., in steel filing case. R. 203. (29)

1093. LIST OF REGISTERED RELIEF EMPLOYABLES, July 15, 1935. Copy of a special report to the local relief office, showing the name, address, identification and case numbers, and occupational classification of all registered relief employables. (Rarely, official.) 9 x 12 bundles, 6 in., in pasteboard box. R. 13. (4)

1094. LIST OF UNREGISTERED RELIEF EMPLOYABLES, July 15, 1935. Copy of a special report to the local relief office, showing the name, address, and case numbers of all relief employables not registered. (Rarely, official.) 9 x 12 bundle, 1 in., in pasteboard box. R. 13. (5)

1095. STATISTICAL REPORTS, Oct. 1935 to date. Copies of daily reports to the State Director on placements, referrals, registrations, reinterviews, etc., for each type of employer, employee, and job. Filed chronologically. (Occasionally, official.) 4 x 6 and 9 x 12 folders, 2 ft., in steel filing case. R. 203. (31)

1096. SOCIAL SURVEY OF PENNSYLVANIA, n.d. Copies of reports prepared in the State office, showing estimated number of unemployed, part time employed, full time employed, and registered in all counties of Pennsylvania. Filed by county. (Rarely, official.) 10 x 15 folders, 4 in., in pasteboard box. R. 13. (2)

1097. ASSIGNMENT AND IDENTIFICATION CARDS, CWA, Oct. 1933 - Mar. 1934. Forms USES 325, Assignment slips and 350 Identification cards, office copies of slips furnished CWA and foreman to certify assignment of applicants to CWA projects, and of cards furnished applicants to identify themselves at future interviews. Filed alphabetically. (Rarely, official.) 3 x 5 and 4 x 6 cards and slips, 4 ft., in pasteboard boxes. R. 13. (13)

1098. ASSIGNMENT AND IDENTIFICATION CARDS, FERA, Apr. 1934 - July 1935. Forms USES 325, Assignment slips and 350 Identification cards, office copies of slips furnished FERA and foreman to certify assignment of applicants to FERA projects, and of cards furnished applicants to identify themselves at future interviews. Filed alphabetically. (Rarely, official.) 3 x 5 and 4 x 6 cards and slips, 4 ft., in pasteboard boxes. R. 13. (12)

1099. ASSIGNMENT SLIPS, WPA, July 1935 to date. Form USES 325, office copies of the official assignment certification to WPA projects, indicating name, address, identification and case numbers, labor classification, and project assignments of workers; and NRS copies of Forms WPA 402, 403, and 404 certifying to the reassignment, dismissal, and reclassification of WPA workers. Filed alphabetically. (Frequently, official.) 4 x 6 slips, 12 ft., in steel card cabinet. R. 200. (24)

1100. CERTIFICATIONS OF ELIGIBILITY, Oct. 1933 - July 1935. Form SERB 27, notices by SERB to NRS of the eligibility of applicants for work relief; superseded by Form FERA 600. Filed alphabetically for each political subdivision. (Rarely, official.) 4 x 6 slips, 12 ft., in pasteboard boxes. R. 13. (17)

1101. CERTIFICATIONS OF ELIGIBILITY, July 1935 to date. Forms FERA 600, 601, and 602. Notices by SERB of eligibility, change in eligibility, and cancelation of eligibility, respectively, of applicants for work relief under WPA. Filed alphabetically for each political subdivision. (Occasionally, official.) 5 x 8 slips, 43 ft., in steel card cabinets. R. 200. (27)

1102. CERTIFICATIONS OF ELIGIBILITY, CANCELED, Aug. 1, 1935. Form SERB 27, isolated copies of the original certifications of relief eligibility on clients whose eligibility was canceled at the outset of the WPA program. Filed alphabetically. (Rarely, official.) 4 x 6 slips, 8 in., in pasteboard boxes. R. 13. (18)

1103. LABOR INVENTORIES, Oct. 1933 to date. Monthly tabulations of number of male and female relief employables in unskilled, intermediate, skilled, and professional groups, separately for manual and non-manual, and in each standard occupational classification. Filed chronologically. (Occasionally, official.) 10 x 15 folders, 6 in., in pasteboard box. R. 13. (1)

1104. NOTICES OF CASE CHANGE, Oct. 1933 - July 1935. Form SERB 28. Notices to NRS of changes in relief status of registered applicants. Filed alphabetically for each political subdivision. Superseded by Form FERA 601. (Rarely, official.) 4 x 6 slips, 4 ft., in pasteboard boxes. R. 13. (15)

1105. PROJECT LABOR FILE, CWA, Oct. 1933 - Sept. 1934. Labor requisitions, lists of persons referred and placed, and related correspondence pertaining to CWA projects. Filed by project number. (Rarely, official.) 9 x 12 folders, 2 ft., in pasteboard boxes. R. 13. (10)

1106. PROJECT LABOR FILE, FERA, Apr. 1934 - July 1935. Labor requisitions, lists of referred persons, lists of placed persons and related correspondence pertaining to projects under the Works Division of FERA. Filed by project number in three separate places. (Rarely, official.) 9 x 12 folders, 7 ft., in pasteboard boxes. R. 13. (7, 9 and 11)

1107. PROJECT LABOR FILE, WPA OPEN, July 1935 to date. Labor requisitions, lists of persons referred and placed, and related correspondence pertaining to active WPA projects. Filed by project number. (Rarely, official.) 9 x 12 folders, 8 ft., in steel filing case. R. 200. (28)

1108. PROJECT LABOR FILE, WPA CLOSED, Nov. 1935 to date. Labor requisitions, lists of persons referred and placed, and related correspondence pertaining to closed WPA projects. Filed by project number. (Rarely, official.) 9 x 12 folders, 6 ft., in steel filing case. R. 200. (22)

1109. REGISTRATION CARDS, Oct. 1933 to date. Forms USES 310, 311, and 312, registrations of all applicants, showing personal data, employment, education, relief status, special skills or experience, referrals, placements, etc.; three forms identical except for industrial, professional and clerical, and domestic and institutional, respectively. Filed by identification number. (Frequently, official.) 5 x 8 cards, 75 ft., in steel card cabinets. R. 200. (25)

1110. LABOR ORDER CARDS, PWA, Jan. 1934 to date. Office summaries of labor requisitions from PWA, and of referrals and placements. Filed by project number. (Occasionally, official.) 5 x 8 cards, 3 ft., in steel card cabinet. R. 200. (21)

1111. LABOR ORDER CARDS, FERA, Apr. 1934 - July 1935. Office summaries of labor requisitions from Works Division of FERA and of referrals and placements. Filed by project number. (Rarely, official.) 5 x 8 cards, 4 ft., in pasteboard boxes. R. 13. (16)

1112. WORK STATUS SLIPS, FERA, Apr. 1934 - July 1935. Office copies of notices by FERA to NRS of the reassignment from project to project of the reclassification from job to job, or the dismissal of persons assigned to RWD and LWD projects. Filed alphabetically. (Rarely, official) 4 x 6 slips, 5 ft., in pasteboard boxes. R. 13. (14)

1113. OCCUPATIONAL ANALYSIS OF ACTIVE REGISTRANTS, Dec. 31, 1934. A tabulation of all active registrants in code, showing their sex, relief status, and occupational classification. (Rarely, official.) 10 x 15 folder, 1 in., in pasteboard box. R. 13. (3)

1114. IDENTIFICATION CARDS, July 1935 to date. Form USES 350, office copies of cards furnished registered applicants to identify themselves at future interviews. Gives name, address, age, height, weight, classification, and interviewer's name. Filed alphabetically. (Occasionally, official.) 3 x 5 cards, 39 ft., in steel card cabinets. R. 200. (19)

1115. INTRODUCTION CARDS, July 1935 to date. Form USES 320, cards furnished referred persons to introduce themselves to prospective employers, either public or private and then returned by employer to NRS to report result of interview. For the period of WPA only, although including all referrals. (Occasionally, official.) 3 x 5 cards, 8 ft., in steel card cabinet. R. 200. (23)

1116. REINTERVIEWS AND REAPPLICATIONS, July 1935 to date. Forms USES 322 and 324. Reply halves of cards sent to registrants requesting them to come in for a reinterview, and inquiring whether they still desire employment. Used to eliminate inactive registrations and improper classifications. Usually sent out quarterly. (Occasionally, official.) 3 x 5 cards, 12 ft., in steel card cabinets. R. 200. (20)

WASHINGTON

NRS, DISTRICT OFFICE
Seigle Building
27-29 East Wheeling Street

This office of the National Reemployment Service was established on October 30, 1933, to serve principally as an employment agency for the Government work relief programs. A small percentage of its business, however, is with private employers. Its territorial jurisdiction extends

to Greene and Washington Counties, and it has neither changed location nor undergone reorganization.

Unlike the Government employment offices in the large cities of western Pennsylvania, viz., Altoona, Erie, Johnstown, New Castle and Pittsburgh, and Pittsburgh, this office is directly operating by the NRS rather than jointly by the United States and Pennsylvania Employment Services.

A branch registration office is maintained at Waynesburg in Greene County; all its records are duplicated in the files reported below.

1117. BULLETINS, Nov. 1933 to date. Bulletins issued by the State office regarding the administration of the NRS. (Frequently, official.) 8 x 10½ loose forms, 2 ft., in steel filing case. First floor rear. (37)

1118. CORRESPONDENCE, July 1935 to date. General correspondence with State office, WPA district office, private firms, and indivuduals all pertaining to employment and administration of this office. (Frequently, official.) 9 x 12 folders, 3 ft., in 2 steel drawers. 1st floor rear. (34)

1119. MASTER FILE, Aug. 1933 to date. Index on Forms USES 321, to registration file, giving name, address, telephone, and classification and identification number. (Frequently, official.) 3 x 5 cards, 73 ft., in 49 steel drawers. 1st floor rear. (23)

1120. MISCELLANEOUS FILE, Nov. 1933 - 1935. Reports on examinations of unregistered relief clients, notices of approval of projects, comparisons of names on SERB and NRS rolls; extra copies of NRS bulletins; lists of placements and releases by Highway Department before this office was established; lists of employables on Forms FERA 396 and 396B; and other records. (Rarely, official.) 9 x 12 folders, 2 ft., in one pasteboard box. Basement. (43)

1121. NOTICES OF CASE CHANGE, Nov. 1933 - 1935. Forms SERB 27 and 28, indicating change in family relief status, giving name and address, case number, and increase or decrease in number of employables. (Rarely, official.) 3½ x 5½ slips, 8 ft., in pasteboard boxes. Damaged by faulty containers, papers dirty and scattered. 1st floor rear. (33)

1122. OLD MASTER FILE CARDS, Nov. 1933 - 1935. Cards giving case number, head of household, address, classification, and name and age of employables. (Rarely, official.) 3 x 5 cards, 40 ft., in pasteboard box. Papers dirty, scattered. 1st floor rear. (39)

1123. OLD PROJECT FOLDERS, Nov. 1933 - 1935. Requisitions for workers, project labor estimates, referral sheets, and correspondence pertaining to CWA, RWD, and LWD projects. (Rarely, official.) 9 x 12 folders, 20 ft., in wooden filing case and in steel filing case; also in 8 pasteboard boxes. 1st floor rear. (38)

1124. ORDER CARDS, OLD WORK PROGRAMS, Nov. 1933 - 1935. Requests for workers on various projects. (Rarely, official.) 4 x 6 cards, 5 ft., in 3 steel drawers. 1st floor rear. (40)

1125. REGISTRATION CARDS, Aug. 1933 to date. Applicants' registration cards giving name and address, brief personal, educational, and employment history, physical handicaps, if any, and placement and referral record. These cards cover all occupational classifications, and are on Forms USES 310, 311, and 312, depending on occupational classification. (Frequently, official.) 5 x 8 cards, 73 ft., in 49 steel drawers. 1st floor rear. (20)

1126. VETERANS' SUPPLEMENTARY REGISTRATION CARDS, Sept. 1933 to date. Extra copies of active and inactive registration cards of veterans, giving name, address, occupational classification, and brief personal educational and employment history. Originals in regular file of registration cards. This file maintained separately to assure compliance with veterans preference rules. Indexed; master File in same room. (Frequently, official.) 5 x 8 cards, 2 ft. 6 in., in 2 steel drawers. 1st floor rear. (21)

1127. ASSIGNMENT SLIPS, Oct. 1933 to date. Forms USES 320 used for assignment to work other than work projects, showing name and address of employee, classification, and where and when to start work. (Frequently, official.) $3\frac{1}{2}$ x $5\frac{1}{2}$ slips, 1 ft. 6 in., in steel card cabinet. 1st floor rear. (30)

1128. ORDER CARDS, Oct. 1933 to date. Forms USES 315 from public or private employers requesting workers, giving employer's name, address and phone number, name of persons applying for work, duties to be performed, education and qualifications required, position open and number of same, type of workers wanted and date filled. (Frequently, official.) 5 x 8 cards, 4 ft., in 3 steel drawers. 1st floor rear. (25)

1129. PRIVATE INDUSTRY, STATISTICS, Oct. 1933 to date. Records of placement and rejections of persons referred to private fims; and record of daily field visits of interviewers; and correspondence pertaining to employment of persons in private industry. (Frequently, official.) 9 x 12 folders, 1 ft. 6 in., in steel filing case. 1st floor rear. (32)

1130. REGISTRATION CARDS, DEAD FILE, Oct. 1933 - Dec. 31, 1936. Registration cards of persons who have returned to private employment or no longer contact this office, showing occupational classification and brief personal, educational, and employment history; for all types of labor; on Forms USES 310, 311, and 312. (Rarely, official.) 5 x 8 cards, 28 ft., in 14 pasteboard boxes. 1st floor rear. (27)

1131. ASSIGNMENTS, RWD AND LWD, 1934 - 1935. Assignment and Reclassification Slips on RWD and LWD projects, giving name, address, case and identification numbers, classification, project number, and location; on Forms L5A and L16A. (Rarely, official.) 4 x 6 slips, 12 ft., in 3 wooden boxes and 3 pasteboard boxes. Papers dirty and scattered. 1st floor rear. (41)

1132. FIRM VISIT REPORTS AND RECORDS OF OPENINGS, 1934 to date. Reports on Forms USES 330 of visits to private employers in search of patronage or in answer to inquiries; describes firm's location, business, labor needs, etc. Also special reports on Forms USES 331 of any openings for which referrals are acceptable, with space for a record of referrals. Filed alphabetically. (Frequently, official.) 5 x 8 cards, 8 in., in steel card cabinet. 1st floor rear. (26)

1133. OIL STATISTICS, RWD, Mar. 1934 - Sept. 1934. Statistical reports of placements, cancelations, and referrals of persons to RWD projects. (Rarely, official.) 8½ x 10 loose forms, 1 ft., in pasteboard box. Papers scattered. 1st floor rear. (42)

1134. RETURN CARDS, 1934 - Dec. 31, 1936. Forms USES 324, returned postal cards to applicants requesting information whether they have found work or wish to remain registered in the active files. (Frequently, official.) 3 x 5 cards, 10 ft., in 1 wooden box and 4 pasteboard boxes. Papers dirty and scattered. 1st floor rear. (28)

1135. APPLICANT IDENTIFICATION CARDS, July 1935 to date. Copies of Forms USES 350, applicant identification cards, giving identification number, name, address, age, height, weight, classification, registration dates, district, and signature of applicant and interviewer. Carried by applicant for identification in future interviews. Filed numerically - #1 to 39233. (Frequently, official.) 3 x 5 cards, 45 ft., in 30 steel drawers. 1st floor rear. (19)

1136. ASSIGNMENT SLIPS, July 1935 to date. Copies of Forms USES 325, assignment slips of all persons on work projects, giving name and address, identification and case numbers, classification, code, rate of pay, project number and location, and date effective. Filed by identification numbers. (Frequently, official.) 3½ x 5½ loose slips, 12 ft., in 8 steel drawers. 1st floor rear. (18)

1137. CERTIFICATIONS OF ELIGIBILITY, July 1935 to date. Forms FERA 600, active, inactive, and pending certifications of eligibility for work relief, giving name, address, case number, size of family, number of dependants, etc. Removed to dead file if case is inactive 4 months. (Frequently, official.) 5 x 8 pockets and slips, 52 ft., in 35 steel cabinet drawers. 1st floor rear. (15)

1138. DEAD FILE, July 1935 to date. Forms FERA 600 and USES 402, 403, and 404, certifications of eligibility, report to work, reclassification, and change in status slips for ex-project workers. (Occasionally, official.) 5 x 8 pockets, 12 ft., in 16 steel drawers. 1st floor rear. (35)

1139. NOTICES OF PLACEMENT, July 1935 to date. Forms USES 340, notices of placement in private industry, giving name and address, case number, relief district, date of first pay check, classification, and name and address of employer. (Frequently, official.) 5 x 8 cards, 3 ft., in 2 steel cabinet drawers. 1st floor rear. (17)

1140. PENDING FILE, July 1935 to date. File contains certifications of eligibility (FERA 600) and registration cards (USES 310), of persons in cases where placement has not been established. (Frequently, official) 5 x 8 cards and slips, 10 in., in steel card cabinet. 1st floor rear. (24)

1141. PROJECT FOLDERS, July 1935 to date. Records of labor needs, requisitions, and referrals, and correspondence concerning projects of the work program. Filed by project number. (Frequently, official.) 9 x 12 folders, 8 ft., in 4 steel drawers. 1st floor rear. (29)

1142. REPORTS, July 1935 to date. Copies of monthly reports to the State office on placements, referrals, field visits, and employment. (Frequently, official.) 9 x 12 folders, 1 ft., in steel filing case. 1st floor rear. (36)

1143. STATISTICAL REPORTS, Jan. 1, 1936 to date. Daily reports to State office of number of placements, new registrations, cancelations, renewals of applications, and placements in private industry. (Frequently, official.) 9 x 12 folders, 2 ft., in steel filing case. 1st floor rear. (31)

1144. NOTICE OF REFERRAL TO PRIVATE INDUSTRY, Feb. 1, 1937, to date. Forms USES 340, notifying WPA of referrals of its employees to private employment. Gives names and addresses of employee and prospective employer, employee's case and identification numbers, and nature and pay of job referred to. (Frequently, official.) 5 x 8 slips, 4 in., in 2 steel drawers. 1st floor rear. (22)

1145. CERTIFICATIONS OF ELIGIBILITY, CURRENT, Mar. 1, 1937 to date. Form FERA 600, certifications of eligibility for work relief for persons awaiting assignment. (Frequently, official.) 5 x 8 loose forms, 1 ft. 2 in., in steel card cabinet and in pasteboard cabinet. 1st floor rear. (16)

WELLSBORO

NRS, TIOGA COUNTY OFFICE
Post Office Bldg., Water and Walm Sts.

This office of the National Reemployment Service was established on October 1, 1933.

1146. BULLETINS MANUALS AND PROCEDURE, Oct. 1, 1933 - Oct. 30, 1936. Bulletins on all matters pertaining to the administration of this office, manuals of information on labor and labor cases, and information as to procedure regarding employment in public and private industry. Indexed. (Frequently, official.) Variously sized cards and covers, 10 ft., 5 in., in cardboard box files. Basement. (2)

1147. CASE RECORDS AND REPORTS, Oct. 1, 1933 - Oct. 30, 1936. Files on work conditions, reports of openings for workers in industries, the condition of relief cases as to employment, occupations to which applicant for work is listed, reports of requests from firms and projects in need of employees, and the work status of individuals. Indexed. (Daily, reference.) Variously sized cards, 37 ft. 8 in., in 62 drawers of steel filing cases and 2 cardboard files. Basement. (1)

1148. CORRESPONDENCE, Oct. 1, 1933 - Oct. 30, 1936. Correspondence with agencies and individuals concerning activities of this office. Indexed. (Daily, official.) 9½ x 11 3/4 folders, 6 in., in 3 drawers of filing case. Basement. (5)

1149. PROJECT REPORTS, Oct. 1, 1933 - Oct. 30, 1936. Record of all projects and the status of these projects, number of persons employed, and requirements of workers to operate these projects. Indexed. (Daily, official.) 9½ x 11 3/4 folders, 3 in., in 2 drawers of filing case. Basement. (4)

WEST CHESTER

NRS, CHESTER COUNTY OFFICE
New Post Office Bldg.

This office of the National Reemployment Service was established in 1933 with quarters in the Old West Chester Court House Annex. It has since moved to its present location.

1150. APPLICANTS' IDENTIFICATION CARDS, 1933 to date. Form USES 350, showing identification number, name, address, age, height, weight, classification, and registration dates. Arranged numerically. (Daily, official.) 3 x 5 separators, 13 ft., in 12 drawers of steel filing cases R. 3, basement. (10)

1151. ASSIGNMENT SLIPS WORKS PROGRAM, 1933 to date. Form USES 325, showing name of employee, identification number, address, date of assignment, previous assignment, case number, relief district, age, sex, time employee is to report for work, occupation, rate of pay, operating agency, location of project, and requisition number. Arranged alphabetically. (Daily, official.) 4 x 6 loose papers, 11 ft. 6 in., in 3 drawers of steel filing case. R. 3, basement. (7)

1152. CERTIFICATES OF ELIGIBILITY, 1933 to date. Form 150 ERA, issued by Department of Labor, showing date, and name of county, number of applicants employable in the active file, number of cases registered and pending; number of cases awaiting assignment; number of cases properly canceled, and total number of cases on file. Arranged chronologically. (Daily, official.) 8 x 10½ folders and loose papers, 16 ft., in 8 drawers of filing cases. Papers sooty. R. 3, basement. (9)

1153. COPIES OF REQUISITIONS, 1933 to date. Forms USES 401, requisitions received from WPA projects requesting applicants to be sent to these porjects to be placed in employment; referral sheets issued by the Department of Labor, containing a list of the names, addresses, and case and identification numbers of applicants sent to fill the requests. Filed numerically. (Daily, official.) 9 x 12 folders and 9½ x 11 sheets, 24 ft., in 12 drawers of 3 steel filing cases. R. 3, basement. (1)

1154. MASTER CARDS OF APPLICANTS, 1933 to date. From 321 USES, showing name, occupational classification, secondary classification, address, telephone number, and remarks. Arranged alphabetically. (Daily, official.) 3 x 5 loose cards, 14 ft. 6 in., in 12 drawers of steel filing cases. R. 3, basement. (8)

1155. MASTER FILE CARDS FOR FIRM VISITS, 1933 to date. Form 332 USES, a complete list of manufacturing concerns contacted by the field men of NRS, showing individual results of each visit as to openings and employees needed in departments of same. Arranged alphabetically. (Daily, official.) 4 x 6 loose cards, 15 ft., in 12 drawers of steel filing cases. R. 3, basement. (6)

1156. MISCELLANEOUS CORRESPONDENCE AND REIMBURSEMENT OF TRAVEL VOUCHERS, 1933 to date. Forms 1012A, miscellaneous correspondence on routing matters of NRS made for the field men's travel and other expenses. (Daily, official.) 9 x 12 folders and 8 x 10½ loose papers, 8 ft., in drawers of steel filing case. R. 3, basement. (2)

1157. ORDER CARDS, 1933 to date. USES Form 315, showing name of employer or firm, position open, number to apply, industrial classification, sex, age, hours, wages, duties, education and experience required, personality, physical and other requirements, to whom to apply, date and date of interview; on back of this card is placement and referral record and action summary. Arranged alphabetically. (Daily, official.) 5 x 8 loose cards, 20 ft. 6 in., in 16 drawers of steel filing cases. R. 3, basement. (5)

1158. PLACEMENTS DUE TO FIRM VISITS, 1933 to date. USES Form 330, showing name and address of firm, head of firm, service, industrial classification, person interviewed, by whom visit was made, impression of employer, report of physical examination, name of department, number of employees, age, and pay range, nationality, to whom applicants are referred, and opportunities for promotion. Arranged numerically. (Daily, official.) 5 x 8 loose cards, 3 ft., in 2 drawers of steel filing case. R. 3, basement. (4)

1159. REGISTRATION CARDS, ACTIVE AND INACTIVE, 1933 to date. USES Forms 311 and 312, registration cards, showing the occupation and secondary, classification, full name, address, telephone number, age, color, sex, length of employment, weight, physical condition, married or single, number of dependents, whether own or rent home or car, kind of work qualified for, and past employment record. Arranged alphabetically. (Daily, official.) 5 x 8 loose cards, 31 ft. 6 in., in 24 drawers of steel filing cases. R. 3, basement. (3)

WILLIAMSPORT

NRS, LYCOMING COUNTY OFFICE
West Branch Bank Bldg., 429 Pine St.

This office of the National Reemployment Service was established in November 1933, and in August 1934 it became known as the Lycoming County Office. From Nov. 1933 to Apr. 20, 1936, it was located at 7 Trinity Place, Williamsport, Pa. It then moved to its present quarters.

1160. CORRESPONDENCE AND REPORTS, Sept. 1, 1933 - Sept. 1, 1936. Correspondence and reports on all matters pertaining to employment in Lycoming County and reports of activities in County Office pertaining to persons engaged on projects. Index. See addenda. (Daily, official.) 9½ x 11 3/4 folders and loose-leaf books, 5 ft. 6 in., in 4 drawers of filing case. 3d floor. (129)

1161. WORK HISTORY OF EMPLOYEES, Nov. 1, 1933 - Sept. 1, 1936. Card reports on all employees. Indexed. See addenda. (Daily, official.) Variously sized papers, 79 ft. 10 in., in 7 drawers of filing cases, 7 wooden boxes, and 16 steel file cases. 3d floor. (116)

WILKES-BARRE

NRS, LUZERNE COUNTY OFFICE
Anthracite Bldg., 50 W. Market St.

This office of the National Reemployment Service was originally established about 1927, with offices at the above address.

1162. INDEX RECORD, 1927 to date. Index of all persons who have been registered for employment, showing name, address, primary occupation, and whether the registration is active or inactive. Filed alphabetically (Daily, official.) 3 x 5 cards, 87 ft. 6 in., in 4 drawers of filing case. 2d floor. (75)

1163. REQUISITION OF DOMESTIC INACTIVE, 1927 to date. Card record of registration of employables, as domestics, who have either been placed in employment or who have become unemployable, showing name and address, name of employer, position, type of work, duties, rate of pay, physical qualifications, privileges, etc. (USES Form 316.) Filed alphabetically. (Daily, official.) 4 x 6 cards, 3 ft. 7 in., in 3 drawers of steel filing case. 2d floor. (77)

1164. CERTIFICATION OF ELIGIBILITY AND CASE CHANGE, ACTIVE, 1934 to date. Form 600, copies of certificates of eligibility for employment certification by the Relief Board that a certain person or persons are eligible for employment on relief work program, showing the case name, address, and number, relief district, county, number of persons in the case. If relief was granted prior to May 1935, date of certification, names of all persons in the case who are eligible for employment, relationship to head of family group, date of birth, sex, marital status, employment priority ranking, date of employment service registration and occupation, comments, signature of the relief visitor; copies of all changes in the case FERA Form 601, showing case name, address, date, case number, district change, if any, number of names in case, changes in the list of eligible workers, name of person effected by change, his present status, name, change of new status, if any, comments which explain the change, and signature of relief visitor. Filed alphabetically. (Daily, official.) 5 x 8 folders, 17 ft. 6 in., in tub table. 2d floor. (82)

1165. EMPLOYMENT REGISTRATIONS FILES, July 1935 to date. Card file on all persons registered for employment, showing name, address, occupational classifications, past employment record, physical condition, handicaps, if any, placement referral record, date, name of employer referred to, position, rate, results, and remarks if any(on Forms USES 310-311 and 312). Filed alphabetically. (Daily, official.) 5 x 8 cards, 93 ft., in 20 drawers of steel filing cases. 2d floor. (74)

1166. IDENTIFICATION CARD, July 1935 to date. Record made out in duplicate for each registration, giving the applicant a registration number, (Form 350 USES), showing person's name, address, age, physical description, labor classification, and date registered. Filed alphabetically. (Never.) 3 x 5 cards, 85 ft., in pasteboard box. 2d floor. (76)

1167. REQUISITIONS, PROJECT PROGRESS RECORD AND TRANSMITTALS, HIGHWAY PROJECTS, July 1935 to date. Copies of requisitions from the Highway Department for employees on highway projects, showing to whom and by whom issued, project number, location, name of foreman, date for interview, type of workers requested, and signature of requisitioning officer; project progress record showing project number, location, description, occupation, number of workers requested on each requisition, date to report, date notices mailed, number of workers referred, and number of persons placed with remarks, if any; transmittal sheets for the assignment slips (USES Form 325), showing name and address of persons designated position, time and date to whom sent, and the signature of the person who receives it. Filed numerically. (Daily, official.) 8½ x 11 folders, 2 ft. 2 in., in drawer of steel filing case. 2d floor. (80)

1168. REQUISITIONS PROJECT PROGRESS RECORD AND TRANSMITTALS ON ALL COMPLETED PROJECTS, WPA and PWA and HIGHWAY, July 1935 to date. Copies of requisitions from WPA and PWA and the Highway Department for employees on these projects, showing requisition number, date, operating agency, employment office, location, location of project, occupation title wage class and number of workers requested, sex, special requirements or conditions, wage rate, date, hour, and place to report, name of foreman; project progress record, showing project number, location description,

occupation, number of workers requested on each requisition, date to report, date notices mailed,number of workers referred, and number of persons placed with remarks, if any; transmittal sheets for the assignment slips (USES Form 325), showing name and address of person designated, position, time, date, to whom sent, and signature of the person who received it. Filed numerically. (Seldom, official.) 8½ x 11 folders, 2 ft., in drawer of steel filing case. 2d floor. (81)

1169. REQUISITIONS, PROJECT PROGRESS RECORD, AND TRANSMITTALS, PWA, July 1935 to date. Copies of requisitions from PWA for employment on PWA projects, showing requisition number, date, operating agency, employment title of employee requested, wage class, number of workers requested, sex, special requirements or conditions, wage rate, date, hour, place to report name of foreman, and signature of requisitioning officer; project progress record, showing project number, location, and description, occupation, number of workers requested on each requisition, date to report, date notices mailed, number of workers referred, and number of persons placed with remarks, if any; transmittals sheets for the assignment slips (USES Form 325), showing name and address of person designated, position, time, date to whom sent, and the signature of the person who received it. Filed numerically. (Daily, official.) 8½ x 11 folders, 1 ft. 10 in., in drawer of steel filing case. 2d floor. (79)

1170. REQUISITIONS, PROJECT PROGRESS RECORD, AND TRANSMITTALS, WPA, July 1935 to date. Requisitions from WPA for employees on WPA projects, showing requisition number, date, operating agency, employment office and location, project number , location, and description, occupational title of employee requested, wage class, number of workers requested, sex, special requirements or conditions, wage rate, date to report, place to report, name of foreman, and signature of requisitioning officer; project progress record, showing project number, location, description, occupation number of workers requested, date to report, date notices mailed, number of workers referred, number of persons placed, and remarks, if any; transmittal sheets for the assignment slips (USES Form 325), showing name and address of person designated, position, time and date to whom sent, and signature of the person who received it. Filed numerically. (Daily, official.) 8½ x 11 folders, 2 ft. 4 in., in drawer of steel filing case. 2d floor. (78)

YORK

NRS, DISTRICT OFFICE
Branby Pentz Estate Bldg., 60 S. Beaver St.

The District 24 Office of the National Reemployment Service was established on October 23, 1933. From Oct. 23 to Dec. 1933 it was located in the Odd Fellows' Hall, 6 W. King St.; and from Dec. 1933 to Oct. 23, 1934, in the Community Service Bldg., 134 W. Philadelphia St.

1171. CORRESPONDENCE, Oct. 1933 - 1934. Correspondence with State Office, county offices, and individuals relative to the employment service. Filed chronologically. (Annually, official.) 8 x 11 sheets and bundles, 1 ft., on floor. R. 3d floor. (25)

1172. CUSTOMERS' ORDER CARDS, Oct. 1933 - Dec. 1934. Forms 4, industrial classification cards and employers' cards, showing requirements of industries in York County as to employment needs of industries. Filed alphabetically. (Annually, official.) 5 x 8 cards, 6 ft., in 4 cardboard boxes. Dirty. 3d floor. (24)

1173. FORM SERB 27, Oct. 1933 - June 1935. Record cards listing employables in families on relief in York County, showing name, address, and age. Alphabetically filed. (Never.) 3 x 5 bundles of 3 ft., on floor. Dirty. 3d floor. (29)

1174. L-5 AS AND C W A-L -16's, Oct. 1933 - May 1935. RWD assignment and identification slips of workers on RWD projects in York County; supervisory and skilled workers assignment and identification slips on the same projects; Form C W A-L-16s, employees' reclassification slips. Filed alphabetically. (Never.) 4 x 5 paper packages, 10 ft., in 6 cardboard boxes. Dirty. 3d floor. (28)

1175. PWA, CWA, AND RWD PROJECT FOLDERS, Oct. 1933 - July 1935. Requisitions for workers for Department of Highways, PWA projects; referral sheets of works; memoranda of contractors' intention to open work on projects sent to NRS; Form 140, list of men assigned to jobs on CWA and RWD projects in York County. Filed numerically. (Annually, official.) 10 x 14 folders, 5 ft., in 2 cases. Dirty. 3d floor. (23)

1176. SERB 27's AND 28's, Oct. 1933 - May 1935. Registration cards of persons registering with this agency, and correspondence. Filed alphabetically. (Never.) 3 x 5 folders and 10 x 14 paper packages, 3 ft., in transfer case on floor. Dirty. 3d floor. (27)

1177. REGISTRATIONS, ACTIVE, INACTIVE, AND DEAD, Oct. 1933 to date. Forms 310, 311, 312, and 320a, registration cards of persons who are seeking work through this office, showing name, qualifications, address, personal history, employment record of former jobs, educational qualifications, placement, and referral record. Filed numerically. (Daily, official.) 5 x 8 cards, 45 ft., in 48 steel drawers on top of wooden table. Filing Dept. Room. (39)

1178. BULLETINS, October 1933 to date. Rules and regulations of and under NIRA title 2, WPA, PWA, and State Highway Department Bureau of Public Roads. Filed numerically. (Semiweekly, official.) 10 x 14 folders, 1 ft. in drawer of wooden desk. Industrial and Referral Room. (11)

1179. CORRESPONDENCE, Oct. 1933 to date. General correspondence with applicants for employment, business firms, State Director, and bulletins from State Office. Filed chronologically. (Daily, official.) 10 x 14 folders, 4 in., in drawer of steel filing case. Industrial and Referral Room. (5)

1180. CROSS INDEX FILE, Oct. 1933 to date. Cross index card file of all industries in York County, showing firm's name, address, industry, and code number. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft., in drawer of steel filing case. Industrial and Referral Room. (1)

1181. FORM 224, Oct. 1933 to date. Cards sent to persons registered with this office inquiring whether or not they have or have not secured employment from any source other than through the NRS or USES. Filed alphabetically. (Daily, official.) 3 x 5 card file. 3 x 5 cards, 3 ft., in 3 drawers of steel table. Filing Department Room. (36)

1182. FORMS 600, 601, 602, 402, 403, and 340, Oct. 1933 to date. Forms 600, certifications of eligibility; Form 601, notice of case changes Form 602, cancelation of certifications of eligibility; Form 402, reassignment slip; Form 403, notice of changes in work status; Form 340, notices of placements. Both active and inactive. Alphabetically filed. (Daily, official.) 4 x 6 and 5 x 8 slips, 12 ft., in 13 drawers of filing cases. Relief Department Room. (33)

1183. FORMS 315 and 316, Oct. 1933 to date. Form 315, customers' order card, active and dead. Filed alphabetically. (Daily, official.) 4 x 6 cards, in 2 drawers of steel filing case. Industrial and Referral Room. (3)

1184. MASTER FILE, Oct. 23, 1933 to date. Form 321, of all applications registered with this agency, showing name, address, telephone number, and occupational classifications. Filed alphabetically. (Daily, official.) 3 x 5 cards, 24 ft., in 24 steel drawers on wooden table. Filing Department Room. (38)

1185. MISCELLANEOUS, Oct. 1933 to date. Attendance records of employees of this agency; requisitions for suuplies for this office; inventories of supplies on hand; copies of summaries of daily activities of this agency; reports of weekly placements; reports of applications received at this agency Form 306, statistical reports Forms 301 and 302. Filed chronologically. (Daily, official.) 5 x 8 folders, bundles (10) and 8 x 11 loose-leaf books, 6 ft., in 2 drawers of steel filing case, in wooden closet. Statistical Department Room. (35)

1186. NON-REGISTERED RELIEF CARDS, Oct. 1933 to date. Record cards of unregistered youths in families on relief in York County are of employable age. Filed alphabetically. (Semiweekly, official.) 3 x 5 cards, 4 in., in drawer of steel filing case. Relief Department Room. (32)

1187. REGISTRATION CARDS, Oct. 1933 to date. Forms 310, 311, and 312, cards of skilled, professional, and domestic workers in York County, showing the education of the registrant, former experience, physical condition, etc. Filed numerically. (Daily, official.) 5 x 8 cards, 1 ft., in wooden drawer on top of desk. Industrial and Referral Room. (9)

1188. USES FORMS, 330 AND 331, Oct. 1933 to date. Industrial needs record cards, giving data concerning the present working force of industries in York County, nature of work done, etc.; Form 331, cards used when persons are placed in the industries interviewed file on Form 330. Filed numerically. (Daily, official.) 5 x 8 cards, 2 ft., in 2 drawers of steel filing case. Industrial and Referral Room. (2)

1189. VETERANS' FILE, Oct. 1933 to date. Veterans' registrations cards, active and inactive, who are or were registered with this office in order to secure employment. Filed alphabetically. 3 x 5 card index. (Daily, official.) 5x 8 cards, 1 ft., in 2 steel drawers on wooden table. Filing Department Room. (37)

1190. RWD FOLDERS, Jan. - Sept. 1935. Forms L2A, requisitions for workers'; referral sheets for workers; transmittals of referrals for certification for RWD projects in York County. Filed numerically. (Never.) 10 x 14 folders, 2 ft. 6 in., in transfer case. Dirty. 3d floor. (26)

1191. CLEARANCE ORDERS, 1935 to date. For workers in Eastern United States which permit them to work in sections where there is not locally available the type of workers required. Filed alphabetically. (Daily, official.) 10 x 14 folders, 1 ft. 6 in., in drawer of steel filing case. Industrial and Referral Room. (4)

1192. CORRESPONDENCE, 1935 to date. Copies of correspondence from the Secretary to the Manager, utility bills of this office, listing contributed services to NRS. (Daily, official.) Filed subjectively. 10 x 14 folders, 1 ft. 6 in., in drawer of steel filing case. Statistical Department Room. (34)

1193. FORM 325, July 1935 to date. Assignment slips for WPA, PWA, and Bureau of Public Roads projects giving address of worker, relief status, experience, classification, proposed salary, etc. Filed numerically. (Daily, official.) 4 x 6 slips, 6 ft., in 3 drawers of steel filing case. Industrial and Referral Room. (8)

1194. PROJECT FOLDERS UNDER CONTRACT, July 1935 to date. Referral sheets of workers to WPA and PWA projects; notices of referrals of non-relief workers to projects Form 371; advance notices from State Directors of contracts to be let on projects; records of sub-contracts Form PWI-16; requisitions for workers Form 401; notifications to WPA for release of workers for PWA Form 501; notifications of WPA of men awaiting assignment Form 502; and correspondence. Filed numerically. (Daily, official.) 10 x 14 folders, 2 ft., in drawer of steel filing case. Industrial and Referral Room. (6)

1195. REFERRAL SHEETS, July 1935 to date. Referral sheets of workers to private industry in York, showing personal information, experience, training, and record with former employers. Filed chronologically. (Daily, official.) 10 x 14 folders, 6 in., in steel drawer of filing case. Industrial and Referral Room. (10)

1196. WPA PROJECTS, July 1935 to date. Referral sheets for workers, requisitions for workers, and correspondence related to these referrals and requisitions. Filed numerically. (Daily, official.) 10 x 14 folders, 4 ft., in 2 drawers of filing case. Industrial and Referral Room. (7)

1197. BULLETINS, 1936 to date. Bulletins from the State Director, relative to the functioning of the USES office in York County. Numerically filed. (Semiweekly, official.) 8½ x 11 loose sheets, 4 ft., in 2 drawers of steel filing case. Office of Secretary to Manager. (30)

1198. GENERAL CORRESPONDENCE, Jan. 1936 to date. Correspondence with State and county offices relative to business of USES. Filed alphabetically. (Daily, official.) 10 x 14 folders, 4 ft., in 2 drawers of steel filing case. Office of Secretary to Manager. (31)