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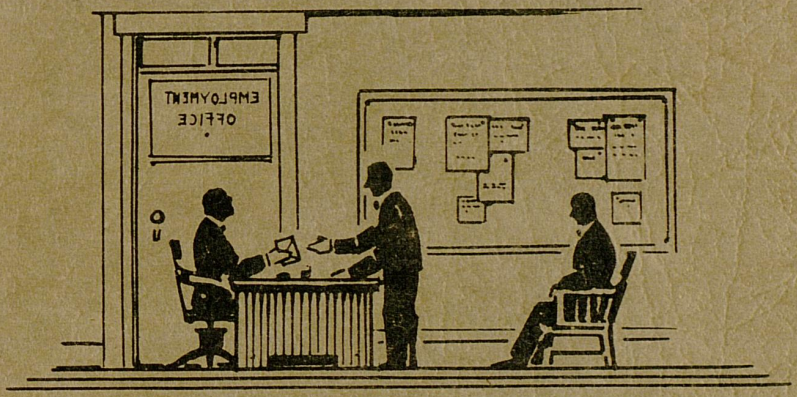
# INVENTORY OF FEDERAL ARCHIVES IN THE STATES

## SERIES XI

# DEPARTMENT OF LABOR

## No 5

# CALIFORNIA

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SURVEY OF FEDERAL ARCHIVES
WORKS PROJECTS ADMINISTRATION

# INVENTORY OF FEDERAL ARCHIVES IN THE STATES

Prepared by

The Survey of Federal Archives
Division of Professional and Service Projects
Works Progress Administration

The National Archives
Cooperating Sponsor

## SERIES XI. DEPARTMENT OF LABOR

## NO. 5. CALIFORNIA

San Francisco, California
The Survey of Federal Archives
1940

The Survey of Federal Archives

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# PREFACE

The Inventory of Federal Archives in the States is one of the products 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 in California since that time as a state project of that Administration and of the Work Projects Administration.

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

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

In California the work of the Survey was under the direction of Mr. Charles L. Stewart, Regional Director for California and Nevada, from its inception until June 30, 1937. From that time until September 1, 1937 the work was under the supervision of Mrs. Thelma Ziemer, State Director of the Historical Records Survey. Since then Mr. Cyril E. Paquin has been in charge of the state project. The map and bureau title pages were prepared by Mr. Paul O'Bryne, a member of the San Francisco Staff. This Inventory of the records of the Department of Labor in California was prepared in the San Francisco office of the Survey and was edited before final typing by Miss Elizabeth Edwards of the Washington office.

Cyril E. Paquin, State Director
Survey of Federal Archives
in California

San Francisco, California
June 17, 1940

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# THE CHILDREN'S BUREAU



# THE CHILDREN'S BUREAU

## SAN FRANCISCO

### REGIONAL OFFICE
Humboldt Bank Bldg., 785 Market St.

This department of the Children's Bureau was organized in June 1936 as a division of research and information in all matters pertaining to child life and welfare from the prenatal to the adolescent periods. It is also concerned with the administration and regulation of the provisions relating to child labor of the Fair Labor Standards Act of 1938. It has jurisdiction over the eleven western states, Hawaii and Alaska. All original records are forwarded to Washington and useless papers destroyed after one year.

### Administrative Section

1. APPLICATIONS FOR POSITIONS, June 1936 to date. Showing date, position for which application is made, name, address, telephone number, sex, marital status, eligibility and previous employment. Filed alphabetically, by name of applicant. (Occasionally, official.) 9 x 12 folders, 1½ in., in wooden filing case. R. 1207. (20742)

2. GENERAL CORRESPONDENCE, June 1, 1936 to date. Between this office and Washington headquarters, various state offices, and individuals, pertaining to child welfare, maternal cases, and other subjects relative to personnel and general administration of this office. Filed chronologically and alphabetically, by states. (Daily, official.) 9 x 12 folders, 4 ft., in wooden filing case. Rs. 1206, 1207 and 1208. (20739)

3. OATHS OF OFFICE, June 1936 to date. Standard Form 8, showing department or establishment, name and signature of employee, position to which appointed, date duties commenced, by whom notarized. Filed alphabetically, by name of employee. (Occasionally, official.) 9 x 12 folders, 1/2 in., in wooden filing case. R. 1207. (20741)

4. AUTHORITY FOR PHYSICAL EXAMINATION, July 1, 1936 to date. U. S. Civil Service Commission Form 2677, showing date, certificate number, classification, name and address of applicant, where to report for physical examination, remarks, with signature of medical consultant. Filed alphabetically, by name of applicant. (Occasionally, official.) 9 x 12 folders, 1 in., in wooden

filing case. R. 1207. (20740)

5. GENERAL FILES, July 1, 1936 to date. Data on conferences and speeches, general publications, personnel, and other subjects relative to the administration of this office. Filed chronologically and alphabetically, by name of state. (Daily, official.) 9 x 12 folders, 6 ft., in wooden filing case. R. 1207. (20738)

6. BUDGET MEMORANDA, 1937 to date. Showing date, state, estimated expenses, funds available, amounts to be certified for payment (if approved), with remarks. Filed alphabetically, by name of state. (Occasionally, official.) 9 x 12 folders, 2 ft., in wooden filing case. R. 1207. (20743)

7. NOTICES OF CORRECTIONS, ANNUAL REPORT SERIES, 1937 to date. Showing date, state, number and description of items, reason for correction, original and corrected amounts, by whom examined and approved, with remarks. Filed alphabetically, by name of state. (Rarely, official.) 9 x 12 folders, 2 ft., in wooden filing case. R. 1207. (20744)

8. REPORTS OF CERTIFICATIONS OF DISTRICT MANAGERS, 1937 to date. U. S. Civil Service Form 1844 B, showing date, department or establishment, certificate number, names, addresses, ratings of eligibles, with remarks. Filed alphabetically, by name. (Occasionally, official.) 9 x 12 folder, ½ in., in wooden filing case. R. 1207. (20746)

9. BUDGET AND OBLIGATION COMPARISONS, 1938 to date. Showing date, state or territory, in which service, budget items, amounts included in quarterly budget, audited, obligations incurred, with remarks. Filed alphabetically, by name of state. (Rarely, official.) 9 x 12 folders, 2 in., in wooden filing case. Rs. 1206, 1207 and 1208. (20745)

## Child Welfare Service Section

10. ANNUAL CERTIFICATE OF ATTORNEY GENERAL AS TO LEGALITY OF STATE PLAN, 1937 to date. Budget Series Form CWS-4a, state plan for child welfare services, showing date, period, state, agency, certification of legality, with signature of Attorney General. Filed chronologically and alphabetically, by name of state. (Occasionally, official.) 9 x 12 folders, 2 in., in wooden filing case. R. 1208. (20753)

11. ANNUAL CERTIFICATE OF EXECUTIVE OFFICER OF STATE PUBLIC WELFARE AGENCY, 1937 to date. Budget Series Form CWS-1, state plan for child welfare services, showing date, period, state, agency, date and by whom certified, notarized, examined and approved. Filed chronologically and alphabetically, by name of state. (Occasionally, official.) 9 x 12 folders, 8 in., in

wooden filing case. R. 1208. (20761)

12. ANNUAL ESTIMATES FOR DISTRICT, COUNTY, OR OTHER CHILD WELFARE SERVICES, 1937 to date. Budget Series Form CWS-2-b, state plan for child welfare services, showing date, period, state, agency, and other detailed information. Filed chronologically and alphabetically, by name of state. (Occasionally, official.) 9 x 12 folders, 4 in., in wooden filing case. R. 1208. (20758)

13. ESTIMATED EXPENDITURES FOR DISTRICT, COUNTY, OR OTHER LOCAL CHILD WELFARE SERVICES, 1937 to date. Budget Series Form CWS-3b, annual budget for child welfare services included under state plan, showing date, state, agency, period, item numbers, object of estimated expenditures, sources of funds, and total for area. Filed chronologically and alphabetically, by name of state. (Occasionally, official.) 9 x 12 folders, 2 in., in wooden filing case. R. 1208. (20736)

14. GENERAL OUTLINE OF ANNUAL OBJECTIVES AND SCOPE OF PROPOSED PLANS, 1937 to date. Budget Series Form CWS-2, state plan for child welfare services, showing date, period, state, agency, name of executive officer, with remarks. Filed chronologically and alphabetically, by name of state. (Occasionally, official.) 9 x 12 folders, 4 in., in wooden filing case. R. 1208. (20760)

15. QUARTERLY ESTIMATES, 1937 to date. Budget Series Form CWS-8, of proposed expenditures for child welfare services under state plan, showing dates, state, agency, period, amount, notations, certification by executive officer, by whom notarized, examined, and approved. Quarterly work sheets, parts 1 and 2, for quarterly estimate of proposed expenditures. Filed chronologically and alphabetically, by name of state. (Occasionally, official.) 9 x 12 folders, 1 ft. 2 in., in wooden filing case. R. 1208. (20754)

16. REQUEST FOR AMENDMENT OF ANNUAL PLAN AND BUDGET, 1937 to date. Budget Series Forms CWS-9 and 9a, state and local child welfare services, showing date, state, agency, period, form and item numbers, item to be increased, added, decreased or eliminated, original and amended budgets of funds for state, Federal, and local agencies, date revision becomes effective, by whom examined and approved, with signature of executive officer. Filed chronologically and alphabetically, by name of state. (Occasionally, official.) 9 x 12 folders, 2 in., in wooden filing case. R. 1208. (20737)

17. ESTIMATED EXPENDITURES FOR STATE SERVICES IN ASSISTING COMMUNITY CHILD WELFARE ORGANIZATIONS, 1937 to date. Budget Series Form CWS-3a, annual budget for child welfare services included under state plan, showing dates, state, agency, period, object of expenditures, item numbers, estimated and other expenditures with

totals. Filed chronologically and alphabetically, by name of state. (Occasionally, official.) 9 x 12 folders, 2 in., in wooden filing case. R. 1208. (20735)

18. ANNUAL ESTIMATES FOR STATE SERVICES IN ASSISTING COMMUNITY CHILD WELFARE ORGANIZATIONS IN AREAS PREDOMINATELY RURAL AND OTHER AREAS OF SPECIAL NEED, 1937 to date. Budget Series Form CWS-2a, state plan for child welfare services, showing period, state, agency, planned activities, and administration of state services. Filed chronologically and alphabetically, by name of state. (Occasionally, official.) 9 x 12 folders, 4 in., in wooden filing case. R. 1208. (20759)

19. SUMMARY OF ESTIMATED EXPENDITURES, 1937 to date. Budget Series Forms CWS-3, CWS-3a, and CWS-3b, annual budget for child welfare services under state plan, showing state, agency, period, salaries, travel and other expenditures of state and local staff; and whether from state, local, or Federal funds. Filed chronologically and alphabetically, by name of state. (Occasionally, official.) 9 x 12 folders, 4 in., in wooden filing case. R. 1208. (20757)

Maternal and Child Health Services Section

20. ANNUAL CERTIFICATE OF ATTORNEY GENERAL AS TO LEGALITY OF STATE PLAN, 1937 to date. Budget Series Form MCH-7a, state plan for maternal and child health services, showing dates, period, state, agency, certification, with signature of Attorney General. Filed chronologically and alphabetically, by name of state. (Occasionally, official.) 9 x 12 folders, 2 in., in wooden filing case. R. 1207. (20730)

21. ANNUAL CERTIFICATE OF STATE ATTORNEY GENERAL AS TO LEGALITY OF STATE PLAN, 1937 to date. Budget Series Form MCH-1, state plan for maternal and child health services, showing period, state, agency, remarks, date certified and notarized, by whom examined and approved. Filed chronologically and alphabetically, by name of state. (Occasionally, official.) 9 x 12 folders, 8 in., in wooden filing case. R. 1207. (20747)

22. DESCRIPTION OF ANNUAL PLANS FOR STATE MATERNAL AND CHILD HEALTH SERVICE, 1937 to date. Budget Series Form MCH-2, showing year, state, by whom plan reviewed, complete plans of operations, and other relative data. Filed chronologically and alphabetically, by name of state. (Frequently, official.) 9 x 12 folders, 1 ft., in wooden filing case. R. 1207. (20748)

23. ESTIMATES OF ANNUAL FUNDS FROM PRIVATE SOURCES, 1937 to date. Budget Series Form MCH-5, source of private funds to be deposited for maternal and child health services, showing state, agency, period, name and address of contributing agency and funds available for use during period and deposited or to be deposited

with state or local treasurers. Filed chronologically and alphabetically, by name of state. (Occasionally, official.) 9 x 12 folders, 4 in., in wooden filing case. R. 1207. (20728)

24. ESTIMATED STATE EXPENDITURES - OTHER THAN SALARIES, FEES, AND TRAVEL, 1937 to date. Budget Series Form MCH-3c, annual budget for maternal and child health services included under state plan, showing state, agency, period, item numbers, proposed expenditures exclusively for MCH services and matching, Federal, and other funds, proposed expenditures for services other than maternal and child health services, from whom received, and totals. Filed chronologically and alphabetically, by name of state. (Occasionally, official.) 9 x 12 folders, 7 in., in wooden filing case. R. 1207. (20751)

25. STATE EXPENDITURES OTHER THAN SALARIES, FEES AND TRAVEL, 1937 to date. Financial Report Form MCH-11c, quarterly report of obligations incurred (paid and unpaid) for maternal and child health services included under state plan, showing state, agency, period, items and total obligations incurred from state and matching local funds, total sum of state, local, and private funds in public treasury, Federal funds requested and credited to state, list of unpaid obligations, date of commitment, name of creditor, nature of obligation, requisition or order number, date of payment, voucher number, total paid, unpaid obligations, and obligations incurred. Filed chronologically and alphabetically, by name of state. (Occasionally, official.) 9 x 12 folders, 3 in., in wooden filing case. R. 1207. (20756)

26. QUARTERLY ESTIMATES, 1937 to date. Budget Series Form MCH-8, proposed expenditure and sources of funds for maternal and child health services included under state plan, showing state, dates, agency, period, proposed expenditure from the various funds, certification by executive officer, by whom notarized, examined and approved. Filed chronologically and alphabetically, by name of state. (Occasionally, official.) 9 x 12 folders, 8 in., in wooden filing case. R. 1207. (20731)

27. REQUEST FOR AMENDMENT OF ANNUAL PLAN AND BUDGET, 1937 to date. Budget Series Form MCH-9, showing state, agency, period, form and item numbers, items to be decreased, eliminated, increased or added; original and amended budgets of proposed expenditures exclusively for maternal and child health services from matching and Federal funds, amount of state, local, private, Federal and other funds, total amount of all services, proposed expenditure for services other than MCH, net increase or decrease, date revision goes into effect and itemized total of all funds. Filed chronologically and alphabetically, by name of state. (Occasionally, official.) 9 x 12 folders, 6 in., in wooden filing case. R. 1207. (20732)

28. STATE SALARIES, FEES, AND TRAVEL EXPENSES, 1937 to date. Financial Report Form MCH-11a, quarterly report of obligations incurred (paid and unpaid) for maternal and child health services included under state plan, showing state, agency, names of state staff and personnel, title and position, salary, travel and total obligations incurred from state and matching local funds, total sum of state and local, public and private funds in public treasury, Federal funds requested and credited to state; with reverse side showing list of unpaid obligations, date of commitment, name of creditor, nature of obligation, requisition or order number, date of payment and voucher number, total paid and unpaid obligations and total obligations incurred. Filed chronologically and alphabetically, by name of state. (Occasionally, official.) 9 x 12 folders, 4 in., in wooden filing case. R. 1207. (20734)

29. ESTIMATED STATE SALARIES, FEES, AND TRAVEL EXPENDITURES, 1937 to date. Budget Series Forms MCH-3 and MCH-3a, supplement annual budget for maternal and child health services included under state plan, showing state, agency, period, names of state staff and personnel division, titles, salaries, travel expenses, item numbers, proposed expenditure exclusively for MCH services from Federal, and other matching funds, proposed expenditures for services other than maternal and child health services, from whom received, with totals. Filed chronologically and alphabetically, by name of state. (Occasionally, official.) 9 x 12 folders, 6 in., in wooden filing case. R. 1207. (20750)

30. SALARIES, FEES, TRAVEL AND OTHER EXPENDITURES IN INDIVIDUAL LOCALITIES, 1937 to date. Financial Report Form MCH-11-4, quarterly report of obligations incurred for maternal and child health services included under state plan, showing state, agency, period, personnel, title and position, salaries, travel and total expenditures from state and matching local funds, total sum of state and local, public and private funds in public treasury, Federal funds requested and credited to state, date of payment and voucher numbers. Filed chronologically and alphabetically, by name of state. (Occasionally, official.) 9 x 12 folders, 3 in., in wooden filing case. R. 1207. (20755)

31. ESTIMATED EXPENDITURE FOR SALARIES, TRAVEL, AND OTHER EXPENSES IN INDIVIDUAL LOCALITIES, 1937 to date. Budget Series Form MCH-4, annual budget of local political subdivision for maternal and child health services included under state plan, showing state, county, period, names of staff and personnel, division and title, salaries and travel expenses, item numbers, proposed expenditure exclusively for maternal and child health services from Federal and other matching funds, proposed expenditure for services other than MCH, from whom received, with totals. Filed chronologically and alphabetically, by name of state. (Occasionally, official.) 9 x 12 folders, 4 in., in wooden filing case. R. 1207. (20752)

32. STATE TREASURER'S ANNUAL CERTIFICATES OF AVAILABLE STATE FUNDS, 1937 to date. Budget Series Form MCH-6, showing date, name of treasurer, amount of funds, period covered, certification of correctness by State Treasurer, by whom notarized. Filed chronologically and alphabetically, by name of state. (Occasionally, official.) 9 x 12 folders, 3 in., in wooden filing case. R. 1207. (20729)

33. SUMMARY OF ESTIMATED EXPENDITURE, 1937 to date. Budget Series Forms MCH-3, MCH-3a, MCH-3c, and MCH-4, annual budget for maternal and child health services included under state plan, showing state, agency, period, items, estimated expenditures from matching funds and allotments available or to be made from Federal funds, object of expenditures for state, local, and other expenditures for salaries, fees, and travel, grand totals. Filed chronologically and alphabetically, by name of state. (Occasionally, official.) 9 x 12 folders, 6 in., in wooden filing case. R. 1207. (20749)

34. SUMMARIES OF PAID AND UNPAID OBLIGATIONS, 1937 to date. Financial Report Forms MCH-11, MCH-11a, MCH-11c, and MCH-11-4, quarterly report of obligations incurred for maternal and child health services included under state plan, showing state, agency, period, items, total available funds on hand at beginning and received during period, state and local obligations incurred during period (paid and unpaid), salaries, fees, travel and other expenditures, total and grand totals of obligations incurred, and unobligated funds on hand at end of period, total sum from state, local, private and requested funds in public treasury credited to state, by whom prepared with affidavit of executive officer, dated, and notarized. Filed chronologically and alphabetically, by name of state. (Occasionally, official.) 9 x 12 folders, 5 in., in wooden filing case. R. 1207. (20733)

## Services for Crippled Children Section

35. ANNUAL CERTIFICATES OF EXECUTIVE OFFICER OF OFFICIAL STATE AGENCY, 1937 to date. Budget Series Form CC-1, State plan for crippled children, showing fiscal year, state, agency, name and title of executive officer, certification of agreement, by whom notarized, examined and approved. Filed chronologically and alphabetically, by name of state. (Frequently, official.) 9 x 12 folders, 2 ft. 2 in., in wooden filing case. R. 1206. (20771)

36. ANNUAL CERTIFICATE OF STATE ATTORNEY GENERAL AS TO LEGALITY OF STATE PLAN, 1937 to date. Budget Series Form CC-7A, State plan for services for crippled children, showing dates, period, state, name of official and agency, by whom certified, notarized, examined, and approved, with remarks. Filed chronologically and alphabetically, by name of state. (Occasionally, official.) 9 x 12 folders, 2 in., in wooden filing case. R. 1206. (20769)

37. DESCRIPTION OF ANNUAL PLANS FOR STATE SERVICES FOR CRIPPLED CHILDREN, 1937 to date. Budget Series Form CC-2, showing date of fiscal year, state, by whom reviewed, complete description of plans of state operation and other relative data. Filed chronologically and alphabetically, by name of state. (Frequently, official.) 9 x 12 folders, 1 ft., in wooden filing case. R. 1206. (20775)

38. ESTIMATE OF ANNUAL FUNDS FROM PRIVATE SOURCES, 1937 to date. Budget Series From CC-5, source of private funds deposited or to be deposited for services for crippled children, showing state, agency, period, name and address of contributing agency, funds available for use during period, and deposited or to be deposited with state or local treasurers. Filed chronologically and alphabetically, by name of state. (Occasionally, official.) 9 x 12 folders, 4 in., in wooden filing case. R. 1206. (20772)

39. ESTIMATES OF OTHER EXPENDITURES, SALARIES, FEES, AND TRAVEL IN INDIVIDUAL LOCALITIES, 1937 to date. Budget Series Form CC-4, annual budget of local political subdivision for services for crippled children included under state plan, showing state, county, period; names, division, title, salary, and travel expense of state staff personnel, item numbers, proposed expenditure exclusively for CC services from Federal and matching funds, proposed expenditure for services other than crippled children, from whom received with totals. Filed chronologically and alphabetically, by name of state. (Occasionally, official.) 9 x 12 folders, 4 in., in wooden filing case. R. 1206. (20774)

40. ESTIMATED STATE EXPENDITURES OTHER THAN SALARIES, FEES, AND TRAVEL, 1937 to date. Budget Series Form CC-3c, annual budget for services for crippled children included under state plan, showing state, agency, period, item numbers, proposed expenditures exclusively for CC services from Federal and other matching funds, proposed expenditure for services other than crippled children, from whom received, with totals. Filed chronologically and alphabetically, by name of state. (Occasionally, official.) 9 x 12 folders, 7 in., in wooden filing case. R. 1206. (20767)

41. STATE EXPENDITURES OTHER THAN SALARIES, FEES AND TRAVEL, 1937 to date. Financial Report Form CC-11c, quarterly report of obligations incurred (paid and unpaid) for services for crippled children and included under state plan, showing state, agency, period, items, total obligations incurred from state and local matching funds, total sum of state, local, and private funds in public treasury and Federal funds requested and credited to state; with reverse side showing list of unpaid obligations, date of commitment, name of creditor, nature of obligation, requisition or order number, date of payment and voucher number, total unpaid and paid obligations, and total obligations incurred. Filed chronolog-

ically and alphabetically, by name of state. (Occasionally, official.) 9 x 12 folders, 3 in., in wooden filing case. R. 1206. (20762)

42. REQUEST FOR AMENDMENT OF ANNUAL PLAN AND BUDGET, 1937 to date. Budget Series Form CC-9, showing state, agency, period, form and item numbers, items to be decreased, eliminated, increased or added, original and amended budgets of proposed expenditures exclusively for crippled children's services from Federal and matching funds, amount of state, local, private, Federal, and other funds, entire amount of all services, proposed expenditure for services other than CC, net increase or decrease, date each revision is to go into effect, itemized total of all funds, by whom examined and approved, official title and all dates. Filed chronologically and alphabetically, by name of state. (Occasionally, official.) 9 x 12 folders, 6 in., in wooden filing case. R. 1206. (20768)

43. SALARIES, FEES AND TRAVEL EXPENDITURES IN STATE, 1937 to date. Financial Report Form CC-11a, quarterly report of obligations incurred (paid and unpaid) for services for crippled children included under state plan, showing state, agency, period, names, titles and positions of staff, totals of salaries, travel and other expenses from state and local matching funds, total sum of state, public and private funds in public treasury and Federal funds requested and credited to state; with reverse side showing list of unpaid obligations, date of commitment, name of creditor, nature of obligation, requisition or order number, date of payment and voucher number, total paid and unpaid obligations and amount of total obligations incurred. Filed chronologically and alphabetically, by name of state. (Occasionally, official.) 9 x 12 folders, 4 in., in wooden filing case. R. 1206. (20763)

44. ESTIMATED EXPENDITURES, SALARIES, FEES, AND TRAVEL IN STATE, 1937 to date. Budget Series Form CC-3a, annual budget for services for crippled children included under state plan, showing state, agency, period, name, division, title, salaries and travel expenses of state staff, item numbers, proposed expenditures exclusively for CC service from Federal and other matching funds, proposed expenditures for services other than crippled children, and from whom received. Filed chronologically and alphabetically, by name of state. (Occasionally, official.) 9 x 12 folders, 6 in., in wooden filing case. R. 1206. (20776)

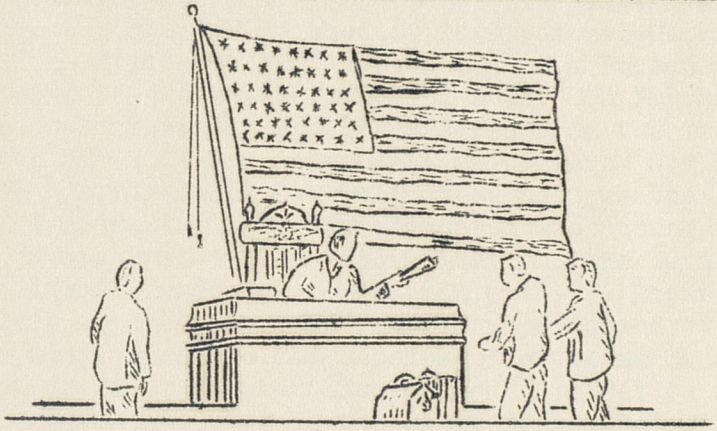
45. STATE TREASURER'S ANNUAL CERTIFICATE OF AVAILABLE STATE FUNDS, 1937 to date. Budget Series Form CC-6, showing date, state, name of Treasurer, amount of funds available for period covered, certification of correctness by the State Treasurer, and by whom notarized. Filed chronologically and alphabetically, by name of state. (Occasionally, official.) 9 x 12 folders, 3 in., in wooden filing case. R. 1206. (20770)

46. SUMMARIES OF PAID AND UNPAID OBLIGATIONS, 1937 to date. Financial Report Form CC-11, monthly report of obligations incurred for services for crippled children included under state plan, and embracing similiar Forms CC-11a, CC-11c, and CC-11-4, showing state, agency, period, items, total available funds on hand at beginning, received during period, state and local obligations incurred during period (paid and unpaid); salaries, fees, travel and other expenditures; total and grand totals of all obligations incurred and unobligated funds on hand at end of period; record of state and local matching funds showing total sum from state, public, local and private funds in public treasury, credited to state; by whom requested and prepared, with affidavit of executive officer, dated, and notarized. Filed chronologically and alphabetically, by name of state. (Occasionally, official.) 9 x 12 folders, 5 in., in wooden filing case. R. 1206. (20764)

47. SUMMARY OF ESTIMATED EXPENDITURE, 1937 to date. Budget Series Form CC-3, annual budget for crippled children included under state plan, summary of budget series Forms CC-3c and CC-4, showing state, agency, period, items, estimated expenditure from matching funds and allotments available or to be made from Federal funds; objects of expenditures from state, local, and other funds for salaries, fees, and travel, with grand totals. Filed chronologically and alphabetically, by name of state. (Occasionally, official.) 9 x 12 folders, 6 in., in wooden filing case. R. 1206. (20773)

48. QUARTERLY ESTIMATES, 1937 to date. Budget Series Form CC-8, proposed expenditures and sources of funds for services for crippled children included under state plan showing state, agency, period, proposed expenditures from the various funds, certification by executive officer; date and by whom notarized, examined, and approved; Filed chronologically and alphabetically, by name of state. (Occasionally, official.) 9 x 12 folders, 8 in., in wooden filing case. R. 1206. (20766)

# IMMIGRATION AND NATURALIZATION SERVICE



# THE IMMIGRATION AND NATURALIZATION SERVICE

## INTRODUCTION

Prior to 1882 the administration of immigration matters was handled by the several states. An act to regulate immigration was passed on August 3, 1882, charging the Secretary of the Treasury with the execution of its provisions. This was done in cooperation with the several states through contracts executed between the Department and the Boards of State Emigration Commissioners. These contracts were abrogated pursuant to the act of March 3, 1891, which instituted an Office of Immigration in the Treasury Department with a Superintendent of Immigration at its head. The Superintendent's title was changed to that of Commissioner-General of Immigration and the Office of Immigration became a Bureau in the Treasury Department by the act of March 2, 1895. On February 14, 1903 the Bureau of Immigration was transferred from the Treasury Department to the newly formed Department of Commerce and Labor. On June 29, 1906 a Division of Naturalization was created and the title Bureau of Immigration and Naturalization was assumed. In the field work of the Division of Naturalization, the Department of Commerce and Labor worked in cooperation with the Department of Justice until July 1, 1909 when the functions performed by that Department were transferred to the Department of Commerce and Labor. On March 4, 1913, separate Bureaus of Immigration and Naturalization were established in the newly formed Department of Labor. On June 10, 1933 the two Bureaus were consolidated and became the Immigration and Naturalization Service.

The functions of the Immigration and Naturalization Service consist of the examination of immigrants and travelers, and ships' crews, entering the United States by sea, land, or air; the enforcement of all laws relating to the admission of aliens, including the administration of the Chinese exclusion laws; the enforcement of the various deportation statutes covering the arrest, prosecution, and expulsion of such aliens as have entered the United States illegally, or whose conduct, either criminal, immoral, or subversive, has rendered them liable to deportation; and the administration of naturalization laws in assisting Federal and certain State courts and officials in determining the merit of those seeking United States citizenship.

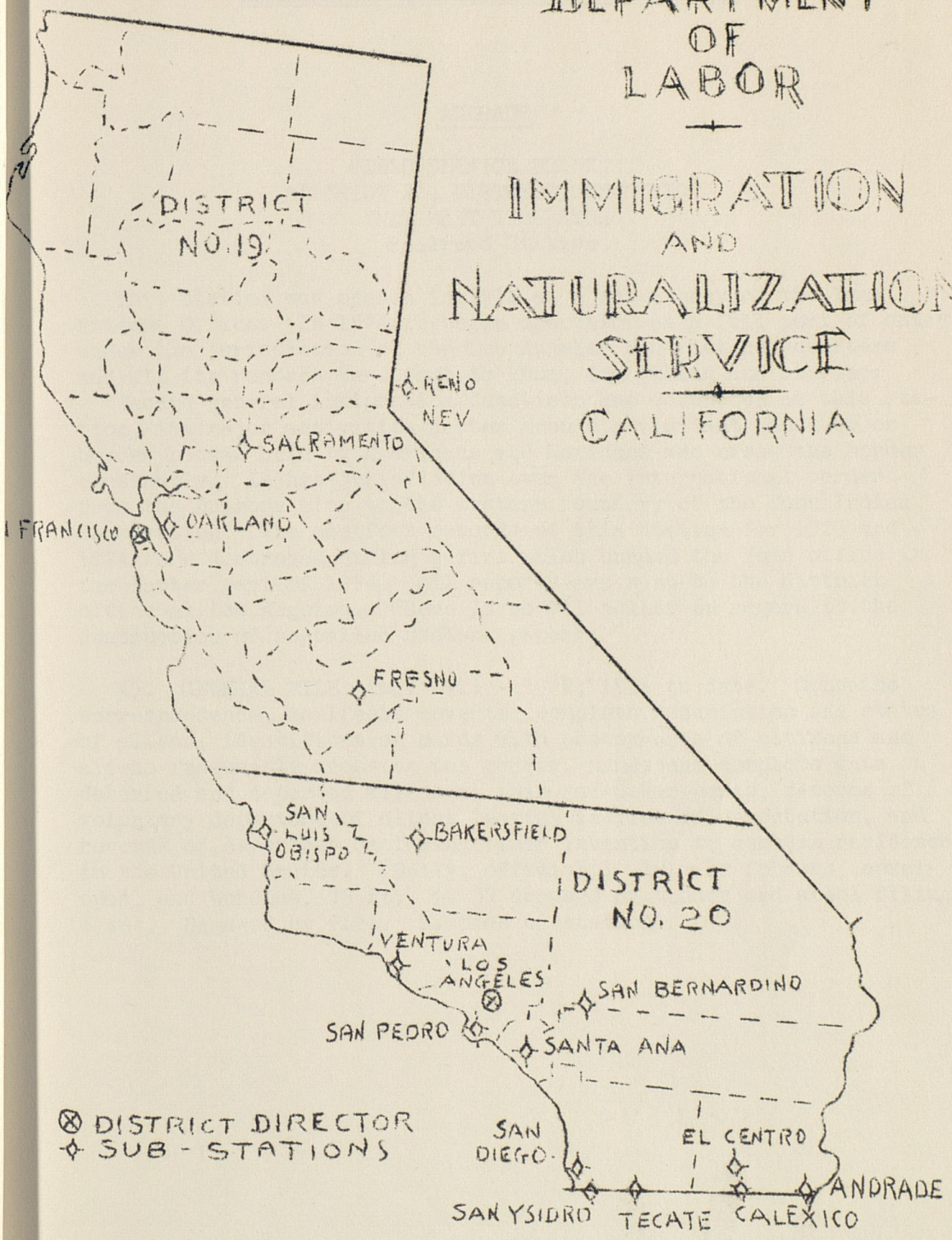
SURVEY OF FEDERAL ARCHIVES

DR. F. M. HAMER — NATIONAL DIRECTOR

# DEPARTMENT OF LABOR

## IMMIGRATION AND NATURALIZATION SERVICE

## CALIFORNIA



# IMMIGRATION AND NATURALIZATION SERVICE

## ANDRADE

FIELD SERVICE BRANCH
DISTRICT 20, DISTRICT SUB-OFFICE
IMMIGRANT INSPECTOR
Railroad Station

This station was opened in 1911 as a sub-agency of the Yuma, Arizona Office. In 1924 it began operation as a full port of entry under the jurisdiction of the Los Angeles District headquarters and all its records were sent to Yuma, for filing and storing.

Though general immigration functions are conducted at this station, its major activities center around a vigilant check-up on border passes held by Americans and Mexicans who cross the border constantly. It has jurisdiction over the international border from the Arizona line to the western boundary of the Yuma Indian Reservation. The manifest records of this station for 1923 and 1924 were destroyed during a fire which burned the Yuma office in the latter part of 1924. All reports are sent to the district office at Los Angeles. There is no set policy in regard to the destruction of so-called useless papers.

49. GENERAL FILE, Aug. 1911 - 1922; 1925 to date. Contains correspondence, manifests covering complete description and status of aliens, identification cards with photographs of citizens and aliens frequently crossing the border, names and complete data on debarred and deported aliens at this and other ports, records of voluntary departure of aliens leaving in lieu of deportation, and records of departees declaring their intention to abandon residence in the United States. (Daily, official.) 10 x 12 folders, envelopes, and bundles, 75 ft., in 37 drawers of wooden and steel filing cases. Damaged by fire. E. side of station. (4)

## BAKERSFIELD

FIELD SERVICE BRANCH
DISTRICT 20, DISTRICT SUB-OFFICE
IMMIGRANT INSPECTOR
18th and G Sts.

This station was established in 1923. Its duties are the surveillance of aliens admitted under bond and alien contract laborers who have been vouched for by contract employers. In cooperation with other Government agencies, it aids in the apprehension of smugglers, especially those engaged in transporting narcotics. It has jurisdiction over Kern County. Reports are sent to District 20 headquarters at Los Angeles.

50. BULLETINS AND GENERAL ORDERS, July 1924; June 30, 1929 - June 30, 1930; July 1, 1935 to date. Instruction from the Washington and Los Angeles offices, concerning administrative procedure, order and conduct of this office; also Serial 30045, instructions from district director's office. (Rarely, official.) 10 x 12 folders, 3 ft. 2 in., in steel filing case. R. 11. (113)

51. DEPORTATION INVESTIGATIONS, June 30, 1927 - July 1, 1935. Miscellaneous reports of deportation investigations; deportation investigations under Immigration and Chinese acts; reports of deportation under administrative, judicial, and warrant procedure. (Occasionally, official.) 10 x 12 folders, 8 ft. 1 in., in steel filing case. R. 11. (126)

52. FINANCIAL REPORTS, June 30, 1927; Mar. 30, 1930 to date. Copies of miscellaneous, personal and public expense vouchers for detention, investigations, etc.; also miscellaneous vouchers and accounts; personal accounts settled; reports of aliens detained, showing Government cost, and monthly financial reports. (Frequently, official.) 8½ x 11 and 10 x 12 folders, 5 ft. 8 in., in wooden box. R. 11. (125)

53. CHINESE INVESTIGATIONS, July 1927 - June 1928; July 1, 1929 to date. Applications for admission and investigations of resident Chinese as to their status under Chinese Exclusion Act; reports of investigations of Chinese applicants for return permits; Chinese labor reports; reports of investigations of Chinese residents of exempted classes; copies of reports of reentry permits; investigations to determine claims of Chinese U. S. citizens as to eligibility. (Frequently, official.) 10 x 12 folders, 8 ft. 11 in., in steel filing case. R. 11. (117)

54. RECORDS OF REGISTRATION, July 1929 to date. Record of registry and investigations of aliens under Act of March 2, 1929. (Occasionally, official.) 10 x 12 folders, 5 ft. 8 in., in steel filing case. R. 11. (123)

55. DETENTION REPORTS, Mar. 1930 - June 30, 1934. Monthly report showing daily detention cost. (Occasionally, official.) 8½ x 11 folders, 1 ft., in wooden box. R. 11. (121)

56. MISCELLANEOUS REPORTS, Mar. 1930 to date. Station statistics and reports, showing naturalization and immigration activities. (Daily, official.) 8½ x 11 and 10 x 12 folders, 2 ft. 9 in., in steel filing case and in wooden box. R. 11. (101)

57. LOOKOUT NOTICES, June 30, 1931 to date. Notices, showing criminals and aliens wanted; notices and reports from other districts and the Department of Justice. (Frequently, official.) 10 x 12 folders, 3 ft. 1 in., in steel filing case. R. 11. (118)

58. INVESTIGATION OF SMUGGLING ACTIVITIES, July 1, 1931 - June 30, 1932; July 1, 1935 to date. Reports of investigations concerning smugglers and smuggling activities. (Frequently, official.) 10 x 12 folders, 10 in., in steel filing case. R. 11. (111)

59. INVESTIGATIONS FOR OTHER STATIONS, July 1, 1931 to date. Investigation of applicants for registry under Act of March 2, 1929, for other immigration stations. (Frequently, official.) 10 x 12 folders, 2 ft. 2 in., in steel filing case. R. 11. (124)

60. RE-ENTRY PERMIT APPLICATIONS, July 1, 1931 - June 30, 1932. Investigations regarding applicants, other than Chinese, for re-entry permits. (Occasionally, official.) 10 x 12 folders, 8 in., in steel filing case. R. 11. (119)

61. DEPORTATION OF CHINESE, July 1, 1932 - July 1, 1935. Judicial proceedings in Chinese deportations. (Rarely, official.) 10 x 12 folders, 2 ft., in steel filing case. R. 11. (127)

62. MISCELLANEOUS FILE, July 1, 1932 - July 1, 1935. Reports between district office, foreign consuls and officials other than the Department of Labor. (Frequently, official.) 10 x 12 folders, 10 in., in steel filing case. R. 11. (122)

63. MISCELLANEOUS INVESTIGATIONS, July 1, 1932 to date. Miscellaneous investigations, and proof of basic status for naturalization. (Frequently, official.) 10 x 12 folders, 2 ft. 3 in., in steel filing case. R. 11. (110)

64. REPORTS, July 1, 1932 - July 1, 1935. Daily time reports, computed by months, showing employees hours on duty. (Daily, official.) 10 x 12 folders, 11 in., in steel filing case. R. 11. (105)

65. REPORTS OF DEPORTATION PARTIES, July 1, 1932 - July 1, 1935. Giving number of aliens involved; date delivered, place of debarkation. (Occasionally, official.) 10 x 12 folders, 1 ft., in steel filing case. R. 11. (128)

66. REPORTS OF RAILWAY PASSES USED, July 1, 1932 - July 1, 1935. Monthly record of passes used by employees. (Rarely, official.) 10 x 12 folders, 1 ft., in steel filing case. R. 11. (103)

67. SEMIANNUAL REPORTS, July 1, 1932 - July 1, 1935. Showing condition of uniform and personal equipment. (Rarely, official.) 10 x 12 folders, 8 in., in steel filing case. R. 11. (104)

68. SEMIANNUAL REPORTS OF PROPERTY RETURNS, July 1, 1932 - July 1, 1935. Form 2142, showing inventory of all government property of this station. (Rarely, official.) 10 x 12 folders, 8 in., in steel filing case. R. 11. (102)

69. MONTHLY REPORTS ON AUTOMOBILES, Dec. 1933 to date. Report showing cost of upkeep, operation, mileage, accidents, etc. (Frequently, official.) 10 x 12 folders, 1 ft. 2 in., in steel filing case. R. 11. (112)

70. CONTRACTS, LEASES AND BIDS, July 1, 1935 to date. Copies of contracts, leases and bids with public service corporations for supplies and services rendered. (Occasionally, official.) 10 x 12 folders, 6 in., in steel filing case. R. 11. (107)

71. DEPORTATIONS, July 1, 1935 to date. Form 16536, pending and closed cases. (Frequently, official.) 10 x 12 folders, 3 in., in steel filing case. R. 11. (129)

72. GENERAL CORRESPONDENCE, July 1, 1935 to date. Correspondence with clerks of counties on naturalization matters. (Daily, official.) 10 x 12 folders, 1 ft., in steel filing case. R. 11. (114)

73. MISCELLANEOUS CORRESPONDENCE, July 1, 1935 to date. Requests for information from individuals; also inquiries and replies. (Frequently, official.) 10 x 12 folders, 9 in., in steel filing case. R. 11. (109)

74. RE-ENTRY PERMITS, July 1, 1935 to date. Re-entry permits awaiting delivery. (Frequently, official.) 10 x 12 folders, 4 in., in steel filing case. R. 11. (120)

75. REPATRIATION OF ALIENS, July 1, 1935 to date. Repatriation of aliens, including Filipinos, investigation and reports on alien applicants for repatriation. (Frequently, official.) 10 x 12 folders, 5 in., in steel filing case. R. 11. (108)

76. REPORTS ON PUBLICITY, July 1, 1935 to date. Reports and other publicity matters with information for publications, radio, etc. (Frequently, official.) 10 x 12 folders, 6 in., in steel filing case. R. 11. (115)

77. SEMIMONTHLY PAY ROLL REPORTS, July 1, 1935 to date. File 21536. (Semimonthly, official.) 10 x 12 folders, 8 in., in steel filing case. R. 11. (106)

78. SPECIAL INVESTIGATION REPORTS, July 1, 1935 to date. Showing special investigation and other activities not covered by monthly miscellaneous reports. (Frequently, official.) 10 x 12 folders, 4 in., in steel filing case. R. 11. (116)

## CALEXICO

### FIELD SERVICE BRANCH
### DISTRICT 20, DICTRICT SUB-OFFICE
### INSPECTOR IN CHARGE
### Federal Inspection Station

This office was established in September 1908 in the Old Customs House, and was moved to the present location in 1933. Close surveillance is maintained over persons with border passes who cross the line daily. Aid is also rendered other Governmental agencies in the suppression of smuggling of narcotics, particularly marijuana. Jurisdiction is local only, but close cooperation with similiar agencies on or near the Mexican border is maintained. Reports on the proceedings of the Board of Special Inquiry, prosecutions, and the results of investigations are sent to the district office at Los Angeles.

79. MANIFEST RECORDS, 1908 to date. Containing lists of admissions, exclusions, deportations, and departures from the United States, and border crossing permits, showing photograph, physical description, personal and family history. Filed alphabetically, by name. Indexed. (Daily, official.) 3 x 5 and 4 x 6 cards, 352 ft., in 5 drawers of steel card cabinet and in 131 drawers of wooden card cabinets. R. 101. (10)

80. WARTIME BORDER PERMITS, Sept. 1918 - Feb. 1919. Record, showing name, address, age, place of birth, sex, occupation, personal and family history, marital status, next of kin, physical description, and photograph, with signatures of holder and issuing official. (Occasionally, official.) 9 x 12 folders, 62 ft., in 31 wooden boxes. Basement. (12)

81. GENERAL REFERENCE AND CORRESPONDENCE FILE, July 1934 to

date. Containing department correspondence; records of admissions, exclusions, deportations, and departures; border entry permits; native and foreign information and general correspondence. Filed by subject. Indexed. (Older records, occasionally; current records, daily, official.) 10 x 12 folders, 290 ft., in 16 drawers of steel filing cases, 157 drawers of wooden filing cases, and in 30 drawers of wooden card cabinet. Brittle, dirty.
Rs. 216 and 217. (8)

## CHULA VISTA

### BORDER PATROL SERVICE
### DISTRICT 20, DISTRICT SUB-OFFICE
### CHIEF PATROL INSPECTOR
### Twin Oaks Ave., and Emerson St.

This office, established in 1924, was not fully organized until March 1925; since that time there has been no administrative reorganization. Its primary function is the apprehension of smugglers and aliens attempting to enter the United States illegally from Mexico or by landing on the extreme southern coast of California. This office is not designated as a port of entry for aliens. Records are sent to the district office at Los Angeles and useless papers are stored.

82. ALIENS AND SMUGGLERS IDENTIFICATION FILE, 1920 - 1931. Descriptions and photographs of aliens deported and smugglers apprehended at this station; also "Persons Wanted" cards. Filed alphabetically. (Occasionally, official.) 3 x 5 cards, in 4 drawers of steel card cabinet. General Office. (3)

83. GENERAL CORRESPONDENCE, 1924 to date. Regarding the apprehension of smugglers and aliens. Filed alphabetically, by name and numerically, by subject. (Daily, official.) 8 x 10½ folders, 35 ft. 6 in., in 20 drawers of filing cases. Clerical Office. (5)

84. INDEX TO GENERAL FILE, 1924 to date. Showing name of person, subject, date entered in file, and file number. (Daily, official.) 3 x 5 cards, 12 ft., in 12 drawers of steel card cabinets. Clerical Office. (2)

85. PERSONNEL FILE, 1924 to date. Complete confidential record and history of services of personnel of this station since its establishment. Filed alphabetically. (Daily, official.) 8 x 10½ folders, 4½ in., in drawer of filing case. Clerical Office. (6)

86. PROPERTY FILE, 1924 to date. Inventory of all equipment and property belonging to this station and record of all equipment issued to each man. Filed alphabetically, by article and by employees' names. (Daily, official.) 3 x 5 cards, 2 ft., in 2 drawers of steel card cabinet. Clerical Office. (1)

87. TIME REPORTS, 1924 to date. Timekeeper's personnel records; also records of the location of officers and inspectors at certain times of day. Arranged chronologically. (Never.) 8 x 10½ bundles (11), 11 ft. 6 in., on wooden shelves. Attic. (8)

88. FINGERPRINT FILE, 1931 to date. Duplicate records of fingerprints and classifications of aliens and smugglers apprehended in this district; one card retained and the other sent to the Department of Justice. Filed by fingerprint classification. (Daily, official.) 8 x 8 cards, 1 ft. 9 in., in filing case. General Office. (7)

89. WANTED PERSONS, 1931 to date. Showing names, aliases, descriptions, photographs, fingerprints and fingerprint classifications. Filed by fingerprint classification. (Daily, official.) 8 x 8 cards, 4 ft., in 4 drawers of steel card cabinet. General Office. (4)

90. DEPORTED AND DEBARRED FILE, 1936. Complete record of aliens deported or debarred from this district. Filed alphabetically. (Daily, official.) 3 x 5 cards, 9 in., in card cabinet. General Office. (9)

## COLTON

### BORDER PATROL SERVICE
### DISTRICT 20, DISTRICT SUB-OFFICE
### PATROL INSPECTOR
### City Hall

This office was established at Elsinore, September 20, 1932, in the home of the patrol inspector, but was moved March 8, 1935 to its present location. Its chief function is to maintain a constant surveillance over Mexicans, Japanese, Chinese, and Koreans admitted under bond and alien contract laborers vouched for by employers. In addition, it cooperates with other Governmental agencies by aiding in the suppression of smuggling of narcotics, more particularly, marijuana and its cultivation. It has jurisdiction over the agricultural belt to the west of the city of San Bernardino. Reports are sent to the San Bernardino and Chula Vista offices.

91. PHOTOGRAPHS OF SMUGGLERS, 1928 to date. Physical descriptions, photographs, and personal records of identified smugglers. Filed alphabetically. (Daily, official.) 3 x 5 cards, 3 in., in wooden filing case and in wooden transfer case. Office. (4)

92. COUNTY REPATRIATION RECORDS, 1930 to date. Lists of repatriates, showing name, date, physical and personal history, country of birth, and disposition of case. Filed alphabetically. (Daily, official.) 4 x 6 cards, 1 ft. 8 in., in wooden card cabinet. Office. (8)

93. MISCELLANEOUS FILE, 1930 - 1932. District and sub-district bulletins relating to immigration and naturalization, assignment records, descriptive lists of Japanese and Korean transients, reports of apprehension, deportation lists, resident aliens, and citizens leaving United States and crossing the Mexican border. Filed chronologically and arranged by subject and location. (Never.) 10 x 12 folders, 1 ft., in wooden box. Office. (7)

94. GENERAL FILES, 1933 to date. Personal records, agent's monthly time and work reports, expense accounts, travel assignments, reports of apprehensions, and departmental correspondence. Filed chronologically, alphabetically, and by district. (Daily, official.) 9 x 11 folders, 1 ft. 3 in., in steel filing case. Office. (6)

95. EXCLUDED ALIENS, Mar. 1936 to date. Records of aliens whose petitions for residence in the United States have been denied, showing name, physical and personal history, reasons for exclusion, etc. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft., in pasteboard box. Office. (5)

## EL CENTRO

### FIELD SERVICE BRANCH
### DISTRICT 20, DISTRICT SUB-OFFICE
### ASSISTANT INSPECTOR IN CHARGE
### Border Patrol Station, 326 Imperial Blvd.

This office was established on February 8, 1932, but it contains records dated 1929, which are presumed to be a part of the Calexico records; this office having been established as a branch of that station. Its function is the enforcement of the immigration laws, and being close to the Mexican border, activities center around entrants of that nationality and naturalization proceedings arising therefrom. This office is not designated as a port of entry for aliens. Warrants in naturalization cases are sent to

Washington, but all other reports are sent to district headquarters at Los Angeles.

96. GENERAL FILE, Apr. 14, 1929 to date. Correspondence and reports on registration of aliens, naturalization court applications, investigations, and deportations. Indexed. (Daily, official.) 8 x 12 folders. 60 ft., in steel and wooden filing cases. R. 2. (58)

## BORDER PATROL SERVICE
## DISTRICT 20, DISTRICT SUB-OFFICE
## PATROL INSPECTOR
## Motor Patrol Bldg.

This office was established in March 1925, to patrol the Mexican border between the various ports of entry and to prevent smuggling and the illegal entrance of aliens into the United States. Its activities, however, include constant cooperation with various patrol units as well as with immigration inspectors at other ports of entry. All reports are sent to district headquarters at Los Angeles.

97. MISCELLANEOUS RECORDS - INACTIVE, 1915 - 1933. Daily reports, receipts, personnel files, applications for permits, and miscellaneous records held for receipt of authority for disposition. (Never.) 4 x 6 and 12 x 12 vols., folders, and packages, 316 ft., in 2 steel filing cases, on shelves, in 2 wooden boxes, and in 3 pasteboard boxes. Dirty, torn. Attic. (54)

98. GENERAL FILE, Mar. 1925 - Dec. 1933. Containing correspondence, auto logs, property cards, and reports, covering searches for smugglers, airplanes, motor vehicles, personnel, identity cards, court decisions, deportation proceedings, complaints, aliens in transit, holders of border permits, photographs and deportee's fingerprints. Indexed. (Daily, official.) 3 x 5 cards and 10 x 12 folders, 90 ft., in 4 steel filing cases, in 2 wooden filing cases, in 2 steel card cabinets, and in 3 pasteboard boxes. NE., NW., and Center rooms. (53)

## EUREKA

FIELD SERVICE BRANCH
DISTRICT 20, DISTRICT SUB-OFFICE
IMMIGRANT INSPECTOR

The customs agent at this office, acts as the immigration inspector. Immigration records are listed in the Department of the Treasury section under Collector of Customs, Eureka.

## FRESNO

FIELD SERVICE BRANCH
DISTRICT 19, DISTRICT SUB-OFFICE
INSPECTOR IN CHARGE
Cory Bldg., 1226 Fulton St.

This office was established about 1910 in the Rowell Building and was moved to the present location in 1921. It administers immigration and naturalization laws relating to admission, exclusion, and deportation of aliens and supervises court proceedings in citizenship cases. Constant surveillance is maintained over aliens admitted under bond, and Mexican, Filipino, Chinese, Japanese, and East Indian alien contract laborers vouched for by contract employers. In addition, a close cooperation is maintained with other Governmental agencies, and aid is rendered in the apprehension of smugglers, especially of those engaged in the transportation of narcotics. This office is not designated as a port of entry for aliens. It has jurisdiction over Fresno County. Reports are sent to the district office at San Francisco and useless papers are destroyed.

99. RE-ENTRY PERMITS OF CHINESE MERCHANTS, Dec. 1912 - Aug. 1918. Correspondence, reports, and investigation data, concerning Chinese merchants desiring to re-enter the United States. (Never.) 8 x 11 folders, 3 in., in wooden filing case. R. 317. (33)

100. INVESTIGATION OF "SECTION SIX", Jan. 1913 - Mar. 1929. Correspondence concerning Chinese merchants. (Rarely, official.) 8 x 11 folders, ½ in., in wooden filing case. R. 317. (89)

101. MINOR SONS OF CHINESE MERCHANTS, Jan. 1913 - Jan. 1920. Investigations, reports, testimonials, and correspondence concerning their re-entry into the United States. (Never.) 8 x 11 folders, 3 in., in wooden filing case. R. 317. (92)

102. PROSTITUTES, 1913 - 1916. Reports and correspondence

pertaining to the detention of women suspected as prostitutes. (Frequently, official.) 8 x 11 folders, 6 in., in wooden filing case. R. 317. (100)

103. SMUGGLING RECORDS, Jan. 1913 - June 1935. Testimonials, correspondence, and reports concerning activities of aliens charged with, or suspected of, smuggling narcotics into the United States. (Frequently, official.) 8 x 11 folders, 2 in., in wooden filing case. R. 317. (63)

104. WARRANT CASES, Jan. 1913 to date. Records, correspondence, and instructions in warrant cases. (Frequently, official.) 8 x 11 folders, 14 ft. 6 in., in steel and wooden filing cases. R. 317. (46)

105. INVESTIGATIONS, Feb. 1913 - Dec. 1935. Correspondence and reports on investigations of aliens, detained in this country for infraction of immigration laws. (Rarely, official.) 8 x 11 folders, 1 ft. 4 in., in wooden filing case. R. 317. (30)

106. MISCELLANEOUS FILE, July 1913 - May 1936. Containing instructions, reports, investigations, tabulations, and correspondence. (Frequently, official.) 8 x 11 folders, 2 ft. 6 in., in steel and wooden filing case. R. 317. (36)

107. NUNC PRO TUNC CASES, Apr. 1914 - Dec. 1923. Affidavits, correspondence, and instructions regarding certificates of arrival which have been held up pending further evidence. (Rarely, official.) 8 x 11 folders, 6 in., in wooden filing case. R. 317. (35)

108. INSPECTION OF TRAINS, Feb. 1915 - Feb. 1922. Reports and correspondence regarding inspection of trains for contraband Chinese. (Rarely, official.) 8 x 11 folders, ½ in., in wooden filing case. R. 317. (103)

109. REQUESTS, Dec. 1916 to date. Correspondence and reports on requests made by other stations to verify records and obtain passports. (Frequently, official.) 8 x 11 folders, 1 in., in steel filing case. R. 317. (101)

110. TELEGRAPH CODE, 1917 - 1934. Codes for the transmission of telegrams, also relating correspondence. (Frequently, official.) 8 x 11 folders, ½ in., in steel filing case. R. 317. (49)

111. ALIEN ENEMIES, Apr. 1917 - 1920. Reports and correspondence relating to persons detained as alien enemies. (Occasionally, official.) 8 x 11 folders, 1 in., in wooden filing case. R. 317. (99)

112. LETTERS OF AUTHORITY, July 1917 to date. Correspondence

and instructions regarding letters of authority issued to officers for performance of specified duties. (Frequently, official.) 8 x 11 folders, ½ in., in steel filing case. R. 317. (80)

113. CHINESE DRAFT EVADERS, Nov. 1917 - Oct. 1918. Correspondence and reports concerning Chinese detained because of draft evasion during the World War. (Rarely, official.) 8 x 11 folders, ½ in., in wooden filing case. R. 317. (29)

114. ALIEN APPLICATIONS FOR DEPARTURE, Jan. 1, 1918 - Jan. 1, 1920. Testimonials, correspondence, and applications of aliens for permission to leave the United States. (Rarely, official.) 8 x 11 folders, 1 ft., in wooden filing case. R. 317. (32)

115. RECEIPTS, Jan. 1, 1918 - Jan. 1, 1920. Issued for fees paid, showing date, amount, and to whom issued. (Never.) 8 x 11 folders, 2 in., in wooden filing case. R. 317. (31)

116. ALIEN LOOKOUT NOTICES, Aug. 1918 - Apr. 1936. Notice to apprehend aliens wanted for questioning. (Frequently, official.) 8 x 11 folders, 4 in., in steel filing case. R. 317. (57)

117. POWERS OF ATTORNEY, 1919 to date. Correspondence and instructions pertaining to powers of attorney issued to persons or firms. (Occasionally, official.) 8 x 11 folders, 1 in., in steel filing case. R. 317. (83)

118. REPORTS, 1919 to date. Work and group classification reports with relevant correspondence. (Frequently, official.) 8 x 11 folders, 6 in., in steel filing case. R. 317. (54)

119. ARRIVING IMMIGRANTS, Mar. - Sept. 1919. Sworn statements of relatives, reports, and correspondence pertaining to immigrants arriving in the United States. (Rarely, official.) 8 x 11 folders, ½ in., in wooden filing case. R. 317. (96)

120. BONDS AND INSTRUCTIONS, Mar. 1919 - Mar. 1936. Security bonds covering admission of alien students attending school and visitors and aliens in transit; also letters of instruction and correspondence pertaining to bonds. (Frequently, official.) 8 x 11 folders, 1 in., in steel filing case. R. 317. (38)

121. COMPENSATION FOR MEDICAL FACILITIES, May. 1919 - Oct. 1935. Correspondence and instructions regarding compensation allowed employees for medical treatment. (Frequently, official.) 8 x 11 folders, ½ in., in steel filing case. R. 317. (50)

122. CRIMINALS WANTED RECORDS, June 1919 - May 1936. Notices, correspondence, and instructions concerning the apprehension of criminals wanted by law enforcement agencies. (Frequently, official.) 8 x 11 folders and pamphlets, 1 ft. 3 in., in steel

filing case. R. 317. (64)

123. CONTRABAND CHINESE, Aug. 1919 to date. Reports and correspondence regarding Chinese who have entered the United States unlawfully. (Frequently, official.) 8 x 11 folders, 1 in., in wooden filing case. R. 317. (98)

124. MISCELLANEOUS CORRESPONDENCE, Sept. 1919 - Apr. 1936. Pertaining to all activities of this station. (Frequently, official.) 8 x 11 folders, 6 in., in steel filing case. R. 317. (65)

125. DEPORTATION RECORDS, Nov. 1919 to date. Pertaining to arrests and deportations for violations of the immigration laws. (Rarely, official.) 8 x 11 folders, ½ in., in steel filing case. R. 317. (48)

126. APPLICATIONS FOR CERTIFICATE OF RESIDENCE, Dec. 1919 - Aug. 1921. Correspondence, reports, recommendations, affidavits, photographs, transcripts of testimony, and statements of applicants, concerning such applications. (Rarely, official.) 8 x 11 folders, ½ in., in wooden filing case. R. 317. (34)

127. VISA PETITIONS AND PASSPORTS, Dec. 1919 - Jan. 1936. Instructions and correspondence pertaining to passport and visa petitions from immigrants. (Frequently, official.) 8 x 11 folders, ½ in., in steel filing case. R. 317. (47)

128. CLERKS' FILES, Jan. 20, 1920 to date. Correspondence and lists of employees, showing personal records and information. (Frequently, official.) 8 x 11 folders, 3 in., in steel filing case. R. 317. (76)

129. PASSPORTS, Feb. 1920 - Apr. 1935. Reports, correspondence, and instructions concerning passports. (Frequently, official.) 8 x 11 folders, 3 in., in wooden filing case. R. 317. (95)

130. CORRESPONDENCE CONCERNING ALIENS, June 1920 - July 1921. Letters concerning exclusion and deportation of aliens under Act of May 20, 1920. (Rarely, official.) 8 x 11 folders, 1 in., in wooden filing case. R. 317. (28)

131. PORT OF ENTRY FOR CHINESE, June 1920 - June 1922. Tabulations and correspondence pertaining to port of entry for Chinese. (Frequently, official.) 8 x 11 folders, 6 in., in steel filing case. R. 317. (37)

132. SICK LEAVES, June 1920 to date. Applications, correspondence, and instructions pertaining to sick leaves. (Occasionally, official.) 8 x 11 folders, 1 in., in steel filing case. R. 317. (82)

133. STOLEN AUTOMOBILES, July 1920 - Aug. 1934. Correspondence and records pertaining to stolen automobiles. (Frequently, official.) 8 x 11 folders, ½ in., in wooden filing case. R. 317. (94)

134. TRANSFER SERVICE, Sept. 1920 to date. Correspondence concerning the transportation of supplies, materials, and luggage. (Frequently, official.) 8 x 11 folders, 1 in., in steel filing case. R. 317. (78)

135. IMMIGRATION INSPECTORS' AND NATURALIZATION EXAMINERS' ASSOCIATION, Nov. 1920 to date. Correspondence and notice of association meetings. (Frequently, official.) 8 x 11 folders, ½ in., in steel filing case. R. 317. (66)

136. DEPORTEES, Dec. 1920. Records and instructions concerning deportees, showing name, nationality, case number, nature of charge, and where detained. (Rarely, official.) 8 x 11 folders, ½ in., in wooden filing case. R. 317. (27)

137. PATROL INSPECTORS, Aug. 1921 - Dec. 1935. Correspondence, notices, and instructions to officers patrolling the border. (Frequently, official.) 8 x 11 folders, ½ in., in steel filing case. R. 317. (60)

138. CONTRACT LABOR, Nov. 1921 - May 1935. Correspondence and instructions pertaining to applications of individuals and firms desiring to import alien contract labor; also reports of labor conditions in industries where men are needed. (Occasionally, official.) 8 x 11 folders, 2 in., in wooden filing case. R. 317. (53)

139. NARCOTIC ACT VIOLATIONS, Dec. 1922 - Oct. 1935. Correspondence, reports, instructions and advice to field officers, and testimony pertaining to the activities of aliens in smuggling narcotics into the United States, showing source of information and type of violation. (Frequently, official.) 8 x 11 folders, 8 in., in wooden filing case. R. 317. (88)

140. GENERAL ORDERS, Dec. 5, 1922 - Mar. 23, 1936. Administrative letters containing rules and regulations pertaining to laws applicable to immigration and naturalization. (Frequently, official.) 8 x 11 folders, 9 in., in steel filing case. R. 317. (41)

141. ALIENS ADMITTED UNDER BOND, Feb. 1923 - Mar. 1935. Correspondence, testimonials, and reports pertaining to the entry, under bond, of alien Chinese, such as visitors, students in school, and those in transit. (Frequently, official.) 8 x 11 folders, 6 in., in wooden filing case. R. 317. (93)

142. DISTRICT OFFICE CIRCULARS, May 1923 to date. Instructions and correspondence pertaining to duties and operation of this station. (Frequently, official.) 8 x 11 folders and vols., 1 ft., in steel filing case. R. 317. (84)

143. CHINESE INTERPRETERS, July 1923 - May 1936. Correspondence pertaining to activities of Chinese interpreters. (Frequently, official.) 8 x 11 folders, 3 in., in steel filing case. R. 317. (52)

144. STENOGRAPHIC NOTEBOOKS AND CORRESPONDENCE, 1924 to date. Stenographic letters, statements of witnesses, notes and other correspondence. (Frequently, official.) 8 x 11 folders, ½ in., in steel filing case. R. 317. (22)

145. CHINESE FOUND IN RAIDS, Feb. - Apr. 1924. Correspondence and reports pertaining to arrests of Chinese taken in raids. (Rarely, official.) 8 x 11 folders, ½ in., in wooden filing case. R. 317. (90)

146. PERSONAL FILES OF INSPECTORS, Mar. 19, 1924 - July 16, 1934. Notes and data of immigration inspectors, ketp for personal use. (Rarely, official.) 8 x 11 folders, 3 in., in steel filing case. R. 317. (26)

147. ADMISSION OF CHINESE, Apr; 1924 - Mar. 1935. Correspondence regarding inquiries and investigations of Chinese seeking admission into the United States. (Frequently, official.) 8 x 11 folders, 1½ in., in wooden filing case. R. 317. (91)

148. APPLICATIONS FOR POSITIONS, June 1924 - Feb. 1936. Correspondence pertaining to applications and salaries of interpreters and stenographers. (Rarely, official.) 8 x 11 folders, ½ in., in steel filing case. R. 317. (42)

149. CORRESPONDENCE AND INSTRUCTIONS, Feb. 1925 - June 1934. Letters and instructions concerning records of discredited attorneys, witnesses, and others. (Occasionally, official.) 8 x 11 folders, ½ in., in steel filing case. R. 317. (25)

150. VERIFICATION OF LANDING, Feb. 1925. Correspondence and verifications of aliens landing lawfully or unlawfully in the United States. (Frequently, official.) 8 x 11 folders, ½ in., in steel filing case. R. 317. (58)

151. PHOTOGRAPHERS' ACCOUNTS, Feb. 1926 - Dec. 1935. Correspondence and records concerning bills presented for services by photographers. (Rarely, official.) 8 x 11 folders, 1 in., in steel filing case. R. 317. (24)

152. GOVERNMENT AUTOMOBILE RECORDS, Oct. 1927 - May 1936.

Bills, reports, and correspondence concerning Government owned automobiles. (Frequently, official.) 8 x 11 folders, 2 in., in steel filing case. R. 317. (62)

153. MEDICAL REPORTS, Dec. 1927 - Nov. 1935. Reports by medical officers describing the physical condition of aliens. (Rarely, official.) 8 x 11 folders, ½ in., in steel filing case. R. 317. (23)

154. REGISTRY CASES, Jan. 1929 to date. Correspondence, reports, and testimonials pertaining to applications of registry. (Frequently, official.) 8 x 11 folders, 2 ft. 8 in., in steel filing case. R. 317. (86)

155. FEDERAL BUSINESS ASSOCIATION, Nov. 1929 - Jan. 1935. Correspondence, notices of meetings, and items of interest to the Association. (Occasionally, official.) 8 x 11 folders, 1 in., in steel filing case. R. 317. (61)

156. BOARD BILLS, Jan. 1930 to date. For immigration prisoners, with pertinent correspondence. (Frequently, official.) 8 x 11 folders, ½ in., in steel filing case. R. 317. (43)

157. RAILROAD PASS RECORDS, Jan. 1930 to date. Correspondence, Government transportation requests, and information concerning the issuance of passes to inspectors. (Frequently, official.) 8 x 11 folders, 1 in., in steel filing case. R. 317. (77)

158. APPLICATIONS FOR DEPARTURE TO NATIVE COUNTRY, Jan. 1931 - Dec. 1933. Testimonials and correspondence in deportation proceedings, pertaining to voluntary departure or removal of aliens from this country. (Frequently, official.) 8 x 11 folders, ½ in., in steel filing case. R. 317. (55)

159. RETIREMENTS, Aug. 1931. Correspondence and instructions concerning application of the law to employees desiring retirement on pension. (Rarely, official.) 8 x 11 folders, ½ in., in steel filing case. R. 317. (56)

160. MISCELLANEOUS APPLICATIONS, Oct. 1931 to date. Correspondence, testimonials, and reports concerning applications for re-entry and naturalization. (Frequently, official.) 8 x 11 folders, 6 ft., in steel filing cases. R. 317. (51)

161. RE-ENTRY PERMITS - GENERAL, 1932 to date. Correspondence and instructions relating to permits for aliens re-entering the United States; including affidavits, depositions, reports, and investigations. (Frequently, official.) 3 x 5 cards and 8 x 11 folders, 9 ft. 2 in., in steel card cabinet and in steel filing case. R. 317. (40, 85)

162. ADMINISTRATIVE FURLOUGHS, July 1932 - Mar. 1933. Correspondence and orders relating to requests for furloughs. (Frequently, official.) 8 x 11 folders, ½ in., in steel filing case. R. 317. (59)

163. MISCELLANEOUS CASES OF DEPARTURE AND ADMISSION, July 1932 to date. Correspondence and reports relating to Chinese and other cases, showing entry into and departure from the United States. (Frequently, official.) 8 x 11 folders, 6 in., in steel filing case. R. 317. (87)

164. ANNUAL LEAVE, Aug. 1932 to date. Instructions and correspondence pertaining to leaves of absence. (Frequently, official.) 8 x 11 folders, 1 in., in steel filing case. R. 317. (44)

165. INFORMANTS, July 1933 - Sept. 1934. Testimony, correspondence, and statements of informants in connection with arrests for violations of naturalization and immigration laws. (Rarely, official.) 8 x 11 folders, ½ in., in steel filing case. R. 317. (71)

166. KIDNAPPING INVESTIGATIONS, Aug. - Sept. 1933. Correspondence and data pertaining to investigations of kidnap suspects. (Rarely, official.) 8 x 11 folders, ½ in., in steel filing case. R. 317. (79)

167. CITIZENSHIP CASES, Nov. 1933 - Apr. 1936. Instructions, circulars, general orders, and correspondence relating to applications for citizenship. (Rarely, official.) 8 x 11 folders, 9 in., in steel filing case. R. 317. (69)

168. APPLICATIONS FOR DUPLICATE IMMIGRANT IDENTIFICATION CARDS, Feb. - Aug. 1934. Affidavits, testimony, correspondence, and verifications relating to such applications. (Rarely, official.) 8 x 11 folders, ½ in., in steel filing case. R. 317. (67)

169. BULLETINS, Feb. 1934 - Feb. 1935. Lectures and courses of study with questions and answers, and correspondence. (Frequently, official.) 8 x 11 folders, ½ in., in steel filing case. R. 317. (39)

170. COURT DECISIONS, Feb. 1934 - Mar. 1936. Decisions rendered by courts concerning immigration and naturalization laws; also correspondence. (Rarely, official.) 8 x 11 folders, ½ in., in steel filing case. R. 317. (70)

171. APPLICATIONS TO IMPORT SKILLED LABOR, June - July 1934. Correspondence and affidavits by individuals and firms desiring to import labor, USES reports, showing labor conditions in industries making application, transcripts of testimony before Board of Special Inquiry, newspaper clippings, telegrams, and confirmations.

(Rarely, official.) 8 x 11 folders, ½ in., in steel filing case. R. 317. (75)

172. NATURALIZATION CASES, 1935 to date. Reports, correspondence, and recommendations concerning naturalization cases, showing date of hearing, court number, number of petitions to be granted, and result. (Frequently, official.) 8 x 11 folders, 4 in., in steel filing case. R. 317. (102)

173. STATISTICS, May 1935 - Feb. 1936. Correspondence, tabulations, and records of births, deaths, and marriages. (Frequently, official.) 8 x 11 folders, ½ in., in steel filing case. R. 317. (68)

174. KERR BILL, June 1935 to date. Instructions to aliens subject to deportation, and correspondence pertaining to cases coming under the provisions of this bill. (Frequently, official.) 8 x 11 folders, ½ in., in steel filing case. R. 317. (97)

175. CLIPPINGS, Aug. 1935 - Mar. 1936. Press information from various sources and localities. (Rarely, official.) 8 x 11 folders, ½ in., in steel filing case. R. 317. (72)

176. FILIPINO REPATRIATION CASES, Sept. 1935 - Apr. 1936. Correspondence and instructions regarding Filipinos returning to their own country. (Rarely, official.) 8 x 11 folders, ½ in., in steel filing case. R. 317. (73)

177. CENTRAL OFFICE CIRCULARS, Oct. 1935 to date. Instructions and correspondence pertaining to employees of the Immigration Bureau. (Frequently, official.) 8 x 11 folders, ½ in., in steel filing case. R. 317. (81)

178. INVESTIGATIONS, Oct. 1935 - Mar. 1936. Correspondence, transcripts of testimony, photographs, criminal records, newspaper clippings, and reports of investigations requested by other offices concerning aliens who have been detained for violation of immigration and naturalization laws. (Frequently, official.) 8 x 11 folders, 2 in., in steel filing case. R. 317. (74)

179. EMPLOYERS' ASSOCIATION OF THE IMMIGRATION AND NATURALIZATION SERVICE, Nov. 1935 - Jan. 1936. Correspondence and notices of meetings to be held by the Association. (Frequently, official.) 8 x 11 folders, ½ in., in steel filing case. R. 317. (45)

## LOS ANGELES

FIELD SERVICE BRANCH
DISTRICT 20
DISTRICT DIRECTOR
Federal Bldg., 201 N. Main St.

Apart from the fact that this office has been maintained at the present address since 1906, no available data has been found regarding its location prior to that time. The earliest records, however, indicate that an immigration office was established at Los Angeles in 1893, operating as a branch of the San Francisco office until 1907, when it became an independent unit. In 1912, a Division of Naturalization office was established in Los Angeles, operating similiarly as a branch of the San Francisco office until 1925 when it also became an independent unit.

The office has jurisdiction over California south of the southern lines of Monterey, Kings and Fresno counties and east of the eastern lines of Kings and Fresno counties, Clark county, Nevada, and Mojave and Yuma counties, Arizona.

Correspondence and original records regarding all deportation hearings, registries, re-entry permits, derivative naturalization and lost certificate cases are sent to Washington. So-called useless papers are stored until authorization for their destruction is received from Washington. All records of this office are filed according to office bulletin of June 23, 1932 (amended from time to time).

180. CHINESE IMMIGRATION CASES, Dec. 14, 1893 - Feb. 11, 1910. Registration cases excepting deportations and appeals; statements of Chinese about to depart and their applications for return; inspector's reports and investigation statements; correspondence, telegrams, photographs, and affidavits establishing identity. Indexed. (Occasionally, official.) 4 x 9 envelopes, 64 ft., in 48 drawers of wooden filing cases. Dirty. R. 204. (1464)

181. CHINESE BUREAU, July 1895 - Dec. 10, 1910. Copies of letters from various inspectors with statements from Chinese aliens attached thereto, relating to legality of Chinese in this country and addressed to the Collector of Customs, Port of Los Angeles; Commissioner of Immigration, Port of San Francisco; and Commissioner General of Immigration, Washington, D. C. Indexed. (Rarely, official.) 10 x 14 vols. (52), 5 ft. 7 in., on wooden filing cases. Dirty, bindings broken. R. 204, Storeroom. (1491)

182. MASTER INDEX CARDS, July 1895 - Aug. 1935. Records of all aliens coming in contact with this Service in relation to immigration laws, rules and regulations. (Never.) 3 x 5 cards, 13½ ft., in 16 pasteboard boxes, on shelves in wooden cabinet. R. 204. (1481)

183. MASTER ALIEN INDEX, July 6, 1895 to date. Showing name, subject matter, number and sub-number given each individual, names of aliens registered, deportation warrants issued, investigations, Chinese students, and list of immigration law violators. Filed alphabetically. (Daily, official.) 3 x 5 cards, 124 ft., 8 in., in 88 drawers of 10 steel filing cases. R. 204. (1398)

184. MASTER SUBJECT INDEX, July 6, 1895 to date. Showing name or title of subject, date, and file number. Filed alphabetically. (Daily, official.) 3 x 5 cards, 5 ft. 4 in., in 4 drawers of steel cabinets. R. 204. (1399)

185. PERSONNEL RECORDS OF FORMER EMPLOYEES, Jan. 1896 - Feb. 1936. Correspondence, regarding length of service, charges, resignations, retirements, sick leaves, unauthorized leaves, and dismissals. Arranged alphabetically. Indexed. (Rarely, official.) 9 x 12 folders, 16 ft. 8 in., in 6 drawers of steel filing cases and in wooden filing cases. R. 206. (1515, 1516)

186. GENERAL RECORDS AND CORRESPONDENCE, 1901 - 1918. Originals and duplicates of correspondence, notices of deportation orders, receipts for delivery of aliens, notebooks and reports of Immigration officers, telegrams, maps, circulars and bulletins of orders and instructions, photographs, copies of transcripts of testimony, stenographer's notebooks, applications from aliens for departure, copies of warrants for arrest, time reports, referral slips, newspaper clippings, negatives of photographs of aliens, indexes and registers, records of telephone calls from Bakersfield and San Bernardino branch offices. (Never.) Variously sized folders and books, 50 ft. 2 in., in 7 boxes. Attic, center north wing. (1482, 1483, 1485, 1486, 1487, 1488, 1489)

187. DECISIONS OF DEPARTMENT OF COMMERCE, Oct. 1904 - Jan. 1905; 1910; 1913 - 1915. Copies of letters written to the Commissioner of Immigration at San Francisco by the Secretary of the Department of Commerce and Labor, referring to various decisions on procedure to be followed in specific cases. (Rarely, official.) 8½ x 11 vols. (3), 3 in., on filing case. Dirty. R. 204, Storeroom. (1501)

188. GENERAL CORRESPONDENCE, Mar. 1906 - Sept. 1909; Apr. 1911 - Dec. 1912. Referring to personnel, rules, regulations, expenses; also general information regarding aliens residing unlawfully in this country. Indexed. (Rarely, official.) Variously sized vols. (16), 2 ft. 3 in., on wooden shelf. Dirty. R. 204, Storeroom. (1500)

189. GENERAL OFFICE FILES, 1908 - 1924; July 1, 1925 - Apr. 29, 1936. Correspondence and records, regarding activities of inspectors, agents, mounted patrols, and patrol vessels; cases concerning smuggling of aliens, liquor, and narcotics; transcripts of

cases; apprehension and prosecution of aliens entering in violation of immigration laws; applications of Chinese and Japanese merchants and laborers to return to the U. S.; certificates of identification with photos attached; false manifests of masters of vessels; copies of charges against inspectors and agents for violation of oaths; accounts, pay rolls, vouchers, allotments; cancellation correspondence, pending and completed; certificates of arrival; criminal matters; court correspondence, complaints, depositions, examiners' reports, expatriation, and closed cases; property returns and requisitions; rules and regulations, transportation requests and travel regulations; clerks' of courts monthly reports, repatriation, disqualified attorneys and witnesses, arrest calls pending, reports from prohibition administration, miscellaneous investigations, Los Angeles hearings, and District Court hearings; communications; typewriter repairs; visa applications; Federal Business Association reports, employees' compensation, and many case histories showing the operation of the department in detail. Cases filed numerically. Indexed. (Older records, occasionally; current records, frequently, official.) 8½ x 11½ covers and 9 x 12 folders, 631 ft. 11 in., in 132 drawers of wooden filing cases and in 206 drawers of steel filing cases. Rs. 204 and 214. (1499, 1539)

190. ACTIVE PERSONNEL FILES FOR IMMIGRATION AND BORDER PATROL, Apr. 1908 - Apr. 1936. Correspondence, records, and information on employees in Immigration Service and Border Patrol of this district. Filed alphabetically. Indexed. (Daily, official.) 9 x 12 folders, 13 ft. 5 in., in 5 drawers of steel filing cases. R. 208. (1517)

191. DESCRIPTION OF DEPORTED CHINESE, 1910 - 1921. Showing photographs, names, physical descriptions of deportees, and port of debarkation. Indexed. (Rarely, official.) 8 x 11 folders, 1 ft. 10 in., in wooden filing case. Dirty. R. 204, Storeroom. (1493)

192. CRIMINAL DOCKET, July 1, 1910 - Apr. 15, 1915. Data regarding arrest, trial, and disposition of cases of violations of immigration laws. Indexed. (Rarely, official.) 8½ x 11 loose-leaf books (2), 2 in., on wooden filing case. Dirty. R. 204, Storeroom. (1494)

193. INSTRUCTIONS AND GENERAL ORDERS, July 10, 1910 - Apr. 28, 1936. Correspondence, bulletins, general orders, state and border maps, and rules and regulations pertaining to laws applicable to the Service. (Daily, official.) 9 x 12 folders, 4 ft. 9 in., in 4 drawers of steel filing case. R. 204. (1437)

194. REQUISITIONS AND PROPERTY REPORTS, Dec. 1910 - Nov. 1935. Semiannual property returns and correspondence, relating to automobile equipment, firearms, ammunition, boats, and marine motor

equipment. Filed numerically. Indexed. (Daily, official.) 9 x 12 folders, 3 ft. 4 in., in 2 drawers of steel filing case. R. 206. (1524)

195. ABSTRACT OF CHINESE ARREST CASES, 1911 - 1912. List of Chinese arrested in this district, showing disposition of cases, whether discharged, deported, or continued. Indexed. (Rarely, official.) 14 x 17 loose sheets, 1 ft. 1 in., in wooden filing case. Dirty. R. 204, Storeroom. (1498)

196. ALIEN CREW LIST, 1911. Showing names, ages, and addresses of crews of foreign vessels stopping at San Pedro, California. Indexed. (Rarely, official.) 14 x 17 sheets, 10 in., in wooden filing case. Dirty. R. 204, Storeroom. (1495)

197. MISCELLANEOUS OFFICE RECORDS, 1911 - 1924. Correspondence and records from the El Paso office, covering activities of inspectors, agents, and border and mounted patrols in connection with smuggling of aliens, liquor, and narcotics; the apprehension and prosecution of aliens entering in violation of immigration laws; transcripts of trials; office and time reports, disbursements, requisitions, and inventories of supplies on hand with dates. Arranged numerically. Indexed. (Rarely, official.) 8½ x 11 bundles, 6 ft. 7 in., in 5 drawers of wooden filing cases. Dirty. R. 204, Storeroom. (1514)

198. CHINESE LABORERS, Aug. 12, 1911 - Sept. 3, 1935. Typed and longhand correspondence in English and Chinese pertaining to laborers' applications for return certificates for themselves, wives and children, photographs, telegrams, and official confirmation of same. Indexed. (Frequently, official.) 8½ x 11½ folders, 9 in., in drawer of metal filing case. R. 204. (1480)

199. TIME REPORTS AND EMPLOYMENT FORMS, Jan. 29, 1912 - Nov. 30, 1916. Typed time reports, employment forms, passenger lists, received from district branches. (Never.) 10 x 12 folders, 6 ft., in variously sized heavy manila paper-wrapped bundles, some labelled on outside as to contents. Attic, center north wing. (1484)

200. OFFICES AND QUARTERS, Oct. 1912 - Feb. 1936. Correspondence, relating to buildings or quarters occupied by the Service, in this district. Arranged numerically. Indexed. (Weekly, official.) 9 x 12 folders, 5 in., in steel filing case. R. 206. (1519)

201. NEWSPAPER CLIPPINGS, 1915 - 1917. Items relating to immigration, war, and crime. (Rarely, official.) 8½ x 11 vols. (2), 1 in., on filing case. Dirty. R. 204, Storeroom. (1497)

202. DENIED PETITIONS, 1916 - 1936. Records of denied

petitions for naturalization in California, Arizona, and Nevada, containing information of every type necessary to the procedure of petition cases. Filed numerically and by cities. Indexed. (Frequently, official.) 8 x 10½ loose sheets, 20 ft., in 13 drawers of steel filing cases. R. 218. (1576)

203. INFORMATION REGARDING ARRIVING IMMIGRANTS, 1918 - 1919. Statements of persons in the United States expecting immigrant relatives whom they wish to have admitted. (Rarely, official.) 8½ x 11 loose sheets, 4 in., in steel filing case. Dirty. R. 204, Storeroom. (1490)

204. CERTIFICATES OF ARRIVAL UNDER OLD LAWS, 1919 - 1928. Record of aliens arriving in the United States after June 29, 1906, showing name of alien, port of entry, name of vessel and date of arrival. Filed alphabetically. Indexed. (Occasionally, official.) 8 x 10½ loose sheets, 2 ft., in 2 drawers of steel filing case. R. 218. (1572)

205. GENERAL NATURALIZATION INDEX, 1920 - 1936. Showing name, numbers, location of office, and case number. Filed alphabetically. (Daily, official.) 3 x 5 cards, 114 ft. 6 in., in 38 drawers of steel filing cases. R. 214. (1535)

206. BORDER CROSSING RECORDS, Mar. 4, 1920 - June 30, 1935. Correspondence, pertaining to deportation of aliens, applications for readmission, statements regarding character and reputation of applicants for border crossing permits, photographs, and code telegrams. Indexed. (Daily, official.) 8½ x 11 jackets, 1 ft. 9 in., in steel filing case. R. 204. (1438)

207. CRIMINAL DOCKET, Apr. 6, 1921 - Jan. 14, 1935. Detailed account of the apprehension of defendant, showing names, dates, file, clerk and case numbers, information, indictment, plea, trial, and final disposition submitted to U. S. Attorney. (Occasionally, official.) 8½ x 14 vols., 1 ft. 3 in., in 2 drawers of steel filing case. R. 204. (1412)

208. CERTIFICATES OF ARRIVAL UNDER OLD LAW, 1922 - 1929. From applicants who abandoned their attempts to become citizens due to rejection or who were accepted through the use of new certificates. Indexed. (Rarely, official.) 8½ x 11 folders, 1 ft. 9 in., in steel filing case. R. 214. (1550)

209. OLD NUNC PRO TUNC CASES, Mar. 1922 - July 1925. Certificates of arrival, held pending further evidence, affidavits, certifying correctness of statements of applicants for citizenship, and correspondence. Indexed. (Rarely, official.) 8½ x 11 loose sheets, 1 ft. 10 in., in steel filing case. R. 214. (1541)

210. CERTIFICATES OF ARRIVAL, Feb. 1923 - 1930. Showing rule

days, month and year of Superior Court hearings for naturalization in various cities in this district, name of petitioner, and date of appearance; forwarded to clerks. Indexed. (Frequently, official.) 3 x 5 cards, 5 in., in steel filing case. R. 214. (1560)

211. BORDER PATROL RECORDS, 1924 - June 1933. Personnel information, orders from Washington to director and from director to personnel, contracts and accounts from firms and individuals for supplies and equipment, personnel expenses and travelling accounts, monthly reports, pay rolls, time sheets, personnel reports and correspondence; data of interest regarding experiences of Border Patrol in apprehending criminals at the border. Indexed. (Rarely, official.) 8½ x 11 folders, 28 ft., in 14 drawers of steel filing case. Dirty. R. 204, Storeroom. (1503, 1506)

212. CERTIFICATES OF ARRIVAL, 1924 - June 1929. Original certificates of arrival of applicants for citizenship. Filed alphabetically. Indexed. (Rarely, official.) 5 x 8 loose sheets, 4 ft. 3 in., in wooden filing case. R. 214. (1546)

213. RECORD OF DEPORTEES, 1924 - 1936. Showing name, nationality, case number, where detained, at whose expense, cost, reason for deportation, country to which deported, and name of vessel. Indexed. (Rarely, official.) 5 x 8 bundles, 7 ft. 9 in., in pasteboard box. Dirty. R. 204, Storeroom. (1504)

214. STENOGRAPHIC NOTEBOOKS, 1924 - 1933. Shorthand notes of correspondence, statements of witnesses, and court cases. (Never.) Variously sized notebooks, 23 ft., in 8 pasteboard boxes. R. 204, Storeroom. (1508)

215. TEMPORARY FILE, Jan. 16, 1924 - Apr. 15, 1936. Old records taken from storeroom and held for reference in connection with current cases and pending investigations, letters, copies of correspondence and other documents covering miscellaneous investigations of violations of the Immigration and Naturalization laws, which will be returned to their proper file upon completion of cases. Indexed. (Frequently, official.) 8½ x 11½ jackets, 2 ft. 7 in., in drawer of metal filing case. R. 204. (1479)

216. INVESTIGATIONS, May 9, 1924 - July 22, 1935. Correspondence, transcripts of direct testimony before Board of Special Inquiry, newspaper clippings, photographs, reports relating to criminal records and unlawful entry, requests for extension of stay, importation of alien contract labor, smuggling of aliens, foreign students, deportation of insane aliens, and present whereabouts of unlawfully entered aliens. (Occasionally, official.) 8½ x 11 jackets, 8 ft. ½ in., in steel filing case. R. 204. (1442)

217. LEAVE OF ABSENCE RECORDS, June 1924 - Mar. 1936.

Applications and correspondence relating to leaves of absence. Arranged alphabetically. Indexed. (Daily, official.) 9 x 12 folders, 2 ft. 10 in., in 2 drawers of steel filing case. R. 206. (1518)

218. MONTHLY STATISTICAL REPORTS, July 1924 - Apr. 1936. General reports and statistical data, on immigration work performed, and submitted from all field offices. Indexed. (Daily, official.) 9 x 12 folders, 1 ft. 5 in., in steel filing case. R. 206. (1525)

219. DEPORTATIONS, 1925 - 1936. Reports of cases investigated for possible deportation, and not otherwise classified. A subnumber is given each case, showing whether or not deportation takes place. Indexed. (Daily, official.) 9 x 11 vols., 51 ft. 4 in., in 30 drawers of steel filing cases. R. 218. (1568)

220. PETITIONS FOR ADMITTANCE ALLOWED BY OUTSIDE COURTS, 1925 - 1936. Preliminary petitions under old law for naturalization in the courts of Arizona, Nevada, and California, excepting Los Angeles; also correspondence regarding specific petitions. Indexed. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in steel filing case. R. 218. (1573)

221. REQUEST FOR DESTRUCTION OF RECORDS, June 23, 1925 - Nov. 20, 1935. Correspondence between all stations and district offices relating to papers of no historical value, recommended to be destroyed; also lists of such useless records. (Rarely, official.) 8½ x 11 jackets, ½ in., in steel filing case. R. 204. (1469)

222. MISCELLANEOUS RECORDS, Aug. 31, 1925 - Feb. 10, 1936. Dept. of Labor Form 548, manifest card, showing serial number, name and nationality of passenger, last permanent address, nearest relative, destination, by whom passage was paid, head tax status, name of ship and date of landing; reverse side showing medical certificate, list of endorsements, and signature of alien; Dept. of Labor Form 689, statement of master of vessel regarding changes in crew prior to departure, showing name of master, nationality, total crew at time of departure, number of seamen discharged, deserted or have died; date of arrival, complete list of all seamen that have left vessel, with signature of captain; correspondence, reports, affidavits, briefs, lists, orders, bulletins, newspaper clippings, printed forms and telegrams; applications for positions and transfers; Supervisors' Rule 29, lists of special representatives of bureau and department, Government officials of other departments, administrative districts, opening and abolishing of ports of entry, non-American consuls and consulates, insurance association for Government employees; code and telegraphic communications and amendments; hours for opening and closing ports of entry; inspection procedure and practice; seaports and land borders; aircraft inspection and instructions; civil service regulations and instructions; office quarters; passenger and crew lists

at seaports; immigration visas; special instructions concerning decisions at courts and department in specific cases of naturalization, expatriation, and repatriation, citizenship of married women and their children, documents and visas required; Federal Business Association, coordination service, Federal Real Estate Board, organization, authority, and functions, duplicate registration cards, requirements, procedure, and regulations for medical inspection, medical personnel, and inspection of citizens and aliens entering from or through Canada; general information and requests; technical advisors and examinations abroad; general orders and circulars; special courtesies; official and semiofficial requests granted or denied; organization, functions and supervision of Border Patrol; reports of activities; fingerprint system of identification; instruction file. Filed numerically, by subnumber. Indexed. (Occasionally, official.) 8½ x 11 jacket, 3 ft.2 in., in 2 drawers of steel filing case. Damaged by faulty containers, torn, scattered, bindings broken. R. 204. (1470)

223. FACTS FOR DECLARATION ON WHICH ACTION IS TO BE TAKEN, Sept. 1925 to date. Correspondence, declarations of aliens desiring to become citizens, and information regarding truth or falsity of statements of applicants investigated by agents regarding time and port of arrival in this country. Indexed. (Frequently, official.) 8½ x 11 loose sheets, 1 ft. 7 in., in steel filing case. R. 214. (1542)

224. COURT RECORDS OF EXAMINATIONS, Oct. 1, 1925 - Nov. 1929. Court proceedings in examinations of applicants for citizenship, showing name, date, place of examination, and result. Indexed. (Rarely, official.) 5 x 8 cards, 15 ft. 7 in., in 19 drawers of wooden filing cases. R. 214. (1556)

225. CASES ADMITTED UNDER OLD LAW, 1926 - 1936. Preliminary petitions for naturalization showing essential information from applicants prior to filing. Arranged numerically. Indexed. (Occasionally, official.) 8 x 10½ loose sheets, 3 ft. 8 in., in 2 drawers of steel and wooden filing case. R. 218. (1574)

226. DOCKET LISTS, 1926 - 1931. Showing petition numbers, names, and reasons for recommending denials or continuances given by naturalization examiner or officer at preliminary hearings. Arranged chronologically. Indexed. (Occasionally, official.) 8½ x 16 loose sheets, 6 in., in steel filing case. R. 218. (1575)

227. LOS ANGELES SOLDIERS' PETITIONS, 1926 to date. Petitions for citizenship by persons who served in World War and obtained their citizenship papers under Act of Congress of June 28, 1926. Indexed. (Frequently, official.) 8½ x 11 folders, 1 ft. 4 in., in steel filing case. R. 214. (1549)

228. RECEIPTS FOR CERTIFICATES, 1926 to date. Issued by

district courts to the District Director of Naturalization, acknowledging certificates of naturalization delivered to courts. Arranged numerically. Indexed. (Frequently, official.) 3 x 5 bundles, 3 in., in wooden filing case. R. 214. (1551)

229. INSPECTION OF STATIONS, May 4, 1926 - May 11, 1935. Reports of semiannual inspection of stations of the Immigration and Naturalization Service, showing general condition of quarters, methods of procedure in apprehending aliens, deportation of same, etc. Indexed. (Occasionally, official.) 8½ x 11 jackets, 2 ft., in steel filing case. R. 204. (1441)

230. PERSONNEL TIME REPORTS AND APPLICATIONS FOR ANNUAL LEAVE OF ABSENCE, July 1926 - Dec. 1935. Copies of reports submitted to central office at Los Angeles, covering individual reports of employees' services and applications for annual leaves of absence. Indexed. (Daily, official.) 9 x 12 folders, 1 ft. 8 in., in steel filing case. R. 206. (1528)

231. PROOFS OF UNITED STATES CITIZENSHIP - CHINESE, Sept. 11, 1926 - Feb. 13, 1936. Correspondence, typed and in longhand, copies of transcripts of Board of Special Inquiry hearings, certificates and duplicates of identity, photographs, affidavits, certificates of birth from Los Angeles Health Department, copies of briefs filed before U. S. District Court, writs of habeas corpus, telegrams and official confirmation of same. Indexed. (Frequently, official.) 8½ x 11½ jackets, 4 ft. 8 in., in 4 drawers of metal filing cabinets. R. 204. (1478)

232. COURT ORDERS, Oct. 25, 1926 - June 28, 1929. Copies of petitions from individuals presented to the District Court of the United States for Southern District of California at Los Angeles by the examining officer, with recommendations for the granting or denying of citizenship. Indexed. (Frequently, official.) 3½ x 9 loose-leaf book, 3 in., on filing cabinet. R. 214. (1534)

233. REPORTS OF PRELIMINARY HEARINGS, Oct. 25, 1926 to date. Examiners' daily reports of preliminary hearings for naturalization, showing date, court number, number of petitioners called for hearing, number of petitioners and witnesses examined, tentative recommendations to be granted, denied or continued, with name of examining officer. Indexed. (Daily, official.) 3 x 5 cards, 2 ft. 3 in., in 2 drawers of steel filing case. R. 214. (1562)

234. RECOMMENDATIONS - FINAL HEARINGS, Nov. 5, 1926 to date. Examiners' reports of recommendations at final hearings for naturalization, showing date of hearing, court number, number of petitions to be granted, denied, continued, approved or disapproved, denied and continued by court, with name of judge signing list and

designated examiner. Indexed. (Daily, official.) 3 x 5 cards, 1 ft., in steel filing case. R. 214. (1561)

235. ACTIVE CASE DOCKET, 1927 - 1936. Records of status of aliens relating to deportation matters. Arranged alphabetically. (Daily, official.) 5 x 8 cards, 8 in., in pasteboard box. R. 218. (1580)

236. EXAMINERS' DAILY REPORTS, Jan. 1927 - Sept. 1935. Brief reports of examiners' daily work on naturalization cases, stating where work was performed and nature of same. Indexed. (Rarely, official.) 3 x 5 cards, 2 ft. 4 in., in 5 drawers of wooden filing cases. R. 214. (1558)

237. CLERKS' MONTHLY REPORTS, Mar. 1927 to date. Showing number of declarations, petitions and certificates, with petition number and name of applicant within this district. Indexed. (Frequently, official.) 8½ x 11 folders, 1 ft. 8 in., in steel filing case. R. 214. (1540)

238. LOS ANGELES PETITIONS, Sept. 22, 1927 to date. Completed petitions to the District Court of United States at Los Angeles for citizenship, reports of criminal records, statement of facts, and certificate of arrival. Filed numerically. Indexed. (Frequently, official.) 8½ x 11 folders, 59 ft. 3 in., in 31 drawers of steel filing cases. R. 214. (1548)

239. VOLUNTARY DEPARTURE OF ALIENS, Nov. 4, 1927 - June 14, 1935. Correspondence relating to voluntary departure of aliens in lieu of deportation proceedings without warrant for arrest being issued, and including transcript of testimony before the Board of Special Inquiry. Indexed. (Rarely, official.) 8½ x 11 jackets, 2 in., in steel filing case. R. 204. (1463)

240. HISTORIES AND DEPOSITIONS, 1928 - 1935. Depositions by witnesses in this district for petitioners in other districts, showing name of witness, date of appearance, date deposition was made, and name and address of petitioner for naturalization. Arranged alphabetically. Indexed. (Occasionally, official.) 3 x 5 bundles, 1 ft. 6 in., in wooden filing case. R. 214. (1545)

241. RECEIPT RECORDS, 1928 - 1933. Receipts for return of certificate of registry and immigration identification cards from District Court. Arranged alphabetically. Indexed. (Frequently, official.) 3 x 5 bundles, 6 in., in wooden filing case. R. 214. (1547)

242. ALIENS IN DETENTION, Dec. 1928 - Dec. 1929. Showing names of aliens, case numbers, name and location of jails, and detention places for women, and daily expense for detention of

aliens. (Never.) 8½ x 11 envelopes, 4 in., in filing case. R. 204, Storeroom. (1502)

243. CERTIFICATE OF ARRIVAL INDEX, 1929. Showing name, number, and location of certificate of arrival. Filed alphabetically. (Frequently, official.) 3 x 5 cards, 6 ft. in 2 drawers of steel filing case. R. 214. (1537)

244. REGISTERED MAIL RECEIPTS, 1929 to date. Receipts issued by post office for registered letters and papers. (Rarely, official.) 2½ x 4 slips, 2 ft. 4 in., in 3 drawers of wooden filing case. R. 214. (1557)

245. DUPLICATE CERTIFICATES OF IDENTITY, Feb. 14, 1929 - Apr. 18, 1936. Correspondence and photographs relating to affidavits for duplicate immigration identification cards, and reports on relinquishment of U. S. domicile. Indexed. (Daily, official.) 8½ x 11 jackets, 2 in., in steel filing case. R. 204. (1444)

246. OUTSIDE COURT CASES, PENDING, APPROVED, AND DENIED, July 1, 1929 to date. Applications for citizenship, pending, closed or denied, in courts outside of Los Angeles District 20, affidavits of witnesses, petitions for naturalization, with correspondence in each case. Indexed. (Frequently, official.) 8½ x 11 papers, 22 ft. 1 in., in 15 drawers of steel filing cases. R. 214. (1544)

247. RECEIPTS UNCLAIMED, July 1929 - Sept. 1933. Post office returns of unclaimed receipts of application fees for certificates of arrival. (Rarely, official.) 3 x 8 folders, 1 in., in wooden filing case. R. 214. (1553)

248. SURETY BONDS AND POWER OF ATTORNEY, July 1, 1929 - June 30, 1934. Correspondence and power of attorney authorizations from surety companies qualifying their agents to represent them in issuing bonds necessary under immigration laws. Indexed. (Occasionally, official.) 9 x 12 folders, 3 in., in steel filing case. R. 204. (1450)

249. OFFICE COPIES OF RECEIPTS, July 9, 1929 - Oct. 19, 1934. Copies of receipts for fees paid to Commissioner of Naturalization by person named in certificate of arrival. Indexed. (Frequently, official.) 9 x 11 loose-leaf books, 3 ft. 10 in., on filing cabinet. R. 214. (1532)

250. RECEIPT BOOKS, July 17, 1929 to date. Copies of receipts issued to persons for payment of fees of $10.00 for lost certificates of naturalization and declaration of intention, $2.50 for certificates of arrival, and $15.00 for certificates of arrival and citizenship. (Frequently, official.) 8 x 11 and 9 x 12 loose-leaf books (3), 6 in., on counter. R. 214. (1552, 1554, 1555)

251. APPLICATIONS FOR REPLACEMENT OF LOST CERTIFICATE OF CITIZENSHIP, Sept. 1929 to date. Applications, with description of applicants, and affidavits of persons who have lost their certificates of citizenship and desire duplicates. Indexed. (Frequently, official.) Variously sized folders, 5 ft. 6 in., in 3 drawers of steel filing case. R. 214. (1533)

252. PETITIONS FOR CITIZENSHIP, May 1930 - Apr. 1936. Applications for citizenship and relative correspondence. Indexed. (Daily, official.) 8½ x 11 sheets, 15 ft. 3 in., in 9 drawers of steel filing cases. R. 214. (1530)

253. PETITIONS FOR NATURALIZATION, May 1930 to date. Petitions for naturalization papers, certificates of arrival, and correspondence. Indexed. (Daily, official.) 8½ x 11 sheets, 62 ft., in 34 drawers of steel filing cases. R. 214. (1536)

254. STATISTICAL REPORTS, June 1930 - June 1935. Regarding head taxes and fines, showing dates, voucher numbers, steamship lines, amounts of head tax and fines, receipts, manifest numbers, aliens and tourists in transit, monthly reports of appeals from exclusion, and reports concerning use of railroad passes. Indexed. (Occasionally, official.) 8½ x 11 folders, 8 ft., in 4 drawers of steel filing case. R. 204, Storeroom. (1512)

255. APPLICATIONS FOR ADMISSION, Aug. 11, 1930 - Feb. 26, 1936. Dept. of Labor Form 505, certificate of admission of alien; Dept. of Labor Form 515; Dept. of Labor Form 537, report of execution of department decision; Dept. of Labor Form 639, application to extend time of temporary stay; Dept. of Labor Form 662, transmission of records on appeal; correspondence, transcripts of direct testimony before a Board of Special Inquiry, passports seized from alien criminals, documents, petitions and complaints to the U. S. District Court in behalf of aliens, newspaper clippings in Spanish, photographs, telegrams, and official confirmation of telegrams. Indexed. (Daily, official.) 8½ x 11 folders, envelopes, and jackets, 2 ft., in 2 drawers of steel filing case. R. 204. (1468)

256. GENERAL CORRESPONDENCE, Nov. 1930 to date. To and from individuals regarding methods and requirements for naturalization. Indexed. (Frequently, official.) 8½ x 11 sheets, 1 ft. 4 in., in steel filing case. R. 214. (1531)

257. CORRESPONDENCE, Dec. 3, 1930 - May 3, 1935. Regarding lost certificates of naturalization, requests for replacements, and requirements for obtaining duplicates. Indexed. (Rarely, official.) 8½ x 11 folders, 1 ft. 3 in., in metal filing case. R. 215. (1566)

258. RECORDS OF OVERTIME, Mar. 1931 - Apr. 1936. Correspondence and reports covering overtime due immigration inspectors for inspection of trains and vessels. Filed alphabetically. Indexed. (Daily, official.) 9 x 12 folders, 2 ft. 7 in., in 2 drawers of steel filing case. R. 206. (1521)

259. MISCELLANEOUS AND ANNUAL REPORTS, July 1931 - June 1933. District office reports of investigations, warrant activities, departures of aliens, number of cases and aliens involved, applications for admission, warrants for arrest, U. S. citizens serving as seamen, stowaways, and miscellaneous transactions. Filed chronologically. Indexed. (Occasionally, official.) 8½ x 11½ folders, 3 ft. 5 in., in 2 drawers of steel filing case. R. 204, Storeroom. (1510)

260. PROSECUTIONS, July 1, 1931 - June 30, 1935. Records of prosecutions under immigration laws for illegal entry or smuggling of aliens and relating correspondence, instructions, reports of investigations, interrogatory transcripts, descriptions, certificates of arrival, reports of hearing to show cause, length of sentence of imprisonment, photographs and descriptions of deportees. Filed numerically. Indexed. (Rarely, official.) 8½ x 11 jackets and 9 x 12 envelopes, 1 ft. 2 in., in steel filing case. R. 204. (1454)

261. EXEMPT CHINESE ALIENS, Nov. 14, 1931 - Jan. 22, 1936. Correspondence, typed and in longhand, in both English and Chinese, from Chinese claiming exemption, showing proof of their status as merchants and stating their interests in various businesses, transcripts of testimony, photographs, telegrams and official telegraphic confirmation. Indexed. (Frequently, official.) 8½ x 11½ jackets, 2 ft. 8 in., in 2 drawers of metal filing cabinets. R. 204. (1477)

262. RE-ENTRY PERMITS, Dec. 3, 1931 - June 7, 1935. Correspondence relating to permits for aliens to re-enter the United States, affidavits, depositions, reports and investigations of immigration officers, and issuance and surrender of re-entry permits. Filed numerically. Indexed. (Frequently, official.) 8½ x 11 jackets, 4 ft. 6 in., in 4 drawers of steel filing case. R. 204. (1455)

263. APPLICATIONS FOR PERMISSION TO RE-APPLY FOR ADMISSION AFTER EXCLUSION OR DEPORTATION, Dec. 17, 1931 - Mar. 31, 1936. Dept. of Labor Form 515-A, confirmation of telegram, showing name of port and office, contents of message, name and title of sender, and statement to the effect that the copy is official; Form 639, physician's report, attesting health status of alien, surety bond guaranteeing departure of alien, and transcripts of direct testimony before Board of Special Inquiry. Indexed. (Occasionally, official.)

264. DEPORTATION PARTIES, 1932 - 1935. Showing subnumbers of individuals in each deportation party and whether a regular transcontinental party or one arranged by this district. Indexed. (Occasionally, official.) 9 x 11 vols., 1 ft. 1 in., in steel filing case. R. 218. (1571)

265. NATURALIZATION BY OTHER THAN REGULAR METHODS, 1932 - 1936. Papers of persons becoming citizens through naturalization of their parents or for other reasons, making it unnecessary for them to file formal papers. Indexed. (Frequently, official.) 8½ x 11 sheets, 1 ft. 2 in., in steel filing case. R. 215. (1563)

266. INDEX, 1932 - 1933. Alphabetical and numerical. (Never.) 3 x 5 cards, 1 ft. 10 in., in 2 pasteboard boxes. R. 204, Storeroom. (1507)

267. INQUIRIES REGARDING RECORDS, 1932 to date. Correspondence between various district offices and individuals attempting to prove their citizenship in order to be eligible for the old age pension. Indexed. (Frequently, official.) 8½ x 11 sheets, 4 ft., in 3 drawers of steel filing case. R. 214. (1543)

268. MAINTENANCE AND MISCELLANEOUS REPORTS, 1932 - 1935. Detailed reports on pay rolls, time, overtime, salaries and expenses, travel orders, and overtime voucher records, awards and contracts relating to all types of maintenance in connection with district and other offices. Filed numerically and chronologically. Indexed. (Occasionally, official.) 8½ x 11 folders, 16 ft., in 5 drawers of steel filing cases and in 4 drawers of wooden filing case. R. 204, Storeroom. (1511)

269. PENDING PETITIONS FOR SECOND NATURALIZATION PAPERS, Apr. 1932 to date. Correspondence, reports and other information relating to petitions for second papers awaiting final action, a portion of which has been removed from the regular files, and the petitioners requested to appear by appointment to secure their second papers, or for an interview to clear up questions obstructing their efforts to become citizens. Filed numerically. Indexed. (Daily, official.) 8½ x 11 loose sheets, 16 ft. 4 in., in 8 drawers of wooden filing cases and in 4 drawers of steel filing case. R. 215. (1564, 1565, 1567)

270. BOARD OF SPECIAL INQUIRY, June 18, 1932 - Apr. 1936. Hearings and decisions by Board of Special Inquiry on alien entry; correspondence regarding reports and execution of department decisions, acknowledgment of receipt on individual alien cases, transmission of records on appeal, confirmation of excluding decisions, and hearing for testimony covering data and details on individual alien's petition for entry. Filed numerically. Indexed. (Occasionally, official.) 8½ x 11 jackets, 5 in., in

steel filing case. R. 204. (1446)

271. DUPLICATE CERTIFICATES OF RESIDENCE OF CHINESE, June 23, 1932 - June 30, 1935. Correspondence, investigation reports, recommendations, affidavits, photographs, transcripts of testimony, statements by applicants, transmission of records in warrant cases, briefs on behalf of defendants, and receipts for delivery of applications for duplicate certificates of residence. Arranged numerically. Indexed. (Occasionally, official.) 8½ x 11 jackets, 1 in., in steel filing case. R. 204. (1472)

272. FILING GUIDE, June 23, 1932 to date. Lists of correspondence and records of old District 31 and new District 20, showing general classifications of subject matter. Arranged alphabetically and numerically. (Daily, official.) 8½ x 11 jacket, 1½ in., in steel filing case. R. 204. (1434, 1471)

273. ANALYSIS OF ACTIVITIES, July 1932 - June 1933. Showing all departmental activities for fiscal year. Indexed. (Daily, official.) 9 x 12 folders, 1 in., in steel filing case. R. 206. (1529)

274. BONDS, July 1, 1932 - Apr. 1936. Bonds for admission of visitors, aliens in transit, deportation and departure, correspondence, letters of application for alien admissions, notices of changes of status and bond cancellations; certificates of admission, verifications of departure, passports, birth certificates, photographs, statements of physical condition, transmittals, and statements of witnesses in deportation proceedings. Arranged numerically. Indexed. (Frequently, official.) 8½ x 11 jackets, 11 in., in steel filing case. R. 204. (1452)

275. CANCELLATION PROCEEDINGS IN NATURALIZATION, July 1, 1932 - Apr. 1936. Correspondence, complaints, pending and final decrees relative to cancellation of certificates of naturalization and citizenship. Arranged numerically. Indexed. (Occasionally, official.) 8½ x 11 jackets, 3 in., in steel filing case. R. 204. (1448)

276. CHINESE ACTORS, July 1 - Sept. 2, 1932. Correspondence relating to admission of Chinese actors under bond authorized by the Department of Labor. Arranged numerically. Indexed. (Daily, official.) 9½ x 11½ jackets, ½ in., in steel filing case. R. 204. (1475)

277. INVESTIGATIONS IN REGISTRY CASES, July 1932 - Apr. 1936. Interdepartmental investigation reports on registry cases outside of District 20. Indexed. (Daily, official.) 8½ x 11 covers, 1 ft. 2 in., in steel filing case. R. 218. (1570)

278. LIBEL PROCEEDINGS AND PROSECUTION, July 1, 1932 - Apr. 1936. Correspondence, passenger lists, notices of intent to prosecute, petitions of protest against libel actions, return of fines imposed for violation of immigration laws, letters from Washington directing final disposition of cases. Arranged numerically. Indexed. (Occasionally, official.) 8½ x 11 jackets, 3 in., in steel filing case. R. 204. (1451)

279. MISCELLANEOUS VERIFICATIONS OF LANDING, July 1, 1932 - Jan. 31, 1936. Correspondence relating to verification of aliens landing in the United States ports either lawfully or unlawfully; telegrams, and official confirmation of telegrams and transcripts of testimony before a Board of Special Inquiry. Indexed. (Rarely, official.) 8½ x 11 jackets, 8 in., in steel filing case. R. 204. (1462)

280. REGISTRATIONS, July 1932 - July 1935. Applications for registry with subnumber given to each individual case. Arranged numerically. Indexed. (Daily, official.) 8½ x 11 covers, 13 ft. 10 in., in 8 drawers of steel filing cases. R. 218. (1569)

281. AMERICAN EDUCATIONAL INSTITUTION CATALOGUES, July 6, 1932 - Nov. 2, 1935. Catalogues of institutions approved by the Secretary of Labor and relative correspondence, reports of institutions on students, telegrams, guarantee departure bonds, and notices of admission of students. Indexed. (Rarely, official.) 8½ x 11 jackets, 1 ft. 2 in., in steel filing case. R. 204. (1461)

282. VERIFICATION OF ARRIVALS, July 7, 1932 - May 27, 1935. Correspondence regarding aliens' verification of arrival for naturalization purposes; general orders 36. Indexed. (Occasionally, official.) 8½ x 11 jackets, 2 in., in steel filing case. R. 204. (1456)

283. ATTORNEYS REPRESENTING ALIENS, July 14, 1932 - Apr. 1936. Correspondence, reports, statements, interrogatory transcripts, advice from Washington office refusing attorneys the right to practice or represent aliens, and list of disbarred attorneys. Indexed. (Occasionally, official.) 8½ x 11 jackets, 1 in., in steel filing case. R. 204. (1443)

284. IMMIGRATION FINES, July 16, 1932 - Apr. 1936. Liability and assessed fines imposed against steamship companies, airways, and other services for failure to carry out deportation orders, failure to detain on board aliens so ordered for passenger manifest omissions, failure to prevent landing of aliens, correspondence, masters' lists of passengers, affidavits, depositions, and investigation reports. Indexed. (Occasionally, official.) 8½ x 11 jackets, 1 ft. 3 in., in steel filing case. R. 204. (1439)

285. CITIZENSHIP APPLICATIONS, July 22, 1932 - June 4, 1935. Applications of alien races, excepting Chinese, ineligible to citizenship but seeking admission to the United States by representing themselves as citizens; reports of investigations, telegrams and radiograms, proofs of departure of such aliens, and transcripts of direct testimony before the Board of Special Inquiry. Indexed. (Rarely, official.) 8½ x 11 jackets, 2 in., in steel filing case. R. 204. (1458)

286. LOOKOUT NOTICES, Aug. 2, 1932 - Apr. 11, 1935. Correspondence, photographs and records of criminals, anarchists, communists and kindred classes, aliens debarred elsewhere, aliens heretofore deported and expected to return, lists of deserting alien seamen, consular reports of visa denials, and official confirmation of telegrams. Arranged numerically. Indexed. (Daily, official.) 8½ x 11 jackets, 10 in., in steel filing case. R. 204. (1447)

287. CHINESE CERTIFICATES OF IDENTITY, Aug. 3, 1932 - July 24, 1935. Correspondence pertaining to certificates of identity under Chinese Rule 20. Indexed. (Rarely, official.) 8½ x 11 jackets, 2 in., in steel filing case. R. 204. (1473)

288. VERIFICATION OF DEPARTURE OR CHECKOUT FILE, Aug. 18 - June 30, 1932. Correspondence relating to departure of aliens upon or before expiration of their temporary permits. Indexed. (Rarely, official.) 8½ x 11 jackets, 1 ft. 6 in., in steel filing case. R. 204. (1435)

289. HOSPITAL TREATMENT FOR SEAMEN, Aug. 18, 1932 - Oct. 8, 1935. Correspondence relating to diseased and disabled alien seamen, doctors' certificates of contagious diseases, permits to enter hospitals for treatment, and proofs of departure or deportation of alien seamen after cure. Indexed. (Rarely, official.) 8½ x 11 jackets, 2 in., in steel filing case. R. 204. (1453)

290. SPECIAL PRIVILEGES, Aug. 25, 1932 - Jan. 10, 1936. Correspondence, official confirmations of telegrams, privileges accorded in distinction to legal rights, emergency admission across border for hospital treatment, and statements by immigration officers witnessing departure of aliens. Indexed. (Frequently, official.) 8½ x 11 jackets, 2 in., in steel filing case. R. 204. (1445)

291. TEMPORARY VISITORS, Sept. 6, 1932 - Apr. 4, 1936. Correspondence relating to confidential reports on alien temporary visitors, photographs, guarantee departure bonds, and transcript of testimony taken before a Board of Special Inquiry. Indexed. (Occasionally, official.) 8½ x 11 covers and jackets, 6 in., in steel filing case. R. 204. (1457)

292. CHINESE DEPORTATION UNDER JUDICIAL WRIT, Oct. 5, 1932 - Apr. 15, 1935. Correspondence, briefs, judgments and orders for deportation by the U. S. District Court, photographs, transcripts of testimony regarding induction into military service. Indexed. (Occasionally, official.) 8½ x 11 jackets, 5 in., in steel filing case. R. 204. (1474)

293. DELINQUENT ALIENS, Oct. 7. 1932 - July 26, 1934. Correspondence relating to aliens failing to surrender immigration visa or re-entry permits at time of entry, transcripts of direct testimony before the Board of Special Inquiry. (Daily, official.) 8½ x 11 jackets, 1 in., in steel filing case. R. 204. (1466)

294. DISABLED SEAMEN, Oct. 17, 1932 - May 17, 1933. Correspondence and official confirmation of telegrams pertaining to disabled alien seamen held in hospital for treatment until deportation arrangements can be completed. Indexed. (Rarely, official.) 8½ x 11 jackets, 1 in., in steel filing case. R. 204. (1449)

295. TRADE TREATY APPLICANTS, Oct. 28, 1932 - Feb. 2, 1934. Correspondence relating to aliens admitted into the United States under Trade Treaty Act of 1924, affidavits and reports of business activities of aliens since admission. Indexed. (Rarely, official.) 8½ x 11 jackets, ¼ in., in steel filing case. R. 204. (1460)

296. EXTENSION OF TEMPORARY STAY OF ALIENS, Nov. 15, 1932 - Apr. 15, 1935. Correspondence relating to extensions or refusals of extensions of time allowed aliens to remain in the United States. Indexed. (Frequently, official.) 8½ x 11 jackets, 3 ft. 6 in., in steel filing case. R. 204. (1440)

297. ORDERS TO DETAIN SEAMEN ON BOARD SHIP, Nov. 30, 1932 - Mar. 7, 1935. Reports from doctors, orders to detain diseased and disabled alien seamen aboard ship, report of action to port of next call, shore leave privileges, official acknowledgment of radiograms, and relative shorthand notes. Indexed. (Rarely, official.) 8½ x 11 jackets. 3 in., in steel filing case. R. 204. (1459)

298. APPLICATIONS TO IMPORT CONTRACT LABORERS, Dec. 2, 1932 - Apr. 13, 1936. Correspondence, affidavits made by individuals and firms desiring to import alien contract labor, reports of USES relating to labor conditions of industries desiring to import labor, transcripts of testimony before a Board of Special Inquiry, newspaper clippings, telegrams, and confirmations of telegrams. Indexed. (Daily, official.) 8½ x 11 jackets, 5 in., in steel filing case. R. 204. (1467)

299. NON-QUOTA IMMIGRANT STUDENTS, Jan. 18, 1933 to date. Correspondence, reports, notice of admission, investigation of student's status, sworn statement of alien, and verification of departure relative to individual cases of non-quota immigrant

students attending school. (Occasionally, official.) 8½ x 11 jackets, 4 in., in steel filing case. R. 204. (1400)

300. CHINESE TRANSITS APPLYING FOR ADMISSION, Feb. 5, 1933 - Nov. 14, 1935. Correspondence, photographs, guarantee bonds, telegrams and confirmation of telegrams relative to Chinese transits applying for admission under Chinese Rule 19. (Frequently, official.) 8½ x 11½ jackets, 2 in., in steel filing case. R. 204. (1476)

301. GENERAL COMPLAINTS, June 5, 1933 - June 30, 1935. Correspondence, newspaper clippings covering complaints made by aliens against law enforcement officers, and transcripts of direct testimony before the Board of Special Inquiry. Arranged numerically. Indexed. (Occasionally, official.) 8½ x 11 jackets, 6 in., in steel filing case. R. 204. (1436)

302. MISCELLANEOUS REPORTS, July 1933 - Dec. 1934. Interdepartmental reports and correspondence regarding personnel at San Luis, Arizona, Ventura and San Pedro, California, and old District 31. Indexed. (Daily, official.) 9 x 12 folders, 5 ft., in steel filing case. R. 206. (1526)

303. AUTO ACCIDENT REPORTS, Nov. 25, 1933 - Apr. 1936. Correspondence, reports, statements of damage and expense, and diagrams of accidents involving Government automobiles. Indexed. (Rarely, official.) 8½ x 11 jackets, 1 in., in steel filing case. R. 204. (1402)

304. DISTRICT OFFICE TIME REPORTS, 1934. Daily and monthly time reports of employees at district office, giving detail of activities of agents, inspectors, and all other employees. Indexed. (Never.) 8½ x 11½ folders, 9 in., in steel filing case. R. 204, Storeroom. (1513)

305. PENDING DEPOSITIONS, Apr. 12, 1934 - May 5, 1935. Showing names and addresses of deponents in naturalization proceedings for applicants outside of immediate district, dates of notification for appearance and depositions taken. Indexed. (Frequently, official.) 3 x 5 cards, 4 in., in steel filing case. R. 214. (1559)

306. ALLOTMENT REPORTS, July 1934 - June 1935. Correspondence and monthly reports regarding financial allotments of the Immigration and Naturalization Service and Border Patrol. Indexed. (Daily, official.) 9 x 12 folders, 1 ft. 5 in., in steel filing case. R. 206. (1523)

307. CANCELLATION OF NATURALIZATION PROCEEDINGS DOCKET, July 31, 1934 to date. Showing name of defendant, file number, court case number, complaints, submission to U. S. Attorney, pleas made

to charge, trial date, and final disposition. Filed alphabetically and chronologically. Indexed. (Frequently, official.) 5 x 8 cards, 2 in., in pasteboard box. R. 204. (1414)

308. IMMIGRATION CRIMINAL DOCKET, July 31, 1934 to date. Showing name of defendant, file number, act under which prosecuted, submission to U. S. Attorney, plea made to charge, trial date, and final disposition. Filed alphabetically and chronologically. Indexed. (Frequently, official.) 5 x 8 cards, 8 in., in pasteboard box. R. 204. (1415)

309. DETENTION REPORTS, Nov. 1934. Copies of monthly reports from assistant inspector in charge to district director, showing aliens detained in jails awaiting trial or deportation, and amounts charged the Government for their keep. Arranged chronologically. Indexed. (Never.) 8½ x 11 bundles, 4 in., in pasteboard box. R. 204, Storeroom. (1505)

310. OVERTIME PAYMENTS, Dec. 1934 - Dec. 1935. Reports and correspondence regarding overtime monies paid to immigration inspectors in connection with inspection of vessels and trains. Indexed. (Daily, official.) 9 x 12 folders, 1 ft. 8 in., in steel filing case. R. 206. (1527)

311. PENDING REGISTRY CASES, 1935 - 1936. Case docket record of applications for registry. Indexed. (Daily, official.) 3 x 5 cards, 5 in., in cardboard box. R. 218. (1579)

312. DEPORTATIONS, Mar. 1935 - Apr. 1936. Deportations of this district (not otherwise clasified) investigated with a view to possible deportation, whether or not deportation takes place. Indexed. (Daily, official.) 8½ x 11 covers, 15 ft. 4 in., in 10 drawers of steel filing cases. R. 218. (1577)

313. TIME REPORTS, June - Dec. 1935. Showing time on and off of all Border Patrol personnel in this district. Indexed. (Daily, official.) 9 x 12 folders, 4 in., in steel filing case. R. 206. (1522)

314. ABANDONMENT OF RESIDENCE, July 1, 1935 - May 6, 1936. Correspondence and statements of aliens abandoning their residence in the United States, thereby relinquishing all rights acquired under the immigration laws. Filed numerically. Indexed. (Rarely, official.) 8½ x 11 jackets, 1 in., in steel filing case. R. 204. (1431)

315. APPLICATIONS FOR ESTENSION OF TEMPORARY STAY, July 1, 1935 - May 6, 1936. Correspondence, testimonial transcripts, findings and recommendations of examining officers and the Board

(Frequently, official.) 8½ x 11 jackets, 1 in., in steel filing case. R. 204. (1432)

316. ATTORNEYS AND COUNSELOR, July 1, 1935 to date. Correspondence, inspectors' reports and investigations of complaints relative to activities or questionable practices of attorneys and counselors in Immigration and Naturalization Service. Indexed. (Rarely, official.) 8½ x 11 jackets, 1 in., in filing case. R. 204. (1429)

317. BONDS AND IMMIGRATION RECORDS, July 1, 1935 - May 1, 1936. Surety bonds covering admission of aliens as visitors, students, aliens in transit or on departure, correspondence, and letters of instruction. Indexed. (Occasionally, official.) 8½ x 11 jackets, 6 in., in steel filing case. R. 204. (1407)

318. CHECKOUTS AND VERIFICATIONS FOR OTHER DISTRICTS, July 1, 1935 to date. Correspondence, reports and requests for verification of departure of aliens detained on board ship, still on board or have departed. Indexed. (Daily, official.) 8½ x 11 jackets, 3 in., in steel filing case. R. 204. (1425)

319. ALL CHINESE CASES, EXCEPT DEPORTATIONS AND APPEALS, July 1, 1935 - May 5, 1936. Correspondence relating to applicants for re-entry permits and preinvestigation of status, affidavits, photographs, transcripts of testimony, and inspectors' reports covering investigations and recommendations. Indexed. (Daily, official.) 8½ x 11 jackets, 1 ft. 6 in., in steel filing case. R. 204. (1420)

320. OTHER CHINESE CASES, July 1, 1935 to date. Reports of exceptional Chinese cases handled regardless of status, excepting those involving deportations and appeals from the Board of Special Inquiry Decisions, correspondence, copies of inspector's testimony and report, affidavits concerning citizenship status, and certificates of identity, photographs, and documents. Indexed. (Frequently, official.) 8½ x 11 jackets, 10 in., in steel filing case. R. 204. (1416)

321. CERTIFICATES OF IDENTITY ISSUED TO CHINESE, July 1, 1935 - Apr. 6, 1936. Monthly reports of certificates of identity issued in this district and relative correspondence. Indexed. (Occasionally, official.) 8½ x 11 jacket, 1/8 in., in steel filing case. R. 204. (1417)

322. IMMIGRANT IDENTIFICATION CARDS, July 1, 1935 to date. Correspondence relating to lost identification cards and requests for duplicates. Indexed. (Rarely, official.) 8½ x 11 jackets, ½ in., in metal filing case. R. 204. (1419)

323. IMMIGRATION APPEALS, July 1, 1935 - May 1, 1936. Correspondence, records, and documents relating to appeals from decisions of the Board of Special Inquiry. Indexed. (Occasionally, official.) 8½ x 11 jackets, 1 ft. 6 in., in steel filing case. R. 204. (1408)

324. IMMIGRATION APPLICATIONS, July 1, 1935 to date. Correspondence, applications, and affidavits relating to permission to reapply for admission, report of hearing by Board of Special Inquiry showing manifest matter, testimony and board's final disposition, also copies of letters granting or denying permission to reapply. Indexed. (Occasionally, official.) 8½ x 11 jackets, 2 in., in steel filing case. R. 204. (1424)

325. IMMIGRATION LOOKOUT NOTICES, July 1, 1935 to date. Requests for posting lookout notices to apprehend and return aliens, with questionable rights of admission, on arrival at border, lists of Japanese from Mexico, Mexicans, deserting seamen wanted for illegal entry, photographs and relative correspondence. Indexed. (Weekly, official.) 8½ x 11 jackets, 3 in., in steel filing case. R. 204. (1426)

326. IMMIGRATION PROSECUTIONS, July 1, 1935 to date. Correspondence, records, interrogatory transcripts, character reports, inspectors' investigation reports, sworn statements, photographs and documents directly incident to prosecutions, for illegal entry, smuggling of aliens, and deportations. Indexed. (Daily, official.) 8½ x 11 jackets, 1 ft. 5 in., in steel filing case. R. 204. (1409)

327. INSPECTION OF AIRPORTS AS PORTS OF ENTRY, July 1, 1935 - May 5, 1936. Correspondence relating to inspection and condition of Calexico Airport, Grand Central Air Terminal at Los Angeles, and other individual airports. Indexed. (Rarely, official.) 8½ x 11 jackets, 1 in., in steel filing case. R. 204. (1422)

328. INSPECTION OF ALIEN CONTRACT LABOR, July 1, 1935 to date. Correspondence, copies of applications, petitions to import, transcripts of testimony before the Board of Special Inquiry, triplicates of departure bonds, copies of affidavits of applicants relative to temporary importation of expert technicians and valued students under bond. Indexed. (Frequently, official.) 8½ x 11 jackets, 4 in., in steel filing case. R. 204. (1421)

329. INSPECTION OF ARRIVING STEAMERS, July 1, 1935 to date. Correspondence acknowledging receipt of certification of compliance by steamship companies regarding immigration laws. Indexed. (Rarely, official.) 8½ x 11 jackets, 2 in., in steel filing case. R. 204. (1411)

330. INSPECTION OF PREARRANGED ADMISSIONS OTHER THAN ALIEN CONTRACT LABOR, July 1, 1935 - May 5, 1936. Correspondence relating to temporary alien visitors under bond and extension of temporary stay, approval of action of port admitting aliens in emergency cases, transcripts of testimony before the Board of Special Inquiry, and denials of certificates of citizenship to applicants from the Hawaiian Islands. Indexed. (Occasionally, official.) 8½ x 11 jackets, 3 in., in steel filing case. R. 204. (1423)

331. INVESTIGATIONS, July 1, 1935 - Apr. 28, 1936. Correspondence, affidavits, reports, and pictures relating to investigations of violations of immigration and naturalization laws based upon information furnished by the general public at the request of various Government agencies. Indexed. (Frequently, official.) 8½ x 11 jackets, 1 ft. 3 in., in steel filing case. R. 204. (1397)

332. MISCELLANEOUS CORRESPONDENCE, July 1, 1935 - Apr. 1936. Correspondence covering the marine survey for tax assessment purposes, cooperation of law enforcement officers in Imperial Valley, Border Patrol pistol matches and Border Patrol acitivities in other districts. Filed alphabetically. (Rarely, official.) 8½ x 11 jackets, 1 in., in steel filing case. R. 204. (1403)

333. MISCELLANEOUS GENERAL CORRESPONDENCE, July 1935 - Apr. 1936. Regarding commendations, office forms, insignia, applications for transfers, annual data on immigration, naturalization, and Border Patrol; correspondence and reports on automobiles, boats, firearms equipment, financial inspection, investigation, statistics and naturalization matters. Indexed. (Daily, official.) 9 x 12 folders, 4 ft. 7 in., in 3 drawers of steel filing case. R. 206. (1520)

334. NATURALIZATION CANCELLATION RECORDS, July 1, 1935 - May 1, 1936. Cancellation of certificates of applicants who have established a permanent residence in foreign countries within five years after admittance to citizenship, correspondence, briefs, bills for cancellation, showing cause and final decrees, cancellations of naturalization, appeals, and decisions. Indexed. (Rarely, official.) 8½ x 11 loose sheets, 5 in., in steel filing case. R. 204. (1406, 1410)

335. PUBLICITY, July 1, 1935 - May 6, 1936. Correspondence and newspaper clippings relating to advocated naturalization of aliens, unemployment of American citizens, and editorials advocating new and more effective immigration laws. Indexed. (Never.) 8½ x 11 jackets, ½ in., in steel filing case. R. 204. (1428)

336. RE-ENTRY PERMITS, July 1, 1935 - Apr. 1936. Correspondence, affidavits, depositions, certified copies of record of action for failure to surrender permits at border, applications

for and delivery of re-entry permits of aliens. Indexed. (Occasionally, official.) 8½ x 11 jackets, 3 in., in steel filing case. R. 204. (1405)

337. REQUESTS FOR INFORMATION, July 1, 1935 - Apr. 1936. Correspondence and requests for information relating to citizenship requirements and proceedings necessary for naturalization, immigration and alien permits for temporary visits. (Occasionally, official.) 8½ x 11 jackets, 3 in., in steel filing case. R. 204. (1404)

338. SEAMEN'S IDENTIFICATION CARDS, July 1, 1935 - May 5, 1936. Correspondence regarding lost cards and requests for duplicates. Indexed. (Rarely, official.) 8½ x 11 jackets, 1 in., in steel filing case. R. 204. (1418)

339. SMUGGLING RECORDS, July 1, 1935 - May 7, 1936. Showing aliens' smuggling activities in narcotics and other contraband, correspondence relating to informants, source of information, type of violation, with instructions and advice to field officers. Indexed. (Frequently, official.) 8½ x 11 jackets, 2 in., in steel filing case. R. 204. (1430)

340. SPECIAL REPORTS, July 1, 1935 - May 6, 1936. Correspondence and reports concerning special subjects requested by Central Office or within the district, as inspection of United States passenger vessels, semiannual certificates of arrival, naturalization activities report for budget purposes, index of projects under WPA, certificates of identity regarding predetermination of status of American citizens of Japanese race, publicity on deportation of alien criminals, bankruptcy and reorganization reports, Border Patrol activities, deportation reports, Japanese visitors; reports on oil pollution of navigable waters in southern California; statistical reports relative to desertion of alien seamen, special reports from San Pedro Station, building equipment and organization reports, San Ysidro personnel inspection data, naturalization reports and correspondence on procedure and information, reports and correspondence on certificates of arrival at El Centro, inspection reports and fingerprinting investigations, aliens on relief, method of personnel promotion, NYA projects, criminal aliens deportable under proposed Kerr Bill, education survey, annual leave of patrol inspector, report of temporary visitors from Mexico, aliens commuting between Mexico and the United States, Mexican migration and labor conditions, Chinese influx from Mexico, voluntary repatriation of aliens since December 1934, repatriation of Filipinos, reports and suggestions from employees, and accident reports. Indexed. (Frequently, official.) 8½ x 11 jackets, 9 in., in steel filing case. R. 204. (1427)

341. STEAMSHIP FINES, July 1, 1935 to date. Correspondence, notices, statements, reports and documents relating to assessment of fines and libels against transportation companies for violation

of immigration laws. Indexed. (Occasionally, official.) 8½ x 11 jackets, 5 in., in steel filing case. R. 204. (1413)

342. VERIFICATION OF ALIEN ENTRY, July 1, 1935 to date. Correspondence, reports, copies of certificates of arrival, certificates of admission, and requests for verification of arrival of aliens. Indexed. (Occasionally, official.) 8½ x 11 jackets, 2 in., in steel filing case. R. 204. (1401)

343. MISCELLANEOUS DEPORTATIONS AND REMOVALS, Sept. 1935 - Apr. 1936. Records of destitute aliens brought here from other districts for deportation to their native countries. Filed numerically. Indexed. (Daily, official.) 8½ x 11 covers, 6 in., in steel filing case. R. 218. (1578)

344. PRELIMINARY FORMS FOR NATURALIZATION, Mar. 3 - May 6, 1936. Applications for certificate of arrival, preliminary forms for naturalization, photographs, immigrant identification cards, certificates of arrival, declarations of intent, factual statements of applicants, relative correspondence, and United States postal money order blanks to cover fees. (Daily, official.) Variously sized loose sheets, 2 in., on desk. R. 204. (1433)

345. INDEX TO CHINESE BUREAU, n.d. Showing name, volume, and page number of correspondence, and other information relative to the Chinese Bureau. (Rarely, official.) 8½ x 14 vols. (3), 1 in., on filing case. Dirty. R. 204, Storeroom. (1496)

346. INDEX TO NATURALIZATION, n.d. Listing persons seeking second naturalization papers. Arranged alphabetically. (Daily, official.) 3 x 5 cards, 6 in., in drawer of wooden filing cabinet. R. 214. (1538)

347. PHOTOGRAPHS OF ALIENS, n.d. Photographs of aliens to be deported. (Never.) 3 x 5 envelopes, 3 in., in cardboard box. R. 204, Storeroom. (1509)

348. PHOTOGRAPH REGISTER, n.d. Containing photographs and short, descriptive articles on various violators of immigration laws; also photographs of small vessels presumably involved in smuggling. (Rarely, official.) 8½ x 11 vols. (2), 3 in., on filing case. Dirty. R. 204, Storeroom. (1492)

DISTRICT 20, DISTRICT SUB-OFFICE
INSPECTOR IN CHARGE
Lankershim Bldg., 126 West 3d St.

This station was established in 1906 and occupied quarters in the old Federal Building, Main and Temple Sts., until June 30, 1929, at which time, due to insufficient space, it moved to the Broadway Temple Building, 229 North Broadway. On July 1, 1930 it moved to the Eighth and Figueroa Bldg., 751 South Figueroa Sts., remaining there until June 30, 1935, when it was removed to the present location where it will occupy space until the completion of the new Federal Building, and is again merged with the main office.

349. TRANSCRIPTS, RECORDS, AND MEMORANDA, Oct. 24, 1896 - Dec. 31, 1933. Memoranda, book of rules covering admission of aliens, notes on Chinese firms in Two City Markets, memoranda on Chinese laundrymen in Los Angeles, passports, notes on Bureau of Narcotics, and index of Chinese letters (collector's notebook). (Occasionally, official.) 5½ x 8 vols., 8 in., in wooden cupboard. R. 600. (5460)

350. CHINESE AND JAPANESE TRANSIT LISTS, Jan. 1, 1903 to date. Dept. of Labor Form 400, descriptive list of Chinese and Japanese in transit through the U. S., showing name, date, port of entry, detailed description, physical defects or peculiarities with photograph of alien attached, and signatures of examining officer and alien; correspondence, notations, reports of disappearances, arrest warrants, applications for warrants, and telegrams. Arranged numerically, chronologically, and alphabetically. Indexed. (Frequently, official.) 8½ x 12 and 9 x 14½ folders, 29 ft. 7 in., in 11 drawers of steel filing cases. R. 600. (5464, 5465, 5467)

351. DOCKET FILE OF ACTIVE CASES, Nov. 8, 1911, to date. Pertaining mainly to re-entry permits, showing file and case numbers, photos of individuals, reports of immigration inspectors and examiners, correspondence, etc. Indexed. (Daily, official.) 8½ x 11 bundles, 3 ft., on desks and in wooden trays. R. 601. (5471)

352. DOCKET BOOK OF CHINESE ARRESTED UNDER JUDICIAL ORDERS, June 25, 1918 to date. Showing docket number, date and location of arrest, description of distinguishing marks, date arraigned for trial, height, sex, name of judge, deportation date, ship or train on which deported, and photographs of departees. Arranged numerically, by case number. Indexed. (Occasionally, official.) 8½ x 14 vol., 1 in., on wooden shelf. R. 601. (5469)

353. STENOGRAPHIC NOTES, Jan. 1924 - Mar. 1936. Covering the business of the entire office, including hearings. Filed chronologically. (Occasionally, official.) 6 x 8½ notebooks (1873),

52 ft. 6 in., on wooden shelves and in wooden cupboard. R. 600. (5459)

354. PROCEDURE AND INSTRUCTION FILES, July 1, 1924 to date. Excerpts of executive orders, court decisions, instructions regarding accounts of and bonds for aliens, aircraft inspection methods, non-quota immigration data, and methods of procedure for immigration inspectors. Arranged alphabetically, by subject. (Occasionally, official.) 8½ x 11 bundles and jackets, 3 ft., in 2 pasteboard boxes. R. 615. (5501)

355. RE-ENTRY PERMIT RECORD BOOKS, Mar. 3, 1928 - Apr. 1, 1932. Showing name of alien, sex, nationality, permit number, date request for permit was received, sheet number, and date permit was delivered. Arranged alphabetically. Indexed. (Never.) 9 x 14½ vols., 4 in., on wooden shelf. R. 601. (5468)

356. ACTIVE DEPORTATION AND INVESTIGATION DOCKETS, June 12, 1928 to date. Correspondence, telegrams, inspectors' and examiners' reports, reports to Washington, and other data to complete legal documents necessary for the issuance of warrants for detention, deportation, or prosecution of aliens. Indexed. (Daily, official.) 8½ x 11 forms, 8 in., on desk. R. 615. (5502)

357. MISCELLANEOUS IMMIGRATION RECORDS, Oct. 13, 1928 - Dec. 3, 1935. Reports, complaints, requisitions, applications, inspections, accounts, fines, inquiries, bonds, deportations, duplicate certificates of identification, extensions, violations, personnel records, property returns, etc. See addenda for further information. Indexed. (Occasionally, official.) 8½ x 12 folders, 12 ft., in 9 drawers of steel filing cases. R. 600. (5466)

358. INDEX TO GENERAL FILES, 1929 to date. Showing names, dates of opening trials, file numbers, applications for re-entry permits, notifications of return permits, and case numbers. Arranged alphabetically and numerically. (Daily, official.) 3 x 5 cards, 33 ft. 4 in., in 8 pasteboard boxes and in 36 drawers of steel card cabinets. R. 611. (5488)

359. DEPORTATIONS AND INVESTIGATIONS, July 1, 1929 to date. Correspondence, reports, affidavits, certifications of identification, confidential information, court actions, recommendations, testimonies, requests, and deportation orders for all undesirable aliens in the United States. See addenda for further information. Indexed. (Older records, occasionally; current records, daily, official.) 8½ x 11½ and 8½ x 12 folders, 133 ft., in 70 drawers of steel filing cases, in cupboard, and on desks. Rs. 600, 610, 611, and 612. (5462, 5485, 5489, 5491, 5496, 5498)

360. DOCKET OF DEPORTATION CASES, July 1, 1929 to date. Showing name of alien, charges, nationality, case number, amount of

bond, date warrant requested and issued, department action, inspector's recommendation, institution of detention, and final disposition of case. Arranged numerically, by district, and alphabetically, by name of town. Indexed. (Daily, official.) 5 x 8 cards, 1 ft. 6 in., in 2 cardboard boxes. R. 609. (5484)

361. FILING GUIDE AND SUBJECT MATTER INDEX, July 1, 1929 to date. Showing index number and brief description for each subject. Arranged numerically, by subject numbers. See addenda for detailed description. (Daily, official.) 8½ x 11 loose-leaf book, 1 in., in drawer of desk. R. 611. (5487)

362. MASTER INDEX OF CHINESE ENTRY, July 1, 1929 to date. Showing names, dates, variations in the spelling of names, English equivalent of Chinese names, aliases, litigation involved in entry violations, and final outcome of legal procedure. Arranged alphabetically. (Daily, official.) 3 x 5 cards, 2 ft., in 3 pasteboard boxes on steel cabinet. R. 611. (5490)

363. MISCELLANEOUS IMMIGRATION FILE - CLOSED, July 1, 1929 - June 30, 1932. Originals and copies of correspondence, depositions, transcripts of testimony, contracts and leases, investigation inquiries and reports, bond file of aliens, delivery of eligibility certificates, Civil Service examinations, court decisions, deportations, fines, importation of alien contract labor, applications, contracts, time keeping and special reports, information regarding deserters, Chinese re-entry permits, airplane reports, expendable property; financial, statistical, and miscellaneous reports covering investigations and activities of this office. See addenda for additional information. Filed numerically. Indexed. (Occasionally, official.) 8½ x 11 folders, 34 ft., in 17 drawers of steel filing cases. R. 600. (5461)

364. REGISTER DOCKET FILE, July 1, 1929 to date. Originals and copies of correspondence, applications, photos, telegrams, and identification cards covering registrations of aliens. Arranged numerically, by file and case numbers. Indexed. (Older records, never; current records, daily, official.) 8½ x 12 folders, 55 ft., in 17 drawers of steel filing cases and in wooden cabinet. Rs. 605 and 608. (5478, 5481)

365. FINGERPRINT RECORDS, Feb. 6, 1931 to date. Fingerprint records of aliens accused of illegal entry whose cases have been brought to this office by local police agencies and whose deportations are pending; showing name, age, description and history of alien, photographs, fingerprints, physical defects, and complete criminal history. Filed by fingerprint identification. Indexed. (Frequently, official.) 8 x 8 cards, 7 in., in paper box on desk. R. 610. (5486)

366. TOLL CALL RECORD BOOK, July 1, 1931 to date. Showing date, name of party making call, station called, and toll charges. Filed chronologically. (Monthly, official.) 5 x 8 loose-leaf book, 1 in., on table. R. 602. (5473)

367. RECORDS OF DEPORTATION CASES, July 28, 1931 to date. Applications for appeals, secret investigations, warrants requested and issued for pending cases, showing names, addresses, nationality, money in possession, amount of baggage, addresses of relatives, institution in which detained, release under bond, record to bureau, recommendation, department action, final disposition, passport status, and remarks. Arranged numerically, by docket numbers. Indexed. (Daily, official.) 5 x 8 cards, 11 in., in box on table. R. 614. (5500)

368. DEPORTATION AND INVESTIGATION RECORDS, July 1, 1932 - June 30, 1935. Correspondence and reports covering all data regarding investigations and deportations of aliens in this district. Filed numerically. Indexed. (Occasionally, official.) 8½ x 11½ bundles, 5 ft. 6 in., in 3 drawers of steel filing case. R. 612. (5499)

369. QUICK REFERENCE FILE, July 1, 1932 to date. Showing date filed and condensed description of subject matter with tickler cards to insure receipt by examiners of data on dates requested in advance. Arranged alphabetically, by subject matter. (Daily, official.) 3 x 5 cards, 7 in., on desk. R. 611. (5497)

370. DEPORTATION FILES, Sept. 16, 1932 - July 5, 1935. Reports concerning aliens brought here from other districts for deportation, deportations of this district not otherwise classified, reports of disappearances, requests for passports, re-entry permits, requests for information by aliens, and relative correspondence. Filed numerically. Indexed. (Occasionally, official.) 8½ x 12 folders, 12 ft. 6 in., in 6 drawers of steel filing cases. R. 600. (5463)

371. INVESTIGATION OF ALIEN INDIGENTS, July 1, 1933 to date. Correspondence and records pertaining to aliens on relief and in charitable institutions, showing case number, name and address of alien, medical history, sex, age, and port of arrival. Arranged numerically. Indexed. (Daily, official.) 8½ x 12 folders, 4 ft. 3 in., in 3 drawers of steel filing case, in 3 wooden boxes, and on desk. R. 609. (5483)

372. MISCELLANEOUS NATURALIZATION INVESTIGATIONS, May 1, 1935 to date. Letters, affidavits, applications, and reports pertaining to naturalizations and investigations. Arranged numerically. Indexed. (Daily, official.) 8½ x 11 bundles, 20 ft. 1 in., in 12 drawers of steel filing cases. R. 605. (5476)

373. TICKLER MEMORANDA FOR INVESTIGATORS, May 1, 1935 to date. Closed and active cases of applicants for naturalization, showing addresses, ages, sex, and other relative facts. Segregated by names of investigators. (Daily, official.) 3 x 5 cards, 3 ft., in pasteboard box on table. R. 605. (5477)

374. CERTIFICATES OF IDENTIFICATION OF CHINESE, July 1, 1935 to date. Correspondence and investigation reports pertaining to petitions for issuance of immigration visa, and certificates of identification showing number, date of birth, date landed in the United States, affidavit of departure, photographs, and applications for citizens' return permits. Arranged numerically. Indexed. (Daily, official.) 8½ x 12 folders, 2 ft. 3 in., in 2 drawers of steel filing case. R. 611. (5493)

375. DOCKET RECORD OF CHINESE, July 1, 1935 to date. Showing date, name of individual, form, file, and case numbers. Arranged chronologically. (Daily, official.) 8 x 11 vol., 1 in., on desk. R. 601. (5472)

376. DOCKET RECORDS OF RE-ENTRY PERMITS, July 1, 1935 to date. Showing docket file number and names of witnesses and segregated under captions: return permits, current month tickler, firm name, Chinese and white witnesses. Arranged alphabetically, by name of individual. (Daily, official.) 3 x 5 cards, 8 in., in steel desk. R. 601. (5470)

377. GENERAL REPORTS AND INVESTIGATIONS, July 1, 1935 to date. Correspondence and reports of aliens detained, requests for re-entry permits, pay rolls, disappearance of aliens, expense authorizations, transportation requests, seamen identification cards, and general monthly reports. Arranged numerically. Indexed. (Occasionally, official.) 8½ x 12 folders, 4 ft. 5 in., in 6 drawers of steel filing cases. R. 611. (5494)

378. INTERPRETERS' REGISTER BOOK, July 1, 1935 to date. Showing name of interpreter, address, telephone number, and language qualifications. Arranged alphabetically, by language. (Occasionally, official.) 5 x 8 loose-leaf book, ½ in., on table. R. 602. (5474)

379. MISCELLANEOUS ADMINISTRATIVE FILES, July 1, 1935 to date. Correspondence and records relating to deportations, transcripts of testimony, investigations, inquiries, reports, appeals, buildings and quarters, personnel, smuggling, etc. See addenda for further details. Arranged numerically. Indexed. (Daily, official.) 8½ x 12 folders, 2 ft. 5 in., in 2 drawers of steel filing case. R. 611. (5492)

380. PERSONNEL RECORDS AND LEAVES OF ABSENCE, July 1935 to date. Copies of monthly personnel reports forwarded to Washington

and applications for leaves of absence. Arranged alphabetically, by name of individual. Indexed. (Occasionally, official.) 8½ x 12 folders, 11 in., in steel filing case. R. 616. (5503)

381. RECORD OF REGISTRY DOCKETS AND TICKLER MEMORANDUM, July 1, 1935 to date. Record of applicants for registration, showing names, case numbers, dates of appointments for interviews, and brief notations of requirements before cases are completed. Arranged alphabetically: (Daily, official.) 4 x 6 cards, 8 in., on desk. R. 608. (5480, 5482)

382. RE-ENTRY PERMITS AND CORRESPONDENCE, July 1, 1935 to date. Showing history of case, permit number, birth certificate number, marriage license number, U. S. Army draft exemption card, photograph, receipts for money orders, removal permits, monthly border patrol summary, miscellaneous immigration and naturalization reports, and correspondence. Arranged numerically. Indexed. (Daily, official.) 8½ x 12 folders, 5 ft. 4 in., in 3 drawers of steel filing case. R. 611. (5495)

383. DOCKET FILE OF NATURALIZATION INVESTIGATIONS - ACTIVE CASES, Jan. 18, 1936 to date. Correspondence, original applications, reports of investigations, and verifications of entry of applicants for citizenship. Indexed. (Daily, official.) 8½ x 11 bundles, 5 in., on desk. R. 606. (5479)

384. DOCKET FILES OF RE-ENTRY APPLICATIONS, July 1, 1936 to date. Applications for re-entry attached to dockets on file. Indexed. (Daily, official.) 8½ x 11 bundles, 6 in., on desk. R. 603. (5475)

## OAKLAND

### FIELD SERVICE BRANCH
### DISTRICT 19, DISTRICT SUB-OFFICE
### INSPECTOR IN CHARGE
Treasury and Customs Bldg., 241 13th St.

This station was established October 1930 and occupied quarters in the Federal Telegraph Building, 13th and Washington Streets, until its removal some time later to the present location.

Only current papers are kept at this station. All others of any consequence, with the exception of Form 631, Application for Re-Entry, which is sent to Washington, will be found in the office of the District Director at Angel Island (see San Francisco) where they have been sent for filing and storing. So-called useless papers are destroyed.

385. CLOSED AND PENDING CASES, Oct. 1930 to date. Relative correspondence and records of all cases, closed and pending, handled by this station. Indexed. (Constantly, official.) 10 x 12 folders, 24 ft. 6 in., in 6 drawers of wooden and 12 drawers of steel filing cases. R. 213. (1303)

386. GENERAL ORDERS AND INSTRUCTIONS, Oct. 1930 to date. Regarding the proper procedure and disposition of all cases handled by this station. Indexed. (Constantly, official.) 8 x 10½ folders, 1 ft. 2 in., in loose-leaf books, on top of filing cabinets. R. 213. (1304)

## SACRAMENTO

FIELD SERVICE BRANCH
DISTRICT 19, DISTRICT SUB-OFFICE
INSPECTOR IN CHARGE
Federal Bldg., 8th and I Sts.

This station was established in 1911 in the Old Post Office Building. It was closed in 1925 but re-opened in June 1926 and moved to the present address in 1933. Its major functions concern the movements and activities of the Mexican and Oriental races in this section. It has jurisdiction over Sacramento County. Original files of active investigations are sent to the district office at San Francisco.

387. CORRESPONDENCE, 1911 to date. Letters relating to registrations, prosecutions, extraditions, deportations, administration, personnel, rules, regulations, expenditures, etc. Indexed. (Frequently, official.) 9 x 12 folders, 8 ft., in 4 drawers of wooden filing case. Rs. 313, 315, 317, and 324. (818)

388. INVESTIGATION RECORDS, 1911 to date. Correspondence, affidavits, reports, and photographs covering investigations for violations of immigration and naturalization laws. Indexed. (Frequently, official.) 8½ x 11 jackets, 6 ft., in 3 drawers of wooden filing case. Rs. 313, 315, 317, and 324. (814)

389. WARRANTS, 1911 to date. Dept. of Labor Form W-11, warrant for arrest of alien, showing notice to immigrant inspector, name and address of alien, date, with seal and signature of assistant to the Secretary of Labor. Indexed. (Frequently, official.) 8½ x 11 jackets, 6 ft., in 3 drawers of wooden filing case. Rs. 313, 315, 317, and 324. (817)

390. RE-ENTRY PERMITS, 1924 - 1936. Dept. of Labor Form FD-6, report of re-entry after absence from the United States, showing

present name, name on arrival, present address, address prior to departure, date and place of birth, parents' names, port and date of re-entry, name under which re-entered, transportation, permit application and permit numbers, signature of official, verification by central office, affidavits, depositions, investigations, issuance and surrender of re-entry permits, and correspondence. Indexed. (Frequently, official.) 9 x 12 folders, 3 ft., in 2 drawers of wooden filing case. Rs. 313, 315, 317, and 324. (819)

391. REGISTRY RECORDS, 1929 to date. Correspondence, applications, photographs, and identification cards covering registration of aliens. Indexed. (Frequently, official.) 9 x 12 folders, 7 ft., in 4 drawers of wooden filing case. Rs. 313, 315, 317, and 324. (816)

392. NATURALIZATION RECORDS, 1933 to date. Correspondence, reports, depositions, petitions, requests for duplicate papers, and investigations. Indexed. (Frequently, official.) 8½ x 11 jackets, 4 ft., in 2 drawers of wooden filing case. Rs. 313, 315, 317, and 324. (815)

## SAN BERNARDINO

### FIELD SERVICE BRANCH
### DISTRICT 20, DISTRICT SUB-OFFICE
### ASSISTANT INSPECTOR IN CHARGE
### Federal Bldg., 5th and D Sts.

This station was established in 1927 in the Court Theatre Building, as an immigration office only, moving in 1931 to the present address. In 1933 it was consolidated with the Bureau of Naturalization. It has jurisdiction over San Bernardino county. Originals and copies of all records are sent to the district headquarters at Los Angeles.

393. INSTRUCTIONS, 1913 to date. Letters containing general instructions from Los Angeles office. (Daily, official.) 10 x 12 folders, 7 in., in wooden filing case. Rs. 211 and 213. (232, 238)

394. MISCELLANEOUS FILE, 1926 to date. Work sheets, records of Frency tests, and records of voluntary departure. (Daily, official.) 3 x 5 cards, 1 ft. 6 in., in 2 drawers of wooden card cabinet. R. 212. (234)

395. IMMIGRATION, July 1, 1926 to date. Records of deportations, expense accounts, investigations, lookouts, property

returns, prosecutions, vouchers, re-entries, allotment reports, contracts, uniform and time reports, desertions, annual reports, examinations, general orders, and applications for certificates of registry. Filed by subject. (Daily, official.) 10 x 12 covers, 30 ft., in 10 drawers of steel filing cases. R. 211. (231)

396. INDEX OF ACTIVE AND CLOSED CASES, July 1, 1926 to date. Showing date case was opened and closed, nature of case, and location in file. (Daily, official.) 5 x 8 cards, 1 ft. 8 in., in 2 drawers of wooden card cabinet. R. 213. (237)

397. GENERAL FILES, 1931 to date. Records pertaining to immigration, deportations, pending naturalizations, investigations, leaves of absence, court calendars, lookouts, newspaper publicity; auto, property and special reports; station file, financial contracts, leases and bids, financial reports, transportation requests, inspection, border crossings, miscellaneous correspondence, naturalization depositions, personal time and uniform reports, re-entry permits, annual reports, approved list of schools for students, trade treaty applications, time reports, verifications of landings, voluntary departure, and contract laborers. Filed numerically and by subject. (Daily, official.) 10 x 12 folders and covers, 9 ft., in 8 drawers of steel filing cases. R. 212. (233)

398. IMMIGRATION, NATURALIZATION, AND DEPORTATION CASES - CLOSED, July 1, 1935 to date. Showing dates opened and closed, names of aliens, and nature of cases. Indexed. (Daily, official.) 10 x 12 covers, 2 ft., in 2 drawers of steel filing case. R. 213. (236)

399. GENERAL CARD INDEX, July 1, 1936 to date. Arranged alphabetically, by subject. (Daily, official.) 3 x 5 cards, 8 ft. 9 in., in 8 drawers of steel card cabinets. R. 212. (235)

## SAN DIEGO

### FIELD SERVICE BRANCH
### DISTRICT 20, DISTRICT SUB-OFFICE
### INSPECTOR IN CHARGE
Post Office Bldg., Union and F Sts.

This station was established on August 10, 1933 when the Bureaus of Immigration and Naturalization were combined under the Department of Labor. There have been no changes in either administration or location, since that time. Its major functions are the registration, naturalization, and deportation of aliens accused

of illegal entrance and the apprehension of smugglers. It also engages in the boarding and inspection of all entering vessels, examination of passengers, especially of crews of foreign nationality, and the surveillance of their activities while in port. Its jurisdictional territory is unlimited, as investigations frequently overlap those of other stations. Useless papers are destroyed upon advice from Washington but all other reports are sent to the district office at Los Angeles.

400. CHINESE IMMIGRATION, 1901 to date. Certificates of identity, with complete data and photographs; also applications for return to China. Filed numerically and alphabetically. Indexed. (Weekly, official.) 10 x 12 folders and cards, 13 ft. 8 in., in 6 drawers of steel filing cases and in 5 card cabinets. R. 221. (157)

401. GENERAL CORRESPONDENCE, 1903 to date. Relating to deportations, arrivals, investigations, registrations, prosecutions, personnel, miscellaneous expenses, applications for entry, smuggling, hospital treatment, Korean and Japanese examinations, transits, extraditions, mental defectives, civil suits, lookout notices, verifications of landings, return permits, airplane inspections, steamship schedules, prostitution, and other violations. Filed numerically and alphabetically, by subject. Indexed. (Daily, official.) 10 x 12 folders and cards, 80 ft., in wooden filing cases and in 20 transfer cases. Rs. 220 and 227. (161, 163)

402. MANIFESTS OF ALIEN CREW LISTS, Dec. 1903 to date. Showing family name, ages, sex, name and master of vessel, when and where crew was engaged, whether or not to be paid off, nationality, race, ability to read and write, etc. (Daily, official.) 18 x 18 folders, 3 ft., in wooden cabinet. R. 219. (158)

403. ADMISSION RECORDS, Feb. 1904 to date. Ship manifests, showing arrivals and departures of citizens, aliens, crews from foreign ports, and crew desertions. Filed alphabetically. Indexed. (Daily, official.) 19 x 21 loose-leaf books, 19 ft., in 8 drawers of filing cases and on 2 shelves. R. 223. (162)

404. ARRIVALS AND DEPARTURES OF ALIENS AND CITIZENS, 1910 - 1929. Data regarding all people arriving or leaving the United States. Card records replaced by manifest books. (Rarely, official.) 3 x 5 cards, 8 ft., in wooden boxes. R. 223. (164)

405. SUBJECT INDEX, Mar. 1910 to date. Index of all subjects covered by and relating to the Immigration and Naturalization Service. (Daily, official.) 3 x 5 cards, 26 ft., in 28 drawers of card cabinets. R. 220. (160)

406. ALIEN DEPORTATIONS AND PROSECUTIONS, 1924 - 1932. Records of all correspondence, reports, investigations and

proceedings in connection with alien deportations. Filed alphabetically. Indexed. (Frequently, official.) 10 x 12 folders and cards, 11 ft. 8 in., in 6 drawers of steel filing cases and in 5 card cabinets. R. 221. (156)

407. AEROPLANE MANIFESTS, Jan. 1935 to date. Name of aeroplane, commanding officer, pilot, and list of passengers showing age, sex, nationality, and where bound; if outbound, lists of declarations attached, stating duty paid on goods destined for foreign ports. (Daily, official.) 10 x 11 loose-leaf books, 2 in., in drawer of desk. R. 220. (165)

408. APPLICATIONS FOR CITIZENSHIP, Jan. 1936 to date. Complete record of status of aliens desiring citizenship, copies of first papers showing declaration of intention, date of arrival, name, father's name, mother's maiden name, last foreign residence, where ticket was purchased, identification card number, present residence, race, nationality, and two photographs; second papers showing a list of people vouching for time of residence in the United States. (Daily, official.) 10 x 12 folders, 8 in., in filing case. R. 219. (159)

## SAN FRANCISCO

### FIELD SERVICE BRANCH
### DISTRICT 19
### DISTRICT DIRECTOR
### Angel Island

The Immigration and Naturalization Service, District 19, was established under that title on August 10, 1933, by a merger of the local office of the Bureau of Immigration, District 20 and the local Bureau of Naturalization, District 22. It has jurisdiction over all activities of the Service from San Luis Obispo to Eureka and eastward along the Oregon Line to Reno, Nevada.

Prior to the establishment of the San Francisco Bureau of Naturalization in the United States Post Office and Courthouse Building, on June 29, 1906, to work in cooperation with the Department of Justice, all San Francisco naturalization matters were handled by the District Court. The Bureau of Immigration while under the jurisdiction of the Department of the Treasury prior to 1903, was located in the Appraisers' Building, Sansome and Washington Streets, remaining at that location during several department jurisdictional changes that followed.

Under the present set-up, the Service occupies quarters at three locations: Angel Island Headquarters and Immigrant Detention Station, established Jan. 30, 1910; a branch devoted to the

administration of the inspectional activities and other aspects of immigration matters, located in the Appraisers' Building; and a section devoted to naturalization procedures in the United States Post Office and Courthouse Buildings. Since this survey of its records, however, the branch of the Immigration Division has moved to the Custom House, Battery and Washington Streets. Department of Labor filing schedules and classifications are maintained and adhered to. All so-called useless papers are destroyed on receipt of instructions from the Washington office.

In some instances, the designations of the rooms at Angel Island may appear somewhat indeterminate; but they are given as known at the station. These various rooms are small in size but any required records can easily be located by referring to the designation given.

409. CUSTOM HOUSE MANIFESTS, 1851 - 1907. Showing arrival of steamer, name, class, age, sex, and destination of passenger. (Frequently, official.) 8 x 11 folders, 15 ft., in steel filing cases. Main floor. (1965)

410. INDEX OF ALL IMMIGRATION CASES, 1880 to date. Showing names of witnesses, and age, birth, residence, arrival and departure of aliens. Filed by name and number. (Daily, official.) 4 x 5 cards, 375 ft., in steel filing cases. Entrance room to new vault. (2068)

411. DEPARTURES OF ALIENS, 1882 - 1903. Records of aliens leaving San Francisco, showing date of departure, name of ship, at which port they arrived in the United States, and where their entry certificates were taken up. (Never.) 10 x 14 vols., 4 ft., on wooden shelves. Attic. (1710)

412. REGISTER OF CHINESE LABORERS DEPARTING FROM AND RETURNING TO THE UNITED STATES, Oct. 26, 1882 to date. Names of laborers, dates of first arrival, departures, and places of last residence. (Weekly, official.) 3 x 5 cards, 13 ft., in wooden cabinet. New vault. (2258)

413. MISCELLANEOUS LETTER BOOKS, 1883 - 1912. Correspondence and reports including inspectors' reports, daily reports on Chinese cases, cases pending under investigation, surgeons' certificates, and medical certificates other than for Chinese. (Never.) 9 x 12 books, 50 ft., on wooden shelves. Torn, dirty. Attic. (1693)

414. CHINESE MORTALITY LIST, 1885 - 1918. Record of deaths among Chinese in California. (Monthly, official.) 14 x 18 vols., 10 in., on wooden shelf. New vault. (2065)

415. CANCELLED CERTIFICATES OF DEPARTING CHINESE LABORERS, 1887 - 1905. Cancelled entry permits of alien laborers from China by reason of immigrant's return to native country. (Never.)

3 x 6 loose sheets, 25 ft., in wooden document holders and on shelves. Attic. (1692)

416. ARRIVALS OF ORIENTALS, 1888 - 1898. Records of arrivals of Orientals giving names, ages, occupations, destinations, and intended places of residence. (Never.) 8½ x 14 vols., 2 ft., on wooden shelf. Attic. (1598)

417. CHINESE MANIFEST AND RECORD, Aug. 9, 1892 - Dec. 1, 1904. Record and description of arrivals of Chinese at San Francisco. (Daily, official.) 14 x 18 vols., 8 ft., on wooden shelves. New vault. (2028)

418. CERTIFICATES OF CHINESE IDENTITY, 1893 - 1894; 1898 - 1899; 1904. Certificates of identity and photographs of Chinese admitted for participation in various international expositions. (Never.) 10 x 13 bundles, 17 ft., on wooden shelf. Attic. (1511)

419. ALIEN MANIFESTS, May 1, 1893 to date. Record and description of aliens entering the United States through the port of San Francisco. (Daily, official.) 14 x 18 vols., 90 ft., on wooden shelves. New vault. (2029)

420. OLD RECORDS INDEX, 1894 - 1913. Chronological and alphabetical index of old records. (Occasionally, official.) 4 x 6 cards, 27 ft., in wooden boxes. New vault. (2218)

421. CHINESE DEPARTURE RECORDS AND APPLICATIONS FOR RETURN CERTIFICATES, Jan. 1894 - Jan. 1913. Pertaining to Chinese merchants travelling back and forth on business. Indexed. (Weekly, official.) 9 x 12 envelopes, 30 ft., in wooden drawers. New vault. (2130)

422. ALIENS' DEPARTURE REGISTER, 1895 to date. Giving age, description of alien, and location of last place of residence in the United States. (Daily, official.) 10 x 15 vols., 9 ft., on shelves. New vault. (2138)

423. STENOGRAPHERS' NOTEBOOKS, 1895 to date. Shorthand notes of interviews regarding life histories of aliens entering the United States. (Frequently, official.) 4 x 8 notebooks, 300 ft., in concrete vault. Main floor. (1841)

424. CHINESE ARRIVALS AT PORT OF SAN FRANCISCO, 1897 - 1903. Showing name of ship, date of arrival, and description of these aliens. (Occasionally, official.) 9 x 13 stub files, 1 ft. 6 in., in wooden cabinet. New vault. (2259)

425. ALIEN MANIFESTS OF CHINA MAIL STEAMSHIP CO., LTD., 1898 - 1920; 1924 - 1925. List of alien passengers, showing names,

descriptions, and photographs of aliens seeking entrance to the United States. (Older records, rarely; later records, frequently, official.) 9 x 12 bundles, 11 ft., in wooden boxes. Torn, scattered. Attic. (1737)

426. MISCELLANEOUS BOOKS, 1898 - 1918. American passports, naturalization cases, treaties with foreign countries, reports of U. S. Civil Service Commission, and cash books. (Never.) 8½ x 14 vols., 3 ft., on wooden shelf. Dusty. Attic. (1630)

427. STATION LOG BOOKS, 1898 - 1914. Report of activities of boarding officers giving name of vessel, date of arrival, cargo, and date of departure. (Occasionally, official.) 9 x 13 vols., 1 ft. 6 in., on wooden shelf. Poor. New vault. (2067)

428. STUBS OF CHINESE LABOR CERTIFICATES, Jan. 1, 1900 - Dec. 31, 1908. Showing names, descriptions, court records, numbers, and addresses of Chinese laborers to whom certificates have been issued. (Never.) 3 x 8 vols., 4 ft., on wooden shelf. Poor. Attic. (1706)

429. CHINESE, JAPANESE, AND KOREAN LABORERS IN TRANSIT, 1901 - 1920. Photographs and descriptions of alien laborers allowed to enter the United States under bond while in transit to other countries. (Never.) 8 x 14 vols., 7 ft. 6 in., on wooden shelf. Dirty. Attic. (1512)

430. HEAD TAX COLLECTIONS, Jan. 4, 1901 - Nov. 1, 1909. Showing names, photographs, and descriptions of Chinese from whom head tax of $8.00 per head has been collected. (Frequently, official.) 10 x 12 vols., 1 ft., on shelf. Bindings broken. New vault. (2081)

431. PASSENGER LISTS, HAWAIIAN ISLANDS, Sept. 30, 1902 - June 12, 1907. Showing names of passengers brought from Hawaiian Islands by Oceanic Steamship Co. to immigration station. (Occasionally, official.) 16 x 20 vols., 6 in., on shelf. Bindings broken. New vault. (2027)

432. ARRIVALS AND DISPOSITION OF ALIEN CHINESE, 1903 to date. Records showing final destination and residence of all Chinese in the United States. (Frequently, official.) 14 x 16½ vols. and 4 x 6 cards, 39 ft., on wooden shelves and in wooden boxes. New vault. (2220)

433. MISCELLANEOUS RECORD BOOKS, 1903 - 1914. Daily records of laborers' applications for return certificates and disposition of cases, papers received for investigation, miscellaneous cases from other ports, and merchants' applications for return certificates. (Occasionally, official.) 16 x 20 vols., 1 ft., on shelf. New vault. (2137)

434. PASSENGER LISTS, Jan. 1, 1903 - Aug. 1, 1917. List of passengers disembarking at San Francisco who were pre-examined at Victoria, Vancouver, and other ports of embarkation. (Daily, official.) 14 x 18 vols., 7 ft., on wooden shelves. Bindings broken. New vault. (1996)

435. ALIEN CHINESE DEPARTURE APPLICATIONS, 1904 - 1912. Applications of native Chinese desiring to leave the United States. (Occasionally, official.) 9 x 12 folders, 12 ft., in wooden drawers. New vault. (2179)

436. CORRESPONDENCE REGARDING CHINESE IMMIGRATION, 1904 - 1912. Regarding Chinese immigration problems, principally cases pending decisions as to entry rights of these aliens. (Never.) 9 x 12 vols. and bundles, 19 ft., on wooden shelves. Dirty, torn, scattered, ink faded. Attic. (1631, 1711)

437. MANIFESTS OF INCOMING AND OUTGOING ALIEN PASSENGERS, 1904 - 1921. Showing names, descriptions, past residences, and destinations; also arrivals and departures of steamships at port of San Francisco. (Never.) 18 x 20 vols. and bundles, 22 ft., in wooden boxes. Attic. (1830)

438. CREW LISTS, 1905 to date. Lists of crews on ships whose first port of call is San Francisco, and records of examination. (Daily, official.) 14 x 18 vols., 22 ft., on wooden shelves. New vault. (1995)

439. HEAD TAX RETURNS, 1905 - 1916. Required certificates for returning head tax to transportation company. (Never.) 5 x 7 bundles, 1 ft. 6 in., on wooden shelves and in wooden boxes. Attic. (1817)

440. MISCELLANEOUS DATA ON CHINESE, KOREANS, AND JAPANESE ALIENS, 1906 - 1923. City office correspondence, telegrams and letters, and descriptive lists relating to Chinese, Koreans, and Japanese alien laborers. (Rarely, official.) 9 x 12 bundles, 5 ft. 9 in., on cabinet. Attic. (1819)

441. RECORDS OF HEARINGS AND CANCELLED BONDS, 1906 - 1914. Held before the Commissioner of Immigration relating to insane and criminal aliens, and pertaining to cancelled bonds. (Rarely, official.) 4 x 10½ envelopes, 160 ft., in folded document holders and on wooden shelves. Attic. (1722)

442. SPECIAL HEARINGS ON IMMIGRATION CASES, 1906 to date. Reports of cases heard by a board of special inquiry for violations of immigration laws, miscellaneous papers, witnesses' testimonies, and decisions rendered. (Frequently, official.) 14 x 16½ vols., 3 in., on shelf. New vault. (2257)

443. IMMIGRANT ARRIVALS, 1907. Daily reports of arrivals and disposition of aliens, and telegrams and communications from Washington to local office regarding these arrivals. (Never.) 8 x 8 bundles, 6 ft., on wooden shelf. Dirty. Attic. (1617)

444. INSPECTORS' REPORTS ON CHINESE IMMIGRANTS, 1907 - 1911. Reports by immigrant inspectors on number of Chinese arriving at Angel Island, dates of arrival, and physical condition. (Never.) 9 x 12 folders, 10 ft., on wooden shelves. Bindings broken. Attic. (1694)

445. INSULAR MANIFESTS, 1907 - 1911. Record of passengers from Hawaiian Islands arriving at port of San Francisco. (Daily, official.) 14 x 18 vols., 6 in., on wooden shelf. Bindings broken. New vault. (2066)

446. MEDICAL CERTIFICATES OF CHINESE ARRIVALS, Mar. 15, 1907 - June 20, 1908. Reports of medical officers concerning the physical condition of Chinese arriving in the United States. (Never.) 9 x 12 vols., 3 ft., on wooden shelf. Dirty. Attic. (1629)

447. PHOTOGRAPHIS PLATES AND PHOTOGRAPHS OF ALIENS, 1908 - 1914. Photographs of aliens admitted or deported through port of San Francisco. (Rarely, official.) 4 x 5 envelopes, 16 ft., on wooden shelves. Dirty. Attic. (1795)

448. APPLICATIONS FOR CERTIFICATES OF IDENTITY, 1909 - 1911. Requests by aliens for certified papers establishing identity. Filed chronologically and numerically. (Occasionally, official.) 9 x 11 stub file books, 1 ft., on wooden shelf. New vault. (2136)

449. CHINESE ENTRY CASES, 1910 - 1923. Records of proceedings and investigations of Chinese seeking admittance to the United States under classification as merchant, teacher, or student. (Rarely, official.) 8 x 11 books, 44 ft., on wooden shelves. Dirty. Attic. (1818)

450. DETENTION CARDS, 1910 - 1919. Giving description of detained aliens and names of steamships on which they arrived. (Never.) 4 x 7 bundles, 62 ft., on wooden shelves. Dirty. Attic. (1616)

451. IDENTIFICATION CERTIFICATES FOR CHINESE, 1910 to date. Certificates of identity for Chinese, giving name, date of arrival, and name of ship on which they arrived. (Daily, official.) 5½ x 8 folders, 1 ft., in wooden cabinet. New vault. (2260)

452. RECORD OF ALIENS HELD FOR SPECIAL INQUIRY, 1910 - 1927. Records of hearings of aliens held for special inquiry showing date, reason for hearing, and final disposition of case. Filed

alphabetically. (Frequently, official.) 12 x 14 vols., 1 ft., on wooden shelf. New vault. (2083)

453. ROOM ASSIGNMENTS, ANGEL ISLAND, 1910 - 1913. Daily record of rooms assigned to male and to female aliens at Angel Island. (Never.) 9 x 14 vols., 2 in., on wooden shelf. Attic. (1719)

454. DEPOSIT SLIPS AND CANCELLED CHECKS, 1911 - 1914. Records of monies deposited with the U. S. Treasury against disbursing account, and returned cancelled checks. (Never.) 3½ x 9 bundles, 1 ft., on wooden shelf. Poor. Attic. (1673)

455. PERSONNEL CORRESPONDENCE, 1911 to date. Regarding salary accounts, vacations, retirement of personnel, individual and general orders. (Daily, official.) 9 x 12 folders, 10 ft., in steel filing case. New vault. (2307)

456. EXPENDITURES, 1911 - 1923. Monthly report of expenditures giving dates of authorization, department number, name of person furnishing service, nature of item, and amount. (Never.) 8 x 10½ loose-leaf books, 1 ft. 6 in., on wooden shelf. Attic. (1796)

457. IMMIGRANT ACCOUNTS, Mar. 1, 1911 - Nov. 16, 1923. Accounts of deposits made for immigrants, showing amounts of charges and disbursements against deposits, and balance returned to immigrant. (Never.) 8½ x 11 bundles, 5 in., on shelf. Dirty. Attic. (1627)

458. CORRESPONDENCE ON IMMIGRATION CASES, Apr. 1911 - May 1932. Correspondence, reports of the medical examiner, local decisions on exclusions, and letters affirming right to enter the United States. (Never.) 8½ x 11 covers, 154 ft., on wooden shelves. Dirty. Attic. (1619)

459. COURT AND BOND RECORDS, 1912 to date. Complete history of incoming Orientals, records of court procedure, and amounts of bonds posted. (Occasionally, official.) 8 x 11 folders, 8 ft., in steel filing case. Main floor. (1964)

460. HEAD TAX AND QUOTA REPORTS, 1912 to date. Lists of all aliens paying head tax, and relative quota reports. Arranged numerically. (Daily, official.) 9 x 12 folders, 16 ft., in steel filing case. New vault. (2182)

461. INDEX TO SHIP DESERTERS, 1912 to date. Aliens known to have deserted from ships and are now illegally in the United States. Arranged alphabetically. (Daily, official.) 3 x 5 cards, 2 ft., in steel card cabinet. Main floor. (1899)

462. MISCELLANEOUS RECORDS, 1912 to date. Records of investigations, arrests, account of transits, pre-investigations,

landings and arrivals, deports from other districts, records of registrations, removals, naturalization, and immigration records. (Daily, official.) 8 x 11 folders, 890 ft., in steel filing cases. Old vault. (2119)

463. PHOTO PLATES AND FILMS, 1912 - 1936. Photographs and films used for identification of persons in arrests; and copies of documents of all types. (Frequently, official.) 4 x 5 and 5 x 7 photographs, 18 ft., in 102 drawers of wooden filing cases. Photographic dark room. (2050)

464. STATEMENT OF CURRENT ACCOUNTS, May 1, 1912 - Sept. 30, 1920. Commissioner of Immigration's affidavit as to correctness of accounts current, covering transactions of the Immigration Service. (Never.) 11 x 17 vol., 1 ft., on wooden shelf. Dirty. Attic. (1628)

465. ALIEN CERTIFICATES ISSUED IN INSULAR TERRITORIES, 1913 - 1917. Giving arrival date at insular port, description of alien, and final destination. (Rarely, official.) 4½ x 7½ loose sheets, 5 ft., on shelves. Dirty. Attic. (1798)

466. CHINESE AND JAPANESE CHECK-OUT SLIPS, 1913 to date. Departure records of Chinese and Japanese leaving the United States. (Weekly, official.) 9 x 12 folders, 26 ft., in wooden filing cases. New vault. (2219)

467. DISBURSING OFFICERS' RECORDS, Jan. 1, 1913 - Dec. 31, 1920. Record of checks drawn on U. S. Treasurer by disbursing officer for payment of immigrant labor. (Never.) 8½ x 17 loose-leaf books, 1 ft. 6 in., on wooden shelf. Dirty. Attic. (1626)

468. GENERAL CORRESPONDENCE, June 1, 1913 - Dec. 31, 1935. Correspondence from the Commissioner of Immigration and the inspector in charge at Angel Island station regarding detention, deportation, and admission of aliens. (Never.) 8 x 11 covers, 4 ft., on wooden shelf. Dirty. Attic. (1684)

469. ARRESTS AND DEPORTATIONS, 1914 - 1930. Correspondence and reports relating to the arrest of aliens for violations of immigration laws, and records of decisions in deportation proceedings. (Daily, official.) 8½ x 11 folders, 102 ft., in wooden transfer cases. Attic. (1574)

470. ARRIVAL AND DEPARTURE CERTIFICATES FOR CHINESE, 1914 to date. Giving complete description of Chinese with photographs and name of sponsors, records of testimony, arrivals, departures or deportations, proceedings used for comparison of testimony, and establishment of identity of Chinese. (Daily, official.) 9 x 12 folders, 1650 ft., in steel filing cases. New vault. (2117)

471. IDENTIFICATION CARDS, 1914 - 1928. Showing seamen permitted temporary entry into the United States but who overstayed their allotted period and were subsequently apprehended. (Occasionally, official.) 4 x 6 cards, 1 ft., in wall case. Dirty. New vault. (2082)

472. CHINESE LETTERS AND TRANSLATIONS, 1914 - 1926. Letters written in Chinese with English translations regarding alien Chinese desiring to enter the United States as laborers or immigrants. (Never.) 4 x 6 vols. and bundles, 3 ft. 2 in., on wooden shelves. Dirty. Attic. (1683)

473. MISCELLANEOUS REPORTS AND CERTIFICATES, 1914 - 1926. Hookworm certificates, ship passenger lists, immigrant aliens admitted, departure permits, and photographs of aliens. (Never.) 9 x 12 bundles, 39 ft., on floor. Poor. Attic. (1599)

474. REPORTS ON CHINESE ARRIVALS, 1914 - 1918. Case history of each alien immigrant seeking entrance to the United States at the port of San Francisco, with statement of final disposition of each application for admission. (Never.) 11½ x 16½ loose sheets, 30 ft., in wooden boxes. Torn, dirty, scattered, ink faded. Attic. (1597)

475. MEDICAL CERTIFICATES FOR ALIEN SEAMEN, 1915 - 1924. Medical certificates sent to Commissioner of Immigration certifying to the physical and mental condition of alien seamen held in quarantine. (Rarely, official.) 5½ x 8 folders and bundles, 21 ft., on wooden shelves. Dirty, torn. Attic. (1831)

476. ARRIVALS AND DEPARTURES OF ALIENS AT ANGEL ISLAND, 1917 - 1922. Number and nationality of aliens arriving and departing from Angel Island each day. (Rarely, official.) 5 x 8 vols., 6 in., on wooden shelf. Dirty, bindings broken. Attic. (1720)

477. ALIEN SEAMENS' IDENTIFICATION CARDS, 1917 - 1918. Photographs and descriptions of alien seamen. (Never.) 3 x 6 bundles, 9 in., on shelf. Dirty. Attic. (1620)

478. BOARDING OFFICERS' REPORTS, 1917 - 1934. Giving time of arrival of vessel, time boarded and detentions, if any. (Daily, official.) 9 x 12 loose sheets, 52 ft., in filing cases. New vault. (2118)

479. CHINESE PHOTOGRAPHS, 1918 to date. Photographs of Chinese who are denied permission to depart from and return to the United States. (Daily, official.) 9 x 11 vols., 2 in., on shelf. New vault. (2026)

480. ALIEN HEAD TAX REFUNDS, 1919 to date. Form 514, records of head tax refunds including transit certificates, certifying to

the departure of party or parties, and name of steamer on which passage was taken. (Occasionally, official.) 3 x 8 and 8½ x 11 bundles, 5 ft., on shelves and in steel card cabinets. Main floor and Attic. (1709, 1931)

481. SPECIAL INQUIRY DETENTION CARDS, 1920 - 1922. Giving full description of aliens detained for inquiry as to their right to enter the United States. (Rarely, official.) 5 x 7 bundles and cards, 3 ft., on bench. Dirty, scattered. Attic. (1769)

482. DAILY REPORTS, 1921 - 1926. Daily reports by workmen employed in engine house. (Never.) 8 x 14 vols., 3 in., on wooden shelf. Bindings broken. Attic. (1721)

483. REPORTS OF COMMISSIONER OF IMMIGRATION TO THE COMMISSIONER GENERAL OF IMMIGRATION, July 1, 1922 - Oct. 1, 1926. Bills covering maintenance other than subsistence of aliens, subject to later revision and correction. (Never.) 8 x 10 bundles, 8 in., on wooden shelf. Dirty, and in bad condition. Locked room in attic. (1686)

484. MONTHLY REPORTS BY COMMISSIONER OF IMMIGRATION, July 1, 1922 - Oct. 1, 1926. Showing maintenance costs of the local station. (Never.) 8 x 10 bundles, 8 in., on shelf. Torn. Attic. (1685)

485. DAILY NIGHT GUARD REPORTS, 1923 - 1932. Giving number of Chinese, Japanese, Europeans, East Indians, and Koreans in general and female quarters; in hospital, and received during watch. (Never.) 8½ x 10 bundles, 1 ft. 8 in., on shelf. Attic. (1707)

486. JAPANESE DEPARTURE RECORDS, 1924 - 1925. Records of individual Japanese travelers entering and departing from the United States. Indexed. (Daily, official.) 9 x 12 folders, 6 ft., in wooden drawers. New vault. (2181)

487. DISCHARGE OF ALIENS FROM HOSPITAL, Apr. 1, 1924 - June 1, 1930. Doctor's daily reports to the Commissioner of Immigration of the discharge of aliens from hospital. (Never.) 8 x 11 bundles, 1 ft., on wooden shelf. Dirty. Attic. (1618)

488. INWARD PASSENGER LIST OATHS, Oct. 4, 1924 - Sept. 8, 1926. Descriptive list of passengers, showing nationality and intended destination, sworn to by master of vessel. (Never.) 5 x 14 bundles, 8 ft., on wooden shelves. Dirty. Attic. (1615)

489. PERSONNEL RECORDS, 1925 to date. Confidential records of all employees at immigration office, giving name, address, sex, residence, and other information. (Occasionally, official.) 8 x 11 folders, 4 ft., in steel filing cases. Main floor. (1900)

490. BILLS AND FINES, 1926 - 1932. Notices of bills, fines, and other sums due the Government under immigration laws and regulations. (Never.) 6 x 8 bundles, 1 ft., on wooden shelf. Torn. Attic. (1678)

491. PERSONAL HISTORIES OF ORIENTALS, 1926 to date. Showing activities of outgoing Orientals while in the United States and proposed destinations and activities of those entering. (Daily, official.) 3 x 5 cards, 8 ft., in wooden card cabinets. Main floor. (1887)

492. HOSPITALIZATION OF ORIENTALS, 1928 to date. Correspondence regarding applications of Orientals for admission to hospital, record of visits, treatments given, and disposition of cases. (Frequently, official.) 9 x 12 folders, 30 ft., in wooden filing cases. Main floor. (1885)

493. DEPORTATION RECORDS OF ORIENTALS, 1928 to date. Giving name, destination, steamer, class, and residence. (Frequently, official.) 9 x 12 folders, 8 ft., in steel filing case. Main floor. (1884)

494. TELEGRAMS RELATING TO IMMIGRATION CASES, 1928 - 1932. Messages to and from the San Francisco office regarding alien immigrants encountering difficulties involving their rights to enter the United States. (Never.) 8 x 11 bundles, 10 ft., on wooden shelves. Attic. (1797)

495. DISPOSITION OF ALIENS, Oct. 26, 1928 - July 15, 1931; Mar. 22, 1932 to date. Notices sent to steamship companies regarding disposition of aliens, ordering them to be delivered, detained on board, or removed. (Never.) $4\frac{1}{2}$ x 11 vols., 3 in., on wooden shelf. Attic. (1685)

496. DEPARTURE MANIFESTS, 1929 to date. Showing family and given name, age, sex, and name of steamer on which departed. (Frequently, official.) 16 x 21 vols., 20 ft., on wooden shelves. Main floor. (1930)

497. DEPORTATION WARRANTS, 1929 to date. Warrants issued for deportation of alien criminals, showing photograph, age, height, and nationality. (Frequently, official.) 8 x 11 folders, 18 ft., on wooden shelves. Attic. (1596)

498. PRE-EXAMINATION RECORDS, 1929 to date. Lists and descriptions of passengers pre-examined at Canadian ports, verified by boarding officer at port of San Francisco before ship's departure. (Daily, official.) 5 x 6 cards, 7 ft., in wooden boxes. New vault. (1997)

499. U. S. CITIZENS' MANIFESTS, 1930 to date. Record of returning citizens at first United States port of entry. (Daily, official.) 14 x 18 vols., 8 ft., on wooden shelves. New vault. (2025)

500. DEPARTURES OF ORIENTALS, 1932 to date. Applications for departure, giving names and descriptions of Orientals with dates of entry and departure from Angel Island immigration station. (Daily, official.) 3 x 5 and 5 x 8 cards, 3 ft., in wooden filing case. Main floor. (1845)

501. REFUSALS FOR FILIPINO ADMITTANCE, May 9, 1934 to date. Record of Filipinos refused admittance and detained at immigration station until deported. (Frequently, official.) 9 x 12 folders, 3 ft. 6 in., in steel filing case. Main floor. (1886)

502. CONDENSED RECORD OF PENDING CASES, 1935 to date. Temporary record pertaining to pending cases of Chinese applying for departure, and records of return permits, giving names, steamer, class, and residence. (Daily, official.) 3 x 5 and 5 x 8 cards, 1 ft., in wooden transfer case. Main floor. (1847)

503. CORRESPONDENCE REGARDING ALIEN ENTRIES, 1935 to date. Correspondence, instructions and official rulings on applications, departmental correspondence concerning status, and ruling on aliens applying for entry. (Daily, official.) 8 x 12 folders, 3 ft., in wooden cabinet. Main floor. (1846)

504. IMMIGRATION CASES - PENDING, 1935 to date. Records of pending appeals, fine and deportation cases, and claims for baggage. (Frequently, official.) 9 x 12 loose-leaf books, 1 ft., in concrete vault. Main floor. (1843)

505. INCOMING ORIENTALS, 1935 to date. Showing names of steamers, list of passengers, ticket numbers, classes, and residence with first disposition of each case. (Frequently, official.) 14½ x 16 vols., 1 ft., on desk. Main floor. (1842)

506. CORRESPONDENCE ON PENDING CASES, Jan. 1936 to date. Pertaining to pending cases ready for examination and hearings of Chinese violating the immigration laws, and records of appealed cases and departures. (Daily, official.) 8½ x 11 folders, 4 ft., in steel drawers. Main floor. (1840)

FIELD SERVICE BRANCH
DISTRICT 19, DISTRICT SUB-OFFICE
INSPECTOR IN CHARGE
Appraisers Bldg., Sansome and Washington Sts.

507. CREW MEMBER LISTS, 1903 to date. Filed by the masters of ships, giving names of each member of crew of vessels entering this port. (Daily, official.) 18 x 18 loose sheets, 3 in., in wooden case. R. 64. (1781)

508. IDENTIFICATION CARDS FOR UNITED STATES CITIZENS, 1914 - 1919. Issued to United States citizens going to sea during the World War with photograph attached to each card. (Never.) 3 x 5 cards, 2 ft. 8 in., in steel filing case. R. 64. (1809)

509. CORRESPONDENCE AND REPORTS ON ILLEGAL ENTRIES, 1915 to date. Regarding aliens suspected of illegal entry into the United States, and correspondence relative to deportation cases. (Daily, official.) 9 x 12 folders, 48 ft., in steel filing cases. R. 64. (1787)

510. RULES AND REGULATIONS, 1915 to date. Rules, regulations, and instructions governing this department, for the guidance of its personnel. Filed alphabetically. (Daily, official.) 9 x 12 folders, 6 ft., in steel filing case. R. 64. (1799)

511. SEAMEN'S HEAD TAX IDENTIFICATION CARDS, 1917 to date. Showing that seaman is in the United States legally, and that he can be lawfully employed through U. S. ports and on vessels carrying the U. S. flag, giving name, age, birth date, nationality, photograph, and distinguishing marks, if any. (Frequently, official.) 3 x 5 cards and photographs, 3 ft., in filing case. R. 64. (1800)

512. ARRIVALS AND DEPARTURES AT PORT OF SAN FRANCISCO, 1918. Summaries of immigrant inspectors' reports, showing name of vessel, number, date arrived, class, where from, date vessel left port, list of crew carried and checked, and date clearing card was issued. (Frequently, official.) 3 x 4 cards, 12 ft., in filing case. R. 64. (1804)

513. LOOKOUT INDEX, 1918 - 1919. Showing records and photographs of persons for whom immigration inspectors and customs officers are on the lookout to prevent re-entry into the United States. (Never.) 3 x 5 cards, 6 in., in filing case. R. 64. (1807)

514. SEAMEN'S IDENTIFICATION CARDS, 1918 - 1921. Alien seamen's duplicate identification cards issued under Rule 10 of the Immigration Regulations, Act of May 22, 1918, with photographs and left thumbprint attached. (Frequently, official.) 5 x 6 forms,

84 ft., in filing cases. R. 64. (1808)

515. RE-ENTRY PERMITS - CLOSED, 1919 - 1920. Showing name, address, age, nationality, occupation, countries to be visited, object of trip, duration, permit granted or refused, date, signature of alien, and name of agent signing permit. (Never.) 3 x 5 cards, 8 in., in filing case. R. 64. (1810)

516. WARRANTS AND ARRESTS, 1920 to date. Information and warrants of arrest for East Indians wanted by the immigration and custom officers, reports of interviews with suspects conducted by immigration inspectors at the city police department. Indexed. (Daily, official.) 8 x 9 folders, 8 ft., in filing case. R. 64. (1802)

517. INSPECTION REPORT ON VESSELS ARRIVING, 1921 - 1924. Showing name of vessel, number, date arrived, where from, classification, number of aliens, nationality, number certified, and agent's name. (Never.) 4 x 5 cards, 7 ft., in filing case. R. 64. (1811)

518. ALIEN CHINESE IDENTIFICATION CARDS, 1924 to date. Cards enabling inspectors to identify photographs of Chinese through means of physical marks or defects, either natural or acquired. (Daily, official.) 3 x 5 cards, 1 ft., in filing case. R. 64. (1785)

519. BOARDING OFFICERS' REPORTS, 1924 to date. Giving general conditions, number of aliens, and number of United States citizens found aboard ship upon entry at this port. (Daily, official.) 8 x 9 folders, 4 ft., in wooden cabinet. R. 64. (1782)

520. SHIP DESERTERS, 1924 to date. Records of deserting seamen who have gained illegal entry into the United States. (Daily, official.) 3 x 5 cards, 2 ft. 4 in., in wooden filing case. R. 64. (1784)

521. DOCKET ON DEPORTATION CASES, 1925 to date. Showing name, address, nationality, charges, warrant requested, when issued, date of hearing, name of inspector, institution where detained, action taken, and record of report to bureau. (Daily, official.) 5 x 8 cards, 13 ft. 4 in., in filing cases. R. 64. (1788)

522. FILIPINO REPATRIATION CASES, 1925 to date. Correspondence pertaining to alien Filipinos illegally in this country with notations regarding warrants for arrest. (Daily, official.) 9 x 12 folders, 3 ft. 6 in., in steel filing case. R. 64. (1805)

523. CORRESPONDENCE AND CIRCULARS, 1925 to date. General orders, rules, regulations, and correspondence pertaining to the operations and guidance of this department, its officers, and

others concerned. Arranged alphabetically. (Older records, occasionally; current records, daily, official.) 9 x 10 and 10 x 12 loose-leaf books, 4 ft., in wooden filing case and in steel cabinet. R. 64. (1779, 1806)

524. TRIP, OR TICKLER FILE, 1926 to date. For ascertaining promptness of aliens in answering correspondence or keeping appointments. (Daily, official.) 3 x 5 cards, 56 ft. 5 in., in filing case. R. 64. (1786)

525. APPLICATIONS FOR RE-ENTRY PERMITS, 1928 to date. Form 502, applications for re-entry permits issued to aliens, and correspondence. (Daily, official.) 8 x 9 folders, 8 ft., in filing case. R. 64. (1780)

526. CORRESPONDENCE REGARDING SUSPECTS, 1928 to date. Records of known communists, persons suspected of being communists, and aliens suspected of communistic sympathies. (Daily, official.) 8 x 9 folders, 2 ft., in steel filing case. R. 64. (1801)

527. RETURN PERMIT RECEIPTS, 1929 to date. Post cards mailed from Washington to person applying for re-entry permits and filed as a receipt when permit is released by this office. (Daily, official.) 3¼ x 5½ post cards, 16 ft. 10 in., in filing cases. R. 64. (1789)

528. SEAMEN'S IDENTIFICATION, 1930 to date. Form 685, issued to alien seamen for the purpose of entering and departing from United States ports; Form 501, correspondence between this office and interested persons relating to the issuance of permits. (Daily, official.) 8 x 9 folders, 6 ft., in filing case. R. 64. (1803)

529. CORRESPONDENCE RELATIVE TO RADICALS, 1934 to date. Pertaining to known radicals and those suspected of radicalism, and warrants of arrests. (Daily, official.) 9 x 10 folders, 2 ft., in filing case. R. 64. (1812)

530. TEST CARDS, n.d. Written in different foreign languages, and used for testing literacy of immigrants. (Occasionally, official.) 3 x 5 cards, 6 in., in drawer of filing case. R. 64. (1783)

FIELD SERVICE BRANCH
DISTRICT 20, DISTRICT SUB-OFFICE
ASSISTANT DISTRICT DIRECTOR
U. S. Post Office and Courthouse Bldg., 7th and Mission Sts.

531. PRELIMINARY PETITIONS FOR NATURALIZATION, 1898 - 1933. Form 2214, preliminary petition, giving name, nationality, and address of petitioner, place and date of filing, name of ship in which arrived, full description of case, names and addresses of two witnesses. (Occasionally, official.) 8 x 11 folders, 56 ft., in wooden filing cases. R. 335. (3843)

532. CLOSED CITIZENSHIP PETITIONS, 1906 - 1935. Lists of citizenship petitions granted showing name of judge, court in which granted, complete description of petitioner, number of children, place of birth, age, date petition was granted or denied, and place of residence of petitioner. (Occasionally, official.) 9 x 11 folders, 70 ft., in steel filing cases. R. 254. (3527)

533. CLOSED CRIMINAL PROSECUTIONS, 1906 - 1935. Complete histories of cases and decisions. (Rarely, official.) 9 x 15 folders, 8 ft., in steel filing case. R. 254. (3528)

534. INDEX TO PETITIONS FOR NATURALIZATION, 1915 - 1932. Showing name and address of petitioner, and number of petition. (Frequently, official.) 5 x 9 loose sheets, 84 ft., in wooden filing cases. R. 254. (3614)

535. NATURALIZATION PETITIONS, 1916 - 1929. Complete history of case, place and date of birth, date and means of arrival, name of petitioner, and whether papers were granted or denied. (Frequently, official.) 4 x 8 loose forms, 4 ft. 6 in., in wooden filing case. R. 254. (3792)

536. CANCELLATIONS OF NATURALIZATION PAPERS, 1920 - 1934. Records of cancellations due to irregularities in securing citizenship. (Occasionally, official.) 8 x 11 folders, 2 ft., in wooden filing case. R. 335. (3859)

537. RESTORATION CASES, 1920 to date. Applications and affidavits by former American citizens for restoration of citizenship, giving names, dates and places of birth, places of arrival, restoration granted or denied; also records of cases where former papers were lost or destroyed. (Occasionally, official.) 8 x 11 folders, 5 ft., in wooden filing case. R. 335. (3842)

538. STATE AID CORRESPONDENCE, 1922 to date. Correspondence between this office and various state officers regarding applicants for naturalization. (Occasionally, official.) 8 x 11 folders, 4 ft., in steel filing case. R. 254. (3588)

539. CERTIFICATES OF ARRIVAL, 1926 - 1935. Issued to aliens on entrance into the United States, showing name of petitioner, means of travel, date and place of arrival. (Frequently, official.) 4 x 8 loose forms, 1 ft., in steel filing case. R. 254. (3793)

540. DOCKET LIST, PRELIMINARY HEARINGS ON NATURALIZATION, 1926 to date. Index and resume of all preliminary hearings in naturalization cases. (Occasionally, official.) 9 x 16 loose sheets, 4 ft., in steel filing case. R. 254. (3529)

541. EXAMINER'S REPORT OF FINAL RECOMMENDATIONS, 1926 - 1930. Showing date of examination, number of persons examined, whether approved or denied, name of judge before whom examined, and date petition was signed. (Frequently, official.) 3 x 5 cards, 4 ft., in steel filing case. R. 254. (3791)

542. CLOSED CANCELLATION CASES, 1927 to date. Records and data showing reason for revocation of naturalization papers, and correspondence between this and the United States Attorney's offices. (Occasionally, official.) 9 x 11 folders, 4 ft. 6 in., in wooden filing case. R. 335. (3841)

543. EXPENSE CORRESPONDENCE, 1928 - 1930. Correspondence to and from examiners, relating to rules and regulations regarding expenditures for travel during preceding month. (Occasionally, official.) 8 x 11 folders, 24 ft., in steel filing case. R. 335. (3858)

544. CORRESPONDENCE REGARDING RESTORATION CASES, 1928 - 1934. To and from the State Department pertaining to lost or destroyed naturalization papers; also affidavits of persons asking for reissuance of same. (Occasionally, official.) 8 x 11 folders, 1 ft. 1 in., in wooden filing case. R. 335. (3840)

545. COMPLETED DECLARATIONS, 1929 - 1934. Dept. of Labor Form A-2213, application for certificate of arrival and preliminary form for a declaration of intention, showing name and address of applicant, date of arrival in the United States, name of vessel and steamship company, birthplace of parents, head tax paid, report of examination, whether entry was through Canada or Mexico with signature and present address of applicant. (Frequently, official.) 8 x 11 loose sheets, 132 ft., in steel filing cases. R. 254. (3805)

546. EXAMINERS' COMPLETED CALENDARS, 1930 - 1934. Showing location, activities, and expenses of examiners on certain dates, completed monthly. (Occasionally, official.) 8 x 12 envelopes, 1 ft., in wooden filing case. R. 335. (3857)

547. PENDING CASES IN U. S. DISTRICT COURT AT SAN FRANCISCO, 1930 to date. Name of petitioner, number of case, date, manner

and place of arrival with signature of Commissioner of Naturalization. (Frequently, official.) 4 x 8 loose forms, 1 ft., in wooden filing case. R. 254. (3806)

548. PENDING CASES IN OUTSIDE COURTS, 1930 to date. Form 161, showing name of petitioner, number of case, date, manner and place of arrival with signature of Commissioner of Naturalization. (Frequently, official.) 4 x 8 loose forms, 1 ft., in wooden filing case. R. 254. (3794)

549. NATURALIZATION APPLICATION CORRESPONDENCE, 1931 to date. Correspondence with applicants giving a complete history of case handled by this office. (Occasionally, official.) 8 x 11 folders, 6 ft., in wooden filing case. R. 254. (3590)

550. CORRESPONDENCE REGARDING COMPLETED DECLARATIONS, 1932 to date. From other district directors of immigration and naturalization, giving information on applicant's declaration of intention, and complete history of case. (Frequently, official.) 8 x 11 loose forms, 9 ft., in steel filing case. R. 254. (3807)

551. CORRESPONDENCE REGARDING APPLICANTS FOR CITIZENSHIP, 1932 to date. Giving complete history of applicant. (Frequently, official.) 8 x 11 folders, 10 ft., in wooden filing case. R. 254. (3708)

552. CORRESPONDENCE RELATING TO PENDING CASES, 1932 to date. Between officers of this department and applicants relative to petitions, applications, and declarations for naturalization. (Frequently, official.) 8 x 11 folders, 8 ft., in wooden filing case. R. 254. (3653)

553. CORRESPONDENCE REGARDING LOST PAPERS, 1932 to date. Communications between this office and applicants pertaining to papers lost or destroyed. (Occasionally, official.) 9 x 11 envelopes, 4 ft., in steel filing case. R. 254. (3613)

554. PENDING PETITIONS, 1932 to date. For citizenship showing name, place of birth, age, and complete history of petitioner. (Frequently, official.) 8 x 11 folders, 20 ft., in wooden filing cases. R. 254. (3707)

555. RESTORATION INDEX, 1932 to date. Showing name and address of petitioner. (Frequently, official.) 3 x 5 cards, 32 ft., in wooden filing case. R. 254. (3589)

556. PENDING APPLICATIONS FOR NATURALIZATION, 1935 to date. Giving birthplace, age, relatives, and information necessary to enable court to grant or deny citizenship papers. (Frequently, official.) 8 x 11 folders, 10 ft., in wooden filing case. R. 254. (3709)

557. DENIAL INDEX, n.d. Giving name and address of petitioner and reason for denial of application for naturalization. (Frequently, official.) 3 x 5 cards, 3 ft., in wooden filing case. R. 254. (3804)

## SAN LUIS OBISPO

FIELD SERVICE BRANCH
DISTRICT 20, DISTRICT SUB-OFFICE
IMMIGRANT INSPECTOR
Federal Bldg., 893 Marsh St.

This station was established about 1924. Its primary function is the apprehension of aliens attempting illegal entrance into the United States through Port San Luis, about twelve miles southwest of San Luis Obispo. Reports and records are sent to the district office at Los Angeles.

558. SHIP MANIFESTS, 1920 to date. Dept. of Labor Form 689, statement of master of vessel regarding changes in crew prior to departure, showing names of vessel and master, date, port, number of seamen at time of arrival, names of those discharged, sick or who have deserted at first port of call in the United States, detailed list of all seamen that were signed for voyage, with signature of master and names of line owners and local agents. Filed chronologically. (Frequently, official.) 9 x 9 loose sheets, 6 ft., on 6 wooden shelves. R. 8. (28)

559. TRAIN INSPECTION CARDS OF CHINESE, 1921 - 1925. Records of inspection of Chinese passengers on trains going through San Luis Obispo. (Never.) 3 x 5 cards, 1 ft., in card cabinet. R. 8. (32)

560. DEBARRED AND DEPORTED CASES, 1922 to date. Showing name of ship on which alien arrived, manifest number, name, age, race, nationality, sex, birthplace, conjugal status, occupation, ability to read or write, last residence, class of passage, future residence, by whom passage paid, amount of money on person, place debarred, date, cause, BSI number, medical certificate, physical description, and reasons for deportation. (Daily, official.) 3 x 5 cards, 1 ft. 6 in., in card cabinet. R. 8. (33)

561. IMMIGRATION FILE, 1924 to date. Records of deportations, registrations of aliens, re-entry permits, individual case records, verifications of arrivals, seamen's identification cards, voluntary departures, student immigration, trade treaty applications, temporary visitors, Chinese United States citizens, Chinese aliens exempt, Chinese laborers, deportation parties, extensions, investigations, libel proceedings, lookout notices, passes, prosecutions,

statistical and annual reports to Los Angeles headquarters, and general correspondence. Filed numerically. Indexed. (Frequently, official.) 9 x 12 folders, 10 ft., in 5 drawers of steel filing cases. R. 8. (26)

562. INDEX OF RE-ENTRY PERMITS AND NOTIFICATION CARDS, 1924 to date. Index to applications for re-entry permits and notification cards for delivery of permits in the general files, showing name and address of applicant, office at which to call for permit, number of application, and signature of applicant. (Daily, official.) 3 x 5 cards, 6 in., in card cabinet. R. 8. (34)

563. INDEX TO GENERAL FILE, 1924 to date. Showing general contents of file. (Daily, official.) 3 x 5 cards, 1 ft. 9 in., in 2 card cabinets. R. 8. (27)

564. GENERAL ORDERS, Aug. 1924 to date. Form 1-230, general serial orders issued from Washington regarding immigration, naturalization, deportation, and re-entry permits. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft., in filing case. R. 8. (30)

565. INDEX TO ALL GENERAL ORDERS, Aug. 1924 to date. Showing location of general orders from central office. (Daily, official.) 3 x 5 cards, 6 in., in card cabinet. R. 8. (29)

566. VESSEL INDEX, Jan. 1925 to date. Specifying arrival dates of ships, manifest of ships crew, and port of entry and embarkation. (Daily, official.) 3 x 5 cards, 1 ft., in card cabinet. R. 8. (31)

567. GENERAL FILE, 1932 to date. Detailed personnel and miscellaneous accounts, overtime accounts and accounts with Federal Reserve Banks, correspondence with boards of special inquiry, reports of office management, general investigations, leaves of absence, lookout notices, notices of voluntary departure in lieu of deportation without warrant proceedings, miscellaneous statistical reports to Los Angeles headquarters, general correspondence, identification cards for employees, personnel records, property reports, check-outs, bonds of employees, financial statistics, naturalization expatriations, depositions, cancellations, and correspondence regarding smuggling and appeals. Filed numerically. Indexed. (Daily, official.) 9 x 12 folders, 2 ft. 3 in., in 3 drawers of steel filing case. R. 8. (24, 25)

## SAN PEDRO

FIELD SERVICE BRANCH
DISTRICT 20, DISTRICT SUB-OFFICE
INSPECTOR IN CHARGE
Immigration Bldg., 22nd and Signal Sts.

This station was established in 1914, and as it is located on a harbor, it serves as port of entry for the city of Los Angeles. It has jurisdiction over the harbor and the contiguous area. All reports are sent to the district headquarters at Los Angeles.

568. INDEX TO RECORD OF ARRIVAL OF VESSELS, Feb. 24, 1904 - May 8, 1936. SPL Form 349, showing name of vessel, date of arrival, name of port from which sailed, total number of crew, aliens, first, second and third class passengers, stowaways, deserters, and discharged seamen. Arranged alphabetically. (Daily, official.) 3 x 5 cards, 22 ft. 3 in., in 28 drawers of card cabinets. R. 32, center. (723)

569. MANIFESTS OF ALIENS EMPLOYED ON VESSELS AS MEMBERS OF CREW, Feb. 24, 1904 - May 8, 1936. Labor Form 680, showing name and affidavit of master, signature of immigration inspector, name of vessel, date of arrival, port of embarkation, names of crew members, their lenth of service at sea, and position, when and where engaged, age, race, nationality, and personal description. Filed chronologically. Indexed. (Occasionally, official.) 19½ x 21½ vols. (184), 47 ft. 3 in., on 18 steel shelves. R. 32, center. (725)

570. PASSENGER MANIFEST, July 1, 1910 to date. Labor Form 500, list of first cabin passengers; Labor Form 500 A, list of alien second cabin passengers; Labor Form 500 B, list of third cabin alien passengers, furnished by the commanding officer to the United States Immigration Service upon entering United States ports. Labor Form 621, arrivals; Labor Forms 630 A and 630 B, list of United States citizens re-entering United States ports, showing name of ship, ports of embarkation and arrival, dates, head tax status, name and description of passenger, nationality, race, place of birth, classification of visa, place and date of issue, last permanent address, by whom passage was paid, final destination, time alien intends to remain in the United States, if intention to become citizen, and whether excluded or deported before. Manifests of transient passengers; lists of passengers on vessels entering this port; ship surgeons' reports of injuries, diseases, births, and deaths; list of transfers from ship to ship. Filed chronologically. Indexed. (Frequently, official.) 19 x 22 loose-leaf books (140), 42 ft. 2 in., on steel shelves. R. 32. (427, 718)

571. INDEX OF SMUGGLING SUSPECTS, July 5, 1911 - Feb. 10, 1931. Showing name, file number, date, and brief description of

suspect. Filed alphabetically. (Never.) 3 x 5 cards, 1 ft. 1 in., in card cabinet. Brittle, dirty, ink faded. Front Office. (699)

572. ALIEN DEPORTATION AND REJECTION RECORDS, Jan. 1914 - Dec. 1932. Labor Form 622, showing name of ship upon which alien arrived, manifest number, name, age, sex, race, marital status, birthplace, nationality, occupation, ability to read or write, last residence, class of passage, future residence, by whom passage was paid, amount of money on person, place from which debarred, date, cause, BSI number, medical certificate and physical description. Filed alphabetically. (Occasionally, official.) 3 x 5 cards, 10 ft., in 9 drawers of steel filing case. R. 32. (719)

573. INDEX OF ARRIVALS AND DEPARTURES, Apr. 25, 1916 - May 1936. Special Form 222, showing date, port, name of passenger, age, nationality, country of future residence, occupation, marital status, education, name of vessel, whether a citizen; Special Form 260, deportation and rejection, showing name, age, nationality, height, weight, last place of residence, destination, from what country debarred, cause of rejection, BSI record, manifest list numbers, and name of shipping company; Labor Form 621, arrivals, showing name of vessel and steamship company, port of embarkation, return permit, manifest numbers, name, occupation, education, race, last permanent address, future address, by whom passage was paid, medical certification, marital status, place of birth, and nationality. Filed alphabetically. (Daily, official.) 3 x 5 cards, 70 ft., in 60 drawers of steel filing cases. R. 32. (713)

574. ADMITTED AND DEBARRED ALIENS, 1917 - 1923. Record of annual reports of head tax assessments, board of special inquiry cases, outward passenger movement, and monthly list of debarred aliens by race. (Never.) 10 x 16 vols., 1 in., in wooden cabinet. Damaged by careless handling, brittle, dirty, torn, bindings broken. R. 32, storeroom. (736)

575. ALIEN SEAMEN IDENTIFICATION CARDS, Jan. 1917 to date. Labor Form 685, showing photograph, name, age, date of arrival, nationality, and identification marks and numbers. Filed alphabetically. (Occasionally, official.) 3 x 5 cards, 5 ft. 6 in., in 7 drawers of card cabinet. Front Reception Room. (702)

576. CHINESE SEAMEN IDENTIFICATION CARDS, 1917 - 1923. Labor Form 685, showing name, age, date of entry, identification marks, and photograph of seaman. Filed alphabetically. (Occasionally, official.) 3 x 5 cards, 1 ft. 8 in., in 2 drawers of card cabinet. Brittle. Front Reception Room. (701)

577. JAPANESE SEAMEN IDENTIFICATION CARDS, June 1917 - June 1931. Showing photograph, left thumbprint, signature of seaman, name, place of birth, place of parents' birth, if naturalized abroad, where and when, age, height, description of seaman, name

of vessel, flag, date of arrival, signature of immigration inspector, and name of port. Filed alphabetically. (Occasionally, official.) 3 x 5 cards, 4 ft., in 4 drawers of wooden filing case. Front Reception Room. (685)

578. ALIEN SEAMEN'S IDENTIFICATION CARDS, Jan. 1918 - Dec. 1923. Form L, showing photograph, left thumbprint of seaman, name, nationality, place of birth, place of parents' birth, where and when naturalized, if naturalized abroad, age, height, name of vessel and flag, date of arrival, description, and signature of customs inspector. (Occasionally, official.) 5 x 5 folders, 7 ft., in 6 drawers of steel cases. R. 32. (721)

579. CITIZEN SEAMEN'S IDENTIFICATION CARDS, 1918 - 1923. Form K, (now replaced by Labor Form 685), showing name, nationality, place of birth, general description of seaman, photograph, and fingerprints. Filed alphabetically. (Never.) 3 x 5 cards, 6 ft. 8 in., in 5 drawers of card cabinets. Brittle, dirty, ink faded. Reception Room. (700)

580. DEPARTURE MANIFESTS, 1918 - Feb. 1929. Labor Form 647, affidavit signed by master of vessel, showing total number of passengers departing, and certifying to validity of the information given. Filed chronologically. Indexed. (Occasionally, official.) 8½ x 11-3/4 vols. (50), 7 ft. 10 in., in 5 drawers of steel cabinets. R. 32. (716)

581. COASTWISE SEAMEN'S IDENTIFICATION CARDS, Aug. 1 - Jan. 13, 1918. Form E, issued to all seamen operating on American coastwise vessels during the World War, showing photograph, name, nationality, description, signature of seamen, and name of vessel. Filed chronologically. (Rarely, official.) 3 x 5 cards, 2 ft. 10 in., in 2 drawers of card cabinet. R. 32. (724)

582. CORRESPONDENCE INDEX, 1919. Correspondence relating to smuggling and information on ships and owners; also photographs of smuggler suspects. Filed alphabetically. (Never.) 3 x 5 cards, 2 ft. 4 in., in 4 drawers of cabinet. Brittle, dirty, torn. R. 32. (722)

583. GENERAL FILE OF IMMIGRATION CASES, 1919 - 1932. Correspondence, telegrams, and legal documents, pertaining to administration of immigration office, applications, primary inspection papers, Board of Special Inquiry appeals and summaries, cases held for BSI bonds, check-outs, Chinese investigations and certificates of identity, lists of consuls and consulates, decisions of courts, general information relating to deportations, duplicate identification cards, administrative fines, head taxes, investigations for extension of stay in the United States, alien certificates, visas of ineligible persons for citizenship, registration of aliens, delivery of registration certificates, investigation of registration

cases of other districts, duplicate registration cards; all matters pertaining to district office, Los Angeles local office, and airport; lookout notices for certain Chinese, Japanese, and Europeans and naturalization certificates of arrival; matters relevant to personnel, property, and inventories; prosecutions, return permits under Chinese Act; general re-entry permits, Act of 1924; annual allotment; special, statistical, monthly, uniform, time, and miscellaneous reports; contracts, requests for information, and requisitions for supplies; verifications of departures, escapes, medical inspections, and arrivals and departures of passengers at San Pedro Detention quarters; Federal Business association and national federation matters of federal employees; steamship accounts; San Pedro Airport schedules; seamen's identification cards; records of desertions, hospitalization of seamen, special privileges, and steamship inspection; San Ysidro airport; inadmissibles admitted in transit and checked out; transportation requests and verification of landing. See addenda for further description. Indexed. (Daily, official.) 9 x 11 folders, 168 ft. 5 in., in 96 drawers of steel filing cases. R. 32. (729)

584. GENERAL INDEX, 1919 to date. Showing name of individual, case number, and date when case opened. Arranged alphabetically. (Daily, official.) 3 x 5 cards, 15 ft. 2 in., in 17 drawers of steel filing cases. R. 4. (686)

585. LIST OF PASSENGERS ON BOARD, Nov. 6, 1920 - Mar. 24, 1924. Labor Form 582, alphabetical list of passengers on board, showing names of vessel and shipping company, port of arrival and date, voyage number, name of passenger, age, destination, and list number. Filed alphabetically. (Never.) 5½ x 13 vol., 1 in., in wooden filing case. R. 32, Storeroom. (733)

586. PROPERTY AND EQUIPMENT, 1921 to date. Showing name of article, item number, size and description, date requisitioned, date received, and cost. (Rarely, official.) 3 x 5 cards, 5 in., in steel filing case. R. 4. (689)

587. RECORDS OF CHINESE, May 8, 1923 to date. Correspondence and records of all Chinese (alien and citizens) who have entered or departed from this port. Indexed. (Daily, official.) 8½ x 11½ jackets, 36 ft. 8 in., in 20 drawers of steel filing cases. R. 8. (706)

588. INDEX OF CHINESE RECORDS, May 8, 1923 to date. Showing full name and aliases of Chinese, file and jacket numbers, and date first came into custody. Filed alphabetically. (Daily, official.) 3 x 5 cards, 5 ft. 8 in., in 5 drawers of steel cases. R. 8. (703)

589. NOTICE OF RE-ENTRY PERMITS ISSUED, July 1926 to date. Labor Form 104, showing name and address of applicant, office at

which to call for permit, numbers of permit and application, dates received, and signature of applicant. Filed alphabetically. (Occasionally, official.) 3 x 5 cards, 2 ft. 3 in., in 3 drawers of wooden filing case. Reception Room. (684)

590. HEAD TAX REFUND CERTIFICATES, Jan. 1927 - Dec. 1935. Labor Form 514, showing serial number, name of alien visitor or transit, name of port, manifest number, list number, name of vessel on which alien arrived, date admitted, tax guarantee or tax receipt number, name of steamship or railroad company, destination, via (name of port), signatures of immigrant inspector and visitor, or transit, description of alien; date, place and means of departure. Filed chronologically. (Never.) 5 x 7 bundles, 4 ft., in 4 drawers of wooden filing case. R. 32. (726)

591. MANIFEST OF OUTWARD BOUND PASSENGERS, Mar. 1929 to date. Labor Form 628, detailed record of passengers sailing for a foreign port, showing name of vessel, destination, affidavit by master, passenger's family and given name, age, sex, nationality, country of future permanent residence, country of birth, country of residence before coming to the United States, date of last arrival, last permanent address, race, occupation, marital status, date of naturalization, and summary of passengers as to class. Arranged chronologically. (Occasionally, official.) 16 x 23 vols. (86), 13 ft. 4 in., on 5 steel shelves. R. 32. (730)

592. INDEX TO CANADIAN NON-STATUS ADMISSIONS, July 1, 1929 - May 30, 1933. Labor Form 521, record of admission, showing full name and address of applicant, age, place of birth, names and ages of accompanying children under sixteen years of age, destination in the United States, occupation, intended length of stay, and signature of applicant. Filed alphabetically. (Occasionally, official.) 4 x 6 cards, 4 ft. 8 in., in card cabinet. Brittle, dirty. R. 32. (720)

593. CERTIFICATES OF REGISTRY OF CANADIAN ALIENS, July 4, 1929 to date. Showing name, serial number, age, sex, occupation, place of birth, nationality, race, last permanent address, destination, whether in United States previously, whom visiting, purpose for coming, time expected to remain, complete description of alien, name and address of nearest friend or relative, country from which alien came, medical certificate, and disposition made by the Board of Special Inquiry. Filed alphabetically. Indexed. (Daily, official.) 4 x 6 cards, 1 ft. 2 in., in wooden filing case. R. 4. (693)

594. RECAPITULATION OF CREW LIST, Nov. 1929 - Dec. 1932. Monthly records of totals of crews of vessels entering this port, date of arrival, flag, name of vessel, total number of crew of each, and number of aliens, stowaways, and persons with no visa. Arranged numerically. (Rarely, official.) 9 x 12 loose-leaf book, 1 in., on steel cabinet. Dirty. R. 32. (728)

595. GUARD RECORDS, July 1, 1930 - May 1935. Records of the guards in charge of passengers detained by immigration officers for investigation. (Never.) 8½ x 14 vols., 8 in., in wooden filing case. R. 32, Storeroom. (732)

596. RECORDS OF DEBARRED ALIENS, Jan. 1, 1931 to date. Giving names, ages, birthplaces, names of parents, and occupations of debarred persons applying for re-admittance to the United States. Filed alphabetically. (Frequently, official.) 3 x 5 cards, 2 ft. 5 in., in wooden filing case. R. 18. (696)

597. OVERTIME RECORDS OF EMPLOYEES, May 1, 1931 to date. Showing bill number, vessel, date, time, number of crew and passengers, boat inspected, amount charged, names of officers and vessel owner, broker, file number, date billed, and return date of vessel. (Daily, official.) 10 x 14 vol., 1 in., on table. Damaged by careless handling. Front Reception Room. (682)

598. BOARDING OFFICERS' REPORTS OF ARRIVING VESSELS, July 1932 - Apr. 1936. Name of vessel, date and time of arrival, time of departure and destination, passengers detained on board, whether aliens or citizens, reports of stowaways and seamen, and names of inspector and boarding officer. Filed chronologically. (Occasionally, official.) 8 x 11 vols. (45), 3 ft. 11 in., in 2 drawers of steel cabinet. R. 32. (714)

599. CHECK-OUTS, July 1932 - Apr. 1936. Form 7085, boarding officer's signed report, showing name of vessel, date checked out, ports of call, summary of passengers with special reference to aliens, Asiatics, and seamen deserting. Filed chronologically. (Occasionally, official.) 8½ x 11½ vols. (45), 1 ft. 2 in., in steel cabinet. R. 32. (715)

600. CREW LIST, May 1, 1933 to date. Labor Form 680, list of aliens employed on vessel as members of crew. (Daily, official.) 10 x 16 vols., 1 in., on table. Damaged by careless handling, ink faded. Front Room. (683)

601. SPECIAL INQUIRY DETENTION CARDS, July 28, 1933 - Apr. 5, 1935. Labor Form 509, showing status of passengers, number of case, name of vessel and line, time and date of arrival, destination, name of passenger detained, age, sex, nationality, race, occupation, cause of detention, and name of inspector. (Never.) 5 x 7 cards, 10 in., in steel filing case. R. 32, Storeroom. (731)

602. RECORD OF OUTGOING VESSELS, Aug. 1933 - Sept. 1935. Labor Form 628, showing name of vessel, passengers carried, name of broker, and date of filing departure manifests. Entered alphabetically. (Never.) 9 x 14 vols., 1 in., in wooden filing case. R. 32, Storeroom. (734)

603. NON-STATISTICAL ADMISSIONS, Jan. 1, 1934 to date. Record of Canadian aliens who have been previously admitted to the United States, showing name and address, place of birth, destination in the United States, intended length of stay, occupation, and date of admission. Filed chronologically. (Daily, official.) 4 x 6 cards, 2 ft. 2 in., in 2 drawers of wooden filing case. R. 4. (692)

604. DETENTION RECORD, May 1935 to date. Showing name of alien, date and hour detained, to whom expense of first meal is charged, initials of immigration inspector, date and hour released, last meal, money status, disposition of case, and initials of releasing immigration officer. Entered chronologically. (Daily, official.) 8½ x 14 vol., 1 in., in wooden desk. Reception Room. (698)

605. INSPECTION CORRESPONDENCE, June 30, 1935 to date. Regarding bonds for admission, hospital cases, extensions, Board of Special Investigations, crew and passenger inspections, and requests for information on landing. Filed chronologically. Indexed. (Daily, official.) 8½ x 11½ jackets, 5 ft. 6 in., in 3 drawers of steel filing case. R. 8. (707)

606. ALIENS GRANTED TEMPORARY STAY IN THE UNITED STATES, July 1, 1935 to date. Showing date of admission, name of vessel, class of travel, manifest reference number, length of time permitted to remain, and extensions. Filed alphabetically. (Daily, official.) 3 x 5 cards, 8 in., in wooden card cabinet. R. 4. (690)

607. CASES ACTED UPON BY THE SPECIAL BOARD OF INQUIRY, July 1, 1935 to date. Showing port and date of arrival, name of vessel, destination, name of alien, age, nationality, race, occupation, cause of detention and final disposition. Filed in order of hearings and in the following groups: Japanese aliens, pending; Japanese citizens, admitted; Chinese citizens, admitted; Chinese aliens admitted; other aliens admitted, admissions under bond; admissions on appeal, excluded by the Board of Special Inquiry, denied, no appeal; admission appeal. Filed chronologically. (Daily, official.) 5 x 7 cards, 8 in., in wooden card cabinet. R. 4. (694)

608. DEPORTATIONS, July 1, 1935 to date. Correspondence signed by various officials, relating to criminals, aliens, and undesirables who have entered or may seek to enter through this port. Filed numerically. (Daily, official.) 8½ x 11 folders, 1 ft. 6 in., in steel filing case. R. 15. (711)

609. GENERAL CORRESPONDENCE, July 1, 1935. Regarding reports on head tax, arrivals and departures, temporary visitors, fines, penalties, forfeitures, and general instructions. Filed chronologically. (Daily, official.) 9 x 11 folders, 2 ft., in 4 drawers of steel filing case. R. 4. (691)

610. IMMIGRATION AND NATURALIZATION FILE, July 1, 1935 to date. Labor Form 611, record of hearing before a Board of Special Inquiry, showing BSI number, name of alien, sex, age, date and time of hearing, names of inspectors, clerks and interpreter present; name of vessel, by whom held, and cause, date of arrival, class of passage, transcript of hearing, decision of board, time adjourned, name of chairman, and photograph of alien. Filed chronologically. Indexed. (Occasionally, official.) 8½ x 11½ folders, 1 ft. 10 in., in 2 drawers of steel cabinet. R. 8. (705)

611. INVESTIGATIONS, July 1, 1935 to date. Correspondence relative to misrepresentations in applications for citizenship by criminals, smugglers, and other undesirables. Filed alphabetically and numerically. Indexed. (Daily, official.) 8½ x 11 folders, 5 in., in steel filing case. R. 15. (710)

612. NATURALIZATIONS, July 1, 1935 to date. Showing name of individual number corresponding to index number in general file; particulars of investigation of each case are relative to applications for naturalization. Filed numerically. (Daily, official.) 8½ x 11 folders, 1 ft. 2 in., in steel filing case. R. 15. (712)

613. PERSONNEL AND COST MAINTENANCE FILE, July 1935 to date. Correspondence, pay vouchers, overtime vouchers, invoices, water, taxi, power, and laundry bills, and all matters relative to cost and maintenance of this department. Indexed. (Frequently, official.) 9 x 11 vols., 2 ft. 1 in., in 2 drawers of steel filing case. R. 4. (687)

614. INSTRUCTIONS TO PERSONNEL, July 1, 1935 to date. Regarding abandoning residence, accounts, arrests, automobiles, birth records, Board of Special Inquiries, Border Patrol on Canadian line, certificate of arrival and citizenship, change of name, check-outs, children, Chinese, citizenship, communications, consul regulations, contract labor, cooperation, court procedure, declaration of intention, deportations, districts, detention quarters, documents required of aliens entering the United States, duplicate naturalization papers, expatriation, exposition, Filipinos, fingerprinting, foreign port or place, government officials, head tax, immigration identification cards, naturalization, office management, orders and instructions, parole, passports, personnel, prosecutions, public relations, Puerto Rico, records, re-entry permits, and returning resident aliens. (Daily, official.) 9 x 11 folders, 1 ft. 2 in., in steel filing case. R. 4. (688)

615. RECORD OF ALIENS HELD FOR SPECIAL INQUIRY, July 1935 to date. Labor Form 518, showing name of alien, sex, age, name of vessel upon which arrived, date, cause of detention, name of inspector, date alien admitted, time allowed, date deported or rejected, and signature of chairman of Board of Special Inquiry. Filed chronologically. (Occasionally, official.) 18 x 19 loose sheets, 1 in., stapled to desk blotter. R. 8. (704)

616. RE-ENTRY PERMITS, July 1, 1935 to date. Labor Form 591, showing name of alien, file and jacket numbers, and date of origin of record; also photographs of alien, memo copy of the information shown in the passport presented by the alien, and signatures of the immigration officer and inspector in charge. Filed chronologically and numerically. (Occasionally, official.) 8½ x 11½ folders, 7 in., in filing case. Reception Room. (697)

617. REGISTRY, July 1935 to date. Showing name, name at time of entry, occupation, age, last residence prior to entry, present residence, date and place of arrival, means of travel, date of birth and country, height, race, complexion, description, place of registry, and recommendation of examining inspector. Indexed. (Daily, official.) 8½ x 11 folders, 11 in., in steel filing case. R. 15. (709)

618. TRANSMITTAL SHEETS, July 1935 to date. Form letters notifying the Immigration and Naturalization Service of ports of arrival of vessels; accompanied by statement of master regarding changes in crew prior to departure, showing name of vessel, date, and number in crew. (Occasionally, official.) 8 x 10½ bundles, 11 in., in steel filing case. R. 32. (717)

619. INDEX OF BOATS SUSPECTED, Aug. 15, 1935 to date. Showing names of vessels and those suspected of violating laws. Filed alphabetically, by name of vessel. (Occasionally, official.) 3 x 5 cards, 3 ft., in wooden filing case and in desk. R. 18. (695)

620. SMUGGLING, Aug. 26, 1935 - Apr. 25, 1936. Correspondence relating to smuggling of aliens, criminals, and narcotics, showing names of suspected persons and vessels. Filed numerically. Indexed. (Daily, official.) 8½ x 11 folders (6), ½ in., in filing case. R. 15. (708)

621. STENOGRAPHERS' NOTEBOOKS, n.d. Shorthand records of stenographers employed at the immigration offices. (Never.) 4 x 7½ vols., 6 ft., in wooden filing case. R. 32, Storeroom. (735)

## SANTA ANA

### FIELD SERVICE BRANCH
### DISTRICT 20, DISTRICT SUB-OFFICE
### ASSISTANT INSPECTOR IN CHARGE
### Federal Building, Bush St.

This station was established July 1, 1932. Monthly, semiannual and annual reports of results of all investigations are sent to the district office at Los Angeles. No papers have been destroyed.

622. BONDS, June 24, 1932 - June 1, 1935. Records of bonds with relative correspondence. (Occasionally, official.) 9 x 12 folders, 3/4 in., in filing case. R. 204. (75)

623. ANNUAL REPORTS AND CORRESPONDENCE, July 1, 1932 - June 30, 1935. On investigations, arrests, and other business of this office. (Occasionally, official.) 9 x 12 folders, 3 in., in filing case. R. 204. (88)

624. AUTOMOBILES AND OTHER VEHICLES, July 1, 1932 - Apr. 30, 1936. Acquisitions, transfers, monthly reports on operating costs of Government-owned vehicles, bills received and paid, and relative correspondence. (Occasionally, official.) 9 x 12 folders, 1 in., in filing case. R. 204. (73)

625. CHECK-OUTS AND VERIFICATIONS OF DEPARTURE, July 1, 1932 - June 30, 1935. Lists of repatriates and correspondence containing information in regard to same. (Frequently, official.) 9 x 12 folders, 1½ in., in filing case. R. 204. (76)

626. CORRESPONDENCE, July 1, 1932 - June 30, 1935. Letters to and from Communist Party groups, regarding "good citizenship" classes. (Frequently, official.) 9 x 12 folders, ½ in., in filing case. R. 204. (99)

627. DEPORTATION PROCEEDINGS UNDER DEPARTMENTAL WARRANTS AND INVESTIGATIONS, July 1, 1932 - June 30, 1935. Correspondence, records of warrant cases, re-investigations of probable illegal entrances involving deportation proceedings. (Occasionally, official.) 9 x 12 folders, 5½ in., in filing case. R. 204. (77)

628. DEPORTATION OF ALIENS DETAINED IN ORANGE COUNTY JAIL, July 1, 1932 - June 30, 1935. Record of all aliens arrested, imprisoned in this jail, and held for further investigation. (Frequently, official.) 9 x 12 folders, ¼ in., in filing case. R. 204. (102)

629. DEPORTATIONS, July 1, 1932 - June 30, 1935. Correspondence, reports, and lists of persons deported from the United States in this district. (Occasionally, official.) 9 x 12 folders, 1 ft. 2 in., in filing case. R. 204. (78)

630. FINANCIAL, July 1, 1932 - June 30, 1935. Correspondence and authorizations for the payment of monies by the inspector in the administration of business. (Frequently, official.) 9 x 12 folders, ¼ in., in filing case. R. 204. (100)

631. GENERAL INSTRUCTIONS, July 1, 1932 - June 30, 1935. Correspondence, mimeographed forms, and general instructions, pertaining to the operation of this department. (Daily, official.)

9 x 12 folders, 1 ft. 8½ in., in filing cases. R. 204. (85, 94)

632. IMMIGRANT STUDENTS, July 1, 1932 - June 30, 1935. Correspondence, reports, and lists of immigrant students in this district. (Frequently, official.) 9 x 12 folders, 1 in., in filing case. R. 204. (89)

633. INDEX, July 1, 1932 - Apr. 30, 1936. Index of all files in this office. Arranged alphabetically. (Daily, official.) 3 x 5 cards, 1 ft., in filing case and pasteboard card cabinet. R. 204. (104)

634. LEAVES OF ABSENCE GRANTED PERSONNEL, July 1, 1932 - Apr. 30, 1936. Correspondence and notifications, regarding leaves of absence and transfers. (Frequently, official.) 9 x 12 folders, 1 in., in filing case. R. 204. (101)

635. LOOK OUT NOTICES, July 1, 1932 - June 30, 1935. Correspondence, reports, lists, and identification reports regarding criminal classes and aliens debarred elsewhere. (Occasionally, official.) 9 x 12 folders, 8 in., in filing case. R. 204. (80)

636. MISCELLANEOUS ACCOUNTS, July 1, 1932 - Apr. 30, 1936. Reports, correspondence, bills, invoices, receipts, itemized accounts from oil and other companies. (Daily, official.) 9 x 12 folders, 8 in., in filing case. R. 204. (108)

637. NATURALIZATION, July 1, 1932 - June 30, 1935. Correspondence, reports, depositions, petitions, requests for duplicate papers, and reports on investigations, regarding naturalization matters. (Occasionally, official.) 9 x 12 folders, 3 in., in filing case. R. 204. (90)

638. NATURALIZATION DEPOSITIONS, July 1, 1932 - June 30, 1935. Statements of witnesses supporting petitions of aliens applying for naturalization. (Occasionally, official.) 9 x 12 folders, 1½ in., in filing case. R. 204. (98)

639. NATURALIZATION INVESTIGATIONS, July 1, 1932 - June 30, 1935. Correspondence and reports, regarding aliens desiring naturalization, and petitions of aliens applying for papers. (Occasionally, official.) 9 x 12 folders, 9 in., in filing case. R. 204. (97)

640. PASSES, July 1, 1932 - Apr. 30, 1936. Correspondence and monthly reports of travelling expenses and passes on railroads, steamships, and busses. (Occasionally, official.) 9 x 12 folders, ½ in., in filing case. R. 204. (83)

641. PERSONNEL RECORD FILE, July 1932 - Apr. 30, 1936. Correspondence and reports regarding employees at this station. Filed

according to decimal system. (Occasionally, official.) 9 x 12 folders, ½ in., in filing case. R. 204. (82)

642. PERSONNEL ACCOUNTS, July 1, 1932 - Apr. 30, 1936. Records, correspondence, data on pay roll, and instructions for handling of personnel accounts. (Daily, official.) 9 x 12 folders, 3/4 in., in filing case. R. 204. (95)

643. PROPERTY REPORTS, July 1, 1932 - June 30, 1935. Correspondence, specification sheets for purchase, and shipping memoranda, regarding property at this station. (Occasionally, official.) 9 x 12 folders, ½ in., in filing case. R. 204. (103)

644. RE-ENTRY PERMITS, July 1, 1932 - June 30, 1935. Correspondence and applications for re-entry into the United States of all persons, except Chinese. (Frequently, official.) 9 x 12 folders, 2 in., in filing case. R. 204. (87)

645. REGISTRATION OF ALIENS, July 1, 1932 - Apr. 30, 1936. Correspondence, reports, photographs, and data regarding alien investigations. (Older records, rarely; current records, daily, official.) 9 x 12 folders, 1 ft. 1 in., in filing case. R. 204. (70)

646. REGISTRATION OF ALIENS AT OTHER OFFICES, July 1, 1932 - Apr. 30, 1936. Correspondence, reports, and photographs collected during investigations of aliens and those sent from other districts for continuation or completion of cases. (Frequently, official.) 9 x 12 folders, 2½ in., in filing case. R. 204. (86)

647. REPORTS ON CHINESE IMMIGRANTS AND CITIZENS, July 1, 1932 - June 30, 1935. Correspondence, reports, and other data, regarding Chinese immigrants and citizens of the United States, trade treaty merchants, actors, laborers, "transits," and records of deportations. (Occasionally, official.) 9 x 12 folders, ½ in., in filing case. R. 204. (71)

648. SPECIAL REPORTS, July 1, 1932 - June 30, 1935. Correspondence and special reports not included under other filing classifications. (Frequently, official.) 9 x 12 folders, ½ in., in filing case. R. 204. (96)

649. TIME REPORTS, July 1, 1932 - Apr. 30, 1936. Charts, tabulations, and monthly time reports. (Frequently, official.) 9 x 12 folders, ½ in., in filing case. R. 204. (91)

650. VERIFICATIONS OF LANDING AND VOLUNTARY DEPARTURES, July 1, 1932 - June 30, 1935. Correspondence relating to entry and departure of aliens and contract laborers. (Frequently, official.) 9 x 12 folders, ½ in., in filing case. R. 204. (92)

651. PROSECUTIONS, Aug. 3, 1932 - Dec. 27, 1934. Correspondence and lists, pertaining to prosecution proceedings. (Occasionally, official.) 9 x 12 folders, ½ in., in filing case. R. 204. (81)

652. ATTORNEYS REPRESENTING ALIENS, Aug. 4, 1932 - Dec. 12, 1934. List of disbarred attorneys. (Occasionally, official.) 9 x 12 folders, ½ in., in filing case. R. 204. (74)

653. CONTRACT LABORERS, Sept. 21, 1932 - Dec. 12, 1933. Reports and correspondence, regarding contract laborers. (Frequently, official.) 9 x 12 folders, ½ in., in filing case. R. 204. (93)

654. REQUISITIONS FOR EXPENDABLE AND NON-EXPENDABLE PROPERTY, Sept. 23, 1932 - Oct. 12, 1934. Invoices, correspondence, and requisitions for office supplies. (Occasionally, official.) 9 x 12 folders, 3/4 in., in filing case. R. 204. (84)

655. EXTENSION OF TEMPORARY STAY PERMITS, Dec. 27, 1932 - Jan. 9, 1936. Correspondence and reports of investigations, regarding extensions of temporary stay permits for aliens in the United States. (Frequently, official.) 9 x 12 folders, 3 in., in filing case. R. 204. (79)

656. MISCELLANEOUS INVESTIGATIONS, Mar. 1, 1935 - Apr. 24, 1936. Correspondence and reports on special investigations of aliens. (Frequently, official.) 9 x 12 folders, 2½ in., in filing case. R. 204. (105)

657. MISCELLANEOUS REPORTS, Aug. 1935 - Apr. 1936. Mimeographed forms and monthly statistical reports of naturalizations. (Frequently, official.) 9 x 12 folders, 1 in., in filing case. R. 204. (106)

658. INSPECTION OF ALIEN CONTRACT LABOR, Oct. 17, 1935; Dec. 20 - Dec. 30, 1935. Correspondence, reports, and applications by aliens for exemption from contract labor law; also mimeographed instructions and reports on investigations from district headquarters. (Occasionally, official.) 9 x 12 folders, ¼ in., in filing case. R. 204. (72)

## SAN YSIDRO

FIELD SERVICE BRANCH
DISTRICT 20, DISTRICT SUB-OFFICE
INSPECTOR IN CHARGE
Government Inspection and Immigration Bldg.

This station was established in 1908, occupying space in the San Diego and Arizona Railway depot until 1920. It was then housed in some frame buildings on the west side of the highway at the border. In 1933 it was moved to its present location. It is probable that some of the records antedating the date of establishment, came from San Diego, as prior to the opening of that station, it was customary to forward their reports here. All correspondence and reports, immigration visas, applications for return permits, permits surrendered by aliens returning from Mexico, and information regarding abandonment of residence in the United States, are sent to Washington. Official records of the Board of Special Inquiry are sent to the district office at Los Angeles.

659. MANIFEST CARDS, 1904 to date. Record of alien arrivals, giving full name, age, sex, marital status, occupation, personal description, ability to read and write, nationality, birthplace, race, last permanent residence, and name and address of nearest relative. Filed alphabetically, by name. (Daily, official.) 4 x 6 cards, 96 ft., in 98 drawers of filing cases and in card cabinets. R. 101. (18)

660. PASSENGER MANIFESTS FROM PORT OF SAN DIEGO, 1904 - 1907. Passenger manifests used prior to the opening of this station, and forwarded here from San Diego for a permanent record. Information has been transferred to new manifest cards as a valuable entry check of aliens applying for naturalization. Filed chronologically. (Occasionally, official.) 18 x 32 covers, 3/4 in., in wooden drawer. R. 101. (24)

661. TEMPORARY DEPARTURE CARDS, 1904 - 1928. Records of alien residents leaving the United States at this point for temporary visits abroad. Filed alphabetically. (Daily, official.) 3 x 5 cards, 8 ft., in 12 drawers of card cabinets. R. 101. (12)

662. ALPHABETICAL INDEX TO GENERAL CORRESPONDENCE AND REPORTS, 1908 to date. (Daily, official.) 3 x 5 cards, 9 ft., in 13 drawers of steel card cabinets. R. 131. (27)

663. BORDER CROSSING CARDS, 1908 to date. Issued to all persons, residents or non-residents, citizens or aliens, who cross the border frequently, giving descriptions and photographs. Filed alphabetically. (Daily, official.) 4 x 6 cards, 32 ft. 6 in., in 33 drawers of transfer cases. R. 101. (19)

664. DEBARRED FILE, 1908 - 1930. Giving names and other data regarding aliens who are debarred or have been deported at this or other ports. Filed alphabetically. (Daily, official.) 3 x 5 cards, 4 ft. 3 in., in 6 drawers of card cabinets. R. 101. (17)

665. GENERAL CORRESPONDENCE AND REPORTS, 1908 to date. Letters pertaining to business of this station, reports of Board of Special Inquiry investigations and decisions, personnel applications, appeals, deportations, naturalizations, and non-admissable aliens. Filed chronologically and alphabetically, by subject. (Daily, official.) 8 x 10½ jackets and pockets, 135 ft., in 74 drawers of filing cases. R. 131. (13)

666. INDEX TO GENERAL FILES, 1908 to date. Arranged alphabetically, by subject and numerically. (Daily, official.) 3 x 5 cards, 4 ft., in 4 drawers of card cabinet. R. 131. (14)

667. MANIFESTS, 1908 - 1924. Old manifests of alien arrivals, showing name, age, sex, marital status, occupation, personal description, ability to read and write, nationality, birthplace and date, last place of residence, address of nearest relative in native country, and names of children under 16 years of age. Filed chronologically. (Rarely, official.) 8 x 10½ covers, 4 ft. 6 in., in 3 drawers of steel filing case. R. 130. (29)

668. NUMERICAL INDEX TO GENERAL CORRESPONDENCE AND REPORTS, 1908 to date. Previous to 1925 these were omnibus files, in chronological order, regardless of subject. In 1925 the system was changed, and files were classified according to subject, and given a file number in accordance with instructions of district office in Los Angeles. (Daily, official.) 3 x 5 cards, 2 ft., in 3 steel card cabinets. R. 131. (26)

669. NON-STATISTICAL RECORDS OF TEMPORARY ADMISSION, 1908 - 1924. Records now discontinued giving brief descriptions of aliens temporarily admitted to the United States. Filed alphabetically. (Daily, official.) 3 x 5 cards, 5 ft. 6 in., in 5 drawers of steel card cabinets. R. 101. (22)

670. STATISTICAL RECORDS, 1908 - 1924. Information regarding aliens admitted to the United States, and serving as an index to discontinued manifests. (Rarely, official.) 3 x 5 cards, 6 ft. 6 in., in 7 drawers of card cabinets. R. 101. (15)

671. STENOGRAPHIC RECORDS OF SPECIAL INQUIRY, 1914 to date. Records of hearings, special inquiries, and personnel investigations. (Older records, rarely; current records, daily, official.) 4 x 8 vols., 5 in., in filing case. R. 209. (11)

672. PERMANENT DEPARTURE RECORDS, 1917 to date. Aliens permanently departing from the United States at this port. Filed

alphabetically. (Daily, official.) 3 x 5 cards, 4 ft. 6 in., in 4 drawers of card cabinet. R. 101. (20)

673. PERSONNEL FILES, 1917 to date. Record of all personnel at this station with information regarding appointments, promotions, and leaves of absence. Arranged alphabetically. (Daily, official.) 10 x 12 folders, 1 ft., in steel filing case. R. 205. (21)

674. RECORDS OF VOLUNTARY DEPARTURE, 1917 to date. Name and description of aliens who have voluntarily left the United States in lieu of deportation. Filed alphabetically. (Daily, official.) 3 x 5 cards, 5 ft. 6 in., in 7 drawers of steel transfer cases. R. 101. (23)

675. IDENTIFICATION CARD FILE, 1920 - 1925. Identification forms, showing descriptions and photographs. Divided into the following classifications: Chinese, Japanese, other aliens, and citizens. Filed alphabetically. (Occasionally, official.) 3 x 5 cards, 6 ft., in 6 drawers of card cabinets. R. 131. (28)

676. STATISTICAL IMMIGRANT AND NON-IMMIGRANT MANIFESTS, 1925 to date. Information regarding incoming aliens who are now permanent residents of the United States and who have paid a "head tax," showing name, age, sex, marital status, ability to read and write, occupation, personal description, nationality, birthplace, race, past and permanent residence, names and addresses of relatives, etc. (Daily, official.) 4 x 6 cards, 5 ft. 6 in., in 6 drawers of card cabinets. R. 101. (16)

677. PERMANENT DEPARTURE INDEX, 1928 to date. Cross file containing brief records of all aliens leaving the United States from this port and declaring their intention to abandon residence here. Filed numerically. (Daily, official.) 3 x 5 cards, 2 ft., in 2 drawers of steel card cabinet. R. 131. (25)

## TECATE

### FIELD SERVICE BRANCH
### DISTRICT 20, DISTRICT SUB-OFFICE
### INSPECTOR IN CHARGE
### Custom House

This station was established in 1927, occupying some old buildings approximately one-quarter mile from the present location to which it moved in 1934. Its chief functions are registration and investigation of aliens, deportation of illegal entrants from Mexico and the apprehension of smugglers. It has no specific limits of jurisdiction as investigations frequently overlap

with the territory of similiar substations. With the abolishment of a substation at Campo in June 1933, all its records were brought here. All reports are sent to the district office at Los Angeles.

678. GENERAL CORRESPONDENCE, CAMPO, 1912 - 1933. Received and sent by the now discontinued station at Campo and regarding all subjects necessary in its work. Filed chronologically and alphabetically, by subject. (Monthly, official.) 8½ x 12 envelopes, 11 ft., in 5 drawers of filing cases. R. 102. (1713)

679. INDEX TO GENERAL CORRESPONDENCE, CAMPO, 1912 - 1933. Showing name or subject to which correspondence refers, date received, and file number. Arranged alphabetically, by subject. (Monthly, official.) 3 x 5 cards, 6 in., in filing case. R. 102. (1714)

680. INDEX TO OBSOLETE MANIFESTS, CAMPO, 1912 - 1924. Showing name of alien and file number of manifest. Arranged alphabetically. (Rarely, official.) 3 x 5 cards, 8 in., in filing case. R. 102. (1712)

681. MANIFEST CARDS, CAMPO, 1912 - 1933. Both obsolete and new forms of manifests, giving name, age, sex, place of birth, nationality, and family history of all aliens entering the United States at port of Campo. Filed chronologically and alphabetically. (Daily, official.) 4 x 6 and 8½ x 11 cards, 3 ft. 6 in., in 6 drawers of filing cases. R. 102. (1715)

682. OBSOLETE RECORDS, CAMPO, 1912 - 1933. List of correspondence and reports taken from regular file and sent to district office, with recommendation they be destroyed. (Never.) 8½ x 11 loose sheets, 1 ft. 6 in., in filing case. R. 102. (1716)

683. VOLUNTARY DEPARTURE CARDS, CAMPO, 1912 to date. Showing name, age, sex, place of birth, and nationality of persons allowed to depart voluntarily from the United States rather than be deported. Filed alphabetically, by name. (Daily, official.) 3 x 5 cards, 5 ft., in 6 drawers of filing cases. R. 102. (1717)

684. GENERAL CORRESPONDENCE, 1927 to date. Covering all subjects relating to the work of the immigration and naturalization office. Arranged alphabetically, by subject and numerically. (Daily, official.) 9 x 12 folders, 10 ft., in 7 drawers of steel filing cases. Reception Office. (1718)

685. INDEX TO GENERAL CORRESPONDENCE, 1927 to date. Showing name of person or subject, date communication received, and file number. Filed chronologically and alphabetically, by name and subject. (Daily, official.) 3 x 5 cards, 6 ft., in 4 drawers of filing case. Reception Office. (1719)

686. MANIFEST CARDS, 1927 to date. Record of aliens entering the United States or leaving on trips to Mexico, giving name, age, sex, place of birth, nationality, and family history of each alien. Filed alphabetically, by name. (Daily, official.) 4 x 6 cards, 12 ft., in 6 drawers of filing cases. Reception Office. (1720)

## VENTURA

FIELD SERVICE BRANCH
DISTRICT 20, DISTRICT SUB-OFFICE
IMMIGRANT INSEPCTOR
Old Hospital Bldg., 121 North Fir St.

This station was established about 1922, for the major purpose of admitting, excluding, or deporting aliens, and to supervise the examination for naturalization of aliens desirous of becoming citizens. It has jurisdiction over Ventura County. Useless papers are stored for three years then sent to district headquarters at Los Angeles. Documents called for by regulations or institutions are sent to Washington; all other reports are sent to district headquarters at Los Angeles.

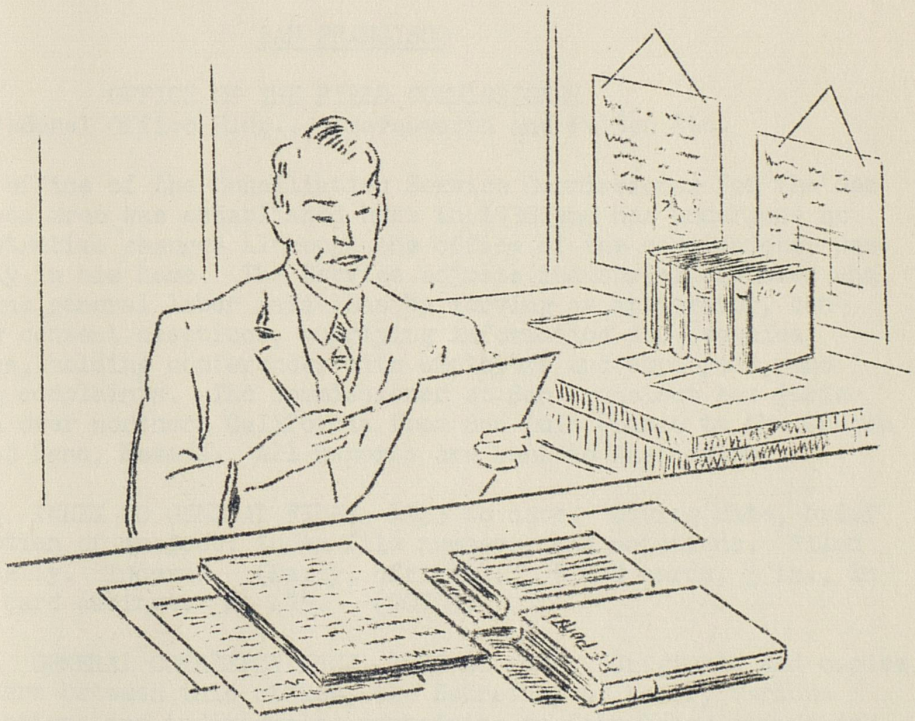
687. GENERAL FILE, 1922 to date. Monthly, semiannual, and annual reports to central office; general correspondence, naturalization records, lookout reports, registration certificates, reentry permits, financial reports, reports on deportation, and applications for extension of stay. Filed alphabetically, by subject. Indexed. (Daily, official.) 9 x 12 folders, 9 ft., in steel filing case. 3d floor. (34)

688. GENERAL INDEX, 1929 to date. Filed alphabetically, by subject. (Daily, official.) 3 x 5 cards, 2 ft. 6 in., in 5 drawers of card cabinet. 3d floor. (31)

689. INSTRUCTION FILE, 1929 to date. General instructions pertaining to accounts, accredited officials, appointments, bonds, deportation of Chinese, entry reports, Filipinos, fingerprints, naturalization, verifications of students' landings, visas, voluntary departures, and relative correspondence. Filed alphabetically, by subject. (Frequently, official.) 9 x 12 folders, 2 ft., in filing case. 3d floor. (32)

690. RE-ENTRY PERMIT CARDS, 1932 to date. Showing name and address of applicant, office at which to call for permit, number of permit, number of application, date received, and signature of applicant. Filed alphabetically. (Rarely, official.) 3 x 5 cards, 3 in., in card cabinet. 3d floor. (33)

# THE UNITED STATES CONCILIATION SERVICE.



# THE UNITED STATES CONCILIATION SERVICE

## LOS ANGELES

OFFICE OF THE FIELD COMMISSIONER
406 New Post Office Bldg.

(Not Surveyed)

## SAN FRANCISCO

OFFICE OF THE FIELD COMMISSIONER
Federal Office Bldg., Leavenworth and Fulton Sts.

The office of the Conciliation Service Commissioner for the San Francisco area was established here in 1938 and has undergone no administrative changes although the office of the commissioner was formerly in his home. The Service adjusts industrial disputes and maintains general labor relations by serving as arbitrator, conducting consent elections, supplying information and technical services, holding conferences with employers and employees, and hearing complaints. The commissioner at San Francisco has jurisdiction over northern California from San Luis Obispo to the Oregon line and Reno, Nevada. All reports are sent to Washington.

691. INDEX TO GENERAL FILES, 1933 to date. Giving date, brief description of subject, index file numbers, and notations. Filed numerically. Indexed. (Daily, official.) 5 x 8 cards, ¼ in., in wooden card cabinet. R. 475. (20705)

692. GENERAL CORRESPONDENCE, 1935 to date. Originals and copies of letters between this office, the Secretary of Labor, various organizations and individuals, pertaining to fair labor standards and other subjects relative to the general administration of this office. Filed numerically. Indexed. (Daily, confidential.) 9 x 12 and 9 x 15 folders, 2 ft., in steel and wooden filing cases. Rs. 471 and 475. (20699)

693. SUMMARIES OF DISPOSITIONS, 1935 to date. Correspondence, telegrams, labor controversy and strike data, complaints, and other confidential matter pertaining to labor disputes. Filed numerically. Indexed. (Occasionally, confidential.) 9 x 12 folders, 4 ft., in wooden filing case. R. 475. (20701)

694. FINAL REPORTS, 1938 to date. Showing date, file, situation, and disposition numbers; name and address of firm, number of males and females employed and involved in controversy, cause for dispute, date trouble began and ended, with signature of Commissioner of Conciliation. Filed numerically. Indexed. (Rarely, confidential.) 9 x 12 folders, 1 ft., in wooden filing case. Rs. 471 and 475. (20696)

695. PRELIMINARY REPORTS, 1938 to date. Showing date, final and situation numbers, name and address of firm, type of products manufactured, titles of firm officials, names and addresses of union and representatives, number of males and females employed and involved in situation, date trouble began, date of entry of this office in the situation, cause of dispute or questions at issue, remarks with signature of Commissioner of Conciliation. Filed numerically. Indexed. (Occasionally, confidential.) 9 x 12 folders, 1 ft., in wooden filing case. Rs. 471 and 475. (20698)

696. PROGRESS REPORTS, 1938 to date. Showing date, file number, name and address of firm, report of progress with those in dispute, remarks with signature of Commissioner of Conciliation. Filed numerically. Indexed. (Frequently, confidential.) 9 x 12 folders, 10 in., in wooden filing case. Rs. 471 and 475. (20697)

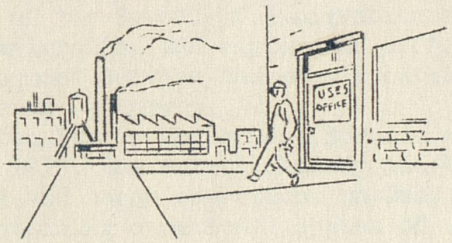
697. CIRCULAR LETTERS AND INSTRUCTION FILE, Jan. 1939 to date. Special report forms, reservations for hotel accomodations for commissioner, notification of appointments, pending cases, information for arbitration, copies of addresses by Secretary of Labor and others, list of cases handled, waterfront and miscellaneous matters. Filed numerically. Indexed. (Daily, confidential.) 9 x 12 folders, 1 ft., in wooden filing case. R. 475. (20703)

698. INDEX TO CIRCULAR LETTER AND INSTRUCTION FILE, Jan. 1939 to date. Showing date, index file numbers, brief description of circular letters of instructions with remarks. Filed numerically. Indexed. (Daily, official.) 5 x 8 cards, ¼ in., in wooden card cabinet. R. 475. (20704)

699. INDEX TO SPECIAL REPORTS, Jan. 1939 to date. Showing date, index file numbers, names and addresses of organizations and individuals, with notations. Filed numerically. (Daily, official.) 5 x 8 cards, ¼ in., in wooden card cabinet. R. 475. (20700)

700. SPECIAL REPORTS FILE, Jan. 1, 1939 to date. Correspondence, instructions from custodian, employment matters, personnel data, cooperative marketing, complaints, and miscellaneous. Filed numerically. Indexed. (Daily, official.) 9 x 12 folders, 1 ft., in wooden filing case. R. 475. (20702)

# UNITED STATES EMPLOYMENT SERVICE



# THE UNITED STATES EMPLOYMENT SERVICE

## INTRODUCTION

The United States Employment Service was established by the Department of Labor in 1914 under the authority derived from the statutory powers of the Division of Information of the Bureau of Immigration, where in 1907 a public employment system had been established in connection with the immigration station at New York. Prior to October 15, 1917 the United States Employment Service was conducted as a part of the Division of Information of the Bureau of Immigration. The funds necessary to carry on this work were taken from the immigration appropriations, and many of the field officers of the Bureau of Immigration acted in a dual capacity both as immigration and employment officials. The United States Employment Service became a separate unit in the Department of Labor on January 3, 1918.

The present United States Employment Service which succeeded the unit set up in 1918, was established by the Wagner-Peyser Act of June 6, 1933 and began operations on July 1, 1933. In setting up and maintaining a national system of employment, the USES operated through two types of offices - State Employment Service offices, established in accordance with the Wagner-Peyser Act and affiliated by agreement with the USES, and offices of the National Reemployment Service. The latter was an emergency agency set up on July 1933 as a division within the USES for the primary purpose of placing labor on projects financed with public works and emergency relief funds although it also placed workers in private industry.

California accepted the terms of the Wagner-Peyser Act by passing Assembly Bill No. 1122, approved June 1, 1935, and an affiliation agreement with the United States Employment Service was signed. The California Unemployment Reserves Act, passed the same year, created a Department of Employment and on July 1, 1936 that department, then renamed the California State Employment Service, took over the Division of State Employment Agencies, formerly a division of the Department of Industrial Relations. Approximately fifty-three National Reemployment offices were set up in areas not served by the then ten existing California State Employment offices. The activities of the NRS and CSES offices were coordinated to prevent overlapping, and as the facilities of the latter were enlarged, the offices and positions of the NRS were turned over to them. In California this transfer was completed in 1936. As now operated the employment service in California largely follows the provisions of the Wagner-Peyser Act, so its functions and operating procedure

will only be briefly outlined here:

The system provides a placement service for private industry and Government agencies, an administrative agency for unemployment insurance, a source of information for social planning, and occupational guidance. General organization is now on a regional basis with district offices and branch offices therein. Offices are departmentalized as follows: men industrial workers; women industrial and domestic workers; commercial and professional workers; juniors; and farm laborers (in agricultural districts only). Divisional organization is by two groupings - occupational and industrial. The occupational grouping includes, men's skilled and industrial, men's farm and unskilled, domestic and service, and commercial and professional. The industrial groupings includes, restaurant, hotel, home service, and industrial and skilled, and men's industrial and unskilled.

A provision of the enabling statute requires the USES to maintain a veterans' service to be devoted to securing employment of veterans. Known as the Veterans' Placement Service this division cooperates with state and national units of the major veterans' organizations and with the Veterans' Administration.

Under the terms of the Wagner-Peyser Act a special Farm Placement Service is maintained in states where large numbers of farm workers are required periodically for seasonal crops. Farm Placement Service supervisors coordinate the work of the local employment offices and plan for movement of large numbers of seasonal agricultural laborers.

It should be noted that on July 1, 1939, the United States Employment Service became a unit of the Social Security Board and thereby part of the Federal Security Agency established by President Roosevelt's Reorganization Plan No. I.

Following is information about employment service in California prior to affiliation with the USES:

On May 18, 1915 the California State Legislature authorized the opening of state free employment bureaus under the control of the Bureau of Labor Statistics. Fifty thousand dollars was allocated for this purpose and offices were opened in San Francisco, Oakland, Sacramento, and Los Angeles shortly following passage of the act. In 1917 an office was opened in Fresno, offices in San Jose and Stockton in 1918, and in Bakersfield in 1922. Seasonal offices, to serve the needs of agriculturists, also were operated at various times in Gilroy, Hollister, Modesto, Watsonville, El Centro, Chico, Marysville, Redding, and Eureka. In 1927 a Department of Industrial Relations was created and the employment offices were transferred to the Division of State Employment Agencies of this department.

At the time the Survey of Federal Archives was made, uniform forms were used in all the National Reemployment Service and California State Employment Service offices. A detailed description of these forms is given below, and only the form names and numbers appear in the abstracts.

USES Form 300, Daily Report of Applications, showing sheet number, code symbol and date, city - state - service, division or district, office and address, names of interviewer and person compiling report, kind of entry symbol, applicant's identification number, industrial and occupational code numbers, sex, year of birth, color, veteran status, length of unemployment with miscellaneous data. Filed chronologically.

USES Form 301, Report of Placements, showing sheet number, code, date, (city, state, service), division or district, name and address of office, names of interviewer and person compiling report, kind of entry, name of employer, applicant's identification number, industrial and occupational code numbers, sex, year of birth, color, veteran status, duration, amount of wages and other payments, week or day and hours with miscellaneous data. Filed chronologically.

USES Form 302, Summary of Activities, showing period, office, city, state, address, division or district, names of interviewer and person compiling report, total applications of men, women and veterans, carried over with additions and subtractions resulting from private and public employment, canceled or transferred out, total additions and subtractions with balance of active applications carried forward; additional items include total number of applicants reinterviewed, referrals to private and public employment, totals of field visits private and public, new or revisits, etc. Filed chronologically.

USES Form 304, Report of Additions and Subtractions; additions show total applications carried over, new, renewals, regular and reregistrations, automatic, applications transferred in with grand total of men, women and veteran additions; subtractions show placements, local (totals), private, public and other placements, clearance placements (total), private, public and other placements, applications cancelled and transferred out with total subtractions. Filed chronologically.

USES Form 308, showing list of recommendations to choose for checking, occupational title, duties performed, tools and materials used, qualifications, and other comments.

## Application Cards

There are four registration cards--USES Forms 310, 311, 312, and 326A, each showing date of application, name, address and telephone number of applicant, work qualified for, occupational classifications,

age, race, veteran status, length of unemployment, place and date of birth, citizenship, nationality, height, weight, physical condition, marital status, and living conditions.

In addition: Form 310 - Industrial Craftsman, showing whether or not union member, name of union local, years in trade, whether or not ownstools, whether able to read blueprints and micrometers, and estimating and drafting experience.

Form 311 - Commercial and Professional, showing typing speed, stenographic speed, ability to operate office machines and amount of experience with each, and membership in professional societies or organizations.

Form 312 - Domestic and Service Workers, showing size of uniform required, whether worker owns uniforms, cooking experience, full charge or assistant, serving experience, laundry experience, hand or machine, knowledge of practical nursing, and care of children.

Form 326A - Agricultural or Farm Workers, showing ability to milk cows and how many, operating milking machine, other members of family desiring farm work, and ability to provide transportation to job.

See Page 116 for filing information.

USES Form 315, General Order Form, showing name, address and telephone number of employer or firm, name and address of person to apply to, when and how reached, education and experience required, personality, physical, and other requirements, position open, number of openings, number to apply, industrial classification code, sex, age range, duration, code working under, code hours and wages, hours weekly, daily, and on Saturday or Sunday, industrial dispute existing or threatened, race, nationality, married or single, live at work or live out, time limit to fill, name of person taking order with date, with reverse side of form showing placement and referral record and action summary.

4 x 6 (white cards for men) are filed in three sections, open, pending, and closed and used for recording orders for workers in agriculture, industrial, professional, and commercial occupations.

USES Form 316, Domestic and Service Order, showing name, address, and telephone number of employer or firm, name and address of person to apply to, when, and how reached, duties; hand or machine operated laundry, cleaning, cooking, serving; number of other servants employed, size of house and number of persons in family, number and age of children, personality, physical, education, and other qualifications required; kind of position open, number of openings, number to apply, industrial classification, code, sex, age range, duration of position, hours weekly and daily, time off Saturday or Sunday, rate of pay, employee's living conditions if to live in employer's home, nationality, color, race, marital status, references, whether or not uniforms are furnished, caller privileges, time limit to fill positions, date and name of person taking order. Reverse side of form shows placement and

referral record, dates referred, names of applicants, results verified, and remarks; action summary shows dates filled, regular or temporary, closed or canceled and reasons, dates and number of renewed openings. Filed alphabetically, by name of worker.

USES Form 320, Introduction Card, franked card in three sections mailed by the designated office of the USES. First card is directed to the PWA engineer, showing date, project number, time, name and location of PWA engineer, applicant's name and address, position requested, veteran status, signatures of manager of USES and person making introduction; on acceptance of the applicant second card is retained by the contractor and third card, showing results of interview, is returned to office of origin.

USES Form 321, Applicant's Classification Index Card, showing applicant's full name, address, and telephone number, occupational and secondary classifications, with related comments. Filed alphabetically.

USES Form 324, Applicant's Renewal Card, franked post card with return section sent to applicant from manager of USES local office, requesting information as to whether applicant is still looking for work; return reply card showing date, whether applicant is still looking for employment, or is now employed, giving name and address of employer, comments with signature and address of applicant. Returned cards are filed alphabetically.

USES Form 325, Assignment Slip - Works Program, showing employee's name, address, and identification number, date, whether or not previously assigned to work project, certified or non-certified, case number, relief district, age, sex, date employee is to report for work, title of occupation, code, rate of pay, operating agency, requisition number, name, and number, location of project, and signatures of worker, foreman or supervisor, and assignment official. White copy sent to pay roll unit; blue copy to WPA Labor Management office; pink copy to WPA Area Statistical office; green copy to local public relief agency; yellow copy to employment office; salmon copy to applicant for delivery to foreman or supervisor.

USES Form 330, Firm Visit Card, showing name of firm, products or service, industrial classification, address, telephone number, type of building, head of firm, natural or artificial lighting, if adequate or inadequate, by whom visit was made and date, person interviewed and title, ventilation, impression of employer, present number of employees, noise, amount of space, maximum force, dates when busy and dull season begin and end, prospects of increasing force, whether union house, hours, vacation, overtime, training facilities of new employees, attitude toward public employment service, workmen's compensation; tabulated section of form showing name of department, number of employees, age, pay range, nationality, person to whom applicants are referred and title, opportunities

for promotion, special qualifications, and working conditions. Reverse side of form showing list of visits with dates, name and title of interviewer, and comments. Filed by name of industry, then alphabetically.

USES Form 340, Notice of Placement, (persons on relief rolls), showing date, check mark indicating private employment, public work other than works projects, employee's name and address, case number, relief district, assigned occupation, usual occupation, rate of pay, date of first pay-check, regular or temporary placement, name and address of employer with signature of manager. Note: Forms 340 and 360 have been combined and the new form is No. 360R.

USES Form 350, Applicant's Identification Card, showing office symbol or number, applicant's identification number, name, age, height, weight, classification and symbol, and date of registration; reverse side shows district and identification numbers, notice to applicant relative to change in address with signatures of applicant and interviewer.

A loose-leaf numerical record is kept of all identification card numbers which are assigned, to avoid using the same number more than once. A cancelled identification number is never reissued to another applicant.

USES Form 360, Notice of Failure to Report or Refusal to Accept Referral, showing date, name and address of local relief agency, name, address and case number of applicant, check mark indicating whether applicant did not answer call-in card or refusal of referral job with manager's signature. Note: Forms 340 and 360 have been combined and the new form is No. 360R.

FERA Form 144a, Individual Occupational Record, showing applicant's full name, sex, date of birth, number of workers, color or race, case number, name of head of family, relationship to head, cross references, ability to speak, read, and write English, years of high school and college, additional training, member of professional society, whether driver of car or truck, kind of license, apparent physical condition, height and weight. Office group; typing and stenographic speed, supervisory experience, statistical or accounting, type of experience, kind of machine operated. Construction group; trade, number of years, experience in reading blueprints, drafting or estimating experience, engineer's license and kind, supervisory experience, kind of machine operated; private employment record and work division employment record. Original copy (white), duplicate copy (blue).

FERA Form 600, Certificate of Eligibility, showing name, address, case number, relief district, telephone number, county, number of persons in case, race or color, whether or not received relief in May 1935, whether or not accepted for relief subsequent to May 1935,

date of certification, names of others in family, relationship to head, dates of birth, sex, marital status, priority ranking, now working, USES registration dates and occupation. Original copy (white) to employment office; duplicate copy (green) to WPA office.

FERA Form 601, Notice of Case Change, showing name, old and new addresses, old and new phone numbers of worker, and signature of official.

FERA Form 602, Cancellation of Certificate of Eligibility, showing effective date, case name, address, case and identification numbers, reasons for cancellation, date and signature of official.

CAL/WPA Form 16 (Revised), Introduction Form, for use of Division of Employment USES, State Relief Administration and other administrative divisions, showing district number, name of county, date, name and address of division, name and address of person being introduced, comments and signature with title of person referring.

WPA Form 401, Requisition for Workers, showing requisition number, date, location of operating agency and employment office requesting workers for indicated projects with numbers and locations, city, town, village, and county, description of projects, occupational title of workers, wage class, number and sex of workers requested, special requirements or conditions, rate of pay per hour or month, date, hour, and place to report for work, name of project foreman, and signature of requisitioning officer.

WPA Form 402, Reassignment Slip, showing employee's name and address, identification number, date, case number, relief district, age, sex, numbers of projects to which reassigned, date and hour to report ready for work, occupation, code, rate of pay per hour or month, description of project with location, name of foreman or supervisor, and signatures of worker, reassignment official and foreman or supervisor. White copy to worker for identification; blue copy to pay roll unit; pink copy to WPA Labor Management office; green copy to WPA Area Statistical office; yellow copy to employment office; salmon copy to local public relief agency; red copy retained by WPA Labor Management office.

WPA Form 403, Notice of Termination of Employment, showing employee's name and address, identification and case numbers, date, sex, race, certified or non-certified, title of occupation at which now working, location of project, date, hour, and day of week termination effective, name of project, reason for termination, signatures of person issuing order, person making approval, and worker. White copy to pay roll unit; blue copy for files of WPA Division of Employment; pink copy to project; green copy to Area Statistical office; salmon copy to worker.

WPA Form 404 (Revised), Reclassification Slip, showing employee's name and address, date, case and identification numbers, sex, race, certified or non-certified, assigned occupation, wage class, project number and location, statement of recommendation for worker and explanation of same, new title of occupation and wage class, signatures of foreman, person approving new classification, and worker, and effective dates. White copy to pay roll unit; blue copy for files of WPA Division of Employment; pink copy to project; green copy to Area Statistical office; salmon copy to worker.

WPA Form 600 (Revised), Certification of Eligibility, showing date, name, case number, address, total number of persons in case, telephone number, race, agency, relief district and county; WPA certification showing applicant's full names, primary classification (industry), identification number, secondary classification (industry), relation to head, veteran status, sex, marital status, date and place of birth, citizenship status, declared intent of alien and date and place; NYA certification giving same information as WPA certification, with all copies showing signature and title of person making certification. White copy to district assignment office; blue copy to Division of Employment; pink copy to the Operating Division.

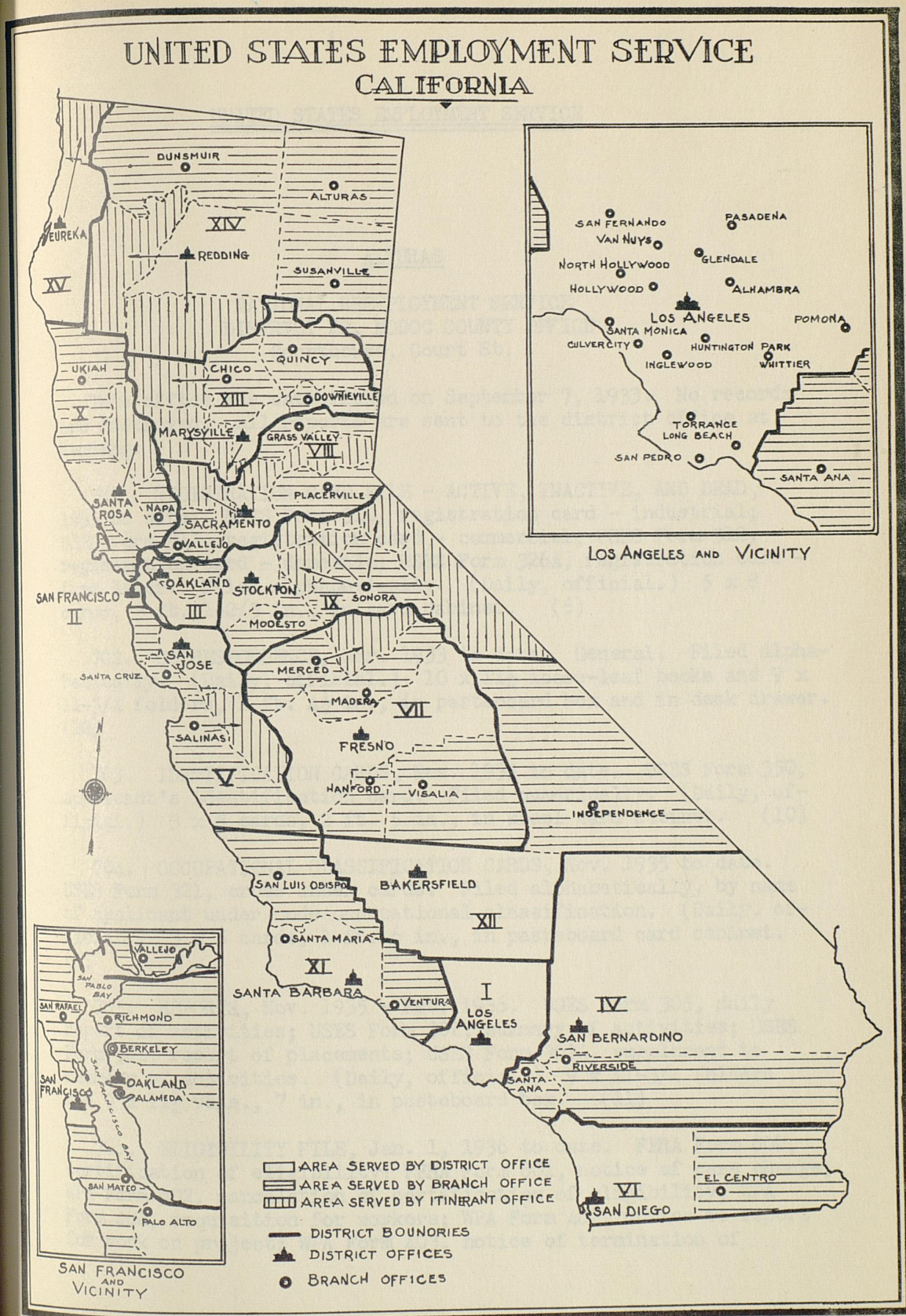
WPA Form 602, Cancellation of Certificate of Eligibility, showing effective date, case name, address, case and identification numbers, reasons for cancellation, date and signature of official.

## Filing Procedure

The application cards, USES Forms 310, 311, 312, 326A, are first placed in the ACTIVE file, where they are kept 30 days unless renewed (they must be renewed every 30 days). They are filed numerically under occupational code classifications, further separated into (1) unemployed, (2) self-sustaining employed, or (3) certified (eligible for, or working on, projects).

These classifications are broken down into (a) men and (b) women, in the smaller offices, and (a) industrial and labor, (b) commercial and professional, and (c) junior, in the offices in the larger metropolitan areas.

If an application card is not renewed within 30 days, or if the applicant has been placed, or has moved, the card is placed in the INACTIVE file. Here it is filed numerically by occupational code, then alphabetically. It remains in this file for one year, then is placed in the DEAD or CLOSED file, where it remains for one year and is then destroyed.


UNITED STATES EMPLOYMENT SERVICE
CALIFORNIA
DUNSMUIR
ALTURAS
EUREKA
REDDING
SUSANVILLE
XIV
XV
QUINCY
UKIAH
CHICO
XIII
DOWNIEVILLE
X
MARYSVILLE
GRASS VALLEY
VIII
PLACERVILLE
SANTA ROSA
NAPA
SACRAMENTO
VALLEJO
OAKLAND
STOCKTON
SONORA
SAN FRANCISCO
II
III
IX
MODESTO
SAN JOSE
SANTA CRUZ
MERCED
MADERA
VII
SALINAS
FRESNO
V
HANFORD
VISALIA
INDEPENDENCE
SAN LUIS OBISPO
BAKERSFIELD
XII
SANTA MARIA
XI
SANTA BARBARA
VENTURA
I
LOS ANGELES
IV
SAN BERNARDINO
RIVERSIDE
SANTA ANA
VI
SAN DIEGO
EL CENTRO
SAN FERNANDO
PASADENA
VAN NUYS
GLENDALE
NORTH HOLLYWOOD
HOLLYWOOD
ALHAMBRA
LOS ANGELES
POMONA
SANTA MONICA
CULVER CITY
HUNTINGTON PARK
INGLEWOOD
WHITTIER
TORRANCE
LONG BEACH
SAN PEDRO
SANTA ANA
LOS ANGELES AND VICINITY
VALLEJO
SAN PABLO BAY
SAN RAFAEL
RICHMOND
BERKELEY
SAN FRANCISCO
OAKLAND
ALAMEDA
SAN FRANCISCO BAY
SAN MATEO
PALO ALTO
SAN FRANCISCO AND VICINITY
AREA SERVED BY DISTRICT OFFICE
AREA SERVED BY BRANCH OFFICE
AREA SERVED BY ITINERANT OFFICE
DISTRICT BOUNDRIES
DISTRICT OFFICES
BRANCH OFFICES

## UNITED STATES EMPLOYMENT SERVICE

### ALTURAS

NATIONAL REEMPLOYMENT SERVICE
DISTRICT 22, MODOC COUNTY OFFICE
Courthouse, Court St.

This office was established on September 7, 1933. No records are destroyed. All reports are sent to the district office at Redding.

701. REGISTRATION CARD FILE - ACTIVE, INACTIVE, AND DEAD, 1933 to date. USES Form 310, registration card - industrial; USES Form 311, registration card - commercial; USES Form 312, registration card - domestic; USES Form 326A, registration card - farm labor. Filed alphabetically. (Daily, official.) 5 x 8 cards, 3 ft. 1-2/3 in., in card cabinet. (6)

702. CORRESPONDENCE, Mar. 1933 to date. General. Filed alphabetically. (Daily, official.) 10 x 11¼ loose-leaf books and 9 x 11-3/4 folders, 1 ft. 4½ in., in pasteboard box and in desk drawer. (12)

703. IDENTIFICATION CARDS, Nov. 1935 to date. USES Form 350, applicant's identification card. Filed numerically. (Daily, official.) 3 x 5 cards, 2 ft. 5 in., in steel card cabinet. (10)

704. OCCUPATIONAL CLASSIFICATION CARDS, Nov. 1935 to date. USES Form 321, cross index cards. Filed alphabetically, by name of applicant under code occupational classification. (Daily, official.) 3 x 5 cards, 1 ft. 6 in., in pasteboard card cabinet. (8)

705. REPORTS, Nov. 1935 - Feb. 1936. USES Form 305, daily report of activities; USES Form 302, summary of activities; USES Form 301, report of placements; USES Form 302A, supplement to summary of activities. (Daily, official.) 9 x 11-3/4 folders and 9 x 11½ vols., 7 in., in pasteboard box. (11)

706. ELIGIBILITY FILE, Jan. 1, 1936 to date. FERA Form 600, certification of eligibility; FERA Form 601, notice of case change; WPA Form 602, cancelation of certification of eligibility; WPA Form 401, requisition for workers; WPA Form 402, notice to report for work on project; WPA Form 403, notice of termination of

employment; WPA Form 404, reclassification slip; USES Form 325, assignment slip. (Daily, official.) 3 x 5 envelopes, 1 ft. 4 in., in pasteboard card cabinet. (9)

707. REFERRAL CARDS, Jan. 1, 1936 to date. Form 320, applicant's introduction card. Arranged alphabetically. (Daily, official.) 3 x 5 cards, 1 in., in wooden card cabinet. (4)

708. REGISTRANTS' ADDRESSES - ACTIVE AND INACTIVE, Jan. 1, 1936 to date. USES Form 321, cross index card. Filed alphabetically. (Daily, official.) 3 x 5 cards, 2 ft. 3/4 in., in wooden card cabinet. (5)

709. RENEWAL CARDS, Jan. 1, 1936 to date. USES Form 324, applicant's renewal card. Filed alphabetically. (Daily, official.) 3 x 5 cards 3 in., in pasteboard card cabinet. (7)

## BAKERSFIELD

CALIFORNIA STATE EMPLOYMENT SERVICE
BRANCH OFFICE
U. S. Employment Service Bldg., 1300 - 18th St.

This office was established in 1933. All reports are sent to the district office at Sacramento.

710. DAILY REPORTS, May 1933 to date. USES Form 300, daily report of applications; USES Form 301, report of placements; USES Form 302, summary of activities; USES Form 304, report of additions and subtractions. (Daily, official.) 8 x 11 folders, 3 in., in steel filing case. Office. (143)

711. ELIGIBILITY FILE, May 1933 to date. FERA Form 600, certificate of eligibility; FERA Form 601, notice of case change; WPA Form 602, cancelation of certificate of eligibility. (Daily, official.) 5 x 8 folders, 6 in., in steel filing case. Office. (145)

712. MISCELLANEOUS FILE, May 1933 to date. General correspondence, memoranda, and bulletins relative to NRS. (Frequently, official.) 10 x 12 folders, 3 in., in steel filing case. Office. (149)

713. PLACEMENT AND REFERRAL RECORD, May 1933 to date. USES Form 315, placement and referral record; USES Form 316, placement and referral record - domestic workers. (Frequently, official.) 4 x 6 cards, 6 in., in steel card cabinet. Office. (147)

714. REGISTRATION CARD FILE, May 1933 to date. USES Form 310, registration card - industrial; USES Form 311, registration card - commercial; USES Form 326A, registration card - farm labor. (Daily, official.) 5 x 8 cards, 1 ft. 6 in., in steel card cabinet. Office. (148)

715. REGISTRANTS' ADDRESSES, May 1935 to date. USES Form 321, cross index card. (Daily, official.) 3 x 5 cards, 6 in., in steel card cabinet. Office. (146)

716. IDENTIFICATION CARDS, Aug. 1935 to date. USES Form 350, applicant's identification card. (Daily, official.) 3 x 5 cards, 1 ft., in steel filing case. Office. (144)

## BERKELEY

### CALIFORNIA STATE EMPLOYMENT SERVICE
### BRANCH OFFICE
Shattuck Square Bldg., Shattuck Square

This office was established in April 1935 with jurisdiction over the city of Berkeley. All reports are sent to the district office at Sacramento.

717. MASTER INDEX FOR REGISTRATIONS - ACTIVE AND INACTIVE, Apr. 1935 to date. USES Form 321, cross index card. Filed alphabetically. (Daily, official.) 3 x 5 cards, 38 ft. 6 in., in 9 drawers of steel card cabinet and in 3 drawers of wooden card cabinet. Rs. 223, 224, and 227. (1161)

718. APPLICANTS' IDENTIFICATION CARDS, July 1935 to date. USES Form 350, applicant's identification card. (Daily, official.) 3 x 5 cards, 9 ft., in steel and wooden filing cases and in 2 boxes. Rs. 223, 224, and 227. (1163)

719. CERTIFICATION OF ELIGIBILITY, July 1935 to date. FERA Form 600, certificate of eligibility; FERA Form 601, notice of case change; FERA Form 602, cancelation of certification of eligibility. Filed alphabetically. (Daily, official.) 4 x 5 and 5 x 8 loose sheets, 6 ft., in 7 drawers of wooden filing cases. Rs. 223, 224, and 227. (1162)

720. CORRESPONDENCE, July 1935 to date. General correspondence covering all transactions and activities of this office. (Daily, official.) 8 x 11 loose sheets, 1 ft. 9 in., in steel filing case. Rs. 223, 224, and 227. (1159)

721. EMPLOYERS' EMPLOYMENT RECORDS, July 1935 to date. USES Form 315, placement and referral record. Filed alphabetically. (Daily, official.) 4 x 6 cards, 5 ft., in 4 drawers of steel filing case. Rs. 223, 224, and 227. (1160)

722. REGISTRATION CARDS - ACTIVE AND INACTIVE, July 1935 to date. USES Form 310, registration card - industrial; USES Form 311, registration card - commercial. Filed alphabetically. (Daily, official.) 5 x 8 cards, 14 ft. 9 in., in 10 drawers of steel filing cases and in 3 wooden boxes. Rs. 223, 224, and 227. (1158)

## CHICO

### NATIONAL REEMPLOYMENT SERVICE
### OFFICE OF DISTRICT 2
### Post Office Bldg.

This office was established in September 1933 and was moved from the City Hall to its present location in April 1934. It has jurisdiction over Plumas, Glenn, and Butte Counties. Useless papers are destroyed but all reports and records are sent to the state office at San Francisco.

723. FARM LABOR FILE, 1933 to date. USES Form 330, visit schedule; farm labor administrative bulletins, specifications, job research data, crop labor records, and general correspondence. Filed alphabetically. (Daily, official.) Variously sized folders and 5 x 8 cards, 1 ft. 2 in., in wooden box and in desk. R. 206. (90)

724. REPORTS, 1933 to date. USES Form 300, daily report of applications; USES Form 301, report of placements; USES Form 302, summary of activities; USES Form 302A, supplement to Form 302; USES Form 304, report of additions and subtractions; also general correspondence, bulletins and memoranda. (Frequently, official.) 8 x 10½ bundles (14) and 8½ x 11 loose sheets and loose-leaf books, 5 ft. 7 in., on shelf in steel vault. R. 206. (93)

725. DISTRICT FILE - ACTIVE, July 1933 to date. Monthly recapitulation of daily transactions. (Daily, official.) 8½ x 11 loose-leaf books, 3 in., in desk. R. 206. (92)

726. ASSIGNMENT SLIPS FILE, Sept. 1933. USES Form 325, assignment slips. (Daily, official.) 5½ x 8½ loose sheets, 8 in., in card cabinet. R. 206. (87)

727. ELIGIBILITY FILE, Sept. 1933 to date. FERA Form 600, certificate of eligibility; FERA Form 601, notice of case change; WPA Form 602, cancelation of certification of eligibility. (Older records, rarely; current records, daily, official.) 5 x 8 loose sheets, 5 ft. 11 in., in 5 wooden boxes. R. 206. (89)

728. GENERAL CORRESPONDENCE AND BULLETINS - ACTIVE AND INACTIVE, Sept. 1933 to date. Miscellaneous correspondence, bulletins, memoranda, books, manuals pertaining to National Reemployment Service rules, regulations, and procedures. Arranged by subject. (Older records, rarely; current records, daily, official.) 6 x 9 vols., 7 x 10 loose-leaf books, 8 x 11-3/4 loose sheets, and 9 x 12 folders, in steel vault. R. 206. (96)

729. IDENTIFICATION CARDS, Sept. 1933 to date. USES Form 350, applicant's identification card. Filed alphabetically, by name. (Daily, official.) 3 x 5 cards and folders, 2 ft. 11 in., in card cabinet, in wooden box, and in desk. R. 206. (88)

730. INDEX TO ADDRESS FILE, Sept. 1933 to date. USES Form 321, cross index card. Filed by class and alphabetically, by name. (Daily, official.) 3 x 5 cards, 3 ft. 10 in., in card cabinet. R. 206. (86)

731. INDEX TO LETTERS, Sept. 1933 to date. Letters of reference from former employers of National Reemployment Service applicants. Filed alphabetically. (Daily, official.) 3 x 5 cards, 11 in., in card cabinet. R. 206. (95)

732. INDEX TO VERIFIED EMPLOYMENT ORDERS, PLACEMENT, AND REFERRAL RECORD, Sept. 1933 to date. USES Form 316, placement and referral record. (Daily, official.) 4 x 6 cards, 1 ft. 10 in., in card cabinet. R. 206. (85)

733. OCCUPATIONAL FILE, Sept. 1933 to date. USES Form 310, registration card - industrial; USES Form 311, registration card - commercial; USES Form 312, registration card - domestic; USES Form 326A, registration card - farm labor. (Older records, rarely; current records, daily, official.) 5 x 8 cards, 5 ft. 9-1/3 in., in pasteboard box and in 3 wooden boxes. R. 206. (84)

734. PLACEMENT REPORT - INACTIVE, Sept. 1933 to date. NRS Form 1, placement report. (Never.) 5 x 8 loose sheets and 8½ x 11 folders, 2 ft., in wooden box and in desk. R. 206. (94)

735. DAILY WORK SHEETS - DEAD, May 16 - Aug. 21, 1935. Employment coordinator file. (Never.) 9 x 12 folders, 2 in., in desk. R. 206. (91)

736. NATIONAL YOUTH ADMINISTRATION - EMPLOYED - ACTIVE, Aug. 1935. List of National Youth Administration placements giving

name, address, employer, and type of work. (Daily, official.) 5 x 8 loose sheets, ½ in., in pasteboard box. R. 206. (98)

737. PROJECTS - GENERAL FILE, Aug. 1935 to date. Requisitions, exemptions, confirmation of Public Works Administration projects, and general correspondence. (Daily, official.) 9 x 12 folders, 2 in., in desk. R. 206. (97)

738. SUPPLEMENTARY FILE - DEAD, Oct. - Dec. 20, 1935. List of students in Diesel school. (Never.) 9 x 12 folders, 1 in., in desk. R. 206. (99)

## COLUSA

### NATIONAL REEMPLOYMENT SERVICE
### DISTRICT 4, COLUSA COUNTY OFFICE
### 859 Market St.

This office was opened in September 1933. It occupied quarters at 611 Market Street until the following November when it was moved to 650 Market Street. In August 1934, it was moved to 621 Market Street and in April 1935 to 105 Fifth Street, remaining at that location until November 1935 when it was moved to the present address. All reports are sent to the district office at Marysville.

739. INDEX TO EMPLOYERS, 1933 to date. USES Form 315, placement and referral record. Filed alphabetically, by name of employer. (Daily, official.) 4 x 6 loose sheets, 4 in., in wooden box. Front Office. (10)

740. GENERAL FILE, Sept. 1933 to date. Correspondence, requisitions, bulletins, memoranda, transmittal records of sheets pertaining to instructions for business procedure. (Daily, official.) 8½ x 12 and 9½ x 12 folders and loose-leaf books, 11 in., in wooden box and on table. Front Office. (15)

741. IDENTIFICATION CARD FILE, Sept. 1933 to date. USES Form 350, applicant's identification card. Filed numerically. (Daily, official.) 3 x 5 cards, 6 in., in wooden box. Front Office. (14)

742. REGISTRANTS' ADDRESSES, Sept. 1933 to date. USES Form 321, cross index card. Filed alphabetically. (Daily, official.) 3 x 5 cards, 7 in., in wooden box. Front Office. (9)

743. REGISTRATION CARD FILE - OCCUPATIONAL CLASSIFICATION FILE - ACTIVE, INACTIVE AND DEAD, Sept. 1933 to date. NRS Form 1, placement report; USES Form 310, registration card - industrial; USES Form 311, registration card - commercial; USES Form 312, registration

card - domestic; USES Form 313, registration card - labor; USES Form 326A, registration card - farm labor. (Older records, rarely; current records, daily, official.) 5 x 8 loose sheets, 9 in., in 3 steel cabinets. Front Office. (11)

744. REPORTS TO DISTRICT OFFICE, Sept. 1933 to date. USES Form 300, daily report of applications; USES Form 301, report of placements; USES Form 302, summary of activities; USES Form 302A, supplement to summary of activities; USES Form 304, daily report of additions and subtractions. Filed chronologically. (Older records, rarely; current records, daily, official.) 9 x 12 folders, 6 in., in desk. Front Office. (16)

745. CERTIFICATION FILE, 1935 to date. FERA Form 600, certificate of eligibility; FERA Form 601, notice of case change; WPA Form 602, cancelation of certificate of eligibility. Filed alphabetically. (Daily, official.) 5 x 8 loose sheets, 9 in., in 3 steel transfer cases. Front Office. (12)

746. RECORDS OF APPLICANTS, 1935 to date. USES Form 325, assignment slips; WPA Form 401, requisition for workers; WPA Form 403, notice of change in work status; WPA Form 404, reclassification slip. (Daily, official.) 4 x 6 loose sheets, 6 in., in steel card cabinet. Front Office. (13)

## CRESCENT CITY

### NATIONAL REEMPLOYMENT SERVICE
### DISTRICT 1, DEL NORTE COUNTY OFFICE
### Weber Construction Co. Office, 503 L St.

This office was established on October 19, 1933, occupying quarters at J and 2d Streets, until December 1, 1933. Subsequent to its removal to the present quarters, it occupied space at the following locations: Pickwick Stage Office, Dec. 1, 1933 - May 1, 1934 and City Hall, 751 - 2d Street, May 1, 1934 - October 1, 1936. Records are sent to the district office at Eureka.

747. DAILY REPORTS, Oct. 1933 to date. USES Form 300, daily report of applications; USES Form 301, report of placements; USES Form 302, summary of activities; USES Form 304, report of additions and subtractions. (Frequently, official.) $5\frac{1}{2}$ x 8 and $8\frac{1}{2}$ x 10 loose forms, 6 in., on wooden shelf. Office. (22)

748. REGISTRATION CARDS - ACTIVE, INACTIVE AND DEAD - MEN AND WOMEN, Oct. 1934 to date. Giving name of registrant, address, work qualification, occupational classification, industrial code, age, race, veteran, place and date of birth, height, weight, and

employment record. Women filed alphabetically; men, by classification. (Frequently, official.) 6 x 8 cards, 1 ft. 4 in., in wooden box. Office. (19)

749. IDENTIFICATION CARDS, Nov. 1935 to date. USES Form 350, applicant's identification card. (Daily, official.) 3 x 5 cards, 8 in., in wooden card cabinet. Office. (21)

750. CANCELATION OF CERTIFICATION OF ELIGIBILITY, Nov. 16, 1935 to date. FERA Form 601, notice of case change; FERA Form 602, cancelation of certificate of eligibility, due to leaving county, state, or for other reasons. Filed alphabetically. (Occasionally, official.) 5 x 8 loose forms, 1 ft. 4 in., in wooden box. Office. (20)

751. GENERAL CORRESPONDENCE, Nov. 16, 1935 to date. To and from State Director, San Francisco; registration and placement officers at Santa Rosa (Dist. 8), Oroville (Dist. 3), Eureka (Dist. 1), Alturas (Dist. 22), Napa (Dist. 8); manager and statistician (Dist. 1); WPA manager (Dist. 8) at Eureka; contractors at Smith River (Dist. 1); and individuals regarding employment. Filed alphabetically. (Frequently, official.) 8½ x 10 covers, 3 in., on wooden shelf. Office. (18)

752. INDEX CARDS, Nov. 16, 1935 to date. USES Form 321, cross index card. Filed alphabetically. (Daily, official.) 3 x 5 cards, 9 in., in wooden box. Office. (17)

## DOWNIEVILLE

### NATIONAL REEMPLOYMENT SERVICE
### DISTRICT 4, SIERRA COUNTY OFFICE
### Fischer Bldg.

This office was established in October 1933. The records are kept in one room, used as an office, in an old brick building with low fire risk. No records have been destroyed, and none are sent to Washington. Reports are sent to the district office at Marysville.

753. CANCELATION OF CERTIFICATION OF ELIGIBILITY, Oct. 1933 to date. WPA Form 602. Filed alphabetically. (Daily, official.) 5 x 8 cards, 8 in., in card cabinet. (21)

754. GENERAL FILE, Oct. 1933 to date. WPA Form 600, certificate of eligibility - SERA, data on CCC camps, daily NRS reports, project data, and general correspondence. (Daily, official.) 9 x 12 folders, 2 ft. 6 in., in wooden filing case. (19)

755. PERSONNEL FILE, Oct. 1933 to date. USES Form 325, assignment slip - Works Program. (Daily, official.) 4 x 6 and 5 x 8 cards, 3 in., in wooden card cabinet. (20)

756. REGISTRATION FILE, Oct. 1933 to date. USES Form 310, registration card - industrial; USES Form 311, registration card - commercial; USES Form 312, registration card - domestic; USES Form 326A, registration card - farm labor. Filed alphabetically, by applicant. (Daily, official.) 5 x 8 cards, 2 ft., in wooden card cabinet. (17)

757. IDENTIFICATION CARDS, 1935 to date. USES Form 350, applicant's identification card. Filed alphabetically, by name and classification. (Daily, official.) 3 x 5 cards, 6 in., in card cabinet. (18)

## DUNSMUIR

### NATIONAL REEMPLOYMENT SERVICE
### DISTRICT 22, SISKIYOU COUNTY BRANCH OFFICE
City Hall, Florence and Cedar Sts.

This office was established in Dunsmuir on September 15, 1933, but owing to adverse business conditions was closed shortly after, and the Employment Service activities handled by the district office at Redding. On May 1, 1934 the Dunsmuir office was re-opened as headquarters of District 2 which then included Siskiyou, Modoc, Lassen, and Shasta Counties. In July 1934 the last named county was made a part of District 22, and on April 15, 1936 District 2 was abolished and the territory added to District 22. The office re-opened in the Van Fossen Building, 833 Sacramento Avenue, and was moved to the present address in October 1935. It has jurisdiction over the southern half of Siskiyou County. Reports are sent to the district office at Redding.

758. GENERAL FILE, Sept. 15, 1933 to date. Correspondence, reports, WPA and NYA bulletins, and office bills. (Daily, official.) 8½ x 11 folders, 8 in., in pasteboard box. Basement. (7)

759. INDIVIDUAL OCCUPATIONAL CLASSIFICATION RECORD, Sept. 15, 1933 to date. FERA Form 144A, individual occupational classification record. (Daily, official.) 5 x 8 cards, 2 in., in wooden box. Basement. (11)

760. REGISTRANTS' ADDRESSES, Sept. 15, 1933 - May 8, 1936. USES Form 321, cross index card. Filed alphabetically. (Daily, official.) 3 x 5 cards, 2 ft. 10 in., in 3 wooden boxes. Basement. (5)

761. REGISTRATION CARDS - ACTIVE, Sept. 15, 1933 - May 8, 1936. USES Form 310, registration card - industrial; USES Form 311, registration card - commercial; USES Form 312, registration card - domestic; USES Form 326A, registration card - farm labor. (Daily, official.) 5 x 8 cards, 1 ft. 1 in., in 2 wooden and pasteboard boxes. Basement. (6)

762. MEMORANDUMS, Jan. 2, 1934 to date. Memorandums from the State Reemployment Director in San Francisco and bulletins from the State Director and the Washington office regarding employment service and procedure. (Weekly, official.) 8½ x 11 loose-leaf books, 3 in., on shelf. Basement. (8)

763. IDENTIFICATION CARDS, 1935 to date. USES Form 350, applicant's identification card. (Daily, official.) 3 x 5 cards, 1 ft. 4 in., in wooden boxes. Basement. (10)

764. PROJECT FILE - ACTIVE AND CLOSED, July 27, 1935 to date. Correspondence and requisitions for labor on WPA, PWA, and USES projects. (Closed project records, rarely; active project records, daily, official.) 8½ x 11 folders, 9 in., in 2 pasteboard boxes. Basement. (9)

765. CERTIFICATES OF ELIGIBILITY, Oct. 31, 1935 to date. FERA Form 600, certificate of eligibility; FERA Form 601, notice of case change; FERA Form 602, cancelation of certification of eligibility. (Daily, official.) 5 x 8 cards, 6 in., in wooden box. Basement. (12)

766. WORKS PROGRESS ADMINISTRATION WORK RECORD, Oct. 31, 1935 - May 8, 1936. WPA Form 401, requisition for workers; WPA Form 402, notice to report for work on project; WPA Form 403, notice of change in work status; WPA Form 404, reclassification slip; USES Form 325, assignment slip. Filed alphabetically. (Daily, official.) 4 x 6 cards, 6 in., in wooden box. Basement. (4)

## EL CENTRO

### NATIONAL REEMPLOYMENT SERVICE
### OFFICE OF DISTRICT 16
### County Courthouse, 900 W. Main St.

This office, opened in El Centro on September 14, 1933, was located at 141 South Seventh Street until April 15, 1935. It has jurisdiction over Imperial County. Reports are sent to state office at San Francisco.

767. GENERAL FILE, Sept. 14, 1933 to date. USES Form 300, daily report of applications; USES Form 301, report of placements; USES Form 302, summary of activities; USES Form 304, report of additions and subtractions; USES Form 310, registration card - industrial; USES Form 311, registration card - commercial; USES Form 312, registration card - domestic; USES Form 313, registration card - labor; USES Form 326A, registration card - farm labor; USES Forms 315 and 316, placement and referral records; USES Form 321, cross index card; USES Form 325, assignment slip; USES Form 330, visit schedule; USES Form 350, applicant's identification card; WPA Form 401, requisition for workers; WPA Form 402, notice to report for work on project; WPA Form 403, notice of change in work status; WPA Form 404, reclassification slip; SERA Form 600, certificate of eligibility; SERA Form 601, notice of case change; WPA Form 602, cancelation of certification of eligibility; correspondence, telegrams, pending cases, transmittal slips, statistical reports, certification of sponsors' contributiions, National Youth Administration data, cases to be re-checked, bulletins, circulars, graphs and tabulations showing the number of unemployed and type of work desired, notices of failure to report, and list of persons on relief showing their past record, whether veteran, professional or skilled labor. Arranged alphabetically. Indexed. (Daily, official.) Variously sized folders, 88 ft., in 10 drawers of steel filing cases, in 9 wooden boxes, and in 35 pasteboard boxes. SW. corner, basement. (20A)

## EUREKA

### NATIONAL REEMPLOYMENT SERVICE
### OFFICE OF DISTRICT 1
### Federal Bldg., 5th and H Sts.

This office was established on September 18, 1933. It has jurisdiction over Del Norte, Trinity, Humboldt, and Mendocino Counties. Useless papers and old registration cards are destroyed upon receipt of authority from the State Director of the National Reemployment Service. All reports are sent to the state office at San Francisco.

768. MISCELLANEOUS STATEMENTS, Sept. 1904 - Nov. 1914. Trial balance statements, monthly financial reports, water meter reports, weekly and monthly pay rolls. (Never.) 3½ x 8 bundles, 2 ft. 2 in., in pasteboard box on floor. R. 208. (175)

769. SECTIONAL MAP OF CANADA AND UNITED STATES, 1931. Indicating automobile roads between Canada and United States. (Never.) 29 x 39½ map in 9 x 12 binder, on counter. R. 208. (174)

770. INVITATION TO BID AND NOTICE TO CONTRACTORS OF SEALED PROPOSALS, 1932 - 1934. Form FR-50A, copies of bids from Hemstreet and Bell, Bureau of Public Roads circulars, and sealed proposals to Division of Highway, California Department of Public Works. (Occasionally, official.) 8 x 10½ loose-leaf books, 1 in., in cupboard. R. 208. (152)

771. APPLICATION FOR APPROVAL OF CIVIL WORKS PROJECTS, Jan. 1933 - Jan. 1936. List of eligible and ineligible cases assigned to WPA; list of names of union laborers in this district. (Occasionally, official.) 4 x 9 envelopes, 3 in., in desk. R. 208. (170)

772. CLASSIFICATION OF WORKERS, 1933. Skilled and unskilled occupational classifications compiled by Department of Labor for use in NRS offices. (Frequently, official.) 8½ x 11 covers, 1½ in., on table. R. 208. (178)

773. MISCELLANEOUS FILE, 1933 to date. Bills, vouchers, and blank forms; correspondence to and from registrants, construction contractors, and administrative offices at Santa Rosa, Los Angeles, and San Francisco. (Older records, never; later records, frequently, official.) 9 x 12 folders and bundles and 10 x 12 loose sheets and envelopes, 3 ft. 6 in., in wooden filing case, in wooden box, and in 2 pasteboard boxes. Rs. 206 and 208. (151, 153, 176, 190)

774. MISCELLANEOUS GENERAL CORRESPONDENCE AND REPORTS, 1933 to date. Letters received, correspondence to be answered, public vouchers for direct relief payments, cash allowance tabulations, mimeographed circulars of Social Security Act, and bulletins. (Daily, official.) Variously sized loose sheets, 8 in., in card cabinet. R. 206. (182)

775. REGISTRATION LISTS, 1933 to date. Registrants' names and the number securing work on WPA projects through this agency. (Daily, official.) 8½ x 11 loose sheets, ½ in., in desk. R. 208. (160)

776. PRIVATE INDUSTRY PLACEMENT CARDS, Sept. 18, 1933 to date. Record of employer's notice for male and female help. Filed alphabetically. Indexed. (Occasionally, official.) 4 x 6 cards, 1 ft. 1 in., in wooden box. R. 208. (145)

777. REGISTRATION CARDS - ACTIVE, PENDING, PLACED, INACTIVE, AND DEAD, Sept. 19, 1933 to date. USES Form 310, registration card - industrial; USES Form 311, registration card - commercial; USES Form 312, registration card - domestic; USES Form 326A, registration card - farm labor. Filed alphabetically. Indexed. (Older cards, rarely; inactive cards, occasionally; active and pending cards, frequently, official.) 5 x 8 cards, 7 ft. 4 in.,

on shelf, in wooden boxes, on desk, and in cupboard. R. 208. (141-144, 146-148, 149)

778. BULLETINS, Oct. 3, 1933 to date. General bulletins from the state office; Bulletin 6, Division of Operations, describing duties of personnel in National Reemployment Service offices. (Frequently, official.) 8½ x 14 loose sheets and 9 x 17 Shannon board files (2), 5½ in., on wooden desk and on table. R. 208. (169, 181)

779. DAILY REPORTS, Oct. 9, 1933 - Aug. 1934. Showing name of registrant, total openings, number required, and new applications; NRS Form 7A, referrals and placements for men and women; Forms 303A and 303B, men's and women's discontinued daily tally sheets for Del Norte and Humboldt Counties; work schedule and analysis of labor; weekly reports. Indexed. (Rarely, official.) 9 x 12 folders, 1 ft., in wooden cabinet. R. 206. (192)

780. MISCELLANEOUS RECORDS, Nov. 1933 - Dec. 31, 1935. Letters, CWA budget reports, pay rolls, district manager's reports, and statistician's monthly reports known as "old files". (Rarely, official.) 9 x 12 folders, 1 ft. 5 in., in filing case. R. 206. (191)

781. MAP OF DISTRICT 1, 1934. Compiled for State of California, Department of Public Works, Division of Highways. (Daily, official.) 36 x 72 map. R. 208. (173)

782. REPORTS OF CHANGE IN WAGES AND HOURS, 1934 - 1935. Record of individual change of rate per hour, increase or decrease, male and female, itemized circulars regarding wage rates. (Never.) 9 x 12 loose-leaf books and loose sheets, 3 in., in wooden cupboard. R. 208. (140)

783. WORKMEN'S EXPERIENCE REPORTS, 1934. Registration officer's reports of personal interviews with workers. System used for 1 year only and then discontinued. (Occasionally, official.) 9 x 12 binders, 1 in., in wooden desk. R. 208. (171)

784. CERTIFIED TRANSCRIPT OF LABOR PAY ROLL, June 1934 to date. Duplicate PWA contractors' weekly report by company timekeeper for all PWA projects in northern half of District 1 with each sheet notarized. (Occasionally, official.) 17 x 28 loose sheets, 10 in., in 6 drawers of wooden card cabinet. R. 206. (183)

785. DAILY REPORT ON APPLICATIONS, PLACEMENTS, ETC., July 1934 to date. USES Form 300, report on application; USES Form 301, report on placements; USES Form 302, summary of activities; USES Form 304, report of addition and subtraction for perpetual inventory, Del Norte, Trinity, and Mendocino Counties, correspondence to and from local district manager to the State Office, San Francisco.

(Older records, rarely; current records, daily, official.) 8½ x 11 loose sheets, 3 ft. 2 in., in wooden cupboard and on wooden desk. R. 208. (138, 139)

786. INSTRUCTIONS FOR CHANGING CODE NUMBER, Dec. 26, 1934 - Oct. 3, 1935. Form circular from State Director, and duplicate letters of correction for errors maintained. (Never.) 8½ x 11 loose sheets, 1 in., on table. R. 208. (180)

787. CORRECT METHOD OF INTERVIEWING, 1935. Instruction bulletin for U. S. Employment Service, showing correct method of interviewing applicants in public employment offices, and selection technique. (Occasionally, official.) 8 x 10½ loose-leaf books, ½ in., on table. R. 208. (177)

788. NOTICE OF CHANGE OF WORK STATUS, Jan. 1935 to date. WPA Form 403, notice of termination of employment. Arranged alphabetically. (Occasionally, official.) 3 x 5 slips, 2 ft. 4 in., in 2 wooden boxes. R. 208. (150)

789. SPECIAL PROVISIONS, PROPOSAL AND COPY OF CONTRACT FOR BIDS, 1935 - 1936. Giving information on projects for construction portion of State Highway, in Eureka, District 1, Route 1, Section G, EUR; Federal aid project sponsored by WPA Project 18-B; also road building specifications in Mendocino County, District 1, Route 1, Section K, Project NRH 162-F. (Frequently, official.) 8½ x 11 loose sheets, ½ in., in card cabinet. R. 206. (188)

790. U. S. EMPLOYMENT SERVICE MANUAL, 1935. Outlining responsibilities of U. S. Employment Service in the registration of applicants authorized under emergency relief appropriation. (Occasionally, official.) 8 x 10 folders (2), 1 in., in wooden desk. R. 208. (156)

791. MEMORANDA, Jan. 18, 1935 - Apr. 30, 1936. Duplicate copies of bulletins, circulars, instructions, and procedures from offices of Department of Labor in San Francisco and Washington. (Frequently, official.) 9 x 17 Shannon board file, 2½ in., on wooden desk. R. 208. (168)

792. SPECIFICATIONS, PROPOSALS, AND CONTRACT COPY FOR BIDS, Mar. 1935; Feb. 1936. Bulletin for the Mad River Water Supply Project of Eureka, PWA Project 6668, showing wage scale, hours, skilled and unskilled labor, etc.; specifications and costs of accessories for station building and Marina launchway at the Humboldt Bay Coast Guard Station, ER Symbol 012049, OP 12-24 AA 29. (Frequently, official.) 8 x 10½ and 8 x 11 loose-leaf books, 1½ in., in card cabinet. R. 206. (186, 187)

793. CLOSED CASES REPORT, May 1 - July 24, 1935. Registrants who have private employment, sufficient funds, or who have been

taken off pay roll because of continued incapability. (Rarely, official.) 8½ x 15 binder, ½ in., on wooden counter. R. 208 (166)

794. OCCUPATIONAL SUMMARY OF APPLICANTS AVAILABLE FOR TRANSFER, May 1935. Table of classification and number of men for each city. (Never.) 8½ x 14 loose sheets, ½ in., in wooden desk. R. 208. (159)

795. OPERATION OF OFFICE RECORDS, May 1935 - Mar. 1936. Tabulated monthly bulletins of total placements, new applications, and active files for veterans, non-veterans, and women for respective districts. (Frequently, official.) 8½ x 11 loose sheets, 1 in., in card cabinet. R. 206. (184)

796. FEDERAL EMERGENCY RELIEF ADMINISTRATION FILE, May 27 1935 to date. Form 600, certificate of eligibility; Form 601, notice of case change; Form 602, cancelation of certification of eligibility. Filed alphabetically. (Frequently, official.) 5 x 8 loose sheets, 3 ft. 1 in., in 2 wooden boxes on wooden desk. R. 208. (165)

797. CLASSIFIED REPORTS OF APPLICATIONS AND PLACEMENTS, June - Oct. 1935. Tabulated monthly bulletins containing 21 tables each. (Frequently, official.) 8½ x 11 bulletins, 1 in., in card cabinet. R. 206. (185)

798. WORKS PROGRESS ADMINISTRATION HIGHWAY REGULATIONS, July 1935 to date. WPA bulletin on labor employment procedure, and mimeographed copies of reports showing total placements and applications for each district in California. (Daily, official.) 9 x 12 loose-leaf books, 1 in., on wooden desk. R. 208. (154)

799. REQUISITIONS FOR WORKERS FOR PROJECTS IN HUMBOLDT COUNTY, Aug. 1, 1935 - May 28, 1936. WPA Form 401, requisition for workers. (Occasionally, official.) 8½ x 10 loose sheets and 9 x 12 binders, 1 ft. 6 in., in wooden filing case. R. 208. (172)

800. OPERATION OF OFFICES, Sept. 1935 to date. Tables of operations for California State Employment and National Resettlement Service offices. (Daily, official.) 3½ x 11 loose-leaf books, ½ in., in desk. R. 208. (162)

801. SUMMARY OF CHANGES IN U. S. EMPLOYMENT SERVICE, Nov. 18, 1935 to date. USES Form 300, daily report of applications; USES Form 301, record of placements; USES Form 302, summary of activities; and USES Form 304, report of additions and subtractions. (Frequently, official.) 8 x 10½ loose-leaf books, ½ in., in wooden desk. R. 208. (161)

802. LISTS OF VISITORS' ACTIVE CASES, Nov. 29, 1935 - Feb. 25, 1936. Lists from area director of letters from local National

Reemployment Service officers requesting information in regard to work status of the registrants listed; letters and supplementary lists of persons from Department of Public Welfare to district manager for placement, if possible, on Works Progress Administration. (Never.) 8½ x 11 covers, ½ in., on table. R. 208. (179)

803. AGREEMENT OF CONTRACT, Jan. 8, 1936. Mimeographed circular, City of Eureka vs. contractor for construction and completion of city auditorium, PWA Project 1234. (Frequently, official.) 8½ x 13 loose sheets, ½ in., in card cabinet. R. 206. (189)

804. REASSIGNMENT SLIPS FOR WORKS PROGRESS ADMINISTRATION WORKERS, Jan. 13 - May 21, 1936. Carbon copy list of workers sent from district director at Santa Rosa to local National Reemployment Service or Works Progress Administration offices with reassignment slips made from originals retained at district headquarters. (Occasionally, official.) 8½ x 11 loose sheets, 3 in., in wooden desk. R. 208. (157)

805. TRANSMITTAL MEMORANDA, Apr. 17 - May 12, 1936. List of applicants taken from direct relief and transferred for work assignments from local State Relief Administration office to local National Reemployment Service or Works Progress Administration offices. (Frequently, official.) 8½ x 11 loose sheets, ½ in., in wooden desk. R. 208. (155)

806. REPORT OF EMPLOYMENT TERMINATED, Apr. 20 - Apr. 30, 1936. Form 2111, notice of termination of work. (Rarely, official.) 8½ x 11 loose sheets, ½ in., in wooden desk. R. 208. (158)

807. NOTICE OF FAILURE TO REPORT OR REFUSAL TO ACCEPT REFERRAL, Apr. 26 - May, 1936. USES Form 36, showing date, agency, address, name and address of applicant, with signature of manager. (Occasionally, official.) 3 x 5 clips, 1½ in., on wooden desk. R. 208. (164)

808. NOTICE OF RETURN FROM PRIVATE EMPLOYMENT, May 15 - May 26, 1936. WPA Form 68, notice of return from private employment. Form is destroyed after being entered on FERA Form 600, certificate of eligibility. (Daily, official.) 4 x 6 loose sheets, ½ in., on wooden desk. R. 208. (163)

809. CLASSIFICATIONS OF ALL REGISTRANTS - SKILLED AND UNSKILLED, n. d. Reference record compiled in local office showing name and number of worker for each occupation. (Frequently, official.) 6 x 8½ binder, 1½ in., on wooden desk. R. 208. (167)

## FRESNO

### CALIFORNIA STATE EMPLOYMENT SERVICE
### BRANCH OFFICE
### LeRoy Hotel, 1823 Kern St.

This office was established in May 1935 and has undergone no administrative changes. All reports are sent to the state office at Sacramento.

810. APPLICANTS' IDENTIFICATION CARDS, May 1935 to date. USES Form 350. (Daily, official.) 3 x 5 cards, 20 ft. 6 in., in 3 steel filing cases. (250)

811. ELIGIBILITY RECORDS, May 1935 to date. Form 600, certification of eligibility; Form 602, cancelation of Form 600; Form 601, notice of case change. (Daily, official.) 5 x 8 slips, 9 ft., in 3 wooden and 3 pasteboard boxes. (253)

812. EMPLOYER'S FILE, May 1935 to date. Index of employers who secure workers through this office and record of different types or classes of workers sent them. (Daily, official.) 5 x 8 cards, 2 ft., in steel card cabinet. (252)

813. IDENTIFICATION RECORD, May 1935 to date. Lists of names of applicants and their identification numbers. (Daily, official.) 11 x 15 loose-leaf books, 2 in., on desk. (249)

814. MASTER INDEX FILE, May 1935 to date. Index of applicants. Filed alphabetically. (Daily, official.) 3 x 5 cards, 16 ft. 6 in., in steel card cabinet. (246)

815. MISCELLANEOUS CORRESPONDENCE, May 1935 to date. Interoffice and individual correspondence. (Daily, official.) 9 x 15 folders, 2 ft., in steel filing case. (247)

816. PROJECT FILE, May 1935 to date. Requisitions for workers and list of those sent to projects. (Daily, official.) 9 x 15 folders, 1 ft. 10 in., in steel filing case. (251)

817. REFERRAL SLIPS, May 1935 to date. Form 145, referral of workers from Works Progress Administration to this office. (Occasionally, official.) 5 x 8½ slips, 1 ft., in wooden desk drawer. (254)

818. REGISTRATION CARDS, ACTIVE, INACTIVE AND DEAD, May 1935 to date. USES Forms 310, 311, 312, and 326A, employment record, qualifications, personal descriptions, etc. (Dead records, occasionally; active and inactive records, daily, official.) 5 x 8 cards, 17 ft. 8 in., in 2 steel filing cases and in box on desk. (243, 244)

819. REQUESTS FOR WORKERS, May 1935 to date. Record of employment openings, type of work, wages, name of employer, etc. (Daily, official.) 4 x 6 cards, 7 ft. 4 in., in steel card cabinet. (245)

820. STATISTICAL REPORT FORMS, May 1935 to date. Tabulated lists of applications, reports of openings and placements and summaries of daily activities. (Occasionally, official.) 9 x 15 folders, 1 ft., in steel desk drawer. (255)

821. TRANSMITTAL RECORDS, May 1935 to date. Listing forms sent to other offices. (Daily, official.) 9 x 15 folders, 6 in., in steel filing case. (248)

## GRASS VALLEY

### NATIONAL REEMPLOYMENT SERVICE
### DISTRICT 4, NEVADA COUNTY OFFICE
### Grass Valley Post Office

This office was established in August 1935 and occupied quarters in the Chamber of Commerce Building until December 1935 when it was moved to the present location. Records are sent to district office at Marysville, and all so-called useless papers are stored.

822. DAILY REPORTS, July 1935 to date. USES Form 300, daily report of applications; USES Form 301, daily report of placements; USES Form 302, summary of activities; USES Form 302A, supplement to summary of activities; USES Form 304, report of additions and subtractions. (Daily, official.) 9 x 12 folders, 8 in., in wooden box. Basement. (30)

823. ELIGIBILITY AND REGISTRATION FILE, Aug. 1935 to date. FERA Form 600, certificate of eligibility; FERA Form 601, notice of case change; FERA Form 602, cancelation of certification of eligibility; FERA Form 144A, individual occupational classification record; USES Form 325, assignment slip; WPA Form 401, requisition for workers; WPA Form 402, reassignment slip; WPA Form 403, notice of change in work status; WPA Form 404, reclassification slip. (Daily, official.) 5 x 8 slips and cards, 6 ft., in 3 drawers of wooden card cabinet. Basement. (29)

824. IDENTIFICATION CARDS, Aug. 1935 to date. USES Form 350, applicant's identification card. (Daily, official.) 3 x 5 cards, 10 in., in wooden card cabinet. Basement. (27)

825. REGISTRANTS' ADDRESSES - ACTIVE AND OBSOLETE, Aug. 1935 to date. USES Form 321, cross index card. Filed alphabetically.

(Daily, official.) 3 x 5 cards, 1 ft. 6 in., in 2 drawers of wooden card cabinet. Basement. (26)

826. REGISTRATION OF RELIEF CASES, Aug. 1935 to date. SRA Form 626. (Rarely, official.) 3½ x 5½ cards, 8 in., in wooden card cabinet. Basement. (28)

827. APPLICATIONS FOR EMPLOYMENT - INACTIVE, n. d. (Never.) 5 x 8 cards, 6 in., in wooden box. Basement. (25)

## GRIDLEY

### NATIONAL REEMPLOYMENT SERVICE
### DISTRICT 2, BUTTE COUNTY BRANCH OFFICE
City Hall, Kentucky and Spruce Sts.

This office was opened about September 20, 1935 as a sub-office of the district office at Chico with local jurisdiction under the Oroville branch office which controls activities in Butte County. Though it functions in aiding all workers in securing employment, most placements are made with rice growers in the vicinity. Together with the Oroville office it has jurisdiction over the southern part of Butte County. All reports are sent to the district office at Chico.

828. REGISTRATION FILE - ACTIVE AND INACTIVE - MALE AND FEMALE, Mar. 1935 to date. USES Form 310, registration card - industrial; USES Form 311, registration card - commercial; USES Form 312, registration card - domestic; USES Form 326A, registration card - farm labor. Filed alphabetically, by name and occupation. (Older records, occasionally; current records, daily, official.) 5 x 8 loose sheets, 4 in., in pasteboard box. R. 2. (4)

829. BULLETINS, Sept. 1935 to date. Bulletins received by this office from the district office at Chico and the state office at San Francisco. (Frequently, official.) 8½ x 11 bundles, 3 in., on table. R. 2. (7)

830. GENERAL CORRESPONDENCE, Sept. 1935 to date. Incoming and outgoing letters pertaining to the transaction of business of this office. Filed chronologically. (Rarely, official.) 8½ x 11 loose sheets, 1 in., in desk. R. 2. (6)

831. INDEX TO APPLICANTS, Sept. 1935 to date. USES Form 321, cross index card. Filed alphabetically. (Daily, official.) 3 x 5 cards, 3 in., in pasteboard box. R. 2. (5)

## INDEPENDENCE

NATIONAL REEMPLOYMENT SERVICE
OFFICE OF DISTRICT 17
153 Market St.

This office was established on September 9, 1934 in the County Auditor's office in the Courthouse and was moved to the present location in March 1935. It has jurisdiction over Inyo and Mono Counties. All records are sent to the state office at San Francisco.

832. MISCELLANEOUS CORRESPONDENCE, 1934 - 1936. Letters to and from state headquarters of National Reemployment Service and individuals, pertaining to Civil Works Administration activities. (Frequently, official.) 9 x 11 folders, 11 ft. 3 in., in pasteboard boxes and on desk. Rs. 2 and 3. (1, 5)

833. REGISTRATION CARDS - ACTIVE, INACTIVE, DEAD, 1934 - 1935. USES Form 310, registration card - industrial; USES Form 311, registration card - commercial; USES Form 312, registration card - domestic; USES Form 326A, registration card - farm labor. (Older records, rarely; current records, daily, official.) 2½ x 4 and 5 x 8 cards, 15 ft. 8 in., in wooden and pasteboard boxes. R. 3. (3)

834. RELIEF CASES - ACTIVE, 1934 to date. Showing certification of relief cases. (Daily, official.) 5 x 8 cards, 7 in., in pasteboard box. R. 3. (2)

835. IDENTIFICATION CARDS, Sept. 1934 to date. Duplicates of credentials issued to persons assigned to work, showing name, address, and assignment number. (Daily, official.) 3 x 5 cards, 3 ft., in wooden boxes. R. 2. (4)

836. PROJECT OPERATION FILE, 1936. Pertaining to Public Works Administration and Works Progress Administration projects under consideration and in operation. (Frequently, official.) 9 x 11 folders, 2 ft. 6 in., in pasteboard box. R. 3. (6)

## LAKEPORT

NATIONAL REEMPLOYMENT SERVICE
DISTRICT 8, LAKE COUNTY OFFICE
Lake County Courthouse Annex

This office was opened in 1933. Reports are sent to the district office at Santa Rosa.

837. EMPLOYMENT APPLICATIONS - INACTIVE AND ACTIVE, 1933 to date. USES Form 310, registration card - industrial; USES Form 311, registration card - commercial; USES Form 312, registration card - domestic; USES Form 326A, registration card - farm labor. Filed alphabetically, by name. Indexed. (Inactive records, rarely; current records, frequently, official.) 5 x 8 cards, 2 ft. 4 in., in desk drawer and in card cabinet. Office. (4, 5)

838. CERTIFICATION AND ELIGIBILITY SLIPS, Jan. 1936 to date. FERA Form 600, certificate of eligibility. (Frequently, official.) 5 x 8 bundles, 8 in., in desk drawer. Office. (6)

839. CORRESPONDENCE, Jan. 1936 to date. Outgoing and incoming miscellaneous correspondence and instructions regarding reemployment matters. (Occasionally, official.) 8 x 10½ folders, 8 in., in desk drawer. Annex. (7)

## LOS ANGELES

CALIFORNIA STATE EMPLOYMENT SERVICE
BRANCH OFFICE
Chamber of Commerce Bldg., 1151 S. Broadway

This office was established on January 1, 1935 with jurisdiction over Los Angeles County. In order to increase efficiency and expedite activities, it is divided into three distinct and separately located units. This unit handles all accounting, including pay rolls, allotment receipts and expenditures, purchases all supplies for branch offices and issues vouchers in payment. It also compiles a complete history of all employees and a summary of all activities in employment referrals and placements on work relief projects as well as in private employment. In addition, a close record is kept of all Public Works Administration contract projects, with starting dates, employment classifications and number of workers engaged on the various projects.

840. INTEROFFICE AND GENERAL CORRESPONDENCE, Jan. 1931 - Apr. 1936. To and from branches and affiliated offices concerning various matters, particularly employment facilities, relief

projects requirements, and disposition of same. (Occasionally, official.) 9½ x 12 folders, 3 ft. 9 in., in 2 drawers of steel filing case and in desk drawer. R. 753. (496, 499)

841. MISCELLANEOUS CORRESPONDENCE - ACCOUNTING, Mar. 1, 1935 - Apr. 1936. Correspondence and reports on accounting in the following agencies: California State Employment offices, Industrial Relations Bureau, U. S. Dept. of Finance, State Employment Bureaus and California State Employment Service state branch offices, covering expenditures on purchases. (Frequently, official.) 9½ x 15 folders, 2 ft. 1 in., in 2 drawers of steel filing case. R. 751. (483)

842. ACTIVITY REPORTS - SUMMARY, May 1, 1935 - Apr. 1936. On state and affiliated offices showing activity in employment referrals and placements on work relief projects and in private employment. (Occasionally, official.) 9½ x 12 folders, 1 ft. 1 in., in steel filing case. R. 753. (500)

843. ALLOTMENT RECEIPTS AND EXPENDITURES, May 1, 1935 - Apr. 1936. Statements and tabulations of allotments received and money expended for state offices. (Daily, official.) 9½ x 15 folders, 2 ft. 4 in., in 2 drawers of steel filing case. R. 751. (482)

844. CORRESPONDENCE AND BULLETINS TO MANAGERS OF BRANCHES AND AFFILIATIONS, May 1, 1935 - Apr. 1936. Relating to employment and relief projects passed or before the State Senate and Assembly. (Occasionally, official.) 9½ x 15 folders, 9 in., in steel filing case. R. 753. (498)

845. GENERAL CORRESPONDENCE, BULLETINS, AND REPORTS, May 1, 1935 - Apr. 1936. Letters, bulletins, and reports relating to Chamber of Commerce, Civil Service, certifications and examination lists, employment commendation, clearance officer, State Finance Director, financial data of projects, Government agencies, minutes of U. S. Employment Service meetings, U. S. Farm Placement Service, National Emergency Commission, national employment laws, National Youth Administration, state employment offices, labor coordination, Governor Frank P. Merriam, U. S. Veterans Director, immigration and naturalization, industrial relations, labor disputes, leases, State Personnel Board, old organizations, charts, Works Progress Administration, park departments, and employment reports for private, Works Progress Administration and Public Works Administration projects. (Daily, official.) 9½ x 15 folders, 3 ft. 4 in., in 3 drawers of steel filing case. R. 753. (492-495)

846. GENERAL CORRESPONDENCE - EMPLOYMENT, May 1, 1935 - Mar. 1936. Letters and reports relating to union and trade councils, unemployment insurance, Works Progress Administration sponsors,

veterans bureaus, veterans placement, U. S. Employment Service at Washington, etc. (Occasionally, official.) 9½ x 15 folders, 1 ft. 4 in., in steel filing case. R. 753. (502)

847. INVOICES AND VOUCHERS, May 1, 1935 - Apr. 1936. Covering various purchases made for state branches and affiliated offices for stationery, office and filing equipment, furniture, and printing, correspondence and copies of requisitions. (Occasionally, official.) 9½ x 15 folders, 2 ft. 3 in., in 2 drawers of steel filing case. R. 752. (490)

848. PAID INVOICES, May 1, 1935 - Apr. 1936. For purchases for state and affiliated offices of stationery, file and office equipment furniture, printing, and correspondence relative to same. (Occasionally, official.) 9½ x 15 folders, 3 ft. 10 in., in 2 drawers of filing case. R. 751. (481)

849. PAY ROLL RECEIPTS, May 1, 1935 - Apr. 1936. Individual pay roll receipts for salaries of all state and affiliated offices personnel. (Occasionally, official.) 4 x 6 bundles, 2 ft. 2 in., in steel filing case. R. 751. (485)

850. PAY ROLLS, May 1, 1935 - Apr. 1936. For all state branches and affiliated offices. (Occasionally, official.) 12 x 17 bundles, 1 ft. 1 in., in steel filing case. R. 751. (488)

851. PERSONNEL ATTENDANCE REPORTS, May 1, 1935 - Apr. 1936. Attendance reports of employees in state branches and affiliated offices, reports of vacations and sick leave. (Occasionally, official.) 9½ x 15 folders, 1 ft. 7 in., in steel filing case. R. 751. (487)

852. PERSONNEL EMPLOYED, May 1, 1935 - Apr. 1936. Records showing complete personnel employed at each state and affiliated office, salaries paid, and date of certification. (Frequently, official.) 9 x 15 folders, 8 in., in steel filing case. R. 751. (484)

853. PERSONNEL INDEX FILE, May 1, 1935 - Apr. 1936. Record of personnel history, classification, occupation, and where employed; applies to state and affiliated office personnel. (Daily, official.) 3 x 5 cards, 1 ft. 2 in., in steel filing case. R. 751. (486)

854. PLANS AND SPECIFICATIONS OF STATE OFFICES, May 1, 1935 - Apr. 1936. Floor plans, specifications of arrangements and equipment, maps, pictures of state branch offices located at Bakersfield, Fresno, Los Angeles, Oakland, Sacramento, San Jose, San Bernardino, San Francisco, San Diego, and Stockton. (Frequently, official.) 10 x 12 envelopes, 7 in., in steel filing case. R. 752. (491)

855. PURCHASE ORDER REQUISITIONS AND CONFIRMATIONS, May 1, 1935 - Apr. 1936. Requisitions from state branches and affiliated offices for stationery, file and office equipment, furniture, and printing; also confirmations for them. (Occasionally, official.) 8½ x 11 folders and file boards, 9 in., in steel filing case. R. 752. (489)

856. PUBLIC WORKS ADMINISTRATION CONTRACT PROJECTS, May 1, 1935 - Apr. 1936. Correspondence and reports on Public Works Administration contract projects giving starting dates, employment classification, and number of persons. (Occasionally, official.) 9½ x 15 folders, 7 in., in steel filing case. R. 753. (501)

857. SCRAP BOOKS - UNEMPLOYMENT AND RELIEF MEASURES, May 1, 1935 - Apr. 1936. Miscellaneous clippings from newspapers relating to unemployment, political gestures for relief, various relief laws enacted, Social Security Act, California State Employment Service and U. S. Employment Service activity, projects of state, city and Federal, employment, unemployment, and other project publicity. (Rarely, official.) 11 x 15 scrap books, 4 in., in steel filing case. R. 753. (497)

## CALIFORNIA STATE EMPLOYMENT SERVICE
## COUNTY OFFICE
## 1101 - 1111 S. Hill St.

This unit conducts a general survey of labor needs of all private or public work projects; examines applicants for work as to their qualifications, and assigns them to the project for which they are best fitted. It also issues identification cards to applicants when starting work and makes the actual placements of farm help when authorized by the U. S. Farm Placement Service, the third unit.

858. FARM PLACEMENT SERVICE RECORDS, 1930 - 1933. Applications for farm employment, introduction cards to farmers and employers, memoranda and reports on farm crop production and migratory farm help. (Never.) 9 x 12 folders, 7 in., on boxes. Damaged by careless handling, dirty, sooty, torn, scattered. Storeroom, ground floor. (521)

859. GENERAL CORRESPONDENCE - CROP AND LABOR REPORTS, 1930 - 1933. Relating to crops and farm labor; also crop movement, estimates on farm labor requirements, and crop and labor reports. (Never.) 9 x 12 folders, 1 ft. 9 in., in pasteboard box. Damaged by carless handling, faulty containers, dirty, sooty, scattered. Storeroom, ground floor. (522)

860. APPLICANTS' HISTORY CARDS, June 1932 - Sept. 1933. Compiled from employment registration cards, showing history, and qualifications of applicant. (Never.) 7 x 10 cards, 2 ft. 5 in., in wooden box. Dirty, sooty. Storeroom, ground floor. (524)

861. EMPLOYMENT REGISTRATION CARDS, June 1932 - Mar. 1934. Showing registrations for employment, applications, history, and qualifications. (Never.) 5 x 8 cards, 162 ft. 2 in., in 12 wooden boxes. Dirty, sooty. Storeroom, ground floor. (526, 527)

862. GENERAL FILE, June 1932 - Sept. 1933. Correspondence, requests from employers and sub-contractors, transmittal sheets covering jobs filled, records of contract awards, Civil Works Administration projects, daily referrals of applicants to projects, and summary of daily activities. (Never.) 9 x 15 folders, 2 ft. 6 in., in wooden box. Dirty, sooty. Storeroom, ground floor. (523)

863. CORRESPONDENCE AND PLACEMENTS, Nov. 1933 - Mar. 1934. Letters and reports relating to Civil Works Administration project placements, transfers of employees, and occupation re-ratings. (Never.) 8 x 10 and 8 x 12 folders, 20 ft. 4 in., in 10 pasteboard boxes. Damaged by careless handling, faulty containers, dirty, sooty. Storeroom, ground floor. (528)

864. MISCELLANEOUS RECORDS AND CARDS, 1934 - June 1935. Miscellaneous registrations, records, instructions for filing, USES forms, index and reference cards. (Never.) Variously sized bundles and cards 53 ft. 4 in., in 3 pasteboard boxes. Dusty. Storeroom, ground floor. (505)

865. GENERAL EMPLOYMENT CORRESPONDENCE, July 1934 - Apr. 1936. Letters, bulletins, reports, tabulations and data relating to Works Progress and Public Works Administrations, California State Employment Service activities, Farm and Labor Bureaus, Metropolitan Water District, wage scales, labor management, finance reports on projects, and United States Employment Service. (Frequently, official.) 10 x 15 folders, 1 ft. 9 in., in steel filing case. Industrial Manager's Office. (512)

866. ORDER CARDS FROM AND ASSIGNMENT SLIPS TO PRIVATE EMPLOYERS, July 1934 - Apr. 1936. Copies of work order cards and assignment slips for applicant assigned to private employment. (Daily, official.) 4 x 6 cards and loose sheets, 6 ft. 8 in., in 4 drawers of steel filing case. Employers' Order Dept. Office. (516)

867. REQUEST CARDS - WORKS PROGRESS ADMINISTRATION PROJECTS, Sept. 1934 - Apr. 1936. Requests from projects for male and

female help. (Daily, official.) 3 x 5 cards, 18 ft., in 15 wooden boxes. Employment Coordination Office. (515)

868. EMPLOYEES' INTRODUCTION CARDS, Oct. 1934 - May 1935. For introducing applicants to prospective employers. (Never.) 3 x 5 cards, 8 ft., in wooden drawer. Dusty. Storeroom, ground floor. (506)

869. EMPLOYERS' REQUEST CARDS, Oct. 1934 - May 1935. Data taken from letters received from employers relating to positions open. (Never.) 4 x 6 cards, 3 ft., in wooden box. Dusty. Storeroom, ground floor. (504)

870. WORKERS' TRANSMITTAL SHEETS, Oct. 1934 - May 1935. Showing name, address, occupation, and where placed. (Never.) 8 x 11 loose sheets, 1 ft. 4 in., in pasteboard box. Dusty. Storeroom, ground floor. (503)

871. GENERAL CORRESPONDENCE REGARDING COORDINATION AND INDUSTRIAL SURVEYS, Jan. 1, 1935 - Apr. 1936. Letters, reports, tabulations, charts, records of work assignments, cards issued and cancelled, requests for exemption from service due to physical disability, reports on school rehabilitation contracts let to sub-contractors, list of schools, rebuilding projects in process, requisitions for help from sub-contractors, copies of instructions to department field contract representatives. (Daily, official.) 4 x 6 cards and 9 x 12 folders, 10 ft., in 5 drawers of wooden filing cases and in pigeon hole. Coordinator Survey Dept. Office. (517)

872. U. S. ENGINEER DEPARTMENT AND FEDERAL PROJECTS RECORDS, Jan. 1, 1935 - Apr. 1936. Correspondence, reports, bulletins, and agreements relating to procedure used in Public Works Administration and Works Progress Administration; proposed public works for Works Progress Administrations and Emergency Public Works projects; employment statistics on relief work, agreements of affiliations, requisition from projects, transmittal sheets, requests and work orders, request for workers from Federal projects, duplicates of work orders issued; U. S. Engineer Dept. projects, and identification, referral and control index cards. (Daily, official.) Variously sized cards and folders, 20 ft. 3 in., in 2 drawers of steel filing case and in 2 wooden card cabinets. Federal Project Office. (507-509)

873. WORKS PROGRESS AND PUBLIC WORKS ADMINISTRATIONS - PROJECT ASSIGNMENTS, Jan. 1, 1935 - Apr. 1936. Employment specifications for projects, general correspondence, project employment guidance bulletins, wage scale specifications, copies of contracts awarded sub-contractors, re-interview cards of applicants required for specific work, and copies of work assignment slips. (Daily, official.) 4 x 6 cards and 9 x 12 folders, 5 ft., in wooden card cabinet. Assignment Dept. Office. (513)

874. APPLICANTS' IDENTIFICATION CARDS, June 1935 - Apr. 1936. Copies of cards issued to applicants following employment, for identification purposes. Filed alphabetically. (Frequently, official.) 3 x 5 cards, 81 ft. 3 in., in 65 drawers of wooden card cabinets. Identification Dept. Office. (518)

875. TRANSMITTAL SHEETS AND REGISTRATION CARDS, July 1935 - Apr. 1936. For placing men on requested assignments of employment. (Never.) Variously sized bundles, loose sheets and cards, 5 ft., in 4 wooden boxes. Identification Dept. Office. (520)

876. WORK ORDER ASSIGNMENTS - WORKS PROGRESS ADMINISTRATION PROJECTS, July 1935 - Apr. 1936. Copies of work orders and assignment slips issued to applicants assigned to Works Progress Administration projects. (Daily, official.) 4 x 6 loose forms, 10 ft., in 6 steel card cases. Assignment Dept. Office. (514)

877. WORK ORDER COPIES, July 1935 - Apr. 1936. Extra copies of work orders issued by this service showing positions obtained, occupation, project, and date of employment. (Daily, official.) 4 x 6 loose forms, 13 ft. 6 in., in 9 drawers of wooden filing cases. Identification Dept. Office. (519)

878. TIMEKEEPING REPORTS, Aug. 30 - Sept. 19, 1935. Weekly timekeeping reports of Emergency Relief Administration. (Never.) 13 x 17 bundles, 3 in. Damaged by careless handling, dirty, sooty, scattered. Storeroom, ground floor. (525)

879. WORK ASSIGNMENTS, RECLASSIFICATIONS, AND CHANGE OF WORK STATUS, Sept. 1935 - Jan. 1936. Original assignments on Works Progress Administration projects; transient camp placements and transfers; reclassification of employees and change of work status records. (Never.) 4 x 6 bundles (3), 41 ft. Storeroom, ground floor. (510)

880. EMPLOYMENT REGISTRATION CARDS, Oct. 1935. Showing personal histories and qualifications; incomplete and duplications. (Never.) 5 x 8 cards, 5 ft., in 2 pasteboard boxes. Storeroom, ground floor. (511)

## CALIFORNIA STATE EMPLOYMENT SERVICE
### FARM PLACEMENT OFFICE
Southwestern University Bldg., 1123 S. Hill St.

This unit was established August 16, 1930 at Alameda and Macy Streets. In January 1932 it was moved to 445 S. Towne Avenue and

again in January 1933 to 333 New High Street, and remained there until December 1933 when it was moved from Los Angeles to the Federal Building, Santa Ana. Returning to Los Angeles in February 1934, it occupied quarters in the California State Building until June 1934 and in Room 572, Chamber of Commerce Building until March 1934 when it was moved to its present quarters in the Southwestern University Building. Cooperating with agriculturists and Chambers of Commerce, this unit makes surveys of farming districts, gathering data on various crops to ascertain the type, race, and number of additional workers needed and making recommendations for placement to the affiliated county office at 1101 S. Hill Street. It also registers and assigns specialized trade and professional men, clerical workers of both sexes, women industrial and domestic workers, and all workers physically handicapped. Prior to March 11, 1935 Arizona was under the jurisdiction of this office but since that date its activities have been confined to Los Angeles County. Useless papers are destroyed by authority from Washington. All reports and statistics are sent to the State Statistical Supervisor as compiled, and a monthly report of agency activities to Washington.

881. CORRESPONDENCE AND REPORTS - CROP AND EMPLOYMENT, Jan. 1934 - Apr. 1936. Miscellaneous correspondence and reports relating to various crops and vicinities in which grown; farm labor available, labor requirements for harvesting, migratory farm workers. (Daily, official.) 9 x 12 folders, 4 ft. 2 in., in 3 drawers of steel filing case. Rear room, ground floor. (543)

882. MASTER FILE INDEX AND CROSS INDEX FOR WOMEN ONLY, Sept. 1934 - Apr. 1936. Showing applicant's name, classifications, occupations and histories. Filed alphabetically and numerically. (Daily, official.) 3 x 5 cards, 37 ft. 4 in., in steel card cabinet. Master Index Card Office, ground floor. (536)

883. MENS' CLERICAL EMPLOYMENT - OFFICE AND TECHNICAL PRIVATE EMPLOYMENT RECORDS, Sept. 1934 - Apr. 1936. Correspondence with employers, notices from employers covering positions open, applicants' registration cards and cross index of registration cards showing occupational classification of applicants. (Daily, official.) Variously sized cards and folders, 50 ft. 10 in., in 3 steel card cabinets and in steel desk drawer. Men's Clerical Dept. Office, ground floor. (537)

884. CERTIFICATION FOR ELIGIBILITY - WORKS PROGRESS ADMINISTRATION PLACEMENT, May - Nov. 1935. Giving data and history of person entitled to employment on projects. (Daily, official.) 5 x 8 forms, 138 ft. 10 in., in 90 wooden boxes and 4 pasteboard boxes. Eligibility Files Office, ground floor. (540)

885. EMPLOYMENT INQUIRIES, May 1935 - Apr. 1936. Replies to requests for employment. (Rarely, official.) 9 x 15 folders, 8 in., in steel filing case. Manager's Office. (533)

886. INTEROFFICE CORRESPONDENCE, BULLETINS, AND REPORTS OF SERVICE, May 1, 1935 - Apr. 1, 1936. Letters, bulletins, reports, and tabulations to and from the following: National Youth Administration, Dept. of Public Works, Dept. of Industrial Relations, National Reemployment Service, Resettlement Administration, Works Progress Administration, Public Works Administration, unemployment insurance, and office equipment inventory. (Rarely, official.) 9 x 15 folders, 1 ft. 8 in., in steel filing case. Manager's Office. (534)

887. HANDICAPPED CLIENTS - RELIEF AND PRIVATE EMPLOYMENT RECORD, June 1935 - Apr. 1936. Correspondence with employers regarding handicapped clients, registration and index cards for relief and non-relief applicants, placements made, consular service, interesting newspaper reports on activities of the deaf, dumb, blind, etc. (Daily, official.) 4 x 6 cards and 9 x 12 folders, in 3 drawers of steel filing case and in 4 drawers of steel card cabinets. Handicapped Clients' Office. (541)

888. PRIVATE PLACEMENT DEPARTMENT RECORDS, June 1935 - Apr. 1936. Active and inactive registration, master cards, order forms, and assignments to Works Progress Administration projects. (Daily, official.) Variously sized folders, bundles, and cards, 80 ft., in 45 drawers of wooden and steel filing cases. Storeroom, ground floor. (531)

889. PUBLIC WORKS ADMINISTRATION - FIELD CONTRACTS, June 1935 - Apr. 1936. Correspondence, reports, and requests for workers on Public Works Administration projects. (Daily, official.) 9 x 13 vols., 8 in., in desk drawer. Storeroom, ground floor. (529)

890. STATISTICAL REPORTS, June 1935 - Apr. 1936. Records of replacement of help on private and Public Works Administration projects, showing number employed from Los Angeles County, excepting Pasadena, Santa Monica, and Long Beach. (Daily, official.) 5 x 9 cards and 9½ x 13 folders, 231 ft., in 6 drawers of steel filing cases, on wooden shelf, and in 20 wooden boxes. Storeroom, ground floor. (530)

891. WOMEN'S APPLICATIONS FOR DOMESTIC SERVICE AND PRIVATE EMPLOYMENT, June 1935 - Apr. 1936. Correspondence with employers, registration of relief and non-relief applicants, and master and index cards, showing name, history and occupational classification. Filed alphabetically and numerically. (Daily, official.) Variously sized folders and cards, 22 ft. 3 in., in 2 drawers of steel filing case, in 10 drawers of steel card cabinets, and in pasteboard box. Women's Domestic Dept. Office, ground floor. (538)

892. WOMEN'S INDUSTRIAL APPLICATIONS, June 1935 - Apr. 1936. Registration cards from relief and non-relief women applicants over 21 years of age for private industrial employment. (Daily,

official.) 5 x 8 cards, 16 ft., in 7 wooden boxes and in steel box. Women's Industrial Dept. Office, ground floor. (539)

893. TRADES AND PROFESSIONS, June 3, 1935 - Apr. 3, 1936. Active and inactive lists under old and new codes. (Daily, official.) 5 x 8 cards, 120 ft., in steel filing cases. Ground floor. (532)

894. WOMENS' MASTER EMPLOYMENT CARDS, June 3, 1935 - Apr. 1936. Records of women over 21 taken from their applications for employment, showing applicant's history and qualifications. Arranged alphabetically. (Daily, official.) 3 x 4 cards, 14 ft. 5 in., in steel card cabinets. Women's Clerical Dept. Office, ground floor. (535)

895. PUBLIC RELATIONS RECORDS, Feb. 1 - Apr. 1, 1936. Correspondence with prospective employers and copies of "The Week's Work", a weekly house organ published to stimulate the use of the National Reemployment Service. (Daily, official.) 3 x 5 cards and 9 x 12 folders, 4 ft., in 2 drawers of steel card cabinet and in desk drawer. Public Relations Office, ground floor. (542)

## MADERA

### NATIONAL REEMPLOYMENT SERVICE
### OFFICE OF DISTRICT 19
### County Welfare Bldg., 121 North E St.

This office was established in June 1933 with jurisdiction over Madera County. All reports are sent to the state office at San Francisco.

896. APPLICANTS' RECORDS, 1933 to date. Individual records showing applicant's age, sex, color, state of health, occupational qualifications, etc. (Frequently, official.) 5 x 8 cards, 6 ft. 6 in., in pasteboard box. (15)

897. CIVIL WORKS ADMINISTRATION RECORDS, 1933. Of all matters handled by this office in connection with Civil Works Administration projects. (Rarely, official.) 9 x 11 folders, 1 ft. 6 in., in steel filing case. (12)

898. INDEX TO APPLICANTS' FILE, 1933 to date. Master card with brief data of individual's application for work, personal description and occupational qualifications. Filed alphabetically. (Frequently, official.) 3 x 5 cards, 1 ft., in pasteboard box. (16)

899. PUBLIC WORKS ADMINISTRATION PROJECTS AND CORRESPONDENCE, 1933 to date. Correspondence concerning labor furnished through this office for Public Works Administration projects. (Occasionally, official.) 9 x 11 folders, 2 ft., in steel filing case. (10)

900. RECORD OF TRANSIENTS, 1933 to date. Showing number of transients, qualifications, and type of labor for which suited. (Frequently, official.) 5 x 8 cards, 4 ft., in pasteboard boxes. (17)

901. DAILY STATISTICAL REPORTS, 1934 to date. County and district daily reports showing labor classifications with number of persons given work placements each day. (Frequently, official.) 9 x 11 envelopes, 4 ft., in wooden closet. (14)

902. STATISTICAL RECORDS, 1934 to date. Monthly record showing number of persons receiving work placements through this office and whether classified as clerical, professional, skilled, or farm labor. (Frequently, official.) 9 x 11 folders, 3 ft., in steel filing case. (11)

903. IDENTIFICATION CARDS, 1935 to date. Showing name, address, personal description, and identification number of applicant or worker. (Frequently, official.) 3 x 5 cards, 2 ft., in pasteboard box. (8)

## MARYSVILLE

### NATIONAL REEMPLOYMENT SERVICE
### OFFICE OF DISTRICT 4
### Federal Bldg., 4th and C Sts.

This office was established in October 1933. It has jurisdiction over Colusa, Yolo, Sierra, Nevada, Yuba, and Sutter Counties. Useless papers are destroyed upon authority from the supervisors. No reports are sent to the state office at San Francisco.

904. ACTIVE CASES, SUTTER AND YUBA COUNTIES, 1933 to date. Showing registrations of applicants. Filed alphabetically. Indexed. (Frequently, official.) 4 x 6 cards 1 ft., in steel card cabinet. Statistician's Office. (87)

905. CANCELATIONS, 1933 to date. Canceled applications of individuals who have not reported to the National Reemployment Service office in one year. Filed alphabetically. Indexed. (Occasionally, official.) 5 x 8 cards, 6 ft., in steel card cabinet. Statistician's Office. (89)

906. CANCELATIONS, YUBA AND SUTTER COUNTIES, 1933 to date. Records of individuals certified for Works Progress Administration, but canceled for various reasons. Filed alphabetically. Indexed. (Frequently, official.) 5 x 8 cards, 2 ft., in 2 drawers of steel card cabinet. Statistician's Office. (77)

907. CERTIFIED APPLICANTS AWAITING ASSIGNMENT, 1933 to date. Records of relief clients eligible to work on Works Progress Administration or National Youth Administration, but not yet placed, cancelations of those who have received aid from Rural Resettlement. Filed alphabetically. Indexed. (Occasionally, official.) 5 x 8 cards, 9 in., in steel card cabinet. Statistician's Office. (78)

908. CERTIFIED WORKERS ON PROJECTS, 1933 to date. Records of relief clients working on various projects as flood control, brush clearing, building schools, National Youth Administration, road improvement, surplus commodities, sewing project, forest service, and Marysville library. Filed alphabetically. Indexed. (Daily, official.) 5 x 8 cards, 9 in., in steel card cabinet. Statistician's Office. (80)

909. CORRESPONDENCE AND MISCELLANEOUS RECORDS, 1933 to date. Correspondence from counties in this district with Department of Labor, Kepps Construction Company, State Director of National Reemployment Service, Woodland offices relating to mileage of employees working on National Reemployment Service, complaints, contact reports, records of field supervisors, certificates of residence and county claims, Works Progress Administration projects approved, transmittals, and certifications. Indexed. (Frequently, official.) 10 x 12 folders, 2 ft., in 2 drawers of wooden filing case. Statistician's Office. (85)

910. CROSS INDEX OF FARM VISITS, 1933 to date. Showing names of firms and growers contacted for information for the National Reemployment Service, address and industrial classification. Filed alphabetically. (Frequently, official.) 3 x 5 cards, 1 ft., in pasteboard box. Statistician's Office. (84)

911. FARM VISITS, 1933 to date. Records classifying growers and ranchers as to number of acres of land and number of men now employed by them. Filed alphabetically. Indexed. (Frequently, official.) 5 x 8 cards, 1 ft. 4 in., in pasteboard box. Statistician's Office. (83)

912. IDENTIFICATION CARDS, YUBA AND SUTTER COUNTIES, 1933 to date. Identification cards of all listed registrants. (Frequently, official.) 3 x 5 cards, 4 ft. 3 in., in wooden card cabinet. Statistician's Office. (81)

913. INACTIVE CASES - WOMEN - YUBA AND SUTTER COUNTIES, 1933 to date. Registration of unemployed female applicants and of women now employed in private industry or on Works Progress Administration projects. Filed alphabetically. Indexed. (Frequently, official.) 5 x 8 cards, 8 ft., in 2 drawers of steel filing case. Statistician's Office. (88)

914. MASTER INDEX FILE, 1933 to date. Index of all cases in Yuba and Sutter Counties serving as a guide to all cards in this office whether active, inactive, working, pending, or dead. Filed alphabetically. (Daily, official.) 3 x 5 cards, 6 ft., in wooden containers. Statistician's Office. (82)

915. ORDER CARD DATA, 1933 - 1935. Information regarding requests for tomato pickers, sack sewers, general farm laborers, road workers, and truck drivers. Filed alphabetically. Indexed. (Frequently, official.) 4 x 6 cards, 1 ft., in steel card cabinet. Statistician's Office. (86)

916. PENDING CASES, 1933 to date. Records of individuals assigned but awaiting re-verification before being placed. Filed alphabetically. Indexed. (Frequently, official.) 5 x 8 cards, 2 in., in steel card cabinet. Statistician's Office. (90)

917. REFERRALS, 1933 to date. From State Relief Administration to National Reemployment Service certifying that applicant is registered with the National Reemployment Service. Filed alphabetically. Indexed. (Frequently, official.) 4 x 6 cards, 1 ft. 8 in., in wooden card cabinets. Statistician's Office. (79)

918. MISCELLANEOUS FILE, Dec. 1, 1933 to date. Public Works Administration contract pay rolls, labor pay roll reports from Public Works Administration construction projects, daily reports of applications and placements from National Reemployment Service office, orders for laborers from ranchers, report of daily activities of District 4, daily tally reports, list of employees on Civil Works Administration pay roll (listed by project), reports of activities of employment offices, statistical reports on National Reemployment Service business, requisitions for labor for Civil Works Administration projects, reports from Sacramento Agriculture Statistician's office regarding Department of Agriculture, weekly reports of activities in National Reemployment Service employment office for Yuba, Sutter, Colusa, Yolo, Sierra, and Nevada Counties, reports on cumulative total registration of those unemployed, and general requirements pertaining to safety and equipment. (Daily, official.) Variously sized folders, 6 ft. 1½ in., in wicker baskets. Statistician's Office. (76)

919. LABOR PLACEMENT, 1934 - 1935. Chart showing fluctuations in placements in counties in this district. (Frequently, official.) 9 x 12 sheet, 1 in., on wall. Statistician's Office. (91)

920. LABOR REQUIREMENTS ON PRINCIPAL CROPS IN YUBA-SUTTER AREA, 1935. Showing fluctuation of cannery labor for peaches, pears, prunes, cherries, rice, beans, grapes, peas, plums, nectarines, walnuts, grain, figs, sugar beets, apricots, asparagus, hay (volunteer), almonds, hops, olives, and persimmons. (Frequently, official.) 9 x 12 and 22 x 37 loose sheets, ½ in., in Columbia file on wall. Assistant Manager's Office. (74)

921. TOTAL YEARLY LABOR REQUIREMENTS FOR YUBA-SUTTER AREA, 1935. Chart, showing fluctuation of labor for farms, orchards, and canneries. (Frequently, official.) 9 x 12 and 16 x 31 loose sheets, ½ in., in Columbia file on wall. Assistant Manager's Office. (75)

## MODESTO

### NATIONAL REEMPLOYMENT SERVICE
### OFFICE OF DISTRICT 6
### Post Office, 12th and I Sts.

This office was opened on August 15, 1933. It has jurisdiction over Stanislaus County. All reports are sent to the state office at San Francisco.

922. REPORT OF DAILY ACTIVITIES, 1933 - 1936. Office reports and tabulations. (Daily, official.) 8 x 11 folders, 4½ in., in filing case. R. 5. (60)

923. APPLICATION CARDS FOR WORK, 1934 to date. USES Form 310, registration card - industrial; USES Form 311, registration card - commercial; USES Form 312, registration card - domestic; and USES Form 326A, registration card - farm labor. (Daily, official.) 5 x 7½ cards, 3 ft. 4 in., in transfer case. R. 5. (61)

924. CERTIFICATION CARDS - ACTIVE AND INACTIVE, 1934 to date. FERA Form 600, certificate of eligibility. (Inactive records, never; active records, daily official.) 5 x 8 cards and 5½ x 8 envelopes, 8 ft. 10 in., in 3 drawers of filing case and in transfer case. R. 5. (58, 59)

925. CROSS INDEX CARDS, 1934 to date. USES Form 321, cross index card. (Daily, official.) 3 x 5 cards, 5 in., in transfer case. R. 5. (62)

926. REQUISITIONS FOR WORKERS, 1935 to date. Requests for workers on projects, stating number required, sex, work, classification, and wage scale. (Daily, official.) 8½ x 12 folders, 1 in., in filing case. R. 5. (57)

927. TRANSMITTAL OF WORK SLIPS, June 1935 to date. USES Form 316, placement and referral record - domestic. (Occasionally, official.) 8 x 11 folders, 5 in., in filing case. R. 5. (65)

928. IDENTIFICATION CARDS - ACTIVE AND INACTIVE, Nov. 1935 to date. USES Form 350, applicant's identification card. (Inactive records, never; active records, daily, official.) 3 x 5 and 4 x 6 cards, 7 ft. 1 in., in pasteboard box and in transfer case. R. 5. (63, 64)

## NAPA

### NATIONAL REEMPLOYMENT SERVICE
### OFFICE OF DISTRICT 8
Chamber of Commerce Bldg., Clay and Brown Sts.

This office was established in September 1933. In August 1935 it was moved from the Federal Building to the present location. Useless papers are destroyed by permission of headquarters and reports are sent to the district office at Santa Rosa.

929. GENERAL CORRESPONDENCE, Sept. 1933. Incoming and outgoing correspondence. Filed alphabetically, by name. (Frequently, official.) 8½ x 10 folders, 1 ft. 2 in., in steel filing case. Placement Office. (362)

930. INDEX CARDS - ACTIVE, INACTIVE, AND DEAD, Sept. 1933 to date. Of men and women applying for employment. Segregated into groups of men and women. (Older records, rarely; current records, frequently, official.) 3 x 5 cards, 3 ft., in steel card cabinet. Interviewing Office. (370-372)

931. RECORDS OF PLACEMENTS, Sept. 1933 to date. Of men and women in Works Progress Administration, Public Works Administration, or private industry. Indexed. (Frequently, official.) 6 x 8 cards, 8 in., in steel cabinet. Interviewing Office. (367)

932. APPLICATION RECORDS, Sept. 1933. USES Form 300, daily report of applications. Filed alphabetically, by name. (Daily, official.) 8 x 10½ folders, 10 in., in steel filing case. Placement Office. (363)

933. REGISTRATION FILES - ACTIVE, INACTIVE, AND DEAD, Sept. 1933 to date. Cards, showing men and women eligible for employment in Works Progress Administration, Public Works Administration, or private industry. Indexed. (Older records, rarely; current records, frequently, official.) 6 x 8 cards, 3 ft., in steel card cabinet. Dirty. Interviewing Office. (366, 368, 369)

934. BULLETINS AND REQUISITIONS, July 1934 to date. NRS Form 401, requisitions; also bulletins from Washington. Filed by subject. (Frequently, official.) 8½ x 10 folders, 1 ft., in steel filing case. Placement Office. (361)

935. CIVILIAN CONSERVATION CORPS RECORDS, Apr. 1935 to date. ECW Form 235, applications for enrollment in the Civilian Conservation Corps; also miscellaneous data. Filed alphabetically, by name. (Frequently, official.) 8 x 10½ folders, 1 ft., in steel filing case. Placement Office. (364)

936. STATE EMERGENCY RELIEF ADMINISTRATION RECORDS, July 1935 to date. WPA Form 403, notice of change in work status, and other information pertinent to State Emergency Relief Administration. (Occasionally, official.) 6 x 8 cards, 1 ft. 2 in., in steel card cabinet. Interviewing Office. (365)

## OAKLAND

### CALIFORNIA STATE EMPLOYMENT SERVICE
### BRANCH OFFICE
Fox-Oakland Theater Bldg., 530 - 18th St.

This office was established in April 1935. It has jurisdiction over the city of Oakland. All records over one year old and of apparently no value are destroyed. Statistical reports are sent to Washington daily and all others to the district office at Sacramento.

937. APPLICANTS' REGISTRATION AND IDENTIFICATION CARDS - ACTIVE AND INACTIVE, Apr. 1935 to date. Of persons employed in connection with National Youth Administration, Works Progress Administration, and other Federal projects; USES Form 310, registration card - industrial; USES Form 311, registration card - commercial; USES Form 312, registration card - domestic; USES Form 316, placement and referral record; USES Form 326A, registration card - farm labor; and USES Form 350, applicant's identification card. Filed alphabetically, by name and occupation. (Frequently, official.) 3 x 5 and 5 x 8 cards, 94 ft. 6 in., in 28 drawers of steel filing cases, in 8 drawers of steel card cabinet, in 3 drawers of wooden card cabinet, and in 2 pasteboard boxes. Office. (791)

938. ASSIGNMENT FILE - NATIONAL YOUTH ADMINISTRATION, WORKS PROGRESS ADMINISTRATION AND FEDERAL, Apr. 1935 to date. USES Form 325, assignment slip; WPA Form 402, notice to report for work on project; WPA Form 403, notice of change in work status; WPA Form 404, reclassification slip. (Frequently, official.) 4 x 6 cards, 18 ft. 6 in., in 4 drawers of steel filing case and in wooden box. Office. (790)

939. EMPLOYERS' EMPLOYMENT CARDS, Apr. 1935 to date. USES Form 315, placement and referral record (men), and USES Form 316, placement and referral record (women). (Frequently, official.)

4 x 6 cards, 5 ft. 6 in., in 3 drawers of wooden filing case and in 3 wooden boxes. Office. (783)

940. FIRM VISIT SCHEDULES AND CUMULATIVE RECORDS OF OPENINGS IN PRIVATE INDUSTRIES, Apr. 1935 to date. USES Form 330 and USES Form 331, visit schedule. (Frequently, official.) 5 x 8 cards, 2 ft. 6 in., in 2 drawers of wooden filing case. Office. (788)

941. REFERRAL OR INTRODUCTION CARDS, Apr. 1935 to date. USES Form 320, applicant's introduction cards. (Daily, official.) 3 x 5 cards, 6 ft., in 4 drawers of steel filing case. Office. (787)

942. CORRESPONDENCE, Apr. 15, 1935 to date. Administrative correspondence concerning activities and personnel of this office, placements and general activities in Women's Division of National Youth Administration. (Frequently, official.) 9 x 12 folders and loose sheets, 5 ft., in 3 drawers of steel filing case and in paper box. Office. (793)

943. REGISTRATION CARD CROSS INDEX, Apr. 15, 1935 to date. USES Form 321, cross index card. Filed alphabetically. (Daily, official.) 3 x 5 cards, 8 ft. 6 in., in 2 drawers of steel filing case. Office. (785)

944. CERTIFICATION OF ELIGIBILITY, Aug. 1935 to date. FERA Form 600, certificate of eligibility. (Frequently, official.) 5 x 8 cards, 14 ft. 8 in., in 9 drawers of wooden filing cases. Office. (786)

945. IDENTIFICATION NUMBER RECORD BOOK, Aug. 1935 to date. Record of identification numbers used by the statistical department. (Frequently, official.) 8 x 12 vols., 6 in., on wooden shelf. Office. (789)

946. PROJECT REQUISITIONS FOR WORKERS, AND RELATIVE CORRESPONDENCE, Aug. 1935 to date. WPA Form 401, requisition for workers. (Frequently, official.) 9 x 12 folders, 2 ft., in steel filing case. Office. (784)

947. STATISTICAL REPORTS, JOURNALS, AND CORRESPONDENCE, Aug. 1935 to date. Correspondence containing information regarding employment statistics. (Daily, official.) 8 x 12 and 9 x 12 vols. and folders, 4 ft., in 2 drawers of steel filing case. Office. (792)

## OROVILLE

NATIONAL REEMPLOYMENT SERVICE
DISTRICT 2, BUTTE COUNTY BRANCH OFFICE
Post Office Bldg.

This office was established in April 1934 in the Old Post Office Building. In August 1934 it was moved to the Oroville Inn, and in the following November, to the present location. This and the Gridley office have jurisdiction over the southern part of Butte County. Records are sent to the district office at Chico.

948. OCCUPATIONAL CLASSIFICATION FILE, MALE AND FEMALE - ACTIVE AND INACTIVE, Dec. 1934 to date. USES Form 310, registration card - industrial; USES Form 311, registration card - commercial; USES Form 312, registration card - domestic; USES Form 326A, registration card - farm labor. Filed alphabetically, by name and occupation. (Daily, official.) 5 x 8 loose sheets, 6 ft. 9 in., in 8 pasteboard boxes. Basement. (8)

949. REGISTRANTS' ADDRESSES, Dec. 1934 to date. USES Form 321, cross index card. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft. 8 in., in 3 pasteboard boxes. Basement. (9)

950. BULLETINS AND MEMORANDA, Oct. 1935 to date. Pertaining to Works Progress Administration and National Reemployment Service procedure and rulings. (Older records, occasionally; current records, frequently, official.) 8 x 10½ loose sheets and 10 x 11½ loose-leaf book, 3¼ in., in desk. Basement. (10)

## PALO ALTO

CALIFORNIA STATE EMPLOYMENT SERVICE
BRANCH OFFICE
Veterans Bldg., 25 University Ave.

This office was established in July 1935. All so-called useless papers are destroyed according to regulations. Required reports are sent to Washington regularly and all others to the district office at Sacramento.

951. GENERAL CORRESPONDENCE, Jan. 1935 to date. Correspondence to and from state office, other U. S. Employment Service offices, and individuals regarding employment. (Frequently, official.) 9 x 12 folders, 1 ft., in filing case. (349)

952. IDENTIFICATION CARDS, Jan. 1935 to date. USES Form 350, applicant's identification card. Filed numerically. (Daily, official.) 3 x 5 cards, 2 ft., in steel card tray. (347)

953. REGISTRATION CARDS - ACTIVE AND INACTIVE - MEN AND WOMEN, Jan. 1935 to date. USES Form 310, registration card - industrial; USES Form 311, registration card - commercial; USES Form 312, registration card - domestic; USES Form 326A, registration card - farm labor. Filed numerically, by occupation and alphabetically, by name of applicant. (Daily, official.) 5 x 8 cards, 2 ft. 7 in., in 4 pasteboard card trays. (348)

954. BULLETINS AND INSTRUCTIONS REGARDING PROCEDURE, July 1935 to date. In conducting the affairs of this office. (Frequently, official.) 10 x 12 loose-leaf books, 4 in., on shelf. (353)

955. CROSS REFERENCE FILE, July 1935 to date. USES Form 321, cross index card. (Frequently, official.) 3 x 5 cards, 2 ft., in 2 drawers of card cabinet. (352)

956. CUMULATIVE RECORD - OPENINGS, July 1935 to date. USES Form 331, office record of requests from employers for employees, giving number desired and positions to be filled. Arranged alphabetically. (Frequently, official.) 5 x 8 cards, 1 ft. 6 in., in 2 pasteboard card trays. (354)

957. DAILY REPORTS, July 1935 to date. USES Form 300, daily report of applications; USES Form 301, report of placements; USES Form 302, summary of activities. Filed chronologically. (Daily, official.) 9 x 12 folders, 6 in., in filing case. (350)

958. PLACEMENT AND REFERRAL CARDS, July 1935 to date. USES Form 315, placement and referral record (men) and USES Form 316, placement and referral record (women). Filed alphabetically. (Frequently, official.) 4 x 6 cards, 3 ft., in 3 drawers of card cabinet. (351)

## PLACERVILLE

### NATIONAL REEMPLOYMENT SERVICE
### DISTRICT 5, EL DORADO COUNTY BRANCH OFFICE
Courthouse, Main St.

This office was established on October 1, 1933. Records are housed in a concrete building, with low fire hazard, and none have been lost or destroyed. Reports are sent to the district office at Sonora.

959. CORRESPONDENCE, Oct. 1, 1933 to date. Letters from state and district office regarding office procedure and other matters pertaining to the National Reemployment Service. (Occasionally, official.) 12 x 12½ folders, 1 ft. 6 in., on desk. R. 12. (105)

960. RE-REGISTRATION CARDS, Oct. 1933 to date. Records of persons placed in private employment. (Occasionally, official.) 5 x 8 cards, 1 ft., in card cabinet. R. 12. (99)

961. REGISTRATION CARD FILE, Oct. 3, 1933 to date. USES Form 310, registration card - industrial; USES Form 311, registration card - commercial; USES Form 312, registration card - domestic; USES Form 326A, registration card - farm labor. Filed alphabetically, by name and occupation. (Daily, official.) 5 x 8 cards, 5 ft. 6 in., in card cabinet and on table. R. 12. (100)

962. IDENTIFICATION CARDS, June 1935 to date. USES Form 350, applicant's identification card. (Daily, official.) 3 x 5 cards, 4 ft., in card cabinet, on desk, and on table. R. 12. (101)

963. ELIGIBILITY FILE, July 1935 to date. WPA Form 402, notice to report for work on project; WPA Form 403, notice of change in work status; FERA Form 600, certification of eligibility; FERA Form 601, notice of case change; WPA Form 602, cancelation of certification of eligiblity; FERA Form 144A, individual occupational classification record. (Daily, official.) 5 x 8 cards, 2 ft., in filing case and on table. R. 12. (102)

964. ASSIGNMENT SLIPS, Aug. 1935 to date. USES Form 325, assignment slip. Arranged alphabetically. (Daily, official.) 4-3/4 x 6¼ cards, 8 in., in card cabinet and on desk. R. 12. (104)

965. CROSS INDEX CARDS, n. d. USES Form 321, cross index card. Filed alphabetically. (Daily, official.) 3 x 5 cards, 3 ft., in card cabinet and on desk. R. 12. (103)

## QUINCY

### NATIONAL REEMPLOYMENT SERVICE
### DISTRICT 2, PLUMAS COUNTY OFFICE
Residence, Main and Church Sts.

This office was established in September 1933. It is located in a room in the local manager's residence, a frame building with average fire risk. All reports are sent to the district office at Chico.

966. APPLICANTS - SUPERVISORS' DISTRICTS, Sept. 1933 to date. Record of applicants in each supervisor's district, showing case history, status, employment record, and classification. District files divided into employed and unemployed classes and arranged alphabetically. Indexed. (Daily, official.) 3 x 5 loose forms, 2 ft. 5½ in., in wooden filing case. (10)

967. REGISTRANTS' ADDRESSES, Sept. 1933 to date. USES Form 321, cross index card, showing occupations, classifications, and serial numbers for cross reference. Filed alphabetically. (Rarely, official.) 3 x 5 loose forms, 9 in., in card cabinet and in wooden box. (9)

968. REGISTRATION AND TRANSFER CARDS - ACTIVE, CANCELED, AND INACTIVE - RELIEF AND NON-RELIEF, Sept. 1933 to date. NRS Form 1, placement report; USES Form 310, registration card - industrial; USES Form 311, registration card - commercial; USES Form 312, registration card - domestic; USES Form 326A, registration card - farm labor. Filed alphabetically. (Frequently, official.) 5 x 8 cards, 2 ft. 5 in., in wooden box and in pasteboard box. (5)

969. GENERAL CORRESPONDENCE, 1935 to date. Incoming and outgoing correspondence pertaining to National Reemployment Service. Filed alphabetically, by subject. (Daily, official.) 9 x 12 folders, 7 in., in wooden filing case. (8)

970. NATIONAL REEMPLOYMENT SERVICE BULLETINS AND REPORTS, 1935 to date. USES Form 300, daily report of applications; USES Form 301, report of placements; USES Form 302, summary of activities; USES Form 302A, supplement to summary of activities; USES Form 304, report of additions and subtractions. Filed chronologically. (Daily, official.) 8 x 10½ loose forms and 9 x 12 folders, 5¼ in., in wooden filing case. (11)

971. ELIGIBILITY RECORDS, July 1935 to date. FERA Form 600, certificate of eligibility; FERA Form 601, notice of case change; WPA Form 602, cancelation of eligibility. Filed alphabetically. (Frequently, official.) 5 x 8 cards, 9 in., in wooden box and in pasteboard box. (6)

972. IDENTIFICATION CARDS, July 1935 to date. USES Form 350, applicant's identification card. Filed numerically, by identification number. (Frequently, official.) 3 x 5 cards, 7½ in., in drawer of card cabinet. (7)

973. ACTIVE ASSIGNMENTS, REASSIGNMENTS, AND CHANGE OF WORK STATUS, Jan. 1936 to date. USES Form 325, assignment slip; WPA Form 402, notice to report for work on project; WPA Form 403, change of work status. Filed alphabetically. (Daily, official.) 4 x 6 cards, 4 in., in wooden box. (4)

## RED BLUFF

NATIONAL REEMPLOYMENT SERVICE
DISTRICT 22, TEHAMA COUNTY OFFICE
Post Office, Walnut and Jefferson Sts.

The date of establishment of this office is presumed to be in 1935. Reports are sent to the district office at Redding.

974. NOTICE OF CASE CHANGE, June 1935 to date. FERA Form 601, notice of case change. (Daily, official.) 5 x 8 loose sheets, ¼ in., in pasteboard box. R. 201. (191)

975. NOTICE OF FAILURE TO REPORT OR REFUSAL TO ACCEPT REFERRAL, June 1935 to date. USES Form 360, notice of failure to report or refusal to accept referral. (Monthly, official.) 3 x 6 loose sheets, 1 ft., in pasteboard box. R. 201. (190)

976. APPLICANTS' IDENTIFICATION CARDS, Nov. 1, 1935 to date. USES Form 350, applicant's identification card. Filed numerically. (Daily, official.) 3 x 5 cards, 4 in., in pasteboard box. R. 201. (192)

977. ASSIGNMENTS TO WORKS PROGRAMS, Nov. 1, 1935 to date. USES Form 325, assignment slip. (Daily, official.) 4 x 6 loose sheets, 5 in., in pasteboard box. R. 201. (193)

978. CERTIFICATION OF SPONSOR'S CONTRIBUTIONS, Nov. 1, 1935 to date. WPA Form 710, certification of sponsor's contribution, showing official project number, work project number, type of work, symbol, state, district number, county, name of sponsor, date, certification number, description, unit, quantity, unit price, amount, by whom certified and approved, project supervisor, and by whom posted to project register. (Monthly, official.) 6 x 8 loose sheets, 1 in., in pasteboard box. R. 201. (194)

979. MASTER CARDS, Nov. 1, 1935 to date. CAL/WPA Form 18, intake and certification, showing date, surname, man or woman's given name, age, occupation, I-C case number, SERA case number, WPA identification number, if employable, address, phone, dependents in home, age, relationship, employability, date of application, by whom referred, and date of closing. (Daily, official.) 5 x 8 cards, 2½ in., in pasteboard box. R. 201. (195)

980. REASSIGNMENTS, Nov. 1, 1935 to date. WPA Form 402, notice to report for work on project. (Daily, official.) 4 x 6 loose sheets, 3 in., in pasteboard box. R. 201. (196)

981. CASE REJECTIONS, Jan. 4, 1936 to date. Form RA-RR65, rejection of cases for rural aid from the Resettlement Administration. (Monthly, official.) 5 x 8 loose sheets, ¼ in., in pasteboard box. R. 201. (197)

## REDDING

### NATIONAL REEMPLOYMENT SERVICE
### OFFICE OF DISTRICT 22
Old High School Bldg., Placer and West Sts.

This office was established in May 1933. It was first located at 1541 Yuba Street and in June 1934 was moved to its present quarters, a brick and wood structure with adequate fire protection. It has jurisdiction over Shasta, Lassen, Modoc, Siskiyou, Tehama, and Trinity Counties. No records are sent to Washington.

982. GENERAL CORRESPONDENCE, Sept. 1933 to date. Incoming and outgoing correspondence pertaining to statistical reports and miscellaneous matters. Filed alphabetically. (Daily, official.) 8½ x 11 folders and loose-leaf books, 3 ft. 3 in., in 2 wooden boxes and on wooden shelf. Basement. (229, 230)

983. IDENTIFICATION CARDS - TRINITY AND SHASTA COUNTIES, Sept. 1933 to date. USES Form 350, applicant's identification card. Filed numerically. (Daily, official.) 3 x 5 cards, 4 ft., in wooden boxes. Basement. (224)

984. LABOR REQUISITIONS, CONTRACT ESTIMATES, CORRESPONDENCE - SHASTA AND TRINITY COUNTIES, Sept. 1933 to date. USES Form 325, assignment slip - Works Program; WPA Form 401, requisition for workers; contract estimates and general correspondence relating to same. Filed by project or division. (Daily, official.) 8½ x 11 folders, 1 ft., in wooden box. Basement. (226)

985. REGISTRANTS' ADDRESSES - SHASTA AND TRINITY COUNTIES, Sept. 1933 to date. USES Form 321, cross index card. Filed alphabetically. (Daily, official.) 3 x 5 cards, 6 ft. 6 in., in steel card cabinet. Basement. (223)

986. REGISTRATION CARDS - SHASTA AND TRINITY COUNTIES, Sept. 1933 to date. USES Form 310, registration card - industrial; USES Form 311, registration card - commercial; USES Form 312, registration card - domestic; USES Form 326A, registration card - farm labor. Filed alphabetically, by occupation. (Daily, official.) 5 x 8 cards, 10 ft. 6 in., in 7 wooden boxes. Basement. (225)

987. DAILY AND WEEKLY DISTRICT REPORTS, Sept. 30, 1933 - May 14 1936, Shasta County; May 1 - May 14, 1936, Modoc County; July 1, 1934 - May 14, 1936, Tehama County; May 1 - May 14, 1936, Siskiyou County; Mar. 12 - 15, 1936, Lassen County; July 2, 1934 - May 14, 1936, Trinity County. USES Form 300, daily report of applications; USES Form 301, report of placements; USES Form 302, summary of activities; USES Form 302A, supplement to summary of activities; USES Form 304, report of additions and subtractions. Filed chronologically. (Older records, rarely; current records, daily, official.) 8½ x 11 folders, 1 ft. 5 in., on wooden shelf. Basement. (228)

988. CONTRACTORS' PAY ROLLS, Oct. 1933 - May 1936. Copies of pay rolls furnished by contractors for labor office information. (Never.) 19½ x 26 bundles, 1½ in., on wooden shelf. Basement. (232)

989. PAY ROLLS, July 15, 1934 - May 1936. File copies of USES Form T7. Arranged chronologically. (Semimonthly, official.) 8½ x 11 loose-leaf books, ½ in., on wooden shelf. Basement. (231)

990. ELIGIBILITY FILE - SHASTA AND TRINITY COUNTIES, 1935 to date. FERA Form 600, certificate of eligibility; FERA Form 601, notice of case change; WPA Form 602, cancelation of certification of eligibility. Filed alphabetically. (Daily, official.) 5 x 8 cards, 2 ft. 8 in., in wooden box and in 2 pasteboard boxes. Basement. (227)

## RICHMOND

### NATIONAL REEMPLOYMENT SERVICE
### DISTRICT 11, CONTRA COSTA COUNTY OFFICE
### Builders Exchange Bldg., 250 - 14th St.

This office was established in November 1935 at 1412 MacDonald Avenue, moving to its present location in March 1936. It has jurisdiction over the city of Richmond. All useless papers are destroyed. Daily reports are sent to the state office at Sacramento.

991. CORRESPONDENCE, 1933 to date. General correspondence relating to the conduct of business in this office. (Occasionally, official.) 8 x 10½ loose sheets, 10 in., in steel filing case. Office. (4)

992. REGISTRATION CARDS - ACTIVE AND INACTIVE, Sept. 1933 to date. USES Form 310, registration card - industrial. Filed alphabetically. (Frequently, official.) 5 x 8 cards, 3 ft. 8 in., in 2 wooden boxes and in 3 paper boxes. Office. (5)

993. APPLICANTS' IDENTIFICATION CARDS, Nov. 1935 to date. USES Form 350, applicants' identification card. Filed numerically. (Frequently, official.) 3 x 5 cards 2 ft. 8 in., in 2 wooden card cabinets. (6)

994. CERTIFICATION OF ELIGIBILITY - ACTIVE, INACTIVE, CANCELED, NATIONAL YOUTH ADMINISTRATION, AND TRANSIENT, Nov. 1935 to date. FERA Form 600, certificate of eligibility. Filed alphabetically. (Frequently, official.) 5 x 8 cards, 5 ft. 8 in., in steel filing case, in wooden box, and in 4 pasteboard boxes. (8)

995. INDEX TO REGISTRATION - RELIEF AND NON-RELIEF, Jan. 1936 to date. USES Form 321, cross index card. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft. 4 in., in pasteboard box. (10)

996. REASSIGNMENT AND RECLASSIFICATION CARDS - MALE AND FEMALE, Jan. 1936 to date. WPA Form 402, notice to report for work on project; WPA Form 404, reclassification slip. Filed alphabetically. (Frequently, official.) 4 x 6 cards, 1 ft., in paper box. (9)

997. REPORTS, Jan. 1936 to date. USES Form 300, report of applications; USES Form 301, report of placements; USES Form 302, summary of daily activities; USES Form 304, report of additions and subtractions. (Occasionally, official.) 7½ x 9½ loose sheets, 9 in., in steel filing case. (7)

## RIVERSIDE

NATIONAL REEMPLOYMENT SERVICE
DISTRICT 14, RIVERSIDE COUNTY OFFICE
Abbot Bldg., 3725 - 6th St.

This office was established in February 1933 in the Security Investment Building and removed some time later to the present address. All records and reports are sent to the state office at San Francisco.

998. EMPLOYMENT RECORDS - ACTIVE AND INACTIVE, 1933 to date. USES Form 310, registration card - industrial. Filed alphabetically. (Daily, official.) 5 x 8 cards, 3 ft., in 2 drawers of wooden card cabinet. NW. room. (734)

999. IDENTIFICATION REGISTRATION, 1933 to date. USES Form 350, applicant's identification card. Filed numerically. (Daily, official.) 3 x 5 cards, 8 ft. 6 in., in 7 drawers of wooden cabinet. NW. room. (730)

1000. INDEX, 1933 to date. USES Form 321, cross index card. Filed alphabetically. (Daily, official.) 3 x 5 cards, 10 ft., in 8 drawers of wooden card cabinet. NW. room. (732)

1001. PLACEMENTS IN PRIVATE WORK, 1933 to date. USES Form 310, registration card - industrial; USES Form 311, registration card - commercial; USES Form 312, registration card - domestic; USES Form 326A, registration card - farm labor; NRS Form 1, general work application. Filed alphabetically. (Daily, official.) 5 x 8 cards, 2 ft. 6 in., in 3 trays. NW. room. (733)

1002. REGISTRATIONS - INACTIVE AND ACTIVE, 1933 to date. Relief and non-relief registrations showing employment history, marital status, personal description, classification, education, placement and referral record, signature, and registration number. Filed alphabetically. (Daily, official.) 5 x 8 cards, 14 ft., in 11 drawers of wooden card cabinets. NW. room. (729, 731)

1003. DAILY STATISTICAL REPORTS, Jan. 1935 to date. USES Form 300, daily reports of applications; USES Form 301, daily reports of placements; USES Form 302, summary of activities. Filed chronologically. (Occasionally, official.) 5 x 8 and 8 x 10½ folders and forms, 1 ft., in wooden filing case. NW. room. (736)

1004. PLACEMENTS IN PRIVATE EMPLOYMENT; EMPLOYERS' RECORDS OF WORKS PROGRESS ADMINISTRATION EMPLOYEES, Jan. 1935 to date. USES Form 315, placement and referral record. Filed alphabetically. (Daily, official.) 4 x 6 cards, 2 ft., in 2 trays on table. NW. room. (737)

1005. ASSIGNMENTS TO WORKS PROGRAMS, Feb. 1935 to date. USES Form 325, assignment slips, with requisitions for workers attached. Filed alphabetically. (Daily, official.) 4 x 6 slips and 10 x 12 folders, 2 ft. 8 in., in 2 drawers of steel filing case. NW. room. (735)

1006. CERTIFICATIONS, July 1935 to date. FERA Form 600, certificate of eligibility. Filed alphabetically. (Daily, official.) 5½ x 8 envelopes, 8 ft., in pasteboard box. NW. room. (740)

1007. REASSIGNMENT SLIPS AND NOTICE OF CHANGE IN WORK STATUS, Sept. 1935 to date. WPA Form 402, notice to report for work on project; WPA Form 403, notice of change in work status. Filed alphabetically. (Daily, official.) 4 x 6 slips, 7 ft., in 7 pasteboard boxes. NW. room. (738)

1008. NATIONAL YOUTH ADMINISTRATION, Dec. 1935 to date. USES Form 310, registration card - industrial; USES Form 311, registration card - commercial; USES Form 312, registration card - domestic; case histories and employment records of those engaged on the National Youth Administration projects. Filed alphabetically. (Daily, official.) 5 x 8 cards, 1 ft. 8 in., in 3 trays. NW. room. (739)

## ROSEVILLE

### NATIONAL REEMPLOYMENT SERVICE
### DISTRICT 5, PLACER COUNTY OFFICE
Chamber of Commerce Bldg., 649 Vernon St.

This office was established at Auburn in 1933. In December 1934, it was destroyed by fire and was transferred to its present location, consisting of one room in a stucco building with no protective measures against fire. No records have been lost or destroyed since its occupancy of the present quarters. All reports are sent to the district office at Sonora.

1009. OBSOLETE FILE, 1933 to date. Old files containing records of Civil Works Administration activities. Impossible to examine on account of locker being closed and blocked by counters. (Rarely, official.) Variously sized folders and bundles, 10 ft., in wooden locker. Office. (37)

1010. REGISTRATION CARD FILE, 1933 to date. USES Form 310, registration card - industrial; USES Form 311, registration card - commercial; USES Form 312, registration card - domestic; USES Form 326A, registration card - farm labor. (Daily, official.) 5 x 8 cards, 8 ft. 6 in., in wooden card cabinet. Office. (26)

1011. COMPLETED FILES, Dec. 1, 1934 to date. Records of assignments of men who have worked on projects, and accounting of money spent. (Rarely, official.) 9 x 12 folders, 1 ft. 6 in., in wooden filing case. Office. (40)

1012. DESK FILES, Dec. 1, 1934 to date. Paid bills and private correspondence. (Daily, official.) 9 x 12 folders, 2 ft., in desk drawer. Office. (35)

1013. ELIGIBILITY FILE, Dec. 1934 to date. FERA Form 600, certificate of eligibility; FERA Form 601, notice of case change; WPA Form 602, cancelation of certification of eligibility. WPA Form 602 is a cancelation of WPA Forms 600 and 601, when worker finds employment outside of Works Progress Administration. (Daily, official.) 5 x 8 cards, 2 ft., in wooden card cabinet. Office. (28)

1014. PLACEMENT FILE, Dec. 1, 1934 to date. List of registrants who have obtained private employment. Filed alphabetically. (Daily, official.) 3 x 5 cards, 9 in., in wooden card cabinet. Office. (38)

1015. IDENTIFICATION CARDS, Nov. 16, 1935 to date. USES Form 350, applicant's identification card. Filed numerically. (Daily, official.) 3 x 5 cards, 3 ft. 6 in., in wooden card cabinet. Office. (31)

1016. REGISTRANTS' ADDRESSES, Nov. 16, 1935 to date. USES Form 321, cross index card. This alphabetical index is the master file for the office. (Daily, official.) 3 x 5 cards, 3 ft., in wooden card cabinet. Office. (29)

1017. LETTERS AND GENERAL CORRESPONDENCE, Jan. 1, 1936 to date. Letters awaiting further statistical data, such as cancelations of registrations of individuals who originally worked in Roseville, but have since re-registered in other northern California cities; general correspondence and personal record file of all applicants. (Occasionally, official.) 9 x 12 bundles 2 ft. 8 in., in wooden filing case and in desk drawer. Office. (32)

1018. REFERENCE LETTERS, Feb. 1, 1936. USES Form 21, returned copies of a form letter sent to employers, inquiring as to whether or not employee's work is satisfactory. (Daily, official.) 9 x 12 bundles, 4 ft., on platform. Office. (36)

1019. STATISTICAL FILE - REPORTS, June 1936. USES Form 300, daily report of applications; USES Form 301, report of placements; USES Form 302, summary of activities; USES Form 302A, supplement to summary of activities. (Daily, official.) 9 x 12 folders, 6 ft., in wooden filing case. (34)

## SACRAMENTO

### CALIFORNIA STATE EMPLOYMENT SERVICE
### OFFICE OF THE STATE DIRECTOR
### 1714 K St.

This office was established in 1915 as a part of the State Labor Commission and was reorganized in 1935 under the provisions set up by the Wagner-Peyser Act. It has jurisdiction over the State of California.

### Commercial and Professional Division

1020. CORRESPONDENCE FILE, Jan. 1, 1936 to date. Interdepartmental and general correspondence, orders, notices of changes in rules, work schedules, corrections of errors, etc. (Daily, official.) 10 x 14 loose sheets, 5 ft. 10 in., in steel filing case and in steel correspondence box on desk. Employment Service Office. (455)

### Men's Bureau

1021. APPLICATION CARDS - ACTIVE AND INACTIVE, 1935 to date. Complete record of each applicant, giving present status and work qualifications. Some cases are inactive because applicant has obtained temporary or permanent employment. Filed alphabetically. Indexed. (Daily, official.) 3 x 5 and 5 x 8 cards, 9 ft. 2 in., in 3 steel card cabinets. Employment Service Office. (453)

1022. DESK FILES, 1935 to date. USES Form 315, placement and referral record; current applications and employers' records. (Daily, official.) 2½ x 6 and 5 x 8 cards, 4 ft., in 2 steel and in 2 wooden desk files. Employment Service Office. (445)

1023. DUPLICATE CLASSIFICATION CARDS, 1935 to date. USES Form 326, classification of applicants (permanent and transient.) (Never.) 5 x 8 cards, 2 ft. 8 in., on top of old records. Storeroom. (450)

1024. FORMS, RECORDS AND CORRESPONDENCE - OBSOLETE, 1935 to date. Old correspondence to and from departments, employers' and applicants' records, and old forms. Indexed. (Frequently, official.) 8 x 10 folders and 10 x 15 envelopes, 1 ft. 3 in., in steel filing case. Employment Service Office. (443)

1025. IDENTIFICATION CARDS, 1935 to date. USES Form 350, applicant's identification card. Indexed. (Daily, official.) 3 x 5 cards, 3 ft. 9 in., in 2 drawers of steel filing case. Employment Service Office. (448)

1026. INCOMPLETE FORMS, 1935 to date. Registration cards made out incorrectly and not finished. (Never.) Variously sized cards, 4 ft. 4 in., in cardboard card cabinet and in 2 wooden drawers. Employment Service Office. (464)

1027. LEDGER RECORDS, 1935 to date. Records of requisitions and identification records of personnel. Indexed. (Daily, official.) 7½ x 12 vols., 6 ft., on desk. Employment Service Office. (442)

1028. MASTER INDEX FILE, 1935 to date. USES Form 321, cross index card. (Daily, official.) 3 x 5 cards, 5 ft., in steel filing case. Employment Service Office. (441)

1029. MISCELLANEOUS FILE, 1935 to date. Miscellaneous correspondence from employers, applicants, and departments, pay rolls, bulletins, and records of old projects. Indexed. (Frequently, official.) 10 x 15 folders, 1 ft. 3 in., in steel filing case. Employment Service Office. (444)

1030. PENDING FILE, 1935 to date. Skilled and unskilled labor registrations taken from "Trouble File". Records held in abeyance pending re-registrations, referrals, renewals, and placements. Filed alphabetically. Indexed. (Daily, official.) Variously sized cards, 2 ft., in pasteboard transfer case. Employment Service Office. (451)

1031. STATE EMERGENCY RELIEF ADMINISTRATION AND WORKS PROGRESS ADMINISTRATION RECORDS, 1935 to date. USES Form 325, assignment slip; WPA Form 401, requisition for workers; WPA Form 402, notice to report for work on project; WPA Form 403, notice of change in work status; WPA Form 404, reclassification slip; FERA Form 602, cancelation of eligibility. Indexed. (Frequently, official.) 3 x 5 and 5 x 7 bundles, 5 ft., in 2 drawers of steel filing case. Employment Service Office. (447)

1032. STATE RELIEF ADMINISTRATION APPLICATIONS - PENDING, 1935 to date. Pending employment applications from the State Relief Administration; applications transferred from State Relief Administration files to this office. (Frequently, official.) 6 x 9 loose sheets, 1 ft. 2 in., in wire basket. Employment Service Office. (452)

1033. STATE RELIEF ADMINISTRATION NOTICES, Jan. 1, 1935 to date. Discarded forms originally used by State Relief Administration to notify applicant to report for work. (Never.) 3½ x 8½ envelopes, 3 ft. 2 in. Employment Service Office. (462)

1034. SUMMARY OF DAILY ACTIVITIES, 1935 to date. USES Form 300, daily report of applications; USES Form 302, summary of activities. Indexed. (Frequently, official.) 10 x 15 folders. 1 ft. 3 in., in steel filing case. Employment Service Office. (446)

1035. "TROUBLE FILE", 1935 to date. USES Form 310, registration card - industrial and USES Form 321, cross index card, held because of clerical errors, wrong color card, etc. Some of these records have been re-checked and errors corrected for permanent filing. Indexed. (Daily, official.) 3 x 5 and 5 x 8 cards, 12 ft. 6 in., on 3 wooden shelves and in 4 drawers of wooden desk. Employment Service Office. (456)

1036. WORKS PROGRESS ADMINISTRATION FORMS AND DUPLICATES, 1935 to date. Duplicate copies of CAL/WPA Form 16, report of sick leave, and USES Form 350, applicant's identification card, being held here until they can be sent to California State Employment Office. Indexed. (Daily, official.) Variously sized cards and loose sheets, 3 ft. 8 in., in 2 drawers of card cabinet and in 2 paper boxes. Employment Service Office. (460)

1037. APPLICATIONS AWAITING CODE NUMBER, Jan. 1, 1936 to date. New work applications ready for codeing but awaiting completion with master identification cards. (Daily, official.) 3 x 5 and 5 x 8 cards, 3 ft. 10 in., in pasteboard box and in desk drawer. Employment Service Office. (463)

1038. CASES TO BE RE-CHECKED, Jan. 1, 1936 to date. USES Form 300, daily report of applications, which have been removed from files to be re-checked for proper statistical information and work history of each case. Indexed. (Daily, official.) 5 x 8 cards, 1 ft., in pasteboard box. Employment Service Office. (449)

1039. DAILY CORRESPONDENCE, Jan. 1, 1936 to date. Correspondence to and from department heads, employers, sponsors of work projects, and citizens; correspondence from department heads consists of corrections, orders, acknowledgments; employer's and sponsor's correspondence relates to daily progress and questions arising during construction on a project; citizen's correspondence relates to questions about work and answers to inquiries. (Daily, official.) 12 x 14 loose sheets, 2 ft. 4 in., in wire basket. Employment Service Office. (457)

1040. NEW APPLICATIONS, Jan. 1, 1936 to date. USES Form 300, new applications. (Daily, official.) 3 x 5 and 5 x 8 cards, 2 in., in steel filing case. Employment Service Office. (454)

1041. PLACEMENT AND REFERRAL CARDS, Jan. 1, 1936 to date. USES Form 315, placement and referral record. Indexed. (Daily, official.) 4 x 6 cards, 10 in., in wooden card cabinet. Employment Service Office. (461)

Women's Division and Bureau

1042. IDENTIFICATION FILES - WOMEN, 1935 to date. Duplicate identification records of applicants from the domestic and

institutional division. Indexed. (Frequently, official.) 3 x 5 cards, 3 ft., in file box. Employment Service Office. (459)

1043. TEMPORARY DEAD FILES, 1935 to date. USES Form 300, applications temporarily dead because applicants have obtained employment in private industry for a limited period but will become active if applicant returns to Works Progress Administration for employment. Indexed. (Frequently, official.) 3 x 5 and 5 x 8 cards, 2 ft. 3 in., in steel filing case. Employment Service Office. (458)

## SALINAS

### NATIONAL REEMPLOYMENT SERVICE
### OFFICE OF DISTRICT 12
### 234 Monterey St.

This office was established on March 1, 1933. It is temporarily located at 234 Monterey Street until reconstruction operations are completed on the Salinas Courthouse, its original location. It has jurisdiction over Monterey and San Benito Counties. All reports are sent to the state office at San Francisco.

1044. ASSIGNMENT SLIPS, CHANGE IN WORK STATUS, AND REASSIGNMENT SLIPS - INACTIVE, Mar. 1, 1933 to date. USES Form 325, assignment slip; WPA Form 402, notice to report to work on project; WPA Form 403, notice of termination of employment. Filed alphabetically. (Older records, rarely; current records, daily, official.) 4½ x 6 slips, 4 ft. 6 in., in 4 card cabinets and in wooden box. 2d floor. (61, 72)

1045. BUREAU OF PUBLIC WORKS PAY ROLL, Mar. 1, 1933 to date. Pay roll sheets. Filed chronologically. (Frequently, official.) 24 x 36 loose-leaf book, 3 in., in wooden box on filing case. 2d floor. (63)

1046. CERTIFICATES OF ELIGIBILITY - ACTIVE AND INACTIVE, Mar. 1, 1933 to date. FERA Form 600, certificate of eligibility; FERA Form 601, notice of case change; FERA Form 602, cancelation of certificate of eligibility. Filed alphabetically. (Inactive records, rarely; active records, daily, official.) 5 x 8 cards, 4 ft. 9 in., in wooden box and in 6 drawers of card cabinets. 2d floor. (60, 73)

1047. DAILY REPORTS, Mar. 1933 to date. USES Form 300, daily report of applications; USES Form 301, report of placements; USES Form 302, summary of activities; USES Form 302A, supplement to USES Form 302. Filed by subject and chronologically. (Daily,

official.) 9 x 12 folders, 7 ft., in 2 steel drawers, in wooden box, and on filing case. 2d floor. (67)

1048. GENERAL CORRESPONDENCE, Mar. 1, 1933 to date. Incoming and outgoing correspondence between this office and San Francisco headquarters, covering operations of this office; also private letters and expenditure reports. Filed chronologically. (Frequently, official.) 9 x 12 folders, 3 ft., in 2 steel drawers. 2d floor. (66)

1049. MEMORANDA, REPORTS AND BULLETINS, Mar. 1, 1933 to date. Memoranda, amendments, dockets of jobs, reports issued by the Department of Agriculture through the National Reemployment Service office in San Francisco, and Works Progress Administration and National Reemployment Service bulletins issued from San Francisco headquarters. Filed as separate units. (Frequently, official.) 10 x 10 loose-leaf books, 2 ft., on desks and in wall files. 2d floor. (64)

1050. REGISTRATION CARDS, Mar. 1, 1933 to date. USES Form 310, registration card - industrial; USES Form 311, registration card - commercial; USES Form 312, registration card - domestic; USES Form 326A, registration card - farm labor. Filed alphabetically. (Daily, official.) 5 x 8 cards, 1 ft., in 2 drawers of card cabinets. 2d floor. (65)

1051. NOTICES OF FAILURE TO REPORT AND OF PLACEMENT, Sept. 1933 to date. USES Form 340, notice of placement; USES Form 360, notice of failure to report or refusal to accept referral. Filed alphabetically. (Rarely, official.) 3 x 5 and 4 x 6 slips, 4 in., in card cabinet. 2d floor. (70)

1052. CUMULATIVE AND GENERAL RECORDS OF OPENINGS, Sept. 19, 1933 to date. USES Form 315, placement and referral record; USES Form 331, cumulative records of openings. Filed alphabetically. (Frequently, official.) 4 x 6 and 5 x 8 cards, 6 in., in card cabinet. 2d floor. (69)

1053. MASTER FILE, Sept. 19, 1933 to date. USES Form 350, applicant's identification card. Filed alphabetically, by name of worker. (Daily, official.) 3½ x 5 slips, 8 ft., in wooden container. 2d floor. (62)

1054. REFERRAL CARDS, Sept. 19, 1933 to date. USES Form 320, applicant's introduction card. Filed alphabetically. (Frequently, official.) 3 x 5 cards, 1 ft. in card cabinet. 2d floor. (71)

1055. REQUISITIONS FROM CONTRACTORS, Nov. 1, 1933 to date. WPA Form 401, requisition for workers. Filed chronologically. (Frequently, official.) 9 x 12 folders, 1 ft., in steel drawer. 2d floor. (68)

## SAN ANDREAS

NATIONAL REEMPLOYMENT SERVICE
DISTRICT 5, CALAVERAS COUNTY OFFICE
Chamber of Commerce Bldg., Main St.

This office was established in 1933. Reports are sent to the district office at Sonora.

1056. ACTIVE AND INACTIVE FILE, 1933 - May 28, 1936. USES Form 310, registration card - industrial; USES Form 311, registration card - commercial; USES Form 312, registration card - domestic; USES Form 313, registration card - labor; USES Form 320, applicant's introduction card; USES Form 326A, registration card - farm labor; USES Form 340, notice of placement; USES Form 360, notice of failure to report or refusal to accept referral. (Daily, official.) 5 x 8 cards, 2 ft. 8 in., in wooden filing case and in pasteboard box. Main Office. (37)

1057. ASSIGNMENT SLIPS, 1933 - May 1936. NRS Form 325, assignment slip, fifth copy. (Daily, official.) 4 x 6 slips, 6 in., in pasteboard box. Main Office. (38)

1058. IDENTIFICATION CARDS, 1933 - May 1936. USES Form 350, applicant's identification card. (Daily, official.) 3 x 5 cards, 2 ft., in 2 card cabinets. Main Office. (36)

1059. REASSIGNMENT SLIPS AND CHANGE OF WORK STATUS, 1933 - May 1936. WPA Form 402, notice to report for work on project, and WPA Form 403, notice of change in work status. (Daily, official.) 4 x 6 cards, 5 in., in pasteboard box. Main Office. (39)

1060. STATISTICAL RECORDS, 1933 - May 1936. USES Form 300, daily report of applications; USES Form 301, report of placements; USES Form 302, summary of activities; USES Form 304, report of additions and subtractions. (Daily, official.) 9 x 12 bundles, 6 in., in wooden filing case. Main Office. (40)

## SAN BERNARDINO

CALIFORNIA STATE EMPLOYMENT SERVICE
BRANCH OFFICE
Court Theater Bldg., 352 Court St.

This office was established about 1933 as a part of the state employment service and was reorganized in 1935 under the provisions of the Wagner-Peyser Act. It occupied quarters at 722

Court Street from 1933 to June 1935 when it was moved to the present location. All records are sent to the state office at Sacramento.

1061. ELIGIBILITY FILE, July 1, 1935 to date. FERA Forms 600 and 601; USES Form 325; WPA Forms 401, 402, 403, 404, and 602. See addenda for description of forms. (Daily, official.) 5 x 8 loose sheets, 37 ft., in wooden box. (11)

1062. IDENTIFICATION CARDS, July 1, 1935 to date. USES Form 350, applicant's identification card. (Daily, official.) 3 x 5 cards, 25 ft., in 6 drawers of steel filing case and in wooden boxes. (12)

1063. LEGAL FILES, July 1, 1935 to date. Correspondence, project records, Works Progress Administration, Public Works Administration and state highway contracts, Civil Works Administration records, etc. (Daily, official.) 12 x 15 folders, 8 ft., in 6 drawers of steel filing cases. (10)

1064. REGISTRANTS' ADDRESSES, July 1, 1935 to date. USES Form 321. (Daily, official.) 3 x 5 cards, 19 ft., in 14 drawers of steel filing cases. (14)

1065. REGISTRATION FILE, July 1935 to date. USES Form 310, registration of skilled and industrial workers; USES Form 311, registration of commercial and professional workers; USES Form 312, registration of domestic and service workers; USES Form 326A, registration of farm labor. (Daily, official.) 5 x 8 cards, 20 ft., in 16 drawers of steel filing case. (9)

## SAN DIEGO

### CALIFORNIA STATE EMPLOYMENT SERVICE
### BRANCH OFFICE
### 666-- 2d St.

This office was established in October 1923. It occupied quarters at Second and B Streets from 1923 to 1924; 136 F Street, 1924 to 1928, and 826 Second Street, 1928 to 1933. It has jurisdiction over San Diego County. Reports are sent to the district office at Sacramento.

1066. APPLICANTS GIVEN EMPLOYMENT, 1933 to date. CSES Form 30, report of persons with relief status in private employment, showing name, title and location of party reporting, period covered and number of persons placed in private employment; USES Form 360, notice of failure to report or refusal to accept. Filed

chronologically. (Semimonthly, official.) 9 x 12 folders, 1 ft., in pasteboard box. Statistician's Office. (1275)

1067. GENERAL CORRESPONDENCE REGARDING PERSONNEL RECORDS, Dec. 1933 to date. Pertaining to applications for employment, administrative office bulletins, copies of reports on routine, departmental and interdepartmental administrative correspondence, and personnel records. Filed chronologically and alphabetically, by agency and by subject. (Daily, official.) 8½ x 15 folders, 6 ft., in steel filing cases. Manager's Office. (1267, 1269, 1270)

1068. CHANGE OF RESIDENCE, 1935 to date. CSES Form 4, showing name of applicant, old and new addresses, date, social security and identification numbers, date of birth, sex, color, veteran status, occupation, and name of office manager. Filed chronologically. (Frequently, official.) 9 x 12 folders, 6 in., in pasteboard box. Statistician's Office. (1279)

1069. CLEARANCES, 1935 to date. Notification of clearance opening, referral, or placement, showing date, order number, sending and receiving offices, nature of openings, occupation and industrial codes, race and nationality of employee, location and duration of job; monthly report of district clearance office showing districts, month ending, offices, openings reported and canceled, and referrals and placements made. Filed chronologically. (Monthly, official.) 9 x 12 folders, 6 in., in pasteboard box. Statistician's Office. (1274)

1070. DAILY REPORT OF APPLICATIONS, 1935 to date. USES Form 300, daily report of applications. Filed chronologically. (Daily, official.) 9 x 12 folders, 1 ft., in pasteboard box. Statistician's Office. (1278)

1071. PLACEMENTS, 1935 to date. CSES Form 27, report of placements, showing period, service, address of office, and number of persons placed; also reports of farm activities. Filed chronologically. (Weekly, official.) 9 x 12 folders, 1 ft. 6 in., in pasteboard box. Statistician's Office. (1276)

1072. RECOMMENDATIONS FOR OCCUPATIONAL CODE CHANGES, 1935 to date. USES Form 308, showing list of recommendations to be chosen for checking. Filed chronologically. (Rarely, official.) 9 x 12 folders, 1 in., in pasteboard box. Statistician's Office. (1255)

1073. REPORTS OF PLACEMENTS AND SUMMARY OF ACTIVITIES, 1935 to date. USES Form 301, report of placements; USES Form 302, summary of activities. Filed chronologically. (Daily, official.) 9 x 12 folders, 2 ft., in pasteboard box. Statistician's Office. (1277)

1074. VERIFICATION OF MILITARY SERVICE, 1935 to date. CSES Form 20, verification of military service, showing date, sheet, line and discharge numbers, name and identification number of veteran, dates of enlistment and discharge, and by whom verification was made. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 6 in., in pasteboard box. Statistician's Office. (1272)

1075. PROJECT CORRESPONDENCE, Sept. 1935 to date. Letters and job specifications pertaining to all public works projects for which this office was required to furnish labor. Filed alphabetically, by name of contractor. (Frequently, official.) 8½ x 15 folders, 10 ft., in 6 drawers of steel filing case. File Room. (1266)

1076. REGISTRATIONS, Sept. 1935 to date. USES Form 310, registration card - industrial; USES Form 311, registration card - commercial; USES Form 312, registration card - domestic. These registrations consist of female domestic and institutional workers, male industrial and agricultural workers, male and female professional workers, aircraft factory employees, and National Youth Administration commercial workers. Filed alphabetically and by occupational classification. (Daily, official.) 5 x 8 cards, 140 ft., in 17 drawers of steel filing cases and in 11 drawers of steel card cabinets. File Room. (1252, 1254, 1260, 1262-1264, 1268)

1077. ELIGIBILITY CERTIFICATES, Oct. 1935 to date. WPA Form 600, certification of eligibility; WPA Form 602, cancelation of certification of eligibility. Filed alphabetically. (Frequently, official.) 5 x 8 loose sheets, 6 ft., in 2 drawers of wooden filing case. File Room. (1265)

1078. PLACEMENT AND REFERRAL RECORD, Jan. - Dec. 1936. USES Form 315, placement and referral record. Filed alphabetically, by name of employer. (Rarely, official.) 4 x 6 cards, 8 ft., in 4 drawers of steel filing case. File Room. (1261)

1079. WEEKLY REPORT OF ACTIVITIES OF PERSONS ON RELIEF ROLLS, Oct. 1936 to date. CSES Form 32, showing address of office, by whom compiled, placements, State Relief Administration cancelations, number of referrals made, how many failed to report, date of pay roll, and number of cases. Filed chronologically. (Semimonthly, official.) 9 x 12 folders, 1 in., in pasteboard box. Statistician's Office. (1273)

## SAN FRANCISCO

### CALIFORNIA STATE EMPLOYMENT SERVICE
### BRANCH OFFICE
### Federal Office Bldg., Civic Center

This office was opened on August 1, 1933 in quarters in the State Building, Civic Center and remained there until August 1935, when it was moved to 64 Pine Street and finally in May 1936, to its present address. Its principal function is the accumulation and compilation of employment statistics for the State of California. Department of Labor filing schedules and classifications are maintained. All reports are sent to the state office at Sacramento. The office has not, as yet had any useless papers.

1080. CORRESPONDENCE - GENERA, PRIVATE, AND CLOSED FILES, 1933 to date. Relating to applications, bulletins, and resolutions. (Rarely, official.) 9 x 12 folders, 3 ft., in steel filing case. R. 120. (9181)

1081. DAILY EMPLOYMENT REPORTS, 1933 to date. Daily reports of openings, placements, and applications showing name of city, name of employer or applicant, occupation, term of employment, number of hours worked per day, and sex, age and race of applicant. (Frequently, official.) 9 x 12 folders, 23 ft., in steel filing cases and in pasteboard boxes. R. 104. (9169)

1082. GENERAL CORRESPONDENCE, 1933 to date. Pertaining to unemployment, unemployment compensation, economic security, veterans' placement service, farm director, state offices, administrative offices, general contractors, tunnel projects, rust control, National Youth Administration, forestry, immigration, National Emergency Commission, Department of Public Works, projects, introductions, stamps, bulletins, personnel, investigations, etc. (Frequently, official.) 9 x 12 and 10 x 15 folders, 23 ft., in wooden and steel filing cases and in pasteboard boxes. Rs. 104 and 120. (9166, 9177, 9182)

1083. PAY ROLL DATA, 1933 to date. Pay rolls of employees for personal service, showing name, grade, designation, total salary rate, gross amount earned and net amount paid, and receipts from payees for amounts received. (Frequently, official.) 9 x 12 folders, 8 ft., in steel filing case and in pasteboard boxes. R. 104. (9167)

1084. PROJECT SPECIFICATIONS, 1933 to date. Specifications relating to Works Progress Administration highway, Bureau of Public Works, Public Works Administration, Treasury projects, and containing notices of date on which bids will be received, number and classification of men required, notice to contractors, name of project, record of advertisements, awards, sub -contracts, and

relative correspondence. Filed alphabetically, by name of county. (Frequently, official.) 9 x 15 folders, 17 ft., in steel filing cases. R. 112. (6059)

1085. STATE EMERGENCY RELIEF ACT CORRESPONDENCE - CURRENT AND CLOSED, 1933 to date. Correspondence with county managers and field supervisors relating to State Emergency Relief Administration projects, placements, meetings, travel vouchers, reports, statistical data, registrations, personnel, and assignments. (Frequently, official.) 9 x 12 and 10 x 15 folders, 6 ft., in steel folded document holders. R. 120. (9179)

1086. WEEKLY SUMMARIES OF ACTIVITIES, 1933 to date. Showing number of applications received for the period, renewals, applications transferred, number entered in private or public employment, and number of farm registrations and farm placements. (Frequently, official.) 9 x 12 folders, 7 ft., in steel filing case and in pasteboard boxes. R. 104. (9162)

1087. COMPLAINTS, INVESTIGATIONS, AND CORRESPONDENCE, 1934. Correspondence and investigation reports relating to complaints regarding non-residents of county, non-citizens, additional income, money in bank or real estate holdings, old age pensions, and persons holding two jobs. (Never.) 9 x 12 folders and bundles, 8 in., on floor of stockroom. R. 112. (9193)

1088. MISCELLANEOUS REPORTS, 1934 to date. State Emergency Relief Administration reports, inventories, National Youth Administration, occupational shortages, contributions, and supplies on hand. (Frequently, official.) 9 x 12 folders, 8 in., in steel filing case. R. 104. (9163)

1089. NOTIFICATION OF APPROVED CIVIL WORKS PROJECT AND REQUISITION FOR WORKERS, 1934. Notices from state Civil Works Administration of the approval of the various projects, showing nature of project, location, official in charge, approximate number of men required, classification, and date of starting work. (Never.) 9 x 12 folders and bundles, 3 in., on floor. R. 112. (9175)

1090. RECORD OF APPLICATIONS AND COMPLAINTS, 1934. Applications, giving name of office, date, name, address and description of applicant, marital status, and types of work previously done; complaints showing name of party complained of, date, where employed, and report of investigator. (Never.) 9 x 12 folders and bundles, 3 in., on floor. R. 112. (9176)

1091. WEEKLY NATIONAL REEMPLOYMENT SERVICE PERSONNEL ESTIMATES, 1934. Showing city, county, name of employee, type of work, wages per week, name of statistical clerk, and remarks. (Never.) 9 x 12 folders and bundles, 3 in., on floor. R. 112. (9173)

1092. APPLICANTS' IDENTIFICATION CARDS, 1935 to date. USES Form 350, applicant's identification card. (Frequently, official.) 3 x 5 cards, 8 in., in wooden filing case. R. 104. (5949)

1093. CLEARANCE SLIPS - TRANSIENTS, 1935. Issued to transients on transfer from one district to another, showing name, address, personal description, age, race, marital status, last employer, kind of business, rate of pay, and record of change of work status. (Rarely, official.) 5 x 8 cards, 10 ft., in pasteboard boxes. R. 104. (9188)

1094. CORRESPONDENCE AND REPORTS, YOUTH INVENTORY, AND UNEMPLOYED SCHOOL TEACHERS, 1935 to date. Correspondence and reports on National Reemployment Service registrations of unemployed school teachers; youth inventory, showing name of county, number certified, number registered, state credentials, registered and eligible for assignment and assigned, and total number of youths in each classification. (Never.) 9 x 12 folders and bundles, 2 in., on floor. R. 112. (9191)

1095. MINUTES OF MEETINGS, 1935 to date. Copies of minutes of meetings called by state director for explanation of work procedure to district managers. (Rarely, official.) 10 x 16 folders, 2 in., in steel filing case. R. 120. (9183)

1096. MONTHLY REPORTS OF APPLICATIONS AND PLACEMENTS, 1935 to date. Reports of applications, showing dates, district, total of men and women applicants, color, veteran, if on relief; reports of placements, showing age, duration of employment, sex, color, relief or otherwise; returned from Washington to be checked for corrections. (Rarely, official.) 11½ x 16 vols., 1 ft. 6 in., in steel filing case. R. 104. (9165)

1097. MONTHLY REPORTS FROM DISTRICT MANAGERS, 1935. Issued by district managers for each county of the state to the State Reemployment director, showing name of county, district, type of project, number of wage earners employed, amount of pay rolls, and employment financed by Public Works funds. (Rarely, official.) 9 x 12 bundles, 3 in., on floor. R. 112. (9190)

1098. REPORTS ON APPLICANTS AVAILABLE FOR TRANSFER, 1935. Showing number of persons available for transfer to other work projects, county in which now working, date of report, and present occupation of applicant. (Never.) 9 x 12 folders and bundles, 2 in., on floor. R. 112. (9174)

1099. STATIONERY REQUISITIONS, 1935 to date. Requisitions for blank forms, stationery and envelopes, giving description and quantity desired. (Rarely, official.) 8 x 10½ bundles, 6 in., on floor of stockroom. R. 116. (9189)

1100. TRANSFER CORRESPONDENCE, 1935 to date. Letters and telegrams relating to securing and transferring help from one district or project to another, registration cards, search for missing employees, and other matters pertaining to this office. Filed numerically, by districts. (Frequently, official.) 9 x 15 folders, 2 ft., in steel filing case. R. 104. (9164)

1101. WEEKLY REPORTS OF DECLINED REFERRALS, 1935. USES Form 360, notice of failure to report; weekly reports, showing number of persons sent to positions, but who were refused by prospective employers. (Never.) 8 x 11 bundles, 2½ in., on floor. R. 112. (9170)

1102. WEEKLY REPORTS ON RELIEF STATISTICS, 1935. Summary of reports by 48 counties, showing name of city, district, county, number and description of forms on hand, number of persons served, relief persons assigned to Works Progress Administration projects, transients assigned and not assigned, and signature of statistician compiling report. (Rarely, official.) 8½ x 11 folders and bundles, 2 in., on floor. R. 112. (9192)

1103. RECEIPTS FOR BULLETINS AND MEMORANDA, 1936 to date. Showing date of receipt, city, county and district, description of instrument receipted for, reference to its contents, and relating to National Youth Administration activities, veteran's eligibility, etc. (Occasionally, official.) 8 x 12 envelopes, 2 ft. 6 in., on wooden shelf. R. 112. (6058)

1104. TRANSMITTAL CORRESPONDENCE, 1936. Correspondence regarding transmittal of assignment slips from one district office to another, giving name, number, and occupation of worker. (Never.) 9 x 15 folders, 6 in., in steel filing case. R. 120. (9178)

1105. WEEKLY REPORTS OF PRIVATE EMPLOYMENT PLACEMENTS, 1936. Showing name of city, county district number, date, name and address of employer, kind of business, number of workers, occupations, wages, duration of employment, record of orders filled, and signature of district manager or interviewer. (Frequently, official.) 8 x 10½ loose sheets, 9 in., in steel filing case. R. 120. (9180)

1106. WEEKLY TIME SHEETS, 1936. Weekly time sheets of National Reemployment Service employees, showing name of employee, time of arrival and departure, permission for travel, vacation or sick leave, and number of hours overtime. (Frequently, official.) 9 x 15 folders, 4 in., in steel filing case. R. 104. (9187)

1107. CORRESPONDENCE AND REPORTS - TRANSIENT, current. General correspondence, pertaining to Works Progress Administration, State Employment Service, and financial matters concerning expense reports, travel by auto, compensation, and receipts for

travel checks. (Frequently, official.) 9 x 12 folders, 6 in., in steel filing case. R. 104. (9168)

VETERANS PLACEMENT SERVICE
VETERANS PLACEMENT REPRESENTATIVE
Federal Office Bldg., Civic Center

This office of the Veterans' Placement Service, a division of the United States Employment Service, was established in the State Library at Sacramento on July 1, 1933. In September 1933, it was moved to the State Building, Civic Center, San Francisco, remaining at that location until May 1936 when it was moved to 64 Pine Street. On completion of the new Federal Office Building in June 1936, it was assigned quarters in that building which it has occupied since that time. The principal function of the Service, which was formerly handled by a bureau of the same name under the jurisdiction of the Veterans' Administration, 814 Mission Street, is seeking employment for, and the placement of, veterans of the several United States wars, in positions suitable to their particular abilities. Department of Labor schedules and classifications are maintained. No obsolete or so-called useless papers are destroyed without proper authorization from Washington.

1108. CORRESPONDENCE - FEDERAL PROJECTS, 1930 - 1934. To and from Civil Service Commission, State Employment Office, National Park Service, and Veterans' Commission, regarding the establishment of Federal projects for employment of veterans. (Seldom, official.) 9 x 12 folders and bundles, 1 ft., on floor. R. 112. (9171)

1109. FIELD SUPERVISORS' CORRESPONDENCE, 1933 - 1935. Correspondence with field workers concerning instructions, statistical reports, regulations, appointments, bulletins, leaves of absence, and progress reports. (Seldom, official.) 9 x 12 folders and bundles, 3 ft., on floor. R. 112. (9172)

1110. VETERANS CORRESPONDENCE, 1933 to date. Correspondence with veterans concerning registration, eligibility for employment, and advice and suggestions for obtaining same. (Frequently, official.) 9 x 12 folders and bundles, 4 ft. 6 in., in steel filing cases. R. 112. (9185)

1111. DEPARTMENTAL CORRESPONDENCE, 1935 to date. To and from the Washington office pertaining to personnel, complaints, pay rolls, oaths of office, appointments, employment of veterans on Works Progress Administration projects, and regulations. (Frequently, official.) 9 x 12 folders, 6 in., in steel filing case. R. 112. (9186)

1112. VETERANS' REFERENCE CARDS, 1936 to date. Showing name of veteran, address, telephone number, marital status, where registered, relief or non-relief, and class of work desired. (Frequently, official.) 3 x 5 cards, 6 in., in wooden drawer. R. 112. (9184)

## SAN JOSE

### CALIFORNIA STATE EMPLOYMENT SERVICE
### BRANCH OFFICE
### Johnson Bldg., 451 S. 1st St.

This office was established in June 1935. All records are sent to the state office at Sacramento.

1113. INDEX FOR FIRM VISIT SCHEDULES, 1935 to date. USES Form 332, index of firms showing industrial classification, kind of workers employed. Arranged alphabetically, by name of firm. (Never.) 3 x 5 cards. Office. (25)

1114. PLACEMENT AND REFERRAL CARDS - MEN AND WOMEN, 1935 to date. USES Forms 315 and 316, general and domestic order forms. (Occasionally, official.) 4 x 6 pockets, 10 in., in filing case. Office. (26)

1115. CORRESPONDENCE, May 1935 to date. Between the manager of this office and state headquarters at Los Angeles, local State Relief Administration and Works Progress Administration offices, and contractors and employers. (Occasionally, official.) 8½ x 11 pockets, 2 ft. 10 in., in 3 drawers of filing case. Office. (31)

1116. APPLICANTS' IDENTIFICATION CARD, June 1935 to date. USES Form 350, applicants' identification card. (Daily, official.) 3 x 5 pockets, 8 ft. 8 in., in 4 card cabinets. Office. (9)

1117. CERTIFICATE AND CANCELATION OF ELIGIBILITY, June 1935 to date. FERA Form 600, certificate of eligibility, and FERA Form 602, cancelation of certification of eligibility. (Occasionally, official.) 5¼ x 8 pockets, 5 ft. 7 in., in pasteboard boxes. Office. (18)

1118. CUMULATIVE RECORD OF OPENINGS, June 1935 to date. USES Form 331, record of firms hiring workers from this office. (Occasionally, official.) 5 x 8 pockets, 1 ft. 1 in., in card cabinet. Office. (24)

1119. DAILY REPORT OF APPLICATIONS, June 1935 to date. Showing number of workers wanting employment by class of work, as industrial, occupational, etc., also sex, age, color, veteran, length of unemployment, relief status. Filed numerically, by identification number. (Rarely, official.) 5½ x 8 pockets, 4 in., in transfer case. Office. (8)

1120. DAILY REPORT OF NEW APPLICATIONS AND PLACEMENTS, June 1935 to date. USES Form 304, report of additions and subtractions. (Daily, official.) 8 x 10½ pockets, 4 in., in transfer case. Office. (29)

1121. FIRM VISIT SCHEDULE, June 1935 to date. USES Form 330, firm visit cards. Indexed. (Daily, official.) 5 x 8 pockets, 1 ft. 1 in., in card cabinet. Office. (23)

1122. INDEX TO REGISTRATION FORMS, June 1935 to date. USES Form 321, applicants' classification index card. Filed alphabetically. (Daily, official.) 3 x 5 pockets, 14 ft. 2 in., in 5 card cabinets. Office. (11)

1123. INTEROFFICE CANCELATION OF REGISTRATION, June 1935 to date. Form sent by one California State Employment Service office to another, canceling registration of case which was re-registered in local office. (Occasionally, official.) 8½ x 11 vols. Office. (19)

1124. NOTICE OF CHANGE IN WORK STATUS, June 1935 to date. WPA Form 403, notice of termination of employment. (Rarely, official.) 4 x 6 pockets, 1 ft. 11 in., in filing case. Office. (22)

1125. REASSIGNMENT SLIP, June 1935 to date. WPA Form 402, reassignment slip. (Rarely, official.) 4 x 6 pockets, 1 ft. 11 in., in filing case. Office. (20)

1126. RECLASSIFICATION SLIP, June 1935 to date. WPA Form 404, reclassification slip. (Rarely, official.) 4 x 6 pockets, 1 ft. 11 in., in filing case. Office. (21)

1127. REGISTRATION CARDS, June 1935 to date. USES Form 310, registration for skilled and industrial workers; USES Form 311, registration for commercial and professional workers; USES Form 312, registration for domestic and service workers; USES Form 326A, registration for farm labor. (Daily, official.) 5 x 8 pockets, 52 ft., in 20 card cabinets. Office. (10)

1128. RE-INTERVIEW, June 1935 to date. USES Form 322. (Daily, official.) 5 x 6½ cards, Office. (13)

1129. RENEWAL - ENGLISH AND SPANISH, June 1935 to date. Form 324, English, and Form 324-S, Spanish. (Monthly, official.)

5 x 6 pockets, 4 in., in card cabinet. Office. (12)

1130. REPORT OF PLACEMENTS, June 1935 to date. USES Form 301, report of placements. (Daily, official.) 8 x 10½ pockets, 4 in., in transfer case. Office. (28)

1131. SUMMARY OF ACTIVITIES, June 1935 to date. USES Form 302. summary of activities. (Daily, official.) 8 x 10½ pockets, 4 in., in transfer case. Office. (30)

1132. CLEARANCE ORDER, 1936. Sent to other United States Employment Service offices in the state, demanding a special class of workers which this office cannot supply. (Occasionally, official.) 8 x 10½ pockets, 1 ft., in 3 drawers of filing case. Office. (27)

1133. ASSIGNMENT SLIP, n. d. USES Form 325, assignment slip - works program. (Frequently, official.) 4 x 6 slips. Office. (17)

1134. NOTICE OF FAILURE TO REPORT, n. d. USES Form 360, notice of failure to report or refusal to accept referral. (Never.) 3 x 5 slips. Office. (16)

1135. NOTICE OF LABOR DISPUTES RECEIVED FROM UNITED STATES CONCILIATION, n. d. USES Form 100, giving record of labor dispute from time started until settlement or present status of progress made in settling dispute. (Never.) 8 x 10½ vols. Office. (6)

1136. NOTICE OF PLACEMENT, n. d. USES Form 340, notice of placement. (Occasionally, official.) 4 x 6 slips. Office. (15)

1137. NOTICE OF STRIKE OR LOCKOUT, n. d. USES Form 30, giving signature of worker going to job where strike or lockout conditions prevail, showing worker has been notified in advance of such conditions. (Never.) 4 x 6 cards. Office. (4)

1138. RECORD OF STRIKE OR LOCKOUT, n. d. USES Form 31, giving name of employer and labor organization involved in dispute, nature of dispute, class of occupations involved, nature of settlement, and comments. (Never.) 4 x 6 cards. Office. (5)

1139. REFERRAL OR INTRODUCTION, n. d. USES Form 320, introduction card. (Occasionally, official.) 3 x 5 cards, 1 ft., in card cabinet. Office. (14)

1140. SUMMARY OF LABOR DISPUTES, n. d. USES Form 32, giving name of firm, name of worker's organization, nature of dispute, occupations affected, date started, date settled, and status at

end of month. (Never.) 8 x 10½ vol. Office. (7)

## SAN LUIS OBISPO

### NATIONAL REEMPLOYMENT SERVICE
### DISTRICT 13, SAN LUIS OBISPO COUNTY OFFICE
Old Courthouse, Osos and Monterey Sts.

This office was established October 1, 1934. It was located in the Pacific Coast Railroad Building until August 1935, at which time it was moved to the Old Courthouse. Reports are sent to the district office at Santa Barbara.

1141. ASSIGNMENT SLIPS, Oct. 1934 to date. USES Form 325, assignment slip. Filed alphabetically. (Daily, official.) 4 x 6 folders, 1 ft., in card cabinet. R. 1. (18)

1142. BULLETINS, Oct. 1, 1934 to date. General bulletins and correspondence issued from the district office at Santa Barbara covering instructions in the operation of this office and tabulations of monthly wages paid to Works Progress Administration workers in the various counties. Filed alphabetically. 9 x 12 folders, 4 in., in steel drawer. R. 1. (13)

1143. DAILY REPORTS, Oct. 1, 1934 to date. USES Form 300, daily report of application; USES Form 301, report of placements; USES Form 302, summary of activities. Filed chronologically. (Daily, official.) 8 x 10 loose-leaf book, 1 ft., on wooden shelf. R. 1. (1)

1144. REGISTRATION CARDS - ACTIVE AND CANCELED, Oct. 1934 to date. USES Form 310, registration card - industrial; USES Form 311, registration card - commercial; USES Form 312, registration card - domestic; USES Form 326A, registration card - farm labor. Filed alphabetically. (Daily, official.) 5 x 8 cards, 3 ft., in 5 drawers of card cabinets. R. 1, (12, 16)

1145. WORKING - WORKS PROGRESS ADMINISTRATION, Nov. 1, 1934 to date. USES Form 325, assignment slip; WPA Form 402, notice to report for work on project; WPA Form 403, notice of termination of employment; FERA Form 600, certificate of eligibility; FERA Form 601; FERA Form 502. Filed alphabetically. (Daily, official.) 4 x 6 slips, 4 ft., in steel drawers. R. 1. (6)

1146. GENERAL FILE, Dec. 1934 to date. Miscellaneous correspondence relating to National Youth Administration; transmittals from State Relief Administration; list of Civilian Conservation Corps enrollees enrolled through this office; State

Relief Administration bulletins; applications for work; bulletins of intake and certification; transmittals from district office. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft., in steel drawer. R. 1. (17)

1147. NOTICE OF PLACEMENT, Dec. 1934 to date. USES Form 340, notice of placement. Filed alphabetically. (Frequently, official.) 4 x 6 slips, 5 in., in card cabinet. R. 1. (5)

1148. REFERRALS TO PRIVATE INDUSTRY, Dec. 1934 to date. USES Form 320, introduction card. Filed alphabetically. (Daily, official.) 3 x 5 cards, 3 in., in card cabinet. R. 1. (20)

1149. RENEWALS - NOTICE OF FAILURE TO REPORT, Dec. 1934 to date. USES Form 324, applicants' renewal card; USES Form 360, notice of failure to report or accept referrals. Filed alphabetically. (Monthly, official.) 3 x 5 slips, 3 in., in card cabinet. R. 1. (3)

1150. CERTIFICATION OF ELIGIBILITY, Jan. 1, 1935 to date. FERA Form 600, certificate of eligibility. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft., in steel drawer. R. 1. (2)

1151. CROSS FILE, Jan. 1, 1935 to date. USES Form 321, cross index card. Filed alphabetically. (Daily, official.) 3 x 5 cards, 2 ft. 6 in., in 2 drawers of card cabinet. R. 1. (10)

1152. GENERAL CORRESPONDENCE, Apr. 1, 1935 to date. Regarding the general operation of this office and other offices within the district; letters to and from the supervisors of San Luis Obispo County; Form 50, requisitions; county-wide rural sanitation; WPA Form 402, notice to report for work on project. Filed chronologically and alphabetically. (Daily, official.) 9 x 12 folders, 9 in., in steel drawer and on wooden shelf. R. 1. (14, 21)

1153. IDENTIFICATION FILE, May 1, 1935 to date. USES Form 350, applicant's identification card. Filed alphabetically. (Daily, official.) 3 x 5 cards, 2 ft., in card cabinet. R. 1. (9)

1154. TRANSMITTALS - WORKS PROGRESS ADMINISTRATION, Aug. 1, 1935 to date. CAL/WPA Form 71, transmittal memorandums; requisitions from Works Progress Administration office for workers on Works Progress Administration projects. Filed alphabetically. (Daily, official.) 9 x 12 folders, 6 in., in steel drawer. R. 1. (4)

1155. CANCELATION OF CERTIFICATION, Dec. 1, 1935 to date. FERA Form 602, cancelation of certification. Filed alphabetically. (Frequently official.) 9 x 12 folders, 6 in., in steel drawer. R. 1. (15)

1156. REFERRAL NOTIFICATIONS, Dec. 1935 to date. SF Form 19, report of referrals to Works Progress Administration projects, showing names of workers, contractors, project number, and relief status; USES Form 371, notification of referral of non-relief workers, complying with WPA Form 401, request for workers. Filed chronologically. (Frequently, official.) 9 x 12 folders, 1 ft. 6 in., in steel drawer. R. 1. (11)

1157. NATIONAL YOUTH ADMINISTRATION, Feb. 1, 1936 to date. USES Form 325, assignment slip; WPA Form 402, notice to report for work on project. Filed alphabetically. (Frequently, official.) 4 x 6 cards, 6 ft., in card cabinet. R. 1. (7)

1158. REQUISITIONS FOR WORKERS, Apr. 1, 1936 to date. WPA Form 401, requisition for workers. Filed alphabetically. (Daily, official.) 9 x 12 folders, 3 in., on wooden shelf. R. 1. (19)

1159. ADVERTISEMENTS AND AWARDS, Apr. 10, 1936 to date. Forms listing dates of advertisements and final disposition of Public Works Administration projects. (Daily, official.) 8 x 13 folders, 2 in., on wooden shelf. R. 1. (22)

1160. PROJECT FOREMAN FILE, Apr. 10, 1936 to date. WPA Form 403, notice of termination of employment. (Frequently, official.) 4 x 6 cards 3 in., in card cabinet. R. 1. (23)

## SAN MATEO

### NATIONAL REEMPLOYMENT SERVICE
### OFFICE OF DISTRICT 9
Lowe Zwierlin Bldg., 325 B St.

This office was established September 21, 1933. It occupied quarters at 200 - 2d Street, September 1933 to July 1934; 2d and Ellsworth, July to September 1934; 211 - 1st Avenue, September 1934 to August 1936. All so-called useless papers are retained. Reports are sent to the state office at San Francisco.

1161. MISCELLANEOUS CORRESPONDENCE, 1933 to date. Miscellaneous reports, general correspondence, obsolete WPA Form 403, and manager's confidential correspondence. Arranged alphabetically, by subject. (Older correspondence, rarely; current correspondence, daily, official.) 9 x 12 folders and envelopes and 10 x 14 loose-leaf notebook, 7 ft. 5 in., in 2 drawers of wooden filing case, in 2 drawers of steel filing case, and in desk drawer. Dirty, sooty. Manager's Office and Interviewing Office. (4, 5, 7, 10)

1162. PROJECTS COMPLETED, 1933 - 1936. Correspondence, contracts, requisitions for workers, and letters of transmittal. Arranged by name of holder of contract. (Rarely, official.) 9 x 12 folders, 4 ft., in 2 drawers of wooden filing case. Interviewer's Office. (9)

1163. APPLICANTS' IDENTIFICATION CARD, Sept. 1933 to date. USES Form 350, applicants' identification card. Filed numerically, by identification number. Indexed. (Daily, official.) 3 x 5 cards, 7 ft. 6 in., in 3 wooden boxes. Statistical Room. (15)

1164. CROSS REFERENCE FILE, Sept. 1933 to date. USES Form 321, cross index card. Filed alphabetically, by name of applicant. (Daily, official.) 3 x 5 cards, 8 ft., in 8 pasteboard boxes. Statistical Room. (16)

1165. FILLED ORDERS FOR WORKERS, Sept. 1933 to date. USES Form 315, placement and referral record. Filed alphabetically, by name of employer. (Daily, official.) 4 x 6 cards, 1 ft., in pasteboard box. Statistical Room. (18)

1166. OCCUPATIONAL CLASSIFICATION - ACTIVE AND INACTIVE, Sept. 1933 to date. USES Form 310, registration card - industrial; and USES Form 312, registration card - domestic. Arranged alphabetically, by occupation. Indexed. (Daily, official.) 5 x 8 cards, 12 ft., in 11 pasteboard boxes. Statistical Room. (14)

1167. PUBLIC WORKS ADMINISTRATION REFERRAL CARDS, Sept. 1933 to date. USES Form 320, applicant's introduction card. Filed alphabetically, by name of contractor. (Rarely, official.) 3 x 5 bundles, 2 ft., in pasteboard box. Statistical Room. (20)

1168. REPORTS, Sept. 1933 to date. USES Form 300, daily report of applications; USES Form 301, report of placements; USES Form 302, summary of activities; USES Form 304, report of additions and subtractions. (Rarely, official.) 9 x 12 folders, 3 ft., in wooden closet. Statistical Room. (19)

1169. CERTIFICATION AND CANCELATION OF ELIGIBILITY, Sept. 1935 to date. FERA Form 600, certificate of eligibility; WPA Form 602, cancelation of certificate of eligibility. Arranged alphabetically. (Daily, official.) 5 x 8 cards, 9 ft., in 4 cardboard boxes and in 3 cardboard card cabinets. Statistical Room. (12, 13)

1170. OCCUPATIONAL CLASSIFICATION FOR TRANSIENT RELIEF CAMP, Jan. 1936. USES Form 310, registration card - industrial; USES Form 312, registration card - domestic; USES Form 325, assignment slip; WPA Form 403, notice of change in work status; FERA Form 600, certificate of eligibility. These registrations were taken at transient relief camps at San Mateo, Memorial Park, and La Honda. Arranged alphabetically. (Rarely, official.) 5 x 8 cards, 1 ft., in pasteboard box. Statistical Room. (17)

1171. ACTIVE CONTRACT FILE, Feb. 1936 to date. Correspondence, contracts, requisitions for workers, and letters of transmittal. Arranged alphabetically, by name of holder of contract. (Daily, official.) 9 x 12 folders, 1 ft. 3 in., in steel filing case. Manager's Office. (6)

## SANTA ANA

### NATIONAL REEMPLOYMENT SERVICE
### OFFICE OF DISTRICT 14
### 501 W. 5th St.

This office, opened in September 1933, was located in the County Courthouse until October 1934 when it was moved to the Ramona Building. From March 1935 to December 1937, it was located in the Post Office Building. It has jurisdiction over Orange and Riverside Counties.

1172. BULLETINS, 1933 to date. Instructions relating to rules, regulations, and procedures in various phases of the employment service. Filed numerically. (Daily, official.) 9 x 15 folders, 1 ft. 6 in., in steel filing case. Manager's Office. (134)

1173. CORRESPONDENCE, 1933 to date. Originals and copies of letters to and from individuals relating to employment. Filed alphabetically, by name of applicant. (Daily, official.) 11 x 15 folders, 3 ft. 6 in., in 2 steel drawers. Manager's Office. (133)

1174. ELIGIBILITY CERTIFICATES, 1933 to date. FERA Form 600, certificate of eligibility; FERA Form 602, cancelation of certificate of eligibility. Filed alphabetically, by name. (Daily, official.) 5 x 6 envelopes, 21 ft., in 15 wooden drawers. Men's Industrial Division Office. (137)

1175. EMPLOYERS' CARDS, 1933 to date. USES Form 330, firm visit card; USES Form 331, accumulative record of placements. Filed alphabetically. (Daily, official.) 5 x 8 cards, 10 ft., in 6 wooden drawers. Men's Industrial Division Office. (138)

1176. EMPLOYERS' ORDER CARDS, 1933 to date. USES Form 315, placement and referral record - male; USES Form 316, placement and referral record - domestic. Filed alphabetically, by name. (Daily, official.) 4 x 5 cards, 4 ft., in 2 drawers of wooden filing case. Men's Industrial Division Office. (129)

1177. IDENTIFICATION RECORD, 1933 to date. Showing social security number, name, identification number, sex, year of birth, occupational code, and remarks. Filed numerically. (Daily, official.) 11 x 14 loose-leaf books, 2 in., on desk. Statistical Office. (135)

1178. MASTER INDEX CARDS, 1933 to date. USES Form 321, cross index card; USES Form 332, master index card, showing firm name, address, telephone, and industrial classifications. Filed alphabetically, by name. (Daily, official.) 3 x 5 cards, 28 ft., in 2 drawers of wooden filing case and in 13 drawers of steel filing cases. Men's Industrial Division Office. (130)

1179. REGISTRATION CARDS, 1933 to date. USES Form 310, registration card - industrial; USES Form 311, registration card - commercial; USES Form 312, registration card - domestic; USES Form 317, registration card - junior; USES Form 326A, registration card - farm labor. Filed alphabetically, by occupation. (Daily, official.) 3 x 5 cards, 28 ft., in 6 drawers of wooden filing cases and in 11 drawers of steel filing cases. Women's Division office. (131)

1180. STATE RELIEF ADMINISTRATION FILE INDEX, 1933 to date. Showing names and addresses of persons on direct relief, case numbers, physical conditions, etc. Filed alphabetically. (Daily, official.) 3 x 5 cards, in 2 steel drawers. Statistical Office. (136)

1181. STATISTICAL REPORTS, 1933 to date. CSES Form 27, report of placements; CSES Form 32, activities with persons on State Relief rolls; USES Form 300, daily report of applications; USES Form 301, report of placements; USES Form 302, summary of placements; USES Form 308, recommendation for occupational code changes; CSES Form 360, employment referral report; USES Form 478, time sheet; Form 581, monthly attendance report; also survey of activities, weekly reports of employees, and related subjects. Filed alphabetically and chronologically. (Daily, official.) 11 x 15 folders, 3 ft., in pasteboard box. Statistical Office. (132)

## SANTA BARBARA

### NATIONAL REEMPLOYMENT SERVICE
### OFFICE OF DISTRICT 13
### Santa Barbara County Courthouse

This office was established September 12, 1933. It has jurisdiction over San Luis Obispo, Santa Barbara, and Ventura Counties. Reports and records are sent to the state office at San Francisco.

1182. ASSIGNMENT SLIPS, Sept. 12, 1933 - Dec. 1935. USES Form 325, assignment slip. Filed alphabetically. (Never.) 4 x 6 cards, 1 ft. 6 in., in card cabinet. Main floor. (299, 300)

1183. CERTIFICATES OF ELIGIBILITY - INACTIVE AND ACTIVE, Sept. 12, 1933 to date. FERA Form 600, certificate of eligibility covering Santa Maria and Lompoc, Santa Barbara County. Filed alphabetically. (Frequently, official.) 5 x 8 cards, 11 ft., in card cabinets. (302, 314, 315, 317)

1184. CHART OF IDENTIFICATION NUMBERS, Sept. 12, 1933 to date. Listing all identification numbers of workers in district. (Daily, official.) 14 x 25½ loose-leaf book, ¼ in., on table. Main floor. (307)

1185. DAILY ACTIVITY REPORT, Sept. 12, 1933 to date. Daily and weekly tally sheets, showing activities of this office. (Daily, official.) 14 x 25½ loose-leaf books (5), 2 in., on table. Main floor. (306)

1186. FIRM VISIT SCHEDULES AND CUMULATIVE RECORD OF OPENINGS, Sept. 12, 1933 to date. USES Form 330, firm visit cards; USES Form 331, employer's requirement record, a cumulative record of positions. Filed alphabetically, by name of firm. (Frequently, official.) 5 x 8 cards, 1 ft. 3 in., in 2 card cabinets. Main floor. (316)

1187. GENERAL FILE, Sept. 12, 1933 to date. Statistical and periodic reports and relative correspondence from branch offices; letters and bulletins pertaining to matters in district; telegrams, notifications of bids, and routine correspondence. Filed alphabetically. (Daily, official.) 9 x 12 envelopes and 10 x 15 folders, 5 ft., in 3 drawers of filing case. Main floor. (304, 309)

1188. IDENTIFICATION CARDS - ACTIVE AND PENDING, Sept. 12, 1933 to date. USES Form 350, applicants' identification card. Filed alphabetically. (Frequently, official.) 3 x 5 cards, 6 ft., in card cabinets. Main floor. (295, 318)

1189. INDEX FOR FIRM VISIT SCHEDULES, Sept. 12, 1933 to date. USES Form 322, employer's requirement record - industrial. (Daily, official.) 3 x 5 cards, 7 in., in card cabinet. Main floor. (296)

1190. INDEXES TO OCCUPATIONAL AND CLASSIFICATION FILE, Sept. 12, 1933 to date. One for Santa Maria and one for all of District 13, showing name, address, telephone number, and occupational classification of worker. Filed alphabetically. (Daily, official.) 3 x 5 cards, 21 ft., in card cabinets. Main Floor. (298, 313)

1191. NOTIFICATION OF REFERRAL OF NON-RELIEF WORKERS, Sept. 12, 1935 to date. USES Form 371, notification of referral of non-relief workers. Filed alphabetically. (Daily, official.) 4 x 5 cards, 6 in., in card cabinet. Main floor. (301)

1192. PAY ROLLS, Sept. 12, 1933 to date. Pay roll sheets from contractors on Bureau of Public Roads and Public Works Administration projects, showing number of men employed, and salaries paid. (Monthly, official.) 20 x 24 bundles, 2 ft., in filing case. Main floor. (308)

1193. PLACEMENT RECORD - PUBLIC AND PRIVATE, Sept. 12, 1933 to date. USES Form 315, placement and referral record; USES Form 316, placement and referral record - domestic; USES Form 340, notice of placement. Filed alphabetically. (Frequently, official.) 3 x 5 cards, 4 ft., in card cabinets. Main floor. (310)

1194. REFERRAL CARDS - PUBLIC AND PRIVATE, Sept. 12, 1933 to date. USES Form 320, applicants' introduction card. Filed alphabetically. (Frequently, official.) 3 x 5 cards, 1 ft., in card cabinet. Main floor. (303)

1195. REGISTRATION CARDS - ACTIVE AND INACTIVE, Sept. 12, 1933 to date. USES Form 310, registration card - industrial; USES Form 311, registration card - commercial; USES Form 312, registration card - domestic; USES Form 326A, registration card - farm labor. Filed alphabetically. Indexed. (Older records, never; current records, daily, official.) 5 x 8 cards, 21 ft. 6 in., in card cabinets. Main floor. (297, 311, 312, 319)

1196. REQUISITIONS FOR WORKERS, Sept. 12, 1933 to date. WPA Form 401, requisition for workers. Filed chronologically. (Frequently, official.) 10 x 15 folders, 1 ft., in desk. Main floor. (320)

1197. STATISTICAL REPORTS OF DISTRICT 13, Sept. 12, 1933 to date. USES Form 300, daily report of applications; USES Form 301, report of placements; USES Form 302, summary of activities. Indexed. (Daily, official.) 9 x 12 loose-leaf books (8), 4 ft., in filing case. Main floor. (305)

1198. RENEWALS, RE-INTERVIEWS, AND REFUSAL CARDS, Sept. 19, 1933 to date. USES Form 322, request for interview; USES Form 324, renewal card; USES Form 324S, renewal card - Spanish, returned to this office by workers, stating employment during the current month; USES Form 360, notice of failure to report or refusal to accept referral. Filed alphabetically. (Renewals, monthly; refusal cards, rarely, official.) 3 x 5 cards, 1 ft. 9 in., in 2 card cabinets. Main floor. (321)

## SANTA CRUZ

### NATIONAL REEMPLOYMENT SERVICE
### OFFICE OF DISTRICT 10
### Palomar Arcade, Pacific Ave.

This office was established June 6, 1933. It has jurisdiction over Santa Cruz County. All reports are sent to the state office at San Francisco.

1199. APPLICANTS' IDENTIFICATION CARDS, 1933 to date. USES Form 350, applicants' identification card. (Records of transients, occasionally; records of permanents, daily, official.) 3 x 5 cards, 1 ft. 10 in., in pasteboard box and in steel card cabinet. R. 6. (59, 61)

1200. INACTIVE REGISTRATIONS, 1933 - 1935. NRS Form 1, showing name, history, work qualifications, present or previous occupation, and reason for removal from active file. (Rarely, official.) 5 x 8 cards, 1 ft. 10 in., in 2 pasteboard boxes. R. 6. (38)

1201. APPLICANTS' ADDRESS CARD FILE, Oct. 1933 to date. USES Form 321, cross index card. Filed alphabetically. (Frequently, official.) 3 x 5 cards, 4 ft. 5 in., in cardboard filing cases and in wooden box. R. 6. (45)

1202. REGISTRATION CARD FILE OF PERMANENT AND TRANSIENT CASES, Oct. 1933 to date. USES Form 310, registration card - industrial; USES Form 311, registration card - commercial; USES Form 312, registration card - domestic; USES Form 326A, registration card - farm labor. These comprise records for Santa Cruz and Watsonville. Filed by work classification. (Daily, official.) 5 x 8 cards, in wooden and steel filing case and in steel card cabinet. R. 6. (44)

1203. GENERAL CORRESPONDENCE, Dec. 1933 to date. Miscellaneous correspondence with project foremen and National Reemployment Service office at San Francisco; special reports, bulletins of

instruction and information, and correspondence and records regarding persons employed on State Emergency Relief Administration. (Occasionally, official.) 9 x 12 folders, 9 in., in steel cabinet. R. 6. (25)

1204. REQUESTS FOR REGISTRATION DATA, Feb. 1934 - Nov. 1935. Requests sent by this office to other district offices for registration data on persons formerly employed or registered at their offices who are now employed within the jurisdiction of this office. (Occasionally, official.) 9 x 12 folders, 1 in., in steel cabinet. R. 6. (36)

1205. MONTHLY VOUCHERS, RECEIPTS, AND PAY ROLLS, July 1934 to date. Copies of vouchers and receipts for payments to clerical force with signatures of manager and recipient; copies of relative reports sent to the San Francisco office. (Frequently, official.) 8 x 11 folders, $\frac{1}{4}$ in., in steel cabinet. R. 6. (31)

1206. REPORTS, July 1934 to date. USES Form 300, daily report of applications; USES Form 301, daily report of placements; USES Form 302, summary of activities; USES Form 304, report of additions and subtractions. These reports were made to the division superintendent at San Francisco, showing number of applications for work and disposition of each application. (Frequently, official.) Variously sized folders and envelopes, 1 ft. 7-3/4 in., in 2 drawers of steel cabinet. R. 6. (41)

1207. MONTHLY REPORTS OF EMPLOYMENT AND PAY ROLLS, Aug. 31, 1934 to date. Form SE 13, showing number of people employed, Public Works Administration projects on which employed, and amount of pay roll; Form T-1, records of time and days worked by employees in offices. (Frequently, official.) 8 x 10½ folders, $\frac{1}{2}$ in., in steel cabinet. R. 6. (27)

1208. MONTHLY REPORT OF APPLICANTS AVAILABLE FOR TRANSFER, Oct. 31, 1934 to date. Form 47, showing names, identification numbers of persons now employed but who can be released for other work or projects. (Frequently, official.) 8 x 10½ envelopes, $\frac{1}{2}$ in., in steel cabinet. R. 6. (33)

1209. MONTHLY REPORTS OF CONTRIBUTED SERVICE, 1935 to date. Form M 26, report of contributed services sent to division office at San Francisco, showing money paid from county funds for current month for personnel, rent, and other expenses. (Frequently, official.) 8 x 10½ envelopes, $\frac{1}{2}$ in., in steel cabinet. R. 6. (32)

1210. COORDINATOR'S DAILY REPORT, May - Aug. 1935. Record of calls made, types or classifications of persons interviewed, and comments. (Rarely, official.) 9 x 12 folders, 2 in., in steel cabinet. R. 6. (35)

1211. ASSIGNMENT SLIPS - PERMANENT AND TRANSIENT, July 1935 to date. USES Form 325, assignment slip - works program. Filed alphabetically. (Daily, official.) 4 x 6 loose sheets, 2 ft. 2 in., in steel box and in steel cabinet. R. 6. (51)

1212. ELIGIBILITY FILE - TRANSIENT AND PERMANENT - SANTA CRUZ AND WATSONVILLE, July 1935 to date. FERA Form 600, certificate of eligibility; FERA Form 601, notice of case change; WPA Form 602, cancelation of certification of eligibility. Filed alphabetically. (Daily, official.) 5 x 8 loose sheets, 3 ft. 10 in., in filing case, in pasteboard box, and in steel box. R. 6. (55)

1213. EMPLOYERS' EMPLOYMENT CARD, July 1935 to date. USES Form 315, placement and referral record - skilled workers; USES Form 316, placement and referral record - domestic and service work; used when employment is offered by individuals or firms. (Daily, official.) 4 x 6 cards, 1 ft. 3 in., in cardboard filing case. R. 6. (37)

1214. NOTICE OF CHANGE IN WORK STATUS, July 1935 to date. WPA Form 403, notice of termination of employment. (Daily, official.) 4 x 6 slips, 1 ft. 2 in., in steel box. R. 6. (48)

1215. REQUISITIONS FOR WORKERS, Aug. 17, 1935 to date. WPA Form 401, requisition for workers. (Daily, official.) 8 x 10½ folders, 2 in., in steel cabinet. R. 6. (39)

1216. NATIONAL REEMPLOYMENT SERVICE BULLETINS AND MEMOS, Oct. 9, 1935 to date. Instruction and information bulletins issued occasionally by the district office at San Francisco to division offices. (Frequently, official.) 9 x 12 folders, 2 in., in steel cabinet. R. 6. (24)

1217. RECLASSIFICATION SLIPS, Nov. 1935 to date. WPA Form 404, reclassification slip. (Daily, official.) 4 x 6 loose sheets, 10 in., in steel cabinet. R. 6. (49)

1218. SOIL CONSERVATION SERVICE, Nov. 1935 to date. Letters from Soil Conservation Department at Watsonville, to the National Reemployment Service office in regard to applications and work assigned under their jurisdiction; also forms filled out by applicants stating kind of work desired. (Frequently, official.) 9 x 12 folders, ½ in., in steel cabinet. R. 6. (23)

1219. YEARLY REPORT OF MONEY AND SERVICE RECEIVED, Nov. 5, 1935 to date. Report to San Francisco divisional office of amounts budgeted the National Reemployment Service by Santa Cruz County supervisors, Santa Cruz Chamber of Commerce, and city of Watsonville; also statement of rent and equipment furnished this office gratis. (Rarely, official.) 8 x 10½ loose sheets, in steel cabinet. R. 6. (30)

1220. DAILY ASSIGNMENTS, Nov. 13, 1935 to date. Form SF 19, showing name, identification number, date, and project to which assigned. (Daily, official.) 8 x 10½ folders, 1 in., in steel cabinet. R. 6. (52)

1221. WORKS PROGRESS ADMINISTRATION TRANSMITTAL RECORDS, Nov. 16, 1935 to date. CAL/WPA Form 1, form letters accompanied by WPA Form 402, notice to report for work on project; for workers transferred from one project or occupation to another. (Daily, official.) 8½ x 11 folders, 6 in., in steel cabinet. R. 6. (47)

1222. CERTIFIED TRANSCRIPTS OF PAY ROLLS, Mar. 1936 to date. Signed reports of salaries paid for current months. (Frequently, official.) 16½ x 29 loose sheets, 1 in., in steel cabinet. R. 6. (29)

1223. DIRECT RELIEF ALLOWANCES, May 1936 to date. Form 157C, vouchers for money given in direct relief, showing name, amount, and period of time covered. (Frequently, official.) 11 x 16-3/4 folders, ½ in., in steel cabinet. R. 6. (28)

1224. STATE EMERGENCY RELIEF ADMINISTRATION APPLICATIONS - OBSOLETE, n. d. Showing name, address, age, marital status, relation to head of family, dependents, and kind of work for which suited. (Never.) 5½ x 8½ bundles, 10 in., in pasteboard box. R. 6. (62)

## SANTA ROSA

### NATIONAL REEMPLOYMENT SERVICE
### OFFICE OF DISTRICT 8
Sonoma County Courthouse, 4th and Mendocino Sts.

This office was established September 3, 1933. Its records are housed in a reinforced concrete building with no fire hazard. It has jurisdiction over Sonoma, Lake, Mendocino, and Napa Counties. Records are sent to the state office at San Francisco, and all so-called useless papers filed.

1225. MAPS, 1922. Maps of Napa, Lake, Mendocino, and Sonoma Counties, city of Santa Rosa and District 4. (Daily, official.) Variously sized maps (10), on wall. Manager's and Interviewer's Offices. (4, 36)

1226. GENERAL CORRESPONDENCE, 1933 to date. Correspondence from applicants relating to employment; correspondence pertaining to Civil Works Administration, applicants' affidavits, and Civil

Works Administration coordinators' reports; letters to and from district and branch managers. (CWA records, rarely; other records, daily, official.) Variously sized folders and bundles, 9 ft., in filing case and in Quik-Lok collapsible box. Manager's Office and Supply and Storage room. (5, 6, 8, 19)

1227. APPLICANTS' IDENTIFICATION CARD, Sept. 1933 to date. Duplicates of USES Form 350, applicants' identification card. Filed numerically. Indexed. (Frequently, official.) 3 x 5 cards, 2 ft. 6 in., in filing case. Interviewer's Office. (30)

1228. INDEX FILE - MEN, WOMEN AND VETERANS, Sept. 1933 to date. USES Form 332, relating to applicant's identification card, giving name, address, case number, county and serial numbers, and phone number, if any. Filed alphabetically. (Frequently, official.) 3 x 5 cards, 1 ft. 4 in., in filing case. Interviewer's Office. (31)

1229. INDEX FILES, Sept. 1933 to date. USES Form 321, cross index card. Filed alphabetically. (Daily, official.) 3 x 5 cards, 10 ft. 8 in., in filing case. Registration Office. (16)

1230. NOTICE TO REPORT AND REFERRAL INTRODUCTION CARDS, Sept. 1933 - July 1935. NRS Form 6, introduction card to be presented to employer stating type of work sought; NRS Form 324, applicant's renewal card. (Rarely, official.) Variously sized bundles, 3 ft., in Quik-Lok collapsible box. Supply and Storage room. (21)

1231. REGISTRATION CARDS - ACTIVE, INACTIVE, DEAD, AND DUPLICATE, Sept. 1933 to date. USES Form 310, registration card - industrial; USES Form 311, registration card - commercial; USES Form 312, registration card - domestic; USES Form 326A, registration card - farm labor. Indexed. (Inactive and dead cards, rarely; active cards, daily, official.) Variously sized cards, 22 ft. 1 in., in card trays, in card cabinet, and in filing case. Registration and Interviewer's Offices. (11-15, 28, 29)

1232. REGISTRATION FILE, Sept. 1933 to date. Index of all relief and non-relief registrants from date of establishment. Filed alphabetically. (Daily, official.) 3 x 5 cards, 9 ft. 10 in., in filing case. Interviewer's Office. (35)

1233. VERIFICATION FILES, Sept. 1933 to date. USES Form 320, applicants' introduction card. Indexed. (Occasionally, official.) 3 x 5 bundles, 1 ft., in filing case. Interviewer's Office. (33)

1234. IDENTIFICATION AND REGISTRATION CARDS - CIVIL WORKS ADMINISTRATION ASSIGNMENTS, Nov. 1933 - July 1934. CWA Form L 1, registration card, showing worker's name, address, birthplace, age, race, and work classification; CWA Form L 16, worker's reclassification slip; also affidavits of workers on Civil Works

Administration. (Rarely, official.) Variously sized bundles, 2 ft., in Quik-Lok collapsible box. Supply and Storage room. (20)

1235. REQUISITION FOR WORKERS, Nov. 1933 - July 1934. NRS Form 7 and NRS Form 8, Civil Works Administration director's request for workers on project, placements on Civil Works Administration, Public Works Administration, and in private industry; also relief lists for each locality. (Rarely, official.) 8 x 10½ bundles, 7 in., on cupboard. Torn. Supply and Storage room. (24)

1236. MISCELLANEOUS, Jan. 1935 - June 1936. WPA Form 401, requisition for workers; memorandums, mimeographed circulars, general correspondence, and requisitions for workers on Works Progress Administration projects. (Occasionally, official.) 9 x 11½ folders, 7 in., in wooden filing case. Interviewer's Office. (27)

1237. WORKERS' AFFIDAVITS OF ELIGIBILITY, Jan. 1, 1935 to date. Original certificates of eligibility executed by worker, and notarized. (Occasionally, official.) 9 x 11½ folders, 7 in., in filing case. Manager's Office. (7)

1238. NOTICE TO REPORT CARDS, Feb. 5, 1935 - June 2, 1936. NRS Form 324, request to worker to report at National Reemployment Service office for information concerning his employment, if any. (Occasionally, official.) 3 x 5 bundles, 1 ft., on wooden shelf. Supply and Storage room. (22)

1239. CERTIFIED TRANSCRIPT OF WEEKLY LABOR PAY ROLL, Aug. 10 - Dec. 7, 1935. Giving names of contractor and worker, hours worked, and total amount earned by worker. Original given to contractor, duplicate sent to San Francisco office, and triplicate retained here. (Occasionally, official.) 15-3/4 x 17½ bundles, 1 in., on wooden table. Manager's Office. (9)

1240. GENERAL FILES, Sept. 30, 1935 to date. USES Form 325, assignment slip; WPA Form 403, notice of change in work status; WPA Form 404, reclassification slip. Indexed. (Frequently, official.) 4 x 6 loose sheets, 10 in., in card tray. Interviewer's Office. (32)

1241. CERTIFICATE OF ELIGIBILITY - ACTIVE, Oct. 22, 1935 to date. FERA Form 600, certificate of eligibility; FERA Form 601, notice of case change; FERA Form 602, cancelation of certificate of eligibility. Filed alphabetically. (Occasionally, official.) 5½ x 8½ envelopes, 3 ft. 5 in., in card trays. Interviewer's Office. (26)

1242. EMPLOYER'S REQUISITIONS, Oct. 22, 1935 to date. Showing name of worker and project number on original daily time sheets issued to employers in private industry, giving name of worker, number of hours worked, and orders for workers. (Occasionally, official.) 8½ x 11 folders and 8½ x 12 loose-leaf books, 7 in., in wooden filing case. Interviewer's Office. (34)

1243. DAILY REPORTS - PLACEMENTS AND STATISTICAL SUMMARY - SONOMA, LAKE, AND MENDOCINO COUNTIES, Nov. 1935 - June 1936. USES Form 300, daily report of application; USES Form 301, report of placements; USES Form 302, summary of activities; and USES Form 304, report of additions and subtractions. (Daily, official.) Variously sized loose-leaf books, 1 ft. 10 in., in wooden desk. Registration room. (17)

1244. INTRODUCTION FORMS, Mar. 28 - Apr. 17, 1936. CAL/WPA Form 16, from Works Progress Administration office to National Reemployment Service office, introducing worker. (Never.) 5-1/8 x 8½ bundles, ½ in., in wooden shelf. Supply and Storage room. (23)

## STOCKTON

### CALIFORNIA STATE EMPLOYMENT SERVICE
### BRANCH OFFICE
Simon Bldg., 201 N. San Joaquin St.

This office was established on July 1, 1935 at 35 N. Center Street, and was moved to the present address during the latter part of the same month. Reports are sent to the district office at Sacramento.

1245. BULLETINS AND CORRESPONDENCE, 1935 to date. Lists, bulletins, correspondence, advance notices, attendance records, and other material pertaining to certified eligibles, clearance orders, coordinators, Division of Highways, Farm Cooperative, Lodi renewals, transmittals, statistics, transfers, youth inventory, and State Emergency Relief Administration cases. See addenda for detailed list. (Daily, official.) 8 x 12 folders and envelopes, 2 ft., in steel filing case. Main Office. (321)

1246. EMPLOYED FILE - FEMALE, 1935 to date. Names and addresses of women who have registered for employment but have found other work. Filed by occupations. (Daily, official.) 5 x 8 cards, 1 ft. 3 in., in steel card cabinet. Main Office. (333)

1247. EMPLOYERS' CARDS, 1935 to date. Record of phone calls to employers and personal calls to employment offices. (Daily,

official.) 4 x 6 cards, 1 in., in steel card cabinet. Main Office. (336)

1248. FIELD CALLS, 1935 to date. USES Form 330, firm visit cards. (Daily, official.) 5 x 8 cards, 1½ in., in steel card cabinet. Main Office. (334)

1249. MISCELLANEOUS FILES, 1935 to date. Reports and letters regarding labor furnished to various Works Progress Administration projects. See addenda for list of projects. (Frequently, official.) 8 x 12 folders, 2 ft., in steel filing case. Main Office. (320)

1250. OCCUPATIONAL FILE - FARM LABOR, 1935 to date. USES Form 326A, registration card - farm labor. (Daily, official.) 5 x 8 cards, 1 in., in steel card cabinet. Main Office. (330)

1251. OCCUPATIONAL FILE - MALE AND FEMALE, 1935 to date. Occupational cards signed by applicants. Filed by occupations. (Daily, official.) 5 x 8 cards, 1 ft. 11 in., in steel card cabinet. Main Office. (329)

1252. WORKS PROGRESS ADMINISTRATION IDENTIFICATION CARDS, 1935 to date. USES Form 350, applicants' identification card. (Daily, official.) 3 x 5 cards, 9½ in., in steel card cabinet. Main Office. (335)

1253. DAILY REPORTS, July 1, 1935 to date. Showing daily registrations for employment at this office. Filed chronologically, (Daily, official.) 9 x 14 folders, 1 ft., in steel filing case. Main Office. (327)

1254. EMPLOYERS' ORDER RECORD, July 1935 to date. List of requests from employers for laborers, showing name of firm, date of request, and number and type of employees required. Filed alphabetically. (Daily, official.) 5 x 8 cards, 1 ft. 8 in., in steel card cabinet. Main Office. (324)

1255. INACTIVE FILE, July 1935 to date. USES Form 310, registration card - industrial; USES Form 311, registration card - commercial; USES Form 326A, registration card - farm labor. Filed alphabetically. (Daily, official.) 5 x 8 cards, 1 ft., in steel card cabinet. Main Office. (325)

1256. MASTER INDEX, July 1935 to date. USES Form 321, applicants' classification index card. (Daily, official.) 3 x 5 cards, 15 ft. 6 in., in 4 steel card cabinets. Main Office. (332)

1257. OPERATIONS OF OFFICE, July 1935 to date. Special correspondence, receipts for transient certificates, classified

reports on statistics compiled by state headquarters, bulletins on labor disputes, consisting of reports on strikes and labor conditions, and United States Employment Service bulletins. (Daily, official.) 9 x 10 folders, 1 ft., in steel filing case. Main Office. (323)

1258. RELIEF FILE, July 1935 to date. USES Form 325, assignment slip; USES Form 340, notice of placement; USES Form 360, notice of failure to report; WPA Form 402, notice to report for work on project; WPA Form 403, notice of termination of employment; WPA Form 404, reclassification slip; FERA Form 600, certificate of eligibility; FERA Form 601, notice of case change; Form 602, cancelation of certificate of eligibility. (Daily, official.) 5 x 8 loose sheets, 1 ft., in steel filing case. Main Office. (326)

1259. REQUESTS FOR INTERVIEWS, July 1935 to date. USES Form 322, request to applicants for interview, prior to assignments to Works Progress Administration or private employment. (Daily, official.) 3½ x 5 cards, 2 ft., in steel card cabinet. Main Office. (328)

1260. TRANSMITTAL SHEETS, July 1935 to date. Transmittal memoranda and receipts accompanying State Relief Administration and Works Progress Administration reports of eligibles for assignment and placement. (Daily, official.) 6 x 9 folders, 6 in., in steel filing case. Main Office. (322)

1261. RENEWAL CARDS, Jan. 1936 to date. USES Form 324, applicants' renewal card. (Daily, official.) 3 x 5 cards, in steel card cabinet. Main Office. (331)

## SUSANVILLE

### NATIONAL REEMPLOYMENT SERVICE
### DISTRICT 22, LASSEN COUNTY OFFICE
### 1023 Main St.

This office opened September 9, 1934, and was moved from the Memorial Building to the present address in July 1935. All reports are sent to the district office at Redding.

1262. BULLETINS, Nov. 13, 1934 - Aug. 23, 1936. Issued by the Department of Labor to the United States Employment Service and National Reemployment Service. (Daily, official.) 10 x 11½ folders (4) and loose-leaf books, 6 in., on desk. R. 2. (121)

1263. ADDRESS FILE, Dec. 1934 to date. USES Form 321, applicants' classification card. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft., in steel filing case. R. 2. (109)

1264. EMPLOYMENT RECORDS, Dec. 1934 - Mar. 3, 1936. USES Form 310, registration card - industrial; USES Form 312, registration card - domestic; USES Form 315, placement and referral record. Filed alphabetically. (Older records, never; current records, daily, official.) 5 x 8 cards, 3 ft. 5 in., in steel filing cases, in wooden filing case, and in 2 Agate card trays. Rs. 1 and 2. (110-112, 115, 120)

1265. APPLICANTS' IDENTIFICATION CARDS, June 1935 to date. USES Form 350, applicants' identification card. Filed numerically. (Daily, official.) 3 x 5 cards, 1 ft. 9 in., in wooden filing case. R. 1. (114)

1266. CASE FILES, June 1935 to date. FERA Form 600, certificate of eligibility; FERA Form 601, notice of case change; FERA Form 602, cancelation of certificate of eligibility. Filed alphabetically. (Daily, official.) 5 x 8 slips, in steel filing case. R. 1. (113)

1267. OLD REPORTS, Aug. - Dec. 1935. Reports on completed National Relief Service projects and State Emergency Relief Administration transmittals. (Never.) 9 x 12 envelopes, 10 in., in pasteboard box. R. 2. (119)

1268. ASSIGNMENT, REASSIGNMENT, AND WORK STATUS SLIPS, Dec. 1935 to date. USES Form 325, assignment slip - work program; WPA Form 402, notice to report for work on project; WPA Form 403, notice of termination of work. Filed alphabetically. (Daily, official.) 5 x 6 slips, 1 ft. 2 in., in 2 Agate card trays. Damaged by water. R. 1. (116)

1269. INDUSTRIAL CODE, 1936. Bulletins pertaining to the code for industrial workers. Indexed. (Daily, official.) 8½ x 10-3/4 loose-leaf books, 4 in., in desk. R. 2. (124)

1270. GENERAL CORRESPONDENCE, May 1, 1936 to date. Letters to and from the state director and district office in Redding, pertaining to contracts, bids, etc. (Frequently, official.) 9 x 15 folders, 2 in., in pasteboard box. R. 2. (118)

1271. PROJECT INFORMATION, n. d. Data and information on Harms Brothers and Nu Biebar projects. (Daily, official.) 10 x 11½ loose-leaf books, 3 in., on desk. R. 2. (122)

1272. REPORT INSTRUCTIONS, n. d. For preparing daily and weekly reports. (Daily, official.) 10 x 11½ folders (2) and loose-leaf books, 3 in., on desk. R. 2. (123)

## UKIAH

NATIONAL REEMPLOYMENT SERVICE
DISTRICT 8, MENDOCINO COUNTY OFFICE
Rundee Bldg., State and Standley Sts.

This office was established in November 1933. It moved later in the same month from the City Hall to its present location. All records are sent to the district office at Santa Rosa.

1273. REFERENCES, 1933 to date. NRS Form 8-5, references from former employers, showing name and address of employee, duration of employment, ability and qualifications, industry, reliability, interest in work, satisfaction, and other information regarding the employee under consideration. Filed alphabetically. (Daily, official.) 8½ x 11 folders, 6 in., in steel filing case. Office. (25)

1274. REGISTRATIONS - ACTIVE, INACTIVE, AND DEAD, 1933 to date. USES Form 310, registration card - industrial; USES Form 311, registration card - commercial; USES Form 312, registration card - domestic; USES Form 326A, registration card - farm labor. (Inactive and dead files, rarely; active files, daily, official.) 5 x 8 cards, 4 ft., in steel card cabinet. Office. (21, 27, 28, 30)

1275. REQUISITIONS AND PUBLIC WORKS ADMINISTRATION CONTRACT JOBS, 1933 to date. CAL/WPA Form 71, transmittal memorandum and WPA Form 401, requisition for workers. (Frequently, official.) 8½ x 11 folders, 1 ft., in steel filing case. Office. (24)

1276. GENERAL CORRESPONDENCE AND REPORTS, Nov. 1933 to date. SF Form 18, placements in private employment; SF Form 19, referrals to Works Progress Administration projects; SF Form 25, activities report; SF Form 27, weekly report on orders for workers from private businesses; USES Form 47, employee's transfer card; also correspondence pertaining to clients, positions for applicants, changes of addresses, highway department, Bureau of Public Roads, and Eureka office; miscellaneous correspondence from the Santa Rosa office and the Works Progress Administration office at Santa Rosa, and transfers from other National Reemployment Service offices. (Frequently, official.) 8½ x 11 folders, 4 ft., in 2 steel filing cases. Office. (26)

1277. MASTER INDEX, Nov. 1933 to date. USES Form 321, applicants' classification index card. (Frequently, official.) 3 x 5 cards, 5 ft., in 4 drawers of steel card cabinets. Office. (23)

1278. WOMENS' REGISTRATION CARDS - ACTIVE, 1934 to date. USES Form 310, registration card - industrial. (Frequently, official.) 3 x 5 cards, 6 in., in steel card cabinet. Office. (29)

1279. APPLICANTS' IDENTIFICATION CARDS, June 1935 to date. USES Form 350, applicants' identification card. (Frequently, official.) 3 x 5 cards, 2 ft., in 2 steel card cabinets. Office. (20)

1280. CERTIFICATE OF ELIGIBILITY, June 1935 to date. WPA Form 402, notice to report for work on project; WPA Form 403, notice of termination of employment; FERA Form 600, certificate of eligibility; FERA Form 601, notice of case change; FERA Form 602, cancelation of certificate of eligibility. (Frequently, official.) 5 x 8 slips, 5 ft., in 2 drawers of steel card cabinet, and in 2 pasteboard boxes. Office. (22)

## VALLEJO

### NATIONAL REEMPLOYMENT SERVICE
### OFFICE OF DISTRICT 11
### City Hall, Marin St.

This office was established in 1933. It has jurisdiction over Solano and Contra Costa Counties. All reports are sent to the state office at San Francisco.

1281. DUPLICATE COPIES OF PAY ROLLS, 1933 to date. Duplicates of pay rolls from Public Works Administration and Bureau of Public Roads, giving workers' names, hours worked, and amounts earned. (Seldom, official.) 1½ x 24 roll, 2 ft. 6 in., in wooden box. Dirty. R. A. (84)

1282. ACTIVE FILE - LABORERS, Sept. 1933 to date. Laborers who are registered, but are not working. Filed alphabetically. (Daily, official.) 5 x 8 cards, 5 in., in card cabinet. R. A. (76)

1283. CANCELED REGISTRATION CARDS, Sept. 1933 to date. Registration cards canceled due to neglect of renewal, private employment, or removal from district. (Daily, official.) 6 x 8 cards, 1 ft., in 2 cardboard filing boxes. R. A. (64)

1284. APPLICANTS WORKING - INACTIVE, Sept. 5, 1933 to date. Present employment records of applicants, showing whether working in private employment, Public Works Administration, or Bureau of Public Roads jobs. (Daily, official.) 5 x 8 cards, 6 in., in card index tray. R. A. (77)

1285. COPIES OF REGISTRATION CARDS, Sept. 5, 1933 to date. Work record of every registrant. Filed alphabetically. (Daily, official.) 5 x 8 cards, 1 ft. 3 in., in 2 pasteboard boxes. R. A. (73)

1286. EMPLOYERS' REQUESTS FOR WORKERS, Sept. 5, 1933 to date. Giving detailed description of position to be filled by applicant from employment service. (Frequently, official.) 4 x 6 cards, 6 in., in cardboard filing box. R. A. (67)

1287. INDEX TO ALL REGISTRATIONS OF APPLICANTS, Sept. 5, 1933 to date. Index of all registered applicants, giving addresses, telephone numbers, and occupational classifications. Filed alphabetically. (Daily, official.) 3 x 5 cards, 2 ft. 6 in., in 6 card cabinets. R. A. (74)

1288. MISCELLANEOUS OFFICE CORRESPONDENCE, Sept. 5, 1933 - Dec. 1, 1935. Pertaining to work programs of Civil Works Administration, Public Works Administration, and Works Progress Administration. Filed chronologically. (Never.) 9 x 12 folders, 1 ft. 6 in., in folded document holders and in pasteboard box. R. A. (82)

1289. MISCELLANEOUS OCCUPATIONS - ACTIVE, Sept. 1934 to date. Workers of miscellaneous occupations who are unemployed. Filed alphabetically. (Daily, official.) 5 x 8 cards, 5 in., in card index tray. R. A. (78)

1290. REGISTRATION CARDS - DEAD, Sept. 1934 to date. Registrations canceled after loss of contact with applicant for one year. Arranged alphabetically, and by occupation. (Frequently, official.) 5 x 8 cards, ¼ in., in card index tray. R. A. (68)

1291. STATISTICAL REPORTS, Mar. 1935 to date. Showing number of people interviewed daily. (Biannually, official.) 9 x 12 envelopes, 1 ft. 4 in., in 7 folded document holders and in wooden filing case. R. A. (80)

1292. CORRESPONDENCE, June 1935 to date. To and from state office, workers, and contractors. (Frequently, official.) 10 x 12 folders, 2 ft., in filing case. R. A. (66)

1293. CANCELATIONS OF CERTIFICATES OF ELIGIBILITY, July 1935 to date. Report of cases no longer needing relief. Filed alphabetically. (Seldom, official.) 6 x 8 envelopes, 1 ft., in card cabinet and in card index tray. R. A. (81)

1294. RELIEF CASES - WORKING, July 1935 to date. Case records of all relief clients who are now working. Filed alphabetically. (Daily, official.) 6 x 8 cards, 1 ft. 6 in., in 3 card cabinets and in card index tray. R. A. (79)

1295. APPLICANT'S IDENTIFICATION CARD, Aug. 1, 1935 to date. USES Form 350, applicant's identification card. Filed numerically. (Daily, official.) 3 x 5 cards, 5 in., in pasteboard box. R. A. (83)

1296. PLACEMENT FILE OF WORKS PROGRESS ADMINISTRATION WORKERS, Aug. 1, 1935 to date. Occupational file for Works Progress Administration workers, showing number of relief applicants placed in Works Progress Administration employment. Arranged alphabetically and by occupation. (Daily, official.) 5 x 8 cards, 1 ft., in 2 index card trays. R. A. (65)

1297. ACTIVE FILE - WOMEN, 1936. List of women workers in miscellaneous occupations who are applying for work. Arranged alphabetically. (Daily, official.) 5 x 8 cards, 5 in., in card cabinet. R. A. (75)

1298. CANCELATIONS - PENDING, 1936. (Daily, official.) 5 x 8 cards, ¼ in., in card index tray. R. A. (70)

1299. NEW REGISTRATIONS - PENDING, 1936. Registration of new applicants. (Daily, official.) 5 x 8 cards, ¼ in., in card index tray. R. A. (71)

1300. PLACEMENTS - PENDING, 1936. (Daily, official.) 5 x 8 cards, ½ in., in card index tray. R. A. (72)

1301. RENEWALS - PENDING, 1936. Used in reinstating applicants for reemployment. Indexed. (Daily, official.) 5 x 8 cards, 1/8 in., in card index tray. R. A. (63)

1302. RE-REGISTRATIONS - PENDING, 1936. Registrations of workers who have returned from private employment. (Daily, official.) 5 x 8 cards, ¼ in., in card index tray. R. A. (69)

## VENTURA

### NATIONAL REEMPLOYMENT SERVICE
### DISTRICT 13, VENTURA COUNTY OFFICE
### 121 N. Fir St.

This office was established in 1934. All records are sent to the district office at Santa Barbara.

1303. COUNTY REGISTRATION CARDS, Feb. 1931 - Nov. 1934. Listing personal case histories of unemployed persons in Ventura County. These files were turned over to the National Reemployment Service office for reference. Filed alphabetically, by name of applicant. (Rarely, official.) 5 x 8 cards, 10 ft., on wooden shelves. 2d floor. (46)

1304. CLOSED PROJECTS, 1932 - Oct. 1935. General correspondence between this office and contractors covering pay rolls and

requisitions for supplies on finished projects; narrative reports covering the number of Civilian Conservation Corps enrollees enlisted through this office. This file has been discontinued. (Never.) 9 x 15 folders, 2 ft., in steel drawer. 2d floor. (45)

1305. EMERGENCY RELIEF TIME SHEETS, 1932 - 1933. Time sheets of all employees working on emergency relief projects in Ventura County. Filed by name and number of project. (Never.) 9 x 15 folders, 2 ft. 6 in., in 2 steel drawers. 2d floor. (49)

1306. APPLICANTS' IDENTIFICATION CARDS, Sept. 1933 to date. USES Form 350, applicant's identification card. Filed alphabetically. (Daily, official.) 3 x 5 cards, 4 ft., in 5 drawers of card cabinets. 2d floor. (35)

1307. GENERAL CORRESPONDENCE, REPORTS, AND BULLETINS, Sept. 1933 to date. Correspondence relating to employment connected with Army, Navy, Forest Service, State Employment Service; letters to and from workers regarding jobs on Works Progress Administration projects; reports covering activities and operation of this office; bulletin on Emergency Conservation Work entitled "A Chance to Work in the Forest." Filed by subject and by name of correspondent. (Daily, official.) 9 x 12 and 9 x 15 folders, 2 ft. 6 in., in steel drawer. 2d floor. (41, 42, 48)

1308. OCCUPATIONAL CLASSIFICATION CARDS - GENERAL, Sept. 1933 to date. USES Form 321, cross index card. This form supercedes NRS Form 3. Filed by occupation. (Daily, official.) 3 x 5 cards, 11 ft. 4 in., in 10 drawers of card cabinets. 2d floor. (68)

1309. REGISTRATION CARDS - INACTIVE AND CANCELED - SKILLED, UNSKILLED, AND PROFESSIONAL, Sept. 1933 to date. USES Form 310, registration card - industrial; USES Form 311, registration card - commercial; USES Form 312, registration card - domestic; USES Form 326A, registration card - farm labor. Filed alphabetically. (Inactive and canceled records, rarely; other records, daily, official.) 5 x 8 cards, 13 ft. 1 in., in 15 drawers of card cabinets. 2d floor. (36, 39, 52, 63)

1310. STATISTICAL REPORTS, Jan. 1934 to date. Copies of reports covering all activities of this office. Filed alphabetically, by subject. (Occasionally, official.) 9 x 15 folders, 1 ft. 9 in., in steel drawer. 2d floor. (55)

1311. CONTRACTORS' PAY ROLLS, Apr. 1934 to date. Copies of weekly and monthly pay rolls of contractors who employed men under the Public Works Administration and Works Progress Administration in Ventura County; also the 1936 manual issued by the National Emergency Council describing Government departmental

operations. Pay rolls filed chronologically. (Rarely, official.) 9 x 11 loose-leaf books, 6 in., in steel drawer. 2d floor. (44)

1312. PRIVATE WORK RECORD, Sept. 1934 to date. USES Form 326, list of persons registered with Works Progress Administration or Public Works Administration but now employed in private work. Filed alphabetically. (Frequently, official.) 5 x 8 cards, 1 in., in card cabinet. 2d floor. (57)

1313. PENDING TRANSMITTALS AND BULLETINS, Oct. 1934 to date. Record of persons being transferred, or about to be transferred to Works Progress Administration or Public Works Administration projects; bulletins received from San Francisco office dealing with Ventura County operations. (Daily, official.) 9 x 15 folders, 2 in., in steel drawer. 2d floor. (43)

1314. ASSIGNMENTS, Jan. 1935 to date. USES Form 325, assignment slip. Filed alphabetically. (Daily, official.) 4 x 6 cards, 1 ft., in card cabinet. 2d floor. (67)

1315. FIRM LIST - ACCUMULATIVE - OPEN, Jan. 1935 to date. USES Form 331, listing firms having positions open for relief workers. These cards are accumulative to allow for many positions. Filed alphabetically, by name of firm. (Daily, official.) 5 x 8 cards, 4 in., in card cabinet. 2d floor. (38)

1316. REFERRALS - PUBLIC WORKS ADMINISTRATION, Jan. 1935 to date. USES Form 320, applicant's introduction card. (Daily, official.) 3 x 5 cards, 3 ft., in 2 drawers of card cabinet. 2d floor. (66)

1317. REQUESTS FOR LABOR - DISCONTINUED, May - Sept. 1935. USES Form 330, firm visit cards. (Never.) 5 x 8 cards, 6 ft., in card cabinet. 2d floor. (37)

1318. RENEWAL CARDS, June 1935 to date. USES Form 324, applicatant's renewal card. Filed alphabetically, by name of person. (Monthly, official.) 5 x 6 cards, 5 ft. 3 in., in 3 drawers of card cabinets. 2d floor. (40, 54)

1319. CANCELATION OF CERTIFICATIONS, July 1935 to date. FERA Form 602, cancelation of certificate of eligibility. (Occasionally, official.) 5 x 8 cards, 1 ft., in card cabinet. 2d floor. (64)

1320. CERTIFICATION OF ELIGIBILITY - ACTIVE, PENDING, AND INACTIVE, July 1935 to date. FERA Form 600, certificate of eligibility. Filed alphabetically, by name of applicant. Inactive records, rarely; active and pending records, daily, official.) 5 x 8 cards, 3 ft. 2 in., in card cabinet. 2d floor. (58, 60, 61)

1321. REFERRAL CARDS, July 1, 1935 to date. SERA Form 626, referring persons from the State Relief Administration to the National Reemployment Service for registration. Filed alphabetically, by name of applicant. (Frequently, official.) 3½ x 5½ cards. 6 in., in card cabinet. 2d floor. (59)

1322. OCCUPATIONAL CLASSIFICATION RECORD, Sept. 1935 to date. FERA Form 144, listing name, address, training, and private work record of applicants for work under National Reemployment Service, Works Progress Administration, or Public Works Administration. Filed by occupation. (Frequently, official.) 9 x 12 cards, 2 ft. 6 in., in 2 steel drawers. 2d floor. (50)

1323. REQUISITIONS AND TRANSMITTALS, Sept. 1935 to date. FERA Form 144A, individual occupational classification record; general correspondence and requisitions for workers and supplies; U. S. Forest Service requisitions and assignments. (Frequently, official.) 9 x 15 folders, 6 ft., in steel drawers. 2d floor. (47)

1324. MISCELLANEOUS STATISTICAL REPORTS, Nov. 9 - Dec. 21, 1935. NYA/CAL Form 7, monthly reports on National Youth Administration cases in Ventura County; USES Form 15, report of relief cases that have been referred to Works Progress Administration projects. These reports were discontinued Dec. 14, 1935. Filed by subject. (Rarely, official.) 9 x 15 folders, 2 ft. 3 in., in steel drawer. 2d floor. (56)

1325. ASSIGNMENT SLIPS AND CHANGE IN WORK STATUS, Dec. 1935 to date. WPA Form 402, notice to report for work on project; WPA Form 404, reclassification slip. Filed alphabetically, by name of worker. (Daily, official.) 4 x 6 cards 1 ft., in card cabinet. 2d floor. (65)

1326. PAY ROLLS, Jan. 1, 1936 to date. Pay rolls of persons on Public Works Administration and Bureau of Public Roads projects in Ventura County. Filed chronologically. (Weekly, official.) 9 x 15 folders, 1 ft., in steel drawer. 2d floor. (51)

1327. NOTICE OF CASE CHANGE, Apr. 1, 1936 to date. FERA Form 601, notice of case change. Made in triplicate: one copy retained by this office, one sent to Works Progress Administration office, and one to the relief agency. (Daily, official.) 5 x 8 cards, 3 in., in card cabinet. 2d floor. (53)

## VISALIA

### NATIONAL REEMPLOYMENT SERVICE
### OFFICE OF DISTRICT 18
### Municipal Auditorium

This office was established September 13, 1933. It has jurisdiction over Tulare and Kings Counties. All reports are sent to the state office at San Francisco.

1328. NATIONAL REEMPLOYMENT ADMINISTRATION INFORMATION AND RETAIL CODE AUTHORITY, 1933 - 1936. Correspondence, records, and tabulations concerning National Reemployment Service procedures, and information on retail code authority. (Rarely, official.) 9 x 11 folders, 2 ft., in filing case. R. 16-17. (171)

1329. ASSIGNMENT SLIPS, Sept. 13, 1933 - June 5, 1936. USES Form 325, assignment slip. (Daily, official.) 4 x 6 cards, 3 ft., in card cabinet. R. 16-17. (166)

1330. CORRESPONDENCE, Sept. 13, 1933 - June 5, 1936. Letters regarding National Reemployment Service, memorandums and reports pertaining to United States Employment Service and National Reemployment Service procedures and regulations. (Daily, official.) 12 x 14 folders, 2 ft., in 4 drawers of wooden filing case. R. 16-17. (168)

1331. CROSS INDEX TO REGISTRATION FILE, Sept. 13, 1933 - June 5, 1936. USES Form 321, applicant's classification index card. Filed alphabetically. (Daily, official.) 3 x 4 cards, 12 ft., in card cabinet. R. 16-17. (161)

1332. DAILY REPORTS, STATISTICAL REPORTS, AND WEEKLY SUMMARY, Sept. 13, 1933 - June 3, 1936. USES Form 302, summary of activities, and various other reports required by the state and Federal reemployment offices. Filed chronologically. (Frequently, official.) 9 x 11 folders, 6 in., in locker. R. 16-17. (159)

1333. ELIGIBILITY FILE, Sept. 13, 1933 - June 5, 1936. FERA Form 600, certificate of eligibility. (Daily, official.) 5½ x 8 cards, 9 ft., in card cabinet. R. 16-17. (165)

1334. IDENTIFICATION CARDS, Sept. 13, 1933 - June 5, 1936. USES Form 350, applicant's identification card. (Daily, official.) 3 x 5 cards, 9 ft., in card cabinet. R. 16-17. (160)

1335. ORDER CARDS, Sept. 13, 1933 - June 5, 1936. USES Form 315, placement and referral record and USES Form 316, domestic and service order. (Daily, official.) 4 x 6 cards, 3 ft., in card cabinet. R. 16-17. (162)

1336. REFERRAL CARDS, Sept. 13, 1933 - June 5, 1936. USES Form 320, introduction card. (Daily, official.) 3 x 5 cards, 18 ft., in card cabinet. R. 16-17. (167)

1337. REGISTRATION CARDS, Sept. 13, 1933 - June 5, 1936. USES Form 310, registration card - industrial; USES Form 311, registration card - commercial; USES Form 312, registration card - domestic; USES Form 326A, registration card - farm labor. (Daily, official.) 5 x 8 cards, 21 ft., in card cabinets. R. 16-17. (158)

1338. REPORTS, Sept. 13, 1933 - June 5, 1936. USES Form 331, report of openings and placements with employers of agricultural labor. (Daily, official.) 5 x 8 cards, 1 ft., in card cabinet. R. 16-17. (163)

1339. STATISTICS, Sept. 13, 1933 - June 5, 1936. Data on number of placements in private industry, new applicants for employment, relief and non-relief workers, number of people under each classification, and other statistical information. (Daily, official.) 9 x 11 folders and loose-leaf books, 3 in., in transfer case. R. 16-17. (170)

1340. Bulletins, Dec. 1, 1933 - June 5, 1936. Circular letters and bulletins regarding National Youth Administration, Works Progress Administration, Public Works Administration and National Reemployment Service projects. Filed by agency. (Daily, official.) 9 x 11 folders and loose-leaf books, 3 in., in transfer case. R. 16-17. (169)

## WILLOWS

### NATIONAL REEMPLOYMENT SERVICE
### DISTRICT 2, GLENN COUNTY OFFICE
Memorial Hall, W. Sycamore St.

This office was established in September 1933. All reports are sent to the district office at Chico.

1341. MISCELLANEOUS CORRESPONDENCE, Sept. 1933 to date. Miscellaneous correspondence, bulletins, and memoranda pertaining to National Reemployment Service procedure and business. (Daily, official.) 9 x 12 and 9 x 15 folders, 1 in., in wooden and steel filing case. R. 1. (30)

1342. REFUSALS AND IDENTIFICATION CARDS, Sept. 1933 to date. USES Form 30, notice of strike or lockout; extra copies of USES Form 350, applicant's identification card. Filed numerically.

Indexed. (Daily, official.) 3 x 5 cards, 8 in., in card cabinet. R. 1. (28)

1343. REGISTRANTS' ADDRESSES, Sept. 1933 to date. USES Form 321, applicant's classification index card. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft. 1 in., in 2 drawers of wooden card cabinet. R. 1. (27)

1344. REGISTRATION CARDS, Sept. 1933 to date. USES Form 310, registration card - industrial; USES Form 311, registration card - commercial; USES Form 312, registration card - domestic; and USES Form 326A, registration card - farm labor. Filed alphabetically. Indexed. (Daily, official.) 5 x 8 cards, 8 in., in card cabinet. R. 1. (26)

1345. ELIGIBILITY FILE, Sept. 1935 to date. FERA Form 600, certificate of eligibility; FERA Form 601, notice of case change; and FERA Form 602, cancelation of certificate of eligibility. (Daily, official.) 5 x 8 loose sheets, 8 in., in card cabinet. R. 1. (29)

1346. RELIEF WORKERS' RECORDS, June - Oct. 1936. USES Form 325, assignment slip; USES Form 340, notice of placement; WPA Form 401, requisition for workers; WPA Form 402, notice to report for work on project; WPA Form 403, notice of termination of employment; and WPA Form 404, reclassification slip. Indexed. (Daily, official.) 4 x 6 slips, 8 in., in card cabinet. R. 1. (25)

## WOODLAND

NATIONAL REEMPLOYMENT SERVICE
DISTRICT 4, YOLO COUNTY OFFICE
Courthouse, 3d and Court Sts.

This office was established in August 1933. It occupies one room in a fireproof building. All reports are sent to the district office at Marysville.

1347. MISCELLANEOUS, 1933 - 1934. Old registration cards which have been replaced by a new form. (Never.) 5 x 8 cards, 1 ft., in card cabinet. Office. (51)

1348. REGISTRANTS' ADDRESS FILE - ACTIVE AND INACTIVE, Aug. 1933 to date. USES Form 321, applicant's classification index card. Filed numerically and alphabetically, by name. (Daily, official.) 3 x 5 cards, 1 ft., in card cabinet. Office. (53)

1349. CORRESPONDENCE AND REPORTS, 1934 to date. General correspondence and copies of daily, weekly and monthly reports; USES Form 300, daily report of applications; USES Form 301, reports of placements; USES Form 302, summary of activities; USES Form 302A, supplement to summary of activities; USES Form 304, report of additions and subtractions. (Daily, official.) 9½ x 15 folders, 2 ft., in filing case. Office. (54)

1350. OCCUPATIONAL CARDS, 1934 to date. USES Form 310, registration card - industrial; USES Form 311, registration card - commercial; USES Form 312, registration card - domestic; USES Form 326A, registration card - farm labor. Filed alphabetically, by occupation. (Daily, official.) 5 x 8 cards, 2 ft., in card cabinet. Office. (52)

1351. ASSIGNMENTS, Nov. 1935 to date. USES Form 325, assignment slip - works program. (Daily, official.) 4 x 6 cards, 1 ft., in card cabinet. Office. (48)

1352. IDENTIFICATION CARDS, Nov. 1935 to date. USES Form 350, applicant's identification card. Filed numerically. (Daily, official.) 3 x 5 cards, 6 in., in card case. Office. (55)

1353. WORKS PROGRESS ADMINISTRATION RELIEF CASES, Nov. 1935 to date. FERA Form 600, certificate of eligibility; FERA Form 601, notice of case change; WPA Form 602, cancelation of certificate of eligibility. Filed alphabetically. (Daily, official.) 5 x 8 cards, 1 ft. 6 in., in card cabinet. Office. (47)

1354. REGISTRATION CARDS - ACTIVE AND INACTIVE, Mar. 1936 to date. USES Form 310, registration card - industrial; USES Form 311, registration card - commercial; USES Form 312, registration card - domestic; USES Form 326A, registration card - farm labor. Filed alphabetically. (Daily, official.) 5 x 8 cards, 4 ft. 6 in., in wooden filing case. Office. (49)

## YOSEMITE

### NATIONAL REEMPLOYMENT SERVICE
### DISTRICT 19, MARIPOSA COUNTY BRANCH OFFICE
Administration Bldg., Yosemite National Park

This office was opened in Yosemite in September 1933. It has jurisdiction over Yosemite National Park which is composed of parts of Tuolumne, Mariposa, and Madera Counties. All reports are sent to the district office at Madera.

1355. CORRESPONDENCE, 1933 to date. Letters, telegrams, and bulletins concerning workers and general activities of this office. Arranged alphabetically. (Frequently, official.) 10 x 12 folders, 1 ft. 6 in., in filing case. Office. (248)

1356. ADDRESS INDEX CARDS - OCCUPATIONAL CLASSIFICATION, Sept. 1933 - Nov. 1935. USES Form 321, cross index cards. (Weekly, official.) 3 x 5 cards, 2 ft., in 2 drawers of card cabinet. Office. (243)

1357. REGISTRATION AND IDENTIFICATION CARDS - ACTIVE AND INACTIVE, Sept. 1933 to date. USES Form 310, registration card - industrial, and USES Form 350, applicant's identification card. Arranged by occupation and filed alphabetically, by name. (Daily, official.) 3 x 5 and 5 x 8 cards, 4 ft. 1 in., in 3 drawers of card cabinet. Office. (240)

1358. REGISTRATION CARDS, May 1934 - Nov. 1935. USES Form 312, registration card - domestic; USES Form 313, registration card - labor; employment records of men brought from other districts, showing names, addresses, personal data, occupational and educational qualifications, employment record, and placements made. (Weekly, official.) 5 x 8 cards, 3 ft. 10 in., in 2 drawers of card cabinet. Office. (247)

1359. MISCELLANEOUS UNITED STATES EMPLOYMENT SERVICE AND WORKS PROGRESS ADMINISTRATION RECORDS, July 1, 1934 to date. USES Form 300, daily report of applications; USES Form 302, summary of activities; also Works Progress Administration correspondence, bulletins, requisitions, forms, and reports of projects. (Daily, official.) 10 x 12 folders, 2 ft., in filing case. Office. (249)

1360. APPLICANTS' INTRODUCTION CARDS, 1935 - 1936. USES Form 320, applicant's introduction card. (Never.) 3 x 5 cards, 1 ft., in card cabinet. Office. (251)

1361. ELIGIBILITY FILE, July 1935 to date. USES Form 325, assignment slip; WPA Form 402, notice to report for work on project; FERA Form 600, certificate of eligibility; FERA Form 601, notice of case change; FERA Form 602, cancelation of certification of eligibility. (Older records, never; current records, daily, official.) 5 x 8 bundles, 1 ft. 2 in., in wooden card cabinet. Office. (245)

## YREKA

### NATIONAL REEMPLOYMENT SERVICE
### DISTRICT 22, SISKIYOU COUNTY BRANCH OFFICE
### J. R. Dowling Bldg., 315 S. Oregon St.

This office was established September 15, 1933. Due to adverse business conditions, it was closed shortly afterward and the employment service activities were handled by the district office at Redding. On May 1, 1934 the Yreka office was re-opened as a branch office of District 2 with the district office at Dunsmuir. On April 15, 1936, District 2 was abolished and its territory added to District 22. From the Warren Building this office made the following moves: May 1, 1934, to the First National Bank Building; November 29, 1934, to the City Hall; August 1935, to the Old Fire Department Building where it remained until moved to the present location. It has jurisdiction over the northern half of Siskiyou County. All reports are sent to the district office at Redding.

1362. RECORD CARDS - MALE AND FEMALE - ACTIVE AND INACTIVE, 1933 to date. USES Form 310, registration card - industrial; USES Form 311, registration card - commercial; USES Form 312, registration card - domestic; USES Form 326A, registration card - farm labor. (Inactive file, rarely; active file, daily, official.) 5 x 8 cards, 2 ft. 2½ in., on desk. 1st floor. (21)

1363. REGISTRANTS' ADDRESS CARD INDEX, 1933 to date. USES Form 321, applicant's classification index card. Filed alphabetically. (Daily, official.) 3 x 5 cards, in 2 wooden boxes. 1st floor. (22)

1364. PLACEMENT AND REFERRAL RECORD - DEAD, 1934 - 1935. USES Form 315, placement and referral record. (Never.) 4 x 6 cards, 4 in., in pasteboard box. 1st floor. (23)

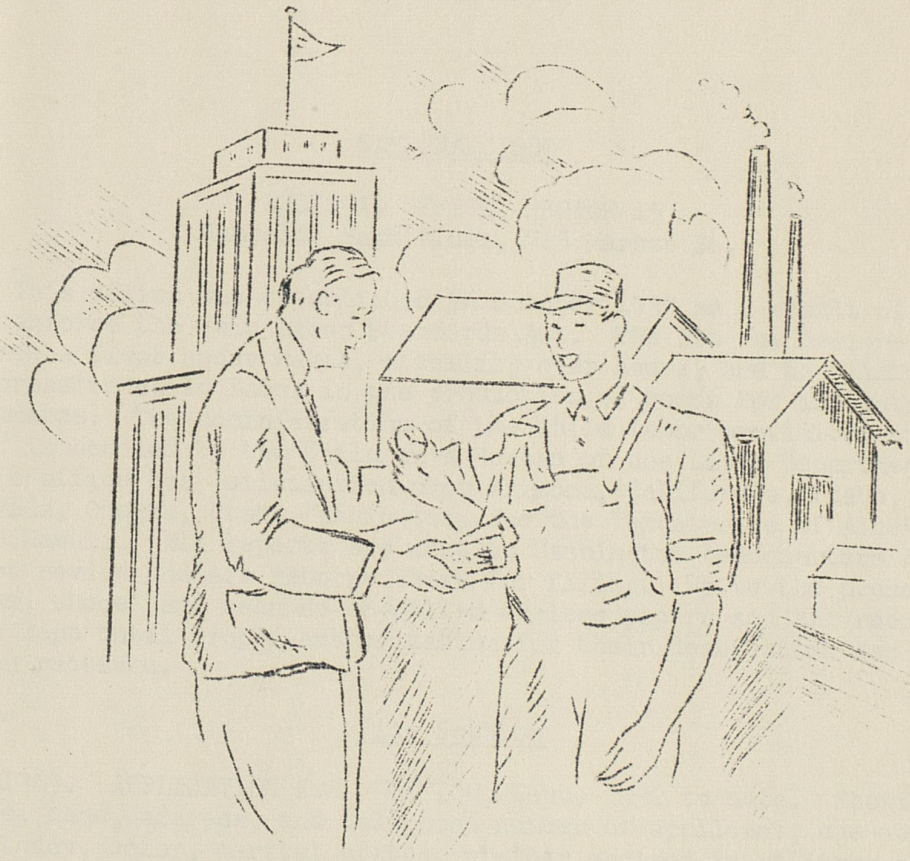
1365. OCCUPATIONAL CODE BOOK AND INDEX TO INDUSTRIAL CODE NUMBERS, 1935. Industrial classification summary with code numbers for applicants' registration cards. (Daily, official.) 8½ x 11 and 10 x 11½ loose-leaf books, 1 in., on table. 1st floor. (27)

1366. PROJECTS, 1935. Fiscal year lists of projects, and lists of skilled and unskilled labor, showing names and occupations of workers. Filed alphabetically, by occupation. (Never.) 9½ x 11½ loose-leaf books, ½ in., on table. 1st floor. (25)

1367. REPORTS, 1935. USES Form 300, daily report of applications; USES Form 302, summary of activities; USES Form 302A, supplement to summary of activities; USES Form 304, report of additions and subtractions. (Monthly, official.) 9 x 12 folders, 1 in., in folded document holder and on table. 1st floor. (24)

1368. BULLETINS, Oct. 1935 to date. Memorandums, reports, and bulletins from State Reemployment director, regarding National Reemployment Service and procedure; also National Youth Administration bulletins and memorandums from the state director of National Youth Administration regarding activities of this service. (Monthly, official.) 10 x 11½ folders and loose-leaf books, ½ in., on table. 1st floor. (26)

# THE WAGE AND HOUR DIVISION



# THE WAGE AND HOUR DIVISION

## LOS ANGELES

BRANCH OFFICE, REGION 15

(not surveyed)

## SAN FRANCISCO

REGIONAL OFFICE, REGION 15
Humboldt Bank Bldg., 785 Market St.

This office was established in October 1938 as a result of and to enforce the Fair Labor Standards Act. The act was designed to place a floor under wages, a ceiling over hours, and to eliminate oppressive child labor in the production of goods for interstate commerce. The administration of the child labor provisions of the act is handled by the Children's Bureau of the Labor Department. This office has jurisdiction over Arizona, California, Idaho, Nevada, Oregon, Utah, Washington, and the Territories of Alaska and Hawaii. All reports are sent to Washington headquarters for post review and are returned here for filing. Up to the present time, there have been no so-called useless papers and all records are kept until proper authorization for their destruction has been received.

### File Section

1369. APPLICATION FOR POSITION, Sept. 1938 to date. Showing date, name, address, and telephone number of applicant, age at last birthday, color, marital status, whether engaged in military service, present civil service status, degree of education, complete record of past employment, and signature of applicant. Filed alphabetically, by name of applicant. (Occasionally, official.) 9 x 12 folders, 1 in., in steel filing case. R. 517. (21109)

1370. CONTROL CARD (COMPLAINTS), Oct. 1938 to date. C.I. Form 18, showing date complaint received, type of complaint, establishment and priority numbers, names and addresses of complainant and respondent, dates sent to branch office, names of inspector, reviewer, supervising inspector, and attorney, date analysis completed, action taken, remarks, and final disposition. (Daily,

official.) 5 x 8 cards, 4 ft., in 6 card trays. R. 517. (21110)

1371. CORRESPONDENCE FILES, Oct. 1938 to date. Originals and copies of letters and telegrams between this office and Washington headquarters, field workers, various organizations, firms, and individuals, pertaining to inspections and investigations, complaints, and other subjects relative to the general administration of this office. Filed chronologically and alphabetically, by subject. (Daily, official.) 9 x 12 and 9 x 15 folders, 30 ft., in 16 drawers of steel filing cases. R. 517. (21126)

1372. MISCELLANEOUS RECORDS, Oct. 1938 to date. Official orders and instructions, temporary appointments, eligible inspectors, Civil Service qualifications, daily and monthly reports, graphs of work loads by states, bulletins, radio scripts, speaking invitations, informal field statements, regulations, press releases, inspector's records, and other data relating to the operation of this office. Filed chronologically and alphabetically, by subject. (Daily, official.) 9 x 12 and 9 x 15 folders, 20 ft., in 10 drawers of steel filing cases. R. 517. (21108)

1373. TRAVEL AUTHORIZATIONS, Oct. 1938 to date. General Form 33, showing bureau, office or division, date, bureau and appropriation numbers, name of person authorized to travel, purpose, amount per diem, remarks, signature of executive officer, and stamp bearing name of Secretary of Labor. Filed alphabetically, by name of traveler. (Frequently, official.) 9 x 12 folder, 1 in., in steel filing case. R. 517. (21127)

1374. REGULAR INSPECTION REPORT, Nov. 1938 - Aug. 1939. C.E. Form 30, showing date, state, file and sheet numbers, general information regarding respondent, summary of inspection, act violated (if any), names and status of persons interviewed, name of inspector, and remarks. Filed alphabetically, by name of respondent. (Daily, official.) 9 x 12 and 9 x 15 folders, 1 ft. 6 in., in steel filing case. R. 517. (21102)

1375. APPLICATION FOR LEAVE OF ABSENCE, 1939 to date. General Form 12, showing date, amount of annual military, sick and without-pay leave requested, previous absences during year, by whom recommended and approved, and signature of applicant; also physician's certification that applicant was wholly incapacitated for official duty. Filed alphabetically, by name of employee. (Occasionally, official.) 9 x 15 folders, 4½ in., in steel filing case. R. 517. (21131)

1376. CONFIDENTIAL COMPLAINT FORM, 1939 to date. C.E. Form 10, showing date, branch office, complaint number, names and addresses of complainant and respondent, nature of complaint, information regarding establishment such as wages paid and work conditions, remarks, and name and title of official receiving complaint.

Filed alphabetically, by name of respondent. (Daily, confidential.) 9 x 15 folders, 2 ft., in steel filing cases. R. 517. (21101)

1377. INVITATION, BID, AND ACCEPTANCE (SHORT FORM CONTRACT), 1939 to date. Standard Form 33, showing date, invitation, contract, and item numbers, department or establishment, office and station, stipulation of contract, quantity and description of articles or services, unit and total cost, signature of interested parties, and government acceptance. Filed chronologically and alphabetically, by name of branch office. (Occasionally, official.) 9 x 12 folder, ½ in., in steel filing case. R. 517. (21119)

1378. MEMORANDUM OF PERSONNEL INTERVIEW, 1939 to date. B.H. Form 5, showing date, name of applicant, by whom referred, Civil Service eligibility, present position and salary, availability, position applied for, personal characteristics, special qualifications, recommendations, general impression, interview time, signature and title of interviewer, and branch office. Filed alphabetically, by name of applicant. (Occasionally, official.) 9 x 15 folders, 1½ in., in steel filing case. R. 517. (21130)

1379. MEMORANDUM RECEIPTS (SUPPLIES), 1939 to date. Showing date received, memorandum receipt and item numbers, branch or section, quantity and description of articles, cost, and signature of recipient. Filed chronologically and alphabetically, by name of branch office. (Occasionally, official.) 9 x 12 folders, 4 in., in steel filing case. R. 517. (21121)

1380. PROCUREMENT REQUISITION, 1939 to date. Unnumbered form and Administration Form 74, showing date, procurement, requisition and item numbers, requisitioning office, where to be delivered, quantity and description of articles or services, unit price, total cost, by whom authorized and approved, and notations. Filed alphabetically, by subject. (Frequently, official.) 9 x 12 and 9 x 15 folders, ½ in., in steel filing case. R. 517. (21104)

1381. PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL, 1939 to date. Standard Form 1034a, showing date, department, bureau or establishment, station, name and address of payee, voucher, payee account, expenditure symbol and order numbers, quantity and description of articles, unit and total prices, notations, and certification of correctness by payee; also accounting classification and remarks relating to method of or absence of advertising. Filed chronologically and alphabetically, by name of branch office. (Frequently, official.) 9 x 12 folders, 4 in., in steel filing case. R. 517. (21114)

1382. RECEIPT FOR BACK WAGES DUE UNDER THE FAIR LABOR STANDARDS ACT, 1939 to date. C.E. Form 32, showing date, amount of back wages received, name of employer, and signatures of witness and

recipient. Filed alphabetically, by name of employer. (Frequently, official.) 9 x 15 folder, ½ in., in filing case. R. 517. (21111)

1383. RECORD OF INTERVIEW, 1939 to date. Showing branch office, date, name of applicant, Civil Service status and rating, work preference, traits of applicant, remarks, and initial of interviewer. Filed alphabetically, by name of applicant. (Occasionally, official.) 9 x 15 folder, ½ in., in steel filing case. R. 517. (21134)

1384. REPORT OF EMPLOYEE'S LEAVE STATUS BY OFFICE, 1939 to date. W.H. Form 36, showing date, to and by whom sent, name of employee, amounts of annual and sick leave accrued and taken, and remarks. Filed alphabetically, by name of employee. (Occasionally, official.) 9 x 15 folder, 1½ in., in steel filing case. R. 517. (21132)

1385. REPORT TO DISTRICT MANAGER ON CERTIFICATION (UNITED STATES CIVIL SERVICE COMMISSION), 1939 to date. C.S.C. Form 1844, showing date, certificate number, vacancies, title of position and salary, register from which drawn, date of request, nature of appointment, place of duty, names of applicants, place of registration, post office address, rating, salary offered, remarks, and signature of regional director. Filed chronologically. (Occasionally, official.) 9 x 15 folders, ½ in., in steel filing case. R. 517. (21128)

1386. REQUISITION FOR PRINTED AND DUPLICATED SUPPLIES, 1939 to date. Unnumbered form and Administration Form 61, showing date, form, printing and duplicate numbers, description or title, quantities used in past 30 days, on hand, desired, and furnished, and remarks. (Frequently, official.) 9 x 12 and 9 x 15 folders, 1 in., in steel filing case. R. 517. (21103)

1387. STANDARD GOVERNMENT FORM OF CONTINUATION SCHEDULE FOR STANDARD FORM 31 OR 33, 1939 to date. Standard Form 36, showing item number, quantity and description of articles or service, unit and unit price, total amount in dollars and cents, and signature of bidder. Filed chronologically and alphabetically, by name of branch office. (Occasionally, official.) 9 x 12 folder, ¼ in., in steel filing case. R. 517. (21118)

1388. STATEMENT AND CERTIFICATE OF AWARD, 1939 to date. Standard Form 1036, showing date, department or establishment, bureau or office, station, method of or absence of advertising, certificate and contract award, remarks, and signature of responsible parties; also agreement under contract award and relative correspondence. Filed chronologically. (Occasionally, official.) 9 x 15 folder, 1 in., in steel filing case. R. 517. (21105)

1389. SUMMARY OF RESTITUTION UNDER THE FAIR LABOR STANDARDS ACT OF 1938 AND EMPLOYEES' ACKNOWLEDGEMENT OF PAYMENT, 1939 to date. C.I. Form 31A, showing date, file and sheet numbers, name and address of employer, nature of business, section of act involved, amount due employees and total, occupations and addresses of employees, and signatures acknowledging receipt of payment. Filed alphabetically, by name of employer. (Frequently, official.) 9 x 15 folder, 1½ in., in steel filing case. R. 517. (21107)

1390. SUMMARY SHEET FOR WAGES DUE, 1939 to date. C.E. Form 31A, showing date, file and sheet numbers, names and addresses of employer and employees, section of act involved, wages due employees, and total. Filed alphabetically, by name of employer. (Occasionally, official.) 9 x 15 folder, 2½ in., in steel filing case. R. 517. (21112)

1391. TRANSCRIPT OF EMPLOYERS' RECORDS, INFORMATION ON WAGES AND HOURS OBTAINED FROM WORKERS, AND COMPUTATION SHEET FOR WAGES DUE, 1939 to date. C.E. Form 31, showing period, file and sheet numbers, names and addresses of employer and employees, employee's social security number, occupation, hours worked during period, regular rate of pay, amount earned, deductions, net amount paid, average hourly rate, gross legal earnings and deductions, net legal amount due, difference due for each week, total, source of evidence, name of inspector, and date filed. Filed alphabetically, by name of respondent. (Daily, official.) 9 x 12 and 9 x 15 folders, 1 ft. 10 in., in steel filing case. R. 517. (21113)

1392. VOUCHER FOR PER DIEM AND/OR REIMBURSEMENT OF EXPENSES INCIDENT TO OFFICIAL TRAVEL, 1939 to date. Standard Form 1012a, showing period, department, bureau or establishment, name and address of payee, authority, D.O. voucher and bureau numbers, amount of expenses, accounting classification, remarks, and signature of payee; also itemized schedule of travel and other expenses and memorandum of travel performed upon transportation request. Filed alphabetically, by name of traveler. (Frequently, official.) 9 x 12 folder, 2½ in., in steel filing case. R. 517. (21100)

1393. INSPECTION REPORT, Aug. 1939 to date. C.I. Forms 30 and 30A, continuation sheets, showing date, file and sheet numbers, name and address of respondent, nature of business, number of employees, hours worked, officials and employees interviewed, cooperation secured, material left with employer, records maintained, act violated, amount of back wages, deductions, and remarks. Filed alphabetically, by name of respondent. (Daily, official.) 9 x 15 folders, 1 ft. 2 in., in steel filing case. R. 517. (21129)

1394. DAILY TIME SLIPS, Sept. 1939 to date. Unnumbered form and W.H. Form 29, showing date, section, names of employees, times of arrival and departure, and remarks. Filed chronologically.

(Daily official.) 9 x 12 folders, 8 in., in steel filing case. R. 517. (21122)

1395. SEMIMONTHLY FIELD OFFICE ACTIVITY REPORT, Sept. 1939 to date. C.I. Form 42, showing period, field office, item of activity, amount for period, cumulative total, certification of correctness by the regional director, and date submitted. Filed chronologically and alphabetically, by name of branch office. (Semimonthly, official.) 9 x 12 folders, 1 ft., in steel filing case. R. 517. (21120)

1396. STATEMENT OF OFFICIAL MATTER MAILED FREE OF POSTAGE, Sept. 1939 to date. W. H. Form 27, showing date, office, total number of pieces, weight in ounces, first, second, third, and fourth class mail sent during quarter, and certification of correctness by the regional director. Filed chronologically. (Quarterly, official.) 9 x 12 folder, ¼ in., in steel filing case. R. 517. (21125)

1397. MAIL RECORD, Oct. 2, 1939 to date. W.H. Form 26, showing office, period, number of pieces, total weight in ounces, first, second, third and fourth class mail, dates sent, and totals. Filed chronologically. (Daily, official.) 9 x 12 folder, ½ in., in steel filing case. R. 517. (21124)

1398. TRANSPORTATION REQUESTS, Nov. 1939 to date. W.H. Form 30, showing date, to whom and by whom requested, purpose for which transportation requests are issued, and signature of official making request. Filed alphabetically, by names of branch office and requesting official.) (Frequently, official.) 9 x 12 folders, 1 in., in steel filing case. R. 517. (21116)

1399. STATEMENT OF U.S. GOVERNMENT OFFICIAL TOLL SERVICE, Dec. 1939 to date. S.N. Forms 650 and 650S, showing period, name of government service, location, telephone number, date, place called, total charge, code, detail of charge for messages extending over initial period, and remarks. Filed alphabetically, by name of telephone company. (Monthly, official.) 9 x 12 and 9 x 15 folders, ½ in., in steel filing case. R. 517. (21106)

1400. RECORD OF GOVERNMENT SHIPMENT, Dec. 12, 1939 to date. Showing date, delivery sheet and bill of lading numbers, names of forwarding office and consignee, number of pieces, weight, and amount of express charges. Filed chronologically. (Occasionally, official.) 9 x 12 folders, 1 in., in steel filing case. R. 517. (21117)

1401. FILING INSTRUCTIONS FOR REGIONAL AND BRANCH OFFICES, Mar. 1, 1940. General instructions for filing, subject and table of contents, etc. (Daily, official.) 8½ x 10½ covers, 3/4 in., on desk. R. 517. (21115)

1402. POSTAGE STAMP REPORT, Mar. 1940 to date. Administrative Form 54, showing period, names and addresses of persons receiving stamps, denomination and quantity issued, dates, initials of recipients, total issued during month, balance on hand at beginning of month, amounts received and total to be accounted for, and signature and title of person submitting report. Filed chronologically. (Monthly, official.) 9 x 12 folder, ¼ in., in steel filing case. R. 517. (21123)

1403. COMPLAINT ANALYSIS SHEET, n.d. C.E. Form 26, showing names and addresses of firm and complainant, field office, dates received and entered on records, other information requested, received, and analysed, date complainant informed and assigned to inspector, complaint number, detail analysis, comments, and final disposition. (Daily, official.) 5 x 8 loose sheets, 2 ft., in 2 card trays. R. 517. (21099)

1404. INDEX OF COMPLAINTS, n.d. Showing names and addresses of complainant and respondent. Filed alphabetically, by name of complainant. (Daily, official.) 3 x 5 cards, 2 ft., in 2 card trays. R. 517. (21133)

Legal Section

1405. CONFIDENTIAL COMPLAINT FORM, Nov. 1938 to date. C.E. Form 10, showing date, branch office, complaint number, names and addresses of complainant and respondent, nature of complaint, information regarding establishment such as wages paid and work conditions, remarks, and name and title of official receiving complaint. Filed alphabetically, by name of respondent. (Daily, official.) 9 x 15 folders, 4 in., in steel filing case. R. 511. (21087)

1406. RECEIPT FOR BACK WAGES DUE UNDER THE FAIR LABOR STANDARDS ACT, Nov. 1938 to date. C.E. Form 32, showing date, amount of back wages received, name of employer, and signatures of witness and recipient. Filed alphabetically, by names of employers. (Daily, official.) 9 x 15 folders, 4 in., in steel filing case. R. 511. (21083)

1407. RECEIPT FOR UNPAID WAGES, Nov. 1938 to date. C.I. Form 32, showing date, name and address of employer, amount of money received, period covered, and signature of recipient. Filed alphabetically, by name of respondent. (Frequently, official.) 9 x 15 folder, ¼ in., in steel filing case. R. 511. (21086)

1408. REGULAR INSPECTION REPORTS, Nov. 1938 - Aug. 1939. C.E. Form 30, showing date, state, file and sheet numbers, general information regarding respondent, summary of inspection, act violated (if any), names and status of persons interviewed, name of inspector, and remarks. Filed alphabetically, by name of

respondent. (Daily, official.) 9 x 15 folder, 1½ in., in steel filing case. R. 511. (21082)

1409. REPORT RATING, Nov. 1938 to date. Unnumbered form showing date, names of inspector and employer, city and state, file number, by whom reviewed, date of review, efficiency ratings by supervising inspector, regional interviewer, and attorney; explanation of and average scores, score code, and remarks. Filed alphabetically, by name of inspector. (Daily, official.) 9 x 15 folder, ¼ in., in steel filing case. R. 511. (21084)

1410. SUMMARY OF RESTITUTION UNDER THE FAIR LABOR STANDARDS ACT OF 1938 AND EMPLOYEES' ACKNOWLEDGEMENT OF PAYMENT, Nov. 1938 to date. C.I. Form 31A, showing date, file and sheet numbers, name and address of employer, nature of business, section of act involved, amount due employees and total, occupation and addresses of employees, and signatures acknowledging receipt of payment. Filed alphabetically, by name of respondent. (Daily, official.) 9 x 15 folder, 3 in., in steel filing case. R. 511. (21081)

1411. SUMMARY SHEET FOR WAGES DUE, Nov. 1938 to date. C.E. Form 31A, showing date, file and sheet numbers, names and addresses of employer and employees, section of act involved, wages due employees, and total. Filed alphabetically, by name of employer. (Daily, official.) 9 x 15 folder, ¼ in., in steel filing case. R. 511. (21085)

1412. TRANSCRIPT OF EMPLOYER'S RECORDS, INFORMATION ON WAGES AND HOURS OBTAINED FROM WORKERS, AND COMPUTATION SHEET FOR WAGES DUE, Nov. 1938 to date. C.E. Form 31, showing period, file and sheet numbers, names and addresses of employer and employees, employee's social security number, occupation, hours worked during period, regular rate of pay, amount earned, deductions, net amount paid, average hourly rate, gross legal earnings, deductions, net legal amount due, difference due for each week, total, source of evidence, name of inspector, and date filed. Filed alphabetically, by name of respondent. (Daily, official.) 9 x 15 folder, ½ in., in steel filing case. R. 511. (21088)

1413. INSPECTION REPORT, Aug. 1939 to date. C.E. Forms 30 and 30A, continuation sheet, showing date, file and sheet numbers, name and address of respondent, nature of business, number of employees, hours worked, officials and employees interviewed, cooperation secured, material left with employer, records maintained, act violated, amount of back wages, deductions and remarks; also relative correspondence. (Daily, official.) 9 x 15 folders, 5 in., in steel filing case. R. 511. (21089)

Reviewing Section

1414. REGULAR INSPECTION REPORT, Nov. 1938 - Aug. 1939. C.E. Form 30, showing date, state, file and sheet numbers, general information regarding respondent, summary of inspection, act violated (if any), names and status of persons interviewed, name of inspector, and remarks. Filed alphabetically, by name of respondent. (Daily, official.) 9 x 15 folder, 2 in., in steel filing case. R. 514. (21094)

1415. CONFIDENTIAL COMPLAINT FORM, 1939 to date. C.E. Form 10, showing date, branch office, complaint number, names and addresses of complainant and respondent, nature of complaint, information on establishment, giving wages paid and work conditions, remarks, and name and title of official receiving complaint. Filed alphabetically, by name of respondent. (Daily, confidential.) 9 x 15 folders, 7 in., in steel filing case and on desk. R. 514. (21098)

1416. RECEIPT FOR BACK WAGES DUE UNDER THE FAIR LABOR STANDARDS ACT, 1939 to date. C.E. Form 32, showing date, amount of back wages received, name of employer, and signatures of witness and recipient. Filed alphabetically, by names of employers. (Daily, official.) 9 x 15 folder, ¼ in., in steel filing case and on desk. R. 514. (21091)

1417. SUMMARY OF RESTITUTION UNDER THE FAIR LABOR STANDARDS ACT OF 1938 AND EMPLOYEES' ACKNOWLEDGMENT OF PAYMENT, 1939 to date. C.I. Form 31A, showing date, file and sheet numbers, name and address of employer, nature of business, section of act involved, amount due employees and total, occupation and addresses of employees, and signatures acknowledging receipt of payment. Filed alphabetically, by name of respondent. (Daily, official.) 9 x 15 folders, 2 in., in steel filing case and on desk. R. 514. (21095)

1418. SUMMARY SHEET FOR WAGES DUE, 1939 to date. C.E. Form 31A, showing date, file and sheet numbers, names and addresses of employer and employees, section of act involved, wages due employees, and total. Filed alphabetically, by name of employer. (Daily, official.) 9 x 15 folder, 1 in., in steel filing case and on desk. R. 514. (21096)

1419. TRANSCRIPT OF EMPLOYER'S RECORDS, INFORMATION ON WAGES AND HOURS OBTAINED FROM WORKERS AND COMPUTATION SHEET FOR WAGES DUE, 1939 to date. C.E. Form 31, showing period, file and sheet numbers, names and addresses of employer and employees, employee's social security number, occupation, hours worked during period, regular rate of pay, amount earned, deductions, net amount paid, average hourly rate, gross legal earnings, deductions, net legal amount due, difference due for each week, total, source of evidence,

name of inspector, and date filed. Filed alphabetically, by name of respondent. (Daily, official.) 9 x 15 folders, 5 in., in steel filing case and on desk. R. 514. (21090)

1420. INSPECTION REPORT, Aug. 1939 to date. C.I. Forms 30 and 30A, continuation sheet, showing date, file and sheet numbers, name and address of respondent, nature of business, number of employees and hours worked, officials and employees interviewed, cooperation secured, material left with employer, records maintained, act violated, amount of back wages, deductions, and remarks; also relative correspondence. Filed alphabetically, by name of respondent. (Daily, official.) 9 x 15 folders, 6 in., in steel filing case and on desk. R. 514. (21093)

1421. RECEIPT FOR UNPAID WAGES, Dec. 1939 to date. C.I. Form 32, showing date, name and address of employer, amount of money received, period covered, and signature of recipient. Filed alphabetically, by name of respondent. (Frequently, official.) 9 x 15 folders, ¼ in., in steel filing case and on desk. R. 514. (21097)

1422. REPORT RATING, Jan. 1, 1940 to date. Showing date, names of inspector and employer, city and state, file number, by whom reviewed and date, efficiency ratings by supervising inspector, regional interivewer and attorney, explanation of and average scores, score code, and remarks. Filed alphabetically, by name of inspector. (Daily, official.) 9 x 15 folder, ¼ in., in steel filing case. R. 514. (21092)

## BRANCH OFFICE, REGION 15
Humboldt Bank Bldg., 785 Market St.

This office was established in April 1940. It functions under the general supervision of the regional office and under the immediate direction of the branch office manager. It determines the validity of reports of violations of the Fair Labor Standards Act and closes cases not requiring litigation or approval of settlement by the regional or Washington offices. It also assists the Regional office in certain litigation functions and preliminary investigations for final report to the Regional Director. It has jurisdiction over the western part of Nevada and northern California from San Luis Obispo. All reports are sent to the Regional office.

1423. CONFIDENTIAL COMPLAINT FORM, 1939 to date. C.E. Form 10, showing date, name of branch office, complaint number, names and addresses of complainant and respondent, nature of complaint, information regarding establishment such as wages paid and work conditions, remarks, and name and title of official receiving

complaint. Filed alphabetically, by name of respondent. (Daily, official.) 9 x 15 folders, 6 in., in steel filing case. R. 507. (21077)

1424. CORRESPONDENCE, Apr. 1940 to date. Originals and copies of letters between this office and regional office, firms, and individuals, pertaining to complaints, travel expense vouchers, authority to travel, etc.; also press releases. Filed chronologically and alphabetically, by subject. (Daily, official.) 9 x 15 folders, 1 ft. 4 in., in steel filing case. R. 507. (21078)

1425. VOUCHER FOR PER DIEM AND FOR REIMBURSEMENT OF EXPENSES INCIDENT TO OFFICIAL TRAVEL, Apr. 1940 to date. Standard Form 1012a, showing period, department, bureau or establishment, name and address of payee, authority, D.O. voucher and bureau numbers, amount of expenses accounting classification, remarks, and signature of payee; also itemized schedule of travel and other expenses, and memorandum of travel performed upon transportation request. Filed alphabetically, by name of traveler. (Frequently, official.) 9 x 15 folders, ½ in., in steel filing case. R. 507. (21079)

1426. COMPLAINT ANALYSIS SHEET, n. d. C. E. Form 26, showing names and addresses of firm and complainant, field office, dates received and entered on records, other information requested, received, and analyzed, date complainant informed and assigned to inspector, complaint number, detail analysis, comments, and final disposition. (Daily, official.) 5 x 8 loose sheets, 6 in. R. 507. (21080)

