

Fw 4.14:
N81c/ser. 8/
no. 1

UNIVERSITY OF KENTUCKY



3 0425 4499582 C

Inventory of the State
Archives of North Carolina

Series VIII
Social Service Agencies

No. 1
North Carolina Board of Health

North Carolina Historical
Records Survey
Division of Community
Service Programs
Work Projects Administration
Raleigh, N. C.
December 1941

GOVERNMENT PUBLICATIONS

UNIVERSITY OF KENTUCKY
LIBRARIES

THE UNIVERSITY OF CHICAGO

DEPARTMENT OF CHEMISTRY

RESEARCH REPORT

NO. 10

1950

BY J. H. HARRIS

CHICAGO, ILL.

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF CHEMISTRY
RESEARCH REPORT
NO. 10
1950
BY J. H. HARRIS
CHICAGO, ILL.

INVENTORY OF THE STATE ARCHIVES

OF

NORTH CAROLINA

SERIES VIII

SOCIAL SERVICE AGENCIES

No. 1

NORTH CAROLINA BOARD OF HEALTH

Prepared By

The North Carolina Historical Records Survey
Division of Community Service Programs
Work Projects Administration

* * * * *

Raleigh, North Carolina
The North Carolina Historical Records Survey
December 1941

Historical Records Survey Projects

Sargent B. Child, Director
Colbert F. Crutchfield, State Supervisor

Research and Records Program

Harvey E. Becknell, Director
Milton W. Blanton, Regional Supervisor
Charlie Huss, State Supervisor

Division of Community Service Programs

Florence Kerr, Assistant Commissioner
Blanche M. Ralston, Chief Regional Supervisor
May E. Campbell, State Director

WORK PROJECTS ADMINISTRATION

Howard O. Hunter, Commissioner
Roy Schrober, Regional Director
C. C. McGinnis, State Administrator

Sponsored by the North Carolina Historical Commission

M. C. S. Noble, Chairman
C. C. Crittenden, Secretary

FOREWORD

The Inventory of the State Archives of North Carolina is one of a number of guides to historical materials prepared throughout the United States by workers on the Historical Records Survey of the Work Projects Administration. Each state department, institution, or other agency will be represented by a separate section of the inventory; the sections for functionally related agencies will be grouped in series.

The Historical Records Survey program was undertaken in the winter of 1935-36 for the purpose of providing useful employment to needy unemployed historians, lawyers, teachers, and research and clerical workers. In carrying out this objective, the project was organized to compile inventories of historical materials, particularly the unpublished government documents and records which are basic in the administration of local government, and which provide invaluable data for students of political, economic, and social history. Up to the present time approximately 1,550 Survey publications have been issued through the country. The archival guide herewith presented is intended to meet the requirements of day-to-day administration by the officials of the State, and also the needs of lawyers, businessmen, and other citizens who require facts from the public records for the proper conduct of their affairs. The volume is so designed that it can be used by the historian in his research in unprinted sources in the same way he uses the library card catalog for printed sources.

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

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

The Survey program was organized by Luther H. Evans, who served as Director until March 1, 1940, when he was succeeded by Sargent B. Child. The Survey operates as a Nation-wide series of locally sponsored projects in the Division of Community Service Programs, of which Mrs. Florence Kerr, Assistant Commissioner, is in charge.

HOWARD O. HUNTER
Commissioner of Work Projects

PREFACE

The Historical Records Survey was created in the winter of 1935-36 as a Nation-wide Works Progress Administration project for the "discovery, preservation and listing of basic materials for research in the history of the United States."¹ Under the direction of Dr. Luther H. Evans, the Survey undertook an extensive program for the inventory of state and local archives, early American imprints, church archives, and collections of manuscripts. Pursuant to the provisions of the Emergency Relief Act passed June 30, 1939, the existence of the Survey as a single Nation-wide project sponsored by WPA itself was terminated August 31, 1939; and the work of the Survey was continued within the individual states by locally sponsored projects operating within the National WPA Historical Records Survey which continued under the direction of Dr. Evans until his resignation and the subsequent appointment of Sargent B. Child as National Director on March 1, 1940.

The North Carolina Project of the Federal Historical Records Survey was established February 1, 1936, with Dr. C. C. Crittenden, Secretary of the North Carolina Historical Commission, as director. Until November 1936 the Survey operated as an autonomous unit of the Federal Writers' Project, directed in North Carolina by Edwin Bjorkman. Dr. Crittenden resigned as State Director June 30, 1937, and was succeeded by Dan Lacy, who had previously served as Assistant State Director. The work of the North Carolina unit of the Historical Records Survey was continued by the North Carolina Historical Records Survey Project established September 1, 1939, and sponsored by the North Carolina Historical Commission. Mr. Lacy resigned as State Supervisor on April 2, 1940, to accept an appointment as Assistant to the Director of Historical Records Survey Projects in Washington, D. C., and was succeeded by the present State Supervisor.

The Inventory of the State Archives of North Carolina is being published in nine functional groups or series, namely: I, General Governmental Agencies; II, Agencies of Fiscal Control; III, Courts and Law Enforcement Agencies; IV, Regulatory Agencies; V, Public Works Agencies; VI, Agricultural and Conservational Agencies; VII, Educational Agencies and Institutions; VIII, Social Service Agencies; and IX, Miscellaneous Agencies. The order of offices within each group is based partly on age, partly on importance, but chiefly on functional relationships with other offices in the same group. The present section, the inventory of the records of the North Carolina Board of Health, No. 1 of Series VIII, Social Service Agencies, gives the structural organization and evolution of the office, its powers and duties, and the housing, care, and accessibility of its records. The record series of the agency are described in entries 1-213, which show the following information: title of the record, dates for which available, quantity, labeling and variant titles, description of contents, manner of arrangement, indexing, nature of recording, size of volumes or containers, and location.

1. Works Progress Administration, Operating Procedure No. W-2, Revised July 2, 1937.

The inventory was prepared under the supervision of Branson Marley, Assistant Project Supervisor in charge of public archives. Field work was done by George B. Umstead, Willa C. Sauls, and Susie F. Harper under the supervision of James W. Parker. Legal research of the laws relative to the State Board of Health was done by Nathaniel Bass. The inventory was read for the sponsor by Dr. C. C. Crittenden of the North Carolina Historical Commission and was edited by Mabel B. Eisenhart of the central office staff. The survey is indebted to the members of the staff of the State Board of Health for their generous co-operation in the work.

COLBERT F. CRUTCHFIELD, STATE SUPERVISOR
NORTH CAROLINA HISTORICAL RECORDS SURVEY

December 1941

ABBREVIATIONS, SYMBOLS, AND EXPLANATORY NOTES

p., pp.		page (s)
s., ss.		section (s)
<u>v.</u>		<u>versus</u>
vol. (s)		volume (s)
--		current or to date

Exact titles of records are written in all capitals without brackets, as in entry 1.

Explanatory titles, written with initial capitals and enclosed in brackets, have been added to exact titles which are misleading or which are not sufficiently descriptive of record content, as in entry 40.

Descriptive titles, written in all capitals and enclosed in brackets, have been assigned to records having no exact titles on volumes or containers, as in entry 14.

If units of a record have distinguishing numbers, letters, or other labeling, such labeling is indicated in parentheses following the statement of quantity in the title line.

A title-line cross reference is used in the entry for a record if a part of the record is kept for a period of time in the same volume or container with another record and consequently appears physically in another entry. It brings into the title line of the entry for the record any separate parts and shows in what other entries these parts are contained, as in entry 10: "1938-- in Subject File, entry 3."

A body-of-entry cross reference, appearing in the entry containing the part and referring to the entry describing the record, is used to complement each title-line cross reference.

Third-paragraph cross references are used to indicate relationship between records or to refer to records of similar nature described in other entries.

Dimensions of volumes or record containers are given in inches.

Number of papers contained, as shown in title lines, is the approximate total number covered by the entry.

Unless otherwise indicated the condition of the record is assumed to be good or excellent.

All records are housed in the Health Building unless otherwise indicated.

NORTH CAROLINA BOARD OF HEALTH

1. Structural Organization and Evolution

The North Carolina Board of Health,¹ originally called the Board of Health of the State of North Carolina and generally spoken of as the State Board of Health, was created by act of the General Assembly on February 12, 1877,² and was the twelfth such board created in the United States.³

Prior to the establishment of the State Board of Health, health legislation in North Carolina was concerned largely with the prevention of the importation of diseases by vessels visiting the ports of the State. The first such law, enacted by the Governor, Council, and Assembly in 1751, ordered the commander of Fort Johnston at the mouth of the Cape Fear River to examine all vessels entering the river and to detain any vessels on which were found persons infected with contagious diseases.⁴ Another act was passed in 1755, "to prevent malignant and infectious distempers being spread by shipping, importing distempered persons in this province and other purposes."⁵ Since this act has been preserved only by title, its provisions are unknown; however, it was considered to be so stringent and so prejudicial to the commercial interests of the province that it was repealed 5 years later.⁶

In 1764, the commander of Fort Johnston was again made quarantine officer for vessels entering the Cape Fear River. He was empowered to halt all inward-bound vessels, to order the master of each vessel to come on shore and give, under oath, a statement as to the condition of the health of people on his vessel and whether there were any contagious diseases in his last port of call, and to require, when it appeared from the sworn statement that there were such diseases, that the vessel spend 40 days in quarantine at Battery Island opposite the fort. After a vessel had performed its quarantine and before it could enter port, the master was required to wash the whole ship with vinegar and smoke it with brimstone.⁷

Since the existing laws were inadequate, the Governor, Council, and Assembly required each master of a vessel, before he could disembark his passengers and crew, to go on shore and swear before some customs official whether he had contagious diseases aboard. Furthermore, each county was empowered to levy a tax to build necessary and proper pest houses for the isolation of communicable diseases.⁸

In 1793, 1795, and 1815, similar laws were enacted for the quarantine of ships, especially at the port of Wilmington.⁹ In 1868, provision was

1. Laws of North Carolina, 1879, c. 117, s. 1.
2. Ibid., 1876-77, c. 96.
3. North Carolina Board of Health, Biennial Report, 1938-40, p. 7.
4. Laws of 1751, c. 2, Walter Clark, ed., The State Records of North Carolina, XXIII, 325.

5. Laws of 1755, c. 9, Clark, op. cit., p. 437.
6. Laws of 1760, c. 2, Clark, op. cit., p. 515.
7. Laws of 1764, c. 6, Clark, op. cit., p. 650.
8. Laws of 1774, c. 8, ss. 1, 8, Clark, op. cit., p. 956.
9. Laws of North Carolina, 1793, c. 397; 1795, cc. 19, 20; 1815, c. 10.

(Structural Organization
and Evolution)

(First entry, p. 48)

made for a medical quarantine officer, appointed by the Governor, for
Wilmington.¹⁰

In 1863, the Surgeon General of North Carolina was required to keep on hand a supply of genuine smallpox vaccine matter,¹¹ to appoint an agent in each county to vaccinate everyone over 6 months of age free of charge and to keep a record of such vaccinations,¹² to adopt proper measures in counties failing to provide hospital accommodations for those stricken with smallpox,¹³ and to draw on the State Treasurer necessary sums up to \$30,000 annually for fulfilling these duties.¹⁴ When the militia was called out, it became the duty of the commanding officer of each unit to have every man therein vaccinated, the penalty for non-performance being revocation of the guilty officer's commission by the Governor.¹⁵

The State Board of Health, as created in 1877, consisted of all the active members of the Medical Society of North Carolina, a body which was organized in December 1799, declined after 1803, was reorganized on January 27, 1849, was incorporated by act of the General Assembly in 1859, and agitated the organization of a Board of Health for the next 18 years.¹⁶ The Society selected a committee to discharge its public health responsibilities.¹⁷

In 1879, the organization of the Board of Health was changed to consist of nine appointive members, six of whom were chosen by the Medical Society from among its active membership, and three of whom were appointed by the Governor.¹⁸ Since 1893, the Medical Society has chosen four of the members from its active membership and the Governor has appointed the five other members.¹⁹

There are no specific qualifications for membership on the Board, other than the provision that the appointees of the Medical Society be from its active membership. In 1879, it was required that one of the Governor's appointees be a civil engineer;²⁰ this requirement was changed in 1893 by substituting a sanitary engineer,²¹ and was finally repealed in 1931.²² Custom, however, limits the Governor's appointees to two

10. Laws of North Carolina, 1868, c. 33.
11. Ibid., 1862-63, c. 61, s. 1.
12. Ibid., s. 2.
13. Ibid., s. 3.
14. Ibid., s. 6.
15. Ibid., s. 4.
16. Ibid., 1876-77, c. 96; Private Laws of North Carolina, 1858-59, c. 258; Guion Griffiths Johnson, Ante-Bellum North Carolina, pp. 758-762.
17. William A. McIntosh and John

- F. Kendrick, Public Health Administration in North Carolina, p. 15.
18. Laws of North Carolina, 1879, c. 117, s. 1.
19. Public Laws of North Carolina, 1893, c. 214, s. 1; 1911, c. 62, s. 1; 1931, c. 177, s. 1. Hereafter cited as Public Laws.
20. Laws of North Carolina, 1879, c. 117, s. 1; Public Laws, 1865, c. 237, s. 1.
21. Ibid., 1893, c. 214, s. 1.
22. Ibid., 1933, c. 177, s. 1.

(Structural Organization
and Evolution)

(First entry, p. 48)

physicians, an engineer, a dentist, and a pharmacist.²³

In 1879, the terms of office for members chosen by the Medical Society were as follows: Two members chosen for 2 years, two for 4 years, and two for 6 years; members appointed by the Governor served for 2 years. Their successors were chosen for 6-year terms.²⁴ In 1893, it was provided that all members be chosen for 2 years.²⁵ But in 1901, it was provided that two members chosen by the Medical Society serve for 4 years and two for 6 years, and that one member appointed by the Governor serve for 2 years, two for 4 years, and two for 6 years. The members chosen to fill the expired terms were to serve for 6 years.²⁶ The Board was reorganized in 1931, and provision was made for the terms of all the members of the old Board to end on April 1, 1931. At that time, the Medical Society chose two members to serve for 2 years and two members to serve for 4 years, and the Governor appointed three members to serve for 2 years and two members to serve for 4 years; at the expiration of these terms, the Medical Society and the Governor were directed to choose members to succeed their respective appointees and to serve for 4 years.²⁷

Compensation of each member was originally \$2 per day and traveling expenses during the actual time engaged in the performance of their duties.²⁸ In 1885, the compensation was changed to \$4 per day and traveling expenses.²⁹ Since 1911, the members have received necessary expenses in addition to \$4 per day for actual time served.³⁰

The Medical Society may, for cause, remove any member appointed by it, and the Governor may remove any member appointed by him.³¹

From 1879 until 1893, the Board filled any vacancies that occurred in its membership.³² From 1893 until 1911, the appointive powers filled vacancies.³³ In 1911, it was provided that the Board fill vacancies in the membership appointed by the Medical Society, and that the Governor fill vacancies in the membership of the Board appointed by him.³⁴ Since 1931, however, it has been provided that the Medical Society at its next annual meeting make an appointment for the unexpired term in case of any vacancy among the members appointed by it, although the executive committee of the Society may make a temporary appointment until the next annual meeting of the Society. The Governor fills any vacancy among the members appointed by him.³⁵

23. McIntosh and Kendrick, op. cit., p. 16.

24. Laws of North Carolina, 1879, c. 117, s. 3.

25. Public Laws, 1893, c. 214, s. 2.

26. Ibid., 1901, c. 245, s. 1.

27. Ibid., 1931, c. 177, s. 2.

28. Laws of North Carolina, 1879, c. 117, s. 4.

29. Public Laws, 1885, c. 237, s. 4.

30. Ibid., 1911, c. 62, s. 5.

31. Ibid., 1931, c. 177, s. 2.

32. Laws of North Carolina, 1879, c. 117, s. 3; Public Laws, 1885, c. 237, s. 3.

33. Ibid., 1893, c. 214, s. 2.

34. Ibid., 1911, c. 62, s. 2.

35. Ibid., 1931, c. 177, s. 2.

(Structural Organization
and Evolution)

(First entry, p. 48)

The Board organizes by electing a president and a secretary-treasurer. The president is chosen by the Board from its own membership and originally served for a term of 2 years.³⁶ Since 1901, his legal term has been 6 years,³⁷ but because the term for members was shortened to 4 years in 1931, the president now serves for 4 years.

Originally, the Board was required to choose the secretary-treasurer from its own membership;³⁸ but in 1909, it was required to select him from among the registered physicians of the State. Since that time he has been known as the State Health Officer, and, as executive officer of the Board, has devoted his full time to public health work.³⁹ Since 1931, the Board's selection has required the approval of the Governor.⁴⁰ From 1879 until 1893, the secretary-treasurer served for 6 years;⁴¹ from 1893 until 1901, he was chosen for a 2-year term;⁴² from 1901 until 1931, he was chosen for a 6-year term;⁴³ and since 1931, he has been chosen for a 4-year term.⁴⁴

Until 1885 the secretary-treasurer received the same compensation as a regular member.⁴⁵ In 1885, the Board was authorized to fix his annual salary;⁴⁶ and that he be paid not over \$1,000 per year was required in 1893.⁴⁷ In 1909, his salary was increased to not over \$3,000 and actual traveling expenses.⁴⁸ In 1921, the Board was authorized to increase his salary to \$5,000 annually,⁴⁹ and in 1927, to \$8,000.⁵⁰ The Board may remove the secretary-treasurer for cause and may appoint his successor, subject to the approval of the Governor.⁵¹

The secretary-treasurer is ex officio a member of the Eugenics Board of North Carolina,⁵² the joint board of directors of the North Carolina Sanatorium for the Treatment of Tuberculosis and the Western North Carolina Sanatorium,⁵³ and the North Carolina State Commission for the Blind.⁵⁴

36. Laws of North Carolina,
1879, c. 117, s. 4; Public
Laws, 1885, c. 237, s. 4;
1893, c. 214, s. 4.

37. Ibid., 1901, c. 245, s. 4;
1909, c. 793, s. 4; 1911,
c. 62, s. 6.

38. Laws of North Carolina,
1879, c. 117, s. 4; Public
Laws, 1885, c. 237, s. 4;
1893, c. 214, s. 4.

39. Ibid., 1909, c. 793, s. 4;
1911, c. 62, s. 6.

40. Ibid., 1931, c. 177, s. 3.

41. Laws of North Carolina,
1879, c. 117, s. 4; Public
Laws, 1885, c. 237, s. 4.

42. Ibid., 1893, c. 214, s. 4;
1901, c. 245, s. 4.

43. Ibid., 1909, c. 793, s. 4;
1911, c. 62, s. 6.

44. Ibid., 1931, c. 177, s. 3.

45. Laws of North Carolina, 1879,
c. 117, s. 3.

46. Public Laws, 1885, c. 237, s. 4.

47. Ibid., 1893, c. 214, s. 4.

48. Ibid., 1909, c. 793, s. 4;
1911, c. 62, s. 6.

49. Ibid., 1921, c. 130.

50. Ibid., 1927, c. 143, s. 1.

51. Ibid., 1931, c. 177, s. 3.

52. Ibid., 1933, c. 224, s. 5.

53. Ibid., 1935, c. 91, s. 2.

54. Ibid., 1933, c. 285, s. 1.

(Structural Organization
and Evolution)

(First entry, p. 48)

The Board also chooses a vice president and an assistant State Health Officer.⁵⁵

In 1909, the Board was authorized to have an executive committee, composed of the president as ex officio a member, the engineer member of the Board, and one other Board member.⁵⁶ In 1913, the engineer member was replaced by another member chosen from the Board.⁵⁷ Meetings of the executive committee are called by the secretary with the approval of the president. The committee exercises such authority as the Board gives it to act on matters which arise between meetings, but any action taken by the committee must be presented for confirmation by the Board at its next meeting.⁵⁸

Regular annual meetings of the Board are held at the same time and place as those of the State Medical Society, and special meetings may be held on call by the president through the secretary.⁵⁹ Meetings of the Board for the purpose of electing officers were originally held on the second day of the annual meeting of the State Medical Society.⁶⁰ From 1893 to 1901, such meetings were held biennially.⁶¹ Since 1901, such meetings have been required to be held every 6 years.⁶² Since 1931, however, because the terms of the president and secretary have become 4 years, such meetings have been quadriennially.

The Board must maintain its executive offices in Raleigh.⁶³

From a strictly legal standpoint the term "State Board of Health" embraces the Board proper and all the operating units which have been organized by it to execute its public health functions. The Board is responsible for the performance of duties and functions assigned it and is empowered to appoint the necessary experts and assistants, such appointments, of course, being subject to the usual supervision of the Budget Bureau. Even in the cases of its four operating divisions which are recognized by law, the Board or its executive official is ultimately responsible for their organization and operation.

In the early years of the Board's existence no distinction could be made between a de facto and a legal viewpoint, for the members of the Board themselves actually executed the duties assigned insofar as they were executed at all. Because of small appropriations little was done

55. Biennial Report, 1938-40, passim.
56. Public Laws, 1909, c. 793, s. 4; 1911, c. 62, s. 6.
57. Ibid., 1913, c. 181, s. 1.
58. Ibid., 1909, c. 793, s. 4; 1911, c. 62, s. 8.
59. Laws of North Carolina, 1879, c. 117, s. 13; Public Laws, 1885, c. 237, s. 13;

1893, c. 214, s. 27; 1911, c. 62, s. 8.
60. Laws of North Carolina, 1879, c. 117, s. 7; Public Laws, 1885, c. 237, s. 7.
61. Ibid., 1893, c. 214, s. 8.
62. Ibid., 1901, c. 245, s. 4; 1911, c. 62, s. 7.
63. Ibid., 1909, c. 793, s. 4; 1911, c. 62, s. 6.

(Powers and Duties)

(First entry, p. 48)

beyond the publishing of a few pamphlets on health problems. In 1885, however, the annual appropriation for the Board was increased from \$200 to \$2,000 and assistants were employed to undertake specialized work. Thereafter the Board itself gradually became a policy-making body, only indirectly controlling the actual execution of the health laws, although until 1909 the secretary was a member of the Board and until 1911 the engineer member largely exercised the work of inspecting public water supplies.

Today, there can be distinguished two almost separate organizations within the field of State public health administration. At the top is the State Board of Health, a policy-making body; at the bottom is what might be called the Health Department, the corps of experts and assistants which actually performs the functions of a public health service. Between these two is the State Health Officer, a kind of liaison officer who coordinates and directs the work of the experts and is held accountable by the Board for the proper execution of its responsibilities.

The Health Department consists now of approximately 106 employees working in nine divisions: The Division of Central Administration, the Division of Preventive Medicine, the Division of County Health Work, the State Laboratory of Hygiene, the Division of Vital Statistics, the Division of Epidemiology, the Division of Sanitary Engineering and Inspection, the Division of Industrial Hygiene, and the Division of Oral Hygiene. Each of the divisions is headed by a director and to each is assigned a phase or a group of related phases of public health work, although there is of necessity some overlapping.

The discussion of the work of each of these divisions will be given as an introduction to its records.⁶⁴

2. Powers and Duties

The State Board of Health, through its secretary who is its executive officer and is the State Health Officer, is required to take cognizance of the health interests of the people of the State; to make sanitary inspections and inquiries; to investigate the causes of diseases, particularly epidemics, the sources of mortality, and the effect of location, employment and conditions upon the public health; to gather information on these matters for distribution among the people with the especial purpose of informing them about preventable diseases; to be the medical advisors of the State, and, as such, to advise the Government with regard to the location, sanitary construction, and management of all State institutions and to direct the attention of the State to such sanitary matters as, in its judgment, affect the industry, health, and lives of the people; to make inspections at least once a year, and at such other times as requested by the State Board of Charities and Public Welfare, of all public institutions and convict camps under the control of the State's Prison and to make

64. See below, pp. 48 ff.

(Fowers and Duties)

(First entry, p. 48)

reports and recommendations as to sanitary conditions to the various boards of directors or trustees; and to report biennially to the General Assembly, through the Governor, on its work.⁶⁵

Local Health Work

Subordinate to the State Board of Health, there was created at the same time a county board of health in each county. Originally, the county board consisted of the county medical society,⁶⁶ but in 1879, this board was changed to consist of all physicians in the county eligible to membership in the State Medical Society, the mayor of the county seat, the chairman of the board of county commissioners, and the city or county surveyor. The county board was required to select one physician to serve for 2 years as superintendent of health or county physician.⁶⁷

In 1879, it was provided that the superintendent of health be elected by the board of county commissioners.⁶⁸ There was created, in 1901, a county sanitary committee, composed of the county commissioners and two physicians resident in the county, which was empowered to choose a superintendent of health.⁶⁹ In 1911, the county board of health was recreated, consisting of the chairman of the board of county commissioners, the mayor of the county seat (or clerk of superior court when the county seat is unincorporated), the county superintendent of schools, and two physicians chosen by them,⁷⁰ and in 1931, a dentist was added as a sixth member.⁷¹ This body chooses the superintendent of health, who is now a full-time health officer in most counties.

The county superintendent of health (or county physician) advises the State Board of Health of contagious diseases in the county, performs autopsies at the request of the coroner, attends inmates of the county home and county jail, acts as sanitary inspector of county institutions, inspects annually all public school buildings, examines all school children referred to him by their teachers, and performs other functions assigned him by the State Board of Health.⁷² The superintendent of health is usually quarantine officer in charge of diagnosing and isolating contagious diseases.⁷³

Whenever the county board fails to select a county physician, the State Board of Health makes a selection and fixes his salary.⁷⁴

65. Laws of North Carolina, 1876-77, c. 96, s. 2; 1879, c. 117, s. 2; 1885, c. 237, s. 2; Public Laws, 1893, c. 214, s. 3; 1911, c. 62, s. 3.

66. Laws of North Carolina, 1876-77, c. 96, s. 5.

67. Ibid., 1879, c. 117, s. 5; 1885, c. 237, s. 5; Public Laws, 1893, c. 214, s. 5.

68. Ibid., 1897, c. 201, s. 1.

69. Ibid., 1901, c. 245, s. 3.

70. Ibid., 1911, c. 62, s. 9.

71. Ibid., 1931, c. 149.

72. Laws of North Carolina, 1879, c. 117, s. 5; Public Laws, 1885, c. 237, s. 6; 1893, c. 214, s. 5; 1901, c. 245, s. 3; 1911, c. 62, s. 11; 1913, c. 181, s. 2.

73. Ibid., 1893, c. 214, s. 9.

74. Ibid., 1911, c. 62, s. 9.

(Powers and Duties)

(First entry, p. 48)

If a county board does not select a quarantine officer or does not appoint the county physician as quarantine officer, the State Health Officer may choose a quarantine officer for that county.⁷⁵

The term of office of a quarantine officer is 4 years, except when the county health officer is quarantine officer, in which case the term is coterminous with that of the county health officer. The county board of health must select a successor to the county quarantine officer on or before the expiration of the term of service of his predecessor.⁷⁶ The quarantine officer must take an oath before the clerk of superior court of his county.⁷⁷

Each county board of health must notify the State Health Officer upon its selection of a quarantine officer. The officer selected must send the State Health Officer a certified copy of his oath.⁷⁸

Quarantine officers are paid by the counties on a fee basis determined by the State Board of Health within restrictions laid down by law.⁷⁹ In addition, the county treasurer pays a limited sum for postage and disinfectants. The State Board supplies all quarantine officers with the necessary literature and forms.⁸⁰

Physicians, parents, and householders are required to report to the quarantine officer of their county all diseases declared by the State Board of Health to be infectious or communicable.⁸¹ Each quarantine officer is required to report each such case within 24 hours of notification to the State Health Officer on forms supplied by him and in accordance with rules and regulations adopted by the State Board of Health.⁸² This is the origin of morbidity registration.⁸³

The State Board of Health is required to adopt such rules and regulations as it deems necessary for the management, supervision, and control of quarantinable diseases, to publish such rules and regulations for distribution to the public, and to revise and adjust the rules and regulations in accordance with new discoveries and improved methods of treatment. Such rules and regulations may be regarded by county and municipal authorities as minima and such authorities may adopt additional regulations as they see fit.⁸⁴

Violation of the quarantine law or of the rules and regulations of the State Board of Health is a misdemeanor.⁸⁵

75. Public Laws, 1911, c. 62, s. 18; 1913, c. 181, s. 1; 1917, c. 263, ss. 1, 2.

76. Ibid., s. 2.

77. Ibid., s. 1.

78. Ibid., s. 3.

79. Ibid., s. 6; 1921, c. 53.

80. Ibid., 1917, c. 263, s. 6.

81. Ibid., 1893, c. 214, s. 11; 1917, c. 263, ss. 7, 8;

1921, c. 223, ss. 1, 2.

82. Ibid., 1917, c. 263, s. 9; 1921, c. 223, s. 3.

83. McIntosh and Kendricks, Public Health Administration in North Carolina, p. 41.

84. Public Laws, 1917, c. 263, s. 10.

85. Ibid., 1893, c. 214, s. 11; 1917, c. 263, s. 11.

(Powers and Duties)

(First entry, p. 48)

Municipalities of over 10,000 population and district boards of health may adopt any system of quarantine approved by the State Board but must make the same reports of the occurrence of contagious diseases that are required of all quarantine officers.⁸⁶

Disposal of infected human waste, travel of infected persons, and the transportation of bodies of persons dying of infectious diseases are subject to rules and regulations promulgated by the State Board of Health and enforceable by local quarantine officers and special inspectors appointed in times of threatened epidemics.⁸⁷

There is a contingent fund to be used by the State Board in case of pestilence; it is expendable on the Auditor's warrant subject to the recommendations of the Governor.⁸⁸

Authorities of municipalities may also appoint health officers whose duties are the same within the town as are those of the county physician within the county.⁸⁹

Whenever it has available funds, the State Board of Health may establish a full-time local or district health department service for any town, city, county or group of such units in the State where the local governing powers desire the formation of such a department and are willing to assist financially in the enterprise to an amount equal to at least the amount of the State financial assistance. When such a district health department is established, the district health officer has the same duties and authority delegated to county and municipal health officers and quarantine officers in each of the several counties or units comprising such district. No county may be compelled to agree to the creating of such a department.⁹⁰

Vital Statistics

The county superintendent of health was required, in 1879, to make monthly returns of vital statistics to the State Board of Health.⁹¹ In

-
86. Public Laws, 1917, c. 263, s. 5.
87. Ibid., 1893, c. 214, ss. 14-16; 1901, c. 245, ss. 5, 6; 1909, c. 793, s. 8.
88. Ibid., 1885, c. 237, s. 16; 1893, c. 214, s. 29; 1911, c. 62, s. 39.
89. Ibid., 1893, c. 214, s. 25.
90. Ibid., 1935, c. 142.
91. Laws of North Carolina, 1879, c. 117, s. 8; Public Laws, 1885, c. 237, s. 8; 1901, c. 245, s. 3. The 1879 law was not the first law relative to the keeping of vital statistics, for in

1715 each register of deeds was required to keep a register of marriages, births, and deaths until parish clerks could be appointed to perform the function. The registration of vital statistics was apparently never seriously undertaken. In 1767 Governor Tryon stated that no such record was then kept in the colony, and only a fragmentary record for Perquimans County has survived to indicate that such records were ever kept at all. Clark, State Records, XXIII, 49-52; W. L. Saunders, The Colonial Records of North Carolina, VII, 487.

(Powers and Duties)

(First entry, p. 48)

1881, this method of collecting vital statistics was supplemented by another measure. Thereafter, persons listing property for taxation were required to make out and deliver to the township assessor a statement showing his marital status, the number of births and deaths within his family during the preceding year, and the number of cases of certain diseases.⁹² The State Board of Health was required to prepare and furnish annually, 30 days before tax listing time, to the board of county commissioners of each county forms to be used in collecting the information. The secretary of the State Board was required to distribute the forms. Each assessor forwarded the filled-in forms to the clerk of the board of county commissioners of his county who, in turn, forwarded them to the Secretary of State. After making a record of the information, the Secretary of State forwarded the forms to the secretary of the State Board of Health.⁹³ This law, however, was ineffective.⁹⁴

In 1883, under the leadership of Dr. J. W. Jones, just chosen to membership on the State Board of Health, a meeting of county superintendents of health was held in Raleigh, one of the main purposes of which was to urge enactment of vital statistics legislation.⁹⁵ Nothing further seems to have been done until 1909. In that year an act was passed requiring the registration of all deaths occurring in towns of 1,000 population or over. The aldermen or town commissioners of all such towns were required to designate local registrars whose duty it was to issue death certificates in each case within 3 days after the death or before the removal of the body.⁹⁶ The local registrar was required to record all death certificates and, on the fifth day of each calendar month, to forward copies of the certificates for the previous month to the State Health Officer, who was constituted State Registrar of Vital Statistics and was required to maintain in his office a bureau of vital statistics to preserve, file, and index such records.⁹⁷ In 1911, the law relative to death certificates was made applicable to towns of 500 or more inhabitants.⁹⁸

By 1913 all attempts at listing vital statistics through cooperation with local officials had proved ineffective; therefore, the General Assembly of 1913 made the registration of births and deaths a responsibility of the State Board of Health. Under the 1913 Model Vital Statistics Law, the Board is required to prepare the forms and instructions for preserving such records; through its secretary, who is State Registrar of Vital Statistics, to set up a central bureau of vital statistics at Raleigh for compiling and preserving the records; and to obtain uniform enforcement of such registration throughout the State.⁹⁹ Each municipality and each township is constituted a registration district, although the State Board may combine registration districts when it sees fit.¹⁰⁰ The chairman of

92. Public Laws, 1881, c. 73,
s. 1.

93. Ibid., s. 2.

94. Biennial Report, 1938-40,
p. 7.

95. Ibid., p. 8.

96. Public Laws, 1909, c. 722,

s. 1.

97. Ibid., s. 3.

98. Ibid., 1911, c. 180, s. 1.

99. Ibid., 1913, c. 109, ss.
1, 2.

100. Ibid., s. 3; 1933, c. 9,
s. 3.

(Powers and Duties)

(First entry, p. 48)

each board of county commissioners must appoint a registrar for each township, and the mayor of each municipality must appoint a registrar for his municipality. Such registrars serve for 4 years. The State Registrar must be notified of each appointment. The municipal health officer, if there be such, may be local registrar for that municipality.¹⁰¹ Each registrar must be a bona fide resident of his registration district.¹⁰² Any local registrar may be removed by the State Registrar for neglect of duty.¹⁰³ Each local registrar must appoint a deputy to act in case of his inability or incapacity; such deputies are subject to the same rules and regulations as the local registrars.¹⁰⁴

No burial may take place until a burial permit is issued, following the filing with him by the undertaker of a properly completed certificate of death, by the registrar of the district in which the death occurred.¹⁰⁵ Stillbirths were originally registered as a birth and a death,¹⁰⁶ but since 1933, a separate form has been used for stillbirths and separate records are kept.¹⁰⁷ The contents of the death certificates are outlined in the law relative to vital statistics.¹⁰⁸ Deaths without medical attendance must be recorded¹⁰⁹ and undertakers must see that certificates are properly filed before they may dispose of the body.¹¹⁰ Each person or firm selling caskets must keep a record of the name and address of the purchasers and name, date of death, and place of death of deceased, which record must be open at all times to the State Registrar and his agent. In addition, each such person or firm must report on the first of each month, on forms provided by the State Registrar, each casket sold. These records are not required of those selling caskets to undertakers or of undertakers who have direct disposition of the body.¹¹¹

The birth of every child in the State must be registered with the local registrar within 5 days after the event on a certificate adopted by the State Board of Health. The filing of the required certificate must be by the attendant physician or midwife; if there was no attendant, the birth must be reported by the father or mother, by a householder or owner of the premises where the birth occurred, or by the manager of the institution in which the birth occurred, to the local registrar who must then prepare the certificate.¹¹² The contents of the birth certificate are outlined by the law.¹¹³ When a certificate of birth for a living child is filed with the given name omitted, the registrar must supply the parents with a special blank for the supplemental report of the name.¹¹⁴ Whenever the court changes the name of a child, it must notify the State Registrar of Vital Statistics and request the filing of a certificate showing the new name.¹¹⁵

101. Public Laws, 1913, c. 109, s. 4.

102. Ibid., 1915, c. 20.

103. Ibid., 1913, c. 109, s. 4.

104. Ibid.

105. Ibid., s. 5; 1915, c. 164, s. 1.

106. Ibid., 1913, c. 109, s. 6.

107. Ibid., 1933, c. 9, s. 2; entry 134.

108. Ibid., 1913, c. 109, s. 7.

109. Ibid., s. 8.

110. Ibid., s. 9.

111. Ibid., 1913, c. 109, s. 9.

112. Ibid., s. 13; 1915, c. 85, s. 1.

113. Ibid., 1913, c. 109, s. 14.

114. Ibid., s. 15.

115. Ibid., 1935, c. 243, s. 1. sub s. 6.

(Powers and Duties)

(First entry, p. 48)

Officials of institutions must keep vital statistics records of their inmates.¹¹⁶

The State Registrar must prepare, have printed, and supply to all registrars all blanks and forms to be used in the registration of births and deaths; must prepare and issue the necessary detailed instructions; must examine the certificates received monthly from local registrars and, if any are found unsatisfactory, require further necessary information; may demand of any physician, midwife, informant, undertaker, or other person having knowledge of the facts, information requisite to completing a certificate; must arrange, bind, permanently preserve, and properly index all certificates of births, and deaths; and must inform all local registrars what diseases are considered contagious, infectious, or communicable and dangerous to the public health in order that when deaths occur from such diseases, proper precautions may be taken to prevent their spread. No certificate may be altered or changed except by amendments properly dated, signed, and witnessed.¹¹⁷

Any cemetery association, church, historical society or association, or any other organization or person in possession of a record of deaths and births which may be of value in establishing the genealogy of any resident of this State, may file such record or a duly certified copy of such record with the State Registrar. It is the duty of the State Registrar to preserve and index such record. The record is open to the public, subject to any restrictions the State Registrar deems necessary. The State Registrar may furnish transcripts for a fee of 50 cents.¹¹⁸

The duties of the local registrar are as follows: To examine each birth or death certificate submitted to ascertain that it is completed in accordance with the instructions of the State Registrar, to issue burial permits for each properly executed death certificate, to require the completion of inadequate birth certificates, to number consecutively in two series all certificates of birth and death beginning with the first death in each year, to make a duplicate of each certificate in a record book supplied by the State Registrar to be filed with the register of deeds of his county before the 15th of February of each year, to forward to the State Registrar by the fifth of each month all certificates for the preceding month, and to notify the State Registrar if there are no births or deaths during the preceding month.¹¹⁹ In 1931, he was ordered to furnish the register of deeds an exact copy of each certificate by the fifth of each month in lieu of the book supplied by the State Registrar as provided above, repealed in 1933.¹²⁰

The local registrars are paid 50 cents for each correctly completed certificate filed with the State Registrar. Township registrars are paid semi-annually by the county treasurer, and municipal registrars by the

116. Public Laws, 1913, c. 109, s. 16.

117. Ibid., s. 17.

118. Ibid.

119. Ibid., s. 18; 1915, c. 85, s. 2; c. 164, s. 2.

120. Ibid., 1931, c. 79; 1933, c. 9.

(Powers and Duties)

(First entry, p. 48)

treasurer of the municipality upon certification of the State Registrar.¹²¹

The State Registrar may furnish to applicants copies of certificates upon payment of a fee of 50 cents. Copies duly certified by the Registrar are prima facie evidence in the State courts. The State Registrar must keep an accurate account of the fees collected by him.¹²²

The local registrar, under the supervision of the State Registrar, is responsible for the enforcement of the Vital Statistics Law within his district and must report any violation to the State Registrar. The State Registrar is responsible for its enforcement within the State, is given supervisory power over all local registrars, deputy local registrars, and sub-registrars, may make necessary investigations of reported or suspected violations, may, when necessary, report cases of violation to the prosecuting attorney of the county or the solicitor of the district, who must prosecute the person responsible for the violation, and may call upon the Attorney General to help enforce the provisions of the law.¹²³

All local systems of registration were declared to be abrogated after 1913.¹²⁴

The Health Bulletin

The State Board of Health is required to issue bulletins of the outbreak of diseases dangerous to public health, and its members were formerly required to visit personally areas affected by such outbreaks.¹²⁵ Since 1886, the Board has published a monthly bulletin, The Health Bulletin, which is sent free of charge to any resident of the State upon request and which has a present circulation of about 60,000.¹²⁶

Laboratory Analyses

In 1885, it was provided that analyses for the county superintendents of health should be made by the chemist of the Agricultural Experiment Station upon a requisition signed by the secretary of the State Board of Health. Such analyses included soil, drinking water, and articles of food and were to be packed for shipment to the chemist in accordance with his instructions.¹²⁷ This law seems to have been ineffective.

121. Public Laws, 1913, c. 109, s. 19; 1913, Extra Session, c. 15, s. 1; 1915, c. 85, s. 3; 1919, c. 210, s. 1.

122. Ibid., 1913, c. 109, s. 20; 1913, Extra Session, c. 15, s. 2; 1919, c. 145, s. 25.

123. Ibid., 1913, c. 109, s. 22.

124. Ibid., s. 24.

125. Laws of North Carolina, 1879, c. 117, s. 12; Public Laws, 1885, c. 237, s. 12; 1893, c. 214, s. 26.

126. North Carolina Board of Health, Biennial Report, 1938-40, p. 8.

127. Public Laws, 1885, c. 237, s. 14.

(Powers and Duties)

(First entry, p. 48)

In 1893, the Board of Health was given jurisdiction over all inland waters and was authorized to determine their adaptability for domestic use. For this purpose, the Board could employ the necessary assistance.¹²⁸ In 1896, the Board ordered that all municipal water supplies be chemically bacteriologically examined. The head of the chemistry department of the University of North Carolina undertook the chemical analyses, and two bacteriologists employed by the Board in 1895 undertook the bacteriological examinations.¹²⁹

The General Assembly of 1899 required that water companies be inspected in accordance with instructions of the secretary of the State Board of Health;¹³⁰ that chemical tests of the water of municipal corporations be made once every 3 months under instructions from the secretary of the Board, although if the water were from artesian wells the inspection might be made at the discretion of the secretary of the Board, but not oftener than once annually;¹³¹ and that the State Board have inspections made of all public water supplies whenever it deemed necessary, and if any such supply was found dangerous, that the officials of the municipality be notified and the facts published in local newspapers.¹³²

Under the 1899 act an agreement was reached with the Department of Agriculture that the State Chemist, who is under its supervision, would undertake the necessary water analyses until the Board of Health could make other arrangements.¹³³ In 1903, the Board was authorized to charge a fee of \$5 for each water analysis made, the receipts from the fees to go to the Department of Agriculture to reimburse it for making the analysis.¹³⁴

Finally, the General Assembly of 1905 created the State Laboratory of Hygiene under the control and management of the Board of Health to handle all analytical work necessary to the protection of public health.¹³⁵ The Laboratory was required to make monthly analyses of samples of all public water supplies, to examine samples of well and spring water when suspected by a county superintendent of health or a registered physician to be contaminated, and to make analyses of sputum in cases of suspected tuberculosis, of throat exudates in cases of suspected diphtheria, of blood in cases of suspected typhoid or malaria fevers, or of feces in cases of suspected hookworm diseases, and any other examinations as the Board or public health may require.¹³⁶ An appropriation of \$600 annually

128. Public Laws, 1893, c. 214, §. 18.

129. North Carolina Board of Health, Biennial Report, 1938-40, p. 9.

130. Public Laws, 1899, c. 670, s. 2; 1903, c. 159, s. 1.

131. Ibid., 1899, c. 670, s. 6; 1903, c. 159, s. 4; 1905, c. 287.

132. Ibid., 1899, c. 670, s. 6.

133. North Carolina Board of Health, Biennial Report, 1938-40, p. 10.

134. Public Laws, 1903, c. 159, s. 17; North Carolina Board of Health, Biennial Report, 1938-40, p. 10.

135. Public Laws, 1905, c. 415, s. 1.

136. Ibid., s. 2.

(Powers and Duties)

(First entry, p. 48)

was made for the Laboratory to be supplemented by an annual tax of \$60, payable quarterly, levied upon water companies selling water to the public and supplanting the fee of \$5 collected since 1903 for each analysis.¹³⁷ Because of the small original appropriation, however, the arrangement with the Department of Agriculture was continued until 1907 when the annual appropriation for the Laboratory was increased to \$2,000 and the tax on water companies to \$64 annually.¹³⁸

The State Board of Health was ordered, in 1907, to provide preventive treatment for hydrophobia. To meet the expenses the Board is authorized to charge those able to pay for treatment and to supplement the revenue from fees by drawing from the appropriation of the Laboratory of Hygiene, provided the efficiency of the Laboratory is not impaired.¹³⁹

Since 1909, it has been required that the State Board of Health keep on hand in the Laboratory an adequate supply of diphtheria antitoxin. The antitoxin is distributed to various counties upon application by the boards of county commissioners, their affirmation of willingness to pay therefor, and their designation of a depository.¹⁴⁰ Indigent persons are inoculated free upon proof of indigency. The attending physician must make a requisition, in duplicate, for such antitoxin, secure the signature of the county superintendent of health and forward a duplicate to the director of the Laboratory.¹⁴¹ The State Board of Health must also expand facilities for immunization and diagnosis of the disease.¹⁴²

An annual tax on water sold in bottles or otherwise has been levied since 1909, and every person selling water is required to account to the Board of Health his receipts for the year, against which the tax is levied. A sample for analysis must be submitted to the Laboratory upon demand. Monthly examinations of spring water used by the public are required to be made by the Laboratory.¹⁴³

If the Laboratory of Hygiene discovers by three successive analyses that certain water is dangerous to the public health, the facts must be published in the monthly Health Bulletin printed by the Board. The detailed results are sent to the company selling the water. Whenever subsequent analysis proves the water no longer contaminated, the seller must be notified and the facts published in the Health Bulletin. The act does not apply to therapeutic waters so medicated as to render them sterile; their sterility, however, must be decided by the director of the Laboratory.¹⁴⁴ The Attorney General must prosecute those delinquent in payment of taxes or failing to send the required reports or samples.¹⁴⁵

137. Public Laws, 1905, c. 415, ss. 3, 4.

138. North Carolina Board of Health, Biennial Report, 1938-40, pp. 10, 11; Public Laws, 1907, c. 884.

139. Ibid., c. 891.

140. Ibid., 1909, c. 389, s. 2.

141. Ibid., s. 3.

142. Ibid., s. 1.

143. Ibid., 1909, c. 808, s. 1; 1911, c. 62, s. 36.

144. Ibid., 1909, c. 808, s. 2; 1911, c. 62, s. 36.

145. Ibid., 1935, c. 340.

(Powers and Duties)

(First entry p. 48)

Acquisition of land for use in producing curative sera was authorized in 1913. The State Laboratory of Hygiene and the State Veterinarian were to portion the land to their respective uses.¹⁴⁶

Water Protection and Sanitation

Since 1893, the Board of Health has had general oversight and care of all inland waters, with the duty of examining such waters, their sources and surroundings, for the purpose of ascertaining whether they are adapted for drinking or other domestic purposes, or are in a condition likely to impair the interest of the public or imperil the public health. The Board may make such rules and regulations as are necessary to prevent contamination and to secure necessary purifying processes.¹⁴⁷ Furthermore, the Board must consult with and advise the boards of all State institutions, the authorities of cities and towns, corporations, or firms already having or intending to introduce systems of water supply, drainage, or sewerage, as to the most practical source of supply, the best practical method of assuring its purity or the best system for disposing of their drainage, or sewerage. All such authorities must give the Board of Health notice of their intentions and submit outlines of their proposed schemes, and no contract may be let until the approval of plans by the Board of Health has been received. For the purpose of carrying out the provisions concerning water and sewerage systems, every municipal or private corporation engaged in supplying water to the public is required, within 90 days after receipt of notice from the State Health Officer, to submit certified plans and surveys, in duplicate, pertaining to the source of supply, possible sources of infection, and the means used in the purification thereof.¹⁴⁸

Each municipality and water company must make quarterly inspections of the entire watershed of any waterworks that derives its water from a surface supply; if the water is taken from a large river or creek, the inspection may be limited to the 15 miles of watershed above the intake. Whenever there is a possibility of infection from any particular locality on the watershed, the inspection must be made weekly. Full report of all inspections must be filed in duplicate with the State Health Officer.¹⁴⁹

Every person residing on or owning property on a watershed from which a public supply of drinking water is taken must carry out such reasonable sanitary instructions as he is given by the municipal health officer of the State Board of Health.¹⁵⁰

146. Public Laws, 1913, c. 161, s. 2.

147. Ibid., 1893, c. 214, s. 18; 1909, c. 793, s. 2; 1911, c. 62, s. 24.

148. Ibid., 1893, c. 214, s. 19; 1903, c. 159, s. 1; 1911, c. 62, s. 24.

149. Ibid., 1899, c. 670; 1903, c. 159, s. 2; 1909, c. 793, s. 1; 1911, c. 62, s. 28; 1919, c. 71, s. 14; 1921 Extra Session, c. 49, s. 1.

150. Ibid., 1903, c. 159, s. 7; 1911, c. 62, s. 31.

(Powers and Duties)

(First entry, p. 48)

The State Board of Health must approve of all purification systems used by any person, firm, corporation, or municipality discharging sewage above the intake for any public water supply system.¹⁵¹ No cemetery may be established on a watershed nearer than 500 yards from the source of any water supply or in violation of the rules of the State Board of Health.¹⁵²

Since 1903, all schools and communities located on a watershed from which a public water supply is obtained have been required to install a reasonable system, approved by the Board, for the disposition of human excrement within their jurisdiction.¹⁵³

State Board of Embalmers

In 1901, the General Assembly created the State Board of Embalmers,¹⁵⁴ consisting of five members, three of whom were required to be members of the State Board of Health and two of whom were to be licensed embalmers with experience in the care and disposition of dead human bodies and appointed by the State Board of Health.¹⁵⁵

In 1931, the composition of the State Board of Embalmers was changed to five licensed embalmers chosen by the State Board of Health.¹⁵⁶ Terms of office are for 5 years overlapping.¹⁵⁷ The State Board of Embalmers elects its own officers,¹⁵⁸ and is charged with the licensing and supervision of the practice of embalming.¹⁵⁹

Milk and Dairy Sanitation

Since 1905, the State Department of Agriculture has been charged with the enforcement of laws relative to milk and dairy sanitation. Its functions, however, are carried out in close cooperation with the State Board of Health and the United States Public Health Service.¹⁶⁰

151. Public Laws, 1903, c. 159, s. 13; 1911, c. 62, ss. 33, 34.

152. Ibid., 1903, c. 159, s. 15.

153. Ibid., s. 14; 1907, c. 585; 1911, c. 62, s. 35.

154. The creating act gives the name "State Board of Embalmers," but Pell's Revisal of 1908, which was adopted by the General Assembly, gave the name as "State Board of Embalmers." For a detailed discussion of the organization, functions, and records of the State Board of Embalmers, see Inventory of the State Archives of North Caro-

lina, Series IV, Regulatory Agencies, Nos. 5-27, Licensing Boards, pp. 23-25.

155. Public Laws, 1901, c. 338, s. 3.

156. Ibid., 1931, c. 174.

157. Ibid., 1901, c. 338, s. 2.

158. Ibid., s. 5.

159. Ibid., ss. 7, 8.

160. Ibid., 1905, c. 638. For discussion see forthcoming Inventory of the State Archives of North Carolina, Series VI, Agencies of Agriculture and Conservation, No. 3, Department of Agriculture.

(Powers and Duties)

(First entry, p. 48)

Hygienic Supervision of Prison System

In 1907, a law was passed requiring the isolation of tubercular prisoners and the fumigation of cells in which such prisoners had been kept, in a manner required by the State Board of Health.¹⁶¹

Subject to the recommendations and approval of arrangements by the State Board of Health, the directors of the Central Prison and State Prison Farm must arrange to care for and attempt to cure prisoners suffering with tuberculosis; and all prisoners, both State and county, must be sent to the State farm, although county prisoners must give their written consent and may not be detained beyond the term of their sentence.¹⁶²

All officials in charge of prisoners must make a report to the State Board of Health, on forms required by it and at times specified, as to the health of their prisoners and the sanitary conditions of their places of confinement.¹⁶³ Reports on prisoners transferred because of tuberculosis must also be made to the State Board of Health.¹⁶⁴

While the above mentioned 1917 law is still in effect, the care of tubercular prisoners has been largely the responsibility of the North Carolina Sanatorium for the Treatment of Tuberculosis, since that institution was removed from the direct control of the State Board of Health in 1923, and of county and district sanatoria.¹⁶⁵

The general sanitary and hygienic care of all prisoners, however, has been under the supervision and regulation of the Board of Health since 1917. Such supervision includes the State Prison, State farms and county or State camps or other places of confinement of prisoners and covers clothing, bedding, tableware, and bathing of prisoners. All camps and camp equipment must conform to the specifications of the State Board of Health and the board of directors of the State Prison must carry out recommendations of the State Board of Health.¹⁶⁶

In 1933, when the State Penal System was placed under the control of the State Highway and Public Works Commission, the State Board of Health was ordered, in addition to its general supervisory powers over the sanitary and hygienic care of prisoners, to make periodic examinations and to report its findings to the commission.¹⁶⁷ The State Board of Health has

161. Public Laws, 1907, c. 567, s. 2.

162. Ibid., 1917, c. 262, ss. 1-4.

163. Ibid., s. 5.

164. Ibid., s. 6.

165. Ibid., 1923, c. 127; McIntosh and Kendrick, Public Health Administration in North Carolina,

pp. 51, 52. See also forthcoming Inventory of the State Archives of North Carolina, Series VIII, Social Service Agencies, No. 18, North Carolina Sanatorium for the Treatment of Tuberculosis.

166. Public Laws, 1917, c. 286, s. 8; 1919, c. 80, s. 4.

167. Ibid., 1933, c. 172, s. 22.

(Powers and Duties)

(First entry, p. 48)

the same control and supervision of county and city jails as it has over those of the State.¹⁶⁸

All prisoners, both State and municipal, found to be infected with venereal diseases must be isolated and cured or treated in the discretion of the State Board of Health.¹⁶⁹

Tuberculosis and Tubercular Sanatoria

In 1913, the State Board of Health was made ex officio the board of directors of the North Carolina Sanatorium for the Treatment of Tuberculosis and, as such, was responsible for the tuberculosis program of the State. The Board of Health, however, has kept in close contact with the anti-tuberculosis work from the first, beginning with the publication of a pamphlet on the subject in 1904, the promotion of the organization of the North Carolina Association for the Study and Prevention of Tuberculosis, and the resultant establishment of the North Carolina Sanatorium in 1907.¹⁷⁰ In 1909, the Board was given discretionary power to choose an assistant secretary in charge of anti-tuberculosis work.¹⁷¹

The North Carolina Sanatorium, at Sanatorium, N. C., was originally operated by a board of directors of 12 members chosen by the General Assembly for 6-year overlapping terms; the Secretary of the State Board of Health was ex officio a member of the board of directors.¹⁷² Its major purpose was to erect and operate a hospital for the treatment and cure of tuberculosis. Minor changes in organization of the board of directors were made in 1909¹⁷³ and in 1911.¹⁷⁴

When, in 1913, the State Board of Health was made ex officio the board of directors of the Sanatorium, the work of the institution was broadened. In addition to employing and paying the necessary officials, making rules and regulations governing the operation of the institution, and doing other things necessary to its proper management,¹⁷⁵ the new board of directors was required to maintain a bureau for tuberculosis at its offices in Raleigh for the purpose of receiving reports on cases of tuberculosis, of keeping a register of all persons in the State known to be afflicted with tuberculosis,¹⁷⁶ and of developing and maintaining a correspondence school for individuals afflicted with tuberculosis to the end that they might be advised about the methods of obtaining cures and of preventing the spread of the disease.¹⁷⁷

168. Public Laws, 1917, c. 286, s. 11 $\frac{1}{2}$; 1925, c. 163.

169. Ibid., 1919, c. 206, s. 4.

170. North Carolina Board of Health, Biennial Report, 1938-40, pp. 10, 11.

171. Public Laws, 1909, c. 793, s. 4.

172. Ibid., 1907, c. 964, ss. 2-4.

173. Ibid., 1909, c. 845.

174. Ibid., 1911, c. 154.

175. Ibid., 1913, Extra Session, c. 40, s. 1.

176. Ibid., ss. 2, 5.

177. Ibid., s. 4.

(Powers and Duties)

(First entry, p. 48)

In 1923, however, control of the Sanatorium and the State's anti-tuberculosis program was returned to a board of trustees of 9 members appointed by the Governor. Until 1935, when the Western North Carolina Sanatorium was created and placed under a common board of directors with the North Carolina Sanatorium, the State Board of Health had no legal relationship to the Sanatorium. At present, the reorganized board of directors for the State's two tubercular sanatoria is composed of 12 members appointed by the Governor and approved by the Senate, and the State Health Officer as ex officio member.¹⁷⁸ The State Board of Health still has little control over anti-tuberculosis work.

Infected Livestock

Whenever livestock infected with a contagious disease is killed by order of the State Board of Health, the owner, upon presentation of his bill to the county commissioners of his county of residence, is reimbursed within the discretion of the State Board of Health.¹⁷⁹

Inspection of Hotels, Restaurants, Hospitals, and Sanatoria

The State Board of Health, through its representatives, is required to inspect all hotels and restaurants in the State annually to ascertain whether all rules and regulations are being complied with.¹⁸⁰ Originally, the State Health Officer had to issue a certificate of compliance to such hotels and restaurants as complied with the rules.¹⁸¹ In 1921, the Board was required to make rules and regulations in addition to those required by law, and to prepare a score card which would show numerically the sanitary rating. A certificate showing the sanitary rating, together with a copy of the inspector's report to the State Board, is left with the manager of the establishment, who must post the certificate in a conspicuous place. The State Board of Health must publish the ratings of hotels and restaurants periodically.¹⁸²

The Board may make a sanitary inspection more often than once a year only if there is a change of proprietors, if it thinks additional inspections advisable, or if two or more persons complain, in writing, of violations of sanitary regulations.¹⁸³ Originally, if a complaint were found justified, the management paid the cost of inspection; or if the

178. Public Laws, 1935, cc. 91, 138. The history and records of the tubercular sanatoria will be discussed in the Inventory of the State Archives of North Carolina, Series VIII, Social Service Agencies, Nos. 10 and 11, North Carolina Sanatorium for the Treatment of Tuberculosis and Western North Carolina Sanatorium.

179. Public Laws, 1915, c. 244, s. 1.
180. Ibid., 1917, c. 66, s. 23.
181. Ibid.
182. Ibid., 1921, c. 186, s. 17.
183. Ibid., 1917, c. 66, s. 24; 1921, c. 186, s. 18.

(Powers and Duties)

(First entry, p. 48)

complaint were not justified, the complainants paid.¹⁸⁴ Now the Board bears the expense of investigating a complaint. Also, the proprietor may request and receive a reinspection within 30 days of any given inspection, but the most recent certificate of rating must be posted at all times.¹⁸⁵

Inspectors may enter any hotel or restaurant for the purpose of inspection at any reasonable hour, must be afforded free access to every part of the premises, and must be afforded all necessary assistance. No inspector may invade the privacy of a guest at any establishment without the guest's consent.¹⁸⁶

Violators of the sanitary laws are guilty of a misdemeanor.¹⁸⁷

In 1923, hospitals and sanatoria and in 1941, tourist homes, tourist camps, summer camps, and all other establishments providing food and lodging to the public for pay were included under the sanitary inspection laws.¹⁸⁸

Examination of School Children

The General Assembly of 1917 added the supervision of the health of public school children to the duties of the State Board of Health. Such a program had been operating on a small scale since 1915 when four physicians inspected schools in 12 counties.¹⁸⁹

In 1917, it became the duty of the State Board of Health and the Superintendent of Public Instruction to prepare and distribute to every teacher in the public schools instructions, rules, and regulations for the physical examination of students.¹⁹⁰ Upon receipt of the instructions, each teacher must examine every child under his supervision and record the required information on forms furnished by the State Board of Health. The State Board and Superintendent of Public Instruction designate the time the examination will be made, but must so design the work that each child will be examined at least once every 3 years.¹⁹¹

Originally, each teacher in each county was required to send the forms to a physician, usually the county physician, designated by the State Board of Health. The physician studied each record carefully and if there were any serious defect as defined by the State Board of Health, the physician notified the parent or guardian to bring the child for treat-

184. Public Laws, 1917, c. 66, s. 24.

185. Ibid., 1921, c. 186, s. 18.

186. Ibid., 1917, c. 66, s. 26; 1921, c. 186, s. 19.

187. Ibid., s. 20.

188. Ibid., 1923, c. 173, s. 1; 1941, c. 309.

189. McIntosh and Kendrick, Public Health Administration in North Carolina, p. 78.

190. Public Laws, 1917, c. 244, s. 1; 1919, c. 192, s. 1.

191. Ibid., 1917, c. 244, s. 2; 1919, c. 192, s. 2; 1923, c. 136, s. 170.

(Powers and Duties)

(First entry, p. 48)

ment.¹⁹² The State Board of Health and Superintendent of Public Instruction were authorized to arrange with the dentists and physicians of each county to treat defective children at reduced rates. If such reduced rates were arranged, the State Board would pay 50 percent of the rate if the county would pay 50 percent.¹⁹³

Since 1919, the teachers have sent their record cards directly to the State Board of Health.¹⁹⁴ The State Board has the records carefully studied and classified and notifies the parent or guardian of any child, whose card shows a serious physical defect, to bring the child to an agent of the Board to be thoroughly examined. The distance he is to be carried may not exceed 10 miles.¹⁹⁵

The county or city must pay the expenses of examination.¹⁹⁶ An annual appropriation of \$50,000 is made for free dental treatment for school children.¹⁹⁷

Each official, teacher, or employee of a public school must file, annually, a health certificate in the office of the county superintendent of schools before assuming his duties.¹⁹⁸

Maternal and Child Health

Every physician and midwife, attending at childbirth and knowing such condition to exist, must report each case of ophthalmia neonatorum to the local health officer, in accordance with directions of the State Board of Health.¹⁹⁹ Each physician or midwife must instill in the eyes of each newborn infant a prophylactic prescribed by the State Board of Health and keep a record of the medicine used.²⁰⁰ Each institution must keep such records of ophthalmia neonatorum as the Board requires.²⁰¹

In connection herewith, the State Board of Health is required to promulgate rules and regulations to guide local health officers, to provide for the gratuitous distribution of the necessary prophylactic and instructions for its administration, to publicize advice and information as to the dangers of the inflammation, to enforce the provision of law, to keep a proper record of all cases of ophthalmia neonatorum and to include such records as part of the biennial report to the Governor and Legislature.²⁰²

All midwives and physicians were required to register their names and addresses with the secretary of the State Board of Health before July 1, 1917 in order that the State Board of Health could deliver the required prophylactic.²⁰³

192. Public Laws, 1917, c. 244, s. 4.

193. Ibid., s. 7.

194. Ibid., 1919, c. 192, s. 3.

195. Ibid., s. 4.

196. Ibid., s. 5.

197. Ibid., s. 7.

198. Ibid., 1919, c. 177, s. 1; 1923, c. 136, s. 159.

199. Ibid., 1917, c. 257, s. 2.

200. Ibid., ss. 3, 6.

201. Ibid., s. 6.

202. Ibid., s. 5.

203. Ibid., s. 8.

(Powers and Duties)

(First entry, p. 48)

Fines collected as a result of violations of the 1917 act are paid into the State Treasury to be kept as a fund for the use of the Board.²⁰⁴

In 1935, the State Board of Health was required to promulgate rules and regulations governing the practice of midwifery in this State,²⁰⁵ and no person may practice midwifery except by permit from the State Board.²⁰⁶ Counties or cities having health departments regulating midwives may continue to do so, and any county may, by resolution of the county commissioners certified to the State Board of Health, withdraw from the supervision of that Board.²⁰⁷

Health Education

The State Board of Health and Commissioner of Agriculture were authorized, in 1917, to cooperate with the Superintendent of Public Instruction in arranging public entertainment in rural schoolhouses to improve social and educational conditions in rural communities, to the end that public health and agriculture be covered.²⁰⁸

Control and Treatment of Venereal Diseases

The State Board of Health is required to enforce the legal regulations relative to the control and treatment of venereal diseases; to make additional rules and regulations necessary for such control and treatment;²⁰⁹ to prescribe the form and manner in which all physicians and all county health officers must make reports to health authorities on venereal diseases;²¹⁰ to prescribe, where necessary, the method of treatment to be administered State, county, or municipal prisoners found to have a venereal disease;²¹¹ to incur necessary expenses in the examination, detention, quarantine, and treatment of persons suspected of having, or having venereal diseases;²¹² to submit statements of expenses incurred in any county to the county commissioners who must reimburse the Board;²¹³ and to institute proceedings against violators of rules and regulations.²¹⁴

In addition, every druggist or other person who retails patented or proprietary remedies for venereal diseases must make a weekly report of sales to the State Board of Health on forms supplied by the Board.²¹⁵ Since others than physicians are forbidden to treat venereal diseases²¹⁶ and in order to provide care for the indigent, a quarantine officer, or one or more agents appointed by him at the request of the State Board of Health from the list of regularly registered physicians of the locality

204. Public Laws, 1917, c. 257, s. 10.

205. Ibid., 1935, c. 225, s. 1.

206. Ibid., s. 2.

207. Ibid., s. 3.

208. Ibid., 1917, c. 186, s. 4.

209. Ibid., 1919, c. 206, s. 5.

210. Ibid., s. 2.

211. Ibid., s. 4.

212. Ibid., s. 6.

213. Ibid., s. 7.

214. Ibid., s. 8.

215. Ibid., c. 214, s. 2.

216. Ibid., s. 1.

(Powers and Duties)

(First entry, p. 48)

over which he has jurisdiction, may issue prescriptions and give advice at public expense.²¹⁷ Such quarantine officers or their agents, who issue such prescriptions, instruct infected persons, and report such persons by number as the Board prescribes on reports required of physicians,²¹⁸ are entitled to a fee of 50 cents for each person so treated and reported provided they receive no payment from the patient. One half of each fee is paid by the State Board of Health and the other half by the county or municipal authorities of the quarantine officer's jurisdiction upon the certification of the proper official of the State Board of Health.²¹⁹

All prescriptions for venereal diseases, impotency, sterility, or loss of manhood, which contain drugs, must be kept by each druggist on a separate file subject to inspection at any reasonable hour by an officer of the State Board of Health.²²⁰ The State Health Officer or his agent may require any purchaser of such remedies or alleged remedies who may be reasonably suspected of being infected to appear before a regularly licensed physician for an examination.²²¹

Sanitary Privies

The State Board of Health is charged with the responsibility of supervising the sanitary construction and maintenance of privies in the interest of public health and to prevent the spread of disease.²²² Occupied urban or semi-urban residences located within 300 yards of another residence must be provided with sewerage, septic tanks, or a privy approved by the Board.²²³ A license form, applicable during the succeeding year, is attached to all such approved privies by agents of the Board of Health charged with this duty,²²⁴ and all such privies must be maintained in a sanitary manner in accordance with rules and regulations prescribed by the Board and posted inside each privy.²²⁵ Use of privies not so approved is prohibited and the inspector must post on the privy a notice to that effect.²²⁶ Originally a license tax of 10 cents was levied,²²⁷ but the procedure proved inoperative and the tax was repealed in 1921.²²⁸ The Board is authorized to create a bureau to perform its work of studying and recommending types of privies and of inspecting and supervising their maintenance.²²⁹ Plans and specifications prescribed by the Board are recommendatory rather than mandatory as to size, architecture, and dimensions.²³⁰

The act does not apply to cities of over 20,000 population requesting exemption, or to residences of farmers living more than 1 mile from the corporate limits of a town or the center of a village.²³¹

217. Public Laws, 1919, c. 214, s. 4.

218. See above, 8 ff.

219. Ibid., s. 5.

220. Ibid., s. 6.

221. Ibid., s. 7.

222. Ibid., c. 71, s. 6.

223. Ibid., s. 2.

224. Ibid., s. 3.

225. Ibid., s. 4.

226. Ibid., s. 7.

227. Ibid., s. 10.

228. Ibid., 1921, c. 44.

229. Ibid., 1919, c. 71, s. 12.

230. Ibid., 1927, c. 244, s. 1.

231. Ibid., 1919, c. 71, s. 16; 1920, Extra Session, c. 71.

(Powers and Duties)

(First entry, p. 48)

Each county board of education is required to maintain at each public schoolhouse two privies, one for boys and one for girls; such privies must be constructed and maintained in accordance with rules and regulations prepared by the State Board of Health and the Superintendent of Public Instruction.²³²

Sterilization: Eugenics Board

In 1919, there was enacted a law that was probably intended to constitute authority for sterilization of inmates of penal and charitable institutions.²³³ The law provided that such institutions could have operations performed on inmates to improve their moral, mental, or physical condition, provided the Governor and the secretary of the Board of Health approved.²³⁴

At the same time there was created a board of consultation to execute the law, to be composed of a member of the medical staff of one of the penal or charitable institutions and a member of the State Board of Health. The board of consultation was required to keep a record of its proceedings.²³⁵ Apparently no operations were performed under this statute.²³⁶

In 1929, a more specific law was enacted, setting up a board of four reviewers to pass on all proposed sterilization operations. This board consisted of the Commissioner of Charities and Public Welfare, the secretary of the State Board of Health, and the chief medical officers of any two of the three State Hospitals for the Insane.²³⁷ Finally, in 1933, the Eugenics Board, as it now exists, was created. It consists of the Commissioner of Charities and Public Welfare, the secretary of the State Board of Health, the chief medical officer of an institution for the insane not located at Raleigh and chosen by the other four members of the Eugenics Board, the chief medical officer of the State Hospital at Raleigh, and the Attorney General.²³⁸

Sanitary Conditions of Bedding Manufacture

Since 1923, the State Board of Health has been required to inspect and supervise the sanitary condition of all places for the manufacture or sale of bedding. Bedding manufacture is defined as the making, renovating, or remaking of mattresses, pillows, pads, and upholstered material.²³⁹

232. Public Laws, 1919, c. 213.

233. R. Eugene Brown, Eugenical Sterilization in North Carolina, p. 7.

234. Public Laws, 1919, c. 281, s. 1.

235. Ibid., s. 2.

236. Brown, op. cit., p. 7.

237. Public Laws, 1929, c. 34, s. 3.

238. Ibid., 1933, c. 224. For full discussion, see forthcoming Inventory of the State Archives of North Carolina, Series VIII, Social Service Agencies, No. 10, Eugenics Board of North Carolina.

239. Public Laws, 1923, c. 2, s. 1; 1933, c. 339, s. 1; 1935, c. 167, s. 1; 1937, c. 298, s. 1.

(Powers and Duties)

(First entry, p. 48)

Each article of bedding manufactured, renovated, or remade for sale must bear a tag of size and color approved by the State Health Officer.²⁴⁰ Furthermore, each tag must bear a stamp which is issued and sold by the State Board of Health.²⁴¹ In 1925, it was provided that the Board of Health print and sell at \$10 per thousand the necessary stamps.²⁴² In 1933, the price was made \$20 per thousand,²⁴³ a price at which it has since remained, except that such stamps maybe sold in lots of 500 for \$10 per lot.²⁴⁴

Furthermore, approved places making mattresses must be licensed by the Board.²⁴⁵ The annual license fee for manufacturers was first set at \$50,²⁴⁶ but in 1935 it was reduced to \$25.²⁴⁷

In 1937, a bedding manufacturer who also wished to remake and renovate bedding was required to pay the sterilization license fee in addition to the regular fee.²⁴⁸ The State Board of Health may revoke the license of any person convicted for a second time of violating any provisions of the Bedding Law.²⁴⁹

Material used in the renovation or remaking of bedding must be sterilized before such use by a process approved by the State Board of Health. Plans of the sterilization apparatus must be submitted for approval and the person submitting such plans must pay a sterilization license fee of \$25 which must be renewed each year.²⁵⁰ The fee was \$50 from 1933 to 1935,²⁵¹ when it was set at the present rate of \$25.²⁵²

Blind persons making bedding under the supervision of the Commission for the Blind are exempt from the payment of tax and the purchase and use of stamps.²⁵³

Money from the sale of tags and the issuance of licenses must be placed, by the State Health Officer, in a fund for the payment of expenses in the enforcement of the Bedding Law, such fund to be called the Bedding Law Fund. The State Health Officer must render to the State Auditor a semi-annual statement of receipts and disbursements from the fund.²⁵⁴

240. Public Laws, 1923, c. 2, s. 5; 1933, c. 339, s. 3; 1935, c. 167, s. 3; 1937, c. 298, s. 3.
241. Ibid., 1925, c. 191, s. 3; 1933, c. 339, s. 5; 1935, c. 167, s. 5; 1937, c. 298, s. 5.
242. Ibid., 1925, c. 191, s. 3.
243. Ibid., 1933, c. 339, s. 5.
244. Ibid., 1935, c. 167, s. 5; 1937, c. 298, s. 5.
245. Ibid., 1933, c. 339, s. 7; 1935, c. 167, s. 7; 1937, c. 298, s. 7.
246. Ibid., 1933, c. 339, s. 7.
247. Ibid., 1935, c. 167, s. 7; 1937, s. 298, c. 7.

248. Ibid.
249. Ibid., 1933, c. 339, s. 7; 1935, c. 167, s. 7; 1937, c. 298, s. 7.
250. Ibid., 1933, c. 339, s. 2; 1935, c. 167, s. 2; 1937, c. 298, s. 2.
251. Ibid., 1933, c. 339, s. 2.
252. Ibid., 1935, c. 167, s. 2; 1937, c. 298, s. 2.
253. Ibid., 1933, c. 339, s. 7; 1935, c. 167, s. 11; 1937, c. 298, s. 11.
254. Ibid., 1925, c. 191, s. 3; 1933, c. 339, s. 5; 1935, c. 167, s. 5; 1937, c. 298, s. 7.

(Powers and Duties)

(First entry, p.48)

In order effectively to supervise the Bedding Law, the inspectors of the State Board of Health may inspect not only the places of manufacture and sale but also, in doubtful cases, the bedding and all records appertaining thereto.²⁵⁵

Narcotic Drugs

Under an act of 1925 regulating the sale, dispensing, and use of narcotic drugs, the State Board of Health was empowered to have made, by all institutions treating drug addicts, except the State Hospital at Raleigh, annual reports giving all data pertinent to each case and to receive reports relative to drug addicts from physicians in counties having no health officer.²⁵⁶ Most narcotic drug control, however, is enforced by the United States Government, and in 1935, the General Assembly passed the Uniform Narcotic Drug Act which prescribed detailed regulations, recognized the Federal Government's jurisdiction, and ordered the State Board of Pharmacy and its agents, all peace officers, and court officials to enforce the act and to cooperate with the United States Government agents.²⁵⁷

Sanitary Districts

The State Board of Health was empowered in 1927, to create local sanitary districts for the preservation and promotion of public health.²⁵⁸ Prior to that time such districts could be created by county boards of health upon petition to the county commissioners after approval by vote of a majority of the freeholders of the proposed district.²⁵⁹ After a favorable vote, the county commissioners levied the necessary tax,²⁶⁰ and the county board of health chose three health committeemen who served for 2 years and acted as the governing board of the district.²⁶¹ The committeemen were required to organize by electing a chairman and a secretary, to keep a record of proceedings, and to certify the name and address of the chairman and secretary to the county and State health officers.²⁶² The powers and duties of the health committeemen, as well as those of the district health officer whom they appointed from among the registered physicians of the State, were the same within the district as the functions of county boards of health.²⁶³ The district health officer was required to make any report demanded by the State Board of Health.²⁶⁴

255. Public Laws, 1933, c. 339, s. 6; 1935, c. 167, s. 6; 1937, c. 298, s. 6.

256. Ibid., 1925, c. 276, ss. 3, 4.

257. Ibid., 1935, c. 477. See also a discussion of the Board of Pharmacy in the Inventory of the State Archives of North Carolina,

Series IV, Regulatory Agencies, Nos. 5-27, Licensing Boards, pp. 19-22.

258. Public Laws, 1927, c. 100.

259. Ibid., 1913, c. 154, s. 1.

260. Ibid.

261. Ibid., s. 2.

262. Ibid., s. 3.

263. Ibid., ss. 4-6.

264. Ibid., s. 4.

(Powers and Duties)

(First entry, p. 48)

The 1927 legislation placed the responsibility for sanitary districts directly on the State Board of Health by authorizing the Board to create such districts without regard to the jurisdiction of county, township, or municipality, except that inclusion of a municipality is dependent upon the request of its governing body.²⁶⁵ Proceedings are instituted by presentation to the county commissioners of the county or counties concerned of a petition signed by a majority of the freeholders and setting forth the proposed boundary and objectives. Before passing on the petition, the board of county commissioners must hold a public hearing (if more than one county is concerned, the boards of county commissioners must hold the hearing jointly). If the petition is approved, it is transmitted to the State Board of Health with the request that the sanitary district be created.²⁶⁶ The State Board of Health, through a representative, then holds a hearing after which it may, if it approves of the proposal, authorize the creation of a sanitary district.²⁶⁷

Each sanitary district is incorporated and is governed by a board of three members elected for 2 years at the next general election. The board organizes by electing a chairman and a secretary, and is paid on a per diem basis. Vacancies are filled by the county commissioners.²⁶⁸

Sanitary district boards are empowered to provide for and operate, under the supervision of the State Board of Health, a sewerage system, a water supply system, and such other utilities as may be necessary for the health of its inhabitants; to carry out with the approval of the State Board of Health mosquito control projects for the suppression of malaria; to make rules and regulations for the proper functioning of the projects of the district; to retain an engineer to make reports on the problems of the district; to provide plans and to supervise work undertaken; to hire employees and fix their duties and compensation; to purchase materials and let contracts for doing work; to hold public hearings on the engineer's reports and, after final approval of plans, to adopt a resolution which is published; to acquire property and right-of-way, as well as to enter into agreements with the owners of existing utilities; to finance its lawful business affairs; to determine the annual funds needed and to levy property taxes to meet the financial obligations incurred; to apply service charges and rates; to issue certificates of indebtedness or to borrow money; and to enter into certain contracts with reference to supplying water.²⁶⁹ Legal provisions are made for voting on bond issues and for the extension of sanitary districts.²⁷⁰

Industrial plants and contiguous villages may be excluded upon filing of applications.²⁷¹ Also, corporations or residents of a locality may establish a water system or a sewerage system within a sanitary district at their own expense when plans for construction and operation are approved by the district board.²⁷²

265. Public Laws, 1927, c. 100, s. 1.

266. Ibid., s. 3.

267. Ibid., ss. 4, 5.

268. Ibid., s. 6.

269. Ibid., 1927, c. 100, ss. 7-24; 1933, c. 8; 1935, cc. 287, 357.

270. Ibid., 1927, c. 100, s. 24.

271. Ibid., s. 5.

272. Ibid., s. 10.

(Powers and Duties)

(First entry, p. 48)

Similar districts may be formed outside incorporated towns when two-thirds of the freeholders so petition.²⁷³

Sanitary districts must make financial arrangements through the Local Government Commission in the same manner as other local units of government.²⁷⁴

Barbers

In 1929, the State Board of Barber Examiners was created to supervise and license barbers and barber shops. It was empowered to make rules and regulations, subject to the approval of the State Board of Health, governing the sanitary management of barber shops and barber schools.²⁷⁵ Originally, the State Board of Health performed the inspections and enforced the rules and regulations for the State Board of Barber Examiners and was reimbursed \$6,000 annually by the latter for performing that function,²⁷⁶ but in 1931, the State Board of Barber Examiners was empowered to inspect shops and schools and to enforce its own rules and regulations.²⁷⁷ In 1941, the sanitary rules and regulations were enacted into law.²⁷⁸

Fumigation of Rental Textbooks

The State Board of Health advises the Superintendent of Public Instruction in the adoption of rules and regulations concerning the fumigation of textbooks rented to the students of public schools.²⁷⁹

Rules of Cosmetic Art

The State Board of Health must approve sanitary rules and regulations adopted by the State Board of Cosmetic Art Examiners for the regulation of beauty shops and beauty schools.²⁸⁰

273. Public Laws, 1933, c. 453.

274. Ibid., 1935, c. 750; 1938, Extra-Session, c. 2. See also Inventory of the State Archives of North Carolina, Series II, Agencies of Fiscal Control, No. 4, Local Government Commission, p. 13.

275. Public Laws, 1929, c. 119, s. 16.

276. Ibid.

277. Ibid., 1931, c. 32; 1935, c. 95, s. 3.

278. Ibid., 1941, c. 375, s. 7.

See also Inventory of the State Archives of North Carolina, Series IV, Regulatory Agencies, Nos. 5-27, Licensing Boards, pp. 64-68.

279. Public Laws, 1931, c. 210, s. 8.

280. Ibid., 1933, c. 179, s. 23; 1935, c. 54, s. 5. See also Inventory of the State Archives of North Carolina, Series IV, Regulatory Agencies, Nos. 5-27, Licensing Boards, pp. 73-76.

(Powers and Duties)

(First entry, p. 48)

Public School Instruction on Alcoholism and Narcotism

The State Board of Health and the faculty of the Medical School of the University of North Carolina must approve the textbook on the effect of alcoholism and narcotism on the human system, which is adopted by the State Textbook Commission.²⁸¹

Tax Exemption of Hospitals

Hospitals caring for indigent patients and operating training schools for nurses are exempt from property tax if approved by the State Board of Health.²⁸²

Supervision of Meat Markets and Abbatoirs

Since 1937, the State Board of Health has been empowered and directed to prepare and enforce rules and regulations governing the sanitation of meat markets, abbatoirs, and other places where meats are handled, stored, or sold, and to provide a system of inspecting and grading such places.²⁸³ When municipalities or counties had meat inspectors already provided by law, the inspectors were required to file all inspection reports and work data with the county or municipal health department or with the State Board of Health.²⁸⁴

Certificates of Health for Marriage Licenses

The State Board of Health must design the physician's certificate which is required to be secured by candidates for marriage licenses; each physician issuing such a certificate must file a copy with the State Board of Health.²⁸⁵

Used Plumbing Fixtures

Before used plumbing fixtures may be sold they must be inspected and approved by the State Board of Health.²⁸⁶ The Board prescribes the form of label to be used and assembles such labels in book form to be sold.²⁸⁷

The prospective vendor applies to the Board for an inspection²⁸⁸ and purchases the number of labels required for his fixtures. The labels are kept by the Board for use in labeling the fixtures after inspection. If a representative of the Board, who makes the inspection, approves the fix-

281. Public Laws, 1935, c. 404.

282. Ibid., c. 480.

283. Ibid., 1937, c. 244, s. 1.

284. Ibid., s. 2.

285. Ibid., 1939, c. 314, s. 3.

286. Ibid., c. 324, s. 1.

287. Ibid., s. 3.

288. Ibid., s. 2.

(Housing, Care, and Accessibility
of Records)

(First entry, p. 48)

tures, he attaches on each fixture a label from the book which the proposed vendor has paid for at the time of his application for inspection.²⁸⁹

A few counties are exempted from this law.²⁹⁰

Bus Station Sanitation

Representatives of the State Board of Health make sanitary inspections of bus stations and report their findings to the Utilities Commission.²⁹¹

3. Housing, Care, and Accessibility of Records

Prior to their location in the Health Building in 1923 the offices of the State Board of Health were housed in various places. From 1877 until 1892 its offices were in Wilmington, N. C., the home of its first secretary, Dr. Thomas F. Wood. Upon Dr. Wood's death in 1892, Dr. Richard H. Lewis was chosen secretary and the Board's offices were moved to Dr. Lewis' office in Raleigh, N. C.

It was in 1909, when the General Assembly made the office of State Health Officer and secretary-treasurer of the State Board of Health a full-time position, that the offices of the Board were permanently located in Raleigh and an active, record-creating and preserving department began to function. The first office was on the second floor of a privately-owned building located about the middle of the 100 block, and on the left-hand side of Fayetteville Street. In 1913, the General Assembly ordered that offices for the State Board of Health be provided on the fourth floor of the Supreme Court Building, now officially the State Departments Building. Finally, in 1923, the Board was allotted its present office space in the Health Building.

The Health Building was constructed in 1898, as an auditorium for the North Carolina School for the White Blind. When buildings for the school were completed at its present location in 1923, the State Board of Health was authorized to move its offices to the old school building. In 1929 the building was extensively remodeled and officially re-named the Health Building.

The Health Building is a three-story rectangular structure of modified Italian villa style of architecture, located on the southwest corner of Caswell Square at the intersection of North Dawson and West Jones streets and fronting on West Jones Street. Adjoining each front corner is a three-story octagonal tower topped by a pyramidal roof. The central section of the facade extends 15 feet and is topped by a gabled roof.

289. Public Laws, 1939, c. 324,
s. 3.

290. Ibid., s. 7 $\frac{1}{2}$.

291. Ibid., 1941, c. 228, s. 1.

(Housing, Care, and Accessibility
of Records)

(First entry, p. 48)

Along the entire facade is a porch and deck with iron railings. Numerous points and spires cap roof peaks and ventilators.

The exterior walls of the building are of brick painted white; and the supports of the porch are stuccoed. The roof is covered with slate.

The interior walls are of plaster over wooden laths and hollow tile. The window casements and floors of offices and corridors are wooden. The stairways at each end of the east-west corridor are constructed of steel.

The building is quartered by an east-west and a north-south corridor. At the northern end of the north-south corridor is a narrow passageway leading on the first floor to an office and on the two upper floors to vaults. These rooms are in what was formerly the spiral slide fire escape used for the blind school. Since they are completely fireproof these rooms make excellent vaults.

The building is heated by steam from a State-owned central heating plant located on Caswell Square.

The offices of the State Board of Health occupy the entire building, except a storage room in the southwest corner of the basement which houses records of the State Auditor and two vaults in the basement, one of which houses records of the Department of Revenue and the other records of the State Treasurer.

In addition, the State Laboratory of Hygiene has a separate building located on Caswell Square next to the Health Building, and there is now being constructed a nearby building to house the Division of Oral Hygiene.

The records are kept in metal and wooden file drawers and cardboard transfer cases and are in good condition. Approximately 25 percent of the records of the State Board of Health is housed in the Historical Commission. Of the remaining 75 percent, about 25 percent is in the Central Filing Room, 15 percent in the Transfer Room, and 35 percent scattered among the various offices of the divisions.

Division of Central Administration. The offices of this division occupy 6 rooms covering the entire east end of the first floor of the building.

State Health Officer. The office of the State Health Officer (room 103) is also used for meetings of the State Board of Health and of the Executive Committee of the Board. No records are kept here.

Library and Secretary's Office (room 102). This room houses the library of the State Board of Health and is used as a reception room for visitors of the State Health Officer and as an office for his secretary, who also acts as reception clerk. The only record here is the current volume of the minutes of meetings of the Board. The other 8 volumes of minutes are in the Central Accounting Office, room 106.

(Housing, Care, and Accessibility
of Records)

(First entry, p. 48)

Central Filing Room (room 104). This room contains the records of the Central Administrative Division, except financial records, as well as part of the records of all other divisions of the Health Department. There are 73 file drawers containing approximately 150,000 papers, of which 26 file drawers containing 60,000 papers are largely records of the Division of Central Administration.

Transfer Room (room 108). Theoretically records of the Central Filing Room are moved to the Transfer Room after each decade. Actually, however, there is much overlapping of dates. There are 84 file drawers and 5 file boxes containing approximately 200,000 papers, of which 26 file drawers, containing 35,000 papers, are records of the Division of Central Administration.

Central Accounting Office (rooms 106 and 107). The records of the Central Accounting Office, which is a subdivision of the Division of Central Administration, are located in its offices, and in the storage room in the southeast corner of the basement. The Central Accounting Office, room 106, contains 13 volumes and 10 post binders of financial records of the Health Department. 32 volumes, 76 file drawers, and 5,560 check stubs on shelves are in the storage room.

Principal Accounting Clerk (room 106). The office of the Principal Accounting Clerk, head of the Central Accounting Office, contains no records.

Publicity Specialist (room 101). The office of the publicity specialist, contains 3 volumes and 3,000 papers in 3 file drawers.

Historical Commission. 75 file boxes and 29 file drawers, containing approximately 210,000 papers, and 1 volume of the records of this Division are housed in the Historical Commission.

Division of Preventive Medicine. The offices of the Division of Preventive Medicine occupy rooms 109, 110, 113, 114, and 115, and the mailing room in the basement of the Health Building.

Director's Office (room 113). This room contains no records.

Secretary's Office (room 114). There are 5 file drawers, containing 10,000 papers, in the office of the secretary to the director.

Cripple Children's Department (room 109). The office of the Cripple Children's Department of the division contains 54,300 papers and 5,000 cards in 36 file drawers.

Mailing Room. The mailing room, located in the northeast corner of the basement of the Health Building, contains 63,000 addressograph plates in 150 file drawers and 4,000 cards in 4 file drawers.

The other offices contain no records, but 6,500 papers in 3 file drawers and 175 papers in 1 folder are in the Historical Commission.

(Housing, Care, and Accessibility
of Records)

(First entry, p. 48)

Division of County Health Work. The offices of the Division of County Health Work, rooms 210, 211, 212, 213, 214, 215, and 216, occupy the entire west end of the second floor of the Health Building. Only 20 percent of the records is in the offices of this Division, these consisting of 11,100 papers in 8 file drawers and 1,550 cards in 4 file drawers located in room 214, the office of the Director's secretary. The remaining 80 percent is divided as follows: 33 percent, consisting of 35,000 cards in 20 file drawers, in the west end of the third floor; 25 percent, consisting of 30,000 papers in 15 file drawers, in the Transfer Room; 20 percent, consisting of 26,000 papers in 12 file drawers, in Central Filing Room; 1 percent, consisting of 5,000 papers in 2 file boxes, in 2nd floor vault; and 1 percent, consisting of 4,000 papers in 1 file box, in the Historical Commission.

State Laboratory of Hygiene. From the beginning the offices of the State Laboratory of Hygiene have been separate from those of the Board. Until 1909 the Laboratory occupied three rooms and a closet in the old Agricultural Building, which was on the site of the present Agricultural Building. In January 1909, the Laboratory was moved to more commodious quarters on the third floor of the Holloman Building in the second block of Fayetteville Street. Dr. Clarence A. Shore, the first director, maintained his bachelor apartment at the head of the stairs in the same building. In January 1917, the Laboratory moved to its own buildings on Jefferson Street.

Finally, in February 1940, the Laboratory moved to its present building, the Clarence A. Shore Memorial Building, located on Caswell Square beside the Health Building.

The Clarence A. Shore Memorial Building is a four-story vibration-proof structure of brick and steel construction. The interior walls are of plaster over hollow tile and plaster over steel laths; ceilings are of plaster over steel laths. The floors of corridors and of laboratories are of cement overlaid with a composition covering; the floors of offices are hardwood. All doors and window casements are of metal.

The main entrance is in the front center on the second floor level; side entrances are on the same level at each end of the east-west corridor. Access to other floors may be had by means of stairways at each end of the east-west corridor.

To the rear of the building is a two-story wing connected at the second-floor level by a corridor and separated from the first floor proper by a driveway passage. On the second floor is the auditorium and under it is space for storage.

On the first floor, south of the east-west corridor, are the media preparation room and a supply closet (102-103), the mailing room and office (108-110), and a storage room; north of the corridor are the washing and sterilizing room (104-105), a small animal room (106), and a workshop (107). On the second floor, south of the corridor, are the library (201-203), the information clerk and waiting room (210), the

(Housing, Care, and Accessibility
of Records)

(First entry, p. 48)

bookkeeper's office (209), and the office of the director and his secretary (208); north of the corridor are the water laboratory (204-205) and the microscopic examination laboratory (206-207). On the third floor, south of the corridor, are the filing room (308-309), the assistant director's laboratory (311), and the laboratory for serological examination for syphilis (302-303); north of the corridor are the Wasserman test room (304-305) and the laboratory for examination of bacteria (306-307). The fourth floor is occupied by laboratories manufacturing biological supplies. Refrigerators are on each floor.

On each side of the north end of a north-south corridor in the center of the building and on all floors are toilets.

The records of the State Laboratory of Hygiene are kept in the filing room, two offices, a vault, and two laboratories and are divided as follows: 70 percent, consisting of 1,951,870 papers in 479 file drawers, 23,000 papers in 4 boxes, 4,500 papers in 3 bundles, 11,620 cards in 1 bundle, and 6 file drawers, 212 volumes, and 4 post binders, in the filing room (room 308-309); 17 percent, consisting of 171 volumes, in the Wasserman test room (room 304-305); 9 percent, consisting of 91 volumes in the vault in the bookkeeper's office; 2 percent, consisting of 15,000 papers in 7 file drawers and 16 volumes, in the bookkeeper's office (room 209); 1 percent, consisting of 7 volumes, in the mailing room (room 108-110); and 8 percent, consisting of 2 volumes and 12,000 papers in 6 file drawers, in the water laboratory (room 204-205). In addition, .2 percent, consisting of 1,200 papers in 1 file box in the 2nd floor vault, and 2 volumes in the storage room of the basement, are located in the Health Building.

Division of Vital Statistics. The offices of the Division of Vital Statistics occupy rooms 304, 305, and 312 and a vault on the third floor of the Health Building. The Division also shares with the Central Tabulating Unit a large room on the northwest corner of the same floor. 93 percent of the records is filed in the vault. Of the remaining 7 percent, 6 percent is in room 312, .6 percent is outside the door of room 312, .3 percent is in the room on the northwest end of the building and .1 percent is in the Central Filing Room and Transfer Room.

Office of Director (room 304). There are no records in this room.

Secretary to the Director (room 305). No records are kept in this office.

Certification Clerk (room 312). The clerks who check certificates and make certified copies of them use this room. There are 1,465,250 cards and papers in 430 file drawers and 13 volumes in this room. Outside the door of this room are 2,000 cards in 1 file drawer and 132,000 papers in 44 file drawers.

Vault. The birth and death certificates and records closely related to them are housed in the vault. There are 5,200 papers in 1 file drawer, and 6,785 volumes.

(Housing, Care, and Accessibility
of Records)

(First entry, p. 48)

Alcove, west end of third floor. There are 22,000 papers in 19 file drawers in this room, which is shared with the Central Tabulating Room.

Division of Epidemiology. The Division of Epidemiology and its Central Tabulating Unit occupy 7 rooms on the third floor of the Health Building. The Central Tabulating Unit shares a large room on the northwest end of the floor with the Division of Vital Statistics. Four of the offices are not numbered and contain no records. The records are divided among the other three offices and various depositories as follows: 21 percent in the Central Tabulating Unit; 36 percent in the west end of the third floor; 4 percent in the Director's office; 4 percent in the attic; .5 percent in room 302; .5 percent in the Central Filing Room; 3 percent in the Transfer Room; 30 percent in the Historical Commission; and 1 percent in the storage room in the basement.

Office of Director (room 303). 9 volumes are kept in this office.

Office of secretary to the Director (room 302). 4,500 papers in 1 file drawer are kept here.

Central Tabulating Unit. 13 post binders and 90,000 cards in 27 file drawers and 15 file boxes are kept here. Records of this office which are kept in the room shared with the Division of Vital Statistics include 97,500 cards in 34 file drawers and 24 boxes, 82,500 papers in 33 file drawers, and 1 post binder.

Other quantities, and locations are as follows: 2,500 papers in 1 file drawer, 2,611 papers in 2 file boxes, 31,410 cards in 36 boxes, 5,750 papers in 14 bundles, 22 volumes, and 5 post binders in the Historical Commission; 17,500 papers in 7 file drawers in the Transfer Room; 2,500 papers in the Central Filing Room; 70,000 cards in the attic; and 3 volumes in the storage room in the basement.

Division of Sanitary Engineering and Inspection. The Division of Sanitary Engineering and Inspection occupies nine offices and a vault including the entire east end of the second floor of the Health Building. Records are kept, however, in only two offices and in the vault; other records are kept in depositories. The division of records is as follows: 9 percent in room 208; 3 percent in room 209; 21 percent in vault; 26 percent in Central Filing Room; 32 percent in Transfer Room; and 9 percent in Historical Commission.

Community Sanitation Engineer (room 208). In this office are 22,500 papers in 9 file drawers.

Milk Sanitation Inspector (room 209). In this office are 2 volumes.

Vault. The bulk of the non-current records, consisting of 15,440 papers in 9 file drawers, 14,000 papers and 1,100 cards in 9 file boxes, 1,100 blueprints in 2 racks, and 4 volumes are in the vault.

(Housing, Care, and Accessibility
of Records)

(First entry, p. 48)

Central Filing Room. 50,000 papers in 26 file drawers are kept here.

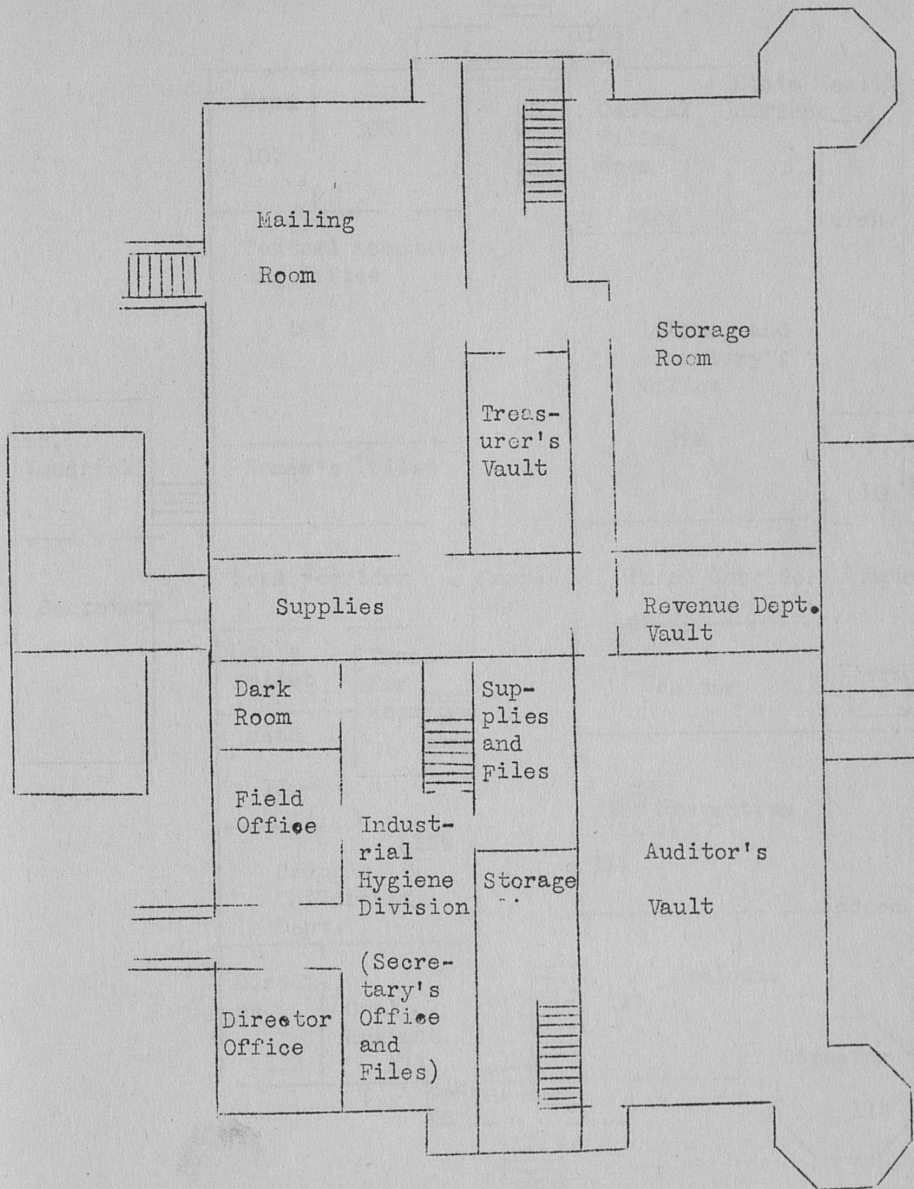
Transfer Room. 50,000 papers in 30 file drawers are kept in this room.

Historical Commission. 2,000 papers in 8 file boxes and 1 volume have been deposited with the Historical Commission.

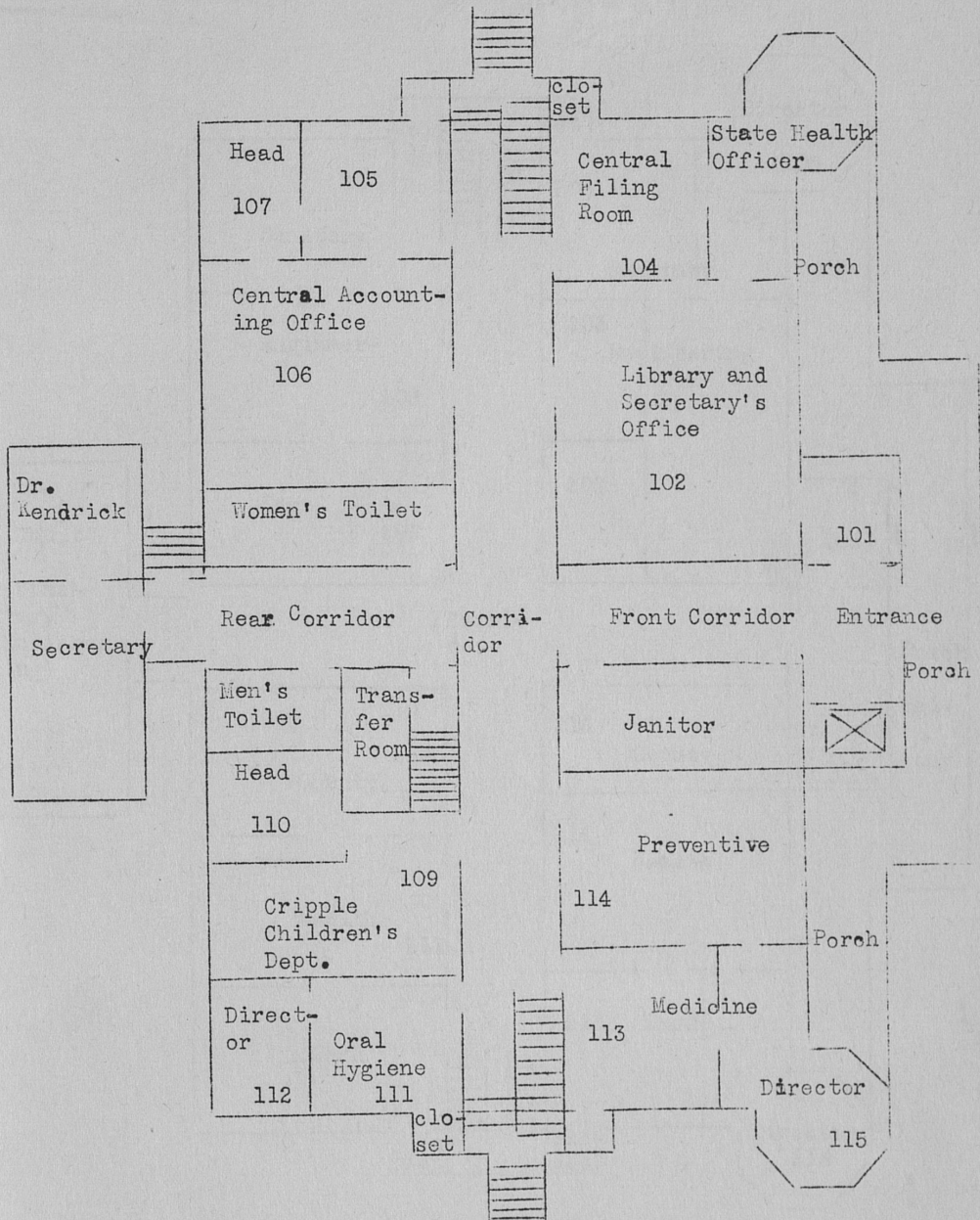
Division of Industrial Hygiene. The Division of Industrial Hygiene occupies 3 offices, a dark room and a supply room in the basement of the Health Building. The director's office and field office contain no records. The secretary's office and supply room contain all of the Division's records; 63 percent, consisting of 53,000 papers in 19 file drawers, 10,000 cards in 165 card trays, 3,500 cards in 1 file box, and 1 file drawer, 300 papers in 1 bundle, and 2 volumes being the former and 37 percent, consisting of 10,000 plates in 16 file drawers, being in the latter.

Division of Oral Hygiene. The Division of Oral Hygiene occupies two offices on the northwest corner of the first floor of the Health Building and a storage room in the basement. No records are kept in these offices, but 7,500 papers in 3 file drawers are in the transfer room and 31,725 papers in 47 bundles are in the Historical Commission.

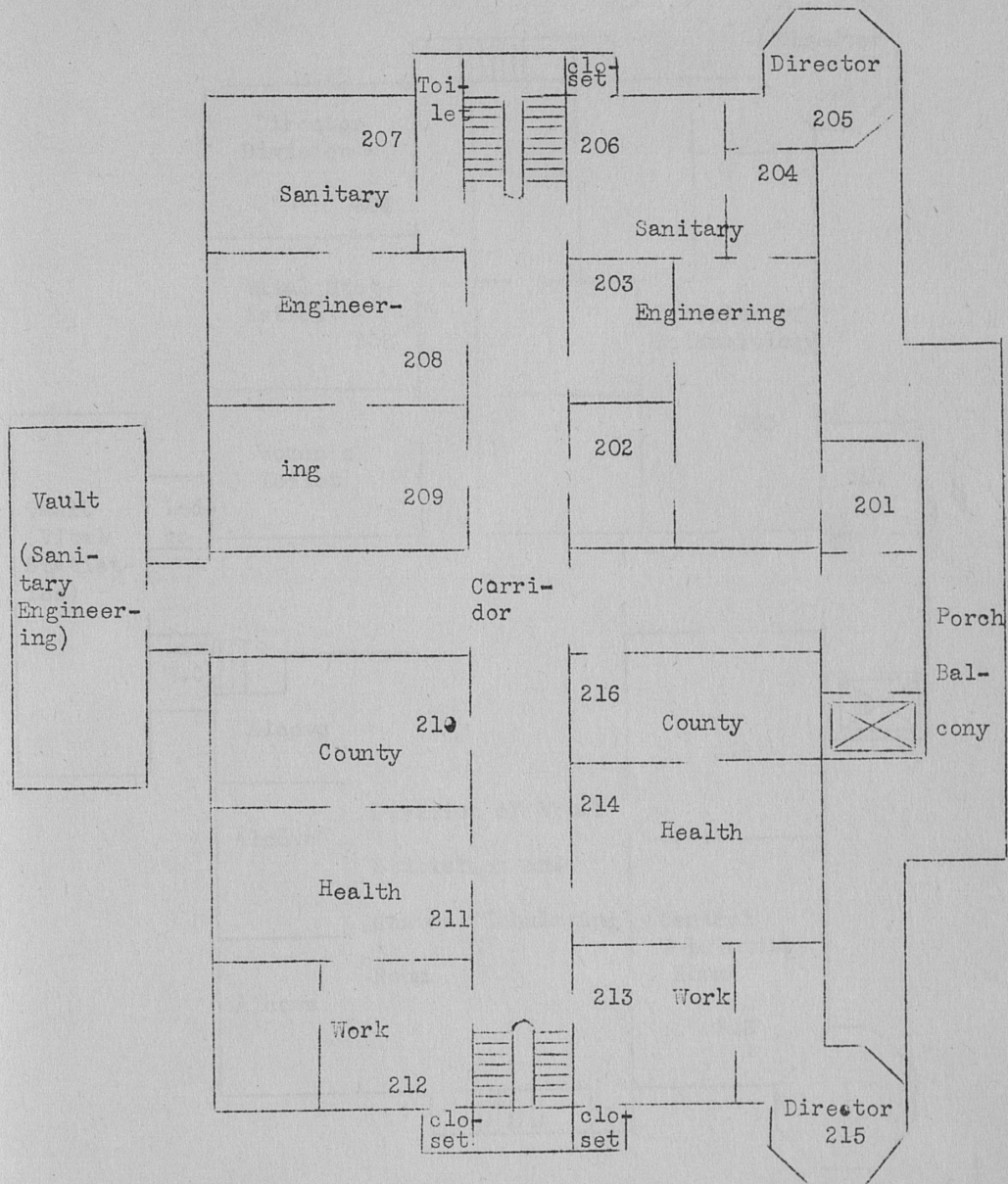
STATE BOARD OF HEALTH - Basement



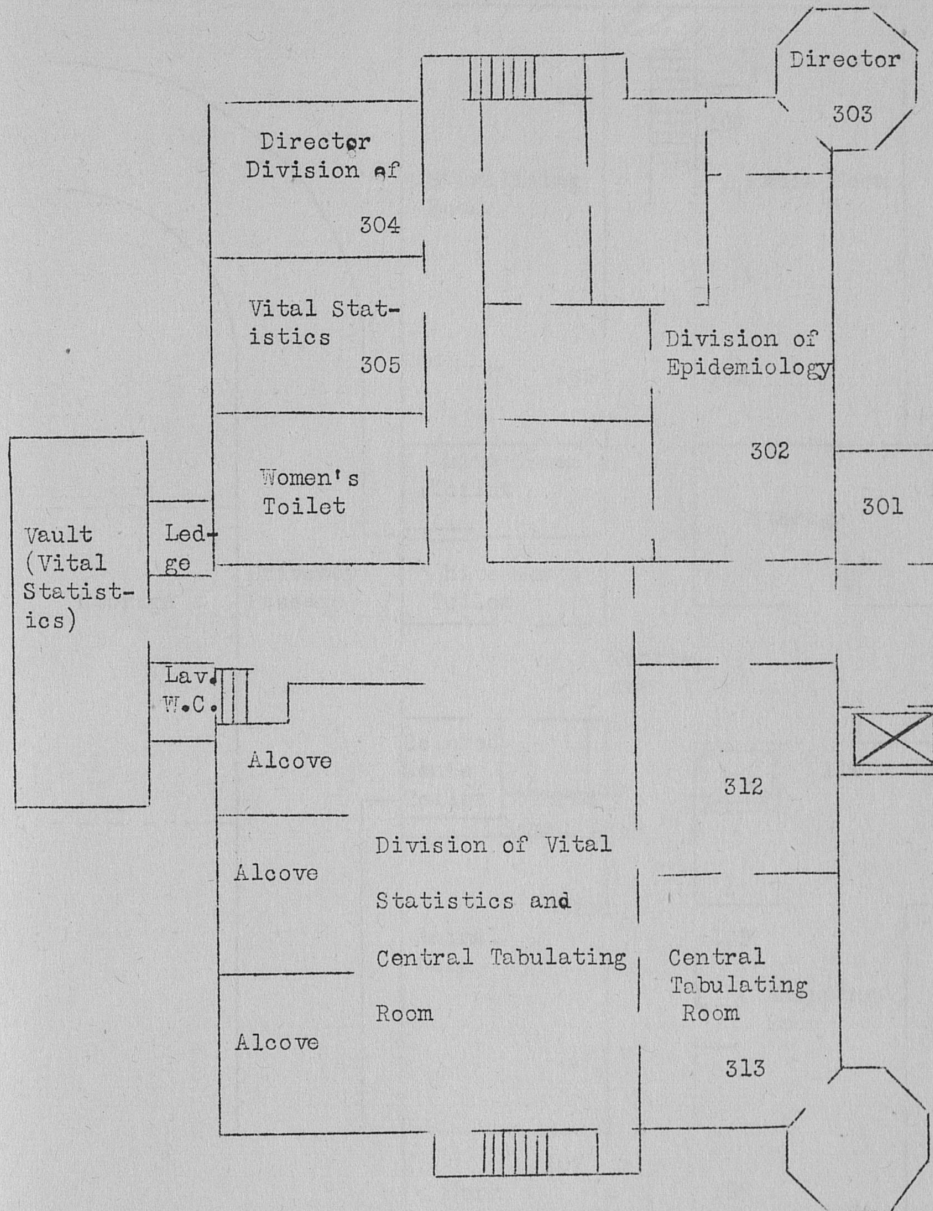
STATE BOARD OF HEALTH - First Floor



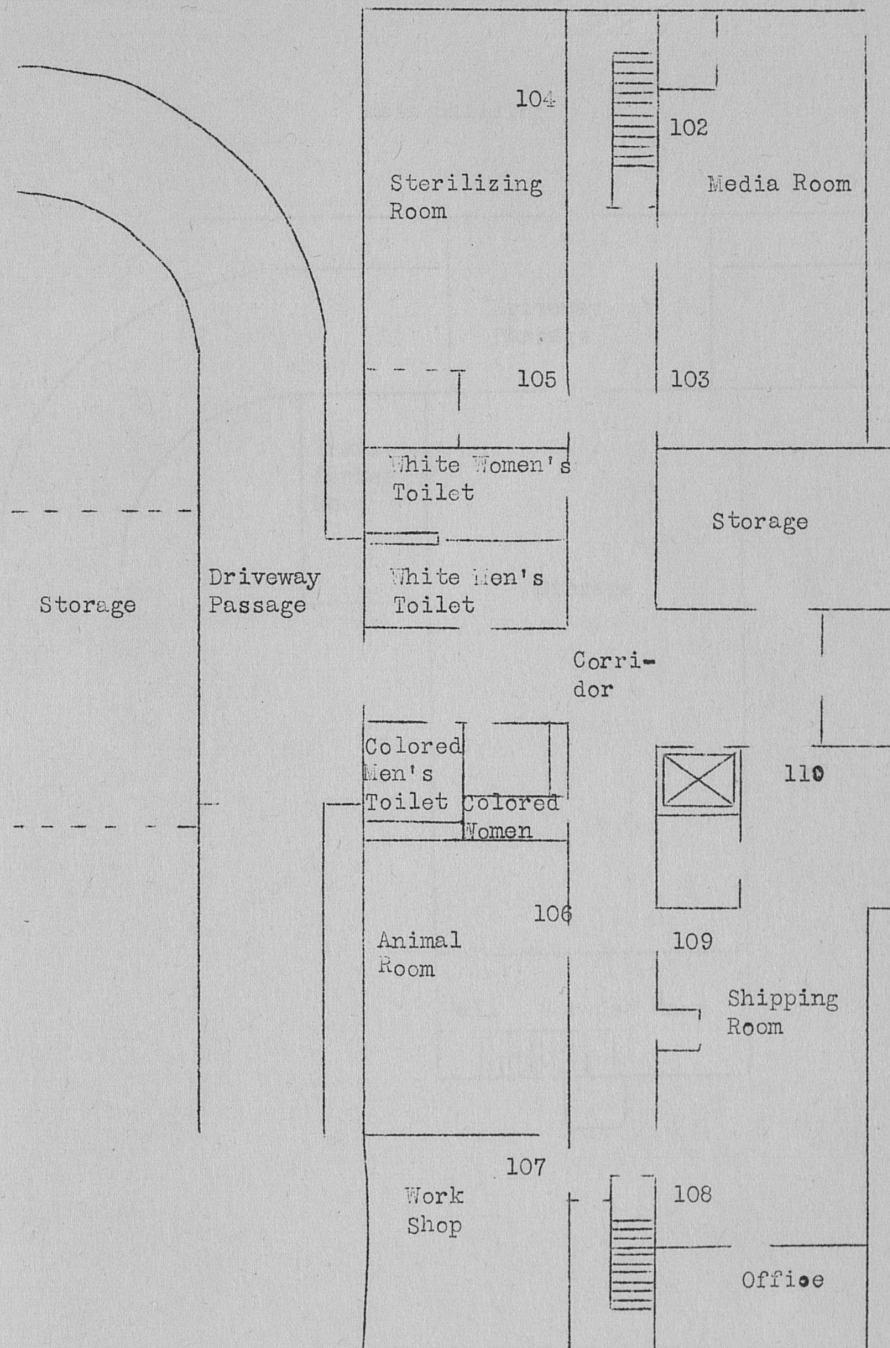
STATE BOARD OF HEALTH - Second Floor



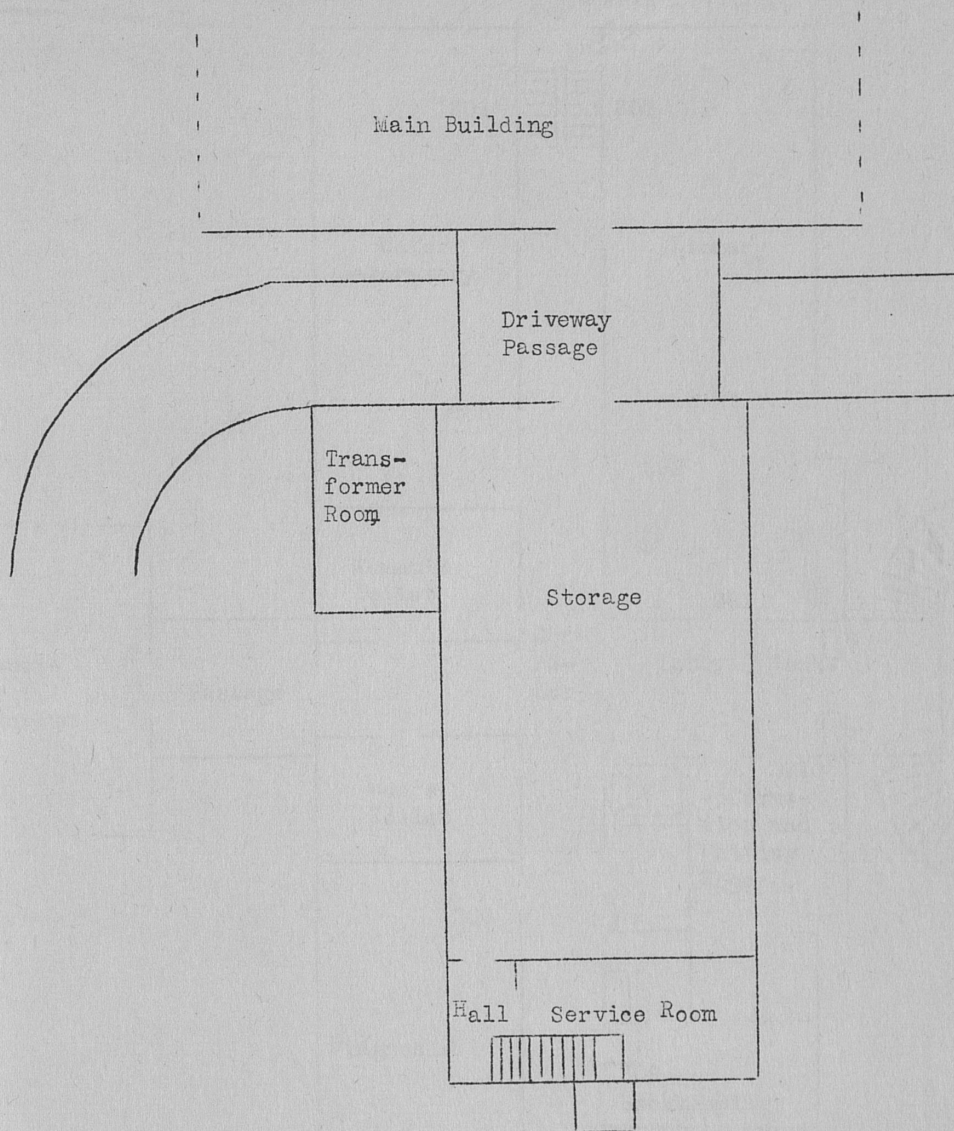
STATE BOARD OF HEALTH - Third Floor



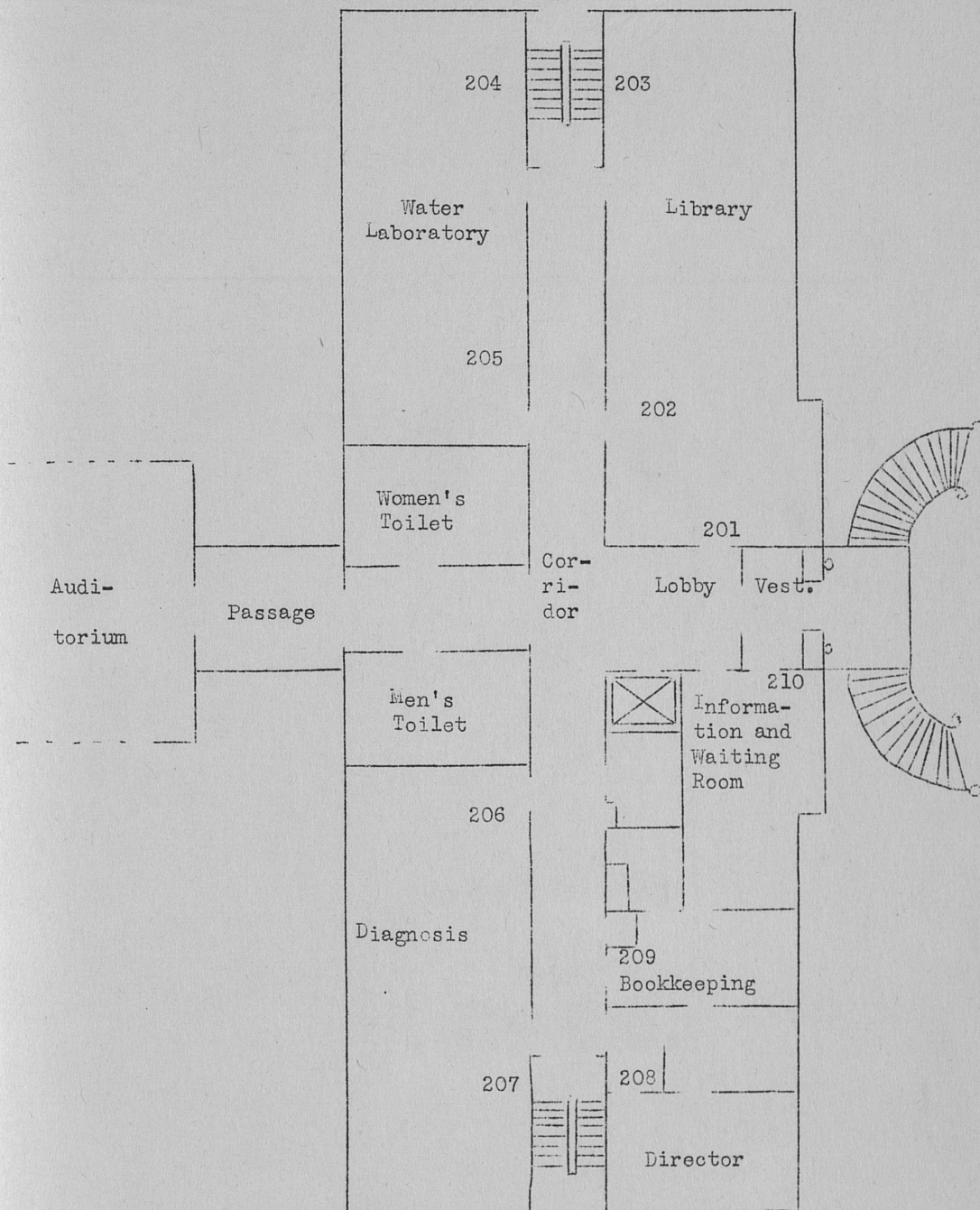
STATE LABORATORY OF HYGIENE - Ground Floor - Part 1



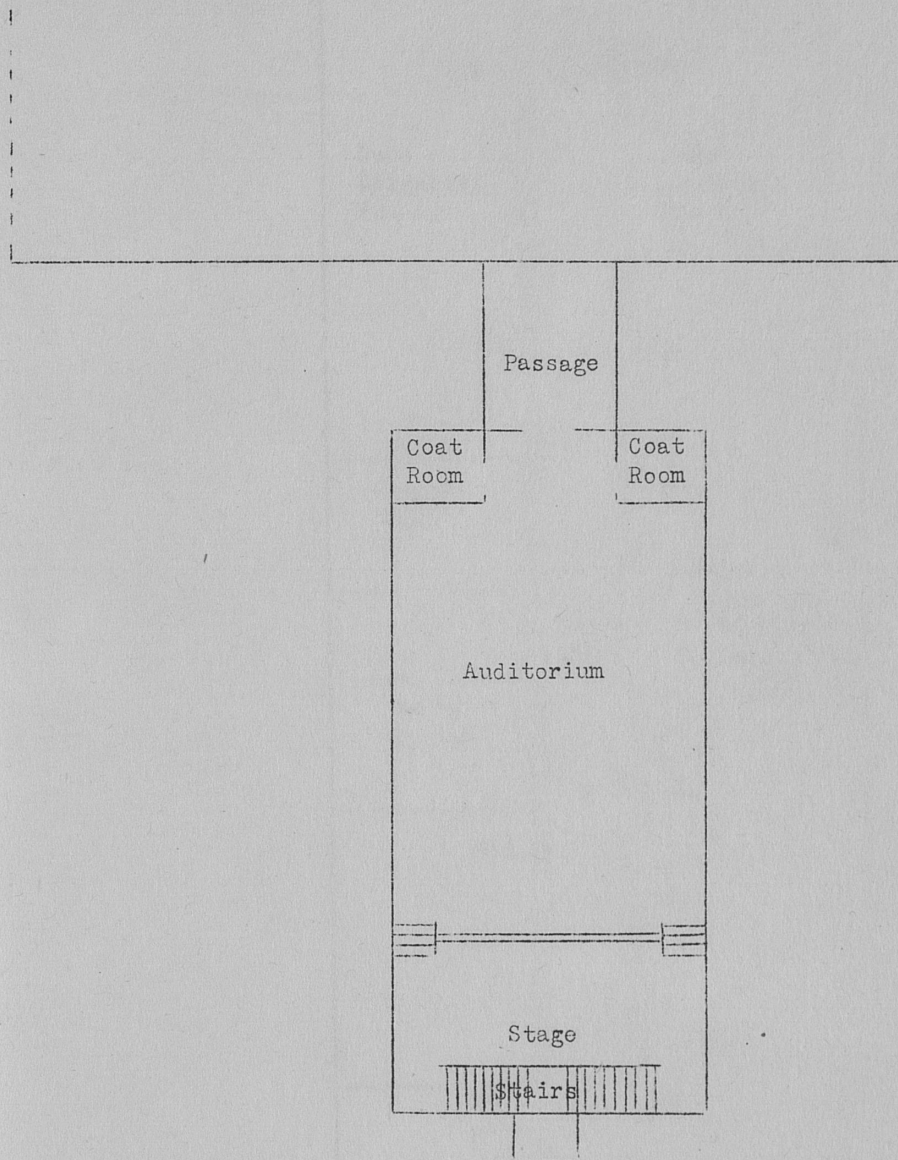
STATE LABORATORY OF HYGIENE - Ground Floor - Part 2



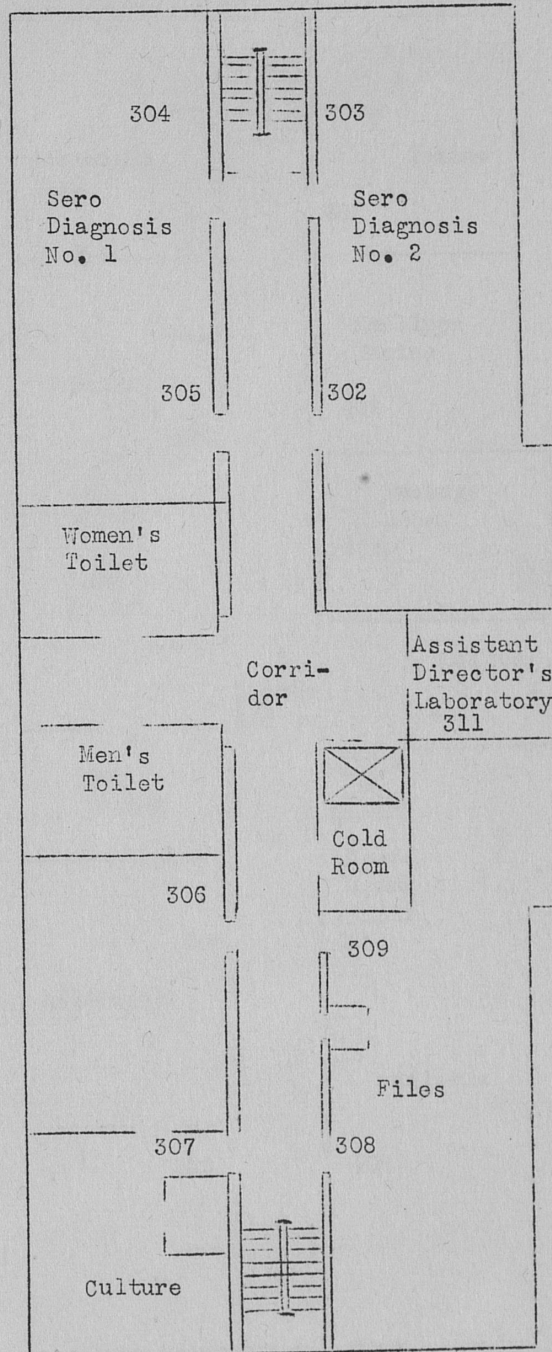
STATE LABORATORY OF HYGIENE - First Floor - Part 1



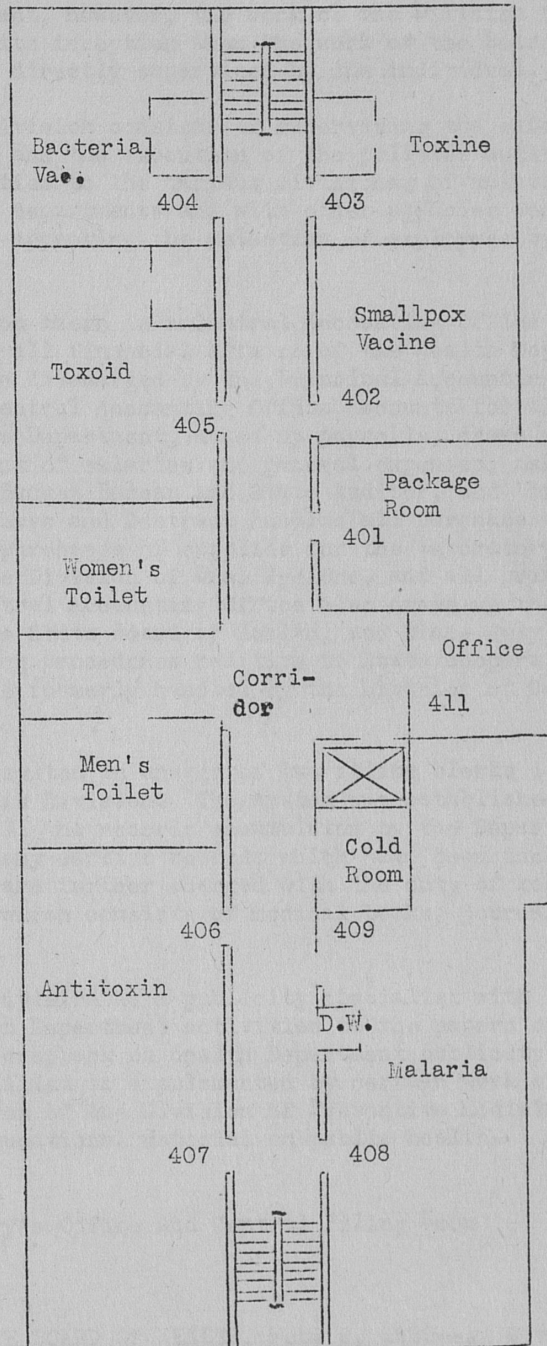
STATE LABORATORY OF HYGIENE - First Floor - Part 2



STATE LABORATORY OF HYGIENE - Second Floor



STATE LABORATORY OF HYGIENE - Third Floor



DIVISION OF CENTRAL ADMINISTRATION

The Division of Central Administration was created by resolution of the State Board of Health on June 11, 1931, with the State Health Officer as its director. In fact, however, the work of the Division far antedates this time, having had its inception when the work of the Board first became too complex to be directly supervised by one individual.

The work of the Division consists of supervising the enforcement of the public health laws and the execution of the policies outlined by the Board, of assigning duties to the various divisions, of maintaining relations with other State departments and with other agencies concerned with health matters, and of approving the selection of employees by the divisions.

Within the Division there is a Central Accounting Office which acts as a clearinghouse for all financial affairs of the Health Department and the duties of which are discharged by the Principal Accounting Clerk and her assistants. The Central Accounting Office accounts for all revenues and expenditures of the Department, makes up payrolls, draws up the voucher warrants used in payment of salaries and general expenses, makes the required reports to the Budget Bureau and State Auditor, and through the State Division of Purchase and Contract handles all purchases of supplies and equipment, except purchases of supplies for the Laboratory of Hygiene, dental supplies for the Division of Oral Hygiene, and all printing and binding jobs. The Central Accounting Office also draws up the biennial budget proposal for the State Board of Health, and since July 1, 1939, has had charge of accounting procedures relative to State cooperation in county health work, which were formerly handled by the Division of County Health Work.

A central filing system in charge of two filing clerks is also maintained as a part of this Division. The system was established in 1937 and contains practically all the records accumulated by the Department since that time as well as many earlier records which have been incorporated. The two filing clerks are further charged with the duty of keeping the Department's library, which consists of medical books, journals, and pamphlets.

Attached to the Division is a publicity specialist with the duty of releasing news items on Department activities to the papers of the State and of maintaining a scrapbook on Health Department publicity. The work of the publicity specialist is supplemented by certain work of the Department of Health Education of the Division of Preventive Medicine which frequently releases educational material on public health.

Secretary's Office and Central Filing Room

Minutes

1. MINUTES, STATE BOARD OF HEALTH, Feb. 6, 1889--. 9 vols. (1 vol. dated; 8 vols. unlabeled). Untitled, Feb. 6, 1889-1912, 1924--,
7 vols.

Minutes of annual and special meetings of the Board, showing date and

(Division of Central Administration)

(2, 3)

place of meeting, members present, and business transacted. Arranged chronologically by date of meeting. No index. Typed. 200 pp. 10 x 12 x 1. 8 vols., 1889-1938, room 106; 1 vol., 1938--, room 102.

Correspondence

2. MISCELLANEOUS CORRESPONDENCE, 1905--. 234,000 papers in 76 file boxes and 39 file drawers (3 file boxes and 4 file drawers dated; 31 file drawers labeled by contained letters of alphabet and dated; 2 file drawers labeled by contained counties and dated; 73 file boxes and 2 file drawers unlabeled). Title varies: State Board of Health Correspondence, 1905-8, 1 file box; Executive Revised File, 1910-37, 1 file drawers; Miscellaneous, 1922-23, 1926-27, 2 file drawers; Executive Office Correspondence, 1924, 3 file boxes; Board Correspondence W.S.R., 1935, 1 file drawer; County Correspondence, Governor's File, Attorney General's, 1926-28, 2 file drawers; untitled, 1905-26, 72 file boxes.

General administrative correspondence of the secretary and members of the State Board of Health concerning execution of the health laws of the State and relations with health work of other states and of the United States Government. Also contains: [Monthly Reports of Division of Central Administration], 1918, 1920-23, entry 4; [Monthly Report of Department of School Health Supervision], 1918, 1920-23, entry 5; [Monthly Reports of Division of County Health Work], 1918, 1920-22, entry 6; [Monthly Reports of State Laboratory of Hygiene], 1913-15, 1918, 1920-23, entry 7; [Monthly Reports of Division of Vital Statistics], 1917-18, 1920-23, entry 8; [Monthly Reports of Division of Epidemiology], 1917-18, 1920-23, entry 9; [Monthly Reports of Division of Sanitary Engineering and Inspection], 1918-23, entry 11; Executive Monthly Personnel Absences, 1927, entry 12; [Requisitions for Printing], 1911, 1913, 1915, 1917-26, entry 33; [Motion Picture Operators' Daily Reports], 1926, entry 44; [Nurses' Weekly Reports on Medical Inspection of Schools], 1919, 1922-23, 1926-27, entry 47; County Files, 1910-37, entry 61; [Hookworm] Correspondence, 1910--, entry 62; Epidemiology Letter File, 1917-27, 1929--, entry 142; Sanitary Engineer-State Institutions, 1905-23, entry 187. Arranged in chronological groups, thereunder alphabetically by name of subject or correspondent, and thereunder chronologically by date of writing. No index. Handwritten, typed, and printed; handwritten and typed on printed forms; handwritten and typed on mimeographed forms. File boxes, 12 x 16 x 24; file drawers, 13 x 12 x 27. 75 file boxes and 5 file drawers, 1905-28, in Historical Commission; 1 file box, 1905-8, 2nd floor vault; 18 file drawers, 1910-38 in Transfer Room, 16 file drawers, 1938--, in Central Filing Room.

Reports

3. SUBJECT FILE, 1917--. 95,500 papers in 42 file drawers (15 file drawers dated; 4 file drawers labeled by contained letters of alphabet; 11 file drawers labeled by contained counties; 12 file drawers unlabeled). Subtitled by names of contained subjects. Titles varies: Co. Health Work, 1917-29, 6 file drawers; Co.

(Division of Central Administration)

(3)

Health Work Correspondence, 1921-28, 1 file drawer; Executive, 1924, 1929-30, 5 file drawers; Executive Correspondence, 1925, 2 file drawers; untitled, 1926-28, 2 file drawers.

General subject file containing:

- i. American Red Cross Public Health Nursing Monthly Report, 1930, showing name of chapter, county, name of nurse and headquarters, name of chairman, and nurse's activity.
- ii. Annual budgets for maternal and child health service, 1936--, showing estimated expenditures by counties and districts.
- iii. Annual record of back absences, 1931--, showing division, date, name of employee, type and amount of leave.
- iv. Annual report of superintendent of North Carolina Orthopedic Hospital to trustees, 1936--.
- v. Budget report of Alabama Training Station, Elmore County, 1928-29.
- vi. Budget reports of county health departments 1936--, unapproved and revised.
- vii. Contracts between State Board of Health and counties and towns.
- viii. Dental clinic reports, 1930, showing date, name of dentist, county, date clinic held, number of schools, number of examinations, number treated, number of operations, and summary.
- ix. Monthly census bulletins of State Board of Charities and Public Welfare's Division of Institutions and Corrections, 1936--, showing date, name of institution, number present first day of each month, number admitted, number dismissed, and number present last day of month.
- x. Monthly reports of Bureau of Maternity and Infancy, showing name of county, date, prenatal cases registered, babies registered, and conferences held, 1922-26.
- xi. Monthly reports of cooperative rural health work, 1921-28, showing county, place, date, head of unit, personnel of unit, monthly salaries, expenditures, statistical statement of work of sanitary inspection, educational, venereal disease prevention, tuberculosis control, hookworm treatment, and child hygiene.
- xii. Monthly reports of county health departments, showing statistics of communicable disease practices, hospitalization, immunization, venereal disease, tuberculosis control, child health, sanitation, and laboratory work.
- xiii. Monthly reports of the Crippled Children's Department, 1936--, showing case number admitted to hospital, number of admissions authorized, number of applications pending, number of clinics held, and amount of field service.
- xiv. Monthly reports of Division of Industrial Hygiene, showing date and medical and engineering activities, 1936--.
- xv. Monthly reports of Division of Oral Hygiene, 1936--, showing date, name of county, names of dentists, number of schools visited, number of children treated, and number of operations, and attached summary showing amount of material itemized, total number of operations, number of lectures, total attendance, number of repeaters worked for, and number referred to local dentist.
- xvi. Monthly reports of Division of Preventive Medicine, 1936--, including reports of department of maternity and infancy, mailing room, health education, and medical and inspection department.

(Division of Central Administration)

(3)

- xvii. Press releases and radio talks on health subjects, showing title, date and subject-matters.
- xviii. Reports of public health survey made in 1930 at Beaufort County Health Department.
- xix. Reports of communicable disease control, monthly, quarterly, and annual, 1921-29, showing name of county, number of contagious diseases quarantined, number of cases of venereal diseases reported, statistics relative to tuberculosis control, and amount of transportation and other expenditures.
- xx. Schedules of meetings planned on health education, 1923, showing date and place of meeting.
- xxi. Travel authorization, Form BB 402, for Division of Epidemiology, 1931-36, showing date, name of department, name and position of traveler, amount requested, and signatures of requesting officials.
- xxii. Venereal disease clinic monthly reports, 1937--, showing date, name of disease, number of new cases, number of old cases under treatment, number of cases discharged, cured, arrested or discontinued, number of cases treated, and number of laboratory tests made
- xxiii. Vouchers for per diem and reimbursement of expenses incident to official travel, Standard Form 1012a, 1926--, showing name and address of payee, date paid, date of travel, and total amount, and attached statement of travel by motor vehicle, Standard Form 1012e, showing name of traveler, department, identification of automobile, details of trips, and amount claimed.

Also contains: [Monthly Reports of Division of Central Administration], 1936--, entry 4; [Monthly Reports of Department of School Health Supervision], 1930, 1936--, entry 5; [Monthly Reports of Division of County Health Work, 1922--, entry 6; [Monthly Reports of State Laboratory of Hygiene], 1924--, entry 7; [Monthly Reports of Division of Vital Statistics], 1924-30, 1936--, entry 8; [Monthly Reports of Division of Epidemiology], 1930, 1935--, entry 9; Epidemiology Quarantine Report, 1938--, entry 10; [Monthly Reports of Division of Sanitary Engineering and Inspection], 1924-30, 1936--, entry 11; Executive Monthly Personnel Absences, 1936--, entry 12; [Monthly Financial Statements], 1921-28, entry 21; [Monthly Financial Statements], 1921-28, entry 21; [Monthly Budget Reports to United States Public Health Service], 1921-28, 1936--, entry 28; County Health Division Budgets, 1936--, entry 29; Vouchers, General Fund, 1921-29, entry 36; [Motion Picture Operators' Daily Reports], 1924-30, entry 44; [Mailing Room Report], 1924--, entry 45; [Nurses' Weekly Reports on Medical Inspection of Schools], 1924-30, 1936--, entry 47; Medical Inspection of Schools, Clinic, 1929-30, entry 48; [Typhoid and Diphtheria Vaccination Records and Correspondence], 1924-31, 1933--, entry 49; [Weekly Maternal and Infancy Reports], 1936--, entry 52; [Special Maternal and Infancy Center Monthly Reports], 1936--, entry 53; [Field Supervisors' Reports], 1936--, entry 54; County Health Work; County Correspondence; District General, 1936--, entry 63; Applicants [Employees' and Applicants' Personal History], 1921-29, entry 64; Federal Housing Administration Closed Cases, 1938--, entry 202. Arranged alphabetically by name of subject, thereunder by date of filing, 1917-30; arranged alphabetically by name of division, thereunder by name of subject, and thereunder chronologically by date of filing, 1930--. No index.

(Division of Central Administration)

(4-9)

Handwritten, typed, and printed; handwritten and typed on printed and mimeographed forms. 13 x 12 x 27. 24 file drawers, 1917-30, Historical Commission; 8 file drawers, 1928-39, Transfer Room; 10 file drawers, 1940-- , Central Filing Room.

4. [MONTHLY REPORTS OF DIVISION OF CENTRAL ADMINISTRATION], 1918, 1920-23, 1936-- . 1918, 1920-23 in Miscellaneous Correspondence, entry 2; 1936-- in Subject File, entry 3.

Monthly narrative reports of activities of the division of central administration to the secretary of the State Board of Health.

5. [MONTHLY REPORTS OF DEPARTMENT OF SCHOOL HEALTH SUPERVISION], 1918, 1920-23, 1930, 1936-- . 1918, 1920-23 in Miscellaneous Correspondence, entry 2; 1930, 1936-- in Subject File, entry 3.

Monthly reports of the Department of School Health Supervision to secretary of State Board of Health, showing date, names of counties, and for each county names of nurses, number of schools inspected, number of children examined in each school, number of children found defective, types of defects and number of each, number of children found to be immunized, number of children with tonsils removed, number of children under average weight, and type of drinking fountains.

6. [MONTHLY REPORTS OF DIVISION OF COUNTY HEALTH WORK], 1918, 1920-- . 1918, 1920-22 in Miscellaneous Correspondence, entry 2; 1922-- in Subject File, entry 3.

Monthly reports of Division of County Health Work to secretary of State Board of Health, showing amount of literature and supplies sent to each county and number of visits to county health departments.

7. [MONTHLY REPORTS OF STATE LABORATORY OF HYGIENE], 1913-15, 1918, 1920-- . 1913-15, 1918, 1920-23 in Miscellaneous Correspondence, entry 2; 1924-- , in Subject File, entry 3.

Monthly reports of State Laboratory of Hygiene to secretary of the State Board of Health, showing date, number of water analyses made, type and number of other tests made, and type and number of units of vaccine distributed.

For other copies, see entry 123-iii.

8. [MONTHLY REPORTS OF DIVISION OF VITAL STATISTICS], 1917-18, 1920-30, 1936-- . 1917-18, 1920-23 in Miscellaneous Correspondence, entry 2; 1924-30, 1936-- in Subject File, entry 3.

Monthly reports of the Division of Vital Statistics to the secretary of the State Board of Health, showing date, number of births and deaths, and birth and death rate for same date of previous year.

9. [MONTHLY REPORTS OF DIVISION OF EPIDEMIOLOGY], 1917-18, 1920-23, 1930, 1935-- , 1917-18, 1920-23 in Miscellaneous Correspondence, entry 2; 1930, 1935-- in Subject File, entry 3.

Monthly reports of Division of Epidemiology to secretary of State Board of Health, showing number of cases of communicable diseases reported during month, number reported for same month of previous year, name and number of cases of each disease, number of cases reported by physicians, health officers, nurses, teachers, and householders, and names of counties not reporting.

(Division of Central Administration)

(10-15)

10. EPIDEMIOLOGY QUARANTINE REPORT, 1934-38. 1,200 papers in 1 file drawer. 1938-- in Subject File, entry 3.
Monthly reports of assistant collaborating epidemiologist to State Board of Health on quarantinable diseases, showing date, county, name of disease, number of cases reported, number of houses placarded, amount paid, other diseases reported, court convictions, and total amount collected. Arranged chronologically by month. No index. Handwritten on typed forms. 13 x 12 x 27. Transfer Room.
11. [MONTHLY REPORTS OF DIVISION OF SANITARY ENGINEERING AND INSPECTION], 1918-30, 1936--. 1918-23 in Miscellaneous Correspondence, entry 2; 1924-30, 1936-- in Subject File, entry 3.
Monthly reports of Division of Sanitary Engineering and Inspection to the secretary of the State Board of Health on inspection of hotels, cafes, restaurants, community sanitation, malarial control drainage, municipal water works, municipal sewerage systems, shellfish sanitation, meat markets, abbatoirs, bedding, and Federal Housing Authority Projects, showing the number of inspections in each case.
12. EXECUTIVE MONTHLY PERSONNEL ABSENCES, 1928-38. 1,000 papers in 1 file drawer. 1926-27 in Miscellaneous File, entry 41; 1927 in Miscellaneous Correspondence, entry 2; 1936-- in Subject File, entry 3.
Reports of monthly personnel absences, showing name of division and date, name of employee, petty leave, vacation, sick leave, and remarks. Arranged chronologically by years. No index. Typed on typed forms. 12 x 13 x 27.
13. STATE OF NORTH CAROLINA PRESENT AND PROPOSED ORGANIZATION OF THE STATE BOARD OF HEALTH, 1922. 1 vol.
Report by certified public accountants to the State Auditor on existing and proposed organization of the State Board of Health, showing discussion and summary of recommendations, description of Board organization, methods, finances, and activities, suggested changes requiring statutory revision, suggested changes requiring executive order, summary statement of receipts and disbursements Dec. 1, 1920--Nov. 30, 1921, comparative yearly statement of receipts and disbursements, 1919-21, and appropriations and allotments for fiscal year, July 1, 1922--June 30, 1923. Arranged by subject. No index. Typed. 95 pp. 11 x 9 x $\frac{1}{2}$. Historical Commission.

Publicity Specialist

14. [NEWSPAPER RELEASES AND RADIO TALKS], 1937--. 3,000 papers in 3 file drawers.
Copies of newspaper releases and radio talks on health matters and data to be used in future releases and radio talks. No obvious arrangement. No index. Typed and mimeographed. 12 x 14 x 27. Room 101.
For originals of newspaper releases and of radio talks in Subject File, see entry 3-xvii.
15. SCRAPBOOK, 1937--. 3 vols.
Scrapbook containing newspaper clippings on health news and radio talks by representatives of the State Board of Health. Arranged chronologically by date of clipping. No index. Printed. 16 x 12 x 4. Room 101.

(Division of Central Administration)

(16-22)

Central Accounting Office

16. COUNTY HEALTH WORK, U.S.P.H.S. MILLION DOLLAR FUND, EMERGENCY FUND, SOCIAL SECURITY, 1934-36. 3,500 papers in 1 file drawer. Correspondence and other data concerning financial relations with counties, the United States Public Health Service, and the Social Security Board. Also contains: [Monthly Budget Reports to United States Public Health Service], entry 28; County Health Division Budgets, entry 29. Arranged alphabetically by name of subject, thereunder chronologically by date of filing. No index. Handwritten and typed, handwritten and typed on printed forms. 12 x 13 x 27. Transfer Room.
17. CASH BOOK, Dec. 1913-Jan. 1915. 1 vol.
Record of general receipts and expenditures, showing amount of debit and credit and name of account. Arranged chronologically by date of entry. No index. Handwritten. 150 pp. 14 x 9 x 1. Storage room, basement.
18. RECORD OF RECEIPTS AND DISBURSEMENTS, 1910-17, 1920-24. 11 vols. (4 vols. labeled by name of division; 7 vols. unlabeled).
Record of general accounts of all divisions, showing for each division monthly debits and credits, date, description, journal entry, and amount. Arranged by name of division, thereunder chronologically by date of entry. No index. Handwritten. 100 pp. 10 x 12 x 1. 10 vols., 1910-17, storage room, basement; 1 vol., 1920-22, room 106.
19. [General] LEDGER, 1913-14. 3 vols.
General ledger, showing name of account, date, name, journal entry, and amount of debit and credit. Also contains miscellaneous accounts payable. Arranged alphabetically by accounts. No index. Handwritten on printed forms. 370 pp. 16 x 11 x 2. Storage room, basement.
20. TRIAL BALANCE AND RECAPITULATION, Dec. 1913-Dec. 1, 1920.
4 vols.
Monthly trial balances of accounts of all divisions, showing totals of all columns and total debits and credits. Made semi-monthly after Dec. 30, 1915. Arranged by divisions, thereunder chronologically by date of entry. No index. Handwritten on printed forms. 45 pp. 14 x 9 x $\frac{1}{2}$. 3 vols., December 1913--Nov. 30, 1915, in storage room, basement; 1 vol., Dec. 30, 1915--Dec. 1, 1920, in room 106.
21. [MONTHLY FINANCIAL STATEMENTS], 1909-29. 1909-21, 1926-29 in Miscellaneous, entry 41; 1921-28 in Subject File, entry 3.
Monthly financial statements of all divisions, showing source and amount of receipts, amount and purpose of disbursements, and balance for the division.
22. [DISBURSEMENT LEDGER], July 1924-Jan. 1929. 1 loose-leaf vol.
Ledger of disbursements of all divisions, Form AD5, showing name of division and purpose and amount of expenditure. Arranged by divisions, thereunder chronologically by date of entry. No index. Handwritten on printed forms. 350 pp. 12 x 14 x 2. Room 106.

(Division of Central Administration)

(23-27)

23. [ADMINISTRATIVE EXPENSE], Oct. 1911-Sept. 30, 1913. 1 vol. Ledger of monthly totals for administrative expenses, showing amounts for salaries, traveling expense, and rents. Also contains list of amounts of State appropriations, July 1911--Sept. 1913. Arranged alphabetically by name of account. No index. Handwritten. 135 pp. 12 x 8 x 1. Storage room, basement.
24. [SALARY ACCOUNTS], 1919-28. 2 vols. Monthly totals of salaries paid employees for personal services. Arranged chronologically by years, thereunder by months. No index. Handwritten. 250 pp. 14 x 11 x 1. Room 106.
25. [COUNTY HEALTH WORK EXPENSE], 1926-27. 200 vols. in 1 file drawer. Expense accounts of inspectors, nurses, and county health doctors, showing for each employee name, date, daily itemized account of expenditures, total, and signature of each employee. Arranged by account. No index. Handwritten. 13 x 15 x 25. 2nd floor vault.
26. [VOUCHER REGISTER], 1917-27. 5 loose-leaf ledgers. 1914-17 in Miscellaneous, entry 41. Voucher register of disbursements and receipts, showing funds charged to date, name of department and name of division, voucher number, date of voucher, name of payee, amount of voucher, code number of account, operating expense, salaries, supplies, telephone and postage, travel expenses, printing, motor vehicles, light, power and water, repairs; miscellaneous receipts register, showing date, name of agency, date, name, amount, deposits, miscellaneous, census, names of departments, transfer of bonds, and remarks. Arranged by divisions, thereunder chronologically by date of entry. No index. Handwritten on printed forms. 200 pp. 17 x 26 x 2 and 15 x 17 x 2. Storage room, basement.
27. [MONTHLY REPORT TO BUDGET BUREAU], 1925--. 10 post binders. Monthly reports to the Budget Bureau, including: Monthly Report on the Budget, Form BB 701, showing name of department, date, appropriation symbol, and details of purpose and amount of expenditure; Monthly Report on the Appropriation and Allotment, Form BB 702, showing name of department, date, appropriation symbol, allotment symbol, total appropriation and total allotment for the month less estimated receipts, total transactions, unexpended balance, outstanding obligations, and unencumbered balance; Monthly Report of Outstanding Obligations, Form BB 703, showing name of department, date, appropriation symbol, allotment symbol, date of invoice, order number, name of vendor, contractor, or claimant, amount of obligations this quarter and ensuing quarters, budget classification, and date of delivery; Monthly Report of Expenditures, Form BB 704, showing name of department, date, name of function, bureau, or division, amount for each object, total all objects for each function, bureau, or division, and final total; Voucher Register, Form BB 801, showing name of department, date, fund, appropriation symbol, and date, order number, voucher number, payee, purpose, code number, and amount of each voucher; Pay Roll, Form BB 8011, showing name of department, date, appropriation symbol, voucher number, payee, position, code number, days worked, rate per annum, amount due, deductions, and amount paid; Voucher Register A/c Classification,

(Division of Central Administration)

(28, 29)

Form BB 802, showing name of department, date, fund, appropriation, purpose, amount this month, amount this quarter to date, and amount fiscal year to date, and previous fiscal year to date for comparison; Receipts Register, Form BB 804, showing name of department, date, fund credited, appropriation, date of each receipt, receipt number, amount and amount deposited to credit of State Treasurer; and Receipts Register A/e Classification, Form BB 805, showing name of department, date, fund, appropriation, purpose, amount this month, amount this quarter to date, and amount fiscal year to date, and previous year to date for comparison. Also contains Request for Quarterly Allotment, Form BB 601; Quarterly Estimates of Revenues, Form BB 605; Notification of Allotments for Quarter, Form BB 302; Transmittal of Estimates, Form BB 1001; Estimates of the Amounts Required for the Biennium, Form BB 1002; Statement supporting Form BB 1002, Form BB 1004; and Interoffice Communication, Form BB 606-706. Arranged chronologically by year, thereunder chronologically by quarter, and thereunder chronologically by month. No index. Typed on printed forms. 200 pp. 12 x 12 x 2. Room 106.

28. [MONTHLY BUDGET REPORTS TO UNITED STATES PUBLIC HEALTH SERVICE], 1921-28, 1934--. 1921-28, 1936--in Subject File, entry 3. 1934-36 in County Health Work, U.S.P.H.S. Million Dollar Fund, Emergency Health Fund, Social Security, entry 16.

Copies of monthly budget reports made to the United States Public Health Service, showing name of state, dates, period covered, total amount of budget, allotment of budget, sources of income, unexpended balance, total expenditures for quarter, amount previously reported, and total to date.

29. COUNTY HEALTH DIVISION BUDGETS, July 1917--. 2 vols. and 4,500 papers in 2 file drawers (labeled by contained counties and dated). Untitled, 2 vols., 1917-30. 1931-36 in Epidemiology Division, Hookworm Survey, Budgets, U.S.P.H.S., Oaths of Office, entry 163; 1934-36 in County Health Work, U.S.P.H.S. Million Dollar Fund, Emergency Health Fund, Social Security, entry 16; 1936-- in Subject File, entry 3.

Budget reports of county health departments, including for each county monthly budget report showing name of county, date of report, total amount of appropriation for the year, amount appropriated by the State and by the county, amount of disbursements to date by purpose, and disbursements for current month by purposes; annual budget report of county showing name of county, dates covered by report, itemization of expenditures, total actual expenditures, estimated expenditures, itemization of income, and appropriation for the year; and copies of agreements between the county and State for the amount allotted by the State. 1917-30 monthly budgets showed only name of county, date, total appropriation, purpose and amount of expenditures, balance, and source of funds. Also contains:

- i. Explanation of salary bonus account to county health officers during 1919.
- ii. Financial statement of cooperative county health work, 1917-20.
- iii. Statement of refunds due International Health Boards under old 3-year contract, 1917-20.
- iv. Statement of refunds due counties under old 3-year contract, 1917-20.

(Division of Central Administration)

(30-35)

Arranged alphabetically by name of county, thereunder chronologically by date of filing; contained records arranged by subject, thereunder by date of entry. No index. Handwritten, 1917-30; typed on printed forms, 1930--. Vols., 300 pp. 13 x 19 x 1; file drawers, 12 x 13 x 27. Storage room, basement.

30. PURCHASE ORDERS, 1923--. 4,000 papers in 3 file drawers (dated).

Copies of purchase orders, Form BB 401, for purchase of supplies for all divisions, showing purchase order number, name and address of vendor, name of receiving agent, name of department for which ordered, method of transportation, date of order, final or partial delivery, contract number, requisition number, name of unit, description of order, amount, date of delivery, and signature of receiver of goods. Arranged chronologically by date of order and numbered serially. No index. Typed on printed forms. 12 x 12 x 26. Storage room, basement.

For vouchers and requisitions covering purchase orders, see entry 36.

31. [LABORATORY OF HYGIENE PURCHASE ORDERS], 1938--. 800 papers in 1 file drawer.

Copies of purchase orders, Form BB 401, for supplies for Laboratory of Hygiene, showing same information as entry 30. Arranged chronologically by date of purchase order and numbered serially. No index. Typed on printed forms. 12 x 12 x 26. Storage room, basement.

For other copies of orders, see entry 122.

32. TRAVEL AUTHORIZATION, 1927-30. 800 papers in 1 file drawer.

Copies of travel authorizations, Form BB 402, showing date, name of department, name and position of traveler, amount requested, and signature of requesting official. Arranged chronologically by date of request. No index. Typed on printed forms. 12 x 12 x 26. Storage room, basement.

33. [REQUISITIONS FOR PRINTING], 1911, 1913, 1915, 1917-27. 1911, 1913, 1915, 1917-26 in Miscellaneous Correspondence, entry 2; 1918-23, 1927 in Miscellaneous, entry 41.

Copies of requisitions on Commissioner of Labor and Printing for printing of bulletins and reports of the Board, showing requisition number, date, name of department, description of job, signatures of requisitioning officer, purchasing officer, and person authorizing the work.

34. CANCELLED CHECKS, 1908-21. 37,000 checks in 37 file drawers (labeled by department and dated).

Canceled checks for administrative and other expenses, showing date, check number, division from which it was issued, amount, and name of payee, with statement of account attached. Arranged chronologically by date of writing and numbered serially. No index. Handwritten on printed forms. 12 x 5 x 16. Storage room, basement.

35. [CHECK STUBS], June 1905-Aug. 1905, July 1909-Dec. 1913, July 1917-July 1922. 5,560 stubs on shelf.

Stubs for checks issued for general expenses of miscellaneous accounts. Arranged chronologically by date of entry and numbered serially. No index. Handwritten on printed forms. 3 x 5 x 27. Storage room, basement.

(Division of Central Administration)

(36-41)

36. VOUCHER, GENERAL FUND, 1920--. 38,000 vouchers in 24 file drawers (dated). 1921-29 in Subject File, entry 3.

Duplicate voucher warrants for expenses of various departments, showing date, payee, purpose, and amount; requisitions, showing amount, date, purpose, fund, payee, and signatures; and statements of accounts. Arranged chronologically by date of voucher and numbered serially. No index. Typed on printed forms. 12 x 12 x 26. Storage room, basement. For purchase orders, see entry 30.

37. SOCIAL SECURITY VOUCHERS, 1935-June 1939. 10,500 papers in 7 file drawers (dated).

Duplicate voucher warrants drawn on Social Security funds for State Aid Health Centres, showing date, payee, purpose, and amount. Statement of accounts attached. Arranged chronologically by date of writing and numbered serially. No index. Typed on printed forms. 12 x 12 x 26. Storage room, basement.

38. BEDDING FUND, DENTAL FUND, LABORATORY B[ui]LD[in]G FUND, ORTHOPEDI C FUND, REYNOLDS FUND VOUCHERS, 1937--. 2,000 papers in 1 file drawer.

Duplicate voucher warrants for expenditures from special funds, showing date, payee, purpose, and amount. Requisition and statements of account attached to each voucher warrant. Arranged by fund, thereunder chronologically by date of writing, thereunder numerically by voucher number. No index. Typed on printed forms. 12 x 12 x 26. Storage room, basement.

39. QUARTERLY STATEMENT OF HOOKWORM COMMISSION, March 31, 1910-April 1915. 2 vols. Title varies: Rockefeller Sanitary Com., June 30, 1910-April 1915, 1 vol. April 1918-Nov. 1919 in Miscellaneous, entry 41.

Quarterly statement of Hookworm Commission to Rockefeller Sanitary Commission, showing purpose of appropriation and date of quarter ending, total debits and credits, amounts, balance from previous quarter, appropriation for quarter, traveling expenses, office expenses, medical expenses and balance to new quarter. Arranged chronologically by date of entry. No index. Handwritten on printed forms. 250 pp. 9 x 7 x 1. Storage room, basement.

40. [Financial Records of North Carolina] SANATORIUM, 1913-15, 1919. 4,500 papers in 2 file drawers (labeled by contained subjects and dated).

General financial file on the North Carolina Sanatorium for the Treatment of Tuberculosis, including for each month list of checks issued; consolidated financial statement, showing date, receipts, expenditures, and deposits; canceled checks with statements of accounts attached; deposit slips; bank statement; and trial balances. Arranged chronologically by months. No index. Typed and handwritten on printed forms. 12 x 6 x 21. Historical Commission.

41. MISCELLANEOUS, 1909-39. 13,900 papers in 7 file drawers (5 file drawers dated; 2 file drawers unlabeled). Untitled, 1918--, 3 file drawers.

Miscellaneous file containing:

- i. Accounts receivable statements and current expense account of

(Division of Central Administration)

(41)

- departs, Dec. 31, 1913-Nov. 30, 1914, Dec. 1916.
- ii. Annual inventories of all departments, Dec. 1914-Dec. 1920, showing date and equipment and supplies on hand.
- iii. Annual statements of receipts and disbursements for auditor's annual report, 1927-30, showing in detail source and amount of receipts and purpose and amount of disbursements.
- iv. Bank deposit slips for following funds: special dental, 1938; Reynolds Foundation, Jan. 7, 1938; general, 1936-39; hookworm, 1936; bedding, 1937-39; petty cash, 1936-39; and social security, 1936-38.
- v. Bank statements for State Board of Health general account, 1917-Nov. 1921, showing amounts of deposits, withdrawals, and balances.
- vi. Bills paid, 1929, showing name of vendor, purpose and amount of purchase, and date paid.
- vii. Bulletins issued by Budget Bureau pertaining to listing of receipts and disbursements, 1926-31, 1933-36.
- viii. Canceled checks, bank deposit slips and bank statements of dental work, 1929-31.
- ix. Duplicate deposit slips for funds deposited by the State Treasurer to the credit of the State Board of Health, July 1909-Nov. 30, 1921, showing date and amount deposited.
- x. Duplicate statements of water analysis tax of various cities, 1934-35, showing date, name of city and amount of taxes.
- xi. Financial accounts of tonsil and adenoid clinics consisting of canceled checks, bank statements, and statement of accounts.
- xii. Financial report on cancer control program, July 1, 1929-June 30, 1930, showing details of receipts and expenditures.
- xiii. List of sanatorium voucher warrants, 1921-22, showing voucher number, date, payee, and amount.
- xiv. Long distance telephone call records, Form B.B. 404, 1927, showing date, telephone number, date of call, place, charge, and total amount.
- xv. Monthly budget reports for International Health Board, Jan. 1, 1924-Jan. 1, 1927, showing details of expenditures.
- xvi. Monthly budget reports of State Interdepartmental Social Hygiene Board, March 1919-Nov. 1921, showing details of receipts and expenditures.
- xvii. Receipt books containing copies of receipts for miscellaneous accounts paid, 1921-25, showing date, payee, purpose, and amount.
- xviii. Receipts (copies) for money received for copies of birth and death certificates, 1925-26, showing date, payee, purpose, and amount.
- xix. Receipts from county and city health officers in payment of appropriations, fees, supplies, and incidentals, May 1917-May 1922, showing date, payee, purpose, and amount of payment.
- xx. Record of bedding fund receipts, 1929-31, 1933-34, showing date, source, and amount of payment.
- xxi. Semi-annual financial reports of Bureau of Maternity and Infancy to Federal Children's Bureau, 1922-28, showing details of expenditures.
- xxii. Statement of daily and monthly cash receipts of Laboratory of Hygiene, 1930-31, 1938-39, showing date, purpose, amount and total.

(Division of Preventive Medicine)

(Next entry, p. 63)

- xxiii. Statement of petty cash account receipts and expenditures, Dec. 30, 1913-Nov. 1921.
- xxiv. Statements of water sold by health springs to North Carolina public, 1929-39, showing name of notary, shipper, place, date, and quantity, signed and sealed by notary (used to determine license tax on sale of water).
- xxv. State Treasurer's receipts for funds received from Board of Health, 1924-25, showing date, amount, and signature of Treasurer.
- xxvi. Travel expense work sheets, 1927, 1929-32, showing name of traveler, date, and amount due.

Also contains: Executive Monthly Personnel Absences, 1926-27, entry 12; [Monthly Financial Statements], 1909-21, 1926-29, entry 21; [Voucher Register], 1914-17, entry 26; [Requisitions for Printing], 1918-23, 1927, entry 33; Quarterly Statement of Hookworm Commission, April 1918-Nov. 1919, entry 39; [Nurses' Weekly Reports on Medical Inspection of Schools], 1927, entry 47; Medical Inspection of Schools, Clinic, 1927, entry 48. Arranged alphabetically by name of subject, thereunder chronologically by date of filing. No index. Handwritten and typed, handwritten and typed on printed forms. 4 file drawers, 12 x 5 x 16; 3 file drawers, 10 x 14 x 24. Historical Commission.

DIVISION OF PREVENTIVE MEDICINE

The activities of the State Board of Health in the field of preventive medicine, except oral hygiene, are administered by the Division of Preventive Medicine, which was organized in 1931 by the consolidation of activities relating to public health education, school hygiene, and maternal and child health. In 1936 a Crippled Children's Department was added to the Division.

The staff of the Division consists of 27 persons, including a Director, who is also Assistant State Health Officer, three assistant directors, 12 nurses, a nutritionist, and 10 clerks. In addition, the Division pays half the salaries for 39 nurses assigned to local health departments.

The dissemination of public health information has been a legal duty of the State Board of Health since 1879 and is the function of the Department of Health Education of the Division of Preventive Medicine. The specialization of this service began in 1910, with the creation of the Bureau of Engineering and Education. About 1919, there was created a Division of Health Education, renamed about 1924, the Bureau of Health Education, as one of the administrative divisions of the Board. With the organization of the Division of Preventive Medicine in 1931, health education work was made a department of the Division. The Director of the Division is head of the Department of Health Education and is aided by an Assistant Educational Director.

The work of health education consists primarily of the publication of The Health Bulletin, a 16-page monthly booklet, first issued in 1886 and devoted to the discussion of health problems; the answering of inquiries from citizens; the distribution of pamphlets on health subjects; and the

(Division of Central Administration)

(Next entry, p. 63)

preparation of the biennial report of the Board. Other health education work consists of health lectures and addresses, newspaper publicity, and a moving picture service.

Another phase of the work of the Division of Preventive Medicine consists of the medical examination of school children and the supervision of their health. The work was begun in 1915, and 2 years later was made a legal duty of the Board of Health. In July 1917, the Bureau for the Medical Inspection of School Children was organized and, in 1931, was made the Department of School Health Supervision of the Division of Preventive Medicine.

The Department of School Health Supervision has no staff apart from the Division of Preventive Medicine. Under law (see above, p. 30) there must be a course of health instruction in the public schools. Furthermore, the State Board of Health, the Superintendent of Public Instruction, and the Extension Division of State College cooperate in organizing health institutes for teachers. Other duties of the Division in this respect include the certification of the health of teachers and employees in the public schools, the detection and correction of defects of school children, the control of communicable diseases in schools, and the sanitary inspection of schools. The last three of these functions is performed in cooperation with other divisions of the Health Department, respectively, the Division of Oral Hygiene, the Division of Epidemiology, and the Division of Sanitary Engineering and Inspection.

In addition, the Division of Preventive Medicine cooperates with the Department of Education in maintaining a small coordinating agency, the North Carolina School Health Coordinating Service, to train teachers to give health instruction, to arrange a course in health instruction for elementary and high schools, to require the application of protective health measures by school health personnel, and to extend these teachings and practices to the home of students through cooperation with parents and civic organizations. The coordinating agency consists of an advisory committee and a full-time operating staff under the direction of a coordinator. The advisory committee consists of two ex officio members representing the State Board of Health and the Department of Education and three appointive members representing the State Medical Society, the State teacher training institutions, and the physical education interests. The coordinating staff consists of a coordinator, a nutritionist, a physical education adviser and an assistant, a white nurse, a colored physician, a colored health educator, and two clerical assistants.

To make possible the organization and program, the General Education Board and the International Health Board of the Rockefeller Foundation made a supplementary grant, and the latter agency in 1939 lent the services of Dr. John S. Kendrick to act as adviser to the unit.

A third phase of the work of the Division is in the field of maternal and child hygiene. In 1916, a unit of child hygiene work was established under the Department of Health with the aid of the Children's Bureau of the United States Department of Labor; on this unit two employees worked for 8 months in the counties of the State. In 1919, the infant hygiene

(Division of Central Administration)

(Next entry, p. 63)

service was expanded, with the aid of the American Red Cross, to include public health nursing, and the new service was termed the Bureau of Public Health Nursing and Infant Hygiene. With the withdrawal of the support of the American Red Cross and through the assistance of Federal funds made available under the Sheppard-Towner Act for the promotion of the welfare of mothers and infants, the service was again reorganized and its name changed to Bureau of Maternity and Infancy. Upon the creation of the Division of Preventive Medicine in 1931, the Bureau became the Department of Maternity and Infancy of the Division of Preventive Medicine.

The Department is in charge of the Director of the Division, who is assisted by a consultant nurse, a nutritionist, and eight public health nurses.

Formerly the primary emphasis of the maternal and child hygiene work was placed on the development of local maternal and child hygiene programs in the unorganized sections of the State. Since July 1937, the administration policy was changed to shift the emphasis to counties or districts already having full-time health departments. In cooperation with the Division of County Health Work, the Division of Preventive Medicine has employed practicing physicians to make examinations in 245 maternal and child health centers. The eight nurses of the Division undertake field work in school health supervision and midwife control in unorganized counties.

The Department of Maternal and Infant Hygiene provides nursing supervision, maternal hygiene and prenatal service, obstetrical service, supervision of midwives, postnatal service, encouragement for birth control clinics, and infant and preschool hygiene services.

A fourth service of the Division of Preventive Medicine is in behalf of crippled children. The Department of Crippled Children was created in April 1936 by the State Board of Health with the cooperation of the Children's Bureau of the United States Department of Labor. Prior to this time civic clubs sponsored orthopedic care of crippled children. With the establishment of the North Carolina Orthopedic Hospital at Gastonia in 1921, diagnostic clinics sponsored by the hospital became the means of locating handicapped children. Then, in 1925, the Health Department and the Department of Education operated clinics to provide diagnosis and minor treatments. Finally, the passage of the Social Security Act enabled the creation of the Department of Crippled Children.

The staff of the Department consists of the Director of the Division of Preventive Medicine as Medical Director, a State supervisor, three field supervisors, a secretary, and a clerk. Provision is also made for a State Advisory Commission of 10 members appointed by the State Health Officer and representing the North Carolina Orthopedic Hospital, the State Board of Charities and Public Welfare, the medical profession, public health organizations, the vocational educational department of the Department of Education, and interested civic groups. Regular meetings are held semi-annually and special meetings may be held more often. The State Advisory Commission is an advisory and policy-making body only.

(Division of Central Administration)

(42, 43)

Services of the Department of Crippled Children include locating and registering all crippled children in the State, effecting and facilitating treatment of these children, and maintaining contact with them until they are 21 years of age.

Office of Director

42. [GENERAL DATA FILE], 1912-20, 1925--. 10,000 papers in 5 file drawers.

General data file containing;

- i. Absentee and sick leave list, 1936-38, showing date, name of employee, and number of days absent.
- ii. Bulletins issued by Board of Health, 1912-20.
- iii. Circular letters to county officers pertaining to maternal and child health service, 1925--.
- iv. Correspondence with county health officials, other state officials, physicians, nurses, and American Public Health Association, 1931--, pertaining to administrative matters.
- v. Domestic servant law, 1937.
- vi. Mailing list for The Health Bulletin, showing name and address of each subscriber.
- vii. Mailing room report, 1931--, showing same information as entry 45.
- viii. Minutes of the monthly meetings of the Advisory Committee of the North Carolina School Health Coordinating Service, 1939--, showing date, members present, and business transacted.
- ix. Monthly reports of maternal and infancy center, 1938-39, showing same information as entry 52.
- x. Newspaper clippings pertaining to health activities, 1925--.
- xi. Photographs pertaining to health conditions, undated.
- xii. Physician's bill for center work, 1938, showing name of physician, type of service rendered, and amount charged.
- xiii. Record of amount paid for toxoid, showing name of purchaser, quantity, and amount paid, 1936-37.
- xiv. Resolutions adopted by various counties to regulate the practice of midwifery, 1925--.
- xv. Vital statistics record, 1925--, showing name of county and number of deaths by cause.

Also contains [Nurses' Weekly Reports on Medical Inspection of Schools], 1929-35, entry 47. Arranged alphabetically by name of subject, thereunder chronologically by date of filing. No index. Handwritten and typed; handwritten and typed on printed forms. 12 x 14 x 27. Room 114.

Department of Health Education

Correspondence

43. HEALTH EDUCATION - DR. M. L. TOWNSEND, DIRECTOR [Correspondence], 1925-26. 5,000 papers in 2 file drawers (dated).

Correspondence with county health boards, physicians, superintendents of schools, and municipal heads relative to health education, showing of motion pictures, arranging of health talks, and publishing of health articles.

(Division of Central Administration)

(44-48)

Also contains printed health pamphlets from other states; and [Motion Picture Operators' Daily Reports], 1925, entry 44. Arranged alphabetically by name of county. No index. Typed, handwritten, and printed. 12 x 14 x 27. Historical Commission.

Reports

44. [MOTION PICTURE OPERATORS' DAILY REPORTS], 1924-30. 1924-30 in Subject File, entry 3; 1926 in Miscellaneous Correspondence, entry 2; 1925 in Health Education - Dr. M. L. Townsend, Director [Correspondence], entry 43.

Daily reports of motion picture operators, showing date and place of movie, number of people present, doctor in charge, and title of picture shown.

45. [MAILING ROOM REPORT], 1924---. In Subject File, entry 3. Monthly report of the mailing room to the Director of Division of Preventive Medicine, showing number of pieces of literature distributed, number of new names added to mailing lists, and number of forms multi-graphed and mimeographed; since 1930 also shows place shown, attendance, and operators for motion pictures.

46. MAILING LIST, undated. 63,000 addressograph plates in 150 file drawers (labeled by railroad mail route).

Addressograph plates used in mailing The Health Bulletin and other publications, showing name, address, and mail route of addressee. Arranged by mail routes, thereunder alphabetically by name of post office. No index. Typed on metal plates. 3 x 5 x 16. Mailing room, basement.

Department of School Health Supervision

47. [NURSES' WEEKLY REPORTS ON MEDICAL INSPECTION OF SCHOOLS], 1919, 1922--. 1919, 1922-23, 1926-27 in Miscellaneous Correspondence, entry 2; 1924-30, 1936-- in Subject File, entry 3; 1927 in Miscellaneous, entry 41; 1929-35 in General Data File, entry 42.

Weekly reports on nurses' inspection of public schools, showing place worked, date of report, number of schools visited, number of children examined, number of children found defective, sanitary condition of each school, and signature of nurse.

48. MEDICAL INSPECTION OF SCHOOLS, CLINIC, 1925-26. 1,500 papers in 1 file drawer (dated). 1927 in Miscellaneous, entry 41; 1929-30 in Subject File, entry 3.

Monthly reports of chief nurse of tonsil and adenoid clinic to Bureau of Medical Inspection of Schools, showing date, name of county and city, operating days, number of operations performed, number paid, number free, total receipts, total expenditures, name of person performing operations, and signature of nurse. Arranged alphabetically by name of county, thereunder alphabetically by name of nurse. No index. Handwritten and typed on printed forms. 12 x 14 x 27. Historical Commission.

(Division of Central Administration)

(49-55)

49. [TYPHOID AND DIPHTHERIA VACCINATION RECORDS AND CORRESPONDENCE], 1932. 175 papers in 1 folder. 1924-31, 1933-- in Subject File, entry 3.

Record of vaccinations given for prevention of diphtheria and typhoid fever, showing date, dispensary point, county, name, address and race of persons receiving vaccinations and number of treatments given each. Also contains relative correspondence. No obvious arrangement. No index. Typed and handwritten, handwritten on printed forms. 11 x 8½ x 1. Historical Commission.

Department of Maternity and Infancy

50. MIDWIVES ACTIVE FILE, 1933--. 2,000 cards in 2 file drawers. Registration cards of midwives actively practicing in the State, showing for each midwife name, address, and grade (A, B, or C). Arranged alphabetically by surname of midwife. No index. Handwritten and typed. 3 x 5 x 20. Mailing room, basement.

51. MIDWIVES INACTIVE FILE, 1933--. 2,000 cards in 2 file drawers. Inactive registration cards for midwives formerly practicing in the State, showing same information as entry 50. Arranged alphabetically by surname of midwife. No index. Handwritten and typed. 3 x 5 x 20. Mailing room, basement.

52. [WEEKLY MATERNAL AND INFANCY REPORTS], 1936--. In Subject File, entry 3.
Weekly reports of nurses of the Department of Maternity and Infancy to Director of Division of Preventive Medicine, showing name of county, date, number of midwife meetings held, number of physicians attending, number of midwives' homes visited, mileage traveled, and signature of nurse.
For other copies of reports, see entry 42-ix.

53. [SPECIAL MATERNAL AND INFANCY CENTER MONTHLY REPORTS], 1936--. In Subject File, entry 3.
Special monthly reports to Director of Division of Preventive Medicine on maternal and infancy centers, showing county, places at which centers held, date, names of physicians and dentists participating, number of white and Negro patients receiving prenatal, delivery, postpartum, and infant hygiene services, number of pieces of literature distributed, and signatures of nurse in charge of center and of county health officer or county physician.

Crippled Children's Department

54. [FIELD SUPERVISORS' REPORTS], 1936--. In Subject File, entry 3.
Monthly reports of field supervisors to Director of Division of Preventive Medicine, showing date, number of conferences held and with whom, number of clinics attended, number of patients contacted, and other activities.

55. CLINIC CORRESPONDENCE [and Statistical Clinic Reports], 1936--. 2,500 papers in 1 file drawer.
Statistical reports of clinics, showing name of clinic, date, number of

(Division of Central Administration)

(56-60)

new patients, number of old patients, number treated, type of treatment, detail of clinic expenses, clinic personnel, and diagnostic procedures; transmittal records, showing name of hospital, name of patient, date, number of days of hospitalization, amount per day, and total amount; and relative correspondence. Arranged alphabetically by name of clinic. No index. Handwritten and typed on printed forms. 12 x 13 x 25. Room 109.

56. CLINIC REPORTS, 1936---. 6,000 papers in 4 file drawers. Individual clinic case reports, showing for each case case number, place clinic held, date, county, name and address of patient, party referring case, age, color, sex, and personal history of patient, diagnosis and treatment of case. Arranged alphabetically by name of clinic, thereunder alphabetically by name of patient. No index. Handwritten and typed on printed forms. 12 x 12 x 25. Room 109.

57. [INDIVIDUAL CASE RECORDS], 1937---. 35,000 papers in 16 file drawers (labeled by contained case numbers). Folders containing case records of crippled children receiving treatment other than clinic, including: Memorandum to family physician from State orthopedic clinic; application for the services of the Cripple Children's Department, showing case history of patient; hospital admission authorization; application from superintendent or manager of hospital for expenses of hospital care (if necessary); application for readmission to hospital; surgeon's report to the Cripple Children's Department; requisition from hospital for convalescent home care of patient if recommended for such; surgeon's summary report to local clinic on operations; and requisition for purchase of braces and other equipment needed by patient. Arranged numerically by case number. For index, see entry 58. Typed and handwritten on printed forms. 12 x 14 x 28. Room 109.

58. [CARD INDEX], undated. 5,800 cards in 6 file drawers (labeled by contained letters of alphabet). Card index of [Individual Case Records], entry 57, showing name, address and case number. Arranged alphabetically by name of patient. Handwritten. 4 x 6 x 17. Room 109.

59. FIELD REPORTS, 1936---. 5,000 papers in 2 file drawers. Field nurses' reports for Crippled Children's Department, showing for each case date, name, county, parent, examination record, diagnosis, treatment outlined, hospital record, follow-up frequency, and development history, follow-up recordings, therapies given, and recommendations. Arranged alphabetically by name of county. No index. Handwritten on printed forms. 12 x 13 x 26. Room 109.

60. [CENSUS REGISTRATION OF CRIPPLES], undated. 5,000 cards in 7 file drawers. Census registration cards of cripples, showing name, date of birth, sex, race, address, parent or guardian, nature of disability, diagnostic classification, and remarks. No obvious arrangement. No index. Typed on printed forms. 4 x 6 x 17. Room 109.

DIVISION OF COUNTY HEALTH WORK

The relations of the State Board of Health and all of its divisions with local health agencies are maintained by the Division of County Health Work. The Division originated in 1917, but prior to that time some steps were taken toward the centralization and coordination of health work in the counties.

From 1877 to 1911 local health work was the responsibility of county boards of health or county sanitary committees assisted by part-time superintendents of health and quarantine officers. In 1910 and subsequent years, the measures for the eradication of hookworm disease taken by the State Board of Health in cooperation with the Rockefeller Sanitary Commission, however, began to effect the crystallization of local sentiment for more effective health work in the counties. On June 1, 1911, Guilford County organized its health work on a full-time basis, thereby becoming the first county in the United States to inaugurate full-time county health work. By the end of the year 3 other counties inaugurated such a program, and, by the end of 1913, 10 counties had employed full-time health officers.

In 1917, the General Assembly made an appropriation and the International Health Board made an allotment for the promotion of cooperative county health work. With these funds the State Board of Health was authorized to aid counties in setting up full-time health departments and to make plans for their effective operation. To fulfil its responsibilities in this respect the State Board of Health created the Bureau of County Health Work. In 1931, the county health work was combined with epidemiology and vital statistics to form a division of the Health Department. In 1933, the Division of County Health Work was again made a separate division of the Health Department.

The Division of County Health Work maintains relations between other divisions of the Health Department and local health organizations and coordinates cooperative health work of the State and local health agencies. The Division also handles matters pertaining to State cooperation in financing local health work. For this purpose the Division had an accountant until July 1, 1939, when such procedures were made a function of the Principle Accounting office of the Division of Central Administration. The Division of County Health Work still exercises supervision and control over such matters, however.

The personnel of the Division consists of a Director and seven assistants.

61. COUNTY FILES, 1912, 1936--. 60,000 papers in 1 file box and 25 file drawers (dated and labeled by contained counties). 1910-37 in Miscellaneous Correspondence, entry 2.

General correspondence pertaining to all phases of public health work in the counties. Arranged alphabetically by name of county, and thereunder chronologically by date of filing. No index. Handwritten and typed on printed forms. 13 x 12 x 27. 1 file box, 1912, Historical Commission; 13 file drawers, 1936-38, in Transfer Room; 12 file drawers, 1939--, in Central Filing Room.

(Division of County Health Work)

(62-65)

62. [Hookworm] CORRESPONDENCE, 1913-14. 5,000 papers in 2 file boxes (1 file box dated and labeled by contained letters of alphabet; 1 file box unlabeled). 1910-- in Miscellaneous Correspondence, entry 2; 1931-36 in Epidemiology division, Hookworm Survey, Budgets, U.S.P.H.S., Oaths of Office, entry 163.

Correspondence with county doctors, health officers, and dispensaries pertaining to the examination and results of examinations for hookworm and other intestinal diseases. Also contains invoices for supplies. Arranged alphabetically by name of correspondent. No index. Typed and handwritten. 13 x 17 x 25. 2nd floor vault.

63. COUNTY HEALTH WORK: COUNTY CORRESPONDENCE: DISTRICT GENERAL, 1931-35. 4,000 papers in 2 file drawers. Title varies slightly. 1936-- in Subject File, entry 3.

General file on county health work, including for each county quarterly financial report to International Health Board of the Rockefeller Foundation, showing name of county, date of report, description and amount of receipts, budget allotments, amount and description of expenditures, and totals; semi-annual budget report showing total disbursements and source of income; and quarterly reports to United States Public Health Service on Negro nurses working under the Julius Rosenwald Fund, showing name of nurse, date of report, county or city worked in, name of supervising physician and statistics on work in school health, prenatal care, maternal, and infant hygiene, and other fields. Also contains narrative reports from cooperating physicians and relative correspondence. Also contains Oral Hygiene County, 1935, entry 212. Arranged alphabetically by name of county, subject, or correspondent. No index. Handwritten and typed; typed on printed forms. 12 x 13 x 27. Transfer Room.

64. APPLICANTS [Employees' and Applicants' Personal History], 1936--. 7,500 papers in 5 file drawers (4 file drawers labeled by type of contained record; 1 file drawer unlabeled). Title varies: Personal History Records of Personnel Employed in Local Health Departments, 1938--, 1 file drawer. 1921-29 in Subject File, entry 3.

Personal history record of applicants and employees of local health departments, including application form showing position applied for, name, address, age, race, religion, marital status, physical condition, number of dependents, education, name and location of school attended, date, and degree, experience record of employment, references, remarks, date and signature of applicant, and relative correspondence. Arranged by type of position applied for, thereunder alphabetically by name of applicant. For index, see entry 65. Typed and handwritten on mimeographed forms. 11 x 12 x 24. Room 214.

65. INDEX TO PERSONAL HISTORY RECORDS OF HEALTH OFFICERS, undated. 1,550 cards in 4 file drawers. Subtitled by type of contained records.

Index to Applicants, entry 64, showing name, degree, classification, qualified, unqualified, eligible, ineligible, and location of record. Arranged by positions applied for, thereunder alphabetically by name of applicant. Typed on printed forms. 5 x 6 x 16. Room 214.

(State Laboratory of Hygiene)

(66, 67)

66. MONTHLY REPORTS, 1938--. 3,600 papers in 3 file drawers (2 file drawers labeled by contained counties; 1 file drawer unlabeled). Destroyed after 2 years.

Monthly reports of county health work, used in preparing punch cards, entry 67, showing name of county, district or city, population of health jurisdiction, date, communicable disease control, venereal disease control, tuberculosis control, maternity service, infant and preschool hygiene, school hygiene, adult hygiene, morbidity service, crippled children service, general sanitation, protection of food and milk, laboratory, reportable diseases, population, vital statistics, general sanitation, general health instruction, administration and signature of health officer. Also contains pertinent correspondence. Arranged alphabetically by name of county, thereunder chronologically by date of entry. No index. Typed on printed forms. 11 x 12 x 24. Room 214.

67. COUNTY HEALTH WORK, 1939--. 35,000 cards in 20 file drawers (14 file drawers dated; 6 file drawers dated and numbered).

Machine punched coded cards, prepared from monthly reports, entry 66, representing the following activities of each county health department; communicable disease control, venereal disease, tuberculosis, maternity service, infant and preschool hygiene, school hygiene, adult hygiene, morbidity service, crippled children, general sanitation, protection of food and milk, laboratory and reportable diseases. Arranged by counties, thereunder chronologically by date of filing. No index. Coded machine punched on printed forms. 3 x 12 x 26. 3rd floor, west end.

STATE LABORATORY OF HYGIENE

The State Laboratory of Hygiene is the agency of the State Board of Health for making analyses, manufacturing biological products, and occasionally making experiments. In 1937-38 its staff consisted of 45 employees; the director, 3 chemists, 9 bacteriologists, 4 serologists, 9 technicians, 13 clerks, and 6 others.

The laboratory examinations include bacterial and chemical analyses of public and private water samples; agglutination tests for typhoid and paratyphoid fevers, endemic typhus, Rocky Mountain spotted fever, undulant fever, tularemia, and dysentery; serological tests for syphilis; microscopic examinations for diphtheria, tuberculosis, malaria, rabies, gonorrhea, Vincent's angina, meningitis, and intestinal parasites; spinal fluid analyses; and animal inoculations.

The State Laboratory of Hygiene manufactures the following biological products: diphtheria antitoxin and schick test materials, smallpox vaccine, rabies treatments, typhoid vaccine, tetanus antitoxin, pertussis vaccine and certain autogenous vaccines and bacterial cultures. In addition, certain biologicals are bought and distributed at cost: diphtheria toxoid and toxin-antitoxin, neocarsphenamine, sulpharsphenamine, and bismuth; scarlet fever antitoxin; antivenene; and meningitis serum.

Records of the Laboratory are in the Clarence A. Shore Memorial Building except as otherwise indicated in entries 84 and 113.

(State Laboratory of Hygiene)

(68-71)

General Administration

General Correspondence

68. GENERAL CORRESPONDENCE, 1908--. 55,000 papers in 23 file drawers (labeled by contained letters of alphabet and dated). General administrative correspondence of the State Laboratory of Hygiene. Also contains: Out of State Correspondence, 1908-38, entry 69; Hospital Correspondence, 1908-24, entry 71; Druggists' Correspondence, 1908-15, entry 74; [Typhoid Vaccine Correspondence], 1921--, entry 78; Water Correspondence, 1935-39, entry 81; Mineral Springs Correspondence, 1935--, entry 82; Miscellaneous Records File, 1908-May 31, 1930, entry 123. Arranged alphabetically by name of correspondent, thereunder chronologically by date of writing. No index. Handwritten, typed, and mimeographed. 12 x 14 x 24. Filing room.

Special Correspondence

69. OUT OF STATE GENERAL CORRESPONDENCE, 1939--. 200 papers in 1 file drawer. 1908-38 in General Correspondence, entry 68. Correspondence with out-of-State agencies pertaining to purchases of supplies and equipment, analyses, tests, and general administrative matters. Arranged alphabetically by name of State, thereunder chronologically by date of writing. No index. Typed. 12 x 14 x 24. Filing room.

70. HEALTH DEPARTMENT CORRESPONDENCE, 1935--. 22,500 papers in 9 file drawers (7 file drawers dated and labeled by contained letters of alphabet; 2 file drawers dated). 1908-35 in Physicians' Correspondence, entry 73. Correspondence with county, municipal, and district health departments relative to specimens sent for examination, reports of analyses, and orders for specimen containers, sera and vaccines. Also contains [Typhoid Vaccine Correspondence], 1935--, entry 78. Arranged alphabetically by name of health department, thereunder chronologically by date of writing. No index. Handwritten, typed, printed; handwritten and typed on printed forms. 12 x 14 x 24. Filing room.

71. HOSPITAL CORRESPONDENCE, 1924--. 20,000 papers in 9 file drawers (6 file drawers labeled by contained letters of alphabet; 3 file drawers dated). 1908-24 in General Correspondence, entry 68. Correspondence with hospitals pertaining to specimens for examination, reports on analyses, orders for specimen containers, sera and vaccines, and other related matters. Also contains: Clinic Correspondence, 1924-35, entry 72; Rabies Correspondence, 1931-40, entry 75; [Typhoid Vaccine Correspondence], 1924--, entry 78. Arranged chronologically by year, thereunder alphabetically by name of correspondent, thereunder chronologically by date of writing. No index. Handwritten, typed, printed; handwritten and typed on printed form. 12 x 14 x 24. Filing room.

(State Laboratory of Hygiene)

(72-77)

72. CLINIC CORRESPONDENCE, 1935--. 5,000 papers in 2 file drawers. 1908-35 in Physicians' Correspondence, entry 73; 1924-35 in Hospital Correspondence, entry 71.

Correspondence with clinics pertaining to specimens submitted for examination, reports of analyses, and orders for specimen containers, sera, vaccines, and other biological products. Arranged alphabetically by name of clinic, thereunder chronologically by date of writing. No index. Handwritten, typed, printed, and mimeographed, handwritten and typed on printed forms. 12 x 14 x 24. Filing room.

73. PHYSICIANS' CORRESPONDENCE, 1908--. 150,000 papers in 77 file drawers (labeled by contained letters of alphabet and dated).

Physicians' correspondence relative to reports on analyses and examinations, requests for specimen containers, and orders for sera and vaccines. Also contains: Health Department Correspondence, 1908-35, entry 70; Clinic Correspondence, 1908-35, entry 72; Rabies Correspondence, 1921-30, entry 75; Water Correspondence, 1935-40, entry 81. Arranged alphabetically by name of correspondent, thereunder chronologically by date of writing. No index. Handwritten, typed, and printed; handwritten and typed on printed form. 11 x 13 x 24. Filing room.

74. DRUGGISTS' CORRESPONDENCE, 1915--. 20,000 papers in 8 file drawers (labeled by contained letters of alphabet and dated). 1908-1915 in General Correspondence, entry 68.

Correspondence with drug stores pertaining to specimens sent in for examination, reports of analyses, and orders for specimen containers, vaccines and sera. Also contains Rabies Correspondence 1931-40, entry 75; [Typhoid Vaccine Correspondence], 1915-21, entry 78. Arranged alphabetically by name of correspondent, thereunder chronologically by date of writing. No index. Handwritten and typed; handwritten and typed printed forms. 12 x 14 x 24. Filing room.

75. RABIES CORRESPONDENCE, 1908-31, 1940--. 7,000 papers in 4 file drawers (dated and labeled by contained letters of the alphabet). 1921-30 in Physicians' Correspondence, entry 73; 1931-40 in Hospital Correspondence, entry 71; 1931-40 in Druggists' Correspondence, entry 74.

Correspondence with doctors, veterinarians, drug stores, and individuals relative to Pasteur treatments, specimens submitted for examinations, reports on examination, orders for sera, and miscellaneous material relative to rabies and treatment. Arranged alphabetically by name of correspondent. No index. Handwritten and typed. 12 x 14 x 24. Filing room.

76. DIPHTHERIA ANTITOXIN CORRESPONDENCE, 1909-15. 2,500 papers in 1 file drawer.

Correspondence with doctors, health officers, druggists, and manufacturers, relative to distribution of diphtheria antitoxin. Arranged alphabetically by name of correspondent. No index. Typed and handwritten. 11 x 12 $\frac{1}{2}$ x 24. Filing room.

77. HOOKWORM SURVEY AND CORRESPONDENCE ROCKEFELLER FOUNDATION, 1910-12. 2,000 papers in 1 file drawer.

Record of results of tests made in hookworm survey under the Rockefeller

(State Laboratory of Hygiene)

(78-83)

Foundation, showing lists of patients, age, date, dispensary or community, physician, and results, and pertinent correspondence. Arranged in folders alphabetically by name of community, school, or dispensary; thereunder alphabetically by name of physician. No index. Typed and handwritten. 12 x 14 x 24. Filing room.

78. [TYPHOID VACCINE CORRESPONDENCE], 1915--. 1915-21 in Druggists' Correspondence, entry 74; 1915-21 in Typhoid Vaccine, Miscellaneous Correspondence, Reports and Inventory of Laboratory of Hygiene, entry 79; 1921-- in General Correspondence, entry 68; 1924-- in Hospital Correspondence, entry 71; 1935-- in Health Department Correspondence, entry 70.

Correspondence with physicians and authorized persons relative to ordering typhoid vaccine.

79. TYPHOID VACCINE, MISCELLANEOUS CORRESPONDENCE, REPORTS AND INVENTORY OF LABORATORY OF HYGIENE, 1915-21. 1,500 papers in 1 file drawer.

Miscellaneous correspondence relative to orders for smallpox and whooping cough sera, guinea pigs, and other laboratory supplies. Also contains inventory of supplies and equipment of Laboratory. Also contains [Typhoid Vaccine Correspondence], 1915-21, entry 78; Public Water Supply Analysis, 1919, entry 88. Arranged alphabetically by name of subject or correspondent, thereunder chronologically by date of writing. No index. Typed and handwritten; handwritten on printed forms. 11 x 14 x 24. Filing room.

80. SELECTIVE DRAFT, 1940--. 150 papers in 1 file drawer.

Correspondence from selective draft boards relative to Wasserman tests of draftees and results of such tests. Arranged in folders alphabetically by name of county, thereunder chronologically by date of writing. No index. Typed. 12 x 14 x 24. Filing room.

81. WATER CORRESPONDENCE, 1908-35, 1940--. 7,500 papers in 3 file drawers (labeled by contained letters of alphabet and dated). 1935-39 in General Correspondence, entry 68; 1935-40 in Physicians' Correspondence, entry 73.

Correspondence relative to analyses of water samples, orders for water sample bottles, and other related matters. Also contains Mineral Springs Correspondence, 1908-35, entry 82. Arranged alphabetically by name of correspondent, thereunder chronologically by date of writing. No index. Handwritten, typed, printed, and mimeographed. 12 x 14 x 24. Filing room.

82. [MINERAL SPRINGS CORRESPONDENCE], 1908--. 1908-35 in Water Correspondence, entry 81; 1935-- in General Correspondence, entry 68.

Correspondence relative to the analysis of water of mineral springs.

83. P[ublic] W[orks] A[dministration] SPECIFICATIONS AND CORRESPONDENCE, 1939-40. 2,000 papers in 1 file drawer.

Statements of account, specifications, and correspondence, pertaining to building of the Laboratory of Hygiene Building. No obvious arrangement. No index. Typed and printed. 12 x 14 x 24. Filing room.

(State Laboratory of Hygiene)

(84-87)

Water Laboratory

Shipment of Bottles

84. WATER BOTTLE SHIPMENT RECORD, Jan. 1914--. 6 vols. (dated) and 1,200 papers in 1 file box. Title varies: Laboratory Reports and Laboratory Report Books, April-June, 1929, 1 file box.

Monthly record of water sample bottles shipped to water sources required by law to have monthly water analyses made, showing name and address of the supply, date sample bottle sent, date sample of water received, record of notices sent to water sources failing to return water samples promptly, and record of broken bottles. Arranged by type of supply (public supplies, private supplies, and bottled supplies), thereunder chronologically by date of shipment, and thereunder alphabetically by name of town. No index. Handwritten. 3 vols. Jan. 1914-Jan. 1929, July 1929-Aug. 1935, 200 pp. 14 x 8 $\frac{1}{2}$ x 3/4; 1 vol., Feb. 1929-March 1929, 100 pp. 8 3/4 x 4 3/4 x 3/8; 2 vols., Sept. 1935-- , 152 pp. 14 x 11 x 3/4, file box, 13 x 15 x 25. 5 vols., Jan. 1914-March 1929, July 1929-Feb. 1940 in filing room; 1 vol., March 1940-- in water laboratory; 1 file box, April-June 1929, 2nd floor vault, Health Building.

Notes on Analyses

85. DAILY RECORD, BACTERIOLOGICAL WATER ANALYSIS WORK SHEETS, March 14, 1908-March, 1929, July 1929--. 4,500 papers in 3 bundles and current sheets, not filed (bundles labeled by contained numbers and dated).

Daily laboratory record of all water samples received, showing date and time received, serial number, result of bacteriological analysis, and time completed. Information from this record is included in Water Analysis Reports, entry 87. Arranged chronologically by date and numbered serially. No index. Handwritten on printed forms. 12 x 10 x 1 $\frac{1}{2}$ and 12 x 10 x 6. Filing room.

86. CHEMICAL NOTES OF WATER ANALYSIS, 1920--. 82 vols. Laboratory notes on chemical analyses and tests of water from which are compiled reports in entry 87. Arranged chronologically by date of analysis and numbered serially. No index. 100 pp. 9 x 5 x 1. 81 vols., 1920-40, in filing room; 1 vol., 1941-- , in water laboratory.

Final Reports

87. WATER ANALYSIS REPORTS ORIGINAL, 1901--. 100,000 papers in 31 file drawers (labeled by contained numbers).

Original report of Laboratory water analyses, showing analysis number, name and address of sender, location of water supply, county, source of water, date collected and date received, date of report, and results of analysis. Also contains description of water samples, sent in for analysis, 1919-31, showing mark on sample, owner of supply, if well is bored or

(State Laboratory of Hygiene)

{88-90}

dug, pump or bucket used, depth of well, last date water analysis, certification of registered physician stating analysis is needed in interest of public health; (after 1931, this information was shown on reverse of report). 1901-08 arranged alphabetically by name of town; 1908-- arranged chronologically by date of receipt and numbered serially. No index. Handwritten on printed forms. 12 x 14 x 24. Filing room.

88. PUBLIC WATER SUPPLY ANALYSIS, March 1908--. 4 vols. (dated) and 35,000 papers in 16 file drawers (12 file drawers dated and labeled by contained towns; 4 file drawers dated and labeled by contained letters). Title varies: Water Reports, March 1908-July 30, 1924, 4 vols. 1919 in Typhoid Vaccine, Miscellaneous Correspondence, Reports and Inventory of Laboratory of Hygiene, entry 79.

Copies of reports made on analyses of water samples from public supplies including municipal supplies, mills, state institutions and public schools, showing results of analysis. Also contains Private Water Supply Analysis, March 1908-Nov. 1911, entry 89; Mineral Springs Water Analysis, March 1908-July 30, 1924, July 1935--, entry 90. 1908-31, arranged alphabetically by name of town, thereunder chronologically by date of analysis; 1932--, arranged alphabetically by name of county, thereunder alphabetically by name of municipality, and thereunder chronologically by date of analysis. No index. Handwritten on printed forms. Vols. 200 pp. 16 x 12 x 2; file drawers 12 x 14 x 24. 4 vols. and 12 file drawers, 1908-40, in filing room; 4 file drawers, 1941-- in water laboratory.

89. PRIVATE WATER SUPPLY ANALYSIS, Nov. 1911--. 2 vols. and 50,000 papers in 13 file drawers (2 vols. dated; 11 file drawers labeled by contained towns and dated; 2 file drawers labeled by contained letters and dated). March 1908-Nov. 1911 in Public Water Supply Analysis, entry 88.

Copies of reports made on analyses of water samples from private sources, pumps, wells, and railroad supplies, showing county, serial number of sender, location of source, date collected, date received, date reported, and results of analysis. Arranged alphabetically by name of county, thereunder alphabetically by name of municipality, and thereunder chronologically by date of analysis. No index. Vols. 400 pp. 18 x 13 x 2; file drawers, 12 x 14 x 24. 2 vols. and 11 file drawers, 1911-39 in filing room; 2 file drawers, 1940--, in water laboratory.

90. MINERAL SPRINGS WATER ANALYSIS, Aug. 1, 1924-July 1935. 12,000 papers in 3 file drawers (labeled by contained letters of alphabet and dated) and 1 file folder. March 1908-July 31, 1924, July 1935-- in Public Water Supply Analysis, entry 88.

Copies of reports of analyses of water from mineral springs selling bottled water, showing same information as entry 89. Arranged alphabetically by name of spring, thereunder chronologically by date of analysis. No index. 12 x 14 x 24. Filing room.

(State Laboratory of Hygiene)

(91-94)

Wasserman Test Room

Notes on Tests

91. WASSERMAN TEST ROOM RECORD OF REPORT, 1918--. 212 vols. (124 vols. 1-124 and dated; 88 vols. dated).

Daily laboratory record of results of Wasserman tests, used to compile reports for senders, entry 92, and as permanent record for the laboratory, showing date of test, name of patient, serial number of test, name of sender, and results. Arranged chronologically by date of test. No index. Handwritten. 200 pp. 14 x 9 x 1. 41 vols. 1918-30 in filing room; 171 vols. 1931-- in wasserman test room.

Final Reports

92. WASSERMAN TESTS, 1918--. 260,000 papers in 86 file drawers (labeled by contained counties and dated).

Duplicate copies of reports on Wasserman tests, compiled from laboratory record, entry 91, showing date specimen mailed, name of patient, date specimen received, results, name of physician, and name of laboratory examiner. Original mailed to physician. Arranged alphabetically by name of county, thereunder chronologically by date of report. No index. Handwritten on printed form. 4 x 11 x 25. Filing room.

Miscellaneous Tests

93. ROUTINE DIAGNOSTICS LABORATORY EXAMINATIONS, 1908--. 900,000 reports in 89 file drawers (labeled by names of contained diseases and dated).

Copies of laboratory reports on various analyses and examinations of specimens, showing date specimen mailed, name of patient, date specimen received, results of analysis, name of doctor, and name of laboratory examiner. Original mailed to doctor sending specimen. Arranged alphabetically by name of disease, thereunder numerically by serial number of report. No index. Handwritten on printed forms. 4 x 5 x 18. Filing room.

Another copy of this report, filed differently, is described in entry 94.

94. [COUNTY ROUTINE DIAGNOSTIC LABORATORY REPORTS], 1930--. 275,000 papers in 84 file drawers (labeled by contained counties and dated).

Copies of laboratory reports of various analyses and examinations of specimens, showing same information as entry 93. Arranged alphabetically by name of county, thereunder alphabetically by name of disease, and thereunder chronologically by date of examination. No index. Handwritten on printed forms. 4 x 12 x 26. Filing room.

Another copy of this report, filed differently, is described in entry 93.

(State Laboratory of Hygiene)

(95-100)

95. INDEX CARDS, 1926. 11,520 cards in 6 file drawers (5 file drawers dated and lettered; 1 file drawer unlabeled). Discontinued. Title varies: Card Index, 5 file drawers, 1926. Reference file of all doctors, hospitals, clinics, and institutions which have sent disease specimens to be tested, showing name and address of sender and number assigned. Arranged alphabetically by name of doctor, hospital, clinic, and institution. No index. Handwritten on printed forms. 4 x 7 x 11. Filing room.

96. [CARD RECORD OF ANIMAL INOCULATIONS], 1919-27. 100 cards in 1 bundle.
Card record of animal inoculations, showing vaccine used, lot number, inoculation number 1-2, date, and results. Arranged chronologically by date of filing. No index. Handwritten. 5 x 8 x 2. Filing room.

Mailing Room

Order Books

97. GENERAL ORDERS [Shipping Books], October 14, 1922--. 35 vols. (dated).
Record of free and C.O.D. orders mailed, showing the name and address of the purchaser or consignee, description of contents, the amount C.O.D., amount of postage, and method of delivery. Also contains Paid Orders, Oct. 14, 1922-Oct. 31, 1929, entry 98; Charge Orders, Oct. 14, 1922-Nov. 1, 1929, entry 99; Order Sheets for Antitoxin, Oct. 14, 1922--, entry 100. Arranged chronologically by date of entry. No index. Handwritten. 31 vols. 500 pp. $6\frac{1}{2}$ x 15 x 1 $\frac{1}{4}$; 4 vols. 500 pp. $7\frac{1}{2}$ x 12 x 1 $\frac{1}{4}$. 34 vols., Oct. 14, 1922-September 19, 1939, filing room; 1 vol., Sept. 19, 1939--, mailing room.

98. PAID ORDERS [Shipping Books], November 1, 1929--. 7 vols. (dated). Oct. 14, 1922-Oct. 31, 1929 in General Orders [Shipping Books], entry 97.
Record of paid-in-advance orders mailed, showing name and address of the purchaser or consignee, amount remitted by the purchaser, and how remitted. Arranged chronologically by date of order and numbered serially. No index. Handwritten. 500 pp. 6 x 15 x 1 $\frac{1}{4}$. 6 vols., November 1, 1929-February 15, 1940, filing room; 1 vol., February 16, 1940--, mailing room.

99. CHARGE ORDERS [Shipping Books], Nov. 2, 1929--. 3 vols. (dated). Oct. 14, 1922-Nov. 1, 1929 in General Orders [Shipping Books], entry 97.
Record of charge orders mailed, showing date, order number, name and address of consignee, description of order, and amount due. Arranged chronologically by date of entry and numbered serially. No index. Handwritten. 500 pp. 6 x 5 x 1 $\frac{1}{4}$. 2 vols., Nov. 2, 1929-Sept. 18, 1939, filing room; 1 vol., Sept. 18, 1939--, mailing room.

100. ORDER SHEETS FOR ANTITOXIN, 1909-18. 4,500 papers in 2 file drawers. Oct. 14, 1922-- in General Orders [Shipping Books], entry 97.
Record of diphtheria antitoxin shipped to doctors and druggists, showing

(State Laboratory of Hygiene)

(101-105)

number of package sent and units per package, laboratory number, expiration date, date of shipment, name and address of consignee, and date receipt returned. Arranged chronologically by date of shipment and numbered serially. No index. Handwritten on printed form. 5 x 6 x 16. Filing room.

101. ANTIRABIC VACCINE [Shipping Books], Aug. 1, 1919--. 8 vols. (dated).

Record of vaccine sent physicians, or individuals upon direction of physicians, showing number of treatment, name and address of physician, date the first half dose sent C.O.D., date the second half dose sent insured. Arranged chronologically by date of order and numbered serially. No index. Handwritten and stamped. 200 pp. 9 x 14 x 3/4. 7 vols., Aug. 1, 1919-Nov. 9, 1938, filing room; 1 vol., Nov. 10, 1938--, mailing room.

Mailing Forms

102. INSURED MAILING BOOKS, Jan. 1923--. 1 vol. and 6,000 papers in 1 box (dated).

Receipts for insured packages mailed, U.S.P.O. Form 3877a, showing sender, type of mail, number of articles, name and address of consignee, insurance or C.O.D., fee paid for return receipt, special delivery fee, special handling charge, amount due sender if C.O.D., endorsement on article, delivery restricted--fee paid, total number of pieces listed by sender, total number of pieces received at post office. Arranged chronologically by date of receipt. No index. Handwritten on printed forms. Box, 18 x 16 x 12; vol., 100 pp. 6 x 9 1/2 x 3/4. Box, 1923-40, filing room; vol., 1941--, mailing room.

103. C.O.D. MAILING BOOKS, 1919--. 12,000 papers in 2 boxes and 1 vol. (dated).

Carbon copies of receipts for C.O.D. packages mailed, U.S.P.O. Form 3877a, showing same information as entry 102. Arranged chronologically by date of receipt. No index. Handwritten on printed form. Boxes 18 x 16 x 12; vol. 100 pp. 6 x 9 1/2 x 3/4. 2 boxes, 1919-40, filing room; vol., 1941--, mailing room.

104. OLD EXPRESS BILLS AND RECEIPTS, 1925-33. 5,000 papers in 1 box. Old express bills and receipts, showing sender, name and address of consignee, description of article, and amount of express. No obvious arrangement. No index. Handwritten on printed form. 18 x 16 x 12. Filing room.

Purchase Orders

105. PURCHASE ORDER RECORD, May 1, 1925--. 8 vols. (dated). Purchase order register, showing order number, date, description of account, and name and address of vendor. Arranged chronologically by date of purchase, thereunder numerically by number of purchase order. No index. Handwritten. 200 pp. 9 x 14 x 3 1/4. 7 vols., May 1, 1925-July 10, 1939, filing room; 1 vol., July 10, 1939--, mailing room.

(State Laboratory of Hygiene)

(106-111)

Bookkeeper's Office

106. WATER TAX CORRESPONDENCE, Aug. 1937--. 1,500 papers in 1 file drawer.

Correspondence with water supply companies, mostly delinquent, required by law to pay tax for monthly water analysis. Arranged alphabetically by name of correspondent, thereunder chronologically by date of writing. No index. Typed and handwritten, handwritten and typed on printed form. 12 x 14 x 24. Bookkeeper's office.

107. DAILY RECORD OF BIOLOGICALS DISTRIBUTED, 1908--. 62 vols. (dated).

Daily record of biologicals distributed showing date of shipment, name and address of doctor to whom shipped, name of county and quantity shipped. Also contains record of specimen outfits or containers, sputum containers, hookworm bottles, sterile bottles for water, blood culture tubes, and others distributed. Arranged chronologically by date of shipment. No index. Handwritten on printed forms. 200 pp. 14 x 9 x 3/4. Vault in bookkeeper's office.

For monthly record, see entry 108.

108. MONTHLY RECORD OF BIOLOGICALS DISTRIBUTED, July 1, 1930--. 3,000 papers in 2 file drawers (dated).

Monthly recapitulation by counties of biologicals distributed showing for each county name of county, fiscal year, date of distribution, and amount of each biological distributed. Arranged chronologically by years, thereunder alphabetically by name of county. No index. Handwritten on printed forms. 12 x 14 x 24. 1 file drawer, July 1, 1930-June 30, 1936, filing room; 1 file drawer, July 1, 1936--, bookkeeper's office.

For daily record, see entry 107.

109. C.O.D. ORDER BOOKS, October 8, 1920--. 9 vols. (dated).

Entries of orders shipped C.O.D., showing date, name and address of consignee, contents of order, and marked "Paid" when remittance is received from Post Office Department. Arranged chronologically by date of entry. No index. Handwritten. 200 pp. 14 x 9 x 3/4. Bookkeeper's office.

110. CHARGE ORDER BOOK, May 18, 1917--. 4 vols. (dated).

Record of charge orders for biologicals received and shipped, showing date, order number, name and address of consignee, description of order, and amount due. Arranged chronologically by date of entry and numbered serially. No index. Handwritten. 1 vol., 150 pp. 12 x 14 x 3/4; 3 vols., 150 pp. 14 x 9 x 3/4. Vault in bookkeeper's office.

111. CASH [Received] BOOK, May 18, 1917--. 19 vols. (dated).

Record of amounts received from sale of biologicals, showing name and address of remitter, purpose, and amount. Arranged chronologically by date of entry. No index. Handwritten. 85 pp. 12 3/4 x 15 x 1 1/4. Vault in bookkeeper's office

(State Laboratory of Hygiene)

(112-117)

112. [LEDGER OF ACCOUNTS FOR BIOLOGICALS], 1915--. 4 vols. (2 vols. unlabeled; 2 vols., 1935--, labeled by contained letters of alphabet).

Ledger of accounts receivable of doctors, hospitals, and individuals for biologicals purchased and analyses made, showing for each account name and address, date of entry, description of each charge, amount, and date of payment. Also contains [Ledger of] Water Tax Accounts, 1915-20, 1925-36, entry 113. Arranged alphabetically by date of entry. No index. Handwritten. 800 pp. $9\frac{1}{2}$ x 12 x 6. Bookkeeper's office.

113. [Ledger of] WATER TAX ACCOUNTS, 1911-14, 1920-34, 1937--. 4 vols. 1915-20, 1925-36 in [Ledger of Accounts for Biologicals] entry 112.

Ledger of water tax accounts receivable, showing name and address of account, date of entry, description of each charge, amount, and date of payment. Arranged alphabetically by name of account, thereunder chronologically by date of entry. No index. Handwritten on printed form. 1 vol., 200 pp. 6 x 8 x 1; 1 vol., 140 pp. 9 x 7 x $\frac{1}{2}$; 2 vols., 400 pp. 10 x 13 x 3. 2 vols., 1911-14, storage room, basement, Health Building; 2 vols., 1920-34, 1937--, in bookkeeper's office.

114. VOUCHER REGISTER, 1908-27, 1929--. 11 vols. (dated). 1 vol., 1922-27, untitled. 1927-29 in Monthly Report of Maintenance Allotment, entry 119.

Register of vouchers issued for expenditures, showing date, voucher number, purchase order number, code number, payee and purpose and amount of voucher. Also contains record of cash receipts from all sources, 1922-27, and record of typhoid vaccine distributed, July 18, 1919-Aug. 31, 1921. Arranged chronologically by date of entry. No index. Handwritten. 150 pp. 13 x 16 x 1. Filing room.

115. INVOICE REGISTER, August 1922--. 6 vols. (dated). Title varies: Invoice Ledger, 1926-31, 1 vol.

Ledger of accounts paid, posted from Voucher Register, entry 114, showing for each account, name, date of payment, purpose, amount, and, after 1924, voucher number. Arranged alphabetically by name of account, thereunder chronologically by date of entry. Index in front of book, alphabetically by name of account. 330 pp. 9 x 14 x 1. Vault in bookkeeper's office.

116. [DUPLICATE RECEIPTS FOR EXPENDITURES], Sept. 13, 1937--. 1 vol. 1931-36, in Budget Bureau Reports, entry 118.

Duplicate receipts for payment for animals and animal feed used by laboratory, showing amount, date, receipt number, name of payee, articles purchased, and signature of payee. Arranged chronologically by date of receipt and numbered serially. No index. Handwritten on printed form. 200 pp. 12 x 7 x 1. Bookkeeper's office.

117. [MONTHLY SUMMARY OF RECEIPTS AND EXPENDITURES], 1922-25. 1 vol.

Monthly summary of receipts and expenditures including summary of receipts, showing date, detail of receipts, and amount; summary of expenditures, showing date, account of disposition, and amount; and record of unused appropriation, showing total expenditures and unused balance of appropriation.

(State Laboratory of Hygiene)

(118-119)

tion. Arranged by account, thereunder chronologically by date of entry. No index. Handwritten on printed forms. 125 pp. 12 x 14 x $\frac{1}{2}$. Filing room.

118. BUDGET BUREAU REPORTS, 1925--. 500 papers and 10 vols. in 1 file drawer.

Copies of miscellaneous reports to the Budget Bureau including: Reports of expenditures for traveling expense, Form BB 219, 1926-27; quarterly estimate of general expenses, Form BB 204, 1926-27; revision of appropriations, Form BB 606-706, 1928-29; valuation of property, Form BB 505, 1926-28; budget explanation sheet, Form BB 213, 1925; monthly reports of unpaid invoices and unfilled orders, Form BB 217, 1925-27; requests for maintenance appropriation, Form BB 130, 1926-27; requests for maintenance appropriation, Form BB 1030, 1927-29; monthly reports of expenditures from allotments, Form BB BD4 214, 1925-28; requests for quarterly allotments, Form BB 601, 1925-26, 1929-31; statements of receipts and disbursements, 1925-30; annual estimates of expenditures, Form A.D. 101, 1926-27; and correspondence and estimates of coal, water and power, 1932--. Also contains [Duplicate Receipts for Expenditures], 1931-36, entry 116. Arranged chronologically by date of writing. Handwritten and typed on printed forms. 12 x 14 x 24. Filing room.

119. MONTHLY REPORT ON MAINTENANCE ALLOTMENT, 1927-29. 4 post binders. Title varies: Maintenance Allotment, 1927-29, 1 post binder; Receipts Register A/c Classification, 1927-29, 1 post binder; Voucher Register A/c Classification, 1927-29, 1 post binder.

Monthly reports to the Budget Bureau including: Monthly Report on the Budget, Form BB 701, showing name of department, date, appropriation symbol, and details of purpose and amount of expenditure; Monthly Report on the Appropriation and Allotment, Form BB 702, showing name of department, date, appropriation symbol, allotment symbol, total appropriation and total allotment for the month less estimated receipts, total transactions, unexpended balance, outstanding obligations, and unencumbered balance; Monthly Report of Outstanding Obligations, Form BB 703, showing name of department, date, appropriation symbol, allotment symbol, date of invoice, order number, name of vendor, contractor, or claimant, amount of obligations this quarter and ensuing quarters, budget classification, and date of delivery; Monthly Report of Expenditures, Form BB 704, showing name of department, date, name of function, bureau, or division, amount for each object, total all objects for each function, bureau, or division, and final total; Voucher Register, Form BB 801, showing name of department, date, fund, appropriation symbol, and date, order number, voucher number, payee, purpose, code number, and amount of each voucher; Pay Roll, Form BB 801l, showing name of department, date, appropriation symbol, voucher number, payee, position, code number, days worked, rate per annum, amount due, deductions, and amount paid; Voucher Register A/c Classification, Form BB 802, showing name of department, date, fund, appropriation, purpose, amount this month, amount this quarter to date, and amount fiscal year to date, and previous fiscal year to date for comparison; Receipts Register, Form BB 804, showing name of department, date, fund credited, appropriation, date of such receipt, receipt number, amount and amount deposited to credit of State Treasurer; and Receipts Register A/c Classification, Form BB 805,

(State Laboratory of Hygiene)

(120-123)

showing name of department, date, fund, appropriation, purpose, amount this month, amount this quarter to date, and amount fiscal year to date, and previous year to date for comparison. Also contains Request for Quarterly Allotment, Form BB 601; Quarterly Estimates of Revenues, Form BB 605; Request for Allotment from Permanent Improvement Appropriation, Form BB 625; Notification of Allotments for Quarter, Form BB 302; Transmittal of Estimates, Form BB 1001; Estimates of the Amounts Required for the Biennium, Form BB 1002; Statement supporting Form BB 1002, Form BB 1004; and Interoffice Communication, Form BB 606-706. Also contains Voucher Register, 1927-29, entry 114. Arranged by subject, thereunder chronologically by date of filing. No index. Typed on printed forms. 75 pp. 12 x 12 x 1. Filing room.

120. VOUCHER WARRANTS AND INVOICES, 1913--. 32,000 papers in 16 file drawers (3 file drawers dated; 13 file drawers labeled by contained letters and dated). Title varies: Paid Voucher Warrants, 1913-22, 1 file drawer; Invoices and Vouchers, 1917-21, 1 file drawer. Untitled, 1926-33, 7 file drawers.

Copies of voucher warrants for expenditures with invoices attached, showing date, number, detail statement of account, payee, amount, and signatures of treasurer of State Board of Health, State Auditor, and State Treasurer. After 1933 only copy of voucher and invoice filed and copy of warrant filed in Central Accounting Office of State Board of Health. Arranged chronologically by date of voucher warrant and numbered serially. No index. Handwritten and typed on printed forms. 12 x 14 x 24. 11 file drawers, 1913-37, in filing room; 4 file drawers, 1939--, in bookkeeper's office.

121. ORDER BOOK, 1923-38. 1 vol.

Record of animals, laboratory equipment, and office supplies ordered, showing date ordered, description of article, from whom ordered, and amount. Arranged chronologically by date of entry. No index. Handwritten. 495 pp. 13 x 9 x 2. Filing room.

122. PURCHASE ORDERS, May 5, 1925--. 12,500 papers in 5 file drawers (dated).

Copies of purchase orders, Form BB 401, for supplies for Laboratory of Hygiene showing same information as entry 30. Arranged chronologically by date of issue and numbered serially. No index. Typed on printed forms. 12 x 14 x 24. Filing room.

123. MISCELLANEOUS RECORDS FILE, June 1, 1930--. 1,500 papers in 1 file drawer. 1908-May 31, 1930 in General Correspondence, entry 68.

Miscellaneous ready reference file including:

- i. Alcohol; correspondence relative to purchase and requirements of alcohol used by Laboratory.
- ii. Copies of Monthly Reports to the Budget Bureau, July 1932--, including same information as entry 119.
- iii. Copies of reports to the State Health Officer, showing same information as entry 7.
- iv. Employees' absence records, July 1931--, showing time lost from work by employees.

(Division of Vital Statistics)

(124)

Arranged alphabetically by name of subject, thereunder chronologically by date of writing. No index. Handwritten and typed, handwritten and typed on printed forms. 12 x 14 x 20. Bookkeeper's office.

DIVISION OF VITAL STATISTICS

The Division of Vital Statistics was created on July 1, 1913 by authority of the Vital Statistics Law of that year as the Bureau of Vital Statistics to supervise the collection of vital statistics data and to arrange, bind, file, and index the data so collected. Although it was provided for in the Vital Statistics Law of 1909, there is no record of such a division being then created.

For most of the time since 1913 the Division has been combined with other divisions. In October, 1919, it was combined with the Bureau of Epidemiology. From June 1920 until 1923 it operated as a separate unit. In 1923 the Bureau of Epidemiology was assigned to the head of the Division of Vital Statistics; in 1930, the functions of vital statistics, epidemiology, and health education were combined under the head of the latter bureau; in 1931, vital statistics and epidemiology were combined with county health work; and in March 1933, county health work and epidemiology were made separate divisions and vital statistics was placed under the supervision of the Director of the Laboratory of Hygiene. Finally, in 1934, the Division of Vital Statistics was made a separate division of the Health Department. From the beginning, however, the work of the Division has been carried on by a separate staff.

Although the State Health Officer is legally State Registrar of Vital Statistics, his authority is delegated to the head of the Division of Vital Statistics. It is the head of this Division and his subordinates who supervise the work of local registrars, supply the necessary blanks and forms, take steps to make records complete, arrange, bind, and index the records, and make transcripts for individuals desiring copies of certificates.

The staff of the Division consists of 20 employees: the Director, who is Deputy State Registrar; 3 clerks; 15 stenographers, and punch operator.

124. CORRESPONDENCE FILE, VITAL STATISTICS, 1929-32. 5,000 papers in 3 file drawers (1 file drawer dated; 2 file drawers labeled by contained letters of alphabet and dated).

Correspondence with local registrars relative to reporting births and deaths and with non-residents concerning birth and death certificates. Also contains record of absences of clerks in Division of Vital Statistics, applications for positions, and relative correspondence. Correspondence arranged alphabetically by name of correspondent, thereunder chronologically by date of writing; contained records arranged chronologically by date of writing. No index. Handwritten and typed. 12 x 14 x 26. Alcove, west end of 3rd floor.

(Division of Vital Statistics)

(125-129)

125. VITAL STATISTICS [Correspondence], July 1941--. 10,500 papers in 7 file drawers (dated). Destroyed at end of each fiscal year.

Correspondence with individuals pertaining to applications for copies of birth and death certificates. Arranged alphabetically by name appearing on certificate. No index. Typed and handwritten. 12 x 13 x 27. Central Filing Room.

126. [RECORD OF CERTIFICATION OF BIRTHS AND DEATHS], 1925-28, 1930-34, 1936--. 13 vols.

Record of requests for copies of birth and death certificates, showing name and number of certificate, name of party making request, method of payment, and amount deposited with accounting office. Arranged chronologically by date copy of certificate was sent. No index. Handwritten. 150 pp. 14 x 11 x 1. Room 312.

127. VITAL STATISTICS - MONEY RETURNED [Correspondence], 1931--. 2,500 papers in 3 file drawers (dated).

Correspondence pertaining to inquiries for issuing copies of birth and death certificates, for which money was returned because of incomplete records of birth and death. Arranged alphabetically by name of correspondent, thereunder chronologically by date. No index. Typed and handwritten. 12 x 13 x 27. 2 file drawers, 1931-38, Transfer Room; 1 file drawer, 1939--, Central Filing Room.

For card reference file, see entry 128.

128. CARD INDEX FILE FOR MONEY RETURNED, 1932-36. 2,000 cards in 1 file drawer.

Card record of money returned to applicants for birth and death certificates that could not be located, showing name of applicant and date and amount of money returned. Arranged alphabetically by name of applicant. No index. Typed. 5 x 6 x 16. Outside of room 312.

For correspondence, see entry 127.

129. BIRTH [Certificates], October 1913--. 4,368 vols. (1-8 $\frac{1}{2}$, 9-19 $\frac{1}{2}$, 20-537, 540-1777, 1779-2245, 2247-2632, 2634-2902, 2904-3168, 3170-4370; each vol. also labeled by month and year and by names of contained counties, and vols. for each month numbered consecutively; after January, 1933, vol. 3212, each vol. also labeled by month and year and by names of contained counties, and vols. for each year numbered consecutively).

Original certificates of birth, B.V.S. Form 16, showing place of birth, usual residence of mother, general data relative to child, date of birth, names and other information relative to parents, and certificate of attending physician or midwife. The original certificates are sent for each month by the 5th of the following month to the State Board of Health by the local registrars; duplicates are held by the local registrar for 1 year, and then turned over to Register of Deeds of the county. From 1914 to 1921 a birth certificate was filed for each stillbirth (see entry 134). Arranged chronologically by year, thereunder by months, thereunder by type of certificate (regular, delayed, or stillbirth), thereunder alphabetically by name of county, thereunder by town or township, and thereunder

(Division of Vital Statistics)

(130-134)

chronologically by date of certificate. For index, see entry 130. Handwritten on printed forms. 600 pp. 8 x 9 x 2. 1 vol., Nov-Dec. 1913, Historical Commission; 4,367 vols., October 1913--, 3rd floor vault.

130. INDEX BIRTHS, 1913--. 33 vols. and 842,250 cards in 252 file drawers (labeled by contained letters of alphabet). Title varies: Permanent Index. 1913-17, 9 vols.
Index to Birth [Certificates], entry 129, showing name of child, date of birth, name of parents, file number, page number, volume number, 1933-38, showing information of birth certificates, on photostats in code. Arranged alphabetically by name of parents, thereunder chronologically by year. Typed on printed forms. Vols., 400 pp. 12 x 27 x 5; file drawers $3\frac{1}{2}$ x $5\frac{1}{2}$ x 12. 33 vols., 1913-17, 1928--, 3rd floor vault; 252 file drawers, 1918-28, room 312.

131. [BIRTH CERTIFICATES PRIOR TO OCTOBER, 1913], 1913--. 16 vols. (8 vols. dated and numbered 538, 1370, 152, 1778, 2246, 2633, 2903, 3169; 8 vols. dated and number Pl-P8).
Delayed certificates of birth, B.V.S. Form 16B, of persons born prior to 1913, obtained by affidavit and showing the same information as entry 129. Arranged chronologically by date of filing. For index, see entry 132. Handwritten on printed forms. 400 pp. 8 x 9 x 2. 3rd floor vault.

132. [INDEX TO BIRTHS PRIOR TO 1913], undated. 5,200 papers in 1 file drawer (labeled by contained letters of alphabet).
Index to [Birth Certificates Prior to October 1913], entry 131, showing name of child, name of father or mother, county, date, volume number, and page. Arranged alphabetically by name of child. Typed. 4 x 6 x 17. 3rd floor vault.

133. ADOPTION PAPERS, 1933--. 2,000 papers in 1 file drawer. 1931-33 in Correction File, entry 138.
Original adoption forms filed with Division of Vital Statistics for the purpose of changing name to adopted name, showing name of county, name of child, date of birth, mother's name, adopted name, date of adoption, and doctor's name. Also contains Correction File, 1933--, entry 138. Arranged by subject, thereunder alphabetically by adopted or corrected name. No index. Handwritten and typed. 12 x 13 x 25. Outside of room 312.

134. STILLBIRTHS [Certificates], Jan. 1933--. 61 vols. (dated and books for each year numbered consecutively).
Certificates of stillbirths, B.V.S. Form 14B, showing place of birth, information on parents (name, race, age, birthplace, occupation, and number of children) and medical certificate of attending physician, health officer, or coroner. From 1914 to 1921 a birth certificate for each stillbirth was filed with the birth series (entry 129) and a death certificate in the death series (entry 135); from 1921 to 1933 a birth and death certificate were filed together with the death series (entry 135). Arranged chronologically by months, thereunder alphabetically by county, and thereunder by registrar's district number. No index. Handwritten on printed forms. 400 pp. 8 x 9 x 2. 3rd floor vault.

(Division of Vital Statistics)

(135-138)

135. DEATHS [Certificates], 1909--. 2,200 vols. (16 vols., A-P and dated; 12 vols., Q-BB, I-XII; 24 vols., CC-ZZ, dated; 16 vols., AAA-PPP, dated, and labeled by contained certificate numbers; 29 vols., 1-29, dated, vols. covering each month numbered consecutively, and labeled by contained certificate numbers; 2103 vols., 30-2133, dated, vols. covering each month numbered consecutively and labeled by names of contained counties; after January 1933, vol. 1610, dated, vols. covering each year numbered serially and labeled by names of contained counties).

Duplicate death certificates, B.V.S. Form 8, showing place of death, place of usual residence, name, general data relative to life history, and medical certificate. From 1914 to 1921 a birth certificate for each stillbirth was filed in the birth certificate series and a death certificate in the death certificate series; from 1921 to 1933 a birth and death certificate for each stillbirth was filed in the death certificate series; stillbirths, 1933--, in entry 134. Arranged chronologically by years, thereunder chronologically by months, thereunder alphabetically by name of county, and thereunder chronologically by date of certificate. For index, see entry 136. Handwritten on printed forms. 461 pp. 8 x 9 x 2. 3rd floor vault.

136. INDEX-DEATHS, 1909--. 10 vols. (6 vols. labeled by contained letters of alphabet; 4 vols. dated) and 420,000 papers in 122 file drawers (120 file drawers labeled by contained letters of alphabet and dated; 2 file drawers unlabeled). Title varies: Permanent Index, 1909-17, 6 vols.; Deaths, 1918-32, 120 file drawers.

Index to Death [Certificates], entry 135, showing name and address of deceased, date, city, county, file number or volume number, and page number. Arranged alphabetically by name of deceased. Typed on printed forms. Vols. 400 pp. 9 x 16 x 2; file drawers $3\frac{1}{2}$ x $5\frac{1}{2}$ x 12. 10 vols. 1909-17, 1933--, 3rd floor vault; 122 file drawers, 1918-37, in room 312.

137. [TABULATING MACHINE CODE RECORD OF DEATH CERTIFICATES], 1933--. 203,000 cards in 56 file drawers (labeled by contained counties and dated). Destroyed after 5 years.

Record of death certificates used for compiling statistics for annual and biannual reports, showing, in code, number of deaths by counties. Arranged alphabetically by name of county. No index. Punched on printed cards. 5 x 9 x 27. Room 312.

138. CORRECTION FILE, 1931--. 4,000 papers in 2 file drawers (1 file drawer dated; 1 file drawer unlabeled). 1933-- in Adoption Papers, entry 133.

Correspondence with registrars and doctors pertaining to failure to file birth and death certificates, containing in some cases, statement of required information. Also contains Adoption Papers, 1931-33, entry 133. Arranged by subject, thereunder alphabetically by corrected or adopted name. No index. Handwritten and typed. 12 x 13 x 25. Outside of room 312.

(Division of Epidemiology)

(139-141)

file

139. [Registrars' Monthly] REPORTS, 1933-40. 126,000 papers in 41/ drawers (1 file drawer dated; 9 file drawers lettered; 31 file drawers, unlabeled). 1941-- in [Registrars' Annual Report], entry 140.

Monthly reports of registrars, showing name of county, town, or township, date, district number, number of births, deaths, and stillbirths for current year to date and for same month of previous year, total to date for year, and name and address of registrar. Arranged alphabetically by name of county, thereunder numerically by district number, thereunder chronologically by date of report. No index. Handwritten on printed forms. 5 x 6 x 16. Outside of room 312.

140. [REGISTRARS' ANNUAL REPORT], 1937--. 17,000 papers in 16 file drawers (labeled by contained counties and county code number). Destroyed after 4 years.

Summary of registrar's monthly report, showing county, number, number of births, number of deaths, and stillbirths by months, total by years and name and address of registrar. Also contains [Registrars' Monthly] Reports, 1941--, entry 139. Arranged alphabetically by name of county. No index. Handwritten on printed forms. 2 x 10 x 24. Alcove, west end of 3rd floor.

141. [COPIES OF STATEMENTS OF BIRTH AND DEATH REGISTRATION FEES], 1924-32, 1937-38. 99 vols.

Semi-annual statements sent to county and city treasurers showing number of birth and death certificates received at Raleigh and the amount of fees due each registrar from the local health department. No obvious arrangement. Handwritten on printed forms. 50 pp. 9 x 8 x 1. 3rd floor vault.

DIVISION OF EPIDEMIOLOGY

The Division of Epidemiology was created, as the Bureau of Epidemiology, by authority of an act of the General Assembly of 1917 for the purpose of supervising and enforcing the rules and regulations relative to communicable diseases, except tuberculosis.

In general, the Division has operated as a separate unit of the Health Department. From October 1919 to June 1920, and from 1923 to 1930, however, it was combined with the Bureau of Vital Statistics under one director; in 1930, its supervision was assigned to the head of the Bureau of Health Education; in 1931, it was combined under one director with county health work and vital statistics. Finally, in 1933, it was reorganized and placed under the supervision of its own director. Its name was changed from Bureau of Epidemiology to Division of Epidemiology by resolution of the Board of Health in 1931.

The functions of the Division of Epidemiology include the general supervision of the communicable disease control program of the State Board of Health, the collection and analysis of statistics of communicable diseases, the distribution of information relative to such diseases, diagnosis, aid to local health authorities in epidemics, and cooperation with agencies such as the United States Public Health Service or the Inter-

(Division of Epidemiology)

(142-144)

national Health Board of the Rockefeller Foundation in special studies and surveys on particular diseases.

A section of the Division is devoted to the control of venereal diseases. This work began in 1918, when Congress enacted the Kahn-Chamberlain Bill making approximately \$24,000 available to North Carolina for venereal disease control. In that year the State Board of Health organized a Bureau of Venereal Diseases to carry on the work; in 1921, this work was made a function of the Division of Epidemiology. In recent years new emphasis has been placed on venereal disease control, especially since the creation of the Smith Reynolds Fund in 1936.

The venereal disease control program consists of the operation of clinics, examination and treatment of prisoners, serological surveys of State institutions, the examination of domestic servants, examination of those applying for marriage licenses, efforts to return delinquent patients to clinics, legislation to secure cooperation of druggists in uncovering persons with venereal diseases; and control of ophthalmia neonatorum through the distribution of a prophylactic by the Division of Preventive Medicine.

The staff of the Division includes 11 employees: A Director who is State Epidemiologist, an assistant director of venereal disease control, a sanitary engineer, an entomologist, 2 laboratory technicians engaged in venereal disease control, 2 stenographers, and 3 clerks.

142. EPIDEMIOLOGY LETTER FILE, 1927-29. 2,500 papers in 1 file drawer. 1917-27, 1929-- in Miscellaneous Correspondence, entry 2.

Correspondence with doctors and nurses relative to the prevention and cure of communicable and quarantinable diseases. Arranged alphabetically by name of correspondent, thereunder chronologically by date of writing. No index. Typed and handwritten. 12 x 14 x 27. Historical Commission.

143. EPIDEMIOLOGY, DR. [D. F.] MILAM, 1933-34. 2,500 papers in 1 file drawer.

Correspondence of Dr. Milam, former director of the Division of Epidemiology, relative to reports on and control of communicable diseases. Arranged alphabetically by name of subject, thereunder chronologically by date of writing. No index. Handwritten and typed; handwritten on printed forms. 12 x 13 x 27. Transfer Room.

144. BUREAU OF EPIDEMIOLOGY LIST OF PHYSICIANS IN NORTH CAROLINA, undated. 2 post binders, 1 vol., and 450 papers in 1 bundle. Title varies: Bauseman's Quick Index, 1 vol.

List of practicing physicians in North Carolina, showing name and address of each. Arranged alphabetically by name of county, thereunder alphabetically by name of physician. No index. Typed. Post binders, 125 pp. 12 x 9 x 1; vol., 75 pp. 15 x 10 x 1; bundle, 12 x 9 x 4. Historical Commission.

(Division of Epidemiology)

(145- 150)

145. [PHYSICIANS' REPORT FORMS], 1928-29, 1931-37. 23,625 cards in 27 cardboard boxes (6 boxes dated; 19 boxes labeled by contained counties and dated; 2 boxes unlabeled). Subtitled by name of disease.

Physicians' reports on all diseases, except tuberculosis and venereal diseases, showing for each case name of disease, date of onset, date of diagnosis, name, address, age, color, and sex of patient, name of patient's guardian and school teacher, name and address of physician making report, and date of report. Arranged by disease, thereunder alphabetically by name of county, and thereunder alphabetically by name of patient. Handwritten on printed forms. 4 x 8 x 14. Historical Commission.

146. COMMUNICABLE DISEASES [Case Reports], 1939--. 40,000 cards in 24 file boxes (22 file boxes labeled by name of disease; 2 file boxes dated) and 3 file drawers (unlabeled).

Communicable disease case reports (other than venereal diseases and tuberculosis) made to local health department by person or physician reporting and transmitted by local health department to State Board of Health, showing for each case date of report, date of onset, name of disease, name, address, age, sex, and color of patient, name and address of parent, name of person reporting case, amount of reporting fee, identification of local health department and activities in the case and tabulated machine coded summary of above information. Arranged by disease, thereunder chronologically by date of report. No index. Handwritten and coded on printed forms. 4 x 12 x 26. 3rd floor, west end.

147. [PHYSICIANS' MORTALITY AND MORBIDITY RECORD], 1921. 3 post binders.

Record of cases reported by physicians, showing for each physician, name, address, county, date, name of each disease, number of cases reported each month, and total number of deaths from each disease. Arranged chronologically by date of report, thereunder alphabetically by name of county. No index. Handwritten on printed forms. 450 pp. 17 x 15 x 4. Historical Commission.

148. TIME BOOK MONTHLY [Daily Record of Contagious Diseases], 1919-28. 3 vols. (1 vol. dated; 2 vols. unlabeled).

Daily record of contagious diseases reported, showing name of disease, number of cases reported daily, and monthly total. Arranged chronologically by months, thereunder chronologically by days. No index. Handwritten on printed forms. 90 pp. 8 x 5 x 1 1/4. Historical Commission.

149. YELLOW SHEETS [Daily Reports], 1932, 1935-37. 2,400 papers in 4 bundles (dated).

Daily reports of number of cases of diseases reported, showing date, name of disease, number of cases reported for each county, and daily total. Arranged alphabetically by name of county, thereunder chronologically by date of report. No index. Handwritten on printed forms. 10 x 12 x 6. Historical Commission.

150. WEEKLY SUMMARIES, 1932-35. 150 papers in 2 bundles (dated).

Weekly summary reports of various diseases, showing date, name of disease,

(Division of Epidemiology)

(151-157)

number of cases reported each day, and weekly total. No obvious arrangement. No index. Handwritten and typed. 9 x 6 x 2. Historical Commission.

151. REPORTABLE DISEASES, June-December 1939. 1 post binder. Report of reportable diseases by weeks, showing name of disease and number of cases of each. Arranged chronologically by date of report. No index. Typed on printed forms. 100 pp. 8 x 12 x 1. 3rd floor, west end.

152. ORIGINAL COPIES WEEKLY STATEMENTS, 1934-35. 200 papers in 1 bundle. Reports of communicable diseases, showing report number, date, name of disease, number of cases reported by counties, total number of cases reported preceding week, and total number of cases reported preceding year. Arranged chronologically by date of report, and numbered serially. Handwritten on printed forms. 14 x 9 x 1. Historical Commission.

153. RECORD OF REPORTABLE DISEASES, 1918-30, 1932-37. 8 vols. and 150 papers in 2 bundles (dated). Title varies: Weekly and Monthly Summary Sheets of Cases reported, 1918-19, 1 bundle; Monthly Bulletins, 1934, 1 vol; Bulletins, 1936, 1 vol. Monthly record of reportable diseases, showing name of county, date, name of disease, number of cases of each disease reported each month, and total number of cases reported. These reports were made weekly, 1918-23. Arranged alphabetically by name of county, thereunder chronologically by date of report. No index. Handwritten on printed forms. Vol., 750 pp. 12 x 11 x 1; bundle, 12 x 11 x 1/4. Historical Commission.

154. ROLL BOOK [Reportable Diseases], 1921-35. 1 vol. Record of reportable diseases, showing name of disease, number per age group, percent per month, and total number of cases for each group. Arranged alphabetically by name of disease, thereunder chronologically by month of summary. No index. Handwritten. 35 pp. 10 x 8 x 1/4. Historical Commission.

155. [CASES REPORTED], 1927-28. 1 vol. Monthly record of cases reported, showing date, by whom reported and total number of cases reported (county reporting disease and name of disease omitted). Arranged chronologically by months. No index. Handwritten. 86 pp. 12 x 7 x 1/4. Historical Commission.

156. QUARANTINE OFFICERS RECORD MONTHLY REPORTS, 1918-31. 5 vols. (dated). Discontinued. Title varies: Quarantine Officers Record Book, 1923-28, 2 vols. Quarantine officers' reports, showing name of county, date received, by whom reported, total number of cases, number of homes quarantined, articles published, teachers' notices, indictments and fee due officer from county treasurer. Arranged alphabetically by name of county, thereunder chronologically by date of report. Handwritten. 152 pp. 12 x 10 x 1. Historical Commission.

157. MONTHLY REPORTS [of Contagious Diseases], undated. 1 vol. Monthly reports of contagious diseases from counties, showing name of

(Division of Epidemiology)

(158-161)

county, name of disease, number of cases, and number of deaths from each, number of homes visited, number of schools notified, number of publications distributed, notices posted and indictments. Arranged alphabetically by names of counties. No index. Handwritten. 65 pp. 9 x 12 x $\frac{1}{2}$. Historical Commission.

158. [MORTALITY REPORTS], 1910. 111 papers in 1 file box. Annual mortality reports from towns, showing for each town name of town, population, number of deaths from each of several diseases, and total number of deaths. Also contains:

- i. Maps of North Carolina, showing population of various areas, and attached lists showing number of pellagra cases reported from each area.
- ii. Mortality statistics (bulletins) issued by State Board of Health.

Mortality reports arranged alphabetically by name of town; no obvious arrangement of contained records. No index. Reports handwritten on printed forms; maps drawn by hand; bulletins printed. 12 x 16 x 24. Historical Commission.

159. DAILY REPORT DISTRICT DIRECTOR, 1913-15. 1 vol.

Summary of physicians' daily dispensary reports, showing number of examinations and re-examinations, total number receiving treatment, number of persons cured, number of addresses delivered, place and attendance at each, statistics on rural infection survey, and remarks. Arranged chronologically by date of report. No index. Handwritten on printed forms. 108 pp. 14 x 14 x 1. Historical Commission.

160. EPIDEMIOLOGY DIVISION, IMMUNIZATION, IMMUNIZATION REPORTS, 1924-28, 1934-37. 5,000 papers in 2 file drawers (dated). Title varies: Epidemiology Division Correspondence, Immunization Records, 1924-28, 1934, 1 file drawer.

County immunization records including for each county record of anti-typhoid treatments, showing dispensary point, county, date, and name, address, race, and date of each treatment of each person receiving treatment; record of diphtheria anti-toxin treatments, showing dispensary point, county, date, and name, address, age, sex, race, and date of each treatment of each person treated; record of the issuance of various vaccines to private physicians; record of distribution of literature on immunization; and relative correspondence. Arranged alphabetically by name of county, thereunder chronologically by date of writing. No index. Handwritten and typed; handwritten on printed forms. 12 x 13 x 27. Transfer Room.

161. TYPHOID FEVER INVESTIGATION RECORD SHEETS, 1929, 1934-36.

2,400 papers in 4 bundles (dated). Title varies: Typhoid Investigation, 1921, 1 bundle; Typhoid Cases Record Sheet, 1934, 1 bundle; Typhoid Fever Record Sheets, 1935, 1 bundle.

Typhoid case reports including, for each case, physician's report to State Board of Health, showing name of disease, date of onset, date of diagnosis, name and address of patient, age, race, sex, name of patient's guardian, name of school teacher, name and address of reporting physician, and date of report; typhoid case cards, showing name, age, race, sex of patient,

(Division of Epidemiology)

(162-164)

address, date of onset, date to bed, general remarks relative to illness, kind and condition of water supply, signature of registered nurse, and date of report; and relative correspondence with attending physician. Arranged chronologically by date of case. No index. Handwritten on printed forms; handwritten and typed. 12 x 9 x 3. Historical Commission.

162. [RECORD OF TYPHOID CASES], 1932. 1 vol.

Record of typhoid cases reported from various counties, showing name and address of patient, race, sex, age, date reported, date of onset, date diagnosed, details of sanitary conditions of home and foods, and name of doctor. Arranged alphabetically by name of county. No index. Handwritten. 102 pp. (9 pp. used) 8 x 7 x 1/4. Historical Commission.

163. EPIDEMIOLOGY DIVISION, HOOKWORM SURVEY, BUDGETS, U[nited] S[tates] P[ublic] H[earth] S[ervice], OATHS OF OFFICE, 1910-14, 1930-36. 2,500 papers in 1 file drawer.

Miscellaneous records relative to control of hookworm disease, including:

- i. Briefs prepared on the Hookworm Survey, 1910-14, showing sources of disease in various locations.
- ii. Correspondence and reports on sanitation projects in various counties, 1931-36.
- iii. Quarterly notices of personnel for county health work, 1931-36, made to International Health Board of the Rockefeller Foundation, showing name of county and name of each person employed in hookworm control.
- iv. Reports on tests made among school children, 1931-36, to determine the prevalence of ascarid and hookworm, showing name of county, name of school, name of collector of specimen, date of examination, race of group examined, laboratory number of examination, name, age, and sex of child examined, name of parents, and whether examination negative or positive.
- v. Table of composition and characterization of population by counties, 1930, showing name of county, number of white, Negro, and Indian inhabitants, number attending school, rate of illiteracy, material condition of county, and amount of urban and rural population.

Also contains County Health Division Budgets, 1931-36, entry 29; [Hookworm] Correspondence, 1931-36, entry 62. Arranged alphabetically by name of subject, thereunder chronologically by date of writing. No index. Handwritten and typed; handwritten on printed forms. 12 x 13 x 27. Transfer room.

164. [TUBERCULAR REPORTS], 1915--. 27,500 papers in 22 file drawers (17 file drawers labeled by contained counties and dated; 2 file drawers dated; 3 file drawers unlabeled).

Physicians' and hospitals' reports to Board of Health of persons examined and affected with tuberculosis, showing for each case name of patient, county, address, age, marital status, occupation, length of illness, financial status, family health conditions, signature of doctor in attendance, and date. Arranged alphabetically by county, thereunder alphabetically by name of patient. No index. Typed on printed forms. 4 x 12 x 26. 3rd floor, west end.

(Division of Epidemiology)

(165-168)

165. [REFERENCE FILE TO TUBERCULOSIS REPORTS], 1916---. 27,500 cards in 22 file drawers (labeled by contained letters of alphabet and inclusive Soundex numbers).

Card reference file to tuberculosis reports, showing general information on individual cases. Arranged alphabetically by name of patient. No index. Typed on printed forms. 4 x 12 x 26. 3rd floor, west end.

166. EPIDEMIOLOGY DIVISION, POLIOMYELITIS, 1930-35. 2,500 papers in 1 file drawer.

General file on poliomyelitis, including:

- i. Charts showing number and sex of victims per hundred thousand in each age group, 1930.
- ii. Charts showing number of cases and number of deaths in North Carolina.
- iii. Charts showing number of cases each month, Jan.-Sept. 1935.
- iv. Data on persons receiving Kolmer vaccine treatment, showing name, age, sex, and race of each person.
- v. Lantern slides of charts made for exhibition purposes.
- vi. Physicians' case reports, showing name, age, sex, and race of patient, name of head of household, address, name and address of physician, age, and sex of each member of household, and occupational and clinical data.

Arranged alphabetically by name of subject, thereunder chronologically by date of writing. No index. Handwritten and typed; handwritten on printed forms. 12 x 13 x 27. Transfer Room.

167. VENEREAL DISEASES, 1931-35. 5,000 papers in 2 file drawers (dated).

County file of venereal disease work in counties, including for each county reports on venereal diseases, showing name of county, date of report, name, age, marital status, sex, race, disease, place and date contracted, and occupation of each patient, and signature of physician; and correspondence relative to reports on Wasserman tests, clinics held, and supplies ordered. Also contains reports on number of cases of venereal diseases in State institutions, 1931-32, showing number of inmates, number of cases, number given Wasserman tests, number under treatment, and number released, and lists of public venereal disease clinics held showing place of clinic, day and hours clinics held, and amount of fees charged. Arranged alphabetically by name of county and subject, thereunder chronologically by date of filing. No index. Typed and handwritten; handwritten on printed forms. 12 x 13 x 27. Transfer Room.

168. [BUREAU OF VENEREAL DISEASES MISCELLANEOUS], 1919-21. 2,500 papers in 1 file box (dated).

Miscellaneous papers of the Bureau of Venereal Diseases including:

- i. Attorney General's ruling in the Bellamy Marriage Act, 1921.
- ii. Bulletins, pamphlets, lectures and bibliographies on the incidence and control of venereal diseases.
- iii. Contracts and agreements with municipalities for venereal disease clinics, June 30, 1920.
- iv. Financial statements of Bureau of Venereal Diseases, showing purpose and amount of expenditures and unused balance.
- v. Statements of expenditures and narrative reports of the activities of the social hygiene care in North Carolina.

(Division of Epidemiology)

(169-172)

Arranged by subject, thereunder chronologically by date of filing. No index. Typed, handwritten, and printed. 12 x 13 x 27. Historical Commission.

169. VENEREAL DISEASE RECORD BOOK, 1921-31. 3 vols. (dated). Discontinued. Title varies: Number of Cases Reported by Quarantine Officers, Physicians, Nurses, Teachers, Householders, 1921-25, 1929-30. 1 vol.

Records of case of venereal diseases reported, showing name of disease, date, and number of cases reported by sexes. Arranged chronologically by date of entry. No index. Handwritten. 330 pp. 12 x 10 x $\frac{1}{2}$ and $9\frac{1}{2}$ x $7\frac{1}{2}$ x $1\frac{1}{4}$. Storage room, basement.

170. SYPHILIS, 1936-37. 7,785 cards in 9 cardboard boxes (labeled by contained counties and dated).

Physicians' form for reporting venereal diseases, showing name of disease, name, address, age, sex, and color of patient, laboratory analysis, state and source of disease, signature, and address of physician making report, and date. Arranged alphabetically by name of county. No index. Handwritten on printed forms. 4 x 8 x 14. Historical Commission.

171. [ABSTRACTS OF INFORMATION ON PATIENTS HAVING VENEREAL DISEASES], 1938--. 55,000 papers in 11 file drawers (8 file drawers labeled by contained numbers; 3 file drawers unlabeled).

Abstracts of case histories of venereal disease patients, U.S.P.H.S. Form 9575, showing name and address of patient, name and location of clinic, signatures of abstracter and verifier, identification and personal information of patient, and details of disease and treatment. These abstracts are taken from case records of clinic patients who were treated before, or who were being treated at the time, the clinic came under the supervision of the State Board of Health. Arranged alphabetically by name of county, thereunder numerically by clinic number, and thereunder alphabetically by name of patient. No index. Handwritten on printed forms. 12 x 12 x 27. 3rd floor, west end.

For case histories of patients treated after particular clinics came under the supervision of the State Board of Health, see entry 172.

172. CLINICS 359 [Reports of Venereal Diseases], 1938--. 30,000 cards in 12 file drawers.

Report of venereal disease, Form 359, made by physician, clinic, hospital, or institution, showing name of county, date of admission, clinic number (if clinic), name, address, age, sex, identification number, and race of patient, pregnancy record, previous treatment, present treatment, laboratory findings, disease and diagnosis, signature and address of informant, and date of report. Report sent by informant to county or district health officer, who transmits it to State Board of Health; if no such officer, it is sent directly to State Board of Health. Information on these cards is coded on progress cards and total cards, entries 174, 175, and 176. Arranged alphabetically by name of county, thereunder alphabetically by name of patient. No index. Handwritten on printed forms. 5 x 7 x 24. 3rd floor, west end.

For case records of clinic patients treated prior to clinics coming under supervision of State Board of Health, see entry 171.

(Division of Epidemiology)

(173-177)

173. [CLINIC TREATMENT PROGRESS CARDS], 1939--. 70,000 cards in 10 file drawers.

Monthly treatments progress reports made by venereal disease clinics, hospitals, and private physicians, on each patient treated, including Syphilis Treatment-Progress Card 1, showing clinic number, patient's number, sex of patient, details of treatment, and transfer date (used if patient transfers to another clinic or to private physician), and Gonorrhea, Chancroid, and Granuloma Treatment - Progress Card 2, showing for each disease same information as Progress Card 1. No obvious arrangement. No index. Handwritten and coded on printed tabulating machine cards. 12 x 14 x 25. Attic.

174. PROGRESS CARDS, 1939--. 40,000 cards in 22 file drawers. Progress cards on venereal disease patients under treatment, showing information taken from Clinic Treatment Progress Cards, entry 172, and Report on Venereal Diseases, entry 173. Arranged numerically by clinic number, thereunder numerically by patient number. No index. Coded on printed tabulating machine card. 4 x 12 x 26. Central Tabulating Room.

175. TOTAL CARDS, 1939--. 40,000 cards in 1 file drawer and 15 file boxes (dated).

Reference file for ascertaining number of cases being treated each month and showing same information as entry 174. Arranged by month case began treatment, thereunder numerically by clinic number. No index. Coded on printed tabulating machine card. 4 x 12 x 26. Central Tabulating Room.

176. INACTIVE FILE [Progress Cards], 1939--. 10,000 cards in 4 file drawers.

Inactive file containing cards from progress and total cards files, entries 174 and 175, removed because of a lapse of 60 or more days in treatment. Arranged in groups by 60 and 90 day lapse, thereunder numerically by clinic number. No index. Coded on printed tabulating machine card. 4 x 12 x 26. Central Tabulating Room.

177. INDIVIDUAL CASE REPORTS, March-Dec. 1939. 4 post binders (dated). Discontinued.

Monthly individual case reports on syphilis patients delinquent in treatment, as shown by records described in entries 173, 174, 175, and 176, including Individual Case Report - Syphilis Form U.S.P.H.S. 3, showing month ending, treatment source, name of clinic, type of case, identification of patient, admission data, clinical progression or relapse, laboratory data, treatment data, treatment reaction lapses, and disposal of case, and Pregnancy Report - Syphilis, Form U.S.P.H.S. 4, showing month ending, treatment source, type of case, identification of patient, status at conception, clinical progression or relapse, laboratory data, treatment data, treatment reaction, lapses during pregnancy, disposition of case, and pregnancy data. Used as follow-up when patient misses treatment, these forms are still used, but the State Board of Health does not keep a copy; the reports are now made in duplicate, one copy being sent to the United States Public Health Service and one copy to the clinic or physician. Arranged chronologically by date of report, thereunder numerically by clinic number. No index. Typed on printed forms. 600 pp. 11 x 12 x 3. Central Tabulating Room.

(Division of Epidemiology)

(178-180)

178. ALL ADMINISTRATIVE CASES, March 1939--. 9 post binders (dated). Copies of monthly reports on work of clinics and physicians in treatment of venereal diseases, including Monthly Clinic Population Report - Syphilis, Form U.S.P.H.S.-1, showing month ending, name of clinic or physician, number of patients by race, sex, and stage of treatment, and total number of patients; Monthly Clinic Population Report, Gonorrhea, Chancroid, and Granuloma, Form U.S.P.H.S.-2, showing month ending, name of clinic, or physician, name of disease, number of patients having each disease, by race, sex, and stage of treatment, and total number of patients; Epidemiological Report - Syphilis, Form U.S.P.H.S.-5, showing month ending, name of clinic or physician, type of case, identification of informant, identification of patient, admission data, clinical progression or relapse, laboratory data, treatment data, lapses, disposition of case, and epidemiology; Treatment Status - Venereal Disease Patients, Form U.S.P.H.S.-6, showing month ending, name of clinic or physician, and total number of active and inactive cases; Outcome of Pregnancies among Syphilitic Women, Form U.S.P.H.S.-7, showing totals for each clinic; and Monthly Activity Report for Venereal Disease Clinic, U.S.P.H.S.-8, showing totals for various services. The first three reports are made in quadruplicate, the original being sent to the clinic and a copy to the United States Public Health Service, one copy being retained in the office, and one copy being kept by the director of the Division. The last two reports are made in triplicate, the original being sent to the United States Public Health Service, one copy retained in the office, and one copy being kept by the director of the Division. Arranged chronologically by date of report thereunder numerically by report number. No index. Typed on printed forms. 300 pp. 11 x 12 x 4. Central Tabulating Room.

179. ALL ADMINISTRATIVE CASES, March 1939--. 9 post binders (dated).

Director's copy of monthly reports on work of clinics and physicians in the treatment of venereal diseases, showing same information as entry 177. Arranged chronologically by date of report, thereunder numerically by report number. No index. Typed on printed forms. 300 pp. 11 x 12 x 4. Room 303.

180. REPORTS, 1931--. 2,500 papers in 1 file drawer. Miscellaneous file containing:

- i. Division of Epidemiology weekly reports on communicable diseases, showing date and number of cases of each disease reported by each county.
- ii. United States Public Health Service weekly reports of reportable diseases, showing date and number of cases of each disease reported by each state.
- iii. United States Public Health Service weekly reports on venereal diseases, showing date and number of cases reported by each state.
- iv. Work Projects Administration semi-annual report on community sanitation work in districts, 1936--., showing number of district, name of supervisor, total number of concrete slab type privies built, total number of privies painted, average number of men worked per week, average quarterly score, total number of man hours, average number of man hours per unit, total labor

(Division of Sanitary Engineering
and Inspection)

(181)

cost, average labor cost per unit, total material cost, and
average material cost per unit.

Arranged by type of report, thereunder chronologically by date of report.
No index. Typed on printed forms and mimeographed. 12 x 18 x 30. Central
Filing Room.

181. [MARRIAGE EXAMINATION RECORD], April 3, 1939--. 4,500 forms
in 1 file drawer.

Duplicate copies of Certificate of Physical Examination for Marriage
License Applicant, Form No. 306, Conditional Certificates of Physical
Examination for Marriage License Applicant, with attached Agreement by
Applicant with North Carolina State Board of Health to comply with Re-
quirements of the Law, Form No. 307; Physical Examination Certificate for
North Carolina Residents who have married outside North Carolina, Form
No. 312; and Conditional Examination Certificate for North Carolina Resi-
dents who have married outside North Carolina with attached agreement by
Applicant with North Carolina State Board of Health to Comply with Re-
quirements of the Law, Form No. 313. These copies are prescribed by law
to be sent by the examining physician to the State Board of Health. Ar-
ranged chronologically by date of receipt. No index. Handwritten and
typed on printed forms. 8 x 10 x 25. Room 302.

DIVISION OF SANITARY ENGINEERING AND INSPECTION

The Division of Sanitary Engineering and Inspection originated in
1910 as the Bureau of Engineering and Education. Prior to that time and
from 1918 to 1919 engineering and inspection work was carried on by the
engineer member of the State Board of Health. With the passage of the
privy act of 1919 provision was made for a Bureau of Sanitary Engineering
and Inspection. A resolution of the Board in 1931 changed its name to the
"Division of Sanitary Engineering and Inspection".

The staff of the Division consist of 33 employees: A Director, a
principal assistant, 10 engineers, 2 bedding inspectors, 13 sanitarians,
and 6 clerks.

By law the Division's duties are to study and recommend suitable
types of privies for the variety of geologic, sociologic, and economic
conditions found in the State; to exercise such oversight of the construc-
tion and maintenance of privies on watersheds as may be necessary to pro-
tect public health; to organize, supervise, and direct a force of sanitary
inspectors for the purpose of inspecting, licensing, and closing privies
in accordance with law and the rules and regulations prescribed by the
Board, of making other such sanitary inspections as are assigned by the
Board, of assisting in the enforcement of the State health laws, especially
the vital statistics and quarantine laws, and of collecting samples from
public water supplies for analysis by the State Laboratory of Hygiene as
the Board directs.

The functions of the State Board of Health relative to the supervision
of public water supplies are exercised by this Division. The Division
studies the plans and specifications for proposed new or improved systems

(Division of Sanitary Engineering
and Inspection)

(182-184)

of public water supplies and sewerage disposal and makes recommendations to the Board as to its action in approving or disapproving such plans; the blueprints and specifications are filed with the Division.

The Division is charged with the enforcement of the sanitary privy law. Since 1933 an intensive program of privy construction has been undertaken through the use of Federal relief funds.

The Division exercises the Board's authority in the sanitary inspection of State institutions and has made available to public school authorities its services in order to improve the sanitary facilities of schools.

One of the primary functions of the Division is the inspection and rating of hotels, restaurants, tourist homes and camps, meat markets, and abattoirs, the supervision of the shellfish industry, and the regulation of the manufacture and sale of bedding.

Furthermore, the Division has cooperated with the Work Projects Administration, the United States Public Health Service, and other such agencies in malarial control, drainage work, and mosquito eradication. In addition, the Division aids the Board in its function of holding hearings for and supervising drainage districts.

It also cooperates with the State Department of Agriculture in the supervision of the manufacture and distribution of dairy products.

182. SANITARY ENGINEERING CORRESPONDENCE, 1932-35. 4,000 papers in 2 file drawers (dated). 1936-- in Miscellaneous Correspondence, entry 2.

Correspondence with county and United States Government agencies pertaining to soil analyses, oaths of office, school sanitation surveys, sanitary conditions in CCC camps, health projects in the State, and sanitary conditions in transient hotels. Arranged chronologically by years, thereunder alphabetically by name of correspondent, and thereunder chronologically by date of filing. No index. Typed and handwritten. 12 x 13 x 27. Transfer Room.

183. CORRESPONDENCE, 1923-26. 4,500 papers in 2 file drawers (1 file drawer dated; 1 file drawer unlabeled).

Correspondence with manufacturers pertaining to enforcement of sanitary laws in plants and on mill property, and with supply houses in and out of State in regard to purchase of equipment. Also contains correspondence with health officials throughout the State relating to health problems in their district, and applications for positions in filter plant operation. Arranged alphabetically by name of correspondent. No index. Typed and handwritten. 13 x 17 x 25. 2nd floor vault.

184. 51-250 [Legal Correspondence], 1920. 500 papers in 1 file box. Correspondence of sanitary engineer with mayors of cities pertaining to the compliance of health laws, with attorneys in regard to prosecution

(Division of Sanitary Engineering
and Inspection)

(185-187)

of cases for violation of sanitation laws, and copies of sanitary laws. No obvious arrangement. No index. Typed and handwritten. 13 x 15 x 25. 2nd floor vault.

185. COUNTY FILE, WATER AND SEWAGE, 1912--. 85,500 papers in 5 file boxes (labeled by contained letters of alphabet) and 45 file drawers (4 file drawers labeled by contained letters of alphabet and dated; 2 file drawers dated; 17 file drawers labeled by contained counties; 22 file drawers labeled by contained counties and dated). Title varies: Correspondence, Water and Sewage, 1912-26, 5 file boxes; Correspondence, 1921-27, 4 file drawers; Sanitary Engineering, Water and Sewage, Milk, Malaria, 1930-39, 17 file drawers.

General file on the work of the Division of Sanitary Engineering and Inspection in the inspection of water plants, sewage disposal plants, water supplies, watersheds, milk production and distribution, privies, jails, and prisons, including reports and relative correspondence. Also contains: Sanitary Engineering, Water, Sewage, Mills, Schools, Institutions, 1930--, entry 186; Sanitary Engineer - State Institution, 1930-39, entry 187. 1912-30 arranged alphabetically by name of municipality, thereunder by type of report, and thereunder chronologically by date of report and correspondence; 1930--, arranged alphabetically by name of county, thereunder alphabetically by name of municipality, thereunder by type of report, and thereunder chronologically by date of report and correspondence. No index. Typed and handwritten; typed and handwritten on printed forms. File boxes, 13 x 17 x 25; file drawers 12 x 13 x 27. 5 file boxes, 1912-26 and 4 file drawers, 1921-27, 2nd floor vault; 19 file drawers, 1926-39, in Transfer Room; 22 file drawers, 1940--, in Central Filing Room.

186. SANITARY ENGINEERING, WATER, SEWAGE, MILLS, SCHOOLS, INSTITUTIONS, 1923-30. 3,000 papers in 1 file drawer. 1930-- in County File, Water and Sewage, entry 185.

General file on inspection of school sanitation by Division of Sanitary Engineering and Inspection, including reports and relative correspondence. Also contains reports and correspondence relative to inspection of mills. Also contains Sanitary Engineer - State Institutions, entry 187. Arranged alphabetically by name of county, thereunder alphabetically by name of school; contained material arranged by subject, thereunder alphabetically by name of mill or institution. No index. Handwritten and typed on printed forms. 12 x 13 x 27. Transfer Room.

187. SANITARY ENGINEER-STATE INSTITUTIONS, 1940. 500 papers in 1 file drawer. 1905-23 in Miscellaneous Correspondence, entry 2; 1923-30 in Sanitary Engineering, Water, Sewage, Mills, Schools, Institutions, entry 186; 1930-39 in County File, Water and Sewage, entry 185.

Correspondence and reports pertaining to the sanitary conditions of all State institutions, including reports on water, sewage, garbage disposal, and special investigations. Arranged alphabetically by name of institution. No index. Typed and handwritten. 12 x 13 x 27. Central Filing Room.

(Division of Sanitary Engineering
and Inspection)

(188-194)

188. BLUEPRINTS OF SEWER SYSTEMS AND WATER PLANTS, 1919--. 1,100 blueprints in 2 racks.

Blueprints and charts of approved and pending water and sewer systems of cities, schools, institutions, resort hotels, and mills, showing name, index number, and plan of system. Arranged chronologically by date of receipt and numbered serially. For index, see entry 189. 48 x 36 x 54. 2nd floor vault.

189. [CARD INDEX FILE TO BLUEPRINTS], 1919--. 1,100 cards in 1 file box.

Index to Blueprints of Sewer Systems and Water Plants in cities, schools, institutions and resort hotels, entry 188, showing name of plant and serial number. Arranged alphabetically by name of plant. Handwritten and typed. 3 x 6 x 11. 2nd floor vault.

190. PHOTOGRAPHIC FILE, undated. 2,000 photographs in 1 file box. Photographs and negatives made at the time of sanitary inspections, showing conditions and improvements in towns throughout the State. Arranged alphabetically by name of town. No index. 12 x 15 x 35. 2nd floor vault.

191. SANITARY ENGINEERING MONTHLY FILTER PLANT REPORTS, 1922-25, 1929-33, 1935--. 1 vol. (unlabeled) and 11,000 papers in 7 file drawers (6 file drawers dated; 1 file drawer labeled by contained subjects).

Monthly reports of water purification plants, showing daily record of operation, chemical used and results of chemical and bacteriological tests. Arranged alphabetically by name of municipality, thereunder chronologically by date of report. No index. Typed and handwritten on printed forms. Vol. 200 pp. 12 x 17 x 3; file drawers, 13 x 15 x 22. 1 vol., 1922-25, and 2 file drawers, 1929-33, 2nd floor vault; 4 file drawers, 1940--, Transfer Room; 1 file drawer, 1935-40, Central Filing Room.

192. [REPORTS ON GRAVITY SURFACE WATER SUPPLIES], 1922-23. 1 vol. Report on inspection of gravity surface water supplies compiled from letters showing name of town, date, name of engineer in charge of plant, time spent on inspection, and names of persons conducting inspection. Arranged alphabetically by name of town. No index. Handwritten. 300 pp. 15 x 17 x 2. 2nd floor vault.

193. [RECORD OF SAMPLES RECEIVED], April-June, 1929. 1 vol. Record of water samples received, showing name of city, name of sender, and date of receipt. Arranged chronologically by date of receipt. No index. Handwritten. 150 pp. 10 x 12 x 1. 2nd floor vault.

194. REPORTS OF WATER ANALYSIS, 1918-19. 2,000 papers in 8 file drawers (5 file drawers labeled by contained letters of alphabet; 3 file drawers unlabeled).

Carbon copies of reports on water analyses, showing date received, sample number, by whom sent in, location, source of water, date collected, and detailed analysis. Also contains correspondence relative to smallpox

(Division of Sanitary Engineering
and Inspection)

(195-198)

prevention. Arranged alphabetically by name of city or town. No index.
Typed on printed form. 3 x 8 x 12. Historical Commission.

195. MILK CONTROL LEDGER U[nited] S[tates] P[ublic] H[ea]lth
S[ervice] STANDARD MILK ORDINANCE, 1926--. 3 vols.

United States Public Health Service report of milk sanitation status of towns and cities (Form 9421 U.S.), showing population, name of health officer, name of milk inspector, date, summary of survey, recommendations, officers' report, enforcement methods, remarks, sanitation agency, name, city, county, district, and status of raw milk retailers, name of each dairy, rating, sanitation, and remarks. Information shown in vol. for 1926-28 has been transcribed in the vol. for 1926-37. Arranged alphabetically by name of town, thereunder chronologically by date of survey. Handwritten on printed forms. No index. 1 vol., 150 pp. 12 x 15 x 1; 2 vols., 500 pp. 15 x 21 x 3. 2 vols., 1926--, room 209; 1 vol., 1926-28, 2nd floor vault.

196. SCHOOL SURVEY, 1931, 1933. 1,000 papers in 1 file drawer. Reports on county school premises for the following counties: Beaufort, Carteret, Craven, Dare, Franklin, Hertford, Hyde, Jones, Nash, Onslow, Pamlico, Rutherford, and Tyrrell in 1931, and Camden, Pasquotank, and Perquimans in 1933, showing name of county, date, township, school, race, person interviewed, principal, number of pupils, teachers, rooms, amount of land owned and amount cleared, type and condition of water supply, method and condition of sewage disposal, general sanitary conditions, and recommendations. No obvious arrangement. No index. Handwritten. 13 x 15 x 25. 2nd floor vault.

197. [SURVEY REPORTS], 1914-15. 1 vol.

Miscellaneous reports of surveys, including record of county infection surveys, showing name of county, by whom surveyed, date of survey, calendar quarter, number examined, and number and percent infected; record of sanitary surveys, showing name of county, date, by whom surveyed, calendar quarter, type of privy, total number surveyed, and sanitary rating; report on dispensary work showing name of county, population, area in square miles, name of field director, date and amount of appropriations made, date, amount, and expenditures of work done, number of persons examined, and number found infected and treated; weekly report of work done in Knott's Island, Currituck County, showing date, number of persons examined, number found infected, number treated, and cured, amount expended and by whom, and record of sanitary improvements; and summary of community work, showing name of community, census, number of people examined, infected, date work began, ended and total of each item. Arranged alphabetically by name of county, thereunder chronologically by date of report. No index. Typed on printed forms. 25 pp. 10 x 8 x $\frac{1}{2}$. Historical Commission.

198. [WORK PROJECTS ADMINISTRATION DRAINAGE REPORTS - PROJECT PROPOSALS], 1936-37. 2,500 papers in 1 file drawer.

Work Projects Administrations project proposals and reports on drainage projects under the supervision of the State Board of Health, showing in detail amount of work proposed, amount completed, and estimated cost.

(Division of Sanitary Engineering
and Inspection)

(199-202)

Arranged alphabetically by name of county. No index. Typed on printed forms. 12 x 13 x 27. Room 208.

199. MALARIA PRIOR TO 1937, COMMUNITY SANITATION, 1936, STREAM
POLLUTION, 1926--. 3,500 papers in 1 file drawer.

Reports of Assistant District Supervisor of Work Projects Administration projects and community supervisor of malarial control program, including reports on drainage, filling and screenings, itemized statement of travel and expense accounts, form 1012a; daily and weekly time reports of Work Projects Administration workers, 1936--, and morbidity reports and related correspondence. Arranged alphabetically by subject and name of supervisor, thereunder chronologically by date of writing. No index. Handwritten and typed on printed forms. 12 x 13 x 27. Transfer Room.

200. SANITARY ENGINEERING, EPIDEMIOLOGY MALARIA, 1934--. 2,000
papers in 1 file drawer.

Final report of sanitary engineers and special investigation on stream pollution and malarial survey, showing a summary of findings. Also contains blueprints of Carolina Power and Light Company hydro-electric and steam generating plants. Arranged alphabetically by subject. No index. Typed. 12 x 18 x 30. Central Filing Room.

201. COMMUNITY SANITATION [General File], 1937--. 20,000 papers
in 8 file drawers (dated).

Monthly reports and expense accounts including travel authorization, Form BB 402, with itemized account of expense of travel attached; vouchers for per diem and reimbursement of expenses incident to official travel with attached statement of travel by motor vehicle, Form 1012a; weekly compilation of daily travel reports, showing date, mileage of car, hotel, per diem, and travel narrative; reports on liquidation of sponsor's pledges, WPA Form 710B, showing date, county, project number, work project number, pledge, expenditures, personal services, and total; weekly progress report, showing county, date, number, kinds, type and material used in building privies, number of men, number of hours, cost of labor and materials, average cost, number of unfilled orders, summary, property owner's name, tenant's name, address, and date completed; copies of project proposals, WPA Form 301, and relative correspondence; monthly report of absences, U.S. Treasury Department Form 2243B, showing date, name, number of days annual leave, number of days sick, without pay, and remarks; and relative correspondence. Arranged alphabetically by name of county, thereunder in folders by subject. No index. Typed and handwritten on printed forms. 12 x 13 x 27. Room 208.

202. FEDERAL HOUSING ADMINISTRATION CLOSED CASES, 1936-39. 4,000
papers in 2 file drawers (dated). 1938-- in Subject File,
entry 3.

Reports of inspection by health department of water and sewerage systems financed by Federal Housing Administration. Also contains analysis report on water by State Laboratory of Hygiene. Arranged alphabetically by name of applicant, thereunder chronologically by date of filing. No index. Typed and typed on printed forms. 12 x 12 x 27. Transfer Room.

(Division of Industrial Hygiene)

(203- 205)

203. BARBER SHOP CORRESPONDENCE [and Reports], 1929-31. 3,000 papers in 1 file box. Discontinued.

General file on barber shop inspection, including report on sanitary inspection of barber shops, showing name of shop, county, city and date, name of owner and person interviewed, number of chairs, number of barbers, number of certificate of physical examination, names of barbers, number of rules violated, and signature of inspector; list of towns in each county subject to rules and regulations of shops in North Carolina; reports on prosecutions and number of shops closed; and correspondence with secretary of Board of Barber Examiners and others, relative to licenses, and failure to comply with sanitation laws. Arranged alphabetically by county. No index. Handwritten and typed on printed forms. 13 x 15 x 25. 2nd floor vault.

204. LEGISLATION, 1935--. 2,500 papers in 1 file drawer. Copies of bills prepared for presentation to the General Assembly by Division of Sanitary Engineering. Arranged chronologically by years. No index. Typed. 12 x 18 x 30. Central Filing Room.

DIVISION OF INDUSTRIAL HYGIENE

The Division of Industrial Hygiene was created in September 1935, to aid in the enforcement of the occupational disease amendment to the Workmen's Compensation Act, which was enacted by the General Assembly in that year. The Division was created in cooperation with the Industrial Commission and under the tutelage of the United States Public Health Service.

The occupational disease amendment provided for the appointment of an Advisory Medical Committee of three members, appointed by the Industrial Commission with the approval of the Governor, to serve for 6 years. Members must be physicians specially qualified to diagnose and treat occupational diseases. The chairman is appointed by the Industrial Commission. The present chairman is Director of the Division of Industrial Hygiene. This committee conducts medical examinations required by the Industrial Commission, assists in post-mortem examinations when directed by the Commission, and gives expert testimony at hearings before the Commission.

The activities of the Division of Industrial Hygiene include sanitary surveys of industries, consultation service to industries and State Departments, investigation of the health hazards of occupational environments, examination of plans of systems for ventilating industries, evaluation of methods for the control of occupational hazards, and clinical and x-ray examinations of workers.

The personnel consisted, during the biennium 1938-40, of a medical director, an x-ray technician, two industrial hygienists, and a secretary. For about 6 months an additional physician was employed.

205. [INDIVIDUAL CASE RECORD], 1935--. 53,000 papers in 19 file drawers (labeled by contained letters of alphabet). Individual case records of industrial employees who are exposed to any of

(Division of Industrial Hygiene)

(206-210)

the 25 compensable occupational diseases, including for each employee, case record form, showing serial number, date, name, address, age, sex, color, address of plant and physician, a detailed occupational history, detailed family and past medical history, present health, result of physical examination, x-ray interpretation, laboratory test summary, final diagnosis, and recommendations; re-examination record, showing name, address, county, plant, date of birth, age, color, occupational history since last examination, interim history since last examination, detail of physical examination, fluoroscopic examination, x-ray interpretation, laboratory test, diagnosis, and recommendations; re-employment statement, showing date, name and address of employee, time resided in North Carolina, detail of occupational history and previous health, employer's statement, and signatures of applicant and witnesses; and relative correspondence. Arranged alphabetically by name of employee, thereunder chronologically by date of writing. No index. Handwritten and typed on printed forms. 12 x 14 x 28. Secretary's office.

206. [X-RAY PLATES], undated. 10,000 plates in 16 file drawers (labeled by contained numbers).

X-ray plates, showing chest cavities of industrial workers engaged in dusty trades in State, made before issuing health work cards. Arranged numerically by plate number. For index, see entry 207. 17 x 21 x 30. Supply room, basement.

207. [INDEX TO X-RAY PLATES], undated. 10,000 cards in 165 card trays (labeled by contained letters of alphabet).

Index to [X-Ray Plates], entry 206, showing name and address of employee and employer, date of examination, name of person giving examination, and number of x-ray plate. Arranged alphabetically by name of employee. Typed. 1 x 6 x 21. Secretary's office.

208. [RECORD OF BLOOD TESTS], 1937--. 2 vols.

Record of blood tests taken in industrial workers' examinations, showing date, race, and name of examinee, type of blood test taken, results, and name of employer. Arranged alphabetically by name of examinee. No index. Handwritten. 150 pp. 12 x 10 x 2. Secretary's office.

209. [EMPLOYERS' RECORD OF EXAMINATIONS OF EMPLOYEES], 1935--. 500 cards in 1 file box.

Employers' record of employees examined, showing name, and address of employer, date, file number, name of employee, diagnosis, and date of examination. Also contains numerical list of examinations of employees exposed to occupational diseases, showing file number, employee's name, date of examination, date of re-examination. Arranged alphabetically by name of employer and numerically by file number; contained records arranged numerically by examination number. No index. Typed on printed forms. 24 x 15 x 25. Secretary's office.

210. [INDUSTRIAL PLANT EXAMINATION REPORTS], 1937--. 300 papers in 1 bundle.

Reports on industrial plants, showing name and address of plant, date, number of employees by race, total number of examinations, number of cards sent, number rejected, number of re-examinations, and final diagnosis.

(Division of Oral Hygiene)

(211-213)

Arranged alphabetically by name of plant. No index. Handwritten on printed forms. 9 x 14 x 2. Secretary's office.

211. MAILING LIST, undated. 3,000 cards in 1 file drawer. Mailing list of industries subject to the occupational disease amendment of the Workmen's Compensation Law, showing name and address of company, type of work, nature of health hazards, and type of protective equipment. Arranged by type of industry, thereunder alphabetically by name of company. No index. Typed. 5 x 6 x 18. Secretary's office.

DIVISION OF ORAL HYGIENE

The Division of Oral Hygiene was created by resolution of the State Board of Health in 1931. Free dental clinics for public school students, however, were developed by the Bureau of Medical Inspection of Schools in 1918, and their operation remained a function of that Bureau until the reorganization of the Board in 1931.

The personnel of the Division consists of 36 persons: The Director, a secretary, 30 dentists (5 of whom are Negro), 1 educational consultant, and 2 part-time helpers.

The Division is financed by the State Board of Health, the Children's Bureau, and local sources. Its program includes oral hygiene education and the detection and correction of dental defects for underprivileged children under 13 years of age.

212. ORAL HYGIENE COUNTY, 1924-25, 1933-35. 7,500 papers in 3 file drawers (dated). Title varies: Individual Dental Reports, County Dental Correspondence, 1924-25, 1 file drawer. 1935 in County Health Work; County Correspondence; District General, entry 63.

Oral hygiene county files, including contracts with county, showing amount of money appropriated by county for school dental work, signed by county school superintendent and approved by head of Oral Hygiene Department; reports to the county equalization board from director, showing number of counties completing mouth health programs and costs; applications for positions by dentists and nurses; and relative correspondence with school superintendents, school dentists, nurses and county boards. Arranged alphabetically by name of county, thereunder chronologically by date of writing. No index. Typed, typed and handwritten on printed forms. 12 x 13 x 27. Transfer Room.

213. [COUNTY DENTAL REPORTS], 1936--. 31,725 papers in 47 bundles (16 bundles labeled by contained counties and dated; 22 bundles labeled by contained county, dates, and name of doctor; 9 bundles, labeled by name of town or city, dates, and name of doctor).

Individual reports from county dental clinics, showing name of county, school, teacher, grade, name, sex, color, and age of child, date of treatment, chart showing type and amount of work done, statement of general

(Division of Oral Hygiene)

health, name, address and occupation of parent, and signature of county dentist holding clinic. Also contains weekly report of county dental activities, compiled from individual reports, showing name of county, name of town, name of school, date, number of children examined, number of children treated, number referred to local dentists, details of work done and materials used and signature of county dentist. Arranged in bundles by county and town. Typed and handwritten on printed forms. 12 x 8 $\frac{1}{2}$ x 4. Historical Commission.

B I B L I O G R A P H Y

- Brown, R. Eugene, Eugenical Sterilization in North Carolina: Purpose, Statutory Provisions, Forms and Procedures. Raleigh, 1938. 29 pp.
- Clark, Walter, ed., The State Records of North Carolina. Winston, Goldsboro, Charlotte, 1895-1905. 16 vols.
- Johnson, Guion Griffis, Ante-Bellum North Carolina. Chapel Hill, 1938. 995 pp.
- Laws of North Carolina.
- McIntosh, William A., and John F. Kendrick, Public Health Administration in North Carolina. N. p., n. p., 1940. 190 pp.
- North Carolina Board of Health, Biennial Report. Raleigh, 1882-1940. 28 vols.
- North Carolina Board of Health, The Health Bulletin. 1886-1941. 56 vols.
- North Carolina Historical Records Survey Project, Inventory of the State Archives of North Carolina, Series II, Agencies of Fiscal Control, No. 4, Local Government Commission. Raleigh, March 1941. 30 pp.
- North Carolina Historical Records Survey Project, Inventory of the State Archives of North Carolina, Series IV, Regulatory Agencies, Nos. 5-27, Licensing Boards. Raleigh, May 1941. 123 pp.
- North Carolina Manual, 1929. Raleigh, 1929.
- Private Laws of North Carolina.
- Public Laws of North Carolina.
- Saunders, William L., ed., The Colonial Records of North Carolina. Raleigh, 1886-90. 10 vols.

INDEX

(Abb-Boa)

(Underlined numbers refer to pages; other numbers refer to entries).

- Abbatoirs
 - inspection, 97
 - reports, 2, 3, 11
 - sanitary supervision, 30
- Abbreviations, vi
- Absences
 - personnel
 - reports, 2, 3, 12, 41, 42
- Accounting. See Central Accounting Office; Accounts
- Accounts
 - Division of Central Administration, 16-41
 - receivable, 41
 - State Laboratory of Hygiene
 - biologicals, 112
 - water tax, 112, 113
- Adenoids
 - operations, 3, 41, 48
- Administrative expenses, 23
- Adoption papers, 133, 138
- Advisory Medical Committee, 102
- Agglutination tests, 69
- Agricultural Experiment Station, 13
- Alcohol
 - correspondence, 123
- Alcoholism
 - teaching, 30
- Allotment
 - report, 27
- American Red Cross, 62
 - monthly reports, 3
- American Public Health Association
 - correspondence, 42
- Animal inoculations, 96
- Antirabic vaccine
 - orders, 101
- Antivenene, 69
- Antitoxin
 - orders, 97
- Anti-typhoid treatments, 160
- Applicants
 - employees, 3, 64
 - personnel histories, 3, 64
- Appropriations
 - Division of Oral Hygiene, 212
- Appropriations (continued)
 - North Carolina Board of Health, 13
 - report, 27
 - State Laboratory of Hygiene, 117
- Ascarid, 163
- Attorney General
 - ruling, 168
- Bank
 - deposit slips, 41
 - statements, 41
- Barber Examiners. See Board of Barber Examiners
- Barber shops
 - sanitary inspection
 - correspondence, 203
 - reports, 203
- Barbers
 - sanitary inspection, 29
- Battery Island, 1
- Beaufort County
 - health survey, 3
 - school survey, 196
- Beauty shops, 29
- Bedding
 - inspection reports, 2, 3, 11
- Bedding fund, 38
 - receipts, 41
- Bedding Law, 26
- Bedding manufacture, 97
 - sanitary inspection, 25, 26
- Bellamy Marriage Act, 168
- Bibliography, 106
- Bills
 - paid, 41
- Biologicals
 - accounts, 112
 - distributed, 107, 108
- Birth control
 - clinics, 62
- Birth certificates, 129-132
- Births. See Division of Vital Statistics; vital statistics
- Bismuth, 69
- Blood tests
 - industrial workers, 208
- Board of Barber Examiners
 - correspondence, 203

Index

Board of Health, North Carolina. See North Carolina Board of Health

Bookkeeper's office
State Laboratory of Hygiene records, 106-123

Budget Bureau
bulletins, 41
reports, 27, 118

Budget reports
United States Public Health Service, 3, 28

Budgets
County Health Division, 3, 16, 29, 163
county health work, 16, 29
Division of County Health Work, 63
International Health Board reports, 41
maternal and child health, 3
reports, 27, 28
State International Hygiene Board reports, 41
United States Public Health Service, 16, 28

Bulletins
Board of Health, 42

Bureau of County Health Work, 67. See also Division of County Health Work

Bureau of Engineering and Education, 60, 96. See also Division of Sanitary Engineering and Inspection

Bureau of Epidemiology, 82, 86. See also Division of Epidemiology

Bureau of Health Education, 86

Bureau of Maternity and Infancy, 62. See also Department of Maternity and Infancy
financial reports, 41
reports, 3

Bureau of Medical Inspection of Schools, 104
reports, 3, 41, 48

Bureau for the Medical Inspection of School Children, 61

(Boa-Chi)

Bureau of Public Health Nursing and Infant Hygiene, 62

Bureau of Sanitary Engineering and Inspection, 96. See also Division of Sanitary Engineering and Inspection

Bureau of Venereal Diseases, 87
records, 168

Bureau of Vital Statistics, 86, 82. See also Division of Vital Statistics

Burial permits, 11

Bus stations
sanitation, 31

Cafes
inspection reports, 2, 3, 11

Camden County
school survey, 196

Cancer control
financial report, 41

Carolina Power and Light Company plants
blueprints, 200

Carteret County
school survey, 196

Cash book, 17

Cash receipts
State Laboratory of Hygiene, 111, 114

Central Accounting Office
records, 16-41

Central Administration. See Division of Central Administration

Central Prison, 18

Census
cripples, 60

Chancroid
clinic population reports, 178
clinic treatment progress cards, 173-176

Checks
canceled, 34, 41
stubs, 35

Child health, 22

Child hygiene, 62
reports, 3

Children
crippled. See Crippled Children
school
examination, 21
medical examination, 61

Index

Children's Bureau, 104
Children's Bureau of the
United States Department
of Labor, 61, 62
Civilian Conservation Corps
Camps
sanitary conditions, 182
Clinics
crippled children
reports, 56
index, 95
venereal disease, 173-176
Commissioner of Labor and
Printing
requisitions on, 2, 33, 41
Communicable diseases, 86, 152
case reports, 146
control, 61, 66, 67
reports, 3
reports, 2, 3, 9
weekly reports, 188
Community sanitation, 201
inspection reports, 2, 3,
11
reports, 180
Work Projects Administra-
tion
project proposals, 201
Compensation, industrial.
See Division of Industrial
Hygiene
Contagious diseases, 148-150
reports, 157
Correspondence
barber shop sanitation, 203
Board of Barber Examiners,
203
Crippled Children's Depart-
ment clinic, 55
Department of Health Educa-
tion, 43
Department of School Health
Supervision, 49
diphtheria, 3, 49
Division of Central Admin-
istration, 2
Division of County Health
Work, 2, 3, 61-63
Division of Epidemiology,
142, 143
Division of Preventive
Medicine, 42

(Chi-Cov)

Correspondence (continued)
Division of Oral Hygiene, 63,
212
Division of Sanitary Engineer-
ing and Inspection, 182,
183
Division of Vital Statistics,
124, 125, 127
epidemiology, 2, 142
Health Department, 70, 73
health laws, 2
hookworm, 2, 62, 163
legal
Division of Sanitary Engin-
eering and Inspection,
184
miscellaneous, 2
Public Works Administration,
83
State Laboratory of Hygiene,
68
clinic, 71-73
diphtheria antitoxin, 79
druggists, 68, 74
hospital, 68, 71
hookworm, 77
mineral springs, 68, 82
out of state, 68, 69
physicians, 73
rabies, 71, 73-75
Sanitary Engineer, 2, 187
Selective Draft, 80
smallpox prevention, 194
typhoid, 3, 41
vaccine, 68, 70, 71, 74,
78, 79
water, 68, 73, 81
tax, 106
Cosmetic art
rules, 29
County boards of health, 7
County dental reports, 213
County health departments
budgets, 3
correspondence, 70, 73
County Health Division Budgets,
3, 16, 29, 163
County health doctors
accounts, 25
County health work, 3, 63. See
also Division of County Health
Work

Index

(Cou-Div)

County health work (continued)
 expenses, 25
 financial statements, 29
 funds, 16
County sanitary committee, 7
Craven County
 school survey, 196
Crippled children, 62. See
 also Department of Crippled
 Children
Crippled Children's Department,
 33, 60
 census registration, 60
 clinic
 correspondence, 55
 reports, 56
 field nurses' reports, 59
 field supervisors' reports,
 3, 54
 individual case records, 57,
 58
 reports, 3
 Social Security Act, 62
 statistical clinic reports,
 55
Cripples
 census registration, 60
Dairy. See Milk
 products, 97
 sanitation, 17
Dare County
 school survey, 196
Death certificates, 135, 136
 tabulation, 137
Deaths. See Division of
 Vital Statistics; vital
 statistics
Dental clinics
 reports, 3
 schools, 104
Dental fund, 38
Dental work. See Division
 of Oral Hygiene
Department of Crippled
 Children, 62
 staff, 62
Department of Education,
 61, 62
Department of Maternity and
 Infancy, 62
 records, 50-53
Department of School Health
 Supervision, 61

Department of School Health
 Supervision (continued)
 monthly reports, 2, 3, 5
 records, 47-49
Diagnostics laboratory
 examinations, 93, 94
Diphtheria, 69
 antitoxin, 15, 69
 correspondence, 76
 orders, 100
 vaccination record, 3, 49
Disbursements, 18, 22, 26, 41
 North Carolina Board of
 Health, 13
 report, 27
 State Laboratory of Hygiene,
 118
Diseases. See Division of
 Epidemiology
 reportable, 8
Division of Central Adminis-
 tration, 6, 32, 48-66, 67
 accounts, 16-41
 administrative expenses, 23
 financial statements, 3, 21,
 41
 reports
 mailing room, 3, 45
 monthly, 2, 3, 4
 personnel absences, 2, 3,
 12, 41
 trial balances, 20
 vouchers
 general fund, 1, 3, 36
Division of County Health Work,
 6, 34, 62, 67-69
 budgets, 63
 correspondence, 2, 3, 61-63
 employees
 applications, 3, 64
 personal histories, 3, 64
 origin, 67
 personnel, 67
 records, 61-67
 relations, 67
 reports, 66, 67
 financial, 63
 monthly, 2, 3, 6
Division of Epidemiology, 6, 36,
 61, 86-96. See also Bureau
 of Epidemiology
 administrative cases, 178
 communicable diseases, 152

Index

Division of Epidemiology
communicable diseases (continued)
case reports, 146
weekly reports, 180
contagious diseases, 148-150, 157
correspondence, 142, 143
creation, 86
duties, 86
functions, 86, 87
hookworm
correspondence, 163
survey, 163
immunization reports, 160
list of physicians, 144
marriage examination record, 181
monthly reports, 2, 3, 9
mortality reports, 158
physicians' mortality and morbidity record, 147
physicians' reports, 145
poliomyelitis, 166
pregnancy reports
syphilis, 177
quarantine officers' reports, 156
reportable diseases, 151, 153-155, 180
staff, 87
summary of physicians' daily dispensary reports, 159
syphilis, 170
epidemiological reports, 178
individual case reports
of delinquent patients, 177
outcome of pregnancies, 178
tuberculosis reports, 164, 165
typhoid
cases, 162
fever investigations, 161
venereal diseases
administrative cases, 179
case histories, 171, 172
clinic
population reports, 178
reports, 172
treatment progress cards, 173-176

(Div-Div)

Division of Epidemiology
venereal diseases (continued)
monthly reports on treatment, 178
treatment status of patients, 178
weekly reports, 180
Division of Institutions and Corrections
reports, 3
Division of Health Education, 60
correspondence, 43
reports, 44-46
Division of Industrial Hygiene, 6, 37, 102-104
activities, 102, 103
Advisory Medical Committee, 102
compensable occupational diseases, 205
creation, 102
employers' examination of workers, 209
individual case records, 205
industrial
plant examination reports, 210
workers
blood tests, 208
mailing lists, 211
records, 205-211
reports, 3
sanitary surveys, 102
staff, 102
x-ray plates, 206, 207
Division of Oral Hygiene, 6, 37, 61, 104-105
appropriations, 212
correspondence, 63, 212
county dental reports, 213
county files, 212
creation, 104
records, 212-213
reports, 3
staff, 104
Division of Preventive Medicine, 6, 33, 60-66, 87
absentee list, 42
correspondence, 42
duties, 61
general data file, 42

Index

Division of Preventive
Medicine (continued)
organization, 60
reports, 3
sick leave list, 42
staff, 60
Division of Sanitary Engineer-
ing and Inspection, 6, 61,
96-102
barber shops
correspondence, 203
reports, 203
blueprints of sewer systems
and water plants, 188,
189
community sanitation, 201
correspondence, 182, 183
legal, 184
smallpox, 194
duties, 96
Federal Housing Adminis-
tration
closed cases, 202
filter plant reports, 191
general files, 185-187
gravity surface water sup-
plies, 192
legislation, 204
malaria
control reports
survey reports, 200
Work Projects Adminis-
tration, 199
milk
~~control~~, 195
ordinances, 195
monthly reports, 2, 3, 11
origin, 96
sanitary inspection photo-
graphs, 190
sanitary survey reports, 197
school survey, 196
staff, 96
water analysis, 194
water samples received, 193
Work Projects Administration
drainage reports, 198
Division of Vital Statistics,
6, 35, 82-86. See also
Vital Statistics; Bureau
of Vital Statistics
adoption papers, 133, 138
birth and death registra-
tion fees, 141

(Div-Eug)

Division of Vital Statistics
(continued)
birth certificates, 129-132
correction file, 133, 138
correspondence, 124, 125,
127
creation, 82
death certificates, 135, 136
tabulation, 137
money returned, 127, 128
monthly reports, 2, 3, 8
origin, 82
records, 124-141
registrars
annual reports, 140
monthly reports, 139
requests for birth and death
certificates, 126
staff, 82
State Registrar, 82
stillbirth certificates, 134
Doctors. See Physicians
index, 95
Domestic servant law, 42
Drainage
districts, 97
reports
Work Projects Adminis-
tration, 198, 199
Drug addicts, 27
Druggists, 23
correspondence, 68, 74
Dysentary tests, 69
Education
health, 60
The Health Bulletin, 13,
46, 60
Embalmers. See State Board
of Embalmers
Employees
absence records, 123
application, 3, 64
personal histories, 3, 64
Endemic typhus
tests, 69
Epidemiology, Division of. See
Division of Epidemiology
correspondence, 2, 142
letter file, 142, 143
quarantine reports, 3, 10
Equipment
inventories, 41
Eugenics Board, 4, 25

Index

(Exp-Ind)

- Expenditures
 receipts, 116, 118
 report, 27
 summary, 117
- Expenses
 administrative, 23
 county health work, 25
 salary, 24
 travel, 41
- Express bills and receipts
 State Laboratory of Hygiene,
 104
- Explanatory notes, vi
- Federal Childrens' Bureau
 financial reports, 41
- Federal Housing Administration
 closed cases, 3, 202
- Federal Housing Authority
 projects
 inspection reports, 2, 3, 11
- Fees
 vital statistics, 12, 13
- Field supervisors
 reports, 3, 54
- Filter plants
 reports, 191
- Financial statements, 3, 21,
 41
 cooperative county health
 work, 29
 Division of Central Admin-
 istration, 3, 21
- Food
 analysis, 13
- Fort Johnston, 1
- Garbage disposal, 187
- Gastonia
 North Carolina Orthopedic
 Hospital, 62
- General Assembly
 bills of Division of
 Sanitary Inspection, 204
 Workmen's Compensation Act,
 102
- General Education Board, 61
- General fund
 vouchers, 3, 36
- General ledgers, 19
- Gonarrhea, 69. See also
 Division of Epidemiology;
 venereal diseases
 clinic
 population reports, 178
- Gonarrhea (continued)
 treatment progress cards,
 173-176
- Granuloma
 clinic population reports,
 178
- Guinea pigs, 79
- Guilford County, 67
- Health Bulletin, The, 13, 46,
 60
 mailing list, 42
- Health Department, 6
- Health Education, 23, 60.
 See also Division of
 Health Education
 correspondence, 43
- Health laws, 6, 48
 correspondence, 2
- Health, North Carolina Board
 of. See North Carolina
 Board of Health
- Hertford County
 school survey, 196
- Historical Records Survey
 publications, 107, 108
- Hookworm, 67
 correspondence, 2, 62, 77,
 163
 quarterly statements, 39,
 41
 survey, 77, 163
 treatment
 reports, 3
- Hospitals
 correspondence, 68, 71
 index, 95
 inspection, 20
 tax exemption, 30
 tubercular reports, 164, 165
 venereal disease
 clinic reports, 172
 progress cards, 173-176
- Hotels
 inspection, 20, 97
 reports, 2, 3, 11
 sanitary conditions, 182
- Hyde County
 school survey, 196
- Hydrophobia, 15
- Immigration reports, 160
- Impotency
 prescriptions, 24
- Industrial Commission, 102

Index

(Ind-Mat)

- Industrial compensation. See
Division of Industrial
Hygiene
- Industrial Hygiene, Division
of. See Division of
Industrial Hygiene
- Industrial plants. See
Division of Industrial
Hygiene
- Industry. See Division of
Industrial Hygiene
employees' individual case
records, 205
health hazards, 102
sanitary survey, 102
ventilation, 102
- Infancy and maternal reports,
3, 52, 53
- Infant hygiene service, 61,
62
- Inoculations
animal, 96
- Insane
sterilization, 25
- Inspectors
accounts, 25
- Insured mailing books
State Laboratory of Hygiene,
102
- International Health Board,
67, 63
budget reports, 41
refunds, 29
- International Health Board
of the Rockefeller Founda-
tion, 61, 86, 87, 163
- Interoffice communication, 27
- Inventories
equipment, 41
supplies, 41
- Invoice register
State Laboratory of Hygiene,
115
- Invoices
State Laboratory of Hygiene,
120
- Jails
hygiene supervision, 19
sanitary inspection, 185
- Jones County
school survey, 196
- Kahn-Chamberlain Bill, 87
- Kendrick, Dr. John S., 61
- Knott's Island
sanitary survey reports, 197
- Kolmer vaccines, 165
- Laboratory analyses, 13-16
- Laboratory of Hygiene, State.
See State Laboratory of
Hygiene
building fund, 38
purchase orders, 31, 122
receipts, 41
- Legislation
Division of Sanitary Engineer-
ing and Inspection, 204
- Lewis, Dr. Richard H., 31
- Literature
health, 6
- Livestock
inspected, 20
- Local Government Commission, 29
- Local health work, 7-9
- Mailing list, 46
Division of Industrial Hygiene,
211
- Mailing room
State Laboratory of Hygiene
records, 97-105
reports, 3, 42, 45
- Maintenance Allotment
State Laboratory of Hygiene,
119
- Malaria, 28, 69
control, 97
Work Projects Administration,
199
drainage
inspection reports, 2, 3, 11
survey reports, 200
- Maps
North Carolina, 158
- Marriages
examination record, 181
licenses
certificates of health, 30
- Maternal and child health ser-
vice
circular letters, 42
- Maternal and child hygiene, 61
- Maternal and infancy center
reports, 42, 52
reports, 3, 52, 53
- Maternal health, 22
- Maternal hygiene, 62

Index

- Mattresses
 - sanitary inspection, 25, 26
- Meat markets
 - inspection, 97
 - reports, 2, 3, 11
 - sanitary supervision, 30
- Medical Society, 3
- Meningitis, 69
 - serum, 69
- Midwives, 22, 23
 - registration, 22
 - cards
 - outline, 50
 - inactive, 51
 - regulation, 42
 - supervision, 62
- Milam, Dr. D. F.
 - correspondence, 143
- Milk, 185. See also Dairy
 - control ledger, 195
 - ordinances, 195
 - sanitation, 17
- Mills
 - sanitary
 - inspection, 186
 - laws
 - correspondence, 183
- Mineral Springs
 - correspondence, 68, 81, 82
- Minutes
 - Advisory Committee of the North Carolina School Health Coordinating Service, 42
 - State Board of Health, 1
- Miscellaneous
 - financial, 41
- Morbidity
 - record, 147
 - registration, 8
 - service, 66, 67
- Mortality
 - record, 147
 - reports, 158
- Mosquito
 - control, 28
 - eradication, 97
- Motion pictures, 43
 - daily reports, 2, 3, 43, 44
 - operators' reports, 2, 44
 - service, 61
- Municipal health departments
 - correspondence, 70
- Narcotic drugs, 27
- Narcotism
 - teaching, 30
- Nash County
 - school survey, 196
- Neocarsphenamine, 69
- Newspapers
 - clipping, 42
 - health publicity, 61
 - releases, 3, 14
 - scrap book of clippings, 15
- North Carolina Board of Health
 - accessibility of records, 31-37
 - activities, 13
 - allotments, 13
 - appropriations, 13
 - care of records, 31-37
 - disbursements, 13
 - entries, 6-31
 - evolution, 1-6
 - finances, 13
 - housing of records, 31-37
 - organization, 13
 - powers, 6-31
 - receipts, 13
 - records
 - housing, care, and accessibility, 31
 - structural organization, 1-6
- North Carolina Orthopedic Hospital, 62
 - reports, 3
- North Carolina Sanatorium, 19
 - financial records of, 40
- North Carolina Health Coordinating Service, 61
 - Advisory Committee Minutes, 42
- Nurses
 - accounts
 - correspondence, 42
 - reports, 59
 - medical inspection of schools, 42, 47
 - weekly, 2, 5, 41, 42, 47
- Oaths of office, 182
- Obligations, outstanding
 - report, 27
- Obstetrical service, 62
- Occupational diseases, 102. See also Division of Industrial Hygiene

Index

(Ons-Qua)

- Onslow County
 school survey, 196
Ophthalmia neonatorum, 22, 87
Oral Hygiene, Division of, 60.
 See also Division of Oral Hygiene
 county, 62, 212
Order book
 State Laboratory of Hygiene, 121
Orders
 State Laboratory of Hygiene, 97-100
 antirabic vaccine, 101
 charge, 110
 C.O.D., 109
 diphtheria antitoxin, 100
Orthopedic fund, 38
Pamlico County
 school survey, 196
Paratyphoid fever
 tests, 69
Pasquotank County
 school survey, 196
Pasteur treatments
 correspondence, 75
Pay rolls, 27
Pellagra, 158
Perquimans County
 school survey, 196
Pests houses, 1
Petussis vaccine, 69
Photograph
 health conditions, 42
Photographic file
 sanitary inspection, 190
Physicians
 bills for center work, 42
 communicable disease case reports, 146
 correspondence, 42
 dispensary reports, 159
 list of, 144
 mortality and morbidity record, 147
 poliomyelitis reports, 166
 registration, 22
 reports, 145
 tubercular reports, 164, 165
 typhoid fever reports, 161
 venereal disease
 clinic reports, 172
 progress cards, 173-176
Plumbing fixtures, used
 inspection, 30
Poliomyelitis, 166
Pregnancies
 among syphilitic women, 178
Pregnancy reports
 syphilis, 177
Prenatal service, 62
Prescriptions
 impotency, 24
 sterility, 24
 venereal disease, 24
Press
 releases, 3
Preventive Medicine. See
 Division of Preventive Medicine
Printing
 requisitions, 2, 33, 41
Prison
 camps, 18
 hygiene supervision, 18
 sanitary inspection, 185
 sterilization, 25
 tuberculosis, 18
 venereal diseases, 19, 23, 24
Privies, 96, 97
 construction, 201
 licenses, 24
 sanitary inspection, 24, 185
Privy Act of 1919, 96
Property
 valuation, 118
Publications
 The Health Bulletin, 13, 46, 60
 Historical Records Survey, 107, 108
Public Works Administration
 correspondence, 83
 specification, 83
Purchase orders, 30, 31, 122
 State Laboratory of Hygiene, 30, 31, 105, 122
Quarantines
 epidemiology
 reports, 3, 10
 laws, 8, 9
 officers, 8
 reports, 156
 vessels, 1

Index

(Rab-Rep)

- Rabies, 69
 antirabic vaccine orders, 101
 correspondence, 71, 73-75, 78
 treatment, 69
- Radio talks, 3, 14, 15
- Receipts, 18, 26, 41
 expenditures, 116, 118
 Laboratory of Hygiene,
 41, 118
 North Carolina Board of
 Health, 13
 register, 27
 summary, 117
- Rockefeller Foundation, 63
 hookworm survey, 77
- Rockefeller Sanitary Com-
 mission, 67, 31
- Rocky Mountain Spotted Fever
 tests, 69
- Records
 housing, care, and acces-
 sibility, 31
- Registration fees
 Division of Vital Statis-
 tics, 141
- Reportable diseases, 180.
 See also Division of
 Epidemiology
- Reports. See name of depart-
 ments
 absences, 2, 3, 12, 41, 42
 American Red Cross, 3
 Budget Bureau, 118
 Bureau of Maternity and
 Infancy, 3
 child hygiene, 3
 communicable disease. See
 Communicable Disease,
 Division of Epidemiology
 control, 3
 contagious diseases, 157
 crippled childrens' depart-
 ment, 3, 54
 clinic, 56
 field nurse, 3
 dental clinic, 3
 dental. See Division of
 Oral Hygiene
 Department of Health Educa-
 tion, 44-48
 Department of School Health
 Supervision, 2, 5
 monthly, 2, 3, 5
- Reports (continued)
 diseases. See Division of
 Sanitary Engineering and
 Inspection
 Division of Central Adminis-
 tration, 2, 3, 4,
 Division of County Health
 Work, 66
 monthly, 2, 3, 6
 Division of Epidemiology
 immunization, 160
 monthly, 2, 3, 9
 Division of Industrial Hygiene,
 3
 Division of Institutions and
 Corrections, 3
 Division of Oral Hygiene, 3
 Division of Preventive Medi-
 cine, 3
 Division of Sanitary Engineer-
 ing and Inspection
 monthly, 2, 3, 4
 Division of Vital Statistics,
 139-141. See also Vital
 Statistics
 monthly, 2, 3, 8
 epidemiology quarantine, 3, 10
 Executive Monthly Personnel
 Absences, 2, 13
 field supervisor, 3, 54
 hookworm treatment, 3
 mailing room, 3, 45
 maternal and infancy, 3, 52,
 53
 center, 42, 52
 motion picture operators',
 2, 3, 43, 44
 daily, 3, 44
 North Carolina Orthopedic
 Hospital, 3
 nurses, 2, 3, 42, 47
 on medical inspection of
 schools, 3, 47
 weekly, 2, 47
 physicians, 145
 quarantine of officers, 156
 sanitary inspection, 3
 State Laboratory of Hygiene
 diagnostic laboratory, 93,
 94
 monthly, 2, 3, 7, 123
 public water supply analysis,
 79, 88

Index

(Rep-Soi)

Reports

State Laboratory of Hygiene
(continued)
to Budget Bureau, 118, 123
Wasserman tests, 91, 92
water analysis, 88, 89, 90
to Budget Bureau, 119, 123
tuberculosis control, 3
venereal disease. See Division of Epidemiology;
venereal disease
clinics, 3
prevention, 3
water analysis, 87
Requisitions
printing, 2, 33, 41
Restaurants
inspection, 20, 97
reports, 2, 3, 11
Reynolds fund vouchers, 38
Reynolds, Smith
fund, 87
Rosenwald, Julius
fund, 63
Rutherford County
school survey, 196
Salary
accounts, 24
bonus account
explanation, 29
voucher register, 26
Sanitary districts, 27-29
Sanitary Engineer
correspondence, 2, 187
Sanitary Engineering and Inspection, Division of.
See Division of Sanitary Engineering and Inspection
Sanitary inspection reports, 3
Sanitary survey reports,
Division of Sanitary Engineering and Inspection, 197
Sanatoria, inspection, 20
Scarlet fever
antitoxin, 69
Schick test, 69
School Health Supervision,
Department of. See Department of School Health Supervision
School
children
examination, 21
medical examination, 61

School(continued)

clinics
medical inspection, 3, 41, 48
county dental reports, 213
dental clinics, 104
work. See Division of Oral Hygiene
hygiene, 66, 67
medical inspection
clinic, 3, 47, 48
nurses' reports, 2, 3, 41, 42, 47
sanitary inspection, 61
sanitary survey, 116
sanitation, 186
survey, 182
teaching effect of alcoholism and narcotism, 30
textbooks
fumigation, 29
Scrapbook
newspaper clippings, 15
Selective Draft
correspondence, 80
Septic tanks, 24
Sewerage, 16, 24, 28
disposal plants, 185
inspection, 202
sanitary inspection, 187
systems
blueprints, 188
inspector reports, 2, 3, 11
Shellfish
industry
inspection, 97
sanitation
inspection reports, 2, 3, 11
Sheppard-Towner Act, 62
Shipping books, 97-99, 101
Shore, Dr. Clarence A., 34
Sick leave list
Division of Preventive Medicine, 42
Smallpox
correspondence, 194
vaccine, 2, 69
Social Security Act
aid to crippled children, 62
Social Security Board
funds, 16
Social Security vouchers, 37
Soil
analyses, 13
correspondence, 182

Index

Spinal fluid analyses, 69
State Advisory Commission, 62
State Board of Charities and
Public Welfare, 62
reports, 3
State Board of Cosmetic Art
Examiners, 29
State Board of Barber Examiners,
29
State Board of Embalmers, 17
State Board of Health. See
North Carolina Board of
Health
State Board of Pharmacy, 27
State College
Extension Division, 61
State Highway and Public Works
Commission, 18
State institutions
sanitary inspection, 186, 187
State Laboratory of Hygiene,
6, 34, 69, 82
alcohol correspondence, 123
animal inoculation, 96
appropriations, 117
biological products, 69
biologicals distributed,
107, 108
bookkeeper's office
records, 106-123
Budget Bureau reports, 118
cost, 111
receipts, 114
Central Administration
records, 68-83
charge order books, 110
clinic correspondence, 71-73
C.O.D. mailing books, 103
C.O.D. order books, 109
diagnostics laboratory exam-
inations, 93, 94
diphtheria antitoxin corres-
pondence, 76
druggists correspondence,
68, 74
duties, 69
employees
absence records, 123
expenditures, 118
express bills and receipts,
104
general correspondence, 68
hookworm survey and corres-
pondence, 77

(Spi-Ste)

State Laboratory of Hygiene
(continued)
hospital correspondence,
68, 71
inventories, 79
invoices, 115, 120
maintenance allotment, 119
mailing forms, 102-104
mailing room
records, 97-105
miscellaneous records, 68,
123
mineral springs
correspondence, 68, 81, 82
water analysis, 88, 90
monthly reports, 2, 3, 7, 123
order book, 121
out of State correspondence,
68, 69
physicians' correspondence,
73
private water supply analysis,
88, 89
public water supply analysis,
79, 88
purchase orders, 30, 105, 122
rabies correspondence, 71,
73-75
receipts, 118
for expenditures, 116, 118
records, 68-123
reports to Budget Bureau,
119, 123
staff, 69
summary of expenditures, 117
summary of receipts, 117
typhoid vaccine correspond-
ence, 68, 70, 71, 74, 78,
79
voucher
register, 114
warrants, 120
Wasserman Test Room Records,
91, 92
water
analysis, 202
correspondence, 68, 73, 81
laboratory records, 84-90
tax accounts, 112, 113
State Medical Society, 5, 61
State Textbook Commission, 30
Sterility
prescriptions, 24

Index

(Ste-Ven)

- Sterilization, 25
Stillbirth
 certificates, 134
 registration, 11
Stream pollution, 199, 200
Sulpharsphenamine, 69
Superintendent of Public In-
 struction, 21, 23, 61
Supplies
 correspondence, 69
 inventories, 41
 invoices, 62
 purchase orders, 30
 State Laboratory of Hygiene,
 79, 121
 voucher register, 26
Surgeon General, 2
Symbols, vi
Syphilis
 clinic
 population report, 178
 treatment progress cards,
 173-176
 epidemiological reports, 178
 individual case reports of
 delinquent patients, 177
 outcome of pregnancies, 178
 pregnancy reports, 177
 record, 170
 tests, 69
Telephone
 long distance calls, 41
Tetanus antitoxin, 69
Textbooks
 fumigation, 29
Tonsils
 operations, 3, 41, 48
 removal from school children,
 5
Tourist homes
 sanitary inspection, 21, 97
Tourist camps
 sanitary inspection, 21
Townsend, Dr. E. L., 43
Toxoid
 payments for, 42
Travel
 authorizations, 3, 32
 community sanitation, 201
 expenses, 41, 118
 vouchers, 3
 register, 26
Work Projects Administration
 malarial control, 199
Tuberculosis, 69
 control, 66, 67
 statistics, 3
 reports, 3
North Carolina Association for
 the Study and Prevention of,
 19
prisons, 18
reports, 164, 165
sanitation, 19, 20
sanitoriums, 4
tularemia
 tests, 69
typhoid
 correspondence, 3, 49
 tests, 69
 vaccine, 114
 correspondence, 69, 68, 70,
 71, 74, 78, 79
 records, 3, 49
 vaccination record, 3, 49
Typhoid fever
 cases, 162
 investigation records, 161
Tyrrell County
 school survey, 196
 undulant fever
 tests, 69
Uniform Narcotic Drug Act, 27
United States Department of Labor
 Childrens' Bureau, 61, 62
United States Public Health Ser-
 vice, 17, 86, 97, 102, 163
 budget reports, 16, 28
 health funds, 16
 milk ordinances, 195
 monthly budget reports, 3, 28
 reports, 63, 178, 180
Vaccination records
 diphtheria, 3, 49
 typhoid, 3, 49
Vaccines
 units distributed, 2, 3, 7, 123
Venereal disease, 167. See also
 Wasserman tests
 administrative cases, 178
 case histories, 171, 172
 clinics, 168
 population reports, 178
 progress reports, 173-176
 reports, 3, 172
 control, 23, 24, 87, 66, 67, 168
 in State institutions, 167
 monthly reports on treatment, 178

Index

(Ven-X-Ray)

Venereal disease (continued)

prescriptions, 24
prevention
 reports, 3
prisoners, 19
public clinics, 167
syphilis, 170
 clinic population reports,
 178
 epidemiological reports,
 178
 individual case reports of
 delinquent patients, 177
record book, 169
reports, 23
seriological surveys, 87
treatment, 23, 24
 status of patients, 178
weekly reports, 180
Vincent's angina, 69
Vital Statistics, 9-13, 66,
 67. See also Division of
 Vital Statistics
 adoption papers, 133, 138
 birth certificates, 11, 12,
 129-132
 death certificates, 10, 11,
 135, 136
 tabulation, 137
 deaths, 42
 fees, 12, 13
 laws, 9-13
 local registrars, 12
 receipts for, 41
 registration, 10
 registrars, 11
 reports, 2, 3, 8
 stillbirth certificates, 134
Vital Statistics Law, 82
Vouchers
 general fund, 3, 36
 registrars, 26, 27, 41
 State Laboratory of
 Hygiene, 114
 Social Security, 37
warrants
 State Laboratory of Hygiene,
 120
Wasserman tests, 91, 92, 167.
 See also Venereal diseases
 drafts, 80

Water

analyses, 13, 14, 69, 85-87, 2,
 3, 9, 79, 88, 123, 194, 202
 mineral springs, 88, 90
 private supply, 88, 89
 public supplies, 79, 88
correspondence, 68, 73, 81
gravity surface supplies, 192
inspection, 202
laboratory
 bacteriological analysis, 85,
 87
 sample water bottles shipped,
 84
license tax on sale of, 41
plants
 inspection, 185
 blueprints, 188
 protection, 16, 17
 purification plants, 191
 samples received, 193
 sanitation, 16, 17
 sanitary inspection, 187
 selling, 15
 spring, 15
 stream pollution, 199
 supplies, 6, 28
tax
 accounts, 112, 113
 correspondence, 106
 statements, 41
works
 inspection reports, 2, 3, 11
Watersheds, 96, 185
Western North Carolina Sanatorium,
 20
Wilmington, 1
Wood, Dr. Thomas F., 31
Workmen's Compensation Act, 102
Work Projects Administration, 97
 community sanitation work, 180,
 201
 drainage reports, 198
 malaria control reports, 199
 project proposals
 community sanitation, 201
X-Ray
 Division of Industrial Hygiene,
 206, 207

NORTH CAROLINA HISTORICAL RECORDS SURVEY

List of Publications

THE HISTORICAL RECORDS OF NORTH CAROLINA: THE COUNTY RECORDS:

- Vol. 1. Alamance through Columbus. (26 counties, xi, 491 p. printed, March 1938)
- Vol. 2. Craven through Moore. (40 counties, xi, 568 p. printed, August 1938)
- Vol. 3. Nash through Yancey. (37 counties, x, 760 p. printed, October 1939)

INVENTORY OF THE STATE ARCHIVES OF NORTH CAROLINA:

- Series 2. Agencies of Fiscal Control:
 - No. 4. Local Government Commission. (iv, 32 p. mimeo., March 1941)
- Series 4. Regulatory Agencies:
 - No. 3. Insurance Department. (iv, 78 p. mimeo., August 1940)
 - No. 4. State Board of Alcoholic Control. (iv, 12 p. mimeo., November 1939)
 - Nos. 5-27. Licensing Boards. (vii, 123 p. mimeo., June 1941)
- Series 8. Social Service Agencies:
 - No. 20. Stonewall Jackson Manual Training and Industrial School. (iv, 12 p. mimeo., January 1941)
- Series 9. Miscellaneous Agencies:
 - No. 1. North Carolina Historical Commission. (iv, 13 p. mimeo., September 1940)
 - Nos. 2-4. State Library, Library Commission of North Carolina, and State Board of Elections. (vii, 27 p. mimeo., November 1941)
 - No. 5. Board of Advisers of the Veterans Loan Fund. (iv, 22 p. mimeo., April 1940)
 - No. 10. North Carolina Rural Electrification Authority. (iv, 9 p. mimeo., January 1940)

MANUSCRIPT PUBLICATIONS:

- Guide to Depositories of Manuscript Collections in North Carolina. (18 p. printed, 1940)
- Guide to the Manuscript Collections in the Duke University Library. (v, 165 p. mimeo., June 1939)

MANUSCRIPT PUBLICATIONS: (continued)

Guide to Manuscripts in the Southern Historical Collection
of the University of North Carolina. (viii, 204 p.
printed, 1941)

A Calendar of the Bartlett Yancey Papers in the Southern
Historical Collection of the University of North Carolina.
(iv, 48 p. mimeo., February 1940)

INVENTORY OF THE CHURCH ARCHIVES OF NORTH CAROLINA:

Southern Baptist Convention:

- Alleghany Association. (vi, 12 p. mimeo., March 1940)
- Raleigh Association. (vi, 56 p. mimeo., July 1940)
- Brunswick Association. (vi, 23 p. mimeo., January 1941)
- Stanly Association. (vi, 33 p. mimeo., February 1941)
- Flat River Association. (vi, 39 p. mimeo., February 1941)
- Central Association. (vi, 42 p. mimeo., February 1941)

